

# Agenda

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## City Executive Board

Date: **Thursday 17 November 2016**

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Time: **5.00 pm**

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Place: **St Aldate's Room, Town Hall**

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For any further information please contact:

**Sarah Claridge, Committee and Member Services Officer**

Telephone: 01865 529920

Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

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As a matter of courtesy, if you intend to record the meeting please let the Committee Services Officer know how you wish to do this before the start of the meeting.

# City Executive Board

## Membership

<b>Chair</b>	Councillor Bob Price	Corporate Strategy and Economic Development
	Councillor Ed Turner	Finance, Asset Management and Public Health
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Pat Kennedy	Young People, Schools and Skills
	Councillor Mike Rowley	Housing
	Councillor Christine Simm	Culture and Communities
	Councillor Dee Sinclair	Community Safety
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

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# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

- 1 APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC  
(15 MINUTES TOTAL)
- 4 COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON  
THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES (10  
MINUTES IN TOTAL)
- 6 SCRUTINY COMMITTEE REPORTS
  - a ANNUAL MONITORING REPORT (AMR) 2015/16  
Scrutiny Committee report to follow
  - b DIGITAL STRATEGY  
Scrutiny Committee report to follow.
- 7 ITEMS RAISED BY BOARD MEMBERS
- 8 COMMUNITY INFRASTRUCTURE LEVY – NEIGHBOURHOOD  
FUNDS TOWARDS PEDESTRIANISATION OF QUEENS STREET

9 - 14

**Lead Member:** Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Head of Planning and Regulatory Services has submitted a report which seeks the payment of £500,000 to Oxfordshire County Council towards the costs of the pedestrianisation of Queen Street and to authorise arrangements for Oxford City Council to enter into an agreement with Oxfordshire County Council for this sum.

**Recommendations:** That the City Executive Board resolves to:

1. **Agree** to the expenditure of £500,000 of the CIL Neighbourhood Portion to be paid to Oxfordshire County Council towards the Queen Street pedestrianisation scheme
2. **Delegate authority to** the Executive Director of Regeneration & Housing in consultation with the Board Member for Planning and Regulatory Services the power to negotiate and enter into an agreement with Oxfordshire County Council to provide for:
  - I. The approval of the scope and specification of works and detailed designs having regard to the views of the then members of the West Area Planning Committee and the Oxford Design Review Panel (and to agree amendments and a programme for implementation),
  - II. Independent audit of the costs and valuation of works.
  - III. Payment of up to £500,000 to Oxfordshire County Council in respect of the execution of the works
  - IV. Payment terms and conditions
  - V. Incidental provisions including timing of works and the prior approval of publicity material including site boards and press releases and statements

## 9 ANNUAL MONITORING REPORT (AMR) 2015/16

15 - 92

**Lead Member:** Councillor Hollingsworth, Board Member for Planning and Regulatory Services

The Head of Planning and Regulatory has submitted a report which outlines the Annual Monitoring Report for approval.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the Annual Monitoring Report 2015/16 for publication.
2. **Authorise** the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

**10 DIGITAL STRATEGY**

93 - 116

**Lead Member:** Councillor Brown, Board Member for Customer and Corporate Services

The Head of Business Improvement has submitted a report which seeks approval for a Digital Strategy and its implementation.

**Recommendations:** That the City Executive Board resolves to

1. **Adopt** the Digital Strategy and associated action plan as set out at Appendices 1 and 2.
2. **Delegate authority** to the Head of Business Improvement in consultation with the Board Member for Customer and Corporate Services the annual review of the action plan

**11 PARLIAMENTARY BOUNDARY REVIEW 2018**

117 - 130

**Lead Member:** Councillor Price, Board Member for Corporate Strategy and Economic Development

The Chief Executive has submitted a report which asks the Board to consider the views of party groups and formulate a response to the Boundary Commission for England's proposals on parliamentary boundaries in Oxfordshire.

**Recommendation:** That the City Executive Board resolves to:

1. **Agree** a response to the initial proposals of the Boundary Commission for England on parliamentary constituencies as they affect Oxfordshire and in drawing up that response to have regard to the comments made by party groups.

**12 MINUTES**

131 - 136

Minutes of the meeting held on 13 October 2016

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 13 October 2016 as a true and accurate record.

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## **HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CITY EXECUTIVE BOARD**

### **Addresses and questions by members of the public, (15 minutes in total)**

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Thursday meeting, the deadline would be 9.30am on the Tuesday). Questions can be submitted either by letter or by email ([executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Board member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

### **Councillors speaking at meetings**

Oxford City councillors may, when the chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

### **Councillors speaking on Neighbourhood issues (10 minutes in total)**

Any City Councillor can raise local issues on behalf of communities directly with the Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

### **Items raised by Board members**

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board

- a)
- b)

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**To:** City Executive Board  
**Date:** 17 November 2016  
**Report of:** Head of Planning and Regulatory Services  
**Title of Report:** CIL - Neighbourhood funds towards the Pedestrianisation of Queen St.

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	<ol style="list-style-type: none"> <li>1. Agree the payment of £500,000 to Oxfordshire County Council towards the costs of the pedestrianisation of Queen Street.</li> <li>2. To authorise arrangements for Oxford City Council to enter into an agreement with Oxfordshire County Council for this sum.</li> </ol>
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Alex Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	Vibrant and Sustainable Economy Strong and Active Communities A Clean Green Oxford.
<b>Policy Framework:</b>	None
<b>Recommendations:</b> That the City Executive Board resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Agree</b> to the expenditure of £500,000 of the CIL Neighbourhood Portion to be paid to Oxfordshire County Council towards the Queen Street pedestrianisation scheme</li> <li>2. <b>Delegate authority</b> to the Executive Director of Regeneration &amp; Housing in consultation with the Board Member for Planning and Regulatory Services the power to negotiate and enter into an agreement with Oxfordshire County Council to provide for:                         <ol style="list-style-type: none"> <li>i. The approval of the scope and specification of works and detailed designs having regard to the views of the then members of the West Area Planning Committee and the Oxford Design Review Panel (and to agree amendments and a programme for implementation),</li> <li>ii. Independent audit of the costs and valuation of works.</li> <li>iii. Payment of up to £500,000 to Oxfordshire County Council in respect of the</li> </ol> </li> </ol>	

<p>execution of the works</p> <p>iv. Payment terms and conditions</p> <p>v. Incidental provisions including timing of works and the prior approval of publicity material including site boards and press releases and statements</p>
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<b>Appendices</b>	
Appendix 1	Risk Assessment

**Introduction**

1. The City Council brought the Community Infrastructure Levy (CIL) into effect on 21 October 2013. The levy is a standard charge towards the cost of infrastructure and to support development in the city.
2. CIL receipts are split into 3 portions. 80% of the CIL receipts must be used for funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the Council’s area. 5% of the CIL receipts are spent on administration of the process.
3. The remaining 15% is known as the Neighbourhood Portion. In the non-parished areas, the CIL regulations allow for a proportion of levy receipts to be used for a wider range of things than the rest of the levy:
  - the provision, improvement, replacement, operation or maintenance of infrastructure; or
  - anything else that is concerned with addressing the demands that development places on an area.
4. It was agreed at CEB on 19 May 2016 that in areas without parish councils or neighbourhood plans the City Council would allocate:
  - up to £5k per ward (£2,500 per ward member of non parished wards) to be paid annually for use within these wards (total £105k) and
  - the remaining CIL neighbourhood portion to be spent by the City Council in line with paragraph 3 above.
5. It is the intention to use the majority of current remaining CIL neighbourhood portion funds (up to £500,000) towards the pedestrianisation of Queen Street.

**Queen Street Pedestrianisation**

6. It has been a long term aspiration of the City Council to have full pedestrianisation of Queen Street, especially with the opening of Westgate in Autumn 2017. The pedestrianisation of Queen Street has the potential to improve pedestrian safety and mobility, improve the environment and make the general city centre experience more enjoyable. This could in turn increase vibrancy, vitality and the economy. Pedestrianisation might include cycles, but only if it can be demonstrated that a ‘shared space’ approach is practical and safe in this crowded and restricted street with concentrated pedestrian flows.

7. The County Council is seeking to implement a scheme for the full pedestrianisation of Queen Street. This would include improvements to the public realm and changes to the bus routing. The County Council has calculated that the cost of the scheme would be £1.97m. The public realm works in Queen Street are estimated at £1m with the remaining being the enabling works required to pedestrianise Queen Street. The County Council has agreed to fund £170,000 from existing S106 contributions it holds. The Local Enterprise Partnership (LEP) has agreed to fund £1.3m from recycled Local Transport Board (LTB) funding. This leaves £500,000 to be funded from the neighbourhood portion of CIL.
8. The funding from the City Council would be used to fund 50% of the public realm works in Queen Street. As a co-funder of the public realm, the City Council will work with the County Council on the scheme and will seek input into the design of the public realm in Queen Street as a condition of the contribution. A further condition of funding would be that the scheme is reviewed by Oxford Design Review Panel and its recommendations given due consideration. We would also need to see results of the current consultation reflected in the implementation of the scheme.
9. It is recommended that the City Executive Board delegate to the Executive Director of Regeneration & Housing the authority to agree the terms of an agreement with the County Council, for the part funding of this scheme the maximum payment to be made by the City Council being £500,000.
10. It is expected that any agreement;
  - a. Would require the approval of the City Council (to be given by the Executive Director of Regeneration & Housing) to the specification of works and the detailed design of the scheme. That approval would not be given without seeking and taking account of the views of the members of the West Area Planning Committee and the Oxford Design Review Panel. Minor amendments and a programme for the execution of work could be approved simply by the Executive Director of Regeneration & Housing.
  - b. Independent audit of the costs and valuation of works
  - c. Would not involve the City Council in the commissioning of works or instruction of contractors. Obligations upon the City Council would be limited to part funding the scheme by payment to the County Council.
  - d. Would provide for the circumstances in which the part payment would be made. It could provide for phased payments to be made on the satisfactory completion of identified elements of the scheme or it could provide for payments in advance. In the case of anything other than a single payment after satisfactory completion of the entirety of the scheme the City Council would require repayment provisions in the event of the scheme not being satisfactorily completed. If the costs of the scheme exceed those currently anticipated the £500,000 would not be increased. If they are less then as the City Council's payment is intended to fill the funding gap, it would be reduced by the full amount of the cost reduction. At completion of the scheme verified financial information would be required to ascertain if there had been an underspend and if any refund was due.
  - e. Would cover miscellaneous related issues. These would include the prior approval of publicity material relating to the scheme. They would also include provisions relating to the provision of information to allow the City Council to

satisfy itself as to the satisfactory execution of the works and to consult as part of the process of giving approval to the detailed design.

### **Financial implications**

11. As at 30 September 2016 the balance of CIL funding allocated to unparished neighbourhoods was over £550,000. This balance is forecast to increase to around £750,000 by 31 March 2017 and will therefore meet the Council's commitment to fund ward members budgets in 2016/17 and make a £500,000 contribution to the pedestrianisation of Queen Street.

### **Legal issues**

12. Legal issues have been addressed within the report.

### **Level of risk**

13. A risk assessment has been undertaken (Appendix 1). All risks have been mitigated to an acceptable level.

### **Equalities impact**

14. No equalities impacts arise from this report.

<b>Report author</b>	Lorraine Freeman
Job title	Developer Funding Officer
Service area or department	Planning & Regulatory Services
Telephone	01865 252178
e-mail	<a href="mailto:lfreeman@oxford.gov.uk">lfreeman@oxford.gov.uk</a>

**Background Papers:** Report to LEP (date to be confirmed)

Local Development Scheme 2016-19 Risk Assessm

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
Changes to the Community Infrastructure Regulations (CIL)	Changes to the CIL regulations may have an impact on the development that will be liable for CIL and the percentage of the Neighbourhood Portion of CIL	Threat	Changes to the CIL Regulations	Could have an impact on the funds received from the levy. This will have an alter the amount of Neighbourhood Protion of the funds which will have an impact on the infrastructure we can deliver	26/09/2016	Head of Planning and Regulatory Services	4	3						Maintain awareness of potential changes in the Regulations so that appropriate responses to any consultations can be submitted in order to minimise negative impacts.	Ongoing throughout the lifetime of the Community Infrastructure Regulations				
Scheme not completed as agreed	Scheme implemented by County who may not complete due to funds	Threat	lack of funds/under estimated costs	Non delivery of full scheme	26/09/2016	Head of Planning and Regulatory Services	3	2											

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**To:** City Executive Board  
**Date:** 17 November 2016  
**Report of:** Head of Planning and Regulatory Services  
**Title of Report:** Annual Monitoring Report 2015/16

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the Annual Monitoring Report for publication.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	A Vibrant and Sustainable Economy Meeting Housing Needs Strong and Active Communities A Clean and Green Oxford An Efficient and Effective Council
<b>Policy Framework:</b>	The Annual Monitoring Report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme. The scope of those policies is wide and encompasses all of the Council's corporate priorities.
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the Annual Monitoring Report 2015/16 for publication.</li> <li>2. <b>Authorise</b> the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.</li> </ol>	




<b>Appendices</b>	
Appendix 1	Annual Monitoring Report 2015/16
Appendix 2	Risk Assessment

## Introduction and background

1. The Annual Monitoring Report (AMR) 2015-16 assesses the effectiveness of planning policies contained within Oxford's Local Plan as well as the implementation of the Local Development Scheme and Duty to Cooperate. The AMR covers the period 1st April 2015 to 31st March 2016 and is a factual document.
2. Section 35 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to publish monitoring reports at least yearly in the interests of transparency.
3. The AMR provides feedback to Members, stakeholders and residents on the performance of planning policies and whether the objectives of those policies are being achieved. In doing so, monitoring enables the City Council to respond more quickly to changing priorities and circumstances. In addition, statutory plans are assessed at independent examination on whether the policies are founded on robust and credible evidence, and whether there are clear mechanisms for implementation and monitoring.

## Findings of the 2015/16 Annual Monitoring Report

4. The performance of planning policies is monitored using a traffic-light approach. Performance in 2015/16 is summarised in Table 1.

	 Targets and objectives have been met / data indicates good progress towards meeting targets.	 Limited progression towards meeting targets / insufficient information to make an assessment.	 Data indicates under-performance against targets and objectives.
A Vibrant and Sustainable Economy	4 (67%)	2 (33%)	0 (0%)
Meeting Housing Needs	6 (67%)	3 (33%)	0 (0%)
Strong and Active Communities	3 (75%)	1 (25%)	0 (0%)
A Clean and Green Oxford	7 (78%)	1 (11%)	1 (11%)
An Efficient and Effective Council	N/A – Traffic lights are not used to monitor progress in this section as there are no fixed targets.		

**Table 1: Summary of performance against targets 2015/16**

5. Overall performance in 2015/16 is positive, with the majority of indicators scoring green ratings for meeting or making considerable progress towards targets.
6. In the 2015/16 monitoring year, 383 (net) dwellings were completed in Oxford. This represents an increase in comparison to recent years.
7. The dwelling completions in the 10 years since the start of the Core Strategy period (2006/07 to 2015/16) totalled 3,843 (net). The forecast figure was 4,000 dwellings. This is just 157 fewer completed dwellings than had been planned. This is very positive considering that this period included the recession in 2008 and the impacts that this had on the housebuilding market. This shortfall is expected to be made up within the next few years when completion rates are forecast to increase with a



number of large sites being developed, including Barton Park and the two Littlemore sites.

8. 164 (net) affordable dwellings were completed in the 2015/16 monitoring year. This includes 107 (net) affordable dwellings provided through the City Council's own housebuilding programme. The total number of affordable homes completed since the start of the Core Strategy period (2006/07 to 2015/16) is 1,157 dwellings. These homes have mainly been delivered through a combination of developer contributions from qualifying developments (either provision onsite or financial contributions towards off-site provision) and the City Council's own housebuilding programme. The City Council also received £375,619 towards affordable housing provision through s106 agreements in 2015/16. This money will be used to provide affordable homes in Oxford in line with the City Council's Housing Strategy.
9. Core Strategy Policy CS25 encourages each university to have no more than 3,000 full-time students living outside of university provided accommodation in Oxford. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two Universities should be matched by an equivalent increase in student accommodation. Applications for new or redeveloped academic floorspace will be assessed on this basis.
10. In the 2015/16 monitoring year, the University of Oxford had 2,932 students living outside of university provided accommodation in Oxford. This is within the Core Strategy Target.
11. In 2015/16 Oxford Brookes University had 3,747 students living outside of university provided accommodation in Oxford, an increase on the previous monitoring year when there were 3,451 Oxford Brookes students living outside of university provided accommodation in Oxford. It is disappointing that Oxford Brookes has not met the Core Strategy target in 2015/16, particularly when the University had indicated to us that the number of students living outside of university provided accommodation in Oxford would decrease during the monitoring year. Oxford Brookes University has commented that recent trends in students living outside of university provided accommodation in the city are a result of an increasingly volatile higher education market and changes in student behaviour since the introduction of the £9,000 undergraduate fee in 2012. It is anticipated that these trends are set to continue. Oxford Brookes University is therefore currently working on a fully revised student accommodation strategy, taking into account these fundamental shifts in the makeup of the student body and the consequential impact on the accommodation the University needs to provide to ensure it can meet the 3,000 target.
12. The approach set out in Core Strategy Policy CS25 will be a key consideration in determining any planning applications from Oxford Brookes University. Core Strategy Policy CS25 and its supporting text is clear that planning permission will only be granted for any additional academic/administrative accommodation (including redeveloped academic floorspace) for use by Oxford Brookes and the University of Oxford where it can be demonstrated that the number of students living outside of university provided accommodation is less than 3,000 students for that institution.
13. The City Council has continued to grant planning permissions for additional purpose-built student accommodation (not specific to the universities' use) and there are several major proposals for further student accommodation which we

expect to see coming forwards in the next few years. In the 2015/16 monitoring year 125 (net) units of student accommodation were completed. Planning permission was also granted for a further 225 (net) units of student accommodation.

14. Significant progress has been made on key projects in the West End during 2015/16. This includes the completion of remodelling works at Frideswide Square, the redevelopment of the Westgate Centre and the commencement of a mixed use development to include 133 student rooms on St Aldate's/Queen Street. A Supplementary Planning Document is also being prepared to guide the redevelopment of the railway station site. The City Council is also working with Nuffield College (OXWED) to bring the Oxpens development forward which will deliver a substantial number of new homes and new B1 office and research and development floorspace. These developments will bring about significant positive change in this part of the city centre.
15. Significant progress has also been made towards delivering new homes at Barton Park, with reserved matters approval being granted for Phase 1 of the development (237 dwellings) in March 2016. Good progress has been made by the City Council/Grosvenor joint venture Barton Oxford LLP in delivering the strategic infrastructure necessary to enable development. Developers Hill started work on constructing new homes under Phase 1 in October 2016.
16. Progress is also being made in bringing the Northern Gateway development forward and an outline planning application is currently being prepared.
17. The Council is also partnering the University of Oxford and colleges in the preparation of a spatial development plan for the University. Masterplans are being progressed for the Osney Mead area and the Churchill Hospital campus.
18. The only indicator to score red due to under-performance against targets was Indicator 30: Appeals allowed where conservation policies are cited as a reason for refusal. Oxford's conservation policies are the saved Local Plan 2001-16 historic environment policies. Four appeals were determined in 2015/16 where these policies had been cited as a reason for refusal and only one of these appeals (25%) was dismissed. In all three cases where the appeals were allowed the Inspector considered that, on balance, material considerations meant that the proposed developments were acceptable. Whilst performance in 2015/16 was well below the 80% target, only four appeals were determined where the historic environment policies applied, meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target has been met. We will need to monitor this closely in future monitoring years to understand if this is a short term fluctuation or a longer term trend and to ensure that the monitoring target remains relevant.
19. In January 2016 the City Council adopted a new Local Development Scheme which sets out the work programme for producing a new Oxford Local Plan that will provide a long-term planning framework to deliver the managed growth of the city to 2036. This is an exciting opportunity to review planning policy aspirations and strategies to best meet the current and future needs of the city. One of the biggest challenges that the new Local Plan will need to consider will be the shortage of housing and the unaffordability of housing in Oxford. An initial 'first steps' consultation has been undertaken during Summer 2016 and the City Council will be reviewing the comments received alongside other evidence to develop policy

options which will be consulted on in Summer 2017. The Local Plan will be submitted for examination in 2018.

**Environmental Impact**

20. There are no environmental implications arising from this report, however the AMR does report on environmental issues such as biodiversity, heritage assets and compliance with the Natural Resources Impact Analysis (NRIA) requirements.

**Financial implications**

21. There are no financial implications arising from this report, however the AMR does report on the collection and spending of monies through the Community Infrastructure Levy (CIL) and s106 developer contributions.

**Legal issues**

22. The preparation and publication of the AMR is a statutory requirement.

**Level of risk**

23. A risk assessment has been undertaken and the risk register is attached (Appendix 2). All risks have been mitigated to an acceptable level.

**Equalities impact**

24. There are no equalities impacts arising from this report.

<b>Report author</b>	Rebekah Knight
Job title	Planner
Service area or department	Planning Policy, Planning and Regulatory Services
Telephone	01865 525612
e-mail	<a href="mailto:rknight@oxford.gov.uk">rknight@oxford.gov.uk</a>

**Background Papers:** None

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# Annual Monitoring Report

1 April 2015 - 31 March 2016



Published November 2016

Planning Policy  
Planning and Regulatory Services

Oxford City Council  
St Aldate's Chambers  
109-113 St Aldate's  
OXFORD  
OX1 1DS

Tel: 01865 252847  
Email: [planningpolicy@oxford.gov.uk](mailto:planningpolicy@oxford.gov.uk)  
Website: [www.oxford.gov.uk/planningpolicy](http://www.oxford.gov.uk/planningpolicy)

Published November 2016

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## Introduction

### Building a world-class city for everyone

- 1.1 The City Council's ambition, developed with partners including local businesses, community organisations, the health and education sectors and the County Council, is to make Oxford a world-class city for all its citizens. Planning plays a key role in helping to deliver this, by seeking positive improvements in the quality of Oxford's built and natural environments, as well as in the quality of life of local people. Planning is essential to ensuring that Oxford has the homes, jobs and infrastructure necessary to make this vision a reality.
- 1.2 The Annual Monitoring Report (AMR) reviews how effective our planning policies and processes are in helping to achieve this vision. (Oxford's planning policy documents are listed in Appendix A.)
- 1.3 Regularly reviewing the effectiveness of planning policies helps to ensure that progress is being made towards achieving objectives. Monitoring also helps to identify when policies may need adjusting or replacing if they are not working as intended or if wider social, economic or environmental conditions change. The City Council also has a legal duty to monitor certain aspects of planning performance (Appendix B).
- 1.4 This is Oxford's twelfth AMR. It monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026 (Appendix C). Performance against Core Strategy Sustainability Appraisal targets is also assessed (Appendix D).
- 1.5 The AMR is based on the City Council's five corporate priorities, as set out in the Corporate Plan:
  - A Vibrant and Sustainable Economy
  - Meeting Housing Needs
  - Strong and Active Communities
  - A Clean and Green Oxford
  - An Efficient and Effective Council

## How performance is assessed

- 1.6 Throughout the AMR traffic light symbols are used to summarise performance in relation to targets and to highlight where action may need to be taken:



**Explanation:** Targets and objectives have been met or data indicates good progress towards meeting them.

**Action:** Continue policy implementation as normal.



**Explanation:** Limited progress towards meeting targets or where there is insufficient information to make an assessment.

**Action:** The policy requires close attention in the next monitoring year.



**Explanation:** Data indicates under-performance against targets.

**Action:** Monitor the policy closely during the following monitoring year. Consecutive red scores may indicate that policies require adjusting or replacing because they are not working as intended or are no longer relevant.

## Summary of Performance 2015/16

### A Vibrant and Sustainable Economy



4 (67%)



2 (33%)



0 (0%)

- 1.7 Oxford is the economic and cultural hub of Oxfordshire's world-class knowledge economy. Oxford makes a significant contribution to the national economy and is a global centre for education, health, bioscience, digital and car manufacturing.
- 1.8 AMR indicators show that existing planning policies are helping to provide a supply of employment land that contributes towards economic growth to meet the needs of the current Local Plan (Indicator 1).
- 1.9 In 2015/16, planning permission was granted for new medical research and university academic floorspace, showing continued investment in these key sectors in Oxford (Indicator 3). Planning permission was also granted for a range of other Class B employment uses which will help to support local economic growth (Indicator 2).
- 1.10 Local Plan policies have continued to successfully focus new retail developments in the city, district and neighbourhood centres (Indicator 4), although the proportion of A1 retail uses at ground floor level in these areas has gradually decreased over time. This suggests that wider economic trends, such as the increasing popularity of online shopping, are changing the role that local centres play in people's lives. Vacancy rates in Oxford's centres continue to fluctuate, but are generally relatively low, particularly in the City Centre. There were however increased vacancy rates in the Headington and Summertown district centres in 2015/16. This will need close attention in future monitoring years to understand if this is a short term fluctuation or a longer term issue that may need addressing (Indicator 5).

### Meeting Housing Needs



7 (78%)



2 (22%)



0 (0%)

- 1.11 There is a severe housing crisis in Oxford. A growing population means that there is high demand for housing, but the supply of new homes is limited by the constrained nature of the city. The average house price in Oxford is now sixteen times the average wage, making Oxford the least affordable place to live in England.
- 1.12 Tackling the housing crisis is one of the City Council's top priorities. The City Council is actively working to build as many affordable homes as possible, to unlock a series of major development sites, to work with private landlords to raise standards in rented homes, to retain a significant stock of social housing and to work with neighbouring councils and central Government to meet our housing need.
- 1.13 In 2015/16 383 (net) new homes were completed in Oxford. This is close to the 400 dwellings per year target set in the Core Strategy and represents a positive increase in housing completions in comparison to recent years (Indicator 7).
- 1.14 The cumulative number of dwellings completed in the ten years since the start of the Core Strategy period (2006/07 to 2015/16) is 3,843 dwellings (net). The cumulative number of

completions that might have been expected during this period is 4,000 dwellings. Therefore at the end of 2015/16 there were just 157 fewer completed dwellings than might have been expected. This should be considered in the context of the 2007/08 financial crisis which had a dramatic impact on the housebuilding industry for several years. It is anticipated that this shortfall will be addressed within the next few years as major schemes such as Barton Park Phase 1<sup>1</sup> (237 dwellings), Littlemore Park<sup>2</sup> (270 dwellings) and Land North of Littlemore Healthcare Trust<sup>3</sup> (140 dwellings) are built out. The City Council is also working in partnership with Nuffield College to develop the Oxpens site which will deliver 300-500 new homes. Another 500 new homes are also planned for the Northern Gateway site and a further 648 homes will be delivered through Barton Park Phases 2 and 3.

- 1.15 Of the 383 (net) new homes delivered in the city during 2015/16, 164 (net) were affordable homes (102 social rent and 62 affordable rent). This includes 107 (net) affordable dwellings completed through the City Council's own housebuilding programme (Indicator 8). The City Council was one of the first authorities in England to re-start council house building with new powers and funding and has now established a housing company to undertake further development.

**Strong and Active Communities**



3 (75%)



1 (25%)



0 (0%)

- 1.16 Oxford's population is not only growing, it is also becoming increasingly diverse. It is important that all groups in the community have opportunities to engage in city life and to achieve their potential.
- 1.17 For many people, Oxford is a thriving place with a wide range of opportunities for work and leisure. However there are parts of the city that suffer from significant deprivation and are in need of positive change. There are also parts of the city that are underperforming in terms of making an efficient use of land and meeting the city's current and future needs. The regeneration of these areas is required to meet the needs of local people and to ensure that Oxford maintains its world-class status.
- 1.18 The Core Strategy identifies five priority areas for regeneration: Barton, Blackbird Leys, Northway, Rose Hill and Wood Farm. Physical regeneration in these areas is to be housing led, with a focus on improving the quality and mix of housing. Indicator 21 shows that good progress continues to be made in delivering positive change in these areas.
- 1.19 The West End is a key part of the city centre which is currently under-utilised and the City Council has produced an Area Action Plan (AAP) to guide its physical regeneration. This is a challenging part of the city to redevelop as it includes multiple sites, under various land ownerships, that will become available for development at different times. However, significant progress has been made on key projects in the West End during 2015/16 (Indicator 22). This includes the completion of transport and public space improvements at Frideswide

<sup>1</sup> Phase 1 reserved matters permission granted March 2016 (planning application reference 15/03642/RES).

<sup>2</sup> Outline planning permission granted March 2016 (planning application reference 14/02940/OUT).

<sup>3</sup> Reserved matters permission granted March 2016 (planning application reference 15/02269/RES).

Square, the on-going redevelopment of the Westgate Centre (expected completion Autumn 2017) and the commencement of redevelopment works at 4-5 Queen Street and 114-119 St Aldate's to deliver a mixed use scheme including A1 retail with A2 offices or A3 restaurants at ground floor level and 133 students on upper floors. The City Council is also working with Nuffield College (OXWED) to bring the Oxpens development forward which will deliver a substantial number of new homes and new B1 office and research and development floorspace.

## A Clean and Green Oxford



7 (78%)



1 (11%)



1 (11%)

- 1.20 Long term environmental sustainability is key to ensuring Oxford's future. The City Council's vision is for Oxford to be a city that is energy efficient, rich in biodiversity and with a growing resource of fossil-free energy and a demonstrably lower environmental footprint.
- 1.21 Oxford's planning policies are continuing to protect and enhance the city's natural environment. There has been no loss of public open space (Indicator 32) or areas of biodiversity importance (Indicator 25) and no inappropriate development permitted in the Green Belt during 2015/16 (Indicator 27).
- 1.22 Planning policies are effectively ensuring onsite renewable energy generation on qualifying schemes, suggesting that the Natural Resource Impact Assessment continues to provide a useful measure of the sustainability of new developments and that the targets remain both relevant and achievable.
- 1.23 The only indicator to score red due to under-performance against targets was Indicator 30: Appeals allowed where conservation policies are cited as a reason for refusal. Oxford's conservation policies are the saved Local Plan 2001-16 historic environment policies. Four appeals were determined in 2015/16 where these policies had been cited as a reason for refusal and only one of these appeals (25%) was dismissed. In all three cases where the appeals were allowed the Inspector considered that, on balance, material considerations meant that the proposed developments were acceptable. Whilst performance in 2015/16 was well below the 80% target, only four appeals were determined where the historic environment policies applied, meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target has been met. We will need to monitor this closely in future monitoring years to understand if this is a short term fluctuation or a longer term trend and to ensure that the monitoring target remains relevant.

## An Efficient and Effective Council

- 1.24 In January 2016 the City Council adopted a new Local Development Scheme which sets out the work programme for producing a new Local Plan that will provide a long-term planning framework to deliver the managed growth of the city to 2036. This is an exciting opportunity to review planning policy aspirations and strategies to best meet the current and future needs of the city. One of the biggest challenges that the new Local Plan will need to consider will be the shortage of housing and the unaffordability of housing in Oxford. An initial ‘first steps’ consultation has been undertaken during Summer 2016 and the City Council will be reviewing the comments received alongside other evidence to develop policy options which will be consulted on in Summer 2017.
- 1.25 The City Council has continued to engage in on-going, constructive collaboration with neighbouring authorities and other statutory bodies as required under the Duty to Cooperate. This includes engagement in relation to the new Oxford Local Plan 2036 and active involvement in a number of on-going joint-working and partnership relationships. The City Council has continued to actively and fully engage in the Local Plan processes of the other Oxfordshire authorities to ensure that the full objectively assessed housing need for the Oxfordshire Housing Market Area is met in emerging Local Plans. This includes contributing to meeting housing need that cannot be met in Oxford because of the city’s tightly drawn administrative boundary and intrinsic environmental constraints.
- 1.26 On 30 December 2015 the planning policy, development management, design and heritage, planning appeals, planning applications and planning enforcement teams were awarded ISO 9001 quality management accreditation. This is an internationally recognised standard which recognises the continuous monitoring and management of processes to ensure that services are as effective and efficient as possible.

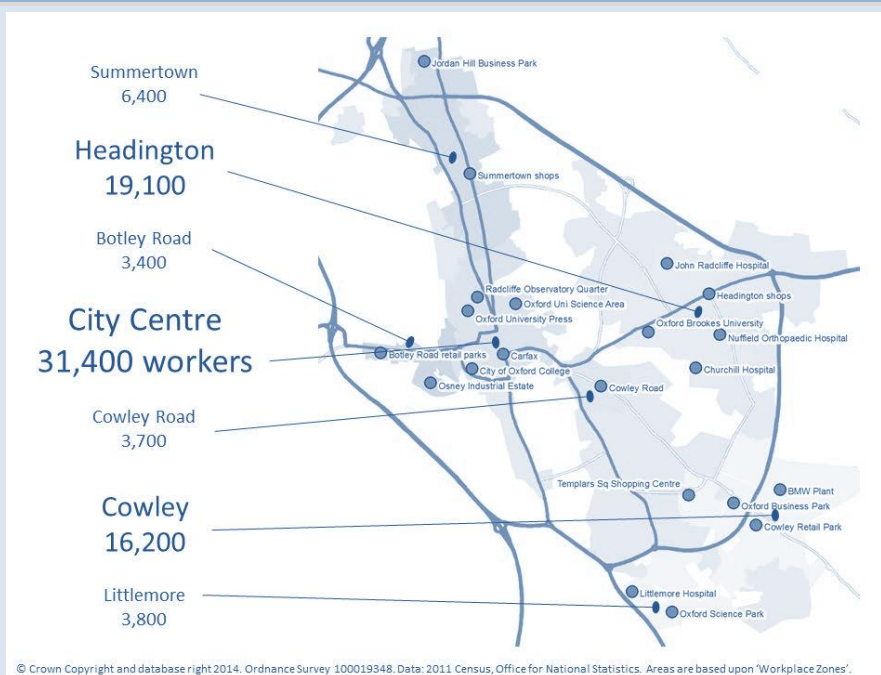
## A Vibrant and Sustainable Economy

**Ambition: A smart and entrepreneurial city with a thriving local economy supported by improved infrastructure, training and skills.**

### Snapshot of Oxford's Economy:

<b>Number of businesses:</b>	4,585 businesses in Oxford in 2015 <sup>4</sup> (+6.9% on 2014)
<b>Total number of jobs:</b>	131,000 jobs in Oxford in 2015 <sup>5</sup> (+9.2% on 2014) Oxford has had the fastest private sector job growth outside of London in the last 5 years (17.8% growth) <sup>6</sup>
<b>People commuting into Oxford for work:</b>	46,000 people commute into the city for work <sup>7</sup>
<b>Education and skills:</b>	While 43% of Oxford's residents have degree-level qualifications or above, 22% have no or low qualifications.
<b>Unemployment:</b>	3,400 people in Oxford were considered unemployed in 2015. This represents 3.5% of Oxford's population. <sup>8</sup>
<b>Contribution to the National Economy:</b>	Oxford is ranked 7 <sup>th</sup> out of 54 English cities for its contribution to the national economy (£58,150 GVA per worker) <sup>9</sup> . Oxfordshire has also been named the most innovative business location in the UK by the Enterprise Research Centre <sup>10</sup> .
<b>Annual number of visitors:</b>	Oxford attracts approximately 9 million visitors per year, generating £770 million of income for local businesses. Oxford is the seventh most visited city in the UK by international visitors.

### Spatial distribution of jobs in Oxford:



<sup>4</sup> Nomis (2015) [UK Business Counts](#)

<sup>5</sup> Nomis (2014) [Job Density](#)

<sup>6</sup> Centre for Cities (2016) [Fast Growth Cities: The opportunities and challenges ahead](#)

<sup>7</sup> Office of National Statistics (2011) Census Data

<sup>8</sup> Nomis (2015) [Employment and unemployment January 2015 – December 2015](#)

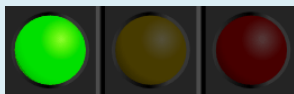
<sup>9</sup> Centre for Cities (2016) [Oxford Fact Sheet](#)

<sup>10</sup> Enterprise Research Centre [Benchmarking Local Innovation: The innovation geography of the UK](#)

**Indicator 1: EMPLOYMENT LAND SUPPLY**

**Target: Strengthen and diversify the economy and provide a range of employment opportunities**  
(Oxford Core Strategy Policy CS27)

Performance against target 2015/16:



Performance in previous two years:



2.1 The Core Strategy seeks to support economic growth up to 2026 by allocating land for employment development and by protecting existing key employment sites. Table 1 shows the amount of land allocated for employment development in Oxford over the whole plan period, as well as total protected key employment sites in the city.

Employment Development Sites	B1a Offices	B1b Research + development	B1c Light industry	B2 General industry	B8 Storage or distribution	Total
Sites and Housing Plan Allocated Sites (ha)	27.56	11.53	2.16	9.92	-	<b>51.17</b>
West End and Northern Gateway Allocated Sites (ha)	-	-	-	-	-	<b>14.90</b>
Existing Protected Key Employment Sites (ha)	27.42	-	26.01	109.56	11.00	<b>173.99</b>
<b>Total Gross Employment Land Supply (ha)</b>						<b>240.06</b>

**Table 1:** Oxford's gross employment land supply up to 2026 (allocated sites and those currently in use)<sup>11</sup>

2.2 There has been no change in the total gross employment land supply in 2015/16 when compared to the previous monitoring year.

2.3 A thorough review of Oxford's Employment Land supply has been undertaken during 2015/16-2016/17 as part of the evidence base for the new Local Plan 2036. This will be published separately.

#### Key Protected Employment Sites

2.4 Policy CS28 of the Core Strategy states that changes of use away from business uses (B1, B2 or B8) within key protected employment sites will not be supported. There was one completion counted in the 2015/16 monitoring year that involved the loss of a Class B use on a key protected employment site. This was the change of use of the ground floor of Osney Mead House, Osney Mead from B1a office to D2 fitness centre (13/01238/FUL). However, this is not considered to constitute the complete loss of a key protected employment site as Class B employment uses are maintained at upper levels.

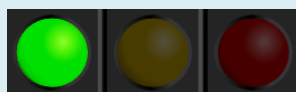
<sup>11</sup> Estimates for the West End and Northern Gateway have been included in the totals column as the exact breakdown between uses is unknown at present.



**Indicator 2: PLANNING PERMISSIONS GRANTED FOR NEW B1 FLOORSPACE**

**Target: Strengthen and diversify the economy and provide a range of employment opportunities**  
(Oxford Core Strategy Policy CS27)

**Performance against target 2015/16:**



**Performance in previous two years:**



Monitoring Year	B1a Offices	B1b Research + development	B1c Light industry	Total B1 floorspace permitted
<b>2015/16</b>	<b>513m<sup>2</sup></b>	<b>48,458m<sup>2</sup></b>	<b>Nil</b>	<b>48,971m<sup>2</sup></b>
2014/15	1,069m <sup>2</sup>	810m <sup>2</sup>	Nil	1,879m <sup>2</sup>
2013/14	263m <sup>2</sup>	Nil	Nil	263m <sup>2</sup>

**Table 2:** Net additional B1 floorspace (GIA) permitted 2013/14-2015/16

2.5 Table 2 shows that planning permission was granted for 48,971m<sup>2</sup> of new B1 business floorspace in 2015/16. The majority of this floorspace is attributed to reserved matters permission being granted for a new Bioescalator/Amenities Building at Old Road Campus (15/00996/RES). The Bioescalator is a joint project between the University of Oxford and Central Government, with the Government contributing £11.1m of funding through the Oxford and Oxfordshire City Deal as part of an investment programme to promote innovation in healthcare and the creation of new companies.

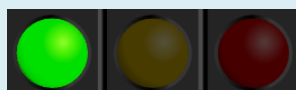
2.6 In addition to the B1 permissions, planning permission was also granted for 1,084m<sup>2</sup> B2 general industry floorspace during the monitoring year. (Planning permission 15/02262/FUL for the erection of a warehouse building at UYS Ltd, Garsington Road.)

2.7 There is no specific target in the Local Plan or Corporate Plan 2015-2019 for new employment floorspace to be permitted in Oxford in 2015/16, however the new Corporate Plan 2016-2020 sets a target of permitting 15,000m<sup>2</sup> of employment floorspace each year from 2016/17 onwards. In this context, permissions for new employment floorspace granted in 2015/16 exceed expectations.

**Indicator 3: PLANNING PERMISSIONS GRANTED FOR KEY EMPLOYMENT USES (hospital healthcare, medical research and university academic teaching and study)**

**Target: Majority (more than 50%) of new hospital healthcare and medical research development to focus on Headington and Marston. 100% of new academic (teaching and study) development to focus on existing sites under the control of the universities.**  
(Oxford Core Strategy Policies CS25, CS29 & CS30)

**Performance against target 2015/16:**



**Performance in previous two years:**



2.8 Oxford is home to world-class hospital healthcare and medical research facilities. The hospital trusts based in Oxford and University medical schools also provide significant employment opportunities within the city.

2.9 Table 3 shows that planning permission was granted to extend the Oxford Centre for Human Brain Activity at Warneford Hospital during 2015/16. This demonstrates the on-going investment in medical research facilities in the city. As this development is located on an existing hospital site in Headington, it meets the Core Strategy target.

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing sites in Headington and Marston?
15/00950/FUL	Erection of first floor and two storey extensions to Oxford Centre for Human Brain Activity (B1b medical research).	458m <sup>2</sup>	YES - Warneford Hospital
15/00996/RES	Erection of Bioescalator/Amenities Building. (Part reserved matters relating to Plot B4, seeking approval of appearance, landscaping, scale and layout) (B1b medical research / D1 University teaching and study).	48,000m <sup>2</sup>	Yes - Old Road Campus, Roosevelt Drive
15/02662/FUL (Temporary)	Provision of mobile theatre unit for a temporary period of up to 12 months (C2 hospital healthcare).	N/A – not permanent floorspace	YES - John Radcliffe Hospital
<b>TOTAL:</b>		<b>48,458m<sup>2</sup> (100% on existing sites)</b>	

**Table 3:** Location of new hospital healthcare and medical research developments permitted in 2015/16

2.10 Oxford is also a global centre for education and the city benefits significantly from the presence of the two Universities, both in terms of the skills emerging from them and employment and investment opportunities.

2.11 Tables 4 and 5 show planning permissions granted for new university academic teaching and study floorspace in Oxford during 2015/16. All of the development permitted would be located on existing sites under the control of the universities in accordance with the Core Strategy target.

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing university site?
<b>The University of Oxford</b>			
15/03105/FUL	Erection of 2 storey extension together with rear extensions at levels D, E and F, new entrance, lay-bys and nitrogen tank (D1 University teaching and study).	3,239m <sup>2</sup>	Yes – Tinbergen Building, South Parks Road
15/01549/FUL	Demolition of Staircase 6 and the West Building. Erection of new four storey annexe with basement to provide library storage facilities; readers' rooms; public exhibition space; and Historic and Special Collections Archive (D1 University teaching and study).	922m <sup>2</sup>	Yes - Corpus Christi College, Merton Street
15/00849/FUL	Demolition of garages and store. Erection of three storey building to provide music practice rooms (D1 University teaching and study).	131m <sup>2</sup>	Yes - New College, Mansfield Road
<b>TOTAL:</b>		<b>4,292m<sup>2</sup> (100% on existing sites)</b>	

**Table 4:** University of Oxford academic (teaching and study) development permitted 2015/16

Oxford Brookes University			
15/01590/FUL	Demolition of existing side extension. Erection of side extension. Over-cladding of the Sinclair Annexe building (D1 University teaching and study).	-11m <sup>2</sup>	Yes - Gipsy Lane Campus
15/02341/FUL	Refurbishment of part of University campus consisting of: 1. Demolition of existing main hall and lecture theatre. 2. Construction of replacement main hall. 3. Overcladding and refurbishment of Sinclair Building. 4. Removal of elevation and recladding and refurbishment of Clerici and former library buildings. 5. Re-planning of forecourt, car park and landscaped area to Gipsy Lane frontage. (D1 University teaching and study)	-199m <sup>2</sup>	Yes - Gipsy Lane Campus
<b>TOTAL:</b>		<b>-210m<sup>2</sup> (100% on existing sites)</b>	

**Table 5:** Oxford Brookes University academic (teaching and study) development permitted 2015/16

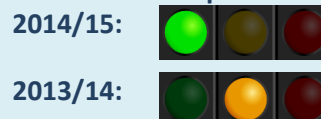
#### Indicator 4: LOCATION OF NEW A1 RETAIL DEVELOPMENT

**Target: 100% of new A1 retail development to be located within city, district and neighbourhood centres** (Oxford Core Strategy Policy CS31)

**Performance against target 2015/16:**



**Performance in previous two years:**



2.12 The Core Strategy aims to focus land uses that attract a large number of people (such as retail) in the city centre, primary district centre, four other district centres and neighbourhood centres. These are highly accessible locations, reducing the need to travel by car. This also encourages the reuse of previously developed land and helps to maintain the vitality of Oxford's centres. Table 6 outlines planning permissions granted for new A1 retail development in 2015/16 and whether they complied with the locational requirements of Policy CS31.

Application Reference	Site	Proposed Retail Development	Net Additional A1 floorspace (GIA)	Within the six areas of Oxford's retail hierarchy?
15/00775/FUL	Nuffield Arms 25-27 Littlemore Road	Change of use from A4 public house to A1 retail. Part demolition of existing building. Erection of a single storey side extension.	292m <sup>2</sup>	YES – Summertown District Centre
15/02560/FUL	119 Botley Road	Change of use from sui generis massage clinic to A1 retail (retrospective).	25m <sup>2</sup>	YES – Botley Road
15/03709/FUL	Currys, Horspath Driftway	Erection of two storey side extension and first floor front extension. Installation of new shop front and plant enclosure.	333m <sup>2</sup>	NO – Extension of existing A1 use within an existing retail park
15/02721/FUL	Leys Spar Ltd, Dunnock Way	Erection of a single storey extension.	82m <sup>2</sup>	NO – Extension of existing local convenience store in residential area

**Table 6:** New A1 retail floorspace permitted in 2015/16

2.13 Table 6 shows that planning permission was granted for four developments that would result in a net increase in A1 retail floorspace in 2015/16. Of these applications, two were located on sites that fall within Oxford’s retail hierarchy and therefore complied with the locational requirements of Policy CS31. The two applications that did not comply with Policy CS31 were both extensions of existing A1 retail uses.

**Indicator 5: DESIGNATED RETAIL FRONTAGES**

**Target: Local Plan targets for A1 uses on designated frontages in the city and district centres should be met** (Saved Oxford Local Plan Policies RC3 & RC4)

Performance against target 2015/16:



Performance in previous two years:

2014/15:

2013/14:

**Vitality**

2.14 Saved Local Plan Policies RC3 and RC4 identify a number of designated retail frontages and set targets for the proportion of A1 retail units each should contain at ground floor level. The city centre is identified as being the main location for new retail development, with district centres identified as being suitable for retail serving local level needs. The targets for district shopping frontages are therefore slightly lower than for the city centre.

	Local Plan Target	2015/16	2014/15	2013/14	2012/13	2011/12
<b>City Centre</b>						
Primary shopping frontage	75%	75.29%	78.19%	77.73%	78.57%	79.15%
Secondary shopping frontage	50%	50.00%	50.00%	52.27%	51.88%	-
<b>District Shopping Frontages</b>						
Cowley Centre (Primary district centre)	65%	72.04%	73.91%	74.73%	74.71%	74.42%
Cowley Road	65%	56.60%	58.49%	50.33%	58.49%	58.49%
Headington	65%	62.50%	63.39%	64.29%	63.40%	63.72%
Summertown	65%	63.00%	63.00%	64.00%	64.36%	64.36%
Blackbird Leys <sup>12</sup>	N/A	N/A	N/A	N/A	N/A	N/A

**Table 7:** Designated Retail Frontages - Percentage of A1 retail units at ground floor level 2011/12-2015/16<sup>13</sup>

2.15 As Table 7 shows, there have generally been slight decreases in the proportion of A1 retail uses at ground floor level on Oxford’s designated street frontages in 2015/16 when compared to the previous monitoring year. This is in keeping with overall trends showing a gradual decline in the proportion of A1 retail uses at ground floor level over time (although there is some fluctuation within this).

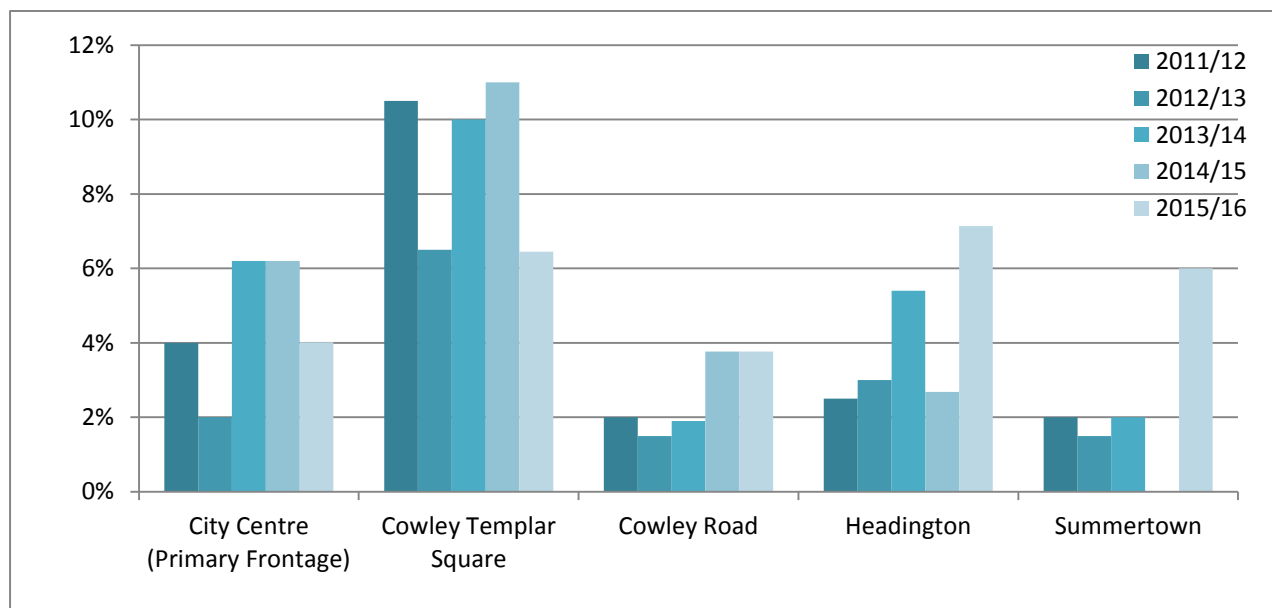
<sup>12</sup> Blackbird Leys is a new district centre designated by the Core Strategy and therefore targets from Saved Local Plan Policies do not apply.

<sup>13</sup> 2015/16 figures for the City Centre primary shopping frontage exclude the Westgate Centre as this is currently being redeveloped.

2.16 In recent years additional permitted development rights have been introduced allowing A1 retail uses to change, temporarily or permanently, to other specified uses without the need for planning permission (although prior approval is required in some cases). This means that it is increasingly difficult to control the proportion of retail uses on Oxford’s designated frontages through the planning system. Table 7 indicates that this has not had a significant impact on Oxford’s designated frontages to date, however this will need to be closely monitored in future years to fully understand the impacts of these changes.

**Vacancy Rates**

2.17 The proportion of vacant units is a key market indicator used to measure the vitality and viability of city and district centres.



**Figure 1:** Designated retail frontages – proportion of vacant units 2011/12-2015/16<sup>14</sup>

2.18 Vacancy rates continue to fluctuate over time (Figure 1). It is notable that vacancy rates in the City Centre and Cowley Templar Square were lower in 2015/16 than in the previous monitoring year, which is a positive change.

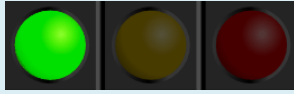
2.19 There was an increase in the proportion of vacant units in the Headington and Summertown district centres in 2015/16. There were eight vacant units in Headington district centre in January 2016 compared with three vacant units in January 2015, and there were six vacant units in Summertown district centre in January 2016 compared with nil vacant units in January 2015. This will need close attention in future monitoring years to understand whether this is a temporary occurrence or a longer term issue that may need addressing.

<sup>14</sup> 2015/16 figures for the City Centre primary shopping frontage exclude the Westgate Centre as this is currently being redeveloped.

**Indicator 6: SUPPLY OF SHORT STAY ACCOMMODATION**

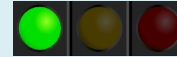
**Target: Net growth in short-stay accommodation bedrooms** (Oxford Core Strategy Policy CS32)

**Performance against target 2015/16:**

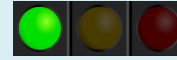


**Performance in previous two years:**

**2014/15:**



**2013/14:**



2.20 Tourism is a key part of Oxford’s economy and the city receives a large number of visitors each year. The Core Strategy seeks to support sustainable tourism by encouraging longer stays and greater spend in the city by increasing the amount and range of short-stay accommodation available. In the 2015/16 monitoring year planning permission was granted for 70 (net) additional short stay accommodation bedrooms in Oxford.

## Meeting Housing Needs

**Ambition: Improving Oxford residents' access to affordable and high-quality homes in good environments that are close to jobs and facilities.**

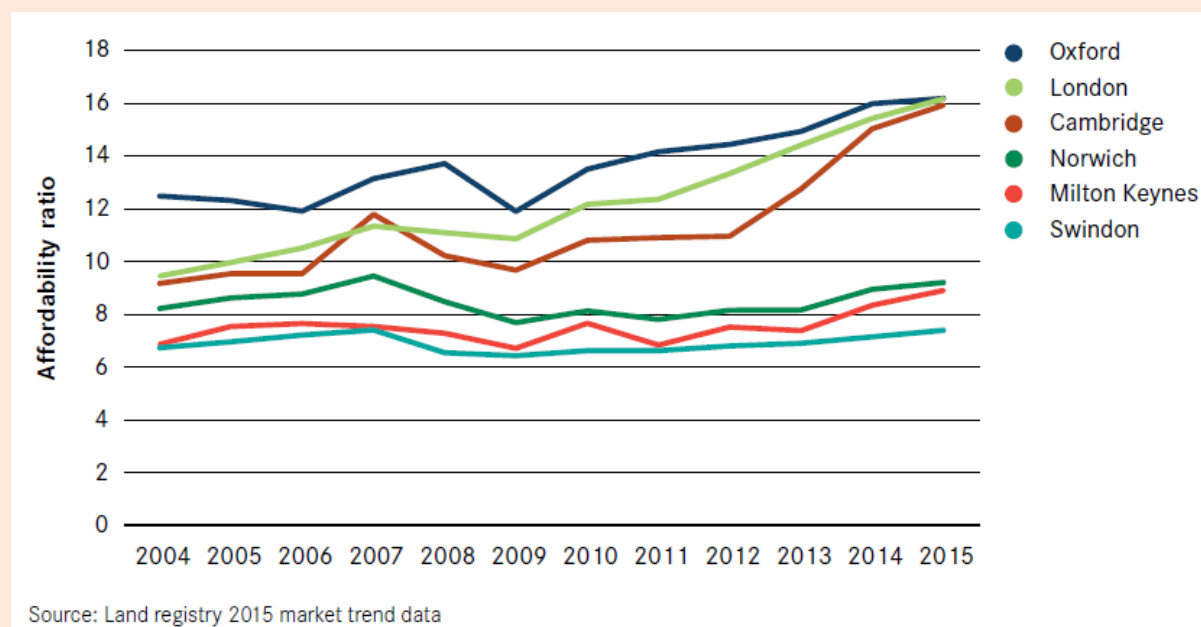
### Snapshot of Oxford's Housing Needs

<b>Total number of households:</b>	55,400 households in Oxford <sup>15</sup>
<b>Total students at Oxford University:</b>	22,601 students at The University of Oxford (Dec 2015)
<b>Total students at Oxford Brookes:</b>	17,149 students at Oxford Brookes University (Dec 2015)
<b>Households on the Housing Register:</b>	3,534 households on the Housing Register in March 2016. This is an increase of 195 households since March 2015 when there were 3,339 households on Oxford's Housing Register.
<b>Households in temporary accommodation:</b>	115 households in temporary accommodation in March 2016. This is 7% more than in March 2015.
<b>Homeless households:</b>	141 households were accepted as statutory homeless in 2015/16. This is 24% more than in 2014/15.

### Housing tenure changes over time:

Whilst the proportion of households who live in social rented property (rented from the City Council or a housing association) has declined since 1981, the proportion of households living in private rented homes has almost doubled from 16% to 28%, meaning that as of 2011 more households now rent than own their home in Oxford. Over the last 20 years the proportion of Oxford households who own their home has declined from 55% in 1991 to 47% in 2011. This is well below the national average of 63% homeownership.

### Housing affordability (Ratio of average income to average house price):



Average house prices in Oxford are 16 times the average wage, making it the least affordable place to live in England<sup>16</sup>. This has many impacts on families and communities, as well as employers and services that struggle to attract and retain staff.

<sup>15</sup> Office of National Statistics (2011) UK Census data

<sup>16</sup> Centre for Cities (2016) <http://www.centreforcities.org/data-tool/#graph=map&city=show-all>

**Indicator 7: HOUSING TRAJECTORY**

(Planned housing and provision, net additional dwellings in previous years, the reporting year and in future years plus the managed delivery target)

**Target: 8,000 dwellings between 2006 and 2026** (Oxford Core Strategy Policy CS22)

**Performance against target 2015/16:**



**Performance in previous two years:**



**2013/14:** See SHLAA 2014

**Housing Completions**

- 3.1 The Core Strategy provides for a minimum of 8,000 dwellings from 2006 to 2026, with an average annual completion target of 400 dwellings per year.
- 3.2 Table 8 shows net dwellings completed since the start of the Core Strategy period. This takes into account dwellings gained and lost through new build completions, demolitions, changes of use and conversions.
- 3.3 In the 2015/16 monitoring year, 383 (net) dwellings were completed in Oxford. This is close to the 400 dwellings per year target set in the Core Strategy and represents a positive increase in housing completions in comparison to recent years.
- 3.4 The cumulative number of dwellings completed in the ten years since the start of the Core Strategy period (2006/07 to 2015/16) is 3,843 dwellings (net). The cumulative number of completions that might have been expected during this period is 4,000 dwellings. Therefore at the end of 2015/16 there were just 157 fewer completed dwellings than might have been expected. This should be considered in the context of the 2007/08 financial crisis which had a dramatic impact on the house building industry for several years. It is anticipated that this shortfall will be addressed within the next few years when completions are forecast to increase (Figure 2).

Year	Dwellings Completed (net)
2006/07	821
2007/08	529
2008/09	665
2009/10	257
2010/11	200
2011/12	228
2012/13	213
2013/14	215*
2014/15	332*
2015/16	383*
<b>Total:</b>	<b>3,843</b>

**Table 8:** Net additional dwellings completed since the start of the Core Strategy period

\*Note: Total completions for the year 2013/14 and later include C3 residential dwellings plus a dwelling equivalent figure for C2 student accommodation and care home rooms to reflect changes introduced in the Planning Practice Guidance in 2014.

**Housing Permissions**

- 3.5 Whilst housing completions are important for considering housing supply and delivery, they only show part of the picture. It is also relevant to consider planning permissions to understand the number of dwellings that the City Council is actively seeking to boost the supply of housing.

Year	Dwellings permitted (net)
2006/07	501
2007/08	653
2008/09	348
2009/10	283
2010/11	148
2011/12	235
2012/13	102
2013/14	1,113
2014/15	184
2015/16	855
<b>Total:</b>	<b>4,422</b>

**Table 9:** Net additional C3 dwellings permitted since the start of the Core Strategy period



- 3.6 Table 9 shows C3 dwellings permitted (net) since the start of the Core Strategy period. This takes into account C3 dwellings gained and lost through new build completions, demolitions, changes of use and conversions. It excludes outline permissions where reserved matters have subsequently been permitted to avoid double counting.
- 3.7 Planning permission was granted for 855 C3 residential dwellings in 2015/16. This includes 334 affordable homes. Planning permission was granted for major schemes such as Barton Park Phase 1<sup>17</sup> (237 dwellings), Littlemore Park<sup>18</sup> (270 dwellings) and Land North of Littlemore Healthcare Trust<sup>19</sup> (140 dwellings). As these permissions start to be build out in the next few years, they will help to boost Oxford's housing supply in future monitoring years as shown in the housing trajectory graph (Figure 2).
- 3.8 There is no specific target in the Local Plan or Corporate Plan 2015-2019 for new dwellings to be permitted in Oxford in 2015/16, however the new Corporate Plan 2016-2020 sets a target of permitting 400 dwellings each year from 2016/17 onwards. In this context, permissions for new dwellings granted in 2015/16 exceed expectations.

### Boosting housing supply

- 3.9 The City Council has taken the lead in promoting new housing development in the city through releasing land, securing funding for infrastructure, and working with developers to masterplan new schemes. The City Council is directly involved in bringing forward over 80% of all significant housing schemes in Oxford in the next five years. For example, the City Council has secured funding for new infrastructure for schemes such as Oxpens (expected to deliver 300-500 new homes) and the Northern Gateway (planned to deliver 500 new homes). The City Council is also working actively with the universities, colleges and hospitals to bring forward land they own for key worker housing. On top of this, the City Council is involved in dozens of smaller development projects across the city, including City Council owned sites

### Student Accommodation and Housing Numbers

- 3.10 In 2013/14 the Planning Practice Guidance (PPG) introduced that student accommodation can be counted in housing land supply figures. It states '*All student accommodation, whether it consists of communal halls of residence or self-contained dwellings, and whether or not it is on campus, can be included towards the housing requirement, based on the amount of accommodation it releases in the housing market*<sup>20</sup>'. In Oxford, where there are large numbers of students, provision of purpose-built student accommodation can have a significant impact on the housing market.
- 3.11 The question of the 'amount of accommodation it releases in the market' is not defined in the PPG and it is up to local authorities to determine based on local circumstances. It is estimated that houses in Oxford, when occupied by students that house share, may contain between four and six students per house. Many houses in Oxford are inter-war semi-detached properties or

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<sup>17</sup> Phase 1 reserved matters permission granted March 2016 (planning application reference 15/03642/RES).

<sup>18</sup> Outline planning permission granted March 2016 (planning application reference 14/02940/OUT).

<sup>19</sup> Reserved matters permission granted March 2016 (planning application reference 15/02269/RES).

<sup>20</sup> Planning Practice Guidance: Housing and economic land availability assessment: [Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with student housing?](#)

Victorian terraces with three bedrooms plus a living room/dining room sometimes used as a fourth bedroom. There are also many larger properties, particularly in North Oxford, that may house six or more students each. Taking the mid-point of five, it is reasonable to assume that developing five student rooms would release the equivalent of one dwelling in the housing market. For example, a site being proposed for 100 student rooms will be assessed as delivering 20 ‘equivalent dwellings’ as those 100 students would have, on average, occupied 20 houses in the open market. Data about the occupancy rates of HMOs across Oxford affirms that an average of 5 people sharing an HMO property (which are often occupied by students) was observed in 2015.

Monitoring year	Number of student rooms completed	Number of ‘equivalent dwellings’
2013/14	720	144
2014/15	312	62
2015/16	125	25

**Table 10:** Student housing completions and ‘equivalent dwellings’ 2013/14-2015/16

3.12 Table 10 shows the number of student accommodation rooms completed since the guidance was introduced and the equivalent number of dwellings that have been counted alongside C3 residential dwellings and C2 care home rooms to calculate the total residential completions shown in Table 8.

3.13 It should also be noted that in 2015/16 planning permission was granted for 225 (net) student accommodation rooms in Oxford. Using this approach, this will provide a further 45 ‘equivalent dwellings’ towards Oxford’s housing supply.

### Care Homes and Housing Numbers

3.14 In 2013/14 the PPG also introduced that care homes can be counted in housing land supply figures. It states: *“Local planning authorities should count housing provided for older people, including residential institutions in Use Class C2, against their housing requirement”*<sup>21</sup>.

3.15 The City Council has always counted housing for the elderly in its housing supply if it consists of C3 self-contained dwellings. The Guidance widens this to include potentially non self-contained C2 care home rooms as well. The Guidance does not provide any methodology as to how they should be counted. A reasonable approach would be to consider it in a similar way to student accommodation above as in how many dwellings it releases in the housing market.

3.16 The City Council has taken the approach that one room in a C2 care home would on average release one dwelling in the housing market. Therefore where a residential care home is likely to be developed on a site, or where one has been completed, a 1:1 ratio of rooms to dwellings delivered will be applied.

3.17 In 2015/16 12 care home rooms were completed in Oxford. This is therefore counted as 12 ‘equivalent dwellings’ in our housing supply. These 12 ‘equivalent dwellings’ have been

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<sup>21</sup> Planning Practice Guidance: Housing and economic land availability assessment: [Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with housing for older people?](#)

counted alongside C3 residential dwellings and C2 student accommodation ‘equivalent dwellings’ to calculate the total completions shown in Table 8.

3.18 It should also be noted that in 2015/16 planning permission was granted for 136 (net) care home rooms in Oxford. Using this approach, this will provide a further 136 ‘equivalent dwellings’ towards Oxford’s housing supply.

### Housing Trajectory

3.19 The housing trajectory is a tool used to estimate the number of homes likely to be built in Oxford during the rest of the Core Strategy period up to 2026 (Figure 2).

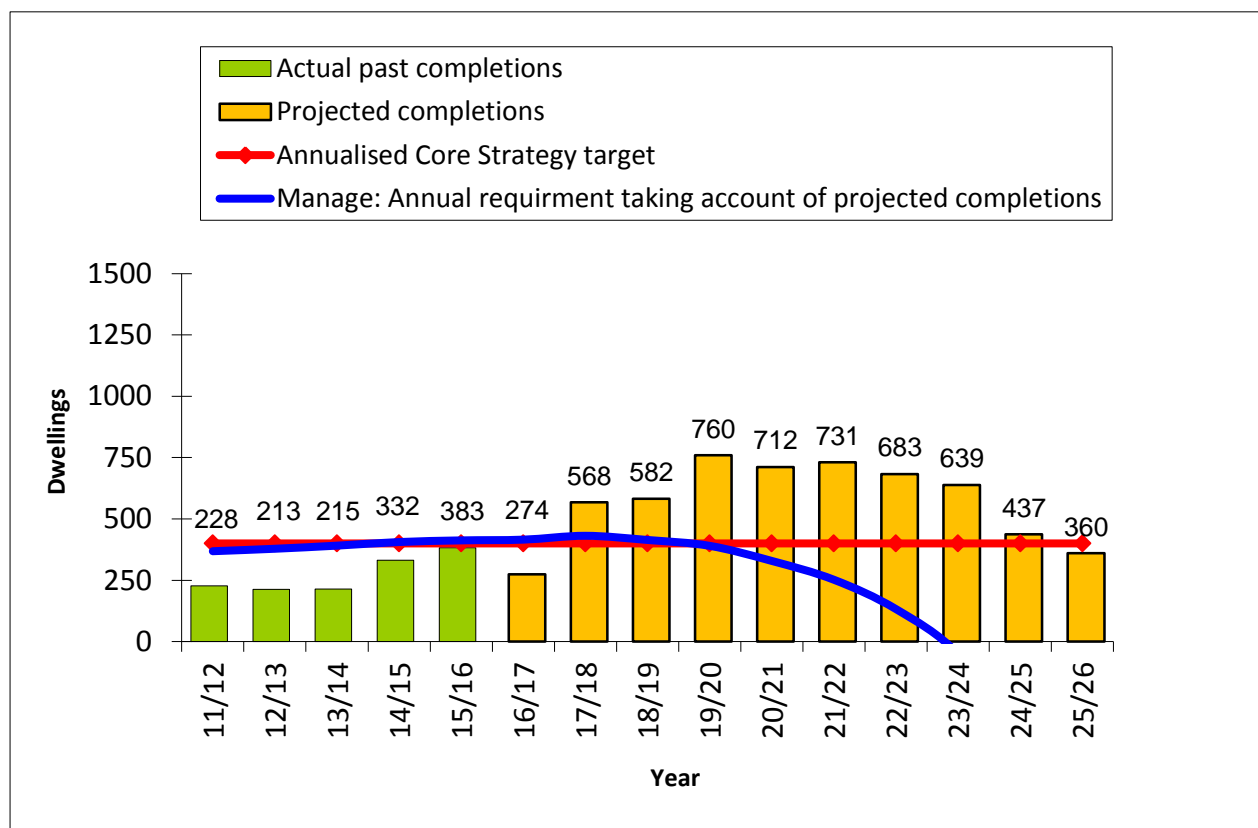


Figure 2: Housing trajectory to 2026

3.20 The blue ‘manage’ line of the trajectory graph (Figure 2) shows that, on the basis of the current pipeline of planning permissions and other sites expected to come forward during the plan period (such as allocated sites, sites identified through the Housing and Employment Land Availability Assessment and windfalls), we are on target to meet the Core Strategy housing target of 8,000 new homes (Policy CS22) by 2023/24, prior to the end of the Core Strategy period in 2026. Indications are that housing completions will be boosted in the next five to six years as major schemes including Barton Park, two sites in Littlemore, Northern Gateway, and Oxpens are expected to be implemented.

**Indicator 8: AFFORDABLE HOUSING COMPLETIONS**

**Target:** Affordable housing completions as set in the Corporate Plan. Tenure split of affordable housing should be at least 80% social rented and up to 20% intermediate (including shared ownership, intermediate rental and affordable rental) (Oxford Core Strategy Policy CS24, Sites and Housing Plan Policy HP3 & Affordable Housing and Planning Obligations SPD)

**Performance against target 2015/16:**



**Performance in previous two years:**

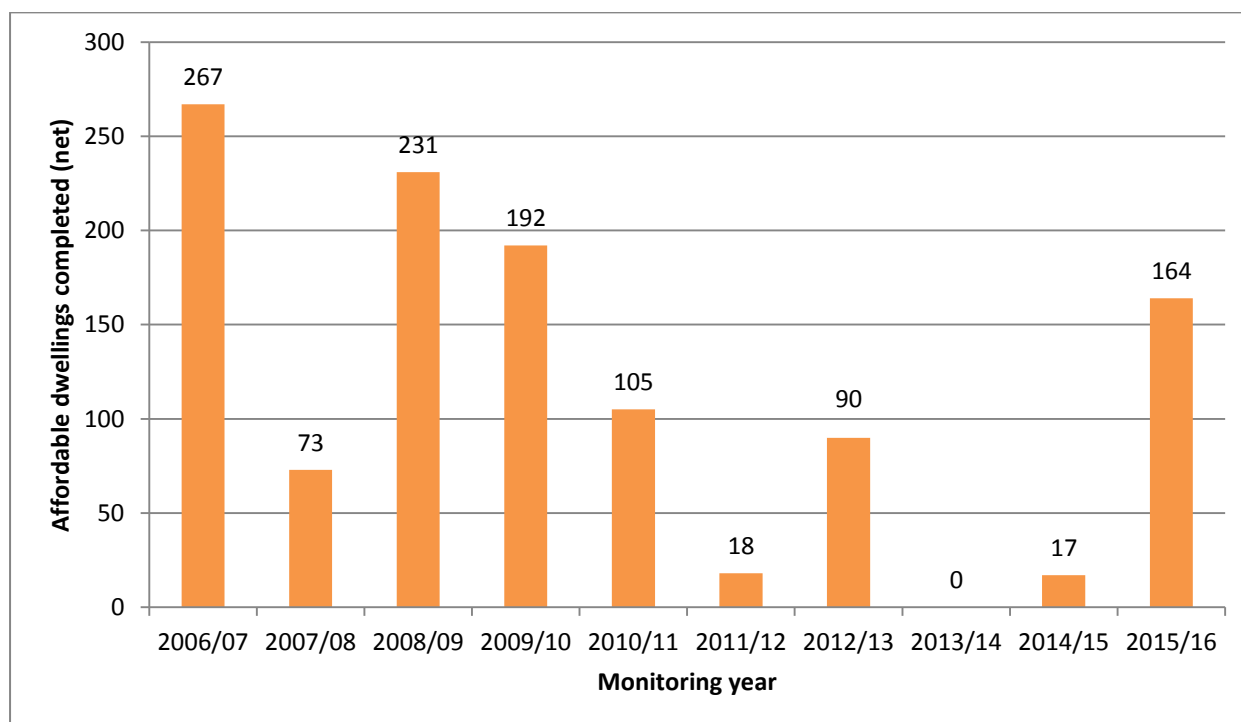
**2014/15:**

**2013/14:**

3.21 Providing more affordable housing in Oxford is essential to ensure mixed and balanced communities, for the health and well-being of residents, and for the vibrancy of the local economy.

**Affordable Housing Completions**

3.22 The Core Strategy sets targets for the number of affordable dwellings to be delivered each year up to 2011/12. Targets for subsequent years are set in the City Council’s Corporate Plan. The Corporate Plan 2015-2019 set a target of delivering 67 affordable homes to rent in Oxford in 2015/16.



**Figure 3: Net affordable dwellings completed 2006/07-2015/16**

3.23 Figure 3 shows that 164 affordable dwellings were completed in 2015/16. This is a significant increase in comparison to recent monitoring years and includes 107 affordable dwellings completed through the City Council’s own housebuilding programme. The total number of affordable homes completed since the start of the Core Strategy period (2006/07 to 2015/16) is 1,157 dwellings. These homes have mainly been delivered through a combination of developer contributions from qualifying developments (either provision onsite or financial contributions towards off-site provision) and the City Council’s own housebuilding programme. The supply of affordable housing in Oxford is expected to be further boosted in future

monitoring years as major schemes are built out. This includes Barton Park which will deliver 354 affordable homes.

### Affordable Housing Tenure

3.24 Of the 164 affordable dwellings completed in 2015/16, 102 will be available as social rented accommodation and 62 will be available as affordable rented accommodation, significantly exceeding the Corporate Plan target.

#### Indicator 9: AFFORDABLE HOMES BUILT ON CITY COUNCIL LAND

**NEW INDICATOR** No set target. The City Council is committed to delivering more affordable housing in Oxford and is one of the few authorities in England building its own council housing. The City Council has been identifying land in its ownership capable of delivering affordable homes and is bringing this forward wherever possible. The AMR will now report on the number of affordable units built on City Council land.<sup>22</sup>

3.25 Of the 164 affordable dwellings completed in Oxford in 2015/16, 107 were delivered on City Council land (Table 11).

City Council owned site	Planning application reference	No. homes for social rent completed	No. homes for affordable rent completed	No. of intermediate homes completed	Total number of affordable homes completed
Site of 1 - 30 Bradlands, Mill Lane	12/01116/CT3	49	0	0	49
Bury Knowle Park Depot, Headington	13/01814/CT3	5	5	0	10
East Minchery Allotments	13/01610/CT3	14	34	0	48
				<b>Total:</b>	<b>107</b>

**Table 11:** Affordable homes completed on City Council land (by tenure) 2015/16

3.26 In 2016 the City Council set up its own housing company. The housing company is wholly owned by the City Council and will be used to deliver new affordable homes in Oxford. The housing company will purchase and manage the affordable rented homes at Barton Park, develop new build housing on City Council land and buy affordable housing from developers on private land, as well as undertaking estate regeneration schemes. The City Council could also compulsorily purchase land allocated for housing from landowners reluctant to develop and sell it to the housing company to bring forward development more quickly. The City Council's decision to set up a housing company follows changes introduced by the Housing and Planning Act 2016 which would make it more difficult for the City Council to continue building and maintaining its own affordable housing stocks.

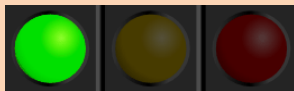
<sup>22</sup> This indicator has been added to the AMR following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on [12 November 2015](#).

**Indicator 10: PROPORTION OF AFFORDABLE HOUSING WHERE THERE IS A POLICY REQUIREMENT (PERMISSIONS)**

**Target: 50% provision of affordable housing on qualifying sites. Contributions from commercial development where there is a need for affordable housing.**

(Oxford Core Strategy Policy CS24 & Sites and Housing Plan Policy HP3)

**Performance against target 2015/16:**



**Performance in previous two years:**

**2014/15:** 

**2013/14:** 

3.27 Sites and Housing Plan Policy HP3 states that planning permission will only be granted for residential development on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater, if generally a minimum of 50% of the dwellings on the site are provided as affordable homes. At least 80% of the affordable homes must be provided as social rented housing.

3.28 The majority of housing permissions in 2015/16 were small scale developments that did not meet the thresholds for applying Policy HP3. There were five applications that met the threshold for applying Policy HP3 as shown in Table 12. (There was also a City Council application that fell below the threshold for applying Policy HP3 but which will provide 100% affordable housing. This is also included in Table 13 as it will contribute to the supply of affordable homes.)

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
15/03642/RES	Barton Park	Reserved matters for Phase 1: 237 dwellings	<b>40% affordable housing</b> (all social rent) in accordance with Policy BA9 of the Barton Area Action Plan.
14/02940/OUT	Littlemore Park	Outline permission for 270 dwellings.	<b>50% affordable housing expected.</b> Details to be confirmed at the reserved matters stage.
15/02269/RES	Land North of Littlemore Healthcare Trust	140 dwellings	<b>50% affordable housing</b> (80% social rent, 20% shared ownership) in accordance with Policy HP3.
14/01273/OUT	Part of Former Travis Perkins Site	Demolish existing buildings. New mixed used building providing B1a office space and 30 flats.	<b>50% affordable housing</b> (80% social rent, 20% shared ownership) in accordance with Policy HP3.
14/01770/FUL	Marywood House, Leiden Road	Demolish existing buildings. New buildings to provide 10 dwellings and 10 supported housing units.	<b>50% affordable housing</b> (all social rent) in accordance with Policy HP3.
13/01553/CT3	Eastern House Eastern Avenue	<b>Below threshold.</b> Demolish existing building. Erection of 9 dwellings.	<b>100% affordable housing</b> (5x social rent, 4x affordable rent) City Council development.

**Table 12:** Proportion of affordable housing where there is a policy requirement (permissions) 2015/16

3.29 Table 12 shows that all of the qualifying developments permitted in 2015/16 met the relevant policy requirements for on-site provision of affordable housing.

**Indicator 11: FINANCIAL CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING**

**Target: No set target. AMR to include a report on the financial contributions collected for affordable housing (Sites and Housing Plan Policies HP3, HP4 and HP6)**

- 3.30 Oxford's Local Plan policies require developers to make a financial contribution towards the provision of affordable housing in the city in certain situations where onsite provision may not be appropriate, such as smaller developments of 4-9 dwellings or from student accommodation.
- 3.31 On 28 November 2014 the Government made changes to the Planning Practice Guidance (PPG) which exempted developments of 10 or less dwellings from making financial contributions towards affordable housing provision. The City Council therefore temporarily suspended the application of Policy HP4 and stopped seeking financial contributions from developments of 10 or less dwellings. Affordable housing contribution requirements also began to be assessed on the basis of net additional units resulting from development (rather than the gross figure) in line with the changes to Government policy.
- 3.32 The City Council anticipated that the combined effect of these changes was likely to result in a significant reduction in financial contributions towards affordable housing, particularly given the proportion of smaller residential developments taking place in the city. The City Council therefore endorsed the West Berkshire District Council and Reading Borough Council legal challenge against these changes. On 31 July 2015 the High Court ruled in their favour, quashing the changes to the PPG. The City Council then reverted back to requiring full financial contributions for affordable housing in line with adopted Local Plan policies.
- 3.33 The Government subsequently appealed against the High Court decision. On the 11 May 2016 the Court of Appeal found in the Government's favour and the changes to the PPG were reinstated. In making this determination, the Court of Appeal was clear that national policy is a material consideration to which great weight should be attached. However, the Court of Appeal also stated that whilst the policy is expressed in absolute terms, it must allow for exceptions. It was said in court, on behalf of the Secretary of State, that *"In the determination of planning applications the effect of the new national policy is that although it would normally be inappropriate to require any affordable housing or social infrastructure contributions on sites below the thresholds stated, local circumstances may justify lower (or no) thresholds as an exception to the national policy. It would then be a matter for the decision-maker to decide how much weight to give to lower thresholds justified by local circumstances as compared with the new national policy."*
- 3.34 On the 25 July 2016 a [report](#) was taken to a meeting of full Council, setting out how the City Council response to the Court of Appeal's decision. The report referenced the extreme nature of the local need for affordable housing and evidence showing that Oxford is the most unaffordable area of the country. The report also referenced the proportion of sites of less than 10 dwellings given the city's highly constrained geographical area, with very few large housing sites available. Officers will therefore follow the Secretary of State's guidance and proceed to determine applications for planning permission and report them to committee on the basis that local circumstances justify the lower thresholds set out in the adopted Local Plan

and will continue to apply Policies HP3 and HP4 in their entirety. Policies HP3 and HP4 were therefore applied as normal for the majority of the 2015/16 monitoring year.

3.35 In 2013, the Government also made changes to permitted development rights which allow the conversion of B1a office space to C3 residential dwellings without Oxford’s full range of Local Plan policies being applied. This means that financial contributions towards affordable housing cannot be required from these developments. (See Indicator 12 for further information on these applications.)

3.36 In the 2015/16 monitoring year the City Council received £375,620 through s106 agreements towards affordable housing provision (Table 13). This money will be used to provide additional affordable homes in Oxford. The programme for s106 spending is set out on page 56.

Application	Site	Qualifying Development	Financial contribution towards affordable housing
12/03279/FUL	Land south of Abingdon Road	Hotel	£10,000
10/02605/FUL	Hernes House, 3 Hernes Crescent <sup>23</sup>	Nine dwellings	£241,096
1515/02543/FUL	Former Friar Public House, 2 Marston Road	Student accommodation	£102,724
12/01970/FUL	Chequers Inn, 44 St. Thomas Street	Six dwellings	£21,800
<b>Total amount received:</b>			<b>£375,620</b>

**Table 13:** Financial contributions towards affordable housing received in 2015/16

**Indicator 12: CHANGES OF USE FROM NON-RESIDENTIAL TO RESIDENTIAL (COMPLETIONS)**

**NEW INDICATOR** No set target. AMR to report on the number of market and affordable dwellings delivered (completed) through changes of use from non-residential to C3 residential.<sup>24</sup>

3.37 Of the 383 dwellings completed in Oxford in 2015/16, 58 dwellings were delivered through the change of use of existing buildings from non-residential to C3 residential (Table 14).

Type of change of use	No. market dwellings completed	No. affordable dwellings completed
Change of use from non-residential to C3 residential requiring full planning permission	31 dwellings	0 dwellings
Change of use from B1a office to C3 residential under permitted development rights requiring the prior approval of the City Council	26 dwellings	0 dwellings
Change of use from A1 retail to C3 residential under permitted development rights requiring the prior approval of the City Council	1 dwelling	0 dwellings
<b>Total:</b>	<b>58 market dwellings</b>	<b>0 affordable dwellings</b>

**Table 14:** Dwellings completed through non-residential to C3 residential changes of use 2015/16

<sup>23</sup> Total affordable housing contributions from this development were £600,000. The payments were spread across three years: £200,000 received 2013/14; £217,352 (indexation added) received 2014/15; and £241,096 (indexation added) received 2015/16.

<sup>24</sup> This indicator has been added to the AMR following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on [12 November 2015](#).



3.38 All of the dwellings delivered through changes of use from non-residential to residential in 2015/16 were market housing. No affordable dwellings were delivered through non-residential to residential changes of use during the monitoring year. This is because all the changes of use requiring full planning permission fell below the policy threshold for onsite provision of affordable housing and Local Plan policies requiring affordable housing cannot be applied in the determination of prior approval applications.

**B1a office to C3 residential prior approval applications**

3.39 On 30 May 2013 the Government brought into force new permitted development rights which allow the conversion of B1a office space to C3 residential without the need for planning permission<sup>25</sup>. Whilst the prior approval of the City Council is required to undertake this change of use, the only things that the City Council can consider are flood risk, land contamination, highways and transport, and noise<sup>26</sup>. Oxford’s Local Plan policies cannot not be applied in determining these applications. Table 15 shows the number of applications and the number of dwellings granted and refused prior approval since this system was introduced.

Monitoring year	Prior approval required and granted		Prior approval required and refused	
	No. Applications	No. dwellings proposed	No. Applications	No. dwellings proposed
2013/14	9	167	4	70
2014/15	9	64	1	1
2015/16	10	39	1	3
<b>Totals</b>	<b>28</b>	<b>270</b>	<b>6</b>	<b>74</b>

**Table 15:** B1a office to C3 residential prior approval decisions 2013/14- 2015/16

3.40 Table 15 shows the number of dwellings permitted through B1a office to C3 residential changes uses has reduced every year since 2013/14.

**Indicator 13: CHANGES OF USE FROM EXISTING HOMES (PERMISSIONS)**

**Target:** 100% of planning permissions granted in Oxford to result in no net loss of a whole self-contained residential unit to any other use. AMR to report only on the number of known cases not complying with the policy. (Sites and Housing Plan Policy HP1)

**Performance against target 2015/16:**



**Performance in previous two years:**

2014/15:



2013/14: NEW AMR INDICATOR

3.41 The benefits of building new homes in the city would be undermined if the stock of existing housing were to be reduced through loss to other uses. Sites and Housing Plan Policy HP1 therefore seeks to protect existing homes within the city.

<sup>25</sup> This was originally a temporary change introduced by The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013. It was then made permanent by The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016.

<sup>26</sup> The consideration of noise impacts from surrounding commercial premises on the intended occupiers of the proposed dwelling(s) is a new requirement introduced by the 2016 amendments to the GPDO.

3.42 In the 2015/16 monitoring year, 11 planning applications were granted permission where development would result in a total net loss of 19 C3 residential dwellings. Two of these applications were for certificates of lawfulness where Local Plan policies cannot be applied (resulting in a net loss of 3 dwellings). The other nine applications were all assessed against Policy HP1, taking into account other material considerations (resulting in a net loss of 16 dwellings).

**Indicator 14: RESIDENTIAL DEVELOPMENT COMPLETED ON PREVIOUSLY DEVELOPED LAND**

**Target: 90% or more of new dwellings on previously developed land (2009-2014)**  
**75% or more of new dwellings on previously developed land (2014-2026)**  
 (Oxford Core Strategy Policy CS2)

**Performance against target 2015/16:**



**Performance in previous two years:**

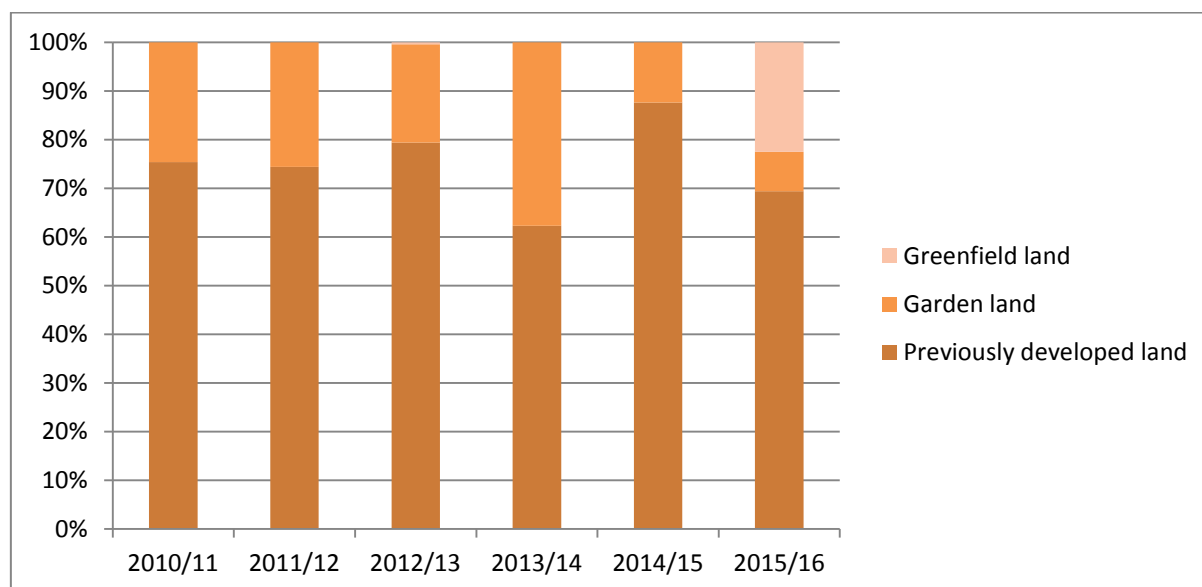


3.43 There is limited land available for development in Oxford. It is important that we re-use previously developed (brownfield) sites to make the best use of this limited resource.

3.44 The NPPF defines previously developed land (PDL) as “Land which is or was occupied by a permanent structure, including the curtilage of the developed land... and any associated fixed surface infrastructure”. The NPPF is clear that private residential gardens cannot be considered PDL.

3.45 The Core Strategy target for the proportion of new homes to be delivered on PDL was set before garden land was removed from the definition. The target of 75% of new dwellings to be delivered on PDL therefore includes both PDL and garden land.

3.46 Figure 4 shows that 69.4% of housing completions in 2015/16 were on PDL and 8.1% of housing completions were on garden land. These figures combined exceed the Core Strategy target of 75%.



**Figure 4: Dwellings completed by land type 2010/11 - 2015/16**

3.47 The proportion of dwellings completed on greenfield land (22.5%) was significantly higher in 2015/16 than in previous monitoring years. This was due to the completion of two major schemes on greenfield sites at East Minchery Allotments<sup>27</sup> (48 dwellings) and Barton Road Cricket Ground<sup>28</sup> (15 dwellings), both of which were on sites allocated for development in the Sites and Housing Plan (Policies SP15 and SP3). Despite this increase, this is still within the Core Strategy target of no more than 25% of new homes being delivered on greenfield sites. The Core Strategy recognised that there would be an increase in development on greenfield sites from 2014 onwards as the supply of previously developed sites decreases and allocated sites are built out.

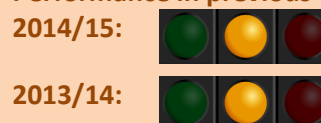
**Indicator 15: MIX OF HOUSING (DWELLING SIZE)**

**Target: 95% of schemes to comply with the Balance of Dwellings SPD**  
(Oxford Core Strategy Policy CS23)

**Performance against target 2015/16:**

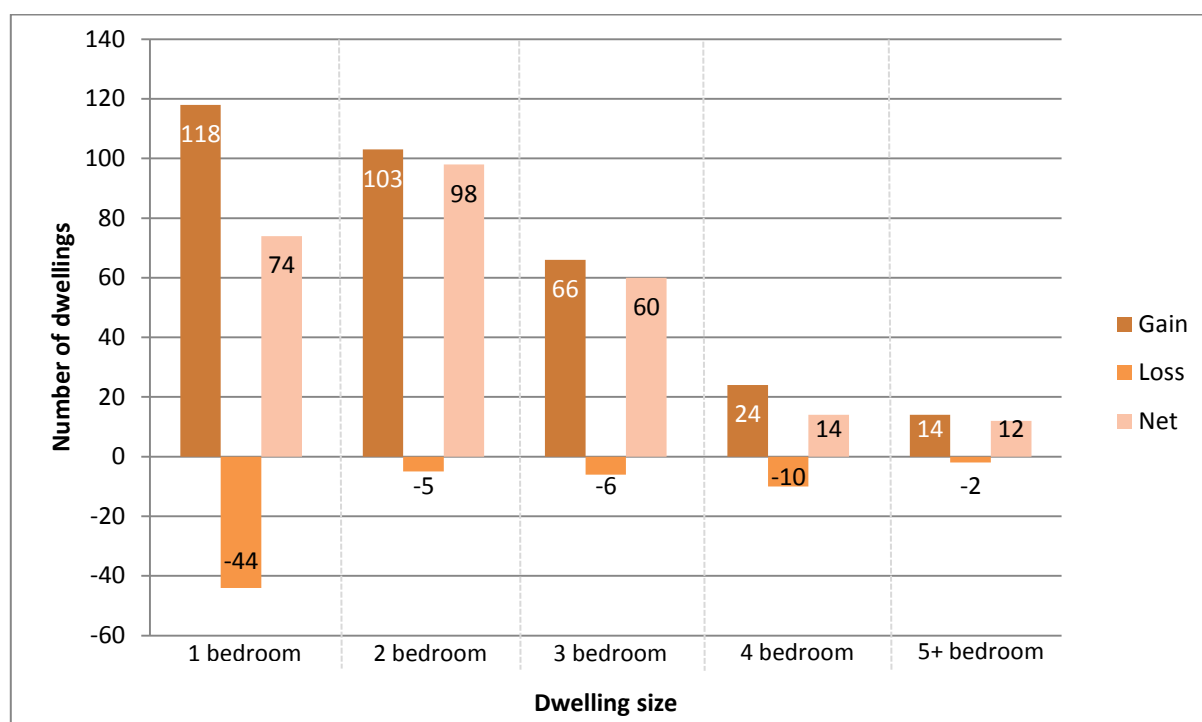


**Performance in previous two years:**



**Overall Mix of Housing Delivered**

3.48 Different households require different types and sizes of housing. It is important to provide an appropriate mix of housing to meet the needs of the whole community.



**Figure 5:** Completed dwellings by the number of bedrooms 2015/16

3.49 Figure 5 shows dwellings completed in 2015/16 by the number of bedrooms, whilst Figure 6 shows the trends in the sizes of dwellings completed since the start of the Core Strategy period.

<sup>27</sup> Planning application reference 13/01610/CT3.

<sup>28</sup> Planning application reference 13/00631/FUL.

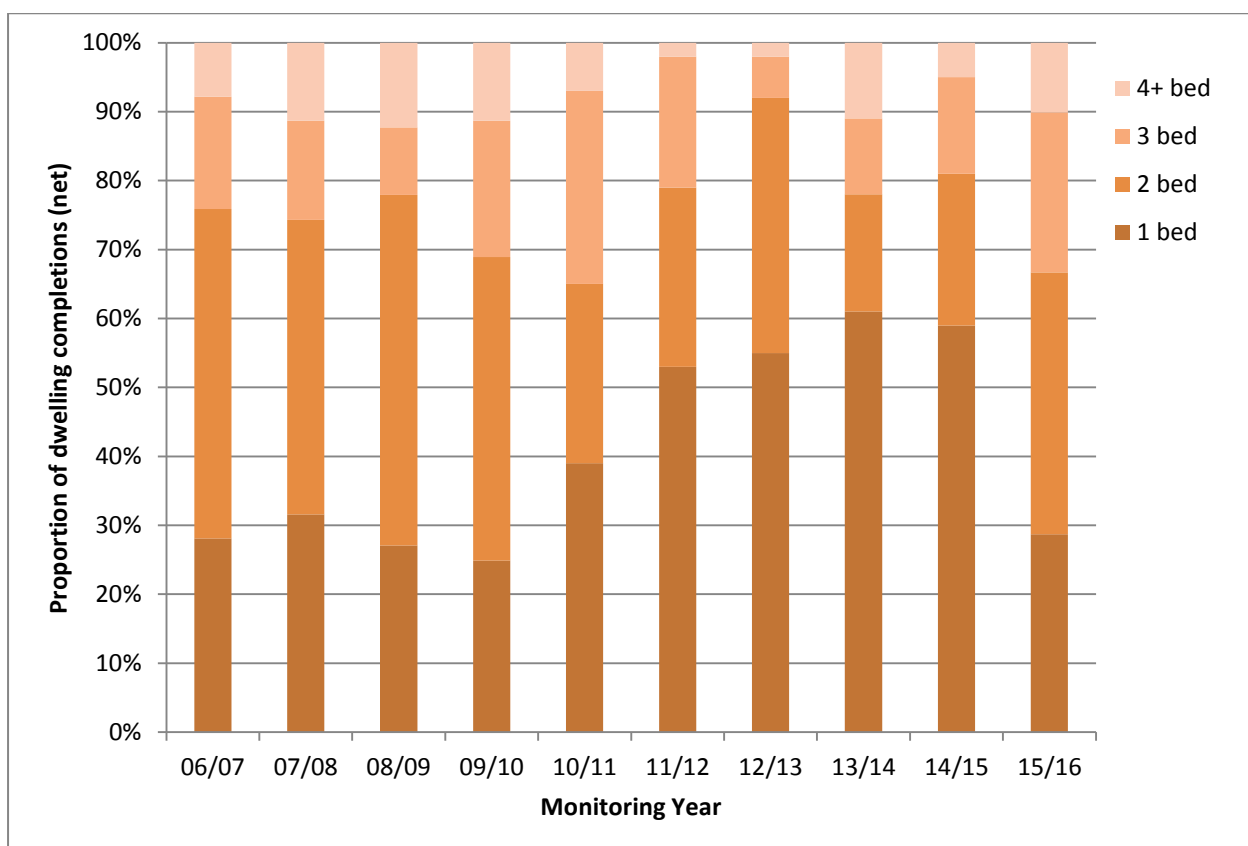


Figure 6: Mix of dwellings completed 2006/07-2015/16

3.50 In the 2015/16 monitoring year, a greater mix of housing of different sizes was completed in Oxford than in recent monitoring years. This is due in part to there being more, larger schemes being completed where a greater mix of dwellings could be achieved, including City Council sites. There were also fewer B1a office to C3 residential conversions completed during the monitoring year and these development have tended to deliver smaller units. This is a positive change which means that more family dwellings are being delivered in the Oxford to address the identified needs.

**Compliance with the Balance of Dwellings (BoDs) Supplementary Planning Document (SPD)**

3.51 The Balance of Dwellings SPD sets out the appropriate mix of housing for strategic sites, developments of ten or more dwellings in the city centre and district centres, and developments of 4-24 new homes in other areas of the city taking into consideration local pressures on family housing. Table 16 shows qualifying completed developments' compliance with the requirements of the BoDs SPD in 2015/16.

Annual Monitoring Report 2015/16

Application	Site	Qualifying Development	Compliance with BoDs SPD
11/00864/FUL	Former Filling Station, Sandy Lane	6 C3 dwellings (4x 3-bed, 2x 2-bed)	Compliant with BoDs SPD
14/03195/FUL	272 Woodstock Road	4 C3 dwellings (2x 2-bed, 2 x 3-bed)	Compliant with BoDs SPD
11/01214/FUL	Oxonian Press, Lamarsh Road	8 C3 dwellings (2x 1-bed, 4x 2-bed, 2x 3-bed)	Within 5% compliance of BoDs SPD 5% under on provision of 3 bed dwellings.
11/02020/EXT	59-63 Cowley Road	5 C3 dwellings (1x 1-bed, 2x 2-bed, 2x 3-bed)	Within 5% compliance of BoDs SPD 5% under on provision of 3 bed dwellings.
11/01582/EXT	The Old Bus Garage, 2 Windmill Road	4 C3 dwellings (1x 1-bed, 2x 2-bed, 1x 3-bed)	Within 5% compliance of BoDs SPD 5% under on provision of 3 bed dwellings.
13/00314/FUL	7-11 St. John Street	13 C3 dwellings (7x 1-bed, 4x 2-bed, 2x 3-bed)	Non-compliant with BoDs SPD Self-contained student accommodation for St. John's College. A higher proportion of smaller units is more suitable for this purpose.
12/01228/FUL	Luther Court, Luther Street	42 C3 dwellings (13x 1-bed, 29x2 bed)	Non-compliant with BoDs SPD Site more suitable for smaller units. Insufficient space available to provide the level of amenities required for family dwellings.
13/01814/CT3	Bury Knowle Depot	10 C3 dwellings (2x 1-bed, 7x 2-bed and 1x 3-bed)	Non-compliant with BoDs SPD Location near Headington district centre more suited to smaller units of accommodation.

**Table 16:** Compliance with the Balance of Dwellings SPD (qualifying completions) 2015/16

3.52 The BoDs SPD remains a key tool in ensuring that housing provision meets the needs of a wide range of households.

**Indicator 16: DEMAND FOR SELF-BUILD AND CUSTOM HOUSEBUILDING PLOTS**

**NEW INDICATOR** The City Council is required to keep a register of individuals and groups who are seeking to acquire serviced plots of land in the city on which to build their own homes<sup>29</sup>. The Planning Practice Guidance encourages authorities to publish headline information related to their Self-build and Custom Housebuilding Registers in their AMRs.

3.53 Table 17 provides headline information from Oxford's Self-build and Custom Housebuilding Register. This information will be used to help the City Council understand the demand for serviced self and custom build plots in Oxford.

Number of individuals on the Oxford Self and Custom Build Register	4 Individuals
Number of associations of individuals on the Oxford Self and Custom Build Register	1 Association

**Table 17:** Oxford's Self and Custom Build Register Headline Information (at 31 March 2016)

<sup>29</sup> This is a requirement of the Self-build and Custom Housebuilding Act 2015.

**Indicator 17: STUDENTS AND PURPOSE BUILT STUDENT ACCOMMODATION**

**Target: No increase in academic floorspace if there are more than 3,000 students outside of accommodation provided by the relevant university. (Oxford Core Strategy Policy CS25)**

**Performance against target 2015/16:**



**Performance in previous two years:**

**2014/15:**



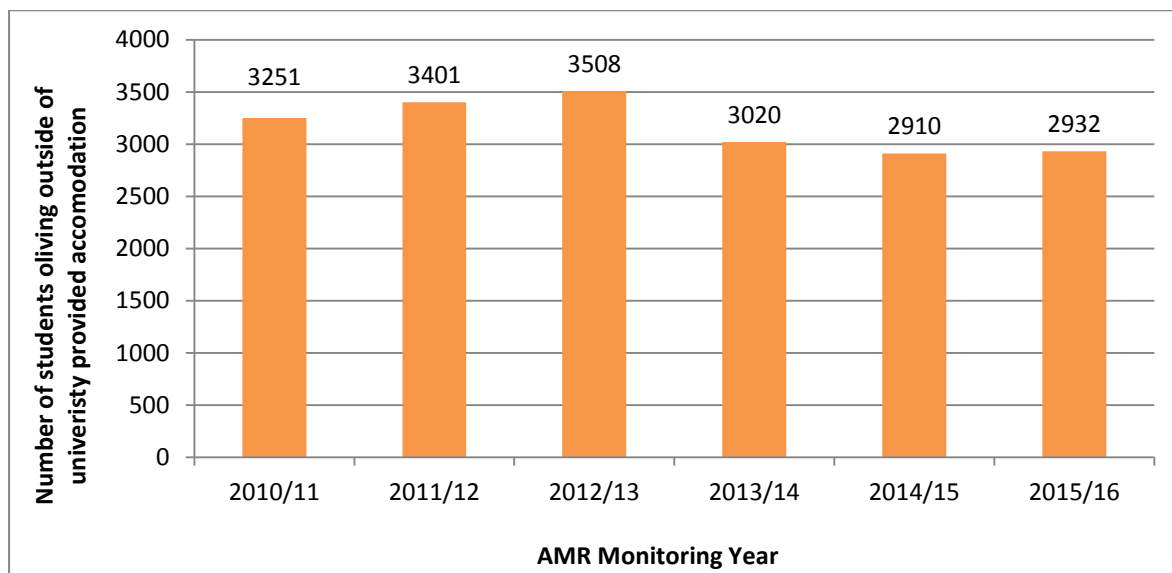
**2013/14:**



- 3.54 Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in the city. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two universities should be matched by an equivalent increase in student accommodation provided by the relevant university. All applications for net increases in academic floorspace will be assessed on this basis.
- 3.55 The monitoring period that the universities use does not directly coincide with the period of the AMR. The AMR follows the financial year and runs from April to March, whereas the universities use a period linked to the academic year in order to complete their forms for Government. The data used to assess this indicator was submitted by the two universities as relevant to the monitoring year in December 2015.

**University of Oxford**

- 3.56 The University of Oxford states that there were 22,601 students attending the University (and its colleges) at 1 December 2015.
- 3.57 A number of agreed exclusions apply to the data:
- Students with a term-time address outside of the city (397 students)
  - Students living within the city prior to entry onto a course (480 students)
  - Visiting students (500 students) or those not attending the institution (Nil students)
  - Part-time students (2,267 students)
  - Postgraduate research students past year four of study or assumed to be writing up (412)
  - Students working full time for the NHS (DCLinPsyc Students) (47 students)
  - Specific course exclusions (BTh Theology, Cert Theology and MTh Applied Theology) (58 students)
  - Students who are also members of staff (256 students)
  - Students living with their parents (137 students)
  - Students on a year abroad (299 students)
- 3.58 Taking into account these exclusions, there were 17,748 full-time University of Oxford students with accommodation requirements. At 1 December 2015 there were 14,816 accommodation places provided across the collegiate University. This leaves a total of 2,932 students living outside of university provided accommodation in Oxford, which meets the Core Strategy target. When compared to the previous monitoring year, there has been little change in the number of University of Oxford students living outside of university provided accommodation in the city.



**Figure 7:** University of Oxford students living outside of university provided accommodation 2010/11-2015/16

3.59 In December 2015 there were 20 additional accommodation places available compared to the same point in 2014.

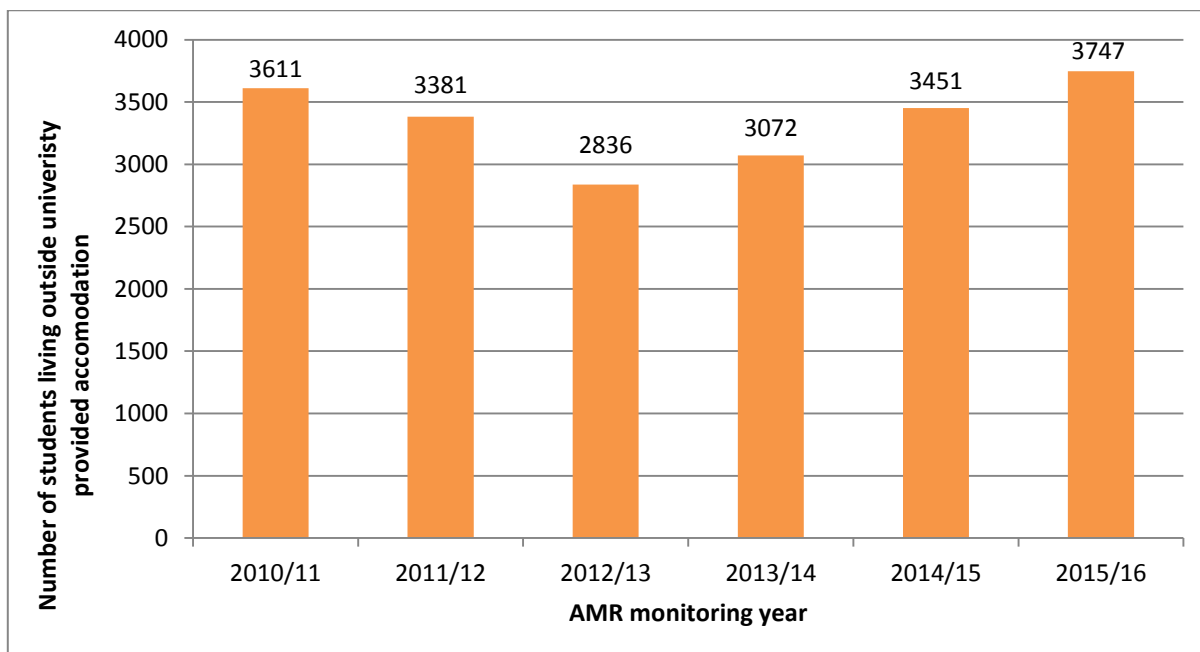
#### **Oxford Brookes University**

3.60 Oxford Brookes University states that there were a total of 17,149 students attending the university at 1 December 2015.

3.61 A number of agreed exclusions apply to the data:

- Part-time students (2,810 students)
- Students studying at franchise institutions (1,479 students)
- Students studying outside Oxford (i.e. Swindon campus) (333 students)
- Placement students away from the university (407 students)
- Students living at home or outside of Oxford (3,166 students)

3.62 Taking into account these exclusions, there were 8,954 full-time Oxford Brookes students with accommodation requirements. At 1 December 2015 there were 5,207 accommodation places provided by Oxford Brookes University. This leaves a total of 3,747 students without a place in university provided accommodation living in Oxford, exceeding the Core Strategy target. When compared to the previous monitoring year, there were an additional 296 Oxford Brookes students living outside of university provided accommodation in the city in 2015/16.



**Figure 8:** Oxford Brookes students living outside of university provided accommodation 2010/11 – 2015/16

- 3.63 It is disappointing that Oxford Brookes has not met the Core Strategy target in 2015/16, particularly when the University had anticipated that the number of students living outside of university provided accommodation in Oxford would decrease during the monitoring year.
- 3.64 Oxford Brookes University has commented that recent trends in students living outside of university provided accommodation in the city are a result of an increasingly volatile higher education market and changes in student behaviour since the introduction of the £9,000 undergraduate fee in 2012.
- 3.65 Oxford Brookes is now seeing a trend, with different patterns of demand for student accommodation since 2012. Oxford Brookes has identified that the proportion of students who decide to live in Oxford has increased from around 64% in 2010 to well over 70% in 2016, meaning that their residential halls (including university owned and those under nomination agreements) cannot meet this increased demand. The University has identified the following underlying trends which explain this shift in demand:
- A decline in postgraduate students (who have a higher likelihood to live at home);
  - An increase in undergraduate students (with a lower propensity to live at home); and
  - A decline in the proportion of students recruited from Oxfordshire (with a higher propensity to live at home).
- 3.66 It is anticipated that these trends are set to continue. Oxford Brookes University is therefore currently working on a fully revised student accommodation strategy, taking into account these fundamental shifts in the makeup of the student body and the consequential impact on the accommodation the University needs to provide to ensure it can meet the 3,000 target.
- 3.67 The approach set out in Core Strategy Policy CS25 will be a key consideration in determining any planning applications submitted by Oxford Brookes University. Core Strategy Policy CS25 and its supporting text is clear that planning permission will only be granted for additional academic/administrative accommodation (including redeveloped academic floorspace) for use



by Oxford Brookes and the University of Oxford where it can be demonstrated that the number of students living outside of university provided accommodation is less than 3,000 students for that institution.

**Other purpose built student accommodation**

3.68 The two Universities are not the only academic institutions that attract students to Oxford. There is an increasing need to accommodate students from language schools and other academic organisations which also puts pressure on the private rental market. Whilst this is not addressed directly by Policy CS25, it is an important consideration in thinking about Oxford’s housing need.

**Indicator 18: LOCATION OF NEW STUDENT ACCOMODATION**

**Target: 95% of sites approved for uses including new student accommodation to be in one of the following locations:**

- On/adjacent to an existing university or college academic site or hospital and research site
- City centre or district centres
- Located adjacent to a main thoroughfare (Sites and Housing Plan Policy HP5)

**Performance against target 2015/16:**



**Performance in previous two years:**

2014/15:



2013/14: NEW AMR INDICATOR

3.69 In the 2015/16 monitoring year, planning permission was granted for five new student accommodation developments which would provide a total of 229 (gross) student rooms. Table 18 shows that all of the development permitted would be located on sites that meet the locational requirements of Sites and Housing Plan Policy HP5.

Application	Site	Development	Compliance with HP5 locational criteria
15/02543/FUL	Site of former Friar Public House	Erection of 3 storey building to provide 30 student rooms.	Yes – Situated on Marston Road, a main thoroughfare.
15/01102/FUL	Land to Rear Fairfield	Erection of 6 buildings to provide 30 student rooms.	Yes – Adjacent to existing university campus.
15/01643/FUL	162-164 Hollow Way	Erection of building to provide 16 student rooms (plus 1x1-bed warden flat and 1x3-bed post-graduate accommodation which is counted as C3).	Yes – Hollow way, a main thoroughfare.
14/02256/FUL	4-5 Queen Street	Erection of building to provide 133 student rooms.	Yes – City Centre.
15/01568/FUL	Cheney Hall	Change of use from B8 storage and distribution to C2 student accommodation to provide 20 student rooms.	Yes – Adjacent to Headington Hill Campus.
15/03545/FUL	Holywell Ford Stables	Change of use from C2 student accommodation to D1 non-residential institution. (Loss of 4 student rooms.)	N/A. The loss of student accommodation was permitted as Magdalen College has provided an overall net gain of student accommodation elsewhere.

**Table 18:** Planning permissions granted for new student accommodation 2015/16

**Indicator 19: HOUSES IN MULTIPLE OCCUPATION (HMOs)**

**Target: No set target. AMR to include a report on the number of applications determined for the creation of new HMOs within each ward and of these the number approved.**

(Sites and Housing Plan Policy HP7)

3.70 A house in multiple occupation (HMO) is a shared house occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom. Shared properties can help to meet housing needs in some areas, although the conversion of family homes to HMOs can lead to a shortfall in family accommodation. HMOs form an unusually high percentage of housing in Oxford in comparison to other cities of a similar size. It is estimated that 1 in 5 of the resident population live in an HMO.

3.71 Planning permission is not usually required for the conversion of a C3 dwelling house to a C4 'small' HMO with three to six occupiers. However, on 25 February 2012 the City Council brought into force an [Article 4 Direction](#) that means planning permission is required for this change of use in Oxford. Planning permission is also required for the conversion of a C3 dwelling to a Sui Generis 'large' HMO with more than six occupiers. The change of use from a 'small' C4 HMO to a 'large' Sui Generis HMO also requires planning permission.

3.72 There is no Local Plan target for HMOs, however the AMR is required to include a report on the number of planning applications for new HMOs that are received and approved during the monitoring year (Table 19).

Ward	HMO applications determined 2013/14	HMO applications approved 2013/14	HMO applications determined 2014/15	HMO applications approved 2014/15	HMO applications determined 2015/16	HMO applications approved 2015/16
Barton and Sandhills	0	0	2	2	3	2
Blackbird Leys	0	0	0	0	2	1
Carfax	0	0	0	0	6	6
Churchill	3	3	3	2	6	2
Cowley	3	2	2	2	8	7
Cowley Marsh	1	1	1	0	4	2
Headington	2	2	4	4	4	3
Headington Hill and Northway	0	0	1	1	5	5
Hinksey Park	0	0	0	0	8	7
Holywell	0	0	0	0	0	0
Iffley Fields	3	2	3	1	1	1
Jericho & Osney	1	1	3	3	2	2
Littlemore	0	0	1	1	4	4
Lye Valley	1	1	8	6	15	13
Marston	1	1	2	2	2	2
North	1	1	1	0	0	0
Northfield Brook	0	0	0	0	0	0
Quarry & Risinghurst	1	1	1	1	4	4
Rose Hill and Iffley	0	0	1	1	3	2
St. Clements	3	2	3	2	7	6
St. Margaret's	0	0	0	0	0	0
St. Mary's	0	0	0	0	5	2
Summertown	0	0	2	2	5	5
Wolvercote	0	0	1	0	2	2
<b>Total</b>	<b>20 (100%)</b>	<b>17 (85%)</b>	<b>39 (100%)</b>	<b>30 (77%)</b>	<b>96 (100%)</b>	<b>78 (81%)</b>

**Table 19:** Planning applications for new HMOs determined and approved 2013/14-2015/16

- 3.73 Table 19 shows that the number of planning applications received to create new HMOs has increased significantly over the past three years. The City Council has been actively working with HMO landlords to communicate the need for planning permission and therefore some of these applications may be regularising changes of use that have already taken place. The increase in applications may also reflect an increase in demand for this type of accommodation in the city given the high prices in the private rented sector in Oxford.
- 3.74 Given the exceptionally high concentration of HMOs in Oxford and the fact that HMOs often provide some of the poorest quality housing in the city, all HMO properties in Oxford require a licence. The City Council’s HMO Licensing scheme has received national awards and recognition. It has provided protection for tenants against sub-standard conditions in rented multi-occupation homes and has supported vigorous enforcement of tenants’ legal rights.

**Indicator 20: RESIDENTIAL MOORINGS**

**Target: Nil applications approved that are subject to an unresolved objection by the body responsible for managing the relevant river channel or waterway.**  
 (Sites and Housing Plan Policy HP5)

**Performance against target 2015/16:**



**Performance in previous two years:**

**2014/15:** N/A

**2013/14:** NEW AMR INDICATOR

- 3.75 One application for residential moorings was received during the monitoring year. This was an application to certify that the mooring of 17 houseboats at Weirs Orchard, Weirs Lane was lawful (15/03291/CEU). The certificate of lawfulness was granted based on the evidence submitted that showed that the site had been used for residential moorings for more than 10 years. In determining this application the City Council could only consider the lawfulness of the development; therefore the relevant managing body was not consulted

## Strong and Active Communities

### Ambition: **Socially cohesive and safe communities**

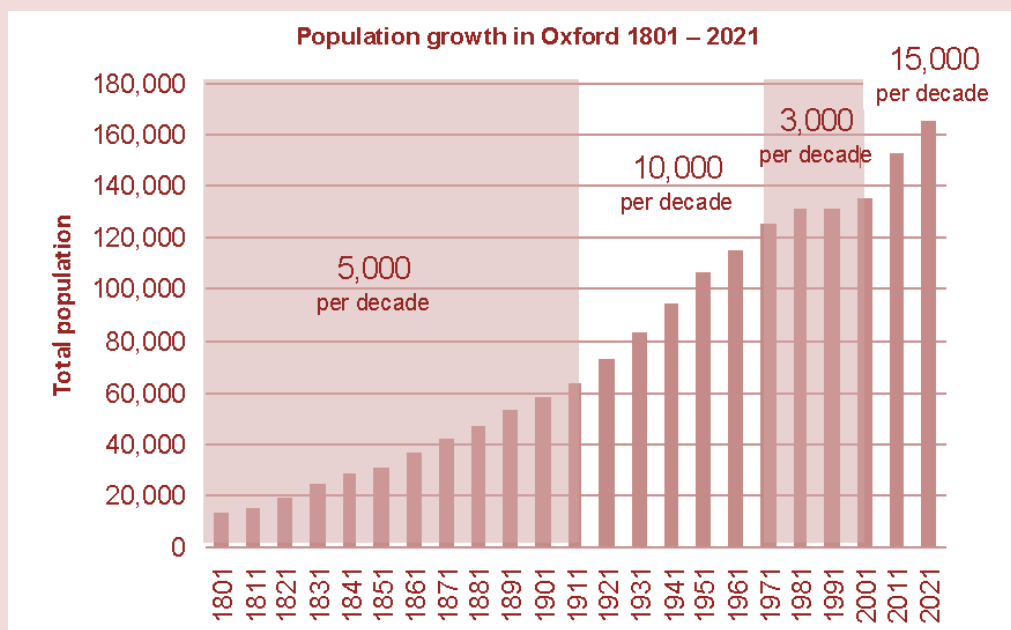
Our aim is that everyone in the city has the opportunity to:

- Be engaged in the diverse social and cultural life of the city
- Be active and engaged in leisure and sporting activities in the city
- Be protected from the risk of crime, exploitation and anti-social behaviour
- Have the support they need to achieve their potential

### Snapshot of Oxford's population

<b>Usual resident population:</b>	159,600 people <sup>30</sup>
<b>Annual population turnover:</b>	25% annual population turnover <sup>31</sup>
<b>Students as % of adult population:</b>	24% (approximately 32,800 full time university students) <sup>31</sup>
<b>Non-white British population:</b>	28% non-white british population <sup>31</sup>
<b>Life expectancy at birth:</b>	Men: 79 years Women: 83 years <sup>31</sup> In the least deprived parts of the city men can expect to live 8.3 years longer and women 6.6 years longer than those in the most deprived parts of the city.
<b>% population in good or very good health:</b>	87% of Oxford's population in good or very good health <sup>31</sup>
<b>Areas of the city amongst the 20% most deprived parts of the country:</b>	Of 83 'super output areas' in Oxford, 10 are among the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton areas of the city. <sup>32</sup>

### Population changes over time



Oxford is currently in the middle of a new and distinct period of rapid population growth, adding around 15,000 people per decade. Oxford's population grew by 12% from 2001-2011, making it the sixth fastest growing English city. Oxford's population is projected to increase by another 13,000 people by 2021.

<sup>30</sup> Nomis (2015) [Total Population](#)

<sup>31</sup> Office of National Statistics (2011) UK Census data

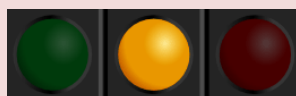
<sup>32</sup> Oxford City Council (May 2015) [Poverty and deprivation statistics](#)

**Indicator 21: REGENERATION AREAS**

**Target: Individual targets have been set for each priority regeneration area**

(Oxford Core Strategy Policy CS3)

**Performance against target 2015/16:**



**Performance in previous two years:**



4.1 The Core Strategy identifies five priority areas for regeneration: Barton; Blackbird Leys; Northway; Rose Hill; and Wood Farm. Physical regeneration is to be housing led, with a focus on improving the quality and mix of housing. Individual targets have been set for each of the priority areas based upon their specific circumstances (Table 20).

Core Strategy Monitoring Framework: Regeneration Areas		
Indicator	Target	Progress to date
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas (SOAs) in Oxford that fall amongst the 20% most deprived in England Baseline (2007) . . . . .10 SOAs Target 1 (2016) . . . . .Less than 10 SOAs Target 2 (2026) . . . Less SOAs than in 2016	The English Indices of Deprivation 2015 identified 10 SOAs in Oxford that are amongst the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton.
Timely progression of regeneration action plans for each area	Implement regeneration action plans in conjunction with other departments. (Timetable to be agreed corporately.)	To be taken forward by Neighbourhood/Community Partnerships.
<b>Barton</b>		
Reduce the sense of isolation from the rest of the city	Provision of new footbridge across the A40 and/or improvements to existing underpass by 2015/16.	See Indicator 23: Barton AAP
<b>Blackbird Leys</b>		
Improve the centre to create a mixed-use district centre	Provide approx. 3,000m <sup>2</sup> (gross) A1 non-food retail floorspace and 975m <sup>2</sup> (net) food retail floorspace by 2016.	CBRE have been appointed to produce a costed appraisal of the regeneration delivery options at Blackbird Leys to enable a partner to be appointed in order for the delivery to begin.
Investigate the future of Windrush and Evenlode tower blocks	Undertake an options appraisal by 2011.	Planning permission granted for upgrade works in November 2014 (14/02641/FUL & 14/02640/CT3). Work on both tower blocks commenced on site in early 2016.
<b>Northway</b>		
Access across the A40 linking safeguarded land at Barton to Northway, for use by buses, pedestrians and cycles	Implementation by substantial completion of residential development at Barton by 2013/14.	Infrastructure commenced on site in July 2015 including new access across the A40 (14/03201/RES). See Indicator 23: Barton AAP.
Investigate the future use of Plowman tower block and the surrounding area, plus the possible redevelopment of the Northway offices	Options appraisal for Plowman tower block by 2010.	Planning permission granted for upgrade works to Plowman Tower in November 2014 (14/02642/CT3). Works expected to start on site October 2016.

	Redevelopment of Northway Offices starting by Dec 2009.	Sites and Housing Plan Allocation SP37. Planning permission granted in 2013 (12/03280/FUL). Re-development currently in progress.
<b>Rose Hill</b>		
Housing stock regeneration programme	Redevelopment of life-expired houses to provide 254 new residential units (113 market and 141 affordable) by 2012.	Development completed December 2011.
<b>Wood Farm</b>		
Redevelopment of the Wood Farm primary school/Slade nursery school site	Redevelopment of the Wood Farm primary school/Slade nursery school site to include enhanced facilities for the wider community by 2012.	Development completed October 2013.
Investigate the future use of Foresters Tower block and surrounding area	Options appraisal for Foresters tower block by 2011.	Planning permission granted for upgrade works to Foresters Tower in November 2014 (14/02643/CT3). Works expected to start on site September 2016.

**Table 20:** Core Strategy monitoring framework for Policy CS3 Regeneration Areas

**Indicator 22: WEST END AREA ACTION PLAN**

The West End Area Action Plan (AAP) guides development and change in Oxford’s West End. It aspires to transform this key part of the City, which is currently under-utilised, raising it to the standard that Oxford’s reputation deserves. The West End AAP identifies four key objectives to support this vision:

- An attractive network of streets and spaces
- A high quality built environment
- A strong and balanced community
- A vibrant and successful West End

The AAP monitoring framework is based around these objectives.

(Oxford Core Strategy Policy CS5, West End Area Action Plan)

**Performance against target 2015/16:**



**Performance in previous two years:**

2014/15:



2013/14:



4.2 The West End is a key part of the City Centre which is currently under-utilised and the City Council has produced an Area Action Plan (AAP) to guide its physical regeneration. This is a challenging part of the city to redevelop as it includes multiple sites, under various land ownerships, that will become available for development at different times. Significant progress has been made on key projects in the West End during 2015/16:

**Frideswide Square**

4.3 The remodelling of Frideswide Square was completed during the 2015/16 monitoring year. This has delivered significant transport and public space improvements appropriate to an important gateway to the City Centre.

**Westgate**

4.4 Work to deliver the new Westgate Centre has continued on site throughout 2015/16 and the project is expected to be fully completed and open to the public in Autumn 2017. This is a really important development for Oxford and will significantly increase the city’s retail offer through the delivery of 62,829m<sup>2</sup> of new A1 retail floorspace. The development will also include a range of cafes, restaurants and leisure facilities including a cinema, as well as residential units. This will help to strengthen Oxford’s position as a regional centre for retail, culture and leisure, as well as helping to attract and provide for the needs of tourists.

**4-5 Queen Street and 114-119 St Aldate’s**

4.5 Planning permission was granted in August 2015 for the redevelopment of this site to deliver a mixed use scheme including A1 retail with A2 offices or A3 restaurants at ground floor level and 133 students on upper floors. Work commenced onsite in November 2015.

**Oxpens**


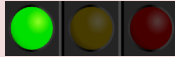
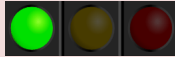
4.6 The Oxpens site provides an opportunity to deliver up to 10,000m<sup>2</sup> of Class B office and research and development space as well 300-500 new homes. The City Council is working with Nuffield College to bring this development forward and has secured funding for infrastructure works needed for development to take place.

**Indicator 23: BARTON AREA ACTION PLAN**

The Barton Area Action Plan (AAP) guides development and change at the Barton strategic site, aiming to deliver a development that reflects Oxford’s status as a world class city and which supports integration and sustainability. The Barton AAP identifies five key objectives to support this vision:

- Deliver a strong and balance community
- Bring wider regeneration of neighbouring estates
- Improve accessibility and integration
- Encourage a low-carbon lifestyle
- Introduce design that is responsive and innovative.

The AAP establishes a specific monitoring framework for this site.  
(Oxford Core Strategy Policy CS7, Barton Area Action Plan)

<p><b>Performance against target 2015/16:</b></p> 	<p><b>Performance in previous two years:</b></p> <p>2014/15: </p> <p>2013/14: </p>
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4.7 Policy CS7 of the Core Strategy, supported by the Barton AAP, allocates 36ha of land in the north of the city between Barton and Northway (known as land at Barton) for a predominately residential development of 800-1,200 new dwellings. This is the largest residential development opportunity in the city.

4.8 Outline planning permission was granted in September 2013 for means of access for the erection of a maximum of 885 residential units (Class C3); a maximum of 2,500 m<sup>2</sup> gross Class A1, A2, A3, A4 and A5 uses (with a maximum of 2,000m<sup>2</sup> gross food store Class A1); a maximum of 50 extra care housing units; a maximum of 7,350 m<sup>2</sup> GEA hotel (Class C1); and a maximum of 3,000 m<sup>2</sup> GEA Class D1, D2 floorspace (community hub) in development blocks

ranging from 2 to 5 storeys with associated cycle and car parking, landscaping, public realm works, interim works and associated highway works<sup>33</sup>. A reserved matters application for works needed to prepare the site for development was approved in February 2015<sup>34</sup> and work commenced on site in Summer 2015. A further reserved matters application for Phase 1 of the development (237 dwellings) was approved in March 2016<sup>35</sup>, with work on Phase 1 expected to commence on site during 2016/17. Phase 1 includes 40% affordable housing (95 units), all of which will be provided as social rent.

**Indicator 24: NORTHERN GATEWAY AREA ACTION PLAN**

The Northern Gateway Area Action Plan (AAP) guides development and change at the Northern Gateway. It aspires to create a vibrant and successful extension to Oxford, with a flourishing community of knowledge-based industries and modern new homes. The Northern Gateway AAP identifies six key objectives to support this vision:

- Strengthen Oxford’s knowledge-based economy
- Provide more housing
- Improve the local and strategic road network and other transport connections
- Respond to the context of the natural and historic environment
- Create a gateway to Oxford
- Encourage a low-carbon lifestyle/economy

The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS6, Northern Gateway Area Action Plan)

**Performance against target 2015/16:**

**N/A**

**Performance in previous two years:**

**2014/15: N/A**

**2013/14: N/A**

4.9 The Northern Gateway AAP was adopted in July 2015. It is too early to monitor development at this site against the AAP’s monitoring framework as no planning application has been submitted, however it should be noted that the development consortium undertook initial public consultation in February 2015, and an outline planning application is being worked on currently.

4.10 The Northern Gateway is a key element of the Oxford and Oxfordshire City Deal, which was agreed to support innovation-led economic growth. The City Deal partners and Government have agreed to invest a total of £17.8m in highway infrastructure at the Northern Gateway to enable the development. Phase 1 includes improvement works to both Wolvercote and Cutteslowe roundabouts. These works are currently in progress and are due for completion in late 2016. The next phase will include the provision of a link road between the A44 and A40 and new signalised junctions. This will be bought forward as part of the wider development at the Northern Gateway.

<sup>33</sup> Planning application reference 13/01383/OUT (Barton Park outline planning permission).

<sup>34</sup> Planning application reference 14/03201/RES (Barton Park enabling works).

<sup>35</sup> Planning application reference 15/03642/RES (Barton Park Phase1).



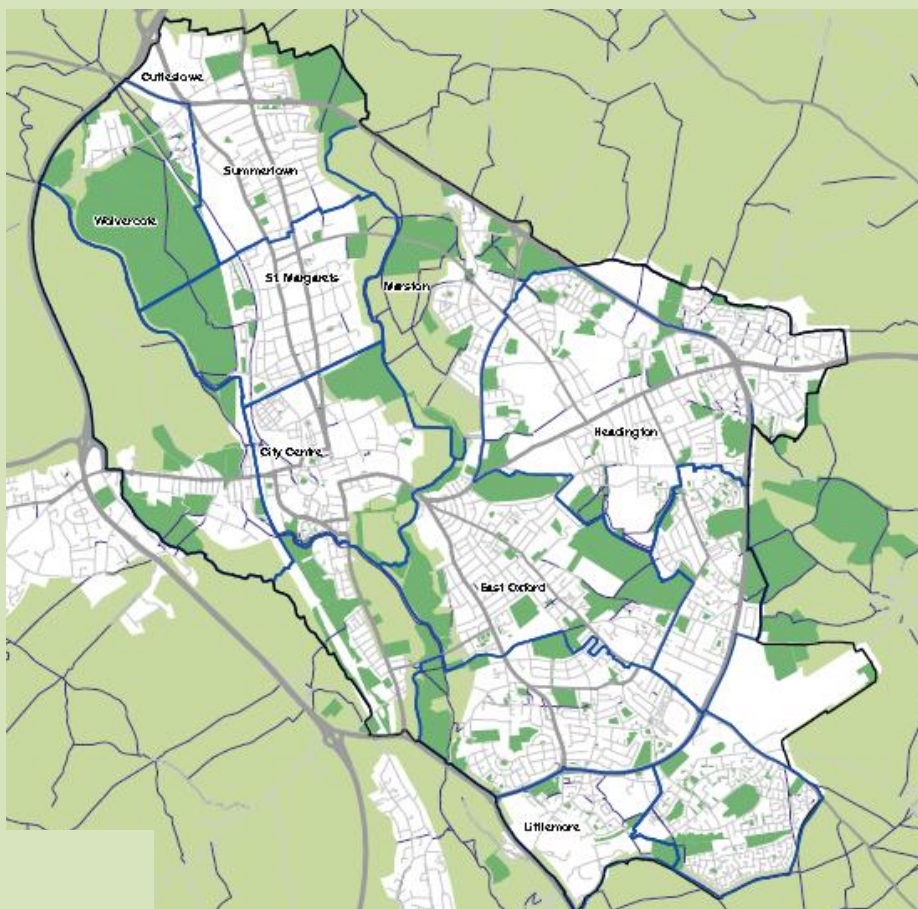
## Cleaner and Greener Oxford

**Ambition: An attractive and clean city that minimises its environmental impact by cutting carbon, waste and pollution**

### Oxford - Environmental Snapshot

<b>Total area:</b>	17.6 square miles / 46 square kilometres
<b>Green Belt (% of total area)</b>	27% of Oxford's total area
<b>Allotments:</b>	36 allotment sites across the city
<b>Listed Buildings:</b>	More than 1,600 listed buildings
<b>Conservation Areas</b>	18 conservation areas
<b>Parks with Green Flag status</b>	Five parks (Cutteslowe & Sunnymead Park, Blackbird Leys Park, Hinksey Park, Florence Park and Bury Knowle Park)
<b>Carbon emissions per capita:</b>	6.2 tonnes per resident Carbon emissions overall in Oxford reduced by 11.4% between 2005 and 2013. Oxford has the first Low Emission Zone outside of London and is actively planning for the advent of a zero emission zone for the city centre.
<b>% of Oxford's residents commuting within the city by car:</b>	20% of Oxford's residents commuting within the city by car
<b>% Oxford's residents commuting within the city by bicycle or foot</b>	50% of Oxford's residents commute within the city by bicycle or on foot

### Spatial distribution of parks and open spaces in Oxford:<sup>36</sup>



<sup>36</sup> Oxford City Council (2013) [Green Spaces Strategy](#) Appendix 1

**Indicator 25: CHANGES IN AREAS OF BIODIVERSITY IMPORTANCE**

**Target: No net reduction in areas designated for their intrinsic environmental value i.e. SAC, SSSI, RIGS and locally designated sites (Oxford Core Strategy Policy CS12)**

**Performance against target 2015/16:**



**Performance in previous two years:**

**2014/15:**



**2013/14:**



5.1 Table 21 provides details of sites designated for their intrinsic environmental importance in Oxford. It shows that in 2015/16 there was no change in the area of any of these designated sites.

Designation	2011/12 (Area - ha)	2012/13 (Area - ha)	2013/14 (Area - ha)	Change (Area - ha)
<b>Special Areas of Conservation (SAC)</b> (1 site)	177.1	177.1	177.1	<b>No change</b>
<b>Sites of Special Scientific Interest (SSSI)</b> (12 sites)	278.24	278.24	278.24	<b>No change</b>
<b>Local Wildlife Sites</b> (14 sites)	125.44	125.44	125.44	<b>No change</b>
<b>Sites of Local Interest for Nature Conservation (SLINCs)</b> (50 sites)	202.5	202.5	202.5	<b>No change</b>
<b>Local Nature Reserves</b> (3 Sites)	6.63	6.63	6.63	<b>No change</b>
<b>Regionally Important Geological or Geomorphological Sites (RIGS)</b> (2 Sites)	2.0	2.0	2.0	<b>No change</b>

**Table 21:** Area of sites designated for their environmental importance in Oxford (Natural England Data)

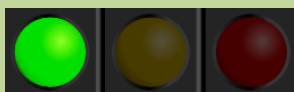
**Indicator 26: NATURAL RESOURCES IMPACT ANALYSIS (NRIA)**

**Target: 100% of qualifying planning permissions granted to comply with NRIA requirements**

**Minimum of 20% on-site renewable or low carbon energy from qualifying sites**

(Oxford Core Strategy Policy CS9, Sites and Housing Plan Policy HP11, Saved Local Plan Policy CP18)

**Performance against target 2015/16:**



**Performance in previous two years:**

**2014/15:**



**2013/14:**



5.2 Core Strategy Policy CS9 requires developments of 10 or more dwellings, or non-residential developments of 2,000m<sup>2</sup> or more, to submit a NRIA. These developments are required to meet 20% of their energy requirements on site through renewable and low carbon technologies, as well as to consider a range of complementary sustainability measures including energy efficiency. A completed NRIA checklist that rates the development's use of natural resources must be submitted with each application. Rarely is the City Council likely to approve a development where a score of at least 6 out of 11 is not achieved, including at least the minimum standard in each section.

Application Reference & Site	Development	NRIA Checklist Score	Proposed On-Site Renewable Energy Generation
15/03642/RES Barton Park	237 C3 residential dwellings (Phase 1 - reserved matters)	-	<b>24% onsite renewable energy generation</b> (PV Panels)
14/01770/FUL Marywood House	20 C3 residential dwellings	6	<b>20% onsite renewable energy generation</b> (PV Panels and Low energy boilers)
14/01273/OUT Part of Former Travis Perkins Site, Collins Street	30 C3 residential dwellings	6	<b>At least 20% onsite renewable energy generation</b> (PV Panels, Air Source Pumps and high efficiency boilers)
14/02940/OUT Littlemore Park	270 C3 residential dwellings	N/A	A full energy statement and NRIA checklist would only be possible at the reserved matter stage.
14/02256/FUL 4-5 Queen Street and rear of 114-119 St Aldate	Part demolition. Redevelopment to include A1 and A2/A3 plus 133 student accommodation rooms.	9	<b>20% onsite renewable energy generation</b> (Air Source Heat Pumps)
15/00930/OUT 474 Cowley Road	60 bed care home (outline permission)	6	Fabric First Approach. Consideration given to PV Panels, Solar water heating and wind energy. TBC at reserved matters.
15/00996/RES Old Road Campus	Erection of Bioescalator /Amenities Building (Part reserved matters).	8	<b>22.5% onsite renewable energy generation</b> (PV Panels, CHP)
15/01549/FUL Corpus Christi College	Part demolition. Erection of annexe.	7	<b>20% onsite renewable energy generation</b> (Heat pumps, Solar water heating systems, PV Panels)
15/02269/RES Land North of Littlemore Healthcare Trust	140 C3 residential dwellings	7	<b>20.2% onsite renewable energy generation</b> (PV Panels, Flue Gas Heat Recovery)
15/02543/FUL Site of former Friar Public House, Marston Road	Student accommodation (30 rooms)	TBC	<b>Onsite renewable energy generation to be secured by condition</b> (Consideration being given to CHP or air exchange unit)

**Table 22:** Qualifying developments' compliance with NIRA requirements (permissions) 2015/16

5.3 Table 22 shows that planning policies are effectively ensuring onsite renewable and low carbon energy generation on qualifying schemes. This suggests that the NRIA continues to provide a useful measure of the sustainability of new developments and that the targets remain both relevant and achievable.

### Indicator 27: DEVELOPMENT IN THE GREEN BELT

**Target:** No inappropriate development in the Green Belt unless specifically allocated in Oxford's Local Plan (Oxford Core Strategy Policy CS4)

Performance against target 2015/16:



Performance in previous two years:



5.4 Table 23 provides details of planning permissions granted for development in the Green Belt during the monitoring year. All applications were considered against Green Belt policies set

out in the National Planning Policy Framework and Core Strategy. No inappropriate development was permitted during 2015/16.

Location	Application Reference	Development	Reason for Approval
Keble College Boat Club, The Towing Path	15/00473/FUL	Replacement Boatshed and relocation of boat canopy/store.	The proposal is for a replacement boatshed which is not significantly larger than the original building.
Christ Church Meadow	15/00760/FUL	Change of use and extension of thatched barn. Demolition of buildings and erection of new works building and service area.	The proposal is for the redevelopment and extension of existing buildings which will be used in part to provide facilities for those pursuing outdoor recreation in Christ Church Meadow. There will be an impact on the openness of the Greenbelt but it is considered that the benefits (the very special circumstances) outweigh the harm.
Oxford City Football Ground, Court Place Farm Marsh Lane	15/02476/FUL	Erection of spectator stand.	The proposal is located on previously developed land, is visually unobtrusive and can reasonably be considered an essential facility for this type of outdoor sport.
Canal Keepers Cottage, Godstow Road	15/02713/FUL	Single storey extension	The proposed extension does not represent a significant increase in built development when compared with the dwelling that previously occupied this site.
St Edwards Boat House, Godstow Road	15/03625/FUL	Replacement roof and installation of timber cladding.	The proposal will not increase the size of the building and the materials are appropriate to the location.
Victoria Arms, Mill Lane	15/02373/FUL	Demolition of garage. Front and rear extensions. Formation of terrace and BBQ area. Provision of cycle store and car parking.	The proposed extensions do not represent a significant increase in built development. The building will have the appearance of barn style structure. It was considered that the provision of car parking spaces may be harmful to the openness of the Green Belt and therefore planning permission was not granted for this element of the proposal.

**Table 23:** Planning permissions granted for development in the Green Belt in 2015/16

### Indicator 28: HERITAGE ASSETS AT RISK

**Target: A decrease in heritage assets at risk or no net increase in heritage assets at risk**

(Oxford Core Strategy Policy CS18)

**Performance against target 2015/16:**



**Performance in previous two years:**

2014/15:



2013/14:



5.5 Historic England's 'Heritage at Risk' programme identifies the heritage assets that are most at risk of being lost as a result of neglect, decay or inappropriate development across England. In 2015/16 two of Oxford's heritage assets were identified as being at risk (Table 24).

Heritage Asset	Condition	Priority Category
Church of St Thomas the Martyr St Thomas Street	Poor	C – Slow decay; no solution agreed.
Swing Bridge, Near Rewley Road	Very Bad	B – Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented

**Table 24:** Heritage assets at risk in Oxford 2015/16 (Historic England)

5.6 The same heritage assets were identified as being at risk in previous monitoring years. There has been no notable change in their condition. This is a net decrease in the number of heritage assets at risk when compared to the Core Strategy baseline when there were three heritage assets at risk.

**Indicator 29: APPLICATIONS INVOLVING THE TOTAL, SUBSTANTIAL OR PARTIAL DEMOLITION OF A LISTED BUILDING**

**Target: 0% Listed Building Consents or planning permissions granted that involve the total, substantial or partial demolition of a listed building**  
(Oxford Core Strategy Policy CS18)

Performance against target 2015/16:



Performance in previous two years:



5.7 No listed building consents or planning permissions were granted for the total, substantial or partial demolition of a listed building during the 2015/16 monitoring year.

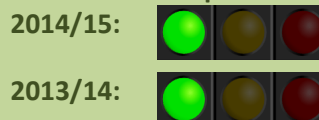
**Indicator 30: APPEALS ALLOWED WHERE CONSERVATION POLICIES ARE CITED AS A REASON FOR REFUSAL**

**Target: 80% of appeals dismissed where conservation policies are cited as a reason for refusal**  
(Oxford Core Strategy Policy CS18)

Performance against target 2015/16:



Performance in previous two years:



5.8 Oxford’s conservation policies are the saved Local Plan 2001-16 historic environment policies. Four appeals were determined in 2015/16 where these policies had been cited as a reason for refusal and only one of these appeals (25%) was dismissed. In all three cases where the appeals were allowed the Inspector considered that, on balance, material considerations meant that

5.9 the proposed developments were acceptable. Whilst performance in 2015/16 was well below the 80% target, only four appeals were determined where the historic environment policies applied meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target has been met. We will need to monitor this closely in future monitoring years to understand if this is a short term fluctuation or a longer term trend and to ensure that the monitoring target remains relevant.

**Indicator 31: TREE PRESERVATION ORDERS (TPOs)**

**Target: 0% of applications for felling trees that are the subject of a TPO to be approved by the City Council contrary to officers' recommendations** (Oxford Core Strategy Policy CS18)

Performance against target 2015/16:



Performance in previous two years:



5.10 There were no permissions granted for the felling of trees subject to a TPO contrary to officers' recommendations in 2015/16.

**Indicator 32: LOSSES OF PUBLIC OPEN SPACE, OUTDOOR SPORTS AND RECREATION FACILITIES**

**Target: No net loss to other uses of publically accessible open space, outdoor sports and recreation facilities** (Oxford Core Strategy Policy CS21)

Performance against target 2015/16:



Performance in previous two years:



5.11 No planning applications were permitted where there would be a net loss of publicly accessible open space, outdoor sports or recreation facilities in 2015/16.

5.12 On 14 August 2014 the City Council refused outline planning permission for residential development at William Morris Close (14/01670/OUT). One of the main reasons for refusal was that the development would result in the loss of protected open space. A subsequent appeal against this decision was dismissed on 20 May 2015.

5.13 It should also be noted that during the 2015/16 monitoring year planning permission was granted for a number of applications that will provide improved public open space, leisure and recreational facilities in Oxford. This includes bringing disused land to the rear of Isis Care and Retirement Centre on Cornwallis Road back into use as a city farm (15/02870/FUL) and filling redundant tanks at Hinksey Pools to create additional public open space (14/03475/CT3).

**Indicator 33: TRAFFIC GROWTH AT INNER AND OUTER CORDONS**

**Target: Inner Cordon - no more than 0% growth**  
**Outer Cordon - no more than 0.2% average annual growth** (Oxford Core Strategy Policy CS14)

Performance against target 2015/16:

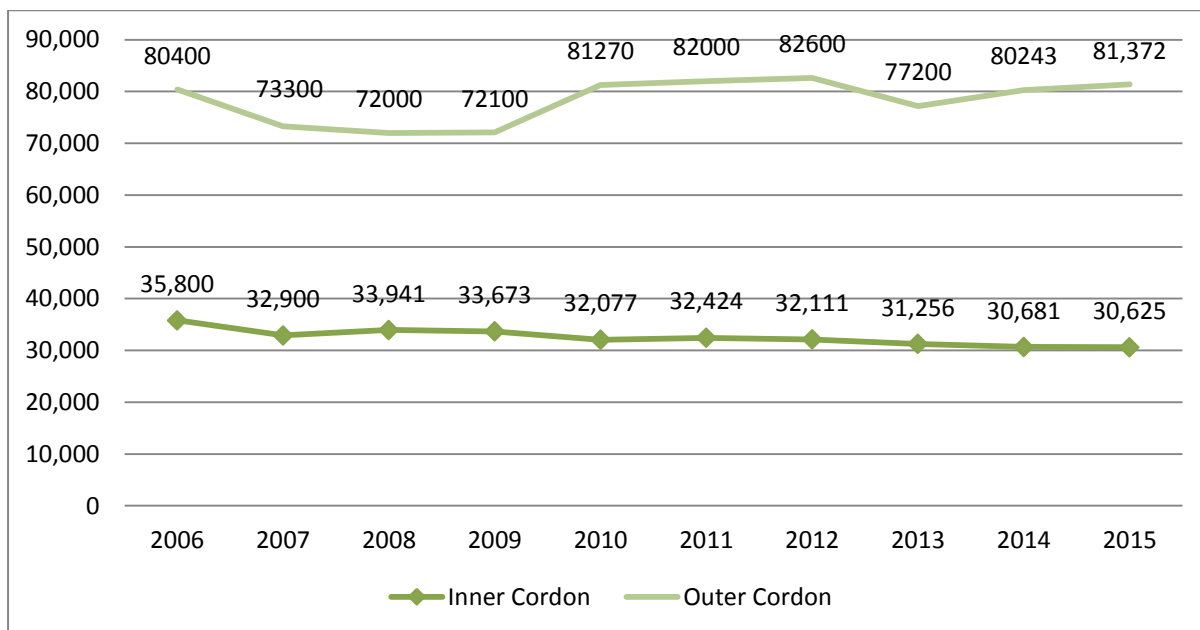


Performance in previous two years:



5.14 Oxfordshire County Council monitors traffic flows at two 'cordons' in Oxford. The inner cordon count provides an indication of the average number of vehicles entering the city centre on any given weekday, whilst the outer cordon count provides an indication of the number of vehicles entering Oxford from beyond the city boundary on any given weekday.

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**Figure 9:** Average weekday inbound traffic at the Inner and Outer Cordon 2006 – 2015\*

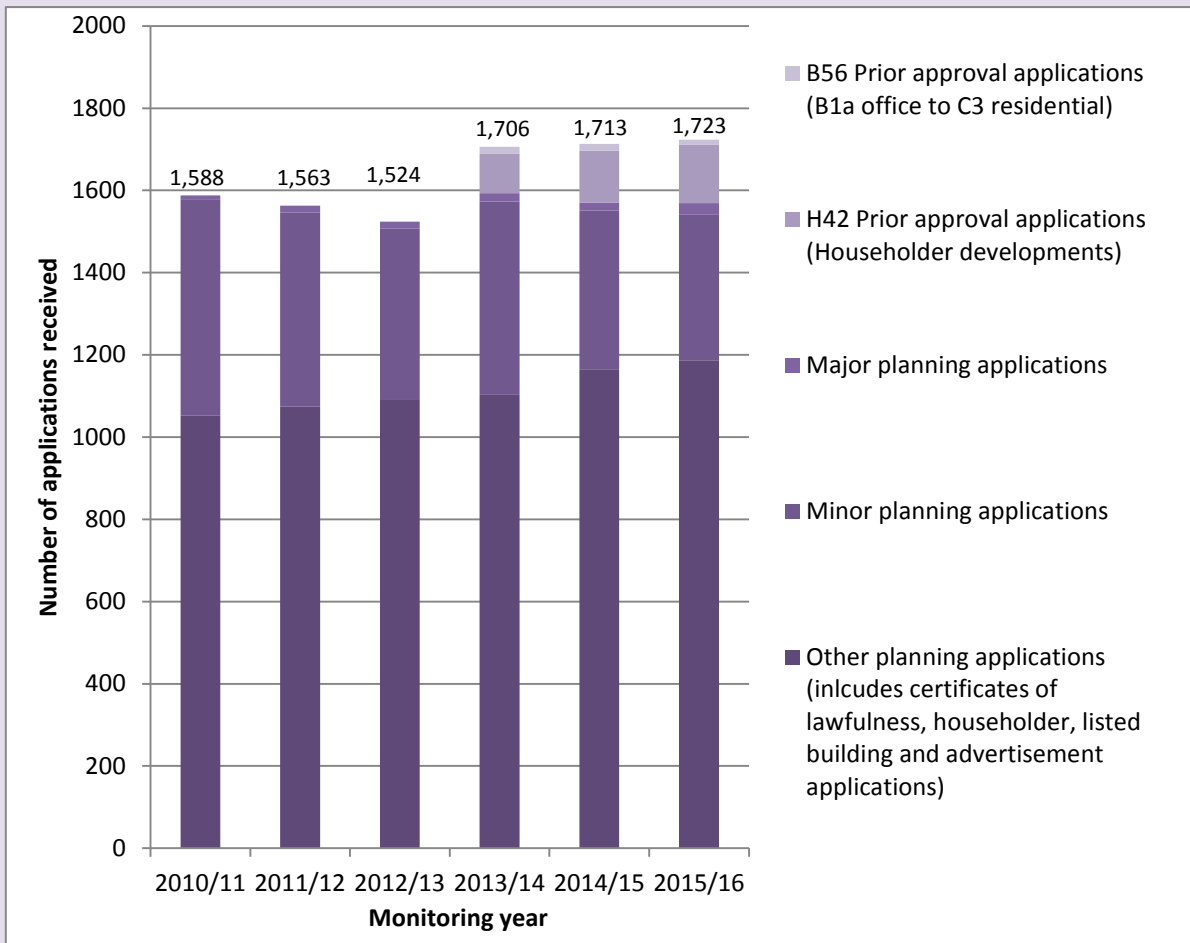
\*Note: In 2010 an additional outer cordon monitoring location was added on Oxford Road, North of Bagley Wood. Data from two outer cordon monitoring locations (Oxford Road and Beaumont Road) was unavailable for 2013. Data from one outer cordon monitoring location (Beaumont Road) was unavailable for 2015.

- 5.15 Figure 9 shows that the number of vehicles travelling into the city centre (inner cordon) has decreased relatively consistently since the Core Strategy 2006 baseline (36,000 vehicles).
- 5.16 The number of vehicles travelling into Oxford from across the city boundary (outer cordon) has shown a greater amount of fluctuation since the 2006 baseline. The average number of vehicles travelling into Oxford on any given weekday in 2015 was 81,372. This is an increase of 1.4% on the previous monitoring year.

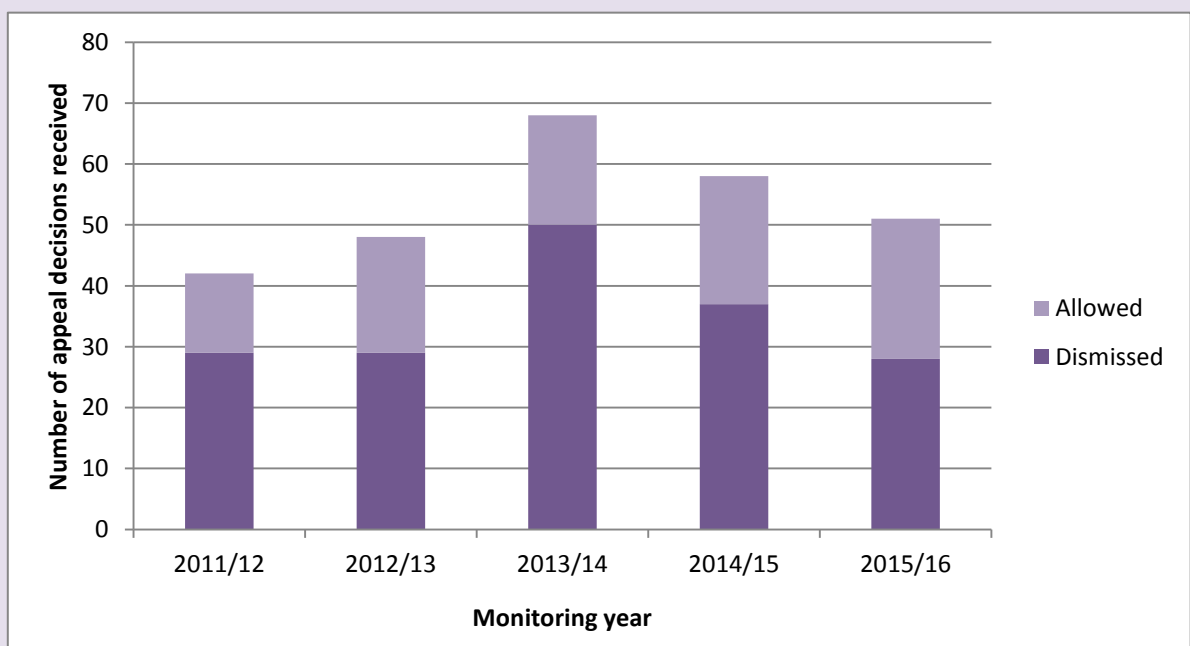
## An Efficient and Effective Council

Ambition: A customer-focused organisation, delivering efficient, high quality services that meet people's needs.

### Planning Applications Received:



### Development Management Appeal Decisions:





## LOCAL DEVELOPMENT SCHEME MONITORING

- 6.1 The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents in Oxford's Local Plan and other planning policy documents. The LDS provides details on what each document will contain and the geographical area each will cover.
- 6.2 In January 2016 the City Council adopted a new LDS which covers the period 2016-2019. This supersedes the previous LDS 2011-2014 (as amended). The new LDS 2016-2019 sets out the City Council's intention to produce a new Local Plan that will provide a long-term planning framework to deliver the managed growth of the city to 2036. This will replace the current Core Strategy, Sites and Housing Plan and saved policies of the Local Plan 2001-2016. Table 25 shows performance against LDS 2016-2019 timescales during the monitoring year.

Document title	LDS timescale (as relevant to the monitoring period)	Progress during the 2015/16 monitoring year
Local Plan 2016-2036	Commence January 2016	Work started on the Local Plan in January as scheduled in the LDS. The Sustainability Appraisal scoping process was started, key background topic papers were produced, a Housing and Employment Land Availability Assessment (HELAA) was commenced in conjunction with consultants AECOM, and preparatory work was undertaken for the first steps consultation. Work on the Local Plan will continue throughout 2016/17 and beyond.
Design SPD	Develop draft SPD	Work on developing the draft Design SPD has continued during 2015/16. Consultation on the draft document is expected to take place during 2016/17.

**Table 25:** Progress against Local Development Scheme timescales in 2015/16

## DUTY TO COOPERATE MONITORING

- 6.3 The Duty to Cooperate, introduced by the Localism Act 2011, requires on-going, constructive collaboration and active engagement with neighbouring authorities and other statutory bodies when preparing Local Plan documents.
- 6.4 The City Council has also been actively involved in a number of on-going joint-working and partnership relationships, which help to inform a shared evidence base for plan making and addressing strategic and cross-boundary issues. This includes the Oxfordshire Growth Board ; the Oxfordshire Local Enterprise Partnership (LEP); the Oxford Strategic Partnership; the Oxfordshire Local Transport Board; the Oxfordshire Leaders Group; the Oxfordshire Chief Executives Group; City and County Bilateral meetings; the Oxfordshire Area Flood Partnership; the Oxford Regeneration Programme Partnership; and the Oxfordshire Planning Policy Officers Group. These meetings are attended either by lead members and/or by a range of senior officers. Engagement with other stakeholders about Duty to Cooperate matters is also important for the Local Plan 2036, and commentary about those processes is provided in more detail in the Local Plan Consultation Statement.
- 6.5 The City Council has continued to actively and fully engage in the Local Plan processes of the other Oxfordshire authorities to ensure that the full objectively assessed housing need for the Oxfordshire Housing Market Area is met in emerging Local Plans. This includes contributing to

meeting housing need that cannot be met in Oxford because of the city's tightly drawn administrative boundary and intrinsic environmental constraints. This is a key and pressing strategic and cross-boundary issue which is being addressed through Duty to Cooperate processes, particularly the work overseen by the Oxfordshire Growth Board. Joint working on this matter in 2015/16 has included testing options for where the Oxford unmet housing need might be distributed across the county, gathering evidence, and working towards agreeing an apportionment of the unmet need across the authorities.

## NEIGHBOURHOOD PLAN MONITORING

6.6 The 2011 Localism Act introduced new powers for communities that enable them to be directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or neighbourhood forum to produce a neighbourhood plan. Neighbourhood plans are about developing land in a way that is sympathetic to the needs of local stakeholders and that gives local people a greater say in where new development should go and what it should look like. Once plans are adopted they will become an important consideration when making decisions on planning applications.

### Headington Neighbourhood Plan

6.7 During the 2015/16 monitoring year, the Headington Neighbourhood Forum published the draft Headington Neighbourhood Plan and undertook public consultation. The Forum has since formally submitted the Headington Neighbourhood Plan to the City Council. On the 8 August 2016, the City Executive Board agreed that the Headington Neighbourhood Plan has met the all the legal requirements and endorsed consultation on the submission version of the Headington Neighbourhood Plan. This consultation will be undertaken by the City Council during 2016/17.

### Summertown and St Margaret's Neighbourhood Plan

6.8 The Summertown and St Margaret's Neighbourhood Forum has been consulting with residents to inform their vision and developing some themes for their Draft Neighbourhood Plan.

### Wolvercote Neighbourhood Plan

6.9 The Wolvercote and Cutteslowe Neighbourhood Forum has been working on producing a draft Neighbourhood Plan.

## STATEMENT OF COMMUNITY INVOLVEMENT MONITORING

6.10 Effective community engagement is essential to good planning. The Statement of Community Involvement in Planning (SCIP) sets out how the City Council will involve the community and other stakeholders in both developing planning policy documents and determining planning applications. The AMR reports on planning policy consultations undertaken during the monitoring year and explains how they have complied with the SCIP.

6.11 No planning policy consultations were undertaken during the 2015/16 monitoring year.

## COMMUNITY INFRASTRUCTURE LEVY MONITORING

- 6.12 The Community Infrastructure Levy (CIL) is a tariff in the form of a standard charge on new development to help the funding of infrastructure. Oxford's CIL Charging Schedule came into effect on the 21 October 2013. Planning applications determined on or after 21 October 2013 may therefore be subject to CIL.<sup>37</sup>
- 6.13 The Council will use CIL to secure Strategic Infrastructure (as shown on the Regulation 123 list of infrastructure) whilst the local infrastructure will be secured through Planning Obligations in line with the Policies of the Core Strategy and the Affordable Housing & Planning Obligations SPD.
- 6.14 Regulation 62 of the CIL Regulations (as amended) requires charging authorities to *“prepare a report for any financial year (“the reported year”) in which – a) it collects CIL or CIL is collected on its behalf; or b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent.”* Table 26 sets out the CIL Monitoring information as required by regulation 62(4) for the period 1 April 2015 to 31 March 2016. Data for the 2013/14 and 2014/15 monitoring years is also included for comparative purposes.

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<sup>37</sup> The Community Infrastructure Levy Charging Schedule (October 2013) sets out which developments are liable for CIL and how CIL is calculated.

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Regulation Reference	Description	2013/14 (£)	2014/15 (£)	2015/16 (£)	Total (£)
(3)	Land payments made in respect of CIL, and CIL collected by way of a land payment which has not been spent at the end of the reported year:- (a) development consistent with a relevant purpose has not commenced on the acquired land; or (b) the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent.	Nil	Nil	Nil	Nil
4(a)	Total CIL receipts	7,064	1,379,000	2,046,196	3,345,196
4(b)	Total CIL expenditure	Nil	Nil	350,000	350,000
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied	N/A	N/A	1 Item <sup>38</sup>	N/A
4 (c) (ii)	Amount of CIL expenditure on each item	N/A	N/A	350,000	350,000
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest with details of the infrastructure items which that money was used to provide (wholly or in part)	Nil	Nil	Nil	Nil
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation (5%)	353 (5%)	68,950 (5%)	103,510 (5%)	172,813 (5%)
4 (ca)	Amount of CIL passed to any local council (i.e. a parish council) under regulation 59A or 59B; and any person under regulation 59(4) (i.e. to another person for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure)	Nil	14,895	18,941	33,836
4 (cb) (i)	Total CIL receipts under regulations 59E and 59F i.e. CIL recovered from parish councils because it hasn't been spent within five years, or the neighbourhood element of CIL in areas that do not have parish councils (15% in areas without an adopted Neighbourhood Plan)	1,060	191,955	291,588	484,603
4 (cb) (ii)	The items to which the CIL receipts to which regulations 59E and 59F applied have been applied	N/A	N/A	N/A	N/A
4 (cb) (iii)	Amount of expenditure on each item	N/A	N/A	N/A	N/A
4 (cc) (i)	Total value of CIL receipts requested from each local council under a notice served in accordance with regulation 59E	Nil	Nil	Nil	Nil
4 (cc) (ii)	Any funds not yet recovered from local councils at the end of the monitoring year following a notice served in accordance with Regulation 59E	Nil	Nil	Nil	Nil
4 (d) (i)	Total amount of CIL receipts retained at the end of the monitoring year, other than those to which regulation 59E or 59F applied (i.e. CIL recovered from parish councils, or the neighbourhood element of CIL in areas that do not have parish councils)	6,004	1,103,200	1,306,157	2,415,361
4 (d) (ii)	CIL receipts from previous years retained at the end of the monitoring year other than those to which regulation 59E or 59F applied	N/A	5,651	1,108,851	1,114,502
4 (d) (iii)	CIL receipts for the monitoring year to which regulation 59E or 59F applied retained at the end of the monitoring year	1,060	191,955	291,588	484,603
4 (d) (iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the monitoring year	Nil	1,060	193,015	194,075
4 (e) (i)	In relation to any infrastructure payments accepted, the items of infrastructure to which the infrastructure payments relate	N/A	N/A	N/A	N/A
4 (e) (ii)	In relation to any infrastructure payments accepted, the amount of CIL to which each item of infrastructure relates	N/A	N/A	N/A	N/A

**Table 26:** Community Infrastructure Levy Monitoring 2013/14-2015/16

<sup>38</sup> Oxford Spires Academy – provision of a new gym with community access.

**S106 AGREEMENT MONITORING**

6.15 In 2015/16, £386,539 of developer contributions held by the City Council was spent (Table 27).

Type of expenditure	Expenditure amount 2015/16
Park and Ride	£214,662
Leisure	£19,290
Environmental improvements	£33,587
Pembroke Street improvements	£119,000
<b>Total</b>	<b>£386,539</b>

**Table 27:** S106 expenditure 2015/16

6.16 As of 1 April 2016 the City Council held £2,327,442 of developer funding which is due for expenditure (subject to Council approval) as set out in Table 28.

Type of expenditure	Amount of s106 developer contributions due for expenditure	
	2016/17	2017/18 and beyond
Affordable housing	Nil	£1,085,514
Community facilities	Nil	£119,886
Pedestrian infrastructure	£334,097	£223,727
Leisure	£185,056	£112,369
Environmental improvements	£42,000	£178,217
Works of art	£7,892	£38,684
<b>Total amount due for expenditure</b>	<b>£569,045</b>	<b>£1,758,397</b>

**Table 28:** S106 money due for expenditure in 2016/17 and beyond<sup>39</sup>

<sup>39</sup> The figures for the years of expenditure are only approximate and may change due to slippage or early completion of schemes.

## Glossary

<b>Affordable housing</b>	Homes that are available at a rent or price that can be afforded by people who are in housing need. It includes social rented housing, intermediate affordable housing and shared ownership housing.
<b>Appeal</b>	If a planning application is refused, is not determined on time, or is permitted with conditions that the applicant does not agree with, then applicant has the right to appeal. The case will then be reviewed by the Planning Inspectorate.
<b>Area Action Plan (AAP)</b>	AAPs form part of the Local Plan. They guide development in key growth areas by establishing area specific objectives, policies and proposals.
<b>Article 4 Direction</b>	A direction which withdraws automatic planning permission granted by the General Permitted Development Order.
<b>Biodiversity</b>	Diversity of plant and animal life, usually measured by number of species.
<b>Community Infrastructure Levy (CIL)</b>	CIL is a standard charge on new development which is used to help fund infrastructure provision.
<b>Core Strategy</b>	One of the documents in Oxford's Local Plan. It sets out the long-term spatial vision for the city, with objectives and policies to deliver that vision.
<b>Duty to Cooperate</b>	A legal duty that requires local planning authorities to work with neighbouring authorities and key public bodies to maximise the effectiveness of Local Plan preparation in relation to strategic cross boundary matters.
<b>Dwelling</b>	A self-contained unit of residential accommodation (house, flat, maisonette, studio, etc) but not a house in multiple occupation (HMO), bedsit or communal home.
<b>Green Belt</b>	An area of undeveloped land, where the planning policy is to keep it open to (amongst other purposes) prevent urban sprawl and preserve the setting and special character of Oxford and its landscape setting.
<b>Greenfield land</b>	There is no formal definition of greenfield land since the revocation of the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 in 2007.
<b>Gross Internal Area (GIA)</b>	The area of a building measured to the internal face of the perimeter walls at each level.
<b>Heritage Asset</b>	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
<b>Houses in Multiple Occupation (HMOs)</b>	Shared houses occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
<b>Housing trajectory</b>	A tool that is used to estimate the number of homes likely to be built in the future, usually shown as a graph.
<b>Local Development Scheme (LDS)</b>	Outlines every Local Plan document that the City Council intends to produce over the next three years along with timetables for their preparation.

<b>Local Plan</b>	The plan for the future development of Oxford, produced by the City Council in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act. The documents that make up Oxford's Local Plan are listed in Appendix A.
<b>National Planning Policy Framework</b>	The National Planning Policy Framework sets out the government's planning policies for England and how these are expected to be applied.
<b>Neighbourhood Plan</b>	Plans created by communities that establish a shared vision for their neighbourhood. Neighbourhood Plans can set out where new development should go, what it should look like and the infrastructure that should be provided.
<b>Natural Resources Impact Analysis (NRIA)</b>	A NRIA should evaluate the use of natural resources and the environmental impacts and benefits arising from a proposed development, both at the construction phase and through the subsequent day-to-day running of the buildings. Where an NRIA is required, it must demonstrate how the building is designed to minimise the use of natural resources over its lifetime.
<b>Planning Practice Guidance</b>	A web-based resource that brings together national planning practice guidance for England.
<b>Previously Developed Land (PDL)</b>	Land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure. This excludes land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.
<b>Sites of Local Importance for Nature Conservation (SLINC)</b>	A site containing important habitats, plants and animals in the context of Oxford.
<b>Sites of Special Scientific Interest (SSSI)</b>	Areas identified by English Nature as being of special interest for their ecological or geological features.
<b>Special Areas of Conservation (SACs)</b>	These consist of areas that are vitally important for nature conservation and have been identified as containing the best examples of habitats and species under the European Habitats Directive 1992.
<b>Supplementary Planning Documents (SPD)</b>	A type of planning policy document that supplements and elaborates on policies and proposals in the Local Plan. It does not form part of the Local Plan and is not subject to independent examination
<b>Sustainability Appraisal</b>	A social, economic and environmental appraisal of strategy, policies and proposals required for Local Plan documents and sometimes Supplementary Planning Documents.
<b>Tree Preservation Order</b>	A legal order made by the local planning authority, that prohibits the cutting down, uprooting, topping, lopping, willful damage or willful destruction of a tree or group of trees without the express permission of that authority.

## Appendix A: Oxford's planning policy documents

Document	Date of Adoption
<b>The Local Plan</b>	
This includes a number of policy documents that have been prepared and adopted separately.	
Core Strategy 2026	March 2011
Sites and Housing Plan 2011-2026	February 2013
Oxford Local Plan 2001-2016 (Saved Policies)	November 2006
Northern Gateway Area Action Plan	July 2015
Barton Area Action Plan	December 2012
West End Area Action Plan	June 2008
Policies Map	March 2013
<b>Supplementary Planning Documents (SPDs)</b>	
Diamond Place SPD	July 2015
Jericho Canalside SPD	December 2013
Oxpens Master Plan SPD	November 2013
Affordable Housing and Planning Obligations SPD	September 2013
Balance of Dwellings SPD	January 2008
Telecommunications SPD	September 2007
Parking Standards SPD	February 2007
Natural Resource Impact Analysis SPD	November 2006
Design SPD	TBC
<b>Technical Advice Notes (TANs)</b>	
TAN 1A: Space Standards for Residential Development	May 2016
TAN 2: Energy Statement TAN	November 2013
TAN 3: Waste Storage TAN	November 2014
TAN 4: Community Pubs TAN	November 2014
TAN 5: External Wall Insulation	March 2016
TAN 6: Residential Basement Development	June 2016
<b>Other planning policy documents</b>	
Statement of Community Involvement	July 2015
Community Infrastructure Levy Charging Schedule	October 2013
Local Development Scheme	January 2016
Annual Monitoring Report	Produced annually



## Appendix B: How the AMR complies with statutory requirements

Statutory Requirement	How the AMR meets this requirement
<p><b>Section 35 of the Planning and Compulsory Purchase Act 2004 as amended by Section 113 of the Localism Act 2011</b> states that all local planning authorities in England must produce reports containing information on the implementation of the Local Development Scheme and the extent to which the policies in set out in the Local Development Plan are being achieved. These reports must be available to the public.</p>	<p>The AMR contains information on the implementation of the Local Development Scheme (see Local Development Scheme Monitoring). It also contains information on the implementation of policies in Oxford's Local Plan as set out in Appendix C. The AMR is made publically available on the City Council's website and at our main offices (St Aldate's Chambers).</p>
<p><b>Section 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p>(1) A local planning authority's monitoring report must contain the following information—</p> <p>(a) the title of the local plans or supplementary planning documents specified in the local planning authority's local development scheme;</p> <p>(b) in relation to each of those documents—</p> <p>(i) the timetable specified in the local planning authority's local development scheme for the document's preparation;</p> <p>(ii) the stage the document has reached in its preparation; and</p> <p>(iii) if the document's preparation is behind the timetable mentioned in paragraph (i) the reasons for this; and</p> <p>(c) where any local plan or supplementary planning document specified in the local planning authority's local development scheme has been adopted or approved within the period in respect of which the report is made, a statement of that fact and of the date of adoption or approval.</p> <p>(2) Where a local planning authority are not implementing a policy specified in a local plan, the local planning authority's monitoring report must—</p> <p>(a) identify that policy; and</p> <p>(b) include a statement of—</p> <p>(i) the reasons why the local planning authority are not implementing the policy; and</p> <p>(ii) the steps (if any) that the local planning authority intend to take to secure that the policy is implemented.</p> <p>(3) Where a policy specified in a local plan specifies an annual number, or a number relating to any other period of net additional dwellings or net additional affordable dwellings in any part of the local planning authority's area, the local planning authority's monitoring report must specify the relevant number for the part of the local planning authority's area concerned—</p> <p>(a) in the period in respect of which the report is made, and</p> <p>(b) since the policy was first published, adopted or approved.</p> <p>(4) Where a local planning authority have made a neighbourhood development order or a neighbourhood development plan, the local planning authority's monitoring report must contain details of these documents.</p>	<p>This information is included in the Local Development Scheme Monitoring section of the AMR.</p> <p>N/A - All policies are being applied.</p> <p>AMR Indicator 8: Housing trajectory AMR Indicator 9: Affordable housing completions (gross) and tenure</p> <p>To date, no neighbourhood development orders or neighbourhood development plans have been made.</p>

<p>(5) Where a local planning authority have prepared a report pursuant to regulation 62 of the Community Infrastructure Levy Regulations 2010(2), the local planning authority's monitoring report must contain the information specified in regulation 62(4) of those Regulations.</p> <p>(6) Where a local planning authority have co-operated with another local planning authority, county council, or a body or person prescribed under section 33A of the Act, the local planning authority's monitoring report must give details of what action they have taken during the period covered by the report.</p> <p>(7) A local planning authority must make any up-to-date information, which they have collected for monitoring purposes, available in accordance with regulation 35 as soon as possible after the information becomes available.</p> <p><b>Section 35 of The Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p>(1) A document is to be taken to be made available by a local planning authority when—</p> <p>(a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and .</p> <p>(b) published on the local planning authority's website,</p>	<p>This information is included in the Community Infrastructure Levy Monitoring section of the AMR.</p> <p>This information is included in the Duty to Cooperate Monitoring section of the AMR.</p> <p>The Annual Monitoring Report is published as soon as possible after the information becomes available.</p> <p>The AMR is made publically available on the City Council's website and at our main offices (St Aldate's Chambers).</p>
<p><b>Section 62 of The Community Infrastructure Levy Regulations 2010 Section</b></p> <p>In any year that a charging authority collects CIL it must produce a report that includes:</p> <p>(a) the total CIL receipts for the reported year; .</p> <p>(b) the total CIL expenditure for the reported year; .</p> <p>(c)summary details of CIL expenditure during the reported year including— .</p> <p>(i)the items of infrastructure to which CIL (including land payments) has been applied, .</p> <p>(ii)the amount of CIL expenditure on each item, .</p> <p>(iii)the amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part), .</p> <p>(iv)the amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation; and .</p> <p>(d)the total amount of CIL receipts retained at the end of the reported year.</p> <p>The charging authority must publish the report on its website no later than 31st December following the end of the reported year.</p>	<p>This information is included in the Community Infrastructure Levy Monitoring section of the AMR.</p> <p>The Annual Monitoring Report has been published on the City Council website prior to the 31<sup>st</sup> December 2016.</p>

## Appendix C: How we monitor the implementation of policies in Oxford's Local Plan

Policy	How we monitor this...
<b>Core Strategy 2026</b>	
CS1 Hierarchy of Centres	Indicator 4: Location of new A1 retail development
CS2 Previously developed land and greenfield land	Indicator 14: Residential development completed on previously developed land
CS3 Regeneration areas	Indicator 21: Regeneration areas
CS4 Green Belt	Indicator 27: Development in the Green Belt
CS5 West End	Indicator 22: West End Area Action Plan
CS6 Northern Gateway	Indicator 24: Northern Gateway Area Action Plan
CS7 Land at Barton	Indicator 23: Barton Area Action Plan
CS8 Land at Summertown	N/A - This site did not become available during the 2015/16 monitoring year.
CS9 Energy and natural resources	Indicator 26: Natural Resources Impact Analysis (NIRA)
CS10 Waste and recycling	See Appendix D (Core Strategy Sustainability Appraisal Monitoring)
CS11 Flooding	N/A - Monitoring target no longer relevant.
CS12 Biodiversity	Indicator 25: Changes in areas of biodiversity importance
CS13 Supporting access to new development	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan Indicator 24: Northern Gateway Area Action Plan
CS14 Supporting city-wide movement	Indicator 33: Traffic growth at inner and outer cordons
CS15 Primary healthcare	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan
CS16 Access to education	Indicator 23: Barton Area Action Plan Indicator 21: Regeneration areas
CS17 Infrastructure and developer contribution	N/A - The Core Strategy does not set a specific monitoring target.
CS18 Urban design, townscape character and the historic environment	Indicator 22: West End Area Action Plan Indicator 28: Heritage assets at risk Indicator 29: Applications involving the total, substantial or partial demolition of a listed building Indicator 30: Appeals allowed where conservation policies were cited as a reason for refusal Indicator 31: Tree Preservation Orders (TPOs)
CS19 Community safety	N/A – Monitoring target no longer relevant.
CS20 Cultural and community development	Indicator 22: West End Area Action Plan
CS21 Green spaces, leisure and sport	A Clean and Green Oxford
CS22 Level of housing growth	Indicator 7: Housing trajectory
CS23 Mix of housing	Indicator 15: Mix of housing (dwelling size)
CS24 Affordable housing	Indicator 8: Affordable housing completions Indicator 10: Proportion of affordable housing where there is a policy requirement (permissions)

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CS25 Student accommodation	Indicator 17: Students and purpose-built student accommodation
CS26 Accommodation for travelling communities	N/A - The Core Strategy does not set a specific monitoring target.
CS27 Sustainable economy	Indicator 1: Employment land supply Indicator 2: Planning permissions granted for new B1 floorspace
CS28 Employment sites	Indicator 1: Employment land supply
CS29 The universities	Indicator 3: Planning permissions granted for key employment uses (hospital healthcare, medical research and university academic (teaching and study))
CS30 Hospitals and medical research	Indicator 3: Planning permissions granted for key employment uses (hospital healthcare, medical research and university academic (teaching and study))
CS31 Retail	Indicator 4: Location of new A1 retail development
CS32 Sustainable tourism	Indicator 6: Supply of short stay accommodation

**Sites and Housing Plan 2011-2026**

HP1 Changes to existing homes	Indicator 13: Changes of use from existing homes (permissions)
HP2 Accessible and adaptable homes	N/A - Monitoring target no longer relevant.
HP3 Affordable homes from general housing	Indicator 10: Proportion of affordable housing where there is a policy requirement (permissions)
HP4 Affordable homes from small housing sites	Indicator 11: Financial contributions towards affordable housing
HP5 Location of student accommodation	Indicator 18: Location of new student accommodation
HP6 Affordable homes from student accommodation	Indicator 11: Financial contributions towards affordable housing
HP7 HMOs	Indicator 19: Houses in multiple occupation (HMOs)
HP8 Residential moorings	Indicator 20: Residential moorings
HP9 Design, character and context	See CS18 monitoring
HP10 Developing on residential gardens	N/A – The Sites and Housing Plan does not set a specific monitoring target
HP11 Low carbon homes	Indicator 26: Natural Resources Impact Analysis (NIRA)
HP12 Indoor space	N/A - Monitoring target no longer relevant as the Nation Spaces Standards are now being applied.
HP13 Outdoor space	N/A – The Sites and Housing Plan does not set a specific monitoring target.
HP14 Privacy and daylight	N/A – The Sites and Housing Plan does not set a specific monitoring target.
HP15 Residential cycle parking	Previous AMRs show that these policies are being consistently implemented. Monitoring will now be undertaken periodically.
HP16 Residential car parking	

**Area Action Plans**

Northern Gateway Area Action Plan	Indicator 24: Northern Gateway Area Action Plan
Barton Area Action Plan	Indicator 23: Barton Area Action Plan
West End Area Action Plan	Indicator 22: West End Area Action Plan

## Appendix D: Core Strategy Sustainability Appraisal monitoring

Sustainability Appraisal Indicator	Sustainability Appraisal Target	Monitoring Information 2014/15
<b>Population</b>		
Total no. residents	N/A	Strong and Active Communities
No. students	N/A	Indicator 17: Students and purpose-built student accommodation
<b>Flooding</b>		
Permissions contrary to Environment Agency advice	0% approved contrary to formal objection	N/A - Monitoring target no longer relevant.
% developments accompanied by flood risk assessments	100% of developments of 1ha in flood zone 1 100% of developments in flood zone 2 or above	This is a national validation requirement. Planning applications are not validated if they do not meet these requirements.
<b>Housing</b>		
Total no. of net additional dwellings in Oxford	Relative to 2006/07: 5,692 by 31 March 2016 8,000 by 31 March 2026	Indicator 7: Housing trajectory
No. students living outside university accommodation	All increase in student numbers to be met by increase in purpose-built student accommodation	Indicator 17: Students and purpose-built student accommodation
Mix of housing completed by house size	95% of schemes to comply with Balance of Dwellings SPD	Indicator 15: Mix of housing (Dwelling Size)
Improve standard of housing	100% of homes in regeneration areas exceed Decent Homes Standard by 2010	All 7,900 council homes met the Decent Homes Standard by December 2010.
% of new-build housing on qualifying sites achieving Building for Life criteria (CS18)	95% to achieve level 14 or above	See CS18 monitoring
<b>Urban renaissance / health / education / crime / vibrant communities / access to essential services and facilities / access to culture, leisure and recreation</b>		
Publicly accessible open space, outdoor sports and recreation facilities	5.75 hectares of public open space per 1,000 residents	The Council's Green Spaces Strategy was updated in 2012. It was found that a standard linked to population was no longer appropriate. The Green Space Strategy 2013-2027 instead focuses on protecting and enhancing existing green space and ensuring that new developments contribute to the provision of high-quality, multi-functional green space where it is required most.
Quality of existing green spaces	Renew and increase Green Flag status for Oxford's parks	A Clean and Green Oxford
Access to community facilities	100% of developments that result in the loss of a community facility to make equivalent alternative provision or improvements to existing provision (unless the existing use is and will continue to be redundant)	No developments resulting in a loss of community facilities were permitted in 2015/16.
Index of health deprivation for Oxford's 'super output areas'	Improve ranking, particularly of Carfax	Strong and Active Communities

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Density of residential development	City and district centres to deliver higher density residential development than within the wider district area	This is difficult to monitor on an annual basis as we receive very few major residential applications (10+ dwellings) where a density calculation would be appropriate. It is instead more useful to monitor longer term trends.
Provision and improvement of local primary healthcare facilities	As per CS15 monitoring	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan
Provision and improvement of local educational facilities	As per CS16 monitoring	Indicator 23: Barton Area Action Plan Indicator 21: Regeneration areas
Provision of other social infrastructure	Multi-agency delivery means there is no one target.	No specific monitoring target.
% of new developments that comply with 'Secured by Design'	100% (i.e. 0% of planning permissions approved contrary to Thames Valley Police Objection)	N/A – Monitoring target no longer relevant.
<b>Poverty / regeneration areas</b>		
% affordable housing completions	50% on qualifying sites 150 per year 2008-10 200 per year 2010-12	Indicator 8: Affordable housing completions Indicator 10: Proportion of affordable housing where there is a policy requirement
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas in Oxford in the 20% most deprived in England	Indicator 21: Regeneration areas
No. households living in temporary accommodation	698 in 2008/09 577 in 2009/10 536 in 2010/11	Meeting Housing Needs
Timely progress of a regeneration plan for each of the regeneration areas in conjunction with other departments	Timetable to be agreed corporately	Indicator 21: Regeneration areas
NOx levels in Oxford, particularly at Binsey and at Oxford Meadows SAC near the A34	Progressive decrease in NOx, NO and ozone levels	See the <a href="#">Northern Gateway Preliminary Air Quality Assessment</a> for most recent data.
Inner and outer cordon traffic counts	Inner cordon: no growth Outer cordon: no more than 0.2% average annual growth	Indicator 33: Traffic growth at inner and outer cordons
% people travelling to work by private motor vehicle	No increase in current level of 43.3%	A Cleaner and Green Oxford
<b>Biodiversity</b>		
Condition of Port Meadow SSSI; integrity of Oxford Meadows SAC	N/A	The most recent <a href="#">Natural England Assessment (06/07/10)</a> rated the condition of the Port Meadow SSSI with Wolvercote Common as follows: Unit 001 – Favourable Unit 002 – Favourable Unit 003 – Unfavourable recovering Unit 004 – Favourable
Change in populations of biodiversity importance	No net reduction in BAP priority habitats and species, i.e. 96 priority species, 326.7 hectares priority habitat	Data maintained by <a href="#">Thames Valley Environmental Records Centre</a> .

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Change in areas of biodiversity importance	No net reduction in: SAC (177.1ha); SSSI (278.2ha) CONS (63.5ha); SLINC (202.5ha); LNR (11.5ha, 3 sites); and RIGS (2ha).	Indicator 25: Changes in areas of biodiversity importance
<b>Countryside and historic environment</b>		
No. heritage assets at risk	No net increase from: Nil registered parks and gardens; Nil conservation areas; 1 listed buildings; and 2 Scheduled monuments.	Indicator 28: Heritage assets at risk
No. developments involving demolition or substantial demolition of a listed building, or of a building or structure that contributes to the character / appearance of a Conservation Area (when contrary to officer's/English Heritage recommendation)	Nil	Indicator 29: Applications involving the total, substantial or partial demolition of a listed building
Development of a Heritage Plan for Oxford City	Completion by 2015	The Oxford Heritage Plan Framework was endorsed by the City Executive Board on <a href="#">2 April 2015</a> .
Length of footpaths, bridleways and permissive rights of way per person	No decrease	Data maintained by <a href="#">Oxfordshire County Council</a> .
Inappropriate development in the Green Belt	None unless specifically allocated by the LDF	Indicator 27: Development in the Green Belt
% of new dwelling completions on previously developed land	2009/14: 90+% 2014/26: 75+%	Indicator 14: Residential development completed on previously developed land
Employment developments on previously developed land	No development on greenfield unless specifically allocated	Indicator 1: Employment development completed (by land type)
Water use per person per day	130 litres (from 164 litres in 2004)	Data unavailable at the time of publication.
Developments complying with NRA requirements	100% compliance	Indicator 26: Natural Resources Impact Analysis(NRIA)
Average % energy produced by on-site renewables in new developments	20% on-site renewable energy from qualifying sites throughout the plan period	Indicator 26: Natural Resources Impact Analysis (NIRA)
Residual waste per household	2008/09 – 725kg 2009/10 – 723 kg 2010/11 – 715 kg	Average residual waste per household sent to the energy recovery facility in 2015/16 was 409.47kg, well below the Corporate Plan 2015-19 target for 2015/16 of 425.0kg per household.
Rate of total household waste recycling and composting in Oxfordshire	40%+ by 31 March 2010 45%+ by 31 March 2015 55%+ by 31 March 2020	The percentage of household waste sent for reuse, recycling, composting or anaerobic digestion in 2015/16 was 46.90%. This represents an increase of 0.65% in comparison to the 2014/15 monitoring year.
<b>Water and soil quality</b>		
Quality of Oxford's rivers	Achievement of 'good' status as part of the Environment Agency's River Basement	The Environment Agency's most recent <a href="#">RBMP (2009) 'Annex A: Current State of Waters'</a> rates Oxford's rivers as falling

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	Management Plan (RBMP) by 2027 at the latest	within the categories good, moderate and poor.
Incorporation of Sustainable Urban Drainage System in all relevant new developments	N/A	No specific monitoring target.
<b>Skilled workforce / high employment / economic growth / economic innovation</b>		
Total no. new Use Class B jobs created in Oxford	7,500+ by 2026	The Core Strategy baseline for total jobs in Oxford was 101,900. Latest <a href="#">Nomis</a> figures show that total jobs stood at 131,000 in 2014. It is not possible to say exactly how many of the new jobs created fall within Class B, but this growth is extremely positive.
% economically active	Increasing	2015/16 – 84.7% economically active 2014/15 - 80.0% economically active 2013/14 - 78.1% economically active 2010/11 (baseline) - 77.6% (Data source: Nomis)
New retail, office and leisure development in the city centre and district centres	As per targets set in the Core Strategy monitoring framework	Indicator 4: Location of new A1 retail development
Average length of visitor stays	Increasing	Data on length of visitor stays is only available for overseas visitors at the Oxfordshire level. Visits to Oxford account for around 77% of these. 28.75% of visitors stay for 1-3 nights 30.67% of visitors stay for 4-7 nights 23.21% of visitors stay for 8-14 nights 17.37% of visitors stay for 15+ nights Data source: Office for National Statistics International Passenger Survey (2014)
Average visitor spend	Increasing	Data unavailable at the time of publication.
Supply of short-stay accommodation	Net increase	Indicator 6: Supply of short stay accommodation





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## Appendix 2 – Risk Assessment

Risk ID	Risk						Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/Contracts)
Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence	Date raised	1 to 5	I	P	I	P	I	P			
CEB-001-PRS	Reputational risk	T	Failure to achieve planning policy targets	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to properly implement policies)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	1 Sept 2016	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning and Regulatory Services		

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**To:** City Executive Board  
**Date:** 17 November 2016  
**Report of:** Head of Business Improvement  
**Title of Report:** Digital Strategy

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek approval for a Digital Strategy and its implementation.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Susan Brown, Board Member for Customer and Corporate Services
<b>Corporate Priority:</b>	An efficient and effective council
<b>Policy Framework:</b>	None
<b>Recommendations:</b> That the City Executive Board resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the Digital Strategy and associated action plan as set out at Appendices 1 and 2</li> <li>2. <b>Delegate authority to</b> the Head of Business Improvement in consultation with the Board Member for Customer and Corporate Services the annual review of the action plan</li> </ol>	

<b>Appendices</b>	
Appendix 1	Draft Digital Strategy
Appendix 2	Draft Action Plan
Appendix 3	Local Government Digital Service Standard
Appendix 4	Risk Assessment

## Introduction and background

1. Today 86% of adults in the UK are online (93% in Oxfordshire). More people are going online for shopping, banking, information and entertainment because online services tend to be quicker, more convenient and cheaper to use. Public expectations for better online public services are growing.
2. The Government has had a digital strategy since November 2012 which has guided the transformation of its services to being 'digital by default'; ensuring that access

to information is better, that services provided are convenient to customers and more efficient and cost effective to run.

3. The Council's ICT Strategy 2015-18 referenced the need for a more detailed digital strategy to inform and support its ambitions in this area. The ICT strategy itself focuses on infrastructure and process to deliver online services, the proposed digital strategy focuses more on culture and new ways of working to ensure customers remain at the heart of service delivery.

### **Our progress to date**

4. In 2016 the Council achieved full corporate accreditation in Customer Service Excellence, with all services being able to demonstrate how they listen and respond to our customers' needs. Our satisfaction levels with telephone and face-to-face are very high (at 99.2% and 90% respectively for September 2016)
5. We have also made great strides in recent years in improving online services for our customers;
  - We developed a mobile app in March 2015 providing automatic bin collection day reminders, 20 'report it' forms, councillor details, news and access to local planning applications. Over 3,100 reminders are delivered each month.
  - We launched a new website for the Council in January 2016, completely re-writing all its content, improving search results for customers and applying a new design to encourage mobile device use. This receives over 120,000 visits per month.
  - At the same time we launched an improved online housing repairs service for tenants allowing them to choose appointment times and see their repairs history. We are making further improvements to this to allow changing appointments and to include gas servicing.
  - We redesigned our online forms based on user feedback and advice from national experts to improve the customer experience.
  - We have worked to improve accessibility for our online services through improved design, easier to read content and tools that assist people (e.g. Browsealoud, which reads out web page text and can translate into different languages).
  - We have launched new websites for Oxford Town Hall, Direct Services and the District Data service using the approach as our main website, and are working on two replacement sites to launch this year (Oxford Strategic Partnership, Oxford West End).
6. We are starting to see the impact of these recent improvements;
  - More people are contacting us using online channels; our year to date performance for September 2016 was 31.1% of all contact we received representing a 5.4% increase over the same time last year.
  - More people now using mobile devices than desktops to view our website (42% in December 2015 increasing to 50.3% in September 2016)
  - There has been a 4% increase in the number of customers completing our online forms rather than abandoning them midway through.

- We currently deal with over 102,000 online transactions each year, with 184 separate online services made available to customers through our website.
7. To keep pace with increasing customer expectations and to encourage even more online interaction to help reduce costs we need to build on this success and look to national best practice in this area to guide our direction of travel.

### **Adopting national best practice**

8. The Government's digital strategy, and the formation of the Government Digital Service (GDS) to implement it, has had a major impact on the approach to designing and implementing online services in the public sector. Focusing on high-volume transactions (e.g. renewing a tax disc), GDS has used extensive testing to identify approaches that work best for customers through introducing standards, simplifying language and design and adopting project management techniques that have been proven to deliver. It has also championed openness and transparency in how it works to share its learning with others.
9. To date, Local Government has not had the same coordinated approach to online services. However, in April 2016 LocalGovDigital, a sector-led body of digital professionals working in local government, adapted the Government's approach to produce the Local Government Digital Service Standard (appendix 3). This is intended to help local authorities to work together better to solve common problems, improve standards, press digital suppliers to improve their products and offer better services to their customers. Oxford was one of 12 local authorities involved in shaping this Standard, and many of its principles form part of the proposed digital strategy.

### **Our vision and objectives**

10. The proposed Digital Strategy, attached at Appendix 1, is formed around five key themes. These have been designed to focus on improved outcomes for customers while addressing the areas that have arisen through internal consultation and data analysis.
11. Our vision is to deliver world class digital services to our customers through;
- Being Digital by Design; making our digital services so good, convenient and easy to use that people make them their first choice and are able to succeed the first time unaided
  - Promoting inclusion; ensuring everyone has the capability to access and use digital services to do things that can benefit them day-to-day
  - Putting the customer in control; enabling our customers to engage with us in ways that best suit them and designing digital services that put customers first.
  - Supporting business growth; Supporting local economic growth through by improving digital infrastructure and partnering with business to exploit new digital opportunities
  - Using collaboration; achieving better outcomes through working together, sharing good practice and making our data open by default

12. An action plan (Appendix 2) sets out how the Strategy will be implemented. This will be reviewed annually to ensure that it keeps pace with changes in customer priorities and new developments in the sector.

### **Financial implications**

13. A budget provision of £15,000 for 2017/18 and 2018/19 has been proposed to cover the implementation of the strategy, namely;
- a. Development work to improve the accessibility of our digital services
  - b. Development work to focus on improving website satisfaction.
  - c. Resourcing customer research and user testing to help us design better digital services.
  - d. Supporting a skills and awareness training programme to help with digital inclusion
14. Other projects arising from the Strategy will be funded from within this budgetary provision or from other existing resources. If they cannot be funded from these, new bids will be brought forward as part of the budget process.

### **Legal issues**

15. There are no known legal issues.

### **Level of risk**

16. A completed risk register is attached as appendix 4.

### **Equalities impact**

17. Adoption of this Strategy will have no adverse impacts on equality beyond current policy and practice. Inclusion is a key theme for improvement in the strategy, and the action plan sets out steps to improve this.

<b>Report author</b>	Neil Lawrence
Job title	Digital Development Manager
Service area or department	Business Improvement
Telephone	01865 252542
e-mail	<a href="mailto:nlawrence@oxford.gov.uk">nlawrence@oxford.gov.uk</a>

**Background Papers:** Glossary of terms used



Oxford City Council

# Draft Digital Strategy

2016/17

# Digital Strategy: Introduction



## Why Digital is important

In just over two decades the internet has become a huge part of our everyday lives. Today 86% of adults in the UK are online. More people are using online services for shopping, banking, information and entertainment because they tend to be quicker, more convenient and cheaper to use. Public expectations for better online services from local authorities are growing.

## The challenges we face

There has never been a more challenging time for Local Government. Financial constraints are requiring us to reinvent ourselves to be more efficient and effective, while at the same time public expectations are growing, particularly in terms of making it easier to access services and interact with us in a way and at a time which suits them.

## Opportunities to change

We are committed to and recognised as delivering excellent service to our customers, putting them at the heart of what we do. We have better information about our customers, their needs and behaviours than ever before that we can use to inform service delivery. Improvements are constantly being made to technology and we have a rich, local community of developers and data analysts we can work with. There are also growing opportunities to collaborate and share with others to improve our services together. The changes we need to make are less about technology, and more about our approach to how we use it to deliver excellent services.

## What we aim to achieve

This Strategy sets out how we will meet our challenges and exploit the opportunities open to us. It is formed around five key objectives that articulate what we want to achieve;

Our vision is to deliver world class digital services to our customers by;

- Being **Digital by Design**; Making our digital services so good, convenient and easy to use that people make them their first choice and are able to succeed the first time unaided
- Promoting **Inclusion**; Ensuring everyone has the opportunity to access and use digital services to do things that can benefit them day-to-day
- Putting the **Customer in Control**; Enabling our customers to engage with us in ways and at times that best suit them.
- **Supporting Business Growth**; Supporting local economic growth through by improving digital infrastructure and partnering with business to exploit new digital opportunities
- Using **Collaboration**; Achieving better outcomes through working together, sharing good practice and making our data open by default



# Digital by Design

**Making our digital services so good, convenient and easy to use that people make them their first choice and are able to succeed the first time unaided**



## KEY FACTS

- Over 120,000 visits are made to our website each month, with over half a million page views
- Mobile device users make up over 50% of our online visitors
- Over 102,000 online transactions are made each year by our customers
- 184 online services are available through our website, including 165 online forms
- 76% of our online form submissions come from just 18 forms
- Completion rates for our online forms are around 40%
- In 2015/16, 26.3% of all transactions with the Council were made online. By Sept 2016 this had increased to 31%

## Where we are now

The drive to place more Council services online has been part of our Customer Contact Strategy for some time, and we have made great progress to;

- Make access to our services easier
- Improve convenience and reduce waiting
- Be more efficient in dealing with requests
- Meet customer expectations for online services

We have also improved how these online services are presented;

- Our new website went live in January 2016 and is designed for all device types
- We have had a mobile app since 2015 which provides a range of services including bin collection day reminders and 'report it' forms

- The layout of the majority of our forms have been improved as a result of user testing and external advice.
- We have re-written all our web pages in plain English and made them shorter and more focused.
- We are using Google Site Search to improve our customer search experience

## How we need to change

There is still significant potential to improve our performance and delivering better digital services. To achieve this step change we need to change the way we work.

We will;

- Ensure that we use a digital first approach when improving or providing new services
- Design our digital services around our customers' needs first, through using excellent research, carrying out user testing and acting on feedback to make further improvements

- Encourage people to turn to digital services while being careful not to exclude those less able to use digital channels
- Improve our project delivery by using the most appropriate project management methods, and give our project teams the responsibility for making key project decisions.
- Ensure we have the capacity, resources and technical flexibility to deliver new and improved digital services
- Identify appropriate performance measures for new digital services to make sure they meet our expectations
- Look for further opportunities to reduce paper to be more efficient and safeguard the environment.



## KEY FACTS

- Oxford has a low likelihood of overall digital exclusion with only 6.8% of adults in Oxfordshire never having been online
- 69.96% of households in Oxfordshire do not receive 4G mobile data from all providers
- 100% of adults in Oxfordshire have all five Basic Digital Skills, but only 34% have used all five in the last three months.
- Nationally, 80% of government interactions are with the bottom 25% of income earners, who are less likely to be online
- 10% of our callers state they had online access issues

# Inclusion

Ensuring everyone has the capability to access and use digital services to do things that can benefit them day-to-day

Being digitally capable can make a significant difference to individuals, through being able to cut household bills, find a job, or maintain contact with distant friends and relatives. It can also provide broader benefits, by helping to address wider social and economic issues like reducing isolation and supporting economic growth.

### Where we are now

We have taken steps in the last year to improve our accessibility and be more inclusive;

- Our new website uses Browsealoud to assist visitors with visual impairments, reading difficulties or English as a second language
- We ensure that new web design meets AA accessibility standards
- We have re-written all our web pages to make them shorter, more to the point and using plain English.

However, our SOCITM Better Connected website survey rating for

accessibility shows we need to improve further.

While regional statistics present a positive picture of digital inclusion in Oxford, we know from our customer insight work that a significant number are either not ready or not able to move to using digital services over other channels. Within our own workforce there are differing levels of digital skills.

The Government's Digital Inclusion Strategy sets out the 4 main challenges people face as being access, skills, motivation and trust.

### How we need to change

To make sure the web is truly for everyone, we need to focus on more than just online access. We need to equip our residents with the skills, motivation and trust to go online, to be digitally capable and to make the most of the benefits the internet brings.

We will;

- Provide online access points at our front-of-house contact centres
- Encourage more people to try digital services by providing friendly advice and assistance to customers
- Ensure we provide support for people who can't use online services on their own.
- Commit to improving the digital skills of our own staff and engage them in projects to develop new ways of working within the council and with our customers
- Move all our websites to using secure protocols to provide a safer and more private browsing experience for our customers
- Ensure we design for accessibility, making our digital services easy to use first time to give customers greater confidence
- Work towards a 4-star accessibility rating for Better Connected





# Customer in Control

Enabling our customers to engage with us in ways that best suit them and designing digital services that put customers first.



## KEY FACTS

- We receive over 240,000 telephone calls and deal with over 44,500 face-to-face enquiries each year
- Our Contact Centre telephony service has a satisfaction rating above 99%.
- 33% of our callers choose the telephone because it's more efficient and 7.5% because the service is not available online.
- Social media contact is growing rapidly with over 86,500 engagements on Facebook and 61,600 on Twitter in 2015/16
- Our mobile app delivers over 3,100 bin collection reminders per week

Putting our customers in control means challenging our assumptions about how best to engage with them and understand their needs in order to provide a better online customer experience.

### Where we are now

Customers have always been at the heart of what we do as a Council.

In 2016 we achieved full corporate accreditation in Customer Service Excellence, with all our services being able to demonstrate how we listen and respond to our customers' needs.

In terms of customer contact, our Govmetric feedback system provides us with around 1,500 customer responses each month. While our telephone service consistently scores highly, our web service scores don't yet match these levels.

We know that currently many of our customers prefer to telephone us as they feel it is more efficient or because our online services do not

provide them with the information they need to avoid making a call.

Our use of social media is allowing us to build up a better picture of our customers and their interests, and so target our communications more specifically. In May 2016 we generated over 568,000 views on Facebook from just over £1,400 in targeted promotion.

### How we need to change

Building on the success we already have we will;

- Work to improve satisfaction with our web channel to help encourage people to do more online.
- Introduce a single customer account for our residents covering all our online services
- Provide online progress tracking for customers to reduce their need to call us
- Promote personalised information through our web site

based on our customer intelligence

- Prioritise the development of new digital services for those where there is the highest demand from customers
- Research the potential for our customers to move to use digital services and promote them more effectively
- Develop new channels to interact with customers to meet their needs, like webchat.
- Develop our strategy for using social media to ensure we make the best use of it as a communications channel
- Look to create more digital-only services, with assisted digital help where appropriate



# Supporting Business Growth

Supporting local economic growth through by improving digital infrastructure and partnering with business to exploit new digital opportunities



## KEY FACTS

- Oxford's digital business sector is worth £1.2bn, and has seen a 19% GVA growth between 2010-2014
- The sector has also seen a 32% employment growth between 2011-2014 and has the 2<sup>nd</sup> highest concentration of digital tech employment
- There are at least 1.2m small businesses in the UK without a website or online presence
- 85% of consumers search online before buying, and will go elsewhere if they cannot find a business
- 33% of digital tech businesses feel Oxford has a weak digital infrastructure

Bringing technology, data and communities together can result in a positive economic impact, operational excellence and improved quality of life.

### Where we are now

Oxford has a strong and growing digital business sector, and we want to help this grow further. It was a finalist in the European Capital of Innovation awards 2016.

Through our Smart Oxford partnership we are working with a wide range of city partners to deliver a strategic programme that will develop and promote Oxford as a smart city. The Vision of Smart Oxford is of a city where innovative ideas, active citizens, and aligned stakeholders come together to co-create a better Oxford.

Through Super Connected Oxford we are using £5m funding from Government to become a Super Connected City; offering free Wi-Fi access in 40 public buildings and on all buses operating in the Oxford city zone.

As part of the Super Connected City programme we provided funding vouchers to over 500 local businesses to help them upgrade to faster internet access. We are working towards a wireless concession scheme that could offer free Wi-Fi access and improved mobile coverage in Oxford.

With partners, Better Broadband for Oxfordshire is investing £30.1m in a programme to bring fibre enabled broadband (speeds of 24mbps and above) to over 95 per cent of homes and businesses by the end of 2017.

### How we need to change

We will;

- Work with partners to ensure that the digital infrastructure and investment necessary to support growth is in place
- Work with partners to ensure the digital skills needs of employers in and around Oxford are met
- Run a Smart Oxford Challenge to help raise awareness of Smart Oxford, capture the public's

imagination and help them understand how technology and data can provide benefits and improve how the city operates more effectively and efficiently

- Identify ways to improve transactions between local government and business to make them more efficient, effective and easier to use.
- Ensure any new IT systems use open standards and open APIs so that we can increase the range of suppliers and products we can work with
- Seek to meet our digital development needs from local suppliers wherever possible



# Collaboration

Achieving better outcomes through working together, sharing good practice and making our data open by default



## KEY FACTS

- Our website contains almost 600 downloadable documents, many in proprietary formats, that are difficult to access
- We received 778 FOI requests in 2015/16 with many of these directed from a third party website.
- Defra have published over 14,000 of their datasets as open data

### Where we are now

The provision of digital services in the public sector has seen a revolution since the creation of the Government Digital Service. Its approach to redesigning digital services for high volume transactions is centred on collaboration; sharing code sources, making their data more open, creating common interfaces for digital services (called 'Government as a Platform') and moving to the use of public registers as common, authoritative sources. Its [Digital Service Standard](#) is seen as best practice in the sector.

Oxford already participates in [LocalGovDigital](#); a network for digital practitioners in local government which has an aim to raise standards in web provision and the use of digital by councils across the country. We have contributed to the development of a [Local Government Digital Service Standard](#) to best meet the sector's needs. This is being supported by detailed advice and regional peer assessment.

There are a growing number of third party services being used to improve how people interact with local government, such as [whatdotheyknow.com](#) for Freedom of Information requests. By collaborating with these providers we can improve the service we offer to our customers.

Collaboration at a local level means better understanding our customers (business and residential) and getting closer to our local developer community. We can do this through involving them in the work we do and becoming more transparent with the information we hold.

To date we have made limited progress in making the information we hold more available. An open data approach can give customers information and informed choices about the services they use, our managers the information they can rely on to provide what our customers need and businesses and the community or voluntary sector the opportunity to take the data released and produce goods and services from it.

### How we need to change

We will;

- Be active participants in LocalGovDigital in order to benefit from national best practice in providing local government digital services
- Work to the Local Government Digital Service Standard, and participate in its regional peer assessments
- Work with Smart Oxford to develop an Open data platform that residents, businesses and local developers can use
- Support local hackathons to develop practical applications from our shared data
- Educate our staff in how to make our data more accessible
- Explore the potential to use Government as a Platform to improve our services
- Collaborate with third party services that add value to our online presence

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# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy



	Objective	Strategy Themes	Actions	Timescale
105	<p>1. <b>Make our data more open for the benefit of our residents, businesses and local developers</b></p>	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Supporting Business Growth</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and launch a prototype open data portal with our Smart Oxford partners</li> <li>• Use the portal to host data for local hackathons around key areas of interest</li> <li>• Promote the portal and encourage public &amp; developer suggestions for new data sets to host</li> <li>• Increase the number and range of City Council datasets available on the portal</li> <li>• Evaluate the success of the prototype open data portal and use this to develop a permanent solution</li> <li>• Run a Smart Oxford Challenge using open data to promote its use and engage the public</li> </ul>	<ul style="list-style-type: none"> <li>• September 2016</li> <li>• As required</li> <li>• Ongoing</li> <li>• Ongoing</li> <li>• March 2017</li> <li>• TBC</li> </ul>



# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

Objective	Strategy Themes	Actions	Timescale
<p>2. <b>Change the way we design and implement new digital services to ensure they meet customer needs first</b></p>	<ul style="list-style-type: none"> <li>• Customer in Control</li> <li>• Collaboration</li> <li>• Digital by Design</li> <li>• Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Adopt the Local Government Digital Service Standard as our methodology for designing and implementing digital services</li> <li>• Review our project management techniques to deliver our digital projects, and empower our teams to make key decisions</li> <li>• Introduce local design requirements to;               <ul style="list-style-type: none"> <li>○ research and map customer needs before designing any new digital services</li> <li>○ test all new digital service with customers before and during implementation to improve them</li> <li>○ ensure all new digital services have a range of metrics to test their success</li> <li>○ use national design service patterns for the way data is collected from customers</li> </ul> </li> <li>• Make our Service Heads the digital champions for their service area and responsible for promoting customer needs</li> <li>• Enable teams to be responsible for defining and delivering new digital services alongside ICT staff</li> <li>• Require service managers to manage a digital service once it has been launched and handed over to the service area</li> </ul>	<ul style="list-style-type: none"> <li>• November 2016</li> <li>• March 2017</li> <li>• March 2017</li> <li>• December 2016</li> <li>• March 2017</li> <li>• March 2017</li> </ul>



# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy



Objective	Strategy Themes	Actions	Timescale
<p>3. <b>Work with other organisations to improve our digital services</b></p>	<ul style="list-style-type: none"> <li>Digital Leadership</li> <li>Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Maintain an active role in the LocalGovDigital network and share best practice amongst sector colleagues</li> <li>Introduce internal assessment and learning from the Local Government Digital Service Standard</li> <li>Use LocalGovDigital peers to assess our compliance with the Local Government Digital Service Standard</li> <li>Participate in Government Digital Service initiatives to use its GovPay, GovNotify and GovVerify services across local government</li> <li>Participate in jointly commissioned work by LocalGovDigital colleagues to develop shared digital services</li> <li>Consult with third sector organisations to identify how we can jointly deliver better digital services to customers</li> <li>Identify all third party digital services that can enhance services for our customers and work with their developers to improve and integrate them with our services</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>March 2017</li> <li>March 2018</li> <li>As opportunities arise</li> <li>As opportunities arise</li> <li>March 2017</li> <li>November 2017</li> </ul>



# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

Objective	Strategy Themes	Actions	Timescale
<p>4. <b>Improve the digital skills and knowledge of our staff</b></p>	<ul style="list-style-type: none"> <li>Digital Leadership</li> <li>Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Provide Agile project management training for Business Improvement staff deploying digital services</li> <li>Sign up to the Digital Skills Charter</li> <li>Deliver a programme of staff sessions to ensure that all our staff have and can use basic digital skills</li> <li>Ensure that any staff using our Content Management System have been fully trained in its use and in writing for the web</li> <li>Train staff involved in open data work to ensure high standards</li> </ul>	<ul style="list-style-type: none"> <li>October 2016</li> <li>December 2016</li> <li>June 2017</li> <li>Ongoing</li> <li>December 2016</li> </ul>
<p>5. <b>Help more of our customers to go online and be confident in using digital services</b></p>	<ul style="list-style-type: none"> <li>Inclusion</li> <li>Customer in Control</li> </ul>	<ul style="list-style-type: none"> <li>Promote low-cost schemes to enable more businesses to develop an online presence</li> <li>Join the UK Online Centres network</li> <li>Launch our Customer Service Centre as a UK Online Centre/Access Point</li> <li>Introduce weekly drop-in days for our customers to get practical assistance in using digital devices</li> <li>Move all our websites to using secure (https) protocols as standard to guarantee personal information will be safe</li> </ul>	<ul style="list-style-type: none"> <li>October 2016</li> <li>December 2016</li> <li>March 2017</li> <li>March 2017</li> <li>Ongoing</li> </ul>



# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale
109	<p><b>6. Improve the online experience for our customers to promote digital take-up</b></p>	<ul style="list-style-type: none"> <li>• Customer in Control</li> <li>• Supporting Business Growth</li> </ul>	<ul style="list-style-type: none"> <li>• Use our customer feedback, analytics data and user testing to continuously improve our digital services</li> <li>• Use our business networks to understand the needs of business users to improve our services to them</li> <li>• Use our customer needs research and customer intelligence to develop a programme of new digital services as part of our annual ICT Work Plan</li> <li>• Review our online forms to ensure they meet best practice and capture only the information required</li> <li>• As part of our Customer Relationship Management system replacement, introduce a new Customer Experience Management capability which provides;               <ul style="list-style-type: none"> <li>○ access to customer online transactions and their status,</li> <li>○ a consolidated, single customer login</li> <li>○ personalised information delivery based on status or location</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> <li>• October 2017 and annually thereafter</li> <li>• March 2017</li> <li>• March 2018</li> </ul>



# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy



	Objective	Strategy Themes	Actions	Timescale
110	7. <b>Ensure we provide digital services that everyone can use</b>	<ul style="list-style-type: none"> <li>• Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce local design requirements for all new digital services to;               <ul style="list-style-type: none"> <li>○ meet AA standards for accessibility as a minimum</li> <li>○ have a responsive design to work properly on mobile devices</li> </ul> </li> <li>• Introduce a requirement to ensure that all new services have a non-digital assisted option for customers that do not use online services</li> <li>• Work with accessibility specialists and our web developers to achieve an improved Better Connected score for accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• November 2016</li> <li>• March 2017</li> <li>• October 2017</li> </ul>
	8. <b>Work with our partners to improve Oxford's digital infrastructure</b>	<ul style="list-style-type: none"> <li>• Supporting Business Growth</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver Better Broadband for Oxfordshire to over 95% of homes</li> <li>• Deliver a wireless concession scheme to provide free WiFi access and improved mobile coverage in Oxford</li> </ul>	<ul style="list-style-type: none"> <li>• December 2017</li> <li>• June 2017</li> </ul>



# Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy



Objective	Strategy Themes	Actions	Timescale
9. <b>Increase the diversity of digital suppliers we work with</b>	<ul style="list-style-type: none"><li>Supporting Business Growth</li></ul>	<ul style="list-style-type: none"><li>Identify a range of expert digital agencies (including local agencies) to help develop new digital services where the appropriate capacity does not exist in-house</li><li>Introduce a requirement that all new digital services use open standards and have APIs to enable them to interact with other technologies more easily</li><li>Host our development code on a publically available source code repository to make it easier to work with new suppliers</li></ul>	<ul style="list-style-type: none"><li>October 2017</li><li>March 2018</li><li>March 2017</li></ul>

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# Local Government Digital Service Standard

- 1 Understand user needs. Research to develop deep knowledge of who the service users are and what that means for the design of the service.
- 2 Ensure a suitably skilled, sustainable multidisciplinary team, led by a senior service manager with decision making responsibility, can design, build and improve the service.
- 3 Create a service using the agile, iterative and user-centred methods set out in the Government Service Design Manual.
- 4 Build a service that can be iterated and improved in response to user need and make sure you have the capacity, resources and technical flexibility to do so.
- 5 Evaluate what tools and systems will be used to build, host, operate and measure the service, and how to procure them, looking to reuse existing technologies where possible.
- 6 Evaluate what user data and information the digital service will be providing or storing and address the security level, legal responsibilities, privacy issues and risks associated with the service.
- 7 Use open standards, existing authoritative data and registers, and where possible make source code and service data open and reusable under appropriate licenses.
- 8 Be able to test the end-to-end service in an environment similar to that of the live version, including all common browsers and devices.
- 9 Make a plan for the event of the digital service being taken temporarily offline, and regularly test.
- 10 Make sure that the service is simple enough that users succeed first time unaided.
- 11 Build a service consistent with the user experience of government digital services, including using common government platforms and the Government Service Manual design patterns.
- 12 Encourage maximum usage of the digital service (with assisted digital support if required).
- 13 Identify performance indicators for the service, incorporating existing indicators and publishing to a performance platform, if appropriate.
- 14 Put a process in place for ongoing user research, usability testing to continuously seek feedback from users, and collection of performance data to inform future improvement to the service.
- 15 Test the service from beginning to end with appropriate council member or senior manager responsible for it.

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Appendix 4

Risk Register for Digital Strategy

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Strategy	The Strategy is not approved	Threat	Insufficient support from members to adopt	Reputation suffers from not adopting Local Government Digital Service Standard.	September 2016	Neil Lawrence	2	2	2	1	2	1	Retaining our current approach will not encourage innovation and better outcomes	Emphasize national evidence about success of approach	November 2016			
Finance	Actions within the Strategy cannot be afforded	Threat	Financial pressures on the Council require reductions in spending on ICT services	Individual actions and ambitions within the strategy cannot be delivered	September 2016	Neil Lawrence	2	3	2	3	2	1	GDS experience is that better designed services cost less to develop and maintain	A sound business case to accompany each request for funding to show the benefits and risks				
Inconsistency	Failure to adopt best practice approaches across all digital services	Threat	Lack of support from staff or time imperative to deliver services quickly	Delivery of online services that fail to meet customer need which then have poor take up	September 2016	Neil Lawrence	2	3	2	3	2	1	Change in approach requires culture change which is harder to achieve	Ensure all ICT workplan projects are assessed for compliance. Provide advice and support for staff in adopting the approach				
Equality	Failure to adopt better standards for accessibility	Threat	Lack of support from staff or time imperative to deliver services quickly	Failure to give all customers access to digital services. Possibility of challenge	September 2016	Neil Lawrence	4	3	3	3	2	1		Ensure assisted digital services are in place. Action plan to improve accessibility online. Set standards for external developers				
Collaboration	New digital services are built with other councils	Opportunity	Common needs shared with others result in project collaboration	Shared costs and risks. Better control over outcomes	September 2016	Neil Lawrence	2	3	3	3	3	4	Examples of this are already happening in London and Scotland	Build on current national sector involvement. Publicise new projects				

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**To:** City Executive Board  
**Date:** 17 November 2016  
**Report of:** Chief Executive  
**Title of Report:** Parliamentary Boundary Review 2018

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To ask the Board to consider the views of party groups and formulate a response to the Boundary Commission for England's proposals on parliamentary boundaries in Oxfordshire.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Price, Leader of the Council
<b>Corporate Priority:</b>	None
<b>Policy Framework:</b>	None
<b>Recommendation:</b> That the City Executive Board resolves to:	
1. <b>Agree</b> a response to the initial proposals of the Boundary Commission for England on parliamentary constituencies as they affect Oxfordshire and in drawing up that response to have regard to the comments made by party groups.	

<b>Appendices</b>	
Appendix 1	Electorate for the Boundary Commission for England's proposed constituencies that cover Oxford City Council.
Appendix 2	Political groups comments on BCE's proposal
Appendix 3	Risk register

## Introduction and background

1. The Parliamentary Voting System and Constituencies Act 2011 makes provision for a reduction in the number of Members of Parliament (and therefore parliamentary constituencies) from 650 to 600. For the current review, 501 of the constituencies will be in England. The Boundary Commission for England (BCE) is responsible for reviewing constituencies and drawing up proposals. Its final report will subsequently be reviewed by Parliament.

2. The intention/expectation is that the new constituency boundaries will become effective at the next parliamentary general election, scheduled for 7 May 2020.
3. The BCE has produced a [guide to the review](#). Further information about the review as a whole is available on the BCE website at [www.independent.gov.uk/boundarycommissionforengland](http://www.independent.gov.uk/boundarycommissionforengland). There is also a separate website for consultation, from which the initial proposals can be accessed - [www.bce2018.org.uk/](http://www.bce2018.org.uk/).

### Further information

4. The reduction in the number of MPs will inevitably mean a great many changes to the boundaries of parliamentary constituencies. One of the objectives of the review is to ensure that constituencies fall within a defined “electoral quota”, i.e. to ensure that there should broadly be equality in the number of electors represented by each MP.
5. The review is based on the electorate at 1 December 2015. The electoral quota for each constituency is 74,769; and no constituency is expected to fluctuate by more than 5% either way of that figure (i.e. all constituencies must have an electorate in the range of 71,031 to 78,507).
6. As well as the electoral quota, the review will take into account local government and other boundaries, as well as community identity and the breaking of established ties.
7. Oxfordshire is within the South East region, together with Berkshire, Buckinghamshire, Hampshire, Kent, Surrey and Sussex. In the guide, BCE drew attention to the facts that; (i) seats had been allocated to each region in England; (ii) 81 of those were allocated to the South East, exclusive of the two seats required by the Act to be given to the Isle of Wight; and (iii) it would not make any initial proposals to split constituencies between different regions, although such splits could ultimately arise from the responses to its initial proposals.

### Current Situation in Oxfordshire

8. The current electorate information for Oxfordshire is summarised as follows:

Electorate at 1/12/15		Difference from Electoral Quota			Within range?
		(Min)	(Max)	(Quota)	
		(71031)	(78507)	(74769)	
Banbury CC	85,398	14367	6891	10629	No
Henley CC	72,682	1651	-5825	-2087	Yes
Oxford East BC	70,293	-738	-8214	-4476	No
Oxford West and Abingdon CC	73,647	2616	-4860	-1122	Yes
Wantage CC	80,859	9828	2352	6090	No
Witney CC	78,455	7424	-52	3686	Yes

9. As can be seen, the current Banbury, Oxford East, and Wantage constituencies all fall outside the required electorate range. The electorates for each ward within the two constituencies within Oxford is attached at Appendix 1.

10. The Commission's report as relevant to Oxfordshire is as follows (page 20 of the report):

*"Initial proposals for the Oxfordshire sub-region:*

*77. There are currently six constituencies in the County of Oxfordshire. We are proposing no change to the number of constituencies.*

*78. Three of the existing constituencies (Henley, Oxford West and Abingdon, and Witney) have electorates within 5% of the electoral quota. Of the remaining three constituencies, Banbury and Wantage have electorates above the 5% limit and Oxford East is below the 5% limit.*

*79. We considered whether we could leave unchanged any of the three existing constituencies that have an electorate within 5% of the electoral quota. We propose no change to the constituency of Witney.*

*80. To reduce the electorate of the existing Banbury constituency, which is too large, we propose to transfer the wards of Fringford, Launton, and Ambrosden & Chesterton (located in the Borough of Cherwell) to our renamed Henley and Thame constituency. As we have altered the existing Banbury constituency, we propose to rename the constituency Banbury and Bicester to reflect the names of the two largest towns. Our proposed Henley and Thame constituency extends further north than the existing Henley constituency. It extends up to, but does not include, the town of Bicester. In the south of our Henley and Thame constituency, we propose that it includes the ward of Wallingford from the existing Wantage constituency and, to ensure the constituency remains within 5% of the electoral quota, we propose to transfer the wards of Wheatley, Garsington & Horspath, and Sandford & The Wittenhams to our Oxford West and Abingdon constituency. The inclusion of these wards also reflects changes to the local government ward boundaries in the District of South Oxfordshire.*

*81. The existing Oxford East constituency currently has an electorate below 5% of the electoral quota. In order to increase the number of electors in this constituency, we propose to include the wards of North and St. Margaret's (located in the City of Oxford) in our Oxford East constituency.*

*82. In order to reflect changes to local government ward boundaries in the District of the Vale of White Horse, we propose that the whole of the Thames ward be included in our Wantage constituency."*

### **Consultation with party groups**

11. The three party groups on the Council have been asked to submit their comments on the BCE's proposals. These are summarised in Appendix 2

### **The effect of Individual Electoral Registration (IER) on electorates**

12. The BCE's review is based on electorates as at 1st December 2015. The issue for Oxford, and other urban areas, is that the electorates on first publishing are not a reflection of the actual people who wish to vote come an electoral event. So electorates are depressed on 1st December but bounce back by the time an election takes place in May or June the following year.

13. The table below shows the differences for the last three registers for the current boundaries of the two constituencies and, in brackets, the proposed constituencies.

	Oxford East	Oxford West and Abingdon (Oxford part)
1st December 2013 - pre-IER	80,345	21,036
1st December 2014 - first register post-IER	72,825	18,858
The following May General Election	79,506 (86,594)	20,780 (13,692)
1st December 2015	70,293 (76,194)	18,431 (12,518)
The following June EU Referendum	76,841 (83,736)	20,240 (13,345)

### Financial & Legal Implications

14. There are no financial or legal implications.

### Risk Register

15. The risk register is attached as Appendix 3.

### What happens next

16. After the current consultation phase finishes on 5th December the BCE will publish all comments. This will mark the start of a secondary consultation period, likely to take place in spring 2017. BCE will subsequently publish its revised proposals. A further eight-week period of consultation will begin.

17. The BCE will then publish its final recommendations which will be considered by Parliament. The legislation states that the BCE must report to Parliament in September 2018.

<b>Report author</b>	Martin John
Job title	Electoral Services Manager
Service area or department	Law and Governance
Telephone	01865 252518



e-mail

[mjohn@oxford.gov.uk](mailto:mjohn@oxford.gov.uk)

**Background Papers:** BCE Guide to the 2018 Review

Review generally: [www.independent.gov.uk/boundarycommissionforengland](http://www.independent.gov.uk/boundarycommissionforengland)

The South-east Proposals specifically: <https://www.bce2018.org.uk/node/6488>

**Please note in the table below the version number of your report that was finally cleared at each stage**

<b>Report Stage</b>	<b>Version Number</b>
<b>First Draft:</b> <i>Commissioned and cleared by Director</i>	5/10
<b>Second Draft:</b> <i>Cleared by Legal and Finance</i>	6/10
<b>Organisational Draft:</b> <i>Cleared by the Chief Executive</i>	
<b>Final Draft:</b> <i>Cleared by the Board Member</i>	
<b>Final Report:</b> <i>Cleared by Labour Group</i>	

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**APPENDIX 1**

**Electorates for the Boundary Commission for England's proposed constituencies  
that cover Oxford City Council**

<b>Oxford East</b>			<b>76,914</b>
	Barton and Sandhills	Oxford	4,614
	Blackbird Leys	Oxford	3,790
	Carfax	Oxford	1,926
	Churchill	Oxford	3,715
	Cowley	Oxford	3,937
	Cowley Marsh	Oxford	3,982
	Headington	Oxford	3,843
	Headington Hill and Northway	Oxford	3,109
	Hinksey Park	Oxford	3,717
	Holywell	Oxford	1,573
	Iffley Fields	Oxford	3,645
	Littlemore	Oxford	4,305
	Lye Valley	Oxford	4,327
	Marston	Oxford	4,232
	North (currently Oxford West and Abingdon)	Oxford	2,936
	Northfield Brook	Oxford	4,081
	Quarry and Risinghurst	Oxford	4,418
	Rose Hill and Iffley	Oxford	4,235
	St. Clement's	Oxford	3,767
	St. Margaret's (currently Oxford West and Abingdon)	Oxford	2,965
	St. Mary's	Oxford	3,077
<b>Oxford West and Abingdon</b>			<b>75,606</b>
	3. Kidlington North	4. Cherwell	3,973
	5. Kidlington South	6. Cherwell	6,112
	7. Yarnton, Gosford and Water Eaton	8. Cherwell	4,047
	9. Jericho and Osney	10. Oxford	4,040
	11. Summertown	12. Oxford	4,197
	13. Wolvercote	14. Oxford	4,281

<b>Oxford West and Abingdon (contd)</b>			<b>75,606</b>
	15. Garsington & Horspath (currently in Henley)	16. South Oxfordshire	2,752
	17. Sandford & the Wittenhams (currently in Henley)	18. South Oxfordshire	2,880
	19. Wheatley (currently in Henley)	20. South Oxfordshire	3,023
	21. Abingdon Abbey Northcourt	22. Vale of White Horse	4,333
	23. Abingdon Caldecott	24. Vale of White Horse	5,083
	25. Abingdon Dunmore	26. Vale of White Horse	4,545
	27. Abingdon Fitzharris	28. Vale of White Horse	4,616
	29. Abingdon Peachcroft	30. Vale of White Horse	5,178
	31. Botley & Sunningwell	32. Vale of White Horse	4,240
	33. Cumnor	34. Vale of White Horse	4,645
	35. Kennington & Radley	36. Vale of White Horse	5,081
	37. Wootton	38. Vale of White Horse	2,580

## APPENDIX 2

### The Labour Group's proposal

The Boundary Commission's proposals move two wards – North and St Margaret's – from Oxford East constituency to Oxford West and Abingdon constituency. The City Council accepts that two wards have to be moved to achieve the required number of electors on the December 2015 register, but proposes that rather than moving the St Margaret's ward from the current Oxford West and Abingdon to the new Oxford East, the Jericho and Osney ward should be moved instead.

The City Council's amendment to the Boundary Commission proposals would retain the numerical balance required, but would achieve better outcomes in terms of community and connectivity.

#### Community

The Jericho and Osney ward, like North ward, is part of both the University area and the city centre area of Oxford, and is therefore socially and culturally intrinsically connected to its neighbouring wards - North, Carfax, Holywell and Hinksey Park - all of which will be in Oxford East under the Boundary Commission proposals. The ward contains major city centre facilities like the Said Business School and Oxford railway station, which connect to the rest of the city centre and would benefit from being in the same constituency. Indeed, under the masterplan for the redevelopment of the railway station, the new station buildings will actually end straddling the boundary with platforms in two different constituencies. Moreover, including Jericho and Osney in Oxford East would ensure that the entire core of Oxford University was in a single constituency rather than being split across two constituencies.

Local shops and facilities used by residents are either on Walton Street or the City Centre. The Jericho GPs' surgery on Walton Street would be in one constituency, while all the people it serves would be in another under the unamended proposals; the building of the surgery and the opening up of the Radcliffe Infirmary site (in North Ward) has reinforced links between Jericho and the rest of the University/city centre area. The City Council's proposed amendment would put the surgery and local facilities on both sides of Walton Street into the same constituency.

The Osney and Botley Road area has close social, cultural and economic links into the city centre, with the majority of facilities and resources to be found in the other city centre wards of Carfax, Holywell and Hinksey Park, all of which will be in Oxford East.

Conversely, St Margaret's is socially and culturally the southern part of the Summertown area of North Oxford, and therefore links to that ward and the Wolvercote ward to the north; shops, leisure facilities, doctors and so on are almost wholly in the Summertown district centre. Under the Boundary Commission proposals this part of the broader Summertown area will be separated off from the Summertown ward immediately to the north, when they in fact make a single broad community. This point is further emphasised by the emergent Summertown and St Margaret's Neighbourhood Plan, which is being developed by community groups and will cover the entirety of both

wards. The City Council amendment keeps the two wards in the same constituency, retaining the community in one area.

### Connectivity

While the shape of the Jericho and Osney ward makes it appear that it is connected to the Wolvercote ward in Oxford and the Wytham area of Vale of White Horse, this is highly misleading. Jericho and Osney contains a large meadow that makes up the greater part of the area of the ward; this meadow has no residents and crucially no roads, nor even footpaths that are passable for 12 months of the year because the area is often flooded during the winter. The inhabited parts of the Jericho and Osney ward are almost entirely concentrated at the far southern and south-eastern end, the exception being the hamlet of Binsey which is only accessible from the Botley Road anyway.

This means that there are no connections within Oxford at all, other than seasonal footpaths, between the Jericho and Osney ward and the Wolvercote ward to the north, that would not have to go through the Oxford East constituency. There are no links of any sort between the Jericho and Osney ward and the Summertown ward that do not pass through the Oxford East constituency.

Under the Boundary Commission's proposals therefore, the Oxford West and Abingdon seat would have a geography whereby it would be only possible to travel by road within the constituency from the northern most house of Jericho and Osney ward to the southern most house in the Summertown ward (a distance of 1500m at most) by making a journey of at around 10km along the A34. Even on foot across the meadow via Wolvercote would involve a walk of at least 5km.

In other words, the inclusion of Jericho and Osney in the Oxford West and Abingdon seat at the same time as North ward is included in the Oxford East seat makes Jericho in particular an 'appendix', cut off from the rest of its constituency.

The City Council's proposed amendment would instead mean that St Margaret's ward became the southern-most part of the city in Oxford West and Abingdon, but there would be no similar need for lengthy diversions to get to other parts of the city in the same constituency. Wolvercote would be directly to the north, and beyond that Kidlington. The connections by road from Wolvercote to Wytham or from Kidlington to Botley remain unchanged.

### Conclusion

The moving of Jericho and Osney ward into Oxford East and St Margaret's ward into Oxford West and Abingdon achieves the same outcome of numerically equal constituencies, but at the same time achieves much better outcomes in terms of connectivity, community and administrative ease. Oxford City Council therefore asks that the Boundary Commission amends its proposals in this way.

## **The Liberal Democrat Group Proposal**

Following consultation, the opposition LibDem group has the following suggestions in regard to the BCE proposals, which as you can see differ from the controlling group view:

Retain North & St. Margaret's in OxWAb.

Move Carfax and Holywell to OxWAb.

Move Garsington, Sandford and Wheatley to Oxford East.

The main arguments against the Commission's proposals are:

1. Their proposed OxWAb would be made up of parts of four different councils. This would make representing the seat overly complicated.
2. Their proposed OxWAb would have such a small part of Oxford City, and effectively split into two parts, that it would not be well represented.
3. Their proposed OxWAb would have such a small part of South Oxfordshire that it would not be well represented.
4. There is no community ties between the SODC wards and the rest of the OxWAb community.
5. There are strong community ties between the SODC wards and Oxford East. In addition, we would argue that moving Jericho and Osney ward would be anomalous, as the Oxford East constituency would then contain the most westerly part of the city.

### **The Green Group's proposals**

The Green Group proposes that North and Jericho & Osney wards be transferred into Oxford East, rather than North and St. Margaret's as proposed by the Boundary Commission.

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Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Parliamentary Boundary Review 2018	If the agreed scheme is inaccurately implemented by the Council	Threat	Implementation of the agreed scheme	Reputational damage, possible court action	3/10/2016	Martin John	3	1	0	0	3	1		Ensure, when the changes are implemented on the electoreal roll, that they are checked by two different people.	03/18	Ongoing	0%	Lindsay Cane

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## MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 13 October 2016

www.oxford.gov.uk



**COUNCILLORS PRESENT:** Councillors Turner (Vice-Chair, in the Chair), Brown, Hollingsworth, Kennedy, Simm, Smith and Tanner.

**OTHER MEMBERS PRESENT:** Councillor Andrew Gant (Chair, Scrutiny Committee) and Councillor Craig Simmons (Chair, Scrutiny Finance Panel)

**OFFICERS PRESENT:** Peter Sloman (Chief Executive), Jackie Yates (Executive Director Organisational Development and Corporate Services), Lindsay Cane (Acting Head of Law and Governance), Nigel Kennedy (Head of Financial Services), Helen Bishop (Head of Business Improvement), Stuart Fitzsimmons (Parks and Open Spaces Manager) and Sarah Claridge (Committee Services Officer)

### 71. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Price and Cllr Sinclair.

### 72. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### 73. ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC (15 MINUTES TOTAL)

None.

### 74. COUNCILLORS ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

None.

### 75. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES (10 MINUTES IN TOTAL)

Cllr Gant, (ward member for Summertown) spoke on the recent Oxford half-marathon and planning for the event in future years.

He said the event was a major inconvenience to a large number of residents who were unable to access services because of the road closures. He criticised the

timing of the consultation with ward councillors over the route as it didn't happen early enough.

He felt that charity runners should be prioritised over running clubs and queried the profit making of the company who runs the event.

Cllr Simm, Board member for Culture and Communities said the "Oxford half" is effectively a county event as it is the highways authority who has the power to close roads. She was well aware of the inconveniences to affected residents and had held two meetings with ward Councillors, County Councillors and officers to agree a suitable route. The first meeting had been very good and resulted in a number of changes to the route. She agreed the second meeting was held later than expected.

In terms of the finances, she could not comment on the contractual arrangements of the event organiser.

She said that events like this were a hard balance as it was a great opportunity to raise money despite the inconvenience to local residents.

She is meeting with organisers to review feedback and to mitigate issues as much as possible - this could involve looking at alternative routes. She will look at things more promptly next year but despite the advertising of the 2017 event no arrangements are confirmed. Hopefully next year more can be done to raise awareness and promote the event to local residents.

The Chief Executive said that it was a common misconception that the City Council regulates everything in the city, when in fact the County Council is responsible for street closures. He urged caution against encouraging the city council to become too involved in facilitating events as taking responsibility for them costs the council money.

## **76. ITEMS RAISED BY BOARD MEMBERS**

None received

## **77. SCRUTINY COMMITTEE REPORTS**

### **(a) Review of Tree Management Policy**

Cllr Gant, Chair of the Scrutiny Committee presented the report and noted the Board's agreement to the recommendations.

### **Education Attainment**

Cllr Gant said that the Scrutiny Committee had also reviewed the education attainment report and supported the actions in the report and would support a budgetary bid for further education work.

## **(b) The Implications of Brexit for Local Government**

Cllr Simmons, Chair of the Finance Panel presented the report. He mentioned the concern around the Low Carbon Hub not meeting its targets because the threshold has increased due to the drop of the Pound against the Euro. If the target is not met then money will have to be returned to the EU.

The Head of Financial Services said he would be happy to continue to update Councillors on the effect of Brexit on Council finances.

He said that despite the increased target the annual report for the Oxfutures programme (which is run by the Low Carbon Hub) is better than expected and with the Sandford hydro scheme in development he is confident the programme would hit the EU target.

Cllr Tanner said that a meeting of Europeans living in Oxford was to be held in the town hall. It was for people who had expressed concerns about the Brexit vote and the implications the vote might have on European nationals in Oxford.

The Board approved the recommendations set out in the Scrutiny report (page 7 of the supplementary agenda).

## **78. COUNCIL TAX REDUCTION SCHEME**

The Director of Organisational Development and Corporate Services submitted a report which made recommendations for the operation of the Council's Council Tax Reduction Scheme in 2017/18

Cllr Brown, Board member for Customer and Corporate Services presented the report. She said it was best to retain the current scheme as evidence suggested that councils that had set a minimum charge had often seen a drop in council tax collection rates.

Cllr Simmons said that the Finance Panel had reviewed the scheme and agreed with the recommendations.

The City Executive Board resolved to:

1. **Approve** the existing Council Tax Reduction scheme for the financial year 2017/18.

## **79. TREE MANAGEMENT POLICY**

The Head of Direct Services submitted a report which detailed an updated Tree Management Policy.

Cllr Smith, Board member for Leisure, Sport and Parks presented the report. She explained the main changes to the policy were writing it in a friendlier manner, and outlining people's common law rights and the arbitration review process. She thanked the Park and Open Spaces Manager and the Tree team for all the work they had done.

The Chair thanked Cllr Smith for the work she had done.

Cllr Hollingsworth spoke on the Scrutiny Committee's recommendation on planting fruit trees in parks and the concern about wasps. Cllr Smith said that fruit trees would be planted away from footpaths and roads so they wouldn't be a hazard. Notices in parks would state that people could pick the fruit.

Cllr Hollingsworth said that the list of trees should say which trees should be pollarded and why eg for safety and environmental reasons.

Cllr Tanner asked if the total number of trees in the city had grown significantly. The Park and Open Spaces Manager said he was fairly certain the number of city owned trees had stayed the same over last 10 years. Cllr Tanner asked if the Planning officers could provide the number of trees in the city to CEB members.

Cllr Simmons said that every tree would be replaced in the policy. The amount of CO<sub>2</sub> absorbed by the different tree species could also be recorded on the tree list.

**Recommendation:** That the City Executive Board resolved to:

1. **Approve** the draft Tree Management Policy

## **80. CUSTOMER SERVICE EXCELLENCE**

The Head of Business Improvement submitted a report detailing the corporate Customer Service Excellence (CSE) standard accreditation and explains how the Council plan to embed the standard further. To report the first quarter's performance against the corporate comments and complaints scheme.

Cllr Brown, Board member for Customer and Corporate Services updated the Board on the success of staff in achieving the CSE. Comments and Complaints and Compliments (CCCs) record council's performance and will be presented to the Board as part of the quarterly integrated report.

She encouraged Board members to look at their own areas of CCCs and to pursue any areas of concern.

The Head of Financial Services said that the Finance department regularly reviews all their CCCs and make changes as necessary.

Cllr Hollingsworth said that CCCs are a useful tool for executive oversight. In terms of the format of report he found qualitative analysis more helpful than just statistics.

The Chair asked how people's feedback was recorded and the figures complied especially if they are just comments.

The Director for Organisational Change and Corporate Services said table one picks up comments as well. The Council does try and categorise them correctly. Cllr Brown said that good organisations learn from CCCs - all are important. The Head of Business Improvement said that feedback is actively asked for by the contact service centre after each call. The Chair asked that the method of collecting the feedback (both actively and unsolicited) should be added as a footnote to table one in future reports.

Cllr Simmons said that how the information is used is most important.

The City Executive Board resolved to:

**Note** this report, and congratulates the City Council staff in achieving the Customer Service Excellence standard across the whole Council.

## **81. MINUTES**

The following amendments were made to the minutes:

Item 60: Leisure Investment Options

Paragraph 3: Change "Oxford United Football Club" to "Oxford **City** Football Club" and the car park to be **nearby** not across the road.

Item 61 Community Centre Strategy 2016-2020

Paragraph 9: change "deliver social services" to "deliver **community** services"

Item 64 Pooled Budget Arrangements

Paragraph 12: change "in terms of lobbying" to "in terms of **lobbying**"

The Board resolved to APPROVE the amended minutes of the meeting held on 15 September 2016 as a true and accurate record.

**The meeting started at 5.00 pm and ended at 5.55 pm**

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