

Public Document Pack

Cherwell District Council

Executive

Minutes of a meeting of the Executive held as a virtual meeting, on 2 November 2020 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council
Councillor George Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure Sport
Councillor Colin Clarke, Lead Member for Planning
Councillor Ian Corkin, Lead Member for Customers and Transformation
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management and Governance
Councillor Andrew McHugh, Lead Member for Health and Wellbeing
Councillor Richard Mould, Lead Member for Transformation
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property
Councillor Dan Sames, Lead Member for Clean and Green

Also Present:

Councillor Sean Woodcock, Leader of the Labour Group

Officers:

Yvonne Rees, Chief Executive
Paul Feehily, Executive Director: Place and Growth (Interim)
Steve Jordan, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer
Jason Russell, Director Community Operations
Claire Taylor, Corporate Director Customers and Organisational Development
Lorna Baxter, Director of Finance & Section 151 Officer
David Peckford, Assistant Director: Planning and Development
Ed Potter, Assistant Director: Environmental Services
Sukdave Ghuman, Head of Legal Services
Robin Rogers, Head of Strategy
Sam Shepher, Policy Team Leader
Rebekah Morgan, Principal Planning Officer
Sam Thomas, Sustainability Project Officer
Natasha Clark, Governance and Elections Manager

57 **Declarations of Interest**

9. Amendments to the Graven Hill Phase 1 Local Development Order (Second Revision) 2017.

Councillor Dan Sames, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

Councillor Ian Corkin, Non Statutory Interest, as a CDC appointed non-Executive Director on Graven Hill Management Company and Graven Hill Development Company and would leave the meeting for the duration of the item.

58 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

59 **Minutes**

The minutes of the meeting held on 5 October 2020 were agreed as a correct record and would be signed by the Chairman in due course.

60 **Chairman's Announcements**

The Chairman referred to the changing national position, which was a big challenge to all with detailed guidance still awaited. The Chairman offered assurance to the public that he was confident the Chief Executive, leadership team and all staff would continue to work hard supporting the district and extended his thanks to all staff for their ongoing hard work during a challenging time.

At the invitation of the Chairman, the Chief Executive addressed Executive and provided assurance that the council had a dedicated workforce and was as prepared as could be. Councillors and residents would be updated when more information was available.

61 **Including Everyone. Equalities, Diversity and Inclusion Framework**

The Corporate Director for Customers and Organisational Development submitted a report which outlined the joint approach to equalities, diversity and inclusion being taken by Cherwell District Council in partnership with Oxfordshire County Council.

On behalf of Executive, the Chairman commended the work to date and noted that this would be an ongoing piece of work.

Resolved

- (1) That the Including Everyone, Equalities, Diversity and Inclusion Framework (Annex to the Minutes as set out in the Minutes Book) be agreed.
- (2) That the initial Including Everyone, Action Plan (Annex to the Minutes as set out in the Minutes Book) be agreed.

Reasons

The updating of the council's equality policy is a statutory requirement and this update has been undertaken in partnership with Oxfordshire County Council to align approaches. This is in-line with the agreed principles of joint working. It also reflects upon the serious inequalities within our communities. The updated draft policy is named 'Including Everyone. Equalities, Diversity and Inclusion Framework'.

This policy highlights the need for change and describes what we are seeking to tackle to create a more inclusive community, services and workplace in Cherwell.

Alternative options

Option 1: Not updating the policy.

This would not ensure that we fulfil our statutory obligations to have an up-to-date equalities framework.

Option 2: Updating the policy for Cherwell District Council only.

This would not be in line with the strategic partnership arrangement with Oxfordshire County Council. A shared approach with then separate action plans appropriate for both councils maximises the use of resources and aligns direction.

62

Car Parking Strategy

The Assistant Director Environmental Services submitted a report to present the revised car parking strategy with an action plan following Public Consultation and the impact of Coronavirus

Resolved

- (1) That the results of the Public Consultation be noted.
- (2) That, having given due consideration, the revised Car Parking Strategy and Car Parking Action Plan (Annexes to the Minutes as set out in the Minute Book) following feedback from public consultation and the impact of coronavirus be approved.

Reasons

The Car Parking Strategy and the associated action plan has been developed with the input of elected members and other key stakeholders.

The proposed strategy has now been brought back to Executive following public consultation. An equalities impact assessment has also been carried out which has not identified any areas of concern. In addition, the impact of coronavirus has been considered. The Action Plan will be reviewed on a regular basis and as a minimum updated on an annual basis as part of the business planning process

Alternative options

Option 1: To adopt the Car Parking Strategy & Action Plan as the strategy & action plan provides a framework for the development of car parking.

Option 2: To reject the Strategy and ask officers to reconsider

63

Civil Parking Enforcement

The Assistant Director Environmental Services submitted a report which sought support of a proposed application to the Department for Transport (DfT) for the introduction of a Special Enforcement Area (SEA) and bus lane enforcement powers across this district, South Oxfordshire and Vale of White Horse to provide Civil Parking Enforcement (CPE) managed by Oxfordshire County Council.

In introducing the report, the Lead Member for Clean and Green, Councillor Sames, proposed that consideration of the item be deferred to the next meeting of Executive to allow for further discussions with partners to obtain clarity on finance matters, the location of spaces and assurance that local consultation will take place before any spaces are allocated. Councillor Reynolds seconded the proposal.

Resolved

- (1) That consideration of Civil Parking Enforcement be deferred to the next meeting of Executive to allow for further discussions with partners to obtain clarity on finance matters, the location of spaces and assurance that local consultation will take place before any spaces are allocated.

64

Amendments to the Graven Hill Phase 1 Local Development Order (Second Revision) 2017

The Assistant Director Planning and Development submitted a report to inform Executive of the proposed revisions to the adopted Graven Hill Phase 1 Local Development Order (Second Revision) 2017 and to seek authorisation for the adoption of the draft Graven Hill Phase 1 Local Development Order (Third Revision) 2020 subject to consideration of consultation responses with the Lead Member for Planning.

Resolved

- (1) That the proposed revisions to the Graven Hill Phase 1 Local Development Order (Second Revision) 2017 be noted.
- (2) That the draft Graven Hill Phase 1 Local Development Order (Third Revision) 2020 (Annex to the Minutes as set out in the Minute Book) be noted.
- (3) That the consultation process undertaken in respect of the draft LDO (Third Revision) 2020 and comments raised to date be noted.
- (4) That the requirement to notify the Secretary of State of a decision to adopt a Local Development Order as soon as practicable, and no later than 28 days after the Local Planning Authority has adopted the Order be noted.
- (5) That the Council's adoption of the draft Graven Hill Phase 1 Local Development Order (Third Revision) 2020 be authorised, subject to the Assistant Director –Planning and Development being satisfied that no substantive objections have been received in consultation with the Lead Member for Planning.

Reasons

The draft Graven Hill Phase 1 Local Development Order (Third Revision) 2020, would continue to facilitate and encourage self-build and custom build housing at Graven Hill by simplifying the planning process whilst providing certainty that individuality and variety in design would be supported within the parameters set by the Masterplan and Design Code already approved under the outline planning permission. The draft LDO 2020 is considered to remain effective in facilitating the delivery of custom build and self- build development at Graven Hill.

The consultation period is yet to expire, it is therefore recommended that providing that no substantive objections are received to the revision set out in this report and within the draft LDO 2020, that the proposed revision is adopted. The Secretary of State would be notified of the Executive's decision to adopt the LDO revision in accordance with Article 38(11) of the Town and Country Planning (Development Management Procedure) Order 2015.

Alternative options

Option 1: Not to adopt the revised LDO

This option would mean that the existing LDO remains in place until 15 December 2020 when it expires. After this date the development would no longer benefit from an LDO and all future plots in Phase 1 would require a reserved matters application or individual planning permissions. This could impact on the rate of delivery of custom build and self-build units at Graven Hill.

Option 2: Further revisions to the LDO

Officers consider that the proposed revisions address the changes required (subject to consideration of any substantive objections received by 12 November 2020).

65 **Monthly Performance, Risk and Finance Monitoring Report**

The Director of Finance, and Head of Insight and Corporate Programmes submitted a report which summarised the council's performance, risk and finance monitoring position as at the end of september 2020.

Resolved

- (1) That the monthly performance, finance and risk monitoring report be noted.

Reasons

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

Alternative options

Option 1: This report illustrates the Council's performance against the 2020-21 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

66 **Urgent Business**

There were no items of urgent business.

67 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

68 **Park and Charge Update Report**

The Assistant Director Environmental Services submitted an exempt report, which, following the recommendations approved by the Chief Executive using urgent action on 6 April 2020, and subsequently endorsed by Executive, updated executive of progress with the park and charge project and sought approval for changes to the original approved Heads of Terms (hot's)

approved following progression of commercial negotiations with project partners.

Resolved

- (1) That the progress made be noted.
- (2) That authority be delegated to the Assistant Director Environmental Services in consultation with Assistant Director: Property, Investment and Contract Management, Director: Law and Governance and the Lead Member for Clean and Green, to conclude legal agreements with the proposed Charge Point Operator and utility companies providing electricity to charge points based in principle on the revised Heads of Terms (HoTs) set out in the exempt annex to the Minutes (as set out in the Minute Book).
- (3) As set out in the exempt minutes.

Reasons

The Park and Charge project offers the council an investment via private capital to develop needed EV charging infrastructure within our car parks for predominantly residents who have no off road parking, but also for visitors and commuters. Additionally the council is receiving a revenue contribution to fund these commercial negotiations, and involvement in a countywide EV communication and education package for residents.

Alternative options

Option 1: Do Nothing

The Council could seek to close negotiations and not pursue this opportunity. If the Council was to install EV charging in the car parks, alternative conditions are unlikely to be as favourable in terms of the length or terms of the contracts.

Option 2: Reject the proposals and seek to renegotiate conditions

The Covid-19 impact upon the timescales of the project have resulted in a challenged schedule in order to meet the required progress from the funder Innovate UK. As a result if the recommendations are not approved there is a risk that the pilot car park installation and project progression will not happen to the funders satisfaction and subsequently the project could collapse.

The meeting ended at 7.52 pm

Chairman:

Date:

Including Everyone

Equalities, diversity and inclusion framework



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE



OXFORDSHIRE
COUNTY COUNCIL

Including Everyone

There is enormous strength in diversity. Bringing people together from across a wide range of social and cultural experiences and backgrounds enables us to broaden our perspectives, enhance our understanding and enrich our way of life. It fosters an inclusive and supportive environment, which lends strength and vitality to communities and this enables individuals to meet their potential.

Cherwell District Council and Oxfordshire County Council are a partnership of councils, sharing a Chief Executive, developing shared teams and are joining up where it makes sense. Our Including Everyone Framework outlines our joint approach to equalities, diversity and inclusion for both councils. It sets out our vision to be leaders in our field; providing inclusive services, workplaces and communities, equitable access to services and equality of opportunity.

We have heard how painful exclusion can be for people and how negatively this can impact people's lives. We take our obligations and commitments to equalities, diversity and inclusion extremely seriously. We recognise

the need to listen and learn as we tackle inequalities through our policies but most importantly through our concrete actions.

We are working hard to ensure our workplaces, services and communities are inclusive, so they are places where diversity is protected, honoured and celebrated. We know we don't have all the answers, but by listening to and learning from our staff and residents, we can identify inequality and tackle disadvantage. We recognise the need to redouble efforts to tackle racism and all forms of discrimination.

We have developed a joint framework because we share a mutual understanding of what is important and what we are working to achieve. How this is expressed for our communities, services and staff will differ according to their unique circumstances, and this will be reflected in an action plan for each organisation which will sit underneath this framework. These plans describe the local actions we will take to deliver on the goals and commitments outlined in this document; they are updated annually and are used to track and measure our progress.



Cllr Ian Hudspeth
Leader of Oxfordshire
County Council



Cllr Barry Wood
Leader of Cherwell
District Council

Our shared vision is to be a partnership of councils, leading the field in our approach to equality and diversity in our workplace, inclusive service delivery and tackling disadvantage in the communities we serve. We have developed a framework around our vision, shown on this page; organised around three strands of work, each with commitments and goals against them and a set of key principles that underpin all we do.

Our **Including** Everyone Framework

Leading the field in equality and diversity in our workplace, inclusive service delivery and tackling disadvantage in the communities we serve



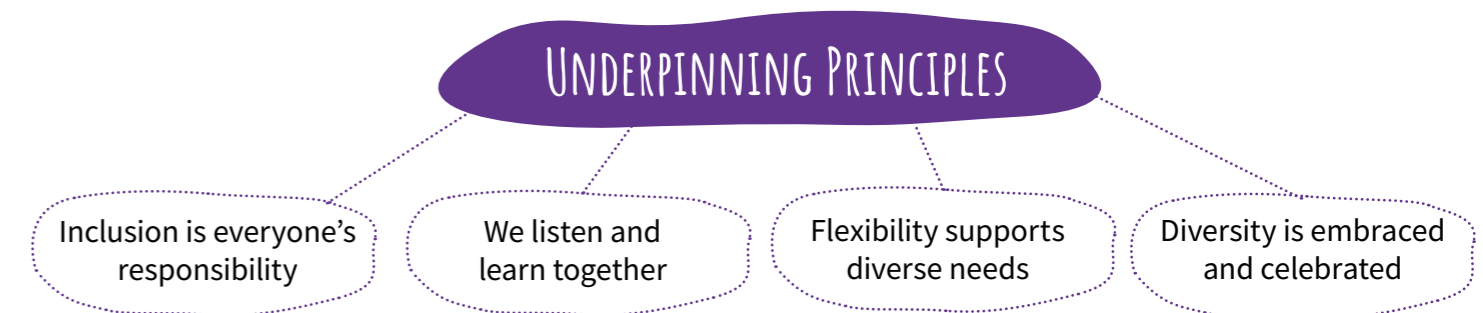
- We work with communities to help them thrive
- We work with partners to tackle disadvantage in our communities.



- Our information and buildings are accessible for all
- Our services use good data and engage with users to plan and meet their different needs.



- Our workforce is inclusive, reflecting the diversity of the communities we serve
- Our staff have the values, skills and knowledge to be inclusive.



Why **Including** Everyone is important

This Framework is important for us in honouring and protecting the diverse strengths of individuals and in building inclusive communities; we go beyond what the law expects of us to achieve this. The Equality Act (2010) states that public bodies, including Councils need to take extra steps to stop discrimination: this is known as the Public Sector Equality Duty. The Act defines discrimination as the less favourable treatment of a person, because of a protected characteristic, as compared to others who do not share that characteristic. The legislation also applies where there is a belief that the person who is disadvantaged has a particular protected characteristic, even if that is not the case.

The Public Sector Equality Duty means that we must consider equality as part of our daily business, in particular:

- ✔ We need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,
- ✔ We need to advance equality of opportunity between people who share a protected characteristic and those who do not,
- ✔ Foster good relations between people who share protected characteristics and those who do not,
- ✔ Set and publish equality objectives at least every four years and,
- ✔ Publish information, at least annually, to show how we comply with the Equality Duty including information about employees and to people who are affected by the public body's policies and procedures.

There are nine protected characteristics: age; disability (including invisible disabilities); gender reassignment; marriage and civil partnership; pregnancy and maternity; race including ethnic or national origins, colour or nationality; religion or belief; sex; sexual orientation.

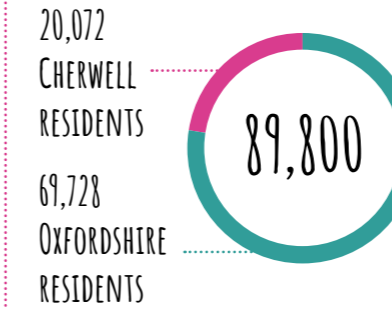
We go further than the protected characteristics in our decision-making process. To do this we consider the impact that our decisions have on people living with social deprivation, in rural communities, those leaving care, carers, and those in our armed forces community. For us inclusion applies to the 'communities' where we live and work, but also communities of shared understanding, such as faith, heritage and sexuality. We want to support every community to be the best it can and we work to remove or reduce obstacles which get in the way; this includes tackling unconscious bias which occurs when people favour others who look like them, share their values or experiences.



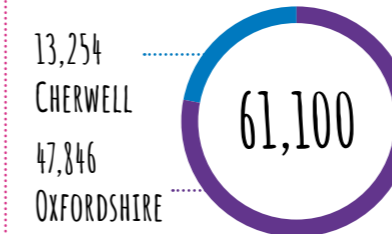
Not everyone is included

Data about the county and district tells us that the population we serve is relatively affluent; we also know that this level of data masks some stark inequalities within our communities which we find when we dig beneath the surface. The diversity in our communities is a strength and does not result in disadvantage by itself, but we know we need to tackle inequalities because not everyone has the same life opportunities. The following illustrates examples of some of the inequalities in our communities:

People live with a long term illness or disability in Oxfordshire (2011)



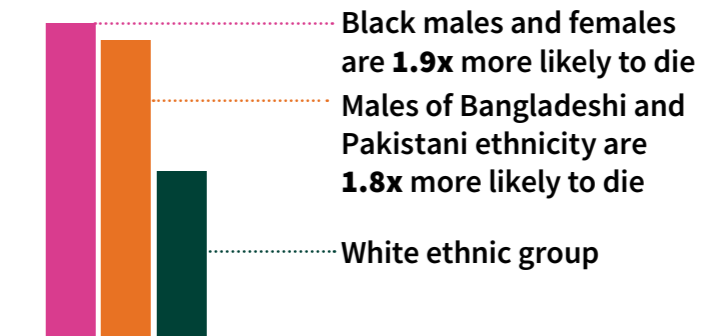
Unpaid carers in Oxfordshire (2011)



Research shows carers are more likely to report symptoms of mental ill-health, and struggle financially

Public Health England, information shows ethnic identity influences mental and physical health outcomes via multiple routes, such as experiences of discrimination and fear of negative incidents

Ethnic groups risk of death from COVID-19



Average pay for men in Oxfordshire

Average pay for men in Cherwell

Average pay for women in Oxfordshire

Men earn on average **£6,800** more than women in the Oxfordshire area. Men in the Cherwell area earn on average **£6,200** more

In 2020, **10%** of children across the county live in low income families; that's almost

12,000

CHILDREN LIVING IN POVERTY

Life expectancy between the most and least deprived wards in Oxfordshire is

13.7 YEARS

In 2019, there were

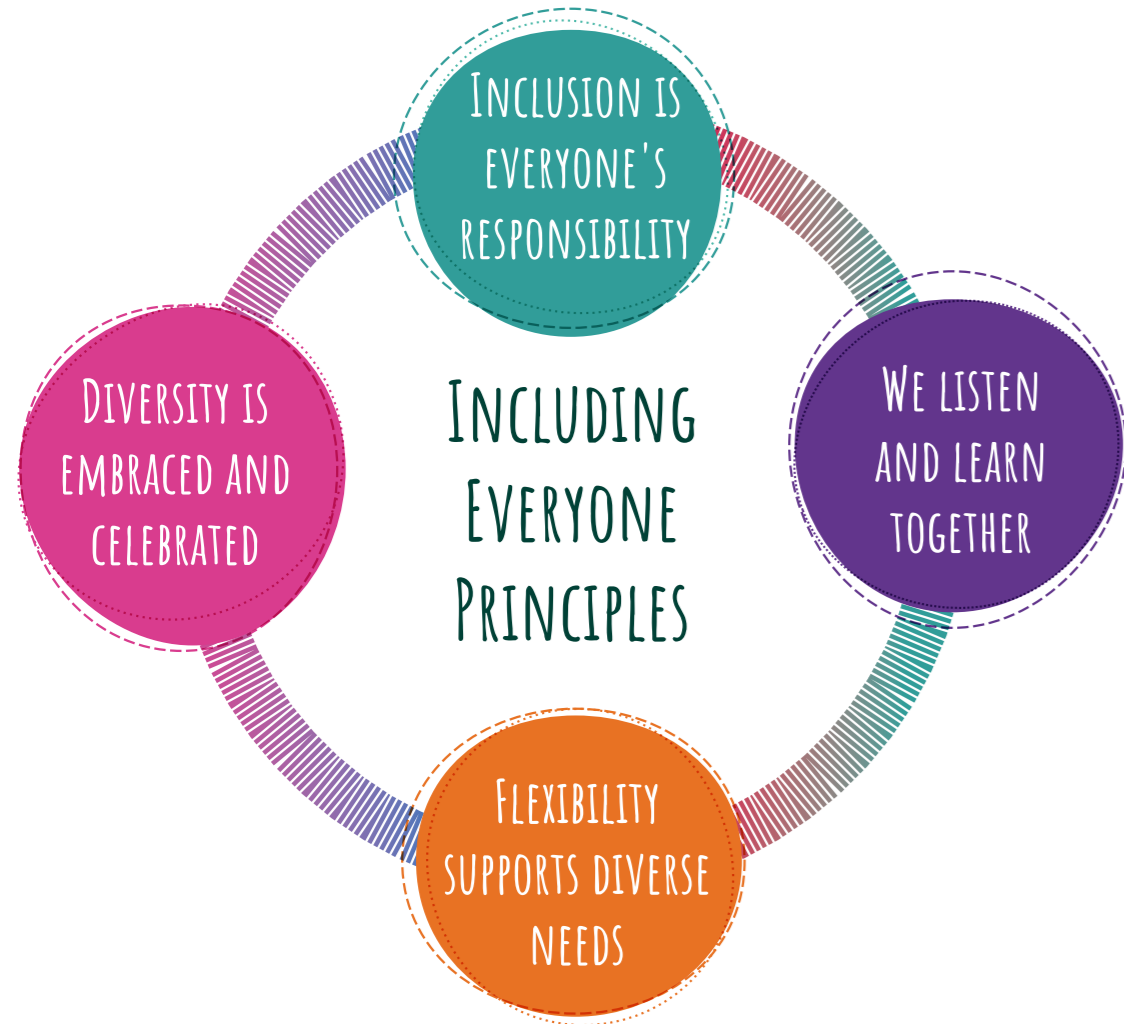
6,464

PUPILS

with learning difficulties in Oxfordshire schools

Principles

Our equality, diversity and inclusion Framework is underpinned by the following key principles:



Inclusion is everyone's responsibility. Including everyone means that we all need to work together, in the workplace and in communities to remove seen and unseen barriers to opportunities.

We listen and learn together. People have unique experiences and perspectives which can enrich our collective understanding, so by creating a culture of curiosity we can learn how to best focus our efforts.

Flexibility supports diverse needs. Recognising and responding well to diverse needs, ensures we deliver an inclusive communities, services and workplaces.

Diversity is embraced and celebrated. There is enormous strength in diversity; we celebrate this and embrace it in our learning, service delivery and community leadership.

We have three inter-connected strands that help us organise our work: inclusive communities, inclusive service delivery and inclusive workplaces. The following section sets out our goals and commitments against each strand. The goals will be tracked and measured in an annual action plan for each council, which sit underneath this framework.

INCLUSIVE COMMUNITIES

GOAL 1
We work with communities to help them thrive

COMMITMENTS

- ✔ Engage with, and support, local community groups and organisations
- ✔ Promote inclusive behaviour with residents and those using services
- ✔ Work directly with communities to identify inequality and tackle disadvantage.

GOAL 2
We work with partners to tackle disadvantage in our communities

COMMITMENTS

- ✔ Promote equality, diversity and inclusion through our supply chain and strategic partnerships
- ✔ Promote and encourage inclusive behaviour for future generations
- ✔ Work with all partner organisations to understand diverse needs and create inclusive communities.



INCLUSIVE SERVICE DELIVERY

GOAL 3

Our information and buildings are accessible for all

COMMITMENTS

- Ensure our information, website and digital services are accessible for all; including those digitally excluded
- Take action to make our buildings accessible to all residents and staff.

GOAL 4

Our services use good data and engage with users to plan and meet their diverse needs

COMMITMENTS

- Better understand those using services and their needs by collecting their information and feedback
- Engage residents, those using services users and community groups when planning and delivering services
- Plan and deliver services that promote inclusion.

INCLUSIVE WORKPLACE

GOAL 5

Our workforce is inclusive, reflecting the diversity of the communities we serve

COMMITMENTS

- Improve the diversity of our organisation at all levels to be representative of our communities
- Celebrate and promote diversity in our workforce
- Provide a supportive environment so all staff can reach their potential.

GOAL 6

Our staff have the values, skills and knowledge to be inclusive

COMMITMENTS

- Identify and tackle discrimination in all its forms
- Provide managers with the skills to support employees with different needs and plan inclusive services
- Train our staff to identify and avoid unconscious bias and deliver inclusive services.



Responsibility for delivering **Including** Everyone Framework

An underpinning principle of our Framework is that inclusion is everyone's responsibility; we need a collective effort to realise our vision. The following sets out the roles and responsibilities for delivering the Including Everyone Framework:



Monitoring and reporting progress

The goals and commitments of our Including Everyone Framework are set every four years and are shared between Cherwell District Council and Oxfordshire County Council.

Sitting beneath this Framework will be an annual action plan for each organisation, that reflect the different ways in which

we are working to make our respective organisations, services and communities more inclusive. The action plans will have indicators to help us measure progress against our goals. Implementation will be overseen by the Inclusion Steering Group and reporting will align with business monitoring.

We will engage in the development of our action plans each year and will produce an annual report to outline our progress. We will seek feedback on how others see and experience our progress as part of the annual reporting process.

References and resources

- Oxfordshire Joint Strategy Needs Assessment
- 'Some are more equal than others: hidden inequalities in a prospering Oxfordshire' 2019/20 Director of Public Health Annual Report
- Equalities and Human Rights Commission
- Stonewall (LGBT+) specific information
- My Life, My Choice
- Age UK Oxfordshire
- Oxfordshire Youth
- Disability Rights UK





Alternative formats

If you require this document in an alternative format, ie easy read, large text, audio, Braille or a community language, please get in touch.


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**‘Including Everyone’ – Equality, Diversity and Inclusion:
Cherwell District Council
Initial Action Plan**

This document sets out the initial action plans that support Cherwell District Council and Oxfordshire County Council’s ‘Including Everyone’ Framework. The Framework is divided into three sections.

- Section One – Inclusive Communities
- Section Two – Inclusive Service Delivery
- Section Three – Inclusive Workforce

Section One: Inclusive Communities

Goal	Work with communities to help them thrive			
Desired Outcome	We are working directly with local underrepresented community groups to tackle inequality, our Council is representative of the community it serves, and everyone understands our commitments to equality, diversity and inclusion			
Item	Commitment	Action	Lead	Timescale
1.1	Engage with, and support, local community groups and organisations	We will take the time to listen, learn and build strong relationships with community groups. We recognise that we don’t fully understand the barriers that underrepresented groups face in the local communities and we want to work together to fix this.	Director of Strategy, Insight and Communications	Planning during October 2020 for a November 2020 engagement launch date
1.2	Promote inclusive behaviour with service users	We will clearly explain on our website, social media platforms and in our buildings how important equality, diversity and inclusion is to our staff and customers by setting out how you can expect to be treated by us and how we expect customers to respect us in return.	Director of Strategy, Insight and Communications and Director of Digital and ICT	Start October 2020 with quarterly updates

Appendix 2

1.3	Work directly with communities to identify inequality and tackle disadvantage	Both Councils' recognise the disproportionate impact of COVID on certain marginalised communities. We will listen and work with local community groups to co-produce solutions aimed at tackling racism and discrimination in our society.	Director of Strategy, Insight and Communications	Planning during October 2020 for a November 2020 engagement launch date Starting October 2020 as part of engagement exercise in 1.1
1.4	Work directly with communities to identify inequality and tackle disadvantage	We will analyse the ways in which the public engage with local democracy such as speaking at Council meetings or standing as Councillors and will actively encourage underrepresented groups to consider standing for elections and participate in public meeting debates including those who may digitally excluded.	Corporate Director Commercial Development, Assets and Investment/Principal Governance Officer	Planning during October 2020 for a November 2020 engagement launch date Starting October 2020 as part of engagement exercise in 1.1
1.5	Work directly with communities to identify inequality and tackle disadvantage	Work with the Polish community in Banbury to identify inequalities and take action to improve inclusion	Assistant Director, Wellbeing	#tbc#

Appendix 2

Goal	Work with partners to tackle disadvantage in our communities			
Desired Outcome	Our suppliers and organisations working on our behalf understand that to work with us they need to share our commitment to equality, diversity and inclusion. We are working constructively with partner organisations to make sure that we reduce inequality and discrimination in our local communities.			
Item	Commitment	Action	Lead	Timescale
1.6	Promote equality, diversity and inclusion through our supply chain and strategic partnerships	<p>We will improve our commissioning and procurement procedures so that organisations working on our behalf or supplying us understand our equality, diversity and inclusion principles and that we expect them to act in the same way. We will also improve the way we monitor our contracts to make sure that EDI is part of the way we monitor progress.</p> <p>In our standard documentation we will present the Council's revised EDI policy and the expectation that contractors will share our aspirations.</p>	Corporate Director for Finance/Head of Procurement and Contract Management	Work currently underway, initial decision expected December 2020
1.7	Work with partner organisations to understand diverse needs and create inclusive communities	We will work collaboratively with our city/district and health colleagues to understand the barriers around the county in relation to housing/homelessness, employment and deprivation and how it disproportionately affects particular groups	Director for Public Health	Ongoing. Work to build ward profiles of the 10 most deprived areas currently underway
1.8	Work with partner organisations to understand diverse needs and create inclusive communities	We know that the effects of climate change are more likely to negatively impact on people in living in areas of higher deprivation and we will address this through our Climate Action Framework	Corporate Director Planning and Growth/Director for Planning and Place	Starting October 2020 and reporting at least annually

Section Two: Inclusive Service Delivery

Goal	Our information and buildings are accessible for all			
Desired Outcome	We will have improved the way we present information about our services so that it is accessible to everyone, including those who do not have access to the internet. We have worked with our communities to make sure our buildings are welcoming and accessible to all now and in the future.			
Item	Commitment	Action	Lead	Timescale
2.1	Ensure our information, website and digital services are accessible for all; including those digitally excluded	We will proudly promote our equality, diversity and inclusion principles on our websites with statements from our senior leaders and clearly set out the steps we are taking to create inclusive communities and services	Director of Digital and ICT	October 2020 onwards
2.2	Ensure our information, website and digital services are accessible for all; including those digitally excluded	We will ensure that customers know how to contact our services and we take an inclusive approach to designing the most suitable customer experience based on their feedback.	Director of Culture and Customer Experience	Initial work underway with additional activities planned during Q3 and Q4 2021
2.3	Ensure our information, website and digital services are accessible for all; including those digitally excluded	We will introduce a clear and consistent policy regarding the translation of our information	Director of Strategy, Insight and Communications	February 2021
2.4	Ensure our information, website and digital services are accessible for all; including those digitally excluded	We will make sure during the current website review that our websites are as accessible as possible for everyone. We recognise that we have a new legal requirement to make them better for everyone who uses them.	Director for Digital and ICT	Underway, updating quarterly

Appendix 2

2.5	Take action to make our buildings accessible to all residents and staff	As we look to re-open our buildings and develop a new Property Strategy, we will take this opportunity to create more accessible spaces for services to be delivered.	Corporate Director Commercial Development, Assets and Investment /Director for Property, Investment and Commercial Facilities Management	Underway as part of a new Property Strategy
Goal	Our services use good data and engage with users to plan and meet their diverse needs			
Desired Outcome	We gather the right data about people who use our services and we do this consistently across the organisation. We work together with people who use our services so that we can improve them for everyone, particularly the most vulnerable.			
Item	Commitment	Action	Lead	Timescale
2.6	Better understand those using services and their needs by collecting their information and feedback	We will improve the ways we collect information about our residents, including the forms we have on our website, customer satisfaction surveys, complaints and equality monitoring information about our residents. We will do this by making our questions consistent across the Council and clearly explaining why we ask for this information. We will then be able to use this information to improve the services we provide to people.	Information Services Manager/Director for Culture and Customer Experience	Starting November 2020, additional activities from January 2020.
2.7	Better understand those using services and their needs by collecting their information and	With our improved ways of collecting data, we will be able to use this information to improve the services we provide for residents. This will include understanding how we can safely share	Information Services Manager/Director for Culture and Customer Experience	Starting November 2020, anticipated 9-12 month roll out.

Appendix 2

	feedback	information with other organisations and partners and understand any trends or gaps in service provision for underrepresented groups.		
2.8	Engage residents, those using services, and community groups, when planning services	We will continue to improve the quality of our services by co-producing with our residents. We have an ambition for as many services as possible to be co-produced in the future.	Corporate Director for Adult Social Care and Housing/Co-Production Lead	Underway
2.9	Engage residents, businesses those using services, and community groups, when planning services	We will engage with businesses and key stakeholders to ensure that inclusive prosperity is a key factor in developing the Cherwell Industrial Strategy	Assistant Director Growth and Economy (CDC)	Cherwell Industrial Strategy is in development and is long-term so will be delivered over a 10-year timeframe. Multiple projects will result; with a cross-cutting theme of inclusive prosperity
2.10	Plan and deliver services that promote inclusion	The Council has a legal requirement to understand the impact that decisions will have on people with certain protected characteristics. To ensure that we take this approach from the start of the decision-making process, we will deliver a new holistic equalities impact assessment tool so that we can understand and mitigate against any negative impacts on the decisions we take	Director of Strategy, Insight and Communications	Underway

Section Three – Inclusive Workforce

Goal	Our workforce is inclusive, reflecting the diversity of the communities we serve			
Desired Outcome	We are seen in our community as an employer of choice in our local community. We have increased the diversity of our organisation by recruiting the most talented individuals who share our values and commitments to equality, diversity and inclusion.			
Item	Commitment	Action	Lead	Timescale
3.1	Improve the diversity of our organisation at all levels to be representative of our communities	We will closely monitor progress against our action plan and regularly communicate updates to staff and the public using a 'You Said, We Did' approach. We will review and add new actions at least once a year and we will make sure we involve staff networks and union representatives to constructively challenge the progress we think we have made.	Director of Strategy, Insight and Communications	To be undertaken as part of an annual review process
3.2	Improve the diversity of our organisation at all levels to be representative of our communities	We create more opportunities for staff, particularly those in underrepresented groups in our management, to have shadowing and mentoring opportunities so that everyone can reach their full potential.	Director for Human Resources	Start December 2020 and review April 2021
3.3	Improve the diversity of our organisation at all levels to be representative of our communities	We will introduce a mentoring for diversity scheme.	Director for Human Resources	Underway

Appendix 2

3.4	Celebrate and promote diversity in our workforce	We will celebrate and raise awareness of different inclusion occasions across the year, working with our staff networks to celebrate role models and learn from each other.	Director of Strategy, Insight and Communications	Underway
3.5	Celebrate and promote diversity in our workforce	We are proud of the awards we hold that recognise our commitments to equality and inclusion. We will maintain our Armed Forces Silver Award and our current level in the Disability Confidence Scheme. We will agree how we can get external verification of our progress around race equality.	Director for Human Resources	Underway
3.6	Celebrate and promote diversity in our workforce	We will start to produce ethnicity pay gap reporting and work to understand and tackle the barriers to accessing career progression and more senior roles for those from diverse backgrounds, including those from a Black, Asian or Minority Ethnic background or those with a disability.	Director for Human Resources	12 months
3.7	Provide a supportive environment so all staff can reach their potential	We will provide clear and consistent communication to staff about why we collect equalities information and how we will appropriately use this data to improve our services so that they have confidence to disclose information. Our aim will be to increase the numbers of staff who provide this	Director for Human Resources	Underway, reported annually.

Appendix 2

		information so we can respond to it.		
3.8	Provide a supportive environment so all staff can reach their potential	Develop a clear set of expectations for staff and managers that recognises the importance of staff networks, mentors and champions. This will include recognising the time commitments that come with these roles and that staff taking on these additional responsibilities should be supported by their line managers to do so	Director for Human Resources/Director for Children's Services	Underway
3.9	Provide a supportive environment so all staff can reach their potential	We will ask an independent organisation to assess our Equality Diversity Inclusion approach, we will set out actions resulting from the assessment in our plans and report on them.	Director Communications, Insight and Strategy	Underway
Goal	Our staff have the values, skills and knowledge to be inclusive			
Desired Outcome	Staff at all levels of the organisation have received training about equality, diversity and inclusion and the impact of unconscious bias. We have embedded equality, diversity and inclusion into our organisational values, policy development and staff clearly understand and are delivering work that promotes inclusive services.			
Item	Commitment	Action	Lead	Timescale
3.10	Identify and tackle discrimination in all its forms	We will provide clear and consistent communication to staff about our approach to tackle bullying and harassment through our Dignity at Work policy. This will include how staff can report any instances and how these will be investigated	Director for Human Resources	Underway
3.11	Provide managers with the skills to support employees with different	We know that some staff do not currently feel comfortable to have conversations about equality inclusion issues or completing impact	Director of Strategy, Insight and Communication	May 2021

Appendix 2

	needs and plan inclusive services	assessments so we will write guidance, create tools and deliver training to help address this and make it part of our everyday working life		
3.12	Train our staff to identify and avoid unconscious bias and deliver inclusive services	We will deliver unconscious bias training to CEDR, ELT and Councillors in the first instance and then deliver the messages from this training across the Councils	Director for Human Resources	Underway, training has been delivered to CEDR, ELT and Councillors.

CHERWELL DISTRICT COUNCIL

CAR PARKING STRATEGY 2019-2023

INTRODUCTION

This strategy sets out the Council's approach to the provision and development of car parking in the District. The Strategy is supported by an Action Plan which sets out improvements that will be delivered in the short to medium term, and aspirations and principles for the longer term.

CURRENT PROVISION

Council's car parks

The Council holds a large portfolio of car parks. The purpose of each differs depending on its location and size. Some are intended to encourage short stays in central locations, others are aimed towards supporting commuters who need to park for the duration of a working day.

The full listing of car parks for each of the urban centres is set out in Appendix 3

Whilst the Council provides a range of car parks to support the vitality of our town centres, there are also a significant number of car parks owned or managed by private operators for which the Council has no direct influence.

Thames Valley Police are responsible for the enforcement of all on street parking restrictions. To assist in this process Cherwell District has funded a full-time equivalent Police Community Support Officer (PCSO) to ensure parking enforcement across the district is carried out.

PRINCIPLES

We have identified a number of principles which will determine the way in which we make decisions about how to manage car parking in the district.

- Listen to residents and our communities and use their views to inform the council's approach to car park provision
- Protect the environment and character of our towns through the appropriate provision and design of car parks and management of on-street car parking
- Deliver value for money to all local taxpayers from the council's car park assets
- Use our portfolio of car parks to provide for a range of parking needs

Car parks are used to enable a variety of different activities such as shopping trips, commuting to work and accessing town centre services and facilities. The factors influencing why drivers use certain car parks are complex and include: location; perception of safety and security; cost of parking; and, layout and accessibility. The length of time that drivers choose to park also varies depending on the nature of their trip. Therefore, we will consider carefully the purpose of each of our car parks and consider which type of activity they are intended to support and how we can best manage them to provide that purpose.

STRATEGIC OBJECTIVES

The strategic objectives, set out below, have been developed to ensure that the council's provision of car parking support the council's four priorities as identified in our Business Plan:

Leading on environmental sustainability (ES)

By providing car parks that are safe and accessible we will support local businesses and residents. Our aim is to not only ensure our car parks are safe & easily accessible but also are clean & they consider the environment.

ES 1: Maintain our car parks so they provide a safe place to park and discourage anti-social behaviour.

ES2 2: Maintain our car parks to a high standard which contributes positively to the character of our town centres and provides a high quality experience for our customers.

ES3 3: Play our part in responding to the increasing demand for electric charging points.

Healthy, resilient and engaged communities (HRE)

We will use our car parks to enable and encourage residents and visitors to access the leisure, community and recreational activities in our town centres. We will ensure our car parks support those with additional physical needs. We will seek to address irresponsible and inconsiderate parking which disrupts the flow of traffic and use of pavements in our towns and villages.

HRE 1: Design the lighting, layout and surfaces of our car parks so they support users with additional physical needs.

HRE 2: Work with Oxfordshire County Council and other districts to improve the management of on-street parking and parking restrictions.

HRE 3: Seek ways in which our car parks can promote and support the leisure, community and recreational activities in our town centres.

HRE 4: Ensure our car parks return to normal following weather events such as heavy snowfall

An enterprising economy with strong and vibrant local centres (EE)

Our car parks play a fundamental role for people choosing to use the services and shops in our town centres. They also support the economy of our town centres by providing places for people to park while at their place of work. We will manage our car parks so they play a part in supporting the vitality of our towns.

EE 1: Improve awareness of our car parks, and the valuable role they play in supporting our town centres, through improved promotion and marketing activities.

EE 2: Review our car parking charges on an annual basis benchmarking charges against other nearby towns. Ensuring a balance is achieved between encouraging maximum use of our car parks in a way

Appendix 1

that supports the needs of businesses, workers, shoppers and commuters whilst ensuring value for money for all taxpayers is also obtained.

EE 3: Ensure car parking capacity and the use of land for car parking is considered with our Planning & Economic Development teams as our urban centres grow & change

EE 4: Ensure car parking services utilises new technologies where appropriate including in the areas of information & payment

Development & Review of the Car Parking Strategy

The development of this car parking strategy has involved a variety of different stakeholders. A task and finish panel of District Councillors and other key stakeholders with particular interests in the three urban centres such as Banbury Bid & Bicester Vision.

The Strategy has been taken through the usual democratic process covering Overview & Scrutiny, Executive and public consultation in early 2020

The accompanying action plan (appendix 2) to deliver this strategy will be reviewed on an annual basis with a full review of the Strategy before the end of this current strategy

Cherwell District Council Car Parking Action Plan

July 2020

ES 1 Maintain our car parking so they provide a safe place to park and discourage anti-social behaviour

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Maintain our car parks so users feel safe	Ensure lighting standards are good and car parks are well lit	Survey during Winter 20/21	1. Carry out survey on lighting 2 Action failed on poor lighting	Lead Member Clean & Green	Landscape & Street scene manager

ES 2: Maintain our car parks to a high standard which contributes positively to the character of our town centres and provides a high quality experience for our customers

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Maintain our car parks so visually and functionally they are easy to use	Ensure car parks are inspected regularly for potholes, poor line marking, damaged street furniture. Produce a maintenance work programme	Implementation in 20/21	Lining work in car parks where lines have faded took place Summer 20/21	Lead Member Clean & Green	Landscape & Street scene manager

Appendix 2

ES 3: Play our part in responding to the increasing demand for electric charging points

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Understand the demand for electric charging points	Work with providers and partners in Park & Charge project for provision to meet anticipated need Continue to monitor provision of charge points	Park Investigation and implementation in 20/21 Ongoing	Electric charging points installed in late 20/21 Review annually	Lead Member Clean & Green Lead Member Clean & Green	Landscape & Street scene manager Landscape & Street scene manager

HRE 1: Design the lighting, layout and surfaces of our car parks so they support users with additional physical needs

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Ensure lighting, layout and surfaces are fit for purpose	1 Survey car parks especially disabled spaces	Annually	Implementation of improvements	Lead Member Clean & Green	Landscape & Street scene manager

Appendix 2

HRE 2: Work with Oxfordshire County Council and other districts to improve the management of on-street parking and parking restrictions

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Work with Oxfordshire County Council & other partners on exploring Civil Parking Enforcement options	Active membership of Join Support financially the	Project commenced 19/20 Move forward with partners during 20/21	Production of feasibility report in 20/21 Submit application in late 20/21 with our partners if all are supportive	Lead Member Clean & Green Lead Member Clean & Green	Landscape & Street scene manager Landscape & Street scene manager

HRE 3: Seek ways in which our car parks can promote and support the leisure, community and recreational activities in our town centres

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Support events in our urban centres	Raise the awareness of Events taking place in our urban centres, whether run by CDC, Banbury or Bicester Town Councils, Kidlington Parish Council or other partners, this can be delivered by providing space for banners to support such events.	On going	Identify possible locations Likely to be a delay due to coronavirus as Events are not encouraged	Lead Member Clean & Green	Landscape & Street scene manager

HRE 4: Ensure our car parks return to normal following weather events such as heavy snowfall

Appendix 2

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Review adverse weather plans	Review gritting policy Identify priority for restoring capacity following events	Annually	Develop and implement revised policy for winter 2020/21	Lead Member Clean & Green Lead Member Clean & Green	Landscape & Street scene manager Landscape & Street scene manager

EE 1: Improve awareness of our car parks, and the valuable role they play in supporting our town centres, through improved promotion and marketing activities

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Improve the awareness of our car parks	Review signage to the car parks so our car parks are easy to find Review signage in Bicester	During 2019/20 2020/21	Signage improved in Banbury in 19/20 Install additional signage if required	Lead Member Clean & Green Lead Member Clean & Green	Landscape & Street scene manager Landscape & Street scene manager

Appendix 2

EE 2: Review our car parking charges so they encourage maximum use of our car parks in a way that supports the needs of businesses, workers, shoppers and commuters whilst ensuring value for money for all taxpayers

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Ensure our car parking charges are competitive	Benchmark annually our charges against surrounding towns and other local providers	Annually	Review for each business planning cycle	Lead Member Clean & Green	Landscape & Street scene manager
2	Ensure a good balance of ultra short, short and long stay spaces exist	Review balance of spaces across urban centres	Last quarter 20/21	Review before end of 20/21 following Pay on exit work at Bolton Road changing to short stay when a new long stay at Compton Road opens	Lead Member Clean & Green	Landscape & Street scene manager

EE 3: Ensure car parking capacity is considered as our urban centres grow

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Monitor usage of car parks to understand capacity at all car parks	Identify areas of capacity shortfall	On going	Annually	Lead Member Clean & Green	Landscape & Street scene manager
		Explore options to increase capacity in Banbury along side the opening of Castle Quay 2	During 2020/21	Additional new capacity planned for Compton Road 2020/2021	Lead Member Clean & Green	Landscape & Street scene manager
		Protect existing capacity	Ongoing		Lead Member Clean & Green	Landscape & Street scene manager

Appendix 2

EE 4: Ensure car parking services utilises new technologies where appropriate including in the areas of information & payment

	Initiative	Action	Timescale	Milestones	Lead Member	Lead Officer
1	Utilise technology where customer service benefits can be delivered	Keep up to date with developing technology	Ongoing		Lead Member Clean & Green	Landscape & Street scene manager
		Encourage the use of card & Apcoa Connect	Q2 2020	Reduce cash payments while increasing card & phone usage	Lead Member Clean & Green	Landscape & Street scene manager
		Increase number of pay on exit car parks	Q3 2020	Bolton Road Banbury.	Lead Member Clean & Green	Landscape & Street scene manager
			Q4	New car park at Compton Road		



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Graven Hill Phase 1

Local Development Order (Third
Revision) 2020

DRAFT

Cherwell District Council, in exercise of the powers conferred on the Council as local planning authority by sections 61A-61D and Schedule 4A of The Town and Country Planning Act 1990 (as amended), and pursuant to Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015 (the Procedure Order), makes the following revision of the Graven Hill Phase 1 Local Development Order (Second Revision) 2017:

Citation, commencement and application

1. (1) This Order may be cited as the Graven Hill Phase 1 Local Development Order (Third Revision) 2020 and comes into force on <<*dated to be inserted*>>;
 - (2) From the date this Order comes into force, the Graven Hill Phase 1 Local Development Order (Third Revision) 2020 shall be treated as revised in accordance with the provisions of this Order.
 - (3) This Order applies to the land at Graven Hill Bicester shaded Yellow and annotated as “Residential land covered by LDO” on the plan included as Schedule 1 to the Order.
 - (4) Subject to the Council’s power to revoke this Order under section 61A(6) of the Act, this Order will remain in force until 15 December 2023.
 - (5) If the Order is revoked or revised such that it ceases to grant planning permission in respect of a development that has commenced and has received confirmation of compliance under this Order, that development may be completed.
 - (6) Nothing in this Order removes, cancels, or otherwise makes void the national permissions granted by The Town and Country Planning (General Permitted Development) (England) Order 2015 (the General Order).

Interpretation

2. (1) In this Order –

“access” has the same meaning as in the Procedure Order

“the Act” means The Town and Country Planning Act 1990 (as amended)

“appearance” has the same meaning as in the Procedure Order

“construction” means the carrying out of building or engineering operations in, on, over or under land and “construct” and “constructed” shall be construed accordingly

“completion” means that to all intents and purposes the dwellinghouse has been completed and is either occupied or capable of being occupied as a dwellinghouse, and “complete” and “completed” shall be construed accordingly

“the Council” means Cherwell District Council

“confirmation of compliance” means a formal written notification of the local planning authority confirming that a proposed development complies with the Masterplan and Design Code approved under the outline planning permission

“confirmation of compliance guidance note” means a document prepared; and if required, updated by the Local Planning Authority providing advice on the procedure for confirmation of compliance and information needed to support a confirmation of compliance application.

“custom build” and “self build” means the erection or construction by (a) individuals, (b) associations of individuals, or (c) persons or companies working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals, and “custom built” and “custom builder” and “self built” and “self builder” shall be construed accordingly

“developer” means a custom builder or self builder

“development” has the same meaning as in section 55 of the Act

“dwellinghouse” does not include a building containing one or more flats, or a flat contained within such a building

“erection” means the carrying out of operations to erect a structure or building on or over land

“General Order” means The Town and Country Planning (General Permitted Development) (England) Order 2015 and any subsequent amendment to that Order

“highway” has the same meaning as in the Highways Act 1980 (as amended)

“landscaping” has the same meaning as in the Procedure Order

“layout” has the same meaning as in the Procedure Order

“Masterplan and Design Code” means the master plan and design code originally approved under condition 26 of the outline planning permission, and any subsequent amendment of the masterplan and design code approved pursuant to an application under section 73 of the Act relating to that outline planning permission

“outline planning permission” means the planning permission dated 08 August 2014 granted by the Council pursuant to the application for outline planning permission dated 29 September 2011 and allocated reference number 11/01494/OUT, and any subsequent planning permission granted pursuant to

an application under section 73 of the Act relating to that outline planning permission

“the Procedure Order” means The Town and Country Planning (Development Management Procedure) (England) Order 2015 and any subsequent amendment to that Order

“principal elevation” means the elevation containing the main architectural features such as main bay windows or a porch serving the main entrance. It is not required to contain the ‘front entrance’ but it should be the most architecturally dominant elevation and appear as the most important/interesting elevation’.

“scale” has the same meaning as in the Procedure Order

- (2) For the purposes of determining whether development complies with the Masterplan and Design Code -

“front boundary” means any boundary which is or would be forward of the principal elevation of a dwelling

“Gross Internal Area (GIA)” means the total enclosed internal floor area, above ground level, of a building measured within the external walls taking each floor into account and excluding the thickness of the external walls. The Gross Internal Area includes any integral garages and conservatories”

“maximum building height” means the height of the building when measured from the approved ground level (approved under the Masterplan and Design Code or other relevant condition of the outline permission) of the plot to the top of the highest part of the roof, excluding any external chimneys, flues, soil or vent pipes or other structures for renewable energy generation

“vehicle bay” means a vehicle bay for the parking of a single car, which measures a minimum of 2.5 metres by 5.5 metres.

Permitted development

3. (1) Reserved matters approval pursuant to the outline planning permission is hereby granted for the classes of development described as permitted development in Schedule 2.

(2) Any permission granted by paragraph (1) is subject to any relevant exception, limitation or condition specified in Schedule 2.

(3) Nothing in this Order permits development contrary to or without compliance with any condition imposed by the outline planning permission.

(4) The permission granted by Schedule 2 does not apply if—

(a) in the case of permission granted in connection with an existing building, the building operations involved in the construction of that building are unlawful;

(b) in the case of permission granted in connection with an existing use, that use is unlawful.

(5) The permission granted by Schedule 2 does not authorise any development which creates an obstruction to the view of persons using any highway used by vehicular traffic, so as to be likely to cause danger to such persons.

(6) Where a person uses electronic communications for making any application required to be made under any Class of Schedule 2, that person is taken to have agreed—

(a) to the use of electronic communications for all purposes relating to that person's application which are capable of being affected using such communications;

(b) that the address for the purpose of such communications is the address incorporated into, or otherwise logically associated with, that person's application; and

(c) that the deemed agreement under this paragraph subsists until that person gives notice in writing revoking the agreement (and such revocation is final and takes effect on a date specified by the person but not less than 7 days after the date on which the notice is given).

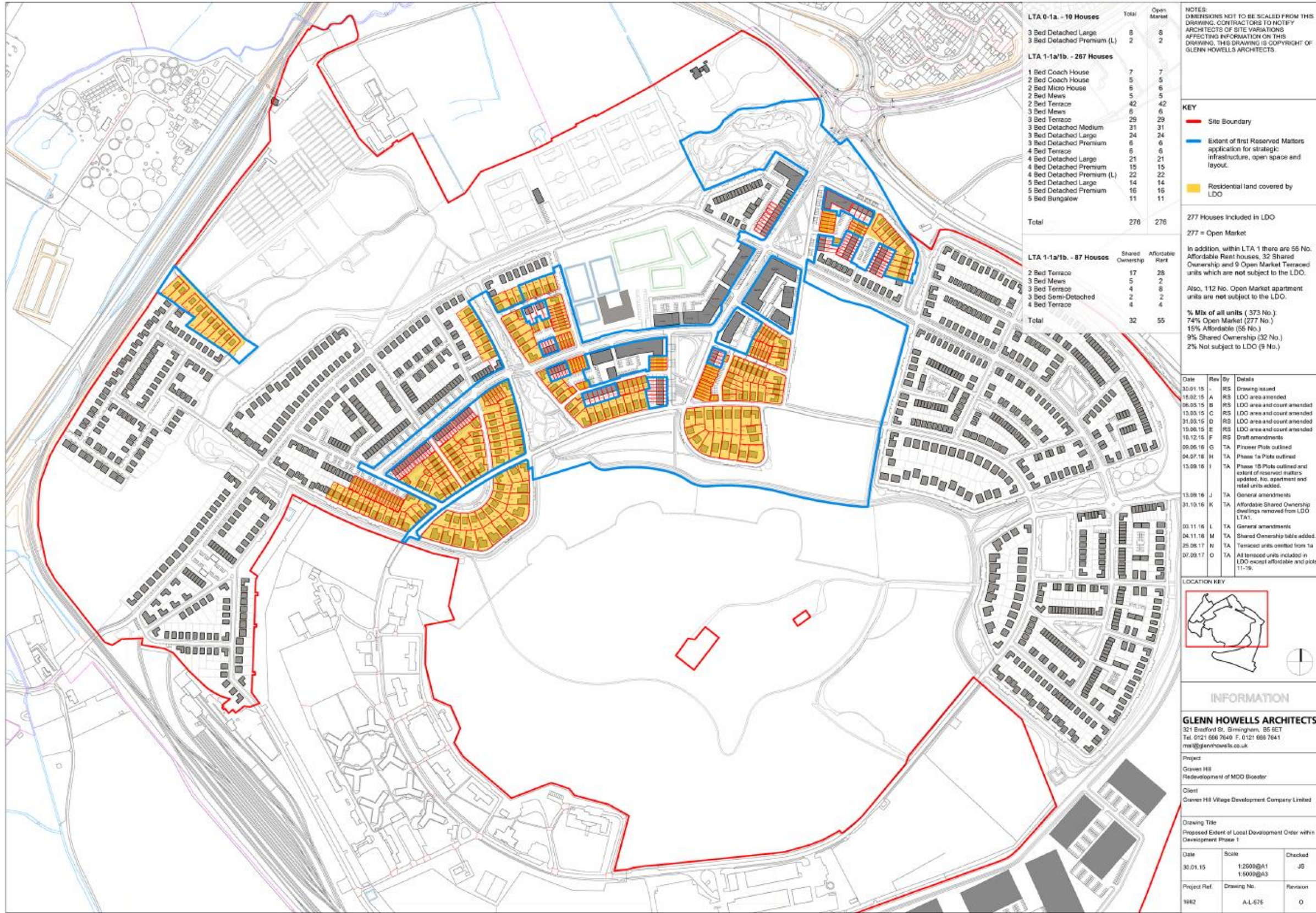
Adopted by Cherwell District Council on

The Common Seal of
Cherwell District Council
was affixed hereunto in
the presence of:

Authorised Signatory

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Schedule 1 – Land to which this Order applies



Schedule 2 – Permitted Development

Class A – the erection or construction of a dwellinghouse

Development Permitted

A. The erection or construction of a dwellinghouse, including access and landscaping, pursuant to the outline planning permission

Development Not Permitted

A.1 Development is not permitted by Class A if –

- (a) In the case of a detached or semi-detached dwellinghouse, the dwellinghouse is not a custom build or self build dwellinghouse;
- (b) the dwellinghouse is to be erected or constructed on land that is not identified for development as a dwellinghouse in the Masterplan and Design Code approved under the outline planning permission; or
- (c) the dwellinghouse does not comply with the Masterplan and Design Code approved under the outline planning permission;
- (d) the dwellinghouse would include the construction or provision of a balcony or raised platform above ground floor level which would extend beyond a wall forming any side elevation or any rear elevation of the dwellinghouse

Conditions

A.2 Development is permitted by Class A subject to the following conditions –

- (a) Prior to development commencing, the developer must apply to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission and the provisions of Schedule 3 of this Order apply in relation to that application
- (b) In the case of a dwellinghouse forming part of a terrace and that is not a custom build or self build dwellinghouse:
 - i) evidence that the whole of the terrace has been subject to a robust and realistic marketing exercise for custom build and self build development for a minimum period of 6 months shall be submitted to and approved by the Local Planning Authority as part of its determination under paragraph A.2(a); and
 - ii) at least one dwellinghouse within the terrace must be a custom build or self build dwellinghouse.
- (c) The principal elevation of the dwellinghouse must front a highway

- (d) Any upper-floor window located in a wall or roof slope forming a side elevation of the dwellinghouse and facing a boundary with a neighbouring dwellinghouse that has received either confirmation of compliance or planning permission must be —
- (i) obscure-glazed unless the window is more than 1.7 metres above the floor of the room in which the window is installed; and
 - (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed
- (e) Any part of the dwellinghouse that would —
- (i) have more than a single storey; and
 - (ii) would be within 2 metres of the boundary with a neighbouring dwellinghouse that has received either confirmation of compliance or planning permission
- must not extend beyond the rear wall of the neighbouring dwellinghouse by more than 3 metres, or such other limit as is approved as part of the Design Code and Masterplan.
- (f) the height of any external chimney, flue, soil or vent pipe, or other structure for renewable energy generation, must not exceed the highest part of the roof of the dwellinghouse by 1 metre or more.
- (g) In so far as practicable, any hard surface to be provided on land between a wall forming the principal elevation of the dwellinghouse and the highway must either be made of porous materials, or provision made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwellinghouse
- (h) Development under Class A must be completed within a period of 3 years starting with the confirmation of compliance date

Class B – the enlargement, extension or alteration of a dwellinghouse

Development Permitted

B. The enlargement, extension or alteration of a dwellinghouse erected or constructed under Class A of this Order

Development Not Permitted

B.1 Development is not permitted by Class B if —

- (a) the enlargement, extension or alteration does not comply with the Masterplan and Design Code approved under the outline planning permission; or

- (b) the enlargement, extension or alteration would consist of or include the construction or provision of a balcony or raised platform, above ground floor level, which would extend beyond a wall forming a side elevation or rear elevation of a dwellinghouse

Conditions

B.2 Development is permitted by Class B subject to the following conditions –

- (a) Prior to development commencing, the developer must apply to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission and the provisions of Schedule 3 of this Order apply in relation to that application
- (b) Any upper-floor window located in a wall or roof slope forming a side elevation of the dwellinghouse and facing a boundary with a neighbouring dwellinghouse that has received either confirmation of compliance or planning permission must be —
 - (i) obscure-glazed unless the window is more than 1.7 metres above the floor of the room in which the window is installed; and
 - (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed
- (c) Any part of the enlargement, extension or alteration that would –
 - (i) have more than a single storey; and
 - (ii) would be within 2 metres of the boundary with a neighbouring dwellinghouse that has received either confirmation of compliance or planning permission

must not extend beyond the rear wall of the neighbouring dwellinghouse by more than 3 metres, or such other limit as is approved as part of the Design Code and Masterplan.
- (d) the height of any external chimney, flue, soil or vent pipe, or other structure for renewable energy generation, must not exceed the highest part of the roof of the dwellinghouse by 1 metre or more.

Class C – buildings etc incidental to the enjoyment of a dwellinghouse

Development Permitted

C. The provision within the curtilage of a dwellinghouse that is being erected or constructed under Class A of this Order of –

(a) any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such; or

(b) a container used for domestic heating purposes for the storage of oil or liquid petroleum gas

Development Not Permitted

C.1 Development is not permitted by Class C if –

- (a) the dwellinghouse has been completed;
- (b) any of the following criteria would apply:
 - (i) the total area of ground covered by buildings, enclosures and containers within the curtilage (other than the dwellinghouse that is being erected or constructed) would exceed 50% of the total area of the curtilage (excluding the ground area of the dwellinghouse that is being erected or constructed);
 - (ii) any part of the building, enclosure, pool or container would be situated on land forward of a wall forming, or proposed to form, the principal elevation of the dwellinghouse that is being erected or constructed;
 - (iii) the building would have more than a single storey;
 - (iv) the height of the building, enclosure or container would exceed –
 - (i) 4 metres in the case of a building with a dual-pitched roof
 - (ii) 2.5 metres in the case of a building, enclosure or container within 2 metres of the boundary of the curtilage of the dwellinghouse, or
 - (iii) 3 metres in any other case;
 - (v) the height of the eaves of the building would exceed 2.5 metres;
 - (vi) it would include the construction or provision of a veranda, balcony or raised platform;
 - (vii) it relates to a dwellinghouse or a microwave antenna; or
 - (viii) the capacity of the container would exceed 3, 500 litres

Interpretation of Class C

C.3 For the purposes of Class C, “purpose incidental to the enjoyment of the dwellinghouse as such” includes the keeping of poultry, bees, pet animals, birds or other livestock for domestic needs or personal enjoyment of the occupants of the dwellinghouse

Schedule 3 – Procedure for Confirmation of Compliance under Schedule 2

(1) The following provisions apply where under this Order a developer is required to make an application to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission.

(2) The application must be accompanied by—

- (a) a written description of the proposed development;
- (b) a plan indicating the location of the site in relation to neighbouring plots;
- (c) a plan or plans and documents showing the details of access, appearance, landscaping, layout, scale and Sustainable Construction Methods of the proposed development (advice on the details to be included on the proposed plans and documents can be found on the Confirmation of Compliance Guidance Note);
- (d) the developer's contact address, contact telephone number; and
- (e) the developer's email address if the developer is content to receive communications electronically

(3) The Local Planning Authority shall, as far as is practicable, determine an application submitted under sub-paragraph (2) within 28 days following the date on which the application was received by the Local Planning Authority.

(4) The local planning authority may refuse an application where, in the opinion of the Authority—

- (a) the proposed development does not comply with, or
- (b) the developer has provided insufficient information to enable the authority to establish whether the proposed development complies with,

any conditions, limitations or restrictions specified in this Order as being applicable to the development in question.

(5) Where the Local Planning Authority refuses an application under paragraph (3), for the purposes of section 78 (appeals) of the Act such a refusal is to be treated as a refusal of an application for approval.

(6) The development must not begin before the receipt by the applicant from the Local Planning Authority of a written notice of their determination that the development complies with the Masterplan and Design Code approved under the outline planning permission.

(7) The development must be carried out in accordance with the details provided in the application referred to in sub-paragraph (2) unless the Local Planning Authority and the developer agree a non-material amendment in writing. Advice on non-material amendments can be found within the Confirmation of Compliance Guidance Note.

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