

Cabinet

Tuesday, 21 April 2026

ADDENDA

4. Questions from County Councillors (Pages 5 - 8)

Questions and answers attached

5. Petitions and Public Address (Pages 9 - 10)

List of speakers attached.

6. Appointments

There are no appointments to report to this meeting.

7. Reports from Scrutiny Committees (Pages 11 - 16)

Recommendations from the Performance and Corporate Services Overview Scrutiny Committee on the following reports are attached:

- a) Devolution Update – Thames Valley Strategic Authority
- b) Community Asset Transfer and Community Leasing Policy

9. Oxford Congestion Charge Investment Plan (Pages 17 - 68)

The following amended recommendations will be moved by Councillor Andrew Gant:-

Cabinet is RECOMMENDED to approve:-

1. A discounted £3 combined parking and bus fare product (Option B in annex 3) by 1 June 2026 (or as soon as practically possible thereafter) running until 31st Dec 2026, with the implementation plan to be delegated to director for Environment & Highways in consultation with Cabinet member for Transport Management. Including the updating of the council's Fees and Charges for 2026/27 as appropriate.
2. Part 2 as set out in para 23, but with any funding realised by (1) invested in active travel expenditure

3. That the allocation of i) any remaining surplus (including any available reserve) and ii) the apportionment of the “Active travel infrastructure” allocation to specific projects will be made by the Cabinet Member for Transport Management, at a future public Cabinet Member Decisions meeting.
4. Ask officers to bring forward feasibility assessments and (where appropriate) costed proposals including:
 - (i) Funding or part-funding designs to improve pedestrian safety at the Abingdon Road/Weirs Lane junction, the Banbury Road/Marston Ferry Road junction and the junctions of London Place with Morrell Avenue/St Clements and Marston Road/Headington Hill;
 - (ii) Funding or part-funding the provision of secure cycle storage at some Park & Ride sites, railway stations, on street and/or schools;
 - (iii) Funding or part-funding side road entry treatments on London Road, Cowley Road and/or other radial routes;
 - (iv) Funding a limited trial of subsidised bus season tickets for residents in Kidlington, Wheatley and/or other communities;
 - (v) Funding or part-funding improved active travel infrastructure to deal with 'missing links' in the active travel network as already identified in LCWIPs or the Strategic Active Travel Network;
 - (vi) Funding or part-funding additional on-street parking for hire bikes and e-scooters and/or bike hangars;
 - (vii) Funding or part-funding design work for a direct bus link from North Way to the Headington hospital sites.

14. Updates to the Parking Standards for New Developments (Pages 69 - 98)

Amended Annex 1 attached

17. Forward Plan and Future Business (Pages 99 - 104)

There are no updates to be reported to this meeting.

CABINET – 21 APRIL 2026

ITEM 4 – QUESTIONS FROM COUNTY COUNCILLORS

Questions are listed in the order in which they were received. Should any questioner not have received an answer in that time , a written answer will be provided.

<p>1. COUNCILLOR SAJ MALIK</p> <p><u>Agenda Item 17: Forward Plan and Future Business</u></p> <p>Neither the existing published OCC forward plan (which lists proposals as far away as Spring 2027), nor the forward plan update published as part of agenda item 17 for this meeting, lists the ZEZ expansion consultation as a forward agenda item - despite the ZEZ website itself stating that further consultation and engagement would take place from "Spring 2026" onwards.</p> <p>In the name of transparency, therefore, can Councillor Gant please provide me with his current estimated timeline for OCC's</p>	<p>COUNCILLOR ANDREW GANT, CABINET MEMBER FOR TRANSPORT MANAGEMENT</p> <p>There is currently no timeline for the launch of the ZEZ expansion consultation. Technical work is ongoing. Officers, in consultation with Cabinet Members, will need to consider the outcomes of the technical work before scheduling a consultation.</p>
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<p>launch of its ZEZ expansion consultation. Specifically: approximately on what day / month is Oxford's ZEZ expansion consultation currently scheduled to go live?</p>	
<p>2. COUNCILLOR JAMES FRY</p> <p><u>Agenda Item 9: Oxford Congestion Charge Investment Plan</u></p> <p>The preferred proposals raise many questions. Here I present just one of the possible questions.</p> <p>What, besides the hope of less congestion, does this offer residents of the city who do not work for the NHS or schools? Where are the cheap or free family bus passes for families with the lowest incomes? The City Council successfully targets Council Tax Reductions towards the poorest families using HMRC data, including Universal Credit and other benefits. Couldn't the County use a similar methodology to make bus travel for low income families in the city cheaper than the</p>	<p>COUNCILLOR ANDREW GANT, CABINET MEMBER FOR TRANSPORT MANAGEMENT</p> <p>The congestion charge is designed to achieve one main outcome - to reduce car traffic in the city. The investment plan supports that objective by prioritising schemes with the largest potential to change travel behaviour.</p> <p>If car traffic is reduced, all residents of Oxford (but particularly the 45% of households without access to car in the lowest income areas of the city) will feel the benefits: faster, more reliable and more comprehensive buses; safer walking and cycling conditions; less congestion; cleaner air, and so on. The bus service improvements resulting from the congestion charge have been almost exclusively in Oxford.</p> <p>No-one is forced to pay the congestion charge; and most of the city is accessible without passing a charging point, and residents of Oxford can drive through the congestion charging points on up to 100 days a year free of charge.</p> <p>Residents of Oxford already have a broader range of lower-cost travel options than residents living outside the city. Bus journeys are shorter, and therefore cheaper. Under 19s can travel anywhere in the city for £1 on Go Ahead buses. Adult season tickets are available from £2 per day. Walking or cycling is an option for many and is effectively free of charge.</p>

<p>alternative of driving and paying the congestion charge? Can we please see the effect of modelling such a scheme as one of the options?</p>	<p>Unfortunately, offering free or heavily discounted bus travel for low income groups entirely would likely be unaffordable from congestion charge income, particularly if it were offered beyond Oxford or countywide, and the traffic reduction benefits far less perceptible, because the scheme would not be targeting peak-time car commuting as effectively.</p>
<p>3. COUNCILLOR JAMES FRY</p> <p><u>Agenda Item 14: Updates to the Parking Standards for New Developments</u></p> <p>Car-Free development means that no car parking spaces are provided within the development site, other than those reserved for disabled people and car clubs. Will parking provision also be provided for the carers visiting disabled residents?</p> <p>It is proposed to halve the present requirement of double the LTN 1/20 cycle parking provision, of 2 spaces per bedroom, to just the LTN 1/20 requirements, i.e., 1 space per bedroom. It would be good to see the evidence that drove the Council to adopt such high provision, but it seems drastic suddenly to halve the required</p>	<p>COUNCILLOR JUDY ROBERTS, CABINET MEMBER FOR PLACE, ENVIRONMENT AND CLIMATE ACTION</p> <p>Parking provisions are to be provided for people with impaired mobility in accordance with relevant current legislation. This is confirmed within the Tables of Annex 1 of the report. Such parking provisions will be required to be provided for as part of a development site's master plan as it is developed i.e. new developments will need to find creative solutions to provide access for a range of non-resident parking needs including taxi drop offs, emergency service access, deliveries, and carers as well as other visitors.</p> <p>The residential cycle parking standards have been revised to bring them into full alignment with the Department for Transport's (DfT) national guidance, Local Transport Note 1/20 (LTN 1/20). This revision is proposed from constructive feedback received from local planning authorities and the development industry, where it has been identified the existing residential cycle parking standards are significantly higher than the national guidance. This has resulted in development sites having over-provisions of cycle parking on land that could have used for other purposes such as amenity / landscaped areas instead.</p> <p>For example, the existing cycle parking standards requires 2 spaces per bedroom, which means for a 4-bedroom house a house plot must provide 8 spaces. If 1.5 spaces per bedroom was required instead a 4-bedroom house would still need to provide 6 spaces on plot. Whereas LTN 1/20 requires 1 space per bedroom and is the national standard. This update is not anticipated to</p>

provision when growing cycle use and the likelihood of visitors to developments arriving on bikes mean that demand for bike parking spaces should grow.

I suggest going half way initially and apply 150% of the LTN 1/20 requirement, i.e., 1.5 spaces per bedroom, to see whether this is also considered to be an over-provision of parking space as cycle use increases?

reduce active travel behaviours as the current provision is considered to be beyond maximum demand.

Agenda Item 5

CABINET – 21 APRIL 2026

ITEM 5 – PETITIONS AND PUBLIC ADDRESS

Item	Speakers
7 - Reports from Scrutiny Committees	Cllr Glynis Phillips
8 – Improving our Fire and Rescue Service	Cllr Glynis Phillips
9 – Oxford Congestion Charge Investment Plan	Luke Marion Bernadette Evans Richard Parnham Robin Tucker Cllr David Henwood
12- Community cohesion action plan	Danny Yee Robin Tucker Cllr Susanna Pressel
14 – Updates to the Parking Standards for New Developments	Danny Yee

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Overview & Scrutiny Recommendation Response Pro forma

Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested¹ and, if the report or recommendations in questions were published, the response also must be so.

This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of a meeting of the body to which the report or recommendations were addressed.

Issue: **Devolution**

Lead Cabinet Member(s): **Cllr Liz Leffman, Leader of the Council**

Date response requested:² **21 April 2026**

Response to report:

Enter text here.

¹ Date of the meeting at which report/recommendations were received

² Date of the meeting at which report/recommendations were received

Overview & Scrutiny Recommendation Response Pro forma

Response to recommendations

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different to that recommended) and indicative timescale (unless rejected)
1. That the Cabinet should adopt and promote the position that there is immense value in having the future strategic authority share coterminous borders with existing public sector geographies.		
2. That the Cabinet works with partners to ensure that the Thames Valley Strategic Authority becomes a Mayoral Strategic Authority as early as is possible.		

Overview & Scrutiny Recommendation Response Pro forma

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Issue: **Community Asset Transfer Policy**

Lead Cabinet Member(s): **Cllr Dan Levy, Cabinet Member for Finance, Property and Transformation**

Date response requested:² **21 April 2026**

Response to report:

Enter text here.

¹ Date of the meeting at which report/recommendations were received

² Date of the meeting at which report/recommendations were received

Overview & Scrutiny Recommendation Response Pro forma

Response to recommendations

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different to that recommended) and indicative timescale (unless rejected)
<p>1. That the Cabinet amends the CAT policy to make explicit reference to the sale of land</p>		
<p>2. That the Cabinet provides in the CAT policy fuller explanation of the approach taken in relation to transfers of dilapidated buildings</p>		
<p>3. That the Cabinet provides within the policy greater detail of the legal framework and process surrounding the transfer of ownership</p>		
<p>4. That the Cabinet reviews the operation of the Community Asset Transfer and Community Leasing Working Group with a view to increasing the resourcing to support it, broadening the membership to include Finance, Legal and Public Health colleagues, and making the regularity of its meetings more flexible.</p>		

Overview & Scrutiny Recommendation Response Pro forma

<p>5. That the Cabinet ensures the property team works with relevant other Council departments to develop common definitions of 'social value' across teams</p>		
<p>6. That the Cabinet provides clarification over its social value priorities, to enable proactive place-shaping with regards to land and assets</p>		
<p>7. That the Cabinet ensures the property team are aware of and, as far as possible, in alignment with approaches taken by Oxfordshire's district and city councils with a view to avoiding creating inconsistencies following the upcoming unitarisation(s) under Local Government Reorganisation</p>		
<p>8. That the Cabinet ensures that there is a consistency of approach towards leases and transfers granted under the proposed policy and existing leases when they come up for renewal</p>		

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Parking Standards for New Developments (April 2026 update)

Contents

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 - Car Free Developments
 - Car Light Developments
 - Car Clubs
 - Electrical Vehicle Charging Infrastructure
 - Parking for People with Impaired Mobility
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6. Residential Car Parking Standards for Edge of Oxford City sites
7. Residential Car Parking Standards for the rest of Oxfordshire
 - Houses of Multiply Occupations (HMO)
 - Visitor Car Parking Standards
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Vehicular and Cycle Parking Standards

1.0 Introduction

- 1.1. The availability of parking, at both source and destination, has a significant influence on the type of transport people choose for their journeys. Striking the right balance by providing an appropriate level and type of parking, whilst also protecting highway safety for all users, and promoting active and sustainable transport modes is essential. This revised document has been prepared with this design rationale in mind, and in support of the adopted Local Transport Connectivity Plan (LTCP) Policies and the County Council's targets to:
- *Replace or remove 1 out of every 4 current car trips in Oxfordshire by 2030.*
 - *Deliver a net-zero transport network and replace or remove an additional 1 out of every 3 current car trips in Oxfordshire by 2040.*
 - *To deliver a transport network that contributes to a climate positive future by 2050.*
- 1.2. New development sites will need to work collaboratively with Oxfordshire County Council (OCC) to help achieve these targets. One key component to support this approach is to revise the existing parking standards for new developments, ensuring they will accord with the council's objective to reduce 25% of car trips by 2030, and a further 33% by 2040. In essence, the approach being taken for development proposals is that if on-site parking is restricted at both the origin of a journey and its destination location, this will influence people's travel behaviour and encourage alternative modes of travel to be used rather than that of the private car, **such as walking, cycling and public transport use.**
- 1.3. Due to the diverse nature of development that is promoted in Oxfordshire a wide range of social and economic circumstances means OCC must have a flexible approach to identifying appropriate levels of parking provision. Such an approach is expected to provide a level of accessibility by private car that is consistent with the overall balance of the transport system at local levels **and the priorities set out in OCC's Strategic Plan 2025-28'.**
- 1.4. OCC, in its role as the local highway authority, is a statutory consultee in respect of planning considerations that affect the public highway and responds to planning application proposals when consulted by all local planning authorities. OCC provides advice to local planning authorities on transport implications, such as parking levels of development proposals to assist in their decision-making process. OCC is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking in new developments.

- 1.5. Concerns relating to deficiencies in car parking leads to a desire amongst local communities for more car parking spaces. On these occasions OCC may express concerns about accommodating for car parking demand in areas that might already have congestion and air quality issues.
- 1.6. Oxfordshire, particularly Oxford City and the towns within the county continue to benefit from the popularity of cycling both for commuting and leisure purposes. This means that the inclusion of high-quality cycle parking is essential in all new developments to complement the infrastructure that is being delivered by development sites; and schemes that are identified in the emerging LTCP Area Strategies and Local Cycling and Walking Infrastructure Plans ([see Active travel | Oxfordshire County Council](#)). In addition, all electric vehicles are to be catered for with electrical charging points being integral to all new development.
- 1.7. This parking standards document has been prepared to outline OCC's further revised approach to parking at new developments. It is to be used to help determine the level of parking at all new developments and provide the basis for OCC's advice to the local planning authorities on development proposals and the soundness of policies related to parking for new developments.
- 1.8. This [updated](#) document replaces OCC's previous [Parking Standards for New Developments document, adopted in October 2022 and revised in January 2023](#), the parking guidance "Transport for New Developments Parking Standards for New Residential Developments" dated December 2011; the 2015 Second Edition of the County Council's Residential Road Design Guide and paragraph 2.4.1 of the Oxfordshire Cycling Design Standards document dated 2017.

2.0 Background

National Policy Context

- 2.1. The original car and cycle parking standards that OCC has been using when assessing development proposals were prepared some time ago and had fallen behind national and local policies. Following adoption of the revised OCC parking standards in 2023, this document is intended to [further](#) update these standards while incorporating the guidance provided in the National Planning Policy Framework (NPPF) dated [February 2025](#). Paragraph [112](#) confirms that when setting local parking standards for both residential and non-residential development, policies should consider:
 - a) *the accessibility of the development.*
 - b) *the type, mix and use of development.*
 - c) *the availability of and opportunities for public transport.*
 - d) *local car ownership levels; and*
 - e) *the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.*

- 2.2. The NPPF (paragraph 113) also confirms that ‘*Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe, and secure, alongside measures to promote accessibility for pedestrians and cyclists.*’
- 2.3. The NPPF also describes the plan-making system which includes local and neighbourhood plans that guide local communities to develop and shape their own surroundings. These plans often contain policies on car and cycle parking.

Local Context

- 2.4. Oxfordshire is a large county and has many local characteristics from dense urban areas, through market towns, to rural villages and hamlets. These variations influence the demographics and economic situations of the county, and consequently car ownership and the parking behaviour of Oxfordshire residents in its distinctly different areas.
- 2.5. This parking standards document should be used alongside OCC’s Street Design Guide and appropriate secure by design provisions. When used together they accord with the NPPF requirements by supporting a flexible approach to development proposals according to local circumstances.

3.0. Structure of this document

- 3.1. The following principles outline OCC’s approach to parking for all new development (and redevelopment) proposals and is to be used to inform the design process of a development site. This document is considered to be a ‘live’ document and will be reviewed alongside local and national policy as appropriate. It is anticipated that reviews of this document will take place every 12 to 18 months.

4.0. Principles of this document

- 4.1. The general content of this document should be read in conjunction with:
- [NPPF February 2025](#)
 - [Planning Practice Guidance](#)
 - LTCP adopted July 2022.
 - Implementing Decide & Provide: Requirements for Transport Assessments (December 2025)
 - OCC’s Street Design Guide Part 1 adopted September 2021 [and Part 2 Adoptable Highway Criteria adopted in May 2024.](#)
 - Secured by Design Guides
 - Oxfordshire’s Electric Vehicle Infrastructure Strategy adopted March 2021.

- Manual for Streets' (MfS) published 2007 by the Department of Transport Communities and Government.
 - Manual for Streets 2' (MfS2) published in 2010 by the Chartered Institution of Highways and Transportation.
 - Local Transport Note 1/20 Cycle Infrastructure Design; and
 - Car Parking: What Works Where by English Partnerships.
- 4.2. This document is not intended to favour or disfavour the private car as a mode of transport but emphasises the need to control and design parking levels for new developments at a reduced level without increasing the risk of indiscriminate parking i.e. parking on any provision for walking, wheeling and cycling, whilst also ensuring new developments are designed in line with OCC's LTCP Transport User Hierarchy and the NPPF's requirement to prioritise sustainable transport modes (paragraph 115, a).
- 4.3. The amount of car parking available must be enough to avoid any adverse effects to highway safety by not providing a sufficient level (i.e. encouraging on-street displaced parking). Parking provisions for new developments are required to provide a sufficient level (unless car-free) to accommodate the parking demand of a site, while also utilising and encouraging the potential for sustainable and active travel by other modes of transport.
- 4.4. In revising the car parking standards, car ownership levels across Oxfordshire have been reviewed using the 2011 and 2021 Census data. This review has confirmed that on average the car / van ownership per household has reduced slightly over this 10-year period to 1.4. This data has been considered in the development of these car parking standards.
- 4.5. If car parking is expected to take place on existing streets, then it must be demonstrated there is adequate capacity on-street through a robust parking capacity survey (paragraphs 9.1. to 9.7.) while also proving there will be no highway safety implications from such a proposal.
- 4.6. Parking demand in residential developments are to be determined by taking into consideration the following factors:
- a) *A site's location.*
 - b) *Dwelling size (rooms) and tenure.*
 - c) *Parking provision (allocated or unallocated); and*
 - d) *Parking controls / enforcement.*
 - e) *Proximity to local and public transport services*
- 4.7. The calculation of expected levels of parking demand is to be based on local or comparable data taking into consideration forecast changes in demand for the local plan period. Tables 1, 2, 3(a) and 3(b) provide residential car parking provisions to be used to calculate the parking demand for a new development proposal.

- 4.8. Determining the parking demand for non-residential developments within Oxfordshire has been revised to accord with the council's objective to reduce 25% of car trips by 2030, and a further 33% by 2040. The approach being taken for such development proposals is that if on-site parking is restricted / reduced at a destination location this will influence people's travel behaviour and encourage alternative active travel modes to be used rather than that of the private car.
- 4.9. Each non-residential development will continue to be assessed on its merits and in accordance with OCC's Implementing *Decide and Provide* Requirements for Transport Assessment approach to development. Each development proposal will be assessed on its location, land-use; the trip rate associated with the development and the employees / visitors of the site, access to local facilities and public transport services.
- 4.10. All non-residential development proposals are **required** to provide an operational need only provision of car parking as a starting point. Where this may not be practical for the operation of the site, a robust evidence-based justification must be made for the parking levels provided in Table 4 to be considered.
- 4.11. Due to the diverse nature of development that is promoted in Oxfordshire, OCC welcomes innovative ways to provide parking solutions. While this is the case all stakeholders involved in designing a development must be mindful of the parking principles identified in this document and guidance provided in OCC's Street Design Guide **Parts 1 and 2 (and subsequent updates)**.

Design Considerations

- 4.12. Parking design is an important factor when preparing a master plan for a development proposal as it ensures an appropriate number of spaces are provided without detracting from the character of a place to live or work in. Developers are expected to provide a balanced, mixed, and flexible parking provision, while ensuring that all spaces are useable without creating highway safety issues, such as vehicles overhanging footways and cycle routes and requiring cyclists to travel in the 'door zone'. Such designs are required to reflect the guidance within the documents referenced in paragraph 4.1.
- 4.13. To ensure that developments function safely and efficiently, the following parking design requirements are to be considered:
- Parking provisions are to be designed in accordance with local and national standards ensuring 'secured by design provisions' [Secured by Design - SBD Design Guides](#) are **considered**.
 - On-plot garages must be at least 6m into a plot to allow for a full car space whilst being able to open the garage door.
 - **If garages (and car ports) are to be counted towards on-site parking allocations, they** must have minimum internal dimensions of 6m in length and 3m in width. These **are** measured between any internal structure, such as piers.

- All new houses (and flats / apartments) with on-plot / allocated parking should have an electrical vehicle charging point.
- Provide adequate visitor parking at new residential developments for people arriving by bicycle and by car.
- Where there may be a risk of indiscriminate parking which may block or otherwise impair the quality and usability of walking and cycling facilities, controls on parking (including double yellow lines, CPZs, etc.) may be required to be implemented before a site is adopted via a Section 38 Agreement.
- High standard cycle storage facilities must be provided on-plot. This provision may vary subject to dwelling size and type. Such levels are to be provided to a minimum level as set out in LTN 1/20 for residential cycle parking standards and Table 4 of this document for non-residential development proposals.
- All cycling parking is to be provided in a convenient secure location close to building entrances and bus stop locations. Such provisions are to be covered, lit (where appropriate) and in the style of a Sheffield stand, which are individually installed permanently into the floor material (e.g. not toast-rack style stands bolted to the floor).
- Double decked, vertical cycle parking or other arrangements should not be used unless agreed by OCC in specific circumstances.
- The spacing of stands should be as per LTN 1/20. If raised on a kerb, dropped kerbs must be provided in suitable locations. Cycle parking should cater for non-standard cycles e.g. cargo bikes.
- Motorcycle parking – provisions should be consistent with 'MfS'.
- Bin storage must be designed away from cycle and car parking facilities to ensure access is not obstructed.

Residential Cycle Parking Provision

- 4.14. Cycle parking provisions associated with all residential development must be provided in accordance with Table 11-1 within the Department for Transport's (DfT) national guidance, Local Transport Note 1/20 (LTN 1/20).

Table 11-1: Suggested minimum cycle parking capacity for different types of land use

Land use type	Sub-category	Short stay requirement (obvious, easily accessed and close to destination)	Long stay requirement (secure and ideally covered)
All	Parking for adapted cycles for disabled people	5% of total capacity co-located with disabled car parking.	5% of total capacity co-located with disabled car parking.
Retail	Small (<200m ²)	1 per 100m ²	1 per 100m ²
	Medium (200-1,000m ²)	1 per 200m ²	1 per 200m ²
	>1,000m ²	1 per 250m ²	1 per 500m ²
Employment	Office/Finance (A2/B1)	1 per 1000m ²	1 per 200m ²
	Industrial/Warehousing (B2/BB)	1 per 1,000m ²	1 per 500m ²
Leisure and Institutions	Leisure centres, assembly halls, hospitals and healthcare	Greatest of: 1 per 50m ² or 1 per 30 seats/ capacity	1 per 5 employees
	Educational Institutions	–	Separate provision for staff and students. Based on Travel Plan mode share targets, minimum: Staff: 1 per 20 staff Students: 1 per 10 students
	Residential	All except sheltered/elderly housing or nursing homes	–

Car Free Developments

- 4.15. Car-Free development means that no car parking spaces are provided within the development site, other than those reserved for disabled people and car clubs. Car free development is required by OCC where any such development proposals meet all the following criteria:
- a) If the proposed site is located within Oxford city, on the edge of Oxford City or within a town it must be provided with appropriate parking restrictions imposed within its vicinity.
 - b) The site has access (or will be provided with) excellent connections to pedestrian & cycle infrastructure and be within 600m direct walking distance of frequent (2 buses per hour) bus services **or** 1000m walking distance to frequent (2 per hour) rail services. These frequencies should be based on any new or upgraded services associated with the new development.
 - c) The site is located within the following walking distances to the local amenities and services listed below (both existing and proposed within a development site):
 - 800m
 - Supermarket or local grocery shop (selling fresh food)
 - 1600m
 - Primary school
 - Healthcare provision (e.g. GP surgery or pharmacy)
 - 3200m
 - Secondary school
 - Significant area of employment (such as a town centre, science park, business park, industrial estate, or other employment sites of a similar scale, e.g. major hospital, university, etc.)
 - d) Parking provisions must be provided for people with impaired mobility (in accordance with relevant current legislation).
- 4.16. For developments that are required provide a car free approach or one with reduced on-site parking provisions, OCC will require such sites to incorporate a Controlled Parking Zone (CPZ) into a site's master plan or wider area where a CPZ does not already exist. Such development proposals will be required through the master planning process to demonstrate provision of the necessary supporting infrastructure and high-quality design to deter indiscriminate car parking to ensure excellent and sustainable place making is achieved. CPZ requirements will be included as part of any legal agreement associated with a planning permission and when the CPZ is needed to be operational i.e. before the site is adopted via a Section 38 Agreement.

Car Light Developments

4.17. The approach for Car Light developments is to be "Car-Light" rather than strictly "Car-Free." A "Car-Free" development is one where no private car parking is provided, except for disabled users and car clubs. While Car Light developments will not meet this definition, they will contribute to reducing car use and ownership through a flexible and proactive strategy and the utilisation of space that can be re-purposed, that enables adaption to future travel behaviour changes.

4.18. Car Light is required by OCC where any such development proposals meet all the following criteria:

- a) The proposed site is located within Oxford city or an edge of Oxford City sites or a town with (or will be provided with) parking restrictions imposed within its vicinity.
- b) The site has access (or will be provided with) excellent connections to pedestrian & cycle infrastructure and be within 800m direct walking distance of frequent (2 buses per hour) bus services or 1600m from rail services. These frequencies should be based on any new or upgraded services associated with the new development.
- c) The site is located within the following walking distances to the local amenities and services listed below (both existing and proposed within a development site):

1600m

- Supermarket or local grocery shop (selling fresh food)
- Primary school

3200m

- Healthcare provision (e.g. GP surgery or pharmacy)
- Secondary school
- Significant area of employment (such as a town centre, science park, business park, industrial estate, or other employment sites of a similar scale, e.g. major hospital, university, etc.)

- d) Parking provisions must be provided for people with impaired mobility (in accordance with relevant current legislation).

4.19. The core principles of this Car Light approach are:

- a) **Prioritise Sustainable Transport:** The development's design must prioritise walking, cycling, and public transport over private car use.
- b) **Decide and Provide:** The approach is to first set a vision for a sustainable development and then provide the necessary infrastructure to achieve it, rather than simply accommodating forecast car traffic.
- c) **Reduced and Remote Parking:** On plot car parking will be minimised and provided in a way that discourages car use. This includes locating car parking in secure communal / designated areas or further from dwellings to make usage less convenient for short journeys.

- d) **Flexibility:** The approach is designed to be flexible, allowing the level and nature of car parking provision to adapt as accessibility to non-car options improves and as demand for residential parking decreases over time.
- 4.20. For developments that are to promote a Car Light approach, OCC will require such sites to incorporate a CPZ into a site's master plan where a CPZ does not already exist to prevent inappropriate on-street parking taking place. Such development proposals will be required to provide the necessary infrastructure to bring forward such a scheme and the associated costs i.e. Traffic Regulation Order (TRO) for enforcement purposes. These CPZ requirements will be included as part of any legal agreement associated with an appropriate planning permission and when the CPZ is needed to be operational i.e. before the site is adopted via a Section 38 Agreement.
- 4.21. In some circumstances, depending on the location of a development site and the availability of local amenities and services, it may be required for a development proposal to incorporate both Car-Free and Car Light approaches within different parts of a site. Such an approach would need to be supported with an evidence-based mapping exercise (Refer to Appendix B Walking Distances to Services Mapping Methodology). Where part of a development site meets the criteria for Car-Free and Car Light, a car free approach will take precedence in that area.
- 4.22. All residential developments must provide active on-plot charging points for electric vehicles and e-bikes. Off-plot residential parking areas must be provided with at least 25% (with a minimum of two) active charging points for all parking spaces.
- 4.23. The overall masterplan of a development proposal must incorporate inclusive mobility measures into the design, specifically considering people with impaired mobility, with allocated spaces located near entrances and providing level access. Inclusive cycling provisions should be provided in accordance with relevant standards.
- 4.24. A robust travel plan for a development site must be in place with a fixed monitoring period. Such a plan is required to ensure the effectiveness of the Car Light measures that have been implemented are influencing travel behaviour

Car Clubs

- 4.25. Promoting a site wide car club is a concept OCC encourages. Car clubs can be provided on-site, and alongside other initiatives, to reduce car ownership levels and parking levels.
- 4.26. Developers are expected to work with OCC and the local planning authority to bring forward such parking solutions into areas of public realms as part of a master planning process. This may involve dedicated on-street car parking spaces being allocated on the carriageway or being provided within local community facilities, such as local shopping centre, public car park, church, or leisure centre. Electrical vehicle charging infrastructure should be provided in

such locations; subject to appropriate licences and maintenance agreements with OCC for such equipment being placed within the public highway.

Electrical Vehicle Charging Infrastructure

- 4.27. Policy EVI 8 of Oxfordshire's Electrical Vehicle Infrastructure Strategy (adopted March 2021 [Oxfordshire Electric Vehicle Infrastructure Strategy](#)) and Policy 29 of the adopted LTCP requires the provision of electrical charging points at homes, workplaces, and key destinations.
- 4.28. For all residential developments, active (live) on-plot charging points for electric vehicles and e-bicycles are to be provided. Off-plot residential car parking provisions i.e. a privately maintained parking area is to be provided with at least 25% (with a minimum of two) active charging points for all parking spaces. Such infrastructure is to be provided in accordance with the Autonomous and Electric Vehicles Act (2018), Building Regulations Document S, and the governments ambitions on 'Smart EV Charging'.
- 4.29. 'Active' charging points for electric vehicles for new non-residential development proposals are to be provided at a minimum level of 25% for all parking spaces with ducting provided at all remaining spaces to 'future proof' such spaces to be upgraded in the future.

Further advice on Oxfordshire's Electrical Vehicle Strategy is available via [Electric vehicles | Oxfordshire County Council](#)

Parking for People with Impaired Mobility

- 4.30. Consideration must be given in the design of a site for the provision and location of spaces for impaired mobility people (Blue Badge Holders). Generally, the spaces should be within the curtilage of the property and have level access to the main pedestrian access. At the least, these parking spaces must be within 50m of the dwelling entrance (Blue Badge Holder range).
- 4.31. Where developers are proposing to build flats with unallocated off-street parking and the level of mobility impaired residents is unknown then 6% of spaces should be designed and allocated for their use. This level of provision should also be considered for non-residential developments. Such provisions should also be located near to the main pedestrian access to the building and have level access. Reference should be made to Department for Transport's Inclusive Mobility standards.
- 4.32. A parking bay space should be marked with a British Standard Disabled Symbol to conform to Access to and use of buildings Approved Building Regulation Document M [Access to and use of buildings: Approved Document M - GOV.UK \(www.gov.uk\)](#).
- 4.33. All development proposals will be expected to promote inclusive cycling, provision for bicycles for disabled people and other needs (such as tricycles,

cargo bikes, tandems, mobility scooters and adapted bicycles). Such parking facilities are required to be provided in accordance with LTN 1/20 standards.

- 4.34. Buildings specifically for the elderly or mobility impaired people should comply with the relevant higher requirements and standards (as shown in OCC’s Street Design Guide [Parts 1 and 2](#)).

5.0. Residential Car Parking Standards for Oxford City

- 5.1. Oxford City has lower car parking standards than the rest of the county as it has lower rates of car ownership and generally has very good accessibility by non-car modes to a wide range of facilities and services. Even within the city there are differing degrees of access to local facilities and public transport with car ownership being lower in the city centre than the outer areas. Oxford City Council has its own transport and parking standards approaches to development, Policies M2, M3 and M5 of Oxford Local Plan 2036. The recently adopted Technical Advice Note 12, dated March 2022 [Planning Policy - Technical Advice Notes \(TANs\) | Planning Policy - Technical Advice Notes \(TAN\) | Oxford City Council](#)) also supports Policies M3: ‘Motor Vehicle Parking’ and M5: ‘Bicycle Parking’ of the adopted Oxford Local Plan 2036. As such the Oxford City Council parking standards have been incorporated into this document and will be implemented appropriately for new development sites proposed in Oxford City.
- 5.2. These standards are to be treated as maxima, reflecting excellent overall accessibility by non-car modes, and the need to use land efficiently. If a car free approach is not promoted by a development site then shared off-plot parking, combined with on-plot parking will be encouraged where appropriate.
- 5.3. Development proposals which are considered to have over generous car parking will not be accepted. Equally, proposals with significantly reduced parking may be assessed as unacceptable if this will result in unacceptable parking pressure on existing streets, which cannot be reasonably mitigated. In such circumstances a developer must robustly demonstrate that there is an acceptable level of parking provision provided with no adverse impact to highway safety from indiscriminate parking.

Table 1: Oxford City Council Technical Advice Note 12 - Parking Standards for car-permitted development

Development Type	Parking Provision
Any dwelling	1 space per dwelling to be provided within the development site.
Houses in Multiple Occupation	Parking Standards to be decided by case by case on their merit.
Wheelchair accessible or adaptable houses and flats.	1 space per dwelling to be provided within the curtilage of the dwelling (must be designed in accordance with Part M of Building Regulations).

Retirement Homes	1 space per 2 residents' rooms.
Sheltered/extra care homes	1 space per 2 residents' rooms plus 1 space per 2 staff.
Nursing Homes	1 space per 3 resident's rooms plus 1 space per 2 staff.
Student accommodation	0 spaces per resident room. Operational parking and disabled parking to be considered on a case-by-case basis in accordance with Policy H8.
Motorcycle and powered two-wheeler parking	1 space per five dwellings.

6.0. Residential Car Parking Standards for Edge of Oxford City sites

- 6.1. There are several Local Plan development sites allocated around the edge of Oxford City to support Oxford's unmet housing needs. Master planning these developments **and geographically mapping out** local facilities, services, pedestrian, cycle connectivity and public transport provisions to understand what will be available to these sites is key to setting the on-site parking provisions for these development sites. As these sites progress a design approach focused on promoting active and sustainable transport planning initiatives will be required, to support OCC's target, to reduce car trips by 2040. With consideration to Oxford City's parking standards and to accord with the 'National Policy Context' of setting parking standards, Table 2 is provided to support the progress of these sites and any future speculative housing proposals located around the edge of the city's boundary.
- 6.2. For **areas** of a development that will be located within **600m** of frequent (2 buses per hour) public transport services with direct pedestrian and cycle connections, and within **3200m** walking distance to a **specific** range of local amenities and services, a car free approach is required. **For development sites and areas of development that do not meet all the criteria requirements identified in paragraph 4.15. a Car Light approach i.e. a reduced level of on-plot car parking will be required where the criteria requirements identified in paragraph 4.17. are met.** Such approaches must be supported by an approved site wide master plan, a geographic mapped area of access to existing (and new onsite) local facilities, a robust travel plan (including a fixed monitoring period), high quality pedestrian and cycle infrastructure provided early in the life of the development site, including sufficient and convenient residential and visitor cycle parking to influence travel behaviour away from using the private car. The introduction and implementation of a CPZ, funded by the promoter of the site will also be required.

Table 2: Car Light Parking Standards

- 6.3. **The proposed approach is to provide residential car parking at a level that is equal to or lower than the upper limit standard of Table 3(a); and ensure the location of such parking spaces are provided with designated and secure areas for off plot usage but on-site to discourage regular car use.**

Development Type	Parking Provision
1-2 dwellings	Up to 1 space per dwelling, 50% of total site provision to be provided off-plot within the development site.
3+ bedroom dwelling	Up to 2 spaces per dwelling, 50% of total site provision to be provided off-plot within the development site.
Houses in Multiple Occupation	Parking Standards to be decided by case by case on their merit.
Wheelchair accessible or adaptable houses and flats.	1 space per dwelling to be provided within the development site (within curtilage spaces must be designed in accordance with Part M of the building regulations and off plot spaces shall be accessible in accordance with Equalities Act 2010).
Student accommodation	0 spaces per resident room. Operational parking and disabled parking to be considered on a case-by-case.
Motorcycle and powered two-wheeler parking	1 space per five dwellings.

- 6.4. **Allocated / Flexible Parking arrangements.** All off-plot car parking spaces are to be designed to be allocated to specific users on request and are to be available on a rented or similar basis. Allocation of car parking spaces may be within a designated parking area within the development site rather than a dedicated, specific space. Such an arrangement provides security for residents while maintaining flexibility and potential for repurposing such areas.
- 6.5. **Car Clubs and Electric Vehicle Charging.** Car club and car-share spaces are to be provided within the residents' and visitor parking provisions (as described in paragraphs 4.24. to 4.25). This provision must be monitored as part of a development site's travel plan and increased through the conversion of residents / visitor parking spaces as required. This approach is considered appropriate as increased demand for car club spaces is likely to reflect reduced car ownership.
- 6.6. **Off-Plot Parking Requirements.** It is a requirement that a minimum of 50% of the total car parking spaces of a residential development site are to be provided off-plot. These off-plot facilities may be in the form of a communal parking area or a purposely built building (not on-street). This approach is essential to ensure that a significant number of car parking spaces have the potential / are capable of being re-purposed in the future, providing considerable flexibility for transport

and travel behaviour as a site builds out and evolves into a place to live and work.

- 6.7. **Accessible Parking and Routes.** All accessible spaces, including those for wheelchairs and other users with impaired mobility, must be provided in accordance with the Equality Act 2010 and accord with paragraphs 4.30. to 4.34. of this document. Furthermore, the access routes from these designated spaces to the entrance of each dwelling must be provided in accordance with appropriate accessibility standards, ensuring safe, clear, and convenient access for all users.
- 6.8. Flats and apartments will generally be treated as standard dwellings. However, when using land efficiently to provide residential dwellings, the parking arrangement for flats / apartments tends to be designed within a parking court / communal style arrangement. In such cases it is strongly recommended that they are controlled by a third-party organisation i.e. a management company on behalf of those who will use the spaces. This approach allows flexibility in specific spaces being allocated to a property, assigning them to a particular group or promoting such spaces as unallocated in appropriate locations.
- 7.0. **Residential Car Parking Standards for all areas of Oxfordshire (other than Oxford City and Edge of City sites)**
- 7.1. The car parking standards for all other areas of Oxfordshire are set out in Tables 3(a) and 3(b) below. These standards have been revised from the 2011 and 2015 provisions to ensure their inclusion in development proposals is simpler to incorporate.
- 7.2. For developments that will be located within towns (Refer to Appendix A for list of towns and other larger settlements) that are able to access frequent (2 buses per hour) public transport services and have direct pedestrian & cycle connections to amenities and services a car free approach will be required. Such parking reductions must be supported by a robust transport submission with appropriate mitigation measures, that will require the introduction and implementation of a CPZ, funded by the promoter of the site. A Car Light approach with off-plot designated parking provisions, as described in paragraphs 4.17 to 4.21, would be required if the criteria set out is met.

Table 3(a): Town Car Parking Standards for Oxfordshire

Towns	Parking Provision
1–2-bedroom dwellings	Up to 1 space per dwelling to be provided within the development site.
3+ bedroom dwellings	Up to 2 spaces per dwelling to be provided within the development site.
Wheelchair accessible or adaptable houses and flats.	1 space per dwelling to be provided within the development site (within curtilage spaces must be designed in accordance with Part M of the

	building regulations and off plot spaces shall be accessible in accordance with Equalities Act 2010).
Student accommodation	0 spaces per resident room. Operational parking and disabled parking to be considered on a case-by-case.
Motorcycle and powered two-wheeler parking	1 space per five dwellings.

- 7.3. It is recognised that for development proposals that are located in rural areas of Oxfordshire, such as villages and hamlets, access to frequent public transport services and high standards of direct pedestrian and cycle connections is not always available (unless it is provided by a new development). This tends to mean that the range of facilities and services expected to accommodate a reduced level of car parking provision is not always possible without causing indiscriminate carriageway parking and highway safety issues. On this basis, the parking standards in Table 3(b) are appropriate to use. When such standards are used a justification will be required within a transport submission.

Table 3(b): Car Parking Standards for the rest of Oxfordshire (Villages & Hamlets)

Rural Oxfordshire	Parking Provision
1-bedroom dwelling	Up to 1 space per dwelling to be provided within the development site.
2-bedroom dwelling	Up to 2 spaces per dwelling to be provided within the development site
3 – 4-bedroom dwellings	Up to 2 spaces per dwelling to be provided within the development site
5+ bedroom dwelling	Up to 3 spaces per dwelling to be provided within the development site.

- 7.4. Flats and apartments will be treated as a standard dwelling for sites located in towns and the rest of Oxfordshire. However, when using land efficiently to provide residential dwellings, the parking arrangement for flats / apartments tend to be designed within a parking court / communal style arrangement. In such cases it is strongly recommended that they are controlled by a third-party organisation i.e. a management company on behalf of those who will use the spaces. This approach allows flexibility in specific spaces being allocated to a property, assigning them to a particular group or promoting such spaces as unallocated in appropriate locations.

Houses of Multiple Occupations (HMO)

- 7.5. HMOs are a type of development infilling which is becoming increasingly more popular for sites within or on the outskirts of Oxford City and towns in

Oxfordshire. Such proposals tend to give rise to an increase in parking unless appropriate parking provision is provided. The parking provisions for HMO proposals that are located within Oxford City will be assessed on their merits. For HMO sites outside the city, where indiscriminate on-street parking is likely to occur, will be required to provide a provision of 0.5 on-plot space(s) per bedroom. Such parking arrangements must be designed for practical use, accessible and be free from on-site obstructions. In addition, OCC will require the local planning authority to impose a planning condition limiting 1 occupant per room to assist in managing the parking requirement of an HMO proposal.

- 7.6. Transport submissions for HMO proposals must justify the parking provisions to be provided if these are not in accordance with the standards quoted in this document. If an HMO is proposed within an area that is known to have car parking stress and is either not providing any on-plot car parking (car free) or not to a suitable level, robust evidence must be provided to justify why such a proposal will not cause indiscriminate on-street parking and any associated highway safety issues. All such development proposals will be assessed on their merits.

Visitor Car Parking Standards

- 7.7. Developers are expected to take an approach that is consistent with national research which suggests, *“that no special provision should be made for visitors where at least half of the parking provision associated with the development is unallocated. In other circumstances it may be appropriate to allow for additional demand for visitor parking of 0.2 spaces per dwelling”* (DCL, 2007, Residential Car Parking Research).
- 7.8. For some residential developments this approach may not necessary be feasible. If this is the case, a maximum visitor parking level of 1 car parking space per every 5 residential units will be considered. Any such proposal will require a justification to be provided as part of a transport submission.
- 7.9. If a development proposal is larger than 10 or more dwellings, visitor parking should be arranged in clusters and / or evenly spread throughout the site and relate to the development types in that area. In some circumstances for large / strategic housing sites that may include mobility / transport hubs being considered as part of a site wide masterplan. All such spaces are to be unallocated.
- 7.10. As part of a planning submission, an applicant will be required to provide a schedule of parking provision, detailing the number of allocated and unallocated parking spaces, including those in **appropriate** garages (**see paragraph 4.13. for garage size requirements**), as well as details on carpools or other shared vehicles, and electrical charging facilities (both active and passive). Such planning submissions will be expected to explain how the proposed parking provision for the site meets the standards set out in this document and the needs of the development, including how these needs are expected to change in the future.

8.0. Non-residential Parking Standards for Oxfordshire

- 8.1. Commercial / employment development proposals (both new and redevelopment opportunities) are required to promote sustainable and active travel behaviour by encouraging employees to travel to their work destination by non-car modes and reduce the number of commuter / commercial car trips on the highway network. This approach is emphasised within OCC's adopted LTCP which supports sustainable travel measures and seeks to reduce the availability of car parking at such sites.
- 8.2. Since the publication of the previous OCC car parking standards, there has been a change in direction in government policy and more flexible working practices have been established. One of these changes was shifting the responsibility for determining parking standards to individual authorities and indicates that local circumstances should be taken in account when setting such standards, including accessibility of the site, the likely demand for parking, and the viability of the site.
- 8.3. Developers must undertake a site-specific assessment (as described in paragraph 8.7) demonstrating that efforts to reduce car and commercial vehicle trips have been appropriately explored and seek to balance its operational needs, space requirements, efficient use of land and costs attributed to providing parking.
- 8.4. Car parking that is over provided for will not be accepted. For car parking where daily usage is shown to be lower than previously assessed from site-wide monitoring, development sites will be encouraged to repurpose such areas. Repurposing may include conversion of areas for active travel measures or benefit the local community and employees through landscaped / biodiversity improvements.
- 8.5. For all non-residential development proposals located within Oxford City and town centres in Oxfordshire, the delivery of a car free site is required unless an evidence-based justification is provided as part of a robust transport submission. Such provisions must accord with the criteria as identified in the 'Design Considerations' section of this guidance document.
- 8.6. Table 4 sets out OCC's non-residential standards on vehicular and cycle parking requirements by land-use class as set out in the Town and Country Planning (Use Classes) Order 1987 as amended up to 2021. This table sets out the expected **upper limit** of car parking provision that may be acceptable once the steps detailed in paragraph 8.7 have been undertaken to establish the appropriate quantum as related to the development-specific criteria. However, should the assessment described in paragraph 8.7 identify a smaller quantum of provision, this will take precedence over the numbers identified in Table 4. **Proposals that simply apply the upper limit in the table below without the required justification will not be accepted.**

Table 4: Non-Residential Parking Guidance for Oxfordshire

Use Class	Vehicular Standards (see supporting text)	Minimum Cycle Standards
City / Town development proposals for all non-residential land uses.	Car Free / Operational use only with supporting evidence.	Standards below apply and are encouraged to be exceeded where practical.
B2 General Industrial.	1 space per 75sqm	1 space per 175sqm for staff and 1 space per 250sqm for visitors.
B8 Storage.	1 space per 300sqm	1 space per 250sqm for staff and 1 space per 500 sqm for visitors.
C1 Hotels.	1 space per bedroom	1 cycle space per 5 car-parking spaces provided.
C2 Residential Care Homes.	Site specific assessment required based on travel plan and operational needs.	0.5 spaces per bedroom available to residents, visitors, and staff.
E Commercial, Business and Services - Shops and retail.	1 space per 30sqm	1 space per 50sqm for staff and 1 space per 50sqm for customers.
E Commercial, food retail (supermarket).	Site specific assessment required based on travel plan and operational needs. If an assessment is not provided 1 space per 30sqm is required.	1 space per 50sqm for staff and 1 space per 50sqm for customers.
E Commercial, Business and Services – Financial and Professional Services.	1 space per 45sqm	1 space per 100sqm for staff and 1 space per 250sqm for visitors.
E Commercial, Business and Services – food and drink (mainly in premises) i.e. restaurants and cafes.	1 space per 10sqm of public floor area	1 space per 4 staff and 1 space per 25sqm for customers.
E Commercial, Business and Services – office, research and development and light industrial process.	1 space per 45sqm	1 space per 100sqm for staff and 1 space per 250sqm for visitors.
E Commercial, Business and Services – Non-residential institutions (medical or health services, creches, day nurseries and centres.	1 space per 4 medical staff, plus 1 space 4 non-medical staff. Plus 1 parking space per consulting, examination, treatment, therapy room & A&E cubicle.	1 space 50sqm or 1 per 30 seats capacity. Plus 1 space 5 per employees.



Use Class	Vehicular Standards (see supporting text)	Minimum Cycle Standards
E Commercial, Business and Services – Assembly and Leisure (indoor sport, recreation or fitness, gyms).	1 space per 30sqm of public floor area	1 space 50 sqm or 1 per 30 seats capacity. Plus 1 space 5 per employees.
F.1 Non-residential institutions (education, at gallery, museum, public library, public exhibition hall, place of worship, law courts).	Site specific assessment required based on travel plan and operational needs.	Staff provision 1 space per 20 staff. Students; 1 space per 10 students.
F.2 Shop no larger than 280sqm (selling mostly essential foods and at least 1km from another similar shop); community hall, outdoor sport/recreation area, indoor or outdoor swimming pool, skating rink.	1 space per 30sqm of public floor area	1 space per 50sqm for staff and 1 space per 50sqm for customers.
Sui Generis, Public House, wine bar, drinking establishment.	1 space per 10sqm of public floor area	1 space 4 staff and 1 space per 25sqm for customers.
Sui Generis, Hot Food Takeaway.	1 space per 10sqm.	1 space 4 staff and 1 space per 25sqm for customers.
Sui Generis, Cinema, Concert Hall, Bingo Hall, Dance Hall, Live Music venue.	1 space per 30sqm.	1 space per 20sqm for staff plus visitor / customer cycle parking.

8.7. As set out in Table 4, the type of land use will determine the maximum amount of commercial / employment vehicle parking per development site. Should a reduction in parking provision be proposed, each application will be individually assessed on its merits, but must be based on the following criteria:

- a) Trip rates (including base and forecast mode shares) associated with the development accounting for the vehicular trip rate reductions in accordance with the requirements set out in OCC's 'Implementing Decide & Provide: Requirements for Transport Assessments' document,
- b) The policies in OCC's LTCP, notably the transport user hierarchy (Policy 1), which requires that development proposals give primacy to walking, cycling and public transport, and the LTCP targets to reduce dependence on the private car,
- c) The specific user group of employees / visitors of the site (including shift patterns),
- d) Location and risk of displaced parking.

8.8. The number of spaces for operational vehicles i.e. Light Goods Vehicles (LGV) and Heavy Goods Vehicles (HGV) may also be calculated using the same methodology above or compared to vehicle operating licences for similar buildings / operations.

- 8.9. While non-residential developments are expected to provide a minimum level of active charging points (25% of all vehicle parking spaces), in designing this type of infrastructure, there is a need to consider the likely parking behaviour i.e. expected duration of people's stays which may affect the number of 'active' spaces. In designing provisions for disabled users parking at non-residential developments, where the total number of parking spaces exceeds 200 spaces, consideration must be given to providing less than 6% of spaces for disabled parking to ensure there is not overprovision of spaces. Disabled cycle parking is to be provided in accordance with LTN 1/20.
- 8.10. The developer of a site proposal is responsible for ensuring high quality facilities are provided on site for the proposed use, including **secure and overlooked** cycle parking (see **Design Considerations, paragraph 4.12.**), staff changing, washing and storage facilities.
- 8.11. Any planning submission must be supported with details of the site's operation once it is in use, whether the site stores vehicles not in use, the frequency of vehicles visiting the site for deliveries, or the type and size of vehicles using the site. The majority of such details would be expected to be provided as part of transport submission for a future planning application and accompanying Travel Plan [Transport Development Management \(TDM\) | Oxfordshire County Council](#)
- 8.12. As part of any planning application submission, the staff and visitor ratio for each land use should be clearly identified as they are likely to be distinct to each land use class and may change over the life of the building, particularly if occupied by another business user. For example, land uses such as retail uses (E Commercial, Business and Services - shops) and health centres/leisure uses (E Commercial, Business and Services, Assembly and Leisure (indoor sport, recreation or fitness, gyms, and hospitals (class C2)) will generally have two user groups accessing those types of developments, staff/employees, and customers/patients. Another example to consider, such as employment uses, (class B2-B8) will generally only be accessed by staff/employees with occasional visitors. In essence, each development proposal is assessed on its merits due to each land-use having its own unique characteristics.
- 8.13. In addition to the above, other characteristics of non-residential developments needs to be taken into consideration when determining parking arrangements, such as:
- a) The geographical location of the site and the levels of accessibility for non-car mode users.
 - b) Survey (or business) data to determine the peak parking period and demand.
 - c) Local on-street parking conditions; and
 - d) Local data i.e. census travel to work data about mode share and supporting Travel Plan information.

9.0. Parking Capacity (Beat) Surveys

- 9.1. The information provided in this section of this document is to assist developers and their consultant team when assessing the parking implications of new development for a transport submission (Transport Assessment or Statement) to accompany a planning application. The guidance seeks to ensure that any parking capacity surveys undertaken are robust and that the information collected and presented is in a consistent and concise manner, providing a reliable source of data for decision making purposes.
- 9.2. Parking capacity surveys are required to satisfy the criteria outlined in this guidance and should be agreed with OCC as part of a scoping exercise for a transport submission. Such surveys should only be undertaken when it is reasonably expected that parking will take place on existing streets and should follow calculation of the expected levels of vehicle ownership and consider how this parking can be provided. Any surveys undertaken will be expected to be presented in the form of a summary report as part of a wider transport submission.
- 9.3. The survey area is expected to centre on the development site and extend 200 metres (not as the crow flies) for residential uses and 500 metres for commercial uses and is to extend where a 200-metre route is close to joining another and include areas that are most likely to be used for parking by those living in, or visiting the site and will, therefore, need to consider site access arrangements.
- 9.4. These parking surveys are to be undertaken when usage / demand of available parking is at highest i.e. peak times in the agreed survey area. Where commercial parking is considered, a number of surveys should be undertaken during the operational times for the proposed use, while residential parking demand is to be undertaken when the majority of residents would be expected to be at home i.e. 00:30-05:30. A development that is expected to have large impact on on-street parking in an area where demand is high, may be required to undertake an extensive survey throughout the day.
- 9.5. A parking capacity survey is generally undertaken as a beat survey (also known as Lambeth Methodology survey) where an enumerator walks an agreed route at regular intervals recording the registration details of parked vehicles. The information expected to be collected should include the following:
- a) The rate of turnover of vehicles on each street expressed as a number of vehicles leaving / arriving per hour.
 - b) The number of vehicles parking on each street; and
 - c) An estimate of the parking capacity of each street and an explanation of how this is calculated.
- 9.6. If the development site is located within a Controlled Parking Zone (CPZ), the summary report to be provided should also include the details of the existing resident permit take-up or any waiting lists. The summary report should also be accompanied with a map of the area surveyed, details of the date and times

when a survey was undertaken, and any parking restrictions imposed in the survey area.

- 9.7. When the results of a parking survey are being prepared, a summary report of the capacity surveys is to be provided and should be accompanied by:
- a) A suitable scaled map displaying the geographical area that has been surveyed.
 - b) Details of the dates and times of day the survey(s) took place.
 - c) The details of any parking restrictions imposed within the study area; and
 - d) Confirmation that the study area has been agreed with OCC officers before any survey(s) have been undertaken.

FINAL DRAFT

11.0 Reference Documents

- Oxfordshire County Council Strategic Plan 2025 – 2028 [OCC Strategic Plan 2025 to 2028](#).
- Local Transport and Connectivity Plan (adopted July 2022) [Connecting Oxfordshire | Oxfordshire County Council](#).
- National Planning Policy Framework (NPPF) dated February 2025 [National Planning Policy Framework \(publishing.service.gov.uk\)](#).
- Oxfordshire County Council Street Design Guide [Street Design Guide Part 1 & 2 \(oxfordshire.gov.uk\)](#).
- Oxfordshire's Electrical Vehicle Infrastructure Strategy (Adopted March 2021) [Oxfordshire Electric Vehicle Infrastructure Strategy](#).
- Oxfordshire Cycling Design Standards 2017 [cyclingstandards \(oxfordshire.gov.uk\)](#).
- Transport for New Developments Parking Standards for New Residential Developments dated December 2011.
- Manual for Streets published 2007 by the Department of Transport Communities and Government.
- Manual for Streets 2 published in 2010 by the Chartered Institution of Highways and Transportation.
- Local Transport Note 1/20 Cycle Infrastructure Design [Cycle infrastructure design \(LTN 1/20\) - GOV.UK \(www.gov.uk\)](#).
- Oxford City Technical Advice Note 12, dated March 2022 [Planning Policy - Technical Advice Notes \(TANs\) | Planning Policy - Technical Advice Notes \(TAN\) | Oxford City Council](#).
- West Sussex County Council Guidance in Parking at New Developments (September 2020) [Guidance on Parking at New Developments \(westsussex.gov.uk\)](#).
- Surrey County Council Vehicular and Cycle Parking Guidance (January 2018) [Parking Guidance for Development January 2018 \(woking.gov.uk\)](#)
- Buckinghamshire County Council, Buckinghamshire Countywide Parking Guidance (September 2015) [parking-guidance-september-2015-2.pdf \(buckscc.gov.uk\)](#).
- Office of National Statistics [Home - Office for National Statistics \(ons.gov.uk\)](#).
- BREAM UK New Construction [BREEAM non-domestic manual - Cover \(bregroup.com\)](#)
- Building Regulations 2010: Approved Document S: Infrastructure for the charging of electric vehicles [Approved Document S: Infrastructure for the charging of electric vehicles \(publishing.service.gov.uk\)](#).

Appendix A list of towns and other larger settlements

- Abingdon-on-Thames
- Banbury
- Bicester
- Burford
- Carterton
- Charlbury
- Chipping Norton
- Didcot
- Faringdon
- Grove
- Henley-on-Thames
- Kidlington
- Thame
- Wallingford
- Wantage
- Watlington
- Witney
- Woodstock

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Appendix B Walking Distances to Services Mapping Methodology

This methodology, which is loosely based on the Public Transport Accessibility Level (PTAL), is for measuring walking distances to services using a 100m-by-100m grid.

1. Documents Needed:

- Excel spreadsheet with the following columns: Grid Reference Number, Distance and additionally a column for Car Free or Car Light if applicable
- Evidence document for screenshots of distances for future reference

Northfield	Boots Pharmacy	The Leys Health Centre	CF or CL
1	2700	2500	CL
2	2800	2600	CL
3	2500	2300	CL
4	2600	2400	CL
5	2700	2500	CL
6	2100	1900	CL
7	2200	2000	CL
8	2300	2100	CL
9	2400	2200	CL
10	2500	2300	CL

Figure 1 Excel Spreadsheet Set Up Example

- Map/ picture of your site with a numbered 100m by 100m grid overlaid

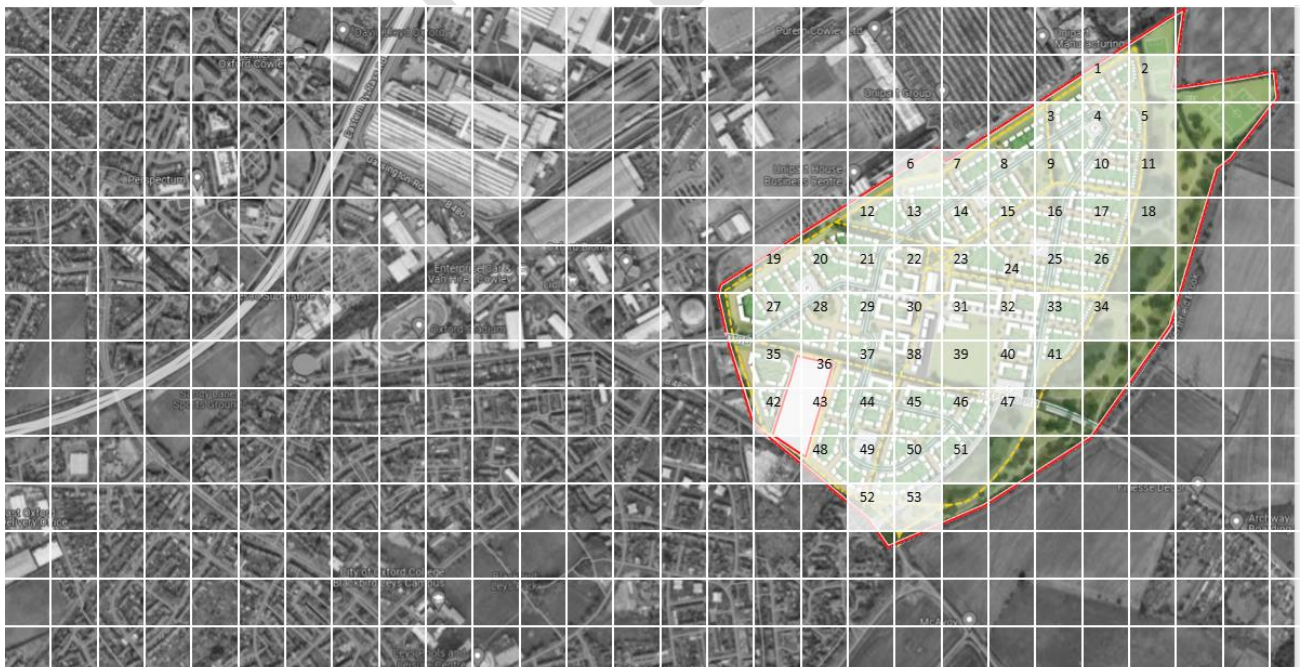


Figure 2 Example Site

2. Measuring distances to services

2.1 Base Grid Reference

- Record name and location of service measuring to/from. The locations of each destination should be agreed with Oxfordshire County Council officers prior to undertaking this task
- Work out 'base grid reference/s' to measure to. This is normally best if it is the closest to the service and at the edge of the site. It may help with the accuracy to have more than one 'base grid reference' especially if the site is large or there are various points of access from the surrounding roads. In your Excel spreadsheet record what square you are using as the 'base grid reference'
- As below, using the existing footways where possible measure the distance from the service to the centre of your base grid reference. The best way of doing this is by selecting your service in Google Maps then use the journey planner to measure the distance. This ensures the route to the 'base grid reference' uses the quickest direct walking route
- Record with snipping tool the distances you are measuring and save these in your evidence document

The example below demonstrates measuring the distance to base grid reference 35 (highlighted orange) from Boots Pharmacy to a site.

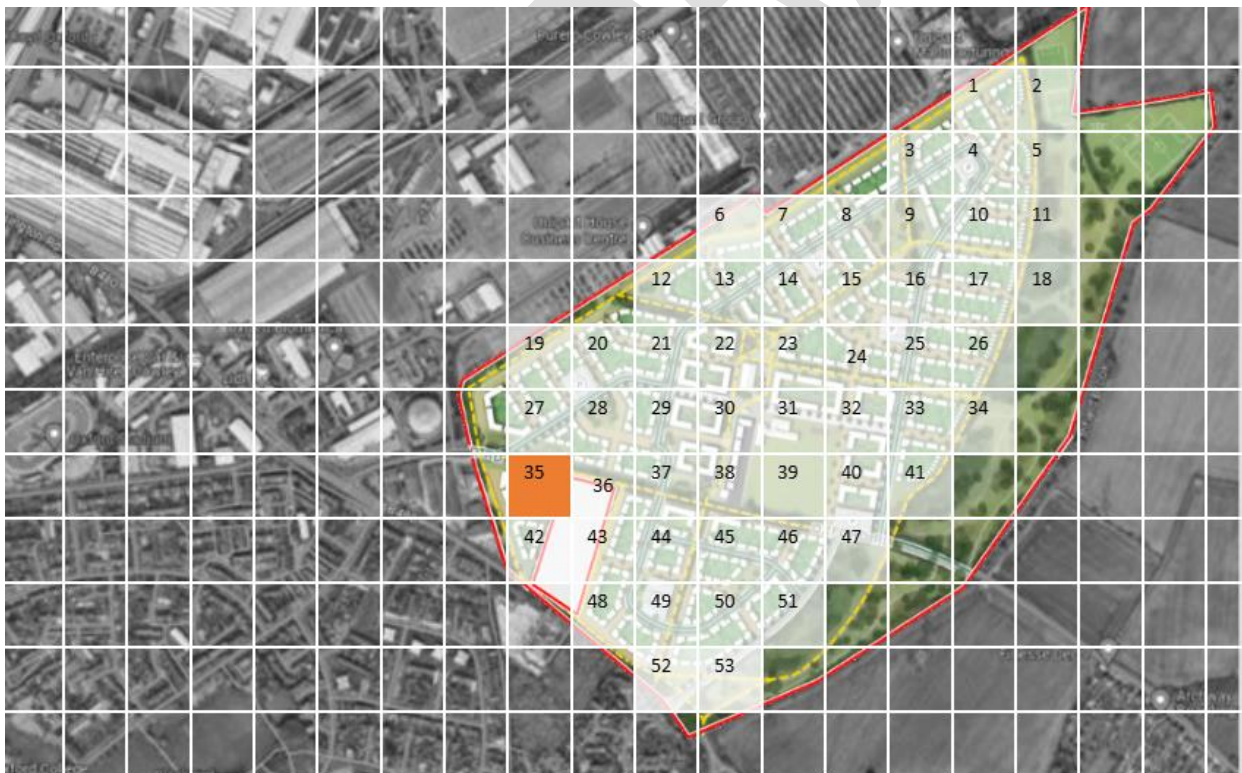


Figure 3 Example Site with highlighted base grid reference

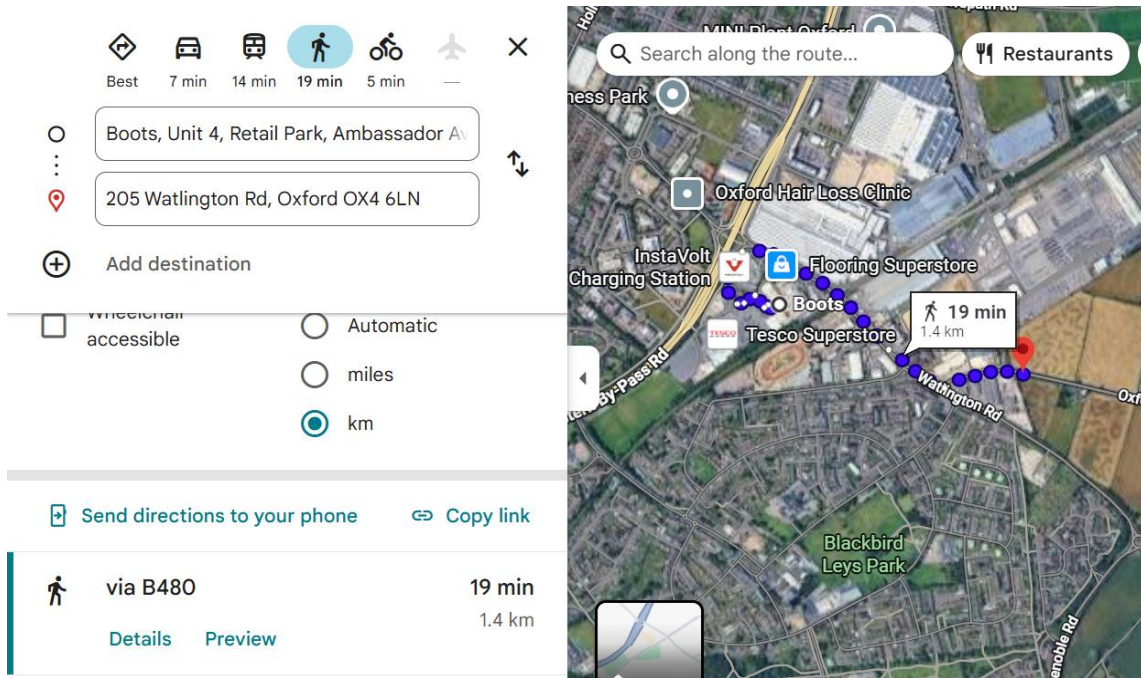


Figure 4 Measuring the distance from Boots Pharmacy to Example Site



Figure 5 Distance from Boots Pharmacy to Example Site

2.2 Measuring the rest of the site

- Each grid represents 100m by 100m, so using your initial base grid references you can use this first measurement to work out the distances to each of the remaining grids
- Using Figure 3 as an example: The distance to grid 35 was 1400m so therefore 36 would be 1500m, 37 1600m etc. The route can be horizontal, vertical or diagonally across the site. So, 27 would be 1500m as would 28.

- It is a good idea to sense check measurements as you go along using the route planner on Google Maps and adding in base grid references as necessary

3. Car Free or Car Light

- If applicable, once all measurements have been recorded you can now record whether the distance recorded means that each grid is Car Free or Car Light.

Notes:

- This methodology assumes that the internal footways within the site are not known. The distances within the site are measured using straight line distances. However, the distance to the site from the services should take into account footways, entrances to the services etc. This is why it is a good idea to use Google Maps route planner rather than the measure distance tool.
- A more detailed updated methodology should be used when the footways are known.
- Before deciding base grid references it is a good idea to look at the surrounding area to the site including what current roads have footways and what pedestrian access there is to the site.

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Division(s): N/A

CABINET – 21 APRIL 2025

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision

Portfolio/Ref

Cabinet, 19 May 2026

<ul style="list-style-type: none"> ▪ Economic Development Strategy A new economic strategy for Oxfordshire is currently in development. This item is to approve the strategy, make funding decisions, and delegate authority as necessary. 	<p>Cabinet, 26/017 - Cabinet Member for Future Economy and Innovation</p>
<ul style="list-style-type: none"> ▪ Capital Programme Approvals - May 2026 Report on variation to the capital programme for approval (as required). 	<p>Cabinet, 26/037 - Cabinet Member for Finance, Property and Transformation</p>
<ul style="list-style-type: none"> ▪ Quiet Lanes Policy & Implementation Framework This is a proposal to develop a Quiet Lanes policy for the county, along with an associated framework for their implementation. The policy, its benefits and the framework should be first tested through the implementation of a programme pilot (through 2026/27) before being fully adopted and rolled out on wider scale if appropriate. 	<p>Cabinet, 26/066 - Cabinet Member for Transport Management</p>
<ul style="list-style-type: none"> ▪ Best Start in Life Plan The Best Start in Life Plan is Oxfordshire’s local plan setting out how partners will support babies and young children from pre-birth to school entry, in line with the Government’s Giving every child the best start in life strategy. 	<p>Cabinet, 2026/084 - Cabinet Member for Children and Young People</p>

Delegated Decisions by Cabinet Member for Future Economy and Innovation, 11 May 2026

<ul style="list-style-type: none"> ▪ Approval to Sign Space-Clipper Sub-Contract A small contract covering the council's role in an innovation project funded by Innovate UK. The contract covers the council's role in testing the development of 3D visualisation of GIS data for local area energy planning and the EV charge point programme. Space Clipper seek our feedback in the development of their software tool given our expertise in the use cases they wish to investigate. 	<p>Delegated Decisions by Cabinet Member for Future Economy and Innovation, 26/083 - Cabinet Member for</p>
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	Future Economy and Innovation
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Delegated Decisions by Cabinet Member for Transport Management, 21 May 2026

<ul style="list-style-type: none"> ▪ A40 HIF2 Dukes Cut Wolvercote Bridge Maintenance Works - Decision to Progress to Construction Decision to agree funding for construction phase for project to allow for contractor award. 	Delegated Decisions by Cabinet Member for Transport Management, 25/145 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Changes to the MyBus Ticketing Scheme (2026/27) Proposed changes to the MyBus multi operator ticketing scheme, for 2026/27 and beyond, to ensure its long term financial sustainability. 	Delegated Decisions by Cabinet Member for Transport Management, 26/053 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Brize Norton and Carterton: Proposed 30mph Speed Limit at Monahan Way, Norton Way and Carterton Road Proposed reduction in speed limits to 30mph 	Delegated Decisions by Cabinet Member for Transport Management, 25/248 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Traffic Calming - Townsend Road, Shrivenham The current proposals comprise a new traffic calming scheme along Townsend Road to reduce speeds in the vicinity of the development. The traffic calming measures consist of dragon's teeth on the approach to the new '30'mph speed gateway, a Speed Indicator Device (SID) and 3Nr bus friendly speed cushions 	Delegated Decisions by Cabinet Member for Transport Management, 26/025 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Land at Bicester Road, Kidlington - Proposed active travel measures The bus stops, 3m shared footway/cycleway and the two signalised crossing is maintaining pedestrian and cyclist safety. The highway improvement will help future and current residents 	Delegated Decisions by Cabinet Member for Transport Management,

to safely gain access to the existing and proposed footway/cycleway on either side of Bicester Road and the amenities in the area.	26/024 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed 20mph - Hardwick Hill, Banbury 20 mph speed limit being introduced to promote road safety 	Delegated Decisions by Cabinet Member for Transport Management, 26/059 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed 20mph Speed Limit - Fordwells Introduction of a 20mph speed limit on roads within Fordwells, Parish of Asthall, which is being promoted as part of the councils vision zero project. 	Delegated Decisions by Cabinet Member for Transport Management, - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Langford Lane, Kidlington - Proposed 30mph Speed Limit Extension Extension of existing 30mph limit to the junction with the A44 Woodstock Road as part of a development within the area 	Delegated Decisions by Cabinet Member for Transport Management, 26/057 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Cotteslowe Primary School - Parking Restrictions Consultation on parking restriction changes around the school entrance 	Delegated Decisions by Cabinet Member for Transport Management, 26/056 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Shrivenham Parking Review 2026 Review of the parking scheme in central Shrivenham introduced in 2025. Proposals include no waiting restrictions and changes to disabled parking bays 	Delegated Decisions by Cabinet Member for Transport Management, 26/055 - Cabinet Member for Transport Management

<ul style="list-style-type: none"> ▪ Botley Road, Oxford - Height Restrictions with Exemptions & Parking Changes Requirement as part of the Botley Bridge Scheme to introduce a TRO for height restrictions with exemptions for buses at a certain height. Also includes amendments to parking restrictions 	Delegated Decisions by Cabinet Member for Transport Management, - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Tramway, Banbury - Proposed Drop Off Restrictions Creation of an additional drop off area near to Banbury Station with 30 min bays, 30 min disabled bay and no waiting restrictions 	Delegated Decisions by Cabinet Member for Transport Management, - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Westminster Way, Botley - Proposed Permit Parking Area New permit parking area funded through a S106 agreement for a hotel development in the area 	Delegated Decisions by Cabinet Member for Transport Management, 26/048 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Traffic Calming - Eastern Bypass Road, Oxford Implementation of proposed ramp for footway and cycleway priority over Gate 5 access associated with a planning condition: 23/02166/FUL 	Delegated Decisions by Cabinet Member for Transport Management, 26/047 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Crossings, Traffic Calming and Cycleways - Abingdon Road, Culham Proposals include a new 'Sparrow' type crossing at the existing signal junction, widening of an existing footway/cycleway to 3m and introduction of a raised side road entry treatment across Thame Lane. Provision of street lighting system. 	Delegated Decisions by Cabinet Member for Transport Management, 26/046 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Station Approach Road, Banbury - Proposed ANPR Enforcement As part of the Tramway scheme, it is proposed to introduce 	Delegated Decisions by Cabinet Member

ANPR enforcement of Bus only entry	for Transport Management, 26/071 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Oxfordshire Micromobility Scheme Contract Key decision required to allow OCC to enter into a new concession contract with a future micromobility (e-scooter & e-bike) supplier 	Delegated Decisions by Cabinet Member for Transport Management, 26/069 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ A40 Access to Witney - Traffic Management Orders Proposed speed limit changes, clearway extensions and no entry restrictions associated with the junction improvements on the A40 	Delegated Decisions by Cabinet Member for Transport Management, 26/068 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed 20mph Speed Limit - Compton Beauchamp Introduction of a 20mph speed limit as part of vision zero. 	Delegated Decisions by Cabinet Member for Transport Management, 26/065 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ A4158 Rose Hill Service Road - Appraisal of Options The report outlines the highway options available to address the collision history at the southern access to the service road. 	Delegated Decisions by Cabinet Member for Transport Management, 25/257 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Active Travel Guidance for Streetworks Proposal to discuss guidance documentation prepared by the network co-ordination team to provide better outcomes 	Delegated Decisions by Cabinet Member for Transport Management, 26/076 - Cabinet Member for

	Transport Management
<ul style="list-style-type: none"> ▪ Proposed 40 & 50mph Speed Limits - A361, West Oxfordshire Proposed changes for safety reasons along the A361 corridor include reductions to 40 and 50mph on various lengths. Being promoted under the vision zero projects 	Delegated Decisions by Cabinet Member for Transport Management, 26/075 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Land at 60-68 Broadway, Didcot, Oxfordshire - Parking Amendments Changes required to existing parking restrictions as part of a development which is creating an access onto Broadway, Didcot 	Delegated Decisions by Cabinet Member for Transport Management, 26/074 - Cabinet Member for Transport Management

Delegated Decisions by Cabinet Member for Place, Environment and Climate Action, 21 May 2026

<ul style="list-style-type: none"> ▪ Community Action Group Project Oxfordshire Limited (CAGPOL) Grant Award Award of 1 year Grant to CAGPOL Oxfordshire to continue grassroots environmental action in Oxfordshire in 2026/27 	Delegated Decisions by Cabinet Member for Place, Environment and Climate Action, 2026/087 - Cabinet Member for Place, Environment and Climate Action
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Delegated Decisions by Cabinet Member for Adults, 19 May 2026

<ul style="list-style-type: none"> ▪ New Live Well At Home Framework Model Live Well At Home (LWAH) Framework is currently facilitating delivery of domiciliary care in 3 main areas: D2A/Reablement (following hospital discharge); long-term home care; and care delivered at Extra Care Housing (ECH) schemes. The existing framework will end on 31st March 27. We require a key decision regarding the implementation of the new model of LWAH framework. 	Delegated Decisions by Cabinet Member for Adults, 26/009 - Cabinet Member for Adults
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