

## Appendix 1: Population Figures

This appendix sets out the assumed population generation rates per dwelling for Oxfordshire. The average occupancy rate per dwelling for the whole of Oxfordshire is 2.49 This assumes that an average development would contain 15% one bed dwellings, 30% two bed dwellings, 40% three bed dwellings, and 15% four bed dwellings.(Source: SHMA 2014).

### Average Occupancy per Dwelling

Dwelling Type	One Bed	Two Bed	Three Bed	Four Bed
All Ages	1.28	1.85	2.88	3.96

(Source: OCC)

The above occupancy rates will be applied to all residential development proposals of 400 dwellings and below. For larger developments an excel based model known as POPCAL 10 will be used to calculate a detailed population profile associated with the proposed development.

### Average Pupil Generation per Dwelling

School Category	One Bed	Two Bed	Three Bed	Four Bed
Primary (4-10)	0.00	0.17	0.39	0.51
Secondary (11-15)	0.00	0.09	0.23	0.35
Sixth Form	0.00	0.01	0.03	0.07

(Source: OCC)

A reduction of 15% to the pupil generation rates has been applied to take account of pupils who will be educated in the independent sector. The sixth form rates have been discounted further to account for pupils leaving school before the sixth form.

## Appendix 2: Draft Regulation 123 List

For illustrative purposes only. Please see Draft Charging Schedule for details

CIL	Exclusions (S106s)
Transport	
London Road Level Crossing - vehicular solution.	Provision of new or improvements to existing transport infrastructure directly related to a specific development site and included in the Councils IDP.
Electric vehicle initiatives Charging points for electric vehicles (Banbury and Bicester)	
Car parking routeing and guidance system	
Reviewing the need for a bus station and rejuvenating and/or relocating Banbury Bus Station, including adding capacity and better linkage with the town centre.	
Increasing long term highway capacity: Link Road East of M40 J11 (Overthorpe Road to A422)	
Increasing long term highway capacity: Potential link road crossing from Tramway to Higham Way or a South East Link Road	
Education- refer to notes	
Provision of additional primary school capacity at existing schools; Provision of additional secondary school capacity at existing schools;	Provision of new or improvements to existing education facilities which are directly related to a specific development site and are included in the Councils IDP.
Health	
No CIL schemes identified at this stage	Provision of new or improvements to health facilities which are directly related to a specific development site and are included in the Councils IDP.
Indoor sport, recreation and community facilities	
Indoor Recreation to be provided as part of development throughout Bicester/throughout Banbury/throughout Kidlington and Rural areas in accordance to Local Plan standards	Provision of new or improvements to indoor sport, recreation and community facilities which are directly related to a specific development site and are included in the Councils IDP.
Open space recreation and Biodiversity	
Community Woodland (43ha) –Chesterton (Burnehyll)	Provision of new or improvements to existing open space, recreation and biodiversity which are directly related to a specific development site and are included in the Councils IDP.
South West Bicester Sports Village Phase 3 P3b – Tennis courts P3c – athletics truck next to school	
Canal Towpath Improvements (3000 linear metre)- Access to the Countryside (urban centre to Cherwell Country Park)	
Wildmere Community Woodland	
Cherwell Country Park - In IDP with funding secured	
Restoration, maintenance and new habitat creation at Tusmore and Shellswell Park - Conservation Target Area	
Restoration, maintenance, new habitat creation at River Ray Conservation Target Area	
Restoration, maintenance and new habitat creation at Northern Valleys - Conservation Target Area	
Restoration, maintenance and new habitat creation at Upper and Lower Cherwell Conservation Target Areas	
Restoration, maintenance, new habitat creation at Otmoor Conservation Target Area	
Restoration of BAP habitats on Parish sites.	

### Appendix 3: Indices used for Contributions Sought on behalf of OCC

Contributions sought on behalf of OCC will be index-linked to maintain the real value of the payments.

Indexation will be applied using the formula:

$$\text{Index Linked Contribution} = \text{Revised Index Value}^{**} \div (\text{Principal Amount} \times \text{Base Index Value}^*)$$

\* A base date for contributions is established in this Guide and within the planning obligation. Using this base date a precise value within a particular index can be found.

\*\* The date that the contribution is indexed to will be identified within the planning obligation. This will usually be the date of payment. Using this revised date a precise value within a particular index can be identified.

The table below sets out the indices that will be used.

Contribution Type	Index Name	Source	Notes
Transport contributions (excluding Public Transport Services)	Baxter	The Dept for Business, Innovation & Skills	This index is a composite index comprising the following weighted indices from the Civil Engineering Formula '1990 Series'  Index 1: Labour & Supervision (25%)  Index 2: Plant & Road Vehicles (25%)  Index 3: Aggregates (30%)  Index 9: Coated Macadam & Bitumous Products (30%)
Public Transport Services Contributions	RPIX	ONS	RPIX is a measure of inflation in the UK. It is equivalent to the Retail Price Index (RPI) excluding mortgage interest payments.
All Other contributions	Tender Price Index of Public Sector Building (Non-housing) PUBSEC (incorporating SE	The Dept for Business, Innovation & Skills	The PUBSEC index is compiled from bills of quantities of accepted tenders forwarded from

	location factor)		Government Departments. The Index is an indicator of the trend in accepted tender prices for constructing public sector works in Great Britain. The results are published quarterly.
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## Appendix 4: Education Infrastructure: Calculation of Contributions

Contributions for educational infrastructure will be calculated by multiplying the net increase in the forecast number of pupils (of the appropriate age) moving in to the new housing by the 'cost per pupil' of the required additional infrastructure.

### Average Pupil Generation per Dwelling

School Category	One Bed	Two Bed	Three Bed	Four Bed
Primary (4-10)	0.00	0.17	0.39	0.51
Secondary (11-15)	0.00	0.09	0.23	0.35
Sixth Form	0.00	0.01	0.03	0.07

These rates are derived from the Oxfordshire Survey of New Housing (2008).

A reduction of 15% to the pupil generation rates has been applied to take account of pupils who will be educated in the independent sector. The sixth form rates have been discounted further to account for pupils leaving school before the sixth form.

Based on the current percentage of pupils being educated in Special Educational Needs (SEN) schools in Oxfordshire 1.1% of the total pupils generated by the development will need to be educated in a SEN school (the majority of pupils with a statement of special educational needs are educated in 'mainstream' schools).

The table below sets out the standard cost per pupil of providing an extension to an existing facility. These standard costs will be used unless there is a specific scheme cost or where a new school is required. The figures are from the Department for Education (DfE) and have been adjusted for Oxfordshire using the DfE published location factors.

**Table1: Cost per pupil for extensions to existing facilities**

	Total Cost per Pupil for Extensions (3Q15)
Primary	£12,688
Secondary	£19,194
Sixth Form	£20,484
SEN	£36,684

To give an indication of the contributions which may be necessary to address the impact of proposals the cost per pupil for extensions to existing facilities is multiplied by the pupil generation rates per dwelling to reach the contributions per dwelling shown below.

**Table2: Contribution per dwelling**

	1 Bed	2 bed	3 Bed	4+ bed
Primary	£0	£2157	£4948	£6471
Secondary	£0	£1727	£4415	£6718
Sixth Form	£0	£205	£615	£1434

If a development creates all or part of the need for a new school a different level of contribution reflecting the actual estimated cost for the new school or part thereof will be applied. Where the development substantially necessitates a new school, developers will be expected to provide at nil cost to the education provider a suitable site (both in terms of size and location) which is fully serviced, fully decontaminated and remediated. The costs of providing and equipping a new school including playing fields/sport facilities will be calculated by reference to the county council's adopted primary and secondary school briefs together with relevant government advice. These requirements will be negotiated on a site by site basis.

## Appendix 5: Local Standards of Provision – Outdoor Recreation.

Type of Provision	Quantitative Standard	Accessibility Standard	Minimum Size of Provision	Threshold for On-Site Provision
General green space (parks & gardens/natural semi-natural/amenity green space)	2.4ha per 1000 urban dwellers	5 minute walk (amenity open space) (400m)	200sqm	10 urban dwellings
	2.74ha per 1000 rural/urban dwellers	15 minute walk other (1200m)		6 rural/urban edge dwellings
Play space (combining provision for younger and older children including MUGAs)	0.78ha per 1000 people	5 minutes walk (400m) except for NEAPs 15 minute walk (1200m)	LAP – 100sqm activity zone; 400sqm including buffer	10 dwellings (for a LAP)
			LEAP – 400sqm activity zone; 3600sqm including buffer	50 dwellings (for a LEAP and LAP)
			NEAP – 1000sqm activity zone; 8500sqm including buffer	100 dwellings for a NEAP and LEAPs/LAPs
			NB: In some cases a combined all-age area of play will be preferable to provision of LAPs/LEAPs/NEAPs.	
Outdoor sports provision (combining tennis courts, bowling greens, golf courses and playing pitches) ( to be accompanied by changing facilities where appropriate)	1.13ha per 1000 people	Football, rugby, cricket: 10 minute walk (800m) urban areas, 10 minute travel time (8km) rural areas  Tennis courts: 15 minute walk (1200m) urban areas, 15 minute	0.12ha	65 dwellings

Type of Provision	Quantitative Standard	Accessibility Standard	Minimum Size of Provision	Threshold for On-Site Provision
		<p>travel time (12km) rural areas</p> <p>Bowling greens, golf courses: 15 minute travel time (12km)</p> <p>Hockey: 20 minute travel time.</p>		
Allotments	0.37ha per 1000 people	10 minute walk (800m)	0.2ha	275 dwellings



## Appendix 6: Summary of demand for open space, sport and recreational facilities by development type

Type of Green space	Houses	Flats	Bedsits	Hostels	Sheltered Accom	V. Sheltered accom	Care homes	Student accom
<b>Parks and gardens</b>	yes	yes	yes	yes	yes	no	no	yes
<b>Natural/semi natural green space</b>	yes	yes	yes	yes	yes	no	no	yes
<b>Amenity green space</b>	yes	yes	yes	yes	yes	no	no	yes
<b>Play provision</b>	yes	yes	no	no	no	no	no	no
<b>MUGAs</b>	yes	yes	no	no	no	no	no	yes
<b>Tennis courts</b>	yes	yes	yes	yes	no	no	no	yes
<b>Bowling greens</b>	yes	yes	yes	yes	yes	no	no	yes
<b>Golf courses</b>	yes	yes	yes	yes	no	no	no	yes
<b>Allotments</b>	yes	yes	yes	yes	yes	no	no	yes
<b>Pitches</b>	yes	yes	yes	yes	no	no	no	yes

## Appendix 7: Local Standards of provision – Indoor Recreation

Facility Type	Local Quantity Standard per 1000 Population
Sports Hall	0.315 badminton courts
Swimming Pool	9.31 m <sup>2</sup>
Squash Courts	0.059 courts
Health & Fitness	5.28 stations
Indoor Bowls	0.045 rinks
STPs	0.046 pitches
Athletics Tracks	0.0012 8 Lane facility
Community Centre	185m <sup>2</sup>

### Sports Hall

There is a need for 0.315 badminton courts (sports hall) or 53.78m<sup>2</sup> per 1000 people (or 0.054m<sup>2</sup> per person). This figure is based on the area of a four court hall plus circulation, reception and changing space (683m<sup>2</sup>). The cost of construction is £2251 per m<sup>2</sup> plus land costs and VAT (at 2016). The cost per person for sports hall provision is therefore £121.56 plus land costs and VAT.

### Village Hall/Community Centre

There is an estimated 6,818m<sup>2</sup> of village hall/community centre space in the District (at 2010), which equates to 0.052m<sup>2</sup> per person (using population data from 2001 Census). In order to maintain this level of community space within the District, a standard of 0.052m<sup>2</sup> per person will be applied. The cost of construction of a new build, general purpose community hall is £1174 per m<sup>2</sup> (BCIS 2009) plus 15% professional costs (architect's fees etc) which equates to £1350.10m<sup>2</sup> (2009). The cost per person for community space is therefore £70.20 (2009).

**Table 3** below sets out the contributions that may be necessary to satisfactorily address the impacts of development. The cost per person is multiplied by the average number of people per dwelling. These figures have been adjusted for inflation to give a figure for 2016.

Contributions towards the maintenance of the facility will also be sought. This will cover a 15 year period following the transfer of the facility to the LPA (or community association). An illustration of these costs is shown in Appendix ?

**Table 3: Contributions Required by Dwelling Size for Community Hall Facilities**

1 Bed	2 Bed	3 Bed	4 Bed
£104.73	£151.21	£235.39	£323.70

NB: These costs are in addition to land costs and VAT  
Prices correct at 2016 but subject to inflation.

### Swimming Pool

There is a need for 9.31m<sup>2</sup> of swimming pool area per 1000 people or 0.0931m<sup>2</sup> per person. The cost of construction of a new build swimming pool, using average of Swim 25 commercial

product and RICS Building Cost Information Service construction costs, would be £2,296 per m<sup>2</sup> plus land costs and VAT (at 2010). Therefore the cost per person for swimming pool provision is £213.76 plus land costs and VAT.

## Appendix 8: On-Site Community Hall Provision: Commuted Sums for Maintenance

<b>Annual Costs</b>	<b>£</b>
Fire alarms & extinguishers	650
Intruder alarms	825
Boiler service & gas safety	900
Water monitoring & legionella	500
Emergency light maintenance	300
Lift maintenance*	1000
Miscellaneous repairs	500
Business rates	850
Water rates	280
insurance	650
Gas	5000
electricity	2000
<b>Sub total</b>	<b>13455</b>
Income	-5500
<b>Sub Total (Annual costs)</b>	<b>7995</b>
<b>One off costs</b>	
Electrical testing	500
Internal decoration	5000
Replacement boiler/water heaters	3000
Replacement extractor fans	6000
Replacement external lighting	2000
Replacement light fittings	1500
<b>Sub Total(one off costs)</b>	<b>18000</b>
Annualised over 15 years (£18,000÷15)	1200
<b>Total Annual costs (£7995+£1200)</b>	<b>9195</b>
<b>Commuted Sum Required</b> (9195 x multiplier of 12.50)	<b>114,938</b>

\*Commuted sum reduced by £12,500 if the building is designed on ground level only.

NB: These figures are based on 2010 calculations.

They will be indexed to reflect current costs as appropriate. (The Council is currently updating these figures and they will be incorporated in to this document when available).

## Appendix 9: Commuted Sums for Children’s Play Space, Sports Pitches, Public Open Space

The commuted sums for capital infrastructure are based on current contractor costs. The landscape maintenance rates are taken from the annually updated competitive rates of the Council’s landscape maintenance contract. (quoted sums from 2016/2017)

Each provision is multiplied by the current multiplier to commute the payment over a 15 year period

Current Inflation Figure = CPI 0.5%

Current Multiplier - 15

Play Areas – Maintenance Provision	Total Cost (£)
LAP – Equipped (400m <sup>2</sup> )	27501.52
LAP – Free Play Zone (400m <sup>2</sup> )	12394.26
LEAP (3600m <sup>2</sup> )	108761.69
LEAP/LAP Combined (4000m <sup>2</sup> )	121492.13
NEAP (9500m <sup>2</sup> )	249994.49
NEAP/LEAP Combined (13100m <sup>2</sup> )	350435.88

Play Areas – Capital Provision	Total Cost (£)
LAP – Equipped (400m <sup>2</sup> ) Local Area for Play (fencing, furniture, surfacing & signage)	20779.15
LAP – Free Play Zone (400m <sup>2</sup> ) Local Area for Play (fencing, furniture, path surfacing & signage)	10882.91
LEAP (3600m <sup>2</sup> ) Local Equipped Area for Play (play equipment, fencing, furniture, surfacing & signage)	60783.45
LEAP/LAP – Combined (4000m <sup>2</sup> ) Local Equipped Area for Play (play equipment, fencing, furniture, surfacing & signage)	74723.30
NEAP (8500m <sup>2</sup> ) Neighbourhood Equipped Area for Play (play equipment, MUGA, fencing, furniture, surfacing & signage)	240326.82

Outdoor Sports Facilities – Maintenance Provision	Total Cost (£)
Tennis/netball/basketball court	27468.25
Bowling Green	173303.86
Cricket Square	53197.08
Football Pitch - Senior	70195.95
Football Pitch - Junior	61589.12
Synthetic Pitch – 400mm 3G (130m x 90m)	111638.94
Pavilions	
2 changing room – Tennis & Bowls	43164.75
2 changing room – Football – 1 pitch	41338.67
4 changing room – Football – 2 pitches	55084.05
6 changing room – Football – 3 pitches	71871.57

Outdoor Sports Facilities – Capital Provision	Total Cost (£)
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Tennis/netball/basketball court	40903.50
Bowling Green	122449.20
Cricket square	43267.93
Football pitch - Senior	77647.64
Football pitch - Junior	62670.80
Synthetic pitch – 40mm 3G (130m x 90m)	582900.00
Pavilion	
2 changing room – Tennis & Bowls	431648.51
2 changing room – Football – 1 pitch	413392.68
4 changing room – Football – 2 pitches	550840.50
6 changing room – Football – 3 pitches	718715.70

<b>Green Infrastructure – Maintenance Provision</b>	<b>Total Cost (£)</b>
Public Open Space (cost per hectare)	93222.18 (per m <sup>2</sup> – 9.32)
Hedge Maintenance (cost per 1000 Lnm)	14354.42 (per m <sup>2</sup> – 14.35)
New Woodland Area Maintenance (cost per 1000m <sup>2</sup> )	23233.59 (per m <sup>2</sup> – 23.23)
Mature Woodland Area Maintenance (cost per 1000m <sup>2</sup> )	4629.23 (per m <sup>2</sup> – 4.63)
Mature Tree Management (cost per 10 trees)	3348.23

<b>Green Infrastructure – Capital Provision</b>	<b>Total Cost (£)</b>
Public Open Space (cost per hectare)	110829.85
Hedge Planting (cost per 1000Lnm)	6051.91
New woodland planting (cost per 1000m <sup>2</sup> )	6545.57

<b>Water Feature – Maintenance Provision</b>	<b>Total Cost (£)</b>
Pond maintenance (per 500m <sup>2</sup> )	21904.28 (per m <sup>2</sup> – 43.81)
Ditch maintenance (per 500 m <sup>2</sup> )	16290.05 (per m <sup>2</sup> – 32.58)
Stream Maintenance (per 500m <sup>2</sup> )	8969.63 (per m <sup>2</sup> – 17.94)
Balancing Pond maintenance (per 500m <sup>2</sup> )	5812.92 (per m <sup>2</sup> – 11.63)

<b>Allotments – Maintenance Provision</b>	<b>Total Cost (£)</b>
Allotment Areas (cost per hectare)	42190.84 (per m <sup>2</sup> – 4.22)
<b>Allotments – Capital Provision</b>	
Allotment Areas (cost per hectare)	255713.11

<b>Off- Site Contributions</b>	<b>Total Cost (£)</b>
In lieu of Children’s Play Facilities – Developments (10+ dwellings)	23068.62 (per dwelling – 2306.86)

In lieu of Sports Pitch provision- Developments (10+ dwellings)	20170.30 (per dwelling- 2017.03)
In lieu of Open Space Provision- Developments (10+ dwellings)	14262.65 (per dwelling- 1426.27)

## **Appendix 10: On-Site Community Centre and Indoor Sport Provision: Process and Procedures**

The LPA will identify the on-site indoor sport and/or community centre provision required and will provide the developer with a specification for the floor space and the facilities that need to be provided on site. At application stage specific proposals must be identified and defined to support the preparation of planning obligation documents.

Conditions and planning obligations will require the developer to submit detailed proposals to the LPA for approval. These proposals must include detailed drawings, specifications and guarantees (transferable). The LPA will provide formal approval to the developer once internal consultations are completed, or seek amendments to the proposals as necessary.

The developer will construct the building/facility in accordance with the approved details and ownership of the building/facility will be transferred to the Council following a satisfactory final inspection. The Council may subsequently transfer the ownership to the relevant parish authority or a suitable community association.

The timing of provision of the facility will be negotiated on a case by case basis but the size of the development and proximity to existing facilities will be a determining factor. In the case of the community hall provision a suitable temporary facility should be available to the residents on completion of the 100<sup>th</sup> dwelling. A permanent community centre will be required to be operational on either the occupation of the 400<sup>th</sup> dwelling or 50% of the approved number of dwellings, whichever is the soonest.



## **Appendix 11: Open Space, Sport and Recreation: Process and Procedures for Applications where On-Site Provision is Required.**

### **Pre-application**

The LPA will identify the on-site open space, sport (indoor/outdoor), recreation and play provision required, and the planning obligation (including commuted sums/rates) that is required.

The LPA will identify requirements in consultation with the appropriate Parish and Town Councils. Normally Town and Parish Councils are the preferred custodians and providers of open space, play, sport and recreation facilities and they will be expected to take ownership or adopt the facilities. In exceptional cases Town and Parish Councils may not be willing or able to take ownership or adoption and in these cases the LPA will proceed on the basis that the District Council will be responsible for the long term ownership, management and maintenance after transfer.

Where possible any options for off-site provision will be identified at this stage.

### **Application**

The same procedure for Pre-application applies. At this stage the LPA will seek the agreement of Parish and Town Councils to the concept and layout of the open space, sport (indoor/outdoor), recreation and play provision prior to the granting of planning permission. Their commitment to future ownership or adoption will also be expected.

At application stage specific proposals must be identified and defined to support preparation of planning obligation documents.

### **Approval of Submitted Open Space, Sport, Recreation and Play Proposals (Construction Details)**

Conditions and planning obligations will require the developer to submit detailed proposals to the LPA for approval. These proposals must include detailed drawings, specifications, guarantees (transferable) and maintenance specifications to BS/EN standards. The LPA will provide formal approval to the developer once internal consultations are completed, or seek amendments to the open space, sport, recreation and play proposals, as necessary.

Approvals will be managed as follows:

- The LPA will discharge the conditions/obligations when open space, sport, recreation and play provision details are deemed acceptable by the Council.
- It is important to note that the development must not commence until there has been submitted to and approved by the LPA a scheme (including a phased programme [on large developments]) for the laying out, hard and soft landscaping and equipping of the open space, sport, recreation and play provision including, supporting changing accommodation.
- The planting, turfing and seeding to the open space, sport, recreation and play provision is to take place during the first planting season following the commencement of development [or phase of development]. The setting out of the landscaping and equipping of the open space, sport, recreation and play provision is to be in accordance with the approved scheme to the satisfaction of the LPA.

- The Developer is required to notify the LPA on the commencement and completion of the open space, sport, recreation and play provision, and must maintain the provision to its original standard for a period of twelve months following its completion, as certified by the LPA, replacing items (including surfaces) which are defective in the opinion of the LPA in accordance with the approved details contained in the scheme, and replacing any trees or shrubs which may die, are removed or become seriously damaged or diseased with others of similar size and species to the satisfaction of the LPA, The Developer is to carry on maintaining the open space, sport, recreation and play provision and supporting changing accommodation until these facilities are transferred, and to give access to the LPA's officers to enter to the area/s to carry out inspections.
- The LPA is to be notified by the developer on the commencement and completion of the open space, sport, recreation and play provision and supporting changing accommodation and the LPA will inspect the development at the following stages:
  - a) setting out,
  - b) drainage,
  - c) equipment installation,
  - d) surfacing; and
  - e) planting (including grass / wildflower seeding)

The developer is to ensure that a report is to be provided by a recognised body certifying that the construction is adequate for the intended use and submitted to the LPA.

### **Monitoring Development**

The Developer is to provide an indicative timetable of on-site operations including indicative dates for the stages of construction and completion of the open space, sport, recreation and play provision to the LPA for the Council's co-ordinated monitoring of the open space, sport, recreation and play provision and supporting changing accommodation. It is necessary for the Developer to advise the LPA when the laying out of the open space, sport, recreation and play provision is taking place.

The LPA will monitor the commencement of development, compliance with conditions and planning obligations.

The LPA will endeavour to carry out inspections within 5 working days of notification by the developer at the stages listed above with the aim of ensuring that works are satisfactory, to identify remedial works when necessary and areas completed in accordance with the approved plan. Records will be kept on monitoring sheets of all inspections, and minutes of site meetings.

### **Enforcement (before practical completion)**

The LPA will take enforcement action on conditions and obligations, should it be necessary, and will ensure good record keeping as evidence and provide expert witness statements, if required.

### **Practical Completion**

The Developer must arrange for satisfactory Royal Society for the Prevention of Accidents (RoSPA) inspections and the subsequent reports to be forwarded to the LPA. They must also obtain transferable

guarantees for equipment which must also be sent to the LPA. For natural sports pitches or courts a satisfactory post completion 'fit for purpose' report from a recognised body, such as the Sports Turf Research Institute (STRI) or a member of the Sports and Play Construction Association (SAPCA), will be required. The Developer is to provide two sets of as-built drawings for the LPA. The LPA will carry out inspections of the completed open space, sport, recreation and play provision and inform the Developer of any defects in writing. The Developer must correct the defects as soon as possible and inform the LPA's planning department when the defects have been remedied, as early as possible. The LPA will then issue certificates of practical completion, detailing outstanding items of work, copies of which to be provided to the Developer and contractor.

The Developer is to confirm to the LPA that remedial works to defects are complete. Once the LPA has inspected the remedial works and found them to be satisfactory the LPA will then confirm that all works are complete in accordance with the approved plans and the open space, sport, recreation and play provision is acceptable for adoption.

The LPA will check and revise commuted sum calculations, if required (in cases where a schedule of rates was given by the District Council and shown in the planning obligation).

The Developer must ensure that the play areas/MUGAs are opened for use once practical completion is granted. Insurance cover must be provided by developer until formal transfer by the District. The developer should provide signs at each facility providing contact details for the public to report any defects. Joint monitoring of the open space, sport, recreation and play provision by the Developer and the Council is necessary to ensure the sites are safe for use. The LPA will consider any proposed change to the twelve month liability period by the Developer and agree to any changes in writing, if appropriate.

A twelve month maintenance period is required for open space and play provision to ensure that landscape features become established prior to the areas being transferred.

On sports pitches a minimum of two years is required before transfer from the date of seeding and completion to allow for establishment of the pitches.

### **Final Completion**

The LPA will undertake an inspection of the open space, sport, recreation and play provision one month before the expiry of the twelve month defects period. The developer is to bring the space, sport, recreation and play provision up to the adoptable standard. The developer shall also provide the LPA with a post installation inspection and safety audit from a RoSPA -approved expert for play areas and informal open space. For sports pitches or courts a satisfactory post completion report from a recognised body such as STRI or SAPCA member will be required.

If all areas are satisfactory the LPA will issue certificates of final completion to the Developer.

### **Transfer**

The Developer will start the legal transfer to the LPA, accompanied by an appropriate contribution towards its maintenance after adoption. This contribution will normally be in the form of a commuted sum, to cover 15 years maintenance, secured through a planning obligation document.

The LPA's finance section is to set up a new accounting code for each commuted sum. This will be specifically linked to the planning application reference number. All payments are to be made to the

LPA (by cheque or BACS) under the designated code with details of the application reference number and accompanied by a breakdown of capital and maintenance contributions.

The receiving LPA's Legal Team will complete the transfer of the open space, sport, recreation and play provision to the LPA on receipt of the commuted sum. On completion of the legal transfer the LPA will take over the maintenance responsibility. The LPA will then proceed to transfer or lease the provision to the relevant town or parish council along with any commuted sum balances.

#### **Developer Responsibilities for maintenance of open space, sport, recreation and play facilities.**

The long term maintenance of open space, sport, recreation and play facilities is critical to ensure that they achieve and maintain their maximum potential benefit and value. In the case of new housing developments, the developer will be required to make provision for the appropriate amount and type of open space, sport, recreation and play provision, plus supporting changing accommodation.

The developer is to submit to the LPA management plans and maintenance schedules to ensure that the soft/green areas of open space, sport, recreation and play facilities are established successfully for the benefit of the community and biodiversity. The maintenance specification is to be written and implemented in accordance with the relevant EN/BS standards.

#### **Maintenance of Sports Pitches**

The Developer's Contractor will be responsible for the maintenance of the grass sward for 2 years from the date of practical completion. A maintenance specification is to be submitted to the LPA. This maintenance specification must comply with industry best practice.

#### **Maintenance of Play Areas and MUGAs**

The Developer's Contractor will be responsible for the maintenance of the play areas and MUGAs for 12 months from the date of practical completion. A maintenance specification is to be submitted to the LPA and must comply with industry best practice.

#### **Maintenance of Open Space and Recreation Areas**

The Developer's Contractor will be responsible for the maintenance of open space and recreation areas for 12 months from the date of practical completion. A maintenance specification is to be submitted to the LPA and must comply with industry best practice.

## **Appendix 12: Local Management Organisation Requirements**

*NOTE: It is the Council's strong preference that public open space, outdoor sports pitches and play areas on new developments continue to be adopted by the Council in conjunction with the relevant town or parish council with a commuted sum. The Council will only consider a local management organisation proposed by a developer if it meets the list of conditions set out below and has the agreement of the relevant town or parish council.*

Provide a method statement of how the funding will be provided to the Management Company to cover maintenance costs in perpetuity.

Provide a method statement of how capital funding for replacement items/unforeseen costs will be generated.

The Council's twice yearly inspection costs will be paid as a commuted sum for the first fifteen years for monitoring the management company's maintenance standards.

Confirmation that the standards of maintenance will be identical to the standard set out in the Council's Technical Specifications for Landscape and Cleansing Operations.

Confirmation that a diminishing bond will be put in place to cover the Council's costs of maintenance and management of the site, to be available for the council to draw upon if standards delivered by the management company do not match those set out in the Council's Technical Specifications.

Confirmation that the Council has the step in rights if the management company let standards drop below the standards set out in the Council's Technical Specification along with the rights to recover costs.

Confirmation that at no point will the service charges levied on residents increase the rents for affordable housing above 80% of the open market rents as published by the Home and Communities Agency (HCA), where affordable rents are in place.

Confirmation that all public open space, outdoor sports pitches and play areas remain accessible and usable by the general public in perpetuity.

If the management company goes in to administration, confirmation that title deeds of all public open space, outdoor sports or play areas transfer to the Council as the provider of last resort.

## Appendix 13: Apprenticeships & Skills

### Draft Cherwell District Council Interim Position Statement on Planning Obligations for Construction Apprenticeships and Skills, April 2016

#### 1.0 Background

1.1 The Government has made a commitment to 3 million new apprenticeship starts in England between 2015 and 2020<sup>1</sup>. Apprenticeships are full time paid jobs which incorporate on and off the job training. A successful apprentice will receive a nationally recognised qualification on completion of their contract. Public sector bodies will be required to employ apprentices and set targets to increase apprenticeship numbers<sup>2</sup>. There are over 200 different types of apprenticeship currently available in England, through existing apprenticeship frameworks. Apprentices can receive qualifications ranging from those equivalent to 5 GCSE passes to those equivalent to a degree.

1.2 Cherwell District Council (CDC) has pledged during 2016-2017 to “continue to support skills development, apprenticeships and job clubs in order to help support local employment and reduce the number of young people not in education, employment or training”<sup>3</sup>. In particular CDC is keen to increase the number of apprenticeships and related skills that come forward through the construction of new development areas in the District. This aspiration is in line with the latest report from the Construction Skills Network which forecasts that in the south east region alone, 1730 construction jobs are expected to be created every year over the next 5 years, but skill shortages are beginning to emerge<sup>4</sup>.

1.3 Oxfordshire in general and the Cherwell District in particular, are experiencing a large increase in construction to provide new homes and jobs for the area. However there is a shortage of skilled construction workers to support this growth. The table below shows the trends over the last four years. Construction apprenticeships are decreasing. They made up 6.6% of the total in 2011/12 and falling to 4.1% in 14/15. Furthermore labour market information gathered by the Oxfordshire Local Enterprise Partnership (OXLEP) has shown that within the local construction sector, it is the elementary construction occupations that are most in demand<sup>5</sup>.

Construction, Planning and the Built Environment	2011/12	2012/13	2013/14	2014/15, Q4 provisional
Count of construction apprenticeship starts	300	250	170	180
% of all apprenticeships	6.6%	5.6%	4.4%	4.1%

Source: Economy and Skills, Oxfordshire County Council.

1.4 The need to increase the number of apprenticeships locally is picked up by both the Oxfordshire Local Economic Partnership (OxLEP) and the South East Midlands Economic Partnership (SEMLEP). OxLEP’s Strategic Economic Plan is committed to delivering 1150

<sup>1</sup> Apprenticeships Policy, England 2015: House of Commons Library Briefing Paper 03052, 20 January 2016 page 3

<sup>2</sup> Op. cit. page 3

<sup>3</sup> Cherwell District Council Performance Pledges 2016-2017

<sup>4</sup> Construction Skills Network South East Report 2016-2020

<sup>5</sup> Oxfordshire Labour Market Information Summer 2014, Oxfordshire Skills Board Page 39 more apprenticeships

to 2020 within Oxfordshire<sup>6</sup>. The SEMLEP Strategic Economic Plan is seeking just over 94,000 apprenticeship starts within the SEMLEP area between 2015 and 2020. Of these, it is anticipating that 7017 will be created within the Cherwell District<sup>7</sup>. It notes in particular that there is a shortage of skills and an aging workforce in the construction sector across the SEMLEP area and that there are significant opportunities for jobs growth in these sectors across the SEMLEP area<sup>8</sup>.

1.5 Cherwell District Council's Economic Development Strategy (CDCEDS) identifies the provision of apprenticeships as one way to help people into employment<sup>9</sup>. In essence, the growth envisaged in the Cherwell District Council Local Plan Part 1 (July 2015) will both benefit from a healthy supply of construction apprentices as well as providing an ideal environment to support the training of new entrants to the construction trades. In respect of North West Bicester, the CDCEDS seeks to implement the NW Bicester Economic Strategy as one of the means to provide, encourage and support skills needed to develop NW Bicester and cites local apprenticeships as an outcome of this initiative<sup>10</sup>.

1.6 This note will set out the national and local planning policy context before describing the approach to be taken in the negotiation of construction (and related trades) apprenticeships for planning applications for certain categories of new development by Cherwell District Council. It is intended that this note will operate as informal guidance which will eventually help inform a relevant policy within the Cherwell District Council Local Plan Part 2 and the Planning Contributions Supplementary Planning Document, which are currently in the early stages of preparation.

## **2.0 National Planning Policy Context**

### **2.1 The National Planning Policy Framework March 2012 (NPPG)**

The Framework is predicated on ensuring that the planning system promotes sustainable development. The Framework notes that there are 3 dimensions to sustainable development and that the planning system should correspondingly perform an environmental role, a social role and an economic role<sup>11</sup>. In terms of the economic role, the NPPF notes that pursuing sustainable development involves "making it easier for jobs to be created in cities, towns and villages."<sup>12</sup> It further notes that "plans and decisions need to take local circumstances into account, so that they respond to the different opportunities for achieving sustainable development in different areas."<sup>13</sup>

2.2 Under the heading "Building a strong, competitive economy" the NPPF states that "the Government is committed to securing economic growth in order to create jobs and prosperity..."<sup>14</sup> It continues by stating that the Government is committed to ensuring that the planning system does everything it can to support sustainable economic growth and that

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<sup>6</sup> OxLEP Strategic Economic Plan March 2014, page 42

<sup>7</sup> SEMLEP Strategic Economic Plan 2015-2020, Table B SEMLEP Apprenticeship Data, Page 25

<sup>8</sup> Op cit. paragraph 2.5.19, page 26

<sup>9</sup> Economic Development Strategy for Cherwell, North Oxfordshire 2011-2016, Cherwell District Council, pages 32, 45

<sup>10</sup> Op Cit. page 47

<sup>11</sup> NPPF (March 2012) paragraph 7

<sup>12</sup> NPPF (March 2012) paragraph 9

<sup>13</sup> NPPF (March 2012) paragraph 10

<sup>14</sup> NPPF (March 2012) paragraph 18

planning should operate to encourage this. It concludes the paragraph by stating that significant weight should be placed on the need to support economic growth through the planning system.<sup>15</sup>

2.3 In terms of how apprenticeships can be delivered through the planning system, CDC proposes that this is achieved through planning obligations or through conditions attached to planning consents, whichever is the most appropriate depending on the individual circumstances of each application and site. In drafting conditions and agreements, CDC will take account of the NPPF and Planning Practice Guidance.

#### 2.4 Eco Towns Supplement to Planning Policy Statement 1 July 2009 (SPPS1)

The SPPS1 specifically applies to the North West Bicester site. In a similar way to the NPPF, there are no explicit references to the provision of apprenticeships in the Supplement. However section ET10 Employment states that an economic strategy should be produced to accompany planning applications for eco towns that demonstrate how access to work will be achieved. One of the supporting documents accompanying the NW Bicester Masterplan submitted by A2 Dominion is the NW Bicester Economic Strategy (21 March 2014) which contains a commitment to apprenticeships. This will be explored in more detail in the section below which deals with the local planning policy context.

### 3.0 Local Planning Policy Context

#### 3.1 The Cherwell Local Plan 2011-2031 Part 1 (adopted July 2015)

Securing the economic future of the District is the main priority of the Local Plan<sup>16</sup>. The main focus of the Plan is strengthening the local economy, job creation, inward investment and company growth, as well as building cohesive communities.<sup>17</sup> In particular, the Plan notes that relatively large numbers of people in Cherwell are without qualifications and basic skills, so the level of education and training needs to improve<sup>18</sup>. The Plan contains 5 strategic objectives for developing a sustainable local economy including SO5 which aims to “.....support an increase in skills and innovation....<sup>19</sup>”. The Plan notes that “there will also need to be promotion of local training providers, an improvement of the relationships between companies and schools, colleges and the universities....<sup>20</sup>. However there are no strategic policies that deal with the provision of apprenticeships / increasing skills in the workforce as these are detailed policy areas more appropriately covered in the Cherwell Local Plan Part 2.

3.2 However the supporting text to Policy Bicester 1: North West Bicester Eco-Town states that an economic strategy will be required and there should be local sourcing of labour, including providing apprenticeships during construction<sup>21</sup>. Policy Bicester 1 itself repeats the requirement for an economic strategy to be prepared to support planning applications for the site and amongst other matters, to demonstrate how access to work will be achieved.

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<sup>15</sup> NPPF (March 2012) paragraph 19

<sup>16</sup> CDC Local Plan 2011-2031 Part 1, July 2014, paragraph ix Executive Summary.

<sup>17</sup> Op cit. paragraph 1.66

<sup>18</sup> Op cit. paragraph A14

<sup>19</sup> Op cit. page 31

<sup>20</sup> Op cit. paragraph B14

<sup>21</sup> Op cit. paragraph C39

#### 3.3 North West Bicester Supplementary Planning Document (anticipated to be adopted March 2016)



The North West Bicester Supplementary Planning Document amplifies Policy Bicester 1 of the Local Plan Part 1. Under Development Requirement 5- Employment, it states that employment proposals for NW Bicester will be required to “support apprenticeship and training initiatives”. In Section 6 Delivery, the SPD states that “employment opportunities and facilities to support job creation providing a mix of uses and access to job opportunities” should be taken into account to deliver the masterplan vision through the submission of planning applications. It further states that contributions towards local employment, training and skills will be required through legal agreements from developers<sup>22</sup>.

#### 3.4 NW Bicester Masterplan: Economic Strategy (March 2014)

In line with Section ET10 of the PPS1 Supplement and Policy Bicester 1 of the Cherwell Local Plan this Economic Strategy has been prepared by SQW on behalf of the promoters of the NW Bicester site to support the NW Bicester Masterplan. Figure 3-2 sets out the contribution the NW Bicester site will make to local economic objectives. It states that “NW Bicester will support the expansion of education and training opportunities in Bicester by increasing demand and the sponsorship of apprenticeships, for example in eco construction”. It notes that NW Bicester will create a long term (20+ year) demand for local skills relating to eco construction.

3.5 Paragraph 5.6 of the Economic Strategy states that “training programmes, including apprenticeships, will be provided to ensure local residents and firms can acquire the necessary skills for NW Bicester, but that these skills will also be in increasing demand elsewhere as construction standards improve and retrofit programmes are rolled out”.

3.6 Finally, Table 6-1 Economic Development Action Plan consolidates all of the above statements by setting out that OCC and CDC will develop a Bicester wide apprenticeship strategy for all the development in Bicester of which NW Bicester is a part. It further states that apprenticeship schemes will be agreed with developers, the local colleges and other suitable local training providers.

### **4.0 How this Guidance will be applied**

#### 4.1 Approach

Cherwell Council will seek to apply this Guidance across its entire administrative area. It will seek the provision of a stated target number of new construction apprenticeships (or apprenticeship starts) as part of an Employment, Skills and Training Plan (ESTP) for each proposal for new development, to be secured via condition or S106 agreement as explained in paragraph 2.3 above. CDC is keen that the submission of ESTPs should not be unduly onerous for developers, hence an ESTP framework is provided for information at Appendix A to this Document. This can be reproduced by developers and completed by filling in the relevant numbers.

4.2 This Guidance will apply to the types of new development and subject to the thresholds set out in the table below. However if proposed developments fall below these thresholds but developers would still like to provide new construction apprenticeships, then the Council will

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<sup>22</sup> North West Bicester Supplementary Planning Document (adopted March 2016), page 54.

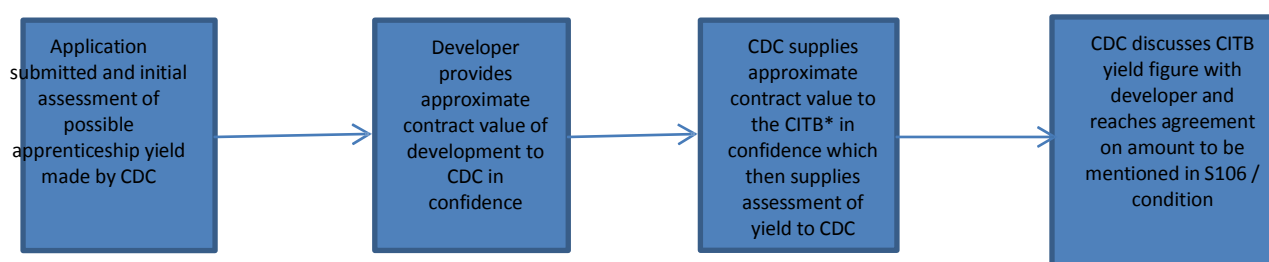
encourage and seek to support them in doing so. As the number of stated new apprenticeships will be expressed in planning obligations / conditions as a stated target to be achieved, if developers and / or their contractors are able and willing to exceed these, then the Council will encourage them to do so.

Type of Proposed New Development	Threshold	Indicative number of apprenticeships to be achieved
Housing (Use Class C3)	50 units	2.5 apprenticeships per 50 units
Non-residential uses	1000 sq m of floorspace	3 apprenticeships per 1000 sq m of floorspace
Utilities and highways infrastructure applications	None	Subject to discussion with developers on a case by case basis

4.3 In essence, while Cherwell District Council is keen to achieve an increase in new construction apprenticeship opportunities in the District through the planning system, it also considers that such arrangements need to be arrived at through discussion and agreement with developers, rather than imposed in a top-down fashion. It will be counter-productive if the numbers of construction apprenticeships required by CDC are unrealistic because they are actually unable to be achieved.

#### 4.4 Process

The purpose of the information in the above table is to provide guidance for developers and will be the starting point in discussions with developers about the amount of apprenticeships each application could yield. This is because the Council understands that each site's circumstances will vary and that apprenticeship yield largely relates to development cost / contract value. CDC envisages the approach to agreeing the apprenticeship yield from each relevant application could follow the process such as the one set out in the diagram below:



\* CITB = Construction Industry Training Board

4.5 This process has already been piloted successfully with 3 planning applications which form part of the NW Bicester development.

## 5.0 **Approach to S106 Agreements and Conditions**

### 5.1 S106 Agreement Clauses

S106 agreements will encourage applicants (or their successors in title) to submit an Employment Skills and Training Plan in line with the specimen framework attached to the

agreement (and included as Appendix A of this document) before implementation of the development. S106 agreements will seek this to be approved by CDC in writing prior to implementation and for the applicants (or successors in title) to be guided by the contents.

5.2 S106 agreements will also require that the ESTP sets out the arrangements by which the applicants will provide the stated target number of agreed construction (and related trades) apprenticeships and will support the applicant to use The Apprenticeship and Training Company Ltd or other equivalent approach. Apprenticeship Training Agencies (ATAs) are organisations that directly employ apprentices and operate as the apprentice's day-to-day workplace manager. They coordinate the apprentice's training and pay the associated training costs. The host employer (i.e. where the apprentice will have his/her on-site placement) pays a fee which covers the cost of their salary (which will be at least the National Minimum Wage Rate), plus a management fee to cover the ATA's costs (which includes HR and payroll provision and the management of the off-site training provision). Therefore ATAs support businesses who want to take on apprentices by dealing with the administration associated with hiring or employing an apprentice. Appendix B of this Guidance provides further information about The Apprenticeship and Training Company Ltd (to be finalised).

5.3 S106 agreements will require that all of the apprenticeship opportunities secured through these means are initially advertised within the administrative area of the District Council and if there are no such suitable persons, to people residing in Oxfordshire and then the surrounding locality (e.g. Milton Keynes, Aylesbury, Northamptonshire).

#### 5.4 Conditions

If it is decided that the securing of apprenticeships would be better dealt with through a condition, then the content of that condition would be similar to that set out to be dealt with under S106 agreements, with the possible use of an informative to explain the role of the Apprenticeship and Training Company Ltd.

### 6.0 **Conclusion**

6.1 Increasing the number of new apprenticeships in England is a high profile Government objective. Cherwell District Council supports this aspiration. The amount of new development taking place in the District over the next 20 years or so, coupled with the evidenced shortage of construction skills provides both an incentive and opportunity to secure the provision of new construction related apprenticeships through the land use planning system. Although the national planning policy guidance does not refer to apprenticeships specifically, it makes it clear that it is the business of the planning system to promote and support economic growth through the provision of jobs and that significant weight should be attached to the need for the planning system to support sustainable economic growth.

6.2 The Cherwell District Council Local Plan Part 1 as well as CDC's Economic Strategy contain strategic aspirations relating to the need to support an increase in skills and training within the District. These are expressed in more detail in Local Plan Policy Bicester 1 and the NW Bicester Eco Town SPD which both specifically refer to the need for an economic strategy to support NW Bicester and that it should contain provisions to support apprenticeship and training initiatives - which it does so. This guidance anticipates the further detailed policy

approach to be contained in Local Plan Part II which will relate to new development sites across the District.

6.3 CDC is anticipating that developers will generally support the approach being promoted in this Guidance as an important and progressive initiative designed both to increase the number of local skilled construction operatives available to support the building industry, as well as promoting the construction trades generally as a valuable future career path for young people.

## Appendix 14: Community Safety/ CCTV Provision

**Table 1: Levels of Contribution Sought**

Priority	Level of Contribution
Priority 1	Seeking on-site provision of an appropriate number of CCTV cameras to monitor areas considered to be of high risk.
Priority 2	Relevant permissions to erect infrastructure, such as aerials, to facilitate transmission of images.
Priority 3	To install ducting to facilitate self-provide fibres
Priority 4	Where predominantly retail to contribute an agreed sum to monitoring and maintenance.
Priority 5	New development will be expected to contribute towards the provision of additional on-site infrastructure for at least a period of 10 years.

Crime impacts all development, however, retail and evening leisure uses usually have the greatest impact. Table 2 illustrates the measures likely to be considered appropriate for the type of development proposed.

**Table 2:**

Development Type	Priority/ Measure
Large Retail	1,2,3,4,5
Drinking Establishments	1,2
Nightclubs	1,2
Hot Food Takeaway	1,2
Local Retail	1,2,3
Large scale public open space	1,2,3

Table 2 is indicative only. Developments may include all, or only part of these elements. Specific requirements are therefore subject to negotiation following impact assessments by the police and partners.

**Table 3: Guidance on Costs**

Priority	Level of Contribution	Costs
Priority 1	Seeking on-site provision of an appropriate amount of CCTV cameras sufficient to monitor areas considered by police and partners to be of high risk as part of new development.	Cameras = £3,000 approx. This includes brackets and aerials
Priority 2	Relevant permissions to erect infrastructure such as aerials	Subject to planning permissions

	to facilitate transmission of images.	
Priority 3	To install ducting to facilitate self-provide fibres	Insignificant as ducting can be provided early in the construction process.
Priority 4	Where predominantly retail to contribute an agreed sum to monitoring and maintenance	Monitoring can range from £1,000 to £2000 per camera per annum. Where there are a large number of cameras the fee is negotiable. Maintenance would be approximately £300 per camera per annum.
Priority 5	New development will be expected to contribute towards the provision of additional onsite infrastructure for at least a period of 10 years.	The longevity of the provision is dependent upon the figures in Priority 4 being extended for at least 10 years.