

Agenda



Listening Learning Leading

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Date: 20 November 2017

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A MEETING OF THE

Scrutiny Committee

WILL BE HELD ON TUESDAY 28 NOVEMBER 2017 AT 6.30 PM

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON, OX14 4SB

Members of the Committee:

Richard Pullen (Chairman)

John Walsh (Vice-Chairman)
Steve Connel
Anthony Dearlove

Elaine Hornsby
Caroline Newton
Ian Snowdon

David Turner
Ian White

Substitutes

*Paul Harrison
Sue Lawson
Toby Newman
Pat Dawe*

*Stefan Gawrysiak
Charles Bailey
David Dodds
Will Hall*

*Lorraine Hillier
Mocky Khan*

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1 Apologies for absence

To record apologies for absence and the attendance of substitute members.

2 Minutes (Pages 3 - 12)

To adopt and sign as a correct record the Scrutiny Committee minutes of the meetings held on 13 and 26 September 2017 (attached).

3 Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4 Urgent business and chairman's announcements

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

5 Public participation

To receive any questions or statements from members of the public that have registered to speak.

REPORTS AND ISSUES FOR THE CONSIDERATION OF THE SCRUTINY COMMITTEE

6 Corporate delivery plan - progress report (Pages 13 - 22)

To consider the report of the head of corporate services (attached).

7 Housing delivery update (Pages 23 - 30)

To consider the report of the head of planning (attached).

8 Work schedule and dates for all South and Vale scrutiny meetings (Pages 31 - 34)

To review the attached scrutiny work schedule. Please note, although the dates are confirmed, the items under consideration are subject to being withdrawn, added to or rearranged without further notice.

MARGARET REED

Head of Legal and Democratic Services

Minutes

OF A MEETING OF THE

Scrutiny Committee



Listening Learning Leading

HELD ON WEDNESDAY 13 SEPTEMBER 2017 AT 6.30 PM

THE AUDITORIUM, CORNERSTONE ARTS CENTRE, 25 STATION ROAD,
DIDCOT, OX11 7NE

Present:

Richard Pullen (Chairman)

Elaine Hornsby, Toby Newman (as substitute for Ian White), David Turner, John Walsh, Steve Connel, Anna Badcock and Ian Snowdon (as substitute for Anthony Dearlove)

Apologies:

Ian White and Anthony Dearlove tendered apologies.

Officers:

Adrian Duffield, James Gagg, Hannah Guest, Holly Jones and Ron Schrieber

Also present:

Councillors Felix Bloomfield, John Cotton, Elizabeth Gillespie, Sue Lawson and Jane Murphy

9 Minutes

The minutes of the meeting held on 25 July 2017 were agreed as an accurate record and were signed by the Chairman.

10 Declarations of interest

None.

11 Urgent business and chairman's announcements

None.

12 Public participation

The list showing the members of the public who had registered to speak was tabled at the meeting.

13 Local Plan

The committee considered the report of the head of planning services on the key proposed changes to the emerging Local Plan for South Oxfordshire. The report and addendum provided details of petitions received in respect of proposed developments at Chalgrove Airfield and Culham.

Councillor John Cotton, Leader and Cabinet Member for the local plan, introduced this item. Also present to answer questions were Adrian Duffield, head of planning services, Holly Jones, planning policy manager, James Gagg, transport planner and Hannah Guest, planning policy team leader.

Councillor Cotton reported on the extensive consultation undertaken on the Second Preferred Options version of the Local Plan which had resulted in approximately 7,666 responses. He also stated that the proposed developments of Chalgrove Airfield and Culham would provide approximately 6,500 new homes. Removal of either site from the Local Plan, as requested by the petitioners would require alternative sites to be identified causing further delay.

The report identified a number of key issues upon which most of the consultation responses were focussed. Accordingly, the committee heard registered speakers as part of its consideration of each key issue.

Duty to co-operate

Michael Tyce, representing the Campaign for the Preservation of Rural England addressed the committee. His points included:

- The figure of 3,750 homes to meet Oxford City's unmet housing needs was unsound and unsupported by evidence and so should be removed from the Local Plan;
- There was a requirement for the council to demonstrate that it had worked with neighbouring authorities on cross boundary issues, including unmet housing need. This would be one of the first tests that the Inspector will consider in their examination of the Local Plan; and
- High density housing enables more affordable homes to be built. Rather than having a minimum density of 30 homes per hectare, the Local Plan should include a target density of 60 homes per hectare.

Geoffrey Botting and Robin Pierce representing Woodcote Neighbourhood Plan Group/Parish Council addressed the committee. Their points included:

- Whilst the total allocation of housing for larger villages had increased by 12% from the original figures, Woodcote's allocation had increased by 90%;
- Woodcote had been treated unfairly compared with other large villages such as Goring; and
- The Neighbourhood Plan should determine the level of housing development.

In response to these comments the Leader and officers stated that:

- The figure for Oxford City's unmet housing needs was an assumption based on the best evidence currently available. This number could change in the future.
- 30 houses per hectare was the minimum density so higher density developments were possible. However an amendment to this wording could be considered.
- The number of houses required in larger villages was for guidance. It would be for the Neighbourhood Plan to support a higher or lower number based on an assessment of capacity.

Members of the committee expressed support for higher density housing developments, where appropriate.

Proposed strategic allocations

a) Chalgrove Airfield

Ian Goldsmith, representing Cuxham with Easington Parish Meeting, addressed the committee. His points included:

- There was massive local opposition to this proposed development;
- The road through Cuxham was narrow and the increase in traffic generated to and from the development would constitute a danger to pedestrians, cyclists and to the environment; and
- The site should be removed from the Local Plan.

Jamie Lewis, representing the Haseley Brook Action Group, addressed the committee. His points included:

- The Chalgrove Airfield site was not a sustainable or deliverable location;
- The development was not necessary as the housing provision set out in the Local Plan was approximately 3,000 dwellings greater than the required number;
- There were a significant number of objections to this proposal; and
- There were suitable alternative sites closer to Oxford which could meet the city's unmet housing needs.

Christian Lewis, representing the owners of properties directly north-west of the airfield, addressed the committee. His points included:

- The location was not sustainable;
- There were physical and deliverable constraints on the site;
- The development and supporting infrastructure would be hugely expensive and there was no information as to how much funding the Homes and Community Agency (HCA) would provide; and
- There was no confirmation that the site's tenant had agreed to the proposed use of the land.

Paul Boone, representing Chalgrove SHIELD, the organisers of the petition, addressed the committee. His points included:

- The HCA agreed that the process was flawed;
- The proposal had been rejected overwhelmingly by the local community;
- Oxford City Council and Cherwell and West Oxfordshire District Councils do not support the proposal;
- The site cannot be developed without the support of the tenant;

- Building homes next to a runway would create a risk to residents; and
- The site should be withdrawn from the Local Plan.

Jacky Nabb, representing Chalgrove Parish Council and the Neighbourhood Plan Group addressed the committee. Her points included:

- The proposed development was unsustainable and undeliverable;
- The infrastructure required to support this development was massive;
- The local school was already at capacity; and
- The development would generate a significant increase in traffic on narrow, rural roads.

In response to these comments the Leader and officers stated that:

- The allocation of sites was based on planning policy rather than the number of residents for or against specific proposals;
- More information on funding was awaited from the HCA but it had expressed a strong commitment to funding offsite infrastructure;
- Commercial negotiations were ongoing between the HCA and Martin Baker;
- Details of the supporting infrastructure including traffic management measures were not included in the Local Plan. They would be considered as part of any planning application and proposed S106 agreement;
- Withdrawing this site from the Local Plan would only make sense if it were to be replaced with an alternative site.

The committee considered the proposed Chalgrove Airfield development. Following further discussion, a motion to recommend to Cabinet the withdrawal of Chalgrove Airfield from the Local Plan was moved and seconded. Upon being put to the vote, the motion was lost.

b) Culham

Caroline Baird and Toby Pejkoivic, representing the petitioners, addressed the committee. Their points included:

- The proposal represented the largest single housing site in Oxfordshire and would have a massive environmental impact;
- The Government's 2017 White Paper reinforced the protection afforded to the Green Belt and the Council had failed to demonstrate the exceptional circumstances to justify the removal of this land from the Green Belt;
- The site was surrounded by flood plain; and
- The Housing and Economic Land Availability Assessment (HELAA) lists many other sites which should have been considered.

Lucy Dalby, representing Culham Parish Council, addressed the committee. Her points included:

- Consultation on this proposal was inadequate with insufficient notice provided for local residents;
- There was insufficient evidence of exceptional circumstances to justify the use of Green Belt land; and
- Brownfield sites were available and housing should have been provided there rather than in the Green Belt.

Councillor Sue Lawson addressed the committee. Her points included:

- This and other proposals in the Local Plan were putting the Green Belt at risk and failing to protect rural communities;

- The proposal constituted ribbon development;
- Large strategic sites such as this did not develop communities; and
- The development would fund a third river crossing whereas the bridge and associated transport infrastructure should be in place before houses were built.

In response to these comments the Leader and officers stated that:

- Alternative sites had been considered and rejected. This was detailed in the sustainability appraisal;
- It was accepted that the consultation at Culham could have been better. However, overall there had been extensive consultation on the Local Plan and the Council was committed to effective consultation.
- Many of the sites listed in the HELAA had now been allocated and were no longer available.
- Through the plan making process, the boundaries of the Green Belt could be reviewed where exceptional circumstances existed. These were set out in the Local Plan and included the contribution towards housing need, including affordable housing, the location within the Science Vale and relationship with adjacent employment uses and the railway station. It also provided the opportunity to support the delivery of significant strategic infrastructure

Oxford Brookes University, Wheatley

Roy Gordon, representing Wheatley Neighbourhood Development Planning (NDP) Group, addressed the committee. His points included:

- There was an urgent need to provide housing to meet the unmet need;
- In order to provide additional housing, the Wheatley Neighbourhood Planning Group was proposing the removal of land from the Green Belt in order to enable new development to take place;
- However, planning officers had decided that the land could not be released from the Green Belt. He requested that this decision be reconsidered.

In response to these comments the Leader and officers stated that they were willing to look again at this matter. Officers had met with the NDP group and requested that the evidence to support the exceptional circumstances and the allocations be provided to make the change to the Green Belt boundary. Committee members agreed that the release of an area of Green Belt at Wheatley should be investigated further.

The committee considered other aspects of the Local Plan.

In response to members' questions, the Leader and officers stated that:

- The 40% affordable housing requirement, as set out in the Local Plan, was necessary given the need for affordable housing in South Oxfordshire. If a developer was unable to meet this figure then it needed to produce a viability statement setting out the reasons why.
- The 2% target for self-build housing could be reconsidered with a view to increasing it.
- There was a considerable amount of traffic modelling being carried out with a view to providing sustainable transport links and improvements in public transport provision.

RESOLVED:

a) to make the following comments to Cabinet on the Publication version of the South Oxfordshire Local Plan and supporting documentation:

- (i) consideration should be given to amending the wording on housing density in order to encourage high quality, high density development which minimises land take.
- (ii) the release of an area of green belt at Wheatley as detailed in the Second Preferred Options should be further investigated in order to support the aspirations of the Wheatley Neighbourhood Planning Group.
- (iii) consideration should be given to increasing the 2% target for self build housing in order to promote this as a route to home ownership.
- (iv) further work should be carried out to develop a high quality cycle network and improvements in public transport provision across South Oxfordshire

(b) to note the petitions received in respect of the proposed developments at Chalgrove Airfield and Culham and to **RECOMMEND** to Cabinet that both these strategic allocations remain in the Local Plan.

14 Work schedule and dates for all South and Vale scrutiny meetings

The work schedule was noted.

The meeting closed at 9.20 pm

Chairman

Date

Minutes

OF A MEETING OF THE

Scrutiny Committee



Listening Learning Leading

HELD ON TUESDAY 26 SEPTEMBER 2017 AT 6.30 PM

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,
OX14 4SB

Present:

Richard Pullen (Chairman)

Elaine Hornsby, Toby Newman (as substitute for Ian White), David Turner, John Walsh, Steve Connel and Pat Dawe

Apologies:

Ian White tendered apologies.

Officers:

Adrian Duffield, William Jacobs, Ron Schrieber, Cathie Scotting and Mark Stone

Also present:

Councillors Felix Bloomfield and Jane Murphy. Simon Hewings, Chief Accountant (Capita)

15 Declarations of interest

None.

16 Urgent business and chairman's announcements

None.

17 Public participation

None.

18 Financial outturn 2016/17

The committee considered the report of the head of finance/chief accountant (Capita) on the final year end position for revenue and capital expenditure against budget for the financial year 2016/17.

Simon Hewings, chief accountant (Capita), introduced this item. Also present to answer questions were Councillor Jane Murphy, Cabinet member for finance, and William Jacobs, head of finance.

With regard to revenue, Table 5 of the report showed a £2.7m variance in income in 2016/17 when the impact of the Crowmarsh office fire was excluded. This was largely due to the council receiving significant amounts of unbudgeted grant together with income from fees and charges being above budgeted levels. For expenditure, there had been an increase in the underspend, year on year, of £0.7 million. Once carried forward budgets were taken into account, there was an overspend on expenditure of £0.4 million. Further information on income and expenditure was detailed in the report and appendices 1 and 2.

Capital expenditure for 2016/17 was £3.2 million, a variance of £1.4 million against the approved programme for the year. The £6.2 million remaining in the provisional programme related to schemes (detailed in appendix 4a) that had not progressed for a number of reasons, including the emergence of higher priorities or scheme delays. These would be rolled forward to 2017/18. Appendix 4b listed those capital schemes where budget holders had concluded that it would not be possible to spend the 2016/17 working budget in year. These schemes, totalling £7.2 million, had been slipped to future years.

In response to members' questions, it was reported that:

- When carry forwards and higher than expected income was excluded, there was little difference between the budgeted and actual revenue outturns.
- The Cabinet member and Capita staff were currently considering ways to improve the budget forecasting process. It was anticipated that the introduction of the new general ledger system, Integra, might assist budget holders in reviewing and updating their forecast during the financial year, and consideration would be given to asking Capita to bring forward quarter three budget monitoring activity to enable any material issues identified to be incorporated into the budget.
- The outturn had no impact on the council's Medium Term Financial Strategy. The uncommitted underspend would be added to general fund balances.
- Further information would be circulated on the overspend on HR, IT revenue operations and the underspend on planning policy.

RESOLVED: to note the overall financial outturn position of the council in 2016/17 as well as the outturn of individual service areas.

19 Revised Community Infrastructure Levy (CIL) Regulation 123 List and S106 Planning Obligations Supplementary Planning Document

The committee considered the report of the head of planning services which updated the committee on the review of the current CIL Regulation 123 List and the S106 Planning Obligations Supplementary Planning Document (SPD), which was currently out for public consultation.

Councillor Felix Bloomfield, Cabinet member for development management, introduced this item. Also present to answer questions were Adrian Duffield, head of planning services and Cathie Scotting, major applications officer.

Councillor Bloomfield reported that the current CIL Charging Schedule was being reviewed in line with the emerging new Local Plan and revised Infrastructure Delivery Plan that reflected new development growth and infrastructure requirements. Work was ongoing, however, it was anticipated that the revised CIL Charging Schedule would not be adopted before autumn 2018 so that it would come into effect at the same time as the Local Plan.

Due to the current number of speculative planning applications, officers proposed an interim update to the Regulation 123 list and S106 SPD to accommodate speculative housing development. Waiting for the adoption of the new Local Plan might mean missing the opportunity to capture S106 contributions for necessary infrastructure to support new speculative development.

Key proposed changes to the Regulation 123 list and S106 SPD had been highlighted in appendices to the report and included:

- Where large new development sites generate the need for a new school, (whether on or off site) community facilities and health services' financial contributions will be negotiated, subject to viability, and secured through S106 legal agreements.
- Retirement housing is exempt from CIL. However, where the need arises for enhanced or expanded community and recreation facilities or to improve the public realm in town/village centres, financial contributions will be negotiated and secured through S106 legal agreements.
- A table setting out the types of play areas that may be required was included.

In response to members' questions, it was reported that:

- As a general rule, a development of 700 houses would generate the need for a new primary school. However, the cumulative effect of a number of smaller developments would be taken into account as would the capacity of schools in the area.
- Where the size of a development warranted an extension or improvements to an existing school, this would be funded via CIL
- Proposed changes to health care CIL funding were set out in the revised Regulation 123 List and revised S106 SPD.

The committee thanked the Cabinet member and officers for their clear and informative report.

RESOLVED: to note the report and ask the Cabinet member for development management to take the committee's views into account.

20 Work schedule and dates for all South and Vale scrutiny meetings

The work schedule had been circulated and was noted.

The democratic services officer reported that, since the publication of the work schedule, an "Ask the Leader" item had been confirmed for the meeting on 23 January 2018.

The committee agreed that an item on planning appeals should be added to the committee's work programme.

The meeting closed at 7.30 pm

Chairman

Date

Scrutiny Committee



Report of Head of Corporate Services

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To: SCRUTINY COMMITTEE

DATE: 28 November 2017



Corporate Delivery Plan – progress report

Recommendation

That the Scrutiny Committee notes progress against actions in the Corporate Delivery Plan and provides feedback on progress to Cabinet.

Purpose of Report

1. To request the Scrutiny Committee review the attached Corporate Delivery Plan and progress made against actions in the Plan.

Strategic Objectives

2. The Corporate Plan sets out the Council's corporate objectives and priorities for the period 2016 – 2020. The Corporate Delivery Plan sets out in greater detail what actions the council will take to deliver these. This report sets out progress against actions in the Plan. Scrutiny Committee is asked to review progress and provide feedback to Cabinet who will consider the report in February 2018.

Background

3. The Council agreed its new Corporate Plan in 2016.
4. Since then officers, with relevant Cabinet members have been working on detailed planning and implementation of the plan. The Corporate Delivery Plan sets out key

actions under each corporate priority which provide a link between the high-level plan, team and individual work plans. In response to feedback from Scrutiny Committee the format has been amended to include expected start and end dates, where possible to make actions 'smarter' and to include estimated percentage of project completed'. Progress is shown as a 'rag' rating in the final column, the notes column explains progress to date and reasons for slippage, along with revised timescales and reasons for these, where appropriate.

5. The Plan, showing progress on each action is attached to the report. It is a rolling plan and the actions within it will be reviewed annually, with any actions not completed in year being rolled forward. The next progress report is scheduled for June 2018

Financial Implications

6. There are no financial implications arising from monitoring and reporting on the corporate delivery plan. Delivery plan actions occurring in the 2017/18 financial year are budgeted for. Delivery plan actions scheduled for future years will be dependent on budgets being approved as part of the annual budget-setting process.

Legal Implications

7. Legal implications associated with any of the actions in the Corporate Delivery Plan will be considered as part of detailed work planning for each project.

Risks

8. Risks associated with any of the actions in the Corporate Delivery Plan will be considered as part of detailed work planning for each project.

Other Implications

9. None

Conclusion

10. This report sets out progress against actions contain in the Corporate Delivery Plan, and hence progress in achieving the ambitions set out in the Council's Corporate Plan 2016 – 2020. Scrutiny Committee is asked to review progress and provide feedback to Cabinet.

Background Papers

- None

South Oxfordshire District Council - Corporate Delivery Plan 2016 - 2020

Reference number	Aim	Actions	Team	Planned start quarter/year	Planned end quarter/year	Percentage completed	Comments/explanation for any slippage on activities and provide review dates for activities	Task RAG status
1 - Invest in the district's future								
1	Directly addressing matters that fetter growth within our control, such as housing supply and provision of affordable housing. We will work with partners to seek to overcome infrastructure bottlenecks that impact adversely on business competitiveness	Work with developers to bring forward new employment sites that help to create 20,000 new jobs across both councils over the next 15 year+G228s	Housing Regeneration and Development	Q1 2018/19	Q4 2018/19	n/a	Final end date will be in 15 years time i.e. Q4 2033/34	Not started
2		Establish Science Vale as an international business location of choice by creating a dedicated website and supporting marketing campaign	Housing Regeneration and Development	Q1 2018/19	Q4 2018/19	n/a	Website established, marketing campaign kicked off before Q2 2018	Not started
3		Increase the rate of housebuilding compared to previous year	Housing Regeneration and Development	Q1 2018/19	Q4 2018/19	n/a	Housing delivery figures will confirm if efforts have been successful	Not started
4	Supporting the creation of an environment that allows enterprising small and medium sized businesses to grow	Deliver the actions identified in the business and innovation strategy to support SME businesses to grow. Actions dated from 2017 to 2020	Economic Development	Q3 2017/18	Q4 2019/20	10	Action plan covers period 2017-2020. So far key actions taken are: SO Business website relaunched to match new action plan and branding refreshed. New action plan designed, printed and distributed. Fortnightly newsletters commenced. Improved communication through social media and new business database. Strengthened links with partners organisations, including OxLEP	On track
5	Championing our SMEs in South Oxfordshire	Deliver the actions identified in the business and innovation strategy to champion SME businesses	Economic Development	Q3 2017/18	Q4 2019/20	10	Programme of workshops established to support engagement with SME businesses over the coming year. New Tractivity CRM system in place to improve communication with all SMEs	On track
6		Promote the SME community via SO Business brand, events, website and social media in order to support the growth of SMEs, measured through website hits, social media followers and interaction, newsletter subscribers	Economic Development	Q2 2017/18	Q4 2019/20	50	Relaunch of SO Business brand and updated website to reflect themes in new action plan. Workshops held with business partners to improve support for SMEs across the district. @SouthOxBiz has 753 followers to date. 1 Apr – 30 Jun (91 days), 20,300 impressions (224 per day), 1 Jul – 29 Sep (91 days), 31,000 impressions (340 per day), 30 Sep – 14 Nov (77 days), 27,700 impressions (360 per day). SO Business newsletter has 477 subscribers (up from 455 since 1 April 2017). Website views (only recorded since refresh in October) = average 111 views a week, 16 per day	On track
7		Develop accurate business database to identify SME businesses	Economic Development	Q2 2016/17	Q4 2016/17	n/a	New Tractivity database in place and active	Completed
8		Working with Procurement to identify suitable data management system to manage business contacts	Economic Development	Q4 2016/17	Q3 2017/18	80	Procuring MINT database to feed live updates on business births and deaths into new Tractivity database.	On track
9	Seeking to build on the strengths of our internationally renowned hydrology base at Howbery Park and the nuclear fusion and renewable energy research and prototyping at Culham. Our aim is to accelerate the commercial application of these world leading facilities to create high value knowledge economy jobs	Produce a plan with input from Howbery Park and Culham to support the specific technologies and specialisms to grow the sector and maximise job creation in these locations	Economic Development	Q2 2017/18	Q4 2019/20	20	Building relationships with key partners at Howbery and Culham to enable this plan to be explored. Using opportunities in relation to new SO Business action plan actions on business support and skills.	On track
10	Supporting the Thame Farmers Auction Mart to relocate to an alternative site within the district thereby freeing up the Thame cattle market site for redevelopment	Work with TFAM to identify a new site and consider options for redevelopment of existing site	Economic Development	Q1 2016/17	Q4 2019/20	30	Held meetings with TFAM to discuss their relocation plans and supported pre-application discussions with planning colleagues.	On track

11	Seeking to support the market towns as places to visit and places to live.	Review the funding support for market town activity with town councils	Economic Development	Q2 2017/18	Q4 2017/18	90	Meetings held with each of the town councils to discuss success of funding to date and need for future funding. Report presented to cabinet briefing 10 October.	On track
12		Facilitate a district-wide network for sharing best practice in market towns in order to improve vitality of towns, measured via annual footfall and/or vacancy surveys	Economic Development	Q1 2017/18	Q1 2017/18	n/a	Network established - regular meetings 3 times per year with all towns. Bi-monthly co-ordinator meetings with other towns in Vale	Completed
13	Aim for all businesses and residents to have access to superfast Broadband	By maintaining a presence on the Board, promote effective delivery of the council's investment in the Better Broadband for Oxfordshire programme	Economic Development	Q1 2016/17	Q4 2017/18	90	Attending monthly Better Broadband for Oxfordshire board meetings to ensure needs of district are prioritised	On track
14		Package gaps in broadband coverage across the district and identify alternative solutions to deliver desired coverage	Economic Development	Q1 2017/18	Q4 2017/18	20	Definitive map of areas not covered by the Better Broadband programme produced. Met with alternative solution providers to discuss alternative solutions	On track
15	Encourage mobile phone providers to improve mobile phone reception, including use of council-owned sites to improve coverage	Discussion with key contacts in major mobile phone providers to determine how reception can be improved	Economic Development	Q1 2017/18	Q2 2018/19	20	Signed NDA with Vodafone to enable sharing of coverage maps for the district	On track
16		Identify appropriate sites on council owned buildings to host masts to improve mobile phone coverage	Economic Development	Q1 2018/19	Q4 2018/19			Not started
17	Building a new leisure centre at Didcot	Negotiate terms for land acquisition for a new leisure centre in Didcot	Leisure	Q1 2016/17	Q2 2018/19	30	Expect to complete negotiations and secure site in early 2018. Thereafter the project build will be delivered by Leisure	On track
18	Building a new leisure centre at Didcot	Re-mobilise the design team once the land has been secured	Leisure	Q1 2018/19	Q4 2019/20	n/a	The land has not yet been secured. Leisure officers are working on identifying the facility mix	Not started
19	Planning for future leisure needs in the district	Procure update to leisure evidence base studies which takes account of the Local Plan 2033	Leisure	Q1 2016/17	Q3 2018/19	90	Leisure Strategy documents updated in line with Local Plan 2033 due to complete Dec 17	On track
20	Following adoption of the Local Plan and housing allocations, and agreement on facilities at the new Didcot leisure centre, considering the need for a new indoor leisure facility elsewhere in the district	Consider the need for a new indoor leisure facility in the district once agreement has been reached on facilities mix at Didcot leisure centres	Leisure	Q1 2016/17	Q1 2018/19	60	Leisure Strategy documents currently being updated will inform this work	On track
21	While recognising the challenges of changing local government finance we will maintain our strong financial position through innovation, efficiency and careful management.	Look to identify additional revenue streams in light of the planned changes in existing funding regime for LAs	CEO				Potential opportunities are being identified through the corporate services contract but no projects have commenced at this stage	Not started
22		Look to identify efficiencies through the unitary proposal	CEO				Unitary proposal is awaiting determination by Secretary of State	Not started
2 - Unlock the potential of Didcot								
23	Develop the Orchard Centre phase two to deliver excellent retail and leisure facilities and exemplar homes	Support Hammerson to develop Phase 2 of The Orchard Centre by April 2017	Housing Regeneration and Development	Q1 2016/17	Q4 2017/18	80	Please note the final plan did not include any housing. Centre due to open in December 2017, will be fully occupied by Spring 2018	On track
24	Regenerate the gateway to Didcot around the station to provide a landmark entrance to science vale	Include proposals to regenerate the gateway to Didcot within Didcot Garden Town Delivery Plan. Implement proposals in late 2017/early 2018	Housing Regeneration and Development	Q1 2018/19	Q4 2018/19	n/a	Won't actually be completed until Q2 2021/22	Not started
25	Attract infrastructure funding that enables traffic to flow through and around the town	Develop an infrastructure plan for Didcot Garden Town and use this to secure funding for the Northern Periferal Road Phase 3 and science bridge	Housing Regeneration and Development	Q2 2018/19	Q2 2018/19	n/a	Funding secured for Northern Peripheral Road. Likely completion date, Q3 2020/21, at the earliest. Funding for Science Bridge likely to depend on securing HIF bid	Not started
26		Secure funding to enable delivery of the Didcot Garden Town infrastructure plan over 5-15 years	Housing Regeneration and Development	Q1 2018/19	Q4 2018/19	n/a	Linked to securing HIF bid. Securing funding for DGT could be an annual process for the next 5-10 years	Not started

27	Create welcoming green neighbourhoods throughout the residential and business quarters	Progress Local Plan to adoption by 31 Dec 2018 that includes a policy on Didcot Garden Town	Planning Policy	Q1 2013/14	Q4 2018/2019	90	The Local Plan is being progressed in accordance with key milestones. The Local Plan is at Reg 19 (Publication stage), with the consultation ending at the end of November 2017. Submission is expected in January 2018, examination in spring 2018 and adoption by the end of 2018	On track
28		Create the new landscaped areas and green corridors included in the Didcot Garden Town Delivery Plan from September 2017	Housing Regeneration and Development	Q1 2018/19	Q4 2019/20	n/a	Linked to securing HIF bid and other necessary funding	Not started
29	Master plan the wider town centre to develop a transformational change programme that meets garden town objectives	Complete draft Didcot Town Delivery Plan by May 2017, for adoption by both Councils in October 2017	Housing Regeneration and Development	Q3 2016/17	Q3 2017/18	n/a	Delivery Plan complete and approved by Cabinet on 5/6 October 2017	Completed
30	Involve local residents in all aspects of the garden town initiative	Hold stakeholder events, public meetings and create an inter-active website to enable local residents to contribute to decisions	Housing Regeneration and Development	Q3 2016/17	Q3 2018/19	50	Community engaged as part of the Delivery Plan production process. Future involvement will likely be dependent upon the nature of the Governance structure to be put in place	Not started
3 - Homes and jobs for everyone								
31	Deliver the right balance of types and tenure of new homes to meet housing need and support economic growth	Progress Local Plan to adoption by 31 Dec 2018 that sets housing policy	Planning Policy	Q1 2013/14	Q4 2018/2019	90	The Local Plan is being progressed in accordance with key milestones. The Local Plan is at Reg 19 (Publication stage), with the consultation ending at the end of November 2017. Submission is expected in January 2018, examination in spring 2018 and adoption by the end of 2018	On track
32	Develop starter home and low cost home ownership initiatives	Work with HCA and developers to identify two suitable sites for starter homes within the district	Housing Regeneration and Development	Q1 2018/19		n/a	End date is in ten years time i.e. By end of stage 3 of the Housing Delivery Strategy Percentage complete is Zero, since it hasn't yet started	Not started
33	Ensure a good supply of affordable rented homes for those unable to buy	Achieve affordable housing targets, whereby 75% of affordable housing is for rent	Housing Regeneration and Development	Q1 2018/19		n/a	End date is in ten years time i.e. By end of stage 3 of the Housing Delivery Strategy, or such time as the policy target changes Percentage complete is Zero, since it hasn't yet started	Not started
34		Explore possible models for direct delivery of affordable rented accommodation, in partnership with commercial funders and developers	Housing Regeneration and Development	Q1 2018/19		n/a	End date is in ten years time i.e. By end of stage 3 of the Housing Delivery Strategy, or such time as the policy target changes Percentage complete is Zero, since it hasn't yet started	Not started
35	Promote self-build and custom build initiatives, and ensure that land is made available for this purpose	Progress Local Plan to adoption by 31 Dec 2018 that sets a policy on self-build and custom build	Planning Policy	Q1 2013/14	Q4 2018/2019	90	The Local Plan is being progressed in accordance with key milestones. The Local Plan is at Reg 19 (Publication stage), with the consultation ending at the end of November 2017. Submission is expected in January 2018, examination in spring 2018 and adoption by the end of 2018	On track
36	Encouraging exemplar housing design through our planning policies	Adopt Design Guide by 31 Dec 2016 to encourage exemplar housing design	Planning Development	Q1	Q3 2016/2017	100	Adopted	Completed
37	Working with developers and other partners to develop a protocol that will ensure high quality, sympathetic design across our district	Using the adopted Design Guide ensures high quality, sympathetic design.	Planning Development		Q4 2019/2020	50	Design guide in place and in use on an ongoing basis	On track
38	Strongly supporting the development of neighbourhood plans for our towns and villages	Provide a dedicated member of staff to assist town and parish councils to deliver their neighbourhood plans by offering professional expertise	Planning Policy	Q1	Q3 2016/2017	100	We have successfully recruited a full-time senior officer, a part-time officer and a part-time enquiries officer to support neighbourhood planning. We are working closely with VOWH officer to deliver a good neighbourhood planning service. We currently have 4 made plans and 38 in progress. From the plans in progress, 3 have recently passed referenda and 10 are close to submission	Completed

39		To continue to offer grant aid to to neighbourhood planning groups	Planning Policy	Q1	Q3 2016/2017	100	We provide a fixed one-off grant to any community group preparing neighbourhood plans. The amount available depends on the size of the community: Market Towns £15,000; Larger Villages £10,000 and Smaller and Other Villages £5,000. Cabinet agreed on 4 August 2017 to extend grant support to community groups revising made neighbourhood plans.	Completed
40	Undertaking comprehensive regeneration of Berinsfield	Produce a Berinsfield Community Investment Scheme proposal by May 2017	Housing Regeneration and Development	Q2 2016/17	Q1 2018/19		Achieving project goals will depend on securing a suitable agreement with the landowner. This has not yet been achieved and the landowners appointment of a land promoter has complicated matters	major issues
41		Obtain broad community support for any proposed development in Berinsfield as evidence by a survey	Housing Regeneration and Development	Q2 2016/17	Q3 2017/18	n/a	Community support confirmed, following positive residents survey	Completed
42		Secure the external funding needed to deliver the agreed investment scheme proposal	Housing Regeneration and Development	Q2 2017/18	Q1 2019/20		Although HCA have confirmed their support, in principle, this can't be formally approved/secured until an external funding agreement has been secured with the landowner - and the landowners appointment of a land promoter has complicated matters	major issues
43	Ensuring our environmental assets such as the Green Belt, the Chilterns AONB and Sites of Special Scientific Interest (SSSIs) are protected for future generations	Win 85% of planning appeals in the Green Belt, AONBs and SSSIs	Planning Development	Q1	Q4 2017/2018	70	Appeal decisions are made by Planning Inspectors. The national average success rate on all appeals is currently 66%. Our current performance in relation to these appeals is close to target	On track
44		Apply Biodiversity accounting to at least 80% of all major applications	Planning Development		Q4 2018/2019	50	We are now applying this to all major applications. However, this is not currently monitored or recorded so we will work to implement monitoring and record a full year from April 2018	On track
45	Directly undertaking development where we see market failure or a gap in provision, creating delivery vehicles as required	Explore models for direct delivery of affordable rented accommodation	Housing Regeneration and Development	Q1 2018/19	Q4 2018/19	n/a		Not started
46	Assisting households to remain in their homes through mediation and enforcement of their rights to occupy.	Meet agreed homelessness prevention targets as set out in the Housing service plan. Target is currently 936 a year	Housing Needs	Q1 2018/19	Q4 2018/19	n/a		Not started
47	Providing a holistic housing advice service, in partnership with other agencies, to maximise the housing options for all households	Meet agreed targets as set out in the KPIs for provision of advice to people seeking new homes through the Councils' Choice based lettings scheme. Target is to process new applicants through to entry on the register within 20 days	Housing Needs	Q1 2018/19	Q4 2018/19	n/a		Not started
48	Helping low income families to access affordable rented accommodation through deposit bonds, rent-in-advance loans and tenancy support	Meet agreed targets for delivery of these various forms of assistance as set out in the Housing service plan. Target is to nominate applicants for a specific property within 3 working days	Housing Needs	Q1 2018/19	Q4 2018/19	n/a		Not started
49	Ensuring a good supply of appropriate employment land across the district	Progress Local Plan to adoption by 31 Dec 2018 that will assist in identifying appropriate employment land	Planning Policy	Q1 2013/14	Q4 2018/2019	90	The Local Plan is being progressed in accordance with key milestones. The Local Plan is at Reg 19, with the consultation ending at the end of November 2017. Submission of the plan is expected in January 2018, examination in spring 2018 and adoption by the end of 2018	On track
50	Working with delivery partners to ensure a good supply of appropriate business premises for start-ups and small and medium enterprises	Deliver the actions identified in the business and innovation strategy to ensure a good supply of appropriate business premises for start-ups and SME businesses. Actions dated from 2017 to 2020	Economic Development	Q3 2017/18	Q4 2019/20	10	Building links with developers and business parks to look at opportunities for new business space to support start ups and SMEs, particularly in relation to Berinsfield and Didcot	On track

51	Ensuring that the skills needs of our employers are identified and that training programmes are in place to provide a skilled labour force	Deliver the actions identified in the business and innovation strategy to ensure that the skills needs of employers are identified and liaise with education providers to find appropriately skilled staff locally or supply the necessary training. Actions dated from 2017 to 2020	Economic Development	Q3 2017/18	Q4 2019/20	10	Building links with OAS at Culham and UTC at Didcot and future events planned in coming year	On track
52	Encouraging local apprenticeship and local workforce schemes that benefit our young people	Deliver the actions identified in the business and innovation strategy to encourage local apprenticeships and local workforce schemes for young people. Actions dated from 2017 to 2020	Economic Development	Q3 2017/18	Q4 2019/20	10	Skills workshop undertaken with Lord Williams School in Thame to promote digital skills and apprenticeships	On track
53	Supporting the Government's objective of achieving full employment	Deliver the actions identified in the business and innovation strategy to support the objective of reaching full employment. Actions dated from 2017 to 2020 including workshops to support businesses seeking specifically skilled staff.	Economic Development	Q3 2017/18	Q4 2019/20	10	Through links to education providers, officers are planning workshops with key sectors where there are skills issues	On track
4 - Build thriving communities								
54	Delivering new and ambitious air quality action plans to improve air quality across the district and specifically tackle poor air quality in Henley, Wallingford and Watlington	Adopt the Low emission strategy and complete two further actions in the air quality action plan	Environmental Protection	Q1 2016/17	Q4 2019/20		Air quality action plan work ongoing, unable to predict % complete due to reliance on a number of factors outside of Council control. The LES is going to Council on 23 November for adoption	On track
55	Working with partners as part of the South and Vale Community Safety Partnership (CSP) to deliver the CSP annual plan aimed at reducing crime, tackling anti-social behaviour and supporting vulnerable people.	As part of the South and Vale Community Safety Partnership (CSP), agree its annual plan by 31 July 2017.	Community Safety	Q1 2017/18	Q2 2017/18	n/a		Completed
56		A report on the CSP's performance in 2017/18 will be submitted to the Joint Scrutiny Committee in March 2018.	Community Safety	Q3 2017/18	Q4 2017/18			On track
57	Maintaining the number of people who say they feel safe during the day/at night	Maintain the number of people who say they feel safe walking alone in their community in daytime at a minimum of 97% as measured in the residents' survey	Community Safety	Q4 2017/18	Q1 2018/19	n/a	Measured by the Biennial residents survey, scheduled to be carried out in early 2018	Not started
58		Maintain the number of people who say they feel safe walking alone in their community at night at a minimum of 79% as measured in the residents' survey	Community Safety	Q4 2017/18	Q1 2018/19	n/a	Measured by the Biennial residents survey, scheduled to be carried out in early 2018	Not started
59	Continuing the annual South Oxfordshire deep clean programme	Achieve at least 80% customer satisfaction with cleanliness in the residents' survey	Waste	Q1 2016/17	Q4 2019/20	30	Ongoing, last residents survey was in 2015/16, satisfaction rating was 79%. The next survey is due in early 2018	On track
60	Increasing the recycling rate to 70 per cent and maintaining our position as one of the top 10 authorities for recycling	Stay in the top ten nationally for LA recycling rates by increasing recycling rate to at least 70%	Waste	Q1 2016/17	Q4 2019/20	30	Annual, 2015/16 position was 1st. The 2016/17 data will not be available until December 2017 but indications are that our recycling rate is falling and we are unlikely to achieve 70% by 2020. Although we are still on track to be in the top ten	major issues
61		Stay in the top five nationally for LA residual waste measured per kg per household	Waste	Q1 2016/17	Q4 2019/20	30	Annual, 2015/16 position was 2nd. The 2016/17 data will not be available until December 2017	On track
62		Maintain an average annual contamination rate of 7% or below	Waste	Q1 2016/17	Q4 2019/20	30	The 2016/17 average rate was 9.46. The 2017/18 average rate so far is 7.53 %	minor issues
63	Increasing the number of people using leisure centres	Refurbish swimming pool changing rooms at Thame sports centres to make them more welcoming to new users	Leisure	Q4 2016/17	Q2 2017/18	n/a	Completed and in use	Completed

64		Swim campaign to increase participation in swimming - increase total visits by 1%	Participation	Q1 2016/17	Q1 2016/17	n/a	Overall swimming visits from 2015 - 2016 increased by 7% from 384,941 to 413,979 visits	Completed
65		Swim campaign to increase participation in swimming - increase activity visits by 1%	Participation	Q4 2016/17	Q4 2016/17	n/a	Overall swimming visits from 2016 - 2017 increased by 1% from 413,979 to 419,106 visits	Completed
66		Refurbish the squash courts at Henley Leisure Centre	Leisure	Q1 2016/17	Q1 2016/17	n/a	Completed and in use	Completed
67	Supporting the government drive to increase sport and activity in schools	Deliver 9 sportivate sessions to 14-25 year olds in schools across the district	Participation	Q1 2016/17	Q4 2016/17	n/a		Completed
68	Working with Sustrans to improve provision of cycle routes in the district	Work with Sustrans to identify where there are gaps in the provision of cycle routes and how the council could support improvements	Policy & Partnerships	Q1 2017/18	Q4 2019/20	10	Progress subject to capacity	minor issues
69	Piloting the introduction of a cycle hire scheme in one of our market towns	Work in partnership with key partners, including commercial ventures, to look at feasibility of introduction of a scheme in Henley	Policy & Partnerships	Q1 2016/17	Q4 2019/20	n/a	Discussion with a commercial provider who has subsequently provided a commercial scheme in Henley	Completed
70	Increasing participation in activity and sport to improve health	Run Go Active Gold activities in selected Year 2 villages	Participation	Q4 2016/17	Q3 2017/18	n/a	Delivered in excess of targeted villages that expressed an interest to engage in the programme	Completed
71		Run 10 Active Women activities across the district	Participation	Q1 2016/17	Q4 2016/17	n/a		Completed
72		Deliver 9 sportivate sessions to 14-25 year olds across the district	Participation	Q1 2016/17	Q4 2016/17	n/a		Completed
73	Introduce individual councillor budgets through which councillors can support small community projects in their area	Introduce a grants scheme for councillors to support community projects that benefit residents in their ward	Grants	Q1 2017/18	Q2 2017/18	n/a	The new councillor grant scheme opened in June 2017	Completed
74	Consider the business case for introducing a local lottery scheme to fund community projects	Introduce local lottery scheme and first tickets sold	Policy & Partnerships	Q3 2016/17	Q1 2018/19	30	Growth bid agreed, services of external lottery manager procured and licensing applications submitted. Current Gambling Commission turnaround on licence is 16 weeks. Expected launch to local groups in February 2018, first draw end April 2018	On track
75	Provide additional support to voluntary and community groups to help them to find the volunteers they need, and provide vital services to residents, including a website to link potential volunteers with volunteering opportunities.	Introduce an IT solution which helps volunteers to find suitable volunteering opportunities	Policy & Partnerships	Q3 2016/17	Q4 2017/18	10	Some work carried out to date on possible options - further progress subject to recruitment to a new Volunteering Development Officer post - interviews w/c 20 November	minor issues
76	Increase the number of people volunteering in the district by 3%	Promote volunteering through local businesses, schools and other voluntary sector events by carrying out a marketing campaign	Policy & Partnerships	Q3 2016/17	Q4 2019/20	10	Work subject to recruitment to a new Volunteering Development Officer post - interviews w/c 20 November	minor issues
77		Produce an action plan to increase the number of volunteers in the district by 3%	Policy & Partnerships	Q3 2016/17	Q4 2017/18	10	Consultation with voluntary and community groups completed, action plan awaiting recruitment to a new Volunteering Development Officer post - interviews w/c 20 November. In the meantime we have been proactive in publicising volunteering opportunities to residents' and staff	minor issues
78	Promote, create and support volunteer roles and opportunities for sports volunteering within the local community	Introduce a new grant scheme to help fund the costs of becoming a volunteer	Policy & Partnerships	Q3 2016/17	Q4 2017/18	10	Work subject to recruitment to a new Volunteering Development Officer post - interviews w/c 20 November	minor issues
79	Support rural communities with maintaining their transport links by working with bus operators to look at options to continue some of the bus services previously supported directly by Oxfordshire County Council	Commission a feasibility study on options to support communities who have lost their last bus service to maintain links to key services subject to budget being available	Policy & Partnerships	Q3 2016/17	Q4 2017/18	10	Some work has been carried out to understand the position in the district, and discussion undertaken with OCC and local bus operators, to specify what's required. The timeline has slipped from original plan due to staff capacity	minor issues
80	Investigate opportunities for increasing the role of parish councils in hypertocal issues.	Include proposals for greater delegation to town & parish councils as part of the Unitary proposal submitted to government	CEO				Unitary proposal is awaiting determination by Secretary of State.	Not started

5 - Services that reflect residents' needs								
81	Maintain high levels of resident satisfaction with the Council and with key services such as waste and cleanliness	Maintain or improve the level of satisfaction with waste collections results in the residents' survey. Baseline of 87% from the 2015 residents' survey	Waste	Q1 2016/17	Q4 2019/20	30	Ongoing, last residents survey was in 2015/16, satisfaction rating was 87%. The next survey is due in early 2018	On track
82		Carry out the biennial residents survey, disseminate results and prepare an action plan for improvement	Policy & Partnerships	Q3 2017/18	Q4 2017/18	10	Survey due to take place in early 2018	On track
83	Engage with residents on issues, services or projects which affect them, and consider their views in making decisions	Agree a public engagement strategy which reflects national guidance and customer needs	Policy & Partnerships	Q3 2016/17	Q4 2016/17	n/a	Strategy polished on 'have your say' section of the council's website	Completed
84		Introduce new consultation software that improves the customer experience and makes it easier to respond to planning consultations	Policy & Partnerships	Q3 2016/17	Q4 2016/17	n/a	SMART survey in use corporately except for selected Planning consultations	Completed
85	Maintain a close dialogue with town and parish councils in order to understand the issues they face and where possible work with them to find solutions	Invite parish councils to submit ideas for discussion at the twice yearly town and parish forums	Policy & Partnerships	Q1 2016/17	Q4 2019/20	n/a	We do this routinely for each Forum - very little feedback is received	On track
86		Support to carry out CLPs where requested	Policy & Partnerships	Q1 2016/17	Q4 2019/20	n/a	Very few communities are seeking support to do a Community Led Plan at present - no requests for support in South currently	On track
87	Create two parish and town forums a year so that parishes can be a part of the District's work	Hold town and parish forums in Summer and Autumn of each year, using a variety of venues to encourage parishes who do not routinely attend to participate	Policy & Partnerships	Q1 2016/17	Q4 2019/20	n/a	2 Forums held per year in Summer and Autumn	Completed
88	Hold a Parish Councils briefing before each Budget	Hold an annual budget briefing for town & parish councils in line with timescales agreed by the Leader and Cabinet Member for Finance	Policy & Partnerships	Q1 2016/17	Q4 2019/20	10	No briefing held to date	Not started
89	Work to broaden understanding of public opportunities to contribute to Council's meetings	Produce a dedicated website page explaining opportunities for public participation at council meetings by December 2017	Democratic Services			n/a		Not started
90	Support the democratic process through innovative IT solutions as part of the new IT Strategy.	Provide a comprehensive public GIS, with industry standard interface, by end November 2016.	IT Applications			n/a		Completed
6 - Be tough on enforcement								
91	Achieving an overall reduction in enforcement intervention through increased engagement with developers at all stages of the planning process	Using baseline 2015/16 data, reduce our annual expediency decision case numbers by 5% between 1 April 2016 and 31 March 2018	Planning Development	Q1 2016/17	Q4 2017/2018	70	The enforcement team are actively working with developers, land owners and parish councils to ensure that development complies with the permissions granted. Trend data will be produced next quarter	On track
92		Using 2017/18 baseline data, reduce our annual expediency decision case numbers by 3% between April 2018 and Mar 2020	Planning Development	Q1 2016/17	Q4 2017/2018	70	The enforcement team are actively working with developers, land owners and parish councils to ensure that development complies with the permissions granted. Trend data will be produced next quarter	On track
93	Offering support and guidance to applicants throughout the planning process in order to mitigate breaches of planning control that might otherwise lead to enforcement action.	Using 2015/16 baseline data, increase the number of voluntary compliance outcomes by 5% between 1 April 2016 and 31 March 18	Planning Development	Q1 2016/17	Q4 2017/2018	70	The enforcement team are actively working with developers, land owners and parish councils to ensure that development complies with the permissions granted. Trend data will be produced next quarter	On track
94		Using 2017/18 baseline data, increase the number of voluntary compliance outcomes by 3% between April 2018 and March 2020.	Planning Development	Q1 2016/17	Q4 2017/2018	70	The enforcement team are actively working with developers, land owners and parish councils to ensure that development complies with the permissions granted. Trend data will be produced next quarter	On track

95	Through a risk based inspection and enforcement programme we will ensure that food businesses comply with food safety legislation	Complete 100% of the annual inspection programme of food business	Food and Safety	Q1 2017/18	Q4 2017/18	60	At the end of October, 60% of the food hygiene inspections due in 2017/18 have been completed	On track
96	96 per cent of businesses will be broadly compliant by 2020	Participate in the FSA communication 4 Compliance pilot aimed at increasing the compliant rate to 96% by 2020	Food and Safety	Q1 2017/18	Q4 2019/20	20	We have taken part in the compliance trial and our percentage of broadly compliant premises has increased to 94%	On track
97		Monitor the results of the communication pilot against our in house letters with a view to ensuring 96% of businesses are broadly compliance by 2020.	Food and Safety	Q1 2017/18	Q4 2019/20	20	We have taken part in the compliance trial and our percentage of broadly compliant premises has increased to 94%	On track
98	Achieve a year on year reduction in the number of fly tips in the district	A reduction of number of flytips compared to last year's total of 481	Environmental Protection	Q1 2017/18	Q4 2017/18	50	Identifying slight increases in flytip numbers for 2017/2018. Possible links to charging at Waste disposals sites across Oxfordshire/Reading. Public seem confused with this process	minor issues
99		Number of reported flytips is below the rural Oxfordshire average	Environmental Protection	Q1 2017/18	Q4 2017/18	50	The rural Oxfordshire average is 41. South's current average is 54	minor issues
100		Our enforcement performance on flytipping exceeds the rural Oxfordshire average	Environmental Protection	Q1 2017/18	Q4 2017/18	50	This is based on the ratio of enforcement against the number of flytips. The rural oxfordshire Average is 1.5 Souths is 2.1	On track
101	Clear 90 per cent of fly tips from high intensity areas within 12 hours	90% of flytips removed from high intensity areas within 12 hours	Waste	Q1 2016/17	Q4 2019/20	30	Annual, 2017/18 figure is currently 95.59%	On track
102	Implement the issuing of FPNs for dog fouling and litter by the council's environmental wardens in Henley, Wallingford, Watlington, Thame and Didcot town centres	EP littering and dog fouling enforcement 0.5 post subject to funding being available	Environmental Protection	Q1 2017/18	Q4 2017/18	n/a	This is a PCSO function in TVP. 2018/19 The council do not have their own enforcement officers for this work. There is a growth bid submitted for 2018/19 to employ an officer	Not started

Scrutiny Committee



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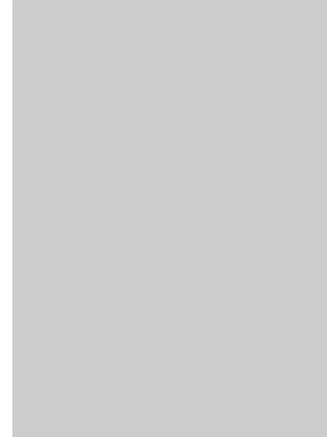
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To: Scrutiny Committee

DATE: 28 November 2017



Housing Delivery Update

Recommendation

Scrutiny Committee to note the contents of the report and feedback any comments to the Cabinet Member for Planning.

Purpose of Report

1. This report has been produced to monitor the progress of housing delivery. It sets our housing delivery performance since 2011, looking at total completions, affordable housing and delivery of Local Plan 2011 and Core Strategy strategic housing sites.
2. The report will also explore how the Joint Housing Delivery Strategy (JHDS) compliments the emerging Local Plan 2011-2033 and how it will contribute to the district's build rate.
3. Lastly, it will give a brief explanation of the Five-Year Housing Land Supply (FYHLS) and the expected timing of production of the Authority Monitoring report (AMR) and its contents.

Strategic Objectives

4. Our strategic objective is Homes and jobs for everyone which seeks to deliver the right balance of housing including affordable housing.

Background

5. The emerging Local Plan 2011-2033 set outs a housing requirement of 17,050 dwellings (775 dwellings per annum), which is required over the plan period to meet our objectively assessed housing need as identified within the Oxfordshire Strategic Housing Market

Assessment 2014 (SHMA). The level of housing need reflects the focus of economic growth in the district ensuring there is sufficient housing to meet growth of residents in employment.

Detail

Annual Housing Delivery

6. Our annual Objectively Assessed Need (OAN) as set out in the SHMA published in April 2014 indicates we should provide between 725-825 dwellings per annum over the emerging Local Plan period 2011-33. The midpoint of this range is used by planning appeal inspectors where there is no up to date adopted plan and local plan examinations within Oxfordshire have tested the use of the midpoint and been found sound.
7. The table below shows the net number of dwellings delivered, between 01/04/11 to 31/03/17, against the annual target and the housing shortfall as at 31/03/17. It also shows the net gain of homes expected from permissions given in the planning year, though it is unlikely that sites permitted will be built out in the planning year they are given permission. Generally, you would expect that the larger the site, the longer the lead in time for construction to start, however this is dependent on a number of factors.

Table 1: Annual housing delivered; 2011 to 2017

South Oxfordshire	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Annual completions	508	475	484	600	608	722	3397
Target	775	775	775	775	775	775	4650
Difference	-267	-300	-291	-175	-167	-53	-1253
Homes permitted	158	214	163	428	1961	1901	4825

8. It has been found that the annual completion figures recorded by the planning department vary from Council tax records, and from the Department of Communities and Local Government (DCLG) regarding new builds. The reason for this is mainly due to different methods of collecting data on completions. DCLG collect data on new build completions from Local Authority and private building inspectors, on a quarterly basis, relying on inspection certificates. Using this method there is a risk of missing dwellings, as developers will not always seek a certificate, and it can be delayed. This method assumes a dwelling is complete when they are ready for occupation. It should be borne in mind that this data relates only to new builds, and will therefore be lower than net additional dwelling figures in any case.
9. Council tax figures show a different net increase, which may be because the Council Tax team will only register a property once the Valuation Office Agency (VOA) have been notified of a completion, and banded the property. The completions attributed by Council tax will most likely lag some way behind other sets of data for this reason. A dwelling will only become banded once it is ready for occupation.
10. The planning team go out on sites to determine the number of completions, as this is the most thorough and accurate method available, and consider a building complete if it is watertight. (This means that it must have a roof, window and doors.)

Affordable Housing

11. The SHMA considered the provision of affordable housing within the district and determined that to meet the required need, 331 new affordable housing units are required every year for the period 2013 to 2031. To address this need, policy CSH3 in the adopted Core Strategy states that for housing developments providing a net gain of 3 or more dwellings the council will seek 40 per cent provision of affordable housing, subject to viability. Policy H9 in the emerging Local Plan seeks 40 per cent provision on sites of 11 dwellings or more, again subject to viability. This corresponds to changes made in March 2015 in the National Planning Policy Framework that states contributions to affordable housing should only be sought on developments of 11 dwellings or more. The table below provides the annual delivery rate of affordable dwellings, against the number of dwellings delivered countable according to the relevant policy in place.

Table 2: Delivery of affordable housing

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Average
Total dwelling completions	508	475	484	600	608	722	566
Dwellings delivered-developments of 3 or more dwellings	471	415	449	559			473.5
Dwellings delivered-developments of 11 or more dwellings					363	548	455.5
Increase in affordable dwellings (renting and shared ownership)	194	143	187	114	180	172	165
% of affordable housing from eligible developments, according to policy (target 40%)	41.2	34.5	41.6	20.4	49.6	31.4	36.4

Update on Strategic Allocations

12. Below is a table outlining the status of strategic housing allocations in the Core Strategy and South Oxfordshire Local Plan 2011.

13. Overall, although only one site is under-construction and two are now progressing, the other sites have been slow, but we are working with site developers to bring these developments forward.

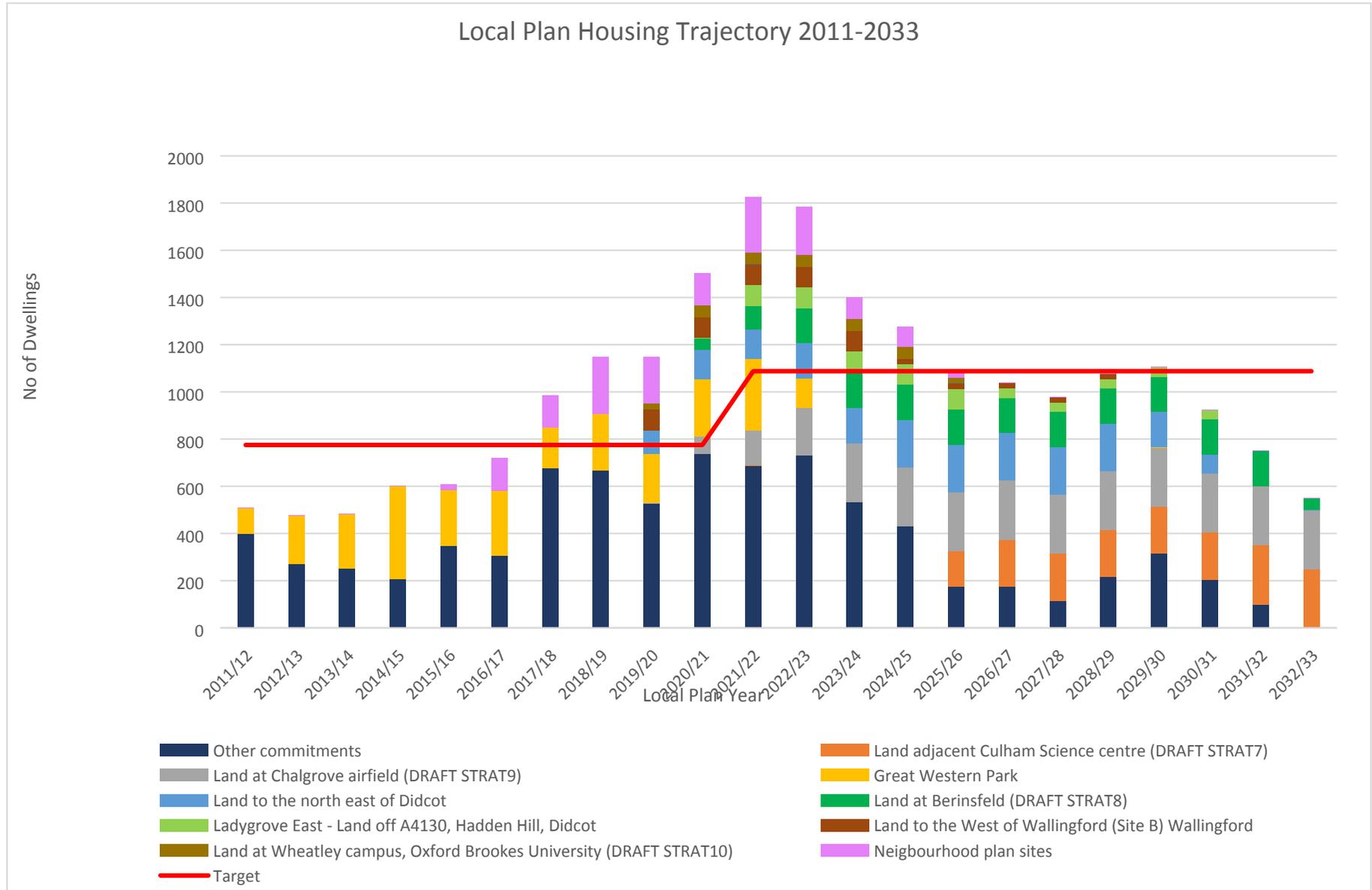
Table 3: Progress of allocated housing sites

Site	Site Allocation	Net Homes	Officer Comments
Former Carmel College Mongewell Park Mongewell Oxon OX10 8BU	SOLP 2011	166	Full permission given on 21/03/16. Development not started as of 31/03/17.
Great Western Park (South Oxfordshire site only)	Core Strategy	2736	Site is under Construction. 1449 built with 1287 left to construct (as of 31/03/17).
Ladygrove East - Land off A4130, Hadden Hill, Didcot	Core Strategy	642	Resolution to approve 18/05/06. No progress on S106. Needs new site plan.
Land to the West of Wallingford (Site B) Wallingford	Core Strategy	555	Outline approved 04/10/17.
Orchard centre phase II	Core Strategy	300	No application. Not expected to commence until 2028/29.
Vauxhall Barracks	Core Strategy	300	No application. Not expected to commence until 2028/29.
Land to the north east of Didcot	Core Strategy	1880	Outline application approved. Awaiting reserved matters application which is expected in early 2018.

Emerging Local Plan Trajectory

14. The Graph below represents the projected housing delivery for our district over the emerging Local Plan period 2011-2033. This includes the potential unmet housing need from Oxford City, shown by the increased target after 2020/21 supplied by the emerging Local Plan allocations. Projected housing delivery over the whole plan period shows how the council will meet its OAN. The graph is stacked to show the contribution from the emerging Local Plan strategic allocations, developments of 500 dwellings or more, and made neighbourhood plans.

Figure 1: Emerging Local Plan stacked trajectory graph



The table below shows the projected trajectory for sites delivery 500 dwellings or more.

Table 4: Sites trajectories (including 500+ dwellings)

Site	Net number of homes	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	Beyond
Land adjacent Culham Science centre (DRAFT STRAT7)	3,500									150	200	200	200	200	200	250	250	1,850
Land at Chalgrove airfield (DRAFT STRAT9)	3,000				75	150	200	250	250	250	250	250	250	250	250	250	250	75
Great Western Park	2,736	172	239	210	240	302	124											
Land to the north east of Didcot	1,880			100	125	125	150	150	200	200	200	200	200	150	80			
Land at Berinsfeld (DRAFT STRAT8)	1,700				50	100	150	150	150	150	150	150	150	150	150	150	50	
Ladygrove East - Land off A4130, Hadden Hill, Didcot	642					88	88	88	88	88	42	40	40	40	40			
Land to the West of Wallingford (Site B) Wallingford	555			88	88	88	88	88	23	23	23	23	23					
Land at Wheatley campus, Oxford Brookes University (DRAFT STRAT 10)	300		25	50	50	50	50	50	25									
Totals	14,313	172	264	448	628	903	850	776	736	861	865	863	863	790	720	650	550	1,925

Housing Delivery Strategy

15. The council faces a significant challenge in meeting its objectively assessed housing need. Thus, a Joint Housing Delivery Strategy has been developed to help increase the housing delivery rate from that achieved since 2011 (the first six years) to meet its overall target. The Draft Joint Housing Delivery Strategy, which has recently finished public consultation will work alongside our Local Plan to guide the development that is required. It looks to identify how the challenge can be met and ensure that local communities benefit from new housing.
16. As the Draft Housing Delivery Strategy states, its focus is not just about delivering the required number of homes, but ensuring that the homes provided are of “high quality and deliver a wide range of tenure options, in the right places, to support planned economic growth and ensure that vulnerable people have access to homes that enable them to live independently”. It identifies the council’s role as being a ‘housing delivery enabler’, working closely with the homes and community agency (HCA), land owners and developers to secure sites, develop masterplans and secure funding. The strategy also identifies that the level of private investment in new housing delivery will need to be increased whilst also increasing the level of public sector expenditure, principally in infrastructure.
17. The plan covers a ten year period from 2018-2028, which has been segmented into three timeframes. In years 1-3 the strategy includes:
 - Building the council’s capacity to develop a ‘housing enabler’ role.
 - Completing work on the local plan framework for housing delivery.
 - Working with developers to unblock obstacles on large development sites.
 - Producing proposals for council acquisition of land or investment or investment in development.
 - Developing a checklist to consider the tenure balance on new development sites
 - Reviewing the strategy at the end of year to determine whether changes need to be made
18. Years 4-6 will
 - Introduce Infrastructure dependencies mapping as part of the ‘housing delivery enabler’ role.
 - Diversifying housing delivery mechanisms.
 - Generating opportunities for Local Authority investment in land and development.
 - Reviewing progress at the end of year six and updating where required.
19. It is expected that by the end of year 6 the council will have fully developed its ‘housing delivery enabler’ role. Years 7-10 will then involve
 - Driving forward housing through the ‘housing delivery enabler’ role.
 - Delivering new residential communities, including affordable housing and extra care facilities.

- Evaluate the impact of the previous activities and outcomes over the ten years to inform the development of a new 10-year development strategy.

20. The Draft Housing Delivery Strategy will therefore directly contribute to the build rate in five main ways.

1. Through forward planning of housing delivery, it will ensure that there are sufficient developments in progress to maintain an adequate housing supply.
2. Through improving the development management and planning processes the delivery strategy seeks to reduce the time it takes a development to go through the planning process, and start construction.
3. By coordinating infrastructure investment to prevent delays in sites being developed due to inadequate services.
4. Increasing the diversity of housing delivery by seeking out new development partners and looking to support small housebuilders and the custom and self-build sector. Creating a more competitive environment and encouraging new sources of housing supply should increase housing delivery.
5. Exploring the scope for direct Local Authority investment in land and development, which will ensure that there is sufficient capacity to maintain an adequate housing supply.

21. These methods working alongside the development principles set out in the emerging Local Plan 2011-2033 aim to enable us to meet our housing target.

Five Year Housing Land Supply and the Annual Monitoring Report

22. The council is required to demonstrate a five-year housing land supply to boost significantly the supply of housing, as set out in National Planning Policy Framework (paragraph 47). This includes identifying and updating annually a supply of specific deliverable sites sufficient to provide five years' worth of housing against housing requirements with an additional buffer of either 5% or 20%. The council produced a FYHLS statement in May 2017 which demonstrated a 4.1 year supply. It can be accessed via the council's website, or via this [link](#).

23. The council also has a duty to produce an authority monitoring report (AMR), The Town and Country Planning Regulations 2012 stipulate that the AMR must include information relating to Local Plan preparation, the Duty to Cooperate, neighbourhood plan development, and show how the implementation of Local Plan policies is progressing. The AMR will have a significant focus on annual housing figures, as this is a major focus in the adopted and emerging Local Plans. The council recently published the 2016/17 AMR on its website, which is available from this [link](#). Previous AMR's are also available from the council's website, or by following this [link](#).

Conclusion

24. This report shows that development and expected adoption of the emerging Local Plan will have a positive impact on housing delivery. This will help us maintain and increase housing delivery rates.

Schedule for Scrutiny Committees 2017/18

(further items to be added to schedule as required)

Meeting date	Council	Agenda items	Purpose of Report	Cabinet members	Report Author	Head of Service	Strategic Lead
Thurs 30 Nov	Vale	Corporate Delivery Plan – progress review	To scrutinise progress against the Corporate Delivery Plan	Matthew Barber	Sally Truman	Adrianna Partridge	
		Oxfordshire Spatial Plan		Matthew Barber		Andrew Down	
		Planning procedures	To consider whether the new Planning Committee procedures achieve the intended objectives	Roger Cox	Emily Hamerton	Adrian Duffield	
Tues 5 Dec	Joint						
Thurs 14 Dec	Vale	Slippage of Development and Housing capital schemes	To consider the reasons for the delay in implementing Development and Housing capital schemes and the steps being taken to address this matter	Elaine Ware	Gerry Brough	Gerry Brough	
		Housing delivery update	To monitor build rates as part of monitoring and contingency responsibilities of the Local Plan Part 1	Roger Cox	Clare Roberts/ Andrew Maxted	Adrian Duffield	

Tues 23 Jan	South	“Ask the Leader” CIL spending strategy	The Leader to answer members’ and the public’s questions To consider the draft strategy and comment on/make recommendations to Cabinet	John Cotton John Cotton	 Cathie Scotting	 Adrian Duffield	
Thurs 25 Jan	Vale	“Ask the Leader” Houses that people can afford Partnership grants	The Leader to answer members’ and the public’s questions To consider what is being done/could be done to increase the number of houses for rent or sale that are truly affordable to the average working family or person To consider the criteria for grant funding organisations	Matthew Barber Roger Cox/Elaine Ware Elaine Ware	 Gerry Brough/Helen Novelle Jayne Bolton	 Adrian Duffield/Gerry Brough Adrianna Partridge	
Tues 6 Feb	South	Review of Final Draft Budget	To consider and comment on the draft budget prior to its consideration by Council	Jane Murphy	William Jacobs	William Jacobs	
Thurs 8 Feb	Vale	Review of Final Draft Budget	To consider and comment on the draft budget prior to its consideration by Council	Robert Sharp	William Jacobs	William Jacobs	

Tues 6 March	Joint	Community Safety Partnership Annual Report	To update the committee on the progress that the South and Vale Community Safety Partnership (CSP) is making to reduce crime and the fear of crime	Elizabeth Gillespie/Eric Batts	Liz Hayden	Margaret Reed	
		Spend on commuted housing sums	To receive an annual report on the status of commuted sum payments received and expenditure to date, including measurable Key Performance Indicators.	Lynn Lloyd/ Elaine Ware	Helen Novelle	Gerry Brough	
		Review of Communications Strategy	To monitor the effects of the Joint Communications Strategy	John Cotton/Matthew Barber	Andy Roberts/Jayne Bolton	Adrianna Partridge	
Tues 27 March	South						
Thurs 29 March	Vale						
Tues 29 May	South						
Thurs 31 May	Vale						

Potential items for future meetings (date to be determined):

For Joint Scrutiny

- Unitary process
- Science Vale Marketing campaign (first meeting of 2018/19 Municipal year) To receive an annual monitoring report on the success of the campaign (Mike Murray/ Robert Simister, Joy Kellaway, Gerry Brough)

For Vale Scrutiny

Items for future South Scrutiny Committee (date to be determined):

- Planning appeals

The Cabinet work programmes can be accessed via the following links:

South

<http://democratic.southoxon.gov.uk/mgListPlans.aspx?RPId=121&RD=0>

Vale

<http://democratic.whitehorsedc.gov.uk/mgListPlans.aspx?RPId=507&RD=0>

Meeting Start times: Joint: 6:30; South: 6:30; Vale: 7.00; SCP: tbc

Scrutiny Work Item Preparation

Members are invited to consider the following headings for future agenda items

Item name

Date of report to Committee

What do we want to know about? What topics should the report provider include in their report to Scrutiny?

Who to invite to Committee? (Cabinet member(s) and Head(s) of Service). Anyone from outside agencies?