

PART TWO: SERVICE REQUIREMENTS

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Transportation

This Chapter comprises the following sub-sections:

- Highways
- Travel Planning
- Active & Healthy Travel
- Public Transport
- Public Rights of Way

All with a composite Transport annex (Annex 2)

Highways

1. Oxfordshire County Council (the County Council) has responsibilities as the Local Highway Authority and Local Transport Authority. In 2016, the County Council in conjunction with other partners produced “Connecting Oxfordshire: Local Transport Plan 2015 – 2031” (LTP4). (Annex 2 – Item A). This suite of documents¹ sets out the strategic framework for transport across Oxfordshire.
2. “Connecting Oxfordshire” has been developed with three over-arching transport goals (economy, environment and society) to:
 - Support jobs and housing growth and economic vitality;
 - Reduce emissions, enhance air quality and support the transition to a low carbon economy
 - Protect and enhance Oxfordshire’s environment and improve quality of life (including public health, safety and individual wellbeing)
3. The County Council as the strategic highways and transportation authority works closely with the Local Planning Authorities (LPAs) to ensure that the transport network supports sustainable growth. The County Council seeks to ensure through cooperation with the District Councils and the City Council, that the location of development makes the best use of existing and planned infrastructure, provides new or improved infrastructure and reduces the need to travel and supports walking, cycling and public transport.
4. A crucial element of the LTP4 is the inclusion of an “Active and Healthy Travel Strategy” (AHTS). The strategy aims to contribute to reducing pressure on the road network, contribute to economic growth and the reduction of emissions, quality of life and health, and link active travel with bus and rail options by enabling sustainable door to door journeys, combining cycling or walking with public transport. The LTP4 is supported by Walking & Cycling Design Standards², which must be followed by developers – a flow diagram how they can support through the development process is provided in Annex 2– Item B.

¹ The County Council is working towards producing a revised strategic framework a Local Transport & Connectivity Plan (LCTP) which will be developed following public consultations; links to that will be available on the County Council’s website

² Another key supporting document is the Street Design Guide which is programmed to be published in Spring/Summer 2021.

5. As set out below, planning applications may need to be supported by detailed transport assessment work, and development mitigated through measures including; the provision of sustainable transport infrastructure, works to the public highway and actions such as the use of Travel Plans, as well as financial contributions towards strategic highway projects.
6. Developers will be required to mitigate the direct impacts of their development and have sufficient access arrangements for pedestrians, cyclists, public transport and motor traffic, but also where appropriate, to contribute towards the wider transport impacts on the network to which their development contributes.
7. Local Plans may include policies and requirements relating to highway matters. The Local Plans relevant to the development proposals location should be investigated to understand the planning and transport context for the proposal.
8. The County Council has been successful in securing forward funding from the Government for infrastructure within the county and will seek to bid for other available funds. The infrastructure schemes are necessary to deliver the identified housing and employment growth in the Local Plans for the five Districts and to unlock housing developments along key corridors. If housing or commercial development is reliant on the infrastructure delivered (or to be delivered) through these funds to, in part mitigate its impact, the County Council is obliged to seek to recover the forward funding from such developments. S106 agreements will be employed to secure the agreed and appropriate payments.

Early Advice

9. Applicants are encouraged to seek pre-application advice from the County Council (Annex 2– Item C) on major planning applications.
10. As the Local Highway Authority advice is provided on:
 - relevant policies and guidance;
 - the relevant level of detail and supporting information necessary to provide a valid assessment of highways and transport issues;
 - whether a contribution towards highways and/or transport improvements is likely to be required;
 - where a Transport Statement / Assessment is required, the content, scope, preparation and presentation that is likely to satisfy our requirements;
 - Suitability of access arrangements (may require separate concept design check with associated fees).
11. The County Council has prepared focused guidance to help developers understand the County Council's requirements as Highway Authority, these are all accessible direct through the County Council's website (see Annex 2 - Item D) or through contacting the relevant transport teams. The guidance material includes:
The requirements for Transport Assessments and Transport Statements:

- Position Statement – On the Application of Contemporary Highway Design Guidance in Oxfordshire, 2014 and;
- Transport for New Developments: Transport Assessments and Travel Plans, 2014.

The requirements for Highway Design

- Residential Road Design Guide (Second edition), 2015 (*to be superseded in 2021 by a Street Design Guide*)
Note: – the walking and cycling elements of the 2015 Residential Design Guide are superseded by new Walking and Cycling Design Standards.

Guidance for Cycling and Walking provision

- Oxfordshire Cycling Design Standards, 2017, and
- Oxfordshire Walking Design Standards, 2017

Commuted Sums (for Highways)

- Commuted Sum Policy, 2020
- Commuted Sum Procedure Note, 2020

Assessing the Impact of Development

12. Early discussions with the County Council as the Highway Authority are recommended to determine the requirement for and scope of, any Transport Assessment or Transport Statement. (see Annex 2 – Item D for guidance) Additional guidance is also available through the pre-application advice services Annex 2 - Item C).
13. The County Council will use the Transport Assessment or Transport Statement to help determine the likely impact upon the highway and therefore the scope of any highway works, or other mitigation measures that may be needed.

Highway Design

14. Design requirements will be subject to individual circumstances, but overall guidance is provided in the above documents.

Commuted Sums for Maintenance

15. When the Highway Authority takes on assets from developers it incurs maintenance costs for the life of the assets, and replacement costs at the end of their useful life. These sums are most commonly secured through Section 38 (S38) agreements and Section 278 (S278) agreements of the Highways Act 1980. Typical assets (street lighting, traffic signals etc.) that may require a commuted sum are listed in Annex 2 - Item E.
16. The calculation of commuted sums for maintenance follows the principles set out in the guidance produced for the Department for Transport by ADEPT (Association of Directors of Environment, Economy, Planning and Transport).
17. The issue of long-term maintenance of highways infrastructure should be discussed with the County Council at an early stage. For further information on the County Council's commuted sums policy and procedures please contact the County Council's Road Agreements Team; see Annex 2 – Item F for links.

Mitigation Measures

18. The County Council will encourage priority to be given to sustainable measures promoting 'smarter choices' where mitigation measures are required; i.e. measures to encourage travel by means other than the private car. However, some development schemes will require highway improvement works to be provided as set out below. For all development proposals it is important that the proposals comply with the relevant area transport strategies as well as with the corresponding Local Plan and LTP general policies.

Works and/or Contributions

19. Highway works may be funded through a financial contribution to the County Council or delivered by a developer on approved terms. In mitigating the impact of a development on the highway network, direct mitigation by the developer is generally required through a S278 agreement.

20. In relation to the impact of individual developments, the County Council will require developers to procure the necessary works to mitigate the impact of their development. Where the cumulative impact of a number of developments requires a specific Highway improvement project, the County Council may secure financial contributions through a S106 agreement or through S278/S38 contributions and procure the necessary works.

21. The S106 agreement will identify indicatively any highway works and measures. The agreement will normally prevent development starting until a S278 agreement for these works has been entered into and also specify the trigger for completion of these works. The S278 process addresses detailed design and construction of the measures.

22. Where there is a need for an identified highways scheme resulting from the impact of a number of developments this may be funded by a number of mechanisms including through pooled S106 contributions if appropriate as well as external funding sources such as Government grants and CIL funding (where CIL is operating).

23. The County Council will therefore consider whether a developer contribution to such schemes (including from both residential and commercial developments) will be required, and if so, the level of any contribution based on a number of factors, including:

- The impact(s) of the proposed development.
- The cost of the scheme;
- The level of any funding already secured, both from developer contributions and where appropriate, other sources;

24. There may also be a requirement for Road Safety Audits of proposed highway works to be carried out by developers without cost to the County Council.

Highway Works and Surety

25. By requiring developers to undertake works under a S278 agreement (which may encompass some dedication and adoption under Section 38 of the Highways Act 1980 as well), the work is to be completed as part of the development. There is an associated risk that the highway works may not be completed satisfactorily. Consequently, an appropriate surety in the form of either a cash deposit or a bond is required. In the event of default in completing the requisite works this surety can be called on to pay for completion of the works.

Safeguarding Land

26. The County Council may require land to be safeguarded for highway works and associated construction needs with access to be provided without charge, and dedication without charge on the County Council certifying the works are complete. Where appropriate this will generally be secured through a S106 agreement. Road agreements for the alteration to an existing road or the creation of a new one will require a S38, S278 or a private street agreement – further information about these is available through the County Council's Road Agreements Team (Annex 2- Item F).

Management and Legal Fees for Highways agreements

27. For S278, S38 and private street agreements the County Council will require its costs to be covered; to that extent there are Application fees, Inspection fees as well as commuted sum or maintenance fees. See Annex 2- Item G for further information. The County Council's legal costs incurred in the preparation and completion of S278 agreements, S38 agreements and private street agreements will need to be paid by the developer.

Traffic Regulation Orders (TRO)

28. Where a development envisages a TRO (e.g. to provide waiting restrictions) a fee is payable to the County Council, to cover the costs of consulting on, processing and advertising the order(s) and if approved making it. There is a general requirement for the developer to cover costs for all consents required for a highway scheme.

Travel Planning

29. The encouragement of alternative sustainable uses of transport is necessary to support the environment and promote public health but also relieve pressure on the highway network. National and local policy aims to encourage patterns of growth and other measures to ensure that maximum use is made of public transport, walking and cycling. The County Council is seeking through the LTP and its Active and Healthy Travel Strategy to contribute to reducing pressure on the road network, to the reduction of emissions, and to link active travel with bus and rail options by enabling sustainable door to door journeys combining cycling or walking with public transport.

30. The County Council will proactively seek ways for active travel and transport to play a role in contributing to the health agenda. This will use opportunities created by new development as well as other funding sources.

31. Travel Plans are long term management strategies which seek to integrate proposals for sustainable travel into the planning process. They enable opportunities for sustainable modes of travel such as walking, cycling and public transport to be integrated into existing and proposed developments.
32. Travel plans will normally be sought on applications for retail, leisure, business, employment, health, residential and educational development. This includes applications for redevelopment, mixed use schemes, changes of use of buildings and applications to extend the duration of an existing planning permission.
33. A Travel Plan should include a range of “SMART” actions and targets that are crucial to establishing its success. Further information on travel plans including when they are required and what types are appropriate in Oxfordshire can be found from the County Council’s Travel Plans team (Annex 2 – Item F) and the various documentation set out in Annex 2 – Item D
34. Under its responsibilities as the local transport authority and under the Education and Inspections Act 2006, the County Council is encouraged to develop Travel Plans with schools.
35. The type of Travel Plan required will depend on the scale and nature of the proposed development; for example, whether the proposed development is for a school, for residential or commercial uses.
36. Both S106 agreements and planning conditions are used to secure the delivery of Travel Plans. Where the County Council considers it more appropriate – for standard simple Travel Plans the County Council will advise the District Council that a Travel Plan should be secured via a planning condition. For the more complex and larger scale Travel Plans a S106 obligation is more appropriate partly because the mechanism enables for financial contributions and/or Travel Plan Monitoring fees more directly to be secured. For certain strategic scale development, the County Council has agreed (for a set fee) to take on the responsibility for managing and implementing the requisite Travel Plan on behalf of the developer. For further information about this approach please consult the Travel Plans team (Annex 2 – Item F)

Active and Healthy Travel

37. Active and healthy travel is more than just another mode of transport. These travel choices have the added benefit of improving personal health and fitness, contributing to cutting congestion and decreasing pollution and can increase community cohesion through greater levels of personal interaction (particularly walking). However, we are aware that many people do not consider walking or cycling due to concerns about safety and personal security.

38. Connecting Oxfordshire 2015-2031 includes the AHTS which aims to create the conditions in which more people choose to walk and cycle for more journeys, including those where people use a combination of walking, cycling and public transport to reach their destination (also known as door to door).
39. The County Council has produced guidance (Annex 2 - Item D) on walking and cycling design, recognising the unique needs of pedestrian and cyclists and these will need to be considered and addressed when designing development and connections to existing settlements.
40. As the Local Highway Authority and Local Transport Authority, the County Council encourages the use of modes of travel associated with healthy and active lifestyles. Developers are encouraged to use the Oxfordshire Walking and Cycling Design Standards to create good highway design³ and, in conjunction with travel plans, to raise awareness of the benefits of walking and cycling and promote routes that make good provision for pedestrians and cyclists.

Infrastructure Provision/Contributions

41. Contributions secured through a S106 agreement may be required to address the extra demands arising from development towards measures including new and upgraded cycle & pedestrian infrastructure as well as initiatives to promote cycling and walking associated with travel to/from and at the development.
42. Developers must demonstrate through site design and master planning how their site has been planned to make cycling convenient and safe, for cyclists travelling to and from major residential, employment, education, shopping and leisure sites within 5-10 miles, and also, within and through the site.
43. Developers are advised to use and follow the Oxfordshire Cycling Design Standards, and the Oxfordshire Walking Design Standards referred to above (Annex 2 - Item D)
44. The County Council may ask developers to fund Quality Audits, to include cyclability audits, so that the local user view is incorporated into new cycle facilities.

Public Transport Services and Infrastructure

45. The County Council, as the Local Highway Authority and Local Transport Authority, has responsibilities for public transport under the Transport Act 1985, the Transport Act 2000, the Traffic Management Act 2004 and the Local Transport Act 2008. The legislation requires the production and review of a Local Transport Plan which identifies transport policies and how these will be delivered.

³ Developers should also consult the County Council's Street Design Guide (to be published Spring/Summer 2021)

46. As with the above elements of transport the key policy document is Connecting Oxfordshire Vol 1 the LTP 2015-2031 (Annex 2 - Item A) with the BRTS included in Vol 2 of Connecting Oxfordshire (Annex 2- Item A).

47. The County Council has developed a Bus and Rapid Transit Strategy (BRTS) which complements and implements elements of the LTP4 referred to in paragraph 1. This Strategy seeks to enhance the role of the bus as a key component of the overall public transport network in the county. Enhancing bus routes, hubs and other interchanges facilitates better public transport connectivity and access; thereby benefitting accessibility to key services, reducing car use and managing car emission levels, and is a contributor to healthier lifestyles.

The BRTS identifies that the County Council, working with the bus operators, wishes to take advantage of travel demand from future development (in particular, housing, employment and urban retail) with the aim of increasing the frequency of existing bus routes and introducing new routes where different travel patterns are created in order to minimise car journeys by providing more attractive public transport choices. S106 contributions may therefore be requested from developers in order to 'pump prime' new routes or incremental enhancements to existing routes.

48. Bus services need to be designed such that they will not require ongoing financial support from the County Council in the longer term. To that end the County Council's public transport planners will seek to identify public transport services needed to serve a development and to request financial contributions to establish or improve these.

49. Developers are required to assess the existing and future public transport need of their proposed development. Each development will have a bespoke solution as the decision will be influenced by existing routes and its location. In several areas, the County Council has established contribution rates based on the need for improved bus services to support development growth along the routes. Advice on this will be given by the County Council at pre-application and planning application stages as appropriate.

50. Public transport should be available early in the building-out of developments to ensure that new residents have the opportunity to use sustainable modes of transport to get to employment, education, services and health facilities without the need for a car. Phasing plans and delivery of key infrastructure, for example spine roads, will need to accommodate this

51. Contributions through S106 agreements may be sought:

- to support the development of new bus services;
- to increase the frequency of existing bus services;
- to maintain and develop existing bus services where these would otherwise be subject to reduced frequency or cease to operate
- for installation and maintenance of Real Time Passenger Information (RTPI) bus stop infrastructure.

52. Most bus stop infrastructure will be required to be delivered to the County Council's specification by the developer as part of S278 / S38 works. Commuted sums for maintenance will be required in line with other S278 / S38 works. Whether the provision of bus stop infrastructure will need to be by S106 agreement contribution or provided "in-kind" through the S278/S38 agreement processes will be set out the pre-application and Single Response advice.

Infrastructure provision/Contributions Calculation

53. Any S106 contribution sought will be assessed on a case by case basis and shall have regard to the factors summarised in Annex 2 – Item H, and to the impact that the development is likely to have on the public transport system.
54. As a guide, development layouts should look to minimise walking distances to bus stops; new homes within residential developments should be within a walking distance of 400m from a bus stop. Longer distances may be acceptable if a much faster, reliable and/or frequent bus service can be provided and deemed to have a reasonable likelihood of being operated without the need for on-going financial support from the County Council.
55. Where a new bus service is identified as being needed within a new development, the development should be designed to be able to support the efficient operation of buses through appropriate road geometry and width. For guidance see the County Council's street design guidance documentation (Annex 2 – Item D).

Public Rights of Way

56. The Highways Act 1980 places a responsibility on councils to protect and manage Public Rights of Way (PRoW). The County Council is the Highway Authority for all PRoW within Oxfordshire. Consequently, the County Council maintains the statutory record of the PRoW within the Oxfordshire – this is held on the Definitive Map and Statement which is available online (see Annex 2 - Item I).
57. The County Council is also required, under the Countryside and Rights of Way Act 2000, to produce a Rights of Way Improvement Plan (RoWIP). In Oxfordshire the RoWIP document is called the Rights of Way Management Plan; see Annex 2 - Item J.
58. Public Rights of Way are a material consideration when LPAs both consider and determine planning applications. In assessing the development proposal's impacts the County Council will consider the potential to affect the PRoW network and PRoW users both within the development site itself as well as beyond the development's boundaries (i.e. off-site). Consequently, the County Council may seek works and/or financial contributions from developers to ensure that the PRoW network is appropriate to accommodate the extra demands or user impacts arising from new development.
59. The County Council's priorities for PRoW are:

- Protecting and enhancing access within individual developments;
 - Securing off-site mitigation measures from individual development sites;
 - Seeking contributions towards larger scale PRow mitigation schemes from more than one related development; and,
 - Supporting growth, the economy and quality of place, in the priority development and growth areas.
60. A PRow Planning Information Note (Annex 2 - Item K) has been prepared summarising standard mitigation measures which the County Council may ask the Local Planning Authority to include.
61. It is the responsibility of the developer to ensure that their development proposal takes account of the legally defined route and width of any public right of way as recorded in the Definitive Map and Statement. If a development is likely to need to alter a PRow, then early discussions should be held with the Countryside Records Team. The team can be contacted through the County Council's website (see Annex 2 - Item F).
62. Where the PRow or relevant part thereof, is over land within the control of the developer or the County Council, the developer may be required to complete any necessary works under agreement. However, where the works require the agreement of any third-party owners, the County Council may agree to take a financial contribution towards the funding of the works.
63. Any development proposal's transport assessment or impact mitigation measures which rely upon the delivery of an upgraded PRow (e.g. footpath made legally cyclable or dedicated as a bridleway) must be proven to be feasible by the developer prior to any decision on acceptability by the County Council. This feasibility testing may include prior consultation with residents and user groups (which might form part of the planning application consultation) as well as evidence of costs, landowner approval and timings.
64. Such improvements, where appropriate, may be secured by direct mitigation by the developer through a S278 agreement and/or a S106 agreement restricting development until a public path creation agreement has been entered into. The developer will be expected to fund any legal measures required to alter PRows, including consultation where required. The public path agreement would also require the cycle track (or cycle-able route) to be constructed in accordance with specifications agreed by the County Council as the Local Highway Authority.
65. A financial contribution would normally be looked to be spent on measures in an 'impact' area which could be up to 5km from the development site depending on site and network characteristics. The use of a contribution is normally focused on upgrading the surfaces of key routes to take account of the likely increase in use by residents of the development as well as new or replacement structures; (such as gates, bridges & seating), sub-surfacing and drainage to enable easier access, improved signing and protection measures such as anti-vehicle barriers).

66. New links between existing rights of way or roads may also be required to facilitate convenient access to the PRoW network or to provide a safer route. Any contributions sought would be calculated taking on board the actual works costs including associated elements such as - site surveys & assessments, habitat survey & mitigation, landowner negotiations, materials, plant & equipment, legal processes (e.g. temporary works closures), contract preparation and supervision, administration costs, and follow up repair works.
67. The Oxfordshire Rights of Way Management Plan 2015-2025 identifies some of the key access route assets (Annex 2 - Item L) and access development aspirations within the county. Potential impacts upon these key routes and access to them will be considered when the County Council assesses relevant individual development impacts.
68. As with other service areas, any financial contributions sought and secured will be indexed linked. Any required contributions will be based upon individual assessment of the anticipated costs associated with measures linked to specific development proposals.
69. For most planning applications, (both major and minor) the County Council will propose to the LPA standardised planning conditions to protect and enhance PRoW and public green spaces within an application's boundary. Whether other measures are required will depend on the location and nature of the development and its likely impact on PRoW.

The County Council periodically reviews the way in which the policy and process for developer contributions operates in detail. Any revised process regarding transport will be made available on the website.

Education

1. The Oxfordshire County Council is both the Local Education Authority and Children's Services Authority across the county. Under the 2006 Education and Inspections Act the County Council has a statutory duty to ensure there are sufficient (publicly maintained) school places in the county to meet demands from residents wishing their children to have one. This duty covers children & students aged up to 18 years of age.
2. The County Council is a commissioner rather than a provider of school places, irrespective of the types of school involved. In the county there is a diverse mix of publicly maintained schools including Community Schools, Foundation Schools, Voluntary Schools as well as Academies and Free Schools (a particular type of academy):
3. The County Council also has a responsibility under various Childcare Acts (e.g. 2016 & 2006) and other legislation to ensure, as far as reasonably practicable, that there are sufficient childcare places to ensure that families can:
 - access the funded early education entitlements for their child;
 - take up, or remain in work; or
 - undertake education or training, which could reasonably lead to work.
4. The County Council's duties fall in line with central Government's policy to provide free Early Years and Childcare (See Annex 3 - Item A). Provision may be in the form of nursery, childminders, playgroup or preschool etc.
5. It is the County Council's role as the Education Authority to assess the requirements for school provision as a consequence of development; to determine and plan, in consultation with schools, how sufficient capacity will be provided and seek developer funding via S106 agreements where appropriate. The seeking of such developer contributions is in line with relevant Government guidance (the DfE's "Securing developer contributions for education" – see Annex 3 - Item B).
6. The demands for school places expected to arise from major residential development are assessed against school capacities. Where there is (or expected to be) insufficient capacity to satisfactorily meet those extra demands it may lead to a requirement for s106 contributions. Such requirements towards education provision, arise as a direct result of development proposals.

7. The County Council produces a Pupil Place Plan (PPP - see Annex 3 - Item C) which sets out the expected demand for, and supply of, school places. It also provides information on planning for school places, the establishment of new schools and likely future changes to school provision. This document is a key source of information in considering whether or not education infrastructure can accommodate the extra pressures expected to arise from new housing; and consequently, whether and what S106 planning obligations may be required.

The Table (Table A) below sets out the child age and associated Sectors and Year Groups relevant to the assessments.

Table A - Child ages and their associated Sectors, Year Groups and Stages

Child Age (Years)		Sector	Year Group (YG)	Stage	
Range	Comprising (a)				
2-4	2-3 & 3-4	Early Years		Nursery	Foundation Stage
4-5	4-5	Early Years	Primary	Reception	Foundation Stage
5-7	5-6 & 6-7	Infant	Primary	1 & 2	Key Stage 1
7-11	7-8, 8-9, 9-10 & 10-11	Junior	Primary	3, 4, 5 & 6	Key Stage 2
11-14	11-12, 12-13 & 13-14	Secondary		7, 8 & 9	Key Stage 3
14-16	14-15 & 15-16	Secondary		10 & 11	Key Stage 4
16-18	16-17 & 17-18	Secondary		12 & 13	Key Stage 5

(a) those aged “x” years of age within a school year

Assessing the need for additional provision and S106 contributions

8. The County Council generally only assesses the education impacts from “major” (i.e. 10 dwellings or more) housing proposals. However, “minor” applications may be assessed where their relationship to other housing developments warrants such proposals to be taken into account or the co-location with other sites necessitates an area-wide look at the cumulative impacts.
9. In assessing and determining any needs the net increase in dwellings at a development site is considered. The assessment will address the whole proposal (including both market and affordable housing) and will calculate the expected pupil place demands generated by the housing. The assessment, based upon a population assessment carried out when a planning

application/proposal is submitted, using the County Council’s PopCal forecasting tool (See Part One – paragraphs 45 to 50 of this guide).

10. When assessing a development’s impact, the County Council takes account of the type and size (by number of bedrooms) of housing proposed; recognising that differing types/sizes will have different child yield characteristics. Some housing types are considered to not generate/accommodate Early Years and School aged children and therefore will generally be expected to generate zero pupil place demands; see dwelling types in Annex 3 - Item D.
11. For development proposals of fewer than 400 dwellings the impact assessment is based upon standardised pupil yields derived from PopCal (see Annex 3 - Table 1).
12. For developments of 400 dwellings and above a bespoke PopCal assessment will be generated and the resultant profile of pupil generation will be used to assess impacts and consequential needs. The bespoke PopCal will better reflect the probability that likely additional pupil pressures will not occur in one year but will develop over years as the housing development is built out and occupied. The resultant forecast of demands will also inform the timing for any consequential new school provision.
13. Planning applications to vary existing permissions which indicate a material change to the number or type of dwellings, and consequently the pupil yields, will also need assessment. In such cases a review of appropriate contributions would be undertaken. The process undertaken by the County Council in assessing and determining the need for additional education and associated infrastructure is outlined in the Annex 3 - (Item E). It is recommended that developers/applicants contact the County Council’s Access to Learning team (Pupil Place Planning) at the earliest possible stage in the process to ascertain whether there would be a requirement for additional education provision associated with their proposed development.
14. If there is a need to expand existing school capacity S106 contributions are sought based on
 - the estimated pupil generation of each development proposal (using PopCal data) and
 - the “cost per pupil place” for the relevant sector of school;
 - but where the need to expand a school is down to a single development the required contribution will be based upon the full costs of expansion (or the cost per pupil applied to the full pupil capacity increase).

The “cost per pupil place” data, where the actual cost estimate of a project is not available, is based on the national (England) average costs published in the DfE “school place scorecards”, as advised by DfE guidance (Annex 3 - Item B)., The “costs per pupil place” for extensions are provided in Annex 3 - Table 2. Where a bespoke costing (approved by the County Council) for a

school expansion is available it will be used in place of the standardised extension approach.

15. For housing proposals over 400 dwellings where S106 contributions are required towards expanding existing schools the bespoke PopCal data will be used in conjunction with the “cost per pupil place” (from the DfE scorecard data/actual project cost estimate).
16. For contributions towards new school provision the scorecard data is superseded by more specific new school costing data provided by cost consultants to the County Council (Annex 3 – Item F). For new schools, the County Council's cost templates provide transparent and comprehensive costings. The cost template model was drawn up after a wide-ranging cost benchmarking exercise. These are reviewed to ensure they reflect the market and construction costs. Examples of generic New-School cost models for primary and secondary schools are provided in the annex.
17. Schools operate efficiently and effectively when nearly full, but some margin of spare capacity in the school system is necessary to allow for unexpected influxes of children and expressions of parental preference. To that end the County Council seeks to keep the number of surplus places to a minimum but retain an operational capacity to allow for flexibility in pupil numbers/pressures. Consequently, spare places at a school do not necessarily equate to there being sufficient capacity at that school, see the PPP for further information.

What S106 contributions may be sought?

18. S106 planning obligations which may be sought towards education infrastructure include both solely financial and/or land & infrastructure provision, such as
 - Land for new schools/school expansion or funding towards land;
 - Funding new school provision (including school start-up costs and initial equipping, e.g. furniture, equipment & ICT);
 - Funding of/towards additional classrooms/Early Years provision;
 - Funding of/towards other school facilities at existing schools (e.g. additional grass/artificial turf sports pitches) to support increased pupil numbers;
 - Transitional issues arising from the impact of a new development, including the cost of providing temporary school places in advance of the completion/opening of a new school required as part of a housing development;
 - Commuted sums for fixed-term on-going maintenance of sports facilities;
 - School Travel Costs – i.e. the cost of transporting children to school for a defined period. (See Annex 3 - Item G)

Early Years and Childcare

19. Local Education Authorities are not expected to deliver Early Years provision directly, but they have a duty to ensure there is sufficient provision available to meet eligible families' needs and to work with providers in creating the places. Developer contributions towards Early Years provision, if sought, will usually be required towards places at existing or new school sites, incorporated within primary or all-through schools. The cost per pupil place of Early Years provision is the same as for an older primary school pupil. This calculation of need will be identified during the assessment process.
20. Childcare provision through a local authority-maintained school is not regarded as provision directly delivered by a local authority (Education Authority). Childcare places are delivered through a mixed market of private and voluntary and independent (PVI) providers, as well as schools and academies. The County Council has identified the pressures in the Early Years and Childcare sector in the county and as a response has enhanced the early years places within new primary schools towards meeting those needs. All new primary schools are expected to include nurseries for children aged 2 and older, in line with the expected demand for funded early education provision. Expansions of existing primary schools will also include enhanced nursery provision where this is appropriate.
21. In some cases, it will be appropriate to deliver the additional early education provision required through expansions of PVI providers. In addition to funded early education provision, for which developer funding will be sought as necessary, new opportunities for the wider provision of sustainable early years or childcare places will be encouraged within new strategic developments, for example through accommodation suitable for PVI nurseries.

Schools & School Places – Provision of New Schools

22. As the Education Authority it is the County Council's responsibility to ensure that any new school is designed to meet Government guidance and can function as a new school. Therefore, any new school that is to be located on a proposed housing development (or elsewhere), funded or built by the development needs to comply with Government guidance as adopted by the County Council. New "mainstream" schools within the county include provision for Special Educational Needs and Disabilities (SEND) places, (as well in the case of primaries – nursery provision).
23. The County Council's adopted education space standards & policy (Annex 3 - Item H) set out the area requirements. To supplement the standards the County Council has produced a range of supporting guidance documents relating to the provision of educational premises. These are available through the County Council's Corporate Landlord function via a "Property Manual" (see Annex 3 - Item I). The various guidance includes the requirements for

information needed to enable the County Council to assess the suitability of provisions put forward (e.g. land) to facilitate new school provision.

24. New school requirements associated with allocated development sites are identified in the relevant Local Plans. Depending upon the neighbouring provisions a new primary school may be required to serve individual developments (or cumulative developments) comprising a minimum of 400 dwellings (assuming capacities of 30 pupils per class and even sized cohorts). A proposed development may not generate enough pupils to fill a whole new school but may be deemed by the County Council (and the LPA) as the appropriate “host” site upon which to locate a school to serve more than one housing development.

New School construction costs

25. All S106 contributions sought are considered on a case by case basis. However, the contributions sought are based on a common cost template for the construction of a new school (see Annex 3 – Item F). Where the District’s Development Plan requires specific BREEAM⁴ standards to be met the County Council will seek S106 contributions (or direct delivery) to achieve such standards, as a minimum (see also page 33, paragraph 3).
26. As with other infrastructure costs and contributions the school construction costs are index linked (for schools’ works the RICS All-In TPI standard index for construction is appropriate). See Part One (paragraphs 78 – 80) of this Guide for further details.
27. In some cases, the financial contribution sought from a development towards a new school will not equate to the total cost of the school construction; this may occur in the case of the need for a new secondary school provision when the appropriate contribution may relate to pupil generation rather than capacity provision.
28. When the scale of a proposed housing development necessitates the delivery of a new school (rather than an extension to an existing one), the developer/s will be expected to provide (free of charge) an appropriate unencumbered, clean and serviced education site (on the development) meeting the site area needs for the minimum size of school necessary to accommodate the development’s pupil yield.
29. The minimum sizes of new schools are:
 Primary school:
 • a 1 Form of Entry (1FE) school and a site area of 2.22ha
 Secondary school:
 • a 600-place facility on a site of 4.88ha.

The County Council requires the necessary site area to be provided (unencumbered freehold, serviced & remediated if necessary) at nil cost. In some cases, the County Council may seek an option for further remediated

⁴ BREEAM – Building Research Establishment Environmental Assessment Method

land, abutting the proposed school site, to enable subsequent expansion of the school. Such land would need to be safeguarded for educational and associated use until the end of the option period.

30. For school host-site developments in view of lead in times for delivery of a school, land will generally need to be provided between two and three years in advance of proposed school opening depending on the delivery of primary or secondary school. The PopCal tool will provide information on which to base school delivery profiles.
31. Where a housing development is not a host-site for a new school, but it nevertheless contributes to the need for such a facility, it is likely that the development will be required to provide S106 contributions to fund land acquisition as well as part of the overall school provision costs (design, construction etc. including the infrastructure and the playing fields).

Direct Delivery of a new school by a developer

32. The County Council recognises that some host-developments, rather than paying financial contributions may seek to deliver a new primary school; while the principle of such “direct-delivery” is acceptable to the County Council this must be in accordance with the County Council’s technical requirements (known as the “Authority’s Requirements”) and Standard Conditions. These are set out in the Property Manual (see Annex 3 - Item F).

Assessment of a proposed new school site

33. The County Council will assess the suitability of a proposed school site land parcel. The assessment will follow the guidance points in the Property Manual, including factors such as; the site’s size, shape & orientation, as well as its topography, geo-environmental and geo-technical status, noise levels, proximity to other uses, and location within the development. Indicative sketch layouts must be prepared for the County Council to show a potential layout of school buildings on the site so that the feasibility of satisfactorily accommodating a school on the site can be demonstrated.
34. The various elements of information required by the County Council about the proposed school-site are set out in the Property Manual. The Manual also provides checklists to guide the developer. If robust information on the proposed site is not provided to the County Council, it may delay any “in-principle” agreement to the site and also may give rise to objections to the overall housing development.
35. Following agreement in principle over school site matters the actual S106 agreement would need to include specific drawings including:
 - Red line plans defining the school site on an ordnance survey base (Land Registry compliant);
 - Separate plan showing key features of the school site e.g. approximate entry points; this plan can be produced from sketch plans provided by the County Council
 - a plan identifying works (e.g. site remediation works) proposed (if applicable) on the school site prior to land transfer.

Phasing of Contributions for a New School

36. Where a school-hosting development is to provide “land and funding” (as opposed to land and school delivery) for the procurement of a new school, the phasing of the likely substantial contributions is acceptable in principle. A preferred phasing of payment is set out in the Annex 3 – Item J.
37. If a Developer decides to ‘direct-deliver’ a school (as per para 32 above), it does not totally remove the need to provide S106 financial contributions. Certain costs collectively termed ‘embedded costs’ will still need to be funded. These costs are essentially incurred in making the delivered building into a fully functioning school, ready to take pupils generated by the development. The “embedded costs” are set out in Annex 3 - Item K

Expansion of Existing Schools

38. Where the expansion of an existing school is proposed to address the impacts of a housing development the feasibility of such proposals would need to be considered in the light of the County Council’s supporting documentation (see para 23). Where a primary school is 1FE or above and expansion is feasible, such expansion would only be acceptable in increments of a full additional 0.5FE or 1FE. Schools should not be expanded above 2FE except in exceptional circumstances, to make it a maximum 3FE in line with the agreed County Council’s Education Space Standards and policy. For secondary schools the appropriate elements of expansion are in capacity increases of 150 pupils. In circumstances where there is uncertainty upon the ability for an existing school to expand the County Council may look to the developer to fund feasibility work in order to demonstrate capacity and costs of expansion. It may not always be practical or desirable to use S106 contributions to provide additional capacity at the nearest school because, for example, the site may be constrained or the school may not have the necessary infrastructure, in terms of ancillary accommodation, to support the increased capacity. Also, the County Council cannot compel voluntary aided schools, or academies to expand, consequently, the County Council may need to look further afield. A S106 agreement may therefore need to include flexibility as to how and where a contribution is used in order to be able to deliver the expansion.
39. When determining which school should expand, a number of decision-making criteria will be considered (see Annex 3 - Item L and the Pupil Place Plan).
40. Commuted sums will be required where the additional infrastructure will increase the likely maintenance costs for the school, for example:
- Where a Multi-Use Games Area (MUGA) is to be provided (as part of the measures necessary to provide increased pupil capacity) the costs of maintenance for the MUGA and a ‘sink fund’ for its future replacements costs in accordance with Sport England’s cost guidance will be required (see Annex 3 - Item M).

- Where gravitational drainage at a school site is not achievable (and verified not to be so by the County Council) and a pumping station is required, to achieve satisfactory pupil capacity provision, the cost of maintenance and 'sink fund' for its future replacement costs.
41. The County Council will not accept as reasonable, proposals to expand schools on to land which is liable to flooding/waterlogging.

Special Educational Needs and Disabilities Provision (SEND)

42. Part 3 of the Children and Families Act 2014 places legal duties on Local Authorities to identify and assess the special educational needs and disabilities (SEND) of children and young people for whom they are responsible. The County Council as an education authority has a duty to promote high standards of education and fair access to education. As well as the general statutory duty to secure sufficient schools in its area, it has to consider the need to secure provision for children with SEND.
43. When the County Council assesses the impact of development proposals on education infrastructure it includes specific assessment regarding impact upon SEND capacity and provision. SEND needs are broadly catered for in two categories, partly through special schools and the remainder through provision in mainstream schools (e.g. via a resource base in a school) or for a few cases by other providers. The County Council may seek provision for discrete SEND schools and if so, the financial contribution requirements are based upon the percentage of pupils who attend special schools derived from pupil census data within the county.
44. To avoid double counting in the assessments of developments, pupils expected to be educated within special schools are deducted from the pupil numbers used as a basis for calculating mainstream education contributions. The SEND contribution plus the provision included in the mainstream school cost will be necessary to address the composite expected SEND demands arising from the development. Any contributions sought will be for the SEND school infrastructure and not the transportation of children.
45. Where the provision required is towards a new special school the contributions sought will be based upon the number of pupils expected to be generated by the housing development and the costs of provision using the County Council's cost model for a special school. If the needs are to be addressed by expanding an existing special school the DfE scorecard approach is applied, where SEND expansion costs are recommended by the DfE as being four times the costs of mainstream places.
46. There may be a requirement for land provision or for a contribution towards land costs for a special school. Again, any such requests toward these costs will be proportionate to the housing development's impact.

47. The special schools directly related to each development could be a local community based special school as well as the schools providing county-wide provision. The potential for expansion in each case will be assessed taking into account site constraints and the operational requirements of each school. The ability of each school to accommodate pupils is agreed with each school governing body based on their accommodation and the specific needs of their pupils.

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Flood and Water Management and Sustainable Drainage Systems

1. New development must not increase flood risk and should take the opportunity to reduce flood risk to the existing site and surrounding area.
2. Oxfordshire County Council as the Lead Local Flood Authority (LLFA) within the county has a duty to develop and maintain a strategy for the management of local flood risk in Oxfordshire. The County Council has established a website, the "Oxfordshire Flood Toolkit" to provide information and guidance about flooding and flooding risks in the county. This toolkit is available through the link at Annex 4 – Item A. The Oxfordshire local flood risk strategy can be accessed via this County Council toolkit (see Annex 4 – Item B).
3. While decisions about the suitability of drainage provision concerning a development, proposal are made by the LPA, the County Council as the LLFA is a statutory consultee on all major planning applications (previously a role discharged by the Environment Agency). The County Council works closely with the District Councils together with other partner organisations such as the Environment Agency.
4. Surface water drainage methods that take account of water quantity, water quality and amenity issues are collectively referred to as Sustainable Drainage Systems (SuDS). SuDS manage rainwater runoff in a way more similar to the natural run off process (by slowing and holding back run off from a site) and planning regulations are designed to ensure that where possible SuDS are used on all new development. The NPPF (Para 165) requires that major development, (including sites of 10 or more dwellings) should incorporate SuDS unless there is clear evidence that this would be inappropriate.
5. The District Councils have the duty to ensure that "fit for purpose" SuDS schemes are delivered on new developments unless they are deemed inappropriate.
6. The County Council has produced guidance (Annex 4 – Item C) for developers on the design of surface water drainage systems, this guidance is available as part of the Oxfordshire Flood Toolkit. This adopted guidance (which is a material planning consideration) is also supportive to LPAs in their consideration of drainage proposals in new development. The guide set out standards that are applied by the LLFA for new development proposals in Oxfordshire, which reflect the National Non-Statutory Technical Standards for SuDS.
7. The guide provides information for developers of the LLFA's expectations relating to the completion of Drainage Assessments. It provides Oxfordshire specific information on the planning, design and delivery of surface water drainage, designed to reduce the risk of flooding and maximise environmental gain, including water quality, water resources, biodiversity, landscape and amenity. The guide also aims to ensure that all new developments and

redevelopments in the county are designed to mitigate and adapt to the effects of climate change.

8. Developers must submit surface water drainage details and proposals to the LPA for all construction work that will have an impact on drainage of a site. Planning proposals must be in line with the National Non-Statutory Technical Standards for SuDS and must consider the Local Standards provided in the County Council Guidance (Annex 4 – Item C) referred to above. That Guidance also sets out the requirements that the County Council as LLFA will expect at each stage of the application and adoption and maintenance process.
9. The responsibility for ensuring the long-term maintenance of SuDS in developments will sit with the developer. The LLFA will require evidence and documentation as part of the planning process (for example, through a planning condition) to demonstrate that appropriate provisions are in place (at least in principle) for the entirety of the drainage system to be adopted and maintained for the lifetime of the development.
10. Adoption of SuDS could be agreed through a S106 agreement/separate agreement with the District, Town or Parish Council and together with a commuted sum secured for the SuDS' long-term maintenance.

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Extra Care and other Specialist Housing

1. The population of older people in Oxfordshire is growing and this creates a need to accommodate the housing and welfare needs of people later in life. This need can be in part met through Extra Care housing which offers older people their own home in a custom-built scheme with care and support on site.
2. Extra Care Housing is often used as a generic term to describe housing with care and support for adults who are aged 55 years or older. Extra Care housing is a form of 'retirement living' and it is also described as "housing-with-care", "retirement communities"⁵, as well as "assisted living" or "independent living settings"⁶.
3. Extra care housing is self-contained housing, primarily for older people, that offers care and support on site. It is different to care homes because people have their own front door and hold their own tenancy while also benefiting from access to communal facilities. One of the benefits of Extra Care housing is that it can adapt to an individual's changing care and support needs.
4. The City and District Councils are responsible for securing affordable housing (including through the use of S106 agreements) but Oxfordshire County Council has responsibilities for securing housing with care and support, not only for people aged 55 years and older, but for other vulnerable groups of all ages who have other specialist accommodation needs. Consequently, the County Council works closely with the City and District Councils and developers in securing and delivering the provision of Extra Care and other specialist housing in the affordable housing sector.
5. Although designed to cater primarily for people aged 55 years and older the County Council assesses the demand for Extra Care housing across Oxfordshire by using the following metric:
 - the number of Extra Care units per 1,000 people aged 75 years and older.

The current demand ratio is 25 Extra Care housing units per 1,000 people aged 75 and over.
6. This level of need is used by the County Council to inform District Council's Local Plans and set the level of Extra Care housing units required across each of the five District areas.
7. The County Council may require land and/or provision of Extra Care/Specialist housing at development sites to meet the increasing demands

⁵ Government Guidance – Housing for older and disabled people (June 2019)

⁶ Associated Retirement Community Operators (ARCO), 'Living Options for Older People', www.arcouk.org

arising from population and housing growth and the consequential increase in the older population and associated housing with care needs.

8. The County Council's Market Position Statement provides a picture of the county in terms of demand, supply and opportunity for a range of specialist housing. Across Oxfordshire additional Extra Care housing is needed.
9. The Oxfordshire Market Position Statement (Extra Care Housing Supplement) 2019-22 can be accessed through the council's website (See Annex 5 – Item A)
10. A number of outline specification documents for Extra Care housing units and other specialist housing facilities have been produced by the County Council. These set out the requirements for the relevant types of accommodation within Oxfordshire: The documentation covers:
 - Standard ECH type
 - Specialist housing types:
 - Learning disabilities
 - Physical disabilities
 - Dementia
 - Complex autismThese are available via the County Council's Property Manual (Annex 5 – Item B).
11. Information on these outline specifications is available through the County Council's Housing and Social Care Commissioning team (see Annex 5 – Item C)

Archaeology

1. The National Planning Policy Framework (NPPF) states that;

“In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected [by their development] including any contribution made by their setting.”

(NPPF para 189).

This description and explanation should normally be set out by the applicant in a Heritage Statement submitted to the LPA with a planning application.
2. The NPPF further advises that as a minimum the Historic Environment Record (HER) will need to be consulted. The local HER, the Oxfordshire Historic Environment Record, is an index (primarily digital) of all known archaeological and historic sites in the county. This HER is maintained by the County Council.
3. In addition to known archaeological sites and historic features across the county, new sites continue to be discovered, often as a result of development activities. It is therefore important that measures are taken when planning permission is considered to investigate, record, analyse and protect these non-renewable assets. These actions can usually be secured via a planning condition, although where necessary the County Council may advise the LPA that additional measures may need to be secured within a S106 agreement.
4. As well as maintaining the Oxfordshire Historic Environment Record the County Council provides advice to the District Councils within Oxfordshire. Information for applicants is provided on the County Council’s website at: <https://www.oxfordshire.gov.uk/cms/content/archaeological-planning-guidance>
5. Applicants should contact the County Council’s Archaeology Team at the pre-application stage so that it can advise of any requirements that may be made by the County Council prior to or when an outline or full planning application is made.
6. If there are areas of archaeological significance, then the developer will be required to mitigate and plan how to protect assets in consultation with the Archaeology team.
7. Archaeological advice is provided by the County Council for any planning applications that may affect the historic environment regardless of scale.
8. Examples of the type of measures which may be required include:
 - Site investigation, recording, analysing, archiving and reporting on archaeological structure or remains;
 - Site management, interpretation schemes and public access;
 - The provision of open space, to protect archaeological remains that are of sufficient importance to warrant preservation in situ, and the maintenance of the open space to prevent any form of ground disturbance.

Fire and Rescue Infrastructure

1. Oxfordshire County Council, in its capacity as the Fire and Rescue Authority has a statutory duty to respond to emergencies, and to ensure that all development is provided with adequate water supplies for firefighting. It also has other additional responsibilities under the Fire and Rescue Services Act 2004.
2. New development has the potential to increase fire risk and place additional demands on the County Council as the Oxfordshire Fire and Rescue Service (OFRS). It is therefore appropriate to ensure that the necessary infrastructure is delivered alongside new development.
3. Adequate access for fire-fighting vehicles and equipment from the public highway must be available and may require additional works on or off the proposed development site.
4. Developer contributions towards new fire service infrastructure facilities may be required where a specific need arising from a development proposal is identified. Any such contributions may be by way of land provision and/or financial contribution towards new infrastructure.
5. The assessment of need for new infrastructure will take into account the location of facilities in relation to planned developments and response times to deal with emergencies. The fitting of new buildings with sprinkler systems, smart meters in houses and other such facilities will also be considered in any assessment for S106 agreement contributions.
6. New development may require the provision of additional fire hydrants. Where there is a need for new fire hydrants and associated infrastructure, developers will need to agree a scheme with the OFRS. The contact for initial inquiries is provided in Annex 7 – Item A. The submission of proposals must take place before the development commences and dwellings should not be occupied until the hydrant(s) required to serve the relevant housing has been provided to the satisfaction of OFRS.
7. Fire hydrants works may be needed to ensure the provision of an adequate supply of water for firefighting. Requirements for the provision of fire hydrants affixed to water mains and the carrying out of other works that are necessary to ensure adequate supplies of water, in terms of both volume and pressure, may be sought, usually by means of a planning condition or possibly through a legal agreement.
8. Developers are expected to initiate the installation of hydrants to the appropriate standards by contacting the water authority as early as practicable and be responsible for funding this provision.
9. Once infrastructure (e.g. new hydrants) is installed at (or for) a development site, this should be protected whilst development is taking place on the site.

10. Appropriate requirements will generally be sought through the development's design process or by means of a planning condition during consideration and determination (by the LPA) of a planning application. On some occasions, necessary mitigation measures may need to be secured through the use of a planning obligation. This may occur where there is a requirement for financial contributions or for off-site infrastructure provision due to the individual or cumulative effects of development or where it is considered that a planning condition may not suffice.

11. Headline requirements within Oxfordshire include those in Annex 7 – Item B

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Natural Environment

1. Oxfordshire is a beautiful county boasting three internationally important, designated Areas of Outstanding Natural Beauty (AONB), the iconic river Thames winding through the county, and a wide range of special places to visit such as the Oxford Canal, historic parklands, ancient woodlands, downlands and riverside meadows.
2. The NPPF recognises that the planning system should contribute to and enhance the natural environment (NPPF Para. 170). Alongside the development of houses, businesses and infrastructure it is essential that communities have access to high quality landscapes, green spaces and a natural environment rich in wildlife. More widely, the range of environmental assets that provide benefit to people – the county’s ‘natural capital’ must be conserved and enhanced to meet the needs of future generations. There is a wide range of national and local legislation and policy that relates to the natural environment. The framework for this continues to develop, notably within the context of the government’s “A Green Future: Our 25 Year Plan to Improve the Environment” (2018).
3. The County Council is the Minerals and Waste Planning Authority for Oxfordshire. It is also the determining authority for schemes which the County Council may undertake e.g. major highways.
4. Applicants for permission to develop Minerals & Waste sites will need to contact the County Council for advice on Green Infrastructure, Landscape and Ecology. Such advice is also provided within the County Council itself for Regulation 3 applications. For all other development, including housing sites the relevant District Council will advise.
5. Oxfordshire contains a range of statutory wildlife sites such as Sites of Special Scientific Interest and other identified important Local Wildlife Sites. Development should provide for opportunities to protect and enhance wildlife within these and the county-wide network of areas of high biodiversity potential - Conservation Target Areas - and potentially future “nature recovery strategy areas”. Proposals for strategic developments may need to consider opportunities to protect and enhance the environment at a “landscape scale” (See Annex 8 - Item A). The County Council has a duty to have regard to the purpose of conserving and enhancing the natural beauty within our three areas of outstanding natural beauty (Annex 8 - Item B).
6. The District Councils will take the lead in ensuring that natural capital and green infrastructure is taken into account within the planning process particularly in relation to housing development.
7. The County Council through its Natural Environment team (Annex 8 - Item C) will take the lead in ensuring that natural capital and green infrastructure (including ecology, protected species and landscape) is taken into account particularly in relation to minerals and waste proposals and “Regulation 3” developments.

8. Developers are required to demonstrate no net loss of biodiversity associated with their proposals and show how a net gain might be achieved. A biodiversity metric to be shared with the County Council is recommended to help this process. The County Council currently supports the use of the biodiversity metric provided by DEFRA. The Thames Valley Environmental Records Centre (TVERC)) provides the central point of contact for the collation, analysis and sharing of information on biodiversity and geodiversity within the county. Developers wishing to assess their impact on the natural environment should access the information held by TVERC. There is a presumption in the NPPF that development will result in a net gain in biodiversity where possible.
9. Developers will be required to comply with the relevant Local Plan policies and guidance. Developers will be expected to design new developments in ways that seek to enhance the landscape and biodiversity and provide benefits to communities through consideration of green infrastructure and natural capital at an early stage in the design process. This may include consideration of off-site impacts on high value areas including AONBs and Conservation Target Areas.
10. In relation to applications to be determined by the County Council, developers are required to assess the environmental impacts of their development and to follow the mitigation hierarchy of avoiding, reducing and mitigating any adverse environmental impacts.
11. Where detrimental environmental impacts of a development cannot be avoided or fully mitigated within a development, funding may be sought to address residual adverse impacts. A developer may be able to deliver compensation directly; where this is not the case the support of third parties such as other landowners or conservation organisations may be required to achieve the agreed outcome.
12. Where the County Council is the determining planning authority and compensation for unmitigated environmental impacts requires payment in lieu of direct action, developer contributions (through S106 agreements) will be sought. In addition to the specific costs of compensating for the environmental impacts, a developer contribution will be expected to cover the reasonable costs of designing, administering and monitoring the compensation scheme to ensure the desired outcomes are achieved.
13. There is a wide range of environmental legislation that defines the County Council's responsibilities relating to the natural environment (Annex 8 - Item E).
14. The list of sites of nature conservation importance and of Conservation Target Areas can be found via the links in the Annex 8 – Item F. This annex Item also provides a link to guidance on landscape character (through the Oxfordshire Wildlife and Landscape Study - OWLS) as well as to other project information

such as the Wychwood Project, the Lower Windrush Valley Project and the Trust for Oxfordshire's Environment.

15. General guidance on the sensitivity of the natural environment to future change is available within Oxfordshire County Council's analysis of Environmental Sensitivity (see also Annex 8 - Item F). This is likely to be developed further through future recovery and natural capital strategies.
16. Contributions may be sought to compensate for environmental impacts which cannot be mitigated within the development in relation to wildlife, landscape and maintaining the overall level of environmental benefits provided by natural capital assets. Where contributions relate to works undertaken by other parties the contribution sought will include elements related to the costs of designing, administering and monitoring such works.
17. As with other service areas any secured contributions will be indexed linked and based on a bespoke assessment of the anticipated costs of individual schemes linked to a specific development site.

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Energy efficiency and use of natural resources

1. Creating sustainable development is a requirement of national planning policy. Planning policies are set out in Local Plans by individual District Councils which can provide guidance and advice on the development plan framework relevant to the development proposals.
2. Oxfordshire County Council is committed to be a zero carbon/carbon neutral organisation by 2030 and play its part in creating a zero carbon Oxfordshire by 2050. To that end the County Council will seek to support the delivery of sustainable development which itself supports the Government's target of 100% reduction of greenhouse gas emissions by 2050; towards the reaching the Net Zero Target.
3. To help achieve carbon neutrality the County Council will where appropriate ensure that S106 contributions sought towards the delivery of new schools, libraries and other community buildings (delivered by or for the County Council) reflect the need to achieve net zero carbon standards.
4. In working towards this zero-carbon target the County Council considers the London Energy Transformation Initiative (LETI) Climate Emergency Design Guide (see Annex 9 – Item A) a key source against which to assess development. As outlined in the LETI Climate Emergency Design Guide, to achieve ultra-low energy demand through design, energy budgets (Energy Use Intensity (EUI) targets) using predicted energy modelling should demonstrate the targets set out in Annex 9 – Item B (of this S106 Guide).

Waste Management

1. The County Council is both the Waste Planning Authority (WPA) and the Waste Disposal Authority (WDA) for Oxfordshire.
2. As the WPA the County Council must:
 - plan for future waste development needs in Oxfordshire and
 - determine planning applications for waste facilities.
3. As the WDA the County Council's Waste Management Group has responsibilities including:
 - providing Household Waste Recycling Centres (HWRCs) and
 - arranging for the disposal of household waste collected across the county
4. In Oxfordshire, the five Districts (including Oxford City Council) are each Waste Collection Authorities (WCAs) whose responsibilities include:
 - the collection of all household waste and arranging for recyclables to be processed.
5. The Waste (England and Wales) Regulations 2011 requires local authorities to manage waste according to the waste hierarchy (Reduce, Reuse, Recycle, Recover and Dispose).
6. Oxfordshire's Resources and Waste Strategy 2018-23 (RWS) (Annex 10 - Item A) has been developed for the County and District (including Oxford City) Councils by the Oxfordshire Resources and Waste Partnership (ORWP). The strategy has been adopted by each and all of the authorities. It focuses on local authority collected waste setting out the vision for managing waste across the county and has three broad aims:
 - to keep the growth of household waste to zero (per person per year)
 - to increase the amount of household waste which is recycled to 70% by 2030
 - to send less than 3% of household waste to landfill by 2020
7. The County Council's HWRC Strategy (approved December 2015 – see Annex 10 – Item B) identifies that the current HWRC network of seven waste and recycling sites is not fit for purpose for the future. Many existing site locations are not strategically placed near centres of population. Individual sites have physical, contractual or planning constraints that results in the inability to increase tonnage capacity in the future. This means incremental infrastructure modifications, to increase capacity for future requirements, is not possible. In addition, very little repair and reuse is currently undertaken on these sites. The HWRC Strategy agreed by Cabinet is to adopt a site rationalisation approach based on: fewer, larger sites, located close to centres of population to reduce drive times, site design to maximise re-use and recycling, and working in partnership with District Councils and local communities.

8. The forecast increase in new homes to be built across Oxfordshire will significantly increase the amount of waste for the Council to manage, including the amount to be managed at the HWRC's. A new housing development will impact the HWRC closest to the development as well as the overall HWRC network. When HWRC's reach capacity, queuing times become unacceptable and pollution increases as vehicles queue for longer. Residents may respond by choosing to dispose of waste in different ways, for example; by placing materials in the wrong kerbside bins, causing contamination, fly-tipping or change their preferred choice of HWRC to use, causing a domino impact on capacity issues across the HWRC network.
9. The 2015 strategy recognised the need for fewer larger HWRC sites located close to centres of population. The County Council's waste management team is working to identify how this might be achieved. Suitable sites may be allocated in the Oxfordshire Minerals and Waste Local Plan Part 2 – Site Allocations Plan
10. The County Council may require developers to mitigate the impact of their development on HWRC facilities by contributing towards the cost of providing a new HWRC site that will serve the development. The assessment of contributions will be undertaken on a case by case basis and will take into account:
 - The cost of increasing the required total HWRC network acreage;
 - The cost of increasing the HWRC building & hard infrastructure footprint;
 - The total number of new dwellings proposed across Oxfordshire that are contributing to the increase in waste.
11. The County Council would welcome working with developers, and District Council partners, to identify potential sites for new HWRC's.
12. New developments should be planned to minimise waste arising in the first instance. The Waste (England and Wales) Regulations 2011 require local businesses and other bodies to ensure that all aspects of waste management are governed by the waste hierarchy. This means that architects and developers must make provision for waste to be reduced or reused prior to being put out for a recycling or refuse collection.
13. Developers must adhere to the Building Regulations 2010 (revised 2015) and ensure that there is sufficient area for the number and size of receptacles prescribed by the relevant WCA under Sections 46 and 47 of the Environmental Protection Act 1990.

Community Service Infrastructure

1. The County Council has a broad scope of responsibilities across various community (cultural and support) services which are essential in supporting growing communities. Growth in housing and the related increases and changes in population lead to correspondingly increased needs to be addressed.
2. The County Council's responsibilities across the community services include such as:
 - Adult day care
 - Children's and Family intervention
 - Children's Homes
 - Libraries
 - Museums.

The County Council's responsibilities come under various pieces of legislation including those outlined in Annex 11 – Item A.

3. The NPPF (Paragraph 92) recognises the importance of positively planning to provide the social, recreational and cultural facilities and services the community needs to enhance the sustainability of communities and residential environments. Where proposed residential developments are likely to result in the need for an enlarged or new community building the County Council would request that the accommodation provided is designed in such a way to embed flexibility of end-use in the building, so that it is capable of being used to deliver support services for local communities (e.g. for family safeguarding etc.).
4. The County Council would therefore encourage that the accommodation provision to include the elements listed in Annex 11 - Item B. The County Council would look to support the District with regard to the timing of delivery of the provision (and any interim provision) and would wish to be engaged regarding the detailed briefing, design and specification to help ensure it holds the flexibility and durability in light of the multiple uses.
5. The County Council will undertake an assessment of impact and potential needs arising from major residential planning applications and advise the District Council through the Single Response process. The County Council's advice would set out where the needs arising from the development could be best addressed through a flexible use community building or, where necessary, by means of a separate facility.

Adult Day Care Services

6. The County Council operates⁷ eight community support service centres (also known as Community Hubs or "Health and Wellbeing Centres"). These

⁷ at Spring 2021.

centres offer a range of activities to support adults of all ages with physical disabilities, older frail adults, and older adults with dementia, mental health problems and learning disabilities. The centres provide activities and support from computer classes to lunches, exercise groups to film clubs. They serve as community hubs where people can get social care and health advice and information and can provide a valuable break for carers. The provision of adult day care services is vital to allow adults and in particular older people to stay healthy and independent.

7. Some of the centres are restricted in their ability to deliver the appropriate support by their size and/or configuration. The County Council's standard level of provision would look to offering 40 person places per day (across Monday – Friday inclusive). The County Council may require contributions to enhance or replace existing facilities to enable the increased needs arising from development to be addressed.
8. Contributions required towards facilities are based upon a predicted use of/demand for day care facilities estimated at 10% of the population aged over 65 years.

Children's and Family intervention

9. The County Council provides support for children under five years of age and their families. There are currently ten Children and Family Centres across Oxfordshire which deliver a range of targeted and open-access sessions alongside the network of libraries; bringing cultural and education support to communities. The impact upon service provision arising from residential developments and any potential need to expand facilities will be assessed as part of the County Council's assessment of major developments. It is likely that any identified need will be sought to be addressed by improving and/or expanding community joint use facilities.

Children's Homes

10. The County Council Children's Service has a wide range of statutory functions to support and safeguard children. Increases in the under 18 years population are likely to add to the demand for these services. The need for additional infrastructure such as Children's Homes may be generated (at least in part) by more housing development and consequently, appropriate mitigation of those increasing pressures may be sought by the County Council.

Libraries

11. The County Council has a statutory duty under the Public Libraries and Museums Act 1964 'to provide a comprehensive and efficient library service for all persons' in the area that want to make use of it. An increase in demand upon library and associated services may mean that additional provision needs to be accommodated. While it is recognised by the County Council that facilities (e.g. Community Buildings) providing for a combination of multiple community uses is often appropriate, the County Council through its Library

Service will also take account of local existing community views in determining a preferred solution.

12. The County Council's adopted standards for publicly available floorspace at libraries is set out in Annex 11 Part C. As well as providing a suitably equipped facility within which a library service can be provided the increased demands arising from a residential development may mean that the local library-stock⁸ provision will also need to be increased to mitigate the development's impact; Annex 11 Part C also provides the current library-stock contribution rate.

Museum

13. The County Council's Museum Resource Centre (at Standlake in west Oxfordshire) provides the principal storage facility for local County and District Council museums throughout the county. It provides a major reserve facility for archaeological, history and natural history collections for the museums as well as providing direct support for communities and schools throughout the county for educational, research and leisure activities.
14. The existing archaeological storage capacity at the facility is unlikely to be able to accommodate increasing demands arising from development sites. Where appropriate, financial contributions may be sought from developments to facilitate expanded provision at the facility.

⁸ The library-stock includes books and other items such as emedia/audio-books/DVD/CD etc.