

**PART TWO ANNEXES**

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**All LTP4 is likely to be superseded by the proposed LTCP5 References to LTCP5 documentation are not included below**

**Annex 2: Transport**

**Item A**

Key policy documentation:

Connecting Oxfordshire: Local Transport Plan 2015 – 2031” (LTP4) – Vol 1

This can be viewed at:

<https://www.oxfordshire.gov.uk/cms/content/ltp4-policy-and-overall-strategy>

Connecting Oxfordshire – LTP4 Active and Healthy Travel Strategy

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/connecting-oxfordshire/active-and-healthy-travel>

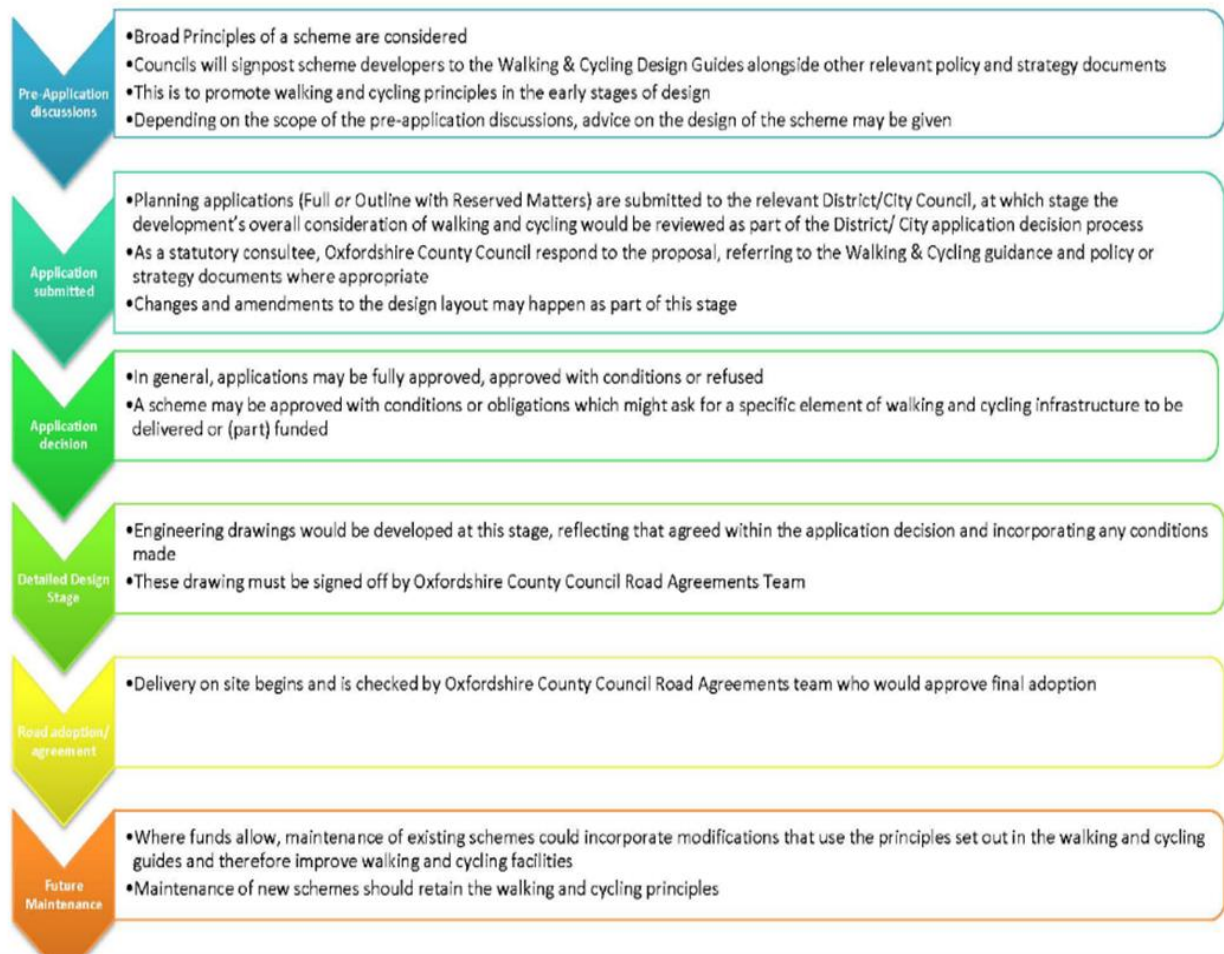
Connecting Oxfordshire Vol 2 - LTP 2015 – 2031

Bus & Rapid Transit Strategy

[https://mycouncil.oxfordshire.gov.uk/documents/s33705/Background%20CA\\_JUN28\\_16R08%20Connecting%20Oxfordshire%20vol%202%20-%20Bus%20Strategy.pdf](https://mycouncil.oxfordshire.gov.uk/documents/s33705/Background%20CA_JUN28_16R08%20Connecting%20Oxfordshire%20vol%202%20-%20Bus%20Strategy.pdf)

**Item B**

**The role of the Walking & Cycling Design Standards in the Planning Process**



This is also available on the council’s website – Active and Healthy Travel Strategy

**Item C**

Highways - Pre-application advice

<https://www.oxfordshire.gov.uk/cms/content/pre-application-highways-advice-major-planning-applications>

**Item D**

Key supporting documentation:

Guidance on the requirements for Transport Assessments & Transport Statements

Position Statement – On the Application of Contemporary Highway Design Guidance in Oxfordshire, 2014'

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/PositionStatement.pdf>

Transport for New Developments: Transport Assessments and Travel Plans (2014)

<https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/TATPGuidance.pdf>

Residential Road Design Guide (2003) – Second Edition (2015):

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/DesignGuidePublication.pdf>

(the walking and cycling elements of the Residential Design Guide are superseded by new Walking and Cycling Design Standards – below)

This 2015 Guide will be superseded in 2021 by a County Council “Street Design Guide” which will be available on the County Council's website (Spring/Summer 2021).

Oxfordshire Cycling Design Standards 2017

<https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/cyclingstandards.pdf>

Oxfordshire Walking Design Standards 2017

<https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/walkingstandards.pdf>

Travel Plans

Travel Plan and Monitoring Fees Thresholds

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/Travelplanrequirementsmonitoringfees.pdf>

Travel Information Pack Guidance

<https://www.oxfordshire.gov.uk/cms/content/travel-plans-statements-and-advice>

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/TravelInformationPackRequirements.pdf>

Travel Plan Statement Template and Framework Travel Plan template

<https://www.oxfordshire.gov.uk/cms/content/travel-plans-statements-and-advice>

Types of Travel Plan and Travel Plan templates:

<https://www.oxfordshire.gov.uk/cms/content/travel-plans-statements-and-advice>

### Item E

Types of highways asset which may trigger a need for a commuted sum (this is not an exclusive list):

- Street lighting;
- Traffic signals and illuminated signs;
- Controlled and uncontrolled pedestrian crossings;
- Highway structures such as retaining walls, bridges and gantries;
- Landscaping, including trees and adopted land;
- Public transport infrastructure;
- New Pavements;
- Street furniture and bollards;
- Drainage infrastructure including SuDS;
- Traffic management features
- New carriageways.

### Item F

Key teams contacts:

Transport Development Control (TDC) team

[transport.development.control.majors@oxfordshire.gov.uk](mailto:transport.development.control.majors@oxfordshire.gov.uk)

Road Agreements Team

[roadagreements@oxfordshire.gov.uk](mailto:roadagreements@oxfordshire.gov.uk)

Travel Plans team

Contactable via: [travelplan@oxfordshire.gov.uk](mailto:travelplan@oxfordshire.gov.uk)

Website information:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/transport-policies-and-plans/transport-new-developments/travel-plans-advice>

Travel plan SMART targets & actions:

Site-Specific, Measurable, Achievable, Realistic & Time-specific

Public Transport Planners

[IDpublictransport@oxfordshire.gov.uk](mailto:IDpublictransport@oxfordshire.gov.uk)

Contacting the Countryside Records Team

Use this link

<https://www.oxfordshire.gov.uk/contactus/contact-countryside-records>

**Item G**

Road Agreements Team - Fees;

As at January 2021:

Application fee - £2,150

This is required to enable the Road Agreements Team to process an application and start the technical auditing process.

Inspection fee

This will be equivalent to 9% of the value of the surety (either a cash deposit or a bond, equivalent to the expected costs of the works)

Maintenance fee

These are also known as commuted sums. They are payments towards the costs of future maintenance of new highway assets which the council as Highway Authority will be adopting. The fee is calculated once technical approval has been issued.

For further information see the council's website – Section 38, Section 278 and Private Street Agreements @:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/transport-policies-and-plans/section-38-and-section-278>

(Annex continued below)

**Item H**

Factors in identification of service and infrastructure improvements.  
(Source: BRTS – Table 7)

Improvement	Factor
<p><b>New bus service or improvement in existing frequency / daily coverage</b></p>	<ul style="list-style-type: none"> <li>• Size of development</li> <li>• Location of development (i.e. distance from existing frequent public transport corridor)</li> <li>• Frequency/commercial viability of existing bus services</li> <li>• Proximity to existing urban centres and travel generating destinations</li> <li>• Potential links to other proposed developments</li> <li>• For commercial (non-residential) developments, knowledge of operating hours <i>and shift times</i>, where applicable<sup>1</sup></li> </ul>
<p><b>Bus priority measures</b></p>	<ul style="list-style-type: none"> <li>• Evidence of current problems and/or future congestion resulting from development-related travel demand.</li> <li>• Requirement to minimise journey times to adjacent settlements/developments.</li> </ul>
<p><b>Bus stops and associated accessibility improvements (walking routes and road crossings)</b></p>	<ul style="list-style-type: none"> <li>• Size and geographic extent of development</li> <li>• Minimising the required walking time from the development</li> <li>• Proximity of existing or proposed bus routes</li> </ul>

Note: <sup>1</sup> This *italicised* wording is an additional point to those set out in the LTP which has been added into this Guide.

**Item I**

Definitive Map and Statement

This is available through the following link:

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/countryside-access/public-rights-way/changing-public-rights-way/about-definitive-map>

**Item J**

**Rights of Way Improvement Plan (RoWIP).**

The county council’s RoWIP is called the:

**“Oxfordshire Rights of Way Management Plan 2015-2025”**

A link to this is: [www.oxfordshire.gov.uk/rowip](http://www.oxfordshire.gov.uk/rowip)

**Item K**

Planning Information Note re PRow

<https://www2.oxfordshire.gov.uk/cms/content/what-local-communities-can-do-improve-access>

**Item L**

List of particularly important local area countryside access route assets.  
For further information on these see: Rights of Way Management Plan 2015-2025.  
Additional growth area aspiration access maps can be found in Appendix 2 o B in this document.

County-wide routes

Thames Path National Trail corridor,  
Ridgeway National Trail corridor,  
Oxford Canal Walk corridor,  
Wilts and Berks Canal Towpath corridor,  
Oxfordshire County Council promoted walks and rides.

Cherwell District

Cherwell District Council circular walks and rides,  
Claude Duval riding route,  
Oxford Green Belt Way

Oxford City

Oxford Green Belt Way,  
Oxford Green Spaces Walk,  
Bablock Hythe crossing

South Oxfordshire

South Oxfordshire District Council, Chilterns AONB and North Wessex Downs AONB promoted circular walks and rides,  
Oxford Green Belt Way,  
Judges Ride,  
Swans Way,  
Chilterns Way.

Vale of White Horse

Vale of White Horse District Council and Wessex Downs AONB promoted walks and rides,  
Oxford Green Belt Way,  
Bablock Hythe crossing.

West Oxfordshire

West Oxfordshire District Council and Cotswolds AONB promoted circular walks and rides,  
Lower Windrush Valley Path,  
Wychwood Way,

Oxford Green Belt Way,  
Bablock Hythe crossing,  
d'Arcy Dalton Way

End.

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## Annex 3 - Education

### Item A

#### Early Years Childcare – Government funded provision

As at 01 January 2021 the local authority has a statutory duty to ensure parents can access their funded early years entitlement, which comprises three elements:

- Targeted offer of 570 hours per year for the most vulnerable 2-year old children – estimated as 40% of the age group;
- Universal offer of 570 hours per year for children from the school term after their 3rd birthday;  
570 hours per year equates to 15 hours per week over 38 weeks
- Extended offer – most working parents of 3- and 4-year olds are eligible for a total 1,140 hours per year (equating to 30 hours per week over 38 weeks).

These are subject to compliance with eligibility criteria.

### Item B

#### Government guidance on securing S106 contributions for education

A link to the DfE's guidance "Securing developer contributions for education" (Nov 2019) is below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/909908/Developer\\_Contributions\\_Guidance\\_update\\_Nov2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909908/Developer_Contributions_Guidance_update_Nov2019.pdf)

Page 4 of the guidance states:

*"Government is committed to ensuring that there are enough good new school places to meet local needs, while also driving forward an ambitious housing agenda to increase housing delivery, home ownership and the creation of new garden communities. The timely provision of infrastructure with new housing is essential in meeting these objectives to secure high quality school places where and when they are needed.*

*DfE expects local authorities to seek developer contributions towards school places that are created to meet the need arising from housing development."*

This guidance is accompanied by "Local Authority school places scorecards". The scorecards provide, in the absence of bespoke costings for school extensions, data the calculation for the amount of contributions on a "per pupil place" basis towards school extension schemes (see Table 2 below) which may be required. As with all guidance this source of costs may change in line with changes in future government guidance or County Council policy.

### Item C

#### Pupil Place Plan

The county council's Pupil Place Plan is available on the council's website via:

<https://www.oxfordshire.gov.uk/residents/schools/our-work-schools/planning-enough-school-places>

**Item D**

**Dwellings with nil pupil yield**

Dwelling types where the pupil yield is deemed to be zero in terms of assessing S106 contributions:

- Sheltered or elderly housing;
- Student accommodation for single people;
- Other specialist housing where it can be demonstrated that the accommodation will not be occupied by children.

Notes:

The County Council may require a planning condition restricting the occupation of dwellings to those that are unlikely to have school age children at home i.e. to those over 55 years.

For one-bedroom dwellings – the surveys within Oxfordshire show that there is a small Early Years pupil yield, however the yield is very minimal, consequently in Table 1 below the corresponding yield is deemed zero.

**Table 1: Pupil Yields across Oxfordshire**

<b>Table 1: Pupil Yield (by Sectors/Year Groups) per dwelling type for proposed developments of fewer than 400 dwellings</b>				
Dwelling type (by No. of bedrooms) Note (a)	Sectors & Year Groups (YG)			
	Early Years	Primary	Secondary	
	Nursery (b)	Reception YG 1 & 2 and YG 3 to 6	YG 7 to 11	YG 12 & 13
Pupils/Dwelling				
1 Bed	0	0	0	0
2 Bed	0.07	0.28	0.18	0.03
3 Bed	0.08	0.37	0.24	0.05
4 (+) Bed	0.08	0.39	0.27	0.05

(a) 4(+) dwelling - These are dwellings which have 4 or more bedrooms

(b) Nursery children = 40% of those aged 2 years and 100% of those aged 3 years at the start of school year

**Item E**

**Assessment process for quantifying education impacts of development**

The following items are relevant to the consideration as to whether extra school accommodation is necessary (and therefore to the calculation of potential S106 contributions for primary and secondary education):

- relevant School(s) Admission Policy,
- the assessment of Net Capacity (non-academy schools) or funding agreement capacity (academies) and
- the Home-School Transport Policy.

The need or otherwise for a contribution will be established by analysing the number of pupils generated by the development in relation to: -

- The capacity of the designated (catchment) school and early years and childcare providers in the area of the development proposal;
- The capacity of schools within the statutory walking **distance** calculated from the development to **school and** for children aged 8 or under (i.e. up to and including Year 3) being 2 miles and for children over 8 years old, being 3 miles. Where appropriate, other schools within the statutory distance may also be considered;
- Current pupil numbers at the school(s) and recent trends in those numbers;
- The forecast number on roll for the catchment school, and in particular the forecast number going into Reception each year;
- Number of children in catchment school and schools within statutory walking distance that are from out of catchment, and whether those pupils could have been appropriately accommodated elsewhere without additional capacity being provided;
- Any planned changes to the school building which will affect the capacity, and the funding status for those changes;
- Any other housing developments with outline or full planning permission (not already included in the forecasts) which are expected to generate the need for pupil places at the catchment school for the development;
- The need to assume an operational capacity of unfilled primary and secondary school places of 5-10% spare places in line with National Audit Office guidance. Only capacity which is expected to remain in excess of that necessary spare capacity will be considered surplus, and thus available to meet the needs of housing development.

Temporary accommodation (e.g. mobile classrooms) is excluded when assessing the suitable capacity available at the school for meeting the needs of housing development. If housing development is expected to result in pupil generation that will require capacity currently provided in temporary accommodation to be available on a longer-term basis, contributions will be required for the making permanent of that temporary capacity.

If pupil forecasts show a pressure or bulge for a limited accepted period then temporary classrooms may be required to cope with the peak, and additional contributions may be required to cover the costs of doing so.

If forecasts indicate that surplus capacity/places will exist in the catchment school by the time the development can reasonably be expected to have fully generated additional new demand for places then this will be taken into account when determining the need for additional places and funding.

Having taken all the above factors into account, where it can be demonstrated that the number of pupils generated by a development is greater than the expected surplus capacity in the local schools the County Council will require planning obligations to ensure the provision of sufficient capacity to meet future needs. This will normally be in the form of a financial contribution, but it may also require the transfer of land or the direct delivery of infrastructure.

**Table 2**  
**Costs per pupil place of School Extensions and New Build**

Table 2: Costs per pupil place in Oxfordshire			
		£/pupil place	
School Extensions	Primary	16,856	based on England average
	Secondary	23,207	based on England average
New Schools	Primary	28,689	based on a 1FE
	Primary	22,459	based on a 2FE
	Secondary	34,047	based on 600 place facility
All costs at BCIS All-In TPI = 327			

The above information is for mainstream schools.

The Extension costs/place are based on

DfE's Local Authority School Places Scorecards 2019 data (published June 2020)

The New Build costs/place are based on

Oxfordshire County Council's new school cost template

#### **Item F** **New school costs and the Cost Templates**

To reassess the costs of new schools, in 2019 Oxfordshire County Council commissioned a full review of new school building costs by Gleeds in collaboration with Mott MacDonald. The outcome provided in 2020 forms the basis of the developer contributions sought by the council towards new school provision (as distinct from expansions to existing schools – where the DfE's scorecard data is used).

For background, the original cost model had been developed by cost and value management consultants (Gleeds). Their benchmarking exercise inherent in the update included data sourced from:

- Education & Skills and Funding Agency (ESFA) Cost Data – this is widely available data from the Government and gives guidance about the cost of construction and regional differences.
- Sports England standard costs – this cost data has been produced independently by Sports England to give guidance on cost of sports facilities and ongoing maintenance liabilities. This is used to ensure consistency of costs for sports provisions.
- Gleeds cost data- data from a leading global property and construction consultancy which looks at more broad ranging detailed data which Gleeds Cost Management has derived from historic project cost data and the company’s own experience of delivery of similar facilities.
- BCIS Cost data – data from the Building Cost Information Service of the Royal Institution of Chartered Surveyors (RICS). It provides data to the construction industry and associated parties.
- National School Cost Benchmarking data (2015) - a national cost benchmarking study undertaken by County Councils and supported by the ESFA.

The use of Mott McDonald to audit the Gleeds review also enabled the former to bring its information on costings to the table thereby further bolstering the depth and spread of data used to inform the cost model.

This comprehensive approach is considered by the council (and appeals???) to provide a ..... The review and reassessment produced a robust representative building cost/m<sup>2</sup> on which to base the costs of new schools. **To be completed now the appeal APP/Q3115/W/20/3255846 outcome East of Sandringham Rd, Didcot has been released.**

The new school costs include fees, legal costs, furniture and equipment, and the initial set-up costs of new schools. They do not include abnormals (these are catered for separately within a S106), nor land acquisition costs.

The bespoke cost template approach undertaken by the County Council means that it is able to reflect in its cost estimates the economies of scale achieved in building larger schools, thus making the estimate more directly related to the impact of a specific development. Taking a Primary school for example:

**Table 3 – Economies of scale – New primary school**

Size of School	No of Pupils (including nursery)	Total Cost £'000	Approximate cost per pupil place
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CMDE4

			£'000
1FE	270	7,746	28.7
2FE	510	11,454	22.5

The reduction in the cost per pupil place from providing a 1FE to a 2FE provision is c22% (all values above @ BCIS All-In TPI = 327).

An example of the cost template output, for a 2FE primary school is shown below.

**2 Form Entry Primary School delivering 420 (incl. 8 SEND) places and a 90 place nursery**

**Notes on Pricing**

Provision of new Two Form (17 class) Primary School in one phase  
 The areas are based upon Oxfordshire County Council's space standards.  
 Note: These are the MINIMUM recommended areas for this building  
 The costs provided are for the construction of the primary school building with sprinklers and an external covered play area, together with a generic allowance for external works. More detailed external works costs will be required on a site by site basis to provide for actual external works requirements.  
 Total build cost per m2 is based upon the area of the building  
 VAT is excluded  
 Any items coloured in tan need further input from OCC

Anticipated Build Costs	Area (m2)	Cost / m2	
OCC Primary School Building	2,565	2,791	7,159,000
External Covered Play Areas	360	525	189,000
External Works Allowance	19,275	60	1,157,000
Energy Standard Zero Carbon	2,565	125	320,625
<b>Total (Base Date 2Q2019 TPI325)</b>		<b>3,441</b>	<b>8,825,625</b>

	Uplift	Cost	
Anticipated fees on Build costs including planning and Building Regs	11.0%	8,825,625	971,000
Contingency on Building Costs monitoring fee for abnormals	5.0%		442,000
		Excl	Excl

Anticipated Direct Incurred Costs by Client	Area (m2)	Cost / m2	
ICT broadband, hardware & actives costs	510	600	306,000
Loose Furniture & Equipment (based upon ESFA allowances)	510	270	138,000
OCC costs (Capitalized)	3.0%		320,000
School start up costs			380,500

<b>Nett Outturn cost @ TPI - 325</b>	<b>11,383,000</b>
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	Uplift	Cost	
Anticipated allowance for inflation Review mid point for construction - Add inflation as BCIS TPI forecast	0.62%	11,383,000	71,000
	TPI	327	

<b>Total Project Costs</b>	<b>11,454,000</b>
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For a 600-place secondary school the cost model summary is:

**11 to 16 4FE - 600 incl 8 SEND pupils**

**Notes on Pricing**

Provision of new 11-16 Four Form Secondary School in one phase  
 The areas are based upon Oxfordshire County Council's space standards.  
 Note: These are the MINIMUM recommended areas for this building  
 The costs provided are for the construction of the secondary school building with sprinklers and an external covered play area, together with a generic allowance for external works. More detailed external works costs will be required on a site by site basis to provide for actual external works requirements.  
 Total build cost per m2 is based upon the area of the building  
 VAT is excluded  
 Any items coloured in tan need further input from OCC

Anticipated Build Costs	Area (m2)	Cost / m2	
OCC Secondary School Building	5,204	2,471	12,859,000
External Covered Play Areas	60	525	32,000
External Works Allowance	43,536	51	2,220,000
Energy Standard Zero Carbon	5,204	203	1,056,000
<b>Total (Base Date 2Q2019 TPI325)</b>		<b>3,107</b>	<b>16,167,000</b>

Anticipated fees and contingency on Build costs	Uplift	Cost	
Planning and Building regs monitoring fee for abnormals	11.0%	16,167,000	1,778,000
	5.0%		808,000
		Excl	Excl

Anticipated Direct Incurred Costs by Client			
ICT broadband, hardware & actives costs	600	600	360,000
Loose Furniture & Equipment (based upon EFA allowances)	600	270	162,000
OCC costs (Capitalized)	3.0%		578,250
School start up costs			449,500

Nett Outturn cost @ TPI - 325		20,303,000
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Anticipated allowance for inflation			
Review mid point for construction - Add inflation as BCIS TPI forecast	0.62%	20,303,000	125,000
	<b>TPI</b>	<b>327</b>	

<b>Total Project Costs</b>		<b>20,428,000</b>
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**Item G  
 School travel costs**

The County Council will provide free transport from Oxfordshire homes to the nearest available school where;

- The shortest designated route is more than the statutory walking distance of 3 miles for children aged 8 and over; or,
- The shortest designated route is more than 2 miles where the child is aged under 8; or,
- The route has been assessed as unsafe to walk, even if accompanied by a responsible adult.

It is the council's view that it is not sustainable (having regards to the impact upon social cohesion and environmental costs) in the long term for children living in a new housing development in a settlement with a primary school to have to travel outside the settlement to attend a school with sufficient space for them. However, there may be a need to transport children for a limited period of time if, for example, a school expansion/provision is programmed later than the start of the housing development.

Where development is proposed in locations that would require the County Council to provide free school transport, developer contributions are sought to fund provision for a minimum of seven years for primary and secondary.

The temporary transport costs to bus children to the nearest school contribution is calculated by using the equation (for a single coach/bus):

$$A \times B \times C = \text{£ ?}$$

Where:

A = cost of transport (£200) per day

B = number of academic days in a year (190)

C = the period of time over which the funding is required.

- 7 years

Example, over a period of 7 years, the cost would be:

$$\text{£}200 \times 190 \times 7 = \text{£}266,000$$

N.B. The transport cost is for a single average sized coach – if there is more than one coach needed for transporting children then this cost will increase.

Price base – **To be confirmed**

## Item H

Education space standards



The county council's education space standards were initially adopted by the council's Cabinet in 2013 and then further updated and approved (Cabinet Member decision) on 15<sup>th</sup> December 2016. The approved space standards for a 2FE primary school equate to a build area at the minimum of the DfE's Building Bulletins 103 & 104.

Those space and area requirements are used in the new school cost templates.

The relevant 2016 papers can be found at:

<http://mycouncil.oxfordshire.gov.uk/ieListDocuments.aspx?CId=790&MId=5242>

### **Item I Property Manual**

The Property Manual has been produced to help interested parties. It has a section related to education infrastructure matters associated with S106 agreements. It can be accessed via the following link:

<http://landlord.oxfordshire.gov.uk/cms/content/s106>

Included in the documentation on the Property Manual are design criteria for new schools, building and site area requirements, school site survey requirements as well as site suitability checklists and Schedules of accommodation;

For example; School site assessment information required

- Masterplan of the overall housing development;
- Topographical survey (CAD format) with all site features including flood zones (where relevant) and the proposed school sites boundaries clearly defined;
- Geo environmental desk top study;
- Existing and anticipated noise levels plan;
- Location, details and status of all existing services and drainage runs across the site and within 1 kilometre of the site;
- Flood risk maps superimposed onto the masterplan to show clearly where there is flooding potential;
- Hydrological and flood risk assessment. - Flood risk assessments with plans showing the
  - o 1,000 year plus 40% climate change,
  - o 100 year plus 40% climate change and
  - o 50 year plus 40% climate change;
- Initial search information including evidence that there are no claimed rights of way, related to the site and that easements, wayleaves and the like do not exist upon the proposed site;
- Surface water strategy when available;
- Site investigations when available.

Queries about the detail within the Property Manual should be initially addressed to ... **To be Confirmed...**

### Item J

#### Contribution phasing towards a new school:

Payment 1 –

on implementation of the housing development (usually this is 10% of the cost of the school) to progress design

Payment 2 –

(30% of the residual agreed sum) on due date of transfer of the school site

Payment 3 –

(30% of the residual agreed sum) 6 months after the due date of school site transfer

Payment 4 –

(30% of the residual agreed sum) 12 months after the due date of the school site transfer

### Item K

#### Embedded Costs

The embedded costs comprise: the school start-up costs as well as furniture & equipment, ICT provision and the County Council's client costs.

#### School start-up costs

A provision is included to cover school set-up costs to be incurred pre-opening and post-opening prior to the school's funding model kicking in. It is a requirement of the DfE that the local authority funds these costs. The start-up costs are based on the funding methodology used by the DfE for central route free schools.

The council's identified costs (which are included in the cost templates) are updated as and when the DfE updates their rates. As at January 2021 the various costs are:

- Primary school      £380,500
- Secondary school    £449,500
- All through school   £540,000
- Special school        £267,500

#### Furniture & initial equipping

This is a per pupil place cost based upon the capacity of the school (i.e. 1FE or 2 FE etc.) required to provide for furniture and equipment.

#### ICT

To fund the inputting of the ICT network connection, servers and hardware to run the school. Again, this is a per pupil place cost.

#### County Council "client costs"

In the delivery of new schools, the County Council will be required to fund post-S106 legal costs, client costs in managing the delivery of the schemes and other miscellaneous costs which inevitably the authority would face.

Where the new school/facility is delivered through S106 agreement funding the client costs element is 3%.

Where a developer “direct delivers” a school the Client costs are at a lower rate of 2%.

The current costs/rates are included within the school cost template outputs.

## **Item L**

### **Expansion of existing schools**

Factors included in the assessment as to whether or not a school can/should expand

- Designated area (catchment): most, but not all, schools have a designated area to prioritise admissions to local pupils. Schools whose designated areas include the housing development would be considered for expansion, subject to the following factors below
- Location: to allow the option of children walking or cycling to school, it is preferable for children to be able to attend a school no more than 2 miles (aged 8 or under) or 3 miles (over 8 years old) from home.
- Travel infrastructure: to ensure that safe routes for walking and cycling are provided by providing safe footways for walking, good crossing points and a well-designed permeable street network that prioritises pedestrians and cyclists.
- Popularity: the County Council seeks to ensure a high percentage of parents can secure a place for their child(ren) at their first preference school.
- Quality of provision: expansion of successful, high attaining schools supports the council's commitment to improving educational outcomes and is in line with DfE expectations.
- Effective organisation of schools: where possible, expansion which moves schools towards being able to teach in single age classes is preferred.
- Choice and diversity: church schools and academies are considered equally with local authority-maintained schools for expansion.
- Existing accommodation and site area: in some cases, a school's existing accommodation may already include infrastructure to support a higher number of pupils (for example, it may have a large hall, or a large total site area).
- Feasibility of current and subsequent expansion: the cost of expanding a school will be affected by its current layout of accommodation. Local consultation will inform the decision to expand a school.

The appropriate school expansion solution directly related to any housing development may therefore not be the nearest or designated school, and is at the

discretion of the local authority, working in partnership with schools, multi-academy trusts and the DfE and Regional Schools Commissioner as appropriate.

**Item M**

Link to Sport England design & cost guidance:

<https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance>

Glossary additions

Major Residential development = a development comprising 10 or more residential units

Key contacts;

Education:

Access to Learning team – Pupil Place Planning

This team can be contacted through the following email address:

[school.planning@oxfordshire.gov.uk](mailto:school.planning@oxfordshire.gov.uk)

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## **Annex 4 - Flood & Water Management & SuDS**

### **Item A**

Oxfordshire County Council Flood Toolkit

This toolkit can be accessed via:

<https://www.oxfordshirefloodtoolkit.com/planning/>

### **Item B**

Oxfordshire Local Flood Risk Management Strategy

The Flood and Water Management Act 2010 requires the County Council as the Lead Local Flood Authority (LLFA) to lead the coordination of flood risk management for surface water, ground water and smaller water courses in their area. The strategy is available (as part of the Flood Toolkit) through:

<https://www.oxfordshirefloodtoolkit.com/wp-content/uploads/2016/04/OxfordshireFloodRiskManagementStrategy.pdf>

### **Item C**

Local Standards and Guidance for Surface Water Drainage in Oxfordshire

This adopted guidance is available through:

<https://www.oxfordshirefloodtoolkit.com/wp-content/uploads/2018/12/LOCAL-STANDARDS-AND-GUIDANCE-FOR-SURFACE-WATER-DRAINAGE-ON-MAJOR-DEVELOPMENT-IN-OXFORDSHIRE.pdf>

The guidance is part of the County Council's *Oxfordshire Flood Toolkit* information.

**Annex 5 – Extra Care Housing**

**Item A**

Oxfordshire Market Position Statement (Extra Care Housing Supplement) 2019-2022:

[https://www.oxfordshire.gov.uk/sites/default/files/file/adult-social-and-health-care/MPS2019-22\\_0.pdf](https://www.oxfordshire.gov.uk/sites/default/files/file/adult-social-and-health-care/MPS2019-22_0.pdf)

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**Annex 6 – Archaeology**

**No content in this Annex**

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## Annex 7 - Fire & Rescue

### Item A

To initiate enquires with the Oxfordshire Fire and Rescue Service (**OFRS**) regarding hydrant schemes and provision, contact:

***Email contact to be provided here***

### Item B

#### Water Supplies for Fire Fighting

##### Residential development requirements

- No residential property should be more than:
  - 150 metres (unobstructed distance) from a fire hydrant (existing or new)
  - on a water main of no less than a 90 millimetres nominal diameter.
- The location and number of fire hydrants will be determined by the OFRS following a risk based operational assessment once a water scheme has been received or once a copy of the existing water infrastructure has been supplied.

##### Commercial development requirements

- Commercial properties within development should be no more than:
  - 100 metres (unobstructed distance) from an existing (at the time of the assessment by OFRS) hydrant, otherwise;
- Commercial properties within development should be no more than:
  - 90 metres (unobstructed distance) from a new hydrant.

The above distances should be from the hydrant(s) in question to an entry point of the property (building) and

The hydrants serving the development should be no more than 90 metres apart (unless specifically stated within the guidelines on flow requirements for firefighting – see below)

##### All developments

- The location and number of additional fire hydrants will be determined by the OFRS following a risk assessment once a water scheme has been received or once a copy of the existing water infrastructure has been supplied.
- Where no piped water supply is available or there is insufficient pressure and flow in the existing water main, or an alternative arrangement is proposed, the alternative source of supply should be provided in accordance with the following recommendations:
  - A charged static water tank of at least 45,000 litre capacity; or



- A spring, river, canal or pond capable of providing or storing at least 45,000 litres of water at all times of the year, to which access, space and a hard standing are available for a pumping appliance; or
- Any other means of providing a water supply for firefighting operations considered appropriate by the fire and rescue authority.

**Guidelines on water flow requirements for fire fighting**

The following flows represent the ideal requirements on new developments (and also during permanent system changes with respect to existing developments). In some locations it is accepted that the existing water distribution system will not allow the delivery of such flows.

- **Residential Development**

Minimum of 8 litres/sec (480 litres/minute) for detached, semidetached or terraced homes of not more than two floors and 35 litres/sec (2,100 l/min) for units of more than two floors, from any single hydrant on the development.

- **Non-residential Development**

Transportation - Lorry/coach parks - multi-storey car parks - service stations etc.

All of these amenities should have a water supply capable of delivery a minimum of 25 litres/sec through any single hydrant on the development or within a vehicular distance of 90 metres from the complex.

**Industrial developments**

In order that an adequate supply of water is available for use by the Fire and Rescue Service in case of fire, it is recommended that the water supply infrastructure to any industrial estate (of the site areas set out below) is as follows with the mains network on site being normally at least 150 mm nominal diameter -

For sites having an area:

Site area (hectares)	Water supply (litres/second)
Less than 1	20
From 1 to less than 2	35
From 2 to less than 3	50
3 or more	75

**Shopping, offices, recreation and tourism**

Commercial developments of this type should have a water supply capable of delivering a minimum flow of 20 to 75 litres/sec to the development site.

**Education, health and community facilities (e.g. Village halls)**

Should have a water supply capable of delivering a minimum flow of 15 litres/sec through any single hydrant on the development or within a vehicular distance of 100 metres from the complex.

Primary schools and single storey health centres -

Should have a water supply capable of delivering a minimum flow of 20 litres/sec through any single hydrant on the development or within a vehicular distance of 70 metres from the complex

Secondary schools, colleges, large health and community facilities -

Should have a water supply capable of delivering a minimum flow of 35 litres/sec through any single hydrant on the development or within a vehicular distance of 70 metres from the complex.

However, these requirements may be lessened (subject to prior approval of OFRS) with the provision of suitable suppression systems within the dwellings/premises (see below).

### **Fire Suppression Systems**

Fires in the home still account for the greatest number of fire deaths and injuries each year and, therefore, the installation of automatic fire suppression systems, such as sprinklers, in domestic premises is something that the OFRS strongly advocates.

More and more vulnerable people with less mobility are remaining in their own homes and the evacuation policy of “*get out, stay out, call 999*” is becoming increasingly less appropriate as a result of an ageing demography. Additionally, automatic fire suppression systems can increase the sustainability and life expectancy of buildings by limiting fire development and significantly reducing the amount of smoke, CO<sub>2</sub> and other pollutants.

For any system that has the potential to improve safety in the communities, the OFRS will provide a commitment of early dialogue with developers to explore the potential use and the level of compensatory features this would provide.

### **Arson & Deliberate Fires**

The OFRS supports the police’s ‘Secured by Design’<sup>2</sup> principles and design guides in aiming to minimise opportunities for antisocial behaviour (ASB) through good design and layout that can also reduce arson and deliberate fire setting.

Deliberate fires have a significant impact on communities. Whilst the financial cost for all public services, can be calculated, what is more difficult to quantify is the wider adverse impact on communities.

Types of fires and their causation range from; ASB (re small refuse fires) through to vehicle fires and property fires.

Areas for consideration within the design scope should include the following:

- Security of premises both internal and external
- Disposal of refuse and location of refuse bins

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<sup>2</sup> Established by the Association of Chief Police Officers (ACPO) in 1989.

- Lighting and movement of people through the complex
- CCTV in public spaces
- Open spaces, layout, construction (type of materials used) and community equipment placed into them
- Visibility designing out secluded locations
- Through-roads and cul-de-sacs

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## Annex 8 - Natural Environment

### Item A

Examples where “landscape scale” opportunities may exist include:

- the Wildlife Trusts’ Living Landscape Target Areas,
- the Wychwood Project and
- Lower Windrush Valley Project in West Oxfordshire,
- the Earth Trust within South Oxfordshire, and
- within individual AONBs or at a cross-district catchment partnership level.

### Item B

Areas of Outstanding Natural Beauty (AONB) extending into Oxfordshire:

- The Cotswolds
- Chilterns
- North Wessex Downs

### Item C

(The council’s Natural Environment team can be contacted via:

<https://www2.oxfordshire.gov.uk/cms/public-site/natural-environment>

### Item D

The Thames Valley Environmental Records Centre (TVERC) can be contacted via:

[www.tverc.org](http://www.tverc.org)

### Item E

Details of the county council’s “natural environment” responsibilities can be found in the guidance “Biodiversity and Planning in Oxfordshire” available at:

<https://www2.oxfordshire.gov.uk/cms/content/biodiversity-and-planning>

### Item F

For information on:

- Sites of nature conservation importance: - [www.tverc.org](http://www.tverc.org)
- Conservation Target Areas:  
<https://www.wildoxfordshire.org.uk/biodiversity/conservation-target-areas>
- Oxfordshire Wildlife and Landscape Study (OWLS):  
<http://owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home>
- Requirements for developers:
  - See Item E above Biodiversity and Planning in Oxfordshire and
  - <https://www2.oxfordshire.gov.uk/cms/public-site/environmental-policy-and-planning>

- The sensitivity of the natural environment to future change, see: Oxfordshire County Council's analysis of Environmental Sensitivity: <https://www2.oxfordshire.gov.uk/cms/content/environmental-sensitivity-change>
- Wychwood Project: [www.wychwoodproject.org](http://www.wychwoodproject.org)
- Lower Windrush Valley project: [www.oxfordshire.gov.uk/cms/public-site/lower-windrush-valley-project](http://www.oxfordshire.gov.uk/cms/public-site/lower-windrush-valley-project)
- The Wildlife Trusts:  
(for Oxfordshire as part of the Berks, Bucks & Oxon Wildlife Trust – BBOWT) <https://www.bbowl.org.uk/wildlife/living-landscapes>
- The Earth Trust: <https://earthtrust.org.uk>
- Trust for Oxfordshire's Environment: <http://www.trustforoxfordshire.org.uk/>

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## Annex 9 – Energy Efficiency

### Item A

London Energy Transformation Initiative (LETI) Climate Emergency Design Guide can be accessed via:

<https://www.leti.london/cedg>

### Item B

Ultra-low energy demand targets (Energy Use Intensity - EUI targets)

Residential	<35 kWh/m <sup>2</sup> .yr
Offices	<55 kWh/m <sup>2</sup> .yr
Research labs	<55-240 kWh/m <sup>2</sup> .yr
Retail	<80 kWh/m <sup>2</sup> .yr
Community space (e.g. health care)	<100 kWh/m <sup>2</sup> .yr
Sports and Leisure	<80 kWh/m <sup>2</sup> .yr
Schools	<65 kWh/m <sup>2</sup> .yr

kWh/m<sup>2</sup>.yr = KiloWatt-hour/m<sup>2</sup> per year

## **Annex 10 - Waste Management**

### **Item A**

Oxfordshire's Resources and Waste Strategy 2018-23

This is available on the County Council's website and can be accessed via: <https://www.oxfordshire.gov.uk/sites/default/files/file/waste-and-recycling/OxfordshiresResourcesandWasteStrategy.pdf>

### **Item B**

The County Council's 2015 Household & Waste Recycling Centre (HWRC) Strategy

This is available on the County Council's website and can be accessed via:

<https://mycouncil.oxfordshire.gov.uk/ieListDocuments.aspx?CId=115&MId=4345&Ver=4>

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## Annex 11 – Community Services

### Item A

#### Responsibilities

Children’s Service have a wide range of statutory duties to support and safeguard children. These duties are set out in primary legislation and government guidance. Key legislation includes the Children Act 1989 and the Adoption and Children Act 2002

The statutory duties placed upon the County Council by the Public Libraries and Museums Act 1964 Local authorities “... *to provide a comprehensive and efficient library service for all persons ..*’ in the area that want to make use of it also provides the County Council with the power to offer wider library services beyond the statutory service to other user groups, and the 1964 Act allows for joint working between library authorities.

The Public Libraries and Museums Act 1964 and 1972 Local Government Act provide the powers for local authorities to provide museums.

### Item B

#### Community Buildings

Elements sought by the County Council to optimise flexible end-use:

- a community hall
- secure hall storage for multiple groups
- “changing spaces” toilet facilities
- A large meeting room
- A small meeting room
- kitchen / café / foyer facilities

#### Library

Elements of library infrastructure requirements would include:

#### Public Spaces

- Open space with free-flow access to library shelving and ICT which can for example be part of or adjacent to a community café with seating.
- Flexible-use space to host a varied programme of activities generated by the library, as well as the local community, schools and heritage services, to include targeted lectures / adult education classes / family activities / art & craft-based activities, and enable third party / community involvement, learning and skills sessions and makerspace activities.
- Lockable store for stacking tables, chairs and large equipment.

#### Staff Spaces

- A workroom/office with space for storage for books and resources
- A kitchenette with space for soft seating for lunchbreaks
- Two ‘staff only’ toilets including an accessible toilet



**Item C**

County Council adopted space standards

The County Council's adopted standards (March 2001) for publicly available library space are:

- 23m<sup>2</sup> per 1,000 head of population

To appropriately serve the needs of users of the facility, other (non-public) support areas (staff workrooms etc.) are required, these amount to 19.5% in addition to the 23m<sup>2</sup> provision. The combined requirement equates to 27.5m<sup>2</sup> per 1,000 head of population

The library-stock provision needs are based on a need for:

- 1.5 library-stock/items per head of population
- A cost of £7.50 per volume (average).

This equates to £11:25 per person to initially equip the library-stock provision to mitigate increased demands arising from development

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