



WEST OXFORDSHIRE
DISTRICT COUNCIL

Annual Monitoring Report

2019 - 2020

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Introduction

This is the West Oxfordshire District Council Annual Monitoring Report (AMR) for the year 1st April 2019 – 31st March 2020.

The AMR has been prepared in accordance with legislative requirements and provides information on the following:

- Progress of the Local Plan and any other related documents against agreed timetables;
- Implementation of Local Plan policies;
- Neighbourhood Planning;
- Community Infrastructure Levy (CIL) where this has been introduced; and
- How the Council has fulfilled its obligations under the duty to co-operate.

The structure of the AMR is based on the six main themes of the [West Oxfordshire Council Plan](#) (2020 – 2024) which are as follows:

1. Climate Action - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity is structured in line with the six main themes of the West Oxfordshire Council Plan.

2. Healthy Towns and Villages - Facilitating healthy lifestyles and better wellbeing for everyone.

3. A Vibrant District Economy - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.

4. Strong Local Communities - Supporting and building prosperous and inclusive local communities.

5. Meeting the Housing Needs of our Changing Population – Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.

6. Modern Council Services and Sustainable Finance – Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

There is a considerable overlap between the Council Plan themes outlined above and the Core Objectives of the West Oxfordshire Local Plan 2031. Relevant Core Objectives from the Local Plan are therefore highlighted throughout the AMR as appropriate.

The AMR sets out for each theme, an outline of the current district context in terms of background/contextual information, before considering what has happened during the monitoring period 2019/20 and then summarising what is on the horizon in terms of future Council activities and actions.

I. Climate Action

Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity

Background Context

- In recognition of the urgency needed to face the challenge of climate change, West Oxfordshire District Council has declared a climate and ecological emergency, committing to taking local action and leading the district to become carbon neutral by 2030.
- West Oxfordshire is a largely rural district with 34% of its land covered by the Cotswolds Area of Outstanding Natural Beauty (AONB). The district's population of 109,800¹ is relatively sparse at approximately 155 per square kilometre.
- Climate action is needed to be taken by all who live, work and visit West Oxfordshire and therefore, although this monitoring report section focuses in the main on the District Council's actions and achievements, it also includes some facts and figures on the important work led by others working towards the same goal, at the district / county or more local geographies.
- Previous annual reports have shown a positive, yet gradual, decline in CO₂ emissions across the district. Between 2005 and 2018 total carbon emissions have fallen from 785.6 to 568.6 (kt CO₂), as broken down by source of emission in figure 1.

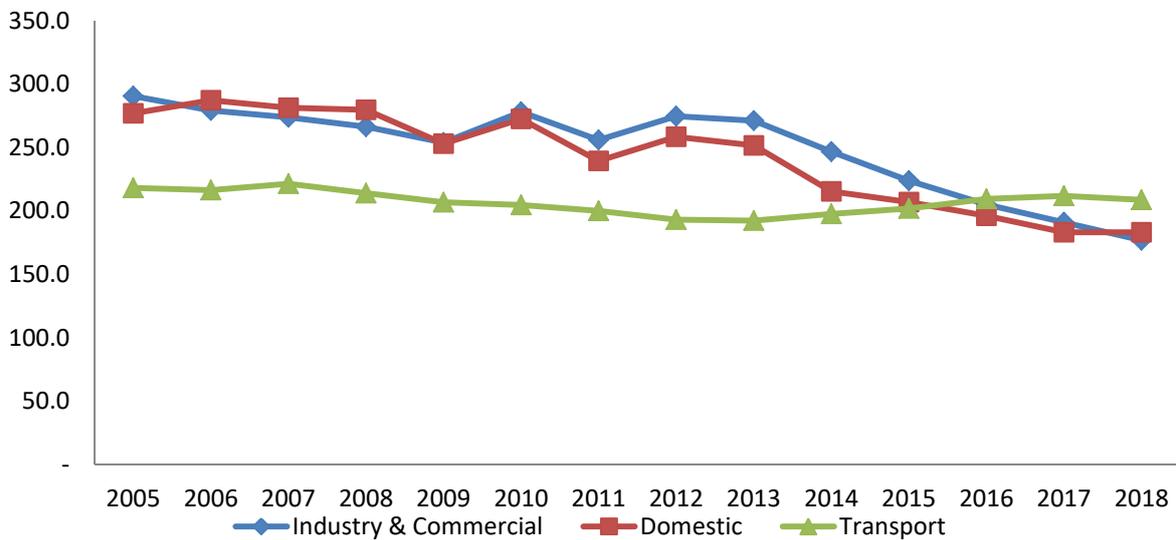


Figure 1: West Oxfordshire's Total kt CO₂ Emissions within LA Scope of Influence, By Sector (DBEIS)²

¹ [ONS mid-2018 population estimates released June 2019](#)

² DBEIS UK Greenhouse Gas Inventory 2005-2018, published June 2020

- Renewable energy generation is becoming increasingly commonplace in the effort to reduce dependency on fossil fuels. As of 2019, there were 2,894 renewable energy sites in the District, 99% of which were Photovoltaics. Trends indicate a steady increase in the amount of new renewable energy sites coming forward in West Oxfordshire since 2014.
- As of October 2020, there were 19 public electric vehicle charging devices available in West Oxfordshire³, the District being within the 20th to 40th percentile of UK local authority areas in terms of total provision.
- Residual **household waste** per household (kg) has seen a general decline between 2013 and 2019.
- Over the same period of time, the amount of waste sent for **reuse, recycling or composting** has remained at a relatively consistent level. The relative proportion of overall waste sent for reuse, recycling or composting increased year on year from 2013 (57.4%) to 2017 (63.4%) but fell to 57.8% in 2018/19 .

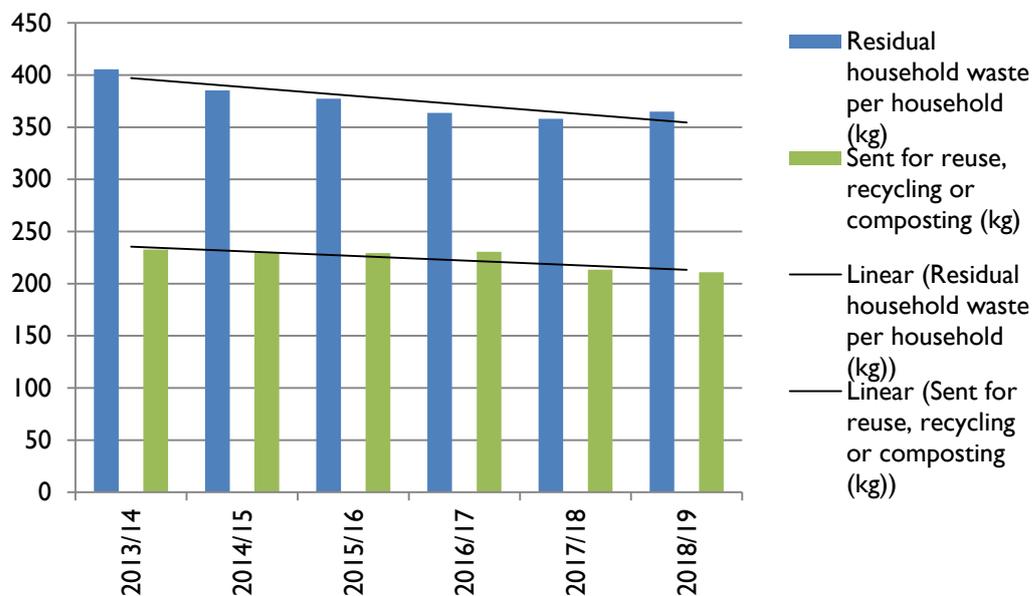


Figure 2: Residual household waste in West Oxfordshire 2013 - 2019 □

- This trend is broadly in line with Oxfordshire as a whole, the County having one of the lowest rates of waste arising per household, and one of the highest recycling rates (58% across Oxfordshire in 2018-19.) Several reasons are suggested for this trend, including tightened standards on councils' abilities to recycle materials; changing habits, such as accessing news and information online rather than through print media; re-processors demanding material with less contamination; and lighter packaging⁴.

³ Department for Transport (DfT), October 2020 <http://maps.dft.gov.uk/ev-charging-map/>

⁴ Oxfordshire Resource & Waste Strategy 2018-2023

- **West Oxfordshire's ecological network** is made up of sites designated for their international, national and local importance, including:

- One international site: a small area of the Oxford Meadows Special Area of Conservation (SAC)
- Two National Nature Reserves (Wychwood NNR and Chimney Meadows NNR)⁵
- 28 SSSIs wholly or partly in West Oxfordshire, representing approximately 0.02% of the land area. 28.2% of the total SSSI area within the district is in favourable condition. The method used to assess SSSI's has changed in the monitoring year. SSSI's are now split into 'units' of which there are 54 in the District.⁶
- 103 Local Wildlife Sites (LWS), totalling 1,571 hectares. The area of these LWS has increased by 1.72 hectares since the last monitoring year.
- 16 Geological Sites, the combined area of which is 333.32 hectares
- 14 Conservation Target Areas
- Part the Cotswolds Valleys Nature Improvement Area (NIA) extends into West Oxfordshire, largely covering the valley areas of the Evenlode and Windrush rivers.

- The map at Figure 3 shows the levels of light pollution in West Oxfordshire. The darker shades of red show the areas which shine the most/brightest light into the night sky and the darker blue shades show the areas which have the lowest levels of light shining into the night sky.

⁵ The state of NNRs are measured by Bucks, Berks and Oxon Wildlife Trust (BBOWT)

⁶ Thames Valley Environment Records Centre (TVERC) Biodiversity Annual Monitoring Report 2019-2020

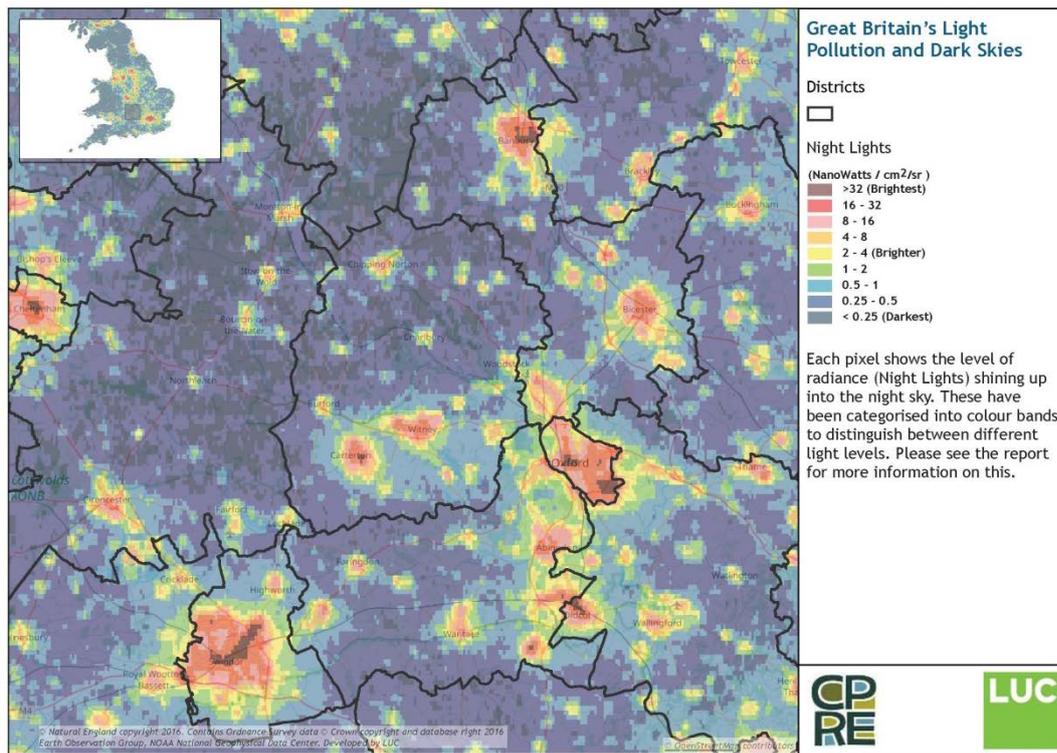


Figure 3: Light pollution and Dark Skies in West Oxfordshire

- The map shows that while high light pollution levels are recorded in Witney and Carterton and in particular the skies above RAF Brize Norton are among the brightest in the country, a large proportion of the most rural areas in the District have some of the darkest skies and lowest levels of light pollution.
- There is one Dark Sky Discovery Site in the district, located at the Rollright Stones Ancient Monument near Chipping Norton.
- There are two Air Quality Management Areas (AQMAs) in the district, at Bridge Street in Witney and at Horsefair in Chipping Norton, both AQMAs having been declared in 2005 and both having high levels of Nitrogen dioxide (NO₂) pollutants derived from vehicular traffic.
- Several rivers flow through West Oxfordshire providing important corridors for biodiversity, opportunities for recreation and forming part of the setting of many towns and villages. However they also present a flood risk, particularly:
 - High risk flood zone of the River Windrush, intersected by several developed areas in Witney. Much of the land adjacent to the Windrush is, however, rural agricultural.
 - Significant areas of functional flood plain in the south of the Eynsham-Woodstock sub-area associated with the confluence of the River Windrush and the River Thames
 - Large areas of River Thames functional flood plain in the south of the Carterton Sub-area, however again this land is largely rural and agricultural in nature.

- Functional Floodplain associated with the River Evenlode at Shipton-under-Wychwood and its tributaries flowing from Milton-under-Wychwood.
- Flood defences in West Oxfordshire offer a standard of protection ranging from 2 to 100 years. Defences designed to a 100 year standard are found along the Upper Thames and are maintained by the Environment Agency, such defences include flood walls, embankments and stone revetments. Many of the other fluvial defences across the District have a design standard less than 50 years. Flood defences are mapped in Appendix B, figures 2A-F of the [West Oxfordshire Level I SFRA Update Report](#), Nov 2016.
- Water quality is measured on a river catchment scale and West Oxfordshire falls within two catchment areas: the Evenlode and the Windrush. In 2016, in both the Evenlode and Windrush catchments, most of the water bodies were of moderate status.
- There are currently 9 “At Risk” sites in West Oxfordshire included in the Heritage at Risk Registers, including 2 places of worship and 7 archaeological sites. Although there was no change in the last year in the overall number of “At Risk” sites, the number of sites in the district has declined over the last seven years.



Figure 4: No. of sites on the Heritage at Risk Register from 2014 to 2020

- The Local Plan Core Objectives for protecting and enhancing our environment and reducing the impact from climate change are as follows:

CO14 Conserve and enhance the character and significance of West Oxfordshire’s high quality natural, historic and cultural environment – including its geodiversity, landscape, biodiversity, heritage and arts – recognising and promoting their wider contribution to people’s quality of life and social and economic well-being both within the District and beyond.

- CO15** Contribute to reducing the causes and adverse impacts of climate change, especially flood risk.
- CO16** Enable improvements in water and air quality.
- CO17** Minimise the use of non-renewable natural resources and promote more widespread use of renewable energy solutions.

What's happened in 2019/20?

- The District Council has calculated and audited its own carbon emissions for 2019/20 period using the BEIS UK Government carbon emissions conversion factors (July 2020). The total reported CO₂e (which stands for carbon equivalent emissions) have increased between 2018/19 to 2019/20 by 529 tonnes CO₂e - a percentage increase of 21.2%. There has been a cumulative reduction in CO₂e of 68.4% from the baseline year 2009/2010.
- The rise in CO₂e between 2019/19 and 2019/20 can be attributed to the fact the Council has, this year, reviewed and extended its scope of emissions so that Scope 1, Scope 2 and Scope 3 emissions are all encompassing. Furthermore, for the Council's waste vehicle fleet emissions, the 2019/2020 now replaces mileage data with liquid fuel consumption which is more accurate but does increase the CO₂e associated with this new method of reporting. The 2019/2020 CO₂e carbon account is now being incorporated as the baseline for the Council's trajectory for achieving its target of carbon neutral by 2030.
- The condition of two Sites of Special Scientific Interest (SSSI) (three separate units) was assessed by Natural England. The Salt Way SSSI, with a main habitat of lowland calcareous grassland was found to be in unfavourable but recovering condition. Two units with the Taynton Quarries SSSI, both whose main habitats are lowland calcareous grassland, were both found to be in favourable condition.
- As reported by Thames Valley Environmental Record Centre (TVERC), in West Oxfordshire from 2019 to 2020, there was:
 - A small decrease in the number of priority species from 117 (2019) to 101 (2020)
 - A small decrease in overall priority habitat from 5012ha (2019) to 4986ha (2020)⁷
 - 101 water vole surveys were undertaken in 2019 with 35 recording positive signs. This is a lower proportion of positive recordings than last year.
- A Town and Parish Forum was held in October 2019 which focussed on Managing West Oxfordshire's natural environment for biodiversity gain and Climate Change.
- Oxfordshire's Nature Recovery Network will need a doubling of land managed for

⁷ changes most attributable to new information such as confirmation of boundaries or habitat types rather than the creation or loss of habitat

wildlife by 2050. Nature continues to face an uncertain future, with many birds, butterflies, flowers and other wildlife disappearing from Oxfordshire's countryside at an alarming rate. The District Council has teamed up with experts from around the county to develop a Nature Recovery Strategy for Oxfordshire. A first draft of a Nature Recovery Network Map has been produced to identify places where wildlife can be helped to return⁸.

- No Electric Vehicle Charging Points were installed on Council owned land in 2019/20.
- One standalone renewable energy scheme was permitted in 2019/20, a solar photovoltaic farm with a site size of approximately 63.4ha at Twelve Acre Farm, Eynsham. It should be noted however that the majority of small scale energy schemes, especially solar PV schemes, benefit from permitted development rights and do not require planning permission. It is not possible to identify and record these installations.
- The latest report on air quality in the district (June 2020) indicates that the annual average for NO₂ was just under 42 µgm-3 this year at the Horsefair monitoring point, an improvement on the annual average of 47 µgm-3 experienced during 2018. Nitrogen dioxide levels in Bridge Street, Witney continue to exceed the national air quality objective. The annual average results of 41.9 µgm-3 and 44.84 µgm-3 can be compared with last year when the levels were 41.8 µgm-3 and 48.2 µgm-3 respectively.
- 313.57 kilos of residual household waste per West Oxfordshire household was produced in 2019/20 against a target of 365kg.
- 61.6% of household waste (cumulative) was sent for reuse, recycling or composting, a greater proportion than last year (57.8%).
- There was an eight week door knocking campaign in August/September 2019 aimed at increasing food waste recycling and raising awareness of what items can and cannot be placed in the recycling bin. This type of initiative has been proven nationally to be the most effective way of changing recycling behaviour.
- No Conservation Area Appraisals were carried out in 2019/20 but there remains one appraisal in progress, Woodstock, work on which has paused.
- There were no heritage assets added to the at risk register in 2019/20

⁸ Available to view here: <https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/>

What's on the horizon?

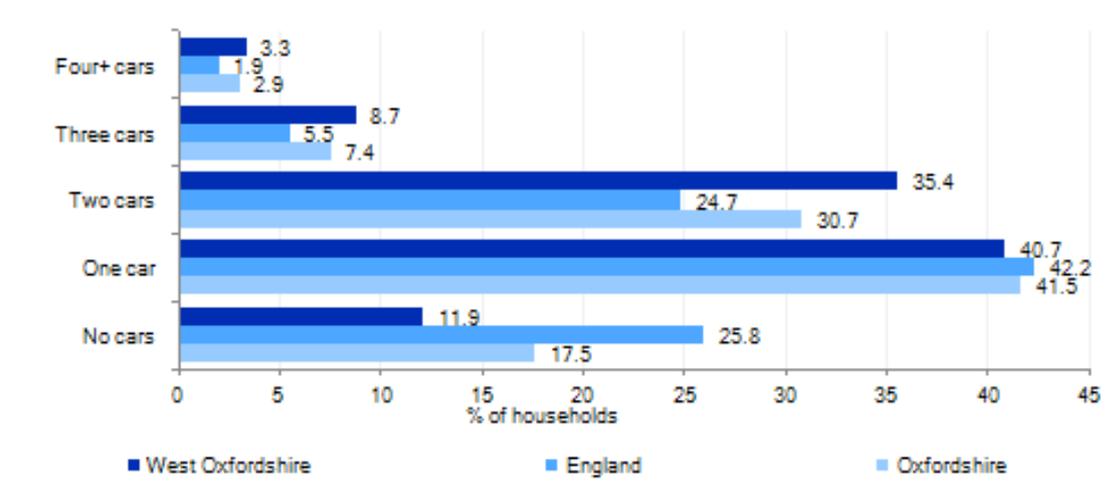
- Having appointed a Climate Change Manager in November 2019, the Council now has a pre-approved commitment to implementing its ambitions for climate through:
 - A Carbon Action Plan for the Council, setting out the trajectory for how to become carbon neutral Council by 2030;
 - A Climate Change Strategy setting out the Council's objectives and plans working across District in delivering climate action.
- Continued partnership work with partners across Oxfordshire to further develop the Local Nature Recovery Strategy, including further exploration of how the Draft Nature Recovery Map can be used to inform the Oxfordshire Plan 2050 and the proposed review of the West Oxfordshire Local Plan 2031 due to commence in autumn 2021.
- Continued monitoring of the Experimental Environmental Weight Restriction in Burford with a consultation period to end in February 2021 and Oxfordshire County Council to review to extent to which HGV levels have changed in Burford and the surrounding monitoring sites.
- The Covid-19 pandemic has meant that West Oxfordshire residents have been spending longer periods of time at home. It is anticipated that in 2020-2021 there could be an approximate 10% rise in the household waste figures.
- As part of the update of the district-wide Infrastructure Delivery Plan, the District Council will work closely with the Environment Agency, Thames Water and other key organisations on 'water-related' issues such as flood risk and foul water drainage.

2. Healthy Towns and Villages

Facilitating healthy lifestyles and better wellbeing for everyone

Background Context

- When assessed against the indicators for health and wellbeing from the Oxfordshire-wide Joint Strategic Needs Assessment (2020)⁹, West Oxfordshire on the whole, performs better than, or similar to the national average on most indicators.
- One of the key indicators for health and wellbeing is life expectancy; Oxfordshire outperforms the south east and England as a whole. There is however a notable discrepancy between male and female life expectancy (81.6 for males and 84.7 for females).
- The population for West Oxfordshire has continued to increase steadily and the most recent ONS study¹⁰ estimates the population of the District at 110,643.
- Primary and Secondary healthcare provided across some 16 local GP practices in addition to the Witney Community Hospital and the War Memorial Community Hospital in Chipping Norton.
- Figure 5 shows the percentage of car ownership within West Oxfordshire and how that compares to the rest of the country and county.



- In terms of physical activity, a study carried out by Sport England¹¹ found that 69% of the District's population are physically active. This is a greater proportion than nationally and matches the county figure.

⁹ Provided by Oxfordshire County Council, available at: <https://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment>

¹⁰ <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

¹¹ Sport England (Active Lives Survey) 2019 - <https://www.sportengland.org/know-your-audience/data/active-lives>

- According to a 2019 study by the charity End Child Poverty¹² 20% of children in West Oxfordshire are living in poverty.
- The Local Plan Core Objectives for strong market towns and villages are as follows:

CO1	Enable new development, services and facilities of an appropriate scale and type in locations which will help improve the quality of life of local communities and where the need to travel, particularly by car, can be minimised
CO2	Ensure that new developments are suitably located and well designed to protect and enhance the individual form, character and identity of our towns and villages as well as contributing to the quality of life in West Oxfordshire.
CO3	Promote safe, vibrant and prosperous town and village centres and resist proposals that would damage their vitality and viability or adversely affect measures to improve those centres.

What's happened in 2019/20?

- A small amount (2m²) of additional floor space for healthcare was permitted in the 2019/20 period, relating to the extension of a dental surgery in Chipping Norton.
- A new football pitch for Carterton Football Club was permitted and 2,232m² of additional leisure floor space was permitted in the 2019/20 period, including the change of use from the Lidl premises in Witney to a gym and two other schemes:

Parish	Description	Area (m ²)
Witney	Conversion of existing premises from class A1 use to class D2 use (Gymnasium)	1,077
Witney	Change of use from Light Industrial (Class B1 (C) use) to Leisure for use as a private I-I personal training Unit (Class D2 use).	48
Carterton	Change of use of units I0 and I1 from vacant retail units to leisure use and a cafe element for Carterton Gymnastic Club CIC	1,107

- Consultants have been appointed to develop a Built Leisure Facilities Strategy / Accessing Need and Opportunities Guide (ANOG).
- During 2019/20, there were a total of 895,689 visits to the District's main leisure centres (Windrush, Chipping Norton, Carterton and Bartholomew) excluding school

¹² <http://www.endchildpoverty.org.uk/child-poverty-in-your-area-201415-201819/>

visits. This is a decrease of 47,827 from the previous monitoring period.

- COVID-19 forced the closure of all District leisure centres towards the end of the 4th quarter of the monitoring period. A nationwide lockdown continued into the 2020/2021 monitoring period with zero visits in the first quarter of the year.
- Some further information on the impact of the Coronavirus pandemic over the immediate months following the end of the 2019/20 monitoring year is provided in the Strong Local Communities section from page 26.
- The District Council continues to work with Oxfordshire County Council and other partners to bring forward strategic infrastructure schemes. With regards the A40 corridor improvements, the preliminary design stage was completed for the eastbound bus priority lane on A40 from Eynsham to Duke's Cut canal bridge; selected elements of westbound bus priority; 850 space park and ride site at Eynsham; and selective junction improvements on A40 in Eynsham/ Cassington area. A revised funding package and bringing forward the Park & Ride element was approved by Oxfordshire County Council in December 2020.
- Feasibility design has progressed for the dualling of the A40 from Witney to Eynsham, integrated east and westbound bus lane and provision of dedicated bus, cycle and walking facilities along the Duke's Cut section of the A40.
- Feasibility design has also progressed on the Access to Witney at Shores Green proposed scheme.
- The Access to Carterton Strategy preferred options package is divided into three distinct schemes to improve Carterton's strategic connectivity: B4477 Carriageway Improvement Scheme; West Facing Slips at B4477/A40 Junction and wider benefits schemes and; Witney to Carterton cycleway along Witney Road. During 2019/20 scheme option generation has taken place for all elements.

What's on the horizon?

- The Council is committed to working collaboratively with the health and voluntary sector and local communities to enhance the health and wellbeing of West Oxfordshire's residents.
- Following completion of the Accessing Needs and Opportunities Guide, the next stage of developing the Built Facilities Strategy will be to establish a leisure facility mix for consultants working on the site identification to take forward.
- Following approval from Sport England, consultants to be appointed to commence work on a new Playing Pitch Strategy (PPS) for the District.
- Health Impact Assessment (HIA) next steps – reported to the Growth Board on 26 January for approval, following which there will be training/awareness raising with Officers and Members.

- Public engagement on A40 schemes and Access to Witney at Shores Green in spring 2021 and landowner discussions.
- Determination of the A40 Park & Ride planning application (Oxfordshire County Council). Following a submission of Business Case to Department for Transport in late spring 2021, subsequent approval is expected late Summer 2021 with detailed design on the Park & Ride element commencing shortly thereafter with construction to start in early 2022.
- Access to Carterton next steps: produce a fully costed preferred option package by March 2021. With public consultation to follow later in 2021/22. Full funding opportunities will also be sought.

3. A Vibrant District Economy

Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy

Background Context

- West Oxfordshire has a strong and diverse economy and one of the lowest unemployment rates in the country.
- According to the latest ONS experimental estimates of regional gross value added (GVA) (balanced) by industry, **GVA** in West Oxfordshire totalled £2.38bn (£26,814 per head) in 2018 (provisional estimation)¹³. It was estimated that Real Estate and Manufacturing were the largest industry sectors (see figure 6), worth £485m and £411m respectively.
- Previously GVA has typically been used as a measure of productivity at a county and regional level and so a direct comparison / trend analysis of the above figures has not been possible. However, the 2015 West Oxfordshire Economic Snapshot¹⁴ reported on the district's **workforce structure** by industry sector at the time of the last Census (2011). Whilst there was a reported high proportion of employment in the Health, Education, Public Admin & Defence, Wholesale and Retail, and Manufacturing industries; Financial and Real Estate was one of the industries with a lower proportion of the district's workforce (see figure 7).
- The 2015 Economic Snapshot recognised the **potential for growth** in the engineering, motorsport and food production sectors.

¹³ ONS data available at: <https://www.ons.gov.uk/economy/grossvalueaddedgva>

¹⁴ Available at: <https://www.westoxon.gov.uk/media/svrbpu22/west-oxfordshire-economic-snapshot-jan-2015.pdf>

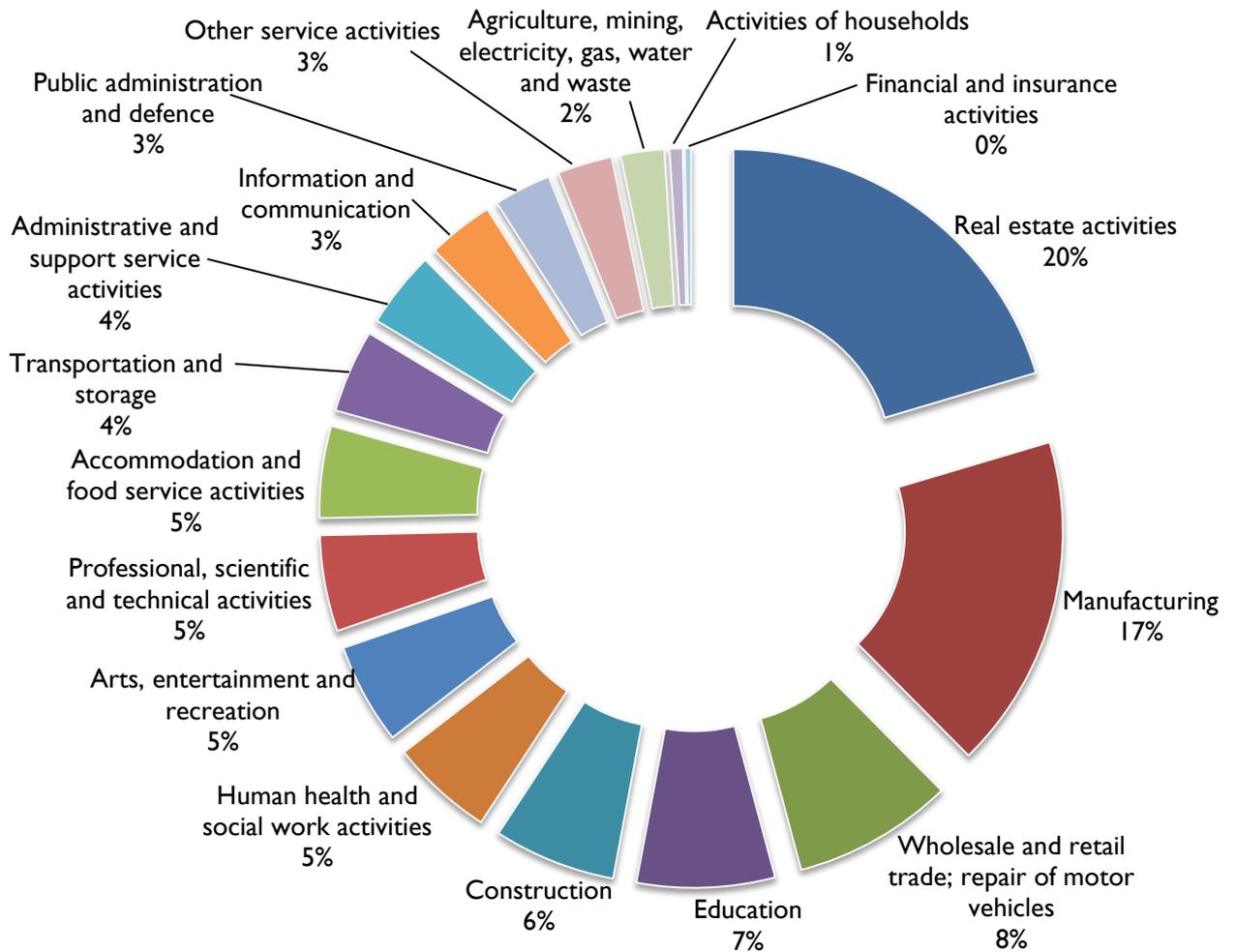


Figure 6: Experimental estimate of Gross value added (balanced) by industry

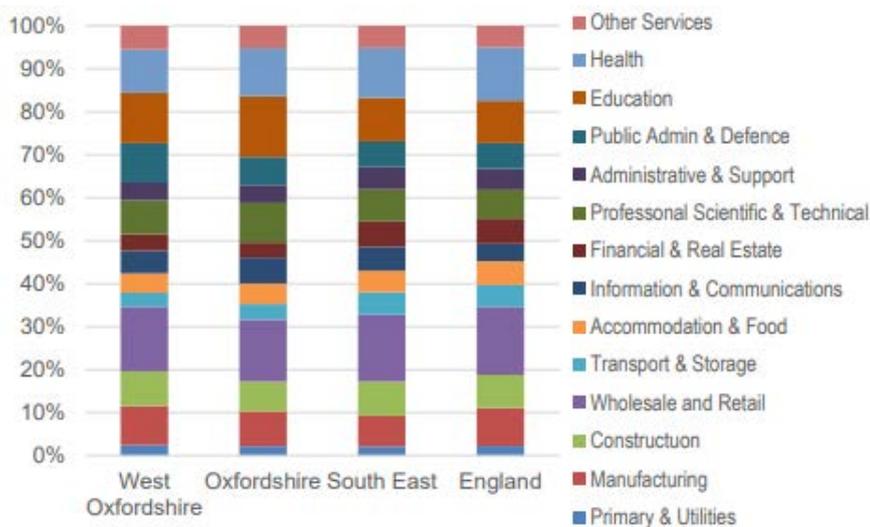


Figure 7: Industrial Structure of West Oxfordshire workforce (Census 2011)

- Launched in September 2019, the **Oxfordshire Local Industrial Strategy** (OxLIS)¹⁵ responds to the UK Industrial Strategy which aims to increase growth and productivity across the country and create more prosperous communities. The OxLIS presents a long-term framework against which private and public sector investment decisions can be assessed and there are a number of specific opportunities for West Oxfordshire, including:
 - The West Oxfordshire Science Park (part of the proposed Garden Village) and the Carterton & RAF Brize Norton Industrial Hub identified within a proposed network of global hubs and international clusters.
 - Involvement in the establishment of a Data and Mobility Living Lab
- In 2019, West Oxfordshire had 57,200 employees, 6,100 more than in 2018¹⁶.
- In 2019, nearly 90% of businesses in West Oxfordshire employed up to 9 employees (micro-businesses). There were 20 businesses employing over 250 people, including Owen Mumford, Siemens and Renault FI.
- 87.6% of West Oxfordshire residents aged 16 - 64 are **economically active** and of persons in employment nearly a quarter are in professional occupations.

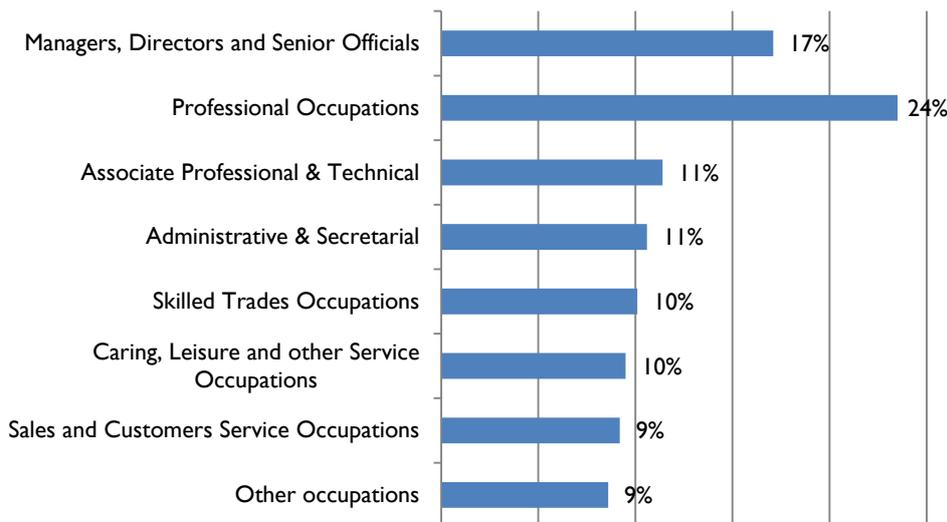


Figure 8: West Oxfordshire workforce by occupation

- In West Oxfordshire, enterprises have an average of 1.1 **local units**, lower than the national average.
- West Oxfordshire's **town centres** continue to face challenges of remaining competitive in a modern market with new technologies and spending behaviours, competition from out of town retail and leisure destinations. In particular, Witney has experienced an increase in vacant town centre units, with 35 units currently being unoccupied (10% of total units). This is an increase from 27 in 2018 (8% of

¹⁵ Available at: <https://www.oxfordshirelep.com/lis>

¹⁶ Business Register of Employment Survey (BRES), Nomis, Available at: <https://www.nomisweb.co.uk/sources/bres>

total units). A further two units are temporarily closed as a result of the Coronavirus pandemic but are anticipated to re-open in the new year.

- As of November 2020, Carterton is in a more favourable position than Witney in terms of town centre vacancy with three units currently remaining unoccupied (4% of all units). Of these units, two have recently had planning applications approved and are hoped to be operational in the near future.
- The 2015 West Oxfordshire Economic Snapshot¹⁷ provides the most up to date detailed account of the **key employment locations** across the district. A high-level assessment of these key sites was undertaken in terms of their location, utility and quality (see figure 9). Sites in Carterton, Witney and Eynsham scored particularly well. Further, at the time of the last Census (2011), 18% of employed residents in West Oxfordshire worked mainly at or from home, which had seen an upward trend. The coronavirus pandemic has increased levels of homeworking, however locally specific data is not yet available.

Centre	Sites	Location	Utility	Quality	Total
Carterton	Carterton South Industrial Estate	0	-1	-1	-2
	Ventura Park	1	1	1	3
	West Oxfordshire Business Park	1	1	1	3
Chipping Norton	Elmsfield Industrial Estate, Primsdown Industrial Estate, Station Road Industrial Estate, Worcester Road Industrial Estate	0	1	0	1
	Cromwell Park	1	1	1	3
Eynsham	Oasis Business Park	1	1	1	3
	Elm Place	1	1	1	3
	Oakfields Industrial Estate	1	1	1	3
	Old Station Way	1	1	1	3
Long Hanborough	Hanborough Business Park	1	0	0	1
	Blenheim Office Park	1	1	1	3
Stanton Harcourt	Lakeside Industrial Estate	1	1	1	3
	Stanton Harcourt Industrial Estate	1	1	1	3
Witney	Bromag Industrial Park	0	1	0	1
	De Havilland Way	1	1	1	3
	Eagle Industrial Estate	-1	1	0	0
	Newland Industrial Estate	-1	0	0	-1
	Range Road	1	1	1	3
	Station Lane	0	1	0	1
	Windrush Industrial Park	1	1	1	3
	Network Point	1	1	1	3

¹⁷ Available at: <https://www.westoxon.gov.uk/media/svwbpu22/west-oxfordshire-economic-snapshot-jan-2015.pdf>

	Compton Hay, Des Roches Square, Meadow Court, Spinners Yard, Thorney Leys, Waterside Court, Witney Office Village	1	1	1	3
	Blenheim Palace Sawmill, Clanfield Workshops, Crawley Mill	1	1	1	3
	Enstone Business Park	1	1	0	2
	Langston Priory, Threshers Yard, Mount Manor	1	1	1	3
Remote	Southill Business Park	0	1	1	2
	Groves Timber Yard	-1	-1	-1	-3
	Minster Lovell	-1	-1	-1	-3
	Wroslyn Road	-1	-1	-1	-3

Figure 9: Key employment site assessment¹⁷

- The Local Plan Core Objectives for sustainable economic growth are as follows:

CO7 To support sustainable economic growth which adds value to the local economy, improves the balance between housing and local jobs, provides a diversity of local employment opportunities, capitalises on economic growth in adjoining areas, improves local skills and work readiness, removes potential barriers to investment and provides flexibility to adapt to changing economic needs.

CO8 To enable a prosperous and sustainable tourism economy

What's happened in 2019/20?

- A total of 41,646m² (33,133m² net) employment land (B use classes) was permitted in 2019/20, the majority of which (m²) is located within the Witney sub-area and is predominantly made up of the floorspace to be gained from the West Witney employment area (planning reference 19/02011/RES).

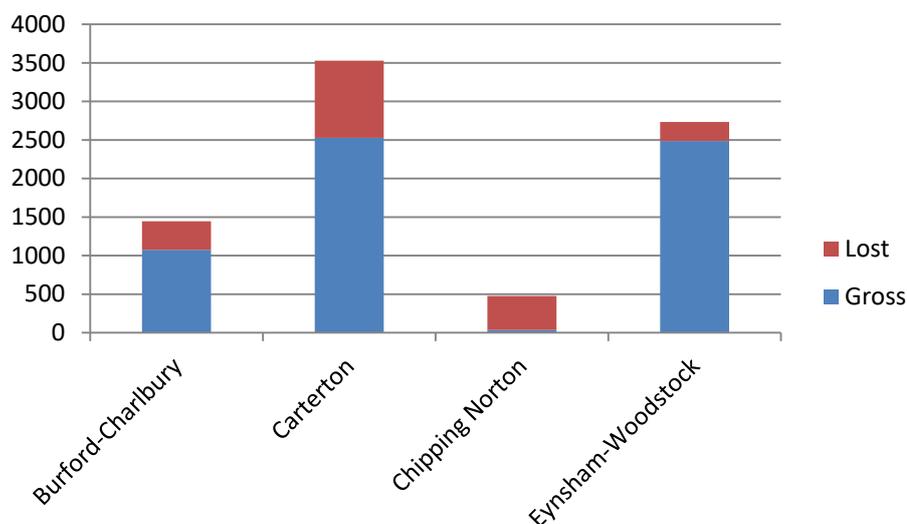


Figure 10: B use class floorspace permitted (m²) by sub-area (separate graph for Witney sub-area in figure 11)

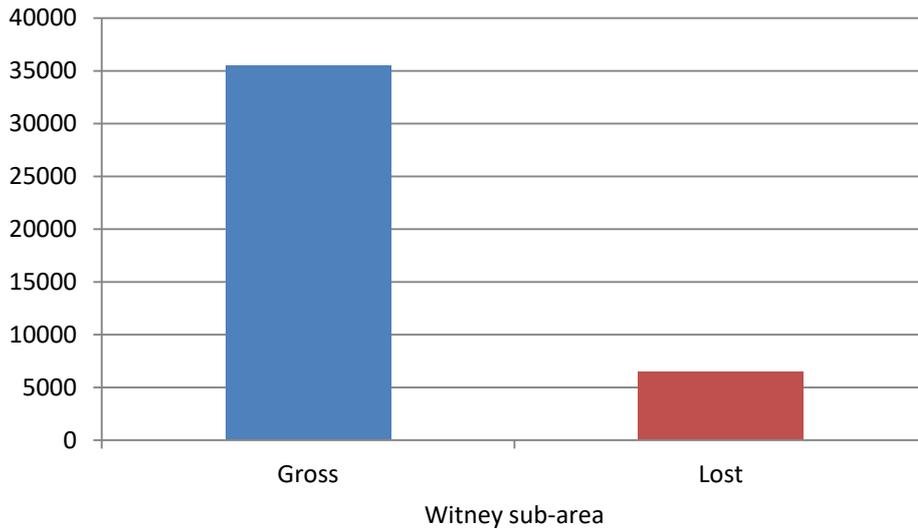


Figure 11: B use class floorspace permitted (m²) in the Witney sub-area

- A total of 11,155m² (10,432 m² net) of permitted employment floorspace was completed. Only within the Chipping Norton sub-area was there a loss of employment floorspace through a single completed change of use of a storage unit (B8 use) to residential use. In the Witney sub-area 3,922m² (3,324m² net) employment space was completed.

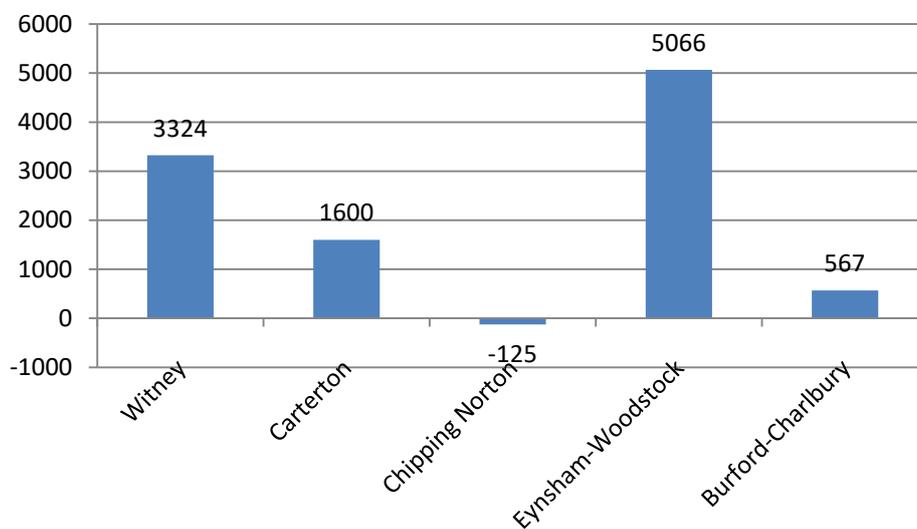


Figure 12: B use class floorspace completed (m²)

- A total of two change of use schemes from employment to residential completed in the monitoring period resulting in a loss of 273m² (both B8 storage and distribution uses in Chipping Norton and Witney).
- Permitted changes of use to residential in 2019-20 would result in a loss of 989m² employment floorspace, including a scheme to convert offices to residential in Witney and two light industrial to residential schemes approved under permitted development in Bampton and Burford.

- Policy EI sets out the quantum of land available for business development at Witney, Carterton, Chipping Norton and Eynsham. The following status of land detailed in Policy EI can be updated, as at 31 March 2020, as follows:

Sub Area	Location	Site Type	Site Area (Ha)	Updated Planning Status/Development Progress 2019/20
Witney	West of Downs Road, Witney	Industrial	2.10	Planning permission on part of previous Local Plan allocation for construction of B8 warehouse (planning reference 20/01338/FUL)
Witney	Land at Witney Football Club	Office	0.40	Residential element of permission under construction. Permitted employment development not yet implemented.
Witney	East of Downs Road, South of Burford Road	Commercial	1.81	Development completed
Witney	Land east of De Havilland Way	Business Park	0.47	Proposal for new purpose-built facility comprising B1, B2 and B8 class uses pending consideration (planning reference 20/02391/FUL)
Witney	West Witney SDA	Mixed use	10.00	Residential and phase 1 of employment development (planning permission 19/02011/RES) under construction. Planning permission for phase 2a of employment area (planning reference 20/01729/RES) granted November 2020.
Witney	Former Supergas site, west of Downs Road	Industrial	1.15	No current planning status
Witney	Land Adjacent to Stewart Milne Timber, West of Downs Road	Storage and distribution	0.85	Development completed
Carterton	West Oxfordshire Business Park	Business Park	1.87	Partly completed
Carterton	West Oxfordshire Business Park	Business Park	0.58	Development completed
Carterton	Ventura Park, Carterton	Business Park	0.43	Development completed
Carterton	Land east of Carterton	Mixed use	1.50	Permission granted
Chipping Norton	Cromwell Park, Chipping Norton	Office	0.13	Permission granted
Chipping Norton	Land north of London Road, Chipping Norton	Business Park	9.00	Part of WOLP 2031 allocation (CNI)
Eynsham	Land north of the A40	Science Park	40.00	Allocated in WOLP 2031

- In the main towns of West Oxfordshire (Witney, Carterton, Chipping Norton, Burford and Woodstock), 564m² of retail floorspace was permitted (minor extensions of existing units in Witney and a small amount of new retail use as part of a reserved matters approval on the Land East of Woodstock allocation). However, a number of conversions and some large-scale changes of use permitted in the main towns would mean that there would be an overall net loss of 5,481m².
- Outside of the main towns, 2,446m² of A1 retail floorspace was permitted. The permitted loss from a single development in Eynsham would result in a net gain of 2,377m².

2019-2020	A1 shops	A2 Financial and professional services	A3 Restaurants and cafes	A4 drinking establishments	A5 Hot food takeaways	TOTAL
Witney	283 (-4,544 net)	0	0	0	0	283 (-4,544 net)
Carterton	60 (-1,129 net)	0 (-355 net)	82 (82 net)	0	0	142 (-1,402 net)
Chipping Norton	0	0	10 (10 net)	0	0	10
Burford	0 (-29 net)	0 (-52 net)	0	0	0	0 (-81 net)
Woodstock	221	221 (43 net)				442 (264 net)
Other settlements	2,446 (2,377 net)	0	0	0	81 (81 net)	2,527 (2,458 net)
TOTAL	3,010 (-3,104 net)	221 (-364 net)	92 (92 net)	0	81 (81 net)	3,404 (-3,295 net)

- A total of 13 schemes were granted permission during the monitoring period for tourism related developments. Most of these related to the provision of holiday accommodation.
- The Council's contract with Gigaclear to bring fibre access has now covered 4,006 of 4,788 properties in the District. The project is due for completion at the end of November 2020.
- The District Council is currently undertaking work to enable Carterton Town Council to submit an application for the Government's Future High Streets Fund. The fund is currently closed to applications.
- In response to the Coronavirus pandemic, the District Council has processed 2,095 successful COVID grant applications valued in excess of £25,030,000.
- A working group has been established by Council Officers to support the safe reopening of the District's high streets. Measures have included pavement widening, pedestrianisation, and changes to licensing, helping businesses to operate in a socially distanced manner.

- Continued work in partnership with the Oxfordshire LEP to bring forward projects identified within the Oxfordshire Local Industrial Strategy (LIS), including Carterton Industrial Hub and the Oxfordshire Cotswolds Garden Village Science Park in line with the Oxfordshire Local Industrial Strategy's Investment Plan.

What's on the horizon?

- Continued support to be provided for local businesses as part of the Council's Covid-19 Recovery Plan.
- The next steps in the development of a new Technology Hub for Carterton include a detailed feasibility study and SWOT analysis informed by input from a wide range of stakeholders previously engaged in the concept through the Local Plan process.
- Submission and examination of the Salt Cross Garden Village Area Action Plan, of which the Salt Cross Science and Technology Park is a key part.

4. Strong Local Communities

Supporting and building prosperous and inclusive communities

Background Context

- There are roughly 130 separate towns, villages and hamlets scattered across the district with 83 parishes.
- The proportion of people '**satisfied** with their neighbourhood' (90.2%) is higher than the Oxfordshire average (86.5%)
- **Council tax** in West Oxfordshire is within the lowest five shire districts nationally.
- Since being introduced through the Localism Act 2011, there have been five Neighbourhood Plans 'made' (adopted) in West Oxfordshire. These are Eynsham, South Leigh, Hailey, Shilton and Chipping Norton. As of December 2020, a further five Neighbourhood Planning areas are designated for the purposes of producing a Neighbourhood Plan (Brize Norton, Cassington, Charlbury, Milton under Wychwood and Woodstock)
- There are 16 **community transport schemes** operating throughout West Oxfordshire¹⁸.
- Based on the MHCLG **Index of Deprivation**¹⁹, a greater percentage of Lower Super Output Areas in West Oxfordshire were within the 40% most deprived in 2019 (see figure 14) than in 2015. However, on the whole, the district remains largely within the least deprived local authority areas in the country.
- The Local Plan Core Objectives for sustainable communities with access to services and facilities are as follows:

CO9 Promote inclusive, healthy, safe and crime free communities.

CO10 Ensure that land is not released for new development until the supporting infrastructure and facilities are secured.

CO11 Maximise the opportunity for walking, cycling and use of public transport.

CO12 Look to maintain or improve where possible the health and wellbeing of the District's residents through increased choice and quality of shopping, leisure, recreation, arts, cultural and community facilities.

CO13 Plan for enhanced access to services and facilities without unacceptably impacting

¹⁸ 2019/20 Oxfordshire Community Transport Directory

¹⁹ Index of Deprivation (MHCLG, 2019). Available at: http://ddgapps.communities.gov.uk/imd/iod_index.html

What's happened in 2019/20?

- The Localism Act 2011 introduced a new Community Right referred to as the Community Right to Bid which allows Town and Parish Councils and defined community groups to ask the Council to list certain assets as being of community value. In the year 2019/20, two public houses were added to the West Oxfordshire List of Assets of Community Value (ACV)²⁰. These are The White House, Bladon and The Cock Inn, Combe. Notably the White House, Bladon has been purchased by the community and is renamed 'The White House Community Pub'.
- Five ACV's were removed from the West Oxfordshire List of Assets of Community Value during the 2019/20 period due to the expiry of their 5 year listing period:
 - The Saddlers Arms, New Yatt
 - The Red Lion, Aston
 - Langdale Hall, Witney
 - Harcourt Arms, Stanton Harcourt
 - Public Open Space adjacent to Reily Close, Long Hanborough
- In 2019/20, three Neighbourhood Plans were made. Hailey Neighbourhood Plan was made on 2 September 2019, Shilton Neighbourhood Plan was also made on 2 September 2019 and Eynsham Neighbourhood Plan was made on 6 February 2020.
- A total of £3,235,314.50 was collected by the Council under Section 106 planning obligations.
- Of this total £1,195,522.48 received was for affordable housing; £164,344.51 was for community facilities; £137,842 was for economic development; £26,410 was for primary education; £1,631,504.51 was for open space and leisure; and £79,691 was for transport and travel.
- Consultation on a revised draft CIL charging schedule took place from 10 July – 21 August 2020. Just over 170 responses were received and these can be viewed [online](#).
- The Council awarded £11,069.46 in grant funding in 2019/20; a total of £10,823.76 in Communities Activities Grants and £239.70 in Individual Development Grants.
- 675m² community use floorspace was permitted from five schemes (extensions to create function room at Cotswolds Hotel and Spa, extension to dental surgery in Chipping Norton and a small amount of new community use as part of a reserved matters approval on the Land East of Woodstock allocation).
- A small amount of floorspace for community use was lost (132m²) resulting from an approval of the conversion of training rooms to residential in Witney.

²⁰ Full listing available at: <https://www.westoxon.gov.uk/residents/communities/community-rights/>

- 2,600m² additional floorspace for educational uses was permitted, including a new primary school at the West Witney site (2,485m²).
- Shortly after the end of the 2019/20 monitoring year, the Coronavirus pandemic shifted the District Council's focus towards supporting its residents, businesses and the community and voluntary sector, to mitigate the impact of the national lockdown.
- The Council has since reported on its extensive community response work in the two quarters of 2020/21. The next Annual Monitoring Report for the period 2020-2021 will include a full summary of the Council's Covid Response and Recovery actions.

What's on the horizon?

- Submission of CIL Draft Charging Schedule for independent examination and adoption.
- Further consultation and adoption of Developer Contributions Supplementary Planning Document (SPD).
- Update of the West Oxfordshire Infrastructure Delivery Plan (IDP) 2016.
- Preparation of an Infrastructure Funding Statement (IFS) for 2020/21 with publication no later than December 2021.
- Update of Settlement Sustainability Report 2016.
- WODC to continue to support designated Neighbourhood Planning bodies in their preparation of a Neighbourhood Plan. Five further Neighbourhood Plans are currently in progress (Brize Norton, Cassington, Charlbury, Milton-under-Wychwood, Woodstock).

5. Meeting the Housing Needs of our Changing Population

Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire

Background Context

- There are approximately 49,000 **households** in West Oxfordshire, with around 900 Ministry of Defence dwellings (estimation based on a combination of Council Tax and Electoral roll data).
- As of February 2020 there were 2,042 households on the **housing waiting list**, with over half of these requiring a 1 bedroom property. A further 30.26% of households on the register required a 2 bed property. 11.31% required 3 bedrooms, 3.53% required 4 bedrooms and only 0.98% required 5 or more bedrooms.
- In 2019, full-time workers could expect to pay 10.4 times their annual work-place based earnings on purchasing a home in West Oxfordshire²¹. This had increased from 2011 where the property price to earnings ratio was 9.1 and in 1997 where the ratio was 5.1. It is however a decrease since 2018 which had a ratio of 11.6.
- The most recent assessment of **housing need** in West Oxfordshire identifies an objectively assessed need (OAN) for 660 homes per year from 2011 to 2031. Within this, there is a need for 274 affordable homes each year (excluding existing commitments).
- The West Oxfordshire Local Plan sets out that provision will be made for at least 15,950 new homes in the period 2011 - 2031, phased as follows:

	West Oxon's needs	Oxford City's needs	Combined annual requirement
2011 - 17	550 per annum		550 per annum
2017 - 18	550		550
2018 - 19	550		550
2019 - 20	550		550
2020 - 21	550		550

²¹

<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/bulletins/housingaffordabilityinenglandanddwales/2019>

2021 - 22	525	275	800
2022 - 23	525	275	800
2023 - 34	700	275	975
2024 - 25	850	275	1125
2025 - 26	850	275	1125
2026 - 27	850	275	1125
2027 - 28	850	275	1125
2028 - 29	850	275	1125
2029 - 30	850	275	1125
2030 - 31	850	275	1125
Totals	13,200	2,750	15,950

- Over the last 9 monitoring years (2011—2020) there have been the following **residential permissions and completions**:
 - 8,503 dwellings granted permission; an average of 945 per year
 - 4,437 new homes completed; a yearly average of 493
- The Council is required to maintain, and update annually, a register of **Brownfield sites** that are appropriate for residential development and meet a number of criteria set by the government. The West Oxfordshire Brownfield Register, updated in 2020, contains 21 sites with a potential for between 482 and 582 dwellings to come forward over the plan period to 2031.
- There is a theoretical need for around 19 **Gypsy and Traveller pitches** for the period to 2031 however the requirement is likely to be much lower²². The West Oxfordshire Local Plan 2031 includes provision for at least 5 pitches and 5 plots between 2016 and 2031.
- As of 1st April 2019 there were a total of 526 registrations on the West Oxfordshire **Self-build** and Custom Housebuilding Register.

²² based on national evidence on those meeting the government's definition of travelling communities being only 10%

- At April 2019, there were 34 **care home beds** per 100 people aged 85, over and above both the regional and national averages (both 31).

What's happened in 2019/20?

- 1,086 new homes were completed in 2019/20. This greatly exceeds the Local Plan housing requirement of 550 homes for the monitoring year (West Oxfordshire Local Plan 2031, Policy H2).

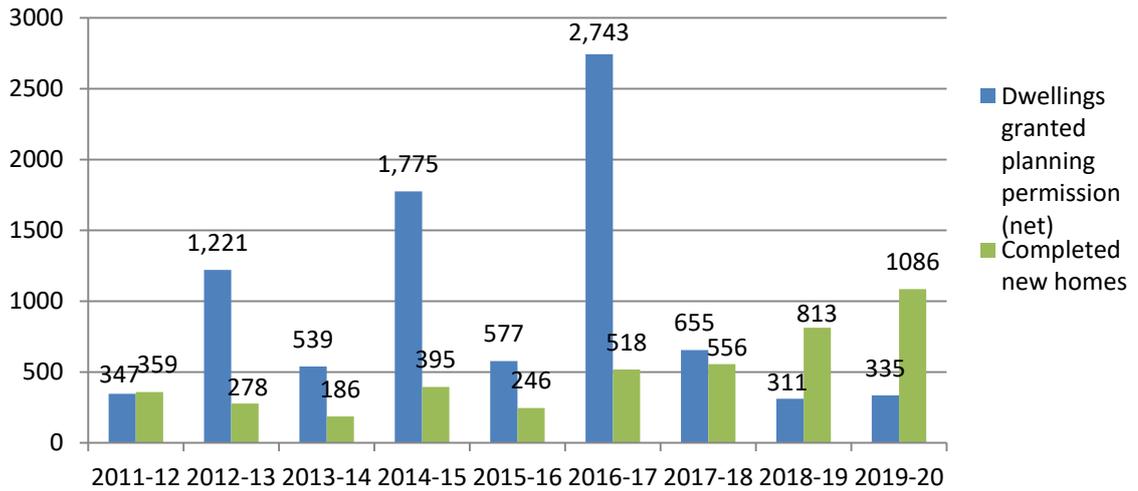


Figure 13: Residential permissions and completions 2011 - 2020

- 240 (22%) of completed dwellings were on previously developed (brownfield) land. This is a marginally higher percentage than last year, however, over the last five years there remains a downward trend in the proportion of completed dwellings built on brownfield land, as shown in the graph below.

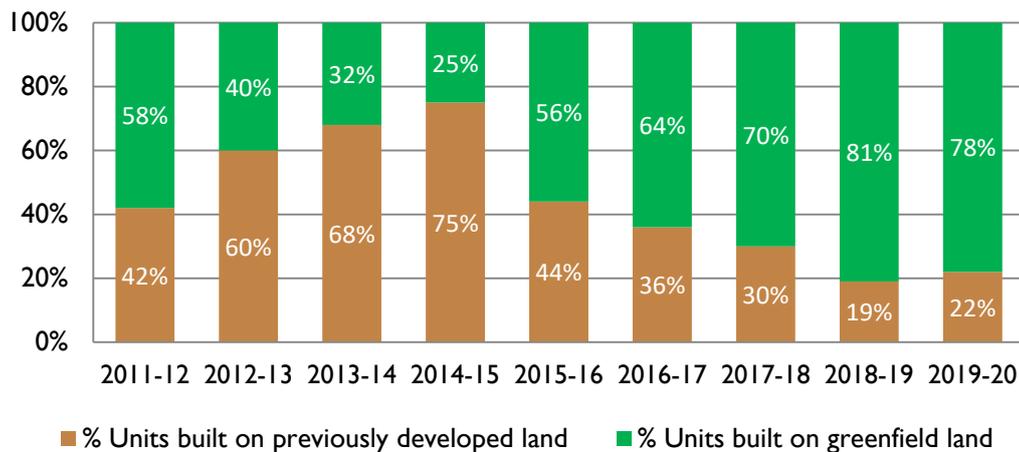


Figure 14: % Residential completions on greenfield and previously developed land 2011 - 2020

- Of the dwellings completed in 2019/20, 325 were on allocated sites. This included:
 - 152 at North Curbridge (West Witney)
 - 42 at East of Carterton
 - 8 at East of Woodstock
 - 61 at West of Thornbury Road, Eynsham (part of the West Eynsham SDA)
 - 47 at REEMA Central (-7 net due to the loss of 54 units)
 - 7 at Land south of Banbury Road, Chipping Norton (part of East Chipping Norton SDA)
 - 42 at Land at London Road and Trinity Road, Chipping Norton (part of East Chipping Norton SDA)
 - 20 at Former Stanton Harcourt Airfield
- The total number of affordable housing completions in 2019/20 was 454 (42% of overall completions).
- 408 dwellings were granted permission, (a net total of 335, taking account of superseded permissions / amended schemes resulting in a net change of extant permissions). This includes 2 dwellings (separate individual schemes) granted via planning appeal.

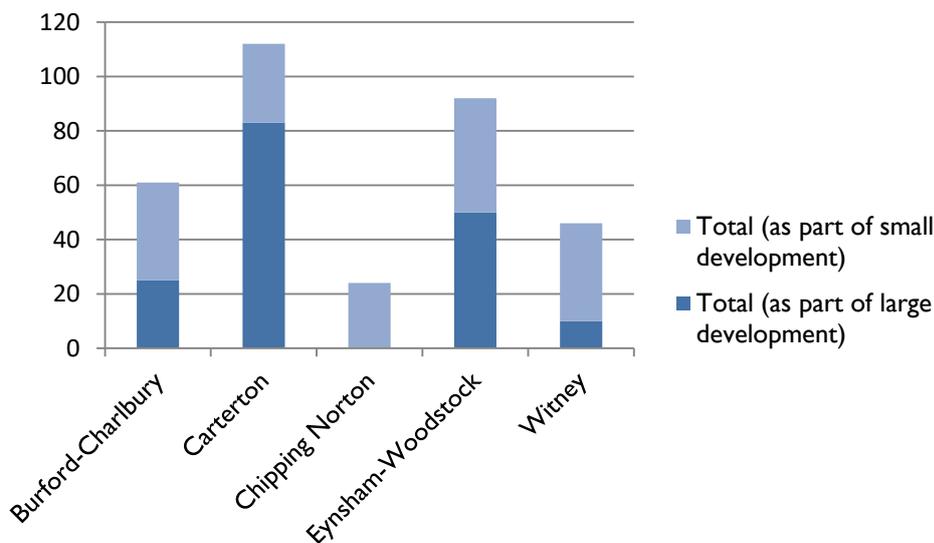


Figure 15: Dwellings granted permission 2019/20 by size and sub-area

- 93 (23%) of dwellings granted permission were on previously developed (brownfield) sites.
- The breakdown of residential permissions by property size revealed a larger proportion of smaller properties (1 and 2 bedrooms) and fewer larger 4+ bed homes compared to the Local Plan's indicative housing mix guidelines, as set out below.

Local Plan 2031 property size guidelines	4.8% 1 bed	27.9% 2 bed	43.4% 3 bed	23.9% 4+ bed
Housing permissions 2019/2020 property sizes	21%	42%	25%	11%

- The Council's most recent Housing Land Supply Position Statement (January 2021) demonstrates that the Council can demonstrate a 5.4 year supply of deliverable housing sites over the 5-year period 2020 - 2025.
- Between 1 April 2019 and 22 November 2020, there were 27 entries onto the Council's Self-build and Custom Housebuilding Register.
- 7 households had reported to have been in emergency accommodation for under 28 days in 2019/2020. It was understood that this was a combination of rough sleepers and sofa surfers. 2 households were reported to be in emergency accommodation at the end of March 2020 however due to Covid-19, Housing Associations were pausing house moves to help limit the spread of the virus following instruction from central government.

What's on the horizon?

- The Area Action Plan (AAP) for Salt Cross Garden Village and Supplementary Planning Documents (SPD) for the four Strategic Development Areas (West Eynsham, East Chipping Norton, East Witney and North Witney), will provide an overall framework for delivering housing and other needs on these sites.
- The Council continues to monitor whether the supply of deliverable housing sites is sufficient to meet the housing requirement as set out in the Local Plan.
- An update of the Council's Housing Land Supply Position Statement, to cover the five-year period 2021 to 2026, will be published by December 2021.
- The Council will update its Strategic Housing and Employment Land Availability Assessment (SHELAA) which will help to inform the initial stages of the proposed Local Plan review in autumn 2021, as well as the next update of the Council's Brownfield Register to be published by 31 December 2021.

6. Modern Council Services and Sustainable Finance

Delivering excellent modern services whilst ensuring the financial sustainability of the Council

Background Context

- West Oxfordshire District Council remains committed to delivering excellent services to its local communities.
- Over the past five years 81% of **planning applications** were determined by the Council in the target timescale (see annual break-down in figure 16).

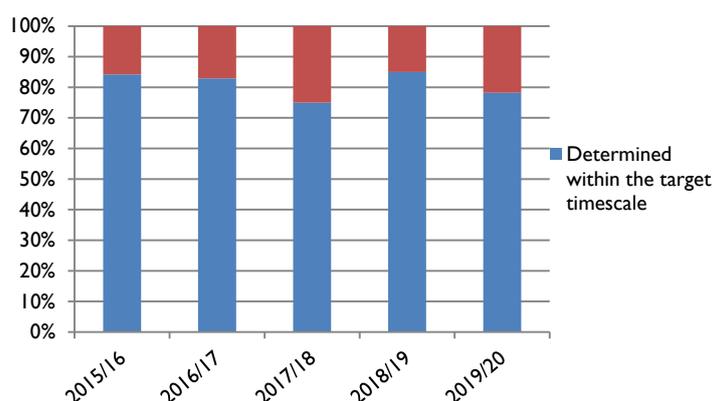


Figure 16: Planning application determinations

- The Council also provides a Building Regulation (Control) approval service, including Full Plan checks and Building Notices (typically for smaller works) and over 1,000 applications are processed each year. Over the past five years 77% of **Building Control** Full Plans were checked within 21 calendar days of receipt (see annual break-down in figure 17)²³.

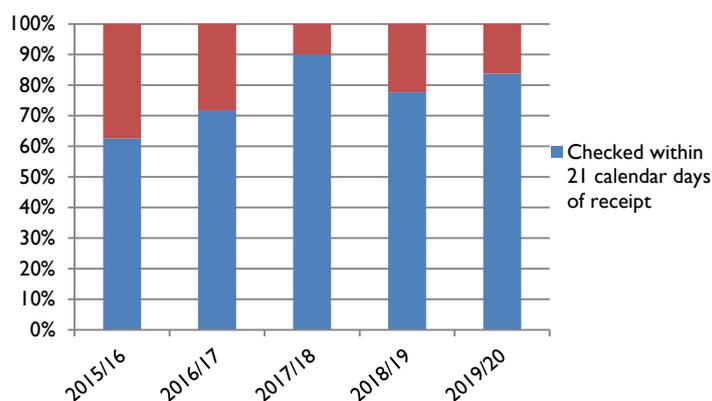


Figure 17: Building Control Full Plan checks

²³ See Annual Performance Summaries for full commentary on these figures. Available at: <https://www.westoxon.gov.uk/about-the-council/council-performance-and-spending/council-performance/>

- As of 31 January 2019, West Oxfordshire District Council owned 248 land/building holdings, of which 215 were freeholds, 30 were leaseholds and 3 were other types of holdings.

What's happened in 2019/20?

- No new SPDs were adopted during the monitoring period 1st April 2019 and 31st March 2020. However, the Council's current LDS (Nov 2020) identifies six future SPDs to be prepared. The Council made the following progress in respect of the preparation of the proposed SPDs and the Salt Cross Garden Village Area Action Plan. For further information and document timetables in full, please refer to the Council's Local Development Scheme approved in November 2020²⁴.

Document	Purpose of document	Progress to date
Salt Cross Garden Village Area Action Plan (AAP)	Will form part of the statutory development plan for West Oxfordshire, alongside the Local Plan 2031, to lead the development of the garden village allocated as a Strategic Location for Growth (SLG) in the Local Plan.	Two rounds of initial consultation took place in June 2018 (Issues consultations) and Aug 2019 (Preferred Options) followed by a pre-submission draft consultation in November 2020.
West Eynsham Development Framework (SPD)	West Eynsham, East Chipping Norton, East Witney and North Witney are all allocated as Strategic Development Areas (SDAs) in the Local Plan 2031.	Initial consultation held in August – September 2018. Ongoing discussions with landowners/developers and additional evidence collated in respect of preferred access solutions.
East Chipping Norton Development Framework (SPD)	The purpose of the proposed Development Framework for each site is to set out the Council's main aims and objectives for each site and the key parameters within which developers will be expected to work to bring the sites forward in a comprehensive and coordinated manner.	Initial consultation held in January – March 2019. Ongoing discussions with landowners/developers.
East Witney Development Framework (SPD)		Initial consultation held in June – July 2019. Ongoing discussions with landowners/developers
North Witney Development Framework		Preliminary consultation anticipated Spring 2021.

²⁴ West Oxfordshire Local Development Scheme November 2020 available at: <https://www.westoxon.gov.uk/media/8d892efe28f7c0d/llds-november-2020.pdf>

(SPD)		
Developer Contributions SPD	Intended to provide additional clarity on the use of planning obligations and CIL.	An initial consultation took place in November 2020.
Affordable Housing SPD	Will provide additional detail in respect of the delivery of affordable housing – a key issue for West Oxfordshire.	An initial consultation took place in November 2020 to be followed by a further consultation in February 2021.

- A total of 1,331 planning applications were determined in 2019-20, 78% of which were determined within the target timescale (down 7% from 2018-19). 5% of applications were refused.
- 83.8% of building control full plans were checked within 21 calendar days of receipt.
- 99.8% of land charge searches were completed within ten working days.
- Section 110 of the Localism Act sets out a 'duty to co-operate' which essentially means that local planning authorities and other 'prescribed bodies' must engage constructively, actively and on an on-going basis to address cross-boundary issues of strategic importance such as housing and transport.
- The Council continues to actively engage with the other Oxfordshire Authorities²⁵ and the Oxfordshire Local Enterprise Partnership (LEP) on various spatial planning and infrastructure matters (including the preparation of the Oxfordshire Plan 2050 and delivery of all other components of the Oxfordshire Housing and Growth Deal).
- The pre-submission draft AAP published in August 2020 was accompanied by a [Duty to Co-Operate Statement of Compliance](#) demonstrating how the AAP has been prepared in accordance with the duty to co-operate. A key aspect of this has been discussions with Oxford City Council in respect of various matters including housing need and a memorandum of operation has been prepared to outline the mechanism through which the allocation of affordable homes is expected to take place.
- A commitment in the Council Plan to direct our management of property assets through a new Asset Management Plan to achieve improvements in the joint use of sites through the One Public Estate programme has moved a step forward with completion of a series of feasibility reviews of sites in Welch Way.

What's on the horizon?

- Future Annual Monitoring Reports will provide an update of progress on the Council Plan objectives more widely, in addition to Local Plan monitoring, and are anticipated

²⁵ Oxfordshire County Council, Oxford City Council, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council

to be published by the autumn following the report's monitoring year. The AMR for the monitoring period 2020-2021 (the first full reporting year of the West Oxfordshire Council Plan) is therefore expected to be published in autumn 2021.

- In accordance with the principles of the One Public Estate Programme, feasibility work on partnership owned sites will include consideration of options for development that suit all partner's needs. A draft scoping exercise will be undertaken to which input will be invited from all partner organisations.