

Public Document Pack

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 19 July 2011 at 2.00 pm

County Hall, Oxford, OX1 1ND



Joanna Simons
Chief Executive

July 2011

Contact Officer: **Sue Whitehead**
Tel: (01865) 810262; E-Mail: sue.whitehead@oxfordshire.gov.uk

Councillors	Membership
Keith R. Mitchell CBE	- <i>Leader of the Council</i>
David Robertson	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Louise Chapman	- <i>Cabinet Member for Children, Education & Families</i>
Jim Couchman	- <i>Cabinet Member for Finance & Property</i>
Lorraine Lindsay-Gale	- <i>Cabinet Member for Growth & Infrastructure</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policy Co-ordination</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Melinda Tilley	- <i>Cabinet Member for Schools Improvement</i>
Rodney Rose	- <i>Cabinet Member for Transport</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 27 July 2011 unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 20 September 2011

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, i.e. where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes (Pages 1 - 22)

To confirm the minutes of the meeting held on (**CA3**) and to receive for information any matters arising therefrom.

4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am on the working day before the meeting, ask a question on any matter in respect of the Cabinet's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

5. Petitions and Public Address

6. Treasury Management 2010/11 Outturn (Pages 23 - 44)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/047

Contact: Tim Chapple, Financial Manager - Treasury & Pension Fund Investments Tel: (01865) 323978

Report by Assistant Chief Executive & Chief Finance Officer (**CA6**).

The report sets out the Treasury Management activity undertaken in the financial year 2010/11 in compliance with the CIPFA Code of Practice. The report includes Debt and

Investment activity, Prudential Indicator outturn, changes in Strategy, any Breaches of approved Strategy and interest receivable and payable for the financial year.

The Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2010/11.

7. 2011/12 Financial Monitoring & Business Strategy Delivery Report - July 2011 (Pages 45 - 124)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/046

Contact: Kath Wilcox, Principal Financial Manager Tel: (01865) 323981

Report by Assistant Chief Executive & Chief Finance Officer (**CA7**).

Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads. This is the second report for 2011/12 and covers the period to the end of May 2011 for both revenue and capital budgets. This report focuses on significant issues and risks around the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. These are set out in the context of the wider forecast position for each Directorate so parts 1 and 2 include projections for revenue, reserves and balances as at the end of May 2011. The Capital monitoring and Capital Programme Update is included in Part 3. A proposal to reinstate charges for parking in Oxford City Centre on Sundays is set out in Part 4.

The Cabinet is RECOMMENDED to:

- (a) ***note the report;***
- (b) ***approve the virement requests set out in Annex 2a;***
- (c) ***approve the on-street parking charges for Oxford city for evenings and Sundays as set out in paragraph 64;***
- (d) ***recommend that Council approve the allocation of £1.5m of additional grant funding to the Older Peoples Pooled Budget as set out in paragraph 38;***
- (e) ***approve the updated Capital Programme as set out in Annex 10 and the associated changes to the programme in Annex 9c.***

8. Big Society Fund - July 2011 (Pages 125 - 228)

Cabinet Member: Police & Policy Co-ordination/Safer & Stronger Communities

Forward Plan Ref: 2011/065

Contact: Claire Phillips, Partnership Officer Tel: (01865) 323967/Alexandra Bailey, Corporate Performance & Review Manager Tel: (01865) 816384

Report by Head of Strategy & Communications (**CA8**).

The Big Society Fund was launched in February 2011. Applications will be considered in four waves during 2011/12. Applications to the first wave closed on 31 May 2011.

This paper

1. details the bids we have received including service and councillors' comments
2. asks Cabinet to consider bids to the Big Society Fund and recommends which to fund
3. sets out projects requesting an asset transfer

The Cabinet is RECOMMENDED to

- (a) ***Approve those bids which meet the assessment criteria***
- (b) ***Approve asset transfers in accordance with the asset transfer policy with the exception of Wolvercote where the Council will continue to repair and maintain the property.***
- (c) ***Waive the 'cooling off' for the following four time-critical community asset transfers:***
 - ***Allandale, Carterton***
 - ***Glyme Hall, Chipping Norton***
 - ***Faze, Faringdon***
 - ***Wolvercote***
- (d) ***Ask officers to work with community groups to enable them to take over buildings to facilitate continuity of provision as much as possible from 1 September.***
- (e) ***Ensure a grant funding agreement that meets legal requirements is in place for all successful projects***

9. Oxfordshire Minerals and Waste Development Framework: Preferred Minerals Core Strategy for Consultation (Pages 229 - 274)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2011/125

Contact: Peter Day, Minerals & Waste Policy Team Leader Tel: (01865) 815544

Report by Deputy Director for Environment & Economy – Growth & Infrastructure (**CA9**).

The Minerals and Waste Core Strategy will set out the vision, objectives, spatial strategy, core policies and implementation framework for the supply of minerals and management of waste in Oxfordshire to 2030. The County Council must carry out consultation on a preferred strategy before the Core Strategy is submitted to the Secretary of State for independent examination. This consultation is to be undertaken in September/October 2011. A draft strategy for minerals was considered by the Minerals and Waste Plan Working Group on 9 May 2011. The Working Group has recommended to Cabinet that this should form the basis of a preferred minerals core

strategy for consultation.

The report summarises comments that have been received on the report by Atkins on Local Assessment of Aggregates Supply Requirements for Oxfordshire and sets out actions to address the key points raised. It puts forward a draft (preferred) planning strategy for minerals, for public consultation. This includes a vision and objectives for minerals, minerals policies and other core policies. It incorporates the aggregates supply figures and the strategy for the location of mineral workings agreed by Cabinet on 16 February 2011.

The Cabinet is RECOMMENDED to:

- (a) Agree Annex 2 as the County Council's draft minerals planning strategy for the purposes of consultation.***
- (b) Delegate authority to finalise the consultation document to the Deputy Director (Growth and Infrastructure) in consultation with the Cabinet Member for Growth and Infrastructure.***

10. Oxfordshire Minerals and Waste Development Framework: Preferred Waste Core Strategy for Consultation (Pages 275 - 328)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2011/124

Contact: Peter Day, Minerals & Waste Policy Team Leader Tel: (01865) 815544

Report by Deputy Director for Environment & Economy – Growth & Infrastructure **(CA10)**.

The Minerals and Waste Core Strategy will set out the vision, objectives, spatial strategy, core policies and implementation framework for the supply of minerals and management of waste in Oxfordshire to 2030. The County Council must carry out consultation on a preferred strategy before the Core Strategy is submitted to the Secretary of State for independent examination. This consultation is to be undertaken in September/October 2011. A draft strategy for waste was considered by the Minerals and Waste Plan Working Group on 9 May 2011. The Working Group has recommended to Cabinet that this should form the basis of a preferred waste core strategy for consultation.

The report puts forward a draft (preferred) planning strategy for waste, for public consultation. This includes a vision and objectives for waste; the need for additional waste facilities; options for meeting these requirements; a draft planning strategy for the location of new waste management facilities; policies for waste; and other core policies.

The strategy makes planning provision for dealing with all wastes in Oxfordshire, including municipal waste; commercial and industrial waste; construction and demolition waste; hazardous waste; and radioactive waste. It aims to move the way waste is dealt with in the county away from landfill towards increased recycling and treatment to recover resources. The strategy makes provision for the additional facilities that will be needed to enable this, mainly located at or near Oxford and the other large towns. It includes proposals for an additional plant for treatment of and recovery of resources from commercial and industrial waste located in the Abingdon /

Didcot / Wantage and Grove area; and proposals for dealing with nuclear legacy radioactive wastes at Harwell and Culham.

The Cabinet is RECOMMENDED to:

- (c) ***agree Annex 2 as the County Council's waste strategy options and draft waste planning strategy for the purpose of consultation.***
- (d) ***delegate authority to finalise the consultation document to the Deputy Director (Growth and Infrastructure) in consultation with the Cabinet Member for Growth and Infrastructure.***

11. Soldiers of Oxfordshire (SOFO) - Development in the Grounds of The Oxfordshire Museum (Pages 329 - 332)

Cabinet Member: Safer & Stronger Communities

Forward Plan Ref: 2011/136

Contact: Martyn Brown, Heritage & Arts Officer Tel: (01993) 814114

Report by Director of Social & Community Services (**CA11**).

Cabinet in June agreed that any matters relating to the Soldiers of Oxfordshire museum development which could not be resolved be brought back to Cabinet for decision. Following that meeting negotiations have continued and a further decision is required relating to the ongoing commitment to the site and future arrangements. The decision needs to be taken at the full Cabinet meeting on 19 July 2011 as enabling work is planned to start on site in August 2011 to avoid increased costs to SOFO.

The Cabinet is RECOMMENDED to

- (a) ***require the Council's Money Laundering Reporting Officer (the Assistant Chief Executive and Chief Finance Officer) to satisfy herself as to the appropriateness of the financial arrangements for SOFO and the bona fides of the donor***
- (b) ***agree that should the Council no longer be able to provide and maintain The Oxfordshire Museum at any time during the 25 years following completion, to offer a lease of those premises, on terms to be agreed, to SOFO (or a new trust or similar body) in order that they have opportunity to consider running The Oxfordshire Museum independently, subject to the County Council's approval of a viable business case and its obligations.***

EXEMPT INFORMATION – ITEM 12

In the event that any Member or Officer wishes to discuss the information set out in Annexes 1 - 3, the Cabinet will be invited to resolve to exclude the public for the consideration of those Annexes by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of Annexes 1, 2 and 3 since it is

likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

NOTE: The report does not contain exempt information and are thus available to the public. The exempt information is contained in confidential annexes 1, 2 and 3.

ANNEXES 1, 2 and 3 TO THE REPORT HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

THIS IS FOR REASONS OF COMMERCIAL SENSITIVITY.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

12. Contract for the Disposal of Waste Collected by the District Councils in Southern Oxfordshire (Pages 333 - 360)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2011/103

Contact: Mark Watson, Waste Contracts Officer Tel: (01865) 815747

Report by Deputy Director for Environment & Economy – Growth & Infrastructure (CA12).

The council currently holds a contract which provides a disposal point for residual municipal wastes produced in the south of the county. Waste collected by South Oxfordshire and Vale of the White Horse District Councils and residual waste from Household Waste Recycling Centres are currently disposed of at Sutton Courtenay landfill site. The current contract expires on 27 September 2011. A project to procure a new contract for the disposal and/or treatment of waste in the south of the county has been undertaken.

Tenders have been evaluated by the council's waste management, procurement, financial and legal teams against pricing and quality criteria. The criteria were weighted according to their relative importance to the council.

By procuring a new contract, the council will ensure sufficient waste disposal capacity is provided in the south of the county in the period between the end of the current contract and the opening of a residual waste treatment facility at Ardley which is expected to become operational in 2014.

This report sets out the details of the procurement process and the outcomes of the tender evaluation. The cabinet is recommended to note the outcome of the evaluation and endorse the award of the contract.

The Cabinet is RECOMMENDED to;

- (a) ***note the outcome of the evaluation which is that Tender 2 is the leading bid for Lots 1 and 2; and***
- (b) ***endorse the award of the contract to Tenderer 2.***

13. Policy on Residential Parking Provision for New Developments (Pages 361 - 406)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2011/067

Contact: David Groves, Transport Development Control Manager Tel: (01865) 816042

Report by Deputy Director of Environment & Economy – Growth & Infrastructure **(CA13)**.

To consider adoption of the policy in light of public consultation.

On 16th November Cabinet was asked to accept the content and principles of the draft document, and authorise a wider consultation process.

The public consultation exercise was carried out from 28th March to 8th May 2011.

The results and comments received from the consultation are presented. The draft document has been amended in places in response to the comments received and from additional factors coming to light throughout the consultation.

Cabinet is being asked to accept the changes to the policy document and endorse the revised document as policy for immediate use.

The Cabinet is RECOMMENDED to:

- (f) ***adopt the parking standards for new residential developments as set out in Annex 3 to this report;***
- (g) ***agree that the Deputy Director Highways and Transport in consultation with the Cabinet Member for Transport can make editorial changes prior to publishing, and keep the document up to date in response to other policy changes.***

14. Cutteslowe Primary School (Pages 407 - 418)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/080

Contact: Barbara Chillman, Principal Officer – School Organisation & Planning Tel: (01865) 816459

Report by Director for Children, Education & Families **(CA14)**.

Until recently Cutteslowe Primary School had planned to admit 30 children each year (as a 1 form entry school). Due to rising numbers of children needing primary school places in Oxford, the school worked with the county council in meeting the demand and

agreed to admit more than its admission number in 2009 and 2010. The school's admission number for 2011 was published at 60, and we now need to decide whether to keep this arrangement permanently, so expanding the school to 2 forms of entry.

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further 245 additional primary school places were created, and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.

The proposal to expand Cutteslowe Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also planned for expansion over the next few years.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Cutteslowe Primary School, Oxford.

15. New Marston Primary School (Pages 419 - 456)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/074

Contact: Barbara Chillman, Principal Officer – School Organisation & Planning Tel: (01865) 816459

Report by Director for Children, Education & Families (**CA15**).

New Marston Primary School is a primary school for 3-11 year-olds in the north-east of Oxford. Its catchment area includes Headley Way and Northway. Until recently the school had planned to admit 30 children each year. Due to rising numbers of children needing primary school places in Oxford, the school agreed to take more than its admission number in September 2009 and 2010. The school's admission number for 2011 was published at 60 and a decision is now needed on whether to permanently expand the school to 2 forms of entry (with an admission number of 60), requiring an enlargement to the physical capacity of the school.

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further primary 245 additional places were created (including 30 at New Marston Primary School); and in 2010 another 238 additional places were created (including 25 at New Marston Primary School). Looking to the future, significant additional housing is proposed in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.

The proposal to expand New Marston Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford.

The Cabinet is RECOMMENDED to either:

(a) *reject the proposals;*

- (b) *approve the proposals;*
- (c) *approve the proposals with a modification (e.g. the proposal implementation date); or*
- (d) *approve the proposals subject to them meeting a specific condition.*

16. Badgemore Primary School, Henley (Pages 457 - 496)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/082

Contact: Barbara Chillman, Principal Officer – School Organisation & Planning Tel: (01865) 816459

Report by Director for Children, Education & Families (**CA16**).

On the basis of their current published admission numbers, the four Henley primary schools between them offer 119 places per year. Until 2008 entry (the current Year 2) this was sufficient, but the last two years have been over-subscribed. Our demographic data, taking into account proposed housing developments, indicated that this level of demand is likely to be sustained.

Following consultation, it is proposed to expand Badgemore Primary School from 0.5 form entry to 1 form entry on a permanent basis from September 2012. To accommodate this growth in pupil numbers, Badgemore Primary School will be remodelled and extended to provide 6 classrooms for Key Stage 1 and 2 pupils.

A statutory notice to this effect was published on 6 May 2011 and expired following 4 weeks of formal consultation on 3 June 2011. Two representations were received. Cabinet is now requested to determine the notice in accordance with government guidance and statutory requirements.

The Cabinet is RECOMMENDED to either:

- (a) *reject the proposals;*
- (b) *approve the proposals;*
- (c) *approve the proposals with a modification (e.g. the proposal implementation date); or*
- (d) *approve the proposals subject to them meeting a specific condition.*

17. Woodstock Primary School (Pages 497 - 508)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/078

Contact: Barbara Chillman, Principal Officer – School Organisation & Planning Tel: (01865) 816459

Report by Director for Children, Education & Families (**CA17**).

Until recently Woodstock CE Primary School had planned to admit 30 children each year. Due to growth in the local population of young children, in recent years the school has received more applications from within the Woodstock catchment area than it has been able to accommodate.

Population data shows that this level of demand can be expected to continue. In addition, nearly 100 new homes are being, or have recently been built, close to the school, and this can be expected to increase demand for pupil places.

The proposal is to increase the school admission number (at F1 entry) from 30 to 45. Because the published admission number for 2011 and 2012 has already been decided, the school's admission number can only now formally change from 2013. However, the school would like to accept over its official admission number in 2011 and 2012 to allow all in-catchment children to attend. The plan is therefore to accept up to 45 children into Reception (F1) from September 2011.

To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway to investigate how this can best be provided. Some minor enabling works are already programmed to be carried out in the summer holiday 2011 at the school to extend the current Foundation room to ensure that the agreed 45 pupils may be accommodated from September 2011, as stated above.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Woodstock CE Primary School, Oxford.

18. Forward Plan and Future Business (Pages 509 - 512)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager (01865 810262)

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA20**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

The Schedule is for noting, but Cabinet Members may also wish to take this opportunity to identify any further changes they would wish to be incorporated in the next Forward Plan update.

The Cabinet is RECOMMENDED to note the items currently identified for forthcoming meetings.

Agenda Item 3

CABINET

MINUTES of the meeting held on Tuesday, 21 June 2011 commencing at 2.00 pm and finishing at 4.20 pm

Present:

Voting Members: Councillor Keith R. Mitchell CBE – in the Chair
Councillor David Robertson (Deputy chairman)
Councillor Arash Fatemian
Councillor Louise Chapman
Councillor Jim Couchman
Councillor Lorraine Lindsay-Gale
Councillor Mrs J. Heathcoat
Councillor Melinda Tilley

Other Members in Attendance: Councillor Zoe Patrick (Agenda Items 6 and 7)
Councillor Janet Godden (Agenda Item 8)
Councillor Jenny Hannaby (Agenda Item 11 12 and 13)
Councillor Jean Fooks (Agenda Item 14 and 16)

Officers:

Whole of meeting Joanna Simons (Chief Executive); Sue Whitehead (Chief Executive's Office)

Part of meeting	
Item	Officer
6	Sue Scane, Assistant Chief Executive and Chief Finance Officer; Lorna Baxter (Corporate Finance)
7	Lorna Baxter, Kathy Wilcox (Corporate Finance)
10	Martyn Brown (Social & Community Services)
11	John Jackson, Director for Social & Community Services
12	John Jackson, Director for Social & Community Services
14	Martin Tugwell (Environment & Economy), Alexandra Bailey (Chief Executive's Office)
16	Alexandra Bailey (Chief Executive's Office)

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting, and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.

67/11 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies were received from Councillor Kieron Mallon and Councillor Rodney Rose

68/11 MINUTES

(Agenda Item. 3)

The minutes of the meeting held on 24 May 2011 were agreed and signed.

69/11 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Councillor Jean Fooks had given notice of the following question to the Cabinet Member for Children, Education & Families

“Given that community groups setting up new services for young people need to be able to make plans for taking over services by September 1st, yet the appointments to the new hubs will not be finished until August or even September, how can the County Council assist those communities to prepare for their new responsibilities in a timely manner?”

Councillor Chapman replied:

“The appointments for staff in the new hubs are progressing well and the majority of what's needed will be in place for September. We shall continue to work and engage with local community groups which wish to work alongside us in making provision for young people over the coming weeks so as to get as much in place for September as possible. The work will continue for as long as necessary after that to ensure that no opportunities are lost and the process of receiving and considering 'Big society' bids will of course continue over the coming months. Finally, it is worth mentioning that, in particular, the Youth, Engagement and Opportunities Manager has now been appointed, who will lead in supporting local communities in taking on their new role.”

Supplementary question: Councillor Fooks thanked the Cabinet Member for her response but felt that it did not address the problem for communities who were trying to get projects in place for September when the staff they hoped to attract did not yet know whether they had a post in the new hub structure. Councillor Louise Chapman replied that she could not speak for nor give any assurances about individual staff members but that recruitment was going well. Councillors would have received information about the new hub managers. Officers in the Children, Education & Families Directorate and those working on the Big Society Fund were working closely together and many of the bids received related to young people.

70/11 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

The following requests to address the meeting had been agreed:

Item 6 Councillor Zoe Patrick, Opposition Leader.

Item 7 Councillor Zoe Patrick, Opposition Leader.

Item 8 Councillor Janet Godden as Shadow Cabinet Member for Children, Education & Families

Item 10 Tim May, Vice-Chairman of the Trustees of Soldiers of Oxfordshire

Item 11 Councillor Jenny Hannaby as Shadow Cabinet Member for Adult Services

Mr Ben Brown, Friends of Stowford, a charity which supports adults with learning disabilities in supported living

Item 12 Councillor Jenny Hannaby as Shadow Cabinet Member for Adult Services

Item 13 Councillor Jenny Hannaby as Shadow Cabinet Member for Adult Services

Item 14 Councillor Jean Fooks as local member

Item 16 Cllr Jean Fooks, Opposition Deputy Leader

At this point it was agreed to vary the order of the agenda.

71/11 SOLDIERS OF OXFORDSHIRE (SOFO) - DEVELOPMENT IN THE GROUNDS OF THE OXFORDSHIRE MUSEUM

(Agenda Item. 10)

Mr Tim May Vice Chairman of the SOFO Trustees spoke in support of the proposals which would be beneficial to both sides. He referred to the money raised by SOFO for the project and to other bids currently underway. However there were risks for SOFO and in particular a need to be able to prove they would be there for some considerable period of time, with guarantees over future access to the site. Without these it would be difficult to recommend acceptance of the scheme by SOFO.

The Cabinet Member for Safer & Stronger Communities referred to the long history of the scheme and commented that despite the frustrations there had been a successful partnership forged. The proposals would increase the footfall to the Oxfordshire Museum so were of benefit to both SOFO and the County. She recognised that both sides had identified risks but that there would be a detailed agreement to address these. The intention was to

negotiate with staff to ensure that staffing was complementary across the two museums

Martyn Brown added that although there were risks identified around the lease and access both sides were convinced that the proposals were in the best interests of both sides.

Generally Cabinet members welcomed the proposals.

In the light of the comments made an additional recommendation was proposed and agreed that if agreement was not reached then the matter should come back to Cabinet for further decision.

RESOLVED: to:

- (a) authorise the County Council's Assistant Head of Property to agree a Development Agreement for the whole project and the grant of a lease on the site within the grounds of the Oxfordshire Museum to SOFO on terms to be agreed in accordance with the County Council's obligations for disposal of land contained in the Constitution;
- (b) authorise the County Solicitor to agree suitable agreements with SOFO for future shared and joint management arrangements on the museum site; and
- (c) agree that should agreement not be reached in respect of either (a) or (b) above then the matter should come back to cabinet for further decision.

72/11 PROVISIONAL 2010/11 REVENUE AND CAPITAL OUTTURN

(Agenda Item. 6)

Cabinet considered a report that presented the 2010/11 provisional revenue and capital outturn and identified and explained variations of actual spend against budgets. The report focused on the year end balance sheet position including the level of general balances and reserves. The report also included proposals for the allocation of revenue carry forwards in 2011/12.

Councillor Zoe Patrick, Opposition Leader offered congratulations on the underspend in the current economic situation but raised a number of concerns. This included the management of transport projects and the need, acknowledged in the report, to improve profiling. She referred to the underspend in Environment & Economy Directorate Capital budget and to the previous suggestion by Councillor Armitage that budgets be over committed to ensure better use of resources. She referred to the annual net income in relation to Oxford City residential parking charges which contrasted with the announced intention that the charges would only cover administration costs. It also contrasted with the loss on parking accounts in Abingdon and Henley.

In response to a question Councillor Patrick was unable to confirm whether the charges for Abingdon had been set by the District Council.

The Cabinet Member for Finance & Property highlighted the impact on the outturn figures of the introduction of International Financial Reporting Standards (IFRS). He rejected concerns over the level of capital spending commenting that in the context of the emergency budget and the moratorium on capital projects an outcome of 91% was a creditable achievement. The reserves as detailed in the report were evidence of prudent management and all Directorates were to be congratulated on the carry forwards achieved.

RESOLVED: to:

- (a) note the provisional revenue and capital outturn, and the year end position on balances and reserves as set out in the report;
- (b) approve the carry-forwards and virements as set out in Annex 2;
- (c) recommend Council to approve the virements greater than £0.5m for Children, Young People & Families, Social & Community Services and Environment & Economy Directorates as set out in Annex 2b;
- (d) agree that the surplus in the On-Street Parking Account at the end of the 2010/11 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, be carried forward in the account to the 2011/12 financial year (paragraph 114); and
- (e) approve the creation of new reserves as set out in Annex 4 and paragraphs 98 & 113;
- (f) agree the proposal from the Schools Forum to offset £0.633m spent by schools in 2010/11 relating to the final payment from the DfE of £1.371m which will not now be received, against unspent DSG in 2010/11 and to offset the remaining £0.738m of the £1.377m which will be spent in 2011/12 against unspent DSG from 2010/11 carried forward to 2011/12.

73/11 2011/12 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT- JUNE 2011

(Agenda Item. 7)

Cabinet considered a report that covered the period to the end of April 2011 for both revenue and capital budgets. The report focused on significant issues around the delivery of the Directorate Business Strategies.

Councillor Zoe Patrick, Opposition Leader welcomed the allocation of the LAGBI funding to the Local Enterprise Partnership.

RESOLVED: to:

- (a) note the report;
- (b) approve the virement requests set out in Annex 2a;
- (c) approve the allocation of £1.5m from the additional grant funding as set out in the Financial Monitoring report to Cabinet in April 2011 as set out in paragraph 20;
- (d) approve the Supplementary Estimate request as set out in Annex 2e and paragraph 38;
- (e) Approve a payment of £0.070m to the Oxfordshire Rural Community Council to support the Council's approach to Big Society to be funded from the Efficiency Reserve as set out in paragraph 34;
- (f) agree the use of the remaining LABGI funding of £0.496m as set out in paragraph 42 and Annex 3;
- (g) note the updated Treasury Management lending list at Annex 4; and
- (h) recommend Council to note the changes to the Specified and Non-Specified Investment instruments section of the 2011/12 Treasury Management Strategy set out in paragraphs 45 to 48 and Annex 5.

74/11 OUTCOME OF THE RECENT INSPECTION OF THE YOUTH OFFENDING SERVICE

(Agenda Item. 8)

Cabinet considered a report setting out the outcome of the recent inspection of the Youth Offending Service and an improvement plan based on their recommendations.

Councillor Godden, Shadow Cabinet Member for Children, Education & Families expressed some disappointment over the inspection report which whilst not bad was quite average. She felt that although the Inspection had been process driven and inward looking it had been useful. Whilst the Inspection had found some good practice it had identified a need to strengthen management oversight and to clarify roles and responsibilities. She did wonder whether there was an issue of lack of resources. She referred to evidence of good practice in Bucks. She was glad that an action plan had been in place even before the inspection but suggested that it should now be built around the recommendations of the Inspection. She looked forward to seeing more detail in the action plan going forward.

The Cabinet Member for Children Education & Families commented that the Inspection had been process driven and had not looked at the excellent outcomes achieved by the Service. It had looked at how the process had been handled and recorded on a piece of paper. It had not looked at re-

offending rates which were amongst the lowest in the country. Improvements could always be made but the Youth Justice Board had found that a good service was being provided. The staff involved in the service needed to know that and she recorded her thanks for their efforts.

Jim Leivers added that in terms of resourcing the County compared well against the national average being in the top 10%.

RESOLVED: to note the findings of the Youth Offending Service Inspection.

75/11 ST CHRISTOPHER PRIMARY SCHOOL, COWLEY

(Agenda Item. 9)

Cabinet considered a report setting out the results of informal consultation on a proposal for the expansion of St Christopher's Primary School.

The Cabinet Member for Schools Improvement in recommending the proposed expansion commented that there had been issues around traffic congestion but she was satisfied that a solution had been found.

RESOLVED: to approve the publication of a statutory notice for the expansion of St Christopher's CE Primary School, Cowley.

At this point it was agreed to vary the order of the agenda.

76/11 ADULT SERVICES CARE MANAGEMENT IT SYSTEM

(Agenda Item. 12)

The Chairman indicated that the report containing exempt information had been circulated to and considered by Cabinet Members and remained confidential for the reasons set out on the agenda. However he was satisfied that the matter could be discussed and a decision made in public.

Councillor Jenny Hannaby, Shadow Cabinet Member for Adult Services commented that when considering the Transformation of Adult Social Care the Adult Services Scrutiny Committee had stressed the importance of adequate ICT and that enough funding be included to provide proper support of the new arrangements. A figure of £2m had been included and she was concerned that the latest proposal not to go for a new system was based on the need for savings and was concerned as to whether it would jeopardise the Transformation agenda.

The Cabinet Member for Adult Services in introducing the report stated that IT should be an enabler and that was why the money had been set aside. However circumstances changed and the original business case was no longer feasible. The alternative proposed in the report was feasible and he was confident that it would deliver what was required.

John Jackson, Director for Social & Community Services referred briefly to the history of the existing system and outlined the options that were set out more fully in the report. He noted that with a new system there was always

significant risk and that he saw no evidence of benefits to outweigh that risk. The important point was to achieve a better system than currently and key to that would be the early engagement with staff.

RESOLVED: to agree that the County Council should upgrade to Northgate's latest version of their care management system – AIS.

77/11 TOWNLANDS PARTNERSHIP AGREEMENT

(Agenda Item. 13)

Councillor Jenny Hannaby welcomed the report and congratulated officers on their efforts.

RESOLVED: to note the proposed development of the Townlands Hospital site and to agree in principle to entering into a partnership agreement with Oxfordshire PCT for the development of facilities on the Townlands site and the provision of services, with agreement of the final detailed terms, including the financial implications, being delegated to the Cabinet Member for Adult Services in consultation with the Cabinet Member for Finance and Property.

78/11 DEVELOPMENT OF INDEPENDENT LIVING SERVICES FOR PEOPLE WITH A LEARNING DISABILITY

(Agenda Item. 11)

Cabinet considered a report that sought approval for the principle of outsourcing independent living services for people with a learning disability, and for a consultation programme on the options and process to be followed, prior to formal procurement procedures starting in October 2011.

Councillor Jenny Hannaby, Shadow Cabinet Member for Adult Services commented that although the savings would be useful the assertion that users would be better served was yet to be proved. There was a need to reach all users during the consultation and she queried whether they would have a wider choice of services. She asked that given recent reports about adult care services Cabinet be robust in its scrutiny. She added that she was already receiving worried emails from users. Finally she asked that staff affected by the proposals receive support and assistance.

Mr Brown, expressed concerns over the proposals. Responding to a query from Councillor Couchman relating to the CQC Inspection in 2010 Mr Brown indicated that he had not had access to that report.

The Cabinet Member for Adult Services in introducing the contents of the report stated that the proposals were about achieving savings whilst delivering quality care. A majority of provision was already provided by independent providers. Safeguarding was at the forefront of everyone's minds and the Council would not shy away from taking appropriate action. There would be careful monitoring. The process would be taken at a careful

pace as demonstrated by the timetable set out in the report and union representatives were already being consulted about the loss of 12 and a half posts. He would be happy to discuss the matters raised by Mr Brown and the options suggested by him.

The Director for Social & Community Services commented that there were risks inherent in both providing and commissioning services that becoming solely a commissioner simplified matters. There were active providers already working in Oxfordshire providing quality services and the majority of these were not for profit organisations. Of those receiving support 5 out of 6 were receiving support from someone not supplied directly by the County Council. Responding to questions he added that the expectation was that the majority of staff would transfer and the care received by individuals would not be affected.

RESOLVED: to

- (a) agree in principle to the outsourcing of Supported Living and Daytime Support Services, subject to the outcome of consultation;
- (b) note the proposed reduction of 12.5 FTE management staff through voluntary and compulsory redundancy, to achieve efficiency savings already approved by Council in February 2011; and
- (c) request a further report in October 2011 from the Director for Social and Community Services on the outcome of Consultation and the process for procurement of alternative services.

79/11 ASSET TRANSFER POLICY

(Agenda Item. 14)

Councillor Jean Fooks, Opposition Deputy Leader indicated that a policy was needed and she paid tribute to the efforts of officers who had helped with her local schemes. It was good news that rents were to be less but she was concerned about some aspects such as repairs and maintenance and the lengthy cooling off period. She was concerned that some time critical projects could fail if this was enforced.

The Cabinet Member for Finance & Property responded that the Policy put in place sensible arrangements and clarified how assets could be transferred under the Big Society. The cooling off period allowed groups to decide if they wanted to go ahead. Martin Tugwell added that in some instances more than one group may put forward proposals. The Chief Executive commented that going forward the Policy put in place sensible safeguards but that in the short term where necessary transitional arrangements could be considered.

RESOLVED: to:

- (a) to agree the Asset Transfer Policy set out in Annex 1; and

- (b) to agree that, as a number of the Big Society Fund bids currently under consideration are time critical, the report to Cabinet in July should deal with those bids that are highly time critical on an exception basis to the agreed Policy.

80/11 PROPERTY AND FACILITIES PROCUREMENT: PROJECT REVIEW

(Agenda Item. 15)

Councillor Charles Shouler speaking as the Efficiencies Champion asked that consideration be given to excluding the schools meals and cleaning services from the procurement. Following a difficult period the internal services had put together a successful business plan. He understood the reasons for making savings but pointed out that schools had control of their own budgets. He queried the benefit of outsourcing which ignored the success story of the services. There had been no consultation with schools and he felt that there was no benefit to schools, staff children or council tax payers in including these services in the procurement process.

The Cabinet member for Finance & Property gave an update on the process so far and indicated that no decision had been taken to include or exclude the school meals and cleaning services.

Following discussion during which some support was expressed for Councillor Shouler's view Councillor Louise Chapman proposed that the recommendations be agreed but that the school meals and cleaning services be excluded from the procurement. Following a show of hands this proposal was rejected by 2 votes to 5.

The Chairman proposed an additional recommendation making it clear that during the procurement process the Cabinet's commitment to providing a school meals service in its current or an improved form is emphasised. On a show of hands it was:

RESOLVED: to agree:

- (a) the continuation of the procurement of a single Service Provider for property construction, multi-disciplinary design, estates management and total facilities management services, to be in place by 1 April 2012; as set out in paragraphs 6 & 7 of this report; the process to be overseen by the Project Board;
- (b) that the Director for Environment & Economy in conjunction with the Cabinet Member for Finance & Property agree the costs and terms of a Mouchel contract extension should this become necessary;
- (c) that the Project Board may agree the tender questions and evaluation criteria and that they have been effectively applied for all stages of the procurement process so far; and
- (d) the approach adopted to date for other public sector bodies to be able to access services under the Framework and OCC Contract

agreements, and that a further report is brought to Cabinet before the OCC Contract facility is utilised for any other public sector body; and

- (e) that during the procurement process the Cabinet's commitment to providing a school meals service in its current or an improved form is emphasised.

81/11 PERFORMANCE MANAGEMENT 4TH QUARTER PROGRESS REPORT AGAINST PRIORITIES AND TARGETS

(Agenda Item. 16)

Councillor Jean Fooks, Opposition Deputy Leader commented that she would wish to see more detail in the report so that it could be understood as a stand alone document as it was a publically available report. She highlighted areas of concern such as educational attainment and good news such as that on NEET's (young people not in education, employment or training). She queried why the apprenticeship numbers were so far below target.

The Deputy Leader replied that this was a fourth quarter report and that going forward into the new year there would be more detail. However this was a high level report. He responded to the particular points raised indicating that the Council was aware of the 13 schools and taking appropriate steps. The target for apprenticeships had been very ambitious and with hindsight impossible to achieve.

RESOLVED: to note the contents of the report.

82/11 APPOINTMENTS 2011/12

(Agenda Item. 17)

RESOLVED: to agree the appointments as set out in the Annex to the minutes.

83/11 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 18)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

RESOLVED: to note the items currently identified for forthcoming meetings.

..... in the Chair

Date of signing 2011

REVIEW OF APPOINTMENTS SCHEDULE

SECTION 1

Joint Committees

<u>Joint Committee</u>	Frequency of meetings (FOM)	Places	Appointees for 2011/12
S.E. Fire Improvement Partnership Board	as required	1	Cabinet Member for Safer & Stronger Communities
Parking & Traffic Regulations Outside London Adjudication Committee	quarterly	1	Cabinet Member for Transport
Thames Valley Police Authority Appointments Committee	as required	3	Mallon Patrick Viney

Local Statutory Bodies

Statutory Body	FOM	Places	Basis of Member Appointment	Con	Lib Dem	Lab	Grn
Admission Forum	4 per annum	2	On the nomination of the political groups according to political balance	2 Stratford Waine	0	0	0
Adoption & Permanency Panels & Fostering Panels	3 per month 2 per month	5	On the nomination of the political groups according to political balance: Adoption & Permanency Fostering	3 Fitzgerald- O'Connor Biles Tilley 2 Fitzgerald- O'Connor Tilley	0	0	0
Oxfordshire Supporting People Commissioning Body	4 per annum	1 1	Cabinet Member for Adult Services Alternate-Leader of the Council or his Cabinet nominee	1 Fatemian 1 Chapman	0	0	0
Standing Advisory Council for Religious Education (SACRE)		3	On the nomination of the political groups according to political balance	3 Mathew Viney Ahmed	0	0	0
Thames Valley Police Authority	Usually monthly	2	Allocated by the TVPA Joint Committee to reflect the political proportionality of the TVPA area * S.20 Police Act 1996 - to respond to questions in Council	1 Mallon*	1 Patrick	0	0

SECTION 3

Strategic Partnerships

Partnership	FOM	Appointees for 2011/12
Oxfordshire Partnership Board	3 per annum	Leader of the Council
Public Service Board INACTIVE		Deputy Leader of the Council
Thematic Partnerships:		
Children & Young People's Trust	4 per annum	Cabinet Member for Children, Education & Families and Cabinet Member for Schools Improvement
Health & Well Being Partnership	4 per annum	Cabinet Member for Adult Services
Spatial Planning & Infrastructure Partnership	1 in June 2011	Cabinet Member for Growth & Infrastructure
Oxfordshire Local Enterprise Partnership	1 per month	Deputy Leader of the Council
Oxfordshire Safer Communities Partnership	4 per annum	Cabinet Member for Police & Policy Co-ordination
Oxfordshire Stronger Communities Alliance	4 per annum	Cabinet Member for Police & Policy Co-ordination
Oxfordshire Waste Partnership (meeting with Oxfordshire Environment Partnership)	4 per annum	Cabinet Member for Growth & Infrastructure

SECTION 4

Standing Advisory Bodies

Body	FOM	Places	Basis of Member Appointment	Con	Lib Dem	Lab	Grn
Arts Council S. E. Region Board	3/4 per annum	1	Cabinet Member for Safer & Stronger Communities	1 Heathcoat			
Learning Disability Partnership Board	quarterly	Co-Chairman	On the nomination of the political groups according to political balance	1 Owen			
Music House Committee	3 per annum	3	On the nomination of the political groups according to political balance	3 Waine Fulljames Tilley	0	0	0
Outdoor Centres House Committee (under review)		3	On the nomination of the political groups according to political balance	3 Waine Brown Turner	0	0	0
Oxfordshire Schools Forum	5+ per annum	2	Observers (with no voting rights)	2 Tilley Waine			
Schools Organisation Stakeholder Group	quarterly	5 2 observers (with no voting rights)	On the nomination of the political groups according to political balance Cabinet Members for C,E&F and Schools Improvement	4 Jones Nimmo-Smith Stratford Waine Chapman Tilley	1 Altaf-Khan		
County Youth Work Advisory Group (under review)	no meetings planned	5	On the nomination of the political groups according to political balance, one Councillor for each District Council area	4 Chapman-City Rose-West Fitzgerald-O'Connor-Vale Bonner-Cherwell	1 D.Turner - South	0	0

SECTION 5

Informal Member/Officer Working Groups

Working Group	FOM	Places	Basis of Appointment	Con	Lib Dem	Lab	Grn
Corporate Parenting Panel	4 per annum	10	On the nomination of the political groups according to political balance, to include the Cabinet Members for Children, Education & Families and Schools Improvement and the three members serving on the Fostering & Adoption Panels & Chairman of Children's Services Scrutiny Committee Director for Children, Education & Families and Director for Social & Community Services or nominees	8 Billington Bonner Chapman Fitzgerald-O'Connor Handley Hibbert-Biles Tilley Waine	1 Fooks / Godden	1 Brighthouse	0

Working Group	FOM	Places	Basis of Appointment	Con	Lib Dem	Lab	Grn
Headington and Marston Area Transport Steering Group (HAMATS) <i>(Dormant / Discontinued)</i>	N/A	3	Cabinet Members for Growth & Infrastructure and Transport and one other nominated by the Leader of the Council Representatives of Director for Environment & Economy	3 N/A			
Oxfordshire Museums Joint Working Group	quarterly	3	On the nomination of the political groups according to political balance Head of Cultural & Adult Learning Services and/or representative(s)	3 Heathcoat Stratford Mathew	0	0	0
Minerals & Waste Local Plan Working Group	4 per annum	5	On the nomination of the political groups according to political balance, to include the Cabinet Members for Growth & Infrastructure and Transport (or respective nominees) Director for Environment & Economy and/or representative(s)	4 Lindsay-Gale Hudspeth Jones Rose	1 Purse	0	0

Working Group	FOM	Places	Basis of Appointment	Con	Lib Dem	Lab	Grn
Oxfordshire County Council South Africa Link Group	2/3 per annum	4	<i>On the nomination of the political groups according to political balance</i>	3 Hibbert-Biles Lovatt Gearing	1 D. Turner	0	0
School Governor Appointments Panel	as required	6	<i>On the nomination of the political groups according to political balance</i> Representatives of the Children, Education & Families Governors Team	4 Fitzgerald-O'Connor Hibbert-Biles Jones Waine	1 Altaf-Khan	1 Brighthouse	0
Social Inclusion Reference Group	as required	5	On the nomination of the political groups according to political balance Representatives of all Directorates	4 Mitchell Fatemian Hibbert-Biles Tilley	1 Goddard	0	0

Working Group	FOM	Places	Basis of Appointment	Con	Lib Dem	Lab	Grn
Special Educational Needs & Disabilities Partnership	3 per annum	5	On the nomination of the political groups according to political balance, to include the Cabinet Members for Children, Education & Families and Schools Improvement Representatives of Head teachers, governors and teacher unions Director for Children, Education & Families and/or representative(s)	4 Chapman Hayward Sexon Tilley	1 Godden (sub. Altaf-Khan)	0	0
Strategic Procurement Board	as required	1	Cabinet Member for Finance & Property A senior officer from each Directorate with responsibility for procurement; and a Strategic Procurement Manager	1 Couchman	0	0	0
West End Steering Group	as required	2	Leader of the Council and Deputy Leader's representative	2 Mitchell Lindsay-Gale	0	0	0

SECTION 6**Member Champions**

Member Champions appointed by the Cabinet:

- Bus	Councillor Stewart Lilly
- Cycling	Councillor Arash Fatemian
- Efficiencies	Councillor C. H. Shouler
- Heritage	Councillor Lorraine Lindsay-Gale
- Military	Councillor Keith R. Mitchell CBE
- Older People's	Councillor Peter Jones
- Olympics	Councillor Bill Service
- Risk Management	Chairman, Audit Committee

SECTION 7

Strategic Outside Body	FOM	OCC Entitlement	Appointees for 2011/12
County Councils Network (CCN)	Council - 4 per annum Executive – 4 per annum Annual conference	4 county councillors	Hudspeth Hayward Robertson Tilley
Local Government Association (LGA)	General Assembly -1 per annum	4 county councillors (* to cast additional OCC vote)	Hudspeth Mitchell* Robertson Tilley
LGA: Rural Commission	as required	1 county councillor	Hallchurch
LGA: Urban Commission	as required	1 county councillor	Fatemian
Oxfordshire Association of Local Councils	as required	1 county councillor	Jones
Oxfordshire Care Partnership Board	as required	1 county councillor	Fatemian
Oxfordshire Countryside Access Forum	2/3 per annum	1 county councillor	Rose
Oxfordshire Rural Community Council	as required	1 county councillor	Nimmo-Smith
South East Employers (notice served to terminate membership)	quarterly	3 county councillors + 3 <i>deputies</i>	Robertson Wilmshurst Hallchurch <i>Rose</i> <i>Tilley</i> <i>Fatemian</i>
South East England Councils	Executive – 4 per annum AGM	1 county councillor + 1 <i>deputy</i>	Lindsay-Gale <i>Rose</i>

Division(s): All

CABINET – 19 JULY 2011

TREASURY MANAGEMENT OUTTURN 2010/11

Report by Assistant Chief Executive and Chief Finance Officer

Introduction

1. The Chartered Institute of Public Finance and Accountancy's (CIPFA's) 'Code of Practice on Treasury Management (Revised) 2009' requires that Council (via Cabinet) and Audit Committee receives an updated report on Treasury Management activities at least twice per year. This report is the second report for the financial year 2010/11 and sets out the position as at 31 March 2011.
2. The following annexes are attached
 - Annex 1 Debt Financing 2010/11
 - Annex 2 PWLB interest rate graph
 - Annex 3 PWLB debt Raised and Maturing
 - Annex 4 Lending List Changes
 - Annex 5 Investment portfolio 31/03/2011
 - Annex 6 Prudential Indicators Outturn
 - Annex 7 Benchmarking

Strategy 2010/11

3. The Treasury Management Strategy for 2010/11 was based on an average base rate forecast of 0.63%.
4. The Strategy for Long Term Borrowing was to use a combination of external borrowing and internal balances in order to reduce the Council's exposure to credit risk and reduce the cost of carry (difference between borrowing costs and investment returns) whilst debt rates remained higher than investment interest rates.
5. The Strategy included the continued use of the services of external fund managers, Scottish Widows Investment Partnership (SWIP) and Investec.

Market Background

6. At the time of determining the strategy for 2010/11, interest rates were expected to remain low in response to the fragile state of the UK economy. Economists were predicting spending cuts and tax increases after the General Election if the government held a clear majority. The markets, at the time, viewed a hung parliament as potentially disruptive if combined with a failure to produce a plan to bring down government borrowing. The outlook for growth

was uncertain due to consumers and corporates reducing their spending, and financial institutions exercising restraint in new lending.

7. The economy's two headline indicators moved in opposite directions – growth was low whilst inflation spiked sharply. The economy grew by 1.3% in calendar year 2010; the forecast for 2011 was revised down to 1.7% by the Office of Budget Responsibility in March. High commodity, energy and food prices and the increase in VAT to 20% pushed the February 2011 annual CPI inflation figure to 4.4%. The Bank Rate was held at 0.5% as the economy dealt with uneven growth and the austerity measures set out in the coalition government's Spending Review.
8. The US Federal Reserve (the Fed) kept rates on hold at 0.25% following a slowdown in American growth. The European Central Bank maintained rates at 1%, with the markets expecting a rate rise in early Spring.
9. The credit crisis migrated from banks to European sovereigns. The ratings of Ireland and Portugal were downgraded to the BBB category whilst the rating of Greece was downgraded to sub-investment grade. The sovereign rating of Spain was also downgraded but remained in the AA category. The results from the EU Bank Stress Tests, co-ordinated by the Committee of European Banking Supervisors, highlighted that only 7 out of the 91 institutions failed the 'adverse scenario' tests. The tests were a helpful step forward, but there were doubts if they were far-reaching or demanding enough. The main UK banks' (Barclays, HSBC, LloydsTSB and RBS) Tier 1 ratios¹ all remained above 9% under both the 'benchmark scenario' and the 'adverse scenario' stress tests. To remain above 9% is considered to be a positive sign. The tests will be repeated in the Spring of 2011.
10. Gilts benefited from the Spending Review plans as well as from their relative 'safe haven' status in the face of European sovereign weakness. 5-year and 10-year gilt yields fell to lows of 1.44% and 2.83% respectively. However, yields rose in the final quarter across all gilt maturities on concern that higher inflation would become embedded and reduce the real rate of return for fixed income investors.
11. During the year, money market rates increased marginally at the shorter end of the yield curve (overnight to 3 months). 6 - 12 month rates increased between 0.25% to 0.30% over the 12 month period reflecting the expectation that the Bank Rate would be raised later in 2011.

Treasury Management Activity

Debt Financing

12. The Council's debt financing for 2010/11 is analysed in Annex 1

¹ The Tier 1 ratio is the ratio of a bank's core equity capital to its total risk-weighted assets.

13. The original 2010/11 borrowing strategy was to use a combination of external borrowing and internal balances. This was intended to reduce the cost of carry (the difference between borrowing rates and investment returns), and also partly retain the ability to borrow internally in the future if borrowing rates were prohibitively expensive.
14. In July 2010 in light of uncertainty over the cost of financing, and the future ability of Local Authorities to finance, capital expenditure through borrowing, the Treasury Management Strategy Team (TMST) took the view that retaining the ability to borrow internally in future years was necessary. Therefore borrowing was arranged to fund the Capital Financing Requirement for the year.
15. Following the Spending Review in October 2010, the PWLB increased its lending rates across all maturity periods to include a premium of approximately 0.87%. Therefore, officers' concerns over the cost of borrowing were warranted and the decision to borrow £30m before the SR has avoided additional interest payments of £0.261m per annum.
16. The table in Annex 1 shows that the Council's cumulative total external debt increased during the year from £412.09m on 1 April 2010 to £434.41m on 31 March 2011, a net increase of £22.32m. The purpose of the increase in borrowing was to finance capital expenditure and Prudential Schemes. Gross 'new' borrowing amounted to £30m all of which was borrowed from PWLB². No new money market debt was arranged in 2010/11.
17. At 31 March 2011, the authority had 72 PWLB loans totalling £384.41m and 10 LOBO³ loans totalling £50m. The average rate of interest paid on PWLB debt was 4.76% and the average cost of LOBO debt in 2010/11 was 3.94%. The combined weighted average for interest paid on long-term debt was 4.67%. Details of new loans arranged during 2010/11 are shown in Annex 2.

Maturing Debt

18. The Council repaid £7.68 million of maturing PWLB loans during the year. The weighted average interest rate payable on the matured loans was 4.54%. The details are set out in Annex 3.

Debt Restructuring

19. No long term debt was restructured during 2010/11 as interest rates and repayment terms were unfavourable.

² The Public Works Loan Board is a Government agency operating within the United Kingdom Debt Management Office and is responsible for lending money to Local Authorities.

³ LOBO (Lender's Option/Borrower's Option) Loans are long-term loans which include a re-pricing option for the bank at predetermined intervals.

Investment Strategy

20. Security and liquidity of cash was prioritised above the requirement to maximise returns. The Council adopted a cautious approach to lending to financial institutions, and continuously monitored credit quality information regarding the institutions on the Lending List.
21. The majority of deposits were limited to 3 months in duration throughout the first half of the financial year. In September 2010 a programme of 6 month deposits was tailored with 4 counterparties deemed to be of higher credit quality. This had the effect of increasing the yield whilst maintaining a relatively low average maturity profile.
22. In December 2010 the TMST decided to lengthen the weighted average maturity (WAM) of the deposit portfolio to protect the Council against the risk of interest rates remaining low longer than the market anticipated. This was achieved mainly by placing longer term deposits with other local authorities. The weighted average maturity of all deposits during 2010/11 was 110 days (compared with 94 days during 2009/10).
23. The Council used fixed and structured deposits, as well as call accounts and money market funds to deposit its in-house temporary cash surpluses during 2010/11.
24. In compliance with latest CIPFA guidance on deposits held with Icelandic banks, the 2010/11 final accounts include an amount which represents the potential lost deposit and associated interest on amounts placed with Landsbanki. In April 2011 the Reykjavik District Court held that Local Authority creditors would be treated as Preferential Creditors. The other creditors of Landsbanki are currently appealing against this decision in the Icelandic Supreme Court. If it is held in the Supreme Court that Local Authorities should retain Preferential status, then the CIPFA guidance sets out that 5.15% of the deposit should be impaired to reflect the sum at risk of not being returned (i.e. £0.0515 in each £1.00). If however the Supreme Court finds in favour of the plaintiff, then the amount at risk is estimated to be 61.79% (i.e. £0.6179 in each £1.00). CIPFA guidance states that as Local Authorities currently enjoy Preferential Creditor status, then the impairment should be based upon 5.15% at risk.

The Council's Lending List

25. The Council's in-house cash balances are deposited with institutions that meet the Council's approved credit rating criteria. The approved Lending List is regularly updated during the year to reflect changes in bank and building society credit ratings. Changes are reported to Cabinet each month. The approved lending list may also be further restricted by officers, in response to changing conditions and perceived risk. Annex 4 shows the amendments incorporated into the Lending List during 2010/11, in accordance with the approved credit rating criteria and additional temporary restrictions.

26. In April 2010 a 4 day maturity loan was arranged with Rabobank taking the total deposits with Rabobank to £22.25m. The absolute lending limit with Rabobank was £30m, subject to a maximum of 10% of the total investment portfolio. At the time of the deposit 10% of the investment portfolio was £20.08m. The 10% single counterparty limit was therefore breached by £2.17m for 4 days. There was no financial loss to the Council as a result of this breach, and further measures have been put in place to minimise the risk of further breaches of the 10% limit. This breach was reported in the Treasury Management Mid Term Review 2010/11.

Investment Outturn

27. The average daily balance of temporary surplus cash invested in-house was £221m in 2010/11. The Council achieved an average in-house return for the year of 0.88%, producing gross interest receivable of £1.946m (excluding interest accrued on Landsbanki deposits). Temporary surplus cash balances include: developer contributions; council reserves and balances; trust fund balances; and various other funds to which the Council pays interest at each financial year end, based on the average rate earned on all deposits.
28. The Council used the seven-day inter-bank sterling rate as its benchmark to measure its own in-house investment performance. During 2010/11 the average seven-day interbank sterling rate was 0.43%. The Council's average in-house return (0.88%) thus exceeded the benchmark by 0.45%.
29. The Council operates a number of call accounts to deposit short-term cash surpluses. During 2010/11 the average balance held on call was £64.08 m..
30. At 31 March 2011, the Council's investment portfolio comprised £167.06m of fixed term deposits, £34.33m at short term notice in money market funds and call accounts and £24.27m managed by external fund managers. Annex 5 shows the analysis of the investment portfolio at 31 March 2011.
31. The council's Treasury Management Strategy Team regularly monitors the risk profile of the Council's investment portfolio. An analysis of the credit and maturity position of the portfolio at 31/3/2011 is shown in Annex 5.

External Fund Managers

32. During the year, the Council continued to use the services of two external fund managers: Investec Asset Management Limited and Scottish Widows Investment Partnership Limited (SWIP). Each fund manager invests £10m of the Council's cash, plus their accumulated returns. Investec began managing the fund on 13 April 2006 and SWIP on 13 July 2006. The fund managers were given slightly different investment criteria and, accordingly, their performance is measured against different benchmarks.
33. In December 2010 the original Investec mandate was changed from a discretionary mandate, (where individual financial instruments were traded

separately on behalf of the Council), to a non-discretionary mandate (where the funds are invested in pooled investment vehicles in set proportions). The intention of the change in mandate was to increase the potential yield on funds invested, by taking increased volatility risk on a small proportion of the portfolio. This change was approved by Council on 14 September 2010.

34. SWIP's annualised return for the year was 1.05% (net of management charges) compared to their annualised benchmark return of 0.51%. Investec's return for the year (net of management charges) was 1.15%, compared with a benchmark of 1.21%.

Prudential Indicators for Treasury Management

35. During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy Report. The outturn for the Prudential Indicators is shown in Annex 6.

External Performance Indicators and Statistics

36. The County Council is a member of the CIPFA Treasury and Debt Management Benchmarking Club and completed returns for the financial year 2010/11. The results of this exercise are not yet available.
37. Arlingclose has also benchmarked Oxfordshire County Council's investment performance against its other clients. Since 31st March 2010 the Council has increased the yield on its' deposits whilst simultaneously reducing credit risk. When compared against other County Councils, Oxfordshire County Council's deposit portfolio sits in the upper quartile for interest rate and the lowest quartile for credit risk. The investment performance benchmarking is shown on Annex 7.

Financial and Legal Implications

38. The combined activities of debt and investment management contribute to the strategic measures element of the Council's budget. In the Medium Term Financial Plan, the budget for Interest Payable in 2010/11 was £19.973m compared with the outturn of £20.117m giving a net overspend of £0.144m. This was attributable to the change in strategy regarding external borrowing undertaken.
39. The 2010/11 budget for interest receivable was £1.930m, compared with the outturn of £2.161m giving a net underspend of £0.231m. The increase is mainly due to higher cash balances due in part to slippage on the capital programme and a change in strategy regarding external borrowing.
40. The budget for Interest Payable in 2011/12 is £18.808m. The expected return for Interest Receivable in 2011/12 is £2.234m (in house) and £0.273m (external). These positions will be reviewed during the year.

RECOMMENDATION

41. **The Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2010/11.**

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Background Papers:

Contact officer: Tim Chapple Tel: (01865) 323980

June 2011

Annex 1**OXFORDSHIRE COUNTY COUNCIL DEBT FINANCING 2010/11****Debt Profile**

	£m
1. PWLB	85% 362.09
2. Money Market LOBO loans	12% <u>50.00</u>
3. Sub-total External Debt	412.09
4. Internal Balances	<u>3 % 12.98</u>
5. Actual Debt at 31 March 2010	100% 425.07
6. Government Supported Borrowing	26.05
7. Unsupported Borrowing	4.39
8. Borrowing in Advance	0.00
9. Minimum Revenue Provision	<u>-17.89</u>
10. Actual Debt at 31 March 2011	437.62

Maturing Debt

11. PWLB loans maturing during the year	7.68
12. PWLB loans repaid prematurely in the course of debt restructuring	<u>0.00</u>
13. Total Maturing Debt	7.68

New External Borrowing

14. PWLB Normal	30.00
15. PWLB loans raised in the course of debt restructuring	0.00
16. Money Market LOBO loans	<u>0.00</u>
17. Total New External Borrowing	30.00

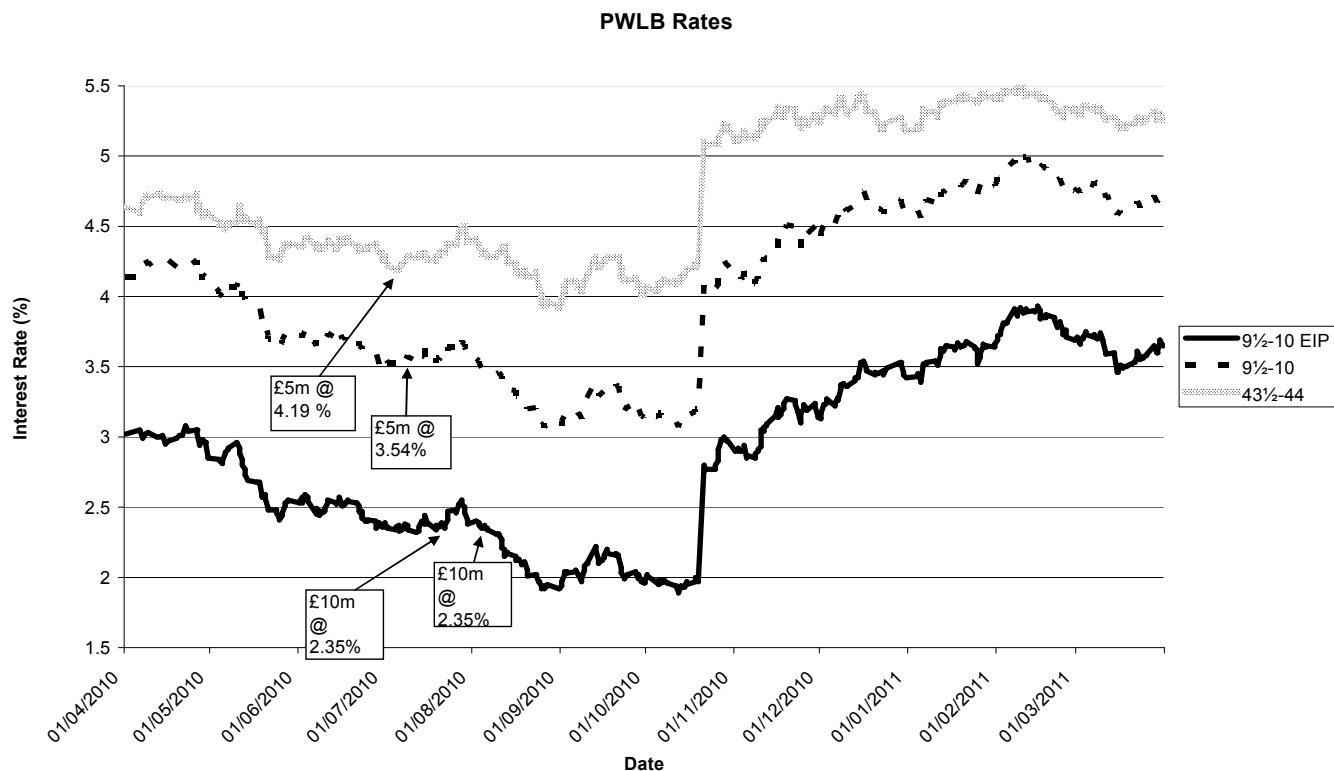
Debt Profile Year End

18. PWLB	88% 384.41
19. Money Market LOBO loans	11% <u>50.00</u>
20. Sub-total External Debt	434.41
21. Internal Balances	<u>1 % 3.21</u>
22. Actual Debt at 31 March 2011	100% 437.62

Line

- 1 – 5 This is a breakdown of the Council's debt at the beginning of the financial year (1 April 2010). The PWLB is a government agency operating within the Debt Management Office. LOBO (Lender's Option/ Borrower's Option) loans are long-term loans, with a maturity of up to 60 years, which includes a re-pricing option for the bank at predetermined time intervals. Internal balances include provisions, reserves, revenue balances, capital receipts unapplied, and excess of creditors over debtors.
- 6 'Government Supported Borrowing' is the amount that the Council can borrow in any one year to finance the capital programme. This is determined by Central Government, and in theory supported through the Revenue Support Grant (RSG) system.
- 7 'Unsupported Borrowing' reflects Prudential Borrowing taken by the authority whereby the associated borrowing costs are met by savings in the revenue budget.
- 8 'Borrowing in Advance' is the amount the Council borrowed in advance during 2010/11 to fund future capital finance costs.
- 9 The amount of debt to be repaid from revenue. The sum to be repaid annually is laid down in the Local Government and Housing Act 1989, which stipulates that the repayments must equate to at least 4% of the debt outstanding at 1 April each year.
- 10 The Council's total debt by the end of the financial year at 31 March 2011, after taking into account new borrowing, debt repayment and movement in funding by internal balances.
- 11 The Council's normal maturing PWLB debt.
- 12 PWLB debt repaid early during the year.
- 13 Total debt repaid during the year.
- 14 The normal PWLB borrowing undertaken by the Council during 2010/11
- 15 New PWLB loans to replace debt repaid early.
- 16 The Money Market borrowing undertaken by the Council during 2010/11.
- 17 The total external borrowing undertaken.
- 18-22 The Council's debt profile at the end of the year.

PWLB Interest Rates 2010/11



New borrowing undertaken during 2010/11 (excluding Prudential borrowing).

9 ½ - 10 EIP = Regular repayments of Equal Instalments of Principal for loans with maturities of between 9 ½ and 10 years

9 ½ - 10 = Repayment of Principal on Maturity, for loans with maturities of between 9 ½ and 10 years

43 ½ - 44 = Repayment of Principal on Maturity, for loans with maturities of between 43 ½ and 44 years

ANNEX 3**Long-term debt Raised and Maturing 2010/11****Normal Debt Financing PWLB: Loans Raised**

Date	Amount £m	Interest Rate%	Termination Date	Repayment Type
08/07/2010	5	4.19	14/06/2054	Maturity
09/07/2010	5	3.54	01/06/2020	Maturity
26/07/2010	10	2.35	13/07/2020	EIP
06/08/2010	10	2.35	06/08/2020	EIP
Total	30			

Public Works Loan Board: Loans Maturing in 2010/11

Date	Amount £m	Rate %	Repayment Type
31/08/2010	0.338	1.120	Annuity
31/12/2010	1.000	6.375	Maturity
13/01/2011	4.000	4.750	Maturity
13/01/2011	0.500	2.350	EIP
31/01/2011	0.500	2.350	EIP
31/01/2011	1.000	6.375	Maturity
28/02/2011	0.340	1.120	Annuity
Total	7.678		

Repayment Types

Maturity – Full amount of principal is repaid at the final maturity date

EIP – Equal Instalments of Principal are repaid every 6 months until the final maturity date

Annuity – A reducing balance of principal is repaid every 6 months until the final maturity date

Lending List Changes during 2010/11**Counterparties added/reinstated**

Bank of Montreal

BNP Paribas S.A.

Canadian Imperial Bank of Commerce

Goldman Sachs Sterling Liquid Reserves Fund

Hendersons Liquid Assets Fund

Ignis Sterling Liquidity Fund

Nationwide Building Society

Nordea Bank Finland

Prime Rate Sterling Fund

Santander UK Plc (August 2010)

Standard Chartered Bank

Counterparties removed/suspended

Alliance & Leicester plc

Bank Nederlandse Gemeenten N.V.

Bilbao Bizkaia Kutxa

DZ Bank

Santander UK Plc (April 2010)

Lending limits & Maturity limits decreased

	New Lending limit	Maximum Maturity
Clydesdale Bank	£10m	1 month
National Australia Bank	£22m	1 month
Commonwealth Bank of Australia	£30m	1 month
Lloyds TSB Bank Plc	£10m	6 months
Bank of Scotland Plc	£10m	6 months

Name Changes

Old Name	New Name
Hendersons	Deutsche Bank

Hendersons Global Investors outsourced the management of its money market fund to Deutsche Bank. The fund was transferred to Deutsche Bank on 1 March 2011.

This page is intentionally left blank

OXFORDSHIRE COUNTY COUNCIL INVESTMENT PORTFOLIO 31/03/2011

Fixed term deposits held at 31/03/2011

Counterparty	Principal Deposited (£)	Maturity Date
Landsbanki Islands HF	2,000,000.	N/A
Landsbanki Islands HF	3,000,000.	N/A
Lancashire County Council	10,000,000.	15/04/2011
Bury Council	5,000,000.	18/04/2011
Santander UK plc Time Deposit Facility	5,000,000.	21/04/2011
Barnsley Metropolitan Borough Council	1,200,000.	28/04/2011
Credit Industriel et Commercial (CIC)	6,000,000	28/04/2011
Lloyds TSB Bank plc	3,025,000	04/05/2011
Exeter City Council	5,000,000	16/05/2011
Santander UK plc Time Deposit Facility	5,000,000	26/05/2011
Santander UK plc Time Deposit Facility	2,000,000	26/05/2011
Barclays Bank Plc (Direct)	1,700,000	03/06/2011
Barclays Bank Plc (Direct)	2,500,000	03/06/2011
Commonwealth Bank of Australia	10,000,000	15/06/2011
Lloyds TSB Bank plc	3,025,000	22/06/2011
Barclays Bank Plc (Direct)	3,000,000	30/06/2011
Barclays Bank Plc (Direct)	1,000,000	05/07/2011
Credit Industriel et Commercial (CIC)	3,914,000	07/07/2011
Santander UK plc Time Deposit Facility	5,000,000.	15/07/2011
Lancashire County Council	10,000,000	22/07/2011
Islington Council	5,000,000	29/07/2011
Santander UK plc Time Deposit Facility	5,000,000	12/08/2011
Barclays Bank Plc (Direct)	3,800,000	22/08/2011
Lloyds TSB Bank plc	3,900,000	02/09/2011
Credit Industriel et Commercial (CIC)	5,000,000	16/09/2011
Northamptonshire County Council	5,000,000	24/10/2011
Newcastle City Council	5,000,000	31/10/2011
Corby Borough Council	5,000,000	10/11/2011
North Lanarkshire Council	5,000,000	30/11/2011
Barclays Bank Plc (Direct)	5,000,000	30/12/2011
Southampton City Council	5,000,000	22/02/2012
Doncaster Metropolitan Borough Council	3,000,000	02/04/2012
Shepway District Council	2,000,000	30/06/2012
Newcastle City Council	5,000,000	02/07/2012
Newcastle City Council	5,000,000	05/07/2012
Shepway District Council	2,000,000	28/06/2013
Total	157,064,000	

Structured deposits held at 31/3/2011

Counterparty	Principal Deposited (£)	Maturity Date
Barclays Bank PLC (Through Broker)	5,000,000	20/07/2012
HSBC Bank plc	5,000,000	28/03/2013
Total	10,000,000	

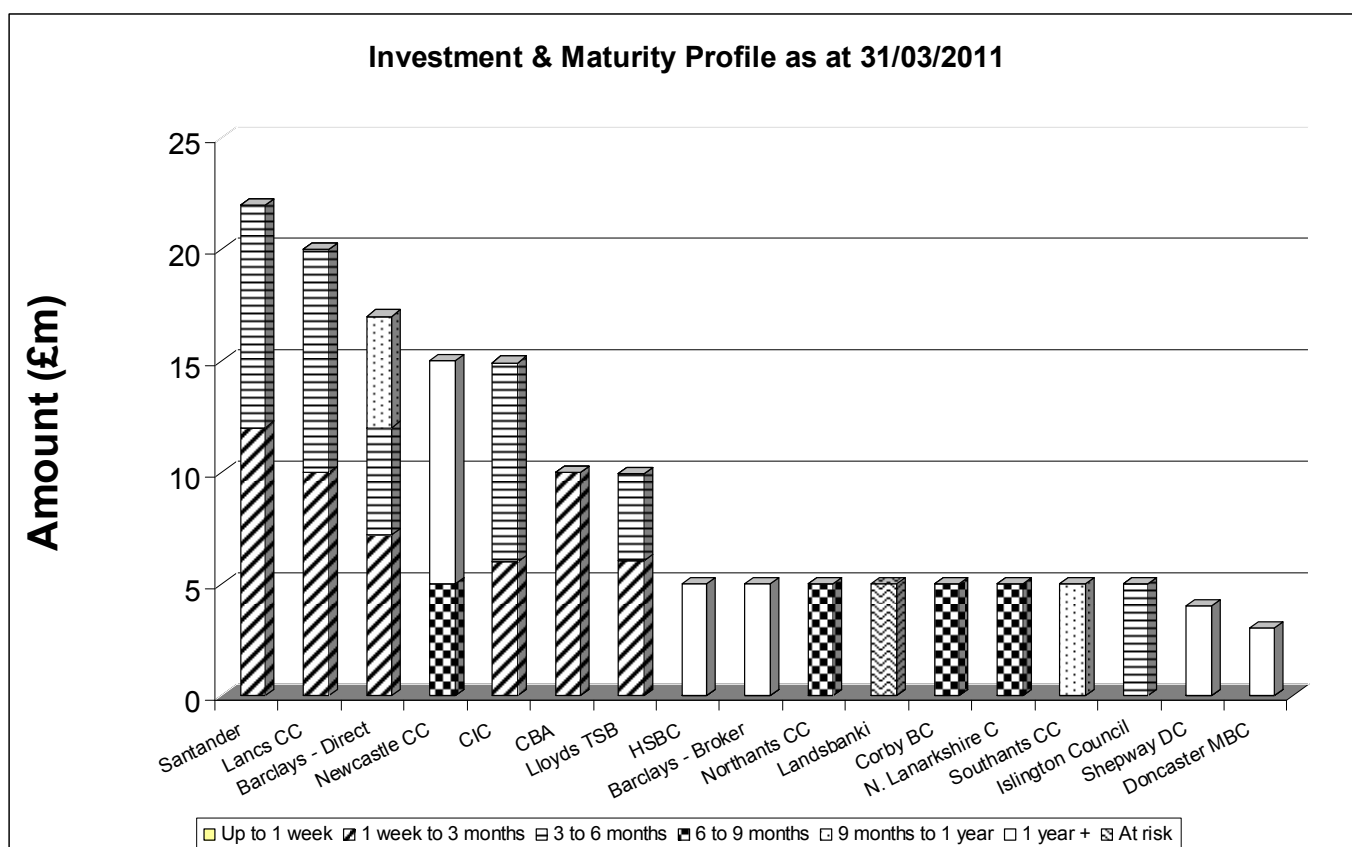
Short-term notice call accounts and Money Market Funds

Counterparty	Balance at 31/03/11 (£)	Notice period
Lloyds TSB Call Deposit Account	50,000.00	Same day
Royal Bank of Scotland Call Account	20,000,000.00	Same day
Clydesdale Bank 15 Day Notice Account	0.68	15 days
Clydesdale Bank 30 Day Notice Account	9,969,860.62	30 days
Prime Rate Sterling Liquidity Fund	4,306,000.00	Same day
Total	34,325,861.30	

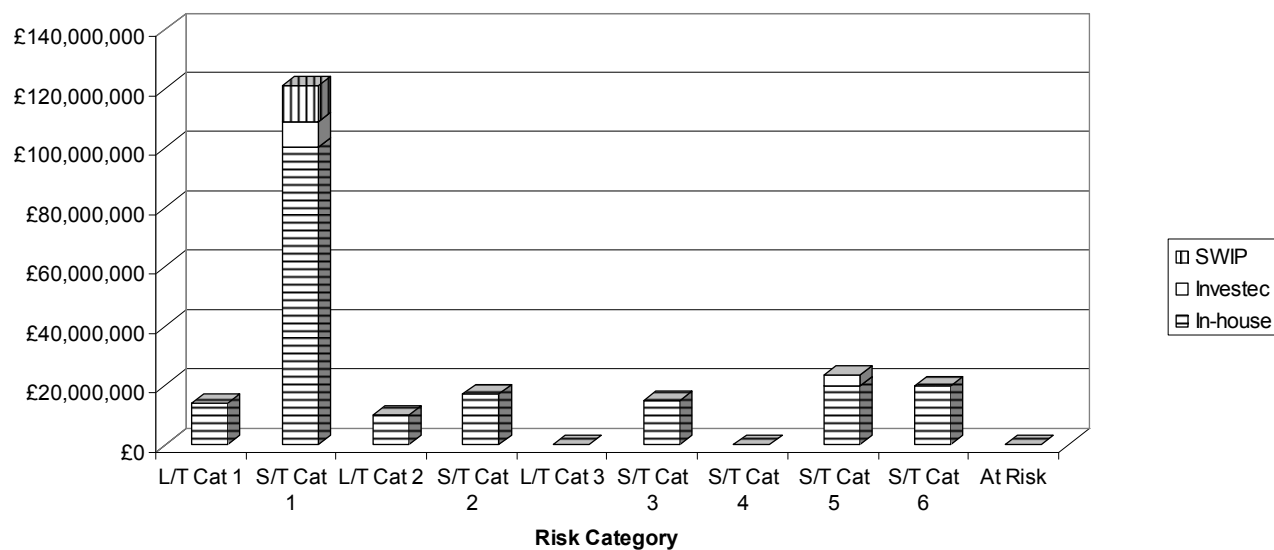
Externally Managed Funds

Fund Manager	Value of Fund at 31/03/11 (£)
Investec	12,177,433.90
SWIP	12,093,663.00
Total	24,271,096.90

Risk profile of investment portfolio at 31/3/11

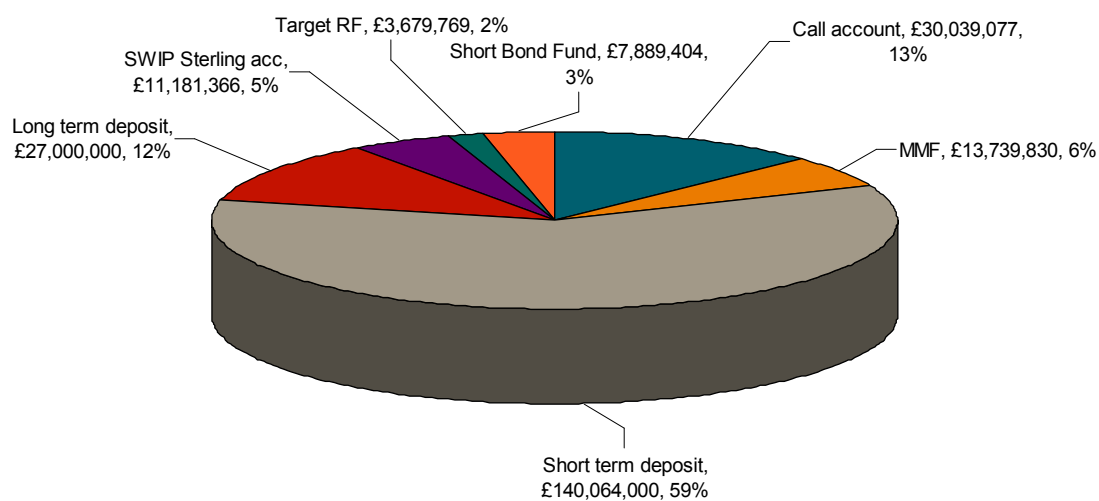


Risk Profile - Total Combined Portfolio as at 31/03/2011



Risk Category	L/T rating	S/T rating	Indiv. rating	Support rating
1	AA+, AA	F1+	1, 2	A, A/B
2	AA-	F1+	1, 2	A/B, B
3	AA-	F1+	1	B/C
4	AA-	F1+	1	B/C
5	A+, A	F1	1, 2, 3	B, B/C, C
6	A	F1	2, 3, lower	C/D or lower

Total Combined Portfolio as at 31/03/2011



Prudential Indicators Outturn 31 March 2011**Authorised and Operational Limit for External Debt**

Authorised Limit for External Debt	£600,000,000
Operational Limit for External Debt	£590,000,000
Actual External Debt at 31 March 2011	£440,441,342

External debt includes Pension Fund cash invested in-house and long-term liabilities.

Fixed Interest Rate Exposure

Fixed Interest Net Borrowing limit	150.00%
Actual at 31 March 2011	105.85%

Variable Interest Rate Exposure

Variable Interest Net Borrowing limit	25.00%
Actual at 31 March 2011	- 5.85%

Sums Invested over 365 days

Total sums invested for more than 364 days maximum limit	£100,000,000
Actual sums invested for more than 364 days at 31 March 2011	£ 32,000,000

Maturity Structure of Borrowing at 31/03/11

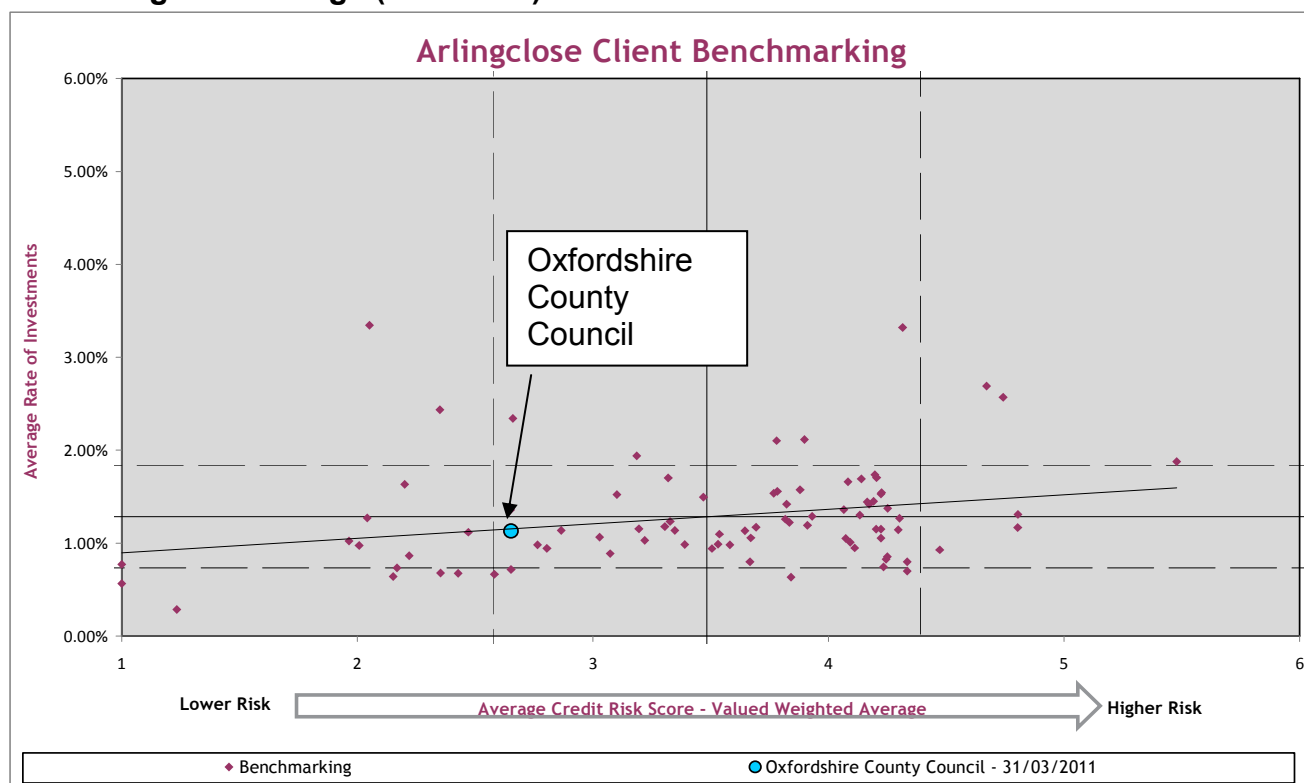
	Limit %	Actual %
From 01/04/10		
Under 12 months	0 - 20	0
12 – 24 months	0 - 25	8.90
24 months – 5 years	0 - 35	9.52
5 years – 10 years	5 - 40	15.65
10 years +	50 - 95	65.93

The Prudential indicators for Maturity structure are set with reference to the start of the financial year. The actual % shown above relates to the maturity period remaining at 01/04/10 on loans still outstanding at 31/03/11.

Actual Maturity Structure of Borrowing at 01/04/11

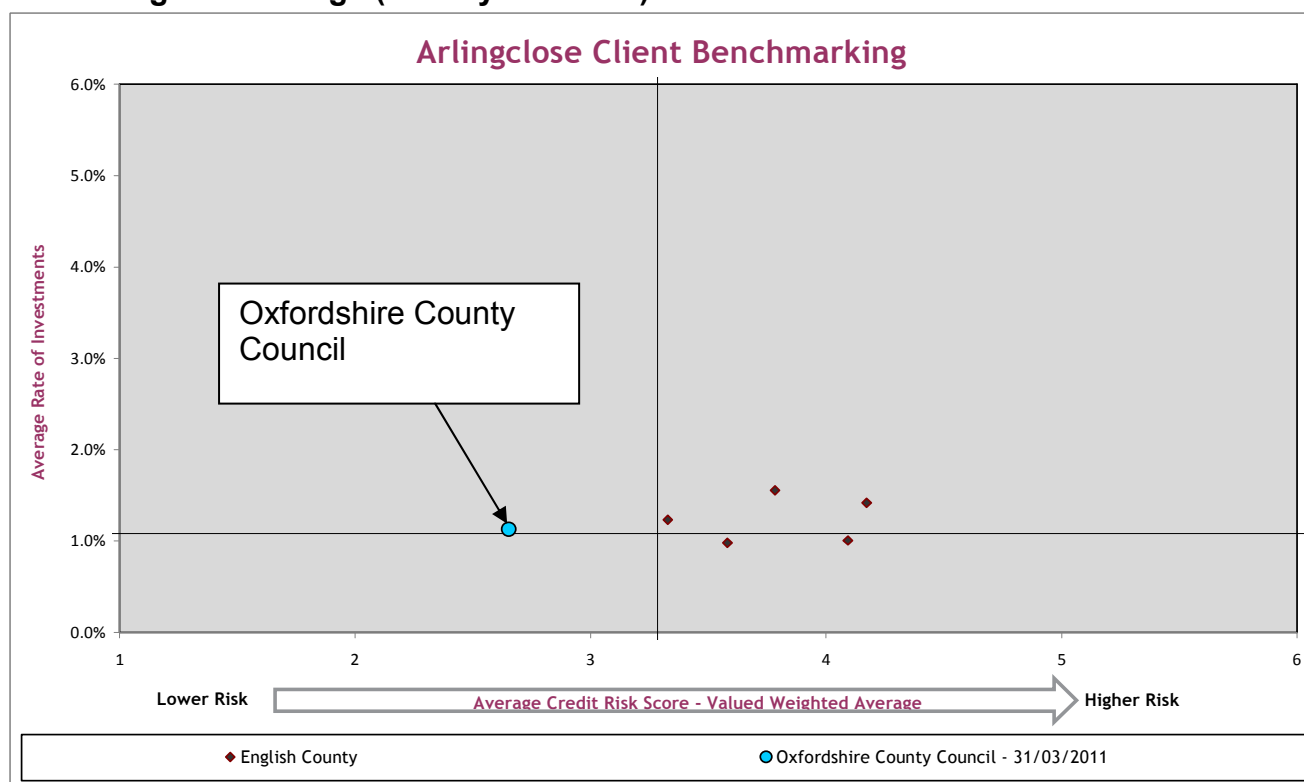
	Limit %	Actual %
From 01/04/11		
Under 12 months	0 - 20	6.60
12 – 24 months	0 - 25	4.22
24 months – 5 years	0 - 35	8.98
5 years to 10 years	5 – 40	14.50
10 years +	50 – 95	65.70

Value weighted average (all clients)



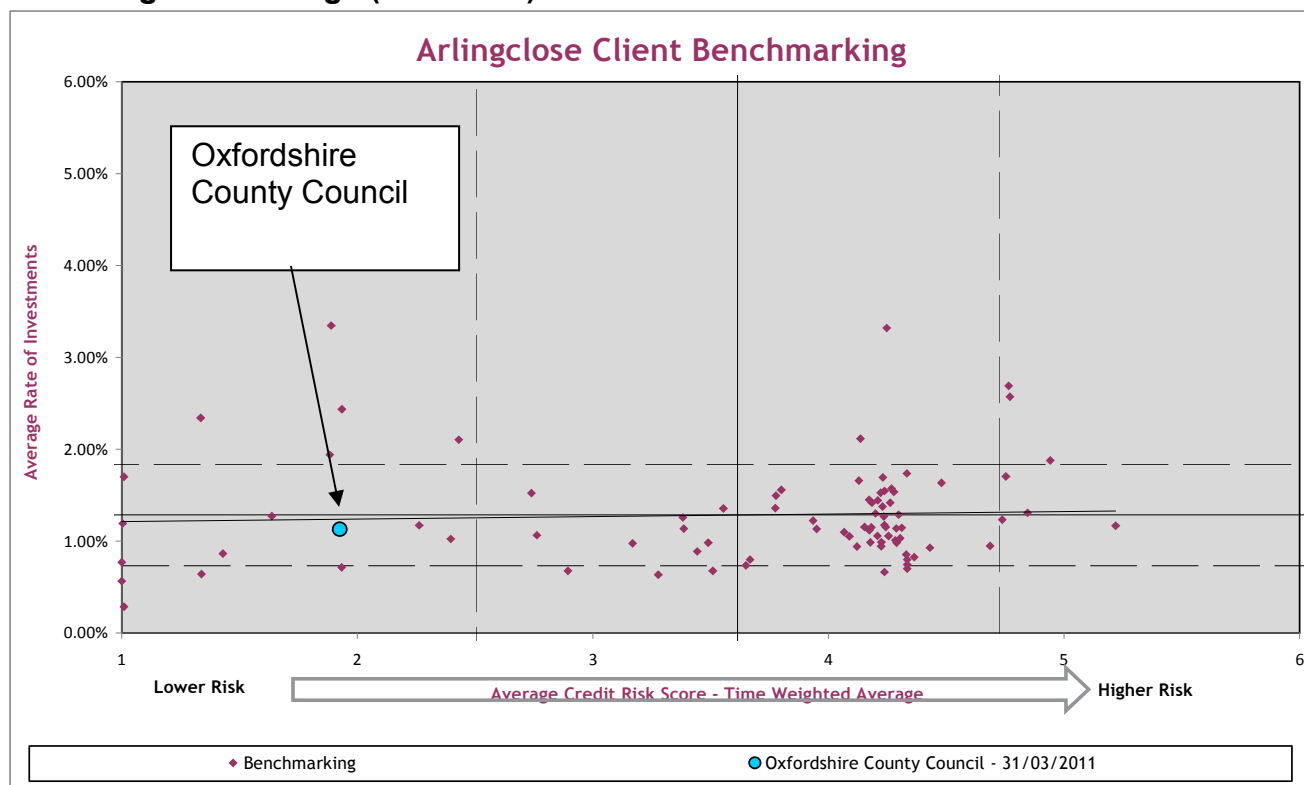
The above graph shows that Oxfordshire County Council achieved the average interest rate for the credit weighting of all clients of Arlingclose as at 31/03/2011

Value weighted average (County Councils)



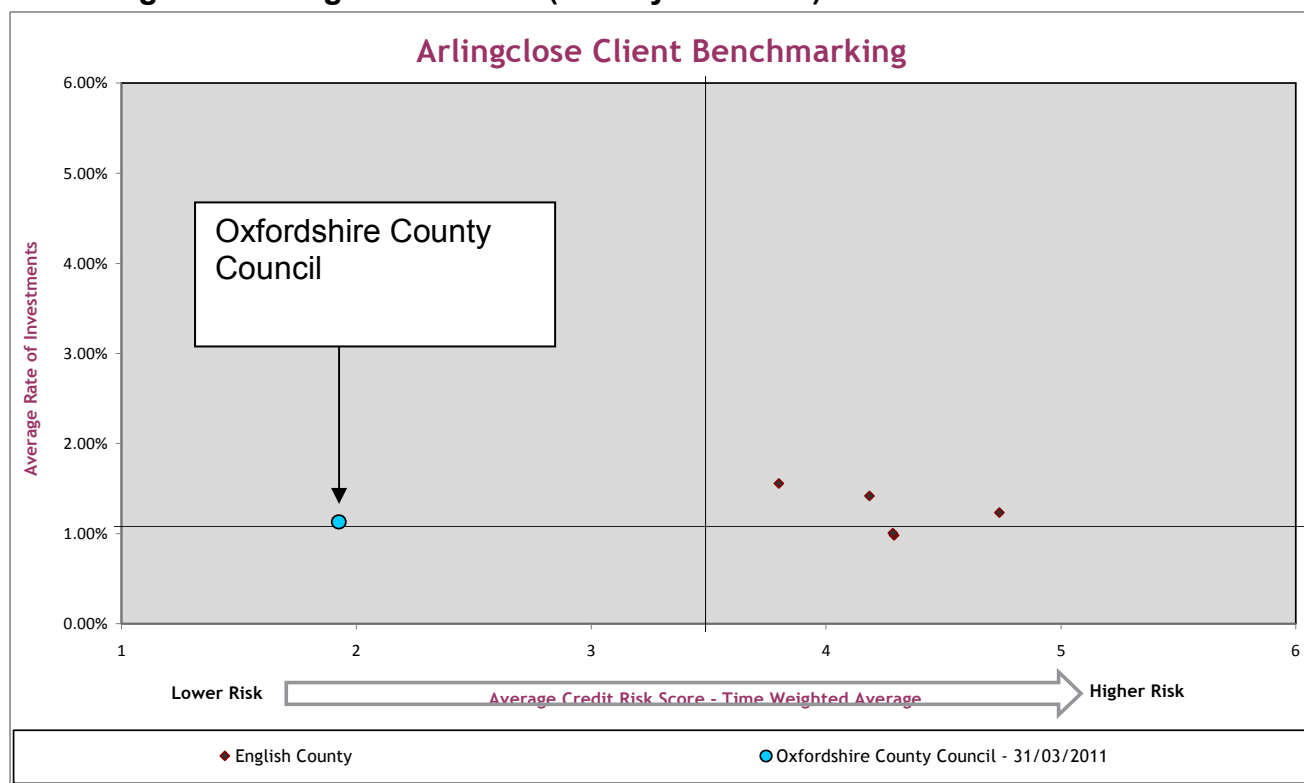
The above graph shows that Oxfordshire County Council achieved a similar interest rate for less credit risk compared to 5 other County Councils as at 31/03/2011

Time weighted Average (all clients)



The above graph shows that Oxfordshire County Council achieved a near average interest rate on deposits whilst maintaining a relatively low credit risk at 31.03.2011

Time weighted Average Credit Risk (County Councils)



The above graph shows that Oxfordshire County Council achieved a similar interest rate to the other County Councils in the sample, whilst it maintained a significantly lower time weighted credit risk as at 31/03/2011.

This page is intentionally left blank

Division(s): N/A

CABINET – 19 JULY 2011

2011/12 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

Report by Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report focuses on significant issues and risks around the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. These form part of the forecast position for each Directorate. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of May 2011. The Capital monitoring and Capital Programme Update is included at Part 3. A recommendation to reinstate charges for parking in Oxford City Centre on Sundays and in the evenings is set out in Part 4.
2. Risks in delivering the Directorate Business Strategies in 2011/12 were set out in the previous report. Over half of the 2011/12 savings totalling £54.6m are already achieved or forecast to be achieved. The remainder are subject to management action and may also be affected by external factors during the year.

Summary Position

3. The current in – year Directorate forecast including the Council elements of the Pooled Budgets is a variation of +£1.310m, or +0.32% against a budget of £415.189m as shown in the table below. The in-year forecast excludes an overspend of +£0.255m on services funded from Dedicated Schools Grant (DSG).

Original Budget 2011/12 £m		Latest Budget 2011/12 £m	Forecast Outturn 2011/12 £m	Variance Forecast May 2011 £m	Variance Forecast May 2011 %
112.817	Children, Education & Families (CE&F)	112.746	112.738	-0.008	-0.01
219.442	Social & Community Services (S&CS)	219.230	219.720	+0.490	+0.22
75.561	Environment & Economy	75.684	75.199	-0.485	-0.64
7.751	Chief Executive's Office	7.529	7.514	-0.015	-0.20
415.571	In year Directorate total	415.189	415.171	-0.018	0

Add: Overspend on Council Elements of Pooled Budgets		+1.328	
Total Variation including Council Elements of Pooled Budgets		+1.310	+0.32
Plus: Overspend on DSG		+0.255	
Total Variation		+1.565	+0.38

4. The following annexes are attached:

- Annex 1 Original and Latest Estimates for 2011/12
- Annex 2 Virements & Supplementary Estimates
- Annex 3 Redundancy Costs
- Annex 4 Forecast Earmarked Reserves
- Annex 5 Forecast General Balances
- Annex 6 Older People & Physical Disabilities and Learning Disabilities Pooled Budgets
- Annex 7 Government Grants 2011/12
- Annex 8 Treasury Management Lending List
- Annex 9 Capital Programme Monitoring
- Annex 10 Updated Capital Programme 2011/12 to 2016/17

5. The Directorate reports which set out the detail behind this report are available in the Members' Resource Centre, along with the annexes that have not been printed.

Part 1 - Revenue Budget & Business Strategy Savings

6. Annex 1 shows the forecast revenue outturn by Directorate based on the position to the end of May 2011. The latest budget does not include carry forwards from 2010/11 which were set out in the Provisional Outturn Report for 2011/12 agreed by Cabinet on 21 June 2011. Some of these depend on virements larger than £0.5m which require Council approval on 13 September 2011. Agreed carry forwards will therefore be included in the report up to the end of September 2011.

Children, Education & Families : -£0.010m in year directorate variation

7. Children, Education & Families are forecasting an in-year variation of -£0.010m (+£0.247m total variation including £0.255m on services funded from Dedicated Schools Grant). The Directorate is committed to achieving -£10.2m of savings in 2011/12. These rise to -£19.8m by 2014/15 and the Directorate's Transformation Board is meeting regularly to review progress.
8. As previously reported services are being redesigned as part of the Business Strategy and, subject to the wider restructure of the Directorate, implementation is underway as detailed in the Service Redesign Report agreed by Cabinet on 19 April 2011. Due to the timing of the implementation there is a risk that some of the savings dependent on service redesign will not be achieved in full in 2011/12.

Admissions & Transport

9. Home to School Transport are forecasting a variation of -£0.385m. This is significantly lower than the position achieved in 2010/11 reflecting the service budgets being reduced by £1.556m agreed as part of the Service and Resource Planning process. As in previous years the forecast may change during the year as the full effect of the last tendering process are known along with the impact of the new academic year changes.

Placements

10. An overspend of +£0.200m is forecast due to the previously reported upward trend in agency residential placements. This position allows for £0.957m to be spent on new placements during 2011/12, around eleven full time equivalent placements. The service continues to work toward minimising the use of out of area placements, although some children have significant complex needs that require specialist or secure placements. This service area is subject to significant fluctuations depending on demand so updates will be included in future reports.

Premature Retirement (PRC)

11. On 16 June 2011 and following the formal consultation with all schools during May 2011, Schools Forum agreed to amend the Oxfordshire Scheme for Financing Schools so that all Oxfordshire schools should meet their own redundancy costs. This will take effect from 1 September 2011. The PRC budget will only be required to meet existing pension costs and to absorb the pressure from the annual pensions increase. The Council will delegate the remaining budget for school redundancy costs to schools without any ring fencing of the funds.

Quality and Compliance

12. The consultation process for the joint Quality and Compliance structure with Social and Community Services has begun. As part of the Business Strategy the service is expected to achieve savings of £0.400m by 2012/13. £0.145m has already been achieved through retirements and services ceasing, but if there are further delays to the restructure there is a risk that the savings sought will not be achieved in full this year.

DSG Funded Services

13. As set out in the Provisional Outturn Report 2010/11 to Cabinet on 21 June 2011 the Council was awaiting a response from the Department for Education explaining the difference on the DSG allocation for 2010/11 relating to the adjustments made for academies. On the 28 June 2011 confirmation was received from the DfE that the Council's 2010/11 DSG allocation would be increased by £2.629m. This income will be received as part of the 4 July

2011 instalment. Final confirmation of the 2011/12 DSG allocation which is adjusted for the pupil count is awaited.

Social & Community Services: +£0.490m in year directorate variation

14. Social & Community Services are forecasting an overspend of +£0.490m. There is also a forecast overspend of +£1.328m on the Council elements of the Pooled Budgets. The directorate is aiming to make savings totalling -£19.6m in 2011/12. These rise to -£42.0m by 2014/15 and their delivery is being overseen by the Directorate's Change Management Board.

Adult Social Care

15. Social Work (Locality Teams) are forecasting an overspend of +£0.576m. Following a restructure of the service this saving relating to the reduction in staff will not be fully achieved. This will be considered as part of the Service and Resource Planning process for 2012/13 and also as part of other reorganisation proposals.
16. The Alert Service is currently forecasting a break-even position. This takes into account the allocation of £0.300m of the additional funding for Adult Social Care being provided through the NHS to this budget which will enable more service users to be supported this financial year.
17. An overspend of +£0.291m is forecast in Internal Learning Disabilities. This is due to delays in restructuring Day Services and Supported Living. It is expected that full year effect of the savings will be realised in 2012/13.

Community Safety

18. Community Safety are forecasting an underspend of -£0.100m. This is due to increased rental income and savings on pay and repair and maintenance in the Gypsy and Traveller Service. There are a number of pressures within the Fire & Rescue Service but it is expected that they can be managed within the service. The Business Strategy savings are on target to be delivered.

Quality & Compliance (Strategy & Transformation)

19. The consultation process for the joint Quality and Compliance structure with Children, Education and Families has begun. As part of the Business Strategy the service is expected to achieve savings of £0.450m by 2012/13. If there are further delays to the restructure there is a risk that the savings sought will not be achieved in full this year.

Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

20. As shown in Annex 6 the Older People's and Physical Disabilities Pooled Budget is forecast to overspend by +£3.025m, +£1.328m on the Council's

element and +£1.697m on the Primary Care Trust's (PCT). The overspend includes the net overspend of +£0.205m on the Council's budget which will be carried forward from 2010/11 as set out in the Provisional Outturn Report for 2010/11. An underspend of -£1.106m will be carried forward on the Older People's section of the pooled budget and overspends of +£1.144m and +£0.167m will be carried forward on Physical Disabilities and Equipment. The balance on the Winter Pressures funding which was transferred to Reserves at the end of 2010/11 is also included in the forecast and has been committed to fund additional care home placements and purchase of additional hours of home care.

21. The use of the additional funding of £6.196m for Adult Social Care being provided via the NHS for 2011/12 is now being finalised and most will be allocated to the Older People's pooled budget. The Council will work within the overall resources available for Older People including this additional funding so no year end variance is being forecast at this time.
22. The Physical Disabilities Budget is forecast to overspend by +£1.328m on residential and nursing beds and external and internal home support. This is due to the ongoing full year effect of placements and packages put in place in 2010/11. The 2010/11 overspend of +£1.144m will be carried forward to this financial year and has been partially offset by the transfer of £1m funding for demography from Older People to Physical Disabilities lines in the pool. An action plan to reduce the overspend is being updated. It is unlikely that the full amount of the overspend will be recovered this financial year. In that case, it would need to be recovered in 2012/13.
23. The PCT element of the pool is forecast to overspend by +£1.697m, +£1.291m on Older People, +£0.036m on Physical Disabilities, and +£0.370m on equipment.

Learning Disabilities Pool

24. As set out in Annex 6 the Learning Disabilities Pooled Budget is currently forecasting a breakeven position. An Efficiency Savings Plan for 2011/12 has been agreed by the Joint Management Group and is expected to deliver savings in excess of £4.000m during the year. This will cover the overspend of +£1.082m brought forward from 2010/11, the savings included in the Directorate's Business Strategy and a number of other pressures. A significant proportion of the savings target has already been achieved as a result of work carried out in 2010/11.

Environment & Economy: -£0.485m in year directorate variation

25. Environment & Economy are forecasting an underspend of -£0.485m. The directorate's Business Strategy includes savings of -£13.2m rising to -£31.8m by 2014/15. The delivery of the savings is being monitored by the Directorate's Business Strategy Delivery Board but it is anticipated that the agreed levels of service will be delivered within the budget set.

Highways & Transport

26. The service is forecasting a break-even position. It is unlikely that the 2011/12 saving on street lighting will be realised due to a delay in agreeing the revised strategy, but the pressure of up to +£0.050m will be funded within the service. Public transport contracts are expected to realise more efficiency savings than planned in 2010/11 and the 2012/13 target saving will be achieved in 2011/12.

Growth & Infrastructure

27. The service is forecasting an underspend of -£0.124m mainly due to the slippage in the delivery of a Minerals and Waste Framework (-£0.211m). One-off funding was agreed for 2011/12 to fund the work on the Framework. This will be requested to be carried forward to 2012/13 or set aside in a reserve for this purpose during the year.
28. Waste Management is forecasting a break-even position. Activity levels overall are currently lower than assumed in the budget. As more actual tonnage data becomes available during the year the forecast will become more robust. It is anticipated that the pressure of +£0.070m arising from the revision of the Waste Recycling Strategy will be met within the service. This will be monitored and updated in future reports.

Property and Facilities

29. The service is forecasting a variation of -£0.258m which relates to savings being realised earlier than expected due to the closure of the Cricket Road Centre. It also includes an underspend of -£0.194m due to budget allocated for rent reviews not being required in 2011/12.
30. Food with Thought (FWT) and QCS cleaning have transferred to this service. FWT are forecasting a trading surplus of £0.300m which as reported in the Provisional Outturn Report agreed by Cabinet on 21 June 2011 will be used to fund a programme of refurbishment work over the next three years to modernise school kitchens and comply with health and safety and food hygiene regulations. QCS Cleaning is forecasting a break-even position.

Oxfordshire Customer Services

31. Oxfordshire Customer Services (OCS) are reporting a forecast underspend of -£0.121m. This relates to Adult Learning and as part of the agreed four-year recovery plan will be used to pay back two thirds of the £0.181m supplementary estimate. Grants from the Skills Funding Agency will reduce from August 2011, however due to transitional relief the service will be protected until 2012/13.
32. Elsewhere within the service a break even position is being reported and business strategy savings are being delivered or are on target to be delivered. The project to enable OCS to provide services to Academy Status Schools

has started and discussions with a potential ICT partner are progressing well. If successful savings planned for 2012/13 could be delivered early.

Chief Executive's Office: -£0.015m in year directorate variation

33. The Chief Executive's Office (CEO) are forecasting a variation of -£0.015m. The Business Strategy savings for CEO (£1.3m) are generally low risk and on target to be delivered in 2011/12.
34. Legal Services are forecasting an overspend of +£0.100m. As in previous years an increase in the number and complexity of childcare and planning cases is putting a pressure on the service. In addition, external income from Section 106 work has reduced. The service is controlling costs where possible by limiting the use of external counsel. This is offset by small underspends in the Coroner's and Registration Services.
35. The first wave of bids for the Big Society closed on 31 May 2011. The majority of the bids received relate to services for children and young people including youth services, mentoring and play area construction. Geographically there have been bids in 10 of the 14 localities. Councillor review groups are now meeting to consider the bids in their locality to provide feedback to Cabinet to inform decision making. A report recommending the funding decisions is included elsewhere on the agenda.

Redundancy Costs

36. As noted in the Provisional Outturn Report £6.958m estimated redundancy costs expected in 2011/12 or later years have been accounted for in 2010/11. As shown in Annex 3 actual 2011/12 payments made to the end of May 2011 are £1.069m and will continue to be monitored and reported throughout the year.

Virements and Supplementary Estimates

37. The virements requested this month are set out in Annex 2a with virements and virements to note in Annex 2d. Previously approved virements in Annex 2b and 2c are available on the internet and in the Member's Resource Centre. Virements requested this month include the amendment of grant income budgets. As reported to Cabinet on 19 April 2011 the Council has received notification of new grants and changes to grant allocations since Council agreed the budget on 15 February 2011. It is proposed that the income budget should be amended to align them to actual grant that will be received, but that the corresponding additional expenditure budget is held corporately until Cabinet make a recommendation to Council on how to allocate the additional funding. Virements requested this month include the transfer of Food with Thought and QCS Cleaning to Property and Facilities from Oxfordshire Customer Services and transfers with the Early Intervention Service. Although these virements are over £0.500m they are restructuring virements and are not a change in policy.

38. As previously agreed by Cabinet on 21 June 2011, £1.5m of the additional grant funding is to be allocated to the Older People's elements of the OP&PD Pooled Budget. Cabinet are therefore asked to recommend to Council in September that £1.5m of the additional grant funding is allocated to invest in measures to avoid people having to go into residential care or hospital beds. This will be managed through the Older People element of the OP&PD pooled budget in conjunction with the PCT.
39. There are no new supplementary estimate requests this month. Annex 2e which contains previously agreed supplementary estimate requests is available on the internet and in the Members' Resource Centre.

Grants Monitoring

40. Annex 7 sets out government grants that are being received in 2011/12. Ringfenced grants totalling £425.369m (including £387m of Dedicated Schools Grant) are included in Directorate budgets. The table has been updated to show the latest position on amendments to grant allocations included in the budget agreed by Council on 15 February 2011 and new grants that have been notified since then. As set out in paragraphs 36 and 37 Cabinet are requested to approve virements aligning the grant income budgets to allocations.

Bad Debt Write Offs

41. There were 12 general write offs to the end of May 2011 totalling £2,827.27. In addition Client Finance has written off 19 debts totalling £9,738.96.

Treasury Management

42. The Treasury Management lending list is included at Annex 4. There have been no changes to the list since the report to Cabinet on 21 June 2011.
43. The average cash balance during April 2011 was £254.178m and the average rate of return was 1.09%. The budgeted return for interest receivable on balances invested internally is £2.234m for 2011/12, it is expected that this will be achieved.
44. There was one breach of strategy since the last report. A loan of £10m was made to HSBC with a total duration of 3 years and 1 week, however, the maximum duration limit as per the Treasury Management Strategy for 2011/12 agreed by Council on 15 February 2011 is 3 years. This breach of strategy will be reported in the Treasury Management mid term review that will be considered by Cabinet on 15 November 2011 and Council on 13 December 2011.

Part 2 – Balance Sheet

Reserves

45. Annex 4 sets out earmarked reserves brought forward from 2010/11 and the forecast position as at 31 March 2012. Forecast reserves are £83.637m.

Corporate Reserves

46. Corporate Reserves are forecast to be £29.924m as at 31 March 2012. £3.849m relates to the Insurance Reserve; £16.579m to Capital Reserve; £4.361m to the Budget Reserve; and £5.135m to the Prudential Borrowing Reserve.
47. £0.224m of the £0.496m balance brought forward on the Local Authority Business Growth Incentive (LABGI) reserve is planned to be utilised in 2011/12 with the balance being used in future years as reported to Cabinet on 21 June 2011.
48. As noted in the report to Cabinet on 15 March 2011, the £0.382m funding not required for the £250 pay award for employees earning less than £21,000 has been added to the Efficiency Savings reserve. A further planned contribution of £6.018m from one - off funding built into the budget agreed by Council in February 2011 takes total contributions in 2011/12 to 6.400m. The total balance is currently £10.176m which will be used to support the implementation of the Council's Business Strategy.

Directorate Reserves

49. £0.655m of the Change Fund remains unallocated. The table below sets out the continuing (*) and new projects that will be funded during 2011/12.

	£m
Balance brought forward	0.869
Budget 2011/12	0.308
Funds Available	1.177
Projects	
Lead Oxfordshire *	0.213
Ask Oxfordshire *	0.007
Capital Resources *	0.019
Web Upgrade *	0.088
Oxfordshire Broadband	0.020
ICT Disaster Recovery and Business Continuity	0.150
Trading Standards Partnership	0.025
Total Allocated to Projects	0.522
Balance Unallocated	0.655

Balances

50. Annex 5 sets out the current position for general balances taking into account known changes. The balance brought forward from 2010/11 was £14.737m. This includes £0.678m Local Area Agreement (LAA) Performance Reward Grant (PRG) which is held within balances pending the agreement of supplementary estimate requests to release it for use in 2011/12. Forecast balances are currently £15.666m excluding the Reward Grant.
51. After taking account of the overspend reported by Directorates and the overspends on the Council elements of the Pooled budgets, consolidated revenue balances are forecast to be £14.779m (or £14.101m excluding the PRG).

Part 3 – Capital Monitoring and Capital Programme Update

52. The capital monitoring position set out in Annex 9a, shows forecast expenditure of £73.6m in 2011/12 (excluding schools local capital). This is an increase of £2.5m compared to the latest approved capital programme. The table below summarises the variations by directorate

Directorate	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Children, Education & Families	34.7	32.5	- 2.2
Social & Community Services	10.5	11.4	+ 0.9
Environment & Economy - Transport	19.3	23.3	+ 4.0
Environment & Economy - Other	6.5	6.3	- 0.2
Chief Executive's Office	0.1	0.1	0.0
Total Directorate Programmes	71.1	73.6	+ 2.5
Schools' Local Capital	6.9	7.8	+ 0.9
Total Capital Programme	78.0	81.4	+ 3.4

* Approved by Council on 15 February 2011

53. The approved programme is progressing broadly as planned although some projects have been re-programmed across the five year capital programme.
54. Additional development work undertaken for the Basic Needs Programme identified nine small value schemes which need to be completed within the next two years to address school places pressures. The Capital Investment Board considered the proposed works, confirmed that they are within the remit of the allocation within the capital programme and recommended that they proceed to the next stage. These are now shown as individual schemes in the Children, Education & Families programme (see Annex 9c). A number of proposals for further schemes are under development and will be brought to the Capital Investment Board for consideration in due course. When the

estimated costs have been verified they will be brought into the capital programme as part of the Financial Monitoring report for Cabinet approval.

55. As part of Capital Programme approved by Council in February 2011 £7.654m was allocated in 2011/12 to be used for schools' structural maintenance purposes, addressing the condition related issues in the schools estate. Following consultation with the Schools Forum in March 2011, the Capital Investment Board considered the proposed programme of works for this allocation. It was agreed that the 2011/12 allocation should be used to deal with the highest priority repairs and maintenance needs across the schools estate in conjunction with the agreed Asset Management Plan, Repairs and Maintenance, Basic Needs and Energy programmes to ensure that the allocated budget is spent in the right areas and in the most effective way (see further details in appendix E to the capital programme).. The programme development works have now commenced based on this agreement.
56. £3.525m 'winter damage' funding was received from the Department of Transport in March. On 15 March 2011 the Cabinet agreed to use this exceptional funding on additional Highways Maintenance. These resources were combined together with the 2011/12 structural patching, maintenance and safety resurfacing budgets in order to address concerns about defects and deteriorating roads in an efficient and cost effective manner. This enabled the Council to establish a robust programme of work for £9m of investment in Oxfordshire's road network by the end of October 2011 (a full list of schemes to be carried out can be found on the Council's website). This value represents 76% of the overall annual programme for structural maintenance, structural patching, safety surfacing and winter damage programme. The remaining 24% (£2.8m) will be delivered from November 2011 to March 2012.
57. The major in-year spend forecast variations to note for each directorate programme are explained in the following paragraphs and other significant variations are listed in Annex 9b. New schemes and total programme/project budget changes requiring Cabinet approval are listed in Annex 9c.
58. The main variations are:
 - Wood Farm: £1.3m re-profiled to 2012/13 due to forecast delays in the contract being let for Phase 2/3.
 - Capital Maintenance Programme: £0.7m programme contingency re-profiled to 2012/13.
 - Extra Care Housing: £1.2m brought forward for schemes at Shotover and Greater Leys.
 - Asset Strategy Implementation: £0.5m re-profiled to 2012/13 to reflect the risk that works in early stages of this programme will be revenue rather than capital in nature.
 - The main non-principal road carriageway schemes: £3.5m increase due to the additional Winter Maintenance Grant allocation announced earlier in the year.

Five Year Capital Programme Update

59. The total forecast 5-year capital programme (2011/12 to 2016/17) is now £390.9m and set out in detail in Annex 10. Taking into the outturn position for 2010/11 (resources carried forward from 2010/11) the overall size of the capital programme has increased by £5.9m compared to the capital programme update approved by Council in February 2011. The table below summarises the variations by directorate and the main reasons for the increase in the size of the programme are explained in the following paragraphs.

Directorate	Last Approved Total Programme (2011/12 to 2015/16) * £m	Latest Updated Total Programme (2011/12 to 2015/16) £m	Variation £m	Variation in the size of the overall programme (including 2010/11) £m
Children, Education & Families	174.4	176.3	+ 1.9	- 1.1
Social & Community Services	24.3	23.7	- 0.6	- 1.7
Environment & Economy - Transport	95.1	100.4	+ 5.3	+ 3.6
Environment & Economy - Other	16.0	16.5	+ 0.5	0.0
Chief Executive's Office	0.1	0.1	0.0	0.0
Total Directorate Programmes	310.0	317.1	+ 7.1	+ 0.9
Schools Local Capital	16.6	19.1	+ 2.5	+ 1.3
Earmarked Reserves	50.9	54.7	+ 3.8	+ 3.7
Total Capital Programme	377.5	390.9	+ 13.4	+ 5.9

* Approved by Council on 15 February 2011

60. The main variations in the size of the 5-year programme are:
- £4.0m of new schemes, including the £3.5m additional Winter Maintenance Grant (see annex 9c for further details).
 - £1.1m increase in forecast capital receipts.
 - £1.1m un-ringfenced Fire Capital Grant allocation, which was not notified until after the programme was approved by Council in February 2011, now included in the capital resources available.

61. The surplus position over the 5 year programme has remained at £0.7m and capital programme contingencies (held within earmarked reserves) have remained at the recommended level of 3% of the total programme.
62. £4m is now earmarked for allocation through the 2012/13 Service & Resource Planning Process. This has been generated by the increase in forecast capital receipts and inclusion of the Fire Capital Grant above. In addition to this a £1.0m provisional capital allocation to the Didcot Parkway Forecourt project (to meet increased costs reported at the end of 2010) has been returned to the capital programme as developer funding has now been identified to meet this requirement. A further £0.8m of resources have been returned across the directorate programmes due to various project cost savings and contingencies no longer required following the 2010/11 outturn position (see Annex 9c for further details).

Actual & Committed Expenditure

63. As at the end of May actual capital expenditure for the year to date (excluding schools local spend) was -£1.9m. This is -3% of the total forecast expenditure of £73.5m, which is around 3% below the expected position compared to the profile of expenditure in previous years. The actual expenditure is negative as accruals raised at the end of 2010/11 are still to be realised in 2011/12. Committed spend is 25% of the forecast.

Part 4 – Review of Charges

64. The reintroduction of on–street parking charges in Oxford City in the evenings and on Sundays was agreed as part of the budget set by Council in February 2011. The expectation was that the charges would realise savings of £0.600m per annum. Cabinet are asked to approve the fees and charges as set out in the table below to be effective from 15 August 2011.

Pay & Display	Timings	Charge
Evenings	6.30pm – 10.30pm (fixed charge)	£2.50
Sundays	10.00am – 6.30pm	
	30 minutes	£1.00
	1 hour	£2.50
	2 hours (maximum)	£4.00

RECOMMENDATIONS

65. **The Cabinet is RECOMMENDED to:**
- (a) **note the report;**
 - (b) **approve the virement requests set out in Annex 2a;**
 - (c) **approve the on-street parking charges for Oxford city for evenings and Sundays as set out in paragraph 64;**

- (d) recommend that Council approve the allocation of £1.5m of additional grant funding to the Older Peoples Pooled Budget as set out in paragraph 38;**
- (e) approve the updated Capital Programme as set out in Annex 10 and the associated changes to the programme in Annex 9c.**

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports 31 May 2011.

Contact Officers: Kathy Wilcox, Principal Financial Manager
Tel: (01865) 323981

Lorna Baxter, Acting Head of Corporate Finance
Tel: (01865) 323971

June 2011

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Budget Monitoring

CAT7

Annex 1

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year underspend - overspend + £000 (9)	Profilled Budget (Net) May 2011 £000 (10)	Actual Expenditure (Net) May 2011 £000 (11)	Variation to Budget May 2011 underspend - overspend + £000 (12)	Projected (13)	
		Original £000 (3)	Brought Forward from 2010/11 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest £000 (7)							
(1)	(2)						£000 (8)						
CEF	Children, Education & Families	Gross Expenditure	540,447	0	376	0	540,823	546,197	5,374	89,313	89,365	52	G
		Gross Income	-427,630	0	-447	0	-428,077	-433,204	-5,127	-69,337	-79,561	-10,225	G
			112,817	0	-71	0	112,746	112,993	247	19,976	9,804	-10,172	G
SCS	Social & Community Services	Gross Expenditure	260,177	0	-3,640	0	256,537	266,088	9,551	44,585	44,600	15	A
		Gross Income	-40,735	0	3,428	0	-37,307	-46,368	-9,061	-8,030	-4,097	3,933	R
			219,442	0	-212	0	219,230	219,720	490	36,554	40,502	3,948	G
EE	Environment & Economy	Gross Expenditure	149,136	0	490	0	149,626	157,350	7,724	26,418	14,741	-11,678	R
		Gross Income	-73,575	0	-366	0	-73,941	-82,150	-8,209	-13,760	-10,697	3,062	R
			75,561	0	123	0	75,684	75,199	-485	12,659	4,043	-8,615	G
CEO	Chief Executive's Office	Gross Expenditure	16,341	0	-222	0	16,119	16,104	-15	3,239	3,083	-156	G
		Gross Income	-8,590	0	0	0	-8,590	-8,590	0	-1,961	-1,883	78	G
			7,751	0	-222	0	7,529	7,514	-15	1,278	1,200	-78	G
	Less recharges within directorate	-27,270				-27,270	-4,873	0	0		0	G	
		27,270				27,270	4,873	0			0	G	
	Directorate Expenditure Total	938,831	0	-2,996	0	935,835	980,865	22,634	163,555	151,788	-11,766	A	
	Directorate Income Total	-523,260	0	2,615	0	-520,645	-565,439	-22,397	-93,087	-96,239	-3,151	A	
	Directorate Total Net	415,571	0	-382	0	415,189	415,426	237	70,467	55,550	-14,917	G	
Less: DSG funded services overspend (included above)								-255					
Add: Pooled Budget Overspend								1,328					
In-Year Directorate Variation (excluding DSG)								1,310					

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Budget Monitoring

CAT7

Annex 1

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year	Actual Expenditure (Net) May 2011	Variation to Budget May 2011 underspend - overspend + £000	Projected	
		Original	Brought Forward from 2010/11 Surplus + Deficit - £000	Virements to Date	Supplementary Estimates to Date	Latest						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	(12)	(13)
	Contributions to (+)/from (-)reserves	1,872	0	382		2,254	3,267	1,013				
	Contribution to (+)/from(-) balances	1,619			0	1,619	1,619	0				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Capital Financing	38,400				38,400	37,150	-1,250				
	Interest on Balances	-1,826				-1,826	-1,826	0				
	Strategic Measures Budget	41,565	0	382	0	41,947	41,710	-237				
	Government Grants	-48,520				-48,520	-48,520	0				
	Budget Requirement	408,616	0	0	0	408,616	-6,810	0				

Total External Financing to meet Budget Requirement

Revenue Support Grant	28,844					28,844	28,844	0				
Business rates	93,316					93,316	93,316	0				
Council Tax	286,456					286,456	286,456	0				
Other grant income						0	0	0				
External Financing	408,616	0	0	0	0	408,616	408,616	0				

Consolidated revenue balances position

Forecast County Fund Balance (Annex 5)	16,344					16,344	16,344					
Variation of OCC elements of the OP&PD and LD Pooled Budgets	-1,328					-1,328	-1,328					
In-year directorate variation to be met from (-) or transferred to (+) Carry Forward Reserve	-237					-237	-237					
	14,779					14,779	14,779					

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

Page 61

May Financial Monitoring & Business Strategy Delivery Report
 CABINET - 19 July 2011
 Budget Monitoring

CA7

Annex 1a

DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year underspend - overspend + £000 (9)
		Original £000 (3)	Brought Forward from 2010/11 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest £000 (7)		
(1)	(2)							
CEF1	Education & Early Intervention	30,442				30,442	30,697	255
CEF2	Children's Social Care	1,771				1,771	1,771	0
CEF3	Quality & Compliance	6,500				6,500	6,500	0
CEF4	Schools	348,090				348,090	348,090	0
Total Gross		386,803	0	0	0	386,803	387,058	255

KEY TO TRAFFIC LIGHTS
 Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

Page 63

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Budget Monitoring
Pooled Budget Memorandum Accounts

CA7

Annex 1b

	Council Contribution £000	Health Contribution £000	Gross Budget £000	Brought forward from 2010/11 £000	Net Budget £000	Forecast Outturn £000	Projected year- end variation £000	Projected variation Council £000	Projected variation PCT £000
Older People's Pooled Budgets	79,163	24,690	103,853		103,853	105,144	1,291	0	1,291
Physical Disabilities Pooled Budget	7,880	6,125	14,005		14,005	15,369	1,364	1,328	36
Equipment Pooled Budget	911	309	1,220		1,220	1,590	370	0	370
Older People's, Physical Disabilities and Equipment Pooled Budget	87,954	31,124	119,078	0	119,078	122,103	3,025	1,328	1,697
Learning Disabilities Pooled Budget	64,218	11,959	76,177		76,177			0	0

Note: Contributions to the pool are shown within gross expenditure figures above for the relevant division of service

KEY TO TRAFFIC LIGHTS
Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Budget Monitoring

CAT7

Annex 1c

Ref	Directorate	BUDGET 2011/12					Latest
		Original	Brought Forward from 2010/11 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date		
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	
EE1	Highways & Transport						
	Gross Expenditure	54,889	0	-32	0	54,857	
	Gross Income	-11,521	0	0	0	-11,521	
		43,368	0	-32	0	43,336	
EE2	Sustainable Development						
	Gross Expenditure	28,330	0	15	0	28,345	
	Gross Income	-1,518	0	0	0	-1,518	
		26,812	0	15	0	26,827	
EE3	Property Asset Management						
	Gross Expenditure	18,651	0	143	0	18,794	
	Gross Income	-19,953	0	0	0	-19,953	
		-1,302	0	143	0	-1,159	
EE4	Director's Office						
	Gross Expenditure	6,292	0	18	0	6,310	
	Gross Income	0	0	0	0	0	
		6,292	0	18	0	6,310	
EE5	Oxfordshire Customer Services						
	Gross Expenditure	49,183	0	346	0	49,529	
	Gross Income	-48,792	0	-366	0	-49,158	
		391	0	-20	0	371	
	Less recharges within directorate	-8,209				-8,209	
		8,209				8,209	
	Directorate Expenditure Total	149,136	0	490	0	149,626	
	Directorate Income Total	-73,575	0	-366	0	-73,941	
	Directorate Total Net	75,561	0	123	0	75,684	

KEY TO TRAFFIC LIGHTS
Balanced Scorecard Type of Indicator

Budget			
	On track to be within +/- 2% of year end budget	G	
	On track to be within +/- 5% of year end budget	A	
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R	

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Budget Monitoring

CAT7

Annex 1d

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year underspend - overspend + £000 (9)	Profilled Budget (Net) May 2011 £000 (10)	Actual Expenditure (Net) May 2011 £000 (11)	Variation to Budget May 2011 underspend - overspend + £000 (12)	Projected
		Original £000 (3)	Brought Forward from 2010/11 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest £000 (7)						
(1)	(2)											(13)
CEO1	Chief Executive & Business Support Gross Expenditure Gross Income	1,837	0	-427	0	1,410	1,385	-25	235	211	-24	G
		-813	0	0	0	-813	-813	0	-136	-133	3	G
		1,024	0	-427	0	597	572	-25	99	79	-21	A
CEO2	Human Resources Gross Expenditure Gross Income	1,661	0	210	0	1,871	1,871	0	312	285	-26	G
		-1,711	0	0	0	-1,711	-1,711	0	-285	-319	-34	G
		-50	0	210	0	160	160	0	27	-33	-60	G
CEO3	Corporate Finance & Internal Audit Gross Expenditure Gross Income	2,359	0	0	0	2,359	2,359	0	393	304	-90	G
		-2,308	0	0	0	-2,308	-2,308	0	-385	-336	49	G
		51	0	0	0	51	51	0	8	-33	-41	G
CEO4	Law & Governance Services Gross Expenditure Gross Income	6,735	0	-4	0	6,731	6,741	10	1,164	1,152	-12	G
		-4,103	0	0	0	-4,103	-4,103	0	-703	-658	45	G
		2,632	0	-4	0	2,628	2,638	10	461	494	33	G
CEO5	Strategy & Communications Gross Expenditure Gross Income	2,996	0	-1	0	2,995	2,995	0	499	546	47	G
		-2,488	0	0	0	-2,488	-2,488	0	-415	-437	-22	G
		508	0	-1	0	507	507	0	84	109	24	G
CEO6	Corporate & Democratic Core Gross Expenditure Gross Income	3,814	0	0	0	3,814	3,814	0	636	585	-51	G
		-228	0	0	0	-228	-228	0	-38	-38	38	G
	Less recharges within directorate	3,586	0	0	0	3,586	3,586	0	598	585	-13	G
		-3,061				-3,061	-3,061	0			0	G
		3,061				3,061	3,061	0			0	G
	Directorate Expenditure Total	16,341	0	-222	0	16,119	16,104	-15	3,239	3,083	-156	G
	Directorate Income Total	-8,590	0	0	0	-8,590	-8,590	0	-1,961	-1,883	78	G
	Directorate Total Net	7,751	0	-222	0	7,529	7,514	-15	1,278	1,200	-78	G

KEY TO TRAFFIC LIGHTS
Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	July	Restructure of Early Years budget	CEF1-24	Early Years SEN Inclusion Teachers (EY SENITS)	P	0.0	41.4	0.0	-41.4
			CEF1-41	Educational Transformation & Effectiveness	P	-300.9	259.5	461.2	-419.8
		Old Youth Offending Service 'Diversion' budget into Early Intervention Service	CEF1-31	Early Intervention Hubs	P	0.0	73.3	0.0	0.0
			CEF2-6	Youth Offending Service	P	0.0	2.1	0.0	-75.3
		Part year adjustment for April to August relating to Old Youth Offending Service Diversion budget into Early Intervention Service	CEF1-31	Early Intervention Hubs	T	-25.7	0.0	25.7	0.0
			CEF1-1	Management & Central Costs	P	0.0	220.9	0.0	0.0
			CEF1-41	Educational Transformation & Effectiveness	P	-150.9	0.0	0.0	0.0
		Budgets for tier 3 posts from old Raising Achievement budgets	CEF1-6	Business & Skills (Previously 14-19 Team (Young People's Learning Agency Transfer))	P	-70.1	0.0	0.0	0.0
		Reversal for virement ref CEF12 29327-1 ID54 - budget for September to March for Early Intervention Service	CEF1-1	Management & Central Costs	T	0.0	370.5	0.0	0.0
			CEF1-23	Identification & Assessment	T	0.0	248.1	0.0	0.0
			CEF1-31	Early Intervention Hubs	T	-4,593.2	3,017.3	0.0	0.0
			CEF1-33	Youth & Inclusion Services	T	0.0	708.0	0.0	-19.7
			CEF1-34	Engagement in Education, Employment & Training (EET)	T	0.0	427.8	0.0	-158.8
		Service restructure 2011-12	CEF2-22	Family Placement	P	0.0	323.2	0.0	0.0
			CEF2-4	Safeguarding & Quality Assurance	P	-470.2	0.0	0.0	0.0
			CEF3-6	Commissioning & Performance	P	0.0	147.0	0.0	0.0
		Reallocate expenditure budgets in line with actual activity	CEF2-31	Central Support & Child & Adolescent Mental Health	P	-65.1	7.8	0.0	0.0
			CEF2-32	Family Support	P	0.0	43.3	0.0	0.0
			CEF2-33	Assessment	P	-35.8	40.0	0.0	0.0
			CEF2-5	Services for Disabled Children	P	0.0	9.7	0.0	0.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	July	Realign expenditure in line with actual activity	CEF2-21	Placement & Care Costs	P	-118.6	47.2	0.0	0.0
			CEF2-23	Children Looked After (Including Asylum)	P	0.0	71.4	0.0	0.0
		Reallocate in line with spend and setup additional budget for Oxfordshire Safeguarding Children Board training	CEF2-31	Central Support & Child & Adolescent Mental Health	P	0.0	23.0	0.0	0.0
			CEF2-32	Family Support	P	-23.0	0.0	0.0	0.0
			CEF2-4	Safeguarding & Quality Assurance	P	0.0	64.0	0.0	-64.0
			CEF4-3	Devolved Schools Costs	P	-64.0	0.0	64.0	0.0
		Transfer SEN Cost Centre to SEN Node	CEF1-24	Early Years SEN Inclusion Teachers (EY SENITS)	P	0.0	56.2	0.0	-56.2
			CEF1-41	Educational Transformation & Effectiveness	P	-56.2	0.0	56.2	0.0
		Vire budget into transport cost centre for service area	CEF2-21	Placement & Care Costs	P	0.0	121.2	0.0	0.0
			CEF2-23	Children Looked After (Including Asylum)	P	-121.4	0.2	0.0	0.0
		Remove Income and expenditure in relation to Government Grant	CEF2-1	Management & Central Costs	P	-6.9	0.0	6.9	0.0
		Move cost centre into more appropriate category in terms of expenditure	CEF2-21	Placement & Care Costs	P	0.0	81.4	0.0	0.0
			CEF2-23	Children Looked After (Including Asylum)	P	-81.4	0.0	0.0	0.0
		Reverse element of virement re service realignment 11-12 from Multidimensional Treatment Foster Care posted in error	CEF2-22	Family Placement	P	-57.1	0.0	0.0	0.0
		Set up income and expenditure budget for intensive interventions grant	CEF2-23	Children Looked After (Including Asylum)	P	0.0	57.1	0.0	0.0
			CEF2-22	Family Placement	T	0.0	140.0	0.0	-140.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	July	Set up budget for Social worker post to cover assessments & long term work (1)	CEF2-33	Assessment	P	-3.7	0.0	0.0	0.0
		Set up budget for Social worker post to cover assessments & long term work (2)	CEF2-5 CEF2-31	Services for Disabled Children Central Support & Child & Adolescent Mental Health	P P	0.0 -14.8	3.7 0.0	0.0 0.0	0.0 0.0
		Set up budget for Social worker post to cover assessments & long term work (3)	CEF2-5 CEF2-31	Services for Disabled Children Central Support & Child & Adolescent Mental Health	P P	0.0 -18.5	14.8 0.0	0.0 0.0	0.0 0.0
		Set up budget for Social worker post to cover assessments & long term work (4)	CEF2-5 CEF2-31	Services for Disabled Children Central Support & Child & Adolescent Mental Health	P P	0.0 -5.1	18.5 0.0	0.0 0.0	0.0 0.0
		Set up budget for Social worker post to cover assessments & long term work (5)	CEF2-5 CEF2-33	Services for Disabled Children Assessment	P P	0.0 -3.7	5.1 0.0	0.0 0.0	0.0 0.0
		Tier 4 budget to be included in Educational Transformation & Effectiveness	CEF2-5 CEF1-31	Services for Disabled Children Early Intervention Hubs	P P	0.0 -189.9	3.7 0.0	0.0 172.0	0.0 0.0
		Updating the new Early Intervention Service bas budget following revisions to structures	CEF1-41 CEF1-1	Educational Transformation & Effectiveness Management & Central Costs	P P	0.0 -369.8	189.9 38.5	0.0 0.0	-172.0 0.0
			CEF1-31 CEF1-33 CEF1-34	Early Intervention Hubs Youth & Inclusion Services Engagement in Education, Employment & Training (EEET)	P P P	-531.4 -192.1 -87.8	1,015.6 127.0 0.0	0.0 0.0 0.0	0.0 0.0 0.0
		Transfer Child Protection budget to Safeguarding	CEF1-34	Engagement in Education, Employment & Training (EEET)	P	-65.0	0.0	0.0	0.0
			CEF2-4	Safeguarding & Quality Assurance	P	0.0	65.0	0.0	0.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	July	Youth Offending Service Diversion function to be delivered through the Early Intervention Service	CEF1-31	Early Intervention Hubs	P	0.0	51.7	0.0	0.0
SCS	Jul	Community Services Restructuring	CEF2-6	Youth Offending Service	P	-51.7	0.0	0.0	0.0
			SCS4-1	Library Service	P	-51.7	0.0	0.0	0.0
			SCS4-2	Heritage & Arts Services	P	-16.3	0.0	0.0	0.0
			SCS4-3	Cultural & Community Development	P	-0.4	68.5	0.0	0.0
		S35 Savings from the amalgamation of two teams and a reduction in management	SCS3-3	Leadership Team & Contingency	P	-350.0	0.0	0.0	0.0
			SCS3-5	Supporting People	P	0.0	350.0	0.0	0.0
		Victoria County History Funding Adjustment	SCS4-2	Heritage & Arts Services	P	-1.0	20.5	1.0	-20.5
		Discharge Coordinator Funding Adjustment	SCS1-1C	Social Work & Commissioning	P	-11.6	0.0	11.6	0.0
		Transfer of Community Development and Volunteering to Commissioning	SCS1-1C	Social Work & Commissioning	P	0.0	333.5	0.0	0.0
			SCS4-3	Cultural & Community Development	P	-333.5	0.0	0.0	0.0
EE	Jul	Reduction of OCC Contribution to LD Pool. No longer receiving Interest on PCT contribution. No longer in receipt of income from other Local Authorities.	SCS1-2C	Pooled Budget Contribution	P	-313.1	0.0	0.0	0.0
			SCS1-2D	Income	P	0.0	0.0	313.1	0.0
		Transfer of Major Projects and Homes for Older People	SCS1-1D	Other Services	P	-65.5	0.0	0.0	0.0
			SCS3-7	Closed Homes	P	0.0	65.5	0.0	0.0
		Reduction in OCC contribution Pool due to 5% reduction in Supporting People funding	SCS1-2C	Pooled Budget Contribution	P	-229.0	0.0	0.0	0.0
			SCS3-5	Supporting People	P	0.0	229.0	0.0	0.0
		Realign Economy, Spatial Planning & Climate Change budgets to reduce Annex 3 (08EE8) income target increase	EE2-3	Economy, Spatial Planning & Climate Change	P	-18.0	0.0	18.0	0.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
EE	July	Transfer Efficiency Saving	EE5-4	Human Resources	P	-35.5	0.0	35.5	0.0
		Budget book adjustment - alignment of Waste budgets	EE2-4	Waste Management	P	-143.2	0.0	143.2	0.0
		Tidy budgets to reflect actual income & expenditure plan for 2011/12	EE5-4	Human Resources	P	0.0	36.0	223.1	-259.1
		Realign salary budgets following Annex 3 (EE37) reductions	EE3-1	Corporate Property	P	-125.9	0.0	0.0	0.0
			EE3-2	Facilities Management	P	-111.7	57.8	0.0	0.0
			EE3-3	Operational Asset Management	P	0.0	608.5	0.0	0.0
			EE3-4	Strategic Asset Management	P	-178.8	0.0	0.0	0.0
			EE3-5	Project Delivery	P	-266.5	0.0	0.0	0.0
			EE3-6	Sustainability & Procurement	P	0.0	11.2	0.0	0.0
			EE3-7	Information & Support	P	-0.7	6.2	0.0	0.0
		Budget for member of staff returning from extended leave	EE5-61	ICT Services	P	0.0	33.7	0.0	0.0
		Budget savings adjusted across cost lines	EE5-66	Service Recharges	P	-33.7	0.0	0.0	0.0
			EE5-64	SAP	P	-60.0	197.0	0.0	0.0
			EE5-66	Service Recharges	P	-137.0	0.0	0.0	0.0
		Transfer of Food with Thought and Quest Cleaning Service from Oxfordshire Customer Services to Property	EE3-8	Food with Thought/Quest Cleaning	P	0.0	8,297.9	0.0	-8,271.2
		Re-align Staff Budgets	EE5-5	Food with Thought/Quest Cleaning	P	-8,297.9	0.0	8,271.2	0.0
			EE1-1	Highways & Transport Management	P	-43.6	541.2	0.0	0.0
			EE1-2	Policy & Strategy	P	-69.4	235.2	0.0	-27.2
			EE1-31	Infrastructure & Design	P	-1,076.3	519.4	0.0	0.0
			EE1-32	Operations	P	-219.0	0.0	0.0	0.0
			EE1-4	Customer & Business	P	-258.4	573.5	0.0	0.0
			EE1-42	Integrated Transport Unit	P	-25.0	25.0	0.0	0.0
			EE4-1	Business Improvement	P	-175.4	0.0	0.0	0.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
EE	July	Re-align Car Allowance Budgets	EE1-1	Highways & Transport Management	P	0.0	0.4	0.0	0.0
			EE1-2	Policy & Strategy	P	0.0	0.2	0.0	0.0
			EE1-31	Infrastructure & Design	P	-31.7	8.6	0.0	0.0
			EE1-32	Operations	P	-2.6	11.8	0.0	0.0
			EE1-4	Customer & Business	P	-7.1	23.1	0.0	0.0
			EE1-43	Public Transport	P	-2.7	0.0	0.0	0.0
			EE2-4	Waste Management	P	-688.2	643.6	44.6	0.0
			EE1-31	Infrastructure & Design	P	-30.0	0.0	0.0	0.0
			EE1-4	Customer & Business	P	0.0	30.0	0.0	0.0
			CEF3-6	Commissioning & Performance	T	0.0	53.3	0.0	0.0
			CEO1-1	Chief Executive's Personal Office	T	0.0	86.6	0.0	0.0
			EE1-1	Highways & Transport Management	T	0.0	52.0	0.0	0.0
			EE2-1	Sustainable Development Management	T	0.0	29.1	0.0	0.0
			EE4-1	Business Improvement	T	0.0	2.4	0.0	0.0
Interdirectorate	July	Allocation of professional development budget from L&D to delegated budget holders	EE5-1	Management Team	T	0.0	1.9	0.0	0.0
			EE5-4	Human Resources	T	-358.0	0.0	0.0	0.0
			EE5-61	ICT Services	T	0.0	21.6	0.0	0.0
			EE5-7	County Procurement	T	0.0	1.8	0.0	0.0
			EE5-8	Customer Services	T	0.0	7.4	0.0	0.0
			SCS3-1	Resource Management	T	0.0	101.8	0.0	0.0
			CEO3-2	Corporate Finance	P	0.0	0.0	42.7	0.0
			EE5-1	Management Team	P	0.0	0.0	0.0	-42.7
			CEO1-3	Subscriptions	P	0.0	100.0	0.0	0.0
			SCS4-3	Cultural & Community Development	P	-100.0	0.0	0.0	0.0
			CEF1-41	Educational Transformation & Effectiveness	P	-83.6	0.0	0.0	0.0
			EE5-3	Financial and Management Accounting	P	0.0	83.6	0.0	0.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
Interdirectorate	July	Amendment of Grant Income budgets inline with allocations announced since budget was agreed by Council on 15Feb11. Additional expenditure budget to be held in Strategic Measures pending a decision from Cabinet & Council on the use of the additional funding	CEF1-41	Educational Transformation & Effectiveness	P	0.0	0.0	0.0	-63.8
			CEF2-6	Youth Offending Service	P	0.0	0.0	0.0	-923.9
			EE2-51	Funded Projects	P	0.0	94.0	0.0	-315.2
			SCS1-4E	Employment Services	P	0.0	0.0	0.0	-275.0
			SM	Strategic Measures	P	0.0	2,706.9	0.0	-1,223.0
		Transfer of funding to CYPF for Young Carers	CEF2-32	Family Support	P	0.0	134.0	0.0	0.0
			SCS1-1A	Prevention & Early Support	P	-134.0	0.0	0.0	0.0
		Amendment of Grant Income budgets inline with allocations announced since budget was agreed by Council on 15Feb11. Additional expenditure budget to be held in Strategic Measures pending a decision from Cabinet & Council on the use of the additional funding.	CEF2-23	Children Looked After (Including Asylum)	P	0.0	0.0	0.0	-1,000.0
			SM	Strategic Measures	P	0.0	1,000.0	0.0	0.0
			EE3-1	Corporate Property	P	0.0	430.1	1,400.9	0.0
		Simplifying Prudential Borrowing charges for R&M	SM	Strategic Measures	P	0.0	0.0	0.0	-1,831.0

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
Interdirectorate		Transfer £1.5m of the additional grant funding allocated to provide investment in reablement and other measures to avoid people having to go into residential care or hospital beds. This will be managed through the Older People element of the OP&PD pooled	SCS1-1E	Pooled Budget Contributions	P	0.0	1,500.0	0.0	0.0
			SM	Strategic Measures	P	-1,500.0	0.0	0.0	0.0
Total						-23,360.1	27,468.9	11,291.0	-15,399.8

NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	Jul	5/12 budget for the 0.5fte Drugs posts (from the Substance misuse budget which was allocated to the hubs)	CEF1-31	Early Intervention Hubs	T	-15.0	15.0	0.0	0.0
		Marston/Northway Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-170.2	177.7	0.0	-7.5
		North Oxford Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-188.3	191.6	0.0	-3.3
		Nursery Education Fund Budget for Summer 2011	CEF1-32	Children's Centres and Childcare	T	0.0	45.4	0.0	-45.4
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	T	-45.4	0.0	45.4	0.0
		The Roundabout Centre Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-352.0	359.7	0.0	-7.7
		Set up an income and expenditure budget for income received from the PCT for Carers Breaks	SCS1-3B	Pooled Budget Contributions	T	0.0	39.9	0.0	-39.9
SOI	Jul	Change Fund CFB062: E&E Oxfordshire Broadband	CEO1-2	Change Fund	T	-20.0	0.0	0.0	0.0
			EE2-3	Economy, Spatial Planning & Climate Change	T	0.0	20.0	0.0	0.0
		Change Fund CFB063: ICT - Business Continuity and Disaster Recovery	CEO1-2	Change Fund	T	-150.0	0.0	0.0	0.0
			EE3-1	Corporate Property	T	0.0	150.0	0.0	0.0
		Change Fund CFB064: Trading Standards Oxon Bucks Partnership	CEO1-2	Change Fund	T	-25.0	0.0	0.0	0.0
CEO	Jul		SCS2-5	Trading Standards	T	0.0	25.0	0.0	0.0
		Change Fund CFB032: Lead Oxfordshire part 3	CEO1-2	Change Fund	T	-213.3	0.0	0.0	0.0
Total			CEO2-3	Organisational Development	T	0.0	213.3	0.0	0.0
						-1,179.2	1,237.5	45.4	-103.8

Page 76

May Financial Monitoring & Business Strategy Delivery Report

CABINET - 19 July 2011

EARMARKED RESERVES & PROVISIONS

CA7

Annex 4

Earmarked Reserves	2011/12				Commentary
	Balance at 1 April 2011 £000	Movement		Balance at 31 March 2012 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
Children, Education & Families					
Primary	12,583			12,583	
Secondary	7,698			7,698	
Special	1,288			1,288	
Sub-total schools' revenue reserves	21,569	0	0	21,569	
School Loans	-1,187			-1,187	
Total schools' reserves	20,382	0	0	20,382	
Schools' Contingency	-14			-14	
Schools' Partnerships	290			290	
Schools' Insurance	265			265	
Youth Management Committee	308			308	
Supply Cover	260			260	
Chorltonshire Rural Children's Centres	18			18	
Guarding Board	122			122	
Youth Support Service - computer system	139			139	
Residential Centres	95			95	
Youth Offending Service	147	-147		0	To fund 4.5 FTE members of staff for the year
Joint Use Reserve	171			171	
CEF Directorate Total	22,183	-147	0	22,036	
Social & Community Services					
Cultural Services General	69		59	128	
ICT/Digitisation projects	851		132	983	Provision for updating of software/hardware to maintain an effective library management system.
Vehicle Renewals	107		52	159	
Donations	25			25	
Older People Pooled Budget and Learning	1,424	-1,424		0	Utilisation of Winter Pressures funding.
Disabilities Pooled Budget Reserve					
OSJ Client Income Reserve	64			64	
Personal Budgets	188			188	
S117 Reserve	23			23	
Fire & Rescue					
Securing Water Supplies	27			27	
Protective Clothing	39			39	
Breathing Apparatus Equipment	217			217	
Communications Fund	84			84	
Vehicles	457	-1,120	870	207	
IT	160	-130		30	

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
EARMARKED RESERVES & PROVISIONS

CA7

Annex 4

Earmarked Reserves	2011/12			Commentary
	Balance at 1 April 2011 £000	Movement	Balance at 31 March 2012 £000	
		Contributions from Reserve £000	Contributions to Reserve £000	
Rescue Equipment	26			26
Fire Control	377			377
Fire Link	139			139
New Dimensions	25			25
Emergency Planning				
Vehicle Renewals	42			42
Trading Standards				
Vehicles Replacement Reserve	7			7
Trading Standards Reserve	12			12
Gypsy & Traveller Services - Site Refurbishment	198			198
POPS Directorate Total	4,561	-2,674	1,113	3,000
Environment & Economy				
Countryside Ascot Park	18			18
Countryside	60			60
Countryside Reduction	129			129
SALIX Repayments	18			18
Highways Winter Maintenance	13			13
Dix Pit WRC Development	121			121
Oxfordshire Waste Partnership Joint Reserve	250			250
Transport	102			102
Tourism Signs	1,093			1,093
On Street Car Parking				
Dix Pit Engineering Works	866	-322	167	711
Waste Management	1,913	-2,070	1,937	1,780
Landfill Allowance Trading Scheme	327			327
Vehicle Renewals	61			61
Capital Salaries transfer	53			53
Property Disposal Costs	115			115
Developer Funding (Revenue)	191			191
West End Partnership	218	-75		143
Oxfordshire Customer Services				
Development Reserve	472	-472		0
Money Management Reserve	40			40
Oxfordshire - Buckinghamshire partnership	332	-332		0
Food with Thought / QCS Cleaning	1,409	-526	300	1,183
Customer Service Centre Reserve	1,883	-1,017		866

Anticipated to have a net nil movement to/from reserve, but it is dependent on the new charges. We could see a contribution to reserve by the end of the year.

Used to fund construction of cell 3K, Dix Pit

Used to support the bid & planning costs of the Waste Treatment Project

Used to fund projects which will contribute to the business strategy

Contingency in case of an overspend if income received is less than budget

To be spent by the partnership

To be used to invest in the business plus a contingency for unforeseen costs

Project funding

May Financial Monitoring & Business Strategy Delivery Report

CABINET - 19 July 2011

EARMARKED RESERVES & PROVISIONS

CA7

Annex 4

Earmarked Reserves	Balance at 1 April 2011 £000	2011/12 Movement		Balance at 31 March 2012 £000	Commentary
		Contributions from Reserve £000	Contributions to Reserve £000		
Schools ICT	10	-10		0	
EE Directorate Total	9,694	-4,824	2,404	7,274	
Chief Executive's Office					
Change Fund	869	-522	308	655	See paragraph 11 of the report
CIPFA Trainees	36			36	This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached.
Council Elections	207			207	This will be used for the 2013 election
FMSIS Audit	27	-27		0	To be used for school audits
Registration Service	180			180	To be used for refurbishing the Registration buildings and facilities
CEO Directorate Total	1,319	-549	308	1,078	
Corporate					
Insurance Reserve	6,249	-2,400		3,849	
Carry Forward Reserve	9,891	-237		9,654	
Capital Reserve	16,579			16,579	
Other Reserves	-1			-1	
LABGI Reserve	496			496	
Budget Reserve - Agreed 2009	6,107	-6,107	4,361	4,361	
Efficiency Reserve	3,776		6,400	10,176	
Prudential Borrowing Reserve	3,885		1,250	5,135	
Corporate Total	46,982	-8,744	12,011	50,249	
Total	84,739	-16,938	15,836	83,637	

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Forecast Revenue Balances

Date	Forecast 2011/12		Budget 2011/12
	£m	£m	£m
Provisional outturn 2010/11	14.059		13.056
Local Area Agreement (LAA) Performance Reward Grant	0.678		
County Fund Balance		14.737	13.056
Planned Contribution to Balances		1.619	1.619
Original forecast outturn position 2010/11		16.356	14.675
Additions			
Calls on balances deducted		0.000	0.000
.			
Total calls on balances		0.000	-2.000
:			
Net Forecast Balances		16.356	12.675
Total budget requirement		408.616	408.616
Provisional balances as a % of budget requirement		4.00%	3.10%
Net ForecastBalances		16.356	
Calls on balances agreed but not actioned			
Foster Care Loan		-0.012	
		0.000	
Calls on balances requested in this report			
.			
.			
		0.000	
Revised Forecast Outturn position		16.344	

Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

Original Budget £m	Latest Budget £m		Forecast Variance May 2011 £m	Change in Variance since April 2011 £m	Change in Variance £m
		Council Elements			
		Older People			
48.717	48.353	Care Homes	0	0	0
31.571	30.810	Community Support Purchasing Budget	0	0	0
80.288	79.163	Total Older People	0	0	0
		Physical Disabilities			
2.546	2.546	Care Homes	+0.321	0	+0.321
4.334	5.334	Community Support Purchasing Budget	+1.007	0	+1.007
6.880	7.880	Total Physical Disabilities	+1.328	0	+1.328
0.910	0.911	Equipment	0	0	0
88.078	87.954	Total Council Elements	+1.328	0	+1.328
		PCT Elements			
26.809	24.690	Older People	+1.291	0	+1.291
4.007	6.125	Physical Disabilities	+0.036	0	+0.036
0.308	0.309	Equipment	+0.370	0	+0.370
31.124	31.124	Total PCT Elements	+1.697	0	+1.697
119.202	119.078	Total Older People, Physical Disabilities and Equipment Pool	+3.025	0	+3.025

Pooled Budgets

Learning Disabilities Pool

Original Budget £m	Latest Budget £m		Forecast Variance May 2011 £m	Change in Variance since April 2011 £m	Change in Variance £m
		Council Elements			
54.423	51.594	Personal Budgets	0	0	0
12.190	12.624	Other Services	0	0	0
66.613	64.218	Total Council Elements	0	0	0
		PCT Elements			
9.627	9.608	Personal Budgets	0	0	0
2.239	2.351	Other Services	0	0	0
11.866	11.959	Total PCT Elements	0	0	0
78.479	76.177	Total Learning Disabilities Pool	0	0	0

May Financial Monitoring & Business Strategy Delivery Report
CABINET - 19 July 2011
Government Grant Details - 2011/12

CAT7

Annex 7

Directorate	Budget Book £m	In year Adjustments/ New Allocations £m	Latest Allocation £m
Children, Education & Families			
Dedicated Schools Grant	386.803		386.803
Pupil Premium	3.400		3.400
Young People Learning Agency – Sixth Form Funding	27.608		27.608
Young People Learning Agency – SEN	0.491		0.491
Music	0.640	0.064	0.704
Youth Justice Board		0.924	0.924
Intensive Interventions Programme (DfE)		0.140	0.140
Asylum (UASC & Post 18)		1.000	1.000
Total Children, Education & Families	418.942	2.128	421.070
Social & Community Services			
Workstep Grant		0.275	0.275
Total Social & Community Services	0	0.275	0.275
Environment & Economy			
Skills Funding Agency - Adult Education	3.803		3.803
Natural England	0	0.221	0.221
Total Environment & Economy	3.803	0.221	4.024
Strategic Measures			
Early Intervention Grant	21.329	0.094	21.423
Learning Disabilities & Health Reform Grant	19.224		19.224
Fire Revenue Grant	0.183		0.183
Community Safety Fund	0.563	0.004	0.567
Lead Local Flood Authority	0.158		0.158
Extended Rights to Free Travel		0.630	0.630
New Homes Bonus	0	0.491	0.491
Council Tax Freeze Grant	7.063	0.004	7.067
Total Strategic Measures	48.520	1.223	49.743
Total Grants	471.265	3.847	475.112

This page is intentionally left blank

Financial Monitoring Report May 2011 (Cabinet July 2011)
Capital Programme 2011/12 to 2015/16

Summary

Directorate	Last Approved Capital Programme (Council February 2011)				Latest Forecast				Variance				Current Year Expenditure Monitoring			
	Outturn £'000s	Current Year £'000s	Future Years £'000s	Total £'000s	Outturn £'000s	Current Year £'000s	Future Years £'000s	Total £'000s	Outturn £'000s	Current Year £'000s	Future Years £'000s	Total £'000s	Actual expenditure to date £'000s	Commitments £'000s	Expenditure Realisation Rate %	Actuals & Commitments %
Children, Education & Families	56,198	34,643	139,811	230,652	53,256	32,455	143,876	229,587	-2,942	-2,188	4,065	-1,065	777	11,658	2%	38%
Social & Community Services	6,728	10,521	13,769	31,018	5,635	11,474	12,240	29,349	-1,093	953	-1,529	-1,669	165	461	1%	5%
Environment & Economy 1 - Transport	19,938	19,261	75,875	115,074	18,275	23,254	77,165	118,694	-1,663	3,993	1,290	3,620	-2,659	7,115	-11%	19%
Environment & Economy 2 - Other Property Development Programmes	6,109	6,522	9,458	22,089	5,637	6,285	10,203	22,125	-472	-237	745	36	-180	931	-3%	12%
Chief Executive's Office	10	90	25	125	0	105	20	125	-10	15	-5	0	0	0	0%	0%
Total Directorate Programmes	88,983	71,037	238,938	398,958	82,803	73,573	243,504	399,880	-6,180	2,536	4,566	922	-1,897	20,165	-3%	25%
Schools Local Spend	11,897	6,930	9,640	28,467	10,657	7,787	11,308	29,752	-1,240	857	1,668	1,285	1,159	0	15%	15%
Earmarked Reserves	146	63	50,887	51,096	0	0	54,747	54,747	-146	-63	3,860	3,651				
Total Capital Programme	101,026	78,030	299,465	478,521	93,460	81,360	309,559	484,379	-7,566	3,330	10,094	5,858	-738	20,165	-1%	24%

Financial Monitoring Report May 2011 (Cabinet July 2011)
Capital Programme 2011/12 to 2015/16

In-year Expenditure Forecast Variations

Project/ Programme Name	Previous 2011/12 Forecast * £'000s	Revised 2011/12 Forecast £'000s	Variation £'000s	Comments
<u>Children, Education & Families</u>				
Tackley - 2 classroom ext & Pre-School Accommodation (ED734)	40	247	207	Slippage from 2010/11. On-site. Forecast completion July 2011.
Oxford, Wood Farm - replacement of existing buildings (ED749)	4,000	2,700	-1,300	Phase 1 on-site. Phase 2 & 3 being value re-engineered to explore options - spend reprofiled to 12/13
Burford Community College - 8 Classroom block and drama studio to replace temporary classrooms (ED714)	517	368	-149	Brought forward to 2010/11. On-site.
Wantage, Fitzwaryn - Phase 2 (Modernisation & new Post 16 accommodation) (ED715)	1,500	1,250	-250	On-site for modernisation phase (3 class ext and internal remodel). Works recommenced following initial contractor going into administration - spend reprofiled to 12/13
Faringdon Community College - Phase 3; Basic Need provision and replacement of temporary classrooms (conditional approval)	200	25	-175	Spend reprofiled to 12/13
Oxford, Iffley Mead - Basic Need (temporary classroom)	149	9	-140	Spend reprofiled to 12/13
Oxford Academy (ED678)	1,867	2,389	522	Slippage from 2010/11. Completion Feb 2011, ICT provision Mar 2011, external works Aug 2011. Additional grant of £367k to cover ICT VAT and £50k transferred to earmarked reserve for highway improvements.
Oxford Spires Academy	250	125	-125	£8m grant plus £250k corporate funding to support project development. Awaiting confirmation to proceed from PFS. Spend reprofiled to 12/13
Oxford, New Marston - Phase 1; (Foundation Stage & KS1) (ED753)	101	239	138	Slippage from 2010/11. Complete Apr 2011. Funded through basic need contingency - reported Feb 11 MMR.
Bicester, Cooper - New 6th Form Centre (ED747)	1,450	1,291	-159	Brought forward to 2010/11. On-site.
Witney, Madley Brook - Phase 2 (3 Classroom extension) (ED743)	775	1,024	249	On-site, Project Approval ED743. Additional S106 restricted funding.
Peppard- Replacement of Temporary Classroom	100	0	-100	Existing temporary classroom in poor condition, school exploring alternative solution, subject to urgent replacement requirement. Spend reprofiled to 12/13
John Watson - Reprovision of Temporary Classrooms	225	5	-220	Review with school into alternative need requirements. Spend reprofiled to 12/13
Didcot, Great Western Park - Primary 1 (14 classroom)	590	250	-340	Scheme being developed. Spend reprofiled to future years
Banbury New Futures Centre (ED735)	1,070	1,734	664	Slippage from 2010/11. On-Site.
Chipping Norton; New Young People's & Adult Learning Centre (ED736)	452	612	160	Slippage from 2010/11. On-site.
Reducing Out of County Provision for SEN Pupils	250	50	-200	New programme. Spend reprofiled to 12/13
School Structural Maintenance	7,654	7,000	-654	Contingency from each year now held in following year.
Woodstock, Marlborough - New Science block & Replacement of Horsa & Temporary Buildings (ED692)	338	94	-244	Brought forward to 2010/11. Phase 1 complete. Phase 2 complete Apr 2011.
Sonning Common, - Children's Centre (Chiltern Edge School) (ED755)	150	40	-110	Complete Mar 2011. Contingencies returned.
Other small changes			38	Details available on request
CE&F TOTAL IN-YEAR VARIATION			-2,188	
<u>Social & Community Services</u>				
Oxfordshire Records Office (CS8)	16	217	201	Slippage from 2010/11. Complete May 2011. Delayed start due to business re-engineering to remain within budget provision.
ECH- Adaptations to Existing Properties	425	0	-425	Schemes now identified and funding £1.185m brought forward.
ECH - Greater Leys (SS105)	0	1,010	1,010	
ECH - Shotover (SS104)	0	600	600	
Deferred Interest Loans (CSDP)	450	300	-150	The demand from the implementation of the new policy is expected to be lower. Cost implications across the 5 year programme will be reported after the quarterly review.
New Adult Services System	500	350	-150	Report to Cabinet 21 June on Adult Social Care Management System upgrade.
Other small changes			-133	Details available on request
S&CS TOTAL IN-YEAR VARIATION			953	

Project/ Programme Name	Previous 2011/12 Forecast * £'000s	Revised 2011/12 Forecast £'000s	Variation £'000s	Comments
<u>Environment & Economy (excluding Transport)</u>				
Asset Strategy Implementation Programme	1,000	500	-500	Forecast risk adjusted due to risk that works will of a revenue rather than capital nature this financial year.
Clarendon House and County Hall electricity generators	0	185	185	New Project funded from Change Fund and R&M (revenue)
Disaster Recovery Kidlington HQ	0	150	150	New Project funded from ICT carry forward (revenue)
Energy Tax Reduction Programme (Street Lighting)	467	293	-174	Error in previous profile - programme to be delivered over 4 years not 2.
Cricket Road Centre Closure (including Unipart House works)	90	180	90	Project now approved, due to commence July.
Other small changes			12	Details available on request
E&E (EXCLUDING TRANSPORT) TOTAL IN-YEAR VARIATION			-237	
<u>Highways & Transport</u>				
Kennington Roundabout	250	125	-125	Project development cost reprofiled
Hinksey Hill Interchange	10	91	81	Project development cost reprofiled
Fairfax Rd/Purcell Rd Cycle Link	162	15	-147	Construction cost reprofiled to 2012/13 due to continued land ownership issues.
Bicester Roman Road	0	119	119	Phase 3 Chesterton Slips now added (to take place 2011/12). Developer funded.
Integrated Transport Future Programme-LTP3	964	645	-304	£104k of the £119k allocation to Fridewide Square has been reprofiled to 2012/13. Further £200k risk adjustment to reflect potential delays in schemes coming forward for development.
Carriageway Schemes (non-principal roads)	3,439	6,963	3,524	Winter Damage Grant additional funding.
Thames Towpath Emergency Repairs	0	120	120	New project funded by programme contingencies (£30k contingency profiled in 12/13).
A4158 Oxford Iffley Road (Phase 1)	1,340	1,569	229	Project Approval H195. Works commenced 16th May. Brought forward from 12/13 Phase two allocation to cover cost increases.
Other small changes			496	Details available on request. Includes approx £350k slippage from 2010/11 and £115k of new schemes (see annex 1c)
HIGHWAYS & TRANSPORT TOTAL IN-YEAR VARIATION			3,993	
<u>Chief Executive's Office</u>				
Grants to Voluntary & Community Groups	90	105	15	LAA Performance Reward Grant Allocation
CHIEF EXECUTIVE'S OFFICE TOTAL IN-YEAR VARIATION			15	
CAPTIAL PROGRAMME TOTAL IN-YEAR VARIATION			2,536	

* As approved by Council 15th February 2011

Financial Monitoring Report May 2011 (Cabinet July 2011)
Capital Programme 2011/12 to 2015/16

New Schemes and Budget Changes

Project/ Programme Name	Previous Total Budget * £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
<u>Children, Education & Families</u>				
<u>New schemes</u>				
Existing Demographic Pupil Provision (Basic Needs Programme)	18,650	17,557	-1,093	Projects being developed. Draw down of individual budget provision's from the Basic Need Programme.
Oxford, Wolvercote - Modular Building (ED776)	0	74	74	
Wallingford, St Nicholas Infants - Temporary Classroom (ED773)	0	110	110	
Faringdon Infants - 2 Classrooms Modular Building (ED772)	0	200	200	
Oxford, Windmill - Conversion of existing D&T & ICT into FS & KS1 classrooms (ED770/1)	0	260	260	
Oxford, Sandhills - Conversion of ICT & Music into KS1/2 classroom (ED771)	0	165	165	
Abingdon, Dunmore - Internal Alterations for FS classroom (ED774)	0	73	73	
Oxford, New Marston - (Phase 2a) Internal conversion to create additional Classroom (ED777)	0	140	140	
Oxford, Cutteslowe - (Phase 1) Internal conversion to create additional Classroom (ED781)	0	25	25	
Woodstock, - Internal alterations to create additional Classroom (ED780)	0	46	46	
Subtotal new schemes			0	
<u>Budget Changes</u>				
Chipping Norton - New Science block (ED708)	3,460	3,360	-100	On-site. Science Block complete April 2011, other areas forecast completion June 2011. Further project contingency released to programme.
Witney Young People's Centre (Phase 2) (ED709)	1,120	970	-150	Forecast start June 2011. Project contingency released to programme.
Witney, Madley Brook - Phase 2 (3 Classroom extension) (ED743)	875	1,124	249	On-site, Project Approval ED743. Additional S106 restricted funding.
Harnessing Technology Grant	3,192	2,526	-666	2010-11 grant reduction and revised programme not capitalisable.
Other small changes			-398	Details available on request. Includes £370k project contingencies returned across the Early Year Programme.
CE&F TOTAL PROGRAMME SIZE VARIATION			-1,065	
<u>Social & Community Services</u>				
<u>New schemes</u>				
ECH- Adaptations to Existing Properties	1,800	790	-1,010	Schemes now identified and brought into the programme.
ECH - Greater Leys (SS105)	0	1,010	1,010	
ECH- New Schemes	3,985	2,785	-1,200	
ECH - Shotover (SS104)	0	1,200	1,200	
Subtotal new schemes			0	
<u>Budget Changes</u>				
Adult Social Care IT Infrastructure	566	453	-113	£100k towards Adult Social Care Management System Upgrade.
New Adult Services System	1,897	525	-1,372	Report to Cabinet 21 June on Adult Social Care Management System upgrade.
Other small changes			-184	Details available on request
S&CS TOTAL PROGRAMME SIZE VARIATION			-1,669	

Project/ Programme Name	Previous Total Budget * £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Environment & Economy (excluding Transport)				
New schemes				
Clarendon House and County Hall electricity generators	0	192	192	New Project funded from Change Fund and R&M (revenue)
Disaster Recovery Kidlington HQ	0	150	150	New Project funded from ICT carry forward (revenue)
Subtotal new schemes			342	
Budget Changes				
Backlog Maintenance Programme	24,994	24,746	-248	Programme now complete. Reduced due to anticipated shortfall in contributions from schools.
Better Offices Programme	15,486	15,383	-103	Programme now complete. Various small cost savings.
Other small changes			45	Details available on request
E&E (EXCLUDING TRANSPORT) TOTAL PROGRAMME SIZE VARIATION			36	
Highways & Transport				
New schemes				
Jack Straws Lane Cycle Measure		75	75	Funded by restricted s106 (see appendix B)
Kidlington, Bicester Rd		22	22	Funded by restricted s106 (see appendix B)
Chinor, Station Rd Improvements		18	18	Funded by restricted s106 (see appendix B)
West Oxon Cycle Parking		25	25	Funded by restricted s106 (see appendix B) + £15k from LTP3 block allocation.
Carriageway Schemes (non-principal roads)		3,524	3,524	Winter Damage Grant funding 2011/12.
Thames Towpath Emergency Repairs		150	150	Health & Safety Scheme: Funded from Structural Maintenance Programme contingencies
Subtotal new schemes			3,814	
Budget Changes				
London Road Phase 3	2,094	2,364	270	Cost increase reported March 2011. Funded by interest on s106 contributions held.
Bicester Roman Road	271	397	126	Phase 3 Chesterton Slips now added. Developer funded.
Horspath Driftway/The Slade Pedestrian & Cycling Improvements	180	0	-180	Horspath Driftway/The Slade Pedestrian & Cycling Improvements and Old Rd/Windmill Rd Cycle Lane now combined into a single scheme. £17k Surface Treatments also now included. Possible £135k funding from Sustrans (see Grants Schedule (appendix A)).
Highfield Area Traffic Management & Old Rd/Windmill Rd Cycle Lane	250	0	-205	
Surface Treatments			-17	
New Headington Transport Improvements	0	402	402	
2010/11 Capitalised Salaries	778	502	-276	2010/11 underspend returned to Corporate Contingencies
Access to Oxford	200	0	-200	Provision for abortive costs funded from revenue in 10/11 - capital funds returned to Corporate Contingencies
Other Abortive Costs	97	0	-97	
Integrated Transport Future Programme-LTP3			-534	Allocated out to schemes through LTP3 (see appendix D).
Frideswide Square (project development)			119	
SVUK Highway Schemes (project development)			400	
Carriageway Schemes (non-principal roads)			250	Bridge assessment programme now classified as revenue expenditure. £250k (£50k p.a) adjustment between bridges & carriageways to accommodate this.
Bridges			-250	
Footway Schemes			-120	Funding of new scheme for health & safety works on the Thames Towpath (total £150k), see above.
Street Lighting Column Replacement			-13	
Drainage			-17	
Other small changes			148	Details available on request
HIGHWAYS & TRANSPORT TOTAL PROGRAMME SIZE VARIATION			3,620	
CAPTIAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION			922	

* As approved by Council 15th February 2011

This page is intentionally left blank

CAPITAL PROGRAMME 2011/12 TO 2015 / 16: MAY 2011 (CABINET 19 JULY 2011)

Programme	Current Year	Firm Programme	Provisional Programme				CAPITAL INVESTMENT TOTAL £'000s
	2011 / 12 £'000s		2012 / 13 £'000s	2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s
Children, Education & Families 1 - OCC	32,455	32,982	56,878	36,575	16,504	937	176,331
Children, Education & Families 2 - Schools & Partners	7,787	5,578	1,910	1,910	1,910	0	19,095
Social & Community Services	11,474	8,112	1,548	1,236	1,085	259	23,714
Environment & Economy 1 - Transport	23,254	29,718	17,471	16,906	13,070	0	100,419
Environment & Economy 2 - Other Property Development Programmes	6,285	4,598	3,492	1,333	663	117	16,488
Chief Executive's Office	105	20	0	0	0	0	125
TOTAL ESTIMATED CAPITAL PROGRAMME EXPENDITURE	81,360	81,008	81,299	57,960	33,232	1,313	336,172
Earmarked Reserves	0	13,134	9,469	10,103	17,550	4,491	54,747
TOTAL ESTIMATED CAPITAL PROGRAMME	81,360	94,142	90,768	68,063	50,782	5,804	390,919
TOTAL ESTIMATED PROGRAMME RESOURCES	84,841	81,073	80,277	68,028	47,323	5,804	367,346
In-Year Shortfall (-) / Surplus (+)	3,481	-13,069	-10,491	-35	-3,459	0	-23,573
Cumulative Shortfall (-) / Surplus (+)	24,245	14,657	4,166	4,131	672	672	672

CAPITAL PROGRAMME 2011/12 TO 2015 / 16: MAY 2011 (CABINET 19 JULY 2011)

SOURCES OF FUNDING	2011 / 12 £'000s	2012 / 13 £'000s	2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	CAPITAL RESOURCES TOTAL £'000s
SCE(C) Formulaic Capital Allocations - Grant	43,373	38,432	35,499	38,368	36,533	0	192,205
SCE(C) Supplementary Grant Approval	2,924	395	0	0	0	0	3,319
Devolved Formula Capital- Grant	6,400	5,578	1,910	1,910	1,910	0	17,708
Prudential Borrowing	8,802	8,669	4,380	4,976	6,890	253	33,970
Grants	9,702	3,124	6,125	0	0	0	18,951
Developer Contributions	4,434	16,847	29,886	21,866	1,750	0	74,783
District Council Contributions	236	575	70	5	0	0	886
Other External Funding Contributions	848	90	226	0	0	0	1,164
Revenue Contributions	4,322	1,419	263	269	240	117	6,630
Schools Contributions	319	30	0	0	0	0	349
Use of Capital Receipts	0	16,335	0	669	1,883	5,434	24,321
Use of Capital Reserves	0	2,648	12,409	0	1,576	0	16,633
TOTAL ESTIMATED PROGRAMME RESOURCES UTILISED	81,360	94,142	90,768	68,063	50,782	5,804	390,919
TOTAL ESTIMATED PROGRAMME RESOURCES AVAILABLE	84,841	81,073	80,277	68,028	47,323	5,804	367,346
Usable Capital Receipts C/Fwd	7,666	0	1,918	1,883	0	0	0
Capital Reserve C/Fwd	16,579	14,657	2,248	2,248	672	672	672

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>Primary Capital Programme</u>									
Launton - Hall, classrooms and Pre-School Accommodation (ED695)	955	206	41	0	0	0	0	1,202	247
Tackley - 2 classroom ext & Pre-School Accommodation (ED734)	753	247	40	0	0	0	0	1,040	287
Oxford, Wood Farm - replacement of existing buildings (ED749)	3,772	2,700	3,500	1,778	0	0	0	11,750	7,978
Banbury, The Grange - 6 classroom block to replace temporary classrooms (ED739/1)	9	800	825	16	0	0	0	1,650	1,641
Primary Capital Programme Total	5,489	3,953	4,406	1,794	0	0	0	15,642	10,153
<u>Secondary Capital Programme</u>									
Chipping Norton - New Science block (ED708)	2,544	760	56	0	0	0	0	3,360	816
Burford Community College - 8 Classroom block and drama studio to replace temporary classrooms (ED714)	1,682	368	100	0	0	0	0	2,150	468

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
Wantage, Fitzwaryn - Phase 2 (Modernisation & new Post 16 accommodation) (ED715)	711	1,250	1,089	150	0	0	0	3,200	2,489
Faringdon Community College - Phase 3; Basic Need provision and replacement of temporary classrooms (conditional approval)	0	25	1,200	275	0	0	0	1,500	1,500
Oxford, Northern House - 6 classroom Block to replace Horsa & temporary classrooms and provide food technology facility (ED746)	302	1,160	138	0	0	0	0	1,600	1,298
Abingdon, Kingfisher - Internal alterations for basic need provision for nursery accommodation (ED779)	16	224	15	0	0	0	0	255	239
Oxford, Iffley Mead - Basic Need (temporary classroom)	1	9	140	0	0	0	0	150	149
Secondary Capital Programme Total	5,256	3,796	2,738	425	0	0	0	12,215	6,959
Academy Programme									
Oxford Academy (ED678)	31,278	2,389	0	0	0	0	0	33,667	2,389
Oxford Spire Academy	0	125	2,000	6,125	0	0	0	8,250	8,250
Academy Total	31,278	2,514	2,000	6,125	0	0	0	41,917	10,639

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>Provision of School Places (Basic Need)</u> Oxford, New Marston - Phase 1; (Foundation Stage & KS1) (ED753)	612	239	0	0	0	0	0	851	239
Bicester, Cooper - New 6th Form Centre (ED747)	2,621	1,291	488	0	0	0	0	4,400	1,779
Bloxham - additional classroom & ancillary facilities for 2FE (ED762)	26	360	16	0	0	0	0	402	376
Witney, Madley Brook - Phase 2 (3 Classroom extension) (ED743)	72	1,024	28	0	0	0	0	1,124	1,052
Bayards (New Scheme) - replacement of existing buildings and additional space to meet basic need	0	150	700	4,500	1,250	0	0	6,600	6,600
Peppard- Replacement of Temporary Classroom	12	0	117	0	0	0	0	129	117
John Watson - Reprovision of Temporary Classrooms	10	5	260	0	0	0	0	275	265
Existing Demographic Pupil Provision (Basic Needs Programme)	48	2,204	4,403	4,050	3,900	2,952	0	17,557	17,509
Oxford, Wolvercote - Modular Building (ED776)	0	71	3	0	0	0	0	74	74

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
Wallingford, St Nicholas Infants - Temporary Classroom (ED773)	0	105	5	0	0	0	0	110	110
Faringdon Infants - 2 Classrooms Modular Building (ED772)	0	190	10	0	0	0	0	200	200
Oxford, Windmill - Conversion of existing D&T & ICT into FS & KS1 classrooms (ED770/1)	0	210	50	0	0	0	0	260	260
Oxford, Sandhills - Conversion of ICT & Music into KS1/2 classroom (ED771)	0	150	15	0	0	0	0	165	165
Abingdon, Dunmore - Internal Alterations for FS classroom (ED774)	0	70	3	0	0	0	0	73	73
Oxford, New Marston - (Phase 2a) Internal conversion to create additional Classroom (ED777)	0	130	10	0	0	0	0	140	140
Oxford, Cutteslowe - (Phase 1) Internal conversion to create additional Classroom (ED781)	0	25	0	0	0	0	0	25	25
Woodstock, - Internal alterations to create additional Classroom (ED780)	0	45	1	0	0	0	0	46	46
Provision of School Places Total	3,401	6,269	6,109	8,550	5,150	2,952	0	32,431	29,030

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s	
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s				
Note: This section of the programme shows available funding and not the full scheme cost											
<u>Growth Portfolio - New Schools</u>											
<u>South Oxfordshire</u>											
Didcot, Great Western Park - Primary 1 (14 classroom)	0	250	2,500	3,754	0	0	0	0	6,504	6,504	
Didcot, Great Western Park - Secondary (Phase 1)	0	0	1,100	4,700	10,438	0	0	0	16,238	16,238	
Didcot, Ladygrove - 7 classroom	0	0	0	0	0	0	0	0	0	0	
<u>Cherwell</u>											
Bodicote, Bankside - 10 classroom	0	50	200	2,500	1,738	0	0	0	4,488	4,488	
Bicester, Gavray Drive - 7 classroom	109	25	191	3,458	0	0	0	0	3,783	3,674	
Bicester - Secondary P1 (incl existing schools)	0	0	750	3,500	6,053	0	0	0	10,303	10,303	
Bicester, South West - 14 classroom	0	60	530	5,020	0	0	0	0	5,610	5,610	
Upper Heyford - New Primary School	0	50	400	4,248	0	0	0	0	4,698	4,698	
<u>Vale of White Horse</u>											
Wantage / Grove - Secondary (option c)	0	0	0	0	0	0	0	0	0	0	
Growth Portfolio Total	109	435	5,671	27,180	18,229	0	0	0	51,624	51,515	

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>Improvements to Young People's Centres</u>									
Abingdon Young People's Centre (ED754)	251	145	4	0	0	0	0	400	149
Didcot Young People's Centre (ED748)	373	308	16	0	0	0	0	697	324
Banbury New Futures Centre (ED735)	849	1,734	417	0	0	0	0	3,000	2,151
Chipping Norton; New Young People's & Adult Learning Centre (ED736)	348	612	40	0	0	0	0	1,000	652
Witney Young People's Centre (Phase 2) (ED709)	58	750	162	0	0	0	0	970	912
Young People's Centres Total	1,879	3,549	639	0	0	0	0	6,067	4,188
<u>Annual Programmes</u>									
Schools Access Initiative	0	1,046	1,142	1,142	1,142	1,142	0	5,614	5,614
Cumnor, Matthew Arnold - Accessibility Improvements (ED752)	176	238	15	0	0	0	0	429	253
Health & Safety - CYP&F	0	250	280	325	350	375	0	1,580	1,580

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
Health & Safety - Corporate	0	400	400	400	400	400	0	2,000	2,000
Temporary Classrooms - Replacement & Removal	0	360	360	360	360	360	30	1,830	1,830
Schools Accommodation Intervention & Support Programme	0	150	150	150	200	200	0	850	850
Reducing Out of County Provision for SEN Pupils	0	50	700	250	0	0	0	1,000	1,000
School Structural Maintenance	0	7,000	7,654	7,654	7,654	7,654	654	38,270	38,270
Secondary Schools Modernisation Programme	0	0	0	1,000	1,000	1,331	0	3,331	3,331
Capital Maintenance - Surplus from 5 yr allocation	0	0	0	1,433	2,000	2,000	0	5,433	5,433
Annual Programme Total	176	9,494	10,701	12,714	13,106	13,462	684	60,337	60,161
<u>Other Schemes & Programmes</u>									
Thornbury House Children's Home - Repl of Building (ED702)	1,280	298	50	0	0	0	0	1,628	348

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s		
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s					
		Loans to Foster/Adoptive Parents (Prudentially Funded)	197	90	90	90	90	90	253		900	703
14-19 Rural Areas - Thame Skills Centre (ED758)	192	606	32	0	0	0	0	830	638			
Small Projects		65	0	0	0	0	0	65	65			
Other Schemes & Programmes Total				1,669	1,059	172	90	90	90	253	3,423	1,754
Retentions & OSCR Total		1,386	546	0	0	0	0	0	1,932	1,932		
CE&F OCC CAPITAL PROGRAMME EXPENDITURE TOTAL	49,257	32,455	32,982	56,878	36,575	16,504	937	225,588	176,331			
Schools Capital												
Devolved Formula Capital		6,400	5,578	1,910	1,910	1,910	0	17,708	17,708			
Harnessing Technology Grant- Schools Allocation	3,774	761	0	0	0	0	0	4,535	761			
Specialist College	149	201	0	0	0	0	0	350	201			
Kitchen & Dinning improvements	460	58	0	0	0	0	0	518	58			
14-19 Diploma	1,142	367	0	0	0	0	0	1,509	367			
School Local Capital Programme Total				5,525	7,787	5,578	1,910	1,910	1,910	0	24,620	19,095

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s			
CE&F CAPITAL PROGRAMME										
EXPENDITURE TOTAL (including schools local spend)	54,782	40,242	38,560	58,788	38,485	18,414	937	250,208	195,426	

SOCIAL AND COMMUNITY SERVICES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>COMMUNITY SERVICES PROGRAMME</u>									
<u>Libraries</u> Introduction of RFID (Radio frequency identification) self service in Libraries (CS9)	710	395	155	0	0	0	0	1,260	550
<u>County Heritage & Arts</u> Abingdon Town Council (CS10)	100	100	100	0	0	0	0	300	200
Development Project - SOFO	15	15	0	0	0	0	0	30	15
Oxfordshire Records Office (CS8)	253	217	0	0	0	0	0	470	217
COMMUNITY SERVICES PROGRAMME TOTAL	1,078	727	255	0	0	0	0	2,060	982
<u>COMMUNITY SAFETY PROGRAMME</u>									
<u>Fire & Rescue Service</u> Bicester Fire Station Upgrade	39	295	71	30	0	0	0	435	396
Fire Equipment	0	1,000	100	0	0	0	0	1,100	1,100
<u>Gypsy & Travellers Sites</u> Redbridge Hollow Phase 2 (combined scheme)	19	1,000	674	0	0	0	0	1,693	1,674
COMMUNITY SAFETY PROGRAMME TOTAL	58	2,295	845	30	0	0	0	3,228	3,170

SOCIAL AND COMMUNITY SERVICES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>SOCIAL CARE FOR ADULTS PROGRAMME</u>									
<u>Mental Health</u>									
Mental Health Projects	354	177	0	0	0	0	0	531	177
<u>Residential</u>									
HOP's Bicester (Forward Funding) SS88	1,765	16	0	0	0	0	0	1,781	16
HOPs Phase 1 - New Builds	0	4,659	4,894	0	0	0	0	9,553	9,553
Learning Disabilities - Supported Living Programme (SS93)	339	175	175	175	136	0	0	1,000	661
<u>ECH- Adaptations to Existing Properties</u>									
ECH- Adaptations to Existing Properties	47	0	500	243	0	0	0	790	743
ECH - Greater Leys (SS105)	0	1,010	0	0	0	0	0	1,010	1,010
<u>ECH- New Schemes</u>									
ECH- New Schemes	0	200	200	800	800	785	0	2,785	2,785
ECH - Shotover (SS104)	0	600	600	0	0	0	0	1,200	1,200
<u>Day Centres</u>									
Banbury Day Centre (SS97)	7	560	83	0	0	0	0	650	643
Deferred Interest Loans (CSDP)	61	300	300	300	300	300	259	1,820	1,759
SOCIAL CARE FOR ADULTS PROGRAMME TOTAL	2,573	7,697	6,752	1,518	1,236	1,085	259	21,120	18,547

SOCIAL AND COMMUNITY SERVICES CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s	
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s				
STRATEGY AND TRANSFORMATION PROGRAMME											
Adult Social Care IT Infrastructure	319	134	0	0	0	0	0	0	453	134	
New Adult Services System	0	350	175	0	0	0	0	0	525	525	
Mobile Working Project	50	50	0	0	0	0	0	0	100	50	
Transforming Adult Social Care (ICT)	100	66	0	0	0	0	0	0	166	66	
STRATEGY& TRANSFORMATION PROGRAMME TOTAL				469	600	175	0	0	0	1,244	775
RETENTIONS & MINOR WORKS					155	85	0	0	0	240	240
S&CS CAPITAL PROGRAMME EXPENDITURE TOTAL				4,178	11,474	8,112	1,548	1,236	1,085	259	23,714

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>NETWORK DEVELOPMENT PROGRAMME</u>									
Thornhill Park & Ride Extensions (project development)	408	91	0	0	0	0	0	499	91
Kennington Roundabout	0	125	2,375	0	0	0	0	2,500	2,500
Heyford Hill Roundabout	0	25	475	0	0	0	0	500	500
Hocksey Hill Interchange	0	91	159	0	0	0	0	250	250
NETWORK DEVELOPMENT PROGRAMME TOTAL	408	332	3,009	0	0	0	0	3,749	3,341
<u>ROAD SAFETY PROGRAMME</u>									
Speed Limit Review	101	162	0	0	0	0	0	263	162
Other Small & Completed Road Safety Schemes		35	0	0	0	0	0	35	35
ROAD SAFETY PROGRAMME TOTAL	101	197	0	0	0	0	0	298	197
<u>OXFORD TRANSPORT STRATEGY PROGRAMME</u>									
Fairfax Rd/Purcell Rd Cycle Link	6	15	164	0	0	0	0	185	179

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s			
New Headington Transport Improvements	41	361	0	0	0	0	0	0	402	361
Other Small & Completed OTS schemes		123	0	0	0	0	0	0	123	123
<u>TRANSFORM OXFORD PROGRAMME</u>										
Frideswide Square (project development)	144	296	143	0	0	0	0	0	583	439
OXFORD TRANSPORT STRATEGY PROGRAMME TOTAL	191	795	307	0	0	0	0	0	1,293	1,102
<u>TOWNS PROGRAMME</u>										
<u>LARGER TOWNS</u>										
<u>BANBURY</u>										
Hanwell Fields Mineral Railway	15	135	0	0	0	0	0	0	150	135
Banbury: Higham Way Access Road	9	137	0	0	0	0	0	0	146	137
<u>BICESTER</u>										
Bicester Roman Road	267	119	11	0	0	0	0	0	397	130
Other Small & Completed Bicester Schemes		14	0	0	0	0	0	0	14	14

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>WITNEY</u>									
Cogges Link Road	3,117	1,393	8,085	3,895	3,131	0	0	19,621	16,504
Other Small & Completed Witney Schemes		68	48	0	0	0	0	116	116
<u>SCIENCE VALE UK (SVUK)</u>									
SVUK Highway Schemes (project development)	0	200	200	0	0	0	0	400	400
Other Small & Completed SVUK Schemes		44	0	0	0	0	0	44	44
Larger Towns Programme Total	3,408	2,110	8,344	3,895	3,131	0	0	20,888	17,480
<u>SMALLER TOWNS</u>									
Chipping Norton, Oxford Road Crossing Improvements	2	70	58	0	0	0	0	130	128
Other Small & Completed Smaller Towns Schemes		156	20	0	0	0	0	176	176
Smaller Towns Programme Total	2	226	78	0	0	0	0	306	304

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s	
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s				
<u>RURAL AREAS</u>											
Other Small & Completed Rural Areas Schemes		91	0	0	0	0	0	0	91	91	
Rural Areas Programme Total	0	91	0	0	0	0	0	0	91	91	
TOWNS PROGRAMME TOTAL				3,410	2,427	8,422	3,895	3,131	0	21,285	17,875
<u>PUBLIC TRANSPORT PROGRAMME</u>											
Dee Coot Station Forecourt	1,581	1,321	3,062	171	555	0	0	0	6,690	5,109	
Other Small & Completed Public Transport Schemes		54	0	0	0	0	0	0	54	54	
PUBLIC TRANSPORT PROGRAMME TOTAL				1,581	1,375	3,062	171	555	0	6,744	5,163
<u>TRAVEL BEHAVIOUR</u>											
Smarter Choices (BWTS)		44	0	0	0	0	0	0	44	44	
TRAVEL BEHAVIOUR PROGRAMME TOTAL				0	44	0	0	0	0	44	44
LTP1 Schemes		0	132	0	0	0	0	0	132	132	

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2011 / 12 £'000s	2012 / 13 £'000s	2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s		
Integrated Transport Future Programme- LTP3		430	965	965	900	900	900	0	4,160	4,160
OTHER INTEGRATED TRANSPORT TOTAL	0	430	1,097	965	900	900	900	0	4,292	4,292
INTEGRATED TRANSPORT STRATEGY TOTAL	5,691	5,600	15,897	5,031	4,586	900	0	37,705	32,014	
STRUCTURAL MAINTENANCE PROGRAMME										
Carriageway Schemes (non-principal roads)		6,963	3,157	3,630	3,655	3,640	0	21,045	21,045	
Footway Schemes		1,709	1,350	1,350	1,350	1,300	0	7,059	7,059	
Surface Treatments		3,783	4,166	3,850	3,900	3,900	0	19,599	19,599	
Street Lighting Column Replacement		500	500	500	500	500	0	2,500	2,500	
Drainage		1,200	1,158	1,100	950	950	0	5,358	5,358	
Bridges		1,105	1,178	1,010	965	880	0	5,138	5,138	
STRUCTURAL MAINTENANCE ANNUAL PROGRAMMES TOTAL		15,260	11,509	11,440	11,320	11,170	0	60,699	60,699	

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>Bridges - Major Schemes</u>									
Potash Bridge	499	10	487	0	0	0	0	996	497
Thames Towpath Emergency Repairs	0	120	30	0	0	0	0	150	150
<u>Detrunked & Principal Roads - Major Schemes</u>									
A422 Ruscote Avenue, Banbury	126	598	0	0	0	0	0	724	598
A4158 Oxford Iffley Road (Phase 1)	107	1,569	45	0	0	0	0	1,721	1,614
A4158 Oxford Iffley Road (Phase 2)	30	35	750	0	0	0	0	815	785
Completed Major Schemes		62	0	0	0	0	0	62	62
STRUCTURAL MAINTENANCE MAJOR SCHEMES TOTAL	762	2,394	1,312	0	0	0	0	4,468	3,706
STRUCTURAL MAINTENANCE PROGRAMME TOTAL	762	17,654	12,821	11,440	11,320	11,170	0	65,167	64,405
Future Transport Infrastructure Schemes		0	1,000	1,000	1,000	1,000	0	4,000	4,000
HIGHWAYS & TRANSPORT CAPITAL PROGRAMME EXPENDITURE TOTAL	6,453	23,254	29,718	17,471	16,906	13,070	0	106,872	100,419

Note: Please see Appendix B for a list of developer funding held for specific purposes for which schemes are not yet included in the programme.

ENVIRONMENT & ECONOMY CAPITAL PROGRAMME (EXCLUDING TRANSPORT) - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s	
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s			
CORPORATE PROPERTY & PARTNERSHIP PROGRAMMES										
Asset Strategy Implementation Programme	0	500	1,665	1,407	0	0	0	3,572	3,572	
Cricket Road Centre Closure (including Unipart House works)	0	180	18	0	0	0	0	198	198	
Bampton Community Facility	271	663	53	0	0	0	0	987	716	
Clarendon House and County Hall electricity generators	7	185	0	0	0	0	0	192	185	
Disaster Recovery Kidlington HQ	0	150	0	0	0	0	0	150	150	
CORPORATE PROPERTY & PARTNERSHIP PROGRAMME TOTAL				278	1,678	1,736	1,407	0	5,099	4,821
ENERGY EFFICIENCY IMPROVEMENT PROGRAMME										
Energy Conservation (Prudentially funded)	720	20	270	272	250	218	0	1,750	1,030	
SALIX Energy Programme	722	206	249	239	259	240	117	2,032	1,310	
Energy Tax Reduction Programme (Property - non-schools)	18	247	0	0	0	0	0	265	247	

ENVIRONMENT & ECONOMY CAPITAL PROGRAMME (EXCLUDING TRANSPORT) - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme					Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s		
		2011 / 12 £'000s	2012 / 13 £'000s	2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s					
Energy Tax Reduction Programme (Street Lighting)	57	293	250	250	250	0	0	1,100	1,043			
Installation of Solar Panels on Non-School Buildings	0	730	0	0	0	0	0	730	730			
ENERGY EFFICIENCY IMPROVEMENT PROGRAMME TOTAL				1,517	1,496	769	761	759	458	117	5,877	4,360
ANNUAL PROPERTY PROGRAMMES												
Minor Works Programme		300	300				300	300	205	0	1,405	1,405
Health & Safety (Non-Schools)		24	24				24	24	0	0	96	96
ANNUAL PROPERTY PROGRAMMES TOTAL				0	324	324	324	324	205	0	1,501	1,501
WASTE MANAGEMENT PROGRAMME												
Kidlington WRC	151	1,700	1,149				0	0	0	0	3,000	2,849
Alkerton WRC	0	0	500				1,000	250	0	0	1,750	1,750
Oxford Waste Partnership PRG Allocation	413	157	0				0	0	0	0	570	157
WASTE MANAGEMENT PROGRAMME TOTAL				564	1,857	1,649	1,000	250	0	0	5,320	4,756

ENVIRONMENT & ECONOMY CAPITAL PROGRAMME (EXCLUDING TRANSPORT) - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>OXFORDSHIRE CUSTOMER SERVICES</u>									
Capitalised ICT Hardware & Software	3,766	766	0	0	0	0	0	4,532	766
OXFORDSHIRE CUSTOMER SERVICES PROGRAMME TOTAL	3,766	766	0	0	0	0	0	4,532	766
Completed schemes (retentions)		164	120	0	0	0	0	284	284
ENVIRONMENT & ECONOMY (EXCLUDING TRANSPORT) CAPITAL PROGRAMME EXPENDITURE TOTAL	6,125	6,285	4,598	3,492	1,333	663	117	22,613	16,488

CHIEF EXECUTIVE'S OFFICE CAPITAL PROGRAMME - MAY 2011 (CABINET 19 JULY 2011)

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year 2011 / 12 £'000s	Firm Programme 2012 / 13 £'000s	Provisional Programme				Total Scheme Cost £'000s	Future Capital Investment Total (excluding previous years) £'000s
				2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s		
<u>Partnerships</u>									
Grants to Voluntary & Community Groups	0	105	20	0	0	0	0	125	125
CHIEF EXECUTIVE'S OFFICE CAPITAL PROGRAMME EXPENDITURE TOTAL	0	105	20	0	0	0	0	125	125

Capital Programme 2011/12 to 2015/16

Grant bids and allocations not yet included in the Capital Programme

Ref.	Scheme/ Programme Area/ Grant Name	Status	Description	Amount £000	Year
	<u>Children, Education & Families</u>				
(1)	Performance Reward Grant	3	Individual Service Target Areas	38	2011/12
(2)	Aiming High Grant	3	New allocation - use to be determined	362	
	Sub-Total Children, Education & Families			400	
	<u>Social & Community Services</u>				
	Sub-Total Social & Community Services			0	
(3)	<u>Environmental & Economy</u> Bicester Eco Town	2	Public transport improvements will include a pedestrian-only route from Bicester North station to the town centre with enhanced railway crossing facilities for walkers and cyclists and extended bus routes with the provision of real time travel information.	TBC	TBC
(4)	Banbury Connect 2	2	BIG Lottery funding secured by Sustrans for a cycle/pedestrian link over the Oxford Canal to connect the Bankside area of Banbury with Bridge Street. Also £100k developer funding. (British Waterways are carrying out a linked £150k scheme including £50k lottery funding.)	150	2011/12-2012/13
(5)	New Headington Transport Improvements		Grant bid to Sustrans. Outcome expected shortly.	135	2011/12
(6)	Frideswide Square	1	West End Partnership indicative allocation to be confirmed	290	2011/12
(7)	Local Sustainable Transport Fund 'Key Component' Bid	1	£7.8m package of transport measures centered around the expansion of the Thornhill Park & Ride site (includes £2.8m local contributions). Decision expected at the end of June	5,000	2011/12-2014/15
(8)	Local Sustainable Transport Fund Bid - Large project initial proposals	1	£35.6m package for Delivering Economic Growth and Reducing Carbon Emissions in the Oxfordshire Growth Arc: Science Vale – Oxford – Bicester (includes £9.7m revenue grant bid & £17.8m local funding).	8,071	2012/13-2014/15
	Sub-Total Environmental & Economy			13,646	
(9)	<u>Chief Executive's Office</u> Performance Reward Grant	3	£968k allocation received end of 2010/11. 70% revenue, 30% capital. Use to be agreed by Public Service Board summer 2011.	291	2011/12
(10)	New Homes Bonus	3	New unringfenced revenue grant allocation. Use to be determined.	491	2011/12
	Subtotal Chief Executive's Office			782	
	Total			14,828	

Key:

- 1 Grant bids or allocations waiting approval or confirmation from funding authorities
- 2 Secured new resources waiting programme of work approval
- 3 Funding to be allocated against viable projects

Capital Programme 2011/12 to 2015/16**Transport Developer Contributions - Agreements with restricted use not yet included in the Capital Programme**

This appendix shows the available developer funding for specific purposes where a scheme is not yet included in the capital programme. When an initial assessment and costing of a scheme has been carried out, if the cost is within the funding available the scheme will be brought into the Capital Programme.

If the cost is greater than the available funding and the scheme is to be progressed, approval to allocate additional flexible resources will be sought.

Inclusion into the programme will be reported as part of the monthly Financial Monitoring Report to the Cabinet.

Area/Location	Scheme	Funding available and Estimated Delivery		
		2011/12	2012/13	After 12/13 or TBC
Oxford				
Woodlands Road/Sandfield Road Junction	Scheme to prioritise cycle travel in the vicinity	£13,000		
Sherwood Close, Launton	Restricted to traffic management measures in the vicinity of Sherwood Close, Launton	£60,852	£0	£0
Sandford village	Traffic calming measures in vicinity of Henley Road/Grenoble Road junction to mitigate the impact of through traffic	£55,000		
Outer East Oxford/Cowley Road *	Development of CPZ proposals if necessary			£92,000
Rose Hill roundabout	Improvements to the ring road junction			£60,000
Abingdon Road near Redbridge Park & Ride *	Improvements to landscaping on the verges of the road	£7,000		
Henley Avenue - Junction with Cornwallis Road	Improvements to junction	£27,000		
Crescent Road - junction with Leafield Road	Traffic management works in the vicinity	£7,000		
Godstow Road	Traffic management in the vicinity	£16,000		
Oxpens Road - junction with Osney Lane West	Improvements to the junction	£17,000		
Banbury Road - junction with Marston Ferry Road	Improvements to cycle facilities including introduction of advanced stop lines	£14,000		
Saunders and/or Glanville Road	Improvements to the highway	£15,000		
East end of Sunderland Avenue slip road	Improvements to cycling facilities	£3,000		
Various locations *	Alterations to CPZs and other localised uses	£11,000		
Woodstock Road in vicinity of Elizabeth Jennings Way	New signalised junction.			£92,000
Junction of A4074 and Grenoble Road	New slip road junction.			£162,000
Improvements to Seacourt and Peartree Park and Ride sites	Restricted by agreement with the city council when the county council took over responsibility for all of Oxford's park and ride car parks			£790,000
Total Oxford		£245,852	£0	£1,196,000
Banbury				
Ermont Way	For a cycle route from Ermont Way with the old Daventry Road and the M40		£93,465	
Ermont Way	Restricted to cycling and public transport in Ermont Way		£35,218	
Middleton Road area	Restricted to cycling and public transport around the Middleton Road area		£13,916	
Wildmere Road	Restricted to public transport facilities in the vicinity of land NW of M40 junction 11		£5,838	
Hanwell Fields	Restricted to public transport in Hanwell Fields		£13,465	
Total Banbury		£0	£161,902	£0
Bicester				
North of Howes Lane	Restricted to creating an access and right turn lane to the police headquarters			£142,162
Howes Lane, Middleton Stoney Road and Bicester Village	Restricted to improving, lighting parts of Howes Lane and Middleton Stoney Road, traffic lights at the junction of Middleton Stoney Road and the A421 and creating footpath and cycle links to Bicester Village			£227,018
Bicester Village	Restricted to providing cycling/walking links to Bicester Village. We are currently working on footpath and cycle links from Bicester Village to the town centre, Bicester station and assessing the case/demand for a park & ride off the A41 Oxford Rd	£132,103		
Total Bicester		£132,103	£0	£369,180

* May be revenue expenditure therefore not part of the capital programme but included here for completeness.

Area/Location	Scheme	Funding available and Estimated Delivery		
		2011/12	2012/13	After 12/13 or TBC
Didcot				
Edmunds Court *	Parking controls	£2,297		
The A4130 in the vicinity of Manor Bridge abd/or the A4493 Foxhall road and Station Road	Restricted towards providing local highway infrastructure.			£117,606
Milton Road *	TRO to reduce speed	£455		
Great Western Park *	TRO			£2,024
Didcot Northern Perimeter Road A4130	Restricted to the third and final stage of the road. For cycle infrastructure from Basil Hill Rd junction with the A4130 and Station Road.	£775,570	£16,220	
Public transport *	Restricted to the provision of public transport			£209,075
Road/rail crossings	Restricted to improvements to the rail crossing road capacity.	£120,095		
Total Didcot		£898,417	£16,220	£328,705
Wantage/Grove				
A338 at Grove	For the provision of a toucan crossing and two bus shelters		£15,217	
Grove Street, Wantage	For the provision and improvement of highway infrastructure including traffic calming/improvement works in Grove Street		£132,446	
Grove Street/Limborough Road	For the provision of a bus shelter near former bus depot	£1,204		
The Portway	Restricted to the provision of a pedestrian crossing	£9,451		
Rail station	For the re-opening of the Grove rail station			£6,993
Grove rail station	For the construction of a link road between the former Coal Yard and the proposed Grove rail station			£1,581
Wantage Relief Road	For the construction of the Wantage Relief Road			£4,449
Public transport services *	Restricted to Public transport services in Wantage	£2,197		
Total Wantage/Grove		£12,852	£147,663	£13,023
SVUK -Rural				
Clearwater Hampers, Ludbridge Mill, East Hendred	Restricted to the provision of highway safety improvements		£9,630	
Harwell Science and Innovation Campus	Restricted to the provision of infrastructure in this vicinity			£179,321
Harwell village	Restricted to the repayment of SCE a bus stop/shelter			£5,417
Sutton Courtenay	Traffic calming in the village		£16,671	
Church Road, Cholsey	Restricted to highway infrastructure improvements in this vicinity		£11,065	
Honey Lane, Cholsey	Restricted to public transport infrastructure in this vicinity	£5,742		
Total SVUK -Rural		£5,742	£37,366	£184,738
Witney				
Newlands *	Double yellow lines and TRO	£2,564		
Bridge Street Mill Area	Restricted to public transport infrastructure, which may be used for real time information and bus shelters in the Bridge St Mill Area.	£13,211		
Witan Way/Bridge Street	Restricted to a pedestrian crossing either in Witan Way or Bridge Street.	£105,610		
Witan Way	Restricted to a controlled crossing or other pedestrian crossing facilities on Witan Way in the vicinity of Bishops Farm Mill.	£12,287		
Witan Way/Bridge Street Mill	Restricted to the construction of a mini roundabout at the junction of Witan Way and the Bridge Street Mill site access.	£11,012		
Madley Park	Restricted to the provision of a pedestrian/cycleway to link Madley Park to Newland			£6,851
Total Witney		£144,684	£0	£6,851
Abingdon				
Ladygrove Paddocks	Public transport infrastructure improvement	£32,557	£0	£0
Marcham Road	Central barrier works on the Marcham Road	£0	£11,436	£0
The Vineyard, Abingdon*	Provision / maintenance of a 'keep clear' road marking and maintenance of the electrical equipment	£32,088	£0	£0
Radley Road	Restricted to the provision of traffic calming measures on Radley Road	£0	£7,850	£0
Cotsdale/Abingdon Rd in Marcham	Public transport infrastructure serving the development or any alternative which achieves a similar benefit	£5,532	£0	£0

* May be revenue expenditure therefore not part of the capital programme, but included here for completeness.

Area/Location	Scheme	Funding available and Estimated Delivery		
		2011/12	2012/13	After 12/13 or TBC
Faringdon Rd, Shippon	Restricted to the provision of highway measures in the locality	£0	£3,162	£0
Various	Restricted to exclusions from residents parking zones	£5,960	£0	£0
Wootton (Village)	Restricted to the provision of bus shelters and public transport infrastructure	£6,958	£0	£0
Abingdon Total		£83,095	£22,448	£0
Botley				
207 Cumnor Hill	Side road entry treatment	£6,542	£0	£0
Elms Road, Botley	Side road entry treatment	£2,628	£0	£0
Botley Total		£9,170	£0	£0
Carterton				
Witney Road, east of Brize Norton.	Provision of bus stops in the vicinity of the site.	£4,532	£0	£0
Carterton Total		£4,532	£0	£0
Chipping Norton				
Showell Farm	Restricted to the provision of junction improvements	£4,048	£0	£0
Chipping Norton Total		£4,048	£0	£0
Faringdon				
Park Road	Safety improvements in the vicinity of C J Gurney site, Park Road).	£4,566	£0	£0
Park Road and Stanford Road*	Community bus operation serving Park Road and Stanford Road.	£30,362	£0	£0
Various	Local public transport infrastructure	£60,723	£0	£0
Various	Local highway, transport and sustainable infrastructure at various locations within Faringdon.	£0	£8,715	£0
Various	Better Ways to School programme.	£15,000	£0	£0
Various	Improvement of local public transport.	£174,924	£0	£0
Faringdon Total		£285,575	£8,715	£0
Kidlington				
Kidlington Railway Station	Restricted towards the provision of a railway station at Kidlington. We are currently taking legal advice as to whether this money can be used for other schemes.	£0	£0	£44,121
Public transport infrastructure	Restricted to upgrading bus stops in the vicinity of 95 Bicester Road.	£6,063	£0	£0
Cycle path to/from Sainsbury's to Kidlington centre	To be used towards a cycle path from Sainsbury's to the centre of Kidlington, or a scheme which achieves similar benefits.	£0	£37,025	£0
Kidlington Total		£26,927	£37,025	£44,121
Henley-on-Thames				
Smiths Hospital	Safety measures at the junction of the A4130 and the entrance to the Smiths Hospital site	£0	£8,947	£0
Station Road	Footpath in the vicinity of Centenary Business Park	£0	£7,646	£0
Walton Avenue and Harpsden Road*	TRO	£1,581	£0	£0
Reading Road*	Public Transport Subsidy	£2,800	£0	£0
Station Road and Reading Road	Public transport infrastructure including bus shelters, stops and publicity.	£25,500	£0	£0
Henley-on-Thames Total		£29,881	£16,593	£0
Thame				
Former Rycotewood College*	Sunday bus service to Rycote Wood.	£10,000	£0	£0
Thame Park Road and Park Street	To ameliorate the impact of additional traffic flows on Park Street (B4455) and Thame Park Road (B4012).	£39,187	£0	£0
Rycote Lane	Highway infrastructure to mitigate the impact of The Oxfordshire Golf Club	£79,337	£0	£0
Towersey Road	Traffic calming measures in the vicinity of Meadowcroft Care Home	£5,269	£0	£0
Priest End	Public transport infrastructure in the vicinity of the site.	£0	£3,357	£0
Various *	Public transport subsidies for bus route 280.	£30,000	£0	£4,098
Thame to Haddenham	The provision of the Thame to Haddenham cycleway	£0	£2,351	£0
Thame Total		£163,793	£5,708	£4,098

* May be revenue expenditure therefore not part of the capital programme but included here for completeness.

Area/Location	Scheme	Funding available and Estimated Delivery		
		2011/12	2012/13	After 12/13 or TBC
Wallingford				
St John's Road and Hithercroft Road	Hithercroft Rd & St John's Rd - junction improvements and/or pedestrian, cycle and public transport service	£0	£62,849	£0
Wantage Road	Pedestrian crossing serving Blue Mountains, Wantage Road	£50,265	£0	£0
Wantage Road	Schemes in the emerging Wallingford Air Quality Monitoring Area Action Plan.	£0	£6,283	£0
Various	Public transport infrastructure	£0	£4,425	£0
Wallingford to Cholsey	The design and provision of a cycleway between Wallingford and Cholsey.	£0	£88,266	£0
Various	The cost of subsidies towards the provision of increased and more convenient public transport services.	£16,644	£0	£0
Wallingford Total		£66,909	£161,823	£0
Rural Cherwell				
Adderbury	Transport facilities in the vicinity of Aynho Road. It is recommended that this money is reserved to cover any additional costs of the two restricted schemes in Adderbury already in the capital programme.	£5,785	£0	£0
Ambrosden	Public transport links to Bicester North station	£0	£6,502	£0
Ambrosden	Traffic management in Ambrosden	£0	£831	£0
Arncott	Improvements to pedestrian safety in Ambrosden and improvements to the Ploughley Road / A41 junction	£0	£19,725	£0
Bloxham	New or improved footpaths in the vicinity of the Milton Road	£0	£12,317	£0
Bloxham	Restricted towards traffic speed reduction works	£0	£38,194	£0
Upper Heyford*	Restricted towards public transport. £30,000 to be used each year until June 2013 to maintain an hourly bus service.	£0	£0	£61,489
Yarnton	Upgrading 2 bus stops in Yarnton to real time information with improved shelter and accessibility arrangements, plus works to a potential further 8 stops including their design and supervision.	£43,557	£0	£0
Yarnton*	Public transport services to Exeter Farm, Cassington Road, Yarnton.	£0	£0	£140,625
Rural Cherwell District Total		£49,342	£77,569	£202,114
Rural South Oxfordshire District				
Watlington Road, Benson	Pelican crossing and traffic calming on the B4009	£0	£53,143	£0
Former Chinnor Cement Works, Hill Road, Chinnor	Traffic management measures which may include on street parking controls at Station Road/Hill Road	£0	£18,000	£0
Crowmarsh Gifford	Improved access facilities to Battle Farm	£0	£796	£0
Crowmarsh Gifford	General transport improvements	£0	£4,785	£0
Potts Close, Great Milton	Public transport infrastructure in the vicinity of Potts Close	£5,532	£0	£0
The Old Inn, Postcombe	The provision of measures towards public transport serving the Old Inn	£1,581	£0	£0
44 Wood Lane, Sonning Common	Loading and waiting restrictions associated with the development	£0	£6,312	£0
Oxford Road Tiddington	Towards the provision of a footpath along the A418 in Tiddington	£0	£16,348	£0
Oxford Road Tiddington	Public transport infrastructure in Tiddington	£5,449	£0	£0
Britwell Road, Watlington	Towards traffic calming in Watlington	£0	£17,612	£0
Various)*	Improvements to local buses serving Benson	£3,874	£0	£0
Various	Traffic calming measures in Chinnor	£0	£28,689	£0
Various *	The provision of subsidies to public transport services in Chinnor	£4,276	£0	£0
Various	The provision of public transport infrastructure in Chinnor	£27,073	£0	£0
Goring-on-Thames	General transport measures	£0	£1,543	£0
Rural South Oxfordshire District Total		£47,785	£147,228	£0

* May be revenue expenditure therefore not part of the capital programme, but included here for completeness.

Area/Location	Scheme	Funding available and Estimated Delivery		
		2011/12	2012/13	After 12/13 or TBC
Rural Vale of White Horse District (excluding the parishes in the Science Vale UK area and Botley)				
Stanford in the Vale.	Public transport in Stanford in the Vale.	£23,645	£0	£0
Majors Road, Watchfield	Formal pedestrian crossing near the Wolverhampton & Dudley Breweries plc, Majors Road, Watchfield).	£0	£12,190	£0
Shrivenham, Watchfield*	Bus subsidy in Shrivenham, Watchfield.	£1,768	£0	£0
Watchfield	Restricted to transport measures in the village	£0	£9,239	£0
Letcombe Regis	Restricted to the improvement of public transport in Letcombe Regis.	£46,356	£0	£0
Faringdon Road, Southmoor	Restricted to the provision of public transport measures on the Faringdon Road, Southmoor.	£11,485	£0	£0
Rural Vale of White Horse District Total		£83,254	£21,429	£0
Rural West Oxfordshire District				
Eynsham	Pedestrian/cycle route from Eynsham to Oxford. To be added to the Cassington monies of £45,000 secured, not yet held (see Cherwell Rural Areas).	£0	£0	£744
Eynsham	Transport improvements in the vicinity of Acre End Street.	£0	£13,936	£0
Freeland	Sustainable transport services and infrastructure serving Freeland	£0	£4,800	£0
Long Hanborough *	Tree planting at the access to the former Oxford Scientific Film Studios.	£1,600	£0	£0
Stanton Harcourt *	Surveys of the need for improvements to the A415/junction at Stanton Harcourt Road and traffic calming in Blackditch.	£6,312	£0	£0
Stanton Harcourt	Highway works in the vicinity of Stanton Harcourt Industrial Estate to restrict or reduce HGV movements in the parish of Stanton Harcourt	£0	£17,600	£0
Woodstock	Add to the contributions for cycle parking or public transport improvements in Woodstock.	£0	£0	£373
Woodstock	Cycle parking in Woodstock.	£1,265	£0	£0
Woodstock	Public transport services and infrastructure in Woodstock and the surrounding villages.	£0	£0	£3,743
Rural West Oxfordshire District Total		£11,177	£36,336	£4,860
Total		£2,293,706	£898,025	£2,353,690

* May be revenue expenditure therefore not part of the capital programme but included here for completeness.

Capital Programme 2011/12 to 2015/16
Schemes Remaining On Hold

Appendix C

These schemes were placed on hold under the Capital Programme Review in 2010/11. They have been deferred beyond the 5 year programme planning period and will continue to remain on hold.

However, they will be considered for entry into the programme as part of the future Service and Resource Planning rounds and if further funding becomes available.

Ref	Directorate	Project/ Programme Name	Total project cost £000	Project Specific Funding Available £000	Flexible Funding Required £000	Priority Category
1	S&CS	Bicester Library - new library and offices as part of town centre redevelopment	854	0	854	5
2	E&E - Transport	Bicester Market square (developer contribution funded scheme)	1,000	1,000	0	5
3	CE&F	Peppard School - MAJOR SCHEME	496	40	456	6
4	CE&F	John Watson - Post 16 block - MAJOR SCHEME	1,250	0	1,250	6
5	S&CS	Banbury Library and Mill Art Centre	5,785	110	5,675	6
6	S&CS	Thame Fire Station - relocation to new site	2,300	0	2,300	6
7	CYP&F	Halls & Kitchens Programme- Horton Hall	745	0	745	6
TOTAL			12,430	1,150	11,280	

Priority Categories:

- Priority 1 Statutory Requirements & Infrastructure Deficit
- Priority 2 Substantially Externally Funded
- Priority 3 Revenue Savings & Service Transformation
- Priority 4 Portfolio Rationalisation
- Priority 5 Economic development & housing growth
- Priority 6 Cross-cutting, joint working, income generation

Capital Programme 2011/12 to 2015/16
Use of Integrated Transport Block funding

Appendix D

This appendix shows the allocation of Integrated Transport Block Funding agreed by Cabinet on 15 March 2011. Cost estimates are very indicative at this stage.

When an initial assessment and costing of a scheme has been carried out, if the cost is within the funding available the scheme will be brought into the Capital Programme.

If the cost is greater than the available funding and the scheme is to be progressed, approval to allocate additional flexible resources will be sought.

The development of the major schemes will take time and their entry into the programme and deliverability will be subject to securing external funding.

Inclusion into the programme will be reported as part of the monthly Financial Monitoring Report to the Cabinet.

Proposed use of Integrated Transport Block funding

Scheme	Indicative Cost £'000	Allocation proposed from Integrated		Estimated Funding £'000	Notes / Funding Strategies
		2011/12 £'000	2012/13 £'000		
Capacity Upgrade at Hinksey Hill, Kennington & Heyford Hill roundabouts	3,250	0	0	0	Included in proposed 5-year capital programme
Frideswide Square, including Oxford Station transfer deck					
(a) Development	400	119	0	0	a) Included in proposed 5-year capital programme
(b) Delivery	12,000	0	0	12,000	b) Possible round 2 Regional Growth Fund (RGF) bid
Thornhill Park & Ride expansion					
(a) Preparation	114	0	0	0	a) Local Investment Plan (LIP) scheme. Included in proposed 5 year capital programme
(b) Delivery	3,800	0	0	3,800	b) Potential LSTF bid & some flexible S106 funding available
Banbury N/S Route	Up to £1m	170	330	240	LIP scheme. Matched funding available from Development (£260k)
Science Vale Transport Package highway schemes (detailed design work on highest priorities)	Up to £6m	200	200	5,600	LIP scheme RGF round 1 bid - included in the Capital Programme this month
Science Vale Strategic Cycle Routes	Up to £2m	50	150	1,800	Potential LSTF bid, although match funding likely to be required
Didcot Station Forecourt (additional)	6,690	0	0	0	Included in proposed 5-year capital programme Match funding available from Development
Bicester (top up funding for Eco Town capital projects)	To be confirmed	0	0	To be confirmed	LIP Priority
Witney Cogges Link Road	19,561	0	0	0	Included in proposed 5-year capital programme
Downs Road junction					
(a) Development	50	0	0	To be confirmed	(a) Included in proposed 5-year capital programme
(b) Delivery	To be confirmed	0	0	To be confirmed	(b) match funding may be available from development
Premium Bus Routes Programme (Science Vale)	125	125	0	0	LIP scheme
Developer funded schemes (or match funded development- led schemes)	3,976	300	285	To be confirmed	Could be increased if other schemes are funded from bids or costs reduce or could be reduced if flexible developer contributions could be used to support the proposed schemes
TOTAL	NA	964	965	23,440	

SCHOOLS STRUCTURAL MAINTENANCE GRANT 2011/12

1. As part of Capital Programme approved by Council in February 2011 £7.654m was allocated in 2011/12 to be used for schools' structural maintenance purposes, addressing the condition related issues in the schools estate. Following consultation with the Schools Forum in March 2011, the Capital Investment Board considered the proposed programme of works for this allocation. It was agreed that the 2011/12 allocation should be used to deal with the highest priority repairs and maintenance needs across the schools estate in conjunction with the agreed Asset Management Plan, Repairs and Maintenance, Basic Needs and Energy programmes to ensure that the allocated budget is spent in the right areas and in the most effective way. The programme development works have now commenced based on this agreement.

2. The Council currently uses a three digit prioritisation system to prioritise repairs in the assessed needs schedule. It takes account of the:

- urgency of a repair
- effect that failing to carry out the repair could have on users of the building; and
- effect that failing to carry out the repair would have on the fabric of a building.

3. This allocates works to one of 27 priority categories. A programme of £7.6m would deal with most of the current requirements in the top 3 categories. The focus of the programme will be on larger schemes, which is consistent with government guidance.

4. An estimated analysis of the types of works is listed below:

a) Electrical Services	£1.025m
b) Windows & Doors	£0.737m
c) Mechanical Services (Boilers & Heating Systems)	£3.234m
d) Roofs	£1.744m
e) Other Structure	£0.264m
f) Contingency	£0.650m
Total	£7.654m

This page is intentionally left blank

Division(s): N/A

CABINET – 19 JULY 2011

BIG SOCIETY FUND – ALLOCATION OF WAVE 1 FUNDING

Report by Head of Strategy and Communications

Introduction

1. The purpose of this report is to enable Cabinet to make decisions on which bids to fund in the first 'wave' of the Big Society Fund.
2. In February 2011 Oxfordshire County Council launched the Big Society Fund. The aims of the Fund are to create an environment locally in which it is as easy as possible for communities to do things for themselves. The Fund of £600,000 in 2011/12 was created for communities to bid for start-up funding for community projects that would benefit their areas.
3. The key criteria that bidders are asked to demonstrate in their applications are that;
 - the project is innovative and creative
 - the project meets a recognised community need
 - the project has a sustainable business case
 - the local community is involved in the project

Wave 1 Bids to the Big Society Fund

4. Response to the Fund has been positive with forty one bids submitted in this first 'wave' of applications.
5. A Bid Assessment Form has been completed for each application. These Assessment Forms include the project details, an assessment against fund criteria, service-specific officer views (where applicable), as well as the assessment from the Locality Review Groups of local councillors. Assessment forms for all bids are set out in Annexes 1-3.
6. Thirty three bids were specific to a locality with 8 bids for countywide projects/projects whose target group is not locality based. The countywide bids have been assessed by officers and have not gone through Locality Review Groups.
7. The assessment forms have been used to categorise bids as follows:

Annex 1 Bids that meet the assessment criteria

A number of bids are considered to have strong potential to contribute to our Big Society vision and meet the Fund criteria. The majority of these projects are for youth provision, and a number request transfer of existing young people's centres to the community.

Annex 2 Bids that presently do not fully meet the assessment criteria, but may with further development

We have received a number of bids that align with the criteria of the Big Society Fund and show potential to deliver positive outcomes in communities, but that would benefit from further development.

Annex 3 Bids that do not meet the assessment criteria

A number of bids received in the first wave do not meet the assessment criteria, do not address the fund criteria or did not have the support of their councillor Locality Review Group.

Asset transfer

8. We have received six bids to the Big Society Fund which have an asset transfer component. These are:

Carterton Youth Provision	Bid to purchase the site and funding for adaptations to accommodate ICE day centre. The request for funding is for adaptations work which is for almost the same as the value of the site.
Glyme Hall (Chipping Norton)	Bid to lease the site
FAZE (Faringdon)	Bid to lease the site with future option to purchase. The bid requests a peppercorn rent and full repairing lease. This is not in line with the Asset Transfer Policy which sets out a nominal rent and that community groups will assume the full running costs of the building, including repairs and maintenance.
Sweatbox, Wantage	Cabinet has already agreed to transfer the building to the school
Wolvercote Young People's Club	Bid to lease the site with future option to purchase. The bid proposes that repairs and maintenance costs continue to be met by the county council. This is not in line with the Asset Transfer Policy but Cabinet should note the potential ongoing council

	interest in the building for future expansion of Wolvercote Primary school.
Oxford Boxing Academy, Saxon Centre	Bid to purchase the Saxon Centre site. Bid is for less than assessed value for existing use.
Wheatley Young People's Centre	Bid is for transfer of the building to the Children's Centre supported by a community-led management committee. Ownership of the building will remain with the county council. The management committee confirm that they wish to proceed with the transfer despite not having funding in place to carry out building alterations. The viability of the project is not dependent on the works.
Bartholomew School, Eynsham	Cabinet has already agreed to transfer the building to the school

9. For the two bids that propose to purchase sites, one has offered to purchase at the full assessed value for existing use of the site (Carterton). The other (Oxford Boxing Academy for the Saxon Centre site) has bid for an amount substantially below (35% below) OCC's assessed value for existing use which is contrary to the council's Asset Transfer Policy.
10. In the case of the Saxon Centre, a second group has submitted a bid for this facility which did not meet the deadlines for consideration at this meeting. However if Cabinet make a positive decision on the Boxing Academy proposal it is recommended that the second bid is considered as part of the cooling off period set out in the Asset Transfer Policy and delegated to the Cabinet member for Police and Policy Co-ordination.
11. The majority of asset transfers in this wave are for young people's centres. These projects are especially time sensitive, as funding is due to cease at these centres in August. Cabinet had previously agreed to waive the asset transfer policy 'cooling off' period for highly time-critical projects, on an exception basis.

Financial and Staff Implications

12. The total value of bids received is £1.2m against the fund of £600,000. Bids that meet the assessment criteria total £282,096; bids that that presently do not fully meet the assessment criteria, but may with further development total £157,459; bids that do not meet the assessment criteria total £764,614.
13. There are no staff implications in these proposals.

14. A grant funding agreement will be in place for all successful projects which will set out financial requirements and monitoring arrangements.

Legal Implications

15. Asset transfers to the community will usually take the form of a lease. Standard lease terms in line with the Asset Transfer Policy have been developed which will form the basis of any negotiation required with community groups. The County Council will typically grant leases contracted out of the security of tenure provisions of the Landlord & Tenant Act 1954 Part II of up to 5 years in order to provide flexibility for both parties.
16. Where community groups wish to purchase the freehold of a site, sale at a value reflecting existing use will be accepted with provision made within the transfer deeds for the County Council to recoup an appropriate proportion of any uplift in value secured subsequently through a change of use.
17. The grant funding agreement outlined above will set out all legal requirements including health and safety and safeguarding policy requirements.

Equality and Inclusion implications

18. An equality impact assessment has been carried out on the Big Society Fund. Potential impacts on equality groups have been considered (a copy of the assessment is at Annex 4). The Fund has been promoted through many channels to ensure as wide an awareness of the Fund as possible. Partners were involved in the design of the application form to make it as accessible as possible and alternative formats and submission methods are accepted. We have provided support to groups wishing to apply for funding and we have worked with Oxfordshire Community and Voluntary Action and Oxfordshire Rural Community Council to offer support to new and less well developed groups. The role of councillors in the process and in supporting bids has also helped to support equality groups in applying to the Fund.
19. In line with the council's responsibilities for equality the grant funding agreement with successful bidders will set out requirements for equality policies to be in place.

Risk implications

20. There is a risk to the county council that projects are not sustainable and are not able to continue in the future due to a lack of resources. This would have an impact on the viability of a project in a community and may lead to further requests for funding from the county council. To mitigate this, the application form for the Fund requires a business case and ongoing costs information.
21. It is proposed that funding will only be paid to successful bidders with a robust business case in place.

RECOMMENDATION

22. The Cabinet is RECOMMENDED to

- (a) Approve those bids which meet the assessment criteria**
- (b) Approve asset transfers in accordance with the asset transfer policy with the exception of Wolvercote where the Council will continue to repair and maintain the property.**
- (c) Waive the 'cooling off' for the following four time-critical community asset transfers:**
 - Allandale, Carterton**
 - Glyme Hall, Chipping Norton**
 - Faze, Faringdon**
 - Wolvercote**
- (d) Ask officers to work with community groups to enable them to take over buildings to facilitate continuity of provision as much as possible from 1 September.**
- (e) Ensure a grant funding agreement that meets legal requirements is in place for all successful projects**

GUY SWINDLE

Head of Strategy and Communications

Background papers: Bid application documents

Contact Officer: Alexandra Bailey,

July 2011

This page is intentionally left blank

Table of Contents

1. Annex 1 Bids that meet the assessment criteria..... 3

Abingdon Locality

Abingdon Street Pastors.....3

Banbury Locality

Grimsbury Young People's Centre 5

Carterton/Burford Locality

Carterton Youth Provision.....7

Chipping Norton/ Charlbury/ Woodstock Locality

Glyme Hall.....10

Faringdon Locality

FAZE Youth and Community Centre 13

Uffington Youth Club 16

Oxford Locality

Littlemore Youth Club 18

Wood Farm – Youth Work Training Project 20

Wolvercote Young People's Club (WYPC) 22

Thame/ Wheatley/ Watlington/ Chalgrove Locality

Wheatley Young People's Centre.....25

Wantage/Grove Locality

The Sweatbox (Young People's Centre at King Alfred's School).....28

Witney/ Eynsham Locality

Bartholomew School, Eynsham.....30

2. Annex 2 Bids that presently do not fully meet the assessment criteria,
but may with further development 33**Banbury Locality**

St. Francis' Community Hall Extension.....33

Community Cash Awards 35

Henley/Goring Locality

Bringing Families Together (NOMAD) 37

Oxford Locality

Blackbird Leys Adventure Playground 39

Oxford Boxing Academy 42

Oxford Wheels Project (OWP).....45

Thrive Barton Community Mentoring Project.....47

Wantage/Grove Locality

The Independent Advice Centre – Day Centre Transportation Project.....49

3. Annex 3 Bids that do not meet the assessment criteria..... 51

Banbury Locality

Banbury Day Centres Transport.....51

New Scout Hut.....53

Volunteering Awards Programme (VAP) 55

Chipping Norton/ Charlbury/ Woodstock Locality

Changing for the Better at The Lido.....	57
Short Footpath Link	59
Woodstock Good Neighbour Scheme	61
Countywide	
Day Opportunities for Older Chinese	63
Future Vision – Oxfordshire Association for the Blind.....	65
Helen & Douglas House – Home Volunteer Project	67
Oxfordshire Association for Young People – Community Transition	69
Transition Champions.....	71
YELP Students Mentoring/ Tuition Project.....	73
Your Big Sport Society Needs You!.....	75
Henley/Goring Locality	
Play Space Equipment and Landscaping for Kidmore End	77
Whitchurch-on-Thames Community Recreation Ground	79
Oxford Locality	
Re-energize	81
Stable	83
Thame/ Wheatley/ Watlington/ Chalgrove Locality	
Volunteer Point, Thame and District Citizens Advice Bureau	85
Witney/ Eynsham Locality	
Friday Pathfinders	87
Standlake Cycling Track.....	89
The Stonehenge Project.....	91

Annex 1 Bids that meet the assessment criteria

Abingdon Street Pastors

Section 1 – Project Overview

Project Name: Abingdon Street Pastors
Project Description: This group proposes to work alongside the Thames Valley Police to help create a positive atmosphere by providing practical assistance where required to keep people safe until they return home at night.
Name of Organisation: Abingdon Street Pastors
Amount bid for: £2,000 of £8,000 (approx)
Project Location and Locality: Abingdon
Sponsoring Councillor: Cllr Marilyn Badcock

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need): Thames Valley Police approached the Churches in Abingdon group to start the project to help reduce crime in Abingdon at weekends, along the lines of similar projects elsewhere in Oxfordshire.
Innovation and Creativity: This scheme is new, and seeks to reduce anti-social behaviour in an innovative and cost-effective manner.
Sustainable Business Case The volunteers have all been identified and the only barrier to the project is start-up funding. The project has secured some funding from other sources but plan to receive £3,000 from grants every year of the project. Funding is specifically for start-up costs such as uniforms and training.
Community Involvement Although the project is being supported by the local religious community (The Churches in Abingdon – 12 churches with membership of over 1,000), it is being set up in collaboration with Thames Valley Police and does not have a religious agenda. 20 local volunteers have already agreed to take part in the

scheme.

Section 3 – Service Officer View

The new alcohol strategy 2011-12 includes plans to support and develop such street pastor services. Feedback suggests that other street pastor schemes in the county are working well and contribute significantly to the night time economy (whilst, in particular, keeping younger people safe).

Section 4 – Locality Review Group Assessment

Councillors are happy to support the bid to set up the Abingdon Street Pastors scheme. They wished to note that the scheme has strong local support in terms of funding and volunteers and it will be a welcome project in the town. Funding bid will contribute to initial costs.

Grimsbury Young People's Centre

Section 1 – Project Overview

Project Name: Grimsbury Young People's Centre
Project Description: To establish local youth provision for young people in Grimsbury.
Name of Organisation: BYHP (Working with Young People)
Amount bid for: £47,807 of £66,807
Project Location and Locality: Banbury, Banbury locality
Sponsoring Councillor: Cllr Ann Bonner

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need): The project will provide a wide range of activities for young people in this area of Banbury with the aim of bringing people of different backgrounds together. The County Council will have an Early Intervention Service Hub in Banbury but there will be limited provision of this sort in this area of the town.
Innovation and Creativity: Proposals are based around a new young people's centre and are rooted in a new voluntary sector partnership which is innovative. The organisation looking to run the youth club intends to develop activities at the new centre through consultation with local young people.
Sustainable Business Case: Future sustainability of the project will depend on getting increased lettings fees from other groups for use of the building. An item is listed as 'beneficiary costs' is not defined. A portion of the ongoing funding is reliant on donations. Building costs may be overstated. It will make use of a new purpose built building from Cherwell District Council.
Community Involvement Planning for the new building in which the project will be located has taken place over 6 years and involved a widespread consultation. There has been diverse community investment from young people to elected members and

community interest groups who are also planned to be involved in the design of activities to be provided.

Section 3 – Service Officer View

The Cattle Market build represented 7 years of work between county and district council to establish youth provision in the area. The BHYP proposal realises this ambition and provides a sustainable and creative approach in doing so.

Section 4 – Locality Review Group Assessment

- The group noted that this bid met a recognised community need and was supported by a sustainable business case.
- The group noted that the BYHP had worked with the Shifa Trust to avoid there being two separate bids to the Big Society Fund. Both organisations were commended for joining up.
- The group noted that the bid included £10,000 for employee costs. The Big Society fund does not pay for ongoing employee costs, so these costs need to be deducted from the bid.
- The group agreed to recommend that Cabinet fund the BYHP for the project minus the staffing costs

Carterton Youth Provision

Section 1 – Project Overview

Project Name: Carterton Youth Provision
Project Description: To purchase and adapt the Allandale young people's centre. The project includes co-location of services with ICE (Inclusive Care and Education - a day centre for young adults with disabilities) and partnership with RAF Brize Norton.
Name of Organisation: Carterton Town Council
Amount bid for: £65,900 of £204,300, and asset transfer
Project Location and Locality: Carterton, Carterton/Burford locality
Sponsoring Councillor: Cllr Couchman and Cllr Handley

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need): The bid contains recognition of a real community need for universal youth provision and outreach work in Carterton which it seeks to address. It identifies that there are 4,325 young people under the age of 16. There is a particular focus on working with young people through RAF Brize Norton.
Innovation and Creativity: The bid for funding is to cover adaptations to the building to accommodate a new tenant, Inclusive Care and Education (ICE). This co-location is an innovative maximisation of resources. ICE will use the building during weekdays and the youth club will use the building in the evenings or at weekends.
Sustainable Business Case: In the business plan, a large proportion of the annual income is dependent on the co-location aspect of the lease from the relocation of Inclusive Care and Education relocation to the centre. The bid for the facility is set at OCC's valuation of the site. The costing estimates appear robust and are specifically for the adaptations of the building (not recurring).

Community Involvement:

There has been significant work to include the wider community in developing this bid, including RAF Brize Norton. A project group has been set up for those working with young people in the town.

Section 3 – Service Officer View

There is a long history of Carterton Town Council supporting the development of youth provision in Carterton. This bid is an extremely creative community led solution to develop youth provision. It demonstrates excellent collaborative work between key organisations and the aspirations of young people in the community. Of particular note will be the development of work in conjunction with RAF Brize Norton where a town solution has been created that will support young people from forces families; a group that because of their transient nature can often feel/be isolated from the wider community provision.

Carterton youth provision	
Type of transfer requested	Sale of the OCC freehold interest in the site, plus a bid to the Big Society Fund of £65,900 (mainly to cover the cost of adaptations to the building)
Sale Terms	The Town Council is requesting sale of the freehold at a price of £64,000, which reflects the existing use (community use) value of the site.
Site issues	There is a record of a lease to the National Association of Boys Clubs (now National Association of Clubs to Young People) commencing 1st June 1971 for 60 years. It is understood the Association erected part of the building on the site under the lease and there is also a clause that if the youth centre becomes surplus to OCC requirements that the Association will have an option to lease or purchase the youth centre. However, the Association has not occupied the site for many years and Legal Services have confirmed that the lease has therefore been surrendered by operation of law. Legal Services have written to the Association stating the position.
Condition and Required Maintenance	The property has a low required maintenance of £8,000 identified. The identified works are not high priority and therefore no works would be undertaken ahead of a sale to the community.
Sustainability of Proposal	The business case seems robust, although a large proportion of the annual income is dependent on a lease from Inclusive Care and Education and therefore this is a risk until the lease is completed. The bid identifies adaptations of £63,800. It is assumed these are appropriate and necessary for the intended use
Capital Implications	As at February 2011, the site has an estimated alternative use (residential) capital value of £121k. The whole site has an estimated existing use (community use) capital value of £64k.
Key points to note	If OCC decides to sell to the community at a price reflecting community use rather than full market value then there would be a shortfall on the potential capital receipt of £57k.

Property & Facilities position	Property & Facilities supports the sale of the asset to the Town Council at less than full market value providing that the transfer allows for the County Council to recoup an appropriate proportion of any uplift in value secured subsequently through a change of use.

Section 4 – Locality Review Group Assessment

Councillors in the Carterton/Burford locality are keen to support the bid. This will enable continued provision of youth activity in the town as well as other community use of the building. Councillors in particular wished to note that the bid:

- promises a certain and positive future for youth provision in the community
- maximises use of the building and provides a sustainable revenue for youth provision by leasing the building to the ICE day centre
- - is well supported by the RAF and provides important resource for RAF families in the area

Glyme Hall

Section 1 – Project Overview

Project Name: Glyme Hall
Project Description: To take over the new Glyme building on Chipping Norton School site for the community and develop youth provision.
Name of Organisation: Chipping Norton Adult Education Youth Centre management committee
Amount bid for: £28,353 of £39,653
Project Location and Locality: Chipping Norton, Chipping Norton/ Charlbury/ Woodstock locality
Sponsoring Councillor: Cllr Hilary Hibbert-Biles

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need): The project will provide for youth activities to be run from the building and will provide a space for OCC Adult Education services; providing a youth service in the evenings and adult learning during the day.
Innovation and Creativity: The co-location aspect of the bid is creative.
Sustainable Business Case: The business plan assumes a leasing agreement for the building from OCC. The bid also includes staffing costs in the first year. Other costing details seem realistic. Other sources of funding have been explored, with £11,300 already secured. Funding in future years will rely heavily on securing other groups renting out the building which is not detailed in the bid.
Community Involvement The bid suggests that members of the community were surveyed and that there have been discussions regarding the community run project with many local groups such as The Community Church, Adult Education, the Scouts, and the Dance School. Other service groups have also been consulted, such as Nexus, Town Council, The Police and District Councillors.

Section 3 – Service Officer View

There is a commitment from the community, town and county to see this provision developed. The bid supports a much needed community led provision in Chipping Norton.

Chipping Norton Young People/Adult Centre	
Type of transfer requested	Lease
Lease Terms	The bid does not make clear the length of term required. Property & Facilities suggests that a 5 year lease with a tenant only option to break at the end of the second year and then annually would be appropriate. In line with the Asset Transfer Policy the tenant will be responsible for all repairs and maintenance and insurance. A notional rent will be charged.
Site issues	Chipping Norton School will take over the space in the school that will be vacated when the new building becomes operational. The School has agreed to the provision of an external area for the new building in line with the original planning permission.
Condition and Required Maintenance	This is a new building so repairs and maintenance for the first few years will be minimal.
Sustainability of Proposal	The running costs identified in the bid are estimates as this is a new building. There is risk around those estimates but the assumptions are reasonable based on comparable costs for other youth centres. The business case is not very developed at this stage and there remains uncertainty on income in future years. There is still a lot of work to do around the formation of a management committee in order to meet the deadline for occupation of 1st September 2011. Any delay in occupation will need to be managed carefully through discussion with Partnerships for Schools.
Capital Implications	The new building has been financed largely by a co-location grant from Partnership for Schools. It would not be possible to dispose of the building and realise a capital receipt because of the grant conditions.
Key points to note	A community solution is required to ensure that co-location grant conditions are met and that the new building is operational in time for occupation on 1st September 2011. The proposal also enables adult education to continue in Chipping Norton.

Property & Facilities position	Property & Facilities supports the transfer of the asset to the management committee under a 5 year lease with a tenant only option to break at the end of the second year and then annually.

Section 4 – Locality Review Group Assessment

The group felt that it was important to support this proposal due to the financial risk to the council of failing to deliver co-located services from the building. The proposal is community-led and meets identified community needs, and although the business case is untested (as Glyme Hall is a new build) the estimated running costs had been based on similar buildings elsewhere. Since the application had been submitted the length and cost of the lease from the Council had been confirmed (5 years at £3,000 per year) and more detail provided about the youth activities that would take place (youth club on 4 night per week, providing 8 hours/week for 9-13 year olds and 8 hours/week for 14-19 year olds). The group also noted that the proposed costs for the youth worker were significantly lower than continuing to employ the current youth worker so represented a significant saving to the community. The costs would be supplemented by hiring the centre to other community and voluntary organisations.

FAZE Youth and Community Centre

Section 1 – Project Overview

Project Name: FAZE Youth and Community Centre
Project Description: To take over the running of a newly renovated Faringdon Young People's Centre, FAZE.
Name of Organisation: FAZE Faringdon Youth Centre
Amount bid for: £26,150 of £62,000 (and asset transfer)
Project Location and Locality (<i>could be countywide</i>): Faringdon, Faringdon locality
Sponsoring Councillor: Cllr Judith Heathcoat

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need): FAZE is a popular service, current use is by 245 members who will continue to be catered for and there is no other similar provision in the community.
Innovation and Creativity: This bid shows good, creative use of the building space. Co-locating with other services links across range of community needs. There is also scope for further innovation on the site in future years.
Sustainable Business Case: No costs have been factored in for leasing the FAZE building from OCC (The business plan assumes a peppercorn rent for a 2-year lease with repairs and maintenance met by the council). The bid contains a realistic plan to become self-sustaining in future years which is based on a combination of funding from the Town Council and subletting the building to other groups. A considerable amount of fund raising has already taken place and there is a local commitment to taking on the service; however future year running costs are dependent on a considerable level of future fundraising.
Community Involvement: There has been an active community effort to continue to provide some youth

activity in the town. There is good community involvement both in relation to individuals in the proposed management committee and also community groups in the town interested in making use of the building. The bid has good links to schools and other 'youth' providers'.

Section 3 – Service Officer View
Where applicable

This bid offers a means of sustaining a good youth facility that has recently been refurbished. It provides a strengthening of the community links to the building and could add value to a site that is under utilised at present. There is considerable support by organisations and the general public in Faringdon and much work has already been done to raise funds. Opportunities and the means to fundraise appear to be in place.

Faringdon Young People/Adult Centre	
Type of transfer requested	Lease for two years initially, with an option to renew or purchase the site at that time. The initial bid relates only to the front of the site, which includes the main building, car park and front garden area. The rear of the site was previously used by OCC Highways but is not included in the initial bid.
Lease Terms	A lease for a term of two years seems sensible, with an option for the community to renew or purchase the site at that time. In line with the Asset Transfer Policy the tenant will be responsible for all repairs and maintenance and insurance. Also in line with the Asset Transfer Policy a notional rent will be charged but this has not be allowed for in the bid (allow £3,000pa) and the group will assume full running costs of the property repairs and maintenance
Site issues	OCC Highways have confirmed that the rear of the site is no longer used as a highway depot or for storage. The planning permission for youth centre use was granted as a Regulation 3 application and only gives permission for OCC use. The community group will need to submit their own application to the District Council for planning permission for their intended use. A decision would take 2-3 months. The rear of the site is probably contaminated due to its former use as a highway depot and for salt/material storage, although this is outside the site area of interest in the bid.
Condition and Required Maintenance	The existing youth centre part of the building was recently refurbished. Therefore repairs and maintenance for the main part of the building will be minimal. The other adjoining wing of the building was not recently refurbished but no priority works are identified for this part. It should be noted that the garages at the rear of the car park contain asbestos, although these lie outside the site area of

	interest in the bid. This is not an issue unless work is done to the garages.
Sustainability of Proposal	The business case seems robust and running costs are accurate based on OCC's running costs to date. However, a notional rent needs to be allowed for (assume £3,000kpa).
Capital Implications	As at February 2011, the whole site has an estimated alternative use (offices/workshop) capital value of £150k. The whole site has an estimated existing use (community use) capital value of £79k.
Key points to note	In granting a lease to the community the County Council is losing the option of selling the site and realising a capital receipt in the short term. However, the community may wish to purchase the site at a later date at which point a capital receipt may be achieved. If OCC decides to sell to the community at a price reflecting community use rather than full market value then there would be a shortfall of £71k. The values would need to be reviewed when and if a sale progresses to ensure they reflect market conditions.
Property & Facilities position	Property & Facilities supports the transfer of the asset to the management committee initially under a lease for two years, and would support a sale of the whole site to the community at a later date. We recommend that the lease offered is line with the Asset Transfer Policy thereby offering a notional rent and assumption of the full running costs of the building, including repairs and maintenance not a peppercorn rent and repairs and maintenance met by the council as requested.

Section 4 – Locality Review Group Assessment

Councillors noted;

- There is a lack of youth provision - Hub or otherwise in the Vale area of the County.
- Whilst Faringdon is not an area of high social need there are pockets of deprivation exacerbated by rural isolation and the proposal ensures a sustainable future for the young people's centre
- Faringdon is well located in the Locality area and the FAZE centre could continue to act as a 'hub' for surrounding villages
- There is very strong local support (including financial) which will help contribute to FAZE being a sustainable service

Uffington Youth Club

Section 1 – Project Overview

Project Name: Uffington Youth Club
Project Description: To re-open the independent youth club which closed in 2008.
Amount bid for: £2,500 of £2,864.81
Project Location and Locality (<i>could be countywide</i>): Uffington, Faringdon locality
Sponsoring Councillor: Cllr Anda Fitzgerald-O'Connor

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need): There have been no organised youth activities in Uffington since 2008, this project would see the youth club reopened for fortnightly sessions. It is unclear how high demand for the youth club is.
Innovation and Creativity: The approach includes a creative mix of local youth provision as well as 'travelling workshops' and other community clubs.
Sustainable Business Case: There is a comprehensive plan of who will be involved in leading and managing the project. It is not clear whether the amount requested in the bid is sufficient based on the projected costs, funding and income streams. There are assumptions on the level of interest in hiring the hall which may not be realistic. The bid assumes that all staff are volunteers. Project costs are largely for equipment.
Community Involvement: A questionnaire was delivered to all households in Uffington to gauge the demand for the project, and an open meeting was held in May 2011. The project has strong support from Uffington Parish Council and the village hall committee.

Section 3 – Service Officer View

Where applicable

Village youth clubs play a vital role in providing space for young people particularly in places like Uffington where rural isolation is high. The level of funding that is being requested could be considered through the Chill Out fund.

Section 4 – Locality Review Group Assessment

- There is a lack of youth provision - Hub or otherwise in the Vale area of the County
- The local young people, parents and volunteer youth workers are all extremely positive and enthusiastic about how this project would work
- Uffington is a very large but very rural village which currently offers young people nothing to do after school
- The lead community person has extensive youth work experience and has the backing of the parish council

Littlemore Youth Club

Section 1 – Project Overview

Project Name: Littlemore Youth Club
Project Description: To set up a local youth provision from the village hall.
Amount bid for: £4,600 of £7,300
Project Location and Locality (<i>could be countywide</i>): Littlemore, Oxford locality
Sponsoring Councillor: Cllr John Sanders

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) There are currently no dedicated facilities for young people in the community and access to existing provision is difficult.
Innovation and Creativity The service will be co-produced by young people, building community leadership capacities in addition to providing a space for youth activities.
Sustainable Business Case Year one funding is clearly set out. Cost estimates appear robust, although include staffing and other recurring costs. The business case includes income generation from subscriptions. There is little detail about how the fundraising of the level needed in future years will be met with some fundraising assumptions appearing ambitious.
Community Involvement Involvement of the community is good including elected members, the Police, local people, the Parish council and church leaders.

Section 3 – Service Officer View

Where applicable

The youth club in Littlemore has been inconsistent for some time – there is need for some consistency and ongoing work. This bid seeks to re-provide the service that is being withdrawn additionally bringing in wider community

representation and support. The level of funding that is being requested could be considered through the Chill Out fund.

Section 4 – Locality Review Group Assessment

Councillors prioritised this bid and noted strong community support to start this project and were confident that it will become sustainable. They identified that Littlemore is an area of need and that it is difficult for young people to physically access services provided in Rose Hill and Blackbird Leys

Wood Farm – Youth Work Training Project

Section 1 – Project Overview

Project Name: Wood Farm – Youth Work Training Project
Project Description: To train members of the local community as volunteers to support future youth provision from the existing building.
Amount bid for: £6000 of £6,810
Project Location and Locality (<i>could be countywide</i>): Wood Farm, Oxford locality
Sponsoring Councillor: Cllr Liz Brighthouse

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need): The project will provide an opportunity for local people to have training about youth work in order to run the young people's centre in the community when council funding ceases.
Innovation and Creativity: This project will build capacity directly into the local community to provide youth services. The funding for ongoing expenses is linked to the trainers becoming trainers, a creative solution which secures resources and fills other communities' needs.
Sustainable Business Case: Future funding is reliant on a successful grant application to the Oxfordshire Community Foundation. Part of the bid includes future revenue through the development of a training course offered to volunteers from other youth centres, a realistic source and perhaps downplayed in the proposal.
Community Involvement: There is evidence of good community involvement in developing the bid.

Section 3 – Service Officer View*Where applicable*

Wood Farm Youth Action Group has been active in Wood Farm for many years linking with the range of other community organisations operating in the area. There is significant need in Wood Farm and a real need to put in place quality work with young people. This programme would have dual purpose – skilling the local community and working with young people. This programme would operate to provide confidence, build self esteem, input skills and raise aspiration and motivation for those volunteers trained as well as using these with the local youth population. Very much a means of breaking the cycle of deprivation.

Section 4 – Locality Review Group Assessment

Councillors strongly supported this modest bid to train volunteers to run youth provision in Wood Farm. They supported this sustainable model which puts volunteers at the centre of youth provision.

Wolvercote Young People's Club (WYPC)

Section 1 – Project Overview

Project Name: WYPC Youth and Community Work in Wolvercote and Cutteslowe
Project Description: To take over the Wolvercote Young People's Centre and to deliver youth provision and wider community use.
Name of Organisation: Wolvercote Young People's Club
Amount bid for: £37,786 of £79,586
Project Location and Locality (<i>could be countywide</i>): Wolvercote, Oxford locality
Sponsoring Councillor: Cllr Jean Fooks

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The WYPC will offer work with young people and older children in Wolvercote and Cutteslowe. It will also provide a venue for other community groups' activities.
Innovation and Creativity The proposal shows creativity in the potential for sharing premises with the school and extending to local ownership of the building.
Sustainable Business Case Cost estimates appear robust however there is a staffing component and the bid proposes that repairs and maintenance costs continue to be met by the county council. Some fundraising projections for future years appear ambitious.
Community Involvement This bid demonstrates excellent community involvement with numerous local meetings and well attended opportunities for local people to have their say. A considerable level of local fundraising in the community has already taken place.

Section 3 – Service Officer View

Where applicable

WYPC is a well used and well respected local resource holding a central place in the Wolvercote community. The WYPC Charitable Trust has been registered as a charity for some time and has a working and active group of trustees. There is considerable concern in the local communities of both Wolvercote and Cutteslowe about the prospect of losing this provision and much support for continuing and extending the work. Wolvercote and Cutteslowe are communities with much higher need than their surrounding neighbourhoods in North Oxford. This bid pulls together these elements with a strong business case.

Wolvercote Young People's Centre	
Type of transfer requested	Lease initially, and possible option to purchase at a later date.
Lease Terms	The bid requests a lease of 5 years and Property & Facilities supports this. A mutual option to break at 2 years and then annually is required to allow each party to review the situation at that time. In line with the Asset Transfer Policy a notional rent will be charged.
Site issues	There is interest in the site from Wolvercote Primary School. A feasibility study has been commissioned to consider various options for the school's expansion, including the youth centre. The feasibility study will be completed in September 2011 at which point the school's potential interest will be clearer. Even if the school does wish to use the property for its expansion, no funding is currently identified and any scheme is likely to be at least 2 years away. Both the school and WYPC have expressed a willingness to work with each other and share occupation if it is in the interests of both parties at a later date.
Condition and Required Maintenance	There is a low level of required maintenance identified to the value of £8,000. The identified works are not high priority and therefore no works would be undertaken ahead of leasing to the community. In line with the Asset Transfer Policy the tenant will be responsible for all repairs and maintenance and insurance. However, the community argues in its bid that OCC should continue to have responsibility for repairs and maintenance and insurance because of the potential school need for the asset. If it is agreed that OCC continues to meet these costs that will effectively reduce the call on the Big Society Fund by £5,500 (the year 1 building maintenance and insurance costs combined).
Sustainability of Proposal	The business case is robust, although reliant on Big Society Funding in year 1. Running costs are appropriately allowed for based on existing costs. A rent of £5,000 is allowed for. The Asset Transfer Policy states a notional rent will be charged. This is likely to be less than £5,000.
Capital Implications	As at February 2011, the site has an estimated alternative use (residential) capital value of £420k. The whole site has an estimated existing use (community use) capital value of £138k.

Key points to note	The interest in the site from the school needs to be properly assessed once the feasibility study is completed. Whether the school has a future interest in the site or not, it makes sense to grant a lease to the community now but ensure that the lease terms allow both parties to review the situation in two years time. A decision needs to be made on whether OCC continues to meet repairs and maintenance and insurance costs on the basis of the potential need from the school. By leasing to the community OCC is delaying any potential capital receipt from the site, at least in the short-term. Depending on the position with the school, it may be possible to sell the asset to the community at a later date at which point a capital receipt may be achieved. If OCC decides to sell to the community at a price reflecting community use rather than full market value then there would be a shortfall of £282k. The values would need to be reviewed when and if a sale progresses to ensure they reflect market conditions so OCC cannot commit to sell at an existing use value of £140k as requested in the bid.
Property & Facilities position	Property & Facilities supports the transfer of the asset to the community via a lease for five years with a mutual option to break at 2 years and then annually, allowing both parties the opportunity to review the situation at that time based on the potential need from the school and the interest from the community in purchasing the site. An exception to the Asset Transfer Policy is recommended to accept the request for the Council to continue to repair and maintain the property.

Section 4 – Locality Review Group Assessment

Councillors identified that there is need for ongoing youth provision in this part of Oxford which contains a number of areas that are not affluent. Considerable local support for the project was noted and the efforts to raise money for the project in the community. Councillors wanted to suggest that Wolvercote YPC should be a satellite in the Early Intervention Service but in the absence of this the community should be supported to provide this facility. It was noted that the Wolvercote centre has served North Oxford, Jericho and further afield.

Wheatley Young People's Centre

Section 1 – Project Overview

Project Name: Wheatley Young People's Centre
Project Description: To transfer Wheatley Young People's Centre to be managed by the Maple Tree Children's Centre to create a community venue with the aim of maintaining youth provision in Wheatley
Amount bid for: The bid is for transfer of the asset only. A future bid for funding for youth provision from the Parish Council is anticipated.
Project Location and Locality (<i>could be countywide</i>): Wheatley, Thame/Wheatley/Watlington/Chalgrove locality
Sponsoring Councillor: Cllr Anne Purse

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) This bid is not for Big Society funding but requests asset transfer of the young people's centre building (which is on the Wheatley Primary, John Watson and Wheatley Nursery Schools' site) to the Maple Tree Children Centre. The proposal is for shared use by a number of groups and ensures that existing multi-use of the building is maintained and enhanced when OCC youth service funding for the centre ceases. The bid sets out the need for two youth club sessions per week for the large number of young people aged 13-19 in the community.
Innovation and Creativity The proposal represents a creative use of the centre to meet wider community needs and co-locates a number of different services together in the same location.
Sustainable Business Case Ongoing management and running costs will be met by the Children's Centre. The bid sets out that funding from the OCC Minor Work's Fund to refurbish the centre is being sought. Since submission this funding has not been awarded. The newly formed management committee are committed to making the proposal work whether or not funding to adapt the building can be found.

Community Involvement

The proposal brings together a number of different service providers and the parish council to offer a sustainable future for the young people's centre in Wheatley.

Proposals for future youth provision are still being developed through the parish council but young people are involved to identify their priorities.

Section 3 – Service Officer View***Where applicable***

This project would provide a solution to the wide community needs in Wheatley and offers a creative way forward.

From time to time teenage issues rise to the fore in the village and it is really important that there is a robust teenage programme in place. The governance of the overall project must enable those working with young people, those concerned about young people and young people themselves to be involved. It is important that young people feel the centre can provide for their needs.

Wheatley Young People's Centre	
Type of transfer requested	Transfer to The Maple Tree Children's Centre – the asset effectively remains within OCC use so no legal agreement is needed. However, there would need to be a Memorandum of Understanding between OCC and the Children's Centre to safeguard the wider use of the property. The current children's centre contract is due for renewal in March 2012. If the Children's Centre was to be provided through an external provider, there would need to be a lease in place.
Lease Terms	It is proposed that the asset will be managed by The Maple Tree Children's Centre, which is an OCC service provided through Great Milton School. It will therefore remain an OCC building and no lease is required. The intention is that the Children's Centre will hire out the building to community groups.
Site issues	The building is on part of the Wheatley Primary school site, although not integral to the school premises. The school wish to have some use of the space, but have confirmed they do not wish to take overall responsibility for it.
Condition and Required Maintenance	A schedule of works has been produced adapt the building for occupation by the Children's Centre (including new heating and lighting). The total cost is estimated to be £93,500 (including fees). The works are considered desirable for the Children's Centre to occupy. The Children's Centre management team has submitted a bid to the Minor Works Fund for the total cost of the works. This has been identified as more than a minor works project.
Sustainability of	The revenue costs have been identified in the bid and the sums allowed are reasonable based on existing running costs.

Proposal	It is intended that running costs are met from the Children's Centre budget. The ongoing repairs and maintenance responsibilities (after the refurbishment) would continue to sit with Property & Facilities as it will remain an OCC property. The business case is not very well advanced. A management committee is being set up, and key stakeholders have been identified. There is no clear lead for the management committee. No hire arrangements are in place. The future youth provision is not yet certain. The refurbishment relies on OCC funds – no additional funds have been identified from local sources to assist with this work.
Capital Implications	The building is on part of the school site. Although it is a stand-alone building, it would be very difficult to dispose of separately and to realise a capital receipt.
Key points to note	The issue over funding of the capital works should be resolved. It was agreed at a meeting on 14th June that the minor works bid would not be accepted. It will be explored as to whether the works can be funded from either from the capital programme or from Asset Strategy capital funding. A management committee with representation from all building users is needed to ensure appropriate management for the building.
Property & Facilities position	In principle, Property & Facilities supports the transfer of the asset to The Maple Tree Children's Centre but subject to agreement of funding for the capital works or decision as to whether these are necessary and the establishment of a suitable arrangement for management of the building.

Section 4 – Locality Review Group Assessment

Councillors agreed that the proposal offers a sustainable use of the asset and would meet a range of community needs. Wheatley Parish Council has agreed to provide £5,000 towards the cost of a youth worker and other Parish Councils around the area are to consider adding to this sum.

The Locality Group suggests that the Cabinet supports the idea of the development pending a decision on the minor works bid and a bid for Big Society funding in the next wave for start-up money to get the centre started.

The Sweatbox (Young People's Centre at King Alfred's School)

Section 1 – Project Overview

Project Name: The Sweatbox (Young People's Centre)
Project Description: Project to adapt the Young People's Centre, which has already been transferred to the school, for educational use and to continue youth provision in the community. Note: Cabinet has already agreed to transfer the young people's centre building to the school.
Name of Organisation: King Alfred's School
Amount bid for: £20,000 of £90,515
Project Location and Locality (<i>could be countywide</i>): Wantage, Grove/Wantage locality
Sponsoring Councillor: Cllr Jenny Hannaby

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need): Attendance levels and user satisfaction have historically been high, with large numbers of young people attending events which the school wish to take over. Police reports have indicated a rise in youth-related, anti-social behaviour during periods when the centre is closed.
Innovation and Creativity: The project proposes a mixed use for the building to maximise its use. The school will use it in the day and the young people's centre will occupy the facility at night. The bid has used the wider community creatively when developing this bid to ensure public support for the Centre.
Sustainable Business Case: Cabinet has already transferred the building to the school and the school is assuming the overhead for the running of the centre. The long-term plan for funding relies on encouraging significant increases in attendance and a plan is set out for how these can be achieved.

The business case includes staffing costs as the project will use trained youth work professionals.

Community Involvement:

The bid contains extensive information outlining the amount of community support for the project, from schools, churches, Police, young people and their parents. Public support for the project is clear.

Section 3 – Service Officer View

Where applicable

There is a long history of community support for youth work delivery from the Sweatbox. The bid reflects this diverse support base and promises increased access to a variety of positive and developmental activity opportunities. Issues of deprivation/need in Wantage/Grove are low. The police have often linked reductions in anti social behaviour with activity provided from the Sweatbox. Historically young people have travelled from the other places to attend events at the Sweatbox.

Section 4 – Locality Review Group Assessment

Councillors are keen to recommend the bid to Cabinet with the following points;

- The proposal guarantees a sustainable future for a well regarded community resource for Wantage, Grove and the surrounding area which also includes provision for disabled young people (Beatbox)
- The proposal includes sustainable provision of professional youth work alongside volunteer support including by Young People through the Members Youth Union/Forum
- The proposal has ongoing town council support and support of other local organisations
- The project has strong involvement of young people and a range of stakeholders on the management committee
- The Sweatbox has full support of the local Wantage West NAG (Neighbourhood Action Group) where young people from the Sweatbox Union sit on the committee. The Sweatbox works with the Police and offers support and guidance to youth along side positive programme of activities to meet the needs of reducing anti social behaviour
- The school will take on many of the running costs of the project
- The bid is explicitly for start up costs and is value for money.

Bartholomew School, Eynsham

Section 1 – Project Overview

Project Name: Bartholomew School, Youth Service and 6 th Form Provision
Project Description: Project to adapt the Eynsham Young People's Centre, which has already been transferred to the school, for use by a greater variety of groups. Note: Cabinet has already agreed to transfer the young people's centre building to the school.
Name of Organisation: Bartholomew School, Eynsham
Amount bid for: £41,000 of £80,000
Project Location and Locality (<i>could be countywide</i>): Eynsham, Witney/Eynsham locality
Sponsoring Councillor: Cllr Charles Mathew

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The community has identified the need to maintain and extend provision for young people which do not exist elsewhere in the community.
Innovation and Creativity The proposal would integrate the youth service with the sixth form provision in a multi-purpose use of the facilities.
Sustainable Business Case The funding request to the Big Society Fund is primarily to cover refurbishment costs of the building. Costs estimates appear robust. The school will fund the majority of the ongoing running costs of the project alongside some fundraising.
Community Involvement There has been strong community involvement in development of the project which has parish council support. This has involved consultation within the community, the PCT, and elected officials.

Section 3 – Service Officer View
Where applicable

Eynsham Young People's Centre is not in an area of high need however it has been well attended by young people and reaches young people from the surrounding rural villages providing a much needed service for those that would otherwise be rurally isolated from such a service. The bid is creative in that it co-locates the 6th Form and Youth Service provision. The school has demonstrated commitment in its intention to continue funding provision in year 2/3.

Eynsham Young People's Centre (Bartholomew School Youth Service and 6th Form Provision)	
Type of transfer requested	The transfer of the asset to Bartholomew School has already been agreed by Cabinet. This is a bid for £41,000 to cover the cost of alterations and improvements to the building.
Lease Terms	The asset will remain within OCC's ownership so there is no legal transfer of the asset.
Site issues	The asset is a stand-alone building but within the school site.
Condition and Required Maintenance	The building has required maintenance of £12,300 identified. The school has identified £41,000 of capital works required to bring the property into a suitable condition for its intended use. It is unclear what the basis of this estimate is, but the sums allowed seem reasonable based on similar works on other sites. It is assumed the works will address the required maintenance items above.
Sustainability of Proposal	The business case seems robust and most running costs are adequately allowed for based on existing running costs. On transfer, the school will become responsible for the delegated (day to day) repairs and maintenance items for the building as with other school buildings. The County Council will be responsible for the non-delegated (structural and main services) items. This is allowed for in the school's bid although the allowance for ongoing maintenance seems a bit low, especially if use of the building is going to be higher. Property & Facilities suggest £8,000pa would be more reasonable.
Capital Implications	The youth centre building is integral to the school site and it would be very difficult to dispose of the building separately to release a capital receipt. The school has bid for £41,000 to cover the cost of adaptations and improvements to the building required for its intended use.
Key points to note	The transfer of the asset to the school has already been agreed by Cabinet. A meeting needs to be arranged to agree the detail of the transfer.
Property & Facilities position	Property & Facilities supports the allocation of £41k for adaptations and improvements works at Eynsham Young People's Centre.

Section 4 – Locality Review Group Assessment

The group strongly supported this proposal, believing that it had clear support and involvement from the community and met an identified need in the potential loss of youth services to the village. The group felt the business case demonstrated excellent value for money, extension of the use of the centre and significant savings on the existing running costs, demonstrating creativity in the approach.

Although not on the application form, the group were aware of significant work to involve a wide range of community groups in running sessions from the centre, and felt the injection of capital funding to bring the building totally 'up to scratch' (eg disabled toilets, boiler update and kitchen repairs) would help widen its appeal to these groups and aid the sustainability of the centre. The group felt the proposal should be fully supported.

Annex 2 Bids that presently do not fully meet the assessment criteria, but may with further development

St. Francis' Community Hall Extension

Section 1 – Project Overview

Project Name: St Francis' Community Hall Extension
Project Description: To extend the church community hall in Banbury.
Name of Organisation: St Francis LEP Banbury
Amount bid for: £10,000 of £130,000
Project Location and Locality: Banbury, Banbury locality
Sponsoring Councillor: Cllr Nick Turner

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) A number of community groups are already active on the church site. Although the bid does not indicate how many people benefit from these activities, the Church has had requests from other groups to hold activities, which they have had to turn down.
Innovation and Creativity This is not a new project, but an extension/improvement of a current activity.
Sustainable Business Case The Partnership has already secured a substantial amount of funding, and needs to raise the rest within the next six months – according to the business plan although even with BSF funds they will still fall short by a considerable amount. Cherwell DC has indicated that they will contribute £60,000 (almost half the needed amount). Planning permission for the extension will expire in 18 months so they are keen to get the project going and completed as soon as possible.
Community Involvement Groups have been approached and indicated that they would utilise the space if it were available.

Section 3 – Service Officer View

The bid shows demand from the community for use of the space at St Francis church hall. However this does not provide a strong fit with the aims of the Big Society Fund which was not intended to fund facilities in their own right, but to kick-start new initiatives. It is not clear what other options community groups have for community facilities in this locality.

Section 4 – Locality Review Group Assessment

- The group noted that this bid met a recognised community need and was supported by a sustainable business case.
- The group noted that the church had raised £97,000 of the £130,000 needed to deliver the project and that £10,000 from the big society fund would leave them with £23,000 further to raise.
- The group agreed to recommend that Cabinet fund St Francis LEP, but that the funding should be held in reserve until St Francis has secured the full funding necessary to deliver the project.

Community Cash Awards

Section 1 – Project Overview

Project Name: Community Cash Awards
Project Description: This project would provide start up money given as grants to 16-25 y/o's to initiate their own community projects.
Name of Organisation: The Prince's Trust
Amount bid for: £7,600
Project Location and Locality: Countywide
Sponsoring Councillor: None (no formal sponsoring Councillor however the group have been in contact with Cllr Ann Bonner, Cllr John Sanders and Cllr Don Seale)

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) The project estimates that approximately 60 residents will indirectly benefit from the projects created by the young people. It is proposed that there are three awards so it is assumed that three young people will directly benefit from the scheme.
Innovation and Creativity The Community Cash Awards will enable young people to create, lead and develop their own project, reflective of the needs they identify in the local area. This is a creative leverage of BSF resources to generate additional support (provided by Prince's Trust volunteers and staff) for community projects.
Sustainable Business Case The bid is requesting funds for the cash awards only, with additional income for staffing and overhead costs provided by other sources. It is unclear from the business case if there will be additional awards in future years, and if there will be, how they will be funded.
Community Involvement Community involvement is as a result of the work is potentially strong but the

community was not involved in the application. The bid explains that the project itself will be developed and led by young residents across the county.

Section 3 – Service Officer View

Where applicable

Links with this Princes Trust programme at present are limited - some concern therefore that this has been running unilaterally from work going on elsewhere in the County. Total number of young people supported low. The funding would not provide replacement of services being withdrawn.

Bringing Families Together (NOMAD)

Section 1 – Project Overview

Project Name: Bringing Families Together (NOMAD)
Project Description: To provide structured programmes and positive activities for children and their parents with an aim to strengthening families and improving behaviour.
Amount bid for: £12,000 of £37,000
Project Location and Locality: Henley area, Henley/Goring locality
Sponsoring Councillor: Cllr David Nimmo-Smith

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The intention is to work intensively with 25-30 local families, targeting those 'at-risk'. The bid states that local professionals are keen to make referrals to the service.
Innovation and Creativity While this not a new approach and is possibly duplicative of the Early Intervention Service priorities and services, it would be a new service for the area.
Sustainable Business Case Some funding has already been identified although full project costs not yet identified. Cost estimates are for recurring expenses such as staffing without a plan to address these in subsequent years.
Community Involvement The project is based on earlier pilot work though it is not clear if there has been specific involvement of families who may be referred in its development but builds on existing work such as an annual family day trip.

Section 3 – Service Officer View
Where applicable

This project is creative in targeting at-risk families and provides some nationally recognised programmes of support for them. The work however is duplicative of the Early Intervention Service priorities where outreach work of this nature will be provided to families in Henley.

Section 4 – Locality Review Group Assessment

The Locality Group recognises that this bid is for part funding of a 12 month project. The bid is supported because Nomad has a proven track record in the local area of undertaking this sort of short-term programme very successfully while raising funds from a wide variety of sources.

Blackbird Leys Adventure Playground

Section 1 – Project Overview

Project Name: Blackbird Leys Adventure Playground
Project Description: To renovate and reopen Blackbird Leys Adventure Playground.
Amount bid for: £35,500 of £35,500
Project Location and Locality (<i>could be countywide</i>): Blackbird Leys, Oxford locality
Sponsoring Councillor: Cllr Richard Stevens and Cllr Val Smith

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The project provides a community resource particularly for children 8 – 13yrs and offers a local hire facility for children's parties etc It is located in a known area of social and economic need. Community support for the project appears strong and the proposal provides a positive facility for children and young people in the area, but specifics on community benefits were lacking.
Innovation and Creativity The project proposes using the Play Ranger model and is very inclusive in its planning for the development of the playground.
Sustainable Business Case First year costs are requested entirely from the Big Society Fund although some grants are identified in future years. It is not clear whether these have already been secured. There is a significant shortfall in funding in year two to fund the playground. This is proposed to be funded through fundraising but it is not clear how this will be done or if it is achievable. The proposed site is adjacent to areas which are subject to on-going discussions on regeneration and reconfiguration. It may be premature to make decisions on capital improvements to the playground until other strategic decisions are made.
Community Involvement The BLAP committee is drawn from a wide range of community members. There has been a lot community involvement in the project including offers of support.

Section 3 – Service Officer View*Where applicable*

Whilst there is need for this sort of provision in BBL and a quality set up would undoubtedly be beneficial to the community this bid seems to be asking for a large proportion of costs and the business case is not strong. This would need to be strengthened if BLAP is to move forward with greater certainty. There are also questions regarding the property/land which need to be resolved prior to any agreements being made.

Blackbird Leys Adventure Playground	
Type of transfer requested	It is assumed that BLAP are requesting a new lease of the playground, although this is not made clear in the bid.
Lease Terms	BLAP have a ground lease from OCC from 1st August 1992 for a term of 5 years on a peppercorn rent. The City Council is the guarantor under the terms of a lease. The lease is not contracted out of the Landlord & Tenant Act 1954 Part II security of tenure provisions, so the lease is now running on from year to year until it is brought to an end by either party. There is a building on the site which was probably a warehouse at one time and converted by BLAP/City Council with a low level of investment to enable it to be used for community purposes. The building would revert to OCC ownership on termination of the lease (OCC can require that the site is restored to its previous state, including demolition of the building, under the terms of the lease).
Site issues	It is understood that BLAP has not been operating for some time, hence the Big Society Fund bid. In the past the City Council wanted to discharge its responsibilities as guarantor, give OCC the building and for OCC to lease the whole site direct to BLAP. This was never completed as OCC does not want the repairs and maintenance responsibility for the building and BLAP has not been in a position to take it on. Community facilities on Blackbird Leys have been the subject of locality discussions between OCC and the City Council and there are on-going discussions between the councils regarding a strategy for redevelopment and regeneration of the estate. This site is adjacent to areas which could form a significant area of regeneration and reconfiguration of community sites on the estate. Consequently the playground site will be part of these discussions and there is a need to ensure that the site is available to support any agreed strategy. It is therefore in our opinion not appropriate to grant a new lease to BLAP and the continuation of the original lease is the best option for OCC to ensure flexibility in regards to the asset. The ongoing locality review work could bring forward other opportunities for co-location.

Condition and Required Maintenance	It is understood that the City Council maintain the building on the site, although the building is old and largely obsolete. The play area facilities are also in a poor condition.
Sustainability of Proposal	The income streams for future years have not been secured and therefore are a significant risk for the sustainability of the proposal.
Capital Implications	The site has not been valued as the asset was not specifically made available under Big Society. The site would be valued as part of any decision-making in relation to a strategy for community sites on Blackbird Leys.
Key points to note	The playground site is subject to a review of community sites and potential regeneration strategies on Blackbird Leys by OCC and the City Council.
Property & Facilities position	Property & Facilities does not support the granting of a new lease to BLAP on the basis of on-going discussions with the City Council over the future of community sites on Blackbird Leys. The existing lease should be allowed to run on. Non-essential capital investment should be resisted at this time.

Section 4 – Locality Review Group Assessment

Councillors identified the need for this type of provision for young people in Blackbird Leys and wanted to support it. Councillors agreed that the bid did not go far enough to set out the detail of the project and its benefits – in particular the links that have already been established with partner organisations and the range of positive activities that will be provided. Local councillors agreed to undertake further work with the group to develop the business case and bring the project back for consideration.

Oxford Boxing Academy

Section 1 – Project Overview

Project Name: Oxford Boxing Academy
Project Description: To take over the Saxon Centre, Northway (Marston) as a permanent facility for the Oxford Boxing Academy.
Name of Organisation: Oxford Boxing Academy
Amount bid for: 0 (Asset transfer only)
Project Location and Locality (<i>could be countywide</i>): Saxon Centre, Northway, Oxford locality
Sponsoring Councillor: Cllr Roy Darke

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The Academy is currently oversubscribed in its existing location, though the bid is Oxford-wide and therefore not specific to this community. A strong argument is put forward for boxing as a means of positive youth development and plans are to expand this provision and wider community use in the new location.
Innovation and Creativity This is not a new project, but a new location for the group. It is a creative approach to providing positive activities for young people.
Sustainable Business Case The purchase offer is less than OCC's valuation by 35% and the bid does not set out how purchase will be funded.
Community Involvement The Boxing Academy has established many links with stakeholders such as the Police and schools and is involved in community initiatives to develop their provision.

Section 3 – Service Officer View

Where applicable

The boxing club has been in place for many years based at Wolvercote and has worked in collaboration with the young people's club at Wolvercote. For some time they have been looking for dedicated premises to build capacity further. Staff are well connected and seem well respected in the boxing world. Colleagues within CEF are very supportive of the use of boxing for more vulnerable young people, and this could provide a very useful link for the new Early intervention Service.

The only concern is that this project would not provide the youth work aspect that is being withdrawn from this community and hope we can find community providers to take this on linking with the new community centre developments in Northway.

Saxon Centre	
Type of transfer requested	The Oxford Boxing Academy wish to purchase the freehold of the site.
Sale Terms	Oxford Boxing Academy is requesting sale of the freehold at a price, which is below the existing use value of the site which is estimated to be £46k. OCC would want to include an overage provision in the transfer deeds to ensure that OCC receives a percentage of any increase in the value of the site if it is later sold on.
Site issues	The asset is a standalone building and was refurbished 3 years ago.
Condition and Required Maintenance	The asset was refurbished 3 years ago. There is required maintenance of £11,600 identified. The main item is replacement of the boiler at a cost of £5,000.
Sustainability of Proposal	Running costs of £7,000pa have been allowed for in the bid. This is low compared to current running costs. £12,000pa should be allowed for. It is assumed Oxford Boxing Academy have the capital to purchase the site.
Capital Implications	As at February 2011, the site has an estimated alternative use (residential) capital value of £165k. The whole site has an estimated existing use (community use) capital value of £46k. The bid requests a sale which is 35% less than the existing use value.
Key points to note	If OCC decides to sell to the community at a price reflecting community use (£46k) rather than full market value (£165k) then there would be a shortfall of £119k. If OCC decides to sell at the price bid for then the shortfall would be £135k. OCC would want to include an overage provision in the transfer deeds to ensure that if the site is subsequently sold on by the community group for a higher price, OCC would receive a percentage of any uplift in value.
Property & Facilities position	Property & Facilities supports the sale of the asset to the community at an existing use value of £46k subject to the inclusion of an overage provision in the transfer deeds. A sale at the value offered would be

	hard to justify, especially with more than one party interested in the site, and is not supported.

Section 4 – Locality Review Group Assessment

Councillors were broadly supportive of this bid. They recognized the good standing and well established organisation of the Boxing Academy and noted the positive benefits boxing can bring to more vulnerable young people. However given the potential interest of a local community group in taking over the Saxon Centre to run it as a local facility, councillors were inclined to defer decision on this transfer until this other bid has come forward.

Oxford Wheels Project (OWP)

Section 1 – Project Overview

Project Name: Oxford Wheels Project (OWP)
Project Description: To replace the skateboard and BMX facility in Oxford to provide a permanent facility.
Amount bid for: £75,000 of £300,000
Project Location and Locality (<i>could be countywide</i>): Meadow Lane, Oxford locality
Sponsoring Councillor: Cllr John Tanner

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) A large number of young people utilise the existing ‘deteriorating’ facility. The project aims to involve a wider range of people in its activity and promote it to different groups in the community. A recent consultation found overwhelming local support for the skatepark including over 2,000 signatories on a petition.
Innovation and Creativity While this is not a new project or use, it is a creative alternative to providing youth services, as identified by young people in the Big Debate consultation.
Sustainable Business Case Significant fundraising has already taken place with funding secured; however there remains a significant shortfall in funding to make the meet the full costs of the project. Ongoing costs of running the project are largely reliant on continued grants from the County Council but outgoings low. Cost estimates need significant development.
Community Involvement The facility is volunteer run and has considerable community involvement. Park users are involved with decisions, instilling local ownership. For this project, a lengthy consultation has taken place with users on design.

Section 3 – Service Officer View*Where applicable*

This is an excellent resource and well used by the local community. The group is very well established, passionate and persistent with strong support from young people and the local community. They have put huge effort into raising considerable funds to date, with low cost long term sustainability built-in. Although the project provides a good resource, £75K is a large amount to be requesting from this fund.

The project is not re-providing any services lost within the current OCC budget reductions although Young People consulted as part of the Big Debate consultation specifically suggested that funding these sorts of activities could be a good alternative option to youth centre provision.

Section 4 – Locality Review Group Assessment

Councillors were supportive of this bid to provide a permanent skatepark in the city. They noted that it would have benefit for young people in the city and wider and is a hugely popular facility. There was concern about the level of funding requested and the need for the project to fundraise still further. The group would like to give them more time to raise additional funding.

Thrive Barton Community Mentoring Project

Section 1 – Project Overview

Project Name: Thrive Barton Community Mentoring Project
Project Description: Provision of community mentoring targeted at 'at risk' young people.
Amount bid for: £6,869 of £20,740
Project Location and Locality (<i>could be countywide</i>): Barton, Oxford locality
Sponsoring Councillor: Cllr Liz Brighthouse

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The project aims to support 20 of the most at-risk young people in the community with identified educational need to become a positive influence in their community. The project may potentially target the same young people as the Early Intervention Service.
Innovation and Creativity This project is not new, although it specifies that the youth workers and core volunteers all live in the local community.
Sustainable Business Case The bid assumes fundraising targets that may not be achievable. It does not sufficiently address sustainability issues for out-year funding needs. Estimated costs appear robust.
Community Involvement The community has been involved in developing the programme including the Barton Youth Partnership.

Section 3 – Service Officer View
Where applicable

Thrive are an organisation well known within Barton and staff have worked co-operatively with Thrive workers. They are also a part of the Barton Youth Partnership, a group which brings together all those working with young people in the community. This provision would complement and supplement services that are currently offered through the Early Intervention Service but does not re-provide services that are being lost. However as Barton will remain a 'satellite' within the new service additional links in the community would be valuable

Section 4 – Locality Review Group Assessment

This project was supported as it will roll out a pilot that has been very successful working with some of the most vulnerable young people in the area on a referral basis. Whilst the organisation has religious origins councillors were confident that the project works with all groups in the community and does not have a religious element to it.

The Independent Advice Centre – Day Centre Transportation Project

Section 1 – Project Overview

Project Name: Day Centre Transportation Project
Project Main Aims: A transport project to provide access to Day Centres for vulnerable residents in the Wantage area.
Name of Organisation: The Independent Advice Centre
Amount bid for: £10,490
Project Location and Locality (<i>could be countywide</i>): Grove and Wantage
Sponsoring Councillor: Cllr Jenny Hannaby

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The bid does not set out the likely demand for this additional service proposed by the Independent Advice Centre. Provision of day services is undergoing change and it is therefore difficult to anticipate future demand for transport to centres at this stage.
Innovation and Creativity This is not a new project. The Independent Advice Centre already provides community transport in the Wantage area and is successful in this. This project proposes to extend the scope of the service to include day centre transport.
Sustainable Business Case The bid includes costs for running the current (not expanded) service though it is clear how much. Subsequent year funding is not identified. There is no anticipated income generated in year one and in subsequent years only a modest amount. It is unclear whether sufficient volunteers are in place to cope with the increased service.

Community Involvement

The Independent Advice Centre is a well established local provider although it is not clear from the bid that they have worked with the day centres or transport users to develop this proposal to extend services.

Section 3 – Service Officer View

Where applicable

It is as yet uncertain what the future service provided by the Integrated transport Unit will be and what the demand for transport to day centres will be. It is difficult to provide full support for the bid because the income generation of £200.00 pa appears to be very low and the bid is not clear as to the increased levels of activity that this investment will achieve. However the organisation is run by high numbers of volunteers and this is impressive. We would encourage decision-makers to request further clarification in terms of increased activity, and part support the bid.

Section 4 – Locality Review Group Assessment

Councillors noted that services for day opportunities are changing and this will include the service offered by the Integrated Transport Unit although this has yet to be quantified. However they are keen to commend the independent advice centre bid to Cabinet at this stage for the following reasons;

- The bid is from a valued existing local organisation for start up costs to provide a new service to day centre users
- It supports vulnerable people within the community
- Volunteers provide 'good neighbour' service to users as well as transport (i.e. added value)
- It will support ongoing viability of the day centre for vulnerable elderly people as they will continue to be able to access the service.

Councillors noted that potential income set out in the bid is not high. They contacted the bidders, who explained that it is hard to quantify potential income generation from the new service and confirmed that costs bidden-for are start up costs.

Councillors also noted that the Independent Advice Centre receives funding from town and parish councils and the Vale of White Horse DC for its existing transport services.

Annex 3 Bids that do not meet the assessment criteria

Banbury Day Centres Transport

Section 1 – Project Overview

Project Name: Banbury Day Centres Transport
Project Description A transport project to assist vulnerable people access to day centres in Banbury.
Name of Organisation: Banburyshire Community Transport Association Ltd
Amount bid for: £242,000 of £260,000
Project Location and Locality: Banbury area, Banbury locality
Sponsoring Councillor: Cllr P.A.J. O’Sullivan – Cherwell District Council; Cllr H.J. Milne Home – Mayor of Banbury.

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) It is difficult to identify the need for this service in Banbury as the bid includes no information on • how many day centres service is for, • how many people will need transport or currently use transport • whether this is an existing service looking for new funding. Provision of day services is undergoing change and it is therefore difficult to anticipate future demand for transport to centres at this stage.
Innovation and Creativity It is difficult to judge the innovation and creativity of this project as there is little detail about the proposed service other than it will provide a timetabled service. The group has existed since 1986, though no detail has been provided about their current or past activity. It is understood that the organisation is currently funded by Cherwell District Council to provide local Dial a Ride services.
Sustainable Business Case The bid contains no information of other funding streams being explored or

how the organisation is currently funded. The bid proposes charging users, but the revenue for this seems low. There is no detail to explain the proposed charging structure. Sustainability of the proposal is unclear as year 2 & 3 costings are indicated but no income has been identified to meet these. There is no information about the number of drivers involved, whether these are in place already, or if there is a plan to recruit them. There is also no information on how the number of buses required (3) was reached.

Community Involvement

It is unclear how the Banbury community have been involved in drawing up this proposal.

Section 3 – Service Officer View

The bid is for approximately 25% of the total funding available through the Big Society Fund but evidence of the positive impact to the community is weak. There is little detail about the service to be provided and demand for it. Significant amounts of both capital and revenue funding have been requested, with minimal amounts of revenue recovered as charged income.

Section 4 – Locality Review Group Assessment

- The group recognised the importance of community transport and the valuable role the voluntary sector has to play within it.
- The group noted that this was unclear how the project would be able to meet its costs in years 2 and 3.
- The group noted that community transport to day centres was an area currently under review by the council and that until the county's position on community transport was finalised it would be difficult to give such substantive funding to this project.

New Scout Hut

Section 1 – Project Overview

Project Name: New Scout Hut
Project Description: To replace an existing scout hut with a new building.
Name of Organisation: First Grimsbury Scout Group
Amount bid for: £147,000
Project Location and Locality: Grimsbury, Banbury locality
Sponsoring Councillor: Cllr Ann Bonner

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) The existing Scout Hut does not meet user requirements such as poor temperature control and an asbestos roof. Current user numbers are estimated at 85 young people with potential to expand. This does not provide a strong fit with the aims of the Big Society Fund which is not intended to fund facilities in their own right, but to kick-start new initiatives.
Innovation and Creativity The aim of this project is to replace the existing building. This is not a new project or use.
Sustainable Business Case No other sources of funding have yet been identified and there is no information about whether this has been sought. The business case is lacking essential detail on costing estimates. The ongoing costs and funding streams are not well established.
Community Involvement This bid primarily benefits the 1st Grimsbury Scout Group; however the intention is to extend usage of the new building to other groups. Evidence of what other groups might be interested in making use of the facility, or a commitment from other groups to use it when it's built, has not been provided.

Section 3 – Service Officer View

The bid is for re-provision of existing facilities. There is some suggestion that the new building could be used more widely by the community but there is no evidence of demand for this or consultation with other groups. Other bids in this locality refer to the new community building in Grimsbury and it may be possible to explore with this group the potential for them to co-locate.

Section 4 – Locality Review Group Assessment

- The group recognised the work of the 1st Grimsbury Scout Group and the significant growth the group had experienced recently and that it now had approximately 100 scouts.
- The group was sympathetic to the position the scouts were in, but noted that the scout group was asking for a significant sum of money, equal to just under 25% of the fund.
- The group noted that the scout group met an important, but narrow, group of needs, and that they were not a new project or group, but wanted funding to continue the status quo, albeit from a new building.
- The group asked OCC Property Services to help the scout group find an alternative place to meet.
- The group recommended that Cabinet should not fund this bid.

Volunteering Awards Programme (VAP)

Section 1 – Project Overview

Project Name: Volunteering Awards Programme (VAP)
Project Description: The project will target 25 at-risk young people and provide a programme of mentoring and other positive activities to develop community leadership skills.
Name of Organisation: Shifa Trust
Amount bid for: £27, 000 of £32,000
Project Location and Locality: Banbury, Banbury locality
Sponsoring Councillor: Cllr Ann Bonner and Cllr Alyas Ahmed

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) The project will target 25 young people from parts of Banbury with higher social need. This project run by the Shifa Trust began in 2009 for young people with Muslim-Pakistani heritage. It is unclear if the aim is to expand this project time-wise only or by expanding to young people with different backgrounds.
Innovation and Creativity It utilises a 'Duke of Edinburgh' style award scheme. OCC currently provides volunteering and targeted support through the work of the hubs.
Sustainable Business Case The majority of costs for this project are staffing, however included is an assumption that in the first year an officer will develop a plan for future funding. This project has previously received funding from Volunteering England and Capacitybuilders which are not mentioned as further sources of funding for the project this year. There is little information in the bid on where current Shifa Trust funding comes from and why this will not cover the Volunteering Awards Programme project.
Community Involvement Wide evidence of involvement of the community and stakeholders in development of the organisation's activities.

Section 3 – Service Officer View

This is an interesting project, however, OCC will continue to provide volunteering and targeted support through the work of the hubs. In addition, the county will be promoting D of E and accredited volunteering opportunities. This would therefore not be a service priority.

Section 4 – Locality Review Group Assessment

- The group recognised the valuable work that the Shifa Trust did in Banbury and noted that it had recommended funding the BYHP project which the Shifa Trust was part of.
- The group noted that the proposal was for an existing project and that the Big Society Fund was established to pump prime new initiatives.
- The group noted that the bulk of the funding was for staffing and that the big society fund was not intended to meet ongoing costs.
- The group recommended that Cabinet should not fund this bid.

Changing for the Better at The Lido

Section 1 – Project Overview

Project Name: Changing for the Better at The Lido
Project Description: To renovate and update the changing facilities at the Chipping Norton outdoor pool.
Name of Organisation: Chipping Norton Lido Ltd
Amount bid for: £23,253 of £46,179
Project Location and Locality: Chipping Norton/Charlbury/Woodstock
Sponsoring Councillor: Cllr Hibbert-Biles

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) The renovations would improve access to the pool for a wider range of groups (older people, children, disabled swimmers etc.). However, this does not provide a strong fit with the aims of the Big Society Fund which was not intended to fund facilities in their own right, but to kick-start new initiatives.
Innovation and Creativity This would not be a new project or use – would be improved access.
Sustainable Business Case The bid is for matched funding to receive a grant they have been offered from the Kelloggs Swim Active grant. The Lido has some capital reserves which they can use to finish the project. Aim is to finish project by March 2012. Cost estimates appear robust.
Community Involvement The Lido is a community-run and led organisation, run as a charity by local people since 2004. The desire to refurbish the changing rooms is based on feedback from customers.

Section 3 – Service Officer View

The project appears to be well developed and there is evidence of other funding.

Section 4 – Locality Review Group Assessment

The group felt that the Lido is a very worthwhile project, and an excellent example of Big Society in action. The group also felt the application met the criteria of the fund in being community-led, based on a proven and sustainable business case. Although it could be questioned how innovative the specific proposal in the application is, the project as a whole is innovative and creative and is definitely a local priority. The group were very supportive of the Lido application, especially as it would provide match funding for a Kelloggs Swim Active grant.

Short Footpath Link

Section 1 – Project Overview

Project Name: Short footpath link
Project Description: To provide a new footpath link through the new Chipping Norton hospital site.
Name of Organisation: Footsteps Healthy Walking Group
Amount bid for: Under £5000
Project Location and Locality: Banbury Road to London Road, Chipping Norton – Chipping Norton/Charlbury/Woodstock locality
Sponsoring Councillor: Cllr Hibbert-Biles

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) User numbers are not well established.
Innovation and Creativity The project does not present a new or innovative solution.
Sustainable Business Case The bid may be premature - cost estimates are still needed. Permissions are not received. No upkeep plan is established.
Community Involvement The bid itself gives no indication of wider community involvement for this footpath however letters of support for the proposal have been received.

Section 3 – Service Officer View

This project has no planning permissions yet. This type of scheme that enables and encourages people to walk to community facilities is generally supported by the Council's Countryside Service.

Section 4 – Locality Review Group Assessment

The group felt that the proposed footpath would be very beneficial to the community in improving access to the hospital in particular, but also to the primary school, church and housing (including extra care housing) on the same side of town. The project is community-led and responds to an identified need, although the group felt to be of most benefit it would need to be DDA compliant (and therefore properly surfaced) rather than simply clearing the route as proposed. The group felt the proposal would be more suitable for the upcoming Area Stewardship Grant.

Woodstock Good Neighbour Scheme

Section 1 – Project Overview

Project Name: Woodstock Good Neighbour Scheme
Project Description: To expand the good neighbour scheme from Witney to Woodstock through recruiting additional volunteers.
Name of Organisation: Volunteer Link Up (west Oxfordshire)
Amount bid for: £5,000 of £5,000
Project Location and Locality: Woodstock, Chipping Norton /Charlbury /Woodstock locality
Sponsoring Councillor: (formal support has not been sought for this particular project although the bid refers to the local County Councillor being aware of Volunteer Link Up and its work)

Section 2 – BID Criteria Assessment*

Community Benefits (meets identified need) Good Neighbour Schemes have been running in different places in the County since 2008. This project is to expand the scheme to Woodstock but there is little evidence of how much this would be used/if any background research has been carried out.
Innovation and Creativity Not a new project. There is an effort underway to rationalise these schemes into a countywide approach.
Sustainable Business Case In the bid there is a lack of clarity between what is specific project funding and what is part of the group's existing funding. Request includes funding assumptions in future years that 'Volunteer Link Up' funds from OCC will cover ongoing costs.
Community Involvement It is not clear from the bid how much the Woodstock community has been involved although some contact has been made with Woodstock Town Council.

Section 3 – Service Officer View

Officers have recently commissioned an external review of Good Neighbourhood Schemes - early findings suggest that it may be more cost-effective to commission one organisation to be responsible for providing good neighbour schemes countywide. Each scheme should then be able to function on approximately £500 pounds per annum.

Section 4 – Locality Review Group Assessment

The group were supportive of the proposal to extend the existing good neighbour scheme from Witney to Woodstock. However, the group therefore felt decisions to fund the Woodstock scheme should be postponed pending further development of the countywide approach.

Day Opportunities for Older Chinese

Section 1 – Project Overview *From the Website submission*

Project Name: Day Opportunities for Older Chinese
Project Description: To expand existing provision of Day Opportunities for Older Chinese across Oxfordshire in the form of satellite groups/venues in districts beyond Oxford.
Name of Organisation: Oxfordshire Chinese Community and Advice Centre
Amount bid for: £ 28,400
Project Location and Locality (<i>could be countywide</i>): Countywide - Abingdon, Bicester, Witney and Didcot
Sponsoring Councillor: Cllr Val Smith

Section 2 – BID Criteria Assessment* *Qualitative assessment*

Community Benefits (meets identified need) The project aim is to train and deploy an additional 30 volunteers who would reach 300 older Chinese individuals across the county (200 suffering from social isolation, 60 requiring survival English, 40 requiring internet training).
Innovation and Creativity The project an extension of existing provision to new areas rather than a new model of provision.
Sustainable Business Case Future year funding is not identified beyond a fee for service scheme which is not developed. Last year OCC gave £35,332 to this organisation to provide Day Opportunities in Oxford, where the majority of the countywide Chinese population (8,500) is located (approx. 60% of total). This project requests a similar level of funding to support a much smaller number of people.
Community Involvement Project has been developed in consultation with the members of the Chinese community though these appear to be primarily existing service users.

Section 3 – Service Officer View

Where applicable

Successful delivery of the project would result in positive outcomes for the Chinese Community, albeit in relatively small numbers. There are a few items of expenditure they have outlined do not quite fit the rationale of the bid e.g. cutlery and crockery. The level of funding requested is quite high for the number of people who are able to access services.

Future Vision – Oxfordshire Association for the Blind

Section 1 – Project Overview

From the Website submission

Project Name: Future Vision
Project Description: To address the unmet need of their current services as well as to expand services to provide IT training and other home safety courses to visually impaired people.
Name of Organisation: Oxfordshire Association for the Blind
Amount bid for: £30,000
Project Location and Locality (<i>could be countywide</i>): Countywide
Sponsoring Councillor: Cllr Susanna Pressel

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) There are over 4,000 people in the county who are registered as blind or partially sighted. The project represents an enhancement of the group's current services through provision of a new resource centre to provide 'face-to-face' counselling as well as new courses in IT and kitchen skills for visually impaired individuals and awareness training for local businesses and service providers. Specifics on the numbers of courses or individuals participating are not stated.
Innovation and Creativity This is not a new project, but an enhancement to the types of services currently provided.
Sustainable Business Case The group has submitted what appears to be its organisational business case and it is not clear which costs apply to the project. The outlined costs are not clearly allocated and it is not clear what benefit will be derived from the requested funding. Last year, OCC gave £49,937 to this organisation. The organisation appears to be in good financial health.

Community Involvement

The organisation has consulted with service users when developing the future direction of the service.

Section 3 – Service Officer View

Where applicable

The organisation currently provides innovative and valued services to the visually impaired community. However it is not clear from the documentation how the stated outcomes will be achieved and where the £30,000 will be spent. OAB appear to have significant levels of funding and a request of £30,000 appears to bolster what is an already healthy financial position.

Helen & Douglas House – Home Volunteer Project

Section 1 – Project Overview *From the Website submission*

Project Name: Home Volunteer Project
Project Description: To train and manage volunteers to assist families with a child in the hospice.
Name of Organisation: Helen & Douglas House
Amount bid for: £27,345
Project Location and Locality (<i>could be countywide</i>): Countywide
Sponsoring Councillor: Cllr Val Smith

Section 2 – BID Criteria Assessment* *Qualitative assessment*

Community Benefits (meets identified need) The organisation currently receives 15 to 20 enquiries a week from people looking to volunteer and who are ultimately not utilised. Through a questionnaire, they have received 65 responses where 97% of families supported this project. It is not clear whether the project is aimed at families already receiving other forms of support.
Innovation and Creativity The organisation already manages a volunteer base of 1500, this would increase capacity to that base.
Sustainable Business Case Costs for the first year are high, with most of the requested funding covering project management costs. While funding costs include staffing, the position is to identify future year funding during the first year. Cost estimates appear robust. Last year OCC gave £16,740 to the organisation.
Community Involvement The organisation has consulted with the community to demonstrate need.

Section 3 – Service Officer View*Where applicable*

The project is high cost for a very small number of Oxon children (14 families supported in the first year). Most of families they support are supported by other services and professionals: this is not true of other high need disabled children in Oxon who are less well supported because of resource capacity issues. The project management costs for their first year appear high.

Oxfordshire Association for Young People – Community Transition

Section 1 – Project Overview

From the Website submission

Project Name: Community Transition
Project Description: This project will support the development of community led youth service provision in an anticipated 20 areas.
Name of Organisation: Oxfordshire Association for Young People
Amount bid for: £40,809
Project Location and Locality (<i>could be countywide</i>): Countywide
Sponsoring Councillor: Cllrs Roy Darke, Arash Fatemian, Jean Fooks, Hilary Hibbert-Biles, Charles Matthew (all offered verbal support of project)

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The project seeks to support 20 additional communities to develop youth provision in their area.
Innovation and Creativity This is not a new project, but an extension of current service provision. The organisation has supported youth service provision in Oxfordshire for a number of years. Although the environment has changed significantly, the proposal nonetheless represents an extension of existing service provision.
Sustainable Business Case OCC already has arrangements in place to fund the provision of this service through OAYP in 2011/12. Last year, OCC gave significant grant funding to this organisation (£71,112). The organisation does not anticipate any costs beyond year 1, stating that the catalytic nature of the project mean it will not be needed after 9 months. There is no mitigation for the risks of failure or 'mission creep' beyond this time period. Costs include staff and other ongoing costs.

Community Involvement

They have consulted in each of the proposed 20 areas. This has included informal dialogues, focus groups of young people and online survey with Parish Councils about needs.

Section 3 – Service Officer View

Where applicable

OAYP have a proven track record of supporting voluntary sector youth organisations/clubs in Oxfordshire. Clearly the voluntary/community sector would benefit from infrastructure support to develop, manage and sustain community led solution. To this end OCC are in the process of drawing up a service agreement with OAYP to deliver the type of support their bid outlines for £18,500 from Sept 2011 – March 2012 leaving a shortfall of £21,500 on the amount requested.

Transition Champions

Section 1 – Project Overview *From the Website submission*

Project Name: Transition Champions - parent volunteer scheme
Project Description: Set up a parent volunteer network to provide support to parents of children (aged 14–18) with learning disabilities.
Name of Organisation: Oxfordshire Family Support Network
Amount bid for: £31,872
Project Location and Locality (<i>could be countywide</i>): Countywide
Sponsoring Councillor: Cllr Ann Bonner

Section 2 – BID Criteria Assessment* *Qualitative assessment*

Community Benefits (meets identified need) The projected number of users expected to benefit from this project is not defined. Involvement of parents which identified a need for ongoing information, advice and support.
Innovation and Creativity This is not a new project but builds on their current work in Banbury, expanding it to other communities.
Sustainable Business Case Last year, OCC gave £67,800 to this organisation. Funding includes ongoing expenses such as staff and operating expenses. It is not clear where year 2 and 3 funding would come from as the group intends to develop other funding during the first year for future years.
Community Involvement The group has held workshops with parents. They have also held Transition fairs over the past two years with around 300 family members attending who support the idea of this project.

Section 3 – Service Officer View

Where applicable

For young people with learning disabilities the experiences in the teenage years are critical in their transition to adulthood. Increasing the number of volunteers working with this group is much needed. The overall project is good. The cost is considerable given the funding available and the business plan doesn't show a sustainable case for the future.

YELP Students Mentoring/ Tuition Project

Section 1 – Project Overview *From the Website submission*

Project Name: YELP Students Mentoring/ Tuition Project
Project Description: This project aims to match local university students with disadvantaged young people in the county for mentoring and aspiration building – especially in relation to attending university.
Name of Organisation: YELP Students
Amount bid for: £10,900
Project Location and Locality (could be countywide): Countywide
Sponsoring Councillor: Not specified

Section 2 – BID Criteria Assessment* *Qualitative assessment*

Community Benefits (meets identified need) The project aims to increase attainment outcomes and university admissions, but there are no numbers of expected participants or volunteers.
Innovation and Creativity This is similar to other mentoring schemes – although the university focus aspect is original. This is an extension of the group's current activities.
Sustainable Business Case This bid appears to overlap with the current activities of the group. Bid is for start-up costs such as computers and other equipment. Cost estimates seem robust.
Community Involvement The group has conducted a consultation. Specifically they solicited responses to a questionnaire from 45 students in 6 schools who were very supportive. They've also developed the project through consultation with students, parents and teachers.

Section 3 – Service Officer View*Where applicable*

Mentoring is a valuable tool for vulnerable students who may benefit from additional support to raise academic standards. The Early Intervention Service will be targeting this vulnerable cohort across the county and additional complementary support could be beneficial. There would need to be work done to ensure effective linkage. This does not replace services that will be withdrawn.

Your Big Sport Society Needs You!

Section 1 – Project Overview *From the Website submission*

Project Name: Your Big Sport Society Needs You!
Project Description: To provide level 1 and 2 sports leadership training to volunteers. Volunteers would then be expected to develop and run sport based activities for young people.
Name of Organisation: The Vale School Sport Partnership
Amount bid for: £6,300
Project Location and Locality (<i>could be countywide</i>): Vale of White Horse District, no specific locality
Sponsoring Councillor: Not specified

Section 2 – BID Criteria Assessment* *Qualitative assessment*

Community Benefits (meets identified need) The project would provide training for 96 individuals to gain Level 1 leadership qualifications and a further 26 to gain Level 2 with the intention that these trained individuals would then develop and run various participation activities encouraging young people to be more active. It is unclear how many activities could be expected to start up as no estimates are provided.
Innovation and Creativity This type of training / mentoring scheme is not innovative as it is similar to services provided in other after-school sports clubs.
Sustainable Business Case The business case is thin with the project expected to become self-sustainable after the first year. There are no sustainability plans in the business case. Cost estimates for the cost of training appear robust.
Community Involvement The group has spoken to a number of stakeholders who expressed interest in wanting more activities or to support running them but much of the evidence is anecdotal.

Section 3 – Service Officer View*Where applicable*

Although providing additional skills for adults in sports coaching has some clear community benefits, this project would essentially provide training for a range of adults across the Vale to become qualified at Level 2 as sports leaders. The bid suggests this would extend to young adults and in particular NEET young people but doesn't expand on how this group would be targeted. The funding required is almost the total value of the project. Given that VofWH District Council has a sports responsibility, this would be a more appropriate route through which to seek funding.

Play Space Equipment and Landscaping for Kidmore End

Section 1 – Project Overview

From the Website submission

Project Name: Play Space Equipment and Landscaping for Kidmore End
Project Description: To provide a play space in an existing grass area for children, young people and their carers in the village.
Name of Organisation: Kidmore End Parish Council
Amount bid for: £52,450 of £52,450
Project Location and Locality (<i>could be countywide</i>): Kidmore End, Henley/Goring locality
Sponsoring Councillor: Cllr Carol Viney

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The bid states that there is currently no play equipment in the community, and there is strong community support for the project and involvement in its development reflects demand. However specific information on the predicted number of users is lacking.
Innovation and Creativity The idea for a play space is not innovative, but the design will be young people and child led.
Sustainable Business Case This project has already been unsuccessful in an application to the Playbuilder Grant scheme managed by the council. No funding has been identified from other groups. Ongoing maintenance costs will be met by the parish council.
Community Involvement Children, young people and parents were involved in the development of the project and the application for Playbuilder funding. The design reflects significant involvement and support of the community.

Section 3 – Service Officer View
Where applicable

This is a strong project which narrowly missed funding through the Playbuilder scheme last year. It is a project which has been well planned and thought out: it includes strong Design for Play elements, encapsulates the core principles of Big Society in its child/young people-led approach, and involves a diverse range of the community in supporting the developments.

Section 4 – Locality Review Group Assessment

The Locality Group has a number of concerns about this project. There was no information of other attempts to gain funding and questions were raised about the value for money of some aspects of the bid - notably the tree house. Furthermore, nothing had been included for the ongoing costs of maintenance and replacements for broken and or worn equipment. There were also questions about how much this project would benefit the village as a whole particularly in view of the reference to the number of children from outside the village who attend the local school.

Whitchurch-on-Thames Community Recreation Ground

Section 1 – Project Overview

Project Name: Whitchurch-on-Thames Community Recreation Ground
Project Description: To convert a newly acquired cricket ground into a multi-purpose public space.
Name of Organisation: Whitchurch-on-Thames Parish Council
Amount bid for: £30,000 of £35,420
Project Location and Locality (<i>could be countywide</i>): Whitchurch-on-Thames, Henley/Goring locality
Sponsoring Councillor: Cllr Dave Sexon

Section 2 – BID Criteria Assessment* *Qualitative assessment*

Community Benefits (meets identified need) The community identified the need for this project in its Village Plan in 2009 though it is not clear what existing provision there is in the surrounding area or nearby villages and does not set out the detail for why a designated car park for the facility is needed. The project provides greater access to the facility than was previously afforded when it was a privately owned cricket pitch.
Innovation and Creativity As proposed, a car park is not innovative.
Sustainable Business Case Construction costs appear robust. Ongoing costs are relatively low and the business case aims to meet these through income generated through usage. There is no indication of the likely demand for the facility or potential income from hiring it out. The parish council has already acquired the site and contributed some funding to the project but no other funding is identified. The funding requested is to create a car park and football pitch.
Community Involvement Residents supported this project through its identification in the village plan and support for the planning application to South Oxfordshire DC was significant.

Section 3 – Service Officer View*Where applicable*

The project has obviously included consultation with the community, though it would be good to know how their involvement has shaped the plans, which seem a bit thin in relation to good practice designs. We would suggest that they liaise with Oxfordshire Playing Field Association, who are experts in relation to playing field design locally.

Section 4 – Locality Review Group Assessment

This project would in the eyes of the Locality Group provide a good multi-use facility for the whole village. It has been established that advice has been sought from the Oxfordshire Playing Fields Association (OPFA) and they will be seeking further advice for possible alternative areas of funding for the field development. However more immediate funding is required to develop the car park area without which the rest of the development cannot go ahead.

Re-energize

Section 1 – Project Overview

Project Name: Re-energize
Project Description: To continue and expand the services of a current mental health user-led sports and social group.
Name of Organisation: Re-energize
Amount bid for: £9,955.04 of £13,655
Project Location and Locality (<i>could be countywide</i>): East Oxford/Marston, Oxford locality
Sponsoring Councillor: identified as Cllr Larry Sanders

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The group already exists and has a core membership of people with mental health issues. The bid proposes expansion to new groups but it is not clear what the demand for this is from younger and older people.
Innovation and Creativity The user-led business model is innovative and the group have received national recognition for their work in the past. This project appears to be for funding for this work to continue rather than a completely new project.
Sustainable Business Case The project proposes that the service is free at point of use to users with no income generated. Are the costs listed things that can reasonably be funded by the BSF? (e.g. ongoing items such as taxi costs / phone costs / petrol costs / parking costs)
Community Involvement The project is from a user-led organisation which has successfully involved members in all decisions democratically. It is not clear whether members have specifically been involved in development of this project proposal.

Section 3 – Service Officer View
Where applicable

The group is looking to expand their work to older people, people who work and people who are studying - who also suffer from mental illness. This is great example of users of services taking control of their lives and working towards their own outcomes. The bid has clear information about set up costs and ongoing costs. They do have an excellent reputation nationwide and are used as an example of good practice by Department of Health.

Section 4 – Locality Review Group Assessment

Councillors did not support this project which they felt had not become sustainable following previous funding. They highlighted that they would prefer to see alternative options for funding for this project explored.

Stable

Section 1 – Project Overview

Project Name: Stable
Project Description: To deliver “Talking Therapy” to those suffering from mental health issues, from volunteer time from private sector therapists and counsellors on a payment-by-results basis.
Name of Organisation: Stable
Amount bid for: £25,000 of £100,000
Project Location and Locality (<i>could be countywide</i>): Oxford City, Oxford locality
Sponsoring Councillor: Cllr Jean Fooks and Cllr John Goddard

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The Community Benefits of this project are hard to define. No information on users, outcomes or demand for the service is included.
Innovation and Creativity The project is highly innovative and nothing like this has been done before. The group describes it as ‘highly experimental’.
Sustainable Business Case The business case is not well established - limited costing estimates have been put together especially for ongoing costs. Some cost estimates are not well developed and seem to overstate expenses for things like website development and advertising. The group also does not appear to have adequate policy, financial and governance arrangements in place. The bid includes a request for office space to be provided by OCC. Unfortunately, OCC has no surplus office space available at the current time.
Community Involvement It is unclear how the community or potential users have been involved in developing this proposal.

Section 3 – Service Officer Comments

£25,000 appears to be part of the project expenditure of £100,000. It is not clear what £25,000 will be used for. Furthermore there is a risk as this organisation does not have in place adequate policy, financial and governance arrangements. Finally the application is not backed with the numbers that would be reached and the outcomes that would be achieved. We are unable to support this bid.

Stable – office space in Oxford	
Type of transfer requested	The bid requests office space in Oxford, presumably on a leasehold basis. The specific location, amount of office space, number of desks, types of facilities needed etc. are not stated.
Lease Terms	N/A
Site issues	N/A
Condition and Required Maintenance	N/A
Sustainability of Proposal	The business case does not seem very well developed and the costs that are set out seem indicative and too well-rounded to be robust estimates.
Capital Implications	N/A
Key points to note	Property & Facilities suggests a standard response should be given to bids for office accommodation as below:
Property & Facilities position	Unfortunately Oxfordshire County Council has no surplus office space available at the current time. The County Council is undergoing a programme of office rationalisation and if any opportunities arise these will be made available under Big Society via the public website.

Section 4 – Locality Review Group Assessment

Councillors were not able to support this project because they felt that there was insufficient evidence about the business model to invest. There were also concerns that the funding request was principally for a website and promotion.

Volunteer Point, Thame and District Citizens Advice Bureau

Section 1 – Project Overview

Project Name: Volunteer Point
Project Description: To develop and maintain a directory of local volunteering opportunities in the Thame area.
Name of Organisation: Thame and District Citizens Advice Bureau
Amount bid for: £330 of £330
Project Location and Locality: Thame and surrounding villages, Thame/ Wheatley/Watlington/Chalgrove locality
Sponsoring Councillor: Cllr David Wilmshurst

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The demand for the project is not clear as little evidence of engagement with the potential information points or volunteers who would use the service.
Innovation and Creativity OCC currently funds OCVA to provide this function. This is not a new project but an enhancement of current services.
Sustainable Business Case The directory is based on hard copies of volunteer opportunities in the form of binders distributed to information points with future updates to be emailed. This 'low tech' approach means that the distributed binders (in GP's offices and other places) would be quickly out of date. The county council already funds OCVA to deliver this service through the volunteer centre on a countywide basis. The costs are modest and are for printing and materials.
Community Involvement There has been discussion with voluntary sector organisations in the area to compile the Volunteer Directory.

Section 3 – Service Officer View*Where applicable*

Although this bid has identified a level of local need, it is not clear that the project would be better at attracting voluntary organisations than existing services. At the level of funding requested it is not clear why printing could not be done within the existing budget of the CAB.

Section 4 – Locality Review Group Assessment

The idea of a low technology approach is laudable. However this would be a project that, to be useful, would have to be ongoing beyond the one year that Big Society funding is available but the source of ongoing costs beyond year one have not been addressed. Furthermore, there is no explanation of why an organisation with an annual income of over £71,000 would not be able to find £330 to fund this work. Therefore it would be reasonable to not support this bid.

Friday Pathfinders

Section 1 – Project Overview

Project Name: Friday Pathfinders
Project Description: Youth provision in the form of a Friday Night Youth Club in a local church hall (Eynsham).
Name of Organisation: St Leonard's Church, Eynsham
Amount bid for: £10,000 from £15,000
Project Location and Locality (<i>could be countywide</i>): Eynsham, Witney/Eynsham locality
Sponsoring Councillor: Cllr Charles Mathew

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The bid lacks detail on the predicted number of users but expects to attract young people as a result of the ending of council funding to the local young people's centre.
Innovation and Creativity This is not a new project.
Sustainable Business Case It is not clear from the application how the project would fund running costs in future years. Estimates are general and not clearly linked to proposed activities. Costs are largely for equipment which may be possible to support from surplus equipment as a result of council's service redesign. Costs in the first year include significant minibuss travel costs but it is not clear if the scope of the project will include this level of activity in future. Sums in the business case are not consistent.
Community Involvement The bid shows evidence of some consultation with the community about the proposal.

Section 3 – Service Officer View

Where applicable

St. Leonard's church has delivered youth work in Eynsham for over 13 years. They are well placed to deliver youth work in the village and the Friday night youth club would partially re-provide the youth work delivered by OCC. Alternatively there may potential to join up this proposal with the plans of the school to provide one youth club in Eynsham or at least from one designated venue. There is a considerable amount of equipment being requested as part of this bid and there may be potential to recycle some of this equipment from those young people's centres that are closing.

Section 4 – Locality Review Group Assessment

The group fully supported the work of the church in delivering activities and opportunities for young people, and believed the application met many of the criteria. However they felt the proposal was essentially to support existing activity, and given their support for the Bartholomew School proposal thought it more appropriate to encourage the church to work closely with the school to identify opportunities to share equipment or offer joint activities, and to ask offices to direct the church to other potential sources of funding. On this basis they did not recommend funding the proposal from the Big Society Fund.

Standlake Cycling Track

Section 1 – Project Overview

Project Name: Standlake Cycling Track
Project Description: To provide a safe off road, traffic free environment to practice cycling skills and get exercise for children and young people from Standlake and the surrounding area.
Name of Organisation: Standlake Cycling Club
Amount bid for: £25,000 from £25,000
Project Location and Locality (<i>could be countywide</i>): Standlake, Witney/Eynsham locality
Sponsoring Councillor: Cllr Charles Mathew

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The proposal does not set out the level of demand for this project or how many people would benefit from it. It is not clear why young people in this area require a facility such as this.
Innovation and Creativity The proposal identifies an interesting solution to a perceived issue in the community about safe cycling space.
Sustainable Business Case The business case is lacking details for design and construction costs. No additional funding sources have been identified. The Parish Council will take over ongoing responsibility for safety inspection of the track.
Community Involvement Children and Young People have been involved in the design of the proposal and the parish council has agreed to provide the area.

Section 3 – Service Officer View

Where applicable

This application evidences a strong community grown project which supports local interest, intergenerational involvement, rural youth-led provision which is exciting and challenging. It additionally draws on a strong volunteer base, is fully sustainable at very low cost and well supported by the Parish Council.

Section 4 – Locality Review Group Assessment

The group felt this was a good project that met many of the criteria, including involvement of the community and a clear community need. However the group felt it needed a clearer breakdown of costs and more detail about the project itself before making a judgement on the sustainability of the proposal. For example the value of the land being 'donated' by the Parish Council would help indicate how much in-kind support was being offered, and evidence of young people's involvement in developing the proposal and whether cycling proficiency would be covered would help demonstrate the amount of creativity and true community value of the project.

The group felt the applicant should explore other potential sources of funding (eg Awards for All, WODC Community Facilities Grant, other fundraising) to fund at least part of the overall cost, and subject to this were minded to recommend the proposal is only partly funded from the Big Society Fund (eg £15-20,000 rather than the full £25,000).

The Stonehenge Project

Section 1 – Project Overview

Project Name: The Stonehenge Project
Project Description: Community led approach to monitoring both the conditions and routing agreement attached to the extraction of sand and gravel from the Stonehenge Site at Northmoor.
Name of Organisation: Northmoor Parish Council
Amount bid for: £14,000 from £17,000
Project Location and Locality (<i>could be countywide</i>): Witney/Eynsham locality
Sponsoring Councillor: Cllr Charles Mathew

Section 2 – BID Criteria Assessment*

Qualitative assessment

Community Benefits (meets identified need) The obligation to monitor the routing agreement lies with the county council and should already be met. This project proposes that the Parish Council take over County Council responsibilities to ensure compliance.
Innovation and Creativity The Parish Council proposal is a creative way to address the requirement to monitor compliance with the routing agreeing and is in the spirit of proposals set out in the Localism Bill for communities to take on more powers. However this is not a new activity.
Sustainable Business Case The Parish Council anticipates covering costs for the ongoing administration of the project and identifies income from the routing agreement and developer. It is not clear if this income is guaranteed. There are cost assumptions made assuming an effective initial monitoring and a continuing 'light-touch' approach.

Community Involvement

The project is led by the Parish Council but there is community support through the Oxfordshire Upper Thames Residents Against Gravel Extraction pressure group.

Section 3 – Service Officer View

Where applicable

The Stonehenge Farm mineral development is not unique, there a number of gravel pits in Oxfordshire.

A dedicated monitoring team formally reviews sites like this 3-4 times a year. There is a risk that a local group could be seen as biased as there is local opposition to this development.

Officers are very keen to be appropriately involved with local parishes where there is gravel extraction. Liaison arrangements have already been set up, between Hanson (operator), Parish and the council. There are advantages and disadvantages in a single local conduit to work through when dealing with planning related issues about this development.

Section 4 – Locality Review Group Assessment

Although the group were sympathetic to the concerns of Northmoor Parish Council in wanting to ensure planning conditions are adhered to at the Stonehenge site, they did not feel the proposal should be supported through the Big Society Fund. The group believed devolving statutory responsibilities would not be appropriate and that the proposal felt more like a 'community right to challenge' as set out in the Localism Bill (not due to receive Royal Assent until later this year). The group were keen that officers and the Parish Council should be encouraged to work together to improve the effectiveness of the monitoring of planning conditions rather than providing funding.

Big Society Fund

Equality Impact Assessment

Proposal

To create a fund of £600,000 in the financial year 2011/12 to which communities can make bids for start-up funding for service provision they may wish to undertake in their local area.

What else did you consider and reject? Why was this considered the better option?

This is a new and one-off grant fund for 2011/12. There is currently no fund of this kind in the county council.

In setting up the Big Society Fund we researched other grant schemes including those run nationally such as the lottery, other areas big society related grant schemes and local schemes. It was felt that the approach taken provided the best way to promote the Fund objectives and stimulate bids to come forward from communities.

Impact on service users and their local communities

The fund has been set up in such a way as to enable as wide a range of community groups and organisations to make applications to the fund as possible. The approach to the fund is set out below and shows how we have mitigated any risks that certain groups' access to the Big Society Fund could be negatively impacted by this approach.

1. Grant criteria and application process

The criteria for the Big Society Fund are objective and intentionally broad to give as many communities the opportunity to bid for funds. The three key criteria we are looking for evidence of in bids are; innovation and creativity; the need for the project; and that it has a sustainable business case. We are also looking bids to involve the community.

Need was a crucial consideration in development of the Fund. The chosen approach allows communities opportunity to articulate the need they have identified for their project as well as enabling councillors and professionals in their comments to assess need. Need can be identified in number of ways including community identified need and scores of deprivation which will be taken into consideration when assessing applications. The assessment process will also take into consideration any council services already designed to meet these as the Fund is not designed to replicate council services.

In the fund guidance we anticipate that not all groups interested in applying to the Fund will be well established and organised groups. We do not wish to stifle innovative new projects and groups from applying to the fund because of this so we have indicated in the guidance that newly established groups can bid but that we would need them to be formalised by the time funding is paid out. We have also asked groups to indicate whether they already have health and safety and equality policies. In cases where they are not yet in place these will be a condition of funding.

To enable new and less established groups maximum opportunity to develop projects and harness community support to bid to the Big Society Fund we have set up four waves for applications across 2011. The first wave closes at the end of May 2011 with subsequent

waves every three months. This provides groups more time if required to work up the detail of their proposal and gather local support.

Oxfordshire Community and Voluntary Action and Oxfordshire Rural Community Council have agreed to provide support to communities and organisations interested in applying for the Big Society Fund but who may not be as well placed to develop bids. We have established clear links and guidance on the website for organisations looking for capacity and development support.

Equality groups potentially impacted

No equality groups would be specifically affected by the Fund criteria, however groups in more disadvantaged areas may find it harder to galvanise support and recruit volunteers to develop proposals impacting their ability to put a bid together.

People with disabilities, those who have literacy problems or don't speak English as their first language may struggle to work with the format of the Fund documents and may require translation or alternate formats. These needs will be handled on a case by case basis.

Mitigation

Bids to the fund can be submitted at any time in the year with four cut off points when they will be assessed and decisions on funding taken. This has been done to enable new and less established groups sufficient time to come together and work up proposals. Groups do not have to be formally constituted or have a bank account in place when they apply to the fund. This is to allow embryonic groups to submit proposals as long as they can work towards this and are successful in getting funding.

Local councillors have a key role in the promotion of the Fund and application process. They provide support to local groups to develop their proposals, make contact with officers or other support as required and put applications together.

Officers are available to provide support to groups wanting to submit applications to the Big Society Fund where requested. This can include providing information from council services, signposting to other information, support or guidance and advice on applications.

2. Promotion of the fund

The Fund is being promoted as widely as possible to enable all communities and organisations equal opportunity to bid into the fund. The communications and marketing plan includes:

General media release – a number of news outlets took up the story and promoted it

Targeted communications include –

- a. large employers in the county to disseminate to their workforce
- b. all councillors to promote in their locality through their role as community leaders
- c. staff to promote through their work with communities and as community members
- d. key partners including district councils and town and parish councils

e. voluntary sector partners including OCVA, ORCC and OALC to promote widely amongst their membership. Many of whose members have specific communication needs that these organisations are experienced in meeting.

f. stakeholder groups such as the Social Inclusion Reference Group, Unlimited and Age UK

We are responding to requests for briefings about the fund from groups and partnerships and encourage promotion through newsletters and partners' websites.

We have set up a designated email address and telephone number for questions and communications about the Big Society Fund including those from groups with special requirements. We are dealing with requests as they arise.

Communities interested in bidding to the fund are asked to submit an expression of interest. This alerts us to their interest and enables us to follow up any initial enquiries and start discussions where required or direct them to other appropriate sources of support including other formats as required. We anticipate that this will enable us to provide appropriate support to those organisations that need it to bring forward a strong bid.

Updates have been provided to Councillors detailing expressions of interest that have been received from groups in their locality. Councillors have a key role in encouraging groups to come forward with proposals, supporting these to develop and acting as a facilitator and key communication link to council officers.

Equality groups potentially impacted

It is not considered that any one equality group would be disadvantaged by the approach to promotion of the fund. Potentially older people's groups may be less likely to have been aware of the fund through the main channels used to promote the fund and the expertise of the Taking Part Team will be sought to help promote to this group.

Mitigation

A number of methods of promotion of the fund have been used to ensure as wide as possible awareness which include online and print media as well as verbal promotion by councillors, officers and key partners who are in regular contact with community groups such as OCVA, ORCC and the City Council.

3. Bid assessment process

Bids to the Big Society Fund will be assessed against the criteria that have been set out and widely promoted. The application form asks bidders for evidence of how their bid meet these criteria.

An eligibility checklist, detailed guidance on the fund and application guidance are available to groups interested in applying and we have provided individual support to groups with questions about their eligibility or how to set out their application.

Oxfordshire Community and Voluntary Action has been involved in the design of the form drawing on their experience in running grant schemes and supporting voluntary groups to develop proposals. Their advice has been that the form is straightforward and proportionate so we do not consider that any groups have been negatively impacted in their ability to apply to the fund because of the form.

The Fund is primarily an online application process but applications in other formats will be accepted. We encourage groups who are unable to do an online application to contact us about their needs and how we can support them to make an application.

Bids received will undergo an initial sort to categorise those that meet the Fund criteria and those that do will go forward for full assessment.

Feedback will be given to those who don't meet the Fund criteria in the initial sort.

Bids that are fully assessed will receive an assessment against the criteria and the relevant council service area will have the opportunity to further comment on the application from a service perspective. This may include service data on need, information about the group and quality of the bid.

Councillors in each of the fourteen localities in the county will review all bids received in their area and provide a comment for Cabinet consideration. Cabinet will make decisions about which bids to award funding.

Equality groups potentially impacted

Vulnerable groups such as those with learning disabilities, sensory impairments or non-English speakers or those in areas of greater disadvantage may find it harder to put together a strong bid as they may not possess the skills to develop a business plan or articulate their plans clearly.

Mitigation

We have signposted a number of sources of support available to groups interested in applying to the fund including OCVA.

Bidders are required to evidence involvement of their local Councillor who will be able to support them in working up their bid and act as facilitator to get officer support.

A number of community groups have sought direct advice about how to articulate their proposals.

4. Review

Through the locality review meetings in each area Councillors are taking on a key role in promoting the Big Society Fund and encouraging bids to come forward. The meetings to comment on the first round of bids to the fund will provide the opportunity for councillors to identify any potential gaps and go back to their communities to encourage bids to come forward in future rounds.

We will also use the application 'waves' to review the type of bids coming through and the organisations that they are from and will undertake further promotion and support to under represented groups/areas if identified.

Impact on providers (local SMEs and voluntary, community & faith sector)

The Fund is open to community groups including voluntary organisations, schools and town and parish councils. It is not available to organisations run for profit as it is intended to be

used for the benefit of the communities in Oxfordshire. Voluntary, community & faith sector will be direct beneficiaries of the grant fund.

Impact of the proposal on other council services

The Big Society Fund will be used to support projects in communities where there is a well defined need and sustainable business case. In some cases it may be awarded to projects that have been developed in reaction to a change in council services.

Impact of the proposal on staff

Administration of the Big Society Fund will be managed through existing resources and has no impact on staff.

Actions

At this stage we believe that we have taken into account most needs that can be anticipated. As noted however we will be reviewing the process on a quarterly basis to identify if any concerns have been expressed, or if an area or groups are not represented in the bids that are coming through to the Fund. This will be led by the Policy Unit in Chief Executive's Office.

This page is intentionally left blank

Division(s): N/A

CABINET – 19 JULY 2011

OXFORDSHIRE MINERALS AND WASTE DEVELOPMENT FRAMEWORK: PREFERRED MINERALS CORE STRATEGY FOR CONSULTATION

Report by Deputy Director (Growth & Infrastructure)

Introduction

1. The Minerals and Waste Core Strategy will set out the vision and strategic objectives together with the spatial strategy, core policies and implementation framework for the supply of minerals and management of waste in Oxfordshire over the period to 2030. Detailed site allocations will be identified in a subsequent document.
2. In preparing the Core Strategy the County Council must carry out consultation before a proposed document is published for formal representations and then submitted to the Secretary of State for independent examination by an inspector. This should include consultation on the Council's preferred strategy.
3. On 16 February 2011, Cabinet agreed its preferred strategy for mineral working for consultation. This was underpinned by locally derived figures for Oxfordshire's aggregates supply requirement.
4. The Minerals and Waste Plan Working Group considered proposed minerals policies based on this strategy on 9 May 2011. The Working Group recommended that Cabinet agree a preferred minerals strategy for consultation based on the proposed strategy and policies.

Draft Minerals Planning Strategy

5. The report by Atkins on Local Assessment of Aggregates Supply Requirements for Oxfordshire was published on the County Council's website in February 2011 and comments were invited. Comments have been received from the minerals industry and local environmental organisations. These are available in the Members' Resource Centre and are summarised in Annex 1. This annex also includes proposals for addressing the key points raised: these were endorsed by the Minerals and Waste Plan Working Group on 9 May 2011.
6. The Government published the full results of the 2009 aggregates monitoring survey at the end of May. This shows that in 2009 Oxfordshire was a net importer of sand and gravel, whereas the previous national survey in 2005 had shown it as a net exporter. The supply requirement figure agreed by Cabinet is high enough to provide for the total amount of sand and gravel consumed in Oxfordshire in

2009, including imports. It is considered that no change needs to be made to this figure in the draft minerals strategy for consultation.

7. Annex 2 sets out the proposed draft preferred strategy for minerals based on the Cabinet's previous agreed position supplemented by the policies endorsed by the Minerals and Waste Plan Working Group.
8. The vision and objectives for minerals planning in section 3 provide the basis for the strategy, policies and proposals for minerals. Policy M1 proposes a stretch target of 0.9 million tonnes a year for secondary and recycled aggregates. Policies M2 and M3 incorporate the aggregates supply figures and the strategy for the location of mineral workings previously agreed by Cabinet. Other policies cover aggregates rail depots (policy M4); safeguarding of mineral resources and facilities (policy M5); and restoration of mineral workings (policy M6). The strategy also includes policies (C1 – C8) that are common with the draft waste strategy, on: flooding; water environment; environmental protection; biodiversity; landscape; historic environment and archaeology; transport; and rights of way.

Next Steps

9. Public consultation on both the draft minerals strategy and draft waste strategy is proposed to be undertaken in September/October 2011. The outcome of that consultation will shape the content of the Core Strategy document that will then be published for comment and submitted to Government for independent examination in 2012.

Sustainability Implications

10. Sustainability appraisal is being carried out as an integral part of preparation of the Core Strategy. A sustainability appraisal of the preferred strategy for minerals is being prepared and will be made available alongside the consultation document.

Corporate Policies and Priorities

11. The Council has a statutory duty to produce the Minerals and Waste Core Strategy. It will contribute to the Council's strategic objectives of a thriving economy, healthy and thriving communities and environment and climate change.

Financial and Staff Implications

12. The programme of work for the Minerals and Waste Core Strategy is included within the Directorate work priorities. Funding for this project in the medium term financial plan will be under-spent in this financial year and will need to be re-profiled into the next year, by requesting a carry forward. This report does not raise any additional financial or staffing implications.

Risk Management

13. The Minerals and Waste Core Strategy is a high risk project. The complexity of the Minerals and Waste Development Framework process and the potential implications for major mineral working proposals emphasise the importance of good project management and regular reporting on risk management.

RECOMMENDATION

14. **The Cabinet is RECOMMENDED to:**
 - (a) **Agree Annex 2 as the County Council's draft minerals planning strategy for the purposes of consultation.**
 - (b) **Delegate authority to finalise the consultation document to the Deputy Director (Growth and Infrastructure) in consultation with the Cabinet Member for Growth and Infrastructure.**

Martin Tugwell
Deputy Director (Growth & Infrastructure)

Background papers:
Responses received in February and March 2011 to Local Assessment of Aggregates Supply Requirements for Oxfordshire, Atkins, January 2011.

Contact Officer: Peter Day, Tel 01865 815544

July 2011

This page is intentionally left blank

Local Assessment of Aggregates Supply Requirements for Oxfordshire Summary of comments on report by Atkins

Introduction

1. In October 2010 the County Council commissioned the consultants Atkins to carry out a local assessment of aggregates supply requirements for Oxfordshire. The consultants delivered the final version of their report on 1 February 2011. This report was published on the County Council website with an invitation for comments on the analysis and conclusions in the report to be made by 31 March. Eight responses have been received, which are summarised below. Proposals for addressing key points made in these comments are set out at the end of this annex.

Responses

Mineral Products Association (MPA)

2. The MPA is not convinced that the alternative methodologies proposed by Atkins provide a robust evidence base on which to diverge from using the apportionment in the proposed changes to Policy M3 of the South East Plan.
3. The MPA notes that Atkins proposed four methodologies and that they recommended that option 4, based on per capita consumption, was the most robust. The MPA believes that the County Council's selection of a figure midway between the figures proposed in option 2 and option 4 is not a robust basis for proceeding.
4. The MPA notes that, although the Council has already adopted these figures, the data used in the Atkins report may need to be reviewed in light of the results of the 2009 aggregates monitoring survey, which will provide up to date information on imports and exports of aggregates. The data on cross boundary movements in the report, which assumes parity between imports and exports, are inadequate at present.
5. The MPA recommends that, if national forecasting and guidelines are abolished, all counties should use an average of 10 years past sales data (taking 12 years but removing the highest and lowest values to reduce distortion). This would give a figure of 1.49 million tonnes per annum for sand and gravel, which is close to the figure of 1.58 million tonnes per annum previously agreed by the County Council.

Lafarge Aggregates Limited

6. Lafarge supports and endorses the Mineral Products Association response.

Cemex UK Materials Limited

7. Cemex considers that the County Council's adoption of a figure from the Atkins report is premature in the light of current discussions regarding the future of the national Managed Aggregates Supply System, the outcome of which has not yet been determined.
8. Cemex joins the MPA in noting that the Atkins report has not been able to use the 2009 annual monitoring survey data on inter-regional movements of primary aggregates and that the current data provides a 'distorted view' of movements. It also notes that the report does not adequately address cross boundary sales.
9. Cemex comments on the complex nature of the methodologies proposed by Atkins and notes that monitoring the correlation between housing or population statistics and aggregate use could be onerous.
10. Cemex considers that recycled aggregates should not be viewed as a substitute for primary aggregates, but as complementing the role of primary aggregates through their suitability for lower specification construction projects.

Hills Quarry Products Ltd

11. Hills reiterates the points made by the MPA that the evidence provided by Atkins is not sufficiently robust to warrant a departure from the proposed changes to Policy M3 of the South East Plan; and that the lack of recent data on cross boundary movements, pending the publication of the results of the 2009 aggregates monitoring survey, means that the figures provided by Atkins are not sufficiently robust.
12. Hills recommends that the County Council checks the aggregates use per head of population using the MPA's minerals consumption figures. In 2009, this figure was 3.3 tonnes per head; Oxfordshire's population is 635,000, which equates to an annual level of provision of 2.1 million tonnes per annum. Prior to the recession, the equivalent figure was 2.7 million tonnes per annum.
13. The report notes that the decline in sales of aggregates in Oxfordshire in recent years has been greater than the national decline in sales, but inadequate explanation for this disparity is given. The report notes that falling sales do not necessarily reflect reduced demand; operators may choose to import aggregates rather than to try to seek planning permission for new quarries in the county. But, in their report, Atkins

appear to link the reduction in sales with a perceived reduction in need for aggregates.

14. Hills notes the significant cross boundary movements of aggregates from other counties in the South East, and also from counties in the West Midlands and the South West; these have not been adequately taken into account in the report, although Hills acknowledges the general paucity of data on these movements.
15. Hills suggests that if Oxfordshire does not plan for sufficient quarries to meet local need, aggregates will be imported into the county to meet that need and the distances minerals are transported will therefore increase. This would go against a national policy objective of mineral planning in MPS 1, to reduce the carbon footprint of transportation of minerals. Hills questions whether this approach is sound.

Grundon Waste Management

16. Grundon considers the preparation of the report to be premature before the results of the 2009 aggregates monitoring survey are known, resulting in a lack of up to date data on cross boundary movements.
17. The report takes into account a steady reduction in sales but Grundon notes that sales have been affected by the closure of three major production units. The proposal to use a lower figure for sand and gravel provision should not be justified on the basis of the temporary closure of some units.
18. Grundon considers that none of the methodologies presented by Atkins are robust nor do they represent an exceptional circumstance to warrant a departure from the proposed changes to policy M3 of the South East Plan.

Stephen Bowley Planning Consultancy

19. Mr Bowley acknowledges the work done by the consultants but highlights the difficulties of providing a local assessment for one county which is part of a larger market area and where there are significant cross boundary movements of aggregates.
20. Mr Bowley notes that sales of hard rock and soft sand have held up well while sand and gravel has reduced over the past few years and considers that this should be reflected in future levels of provision.
21. Mr Bowley believes that the statistics on recycled aggregates in the report are unreliable and that there is little scope to significantly increase production of recycled aggregates from the current level, which is in the order of 300–400,000 tonnes per annum.

Parishes Against Gravel Extraction (PAGE)

22. PAGE broadly supports the adoption of an aggregate demand forecasting methodology related to population, although they believe that the figure of 1.23 million tonnes per annum for sand and gravel is still too high in the context of current production levels. They note the decline in sand and gravel sales in Oxfordshire but ascribe this to a greater use of recycled aggregates, construction methods which use aggregates less intensively, and more efficient use of aggregates in the construction process.
23. PAGE encourages the County Council to set challenging goals for recycling aggregates and is disappointed that Atkins has not encouraged this in their report. They note that the Atkins' report does not take into account the ash which will be produced at the Ardley energy from waste incineration plant, which will be a source of future production of secondary aggregates. (It is expected that this will produce approximately 75,000 tonnes per annum).
24. PAGE notes the general lack of timely information available on production, consumption, imports, exports etc and urges the County Council to improve its data collection processes.

Mr Arnold Grayson (CPRE)

25. Mr Grayson is concerned that the report does not adequately set the historic context of aggregate supply and demand, and does not provide an explanation of the recent fall in consumption of aggregates per head. He notes that this decline could partially be explained by decreasing intensity of aggregate use in construction projects.

Proposed actions to address key points raised

26. In light of the comments received, the following actions are proposed:
 - i. In the event that the national Managed Aggregates Supply System is abolished, the County Council should review the findings of the Atkins report in the light of any new arrangements for aggregates planning put in place by the Government; at that time, consideration could be given to the MPA's proposal that all counties should base their supply of aggregates on the mean of 10 of the last 12 years' sales, excluding the highest and lowest values.
 - ii. When the full data from the 2009 aggregates monitoring survey is published by the Government, the County Council should review the findings of the Atkins report; in particular, the assumption of parity between imports and exports should be checked against the more recent data and, if necessary, amendments should be made

to the figures for aggregates provision that result from the different assessment methodologies.

- iii. The County Council should aim to make provision to enable supply of secondary and recycled aggregates at least at the South East Plan Oxfordshire apportionment level of 0.9 million tonnes per annum, which exceeds the provision figures in the Atkins report; but it should be noted that actual production levels will depend on availability of suitable materials for secondary and recycled aggregates production, industry development of facilities in suitable locations, and construction industry demand for secondary and recycled aggregates.
- iv. The County Council should liaise with other mineral planning authorities and the minerals industry to consider whether and how aggregates data collection processes can be improved to provide more timely and accurate data in future years, particularly on sales and movements of aggregates.

This page is intentionally left blank

OXFORDSHIRE MINERALS AND WASTE PLAN DEVELOPMENT FRAMEWORK MINERALS AND WASTE CORE STRATEGY

DRAFT MINERALS PLANNING STRATEGY

1. INTRODUCTION

Introduction

- 1.1 The County Council is responsible for minerals and waste planning in Oxfordshire and is reviewing the policies covering mineral working and waste management. This will result in a new type of plan – the Oxfordshire Minerals and Waste Development Framework. This will comprise four documents: the Minerals and Waste Core Strategy; a minerals site allocations document; a waste sites allocation document; and the Statement of Community Involvement, which the Council adopted in 2006.
- 1.2 The Minerals and Waste Core Strategy, when adopted by the County Council, will provide the planning strategies and policies for minerals and waste development in Oxfordshire up to 2030.
- 1.3 This consultation document is the Council's draft plan for minerals. It includes strategies and policies for sand and gravel, soft sand and crushed rock extraction, and a key diagram to illustrate the preferred strategy. The Council is consulting separately on its draft plan for waste.

How to respond to this consultation document

- 1.4 The County Council wants to get as wide a response as possible to the draft minerals plan. Please let us have your views using either the on-line consultation system or the response form. **The closing date for responses is**
- 1.5 Copies of the response form can be downloaded from the County Council website or obtained from the address below. Please send your response by post, fax or email to:

Minerals & Waste Draft Plan Consultation
Minerals & Waste Policy
Environment & Economy
Oxfordshire County Council
Speedwell House
Speedwell Street
Oxford OX1 1NE

Fax No: 01865 241577

Email: minerals.wasteplan@oxfordshire.gov.uk

- 1.6 For any further information, please contact the Minerals and Waste Policy Team on 01865 815398, or at the email or postal address above.
- 1.7 All documents published by the County Council in the preparation of the Minerals and Waste Development Framework are on the County Council website at:
www.oxfordshire.gov.uk/links/public/mineralsandwastepolicy.

What happens next?

- 1.8 This is an important opportunity to make your views known on our overall approach to planning for minerals and waste development in Oxfordshire. The County Council will consider carefully all comments received in preparing a final plan (the Minerals and Waste Core Strategy). Publication of this for comment and submission to Government for examination is programmed for early 2012¹. The independent examination by a Government appointed Inspector will be held in 2012 and it is hoped the County Council can adopt the Strategy by early 2013.

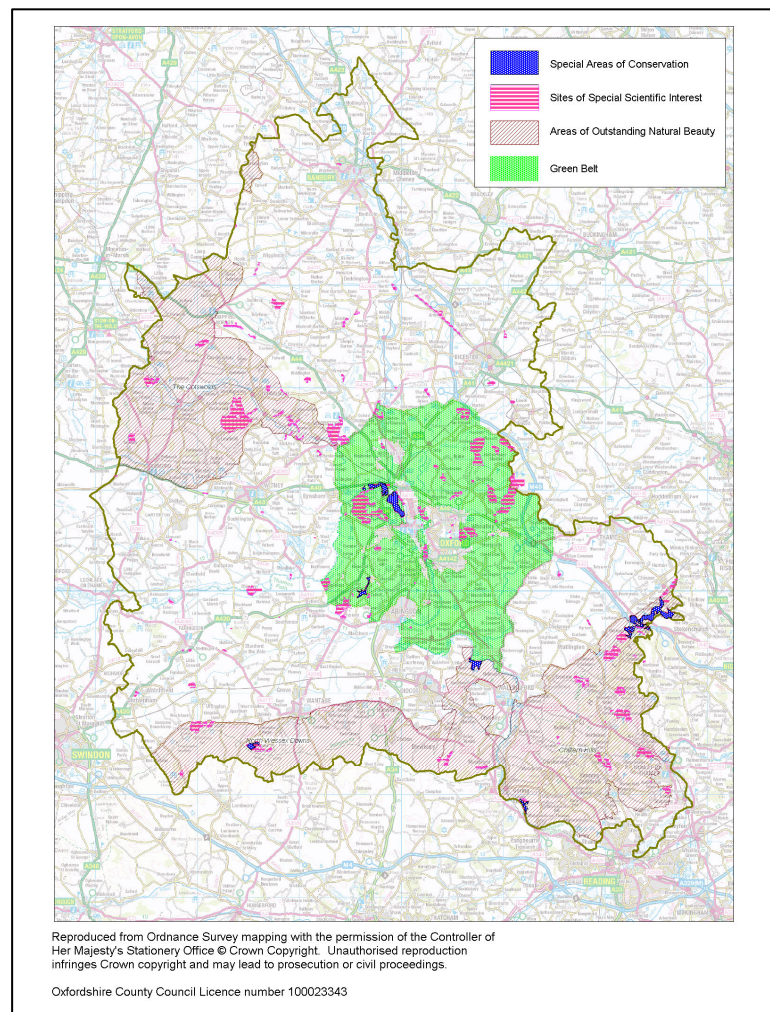
¹ The programme for the preparation of the Minerals and Waste Development Framework is set out in the Oxfordshire Minerals and Waste Development Scheme, which also explains what each development document will cover. The Development Scheme is under review and a revised version will be placed on the County Council website later in 2011.

2. BACKGROUND

The Oxfordshire Area

- 2.1 The plan needs to make provision for mineral working and supply to meet the needs for growth and development that is likely to take place in Oxfordshire over the next 20 years and to maintain the existing built fabric of the county.
- 2.2 Oxfordshire is renowned for its knowledge-based economy and research and development facilities. It is also the most rural county in the South East and almost a quarter of the land area is designated within an Area of Outstanding Natural Beauty. It has seven Special Areas of Conservation which are protected by European legislation, numerous Sites of Special Scientific Interest and regionally important geological sites. It also has a rich variety of landscapes, numerous historic buildings, extensive archaeological remains and areas of high grade agricultural land, particularly where there is sand and gravel along the River Thames and its tributaries. An area around Oxford is Green Belt. Figure 1 shows the main protected areas in the county.

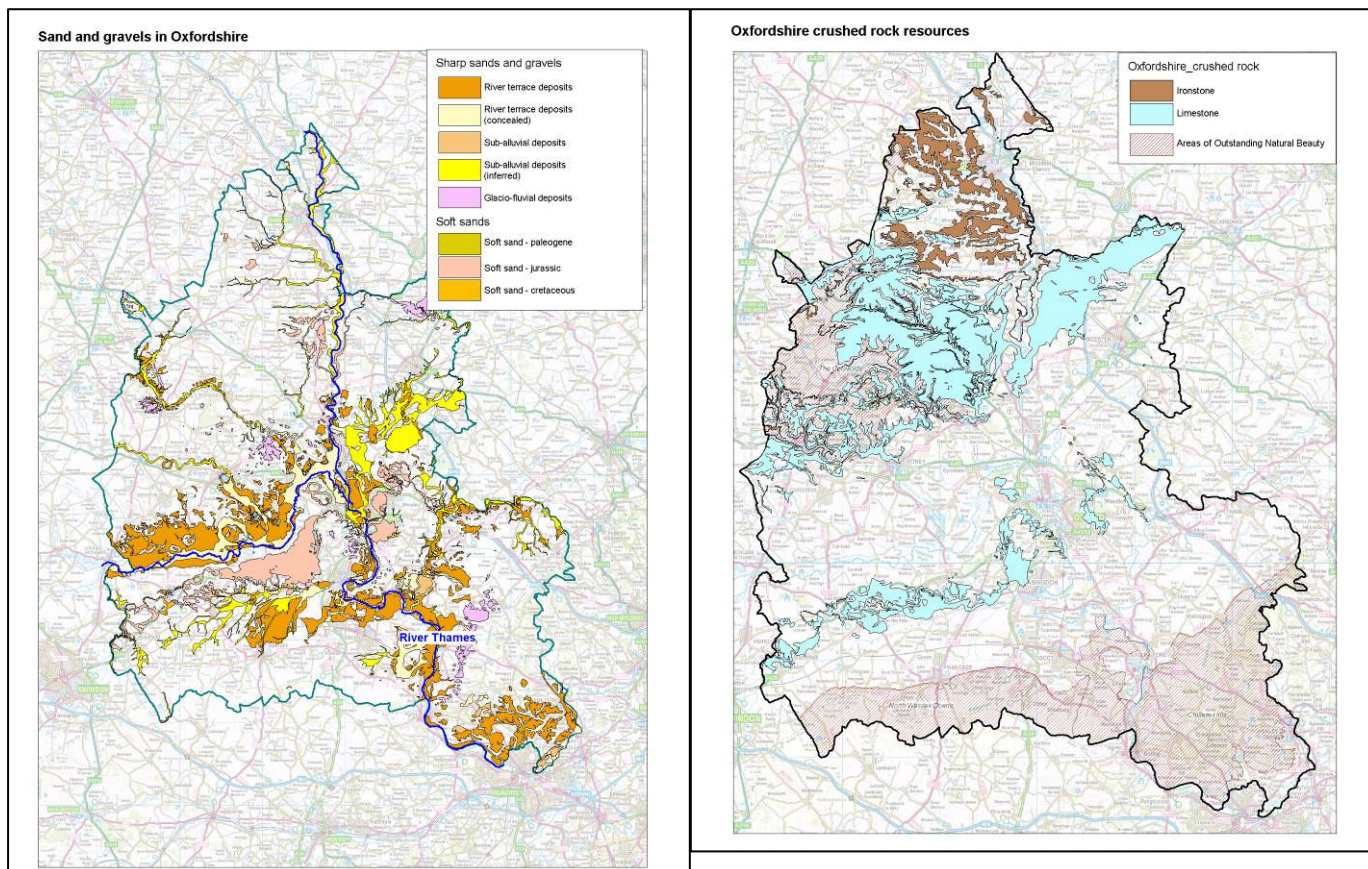
Figure 1: Special Areas of Conservation, Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty and Green Belt in Oxfordshire



Minerals

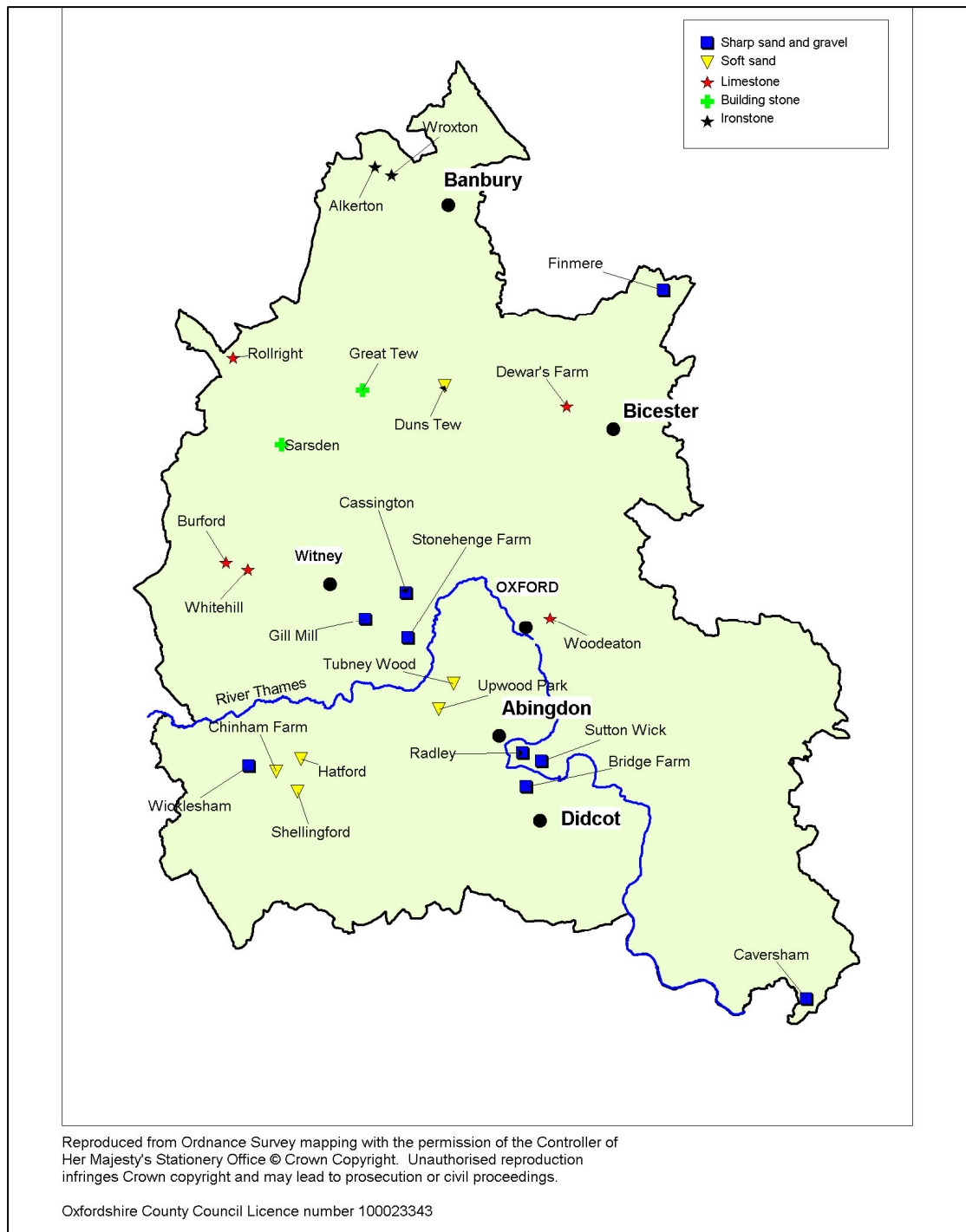
- 2.3 Sand and gravel is the most common mineral resource in Oxfordshire and this is typically found in river valley deposits, particularly along the River Thames and its tributaries the Windrush, Evenlode and Thame. Its primary use is to make concrete. Soft sand occurs mainly in the south west of the county; it is used in mortar and asphalt. Limestone and ironstone are found mainly in the north and west of the county; they are used primarily as crushed rock aggregate but also for building and walling stone. Figure 2 shows the location of these mineral resources; and figure 3 shows the location of active mineral workings in the county.

Figure 2: Sand and gravel and crushed rock resources in Oxfordshire



- 2.4 Annual production of aggregates (sand and gravel and crushed rock) in Oxfordshire fell from approximately 3 million tonnes to about 1 million tonnes over the last 10 years. A survey in 2009 found that 78% of sand and gravel and 51% of crushed rock produced in the county is used in Oxfordshire. The issue of how much should be provided for in future is covered in section 4.

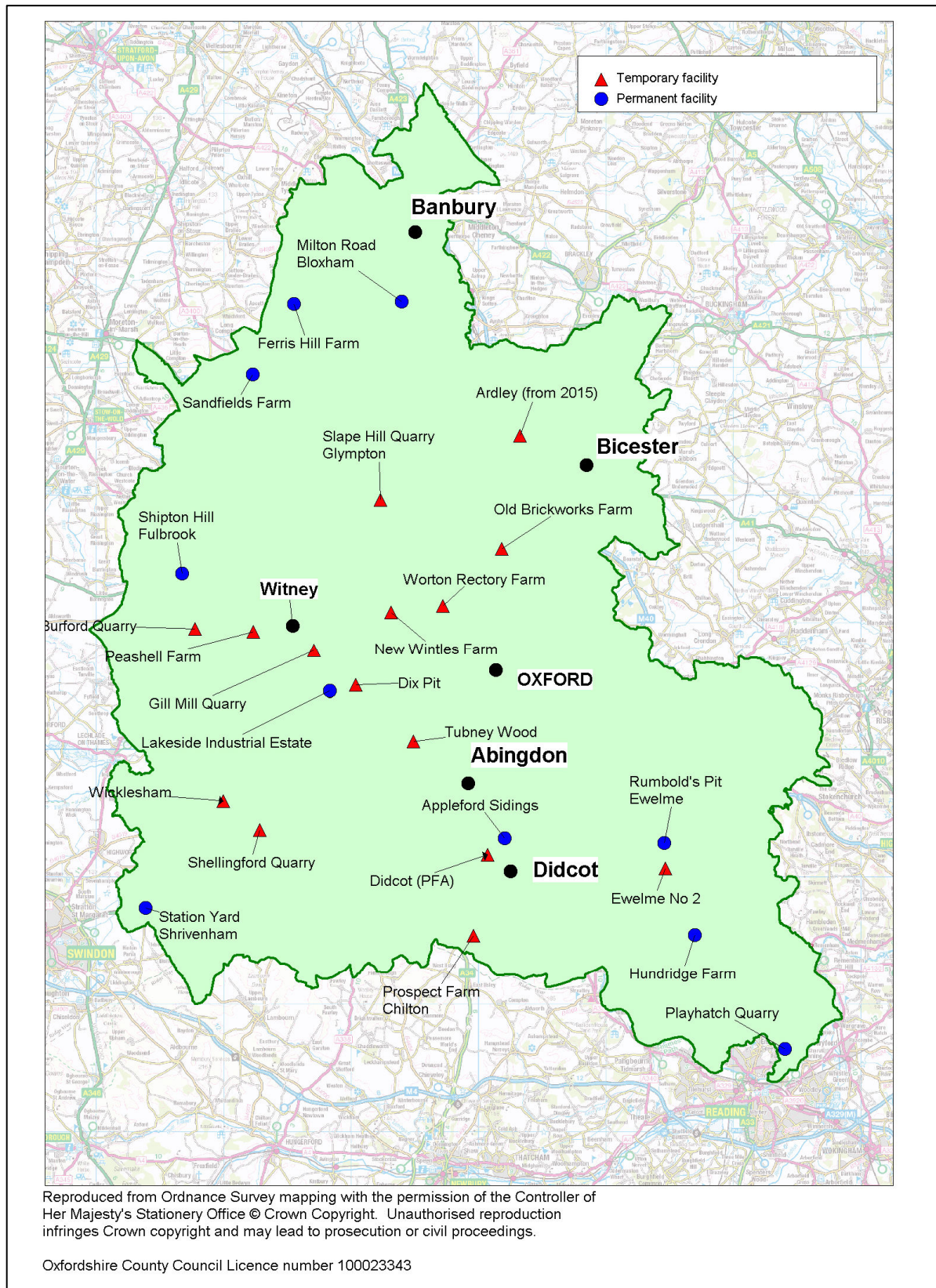
Figure 3: Location of active mineral workings and sites with planning permission



2.5 There are movements of minerals both into and out of the county. The 2009 survey showed that Oxfordshire imported more sand and gravel and crushed rock than it exported. Hard rock aggregates are imported by rail from the Mendips and from Leicestershire, to meet construction needs which cannot be met by local, softer limestone and ironstone.

2.6 Production of aggregates from recycled construction and demolition waste and from secondary materials (mainly ash from Didcot A Power Station) is making an increasingly significant contribution to the overall requirement for aggregates.

Figure 4: Active temporary and permanent secondary and recycled aggregate facilities



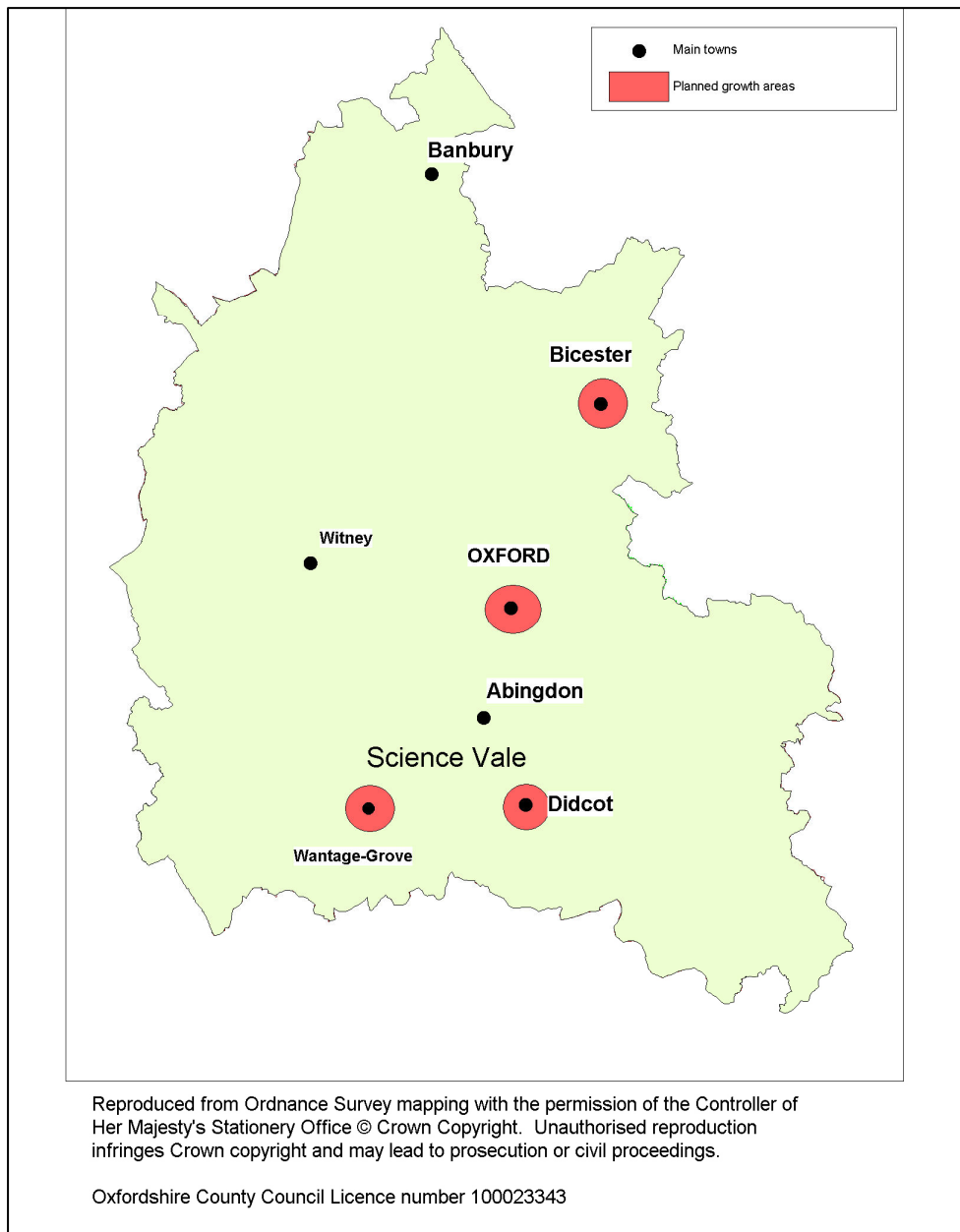
Issues

- 2.7 The population of the county is currently approximately 635,500². Over the next 20 years significant population growth, new housing, commercial and related development, investment in infrastructure and related traffic growth are expected in Oxfordshire³ which has implications for the demand for and supply of minerals.
- 2.8 About 40,000 homes could be built in Oxfordshire between 2011 and 2026. There is a need for considerable investment in new infrastructure to support the objective for Oxfordshire of supporting a thriving economy and to meet the pressures on essential services such as schools, transport and other community facilities. A key challenge for minerals planning is to make provision for the necessary construction materials in an effective and sustainable way. There is also a need to ensure that new developments reduce carbon emissions and are resilient to climate change.
- 2.9 Key locations for development, as shown on figure 5, are:
- Didcot and Wantage & Grove, which are within the Science Vale UK area which also includes Milton Park, Harwell Science and Innovation Campus and Culham Science Centre;
 - Bicester, where the 5,000 home eco-development proposal is acting as a focus for delivering an international exemplar of sustainable development; and
 - Oxford, which remains a world class centre of education, research and innovation.
- 2.10 Mineral extraction can only take place where the mineral is found. Most mineral workings are located in rural areas, many of which are served only by minor roads. In some cases lorries carrying aggregates have to pass through small villages and towns, contributing to congestion and impacting on local communities and the environment. Some communities have experienced extensive working in the past, and in certain areas the local landscape has been significantly altered by the creation of lakes from sand and gravel workings.

² Oxfordshire Data Observatory, 2010.

³ Oxfordshire's population is forecast to grow by a further 12% to 2026 with the building of up to about 50,000 new dwellings. Road traffic has grown rapidly in Oxfordshire, particularly on the M40 and A34, and congestion is a significant problem; and growth in all traffic on Oxfordshire roads is predicted to be over 25% over the period to 2026.

Figure 5 Main towns and growth areas



Policy context

2.11 The draft plan reflects international, national and regional policies and plans. Broad areas of policy are outlined below; specific areas of policy are covered later in the document.

International/European

2.12 The key international plans and programmes which are relevant to the draft minerals plan are:

- The World Summit on Sustainable Development, Johannesburg (2002);
- Kyoto Protocol and the UN framework convention on climate change (1997);

- Bern Convention on the conservation of European wildlife and natural habitats.

2.13 The European Union has issued a number of Directives to develop environmental and sustainability policy, which are transposed into national legislation and policy. The Habitats Directive⁴ and the Strategic Environmental Assessment Directive⁵ are of particular relevance to this plan (see paragraphs 2.20 and 2.24).

National

2.14 The draft minerals plan has been prepared under the Planning and Compulsory Purchase Act 2004; and has regard to a range of national policy and guidance, including national planning and minerals policy statements and guidance (PPSs, PPGs, MPSs, MPGs). Other key publications include the UK Biodiversity Action Plan and the UK Sustainable Development Strategy.

2.15 National policy for minerals⁶ includes the key objective of securing adequate and steady supplies of minerals needed by society and the economy within the limits set by the environment, assessed through sustainability appraisal, and without irreversible damage.

Regional

2.16 Under current legislation, this plan must be in general conformity with the South East Plan, May 2009 (the regional strategy). However, the Government's Localism Bill, which is currently going through Parliament, proposes the abolition of all regional strategies. The South East Plan includes strategic policies for mineral supply. The County Council considers that these policies generally continue to be appropriate to Oxfordshire, except that the figures for mineral supply are considered to be unjustifiably high (see paragraph 4.8).

Local

2.17 The Oxfordshire Structure Plan 2016⁷ included a policy (M2) which sets out factors to be taken into account in identifying appropriate locations for sand and gravel working. This policy is "saved", i.e. is still in force as part of the development plan for Oxfordshire, and is reflected in the development of the minerals strategy.

2.18 The Oxfordshire Minerals and Waste Local Plan was adopted by the County Council in July 1996. It contains detailed policies for the supply of minerals and for the control of minerals developments. Under the Planning and Compulsory Purchase Act 2004 (which introduced the requirement to prepare minerals and

⁴ The Conservation of Natural Habitats and Wild Flora and Fauna Directive (92/43/EC) (transposed into UK law under the Conservation of Habitats Species Regulations 2010)

⁵ Directive on the Assessment of the Effects of Certain Plans and Programmes on the Environment (2001/42/EC) (transposed into UK law under the Environmental Assessment of Plans and Programmes Regulations 2004)

⁶ Minerals Policy Statement 1: Planning and Minerals

⁷ The Oxfordshire Structure Plan 2016 adopted in October 2005 was superseded by the South East Plan adopted in May 2009

waste development frameworks), many of the policies of this Plan are also 'saved' and form part of the development plan until they are replaced by new policies in the Minerals and Waste Development Framework.

- 2.19 The draft minerals strategy has regard and is consistent with the existing and emerging new plans (local development frameworks) prepared and adopted by the City and District Councils⁸. The Minerals and Waste Development Framework and the City and District Plans will together form the development plan for Oxfordshire, containing a full set of local planning policies and proposals for the county against which planning applications for development will be considered. The draft strategy also has regard to the principles of the Sustainable Community Strategy, Oxfordshire 2030.
- 2.20 The draft minerals strategy should take into account and, as far as possible, be consistent with the existing and emerging plans of neighbouring planning authorities and more distant planning authorities which have minerals links with Oxfordshire (e.g. counties which export hard rock to Oxfordshire).

Habitats Regulations Assessment

- 2.21 The Habitats Directive requires planning authorities to assess the likely impact of their plans on sites which have been designated as being of European importance for the habitat or species they support. In Oxfordshire there are seven sites designated as Special Areas of Conservation (SAC). Natural England has been consulted on a draft Habitats Regulations Assessment screening report, prepared by the council, which identifies the seven sites, describes the conservation objectives of each site and provides an assessment of the likely impacts on them.
- 2.22 The screening report suggests that there could potentially be an impact of mineral extraction near Oxford Meadows SAC and Cothill Fen SAC. Proposed sand and gravel extraction in some nominated sites in the Eynsham/Cassington/Yarnton area could potentially have an impact on the hydrology of Oxford Meadows SAC. However, the report concludes that it would be possible to deliver the required amount of sand and gravel from this area from other nominated sites within this area which are not likely to impact on Oxford Meadows SAC.
- 2.23 The report also concludes that working soft sand sites in the Tubney/Marcham/Hinton Waldrist area is unlikely to have an impact on Cothill Fen SAC as an appropriate assessment of a proposal to extract sand immediately adjacent to the SAC showed that it was possible to put in place buffer zones and to work above the water table to avoid hydrological impacts.
- 2.24 Natural England is currently reviewing the council's screening report and the council will seek their approval before submitting the Core Strategy for examination.

⁸ The Oxford Core Strategy was adopted by Oxford City Council in March 2011; the other four Oxfordshire District Councils are preparing Core Strategies but have existing local plans with saved policies which are still in force as part of the development plan for Oxfordshire

Sustainability Appraisal / Strategic Environmental Assessment

- 2.25 The Strategic Environmental Assessment Directive requires that an assessment is carried out of the likely impacts of the plan on a range of environmental criteria. Policies and proposals in development plan documents must also be subject to sustainability appraisal. The Council commissioned consultants to carry out a sustainability appraisal incorporating a strategic environmental assessment to assess the likely impacts of the draft plan against a range of environmental, economic and social criteria.
- 2.26 A sustainability appraisal scoping report has been prepared and published following consultation with the Environment Agency, Natural England and English Heritage.
- 2.27 During 2010 consultants carried out an appraisal of the draft mineral strategy options. The findings of that appraisal, together with feedback from stakeholder consultation, have been used to help the Council select a preferred minerals strategy for consultation. Further work has been done by the consultants to provide an appraisal of this draft minerals plan. Specifically, they have appraised:
- the minerals objectives;
 - the options for levels of provision for sand and gravel;
 - the preferred minerals strategy and policies; and
 - the common core policies.
- 2.28 The sustainability appraisal report, incorporating the requirements of strategic environmental assessment and providing an appraisal of the economic and social implications of the plan, is published alongside the draft plan as part of this consultation.

Development of the minerals strategy

- 2.29 In developing the strategy for where new working should take place the County Council has taken account of the distribution of mineral resources; the existing distribution of workings and pattern of supply; proximity to main market areas; accessibility to main transport routes; risk of bird strike; restoration and after use potential; and development plan policies (in particular those which seek to safeguard important environmental features and areas).
- 2.30 Options for where mineral working might take place were developed over the past year through consultation with a range of stakeholders, including parish and district councils, mineral operators, environmental groups, the Environment Agency, Natural England, the Highways Agency and other interested parties.
- 2.31 Initially, seventeen areas of sand and gravel, two areas of soft sand and five areas of crushed rock were identified as potential areas for new working. Seven of the sand and gravel areas were discounted due to the thin and intermittent nature of the resources present in them.

- 2.32 Stakeholders were consulted on draft strategy options in March and April 2010 at workshops and feedback was sought from statutory and technical consultees. The feedback informed a revision of these options and stakeholders were consulted on the revised options in July 2010.
- 2.33 A preliminary site assessment exercise has also been undertaken by the Council to check that there would be sufficient potential sites within these option areas to deliver the required amounts of aggregates over the plan period.
- 2.34 This process enabled the Council to develop a preferred strategy for sand and gravel, soft sand and crushed rock, as included in this document.

3. Vision and Objectives for Minerals

- 3.1 The vision and objectives for the Minerals Strategy provide a basis for the development of the strategy, policies and proposals for minerals supply.
- 3.2 The aspirations for Oxfordshire outlined in chapter 2 and the significant growth that is planned present major challenges for minerals planning, including that adequate supplies of the minerals needed for construction are made available when and where required and in the most sustainable way possible.
- 3.3 The vision and objectives seek to address these and related issues, in particular the need to support Oxfordshire's economy, protect its environment and provide an effective framework for making provision for the supply of minerals.

Minerals Planning Vision

- 3.4 The vision for Oxfordshire's minerals planning strategy is that:
 - a) In the period to 2030, the supply of aggregate materials to meet the development needs of Oxfordshire and help sustain its world class economy will be met by:
 - an increased use of secondary and recycled aggregate materials;
 - a reduced proportion of locally produced sand and gravel, soft sand, limestone and ironstone; and
 - the continued import of materials such as hard crushed rock that are not available locally.
 - b) Mineral working will be located and managed to minimise:
 - the distance that aggregates are transported by road;
 - the use of unsuitable roads through settlements; and
 - other harmful impacts of mineral extraction and transportation on Oxfordshire's environment and communities.
 - c) The restoration of mineral workings will enhance the quality of Oxfordshire's natural environment and the quality of life for Oxfordshire residents by:
 - contributing to the creation of habitats and protection of biodiversity, particularly in relation to the Conservation Target Areas; and
 - providing access to the countryside and opportunities for recreation.

Minerals Planning Objectives

- 3.5 The Oxfordshire Minerals Planning Vision is supported by the following ten planning objectives which set out the principles which underpin the draft plan.
 - i. Enable Oxfordshire to meet the locally determined requirements for supply of sand and gravel, soft sand, crushed rock and secondary and recycled aggregates over the plan period to meet planned economic growth and social needs.

- ii. Enable a continued supply of limestone and ironstone for building and walling stone from small scale quarries for the maintenance, repair and construction of locally distinctive buildings and structures.
- iii. Provide a framework for investment and development by mineral operators and landowners through a clear and deliverable spatial strategy which is sufficiently flexible to meet future needs and which is based on existing and planned infrastructure provision.
- iv. Facilitate the economically and environmentally efficient supply of minerals in Oxfordshire and encourage the maximum practical recovery of aggregate resources from secondary and recycled materials for use in place of primary aggregates.
- v. Minimise the impact of mineral development on climate change by identifying areas for mineral extraction which reduce the need to transport minerals and which minimise the impact of mineral working on areas vulnerable to flooding.
- vi. Minimise the distance minerals need to be transported by road and encourage where possible the movement of aggregates by conveyor, rail and on Oxfordshire's waterways in order to reduce adverse impacts of mineral transportation on local communities and the environment; and minimise the impact of mineral traffic on local communities through implementation and monitoring of routeing agreements.
- vii. Protect Oxfordshire's important landscapes and ecological, geological and heritage sites, and archaeological and heritage assets from harmful impacts of mineral development and transportation.
- viii. Provide benefits to Oxfordshire's natural environment and local communities through the restoration of mineral workings by contributing to nature conservation, enhancing the quality and extent of Conservation Target Areas, contributing to landscape character, improving access to the countryside, safeguarding local amenity and providing opportunities for local recreation.
- ix. Safeguard resources of sand and gravel, crushed rock, building stone and Fuller's Earth to ensure that these resources are potentially available for future use and are considered in future development decisions; and
- x. Safeguard permanent facilities for producing secondary and recycled aggregate and for importing aggregates into Oxfordshire by rail.

4. PREFERRED MINERALS PLANNING STRATEGY

- 4.1. This section sets out the council's preferred minerals strategy and proposed policies on minerals. Provision must be made for an adequate and steady supply of minerals over the plan period. The council intends that this should be done by encouraging the use of secondary and recycled aggregates as well as by identifying areas for mineral working to meet the need for primary aggregates such as sand and gravel and crushed rock. The key diagram at Appendix 1 to this document illustrates the proposed minerals strategy for Oxfordshire.
- 4.2. The strategy also addresses safeguarding of mineral resources and infrastructure to ensure future availability of supply. A policy for restoration of mineral working recognises the temporary nature of mineral extraction and the importance of restoring sites to enhance the environment and provide amenities for the public.

Secondary and recycled aggregates

- 4.3. Secondary and recycled aggregates in Oxfordshire currently include:
- Locally derived construction and demolition waste;
 - Locally derived road planings;
 - Ash from Didcot A power station;
 - Spent rail ballast (brought in by rail to a site at Sutton Courtenay).
- 4.4. Oxfordshire has capacity for recycling approximately half a million tonnes of construction and demolition waste each year (about half in permanent sites and half in temporary sites at quarries and landfill sites). Didcot A power station will cease to operate by the end of 2015, but it is expected that some ash from the energy from waste facility to be built at Ardley will be used as secondary aggregates.
- 4.5. The total production of recycled and secondary aggregates is difficult to quantify because it includes, for example, material from mobile crushing plants at building and road development sites, which is recycled and sometimes re-used on site, and material which passes through waste transfer stations. Production of secondary and recycled aggregates in 2009 in Oxfordshire was estimated at just under 300,000 tonnes, but this may be an underestimate due to an incomplete survey response from operators.
- 4.6. Policy M1 provides for the building of additional facilities to support a more ambitious level of secondary and recycled aggregate production, in line with the South East Plan target (policy M2 – 0.9 million tonnes per year), to encourage this important source of aggregate supply.
- 4.7. Provision for additional facilities for the production of recycled aggregates from construction and demolition waste will be made through policy W5 of the waste strategy. Planning applications for such facilities will be considered against policy W6, including the provisions of that policy for recycling facilities to be located within the Green Belt and Areas of Outstanding Natural Beauty in particular circumstances.

Policy M1: Provision for Secondary and Recycled Aggregates

The production and supply of secondary and recycled aggregates, in place of land won aggregates, will be encouraged.

Provision will be made for facilities to enable the supply of at least 0.9 million tonnes of secondary and recycled aggregates a year, comprising:

- Permanent facilities; and**
- Temporary facilities at aggregate quarries and inert waste landfill sites.**

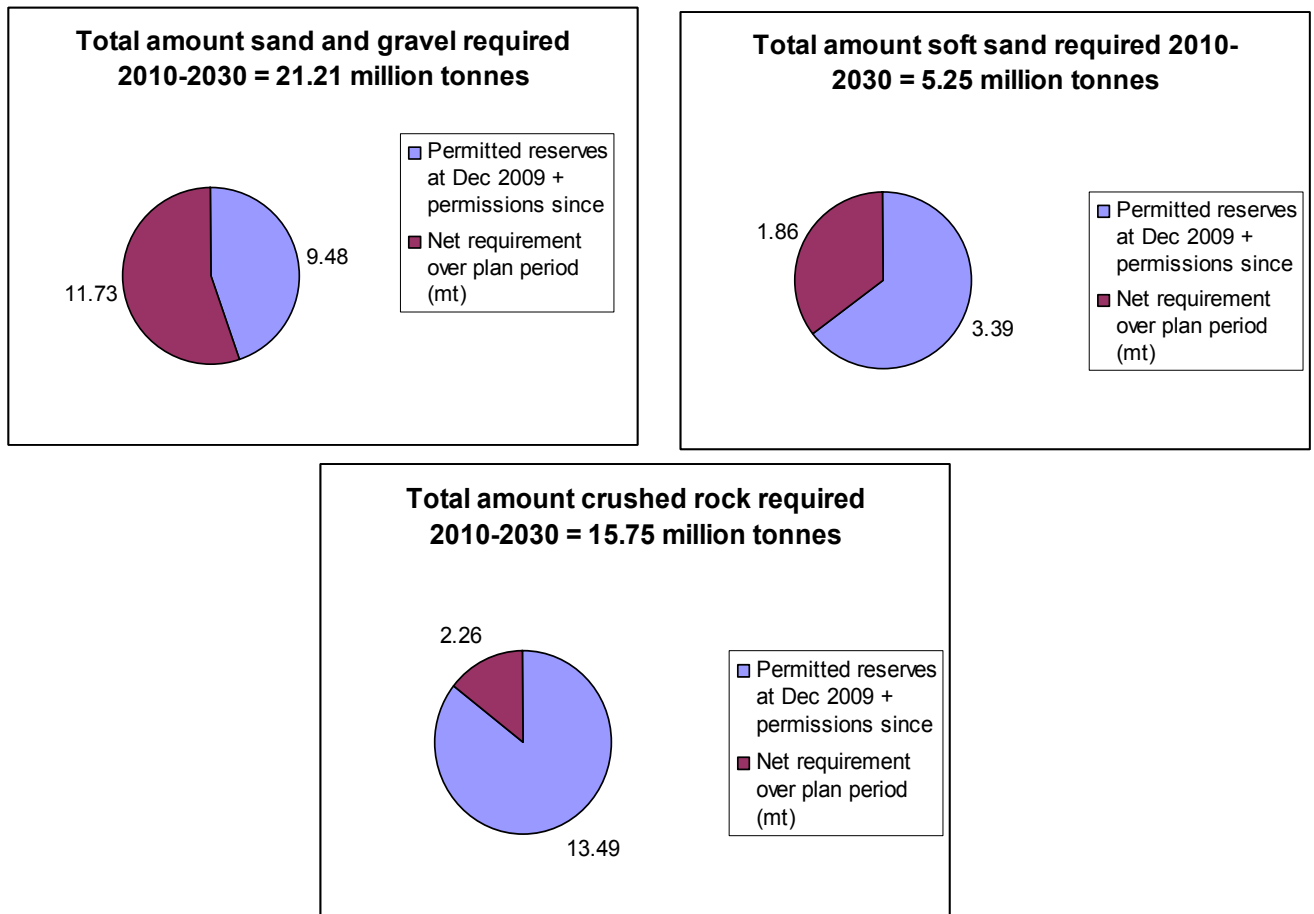
Provision will be primarily through recycling of construction, demolition and excavation waste but also through recycling of road planings and rail ballast and recovery of ash from combustion processes.

How much mineral extraction should be provided for?

- 4.8. Under the current national and regional arrangements for aggregate planning, policy M3 of the South East Plan states that Oxfordshire should make provision for the supply of 1.82 million tonnes a year of sand and gravel and 1.0 million tonnes a year of crushed rock from local land-won sources for the period to 2016. The Government has however said that planning authorities can choose to use alternative figures for their planning purposes if they have new or different information and a robust evidence base.
- 4.9. The County Council has adopted the following locally-derived annual supply figures as the basis for its draft minerals plan for consultation⁹:
- sand and gravel – 1.26 million tonnes a year;
 - crushed rock – 0.63 million tonnes a year.
- 4.10. These figures are based on work by consultants Atkins, commissioned to provide a locally based assessment of Oxfordshire's aggregate requirements as alternative to the top-down figures in the South East Plan. They result in a requirement over the plan period for 21.21 million tonnes of sharp sand and gravel; 5.25 million tonnes of soft sand; and 15.75 million tonnes of crushed rock. Figure 5 shows how these requirements will be met.

⁹ Report to County Council Cabinet 16 February 2011

Figure 6: Planning for sand and gravel, soft sand and crushed rock, 2010-2030



4.11. In line with current national policy, it is proposed to maintain landbanks of reserves with planning permission of at least:

- seven years for sand and gravel, based on 1.26 million tonnes a year, and
- ten years for crushed rock, based on 0.63 million tonnes a year.

4.12. In Oxfordshire soft sand and sharp sand and gravel generally occur in different locations and have distinct and separate uses and markets. In line with current national policy, separate landbanks will be maintained for these minerals. The annual supply figure for sand and gravel (1.26 million tonnes a year) will be divided between sharp sand and gravel and soft sand in the ratio 80:20, based on recent past production.

Policy M2: Provision to be made for Mineral Working

Permission will be granted for mineral working to enable landbanks of reserves with planning permission to be maintained of at least 7 years for soft sand and sharp sand and gravel and 10 years for crushed rock, based on the following rates of extraction:

- Sharp sand and gravel – 1.01 million tonnes a year;
- Soft sand 0.25 – million tonnes a year; and
- Crushed rock – 0.63 million tonnes a year.

Where should future mineral working take place?

4.13. Minerals can only be extracted where they exist in the ground. The identification of areas and sites where extraction can take place acceptably provides greater certainty of where mineral working will take place. This strategy identifies the broad areas where it is proposed that working for sand and gravel, soft sand and crushed rock should take place. It will provide a basis for the subsequent identification of specific sites for working in a separate site allocations document.

Sharp Sand and Gravel

4.14. Existing planning permissions could on average provide a supply of sand and gravel until 2016 at a production rate of 0.96 million tonnes a year, although in practice some sites will be exhausted sooner and others will last longer. The strategy in this document makes provision for sharp sand and gravel for the rest of the plan period, to 2030.

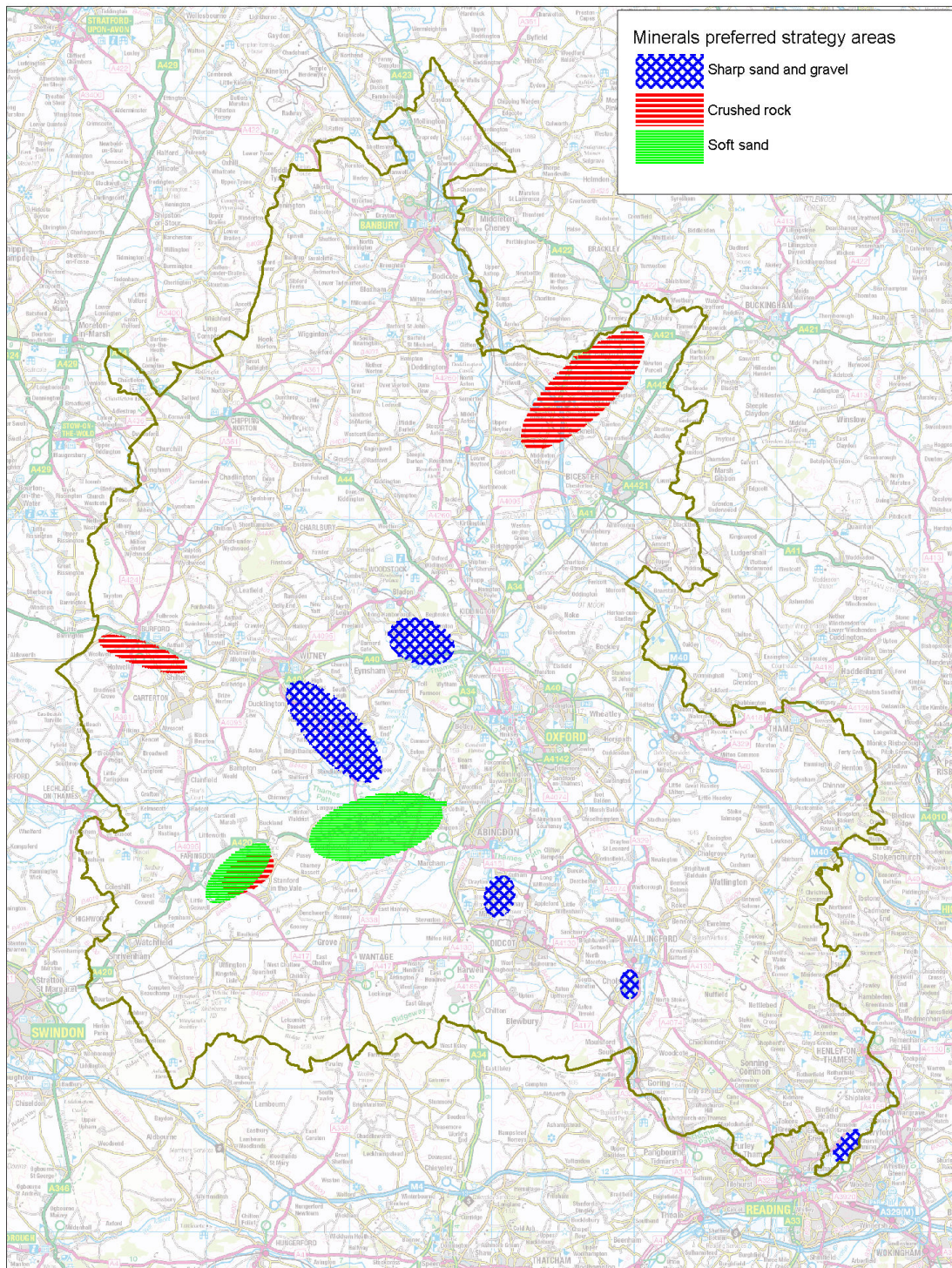
4.15. Principles which have informed the selection of the preferred strategy for sand and gravel extraction are:

- Although there are extensive sand and gravel resources in west Oxfordshire, the rate and intensity of mineral working in the area should not increase due to concerns about generation of traffic, impacts on local rivers and groundwater flows, and cumulative impact on local communities.
- The distances minerals need to be transported from quarry to market should be as short as is practicable.
- There should be continued sand and gravel working in the area to the south of Oxford to enable local supply of aggregates for planned housing and economic growth in southern Oxfordshire, including the Science Vale area.

4.16. An assessment has been made of the likely contribution of each of the strategic areas to meeting the requirement for sharp sand and gravel supply over the plan period. It has been assumed that the rates of working within the existing areas of working (Lower Windrush Valley, Eynsham/Cassington/ Yarnton, Sutton Courtenay and Caversham) would be at the levels allowed by existing planning permissions or proposed in current planning applications.

4.17. Existing permitted reserves plus potentially deliverable resources within nominated sites would be sufficient for working throughout the period to 2030 in the Lower Windrush Valley, Eynsham/Cassington/Yarnton and Caversham areas. The Sutton Courtenay area is likely to be exhausted by 2020. A new area is proposed at Cholsey, which would need to come into production at about that time to enable continued local supply of sand and gravel to markets in southern Oxfordshire.

Figure 7: Preferred locations for sharp sand and gravel, soft sand and crushed rock working



Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.

Oxfordshire County Council Licence number 100023343

Soft sand

- 4.18. Soft sand accounts for approximately 20% of sales of all sands and gravels in Oxfordshire. Two types of soft sand are worked, supplying different markets: sand from the Tubney area generally meets higher specifications than sand from the Faringdon area. The strategy should enable both types of soft sand to continue to be worked.
- 4.19. At a production rate of 0.25 million tonnes a year, existing planning permissions could on average provide a supply of soft sand until 2020, although in practice some sites will be exhausted sooner and others will last longer. For the period 2020 to 2030, it would be preferable for further soft sand working to be from extensions to existing quarries rather than from new quarries to make efficient use of existing plant and infrastructure, and minimize additional impact.

Crushed rock

- 4.20. At a rate of production of 0.63 million tonnes a year, current permitted reserves of crushed rock could last until 2030. Existing working areas of limestone are south east of Faringdon, south of Burford and east of the River Cherwell. There is one existing area of ironstone working in the north of the county at Alkerton/Wroxton. Production of crushed rock has fluctuated considerably over past years and, if demand increases, additional permissions may be needed towards the end of the plan period.
- 4.21. The ironstone resource area in the north of the county is less well located relative to strategic routes and market areas in Oxfordshire than are some areas of limestone resource; and there are substantial permitted reserves of ironstone remaining to be worked. Better quality aggregate is generally available from within the limestone deposits than from the ironstone. Any additional provision should be made within the limestone areas. Such provision should preferably be made through extensions to existing quarries rather than from new quarries, to make efficient use of existing plant and infrastructure, and minimize additional impact.
- 4.22. Government policy is that major minerals developments should only be permitted in Areas of Outstanding Natural Beauty in exceptional circumstances. The Cotswolds Area of Outstanding Natural Beauty should be protected from further limestone working for aggregates. Policy C4 provides protection for the Areas of Outstanding Natural Beauty in the county.

Building Stone

- 4.23. The Council recognises the importance of small scale building, roofing and walling stone extraction in rural areas for the conservation and restoration of historic buildings and to maintain local distinctiveness in new development. Limestone is particularly important for maintaining the built environment in the Cotswolds Area of Outstanding Natural Beauty.

Clay

- 4.24. Clay has been worked at sand and gravel quarries to produce material for lining landfill sites and for use in restoration and landscaping.

Policy M3: Strategy for the Location of Mineral Working

The principal locations for sharp sand and gravel working will be at:

- i. **existing areas of working at:**
 - **Lower Windrush Valley;**
 - **Eynsham / Cassington / Yarnton;**
 - **Sutton Courtenay; and**
 - **Caversham;****through extensions to existing quarries or new quarries to replace exhausted quarries; and**
- ii. **a new area of working at Cholsey, to replace Sutton Courtenay when reserves there become exhausted;**

as shown in figure 7.

Permission for further working within the Lower Windrush Valley and Eynsham / Cassington / Yarnton areas will not be permitted if it would lead to an increase in the overall level of mineral extraction or mineral lorry traffic above past levels within these areas combined.

The principal locations for soft sand working will be:

- **South east of Faringdon;**
- **Tubney/Marcham/Hinton Waldrist; and**
- **Duns Tew.**

as shown in figure 7.

The principal locations for crushed rock working will be:

- **North of Bicester to the east of the River Cherwell;**
- **South of the A40 near Burford; and**
- **South east of Faringdon.**

as shown in figure 7.

Preference will be given to extensions to existing soft sand and crushed rock quarries. New quarries will only be permitted if sufficient provision cannot be made through extensions.

Additional working of ironstone for aggregate use will only be permitted in exchange for revocation, without compensation, of an existing permission containing workable resources.

The working of clay will normally be permitted only from areas where sand and gravel is being worked in the following locations:

- **Lower Windrush Valley;**
- **Eynsham/Cassington/Yarnton; and**
- **Sutton Courtenay.**

Planning permission will not be granted for mineral working outside the locations identified above unless the required provision cannot be met from within these areas.

Applications to work fullers earth, oil, gas, coal or any other minerals not currently worked in the county will be considered in the light of national and development plan policies.

Permission will be granted for extensions to existing quarries and new quarries for extraction of building stone where a local need for the material has been demonstrated and provided that the quarrying is at a scale appropriate to the locality and will not harm the environment or local amenity.

Imported Aggregates and Rail Depots

4.25. Aggregates are imported through three rail depots at Banbury, Sutton Courtenay and Kidlington¹⁰. Planning permission has been granted for a rail depot at Shipton on Cherwell. Network Rail has a depot in Oxford for its own use to bring in rail ballast.

4.26. There will be an ongoing need for importation of aggregate materials that cannot be quarried locally, particularly hard rock for roadstone. Rail and water transport should take priority over road, particularly for longer distance movements.

Policy M4: Aggregates rail depots

Existing and permitted rail depots will be safeguarded for importing aggregates at:

- Banbury (Hennef Way);
- Kidlington;
- Sutton Courtenay (Appleford Sidings); and
- Shipton on Cherwell Quarry.

Where proposals for development would result in the loss of a rail depot site, a suitable alternative site should be provided.

The development of further aggregates rail depots will be encouraged at suitable locations outside the Green Belt.

Safeguarding mineral resources and facilities

4.27. Mineral deposits are finite resources and can only be worked where they exist in the ground. It is Government policy that important mineral resources should be safeguarded for the long term. Mineral planning authorities are required to define

¹⁰ A fourth rail depot at Hinksey Sidings, Oxford is solely for the supply of ballast to Network Rail and is not therefore considered part of the County's aggregates supply.

Mineral Safeguarding Areas in minerals plans so that resources are not sterilised by non-mineral development, although there is no presumption that the resources will be worked.

- 4.28. Sharp sand and gravel, soft sand, limestone and ironstone are currently worked in Oxfordshire. Fuller's Earth is no longer worked but is a nationally scarce mineral. It is therefore proposed to safeguard what are currently considered to be the economically viable areas of these resources. The extent of safeguarded areas can be reviewed if economic or other considerations change.
- 4.29. Mineral safeguarding areas will be defined in the minerals site allocations document.
- 4.30. District councils in Oxfordshire are responsible for planning development (other than minerals and waste) in their areas. The County Council, as Mineral Planning Authority, must also identify Mineral Consultation Areas (based on the mineral safeguarding areas) and specify the types of application for non-mineral related development on which the relevant district council must consult the County Council within these areas.

Policy M5: Mineral safeguarding

Mineral resources will be safeguarded for the future and development which would prevent or otherwise hinder the possible future working of minerals will not be permitted unless it can be shown that:

- **The need for the development outweighs the economic and sustainability considerations relating to the mineral resource; or**
- **The mineral will be extracted prior to the development taking place; or**

Mineral Safeguarding Areas will be defined, and identified in detailed maps, and will include the following mineral resources:

- **Sand and gravel in the main river valleys and in other areas where there is a proven resource;**
- **Soft sand, limestone and ironstone in existing areas of working, including the areas proposed for working in policy M3;**
- **Fuller's earth.**

Development which would prejudice the operation or establishment of existing or permitted aggregates rail depots identified in or subsequently permitted under policy M4 will not be permitted. Development sensitive to disturbance that could be adversely impacted by the operation of a rail depot will not be permitted in proximity to an existing or permitted rail depot.

Permanent secondary and recycled aggregate production facilities will be safeguarded.

Restoration and after use of mineral workings

- 4.31. Proposals for restoration, aftercare and after-use should be submitted with applications for mineral working, should include provision for long-term maintenance of the after-use and enhancement of the environment and should accord with District LDF policies, including environmental protection, countryside and access enhancement and noise management.
- 4.32. Mineral working can provide opportunities for environmental improvements, such as new habitats and improved public access, which benefit the local community and may offset the impact of working. The restoration of each mineral working site should be determined on its individual merits and circumstances. Generally, nature conservation, agriculture, woodland and recreation are acceptable restoration after-uses for mineral workings, but measures to conserve and protect biodiversity should be included in restoration schemes.
- 4.33. One of the potentially most significant impacts of mineral working is disturbance of and change to the landscape and it is important that restoration takes place as soon as possible. However, it is recognised that where restoration relies on infilling with inert waste it may take some years to complete restoration because of shortage of suitable fill material. Effective phasing of restoration is important, to minimise visual intrusion and other local impacts. Where possible, restoration should follow closely behind extraction, to minimise the open quarry area.
- 4.34. It is also important that after-uses are managed and maintained following restoration, to ensure that they become established. Where appropriate, aftercare schemes and long-term management and maintenance agreements will need to be secured. Operators and landowners will be expected to contribute to an extended period of aftercare and management.
- 4.35. Because of the generally high water table and a local shortage of inert waste material for infilling (due in large part to increased recycling), most new sand and gravel workings in the river valleys of Oxfordshire will have to be restored to water bodies. The issue of risk to aircraft from birdstrike is an important consideration which may restrict the location of workings and affect the design of restoration schemes. Most of Oxfordshire's sand and gravel resources and some sand and limestone resources lie within 13 kilometres of a military airfield or civilian aerodrome. Within these areas, proposals for working, restoration and after-use will need to be drawn up and designed in consultation with the MOD and/or Oxford Airport. A bird hazard management plan may need to be prepared as part of a planning application.
- 4.36. The County Council proposes to develop broad restoration and after-use proposals for each of the proposed minerals working areas and any specific sites within them, in the subsequent Sites Development Plan Document. These proposals will form a framework within which site restoration plans will be considered.

Policy M6: Restoration of mineral workings

Minerals workings should be restored to a high quality as quickly as possible and in a phased manner to an after-use appropriate to the location and the

capacity of the transport network and which is sympathetic to the character of the surrounding landscape and the amenity of local communities.

Planning permission will not be granted for mineral working unless satisfactory proposals have been made for the restoration, aftercare and after-use, including the means of securing them in the long term.

Where mineral working is proposed on best and most versatile agricultural land, the restoration should be back to agricultural land if this is practicable.

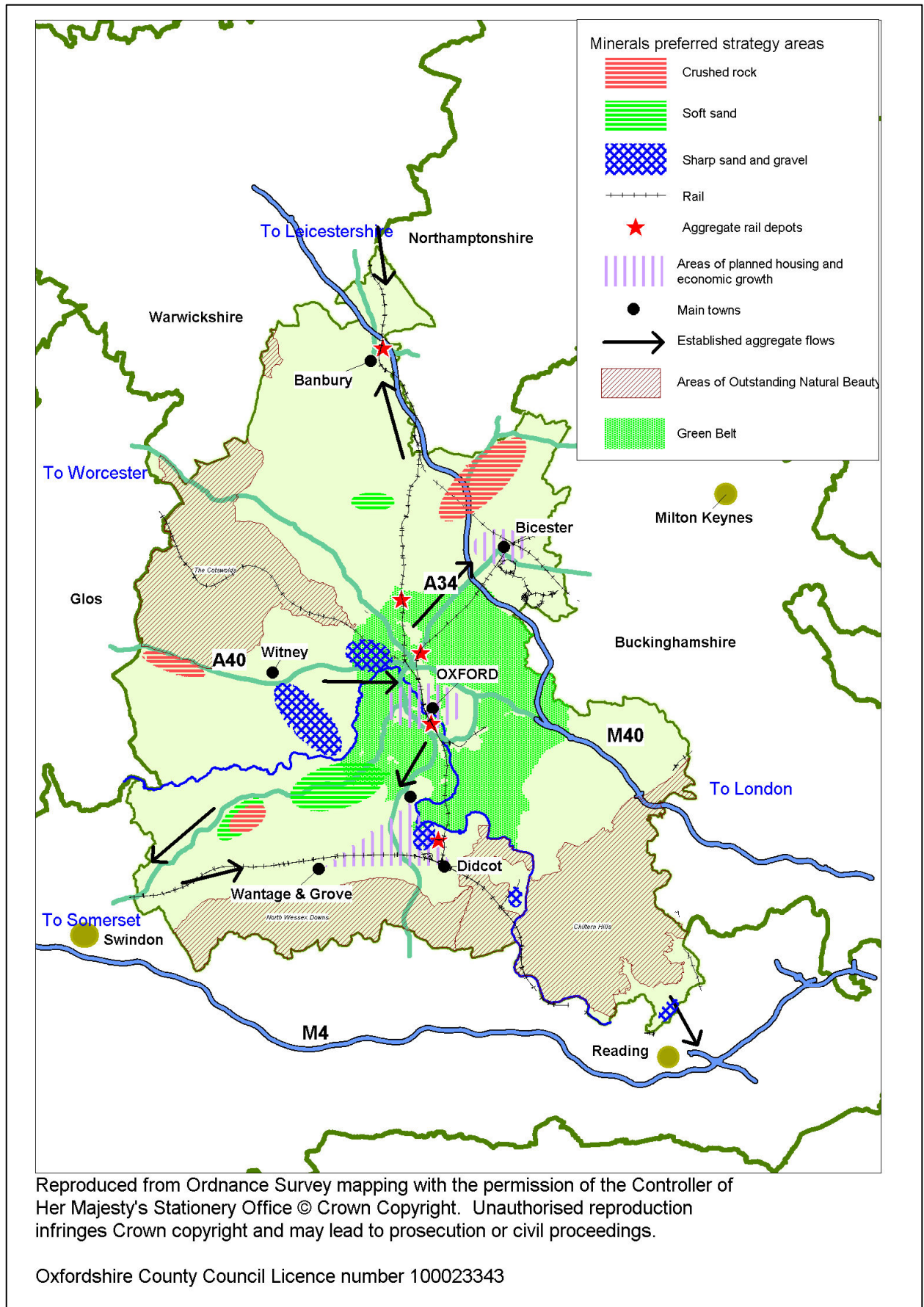
Where restoration could assist or achieve the creation of priority habitats and/or Oxfordshire Biodiversity Action Plan targets, the relevant biodiversity after-use should be incorporated within the restoration scheme.

Where restoration could protect geodiversity and improve educational opportunities this should be incorporated into the proposed restoration scheme, such as by providing for important geological faces to be left exposed and enabling access to the faces.

Where a mineral working site has the potential to provide for local amenity uses, including appropriate sport and recreational uses, these uses should be incorporated into the restoration scheme.

Where appropriate, operators and landowners will be expected to contribute towards the management of restored mineral workings for an extended period beyond any formal aftercare period.

Minerals Key Diagram



5. COMMON CORE POLICIES FOR MINERALS AND WASTE

Climate Change

- 5.1 Carbon dioxide emissions from Oxfordshire are higher than the South East and national averages. The County Council is committed to increasing energy efficiency and reducing emissions. Waste recycling and recovery facilities contribute to reducing emissions by diverting waste from landfill. Minerals and waste facilities that are well located, designed and operated can minimise the generation of greenhouse gases and be resilient to the impacts of climate change.
- 5.2 Minerals and waste development proposals, including operational practices and restoration proposals, must take account of climate change for the lifetime of the proposed development. This will be through measures to minimise generation of greenhouse gas emissions and to allow flexibility for future adaptation.
- 5.3 Methods of adaptation include the use of sustainable drainage systems designed to improve the rate and manner of absorption of water from hard and soft surfaces, reducing direct run-off into rivers or storm water systems; the use of sustainable construction methods; sustainable transport methods where possible; and the use of environmentally friendly fuels.
- 5.4 The county council expects operators to adopt a low carbon approach in their proposals for minerals and waste development and will consider planning applications in line with national policy on climate change and with policies in the City and District Council Local Development Frameworks. Applications for major developments may also provide information on climate change in their accompanying Environmental Impact Assessment.

Flooding

- 5.5 In Oxfordshire, the more workable sand and gravel deposits occur in the river valleys and much extraction has already taken place in these areas. PPS25 'Development and Flood Risk', which aims to steer development to areas of lowest flood risk, recognises sand and gravel working as 'water compatible development' – that category of development that is least affected by flooding. But a sequential test must still be applied before sand and gravel workings can be identified as appropriate when sited in the flood plain.
- 5.6 Except for certain types of landfill, waste management facilities can also be regarded as flood compatible development. Such development can take place in areas at risk of flooding providing a sequential test (and in some cases an exceptions test) establishes that there are no better alternatives in areas of lower flood risk.

- 5.7 A Strategic Flood Risk Assessment (SFRA)¹¹ has been undertaken to assess the extent to which areas of possible minerals and waste development are at risk of flooding (including the future impact of climate change). A sequential test has informed the selection of the proposed areas for future minerals development in policy M3; due to other planning considerations, some areas have been identified in the floodplain. The SFRA will be used to help identify the most suitable sites for mineral development in the minerals site allocations document. The SFRA has not identified that any of the required waste infrastructure is likely to need to be located in areas at high risk of flooding.
- 5.8 An individual flood risk assessment will be required for any minerals or waste development proposals in an area at risk of flooding. A flood risk assessment is also required for development of a site of more than 1 hectare elsewhere (further guidance is given in the SFRA).
- 5.9 Where mineral working takes place in the flood plain, it is expected that associated development (buildings, stock piles etc) will be situated in areas that pose the lowest risk to flooding.
- 5.10 Mineral working in the flood plain can offer opportunities to increase flood water storage capacity and reduce the risk of flooding elsewhere. Wherever possible this should be taken into account in planning for the eventual restoration of the site.
- 5.11 **Policy C1: Flooding**

Minerals and waste development will, wherever possible, take place in areas that are not at risk of flooding. Where development takes place in an area of identified flood risk this should only be where alternative locations in areas of lower flood risk have been explored and discounted, and where a flood risk assessment is able to demonstrate that the development will not:

- **impede the flow of floodwater;**
- **displace floodwater and increase the risk of flooding elsewhere;**
- **reduce existing floodwater storage capacity;**
- **adversely affect the functioning of existing flood defence structures.**

Proposals for the restoration of quarries located in areas liable to flood should, where possible, incorporate measures for the storage of floodwater.

Water Environment

- 5.12 Much of the current sand and gravel extraction in the county takes place in the valleys of the River Thames and its tributaries, particularly the River Windrush. Sand and gravel extraction can cause disruption to flows of ground water and surface water through de-watering during working and the creation of lakes.

¹¹ Oxfordshire Minerals and Waste (Level 1) Strategic Flood Risk Assessment, Scott Wilson, October 2010

Sand and gravel extraction can also impact on water quality. The impact of any proposals for minerals or waste development on water quality and pollution prevention will be considered. This will include dewatering and the impact dewatering may have on regulated groundwater abstractions.

- 5.13 Waste developments and minerals site restoration which involves infilling with waste have the potential to cause pollution of surface and groundwater resources. In particular, surface run-off, landfill leachate and the discharge of waste water from waste management operations such as composting or recycling plants can cause pollution. Where appropriate, planning conditions may be imposed to ensure that measures are taken to prevent water contamination.

5.14 **Policy C2: Water Environment**

Minerals and waste development will need to demonstrate that there would be no unacceptable adverse impact on or risk to:

- **The quantity or quality of surface or groundwater resources;**
- **The quantity or quality of water abstraction currently experienced by water abstractors unless acceptable alternative provision can be made;**
- **The flow of groundwater at or in the vicinity of the site.**

Proposals for minerals and waste development should ensure the protection of watercourses and canals of significant landscape, nature conservation or amenity value.

Environmental and amenity protection

- 5.15 The need for minerals and waste developments must be balanced against the need to protect the environment. Policy C3 provides for protection to local residents and other interests from unacceptable impacts caused by minerals and waste development. The actual measures required to do this at any particular site can only be established when detailed information is available in a planning application. Setting standard buffer zone distances can lead to unnecessary restrictions being imposed and minerals being unnecessarily sterilised or to inadequate protection measures being required. The buffer zone distances appropriate to any particular development proposal should be decided on a case by case basis at the planning application stage.
- 5.16 Applications for minerals and waste development in proximity to settlements should seek to safeguard the character, setting and amenity of those settlements and should include mitigation measures that incorporate an acceptable separation distance, and landscaping and planting appropriate to the existing landscape setting and consistent with the proposed after-use of the site.

- 5.17 The potential impact of noise, dust, odour, other air emissions, vibration, vermin and litter on sensitive receptors will be assessed in the consideration of proposals for minerals and waste development:

5.18 **Policy C3: Environmental and Amenity Protection**

Proposals for minerals and waste development should demonstrate that they will not have an unacceptable adverse impact on the environment, residential amenity and other sensitive receptors.

Biodiversity and Geodiversity

- 5.19 The County Council is committed to protecting and, wherever possible, enhancing biodiversity and geodiversity throughout the county. Oxfordshire has a significant number of statutorily designated sites of international, national, regional and local nature conservation importance, intended to protect important species, habitats and geological features.
- 5.20 Outside these designated sites, Oxfordshire's landscape also supports a wide array of habitats and species, many of which are recognised through the UK and Oxfordshire Biodiversity Action Plans. The Council will seek to ensure that biodiversity in these non-designated areas is protected and enhanced, and that habitat fragmentation is avoided
- 5.21 Oxfordshire has very little woodland; only about 6% of the county is woodland, of which half is ancient woodland. Woodland should be protected during mineral working. The County Council will encourage tree planting with native species for screening and landscaping and as a productive land use on restored mineral workings.
- 5.22 Proposals must address the need to maintain and/or enhance the following features of local and regional importance: Conservation Target Areas, Local Biodiversity Action Plan habitats and species, Local Wildlife Sites, woodlands and Local Nature Reserves.
- 5.23 Proposals for minerals development should seek to achieve a net gain in natural assets and resources through contributing to Oxfordshire Biodiversity Action Plan targets, which are delivered by the Conservation Target Areas (CTA) approach, and by protecting and enhancing green infrastructure and strategic biodiversity networks.
- 5.24 Oxfordshire has a rich geological resource. In addition to important geological sites which are designated as Sites of Special Scientific Interest and Regionally Important Geological and Geomorphological sites, previously unknown geological remains may sometimes be discovered. Where such finds are made, all efforts should be made to protect those of regional, national or international importance and, if this is not possible, they should at least be recorded.

5.25 Policy C4: Biodiversity and Geodiversity

Proposals for minerals and waste development should demonstrate that the development will not have an unacceptable adverse impact on sites designated as internationally, nationally or locally important for nature conservation, including the Oxfordshire Conservation Target Areas and the setting of those areas.

Mineral working and waste management development should not damage or destroy irreplaceable habitats or biodiversity, including ancient woodland and species rich grassland.

The County Council will seek the enhancement of Conservation Target Areas to implement Oxfordshire Biodiversity Action Plan (BAP) targets within and close to areas of mineral working. Mineral extraction will not be permitted unless the long term maintenance of BAP Priority Habitats and appropriate contributions to Oxfordshire BAP targets through the Conservation Target Area approach have been secured.

Nationally and regionally important geological features including geological Sites of Special Scientific Interest and Regionally Important Geological and Geomorphological Sites should be protected from harmful development and retained in situ unless there are exceptional reasons justifying their removal, in which event their presence should be appropriately recorded.

Landscape

- 5.26 Proposals for minerals and waste development should include appropriate provisions to protect and where possible enhance the quality and character of the countryside and landscape of the whole county. In particular proposals for development should demonstrate that they will not have a negative impact on views and settings associated with the Chilterns, Cotswolds and North Wessex Downs Areas of Outstanding Natural Beauty. Where development is proposed within or in proximity to an AONB, the assessment should be informed by the relevant AONB Management Plan. Development proposals should also take in account the landscape character areas, which are not statutory designations.

5.27 Policy C5: Landscape

Proposals for minerals and waste development should demonstrate that the development will protect and where possible enhance the landscape quality of Oxfordshire and will take account of the landscape character areas identified in the Oxfordshire Wildlife and Landscape study. Appropriate measures should be taken to mitigate potential adverse visual impacts through siting, design and landscaping.

Historic environment and archaeology

- 5.28 Before determining an application for mineral extraction the County Council will normally require the applicant to carry out a preliminary, desk-based archaeological assessment to determine the nature and significance of any archaeological assets. The County Council may, subject to the results of this initial assessment, require an archaeological field evaluation of the site to determine the appropriate means for mitigating the impact of extraction on the archaeological assets.
- 5.29 Where proposals for minerals development involve a site which includes heritage assets, appropriate desk based and / or field evaluations should be undertaken in order to identify and determine the nature, extent, and level of significance of each heritage asset, the contribution of its setting to that significance, as well as any potential impacts on the asset or its setting.
- 5.30 **Policy C6: Historic environment and archaeology**

Proposals for minerals and waste development will be considered in the light of the need to protect and conserve Oxfordshire's historic assets and the setting of those assets, including Blenheim Palace, scheduled ancient monuments, listed buildings, conservation areas, historic battlefields, and registered parks and gardens.

Scheduled Ancient Monuments, other archaeological remains of national importance and their settings should be preserved in situ. For all other remains of regional or local importance preservation in situ will be preferred; where this is not appropriate, and for all other remains, adequate provision should be made for their excavation and recording.

Transport

- 5.31 The Oxfordshire Local Transport Plan (LTP3) notes that the County Council will seek to enable development through securing infrastructure and services, to reduce carbon emissions from transport, improve air quality and reduce other environmental impacts, and to ensure that the operation of the transport network balances the protection of the local environment with efficient and effective access for freight and distribution.
- 5.32 The following roads make up the strategic road network in Oxfordshire: M40, A40, A41, A44, A420, A34, A428. The impact on the local environment and amenity from traffic associated with minerals development is an important matter to be taken into account in considering proposals. An objective of this plan is to minimise the distances minerals need to be transported, to achieve a commensurate reduction in air pollution, greenhouse gas emissions and impact on environmental and residential amenity.
- 5.33 The impacts of transporting minerals and waste can be reduced by encouraging the uptake of alternative transport methods such as rail, conveyor,

pipeline and water. But these are usually only practicable where movement of large quantities between particular points or over long distances is involved. Crushed rock is brought into Oxfordshire by rail to the aggregates rail depots at Banbury, Kidlington and Sutton Courtenay; and waste from London is delivered by rail to the Sutton Courtenay landfill site. However, most of the aggregate quarries in Oxfordshire are not able to take advantage of alternative methods of transport. Even where an alternative mode of transport is potentially available, it may not be economically viable or practicable given that most of the minerals extracted in Oxfordshire are distributed to local markets and most of the waste handled at facilities in the county is produced locally. Therefore the main method of transporting aggregates and waste in Oxfordshire is expected to continue to be by road.

- 5.34 Lorries can damage highways and lead to a need for more frequent maintenance. Where this is likely the Council will seek contributions to improvements before development starts and may seek commuted sums towards ongoing maintenance. The impact of lorry traffic in environmentally sensitive locations and settlements can be reduced by routeing agreements to control traffic movements. Routeing agreements will direct development traffic onto the strategic road network by the most appropriate route available taking into account road standard, settlements, road safety issues and other factors, although this needs to be balanced against potentially making vehicles drive further and therefore increasing carbon emissions and pollution.

5.35 **Policy C7: Transport**

Minerals and waste development will only be permitted where provision is made for convenient access to and along the strategic road network in a way that maintains or improves:

- **the safety of all road users including pedestrians;**
- **the efficiency and quality of the road network;**
- **residential and environmental amenity.**

Proposals for mineral working should:

- a) **wherever possible, transport minerals by rail, water, pipeline or conveyor, rather than by road;**
- b) **minimise the number of miles that have to be travelled to reach markets if this can be achieved using roads suitable for lorries.**

Rights of Way

- 5.36 The Oxfordshire Rights of Way Improvement Plan has been incorporated into the Oxfordshire Local Transport Plan. That plan states that the County Council will protect and maintain public rights of way and natural areas so that all users are able to understand and enjoy their rights in a responsible way. The plan also notes that the County Council will seek opportunities for network improvements and initiatives to better meet the needs of walkers, cyclists, and horse riders, including people with disabilities, for local journeys, recreation, and health.

- 5.37 Proposals to enhance, promote and improve the rights of way network and to increase access to the countryside should be encouraged as part of restoration plans for mineral workings. Operators and landowners will be expected to contribute to an extended period of aftercare and management of rights of way.
- 5.38 If a proposal for mineral extraction would result in the diversion or closure of a public footpath or other right of way, the planning application should give details of any diversion, including the proposed route, the materials to be used and the access implications for users, which demonstrate that a safe and convenient right of way will be maintained. Applications should also state whether the right of way will be restored when the mineral workings are completed.

5.39 **Policy C8: Rights of Way**

The integrity of the rights of way network should be maintained and if possible retained in situ. Diversions should be safe, attractive and convenient and, if temporary, should be reinstated as soon as possible. If permanent diversions are required, these should seek to enhance and improve the public rights of way network. Improvements and enhancements to the rights of way network will be encouraged and public access will be sought to restored mineral workings, especially if this can be linked to wider provision of green infrastructure.

6. IMPLEMENTATION AND MONITORING

- 6.1 The Minerals and Waste Core Strategy is based on currently available information, but must be able to respond to changing needs and circumstances. The County Council as Minerals and Waste Planning Authority has a responsibility to monitor the plan's effectiveness and the changing context within which it is being used. The Council also makes use of monitoring and survey work undertaken by other agencies, such as the Environment Agency and Natural England, as well as work undertaken within the Council such as for transport planning and biodiversity, to monitor change.
- 6.2 The Planning & Compulsory Purchase Act 2004 requires the Council to produce an Annual Monitoring Report. Reports cover periods of 12 months from 1 April to 31 March and should be published by the end of the calendar year. The annual monitoring report should include an assessment of:
- the extent to which national targets and strategic objectives and policies in this and other development plan documents are being achieved;
 - any changes needed if a policy is not working or the targets are not being met;
 - progress on implementation of the Minerals & Waste Development scheme and preparation of Minerals & Waste Development documents.

Objectives, indicators and targets

- 6.3 The indicators and targets developed provide a consistent basis for monitoring the performance of the Core Strategy's vision, objectives and key policies for both minerals and waste development to 2030. The indicators reflect the intent of the strategy objectives, taking into account the recommendations within the Sustainability Appraisal Report.

Implementation of the minerals strategy

- 6.4 The strategy for mineral provision has been divided up to make separate provision for sharp sand and gravel, soft sand and crushed rock.
- 6.5 Sand and gravel for use as aggregates is the most extensively worked mineral. Aggregates are essential to the delivery of planned growth in the county and provision has been made to meet a supply level of 1.26 million tonnes per annum. Five areas have been identified, four of which are existing areas and one is a new area. It is proposed that in the existing working areas west of Oxford and in the Caversham area that extensions to existing sites and new sites will continue to deliver sand and gravel over the plan period, but that the rate of production should not exceed the current permitted rates of working. It is anticipated that resources at Sutton Courtenay will be exhausted in approximately 10 years time, depending on the rate of working over that time. It is proposed that sand and gravel extraction in the Cholsey area will start at around that time, to provide a continued local source of aggregates in the south of the county, particularly to meet the likely need from planned development at Didcot and Wantage & Grove .

- 6.6 The soft sand strategy identifies three existing working areas for further provision over the plan period. It is anticipated that current permitted reserves will last until 2020, depending on the rate of working, and that after that time preference will be given to extensions to existing quarries to make the most efficient use of existing plant and infrastructure.
- 6.7 The crushed rock strategy identifies three existing working areas for further provision over the plan period. It is anticipated that current permitted reserves will last until 2030, so it is unlikely that new permissions will be needed, depending on the rate of working. If further reserves are required during the plan period, preference will be given to extensions to existing quarries to make the most efficient use of existing plant and infrastructure.
- 6.8 Overall the minerals strategy is predicated on the basis that the allocated sites will come forward in a timely fashion to meet the predicted demand. A role of the annual monitoring report is to monitor production and reserves, and planning applications and decisions, on an annual basis. If it becomes clear that the site allocations are not coming forward as applications and being permitted, a review of the strategy may be required.
- 6.9 The strategy is also reliant on existing permitted sites being available to be worked to their full extent during the plan period. Mineral safeguarding areas and mineral consultation areas have been identified in order to prevent development being permitted that might prejudice further working. Delivery of this part of the strategy will require liaison with the district planning authorities to protect these areas.
- 6.10 The core policies have been developed to ensure the delivery of the strategy objectives by setting out criteria against which applications will be considered. These will be implemented by the County Council through the development management process.
- 6.11 In a number of cases it is not possible to set a specific target. However, it is possible to review the effectiveness of those policies on a less frequent basis to see how far they are influencing mineral development. This will be reported in the annual monitoring report.

Division(s): N/A

CABINET – 19 JULY 2011

OXFORDSHIRE MINERALS AND WASTE DEVELOPMENT FRAMEWORK: PREFERRED WASTE CORE STRATEGY FOR CONSULTATION

Report by Deputy Director (Growth & Infrastructure)

Introduction

1. The Minerals and Waste Core Strategy will set out the vision and strategic objectives together with the spatial strategy, core policies and implementation framework for the supply of minerals and management of waste in Oxfordshire over the period to 2030. Detailed site allocations will be identified in a subsequent document.
2. In preparing the Core Strategy the County Council must carry out consultation before a proposed document is published for formal representations and then submitted to the Secretary of State for independent examination by an inspector. This should include consultation on the options that have been considered and on the Council's preferred strategy.
3. The Minerals and Waste Plan Working Group considered a suggested preferred strategy and policies for waste on 9 May 2011. The Working Group recommended that Cabinet agree a preferred waste strategy for consultation based on the proposed strategy and policies.

Draft Waste Planning Strategy

4. The waste strategy must make planning provision for the facilities that will be required for the management of all wastes in Oxfordshire over the period to 2030. This includes not only municipal waste, which is collected and managed by the District and County Councils, but also wastes that are produced and managed by the private sector, including: commercial and industrial waste; construction, demolition and excavation waste; hazardous waste; and radioactive waste. Annex 1 sets out the proposed draft preferred planning strategy for waste.
5. The vision and objectives for waste planning in Oxfordshire are set out in section 3. These provide the basis for the strategy, policies and proposals for waste in the draft strategy.
6. In recent years, on average a total of about 2.2 million tonnes of waste has been produced annually by Oxfordshire's residents, businesses and organisations. The amount of waste produced in Oxfordshire is expected to grow as the population and economy increase. The draft

strategy makes provision for dealing with an estimated 2.3 million tonnes of Oxfordshire waste each year by 2030: about 15% of this is municipal waste; 25% is commercial & industrial waste and 60% is construction, demolition & excavation waste (policy W1). Production of waste is expected to be concentrated at the main urban areas.

7. In addition, some waste is brought into the county from London and other counties for disposal at landfill sites. This waste is managed under commercial arrangements that are not within the control of the County Council. It is expected that this will continue but at a declining rate (policy W2).
8. The way that waste is dealt with in Oxfordshire has changed markedly in recent years. From a past position of most waste being disposed of by landfill, approaching half of all waste is now being recycled or recovered for other use. This is in line with national policy to reduce, re-use and recycle waste. This success is expected to continue as a result of recent and planned investment in new waste facilities.
9. To establish the requirement for new waste facilities that the strategy needs to provide for, the Waste Needs Assessment (May 2011) has been produced. This has been published on the County Council's website and is available in the Members' Resource Centre. The draft strategy includes targets for increased recycling and treatment of waste, such that by 2015 only waste that cannot be dealt with in these ways needs to be landfilled (policy W3); and it sets out the additional capacity that it is proposed to make provision for (policy W4).
10. The draft strategy addresses two main issues:
 - a) The planned energy for waste plant at Ardley will take all Oxfordshire's residual municipal waste but is expected only to take some of the county's residual commercial and industrial waste. There is a need for additional capacity for treatment of residual commercial and industrial waste, mainly in the southern and western parts of the county.
 - b) There are legacy radioactive wastes at Harwell and Culham from the decommissioning of nuclear research facilities. Provision needs to be made for storage of intermediate level radioactive waste and disposal of low level radioactive waste.
11. Other important issues the draft strategy addresses are:
 - a) Facilities to handle municipal waste are already being provided for in line with the requirements of the Joint Municipal Waste Strategy. Additional requirements have been identified for: a new household waste recycling centre to serve Banbury (to replace the existing site at Alkerton); and transfer stations to move waste from southern and western Oxfordshire to the Ardley facility.
 - b) Additional capacity for recycling of commercial and industrial and construction, demolition and excavation wastes will be required in the latter half of the plan period, mainly due to the temporary status of many existing facilities.

12. The draft strategy sets out options for how and where the requirements for additional waste facilities could be met, at paragraphs 4.28 – 4.51 and 4.75 – 4.85. An initial assessment has been made of these options against the waste planning objectives and a proposed approach is put forward for each waste requirement. The draft strategy proposes the following additional provision for the main types of waste (policies W5 and W7):
 - a) A household waste recycling centre to serve Banbury;
 - b) Two transfer stations for residual municipal waste in the Abingdon / Didcot / Wantage & Grove and the Witney / Carterton areas;
 - c) Additional permanent recycling plants for commercial & industrial waste at or close to Oxford and towns in the northern and southern areas of the county;
 - d) A plant for treatment of and recovery of resources for residual commercial and industrial waste in the Abingdon / Didcot / Wantage & Grove area;
 - e) Additional permanent recycling plants for construction, demolition and excavation waste at or close to Oxford and the large and smaller towns in the rest of the county; and temporary recycling plants at landfill and quarry sites;
 - f) Additional capacity for disposal of inert waste which cannot be recycled at quarries that require infilling for restoration.
13. For the legacy radioactive waste issue, the draft strategy proposes (policy W9):
 - a) Continued storage of intermediate level radioactive nuclear legacy waste from sites in Oxfordshire at Harwell, pending removal to a national disposal facility;
 - b) Temporary storage of low level radioactive nuclear legacy waste at Harwell and Culham, but permission for disposal of this waste in Oxfordshire to be granted only if no other suitable site is available outside Oxfordshire.
14. Other proposed policies cover: criteria for selecting sites for waste facilities (policy W6); landfill (policy W7); hazardous waste (policy W8); and safeguarding waste facilities (policy W11). The strategy also includes policies (C1 – C8) that are common with the draft minerals strategy, on: flooding; water environment; environmental protection; biodiversity; landscape; historic environment and archaeology; transport; and rights of way.

Next Steps

15. Public consultation on both the draft waste strategy and draft minerals strategy is proposed to be undertaken in September/October 2011. The outcome of that consultation will shape the content of the Core Strategy document that will then be published for comment and submitted to Government for independent examination in 2012.

Sustainability Implications

16. Sustainability appraisal is being carried out as an integral part of preparation of the Core Strategy. A sustainability appraisal of the preferred strategy for waste is being prepared and will be made available alongside the consultation document.

Corporate Policies and Priorities

17. The Council has a statutory duty to produce the Minerals and Waste Core Strategy. It will contribute to the Council's strategic objectives of a thriving economy, healthy and thriving communities and environment and climate change.

Financial and Staff Implications

18. The programme of work for the Minerals and Waste Core Strategy is included within the Directorate work priorities. Funding for this project in the medium term financial plan will be under-spent in this financial year and will need to be re-profiled into the next year, by requesting a carry forward. This report does not raise any additional financial or staffing implications.

Risk Management

19. The Minerals and Waste Core Strategy is a high risk project. The complexity of the Minerals and Waste Development Framework process and the potential implications for major waste management proposals emphasise the importance of good project management and regular reporting on risk management.

RECOMMENDATION

20. **The Cabinet is RECOMMENDED to:**
 - (a) **Agree Annex 2 as the County Council's waste strategy options and draft waste planning strategy for the purpose of consultation.**
 - (b) **Delegate authority to finalise the consultation document to the Deputy Director (Growth and Infrastructure) in consultation with the Cabinet Member for Growth and Infrastructure.**

Martin Tugwell
Deputy Director (Growth & Infrastructure)

Background papers:

Contact Officer: Peter Day, Tel 01865 815544

July 2011

This page is intentionally left blank

OXFORDSHIRE MINERALS AND WASTE DEVELOPMENT FRAMEWORK MINERALS AND WASTE CORE STRATEGY

DRAFT WASTE PLANNING STRATEGY

1. INTRODUCTION

Introduction

- 1.1 The County Council is responsible for minerals and waste planning in Oxfordshire and is reviewing the planning policies covering mineral working and waste management. This will result in a new type of plan – the Oxfordshire Minerals and Waste Development Framework. This will comprise four documents: the Minerals and Waste Core Strategy, a minerals site allocations document, a waste sites allocation document; and the Statement of Community Involvement, which the Council adopted in 2006.
- 1.2 The Minerals and Waste Core Strategy, when adopted by the County Council, will provide the planning strategies and policies for minerals and waste development in Oxfordshire up to 2030.
- 1.3 This consultation document is the Council's draft plan for waste. It includes options considered for the waste strategy; the Council's proposed strategy approach; proposed policies; and a key diagram to illustrate the preferred strategy. The Council is consulting separately on its draft plan for minerals.

How to respond to this consultation document

- 1.4 The County Council wants to get as wide a response as possible to the waste draft plan. Please let us have your views using either the on-line consultation system or the response form. **The closing date for responses is**
- 1.5 Copies of the response form can be downloaded from the County Council website or obtained from the address below. Please send your response by post, fax or email to:

Minerals & Waste Draft Plan Consultation
Minerals & Waste Policy (ESPCC)
Environment & Economy
Oxfordshire County Council
Speedwell House
Speedwell Street
Oxford OX1 1NE

Fax No: 01865 241577

Email: minerals.wasteplan@oxfordshire.gov.uk

- 1.6 For any further information, please contact the Minerals and Waste Policy Team on 01865 816025, or at the email or postal address above.
- 1.7 All documents published by the County Council in the preparation of the Minerals and Waste Plan are on the County Council website at:
www.oxfordshire.gov.uk/links/public/mineralsandwastepolicy.

What happens next?

- 1.8 This is an important opportunity to make your views known on our overall approach to planning for minerals and waste development in Oxfordshire. The County Council will consider carefully all comments received in preparing a final Plan (the Minerals and Waste Core Strategy). Publication of this for comment and submission to Government for examination is programmed for early 2012¹. The independent examination by a Government appointed Inspector will be held in 2012 and it is hoped the County Council can adopt the Strategy by early 2013.

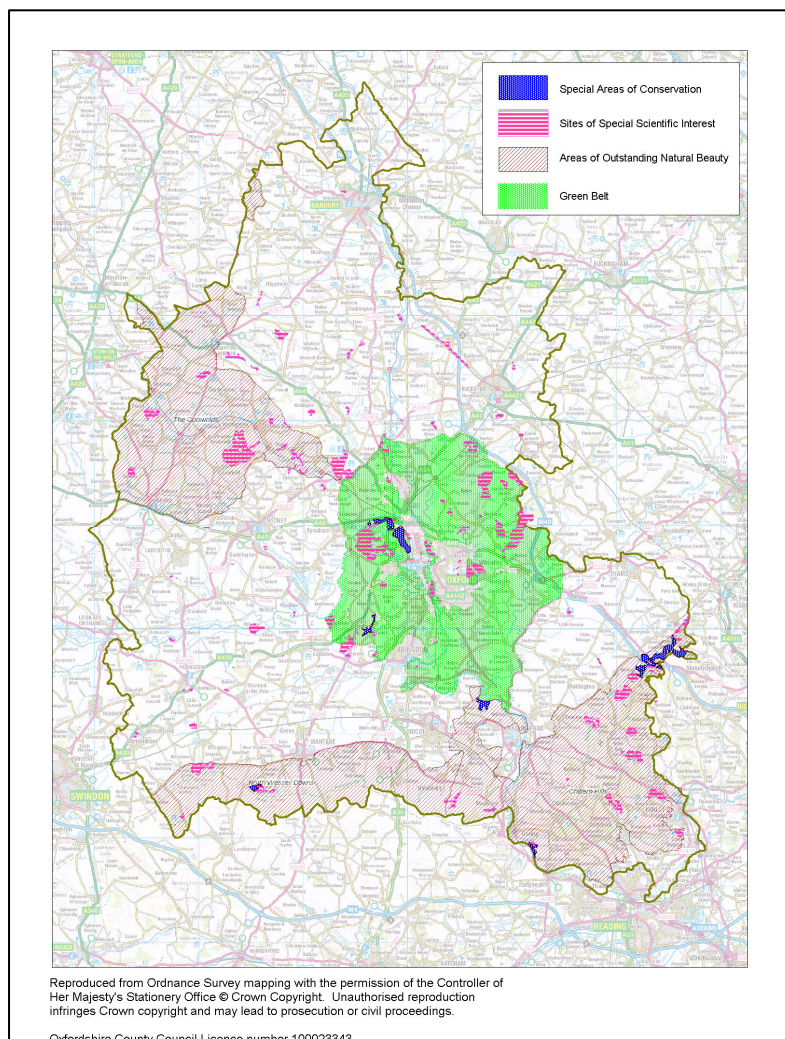
¹ The programme for the preparation of the Minerals and Waste Development Framework is set out in the Oxfordshire Minerals and Waste Development Scheme, which also explains what each development document will cover. The Development Scheme is under review and a revised version will be placed on the County Council website later in 2011.

2 Background

The Oxfordshire Area

- 2.1 The plan needs to make provision for waste management facilities to meet the needs of the current population and businesses of Oxfordshire and the planned growth and development that is likely to take place over the next 20 years.
- 2.2 Oxfordshire is renowned for its knowledge-based economy and research and development facilities. It is also the most rural county in the South East and almost a quarter of the land area is designated within an Area of Outstanding Natural Beauty. It has seven Special Areas of Conservation which are protected by European legislation, numerous Sites of Special Scientific Interest and regionally important geological sites. It also has a rich variety of landscapes, numerous historic buildings, extensive archaeological remains and areas of high grade agricultural land. An area around Oxford is Green Belt. Figure 1 shows the main protected areas in the county.

Figure 1: Special Areas of Conservation, Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty and Green Belt in Oxfordshire



Waste in Oxfordshire

- 2.3 In recent years, on average a total of about 2.2 million tonnes of waste has been produced annually by Oxfordshire's residents, businesses and organisations. This mostly comprises:
- Municipal waste produced in Oxfordshire (collected, processed and disposed of by the district and county councils) – approximately 15%;
 - Commercial and industrial waste (produced, processed and disposed of by the private sector) – approximately 25%;
 - Construction, demolition and excavation waste (produced, processed and disposed of by the private sector) – approximately 60%.
- 2.4 Other wastes produced in smaller quantities are hazardous wastes (including oils and solvents, chemicals and asbestos); radioactive waste; metal waste; and sewage sludge.
- 2.5 About 90% of Oxfordshire's waste is dealt with in the county. The main method of dealing with waste has hitherto been disposal at local landfill sites, but waste is increasingly being diverted from landfill by recycling and treatment. Existing waste facilities and sites with planning permission are shown on figures 2 (municipal and commercial & industrial waste) and 3 (construction, demolition and excavation waste).

Figure 2: Existing municipal and commercial & industrial waste facilities and sites with planning permission

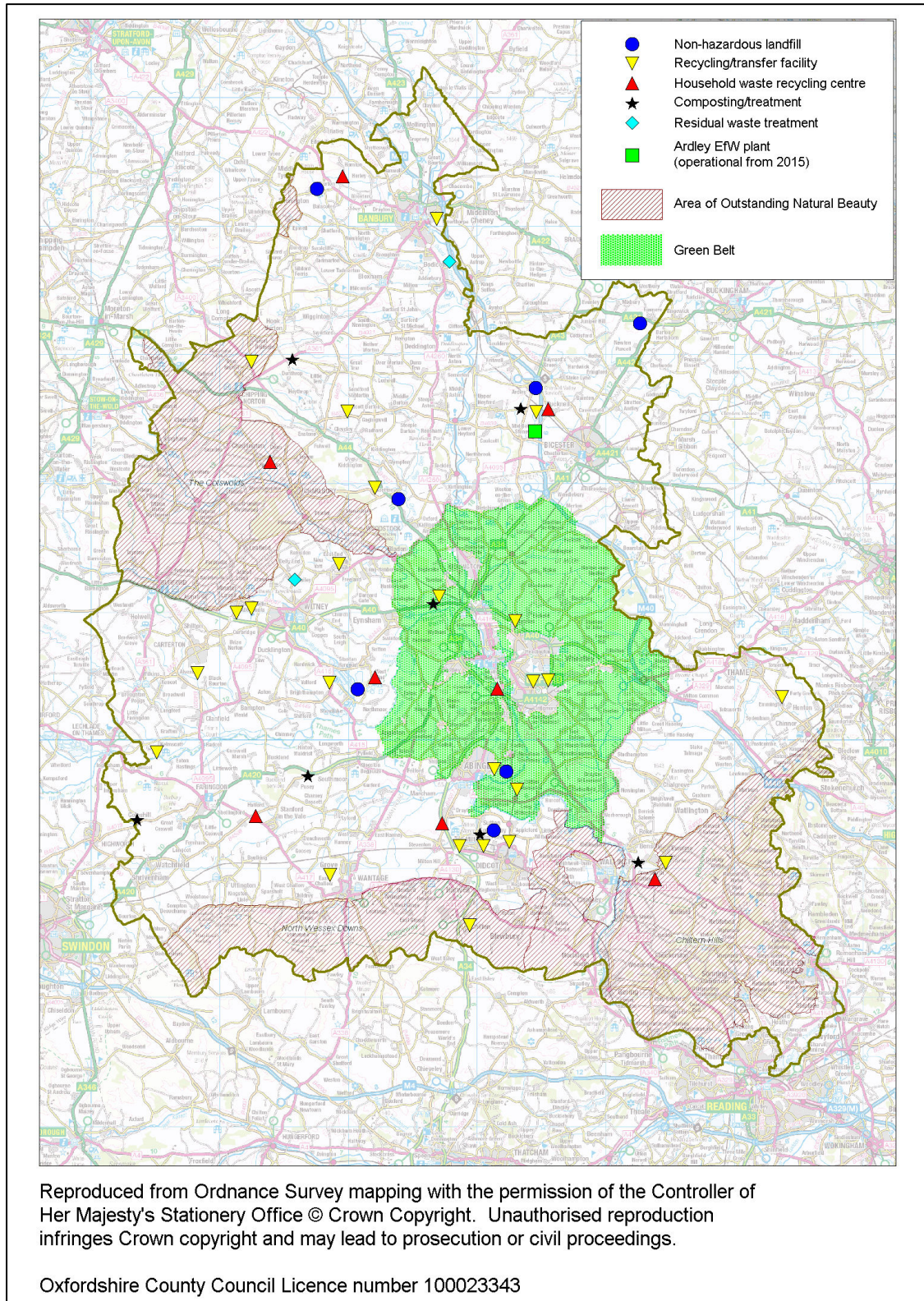
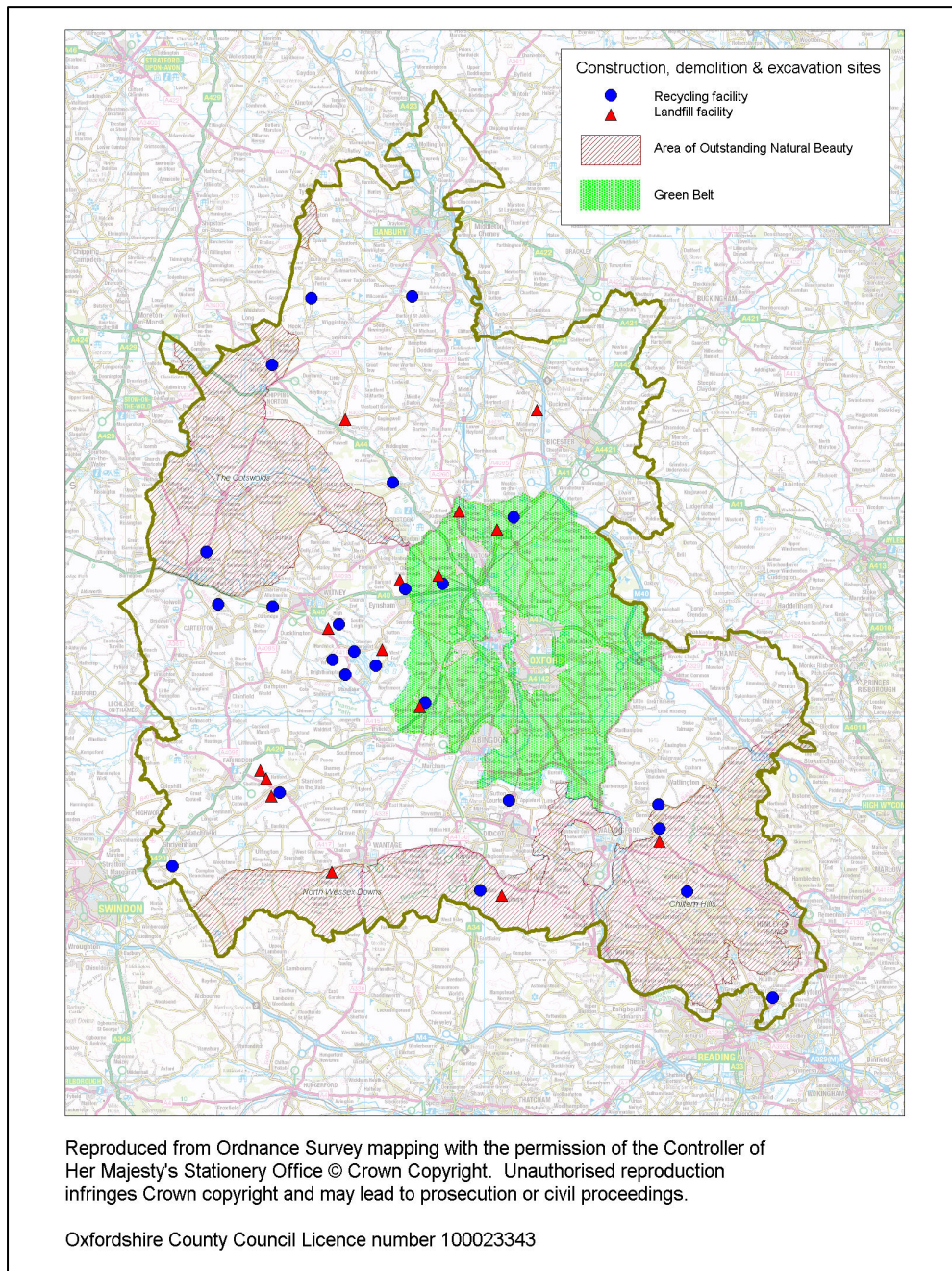


Figure 3: Existing permanent construction, demolition & excavation waste facilities and sites with planning permission



- 2.6 Oxfordshire is a net importer of waste. Some waste is brought into the county from elsewhere for disposal at landfill sites, under commercial arrangements that are largely outside current planning controls. In particular, waste comes in to Oxfordshire from London (much of it by rail) and Berkshire. In 2008, more than 700,000 tonnes were imported, with Sutton Courtenay being the biggest receiving landfill site.

- 2.7 As waste planning authority the County Council must through its waste planning strategy make provision for facilities in Oxfordshire sufficient to manage all types of waste.

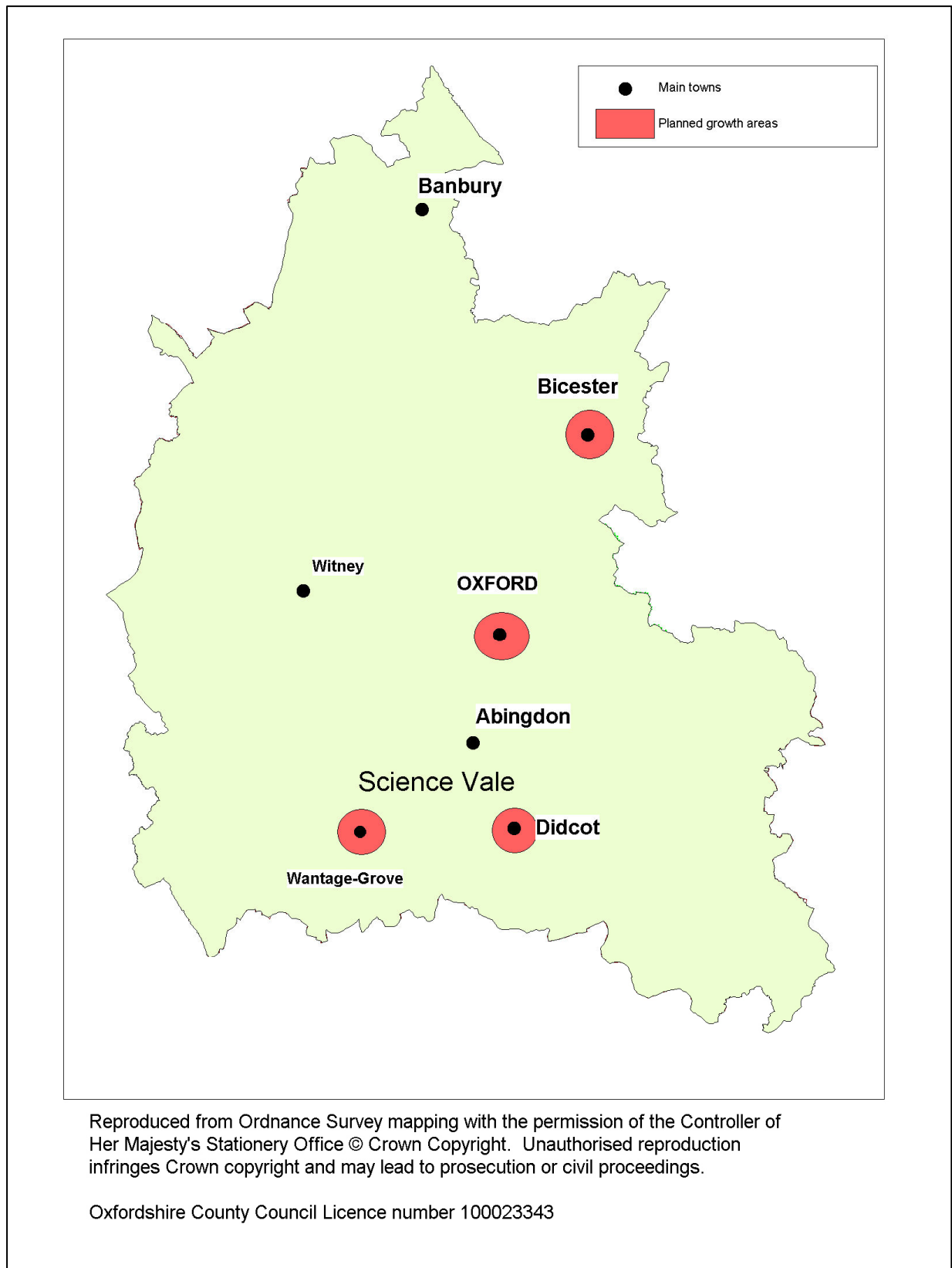
Issues

- 2.8 The population of the county is currently approximately 635,500². Over the next 20 years significant population growth, new housing, commercial and related development, investment in infrastructure and related traffic growth are expected in Oxfordshire³ which has implications for the production of waste and how it is dealt with. Oxfordshire has to balance the need to protect and enhance its special environment, both urban and rural, with the needs for economic growth and housing.
- 2.9 About 40,000 homes could be built in Oxfordshire between 2011 and 2026. There is a need for considerable investment in new infrastructure to support the objective for Oxfordshire of supporting a thriving economy and to meet the pressures on essential services such as schools, transport and other community facilities. A key challenge for waste planning is to make provision for the waste that will be produced to be dealt with in an effective and sustainable way.
- 2.10 Key locations for development, as shown on figure 4, are:
- Didcot and Wantage & Grove, which are within the Science Vale UK area which also includes Milton Park, Harwell Science and Innovation Campus and Culham Science Centre.
 - Bicester, where the 5,000 home eco-development proposal is acting as a focus for delivering an international exemplar of sustainable development;
 - Oxford, which remains a world class centre of education, research and innovation.

² Oxfordshire Data Observatory, 2010.

³ Oxfordshire's population is forecast to grow by a further 12% to 2026 with the building of up to about 50,000 new dwellings. Road traffic has grown rapidly in Oxfordshire, particularly on the M40 and A34, and congestion is a significant problem; and growth in all traffic on Oxfordshire roads is predicted to be over 25% over the period to 2026.

Figure 4: Key locations for development and other large towns



Policy context

- 2.11 The draft plan reflects international, national and regional policies and plans. Broad areas of policy are outlined below; specific areas of policy are covered later in the document.

International/European

- 2.12 The key international plans and programmes which are relevant to the draft minerals plan are:
- The World Summit on Sustainable Development, Johannesburg (2002);
 - Kyoto Protocol and the UN framework convention on climate change (1997);
 - Bern Convention on the conservation of European wildlife and natural habitats.
- 2.13 The European Union has issued a number of Directives on waste, which are transposed into national legislation and policy. Of particular relevance to this strategy are the Waste Framework Directive⁴ and the Landfill Directive⁵. The European Union has also issued Directives to develop environmental and sustainability policy. The Habitats Directive⁶ and the Strategic Environmental Assessment Directive⁷ are of particular relevance to this plan (see paragraphs 2.27 and 2.28).

National

- 2.14 Government policy⁸ for waste planning includes the key objective of preparing and delivering planning strategies that help deliver sustainable development through:
- driving waste management up the waste hierarchy⁹;
 - addressing waste as a resource; and
 - looking to disposal as the last option.
- 2.15 Government policy on “Planning for Sustainable Waste Management” (PPS10) includes the requirement that waste plans should ensure sufficient opportunities for the provision of waste management facilities in appropriate locations and should both inform and in turn be informed by any relevant municipal waste management strategy.

⁴ Directive on Waste (2008/98/EC) (transposed into English law under the Waste (England and Wales) Regulations 2011)

⁵ Directive on the Landfill of Waste (99/31/EC) (transposed into English law under the Landfill (England and Wales) Regulations 2002)

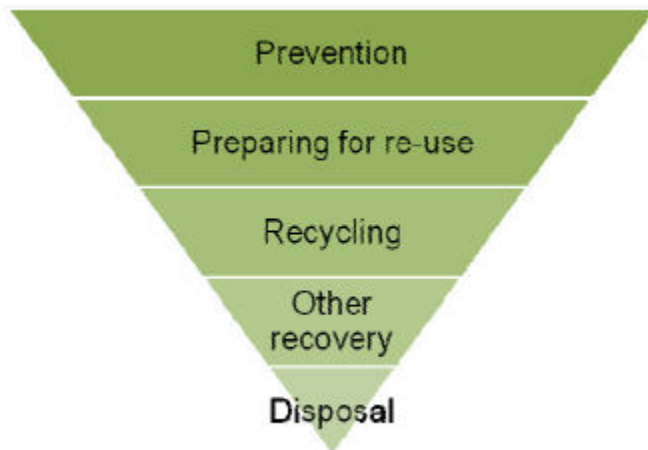
⁶ The Conservation of Natural Habitats and Wild Flora and Fauna Directive (92/43/EC) (transposed into UK law under the Conservation of Habitats Species Regulations 2010)

⁷ Directive on the Assessment of the Effects of Certain Plans and Programmes on the Environment (2001/42/EC) (transposed into UK law under the Environmental Assessment of Plans and Programmes Regulations 2004)

⁸ Planning Policy Statement 10: Planning for Sustainable Waste Management.

⁹ The waste hierarchy is defined in the update to Planning Policy Statement 10: Planning for Sustainable Waste Management (30 March 2011) as prevention; preparing for re-use; recycling; other recovery; and disposal.

- 2.16 In providing for new waste management facilities, the draft strategy seeks to promote changes in waste management practice in line with European, national and other relevant policy and the objectives of this strategy.
- 2.17 European and national policy for waste management (EU Waste Framework Directive, 2008 and Planning Policy Statement 10 'Planning for Sustainable Waste Management') set out the following waste hierarchy, in which prevention of waste is the most desirable option and disposal is the option of last resort:



- 2.18 By moving the management of waste up this hierarchy, away from disposal to reuse, recycling, composting and treatment to recover resources, the Government aims to achieve more sustainable waste management and to break the link between economic growth and the environmental impact of waste.
- 2.19 Landfilling biodegradable waste produces methane gas which is a powerful greenhouse gas. European and national legislation and policy has put in place strong financial and policy drivers and challenging targets to reduce the amount of biodegradable waste that is sent to landfill, and increase the recovery of resources from waste. Landfill tax (which applies to all wastes and has been increasing year on year) and the Landfill Allowance Trading Scheme (which applies to municipal waste) are increasing the costs of landfill so that it will no longer be the cheapest means of dealing with waste.

Regional

- 2.20 Under current legislation, this plan must be in general conformity with the South East Plan, May 2009 (the regional strategy). However, the Government's Localism Bill, which is currently going through Parliament, proposes the abolition of all regional strategies. The South East Plan includes strategic policies for mineral supply. The County Council considers that these policies generally continue to be appropriate to Oxfordshire, except that higher targets for waste recycling and diversion of waste from landfill are now considered to be achievable (see paragraph 4.19).

Local

- 2.21 The Oxfordshire Minerals and Waste Local Plan was adopted by the County Council in July 1996. It contains detailed policies for the provision of waste management facilities and for the control of waste developments. Under the Planning and Compulsory Purchase Act 2004 (which introduced the requirement to prepare minerals and waste development frameworks), many of the policies of this Plan were ‘saved’¹⁰, i.e. are still in force as part of the development plan for Oxfordshire until they are replaced by new policies in the Minerals and Waste Development Framework.
- 2.22 The draft waste strategy has regard and is consistent with the existing and emerging new plans (local development frameworks) prepared and adopted by the City and District Councils¹⁰. The Minerals and waste Development Framework and the City and District Plans will together form the development plan for Oxfordshire, containing a full set of local planning policies and proposals for the county against which planning applications for development will be considered. The draft strategy also has regard to the principles of the Sustainable Community Strategy, Oxfordshire 2030.
- 2.23 The draft waste strategy should also take into account and, as far as possible, be consistent with the existing and emerging plans of neighbouring planning authorities and more distant planning authorities which have waste links with Oxfordshire (e.g. counties which Oxfordshire sends hazardous waste to for disposal).
- 2.24 The County Council is both planning authority for minerals and waste development; and waste disposal authority, with responsibility for the management and disposal of municipal waste, mainly comprising the household waste and some commercial waste collected by the five district councils.
- 2.25 The county and district councils work together on municipal waste management under the Oxfordshire Joint Municipal Waste Partnership (the Waste Partnership). The Oxfordshire Joint Municipal Waste Management Strategy ‘No Time to Waste’ was agreed by the six Oxfordshire local authorities in January 2007. It provides a framework for the management of municipal waste in the county to 2030 and sets challenging local targets for the management of municipal waste. It identifies a need for new waste treatment facilities, in addition to increased recycling and composting, to significantly reduce the quantity of biodegradable waste sent to landfill. This planning strategy is separate from the municipal waste strategy but it is consistent with and has been informed by it.
- 2.26 The Joint Municipal Waste Management Strategy is under review. The review is not expected to raise significant planning issues (e.g. radical changes to targets for recycling and diversion of waste from landfill or requirements for additional waste management facilities for municipal waste). Nevertheless, the

¹⁰ The Oxford Core Strategy was adopted by Oxford City Council in March 2011; the other four Oxfordshire District Councils are preparing Core Strategies but have existing local plans with saved policies which are still in force as part of the development plan for Oxfordshire

waste planning strategy should include flexibility to allow for any changes in municipal waste management requirements in Oxfordshire.

Habitats Regulations Assessment

- 2.27 The Habitats Directive requires planning authorities to assess the likely impact of their plans on sites which have been designated as being of European importance for the habitat or species they support. In Oxfordshire there are seven sites designated as Special Areas of Conservation (SAC). Natural England is being consulted on a draft Habitats Regulations Assessment screening report, prepared by the council, which identifies the seven sites, describes the conservation objectives of each site and provides an assessment of the likely impacts on them.

Sustainability Appraisal / Strategic Environmental Assessment

- 2.28 The Strategic Environmental Assessment Directive requires that an assessment is carried out of the likely impacts of the plan on a range of environmental criteria. Policies and proposals in development plan documents must also be subject to sustainability appraisal. The Council commissioned consultants to carry out a sustainability appraisal incorporating a strategic environmental assessment to assess the likely impacts of the draft plan against a range of environmental, economic and social criteria.
- 2.29 A sustainability appraisal scoping report has been prepared and published following consultation with the Environment Agency, Natural England and English Heritage.
- 2.30 The consultants have appraised:
- the waste objectives;
 - the options for the waste strategy;
 - the preferred waste strategy and policies; and
 - the common core policies.
- 2.31 The sustainability appraisal report, incorporating the requirements of strategic environmental assessment and providing an appraisal of the economic and social implications of the plan, is published alongside the draft plan as part of this consultation.

3. Vision and Objectives for Waste in Oxfordshire

- 3.1 The vision and objectives for the Waste Strategy provide a basis for the development of the strategy, policies and proposals for waste management.
- 3.2 The aspirations for Oxfordshire outlined in chapter 2 and the significant growth that is planned present major challenges for waste planning including that the waste generated by existing and new developments is managed and used in the most effective and sustainable way possible.
- 3.3 The vision and objectives seek to address these and related issues, in particular the need to support Oxfordshire's economy, to protect its environment, and to provide an effective framework for making provision for the management of waste.

Waste Planning Vision

- 3.4 The vision for Oxfordshire's waste planning strategy is that:
 - a) By 2030 there will have been a transformation in the way Oxfordshire manages its waste, with:
 - increased recycling and composting of waste;
 - treatment (so far as is practicable) of all residual waste that cannot be recycled or composted; and
 - only the minimum amount of waste that is necessary being disposed of at landfill sites.
 - b) The county will remain largely self-sufficient in dealing with the waste it generates. An economically and environmentally efficient network of clean, well-designed recycling, composting and other waste treatment facilities will have been developed to recover material and energy from the county's waste and support its thriving economy.
 - c) Waste management facilities will be distributed across the county, with larger-scale and specialist facilities being located at or close to large towns, particularly the growth areas, and close to main transport links, and smaller-scale facilities at or close to small towns. This network will have helped to build more sustainable communities that increasingly take responsibility for their own waste and reduce the distance waste needs to be moved within the county.

Waste Planning Objectives

- 3.5 The Oxfordshire Waste Planning Vision is supported by the following eight waste planning objectives which set out the principles which underpin the draft Plan.
 - i. Provide for waste management capacity that enables Oxfordshire to be net self-sufficient in meeting its own waste needs.

- ii. Provide for delivery, as soon as is practicable, of waste management facilities that will drive waste away from landfill and as far up the waste hierarchy¹¹ as possible; in particular facilities to meet the targets for recycling and composting and for the treatment and diversion from landfill of Oxfordshire's remaining (residual) waste.
- iii. Provide for waste to be managed as close as possible to where it arises to:
 - minimise the distance waste needs to be transported by road;
 - reduce adverse impacts of waste transportation on local communities and the environment;
 - allow communities to take responsibility for their own waste;
 - and generally provide for a broad distribution of facilities;
 whilst recognising that some types of waste management facility are uneconomic or not practical below a certain size and therefore will need to serve a wider area.
- iv. Recognise that waste management is an integral part of community infrastructure and take opportunities to locate facilities in or close to the communities they serve, including in conjunction with planned growth, and for recovery and local use of energy (heat and power) from waste.
- v. Recognise that waste will continue to be imported into Oxfordshire from London and elsewhere for disposal by landfill and seek to limit this to residual waste (following recycling and treatment elsewhere) and for the quantity to decrease over time as new facilities are provided where the waste is produced.
- vi. Give priority to the use of previously developed land, including land within the Green Belt if appropriate, and ensure that new waste management facilities are sensitive to the amenities of local communities and do not cause unnecessary harm to the County's distinctive natural and built environment.
- vii. Promote sustainable waste practice in new construction work based on the principle of keeping waste to a minimum, managing waste on site where possible, recycling construction waste as aggregate, and creating buildings and layouts that facilitate the recovery of resources from waste and opportunities for combined heat and power.
- viii. Secure the satisfactory restoration of landfill sites and other temporary waste management sites, where the facility is no longer required or acceptable in that location, in keeping with the surrounding area.

¹¹ The waste hierarchy is shown at paragraph 2.17

4. DRAFT WASTE PLANNING STRATEGY

Development of the Waste Strategy

- 4.1 This draft strategy is for the period to 2030. How many and what sort of facilities will be needed for dealing with waste in Oxfordshire over this 20 year period cannot be predicted with accuracy. The draft strategy can only be based on best estimates. A waste needs assessment has been prepared as a separate document¹² which sets out estimates of the quantities of waste that will need to be managed in Oxfordshire; the waste management capacity currently available; and the additional capacity that may be required up to 2030. These estimates will be monitored regularly and will be updated as and when necessary.
- 4.2 The preferred strategy is also informed by responses to public consultation undertaken in 2007 on the initial Minerals and Waste Core Strategy Preferred Options and the Waste Sites and Policies Issues and Options. The strategy has evolved from further work on options carried out since then, including stakeholder engagement with statutory bodies.
- 4.3 The strategy comprises core policies which provide the context for considering future proposals for waste development and a spatial strategy for the delivery of the new waste infrastructure that is expected to be needed, which is shown on the key diagram at the end of this section. This will provide a framework for the identification of sites for waste development in the sites allocations document.

How much waste will need to be managed?

- 4.4 The amount of waste produced in Oxfordshire is expected to grow as the population and economic development increase particularly in the main urban areas of Oxford, Banbury, Bicester, Witney, Abingdon, Didcot, and Wantage and Grove. It is estimated that the amounts of waste produced in Oxfordshire could increase over the period to 2030 as shown in the following table for the three main waste types.

Estimates of Oxfordshire waste to be managed 2010 – 2030
(tonnes per annum)

Waste Type	2010	2015	2020	2025	2030
Municipal	310,000	330,000	340,000	350,000	370,000
Commercial & Industrial	570,000	580,000	600,000	620,000	640,000
Construction, Demolition & Excavation	650,000*	1,300,000	1,300,000	1,300,000	1,300,000
Total	1,530,000	2,210,000	2,240,000	2,270,000	2,310,000

¹² Waste Needs Assessment, Oxfordshire County Council, May 2011

Figures rounded to nearest 10,000 tonnes

*Reflects reduction in normal construction activity due to current economic position.

- 4.5 The annual quantities of other types waste are also expected to increase over the period 2010 to 2030:
- Hazardous Waste – from approximately 40,000 tonnes to 60,000 tonnes;
 - Metal Waste – from approximately 50,000 tonnes to 60,000 tonnes;
 - Sewage Sludge – from approximately 20,000 tonnes to 25,000 tonnes (dry solids).
- 4.6 For municipal waste it has been assumed that from 2012 there will be no further increase in the amount of waste produced by each household. Growth in municipal waste is therefore based only on what will arise from the expected increase in population, using the planned increase in housing.
- 4.7 For commercial and industrial waste, a low growth rate has been assumed (0.63%). Production of construction, demolition and excavation waste has fallen sharply due to the recession. It has been assumed that this will increase again after the recession, and that by 2015 production of construction, demolition and excavation waste will return to previous levels.
- 4.8 Government policy and the South East Plan (policy W4) point to counties being self-sufficient in managing the quantity of waste they produce, with cross boundary movements of waste generally being in balance. Apart from landfill of residual non-hazardous waste (see paragraph 4.61), this principle has been adopted in assessing the amount of waste that needs to be provided for in Oxfordshire.
- 4.9 Policy W1 includes the amounts of waste that will need to be managed each year as a guide to the number of waste management facilities that may be required.
- 4.10 **Policy W1: The amount of waste to be provided for**
- Provision will be made to enable Oxfordshire to be net self-sufficient in the management of municipal waste, commercial and industrial waste and construction, demolition and excavation waste.**
- Provision should be made for waste facilities sufficient to manage the following amounts of waste over the period to 2030:**
- **Municipal Solid Waste – 370,000 tonnes per annum;**
 - **Commercial and Industrial Waste – 640,000 tonnes per annum;**
 - **Construction Demolition and Excavation Waste – 1,300,000 tonnes per annum.**
- 4.11 The following figures should be used as a guide to the amount of provision to be made for the different types of management for each waste type. These will be kept under review through the plan period and if necessary will be revised.

Oxfordshire: estimated waste to be managed per annum 2010 – 2030

Waste Type / Management Type	2010	2015	2020	2025	2030
	tonnes per annum				
Composting:					
Municipal	90,000	100,000	105,000	110,000	115,000
Commercial & Industrial	–	30,000	30,000	30,000	30,000
Total	90,000	130,000	135,000	140,000	145,000
Recycling:					
Municipal	80,000	100,000	105,000	110,000	115,000
Commercial & Industrial	280,000	295,000	330,000	375,000	385,000
Total	360,000	395,000	435,000	485,000	500,000
Residual Treatment:					
Municipal	–	120,000	120,000	130,000	130,000
Commercial & Industrial	–	250,000	230,000	205,000	210,000
Total	–	370,000	350,000	335,000	340,000
Landfill:					
Municipal	140,000	10,000	10,000	10,000	10,000
Commercial & Industrial	285,000	15,000	15,000	15,000	15,000
Total	425,000	25,000	25,000	25,000	25,000
Construction, Demolition & Excavation Waste:					
Recycling	325,000	650,000	780,000	780,000	780,000
Landfill / Restoration	325,000	650,000	520,000	520,000	520,000
Total	650,000	1,300,000	1,300,000	1,300,000	1,300,000

Composting includes capacity for food waste

Landfill estimates do not include hazardous waste arising from residual treatment

All figures rounded to nearest 5,000 tonnes

Waste imports and exports

- 4.12 Allowance must also be made for the movement of some waste across the county boundary. Some waste is exported out of Oxfordshire, but waste is also received for disposal from other counties, in particular Berkshire. This reflects the availability of landfill and the location of large towns like Reading and Swindon close to Oxfordshire. London has a shortage of landfill capacity and therefore exports waste for disposal to other places, including Oxfordshire. Much of this is transported by rail.
- 4.13 It is expected that waste will continue to be brought into Oxfordshire for disposal by landfill, but in declining amounts as new recycling and residual waste treatment facilities are developed in London and elsewhere. There should be continuing pressure on authorities in London to make provision for dealing with their own waste.

- 4.14 It is estimated that waste may be imported into Oxfordshire for disposal at the following rates over the period of this plan. It has been assessed that there is sufficient capacity remaining within existing landfill sites for these quantities of waste (in addition to meeting Oxfordshire's landfill requirements).

Oxfordshire: estimates of waste imported for disposal to landfill 2010 – 2030

Waste Source	Total Imports for 5 year periods (million tonnes)			
	2010 – 2015	2016 – 2020	2021 – 2025	2026 – 2030
London	1.33	0.84	0.42	0.42
Elsewhere	2.25	1.42	0.71	0.71
Total	3.58	2.26	1.13	1.13

London Waste Imports to 2025 are from South East Plan policy W3

London Waste for period 2016-2025 assumes that 66% of the apportionment for that period is taken up in first 5 year period

Waste from elsewhere is based on an assumed current import rate of 450,000 tpa

Waste from elsewhere for period 2016-20 is in same proportion to period 2010-15 for London (63%)

London waste and waste from elsewhere for 2026-30 is assumed to be as for period 2012-30

- 4.15 It would be counter-productive to allow new waste management facilities in Oxfordshire predominantly to treat waste from elsewhere. This would be a disincentive to self-sufficiency in other areas and lead to waste travelling longer distances than necessary, or to a surplus of waste management capacity. Such facilities should only be permitted where clear benefits to the area can be identified (e.g. in helping the delivery of a facility that is needed to meet the waste management requirements of Oxfordshire).

4.16 Policy W2: Waste imports

Provision will be made for disposal of a declining amount of waste from London and elsewhere at existing landfill sites. Facilities which provide substantially for the treatment of waste from outside Oxfordshire will not be permitted unless there would be clear benefits within Oxfordshire.

How should Oxfordshire's waste be managed?

- 4.17 The way that waste is dealt with in Oxfordshire has changed markedly in recent years. From a past position of most waste being disposed by landfill, approaching half of all waste is now being recycled or recovered for other use. This trend is expected to continue as a result of current investment in new waste facilities.
- 4.18 This strategy seeks, as quickly as is practical, the provision of additional facilities to increase recycling and composting and recovery of resources from waste, and to minimise disposal of waste to landfill.
- 4.19 The targets in this strategy, which underpin the waste needs assessment, take account of waste management targets in the South East Plan but modified in line with national policy to move waste management up the waste hierarchy to reflect:

- higher recycling and composting targets for municipal waste, that the Oxfordshire Waste Partnership consider achievable in Oxfordshire; and
- maximum diversion from landfill of municipal waste and commercial and industrial waste being achieved from 2015.

- 4.20 Oxfordshire's municipal waste strategy currently aims for recycling of 55% of household waste by 2020, but this target is being reviewed and it is already clear that a recycling/composting rate of 62% should be achievable by 2020. The recycling targets for commercial and industrial waste and for construction, demolition and excavation waste in the South East Plan are considered appropriate to Oxfordshire.
- 4.21 The County Council as Waste Disposal Authority has entered a contract for the treatment of municipal waste that is not recycled or composted, and an energy from waste treatment plant is to be built at Ardley. It is estimated that from 2015 only 2% of municipal waste will need to be sent direct to landfill. This strategy assumes that from 2015 all Oxfordshire's commercial and industrial waste that is not recycled or composted will also, so far as is practical, be sent to a waste treatment facility, and that only 2% of this waste will need to be sent direct to landfill.
- 4.22 Most recycled construction, demolition and excavation waste comprises hard material which can be used as aggregate and lesser amounts of soil. The recycling target reflects the physical nature of this waste and is unlikely to be capable of significant improvement. The waste remaining will not all need to be disposed of in landfill as much of it will be used to restore quarries and as engineering and cover material at non-hazardous landfills.
- 4.23 **Policy W3: Waste management targets**

Provision will be made for waste to be managed in accordance with the following targets, to provide for the maximum diversion of waste from landfill.

Oxfordshire waste management targets 2010 – 2030

Waste Management / Waste Type	Target Year				
	2010	2015	2020	2025	2030
Municipal waste:					
Composting & food waste treatment	29%	30%	31%	31%	31%
Recycling	25%	31%	31%	31%	31%
Treatment of residual waste	0%	37%	36%	36%	36%
Landfill	46%	2%	2%	2%	2%
Commercial & industrial waste:					
Composting& food waste treatment	0%	5%	5%	5%	5%
Recycling	50%	50%	55%	60%	60%
Treatment of residual waste	0%	43%	38%	33%	33%
Landfill	50%	2%	2%	2%	2%
Construction, demolition & excavation waste:					
Recycling	50%	50%	60%	60%	60%
Landfill/Restoration	50%	50%	40%	40%	40%

How much additional waste management capacity is needed?

- 4.24 In deciding on the facilities that might be required and when they should be provided, account needs to be taken of the estimated future level of waste arisings and the capacity already available to manage that waste.
- 4.25 There are uncertainties in estimating future levels of waste production and cross-boundary movements of waste, particularly where facilities are close to sources of waste in other counties. Flexibility therefore needs to be built into assessments of future waste management requirements. To ensure sufficient facilities, the additional waste management capacity to be provided for is 10% higher than the estimate of waste arising.
- 4.26 Policy W4 shows the additional capacity likely to be required for composting, recycling and residual waste treatment, for the three main waste streams. The total estimated amount of waste to be provided for is approximately 2.3 million tonnes a year (policy W1). Taking into account the capacity already available at existing waste facilities and sites with planning permission, it is estimated that additional provision needs to be made for recycling and residual waste treatment facilities with a combined capacity of approximately 800,000 tonnes a year. The additional capacity required increases through the plan period as

waste production is expected to increase slightly but mainly due to a decline in existing capacity as facilities with temporary planning permissions come to the end of their lives.

4.27 Policy W4: Provision of additional waste management capacity

Provision for additional waste management capacity will be made in accordance with the following guideline figures.

Oxfordshire: additional waste capacity required (tonnes per annum)

Waste Type / Management Type	2010	2015	2020	2025	2030
Composting:					
Municipal / Commercial & Industrial	–	–	–	–	–
Recycling:					
Municipal / Commercial & Industrial	–	–	–	50,000	100,000
Construction, Demolition & Excavation	–	–	80,000	390,000	500,000
Residual Treatment:					
Commercial & Industrial	–	200,000	180,000	160,000	160,000

All figures rounded to nearest 10,000 tonnes
 Figures based on waste arising estimates with +10% contingency

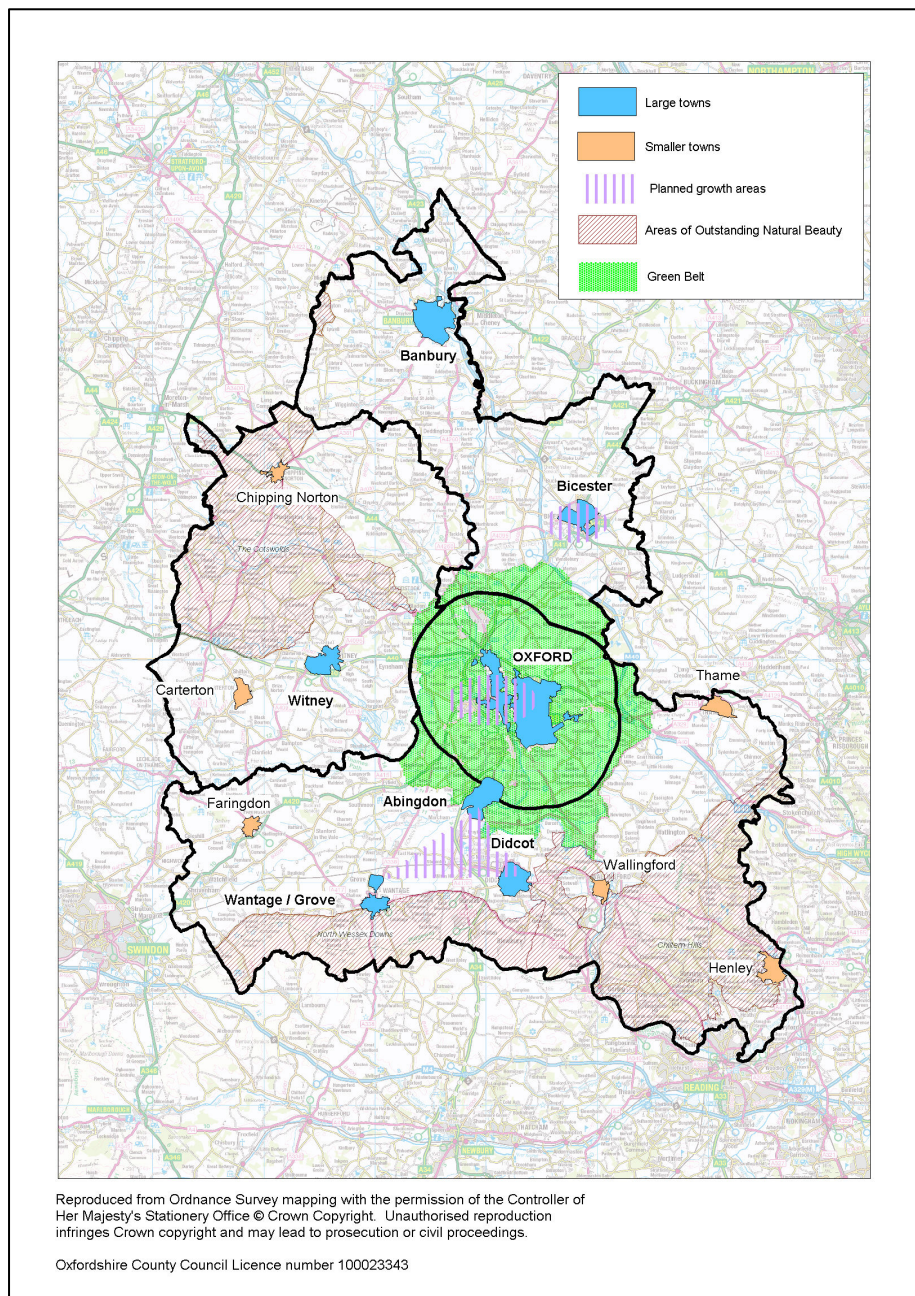
Where should future waste management facilities be located?

- 4.28 The Waste Needs Assessment identifies a need for new recycling and treatment/recovery facilities and decisions need to be made on where these should be located. A key objective of this plan is to manage waste as close as possible to the source of arising. This generally points to a broad spread of facilities in order to minimise transport distances. However, different sizes of facility are appropriate for different types of waste management and technology.
- 4.29 For the main waste streams, there are two broad spatial options:
- larger/medium facilities focused on the large towns (Oxford; Banbury; Bicester; Abingdon; Didcot; Wantage & Grove; Witney).
 - a more dispersed pattern of smaller facilities related to both large (as above) and smaller towns (Chipping Norton; Carterton; Faringdon; Wallingford; Henley; Thame).
- 4.30 As a guide to the possible distribution of the waste management capacity required across the county, the population of Oxfordshire can be divided into the following areas based around the large towns, as shown on figure 5.

Area of the County and Large Towns	Population; number	Population: percentage
Northern Oxfordshire: Banbury and Bicester plus most of Cherwell District	120,000	18%
Oxford: City plus nearby communities within surrounding Districts	210,000	32%
Southern Oxfordshire: Abingdon, Didcot and Wantage & Grove plus most of South Oxfordshire and Vale of White Horse Districts	225,000	35%
Western Oxfordshire: Witney plus most of West Oxfordshire District	95,000	15%
Oxfordshire Total	650,000	100%

Figures rounded to nearest 5,000

Figure 5: Areas of the County around large towns, and smaller towns



- 4.31 Options have been identified that broadly indicate areas where new waste facilities might be located. The different types of waste are considered separately although, municipal and commercial and industrial waste recycling and treatment facilities can cater for both of these waste streams. The most appropriate option will vary between waste streams and types of waste management facility. The options that have been considered for different waste streams are set out below.
- 4.32 Facilities should, as far as practicable, be suitably sized and distributed to minimise transport distance; and well related to and proportionate to the needs of the population of the area they will serve. The overall approach that is proposed is to make provision for a range of additional waste management facilities (taking into account the locations of existing and permitted facilities), generally with large or medium facilities within or close to the large towns and small facilities to serve the smaller towns, but with more concentrated provision for the treatment of residual waste. This approach is consistent with the Oxfordshire Joint Municipal Waste Management Strategy. Concentrated provision will also be needed for more specialist requirements such as for hazardous and radioactive waste, which are covered separately at paragraphs 4.66 and 4.75. Broad, strategic locations where the development of most facilities should take place are shown on the key diagram at the end of this section.
- 4.33 Large (approximately 50,000 tonnes per annum or more throughput) and medium (approximately 20,000 to 50,000 tonnes per annum) waste facilities will generally be appropriate at or close to large towns. This could include locations up to 5 km from the built up area, where there is good access to the main road network. Small waste facilities (approximately 20,000 tonnes per annum or less) will be appropriate, and medium facilities may be appropriate, at or close to smaller towns. This could include locations up to 2 km from the built up area, where there is good access to the main road network. Small and medium facilities to serve local needs may also be appropriate in more rural locations, where they meet the criteria in policy W6 and have good access to the main road network.

Municipal Waste

- 4.34 Facilities to handle municipal waste are already being provided for in accordance with the Joint Municipal Waste Management Strategy and the Household Waste Recycling Centre Strategy adopted by the County Council in April 2011. Existing and planned facilities for municipal waste are shown on figure 2.
- 4.35 The recycling centre strategy includes provision of a new facility to serve Banbury (to replace the existing temporary facility at Alkerton). A site for this facility will be identified in the separate site allocations document.
- 4.36 The Ardley energy from waste facility is expected to meet all Oxfordshire's requirement for residual municipal waste treatment from mid 2014. There is a need to provide for bulking up and transfer of residual municipal waste from the

southern and western parts of the County for efficient transportation to Ardley and the County Council (as waste disposal authority) intends to let a contract for this. The County Council thinks this could best be provided by two transfer stations: one in the Abingdon / Didcot / Wantage & Grove area; and one in the Witney / Carterton area.

Commercial & Industrial Waste

- 4.37 The waste needs assessment shows that the strategy should in particular support the provision of additional facilities for recycling of commercial and industrial waste; and treatment of residual commercial and industrial waste. The total estimated amount of commercial and industrial waste to be provided for is approximately 640,000 tonnes a year (policy W1). Taking into account the capacity already available at existing waste facilities and sites with planning permission, it is estimated that additional provision needs to be made for recycling and residual waste treatment facilities with a combined capacity of approximately 300,000 tonnes a year.
- 4.38 Metal wastes are mainly recycled at dedicated scrap yards. Although metal waste production is expected to increase, there are sufficient existing permanent facilities to provide the required capacity.

Recycling of Commercial & Industrial waste

- 4.39 There is an estimated gap of approximately 100,000 tpa by 2030 between the capacity forecast to be required and capacity at existing facilities and sites with planning permission. There are permissions for new large recycling facilities at Banbury, Finmere and Gosford, near Oxford.
- 4.40 This requirement mainly arises after 2020, mainly due to the temporary nature of many existing facilities, and is primarily needed to serve the large towns of Banbury, Bicester, Oxford, Abingdon and Didcot and their surrounding areas. The reasonable options for provision of this capacity are:
- a): Concentration of additional provision at or close to Oxford.
 - b): Additional provision at or close to large towns in:
 - Northern Oxfordshire (Banbury; Bicester);
 - Southern Oxfordshire (Abingdon; Didcot); and
 - Western Oxfordshire (Witney).
 (In this option, provision for Oxford is made elsewhere in the County, in recognition of the difficulty of finding suitable sites in or close to Oxford.)
 - c): Additional provision at or close to Oxford and large and smaller towns in:
 - Northern Oxfordshire (Banbury; Bicester);
 - Southern Oxfordshire (Abingdon; Didcot; Faringdon; Henley; Thame).
- 4.41 From an initial assessment, option c) best meets the objectives in paragraph 3.5, in particular objective iii (provide for waste to be managed as closely as possible to where it arises) and objective iv (facilities to be located in or close to

the communities they serve). It is considered that recycling facilities for commercial and industrial waste could be delivered by the private sector at the scale required such that objective ii (delivery of waste management facilities that will drive waste up the hierarchy) would also be met.

- 4.42 The proposed approach is additional provision for commercial and industrial waste recycling plants at or close to Oxford and large and smaller towns in the northern and southern areas of the county.**

Residual treatment of Commercial & Industrial waste

- 4.43 From mid 2014 the energy from waste facility at Ardley is expected to have capacity to treat up to approximately 180,000 tonnes per annum of commercial & industrial waste. The location of the plant in northern Oxfordshire close to the county boundary, means it is likely to take in waste from outside Oxfordshire. It has been assumed that only half (90,000 tonnes per annum) of the potential commercial & industrial waste capacity will be available for non-municipal waste from Oxfordshire. This leaves an estimated gap in required provision for Oxfordshire commercial & industrial waste of approximately 200,000 tonnes per annum by 2015.
- 4.44 The County Council has resolved to grant planning permission for a gasification plant of 90,000 tonnes per annum at Finmere, which could meet part of the requirement, but is located in northern Oxfordshire.
- 4.45 The additional capacity required will mainly be needed to serve southern Oxfordshire but also the Witney area. The reasonable options for provision of this capacity are:
- a) 1 large facility in the Abingdon/Didcot/Wantage & Grove area.
 - b): 2 smaller facilities in the Abingdon/Didcot/Wantage & Grove area; and the Witney area.
- 4.46 From an initial assessment, option a) best meets the objectives in paragraph 3.5. Waste treatment plants need to be of sufficiently large scale to be economic and practical, and therefore capable of being delivered by the private sector. A more dispersed pattern of smaller facilities would reduce the distances waste needs to be transported (objective iii), but is unlikely to be deliverable.
- 4.47 The proposed approach is to make provision for one large plant for treatment and recovery of resources from residual commercial and industrial waste (which is not recycled) in the Abingdon / Didcot / Wantage & Grove area.**

Construction, Demolition and Excavation (CDE) Waste

- 4.48 There is currently a surplus of recycling capacity for construction, demolition and excavation waste. This is expected to change to a need for additional

capacity by 2020, as demand for recycling increases with economic recovery and planning permissions for temporary facilities expire. The total estimated amount of this waste to be provided for is approximately 1,300,000 tonnes a year (policy W1). Taking into account the capacity already available at existing waste facilities and sites with planning permission, it is estimated that additional provision needs to be made for recycling facilities with a combined capacity of approximately 500,000 tonnes a year by 2030. Based on where housing development is planned and taking into account existing permanent facilities, this requirement will mostly be at Bicester, Didcot and Wantage and Grove, but with some requirement also at Oxford, Banbury, Witney, Carterton, Abingdon and the smaller towns in southern Oxfordshire.

- 4.49 There are potential benefits, through operating synergies and reduced transportation of waste, in locating temporary recycling facilities at landfill and quarry sites. Based on the current position, half of the additional capacity required could be provided at temporary facilities. The reasonable options for provision of the required additional capacity are:
- a) Concentration of additional permanent provision at or close to Bicester, Didcot and Wantage & Grove; and temporary facilities at landfill and quarry sites across Oxfordshire.
 - b) Dispersal of additional permanent provision at or close to Oxford and large and smaller towns in:
 - Northern Oxfordshire (Banbury; Bicester);
 - Southern Oxfordshire (Abingdon; Didcot; Wantage and Grove; Faringdon, Wallingford; Henley; Thames); and
 - Western Oxfordshire (Witney; Carterton);
 and temporary facilities at landfill and quarry sites where opportunities arise across Oxfordshire.
 - c) Additional permanent provision only at or close to Oxford and towns large and smaller towns in:
 - Northern Oxfordshire (Banbury; Bicester);
 - Southern Oxfordshire (Abingdon; Didcot; Wantage and Grove; Faringdon, Wallingford; Henley; Thames); and
 - Western Oxfordshire (Witney; Carterton).
- 4.50 From an initial assessment, option b) best meets the objectives in paragraph 3.5. In particular it meets objective iii (provide for waste to be managed as closely as possible to where it arises) and objective iv (facilities to be located in or close to the communities they serve). It is considered that recycling facilities for construction, demolition and excavation waste could be delivered by the private sector at the scale required for a dispersed pattern of provision, such that objective ii (delivery of waste management facilities that will drive waste up the hierarchy) would also be met. There are potential synergies in locating recycling plants at quarries and landfill sites, in terms both of aggregates production and disposal of residues, and overall impacts can be lessened through a reduction in the number or size of new sites required.

- 4.51 The proposed approach is to disperse the additional provision required for construction, demolition and excavation waste recycling plants (to produce recycled aggregates and soils) at:
- permanent facilities at or close to Oxford and the large and smaller towns in the rest of the county;
 - and temporary facilities located at landfill and quarry sites across Oxfordshire.

How we propose to provide for waste management in Oxfordshire

4.52 Policy W5: Provision of waste management facilities

For municipal waste, provision will be made for:

- A household waste recycling centre to serve Banbury;
- Two residual waste transfer stations in the Abingdon / Didcot / Wantage & Grove and the Witney / Carterton areas of the county.

For the other main waste types, provision will be made for:

- Additional permanent recycling plants for commercial and industrial waste at or close to Oxford and towns in the northern (Banbury; Bicester) and southern (Abingdon; Didcot; Faringdon; Henley; Thame) areas of the county;
- A plant for treatment of and recovery of resources from residual commercial and industrial waste (which is not recycled) in the Abingdon / Didcot / Wantage & Grove area;
- Additional permanent recycling plants for construction, demolition and excavation waste (to produce recycled aggregates and soils) at or close to Oxford and the large and smaller towns in the rest of the county; and temporary recycling plants located at landfill and quarry sites across Oxfordshire.

Broad locations that are proposed for strategic waste facilities are identified in the key diagram. Waste management facilities will be permitted at suitable sites within these broad locations.

Small scale facilities to serve local needs may be acceptable outside these locations where they meet the criteria in policy W6. Sites for new waste management facilities will be identified in a site allocations document.

- 4.53 Annex 1 sets out how overall provision for the management of all wastes will be made taking into account existing and planned waste facilities.
- 4.54 Specific locations suitable for waste management facilities will be identified in a separate site allocations document. Priority should be given to land that is previously developed and suitable for employment purposes. Redundant farm buildings may be suitable for small scale facilities in rural areas. Green field sites will not normally be appropriate locations unless there is a compelling need and any impact of the development can be mitigated, but land adjacent to

compatible land uses e.g. sewage works may be appropriate. Temporary facilities will normally be acceptable at active mineral or landfill sites provided they are related to the mineral working or landfill operation and will be removed when that operation is completed.

- 4.55 The Cotswolds, North Wessex Downs and Chilterns Areas of Outstanding Natural Beauty lie close to towns where waste facilities may be required, particularly Witney, Wantage & Grove and Didcot, but also Chipping Norton, Wallingford and Henley. Proposals for waste development within or in proximity to Areas of Outstanding Natural Beauty will be considered against Core Policy C2(b).
- 4.56 The South East Plan (policy W17) says small scale waste management facilities for local needs should not be precluded within Areas of Outstanding Natural Beauty where the development would not compromise the objectives of the designation. It is unlikely that waste management facilities larger than 20,000 tonnes per annum throughput will be compatible with a location within an Area of Outstanding Natural Beauty.
- 4.57 Oxford is the largest source of waste in the county, yet there are few waste facilities located there. There is a need to explore whether there are potential opportunities in the Oxford area for new waste facilities, particularly for recycling commercial and industrial and construction, demolition and excavation wastes.
- 4.58 Government policy (PPG2 and PPS10) is that in most cases the development of green belt land for waste management would be inappropriate but, where there is a pressing need for a particular waste facility to be located in Green Belt, the need for the development may constitute a very special circumstance to be taken into account.
- 4.59 Where there is a need for a facility to predominantly serve Oxford and there is no reasonable prospect of an alternative location becoming available in the foreseeable future, waste development in the Green Belt may be considered acceptable. Specific controls may be sought to ensure that any such facility serves Oxford in the first instance.

4.60 **Policy W6: Sites for waste management facilities**

In providing for additional waste management capacity priority will be given to land that:

- **is already in permanent waste management or industrial use;**
- **is previously developed, derelict or underused;**
- **involves existing agricultural buildings and their curtilages;**
- **adjoins sewage works or other uses compatible with waste management development.**

Waste management facilities will not be permitted on green field land unless there is an established over-riding need and it has been demonstrated that there are no more suitable sites available.

Within Areas of Outstanding Natural Beauty, only small-scale waste management facilities to meet local waste needs will normally be permitted.

Waste management facilities to serve the needs of Oxford may be allowed in the Green Belt where it can be shown that there is an established over-riding need and no reasonable prospect of an alternative site becoming available such that very special circumstances are demonstrated. Controls may be imposed to ensure that such facilities do genuinely serve the waste management needs of Oxford.

Temporary waste management facilities will be permitted at mineral working and landfill sites where the waste development is related to and will be removed on completion of the mineral working or landfill operation.

Final disposal of waste

- 4.61 In recent years, Oxfordshire's non-hazardous landfill sites have been taking in well over 1 million tonnes of waste each year. With an estimated void of more than 12 million cubic metres, landfill space would be exhausted by 2025 if previous fill rates continue. However, municipal and commercial and industrial waste going to landfill from Oxfordshire is expected to decrease markedly from 2015. It is also to be expected that imported waste will decline as new waste treatment facilities are introduced elsewhere. It is assessed that Oxfordshire will still have some landfill space remaining at 2030, although the number of facilities will have reduced.
- 4.62 Government policy (PPS10) sees disposal of waste as the option of last resort, but nevertheless recognises that it must be adequately catered for; planning strategies should enable waste to be disposed of in one of the nearest appropriate installations. Whilst further landfill capacity for non-hazardous waste is not expected to be needed in the period to 2030, existing capacity should be safeguarded for disposal of residual non-hazardous waste, as in the South East Plan (policy W13). It is expected that consideration will need to be

given to extending the lifetime of existing landfills as decreasing amounts of waste are sent directly to landfill and in order to provide for the period to 2030.

- 4.63 A large proportion of inert waste from construction, demolition or excavation projects that is not recovered as soils or recycled aggregate is used beneficially in the restoration of mineral workings. It is uncertain how much material is currently being used in this way, but there is evidence of insufficient suitable material being available to enable restoration of mineral workings.
- 4.64 It is estimated there will be a need for an additional approximately 3 million cubic metres of capacity for disposal of inert waste that cannot be recycled, during the later part of the plan period from around 2020. Priority should be given to the use of inert waste to restore mineral workings. Other landfill or land-raising of inert waste, including such operations as construction of bunds, landscaping and spreading on agricultural land should generally be avoided unless there is a genuine need or there would be a clear benefit. Provision for additional inert waste disposal capacity will be made in conjunction with the identification of sites for mineral working.

4.65 **Policy W7: Landfill**

Provision will be made for additional landfill capacity for inert (construction, demolition and excavation) waste which cannot be recycled, at quarries that require infilling for restoration. Permission will normally be granted for disposal of inert waste where it is required for the restoration of mineral workings or where there would be overall environmental benefit.

Permission will not be granted for new landfill sites for non-hazardous waste. Existing non-hazardous landfill capacity will be safeguarded for the disposal of residual non-hazardous waste. Permission will normally be granted to extend the life of existing non-hazardous landfill sites where this is necessary to meet the need for disposal of residual non-hazardous waste or to enable completion and restoration of the landfill.

Landfill sites should be restored in accordance with policy M6 for restoration of mineral workings.

Hazardous Waste

- 4.66 In view of the specialist nature of hazardous waste management facilities they generally serve an area larger than single county. Hazardous wastes often have to be transported much longer distances to suitable sites than do other waste types. Oxfordshire is a net exporter of hazardous waste: it is estimated that less than 30% of the hazardous waste produced is currently managed within the county. Most of the facilities within Oxfordshire are small scale, but there is a significant transfer and recycling facility at Ewelme and an asbestos disposal facility at Ardley landfill site, both of which provide for Oxfordshire and a wider area. Otherwise, the nearest hazardous waste landfills to Oxfordshire

are at Swindon, Cheltenham and East Northamptonshire; and the nearest hazardous waste incinerators are at Slough and Fawley (Southampton).

- 4.67 The amount of hazardous waste produced is expected to increase and further treatment facilities will be required as European legislation directs hazardous waste away from landfill and stricter pollution control measures are introduced. In Oxfordshire, the Ardley energy from waste plant will produce hazardous residues that will need to be disposed of at suitable facilities. It is estimated that additional capacity could be required for approximately 50,000 tonnes per annum of hazardous waste produced in Oxfordshire.
- 4.68 Oxfordshire should aim to be as self-sufficient as is reasonably possible in managing this waste. But hazardous waste comprises different waste materials that require different types of treatment or disposal facility. Many of these facilities will be of a specialist nature and expensive to develop and operate; and will need to serve an area wider than Oxfordshire in order to be viable. Provision of all this capacity in Oxfordshire is unlikely to be practical.
- 4.69 The South East Plan (policy W15) identifies a number of priority areas for the region including treatment facilities for air pollution control residues, waste electronic equipment and contaminated CDE waste. For Oxfordshire the priority areas are similar. There may also be a need for enhanced treatment facilities at the main sewage sludge treatment sites in the county (Banbury, Bicester, Oxford, Witney, Didcot and Wantage & Grove), although no specific requirements have been identified. Development proposals for sewage sludge treatment will be considered against Policy W6.
- 4.70 Where hazardous waste facilities are proposed in Oxfordshire they should provide for waste produced in the County. Where proposed facilities will serve a wider area, they will be regarded as strategic facilities (even if only handle small tonnages) and should be located in accordance with the general policies for location of waste facilities.
- 4.71 The reasonable options for meeting the requirement for provision for hazardous waste are:
 - a) No additional provision: continue to rely on hazardous waste facilities outside Oxfordshire, apart from disposal of non-reactive hazardous waste (mainly asbestos) in existing non-hazardous landfills in Oxfordshire where acceptable.
 - b) Existing landfill: change one of Oxfordshire's existing non-hazardous landfills to hazardous landfill (Alkerton, Ardley, Finmere, Dix Pit or Sutton Courtenay).
- 4.72 There is no evidence to suggest that any of the existing non-hazardous landfills would be suitable for disposal of hazardous waste, other than the possible disposal of non-reactive hazardous waste (mainly asbestos). There has been no indication that private sector proposals will come forward for other hazardous waste facilities in Oxfordshire. Taking into account the factors

above, the initial assessment is that option a) is the most practical and deliverable option.

- 4.73 **The proposed approach is to continue to rely on hazardous waste facilities outside Oxfordshire, apart from disposal of non-reactive hazardous waste (mainly asbestos) in existing non-hazardous landfills in Oxfordshire where this is acceptable.**
- 4.74 **Policy W8: Hazardous waste**

Permission will only be granted for facilities for the management of hazardous waste where:

- **they are designed to meet a requirement for the management of waste produced in Oxfordshire; and**
- **they are reasonably required to meet a need for waste management that is not adequately provided for elsewhere.**

Radioactive Waste

- 4.75 Radioactive waste in Oxfordshire mainly comprises existing materials that remain as a legacy from nuclear research facilities that are being decommissioned, principally at Harwell, with smaller quantities at Culham (JET project). The County Council, as waste planning authority, would deal with planning applications for any facilities for storing, managing or disposing of radioactive waste in Oxfordshire.

Intermediate Level Radioactive Waste Storage.

- 4.76 There is no waste of high level radioactivity at Harwell, but some of the remaining waste is of intermediate level radioactivity. This will need to be disposed of at the proposed national facility (deep geological repository), but that is not expected to be available during the period to 2030. In the meantime there will be a requirement for treatment and storage of an estimated 10,000 cubic metres of intermediate level waste from Harwell and a smaller amount from Culham.
- 4.77 The operator of the Harwell site has proposed the provision of a new on-site storage facility for intermediate level radioactive waste, although some of the waste could be taken to a storage facility in Cumbria. The operator has also suggested that a storage facility at Harwell could accommodate intermediate level radioactive waste from Culham and from Winfrith in Dorset.
- 4.78 The reasonable options identified for making provision for intermediate level radioactive waste are:
- a) Storage at source of waste: treatment and long-term storage of intermediate level nuclear waste at Harwell (waste from Harwell only); and Culham (waste from Culham only); pending removal to a national disposal facility.

- b) Treatment and long-term storage of intermediate level nuclear waste (waste from Harwell and Culham) at Harwell, pending removal to a national disposal facility.
- c) Treatment and long-term storage of intermediate level nuclear waste from Oxfordshire (waste from Harwell and Culham) and storage of waste from Dorset (Winfrith) at Harwell, pending removal to a national disposal facility.

4.79 An intermediate level radioactive waste store is a specialist facility which would be costly to provide. The quantity of waste at Culham is small and there would be economies of scale involved in moving it to a storage facility at Harwell and the need for a further building in the Green Belt at Culham would be avoided. But it is not at present clear that there is a justifiable case for bringing waste from Dorset to Harwell. The initial assessment is that option a is the most practical and acceptable option.

4.80 **The preferred approach is storage of intermediate level radioactive nuclear legacy waste from sites in Oxfordshire at Harwell, pending removal to a national disposal facility. Any proposal for storage of waste from outside Oxfordshire at Harwell would need to be strongly justified as an exception.**

Low Level Radioactive Waste Management.

4.81 Most of the nuclear waste at Harwell and Culham is of low level radioactivity and mainly arises from demolition and clearance of buildings which have a small amount of radioactive contamination. It is estimated that there is a total of approximately 100,000 cubic metres of this waste at Harwell, and a smaller quantity at Culham. Some of this will have to be taken for disposal to the existing specialist facility in Cumbria (near Drigg), or may possibly need to be disposed of at the proposed national deep geological repository. But the bulk of this waste is classified as very low level waste and could be disposed of in a suitable landfill facility. Permission has recently been granted for the disposal of low level radioactive waste at a landfill site in East Northamptonshire. Some low level waste may need to be stored for a temporary period to allow radioactive contamination levels to reduce to the appropriate level for safe disposal by landfill.

4.82 The reasonable options identified to meet the requirement for provision for low level radioactive waste are:

- a) Temporary storage (if required) and disposal in a bespoke facility at Harwell (waste from Harwell only); and at Culham (waste from Culham only).
- b) Temporary storage (if required) of waste at source of waste and disposal in a bespoke facility at Harwell (waste from Harwell and Culham).

- c) Temporary storage (if required) of waste at source of waste and disposal in a suitable off-site landfill in Oxfordshire.
- d) Temporary storage (if required) of waste at source of waste and disposal in a suitable off-site landfill outside Oxfordshire.

4.83 There has been no indication that private sector proposals would come forward for disposal of low level radioactive waste at an existing landfill in Oxfordshire. It is not clear that the provision of dedicated disposal sites at Harwell and Culham, or just at Harwell, would be practical in terms of cost and availability of suitable site(s). There is disposal capacity available outside Oxfordshire. The initial assessment is that option d) is the most practical and acceptable option. But there should be flexibility to reconsider the other options if disposal capacity proves not to be available outside Oxfordshire.

4.84 **The preferred approach is temporary storage (if required) of low level radioactive nuclear legacy waste from Harwell and Culham at the source of the waste and disposal at suitable facilities outside Oxfordshire. If capacity is not available at suitable facilities outside Oxfordshire, consideration should be given firstly to disposal at a suitable existing landfill in Oxfordshire; and secondly to disposal at a new bespoke landfill at Harwell.**

4.85 In addition, small quantities of low-level activity radioactive wastes are produced in Oxfordshire from non-nuclear sources, mainly from medical, research and educational establishments. These are currently taken to specialist disposal facilities outside Oxfordshire. The small quantities of non-nuclear low level waste arising in Oxfordshire could continue to be managed through existing arrangements.

4.86 **Policy W10: Radioactive Waste**

Provision will be made for:

- **Storage of intermediate level radioactive nuclear legacy waste from sites in Oxfordshire at Harwell, pending removal to a national disposal facility;**
- **Temporary storage (if required) of low level radioactive nuclear legacy waste at Harwell and Culham.**

Broad locations that are proposed for strategic waste facilities are identified in the key diagram.

Permission will only be granted for the storage of intermediate level radioactive waste from outside Oxfordshire at Harwell if there is an overriding need and there would be clear benefits within Oxfordshire.

Permission will only be granted for the management or disposal of low level radioactive waste at existing landfill sites or at a new bespoke facility at Harwell if it can be demonstrated that no other suitable disposal facility is available and there is an overriding need to dispose of the waste in Oxfordshire.

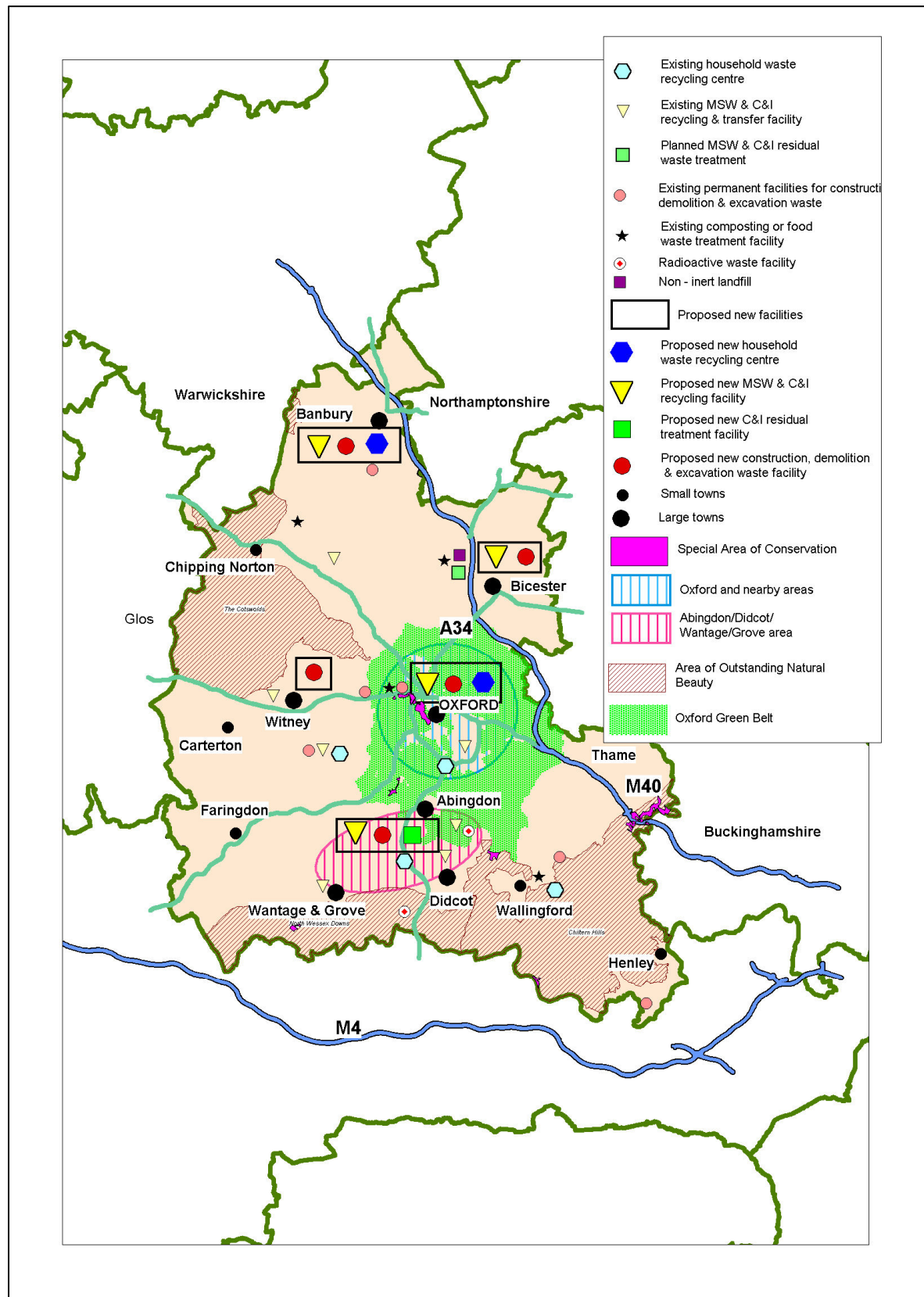
Permission will not be granted for the management or disposal of radioactive waste at other locations in Oxfordshire.

Safeguarding waste management sites against other forms of development?

- 4.87 Waste facilities have the potential to conflict with a wide range of environmental interests, and there is acknowledged difficulty in finding suitable sites. This is compounded by the high value of development land in the county and the competition from more profitable forms of development. Suitable sites should therefore be safeguarded for waste management use, as provided for by the South East Plan (policy W17).
- 4.88 Safeguarding permanent waste management sites will prevent their loss to other development, keep them available for potential further waste development and avoid the number of new sites required being increased. Safeguarded sites will be identified in the sites allocations document, which will also confirm the detailed provisions that will apply to safeguarding. There will be a presumption against any other form of development taking place on a safeguarded waste site unless a suitable alternative location can be provided.
- 4.89 Waste sites subject to temporary planning permission will not be safeguarded unless they are identified as suitable for permanent waste development.
- 4.90 Careful consideration will also be given to development proposals in the vicinity of a safeguarded waste site. Development that is incompatible with and prejudicial to the future of a safeguarded facility should not be permitted.
- 4.91 **Policy W11 Safeguarding**

Existing and proposed permanent waste management sites will be safeguarded for waste management use. Proposals for other development that would prevent or prejudice the use of a safeguarded site for waste management will not normally be permitted unless either provision for new waste management capacity is made at a suitable alternative location or it can be demonstrated that the site is no longer needed or suitable for waste management use.

Waste Key Diagram



5. COMMON CORE POLICIES FOR MINERALS AND WASTE

Climate Change

- 5.1 Carbon dioxide emissions from Oxfordshire are higher than the South East and national averages. The County Council is committed to increasing energy efficiency and reducing emissions. Waste recycling and recovery facilities contribute to reducing emissions by diverting waste from landfill. Minerals and waste facilities that are well located, designed and operated can minimise the generation of greenhouse gases and be resilient to the impacts of climate change.
- 5.2 Minerals and waste development proposals, including operational practices and restoration proposals, must take account of climate change for the lifetime of the proposed development. This will be through measures to minimise generation of greenhouse gas emissions and to allow flexibility for future adaptation.
- 5.3 Methods of adaptation include the use of sustainable drainage systems designed to improve the rate and manner of absorption of water from hard and soft surfaces, reducing direct run-off into rivers or storm water systems; the use of sustainable construction methods; sustainable transport methods where possible; and the use of environmentally friendly fuels.
- 5.4 The county council expects operators to adopt a low carbon approach in their proposals for minerals and waste development and will consider planning applications in line with national policy on climate change and with policies in the City and District Council Local Development Frameworks. Applications for major developments may also provide information on climate change in their accompanying Environmental Impact Assessment.

Flooding

- 5.5 In Oxfordshire, the more workable sand and gravel deposits occur in the river valleys and much extraction has already taken place in these areas. PPS25 'Development and Flood Risk', which aims to steer development to areas of lowest flood risk, recognises sand and gravel working as 'water compatible development' – that category of development that is least affected by flooding. But a sequential test must still be applied before sand and gravel workings can be identified as appropriate when sited in the flood plain.
- 5.6 Except for certain types of landfill, waste management facilities can also be regarded as flood compatible development. Such development can take place in areas at risk of flooding providing a sequential test (and in some cases an exceptions test) establishes that there are no better alternatives in areas of lower flood risk.

- 5.7 A Strategic Flood Risk Assessment (SFRA)¹³ has been undertaken to assess the extent to which areas of possible minerals and waste development are at risk of flooding (including the future impact of climate change). A sequential test has informed the selection of the proposed areas for future minerals development in policy M3; due to other planning considerations, some areas have been identified in the floodplain. The SFRA will be used to help identify the most suitable sites for mineral development in the minerals site allocations document. The SFRA has not identified that any of the required waste infrastructure is likely to need to be located in areas at high risk of flooding.
- 5.8 An individual flood risk assessment will be required for any minerals or waste development proposals in an area at risk of flooding. A flood risk assessment is also required for development of a site of more than 1 hectare elsewhere (further guidance is given in the SFRA).
- 5.9 Where mineral working takes place in the flood plain, it is expected that associated development (buildings, stock piles etc) will be situated in areas that pose the lowest risk to flooding.
- 5.10 Mineral working in the flood plain can offer opportunities to increase flood water storage capacity and reduce the risk of flooding elsewhere. Wherever possible this should be taken into account in planning for the eventual restoration of the site.
- 5.11 **Policy C1: Flooding**

Minerals and waste development will, wherever possible, take place in areas that are not at risk of flooding. Where development takes place in an area of identified flood risk this should only be where alternative locations in areas of lower flood risk have been explored and discounted, and where a flood risk assessment is able to demonstrate that the development will not:

- **impede the flow of floodwater;**
- **displace floodwater and increase the risk of flooding elsewhere;**
- **reduce existing floodwater storage capacity;**
- **adversely affect the functioning of existing flood defence structures.**

Proposals for the restoration of quarries located in areas liable to flood should, where possible, incorporate measures for the storage of floodwater.

Water Environment

- 5.12 Much of the current sand and gravel extraction in the county takes place in the valleys of the River Thames and its tributaries, particularly the River Windrush. Sand and gravel extraction can cause disruption to flows of ground water and surface water through de-watering during working and the creation of lakes.

¹³ Oxfordshire Minerals and Waste (Level 1) Strategic Flood Risk Assessment, Scott Wilson, October 2010

Sand and gravel extraction can also impact on water quality. The impact of any proposals for minerals or waste development on water quality and pollution prevention will be considered. This will include dewatering and the impact dewatering may have on regulated groundwater abstractions.

- 5.13 Waste developments and minerals site restoration which involves infilling with waste have the potential to cause pollution of surface and groundwater resources. In particular, surface run-off, landfill leachate and the discharge of waste water from waste management operations such as composting or recycling plants can cause pollution. Where appropriate, planning conditions may be imposed to ensure that measures are taken to prevent water contamination.

5.14 **Policy C2: Water Environment**

Minerals and waste development will need to demonstrate that there would be no unacceptable adverse impact on or risk to:

- **The quantity or quality of surface or groundwater resources;**
- **The quantity or quality of water abstraction currently experienced by water abstractors unless acceptable alternative provision can be made;**
- **The flow of groundwater at or in the vicinity of the site.**

Proposals for minerals and waste development should ensure the protection of watercourses and canals of significant landscape, nature conservation or amenity value.

Environmental and amenity protection

- 5.15 The need for minerals and waste developments must be balanced against the need to protect the environment. Policy C3 provides for protection to local residents and other interests from unacceptable impacts caused by minerals and waste development. The actual measures required to do this at any particular site can only be established when detailed information is available in a planning application. Setting standard buffer zone distances can lead to unnecessary restrictions being imposed and minerals being unnecessarily sterilised or to inadequate protection measures being required. The buffer zone distances appropriate to any particular development proposal should be decided on a case by case basis at the planning application stage.
- 5.16 Applications for minerals and waste development in proximity to settlements should seek to safeguard the character, setting and amenity of those settlements and should include mitigation measures that incorporate an acceptable separation distance, and landscaping and planting appropriate to the existing landscape setting and consistent with the proposed after-use of the site.

- 5.17 The potential impact of noise, dust, odour, other air emissions, vibration, vermin and litter on sensitive receptors will be assessed in the consideration of proposals for minerals and waste development:

5.18 **Policy C3: Environmental and Amenity Protection**

Proposals for minerals and waste development should demonstrate that they will not have an unacceptable adverse impact on the environment, residential amenity and other sensitive receptors.

Biodiversity and Geodiversity

- 5.19 The County Council is committed to protecting and, wherever possible, enhancing biodiversity and geodiversity throughout the county. Oxfordshire has a significant number of statutorily designated sites of international, national, regional and local nature conservation importance, intended to protect important species, habitats and geological features.
- 5.20 Outside these designated sites, Oxfordshire's landscape also supports a wide array of habitats and species, many of which are recognised through the UK and Oxfordshire Biodiversity Action Plans. The Council will seek to ensure that biodiversity in these non-designated areas is protected and enhanced, and that habitat fragmentation is avoided
- 5.21 Oxfordshire has very little woodland; only about 6% of the county is woodland, of which half is ancient woodland. Woodland should be protected during mineral working. The County Council will encourage tree planting with native species for screening and landscaping and as a productive land use on restored mineral workings.
- 5.22 Proposals must address the need to maintain and/or enhance the following features of local and regional importance: Conservation Target Areas, Local Biodiversity Action Plan habitats and species, Local Wildlife Sites, woodlands and Local Nature Reserves.
- 5.23 Proposals for minerals development should seek to achieve a net gain in natural assets and resources through contributing to Oxfordshire Biodiversity Action Plan targets, which are delivered by the Conservation Target Areas (CTA) approach, and by protecting and enhancing green infrastructure and strategic biodiversity networks.
- 5.24 Oxfordshire has a rich geological resource. In addition to important geological sites which are designated as Sites of Special Scientific Interest and Regionally Important Geological and Geomorphological sites, previously unknown geological remains may sometimes be discovered. Where such finds are made, all efforts should be made to protect those of regional, national or international importance and, if this is not possible, they should at least be recorded.

5.25 **Policy C4: Biodiversity and Geodiversity**

Proposals for minerals and waste development should demonstrate that the development will not have an unacceptable adverse impact on sites designated as internationally, nationally or locally important for nature conservation, including the Oxfordshire Conservation Target Areas and the setting of those areas.

Mineral working and waste management development should not damage or destroy irreplaceable habitats or biodiversity, including ancient woodland and species rich grassland.

The County Council will seek the enhancement of Conservation Target Areas to implement Oxfordshire Biodiversity Action Plan (BAP) targets within and close to areas of mineral working. Mineral extraction will not be permitted unless the long term maintenance of BAP Priority Habitats and appropriate contributions to Oxfordshire BAP targets through the Conservation Target Area approach have been secured.

Nationally and regionally important geological features including geological Sites of Special Scientific Interest and Regionally Important Geological and Geomorphological Sites should be protected from harmful development and retained in situ unless there are exceptional reasons justifying their removal, in which event their presence should be appropriately recorded.

Landscape

- 5.26 Proposals for minerals and waste development should include appropriate provisions to protect and where possible enhance the quality and character of the countryside and landscape of the whole county. In particular proposals for development should demonstrate that they will not have a negative impact on views and settings associated with the Chilterns, Cotswolds and North Wessex Downs Areas of Outstanding Natural Beauty. Where development is proposed within or in proximity to an AONB, the assessment should be informed by the relevant AONB Management Plan. Development proposals should also take in account the landscape character areas, which are not statutory designations.

5.27 **Policy C5: Landscape**

Proposals for minerals and waste development should demonstrate that the development will protect and where possible enhance the landscape quality of Oxfordshire and will take account of the landscape character areas identified in the Oxfordshire Wildlife and Landscape study. Appropriate measures should be taken to mitigate potential adverse visual impacts through siting, design and landscaping.

Historic environment and archaeology

- 5.28 Before determining an application for mineral extraction the County Council will normally require the applicant to carry out a preliminary, desk-based archaeological assessment to determine the nature and significance of any archaeological assets. The County Council may, subject to the results of this initial assessment, require an archaeological field evaluation of the site to determine the appropriate means for mitigating the impact of extraction on the archaeological assets.
- 5.29 Where proposals for minerals development involve a site which includes heritage assets, appropriate desk based and / or field evaluations should be undertaken in order to identify and determine the nature, extent, and level of significance of each heritage asset, the contribution of its setting to that significance, as well as any potential impacts on the asset or its setting.
- 5.30 **Policy C6: Historic environment and archaeology**

Proposals for minerals and waste development will be considered in the light of the need to protect and conserve Oxfordshire's historic assets and the setting of those assets, including Blenheim Palace, scheduled ancient monuments, listed buildings, conservation areas, historic battlefields, and registered parks and gardens.

Scheduled Ancient Monuments, other archaeological remains of national importance and their settings should be preserved in situ. For all other remains of regional or local importance preservation in situ will be preferred; where this is not appropriate, and for all other remains, adequate provision should be made for their excavation and recording.

Transport

- 5.31 The Oxfordshire Local Transport Plan (LTP3) notes that the County Council will seek to enable development through securing infrastructure and services, to reduce carbon emissions from transport, improve air quality and reduce other environmental impacts, and to ensure that the operation of the transport network balances the protection of the local environment with efficient and effective access for freight and distribution.
- 5.32 The following roads make up the strategic road network in Oxfordshire: M40, A40, A41, A44, A420, A34, A428. The impact on the local environment and amenity from traffic associated with minerals development is an important matter to be taken into account in considering proposals. An objective of this plan is to minimise the distances minerals need to be transported, to achieve a commensurate reduction in air pollution, greenhouse gas emissions and impact on environmental and residential amenity.
- 5.33 The impacts of transporting minerals and waste can be reduced by encouraging the uptake of alternative transport methods such as rail, conveyor,

pipeline and water. But these are usually only practicable where movement of large quantities between particular points or over long distances is involved. Crushed rock is brought into Oxfordshire by rail to the aggregates rail depots at Banbury, Kidlington and Sutton Courtenay; and waste from London is delivered by rail to the Sutton Courtenay landfill site. However, most of the aggregate quarries in Oxfordshire are not able to take advantage of alternative methods of transport. Even where an alternative mode of transport is potentially available, it may not be economically viable or practicable given that most of the minerals extracted in Oxfordshire are distributed to local markets and most of the waste handled at facilities in the county is produced locally. Therefore the main method of transporting aggregates and waste in Oxfordshire is expected to continue to be by road.

- 5.34 Lorries can damage highways and lead to a need for more frequent maintenance. Where this is likely the Council will seek contributions to improvements before development starts and may seek commuted sums towards ongoing maintenance. The impact of lorry traffic in environmentally sensitive locations and settlements can be reduced by routeing agreements to control traffic movements. Routeing agreements will direct development traffic onto the strategic road network by the most appropriate route available taking into account road standard, settlements, road safety issues and other factors, although this needs to be balanced against potentially making vehicles drive further and therefore increasing carbon emissions and pollution.

5.35 **Policy C7: Transport**

Minerals and waste development will only be permitted where provision is made for convenient access to and along the strategic road network in a way that maintains or improves:

- **the safety of all road users including pedestrians;**
- **the efficiency and quality of the road network;**
- **residential and environmental amenity.**

Proposals for mineral working should:

- a) **wherever possible, transport minerals by rail, water, pipeline or conveyor, rather than by road;**
- b) **minimise the number of miles that have to be travelled to reach markets if this can be achieved using roads suitable for lorries.**

Rights of Way

- 5.36 The Oxfordshire Rights of Way Improvement Plan has been incorporated into the Oxfordshire Local Transport Plan. That plan states that the County Council will protect and maintain public rights of way and natural areas so that all users are able to understand and enjoy their rights in a responsible way. The plan also notes that the County Council will seek opportunities for network improvements and initiatives to better meet the needs of walkers, cyclists, and horse riders, including people with disabilities, for local journeys, recreation, and health.

- 5.37 Proposals to enhance, promote and improve the rights of way network and to increase access to the countryside should be encouraged as part of restoration plans for mineral workings. Operators and landowners will be expected to contribute to an extended period of aftercare and management of rights of way.
- 5.38 If a proposal for mineral extraction would result in the diversion or closure of a public footpath or other right of way, the planning application should give details of any diversion, including the proposed route, the materials to be used and the access implications for users, which demonstrate that a safe and convenient right of way will be maintained. Applications should also state whether the right of way will be restored when the mineral workings are completed.

5.39 **Policy C8: Rights of Way**

The integrity of the rights of way network should be maintained and if possible retained in situ. Diversions should be safe, attractive and convenient and, if temporary, should be reinstated as soon as possible. If permanent diversions are required, these should seek to enhance and improve the public rights of way network. Improvements and enhancements to the rights of way network will be encouraged and public access will be sought to restored mineral workings, especially if this can be linked to wider provision of green infrastructure.

Annex 1

How Overall Provision is proposed to be made for Waste in Oxfordshire

Municipal Waste (MSW)

MSW Composting and Food Waste Treatment

- Anaerobic digestion plants at Cassington (in operation) and Crowmarsh (planning permission granted);
- In-vessel composting at Ardley (in operation);
- Open-windrow composting at existing network of 3 sites with the temporary site at Hinton Waldrist being extended or replaced by 2024.

MSW Recycling

- 6 household waste recycling centres: 4 existing facilities (Dix Pit, Redbridge, Drayton and Oakley Wood); and 2 new facilities: one in the Oxford area (planning application submitted for site at Kidlington); and one at Banbury (site required by 2014);
- Existing waste recycling facilities at Enstone, Witney and Culham, with possible replacement of the Culham transfer facility by new recycling capacity in Southern Oxfordshire (Abingdon/Didcot/Wantage & Grove) (which could be at the Culham site); and potential additional recycling capacity in conjunction with provision for C&I waste.

MSW Residual Waste Treatment

- All residual MSW will be treated at the Ardley energy from waste facility (planning permission granted and contract awarded) (apart from a small fraction that will be disposed direct to landfill);
- Provision for 2 transfer stations in Southern Oxfordshire (Abingdon/Didcot/Wantage & Grove) and West Oxfordshire (Witney/Carterton) - sites required by 2014.

MSW Residual Waste Disposal

- Disposal of residual waste which cannot be treated at the Ardley facility to one or more of the existing non-hazardous) landfill sites in Oxfordshire (Alkerton, Ardley, Finmere, Dix Pit and Sutton Courtenay);
- Disposal of hazardous fly ash from the Ardley plant to a hazardous waste landfill outside Oxfordshire (in Gloucestershire).

Commercial and Industrial Waste (C&I)

C&I Composting and Food Waste Treatment

Provision for treatment at facilities provided for municipal waste and at other anaerobic digestion facilities which may be provided in conjunction with farm waste or

sewage sludge treatment (e.g. the on-farm anaerobic digestion plant proposed at Warborough which the County Council has resolved to permit).

C&I Recycling

Provision is proposed to be made for additional recycling facilities located at or close to Oxford and large and smaller towns in the northern Oxfordshire (Banbury; Bicester) and southern Oxfordshire (Abingdon; Didcot; Faringdon; Henley; Thame). These facilities could take MSW as well, but the identified need is specifically for C&I recycling. It mainly arises from 2015, particularly from 2020 onwards, and therefore there is not an immediate need to identify sites. Facilities should be sized in relation to the quantity of waste expected from that locality. Small facilities may be acceptable on suitable sites in rural parts of the county.

C&I Residual Waste Treatment

- Treatment of commercial and industrial waste from the northern part of the county will be provided for by the Ardley energy from waste facility.
- Provision is proposed to be made for treatment of commercial and industrial waste from the southern part of the county by one other large facility in the Abingdon/Didcot/Wantage & Grove area. A site needs to be provided for this facility by 2015.

C&I Residual Waste Disposal

As for municipal waste (above).

Construction, Demolition and Excavation Waste (CDE)

CDE Recycling

- Provision is proposed to be made for additional permanent facilities from 2015 at Oxford, Banbury, Bicester, Abingdon, Didcot, Wantage & Grove, Faringdon, Wallingford, Thame, Witney, and Carterton.
- Continued provision is proposed to be made for temporary recycling facilities at landfill and quarry sites across Oxfordshire.

CDE Residual Waste Disposal

Provision is proposed to be made for 3 million m³ of additional inert landfill capacity for beyond 2020 at quarry sites that will require infilling to achieve restoration; this provision should be made in conjunction with identification of sites for mineral working, rather than as separate landfill sites.

Hazardous Waste

Provision for management and disposal of hazardous waste is proposed to be made through:

- Continued use of existing hazardous waste management facilities in Oxfordshire, including the transfer facilities at Ewelme, Banbury and Standlake;
- Continued landfill of non-reactive hazardous waste (mainly asbestos) at the existing facility at Ardley Landfill and/or at other existing non hazardous landfills in Oxfordshire where this is acceptable; and
- Management and disposal of other hazardous wastes at appropriate hazardous waste facilities outside Oxfordshire.

Radioactive Waste

Provision is proposed to be made for storage of intermediate level radioactive nuclear legacy waste at Harwell and Culham, pending removal to a national disposal facility

Provision is proposed to be made for temporary storage (if required) of low level radioactive nuclear legacy waste from Harwell and Culham at the source of the waste, with and disposal at suitable facilities outside Oxfordshire.

Metal Waste (including end of life vehicles)

Continued use of existing permanent waste metal recycling sites in Oxfordshire.

Sewage Sludge – initial preferred strategy

Continued use of existing sludge treatment centres (Banbury, Bicester, Oxford, Witney, Didcot and Wantage & Grove), with further development at these facilities if required.

This page is intentionally left blank

Division(s):

CABINET – 19 July 2011

SOLDIERS OF OXFORDSHIRE (SOFO) – DEVELOPMENT IN THE GROUNDS OF THE OXFORDSHIRE MUSEUM

Report by Director for Social and Community Services

Introduction

1. Cabinet in June 2011 agreed recommendations to authorise the County Council's Assistant Head of Property and County Solicitor to agree the necessary arrangements to allow SOFO to create a new museum within the grounds of The Oxfordshire Museum, Woodstock. Cabinet also agreed that any matters relating to the SOFO development which could not be resolved be brought back to Cabinet for decision. Following that meeting negotiations have continued and a further decision is required relating to the ongoing commitment to the site and future arrangements.

The outstanding issues

2. The report to Cabinet in June 2011 highlighted the risks associated with the project. The predominant risk to the County Council is that SOFO could find that it is not able to sustain the new building and its services. In those circumstances the SOFO building will revert to the Council as land owner. Whilst this will provide the Council with an asset it will bring premises costs and liabilities. It may not be possible to identify needs or find alternative uses for the building without investment and as a result of use restrictions the building may not have a tangible value.
3. SOFO is concerned that the Council may decide not to provide and maintain The Oxfordshire Museum and that the closure of that museum would pass any shared costs to SOFO and reduce potential revenue which then threatens the survival of the SOFO museum. The Trustees of Soldiers of Oxfordshire are clear that a SOFO Museum is not viable as a stand alone museum on the Fletcher's House site and would not authorize capital expenditure to take the project forward on this basis.
4. SOFO takes the view that it was invited and has now developed extensive plans for a Conflict Museum within the grounds of The Oxfordshire Museum, recognising the synergy and benefits to both. SOFO recognises that the Council may not be able to guarantee to provide and maintain The Oxfordshire Museum for 25 years (the minimum required by its major donor). The recommendation (b) therefore provides a solution which is acceptable to SOFO.

5. The construction of the SOFO museum is to be financed by an anonymous donor in the sum of approximately £4 million. The donor requires that his details are not revealed to the public.
6. The Memorandum of Understanding signed by OCC and SOFO states that the Council intends to retain the Museum on the site with a caveat that it was 'subject to future policy changes'. Officers have proposed this wording be integrated within the management agreement but SOFO have advised that this is not sufficient guarantee.
7. Following negotiation with Council officers it was suggested that the County Council might, in circumstances where County Council provision of The Oxfordshire Museum was withdrawn, be prepared to consider leasing the premises to SOFO (or a new trust or similar body) in order to provide the opportunity for other organisations to consider running The Oxfordshire Museum independently. In these circumstances the County Council would require any interested trust or similar body to submit a viable business case for the continued running and operating of the museum from the site, for approval.
8. SOFO has had a concern relating to long term visibility and access; should it not be possible to maintain the viability of The Oxfordshire Museum then SOFO requires that access to its museum should remain from Park Street (the main entrance to the site); and be of appropriate scale and design. This has been accepted and an appropriate route has been verbally agreed.

Financial and Staff Implications

9. The decision needs to be taken at the full Cabinet meeting on 19 July 2011 as enabling work is planned to start on site in August 2011. SOFO advise that they require a formal start on site before October 2011 due to a need to avoid redesign to meet new building regulation requirements and consequential increased capital cost to SOFO.
10. In addition to SOFO's major donor contribution to the project, SOFO has submitted an application to the Heritage Lottery Fund for a further £1 million towards fit-out costs and learning and access programmes. In negotiation HLF made it clear that it is the quality of the partnership between SOFO and The Oxfordshire Museum that strengthens the application.
11. If the County Council decided it could no longer provide and maintain a museum on the site and it did decide to offer the property on a lease to a trust (or similar body), this would have financial implications in terms of property value and the ability at that time to maximise the capital receipt from the site. Due to the nature of the site and issues surrounding access from Park Street the capital receipt which could be generated from the sale of Fletchers House would need to be deferred until the site was not subject to a lease.

12. Property & Facilities is obtaining an estimate of the current existing use value and alternative use value for the site which will be available for the Cabinet meeting.
13. The current revenue budget for The Oxfordshire Museum is £200,000 (this does not include collection care, technical support, and senior management) and for the whole museum service £786,000 (including The Oxfordshire Museum). Planned budget reductions through 2012/13 and 2013/14 will reduce this to £486,000. A consultancy funded by the Museums Libraries and Archives (Council) in 2010/11 considered possible changes in governance and recommended that no change should be made at present, until the SOFO building is completed; but that a transfer to trust (or similar body) status could be beneficial at a future date. The trust (or similar body) should include governance of the whole service, not solely The Oxfordshire Museum site.
14. Whilst the donor providing approximately £4 million for the construction of the SOFO museum requires that his details are not revealed to the public, the Council's Money Laundering Reporting Officer (the Assistant Chief Executive and Chief Finance Officer) needs to be satisfied as to the appropriateness of the financial arrangements for SOFO and the bona fides of the donor.

RECOMMENDATION

15. The Cabinet is RECOMMENDED to

- a. **Require the Council's Money Laundering Reporting Officer (the Assistant Chief Executive and Chief Finance Officer) to satisfy herself as to the appropriateness of the financial arrangements for SOFO and the bona fides of the donor**
- b. **Agree that should the Council no longer be able to provide and maintain The Oxfordshire Museum at any time during the 25 years following completion, to offer a lease of those premises, on terms to be agreed, to SOFO (or a new trust or similar body) in order that they have opportunity to consider running The Oxfordshire Museum independently, subject to the County Council's approval of a viable business case and its obligations.**

JOHN JACKSON
Director for Social and Community Services

Background papers:

Contact Officer: Martyn Brown, County Heritage and Arts Officer; Tel: (01993) 814114

July 2011

This page is intentionally left blank

Division(s): All

CABINET – 19 JULY 2011

SOUTHERN OXFORDSHIRE WASTE DISPOSAL AND/OR TREATMENT PROCUREMENT – CONTRACT AWARD DECISION

Report by Director for Environment & Economy

Introduction

1. OCC as the Waste Disposal Authority (WDA) has a responsibility to dispose of residual waste collected by the Waste Collection Authorities (WCAs) and residual waste delivered to Household Waste Recycling Centres (HWRCs). OCC currently manages approximately 300,000 tonnes of municipal waste per year.
2. OCC currently holds a contract with Waste Recycling Group (WRG) for the disposal of residual waste from Southern Oxfordshire at Sutton Courtenay Landfill. The current contract with WRG expires on 27th September 2011.
3. To ensure OCC is able to continue to discharge its duties as a WDA in the South of the county, a new waste disposal and/or treatment contract for Southern Oxfordshire (the Southern Contract) must be procured.
4. OCC has recently procured a long-term waste treatment contract with Viridor (the Treatment Contract) to divert waste from landfill, subject to the resolution of planning. A waste treatment facility will be constructed and is scheduled to be fully operational in 2014. Once operational, Oxfordshire's residual municipal waste will be diverted from landfill to the treatment facility for incineration with energy recovery.
5. The Southern Contract will ensure that waste disposal and/or treatment capacity is provided in the period between the end of the current contract with WRG and the commencement of the Treatment Contract.
6. A procurement exercise has been carried out and the tenders have been subject to rigorous evaluation by the project team (including legal, procurement and financial support) using technical and financial criteria, including a value for money assessment. The purpose of the report is to explain the procurement process and the outcome of the evaluation and seek authorisation to award the Southern Contract.

Exempt Information

7. This report contains information in Annexes 1-3 that relates to a competitive procurement process and is commercially sensitive. The public should therefore be excluded during consideration of the Annexes because their discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part 1 of Schedule 12A to the Local Government Act 1972 (as amended): paragraph

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information). Since it is considered that, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that disclosure would distort the proper process of the transaction and OCC's standing generally in relation to such transactions in future, to the detriment of OCC's ability properly to discharge its fiduciary and other duties as a public authority.

Procurement process

8. The Southern Contract was advertised in the Official Journal of the European Union (OJEU) in January 2011. Documentation was issued to companies who expressed an interest in the Southern Contract and five companies submitted Pre-Qualification Questionnaires (PQQ). The project team evaluated the PQQs in early March 2011.
9. Four companies were shortlisted to tender for the contract. One tenderer did not progress beyond the PQQ stage as it did not pass the financial assessment.
10. The shortlist of tenderers and the criteria against which those tenders would be evaluated were approved by the Cabinet Member for Growth and Infrastructure and the Director of Environment & Economy, on 11 March 2011.
11. The Invitation to Tender (ITT) documents were distributed on 16 March 2011 and three competitive tenders were received by the deadline of 11 May 2011. The tenders included a number of different waste disposal and treatment solutions.
12. The criteria and weightings shown in Table 1 were used to evaluate the tenders. If a tenderer failed to obtain more than 60% of the available score for any criterion, OCC reserved the right to consider eliminating that tenderer from the tendering process. Detailed information about the sub-criteria is presented in Annex 1.

Table 1. Evaluation criteria, sub-criteria and weightings.

Criteria	Weighting	Sub Criteria	Weighting
Operations	35%	Site Operations	20.0%
		Travelling Distances	10.0%
		Health & Safety	5.0%
Organisation	15%	Recording and Reporting	10.0%
		Staff	5.0%
Pricing	50%	N/A	N/A

13. Due to differences in the composition and nature of the waste collected by the WCAs compared with waste delivered to HWRCs, the procurement has been conducted in 2 Lots. Lot 1 will provide a disposal point for up to 32,000 tonnes of residual waste collected by the WCAs. Lot 2 will provide a disposal point for up to 18,000 tonnes of residual and inert waste deposited at the HWRCs. The Lots are not guaranteed to be awarded to the same contractor.
14. Variant bids were not allowed under the procurement, however, tenderers were encouraged to offer more than one treatment and/or disposal point for use under the contract. This enabled OCC to evaluate a number of scenarios using different combinations of delivery and disposal points. The final contract delivery structure will be established based on the most beneficial scenario from the successful tenderer's proposal.
15. An experienced OCC project team conducted the procurement and evaluation. The Service Delivery Manager, Waste Contracts Officer and Service Development Officer from the Waste Management Team assessed the technical aspects of the tenders. Environment & Economy's Finance Business Partner reviewed and approved the financial models. OCC's Purchasing & Contracts Manager oversaw the procurement process and a representative from the County Solicitor's office produced the contract terms and conditions and responded to all legal clarifications received by tenderers. Meetings were held regularly throughout and OCC's project management and procurement processes were strictly adhered to.

Nature of the contract

16. The precise duration of the contract will be governed by the start of the waste treatment facility that will be delivered under the Treatment Contract. Current forecasts are that the facility will be fully operational in 2014. The contract has been written to give the flexibility OCC requires. The Southern Contract provides 3-year term, makes no minimum tonnage guarantee and includes the option to extend by any period of time up to 3 years at the sole option of OCC. This will facilitate a smooth transition to the operational phase of the Treatment Contract.
17. As there are no minimum tonnage guarantees stipulated, any further increases in waste reduction, recycling and composting will result in cost savings to OCC under this contract.

Consultation and stakeholder involvement

18. As key stakeholders to the contract, the WCAs were consulted early on in the process to ensure the contract specification was aligned with their operational priorities and updated on progress throughout the procurement process.

Evaluation of final tenders

19. The evaluation of the tenders has been conducted by the project team. A detailed evaluation matrix was supplied with the tender documentation so that

all tenderers were aware of the basis upon which the tenders would be evaluated.

20. The scenarios that were evaluated were typically characterised in the following ways:
- (a) The tendered solution would either allow waste to be delivered directly to a disposal point or to a transfer station for bulk haulage to the disposal point. The former option was typically characterised by a lower gate fee but resulted in higher costs to OCC in relation to transport; the latter option was typically characterised by a higher gate fee but with reduced transport costs.
 - (b) The tendered disposal option was either based on all waste being delivered to landfill or some capacity being offered at a waste treatment facility¹.
21. The evaluation methodology used has been consistent for both Lots and was conducted in line with the criteria and weightings set out in Table 1. The overall evaluation outcomes for Lots 1 and 2 are presented in Tables 2 and 3 below.

Table 2. Lot 1 (WCA waste) evaluation scores

Level 1 evaluation criteria	Tender 1 – Scenario 2	Tender 2 – Scenario 1	Tender 3 – Scenario 2
Operations (35%)	19.5	30.3	27.0
Organisation (15%)	10.8	14.1	6.1
Financial (50%)	28.1	31.2	23.5
Total²	58.4	75.6	56.6

Table 3. Lot 2 (HWRC waste) evaluation scores

Level 1 evaluation criteria	Tender 1 – Scenario 1	Tender 2 – Scenario 1	Tender 3 – Scenario 2
Operations (35%)	23.5	30.3	24.8
Organisation (15%)	7.4	14.1	9.8
Financial (50%)	28.3	34.4	24.6
Total³	60.2	78.9	59.3

22. A value for money assessment has been conducted for each lot to assess the Net Present Cost to OCC of each Tender over the full contract term when compared with the current contract price. The outcomes are shown in tables 4 and 5.

Table 4. Value for Money (VfM) assessment – Lot 1

VfM Results	Tender 1	Tender 2	Tender 3
% variation from current contract price	+1.59%	-2.86%	+8.07%

¹ Incineration and mechanical and biological treatment (MBT) technologies were both offered

² N.B. Totals may not add up due to rounding

³ N.B. Totals may not add up due to rounding

Table 5. Value for Money (VfM) assessment – Lot 2

VfM Results	Tender 1	Tender 2	Tender 3
% variation from current contract price	-2.22%	-10.63%	+2.77%

23. The evaluations are described in detail in Annex 1 (Lot 1) and Annex 2 (Lot 2). Annex 3 sets out the specific detail of the financial evaluation and value for money assessment.

Evaluation conclusion

24. The evaluation demonstrates that Tender 2 clearly emerged as the leading bid for both Lots. The evaluation has demonstrated that Tender 2 is acceptable in technical, financial and value for money terms, while Tenders 1 and 3 do not provide overall value for money. Therefore the Cabinet is recommended to endorse the award of the contract to Tenderer 2.

Financial and Staff Implications

25. The financial implications of the contract are summarised in Annexes 1 and 2 and in more detail in Annex 3. There are not considered to be any staff implications arising from the award of the contract as all work to administer and monitor the contract will be conducted from the existing resource within the Waste Management Service Delivery Team.
26. WRG have confirmed that no staff will be subject to the Transfer of Undertakings Protected Employment (TUPE) at the end of the current contract. The Southern Contract will include relevant terms and conditions to set out TUPE requirements for the new contract.
27. The final tender evaluation has demonstrated that value for money can be provided through the contract when compared to the cost of the current contract and will allow the savings agreed as part of the Medium Term Financial Plan to be met.

Legal Implications

28. The legal implications of not securing a new contract are that OCC will be unable to discharge its duties as a WDA conferred by the Environmental Protection Act 1990.
29. OCC's legal team has provided the contract documentation and supported the procurement process including responding to clarification questions submitted by bidders during the procurement process.

Equality and Inclusion Implications

30. An equalities impact assessment has been carried out and the procurement and contract award do not have any negative impacts. WCAs have comprehensive kerbside collection services for residents, the Southern Contract will not impact on these.
31. Tenderers were required at PQQ stage to provide evidence of their equality policies.

Sustainability Implications

32. The evaluation criteria have been developed to ensure that sustainability issues were addressed in the procurement. 10% of the Tender scores related to transport impacts. The highest score for this criterion were awarded to tenders that proposed the use of facilities within 10 miles of the source of the waste. The approach is consistent with the "Proximity Principle" and the desire to reduce local transport impacts as well as global carbon emissions.
33. OCC's stated preference was for waste treatment and marks were awarded to Tenders that proposed waste treatment facilities which diverted waste from landfill.

Risk Management

34. A risk register has been maintained throughout the procurement and risks have been managed proactively by the project team.

RECOMMENDATION

35. **The Cabinet is RECOMMENDED to;**
 - (a) **note the outcome of the evaluation which is that Tender 2 is the leading bid for Lots 1 and 2; and**
 - (b) **endorse the award of the contract to Tenderer 2**

HUW JONES
Director for Environment & Economy

Background papers: Nil

Contact Officer: Mark Watson, Waste Contracts Officer (Disposal),
Tel: (01865) 815867

July 2011

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Division(s): All

CABINET – 19 JULY 2011

Car Parking Standards for New Residential Developments Responses to Public Consultation

Report by Head of Highways and Transport

Introduction

1. The Council's current car parking standards are being revised because of the perception of council members and the public that insufficient parking is being provided in new residential developments. In November 2010 Cabinet approved draft revised car parking standards for public consultation. The responses to a questionnaire are in Annex 1 to this report; detailed comments are in Annex 2; and a revised document which members are recommended to adopt as policy is in Annex 3.
2. The revised standards are based on local research jointly commissioned by the county and district councils. It showed that the need to provide car parking spaces for new housing was lower in Oxford and the urban areas in Cherwell than the rest of the county. The revised standards require different levels of parking according to housing size and location.
3. The purpose of the County Council setting car parking standards is to provide consistent advice to district councils and developers. The standards will inform the shaping of new residential developments through the consultation process of planning applications.
4. The general thrust of Government guidance is that car parking should be restricted as part of the overall initiative to reduce private vehicle mileage to minimise greenhouse gases. It does not want to influence car ownership but to encourage the use of alternative means of transport. Research shows that restricting car parking spaces in residential areas does not affect car ownership: but insufficient spaces can lead to indiscriminate parking that has a detrimental impact on the appearance, functioning and safety of an area.

Exempt Information

5. The content of the report does not contain any confidential information.

Consultation Process and Results

6. The public consultation was launched on the Council's website in March 2010 and letters were sent to district and parish councils, MPs and industry practitioners. 33 responses were received. Annex 1 shows that in response to nine specific questions there was generally positive endorsement of the content and approach of the policy. Some respondents made detailed comments and those from people and organisations outside the Council are

summarised in Annex 2. There have been discussions with officers from within the Council and their views have been taken into account in revising the parking standards.

7. The main areas of concern were
 - The document is too long
 - Tables A1, B1 and C1, which show how the car parking requirements are calculated, are too complex and lack clarity
 - The standards are too restrictive - there is insufficient parking particularly in rural areas where there are limited or no alternatives to travel by car
 - There is not enough emphasis on alternative modes of travel to the private car, the implications for urban design, or how to treat houses in multiple occupation (HMOs).
8. All of the comments have been carefully considered and changes proposed to the document (see Annex 2). Much of the background information in the report has been omitted as it was included to explain and justify the approach. The tables have been clarified; the section on alternatives to the car expanded and made more prominent; and references to good urban design and HMOs included. The document makes it clear that the parking standards are a guide that can be treated flexibly (for either more or fewer spaces) if justified by such factors as the location of development, proximity to frequent public transport, urban design issues, who it is for (e.g. students) and parking controls in the surrounding area.

Equality and Inclusion

9. The content and application of the parking standards which is set out in the policy document has been screened with respect of all aspects of equality and inclusion. It does not favour or discriminate any group based on age, disability, gender, race, religion, belief, social inclusion, or sexual orientation.

Financial and Staff Implications

10. There is no financial nor staff implication which results from this document.

RECOMMENDATION

11. **The Cabinet is RECOMMENDED to:**
 - (a) **adopt the parking standards for new residential developments as set out in Annex 3 to this report;**
 - (b) **agree that the Deputy Director Highways and Transport in consultation with the Cabinet Member for Transport can make editorial changes prior to publishing, and keep the document up to date in response to other policy changes.**

Steve Howell: Deputy Director (Highways and Transport)
 Contact Officer: David Groves (Development Control Manager)
 Tel: (01865) 816042

July 2011

CABINET – 19 JULY 2011**Parking Standards for New Residential Developments****Annex 1: Statistical Results of Questionnaire**

Question	Percentage Agreed with question	Percentage Disagreed with question
1. Do you agree with the concept of having both allocated and unallocated car parking spaces to make best use of the space available in new developments?	95	5
2. Do you feel that some deviation and variation is needed for small scale developments?	85	15
3. Do you feel that in some cases a car free approach is appropriate especially in areas where public transport provision is good and parking is restrained?	67	33
4. Do you agree with making parking spaces larger and making allowance for easier access?	86	14
5. Do you agree with regularising parking spaces to reduce parking congestion?	86	14
6. Do you agree that garages should be larger?	90	10
7. Do you agree that parking courts should be designed in such a way that they are used more effectively?	100	0
8. Do you agree with that street layouts should be designed so that the tendency to park on the footway is minimised?	95	5
9. Do you agree with the car parking requirements as shown in tables A1, B1 and C1?	38	62
10. Do you understand the way parking spaces are calculated as set out in appendix D?	67	33

This page is intentionally left blank

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
Create a crisper document that focuses on what users really need to know and to ensure the key requirements are not overlooked	WODC	Agreed, the policy document has been amended in this respect	Throughout
Background supporting information could be retained and held separately	WODC	Partial agreement but some information is still needed to introduce the topic. Background and supporting information has been cut down	Sections on Background and Research have been amended
Section 1 could be omitted. The contents page makes clear what the document contains	WODC	Agreed Old Section 1 removed	
Paragraph 1.5 If retained, this could be more succinctly worded as follows: <i>Finally, some advice is offered on ways of minimising the use of land for car parking.</i>	WODC	Agreed Old Section 1 removed	
Section 3 could be made more succinct, referring only to research findings. There is also duplication of paragraphs 3.2 and 3.6 in particular. These two paragraphs could be combined to report quite simply the finding that, even where overall parking provision was adequate, some households had access to too few spaces and others had too many. The implications for greater use of unallocated spaces could then go in Section 4.	WODC	Agreed	Section on Research has been amended
Paragraph 3.2 Notwithstanding the comment above, the last two sentences if retained or moved to Section 4 could perhaps be better worded as: <i>The inclusion of some unallocated car parking spaces, which could also be used by visitors, is therefore a more flexible and efficient solution.</i>	WODC		Section on Research has been amended
Paragraph 3.4 This adds nothing and merely casts doubt on the validity of the standards in relation to flats.	WODC		Section on Research has

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
It should be omitted.			been amended
Paragraph 3.5 Are the lower car ownership rates shown below, but do they need to be anyway?	WODC		Section on Research has been amended
Paragraph 3.7 This is not a research finding and the principle, if it needs to be said, could go in para 2.2.	WODC	Agreed, move para 3.7 to para 2.2	Paragraph moved to section on Research
Paragraph 3.9 The research finding is an increase in the number of large cars. The policy on bay sizes is out of place here.	WODC		Section on Research has been amended
Section 4 generally would be better structured and easier to follow with paragraphs on: - The principles of including an element of unallocated parking to maximise flexibility and economy of land use - Allocated spaces and where they can be located - Unallocated spaces and where they can be located.	WODC	Agreed, change section 4 as suggested, leave para 4.5 in	Paras 3.6-3.10
Paragraph 4.3 This effectively duplicates the first sentence of 4.1 and should be omitted.	WODC	see above	
Paragraph 4.5 Does this really need to be included?	WODC	see above	
Paragraph 5.1 The grammar might be improved by rewording the final sentence: <i>....unallocated spaces with no further provision for visitor parking.</i>	WODC	Agreed, it is proposed to merge old paras 5.1 and 6.1	Para 3.1
Paragraph 9.3 Stronger wording is needed with regard to off-plot tandem parking. This could be reworded as follows: <i>Tandem (in line) parking is inconvenient and should generally be avoided as both spaces are rarely used. It</i>	WODC	Agreed	Para 3.32

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
<i>should not be used off-site but may be acceptable on-plot if overspill of one vehicle onto the highway would not have unacceptable consequences.</i>			
Paragraph 9.8 could perhaps be better worded as follows: <i>Sufficient space must be provided to allow for safe and convenient access by vehicles to parking spaces and garages. A width of at least 6.0m is needed to swing into a parking space and 7.3m to get into a garage.</i>	WODC	Agreed	Para 3.36
Paragraph 13 This section could incorporate paragraph 9.7 which would be better located here. Together they could be reworded as follows <i>Unplanned Parking</i> <i>13.1 Unplanned parking on roads and footways which causes obstruction to the passage of vehicles (including service vehicles) and pedestrians tends to take place where planned parking provision is inadequate or less convenient. Adherence to the policies in this document should prevent this, but where less convenient forms of parking (tandem on-plot and rear parking courts) are proposed, developers will need to show that unacceptable, unplanned parking will not occur. Careful consideration will need to be given to road widths and designs that deter inappropriate parking.</i> <i>13.2 Bollards, planters and street furniture can assist in the definition of parking areas, but good planning should avoid the need for an unsightly clutter of structures to be installed at a later date to prevent unacceptable unplanned parking.</i> <i>13.3 Delete</i>	WODC	Agreed	Paras 3.58 and 3.59
Appendix C Table C1 Note 2 Line 2. Should this read	WODC	Correction needed	Table C1 revised

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
'allocated' rather than 'unallocated'?			
Appendix D The first example should explain that the flats will have '<i>unallocated parking</i>' (not '<i>one unallocated parking space per flat</i>' - the overall unallocated provision is 13 not 11!). The total for the first column is 38 not 37. A further column in the table with total/overall parking provision would be useful. The alternative approach, with one allocated space per house (also usefully applied to the 3 bed units), could be Example 2 with its own table (which would clarify the arithmetic for calculating the unallocated provision: I didn't see how you arrived at 18 unallocated spaces for the 2 bed units - is it not $22 \times 0.6 = 13$?). A comparison of the additional column figures in the two tables would then demonstrate very clearly the benefits in terms of land use of a greater proportion of unallocated spaces. If this does not form Example 2, then <i>Example 1</i> as a heading should be removed.	WODC	This observation is confusing, calculation does say 13 Needs correcting Agreed Re-write to add example 2	Table D1 amended Example amended
1.4 'parking for the disabled or mobility impaired' should be changed to 'parking for mobility impaired people' or disabled people' throughout the whole document.	Deborah Whelan	Change all references	Throughout
1.5 No longer mentions a (government and planning) desire to reduce car ownership and use.	Deborah Whelan	Noted but para now deleted	
2.2 Could mention exclusions for Blue Badge Holders (BBH)	Deborah Whelan	Do not think this is needed but the subject is well covered in its own section	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
2.1 Would be better if it included a reference to DFT's Inclusive Mobility (IM) standards.	Deborah Whelan	Noted, added	Throughout
3.9 please cross refer these standards with IM	Deborah Whelan	Para deleted	Throughout
4.3 Would be improved if some mention of BBH where made.	Deborah Whelan	Not needed as these paras talk only about allocated and unallocated spaces, BBH dealt with elsewhere	
7.1 & 8. People with mobility difficulties or a person with a mobility difficulty	Deborah Whelan		Paras 3.25-28
8.1 mobility range - entrance to be within 50m (max range for BBH)	Deborah Whelan		Paras 3.25-28
8.2 offer flat, firm, free draining level access.	Deborah Whelan	Inc specifications used	
8.4 mobility impaired people.	Deborah Whelan	Agreed	Throughout
A9 Except BBH's?	Deborah Whelan	Agreed	Para 3.17
A11. Car free may not be possible for some people- e.g. BBH's so some mention should be made in this or A12	Deborah Whelan	Noted, see above	
A22. Should add something like' accommodating the need for safe pedestrian travel routes, drop curbs' etc.	Deborah Whelan	agreed, covered in urban design section	Paras 3.19-22
B2 Note 2. We are encouraging on street parking with 'infill' development which causes difficulties for residents/ streets do we really want this? (Practice in Didcot has shown that this creates big neighbourly problems)	Deborah Whelan	We are only encouraging on street parking when there is capacity and it does not impede other users	
Note 3. To enable inclusion in a car free development a shopmobility scheme (wheelchair loan) facility will be necessary	Deborah Whelan	This should be dealt with by other policies with respect of shopmobility	
Not sure that the long winded preamble to you questionnaire is going to encourage people to	Iain Brown	this policy has to reflect reality and to make best use of the land space available	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
participate in this consultation. Basically, there are too few parking places allocated for new developments. Go back to what was expected in the days when planners had some common sense and the greedy speculators were kept on a tight rein! One Bedroom = 1 parking space + 1 parking space for guests/visitors. Nothing complicated or any need for me to give you my inside leg measurement or where my parents were born or what star sign I was born under.....KEEP IT SIMPLE!			
'Herringbone' parking, where vehicles park onstreet at an angle, are much easier to access and exit from than conventional inline parking spaces.	Jean Fooks	Noted, but can only be approached from one direction and takes up more land space	
Some places- e.g. in small towns outside Munich, have a policy of insisting on cars being parked underneath the houses – with a half-storey excavation, so that the cars are not on the road and the front gardens are planted rather than car parking spaces. Maybe this is more expensive – but it is hugely preferable to the acres of car parking we are getting in new developments, especially blocks of flats but also very much in single or semi-detached houses.	Jean Fooks	noted	
I'd be happy to see more cars parked on street than losing so much of plots to parking and hard surfaces, even if 'permeable'.	Jean Fooks	noted	
too much on-street parking, want 2 car spaces off street for each dwelling, and sheltered accommodation needs more disabled spaces	Witney Town Council	This is not realistic, we have to make best use of the land space available	
I believe that all new developments should provide	John	This is exactly what this policy aims to	

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
sufficient off-street parking for a reasonable number of prospective new residents. The concept of restricting off-street parking spaces to discourage car ownership is demonstrably not working and has never worked. What is happening is that our streets have become an unpleasant and often dangerous car park.	Sanders	achieve The aim of the policy is to partially address this whilst still making best use of land space available.	
The allocated spaces for three bedroom houses should be increased to 3	John Sanders	This is not realistic. The research did not provide evidence to the contrary. We have to make best use of the land space available	
Response to question 2: I do not believe that small developments should be exempted. Some developers will be encouraged to create small developments in order to avoid the obligation to provide adequate off-street parking. The rule should be <unsufficient car spaces = refusal>. This should include HMO conversions where (often) residents live 4 to 6 to an HMO, each with a car.	John Sanders	Making exemptions might have to be the case especially in Oxford. However some permitted development rights may well lead to this behaviour occurring anyway and thus out of the Council's control	
Response to question 3: Absolutely not. I do not believe that development policy is an effective way of controlling car use. Oxford's streets are stuffed with parked cars due to this policy.	John Sanders	This parking policy is not meant to control car use however this policy in conjunction with on street controls will attempt to reduce the congestion and problems caused by indiscriminate on-street parking	
Response to question 9: I disagree entirely with the concept that providing alternative transport means that fewer people will choose to own cars. Residents in new developments entirely ignore this concept. I can provide officers with many examples of the misuse of the "fewer spaces" principle, resulting in obstructed pavements and cluttered streets. Alternative transport should encourage people to leave their cars at home, in	John Sanders	This parking policy is not meant to control car ownership however it does try to put the correct amount of spaces in where they are needed and it is also recognised that where public transport is available it does get used.	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
appropriate parking spaces, not to sell them.			
Response to question 3: people will buy cars and those without may also end up buying cars as more are seen on the development	Unknown 1	Evidence does not support this view, car ownership is steady	
Response to question 9: not enough spaces given especially considering for weekends when more people park (visitors)	Unknown 1	This is not realistic, have to make best use of the land space available	
Response to question 10: more spaces should be given	Unknown 1	ditto	
Response to question 6: As long as a garage can contain the average car, why make it larger? It will just take up more land.	West Hendred PC	Evidence shows that part of the garage is used for storage and some domestic appliances so to get a car in it needs to be bigger, as well as there being bigger cars available now	
Response to question 3: Human nature, selfishness, whilst morally supporting would not be satisfied if it was directly affecting them	Unknown 2	noted	
Response to question 4: Car sizes are always increasing but never carry many people. By restraint for a parking space size will encourage smaller vehicles	Unknown 2	noted	
Response to question 6: Same as point 4. some garages have become sheds!	Unknown 2	ditto	
Response to question 3: There should be space for visitors who might not be able to use public transport, and tradespeople who similarly don't come by bus to mend your washing machine for example.	Lynda Pasquire	These are included but there will never be a development which has totally off street allocated spaces	
Response to question 5: Some people have huge people carriers and others might have a smart car; a range of spaces might be available but the average family saloon should be the norm.	Lynda Pasquire	It is not realistic to provide different size spaces except for those with impaired mobility	
Response to question 9: Car ownership is a fact of life and tampering with the housing market in an attempt to	Lynda Pasquire	this policy should not be addressing the influences of the housing market but to be	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
encourage people not to own a car does not encourage mobility in the housing market. A four bedroomed house could mean 4 cars as each resident of a bedroom could own a car in order to go about their daily business. There should be a minimum number of spaces according to the number of occupants, and if the land on which the house is built on has to accommodate the car parking facilities there will be less congestion on the streets. Where houses have been built with limited car parking it can clearly be seen that residents are parking inappropriately. The Developers might get less houses on a plot of land but the quality of people's live in the streets where they live must be improved if the street is able to be traversed and not cluttered with parked cars on pavements and on both sides of the street, causing traffic jams.		realistic about providing sufficient parking spaces without causing problems to all users of the highway	
Response to question 10: In a new development people are buying off plan and should have the opportunity to purchase allocated parking space(s). This way the Developer can amend the number of parking spaces, allocated and non allocated as the plots are sold. Market forces will apply, so if someone in a one bed flat wants two parking spaces they should be able to pay the extra cost to get the space they need. One bed might be occupied by two people who own a car each,	Lynda Pasquire	This is not realistic as the numbers and layout is consented as part of the planning consent. It is a good idea but what happens when the property changes ownership and the requirement changes?	
Response to question 2: All properties should have a minimum of 2 parking space	Fulbrook PC	This is not realistic, have to make best use of the land space available	
Response to question 3: People are not going to give up car ownership. Many people have a car/van provided by their employer essential to their type of work.	Fulbrook PC	Ditto	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
Developments should be limited to provide 2 parking spaces per property.			
Response to question 9: People are not going to give up car ownership. Many people have a car/van provided by their employer essential to their type of work. Developments should be limited to provide 2 parking spaces per property.	Fulbrook PC	ditto	
Response to question 10: Developments should be limited to provide 2 parking spaces per property.	Fulbrook PC	The policy is reacting to the result of the research and providing a more realistic car parking policy to that used now	
Stonesfield Parish Council has strong views on the inadequacy of parking provision for developments in rural areas. It is accepted that constraining the parking at the journey destination in towns and cities is likely to reduce car usage. However, it has always been obvious to the Parish Council that constraining the parking at the journey origin would never reduce car ownership or use. This is particularly true where public transport is inadequate which is the case in most villages. Cars are essential to work, to shop and to access leisure facilities. Stonesfield has many traditional cottages with no off street parking but they are still purchased by car owners who park on street. Counting garages as parking spaces is completely misleading because most garages are not used for this purpose. This is an intellectual ploy to reduce the provision of off street residential parking provision. It is not easy to grasp the concept of decimals points of parking spaces. Cars are not built that way. This is further complicated by rounding up or down when the	Stonesfield PC	Evidence shows that car ownership is not affected by parking availability unless it is very strictly controlled. Strict control is not realistic at all locations. Garage use is addressed: they will be counted if they are bigger and if there is a risk that they are only being used as storage then planning consent conditions might be used as a control mechanism	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
calculated requirement results in a decimal point. This is clearly shown in appendix C when the requirement for 1 bedroom units adds up to 1.6 parking spaces but the note says two allocated spaces will not be provided for 1 bedroomed dwellings. Hey presto you have suddenly lost .6 of a car. The Parish Council appreciates that given the price of land it is essential that it is used effectively but current parking provision leads to neighbour disputes and unacceptable living conditions in many developments. In rural areas where public transport is not adequate cars are essential and they have to be parked somewhere. There is a strong argument for having different parking provision standards relating to the town centres and villages. The provision of a mix of allocated and unallocated parking spaces would be acceptable if it helps to solve the problems.		Table does reflect evidence and in some way needs to be like this to reflect the variations and to optimise parking across the board. To get finesse within the calculation decimal figures are needed. Rounding the numbers up and down does deliver the correct result. Disputes such as this are acknowledged but officers at this council work with the planning authorities and the developers to deliver layouts which mitigate against such disputes.	
The Parish Council asked me to write to you to express its support for a relaxation of the present quota on parking spaces, which it finds unnecessarily restrictive and counter-productive.	Drayton PC	noted	
Response to question 9: It is not clear why dwellings should be considered in relation to both rooms and bedrooms. To avoid confusion better to just consider bedrooms. Rooms are also not defined – are they just habitable? Meaning of asterisk in Table A1 not defined. The proposed number of unallocated spaces seems to be of the correct order. Paragraph A6 refers to “good accessibility” – but this is not defined.	PFA Consulting	Some dwellings, especially the bigger ones do have rooms which can be used as bedrooms. This policy gives the flexibility where the rooms with that potential are added in Notes have been added and tables amended	Tables A1, B1 and C1

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
Faringdon Town Council Planning & Highways Committee has considered the proposed new standards and I have been asked to advise you that it approves the proposed policy	Faringdon Town Council	noted	
Response to question 9: 1. To ensure the provision of sufficient unallocated parking spaces, new residential areas will need to be designed to accommodate safe on-street parking. This will require wide streets (as well as parking courts). The policy, therefore, needs to highlight the urban design implications of the new parking standards. 2. In existing urban areas, it will often be difficult to provide the required number of unallocated parking spaces for new smaller scale residential developments given the existing road layout. The policy, therefore, needs to be more flexible for new developments of less than, say, ten dwellings within existing urban areas. It is not practical to restrict the number of allocated parking spaces to a maximum of two for larger dwellings which have double garages with a driveway in front. This will lead to unnecessary disputes with developers/applicants.	VOWH DC	agreed, document amended Acknowledged, where there is no on street provision then off street will need to be provided. In constrained areas then on street control will do just that for dwellings with less or no parking Noted, but the need to maximise land use space may well lead to this effect being reduced The standards are maximum	Section 3
Response to question 10: Tables A1, B1 and C1 are complicated and not easy to use. The tables need to make the following clear: the first row below the heading relates to the number of allocated spaces per dwelling (i.e. none, one	VOWH DC	accepted	Tables A1, B1 and C1

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
or two) - two allocated spaces per dwelling is a maximum - the numbers in the other rows relate to unallocated spaces per dwelling			
Response to question 9: Very often 1 bedroom apartments have two people living in them and they each have their own cars. Even if the public transport provision is good, where are vehicles in excess of one to be parked?	Cumnor PC	Noted but evidence and policy takes a balanced view of this phenomena	
Response to question 1: We have some concern over a potential over-proliferation of parking which could be to the detriment of overall residential quality. Standards should allow for a lower provision of unallocated spaces where lower density schemes provide for a good level of allocated parking within plots. Larger houses on larger plots tend to provide allocated spaces in addition to double garages and consequently require less unallocated/visitor spaces	Pegasus	accepted	throughout
Response to question 3: A car free approach should be included as an option rather than a strict policy. The market may still require some allocated parking and without provision for occupiers parking will be displaced to other peripheral locations. However, unallocated spaces could appropriately be restricted in such locations due to accessibility	Pegasus	Noted, car free developments will only be considered when on street controls are provided and other transport measures provided	Throughout
Response to question 4: Parking spaces of 4.8 x 2.4 m have generally been adequate and additional width for disabled applied.	Pegasus	Evidence does not support this Mobility access is increased by additional 1m strip	
Response to question 5: There needs to be some flexibility to allow for innovative design approaches which respond to a particular site's context, constraints	Pegasus	noted	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
and opportunities			
Response to question 9: Whilst a flexible approach to a mix of allocated and unallocated provision is supported, the unallocated provision for schemes providing 2 allocated spaces is considered excessive and could have counter-productive design consequences eg in terms of reducing street landscaping. A reduction of unallocated provision where more than 2 spaces can be provided as allocated spaces on plot with larger houses should be considered	Pegasus	Developers can choose not to have two allocated spaces Street design is evolving to deliver innovative solutions which will provide well designed self enforcing parking layouts	
Response to question 10: The example should have explained explicitly it is based on Table C1 only and set out the entire calculation of the alternative scenario in a box in same way as the first example. And it does not explain why for the 2 bedroom houses the figure of 0.8 was used for unallocated rather than 0.6 - as the example does not state how many rooms they have (as opposed to bedrooms) see C1. Moreover the statement “choice which would be more efficient” refers to being able to cram more dwellings on the site only one assumes and not the overall functioning of the development. As you say quite reasonably elsewhere it is a delicate balance and this does not reflect that.	CPRE	accepted	Table C1
1. We welcome the proposed changes in policy in recognition of the need to provide adequately for off street parking based on research and experience.	CPRE	Noted	
2. Rural settlements - CPRE is primarily concerned with the rural settlements of the County. Given the real social and economic problems currently faced in rural communities, parking policies need to be pragmatic.		Noted	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
realistic and based on an understanding of those issues. We therefore welcome the proposed hierarchy of residential parking provision across the County which seems a sensible approach to the issue. 3. Personal mobility and cars - Lack of personal mobility is particularly damaging to the social balance and economic wellbeing of rural communities. We have to be realistic in recognising that both the young and low paid need personal transport as public transport is not able to and probably never will be able to meet their needs. Adequate parking provision is therefore essential. 4. Parking on-street - The environment in many rural settlements is seriously compromised by nose-to-tail kerbside parking along the village streets, parking on footways and on verges, all exacerbated by previous policies which tended to follow the orthodoxy of restrictive parking provision, particularly for smaller or low cost houses. 5. Public transport - Throughout rural Oxfordshire the slight improvements achieved in subsidised public transport provision whilst providing a valuable social service, have fallen way below that needed to provide a reasonable alternative to the car or motorcycle for families and workers living in these areas. The drift from the villages and 'gentrification' continues. Policies have to recognise this reality.		Noted Noted Noted	

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
6. On-street parking regulation - There is reference in the consultation document to restriction of on-street parking by regulation. Whilst this is possible in town centres and possibly in many residential areas in Oxford and Banbury, it is inappropriate in rural settlements. In our experience, enforcement of 'yellow line' restrictions is totally impractical in these locations. 7. Conversion of garages - Finally, the consultation is silent on the vexed issue of conversion of garage parking to residential rooms displacing parking onto the streets and the equally problematical use of garages for storage rather than for their intended purpose. The proposed increase in garage dimensions is to be welcomed. However current planning legislation would appear to be inadequate to control the conversion of garages and the knock-on effects.		Noted, good street design needs to be provided to prevent problems of indiscriminate parking This policy cannot address conversion of garages which is a matter for the district councils There is a need to retain a minimum parking in some circumstances which is dealt with in the policy	
Sparsholt Parish Council feels the Policy does not reflect the largely rural nature of Oxfordshire and small villages do not have the same public transport availability. Also the users of, often narrow, village roads include wide farm vehicles. The Council would like planners to consider the needs of rural villages as distinct from urban areas.	Sparsholt PC	Where public transport is poorer then more parking generally will be provided Appendix C does provide for more parking than B and C but still a maximum is applied	
Response to question 3: Continuation of car clubs and good public transport cannot be relied upon, so these 'special cases' should be included	Cholsey PC	Noted, but they are increasing in popularity and do provide an important alternative access to a car	
Response to question 9: The unallocated number in the tables maybe acceptable if the developers decision on allocated spaces are adequate	Cholsey PC	noted	
Response to question 10: Table in appendix D does not	Cholsey PC	The appendices are different to reflect the	

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
seem to be consistent with table in appendix C: 3 bed house is 1.8 and 0.4 in app C but 0.4 in app D?		evidence	
Response to question 3: This should be included as an option rather than a strict policy. The market may require some allocated parking and without provision for occupiers parking will be displaced to other peripheral locations. However, unallocated spaces could appropriately be restricted in such locations due to accessibility	Dorchester Group	noted	
Response to question 4: Parking spaces of 4.8 x 2.4 m have generally been adequate and additional width for disabled applied	Dorchester Group	Evidence does not support this Mobility access is increased by additional 1m strip	
Response to question 5: A standard garage of 6 m x 3 m would be acceptable.	Dorchester Group	noted	
Response to question 7: NB. Specifications on entrances to parking courts (para 12.3) should be more appropriately dealt with as a design issue and through Building Regs.	Dorchester Group	Noted but it is a critical part of parking provision and it is given for general guidance	
Response to question 9: The flexible approach to a mix of allocated and unallocated provision is generally supported. However, the unallocated provision for schemes providing 2 allocated spaces is considered excessive compared to previous standards. Also there needs to be a reduction of unallocated provision where more than 2 spaces can be provided as allocated spaces on plot with 3 and 4 bed houses.	Dorchester Group	Noted, policy reflects evidence and government guidance but also does address the flexibility which is illustrated in the revised worked example	Appendix D
Government advice for the past few years since the issue of PPG13 has been to issue maximum car parking standards to seek to reduce the reliance on cars and to maximise the use of public transport. It sought to effectively ration the number of spaces to make parking	Watlington PC	Evidence shows that restricting domestic parking does not affect car ownership. Government have acknowledged that control is best placed in other ways eg workplace restrictions and better public	

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
uncomfortable The content of this consultation appears to fly in the face of that in that it seeks to increase the amount of parking in residential development. It is going to have an impact on the amount of development that sites can take, reducing the number of houses and increasing parking. The amount of residential non greenfield land is at a premium in rural areas and underdeveloped sites with a swathe of parking in front is not the answer. The proposed standards are made in the light of evidence of existing usage which may not have been influenced by the need to restrain motor cars and given that it includes an increase in spaces will not discourage parking for the future. The provision of more spaces in residential development, making parking easier and more available has ramifications on the future of public transport especially in rural areas such as Watlington. We have already seen the decline of the public bus services recently and this will make car usage more convenient.		transport Public transport provision is dealt with by other policies Restricting parking in new developments will not automatically mean that bus services will either be used more or be improved	
Although the concept of the calculation based the way the tables are set out is difficult to understand	Unknown 3	Noted, some improvements made	Tables A1, B1 and C1
comment on whether we need a standard on HMOs. As discussed, a maximum standard is included in both the existing Local Plan (Appendix 3) and also we are carrying this forward into the Sites and Housing DPD. Your document could cross-refer to this (perhaps don't include explicitly though in case the standard changes as the Sites and Housing document evolves.) See also Sites and Housing background paper	Oxford City Council	agreed	Section 2

CABINET – 19 JULY 2011 - Parking Standards for New Residential Developments

ANNEX 2: SUMMARY OF CONSULTATION RESPONSES AND COMMENTS

Summary of consultation responses	From	Officer comments	Reference in revised policy
Para 6.6: Note that this would not apply in Oxford where maxima apply (hence, the maximum provision would always be rounded down not up)	Oxford City Council	Noted, but rounding down does not work by providing too few spaces in some circumstances. Prefer to round up/down and give officers leeway in document	throughout
Para 9.10: drawing could be clearer	Oxford City Council	Drawing amended	Section 3
A9: Add to end of paragraph "No more than 1 space per dwelling will be permitted within the Transport Central Area. Within the West End, flats will be car-free with disabled parking only." (To make consistent with adopted policy - which is unlikely to change.), and, Add "...taking into account the need to provide for the needs of disabled people." (In response to comment from Deborah Wheelan - also this is consistent with West End.)	Oxford City Council	agreed	Appendix A
A10: This paragraph is in the wrong place as it relates to residential parking throughout the city.	Oxford City Council	Agreed	

This page is intentionally left blank

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

This document sets out the parking space provision for new residential areas throughout Oxfordshire. It sets out the principles of allocated and unallocated spaces. It includes related space dimensions, parking layout and general street design issues. Example calculations are included.

This policy document sits under the overarching policies set out in the Council's Local Transport Plan.

It is part of a suite of documents called 'Highways in New Developments' for use by people involved in developments requiring the provision or alteration of roads. It is aimed at developers, promoters, consultants, architects, highway engineers, planning officers, the public and any other interested parties.

Throughout the policy some illustrations are used to help explain some of the important design principles but should not be interpreted literally.

In this document the term 'highway' refers to roads, footways, footpaths, cycleways and verges which are generally open to the public.

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS**CONTENTS**

1. INTRODUCTION	3
2. THE NUMBER OF PARKING SPACES TO BE PROVIDED	3
3. DESIGN CONSIDERATIONS	6
Parking Space Dimensions	7
Parking for People with Impaired Mobility	8
Parking Space Layouts	8
Garages	10
Car ports and Undercroft Parking	11
Parking Courts	11
Minimising Parking on the Footway	12
A. APPENDIX A – Parking Standards for Oxford	14
Table A1- Car parking provision in new developments in Oxford outside the Transport Central Area	14
B. APPENDIX B – Parking Standards for the urban areas in Cherwell	18
Table B1: Car parking provision in new developments for urban areas in Cherwell	18
C. APPENDIX C – Parking Standards for parking standards for all areas in Oxfordshire (other than Oxford and Cherwell Urban Areas)	20
Table C1: Car parking provision in new developments for all areas of Oxfordshire (other than Oxford and Cherwell urban areas)	20
D. APPENDIX D – Example Calculation of Parking Allocation	21

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

1. INTRODUCTION

- 1.1. These parking standards replace those published in the County Council's Residential Road Design Guide 2003. The standards were revised as it is now generally accepted that, while constraining parking provision at the journey destination (such as town centres) limits private vehicle trips, it is not necessarily the case at the journey origin (residential properties). Residents will own cars and if necessary park them on streets where there are no parking controls. In doing so it often causes conflict and access problems. In recent years there has been a growing feeling that there is insufficient parking provided in new residential developments. Furthermore, there are emerging national statistics which indicate that car ownership is growing higher than predicted even though the vehicle-kilometres travelled is lower than predicted.
- 1.2. The county and district councils in Oxfordshire jointly commissioned consultants to look at car ownership in new developments. It identified that the most important factors influencing car ownership were
 - Dwelling size and tenure
 - Location: there was lower car ownership for the urban areas of Cherwell and lower again for Oxford - related to better public transport and accessibility to local facilities.
 - Overall numbers of car parking spaces in a development could be reduced if some spaces were provided that were not allocated to specific properties.
- 1.3. This led to a matrix approach to parking provision which is used in this policy. This follows a similar methodology used in national guidance published by the Department of Communities and Local Government in May 2007 as "Residential Parking Research."
- 1.4. The general content of this policy should be read in conjunction with: 'Manual for Streets' (MfS) published in 2007 by the Department of Transport Communities and Government; Manual for Streets 2' published in 2010 by the Chartered Institution of Highways and Transportation, "Car Parking What Works Where" (English Partnerships) published in March 2006 and 'Urban Design Compendium' published in August 2000 by the English Partnerships.
- 1.5. This policy is not intended to be construed as 'anti-car' but reflects the need to control parking levels according to need without creating over provision nor creating indiscriminate parking.

2. THE NUMBER OF PARKING SPACES TO BE PROVIDED

- 2.1. This policy provides a simple method of determining parking provision for new residential developments as follows:

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

Appendix A: Oxford

Appendix B: Cherwell Urban Areas

Appendix C: Rest of Oxfordshire

Appendix D: An example of calculating car parking spaces

- 2.2. Some deviation from the parking standards may be acceptable for small-scale developments involving domestic extensions, subdivision of a dwelling house into self-contained flats, and infill development where no new access road is created. Discussion with the planning authority should take place at an early stage to establish if a variation will be permitted.
- 2.3. For the purposes of parking numbers, houses which are considered to be 'houses in multiple ownership' shall be considered as a single dwelling.
- 2.4. Parking for visitors and operational needs are included in the figures.
- 2.5. It is recommended that the number of allocated spaces is chosen first, followed by the additional number of unallocated spaces. An iterative process can be used to get the most appropriate total number of spaces to suit the development. The design of the road and housing layout should also be part of this process.
- 2.6. When for reasons of good urban design more allocated spaces are provided than the standard amount (eg space in front of a garage for the reason of road safety) then the number of unallocated spaces may be reduced.
- 2.7. When calculating the numbers of spaces, especially where the dwelling numbers are low, the decimal remainder will be rounded down for up to and including 0.50 and rounded up otherwise.
- 2.8. The main principle is to include an element of unallocated parking to maximise flexibility and economy of land use. In some circumstances parking can be accommodated entirely without allocated spaces.
- 2.9. Allocated spaces can be individual spaces within the curtilage of a house, a private space within a parking court conveyed specifically to a flat or house, or a group of spaces owned by a third party where the spaces are leased to individuals.
- 2.10. Unallocated spaces are those which can be generally used by anyone and where possible they should generally be provided off-street in parking courts. In this case it is strongly recommended that they are controlled by a third party such as a

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

management company on behalf of those who use the spaces. This way, whilst not being allocated to a specific property, they can be assigned to particular groups of houses or flats.

- 2.11. Unallocated spaces can be provided on the public highway. They cannot be allocated to specific properties or residents, and are the only car parking spaces that will be maintained by the Highway Authority.
- 2.12. Parking spaces on a private road generally cannot be allocated to specific residents and the Highway Authority will ensure that suitable control and maintenance of the road is provided for through the planning process.
- 2.13. On-street parking (whether adopted or private) can be controlled by traffic regulation orders to restrict vehicle type and or length of time of use although this is not a preferred solution on new estates. If the surrounding area suffers parking problems then other means of controlling parking should be considered. Developers are encouraged to design the road and housing layout to create an effective self controlling arrangement to reduce the need for traffic regulation orders.
- 2.14. The provision of car clubs within new developments can be part of an overall package of measures to reduce car ownership. A variation in parking standards may be appropriate where car clubs are introduced and secured for the long term.
- 2.15. When areas within residential development are being considered as 'car free' or where reductions in car parking provision beyond levels required in this policy then the implications and remedies must be addressed in the Transport Assessment and Travel Plans which accompany the planning application. Care must be taken to ensure that cars are not parked on surrounding roads causing problems to existing residents or for highway safety.
- 2.16. When car parking spaces are being reduced to very low levels then consideration must be given to allow some spaces for people with mobility difficulties.
- 2.17. Parking for private, shared ownership and rented dwellings should be to be the same standard with no identifiable distinction between the different tenures. This has the advantage that should tenures change in time there are unlikely to be parking difficulties.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

3. DESIGN CONSIDERATIONS

- 3.1. The placing of parking spaces within new residential areas should be considered as an essential part of achieving a high quality urban design.
- 3.2. Developers are encouraged to design developments such that the carriageway widths, the road width and location of parking, both on and off street, avoid irresponsible parking and allow access for public service and emergency vehicles.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS



Poor urban design (left) of parking spaces can lead to indiscriminate parking but good design (right) will result in reducing indiscriminate parking and a better living environment.



Parking Space Dimensions

3.3. The following tables show the minimum space sizes acceptable:

Perpendicular: e.g. on driveways and parking courts	Length (m)	Width (m)
Space for people with mobility difficulties	5.5	2.9+1.0
Standard space (unobstructed)	5.0	2.5
Standard space (obstructed on one side)	5.0	2.7
Standard space (obstructed on both sides, includes car ports and undercrofts))	5.0	2.9
Inside garage	6.0	3.0

Parallel: e.g. adjacent to streets and driveways	Length (m)	Width (m)
Space for people with mobility difficulties	6.5	2.9+1.0
Standard space	6.0	2.5

Echelon parking	Permitted overhang (m)	Length (m)	Width (m)
60°	0.1	5.6	As above
45°	0.2	5.3	As above
30°	0.1	4.7	As above

CABINET – 19 JULY 2011**ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS****Parking for People with Impaired Mobility**

- 3.4. Consideration must be given in the design to 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).
- 3.5. Where developers are proposing to build flats with unallocated off-street parking and the level of mobility impaired residents is unknown then 5% of spaces should be designed and allocated for their use. They should 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.
- 3.6. The bay should be marked with a British Standard Disabled Symbol to conform to BS 8300:2009. Further guidance can be obtained from Department for Transport Traffic Advisory leaflet 05/05.
- 3.7. Buildings specifically for the elderly or mobility impaired people should comply with the relevant higher specific requirements and standards (as shown in the parking space dimension tables above).

Parking Space Layouts

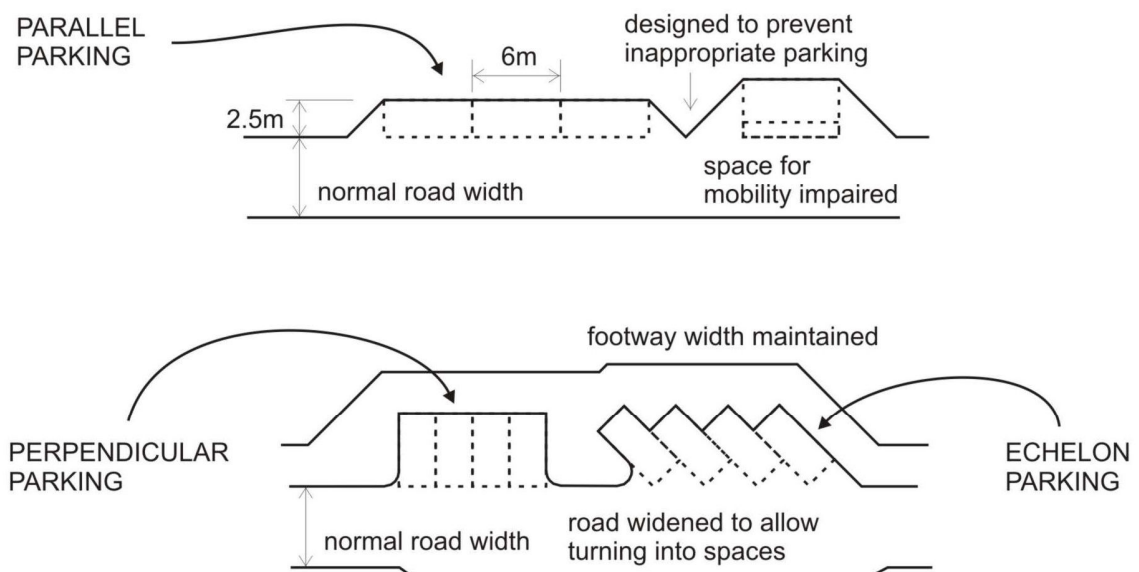
- | |
|---|
| 3.8. A vehicle/pedestrian sight splay of 2m x 2m (back of highway to side of driveway) will normally be required where the parking space abuts the back of footway or highway boundary. |
|---|
- 3.9. Parking bays which are side by side allow car doors to be opened partly into the adjacent bay. Where parking spaces are adjacent to structures adequate room for pedestrian movement should be provided on one or both sides accordingly.
 - 3.10. Tandem (in line) parking is inconvenient and generally must be avoided where possible as both spaces are rarely used. It should not be used off-site, however, it may be appropriate on-plot if an additional vehicle parking on the highway would not have unacceptable consequences.
 - 3.11. Where parking is to be provided on-street, parking bays adjacent to the general carriageway may be appropriate in certain cases but it should be broken up in maximum groups of about 4 spaces. This not only limits the visual impact but allows kerb build outs to be provided for pedestrians to cross the street with minimum sight line obstruction.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

3.12. Where lay-by parking is provided on street it should be constructed to carriageway standards. The parking bay should be differentiated from the carriageway preferably by change of surface treatment.

3.13. An indication of how parking spaces relate to the street are shown in the following figures:



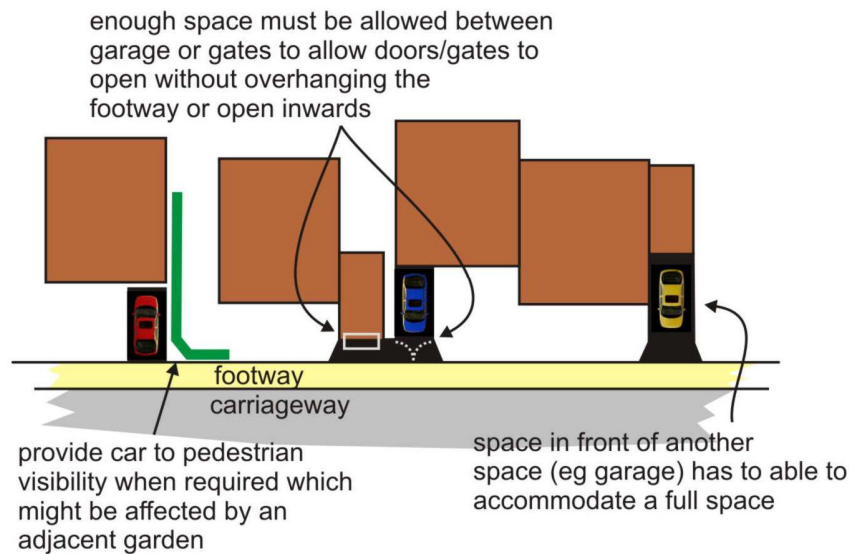
3.14. Always sufficient space must be allowed to achieve a safe and appropriate approach for vehicles into a car parking space. A width of 6.0m to swing into a parking space and 7.3m to get into a garage must be provided for.

3.15. Where garages or gates into parking areas are constructed less than 5.0m from the back of the highway, a set back from the back of the highway should be either 0.5m to allow for 'up and over' garage doors (0m if roller shutter or similar) or greater than 5.5m to allow for car parking in front of the garage or gates. Care should be taken as to where this approach is applied. On busier streets space should be allowed to provide space for a vehicle to rest temporarily whilst the gates or doors are being opened or closed.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

- 3.16. Set out below are examples of off street parking layout in relation to the footway. This arrangement will be required especially where the footway and carriageway is to be adopted by the Highway Authority.



- 3.17. Variation to the above may be acceptable in certain circumstances but the onus is on the developer to provide supporting evidence.

Garages

- 3.18. Most family cars are about 2.0m wide and a minimum clearance of at least 0.5m each side is required to open car doors on both the driver and passenger side. An average car length is about 4.5m.
- 3.19. Research has indicated that about 50% of garages in Oxfordshire are not used for parking of vehicles but are used for storage or other purposes. This may be due to garage sizes being too small to accommodate most family cars and for storing bicycles and other domestic goods. To allow for some storage and/or cycle parking the garage size should reflect this (see Parking Space Dimensions above). Garages below these dimensions will not be counted as a parking space.

- 3.20. Where a garage is counted as a parking space it will be normal practice to place a planning condition to ensure its continued use for that purpose.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

- 3.21. The garage doors must not open onto or over the adopted highway area, and vehicle/pedestrian sight splays apply as for the parking spaces.
- 3.22. Garage courts require a minimum of 7.3m between garage fronts. Adequate drainage must be provided for the paving in front of the garages.
- 3.23. The minimum entrance widths and headroom to garage courts are the same as for parking courts (shown below).

Car ports and Undercroft Parking

- 3.24. Car ports and undercroft parking areas are less likely to be used for purposes other than parking a vehicle. Car ports 5.0m long by 2.9m wide and greater will count as a parking space.

Parking Courts

- 3.25. Rear parking courts can reduce the visual intrusion of cars. But there are disadvantages including inefficient use of land, reduced garden sizes and loss of security and privacy to the rear of the home. “Car parking What Works Where” by English Partnerships states “The recent fashion for placing parking spaces behind buildings has led to many schemes around the country being blighted by cars parked to the front of the house where there is no space designed to accommodate them.” Careful consideration therefore needs to be given to the location and design of parking courts to minimise any adverse impact. A balance needs to be struck between on-street and on-plot parking.
- 3.26. Parking courts work best when they:
- ♦ Have no more than about 10 spaces
 - ♦ Have single point of access to the highway
 - ♦ Are overlooked by living rooms or kitchens
 - ♦ Have adequate lighting
 - ♦ Have boundary treatments to allow overlooking and avoid blank walls
 - ♦ Have direct access to dwellings
 - ♦ Are high quality in design terms - materials, planting etc
 - ♦ Are located in accessible areas
 - ♦ Have sense of place
 - ♦ Feel secure to users.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

This is an example of good design in terms of being overlooked from living space but the nearby space could be wider.



3.27. The entrance to parking courts should generally be a minimum width of 3.0m for up to 9 parking spaces and 4.1m wide for 10 or more spaces. Where the entrance to a parking area is built over, the headroom should be a minimum of 2.5m. (Separate building regulations may apply where fire tender or emergency access is specifically required.)

3.28. Parking squares in the appropriate setting can also be used as an alternative form of providing parking provision. Designs using 'Homezone' principles provide the opportunity to integrate parking within the street. However, shared surfaces need careful consideration to ensure parking does not occur outside designated parking areas thereby causing road safety problems and impairing the overall amenity of the development.

3.29. Designers should be aware that on-street parking may cause problems for vehicles manoeuvring on the street particularly where the carriageway width has been reduced as part of the overall design. The effect and implications of on-street parking must be considered in the layout design.

Minimising Parking on the Footway

3.30. Unplanned parking on roads and footways which causes obstruction to the passage of pedestrians, bicycles and vehicles (including service vehicles) tends to take place where planned parking provision is inadequate or less convenient. Adherence to the policies in this document should prevent this, but where less convenient forms of parking (tandem on-plot and rear parking courts) are proposed, developers will need to demonstrate that unacceptable, unplanned parking will not occur. Careful consideration will need to be given to road widths and designs that deter inappropriate parking.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

- 3.31. Wide areas of footway or open space may also be attractive for casual parking. Bollards, planters or other street furniture can assist in the definition of parking areas and be used to indicate where people should park. However a compromise needs to be reached to avoid street clutter.

A.



The result of a missing bollard or poor design? (designs have to eliminate poor parking habits)

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

APPENDIX A – Parking Standards for Oxford

- A.1. Oxford has lower parking standards than the rest of the county as it has lower rates of car ownership and good accessibility by non-car modes to a wide range of facilities. Even within the city there are differing degrees of access to local facilities and public transport and car ownership is typically lower in the city centre than the outer areas. For these reasons there are two parking standards that will apply: within the Transport Central Area as defined by the City Council in its planning policy documents and outside that area.
- A.2. These standards should be treated as maxima, reflecting good overall accessibility by non-car modes, and the need to use land efficiently. Also, shared off-plot parking, combined with on-plot parking where appropriate, will be encouraged.
- A.3. Proposals which are considered to have over-generous parking provision will not be supported. Equally, proposals with substantially reduced parking provision may be unacceptable in some circumstances, for example where this would result in unacceptable parking pressure on existing streets, which could not be reasonably mitigated. The onus is on the developer to show that the implications of the parking provision are acceptable.

Parking Provision – Outside the Transport Central Area

- A.4. The amount of parking that would be required to meet forecast demand in new developments is shown in Table A1. These will be treated as maximum standard provision.

Table A1- Car parking provision in new developments in Oxford outside the Transport Central Area						
Number of bedrooms per dwelling	Maximum number of allocated spaces	Maximum number of spaces when two allocated space per dwelling is provided		Maximum number of spaces when one allocated space per dwelling is provided		Maximum number of unallocated spaces when no allocated spaces
		allocated spaces	unallocated spaces	allocated spaces	unallocated spaces	
1	1	N/A	N/A	1	0.4	1.0
2	2	2	0.3	1	0.7	1.5
3	2	2	0.4	1	0.9	1.8
4+	2	2	0.5	1	1.2	2.1

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

- A.5. In new small scale development outside the Transport Central Area and in the tighter built up areas where densities are high and traditionally no on-plot parking is provided then proposals may not need to provide on-plot parking. In other cases the above table will form the basis of the assessment.
- A.6. Where local circumstances allow, a substantial element of shared off-plot parking will be preferred over the provision of 2 or more spaces per unit.

Parking Provision within the Transport Central Area

- A.7. Proposals will be assessed case by case in the context of the Oxford Local Development Framework and will be lower than the parking provision recommended outside the Transport Central Area. Car free development or low level of parking provision will be encouraged, and when in a controlled parking zone will be enforced through exclusion from that controlled parking zone.

- | |
|---|
| <ul style="list-style-type: none">A.8. No more than 1.5 spaces per dwelling will be permitted within the Transport Central Area. Within the West End, flats will be car-free with disabled parking only. |
|---|

Car-free development

- A.9. Car-free development is defined in this document as accommodation for people who are prepared to relinquish their right to keep a private car in Oxford. Car-free development is encouraged, which can bring significant benefits where properly implemented in appropriate locations.
- A.10. Car-free development will be acceptable in Oxford provided that there are excellent alternatives to the car, shops and services are located near by, and the car-free status of the development can realistically be enforced by planning condition, planning obligation, on-street parking controls or other means. The onus is on the developer to demonstrate that there are no adverse implications.
- A.11. Many smaller residential proposals, involving domestic extensions, subdivision of a dwelling house into flats, and small infill development, do not specifically provide additional parking. These may be described as 'car parking free'.
- A.12. The addition of a few dwellings without the provision of additional parking spaces to a particular area may be acceptable, either where there is reasonable and safe on-street parking capacity (as made clear by appropriate supporting information) or

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

where there is excellent accessibility for those without a car and on-street parking controls are in place or will be provided.

Low car housing

- A.13. An alternative to car-free residential development is 'low car' (or 'low parking') housing, where the proposed parking provision is significantly below the parking standard. Such proposals will generally be assessed using the same principles as for car-free development.

Car clubs

- A.14. Car-free or low car developments will be encouraged to incorporate or otherwise support a car club, which can be an attractive alternative to private car ownership and boost the attractiveness of such housing.
- A.15. A car club provider makes cars available to local residents, and they are then shared between the households on a 'pay-as-you-go' basis.
- A.16. Car clubs are particularly suited to areas of high-density development and areas with good accessibility to local services and public transport.

Unallocated parking

- A.17. In general proposals with unallocated parking will be supported with up to 100% unallocated parking within a controlled parking zone or a Home Zone.

Garages

- A.18. The provision of residential car parking in the form of garages will be discouraged within the city, as evidence suggests they are less well used than other forms of residential parking.

Conversion of Front Gardens to Parking Areas

- A.19. Many planning applications propose the conversion of private amenity space at the front of dwellings to hard-standing, to provide additional on-plot parking. This is particularly common where houses are subdivided into flats, and may be considered necessary to prevent undue pressure on the public highway.
- A.20. However, the cumulative impact of multiple hard-surfaced parking areas can change the character of an area and also significantly increase surface water run-off, which can, in turn, increase local flood risk. Also, the benefit of providing off-street spaces

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

as 'front garden parking' will need to be weighed against the loss of existing on-street capacity as a result of new or extended drop-kerb access. Therefore each case will be considered on its merits.

CABINET – 19 JULY 2011**ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS****B. APPENDIX B – Parking Standards for Cherwell Urban Areas**

- B.1. The parishes which define the urban areas in Cherwell are: Banbury, Bicester, Kidlington, Bloxham, Bodicote, Adderbury, Yarnton and Gosford and Water Eaton.
- B.2. The car parking provision in new developments for the urban areas in Cherwell area are set out in Table B1.

Table B1: Car parking provision in new developments for urban areas in Cherwell

Number of bedrooms per dwelling	Maximum number of allocated spaces	Maximum number of spaces when two allocated space per dwelling is provided		Maximum number of spaces when one allocated space per dwelling is provided		Maximum number of unallocated spaces when no allocated spaces
		allocated spaces	unallocated spaces	allocated spaces	unallocated spaces	
1	1	N/A	N/A	1	0.4	1.2
2	2	2	0.3	1	0.6	1.4
2/3	2	2	0.3	1	0.7	1.5
3	2	2	0.3	1	0.8	1.7
3/4	2	2	0.4	1	1.0	1.9
4+	2	2	0.5	1	1.3	2.2

Note 1: The rows in the table for 2/3 bedrooms and 3/4 bedrooms can be used when there are additional rooms in the dwelling which are not shown as bedrooms but where there is a high chance that they could be used as bedrooms.

Note 2: The Council will consider North West Bicester Ecotown as a special case provided that certain minimum criteria are met. If there is a full range of every day services provided within easy walking or cycling distance of the dwelling and convenient access to an efficient public transport system accessing a wider range of services including employment, one allocated car parking space per dwelling will be required, regardless of dwelling size or tenure. This may be on plot or off plot. Off plot provision may be grouped in a parking court provided the courts are small, close by, secure and conveniently accessed. Additional unallocated off plot car parking may also be provided according to the principles of this document up to a maximum of one space per dwelling. A lower standard of parking may be acceptable

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

dependent upon the layout and accessibility to services and to other modes of transport in agreement with the Highway Authority.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

C. APPENDIX C – Parking Standards for all areas in Oxfordshire (other than Oxford and Cherwell Urban Areas)

- C.1. Car parking provision for all other areas of Oxfordshire (other than defined above) are set out in Table C1.

Table C1: Car parking provision in new developments for all areas of Oxfordshire (other than Oxford and Cherwell urban areas)						
Number of bedrooms per dwelling	Maximum number of allocated spaces	Maximum number of spaces when two allocated space per dwelling is provided		Maximum number of spaces when one allocated space per dwelling is provided		Maximum number of unallocated spaces when no allocated spaces
		allocated spaces	unallocated spaces	allocated spaces	unallocated spaces	
1	1	N/A	N/A	1	0.4	1.2
2	2	2	0.3	1	0.6	1.4
2/3	2	2	0.3	1	0.8	1.6
3	2	2	0.4	1	0.9	1.8
3/4	2	2	0.5	1	1.1	2.1
4+	2	2	0.6	1	1.5	2.4

Note: The rows in the table for 2/3 bedrooms and 3/4 bedrooms can be used when there are additional rooms in the dwelling which are not shown as bedrooms but where there is a high chance that they could be used as bedrooms.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

D. APPENDIX D – Example Calculation of Parking Allocation

Example 1

A proposed development has 22 No. 2 bed and 5 No. 3bed houses and 11 No 1 bed flats. The site is located in a market town (not Cherwell) so table C1 is used. The developer has decided that the houses will have 2 allocated spaces each and the flats will have one unallocated parking space per flat. The tables are now used to calculate the remaining unallocated spaces for the houses and the total number of spaces for the flats.

Table 1: Example Forecast Parking Demand Example 1

Dwelling Type	No. Units	Allocated Spaces	Unallocated Spaces	Total Spaces
1 bed Flat	11	-	$11 \times 1.2 = 13$	13
2 bed House	22	44	$22 \times 0.3 = 7$	51
3 Bed House	5	10	$5 \times 0.4 = 2$	12
Totals	38	54	22	76

The result of the calculation may have an impact on the design of the road and housing layout. The developer in consultation with the Planning and Highway Authorities may wish to alter the layout design and refine the parking mix and exact location.

Example 2

Taking the same example but the 2 bed houses have only one allocated space each. The 3 bed houses still have 2 allocated spaces each.

Table 2: Example Forecast Parking Demand Example 2

Dwelling Type	No. Units	Allocated Spaces	Unallocated Spaces	Total Spaces
1 bed Flat	11	-	$11 \times 1.2 = 13$	13
2 bed House	22	22	$22 \times 0.8 = 18$	40
3 Bed House	5	10	$5 \times 0.4 = 2$	12
Totals	38	32	33	65

This is a clear indication of a choice which would be more efficient and demonstrates very clearly the benefits in terms of land use of a greater proportion of unallocated spaces.

CABINET – 19 JULY 2011

ANNEX 3: PARKING STANDARDS FOR NEW RESIDENTIAL DEVELOPMENTS

However it still needs a concerted effort in producing a street and parking layout which allows vehicular and pedestrian access, and, discourages indiscriminate parking.

Division(s): Summertown & Wolvercote

CABINET – 19 JULY 2011

PROPOSAL TO EXPAND CUTTESLOWE PRIMARY SCHOOL, OXFORD

Report by Children, Education & Families

Introduction

1. Until recently Cutteslowe Primary School had planned to admit 30 children each year. Due to rising numbers of children needing primary school places in Oxford, the school worked with the county council in meeting the demand and agreed to admit more than its admission number in 2009 and 2010. The school's admission number for 2011 was published at 60, and we now need to decide whether to keep this arrangement permanently, so expanding the school to 2 forms of entry. The increase in capacity and corresponding proposed enlargement of premises requires the statutory process to be followed.
2. In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further 245 additional primary school places were created, and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.
3. The proposal to expand Cutteslowe Primary School is one part of the county council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also planned for expansion over the next few years.
4. Cutteslowe Primary School is a primary school for 3-11 year-olds in the north of Oxford. The school has agreed a published an admission number of 60 for September 2011 although its formal admission number remains currently at 30. By May, 56 places had been allocated. For September 2010, 24 parents chose the school as their first preference, with 48 preferences in total for the school. The current number of children (January 2011 pupil census) in Years 1-6 is 127, and in Years F1-6 is 176, as shown below:

F1	Y1	Y2	Y3	Y4	Y5	Y6	Total	F1-Y6	Y1-6
49	28	26	21	14	25	13	217	176	127

5. There are five statutory stages for a proposal to expand a school:
 - i. Consultation;
 - ii. publication of a statutory notice;
 - iii. representation;

- iv. decision;
- v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

The Proposal

- 5. The proposal is to increase the formal published admission number from 30 to 60 children, on a permanent basis from September 2012 (an admission number of 60 has already been published for 2011). This will eventually increase the school's total capacity from its current 180 places in Years 1-6 to a maximum of 360.
- 6. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway as to how this can best be provided.

Representations

- 7. During the Stage 1 consultation phase (30 March 2011 – 25 May 2011) a meeting was held at the school for parents to discuss their concerns with a county council officer, and a consultation document (Annex 1) was sent to parents of children at Cutteslowe Primary School, as well as to local councillors, other schools and early years providers in the area, and other stakeholders; it was also available on the OCC website. Four responses were received: two respondents supported the proposal in principal, of which one raised one concern, while two respondents were opposed to the proposal in principal and raised concerns.
- 8. The reason given for supporting the proposal (2 respondents) was:
 - Expansion will benefit the school's resources and ability to attract / retain good staff.
- 9. The following concerns were raised by respondents:
 - Concern about the current educational standards at the school and opposition to enlarging it while standards are perceived to be low. (2 respondents).

At the time of consultation, the school was under a notice to improve, having been identified as requiring significant improvement in an Ofsted inspection in October 2010. The school was re-inspected on 5 May 2011, and the inspector's letter published on 20 May, after these respondents had registered their concerns. The re-inspection found that "the school is making satisfactory progress in addressing the issues for improvement and in raising the pupils' achievement. The executive headteacher and deputy headteacher are providing strong leadership. The staff welcome the changes that have been made. They feel empowered and valued;

morale is high. Systems and procedures to underpin improvement have been put in place, for example in relation to school improvement planning, monitoring and evaluation of the school's work and the tracking of pupils' progress." Moreover, the school has now appointed a permanent headteacher to start from September 2011, who has experience of taking a school from "Fresh Start" to being rated good by Ofsted within 2 ½ years.

- Concern about the design of the new buildings, in particular with reference to suitable classroom and outdoor facilities during construction, retention of sufficient playing field and retention of non-classroom spaces. (1 respondent).

The above falls within the scope of the current feasibility study and is subject to School Premises Regulations, which include the minimum required areas for school playing field. OCC's provision for primary school buildings generally exceeds the statutory requirements, subject to budget availability. All construction work would be planned in consultation with the school to minimise disruption as far as possible. Also see paragraph 11 below.

10. The following questions and concerns were raised during the parents' meeting at the school and responded to by the Officers present:

- Concern about any effect it might have on the school's relationship to The Cherwell School.

No change in this regard would result from this proposal. Allocation of secondary school places is primarily in relation to home address, not primary school attended.

- Questioning whether OCC would put any additional financial resources into the school as a result of the expansion

Financial assistance would increase based on the "per pupil" formula, as currently.

- Concern that the budget to expand the school buildings may not exist.

Priority for capital funding is currently where Basic Need (demand for additional pupil places) exists. Oxford city area meets this priority.

- Concern about parking and traffic at the school.

All traffic and parking issues would be subject to Planning regulations and a separate Planning application and consideration of current permit parking zones will feed into the work of the feasibility study. The school will also be required to update its travel plan to reflect the increased pupil numbers.

- Question about whether secondary schools will be expanded in due course.

OCC is already starting to consider secondary school places but currently there are sufficient secondary places in Oxford.

- Question as to whether changing room facilities would form part of the new build.

Since this question was raised, inclusion of changing rooms into the remit of the feasibility study has been adopted, subject to costs and budget availability.

11. With respect to accommodation, the feasibility study will identify how accommodation can be provided to meet the statutory requirements for a 2 form entry school. The brief for this feasibility study has been agreed by the school's governors, and includes conversion of two existing spaces into classrooms plus an additional four new Key Stage classrooms, together with the associated areas such as SEN, toilets and storage. The final timeline for the proposed building project will be confirmed during the feasibility study.
12. As concerns in relation to the proposal have been raised, the decision on whether to publish a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

Making a Decision

13. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance")'.
14. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 30th March 2011 to 25th May 2011, thereby meeting the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
15. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published, followed by a formal representation (Stage 3) period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

16. There are not considered to be any equality and inclusion implications arising from this proposal.

Financial and Staff Implications

17. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
18. The longer-term financial implications of the current report are linked to the capital works that would be carried out should the proposals be approved. These will be the subject of a separate detailed project approval, and a further paper for decision will follow in due course, subject to the capital policies and processes laid down. The decision to proceed with the statutory process to expand the school is normally done prior to detailed project and funding appraisal, particularly where there is a demonstrable need as with this school. Resources to assist with demographic issues on school places have been identified within the Capital programme 2010/11–2015/16 (existing demographic pupil provision – basic needs programme). There will also be on-costs for the school for additional staff and increased maintenance requirements.
19. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs.

RECOMMENDATION

20. **The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Cutteslowe Primary School, Oxford.**

MEERA SPILLET
Director for Children, Education & Families

Background Papers:

Contact Officer: Barbara Chillman, Principal Officer School Organisation,
01865 816459

June 2011

This page is intentionally left blank

Consultation on the proposal to expand Cutteslowe Primary School, Oxford

30 March 2011 – 25 May 2011

Produced by Oxfordshire County Council



INVESTOR IN PEOPLE

About Cutteslowe Primary School

Cutteslowe Primary School teaches children aged 3-11 in the north of Oxford city. In addition to the school's own Foundation Stage Unit, in 2008 part of the building was converted to become a Children's Centre. This is run separately to the school and is accessed by its own main entrance door.

The total number of children (October 2010 pupil census) is 215, as shown below:

Year Group	Nursery (F2)	Reception (F1)	1	2	3	4	5	6
Pupil Number	26	49	31	30	23	16	26	14

Why are we consulting?

Until recently the school had planned to admit 30 children each year. Due to rising numbers of children needing primary school places in Oxford, the school worked with the county council in meeting the demand and agreed to admit more than its admission number in 2009 and 2010. The school's admission number for 2011 was published at 60, and we now need to decide whether to keep this arrangement permanently, so expanding the school to 2 forms of entry.

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further 245 additional primary school places were created, and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.

The proposal to expand Cutteslowe Primary School is one part of the county council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also planned for expansion over the next few years.

We want to know your views and whether you are happy to see the school grow.

What we want to do

We are planning to permanently increase the school admission number from 30 to 60. This means that each year group would consist of up to 60 places, taught in two classes, making a maximum total of 420 pupils (excluding the nursery).

The current year groups admitted before additional pupil places were provided would be expected to stay as 1 form entry as they move through the school, so the school's total numbers would grow gradually each year as 60 children are admitted to the Reception (F1) class.

If, following this consultation, it is decided to keep the admission number at 60 permanently, there will be a need for more classrooms to be built. A detailed feasibility study has been started to look carefully at the school's site and buildings to see how the new classrooms could best be provided.

Your views

Because of the increase in the proposed size of the school we need to make sure that the proposal is supported locally.

This consultation with parents, local schools and others will take place until Wednesday 25 May 2011. You have until that date to respond (see details below).

This consultation is to help inform the plans. If, as a result of the consultation, the county council wants to go ahead with the expansion, we will publish a *public notice* in the Oxford Mail and at the school. There will then be a *statutory notice* period of 4 weeks, during which you can send any formal objections to the proposal to the county council. These will be considered by the county council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to this consultation. We currently expect the statutory notice period to be in September 2011.

The county council Cabinet (if there have been objections) or the Cabinet Member for Schools Improvement (if there are no objections) will then make the final decision, and this is currently planned to be in late 2011.

How you can respond to this consultation

The information necessary for an informed response is contained in this consultation document, which is also available online at: www.oxfordshire.gov.uk/consultation

You can respond in one of four ways:

- complete the response form at the back of this document and send it to the address shown on the response form
- respond online at www.oxfordshire.gov.uk/consultation – go to the *Consultation calendar*
- write a letter and send it to the address shown on the response form
- email your response to Cutteslowe2011-manager@myconsultations.oxfordshire.gov.uk

Parents are asked to complete only one form, even if you have more than one child at the school. Return your form as soon as possible, but by Wednesday 25 May 2011 at the latest.

There will be a meeting for parents of children at Cutteslowe Primary School on Wednesday 4 May 2011 at 3.15pm to discuss the proposal. This will be an opportunity to ask questions of the headteacher and county council staff.

Response form

I/we wish to make the following comments:

.....

.....

.....

.....

.....

Signature

Name

Address (optional)

☐ Parent of a child at Cutteslowe Primary School

☐ Parent of a child at another school

☐ Parent of a child not yet at school

☐ Governor/staff at Cutteslowe Primary School

☐ Local resident

☐ Other (specify)

(Tick all that apply)

Please return by Wednesday 25 May 2011 to:

School Organisation and Planning

FREEPOST OXFORDSHIRE COUNTY COUNCIL

(No stamp required)

**Alternative formats of this publication can be made available.
These include other languages, large print, Braille, Easy Read,
audiocassette, computer disc or email.**

**Please telephone 01865 816454
or email SchoolOrgPlan@oxfordshire.gov.uk**

Consultation with interested parties

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (30 March 2011 – 25 May 2011).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (30 March 2011 – 25 May 2011), and invitation to a meeting for parents of children at the school (4 May 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (30 March 2011 – 25 May 2011). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (30 March 2011 – 25 May 2011).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (30 March 2011 – 25 May 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (30 March 2011 – 25 May 2011).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.

The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and Oxford City Council sent consultation leaflet.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

Division(s): Headington & Marston

CABINET – 19 JULY 2011

FINAL REPORT ON RESPONSE TO STATUTORY NOTICE TO EXPAND NEW MARSTON PRIMARY SCHOOL, OXFORD

Report by Director for Children, Education & Families

Introduction

1. At the meeting on 19 April 2011 the Cabinet agreed to the publication of formal proposals to expand New Marston Primary School from 1 form entry to 2 form entry. The report outlining the basis for this decision is attached at Annex 1.
2. The statutory notice (attached at Annex 2) was published by the Authority in the Oxford Mail on 5 May 2011 and expired following 4 weeks of formal consultation on 2 June 2011. In accordance with legislation the notice was also posted at the school gate and local library. A copy of the proposal (attached at Annex 3) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.
3. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member for Schools Improvement (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The Cabinet decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
4. As objections in relation to the proposal have been received the decision is referred to the Cabinet. The proposed implementation date for the proposal is 1 September 2012.

The Proposal

5. The proposal is to increase the formal published admission number from 30 to 60 children, on a permanent basis from September 2012 (an admission number of 60 has already been published for 2011). This will eventually increase the school's total capacity from its current 225 places in Years 1-6 to a maximum of 360.

6. To accommodate this growth in pupil numbers, there will be a need for additional classrooms and a feasibility study is well advanced to investigate how this can best be provided.

Representations

7. The formal representation (Statutory Notice) phase was from 5 May 2011 – 2 June 2011 and a Statutory Notice (Annex 1) was publicly displayed at New Marston Primary School, was also available on the OCC website and was published in The Oxford Mail newspaper on 5 May 2011.
8. A formal representation was received from the governing body of New Marston Primary School on 26 May. The letter set out the concerns of the governors and staff of the school in relation to expansion and is attached as Annex 4. An individual response was also received from one of the school's governors, reinforcing the governors' collective response.
9. No other representations were received.
10. The following concerns/issues were raised by the staff and governors of New Marston Primary School:
 - The financial implications for the school, should the new admission number not be filled.

Officer comment: School funding is predominantly formula calculated, based on actual pupil numbers, and there is no regular mechanism for additional funding if a school's pupil cohorts are below 60. Our demographic data shows that the demand for pupil places within Oxford is still growing, and that all of the primary school places created within the city will be needed.

- That more "out of catchment" pupils will be admitted to the school and the effects of this on mobility of pupils on and off the school roll (as places become available at their catchment school) and on traffic around the school site, with reference to pedestrian safety. The school wrote to Steve Howell (Head of Transport) and Rodney Rose (Cabinet Member for Transport) at the end of March, and the letter is attached as Annex 5.

Officer comment: The majority of pupils at New Marston Primary School are in-catchment, and this is expected to continue. Where children are out of catchment, many of them in fact live as close, if not closer, than some parts of the school's catchment. There has recently been a review of the school's catchment area, which will lead to a net gain of 157 dwellings in its catchment area.

Traffic and safety concerns will be covered in the feasibility study and are subject to scrutiny by Planning. The school will also be required to update its travel plan to reflect the increased pupil numbers.

- That there will be disruption to the school during building works, in particular with reference to the Mid Oxon Hearing Impaired Base at the school, with pupils with profound hearing loss who rely on cochlear implants, hearing aids and radio aid systems to access education. The school also employs a hearing impaired teacher and they cannot work with a high level of background noise. Concern also that the disruption will cause a drop in teaching standards.

Officer comment: Before construction starts the school will meet with the contractors to discuss how the disruption can be minimised. A temporary unit on site gives scope for relocating activities if necessary. The final timescale for the build programme is still to be confirmed in the feasibility study. Colleagues in the Property & Facilities have been asked to review the acoustics within the school in case they meet the criteria for inclusion in the Schools Access Initiative programme.

- Concern over the provision for parking on the school site with additional staff etc.

Officer comment: Additional parking provision is being included in the scope of the ongoing feasibility study, this is being undertaken in full consultation with the school, and will be subject to the usual Planning regulations. One option being considered is the possibility of creating parking provision at the rear of the site which would be accessed via a separate entrance thus helping to address the concerns about traffic issues at the front of the school.

- Concern from staff at the feeling of isolation from the rest of the school when teaching in the temporary building.

Officer comment: The temporary unit will not be required as a full-time teaching base from September 2011, but will remain on site until the new accommodation is complete to provide flexibility of accommodation during building works.

11. As concerns in relation to the proposal have been raised, the decision on whether to implement the proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

Legal background

12. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form', ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.

13. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Cabinet, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.
14. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
15. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
16. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
17. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

18. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. The Capital Investment Board (CIB) has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs. It is anticipated that the cost of delivering the preferred solution will be met from the CE&F element of the Capital Programme (Existing Demographic Pupil

Provision – Basic Need Programme). This will be the subject to a separate detailed project approval in due course.,

19. Where possible funding will also be sought from developer contributions secured to provide education infrastructure.
20. There will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers, and to a lesser extent in proportion to the floor area of new buildings. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire.

Equality and Inclusion Implications

21. There are not considered to be any significant equality and inclusion implications arising from this proposal.

RECOMMENDATIONS

22. **The Cabinet is RECOMMENDED to either:**
 - (a) **reject the proposals;**
 - (b) **approve the proposals;**
 - (c) **approve the proposals with a modification (e.g. the proposal implementation date); or**
 - (d) **approve the proposals subject to them meeting a specific condition.**

MEERA SPILLET
Director for Children, Education & Families

Background papers: Initial consultation document

Annexes: Annex 1: Cabinet Member report 19 April 2011
Annex 2: Statutory notice
Annex 3: Statutory proposal
Annex 4: Representation by school staff /governors
Annex 5: Letter to Member for Transport

Contact Officer: Barbara Chillman, Principal Officer School Organisation,
School Organisation & Planning, 01865 816459

June 2011

This page is intentionally left blank

CABINET – 19 April 2011

PROPOSAL TO EXPAND NEW MARSTON PRIMARY SCHOOL, OXFORD

Report by Children, Young People & Families

Introduction

1. In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further primary 245 additional places were created and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is proposed in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.
2. The proposal to expand New Marston Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford. The school agreed to take more than its admission number in September 2009 and 2010, accepting up to 60 children into the Reception (F1) class as part of the increased places noted above. A decision is now needed on whether to permanently expand the school to 2 forms of entry (with an admission number of 60) and to enlarge the physical capacity of the school.
3. New Marston Primary School is a primary school for 3-11 year-olds in the north-east of Oxford. Its catchment area includes Headley Way and Northway. Until now, the school has published an admission number of 30. For September 2010, 33 parents chose the school as their first preference, with 76 preferences in total for the school. The current number of children (January 2011 pupil census) in Years 1-6 is 197, and in Years F1-6 is 248, as shown below:

Nursery F2	Reception F1	Y1	Y2	Y3	Y4	Y5	Y6
26	51	51	30	30	28	28	30

4. There are five statutory stages for a proposal to expand a school:
 - i. consultation;
 - ii. publication of a statutory notice;
 - iii. representation;
 - iv. decision;
 - v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

The Proposal

5. The proposal is to increase the formal published admission number from 30 to 60 children, on a permanent basis from September 2012 (an admission number of 60 has already been published for 2011). This will eventually increase the school's total capacity from its current 225 places in Years 1-6 to a maximum of 360.
6. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway as to how this can best be provided.

Representations

7. During the informal consultation phase (17 January 2011 – 7 March 2011) a meeting was held at the school for parents to discuss their concerns with a county council officer and a consultation document (Annex 1) was sent to parents of children at New Marston Primary School, as well as to local councillors, other schools and early years providers in the area; it was also available on the OCC website. Ten responses were received. Two respondents raised no concerns on the proposal and supported it in principal, six respondents raised concerns about the proposal and two were neutral.
8. The reason given for supporting the proposal (by one respondent) was:
 - Expansion will provide school places for local children.
9. The following concerns were raised by other respondents:
 - Traffic at the start and finish of the school day and concern over additional pupils being local or from further afield. (4 respondents).
See paragraph 10 below.
 - Concern about sufficient permanent accommodation being guaranteed (3 respondents).
See paragraph 11 below.
 - The funding for additional staffing and other resources (3 respondents).
Resourcing for the school will rise in line with pupil numbers.
 - Concern about the design of the new buildings, in particular with reference to the Hearing Impaired Base at the school and acoustic quality deemed necessary for these pupils. (2 respondents). *See paragraph 11 below.*
 - Concern that the school would lose the “small school” atmosphere and that standards might fall. (2 respondents).
2 form entry is one of the preferred models of school organisation within Oxfordshire.
 - Concern about the disruption of building works. (1 respondent).

- Concern about any effect it might have on the school's relationship to The Cherwell School. (1 respondent).
No change in this regard would result from this proposal.
 - That the school should avoid the use of fair banding for admissions (1 respondent).
There is no intention to introduce fair banding.
 - That there is no detrimental effect on Catholic schools in the area.
This proposal is not expected to have an impact on Catholic schools in the area.
10. With respect to concerns about traffic, there is a draft scheme to improve the school's car park, with some minor improvements being carried out by the children's centre and the remainder included within the feasibility study for the proposed expansion. The County Council Development Control team are being consulted as part of the feasibility study. The school will also be required to update its travel plan to reflect the increased pupil numbers. It is expected that most of the children will live within walking distance.
11. With respect to accommodation, the feasibility study will identify how accommodation can be provided to meet the statutory requirements for a 2 form entry school. The brief for this feasibility study has been agreed by the school's governors, and includes an additional five new Key Stage 1/2 classrooms in permanent accommodation, together with the associated resource area, toilet facility and storage. On completion of the building works the current temporary classroom will be removed. The brief references the needs of the hearing impaired unit and its staff and pupils. The current expected completion date for building works is September 2013, but the final timeline will be confirmed during the feasibility study.
12. As concerns in relation to the proposal have been raised, the decision on whether to publish a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

Making a Decision

13. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance").
14. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with

under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 17th January 2011 to 7th March 2011, thereby meeting the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.

15. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published, followed by a formal representation (Stage 3) period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet, and a report will be put to the Cabinet Member for Schools Improvement if no representations are received, or to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

16. There are not considered to be any equality and inclusion implications arising from this proposal.

Financial and Staff Implications

17. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CYP&F budget provision. There are no significant financial implications or risks at this stage.
18. If the proposal proceeds, following the 4 week statutory representation period, there would be another report to Cabinet in due course seeking a final decision on whether to expand the school. The longer term financial implications of the current report are linked to the capital works that will be carried out should the proposals be approved, and these will be the subject of a separate detailed project approval. There will also be on-costs for the school for additional staff and increased maintenance requirements.
19. The decision to proceed with the statutory process to expand the school is normally done prior to detailed project and funding appraisal, particularly where there is a demonstrable need as with this school. Capital funding forward plans include funds to assist with demographic issues on school places. A further paper for decision will follow the statutory process as normal where capital works are required, and subject to the capital policies and processes laid down.
20. Publication of a statutory proposal to expand the school requires confirmation from the local authority that funds will be made available for the necessary capital costs

RECOMMENDATION

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of New Marston Primary School, Oxford.

MEERA SPILLETT

Director for Children, Young People & Families

Contact Officer:

Barbara Chillman, Principal Officer School Organisation,
01865 816459

April 2011

Annex 2: Consultation with interested parties

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (17 January 2011 – 7 March 2011).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (17 January 2011 – 7 March 2011), and invitation to a meeting for parents (9 February 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (17 January 2011 – 7 March 2011). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (17 January 2011 – 7 March 2011).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (17 January 2011 – 7 March 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (17 January 2011 – 7 March 2011).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.

The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and Oxford City Council sent consultation leaflet.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

This page is intentionally left blank

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

New Marston (Community) Primary School Copse Lane, Headington, Oxford, OX3 0AY

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

01 September 2012

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of this proposal any person may object to or make comments on the proposal online at www.oxfordshire.gov.uk/consultation; by post to Diane Cameron, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL; or by emailing:

NewMarstonRepresentation2011@myconsultations.oxfordshire.gov.uk

Representations should be sent by Thursday 2 June.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

Oxfordshire County Council is proposing to increase the published admission number of New Marston Primary School, Oxford from 1 form entry to 2 form entry, on a permanent basis from September 2012. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 210 (Reception – Year 6) and the proposed capacity will be 420.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current admission number for the school is 30 and the proposed admission number will be 60.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

Not applicable.

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

The current indicated admission number is 30. The current number of children on roll (January pupil census) is:

R	Y1	Y2	Y3	Y4	Y5	Y6
51	51	30	31	28	28	30

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils (Reception -Year 6) registered at the school is 249.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

Not applicable.

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new or additional site will be required.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or

leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

Not applicable.

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

Not applicable.

- (b) the arrangements for safeguarding the welfare of children at the school;

Not applicable.

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

Not applicable.

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

Not applicable.

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

Not applicable.

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

Not applicable.

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

Not applicable.

- (b) the distance between the proposed and current site;

Not applicable.

- (c) the reason for the choice of proposed site;

Not applicable.

- (d) the accessibility of the proposed site or sites;

Not applicable.

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

Not applicable.

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

Not applicable.

Objectives

10. The objectives of the proposals.

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further primary 245 additional places were created and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is proposed in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.

The proposal to expand New Marston Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford. The school agreed to take more than its admission number in September 2009 and 2010, accepting up to 60 children into the Reception (F1) class as part of the increased places noted above. A decision is now needed on whether to permanently expand the school to 2 forms of entry (with an admission number of 60) and to enlarge the physical capacity of the school.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

- a) Consultation was carried out with staff, governors and parents at New Marston Primary School and the other primary schools and secondary school in the local partnership; local early years providers; local residents; local councillors (parish, district and county) and MP; trade unions representing staff at the school; other Oxfordshire schools; CE and RC dioceses; and other interested parties.
- b) An informal meeting was held for parents to discuss their concerns with the headteachers, school governors and County Council officer.

Points raised included: building timescales, increase in traffic and a change to the current small community feel of the school.

- c) A consultation was carried out (17 January 2011 – 7 March 2011) to gather views on whether New Marston Primary School should be expanded to 2 form entry permanently. Ten responses were received. Two respondents raised no concerns on the proposal and supported it in principal, six respondents raised concerns about the proposal and two were neutral.

The reason given for supporting the proposal (by one respondent) was:

- Expansion will provide school places for local children.

The following concerns were raised by other respondents:

- Traffic at the start and finish of the school day and concern over additional pupils being local or from further afield. (4 respondents).
- Concern about sufficient permanent accommodation being guaranteed (3 respondents).
- The funding for additional staffing and other resources (3 respondents).
- Concern about the design of the new buildings, in particular with reference to the Hearing Impaired Base at the school and acoustic quality deemed necessary for these pupils. (2 respondents).
- Concern that the school would lose the “small school” atmosphere and that standards might fall. (2 respondents).
- Concern about the disruption of building works. (1 respondent).
- Concern about any effect it might have on the school’s relationship to The Cherwell School. (1 respondent).
- That the school should avoid the use of fair banding for admissions (1 respondent).
- That there is no detrimental effect on Catholic schools in the area.

- d) All applicable statutory requirements to consult have been complied with.

- e) The consultation leaflet is attached as Appendix 1. These were sent via the school to parents. Consultation leaflets were also sent to local early years providers, the local secondary school, local councillors and MP, and other stakeholders. The leaflet was also available on the county council’s website.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

A feasibility study is underway to identify the options for providing additional accommodation to address the infrastructure issues related to this expansion.

The estimated cost of providing the additional classroom spaces in permanent buildings is in the region of £1m. Once the feasibility study has identified the preferred solution, costs and phasing options; funding will be allocated from within the County Councils Capital Programme 2011/12 onwards.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

Once the feasibility study has identified the preferred solution, costs and phasing options, funding will be allocated from within the County Councils Capital Programme 2011/12 onwards. It is anticipated that there will be opportunities to recover some of the costs for the work from future developer funding (S.106) agreements.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

Not applicable

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

Not applicable

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

Not applicable

- (c) evidence of parental demand for additional provision of early years provision;

Not applicable

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

Not applicable

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

Not applicable

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

Not applicable

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

Not applicable

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

Not applicable

(d) The proposed number of sixth form places to be provided.

Not applicable

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

Not applicable

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

Not applicable

- (b) any additional specialist features will be provided;

Not applicable

- (c) the proposed numbers of pupils for which the provision is to be made;

Not applicable

(d) details of how the provision will be funded;

Not applicable

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

Not applicable

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

Not applicable

(g) the location of the provision if it is not to be established on the existing site of the school;

Not applicable

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

Not applicable

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

Not applicable

19. Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

Not applicable

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

Not applicable

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

Not applicable

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

Not applicable

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

Not applicable

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

Not applicable

- (b) evidence of local demand for single-sex education; and

Not applicable

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

Not applicable

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

Not applicable

- (b) evidence of local demand for single-sex education.

Not applicable

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

Not applicable

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

The proposal to expand New Marston Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford. The number of 4-year-olds needing school places has risen over the last few years, and is forecast to peak until at least 2012. This has led to increasing pressure on primary school places across Oxford.

To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further primary 245 additional places were created and in 2010 another 238 additional places were created.

By the application deadline for 2011 entry, the partnership of schools in this part of Oxford had received 477 first preference applications: if New Marston stayed at an admission number of 30, there would only be 447 Reception places. Late applications are expected.

Looking to the future, significant additional housing is proposed in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

Not applicable.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

Not applicable.

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

Not applicable

- (b) a statement on the local capacity to accommodate displaced pupils.

Not applicable

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

The presumption for the expansion of successful and popular schools does not apply in this case.

This page is intentionally left blank



PUBLIC NOTICE

Proposed Enlargement at New Marston Primary School

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Oxfordshire County Council intends to make a prescribed alteration to New Marston Primary School, Copse Lane, Headington, Oxford, OX3 0AY (community school) from 01 September 2012.

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. The proposal is to permanently expand New Marston Primary School in Oxford to 2 forms of entry (with an admission number of 60) and to enlarge the physical capacity of the school accordingly. The proposal to expand New Marston Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford.

The current capacity of the school is 210 and the proposed capacity will be 420. The current number of pupils registered at the school is 198. The current admission number for the school is 30 and the proposed admission number will be 60.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from www.oxfordshire.gov.uk/consultation, or by contacting Diane Cameron, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL. Tel: 01865 816453 / Email:

NewMarstonRepresentation2011@myconsultations.oxfordshire.gov.uk

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the local authority online at www.oxfordshire.gov.uk/consultation; by post to Diane Cameron, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL; or by emailing NewMarstonRepresentation2011@myconsultations.oxfordshire.gov.uk

Signed: Meera Spillett, Director of Children, Education & Families

Publication Date: Thursday 5 May 2011

This page is intentionally left blank

Annex 4: Representation by school staff /governors



HEADTEACHER
Ms Z. d'Archambaud

New Marston Primary School
Copse Lane
Headington
Oxford OX3 0AY
Tel: 01865 761560
Fax: 01865 742944

Email: office.2529@new-marston.oxon.sch.uk

Website: www.new-marston.oxon.sch.uk

26 May 2011

Barbara Chillman
Principal Officer - School Organisation
Commissioning, Performance and Quality Assurance
County Hall
New Road
Oxford OX1 1ND

BY EMAIL

Dear Barbara

Re: New Marston Primary School – Formal proposal on expansion to two-form entry

On 25th May, at a meeting of our full governing body, we discussed your proposal to expand the school to two-form entry. As explained in our letter of 4 March for the initial consultation, we have the following concerns.

1. *Financial implications for the school:* if the expected high numbers of children do not fully materialise, the school will be left with a reduced budget but still having to fund a high level of staff. Although smaller classes will benefit the children, the lack of resources would have serious implications for the school's support services and for resourcing the new classrooms, etc. We would like reassurance that if the school is left with an intake of well below 60 there will be financial assistance to make up the shortfall in funding that is calculated on number of pupils.
2. *Out-of-catchment pupils:* we are concerned that with an intake of 60, a high number of children will be coming from outside the catchment area. This has serious implications for the school. Children are likely to leave the school as soon as a place becomes available in their local school, leading to disruption for the pupils and their class, and demoralisation of their teacher. It exacerbates the

problem we already have of a school population that is more mobile than most because of our situation below the John Radcliffe Hospital. The out-of-catchment children are also more likely to come in taxis, which is far from ideal for the children, but also makes communication with their parents more difficult. With an estimated 40 pupils arriving by taxi from September 11, this raises an issue for the school with staffing these children from 8.30am when the first taxi arrives to around 3.30 when the last taxi leaves. We have also raised several times with the taxi firm about the need for the children to be in booster seats and properly belted in. However we still have concerns over the supervision and safety of these children during their journey.

3. *Safety:* With the increase in children having to be driven to school because they are coming from further away, we are very worried about the safety of pupils coming into and leaving school. The entrance to the school is situated on an increasingly busy road, and it is vitally important that you raise the visibility of the school with better signage that will act to slow traffic. We wrote to Steve Howell and Rodney Rose at the end of March, and the letter is attached to this one for your information, as it clearly spells out the concerns that we have.
4. *Building work:* We were very disappointed in the initial timescales being discussed, and saw no reason why all building work could not be completed by September 2012. Your colleagues and Mouchel have worked hard to improve the timescales, and if all work can be completed by Christmas 2012, and no further children have to be taught in the temporary classrooms, we are happier with this position. It is important that Cabinet is aware, when it meets, that the school houses the Mid Oxon Hearing Impaired Base and that we have pupils with profound hearing loss who rely on cochlear implants, hearing aids and radio aid systems to access in the classroom. We also employ a hearing impaired teacher of the deaf who has the same access needs as the children. They cannot work in an environment that is makeshift without the facilities that they need and with a high level of background noise. We are therefore very keen for the option being discussed of two year 2 classrooms being prepared for September 2011 (converting the staffroom and year 3 classroom permanently to key stage 1 classrooms, and moving the staff to the library).
5. *Standards:* With the disruption to learning that the building works will inevitably bring, we have very serious concerns about our drive to raise standards and satisfy the requirements that Ofsted laid out for us in their last inspection. Towards the end of the FS/Year 1 building project the head visited the classrooms several times to find that teachers had to stop teaching due to the building noise. We would like to know what support County will give the school in overcoming this disruption and ensuring that our standards continue to rise, particularly in the light of the large scale cuts to your support services.
6. *Parking:* With the expansion in numbers of staff, we will need additional parking within the school to accommodate them. We already have an issue with parking within the school, where cars have to be parked on pavements, blocking access for pedestrians and putting the safety of pupils and parents at risk. Mouchel are currently looking into this as part of the feasibility study, and very much hope this concern can be accommodated.

In consultation with the staff, the following points were raised:

1. The staff are concerned about the guarantee of pupil numbers. A shortfall will mean low class sizes of around 20 to 25 and subsequent lower levels of funding that inevitably will have an impact on resources.
2. Staff are concerned (based on the picture from 2009 and 2010) that an increasing number of pupils will attend New Marston from out of catchment and attend by taxi. This means that communication with parents is significantly restricted and support for the school therefore not as effective as seeing parents on a regular basis when they pick up and drop off their children.
3. Staff have found teaching in the temporary classrooms challenging with insufficient space for storage. They have also felt isolated from the main school facilities, having to go outside to get to the hall for assemblies, lunch and PE. They feel unhappy about future classes being in this situation.
4. Since moving to two-form entry, mobility has been high. Staff have started to build strong and successful relationships with pupils only to see them move back to their catchment schools.

These are our concerns.

Yours sincerely

Zara d'Archambaud
Headteacher

Bryony Thomas
Chair of Governors

Annex 5: Letter to Member for Transport

**COPY OF LETTER SENT TO STEVE HOWELL AND RODNEY ROSE, SETTING
OUT OUR CONCERNS OVER SAFETY AT THE FRONT OF THE SCHOOL**



*HEADTEACHER
Ms Z. d'Archambaud*

New Marston Primary School
Copse Lane
Headington
Oxford OX3 0AY
Tel: 01865 761560
Fax: 01865 742944
Email: office.2529@new-marston.oxon.sch.uk

29 March 2011

Steve Howell
Head of Transport
Oxfordshire County Council
Speedwell House
Speedwell Street
Oxford OX1 1NE

Rodney Rose
Cabinet Member for Transport
County Hall
New Road
Oxford OX1 1ND

BY EMAIL

Dear Steve/Rodney

Re: New Marston Primary School

We are writing to you to express our very great concern about the safety of our pupils at the front of the school, and very much hope you will be able to help and advise us.

The school is situated on Copse Lane, on the Northway estate, a road which is being increasingly used as a rat run to Headington. Motorists coming from the London direction into Oxford are avoiding congestion in Headington by turning off London Road near Green Road roundabout to travel via Old Headington village and down Saxon Way to save time. These motorists do not observe the 20 mph speed limits and we believe it will not be long before there is a serious accident on Copse Lane involving pedestrians/children.

A number of our parents and our road crossing patrol officer have reported incidents of near misses and we are concerned that one day these near misses will result in a serious incident. We are sited near a 90° corner and a T junction with a residential road. Our key priorities are to raise the visibility of the school and slow the traffic. We need more signs advertising the presence of the school, and we also wondered whether it would be possible to have the signs that flash "SCHOOL, SLOW DOWN" if cars go over the speed limit. We used to have them but they were removed when the speed limit dropped from 30 to 20. Traffic calming measures would also be a good way of slowing traffic, though we are on a bus route.

Our concerns have become more acute because the Local Authority are looking to double the size of the school. More children will be coming from out of catchment, increasing the number of cars coming onto the estate to the school. Is it possible to make the parking restrictions around the school more flexible to allow for drop off and pick up, reducing the need for parents to park on double yellow lines near the school?

We have an excellent road crossing patrol officer, who we would not wish to lose, but if he is away for any reason it is very dangerous for the children and we desperately need a guarantee of cover if he is absent, or a crossing.

There is also the complication of a current planning application for conversion of the former public house site opposite the main entrance to the school. The proposed development is a residential block with about 20 flats and a convenience goods store at ground floor level which will attract more traffic throughout the day (unlike the former pub which was mostly evening users). The site is on Copse Lane, a busy road and bus route, as outlined above, by the road junction with Eden Drive, near the sweeping curve prior to the school crossing point. The crossing point is 'blind' for motorists coming from the south-west/Headington direction. We have already written in with our concerns about this proposed development, but would like to emphasise how it would be a completely inappropriate use of this site directly opposite a school in a residential area.

At a recent meeting with parents the following concerns were raised about the development above. If the project goes ahead:

- The site should be blocked off completely
- There should be safe access to the pavement for children and pushchairs
- The language of the builders should be moderated bearing in mind their close proximity to the school and children's centre
- The vision of drivers must not be impaired
- Vehicles/deliveries must not enter the site between 8.30 and 9.15 am and between 3.00 and 4.15 pm.

We look forward to hearing from you.

Yours sincerely

Zara d'Archambaud
Headteacher

Bryony Thomas
Chair of Governors

Claire Armstrong
Parent-Staff Assoc

This page is intentionally left blank

Division(s): Henley

CABINET - 19 JULY 2011

PROPOSED EXPANSION OF BADGEMORE PRIMARY SCHOOL, WANTAGE

Report by Children, Education & Families

Introduction

1. On the basis of their current published admission numbers, the four Henley primary schools between them offer 119 places per year. Until 2008 entry (the current Year 2) this was sufficient, but the last two years have been over-subscribed. As an interim measure we were able to meet this demand by asking Trinity Primary School to take over their admission number, as they were able to accommodate more children in their existing buildings. Our demographic data, taking into account proposed housing developments, indicated that this would become a permanent need for more places in Henley.
2. Initial work identified that the two realistic ways of providing this capacity were to expand either Trinity Primary School or Badgemore Primary School. An initial consultation was carried out across Henley in 2010 into options for expanding primary capacity, and this specifically invited comments on both Trinity and Badgemore primary schools. 63 written responses were received, 44% of which were from parents of children at Trinity Primary School. Although no major objections to the expansion of either school were received, there were some concerns that Trinity was already a large school, and that further growth could be detrimental, including pressure on existing facilities, loss of playground to new buildings and increased traffic. It was suggested that a larger Badgemore might encourage parents to view it equally to the other schools, and would provide a better balance of schools across the town (Badgemore is the only school smaller than 1 form entry). The full report made to Cabinet on this consultation in January 2011 is available as Annex 1.
3. A full feasibility study was conducted into what building work would be required at both schools to enable them to expand. This identified that to provide fully for expansion at Trinity, building works costing £3.5m would be required; to achieve the same scale of expansion at Badgemore would cost £1.7m. An alternative option for Trinity costing £0.9m was considered, but this required continued use of temporary accommodation (which at some time would need to be replaced at additional cost), and provided only 80% of the space standards required by the Primary School Brief. On the basis of these reports, as well as representations from the two schools, at the meeting on 1 March 2011 the Cabinet Member for Schools Improvement agreed to the publication of formal proposals to expand Badgemore Primary School from 0.5-form entry to 1-form entry. The report outlining the basis for this decision is attached at Annex 2.

4. The statutory notice (attached at Annex 3) was published by the Authority in the Henley Standard on 6 May 2011 and expired following 4 weeks of formal consultation on 3 June 2011. In accordance with legislation the notice was also posted at the main entrances to the school and the local library. A copy of the proposal (attached at Annex 4) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.
5. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member for Schools Improvement (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The Cabinet decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
6. As a representation in relation to the proposal has been received the decision is referred to the Cabinet. The proposed implementation date for the proposal is 1 September 2012.

The Proposal

7. The proposal is to increase the admission number from 15 to 30 children, on a permanent basis from September 2012. This will eventually increase the school's total capacity from 90 Key Stage 1 and 2 children (105 including Foundation children) to a maximum of 180 (210 including Foundation children).
8. To accommodate this growth in pupil numbers, Badgemore Primary School will be remodelled and extended to provide 6 classrooms for Key Stage 1 and 2 pupils. The detailed feasibility work into how to best provide this is underway.

Representations

9. Two representations have been received in relation to this notice during the statutory consultation process, from a parent of a child at another school. One opposed the proposal on the grounds that:
 - Badgemore has a current capacity of 105 and yet only has 86 pupils registered today. It should not be doubled in size as this will create more empty spaces.

Officer response: The additional places at Badgemore will be provided on the same timescale as pupil numbers grow, and therefore the number of spare places will not increase overall (although obviously, there are always dips and peaks from year to year). We would hope to retain an average of 8% spare places across Henley to allow for fluctuations in demand – there are currently only about 2% spare places which limits parental choice in the town.

- Parental preference is for schools other than Badgemore. Trinity Primary School is currently running over capacity and so it is illogical not to allocate any funding available to increase capacity at Trinity rather than at Badgemore. Providing more places at Badgemore will force parents to place their children into a school that they do not really want their children to attend.

Officer response: In making the decision to proceed with statutory notices to expand Badgemore Primary School rather than Trinity, the Cabinet Member for Schools Improvement considered not only the capital implications of each expansion, but also other factors including the need to ensure a sustainable provision of high quality primary education in Henley. It was recognised that Badgemore is not currently the first preference school for most Henley parents, but all of the Henley primary schools are rated “good” by Ofsted, and therefore we can be confident that whichever school is expanded will provide a high standard of education. However, because small schools such as Badgemore face specific challenges of funding and attracting staff, it was judged that expansion here would bring added advantages compared to expanding a larger school such as Trinity, in that a 1 form entry school would provide a more sustainable and balanced offer of primary schools across the town. Although pupil numbers are currently high and growing, they naturally fluctuate from year to year, and when numbers dip, a 0.5 form entry school such as Badgemore is very vulnerable while a larger school is better placed to absorb dips in numbers (and hence budgets).

- Many children currently in the Trinity catchment will be forced to commute across Henley if Badgemore is extended.

Officer response: The additional children attending an expanded Badgemore will mostly be from its current catchment area. There will in due course be a consultation on catchment areas to reflect the change in school sizes under the usual Admissions processes, and it may be some parts of the current Trinity catchment area will be added to the Badgemore catchment; however, these would be the closest areas, approximately 0.5 miles from Badgemore Primary School. Whether or not the catchment areas are changed, any unsuccessful applicants to Trinity Primary School would be allocated to an alternative school partly on the criterion of distance, and children attending Badgemore are therefore likely to live within a short distance.

10. The other representation, while not opposing the expansion, raised concerns about traffic in the area at the start and end of the school day. Traffic and safety concerns will be covered in the feasibility study and are subject to scrutiny by Planning. The school will also be required to update its travel plan to reflect the increased pupil numbers.

Legal background

11. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form', ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.
12. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Cabinet, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.
13. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
14. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
15. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the

expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.

16. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

17. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. Following the feasibility study and discussions with the school, a scheme to provide an additional classroom, a new hall, internal remodelling and additions to ancillary spaces has been identified. The total cost has been estimated at £1,664,000. The feasibility study has identified the preferred solution, costs and options for a phased delivery. These capital works will be the subject of a separate detailed project approval, and a further paper for decision will follow in due course, subject to the capital policies and processes laid down.
18. Oxfordshire County Council capital funding forward plans include funds to assist with demographic issues on school places. Funding will be allocated from the relevant CE&F capital programmes from 2011/12 onwards, to reflect the phasing of building works identified during the detailed design stage. Approximately £120k has been secured in developer contributions to infrastructure, and developer contributions will also be sought from future developments in the town.
19. There will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers, and to a lesser extent in proportion to the floor area of new buildings. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire. It is anticipated that moving to 1 form of entry will, over time, enable the school to achieve increased efficiency by amending its internal organisation.

Equality and Inclusion Implications

20. There are not considered to be any significant equality and inclusion implications arising from this proposal.

RECOMMENDATIONS

21. **The Cabinet is RECOMMENDED to either:**
 - (a) **reject the proposals;**

- (b) approve the proposals;**
- (c) approve the proposals with a modification (e.g. the proposal implementation date); or**
- (d) approve the proposals subject to them meeting a specific condition.**

MEERA SPILLET

Director for Children, Education & Families

Background papers: Initial consultation document

Annexes: Annex 1: Cabinet report January 2011
Annex 2: Cabinet Member report March 2011
Annex 3: Statutory notice
Annex 4: Statutory proposal

Contact Officer: Barbara Chillman, Principal Officer School Organisation,
School Organisation & Planning, 01865 816459

July 2011

CABINET – 25 January 2011

PROPOSAL TO EXPAND PRIMARY SCHOOL PLACES IN HENLEY

Report by Director for Children, Young People & Families

Introduction

1. Henley currently has 4 state primary schools, with another primary school just outside the town in Shiplake. The number of 4-year-olds needing school places has risen over the last few years, and is forecast to peak in 2012 before again falling. This has led to increasing pressure on primary school places across the town.
2. In September 2009 a shortage of places was met by Trinity CE Primary School agreeing to admit 60 children instead of 45.
3. For September 2010 the four primary schools within Henley town received 144 first preference applications by the application deadline, for 119 reception places. To accommodate all the children seeking places, Trinity CE Primary School agreed to admit 50 pupils instead of 45, and Badgemore Community Primary School agreed to admit up to 40 instead of 15, creating a total of 149 places. As is commonly observed, the number of initial applications and allocations exceeded the number of children who took up places in state schools. At the October pupil census, the four Henley town schools shared 122 F1 children, with 50 at Trinity and 13 at Badgemore.
4. A consultation was carried out in Henley (9 June – 21 July 2010) to gather views on whether Trinity or Badgemore should be expanded permanently. Feasibility studies have been carried out at both schools to assess the accommodation requirements and capital implications for each expansion.
5. There are five statutory stages for a proposal to expand a school:
 - i. consultation;
 - ii. publication of a statutory notice;
 - iii. representation;
 - iv. decision;
 - v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to for which option we should proceed to publication of a statutory notice and representation.

The need for extra primary school places in Henley

6. On current data, it is believed that an additional 15 places per year (0.5 forms of entry) within the town would allow allocations to be made to all applicants, and thus enable OCC to meet its statutory duty.
7. However, restricting the expansion to an additional 15 places would leave the town very close to, or at, full capacity. There is a risk that small fluctuations in demand would not be able to be accommodated within the town. It is OCC policy to aim to maintain 12% spare capacity across rural areas to allow for fluctuations in population and parental choice. To maintain this level of spare capacity across the Henley partnership would require an increase of approximately 25 places.
8. The South Oxfordshire District Council core strategy (proposed submission version currently under final consultation) allocates 400 homes to Henley, but does not identify any sites – these will be identified in the Site Allocation DPDs. It indicates an expected timescale of post-2017. This level of housing could be expected to increase demand for primary schools places equivalent to approximately 0.5 forms of entry. Henley, Wallingford and Thame will also share 560 homes on unallocated sites post 2017.
9. Based on this, there is an urgent and essential basic need for an additional 15 places per year group. While an additional 30 places may be desirable to allow for fluctuations in population and parental choice, as the allocation of housing growth will not occur until after 2017, sustained demand for expansion on this higher scale is not confirmed at this stage.

The Options

10. Two alternative ways have been identified to increase the number of primary school places in Henley quickly enough to meet the current rise in numbers:
 - Expand Badgemore Community Primary School from 0.5 form entry to 1 form entry. This means an increase in its admission number from 15 to 30.
 - Expand Trinity CE Primary School from 1.5 form entry to 2 form entry. This means an increase in its admission number from 45 to 60.
11. In the short term, one of these expansions is expected to be sufficient. In the longer term, should all the possible housing growth be achieved, both expansions could then be required if the other current demographic pressures continue.
12. At Badgemore this would require an additional classroom, a new hall, internal remodelling and additions to ancillary spaces. The total cost has been estimated at £1.7m. Expansion of this school to the standard one form entry model would support educational delivery, attainment and school improvement in a school which has clearly already raised its standards.
13. At Trinity this would require 5 classrooms (some replacing temporary classrooms currently on site) and remodelling to enlarge the hall. The total cost has been estimated at £3.5m. Expansion of this school would be in line

with the current pattern of parental preference. Trinity is clearly the school which receives more parental preferences at the moment. However, the demand for places is finely balanced and if demand levels off in future the impact of an expansion of this school will need to be balanced with the likely detrimental impact on Badgemore and its long term sustainability.

14. The latest Ofsted inspections at both schools judged provision to be good.

Consultation

15. During the Stage 1 consultation phase (9 June – 21 July 2010) a meeting was held at Gillotts School for parents, governors and local residents to discuss the options for growth with a County Council School Organisation officer.
16. A consultation document (Annex 1) was sent to parents of children at all the schools in the Henley partnership, as well as to: early years providers; local county and district councillors; the local library; the Catholic and Anglican dioceses; and other interested parties as represented on the OCC School Organisation Stakeholder Group. It was also available on the OCC website. 63 written responses were received, mostly from parents of children at one of the Henley schools – the highest response rate (44% of responses) was from parents of children at Trinity Primary School.
17. No major objections to the expansion of either school were received, although a few respondents felt that Trinity was already a large school, and raised some concern about further growth, including loss of playground to new buildings and increased traffic.
18. 16% of respondents stated that, although they thought Badgemore was a good school, it had a poor image locally and needed to improve its reputation. It was suggested that a larger Badgemore might encourage parents to view it equally to the other schools, and would provide a better balance of schools across the town (Badgemore is the only school smaller than 1 form entry).
19. 35% of respondents said that Trinity should grow only if adequate infrastructure is provided. It was stated that, as Trinity is the more popular of the two schools, expanding Trinity would allow more parents to get their first choice. There was also a suggestion that Trinity's more central location meant it was better located for community access.
20. The consultation also asked for views on whether a longer term option of including a primary school within the Gillotts site should be pursued. 30% of respondents identified advantages in this, and 43% identified disadvantages.

Making a Decision

21. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) [“the Prescribed Alterations Regulations”] establish the procedures that must be followed when enlarging school

premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance"). The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 9th June until 21st July 2010, thereby meeting the four week minimum requirement.

22. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The consultation was carried out in accordance with the Prescribed Alterations Regulations.
23. A decision is now required as to which expansion option to publish formal proposals for. If approved, a statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet, and a report will be put to the Cabinet Member for Schools Improvement if no representations are received, or to Cabinet if representations are received, for a final decision in due course.

Financial and Staff Implications

24. The estimated capital costs for expanding Trinity CE Primary School are as follows:

Phased building works	Estimated costs (£m)
New Hall Studio and refurbishment	1.674
New 5 classroom block	1.855
Remodel FS area	0.200
Total	3.529

The first priority would be to ensure the hall refurbishment which would improve circulation through the school and make the existing space fully usable to larger number of pupils. A new double temporary classroom was installed on the site this summer to add capacity in the short term. It is adjacent to an older double temporary classroom already on site. This would give some additional time before more classrooms will be needed on a permanent basis if the school were admitting 60 in each year group but will ultimately be required in full by September 2014. There is no further scope for additional temporary classrooms on site. The last phase is the least vital in ensuring the school can manage with year groups of this size.

25. The estimated capital costs for expanding Badgemore Primary School are as follows:

Phased building works	Estimated costs (£m)
New Foundation stage classroom	0.300
New hall, kitchen, ancillary offices and internal remodel to provide two additional classrooms, remodel car park.	1.424
Total	1.724

Initially if the school admits a foundation year of 30 the first additional class space will be required the next academic year (earliest September 2012). After that the additional space will need to be provided two years after this. Expansion of this school to the standard one form entry model would support educational delivery, attainment and school improvement in a school which has clearly already raised its standards.

26. Publication of a statutory proposal to expand either school requires confirmation from the local authority that funds will be made available for the necessary capital costs.
27. A further paper for decision will follow the statutory process, as normal where capital works are required and subject to the capital policies and processes laid down.

RECOMMENDATIONS

The Cabinet is RECOMMENDED to either:

- (a) **approve the publication of a statutory notice for the expansion of Badgemore Primary School, Henley to 1 form entry, confirming that funds will be made available for the capital costs identified in paragraph 25 above; or**
- (b) **approve the publication of a statutory notice for the expansion of Trinity Primary School, Henley to 2 form entry, confirming that funds will be made available for the capital costs identified in paragraph 24 above.**

MEERA SPILLET
Director for Children, Young People & Families

Background Papers:

Contact Officer: Barbara Chillman, Principal Officer School Organisation, Commissioning, Performance and Quality Assurance, Tel: 01865 816453

January 2011

Annex 2: Consultation with interested parties

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (9 June – 21 July 2010), and attendance at public meeting (5 July 2010). The governing bodies of Trinity School and Badgemore School approved the briefs for feasibility studies into the building requirements for expansion.
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Families and staff at all 5 partnership primary schools and secondary school consulted through distribution of consultation leaflets (to families via children) (9 June – 21 July 2010), and attendance at public meeting (5 July 2010).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (9 June – 21 July 2010). Local early years providers sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation and attendance at public meeting (5 July 2010).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Teaching unions consulted via COTO representation at Primary Capital Board, which considered the proposals in September and November 2010. Unison consulted through emailed consultation leaflet.
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through distribution of consultation leaflets (9 June – 21 July 2010).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a

MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.
The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through online consultation, and SODC sent consultation leaflet.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

This page is intentionally left blank

CABINET MEMBER FOR SCHOOL IMPROVEMENT – 1 March 2011

PROPOSAL TO EXPAND PRIMARY SCHOOL PLACES IN HENLEY

Report by Director for Children, Young People & Families

Introduction

1. At its meeting on 25 January 2011 Cabinet considered a report on proposals to expand primary school places in Henley (Annex 1). A consultation was carried out in Henley (9 June – 21 July 2010) to gather views on whether Trinity or Badgemore should be expanded permanently. Feasibility studies have been carried out at both schools to assess the accommodation requirements and capital implications for each expansion.
2. The Governors of Trinity CE Primary School submitted at short notice an alternative, less expensive scheme to that agreed as part of the feasibility study and made representations to Cabinet.
3. It was **AGREED** to defer decision on this item to either the 1 March 2011 Cabinet Member for Schools Improvement Delegated Decisions meeting or to the next meeting of Cabinet on 15 March 2011, so that further advice could be given by the officers, taking into account consultation with both schools. The outcomes of discussions with both schools are set out in this report to enable a decision on the consultation to be made.
4. There are five statutory stages for a proposal to expand a school
 - i. consultation;
 - ii. publication of a statutory notice;
 - iii. representation;
 - iv. decision;
 - v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to for which option we should proceed to publication of a statutory notice and representation.

:

5. Each proposal is considered in detail below and then an executive summary of the advantages and disadvantages of both are shown in tabular form for ease of reference.

Alternative scheme put forward by Trinity CE Primary School

6. The scheme previously agreed with the governors of Trinity CE Primary School conformed with the requirements of the Oxfordshire Primary School Brief, and required 5 classrooms (some replacing temporary classrooms currently on site) remodelling to enlarge the hall and alterations to the Foundation Stage accommodation. The total cost was estimated at £3.5m.
7. Officers have now considered the issues raised in the 21 January submission from the governors of Trinity School (attached at Annex 2) and their alternative building solution to accommodate expansion of the school to two forms of entry .
8. The school proposal indicated a willingness to continue with the use of the two double temporary classroom units and Foundation Stage accommodation in their existing form. The scheme offers a different design concept for the provision of the hall and related facilities. The architect acting for the school had estimated the cost of provision at £875k.
9. The scheme has been considered under the following headings.
 - Sufficiency of accommodation offered
 - Suitability of accommodation offered
 - Capital cost considerations

Sufficiency

Overall the school scheme provides only 80% of the space standards required by the Primary School Brief as opposed to the 100% compliance of the original proposal.

The scheme will provide the required 12 classbases but will lose the main SEN/withdrawal space currently used by the school, which is used in conjunction with spaces in wide corridors and ad hoc places as available. This would leave the school with a deficit in this type of facility, particularly as there would be additional pupils to support. The Foundation Stage accommodation is of sufficient size overall but the layout is not ideal. Officers agree therefore that there is sufficient space for a 60 place Foundation Stage Unit.

Suitability

Temporary classrooms are not seen as a long term sustainable solution to the provision of these places. Whilst one unit is relatively new, the other was leased in by the school in 1990s and subsequently bought by them in 2004. There will be an ongoing repair and maintenance issue associated with these units and ultimately they will need to be replaced. It is accepted that although the revised scheme shows a hall space of less than that recommended for this size of school this has been offset by the ability to integrate adjacent corridor space to make up such a shortfall.

As stated in the Cabinet Report of January 2011 (Annex 1), in the initial public consultation, 35% of the 63 responses stated that Trinity should grow only if adequate infrastructure is provided.

There are still outstanding issues which would have to be investigated including:

- The effect of providing two larger lifts for the retained split level hall/kitchen servery (because of the right angle turn and refuge space) on circulation and queuing space for the servery is a concern.
- The movement of children with hot meals down steps is not improved and number of children is increased.
- Height of hall structure may increase the risk of neighbour objections.
- Potential for service vehicles to turn will need to be assessed and could result in loss of car parking spaces on a congested site.
- Fire escape from hall will lead to retaining walls and steps plus refuge places.

Capital cost considerations

The costs of both the OCC and school schemes have been assessed on a comparable basis and generates a notional figure of £904k for the school solution and £1.423k for hall element of the original feasibility study version. If it is accepted that the compromise in space standards against the Primary School brief is acceptable, officers are satisfied that the original feasibility study scheme could also be modified to gain better value through retention of the existing hall and achieve a comparable cost. This could offset some, but not all, of the outstanding issues listed above.

10. Other issues raised by the Governors for consideration by the Cabinet were the effect on revenue finances of the school of managing two 'bulge' years through the school; oversubscription of places at the school, with possible future housing development; and the overall provision of Church of England places in Henley.
11. Revenue considerations: The school has admitted in excess of the published admission number of 45 for two years at the request of the County Council. It has necessitated the creation of two additional classes to offer effective organisation of classes. This has been the case for a number of schools across the county in this time of increased basic need for places. An additional allocation was made to schools to ensure schools were not penalised financially for employing additional members of staff to accommodate this within an existing financial year. As with these other schools there would be organisational challenges to manage these 'bulge' groups through the school.
12. Oversubscription: By May 2010 Trinity CE Primary School had received 56 first preference applications for F1 places in September 2010, against its current admission number of 45.
13. Diversity of Provision: Provision of places in the Henley partnership by type is shown below. There were no representations received as part of the consultation relating to diversity of provision in Henley.

School	Type of Provision	Published Admission Number
Trinity CE	CE controlled	45
Shiplake CE (A)	CE Aided	28
Sacred Heart RC(A)	RC Aided	30
Valley Road	Community	30
Badgemore	Community	15

Alternative proposal from Badgemore Primary School

14. The scheme previously agreed with the governors of Badgemore Primary School conformed with the requirements of the Oxfordshire Primary School Brief, and required an additional classroom, a new hall, internal remodelling and additions to ancillary spaces. The total cost has been estimated at £1.724m.
15. Following the last Cabinet meeting the governors of Badgemore Primary School were also invited to respond to the issues raised at the Cabinet meeting on 25 January 2011. A letter was subsequently received and is attached at Annex 3. It sets out a willingness to reduce the proposed scheme by using existing SEN/withdrawal space as a staff room to reduce the overall footprint of new build on the site. The layout of space means the withdrawal function could be continued elsewhere in the school. The scheme has already reduced non-essential facilities and can only be provided as permanent build as a temporary solution is not feasible on this site. The slightly revised cost is £1,664k.
16. Other issues raised by the Governors for consideration by the Cabinet were the recent improvements at the school which were recognised by Ofsted (the latest Ofsted at both schools have judged them as "good"; financial constraints and challenges of small schools; proximity to areas identified for housing and mixed use development; opportunities to enhance educational experience at the school.

Summary of advantages and disadvantages associated with each proposal

School	Advantages	Disadvantages
Trinity CE Primary School	Potential capital outlay now reduced to £904k. School of parental choice in this part of Henley. Classes can benefit from single year group classes.	Temporary accommodation left on site will need eventual replacement either with further temporary unit or permanent build. One unit is relatively new, the other was leased by school Governors in 1990s and bought in 2004. Loss of SEN/withdrawal space. Maintaining different levels to hall provision will mean pupils

		continue to climb stairs to servery and carry food back to the eating area. There would be up to 105 more pupils using this area. If Trinity CE Primary school is expanded to two forms of entry at this stage it is likely that school will attract the full 60 pupils per year and Badgemore Primary will once more revert to intakes well below 15 pupils per year which is unsustainable economically. Badgemore Primary could become so unsustainable it would not be able to remain open. This would mean that there would be insufficient places in Henley to meet demand but no prospect of further expansion of any other school in the town to accommodate it.
Badgemore Primary School	Solution is entirely in permanent build as it is not feasible to put temporary accommodation on this site. There should be no need to replace this accommodation in the foreseeable future. New accommodation will be fully accessible. Classes can benefit from single year group classes. School has improved long term sustainability and opportunity to build on recent rising of educational standards. If pupil numbers within Henley continue to grow, the option of extending Trinity as well in the future is retained.	Overall capital outlay is in excess of that of the alternative Trinity scheme.

Consultation

17. During the Stage 1 consultation phase (9 June – 21 July 2010) a meeting was held at Gillotts School for parents, governors and local residents to discuss the options for growth with a County Council School Organisation officer.
18. A consultation document was sent to parents of children at all the schools in the Henley partnership, as well as to: early years providers; local county and district councillors; the local library; the Catholic and Anglican dioceses; and other interested parties as represented on the OCC School Organisation Stakeholder Group. It was also available on the OCC website. 63 written responses were received, mostly from parents of children at one of the Henley schools – the highest response rate (44% of responses) was from parents of children at Trinity Primary School.
19. No major objections to the expansion of either school were received, although a few respondents felt that Trinity was already a large school, and raised some concern about further growth, including loss of playground to new buildings and increased traffic.

Making a Decision

20. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) [“the Prescribed Alterations Regulations”] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case ‘Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies (“the Guidance”). The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 9th June until 21st July 2010, thereby meeting the four week minimum requirement.
21. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council’s consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The consultation was carried out in accordance with the Prescribed Alterations Regulations.
22. A decision is now required as to which expansion option to publish formal proposals for. If approved, a statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet, and a report will be put to the Cabinet Member for Schools Improvement if no representations are received, or to Cabinet if representations are received, for a final decision in due course.

Financial and Staff Implications

23. The estimated capital costs, if the new classroom block and remodelled FS area are omitted, for expanding Trinity CE Primary School are as follows:

Phased building works	Estimated costs (£m)
New Hall Studio and refurbishment	0.904
Total	0.904

The school would reach full capacity as a two form entry school in 2016.

24. The estimated capital costs for expanding Badgemore Primary School are as follows:

Phased building works	Estimated costs (£m)
New Foundation stage classroom	0.300
New hall, kitchen, ancillary offices and internal remodel to provide two additional classrooms, remodel car park.	1.364
Total	1.664

25. Initially if the school admits a foundation year of 30 the first additional class space will be required the next academic year (earliest September 2012). After that the next additional space would need to be provided two years after this. Expansion of this school to the standard one form entry model would support educational delivery, attainment and school improvement in a school which has clearly already raised its standards.
26. Approximately £120k has been secured in developer contributions to infrastructure which could be used for either scheme.
27. Publication of a statutory proposal to expand either school requires confirmation from the local authority that funds will be made available for the necessary capital costs.
28. A further paper for decision will follow the statutory process, as normal where capital works are required and subject to the capital policies and processes laid down.

RECOMMENDATIONS

The Cabinet Member for Schools Improvement is **RECOMMENDED** to either:

- (a) approve the publication of a statutory notice for the expansion of Badgemore Primary School, Henley to 1 form entry, confirming that funds will be made available for the capital costs identified in paragraph 24 above; or
- (b) approve the publication of a statutory notice for the expansion of Trinity Primary School, Henley to 2 form entry, confirming that

funds will be made available for the capital costs identified in paragraph 23 above.

MEERA SPILLETT
Director for Children, Young People & Families

Background Papers:

Contact Officer: Allyson Milward, Service Manager School Organisation,
Commissioning, Performance and Quality Assurance,
Tel: 01865 816447

February 2011



PUBLIC NOTICE

Proposed Enlargement of Badgemore Primary School, Henley

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Oxfordshire County Council intends to make a prescribed alteration to Badgemore (Community) Primary School Hop Gardens, Henley-on-Thames, RG9 2HL from 01 September 2012.

Oxfordshire County Council is proposing to enlarge Badgemore Primary School from a 0.5 form entry school to a 1 form entry school. This will require some expansion of the school's buildings.

The current capacity of the school (Years Foundation – Year 6) is 105 and the proposed capacity will be 210. The current number of pupils registered at the school is 86. The current admission number for the school is 15 and the proposed admission number will be 30.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: www.oxfordshire.gov.uk/consultation, or by contacting Barbara Chillman, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL. Tel: 01865 816453 / Email:

Badgemore2011-manager@myconsultations.oxfordshire.gov.uk.

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the local authority online at www.oxfordshire.gov.uk/consultation; by post to Barbara Chillman, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL; or by emailing Badgemore2011-manager@myconsultations.oxfordshire.gov.uk.

Signed: Meera Spillett, Director for Children, Young People & Families

Publication Date: Friday 6 May 2011

This page is intentionally left blank

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

Badgemore (Community) Primary School Hop Gardens, Henley-on-Thames, RG9 2HL

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

01 September 2012

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of this proposal, any person may object to or make comments on the proposal online at www.oxfordshire.gov.uk/consultation; by post to Barbara Chillman, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL; or by emailing:

Badgemore2011-manager@myconsultations.oxfordshire.gov.uk

Representations should be submitted by 3 June 2011.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

Oxfordshire County Council is proposing to increase the published admission number of Badgemore Primary School, Henley from 0.5 form entry to 1 form entry, on a permanent basis from September 2012. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 105 (Reception – Year 6) and the proposed capacity will be 210.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current admission number for the school is 15 and the proposed admission number will be 30.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

Not applicable.

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

The current indicated admission number is 15. The current number of children on roll (January pupil census) is:

R	Y1	Y2	Y3	Y4	Y5	Y6
13	12	13	15	9	12	12

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils (Reception -Year 6) registered at the school is 86.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

Not applicable.

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new or additional site will be required.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

Not applicable.

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

Not applicable.

- (b) the arrangements for safeguarding the welfare of children at the school;

Not applicable.

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

Not applicable.

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

Not applicable.

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

Not applicable.

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

Not applicable.

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

Not applicable.

- (b) the distance between the proposed and current site;

Not applicable.

- (c) the reason for the choice of proposed site;

Not applicable.

- (d) the accessibility of the proposed site or sites;

Not applicable.

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

Not applicable.

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

Not applicable.

Objectives

10. The objectives of the proposals.

This proposal will create sufficient primary school places within Henley to meet current and expected demand from the current population and housing proposed for the town. Demographic data shows that a permanent increase in the number of primary school places in Henley is needed, of approximately an additional 15 places per year. In the longer term, dependent on the scale and nature of housing development in the town, this need may increase to 30 places per year. In the short term, therefore, it is proposed to increase places at Badgemore Primary School by 15 places per year. Should demand continue to grow, feasibility work has been carried out into how to create an additional 15 places per year at one of the other schools in the town, but this would be the subject of a separate proposal in the future.

Consultation

11. Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;
 - (c) the views of the persons consulted;
 - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - (e) copies of all consultation documents and a statement on how these documents were made available.

- a) Consultation was carried out with staff, governors and parents at Badgemore Primary School and the other primary schools and secondary school in the local partnership; local early years providers; local residents; local councillors (parish, district and county) and MP; trade unions representing staff at the school; other Oxfordshire schools; CE and RC dioceses; and other interested parties.
- b) An informal meeting was held for parents to discuss their concerns with the headteachers, school governors and County Council officer. Points raised included: local population changes; a local school

which had been closed some time previously; the need to protect facilities such as playground and hall space per child; whether increased pupil numbers would be detrimental to existing children; pressure on places at Shiplake Primary School; whether the pupil forecasts were accurate; how building work would be funded; whether temporary buildings would be used; the decision-making process.

- c) A consultation was carried out in Henley (9 June – 21 July 2010) to gather views on whether Trinity CE Primary School or Badgemore Primary School should be expanded permanently. 63 written responses were received, mostly from parents of children at one of the Henley schools. No major objections to the expansion of either school were received, although a few respondents felt that Trinity was already a large school, and raised some concern about further growth, including loss of playground to new buildings and increased traffic. 16% of respondents stated that, although they thought Badgemore was a good school, it had a poor image locally and needed to improve its reputation. It was suggested that a larger Badgemore might encourage parents to view it equally to the other schools, and would provide a better balance of schools across the town (Badgemore is the only school smaller than 1 form entry). 35% of respondents said that Trinity should grow only if adequate infrastructure is provided. It was stated that, as Trinity is the more popular of the two schools, expanding Trinity would allow more parents to get their first choice. There was also a suggestion that Trinity's more central location meant it was better located for community access.
- d) All applicable statutory requirements to consult have been complied with.
- e) The consultation leaflet is attached as Appendix 1. These were sent via the partnership primary schools to parents. Consultation leaflets were also sent to local early years providers (including the local Children's Centre), the local secondary school, local councillors and MP, and other stakeholders. The leaflet was also available on the county council's website.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

A feasibility study has identified the need for an additional classroom, a new hall, internal remodelling and additions to ancillary spaces. The total cost has been estimated at £1,664k. These costs will be met by Oxfordshire

County Council, including the use of approximately £120k that has been secured in developer contributions to infrastructure; other developer contributions may be secured retrospectively.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

Oxfordshire County Council capital funding forward plans include funds to assist with demographic issues on school places. Funding will be allocated from the relevant CYP&F capital programmes from 2011/12 onwards, to reflect any phasing of building works identified during the detailed design stage.

The Cabinet Member for Schools Improvement confirmed on 1 March 2011 that funds would be made available for this project.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

Not applicable

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

Not applicable

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

Not applicable

- (c) evidence of parental demand for additional provision of early years provision;

Not applicable

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

Not applicable

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

Not applicable

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

Not applicable

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

Not applicable

- (c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

Not applicable

(d) The proposed number of sixth form places to be provided.

Not applicable

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

Not applicable

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

Not applicable

- (b) any additional specialist features will be provided;

Not applicable

- (c) the proposed numbers of pupils for which the provision is to be made;

Not applicable

- (d) details of how the provision will be funded;

Not applicable

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

Not applicable

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

Not applicable

- (g) the location of the provision if it is not to be established on the existing site of the school;

Not applicable

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

Not applicable

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

Not applicable

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

Not applicable

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

Not applicable

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

Not applicable

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

Not applicable

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

Not applicable

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

Not applicable

(b) evidence of local demand for single-sex education; and

Not applicable

(c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

Not applicable

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

(a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

Not applicable

(b) evidence of local demand for single-sex education.

Not applicable

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

Not applicable

Need or demand for additional places

24. If the proposals involve adding places—

(a) a statement and supporting evidence of the need or demand for the particular places in the area;

The number of 4-year-olds needing school places has risen over the last few years, and is forecast to peak in 2012 before again falling. This has led to increasing pressure on primary school places across the town.

For September 2010 the four primary schools within Henley town received 144 first preference applications for 119 reception places. To accommodate all the children seeking places, Trinity CE Primary School agreed to admit 55 pupils instead of 45, and Badgemore Community Primary School agreed to admit up to 40 instead of 15, creating an extra 35 places. In September 2009 there was also a shortage of places, and this was met by Trinity CE Primary School agreeing to admit 60 children instead of 45.

In addition, 400 new homes have been allocated to Henley in the South Oxfordshire District Council core strategy, which would be expected to maintain the need for at least an additional 0.5 form of entry in the town; depending on the timing and nature of housing, whether additional “unallocated” site come forward, and on changes in the underlying population, this may eventually require a further expansion of capacity within the town.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

Not applicable.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

Not applicable.

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

Not applicable

- (b) a statement on the local capacity to accommodate displaced pupils.

Not applicable

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

The presumption for the expansion of successful and popular schools does not apply in this case.

This page is intentionally left blank

Division(s): Woodstock

CABINET – 19 JULY 2011

PROPOSAL TO EXPAND WOODSTOCK PRIMARY SCHOOL

Report by Children, Education & Families

Introduction

1. Until recently Woodstock CE Primary School had planned to admit 30 children each year. Due to growth in the local population of young children, in recent years the school has received more applications from within the Woodstock catchment area than it has been able to accommodate.
2. Population data shows that this level of demand can be expected to continue. In addition, nearly 100 new homes are being, or have recently been built, close to the school, and this can be expected to increase demand for pupil places.
3. Woodstock CE Primary School is a primary school for 3-11 year-olds in Woodstock town. The school has a formal admission number of 30 for September 2011 but has worked with the county council to agree an increase to 45 for September 2011 – 38 children had by May been allocated places, although there may also be late applicants. In September 2010, 40 parents chose the school as their first preference, with 67 preferences in total for the school. The current number of children (January 2011 pupil census) in Years 1-6 is 173, and in Years F1-6 is 203, as shown below:

F1	Y1	Y2	Y3	Y4	Y5	Y6	F1-Y6	Y1-6
30	30	30	29	24	30	30	203	173

4. There are five statutory stages for a proposal to expand a school:
 - i. consultation;
 - ii. publication of a statutory notice;
 - iii. representation;
 - iv. decision;
 - v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

The Proposal

5. The proposal is to increase the school admission number (at F1 entry) from 30 to 45. Because the published admission number for 2011 and 2012 has already been decided, the school's admission number can only now formally

change from 2013. However, the school would like to accept over its official admission number in 2011 and 2012 to allow all in-catchment children to attend. The plan is therefore to accept up to 45 children into Reception (F1) from September 2011.

6. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway to investigate how this can best be provided. Some minor enabling works are already programmed to be carried out in the summer holiday 2011 at the school to extend the current Foundation room to ensure that the agreed 45 pupils may be accommodated from September 2011, as stated above.

Representations

7. During the Stage 1 consultation phase (27 April 2011 – 8 June 2011) a meeting was held at the school for parents to discuss their concerns with a county council officer, and a consultation document (Annex 1) was sent to parents of children at the school, as well as to local councillors, other schools and early years providers in the area, and other stakeholders; it was also available on the OCC website. 26 responses were received. 19 respondents (76%) supported the proposal in principle, 4 respondents (16%) raised concerns about the proposal in principle and 3 respondents (12%) were neutral in that they made points both for and against the proposal.
8. The reasons given for supporting the proposal were:
 - Expansion will provide school places for local children; the importance of children being able to attend their local school (18 respondents).
 - This is a successful school which should be allowed to expand (9 respondents).
 - Benefits to the school – resourcing (1 respondent)
9. The following concerns were raised:
 - Traffic around the school. (2 respondents).
Officer comment: *The County Council Development Control team are being consulted as part of the feasibility study. The school will also be required to update its travel plan to reflect the increased pupil numbers. It is expected that most of the children will live within walking distance. Currently some Woodstock children have to attend schools outside the town, increasing the need for car travel: this expansion is therefore hoped to reduce the need for car travel by providing more school places within the town.*
 - Concern about sufficient permanent buildings being provided (3 respondents)
Officer comment: *The feasibility study will investigate all options for providing sufficient accommodation for the increased numbers in a timely fashion, including both classroom and non-classroom spaces, and will deliver programmes and costs for the complete expansion of the school to 1.5 form entry.*

- Concern about the design of future buildings (1 respondent)
Officer comment: *A qualified architect will be appointed and the building project will be subject to the usual Planning legislation and scrutiny. Spaces within the building will conform as far as possible to those used across the county as set out in the Building Bulletin 99 guidelines from the DfE.*
- Concern about the effect of expansion of the school on its standards of education (6 respondents)
Officer comment: *The concerns were specifically that there would be 45 pupils in each classroom, which is not the case. Key Stage 1 and 2 classes would still be limited to 30 as a rule but some would be mixed year groups (i.e. taught to ability rather than to age). Mixed age teaching is common in the county and, while presenting some classroom management challenges, has not been shown by research to be detrimental. The school is confident that mixed-age classes will not harm their high and improving standards, as their approach is to target teaching to the ability, not age, of children. The 1.5 form entry school is an organisational model in use across the county and staff to child ratios remain the same as for 1 form or 2 form entry models. The staff at Woodstock are committed to making this model of organisation work and see expansion as an opportunity to enhance their school. In the short-term, the F1 class will be of up to 45 children, but it will be in a double sized classroom, with two specialist teachers as well as classroom assistants (an increase in staffing ratio compared to the current class of 30). It would be more accurate to think of it as two classes of no more than 23 sharing a large open plan space, which is not an uncommon model of delivering early years education. The longer term structure for F1 teaching will depend on the building solution agreed for the school.*
- Concern about the disruption of building works (2 respondents)
Officer comment: *It is inevitable that there would be some disruption to the school during any building works. This will be minimised as far as possible by careful planning with the school during the feasibility process and detailed design and delivery of the project. The school staff are clear that they expect disruption and are prepared to work around it as required during the project.*
- The funding for additional buildings may not be in place (6 respondents).
Officer comment: *Approval for funding of capital works would be addressed through the separate Project Approval and Resource Appraisal process. Basic Need (demand for additional pupil places) is a capital funding priority and there is a demonstrable rise in Basic Need in Woodstock. Also see paragraphs 17-19 below.*

10. Following the close of the consultation, an additional four responses were received, by post, which had narrowly missed the end date. All four responses were supportive in principle of the proposal and were from local residents with children either at the school or due to start at the school.

Inclusion of these responses in the figures would raise the percentage of those in favour of the proposal to 85% of all received responses.

11. There was a consultation meeting held at the school on 17 May 2011, where similar issues were raised including: funding; building requirements; class organisation and size; and decision-making processes.
12. With respect to accommodation, the feasibility study will identify how accommodation can be provided to meet the statutory requirements for a 1.5 form entry school. This feasibility study will be carried out in full consultation with the school's governors. The final timeline for the capital project will be confirmed during the feasibility study, however the school's existing accommodation includes space that could be adapted to classroom use in the first instance, providing more time to complete the capital works.
13. As concerns in relation to the proposal have been raised, the decision on whether to publish a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

Making a Decision

14. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance").
15. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 27 April 2011 – 8 June 2011, thereby meeting the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
16. The Guidelines state that "the strong presumption is that proposals to expand successful and popular schools should be approved". There is no single definition of a successful and popular school, but on the suggested indicators, Woodstock CE Primary School would qualify as a successful and popular school. Over the last three years its Key Stage 2 results have consistently outperformed county and national averages, with 95-100% of children gaining

Level 4+ in both English and Maths. As noted above, it is now consistently over-subscribed.

17. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published (currently intended to be in the autumn) followed by a formal representation (Stage 3) period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet, and a report will be put to the Cabinet Member for Schools Improvement if no representations are received, or to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

18. There are not considered to be any equality and inclusion implications arising from this proposal.

Financial and Staff Implications

19. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
20. The longer-term financial implications of the current report are linked to the capital works that would be carried out should the proposals be approved. These will be the subject of a separate detailed project approval, and a further paper for decision will follow in due course, subject to the capital policies and processes laid down. The decision to proceed with the statutory process to expand the school is normally done prior to detailed project and funding appraisal, particularly where there is a demonstrable need as with this school. Resources to assist with demographic issues on school places have been identified within the Capital programme 2010/11–2015/16 (existing demographic pupil provision – basic needs programme).
21. If the proposal is finally approved, there will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers, and to a lesser extent in proportion to the floor area of new buildings. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire.
22. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs.

RECOMMENDATION

23. **The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Woodstock CE Primary School, Oxford.**

MEERA SPILLET
Director for Children, Education & Families

Background Papers: Nil

Contact Officer: Barbara Chillman, Principal Officer School Organisation,
01865 816459

June 2011

Consultation on the proposal to expand Woodstock CE Primary School

27 April 2011 – 8 June 2011

Produced by Oxfordshire County Council



INVESTOR IN PEOPLE

About Woodstock CE Primary School

Woodstock CE Primary School is a voluntary controlled school for children aged 3-11 in Woodstock.

The total number of children (January 2011 pupil census) is 238, as shown below:

Year Group	Nursery (F2)	Reception (F1)	1	2	3	4	5	6
Pupil Number	35	30	30	30	29	24	30	30

Why are we consulting?

Until recently the school had planned to admit 30 children each year. Due to growth in the local population of young children, in recent years the school has received more applications from within the Woodstock catchment area than it has been able to accommodate. For September 2010, there were 11 children from within the catchment area who could not be offered a place, and the school is oversubscribed to a similar amount for September 2011. Population data shows that this level of demand can be expected to continue. In addition, nearly 100 new homes are being, or have recently been built, close to the school, and this can be expected to increase demand for places at Woodstock CE Primary School.

The governors and staff of Woodstock CE Primary School are committed to accommodating and welcoming all local children who want to attend this school. This would require the school to become a 1.5 form entry school, eventually bringing the number up to possibly 315 children (excluding the nursery).

We think that this is a popular, well-respected school at the heart of its community, which should expand to meet local demand. We want to know your views about whether you are happy to see the school grow.

What we want to do

We are planning to increase the school admission number (at F1 entry) from 30 to 45. Because the published admission number for 2011 and 2012 has already been decided, the school's admission number can only now formally change from 2013. However, the school would like to accept over its official admission number in 2011 and 2012 to allow all in-catchment children to attend. We therefore plan to accept up to 45 children into Reception (F1) from September 2011.

This coming September, only F1 would have up to 45 children. In September 2012, both F1 and Year 1 would have up to 45 children. Gradually the 45 pupil year groups will progress through the school, so that seven years on, all year groups could potentially have 45 pupils.

This means that some future class groups will be mixed age, for example, some Year 1 children and some Year 2 children will be taught together. However, this will not affect children currently at the school (already in F1 or above).

The school, with minor internal alterations, has sufficient accommodation to accept 45 reception pupils in September 2011. If, following this consultation, it is decided to change

the admission number to 45 permanently, there will be a need for more classrooms to be built. A detailed feasibility study will look carefully at the school's site and buildings to see how the new classrooms could best be provided.

Your views

Because of the increase in the proposed size of the school we need to make sure that the proposal is supported locally. This is a two stage process:

Stage One:

Consultation with parents, local schools and others about a permanent change to the admission number to 45. That will take place until Wednesday 8 June 2011. You have until that date to respond (see details below).

This consultation is to help inform the plans. The final decision rests with the County Council. If, as a result of the consultation, they want to go ahead with the expansion, Stage Two will follow.

Stage Two:

The County Council will publish a *public notice* in the local paper and at the school. There will then be a *statutory notice* period of 4 weeks, during which you can send any formal objections to the proposal to the County Council. These will be considered by the County Council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to the consultation during Stage One. We currently expect the statutory notice period to be in September 2011.

The County Council Cabinet (if there have been objections) or the Cabinet Member for Schools Improvement (if there are no objections) will then make the final decision on this permanent change, and this is currently planned to be in late 2011.

How you can respond to this consultation

The information necessary for an informed response is contained in this consultation document, which is also available online at: www.oxfordshire.gov.uk/consultation

You can respond in one of four ways:

- complete the response form at the back of this document and send it to the address shown on the response form
- respond online at www.oxfordshire.gov.uk/consultation - go to the Consultation portal
- write a letter and send it to the address shown on the response form
- email your response to Woodstock2011-manager@myconsultations.oxfordshire.gov.uk

Parents are asked to complete only one form, even if you have more than one child at the school. Return your form as soon as possible, but by **Wednesday 8 June 2011** at the latest.

There will be a formal meeting for parents of children at Woodstock Primary School on Tuesday, 17 May 2011 at 7.00 pm to discuss all aspects of the proposal. This will be an opportunity to ask questions of the Headteacher, Governors and County Council staff.

Response form

I/we wish to make the following comments:

.....

.....

.....

.....

.....

Signature.....

Name.....

Address (optional)

☐ Parent of a child at Woodstock Primary School

☐ Parent of a child at another school

☐ Parent of a child not yet at school

☐ Governor/staff at Woodstock Primary School

☐ Local resident

☐ Other (specify)

(Tick all that apply)

Please return by Wednesday 8 June 2011 to:

School Organisation and Planning

FREEPOST OXFORDSHIRE COUNTY COUNCIL

(No stamp required)

**Alternative formats of this publication can be made available.
These include other languages, large print, Braille, Easy Read,
audiocassette, computer disc or email.**

**Please telephone 01865 816454
or email SchoolOrgPlan@oxfordshire.gov.uk**

ANNEX 2**Consultation with interested parties**

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (27 April 2011 – 8 June 2011).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (27 April 2011 – 8 June 2011), and invitation to a meeting for parents of children at the school (17 May 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (27 April 2011 – 8 June 2011). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (27 April 2011 – 8 June 2011).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (27 April 2011 – 8 June 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation (27 April 2011 – 8 June 2011).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the	Local MP sent a copy of the

schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	consultation leaflet.
The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and WODC sent consultation leaflet.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

Division(s): N/A

CABINET – 19 JULY 2011

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision

Portfolio/Ref

Cabinet Member for Safer & Stronger Communities, 15 August 2011

- **Approval to Tender for a Contract to Provide Traveller Site Management Services for the Royal Borough of Kensington and Chelsea**

To seek approval to enter into a contract for the provision of management services for the Stable Way traveller site owned by the Royal Borough of Kensington and Chelsea subject to being awarded the contract through the tender process.

Cabinet Member for Safer & Stronger Communities, 2011/138

Cabinet Member for Growth & Infrastructure, 31 August 2011

- **Alterations to the Van and Trailer Permit Scheme - 1 Year Review**

To seek agreement to implementation of the proposed changes.

Cabinet Member for Growth & Infrastructure, 2011/104

Cabinet, 20 September 2011

- **Establishment Review - September 2011**

Quarterly staffing report, with analysis of main changes since the previous report and including a progress report on the Establishment Review.

Deputy Leader, 2011/094
- **Performance Management 1st Quarter Progress Report Against Priorities and Targets**

Quarterly Performance Monitoring report.

Deputy Leader, 2011/095
- **Development in the Oxford Care Partnership Agreement**

To seek approval to the principles for developing the Partnership Agreement with the Oxfordshire Care Partnership and specific service developments to achieve service and financial objectives of the Council and the Oxfordshire Care Partnership.

Cabinet Member for Adult Services, 2010/216
- **2011/12 Financial Monitoring & Business Strategy Delivery Report - September 2011**

Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads.

Cabinet Member for Finance & Property, 2011/092
- **Service & Resource Planning Report for 2012/13 - 2016/17**

To provide background and context to the service and resource planning process for 2012/13 – 2016/17.

Cabinet Member for Finance & Property, 2011/093

- **Property & Facilities Procurement - Scope of Contract** Cabinet Member
To decide on inclusion of Quest Cleaning Services and/or Food for Finance &
with Thought in the scope of the contract. Property,
2011/114
- **Autism Educational Residential Provision** Cabinet Member
To agree the costed proposal for an autism educational for Schools
residential provision in Oxfordshire for young people aged 14-25. Improvement,
2011/097
- **Concessionary Fares** Cabinet Member
To consider options for Operating Managing the scheme from for Transport,
April 2012. 2011/098

Cabinet Member for Transport, 1 September 2011

- **Higham Way, Banbury - Road Adoption** Cabinet Member
To seek approval regarding adoption/land transfer of Higham for Transport,
Way and the traffic management scheme. 2011/004
- **Bus Subsidies** Cabinet Member
Award of bus subsidy contracts to commence in December 2011 for Transport,
largely covering the Faringdon and Wantage area, along with 2011/068
commercial withdrawals elsewhere in Oxfordshire.
- **Review of Funding for Locally Organised Transport Scheme for People with Mobility Impairments** Cabinet Member
To consider a new funding agreement in support of the volunteer for Transport,
car scheme organised by the Wantage Independent Advice 2011/107
Centre.
- **Changes to Parking Controls in Iffley Road, Oxford** Cabinet Member
To consider whether to implement a TRO making changes to for Transport,
parking in order to accommodate an advisory cycle lane 2011/137
southbound between The Plain and Jack Straw Lane

Cabinet Member for Safer & Stronger Communities, 5 September 2011

- **Village Hall and Community Centre Grants 2011/12** Cabinet Member
The County Council's grant scheme for the improvement of for Safer &
village halls and other community buildings is administered by Stronger
the Oxfordshire Rural Community Council (ORCC). This report Communities,
summarises the applications received and recommends 2011/090
allocations from the grant fund for 2011/12.

Cabinet Member for Children, Education & Families, 6 September 2011

▪ **Chill Out Fund 2011/12 - September 2011**

To consider applications received (if any) from the Chill Out for Children, Education & Families, 2011/091

Cabinet Member
for Children,
Education &
Families,
2011/091

This page is intentionally left blank