



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

10<sup>th</sup> November 2022

## **SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE**

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 16<sup>th</sup> November 2022

TIME: 6:30pm

Luci Ashbourne  
Town Clerk

Cllrs Mark Walker (Chair), Sandra Coleman, Emily Holmes, Chris Butterworth, David Heyes, Rachel Foakes (Vice-Chair) Jo Graves and Archie Miles.

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## A G E N D A

### **1. Apologies for absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

### **3. Minutes**

- a. To approve the Minutes of the Committee meeting held on 6<sup>th</sup> July 2022.
- b. To note the minutes of the following sub-committee meetings:
  1. Traffic Advisory meeting held on 14<sup>th</sup> July 2022
  2. Planning Sub-Committee meeting held on 17<sup>th</sup> August 2022

3. Planning Sub-Committee meeting held on 8<sup>th</sup> November 2022.

**4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

**5. Committee action plan**

To note

**6. East Chipping Norton Development**

To receive an update regarding the East Chipping Norton Development.

**7. Town Centre Benches**

To receive an update on the town centre benches and agree next steps.

**8. Road Safety Week**

To receive a report from The Chair.

**9. Active Travel**

To receive a report from Transition Chipping Norton and agree next steps.

**10. Chipping Norton LCWIP**

To receive a report from Oxfordshire County Council Transport Planner.

**11. LTCP: Part Two Timetable and A44 Corridor Strategy**

To receive a report from Oxfordshire County Council Transport Planner.

**12. Committee Budget 2023/24**

To receive a report from the Responsible Finance Officer.

**13. Chipping Norton Town Video**

To receive a verbal update on the status of the Chipping Norton Town Video being developed by West Oxfordshire District Council.

**14. Supplementary Planning Consultation**

To receive and respond to a consultation from WODC regarding Revised Developer Contributions Supplementary Planning Document.

**15. Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

**16. Date of Next Meeting – Wednesday 25<sup>th</sup> January 2023**



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## **Minutes of a Strategic Planning Committee meeting held on the 6<sup>th</sup> July 2022, at 6:30pm in the Council Chamber of Chipping Norton Town Hall**

Present:

Cllrs Steve Akers (Standing in), Rachel Foakes (acting Chair), Chris Butterworth, Sandra Coleman

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

<b>SPC15</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs David Heyes, Emily Holmes, Jo Graves, Archie Miles, and Mark Walker.
<b>SPC16</b>	<b>Declaration of Interests</b> No declarations of interest were received
<b>SPC17</b>	<b>Minutes</b> The Minutes of the Committee meeting held on the 8 <sup>th</sup> June 2022 were approved with no amendments. <b>RESOLVED:</b> That the Chair signs and approves the Minutes as a correct record of the meeting.
<b>SPC18</b>	<b>Public Participation</b> None received.
<b>SPC19</b>	<b>Committee Strategic Plan</b> Cllrs received the Committee Strategic Plan which notes the committee priorities for the ensuing municipal year and beyond. Some discussion ensued about the 20mph speed limit and the HGV sign budget. Cllr Butterworth would like to log an objection to paying for signs re-routing the HGVs. The Clerk noted that this is a fluid document of projects with actions that will change throughout the municipal year.
<b>SPC20</b>	<b>East Chipping Norton Development</b> Cllrs received and considered draft terms of reference and budget for the ECN Working Party. Cllr Akers proposed that the Council adopts the terms of reference with the following amendment, "Meetings no more than once a month with no meetings in August or December, unless new developments warrant an extraordinary meeting." <b>RESOLVED:</b> That the Council approves the amended draft terms of reference for the ECN Working Party. Cllrs discussed the budget and suggested that the ECN Working Party draft a formal proposal to bring to a future committee meeting.

	<p>Cllr Akers proposed to earmark £250 for the field trip minibus hire and fuel budget as an immediate measure. Seconded by Cllr Coleman. Motion carried.</p> <p><b>RESOLVED:</b> That the Council earmarks £250 for the Build Chippy Better field trip minibus hire and fuel budget as an immediate measure.</p>
<b>SPC21</b>	<p><b>LCWIP and Road Safety Update</b></p> <p>Cllrs received an update following the recent LCWIP meeting and site visit by OCC officers to review pedestrian crossings in the town.</p> <p>Cllr Foakes gave a verbal update about a meeting 3 weeks ago and had received a positive response from OCC about the LCWIP. Cllrs had received draft plans of possible pedestrian crossings at West St and New St with possible layouts. Next meeting planned for the 7<sup>th</sup> July 2022.</p>
<b>SPC22</b>	<p><b>HGV Diversion Signs</b></p> <p>Cllrs received visuals, locations and costings for HGV re-routing signs and agree next steps.</p> <p>Cllrs queried if the Town Council is pushing for A44 re-routing if these signs would be considered redundant in a short period. The Clerk has communicated with OCC and has confirmed that these signs would remain in place.</p> <p>The Clerk noted that the OCC Highways Officer stated that these signs are purely advisory and cannot be enforced. Councillors suggested we request advice from the officer about the wording "advisory" and how this could further be enforced.</p> <p>Cllr Butterworth noted that the flashing signs near Holy Trinity are much more effective than the static signs.</p> <p>Cllr Foakes proposed that the Council approves the sign designs and locations with one amendment adding Chipping Norton to the roundabout sign.</p> <p>Motion carried.</p> <p><b>RESOLVED:</b> That the Council approves the HGV re-routing signs and locations with one amendment.</p>
<b>SPC23</b>	<p><b>20mph Scheme for Towns</b></p> <p>Cllrs received an update from The Clerk who noted OCC have launched a survey for Witney as a pilot scheme. The Clerk will be putting together a survey for the Town Council website modelled on the Witney survey with the results to be given back to OCC. The County Council will cover the costs of implementing the 20mph scheme (excluding the survey collection and analysis).</p> <p>Councillors suggested to make clear that 30&gt;20mph everywhere in Chipping Norton and that the survey is to determine whether residents support this.</p> <p>Cllrs suggested sending the future survey to schools and to close responses at the end of August.</p>
<b>SPC24</b>	<p><b>Walterbush Road Bus Shelter</b></p> <p>Cllrs received an update from The Clerk about adding Perspex sides to the existing bus shelter at Walterbush Road. Cllrs agreed the proposed design.</p> <p><b>RESOLVED:</b> For the Clerk to implement the agreed design to the bus shelter at Walterbush Road.</p> <p>The Clerk reported that the planters have been emptied and will be filled with soil in the coming days ready for planting. A resident has suggested that the Brownies take over care of the planters. Councillors were very enthusiastic and supportive of this proposal.</p>



	<p>Cllrs discussed planting the sedum as an interim measure or wait for the Brownies to choose the planting scheme. Cllrs agreed to delegate Cllr Coleman to investigate.</p> <p><b>RESOLVED:</b> That Cllr Coleman is delegated to liaise with the Brownies to investigate planting and caretaking schemes.</p>
<b>SPC25</b>	<p><b>Parking Funding from WODC</b></p> <p>Cllrs received a report regarding the use of parking funding from WODC. WODC would approve the use of this funding for cycling parking and/or pedestrian signage from the Albion St car park into the town centre. The Clerk has received communication from the Parking Officer that approval has been granted for cycle parking but not for signage. The Chair has expressed an interest in installing a bicycle repair station in town as part of the cycle parking initiative. Cllrs were happy to go ahead but would like to delegate the location to be guided by Cllr Walker. Cllrs queried who would use this bicycle repair station and if there is a natural point in the town where cyclists would see and use it. Cllr Butterworth is in favour of using the funding for the cycle parking but objects to the cycle repair station. The Clerk noted that it is necessary to identify where the cycle parking needs to be, and if the repair station should be included in this remit. Cllrs agreed to delegate a site visit to Cllr Walker and either Cllr Coleman or Foakes.</p> <p><b>RESOLVED:</b> To delegate Cllr Walker and either Cllr Coleman or Foakes to do a site visit to identify locations for cycle parking and if the cycle repair station should be included in this remit.</p>
<b>SPC26</b>	<p><b>Request for a Memorial Bench</b></p> <p>Cllrs received a request for a memorial bench to be placed in the town centre. In principle Councillors were very supportive of this proposal. Cllrs queried the installation cost, and the Clerk noted that she had included this because that is the cost required if hard standing needs to be installed. Cllrs queried the location as the verge is sloped, narrow, and close to a busy road. Cllrs agreed to approve this request, subject to the Oxfordshire County Council risk assessment.</p> <p><b>RESOLVED:</b> That the Council, in principle, approves the request for the memorial bench subject to Oxfordshire County Council's risk assessment.</p>
<b>SPC27</b>	<p><b>Planning Applications</b></p> <p>Planning Appeal (to note)  Original Application Number: <a href="#">21/03496/HHD</a>  Description: Erection of two-storey and first floor rear extensions (amended.)  Address: 64 Dunstan Avenue Chipping Norton Oxfordshire</p> <p>Cllrs noted this planning appeal</p> <p><b>APPLICATION NO:</b> <a href="#">22/01583/HHD</a>  <b>PROPOSAL:</b> Demolition of existing front entrance porch and construction of two storey extension. Alterations to existing driveway inside the property boundary.  <b>LOCATION:</b> 58 Churchill Road Chipping Norton Oxfordshire</p>

	Cllrs have no objection to this planning application.
<b>SPC28</b>	<b>Date of Next Meeting</b> Wednesday 14 <sup>th</sup> September 2022

The Chair closed the meeting at 7:58pm

DRAFT

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## Minutes of the Traffic Advisory Sub-Committee held in the Council Chambers of the Chipping Norton Town Hall on the 14<sup>th</sup> July 2022 at 1:30pm

The following members were present:

Cllr Jo Graves  
Cllr Mark Walker  
Cllr Sandra Coleman  
Cllr Geoff Saul (member for OCC and WODC)  
Mike Dixon (Public Transport Users Representative)  
Cllr Mike Cahill (member for WODC)  
Jacqui Cox (OCC)  
Mike Walsey (OCC)  
Cllr Steve Akers (Sub for Cllr Rachel Foakes)

Also in attendance:

Luci Ashbourne – Town Clerk

One member of the public.

TAC1	<p><b>Election of Chair</b></p> <p>Nominations were received for the election of the Chair of the Sub-Committee for the ensuing municipal year.</p> <p>Cllr Jo Graves proposed Cllr Mark Walker, Cllr Sandra Coleman seconded.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That Cllr Mark Walker is Chair of the Traffic Advisory Sub-Committee for 22/23</p> <p>The committee thanked Councillor Jo Graves for her Chairship and hard work over the years.</p>
TAC2	<p><b>Election of Vice-Chair</b></p> <p>Cllr Mark Walker thanked the Committee for electing him as Chair and outlined some of the priorities for the sub-committee.</p> <p>There were no nominations for Vice Chair received. Members were keen to support Cllr Steve Akers becoming a member of the Sub-Committee and agreed that a recommendation should be sent to Full Council that membership should be considered.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a recommendation is sent to Full Council that consideration be given to the proposal that Cllr Akers become a member of the Traffic Advisory Sub-Committee.</p>

TAC3	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Maria Wheatley Milton Eldridge, Cllr Rachel Foakes and Cllr Nova Bradley.</p>
TAC4	<p><b>Declaration of interests</b></p> <p>No declarations of interest were received.</p>
TAC5	<p><b>Minutes and matters arising</b></p> <p>Pending grammatical amendments on the following minute lines:  Page 2 – TAC 53  Page 3 – TAC 55  Page 65 – LCWIP and not LC WIT</p> <p><b>RESOLVED:</b> That the minutes from the 24<sup>th</sup> March 2022 were approved and signed by the Chair.</p> <p>Matters arising.</p> <p>Members enquired if there were any updates on the potential for a mirror to be installed at the top of The Leys. The Clerk confirmed that no communication had been received about this.</p> <p>Members enquired about the parking survey. Cllr Saul confirmed that he transfer on enforcement and regulatory work to Oxfordshire County Council isn't until April 2023. Members enquired whether the meeting with the wheeled sports group have taken place. Cllr Sandra Coleman confirmed that it had not been able to take place yet, but that it will happen in the near future.</p>
TAC6	<p><b>Public Participation</b></p> <p>None received</p>
TAC7	<p><b>County Officer's Report</b></p> <p>The Traffic and Road Safety report from OCC Officer was noted. The report now identifies things that the officer is directly responsible for and other planned works.</p> <ul style="list-style-type: none"> <li>• Lining works – this work is either complete or partially complete. Members can help feed into planned works for 23/24.</li> <li>• Albion Street. The officer noted that it would be difficult to install a zebra crossing. Human Resource is a problem but this is being worked on as a matter of urgency. A timeline for the planned works will be possible once the resources are in place.</li> </ul> <p>Members received the highways and drainage area ops team report. The officer confirmed that reporting blocked drains to Fix My Street is helpful and means this gets logged and assigned to the appropriate officer.</p> <p>Members agreed that the crossing on Albion Street is dangerous because a person has to step into the road to be able to see well enough to cross. The officer noted this and confirmed that as soon as resources are in place this should be looked at.</p> <p>Cllr Steve Akers asked that a note of thanks is passed on for the responsive of the area highways officer that has been following up on fix my street reports. Particularly on the speed limit signs and verges.</p>

	<p>Cllr Steve Akers added that that signage and bollards are in poor state across the town.</p> <p>It was noted that the Station Road junction needs lineage for to give way from station road to A44. B4450 – Churchill road into 30mph zone – re do 30mph roundel. The officer confirmed that if the Town Council have expressed an interest in 20mph scheme for towns and that it may not be a prudent use of resources in the short term.</p> <p>The Committee noted the planned works carriage way. Cllr Akers confirmed that after lineage was completed, unfortunately the surface dressing melted in the heat and had obscured the lines and roundels. This was noted by the officer.</p> <p>Cllr Mike Cahill stressed he would not be surprised if Albion Place would be discussed because similarly to Wards Road there is nothing to enable people coming out of the road to see if there is anything coming the other way and no give way sign. The officer confirmed that if the lack of visibility is due to houses and walls there is not much that can be done, but a give way sign might be possible.</p> <p>LCWIP policy has been adopted at OCC full council on Tuesday 12<sup>th</sup> July 2022. The next step will be to implement across the local area to de-carbonise transport and encourage active and safe travel.</p> <p>The Corridor Strategy is being scoped out in August. A stakeholder event will take place. This will consider the function of A44 – focusing on active travel, public transport mobility hubs, HGVs. Although this will be starting in Witney and Woodstock, a lot of work is coming forward in Chipping Norton through the LCWIP. A programme of priorities will be coming forward. The Government is expecting OCC to have area strategies in place spring 2024.</p> <p>The Corridor Strategy links very closely to the Freight Strategy.</p> <p>The stakeholders will soon be identified – officers asked members to make suggestions about who should be involved. Cllr Jo Graves suggested freight reps, local business, farmers, schools. Cllr Steve Akers asked if health service reps should be included in relation to air pollution. Cllr Mark Walker agreed and added that the stress-related challenges of living at that pinch point should be considered.</p> <p>This report will be circulated to members once it is ready.</p>
TAC8	<p><b>District Officer's Report</b></p> <p>The Clerk informed members that the WODC officer had been in touch to say that due to being an hour away, in person meetings held in Chipping Norton are difficult to attend. The officer has asked that members provide a steer on what information they would like to receive, and that a written report can be submitted. If meetings were held remotely during the daytime then that would make them accessible to the officers.</p> <p>The officer read the minutes of the last meeting and confirmed the following via email.</p> <p>WODC have started to carry out spot check counts for their car parks in the district in June. The spot checks are carried out at irregular times and dates and should be used as indicative information only.</p> <p>During June the average for whole district is just under 60% of the capacity was being used.</p>

	<p>For New Street the average was 72% and Albion Street 88%. WODC do not hold information on the usage of on-street parking.</p> <p>WODC are currently recruiting for an Enforcement Officer as we are holding a vacancy.</p> <p>The officer confirmed they're unable to advise on whether a park and ride would work for Chipping Norton, however they do know that they usually run at a loss therefore there needs to be on-going funding in place.</p> <p>Members welcomed this report and agreed that because the officer invited manages parking, it might be helpful to identify if there is another WODC officer that can also be invited regarding other matters. Cllr Geoff Caul agreed to investigate and report back.</p>
TAC9	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b></p> <p>Cllr Geoff Saul encouraged all members to read the Local Transport and Connectivity Plan July 2022, and the Freight and Logistics Strategy 2022-2050.</p> <p>Cllr Geoff Saul noted that the updated draft is much improved – he particularly noted the change in status of the road through Chipping Norton as a road that should only be driven on by HGV's as a connection to local towns.</p> <p>Cllr Saul noted that the strategy promotes use of a HGV route map, working with GPS system developers. It also covers enforcement. Overall this is a positive piece of work and will feed into the corridor and area strategies.</p> <p>The HGV group has also been looking at minor re-routing. The met with Rollright and other areas. Rollright stones road has been so difficult, with so many obstacles. The Area of Outstanding Natural Beauty officer wasn't completely negative and gave examples of other road schemes enhancing areas of natural beauty, but confirmed that it would be an major project that would need substantial funding and political will to happen.</p> <p>Gloucestershire officers had approached OCC officers on the back of the Burford weight restrictions being removed. They discussed the role of the A44, and that other counties would also be interested. Enforcement is crucial, as is the buy in of the hauliers.</p> <p>Members noted that the freight strategy encompasses a lot in terms of the climate commitments of Councils over recent years and asked if this can now be a commitment to the GPS recommendation that the GPS route is the preferred route. Cllr Geoff Saul confirmed that this is an action in the freight strategy.</p> <p>The Chair asked about the timeframe for these strategies. Cllr Geoff Saul confirmed that a programme is being looked at, but it is hard to tell. Members agreed that managing expectations would be helpful.</p> <p>Mike Dixon noted that heavy lorries coming from London won't go down the A40 because it is cheaper to come through Chippy. Increase in fuel costs will increase supply prices. Members agreed that this is important to remember.</p> <p>Members noted that the Town Council have now approved the design and location of new re-routing signs and these are on order.</p> <p>Members discussed the wellbeing of HGV drivers and noted that there are more rest stops and laybys on the A40 which is a good incentive to take that route.</p>
TA10	<p><b>Cycling and active travel</b></p>

	<p>The Chair updated members on the LCWIP which is progressing. The officer conducted a site visit, and the documents that has been created to feed into it has been received. Current focus is on where cycle routes where there might be challenges. Cllr Sandra Coleman asked if there are any funds to support the LCWIP. Jacqui Cox confirmed that there is Government funding and having an LCWIP plan in place will help. Full draft by the end of October to be approved through committee and OCC Full Council early 2023.</p>
TAC11	<p><b>Road Safety</b></p> <p>Cllr Sandra Coleman enquired about private hedges that are obstructing the road. Cllr Saul confirmed that reporting on Fix-My-Street will prompt an enforcement letter, which will be followed by action.</p> <p>Cllr Steve Akers shared a Speedwatch update on behalf of Milton Eldridge. On Inspecting the A44 route key locations for new speed indicator devices (SIDS) would be:</p> <ul style="list-style-type: none"> <li>• New Street both ways (on the hill)</li> <li>• West Street into town</li> <li>• Horsefair to Market Place</li> <li>• Market Square to Horsefair.</li> </ul> <p>Cllr Akers proposed that a recommendation should be sent to Full Council that these five SIDS are purchased.</p> <p><b>RESOLVED:</b> That Cllr Akers will investigate costs and bring a report to the next Strategic Planning Committee meeting in September.</p> <p>Mike Walsey reminded members that SIDS are not intended to be permanent. permanent.</p>
TAC12	<p><b>20mph Speed Limits</b></p> <p>The Clerk shared with members that the Council's consultation is being prepared by the website developers and should be ready to publish imminently.</p> <p>The Clerk also received information from OCC officers that outlined the process for application. It would be wise for Council to make that formal application now due to the length of the list of parishes and towns on the list already, and run the consultation alongside it.</p> <p>The Clerk will recommend that Full Council resolve to formally apply for the scheme at the meeting on 20<sup>th</sup> July 2022.</p>
TAC59	<p><b>Any other business</b></p> <p>Mike Dixon attended a meeting of parish transport reps. Stagecoach reported that passenger number have only picked up to 85%. The Covid subsidy end in August and means the there may be drastic cuts from September.</p> <p>Stagecoach have been taken over by Infomobility Tag Master UK.</p> <p>Members discussed how difficult any further cuts to services will be, especially with the push for people to use buses instead of cars.</p> <p>Cllr Jo Graves reminded members that Road Safety Week 2022 will be from Monday 14<sup>th</sup> – Saturday 19<sup>th</sup> November 2022.</p>

	Cllr Sandra Coleman asked who has placed a Traffic Survey Camera at the top of The Leys approach. Mike Walsey confirmed that Traffic survey Cameras have a number to call to find out who they are.
TAC60	<b>Date of next meeting</b> Thursday 29 <sup>th</sup> September, 2pm.  Meeting closed at 3:16pm

Signed by the Chair: .....

Date.....

DRAFT





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**Minutes of the Planning Sub-Committee held online and via zoom video  
conference on Wednesday 17<sup>th</sup> August 2022.**

The following members were

Cllr Sandra Coleman  
Cllr Chris Butterworth (Chair)  
Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk

**1. Election of Chair**

Nominations were received for the election of Chair of the sub-committee. Cllr Coleman proposed Cllr Heyes, Cllr Graves seconded. All in favour. Motion carried.

**RESOLVED:** That Cllr Heyes is Chair of the Planning Sub-Committee for the municipal year 22-23. This is on the condition that Cllr Heyes is happy to take the chair.

**2. Election of Vice-Chair**

Nominations were received for the election of Vice-Chair of the sub-committee. Cllr Graves proposed Cllr Butterworth, Cllr Coleman seconded. All in favour. Motion carried.

**RESOLVED:** That Cllr Butterworth is Vice-Chair of the Planning Sub-Committee for the municipal year 22-23

**3. Apologies for absence.**

There were no apologies for absence received.

**4. Declarations of Interest.**

There were none.

**5. Minutes**

**AGREED:** That the Minutes of the sub-committee meeting held on 7<sup>th</sup> March 2022 are approved as an accurate record and signed by The Chair.

**6. Schedule of planning applications**

Members considered the following planning applications:

a. APPLICATION NO: [22/01883/HHD](#)

PROPOSAL: Replace existing rear extension with new single storey rear and side extension, to include insertion of 6no. roof lights on new extension roofs and holistic energy retrofit to main rear roof slope.

ADDRESS: 8 Brassey Close, Chipping Norton Oxfordshire

**RESOLVED:** There are no objections to this application.

b. APPLICATION NO: [22/01857/FUL](#)

PROPOSAL: Conversion of agricultural storage building to a self-contained unit for holiday letting.

LOCATION: Westfield Farm, Churchill Road Chipping Norton Oxfordshire

**RESOLVED:** There are no objections to this application.

c. APPLICATION NO: [22/01943/HHD](#)

PROPOSAL: Erection of single-storey, oak-framed orangery

LOCATION: 14 Scarsbrook Crescent, Chipping Norton Oxfordshire

**RESOLVED:** There are no objections to this application.

d. APPLICATION NO: [22/02015/HHD](#)

PROPOSAL: Proposed single storey garage, and alterations to building elevations. Including new windows and doors, adjustment to existing stove and timber cladding.

LOCATION: Dapple House, 59 Over Norton Road, Chipping Norton Oxfordshire

**RESOLVED:** There are no objections to this application.

e. APPLICATION NO: [22/02214/LBC](#)

PROPOSAL: Internal and external alterations to convert former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices. Demolition of existing rear extensions and provision of replacement extensions. (Amendment to [22/00224/LBC](#)).

LOCATION: The Old Bank, 16 Market Place, Chipping Norton Oxfordshire OX7 5NA

i. APPLICATION NO: [22/02059/S73](#)

PROPOSAL: Variation of condition 1 of planning permission [22/00223/FUL](#) to allow repositioning of the approved community hall, rebuilding of north wall of Range C and West and South elevations of Range B, and various design changes to include alterations to spiral staircase, omission of rooflights to Range A and the use of brick instead of tile on West façade of Range D.

LOCATION: The Old Bank, 16 Market Place, Chipping Norton Oxfordshire OX7 5NA

ii. APPLICATION NO: [22/00223/FUL](#)

PROPOSAL: Change of use of former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices. Demolition of existing rear extensions and provision of replacement extensions (Amendment to [21/00985/FUL](#)).

LOCATION: The Old Bank, 16 Market Place, Chipping Norton Oxfordshire OX7 5NA

**RESOLVED:** Members fully support this project. There are no objections to these applications.

f. APPLICATION NO: [22/02052/HHD](#)

PROPOSAL: Erection of a two-storey rear extension and to reinstate side window.

LOCATION: 64 The Leys, Chipping Norton Oxfordshire

**RESOLVED:** Providing that concerns over privacy are addressed, that in principle there are no objections to this application.

Members also noted that an appeal has been made against WODC following conditions attached to granting the application [22/00583/FUL](#) for 31 Worcester Road, Chipping Norton.

The meeting closed at 7:40pm.

Signed and each page initialled by the Chair: .....

Date.....



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[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

TOWN CLERK: Ms Luci Ashbourne

## **Minutes of a Planning Sub-Committee Meeting held on the 8<sup>th</sup> November 2022, at 2pm in The Council Chamber, Chipping Norton Town Hall**

**PRESENT:** Cllrs David Heyes (Chair), Sandra Coleman, Jo Graves

### **ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

12 Members of the public

<b>PSC7</b>	<b>Apologies for absence</b> No apologies for absence were received.
<b>PSC8</b>	<b>Declarations of interest</b> No declarations of interest were received.
<b>PSC9</b>	<b>Minutes</b> <b>AGREED:</b> That the Minutes of the sub-committee meeting held on the 17 <sup>th</sup> August 2022 were approved as an accurate record of the meeting by the Chair.
<b>PSC10</b>	<b>Applications for consideration and planning appeals</b>  <b>APPLICATION NO:</b> <a href="#">22/02681/HHD</a> <b>PROPOSAL:</b> Replacement of existing timber windows with aluminum secondary windows, PCVU vertical sliding sash windows and PVCU casement windows together with replacement timber door with new PVCU entrance door. <b>LOCATION:</b> Fenton House, Banbury Road, Chipping Norton  No objection, no comment.  <b>APPLICATION NO:</b> <a href="#">22/02680/FUL</a> <b>PROPOSAL:</b> Construction of a pair of semi-detached dwellings with associated vehicular access. <b>LOCATION:</b> Land to the rear of 58 West Street Chipping Norton, Oxfordshire  <i>"Re: Planning Application 22/02680/FUL This is a collective objection from the residents of Bell Yard. Bell Lane, West Street, Chipping Norton.  The residents strongly object to the proposed development of two 3-bedroom 3-storey houses on Bell Lane. The lane is a narrow, private lane and the building site has been achieved by garden-grabbing with an entrance made by knocking down an historic stone wall without permission. There has never been legal access to the site from the lane.</i>



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*The proposed building is completely overbearing being about 9.5m to the ridge, completely overshadowing No. 2 Bell Yard, and only 6m from this house wall, severely compromising privacy as all windows are habitable rooms. The height of the building would completely block all natural light to this property. The building would overlook the back of properties on West Street and Vernon Court, even more so because of a bizarre balcony on the first floor of one property, totally out of keeping with surrounding properties.*

*The lane is only 4m wide, narrowing at Burford Road end. Construction traffic would be extremely hazardous. There are zero places to park, unload or turn as required for Health and Safety/Building Regulations. Emergency vehicles would not be able to access Bell Yard, and scaffolding would cause a major and dangerous obstruction on private land to all residents and pedestrians.*

*Surface water from the new build would greatly impact the Listed Building on the lane, which has already been flooded.*

*The two parking spaces on the Plan, apart from being inadequate, are unlikely to be accessed without trespassing onto private land, and again there is no turning space for them to exit their parking spaces in a forward motion, which is required by Building Regulations. Next to one space is a telegraph pole which would impede exit and visibility. The same safety concerns resulted in The Old Farm House on West Street having permission refused to make a parking space exiting onto West Street.*

*Bell Lane is signposted "Permissive Pedestrian Pathway" only and has a barrier which can be erected from time to time to remind people of this. The lane is used daily by school children, and children play outside.*

*We hope that you will support our objections, all of which have been posted on the WODC Planning site and request that the Application is considered by the Uplands Planning Sub-Committee where it can be pointed out that there are many more discrepancies in the Planning Application.*

*We will be attending the meeting on 8th November, and Mr Terry Bartholomew has registered to speak."*

The Chair suspended standing orders to hear public participation:

Public Participation: Residents strongly object to the planning application above due to numerous reasons. There is no legal access to the site other than the private lane. The proposed development is out of scale with existing dwellings and would block natural light to #2 Bell Yard and would overlook properties on West Street. There is no parking and unloading/turning space. Emergency vehicles would not be able to access Bell Yard.

Residents cite West St Farm House having an application refused due to the lack



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of safe parking. The resident also note multiple discrepancies in the planning application documents.

The Chair resumed standing orders to discuss the above planning application:

Objection – Chipping Norton Town Council strongly objects to this application. The relevant material considerations include:

Overlooking/loss of privacy:

The front wall of this proposal is 6 metres from 2 Bell Yard, with windows facing occupied rooms on both floors in number 2.

In addition the proposed dwelling overlooks the rear of numbers 58-64 West Street and some of the properties in Vernon Court.

Loss of light or overshadowing:

At a proposed height of 9 metres, a mere 6 metres to the south of 2 Bell Yard, the loss of light would be substantial and unreasonable.

Parking:

While there is provision for a single parking place for each house, there is no other parking available nearby. In addition, the width of the lane at that point would suggest it will not be possible to enter or leave the parking places in a single sweep.

Highway safety:

The western entrance to Bell Yard occurs at a pinch point in West Street. As such it forms a dangerous blind exit, impassable to larger vehicles. The eastern half of Bell Lane is extremely narrow, and therefore impassable to all but cars. It is difficult to see how construction vehicles could access the site.

There is serious concern that emergency vehicles are unable to access Bell Lane.

Noise:

Bell Yard, West Street and Vernon Court form an area of very dense housing. Noise from this development, particularly during construction, will be very intrusive and disrupting.

Effect on listed building and conservation area:

1 Bell Yard and 43 West Street, both listed buildings, have been affected by flooding from heavy rain flowing down Bell Yard. This development can only worsen that issue.

Layout and density of building:

In the view of the Council, to build two additional houses in this area of very dense housing, constitutes over-development. The land lies within the Conservation Area and the AONB.

Other considerations:



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Bell Lane is a private road, believed to be in the ownership of 1 Bell Yard. The proposer of this planning application does not have a right of way to access the property. While not, strangely, a formal planning consideration, it would seem strange to grant permission, thus leaving the residents to argue it out in the courts.

Chipping Norton Town Council would like to recommend that a site visit is undertaken by both Oxfordshire County Council's Highways Officer and Uplands Planning Committee members to view the material concerns noted above and to consult with residents.

**APPLICATION NO:** [22/02610/FUL](#)

**PROPOSAL:** Change of use of land to site one shepherd hut, one bell tent together with conversion of a chicken shed to a kitchen/shower room for short term holiday use – Retrospective.

**LOCATION:** Priory Barn, Oxford Road, Southcombe, Oxfordshire

No objection, no comment (outside Parish boundary).

**APPLICATION NO:** [22/02807/FUL](#)

**PROPOSAL:** Change of use from printers (Use of Class B2) to hot food takeaway (sui generis), external works including plant and ventilation equipment.

**LOCATION:** 13 Worcester Road, Industrial Estate, Chipping Norton, Oxfordshire

No objection, no comment.

**APPLICATION NO:** [22/02828/OUT](#)

**PROPOSAL:** Outline planning application to demolish the existing cottage and erect a two-storey detached dwelling, with garage for two cars and annexe above, outdoor swimming pool and a garden office pod in rear garden (with all matters reserved).

**LOCATION:** Ash Tree Farm Cottage, Burford Road, Chipping Norton, Oxfordshire

Objection – The proposed dwelling is adjacent to well-used sports and leisure facilities. Members are concerned that if granted, this sets a precedent for further dwellings in that area.

**APPLICATION NO:** [22/02967/HHD](#)

**PROPOSAL:** Erection of rear conservatory

**LOCATION:** 1 Lords Piece Road, Chipping Norton, Oxfordshire

No objection, no comment.

**APPEAL REF:** APP/D3125/W/22/3301266





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	<p><b>APPLICATION NO:</b> 22/00583/FUL</p> <p><b>LOCATION:</b> 31 Worcester Road, Chipping Norton, Oxfordshire OX7 5YF</p> <p><b>DECISION:</b> The appeal is dismissed</p> <p>This appeal decision is to note.</p>
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The Chair closed the meeting at 3.00 pm.

DRAFT



## Agenda item 5 – Committee action plan

In order that the Committee and the Council can work strategically and effectively it is important that a strategic plan is put together.

The Clerk has identified the following projects that this committee are currently or intend on working on in the future:

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Jan-22	Awaiting a copy of WODC's sports and pitch provision report.
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP
Delivering the East Chipping Norton Development Vision Statement	CNTC/OCC/WODC//working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC. Possible partnership working with Community First being explored. Meeting to be held on 22 <sup>nd</sup> November with Community First.
20mph scheme for Chipping Norton	CNTC/OCC TAC		April 22	April 23	Consultation complete. Report published.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota.
Using WODC's parking funding to promote active travel in the town	CNTC/WODC/Contractors	£4000 EMR	May 21	May-23	Agreed by cabinet member and officer. Location and quotes required. Site visit needed.
New bus shelter at Walterbush road	CNTC/OCC	£106	2020	April 23	New shelter installed. Quotes for sides/seats on way. Planters have herbs planted in them.
Restoring the town's municipal and memorial benches	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 23	Ten benches complete. Second phase underway.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	£8000 for re-routing signs	Ongoing	Ongoing	HGV re-routing signage – locations and designs have been approved and installation will commence 11 <sup>th</sup> November. Working with OCC to help identify safer HGV routes.
Road Safety	CNTC/OCC/TAC		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week – 21 <sup>st</sup> -25 <sup>th</sup> November 2022.

It is important to note that action plans are fluid and can be subject to change at any time.

## Agenda item 7 – Town Centre Benches

### Restoration

The second phase of restoring the town centre benches has started and should be completed over the coming weeks.

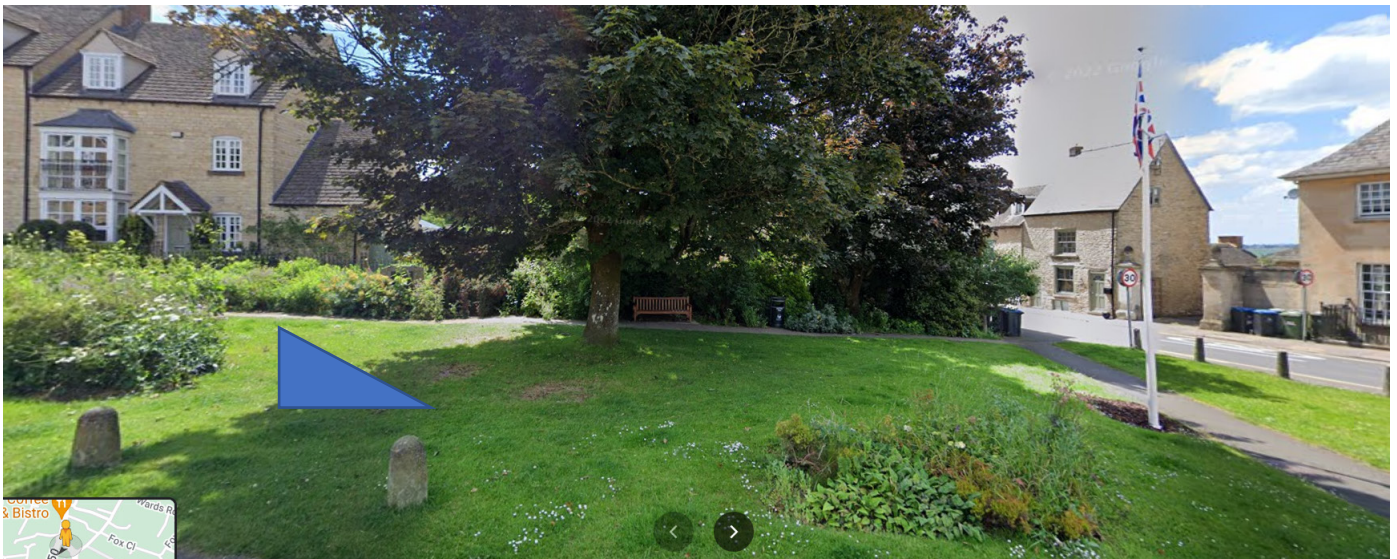
### New memorial benches

1. The committee have recently approved two new memorial benches to be installed. One in memory of John Grantham to be located on New Street, near Diston's lane, and the other in memory of Eve Coles to be located in New Street recreation area. Oxfordshire County Council have granted permission for the bench to be installed on New street, and we have arranged for our contractor to lay the foundations ahead of these new benches being delivered in four weeks.

2. The Covid-19 memorial bench provided by the Provincial Grand Lodge of Oxfordshire is due to be delivered and installed in the Millennium Garden in the coming weeks.

### Curved bench for the Millennium Garden

Following a meeting where it was agreed that a curved bench should be installed in the grassed area of the Millennium Garden Cllrs Walker, Foakes and Coleman conducted a site visit to assess where this should be placed. It was agreed that it should be here:



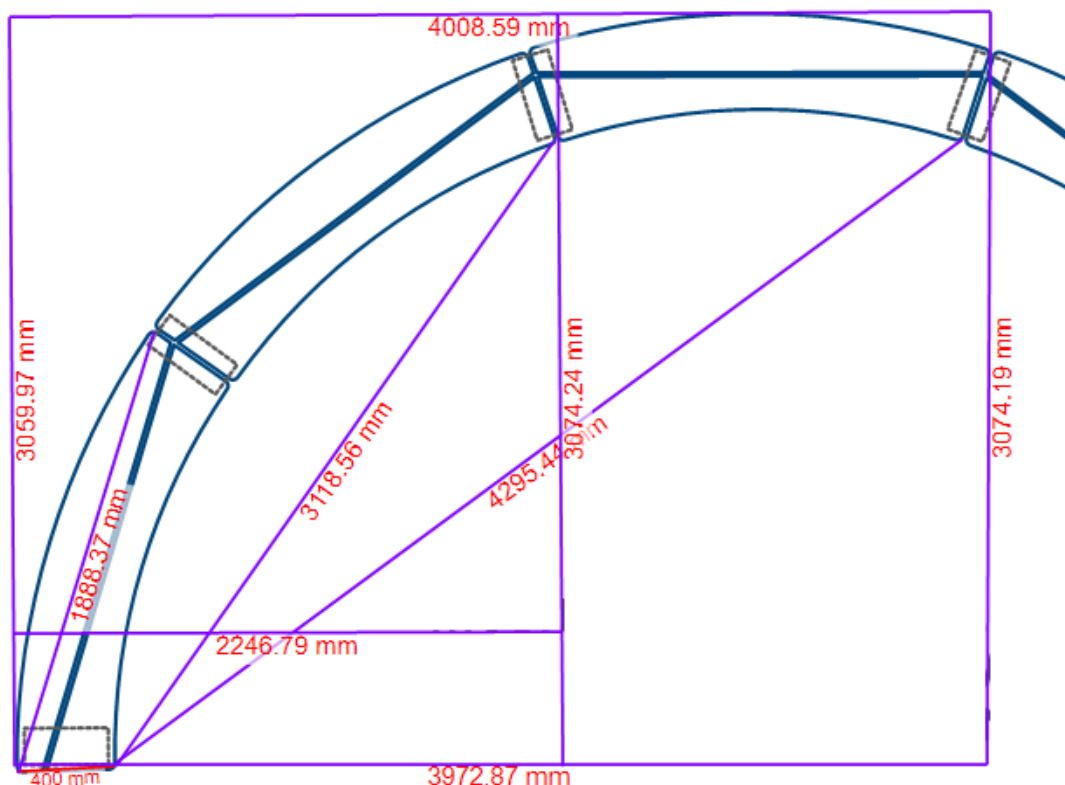
Committee members agreed a preference for the Sheldon bench (two or three units)



<https://langleydesign.co.uk/products/benches/sheldon-bench-sbn330/>

There were discussions about what material the base should be made from. The manufacturers recommended that a firm engineered base would be best for the plinths to sit on. The committee asked that a permeable foundation be explored. The Council's contractor has confirmed that they could lay permeable plastic pavers that grass can grow through in order to protect the grass from becoming muddled, while providing a firm but permeable base for the bench to sit on.

The two unit bench is 3.6metres in length, while the three unit bench is 4.8m. Both would fit in the area identified. Therefore it is for committee to consider how many units to purchase at a cost of £950 each., plus installation of circa £500.



Recommendation:

That the committee consider and agree the location, size of bench and foundation. Lead time on the Sheldon bench from order is six weeks.

## **Agenda item 9 – Active Travel**

Transition Chipping Norton have submitted three documents for Council to note and agree next steps:

### **Item 9a**

This presentation outlines key priorities for crossings and improved pavements identified by Transition Chipping Norton and Town Councillors to be submitted to Oxfordshire County Council.

#### **Recommendation:**

That the committee consider formally supporting these proposals, and if so that the presentation is sent to Oxfordshire County Council Highways Officers for their consideration.

### **Item 9b**

This presentation outlines prioritised actions to help support and promote active travel in the town.

#### **Recommendation**

That the committee consider formally supporting these actions and that the document is sent to LCWIP officer, Highways Officers and the WODC Market Town's Officer.

### **Item 9c**

This document outlines scoping and exploratory ideas for a Cyclocross Course in Chipping Norton. These ideas will continue to be scoped out and defined by the Chipping Norton Cycling Group.

#### **Recommendation**

That the Committee consider formally supporting this in principle.

# Walking and cycling considerations for Chipping Norton

Prepared for Joaquim Muntane, OCC

Sandra Coleman, Town Councillor

Rachel Foakes, Town Councillor

Marcus Simmons, Transition Chipping Norton

Mark Walker, Town Councillor

*Updated 4/6/22 by Mark Walker*

*Updated 12/7/22 by Marcus Simmons*

Sustainable community solutions



# Prioritising walking

Chipping Norton is a relatively compact market town with no walking routes across town taking more than 30 minutes for those of average fitness- but there are many routes which are difficult to navigate safely, discouraging parents from walking with their children, or allowing older children to walk unaccompanied. There are of course others who are more vulnerable and will also find walking difficult even as adults.

The main issues are a lack of safe places to cross some of the busier roads on routes to key locations such as the Health Centre, local schools, and parts of the town centre, and inadequate and sometimes absent pavements. In the last twelve years there have been two pedestrian fatalities at points which have been recognised as dangerous for many years.

These two locations are the **junction of New Street/High Street, and Horsefair**, labelled **C1** and **P1** on the following slide.

Schools are marked with an **S**.

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# Hazards mapped



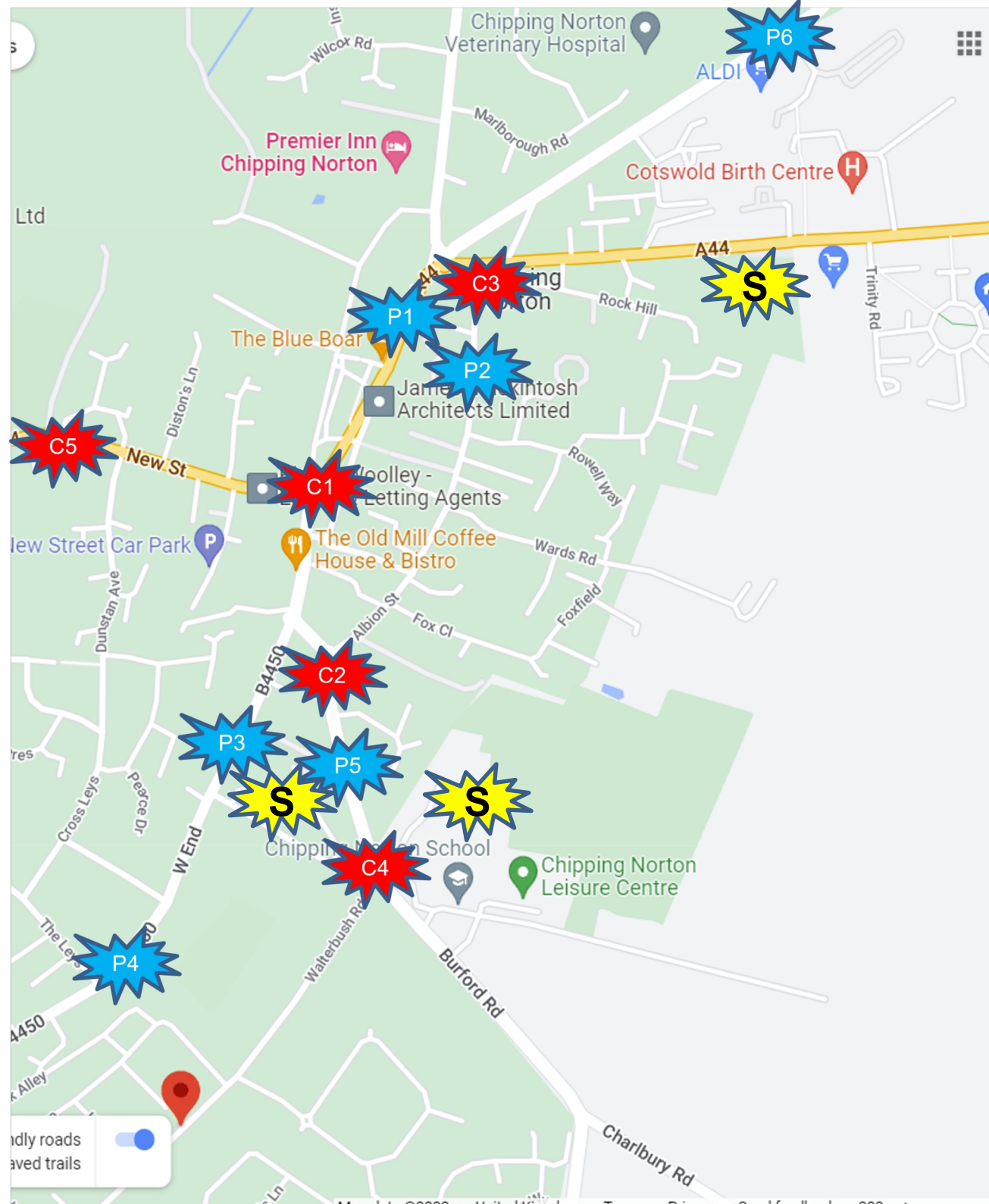
C1-5 : crossings



P1-6 : pavements



SCHOOL



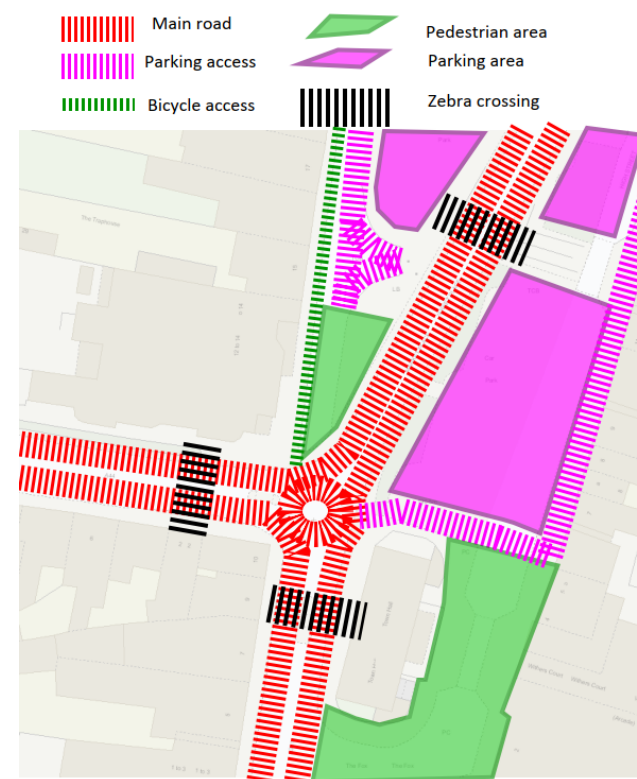
# Key Issues – Crossing places 1 HIGH PRIORITY

No safe designated controlled crossing points on A44 New Street or B4450/A361 Churchill Road/West End/West Street. This leaves residents in the south west quadrant of the town isolated from almost all shops and community facilities.

1. Pedestrians are encouraged by drop kerbs and a central refuge (but no actual crossing controls) to cross the A44 at the junction between the A44 and A361/B4450 near the Town Hall, but this is a very dangerous spot as traffic is entering the road from three different directions, with a right-angle bend. The danger of this crossing point is evidenced by a fatal accident which took place there this month.
2. A second crossing close by, with dropped kerb and central refuge, encourages pedestrians to cross West Street (A361/B4450) through 3 lanes of traffic. Again there are no traffic controls despite heavy traffic and poor signalling by drivers joining West Street from the A44.

Proposed solution:

Redesign this junction to include traffic controls eg a mini-roundabout and provide a crossing point lower down New Street, and perhaps on West Street too.



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# Key Issues – Crossing places 2

Poor positioning of the zebra crossings on Albion Street and Burford Road near the Ace Centre roundabout with the crossing on Albion Street is particularly dangerous.

Pedestrians here feel drivers don't notice them waiting to cross the road as they are looking in the opposite direction in order to feed onto the roundabout. Drivers then meet the crossing as they accelerate away from the junction which leaves the pedestrian feeling very vulnerable. This is also the case to a lesser extent when using the crossing on the Burford Road towards Chipping Norton School. These crossings would have been installed when the Ace Centre was a primary school and could probably now be better positioned further from the junction.

**Proposed solution:**  
Consider repositioning the zebra crossing on Burford Road and Albion Street.



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# Key Issues – Crossing places 3

No safe crossing place across Albion Street at Rock Hill end. As Albion Street has no pavement on the east side approaching Rock Hill those approaching the Health Centre, out of town shops and Holy Trinity Primary School from Albion Street- or from the High Street- must cross this difficult junction, made more hazardous by the entrance to the petrol filling station.

Design for narrowing road at Rock Hill to provide two Zebra crossings and a protected footway

- existing footway
- proposed new demarcated footway, marked by paint and perhaps Orcas too
- Zebra crossing



Sustainable community solutions



# Key Issues – Crossing places 4

No safe designated controlled crossing place at the Burford Road end of Walterbush Road, just 100 yards from Chipping Norton School.

Large numbers of children walking to or from the school need to walk up/down The Green, and have to cross Walterbush Road unprotected at a three-way junction to get between The Green and the Burford Road.

Proposed solution:  
Add a zebra crossing on Walterbush Road



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# Key Issues – Crossing places 5

No safe crossing point on New Street (A44) to enable children from the west side of town to reach the playground. A crossing was under discussion by our old County Councillor and officers but has never been installed.

Proposed solution:

Add a pedestrian crossing on New Street near the recreation ground



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# Key issues – Pavements 1 HIGH PRIORITY

NB All these pavements are key routes for walking to schools

Horsefair: Very narrow pavement at pinch point in front of new cinema (opposite Blue Boar) This was the scene of a fatal accident in November 2010. Pedestrians on this pavement are too close to HGV s at this point and can be touched by passing traffic.

Proposed solution:

Consider road space ratio in line with pedestrian priority in Highway Code. This would require re-routing HGVs away from A44 or using traffic controls.



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# Key issues – Pavements 2

Albion Street: No pavement on the upper side at the Rock Hill end. Very narrow pavement (single file) on lower side at the same point.

Proposed solution:  
Design for narrowing road at Rock Hill to provide a pavement and crossing point presented at Traffic Advisory



Sustainable community solutions



# Key issues – Pavements 3

West Street: Very narrow tapering pavement with obstacles (entry steps to front doors) on upper side between The Green and town centre.

Proposed solution:  
Consider road space ratio in line with pedestrian priority in Highway Code



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# Key issues – Pavements 4

Churchill Road: Pavement varies in width along both sides, with places where it is impossible to walk side by side.

Proposed solution:  
Consider road space ratio in line with pedestrian priority in Highway Code



Sustainable community solutions



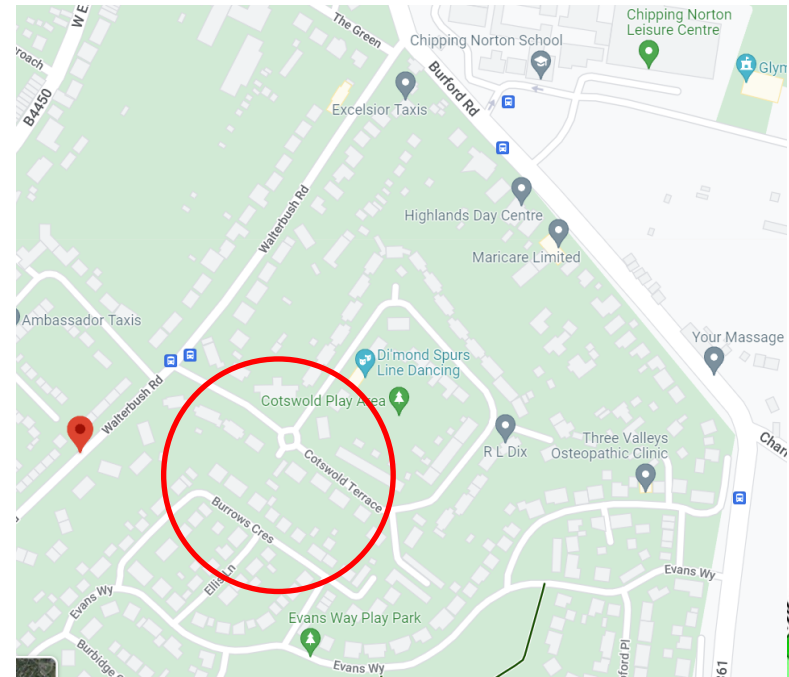


# Key issues – Pavements 5

Burford Road: Sections of pavement on both sides of this main road (A361) between Chipping Norton School and the new housing on Evans Way are only suitable for single file walking.



Proposed solution:  
Completing the footpath from Evans Way through to Cotswold Crescent would provide an alternative pedestrian route to St Marys Primary and Chipping Norton School without using Burford Road



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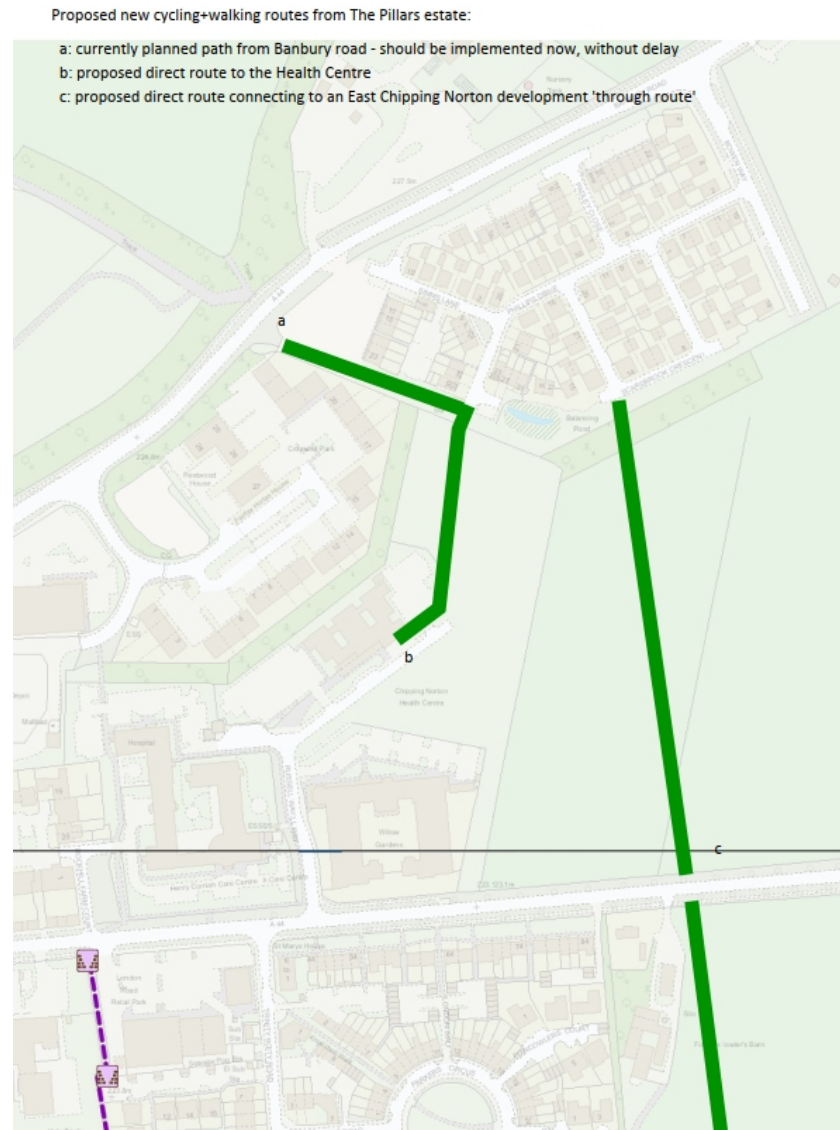
# Key issues – Pavements 6

Banbury Road: No pavement to the south side of Banbury Road beyond Cromwell Business Park despite new housing at Bowen Way/Phillips Drive and sports facilities at the Cricket Club on this side of the road. Housing has been occupied for more than one year without proper pedestrian access to town facilities. Pavement is also inadequate between Aldi and the town centre

Proposed solution:

A pedestrian route with grand gateway onto Banbury Road is under construction, but should be completed immediately so new owners can start using this route now.

Add two pedestrian/cycle routes: direct to the Health Centre, and direct to an 'active travel through way' through the proposed East Chipping Norton development.



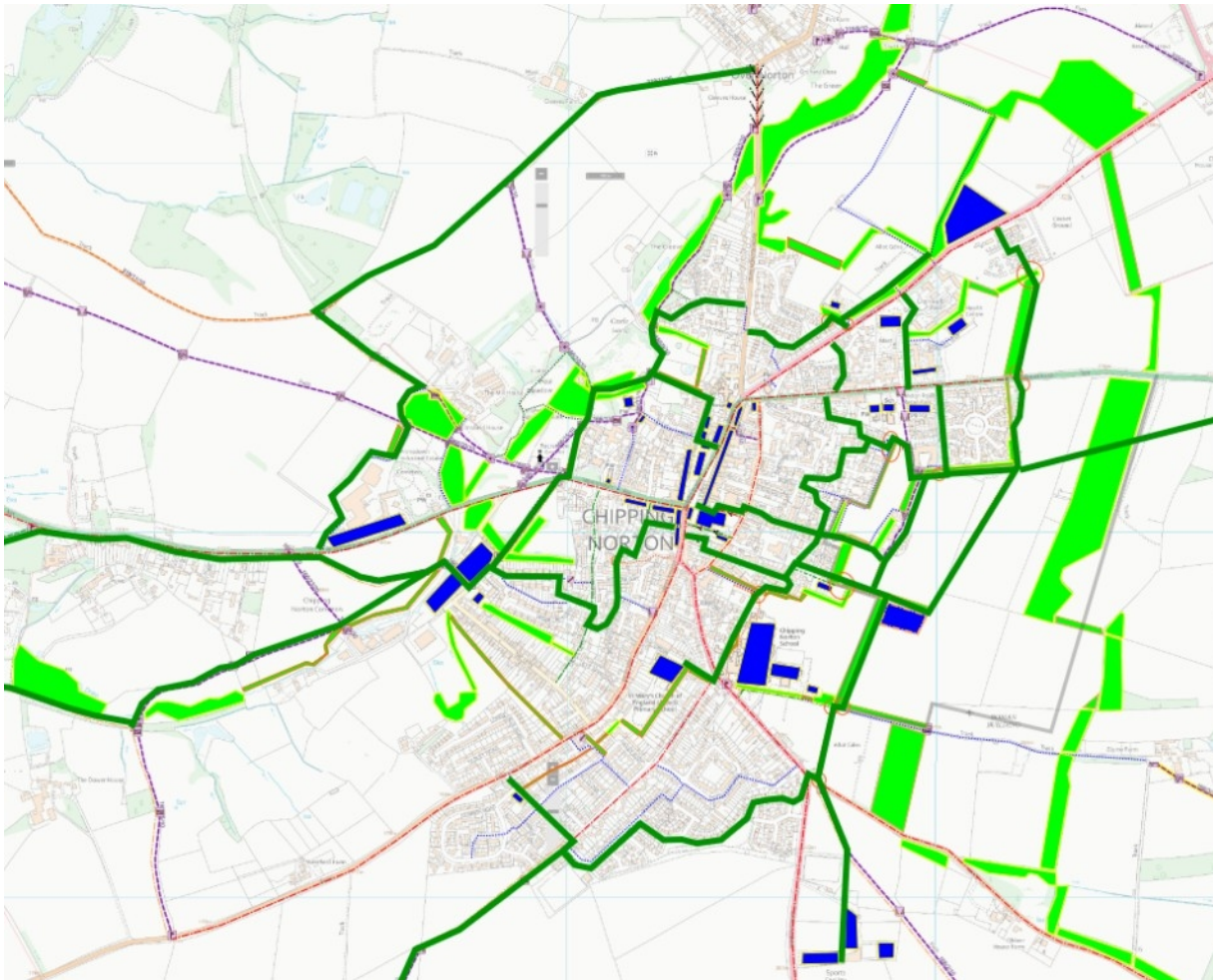
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# Detailed view of wider challenges for walking and cycling





# Routes for a 'permeable, people-friendly' town



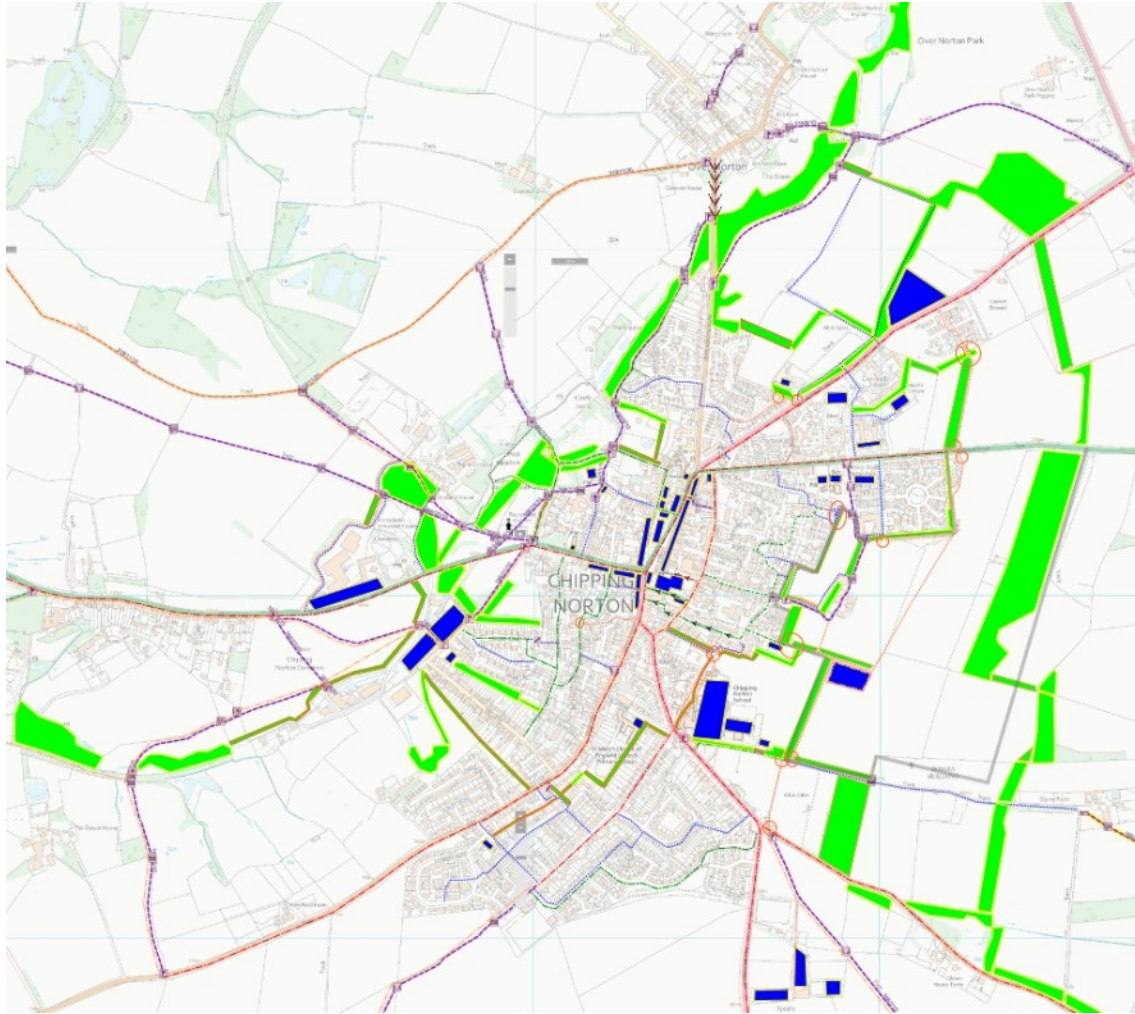
## Active travel general objectives

- Clear awareness of 'pushchair friendly' and 'cycling friendly' routes
- Prioritise more direct, contour-following routes avoiding risky/unpleasant roads
- Provide routes out into countryside that avoid busy roads
- Make town 'highly permeable', with multiple options for easy direct walking and cycling, away from risky/unpleasant roads
- Safeguard key strategic routes connecting key community amenities (existing, and future)

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# Connected 'nature corridors'



## Nature corridor objectives

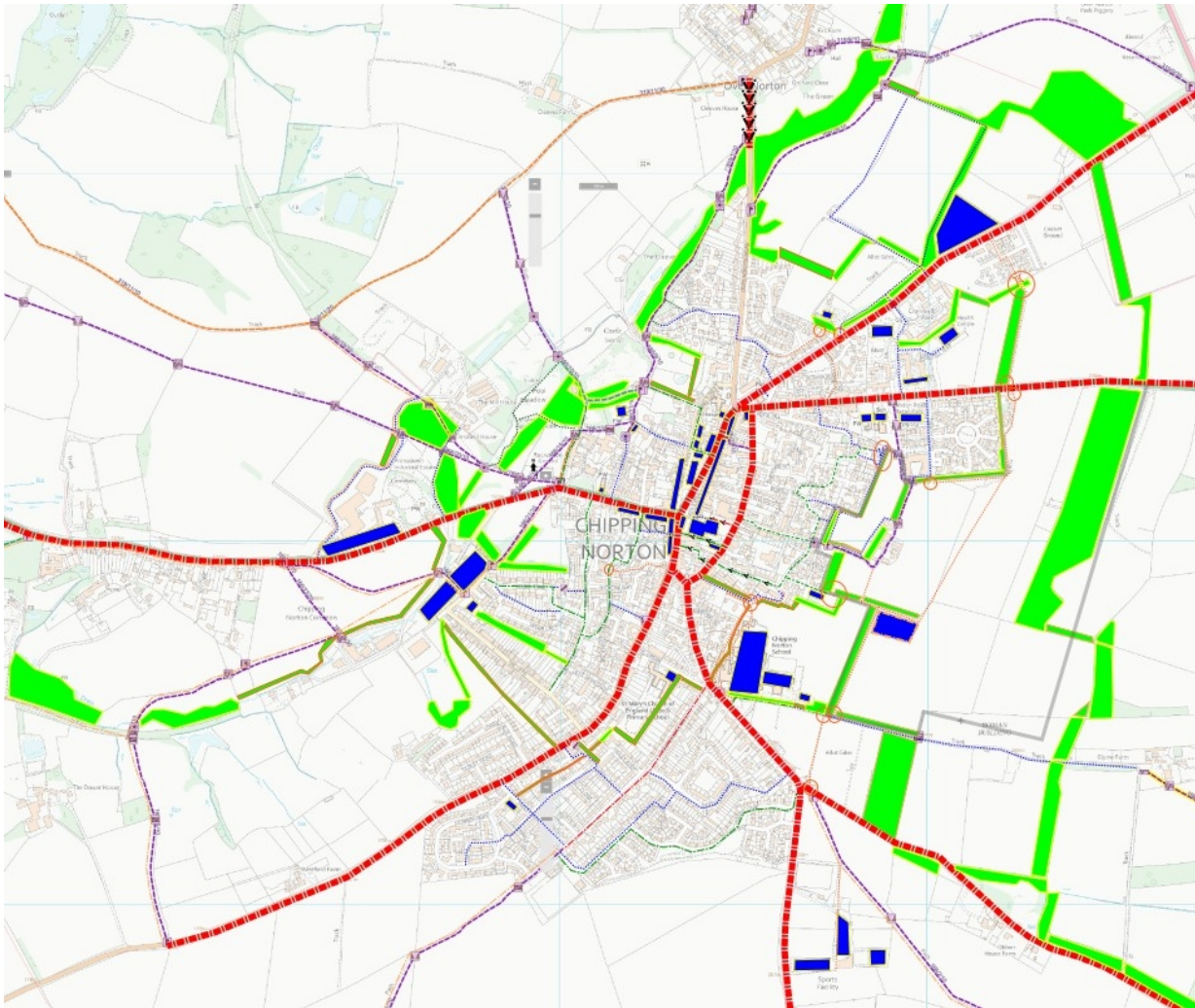
- Maintain and build connected 'corridors' of dense trees/vegetation across town
- Conduct 'tree opportunity mapping' as Chippy's contribution to Oxtrees.uk (doubling tree cover across Oxfordshire)
- Preserve and enhance existing tree areas
- Plant or upgrade new areas to fill key gaps
- Fill in further areas in accordance with 'tree opportunity' mapping/planning

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# Routes to avoid



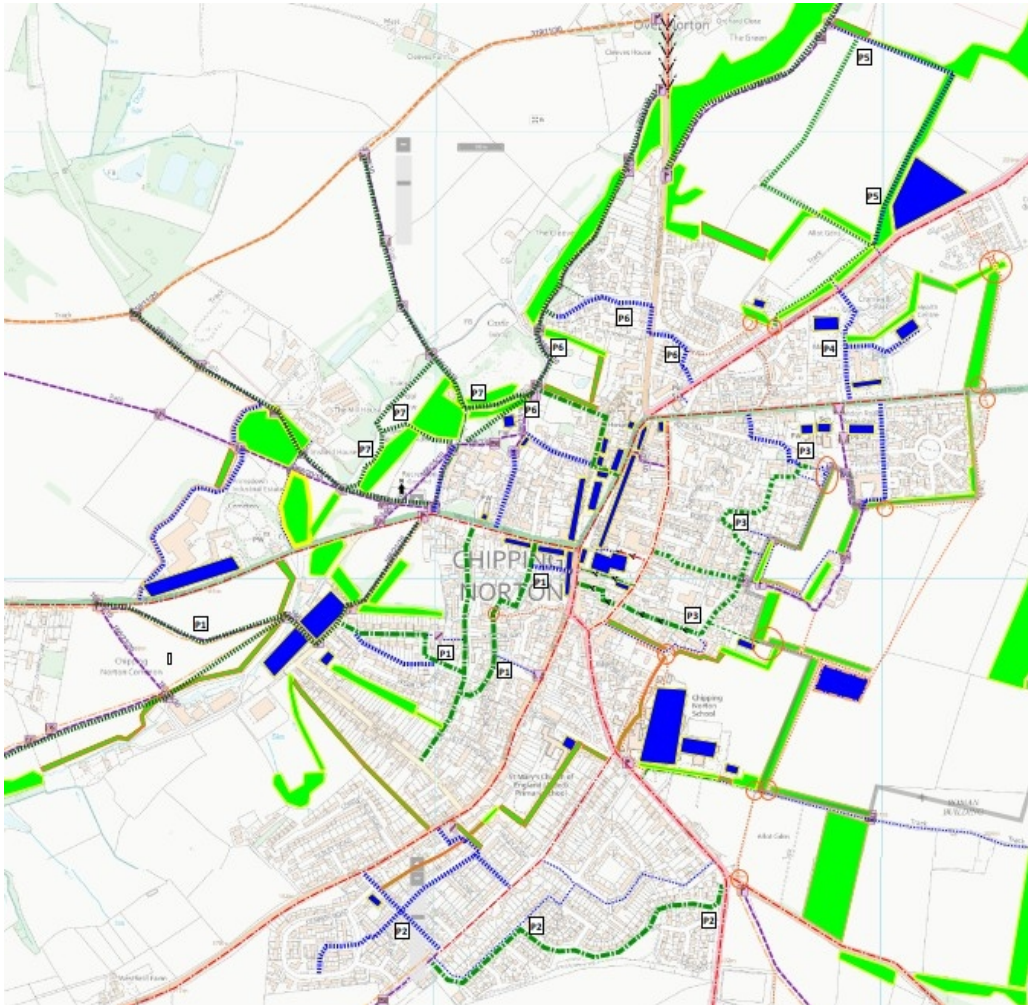
## Avoid routes which are:

- Risky
- Air/noise pollution
- Unpleasant or intimidating
- Tough gradients
- Challenging surfaces (rough, muddy, etc)

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# Routes to promote now



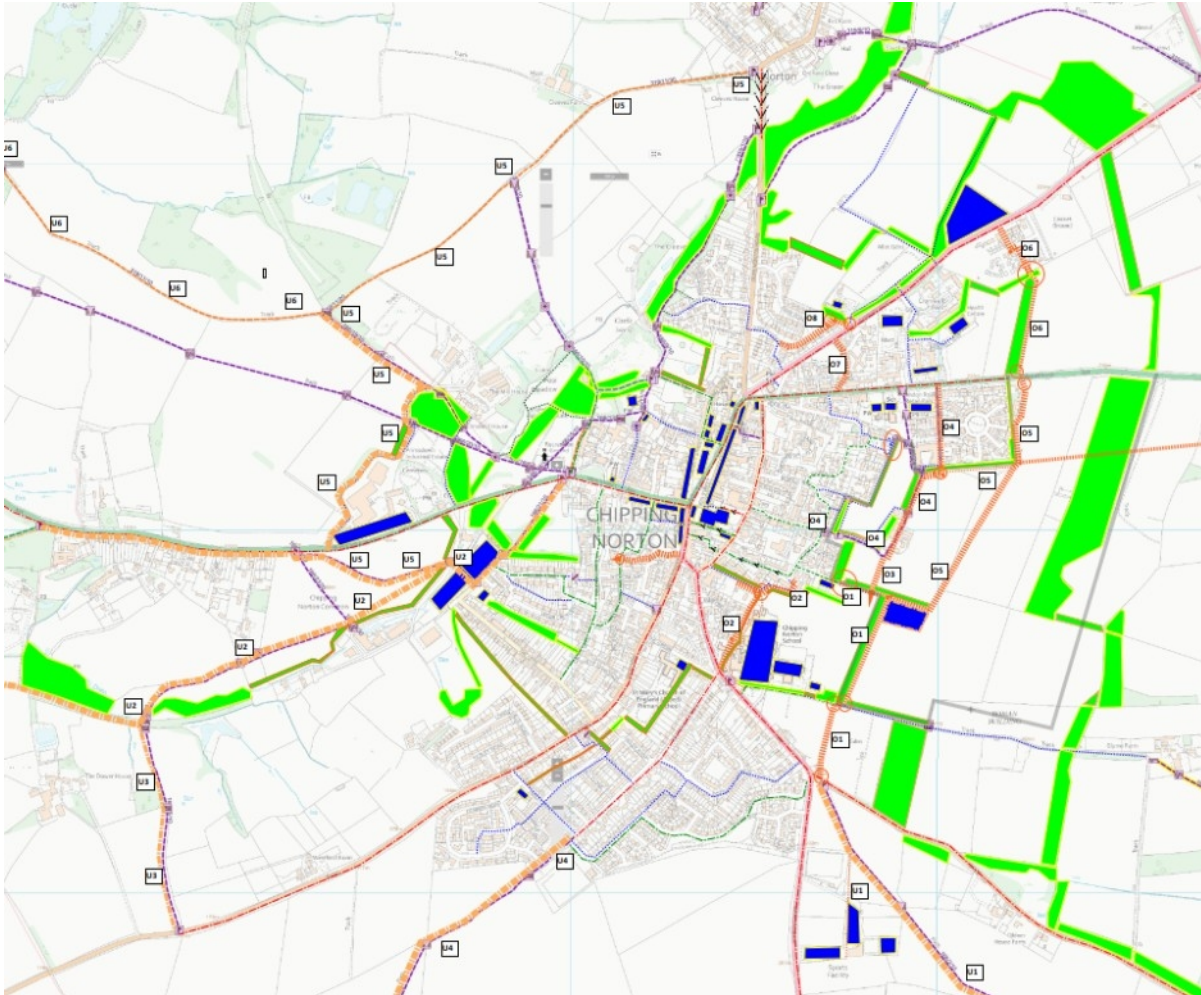
1. Worcester Rd to High St via the common, Lewis Rd and Cross Leys, William Bliss Ave and Corbetts entrance
2. Cornish Rd to Howell Lane via Hailey Rd, Evans Way
3. Albion St to London Rd Retail Pk, via Fox close, Rowell Way, Cooper Cl, Rock Hill
4. London Rd to Banbury Rd, via the Hospital and Cromwell Park
5. Cromwell Park to Over Norton via woodland paths
6. London Rd to St Mary's Church via via Marlborough Rd, Wilcox Rd and woodland paths
7. St Mary's Church to Worcester Rd via Pool Meadow

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# Routes desirable to open up



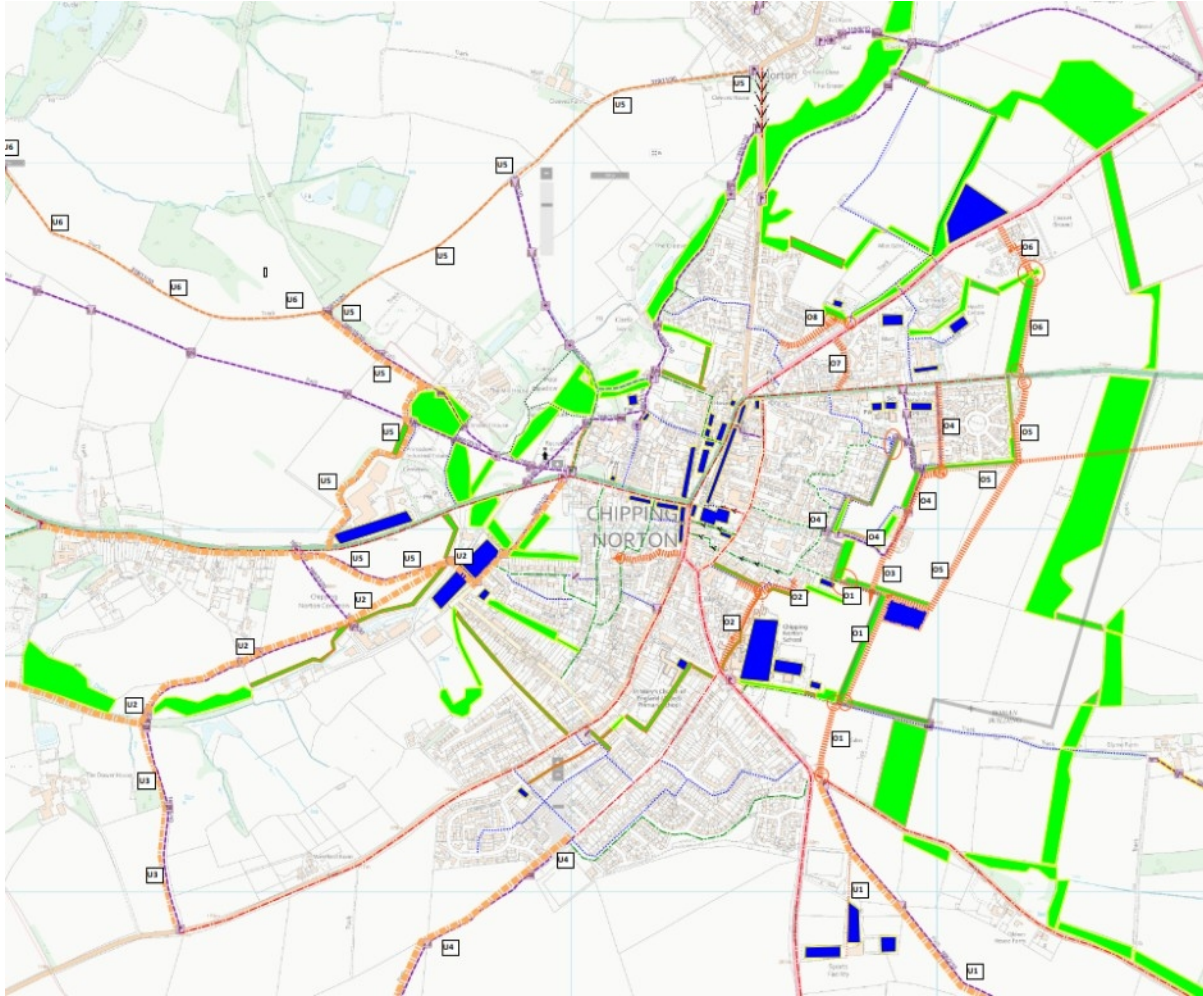
1. Charlbury Rd to the Lido via William Fowler Allotments and Chipping Norton school
2. Walterbush Rd to The Lido via the ATC and/or the back of Chipping Norton School
3. The Lido to Wards Rd
4. Albion St to Trinity Rd via Wards Rd and Tank Fm path
5. The Lido or Wards Rd direct to London Rd beyond the Parker Estate
6. Parker Estate far corner, direct to The Pillars (Bloor Homes) Estate on Banbury Rd
7. Cotshill Gardens cutting through to London Rd
8. Top of Marlborough Rd to the Veterinary surgery
9. The Pillars to the Health Centre
10. Access from Tank Farm onto the Salt Way

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# Routes desirable to upgrade for bikes, pushchairs

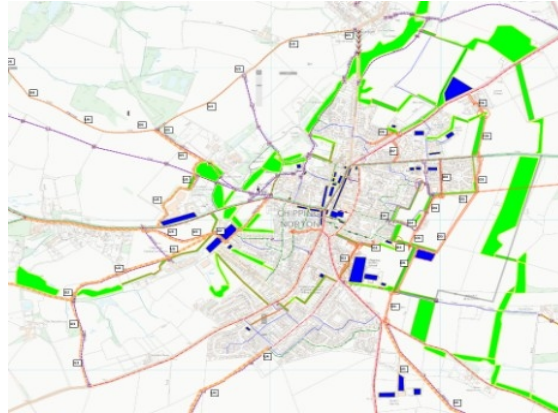
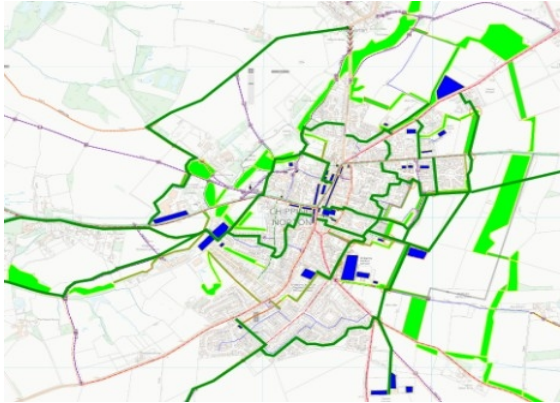


1. Junction of Burford/Charlbury Rd to the Old London Rd (including new branch to Greystones sports/business complex)
2. Station Rd to the old Railway route
3. Old Railway route to Churchill Rd
4. Walterbush Rd to Besbury Ln (possible upper off-road extension to Churchill)
5. Behind Primsdown Ind Est to Cleeves Fm track
6. Cleeves Fm track to Salford
7. Cooper Close and London Rd path
8. Salt Way route towards Charlbury, Hanborough
9. Cycle access direct from New St to Spring St

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# Conclusions



## We have identified:

- Several bike/pushchair friendly routes that can be promoted and used today
- Several other route creation or upgrade options that would make a well connected network of direct routes for a 'permeable people-friendly' town.
- Most of these appear quite low in cost or difficulty over consent or authorisation.
- Potentially significant economic and livelihood opportunities for leisure+tourism activities



Sustainable community solutions



# Encouraging more bikes, pushchairs, pedestrians

Key lessons from:

- Mastand-Taussig talk
- Senior School survey

Strategy implications

Next steps



# Key lessons from Mastand-Tuassig talk

Talk at Oxfordshire Liveable Streets meeting

Link to video: [youtube.com/watch?v=qbSNiKf5E30&t](https://youtube.com/watch?v=qbSNiKf5E30&t)

Addressing women's cycling needs is an important part of strategy, unlocking many other benefits for children etc

~50% of primary age children want to cycle to school but only 2% do so

'vulnerable road users' is largely an artefact of infrastructure, attitudes and laws

French and Dutch kids cycle more but have less risk of death

Children/teenagers lack perceptual judgement to cross busy roads, but current crossings designs don't cater for them

Sustainable community solutions





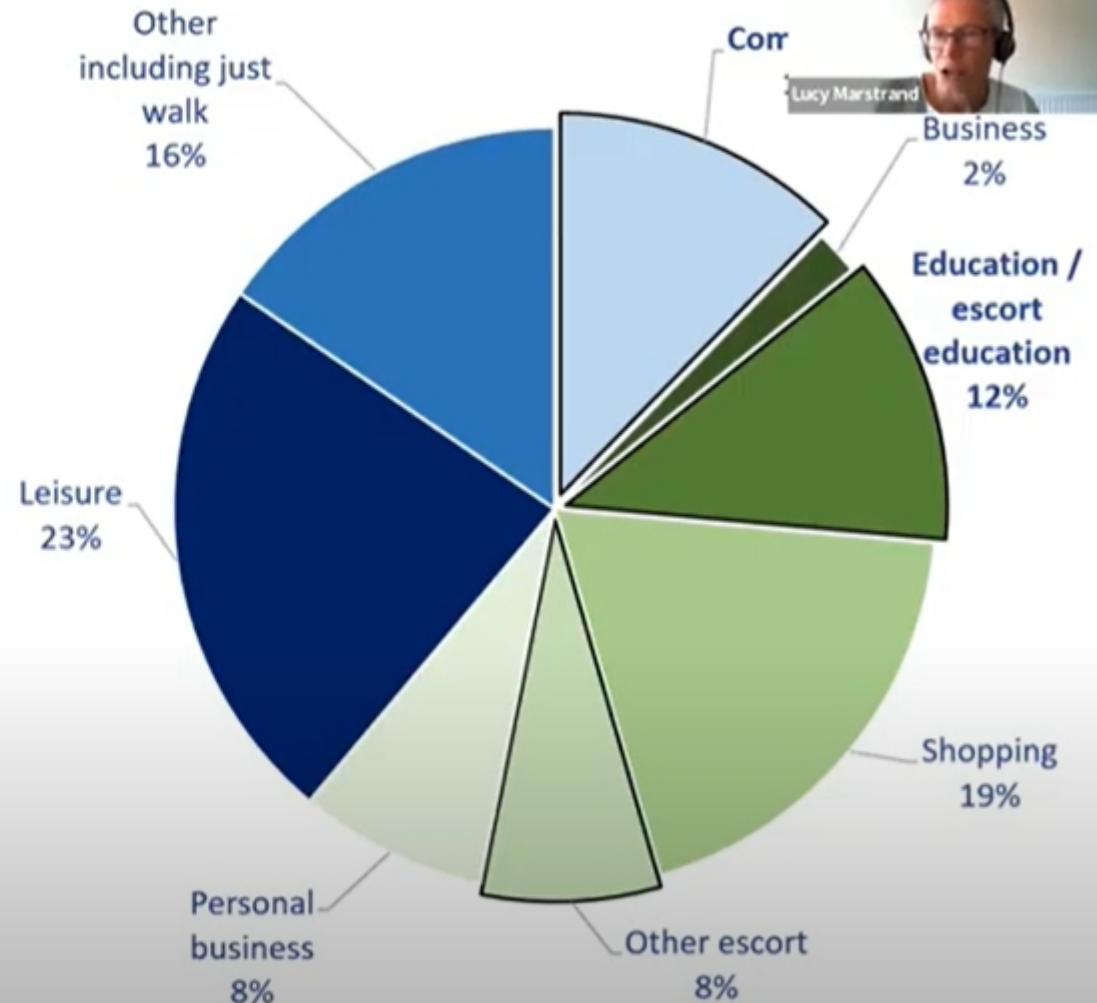
# Mastand-Taussig slides contd



## Trips by purpose 2020

88% 'forgotten' trips

- We measure, fund, plan & design for commute very well
- In 2018 commute = 15%. Post-lockdown commute may stay at 12% as home-working embedded
- Children & older people tend to make shorter trips – suitable for cycling & walking
- But they need the right conditions



Source: Department for Transport Statistics, National Travel Survey, Table NTS0409 Average number of trips (trip rates) by purpose: England, 2020  
Inclusive walking & cycling design | [lucy@marstrand-taussig.com](mailto:lucy@marstrand-taussig.com)



Sustainable community solutions

# Mastand-Taussig slides contd

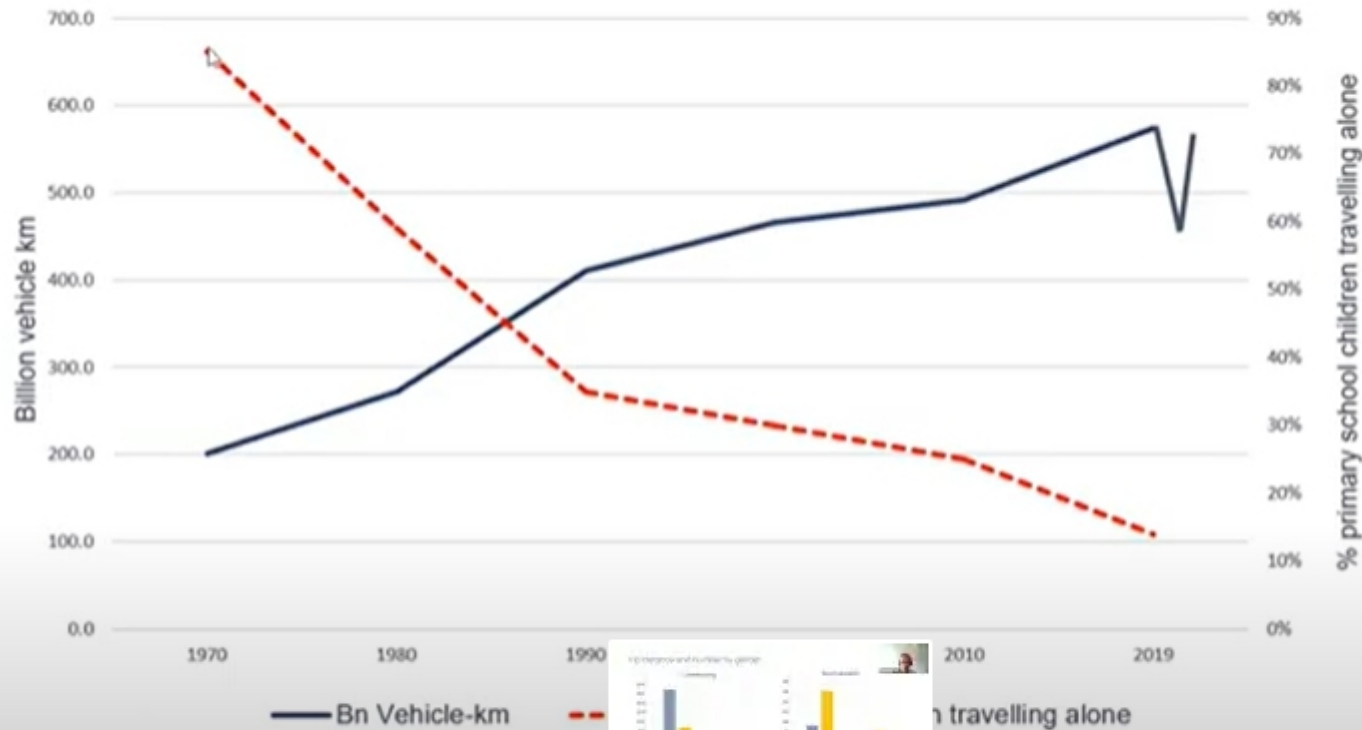
Not a minority  
but impacted differently

- 28.5 million females in UK
- 12.7 million children (under 16) in UK
- 'education' = children's most frequent trip type
- women make 4x as many escort education trips



# Mastand-Taussig slides contd

## National independent primary travel to school (1970 to 2020)



- Traffic is most frequently cited reason for accompanying children
- 48% of boys & 50% of primary school aged girls want to cycle to school
- 2% do so



### Sources:

- Transport Statistics of Great Britain. NTS, 2014, 2013 [NTS0616].
- Shaw, B., Fagan-Watson, B., Frauendienst, B., Redecker, A., Jones, T. and Hillman, M., 2013. Children's independent mobility: a comparative study in England and Germany (1971-2010).
- [https://www.cyclinguk.org/sites/default/files/document/2017/12/schools-and-colleges\\_7c\\_brf.pdf](https://www.cyclinguk.org/sites/default/files/document/2017/12/schools-and-colleges_7c_brf.pdf)
- Bikeability Survey, 2009

29:19

Sustainable community solutions



# Mastand-Taussig slides contd

## Children

- British children more likely to be killed than French or Dutch kids but. . .
- "they spent less time in traffic . . . & crossed the road less frequently"
- "Older pedestrians are over-represented in accidents at intersections . . .
- particularly on wide multi-lane roads"

Sources: Pedestrians and Cyclists, 2018, European Commission

[https://www.transportxtra.com/rudi/news/69199/do-inclusive-transport-strategies-really-consider-the-needs-of-all-/](https://www.transportxtra.com/rudi/news/69199/do-inclusive-transport-strategies-really-consider-the-needs-of-all/)



### 'Vulnerable' road users?

Need a social model of 'vulnerability'  
Not an innate attribute but largely caused by  
infrastructure, attitudes & laws



Sustainable community solutions



# Mastand-Taussig slides contd

## Solutions – side roads

Stop putting pedestrians at the mercy of turning drivers!



Every side road had to have either:

- continuous footway
- side road zebra
- filter



Sustainable community solutions



# Key lessons from Senior School survey

Organised by Jonathan Thomas, of Yr7-Yr10 students

- 286 total responses (43% of students in Yr7-Yr10)
- 243 (85%) own or have access to a bike
- but 140 (50%) don't cycle regularly (28% are 'yes' and 22% are 'maybe')
- 92 (41%) cycle with their family
- 141 (50%) might consider cycling to school if there was a safe route (~25% each for 'yes' and 'maybe')
- 28 (10%) said 'yes' and a further 61 said 'maybe' about interest in joining a cycling club
- Increasing regular cycling from (say) 5% to 30% of all Senior students would be an increase of 200

Sustainable community solutions



# Encouraging more bikes, pushchairs, pedestrians

Key lessons from:

- Mastand-Taussig talk
- Senior School survey

Strategy implications

Next steps



# Strategy implications and Next Steps

Significant desire and opportunities in child/youth cycling

Prioritise quiet routes for cycling to school and other amenities

Provide 'follow-on' activities to keep primary kids cycling after Bikability courses:

- Tricky trail & similar
- Family cycling club/events
- Published/promoted/marked quiet routes

Consider cycling training tailored for teen needs

Provide follow-on youth cycling activities

CyclingUK are offering funding and other support for cycling clubs, ride leader training, storage etc

Learn2Sustain (a TCN initiative) are developing youth activities

Sustainable community solutions



Ref ID	Description	Benefits	Drawbacks	Cost est £k	Community Benefit rating	Difficulty rating
<u>Miscellaneous</u>						
m1	complete longer promotional video	awareness, commerce		3	10	1
m2	marketing efforts using promotional videos	awareness, commerce		0.5	15	2
m3	active adventure enterprise initial development study	livelihoods, commerce, wellbeing, children, youth		3	25	8
m4	cycling cafe	livelihoods, commerce, wellbeing, children, youth		10	50	6
m5	write a LCWIP	safety, wellbeing, commerce		10	100	9
m6	permanent 'tricky-trail'-like cycling challenge course	wellbeing, children, youth		10	50	8
m7	cyclo cross course and events	wellbeing, youth		10	100	8
m8	publish and promote cycling/pushchair routes	wellbeing, children, youth		2	30	4
m9	display board showing cycling/pushchair routes	wellbeing, children, youth		2	15	2
m10	cycling-based youth work	wellbeing, youth		6	400	9
m11	saturday off-road rides	wellbeing		1	100	3
m12	more Breeze ladies ride leaders	wellbeing		1	100	4
m13	follow-on cycling activities for 8-11s	wellbeing, children		1.2	80	6
m14	cycling training for 12-16s	wellbeing, youth		1.2	80	4
m15	equipment and storage for cycling activities	wellbeing, children, youth		3	25	4
m16	cycling for health programme	wellbeing		5	100	7
m17	pedestrianising front of town hall	wellbeing		10	50	2
m18	cycle stand/tools (e.g. by TY Cycles or cycling cafe)	wellbeing (indirect)		5	25	1
<u>Crossings</u>						
c1	Mini-roundabout at top of New St	safety	noise, pollution, traffic	200	15	7
c2	reposition lower Burford Rd and Albion St zebra crossings	safety	noise, pollution, traffic	35	5	3
c3	add zebra crossings on Rock Hill and Albion St junction	safety	noise, pollution, traffic	60	5	2
c4	add zebra crossing at North end of Walterbush Road	safety	noise, pollution, traffic	35	5	2
c5	add zebra crossing at bottom of New St	safety	noise, pollution, traffic	35	5	2
<u>Pavements</u>						
p1	prioritise pedestrians in Horsefair	safety	noise, pollution, traffic	30	5	3
p2	prioritise pedestrians at North end of Albion St	safety	noise, pollution, traffic	30	5	3
p3	prioritise pedestrians in West St	safety	noise, pollution, traffic	30	5	3
p4	prioritise pedestrians at East end of Churchill Road	safety	noise, pollution, traffic	30	5	3
p5	complete a bike/pushchair route from Evans Way to Cotswold Crescent	safety, quiet, children, youth		10	10	2
p6a (also add a bike/pushchair route from The Pillars to the Health Centre)		safety, quiet, children, youth		35	5	2
p6b (also add a bike/pushchair route from The Pillars to Tank Farm)		safety, quiet, children, youth		105	5	4
<u>Promoting routes</u>						
pr1	promote bike/pushchair route from Station Rd to West St	safety, quiet, children, youth		0.5	25	2
pr2	promote bike/pushchair route from Walterbush Rd to Howell Lane	safety, quiet, children, youth		0.5	25	2
pr3	promote bike/pushchair route from West St to London Rd	safety, quiet, children, youth		0.5	25	2
pr4	promote bike/pushchair route from London Rd to Banbury Rd via Health Centre	safety, quiet, children, youth		0.5	25	2
pr5	promote walkers route from Cromwell Pk to Over Norton via woodland paths	wellbeing, children, youth		0.5	25	2
pr6	promote walkers route from London Rd to St Mary's church via Marlborough Rd, V	wellbeing, children, youth		0.5	25	2
pr7	promote walkers route from St Mary's Church to Primsdown via Pool Meadow	wellbeing, children, youth		0.5	25	2
pr8	promote bike/pushchair route from Lower Market Place to Over Norton Rd via Spri	safety, quiet, children, youth		0.5	25	2

#### Opening up routes

o1	open up bike/pushchair route from Charlbury Rd to the Lido via Allotments, School	safety, quiet, children, youth	175	25	7	4
o2	open up bike/pushchair route from Walterbush Rd to the Lido via the School bounc	safety, quiet, children, youth	175	25	9	7
o3	open up bike/pushchair route from The Lido to Wards Rd	safety, quiet, children, youth	35	25	5	3
o4	open up bike/pushchair route from Wards Rd to Trinity Rd via Tank Fm	safety, quiet, children, youth	280	25	8	3
o5	open up bike/pushchair route from The Lido to East end of London Rd	safety, quiet, children, youth	245	25	6	3
o7	open up bike/pushchair route from Cotshill Gardens to London Rd	safety, quiet, children, youth	10	25	2	6
o8	open up bike/pushchair route from Marlborough Rd East to Veterinary Surgery	safety, quiet, children, youth	35	25	3	6
o10	open up bike/pushchair route from Tank Fm direct to the Salt Way	safety, wellbeing, children, youth	25	25	7	3

#### Upgrading routes for bikes and pushchairs

u1	upgrade bike/pushchair route from Burford/Charlbury Rd junction across fields to C	safety, quiet, wellbeing, children, youth	12.5	25	7	2
u2	upgrade bike/pushchair route from Station Rd to the old Railway route	wellbeing, children, youth	40	25	5	3
u3	upgrade bike/pushchair route from old Railway route to Churchill Rd	wellbeing, children, youth	25	25	4	3
u4	upgrade bike/pushchair route from Walterbush Rd to Besbury Ln and Churchill vill	wellbeing, children, youth	70	25	7	2
u5	upgrade bike/pushchair route from Primdown to Cleaves Fm track	wellbeing, children, youth	20	25	6	3
u6	upgrade bike/pushchair route from Cleaves Fm track to Salford	wellbeing, children, youth	60	25	4	3
u7	upgrade bike/pushchair route from Cooper Close and London Rd footpath	safety, quiet, children, youth	30	25	6	3
u8	upgrade bike/pushchair route along Salt Way to Charlbury, Hanborough	safety, quiet, commuting, wellbeing, children, youth	690	150	8	5
u9	upgrade bike/pushchair route from New St to Spring St	safety, quiet, children, youth	5	5	5	2
u10	upgrade bike/pushchair route from Cornish Rd to Howell Ln via Hailey Rd, Evans \	safety, quiet, children, youth	5.5	25	7	3
u11	extend the Railway Route through to Kingham	safety, quiet, commuting, wellbeing, children, youth	400	300	9	9

tiplier'

### 'Bang for Buck' rating

13

36

62

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## **Chippy Cyclo Cross Notes**

### **Map showing areas of interest for a Cyclocross course**

<https://drive.google.com/file/d/1fDtRA4PjsFI7L2fhb1ivpcv4RQVwGS7g/view?usp=sharing>

### **18/10/22 Exploratory walk-round**

#### **Present**

Marcus Simmons, Transition Chipping Norton

Mark Leyland, Pulse Pursuits

Graeme Sinclair, Pulse Pursuits

Apologies: Tom Yeatman TY Cycles

#### **Summary remarks**

in west midlands league (one of the biggest), have average 350 competitors per day  
for 1<sup>st</sup> event maybe 200, actual vehicles would be less, say 100-150 vehicles, some would be VW vans or similar

chippy falls into 'central region'

good scope to hold several events in a day: youth event, 'all comers (good for mtbs), possible elite race. This can make all comers welcome but expose them to the glamour/potential of the proper cyclo-cross discipline

if more work is needed to create a course then it may be more feasible to hold an event in early autumn 2023

It would be good to link this with a general 'get into cycling' promotion day along similar lines to what Chippy has done before

courses are usually marked out with plastic tape almost everywhere; this itself can take a full day's effort

wooded areas need to be cleared of obstructing branches, and raked clear to expose hazards like rocks or roots which may become exposed/protruding (so are marked with temporary paint)

#### **Area around TY Cycles**

area uphill from TY Cycles owned by Stobart and (higher up) by Bartletts

woods down towards Common owned by town council

Common itself owned by the Field Reeves

woods may take more effort to clear

#### **Benefits:**

good 'topography', with varied slopes etc; potential for both open and woodland as part of course  
could probably make ~1-4 km loop by 'folding' the track and combining areas

good scope for parking by Owen Mumford and hardstanding areas near TY Cycles

beneficial proximity to TY Cycles

Bartletts, Stobarts and Town Council likely to be amenable to agreements

easy to avoid rights of way

#### **Drawbacks:**

more disconnected from town

woodland parts may take more effort; may have to recruit more helpers?

May need care to avoid disrupting badgers in some parts

### **Area to east of Tank Farm**

flat woodland strip, owned by Pearmans but due to become buffer zone for East Chipping Norton development

#### Benefits:

excellent linkage to proposed new housing development

good access from London Road

easier to encourage bike/foot access to/from town via Wards Rd

current owner may be amenable to agreements since due to sell to ECN development anyway

fewer hazards in terrain

scope for temporary car parking in field to East

potential for 1-4 km course within woods if sufficiently 'folded'

#### Drawbacks:

residence in middle of woods

less interesting topography

### **Area around senior school**

land managed by school or town council, except field just beyond school owned by developers Cala Management

#### benefits:

good linkage with school, leisure centre, proposed new development

all open field; much easier to develop course

#### drawbacks:

very limited scope for parking once ECN development is built

very flat (uninteresting) terrain

pretty limited area; may only give scope for 1 km max loop

even if school give permission they are unlikely to allow access outside of specific events

field to East beyond school boundary due to be built on

extension onto Millennium Wood likely to be problematic and wouldn't increase area much anyway

Strategic Planning Cttee Budget					
<b>Expenditure</b>			<b>21/22</b>	<b>21/22</b>	<b>22/23</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	6460	Streetscene	5000	11989	10000 (from EMR)
	6461	HGV signs	0	0	8000
	6462	Grit bins	1000	0	3500
	6490	Trees/Flowers middle row	2500	258	2500
	6495	Street furniture	3000	2752	3000
	7500	Professional Fees	45000	23831	29000
<b>Reserves</b>				<b>As of October 2022</b>	
		Street Scene Projects		21,207	

**Recommendation:**

As part of the budget setting process, the committee should agree a draft budget for 2023/24 to help inform the final draft budget for Full Council to approve. It is important to note that this will be subject to change depending on the overall picture.

[illegible]

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for custom and self-build housing are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for education are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for transport and movement are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for sport, leisure and recreation are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----



Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for health and social care are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for emergency services are sufficiently clear in terms of what contributions may be sought and why?

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for employment, skills and training are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for waste and recycling are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Do you feel the requirements for utilities are sufficiently clear in terms of what contributions may be sought and why?

Yes	No
-----	----

Do you have any suggested changes/additions to this aspect of the SPD?

--

Part 3 – Do you think that ‘Part 3 – Specific Procedural Matters’ provides sufficient clarity on the more detailed processes that sits underneath the topic of developer contributions?

Yes	No
-----	----

Do you have any suggestions as to how we might make this section of the document clearer?

--

Are there any general changes you would like to see made to the SPD before it is finalised and adopted?

Yes	No
-----	----

What changes do you think are needed and why?

--

Are there any important issues you feel need to be addressed in the SPD that we haven't included?

Yes	No
-----	----

Please explain what other issues you feel also need to be mentioned.

--



**West Oxfordshire District Council**  
**Revised Draft Developer Contributions**  
**Supplementary Planning Document (SPD)**

**August 2022**

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## **Part 1 – About Developer Contributions**

## **1. Introduction**

- 1.1 Developer contributions are provided in order to mitigate the impact of new development. Typical examples include the provision of green space, school places and transport improvements. Such contributions are also sometimes referred to as ‘planning obligations’.
- 1.2 There are several forms of developer contributions and the purpose of this SPD is to explain what those are and more specifically, what contributions are likely to be sought in West Oxfordshire.
- 1.3 The SPD is aimed at a broad audience including landowners and developers, statutory providers, partners, stakeholders, service providers, Town and Parish Councils and the local community.
- 1.4 Consultation on an initial draft version of the SPD took place in November 2020 with 25 responses received. The main issues raised have been taken into account in this revised draft<sup>1</sup> which will be the subject of a further 6-week public consultation before being formally adopted by the Council. Once adopted, it will become a material consideration in the determination of any relevant planning applications that come forward.
- 1.5 The revised draft SPD should be read in conjunction with the [West Oxfordshire Local Plan 2031](#), the [West Oxfordshire Infrastructure Delivery Plan](#) (IDP) and Oxfordshire County Council’s [Developer Guide to Infrastructure Delivery and Contributions](#) (Approved 3<sup>rd</sup> April 2021). It will also help to support the new Council Plan which is due to be finalised in autumn 2022.
- 1.6 Further, more general information on developer contributions is set out in the Government’s Planning Practice Guidance on [Planning Obligations](#) and the [Community Infrastructure Levy](#) (CIL).

## **2. What are developer contributions?**

- 2.1 Developer contributions (sometimes referred to as planning obligations) are contributions made by a developer to mitigate the impact of a proposed development. They can be provided directly, such as a new area of green space provided within a housing scheme, or through a financial contribution e.g. a payment towards increasing the capacity of a local school.
- 2.2 The main types of developer contributions include:
  - Section 106 agreements
  - Section 278 agreements
  - Community Infrastructure Levy (CIL)

---

<sup>1</sup> See separate Consultation Summary Report for further information – weblink to be added

- 2.3 These are briefly summarised below.

#### ***Section 106 Agreements***

- 2.4 A Section 106 agreement<sup>2</sup> is a legally binding agreement entered into by a developer to mitigate the impact of a proposed development. Often such agreements address items such as the provision of new affordable homes, recreation and leisure facilities, education, transport and health.
- 2.5 Generally speaking, S106 agreements are only used in relation to larger development proposals (e.g. 10 or more homes) because of their greater impact.
- 2.6 Importantly, S106 agreements are focused on site-specific mitigation and must meet three key tests<sup>3</sup>. In particular, they must be:
- a) Necessary to make the development acceptable in planning terms;
  - b) Directly related to the development; and
  - c) Fairly and reasonably related in scale and kind to the development.

#### ***Section 278 Agreements***

- 2.7 Section 278 agreements<sup>4</sup> are made between the highway authority (Oxfordshire County Council) and a third party to deliver improvements to the existing public highway such as the construction of a new access, junction improvements and traffic calming measures.
- 2.8 The general process for S278 agreements is similar to that for a Section 106 agreement although led by the County Council with more limited scope for negotiation. Such agreements normally cover details of the works including an agreed design, details of how this will be managed, a programme of works and commuted sums and bonds.
- 2.9 Trigger points for entering into or completing a Section 278 agreement will often be specified as part of a Section 106 agreement. Again, such agreements tend to generally relate to larger developments.

#### ***Community Infrastructure Levy (CIL)***

- 2.10 CIL is an optional charge which local authorities can choose to impose on new development to help fund new and enhanced infrastructure. Unlike Section 106 agreements which tend to focus on larger developments and address site-specific matters, CIL can be sought from much smaller developments and spent more generally on infrastructure across a wider area.
- 2.11 As CIL is optional, it only applies in areas where the Council has an adopted charging schedule in place setting out the agreed rate/s.

---

<sup>2</sup> Referred to as Section 106 agreements because they stem from Section 106 of the Town and Country Planning Act 1990

<sup>3</sup> In accordance with Regulation 122 of the Community Infrastructure Levy (CIL) Regulations (as amended)

<sup>4</sup> Stems from Section 278 of the Highways Act 1980

- 2.12 CIL is not currently in place in West Oxfordshire. Consultation took place on a draft CIL charging schedule from 10 July – 21 August 2020<sup>5</sup> but the schedule has not yet been submitted for examination. The District Council anticipates making further progress with CIL during 2022.

### ***Planning Conditions***

- 2.13 Local authorities can also mitigate the impact of new development and enhance quality through the use of appropriate planning conditions. These typically cover required standards, further details, timeframes and works that must be carried out at prescribed stages.
- 2.14 When used properly, planning conditions can enhance the quality of development and enable development to proceed where it would otherwise have been necessary to refuse planning permission, by mitigating the adverse effects<sup>6</sup>. Such conditions should be kept to a minimum and only imposed where they are '*necessary, relevant, enforceable, precise and reasonable*'.

### ***How do Section 106 agreements, Section 278 agreements, CIL and planning conditions relate to each other?***

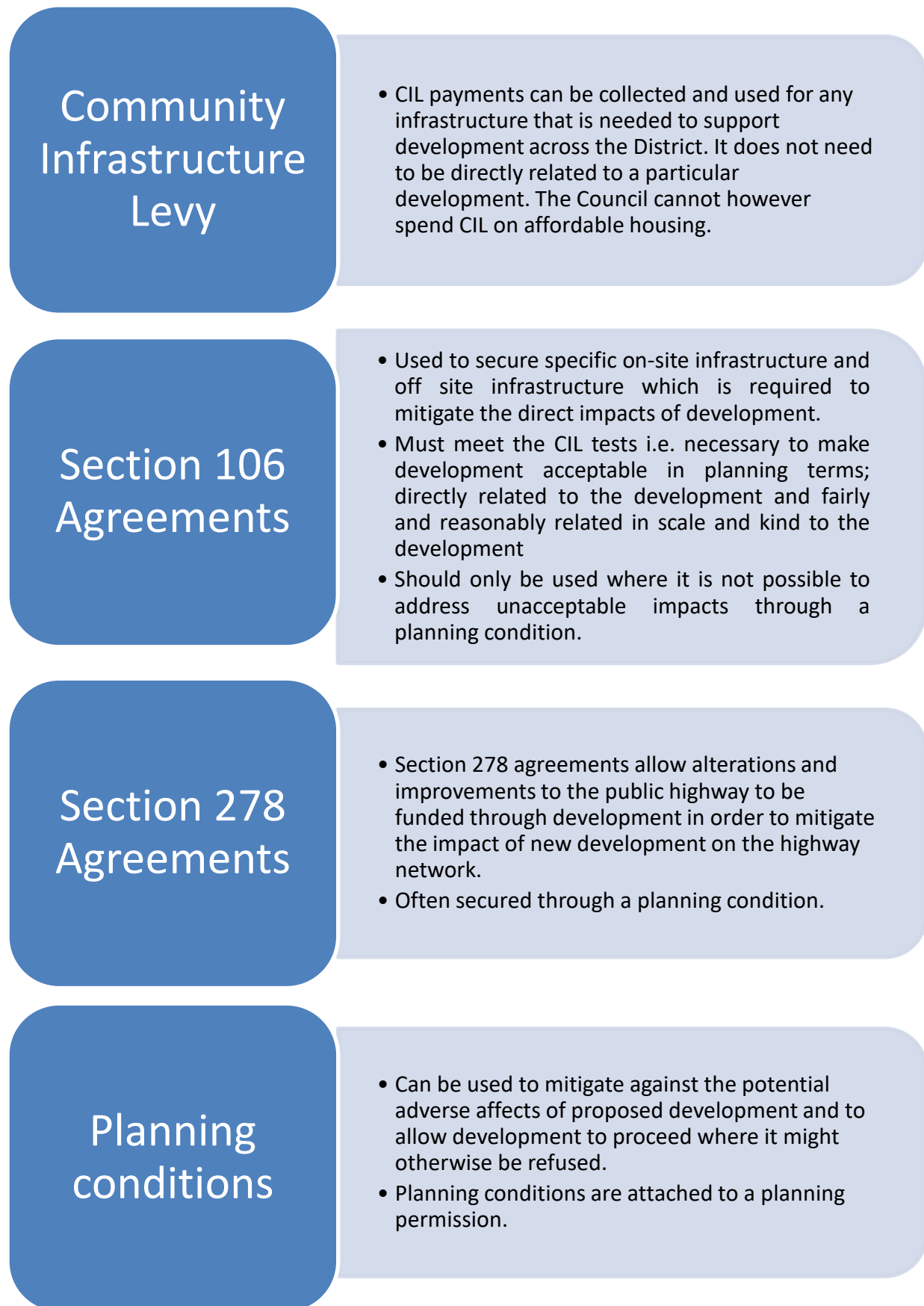
- 2.15 The various mechanisms outlined above are intended to co-exist and complement each other because they all do slightly different things.
- 2.16 In summary:
- Planning conditions are attached to a planning permission to help mitigate and enhance the quality of development;
  - Section 106 agreements tend to be used on larger developments and stipulate certain requirements to help mitigate the impact of the development, focusing on site-specific matters such as the provision of affordable housing and new green space;
  - Section 278 agreements focus specifically on improvements to the public highway;
  - CIL is an optional charge which only applies where a charging schedule has been adopted. It is more 'general' in the sense that it is not tied to a particular development and can be spent on various projects over a wide area. It can also be sought from smaller developments subject to certain exemptions such as self/custom-build housing.
- 2.17 As such, it is quite possible for a proposed development to be subject to all of these mechanisms or just some of them. This will depend on a number of factors including the type, size and impact of development and whether CIL is in place or not.

---

<sup>5</sup> <https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy/community-infrastructure-levy-examination/>

<sup>6</sup> MHCLG Practice Guidance – Use of Planning Conditions Paragraph: 001 Reference ID: 21a-001-20140306

Figure 1 – Illustration of the different types of developer contribution and use of planning conditions



## **Part 2 - What developer contributions will be sought in West Oxfordshire?**



### **3. What developer contributions will be sought in West Oxfordshire?**

3.1 This section explains the main types of developer contributions that will be sought in West Oxfordshire, with cross-references to relevant national and local policy provided as appropriate.

3.2 For ease of reference, these potential requirements are set out under the following headings:

- Affordable housing
- Custom and Self-Build Housing
- Education
- Transport and movement
- Sport, leisure and recreation
- The environment
- Community and culture
- Health and social Care
- Emergency services
- Employment, skills and training
- Waste and recycling/waste management
- Utilities

3.3 These potential requirements will help to support the health and well-being of our local communities as well as tackling the climate and ecological emergency which we are facing. Enabling walking and cycling will for example help to reduce reliance on the use of the private car and encourage healthy exercise whilst securing biodiversity net gain and additional green space provision will help to address species decline and provide space for leisure and shade.

3.4 It is important to note however that not all of the potential contributions identified will be relevant to all development proposals and that the actual 'package' of developer contributions that is ultimately secured will depend on a number of factors including the type, scale and location of development.

3.5 These indicative requirements should also be read in conjunction with Oxfordshire County Council's Guide to Developer Contributions (April 2021)<sup>7</sup> which provides detailed guidance in relation to transport and education as well as other matters including flood and water management, extra-care housing, archaeology, fire and rescue, the natural environment and energy efficiency.

3.6 Given that the District Council does not yet have CIL in place, the primary focus of this section is on the use of Section 106 agreements, Section 278 agreements and planning conditions. On the basis that the District Council remains committed to introducing CIL, Appendix 1 provides an indication of how the District Council may choose to spend any future CIL receipts.

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<sup>7</sup> <https://www.oxfordshire.gov.uk/residents/roads-and-transport/transport-policies-and-plans/transport-new-developments/developer-contributions>

- 3.7 Further information on the infrastructure projects or types of infrastructure that the District Council intends to fund via CIL must be included as part of the Council's Infrastructure Funding Statement – IFS<sup>8</sup> published annually.

#### **4. Affordable Housing**

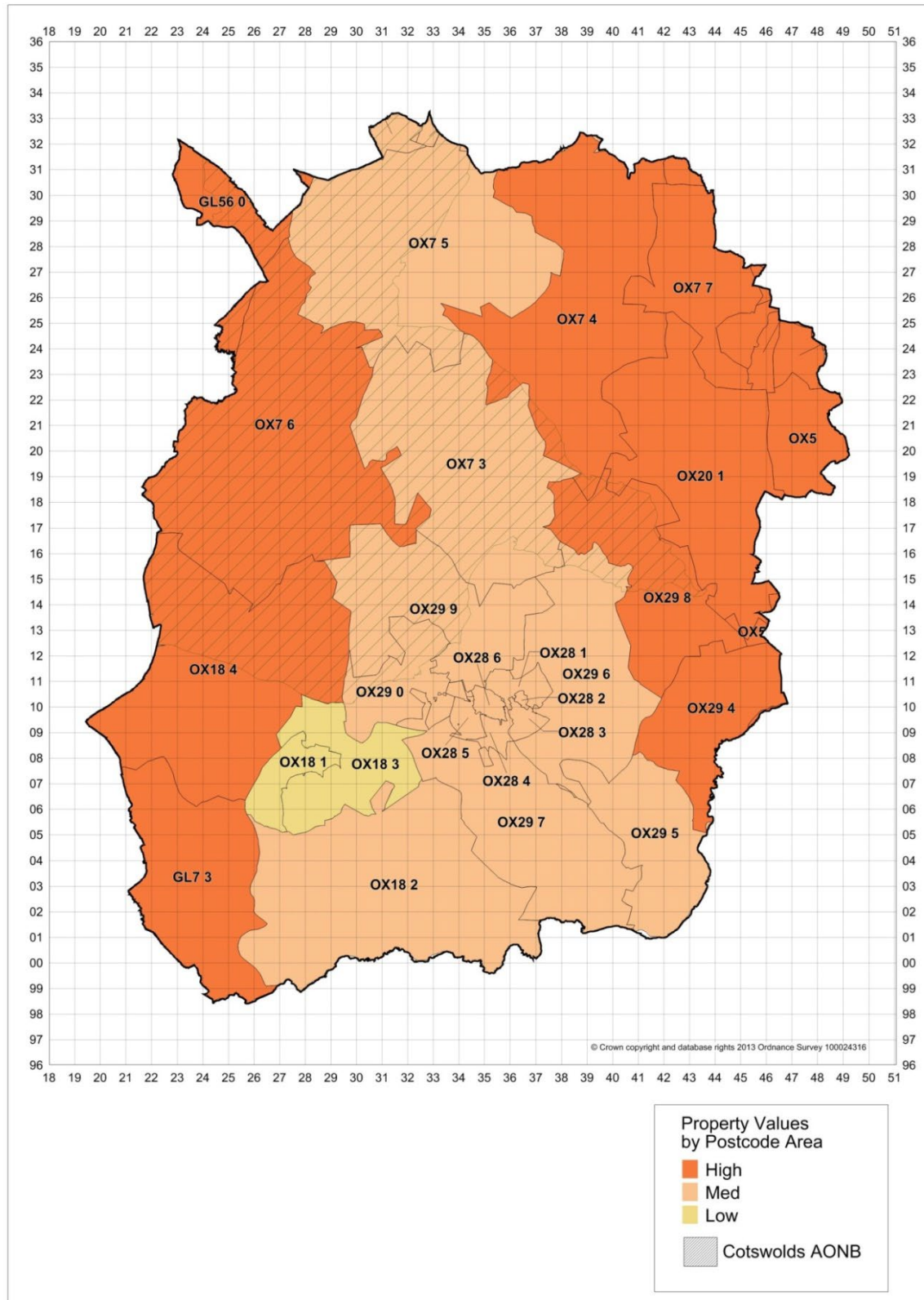
- 4.1 The NPPF highlights the importance of providing for the needs of groups with specific housing requirements including, but not limited to, those who require affordable housing<sup>9</sup>.
- 4.2 The West Oxfordshire Local Plan 2031 recognises that housing affordability is a key issue and increasing the number, type and distribution of affordable housing is a priority of the Council.
- 4.3 In accordance with Local Plan Policy H3, certain 'qualifying' market housing schemes will be required to make a contribution – either directly on-site by building a proportion of new homes as affordable properties or by making a financial contribution towards new affordable homes elsewhere in the District.
- 4.4 The full details are set out in Local Policy H3 – Affordable Housing but in summary:
- Within the Cotswolds Area of Outstanding Natural Beauty (AONB) smaller market housing schemes of between 6-10 units and which have a maximum combined gross floorspace of no more than 1,000 sqm are required to make a financial contribution towards the provision of affordable housing 'off-site'.
  - Across the District as a whole (including within the AONB) larger market housing schemes of 11 or more units or which have a maximum combined gross floorspace of more than 1,000 sqm, will be required to provide a proportion of affordable housing on site, with the amount required varying from 35%, 40% and 50% according to location (lower, medium and higher value areas respectively).
  - In some instances on such larger schemes, a combination of on-site provision and a financial contribution may be appropriate.

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<sup>8</sup> <https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy/infrastructure-spending-and-funding/>

<sup>9</sup> NPPF paragraphs 62 and 63 in particular

**Figure 2 – West Oxfordshire Local Plan 2031 ‘Value Zones’**



**Affordable Housing – summary of developer contribution to be sought:**

Within the Cotswolds AONB, market housing schemes of between 6-10 units and which have a maximum combined gross floorspace of no more than 1,000 sq.m will be required to make a financial contribution towards the provision of affordable housing off-site within the District.

Across the District as a whole, housing schemes of 11 or more units or which have a maximum combined gross floorspace of more than 1,000m<sup>2</sup> will be required to provide affordable housing on-site as a proportion of the market homes proposed as follows:

- High value zone (50%)
- Medium value zone (40%)
- Low value zone (35%)

The following levels of affordable housing provision will be applied in relation to sheltered housing and extra-care housing:

*Sheltered housing*

- High value zone (50%)
- Medium value zone (40%)
- Low value zone (35%)

*Extra-care housing*

- High value zone (45%)
- Medium value zone (35%)
- Low value zone (10%)

**Relevant Policy Context:**

NPPF – Paragraphs 62 and 63

West Oxfordshire Local Plan 2031: Policy H3 – Affordable Housing

- 4.5 Further information on the provision of new affordable housing including guidelines on preferred tenures and property sizes is set out in the District Council's separate [Affordable Housing Supplementary Planning Document \(SPD\)](#) which was formally adopted in October 2021.

## 5. Custom and Self-Build Housing

- 5.1 Custom-build and self-build housing is housing which is built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing<sup>10</sup>.
- 5.2 National policy<sup>11</sup> requires local authorities to have an understanding of the housing needs of specific groups in the community including those who wish to commission or build their own homes.
- 5.3 More specifically, the Self Build and Custom Housebuilding Act 2015 requires local authorities to keep a register of those seeking to acquire serviced plots and to grant enough planning permissions to meet the identified demand. Further information is available on the District Council's website<sup>12</sup>.
- 5.4 The importance of providing opportunities for those wishing to commission or build their own home is reflected in Local Plan Policy H5 – Custom and Self-Build Housing which requires all larger housing developments of 100 or more homes to make 5% of serviced residential plots available for the purpose of custom and self-build housing. This will typically be secured through a Section 106 legal agreement.
- 5.5 Policy H5 also supports individual custom and self-build housing schemes in suitable, sustainable locations. Where smaller residential schemes are specifically promoted as being provided for the purposes of self / custom-build housing, a Section 106 legal agreement or planning condition will be used to secure such provision as appropriate.
- 5.6 The District Council will also assist in helping to identify suitable and deliverable sites through Neighbourhood Plans and by encouraging the re-use of existing buildings (in accordance with Policies OS2, H2 and E3 of the Local Plan).

### **Custom and Self-Build Housing – summary of developer contribution to be sought:**

Larger residential housing schemes of 100 or more homes will be required to include 5% of the residential plots to be serviced and made available for the purposes of self and custom build housing.

This will generally be secured by way of a Section 106 legal agreement.

Where smaller residential schemes are specifically promoted as being provided for the purposes of self / custom-build housing, a Section 106 legal agreement or planning condition will be used to secure such provision as appropriate.

### **Relevant Policy Context:**

NPPF - Paragraph 62

West Oxfordshire Local Plan 2031: Policy H5 – Custom and Self-Build Housing

<sup>10</sup> See NPPF Glossary

<sup>11</sup> NPPF Paragraph 62

<sup>12</sup> <https://www.westoxon.gov.uk/housing/self-build-housing/>

## **6. Education**

- 6.1 New housing development often increases the number of school age children, which in turn can place strain on the capacity of existing schools. As such, the NPPF<sup>13</sup> stresses the importance of providing a sufficient choice of school places to meet the needs of existing and new communities.
- 6.2 In West Oxfordshire, there are a total of 47 primary schools, two infant schools, one nursery, one special school and seven secondary schools<sup>14</sup>. The Local Plan highlights a lack of capacity at primary level as a particular issue.

### **Overall Approach**

- 6.3 Oxfordshire County Council is the education authority and has a statutory responsibility to ensure sufficient school and childcare places including early years (0-4), primary, secondary, further education and special educational needs or disability (SEND).
- 6.4 Detailed guidance is set out in Oxfordshire County Council's [Guide to Developer Contributions](#) but in essence, the demand for school places associated with new development is assessed against school capacity and where there is (or expected to be) insufficient capacity to satisfactorily meet those extra demands, it may lead to a requirement for S106 contributions.
- 6.5 The County Council generally only assesses the education impacts from larger housing schemes of 10 or more homes, however in some instances, smaller schemes may be assessed depending on their relationship to other housing developments as well as potential cumulative impacts.

### **Early Years**

- 6.6 Early Years and Childcare provision includes nurseries, childminders, playgroups or pre-schools. A shortage of early education places, especially for 2-year-olds, has been identified in the Council's Infrastructure Delivery Plan – IDP (2016). Pressure on places is growing in Witney, Eynsham and Carterton and the Local Plan Strategic Development Areas (SDAs) will increase demand further.
- 6.7 Where there is insufficient capacity to meet the needs of a new development, this should be increased by expanding existing facilities or through the creation of new facilities. New opportunities to provide early years or childcare places, either through private, voluntary or independent nurseries, will be sought within larger strategic developments.

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<sup>13</sup> Paragraph 95

<sup>14</sup> Source: West Oxfordshire Infrastructure Delivery Plan 2016



## **Primary and Secondary School Provision**

- 6.8 Oxfordshire County Council produces a Pupil Place Plan<sup>15</sup> annually setting out how school provision is anticipated to change in the future and how the authority proposes to meet its statutory duties. The County Council is required to determine and plan, in consultation with schools, how sufficient capacity will be provided.
- 6.9 The potential need for a contribution is established by assessing the number of pupils generated by the development, whilst also taking into account factors such as other housing developments with planning permission and the capacity of existing schools<sup>16</sup>.
- 6.10 Where contributions are required, this may be on the basis of a solely financial contribution and/or may involve the provision of land and infrastructure e.g. for a new school or to enable expansion of an existing school.
- 6.11 For very large residential schemes (where the scale of pupils generated cannot be accommodated through school expansions) it may be necessary to provide a new school or schools on-site as part of the development. As a general rule of thumb, proposals involving 400 or more homes may require the provision of a new primary school (depending on existing provision).
- 6.12 When the scale of development necessitates a new school, the developer/s will be expected to provide an appropriate remediated and serviced piece of land free of charge. In some cases the County Council may seek an option for remediated expansion land which can be funded by another adjacent development. Where the development is not a host site for a new school it may be appropriate to make a contribution to fund land acquisition.
- 6.13 For the expansion of existing schools, the level of contribution will be calculated based on the anticipated pupil generation from the development set against standard £/per pupil rates, or where a feasibility study has been carried out, the estimated cost of the expansion. Where the expansion project requires the acquisition of additional land, the cost of this will be factored into the level of contributions sought.
- 6.14 For smaller residential schemes of 10 or more new homes, the County Council will seek an appropriate financial contribution towards increasing the capacity of an existing school or schools or towards an off-site new school serving multiple developments. In some cases additional contributions may be required towards temporary accommodation, where the permanent accommodation cannot be delivered in time to meet the need from population growth.

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<sup>15</sup> [https://www.oxfordshire.gov.uk/sites/default/files/file/children-and-families/Pupil\\_Place\\_Plan\\_2019.pdf](https://www.oxfordshire.gov.uk/sites/default/files/file/children-and-families/Pupil_Place_Plan_2019.pdf)

<sup>16</sup> Note that temporary school accommodation is excluded when assessing existing school capacity.

### **Special Educational Needs and Disabilities Provision (SEND)**

- 6.15 The County Council as an education authority has a duty to identify and assess the special educational needs and disabilities (SEND) of children and young people for whom they are responsible<sup>17</sup>. In fulfilling its statutory duty to secure sufficient schools in its area, it must consider the need to secure the necessary provision.
- 6.16 Any impact on SEND capacity and provision is taken into account by the County Council as part of their overall assessment of the impact of a new development. Financial contributions may be sought towards SEND either in relation to the provision of a new special school or towards the expansion of an existing facility. Further guidance on how such calculations will be determined is set out in the County Council's [Guide to Developer Contributions](#) (April 2021).

#### **Education - summary of developer contribution to be sought:**

For larger residential schemes of more than 10 homes<sup>18</sup>, where necessary, directly, fairly and reasonably related in scale and kind to the development, the provision of educational facilities and associated infrastructure, including the provision of land (as appropriate) and extensions to existing facilities, will be secured through a Section 106 legal agreement.

Any such contribution will be considered on a case-by-case basis and will be calculated and agreed in accordance with the procedures and requirements of Oxfordshire County Council as the Local Education Authority.

#### **Relevant Policy Context:**

NPPF – Paragraph 95  
West Oxfordshire Local Plan 2031: Policy OS5 – Supporting Infrastructure

<sup>17</sup> See Paragraph 42 of the Oxfordshire County Council Guide to Developer Contributions (April 2021).

<sup>18</sup> Note: in some instances, smaller schemes may be assessed depending on their relationship to other developments as well as potential cumulative impacts.

## 7. Transport and Movement

- 7.1 The NPPF<sup>19</sup> requires transport issues to be considered at an early stage so that the potential impacts of development can be addressed. The focus should be on locating development in the most sustainable places, limiting the need for travel and offering a genuine choice of transport modes.
- 7.2 Oxfordshire County Council is the local highway authority and local transport authority and works closely with the District Council to ensure that the transport network supports sustainable growth. The County Council provides co-ordinated advice on development proposals through its consultation response on planning applications. This may specify requirements for measures to mitigate the transport and other impacts of the development, which can be secured through legal agreements.
- 7.3 Detailed information and advice on these potential requirements is set out in the County Council's [Guide to Developer Contributions](#) (April 2021). An overview is provided below.

### ***Highways and Access***

- 7.4 In considering development proposals, any significant impacts on the transport network or on highway safety will need to be mitigated to an acceptable degree. Developments that have significant transport implications will be required to include a Transport Assessment (TA) and Travel Plan – the scope of which should be agreed with Oxfordshire County Council at an early stage.
- 7.5 This information will help the County Council determine the likely impact upon the highway and therefore the scope of any highway works, or other mitigation measures that may be needed. These will be negotiated on a case-by-case basis and may be funded through a financial contribution to the County Council or delivered directly by a developer.
- 7.6 Direct infrastructure provision required to mitigate development will be included in a planning obligation. Physical alterations to the highway network required to mitigate the effects of a development will be managed through a highways agreement with the Highway Authority (known as a Section 278 or S278 Agreement). Examples of such works include the construction of a new access, junction improvements or safety related works such as traffic calming.
- 7.7 Where the cumulative impact of a number of developments requires a specific highway improvement project, the County Council may secure financial contributions through a S106 agreement or through S278/S38 contributions and procure the necessary works.

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<sup>19</sup> Specifically Section 9 – Promoting Sustainable Transport

**Highways and Access - summary of developer contribution to be sought:**

For larger residential schemes of more than 10 homes<sup>20</sup>, where necessary, directly, fairly and reasonably related in scale and kind to the development, the provision of highway and access improvements (either directly or through a financial contribution) will be secured through a planning obligation such as a Section 278 and/or Section 106 legal agreement.

The amount/nature of any contribution will be considered on a case-by-case basis and will be agreed with Oxfordshire County Council as the local highway authority.

**Relevant Policy Context:**

NPPF – Section 9

LTP4 – ‘Connecting Oxfordshire’ (2015 – 2031)

West Oxfordshire Local Plan 2031: Policy OS5 – Supporting Infrastructure, T1 - Sustainable Transport, T2 - Highways Improvement Schemes, T3 - Public Transport, Walking and Cycling

***Public Transport (services and infrastructure provision)***

- 7.8 Improvements to public transport have a key role to play in encouraging fewer car journeys, reducing carbon emissions and encouraging active lifestyles. Maximising the opportunities for public transport is a core objective of the West Oxfordshire Local Plan 2031.
- 7.9 As the Local Highway Authority and Local Transport Authority, Oxfordshire County Council has statutory responsibility for public transport<sup>21</sup>, although the District Council also has an important role to play, working in partnership with the County Council and other organisations such as Network Rail, to help to improve bus and rail services.
- 7.10 Oxfordshire County Council has developed a Bus and Rapid Transit Strategy (BRTS) which seeks to enhance the role of the bus as a key component of the overall public transport network in the county. The strategy aims to increase the frequency of existing bus routes and introduce new routes where different travel patterns are created in order to minimise car journeys and takes accounts of other plans and strategies prepared by key partners, including bus operators, Network Rail, GWR, and the North Cotswold Line Task Force.

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<sup>20</sup> Note: in some instances, smaller schemes may be assessed depending on their relationship to other developments as well as potential cumulative impacts.

<sup>21</sup> Under the Transport Act 1985, the Transport Act 2000, the Traffic Management Act 2004 and the Local Transport Act 2008

- 7.11 Section 106 contributions may therefore be requested from developers in order to ‘pump prime’ new routes or incremental enhancements to existing routes. Contributions may be sought:
- to support the development of new bus services;
  - to increase the frequency of existing bus services;
  - to maintain and develop existing bus services where these would otherwise be subject to reduced frequency or cease to operate; and
  - for installation and maintenance of Real Time Passenger Information (RTPI) bus stop infrastructure.
- 7.12 The focus will be on creating or enhancing services such that they do not require ongoing financial support from the County Council in the longer-term.
- 7.13 In some instances, contributions towards enhanced rail improvements may also be sought from larger new developments.
- 7.14 Any contribution sought will be assessed on a case by case basis and shall have regard to the impact that the development is likely to have on the public transport system including relevant considerations such as the size and location of the proposed development. The County Council has a standard approach to financial contributions for public transport services and infrastructure, dependent on the location of the development. Advice on this will be given at pre-application and application stages as appropriate. Further information is set out in the County Council’s [Guide to Developer Contributions](#) (April 2021) and advice can be provided by the County Council at the pre-application stage on the level and type of provision which is likely to be sought.
- 7.15 Developers will not usually be permitted to procure public transport services directly with operators unless there is a compelling reason to do so. This is in the interests of public transport co-ordination and integration across the county.

**Public Transport services and infrastructure provision - summary of developer contribution to be sought:**

For larger residential schemes of more than 10 homes<sup>22</sup>, where necessary, directly, fairly and reasonably related in scale and kind to the development, financial contributions towards the provision of and/or improvements to public transport services will be secured through a Section 106 legal agreement.

Improvements to public transport infrastructure, where necessary, will usually be secured through a Section 278 legal agreement.

The amount/nature of any contribution will be considered on a case-by-case basis and will be agreed with Oxfordshire County Council as the local highway authority.

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<sup>22</sup> Note: in some instances, smaller schemes may be assessed depending on their relationship to other developments as well as potential cumulative impacts.

**Relevant Policy Context:**

NPPF – Section 9

LTP4 – ‘Connecting Oxfordshire’ (2015 – 2031)

West Oxfordshire Local Plan 2031: Policy OS5 – Supporting Infrastructure, T1 - Sustainable Transport, T2 - Highways Improvement Schemes, T3 - Public Transport, Walking and Cycling

***Healthy and Active Travel***

- 7.16 The West Oxfordshire Local Plan 2031 recognises the importance of enabling more active forms of travel including walking and cycling to reduce car based travel and improve health and wellbeing.
- 7.17 Improving public health, safety and individual wellbeing is an overarching goal of OCC’s Local Transport Plan 4 – LTP4 (2011-2031). LTP4 includes an Active Healthy Strategy (AHTS) which aims to create the conditions in which more people choose to walk and cycle for more journeys, including those where people use a combination of walking, cycling and public transport to reach their destination.
- 7.18 The District Council has a key role to play in ensuring that new development is supported by new and enhanced pedestrian and cycle infrastructure in liaison with Oxfordshire County Council and other providers. WODC will continue to work with these partners and developers to help deliver attractive and convenient routes including connections to key services such as public transport hubs.
- 7.19 In order to further promote active travel, the provision of high quality, well designed and well maintained connections and associated infrastructure including appropriate lighting, clear signage and secure cycle storage is essential. Developers should demonstrate through masterplanning and design how their site has been planned to prioritise walking and cycling. Developers are encouraged to use the Oxfordshire [Walking](#) and [Cycling](#) Design Standards.
- 7.20 Contributions may be sought for the upgrade of existing cycleway and footpaths and the provision of new connections as well as other relevant initiatives such as improved facilities along these routes.

**Healthy and Active Travel - summary of developer contribution to be sought:**

For larger residential schemes of more than 10 homes<sup>23</sup>, where necessary, directly, fairly and reasonably related in scale and kind to the development, contributions may be required towards measures including new and upgraded cycle & pedestrian infrastructure as well as initiatives to promote cycling and walking associated with travel to/from and at the development.

<sup>23</sup> Note: in some instances, smaller schemes may be assessed depending on their relationship to other developments as well as potential cumulative impacts.



The amount/nature of any contribution will be considered on a case-by-case basis and will be agreed with Oxfordshire County Council as the local highway authority.

Any such contribution will be secured through a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF – Section 9

LTP4 – ‘Connecting Oxfordshire’ (2015 – 2031)

West Oxfordshire Local Plan 2031: Policy OS5 – Supporting Infrastructure, T1 - Sustainable Transport, T3 - Public Transport, Walking and Cycling

***Travel Planning***

- 7.21 Travel Plans are long-term management strategies which aim to help integrate sustainable travel options into developments by considering opportunities for walking, cycling and public transport.
- 7.22 Travel Plans typically include a range of measurable actions and targets which can be monitored throughout the lifetime of the development. Travel plans can be sought on a wide range of planning applications including retail, leisure, employment, residential and mixed use schemes as appropriate.
- 7.23 As a general rule, standard, simple Travel Plans tend to be secured via a planning condition whereas more complex and larger-scale Travel Plans tend to be secured via a Section 106 agreement which enables financial contributions and/or Travel Plan Monitoring fees to be secured. For smaller residential schemes of between 10-49 homes, a Travel Information Pack may be sufficient.
- 7.24 Further information on the scale of development that will trigger a Travel Plan and the relevant monitoring fees that will apply is set out in the County Council’s [summary of travel plan threshold and monitoring fees](#).

**Travel Plans - summary of developer contribution to be sought:**

Where necessary, directly, fairly and reasonably related in scale and kind to the development, a Travel Plan may be required to be secured through either a planning condition or Section 106 legal agreement.

**Relevant Policy Context:**

NPPF – Section 9

LTP4 – ‘Connecting Oxfordshire’ (2015 – 2031)

West Oxfordshire Local Plan 2031: Policy OS5 – Supporting Infrastructure, T1 - Sustainable Transport, T3 - Public Transport, Walking and Cycling

## **8. Sport, leisure and recreation**

- 8.1 There is a growing movement in Oxfordshire to embed healthy place-shaping in the planning process so that we create sustainable, well-designed communities where healthy behaviours are the norm. A key component of healthy place-shaping is shaping the built environment so that people can easily access green space and are enabled to walk and cycle more.
- 8.2 The rural nature of the District lends itself to outdoor activities with water-based opportunities to the south of the District on the River Thames and on the lakes created through sand and gravel extraction in the Lower Windrush Valley.
- 8.3 Local Plan Policy EH4 – Public Realm and Green Infrastructure requires new development to provide opportunities for improvements to the District’s multi-functional network of Green Infrastructure and open space with contributions to be sought where appropriate.
- 8.4 Policy EH5 – Sport, Recreation and Children’s Play requires new development to provide or contribute towards the provision of necessary improvements to open space, sports and recreational buildings and land.
- 8.5 The circumstances in which developer contributions may be sought towards sport, leisure and recreation in West Oxfordshire is further explained below. This includes the following types of provision:
- Indoor Sport and Leisure Facilities
  - Outdoor Sports (e.g. Playing Pitches and Courts)
  - Play Areas
  - Allotments and other community growing space
  - Other Green Space
  - Public Rights of Way

### *Indoor Sport and Leisure Facilities*

- 8.6 The District’s three main service centres Witney, Carterton and Chipping Norton all have leisure centres, with Carterton’s leisure centre benefitting from substantial upgrades including a sports hall, trampoline and soft play park, new café, and upgraded gym.
- 8.7 To provide evidence of the future needs for indoor sport and leisure facilities across the District, the Council commissioned an ANOG (Analysing, needs and opportunities) in 2020. The Council has also recently commissioned a strategic assessment of the need for sports hall provision and swimming pool provision through Sport England in the form of a Facilities Planning Model run.
- 8.8 In respect of sports hall provision, while there are 16 sports and activity halls over 11 facilities in West Oxfordshire, the stock is old and the majority have not had any modernisation since they were opened. Furthermore, all but one of the sports halls are located in the south of the District. There is also a heavy reliance on education sites for sports halls and no commercial sites.

- 8.9 In respect of swimming pools, while there are 9 pools over 6 sites, the stock is old and in some instances coming to the end of their useful life.
- 8.10 In light of the above, for very large residential developments (i.e. typically more than 500 homes) where there is a demonstrable need, the District Council may seek to secure the provision of on-site indoor sport and leisure facilities as part of the development through a Section 106 legal agreement.
- 8.11 If this is not feasible or desirable, an appropriate financial contribution will be sought through a Section 106 legal agreement towards off-site provision. A financial contribution may also apply to smaller residential schemes of more than 10 homes and will be secured through a Section 106 legal agreement.
- 8.12 The quality and design of sports facilities should reflect current best practice, including design guidance from Sport England and the national governing bodies of the relevant sports. Early discussion with the District Council's leisure team at the pre-application stage is strongly encouraged.

**Indoor Sport and Leisure - summary of developer contribution to be sought:**

Larger residential developments of more than 500 homes will, where necessary, directly, fairly and reasonably related in scale and kind to the development, be expected to provide indoor sport and leisure facilities as part of the development.

Where this is not feasible or desirable, an appropriate financial contribution towards off-site provision will be sought.

Smaller residential schemes of more than 10 new homes will, where necessary, directly, fairly and reasonably related in scale and kind to the development, be expected to make a financial contribution towards new and enhanced indoor sport and leisure facilities off-site.

Both on and off-site provision will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 - Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH5 Sport, Recreation and Children's Play

***Outdoor Sports (e.g. playing pitches and courts)***

- 8.13 Outdoor sports provision forms an important part of the overall sports and leisure 'offer' of the District and includes school playing fields where they are open to the community, sports fields and pitches.

- 8.14 In terms of developer requirements for outdoor sports, the District Council will have regard to the 2015 Fields in Trust publication; '[Guidance for Outdoor Sport and Play; Beyond the Six Acre Standard](#)'. This sets a benchmark level of provision of 1.6 ha of outdoor sports provision per 1,000 people applied on a pro-rata basis, depending on the projected population increase associated with the development. Regard will also be had to the findings of the District Council's new Playing Pitch Strategy (PPS) which is due to be published by autumn 2022.
- 8.15 In summary, for larger residential schemes of more than 50 homes, where necessary, directly, fairly and reasonably related in scale and kind to the development, provision may be sought for the 'on-site' provision of outdoor sports based on the above standard. Such provision will be secured through a Section 106 legal agreement.
- 8.16 If this is not feasible or desirable, an appropriate financial contribution will be sought through a Section 106 legal agreement towards off-site provision. A financial contribution may also apply to smaller residential schemes of more than 10 homes and will be secured through a Section 106 legal agreement.
- 8.17 Any on-site facilities will require a commuted sum (maintenance) contribution and this is usually required to cover the cost of maintenance for 15 years.

**Outdoor Sports - summary of developer contribution to be sought:**

Larger residential developments of more than 50 homes will, where necessary, directly, fairly and reasonably related in scale and kind to the development, be expected to provide outdoor sport facilities as part of the development.

This will be based on an indicative quantitative requirement of at least 1.6 ha per 1,000 population (applied on a pro-rata basis).

Where this is not feasible or desirable, an appropriate financial contribution will be sought.

Smaller residential schemes of more than 10 new homes will, where necessary, directly, fairly and reasonably related in scale and kind to the development, be expected to make a financial contribution towards new and enhanced outdoor sport and leisure facilities off-site.

Both on and off-site provision will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 - Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH5 Sport, Recreation and Children's Play

## ***Play Areas***

- 8.18 There are a number of different forms of outdoor play space including:
- Local Areas for Play (LAPs) - primarily for under-6s;
  - Local Equipped Areas for Play (LEAPs) – for children who are beginning to go out and play independently;
  - Neighbourhood Equipped Areas for Play (NEAPs) - mainly for older children but with play opportunities for younger children too.
- 8.19 Other outdoor play provision can include multi-use games areas (MUGAs) skate parks and exercise equipment for all ages.
- 8.20 In terms of potential developer contributions, the District Council will again be guided by the benchmark guidelines set out in the 2015 Fields in Trust publication; [‘Guidance for Outdoor Sport and Play; Beyond the Six Acre Standard’](#) which sets a standard of 0.25 ha per 1,000 population for LAPs, LEAPs and NEAPs and 0.3 ha per 1,000 population for other outdoor provision such as MUGAs and skateboard parks.
- 8.21 Play space should also be accessible in terms of comfortable walking distances, with the Fields in Trust Guidance suggesting that a LAP should be within 100m of any dwellings, a LEAP within 400m, a NEAP within 1,000m and other outdoor provision (e.g. MUGA or skate park) within 700m.
- 8.22 As a general guide, because they are relatively small<sup>24</sup> the Council may seek to secure the on-site provision of LAPs and LEAPS as part of housing schemes of more than 10 homes through a Section 106 legal agreement. On-site provision will not however always be appropriate or necessary and in some instances, a financial contribution will be sought as an alternative.
- 8.23 MUGAs, which are larger (typically 40m x 20m) will generally be sought on larger schemes of more than 200 homes depending on site-specific circumstances and local requirements.
- 8.24 NEAPs have a larger land take (minimum 31.6m x 31.6m) and as such, will generally only be sought on-site as part of larger housing schemes of more than 250 homes.
- 8.25 Where on-site provision is not made and where there is a demonstrable need for new and enhanced provision in the locality, the District Council will seek to secure an appropriate financial contribution through a Section 106 legal agreement.
- 8.26 The quality and design of sports facilities should reflect current best practice, including design guidance from Sport England and the national governing bodies of the relevant sports. Early discussion with the District Council’s leisure team at the pre-application stage is strongly encouraged.

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<sup>24</sup> LAPs typically 10m x 10m and LEAPs typically 20m x 20m

- 8.27 Further information regarding play design principles has been produced by [Play England](#) to help inform developers. These include the need for play areas to be well-designed, well located, accessible to all children and flexible in the way they can be used.

**Play Areas – summary of developer contribution to be sought:**

For larger residential schemes of more than 10 homes, where necessary, directly, fairly and reasonably related in scale and kind to the development, the District Council will seek to secure the provision of a Local Area for Play (LAP) and/or Local Equipped Area for Play (LEAP) as part of the development.

This will be based on an indicative quantitative requirement of at least 0.25 ha per 1,000 population (applied on a pro-rata basis).

In respect of residential schemes involving more than 200 homes, the Council will seek to secure a Multi-Use Games Area (MUGA) as part of the development.

This will be based on a quantitative requirement of at least 0.3 ha per 1,000 population (applied on a pro-rata basis).

In respect of residential schemes involving more than 250 homes, the Council will seek to secure a Neighbourhood Equipped Area for Play (NEAP) as part of the development.

This will be based on a quantitative requirement of at least 0.25 ha per 1,000 population (applied on a pro-rata basis).

Where provision for play is not made on site, an appropriate financial contribution will be sought towards new or enhanced play space provision in the locality.

In some instances, a combination of on-site provision and a financial contribution towards off-site provision may be acceptable.

Both on and off-site provision will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 - Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH5 Sport, Recreation and Children's Play

***Allotments and other community growing space***

- 8.28 Ensuring easy access to affordable healthy food, including allotment space and community gardens, is essential in the creation of healthy places. Work has already started between Oxfordshire County Council, Good Food Oxfordshire, local businesses, Oxfordshire Clinical Commissioning Group, the voluntary and community sector, catering providers, universities, and the City and District Councils on making healthy and sustainable food a defining characteristic of living in Oxfordshire.

- 8.29 As a general guide, the District Council will seek the provision of allotments or other community growing space on larger housing schemes of more than 50 homes. The level of provision will generally be based on a standard of 0.3 ha/1,000 as per the benchmark set out in the 2015 Fields in Trust publication<sup>25</sup>; [‘Guidance for Outdoor Sport and Play; Beyond the Six Acre Standard.’](#)
- 8.30 Space should be provided in an accessible and suitable location within the site and the location should be agreed with the District Council at an early stage. Provision will typically be secured by way of a Section 106 planning obligation.
- 8.31 Where on-site provision is not feasible, financial contributions will be sought to allow for off-site upgrades/ extensions to local allotment sites or for the creation of new allotments or community growing space. Again, this will be secured by way of a Section 106 planning agreement.

**Allotments and Other Community Growing Space - summary of developer contribution to be sought:**

In respect of larger housing schemes of more than 50 homes, where necessary, directly, fairly and reasonably related in scale and kind to the development, provision of on-site allotments or other community growing space will be sought.

This will be based on an indicative quantitative requirement of at least 0.3 ha per 1,000 population (applied on a pro-rata basis).

Provision at Salt Cross Garden Village will be guided by the Area Action Plan (AAP) and any quantitative and qualitative requirements contained therein.

Where on-site provision is demonstrably not feasible, a financial contribution will be sought to enable off-site provision or enhancements to be made.

On and off-site provision will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 - Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH4 – Public Realm and Green Infrastructure, EH5 - Sport, Recreation and Children’s Play

<sup>25</sup> It should be noted that for Salt Cross Garden Village, the submission draft Area Action Plan (AAP) stipulates a slightly higher requirement of 0.39 ha/1,000.



### ***Other Green Space***

- 8.32 Other types of green space include formal parks and gardens, amenity green space and natural and semi-natural green space.
- 8.33 Formal parks and gardens include urban parks, country parks, forest parks, and formal gardens, amenity green space typically includes informal recreation spaces, communal green spaces in and around housing, and village greens, whilst natural and semi-natural green space includes woodland, scrub, grassland, wetlands, open and running water, and open access land.
- 8.34 In the interest of creating healthy communities, the District Council will seek to secure the provision of these types of other green spaces as an integral part of new development. The nature of spaces sought will depend on the scale of development, with smaller proposals lending themselves to amenity green space and natural and semi-natural green space and larger developments, a mixture of different types of green space including formal parks and gardens.
- 8.35 As a general guide, amenity green space will generally be sought on-site as part of residential schemes of more than 10 dwellings based on a quantitative requirement of 0.6 ha per 1,000 people.
- 8.36 Natural and semi-natural green space will be sought on schemes of more than 50 dwellings based on a quantitative requirement of 1.8 ha per 1,000 people.
- 8.37 Formal parks and gardens will be sought on site as part of schemes of more than 200 dwellings based on a quantitative requirement of 0.8 ha per 1,000 people.
- 8.38 Where on-site provision is not feasible, a financial contribution will be sought towards provision or enhancements off-site. Priority areas for off-site enhancements include Conservation Target Areas and areas where stakeholder/partnership projects, such as the Lower Windrush Valley Project, already exist.
- 8.39 On and off-site provision will both be secured through a Section 106 legal agreement.

#### **Other Green Space - summary of developer contribution to be sought:**

For residential schemes of more than 10 dwellings, where necessary, directly, fairly and reasonably related in scale and kind to the development, the Council will seek to secure the on-site provision of amenity green space.

This will be based on an indicative quantitative requirement of at least 0.6 ha per 1,000 population (applied on a pro-rata basis).

For residential schemes of more than 50 dwellings, the Council will seek to secure the on-site provision of natural and semi-natural green space.

This will be based on an indicative quantitative requirement of at least 1.8 ha per 1,000 population (applied on a pro-rata basis).

Provision at Salt Cross Garden Village will be guided by the Area Action Plan (AAP) and any quantitative and qualitative requirements contained therein.

For larger residential schemes of more than 200 dwellings, the Council will seek to secure the on-site provision of formal parks and gardens.

This will be based on an indicative quantitative requirement of 0.8 ha per 1,000 population (applied on a pro-rata basis).

Where the on-site provision of other green space is demonstrably not feasible, a financial contribution will be sought to enable off-site provision or enhancements to be made.

On and off-site provision will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 - Promoting Healthy and Safe Communities

West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH4 – Public Realm and Green Infrastructure, EH5 - Sport, Recreation and Children’s Play

***Public Rights of Way (PRoW)***

- 8.40 The NPPF states that planning policies and decisions should protect and enhance public rights of way and access, including taking opportunities to provide better facilities for users.
- 8.41 Policy EH5 of the West Oxfordshire Local Plan requires development to provide or contribute towards the provision of necessary improvements to open space and land where appropriate, including public rights of way.
- 8.42 Where developments affect Public Rights of Way, either within the development or off-site, Oxfordshire County Council should be contacted at the earliest possible stage. Particular regard should be had to the Oxfordshire Rights of Way Management Plan 2015 - 2025<sup>26</sup>.
- 8.43 Oxfordshire County Council’s priority is to protect existing countryside access and to mitigate the impacts of development to enhance the network for all users. In assessing the potential impact of development, the County Council will take into account potential effects both within the development site itself as well as off-site.
- 8.44 Consequently, the County Council may seek works and/or financial contributions from developers to ensure that the PRoW network is appropriate to accommodate the extra demands or user impacts arising from new development. This includes protecting and enhancing access on individual developments, securing mitigation measures linked to individual development sites and seeking pooled contributions where appropriate towards important local area countryside access route assets.

<sup>26</sup> <https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/countryside-access/rights-way-management-plan>

- 8.45 Contributions may be sought towards mitigation measures on existing rights of way in the wider area that are likely to be affected by the development. Contributions will be indexed and based on an assessment of the anticipated costs of individual schemes linked to a specific development site, not calculated with a standard tariff. Such contributions will normally be spent on measures in an 'impact' area which could be up to 5km from the development site depending on site and network characteristics.
- 8.46 Oxfordshire County Council have prepared a PRoW Planning Information Note setting out the issues that developers should consider when undertaking works which might affect PRoW. Further information can be found in the County Council's Developer [Guide to Developer Contributions](#).

**Public Rights of Way - summary of developer contribution to be sought:**

All development which will impact on an existing right of way will be required to mitigate the impacts to protect existing countryside access.

Where necessary, directly, fairly and reasonably related in scale and kind to the development, appropriate works and/or a financial contribution will be sought towards appropriate mitigation measures.

This will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 - Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH4 – Public Realm and Green Infrastructure

## 9. Climate and Environment

- 9.1 The NPPF identifies three overarching objectives of sustainable development, including the following environmental objective:

*‘To protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy’.*

- 9.2 A core objective of the West Oxfordshire Local Plan 2031 is to conserve and enhance the character and significance of West Oxfordshire’s high quality natural, historic and cultural environment – including its geodiversity, landscape, biodiversity, heritage and arts.

- 9.3 In this section, we provide an overview of the Council’s approach to developer contributions in the following areas:

- Biodiversity net gain
- Air quality
- Flood risk, water management and sustainable drainage
- Archaeology

### ***Biodiversity Net Gain (BNG)***

- 9.4 The NPPF specifies the need to protect biodiversity, including designated sites and priority habitats and species, and emphasises the need to conserve, restore and recreate ecological networks to ensure that biodiversity is more resilient to current and future pressures, including climate change.
- 9.5 Local Plan Policy EH3 - Biodiversity and Geodiversity sets out the need for biodiversity to be protected and enhanced with a requirement for all major and minor applications to demonstrate a net gain in biodiversity where possible.
- 9.6 The more recent Environment Act 2021 lays the foundation for a Nature Recovery Network and introduces a mandatory requirement for biodiversity net gain in the planning system, to ensure that new developments enhance biodiversity.
- 9.7 There is currently a transitional period with the mandate for BNG expected to become operational in 2023. Once this occurs, applications will need to comply with the National BNG requirements. In the interim, schemes which wish to deliver BNG in advance of the mandatory requirements are positively encouraged.
- 9.8 The Thames Valley Environmental Records Centre (TVERC) provides the central point of contact for information on biodiversity and geodiversity within Oxfordshire. Therefore developers are advised to access the information held by TVERC in order to assess the impact of their development on the natural environment. TVERC also provide a biodiversity metric assessment service to assist developers with their calculations of biodiversity net gain.

- 9.9 Where mitigation for the biodiversity impacts of a development and the delivery of biodiversity net gain can be achieved on site, the District Council will ordinarily secure these through planning conditions. However, arrangements for the long term management and maintenance of this mitigation and net gain may be secured through a S106 agreement where appropriate.
- 9.10 Where it can be demonstrated that it is not possible to achieve on-site mitigation or compensation, financial contributions may be sought towards a scheme that adequately offsets the impact of the development and provides a net gain in line with Government guidance.
- 9.11 In most circumstances, the financial contribution for off-site biodiversity net gain (offset) will be secured by planning condition based on the number of units required and the submission of an offset delivery provider certificate to confirm that the contribution required has been paid to them. In some instances, there may be a need to secure this via a Section 106 agreement for example, where the development will occur over multiple phases.

**Biodiversity - summary of developer contribution to be sought:**

In accordance with Policy EH3 of the West Oxfordshire Local Plan, all new development must protect and enhance biodiversity, demonstrating a net gain in biodiversity where possible.

All development will therefore be expected to incorporate on-site mitigation and enhancement measures as appropriate. These will normally be secured by way of a planning condition and in the case of arrangements for long-term management and maintenance, potentially through a Section 106 legal agreement.

Where it is not possible to achieve adequate on-site mitigation or compensation, a financial contribution will be sought for off-site measures to adequately offset the impact of the development.

In most circumstances, the required financial contribution for off-site biodiversity net gain based on the number of biodiversity units and an agreed per unit cost will be secured by planning condition unless there is a specific need to secure this via a S106 Agreement, for example, where the development will occur over multiple phases.

**Relevant Policy Context:**

NPPF Section 15 - Conserving and Enhancing the Natural Environment  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure, EH3 - Biodiversity and Geodiversity

### ***Air Quality***

- 9.12 Air pollution is associated with a number of adverse health impacts and particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions.
- 9.13 Areas within West Oxfordshire which don't meet National Air Quality Standards have been declared Air Quality Management Areas (AQMAs). The main air quality issues are related to vehicular density within relatively congested urban areas, thus nitrogen dioxide is the main pollutant of concern.
- 9.14 Areas not meeting the objective for Nitrogen Dioxide include Bridge Street, Witney and Horsefair/ High Street, Chipping Norton. Air Quality Action plans for these areas have been produced to find out the source of the problem and reduce concentrations of air pollutants to below National Air Quality Standards.
- 9.15 All new major residential and non-residential development which will result in increased traffic movements within the AQMAs identified above will be required to pay a financial contribution to help introduce measures to offset the increase in pollutant measures.
- 9.16 The level of contribution will be negotiated on a case by case basis depending on the level of additional traffic movements which is likely to result from the development.

#### **Air Quality - summary of developer contribution to be sought:**

For residential developments of more than 10 homes and larger non-residential developments of more than 1,000 sq.m, where necessary, directly, fairly and reasonably related in scale and kind to the development, an appropriate financial contribution will be sought towards measures to offset increases in local pollutant emissions.

This is anticipated to apply to developments which would demonstrably increase vehicular movements within an Air Quality Management Area (AQMA) and will be secured by way of a Section 106 legal agreement.

#### **Relevant Policy Context:**

NPPF Section 15 - Conserving and Enhancing the Natural Environment  
West Oxfordshire Local Plan 2031: Policy EH8 - Environmental Protection, OS5 - Supporting Infrastructure

### ***Flood risk, water management and sustainable drainage***

- 9.17 There are several rivers flowing through the District which are important corridors for biodiversity and recreation however they present a flood risk and communities including Witney have suffered from flooding, in particular in 2007.
- 9.18 Oxfordshire County Council (OCC) is the Lead Local Flood Authority (LLFA) and has a duty to develop and maintain a strategy for the management of local flood risk in Oxfordshire. OCC

works closely with the District Council and other key stakeholders, including the Environment Agency and Thames Water.

- 9.19 In accordance with Local Plan Policy EH7, flood risk will be managed using the sequential risk based approach (and if necessary, the Exception Test) set out in the NPPF to reduce the risk of flooding to people and property.
- 9.20 All proposals for development will be required to ensure that all potential sources of flooding (including sewerage and surface water) are addressed with measures to manage or reduce their impacts on and off the site. Landowners and developers will need to ensure that appropriate flood resilient and resistant measures are incorporated, including sustainable drainage systems to manage run-off and support improvements in water quality. In some cases it may be appropriate to safeguard land required for flood management and this should be managed as part of the green infrastructure.
- 9.21 It is expected that landowners/ developers will meet the costs of the above measures including direct off-site flood risks and any indirect residual flood risks arising from their development.
- 9.22 Planning obligations will normally be sought where the development requires off-site management of surface water and off-site works to manage any potential increase in the risk of flooding from fluvial sources arising from the development proposed. This will normally require the works to be undertaken and agreed by the appropriate Risk Management Authority, and appropriate contracts to be in place to secure the delivery of off-site work before the development can commence.
- 9.23 On-site infrastructure which is required to alleviate the risk of flooding, and reduce impacts on drainage infrastructure will normally form part of the detailed matters submitted and agreed through the planning application process and delivery can therefore be secured through a planning condition. However, the on-going maintenance of on-site infrastructure may need to be secured through a Section 106 Agreement.
- 9.24 If the drainage and flood risk management works are being undertaken by the developer, this work must be completed to a timetable or phasing plan agreed with the Local Planning Authority. Any phasing requirements for planning obligations related to drainage and flood risk management infrastructure will be set out in a Section 106 agreement.
- 9.25 In terms of the maintenance of on and off-site flood risk management and drainage infrastructure, this will need to be maintained to ensure it continues to be effective. In some cases, this may be adopted by the appropriate authority but where this is not possible, the developer will need to ensure mechanisms are in place to secure on-going and effective maintenance in perpetuity. Typically this will be secured through a Section 106 Agreement.
- 9.26 Given the significance of flood risk as a critical issue for our local communities, the District Council will consider using a proportion of any future CIL receipts to help fund appropriate improvements and mitigation measures. Further information on flood and water



management and Sustainable Drainage Systems is set out in the County Council's [Guide to Developer Contributions](#)

**Flood risk, water management and sustainable drainage - summary of developer contribution to be sought:**

Where necessary, directly, fairly and reasonably related in scale and kind to the development, on-site flood risk management and associated drainage infrastructure, including the provision of land where appropriate, will be secured through a Section 106 legal agreement or through an appropriate planning condition.

Off-site flood risk management and drainage infrastructure necessary to support a development will be sought as appropriate and secured through a Section 106 legal agreement.

The effective maintenance of on and off-site flood risk management and drainage infrastructure will be secured through a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 14 - Meeting the challenge of climate change, flooding and coastal change  
West Oxfordshire Local Plan 2031: Policy EH7 - Flood Risk, OS5 - Supporting Infrastructure

***Archaeology***

- 9.27 The NPPF requires an 'applicant to describe the significance of any heritage assets affected (by their development) including any contribution made by their setting'. This should normally be set out in a Heritage Statement submitted with the planning application. As a minimum the Historic Environment Record (HER) will need to be consulted which is maintained by the County Council.
- 9.28 Local Plan Policy EH15 requires development to conserve and enhance the significance of scheduled monuments and archaeological remains, including their setting. Any unavoidable harm should be minimised and mitigated in accordance with this Policy and in liaison with the Archaeology Team at Oxfordshire County Council.
- 9.29 As well as known archaeological sites and historic features, new sites continue to be discovered, often as a result of development activities. It is therefore important that measures are taken when planning permission is considered to investigate, record, analyse and protect these non-renewable assets, usually via a planning condition.
- 9.30 Developers should contact the Archaeology Team at Oxfordshire County Council at the pre-application stage so that they can be aware of any requirements that may be made prior to or when an outline or full application is made.

- 9.31 If there are areas of archaeological significance then the developer will be required to mitigate and plan how to protect assets in consultation with the Archaeology Team. Measures required may include site management, public access, interpretation schemes and open space provision designed into the development to protect remains.

**Archaeology - summary of developer contribution to be sought:**

Developers will be required to mitigate and protect archaeological assets which will be affected by development, both within the site boundary and off-site.

This will be secured via planning condition.

**Relevant Policy Context:**

NPPF Section 16 - Conserving and enhancing the historic environment  
West Oxfordshire Local Plan 2031: Policy EH15 - Scheduled monuments and other nationally important archaeological remains, OS5 - Supporting Infrastructure

## **10. Community and Culture**

### ***Public Realm and Public Art***

- 10.1 The NPPF states that the 'creation of high quality beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities'.
- 10.2 The public realm can play an important role in enhancing the character of an area and improving the overall quality of space. The public realm relates to all those parts of the built environment, including privately owned spaces. The quality of the public realm is an important consideration in the design and layout of a development. High quality design and good management of the public realm is essential in creating successful and vibrant places and can help to establish an identity for an area.
- 10.3 Public art is an expression of cultural wellbeing and engages people with the economic, social and environmental development of places. It can be permanent or temporary and may include: the installation of artworks in the public realm; the involvement of artists in the planning and design of buildings and spaces; facilities for the arts and artists working creatively with communities in order to explore and articulate issues of local significance. Public art projects which engage existing and new communities and enable them to celebrate and/ or investigate local identity and/ or local issues will support social development, cohesion and wellbeing.
- 10.4 Local Plan Policy OS4 - High Quality Design makes clear that high design quality is central to the overall strategy for future growth in West Oxfordshire. Policies OS5 (Supporting infrastructure) and EH4 (Public Realm and Green Infrastructure) provide the policy basis for seeking contributions towards the public realm, including public art.
- 10.5 The [West Oxfordshire Design Guide](#) (adopted April 2016) is a Supplementary Planning Document and explains how the Council will require developers to support the provision of public art projects.
- 10.6 In general terms, this will comprise either:
- the funding, management, development, implementation and maintenance of public art projects, which form part of developments located within Strategic Development Areas and major development sites; or
  - a financial contribution towards the provision of or enhancement to public art projects/ public realm improvements located outside Strategic Development Areas and major development sites which should usually be within the vicinity of a site.
- 10.7 West Oxfordshire District Council has historically sought the provision of public art as part of major new developments, particularly in town centres, leisure centres and residential areas and will continue to do so.

- 10.8 The Council through its Public Art team will support developers in delivering public art and other public realm improvements in particular for larger residential development proposals of more than 10 homes. The contribution sought will reflect the character and scope of the works required and will be negotiated on a case-by case basis. In some instances, contributions may be sought towards temporary installations and events co-ordinated by relevant specialists with such events having been successfully held on a number of occasions previously (e.g. Shilton Park, Carterton).
- 10.9 The implementation, management and maintenance of public realm improvements and public art will be secured through a Section 106 legal agreement and/or planning condition as appropriate.

**Public Realm and Public Art - summary of developer contribution to be sought:**

For larger residential developments of 10 or more homes, where necessary, directly, fairly and reasonably related in scale and kind to the development, the provision and maintenance of public realm improvements and public art will be sought as appropriate either directly or in the form of an appropriate financial contribution (or a combination of both).

This will be secured by way of a Section 106 legal agreement or planning condition.

**Relevant Policy Context:**

NPPF Section 12 – Achieving Well Designed Places

West Oxfordshire Local Plan 2031: EH4 Public Realm and Green Infrastructure, OS5 - Supporting Infrastructure

***Community facilities and community development***

- 10.10 The NPPF<sup>27</sup> states that planning policies and decisions should plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments. Local Plan Policy OS5 - Supporting infrastructure provides the policy basis for seeking contributions towards the provision of community meeting space.

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<sup>27</sup> NPPF paragraph 93

- 10.11 Community centres and community halls provide a wide range of opportunities for a variety of social, welfare and leisure activities that assist in the creation of sustainable communities. These include space for meetings, exhibitions and social events. There are a number of delivery partners involved in the delivery of new community facilities in the District including WODC, OCC, developers, Parish Councils, local churches and the voluntary sector.
- 10.12 It should be noted that whilst this revised draft SPD addresses the need for community facilities within the context of community development, it does not specifically address places of worship.
- 10.13 On larger strategic sites such as the five strategic site allocations in the Local Plan (which vary in size from c. 450 homes – 2,200 homes) the Council will generally expect new community facilities to be provided on-site as an integral part of the development to promote social cohesion and activity.
- 10.14 Such facilities should be accessibly located (normally no more than 800 metre walking distance) with the scale of facility provided to be commensurate to the scale of the development. Meeting spaces should be flexible with storage facilities suitable for different user groups and able to be put to multiple uses and the developer should agree the specification of any new facility with the Council.
- 10.15 The provision of such facilities should be phased at an early stage in agreement with the Council. A commuted sum for the future maintenance of the facility may also be sought and arrangements for the long-term stewardship of the facilities will need to be agreed.
- 10.16 On larger developments, the Council will also consider seeking a financial contribution towards the appointment of a community development officer to assist with community integration and health and well-being during the early stages as people move into new developments.
- 10.17 In some instances, it may also be appropriate to provide some sort of community space as part of smaller developments of more than 100 homes (e.g. to support the cumulative impact of growth or to support a particular need such as the provision of specialist housing for a particular group or groups. This will be considered on a case-by-case basis.
- 10.18 Where the on-site provision of new community facilities is identified as being necessary, the Council will seek to secure this by way of a Section 106 legal agreement.
- 10.19 Where new development gives rise to a need for additional community space but not a new freestanding facility, financial contributions will be sought for off-site provision such as the improvement/upgrade of existing facilities where appropriate.

- 10.20 The contributions sought will be calculated on a case-by-case basis with benchmarking exercises suggesting that a figure of 200 sq m per 1,000 population (applied on a pro-rata basis) may be an appropriate starting point<sup>28</sup>. However, this will depend on a number of factors including the scale of proposed development, the level of local need/existing provision identified and accessibility to existing provision. As outlined above, a financial contribution towards the appointment of a community development role may be sought for larger residential schemes.

**Community Facilities and Community Development - summary of developer contribution to be sought:**

New community facilities will be sought on-site as an integral part of all strategic site allocations within the West Oxfordshire Local Plan 2031.

The Council will also consider on a case-by-case basis whether there is a demonstrable need for the on-site provision of community facilities in smaller developments of more than 100 homes, particularly to take account of any cumulative impact of growth in the area or to address a specific need (e.g. specialist housing provision).

In some instances, a financial contribution towards the appointment of a Community Development Officer may be sought.

In all instances, on-site provision will be secured by way of a Section 106 legal agreement including arrangements for long-term maintenance.

Where new development gives rise to a need for additional community space but not a new freestanding facility, a financial contribution will be sought from smaller schemes of more than 10 homes towards off-site provision such as the improvement/upgrade of existing facilities where appropriate.

This will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy E5 – Local Services and Community Facilities, OS5 - Supporting Infrastructure

***Community services (libraries, museums, adult and children support services)***

- 10.21 Community services including libraries, adult and children support services and museums are essential in supporting community cohesion and learning opportunities for adults and children.
- 10.22 The NPPF requires local authorities to plan positively for the provision and use of shared spaces, community facilities and other local services to enhance the sustainability of communities and residential environments.

<sup>28</sup> Para 5.1.21 Eynsham Area Infrastructure Delivery Plan Updated Draft Report July 2020

- 10.23 The West Oxfordshire Local Plan sets out the importance of local facilities in meeting the day to day needs of residents by providing social meeting places, sports venues and other essential local services. Policy E5 supports the retention of local services and community facilities to meet local needs and to promote social wellbeing, interests, interaction and healthy inclusive communities.
- 10.24 Oxfordshire County Council is responsible for social and community services, including libraries, museums, adult social care, family safeguarding and youth provision. The County Council's Corporate Plan 2019 to 2022 confirms its commitment to providing library, cultural, museum and music services with funding and investment to be sought from development through Section 106 legal agreements.
- 10.25 There are 11 libraries in West Oxfordshire which are the responsibility of Oxfordshire County Council (OCC). Carterton, Chipping Norton, Eynsham and Witney libraries have been designated as core libraries.
- 10.26 The level of growth proposed for Witney, Carterton, Chipping Norton, Eynsham and Woodstock will place additional pressures on those particular libraries. More general growth will place pressure upon all libraries and particularly the Central County Library in Oxford.
- 10.27 As such, the five strategic site allocations identified in the West Oxfordshire Local Plan 2031 will be expected to make appropriate provision for libraries by way of a Section 106 legal agreement. In the future, other options to provide facilities such as this may be explored. As an example, libraries may become an integrated part of a Community Hub that includes other elements of infrastructure.
- 10.28 In respect of potential contributions towards museum provision, the (former) Museums, Libraries and Archives (MLA) previously recommended a benchmark minimum standard floor space for museums of 28 sq m per 1,000 population for local authorities. However, developers should contact the County Council regarding the likely level of contribution that may be required.
- 10.29 It is anticipated that other smaller developments will contribute towards the provision and enhancement of community services including libraries, adult and children support services and museums by way of the Community Infrastructure Levy (CIL) once introduced in West Oxfordshire.
- 10.30 For further information on developer requirements in relation community services, please refer to Oxfordshire County Council's [Guide to Developer Contributions](#).



**Community Services - summary of developer contribution to be sought:**

All strategic site allocations within the West Oxfordshire Local Plan 2031 will be expected to make appropriate contributions towards the provision and enhancement of community services including libraries, adult and children support services and museums.

This will be secured by way of a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy E5 – Local Services and Community Facilities, OS5 - Supporting Infrastructure

***Burial Space***

- 10.31 Local Plan Policy OS5 - Supporting Infrastructure requires development to contribute to the timely provision of essential supporting infrastructure including burial grounds. Burial space comprises churchyards, cemeteries managed by Town or Parish Councils and natural burial grounds.
- 10.32 A significant proportion of burial capacity across West Oxfordshire is accommodated in Churchyards, however there is strict criteria to be fulfilled by the deceased to qualify for burials in a Churchyard and so adequate provision of burial space for those who do not qualify is a factor for consideration when assessing the impacts of additional growth.
- 10.33 Whilst a comprehensive study into the need for burial space in the District has not been undertaken, due to the emergency planning efforts for the Covid-19 pandemic, a recent survey was undertaken with all West Oxfordshire Town and Parish Councils for two weeks in early May 2020. The analysis has been undertaken to reflect the five WODC Local Plan 'Sub-Areas' and the settlement hierarchy.
- 10.34 The need for additional burial space has historically been raised as an issue by some communities within the District, including Eynsham. The Council's survey undertaken in May is a useful assessment in determining where there are particular gaps in provision, particularly for those communities who will be accommodating additional growth.
- 10.35 Due to the significant increases in population that will arise from the five strategic site allocations in the West Oxfordshire Local Plan, these developments will be expected to make a direct contribution towards burial space capacity either through the direct provision of land, where appropriate and suitable, or through a financial contribution.
- 10.36 In addition larger residential developments of more than 50 homes will be required to make a financial contribution if a local need is identified. This will be secured through a planning condition and/or Section 106 legal agreement as appropriate.

**Burial Space - summary of developer contribution to be sought:**

The five strategic site allocations set out in the West Oxfordshire Local Plan 2031 and larger residential developments of more than 50 homes will be expected to make a contribution towards burial space capacity either through the direct provision of land, where appropriate and suitable, or through a financial contribution.

This will be secured through a planning condition and/or Section 106 legal agreement as appropriate.

**Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure

## **11. Health and social care**

- 11.1 A key aspect of the NPPF is the promotion of healthy and safe communities with planning policies expected to take into account and support the delivery of local strategies to improve health, social and cultural well-being for all sections of the community.
- 11.2 Reflecting this, Local Plan Policy OS5 - Supporting Infrastructure requires development to contribute to the timely provision of essential supporting infrastructure including health care provision.
- 11.3 The overall concept of 'healthy place shaping' was adopted as a strategic priority for Oxfordshire's Health and Wellbeing Board in September 2018 and has since been taken forward through the Oxfordshire Strategic Vision. A key aspect of healthy place shaping is helping to develop local health and care services to deliver good local services.

### ***Primary Care***

- 11.4 Primary care services provide the first point of contact in the healthcare system and include general practice as commissioned by Oxfordshire Clinical Commissioning Group (OCCG). Other aspects of primary care (community pharmacy, dental and optometry services are commissioned by NHS England. Currently 10 GP practices are located in the West Oxfordshire District Council area. In addition, 2 community hospitals are located in the District in Witney and Chipping Norton.
- 11.5 The OCCG has agreed a new [Primary Care Estates Strategy 2020-2025](#) which sets out a vision for the provision of health services in Oxfordshire where patients will receive more care closer to home and be supported out of hospital as much as possible.
- 11.6 Because of the relatively large population increases associated with the five strategic development areas allocated in the West Oxfordshire Local Plan, an appropriate financial contribution will be sought through a Section 106 legal agreement where there is insufficient existing capacity in primary care provision to serve the development.
- 11.7 In some cases provision may be sought by way of land and/or buildings where this is associated with one of the strategic allocations to enable the provision of accessible facilities or the upgrading/ extension of existing facilities in the locality. Again this will be secured by way of a Section 106 legal agreement.
- 11.8 It is anticipated that other smaller developments will contribute towards primary health care through the Community Infrastructure Levy (CIL) once introduced in West Oxfordshire.

### ***Secondary care***

- 11.9 Secondary care services are provided by health professionals through referral. Secondary care services are usually based in a hospital or clinic, though some services may be community based. They may include planned operations, specialist clinics, or rehabilitation services (e.g. physiotherapy).

- 11.10 The NHS aim to increase the commissioning of care types, which have traditionally been provided in acute hospitals, in GP surgeries and other community settings, to improve access for patients.
- 11.11 Financial contributions, and in some cases land, may be sought from the five strategic sites allocated in the West Oxfordshire Local Plan 2031 towards the provision of secondary health care where appropriate and proportionate. Any such provision would be secured by way of a Section 106 legal agreement.
- 11.12 It is anticipated that other smaller developments will contribute through the Community Infrastructure Levy (CIL) once introduced in West Oxfordshire.

***Extra care***

- 11.13 Extra care housing provides a form of accommodation where adults have access to care and support and this therefore supports primary and secondary care services. This often consists of a complex or cluster of individual homes with immediate access to a range of on-site care options, which can respond flexibly to increasing individual needs.
- 11.14 In addition, Oxfordshire County Council is responsible for adult social care (Community Support Service Centres) and family safeguarding (Children's Homes / Children & Family Centres).
- 11.15 Contributions towards extra care housing, care/nursing homes, adult and social care and family safeguarding will be sought from the five strategic allocations and will be negotiated on a case-by-case basis depending on the need generated and the level of provision already in place within the locality.

**Primary and secondary health care and extra-care - summary of developer contribution to be sought:**

The five strategic development areas allocated in the West Oxfordshire Local Plan 2031 will be expected to make a financial contribution towards primary health care. In some cases and where appropriate, provision may be sought by way of land or buildings.

Financial contributions and /or direct provision of land or buildings towards primary health care will be secured through a Section 106 legal agreement.

Where there is an identified need, a financial contribution towards secondary health care provision may also be sought from the five strategic development areas and this will be secured through a Section 106 legal agreement.

Contributions towards extra care housing, care/nursing homes, adult and social care and family safeguarding may be sought from the five strategic allocations and this will be negotiated on a case-by-case basis depending on the need generated and the level of provision already in place within the locality.

**Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure

## 12. Emergency Services

### *Fire and rescue*

- 12.1 New development has the potential to increase fire risk and place additional demands on the fire and rescue service. It is therefore necessary to ensure that appropriate infrastructure is delivered alongside new development.
- 12.2 Oxfordshire County as the Fire and Rescue Authority has a statutory duty to respond to emergencies and to ensure that all development is provided with adequate water supplies for firefighting under the Fire and Rescue Services Act 2004.
- 12.3 A planning obligation towards new fire service infrastructure facilities may be requested where a specific need arising from a development is identified. This is anticipated to apply to the five strategic development areas identified in the West Oxfordshire Local Plan 2031. Any contribution will be calculated to be proportionate to the development and will be secured by way of a Section 106 legal agreement.
- 12.4 Contributions may be by way of land provision and/or financial contributions towards new infrastructure including emergency vehicles. The assessment of need for new infrastructure will vary depending on the location of facilities and local response times to deal with emergencies.
- 12.5 New development may require the provision of fire hydrants and associated infrastructure. Where these are required the developer(s) will need to agree a scheme with the Water Authority and County Fire Service and be responsible for funding this. Planning conditions will be used as appropriate.
- 12.6 For further information on developer requirements in relation to Fire and Rescue, please refer to the Oxfordshire County Council's [Guide to Developer Contributions](#).
- 12.7 It is anticipated that other smaller developments will contribute through the Community Infrastructure Levy (CIL) once introduced in West Oxfordshire.

#### **Fire and Rescue - summary of developer contribution to be sought:**

The five strategic development areas allocated in the West Oxfordshire Local Plan 2031 will be expected to make an appropriate contribution towards fire and rescue infrastructure.

In some cases and where appropriate, provision may be sought by way of land or buildings.

Provision towards fire and rescue will be secured by way of a Section 106 legal agreement.

Planning conditions will also be used as appropriate.

#### **Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities

West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure

### *Policing/community safety*

- 12.8 The NPPF requires planning policies and decisions to ensure that crime and disorder (and the fear of crime) does not undermine quality of life or community cohesion. Policies for the layout and design of developments should be informed by the most up-to-date information available from the police and other agencies about the nature of potential threats and their implications. This includes appropriate and proportionate steps, which can be taken to reduce vulnerability, increase resilience and ensure public safety and security (NPPF, paras 92 and 97).
- 12.9 West Oxfordshire Community Safety Partnership (WOCSP) with the key partners WODC, Thames Valley Police (TVP), Thames Valley CRC Trust (probation), Oxfordshire County Council (adult social services, fire and rescue, public health and children social care), and the Oxfordshire Clinical Commissioning Group (OCCG) brings together local organisations with a shared goal of creating safer communities in which to live, work and visit. They look to tackle this by using skills, knowledge and techniques to prevent and reduce crime, disorder and fear of crime, and to develop safer communities.
- 12.10 Thames Valley Police (TVP) is responsible for policing the Thames Valley area, which includes West Oxfordshire. TVP set out a list of potential infrastructure requirements relating to proposed growth in West Oxfordshire in 2018. The list included staff equipment, vehicles, Automatic Number Plate Recognition (ANPR) cameras, and premises. TVP also indicated that some of its requirements could be met through the provision of an on-site facility; e.g. space within a community building, or a shared facility with other blue light partners.
- 12.11 A planning obligation towards police service infrastructure may be requested where a specific need arising from a strategic site allocated in the West Oxfordshire Local Plan is identified. The assessment of need for new infrastructure will vary depending on the location of facilities and local response times to deal with emergencies.
- 12.12 Contributions may be by way of land provision and/or financial contributions towards new infrastructure including those listed above and will be secured by way of a Section 106 legal agreement.
- 12.13 It is anticipated that other smaller developments will contribute through the Community Infrastructure Levy (CIL) once introduced in West Oxfordshire.

**Police and Community Safety - summary of developer contribution to be sought:**

The five strategic development areas allocated in the West Oxfordshire Local Plan 2031 will be expected to make an appropriate contribution towards police and community safety infrastructure.

In some cases and where appropriate, provision may be sought by way of land or buildings.

Provision towards police and community safety infrastructure will be secured by way of a Section 106 legal agreement.

Planning conditions will also be used as appropriate.

**Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities

West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure

### **Ambulance Service**

- 12.14 West Oxfordshire is covered by the South Central Ambulance Service (SCAS) NHS Foundation Trust. SCAS is a foundation trust of the National Health Service (NHS). It is responsible for providing twenty-four-hour 999 emergency service across the four counties of the South Central Region, including Oxfordshire.
- 12.15 SCAS has ambulance standby points in Witney and Chipping Norton. Standby points are strategically placed locations that enable a rapid response to patients. SCAS have indicated that a potential requirement for additional ambulance standby points across the District may be necessary which could be met through the provision of an on-site facility, shared with other blue light partners such as the police service.
- 12.16 A planning obligation towards ambulance service provision may therefore be requested where a specific need arising from a strategic site allocated in the West Oxfordshire Local Plan is identified. Contributions may be by way of land provision and/or financial contributions towards new infrastructure and will be secured by way of a Section 106 legal agreement.
- 12.17 It is anticipated that other smaller developments will contribute through the Community Infrastructure Levy (CIL) once introduced in West Oxfordshire.

#### **Ambulance Service - summary of developer contribution to be sought:**

The five strategic development areas allocated in the West Oxfordshire Local Plan 2031 will be expected to make an appropriate contribution towards ambulance services and infrastructure.

In some cases and where appropriate, provision may be sought by way of land or buildings.

Provision towards ambulance service infrastructure will be secured by way of a Section 106 legal agreement.

Planning conditions will also be used as appropriate.

#### **Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure



### 13. Employment, skills and training

- 13.1 Paragraphs 81- 83 of the NPPF set out the importance of supporting economic growth and productivity. This is reflected in the West Oxfordshire Local Plan 2031 which recognises that there is a shortage of workers with technical skills across the area with employers seeking improved 'work readiness' from school leavers.
- 13.2 This is supported further by the Oxfordshire Local Economic Partnership (OxLEP) Strategic Economic Plan 2016 which is committed to increasing apprenticeships and increasing skills in Science, Technology, Engineering and Maths. In addition The Oxfordshire Skills Strategy developed by the Skills Board sets out the strategic priorities necessary to support economic growth.
- 13.3 The District Council is committed to working with Oxfordshire County Council and the Oxfordshire Local Enterprise Partnership (LEP) to help provide opportunities for local people in terms of skills, training and employment and to develop the economy of Oxfordshire. As set out in the Local Plan<sup>29</sup>, the District Council will seek to encourage the use of community employment plans (CEPs) in larger developments (typically 1,000 or more homes and/or 4,000 sqm of floorspace).

#### **Community Employment Plans (CEPs) - summary of developer contribution to be sought:**

Community Employment Plans (CEP) will be encouraged in respect of residential developments consisting of 1,000 or more dwellings and commercial developments of 4,000 sqm or more.

Where such plans are put in place, they will be secured through either a Section 106 legal agreement or planning condition as appropriate.

#### **Relevant Policy Context:**

NPPF Section 6 – Building a strong, competitive economy  
West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure

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<sup>29</sup> Paragraph 6.12

## **14. Waste and recycling/waste management**

- 14.1 Paragraph 8 of the NPPF highlights environmental objectives which includes the need to minimise waste and pollution.
- 14.2 The Waste (England and Wales) Regulations 2011 requires local authorities to manage waste. The District Council is responsible for the collection of waste and recycling from domestic properties as the waste collection authority (WCA). The Council also provides all street cleansing services, including the provision of litter and fido bins.
- 14.3 Oxfordshire County Council is the Waste Disposal Authority (WDA) and is responsible for disposing of the waste that is collected by the District Councils, as well as having a duty to provide facilities for residents to deposit their household waste.

### ***On-site waste provision***

- 14.4 The District Council has prepared a guidance document entitled '[Requirements for refuse and recycling provision at new developments](#)'. This document aims to help developers by giving them the information they need to be able to provide refuse and recycling areas for new and existing dwellings.
- 14.5 The Council will seek a planning condition and/ or financial contribution for the provision of recycling/refuse containers on all residential developments where additional units are created in line with this guidance document.

### ***Off-site waste provision***

- 14.6 Where appropriate, the County Council will require developers to mitigate the impact of a development on Household Waste Recycling Centre (HWRC) sites by paying a financial contribution towards the cost of providing a new or enhanced HWRC site that will serve the development. This will be secured by way of a Section 106 legal agreement.
- 14.7 The calculation for any S106 contribution will be based on:
- The cost of increasing the required total HWRC network acreage;
  - The cost of increasing the building and hard infrastructure footprint costs;
  - The total number of new dwellings proposed across Oxfordshire that are contributing to the increase in waste.
- 14.8 Such a requirement is most likely to apply to larger residential development proposals of more than 10 dwellings but developers should liaise with OCC at an early stage (preferably at the pre-application stage) to understand any likely requirements. Please refer to Oxfordshire County Council's [Guide to Developer Contributions](#) for further information.

**Waste and recycling/waste management - summary of developer contribution to be sought:**

The provision of on-site recycling/ refuse containers and any associated facilities to serve all residential developments will be secured via a planning condition and/or Section 106 Agreement.

For larger residential schemes of more than 10 dwellings, the Council will, where necessary, directly, fairly and reasonably related in scale and kind to the development, seek to secure contributions towards off-site waste recycling and management infrastructure including household waste recycling centre (HWRC) sites.

This will be secured through a Section 106 legal agreement.

**Relevant Policy Context:**

NPPF Section 8 – Promoting Healthy and Safe Communities

West Oxfordshire Local Plan 2031: Policy EH8 – Environmental Protection and Policy OS5 - Supporting Infrastructure

## 15. Utilities

- 15.1 The NPPF requires local planning authorities to work in liaison with other authorities and providers to assess the quality and capacity of a range of infrastructure including utilities and telecommunication infrastructure.
- 15.2 Funding for utilities at a strategic level is usually provided by the respective utilities company through their Asset Management Plans (AMPs). Each AMP identifies the capital investment which the undertaker has committed to make over the next five or ten years. Utility providers can use revenue from customer charges to fund the provision of strategic infrastructure. However utility providers may refuse to cover all the costs associated with some strategic infrastructure, if they are deemed to be excessive. In these cases developer contributions may be necessary.
- 15.3 Connection of developments to the non-strategic mains is not included in AMPs. Individual development proposals should provide the funding required to secure new utility services from a point of connection to the relevant site boundary, together with the delivery of on-site supplies. This will normally be secured through either planning conditions or a planning obligation where necessary.
- 15.4 Developers should work in partnership with utility providers to ensure adequate capacity of utilities such as gas, electricity, water supply and waste water treatment to serve a development. There may be some site specific requirements for larger sites depending on their scale, location and nature. Therefore the developer should liaise with utility providers at the pre-application stage to identify any capacity issues and how these can be met.
- 15.5 In respect of telecommunications, paragraph 114 of the NPPF requires Council's to prioritise full fibre connections to existing and new developments. The vital need for high quality telecommunication infrastructure has become particularly apparent in 2020 due to the Covid-19 pandemic which has changed the way we work and communicate.
- 15.6 It is important for developers to liaise with the Council at an early stage to secure the provision of the necessary ducting and chambers throughout their developments to facilitate the provision of full fibre to each property. This will normally be secured through a planning condition.

### **Utilities - summary of developer contribution to be sought:**

For larger residential proposals of more than 10 homes, where necessary, directly, fairly and reasonably related in scale and kind to the development, the provision of infrastructure for utilities which is not funded by utility providers will be secured through planning conditions or a Section 106 legal agreement as appropriate.

Infrastructure required to facilitate full fibre connections to new development, including the necessary ducting and chambers, will normally be secured through a planning condition.

### **Relevant Policy Context:**

NPPF Section 10 – Supporting high quality communications

West Oxfordshire Local Plan 2031: Policy OS5 - Supporting Infrastructure

## **Part 3 - Specific Procedural matters**

## **16. Viability**

- 16.1 Developer contributions are an additional 'cost' to a developer alongside other costs such as land purchase, construction, interest, professional fees etc. It is important that such costs do not render development unviable as that could affect the rate of housing delivery and other forms of development, thereby having negative consequences.
- 16.2 National policy on viability is clear. The NPPF at paragraph 58 states that: *'Where up-to-date policies have set out the contributions expected from development, planning applications that comply with them should be assumed to be viable'*.
- 16.3 Given that the West Oxfordshire Local Plan was adopted relatively recently (September 2018), in line with the Government's practice guidance, the Council's starting point is that planning applications will be assumed to be viable and it will be for individual applicants to demonstrate that there are particular circumstances to warrant a bespoke viability assessment in support of a particular application.
- 16.4 Where an applicant is able to robustly demonstrate that the requirements of a planning obligation would cause a development to be unviable, the Council will consider whether there is a legitimate and demonstrable need to be flexible in seeking developer contributions. Other bodies (e.g. Oxfordshire County Council) will be drawn into such discussions as appropriate.
- 16.5 In some instances, the Council may need to seek independent professional advice on viability matters, the cost of which will need to be borne by the applicant.

## **17. Legal and Administration Fees**

- 17.1 Applicants will be required to pay the District Council's legal costs incurred in drafting and completing any Section 106 legal agreement. The Council's legal costs will be charged at an hourly rate and will become payable upon completion of the agreement. The Council's Solicitor will require an undertaking from the solicitor acting on behalf of the applicant to pay the Council's legal costs, whether or not the agreement is completed.
- 17.2 For large-scale agreements, periodic payment of legal costs may be required. The amount will inevitably vary depending on the nature and complexity of the agreement.
- 17.3 Unilateral undertakings will be subject to an administration charge to cover legal costs and the transfer of money to third parties where necessary.
- 17.4 Please note that financial contributions payable to Oxfordshire County Council will be subject to a different process and developers should refer to OCC's [Guide to Developer Contributions](#) or contact the Oxfordshire County Council Infrastructure Funding Team for further information.

- 17.5 Partners or key stakeholders e.g. Police or Health bodies (e.g. OCCG) may be required to sign an indemnity agreement and ensure contributions are spent in accordance with the Section 106 Agreement. Appendix 3 includes an example of a draft indemnity agreement.

## **18. Timing / phasing of payments**

- 18.1 The District Council will require financial contributions to be paid prior to the implementation of planning permission or as otherwise agreed as part of a programme of staged payments (e.g. affordable housing financial contributions which are deferred until completion of the development). Legal costs and administration charges will need to be paid prior to the completion of the agreement unless otherwise agreed in writing by the Council.
- 18.2 The Council will calculate the total financial contribution payable including interest and/ or indexation which will be made available to the developer. This calculation will be valid for 14 days from the date of issue unless otherwise agreed in writing.
- 18.3 On receipt, financial contributions will be transferred to the relevant internal department or third party such as Oxfordshire County Council or a parish council who is responsible for spending the contribution. Payments made to Oxfordshire County Council will be subject to a different process as set out in OCC's [Guide to Developer Contributions](#).
- 18.4 All receipts and spending of financial contributions will be recorded and monitored by the District Council and as of December 2020, reported annually through the Council's Infrastructure Funding Statement (IFS).

## **19. Indexation**

- 19.1 It is appropriate for financial contributions secured through a planning obligation to be indexed so they retain their original value. The base date and index (normally index-linked to inflation) will be detailed within the legal agreement. Payments will be subject to an inflation factor (normally RPI or CPI or BCIS all in tender price index) which will be adjusted according to the fluctuations between the date of the obligation and the quarter period in which payment is due to the Council.
- 19.2 Please be aware that payments made to Oxfordshire County Council may be may be subject to different measures of inflation.

## **20. Interest on late payments**

- 20.1 At least 21 days prior to reaching a payment/ trigger date as specified in the agreement, the developer should notify the Council of their intention to pay the financial contribution. After the payment/ trigger date has elapsed, interest may be charged at a rate of 4% above the standard base rate, unless otherwise stated in the planning obligation. The developer may also be liable to additional monitoring and enforcement costs as a result of late payment.
- 20.2 The District Council will calculate the total financial contribution payable including interest and/ or indexation which will be made available to the developer. This calculation will be valid for 14 days from the date of issue unless otherwise agreed in writing. If this has not been paid within the agreed time period and the calculations are shown to be correct following the



resolution of any dispute, then late payment interest will be charged at rate of 4% above the standard base rate.

## **21. Monitoring and enforcement**

### ***Monitoring***

- 21.1 The Council monitors planning obligations and will work in collaboration with developers to help deliver financial contributions and other obligations on-time. In order to undertake this work, monitoring fees will be charged as appropriate. Further information on the fees that will be applied is set out at Appendix 2.

### ***Enforcement***

- 21.2 Where there is evidence of non-compliance with a planning obligation, the Council will instruct the Council's Legal Team to take appropriate action to secure compliance. The Council will aim to recover all reasonable administration costs incurred which may include administration, correspondence and site visits. Non-compliance with a planning obligation could include failure to comply with the obligation, failure to notify the Council of a due payment and non-payment.
- 21.3 Where it is clear that matters within a planning obligation are not being complied with, the Council's Legal Team will be instructed to take appropriate action to secure compliance which may include seeking a court injunction where appropriate.

## **22. Dispute resolution**

- 22.1 The Town and Country Planning Act 1990 (as amended) gives the Secretary of State the power to appoint someone to resolve issues that are holding up the completion of a planning obligation.

## **23. The importance of early engagement and transparency**

- 23.1 Developer contributions are an important issue locally because of the potential benefits that can accrue for local communities. In working up development proposals, developers are therefore encouraged to enter into early dialogue with Town and Parish Councils and other relevant stakeholders to understand any local ambitions and priorities that may be able to be facilitated through the development.
- 23.2 The District Council will endeavour to work pro-actively and transparently with Town and Parish Councils and other relevant stakeholders including Oxfordshire County Council in terms of securing and spending contributions.
- 23.3 Details of monies and other contributions received, allocated and spent/delivered will be set out in the District Council's annual Infrastructure Funding Statement (IFS).

## Appendices

## Appendix 1 - Summary table of developer contributions by type and anticipated mechanism

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
Affordable Housing on-site (where applicable)	On-site provision on sites of 11 or more market units or which have a maximum combined gross floorspace of more than 1,000 sq.m). (50%, 40% and 35% in the high, medium and lower value zones respectively).	✓			
Affordable Housing off-site financial contribution (where applicable)	Within the Cotswolds AONB on sites of 6-10 units and which have a maximum combined gross floorspace of no more than 1,000 sq.m) provide a financial contribution towards off-site affordable housing. Current rate is £100 per sq.m based on gross internal area (GIA <sup>30</sup> )	✓			
Custom/self-build housing	5% provision of serviced residential plots for the purpose of self/custom-build on larger residential schemes of 100 or more homes	✓			
Custom/self-build housing – other smaller schemes put forward for the express purpose of custom/self-build	Other smaller schemes will be secured through an appropriate planning obligation or planning condition.	✓			✓
Education provision - both on-site and off-site	Generally applies to larger residential schemes of 10 or more dwellings however in some instances, smaller schemes may be assessed	✓		CIL receipts may also be used	

<sup>30</sup> Based on the definitions set out in the RIC Code of Measuring Practice

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	<p>depending on their relationship to other developments as well as potential cumulative impacts.</p> <p>Any such contribution will be considered on a case-by-case basis and will be calculated and agreed in accordance with the procedures and requirements of Oxfordshire County Council as the Local Education Authority.</p>			where appropriate.	
Highways and access improvements both on-site and off-site	<p>Generally applies to larger residential schemes of 10 or more dwellings however in some instances, smaller schemes may be assessed depending on their relationship to other developments as well as potential cumulative impacts.</p> <p>The amount/nature of any contribution will be considered on a case-by-case basis and will be agreed with Oxfordshire County Council as the local highway authority.</p>	✓	✓	CIL receipts may also be used where appropriate.	
Public transport services and infrastructure provision both on-site and off-site through an appropriate financial contribution	<p>Generally applies to larger residential schemes of 10 or more dwellings however in some instances, smaller schemes may be assessed depending on their relationship to other</p>	✓	✓	CIL receipts may also be used where appropriate.	

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	<p>developments as well as potential cumulative impacts.</p> <p>The amount/nature of any contribution will be considered on a case-by-case basis and will be agreed with Oxfordshire County Council as the local highway authority.</p>				
Healthy and active travel provision both on-site and off-site	<p>Generally applies to larger residential schemes of 10 or more dwellings however in some instances, smaller schemes may be assessed depending on their relationship to other developments as well as potential cumulative impacts.</p> <p>The amount/nature of any contribution will be considered on a case-by-case basis and will be agreed with Oxfordshire County Council as the local highway authority.</p>	✓	✓	CIL receipts may also be used where appropriate.	
Travel Plans	Travel plans can be sought on a wide range of planning applications including retail, leisure, employment, residential and mixed use schemes as appropriate.	✓			✓

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	<p>Generally applies to schemes of 10 or more dwellings where appropriate and larger non-residential schemes.</p> <p>Travel Plans typically include a range of measurable actions and targets which can be monitored throughout the lifetime of the development.</p>				
Indoor sport and leisure facilities both on-site and off-site	<p>On-site provision of indoor sport and leisure facilities sought for larger schemes of 500 or more homes unless not feasible or desirable, in which case an appropriate financial contribution towards off-site provision will be sought.</p> <p>Potential financial contribution towards off-site provision from smaller schemes of more than 10 homes.</p>	✓		CIL receipts may also be used where appropriate.	
Outdoor sports provision (e.g. playing pitches and courts) both on-site and off-site	On site provision sought for larger residential schemes of more than 50 homes unless not feasible or desirable, in which case an appropriate financial contribution towards off-site provision will be sought.	✓		CIL receipts may also be used where appropriate.	

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	<p>Potential financial contribution towards off-site provision from smaller schemes of more than 10 homes.</p> <p>Provision based on an indicative quantitative requirement of at least 1.6 ha per 1,000 population (applied on a pro-rata basis).</p>				
Play areas both on-site and off-site	<p>Residential schemes of 10 or more homes should provide on-site Local Area for Play (LAP) and/or Local Equipped Area for Play (LEAP) based on an indicative quantitative requirement of at least 0.25 ha per 1,000 population (applied on a pro-rata basis).</p> <p>Larger residential schemes of more than 200 homes should provide an on-site Multi-Use Games Area (MUGA) based on an indicative quantitative requirement of at least 0.3 ha per 1,000 population (applied on a pro-rata basis).</p> <p>Schemes of more than 250 homes should provide a Neighbourhood Equipped Area for Play (NEAP) based on an indicative quantitative requirement of at least 0.25 ha per 1,000 population (applied on a pro-rata basis).</p> <p>Where provision for play is not made on site, an appropriate financial contribution will be</p>	✓		CIL receipts may also be used where appropriate.	

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	sought towards new or enhanced play space provision in the locality.				
Allotments and other community growing space both on-site and off-site	<p>On site provision sought for larger residential schemes of more than 50 homes unless not feasible in which case an appropriate financial contribution will be sought towards off-site provision or enhancements to be made.</p> <p>Provision to be based on an indicative quantitative requirement of at least 0.3 ha per 1,000 population (applied on a pro-rata basis).</p>	✓		CIL receipts may also be used where appropriate.	
Other Green Space both on-site and off-site	<p>Amenity green space sought on-site for residential schemes of more than 10 homes based on an indicative quantitative requirement of at least 0.6 ha per 1,000 population (applied on a pro-rata basis).</p> <p>Natural and semi-natural green space sought on-site for larger residential schemes of more than 50 homes based on an indicative quantitative requirement of at least 1.8 ha per 1,000 population (applied on a pro-rata basis).</p> <p>Formal parks and gardens sought on site for larger residential schemes of more than 200 homes based on an indicative quantitative requirement of 0.8 ha per 1,000 population (applied on a pro-rata basis).</p>	✓		CIL receipts may also be used where appropriate.	



Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	Where on-site provision of other green space is demonstrably not feasible, a financial contribution will be sought to enable off-site provision or enhancements to be made.				
Public Rights of Way	All development which will impact on an existing right of way will be required to mitigate the impacts to protect existing countryside access.	✓		CIL receipts may also be used where appropriate.	
Biodiversity mitigation and enhancement	<p>All development will be expected to incorporate on-site mitigation and enhancement measures as appropriate.</p> <p>Where it is not possible to achieve adequate on-site mitigation or compensation, a financial contribution will be sought for off-site measures to adequately offset the impact of the development.</p>	✓		CIL receipts may also be used where appropriate.	✓
Air Quality	Schemes of more than 10 homes and larger non-residential developments of more than 1,000 sq.m which demonstrably increase vehicular movements within an AQMA	✓		CIL receipts may also be used where appropriate.	
Flood risk, water management and sustainable drainage both on-site and off-site	On and off site flood risk management and associated drainage infrastructure, including the provision of land to support the development, as appropriate.	✓		CIL receipts may also be used where appropriate.	

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
Archaeology	Mitigation of potential impacts as appropriate.				✓
Public Realm and Public Art both on-site and off-site through an appropriate financial contribution	Provision and maintenance of public realm improvements and public art to be sought from larger residential developments of 10 or more homes.	✓		CIL receipts may also be used where appropriate.	✓
Community facilities both on-site and off-site through an appropriate financial contribution	<p>Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.</p> <p>Schemes of 100 dwellings or more may be required to provide on-site provision if there is a demonstrable need.</p> <p>Potential financial contribution to be sought from smaller residential schemes of more than 10 homes.</p>	✓		CIL receipts may also be used where appropriate.	
Community Services (libraries, museums, adult and children support services)	Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.	✓		CIL receipts may also be used where appropriate.	
Burial space both on-site and off-site	Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.	✓		CIL receipts may also be used where appropriate.	

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
	Larger residential schemes of 50 or more homes may also be expected to make a contribution towards burial space capacity either through the direct provision of land, where appropriate and suitable, or through a financial contribution.				
Primary and Secondary Health Care and Extra-Care both on-site and off-site	Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.	✓		CIL receipts may also be used where appropriate.	
Fire and rescue both on-site and off-site through an appropriate financial contribution	Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.	✓		CIL receipts may also be used where appropriate.	✓
Policing /community safety both on-site and off-site through an appropriate financial contribution	Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.	✓		CIL receipts may also be used where appropriate.	
Ambulance service both on-site and off-site through an appropriate financial contribution	Requirement to make appropriate provision expected to apply to the five strategic sites allocated in the West Oxfordshire Local Plan 2031.	✓		CIL receipts may also be used where appropriate.	

Infrastructure item	Relevant thresholds/requirements	Developer contributions by anticipated mechanism			
		Section 106 agreement	Section 278 agreement	CIL	Planning Condition
Community Employment Plans (CEPs)	To be encouraged in relation to larger residential schemes of 1,000 or more dwellings and larger commercial developments of 4,000 sqm or more.	✓		CIL receipts may also be used where appropriate.	✓
Waste and recycling/waste management	<p>All residential development to provide on-site recycling/ refuse containers and any associated facilities.</p> <p>Potential financial contribution to be sought from residential schemes of more than 10 dwellings towards off-site waste recycling and management infrastructure.</p>	✓			✓
Utilities	Residential schemes of more than 10 homes should provide infrastructure for utilities which is not funded by the utility providers.	✓			✓

## Appendix 2 – Monitoring Fees

### Introduction

The completion of a planning obligation involves the District Council in various administrative /monitoring duties and responsibilities, which places a cost burden on the authority.

Part 10 of the Community Infrastructure Levy (Amendment) (England) Regulations 2019 permits the Council to secure fees to monitor and report on planning obligations contained within a section 106 planning agreement, especially where the scale of the development is complex and needs long-term monitoring.

The sum of any monitoring fee must not exceed the authority's estimate of its costs of monitoring the development over the lifetime of the planning obligation(s).

In addition, where the Community Infrastructure Levy (CIL) is in place, 5% of any CIL receipts are able to be spent on administrative expenses.

### Monitoring fees applicable in West Oxfordshire

The District Council will seek to recover the cost of the administration and monitoring of each Section 106 agreement through an appropriate monitoring fee.

#### *Non-Strategic Developments*

For smaller non-strategic developments, the monitoring fee will be set at a minimum of £400 per District Council contribution up to a maximum of £5,000 per planning agreement/ obligation (desktop monitoring). An additional charge of £400 per affordable housing scheme will be applied where relevant to cover the costs incurred by the Council including necessary liaison with registered providers (RPs) etc. There will be a further £75 per hour charged per agreement to cover the cost of site visits on the basis of average three visits at key trigger points e.g. commencement of development, mid occupation point and completion.

The monitoring fee will be reviewed on a regular basis (24 months) and the fee will be used in respect of the following:

- Updating and maintaining the District Council's planning obligations database;
- Ensuring that all the financial and non-financial obligations in agreements are met (excluding taking enforcement/legal action);
- Providing calculations, sending invoices and receiving payments;
- Ensuring financial contributions are used for the specific purpose outlined in the obligation;
- Keeping and maintaining transparent accounting procedures;
- Providing regular updates for Councillors, Cabinet, Scrutiny Committees and the wider community
- Preparing and publishing the annual Infrastructure Funding Statement, which requires active monitoring of S106 agreements, reporting the securing, receipt and spending of contributions
- Tasks undertaken by the Housing team including resolving any issues arising which could impact on affordable housing delivery in line with agreed timescales and conditions.



### *Strategic Developments*

For larger strategic developments including the five strategic allocations in the West Oxfordshire Local Plan 2031, monitoring fees will be determined on a case-by-case basis, based on the estimated hours of monitoring of contributions/obligations to be undertaken during the lifetime of the planning obligation/s and development.

The Council will negotiate the required fees and the trigger points for tranches of the monitoring fee at key milestones or stages of the development.

### *Summary*

	<b>Monitoring Fee</b>	<b>Trigger Point</b>
<b>Non-Strategic Developments</b>	£400 per District Council obligation /contribution	Commencement of development/at trigger point(s)
	Plus £400 per Affordable Housing scheme (where applicable)	Commencement of development/at trigger point(s)
	£75 per hour (on average 2 hours per visit per agreement plus one visit on completion)	At the related trigger points per agreement plus one on completion
<b>Strategic Sites</b>	Monitoring fee to be negotiated on case by case basis.	Negotiated tranches on a case by case basis

## APPENDIX 3

**DRAFT PROPOSED INDEMNITY AGREEMENT**

Dated 2022

**WEST OXFORDSHIRE DISTRICT COUNCIL**

**AND**

[ ]

## RECEIPT FOR MONIES ARISING UNDER PLANNING AGREEMENT

Pursuant to Section 106 of the Town and County Planning Act 1990

Relating to

[Development Site Planning Reference no. ]



West Oxfordshire District Council

**THIS AGREEMENT** is made on the [ insert date as number] day of [ insert month] Two Thousand and Twenty Two

**BETWEEN:**

1. **WEST OXFORDSHIRE DISTRICT COUNCIL** of [ insert address ] ("the District Council")

2. [ insert name and address of the Recipient . ] ("the Recipient")

**RECITALS**

A. Planning permission was sought from the District Council to carry out the development of [insert the description of the development] and [insert the address of the site/land]

B. The District Council is the Local Planning Authority for the purposes of the Town and Country Planning Act 1990 (As Amended) for the District of West Oxfordshire within which the Application Land/Site is situated

C. On [insert date] the District Council resolved to grant planning permission in accordance with the planning application ref no. and subject to planning conditions and a Section 106 Planning Agreement/Unilateral Undertaking dated [insert date] ("the Deed")

D. The Recipient [insert name & address] is in receipt of the [name the contribution e.g. Health Contribution or police contribution] which amounts to [£ insert figure and also describe in words and state if inclusive of indexation] and is for [ insert the purpose/use of the contribution e.g. for the provision of and improvement of health facilities at                      Surgery]

E. The parties have agreed to enter this indemnity agreement with the intention that the obligations/covenants contained herein may be enforced by the District Council against the Recipient and their respective successors in title, where necessary.

**THE DISTRICT COUNCIL COVENANTS**

In accordance with [insert the relevant clause nos.] of the [Section 106 planning agreement dated ] The District Council will serve written notice to [insert name and address of the recipient ] . which :-

- a) Advises the [Recipient] that the Deed has been entered into and that it contains an obligation on the Owner to pay the [type of contribution]
- b) Advises the [recipient] of the purpose of the [type of contribution] as set out in the Deed
- c) Advises the [recipient] of the amount of the [type of contribution] and each tranche thereof together with details of the trigger dates for payment and
- d) Requests confirmation from the [recipient] as to which of them the Council should pay the contribution to in accordance with the Deed
- e) The District Council covenants with the Owner to pay the Contribution to the [relevant recipient]

### **THE RECIPIENT COVENANTS**

The Recipient to provide a written undertaking for the benefit of the District Council and the Owner that it will:-

- a) apply the [ Contribution] in accordance with the purposes set out in the Deed
- b) provide full details of the expenditure of the [ Contribution] on demand to the District Council or the Owner PROVIDED that no such demand shall be made before the expiry of three years from the date of receipt of the [ Contribution] by the District Council and such demands shall not be made more frequently than once a quarter thereafter and
- c) return any unspent or uncommitted part of the [ Contribution] (with any required interest at the Bank of England Base rate from time to time that has accrued thereon in the period from the date of receipt by the District Council to the date of repayment) to the District Council after expiry of five years from the date of receipt of the Health Contribution by the District Council regardless of when the same was paid to the relevant Health Body.
- d) to co-operate fully and to provide such information as is reasonably requested by the District Council in the event that repayment of the [ Contribution] is sought by the Owner under the terms of the Deed and
- e) to notify the District Council immediately in writing of any instances of fraud or misappropriation of the [ Contribution] and
- f) to indemnify the District Council in respect of all claims made against the District Council for repayment of the [ Contribution] including (but not limited to) legal costs and interest awarded against the District Council arising from the repayment of the [ Contribution].

IN WITNESS WHEREOF this Agreement is executed as a DEED in the manner hereinafter appearing the day and year first before written

The COMMON SEAL of

**WEST OXFORDSHIRE DISTRICT COUNCIL**

was hereunto affixed in the presence of:-

Authorised Signatory

Signed as a deed by in the presence of

**THE COMMON SEAL of The RECIPIENT** e.g.

Signed as a deed by in the presence of

## **Agenda item 14**

This response has been drafted by Cllrs Coleman and Heyes.

### **Chipping Norton Town Council**

#### **Response to Consultation on Developer Contributions**

Chipping Norton is scheduled for massive housing development as part of the West Oxfordshire Local Plan. When the Local Plan was written promises were made to the communities affected that housing development would bring with it the investment in infrastructure to remedy new and existing problems. We all know that housing developers are private businesses and expect to make a profit - but the current situation embeds overly generous profits for the developer at the expense of infrastructure for local communities and fails to deliver the infrastructure local communities need, in the short term and moving forwards. People living in our town understand the need for new development, but this must be paired with appropriate investment in facilities and infrastructure.

#### **Key issues, in no particular order, in Chipping Norton are:**

**East Chipping Norton SDA:** The Town Council had high expectations that this development would not only be an exemplar, but would also generate significant funding. The continued delay in producing a Masterplan, and our low expectations from the team producing it, leave us all in an uncomfortable limbo. Good design here would, of itself, mitigate some of the infrastructure issues.

**Road network:** Our High Street is also the A44 trunk route from Oxford to Evesham. This means that our town centre is dominated by HGVs and other traffic. In addition the junctions at either end of the High Street are inadequate- at the north end we have two mini roundabouts so close together that many drivers don't know who has right of way and at the south end traffic from the A361 has no priority to join the continuous flow on the A44 leading to drivers taking unnecessary risks. There are few safe crossing places for pedestrians meaning that vulnerable residents and children in the south west of the town have difficulty accessing many of the town centre facilities. As there is little employment here many local people spend hours every day driving on congested roads to the science parks at Didcot and Abingdon- routes which have no readily available public transport.

**Public transport:** There is poor provision for bus access in the town centre. Most bus stops are on West Street A361, which is a major through route. When multiple buses stop at the same time- to allow passengers to change from one route to another- traffic builds up leading to traffic jams and poor air quality. Buses to Oxford and Banbury run hourly and take convoluted routes. Greater frequency and more direct routes might encourage higher take up. Many train users prefer to use the station at Oxford Parkway for a more reliable service- but there is no public transport to this station- and little to Kingham or Charlbury.

**Pedestrian and cycle routes:** We have no dedicated cycle routes for essential journeys or leisure. Many pavements are not wide enough for two people to walk safely side by side because vehicles have been prioritised in the limited space available. A number of key school routes have no safe crossing places.

**Health and social care:** The developments which have occurred since 2011 have distorted the demographic of Chipping Norton. With significantly fewer people of

working age, and substantially more of the over 70s than even the Oxfordshire average, the Health Centre in particular has been stretched beyond its design capacity. With no conclusion reached about its potential for expansion, things can only get worse.

**Parking:** The last WODC parking study for Chippy was in 2016 and concluded that, even then, 100 more places were needed. With the recent developments the problem has become worse. Our hope is that future developments will prioritise walking and cycling access to the town centre. But we also need to provide facilities for the Chipping Norton catchment area, most of which does not have a bus service, and for the growing number of visitors brought by local attractions.

**Access to vocational education post 16:** The local school only caters for a level students post 16 leaving the more vulnerable students to travel for at least an hour each way on the bus to Banbury, Oxford or Witney. Whilst it might be impracticable to run courses more locally it would help these students to have better access to fast, reliable public transport. Whilst outwardly affluent, Chipping Norton has significant pockets of deprivation and better access to vocational education is essential.

**Playing fields and open space:** The town does not currently meet standards for access to playing fields and sports pitches, and most of the pitches that do exist are controlled by private clubs. As the town grows we need more public pitches, both to meet this deficit and to meet the needs of new residents. Despite being surrounded by countryside we have few public footpath routes out into the countryside- a fact that was made obvious during lock-down, when all public footpaths were in heavy use. Many public footpaths become so muddy at gateways during the winter that they are difficult to use.

**Destination park:** Although we have a number of play areas with equipment for children and young people the town does not have a park with a wider range of facilities. For example none of our play areas have any car parking, toilets, refreshments, skateboard ramps or picnic areas. There is not even a sensible location for an ice cream van!

**Community Centre:** As our town grows we will need more affordable community buildings for hire.

**Employment:** There is a shortage of space for small business use- businesses often move out of town as they grow meaning local people have to travel further to work. There are few opportunities for work in high tech industries without significant travel.

## **Conclusion:**

When the Local Plan was written commitments were made that developer contributions through Section 106 and CIL would be available to address the problems listed above. It is to be regretted that priority is being given to the profitability of developers over the needs of the people.

With 60% of the land in East Chipping Norton in public ownership, the financial planning gain to the County Council must enable these issues to be resolved.

### **Agenda item 15 – Planning Applications**

1. **APPLICATION NO:** [22/02897/HHD](#)

**PROPOSAL:** Replace the existing single storey rear extension and the addition of 2 rear velux windows.

**LOCATION:** 21 Distons Lane, Chipping Norton, Oxfordshire

2. **APPLICATION NO:** [22/02899/HHD](#)

**PROPOSAL:** Erection of a Garage office, including an electric car charging point

**LOCATION:** The Old Piggery, Toy Lane, Chipping Norton, Oxfordshire