

# Executive Agenda



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Date: 26 November 2009

Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

## A meeting of the **Executive**

will be held on Friday, 4TH December, 2009

at 3.15pm

in the Guildhall, Abingdon

### Members of the Executive:

#### Councillors

Tony de Vere (Chair)

Jerry Patterson (Vice-Chair)

Mary de Vere

Richard Farrell

Angela Lawrence

Jerry Patterson

Richard Webber

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Services Officers know beforehand and they will do their very best to meet your requirements.

A handwritten signature in black ink, appearing to read 'M Reed'.

Margaret Reed

Head of Legal and Democratic Services

Members are reminded of the provisions contained in the code of conduct adopted on 30 September 2007 and standing order 34 regarding the declaration of personal and prejudicial interests.

# Agenda

## Open to the Public including the Press

### Map and vision

(Page 6)

A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is [http://www.whitehorsedc.gov.uk/transport/car\\_parking/default.asp](http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp)

The council's vision is to build and safeguard a fair, open and compassionate community.

### 1. Apologies for absence

To receive apologies for absence.

### 2. Minutes

To adopt and sign as a correct record the public minutes of the Executive meeting held on 2 October 2009 (previously circulated).

### 3. Declarations of interest

To receive any declarations of personal or personal and prejudicial interests in respect of items on the agenda for this meeting.

Any councillor with a personal interest or a personal and prejudicial interest in accordance with the provisions of the code of conduct, in any matter to be considered at a meeting, must declare the existence and nature of that interest as soon as the interest becomes apparent in accordance with the provisions of the code.

When a councillor declares a personal and prejudicial interest he shall also state if he has a dispensation from the Standards Committee entitling him/her to speak, or speak and vote on the matter concerned.

Where any councillor has declared a personal and prejudicial interest he shall withdraw from the room while the matter is under consideration unless

- (a) his/her disability to speak, or speak and vote on the matter has been removed by a dispensation granted by the Standards Committee, or
- (b) members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, the councillor can also attend the meeting for that purpose. However, the councillor must immediately leave the room once he/she has finished; or when the meeting decides he/she has finished whichever is the earlier and in any event the councillor must leave the room for the duration of the debate on the item in which he/she has a personal and prejudicial interest.

#### **4. Urgent business and chair's announcements**

To receive notification of any matters which the Chair determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the Chair.

#### **5. Statements, petitions and questions from the public relating to matters affecting Executive.**

Any statements, petitions or questions from the public under Standing Order 32 will be made or presented at the meeting.

#### **6. Referrals from the Scrutiny Committee and other committees**

##### **Scrutiny Committee – 17 November 2009 Annual review of leisure contractors' performance**

At the Scrutiny Committee meeting held on 17 November 2009, councillors conducted an annual review of the leisure contractors' performance. The following matters were referred to the Executive for consideration:

1. to investigate the possibility of introducing a unified leisure facilities membership card for use at all Vale sites, regardless of there being different centre management contractors.
2. to review the current parking restrictions at Tilsley Park.
3. to request the officers to report on the nature of the dual use agreements at Faringdon and Wantage Leisure Centres to demonstrate that the agreements are in the council's interest.

#### **7. Budget virement requests**

**(Pages 7 - 10)**

Appended to the agenda is a schedule of requests for virements. Table 1 sets out virement requests for approval by the Executive. Table 2 sets out virements approved under delegated authority by the Strategic Director.

##### Recommendation

*that the virements set out in table 1 of the agenda report be approved.*

#### **8. Performance Monitoring Report: July to September 2009 - to monitor performance and take any necessary action**

**(Pages 11 - 33)**

To receive and consider report 75/09 of the Principal Performance Management Officer.

## **9. Car parking charging policy**

(Pages 34 - 47)

To receive and consider report 76/09 of the Head of Commercial Services.

## **10. Local development framework: towards a core strategy**

(Pages 48 - 65)

To receive and consider report 77/09 of the Head of Planning.

## **11. Local development framework: statement of community involvement**

(Pages 66 - 75)

To receive and consider report 78/09 of the Head of Planning.

## **12. Local development framework: supplementary planning documents – residential design guide and sustainable design and construction**

(Pages 76 - 105)

To receive and consider report 79/09 of the Head of Planning.

## **13. CCTV control room service level agreement extension and monitoring arrangements**

(Pages 106 - 107)

To receive and consider report 80/09 of the Head of Corporate Strategy.

## **14. Exclusion of the public, including the press**

The chair to move that in accordance with Section 100A(4) of the Local Government Act 1972, the public, including the press, be excluded from the remainder of the meeting to prevent the disclosure to them of exempt information, as defined in Section 100(I) and Part 1 of Schedule 12A, as amended, to the Act when the following items are considered:

### Item 15 Minutes

(Category 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).)

### Item 16 Corporate property review

(Category 3)

## **EXEMPT INFORMATION UNDER SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT 1972**

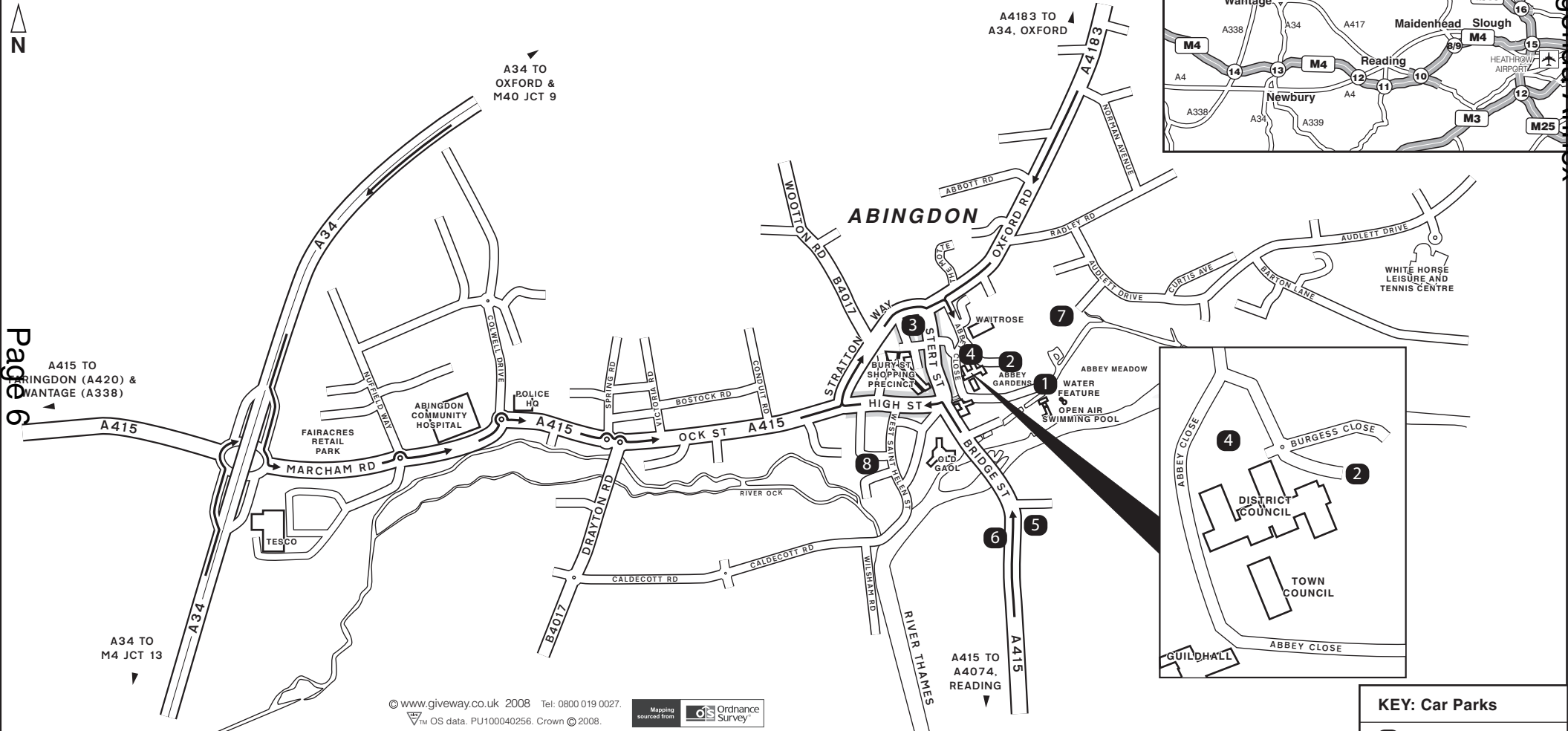
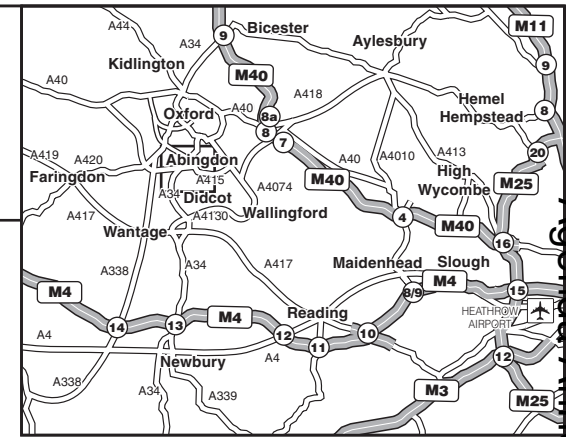
## **15. Minutes**

To adopt and sign as a correct record the exempt minutes of the meeting of the Executive held on 2 October 2009, (previously circulated).

## **16. Corporate property review**

(Pages 108 - 115)

To receive and consider report 81/09 of the Head of Economy, Leisure, and Property.



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OS data. PU100040256. Crown © 2008. Mapping sourced from Ordnance Survey

**KEY: Car Parks**

1	Abbey Close
2	Cattle Market
3	Charter Multi-storey
4	Civic
5	Rye Farm
6	Hales Meadow
7	Audlett Drive
8	West St Helen Street

**By rail** – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or call 08457 484950

**By bus** – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council's website at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk). Contact details for bus operators can be found on the travel information pages on our website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

**Parking** – details of car parks charges can be found on our website

**Budget Virements requests received at 17 November 2009 for Executive Approval (or noting where approved under Delegated Powers)**

Table 1 in this report identifies all budget virements that must be authorised by Executive and reported to Council. Table 2 lists those budget virements which have been approved under delegated powers and which are reported to Executive for information only.

Budget virements do not increase the council's expenditure. The list includes a number of virements at a detailed level. This is to ensure that, wherever feasible, budget variances on day-to-day expenditure and income do not arise and that the real budget pressures and potential underspends can be correctly identified.

**Key to Type**

- 1 Within a subjective within a cost centre
- 2 Within a Cost Centre but across subjective headings
- 3 Within the cost centres of a service area
- 4 Across service areas
- 5 Over £10,000

**Table 1 - Virements for Approval by Executive**

Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
14/09/2009	4400	HR61	Health & Safety	1600	HR61	Health & Safety	1,800	60.0%	There is no budget provision for employee expenses which includes the cost of eye sight tests but a saving can be made on fees and hired services to cover this.	2
20/09/2009	9604	DS83	Contract - Minor Works	9604	CP21	Car Parks Administration	11,300	4.9%	Following the transfer of the Maintenance Technician post from DSO to Car Parks, the recharge income budget also needs to transfer to Car Parks.	5
08/10/2009	9027	HM21	Homelessness	4660	HM21	Homelessness	38,000	n/a	To create a matching income and expenditure budget for funding from the DCLG under the terms of the Mortgage Rescue Programme.	5
20/10/2009	9027	DP01	Development Policy	4400	DP01	Development Policy	16,830	n/a	To create matching income and expenditure budget for funding from DCLG for assessments under the Habitats Regulations which are required as part of the Local Development Framework process.	5
20/10/2009	1001	CN41	Abingdon LSP	1100	CN41	Abingdon LSP	14,000	n/a	Use of saving on salary budget (due to vacancy) to cover the cost of agency staff.	5
26/10/2009	9107	SB11	Corporate Core	4051	SB11	Corporate Core	100,000	n/a	To create a matching income and expenditure budget for the payment of an insurance claim in respect of the late P McIntyre. The income will be transferred to the cost centre from the balance sheet.	5
29/10/2009	4402	Various		4402	Various		25,490	n/a	To reallocate the budgets for bank charges held in several cost centres to match the expected expenditure.	5
30/10/2009	4424	RS61	Assisted Travel	Various	RS61	Assisted Travel	16,190	n/a	To use the expected savings on the Concessionary Fares budget resulting from lower than expected claims for reimbursement to cover unavoidable costs incurred on consultants and software licences.	5

Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
03/11/2009	Various	CD31	Health Development	4512	EP41	Food Safety	2,110	60.1%	Savings are expected across a number of supplies & services budgets within Health Development. It is proposed to use these savings to cover the expected software licence costs for the 'Scores on the Doors' programme in Food Safety.	3
03/11/2009	9117	EP41	Food Safety	1100	EP41	Food Safety	6,540	n/a	To create matching budgets for income received from West Oxfordshire DC for the secondment of an Environmental Health Officer and expenditure on agency cover for the period October 2009 to January 2010.	2
17/11/2009	9117	EP42	Health & Safety	1100	EP42	Health & Safety	6,540	n/a	Savings on Fees & Hired Services, Advertising and Software Support as a contribution towards the corporate savings target.	2
	4400						12,000			5
	4427						20,300			5
	4512						10,000			5
<b>Total Virements</b>							<b>281,100</b>			

Summary	
Total Type 1	0
Total Type 2	14,880
Total Type 3	2,110
Total Type 4	0
Total Type 5	264,110
<b>Total</b>	<b>281,100</b>

Reallocation of budgets for bank charges	
From	To
SB11	CN41
HR41	CC11
RS71	CC21
RS73	Corporate saving
	25,490
	25,490



Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
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**Table 2 - Virements approved under Delegated Powers for noting**

17/09/2009	9027	CS21	Community Safety	4901	CS21	Community Safety	5,000	4.1%	A saving on the partnership grants budget and additional grant income as a contribution towards the corporate savings target.	2
	4705						1,340	1.5%		2
17/09/2009	4705	CS21	Community Safety	4000	CS21	Community Safety	150	n/a	A one-off saving on partnership grants to offset budget deficits on equipment purchase, photocopying, printing, stationery and postage.	1
				4302			100			1
				4304			500			1
				4307			1,050			1
				4503			550			1
17/09/2009	2604	PA41	Parks & Open Spaces	2400	PA41	Parks & Open Spaces	3,250	n/a	Installation of the new water feature at Wantage Park has led to a reduction in the cost of grounds maintenance but an increased cost in water charges.	1
09/10/2009	9301	CC11	Wantage Civic Hall	4400	CC11	Wantage Civic Hall	750	n/a	This virement creates a matching expenditure and income budget for the cost of providing a live pantomime at the Civic Hall.	2
13/10/2009	1001	CP21	Car Parks Administration	1100	CP21	Car Parks Administration	2,500	n/a	Use of saving on salary budget (due to vacancy) to cover the cost of agency staff.	1
13/10/2009	4512	CH11	Organisational Change	4504	CH11	Organisational Change	5,000	n/a	To support the purchase of an upgrade to the Oxfordshire Community Network using savings on the software budget.	1
13/10/2009	9117	RS13	Internal Audit	4901	SB31	Contingency	1,000	n/a	Audit has received £1,000 income for work done on behalf of the Oxfordshire Waste Partnership. This income will be put towards the corporate savings target for 2009/10. The virement creates the matching budgets.	4
19/10/2009	Various	CH31	Performance Management	4901	SB31	Contingency	1,330	n/a	Savings from various supplies and services budgets towards the corporate savings target for 2009/10.	4
20/10/2009	4000	LC11	Licensing	4007	LC31	Taxi Licensing	1,000	4.8%	A bulk purchase of taxi plates was made to save postage costs, however there is insufficient budget in the cost centre. This virement moves budget to cover the shortfall.	3
25/10/2009	4901	SB31	Contingency	1301	SB21	Unapportioned Overheads	3,730	n/a	Adjustment to the 2008/09 pension costs for Terry Stock. An accrual was made based on the provisional figure proved by the County but the actual cost turned out to be higher. This virement reduces the saving from the management restructure accordingly.	4
28/10/2009	4999	SB31	Contingency	4401	RS71	Accountancy	2,200	n/a	To cover the cost of an unexpected investigation required by Audit & Governance Committee for which there was no budget provision.	4

Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type
30/10/2009	4400	CD11	Economic Development	4511	CD11	Economic Development	4,350	n/a	To move the budget for the Visit Vale website currently held under Fees & Hired Services to Software Support.	1
03/11/2009	4512	DC11	Development Control	4055	CH41	Fit For The Future	2,000	1.3%	Planning contribution to Fit For The Future consultation costs.	4
17/04/1926	9604	EP21	Water Environment	9307	EP21	Water Environment	1,700	n/a	To split the income budget for water sampling between internal and external to match the income received.	1
03/11/2009	4400	EP23	Terrestrial Environment	4512	EP23	Terrestrial Environment	2,700	n/a	To use an expected saving on Fees & Hired Services to cover the cost of Software Licences.	1
03/11/2009	4400	EP24	Air Environment	4003	EP24	Air Environment	1,430	n/a	Revised costs for the Botley air quality action plan show a saving on the Fees & Hired Services budget. The saving can be used to cover the cost of equipment maintenance for which there is insufficient budget.	1
03/11/2009	3010	HM21	Homelessness	3010	HM11	Housing Register	530	5.0%	To amend the apportionment of the car allowances budget between the cost centres to reflect the actual costs.	3
03/11/2009	4400	HM11	Housing Register	4302	HM11	Housing Register	210	n/a	The Fees & Hired Service budget covers the cost of medical reports and translations services. A saving is expected in the current year which can be used to cover projected shortfalls on photocopying and telephones.	1
				4504			730			1
03/11/2009	4400	HM21	Homelessness	4504	HM21	Homelessness	2,500	n/a	The Fees & Hired Service budget covers the cost of consultation/supporting lodgings costs. A saving is expected in the current year which can be used to cover the projected shortfall on telephones.	1
<b>Total Virements</b>							<b>45,600</b>			

<b>Summary</b>	
Total Type 1	26,720
Total Type 2	7,090
Total Type 3	1,530
Total Type 4	10,260
Total Type 5	0
<b>Total</b>	<b>45,600</b>

# Executive report



## 4 December 2009

Report of **Principal Performance Management Officer**

Report No. 75/09

Author: **Robert Woodside**

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Wards Affected  
All

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# Performance Monitoring Report – July to September 2009

## Purpose of report

1. This report shows the council's performance in quarter two against National Indicators (NIs), Local Area Agreement targets (LAAs) and Local Performance Targets (LPTs) which have been agreed and included in 2009/10 service plans. It indicates whether we expect to achieve our targets by the year end.

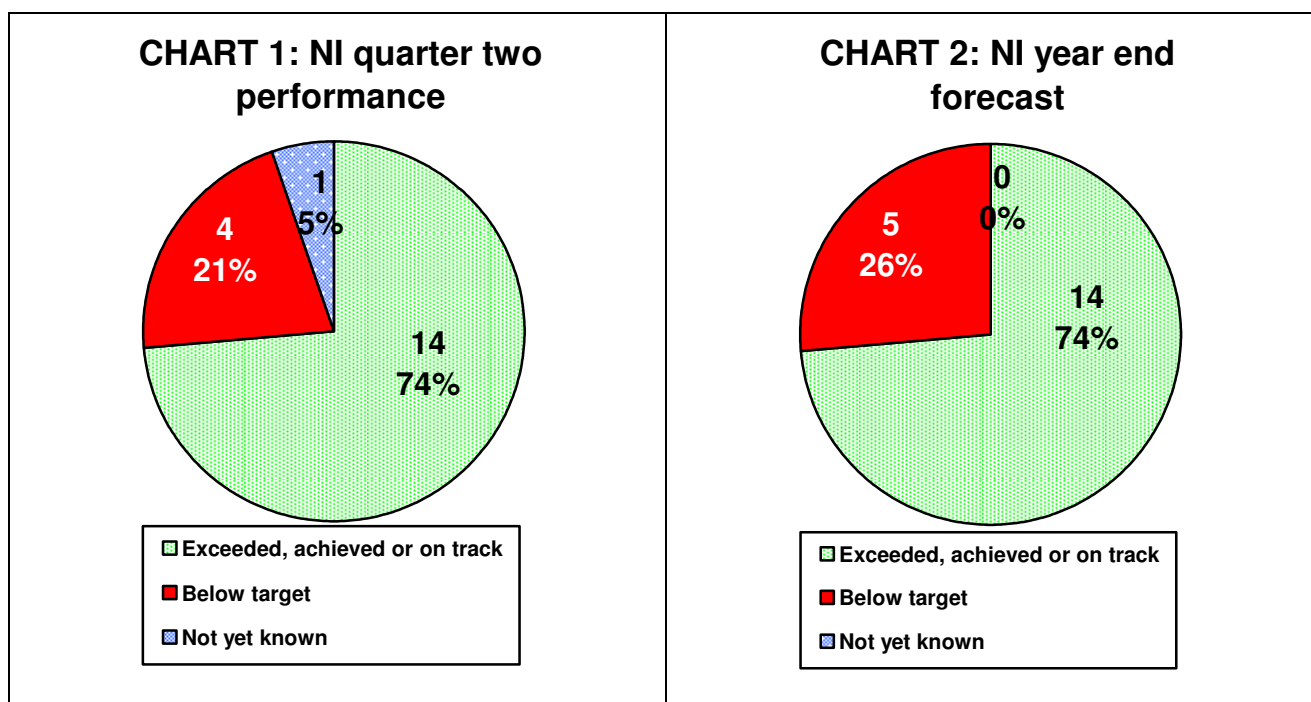
## What this report contains

2. **Part one** of this report shows how we have performed against **21 National Indicators (NIs)** that apply to district councils. Nine of these are **Local Area Agreement (LAA)** targets. The local area agreement is a three year agreement with government which sets out the top priorities for Oxfordshire. The LAA targets are specially selected national indicators that reflect the priorities of all partners within our county, including district councils and local strategic partnerships.
3. **Part two** of this report shows how we have performed against **36 Local Performance Targets (LPTs)**. These are targets we set ourselves and are included in 2009/10 service plans.
4. **Part three** is a summary of sickness and turnover. This report is based on the new management structure and it has not been possible to compare performance on a service area basis with 2008/09. However the overall results for the quarter, and against the 2008/09 result, have been compared.
5. **Part four** is a financial commentary. It includes a short narrative for each service area and a summary table.

## PART ONE – NATIONAL INDICATORS (NI) AND LOCAL AREA AGREEMENT (LAA) TARGETS

### All NI targets

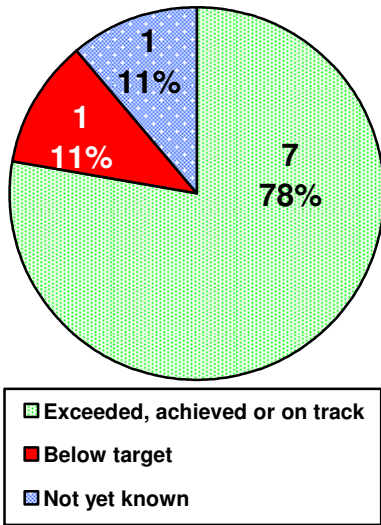
6. Chart one below summarises our quarter two (July to September 2009) performance against 21 NI targets. This analysis excludes NI targets which can only be measured and reported on at year end. The performance of individual NI targets can be viewed in annex 1. There are 2 indicators where it has not been possible to set targets, NI 180 and 181; details are included in the table.
7. Chart two shows our current prediction of whether NIs are on track to meet their year end target at 31 March 2010.



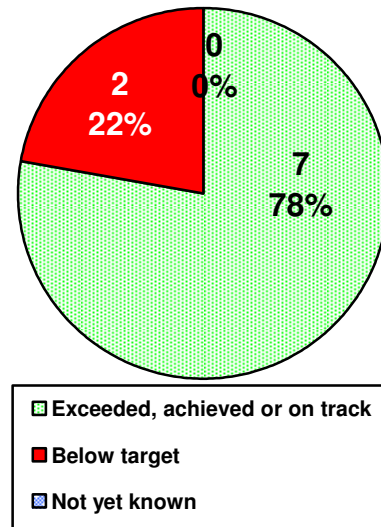
### LAA targets

8. Oxfordshire councils have agreed 35 priority targets to be delivered across Oxfordshire under a local area agreement with government. Of these, 18 are measured directly at district level. LAA targets are a subset of the NIs reported above. Full details of quarter two performance are included in annex 1.
9. Chart three below summarises our quarter two (July to September 2009) performance against nine of the district level LAA targets – the remaining targets can only be measured and reported at the year end.
10. Chart four shows our current prediction of whether LAA targets are on track to meet their year end target at 31 March 2010. There are two indicators which are not on track to meet the Vale target:
  - NI 154 – net additional homes provided
  - NI 196 – improved street and environmental cleanliness (fly tipping). However, it should be noted that we are not on track to meet the Vale target of ‘very effective’, but we are on track to meet the LAA target of ‘effective’.

**CHART 3: LAA quarter two performance**



**CHART 4: LAA year end forecast**



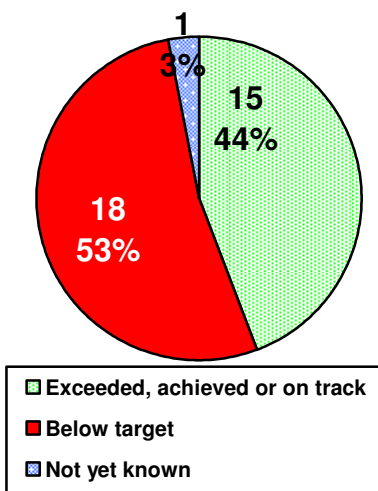
**PART TWO – LOCAL PERFORMANCE TARGETS (LPTS)**

**Quarter two performance**

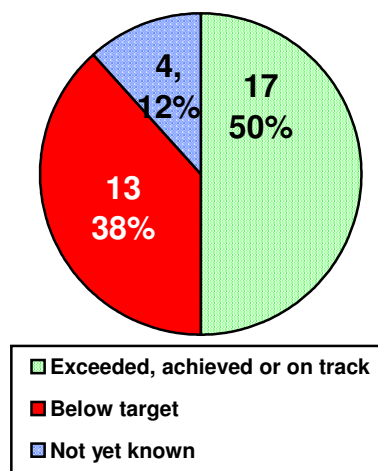
11. Chart five below summarises our quarter two (July to September 2009) performance against 34 local performance targets (LPTs). Full details of quarter two performance are included in annex 2. This analysis excludes LPTs which can only be measured and reported on at the year end.

12. Chart six shows our current prediction of whether LPTs are on track to meet their year end target at 31 March 2010.

**CHART 5: LPT quarter two performance**



**CHART 6: LPT year end forecast**



## PART THREE – SUMMARY OF SICKNESS AND TURNOVER

Sickness has risen this quarter compared to the previous quarter by 0.3 working days lost per full time equivalent (fte). However, compared to the same quarter in 2008/09 sickness has reduced from 1.77 to 1.20 working days lost per fte. The cumulative sickness for 2009/10 is 2.35 working days lost per fte. The cumulative turnover for 2009/10 is 2.65 per cent being 7 leavers. The overall turnover rate for 2008/09 was 7.58 per cent which was 21 leavers.

Service Area	Total Headcount	Total No. FTE	No. of days sickness Jul - Sep 09	No. of working days lost per FTE	Total leavers	Turnover %
Finance	17	16	47.00	2.94	1	5.88%
Planning	36	32.7	81.50	2.49	1	2.78%
HR, IT & Customer Services	53	43.6	51.50	1.18	1	1.89%
Economy, Leisure & Property	31	25.3	25.50	1.01		0.00%
Commercial Services	41	37.1	34.50	0.93		0.00%
Legal & Democratic Services	20	19.4	13.50	0.70		0.00%
Health & Housing	36	33.3	23.00	0.69		0.00%
Corporate Strategy	23	20.9	3.00	0.14		0.00%
Strategic Directors Office	4	4	0.00	0.00		0.00%

<b>TOTAL/AVERAGE</b>	<b>261</b>	<b>232.3</b>	<b>279.50</b>	<b>1.20</b>	<b>3</b>	<b>1.15%</b>
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### Key

	sickness is unchanged from previous quarter
	sickness has risen from previous quarter
	sickness has reduced from previous quarter

## PART FOUR – FINANCIAL COMMENTARY

### Budget monitoring 1<sup>st</sup> July – 30<sup>th</sup> September 2009

#### Introduction

The report to Executive on 2<sup>nd</sup> October identified that the council was facing a budget pressure of £178k and measures have been in place to reduce all overspends and hold non-essential spend.

#### Analysis of budget monitoring to end September 2009

The current position is reporting an over spend of £305k. However, this is as a consequence of two specific developments:

- The decision to partially close the DSO with redundancy and early retirement costs due in the current year at a cost of £88k. A bid will be made to seek to capitalise the redundancy costs in the current year. A total loss of income of £214k is also forecast – this is as a consequence of under-recovery of income due to the recession up to December and no further income from December which is offset by the savings on salaries of £72k.
- A revision to the timing of income due on the Mobile Homes Park development. Negotiations are still continuing with the proposed developer of the site, however if

the terms prove not to be favourable, the Council may decide to carry out the works itself. This has resulted in a loss in reported income of £212k.

- Other projects have been put on hold or posts held vacant to achieve savings of (£173k).

The following table summarises the position reported by Heads of Service as at the end of September.

	<b>Under budget £000</b>	<b>Over budget £000</b>
<b>Commercial services</b>		
Salary savings	(39)	
DSO adjustments for redundancy/early retirements		88
DSO under-recovery of income		131
DSO lost income due to ceased trading		83
DSO savings on salaries, supplies and services	(72)	
Car Parks loss of transitional business rate relief		21
Car Parks under-recover of income		58
Excess charge income under-recovery on account of 2 vacant posts		25
Procurement hub savings delay in programme - City, West, SODC & Vale		65
Waste services additional costs of transport for garden waste disposal offset by savings held, no RPI allowed on contract and reduced bulky waste collections	(37)	
Increased income from waste diverted from landfill	(25)	
<b>total</b>	<b>(173)</b>	<b>471</b>
<b>Corporate strategy</b>		
Salary budgets at full establishment		6
Reduce number of citizen advice panels to two in current year	(13)	
Community safety budget expenditure on hold	(5)	
Printing budget forecast over spend partially offset by under spends on advertising.		7
<b>total</b>	<b>(18)</b>	<b>13</b>
<b>Economy, Leisure &amp; Property</b>		
Economic development, arts & sports salary underspends	(31)	
Civic Hall & bar increased income (net of costs)	(9)	
Guildhall & bar increased income (net of costs)	(6)	
Increased utility costs for leisure centres + shortfall on contract management increase		65
SOLL – shortfall on contract management increase		19
Reduction in salary costs less redundancy costs of re-organisation of BSU less credit note re previous year invoice	(49)	
Reduction in recharge income to reprographics resulting from formation of BSU.		136
<b>total</b>	<b>(95)</b>	<b>220</b>

<b>Finance</b>		
Housing benefits - net decrease in costs	(7)	
Council tax benefits - net increase in costs being queried at present		47
Shortfall in Capita contribution to HB audit costs		14
Increased fees payable to Capita due to rise in AR volumes		16
Reduction in rate relief	(8)	
Assisted transport	(96)	
Bank charges, fund management costs reduced and salary variations.	(15)	
	<b>total</b>	<b>(126) 77</b>
<b>Housing &amp; Health</b>		
Salary under spends - vacancies held have offset previously reported staff over-spends.	(2)	
Savings on pest control service using contractor	(10)	
Excess mortgage rescue funding received over estimated costs	(18)	
Homelessness supporting lodgings budget surplus to requirements and reduced B&B costs	(8)	
Credit notes issued and refunds of overpaid Housing Benefit		10
Net sundry other variances	(2)	
	<b>total</b>	<b>(40) 10</b>
<b>HR, IT &amp; Customer</b>		
Hold on LSP budgets - not all staff are members of the pension scheme so budgets not fully spent. Budget holder cut back on expenditure such as clothing and staff travel.	(63)	
Reductions in cash collection costs and software licenses on the old cash-receipting system.		
Reduced management development and staff training for current year.	(32)	
Reduced recruitment advertising	(11)	
Salary variations	(2)	
Several proposed projects are being postponed until further clarification of the systems to be developed with South.	(69)	
Reduction in income from Capita for ICT support+ credit note for previous invoice raised		13
	<b>total</b>	<b>(177) 13</b>



<b>Legal &amp; Democratic</b>		
Holding back on expenditure on room hire, postage and equipment	(10)	
Salaries variances		10
Members' allowances	(12)	
Redundancy payment budget to be transferred.	(5)	
Reimbursement of staff secondment fees	(13)	
<b>total</b>	<b>(40)</b>	<b>10</b>
<b>Planning</b>		
Staffing at full establishment consequently no vacancy saving achievable		27
Reduction in income from planning fees		140
Consultants fees with no budget (expected to be met from residual planning delivery grant)		30
<b>total</b>	<b>0</b>	<b>197</b>
<b>Strategic management</b>		
Savings on bank charges and purchase of furniture	(31)	
<b>total</b>	<b>(31)</b>	<b>0</b>
<b>Contingency</b>		
	(227)	
<b>total</b>	<b>(227)</b>	<b>0</b>
<b>Non service related</b>		
Mobile homes trading park - possible income receivable from proposed developer of 6 garage sites at Pebble Hill. This is a significant reduction from the estimate reported for July owing to a revision of the developer's negotiating position. If the scheme goes ahead the balance would be receivable in 2010/11	(18)	
Property trading income - likely to be a small net pressure on account of voids.		20
Investment interest rates have fallen lower than anticipated and there is a shortage of suitable counterparties with which to invest.		300
<b>total</b>	<b>(18)</b>	<b>320</b>
<b>Unbudgeted events</b>		
LABGI income	(81)	
<b>TOTAL</b>	<b>(1,026)</b>	<b>1,331</b>
	<b>NET</b>	<b>305</b>

## SUMMARY OF QUARTER TWO PERFORMANCE

### What went well

13. NI 155 – The number of affordable homes delivered. This indicator includes new builds and acquisitions. Six sites currently under construction are scheduled to result in approximately 140 new homes being completed before the end of March 2010. The

improved take up of open market 'MyChoice' scheme this year has so far seen 24 households buy an affordable home.

14. NI 156 – The number of households living in temporary accommodation. First quarter performance was 56 households and during the second quarter this has reduced to 45 households.
15. NI 157 – Processing of planning applications. All three parts of this indicator have performed better than their targets.
16. LPT 333 – The number of households prevented from becoming homeless during the financial year. The number of households for the first half year was 170 against an annual target of 280.
17. LPT 304 – Value of Warm Front works in the Vale (grants to make homes warmer, healthier and more energy efficient). The amount of grants awarded at the half year stage was £219,987 against an annual target of £250,000. These grants are funded by the Department for the Environment Food and Rural Affairs. The grants are paid to vulnerable households including the elderly and people with disabilities. We can continue to award grants above our £250,000 target, there is no restriction on the number or total amount of grants awarded.
18. LPT 259 – Processing new benefit claims (was BVPI 78a). Second quarter performance was 23.71 days and the year to date figure stands at 30.2 days. September in-month performance was 19.98 days which is the best performance since the contract began. Although the annual target (20.5 days) will not be met, it augers well for the future.

## **What did not go well**

19. NI 154 – Net additional homes provided. The target is 530 homes and current quarter performance is 119 homes. However this is an increase on the first quarter performance of 85 homes. The second quarter has seen a rise in completions due to the fact that two major sites at St Mary's, Wantage and Folly Park, Faringdon are now underway. We are continuing to work with developers on future large sites to ensure continuity of housing delivery. The projected end of year number of completions is 401 units.
20. NI 179 – The half year forward projection for 2009/10 is £1,037,102 which is less than the LAA stretch target of £1,189,714. This is a shortfall of £152,612. We are currently projecting that the total of efficiency savings to be made for 2008/09 and 2009/10 will be £1,022,548. This compares with the cumulative LAA2 stretch target for the same period of £1,189,714. The council has always stated that it would have difficulty in achieving the stretch target due to the base from which it was working. The stretch target was still agreed as part of LAA2 as the other Oxfordshire councils (in particular Oxford City Council) felt they would exceed their own individual targets ensuring the countywide target was met.
21. LPT 318 – Benefit processing – financial accuracy of claims. The second quarter performance is not yet available because of IT changes that were required to comply with 'Government Connect'. Capita is working to resolve these problems. However

August in-month performance was a disappointing 80% against a target of 95% (July performance was 84.39%). Capita is looking at its management information processes to try and pre-empt problems before they arise.

## **RECOMMENDATIONS**

22. Executive is invited to

- note the progress that has been made and our predictions for the end of the year
- question and challenge officers present at the meeting



## ANNEX 1 - PERFORMANCE AGAINST ALL NATIONAL INDICATORS (NIS) INCLUDING LAA TARGETS

23. Annex 1 presents our performance against all NI targets excluding the NIs only measurable at year end

24. NIs included in the LAA are highlighted in grey.

25. The 'year end forecast' column shows ☺ if a target is forecast to be achieved by the year end, and shows ☹ if it is not on track.

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
NI 014	Reducing avoidable customer contact	34.4%	33.23%	38.7%	☹	The second quarter results are slightly better than the target. It is calculated using data obtained through a survey of customer enquiries made during a sample week during each quarter. Detailed guidance identifies types of enquiries that are of low or no value to the customer. Good performance is a low percentage. The Audit Commission has acknowledged the weaknesses of this indicator and that there will be considerable variations in the way it is calculated. For this reason they have stated that results will not be compared between authorities.
NI 016	To maintain the reduced number of serious acquisitive crimes per 1,000 population. The baseline (2007/08) is 5.13 per 1,000 population as at 31 March 2008	5.13 per 1,000 population	1.58 per 1,000 population	2.63 per 1,000 population	☺	There were 184 cases in the second quarter compared to 124 in the first quarter. However, despite this increase, it is expected that the end of year result will be better than the target

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
NI 020	Assault with injury crime rate (includes domestic abuse offences). Reported as the number per 1,000 population	486 incidents (a 2.7% decrease on baseline of 500 actual incidents in 2008/9)	0.73 incidents per 1,000 population	1.78 incidents per 1,000 population	☺	There were 86 incidents in the second quarter compared to 123 incidents in the first quarter. The total number of incidents for the first half year was 418. It is expected that the end of year result will be better than the target
NI 035	Building resilience to violent extremism. This indicator is measured on a scale of 1-5 against a detailed assessment framework.	Working in partnership with South and West Oxfordshire District Councils.	The local strategic partnership agreed a paper submitted by the community safety manager on 18.6.09	On track	☺	On track. The Vale will adopt a joint approach to developing an action plan with South and West Oxfordshire District Community Safety Partnerships
NI 154	Net additional homes provided. This indicator measures the net increase in dwelling stock over one year and is reported as an actual number	530	119	204	☹	The second quarter has seen a rise in completions due to the fact that two major sites at St Mary's, Wantage and Folly Park, Faringdon are now underway. We are continuing to work with developers on future large sites to ensure continuity of housing delivery. Projected end of year completions stand at 401 units as per Strategic Planning updates.
NI 155	Number of affordable homes delivered. This includes new builds and acquisitions	100	72	72	☺	6 sites currently under construction are scheduled to result in approximately 140 new homes being completed before the end of March 2010.

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
NI 156	Number of households living in temporary accommodation (the final 2009/10 result is measured as the fourth quarter result)	62	45	45	☺	On track
NI 157a	Processing of major planning applications as measured against targets	65%	80%	Exceeded target	☺	Exceeded target
NI 157b	Processing of minor planning applications as measured against targets	75%	78.57%	Exceeded target	☺	Exceeded target
NI 157c	Processing of other planning applications as measured against targets	88%	89.36%	Exceeded target	☺	Exceeded target
NI 179	Value for money – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the financial year.	6.2% LAA stretch target, combined for 2008/09 and 2009/10, is £1,189,714	£1,037,102	Below target	☹	This is a 'forward look' submission relating to the whole of the financial year. This has to be reported half yearly to central government. The shortfall against the LAA stretch target is £152,612

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
NI 180	The number of changes of circumstances which affect customers' HB/CTB benefit entitlement within the year	Not a target – 'for information only'.	1,231	7,338	Not applicable	This is a volume measure of the number of changes of circumstances, so is for information only
NI 181	Time taken to process housing benefit / council tax benefit new claims and change events. This is reported as the average number of days.	Not yet set	23.47 days	25.56 days	Not applicable	The target for 2009/10 has not yet been set. We are awaiting 2008/09 results and quartile data from the Department for Works and Pensions. September performance was 23.34 days and in line with the performance of LPT 259.
NI 182	Satisfaction of business with local authority regulation services. This is measured by a monthly survey of businesses	95%	70.5%	79.36%	☹	This indicator is adversely affected by enforcement action taken against businesses. Performance will be compared with that of similar authorities when the information is made available by the Audit Commission. The annual target will not be achieved.
NI 184	Food establishments in the area which are broadly compliant with food hygiene law	85%	85.21%	Exceeded target	☺	Expect to achieve target
NI 188	Planning to adapt to climate change. This is self assessed against levels of performance scored 0-5	Level 2	On track	On track	☺	We are currently developing a comprehensive risk based methodology to assess the Council's vulnerability to severe weather. This is part of a joint approach across Oxfordshire Councils



Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
NI 189	Flood Risk Management	Target to be agreed with Environment Agency	On track	Achieved target	☺	A meeting was held with the Environment Agency on 5 October 2009 and the action plan targets for 2009/10 were discussed. We are awaiting confirmation of this years target from the Environment Agency. Initial indications are that these will be achievable
NI 191	Residual household waste per household	572kg	131.85 kg	258.11 kg	☺	Performance is on track to meet the full-year target
NI 192	Percentage of household waste sent for reuse, recycling and composting	36%	38.29%	38.87%	☺	Performance is on track to meet the full-year target
NI 195	Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting)	Litter 4%, Detritus 10% Flyposting 1% Graffiti 1%	Litter 0%, Detritus 10% Flyposting 0% Graffiti 0%	Litter 1%, Detritus 9% Flyposting 0% Graffiti 0%	☺	Councils are required to survey their areas in three tranches during the year. The first two tranches have now been completed. There has been a further significant improvement with the litter component of the indicator, which is down to 0% from 2% in the first tranche. Performance for detritus has got worse during the second tranche, increasing to 10% from 8% in the first tranche. However the year to date performance is still better than the annual target.

<b>Ref</b>	<b>Measure</b>	<b>2009/10 target</b>	<b>Quarter 2 perf</b>	<b>Year to date perf</b>	<b>Year end forecast</b>	<b>Comment / proposed action</b>
NI 196	Improved street and environmental cleanliness (fly tipping)	Very Effective	Not yet known	Effective	☹	This indicator is measured against 4 levels, very effective, effective, not effective or poor. The Oxfordshire LAA2 target is 'effective'. The Oxfordshire Waste Partnership has now developed a monthly monitoring mechanism. This provides cumulative data, so only year to date performance can be reported.

## ANNEX TWO – PROGRESS AGAINST LOCAL PERFORMANCE TARGETS (LPTS)

26. Annex 2 below presents the progress of LPT targets excluding the LPTs only measurable at year end

27. The 'year end forecast' column shows ☺ if a target is forecast to be achieved by the year end, and shows ☹ if it is not on track.

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 256	Payment of commercial invoices within 30 days (was BVPI 008)	99%	95.58	95.62	☹	The finance service and Capita continue to work with cost centre managers to improve performance. The Capita exchequer services move to Mendip has had a negative impact on performance during the second quarter
LPT 257	Council Tax collection (was BVPI 009)	98.6%	28.84	59.37	☺	Collections are ahead of the same period last year and currently on track to meet the annual collection target.
LPT 258	NNDR collection (was BVPI 010)	99.4%	26.91	60.92	☹	Extent of law changes, deferred payment scheme & economic climate not fully known at the moment. Currently behind target & will focus on contacting large debtors. Recovery proceedings will continue through to the end of the financial year to help maximise collection
LPT 259	Processing new benefit claims (was BVPI 078a)	20.5 days	23.71 days	30.2 days	☹	September performance was 19.98 days which is the best since the contract began. However the annual target will not be achieved
LPT 301 Vale	Average time taken to remove abandoned vehicles (once legally entitled to do so)	2 days	2.5 days	3.3	☹	The second quarter performance is an improvement on the first quarter performance of 4.5 days. However despite this improvement it is unlikely that the annual target will be achieved because of the underperformance in the first 2 quarters

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 302	Missed refuse collections per 100,000 scheduled	30	35.81	34.36	☹	Performance during the second quarter was slightly worse than during the first quarter (32.65).
LPT 303	Missed green box collections per 100,000 scheduled	30	56.75	53.52	☹	Performance during the second quarter was worse than during the first quarter (48.93)
LPT 304	Value of Warm Front works in the Vale (grants to make homes warmer, healthier and more energy efficient). These grants are funded by Defra	£250,000	£82,339	£219,987	☺	The grants awarded are significantly ahead of target. A detailed comment has been included in paragraph 17.
LPT 305	Number of households insulated via Vale insulation schemes	400	38	91	☺	The spring and summer are slow for insulation schemes. For the same period last year, 129 measures were installed and a further 272 in the final two quarters of the year
LPT 312 Joint with South	Southern Oxfordshire LEADER funding (Government and EU funding to help revitalise and support rural businesses and communities in southern Oxfordshire)	£250,000	Grants allocated: £10,000 £23,220 £30,000 £27,000 £20,425 Total = £110,645	£132,645 allocated to date. No spend achieved during first two quarters.	☺	Good progress made with allocation of grants, however no spend has been achieved to date. Currently processing claim for first grant of £22,000. The payment of claims will be held up by the need for proof of expenditure before payment is made.

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 315	An overall growth in employment of at least 250 new jobs in the next four years in the Science Vale UK area	25	0	0	Not yet known	Discussions have taken place with Oxfordshire Economic Partnership about countywide inward investment service  A new project director is in place. Science Vale UK should be able to generate inward investment enquiries resulting in new jobs but lead in time to actual investment can be more than a year. However it is still possible that we may meet the current year target.
LPT 318	Benefit processing - financial accuracy of claims	95%	Not yet known	Not yet known	Not yet known	Performance information is not yet available because of IT changes that were required to comply with 'Government Connect'. Capita is working to resolve these problems.
LPT 319	Average time to pay an invoice	10 days	14.31	12.06	☹	The finance service and Capita continue to work with cost centre managers to improve performance. The Capita exchequer services move to Mendip has had a negative impact on performance during the second quarter
LPT 320	Health and Safety at Work inspection programme Inspections Fit3/Health and Safety Executive partnership	80% / 100%	61%	61%	☹	Year end performance likely to be approx 15% below target due to Food Standards Agency audit.
LPT 321	Undertake scheduled Food hygiene inspections High Risk Low risk	High risk 85% Low risk 75%	High =76% Low = 54%	High=69% Low=55%	☹	Year end likely to be on target for high risk and approximately 15% below target for low risk

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 322	Health Act 2006 : response to complaints about smoking in public enclosed spaces	90%	100%	100%	☺	
LPT 323	Undertake scheduled Local Authority Risk Based Pollution Control risk based interventions	100%	All scheduled inspections due for Q2 completed	100%	☺	
LPT 326	Improve a % of high risk food premises with 0-2 star hygiene rating	25%	7%	7%	☺	Percentages are cumulative over the year. The 'Scores on the Doors' scheme started in the middle of June 2009 and the full impact will benefit performance throughout the remainder of the year
LPT 332	Responses to Service Requests within 5 days (housing operations)	90%	90%	90%	☺	
LPT 333	The number of households prevented from becoming homeless during the financial year	280	83	170	☺	
LPT 334	Number of households prevented from becoming homeless during the financial year through the issuing of a Rent Deposit bond or rent in advance	150	47	90	☺	
LPT 335	The average number of days that households are accommodated in nightly charged properties in the financial year	50	22	40	☺	

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 336	Uptake of Flexible Home Improvement Loans (value)	£170,000	£0	£0	Not yet known	There have been 20 enquiries so far this year. Several are proceeding to application stage. Main publicity scheduled in next "Vale Views". Evidence from other authorities suggests a conversion rate from enquiries to loans will be in the region of 25% - 50%
LPT 337	Increase uptake of Disabled Facilities Grants by elderly or disabled households (numbers of grant approvals)	140	44	86	☺	
LPT 338	The number of Housing Health and Safety Rating System (HHSRS) category 1 and 2 hazards identified and resolved	200	Identified = 65 Resolved = 49	Identified = 175 Resolved = 98	☺	
LPT 339	Number of properties where category 1 / 2 hazards (HHSRS) have been removed through education / encouragement / enforcement (improved properties)	30	8	21	☺	
LPT 340	% collected of total temporary accommodation rent due in the year	95	11.6%	25%	☹	Income significantly reduced due to low numbers in temporary accommodation. Overall costs for temporary accommodation are significantly below budget.

Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 341	Number of affordable homes delivered on rural exception sites or in smaller villages	20	0	0		Progress is continuing on 4 sites which will deliver around 35 units. Early work is also in progress on a further 4 potential sites. No completions are scheduled for 2009 / 2010.
LPT 342	Number of affordable homes for which investment is secured	100	27	27	Not yet known	Major sites which are currently under construction secured grant funding last year. New large sites are slow to come forward and are not at the stage where they are ready for grant applications. Some smaller sites are now achieving grant and a further 20 units on rural exception sites may achieve grant funding by the end March 2010
LPT 347	Average sickness absence per employee per annum	8.25 days	1.20 days	2.35 days	☺	
LPT 349	% of enforcement complaints to be investigated within 10 working days of receipt of complaint.	80%	96%	66%	☺	There has been a dramatic improvement in performance during the second quarter
LPT 350	Planning refusals won by the council (excluding partially allowed decisions) (%)	72%	70%	63.63%	☹	There has been a significant improvement in performance from the first quarter result of 58%



Ref	Measure	2009/10 target	Quarter 2 perf	Year to date perf	Year end forecast	Comment / proposed action
LPT 352	Meet milestones in agreed Local Development Scheme (Core Strategy Development Plan Document (DPD), Statement of Community Involvement, Managing Development DPD, Sustainable development /residential design guide Supplementary Planning Document)	Meet milestone	No milestones in quarter 2			For actions in Q3, 2 Supplementary Planning Documents will be adopted in December and not November. For actions in Q4, the preliminary consultation on the managing development DPD will not take place and the publication of the submission core strategy is most unlikely to be published. A report will be considered by the Strategic and Local planning Advisory Group on the 6 November 2009 and Executive on 4 December 2009 which will explain that the target will not be achieved and outlining a new timetable
LPT 354	To identify Tree Preservation Orders (TPOs) that are no longer current or consist of Area TPOs. To survey and re serve them if necessary.	To have completed the review within the budgetary constraints	Survey and review progressing	Survey and review progressing		

# Executive Committee



## 4 December 2009

Report of **Head of Commercial Services**

REPORT NO 76/09

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## Review of Car Parking Pricing Policy

### **Recommendations**

1. *The Executive consider the options set out in this report and recommends to council any changes to car parking fees and charges as part of the council's budget setting process, in order to improve town centre vitality as well as providing a value for money service for its users. Any changes to car parking fees and charges will be implemented from 1 April 2010*

### **Purpose of report**

2. The council's car parking pricing policy was last revisited in July 2005. The policy sets out how the council will regulate its prices to meet various objectives including covering the cost of providing the service, influencing usage patterns and supporting town centre vitality.
3. The policy allows for fees and charges to be reviewed annually. Councillors are reminded that the council has increased any parking charges since April 2006
4. The purpose of this report is to set out a number of various options for changes to fees and charges which councillors may wish to consider as part of the 2010/11 budget setting process.

## Relationship with corporate plan

5. The proposals in this report support the council's corporate priorities in, supporting the local economy by working in partnership to sustain vibrant market towns and managing our business effectively by providing value for money services. Increasing a selection of charges will support the objectives of the car parking policy inasmuch that income from the service must cover the operating, maintenance and management costs of the car park provision.
6. The risk associated with this review of car parking fees and charges relates to the need to ensure that parking prices are competitive in relation to other market towns in the region, whilst ensuring that the income received is sufficient to meet the running costs in accordance with the council's medium term financial plan.
7. Any changes in fees and charges risk a change in customer numbers which therefore has an impact on income. Parking charges in the Vale do compare well against the other benchmarked authorities and furthermore charges have remained unchanged in the Vale for the last three years. The risk of losing customers is therefore considered to be low/medium

## Background

### Existing Car Park Pricing Policy Objectives

8. The council's existing parking policy was last revised in July 2005 and says:
  - B(1) That income from the service as a whole must at least cover the operating, maintenance and management costs of the car park provision.
  - B(2) That differential pricing may apply between areas in the Vale, including between car parks in the same town.
  - B(3) Pricing may be used to regulate and influence usage to achieve a balance between sustainability and environmental objectives, and town centre vitality and viability, hence, short-term and long-term public parking should be differentially priced and located to encourage edge of town parking for commuters, thus freeing town centre parking for shoppers and visitors.
  - B(4) Parking will be provided free of charge for disabled badge holders.
  - B(5) Parking fees and charges will be reviewed annually
9. In considering any changes to the existing policy and the current structure of fees and charges, councillors will need to ensure that parking policies are aligned so that they fit into the council's strategic objectives and corporate priorities

### Changes in Customers Numbers

10. The council collects monthly customer usage data through its pay and display ticket sales. Table 1 shows the change in the total number of customers using Vale car parks in Abingdon, Wantage and Faringdon over the last seven years. The decline from 1,042,650 in 2002/03 to 617,726 in 2008/09 represents a reduction of 40 per cent over the last six years. The council also manages the shopping car parks at Botley

however; there is no customer usage data collected for these as they operate free of charge.

	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
Abingdon			551,741	538,106	462,084	417,717	405,570
Wantage			192,884	183,827	145,179	113,957	95,564
Faringdon			116,163	146,549	135,559	123,209	116,592
Total	1,042,650	977,814	910,829	868,482	742,822	654,883	617,726
% Change from previous year		-6.2%	-6.8%	-4.6%	-14.5%	-11.8%	-5.7%

Table 1

11. Tables 2, 3 and 4 provide more details of the changes in the customer profiles in relation to short, medium and long-stay customers. In general this shows that, in Abingdon medium and long-stay customers have been retained, whilst there has been a significant loss of short-stay. In Wantage only medium-stay customers have remained steady, whilst both short and long-stay have suffered significant losses. In Faringdon, there has been a small reduction in short-stay customers which has been off-set by an increase in medium-term; long-stay has suffered a significant loss.

ABINGDON	2004/05	2005/06	2006/07	2007/08	2008/09
Short-stay	295,399	270,383	223,201	161,708	151,246
Medium-stay	189,238	214,916	186,626	203,482	199,793
Long-stay	67,104	52,807	52,257	52,527	54,531
Total	551,741	538,106	462,084	417,717	405,570
% Change from previous year		-2.5%	-14.1%	-9.6%	-2.9%

Table 2

WANTAGE	2004/05	2005/06	2006/07	2007/08	2008/09
Short-stay	118,310	87,589	61,331	41,887	33,414
Medium-stay	36,764	54,965	47,456	47,447	44,317
Long-stay	37,810	41,273	36,392	24,623	17,833
Total	192,884	183,827	145,179	113,957	95,564
% Change from previous year		-4.7%	-21%	-21.5%	-16.1%

Table3

FARINGDON	2004/05	2005/06	2006/07	2007/08	2008/09
Short-stay	120,221	91,198	98,745	86,488	80,784
Medium-stay	27,543	26,487	23,715	29,480	28,556
Long-stay	18,399	28,864	13,099	7,241	7,252
Total	166,163	146,549	135,559	123,209	116,592
% Change from previous year		-11.8%	-7.5%	-9.1%	-5.4%

Table 4

12. There may be a number of factors which could have contributed to the decline in pay and display parking over this period:

In General:

- Increases in out of town shopping.
- Increase in the use of on-line shopping, banking, etc.

- Free parking in Witney.
- Opening of the Orchard shopping centre at Didcot.
- The mix of town centre shops in the Vale's market towns, which may have not changed in comparison to other market towns.
- Free OAP bus passes.
- Attractiveness of premium route bus service to Oxford.
- Loss of offices/businesses in town centres.
- The Vale's rigorous enforcement policy which results in a high level of excess charge notices.

In Abingdon:

- Disruption caused by the AbITS scheme
- Increased parking at Waitrose
- Closure of the Old Gaol leisure centre
- Changes in parking areas within the multi-storey car park

In Wantage:

- Disruption caused by the Limborough Road development
- Free parking at the new Sainsburys

- 13 Customer figures for the first five months of this year (2009/10) show little or no change in parking numbers in Abingdon or Faringdon however, numbers in Wantage continue to show a significant fall. Accordingly, table 5 forecasts the total number of parking customers for 2009/10; this represents a 3.3 per cent reduction from the previous year. The option calculations for 2010/11 have included a further 3 per cent reduction in customers.

Location	Predicted 2009/10 Short-stay	Predicted 2009/10 Medium-stay	Predicted 2009/10 Long-stay	% change from previous year	Predicted 2009/10 total customers
Abingdon	149,730	197,790	53,980	-1%	401,500
Wantage	27,800	36,800	14,800	-17%	79,400
Faringdon	80,800	28,550	7,250	0%	116,600
Total					597,500

Table 5

14. Permit sales, which include five and six day long-stay and residents' permits are also monitored. Table 6 shows that since 2004/05 numbers have declined by some 30 per cent

Year	Permit Sales
2004/05	583
2005/06	562
2006/07	484
2007/08	479
2008/09	404
2009/10	152 (to date)

Table 6

### Changes in Parking Income

15. There are three principal sources of income which contribute to the total parking account, pay and display, excess charges and permits. Other smaller amounts come through miscellaneous income from things such as day permits and court fines.

16. Table 7 shows the total parking income over recent years and highlights when tariff changes were implemented, which may have affected income and customer numbers. Appendices A and B show more clearly when these changes and other events occurred in relation to both customer numbers and parking income.

Year	Total Income	Tariff Changes
2003/04	£757,603	
2004/05	£881,968	April 04 - tariff increases to short, medium and long-stay
2005/06	£983,180	April 05 - tariff increases to medium and long-stay
2006/07	£955,853	April 06 - tariff increase to short and medium-stay
2007/08	£844,161	April 07 - new 1-3 hour tariff
2008/09	£867,167	

Table 7

17. Fees and charges throughout the Vale have remained unchanged for the last three years; the last increase was in April 2006. Furthermore, in April 2007 the new one to three hour tariff was introduced offering parking up to three hours at the previous one to two hour tariff, effectively a reduction in overall charges.
18. This shows that up to 2006/07, against a trend of falling customer numbers, parking income either increased, or was generally maintained as a result of increasing fees and charges. Since 2006/07 income has reduced as a result of falling customer numbers and the one to three hours tariff.
19. Despite making permanent budget adjustments in 2009/10 to reflect a likely fall in fees, income this year has continued to fall with a resultant predicted under achievement of:

Pay and display	£50,500
Excess charges	£25,200
Permits	<u>£8,600</u>
Total	£84,300

In considering the various options, the council will need to address this reduction in income.

### Benchmarking

20. The Vale's current pay and display parking charges are shown in table 8. Appendix C shows a map of the surrounding market towns which have been considered for benchmarking.

	Abingdon	Wantage	Faringdon
0 – 1	60p	50p	40p
1 – 3 hours	£1.00	80p	60p
3 – 4 hours	£2.60	£2.60	£1.60
4 – 6 hours	£3.50	£3.50	£1.80
Over 6 hours	£4.50	£4.50	£2.00

Table 8

21. Table 9 shows the comparison of short-stay, "up to one hour", parking charges in the benchmarked authorities. After those councils which provide free parking, the Vale's market towns offer competitive levels of charging.

	0–1 hour
Witney	free
Chipping Norton	free
Burford	free
Didcot	free
Wallingford	free
Thame	free
<b>Faringdon</b>	<b>40p</b>
<b>Wantage</b>	<b>50p</b>
Henley	50p
Hungerford	50p
Pangbourne	50p
<b>Abingdon</b>	<b>60p</b>
Bicester	60p
Banbury	70p
Newbury	£1.00
Cirencester	£1.20
Bourton ot Water	£1.20
Morton in Marsh	£1.20
Stow in the Wold	£1.20

Table 9

22. Table 10 shows the comparison of medium-stay, one to two hours and one to three hours, parking costs in the benchmarked authorities. (Note: the Vale is the only authority to have a single one to three hours charging period). After the towns in West Oxfordshire which provide free parking, the Vale's charges for medium-term parking are then the lowest.

	1–2 hours	2–3 hours
Witney	free	free
Chipping Norton	free	free
Burford	free	free
<b>Faringdon</b>	<b>60p</b>	
<b>Wantage</b>	<b>80p</b>	
<b>Abingdon</b>	<b>£1.00</b>	
Hungerford	90p	£1.10
Pangbourne	90p	£1.10
Didcot	80p	£1.50
Wallingford	80p	£1.50
Thame	80p	£1.50
Henley	80p	£1.50
Bicester	£1.20	£1.70
Banbury	£1.40	£1.90
Cirencester	£2.10	£2.60
Bourton ot Water	£2.10	£2.60
Morton in Marsh	£2.10	£2.60
Stow on the Wold	£2.10	£2.60
Newbury	£2.00	£3.00

Table 10

23. Table 11 gives a comparison of long-stay parking charges in the benchmarked authorities. For the purpose of comparison four hour and eight hour stay periods have been considered; it is however more difficult to be precise about long-stay charges for each town as the charges start to vary between car parks in the same town for these periods. Whilst charges in Faringdon compare favourably, the charges at both Abingdon and Wantage are in the middle/high range.

	4 hours	8 hours
Witney	free	free
Chipping Norton	free	free
Burford	free	free
Hungerford	£1.20	£2.40
Pangbourne	£1.20	£2.40
<b>Faringdon</b>	<b>£1.80</b>	<b>£2.00</b>
Wallingford	£1.80	£2.30
Thame	£1.80	£2.30
Bicester	£2.20	£2.50
Didcot	£1.80	£3.30
Henley	£2.10	£3.10
Banbury	£2.40	£3.00
<b>Abingdon</b>	<b>£3.50</b>	<b>£4.50</b>
<b>Wantage</b>	<b>£3.50</b>	<b>£4.50</b>
Cirencester	£3.50	£6.30
Bourton ot Water	£3.50	£6.30
Morton in Marsh	£3.50	£6.30
Stow on the Wold	£3.50	£6.30
Newbury	£4.00	£10.00

Table 11

24. Table 12 gives a comparison of the excess charge parking fines in the benchmarked authorities. This shows that the Vale's current charge is the highest amongst these councils and accordingly, the options for change do not include any proposals to increase the level of parking fines in the Vale

Authority	Level of fine	Reduction due to early payment	
Cotswold	£50	£25	£70/35 parking in disabled bay
West Berks	£70	£35	£50/25 for some lesser offences
Cherwell	£70	none	£50/40 for expired ticket offence
South Oxfordshire	£70	£35	
West Oxfordshire	£70	£35	
Vale of White Horse	£80	£50	

Table 12

### Customer Satisfaction Survey

25. In September 2009 the council undertook a number of car parking customer satisfaction surveys. The surveys were conducted over two days in each of the market towns. The survey was also posted on the internet and questionnaires were sent to a sample of permit holders. The full survey results are not yet available however; the question which relates to value for money has been evaluated in isolation in order to inform member's considerations in relation to future pricing.
26. Customers were asked if they felt that the council's parking charges represented good value for money. The results are given in table 13 and show that in Abingdon, Wantage and Faringdon, customers agreed that car parking prices do represent good value for money with, across the Vale, 70 per cent saying that they either mostly or entirely agreed.



Town	Disagree Entirely	Mostly Disagree	Neither Agree nor Disagree	Mostly Agree	Agree Entirely	Total
Abingdon	15	15	14	45	51	140
Wantage	7	9	9	25	56	106
Faringdon	9	9	16	18	50	102
Totals	31 (9%)	33 (10%)	39 (11%)	88 (25%)	157 (45%)	348

Table 13

## Options

### 27. Provision of free first hour parking.

It is inevitable that customers and local businesses will draw comparisons with other areas where parking is said to be free, specifically at Witney, Didcot and the new Orchard Centre in Didcot (which is not controlled by South Oxfordshire District Council). The issue which needs to be acknowledged is that, whether provided by a local authority or by the private sector, parking spaces can not be delivered without cost/charge, clearly, they can be provided free at the point of delivery to the customer (for example, as is the case with most supermarket parking) but this requires the cost to be met from other sources.

• Loss of parking fees	£136,100
• Loss of one to three hour fees (say 5 per cent) due to customers returning to obtain a second free ticket	£12,200
• Loss of excess charge income eg. very short stay customers who chance parking without paying	£31,200
	-----
Total cost (loss of income)	£179,500/annum

Councillors may not wish to consider this option due the budget implications of meeting the cost of providing free first hour parking which cannot be off-set by possible increases in other parking charges.

### 28. Provision of free parking after 4pm

Parking charges currently operate until 6.30 pm (Monday – Saturday). From survey figures obtained in 2007, the estimated number of customers arriving to park after 4pm amounts to only 4 per cent of our total customers. Therefore the loss of income would be relatively small. One cautionary note would be that if this free period were to generate new town centre visits, these visits would coincide with the peak hour commuter traffic which in some cases may compound town centre congestion.

• Loss of parking fees	£15,200
• Loss of excess charge income	£15,600
	-----
Total cost (loss of income)	£30,800/annum

Councillors may wish to consider this option as it might be a positive move to provide a period of free parking when the car parks are underused. This period may be attractive to customers who may, for example, choose to combine a town centre visit with a school pick-up journey. The cost of this option could be off set by a possible increase in other parking charges.

29. Increase medium-stay parking charges

This relates to the one to three hour parking period. Increasing these charges by say 20p would still keep the Vale's charges in the low range of the benchmarked authorities.

	<u>Existing</u>	<u>Proposed</u>
Abingdon	£1.00	£1.20
Wantage	80p	£1.00
Faringdon	60p	80p

Total increase in income £52,600/annum

Councillors may wish to consider this option as there has been no increase in medium-stay charges since April 2006, moreover, this band of charge was reduced in April 2007 with the introduction of the one to three hour period. An increase of 20p will still keep the Vale's charges the lower range, in relation to the other benchmarked authorities

30. Increase long-stay parking charges

Whilst the Vale's long-stay charges are in the middle to high range of benchmarked authorities, the charges have nevertheless remained unchanged since April 2006 therefore an increase may be justified.

a) an increase of 30p on all long-stay tariffs:

Total increase in income £22,800/annum

b) an increase of 50p on all long-stay tariffs:

Total increase in income £38,000/annum

Councillors may wish to consider this option as there has been no increase in long-stay charges since April 2006

31. Increase permit parking charges

The Vale's permit charges are principally targeted at its regular, long-stay customers and are set so as to provide a 50 per cent discount to a customer parking over six hours, for five days a week, over 48 weeks of the year. Therefore if long-stay tariffs are increased then so too should permit prices.

a) for an increase of 30p on long-stay permits, the value of a five day permit, for example in Abingdon, would rise from £540/annum to £575/annum

Total increase in income £5,900/annum

b) for an increase of 50p on long-stay permits, the value of a five day permit, for example in Abingdon, would rise from £540/annum to £600/annum

Total increase in income £10,000/annum

Councillors may wish to consider this option as there has been no increase in permit charges since April 2006 and because permit charges are directly tied to long-stay charges.

### 32 Civic Car Park

The Civic car park in Abingdon is seen as a convenient central location where, in the past, customers have been willing to pay a premium fee. When the adjacent Cattle Market car park was exclusively used as a staff permit area (up to 2005/06) the charges in the Civic car park were: up to one hour 70p, one to two hours (max stay) £2.40. Annually 10,000 customers paid at the higher premium.

When the Cattle Market was changed to pay and display it was felt that the premium charges would not be able to compete with the adjacent lower charges. Accordingly the car park has been operating as a short-stay area with a maximum one hour stay.

Officers suggest that the area should now operate with the same tariff structure as the Cattle Market which will increase parking choice around this busy area of the town centre and in addition, free-up space in the Cattle Market car park which becomes extremely busy at times, particularly during school summer holidays.

Total increase in income £1,200/annum

### 33. Further Organisational Options

Whilst this report has focused pricing policy and has set out a number of options for changing parking fees, which have both positive and negative impacts on revenue income, there are clearly a number of more radical operational options which officers will explore. These will include:

- Reducing the level of enforcement i.e. only providing enforcement that maintains a visual presence in town centres to ensure that pay and display payment levels are maintained. In this scenario both the cost of providing enforcement and parking fine income would fall.
- Out-sourcing the parking service.

### **Financial, legal and any other implications**

Financial.

34. The financial implication regarding changes to the car parking fees and charges are as set out in the body of this report and in particular the need to address the under achievement in income for 2009/10. Other financial implications will need to come forward as a result of both the current service and fit for the future reviews.

Legal.

35. There are no significant legal implications in changing fees and charges as these changes do not require amendment of the council's formal parking orders. There is no statutory consultation required to implement any changes to the increase or decrease of parking charges or parking periods which can be done by a simple notice in the local newspaper. The local newspaper notice is however prepared by the council's legal section.

Other.

36. Whilst no formal consultation is required, parking charges is known to be sensitive issue and therefore it would be a good idea to seek views on the proposals, and this could be achieved as part of the council's 2010/11 budget consultation.
37. In order to implement any changes to fees and charges, as well as advertising the proposals, it will be necessary to purchase and install new software and change the signage at each location. This process will normally take six weeks and therefore needs to start as soon as the council has set its 2010/11 budget so that the new charges can commence in early April 2010, to avoid any loss of income.

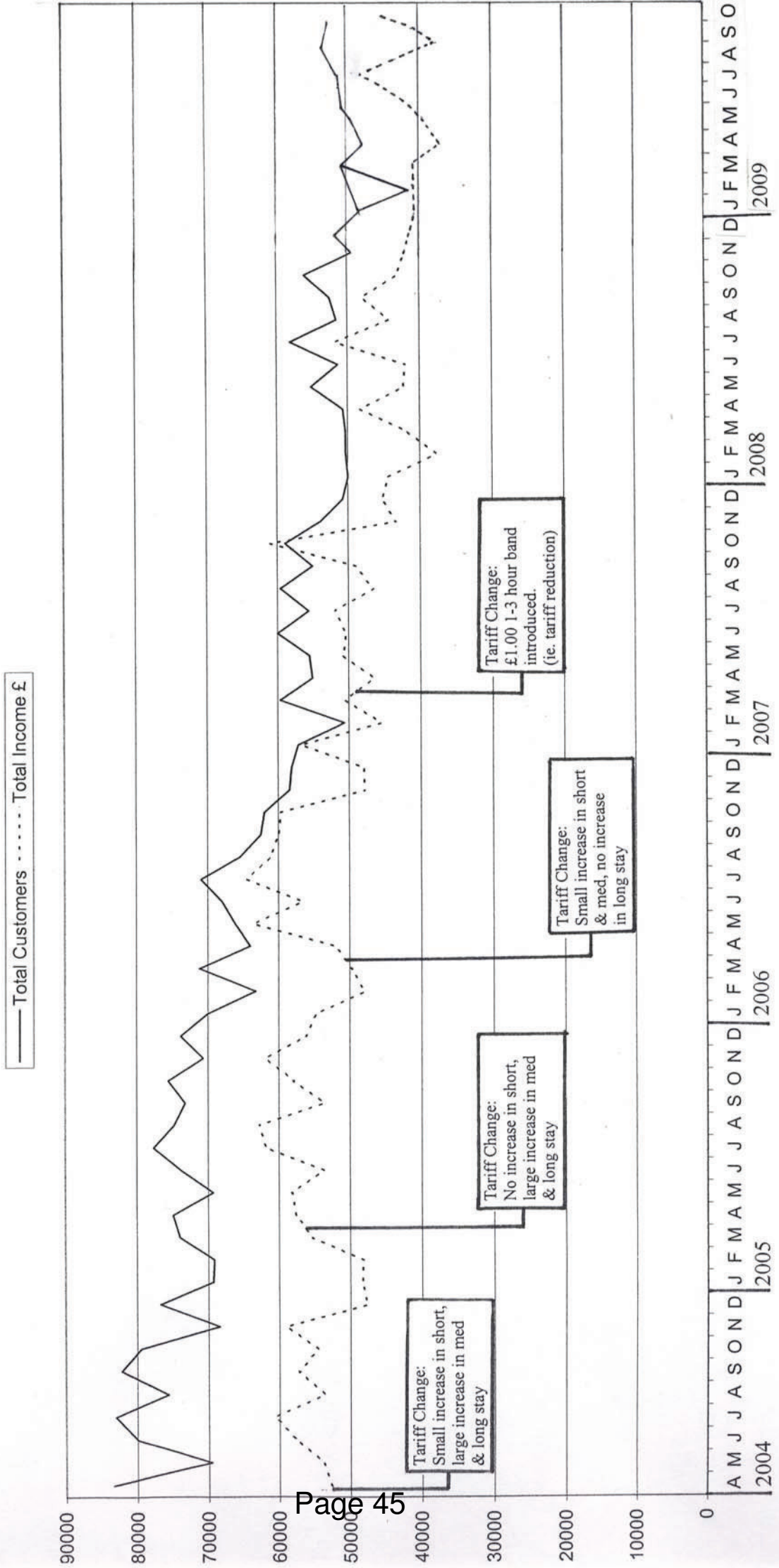
### **Conclusion**

38. The options set out in this report give councillors a range of alternative to consider, for revise the council's car parking fees and charges, which will meet the council's strategic objectives.

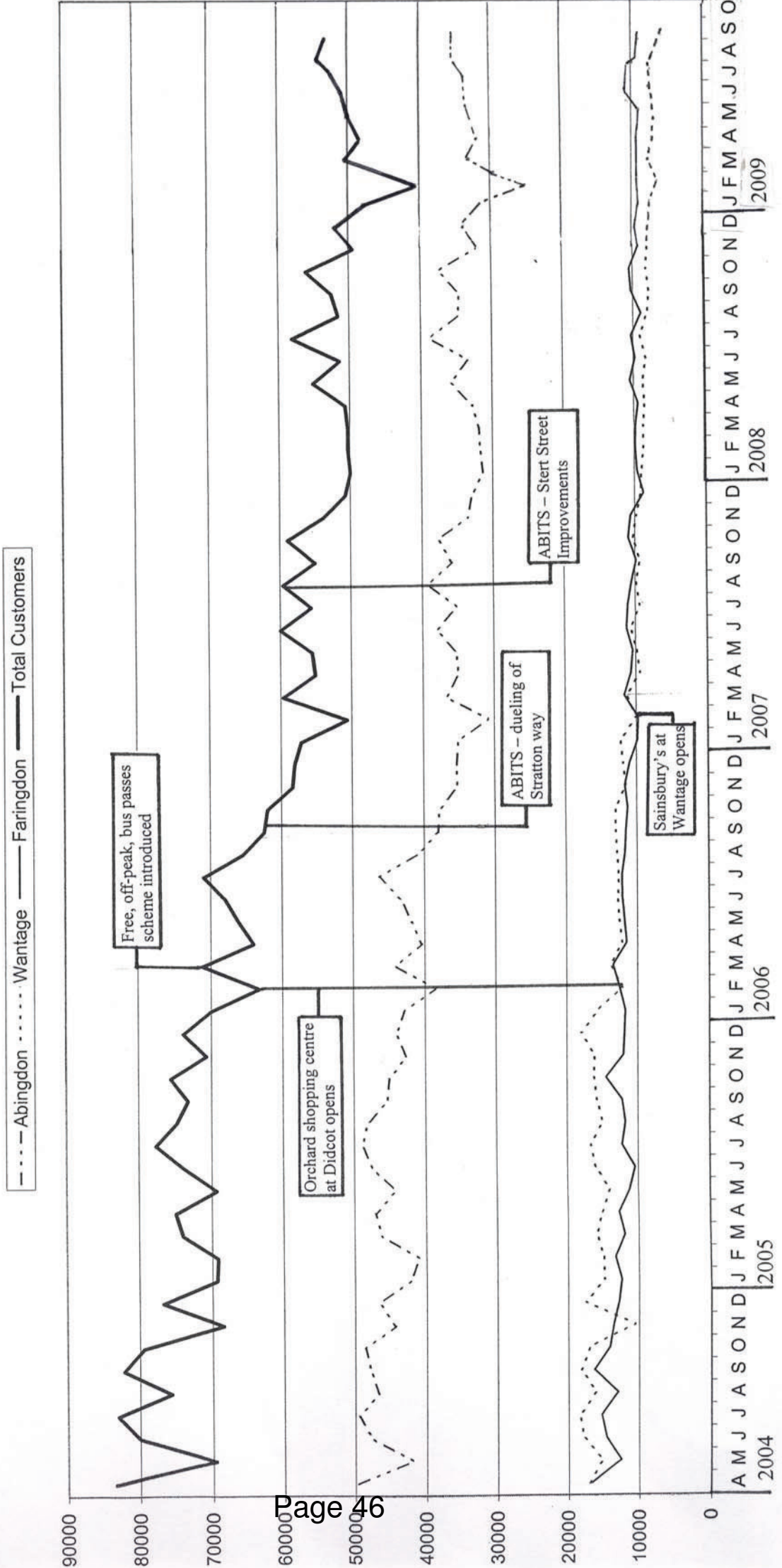
Background papers:

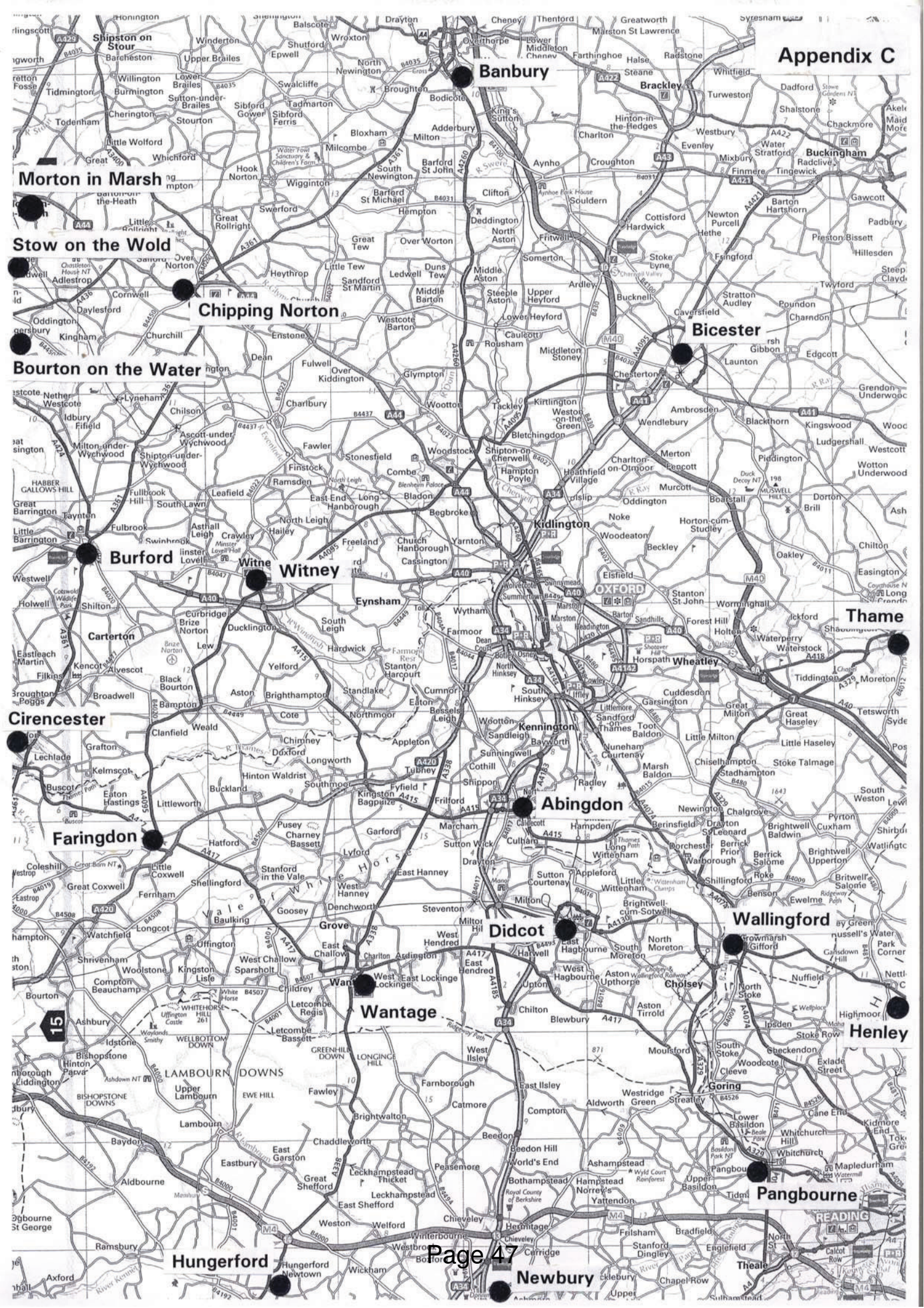
Council's Car Parking Policy, July 2005.  
Fees and charges benchmarking data.

# Car Parking Pay & Display Customers and Income



# Car Parking Pay & Display Customers by Town





**Morton in Marsh**

**Stow on the Wold**

**Chipping Norton**

**Bourton on the Water**

**Burford**

**Witney**

**Witney**

**Cirencester**

**Faringdon**

**Abingdon**

**Didcot**

**Wallingford**

**Wantage**

**Henley**

**Hungerford**

**Page 47**

**Newbury**

**Pangbourne**

**READING**

# Executive Committee

## 4 December 2009



# Council

## 9 December 2009

Report of **Head of Planning Services**

Report no. 77/09

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Wards affected  
**All**

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## Local development framework: towards a core strategy

### **Recommendations**

***The Executive is asked to recommend to council and council is asked to resolve***

- 1. The LDF core strategy will not include a major housing site for up to 1500 homes south west of Abingdon as no deliverable solutions have been identified to resolve the traffic problems and*
- 2. Work proceeds on the core strategy on the basis of including a major housing site north east of Wantage.*

***The Executive is asked to agree and recommend Council to note***

- 3. That consultation is carried out for a six week period on the following*
  - a) the amount and distribution of housing outlined in paragraph 14 below. This includes the preferred strategic sites west of Didcot, south of Park Road at Faringdon and north east of Wantage, and a new strategic housing site in the northern part of the Harwell Science and Innovation Campus*
  - b) a policy seeking affordable housing on all new sites in the district of three or more homes (see paragraphs 15 – 18 below) subject to individual schemes remaining viable*
  - c) a general policy relating to gypsies and travellers covering the matters in paragraph 21 below*
  - d) current expectations on future economic development growth and the amount of land to be identified in the local development framework (paragraphs 23 - 25 below)*



- e) *details of potential redevelopment schemes in Abingdon and Faringdon to provide additional retail floorspace (paragraphs 28 – 33 below)*
- f) *a proposed new road west of the A34, linking the A417 south west of Didcot with the Harwell Science and Innovation Campus (this replaces a link from the A417 to the A34 Chilton interchange to the east of the A34 outlined in the preferred options report)*
- g) *a policy to safeguard land for the Upper Thames reservoir proposed by Thames Water covering the matters in paragraph 37 below.*

4. *That the consultation report will propose that the core strategy will not*

- a) *contain information about the size of new homes, which will be contained in a supplementary planning document*
- b) *include detailed policies for the centres of Wantage and Botley, which will be covered in the managing development document to be produced at a later stage*
- c) *safeguard land for an Abingdon southern bypass, the Wantage western relief road or the reopening of the A34 slip roads at Drayton, as referred to in the preferred options report, as there is no justification in transport terms for these schemes at the present time. If a need is established through the revised local transport plan (LTP3) land can be safeguarded through the managing development document*
- d) *include policies for the Green Belt, which will be covered in the managing development document. However it should be made clear that development is not proposed in the Green Belt*
- e) *include detailed policies for the centres of Wantage and Botley, which will be covered in the managing development document to be produced at a later stage.*

**The Executive is asked to agree that**

- 5. *Authority to approve the consultation report is delegated to the shared head of planning in consultation with the planning portfolio holder*
- 6. *The revised timetable for preparing the core strategy and managing development document in appendix 6 is used as a basis for revising the local development scheme; and note that the planning portfolio holder will agree the revised draft local development scheme for submission to the government office*
- 7. *A joint area action plan is prepared for Didcot with South Oxfordshire District Council, on land up to and including the A34, to cover the matters referred to in paragraph 42 below; and that this is included in the revised local development scheme.*

**Purpose of report**

- 1. It has not been possible to progress the work preparing the draft core strategy to the original timetable. This was to agree it at council on 9 December and publish it in January. The government office has advised that additional housing sites should be identified to give flexibility to ensure the housing targets for the Vale in 2026 are met. This requires additional consultation before the draft core strategy can be published.
- 2. The purpose of this report is to set out the next steps in the preparation of a draft core strategy.

## **Summary of content**

3. The report sets out
  - the key recommendations of the Strategic and Local Planning Advisory Group so far
  - advises that further consultation be undertaken to assess the reaction of the public and key organisations to revised proposals and
  - a draft timetable for completing the core strategy and revising the local development scheme.

## **Relationship with corporate plan**

4. The report provides information leading to the publication of the draft core strategy that will guide development in the Vale to 2026. The core strategy is a central element of the statutory duty (under the Planning and Compulsory Purchase Act 2004) to prepare a local development framework. It will help meet people's need for housing, support a vibrant local economy and help the council rise to the challenge of climate change.

## **Background**

5. The core strategy preferred options report was published for consultation in January this year. A summary of the responses received is available on the council's web site and the individual responses are available in the development policy team. The Strategic and Local Planning Advisory Group considered all the responses in May 2009 and concluded that additional land should be identified for housing to ensure the targets in the South East Plan to 2026 are met. For the core strategy to be found sound when it is examined by an independent inspector there will have to be consultation on any new policies and proposals it is intended to include that were not raised in the preferred options report. It is also considered that the recommendations of the advisory group on the proposals for a major new housing site either south west of Abingdon or north east of Wantage should be agreed by full council to give clarity to the public on this key decision.

## **Strategic housing site in south west Abingdon or north east Wantage**

6. The preferred options report suggested two alternatives for a major new housing site. The advisory group accepted that the over whelming evidence is that major housing development should not be pursued south west of Abingdon at this time, principally on traffic and air quality grounds.
  - The Highways Agency considers that major development at Abingdon will exacerbate congestion at the Marcham interchange and on the A34.
  - The county council objects to the housing development and the proposed link road south west of Abingdon on transport grounds. While the link road would give some relief to the double mini roundabout at the north end of Drayton Road, the extra housing would add to the highway stresses on the surrounding network, particularly at the A34 Marcham interchange, Marcham Road itself, and also in Steventon, Drayton, Marcham and Milton villages. The road would be unlikely to attract regional or local transport funding and the county council has no intention to consider the need for an Abingdon bypass at this time.
  - The council's environmental protection team consider that additional housing in Abingdon could worsen air quality in the town – the air quality management area for Abingdon town centre has recently been extended to Ock Street and Marcham Road.

- English Heritage is concerned that significant archaeological remains that could be of national importance might exist to the north of the scheduled area and along the line of the road.

7. Although objections and concerns have been expressed about major housing development north east of Wantage, none is as fundamental as the objections to the proposed housing site south west of Abingdon.
- Natural England is concerned about the impact of development on the adjacent area of outstanding natural beauty.
  - SEERA and the county council indicate they would need to be satisfied that extra housing (above the 3,400 in the South East Plan) would be sustainable, could be delivered, would not cause problems for the existing community and the transport implications and other infrastructure requirements had been fully examined.

On the other hand the Highways Agency, Oxfordshire County Council and the Primary Care Trust prefer major housing at Wantage and Grove rather than Abingdon.

8. Concerns have been raised to both developments, particularly from the town and parish councils and local residents covering additional matters as flooding, traffic, lack of infrastructure to serve the developments. Objections have been made that additional housing is unnecessary; it would close the open gaps between settlements; result in the loss of good quality farmland and a disproportionate population increase. In the case of Abingdon there are concerns that the town is not identified as a location for major growth in the South East Plan; the proposal is not consistent with the government's planning policy statement (PPS) 12; there is a lack of services nearby, poor links to the town centre and serious traffic congestion. Additional concerns are that housing would be prominent in the landscape; the road would have an adverse effect on the Ock Meadow local nature reserve; the potential conflict with the draw-down channel from the proposed reservoir and the route of the Wilts & Berks canal; and the effect of the nearby sewage works. In Wantage there are particular concerns about the lack of local jobs; poor links to the strategic road network (the A338 and A417); harm to the historic character of Wantage and Charlton village and the need to change parish boundaries. The site is a well used amenity area and is prominent in the landscape where development would harm the skyline and cause light pollution. Many respondents want the north eastern relief road completed before any new development is built.

9. In response to these concerns
- Neither of the sites proposed is in the flood plain or subject to other forms of flooding as shown in the strategic flood risk assessment. Any development would have to establish the site can be drained satisfactorily and would not worsen or cause flooding problems elsewhere
  - Major development will be required to provide or contribute to additional services to support the people living in the new homes
  - Despite the recession councils are expected to proceed with their LDFs and provide for the housing figures set out in the South East Plan. Additional housing will be needed in the Vale to support the growing population and the local economy. If government changes this approach, it will be considered at that time
  - Any development on the edges of towns of the scale required to meet the regional requirement will result in the loss of farmland and reduce the open gaps to the nearby villages
  - 1500 homes in Abingdon is about an 11% increase in the number of homes and about a 35% increase in the case of Wantage.
  - The county council has established through the Southern Central Oxfordshire Transport Study (SCOTS) that a new road is needed north east of Wantage to serve the development of 3,400 homes at Wantage and Grove. This road is not part of the

bid that has been made to the regional infrastructure fund and additional housing in the area would help fund its provision. No additional road building would be required beyond that already identified in SCOTS if a further 1500 homes are built in Wantage. However additional homes would be expected to contribute to improved bus services to jobs at Milton Park, Harwell, Didcot and Oxford. The county council is currently assessing when the new road should be built, but some development will occur in the area (including on Grove airfield) before it is built.

- Both sites are prominent in the landscape and the agents working on behalf of the landowners north east of Wantage are assessing how this could be mitigated.

### The location of housing in Wantage and Grove

10. Other landowners around Wantage and Grove think their land is preferable to north east Wantage including land north of Grove; north of the airfield allocation; north west of Wantage and a variety of sites south of Wantage. Concerns have also been raised about the deliverability of the airfield development. However, discussions with the developers indicate that a planning application will be made in the middle of 2010 for 2,500 homes. A planning application could be determined on the airfield before the core strategy is adopted and this would be in accordance with the local plan.
11. Any development beyond the 3,400 homes in the South East Plan will depend on the construction of the Wantage north eastern link road; the best chance of securing its delivery is by locating housing adjacent to it as new roads will have to be built to serve the new housing and no third party land is involved. All the other sites would be dependent on a road across land over which they have no control and so would effectively be 'ransomed'. Although the land north east of Wantage is attractive and prominent in the wider landscape, it will change with the building of the link road. Additional housing north of Grove is on lower quality farmland and is less attractive and visible in the landscape. However, it would be difficult for the community to absorb as it is already projected to increase by 80% with the airfield development and a further 750 - 1500 homes would more than double its size.
12. The advisory group considers that locating an additional 1500 homes at Wantage and Grove is more sustainable than spreading it around the larger villages and will be better able to deliver new infrastructure and services. It recommends that provision be made for 4,900 homes at Wantage and Grove, and work proceeds on the basis that a new strategic site is identified for up to 1500 homes on land north east of Wantage.

### **The amount and location of housing land to 2026**

13. The advisory group concurs with the officers' view that to give flexibility to ensure the housing targets in the South East Plan are met and ensure the core strategy is found sound by the Planning Inspectorate, additional land should be identified for housing. It is proposed that the local development framework should identify land for an additional two years' supply (ie 10% of the 20 year requirement). This involves land for an additional 1,024 homes in Central Oxfordshire (land for 11,265 homes compared with the SE Plan requirement of 10,240) and 132 homes in the rest of the Vale policy area (land for 1,450 homes compared with a target of 1,320). However, it is unlikely all the housing identified will be built in the plan period and so will contribute to development beyond 2026. The reasons for this approach are
  - Government Office concerns about the significant reliance on four large sites in Central Oxfordshire where development has not yet started (Grove airfield, Great Western Park, additional homes west of Didcot and either south west Abingdon or north east Wantage)

- Planning Policy Statement 3 – ‘Housing’ requires that authorities identify different delivery options in case homes are not built at the expected rate - plans are expected to be sufficiently flexible to respond to a range of circumstances
- The slow rate of building to date compared with the South East Plan target (between April 2006 and 2009 1,300 homes were built compared to a three year pro rata requirement of 1,730). Although there are indications that the housing market is recovering, it will continue to delay development
- The requirement for plans to show a 15 year supply of land for housing at the date of adoption. The core strategy is currently programmed to be adopted in March 2011 which gives no margin for a delay in the timetable. Slippage will occur due to the need for additional consultation.

14. The advisory group recommends the following distribution of housing land. To assess the implications for the additional land that needs to be identified a detailed breakdown of figures is in Appendix 1.

#### Central Oxfordshire

- 1200 homes in Abingdon
- 4900 in Wantage and Grove
- 2750 at Didcot
- 750 at Botley
- 1665 homes to be found in the rural areas. The additional homes could be provided as follows
  - o Up to 400 homes on the northern part of the Harwell Science and Innovation Camps
  - o About 230 homes in villages, focussing on land within the built up areas and previously developed land on the edges.

#### The Rest of the Vale

- 1090 homes in Faringdon
- 360 homes in the rural areas focussing on land within the built up areas of villages and previously developed land on the edges.

### **Affordable housing**

15. The local plan establishes that affordable housing will be sought on sites of 15 or more dwellings in urban areas and five dwellings in rural areas. The preferred options report noted the council would like to reduce the size of site where affordable housing is sought to increase the amount of affordable homes built. A viability study has been undertaken which concluded that the threshold at which the affordable housing requirement comes into effect could be lowered to five across the district. However, where sites have a high existing value, such as large houses in grounds, affordable housing may not be viable on sites with less than ten houses due to the higher purchase costs of the land.
16. As the delivery of affordable housing is a corporate priority, the consultants (BNP Paribas) were requested to re-examine the evidence to test whether a threshold of three dwellings was feasible. They consider that with a minimum density of 30 dwellings to the hectare a threshold of three dwellings would be viable at 2007 sale values where the existing use values are low (agricultural, parking, community) or medium (industrial). Tenure is expected to be all social rent on small sites. The consultant states “Providing the policy is applied sensitively, taking full account of site circumstances and development economics, my view is that the evidence provides a reasonable basis for a threshold of three units”.
17. Looking at planning permissions granted since July 2006 a maximum of 94 extra affordable homes could have been delivered if the threshold had been five homes, and

an extra 142 homes if the threshold had been three homes<sup>1</sup>. While these are significant, they are theoretical maximums that would in reality be lowered by viability considerations. Housing associations may be resistant to assuming responsibility for a range of very small sites spread across a wide area. There would also be implications for staff and financial resources from the larger number of viability assessments and negotiations with developers that would be needed. The Executive is asked to consider whether it wants a threshold of three homes included in the core strategy. This would be a significant reduction from the current threshold and officers advise this should be a subject of further consultation.

18. Applying the 40 percent affordable housing requirement will not always result in a whole dwelling that can be provided (for example 40 percent of a site of three homes is 1.2). In these cases a proportionate commuted sum should be paid to the council to contribute to affordable homes elsewhere. Following the approach in the council's current supplementary planning guidance on affordable homes this should be based on the principle that the developer should be no better or worse off than they would have been had the affordable housing been provided on site, assuming no grant. This would have to be applied subject to financial viability in the same way as on-site affordable requirements. The consultation should include an indication of how the contribution will be calculated.
19. The preferred options report indicated the core strategy would contain information about the size of new dwellings by bedroom size. The government office considers this is too detailed for the core strategy and would be better in a supplementary planning document that could be reviewed more easily as circumstances change. Officers concur, and the consultation report should state that this is the council's intention.

## **Gypsies and Travellers**

20. Core strategies are required to contain a policy setting out the criteria for the location of gypsy, traveller and travelling showpeople sites to be used to guide the allocation of sites in subsequent documents. These criteria will also be used to meet unexpected demand. As the preferred options document did not set out the preferred option for the required criteria they will need to be set out in a further consultation. The suggested approach is set out below.
21. Sites for gypsies, travellers and travelling showpeople will be subject to many general policies in the LDF including ensuring the amenity of new and adjacent residents, landscape, nature conservation, access and flood risk. There are, however, special considerations that apply to gypsy, traveller and travelling showpeople sites, as the occupiers often have a need to store equipment and materials on site related to their employment activity. For these reasons sites
  - (i) will be located near to settlements that offer a good range of facilities including education and health facilities or on a bus route that offers good access to such settlements
  - (ii) shall be capable of providing the facilities required by users such as concrete standings, amenity blocks, electrical/sewerage hook-ups and waste disposal facilities. Sites should also include a specifically designated area for children's games and recreation unless it is close to an existing children's recreational area

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<sup>1</sup> Calculated as 40% of the total number of affordable homes provided on sites above the threshold.

(iii) will have a suitable access to the highway network which is capable of allowing the safe manoeuvring of large vehicles and trailers and have sufficient space for the parking of all vehicles associated with the occupiers

(iv) within the Green Belt will not be permitted except where it can be demonstrated that there are no other suitable sites available elsewhere

(v) for travelling showpeople will only be permitted for members of the Showmen's Guild and should include sufficient space for the storage and maintenance of equipment separate from residential caravans.

22. The provision of specific sites to meet the requirements of the South East Plan will be a matter for the managing development document. SEERA proposed that land for an additional 12 pitches for gypsies and travellers and four additional pitches for travelling showpeople should be allocated in the Vale by 2016. This will be considered at an examination in public in February 2010 and the Secretary of State will make a decision based on the report of the examination.

## **Employment**

23. The forecasts of employment growth in the Employment Land Review (ELR) were based on pre recession forecasts that could now be regarded as overly optimistic. At Harwell Science and Innovation Campus, for example, expectations are for between 4,000 and 6,500 new jobs by 2026 and at Milton Park for 3,000 to 4,000 new jobs. These increases are achievable on land currently identified in the local plan. The combined range of 7,000 to 10,500 is below the 12,000 jobs referred to in the preferred options report. The forecast in the ELR should therefore be regarded as a high growth forecast which does not match current expectations of growth.
24. The latest county council figures show a rise of 8,438 economically active residents in the Vale by 2026. The Employment Land Review indicates that 56% of employment in the Vale is found within B class types of employment (offices, industry, storage and distribution), with other employment being found in health, retail and education for example. This would mean a need for 4,725 B class jobs. Just on the basis of the two large employment sites, there is expected to be a surplus of B class jobs in relation to the expected rise in economically active in the Vale.
25. Based on the expected increases in Didcot's population there could be need for about 2,000 B class jobs. As there are no suitable sites for B class employment in or around Didcot in South Oxfordshire a significant proportion of this could be met in the Vale. The consultation report should make it clear that the two strategic employment sites in the Vale can accommodate both the new economically active residents in the Vale and Didcot, who will work in B class jobs, without requiring the allocation of additional land. However, there will be scope to allocate additional land for local employment sites to give flexibility and choice, and help improve the self-containment of other settlements.

## **Retail in Abingdon and Faringdon**

26. The retail study shows the need for new floorspace in the district is limited particularly up to 2018. For comparison goods it shows that an additional 7,128 sq metres are needed by 2018 and 28,228 sq m by 2027. For convenience goods an additional 1,287 sq metres are needed by 2018 and 3,160 sq m by 2027. However, following consultation in January this year, people expressed concern that the figures were too cautious and would not help the town centres thrive in the future. Officers are concerned that the study indicates

a need for additional retail floor space that is significantly below that contained in emerging proposals for the town centres. Discussions with Savills who did the study indicates it was on the basis of the towns retaining their existing market share of expenditure, but that this could be increased provided it would not harm the viability of other town centres.

27. Officers suggest that as progress is being made on the details of possible development in Abingdon and Faringdon town centres, these should be subject to further consultation and detailed policies should be included in the core strategy. Waitrose has made a planning application to extend its store in Wantage (an additional 431 sq metres sales area and 177 sq metres for a café), but there has been no progress on the remainder of the area shown in the preferred options report, or on proposals to redevelop West Way shopping precinct in Botley. Detailed policies for these areas will be included in the managing development document to avoid the core strategy being delayed further.

#### Abingdon town centre

28. The preferred options report proposed that the core strategy should identify the Bury Street Precinct (now known as the Abbey Shopping Centre) and Charter for comprehensive development and environmental improvement including new shops and town centre uses such as restaurants and commercial leisure uses. It could also include a larger library and health centre with offices and new homes above the ground floor.
29. The Planning Inspectorate has advised that if a policy is to be included in the core strategy along these lines it must contain the boundary of the site, the increase in floor space by the different uses, an illustrative masterplan showing how it could be developed, and information about deliverability, phasing and viability. Officers have been in discussion with Scottish Widows (who lease the shopping centre from the council) and New River Capital (the management company) about how the proposals outlined in the preferred options report could be developed in sufficient detail to be included in the core strategy.
30. Discussions are on going and include
  - Phase 1 the immediate refurbishment of the Abbey Shopping Centre to improve its appearance and gradually redevelop and extend the units as they become available. This would not involve significant alteration to the alignment of the current pedestrian thoroughfares, but would include improvements to the appearance of the service area viewed from Queen Street
  - Phase 2a the redevelopment of the former Woolworths and existing Somerfield stores for retail use on the ground floor with the relocated library and health centre on the upper floors. There may also be space for a hotel, residential units or offices
  - Phase 2b the redevelopment of the Charter area for a major new food store (4,645 sq metres sales area) with car parking above it (700 spaces).
31. The second phase could take time to come to fruition depending on the investment market and the need to relocate and find suitable accommodation for the current occupants of the Charter. However, as the core strategy looks ahead to 2026 and major investment is needed to improve the attractiveness of this part of the town centre, the advisory group recommends that these proposals form the basis of consultation. A vacant shop in the precinct could be used to hold an exhibition and a meeting or meetings held with local groups including the town council, the chamber of commerce and the Choose Abingdon Partnership.



## Faringdon town centre

32. The preferred options report proposed that part of Faringdon town centre, including Budgen's supermarket and the Southampton Street car park, be identified in the core strategy for comprehensive redevelopment and environmental improvement. This would involve retail and other town centre uses including improved car parking. Since then officers have had a number of discussions which show that
- a) It may be difficult to significantly expand the Budgen's store given the need to provide additional car parking and the other established land uses around the site
  - b) Tesco has indicated it will submit a planning application east of Park Road on the employment site
  - c) Faringdon House Estate has suggested that land it owns north of Gloucester Street car park could be used for additional retail floor space.

A plan of these sites is in Appendix 2 to this report.

33. The advisory group agreed that these should be subject to further consultation along the following lines.
- The expansion of the town centre store (currently operated by Budgen's) is the council's preferred option subject to the satisfactory resolution of car parking and servicing issues, and the impact on the conservation area, listed buildings, other properties and nearby residents being able to be satisfactorily mitigated. Given the historic character of the town centre there are no other sites that could provide a large new retail store in the area defined in the local plan.
  - To strengthen the retail offer of the town and help recapture the expenditure that leaks to other areas (particularly on the edge of Swindon) the council is considering whether a site for a supermarket should be identified out of the town centre. There are two opportunities
    - On land owned by Faringdon House Estate north of the council owned Gloucester Street car park
    - On land owned by Tesco that is currently used by local businesses and protected for employment use in the local plan east of Park Road.

The council's preference is land north of the Gloucester Street car park as it is closer to the town centre and attractive links could be provided that would encourage linked trips to the centre, thus helping to retain its viability. The land at Park Road would involve a longer, less attractive walk to the town centre and would be unlikely to encourage linked visits to the town centre. It could be argued that it would be likely to draw trade away from the town centre. Although the site is closer to the new housing areas, most trips to the supermarket will be by car, and the benefits of shorter journeys to the store would be offset by greater harm to the town centre and the loss of an existing well-located employment site.

## **Transport**

34. The preferred options report stated that the core strategy would set out the key highway improvements made necessary by development and safeguard land for them and other road schemes - including those identified in the local transport plan and the council's longer term aspirations. Officers consider these schemes should be retained in the core strategy with the exception of the Abingdon southern bypass, the Wantage western relief road and the reopening of the A34 slip roads at Drayton as the county council says there is no justification in transport terms for these schemes at the present time. The Abingdon bypass and the Wantage western relief road will be considered through the county council's review of the local transport plan (referred to as LTP3). Should a need for them

be established they could be included in the managing development document or through the review of the core strategy. The intention not to safeguard land for these schemes should be referred to in the consultation report.

35. At its cabinet meeting in September the county council agreed the key strategic infrastructure in the emerging Southern Central Oxfordshire Transport Strategy (SCOTS). This includes revised proposals for solving traffic congestion at Rowstock roundabout, which involves a new road west of the A34 linking the A417 with the Harwell Science and Innovation Campus. Officers consider land for this important new link should be safeguarded through the core strategy and should therefore be subject to consultation.

### **The Upper Thames Reservoir**

36. Thames Water is promoting an upper Thames reservoir in the Vale to help meet the needs of customers up to 2035. The need for the reservoir will be established through a public examination of their Water Resources Management Plan. Policy NRM3 of the South East Plan refers to this reservoir and states that land for it and other such schemes should be allocated or safeguarded in local development frameworks in case a need is established. Thames Water's preferred location is between the settlements of Marcham, East Hanney, Steventon and Drayton. The reservoir would store 100 million cubic metres of water and have surrounding embankments of between 15m (50 ft) and 25 m (82 ft) high.
37. In the preferred options report the council stated that the policy in the local plan would be sufficient and that no policy would be included in the core strategy. Since then the timetable for the reservoir has been postponed and officers consider it is no longer reasonable to rely on the policy in the local plan. Given the policy in the South East Plan the advisory group recommends that there should be consultation on the outline of a policy to safeguard a site and mitigate any adverse effects along the following lines.

Land will be safeguarded for a reservoir and ancillary works within the area shown in appendix 3. To be permitted any proposal for a reservoir must

- a) be the best practicable environmental option to meet a clearly identified need, having regard to alternative options
- b) be in accordance with a comprehensive planning and development brief, including a masterplan and design statements that:
  - i) mitigates the impact of construction on local people, the environment and roads,
  - ii) minimises the effects on the landscape of an embankment reservoir through its design, general configuration and the use of hard and soft landscaping
  - iii) optimises the creation of wildlife habitats and biodiversity
  - iv) promotes the recreational and tourism potential of the reservoir
  - v) includes a new route for the diverted Hanney to Steventon road, to include provision for an off-road cycle path
  - vi) makes provision for a viable new route of the Wilts and Berks canal
  - vii) includes measures to avoid and mitigate any other significant impacts identified through the environmental impact assessment of the proposal, including on the local and wider highway networks and on surface water and fluvial flooding.

Until the government makes a decision on the reservoir, development that might prejudice its implementation will be refused.

### **The Oxford Green Belt**

38. The Planning Inspectorate has advised that as no major changes are proposed to the Oxford Green Belt in the Vale, the detailed policies for the Green Belt should all be dealt

with in the managing development document. This is a change from the preferred options report which stated that the major developed sites should be named. Officers agree with the inspector and consider this should be made clear in the consultation report.

## **Consultation**

39. It is proposed that consultation will be carried out between 18 December 2009 and 29 January 2010 on documents agreed by the planning portfolio holder. The consultation has to be in accordance with the council's Statement of Community Involvement. Officers will assess the most effective way of doing this with limited financial resources.

## **Revised timetable for preparing the core strategy**

40. The need for additional consultation will delay the production of the core strategy by about six months and the Local Development Scheme (LDS) will need to be revised. The LDS indicates there will be consultation on the managing development document in January 2010, but the Planning Inspectorate has advised that major work on this document should not start until the core strategy is largely complete. Appendix 4 to this report sets out revised key milestones for both documents, which will form the basis for revisions to the LDS. It is proposed that the revised LDS be agreed by the planning portfolio holder and then submitted to the government office for approval.

41. South Oxfordshire District Council is also revising its LDS and as before is including a reference to an area action plan for Didcot. Officers from South Oxfordshire have raised the question whether this should be a joint area action plan. The Vale's core strategy will identify land and have detailed policies covering
- Harwell Science and Innovation centre - mainly for employment purposes and some housing
  - Milton Park - for employment
  - an area west of Great Western Park - for 2,150 homes and
  - the major road infrastructure that SCOTS has identified as necessary to support development.

Background information will be prepared for proposals including a joint background paper with South Oxfordshire showing how the proposals in the two core strategies will work together to provide a well functioning, sustainable community where people will want to live and work.

42. A joint area action plan is appropriate in areas of major change and development, such as at Didcot. It is important to set aside the administrative boundaries and plan for the community as a whole. An area action plan will include the development of the high level vision set out in both core strategies, and develop the physical, social, economic and cultural revival of the town and its neighbourhoods. It will address localised issues such as areas of deprivation, leisure provision, the development of the town centre, opportunities around the railway station, improving physical links and access between parts of the town including new housing to the west, Milton Park and the potential learning park, and improvements to access corridors (e.g. Hitchcock Way and the A4130 from Milton interchange). The action plan will set out opportunities in Didcot, in the context of other housing growth areas, such as at Wantage/Grove in supporting the economic development and prosperity of the area, known as Science Vale UK (SVUK). Such proposals will help with investment streams to deliver economic growth and infrastructure to the benefit of the whole community. This work will link with the New Growth Points (NGP) initiative and support from SEEDA. It is expected that the western boundary of a joint area action plan will be up to and include the A34. Both councils need to work together on this, hence the need for a joint area action plan, which needs to

be reflected in the changes to each council's LDSs. A timetable for preparing the area action plan is also included in appendix 4.

### **Financial, legal and any other implications**

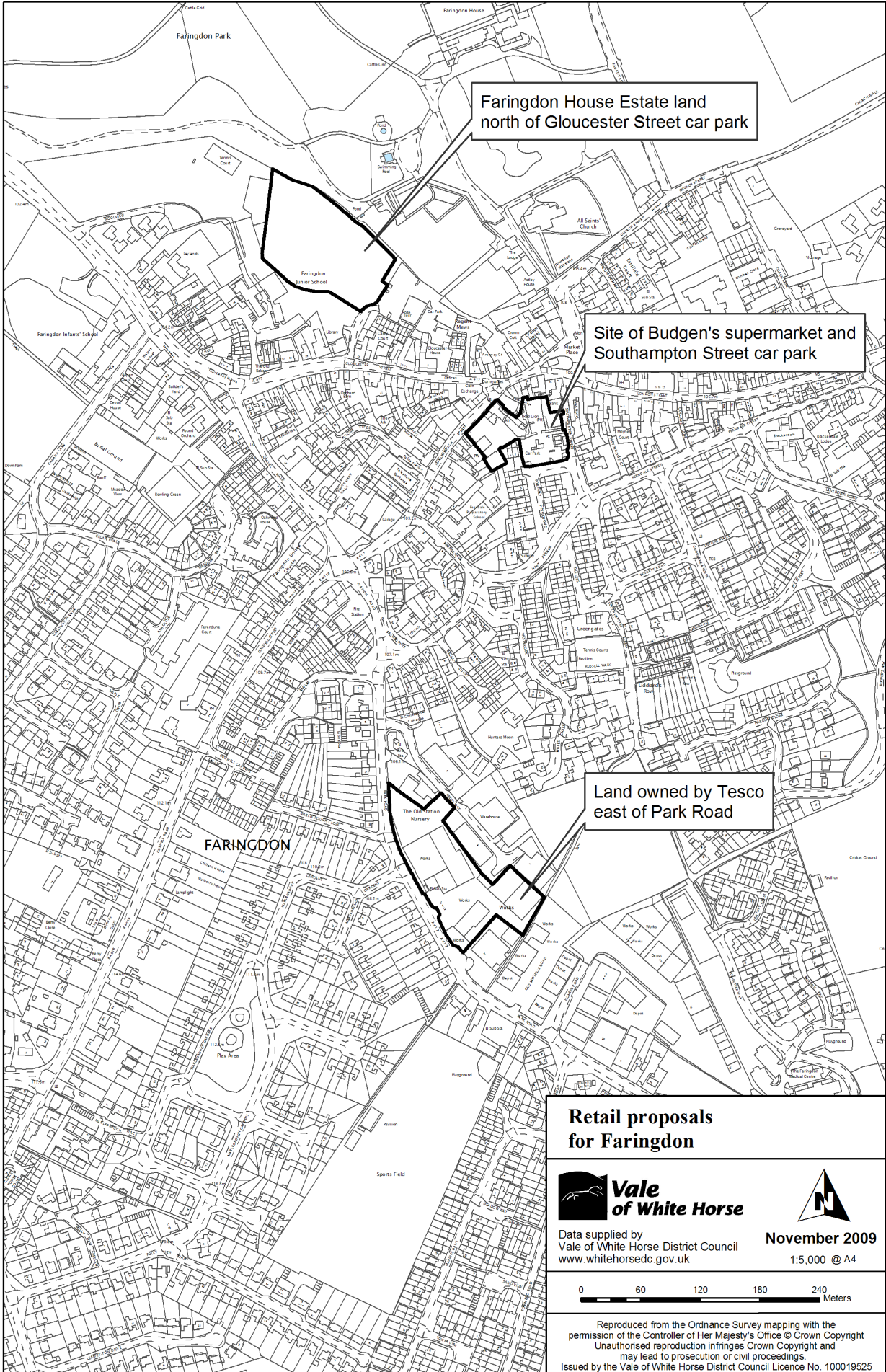
43. Consultation must and will be in accordance with the council's statement of community involvement, which is also a requirement of the land use planning system. Due to the changes in the timetable revisions will have to be made to the local development scheme which is a statutory requirement set out in the Planning and Compulsory Purchase Act 2004
44. The consultation and the area action plan could be funded from the existing budgets. The area action plan will be funded by the new growth point budget held by South Oxfordshire District Council.

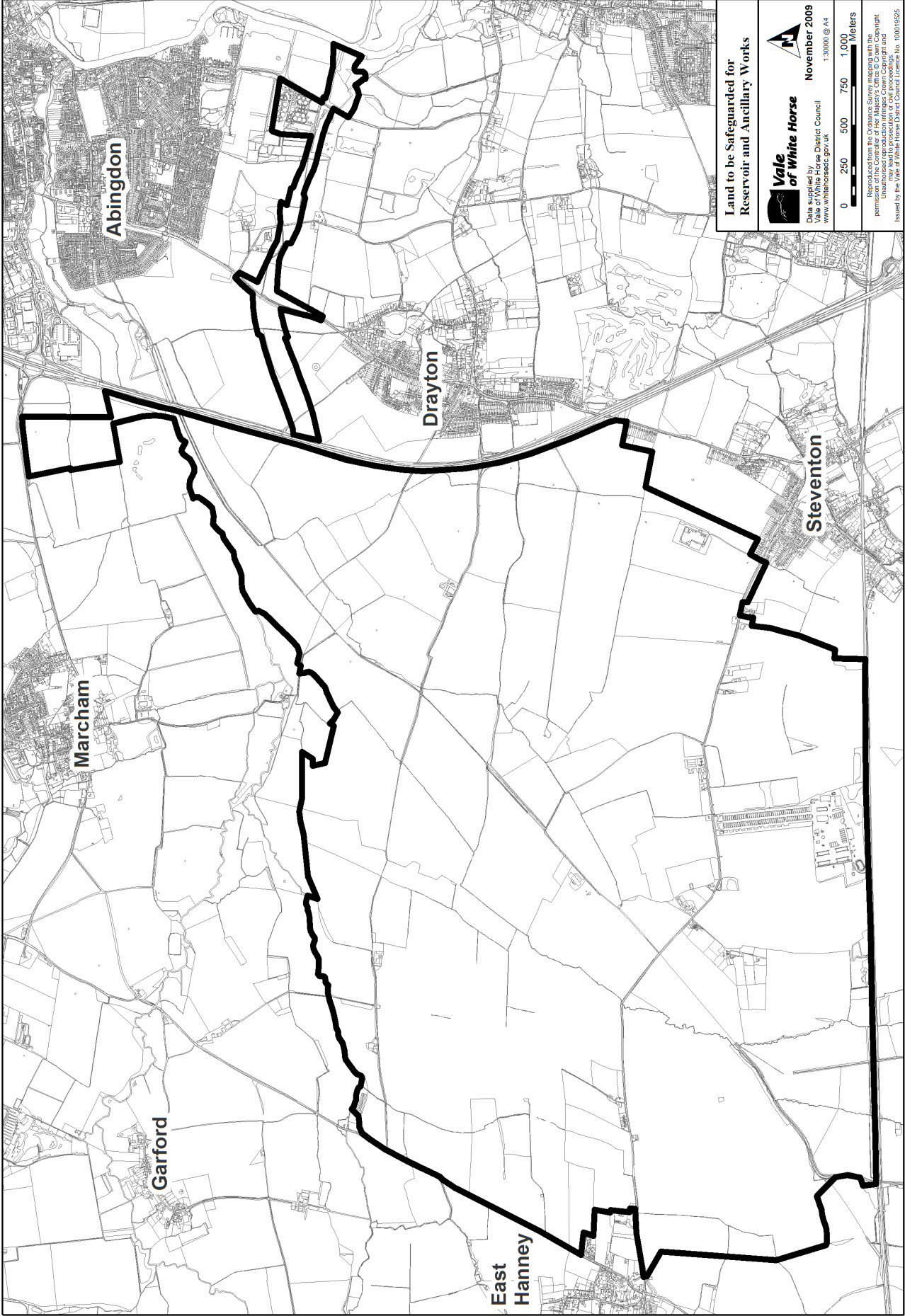
**Housing land supply 2006 2026 - including a 10% overprovision of land**

Location	Completions 2006 - 2009	Permissions at April 2009	Allocations at April 2009	Dwellings to be identified in the core strategy	Windfall for the last 5 years*	Dwellings to be identified in the managing development document	Total number of homes	Comments
<b>Central Oxfordshire</b>								
Abingdon	573	289	0	0	108	230	1,200	
Botley	45	307	280	0	60	58	750	
Didcot	0	600	0	2,150	0	0	2,750	Proposed major site west of Great Western Park
Wantage/Grove	241	330	2,500	1,500	48	281	4,900	Proposed major site at NE Wantage
Rural areas	340	276	270	0	148	631	1,665	Proposed major site at Harwell Science and Innovation Campus
<b>Sub total</b>	<b>1,199</b>	<b>1,802</b>	<b>3,050</b>	<b>3,650</b>	<b>364</b>	<b>1,200</b>	<b>11,265</b>	
<b>Rest of the Vale</b>								
Faringdon	29	548	0	400	44	69	1,090	Proposed major site south of Park Road
Rural areas	72	172	0	0	45	71	360	
<b>Sub total</b>	<b>101</b>	<b>720</b>	<b>0</b>	<b>400</b>	<b>89</b>	<b>140</b>	<b>1,450</b>	
<b>Total for the Vale</b>	<b>1,300</b>	<b>2,522</b>	<b>3,050</b>	<b>4,050</b>	<b>453</b>	<b>1,340</b>	<b>12,715</b>	

\* The windfall estimate for the last five years was calculated as 80% of the average annual build rate for the last 13 years. The site sizes used were:

- main settlements - sites of up to 20 dwellings
- larger villages - sites of up to 15 dwellings
- smaller villages - sites of up to 5 dwellings
- other settlements - sites of up to 2 dwellings





**Local Development Framework: Revised Key Milestones**

<b>Core Strategy</b> (Current dates given in brackets)	<b>Proposed dates</b>
Participation on additional preferred options	December 2009 – January 2010
Publish submission document (Jan 2010)	June 2010
Submission to Secretary of State (May 2010)	October 2010
Pre hearing meeting (July 2010)	December 2011
Hearing sessions (Oct 2010)	February - March 2011
Inspector's report published (Jan 2011)	June 2011
Adoption (March 2011)	August 2011

<b>Managing Development document</b> (Current dates given in brackets)	<b>Proposed dates</b>
Public participation (Jan-Feb 2010)	January – February 2012
Publish submission document (June 2011)	June 2012
Submission to Secretary of State (October 2011)	October 2012
Pre hearing Meeting (December 2011)	December 2012
Hearing sessions (February 2012)	February 2013
Inspector's report published (June 2012)	June 2013
Adoption (August 2012)	August 2013



**Appendix 4 (cont)**

<b>Didcot Area Action Plan</b>	<b>Proposed dates</b>
Commission consultants	September 2010
Public participation	January – February 2011
Publish submission document	September 2011
Submission to Secretary of State	December 2011
Pre hearing Meeting	February 2012
Hearing sessions	May 2012
Inspector's report published	September 2012
Adoption	December 2012

## Executive



**4 December 2009**

Report of **Head of Planning Services**

Report No. 78/09

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All

## STATEMENT OF COMMUNITY INVOLVEMENT

### Recommendations

1. *Executive notes the representations received and approves the Statement of Community Involvement incorporating the changes set out in appendix 1 to this report.*

### Purpose of report

1. To advise Executive of the responses received to the draft Statement of Community Involvement and seek approval of the final document. A Statement of Community Involvement explains the process and methods for community involvement in the preparation of local development documents and the determination of planning applications.

### Relationship with corporate plan

2. This report supports the corporate plan in that it helps to improve communication about the council's activities and provides value for money that meets the needs of our residents and service users.

### Background

3. Following a meeting of the Strategic and Local Planning Advisory Group in May 2009, the draft Statement of Community Involvement was published for public consultation during June and July 2009. Appendix 1 to this report, which summarises the representations received and officers' comments, was considered by the advisory group on 5 October.
4. A copy of the Statement of Community Involvement incorporating the proposed changes is available for inspection in the members lounge in Abingdon.

## **Options**

5. One of the key objectives of the local development framework is greater community involvement. Consistent with government guidance, a council must produce a Statement of Community Involvement; the option of not producing one is not open to the council.

## **Financial, legal and any other implications**

6. The production of the Statement of Community Involvement is a legal requirement on the council. To meet the tests of soundness, documents that make up the development plan have to be prepared in accordance with it.

Background papers: Draft Statement of Community Involvement.

# Appendix 1

## Summary of Comments on the Statement of Community Involvement

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
<b>Oxfordshire County Council</b> - Support paragraph 5.7 about avoiding public holidays and summer vacations for consultation exercises.	Noted
OCC would like to be consulted on all SPDs.	Noted
Paragraph 6.5 lists County functions – can this be amended. The County Council is a statutory consultee on applications as Highway & Transport Authority and as minerals and waste planning authority. We wish to be consulted as a non-statutory consultee on development proposals for rights of way, developer funding, ecology/bio-diversity, and archaeology. Annex 1 sets out threshold sizes of applications the Council wishes to view.	Agreed (Note: para 6.5 has also been modified with the inclusion of 'Thames Valley Police' in response to the representations of the Thames Valley Police, see below) <b>Recommendation: Para 6.5, second sentence, change to read “Statutory consultations will be carried out on many applications with bodies such as Oxfordshire County Council (highways and transport, minerals and waste) and the regional offices of English Heritage (important listed building/conservation area/ancient monument issues), Natural England, the Environment Agency, the Highways Agency and Thames Valley Police. Then insert after second sentence a new sentence “Oxfordshire County Council is also a non-statutory consultee for rights of way, developer funding, ecology/bio-diversity and archaeology.”</b>
The District Planning Consultations Team (renamed as the Strategic Planning Consultations), led by Linda Currie, still wish to be consulted on strategic applications.	Para 6.5 notes that consultations on applications will be carried out with Oxfordshire County Council. It is not necessary to include details of how the County Council wishes to be consulted. <b>Recommendation: No change</b>
The County Council is looking at moving to e-planning to deal with consultations. We will inform you when the system is finalised. We are participating in the trial of the Planning Portal's eConsultation Hub (along with West Oxfordshire and South Oxfordshire). We encourage other districts in Oxfordshire to participate in the trial.	Noted
Paragraph 6.28 – regarding major proposals not involving planning applications, relating to Upper Thames Reservoir. We would like to be involved in any such application from an early stage.	Para 6.28 confirms that when an application for consent to construct the reservoir is submitted, the council will develop specific consultation arrangements. These would include major consultees like Oxfordshire County Council. To name all these consultees now in this para is unnecessary. <b>Recommendation: No change</b>
County Council would like to be consulted on and informed of adoption of all LDF documents, including SPDs, DPDs and other documents such as the LDS.	Oxfordshire County Council are / will be consulted on all LDF documents. <b>Recommendation: No change</b>
Consultations on LDF documents should be addressed to the Strategic Planning Consultations team and we will ensure the relevant teams have the opportunity to view the documents and feed into the Council's single, co-ordinated, corporate response.	Noted
We would like to be sent paper copies of LDF documents and the final adopted version .	Noted
<b>British Waterways</b> – Draws attention to 'Waterways	The SCI is a document which explains the council's

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
and Development Plans' (2003), 'Waterways for Tomorrow' (DETR, 2000) and 'Planning a Future for Inland Waterways' (Inland Waterways Amenity advisory Council, 2001).	approach to community involvement on, for example, its LDF policy documents. This British Waterways information is not a matter for the SCI.
British Waterways South West does not own or manage any canals in the Vale but the old course of the Wilts and Berks Canal runs through the district. We encourage it's regeneration. Request suitable policies are included in any future LDF documents to promote regeneration and seek funding in the form of planning obligations or CIL. Canal route should be preserved and considered as green infrastructure.	See above comments. Policies relating to the canal will therefore be found in the Council's LDF documents. The council has indicated that the Core Strategy will promote the restoration of the Wilts & Berks canal and the Managing Development DPD will safeguard a route for the Wilts & Berks canal. <b>Recommendation: No change</b>
<b>Mrs Sheila Bailey (Clerk Letcombe Bassett Parish Meeting)</b> – paragraph 4.1, 'meaningful' is an important word. It has been our experience that our comments have little influence on the outcome. Design and location of new dwellings is decided on wishes of developer instead of considering impact on community.	In determining planning applications the council must assess the impact the development may have on the environment. The resulting decision can locally be unpopular if it is felt that the impact would not be so harmful as to justify refusing permission. <b>Recommendation: No change</b>
<b>Faringdon Town Council</b> – Information has been sent to Faringdon library which has limited opening hours and is not regarded as a centre for information from the Vale. While the town council has a copy, there is no representative of the Vale to answer queries. This underlines the problems caused by the closure of the Vale offices in Faringdon.	Consultation documents were placed in a number of public locations including Faringdon Town Council offices and Faringdon library with contact details of a named officer from the council who could be contacted for further information or on any queries.
<b>The Coal Authority</b> - Having reviewed the document, have no specific comments to make.	Noted.
<b>Highways Agency</b> – Pleased to see their comments made previously taken into account.	Noted.
<b>SEEDA</b> – No specific comments to make on the review of the SCI.	Noted.
<b>St Helen Without Parish Council</b> – Paragraphs 6.3 and 6.4 – commitment to acknowledge in writing all comments received on planning applications is welcome. This does not happen currently, despite the same paragraph appearing in the 2006 SCI. Paragraph 6.24 – For major applications, pre-application consultation with local parish councils should be a requirement, not just encouraged.	It is intended that comments received will be sent a written acknowledgement. In the light of this representation this procedure will be checked.  It cannot be a requirement that developers consult with parish councils at pre-application stage as this has no statutory basis. <b>Recommendation: No change</b>
<b>Gerald Belcher</b> – Difficult to imagine that a SCI will prevent planners from falling into the trap of allowing inappropriate development like the development at the old Renault site on Drayton Road, the development on the St Mary's school site in Wantage, and the Sainsbury's development in Wantage. Planners lack vision.	Noted
<b>Thames Valley Police (represented by RPS)</b> – paragraph 5.15: Support Council's commitment to consult relevant organisations on draft evidence base. However, there is no reference to Thames Valley Police in appendix 2 (list of bodies that will be consulted on local development documents).	Appendix 1 consultation bodies include 'the Police Authority'. However, for completeness this suggestion is agreed.. <b>Recommendation: Add Thames Valley Police to list of bodies to consult in Appendix 2.</b>

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
PPS12 requires local authorities to undertake consultation with key stakeholders (including the police) on options for the Core Strategy and the evidence base. Early engagement is critical. The Police should be consulted in respect of design policy, crime reduction, community safety and police infrastructure requirements arising from new development.	Noted
Paragraph 5.19 - consulting on Development Plan Documents, bullet point 6 - should refer to Appendix 2 to clarify extent of consultation proposed.	Agreed <b>Recommendation: Para 5.19, modify sixth bullet point to read “Send each of the specific consultation bodies (see appendix 2) invited to make representations on the plan a copy of the proposed submission documents and a statement of the representations procedure Regulation 27 ”</b>
Paragraph 6.2 - Police should be recognised explicitly as a valuable advisor on planning applications in respect of Secured by Design issues and infrastructure requirements.	Para 6.2 is a general brief description of the process. Later para 6.5 explains that the council will seek to involve other organisations in the planning application process and lists a number of bodies to which the Thames Valley Police could be added. Note: this modification has been incorporated into the response to Oxfordshire County Council, see above, which also makes changes to this sentence. <b>Recommendation: Para 6.5, at end of amended second sentence add “and the Thames Valley Police.”</b>
<b>Alan Boyce (Longworth Parish Clerk)</b> – The SCI still allows plans to be changed ‘by the back door’. Twice on pages 23 and 24 the phrase ‘amended significantly’ is used. It is up to the consulted to decide if change is significant. All resubmitted plans should be re-circulated.	It is not efficient or necessary to re-consult on all changes, many of which are minor and uncontroversial. <b>Recommendation: No change</b>
<b>FFT Planning</b> – Gypsies and travellers are rarely effectively consulted on their needs. It is important that they are closely involved in informing the planning process, in particular what sorts of sites they will need in the future, where they should be and how many.	The SCI explains the council’s approach to community involvement and at para 4.2, second bullet point, recognises it needs to engage with ‘hard to reach’ groups. Para 5.7, first bullet point, advises that these hard to reach groups can be found in appendix 2. However, it will be helpful if this bullet point also included examples of who would be consulted to keep hard to reach groups informed. The council also has an Equality and Diversity Scheme which should be referred to for completeness. <b>Recommendations:</b> a) <b>Para 5.7, first bullet point, amend last sentence to read “ For example, Gypsies and Travellers will be involved in the first instance by contact with Oxfordshire County Council’s Gypsy and Traveller Service, the Traveller Education Service and FFT Planning. These and other ‘hard to reach’ groups and contacts are listed in appendix 2. Regard will also be had to the council’s Inclusive Consultation guidelines.”</b> b) <b>Para 9.4, add a fourth bullet point “Equality and Diversity Scheme 2008 – 11”</b>

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
Local authorities need to be proactive. Heavy reliance on paper documentation may be counterproductive due to the common literacy problems within this group. Better to initiate and sustain contact on Gypsies own territory. Use existing links such as Traveller Education Service. Informal meetings in familiar surroundings is the most appropriate approach. Arrange focus groups, private workshops and one-to-one meetings at convenient times. Early and sustained engagement is key. This should be reflected in the SCI.	The council is cooperating fully in the ongoing regional assessment of how many pitches the gypsy and traveller communities will need. As outlined above, proposals for gypsy and traveller accommodation will be covered by the council's LDF documents. The SCI specifically lists in appendix 2 FFT Planning as an organisation that will be consulted as well as the Gypsy Council and the Gypsy and Traveller Law Reform Coalition and the Traveller Education Service can be added to this list. <b>Recommendation: Appendix 2, General Interest Groups, add 'Traveller Education Service' and 'Oxfordshire and Buckinghamshire Gypsy and Traveller Service'.</b>
Concerned over lack of race equality impact assessments. CLG has made it clear that race equality should be at the heart of the planning process. Report 'Common Ground: equality, good race relations and sites for Gypsies and Irish Travellers' (CRE, 2006) recommends Gypsies and Travellers are referred to in SCI and that local authorities should take practical steps to involve them.	The council has carried out Equality Impact Assessments for both the Development Control and Development Policy service areas. Also, as noted above, the council will include additional consultation bodies and have regard to its Equality and Diversity Scheme to ensure that the interests of the Gypsies and Travellers are properly considered.
Chapter 4 should be modified to identify Gypsies and Travellers as a hard to reach group and outline measures which will be taken to ensure that consultation with them is effective.	The identification of Gypsies and Travellers as a hard to reach group has already been addressed in the responses above. <b>Recommendation: No change</b>
<b>Dr P A Cawse</b> – Title should include mention of the role that statutory and non-statutory organisations play in adding expertise that is available to the community, e.g. 'Involvement of the Community and External Organisations in Planning Applications'. The title thus agrees with para 6.24 on page 28.	The title 'Statement of Community Involvement' is that which is used in the relevant Act which requires its preparation by a local planning authority and in the subsequent government advice on what the SCI should do. A unilateral change of title is likely to be confusing to the public. <b>Recommendation: No change</b>
Para 6.24 and 6.25 - The issue of 'reserved matters' appears to be omitted, i.e. matters reserved at time of initial decision for further consideration at a later date. The community may think these matters have been resolved when they are not. Some are easily resolved, others more complex. If this procedure is avoided it will give rise to some resentment in the community.	Applications for reserved matters are handled in the same manner as all planning applications, with the same consultations carried out. However, for completeness, para 6.1 should be modified to clarify that planning applications include reserved matters. Note: para 6.1 is also proposed to be modified in response to the comments of Persimmon Homes Wessex. <b>Recommendation: Para 6.1, first sentence, amend to read " An important part of the council's planning service is to consult with the community to find out what people think about planning applications, including applications for reserved matters"</b>
If major development is delayed for economic reasons and is overtaken by other local projects, issues of strategic planning will require re-assessment and possible revision, with an up to date EIA to include the reserved matters. Explanation is needed of the way in which those reserved matters of major importance to sustainability and impact of local environment are agreed with developers, reported to the community and agreed in the presence of consultations and representatives from the community.	See above response. Subsequent reserved matters applications with a revised EIA will be consulted on in the same way as all planning applications. <b>Recommendation: No change</b>

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
Use of the reserved matters system may explain why only 27% of Vale residents felt they could influence planning decisions and 33% in SODC (Oxford Times, 25.6.09).	There is no adverse use of 'the reserved matters system'. See also above response. <b>Recommendation: No change</b>
<b>Robert Fyfe:</b> page 23, paragraph 6.3, 21 days is insufficient time to comment on planning applications. 5-6 weeks would be better.	The government has set planning authorities time targets for the determination of applications. The period of 21 days has been set to reconcile the time allowed for the public to respond with the government's time target for determining applications. <b>Recommendation: No change</b>
Page 26, paragraph 6.17, it would be helpful to anyone wishing to speak about an application at Development Control Committee meetings if they could be sent a copy of the relevant planning officers report in advance.	Committee reports are available to view on the web site at least seven days before the date of the meeting. <b>Recommendation: No change</b>
Page 26, paragraph 6.18, speakers are allowed 3 minutes with no questions permitted. 3 minutes is insufficient and committee members should have the opportunity to ask questions of a speaker to clarify any new information.	Three minutes is considered sufficient to enable statements to be made. In the interest of the efficient running of the meetings it is not felt that any longer should be given to make statements or that speakers should be asked questions. <b>Recommendation: No change</b>
Page 28, paragraph 6.23, applicants should be encouraged to consult their parish/town council before submitting a formal application, in all cases, not just major ones.	Parish councils are lay organisations which rely on the goodwill of their members. To require a parish council to comment on all applications before submission is likely to impose an unreasonable burden on those parish councillors involved. <b>Recommendation: No change</b>
<b>The Theatres Trust:</b> Support the inclusion of contact details on page 6 for prospective consultees. Thank you for including The Theatres Trust on page 42 as a general interest group. We look forward to being contacted on future planning policy consultations, particularly the Core Strategy and any town centre area action plans.	Noted
<b>Oxfordshire Geology Trust:</b> Appendix 2, page 43 – under general interest groups, 'Oxfordshire RIGS group' should now read 'Oxfordshire Geology Trust'.	Noted <b>Recommendation: Appendix 2, 'Environmental Interest Groups', delete 'Oxfordshire RIGS group' and insert 'Oxfordshire Geology Trust'</b>
<b>Persimmon Homes Wessex:</b> paragraph 1.4, emphasis on planning system is wrong here. Should refer to plan led system and greater community involvement in planning process.	Para 1.4 refers to " <i>one</i> of the key objectives of the development plan system is greater community involvement" (my emphasis). Government advice on spatial planning emphasises the importance of community responsive policy making at the heart of the planning system (PPS12, para 1.5). There is no need to change para 1.4. <b>Recommendation: No change</b>
Paragraph 3.5, is the consultee database on the website? Should be clearly available.	The consultee database should be on the Council's web-site. <b>Recommendation: As soon as is practicable, the LDF consultee database will be placed on the council's web-site.</b>
Paragraph 4.1, Support reference to vision of the community but definition of community should be brought forward to here from paragraph 5.1. Support inclusion of developers in this definition but there are	The nature of a vision is that it is usually at a high level and succinct. It would not usually be appropriate to blunt the force of the vision with too much detail. Later para 5.4 notes that the council will



Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
others who are not included who will need to be consulted. E.g. County, regional and national, statutory bodies, plus other interested parties.	use a range of techniques to keep the community informed and these will include contacting those on the council's database. This database includes county, regional and national, statutory bodies, plus other interested parties. <b>Recommendation: No change</b>
Paragraph 5.4, support various techniques to involve community. The Council's website is particularly important - should provide an up to date schedule of expected consultation exercises which are easily accessible.	Noted. The council has already used its web-site to help publicise and consult on its core strategy documents.
Paragraph 5.9 – Support Council taking a flexible approach to consultation. Find standard forms or specific questions particularly unhelpful. We would rather respond in a letter.	Noted
Paragraph 5.11 – Support Council making comments available on the website. Proper notification of these should be given, either by a link on the home page or the planning home page.	Noted
Paragraph 5.18 – This statement is wrong because the SCI will not be submitted to the Secretary of State (figure 2 and para 5.20). Should therefore state that Local Development Scheme is also wrong.	Following the changes to procedure in the revised PPS12, the SCI will not be submitted to the Secretary of State for examination.. The SCI should be amended accordingly. <b>Recommendation:</b> <b>Para 5.18, third sentence, amend to read “The SCI is subject to a similar process.”</b> <b>Para 5.20, delete second sentence.</b>
Paragraph 5. 38 – Bullet point 1 states that the Council will consult 'relevant' bodies, suggests Council will be selective in who it sends documents to. In order to be sound, Council should set out criteria for selecting these bodies.	As alluded to in para 5.38, consultation must be carried out so that it meets the government's requirements which are set out in the relevant regulations. The 2004 Regulations (as amended) describe the various bodies with whom a council must consult. The council cannot be selective in this process. These bodies are therefore 'relevant' to the council's consultations. <b>Recommendation: No change</b>
Bullet point 2 is unclear of how the range of 6-8 weeks for consultation will be applied to different documents. For consistency, all documents should have a 6 week consultation period.	The regulations (as amended) allow discretion on the length of the consultation period. However, any consultation that takes place will be explicit and clear about the length of the consultation period. <b>Recommendation: No change</b>
Paragraph 5.40 – Indicates Council will be making a judgement on how it will use various methods of consultation using words like 'where the Council considers it will add value to the consultation process'. Document should set out the criteria the Council will use to make those considerations.	Para 5.40 sets out some of the additional methods of consultation that the council may use, depending on circumstances relating to the scope and scale of the proposal. To set out what the likely criteria might be for each method would make the document even longer. <b>Recommendation: No change</b>
Paragraph 6.3 – Bullet point 9 should note that the decision notice will also appear on the website.	Agreed. <b>Recommendation: Para 6.3, bullet point nine, last sentence, amend to read “A copy of the decision notice will be placed on the council's web-site and also sent to the relevant town/parish council or parish meeting.”</b>
Paragraph 6.6 – For simplicity, paragraph 6.19 and 6.20 should be combined with paragraph 6.6 to explain how the Council uses the web to manage the	To try to make the document easier to read, the issue of electronic accessibility is briefly introduced in para 6.6 with more detail following in the later

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
development control process.	paras. <b>Recommendation: No change</b>
Paragraph 6.7 – Suggest Agents Forum could be extended to include representatives of local and national developers.	The Agents Forum does include local developers. It would take away its local purpose if national developers were included. <b>Recommendation: No change</b>
Paragraph 6.24 – We are happy to carry out wider consultation, as set out in this paragraph. Where this has been done in the past it has been helpful for the relevant council to attend developers consultation events. Recognition of the importance of Council involvement in developers consultation events should be included in this paragraph.	There is a concern that if the council appeared at a developer's consultation event it might be interpreted as the council implicitly endorsing the developer's proposals and having made its decision before the council's committee. <b>Recommendation: No change</b>
6.25 – Particularly support development team approach and the use of Planning Performance Agreements and Planning Protocols to set out appropriate framework for dealing with planning applications. Paragraph 5.7 encourages use of Planning Aid. Reference could also be made in the development control section to the Planning Advice Service (PAS) and Advisory Team for Large Applications (ATLAS).	Noted  Planning Aid provides advice to those making applications. The Advisory Team for Large Applications (ATLAS) provides an independent advisory service to local planning authorities. In that regard, ATLAS has a different role to Planning Aid in that it plays no part in the preparation, submission or consultation on applications and will only be called in once the council has begun to consider the submitted application. <b>Recommendation: No change</b>
An additional section is required in the SCI referring to other types of applications such as listed building consent, demolition of buildings in conservation areas, advertisements and tree work.	It is intended these different types of applications are covered by the general reference in para 6.1 to planning applications. However, a reference to other planning related applications would address this point. Note: para 6.1 has already been proposed to be modified in response to the comments of Dr Cawse above. <b>Recommendation: Para 6.1, modify amended para 6.1 to read, "An important part of the council's planning service is to consult with the community to find out what people think about planning applications, including applications for reserved matters and other planning related applications"</b>
<b>General:</b> The full implications of the council's service review are currently being considered. This may require a reassessment of how certain aspects of the service are carried out.	The implications of the service review need to be reflected in the approach being taken to how the document is kept up to date. <b>Recommendation:</b> a) <b>Para 3.5, first sentence, amend to read "The database will be kept under review and made available on the council's web site as soon as is practicable."</b> b) <b>Para 7.2, first sentence, amend to read "The Statement of Community Involvement will be kept under review and the council will make all necessary revisions."</b> c) <b>Para 8.2, delete second sentence.</b>
<b>General:</b> The appendices contain some bodies that no longer exist and do not include others that should be listed.	Agreed. <b>Recommendations:</b> a) <b>Appendix 1, delete references to 'Disability Rights Commission' and 'Equal Opportunities Commission'.</b> b) <b>Appendix 2, delete reference to 'Commission</b>

Statement of Community Involvement - Summary of Comments	
Comment	Officer Response
	<p>for Racial Equality'</p> <p>c) Appendix 2, in 'Local Community Agency/Groups' list, add 'Ethnic Minority and Black Race Committee for Enterprise' (EMBRACE), 'Homophobia Awareness Liaison Team' (HALT), 'Oxfordshire and Buckinghamshire Gypsy and Traveller Service' and 'Vale Disability Action Group'.</p>
End	

## Executive



**4 December 2009**

Report of **Head of Planning Services**

Report No. 79/09

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All

# **Local development framework: supplementary planning documents – residential design guide and sustainable design & construction**

### ***Recommendations***

- 1. Executive notes the summaries of representations received set out in appendices 1 and 2, and*
- 2. Recommends Council to adopt the Residential Design Guide and Sustainable Design and Construction as supplementary planning documents.*

### **Purpose of report**

1. To advise Executive of the responses received and amendments proposed to the draft Residential Design Guide supplementary planning document and the draft Sustainable Design and Construction supplementary planning document.
2. To recommend Council to adopt the 'Residential Design Guide' supplementary planning document and the draft 'Sustainable Design and Construction' supplementary planning document.

### **Relationship with corporate plan**

3. This report supports the corporate plan in that it provides value for money services, improves communication and rises to the challenge of climate change.

## **Background**

4. Following the meeting of the Strategic and Local Planning Advisory Group in May 2009, the draft Residential Design Guide and the draft Sustainable Design and Construction Resource Efficient Buildings supplementary planning documents were published for public consultation during the summer of 2009. Summaries of the responses received and the changes it is suggested should be made are set out in Appendix 1 (Residential Design) and Appendix 2 (Sustainable Construction). These were considered by the advisory group 5 October 2009.
5. Copies of the two documents showing the proposed changes are available in the members' lounge.

## **Options**

6. Publication of these two supplementary planning documents is intended to provide guidance to the public, especially applicants and developers, on how to deliver high quality, well designed buildings and how to achieve the council's requirements in sustainable design and construction. The council could choose not to publish such guidance, but this could have indirect adverse implications for the quality of new built development in the Vale and more lengthy and time consuming negotiations.

## **Financial, legal and any other implications**

7. The production of these two supplementary planning documents is an existing work commitment in the council's local development scheme. When adopted the two documents will be available on the council's web site and a small number of each document will be printed. There is money in the budget to cover these costs.

Background papers:

Draft 'Residential Design Guide' Supplementary Planning Document,  
Draft 'Sustainable Design and Construction Resource Efficient Buildings' Supplementary Planning Document

# Appendix 1

## Summary of Comments on the Residential Design Guide

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<b>Environment Agency:</b> Support chapter 3.9 – it is well written, clear and comprehensive.	The support is welcomed.
<b>Natural England:</b> Encouraged by the ecology section, especially the linking up of existing and new habitats to the countryside – can be multi-functional to the benefit of both wildlife and people (e.g. cyclists and walkers)	The support is welcomed.
<b>The Coal Authority:</b> Having reviewed the document, have no specific comments to make.	Noted
<p><b>CABE (Commission for Architecture and the Built Environment):</b> Make the following general comments.</p> <p>The Design Guide should set standards for and inspire high quality design. Guidance should encourage consideration of local context. Guidance should be easy to understand and provide answers to frequently asked questions by planning applicants. Design guides are more successful if they are supported by other awareness raising activities with officers, members and applicants. They list helpful CABE guidance.</p>	<p>The comments are noted, in particular their suggestion about awareness raising exercises with officers, members and applicants.</p> <p>Their recommended publications are:            'Making design policy work: How to deliver good design through your local development framework'            'Protecting Design Quality in Planning'            'By Design: Urban design in the planning System: towards better practice'            Design at a glance: A quick reference wall chart guide to national design policy'</p> <p><b>Recommendation: a) That consideration be given to setting up design training for officers and councillors in particular</b>  <b>b) Page 164, Appendix A, add the above publications produced by CABE (Commission for Architecture and the Built Environment).</b></p>
<p><b>Oxfordshire County Council:</b> Generally support the objectives and detail in the Design Guide – it has been well thought out.</p> <p>Page 46 – After the sentence "Analysing vehicle movement and tracking the amount of space ....." we suggest adding a sentence "It can also be used to ensure that the amount of reversing required for service vehicles to access the properties is minimised".</p> <p>Page 49 Garages and Car Ports third paragraph – suggest better wording would be "Separate garages in rear courtyards should not be in large blocks and should be well overlooked by the living rooms of neighbouring dwellings to provide surveillance. There should also be direct and convenient access to the pedestrian access of the dwelling."</p> <p>Diagram 245 conflicts with guidance in the County Council's draft residential parking standard document and is likely to conflict with developing advice on parking being produced by the County Council. It is likely to encourage cars to park outside</p>	<p>The support is welcomed.</p> <p>Agreed  <b>Recommendation: Page 46, Section 3.2, para 1 after "Analysing vehicle movement and tracking the amount of space ....." add a new sentence to read " It can also be used to ensure that the amount of reversing required for service vehicles to access the properties is minimised."</b></p> <p>Agreed  <b>Recommendation: Page 49, Section 3.2, Garages and Car Ports, para 3 amend to read "Separate garages in rear courtyards should not be in large blocks and should be well overlooked by the living rooms of neighbouring dwellings to provide surveillance. There should also be direct and convenient access to the pedestrian access of the dwelling."</b></p> <p>Agreed  <b>Recommendation: Amend diagram 245 to indicate either a minimal recess (up to 1.0m) or a recess greater than 6.0m to stop the problem of blocking the footway.</b></p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<p>garages blocking the footway. There should either be a minimal recess (up to 1.0m) or a recess greater than 6.0m to stop the problem of blocking the footway.</p> <p>Page 50, On-street parking: This should make it clear that generally lines of on-street parking spaces should be broken up into blocks of a maximum of 5 bays separated by kerb build-outs. This allows pedestrians to cross the road without visibility being blocked and for trees to be planted or other street furniture placed to minimise the visual impact of the parking.</p>	<p>Agreed  <b>Recommendation: Page 50, Section 3.2, On-street parking, add after para 1 a new para to read: "Lines of on-street parking spaces should be broken up into blocks of a maximum of 5 bays separated by kerb build-outs. This allows pedestrians to cross the road without visibility being blocked and for trees to be planted or other street furniture placed to minimise the visual impact of the parking."</b></p>
<p>More emphasis should be placed on the requirement of sustainable drainage for the roads serving new developments.</p>	<p>Agreed  This would be best dealt with in the Sustainable Construction and Design Supplementary Planning Document but a more explicit reference could be made in the Residential Design Guide.  <b>Recommendation: Page 110, para 2, amend second sentence to read: 'SUDS systems can incorporate some of the water saving measures identified above, but can also include swales, ponds and permeable paving surfaces and sustainable drainage for roads, footpaths and car parking.'</b></p>
<p>Support the section on how to deliver sustainable construction but there should be reference to home composting. New residential development should include the provision of composting facilities in every new home where it is appropriate and this should be included in the Design Guide.</p>	<p>There is reference to home composting which is also dealt with in the Supplementary Planning Document 'Sustainable Design and Construction'. The Residential Design Guide seeks to highlight the design issues relating to composting but it could be made more explicit by a small change to the text.  <b>Recommendation: Page 111, para 1, second sentence amend to read: "Waste is a significant design issue as unsightly bins, bin stores and composting facilities can detract from the character and appearance of an area."</b></p>
<p>Design Guide picks up on issues pertinent to vulnerable people. Welcome the reference to safety and security by design, inclusive and cohesive communities, 'walkable' neighbourhoods, public art and lifetime homes.</p>	<p>The support is noted.</p>
<p>However, there is an omission of reference to places for people to meet and to exercise.</p>	<p>Agreed. This could be rectified by modest changes to the text.  <b>Recommendation: Page 93 'Maximise opportunities for communities to become self-policing' amend, first sentence to read: 'The careful design of streets and public spaces can create safer communities, where people can meet each other, recognise local residents and neighbours and feel confident to challenge strangers.'</b></p>
<p>Section 3.1 'Site Appraisal' – consult with the Community Safety Team at the Vale.</p>	<p>Agreed – this will be carried out on individual development proposals.</p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<p>Section 3.8 – check with Community Safety Team about how the night time economy may impact on routes through the sites.</p> <p>Section 3.9 is comprehensive but the planning implications of burning biomass is questioned. It is unclear whether the document only applies to new build.</p> <p>Street lighting could be powered by photovoltaics/ small wind turbines and switched off in the small hours, saving energy and minimising light pollution.</p> <p>We welcome the inclusion of an ecology section in the Design Guide. However, suggest comprehensive amendments to the text.</p>	<p>This could be clarified by a small change to the text.</p> <p><b>Recommendation: Page 109, para 1, amend to read ‘For large-scale new developments biomass (wood pellets, wood chips and logs) can be burnt to produce energy. Equipment for burning biomass should be sited so that any flues and vents are discretely located and there are no harmful impacts from emissions.’</b></p> <p>Noted</p> <p>Agreed</p> <p><b>Recommendation: Pages 87 and 88 amend to read as follows:</b></p> <p><b>‘Ecology</b>  <b>All sites offer the opportunity to provide habitats for wildlife.</b></p> <p><b>Appraise the ecological value and potential of a site</b></p> <p><b>The ecological value of a site should be considered as part of the initial site appraisal. The initial site appraisal should identify locally important biodiversity and landscape features such as woodland, trees, hedgerows, grassland, ponds, ditches and streams. More detailed ecological surveys may be required in sensitive locations, such as near protected sites (e.g. SACs [Special Areas of Conservation], SSSIs [Sites of Special Scientific Interest], local nature reserves and local wildlife sites), where UK BAP [Biodiversity Action Plan] priority habitats or species are present or where a site has potential to be a habitat for protected species. The Thames Valley Environmental Records Centre can provide information on the location of protected species sites, some UK BAP priority habitats and notable and protected species records (<a href="http://www.tverc.org">www.tverc.org</a>). The Institute of Ecology and Environmental Management website has a list of ecological consultants who can carry out ecological surveys (<a href="http://www.ieem.net/ieemdirectory.asp">www.ieem.net/ieemdirectory.asp</a>).</b></p> <p><b>Retain existing habitats and create new habitats</b></p> <p><b>Site features such as woodlands, mature trees, heaths, pastures, hedgerows, ponds, ditches and streams make an important contribution to the ecological diversity of an area and, therefore, should be retained, protected by measures such as buffer zones and enhanced wherever</b></p>



Residential Design Guide - Summary of Comments	
Comment	Officer Response
	<p>possible. For example, gaps in hedgerows can be planted up with native species.</p> <p>In addition, opportunities should be taken to create new habitats. Hedges, wildflower meadows, wild corners, compost heaps, ponds, hard landscaping features such as dry stone walls and rock piles, and nest boxes installed in the eaves of buildings can all make a significant contribution to species diversity.</p> <p>Innovative designs, such as green roofs planted with sedum, grasses or wildflowers, and roofs designed with bats in mind can also encourage habitat creation.</p> <p><b>Provide gardens</b></p> <p>Gardens offer significant opportunities for species diversity, and selective planting can encourage butterflies, bees and birds. New developments, therefore, should be designed to include private or communal gardens.</p> <p><b>Link habitats</b></p> <p>Linking habitat areas can create increased ecological diversity and allow wildlife to move around an area. Opportunities should be taken to link new open spaces to existing spaces and to the countryside adjoining a new development.</p> <p><b>Choose plant species that increase ecological diversity</b></p> <p>Landscaping schemes should use a variety of native species to help sustain and encourage ecological diversity.</p> <p><b>Long-term management and maintenance</b>  <b>Details of how the landscape and biodiversity features on the site will be maintained should also be included in the planning application.'</b></p>
<p><b>Faringdon Town Council:</b> Number of parking spaces required for a property has been reduced – domestic parking is a problem both for home owners and the surrounding area.</p> <p>A mix of permeable block paving and eco-block paving is recommended for parking area. Should this not be a requirement as normal paving contributes to flooding? Gravel also allows drainage.</p> <p>The Design Guide fails to acknowledge the ruthlessness of property owners and developers who take little notice of the wishes of local residents and parish councils.</p>	<p>The document gives guidance on the principles of parking design and does not make any changes to the level of car parking provision required for residential developments. The maximum parking standards to be applied across the district are published separately by the council as supplementary planning guidance. This guidance is currently being reviewed.</p> <p><b>Recommendation: No change</b></p> <p>Permeable paving is covered in section 3.9, How to deliver sustainable development – on pages 102 and 108.</p> <p><b>Recommendation: No change</b></p> <p>This is not a material planning consideration.</p> <p><b>Recommendation: No change</b></p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<p><b>Cumnor Parish Council, Keith McLauchlan, Richard Whitlock, Una Thomas, Chris Pankhurst, Dr DA and Dr LPE Edwards, Edward &amp; Juliet Mildern, Helga Bhatt, Mr &amp; Mrs Rees, Malcolm and Diane Taylor, James R Black (Cumnor Hill residents):</b> The brief for the Design Guide required detailed guidance for Cumnor Hill – this has not been done.</p> <p>Para 1.1 talks about purpose but it is reality that matters. The Design Guide is so general it is unlikely to protect the character of Cumnor Hill and would actively harm it by encouraging blocks of flats such as 61 Cumnor Hill. This would change the social nature of the area – would developers or their clients preserve the area’s character? Section 4.1 deals with developments of 10 or more dwellings but omits proposals to build a block of 10 or more flats in low density areas.</p> <p>Section on density (page 55) is divided by settlement type rather than geographical location.</p> <p>Section 2.2 lumps Cumnor Hill together with Botley – 2 areas of completely different character. Hence, some comments about materials are untrue of Cumnor Hill where mainly traditional materials are used. A developer may feel justified to use materials found in Botley, to the detriment of Cumnor Hill. The Hill divides into 2 distinct areas – the lower part of Cumnor Hill has mostly retained its unspoilt ‘Arcadian’ character, providing a ‘green lung’ and haven for wildlife. The Design Guide does not recognise this.</p> <p>Illustration 76 is misleading. This block is on the extreme edge of Botley, far from the Oxford side of the ring road. It looks attractive and well designed but is not integrated with its surroundings. The flats are not selling because of inadequate parking. However, large parking areas generate noise and pollution. Image 474 is also misleading – it shows a dominant parking area but few of these flats have sold so there are not many cars there.</p> <p>Privacy is important and overlooking should be</p>	<p>Additional advice in Section 4.5 ‘Areas of Lower Density’ was sent out for consultation at a later date. Consequently, the respondents were correct in commenting that the detailed guidance for Cumnor Hill had not been done.</p> <p>The comments received to Section 4.5 have been grouped and summarised as an additional section at the end of this summary.</p> <p>The Design Guide is very clear about what matters and what needs to be taken into account when considering planning applications on Cumnor Hill and other low density areas. It does not encourage any particular type/style of development but rather sets out those matters which the council will take into account when considering any residential development proposal, be it a single dwellinghouse or a block of flats.</p> <p>The Design Guide reflects the Government’s encouragement of high quality contemporary design. The council considers that the modern developments on Cumnor Hill are acceptable and illustrate how high quality modern developments can be successfully integrated into low density residential areas.</p> <p>This is the generally accepted way of distinguishing areas of different densities. On page 54 under ‘Density’, para 3 gives further guidance on assessing the impact of a new development on the character of the surrounding area using plot ratios. <b>Recommendation: No change</b></p> <p>For planning purposes Botley is defined in the adopted Local Plan as ‘...those parts of North Hinksey and Cumnor parishes south and east of the A420 not designated as Green Belt and including Cumnor Hill and Chawley....’</p> <p>A wide range of materials have been used on Cumnor Hill, including many non-traditional materials such as concrete roof tiles, metal windows and upvc doors, windows and fascias. <b>Recommendation: No change</b></p> <p>The new block shown in Illustration 76 is in Botley <b>Recommendation: No change</b></p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<p>minimised. However, high trees and hedges should not block sunlight too much.</p> <p>The author seems unaware of the intention to develop the lower part of the site of No 88 Cumnor Hill which is currently untidy and detracts from the character of Cumnor Hill.</p> <p>There are only 2 'contemporary apartment buildings' on Cumnor Hill, both disliked by local residents. Loose expression encourages development of this type. Photo 472 is not good contemporary design – it is brash and often adversely commented upon by local residents and passers through. Some new apartments not of contemporary design have not received such local opposition.</p> <p>Poet's Corner was strongly opposed by local residents and a significant architect – totally out of character with its surroundings and badly affected neighbour's view. It should not be used as an exemplar. Development commenced before conditions were discharged (contrary to diagram on page 160) – results in distrust of planning officers. The new building opposite Delamare Way and the building that looks like shipping containers also received much local objection.</p> <p>Page 16, section 2.2 – There are more bungalows and dormer bungalows than modern apartments. The overwhelming majority of properties are modestly sized detached houses. Metal and glass are not common materials on Cumnor Hill. Misleading description which needs amending.</p> <p>PPS3 states that more intensive development is not always appropriate. Yet the Vale says it is required. Should amend section 4.5 to acknowledge that PPS3 calls for proposals that detract from the character of the area should be refused.</p> <p>There is no reminder of Policy H10 (ii) of the Local Plan (development must not harm the character of the area).</p> <p>Section 3.5 supports the conservation of ecology but recent planning decisions have not shown this. Cumnor Hill has a distinct range of wildlife which has never been surveyed. Gardens play an important role in contributing to ecological diversity. The Design Guide needs to be sharper for planning</p>	<p>Noted. The guidance sets out clear advice on how to protect neighbouring properties from overlooking (pages 98 – 99). <b>Recommendation: No change</b></p> <p>Noted <b>Recommendation: No change</b></p> <p>The council's view is that these are high quality modern developments which were permitted in line with the design guidance in PPS1. In coming to these decisions, the council was advised by its independent Architects Advisory Panel and consultant architect.</p> <p>It is acknowledged that there were local objections to these schemes. However, the council's view is that they are high quality designs which accord with the advice in PPS1. See also the response to the representation above.</p> <p>The commencement of Poet's Corner before conditions were discharged is not a matter relevant to the consideration of the Design Guide. <b>Recommendation: No change</b></p> <p>The document gives a balanced description of the building types ' ranging from stone cottages and Victorian terraces to 20<sup>th</sup> century residential suburbs', and materials 'including brick, render, stone and more modern materials such as metal and glass.' <b>Recommendation: No change</b></p> <p>Agreed. A change to the text would bring the guidance more in line with the advice in PPS3. <b>Recommendation: Page 133, Paragraph 2, amend third and fourth sentences to read 'However, PPS3 makes it clear that there is no presumption that previously developed land is necessarily suitable for housing development. Development which is permitted must not detract from the character of the area. While PPS3 also says that more intensive development is not always appropriate, when well designed and built in the right location it can enhance the character and quality of an area.'</b></p> <p>Policy H10 is referred to in Appendix b of the Design Guide along with other relevant Local Plan policies.</p> <p>See amendments made above in response to comments by Oxfordshire County Council. It also needs to be recognised that it is not always possible to resist a development proposal because of</p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<p>authorities to take notice of it.</p> <p>The document is too bland and insufficiently specific. Sentences like 'requires careful design solutions' (page 133) and 'need to fit comfortably within the street' (page 123) are commonsense, not professional guidance.</p> <p>Local services are already under strain and the Persimmon development on the Timbmet site is unlikely to halt due to the inadequate drainage system. The Timbmet development is too large.</p> <p>If more accommodation must be built on Cumnor Hill, the sensitive alteration of some large properties into multiple occupancy as they become available may be achieved without spoiling the character of the area.</p> <p>A major omission is a map showing flood plains and areas prone to flooding. Needs a more pro-active approach.</p> <p>Image 442 is execrable. Planning authorities must have permitted it – hope for greater diligence in the future.</p>	<p>concerns that it may have an adverse impact on wildlife generally. The essential test is whether a site is recognised nationally or locally for its ecological value and/or whether there is evidence of protected species or their habitats on the site.</p> <p>The Design Guide is guidance only and should not be prescriptive otherwise it will stifle innovative design and remove flexibility for designers to respond to specific site conditions and opportunities. <b>Recommendation: No change</b></p> <p>Noted</p> <p>Noted</p> <p>The definition of flood plains is not a matter for the Residential Design Guide. This will form part of the evidence base for the Local Development Framework and is shown on the Environment Agency's website. <b>Recommendation: No change</b></p> <p>This is a new high quality development of contemporary design which was permitted in line with the guidance in PPS1. In coming to this decision the council was advised by its independent Architects Advisory Panel and consultant architect. <b>Recommendation: No change</b></p>
<p><b>Cllr Dudley Hoddinott, anonymous:</b> Section 4.5, page 133 'The following matters' have been omitted.</p> <p>Colour and texture are important. Page 8, image 20 – zones are difficult to identify, particularly zone 1B. Generally the document has limited use without colour.</p> <p>There was a brickworks on the Timbmet site – were these bricks used in Botley and Cumnor? (page 16)</p> <p>Road design (page 45) should consider the space required by waste collection vehicles and removal vans (in line with Local Plan Policies DC5 (iii) and DC7).</p> <p>Page 101, image 383 – an iron balcony will not provide any protection from noise. It needs to be made of brick or concrete as used in the top balcony in Poet's Corner, Cumnor Hill.</p> <p>Page 102 – what is a trombe wall? It is not in the</p>	<p>"The following matters" are those within the case study of Poet's Corner, Cumnor Hill. This was omitted in error in some consultations. As a result, further consultation on this section has since been carried out, and the further responses are summarised below.</p> <p>Noted. The full colour version is available on the council's website and can be viewed at the council's offices.</p> <p>This is a point of historical interest. The bricks were likely to have been used in the locality.</p> <p>Further guidance on this matter is given on page 111. <b>Recommendation: No change</b></p> <p>It is the recessing of the balcony, not the railings, that helps provide protection from noise. <b>Recommendation: No change</b></p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
<p>glossary.</p> <p>Page 115 – Courtyard parking does not work at Deerhurst Park, Wootton. They are empty during weekends and evenings but the road in front of nos. 60 to 70 Robinson Road is crammed with cars.</p> <p>Page 127, image 454 – what is a bothy?</p>	<p><b>Recommendation: Page 171 add to Glossary of Terms ‘Trombe Wall A Trombe wall consists of a thick masonry wall faced with a single or double layer of glass with a small airspace in between. Heat from sunlight passing through the glass is absorbed by the dark surface, stored in the wall, and conducted slowly inward through the masonry.’</b></p> <p>It is accepted that this is an issue. See response to Oxfordshire County Council’s comments on the third paragraph of ‘Garages and Car Ports’ above. Car parking standards are currently being reviewed by Oxfordshire County Council and the district councils in Oxfordshire.</p> <p><b>Recommendation: No change</b></p> <p>‘The Bothy’ is the name of the property, and refers to the stone building on the site which originally may have been used as a shelter for a farm worker.</p>
<p><b>Cllr John Woodford:</b> Page 133, site layout and design - delete ‘and Oxford Road in Abingdon’. A more comparable area with Cumnor Hill might be Park Road, Abingdon.</p> <p>After ‘large, well landscaped grounds’ add ‘and this characteristic has made such areas attractive for redevelopment’.</p> <p>After ‘compatible with the character of the area’ add ‘and consequently particular care must be taken when assembling land holdings with regard to the size, shape, and orientation of proposed sites.’ This is because not all gardens lend themselves to characteristic development. Landowners and developers need to keep this consideration in mind from the start of negotiations.</p>	<p>Oxford Road, Abingdon is experiencing similar pressures for development as Cumnor Hill and so reference to it should be retained.</p> <p><b>Recommendation: No change</b></p> <p>Agreed</p> <p><b>Recommendation: Page 133, para 2, amend first sentence to read “Lower density areas such as Cumnor Hill and Oxford Road in Abingdon are characterised by residential properties set in relatively large, often well landscaped grounds, and this characteristic has made such areas attractive for redevelopment proposals.”</b></p> <p>See changes made above to page 133, paragraph 2 relating to third and fourth sentences.</p>
<p><b>South East England Partnership Board:</b> Introduction to section 3.9 should explain the energy hierarchy. This could link to guidance on site layout and orientation, building design and layout, materials and construction, and renewable energy. The Partnership Board recently published an LDF Climate Change guide and would like to keep links to SPD’s up-to-date.</p>	<p>Agreed</p> <p><b>Recommendation: Page 102, para 2, add new sentence at the end of the paragraph ‘The Council will encourage developers to follow the principles in the energy hierarchy set out in paragraph 1.4 of the Technical Appendix to the Sustainable Design and Construction SPD.’</b></p>
<p><b>Ken Thornton Associates:</b> images 381 and 487 – the 40 degree rule is quoted as relating to the closest point of the adjacent first floor window but both images show it from the centre of the ground floor window.</p>	<p>Agreed – the diagrams are incorrect and should be amended.</p> <p><b>Recommendation: Page 100, Image 381, and page 138, Image 487, amend diagrams to show 40° rule relating to the closest point of the adjacent first floor window.</b></p>
<p><b>Persimmon Homes (Represented by Pegasus Planning Group):</b> Too much information makes</p>	<p>Noted</p> <p><b>Recommendation: That the consultants be asked</b></p>

Residential Design Guide - Summary of Comments	
Comment	Officer Response
finding the relevant part difficult. Could separate it into smaller documents for different scales of development, as in step 5 of 'How to use this document'.	<b>to review presentation in the light of this comment.</b>
The document is too generic – could be applied anywhere in the UK.	The guidance is based upon a detailed survey of the character zones of the Vale and examples of local building traditions. The principles of the Design Guide aim to respect and enhance the distinctive character of the Vale. <b>Recommendation: No change</b>
Appendix A includes no reference to the South East Plan Policy CC4, Sustainable Design & Construction.	Agreed. Reference could be made to the South East Plan in the Introduction and Appendix A. <b>Recommendation: Page 3 after National Policy on Design add new section to read "The South East Plan The South East Plan sets out regional policy on Sustainable Design and Construction which will need to be taken into account when deciding development proposals."</b>
Section 1.2 should clarify that the Design Guide does not aim to make the Code for Sustainable Homes or Lifetime Homes mandatory. SPD should not go beyond the policy framework set out in emerging RSS or the requirements of the Building Regulations.	Noted The Draft Supplementary Planning Document Sustainable Design and Construction and Resource Efficient Buildings sets out in more detail the council's approach, which is in line with good practice and national and regional guidance. <b>Recommendation: Page 4, under heading 'Local Policy on Sustainable Development' add a second paragraph to read "The Supplementary Planning Document 'Sustainable Design and Construction' sets out in more detail the Council's approach to sustainable design and construction.'</b>
The table of density ranges in section 3.3 is overly prescriptive and contradicts the principle of density informed by context as stated in the preceding text. This will lead to an approach working against local character and developments in unsustainable locations. A more flexible approach to density is required.	Agreed. The table could appear overly prescriptive. This was not the intention and the text could be amended to overcome this. <b>Recommendation: Page 54, last paragraph, amend to read 'The table below sets out an indication of densities in different locations. However, in any particular location the density of new development should be informed by the site's context and the Council's adopted policies.'</b>
Section 5 'Consultation' has no reference to the Statement of Community Involvement.	Agreed <b>Recommendation: Page 161, para 1 after first sentence add new sentence to read 'The Statement of Community Involvement stresses that the Council will welcome and provide opportunities for applicants or their agents to discuss development proposals with planning officers before they submit a planning application.'</b>
<b>West Waddy ADP:</b> The Design Guide seeks to ensure new development fits in with its surroundings by using traditional materials. Little acknowledgement is made of the contribution contemporary design can make. Should encourage high quality design rather than just traditional design,	The Design Guide does not favour traditional or contemporary design solutions – numerous examples are given of both traditional and contemporary developments. Page 68 encourages both styles. Whilst traditional local materials are referred to in pages 75 – 80, reference is made on

Residential Design Guide - Summary of Comments	
Comment	Officer Response
particularly with the shift towards zero-carbon homes. What matters most is scale and massing followed by hard and soft landscaping. 'Style' is often irrelevant except in conservation areas and on listed buildings. The document needs to encourage the employment of experienced architects rather than being a prescriptive book.	page 76 to "the opportunity to use innovative materials in stand-alone buildings." The Design Guide offers guidance and is not a "prescriptive book." It is not for the Design Guide to explicitly encourage the employment of experienced architects. In many cases, this will be a natural consequence of encouraging high quality design. <b>Recommendation: No change</b>
Page 9 – where is the evidence of limestone, slate, thatch? These do not dominate the Vale.  Page 12 – In Faringdon, 'the predominant roofing materials are blue and stone slates' – this may be true in the centre but not on the outskirts.  Page 15 – in Abingdon, 'the predominant roofing material is clay tiles and slate' – this may be true of the town centre but not the north Abingdon estates.	This page refers to the Thames Valley and Corallian Ridge where such materials are part of the vernacular tradition. However, it is agreed they do not dominate the streetscene. <b>Recommendation: Page 9, para 4, amend third sentence to read "This meant less influence by external factors and fashions in favour of traditional materials such as limestone, stone slates and thatch."</b>  The Residential Design Guide provides information on the elements of the Vale that define its traditional built and natural character and an overview of the traditional character of each of the zones. The document could be improved by making it clear that where the character, materials and features are being described these relate to the traditional elements. <b>Recommendation: Generally to amend the text by inserting the word 'traditional' when describing the character, materials and features of areas.</b>
Pages 11, 14, 19, 22, 26 – 'Palette of materials', are we to ignore 20 <sup>th</sup> Century traditions? Where appropriate (e.g. in conservation areas) the palettes are fine but it should not be mandatory elsewhere.	See recommendation above regarding the insertion of the word 'traditional.'
Page 16, para 1, 'The character of Botley includes a mix of styles roughly from stone cottages and Victorian terraces to 20 <sup>th</sup> Century residential suburbs' – this applies to most settlements in the Vale, not just Botley.	Noted
Page 24 – add to paragraph 2 that there is also a multitude of 20 <sup>th</sup> Century detached houses and bungalows. In the roof section, rarely do you find thatch with a plain flush ridge.	Noted The use of flush ridges on thatched roofs is the local tradition and is encouraged by the Council. <b>Recommendation: The photographs be amended to include more examples of flush ridges</b>
Page 30 – 'The building is constructed in a Dutch style' – not traditional to the Vale then?	Ashdown House is a very important local traditional building (Grade I listed) using a palette of local materials – however, its description could be more accurate. <b>Recommendation: Page 30, para 4, second sentence amend to read 'The building has Dutch and French influences and its hipped roof is topped by two large chimneys and an octagonal cupola.'</b>
Page 34 is far too prescriptive unless in a conservation area. Where and when can contemporary design be used? What about larger flats and houses compared to cottages? How do these relate to the Government's demands for	Again, this refers to traditional house types from which the Vale derives its distinctive character. It is not intended to be prescriptive or to stifle imaginative design. The document as a whole makes it clear that high quality contemporary design is encouraged.

Residential Design Guide - Summary of Comments	
Comment	Officer Response
carbon zero homes?	<b>Recommendation: No change</b>
Page 38 – How does this sit with Secure by Design criteria?	When designed well, developments can be both permeable and safe. <b>Recommendation: No change</b>
Page 39 – Why can't focal buildings be used? East St Helen Street is one of the most legible streets in Abingdon, if not the Vale, and it has all these features.	Focal buildings are promoted in the Design Guide as a means of ensuring legibility in new developments, but it is recognised that the text on this page seems to discourage their use. <b>Recommendation: Page 39, third paragraph, delete second sentence.</b>
Page 52, para 1 says 'new dwellings should be within 400m of a bus stop' – what does PPS3 say? Is sustainable transport not considered to be within 100m? Need to reduce the need to travel by car by making buses free to use.	The Department for Transport's 'Inclusive Mobility' (2004) states that 'In residential areas bus stops should be located ideally so that nobody in the neighbourhood is required to walk more than <b>400 metres</b> from their home.' Oxfordshire County Council's 'Oxfordshire Bus Stop Infrastructure Design Guide' requires that, where appropriate, 'Generally properties should be located within <b>400 metres</b> walking distance of a bus stop.' <b>Recommendation: No change</b>
Page 50 – On-street car parking – is Oxfordshire County Council being consulted on this document?	Oxfordshire County Council has been consulted and their comments are summarised in this schedule.
Page 54, diagram 3 – the diagram with designated parking would require provision for over 30 cars.	Noted. <b>Recommendation: Page 54, Image 256, diagram 3 – produce an alternative diagram more relevant to the Vale.</b>
Page 58 – this rules out any contemporary design.	This is only an example. The document as a whole makes it clear that high quality contemporary design is encouraged.
Page 59 – 'Avoid confined spaces which can feel oppressive' – but medieval towns and villages have narrow passageways.	It is agreed that this reference does not help promote good design. <b>Recommendation: Page 59, delete sub-heading that reads 'Avoid confined spaces which can feel oppressive'</b>
Page 69 – 'include window recesses' ...if appropriate.	This part of the text relates primarily to 'traditional designs' and how they reflect the character of the area. <b>Recommendation: No change</b>
Page 72 – how does the comment about contemporary roof materials compare with the character assessments in section 2?	This comment is covered by the change recommended above to include 'traditional' when describing the character of the Vale. <b>Recommendation: No change</b>
Page 108 – none of these pictures are traditional in appearance. How does this fit with the character assessments in section 2?	This comment is covered by the change recommended above to include 'traditional' when describing the character of the Vale. <b>Recommendation: No change</b>
Page 74 – 'all dormers should be designed with narrow walls' – how does this enable compliance with thermal regulations?	The use of "narrow walls" does not necessarily preclude compliance with the Building Regulations relating to thermal insulation. <b>Recommendation: No change</b>
Page 74, Para 5 – is not the plain soldier arch a contemporary interpretation?	Agreed <b>Recommendation: page 74, image 304 delete plain soldier arch diagram.</b>
Page 77 – Interest in brick detailing can also be achieved in contemporary ways. Most of the diagrams do not apply to modern construction.	This comment is covered by the change recommended above to include 'traditional' when describing such features.
Page 80 – 'most commonly used in Victorian	There is no objection to the use of the same



Residential Design Guide - Summary of Comments	
Comment	Officer Response
Terraces'. Victorian = railways = easy transport from Wales = economical. What is wrong with the same approach to materials?	materials today, depending on an understanding of the site's context provided by local buildings.
Pages 99 and 100 – 'facing windows 21m apart' – where does this reference come from? Depends on orientation, materials, colour etc. This is too prescriptive.	This standard comes from the council's long-standing Residential Areas Design Guide. It should be noted that the Design Guide says that the standard will 'normally' be applied, and a lesser distance may be acceptable in some urban locations. <b>Recommendation: No change</b>
Page 131 – where does the amenity space standard of 15 sq m per bedroom come from?	This standard comes from the council's long-standing Residential Areas Design Guide. It should be noted that the Design Guide says that this standard should be met "wherever possible", and a lesser standard may be acceptable in some urban locations. <b>Recommendation: No change</b>
Page 137 – mimicking existing features only succeeds if implemented well. It is often better to extend in a simple or well-detailed contemporary manner.	Noted. The Design Guide is not prescriptive. The text says that 'in the majority of cases, it is advisable to use materials that match....' And 'exceptionally an extension may be intentionally designed to be contrasting...' <b>Recommendation: No change</b>
Page 141 – what is the reason for limiting the length of single storey rear extensions?	This guidance comes from the Council's long-standing Residential Areas Design Guide and is intended to ensure that extensions can be built without causing harm to neighbouring properties. The text says that the maximum lengths should not "normally" be exceeded. <b>Recommendation: No change</b>
Page 147 – The Design Guide should cross-refer to English Heritage's publication on the re-use of redundant farm buildings.	<b>Recommendation: Add English Heritage's publication "The conversion of traditional farm buildings: a guide to good practice" to the list of further reading in Appendix A</b>

Residential Design Guide - Summary of Comments	
Chapter 4.5 Areas of Lower Density	
Comment	Officer Response
	Additional advice in Section 4.5 'Areas of Lower Density' was sent out for consultation at a later date. The comments received are summarised below. The page and paragraph numbers given below relate to the additional Section 4.5.
<b>Cllr Dudley Hoddinott:</b> The guidance is comprehensive and should be welcomed by residents of Cumnor Hill.	Noted
Page 135, paragraph 1: '...should incorporate the following elements' implies a number of points follow. It should be shortened to 'Designs should complement the character of these areas.'	Agreed <b>Recommendation: page 135, first paragraph, last sentence, delete "and should incorporate the following elements:"</b>
Page 136, right hand side, paragraph 6: Refuse and Recycling storage – most houses will be provided with 3 bins. A building containing a number of flats may have communal bins. Should contact Mike Mackay on this paragraph, especially as recycling sacks will not generally be issued.	Agreed – these requirements may well vary over time. <b>Recommendation: Page 136, paragraph 6 on the right-hand side of the page, delete "to accommodate a 240 litre wheeled bin and up to six recycling sacks" and replace with: "The Council will provide advice on the required size of external refuse and recycling storage areas."</b>
<b>Mr &amp; Mrs Edward Mildern:</b> Excellent detail. Please add the following points: a) great care should be given to infrastructure when a significant increase in population is planned due to multiple dwellings or flats conversions – i.e. drainage, sewerage, schools, medical facilities, roads b) where natural streams or old lakes have been built around, consideration should be given to existing sites which will be affected by developer's new diversions c) where an area's existing housing is connected to mains drainage for foul water, existing occupiers should not be forced to live beside new developments with Victorian cess pits, septic tanks or other foul water treatment plants d) new housing should be in sympathy with the surrounding area – Poets Corner is not sympathetic.	Whilst the impact of a new development on existing infrastructure and drainage systems is an important planning consideration, it is not a matter for the Residential Design Guide. The Design Guide encourages both traditional and contemporary design approaches, as both can complement the character of an area if carried out to a high standard.  <b>Recommendation: No change</b>
<b>Denis McCoy:</b> Page 135, third paragraph – Looking for buildings of 'similar footprint and massing' is 'Canute-like'. The point of such schemes is to get more units or make better use of previously developed land. Guidance needs to be mindful of this.	Agreed <b>Recommendation: Page 33, delete third paragraph and replace with "Over-intensive housing developments should be avoided. One way of increasing density without significantly increasing the number or size of buildings on a site is to incorporate a number of flats into a building which has the appearance of a large dwelling with one dominant front door."</b>
Page 135, eighth paragraph: Suggests buildings should be 1 and 2 storeys high and fronting main roads – surely not, whatever might be desirable on minor roads. The slope of the land affects this. The 2 localities of most concern contain steep slopes and buildings below road level might be 3 storeys without harm. Where majestic tall trees are retained, tall buildings could be in proportion.	Agreed. See recommended change below.
Page 136, first paragraph: Very disappointing, particularly the emphasis on pitched/hipped/gabled roofs. Unwelcoming of innovative and high quality modern architecture, despite page 112 and	Agreed. The Design Guide is not intended to be prescriptive or to stifle innovative design. <b>Recommendations:</b> <b>a) Page 136, first para on left hand side, at</b>

Residential Design Guide - Summary of Comments	
Chapter 4.5 Areas of Lower Density	
Comment	Officer Response
<p>photograph 639 commending curving roofs. Acceptable flat roofs are also shown on page 123 and the Poet's Corner Case Study shows the potential gain when this guidance is not followed!</p>	<p><b>beginning of first sentence add "In traditional designs"</b></p> <p><b>b) Page 136, first para on left hand side, add the following sentence at the end of paragraph "Alternatively, in appropriate circumstances, the opportunity can be taken to use innovative roofing materials such as copper, zinc or lead in high quality stand-alone buildings."</b></p> <p><b>c) Page 136, third para on left hand side, amend to read "In traditional designs windows should be wooden casement or sash style windows."</b></p>
<p>Pages 135 – 136: Is there anything in the guide about trying to compose buildings in these areas if they were grand houses, with asymmetric massing, even when flats are being provided? Perhaps with one dominant front door even when there are a number of individual entrances.</p>	<p>See recommended change above.</p>
<p>Page 136, third paragraph on the right-hand side: Too much greenery is displaced for parking provision. However, providing parking in the ground floor of buildings is rarely the answer, although where there are steep slopes there may be opportunities if the height is not too restricted. Is it unrealistic to encourage cutting garages into slopes with 'green roofs' being swept over them from adjacent landscaping?</p>	<p>Agreed</p> <p><b>Recommendation: Page 136, third para on right-hand side, add to end of para, "Where there is a noticeable slope in the ground, it may be possible to cut a garage building into the slope with landscaping sweeping over the roof."</b></p>
<p>Page 136: The guidance seems to suggest the same amount of refuse storage provision whatever the number of units.</p>	<p>See recommended change above.</p>
<p>Photograph at the bottom of page 129 is a new development not a conversion, although the lack of a front door is regretful.</p>	<p>This photograph (ref.no.458) is of a conversion and not new development.</p> <p><b>Recommendation: No change</b></p>
<p><b>Home Builders Federation:</b> The Design Guide emphasises that existing form and character should strongly determine the form of new development. This may be contrary to paragraph 50 of PPS3 which states that existing density should not dictate that of new housing by stifling change or requiring replication of existing style and form. However, we note the useful guidance the document contains on how design and layout can help address this and deliver high density schemes.</p>	<p>Density is only one element of an area's character. The Design Guide enables higher densities to be achieved, subject to the quality of schemes being high.</p> <p><b>Recommendation: No change</b></p>
<p>Query how such an emphasis on maintaining prevailing density and character might militate against the supply of low cost market and social housing at higher than average densities in these areas. How far would such an emphasis reinforce urban/suburban/rural social polarisation?</p>	<p>There is no mention of "maintaining prevailing density." Higher density developments are not precluded, subject to the design of schemes being high quality.</p> <p>The Design Guide only addresses the issue of design. The Council has other policies to address the need for affordable housing and small dwellings.</p> <p><b>Recommendation: No change</b></p>
<p><b>Cumnor Parish Council, Mr &amp; Mrs J Rees, Malcolm and Diane Taylor:</b> Page 134: These</p>	<p>Agreed. The text needs to be changed to reflect the advice in PPS3. See recommended change above</p>

Residential Design Guide - Summary of Comments	
Chapter 4.5 Areas of Lower Density	
Comment	Officer Response
comments do not reflect the latest Government guidance in PPS3 which states that “more intensive development is not always appropriate” and “there is no presumption that land which is previously developed is necessarily suitable for housing development” (Annex B). The Residential Design Guide should include these important statements.	relating to page 133 and alterations to second paragraph.
Pages 135 – 136: Welcome additional detail but most is at odds with the Case Study on page 137 which remains (Poet’s Corner). Case Study must be removed from the Design Guide. If it remains, the community and prospective developers will have no clarity about what the Vale expects in low density areas. In fact the situation will be even more confusing than at present. There are plenty of other examples of redevelopments that have integrated successfully, such as 10 Cumnor Hill.	This concern relates to the contemporary style of Poet’s Corner. The Design Guide encourages high quality contemporary design, and the Council considers that this Case Study is an excellent example of a high quality modern development.  <b>Recommendation: No change</b>
Photograph 639 on page 135 contradicts advice given on pages 134 – 136. The design is at odds with the surrounding traditional housing. The striking curved roof pays no regard to the vernacular style of the area.	See above comments.  <b>Recommendation: No change</b>
<b>Cumnor Parish Council, Malcolm and Diane Taylor, Helga Bhatt, Kevin McLauchlan, D.A. and L.P.E. Edwards, Cllr Dudley Hoddinott, Richard Whitlock, James R Black:</b> Support the detailed criteria on pages 135 – 136, but object to the inclusion of Poet’s Corner and 88 Cumnor Hill as case studies as they do not appear to meet any of these criteria. Photograph 639 also does not meet the criteria.	See above comments.  <b>Recommendation: No change</b>
Support the statement on page 134 that the redevelopment of previously developed land must not detract from the character of the surrounding area, but disagree that this can be overcome by good design.	Noted. The council considers that Poet’s Corner is an excellent example of a high quality modern development that fits in well with its surroundings.
<b>D.A. and L.P.E. Edwards:</b> page 134 mentions the excellent biodiversity – can a little more be made of this? A group of large gardens adjacent to each other creates an excellent wildlife habitat.	See the above recommended changes to the Ecology section (pages 87 – 88). No further changes are considered necessary to this section.  <b>Recommendation: No change</b>
It seems unlikely that solar photovoltaic panels would function efficiently in the positions proposed (last sentence of the Case Study), and wind turbines are questionable in residential areas due to noise, safety and maintenance issues. Should remove this impractical suggestion.	The advantages of using these renewable energy sources are addressed on pages 107 – 108, How to deliver sustainable development. The Case Study explains what has been implemented at Poet’s Corner.  <b>Recommendation: No change</b>
<b>Cllr John Woodford:</b> The wording of the third paragraph on page 135 is muddled.	Agreed. See recommended change above.
Photograph 640 on page 135 does not show an overdeveloped site, as suggested by the accompanying text.	Agreed. <b>Recommendation: Page 136, photograph 640, replace with a more appropriate photograph.</b>
<b>Oxfordshire County Council:</b> Page 136, after	Agreed

Residential Design Guide - Summary of Comments	
Chapter 4.5 Areas of Lower Density	
Comment	Officer Response
'sufficient parking shall be provided on site' add 'in accordance with standards'.	<b>Recommendation: Page 136, to second paragraph on the right-hand side, add "in accordance with current standards."</b>
After 'nor impact upon the amenity of neighbouring properties' add 'permeable surfacing should be encouraged'.	Agreed <b>Recommendation: Page 136, At the end of amended second paragraph on the right-hand side (see above) add a sentence to read: "Permeable surfacing should be used to limit any off-site surface water impact."</b>
After 'in detached buildings' add 'Garages should have minimal internal dimensions of 6m x 3m.	This matter is best addressed by amending Garages and Ancillary Buildings on page 82. <b>Recommendation: Page 82, At the end of the second paragraph, add the following sentence: "Single garages should have internal dimensions of 6m x 3m to ensure sufficient space for keeping cycles or storage purposes."</b>
Change paragraph 4 on right hand side to 'the design of entranceways and driveways shall be to the satisfaction of and in accordance with Oxfordshire County Council standards.	Agreed <b>Recommendation: Page 136, amend the fourth paragraph on the right-hand side on to read: "New entranceways and driveways shall be designed and constructed in accordance with Oxfordshire County Council's standards."</b>
Amend next paragraph so that the sentence starting 'driveways...' reads 'driveways should be soft (not overly engineered with kerbs and hard surfacing), well landscaped and boundary hedgerows and plantings should be retained and/or provided. Vision splays should be provided for vehicles and pedestrians as appropriate'.	Agreed <b>Recommendation: Page 136, fifth para on right hand side,</b> a) <b>amend the second sentence to read: "Driveways should be soft (not overly engineered with kerbs and hard surfacing), well landscaped and boundary hedgerows and plantings should be retained and/or provided.</b> b) <b>add the following sentence at the end of the paragraph "Vision splays should be provided for vehicles and pedestrians in accordance with Oxfordshire County Council's requirements."</b>
Waste management – we would like to see mention of providing space within houses for sufficient storage in the home, i.e. enough space in the kitchen for different containers, but realise that this guidance is about design and not layout so this may not be appropriate.	There will usually be a need for outdoor storage space for waste and recycling in addition to any indoor storage facilities. <b>Recommendation: No change</b>
<b>Riach Architects:</b> As the architects for Poet's Corner, we are pleased to see it used as a case study.	Noted
<b>Riach Architects, West Waddy ADP:</b> The Design Guide seems to be against contemporary design form as there is extensive use of specific terms such as gables, pitched roofs, dormers, vernacular... If the guide is published as proposed it could be used as a tool to argue for pastiche and pseudo architecture and stifle contemporary design.	The Design Guide is not intended to stifle innovative design. See recommended changes above.
Page 135, paragraph 1, amend sentence to read 'it is considered that any new housing development, redevelopment or extension needs to be in keeping with the Architectural Scale, modelling and language of the varying range of vernacular styles of these areas.	Agreed. See recommended change below.
Paragraph 3, should read 'Intensive housing or apartment style developments should be avoided	See recommended change above.

Residential Design Guide - Summary of Comments	
Chapter 4.5 Areas of Lower Density	
Comment	Officer Response
unless they are of an appropriate design and scale and any replacement buildings have an appropriate layout which compliments the character of the context within which they are proposed.	
Paragraph 8, should read 'Buildings fronting main roads should be of an appropriate height and scale, with the potential for living space in the roof cavity'.	Agreed. <b>Recommendation: Page 135, eighth para, amend the first sentence to read "Buildings fronting main roads should be of an appropriate height and scale, with the potential for additional living space in the roof void."</b>
Page 136, paragraph 1 should read 'Roofs should normally be of a contextually appropriate form and design and consideration should be given to incorporation of gable or similar elements. Roofs should be constructed with materials that reflect the general character of the immediate area, normally plain clay plain tiles or slates – in some circumstances sheet materials such as copper lead or zinc may be appropriate'.	See recommended change above.
Paragraph 2, should read 'Small gable or hipped roofed front, rear and side facing dormer windows or building elements and eaves windows could be an acceptable way of providing additional living space without increasing the scale of buildings.	The addition of "or building elements" is not considered to add anything of substance to the paragraph. <b>Recommendation: No change</b>
Paragraph 3, first sentence should read 'Windows should have contextually appropriate proportions and not necessarily mock pseudo ill proportioned casement or sash style windows'.	See recommended change above.
Paragraph 6, should read 'Features such as original Victorian lamp standards, street furniture, stone walls, fences, railings and pedestrian gates should be retained where possible'.	Agreed <b>Recommendation: Page 136, sixth para on left hand side, add "where possible"</b>
Paragraph 9, should read 'Front gardens should be provided with appropriate landscaping to include where possible tree planting, hedges and carefully designed areas of hard surfacing either aggregate or paving'.	Every encouragement needs to be given to landscaping front garden areas. To suggest it should be provided only "where possible" is not sufficiently robust. <b>Recommendation: No change</b>
<b>North Hinksey Parish Council:</b> Additional advice is very thorough and sensible. However, need to clarify how the policy differs if the site is in a conservation area or in the curtilage or adjacent to a listed building.	The Design Guide encourages high quality design in all locations. <b>Recommendation: No change</b>
<b>Cllr Dudley Hoddinott:</b> Poet's Corner does not meet the criteria in the additional advice. Poet's Corner is the development name, the postal address is 61 Cumnor Hill. Propose a better case study to use would be 10 Cumnor Hill (photograph provided).	See recommended changes above. The council's view is that Poet's Corner is an excellent example of high quality modern design. <b>Recommendation: No change</b>
<b>Una Thomas:</b> Additional advice is helpful and thorough but surprised that a photograph of the curved roof block of the apartments on Cumnor Hill is used, which replaced one small house.	The council's view is that this is an excellent example of high quality modern design. <b>Recommendation: No change</b>
<b>Richard Whitlock:</b> Most of the additional advice is welcome and helpful. However, page 134, second paragraph needs a caveat as it only gives one side of the Government's advice in PPS3. It does not only say that there is a need to make the best use of previously developed land, but also that the character of the area should not be harmed. Consider adding 'without harming the character of the local area' to the end of the first sentence in the paragraph.	Agreed. Page 134 was previously page 133. This point has already been addressed in the response relating to page 133 and the alterations to second para, see above.

Residential Design Guide - Summary of Comments	
Chapter 4.5 Areas of Lower Density	
Comment	Officer Response
<p><b>Richard Whitlock, James R Black:</b> Page 134, paragraph 3, support the sentence that says development must be delivered in a manner that does not detract from the character of the area, but the Design Guide does not say that this may mean development in some areas/some sites may not be possible. Consider adding 'and this may mean that the development of some sites may not be appropriate' to the end of the third sentence of the third paragraph.</p>	<p>This suggestion does not precisely accord with the advice in PPS3. In accordance with the advice in PPS3, the change recommended above includes the addition of the following sentence to this paragraph: "Whilst PPS3 also says that more intensive development is not always appropriate, when well designed and built in the right location it can enhance the character and quality of an area." This brings the guidance more in line with the advice in PPG3.</p>
<p><b>West Waddy ADP:</b> Page 134, There are occasions when replicating the existing pattern of development would not lead to good planning. For example, ribbon development in the 1930s. Should qualify the statement to say 'encouraging replication of the patterns of development where these are distinctive and of good quality'.</p>	<p>This section refers to the existing pattern of development in low density areas. Redeveloping sites in these areas is most successfully achieved by replicating the existing pattern of development. <b>Recommendation: No change</b></p>
<p>Page 135, Support the guidance in principle but feel it should acknowledge that low density neighbourhoods are usually characterised by quite substantial houses set in large plots. Examples of all styles of architecture can be found, most of it 20<sup>th</sup> Century and some of a late 20<sup>th</sup> Century contemporary style. This is appropriate as historically these large plots were developed by owner occupiers designing to meet their particular needs. Thus no 2 dwellings are the same. This should not be controlled in the future – if you cannot commission high quality contemporary architecture on a large well landscaped plot in a low density area then where can you? Any reference to development being 'in keeping' should therefore be avoided.</p>	<p>Agreed <b>Recommendations:</b> <b>Page 135,</b> <b>a) first para, amend the first sentence of the first paragraph on page 135 to read "Any new housing development, redevelopment or extension needs to understand the context provided by the architectural scale, modelling and language of the varying range of vernacular styles of these areas."</b> <b>b) eighth para, change second sentence to read, "The scale and height of new development should be in keeping with the general character of the area."</b></p>
<p>Page 136, advice becomes unnecessarily prescriptive. The special character of these areas will thus be weakened. Advice ignores current building regulations and Code for Sustainable Homes. Design guide needs to be encouraging new sustainable design approaches capable of reaching zero carbon target. Should refer to Sustainable Construction SPD.</p>	<p>See changes recommended above. Section 3.9 provides advice on how to deliver sustainable development, which does not need to be repeated in this section.</p>
<p>Reference to wooden casements and sashes, bay or bow windows is misguided, reflecting upon a previous era of vernacular architecture, not well suited to zero carbon challenges.</p>	<p>See changes recommended above.</p>
<p>Urge the Vale to remove stylistic comments and concentrate on quality contemporary architecture.</p>	<p>See changes recommended above. The thrust of the Residential Design Guide is to encourage high quality development of both contemporary and traditional designs.</p>

## Summary of Comments on the SPD Sustainable Design and Construction

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
<b>General</b>	
The full title 'Sustainable Design and Construction Resource Efficient Buildings' is unwieldy and the title of the Technical Appendix is missing the word 'Supplementary'.	Agreed. <b>Recommendation: Change title of SPD to 'Sustainable Design and Construction' and add 'Supplementary' to the Technical appendix title.</b>
<b>Oxfordshire County Council</b>	
Objective of encouraging sustainable construction is in line with County Council's priorities and strategic objectives.	Noted
Section on regional and local policies needs updating. Structure plan G6 is not a saved policy and therefore no longer relevant. Section on SE Plan refers to draft version, but this is now adopted.	Agreed <b>Recommendation: SPD Page 4, paragraph 2.6, remove references to County Structure Plan Policy G6</b>  <b>Recommendation: SPD Page 4, paragraph 2.7,</b> a) replace sub-title with 'The South East Plan' b) first sentence, replace 'Policy EN1' with 'Policy NRM11' c) second sentence, amend to read "New developments of more than 10 dwellings or 1000sqm of non residential floorspace should secure at least 10% of their energy from decentralised and renewable or low carbon sources." d) last sentence, replace with "The Plan also has a range of cross cutting policies on resource use, sustainable design, climate change and sustainable development."
Technical Appendix, Waste: SPD does not provide an accurate reflection of obligation to produce and implement a Site Waste Management Plan (SWMP). Greater level of detail is required for projects over £500,000.	Agreed <b>Recommendation: Technical Appendix, Page 13, paragraph 3.7 replace with ' It is mandatory to produce a (SWMP) if the cost of the construction project is over £300,000 and a greater level of detail is required for projects costing over £500,000. The requirement to prepare, update and implement a (SWMP) is set out in the Site Waste Management Plan Regulations 2008. Further information is available from DEFRA see Non-statutory guidance for site waste management plans April 2008'.</b>
Technical Appendix, Transport: Suggest adding that developments need to broadly correspond with County's Design Guide, in particular Manual for Streets.	Agreed <b>Recommendation: Technical Appendix, Page 21, paragraph 7.1, add 'Developments should take account of Oxfordshire County Council's Residential Roads Design Guide and in particular the Manual for Streets.'</b>
Technical Appendix, Ecology: Attached text with suggested changes.	Noted <b>Recommendations: Technical Appendix, Page 18, paragraph 5.8, replace first sentence with 'Habitats and species on the site and in the</b>



Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
	<p>surroundings should be assessed in an ecological report produced by a suitably qualified ecologist’.</p> <p>Paragraph 5.9, replace with the following ‘An ecological report should include</p> <ol style="list-style-type: none"> <li>1. A brief description of the site and its settings</li> <li>2. A brief description of the proposed development</li> <li>3. The relevant legislation and planning policy</li> <li>4. An outline of the method used to assess the site’s ecological value</li> <li>5. The results of any surveys carried out</li> <li>6. The potential impacts of the development</li> <li>7. Mitigation measures to avoid / minimise the impacts</li> <li>8. Compensation measures if impacts are unavoidable</li> <li>9. Enhancement measures to result in a net gain in biodiversity.</li> </ol> <p>Potential enhancement measures could be a scheme of native species planting (hedgerows, trees, wildflower meadows), the creation of ponds, the provision of bat boxes and space in roofs for bats and plants that produce food for birds at key times of the year. Reference should also be made to local Biodiversity Action Plans, local protection orders and plans to protect key biodiversity features during and after construction. Details of how the landscape and biodiversity features on the site will be maintained should also be included’.</p> <p>Paragraph 5.12 add the following bullet point</p> <ul style="list-style-type: none"> <li>• Sustainable Urban Drainage Systems (SUDS)</li> </ul> <p>Paragraph 5.13 replace the 3<sup>rd</sup> point with</p> <ol style="list-style-type: none"> <li>3. Where damage is unavoidable, compensate for the loss of features of nature conservation value to result in a net gain in biodiversity.</li> </ol>
<p>Technical Appendix, Safer Communities: Health, Safety and Well Being section is very well written. Pleased it considers planning’s links to community safety, sustainable community strategies and crime prevention.</p> <p>However, leisure and recreational facilities such as playgrounds should be accessible to all (including a range of disabilities and ages) – this should be built into the guidance and tie into County’s Equality and Diversity Strategy. Should consult with user groups over the most appropriate facilities.</p>	<p>Agreed</p> <p><b>Recommendation: Technical Appendix, Page 24, paragraph 8.10, add the following sentence ‘Leisure and recreational facilities such as playgrounds should be accessible to all (including a range of disabilities and ages) – this should be built into the guidance and tie into the equality and diversity strategies of Oxfordshire County Council and the Vale of White Horse District Council respectively. Developers should also consult with user groups over the most appropriate facilities.’</b></p>
<p><b>Drayton Parish Council:</b> Generally very much supported. Some is already in practice, some seems like wishful thinking. There will always be a trade off between cost of renewable/sustainable</p>	<p>The support is welcomed</p>

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
considerations and providing housing at a reasonable cost.	
<b>TV Energy:</b> Appendix 4, Further references – British Photovoltaics Association no longer exists. Was subsumed into the Renewable Energy Association several years ago. The Renewable Energy Association has a very useful website ( <a href="http://www.r-e-a.net/">www.r-e-a.net/</a> )	Agreed <b>Recommendation Technical Appendix, Page 30, Appendix 3, Energy – delete ‘British Photovoltaics Association’ and replace with ‘Renewable Energy Association <a href="http://www.r-e-a.net/">www.r-e-a.net/</a>’</b>
<b>The Coal Authority:</b> Having reviewed the document, have no specific comments to make.	Noted.
<b>Kris Skalka, DipArch, RIBA</b> – It is always a problem when planning authorities try to implement policies in advance of central government and building regulations. Recommend authority does not exceed requirements of building regulations in its pursuit of sustainable construction.	Noted – Code for Sustainable Homes: the Council is not departing from the national timeline for implementation of the code  BREEAM (Building Research Establishment Environmental Assessment Method): Although there is no nationally agreed timeline for mandatory BREEAM standards there are precedents for local policies requiring BREEAM excellent and the Government stated in the 2008 budget that it intended all non domestic buildings to be zero carbon by 2019.  Renewable Energy – The Merton Rule is accepted in policy terms as being a valid method for securing on site renewables.
<b>Commission for Architecture and Built Environment (CABE):</b> General comments: Design guide should set standards for and inspire high quality design. Guidance should encourage consideration of local context. Guidance should be easy to understand and provide answers to frequently asked questions by planning applicants. Design guides are more successful if they are supported by other awareness raising activities. Lists helpful CABE guidance.	Noted - Comments relate to the design guide and a response has been made to these comments by CABE in Appendix 1.
<b>Anonymous</b> – Paragraph 1.1 – Why threshold? Is there any reason why these standards cannot be applied to smaller developments? Paragraph 2.5 – Is there any reason the Council could not jump straight to the 2010 revisions if the standards are known? The programmed staging could affect any buildings constructed in the intervening period. Paragraph 3.2.2 – Is there any scope to raise the threshold of acceptable development above code level 3 ahead of the 2013 or 2016 levels? Page 8 – can we enforce the code for developments of <10 dwellings? Concerned there will be a division between smaller developments of low efficiency housing while other development meets modern standards.	Noted – The reason for the threshold is simply to ensure that the council can properly cope with assessing planning applications for compliance with the policies in this SPD.  The council has chosen not to depart from the nationally agreed timeline for the implementation of code standards. We feel that meeting these standards will be challenging enough and further tightening these standards could affect house building in the Vale. The council has however chosen to require a minimum standard for renewable energy on commercial and residential buildings.
<b>South East England Partnership Board</b>	
Policy context – please refer to the Climate Change Act, the Code for Sustainable Homes, and the Government’s definition of zero carbon homes.	Agreed <b>Recommendation: SPD Page 3, paragraph 2.2, add</b>

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
Should also refer to policy CC4 of the SE Plan (Sustainable Design).	<p><b>'Climate Change Act 2008 - The UK has passed legislation which introduced the world's first long term legally binding framework to tackle the dangers of climate change. Key provisions within the act include legal binding emissions reduction targets, carbon budgeting, emissions trading and adapting to climate change.'</b></p> <p><b>Page 6, paragraph 3.6, replace last sentence with 'The Government intends the Code to be a single national standard for England with a timeline for phased mandatory implementation. In addition the Government has recently consulted on the definition of zero carbon homes to give additional clarity to the 2016 target which the Government is still committed to.'</b></p>
Recommend expanding section on residential buildings to ensure consistency in advice across the documents.	Noted <b>Recommendation: No change</b>
As levels of the code get higher developers will need on site renewables to comply with regulatory standards. Therefore demanding 10% of energy from low carbon sources will become obsolete once code levels 4 and 5 are required. Recommend SPD is aligned with changes nationally, as afforded by Local Plan policy wording, to help provide clarity and consistency. (See section 3.1 of SE England Partnership Board Climate Change Guide for more info). Para 3.9 – Improvements in water efficiency will be enforced by gradual strengthening of building regulations. This will not be voluntary and therefore enforced by regulation.	Noted – The Council considers that the wording to the policy relating to renewable energy provides sufficient flexibility in the intervening period before higher code requirements demand more than 10% renewables. <b>Recommendation: No change</b>
<b>Dr PA Cawse</b>	
A valuable and essential supplement. The diagram on page 8 would be better placed on page 2 following the introduction.	Noted – The Council may however remove the diagram from the final version.
Page 4, Para 2.5 – Part 1 of the building regs will be subject to reviews in 2010, 2013 and 2016. For major housing development that involves phasing over 6-7 years, it should be stated whether they will require re-assessment at each phase. Application of the Code for Sustainable Homes Compliance should also be clarified in box 3.2.2 for the phased scenario.	Agreed <b>Recommendation: SPD Page 7, after para 3.9, box 3.2.2 has information about 'The Council's Required Standard for Residential Developments' with sub heading 'Code for Sustainable Homes Compliance' and associated sub paragraph. To the end of this sub paragraph add the following sentence 'Where phasing occurs on large developments a pre- assessment will be required for each phase to ensure dwellings built are compliant with the relevant level of the code as required in this SPD.'</b>
<b>Faringdon Town Council</b>	
Technical appendix, page 3 'Air Tightness' – pressure testing for air tightness is a new requirement – is this now set up? So far it has not appeared in any of our planning applications.	Noted – Pressure testing has been a building regulations requirement since 2000 and has been recently revised to take account to the requirements of the European Directive on the Energy Performance of Buildings

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
Technical appendix, page 4 'Ventilation' – further information would be appreciated – useful for the Corn Exchange.	Noted
Technical appendix, Page 23 Parking is now reduced!	Noted – Parking provision in any event has to comply with the requirements of the Highway Authority.
Technical appendix, Page 24-25 Will this prevent the relatively useless gardens as at the new housing at the dairy site in Grove?	Noted
Technical appendix, appendix 2 – Useful checklist but it needs to include all requirements as the owner will need this information for Hips.	Noted – The checklist has been designed for use by developers. The council will look into producing a separate one for householders.
Page 7 of SPD, box 3.2.2. - An application for more than 10 dwellings, will the standards achieved be made public and included in information given to buyers? Why should fewer than 10 not be assessed? Surely it should be made mandatory for all new buildings?	Noted – It is already a mandatory requirement to display a code for sustainable homes certificate on all new build dwellings.  The reason for the threshold is simply to ensure that the council can properly cope with assessing planning applications for compliance with the policies in this SPD.
<p><b>Persimmon Homes (Represented by Pegasus Planning Group):</b> Objective of achieving more sustainable construction is supported. SPD amplifies policies in Local Plan but should be more up to date taking into account more recent guidance. Para 2.7 should include reference to the emerging policies from the Draft RSS for the SE, particularly policies CC1-4 from the proposed changes.</p> <p>There should be no local departure from the nationally agreed standards and timetable (allow for flexibility). Attached is a report addressing the practical difficulties of the early introduction of the Code for Sustainable Homes. There are already technical, viability, and 'supply chain' problems with achieving the national timetable. Changes to building regs in 2010, 2013 and 2016 will provide opportunity to adjust policy in light of experiences. The policy framework will need to be capable of dealing with changing circumstances. Therefore do not support box 3.2.2. As yet no volume house builder has successfully built developments higher than code level 4. Achieving code level 5 will significantly increase costs and community energy ceases to be economical. Prices will be higher for smaller schemes so it is a concern that the Council's policy only applies to schemes of more than 10 dwellings. A flexible approach is required. There is no evidence of new home buyers being prepared to pay extra for energy efficient measures and actually shy away from anything out the ordinary. Higher code requirements have implications for densities as more space will be required for bins and bicycles. Attached briefing note sets out issues of for code level 5 and 6 which present technical problems.</p>	<p>Noted – During the drafting of the SPD and Technical Appendix The South East Plan was still in draft.</p> <p><b>Recommendation: See changes proposed to be made in response to Oxfordshire County Council's representations relating to SPD Page 4, paragraph 2.7, see above.</b></p> <p>Noted – The council will review the policies in this SPD every two years to ensure the SPD takes account of changing circumstances. <b>Recommendation: No change</b></p>

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
Therefore flexible approach is needed.	
<b>Pegasus Planning Group</b>	
SPD is detaching itself from current building regulations like Code for Sustainable Homes. Dangerous because as technology and policy progresses, SPD could be left behind or stating wrong information if not updated. Will the SPD be reviewed annually to ensure it complies with government guidance and building regulations?	Noted – The council considers that by linking the SPD to nationally agreed standards and assessment methods that it will avoid becoming outdated as technology progresses.  <b>Recommendation: SPD, page 1, paragraph 1.6, add the following sentence “Both the SPD and the Technical Appendix will be kept under review to ensure that any mandatory changes to national standards and regulations will be reflected in the guidance.”</b>
Paragraph 1.1 – why is the SPD only relevant to 1000m2 or developments of 10 or more dwellings? This is not stated in BREEAM or Code for Sustainable Homes.	Noted – The Council is concerned it may not have the resources to assess applications if the policy was applied to every new commercial and residential building.
Paragraph 3.12 – Current guidance is that non-residential buildings must adhere to BREEAM ‘very good’ standard. Setting the benchmark at ‘excellent’ is too high. The Council will follow the Code for Sustainable Homes timeline and assessment, is there any need for this lengthy SPD? Why not just make reference to Code for Sustainable Homes?	Noted – Climate Change is strategic objective of the Council and it considers that any building in the Vale should be of the highest possible standard incorporating the best design and technology available. The renewable energy requirements are additional to Code or BREEAM (Building Research Establishment Environmental Assessment Method) requirements. Issues of viability are covered on Pages 6 and 7 in boxes 3.1.2 and 3.2.2 by the following sentence ‘Applications for developments where it is claimed that such a requirement would be nonviable should be supported by a development appraisal which substantiates why this is the case’.  <b>Recommendation: No Change</b>
<b>Robert Fyfe:</b> Consideration should be given to permitting solar panels and PV panels on grade II listed buildings, even if this is thought ugly and intrusive. Didcot power station currently dumps a huge amount of heat into the atmosphere, enough to heat most of the homes in Didcot, Abingdon and Oxford. NPower only want to generate electricity, which they do well. Perhaps a new local organisation could be formed to take surplus heat from the power station, distribute it and sell it to households. Gas is set to become rare and expensive so this waste heat is a potentially invaluable resource to the future.  Charge points for electric vehicles should be provided at car parks, restaurants, offices etc.	Noted – This would run counter to the requirements of the Residential Design Guide  Noted – Use of low grade waste heat from Didcot A and B for district heating has been investigated in the past in conjunction with the expansion of Didcot, however recent proposals have been ruled out on cost grounds. New uses for waste heat or alternative technologies may of course change this situation.  Noted – This is already covered on Page 22 paragraph 7.15
<b>Natural England:</b> Support emphasis on conservation, enhancement and creation of habitats when planning development. Natural England promotes Green Infrastructure which should be planned and delivered from earliest phases of planning.	The support is welcomed.
<b>Environment Agency</b>	
Support concept of the document which is well written, clear and comprehensive.	The support is welcomed.

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
<p>Page 3 refers to PPG25 but should refer to the more recent PPS25.</p> <p>Support requirement for BREEAM (Building Research Establishment Environmental Assessment Method) and Code for Sustainable Homes standards on Pages 5-8. These should also be stated in policies contained in the Council's Core Strategy.</p>	<p>Agreed <b>Recommendation: Page 3, paragraph 2.2, replace PPG 25 with 'PPS 25'</b></p> <p>Noted</p>
<p>Pages 9-11, support advice given on reducing water demand and using water more efficiently.</p>	<p>Support is welcomed.</p>
<p>Page 11, para 2.23 – would be helpful to explain that our Flood Zones only consider fluvial flood risk.</p> <p>Page 11, para 2.24 – recommend this paragraph is changed to acknowledge that PPS25 requires planning authorities to take into account flooding from other sources. These should be assessed in Strategic Flood Risk Assessment. Should apply the sequential approach for all sources of flooding and require Flood Risk Assessment for development affected by sources such as groundwater and surface water. Should also mention that the Core Strategy and other DPDs will provide local policy on flooding, which will replace the Local Plan.</p> <p>Page 18, para 5.6 refers to policies in Local Plan. Would be helpful to mention that these policies will be replaced by the Core Strategy.</p>	<p>Agreed <b>Recommendation: Technical Appendix Page 11, paragraph 2.23, change 1<sup>st</sup> sentence to 'The Environment Agency only considers fluvial flood risk (from rivers).'</b></p> <p>Agreed <b>Recommendation: Technical Appendix Page 11, paragraph 2.24, amend paragraph to read "PPS25 requires planning authorities to take into account flooding from other sources. These should be assessed in Strategic Flood Risk Assessments. Authorities should apply the sequential approach for all sources of flooding and require a Flood Risk Assessment for development affected by sources such as groundwater and surface water."</b></p> <p>Noted <b>Recommendation: Technical Appendix Page 18, section 5.6, amend first sentence to read "Chapter 7 of the Vale of White Horse Local Plan and the emerging LDF Core Strategy include a range of policies relating to nature conservation."</b></p>
<p>Page 20, para 6.4 – would be helpful to mention in an additional bullet point that Sustainable Drainage Systems (SUDS) can have benefits for protecting water quality from contaminated surface water run-off, and that pollution interceptors can be incorporated in SUDS where appropriate.</p>	<p>Agreed <b>Recommendation: Technical Appendix Page 20, paragraph 6.4, insert additional bullet point.</b></p> <ul style="list-style-type: none"> <li>• <b>'Sustainable Drainage Systems can have benefits for protecting water quality from contaminated surface water run-off, and that pollution interceptors can be incorporated in SUDS where appropriate'.</b></li> </ul>
<p>Appendix 3: Suggest including 2 further references – Adapting to Climate Change: A Checklist for Development (Nov 2005) (Three Regions Climate Change Group (TRCCG)) and Adapting to Climate Change: A Case Study companion to the checklist for development (March 2007), TRCCG.</p>	<p>Agreed <b>Recommendation: Technical Appendix Page 34 Add a further section</b></p> <p><b>'9.0 Climate Change Adaptation</b></p> <p><b>Website References</b></p> <ol style="list-style-type: none"> <li><b>1. UK Climate Impacts Programme – <a href="http://www.ukcip.org.uk">www.ukcip.org.uk</a></b></li> <li><b>2. Climate South East – <a href="http://www.climatesoutheast.org.uk">www.climatesoutheast.org.uk</a></b></li> </ol>

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
	<p><b>Further Reading</b></p> <ol style="list-style-type: none"> <li><b>1. Adapting to Climate Change: A Checklist for Development (Nov 2005) (Three Regions Climate Change Group (TRCCG)</b></li> <li><b>2. Adapting to Climate Change: A Case Study companion to the checklist for development (March 2007), South East Climate Change Partnership.'</b></li> </ol>
<b>Persimmon Homes Wessex</b>	
<p>Concerned with purpose of document. Contents of document and Technical Appendix do not accord with aims set out in paragraphs 1.1 and 1.2 (to guide planners, developers, architects...) but document is mainly description of policies. Council will consider planning applications in regard to the standards set out in the SPD – very few standards are set out in the document. It is too general.</p> <p>Document must be clear and relate to Local Plan policies. These are not found in the appendix as stated in paragraph 1.3. There is limited cross referencing in the document to Local Plan policies. There has been no consultation or reference in the document to an evidence base for this SPD. Therefore it may not be sound.</p>	<p>Noted</p> <p><b>Recommendation: SPD Page 1, paragraph 1.3, amend last sentence to read “A list of the most relevant policies that relate to the SPD can be found in section 2 on page 3 of this document.”</b></p>
<p>Concern over timing of document in relation to recent government consultation on the definition of zero carbon and emerging policy which will offer developers more flexibility in terms of energy. Should not adopt SPD until revised government policy and timetable is finalised. This is partially recognised in paragraph 1.35 of Technical Appendix.</p>	<p>Noted. The Council opted to link this SPD to pre existing standards to avoid such problems.</p> <p><b>Recommendation: No change.</b></p>
<p>Planning Policy Guidance does not need to repeat guidance which is adequately dealt with elsewhere (e.g. building regulations).</p> <p>Object to planning documents which seek to change other guidance, as in paragraph 1.14 of Technical Appendix which says consideration should be given to exceeding building regulations.</p>	<p>Noted</p> <p><b>Recommendation: No change</b></p>
<p>SPD encourages local sourcing but this may not be economical for volume house builders.</p>	<p>Noted</p>
<p>SPD should recognise that development should be subject to a viability test to assess whether or not it is feasible to meet guidelines set out in the document.</p>	<p>Noted. Issues of viability are covered in boxes 3.1.2 and 3.2.2 by the following sentence 'Applications for developments where it is claimed that such a requirement would be non viable should be supported by a development appraisal which substantiates why this is the case.'</p> <p><b>Recommendation: No change.</b></p>
<p>There is considerable overlap with Residential Design Guide. Need for more cross referencing.</p>	<p>Noted</p> <p><b>Recommendation: Technical Appendix page 1, add to the end of the 1<sup>st</sup> paragraph 'This guidance should be read in conjunction with the council's Residential Design Guide'.</b></p>
<p>Section 7.6 regarding public transport omits the</p>	<p>Noted</p>

Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
<p>need to liaise with public transport operators.</p> <p>Concerned about the design implications of footpaths, cycle paths and roads running alongside each other which takes up considerable space.</p>	<p><b>Recommendation: Technical Appendix page 21, paragraph 7.6, amend to read “The first step under this section is to liaise with public transport officers at the relevant local authority and public transport operators.”</b></p> <p>Noted <b>Recommendation: No change</b></p>
<p>Paragraph 8.15 – Crime reduction can be secured without using SBD Scheme, it is more a question of good design and appropriate liaison with Police Architectural Liaison officers.</p>	<p>Noted <b>Recommendation: No change</b></p>
<b>West Waddy ADP</b>	
<p>In principle support proposals as they relate to nationally agreed sustainability assessment schemes such as BREEAM (Building Research Establishment Environmental Assessment Method) and Code for Sustainable Homes.</p>	<p>The support is welcomed</p>
<p>Main concern is lack of co-ordination between this SPD (encourages modern construction methods and technology) and the Residential Design Guide (encourages traditional design).</p>	<p>Noted</p>
<p>Boxes 3.1.2 and 3.2.2. – Why not make post completion compliance the subject of a planning condition? i.e. if development does not meet standard, condition cannot be discharged.</p>	<p>Agreed <b>Recommendation: SPD, page 5, after para 3.4, box 3.1.2 has information about ‘The Council’s Required Standard for Commercial Developments’, and under sub-heading, ‘BREEAM Compliance’ there is a sub- paragraph with last sentence commencing “If a building...” and also page 7, after para 3.9, box 3.2.2 has information about ‘The Council’s Required Standard for Residential Developments’, and under sub-heading ‘Code for Sustainable Homes Compliance’ there is a sub- paragraph with last sentence commencing “If a building...” In both instances amend the last sentence to read “If a building fails to meet the post construction validation <u>the planning condition cannot be discharged and</u> the Council may require the developer or occupier to submit full design stage certification for any future proposed development.”</b></p>
<p>Technical Appendix: Paragraph 4.9 and 4.10 and 9.4 bullet 3 – contradiction between use of lightweight framed and/or prefabricated design solutions and the use of high mass construction for thermal efficiency.</p>	<p>Noted – The guidance points out that any sustainable design solution should be appropriate to the situation. It does not advocate light weight construction methods in every case.</p>
<p>Appendix 2: Recommend using sub-heading ‘Mandatory Requirements’ after ‘Assessing the Sustainability of the Development’ with a further sub-heading ‘Advisory Requirements’ before ‘Energy’. This makes it clearer to applicants what they must do as a minimum.</p>	<p>Agreed <b>Recommendation: Technical Appendix, Page 27, Appendix 2, after the sub-heading ‘Assessing the Sustainability of the Development’ insert a sub heading ‘Mandatory Requirements’ with a further sub heading ‘ Advisory Requirements checklist’ before the sub-heading ‘Energy’.</b></p>



Sustainable Design and Construction - Summary of Comments	
Comment	Officer Response
Appendix 3: Further References – The Vale must give a reference to the Building Research Establishment directory of approved Code/BREEAM (Building Research Establishment Environmental Assessment Method) assessors. This should come first.	Agreed <b>Recommendation: Technical Appendix, Page 30, Appendix 3, Under 1<sup>st</sup> reference to ‘BREEAM’ add “BREEAM – for a list of all BREEAM assessors <a href="http://www.greenbooklive.com/page.jsp?id=161">http://www.greenbooklive.com/page.jsp?id=161</a>”</b>

# Executive Report



Report of **Head of Corporate Strategy**

REPORT NO 80/09

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Date: **4 December 2009**

## **CCTV control room service level agreement extension and monitoring arrangements**

### ***Recommendations***

1. That Executive agrees to extend the service level agreement (SLA) with South Oxfordshire District Council (SODC) for running the CCTV control room to 31 March 2011.
2. That Executive agrees a change to the current CCTV monitoring arrangements to maximise the benefit of the cameras.

### **Purpose of report**

1. The purpose of the report is to seek Executive's agreement to extend the SLA for monitoring South's CCTV cameras to 31 March 2011 and to change the monitoring arrangements.

### **Relationship with corporate plan**

2. CCTV contributes to the strategic objective to help maintain a safe vale and specifically to help to maintain or further reduce the low levels of crime and anti-social behaviour.

### **Background**

SLA for the monitoring of South's cameras:

3. The SLA for the CCTV control room in Abingdon Police Station with SODC expires on 31 January 2010 (it will have been in place for five years). The SLA contains a provision for it to be extended. However, SODC are in the process of conducting a review of the value of CCTV and therefore they do not wish to extend the contract for a further five years at this time.

4. We are required to submit written notice to SODC setting out the proposed terms and conditions of the new agreement. SODC are then required to respond within one month setting out which terms of the request notice they agree with. Neither party is proposing any major changes to the SLA but we need to agree on the time-period of the extension.

Proposed changes to monitoring arrangements:

5. Following recommendations from internal audit of the CCTV contract arrangement completed in July 2009, the officers recommend that the Community Safety Manager is given the discretion to target staff resources at the busiest times.

**Financial, legal and any other implications**

6. If SODC agree to extend the SLA, they are committing to contribute to the costs of the control room for another financial year. The estimated income for 2010/11 is £109,000 (in addition, it is estimated that Thames Valley Police will make a contribution of £62,673 for 2010/11).

7. The adjustment to CCTV operator hours does not have any financial implications.

**Conclusion**

6. Extending the SLA to the 31 March 2011 will allow SODC time to conclude their review of CCTV and for the Vale to consider the recommendations. The changes to the monitoring times will enable flexibility and a more efficient use of staff resources.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted