

## **Appendix 1:** **Strategic policies**

### ***1.1 - List of strategic policies***

E1: Employment sites  
E2: Teaching and research  
E3: New academic or administrative floor space for private colleges/language schools  
E4: Securing opportunities for local employment, training and business  
H1: The scale of new housing provision  
H2: Delivering affordable homes  
H3: Employer linked affordable housing  
H6: Houses in Multiple Occupation  
H8 Provision of new student accommodation  
H9: Linking the delivery of new/redeveloped and refurbished university academic facilities to the delivery of university provided residential accommodation  
H15: Internal space standards  
H16: Outdoor amenity space standards  
RE1: Sustainable design and construction  
RE2: Efficient use of land  
RE3: Flood risk management  
RE5: Health, well-being, and Health Impact Assessments  
RE6: Air quality  
G1: Protection of Green and Blue Infrastructure Network  
G2: Protection of biodiversity and geodiversity  
G3: Green Belt  
G4: Allotments and community food growing  
G5: Outdoor sports  
G6: Residential garden land  
G7: Other green and open spaces  
G8: Protection of existing Green Infrastructure features  
G9: New and enhanced Green Infrastructure features  
DH1: High quality design and placemaking  
DH2: Views and building heights  
DH3: Designated heritage assets  
DH4: Archaeological remains  
T1: Prioritising walking, cycling, and public transport  
T2: Assessing and managing development  
T3: Car parking  
V1: Ensuring the vitality of centres  
V2: City Centre Shopping Frontages  
V3: The Covered Market  
V4: District and Local Centre Shopping Frontages  
V5: Sustainable tourism  
V6: Cultural and social activities  
V7: Infrastructure and cultural and community facilities  
V8: Utilities  
Site allocations: all Category 1 employment sites

**1.2 - Table showing which preferred options were assessed as being “strategic”**

| <u>Preferred Option<br/>(SA Assessment)</u>                                                                                  | <u>Full list of<br/>strategic policies</u>                                                       | <u>Why is policy as “strategic”?</u>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Option 1:<br>Protection of<br>Category 1<br>Employment Sites<br>Option 2:<br>Protection of<br>Category 2<br>Employment Sites | E1: Employment<br>sites                                                                          | Protecting existing employment sites and allowing them to grow through modernisation and intensification is a key element of the plans strategy. This is a strategic policy.                                                                                                                                                                                                                                                                                          |
|                                                                                                                              | E2: Teaching and<br>research                                                                     | Ensuring the continued success of Oxford’s two universities brings benefits to, not only the city’s economy but also the regional and national economy. The hospitals and universities provide a huge contribution to the plan’s economic objectives and cumulative account for just under 30,000 jobs in Oxford. This is a strategic policy because its supports the growth of these key organisations in a sustainable manner.                                      |
|                                                                                                                              | E3: New academic<br>or administrative<br>floorspace for<br>private colleges/<br>language schools | The economic benefits that private colleges/ language schools, bring to the city is more limited than the well-established universities and hospitals. Ensuring the appropriate growth of the organisations covered by this policy works in conjunction with the policy approach set out in the previous policy. It is strategic in nature as those organisations that wish to expand need to demonstrate how they contribute to the economic objectives of the plan. |
|                                                                                                                              | E4: Securing<br>opportunities for<br>local employment,<br>training and<br>business               | Oxford is one of the most expensive places to live in the country. This policy is inextricably linked to the economic objectives of the plan. It is directly aimed at reducing employment inequalities and providing local people the skills they need to find and stay in work. It is strategic in nature because it affects people across the whole of the city.                                                                                                    |
| Option 9:<br>Overall housing<br>target for the plan<br>period                                                                | H1: The scale of<br>new housing<br>provision                                                     | This policy is, by its very nature, strategic.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Option 11:<br>Determining the<br>approach to<br>setting the level of<br>the affordable<br>housing<br>requirement             | H2: Delivering<br>affordable homes                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                              | H3: Employer<br>linked affordable<br>housing                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| <u>Preferred Option<br/>(SA Assessment)</u>                                        | <u>Full list of<br/>strategic policies</u>                                                                                                                  | <u>Why is policy as “strategic”?</u>                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    | H6: Houses in Multiple Occupation                                                                                                                           | HMOs are more and more becoming an affordable way for people to live and work in the city. Ensuring that there is a balance between HMOs and traditional family housing in a street ensures that areas are not dominated by one particular housing type. It ensures that mixed and balanced communities can be created throughout the city. Given that it affects all streets in Oxford, this policy is considered to be strategic. |
|                                                                                    | H8 Provision of new student accommodation                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | H9: Linking the delivery of new/redeveloped and refurbished university academic facilities to the delivery of university provided residential accommodation |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | H15: Internal space standards                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | H16: Outdoor amenity space standards                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | RE1: Sustainable design and construction                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Option 29:<br>Making use of PDL<br>Option 30:<br>Density and efficient use of land | RE2: Efficient use of land                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Option 38:<br>Flood Risk Zones                                                     | RE3: Flood risk management                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | RE5: Health, well-being, and Health Impact Assessments                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Option 43:<br>Air Quality Assessments                                              | RE6: Air quality                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | G1: Protection of Green and Blue Infrastructure                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| <u>Preferred Option<br/>(SA Assessment)</u>                                                                                | <u>Full list of<br/>strategic policies</u>                        | <u>Why is policy as “strategic”?</u> |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------|
|                                                                                                                            | Network                                                           |                                      |
| <i>Option 53:</i><br>Biodiversity sites,<br>wildlife corridors,<br>Species protection,<br>independent<br>assessments       | G2: Protection of<br>biodiversity and<br>geodiversity             |                                      |
| <i>Option 31:</i><br>Green Belt                                                                                            | G3: Green Belt                                                    |                                      |
|                                                                                                                            | G4: Allotments<br>and community<br>food growing                   |                                      |
|                                                                                                                            | G5: Outdoor<br>sports                                             |                                      |
|                                                                                                                            | G6: Residential<br>garden land                                    |                                      |
|                                                                                                                            | G7: Other green<br>and open spaces                                |                                      |
|                                                                                                                            | G8: Protection of<br>existing Green<br>Infrastructure<br>features |                                      |
|                                                                                                                            | G9: New and<br>enhanced Green<br>Infrastructure<br>features       |                                      |
|                                                                                                                            | DH1: High quality<br>design and place-<br>making                  |                                      |
| <i>Option 66:</i><br>Building Heights<br><i>Option 70:</i><br>High Buildings,<br>view cones and<br>high buildings<br>area. | DH2: Views and<br>building heights                                |                                      |
|                                                                                                                            | DH3: Designated<br>heritage assets                                |                                      |
|                                                                                                                            | DH4:<br>Archaeological<br>remains                                 |                                      |
|                                                                                                                            | T1: Prioritising<br>walking, cycling,<br>and public<br>transport  |                                      |
|                                                                                                                            | T2: Assessing and<br>managing<br>development                      |                                      |

| <u>Preferred Option<br/>(SA Assessment)</u> | <u>Full list of<br/>strategic policies</u>               | <u>Why is policy as “strategic”?</u> |
|---------------------------------------------|----------------------------------------------------------|--------------------------------------|
|                                             | T3: Car parking                                          |                                      |
|                                             | V1: Ensuring the vitality of centres                     |                                      |
|                                             | V2: City Centre Shopping Frontages                       |                                      |
|                                             | V3: The Covered Market                                   |                                      |
|                                             | V4: District and Local Centre Shopping Frontages         |                                      |
|                                             | V5: Sustainable tourism                                  |                                      |
|                                             | V6: Cultural and social activities                       |                                      |
|                                             | V7: Infrastructure and cultural and community facilities |                                      |
|                                             | V8: Utilities                                            |                                      |
|                                             | Site allocations: all Category 1 employment sites        |                                      |

## **Appendix 2:**

### **Chapter 2 - Building on Oxford's economic strengths and ensuring prosperity and opportunities for all**

#### **2.1 - Category 1 employment sites:**

- *The following university/research sites:*
  - University of Oxford Science Area and Keble Road Triangle; Old Road Campus; Radcliffe Observatory Quarter; Northern Gateway/Oxford North
- *The following hospital research sites:*
  - John Radcliffe Hospital; Nuffield Orthopaedic Hospital; Churchill Hospital; Warneford Hospital
- *The following major publishing sites:*
  - Oxford University Press
- *The following major manufacturing /research sites:*
  - BMW (Mini); Unipart
- *The following major Science/Business Parks:*
  - Oxford Science Park; Oxford Business Park
- *The following larger knowledge –sector office uses:*
  - Oxford Centre for Innovation

## 2.2 - Category 2 employment sites:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>City Centre</b><br/> One St Aldates<br/> Oxford Town Hall<br/> 7,95-96,109-113, 121 St Aldates<br/> Post Office, St Aldates<br/> Blue Boar Court, Blue Boar Street<br/> Clarendon House, Cornmarket<br/> Oxford University Officers' Training Centre, Oxpens Road<br/> 6 Beckett Street<br/> 1-3 Cambridge Terrace (tbc)<br/> Employment Exchange, Floyds Row<br/> Speedwell House, Speedwell Street<br/> Albion House, Albion Place<br/> Hogrefe House, Albion Place<br/> 6 Brewer Street<br/> 10A,13,13A New Road<br/> County Hall, New Road<br/> 40 Pembroke Street<br/> Littlegate House, St Ebbe's Street<br/> Ramsay House, St Ebbes Street<br/> North Bailey House, 12 New Inn Hall Street<br/> Thomas Hull House, New Inn Hall Street<br/> 29,52 New Inn Hall Street<br/> Boswell House, 1-5 Broad Street<br/> 13-16 Magdalen Street<br/> 3-7 Worcester Street<br/> 17-33 Beaumont Street<br/> University Student Hub, Turl Street<br/> 1-16 King Edward Street<br/> 3 George Street Mews<br/> Chester House, 21-27 George Street<br/> 1-3, 14-16, 40 George Street<br/> Hayes House, 75 George Street<br/> Threeways House, George Street</p> <p><b>West End, Botley Road</b><br/> King Charles House, Park End Street<br/> 9, 14 B, 27-30,40-41 Park End Street<br/> Cantay House, 36-39 Park End Street<br/> 28-38 Hythe Bridge Street<br/> R/O 165-167 Botley Road<br/> New Barclay House, Botley Road<br/> Osney Mead Industrial Estate</p> <p><b>Central Oxford and Jericho</b><br/> Lucy Properties, Walton Well Road<br/> Eagle House, Walton Well Road<br/> 35A Great Clarendon Street<br/> 28-31 Little Clarendon Street</p> | <p>Clarendon Business Centre, Prama House,<br/> Banbury Road<br/> Mayfield House, 256 Banbury Road<br/> 43-47,66,69-71, 76, 265,267-269, 228 -240, 264,<br/> 285 Banbury Road<br/> Cranbrook House, 287 Banbury Road<br/> Oxfam House, 274 Banbury Road<br/> Lambourne House, 311-321 Banbury Road<br/> Summertown Pavillion, 16-24 Middle Way<br/> 20 Linton Road</p> <p><b>St Clements and Marston Area</b><br/> Enterprise Centre, Standingford House, Cave<br/> Street<br/> 1-4 The Plain<br/> 27-28 St Clements Street<br/> Angel Court, St Clements</p> <p><b>Cowley Road, Cowley, Watlington Road,<br/> Horspath, Sandy Lane West</b><br/> Cowley Road Workshop 100a Cowley Road<br/> Cowley Business Centre<br/> The Old Music Hall, 106-108 Cowley Road<br/> Former Blackwells Publishing, Marston Street<br/> Bullington House, 174B Cowley Road<br/> Crown House, 193 Cowley Road<br/> Newtec Place, Magdalen Road<br/> 21 Between Towns Road<br/> St Luke's Church Temple Road<br/> 213,244 Barnes Road<br/> Fenchurch Court, Bobby Fryer Close<br/> Nuffield Industrial Estate, Sandy Lane West<br/> Chiltern Business Centre, 198 Garsington Road<br/> Harrow Road, Industrial Estate, Watlington Road<br/> Ashville Way, Watlington Road<br/> Pony Road, Horspath<br/> County Trading Estate, Watlington Road<br/> Oxford Bus Company, Watlington Road<br/> Bridge View, 12 Watlington Road<br/> 2-3,5-1- Chancerygate Business Centre, Transport<br/> Way<br/> Church Missionary Society, Watlington Road<br/> 1-3 Watlington House, Watlington Way<br/> Former Pickfords Site, Sandy Lane West and<br/> Spring Lane<br/> Lazarus House and Bishop Mews Transport Way<br/> Horspath Industrial Estate</p> <p><b>London Road</b></p> |
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|                                                                                                                                                                                                                                                                                  |                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <p>Oxford University Offices, Wellington Square<br/>1,30,35,45-46 St Giles</p> <p><b>Woodstock Road, Banbury Road</b><br/>Clarendon Business Centre, Woodstock Road<br/>39-42, 57 Woodstock Road<br/>Jordan Hill Business Park, Banbury Road<br/>Barclay House, Banbury Road</p> | <p>Nielson, London Road<br/>75 London Road<br/>Kennet House, 108-11- London Road<br/>116-120 London Road</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|



### **2.3 - Marketing evidence**

- A site should be marketed for its existing use for a minimum period of at least 6 months.
- The applicant should then submit a supporting statement to accompany a planning application for a change of use.
- It should contain evidence to confirm the length of time the site has been marketed for; details of the agent used; information to show where this marketing has taken place for example in the local press, through signs on site, on the internet and/or in journals or publications used by the trade.
- The statement needs to confirm the price the site was advertised for to show that it has been pitched at a 'reasonable' rate to generate interest from potential operators.
- Finally there needs to be a summary of the interest received and the reasons why offers have not been accepted.

## **Appendix 3:**

### **Chapter 3 - A pleasant place to live, delivering housing with a mixed and balanced community**

#### ***3.1 - Method for calculating affordable housing contributions relating to residential development***

Policy H2 requires that sites that provide (or have capacity to provide) 4 to 9 dwellings make a financial contribution toward delivery of affordable housing in Oxford, towards achieving mixed and balanced communities. The City Council considers that a clear and simple approach is appropriate for calculating this contribution, which relates to the scale and kind of development on the site.

There is an industry 'rule of thumb' that the price a developer can afford to pay for a site for a housing scheme is roughly 30% - 40% of the value of the houses that you could build on it. On this basis, the cost of the land that would ideally be available for affordable housing is roughly 15-20% of the total sale value (representing 50% of the land area).

The City Council will calculate a financial contribution from a qualifying site as what would have been the cost of providing the land for affordable housing on that site. For clarity, the Council will use the 'rule of thumb' that this will be 15% of the total sale value of the properties to be built – this is a conservative estimate of the land value given the high value of land in Oxford.

The sale value will be derived from marketing information (this will usually be publicly available). If the developer considers that this does not reflect the actual sale value, they must demonstrate this by providing a copy of the contract of sale for each unit, as soon as the sales of half the units have completed. The sum will be calculated and must be paid prior to the sale or occupation of more than 50% of the units.

The following formula will be used to calculate the financial contribution: In addition to this, a 5% administration charge will be levied on the calculated sum payable.

|                                                                |               |      |        |                 |
|----------------------------------------------------------------|---------------|------|--------|-----------------|
| The combined sale value of all homes on the site on completion | multiplied by |      | equals |                 |
|                                                                | X             | 0.15 | =      | The sum payable |

### **3.2 - Method for calculating affordable housing contributions relating to student development**

Policy H2 requires that a site that provides new purpose-built student accommodation makes a financial contribution towards affordable housing delivery in Oxford.

The City Council would, ideally, seek 50% of the value of the land being developed as a financial contribution from student accommodation developments. This would represent the cost of providing what would have been the land for affordable housing development, should the site have come forward for residential development. On the evidence of the viability study, this level of contribution would make most developments unviable. Therefore, the City Council will seek a standard financial contribution, based on the 'development surplus' of sites assessed as viable in the viability study. This figure works out as £143 per m<sup>2</sup>, which has been rounded down to £140 per m<sup>2</sup>.

The following formula will be used to calculate the financial contribution:

$$\begin{array}{ccccccc} \text{Residential} & & \text{multiplied by} & & \text{£140 per m}^2 & & \text{equals} \\ \text{floorspace,} & & & & \text{(at the time of} & & \\ \text{measured} & & \text{X} & & \text{adoption of the} & & \text{=} & & \text{The sum} \\ \text{internally}^{28} & & & & \text{Plan)} & & & & \text{payable} \end{array}$$

This figure will be reviewed annually to reflect the All-in Tender Price Index published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors. In addition to this, a 5% administration charge will be levied on the calculated sum payable.

### ***3.3 - Affordable housing viability cascade for large sites***

If on large sites (of 25 or more units) that are delivering significant infrastructure or social benefits it can be robustly proven that meeting the affordable housing target will make a site unviable, developers and the City Council will work through a cascade approach in the following order until a scheme is made viable:

- Firstly, reduce the percentage of affordable housing provided (to a minimum of 40% of all homes) by reducing the intermediate housing element only;
- Secondly, at 40% affordable housing, reintroduce an element of intermediate housing incrementally up to a maximum 8% of all homes;
- Thirdly, make a financial contribution in lieu of on-site provision, to be calculated using the approach set out in Appendix 2.

Robust evidence must be in the form of an independent viability appraisal. The City Council will expect the developer to negotiate on an “open book” basis which relates to the particular site circumstances that have resulted in the development’s non-viability.

The City Council will always expect developers to have considered the financial implications of affordable housing policy requirements, and local market indicators, when purchasing the land for development.

### ***3.4 - Employer linked housing sites***

- Campus sites of the colleges of the University of Oxford and of Oxford Brookes. These are sites with academic accommodation existing at the time of the submission of the Local Plan, and where academic institutional use would remain on the site, even with the development of some employer-linked housing.
- Edge of Playing Fields Oxford Academy
- Edge of Playing Fields Bayards Hill Primary School
- Grandpont car park (or) Iffley Mead
- Old Power Station
- Radcliffe Observatory Quarter
- Slade House (or) Manzil Way Resource Centre
- Warneford Hospital
- Summertown House, Apsley Road
- West Wellington Square
- Osney Mead
- Court Place Gardens
- John Radcliffe Hospital
- Churchill Hospital
- Nuffield Orthopaedic Hospital

### 3.5 - HMO calculation

Policy H15 states that planning permission will only be granted for the change of use of a dwelling in Use Class C3 to an HMO where the proportion of buildings used in full or part as an HMO within 100 metres of street length either side of the application site does not exceed 20%.

The illustration below shows what is meant by this. The buildings highlighted in the example below would all be included in assessing whether the 20% threshold has been exceeded. It should be noted that, for the purposes of applying these guidelines:

- i. Buildings containing flats are counted as an HMO only if any one of the flats within the building are being used as an HMO;
- ii. Non-residential buildings are counted as an HMO only if any part of the building is in residential use as an HMO;
- iii. Buildings NOT counted as an HMO include all single dwellings that are occupied by a family, a homeowner together with up to two lodgers, or by up to 6 people receiving care (e.g. supported housing schemes for people with disabilities). Also NOT counted as HMOs are social housing, care homes, children's homes, religious communes, and all buildings occupied by students and managed by the educational establishment (this includes student accommodation), as well as all buildings entirely used for non-residential purposes;
- iv. Any building that lies partially within the 100 metres will be included in the calculation.

In counting individual properties, the City Council will have regard to the number of houses, flats or buildings that are licensed HMOs, or for which a licence application is pending. The Council may also count any other property for which reasonable evidence exists that the property is in use as an HMO.



### 3.5 - Privacy, daylight, and sunlight: the 45 and 25 degree guideline

Many factors are significant in assessing whether new dwellings will enjoy adequate sunlight and daylight, both internally and externally, and the same factors must be taken into account when assessing the impact of new development on existing dwellings.

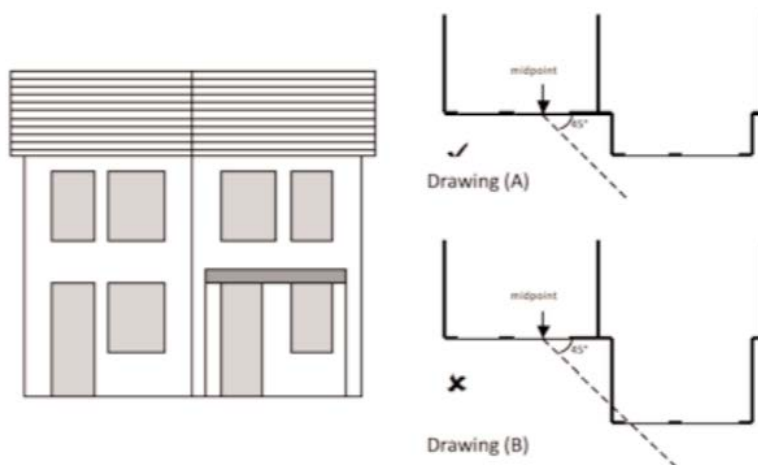
Reflected light and the amount of sky visible affect daylight within a room or garden. Applicants must consider the function of the room or that part of the garden, and also whether other windows serve the affected room. Existing features including boundary walls, trees, proposed buildings and any change in ground level between sites are all relevant factors which also need to be taken into account.

Applicants must also consider the impact on outlook - it is important not to create conditions which are overbearing (oppressive or claustrophobic) for existing or future occupiers.

While development proposals will be considered in the light of these factors, as a guideline to assess their impact on daylight, sunlight and outlook, the City Council will use the guidelines illustrated below. In normal circumstances, no development should intrude over a line drawn at an angle of 45° in the horizontal plane from the midpoint of the nearest window<sup>1</sup> of a habitable room<sup>2</sup> and rising at an angle of 25° in the vertical plane from the cill. If a main window to a habitable room in the side elevation of a dwelling is affected, development will not normally be allowed to intrude over a line drawn at an angle of 45° in the vertical plane from the cill.

#### Example 1

A single storey extension as shown below is generally acceptable if the projection is limited as shown in Plan (A). It may not be acceptable if the projection intrudes beyond the 45° line as shown in Plan (B).

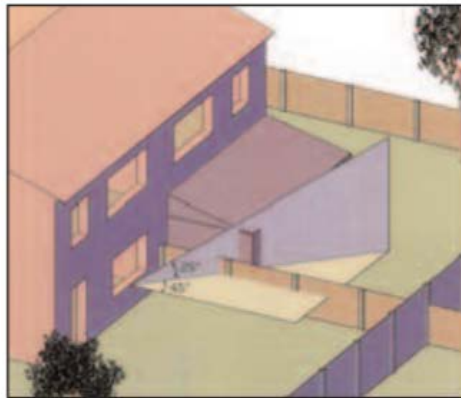


<sup>1</sup> For the purpose of these guidelines, patio doors and glazed French doors will also be treated as windows. Cill level will be judged in accordance with other principle windows in the same part of the dwelling, or in neighbouring dwellings

<sup>2</sup> For the purpose of these guidelines, habitable rooms include kitchens as well as living rooms, dining rooms, studies, bedrooms and/or playrooms

### Example 2

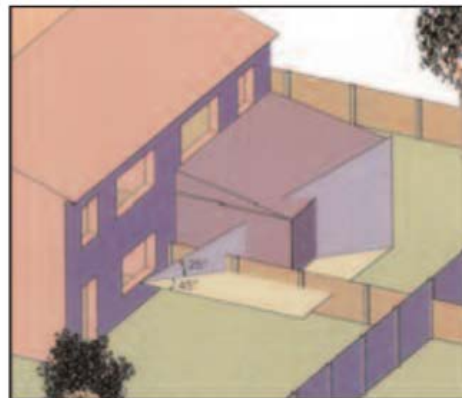
If the 45° rule is broken, generally the proposal will still be acceptable if the line drawn outwards at 45° is tilted upwards at 25° from the cill level, and is unbroken by the highest part of the extension. This is shown as Drawing (C). The example shown as Drawing (D) is unlikely to be acceptable.



Drawing (C)



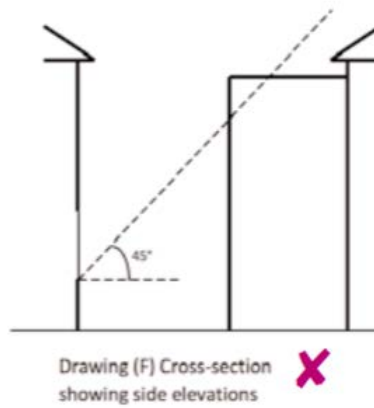
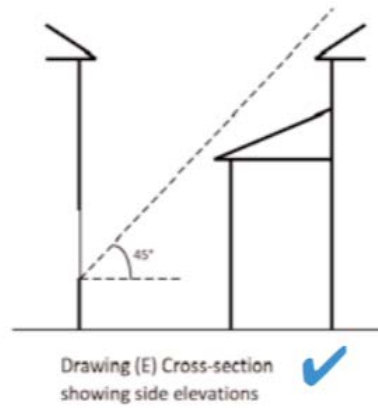
Drawing (D)





### Example 3

If a main window to a habitable room in the side elevation of a dwelling is affected, development will not normally be allowed to intrude over a line drawn at an angle of  $45^\circ$  in the vertical plane from the cill.



## **Appendix 4:**

### **Chapter 4 - Making wise use of our resources and securing a good quality local environment**

#### ***4.1 - Health Impact Assessment***

##### What is a Health Impact Assessment?

A health impact assessment (HIA) helps to ensure that health and wellbeing are being properly considered in planning policies and proposals<sup>1</sup>. It is important that development promotes and contributes to a healthy living environment, and HIAs ensure that proposals consider health outcomes prior to the submission of a planning application.

##### Why undertake a Health Impact Assessment?

The National Planning Policy Framework (NPPF) recognises that the planning system '*should aim to achieve healthy, inclusive and safe places*<sup>2</sup>.

HIAs help to promote the creation of sustainable and healthy environments by:

- Ensuring that proper consideration has been given to potential health impacts when preparing, evaluating and determining development proposals.
- Ensuring developments contribute to the creation of a healthy society.
- Ensuring the needs of local people have been assessed and addressed.
- Maximising potential beneficial health and wellbeing impacts of a particular development, and taking action to minimise potential negative health impacts.

##### When is a Health Impact Assessment Required?

A HIA is required for development proposals of 10 or more dwellings or 1000m<sup>2</sup>, and should be submitted as part of the pre-application stage or the later planning application submission.

##### How to undertake a Health Impact Assessment:

Firstly, in order to undertake a HIA it will need to be established whether a rapid or full HIA is required. The following diagram explains that a 'Full' HIA is likely only required from nationally significant applications. Therefore, applicants will likely only be required to undertake a 'Rapid' HIA, explained further below. We welcome desktop HIAs from other developments outside of our HIA criteria, however these are not compulsory.

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<sup>1</sup> <http://www.healthyrurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/>

<sup>2</sup> NPPF (2018), p.27

| APPLICATION                                                                                                                                      | HIA TYPE <sup>^</sup> | LEAD IMPLEMENTER* |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| Major Infrastructure Project<br>Nationally-significant infrastructure projects with Local Impact Reports                                         | Full HIA              | Local Authority   |
| Strategic planning application<br>Development proposals referred to the Mayor or consulted by authorities                                        | Rapid HIA             | Applicant         |
| Major EIA or non-EIA planning application<br>'Major' developments likely to have significant effects on the environment or health and wellbeing. | Rapid HIA             | Applicant         |
| Other application with health impacts<br>Developments likely to have an effect on health and wellbeing                                           | Desktop HIA           | Applicant         |
| New Local Plan or other planning documents+<br>Preparing the new Local Plan including suite of other planning documents                          | Rapid HIA             | Local Authority   |
| Review of Local Plan or other Development Plan Documents (DPD)<br>Reviewing existing Local Plan including suite of statutory planning documents  | Desktop HIA           | Local Authority   |
| New/ Review of Neighbourhood Plan<br>Preparing a new or reviewing existing Neighbourhood Plan                                                    | Desktop HIA           | Local Authority   |
| New or review of a SPD/ SPG<br>Preparing or reviewing a current SPD/SPG. Prioritise those SPD/ SPG prepared for development sites.               | Rapid HIA             | Local Authority   |
| [Borough-specific application]                                                                                                                   | [HIA type]            | [Who]             |

**Source:** Town and Country Planning Association (2015) *Public Health in Planning Good Practice Guide*.

#### Rapid HIA Template:

A rapid HIA is less resource intensive and can be conducted to quickly identify both potential positive and negative impacts of a development. Further information on conducting a Rapid HIA can be found [here](#)<sup>3</sup> and a fillable template can be found [here](#)<sup>4</sup>. An example of a Rapid HIA can be found below.

<sup>3</sup> <http://www.healthyrurbandevelopment.nhs.uk/wp-content/uploads/2017/05/HUDU-Rapid-HIA-Tool-3rd-edition-April-2017.pdf>

<sup>4</sup> <http://www.healthyrurbandevelopment.nhs.uk/wp-content/uploads/2017/05/HUDU-Rapid-HIA-Tool-3rd-edition-April-2017-self-completion-form.pdf>

### 3 Access to open space and nature

| Assessment criteria                                                                                                | Relevant?                                                                                   | Details/evidence | Potential health impact?                                                                                                                         | Recommended mitigation or enhancement actions |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Does the proposal retain and enhance existing open and natural spaces?                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | <input type="checkbox"/> Positive<br><input type="checkbox"/> Negative<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Uncertain |                                               |
| In areas of deficiency, does the proposal provide new open or natural space, or improve access to existing spaces? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | <input type="checkbox"/> Positive<br><input type="checkbox"/> Negative<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Uncertain |                                               |
| Does the proposal provide a range of play spaces for children and young people?                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | <input type="checkbox"/> Positive<br><input type="checkbox"/> Negative<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Uncertain |                                               |
| Does the proposal provide links between open and natural spaces and the public realm?                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | <input type="checkbox"/> Positive<br><input type="checkbox"/> Negative<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Uncertain |                                               |
| Are the open and natural spaces welcoming and safe and accessible for all?                                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | <input type="checkbox"/> Positive<br><input type="checkbox"/> Negative<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Uncertain |                                               |
| Does the proposal set out how new open space will be managed and maintained?                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | <input type="checkbox"/> Positive<br><input type="checkbox"/> Negative<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Uncertain |                                               |

## **Appendix 5:**

### **Chapter 5 - Protecting and enhancing Oxford's green and blue infrastructure network**

#### ***5.1 – SAC and SSSI Sites***

##### SAC Sites

- Oxford Meadows SAC

##### SSSI Sites

- Brasenose Wood & Shotover Hill SSSI
- Hook Meadow & The Trap Grounds SSSI
- Iffley Meadows SSSI
- Littlemore Railway Cutting SSSI
- Lye Valley SSSI
- Magdalen Grove SSSI
- Magdalen Quarry SSSI
- New Marston Meadows SSSI
- Pixey & Yarnton Meads SSSI
- Port Meadow with Wolvercote Common & Green SSSI
- Rock Edge SSSI
- Wolvercote Meadows SSSI

## **Appendix 6:**

### **Chapter 6 - Enhancing Oxford's heritage and creating high quality new development**

#### ***6.1 Design checklist***

The questions below should be used as a checklist to inform design proposals and be used as a guide to designing new development in a logical way that follows morphological layers and is inspired and informed by the unique opportunities and constraints of the site and its setting. Proposals will be assessed against how they respond to the site character and context and follow the morphological layers design process.

#### **Responding to site character and context**

- What are the features, opportunities and constraints of the site and its setting?, This could include existing landscaping, trees and hedgerows, water, notable and attractive views in, out and across the site, access points, landscape character, levels, archaeology, buildings or structures of historical or local interest as well as potential barriers like utilities, noise, pollution, major roads and railway lines etc. Have you produced a constraints and opportunities plan to show how these features have been identified and helped inform the design proposal? What elements in the surrounding area have been identified as making a positive or negative contribution to local character? A contextual analysis should be produced which examines the character of the surrounding area and is used to inform the design of new development. What are potential threats to positive character or opportunities to enhance character?
- Are there any heritage assets that may be affected by the development (this may include the setting of a heritage building or buildings, including in wide ranging views to the historic skyline)? How should development respond to these?
- What is the design rationale for the site and proposal?

#### **Natural Features and Resources**

- How could the physical and natural features of the site such as solar orientation, wind shelter, levels been used positively and imaginatively to maximise their benefits as natural resources?
- How could the existing landscape character or features be incorporated early into the landscaping of the proposal? How could you ensure a joined up network of open spaces to create continuous wildlife corridors?
- How could existing habitats be supported and biodiversity enhanced?
- How have sustainable drainage systems been incorporated into the open space network?

#### **Movement**

- What existing access points could you use and how could you enhance the permeability of the site and access to surrounding areas? Have you maximised opportunities for creating access links for pedestrians and cyclists?
- Do the roads, streets and paths link up together to avoid dead ends?
- What is the street hierarchy across the site and is this clear? How has this been defined?
- Has the location of open space and buildings been determined before the introduction of streets?

- Have you prioritised the needs of pedestrians, people with disabilities, cyclists and public transport users over the needs of motorists?
- Have you taken account of different users' experiences and needs as they travel through the site?

#### Designing development blocks, density and uses

- What is the best block arrangement for the site context? Have perimeter blocks been used?
- How has the arrangement of blocks been informed by the features identified during the constraints and opportunities plan? How does the density relate to the surrounding context and make the best use of the site?
- How have focal points been incorporated into the layout to create interesting street scenes and help people navigate around the site. These could be focal buildings (new or existing), existing landscaping, an important view for example.
- How have buildings been placed to make the most of the benefits of daylight and sunlight?
- What is the rationale for the proposed uses and mix of units?
- How do the buildings and edges of the site relate to the surrounding area in a positive way?

#### Design of external areas

- Are all spaces clearly defined and have a purpose? This should include well defined private and public spaces, including a choice of open space.
- Are all external public spaces such as streets and parks overlooked by windows serving habitable rooms in buildings and adjacent activity.
- Has left over space and awkward corners been avoided?
- Does the landscaping provide opportunities for sensory richness?
- What type of street furniture, lighting and public art is proposed (where appropriate)? (public art which contributes to local distinctiveness should be provided on all schemes of 20 dwellings or more (gross) or over 2000m<sup>2</sup>. Details of the public art should be submitted with a planning application).
- How is car parking integrated into the development so that it doesn't have a negative impact on the experience of using outside spaces? How has landscaping been used to help integrate parking into the street scene?
- How will lighting impact on the surrounding area?
- Have Secure by Design principles been incorporated?

#### Plots and buildings

- How do new buildings respect the surrounding character or have a distinctive but complementary character informed by the unique characteristics of the site?
- Have the needs of all users been considered from the outset and how has this influenced the final design?
- How does the design of the new buildings make the most of the opportunities and constraints of the site and its setting?
- How does the scale of the new development relate to its surroundings? If an increase in scale is proposed, what is the design rationale for this?
- Have green and brown roofs been incorporated into the development?

### Ensuring quality

- Has a contextual analysis been used to inform design, detailing and materials choices?
- How do materials chosen reinforce the overall design concept and respect the local context?
- If a contrast is chosen, what impact will this have on existing character?
- How have materials been chosen to maximise energy efficiency?
- Have natural materials been chosen be long-lasting without degradation of their aesthetic appeal or functionality?
- Will materials chosen wear and weather well, and be long-lasting?
- How will materials used for detailed elements such as rainwater goods enhance the overall design?
- Are hard landscaping materials consistent with the overall design of the development and do they facilitate sustainable drainage?
- How easy will it be to maintain, repair or source matching materials? Have the materials been proven to be robust and weather well?
- Has a palette of high quality materials been used to create a calm background for buildings and that is easy to maintain?
- Have you explored sharing conduits or trenches for utilities and servicing so that the amount of street or pavement that needs to be excavated for future maintenance of the utilities is limited?
- Are all publicly visible boundaries robust and use durable, attractive materials?
- What is the proposed approach for future maintenance of buildings, landscaping, streets and open spaces, public art, sustainable drainage systems etc?

### Design and alteration of buildings

- Do alterations to existing buildings respect the form, scale, character and appearance of the existing building?
- What style of development has been chosen and how will that impact on surrounding character?
- How does the building relate to the existing streetscene, appearance and established building lines?
- What are the characteristic aspects of roofscape in the area and how do proposals contribute positively to the roofscape (i.e. to enhance any significant long views the development might be part of and also the experience of the place at street level)
- How will visual interest be created by attractive detailing, high quality materials, depth and shadow lines and fenestration
- Have building details such as windows and entrances are designed with consideration of any positive characteristics in the area and the impact on internal spaces in terms of daylight, privacy, temperature and views



## **6.2 - Oxford's Conservation Areas**

Oxford has 18 Conservation Areas at present. They include a diverse range of qualities from the compact college environment found in the city centre, the open green space found in the Headington Hill Conservation Area, to the vast meadows in Wolvercote and Godstow. See all Conservation Areas on a map.

Architectural styles and landscape qualities are diverse but they all have the common element of containing features that contribute to our historic past. It is the protection of these elements that need to be properly managed, ensuring future generations will value and enjoy their special qualities.

### Oxford's Conservation Areas:

- Bartlemas
- Beauchamp Lane
- Binsey
- Central (University and City)
- Headington Hill
- Headington Quarry
- Iffley
- Jericho
- Littlemore
- North Oxford Victorian Suburb
- Old Headington
- Old Marston
- Osney Town
- Oxford Stadium , Sandy Lane
- St Clement's and Iffley Road
- Temple Cowley
- Walton Manor
- Wolvercote with Godstow

## **Appendix 7:**

### **Chapter 7 - Ensuring efficient movement into and around the city**

#### **7.1 - Transport Assessments**

Where Transport Assessment (TA) is required for a development proposal, it should be submitted with the planning application. The City Council may agree to the scope of TA being reduced if the development proposal is in a suitable location and in line with planning policy. TA should address the desirable modal split and provide for a package of measures designed to reduce the role of car travel to the site. If the potential modal split is difficult to predict, TA will need to consider whether and how far it may vary. TA should be easy to understand by non-technical people.

#### **Thresholds**

TA will generally be required if the development:

- a) is likely to generate car traffic, particularly at peak time, in an already congested area;
- b) is likely to introduce new access or traffic (any mode) onto a trunk road or other dual carriageway;
- c) is likely to generate significant amounts of traffic in or near the City centre Air Quality Management Area (AQMA), i.e. proposals in the Transport Central Area (TCA);
- d) is for new or expanded school facilities; and
- e) would be refused on local traffic grounds but where proposed measures set out to overcome any adverse impacts.

Proposals over 500m<sup>2</sup> or which may generate 100 vehicle movements or 5 freight movements per day will require at least a basic TA.

For residential development in Oxford, this equates to developments of 20 dwellings or more.

Applicants may find it useful to complete the "Site Audit" document produced by Oxfordshire County Council (2002).

Proposals over the following thresholds will require detailed TA:

|                                   |                      |
|-----------------------------------|----------------------|
| Food Retail                       | 1,000m <sup>2</sup>  |
| Non-food retail                   | 1,000m <sup>2</sup>  |
| Leisure                           | 1,000m <sup>2</sup>  |
| Cinemas and conference facilities | 1,000m <sup>2</sup>  |
| Stadia                            | 1,500 seats          |
| B1 including offices              | 2,500m <sup>2</sup>  |
| B2 industry                       | 5,000m <sup>2</sup>  |
| B8 distribution and warehousing   | 10,000m <sup>2</sup> |
| Hospitals                         | 2,500m <sup>2</sup>  |
| Higher and further education      | 2,500m <sup>2</sup>  |
| Residential                       | 40 dwellings         |
| Freight movements                 | 10 per day           |

For mixed-use schemes, detailed TA will be required where the combined effect of the uses proposed exceeds 10 freight or 200 vehicle movements a day, based on the general assumption that 100 vehicle movements are generated by 500m<sup>2</sup> commercial floorspace or 20 dwellings.

### Contents

All TA must include a non-technical summary and must address:

- a) location and layout including access points;
- b) size, in terms of site area and floorspace per activity; and/or number of dwellings and number of bedrooms per dwelling; and use of the site eg. staff, students, patients, visitors;
- c) proposed uses and activities; and
- d) issues such as timing and type of access requirements

Where full TA are required, these must additionally address the following:

- e) Potential travel characteristics: accessibility by all modes and predicted modal split. TA should consider ease of access and catchment areas by travel-to-site times for each mode.
- f) Measures: influencing travel patterns and minimising the need for parking using measures to improve access by walking, cycling or public transport in order to minimise non-essential car travel. TA should consider appropriateness of location, scale, density and uses of the site and development.
- g) Impact appraisal and mitigation: maximising accessibility by sustainable transport modes such as through minimising prominence of car parking, management of access and parking, and organisational policies. TA should determine whether the development is acceptable or not in terms of the transport impacts, and propose measures to mitigate the impacts in terms of accessibility, integrating modes of travel, reducing environmental impact and promoting safety.

### Checklists for preparing a TA

The following tables have been adapted from Oxfordshire County Council's Transport Assessment Guidelines. Note that this information is for guidance only, and developers should agree the scope of a TA, including expected content, with the planning department of the City Council in consultation with the Local Highway Authority.

## Full TA scoping guidelines:

|    | ISSUES                                                                                                                                                                                                                                                                                                                                                                                                                                                        | BASIC<br>TA | FULL<br>TA |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| 1  | Size and description of proposal                                                                                                                                                                                                                                                                                                                                                                                                                              |             |            |
| 2  | Description of existing use of land <ul style="list-style-type: none"> <li>Constraints of existing highway network</li> <li>Planning history</li> <li>Current permitted uses</li> </ul>                                                                                                                                                                                                                                                                       |             |            |
| 3  | Does the development involve the relocation of an existing use?                                                                                                                                                                                                                                                                                                                                                                                               |             |            |
| 4  | Have traffic surveys of existing conditions been carried out?                                                                                                                                                                                                                                                                                                                                                                                                 |             |            |
| 5  | Distribution /assignment <ul style="list-style-type: none"> <li>How will this be done? i.e. gravity model, or based on existing turning movements</li> </ul>                                                                                                                                                                                                                                                                                                  |             |            |
| 6  | What is the potential traffic generation from the site. ? <ul style="list-style-type: none"> <li>TRICS?</li> <li>Special surveys?</li> </ul>                                                                                                                                                                                                                                                                                                                  |             |            |
| 7  | What is the critical time period of the assessment?                                                                                                                                                                                                                                                                                                                                                                                                           |             |            |
| 8  | Is new or modified access proposed/likely?                                                                                                                                                                                                                                                                                                                                                                                                                    |             |            |
| 9  | What committed development is to be taken into account?                                                                                                                                                                                                                                                                                                                                                                                                       |             |            |
| 10 | What is the area of impact?                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |            |
| 11 | When will the site become fully operational?                                                                                                                                                                                                                                                                                                                                                                                                                  |             |            |
| 12 | Are there significant phases to the development?<br><br>How will construction traffic be dealt with?                                                                                                                                                                                                                                                                                                                                                          |             |            |
| 13 | What are the assessment years? <ul style="list-style-type: none"> <li>Current</li> <li>Year of opening</li> <li>Design year</li> <li>Any other sensitivity tests required?</li> </ul> Further assessment years needed for construction traffic or specific phasing?                                                                                                                                                                                           |             |            |
| 14 | What level of car parking is required? <ul style="list-style-type: none"> <li>Disabled car parking issues</li> </ul>                                                                                                                                                                                                                                                                                                                                          |             |            |
| 15 | What is the provision for cyclists? <ul style="list-style-type: none"> <li>Show isochrones of 5km (realistic cycling distance)</li> </ul>                                                                                                                                                                                                                                                                                                                     |             |            |
| 16 | What is the provision for pedestrians? <ul style="list-style-type: none"> <li>Show isochrones of 2km (realistic walking distance)</li> <li>What facilities are to be provided for people with mobility problems?</li> </ul>                                                                                                                                                                                                                                   |             |            |
| 17 | What is the provision for public transport? <ul style="list-style-type: none"> <li>Show isochrones - development should be no more than 400 metres from a bus stop.</li> <li>What interchange possibilities are there with rail and other longer-distance services?</li> <li>What are the facilities for people with mobility problems?</li> <li>Is there good quality infrastructure, with well-lit and safe access to public transport services?</li> </ul> |             |            |
| 18 | Are vehicular visibility requirements met?<br><br>What needs to be done to achieve minimum visibility?                                                                                                                                                                                                                                                                                                                                                        |             |            |
| 19 | Are there any other requirements of development?                                                                                                                                                                                                                                                                                                                                                                                                              |             |            |
| 20 | What is the proposed modal split?                                                                                                                                                                                                                                                                                                                                                                                                                             |             |            |
| 21 | Include historical accident data (normally 3/5 years).<br><br>Is a safety audit needed for changes to highway layout?                                                                                                                                                                                                                                                                                                                                         |             |            |
| 22 | Highlight general facilities for people with mobility access problems <ul style="list-style-type: none"> <li>off site</li> <li>on site</li> </ul>                                                                                                                                                                                                                                                                                                             |             |            |

Source: Guidelines for Assessment of Transport Implications for New Developments. Oxfordshire County Council Advice Note.

## Basic TA Template

Note that the level of detail may vary depending on the size and location of development, and the local context.

|          |                                                                                                                                                                                        |                                       |                                            |          |                                                                                                                                         |                                             |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>1</b> | <b>TRAVEL CHARACTERISTICS</b>                                                                                                                                                          | <b>FIGURES INCLUDED?</b>              | <b>COMMENT AND DETAILS</b>                 |          |                                                                                                                                         |                                             |
|          | <b>Size of development:</b> site area, floorspace per activity and/or no. of dwellings (inc. bedrooms per dwelling)                                                                    |                                       |                                            |          | Promoting public transport: such as information, bus stops, improved services and bus priority                                          |                                             |
|          | <b>Use of site:</b> staff, students, patients, visitors                                                                                                                                |                                       |                                            |          | Minimising parking: Overall number of parking spaces proposed and what this represents in relation to relevant maximum standards.       |                                             |
|          | <b>Journeys per day:</b> expected number of journeys to and from the site as one total (figures should show particular peak hour flow)                                                 |                                       |                                            | <b>3</b> | <b>TRANSPORT IMPACTS</b>                                                                                                                | <b>ARE IMPACTS + / - ?</b>                  |
|          | <b>Mode split:</b> expected modal split for all journeys (excluding freight) to and from the site (figures should show car journeys with driver only or passenger and driver journeys) |                                       |                                            |          | Accessibility and integration: whether changes will occur in access to/adjoining transport infrastructure, the local area and community |                                             |
|          | Freight: expected number of freight/deliveries per day (Figures should be split by size/type of vehicle and peak time where possible)                                                  |                                       |                                            |          | Safety: Whether changes will occur in the risk of accidents and perceptions of personal security                                        |                                             |
|          | Compare all the above with existing journeys per day, mode splits and freight impacts.                                                                                                 |                                       |                                            |          | Environment: Impact on noise, air quality landscape, townscape, effect on heritage (on request of City Council)                         |                                             |
| <b>2</b> | <b>MEASURES TO INFLUENCE TRAVEL</b>                                                                                                                                                    | <b>DOES SCHEME INCLUDE MEASURES ?</b> | <b>DETAILS OF HOW THESE ARE DEALT WITH</b> |          | Traffic and highway impact: impacts such as junction capacity problems and on/off street parking                                        |                                             |
|          | Access, scale and design: the efforts made to promote choice of access, including for people with reduced mobility                                                                     |                                       |                                            | <b>4</b> | <b>OVERALL ASSESSMENT</b>                                                                                                               | <b>Yes / No</b>                             |
|          | Promoting walking and cycling: such as pedestrian routes and crossings, cycle routes, junction designs and cycle parking + facilities                                                  |                                       |                                            |          | Does scheme provide realistic choice of access?                                                                                         | <b>If no what other measure are needed?</b> |
|          |                                                                                                                                                                                        |                                       |                                            |          | Is parking being minimised below maximum standard?                                                                                      |                                             |
|          |                                                                                                                                                                                        |                                       |                                            |          | Are legal agreements needed – e.g. S106 or S278?                                                                                        | Describe requirements:                      |

Source: Guidelines for Assessment of Transport Implications for New Developments. Oxfordshire County Council Advice Note.

## 7.2 - Travel Plans

If a Travel Plan (TP) is required for a development proposal, it should be submitted with the planning application.

### Thresholds

TPs must be submitted alongside planning applications if the development:

- a) is likely to generate significant amounts of travel in or near the City centre Air Quality Management Area (AQM A), i.e. proposals within the Transport Central Area (TCA);
- b) is for new or expanded school facilities; and
- c) would be refused on local traffic grounds but where the TP sets out to overcome any adverse impacts.

Proposals over the following thresholds will require a TP:

|                                   |                      |
|-----------------------------------|----------------------|
| Food Retail                       | 1,000m <sup>2</sup>  |
| Non-food retail                   | 1,000m <sup>2</sup>  |
| Leisure                           | 1,000m <sup>2</sup>  |
| Cinemas and conference facilities | 1,000m <sup>2</sup>  |
| Stadiums                          | 1,500 seats          |
| B1 including offices              | 2,500m <sup>2</sup>  |
| B2 industry                       | 5,000m <sup>2</sup>  |
| B8 distribution and warehousing   | 10,000m <sup>2</sup> |
| Hospitals                         | 2,500m <sup>2</sup>  |
| Higher and further education      | 2,500m <sup>2</sup>  |

TPs must recognise the potential for modal shift and therefore the early stages of the TP are likely to focus on those car drivers "most able" or "most likely" to change their mode of travel. This does not mean that other categories should be neglected. Greater effort in terms of more measures will be needed in the longer term to address the needs of those less likely to switch from driving.

*For example, people living within 2km of a site may be able to walk, cycle or catch the bus. Car drivers living between 2km and 8km from a site may reasonably be able to change to cycling or the bus, and those living between 8km and 16km may be able to use public transport. Car sharing is likely to be a realistic option for longer journeys or journeys where alternative modes are not possible*

The reasons for car use, the distances travelled, and from where journeys start and finish must be assessed. There are many ways that information could be assessed and represented in the TP.

*For example, on a proposal to expand an existing site, surveys of current staff would be useful. For a relocated organisation, current staff surveys could indicate travel habits at the new site. An isochrome map can be useful in indicating distances from a site, accessibility by various modes, or potential catchment areas.*

Modal split targets are normally displayed as percentages. However, this does not address the issue of rising staff numbers for example, and over time may in fact hide an increase in the number of cars being brought to a site. Targets should be stated as actual numbers as well as percentages.

## Contents

There is no right or wrong way to present a useful and effective TP. However, the following guidelines should be considered:

### *Background:*

Information about the organisation must be stated clearly, including:

- a) Staff details such as numbers (for example, full-time/part-time, staff on payroll/fulltime equivalents<sup>1</sup>), times of travel (for example, Monday to Friday at 9am and 5pm or shift pattern), where they travel from, and how they currently travel;
- b) Site assessment including current links (pedestrian/cycle/vehicular) into and within the site, cycle facilities, accessibility by public transport, accessibility of nearby shops and services, and car parking;
- c) Assessment of non-staff travel (for example, visitors, deliveries, fleet vehicles);
- d) Attitudes of staff towards travel to and from the site and towards their travel needs.

### *Objectives:*

The statement of objectives should identify the motivation behind the TP and clearly state its purposes. (For example, reasons for a TP include reductions in car usage (especially single occupancy journeys at peak times), and increased use of walking, cycling and public transport). It may be relevant to address:

- a) Reducing traffic speeds, improved road safety and personal security (especially for people on foot or cycle); and
- b) More environmentally friendly delivery and freight movements, including home delivery services.

TP good practice example of an objective: *"To maximise opportunities for staff and students to travel to the University and to undertake University business using transport modes other than the private car"* - Oxford Brookes University (1999)

### *Measures:*

The TP must identify what needs to be done to achieve its objectives and what measures need to be implemented.

TP good practice examples of measures:  
*"include green travel teaching in curriculum"* - Headington Junior School (2002) *"covered cycle parking and shower and changing facilities within each building"* - Oxford Science Park (2001)

### *Targets:*

Targets must be specific, measurable, realistic and split into identifiable time frames based on the short term, medium term and long term and preferably dated by month and year.

---

<sup>1</sup> Some staff may be part-time or job-share, so the number of posts in an organisation and the number of staff it employs may differ. Full-time equivalents (FTEs) are the number of equivalent full-time posts in an organisation.

TP good practice examples of targets:

*Medium term: introduce home working: 2-3 years (information is provided about who is responsible, cost bracket, funding source and monitoring criteria)*

*Monitoring and Review:*

The effects of TPs must be monitored and they must state clearly how monitoring will take place (for example by stating what will be monitored by whom and when). Baseline data must therefore be provided (for example, as part of the background information). The outcome of monitoring may suggest that a review of the measures and/or targets is necessary. (For example, it is not necessarily a bad thing to discover through monitoring that a measure is no longer feasible, but new measures will then need to be set in order to meet the objectives of the TP.)

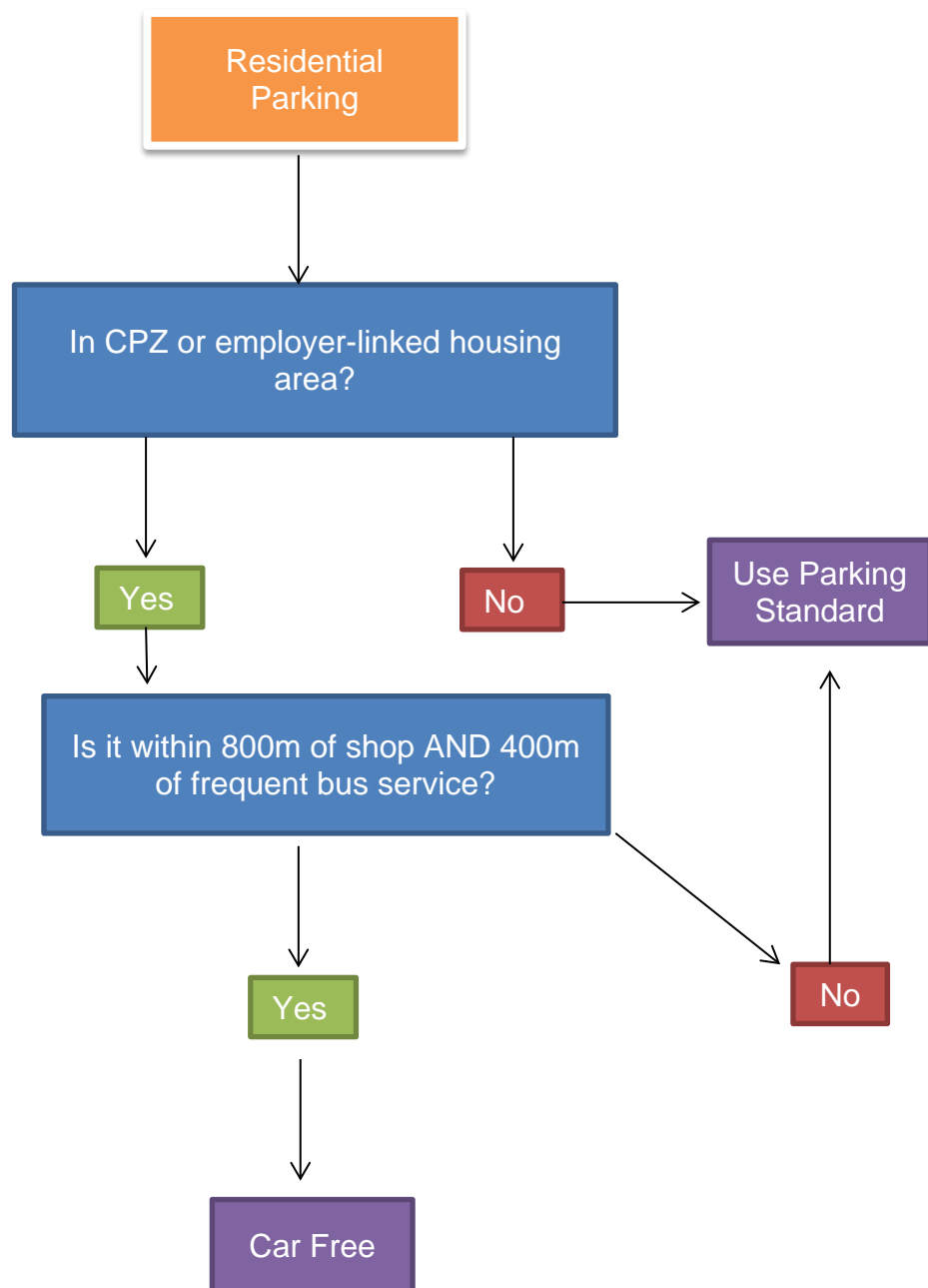
*Enforcement:*

The TP must set out arrangements for appropriate enforcement action in case agreed targets are not met.



### 7.3 - Vehicular parking standards

#### Residential Parking Decision Flow Diagram:



#### Vehicular parking standards:

Policy M3 sets out Oxford City Council's policy on providing parking for new residential developments which would not be car. The standards below should be read alongside Policy M3 and its supporting text.

|                                      |                                                           |
|--------------------------------------|-----------------------------------------------------------|
| Houses ( of any size) including HMOs | 1 space per house ( may be allocated or unallocated)      |
| Flats ( of any size)                 | Car-free, plus operational, disabled and car club parking |

|                                                     |                                                                                      |
|-----------------------------------------------------|--------------------------------------------------------------------------------------|
|                                                     | up to 0.2 spaces per dwelling                                                        |
| Wheelchair accessible or adaptable houses and flats | 1 space per dwelling, to be provided on-plot (must be designed for wheelchair users) |
| Retirement homes                                    | 1 space per 2 residents' rooms                                                       |
| Sheltered/extra care homes                          | 1 space per 2 homes plus 1 space per 2 staff                                         |
| Nursing homes                                       | 1 space per 3 residents' rooms plus 1 space per 2 staff                              |

*Disabled Parking:*

On developments of 4 or more homes, wheelchair accessible or adaptable homes should provide allocated disabled parking, irrespective of location. On sites of 20 or more homes disabled parking should be provided for at least 5% of dwellings. Disabled parking should have level access to, and be within 50 metres of, the building entrance which it is intended to serve.

*Powered Two Wheelers:*

|                              |                                                                                                     |
|------------------------------|-----------------------------------------------------------------------------------------------------|
| Residential                  | 1 space per 5 dwellings                                                                             |
| Non-residential developments | 1 space per 400m <sup>2</sup> up to 2000m <sup>2</sup> , 1 space per 1000m <sup>2</sup> thereafter. |

*Non-residential development:*

|                          |                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Existing employment uses | No additional increase in parking spaces                                                                                            |
| All other uses           | To be determined through pre-application meetings/planning applications in the light of their Transport Assessment and Travel Plan. |

## 7.4 - Cycle parking standards

|                                                                                             |                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Houses and flats up to 2 bedrooms                                                           | At least 4 spaces per dwelling                                                                                                                                                                                                                                                     |
| Houses and flats of 3 or more bedrooms                                                      | At least 3 spaces per dwelling                                                                                                                                                                                                                                                     |
| Student Accommodation                                                                       | At least 3 spaces for every 4 study bedrooms                                                                                                                                                                                                                                       |
| HMOs                                                                                        | At least 1 space per occupant                                                                                                                                                                                                                                                      |
| Hotel/Guest Houses                                                                          | At least 1 spaces per 5 non-resident staff (or other people). Plus 1 space per resident staff.                                                                                                                                                                                     |
| Shops (A1) other than non-food retail warehouses, financial and professional services ( A2) | 1 space per 113m <sup>2</sup>                                                                                                                                                                                                                                                      |
| Businesses (B1)                                                                             | 1 space per 90m <sup>2</sup> or 1 space per 5 staff or other people.                                                                                                                                                                                                               |
| Food and drink (A3-5)                                                                       | 1 space per 40m <sup>2</sup> public floor space.                                                                                                                                                                                                                                   |
| Non-food retail warehouses including garden centres (A1)                                    | 1 space per 400m <sup>2</sup> .                                                                                                                                                                                                                                                    |
| General industry (B2)/warehousing/distribution (B8)/traders' merchants (A1)                 | As B1 up to 235m <sup>2</sup> . 1 space per 5 staff ( or other people).                                                                                                                                                                                                            |
| Places of assembly including cinemas, theatres, stadiums and concert halls.                 | 4 space per 10 seats up to 1,000 seats; 1 space per 100 seats thereafter.                                                                                                                                                                                                          |
| Places of worship/community centres/public halls                                            | 2 space per 20m <sup>2</sup> of seating/assembly floor space                                                                                                                                                                                                                       |
| Libraries                                                                                   | 1 space per 200m <sup>2</sup> .                                                                                                                                                                                                                                                    |
| Medical clinics/dentists                                                                    | 1 space per treatment room plus 1 space per 5 staff or other people.                                                                                                                                                                                                               |
| Hospitals                                                                                   | 1 space per 5 staff or other people                                                                                                                                                                                                                                                |
| Public sports facilities                                                                    | 1 space per 5 staff (or other people) plus additional provision to be determined on its merits with the following guideline; 1 space per 105 m <sup>2</sup> . In the TDAs, additional provision should be increased to 1:55 m <sup>2</sup> and in the TCA to 1:35 m <sup>2</sup> . |
| Primary/junior schools                                                                      | 1 space per 10 pupils.<br>Plus 1 space per 3 staff (or other people).                                                                                                                                                                                                              |
| Secondary/senior schools                                                                    | 1 space per 2 pupils.<br>Plus 1 space per 3 staff (or other people).                                                                                                                                                                                                               |
| Non-residential higher/further education                                                    | 1 space per 2 students (based on anticipated peak number of students on-site at any one time).<br>Plus 1 space per 5 staff.                                                                                                                                                        |
| Other developments                                                                          | To be treated on their individual merits, guided by the general principle of 1 space per 5 people.                                                                                                                                                                                 |

Cycle parking provision should be made on the site. If there is a shortfall of on-site parking provision, a contribution may be sought towards off-site cycle parking or associated facilities, based on the standards set out in this appendix.

These standards acknowledge rights of permitted development and changes of use, particularly from B2 and B8 uses to B1 business use. The standards will be applied to ensure that there would be

adequate provision if permitted development were carried out, unless applicants are willing to accept a condition restricting their permitted developments rights in this respect.

The reference to staff should be taken to mean the peak number of staff expected to be onsite at any one time, whether part-time or full-time.

The standards are intended as minimum standards for new development and where appropriate, change of use. One space means that one bicycle can be secured. A bike stand for example Sheffield style stand, can provide two cycle-parking spaces.

Cycle parking should be future proofed to ensure that the infrastructure to support the charging of electric bikes is supported.

#### **7.4 - Shower and comfort facilities provision**

The City Council will seek the provision of shower, changing and locker facilities in commercial developments on the following basis:

|                                                |                                                                                                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Office (B1)                                    | 1 shower per 500 m <sup>2</sup> up to 1,000 m <sup>2</sup> .<br>1 shower per 4,000 m <sup>2</sup> thereafter.    |
| Warehousing (B8) and<br>Retail warehouses (A1) | 1 shower per 5,000 m <sup>2</sup> up to 10,000 m <sup>2</sup> .<br>1 shower per 8,000 m <sup>2</sup> thereafter. |
| Other                                          | 1 shower per 2,500 m <sup>2</sup> up to 10,000m <sup>2</sup> .<br>1 shower per 4,000 m <sup>2</sup> thereafter.  |

The application of these standards will be subject to the merits of each proposal. Except where specified, all areas quoted refer to gross floor space measured externally i.e. where proposals are submitted to extend, consolidate or reconfigure an existing site, these standards may be applied to the site as a whole rather than just the additional floor space, in order to ensure adequate provision on the site.

## **Appendix 8:**

### **Chapter 8 - Providing communities with facilities and services and ensuring Oxford is a vibrant and enjoyable city to live in and visit**

#### ***8.1 - Marketing expectations***

- A property should be marketed for its existing use as a public house or live performance venue for a minimum period of at least 12 months.
- The applicant should then submit a supporting statement to accompany a planning application for a change of use from a public house/live performance venue.
- It should contain evidence to confirm the length of time the site has been marketed for; details of the agent used; information to show where this marketing has taken place for example in the local press, through signs on site, on the internet and/or in journals or publications used by the trade.
- The statement needs to confirm the price the property was advertised for to show that it has been pitched at a 'reasonable' rate to generate interest from potential operators.
- Finally there needs to be a summary of the interest received and the reasons why offers have not been accepted.