



**SUPPLEMENTARY INFORMATION**

**Council**

**27 February 2023**

Agenda Item Number	Page	Title
7.	Pages 3 – 70	Council Minute Book

*If you need any further information about the meeting please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534*

This page is intentionally left blank



## Council Minute Book

**Monday 27 February 2023**

### Contents

#### Executive

1. Minutes of meeting Monday 5 December 2022 of Executive (Pages 3 - 12)
2. Minutes of meeting Monday 9 January 2023 of Executive (Pages 13 - 20)
3. Minutes of meeting Thursday 19 January 2023 of Executive (Pages 21 - 24)
- Executive Portfolio Holder Decisions (Pages 25 – 26)

#### Accounts Audit and Risk Committee

4. Minutes of meeting Wednesday 25 January 2023 of Accounts, Audit and Risk Committee (Pages 27 - 30)

#### Budget Planning Committee

5. Minutes of meeting Tuesday 6 December 2022 of Budget Planning Committee (Pages 31 - 36)
6. Minutes of meeting Tuesday 17 January 2023 of Budget Planning Committee (Pages 37 - 40)

#### Licensing Committee

7. Minutes of meeting Wednesday 18 January 2023 of Licensing Committee (Pages 41 - 44)

#### Overview and Scrutiny Committee

8. Minutes of meeting Tuesday 22 November 2022 of Overview and Scrutiny Committee (Pages 45 - 48)
9. Minutes of meeting Tuesday 29 November 2022 of Overview and Scrutiny Committee (Pages 49 - 56)

10. Minutes of meeting Wednesday 11 January 2023 of Overview and Scrutiny Committee (Pages 57 - 62)
11. Minutes of meeting Tuesday 24 January 2023 of Overview and Scrutiny Committee (Pages 63 - 68)

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 5 December 2022 at 6.30 pm

#### Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy  
Councillor Ian Corkin (Vice-Chairman), Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy  
Councillor Phil Chapman, Portfolio Holder for Healthy Communities  
Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Nicholas Mawer, Portfolio for Housing  
Councillor Richard Mould, Portfolio Holder for Performance  
Councillor Adam Nell, Portfolio Holder for Finance  
Councillor Lynn Pratt, Portfolio Holder for Property  
Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities

#### Apologies for absence:

Councillor Eddie Reeves, Portfolio Holder for Safer Communities

#### Also Present:

Councillor Sandy Dallimore, Chairman of Overview and Scrutiny Committee

#### Officers:

Ian Boll, Corporate Director Communities  
Michael Furness, Assistant Director Finance & S151 Officer  
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer  
Natasha Clark, Governance and Elections Manager

#### Officers Attending Virtually:

Yvonne Rees, Chief Executive  
Robert Jolley, Assistant Director Growth & Economy  
Shona Ware, Assistant Director Customer Focus  
Simon Hope, Interim Head of Communications and Marketing  
Celia Prado-Teeling, Performance & Insight Team Leader

### **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Dallimore, Chairman of Overview & Scrutiny Committee, to the meeting. Councillor Dallimore would be reporting the Committee's feedback on item 7, the performance aspects of the monthly monitoring report.

62 **Minutes**

The minutes of the meeting held on 7 November 2022 were agreed as a correct record and signed by the Chairman.

63 **Chairman's Announcements**

The Chairman made the following announcement:

"Today's meeting is the last one of 2022. This has been an eventful year for the council and I just wanted to take a few moments to highlight the achievements we have made and the challenges we face as we approach 2023.

We have successfully decoupled from Oxfordshire County Council, ending our partnership which involved 24 services. This has been a major piece of work and I'd like to congratulate everyone involved, for the time, skill and effort that has gone into it and, most importantly, for ensuring that the council continued to deliver excellent services to residents and businesses during this period of great change.

However, this change has given the Council a great opportunity. For the first time in a decade, we are a standalone Council, free to fulfil our own ambitions, always putting our customers, the people of Cherwell, at the heart of our decisions.

With this in mind, we recently approved our first Annual Delivery Plan. This sets out the key priorities for our residents, businesses and communities based on four key pillars: Housing that meets their needs; Regeneration and investing in our communities; Environmental sustainability; and, Healthy and Resilient communities. Our Annual Delivery Plan also includes ten strategic priorities. I won't go through them all but I just wanted to mention a couple.

We should be very proud of the work we are doing to support residents during the cost of living crisis. In the last few weeks, we have introduced a warm space initiative and a food voucher scheme. The warm welcome initiative encourages community venues and spaces to open their doors and provide an activity, information point or a hot drink or meal this winter to help those struggling with the rising costs of heating bills. Participating venues will

display a sticker in their windows so residents can spot that are offering support.

I'm also really pleased that the £100 food vouchers we promised to households facing hardship are now reaching them in time for Christmas, which is always a challenging time of year. Over 3500 households, everyone in the district who is in receipt of housing benefit, will benefit from this support also.

Meeting the challenges of the climate emergency is another key priority for the Council. We are investing, and will continue to invest, in reducing the Council's carbon emissions, for example, we have already made great headway with our air source heat pumps at venues reducing our reliance on fossil fuels.

There are far too many examples to mention all of the great work the Council is carrying out on behalf of residents but just a few days ago, we were delighted that England's Chief Medical Officer, Professor Chris Whitty, visited Bicester to see the work we have been doing alongside other partner agencies in areas such as Elmsbook and at Kings Meadow School.

We will continue to pursue our commitment to building well designed, active communities in Bicester and across the district and I am delighted that we were able to showcase this important work to Professor Whitty.

As we approach the New Year, we face a number of challenges. Many of the long term uncertainties about the way Councils are funded remain. The amount of income we will get in future from business rates and New Homes Bonus are too, such areas. On top of this, the Council is facing a lot of the same pressures related to inflation that residents and business are themselves facing. This means we are looking to make savings of £0.5million from our budget next year.

Proposals for next year's budget are now well advanced and residents can have their say as part of our public consultation which runs until 23 December. These budget proposals have been carefully mapped out with a focus on back office efficiencies and generating more income in certain areas, so that we can protect frontline services such as waste and recycling for residents, and continue to give our residents the services they need.

Despite the need for savings, we are sticking by our ambition to be a Council with a positive vision for the district. Now that we are a standalone Council again, free to put our resources where residents and communities need them most, I am confident that this district's, and this Council's, futures are bright.

I'd like to thank Members of the Executive, other elected Members and the Council staff for your support during this year and I look forward to achieving great things again next year. And, just in case I don't get the chance to say so later, I'd like to wish all of you a very Merry Christmas and Happy New Year."

64 **Urgent Business**

There were no items of urgent business.

65 **Monthly Performance, Risk and Finance Monitoring Report October 2022**

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update the Executive on the Council's Performance, Risk and Finance positions as at the end of October 2022.

Councillor Dallimore, Chairman of the Overview and Scrutiny Committee, presented the comments of the Committee who had details of the October Performance Monitoring at their 29 November 2022 meeting.

Councillor Dallimore advised that the Committee asked officers for clarification on a number of indicators, including the green electricity produced as a result of waste collected from the silver food caddies. The Committee had also queried if the indicator 'number of households living in temporary accommodation', which was reporting as red for October, would need to be reviewed for 2023/24 acknowledging possible financial implications of reducing the target.

**Resolved**

- (1) That the Performance, Risk and Finance Monitoring Report for October 2022 be noted.

**Reasons**

This report provides an update on the Council's progress during October 2022, to deliver its priorities, manage its budget and identify and mitigate any risks that could impact on their delivery

**Alternative options**

This report illustrates the Council's performance, risk and budget positions for the month of October. These monthly reports ensure the council stays on track to deliver its priorities for the year by taking any corrective action at the earliest opportunity to address any issues. Therefore there is no alternative option. However Members can ask officers to provide additional information they would consider helpful for including into these standard reports.

66 **Council Tax Reduction Scheme 2023-2024**

The Assistant Director of Finance submitted a report to enable members to consider the banded scheme for Council Tax Reduction and to seek approval to recommend to Council a council Tax Reduction Scheme for the financial year 2023/24.



To note potential changes to Council Tax discounts and reliefs which are currently subject to consultation as part of the Council's budget consultation

In introducing the report, the Portfolio Holder for Finance advised that the Budget Planning Committee considered the Council Tax Reduction Scheme 2023/24 at its meeting on 26 July 2022 and recommended that the scheme remain unchanged for 2023/24

The Portfolio Holder for Housing highlighted that the banded scheme had been introduced whilst he had been Budget Planning Committee Chairman. The introduction of a banded scheme had cross-party support for the administrative simplicity for recipients and the council.

### **Resolved**

- (1) That the contents of this report and the financial implications for the Council be noted.
- (2) That Council be recommended to agree:
  - The option of no change to the Council Tax Reduction Income Banded Scheme for Working Age Customers for 2023 -24.
  - To amend Working Age Regulations in line with annual uprating; and to amend the Council Tax Regulations for pensioners in line with uprating announced by Department for Levelling Up, Housing and Communities.
- (3) That Council be recommended to agree that the levels of Council Tax discounts and premiums remain the same as previous years as follows:
  - Retain the discount for second homes at zero.
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter zero.
  - Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years (total Council Tax payable 200%).
- (4) That it be noted and Council be recommended to note that the following Council Tax discounts and premiums were currently proposed to change as part of the Council's 2023/24 budget consultation:
  - Introduce an empty homes premium of an additional 200% for properties that have remained empty for more than 5 years (total Council Tax payable 300%).

- Introduce an empty homes premium of an additional 300% for properties that have remained empty for more than 10 years (total Council Tax payable 400%).
- Removal of the 25% discount for 12 months (zero thereafter) for dwellings which are vacant and undergoing major repair work to render them habitable.

### **Reasons**

The current scheme is understood by customers and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme is that it reduces the number of changes that the customer will experience enabling more effective personal budgeting.

There is still a lot of financial uncertainty for many customers and in the current financial climate with the ongoing cost of living crisis it is therefore recommended that the existing scheme should be retained for 2023/24.

### **Alternative options**

The alternative option is to undertake a review of the current CTRS. This option is rejected as the current scheme is understood by customers and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme is that it reduces the number of changes that the customer will experience enabling more effective personal budgeting.

67

### **Infrastructure Funding Statement 2021/22**

The Assistant Director – Planning and Development submitted a report to seek approval of the Council's Infrastructure Funding Statement 2021/22 for publication and for an accompanying data submission to the Department for Levelling Up, Housing and Communities.

### **Resolved**

- (1) That the Infrastructure Funding Statement 2021/22 be approved for publication by 31 December 2022, subject to any final changes considered to be necessary by the Assistant Director – Planning and Development to secure accuracy in consultation with the Portfolio Holder for Planning.
- (2) That the Assistant Director – Planning and Development be authorised to publish and submit the associated Infrastructure Funding Statement data as required by the Department for Levelling Up, Housing and Communities.

### **Reasons**

The publication of an Infrastructure Funding Statement (IFS) is a statutory requirement that provides transparency and accessibility of information about s.106 developer contributions required for the grant of planning permission. The proposed IFS encapsulates the data that officers propose to publish and submit for 2021/22 to DLUHC to meet that requirement. The information is considered to be the most robust available at this time. Officers will prepare a statement annually and continue to develop monitoring systems on an on-going basis.

### **Alternative options**

Option 1: Not to bring forward an Infrastructure Funding Statement. This is not a lawful option as it would mean that the Council would be in breach of its statutory duty

Option 2: Seek review of the key statistics and proposed Infrastructure Funding Statement. Officers consider that this is not required as the information is the most robust available at this time.

68

### **Update on the UK Shared Prosperity Fund and the Rural England Prosperity Fund**

The Assistant Director - Growth and Economy submitted a report to provide Executive with a comprehensive update on the UK Shared Prosperity Fund investment plan (awaiting approval and imminent arrival of the first tranche of funding) and the development of an 'Addendum' to unlock the Rural England Prosperity Fund and to gain support for the proposed management of the two funds up to March 2025.

### **Resolved**

- (1) That progress made on unlocking Cherwell's £1.255m allocation of UK Shared Prosperity Fund (UKSPF) through the submission of an investment plan on 1 August 2022 be noted.
- (2) That the launch of the Rural England Prosperity Fund (REPF) be noted and authority be delegated to the Corporate Director - Communities, in consultation with the relevant Portfolio Holder, to endorse an investment plan 'Addendum' to unlock Cherwell's £526,831 allocation.
- (3) That the approach in relation to external and internal governance structures, to manage the delivery of UKSPF and REPF projects, including the delegated authority to the Corporate Director, Communities to agree change requests.

### **Reasons**

This report is the first of a series which will update Executive on UKSPF and REPF progress to March 2025, and likely beyond.

To make this programme work, there remain a number of things that need to be put in place. These include:

- External governance structure – The UKSPF and REPF guidance requires that each Authority establishes a Local Partnership Group
- Internal governance structure – Officers are working on a model which is simple but effective, probably based on existing corporate best practice. This will incorporate a mechanism to authorise change requests.

Reason for first Recommendation (1.1) to note progress made on unlocking Cherwell's £1.255m allocation of UK Shared Prosperity Fund (UKSPF) through the submission of an investment plan on 1st August 2022 is to enable Members to be aware that officers have taken the necessary action to access the UKSPF.

Reason for second recommendation (1.2) to note the launch of Rural England Prosperity Fund (REPF) and delegate authority to the Corporate Director - Communities, in consultation with the relevant Portfolio Holder, to endorse an investment plan 'Addendum' to unlock Cherwell's £526,000 allocation is to ensure that the necessary delegations are in place to submit the Addendum.

Reason for third recommendation (1.3) to endorse the approach in relation to external and internal governance structures, to manage the delivery of UKSPF and REPF projects, including the delegated authority to the Corporate Director, Communities to agree change requests is to ensure that when the monies arrive, officers are able to progress the projects.

### **Alternative options**

Option 1: Not engage with process and don't submit an investment plan and addendum within the required timescales. This was rejected because it would have meant the LA would have forfeited c£1.8m funding for the district.

69

### **Digital Infrastructure - East West Rail**

The Assistant Director - Growth and Economy submitted a report to seek approval for a financial contribution of £133,000 to be made to install related digital infrastructure along the East West rail route, and for delegated authority to be given to officers to progress any necessary agreements.

### **Resolved**

- (1) That investment of £133,000 in digital infrastructure along the East West Rail line be authorised.
- (2) That authority be delegated to the Corporate Director – Communities, in consultation with the Portfolio Holder for Regeneration and Economy, the S151 Officer and Monitoring Officer, to progress this workstream and to enter into any necessary agreement with partners to enable the works to proceed.

## **Reasons**

By Summer 2024, East West Rail Phase 2 will provide the first direct rail link in more than 50 years between Oxford and Bletchley/Milton Keynes, transforming connectivity and journey times for people and businesses to, from and through Cherwell district and across the heart of the country. It is expected to:

- Boost economic growth and create opportunities for new housing and jobs
- Encourage people out of cars and onto public transport
- Provide a greener low carbon transport system

The Council has committed to assist the East West Rail project. Funding is, alongside partner local authorities, now being requested to enable digital fibre infrastructure to be installed. To expedite delivery, it is recommended that delegation of authority for officers to progress work streams and to enter into legal agreement with partners is granted.

## **Alternative options**

Option 1: Not to proceed with investing £133,000 in digital infrastructure as part of the East West Rail project. This is not recommended as it would mean that the Council is not meeting its earlier agreement in principle to join with other Councils to contribute towards and to benefits from the investment in the related digital infrastructure.

Option 2: Not to delegate authority to the Corporate Director – Communities but to require the Council or its nominated committee to participate in negotiations and formation of the legal agreement. This is not recommended as it would cause delay, placing at risk the delivery of the East West Rail project. Furthermore, the Council has already committed to supporting the project in principle.

The meeting ended at 7.15 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 9 January 2023 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy  
Councillor Ian Corkin (Vice-Chairman), Deputy Leader and Portfolio Holder for Regeneration and Economy  
Councillor Phil Chapman, Portfolio Holder for Healthy Communities  
Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Nicholas Mawer, Portfolio Holder for Housing  
Councillor Richard Mould, Portfolio Holder for Corporate Services  
Councillor Adam Nell, Portfolio Holder for Finance  
Councillor Lynn Pratt, Portfolio Holder for Property  
Councillor Eddie Reeves, Portfolio Holder for Safer Communities  
Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities

Also Present:

Councillor Sandy Dallimore, Chairman Overview and Scrutiny Committee

Officers:

Yvonne Rees, Chief Executive  
Ian Boll, Corporate Director Communities  
Michael Furness, Assistant Director Finance & S151 Officer  
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer  
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Robert Jolley, Assistant Director Growth & Economy  
Shona Ware, Assistant Director Customer Focus  
Celia Prado-Teeling, Performance Team Leader

### 70 **Declarations of Interest**

There were no declarations of interest.

### 71 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

72 **Minutes**

The minutes of the meeting held on 5 December 2022 were agreed as a correct record and signed by the Chairman.

73 **Chairman's Announcements**

There were no Chairman's announcements.

74 **Urgent Business**

There were no items of urgent business.

75 **Monthly Performance, Risk and Finance Monitoring Report November 2022**

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update the Executive on the council's performance, risk and financial positions for the period up to the end of November 2022.

On behalf of Executive, the Chairman thanked council officers for ensuring that targets were met and performance levels remained high. The Chairman requested that performance highlights from the monthly monitoring reports over the last year be circulated to all Members.

**Resolved**

- (1) That the Performance, Risk and Finance Monitoring Report for November 2022 be noted.

**Reasons**

This report provides an update on progress made during November 2022, to deliver the council's priorities through reporting on its performance, risk and financial positions

**Alternative options**

This report summarises the council's performance, risk and financial positions up to the end of November, therefore there are no alternative options to consider. However, Members may wish to request further information from officers or for inclusion.

76 **Council Tax Base 2023-2024**



The Assistant Director of Finance (S151 Officer) submitted a report to provide the Council Tax Base for 2023-2024.

### **Resolved**

- (1) That the report of the Assistant Director of Finance for the calculation of the Council's Tax Base for 2023-2024 (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That it be agreed that, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2023-2024 shall be 58,184.3.
- (3) That it be agreed for the parishes which form part of its area shown in the annex to the Minutes (as set out in the Minute Book), the amount calculated as the Council Tax Base for the year 2023-2024 in respect of special items shall be as indicated in the column titled Tax Base 2023-2024.
- (4) That it be agreed for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2023-2024 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	55,826.0
Anglian (Great Ouse) Flood Defence Area	1,910.5
Severn Region Flood Defence Area	447.8
<b>TOTAL</b>	<b>58,184.3</b>

### **Reasons**

The Council must legally set a tax base for the following year by 31 January. This will allow the Council to notify its preceptors of the tax base in order for them (and the Council) to set their budgets for 2023/24.

### **Alternative options**

There are no alternative options. The Council has to set a tax base in order to set its council tax for 2023-2024.

77

### **Consultation & Engagement for Banbury Vision 2050**

The Assistant Director – Growth and Economy submitted a report to establish a workstream to set a sustainable vision for Banbury town centre and its environs through to 2050.

Recognising that post pandemic, the retail sector had significantly changed and for town centres there needed to be a changed dynamic so establishing what change was required, was an essential first step in developing a new

vision. To do this it was proposed to undertake a comprehensive consultation and engagement exercise with residents, businesses, and visitors in the fourth quarter of 2022-23 which would then inform the programme going forward in 2023-24 and onwards.

The purpose of this would be to establish what was performing well, what was performing not so well, and what stakeholders would like to see more of in their town centre with particular regard to filling the void left by retail in the current and anticipated medium term future for the town.

It was expected that the initial engagement exercise would set a bar for stakeholder expectations which would then lead to the commissioning of a series of evidence bases, modelling and development appraisals to understand and inform the ability to deliver the emerging vision. An increased emphasis on more sustainability, stronger cultural offers, increased “meanwhile” uses were expected through engagement, as would stronger employment options, opening of spaces, improved connectivity, and alternative use of retail space.

In introducing the report, the Deputy Leader and Portfolio Holder for Regeneration and Economy advised that Banbury Town Council representatives would be involved in the Board and the officer working group with representatives from Cherwell District Council and Oxfordshire County Council.

### **Resolved**

- (1) That the outline programme governance arrangements for the Banbury Vision 2050 Programme Board and Terms of Reference be approved.
- (2) That the initiation of consultation and engagement on Banbury Vision 2050 be approved.
- (3) That proceeding with the appointment of consultants for community consultation and engagement be approved.

### **Reasons**

This report is the first of a series which will update Executive on Banbury Vision 2050 progress to March 2024, and beyond.

The reason for recommendation 1 is that to progress the regeneration on Banbury, robust governance arrangements are required to make sure that the necessary connections and synergies are made to drive effective delivery. Recommendation 2 kicks starts the conversation and process of ensuring the ‘buy-in’ of the community into this future. Recommendation 3 gives the authority to proceed on recommendation 2.

### **Alternative options**

Option 1: Do nothing – this is not an option. Doing nothing runs the risk of not delivering on strategic priorities and Banbury not being regenerated and left behind with impaired prosperity.

78

## **Oxfordshire Inclusive Economy Partnership's Charter**

The Assistant Director - Growth and Economy submitted a report to introduce the Oxfordshire Inclusive Economy Partnership (OIEP), to engage the Council in its activities and to highlight the forthcoming launch of the OIEP's Charter on 24 January 2023.

### **Resolved**

- (1) That the work of the Oxfordshire Inclusive Economy Partnership (OIEP) be broadly welcomed.
- (2) That it be agreed to actively engage with the OIEP by delegating authority to the Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration and Economy, to contribute to the OIEP Steering Group and Working Groups on behalf of the Council.
- (3) That the Corporate Director – Communities, in consultation with the Portfolio Holder for Regeneration and Economy, be authorised to make appropriate pledges and to sign the OIEP's Charter to reflect the commitments contained within the Council's Delivery Plan (2022-2024).

### **Reasons**

The Oxfordshire Inclusive Economy Partnership (OIEP) has developed a Charter as a statement of shared commitment to creating a more inclusive local economy, reflecting the broad ambitions of partners from throughout the county to engage everybody in the creation of stronger, more sustainable communities.

Pledges towards the aims of the Charter are being sought. It is recommended that, once the Charter and proposed pledges are clear, Cherwell District Council's commitment reflects and promotes the policies, activities and commitments it has within its Business Plan and Delivery Plan (2022-2024). This will allow partners to understand this Council's approach and to develop co-operative activity to address matters of shared interest.

The Charter is due to be launched in January 2023 and it is recommended that the Corporate Director – Communities be authorised, in consultation with the Portfolio Holder for Regeneration and Economy, to make appropriate pledges and to sign the OIEP's Charter to reflect the commitments contained within the Council's Delivery Plan (2022-2024).

### **Alternative options**

Option 1: Not to engage with the work of the Oxfordshire Inclusive Economy Partnership and not to sign the Charter or pledge towards its delivery. This was rejected because it would miss an opportunity to reinforce its current work by working in partnership to extend the resources in Cherwell to tackle the significant issues being faced by residents who are not included within the local economy.

Option 2: To engage with the work of the Oxfordshire Inclusive Economy Partnership but neither sign the Charter nor pledge towards its delivery. This was rejected because it would suggest that the Council is not committed to the creation of an inclusive economy.

79

### **Banbury Business Improvement District (BID) Renewal Ballot**

The Assistant Director – Growth and Economy submitted a report to provide an update on the process for Banbury Business Improvement District (the BID)'s renewal ballot, to consider the council's voting position and to seek the necessary officer delegations for the ballot process (including delegation of authority to a senior officer to cast votes in the ballot).

In introducing the report the Deputy Leader and Portfolio Holder for Regeneration and Economy advised that he had held informal discussions with Executive members who agreed that all of the Council's eligible votes be used to vote in favour of the BID. The Deputy Leader and Portfolio Holder for Regeneration and Economy proposed amended recommendations 1.4 and 1.5 to reflect that the Council's eligible votes be used to vote in favour of the BID and that authority be delegated to the Corporate Director Communities to vote accordingly. Councillor Clarke duly seconded.

The Deputy Leader and Portfolio Holder for Regeneration and Economy advised that the Chairman of the Overview & Scrutiny Committee had agreed to waive call in for this item to allow for immediate implementation of the Executive's decisions as it was time critical for the BID renewal ballot process that that the Council formally advise the BID as to whether or not their Business Plan was compliant with the Regulations as soon as possible after the Executive meeting.

#### **Resolved**

- (1) That the steps required in the process leading to Banbury BID's renewal ballot be noted.
- (2) That authority be delegated to the Assistant Director – Growth and Economy; the Assistant Director – Finance, and the Council's Monitoring Officer to review the draft Business Plan submitted by the BID in order to enable the Plan to be approved as compliant with the relevant BID legislation within the required timescale; or reject it, in which case, it would not be possible to proceed with the renewal ballot.

- (3) That authority be delegated to the Assistant Director of Finance, as the Council's s.151 officer, to determine the Levy Collection Fee per annum for the next five year term and negotiate as required with the BID.
- (4) That authority be delegated to the Assistant Director - Growth and Economy, in conjunction with the Assistant Director of Finance and the Council's Monitoring Officer, to enter into and amend any agreements, legal or contractual, between the Council and the BID, including the Operating Agreement; Data Sharing Agreement; and Baseline Statement.
- (5) That it be agreed that all of the Council's Eligible Votes be used to vote in favour of the Banbury Bid at the forthcoming ballot.
- (6) That authority be delegated to the Corporate Director - Communities to cast the votes on behalf of the Council in the renewal ballot.

### **Reasons**

The meeting is asked to note the steps required in preparation for the renewal ballot and to approve the recommendations in order to have the necessary delegations of authority in place to enable the renewal ballot's progression in alignment with the BID Regulations 2004.

### **Alternative options**

Option 1: Not to approve the recommended delegations of authority.  
Reason for rejection: This is rejected because not approving the recommended delegations of authority would mean that the Council would be unable to fulfil its role as Ballot Holder; Billing Authority and Regulator in alignment with the BID Regulations 2004 in undertaking the actions required for the renewal ballot and thereafter.

The meeting ended at 7.12 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Extraordinary Executive**

Minutes of an Extraordinary meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 19 January 2023 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy  
Councillor Ian Corkin (Vice-Chairman), Deputy Leader and Portfolio Holder for Regeneration and Economy  
Councillor Phil Chapman, Portfolio Holder for Healthy Communities  
Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Nicholas Mawer, Portfolio Holder for Housing  
Councillor Richard Mould, Portfolio Holder for Corporate Services  
Councillor Adam Nell, Portfolio Holder for Finance  
Councillor Lynn Pratt, Portfolio Holder for Property  
Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities

Apologies for absence:

Councillor Eddie Reeves, Portfolio Holder for Safer Communities

Also Present:

Councillor Sandy Dallimore. Chairman Overview and Scrutiny Committee

Officers:

Ian Boll, Corporate Director Communities  
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer  
Maria Dopazo, Acting Planning Policy, Conservation & Design Manager  
Christina Cherry, Principal Planning Policy Officer  
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Michael Furness, Assistant Director Finance & S151 Officer  
Shona Ware, Assistant Director Customer Focus

80

### **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Dallimore, Chairman of Overview & Scrutiny Committee, to the meeting. Councillor Dallimore would be reporting the Committee's feedback on item 7, Draft Local Plan 2040 (Regulation 18) Consultation.

82 **Minutes**

The Chairman advised that the minutes of the previous meeting, held on 9 January 2023, would be submitted to the next scheduled Executive meeting, 6 February 2023.

83 **Chairman's Announcements**

There were no Chairman's announcements.

84 **Urgent Business**

There were no items of urgent business.

85 **Draft Local Plan 2040 (Regulation 18) Consultation**

The Assistant Director - Planning and Development submitted a report to present the draft Cherwell Local Plan 2040 for consideration and approval for public consultation.

In introducing the report the Portfolio Holder for Planning gave an overview of the Local Plan review process explaining that at the Regulation 18 consultation stage, Councils were able to amend and update the draft plan, in part based on any consultation responses received. However, the Council could not make any significant changes to the plan once the Publication (Regulation 19) stage had been reached. At the Publication stage, any responses are forwarded to an Independent Planning Inspector (or Inspectors) who presides over an Examination into whether the plan is Sound and so capable of adoption.

The Portfolio Holder thanked the Planning Policy team for their hard work on the draft Local Plan and associated documents.

The Portfolio Holder for Planning thanked the Overview and Scrutiny Committee for their detailed review of the draft Local Plan at their 11 January 2023 meeting, which he and the Leader had attended. The comments from the Overview and Scrutiny Committee had been published as a supplement to the Executive agenda.



In considering the report and the comments of the Overview and Scrutiny Committee, Executive members highlighted that there was a lot of information and Members were very reliant on the maps, which did not presently differentiate between green buffers and proposed development area and would be helpful for village coalescence. Additionally there had been changes to the housing numbers published as an addendum to the report which required further consideration.

In light of the comments of the Overview and Scrutiny Committee and Executive members, the Portfolio Holder for Planning proposed that consideration of the Draft Local Plan 2040 (Regulation 18) be deferred until a later date (to be determined) which would allow officers time to consider those matters. The proposal was duly seconded by the Deputy Leader and Portfolio Holder for Regeneration and Economy.

Councillor Dallimore, Chairman of the Overview and Scrutiny Committee, addressed Executive and thanked the Portfolio Holder for Planning and Leader for attending the Committee's meeting. Councillor Dallimore commented that the deferral was welcome in light of the Committee's comments. Councillor Dallimore highlighted the comment from the Committee in relation to Member engagement and requested all Members be afforded further opportunities to engage in the process.

The Chairman and Executive members echoed the comments of the Portfolio Holder for Planning and thanked the Planning Policy team for their hard work to date and acknowledged the additional work as a result of deferral but the work was extremely important for the future of the district.

On being put to the vote the motion, duly seconded, to defer consideration of the Draft Local Plan 2040 (Regulation 18) until a later date (to be determined) in light of the comments of the Overview and Scrutiny Committee and Executive to allow officers to consider these comments, was unanimously approved.

### **Resolved**

- (1) That consideration of the Draft Local Plan 2040 (Regulation 18) Consultation be deferred until a later date (to be determined) in light of the comments of the Overview and Scrutiny Committee and Executive to allow officers to consider these comments.

### **Reasons**

Deferral of the item will allow time for consideration of the comments raised by the Overview and Scrutiny Committee and Executive

### **Alternative options**

Option 1: To approve the draft Local Plan for consultation. This was rejected as it would not enable consideration of the comments of the Overview and Scrutiny Committee and Executive.

The meeting ended at 6.44 pm

Chairman:

Date:

## Council

### Record of Portfolio Holder Decisions for the period 10 December 2022 to 17 February 2023

<b>Area of Responsibility</b>	<b>Decision Subject Matter</b>
Portfolio Holder for Planning	Application for the Designation of a Neighbourhood Area for the Parish of Milcombe

This page is intentionally left blank

## **Cherwell District Council**

### **Accounts, Audit and Risk Committee**

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 25 January 2023 at 6.30 pm

Present:

Councillor Donna Ford (Chairman)  
Councillor Hugo Brown (Vice-Chairman)  
Councillor Patrick Clarke  
Councillor Andrew Crichton  
Councillor Ian Middleton  
Councillor Chris Pruden

Substitute Members:

Councillor Sandy Dallimore (in place of Councillor Wood)  
Councillor Andrew Beere (in place of Councillor Woodcock)

Apologies for absence:

Councillor Sean Woodcock  
Councillor Barry Wood

Also Present:

Councillor Adam Nell – Portfolio Holder for Finance

Also Present (virtual)

Maria Grindley, Audit Partner, Ernst & Young (External Audit)  
Alison Kennett, Audit Manager, Ernst & Young (External Audit)

Officers:

Michael Furness, Assistant Director Finance & S151 Officer  
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer  
Joanne Kaye, Strategic Finance Business Partner  
Sharon Hickson, Democratic and Elections Officer

Officers Attending Virtually:

Sarah Cox, Chief Internal Auditor  
Katherine Kitashima, Audit Manager

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

50 **Minutes**

The Minutes of the meeting of the Committee held on 16 November 2022 were agreed as a correct record and signed by the Chairman.

51 **Chairman's Announcements**

There were no Chairman's announcements.

52 **Urgent Business**

There were no items of urgent business.

53 **Annual Governance Statement 2021/2022 - Update on Actions**

The Assistant Director of Law and Governance and Monitoring Officer submitted a report to consider an update on actions from the Annual Governance Statement (AGS) 2020/2021.

In presenting the report, the Assistant Director of Law and Governance and Monitoring Officer advised that point 7 of the Draft Terms of Reference of the Corporate Oversight and Knowledge Governance Group should not include reference to Audit & Governance and should read "To recommend to the Audit & Risk Committee as to any strategy for gaining assurance on risk management and internal control".

**Resolved**

- (1) That, having given due consideration the update on the actions arising from the Annual Governance Statement 2021/2022 be noted
- (2) That the formation of the Corporate Oversight & Knowledge Governance Group by the Monitoring Officer be noted.

54 **Internal Audit Progress Report 2022/23**

The Assistant Director of Finance submitted a report which gave an update on Internal Audit Progress for 2022/23.

The Chief Internal Auditor provided Members with an update on the implementation of agreed management actions advising that the implementation rate was 80% with a further 15% not yet due. The amount outstanding was a very small percentage and monitored regularly

**Resolved**

- (1) That the progress with the 2022/23 Internal Audit Plan and the outcome of the completed audits be noted.

55 **Capital, Investment and Treasury Management Strategies 2023-24**

The Assistant Director Finance submitted a report which presented the draft Capital and Investment Strategy and Treasury Management Strategy for 2023-24.

**Resolved**

- (1) That the draft Capital, Investment and Treasury Management Strategies 2023-24 be recommended to Executive to endorse and recommend to Council for adoption

56 **Treasury Management Report - Q3 2022/23 (December 2022)**

The Assistant Director of Finance submitted a report which provided information on treasury management performance and compliance with treasury management policy for 2022-23 as required by the Treasury Management Code of Practice.

**Resolved**

- (1) That the contents of this Treasury Management Report be noted.

57 **Work Programme**

The Assistant Director of Finance advised the Committee of the work programme items for the 22 March Meeting.

**Resolved**

- (1) That the work programme update be noted.

The meeting ended at 7.25 pm

Chairman:

Date:

This page is intentionally left blank



## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 6 December 2022 at 6.30 pm

Present:

Councillor Patrick Clarke (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Hugo Brown  
Councillor Phil Chapman (and also Portfolio Holder for Healthy Communities)  
Councillor John Donaldson  
Councillor Donna Ford  
Councillor David Hingley  
Councillor Angus Patrick  
Councillor Chris Pruden  
Councillor Fraser Webster  
Councillor Sean Woodcock

Substitute Members:

Councillor Andrew Crichton (In place of Councillor Matt Hodgson)

Apologies for absence:

Councillor Matt Hodgson

Also Present:

Councillor Nicholas Mawer - Portfolio Holder for Housing  
Councillor Adam Nell - Portfolio Holder for Finance  
Councillor Sandy Dallimore - Chairman of Overview and Scrutiny Committee

Also Present Virtually:

Councillor Barry Wood - Leader of the Council and Portfolio Holder for Policy and Strategy  
Councillor Ian Corkin - Deputy Leader and Portfolio Holder for Regeneration and Economy  
Councillor Colin Clarke - Portfolio Holder for Planning  
Councillor Richard Mould - Portfolio Holder for Corporate Services  
Councillor Eddie Reeves - Portfolio Holder for Safe Communities  
Councillor Dan Sames - Portfolio Holder for Cleaner and Greener Communities

Officers:

Stephen Hinds, Corporate Director Resources  
Michael Furness, Assistant Director Finance & S151 Officer  
David Peckford, Assistant Director Planning & Development  
Ed Potter, Assistant Director Environmental Services  
Nicola Riley, Assistant Director Wellbeing & Housing  
Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer  
Joanne Kaye, Strategic Finance Business Partner  
Natasha Clark, Governance and Elections Manager  
Matt Swinford, Democratic and Elections Officer

Officers Attending Virtually:

Yvonne Rees, Chief Executive  
Ian Boll, Corporate Director Communities  
Claire Cox, Assistant Director Human Resources  
Robert Jolley, Assistant Director Growth & Economy  
Andrew Low, Assistant Director Property Interim  
Shona Ware, Assistant Director Customer Focus  
Richard Webb, Assistant Director Regulatory Services & Community Safety  
Mark Duff, ICT & Digital Lead Consultant

17 **Declarations of Interest**

There were no declarations of interest.

18 **Minutes**

The Minutes of the meeting held on 25 October 2022 were agreed as a correct record and signed by the Chairman.

19 **Chairman's Announcements**

There were no Chairman's announcements.

20 **Urgent Business**

There were no items of urgent business.

21 **Budget Proposals 2023/24 - 2027/28**

The Assistant Director of Finance submitted a report which set out the capital bids and revenue savings proposals and budget pressures for Cherwell District Council (CDC) for the period 2023/24 to 2027/28. This was an opportunity for the Budget Planning Committee to consider the proposals and provide feedback to Executive to consider in finalising its budget proposals which would be presented to the 27 February 2023 Full Council meeting.

The Leader of the Council advised the Committee that the budget proposals were subject to a number of assumptions regarding the level of funding made to the council by Central Government. The Autumn statement had implied that there would not be any significant short-term reductions to local government funding, but provisional Local Government Finance Settlement for 2023/24, which sets out the specific funding levels for councils, was expected to be published in late December.

The Assistant Director of Finance presented an update on the council's Medium Term Financial Strategy (MTFS) and advised that inflation, funding assumptions, reserves movements, the impacts of Covid-19 and the delay in the business rates reset until 2025/26 had been included when updating the MTFS position.

The Assistant Director of Finance presentation also provided an update on the overall capital position advising that of the £18m capital bid total, £14m was funded from external contributions.

In response to Members' questions, the Assistant Director of Finance advised that it was expected that most of the grant schemes used to fund capital bids would be received as there had not been any announcement or indication from the Government that these would end.

Executive Portfolio Holders, Corporate Directors and Assistant Directors gave an overview of the pressures, proposed saving and capital bids by service area within each directorate and answered questions from the Committee.

In response to a question regarding Housing Assets pressures, the Assistant Director Wellbeing and Housing Services advised that it was not anticipated that Town Centre House would be shown in next year's budget pressures as the work required on the building was expected to be finished by the end of 2023.

Following further questions from Members', the Assistant Director Wellbeing and Housing Services advised that the proposed rent increase for affordable rent and shared ownership properties was in accordance with government guidance for social housing and consultation was currently underway on the rent increase cap. The Assistant Director Wellbeing and Housing undertook to provide details on the potential numbers of residents affected by rent capping.

In relation to the leisure facilities utility costs budget pressure, in response to questions from the Committee seeking clarity on how the figure was reached, the Assistant Director Wellbeing and Housing Services explained that the figure was based on the current energy usage figures over the last 15 months

and by taking into account the rate of the cost of energy. The Assistant Director Wellbeing and Housing Service also explained that no figures were listed in the budget for the energy created by the councils solar investments as the energy produced was being used in the facilities.

In a response to a query regarding the Sports Development saving to adopt a full cost recovery model for the council run holiday activities programme, the Portfolio Holder for Healthy Communities advised that it was intended that enough income would be generated to cover costs. Support would be provided to residents on an assessment of need basis.

In response to Members' questions regarding the car parking budget pressure, adjusting the car parks income budget from 2023/24, the Portfolio Holder for Safer Communities and the Assistant Director of Environmental Services explained that previous years budgets had assumed a recovery of lost income as a result of the covid pandemic. The pandemic and the change of retail offering in the two main towns in the district had had an impact on the usage of council owned car parks. The Assistant Director of Environmental Services advised that this was a national problem. The council's Parking Strategy was due for review and would consider long term options in relation to council owned car parks.

Following questions from Members' regarding council income from Pioneer Square car park in Bicester, the Portfolio Holder for Cleaner and Greener Communities advised that the car park was not owned by the council. The Assistant Director of Finance undertook to advise the Committee of the arrangement regarding the car park.

In response to questions regarding the payment machines in the council owned car parks, the Assistant Director of Environmental Services advised that the current contract with APCOA was coming to an end. Officers were looking at other arrangements and part of the Car Parking Strategy would be to ensure that it was easier for people to pay in car parks.

In response to Members' questions regarding Electric Vehicle (EV) charges being a potential revenue stream, the Assistant Director of Environmental Services advised that EV charging points have been installed in five council owned car parks as part of a countywide project. There had been no cost to the council for the infrastructure. EZ-Charge, which had funded the installation currently received profits from these charging points however after 10 years the infrastructure becomes the ownership of the council. CDC had signed up to the Oxfordshire EV Strategy and 7.5% of council owned car park spaces would have EV chargers, however it would not be a great income stream until the usage of electric vehicles increased.

In relation to Members' questions regarding the capital bid for the transformation of Market Square in Bicester (as part of the Reimagining Bicester Outline Plan), the Portfolio Holder for Regeneration and Economy explained that the grant being used was a grant it was possible to repurpose. Work was commencing on the plan for the transformation of Market Square

and the Portfolio Holder Regeneration and Economy assured the Committee that concerns regarding maintenance would be reported to officers.

In response to Members' questions regarding the budget pressure relating to investment properties reduced income, the Assistant Director of Property explained that this previous assumption included the recovery of service charges on a property which cannot be reclaimed.

In response to questions from the Members' regarding the proposal to increase the empty homes Council Tax premium, the Portfolio Holder for Finance explained that receiving information from third parties reduced enforcement costs.

Following additional questions from the Committee regarding Housing budget savings, the Assistant Director Wellbeing and Housing Services explained that there would be some costs for bringing the rent collecting in house however the figure shown was the net cost. In relation to Committee comments regarding the 5% proposed increase of House in Multiple Occupation (HMO) licences compared to the 7% rent increase for tenants and shared owners, the Assistant Director Wellbeing and Housing Services was to strike the balance between having a thorough licensing regime and business thriving.

In relation to the savings proposal to cut the grant to Banbury Museum, Members commented that it was a positive that the situation would be kept under review as the museum was important in Banbury. The Portfolio Holder for Finance advised the Committee that the Museum had been putting in place measures to become financially independent from the funding that they received from Cherwell District Council.

The Assistant Director of Finance advised the Committee of the key dates and next steps regarding the budget which would culminate in Council considering the budget at their 27 February 2023 meeting as recommended by Executive at their 6 February 2023 meeting.

The Chairman thank Portfolio Holders and Directors for attending the meeting and confirmed that the Committee had no specific comments to refer to Executive.

### **Resolved**

- (1) That, having given due consideration, Executive be advised that the Budget Planning Committee have no feedback, comments or recommendations in relation to capital bids, revenue savings proposals and budget pressures for inclusion as part of the 2023/24 budget proposal.

The Assistant Director of Finance gave a verbal update on the Budget Planning Committee Work Plan.

The Assistant Director of Finance advised that the Committee would consider the draft 2023/2024 capital and investment strategy and the 2023/2024 reserve strategy and reserves plan at their next meeting on 17 January 2023.

**Resolved**

(1) The verbal Committee Work Plan update be noted.

The meeting ended at 8.31 pm

Chairman:

Date:

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 17 January 2023 at 6.30 pm

Present:

Councillor Patrick Clarke (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Hugo Brown  
Councillor Phil Chapman  
Councillor Donna Ford  
Councillor Matt Hodgson  
Councillor Angus Patrick  
Councillor Chris Pruden  
Councillor Sean Woodcock

Committee Members Present Virtually (no voting rights):

Councillor Fraser Webster

Apologies for absence:

Councillor John Donaldson  
Councillor David Hingley

Also Present:

Councillor Adam Nell, Portfolio Holder for Finance

Officers:

Michael Furness, Assistant Director Finance & S151 Officer  
Joanne Kaye, Strategic Finance Business Partner  
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead  
Matt Swinford, Democratic and Elections Officer

#### 23 **Declarations of Interest**

There were no declarations of interest.

#### 24 **Minutes**

The Minutes of the meeting held on 6 December 2022 were agreed as a correct record and signed by the Chairman.

25 **Chairman's Announcements**

There were no Chairman's announcements.

26 **Urgent Business**

There were no items of urgent business.

27 **Capital and Investment Strategy 2023-24**

The Assistant Director of Finance and Section 151 Officer submitted a report for the Committee to consider the draft Capital and Investment Strategy for 2023/24.

The Strategic Finance Business Partner advised the Committee that following queries raised after publication of the agenda, revisions had been proposed to section B8 (Investment Indicators) of the Investment Strategy to provide clarity.

**Resolved**

- (1) That the draft Capital and Investment Strategy for 2023-24 be recommended to Executive to endorse and recommend to Council for adoption.

28 **Reserve Strategy and Medium Term Reserves Plan 2023/24**

The Committee considered a report from the Assistant Director of Finance and Section 151 Officer that gave an update on the Review of Reserves that had taken place in preparation of the budget for 2023/24 and the Medium-Term Financial Strategy (MTFS) 2023/24 – 2027/28.

The Strategic Finance Business Partner advised the Committee that the table detailing the overview of reserves in the covering report would be amended prior to submission to Executive, as the Revenue Grants figures relating to cashflow had been double counted in the summary table.

Following questions from the Committee regarding the use of money received from Section 106 agreements for planning applications and flexibility of timescales for the work, the Assistant Director of Finance advised that he was not aware of any Section 106 funding being handed back to a developer because it had not been used in time.



In response to Members' questions regarding revenue grants listed for Bicester Garden Town and Bicester Village roundabout, the Assistant Director of Finance advised that a specific funding grant had been received for Bicester Garden Town. The Assistant Director of Finance undertook to circulate further information to the Committee on the reserve listed for Bicester Village Roundabout.

**Resolved**

- (1) That the outcome of the review of reserves and the forecast over the Medium Term Financial Strategy period be noted
- (2) That, having given due consideration, Executive be advised that the Budget Planning Committee supports the draft reserve allocations.

29

**Review of Committee Work Plan**

The Assistant Director of Finance gave a verbal update on the Budget Planning Committee Work Plan.

The Assistant Director of Finance advised that at the next Committee meeting, the Council's Quarter 3 finance monitoring report would be the substantive item on the agenda.

**Resolved**

- (1) That the verbal update on the Committee Work Plan be noted.

The meeting ended at 6.44 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Licensing Committee**

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 January 2023 at 6.30 pm

Present:

Councillor Douglas Webb (Chairman)  
Councillor George Reynolds (Vice-Chairman)  
Councillor Andrew Beere  
Councillor Chris Pruden  
Councillor Barry Wood

Apologies for absence:

Councillor Hannah Banfield  
Councillor Mike Bishop  
Councillor Eddie Reeves  
Councillor Jason Slaymaker  
Councillor Fraser Webster  
Councillor Sean Woodcock

Officers:

Richard Webb, Assistant Director Regulatory Services & Community Safety  
Christine Pegler, Lead Licensing Enforcement Officer  
Aaron Hetherington, Democratic and Elections Team Leader  
Matt Swinford, Democratic and Elections Officer

#### **3        **Declarations of Interest****

There were no declarations of interest.

#### **4        **Petitions and Requests to Address the Meeting****

There were no requests to address the meeting.

#### **5        **Urgent Business****

There were no items of urgent business.

#### **6        **Minutes****

The Minutes of the meetings held on 7 September 2016, 16 May 2017, 15 May 2018, 14 May 2019, 19 May 2021 and 18 May 2022 were agreed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

There were no Chairman's Announcements.

8 **Consultation on Revisions to the Council's Taxi and Private Hire Licensing Policy**

The Assistant Director of Regulatory Services and Community Safety submitted a report which set out the proposed changes to the Council's Taxi and Private Hire Licensing Policy. This was an opportunity for the Licensing Committee to consider the revised policy and provide comments for consideration in the preparation of the final policy that would be submitted to Full Council for adoption.

In introducing the report, the Assistant Director of Regulatory Services and Community Safety advised the Committee that the existing policy was last reviewed in 2015. The introduction of Statutory Taxi and Private Hire Vehicle Standards by the Department for Transport, the introduction of a new National Register of Revocations and Refusals and the councils declaration of a climate emergency and introduction of a climate action framework provided the background to the requirement for this review and update of the council's Taxi and Private Hire Vehicle Licensing Policy.

The Lead Licensing Enforcement Officer advised the Committee that the consultation period would close on 31 January 2023. To date no formal consultation representations had been received, however taxi and private vehicle licence holders had provided comments at the forums arranged for licensees to meet with the Licensing team.

In response to questions from the Committee regarding the possibility of a taxi driver obtaining their licence at a different authority and then coming to work in the Cherwell area, the Lead Licensing Enforcement Officer advised that someone could obtain a hackney carriage taxi licence at another authority and then could legally work in another local authority area as a private hire taxi working through a private hire operator.

On behalf of the Committee, the Chairman thanked the Licensing Team for their hard work on the revised draft Policy.

**Resolved**

- (1) That, having given due consideration, the following comments from the Licensing Committee be made for consideration in the preparation of the final Taxi and Private Hire Licensing Policy which would be submitted to Full Council for adoption:

- Endorse the changes proposed by officers and the further revisions intended as a result of consultation feedback.
- Request officers to consider how vintage vehicles used for private hire can be included in the policy.
- Request officers to look into how wheelchair accessibility vehicles will meet the ultra-low emissions policy to ensure the emissions policy does not reduce availability of wheelchair accessible vehicles.
- Thanks to the officers for the hard work they have put into creating the draft policy.

The meeting ended at 7.29 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 22 November 2022 at 6.30 pm

Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Dr Chukwudi Okeke  
Councillor Bryn Williams

Apologies for absence:

Councillor John Broad

Committee Members present virtually (no voting rights)

Councillor Ian Harwood

Also Present:

Councillor Barry Wood, Leader of the Council  
Councillor Andrew Beere

Also Present Virtually:

Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Katherine Tyson, Leader of the Opposition

Officers:

Ian Boll, Corporate Director Communities  
David Peckford, Assistant Director Planning & Development  
Andrew Maxted, Planning Policy, Conservation and Design Manager  
Chris Thom, Principal Planning Policy Officer  
Christina Cherry, Principal Planning Policy Officer  
Emma Faulkner, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Andrew Whitaker, Planning Consultant  
Liam Semugabi, Democratic and Elections Officer

34 **Declarations of Interest**

There were no declarations of Interest.

35 **Minutes**

The Minutes of the meeting of the Committee held on 11 October 2022 were agreed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

The Chairman made one announcement regarding housekeeping for the meeting, and asked Committee members to pause if the Chairman's microphone light came on.

37 **Urgent Business**

There were no items of urgent business.

38 **Draft Cherwell Local Plan 2040 (Regulation 18) Consultation**

The Chairman welcomed the Corporate Director Communities, Assistant Director Planning and Development, the Planning Policy, Conservation and Design Manager and the Planning Policy team to the meeting.

The Assistant Director Planning and Development submitted a report which provided an overview of the emerging Cherwell Local Plan 2040 for the Committee to consider ahead of the emerging plan being considered by Executive. The working draft of the Local Plan had been circulated as an exempt appendix to the report.

The Committee confirmed that they had no questions on the public cover report.

39 **Exclusion of the Press and Public**

**Resolved**

- (1) That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of



Schedule 12A, Part I, 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.

40 **Draft Cherwell Local Plan 2040 (Regulation 18) Consultation exempt appendices**

The Planning Policy, Conservation and Design Manager introduced the working draft of the Local Plan to the Committee.

The Planning Policy, Conservation and Design Manager explained that the work on the plan was ongoing, and as such would be subject to change before the Regulation 18 draft was presented to Committee for comment.

A special meeting of the Committee had been arranged for 12 December, for comments to be made on the draft prior to Executive consideration and endorsement at a special meeting on 19 December.

The Committee made detailed comments and asked questions of officers which were duly answered, as set out in the exempt minutes.

**Resolved**

- (1) That having given due consideration the working draft of the Local Plan be noted, and it be further noted that an updated draft will be considered at the special meeting of the committee on the 12 December 2022.

The meeting ended at 8.14 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 29 November 2022 at 6.30 pm

#### Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor John Broad  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Perran Moon  
Councillor Dr Chukwudi Okeke  
Councillor Bryn Williams

#### Substitute Members:

Councillor Sean Woodcock (In place of Councillor Matt Hodgson)

#### Also Present:

Councillor Rebecca Biegel  
Councillor John Donaldson

#### Also Present Virtually:

Councillor Phil Chapman, Portfolio Holder for Healthy Communities

#### Apologies for absence:

Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor Matt Hodgson  
Councillor Ian Middleton

#### Officers:

Yvonne Rees, Chief Executive  
Ian Boll, Corporate Director Communities  
Nicola Riley, Assistant Director Wellbeing & Housing  
Emma Faulkner, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Shona Ware, Assistant Director Customer Focus  
Celia Prado-Teeling, Performance & Insight Team Leader  
Susan Asbury, Safeguarding Officer

41 **Declarations of Interest**

There were no declarations of interest.

42 **Minutes**

The previous meeting of the Committee was a Special Overview and Scrutiny Committee held on 22 November 2022, the day after the publication of the agenda for this meeting. The Minutes of the 22 November 2022 meeting would be submitted to the next Overview and Scrutiny Committee.

43 **Chairman's Announcements**

There were no Chairman's announcements.

44 **Urgent Business**

There were no items of urgent business.

45 **October 2022 Performance Monitoring Report**

The Assistant Director – Customer Focus submitted a report which updated the Committee on the council's progress towards delivering its Business Plan priorities for 2022/23 up to October 2022.

In introducing the report, the Performance and Insight Team Leader reported that 75% of the monthly performance measures had reported green for October 2022, with 12.5% reporting amber and 12.5% reporting red.

With regards to the measures that had reported red, "Number of Homeless Households Living in Temporary Accommodation" and "Percentage of Business Rates collected, increasing NNDR rate", the Performance and Insight Team Leader explained that the number of homelessness presentations was linked to many external factors that were out of control of the Council. In relation to Business Rates collection, the Committee was advised that the council was meeting the target for year-to-date collection however October's in-month collection rates were lower than the target. The council was taking measures to prompt payment where and when necessary.

In response to questions by the Committee regarding changing the target relating to the number of households in temporary accommodation, the Assistant Director Wellbeing and Housing advised that targets were not changed mid-year however the target would be reviewed as part of the performance monitoring for the new financial year.

In response to a question regarding the material produced from the silver caddie waste being used for green electricity, the Corporate Director Communities agreed to circulate a detailed response after the meeting.

## **Resolved**

- (1) That, having given due consideration, the monthly Performance Report for October 2022 be noted and the following comments be provided to Executive to consider at their 5 December meeting:
  - Consideration would need to be given to the target “Number of households in Temporary Accommodation” in 2023/34 noting that reducing the target may have financial implications

46

## **Equalities, Diversity and Inclusion (EDI) Action Plan**

The Assistant Director – Customer Focus submitted a report which sought the Committee’s views on the approach officers were proposing for the council’s Equalities, Diversity and Inclusion (EDI) Action Plan.

In introducing the report, the Assistant Director – Customer Focus explained that an equalities framework ‘Including Everyone’ had been agreed by the Executive, however following the Council’s decoupling with Oxfordshire County Council, officers had looked at taking a fresh approach to the Equality, Diversity and Inclusion action plan from a Cherwell only perspective. The intention was to produce action plans that underpin the three themes included in the framework; Inclusive communities, inclusive services and inclusive workforce.

The Assistant Director - Customer Focus advised the Committee that a Councillor Working Group containing representatives from both the Overview and Scrutiny and Personnel Committees would be established to review the three action plans before they were considered by the relevant Committee. The Working Group would subsequently oversee the implementation of the plan and help shape the annual improvement plans.

In response to questions from the Committee, the Chief Executive confirmed that the action plans for all three themes in the Council’s equalities framework would be presented to the Executive at the same time.

Following queries from the Committee regarding how the Council can improve the diversity of the organisation when sensitive data numbers gathered by the organisation is low as presented in a previous Personnel Committee, the Chief Executive advised that there had been an increase in data received

from staff from 48.75% to 68.73% however work is taking place to encourage more staff to provide sensitive data.

Following queries from the Committee regarding how the Council could improve the diversity of the organisation when there was a lack of data regarding ethnicity, the Chief Executive advised that it was not mandatory for staff to provide sensitive data, but work continued to encourage more staff to provide this information. As reported to Personnel Committee as part of the Quarter 2 Workforce Profile Statistics, the collection rate for sensitive data had increased from 48.75% to 68.73%.

### **Resolved**

- (1) That, having given due consideration, the approach being proposed for the council's Equalities, Diversity and Inclusion (EDI) action plan and councillor working group be endorsed.
- (2) That, having reviewed the draft action plans for Inclusive Communities and Inclusive Services, no specific comments be provided to the Executive to consider at its February meeting.

47

### **Food Action Plan**

The Chairman welcomed the Assistant Director Wellbeing and Housing and Councillor Rebecca Biegel to the meeting for this item.

Councillor Rebecca Biegel, chair of the food insecurity working group advised the Committee that the food working group had met on numerous occasions to work with officers to develop a CDC strategy action plan following endorsement of the county wide food strategy.

The Assistant Director Wellbeing and Housing gave a presentation on the food strategy action plan which detailed ideas and proposals based on the five principles set out within the county strategy. The actions included a food voucher policy where by 3500 food vouchers had been issued to householders in receipt of housing benefit.

The Committee was advised that the work overlapped with the Warm Spaces Initiative that the Council had established with partners whereby warm venues were available for people to drop in and meet people. The council was also looking at the possibility of providing food and activities as well as warmth in these spaces.

In response to the update, the Committee praised the work of the group and officers on the tie in with the Warm Spaces initiative.

### **Resolved**

- (1) That the update and progress to date be noted.

48

### **Safeguarding Annual Audit**

The Chairman welcomed the Assistant Director Wellbeing and Housing and the Safeguarding Officer to give a presentation detailing the annual Safeguarding Audit and work of the Safeguarding team.

The Safeguarding Officer explained that the self-assessment audit had to be completed annually and that it was a joint piece of work with the Safeguarding Children and Adults Board. This was due to be submitted to the Boards in December 2022 and a peer review would take place in February 2023.

The Safeguarding Officer reported that last year, the main focus for and improvement was increasing awareness amongst staff of safeguarding measures.

Wallet cards had been produced and distributed to Members and officers that worked out in the community, that outlined what they should do in the event of a safeguarding related issue.

Mandatory Safeguarding training for staff was provided online via the iHasco platform, to make sure that every employee was competent and could recognise signs of abuse. There had been a rise in reports made on the internal reporting mechanism 'See It Report It' which could be linked to the increase in training. All new staff inductions also included a section on safeguarding.

The Safeguarding Officer explained that the online training was also available for Members and asked the Committee for suggestions regarding the best way of increasing Member take up. It was proposed by Councillor Sean Woodcock and seconded by Councillor Sandy Dallimore that Group Leaders be advised of training levels within their respective groups.

The Committee thanked the Safeguarding team for their work collecting the data and identifying the priorities in a difficulty area.

### **Resolved**

- (1) That, having given due consideration, the Safeguarding Annual Audit be endorsed prior to its submission to Oxfordshire County Council.
- (2) That the importance of Members completing Safeguarding training be noted and the Safeguarding Officer and Democratic and Elections Officers be requested to liaise with Group Leaders regarding Members who have not completed Safeguarding training.

49

### **Working Groups Update**

The Chairman advised that the work of the food insecurity working group had been covered by the Food Action Plan at agenda item 8.

Councillor John Broad, Chairman of the Climate Action working group gave an update on the outcome of the meeting the previous day.

The group agreed that the Council attempting to cover all aspects of the 'One Planet Living' principles presented by Bioregional at their first meeting was impractical. The group had recognised that to achieve the priority of being net zero by 2030, it required positive policies with minimum carbon offsetting. The target of 2030 meant that policies needed to be implemented within the next couple of years.

The group had agreed that they would review the 'One Plant Living' principles to draw out the top ten items to focus on going forward and identify how they could be incorporated into Cherwell District Council policies.

Work would also be undertaken to review the evolving Local Plan Review document, to see how the revised plan incorporated One Planet Living principles.

The Chairman of the working group advised that the group would work closely with officers to make sure recommendations could be actioned as quickly as possible.

### **Resolved**

- (1) That the Working Group updates be noted.

50

### **Work Programme 2022/23**

The Democratic and Elections Officer provided a brief update to the committee on the indicative work programme for 2022/2023,

Regarding the special meeting of the Committee on 12 December to consider the full draft Local Plan, officers had advised that housing need work would not be completed in time for consideration on 12 December. The special meetings of Overview and Scrutiny and Executive, scheduled for 12 December and 19 December respectively, would therefore not be taking place. The special meeting of Overview and Scrutiny Committee would take place on 11 January 2023, with Executive meeting on 19 January 2023.

In response to questions from the Committee, the Corporate Director Communities explained that there would be a full revised consultation timetable and it was hoped that Regulation 18 consultation would start before the end of January 2023.



The Democratic and Elections Officer advised that at the 24 January 2023 meeting the Thames Valley Police Chief Constable and Police Crime and Commissioner would be attending to give an annual update on policing in the Thames Valley. All Councillors were welcome to attend. Officers from Thames Valley Police had requested that questions be submitted prior to the meeting.

**Resolved**

- (1) That, subject to the change of date from 12 December 2022 to Wednesday 11 January 2023 of the Extraordinary Overview and Scrutiny Committee meeting to consider the draft Local Plan, the Work Plan be noted.
- (2) That the update on items previously considered by the Committee be noted.

The meeting ended at 8.11 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 11 January 2023 at 6.30 pm

#### Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor John Broad  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Ian Middleton  
Councillor Dr Chukwudi Okeke  
Councillor Bryn Williams

#### Substitute Members:

Councillor Sean Woodcock (In place of Councillor Perran Moon)

#### Apologies for absence:

Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor Perran Moon

#### Also Present:

Councillor Colin Clarke, Portfolio Holder for Planning  
Councillor Mark Cherry

#### Also Present Virtually:

Councillor Barry Wood, Leader of the Council

#### Officers:

Ian Boll, Corporate Director Communities  
David Peckford, Assistant Director Planning & Development  
Andrew Maxted, Planning Policy, Conservation and Design Manager  
Christina Cherry, Principal Planning Policy Officer  
Maria Dopazo, Acting Planning Policy, Conservation & Design Manager

Chris Thom, Principal Planning Policy Officer  
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead  
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Andrew Whitaker, Planning Consultant

51 **Declarations of Interest**

There were no declarations of interest.

52 **Minutes**

The Minutes of the meetings of the Committees held on 22 November and 29 November 2022 were agreed as correct records and signed by the Chairman.

53 **Chairman's Announcements**

There were no Chairman's announcements.

54 **Urgent Business**

There were no items of urgent business.

55 **Draft Local Plan 2040 (Regulation 18) Consultation**

The Assistant Director for Planning and Development submitted a report to which presented the draft Cherwell Local Plan 2040 for scrutiny ahead of its consideration by the Executive on 19 January 2023.

The Planning Policy, Conservation and Design Manager introduced the Draft Local Plan 2040 (Regulation 18) Consultation and advised that the Plan had been drafted using a wide range of information including evidence, work with stakeholders and responses from previous consultations.

The Planning Policy, Conservation and Design Manager emphasised that the Regulation 18 consultation was the first opportunity for interested parties to make a meaningful contribution and comment on the detail of the draft plan. Engagement would continue over the course of the Local Plan process and further documents to support the Local Plan would be published as part of the public consultation. The responses received during the consultation would be considered by officers and inform any changes prior to the Regulation 19 stage consultation.

The Planning Policy, Conservation and Design Manager advised that changes could be made to the draft Regulation 18 Plan, with a Regulation 18 consultation running again if required, however the council cannot make any significant changes at the Publication (Regulation 19) stage.

In response to Members' comments on the 30% affordable housing quota for new developments, the Planning Policy, Conservation and Design Manager advised that at this stage the document was under consultation so changes could be made. Evidence that had been produced for the Plan, had indicated 30% as a viable figure.

Following comments from Members regarding the numbers stated in documents for the housing need requirements, the Planning Policy, Conservation and Design Manager confirmed the housing need was made up of several components that included the Cherwell need, Oxford's unmet housing need and a proposed contingency and that figures were given for four different housing need scenarios.

In response to a Members' concern that the site of Frieze Farm at Kidlington was not referred to within the draft Plan, the Assistant Director – Planning and Development confirmed that there were no proposals to change anything in relation to Frieze Farm. This was an editorial error and it should be as set out in the Local Plan Partial Review. This would be corrected in the consultation version.

In response to Members' questions regarding how the new proposed developments would be integrated with existing developments and settlements, the Principal Planning Policy Officer explained that as part of the evidence base for the Plan, transport assessments and work on infrastructure and local services/facilities were considered when sites were chosen.

In regard to a question from the Committee regarding if discussions had taken place with neighbouring authorities to consider if Cherwell's unmet need could be met in other districts, the Planning Policy, Conservation and Design Manager advised that Councils were expected to accommodate their own housing need unless they are unable to do so. Cherwell could meet the unmet figure identified so there would be no justification to ask a neighbouring authority to help with the Council's unmet housing need and would therefore be against national policy.

In response to Members' questions regarding the possibility of other Council's in Oxfordshire being unable to meet the number of houses needed for Oxford's unmet housing need, the Planning Policy, Conservation and Design Manager advised that they did not believe there would be an issue.

In response to Members' comments that the National Planning Policy Framework (NPPF) was due to be updated, the Assistant Director – Planning and Development advised that the consultation for the proposed changes to the NPPF was underway and the Council would be submitting a consultation response. As and when the NPPF was amended, the Council would consider how the Local Plan would need to be amended.

In response to Members' comments regarding there being few references to farming in the draft Plan, the Principal Planning Policy Officer advised that importance of agriculture to the local economy was recognised in the introduction and the spatial portrait of Cherwell. Core Policy 64 focussed on rural diversification. The Committee noted the comments but agreed that given the significance of farming in the district, it should be given more prominence.

In relation to Core Policy 61, new employment development on unallocated sites, Members commented that the policy seemed to give developers an opportunity to ignore the Local Plan and provided the opportunity to build on sites that were not included in the Local Plan. In response, the Planning Policy, Conservation and Design Manager advised that the policy was included to help with planning decision making in exceptional circumstances and included criteria that would have to be met in order for such applications to be approved. The Policy had been developed in consultation with officers in Development Management and Economic Development to ensure an improvement and tightening up on the current policy approach.

In response to Members' questions regarding green spaces and a possible green belt area proposed by a third party around Bicester, the Planning Policy, Conservation and Design Manager advised the Plan looked at local green space and proposed some sites be allocated as green space. The Planning Policy, Conservation and Design Manager advised that a green and blue infrastructure strategy that identified a number of significant priorities would be published with the consultation documents.

In response to questions from the Committee regarding North West Bicester and the development known as the "eco town", the Assistant Director – Planning and Development confirmed there was a policy within the current adopted plan, and an adopted supplementary planning document for that area, that contained an illustrative masterplan. It was also advised that if the site were further extended then there would be a need to re-frame the policy for Northwest Bicester in the Local Plan 2040.

Members' highlighted examples of infrastructure that had been built from funds received through legal agreements from developments that had been crucial for the area and emphasised the importance of continuing this good work with Oxfordshire County Council.

Following questions from Members regarding when local centres and community centres were required on new developments, the Assistant Director – Planning and Development confirmed that certain facilities were required, however market conditions, demands and the number of dwellings proposed were all taken into consideration when determining which facilities would be provided.

In response to Members' questions regarding additional documents being made available to the Executive that had not been scrutinised by the Overview and Scrutiny Committee, the Assistant Director – Planning and

Development advised that due to the ongoing nature of the drafting process, technical documents could be published at any time, however all information available at the time of the agenda publication had been provided. The Chairman advised the Committee that there would be a continuing programme of scrutiny throughout the Regulation 18 and 19 consultation stages.

In response to Members' questions regarding Core Policy 31, Rural Area Housing Requirement Figures, and how the figure of 500 dwellings had been reached as there seemed to be a bigger requirement on some parishes and the distribution did not seem equitable, the Planning Policy, Conservation and Design Manager advised that the figure was broadly the same as the current Plan. Work had been undertaken to identify the most sustainable villages for development, and by taking into account the current village hierarchy categorisations that were stated within the current adopted Local Plan. Feedback had generally been positive and more evidence would be published as part of the consultation.

Following questions from the Committee regarding constraints on parishes identifying sites, the Planning Policy, Conservation and Design Manager explained that the Neighbourhood Plan process was the best way for parish councils to identify sites for development within their parishes and agreed to circulate further information on the Neighbourhood Plan process after the meeting.

The Committee thanked the Planning Policy team for their work putting the draft Plan and supporting documents together.

It was proposed by Councillor Sandy Dallimore and seconded by Councillor Matt Hodgson that the following comments be made to Executive for consideration:

- The balance of affordable housing included in the plan is not ambitious enough or adequate.
- Clarity and assurance there is no change from the partial review of the Local Plan regarding Frieze Farm in Kidlington and its provision as an alternative Golf Course location.
- It is important that all infrastructure keeps pace with development as well as ensuring satisfactory integration between new developments and established communities.
- The importance of farming in the district has been recognised in the draft, but it should be given more prominence.
- Noting the reference to Bicester Strategic Corridors, consideration should be given to creating a formal Green Belt around Bicester.
- More should be done to maintain the Green Ring around Kidlington.
- Rural allocation of housing should be equitable.
- Executive to assure itself that the wording of policies included in the plan is strong enough, particularly those in relation to Climate Action and viability.

- That Members be given more opportunities to engage, provide feedback and comments during the Regulation 18 consultation.

## **Resolved**

- (1) That having given due consideration to the draft Local Plan 2040, the following comments be made to Executive for consideration:
  - The balance of affordable housing included in the plan is not ambitious enough or adequate.
  - Clarity and assurance there is no change from the partial review of the Local Plan regarding Frieze Farm in Kidlington and its provision as an alternative Golf Course location.
  - It is important that all infrastructure keeps pace with development as well as ensuring satisfactory integration between new developments and established communities.
  - The importance of farming in the district has been recognised in the draft, but it should be given more prominence.
  - Noting the reference to Bicester Strategic Corridors, consideration should be given to creating a formal Green Belt around Bicester.
  - More should be done to maintain the Green Ring around Kidlington.
  - Rural allocation of housing should be equitable.
  - Executive to assure itself that the wording of policies included in the plan is strong enough, particularly those in relation to Climate Action and viability.
  - That Members be given more opportunities to engage, provide feedback and comments during the Regulation 18 consultation.
- (2) That it be noted that the Assistant Director – Planning and Development will retain delegated authority, in consultation with the Portfolio Holder for Planning, to make minor amendments to the draft document, including correcting of typos or formatting errors, up to the start of the consultation.

The meeting ended at 9.00 pm

Chairman:

Date:



## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 24 January 2023 at 6.30 pm

#### Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Mike Bishop  
Councillor John Broad  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Ian Middleton  
Councillor Dr Chukwudi Okeke

#### Substitute Members:

Councillor Sean Woodcock (In place of Councillor Perran Moon)  
Councillor George Reynolds (In place of Councillor Bryn Williams)

#### Apologies for absence:

Councillor Maurice Billington  
Councillor Perran Moon  
Councillor Bryn Williams

#### Also Present:

Councillor Phil Chapman - Portfolio Holder for Healthy Communities

#### Also Present Virtually:

Councillor Barry Wood - Leader of the Council  
Councillor Richard Mould - Portfolio Holder for Corporate Services  
Councillor Adam Nell - Portfolio Holder for Finance  
Councillor Katherine Tyson

#### Officers:

Nicola Riley, Assistant Director Wellbeing & Housing  
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead

Matt Swinford, Democratic and Elections Officer

Officers Attending Virtually:

Yvonne Rees, Chief Executive  
Ian Boll, Corporate Director Communities  
Shona Ware, Assistant Director Customer Focus  
Celia Prado-Teeling, Performance Team Leader

56 **Declarations of Interest**

There were no declarations of interest.

57 **Minutes**

The Chairman advised the Committee that the Minutes of the 11 January 2023 meeting would be submitted to the Overview and Scrutiny Committee being held on Tuesday 14 March 2023.

58 **Chairman's Announcements**

There were no Chairman's announcements.

59 **Urgent Business**

There were no items of urgent business.

60 **Attendance of Thames Valley Police Chief Constable and Police Crime Commissioner**

The Chairman welcomed the Police and Crime Commissioner for Thames Valley, Matthew Barber, Chief Constable John Campbell and Detective Inspector James Holden-White, Thames Valley Police, to the meeting and invited them to update the Committee regarding policing in Thames Valley.

The Police and Crime Commissioner updated the Committee on officer numbers, community policy and work being undertaken to improve response times on the non-emergency 101 police contact telephone service.

The Chief Constable and Detective Inspector gave a presentation which provided a summary of force activity across Thames Valley from April to September 2022, and a more detailed update on the Cherwell and West Oxfordshire Local Police Area from April 2022 to January 2023.

Following the presentation, the Police and Crime Commissioner, the Chief Constable and Detective Inspector answered questions from Members.

The Chairman thanked the Police and Crime Commissioner, the Chief Constable and Detective Inspector for their attendance.

## 61 **Integrated Care Partnership Strategy**

The Assistant Director Wellbeing and Housing gave a presentation detailing the new strategy proposed by the Integrated Care Partnership, that was currently out for consultation.

The Assistant Director Wellbeing and Housing advised the Committee that the Oxfordshire Clinical Commissioning Group was being replaced by the Integrated Care System (ICS) that would cover Oxfordshire, Buckinghamshire and West Berkshire. The ICS was overseen by an Integrated Care Partnership and Board.

The Assistant Director Wellbeing and Housing explained that the Strategy included five areas of focus with 18 priorities in total. The five areas of focus were promoting and protecting health, start well, live well, age well and improving quality and access to services.

The Assistant Director Wellbeing and Housing highlighted the good points of the Strategy and areas which, it was considered, would improve the Strategy. This was proposed for inclusion in the council's consultation response.

In response to Members' questions regarding the proposal to recommend reference to dying well in the consultation response, the Assistant Director Wellbeing and Housing advised that this was to make sure that those coming to the end of life could die the way they wished. The Portfolio Holder for Healthy Communities advised that although the Council did not have the direct responsibility for care provision, end of life was not mentioned in the draft Strategy which would be highlighted in the consultation response.

The Chairman thanked officers and Members for the work that had been done at short notice on the item.

### **Resolved**

- (1) That the following points raised by the Assistant Director Wellbeing & Housing be endorsed to form the basis of Cherwell District Council's consultation response:
  - Monitoring and evaluation/measurement of objectives
  - More focus on activity
  - Reference to infrastructure for health and housing
  - Improved focus on good parenting
  - Reference to dying well
  - Improving transitions
  - More reference to partnership working and system resources

62 **December 2022 Performance Monitoring Report**

The Assistant Director – Customer Focus submitted a report which updated the Committee on the council’s progress towards delivering its Business Plan priorities for 2022/23 up to December 2022.

In introducing the report, the Performance and Insight Team Leader reported that out of the 33 monthly performance measures, 26 had reported green for October 2022, with 2 reporting amber and 4 reporting red. Data would not be available for one measure until later in the month. With regards to the measure, “Number of homeless households living in temporary accommodation” that was reporting red, the Performance and Insight Team Leader explained the Housing team were working hard but due to continued increase in demand and delays in moving clients to permanent accommodation, the number of homeless households living in temporary accommodation had increased. The Housing Team has secured five more placements for temporary accommodation to meet the specific needs of survivors of domestic abuse and other vulnerable women.

In relation to the measure “Number of affordable homes delivered including CDC and Growth Deal targets” which was reporting red, the Committee was advised that December was a quieter month for developers by for year to date, the figures were green and delivering ahead of the yearly target.

Regarding the reduction of waste recycled and composted, which was reporting amber, the Committee was advised that the Waste Services team monitored performance nationally and there was a downward trend nationally for less recycling of packaging. It was thought this could be an indication that people were moving towards ‘use your own packaging’ style services.

**Resolved**

- (1) That, having given due consideration, the monthly Performance Report for December 2022 be noted and no comments be passed to the Executive for consideration at their 6 February meeting.

63 **Working Groups Update**

The Principal Officer – Scrutiny and Democratic Lead advised that all of the working groups, Equalities, Diversity and Inclusion, Food Insecurity and Climate Action had suggested dates for their next meetings, and arrangements would be confirmed with each working group shortly.

**Resolved**

- (1) That the Working Group updates be noted.

64 **Work Programme 2022-23**

The Principal Officer – Scrutiny and Democratic Lead advised that at the 19 January 2023 Extraordinary meeting, the Executive had deferred consideration of the Draft Local Plan 2040 (Regulation 18) to allow officers to consider comments made by the Overview and Scrutiny Committee at the 11 January 2023 meeting. The Committee was advised that a revised timetable regarding the Local Plan Regulation 18 consultation was being considered by officers and the Committee work programme would be updated accordingly.

In response to questions raised by the Committee, the Principal Officer – Scrutiny and Democratic Lead agreed to discuss with relevant officers the Housing matters and Wellbeing Strategy items that were listed as ‘items to be allocated’, and the possibility of a Castle Quay item being added to the Work Programme.

**Resolved**

- (1) That the Work Plan be noted.
- (2) That the update on items previously considered by the Committee be noted.

The meeting ended at 8.45 pm

Chairman:

Date:

This page is intentionally left blank