

**Committee:** Executive  
**Date:** Monday 11 January 2010  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

<b>Councillor Barry Wood (Chairman)</b>	<b>Councillor G A Reynolds (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Norman Bolster</b>
<b>Councillor Michael Gibbard</b>	<b>Councillor James Macnamara</b>
<b>Councillor Kieron Mallon</b>	<b>Councillor Nigel Morris</b>
<b>Councillor D M Pickford</b>	<b>Councillor Nicholas Turner</b>

## AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

3. **Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

4. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 1 - 10)

To confirm as a correct record the Minutes of the meeting held on 7 December 2009.

6. **Audit Commission's Comprehensive Area Assessment (CAA) Judgement** (Pages 11 - 34) **6.35 pm**

Mr Robert Hathaway, the Comprehensive Area Assessment Lead (CAAL) for Oxfordshire, Buckinghamshire and Milton Keynes will be presenting the Audit Commission's Comprehensive Area Assessment (CAA) Judgement to Executive Members.

The following documents are attached for information:

1. Oxfordshire Area Assessment 2009
2. Cherwell District Council Organisational Assessment 2009

## **Strategy and Policy**

7. **Integrated Vehicle Parking Strategy - Civil Parking Enforcement and Residents Parking** (Pages 35 - 68) **7.05 pm**

Report of Urban and Rural Services

### **Summary**

To note the current position and revised financial model for Civil Parking Enforcement (CPE) and to authorise further work to develop workable proposals.

To note the outcomes of the consultation on Banbury Residents Parking Scheme and to approve further development of proposals, subject to CPE.

To note the current position on Bicester Residents Parking Scheme and the formal Traffic Regulation Order (TRO) advertising/consultation for the revised Scheme.

To note the update on Taxi Rank provision and the bid to the Council's capital programme.

To note the current position regarding provision for disabled parking.

### **Recommendations**

The Executive is recommended to:

- (1) Civil Parking Enforcement
  - a) Note the updated position on CPE and revised Financial Model
  - b) Approve further development of the Council's approach to CPE based on this Financial Model whilst seeking to reduce CDC's risks/costs through negotiation with Oxfordshire County Council (OCC).

- c) Receive a further report on the outcome of these discussions and any changes to the Financial Model, prior to a final decision on implementation being taken.
  - d) As part of 1 (c) above, authorise the appointment of consultants to assist in developing the approach to CPE and in testing and refining the Financial Model.
  - e) Authorise investigation with OCC of on-street pay and display parking
- (2) Banbury Residents Parking Scheme
- a) Authorise further work on Scheme development on the assumption that CPE will be implemented and receive a further report in conjunction with a CPE report prior to formal consultation on a Scheme through the Traffic Regulation Order (TRO) process.
  - b) Note the outcomes of the Banbury Residents Parking consultation.
  - c) Receive a petition from the residents of Merton Street and Causeway (Zone 5) against the introduction of a Residents Parking Scheme in these streets.
  - d) Confirm that consultation feedback and the petition received from residents in Zone 5 demonstrates that there is not sufficient support for a Scheme in the Zone and that no further scheme development will take place, and will not be reviewed for at least 2 years.
  - e) Confirm that in Zone 3 where support for a Scheme from the consultation feedback was less than 50%, that no further Scheme development will take place and will not be reviewed for at least 2 years.
  - f) Agree in principle to a scheme based on the consultation proposals for Zones 1, 2 and 4 and authorise further investigations in to scheme viability for these zones based on a nil net cost to the Council.
  - g) To defer implementation pending the outcome of CPE.
- (3) Note the current position on Bicester Residents Parking and the proposals for a revised scheme to be introduced on or as soon after 1 April 2010 as formal consultation on a revised TRO for the Scheme allows.
- (4) Note the position on taxi rank provision, cost and funding and the application for capital funds to progress implementation in Banbury in 2010/11.
- (5) Note the position on provision of parking for the disabled.

## **Service Delivery and Innovation**

### **8. Draft Budget and Corporate Plan 2010 - 2011 Analysis 2** (Pages 69 - 120)

**7.20 pm**

Report of Head of Finance

#### **Summary**

The Council has to adopt a budget for 2010/11 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years. This is the second opportunity that the Executive has to shape and refine the interaction between corporate plan service plans and financial matters before the final budget is presented to the Council on the 22 February 2010.

#### **Recommendations**

The Executive is recommended to:

- (1) Consider the draft revenue budget 2 (detailed in Appendix 1a) in the context of the Council's service objectives and strategic priorities (see the corporate plan Appendix 1b).
- (2) Consider the draft corporate plan for 2010/11 noting the addition of two new aims around the Eco-Town and Breaking the Cycle of Deprivation as requested by the Executive at their meeting on 7 December 2009 (detailed in Appendix 1b).
- (3) Agree the approach to the overall capital programme and 10/11 expenditure profile (detailed in Appendix 2).
- (4) Advise of any matters they would like taken into consideration in producing a balanced budget for the next meeting of the Executive.
- (5) Consider the recommendations of the Resources and Performance Scrutiny Board from their meeting of December 1 2009, having undertaken a review of the Council's prioritisation matrix, revenue expenditure by service and reviewed the capital bids received as part of the 2010/11 process (detailed in Appendix 3).
- (6) Consider the Tax Base Report and associated discretionary powers (Appendix 4) and
  - to resolve that, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2010/2011 shall be 50,113; and
  - to approve the report of the Head of Finance, made pursuant to the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, and the calculations referred to therein for the purposes of the Regulations; and
  - to resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of Appendix 4b.
  - to resolve to continue with the discretionary awards that it resolved to give on December 1 2008 and detailed in Appendix 4c.

**9. Preparation for the 2012 Olympics - Tourism and Other Potential** 7.40 pm  
(Pages 121 - 132)

Report of Strategic Director Environment and Community

**Summary**

This report considers the opportunities associated with the 2012 London Olympics that can be delivered for the benefit of residents in Cherwell.

**Recommendations**

The Executive is recommended to:

- (1) Respond to the opportunities provided by the 2012 Olympics as outlined in the report;
- (2) Establish a Member and Officer working group, under the Chairmanship of the Portfolio Holder for Customer Service and ICT (with special responsibility for tourism) to oversee and co-ordinate the detailed actions of the Council to maximise the sports, economic and community opportunities in the district arising from the 2012 Olympics.
- (3) Consider the options with regard to funding levels and sources.

**10. Crime and Disorder Scrutiny** (Pages 133 - 150) 7.50 pm

Report of Head of Legal and Democratic Services

**Summary**

This report outlines recent developments in legislation relating to overview and scrutiny as set out in the following:

- 1) Local Government and Public Involvement in Health Act, 2007
- 2) Police and Justice Act, 2006
- 3) Local Democracy, Economic Development and Construction Bill, 2008

**Recommendations**

The Executive is recommended to:

- (1) Agree that the Overview and Scrutiny Committee should be formally designated as Cherwell District Council's crime and disorder scrutiny committee and to recommend to Council that the Constitution is so amended;
- (2) Note that the Head of Legal and Democratic Services and the Democratic, Scrutiny and Elections Manager have been delegated to develop a draft protocol for the conduct of crime and disorder scrutiny for future consideration by the Overview and Scrutiny Committee.

**11. Licensing Committee and Planning Committee Constitutional Amendments** (Pages 151 - 162) **7.55 pm**

Report of Head of Legal and Democratic Services

**Summary**

To consider the constitutional amendments recommended to Council by Planning and Licensing Committees.

**Recommendations**

The Executive is recommended to:

- (1) Note the constitutional amendments recommended to Council by the Licensing committee relating to the Scheme of Delegation and Committee Terms of Reference.
- (2) Note the constitutional amendments recommended to Council by the Planning committee relating to the Scheme of Delegation and Public Speaking Procedure Rules.

**12. Calendar of Meetings 2010/11** (Pages 163 - 168) **8.00 pm**

Report of Head of Legal and Democratic Services

**Summary**

The Executive is asked to consider a draft calendar of meetings for 2010/11, and to recommend to Council accordingly.

**Recommendations**

The Executive is recommended to:

- (1) Recommend to Council the draft calendar of meetings for 2010/11.
- (2) Recommend to Council that the Chief Executive in consultation with the Leader be delegated to make amendments to the calendar of meetings as and when the general election is called.

**Urgent Business**

**13. Urgent Business**

Any other items which the Chairman has decided is urgent.

**14. Exclusion of the Press and Public**

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

- 1 – Information relating to any individual
- 2 – Information which is likely to reveal the identity of an individual
- 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

**15. Value For Money Review of Legal Services (Pages 169 - 188) 8.05 pm**

Report of Chief Executive and Head of Improvement

**(Meeting scheduled to close at 8.20 pm)**

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or (01295) 221587 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

**Personal Interest:** Members must declare the interest but may stay in the room, debate and vote on the issue.

**Prejudicial Interest:** Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Queries Regarding this Agenda**

Please contact James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221587

**Mary Harpley**  
**Chief Executive**

Published on Wednesday 23 December 2009



# Agenda Item 5

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 December 2009 at 6.30 pm

Present: Councillor Barry Wood (Chairman)  
Councillor G A Reynolds (Vice-Chairman)

Councillor Ken Atack  
Councillor Norman Bolster  
Councillor Michael Gibbard  
Councillor James Macnamara  
Councillor Nigel Morris  
Councillor Nicholas Turner

Also Present: Councillor John Donaldson

Apologies for absence: Councillor Kieron Mallon  
Councillor D M Pickford

Officers: Mary Harpley, Chief Executive and Head of Paid Service  
Ian Davies, Strategic Director - Environment and Community  
John Hoad, Strategic Director - Planning, Housing and Economy  
Mike Carroll, Head of Improvement  
Liz Howlett, Head of Legal & Democratic Services and Monitoring Officer  
Phil O'Dell, Chief Finance Officer  
Karen Curtin, Head of Finance  
Tony Brummell, Head of Building Control & Engineering Services  
Philip Clarke, Head of Planning & Affordable Housing  
Gillian Greaves, Head of Housing Services  
David Marriott, Head of Economic Developments & Estates  
Paul Marston-Weston, Head of Recreation & Health  
Karen Muir, Corporate System Accountant  
Pat Simpson, Head of Customer Service & Information Systems  
Claire Taylor, Community Planning Manager  
Jo Smith, Communications Manager  
Amy Smart, Assistant Planning Officer  
James Doble, Democratic, Scrutiny and Elections Manager

## 78 **Declarations of Interest**

Members declared interest with regard to the following agenda items:

### **7. Banbury Cultural Quarter.**

Councillor Nicholas Turner, Personal, as Chairman of The Mill Management Committee.

**11. Approval for Funding at Claypits Lane, London Road, Bicester.**

Councillor G A Reynolds, Personal, as a County Councillor, due to the County Council owning the site at Claypits Lane.

Councillor Michael Gibbard, Personal, as a County Councillor, due to the County Council owning the site at Claypits Lane.

Councillor Nicholas Turner, Personal, as a County Councillor, due to the County Council owning the site at Claypits Lane.

Councillor Norman Bolster, Personal, as a County Councillor, due to the County Council owning the site at Claypits Lane.

**12. Authorisation of Supplementary Revenue Estimate.**

Councillor G A Reynolds, Prejudicial, as he had expressed clear views on this issue at the Planning Committee.

Councillor Nicholas Turner, Prejudicial, as he had expressed clear views on this issue at the Planning Committee.

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

There were no petitions or requests to address the meeting.

80 **Urgent Business**

There was no urgent business.

81 **Minutes**

The minutes of the meeting held on 16 November 2009 were agreed and signed as a correct record.

82 **Countywide Interim Planning Advice Note - Renewable Energy & Sustainable Construction**

The Head of Planning and Affordable Housing Policy submitted a report to seek approval of an 'Advice Note' document which has been prepared by Oxfordshire County Council in liaison with district councils across Oxfordshire to provide advice on renewable energy and sustainable construction issues in the interim period before Core Strategies are adopted.

**Resolved**

That the Advice Note attached at annex 1 to these minutes be adopted for use as a guide to assist applicants in making planning applications and development control in making decisions regarding the need to improve renewable energy provision and sustainable construction standards.

**Reasons** – The Advice Note does not establish new planning policy, but seeks to emphasise the relevant policies in the adopted South East Plan. It also provides further information which will be of use in making applications for planning permission, and in the decision making process.

### **Options**

- Option One**                      To endorse use of the Advice Note by Cherwell District Council
- Option Two**                      To endorse use of the Advice Note by Cherwell District Council however to make changes to the advice as the Executive considers appropriate.
- Option Three**                      Not to endorse use of the Advice Note by Cherwell District Council

83

### **Banbury Cultural Quarter**

The Strategic Director Environment and Community submitted a report to consider proposals for the development of a Banbury Cultural Quarter in conjunction with The Mill Management Committee and Oxfordshire County Council.

### **Resolved**

- (1) That the concept of a Cultural Quarter in Banbury to the east of the Oxford Canal be supported as outlined in the report;
- (2) That Oxfordshire County Council be supported in the development of an integrated new library and Mill as outlined in the report;
- (3) That a supplementary capital estimate of £60,000 to progress the Cultural Quarter components to the level of detail required be agreed and that an outline planning application be submitted subject to the County Council agreeing to fund the new library and Mill Arts Centre refurbishment;
- (4) That the Executive receive further reports on the further design work, outline capital costs and anticipated revenue implications of progressing the District Council's components of the Cultural Quarter prior to any commitment.

**Reasons** – The District Council has been discussing for many months with representatives from The Mill Management Committee and Oxfordshire County Council the concept of a Cultural Quarter. The point has been reached in the development of the concept where formal consideration needs to be given by each of the partners.

### **Options**

- Option One**      The Council could support the development of a Cultural

Quarter on the site and build on the established cultural services and facilities which already exist there. This is the basis of the proposal within this report.

**Option Two** The Council could choose to do nothing in relation to a Cultural Quarter and rely entirely on the County Council and Mill Management Committee to determine their redevelopment proposals within the footprint currently available to them. This is likely to be impractical and therefore scupper their development plans.

**Option Three** The Council could choose to look at a Cultural Quarter elsewhere in the town. However, as indicated through the Sequential Test, this is unlikely to be delivered due to the limited availability of land and significant additional financing which is unlikely to be available.

84

### **Sports Centres Modernisation Update**

The Strategic Director Environment and Community submitted a report to consider the progress made on the Sports Centres Modernisation project and the temporary use of the land of the current Spiceball Sports Centre site.

#### **Resolved**

- (1) That the current position and progress to date be noted;
- (2) That the plans for the official opening of the new Spiceball Leisure Centre be noted;
- (3) That following demolition, part of the site of the current Spiceball Park Sports Centre be agreed for use for a temporary car park and a planning application be submitted for its change of use;
- (4) That a car park order be made, subject to the planning consent, for a temporary car park at Spiceball Park Sports Centre.
- (5) That it be agreed to fund the costs of creating the temporary car park from the Sports Centres Modernisation project fund in consultation with the Portfolio Holder for Environment, Recreation and Health.

**Reasons** - This report provides the latest position to the Council and follows the other periodic updates the Executive has received on this project. As the position has been reached where the existing Spiceball Park Sports Centre will shortly be demolished, consideration is required of an alternative use for the site.

#### **Options**

**Option One** One will be to leave the site as a demolished but safe site with no immediate or long term use. This will carry security costs of up to £10,000.

**Option Two**

As recommended in this report, the demolished site be considered in part for a temporary car park.

**Option Three**

The Council could, if it wished, consider other forms of development on this site which would be subject to separate funding arrangements and need to be considered in conjunction with the Banbury Cultural Quarter report elsewhere on this agenda. It should be noted that any alternative re-use of the site other than those proposed in the Cultural Quarter report will have implications for the County Council's development of an integrated Mill and new library and still require demolition of the current sports centre.

85

**ICT Service Provision Strategy**

The Head of Customer Service and Information Services submitted a report to seek Member approval for a major strategic project to improve the resilience of the Council's computer systems, and to progress the means of identifying options for the medium and long term delivery of ICT services.

**Resolved**

- (1) That the project to complete the virtualisation and thin client projects and related staffing changes using the £125,000 already approved for ICT investment, but released by reducing the 2009/2010 ICT capital programme be approved.
- (2) That a supplementary estimate of up to £150,000 for the purposes of (1) above be approved.
- (3) To request that a Member and Officer review group is established to review the options available to the Council for the future delivery of strategic ICT services.
- (4) Approve the proposal for interim arrangements for ICT service delivery pending the findings of the review group, at an estimated cost of £50,000 to be met from the ICT reserve.

**Reasons** - This report concerns how we plan for the future and ensure our IT service delivery is fit for purpose. Technology has great capacity to deliver efficiencies for the Council as a consequence of how it is procured and delivered and as a consequence of its deployment in service delivery.

**Options**

**Option One**

Continue to make point replacements to the Council's ICT infrastructure. This does nothing to mitigate the current risk to the Council's "gold" systems and other applications residing on hardware older than four years, nor does it address the

piecemeal structure of the infrastructure, driven as it is by individual service need not strategic Council direction. We must still replace the 20 currently over four years old at a cost of at least £60,000. This cost will occur next year, and the next, in a never ending cycle.

**Option Two**

Transfer out the entire risk by inviting tenders for suppliers to resolve the current problems then deliver the service. The risk of this approach is that potential suppliers may maximise the scale – and concomitant cost to put right – of the problems prior to taking on the management of the service. It is unlikely to deliver value for money.

**Option Three**

Do the necessary work to bring our infrastructure and ICT service management into line with contemporary best practice, thereby maximising the options for service delivery. This will allow the council to review its medium/long-term service delivery options and develop an ICT strategy that meets the organisation's needs now and into the future.

86

**Draft Budget , Corporate Plan and Service Plans 2010 - 2011**

The Head of Finance submitted a report to provide the opportunity for the Executive with the first of three opportunities that the Executive has to shape and refine the interaction between the Corporate Plan, the service plans that underpin the corporate plan and financial matters before the final budget is presented to the Council on the 22nd February 2010.

**Resolved**

- (1) That the draft budget and service plans be considered in the context of the Council's service objectives and strategic priorities;
- (2) That the proposed service priorities and the draft Corporate Plan for 2010-11; and to request officers to draft revised corporate plan aims regarding i) NW Bicester Eco Town ii) and around designing services to meet the needs of our most vulnerable residents.
- (3) That the areas of unavoidable revenue growth be noted;
- (4) That the approach to the overall capital programme and 2010/11 expenditure profile be agreed; and that officers note the request of scrutiny for a review of the capital programme which should be brought forward and reported to the January Executive meeting, with particular attention paid to minimising the extent of the programme in 2010/11 in particular."

- (5) That it be noted that the recommendations of the scrutiny reviews on the non consulted services and capital programme to be considered at the Resources and Performance Scrutiny Board on 1 December 2009 will be reviewed as part of the second draft of the budget:
- (6) That the draft budget and corporate plan as the basis for consultation be endorsed;

**Reasons** - The budget will form the financial expression of the Council's strategic priorities and service delivery plans for 2010/11; the allocation of resources against agreed service priorities is necessary in order to achieve its strategic priorities.

**Options**

<b>Option One</b>	To review draft revenue and capital budget to date and consider actions arising.
<b>Option Two</b>	To approve or reject the recommendations above or request that Officers provide additional information.

87 **Approval for Funding at Claypits Lane, London Road, Bicester**

The Head of Housing Services submitted a report to seek approval for expenditure of £187,250 grant funding from the Capital Reserves for Affordable Housing towards the land for affordable housing at Claypits, Bicester.

**Resolved**

That a supplementary capital estimate of £187,250 be approved to secure nomination rights to four affordable housing units at Claypits, London Road, Bicester.

**Reasons** - Executive approved the expenditure for the Claypits scheme in May 2006 but delays with the land transfer has meant this allocated funding has not been spent to date. This report is to re-refer this matter to Executive and if approved reinstate the planned expenditure into the Capital budget.

**Options**

- Option One** To agree to reinstate the approval of grant funding of £187,250 for this scheme.
- Option Two** To not approve funding for the scheme with the understanding that the terms of the transaction and the planning agreement will need to be varied and the affordable housing units are not provided.

**Councillors Reynolds and Turner left the meeting whilst the following agenda item was discussed.**

88 **Authorisation of Supplementary Revenue Estimate**

The Head of Development Control and Major Developments submitted a report to recommend authorisation of a budget for payment of compensation via a Supplementary Revenue Estimate to be funded from Development Control and Major Developments Reserve.

**Resolved**

- (1) That the report to the Planning Committee and the committee resolution to pay Mr Whithead and Ms Simons of the Marlborough Arms, Gatteridge Street Banbury £11,274.35 compensation for losses arising from the Council's maladministration be noted.
- (2) That a Supplementary Revenue Estimate of £11,274.35 to be funded from Development Control and Major Developments reserve be approved.

**Reasons** - The Planning Committee has agreed to pay £11,274.35 compensation to Mr Whithead and Ms Simons of the Marlborough Arms, Gatteridge Street, Banbury for losses arising from the Council's maladministration. There is currently no financial provision for the proposed compensation and therefore budgets need to be made available to allow this payment to be made.

89 **Exclusion of the Press and Public**

**Resolved**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraph 2 of Schedule 12A of that Act.

90 **Old Bodicote House Refurbishment**

The Chief Executive and Head of Economic Development and Estates submitted a report to approve the refurbishment of Old Bodicote House into serviced office accommodation, award the contracts for these works and associated works, and agree a strategy for the future use of Bodicote House property

**Resolved**

- (1) That the overall strategy for the future use of property on the Bodicote House estate be approved
- (2) That funding in the capital programme of £45,000 for the refit of part of the second floor of new Bodicote House for external tenants, subject to suitable lettings being agreed be approved



- (3) That the conversion of Old Bodicote House into serviced office accommodation, subject to the council entering into a management contract for its operation be approved.
- (4) That funding in the capital programme of £826,000 for the works necessary to refurbish Old Bodicote House as a serviced office facility, including £53,000 for the expansion of Bodicote House car park be approved.
- (5) That the award the design and build contract for the refurbishment to Paragon Interiors, delegating the agreement of the final tender sum to the Head of Estates and Economic Development in consultation with the Portfolio Holder for Economic Development and Estates following further design clarification be approved.
- (6) That the car park extension contract be awarded to Fergal Construction in accordance with the tender sum of £52,943

**Reasons** - The council needs to consider a longer-term strategy for the use of its buildings in order to ensure best use of its assets and to help deliver its strategic priorities.

The meeting ended at 7.47 pm

Chairman:

Date:

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# Oxfordshire

## Area Assessment

Dated 9 December 2009



## Contents

Oxfordshire at a glance

How is Oxfordshire doing?

About Oxfordshire

How well do priorities for Oxfordshire express community needs and aspirations?

Priorities for Oxfordshire

- Breaking the Cycle of Deprivation
- Environment and climate change
- Healthy and Thriving Communities
- Value For Money
- World Class Economy

## Oxfordshire at a glance

This independent assessment by six inspectorates sets out how well local public services are tackling the major issues in Oxfordshire. It says how well they are delivering better results for local people and how likely these are to improve in future. If, and only if, our assessment shows that the following special circumstances are met in relation to a major issue, we use flags to highlight our judgements. We use a green flag to highlight where others can learn from outstanding achievements or improvements or an innovation that has very promising prospects of success. We use a red flag to highlight where we have significant concerns about results and future prospects that are not being tackled adequately. This means that local partners need to do something more or different to improve these prospects.

**Green flags - exceptional performance or innovation that others can learn from**

No green flags have been identified for Oxfordshire

**Red flags - significant concerns, action needed**

No red flags have been identified for Oxfordshire

## The local area

Oxfordshire is the most rural of South East counties. Over three-quarters of the land is devoted to agriculture. The city of Oxford is a major tourist attraction with its rich heritage and University.

Around 635,000 people live in the area with one in two people living in communities of less than 10,000. The population is predicted to increase rapidly over the next ten years. Oxford and central Oxfordshire are classed as 'diamonds for growth' - areas in the South East that are expected to deliver significant economic and housing growth.

Oxfordshire has strong links to London and the Midlands, as well as west to the Cotswolds and along the M4 corridor. It is generally prosperous. Economic prosperity and the quality of the environment make Oxfordshire an attractive place in which to live and work. However there are pockets of relative deprivation - in places like Oxford and Banbury.

The next section tells you how Oxfordshire's public services are doing in each of their local priority areas.

## How is Oxfordshire doing?

## Breaking the Cycle of Deprivation

Oxfordshire residents are generally well off and in good health. But there are some parts of the county where people's health and quality of life is not as good. The well being of large numbers of children in Oxford city is poor, in stark contrast to the quality of life enjoyed by children living in more rural districts.

The Council and its partners have agreed a clearer focus on breaking the cycle of deprivation in the worst affected areas of Banbury and Oxford. Joint public service plans between local government, police and health are emerging. But the pace of action needs to quicken and the level of financial investment grow, to reflect and improve the long-standing needs of local people.

Partners are working well together to make it easier for people living in rural parts of the county to get the services and support they need.

## Environment and climate change

Although Oxfordshire is generally clean and well kept. Local people in the Vale of White Horse and Oxford City are less satisfied with the cleanliness of their local area than they have been in the past.

Oxfordshire is making good progress to protect the environment for future generations. Households right across the county are producing less waste but nearly 60 per cent of waste was still dumped in the ground. Partners are addressing this.

Councils are working well to protect the environment by reducing carbon emissions. Oxford City Council has been commended by the Carbon Trust as an example of how local councils can support local people and businesses to reduce energy.

## Healthy and Thriving Communities

Partners are working well together to improve the health and well being of residents. But partners recognise that too many people go into hospital when this could have been avoided and are working together to tackle this.

Oxfordshire's children are generally healthy and partners work well together to keep them safe. Children are being kept safer through better systems in Social Services that mean that children at risk or in need of help are identified faster. But there are still some big issues for partners to address. Around 14,500 children are living in poverty in Oxfordshire with just under one in four of these living in Oxford.

People in Oxfordshire receive good social care services. Services work well to help people with learning disabilities and other vulnerable adults find jobs. More needs to be done to improve adult safeguarding.

Crime is generally low across the county and most of the districts have less crime than most parts of the South East. Fear of crime is still high among a lot of people. Partners are working together to improve understanding about the true level of crime and to reassure people that the county is a safe place to live. Partners work well together to keep young people out of trouble.

Residents in Oxfordshire are very active in their communities. They give a lot of voluntary support to local activities and help in making decisions that affect their local area.

## Value For Money

Overall, people in Oxfordshire get good value for money from their public services. Across the County user consultation is being used to inform priorities. The result is improving focus of services onto the areas that matter to citizens.

In some parts of the county, local people pay much less council tax than people in other parts of the country, but at the same time, many of the services they receive are above average. All councils in Oxfordshire work well to see how they can cut costs by doing things differently, such as joining up services and making better use of technology. For example, Oxford City Council, being higher spending than other councils in Oxfordshire, has reduced the amount of money it spends by a quarter in the last two years. This is one of the biggest cost reductions made by any local council in the country. Likewise at the Nuffield Orthopaedic Centre their cost reduction programme has brought the trust to break even over a couple of years. The Oxford Radcliffe Hospitals NHS Trust has strengthened its communications so that broad feedback is obtained from a range of sources including hard to reach groups and through a variety of methods such as patient panels. This feedback is then used to inform service redesign.

## World Class Economy

Partners are working more closely together to provide more houses, jobs and roads. This is important because of the need to deliver high growth to meet local and regional needs. Oxfordshire has performed well in recent years to deliver more new homes and new affordable homes, but needs to do this consistently across all district areas. This helps support what residents see as the third most important factor in making an area a good place to live.

Oxfordshire is prosperous compared with many parts of the country and local partners are working well to make sure that the area remains so despite the economic downturn. In the south of the county, local councils are working with businesses and the government to plan for new science based industries and research establishments. More children in Oxfordshire are doing well at school than in the past. However partners need to work better together so that young people get the right opportunities to get the skills and qualifications that they need.

More needs to be done through regional and national schemes to improve Oxfordshire's roads, especially the A34. This is important to keep a strategic route moving and to deal with congestion that is a high local concern.

Oxfordshire responded well to the summer floods in 2007 and 2008 and partners have since worked hard to help reduce the risk of flooding and to make sure that they are able to respond even quicker and more effectively in the future.

## About Oxfordshire

A recent survey shows that in Oxfordshire 87 per cent of people are satisfied with their immediate local area as a place to live. This is higher than the average for similar areas and higher than the national average of 81 per cent.

Oxfordshire is a relatively large county area in the South East. Over three-quarters of the land is devoted to agriculture and two fifths is designated as an Area of Outstanding Natural Beauty, notably the Cotswolds, the Chilterns and the Berkshire Downs. The city of Oxford is a major tourist attraction with its rich heritage and University.

Around 635,000 people live in the area with one in two people living in communities of less than 10,000. The population is predicted to increase rapidly over the next ten years. Oxford and central Oxfordshire are classed as 'diamonds for growth' - areas in the South East that are expected to deliver significant economic and housing growth. The population is slightly younger than regional and national averages. This is because of the 30,000 or so students in further and higher education. The proportion of older people is relatively low.

Oxfordshire has strong links to London and the Midlands, as well as west to the Cotswolds and along the M4 corridor. It is generally prosperous and has an exceptional concentration of research and development companies linked to universities, hospitals and medical research.

Economic prosperity and the quality of the environment make Oxfordshire an attractive place in which to live and work. However there are pockets of relative deprivation - in places like Oxford and Banbury- where residents have lower wages and low skills, poorer housing and health and where young people do not fulfil their potential at school.

## How well do priorities for Oxfordshire express community needs and aspirations?

Local public services are working together to address the key issues for the area that can't be tackled alone. For example, partners recognise that there is a better chance of improving health, education, housing and poverty in deprived wards in Oxford and Banbury if they work together to tackle these issues as a whole, rather than individually. Similarly, working together to make sure young people do well at school and get the skills that businesses need, will help Oxfordshire achieve its ambition of delivering a world class economy.

The key issues that partners have chosen to tackle in Oxfordshire are based on a good understanding of what local people think are important and robust



data that shows for example, how the area is growing, the diversity and increasingly older population and the challenges for the future.

This understanding has informed the Sustainable Community strategy, 'Oxfordshire 2030' and the key targets within it. This is a long term plan that sets out how the Oxfordshire councils and key partners will work together to make sure that it improves the area. There is an emphasis on tackling social problems such as crime, antisocial behaviour and drug related issues, which are concentrated in Oxford. The Plan also generally reflects the key issues that the five district councils think are specifically important to their areas, such as reducing traffic congestion, increasing activities for teenagers, affordable housing, and reducing crime.

## Breaking the Cycle of Deprivation

### General

Oxfordshire residents are generally well off and in good health. But there are some parts of the county where people's health and quality of life is not as good. For example, people living in the poorest parts of Oxford and Banbury can expect to live at least 15 years less than those in the county's wealthiest areas and they are more likely to have poor education, skills, wages and housing. The well being of children in Oxford City is poor, in stark contrast to the quality of life enjoyed by children living in West Oxfordshire, South Oxfordshire and the Vale of White Horse. People from black and minority ethnic backgrounds living in Oxford are over represented in lower paid jobs.

The Council and its partners have agreed a clearer focus on breaking the cycle of deprivation in the worst affected areas of Banbury and Oxford. Regeneration of some of the poorest parts of Oxford has already helped provide better housing, jobs and facilities and Cherwell and Oxford City District Councils are working with the PCT to help people in poorer areas stay healthy. However the need is great.

In response, joint public service plans between local government, police and health are emerging. But the pace of action needs to quicken and the level of financial investment grow, to reflect and improve the long-standing needs of local people. Two million pounds of government reward grant is available, but local public services have not yet significantly changed their priorities and mainstream spending plans to meet the long-standing local need of breaking the cycle of deprivation. We recognise that some measures of success will take years to unfold but we will look to report next year on the quality of political and managerial leadership, investment and priorities and action on the ground.

### Educational Achievement

Like many parts of the country, some vulnerable children and young people do not do as well at school. This is getting better, but partners recognise that more can be done and they are targeting actions to help these children fulfil their potential better.

Under 18 conception rates

Too many teenagers in Oxford are getting pregnant. Numbers are much higher than in other areas, and although there are fewer pregnancies than in the past, the numbers are not falling as fast as they are elsewhere. Partners are working with teenagers in the poorer parts of the county to help bring numbers down, but they have some way to go to meet Oxfordshire's target for reducing teenage pregnancies by 2010.

#### Rural

Partners are working well together to make it easier for people living in rural parts of the county to get the services and support they need. For example, West Oxfordshire has worked with partners to improve facilities for young people by providing a mobile skateboard park and mobile cinema. Cherwell Council has installed 'Linkpoints' in some rural parts of the district so that people can pay bills and get the information they need without having to get to the Council's main offices. These actions are important because some people in the more rural areas can feel isolated, especially if they haven't got a car.

Oxfordshire is well placed to continue to improve the quality of life in rural areas. Partnerships between West Oxfordshire and Cherwell and the Vale of White Horse and South Oxfordshire councils have won European Union money so that they can improve things in the villages, such as supporting shops and rural businesses. Also, partners are working together directly with elderly people in rural communities to find out what services they need and how they should be provided. For example, this work discovered that some elderly people in West Oxfordshire need better transport. Plans are now being developed to address this. This is important because some residents living in remote rural areas of West Oxfordshire have further to travel to reach local facilities than any others in the South East.

## Environment and climate change

#### Cleanliness

Although Oxfordshire is generally clean and well kept, not all local councils are doing as well as they planned. In most parts of the county, graffiti, fly posting and fly tipping is dealt with well and abandoned cars are taken away quickly. But more needs to be done to reduce litter and deal with dirty kerbsides in the Vale, West Oxfordshire and Oxford City, to meet the standards that the county as a whole has set for itself. This is important because local people in the Vale and Oxford City are less satisfied with the cleanliness of their local area than they have been in the past. Councils are taking action to improve in this area and are now monitoring performance across the whole of the county.

#### Waste

Oxfordshire is making good progress to protect the environment for future generations. Households right across the county are producing less waste and recycling more and recycling and composting rates have increased faster than expected. But nearly 60 per cent of waste was still dumped in the ground in 2008/09 and Oxfordshire needs to work harder to reduce this. Local data

shows that South Oxfordshire has achieved a marked improvement in supporting recycling rates as a result of a new contract. Other areas have good plans as well. For example, from next year, Oxford City, West Oxfordshire and the Vale of White Horse are market testing their contracts for dealing with waste in order to improve value for money and make it easier for people to recycle more. Also, plans are being agreed for an incinerator and waste treatment solution in the county. The less waste that is dumped, the better this is for the environment. These actions are important because if Oxfordshire doesn't cut down the amount of waste it sends to landfill, it will be fined by the government.

### Carbon Reduction

Councils are working well to protect the environment by reducing carbon emissions. The County Council and Oxford City council have made good progress in reducing their carbon footprint, and Oxford City Council has been commended by the Carbon Trust as an example of how local councils can support local people and businesses to reduce energy. It is also the first council in England and Wales to agree to have wind turbines on its land. All Oxfordshire councils have met their targets to make sure that they are prepared to tackle climate change and have plans in place to reduce emissions in future years. This is important because people in Oxfordshire use more electricity and gas than those in similar parts of the country and overall carbon emissions throughout the county are high. We will report next year on how well targets are being met.

## Healthy and Thriving Communities

### Overall health

Partners are working well together to improve the health and well being of residents, and people in Oxfordshire are generally healthy. Men and women live longer than the national average and fewer people die at an early age from heart disease, stroke or cancer. Partners are clearly focused on helping people to be healthy and stay independent to keep them out of hospital. They join up services and share money to do this. But partners recognise that too many people go into hospital when this could have been avoided and are working together to tackle this.

Partners are improving health and reducing early deaths by helping more people quit smoking. But the LSP has only recently put plans in place to reduce the harm caused to people through drinking alcohol. Partners need to progress this, particularly given the high number of people in Oxford City with poor health caused by alcohol.

### Delayed Transfers of Care

Oxfordshire has made some important and significant improvements to address problems with people leaving hospital when they are well enough to do so. But numbers are still high compared with other areas and more needs to be done so that people have the support they need to return home and beds are freed up for those that need them. The Council needs to continue to work closely with health and strategic partners to reduce this further.

### Adult Social Care and Independent Living

People in Oxfordshire get generally good social care services. Partners work well together to share money and to make sure that all parts of the district are working to achieve the targets agreed for Oxfordshire as a whole. But more needs to be done so that older people get a say in how services are provided for them. Services work well to help people with learning disabilities and other vulnerable adults find jobs.

A recent inspection by the Care Quality Commission found that some of the processes to keep adults safe need to be improved. The rate of safeguarding referrals about older people had increased from 2007/08; however, for people with learning disabilities, people with physical disabilities, people with mental health needs, and people who use drug services the rates of safeguarding referrals were still significantly below the rates in the average of similar councils. This indicates that there is a risk of under-reporting of incidents.

The Council and the NHS together need to be more effective at helping people live independently through rehabilitation and intermediate care. However more people are helped to live at home through the use of technology which is providing reassurance for them and their carers.

### Children's Health and safeguarding

Oxfordshire's children are generally healthy and partners work well together to keep them safe. Large numbers of children take part in PE and sport and partners work well to stop children getting overweight. Over 5000 children a year are being educated about the dangers in their homes and outside through the Junior Citizen Programme run in partnership by the county's Fire and Rescue Service. Children are being kept safer through better systems in Social Services that mean that children at risk or in need of help are identified faster. But there are still some big issues for partners to address. Around 14,500 children are living in poverty in Oxfordshire with just under one in four of these living in Oxford. These children have worse health than other children of the same age. Also too many children are admitted to hospital with injuries. Work through the children's trust is focused on tackling main areas of concern in Oxfordshire primarily Oxford, Banbury and Abingdon. Partners need to continue to focus on improving tackling child poverty, raising family aspirations, improving attainment and children's health and well being.

### Supported Housing

Partners are helping vulnerable people get the type of housing they need. For example, the Oxfordshire Joint Housing Team works across the county to tackle and prevent homelessness among young people and vulnerable families. The team brings together staff from the County Council, City and district councils and the voluntary sector and has been appointed a Regional Centre of Excellence for Youth Homelessness recognising how well partners work together. A range of housing has been provided across Oxfordshire for vulnerable people, such as the Ovens House in Witney, that provides supported living for six people with learning difficulties, Foyer housing in Cherwell and the Vale of White Horse that helps homeless young people develop skills, and services right across the county that support elderly people to live independently. However the area does not have enough housing that is

suitable for young people leaving care and young offenders. Unfortunately, the area has not delivered on its plan for additional extra care housing in the last year and this has affected the number of people helped to live independently and in a better environment. The County Council needs to ensure that this shortfall is addressed.

#### Community Cohesion

People like living in Oxfordshire and most feel that different communities get on well together. But there are differences depending on people's age and where they live. Older residents in Oxford are much less positive about their home and area, while Cherwell's residents are less positive about how well people from different backgrounds get on together. Many people in Oxford and Cherwell feel they don't belong where they live. Councils are aware of this, and they are working with local communities to try to understand people's concerns. We will look more closely next year to see what partners have done to help communities get on better together.

#### Overall Crime

Oxfordshire is a safe place to live. Crime is generally low across the county and most of the districts have less crime than most parts of the South East. In 2008/09 fewer people suffered violent crimes in Oxfordshire and fewer people had their cars stolen. But overall crime increased by 4 per cent in Oxford City, largely as a result of more burglaries and car thefts. Oxford City Crime and Disorder Partnership's performance is around the average when compared with other similar areas. Although local people are confident that their concerns about crime are understood and dealt with, fear of crime is still high amongst a lot of people. Partners are working together to improve understanding about the true level of crime and to reassure people that the county is a safe place to live.

#### Youth Offending

Partners work well together to keep young people out of trouble. The number of young people committing crimes for the first time more than halved in 2008/09. Far fewer young people re-offended than in the past, but the numbers are still average compared to other areas. Partners are working to improve how they can get young people involved in more positive activities to stop them re-offending and reduce numbers further.

#### Drugs and Alcohol

Oxfordshire residents don't think that anti-social behaviour and drug use is a big problem compared with other parts of England. But the reality is that too many people are binge drinking and causing problems in Oxford City. Partners have got plans in place to try to stop this and we will look more closely at how successful these have been next year.

One scheme that is having some impact is the Nightsafe scheme. This operates in Oxford City centre and East Oxford and in other parts of the district such as Abingdon, Oxford, Henley and Witney. This involves a range of partners, such as local councils, the police and fire and rescue service working with local pub, restaurant and club owners to make towns safer places to be

at night. The campaign also targets young people in schools to highlight the dangers of alcohol and drugs. In some parts of the county, this has contributed to fewer young people committing crimes and drinking alcohol in public places. In Oxfordshire, people with drug problems get good treatment and more people who use drugs are benefiting from being in effective treatment programmes as a result of increased engagement. The area also recognises that it needs to increase access to those people needing drug treatment and is developing plans to achieve this.

### Volunteering and Engagement

Residents in Oxfordshire are very active in their communities. They give a lot of voluntary support to local activities and help in making decisions that affect their local area. This is particularly the case in South Oxfordshire where it is estimated that a third of the population are involved in some form of voluntary work. High numbers of adults take part in sport and active recreation, visit museums and galleries and get involved in the arts.

## Value For Money

Overall, people in Oxfordshire get good value for money from their public services. Across the county user consultation is being used to inform priorities. The result is improving the focus of services onto the areas that matter to citizens.

In some parts of the county, local people pay much less council tax than people in other parts of the country, but at the same time, many of the services they receive are above average. All councils in Oxfordshire work well to see how they can cut costs by doing things differently, such as joining up services and making better use of technology. For example, Oxford City Council, being higher spending than other councils in Oxfordshire, has reduced the amount of money it spends by a quarter in the last two years. This is one of the biggest cost reductions made by any local council in the country. Likewise at the Nuffield Orthopaedic Centre its cost reduction programme has helped the Trust to break even over the last couple of years. The Oxford Radcliffe Hospitals NHS Trust has strengthened its communications so that broad feedback is obtained from a range of sources including hard to reach groups and through a variety of methods such as patient panels. This feedback is then used to inform service redesign.

## World Class Economy

### Sustainable Balance

Partners are working more closely together to provide more houses, jobs and roads. This is important because Oxfordshire's population and economy has grown quickly in recent years. But partners need to do more to make sure there are enough affordable homes, roads and people with the right skills to meet businesses' need. There is now better leadership and commitment from local partners to work together to deal with these issues. This will help to ensure that Oxfordshire manages its growth in a more balanced way.

One good example of this is the partnership work between Cherwell District Council and the County Council to resist the government's plans for a 15,000 home eco development at Weston Otmoor. The alternative proposal put forward by both councils will create a smaller, more environmentally friendly community of 5,000 new homes. This is supported by plans for jobs, transport and local facilities and allows for this part of the county to grow at a rate that is more appropriate for the area. Another is the West End Partnership in Oxford City where the County and City Council's are working with government agencies using 'new growth point money' with plans to deliver 800 houses, shops, offices and hotels, cultural activities in an accessible location.

### General Housing

Oxfordshire has performed well in recent years to deliver more new homes and new affordable homes. Oxford City and West Oxfordshire councils have performed particularly well, and this has helped the county as a whole build more homes than the government expected for the area. But some areas have not performed so well. Some overall house building targets have not been met in South Oxfordshire and Vale of White Horse for a number of years. These councils, the County Council and their partners need to make sure that barriers to development are removed and they do all they reasonably can to get house building moving when the economy picks up.

### Affordable housing

Oxfordshire councils are delivering high numbers of affordable homes. This helps support what residents see as the third most important factor in making an area a good place to live. In 2008/09 Oxfordshire met its target of providing over 735 new affordable homes across the county. Overall, between 2001 and 2008 around 33 per cent of new housing built across the county has been affordable - 5,690 homes. This includes a good range of different types of housing, such as shared ownership and homes for people who need support. The partnership has lobbied effectively in getting £4 million to build more affordable social housing in Oxford city. This is important because house prices in Oxfordshire are amongst the highest in the country so without affordable housing, many people would not be able to live and work in the county.

More affordable homes need to be built in rural areas of Oxfordshire to meet local need as house prices in these areas can be particularly high. We will report further on how well councils are helping to make this happen next year.

### Employment and Tackling the Recession

Oxfordshire is prosperous compared with many parts of the country and local partners are working well to make sure that the area remains so despite the economic downturn. Partners are helping local people and businesses deal with the recession. For example, Cherwell District Council has launched job clubs in Banbury and Bicester, drawing together services and support under one roof. This approach was the first of its kind in the county and the clubs have helped over 1,000 job seekers get support, training or advice. The City and County Council's work with the South East England Development Agency has helped people who had lost their jobs at BMW find new ones and made sure that government money came to Oxford to help develop the electric

mini. This has boosted demand and led to staff being re-employed. Councils are supporting the local economy by buying goods and services from local businesses and paying for these quicker. Free parking across West Oxfordshire and at the Oxford City's Park and Rides helps to reduce congestion and ease pollution.

In the south of the county, local councils are working with businesses and the government to plan for new science based industries and research establishments. Linked to new housing and with more people being trained so they have the right skills, Oxfordshire is well placed to come out of the recession having maintained its prosperity.

#### Education achievement and Skills

More children in Oxfordshire are doing well at school than in the past, but standards are still not as high as in similar parts of the country and not enough young people are in further education, working or on training courses. Partners need to work better together so that young people get the right opportunities to get the skills and qualifications that they need to get employment and that the training available gives them the skills that local businesses want. This is particularly important in the case of people living in the more deprived parts of Oxfordshire to help raise levels of prosperity. The Oxfordshire Learning and Skills Partnership has set aside £900,000 for skills and training and we will report next year on how successfully this money has been used.

#### Tackling Traffic Congestion

Better public transport is benefiting local people, reducing traffic on the roads and helping to reduce pollution. More people are using the bus, walking and cycling and better train routes and more regular services are also encouraging people not to use their cars. Satisfaction with public transport is high in most areas of Oxfordshire. But in 2008/09 not as many children walked or cycled to school and a local target was missed. More needs to be done with schools to get more children walking and cycling. Despite more public transport trips, roads remain congested especially around Oxford and the market towns. More needs to be done through regional and national schemes to improve Oxfordshire's roads, especially the A34. This is important to keep a strategic route moving and to deal with congestion that is a high local concern.

#### Flooding

Oxfordshire responded well to the summer floods in 2007 and 2008 and partners have since worked hard to help reduce the risk of flooding and to make sure that they are able to respond even quicker and more effectively in the future. The Fire and Rescue Service now has better equipment, have trained all fire fighters in water incidents and has better plans so that staff and equipment can be moved quickly to where it is needed most. Work has been carried out across the county to identify those areas most at risk of flooding and what needs to be done and some local schemes such as defences at Hinksey and Osney Island in Oxford are in place. Plans for improvements in West Oxford and Banbury are well advanced with Cherwell showing good commitment in setting aside £2million of tax payers money to support the Banbury scheme. But while local schemes are helpful, significant



multi million pound investment is required by the Environment Agency and money is not likely to be available for some time.

CAA looks at how well local public services, working together, are meeting the needs of the people they serve. It's a joint assessment made by a group of independent watchdogs about the performance of local public services, and how likely they are to meet local priorities. From 9 December you will find the results of Comprehensive Area Assessment on the Oneplace website - <http://oneplace.direct.gov.uk/>

Alternative formats - If you require a copy of PDF documents in this site in large print, in Braille, on tape, or in a language other than English, please call: 0844 798 7070

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for an independent overview  
of local public services

# Cherwell District Council

## Organisational Assessment

Dated 9 December 2009



**oneplace**

for an independent overview  
of local public services

Page 27

## Cherwell District Council

### Overall, Cherwell District Council performs well

Managing performance	3 out of 4
Use of resources	3 out of 4
Managing finances	3 out of 4
Governing the business	3 out of 4
Managing resources	3 out of 4

#### Description of scores:

1. An organisation that does not meet minimum requirements, Performs Poorly
2. An organisation that meets only minimum requirements, Performs Adequately
3. An organisation that exceeds minimum requirements, Performs Well
4. An organisation that significantly exceeds minimum requirements, Performs Excellently

## Summary

Overall Cherwell District Council performs well. Its ambitions are strongly challenging in addressing local needs and it is delivering well against these to make a noticeable difference for local people. It plans and manages its money and people well and is making savings. The Council and its partners are making the district a better place to live. It is safer, cleaner and there are better healthcare and leisure facilities. There are more affordable homes and fewer homeless people in temporary housing.

The Council has many of the characteristics of a top performing council. But its benefits service is poor and people have to wait long periods for these to be paid. Too many people in Cherwell feel unsafe or think that communities don't get on together. Also, people in some parts of the district aren't as healthy as others and don't get the same opportunities. The Council has shown in the past that it sorts out problems quickly and effectively. It is working to improve these areas as a priority.

Cherwell District Council scores 3 out of 4 for managing performance. Together with local partners, it is delivering consistently good results that are improving the quality of life for local people. Overall crime has fallen and there is less burglary, robbery and car crime. Older people are helped to lead active lives and more people are keeping healthy by using the Council's newly modernised leisure centres. The district is clean and recycling is high.

Partnership work has provided a new health centre in Banbury, providing GP services 7 days a week. It is easier to use Council services because they are now provided under one roof in the main towns and there are better ways for people in rural areas to contact the Council. Fewer people than ever before in Cherwell are living in temporary housing. But there is more for the Council to do to improve quality of life for everyone. Job clubs in Bicester and Banbury

set up by the Council and partners are helping people through the recession. But some people are suffering undue hardship because the Council is not paying benefits fast enough. In 2008/09, residents had to wait longer to receive their new benefits claim than they did the year before.

There are some parts of the district where people's health and quality of life is not as good and people are more likely to have lower skills, wages and housing. Also, too many people are still afraid of crime and think that people from different backgrounds do not get on together. The Council and its partners need to work harder and faster to deal with these problems.

The Council scores 3 out of 4 for managing its resources. The Council manages its money well and has good plans in place so that it can continue to deliver its priorities even with the uncertain financial future. The Council consistently meets its savings targets. Services are better value than in the past because challenging service reviews are identifying better ways of doing things. It has improved how it buys goods and services and this is also saving money. The Council is planning well to ensure it has the staff it needs for the future. Leadership of the Council is excellent and councillors and officers work at a fast pace to make improvements.

## About Cherwell District Council

Cherwell is a rural district in north Oxfordshire, situated around the M40 motorway and the river Cherwell. Much of the area is farmland and 14 per cent lies within the Oxford Green Belt. The three main towns of Banbury, Bicester and Kidlington are home to about two-thirds of the 138,200 population with the rest of the district comprising small villages.

Despite relatively high numbers of young people living in the area, the proportion of older people is growing faster than average and a 6.9 per cent increase is expected by 2029. The ethnicity of the area is mostly white, with numbers of black and minority ethnic people below regional and national averages.

People's health is generally better than average but there are cases of inequality. For example, men living in the most deprived areas can expect to live 5 years less than those in the least deprived. Unemployment is relatively low but residents tend to have lower weekly wages than the rest of the South East.

The Council is made up of 50 councillors representing 28 wards. The Conservative Party holds 44 seats and there are four Liberal Democrat and two Labour councillors.

## Organisational assessment

Cherwell's residents benefit from many opportunities to influence the way the Council spends taxpayer's money and uses its staff. Resident satisfaction with their ability to influence decisions affecting their area is higher in Cherwell than other Oxfordshire districts. This means the Council and its partners focus on providing the services that matter most to local people and do so in a fair

and equal way across different communities.

Customer overall satisfaction with the Council and its most important services has increased, particularly with the service they receive when making face-to-face and telephone contact. Eighty four percent of people responding to the National Place Survey are satisfied with the local area as a place to live but this is below average for similar districts.

In 2009 the Council was recognised by the Audit Commission as an 'excellent' Council. It has excellent leadership, skills and the ability to deliver its services and outcomes in the future. The Council is ambitious for Cherwell. Its vision is to provide a better quality of life for local people and together with its partners, it has set challenging targets to achieve this, especially around homes, jobs, skills and health. This means that the Council's strategies and plans are focused on making a real and noticeable difference to the community. It works well with other partners to help it deliver on its priorities which are to provide:

- a safe and healthy Cherwell;
- a cleaner, greener Cherwell;
- an accessible value for money council; and
- a district of opportunity.

Performance against each of these is set out below:

## A Safe and Healthy Cherwell

Overall crime has fallen for the last three years and in 2008/09 there was less serious violent crime, house burglary, robbery and car crime. The district council and police work well together. Based on the 2008 national Place Survey, anti-social behaviour, drunkenness, drug use and drug dealing is considered to be less of a problem for people in Cherwell than it is for those living in other parts of the country. People also have more confidence that crime and anti-social behaviour is being dealt with. However, local people's fear of crime is high. And residents' feelings about how well people from different backgrounds get on together or belong to their neighbourhood are less positive than in other parts of the country and are the lowest in Oxfordshire. The Council and its partners need to find more effective ways to reassure people that Cherwell is a safe place to live.

More people are helped to lead healthier lifestyles. The Council does excellent work to support older people and improve their quality of life. For example, it has set up Tai Chi sessions, IT courses and exercise classes. It supports the voluntary sector and local communities to run these events themselves once they are established and profitable. Better sport and leisure opportunities exist in the district. The Bicester and Kidlington and Gosford Leisure Centres are now modernised and now provide extended health and fitness areas and much better facilities. More people now take part in recreational activities than last year and more activities have been created for young people.

The Council's work with the Oxfordshire Primary Care Trust (PCT) to develop

a new health centre in Banbury is an excellent example of partnership working to improve health care for the community. Local people now have access to GP services 12 hours a day, 7 days a week, as well as dental and other health care services. Through the Council providing the building and expertise to develop and manage the centre, the PCT has been able to provide additional services. This provides better value for money for local taxpayers.

But although people are generally healthy in Cherwell, there are some parts of the district where people's health and quality of life is not as good. For example, people living in Bicester South ward are likely to live on average nearly 15 years longer than those living in Grimsbury and Castle. The Council and its partners are focusing on improving health in these areas, and on tackling issues such as poor education, skills, wages and housing that can contribute to poor health.

While work is progressing amongst the Oxfordshire Partnership to tackle issues of deprivation in Banbury, the amount of money available and what has been done so far, is not enough in the face of long standing needs. The Council and its partners know they need to work harder and faster to agree joint area or theme action plans capable of withstanding the recession.

## A cleaner, greener Cherwell

Cherwell is a clean place to live and enjoys high public satisfaction with the way its streets and parks are kept. There is less litter and fewer dirty kerbsides in the district than in many other areas and levels of graffiti and fly tipping are amongst the lowest in the country. More waste was recycled in Cherwell in 2008/09 and less waste was sent to landfill. The Council's performance in dealing with waste is amongst the best nationally. The Council has made bin collection and recycling easier by now collecting four days a week across the district. This has reduced the number of missed bins, means that collections are no longer disrupted by Bank holidays and the Council is able to catch up quickly on lost collections. This is saving the Council money which it is investing in reducing litter and dog mess to make Cherwell even cleaner.

Senior officers and councillors show strong leadership both strategically and in the community. For example, the Council's resistance to the Weston Otmoor Eco town involved the Council leading work to put forward an alternative to government proposals for a 15,000 eco town at Weston on the Green. The alternative proposal developed by the Council and its partners for a much smaller development, more suitable for the district, has recently been given the go-ahead by the government. This will create an environmentally friendly community with 5,000 new homes, as well as attracting new jobs and investment into the district. The Council will need to make sure that its planning service has enough people and the right skills to manage this major scheme. This will be a challenge because it will have less government money and less income from planning services than it has in the past.

The Council did not achieve its target to reduce its carbon dioxide emissions during the year because this was set too high. However, it has worked to make sure that it has a better understanding of its emissions so it knows where it can make cuts in future years and measure these more accurately.

## An accessible value for money Council

The Council is good at managing its money and its people. It knows what it needs to do to continue to deliver its priorities into the future and has plans in place to do this. This has involved making difficult choices to address future financial challenges. For example, because of the current economic climate, it has changed its financial plans so within the next four years it will no longer be dependant on the income from its investments to fund services. The Council consistently achieves its savings targets.

Staff are highly motivated and well managed and the Council has good plans to make sure it has the people it needs for the future. It is currently talking to all staff to explore how their individual aspirations and plans match with the skills that the Council thinks it will need in the future. This approach has been recognised as innovative practice. The Council reviews how it organises staff so that they are used where they are needed most. This means that it can respond quickly and flexibly to changing situations. For example, by moving staff from its Improvement Team into Economic Development the Council was able to set up the Banbury and Bicester Job clubs to help local people get back into work.

The Council has improved the way it manages performance and this is helping it to improve at a fast pace. Targets are more challenging and councillors and senior officers respond quicker when performance is off track, such as working with the police to reduce crime rates. It responded quickly and effectively to improve councillor training and development after its 2009 Comprehensive Performance Assessment identified this as a weakness. It is also open about where performance is not as good as it expects, such as local people's fear of crime and inequalities and targets action to address weaknesses.

The Council is improving value for money for local people. It regularly looks at its services to see how it can save money and provide them more effectively. For example, it reduced the cost of its housing service by changing the way it deals with homeless families. By offering better help and advice, fewer families need to stay in temporary housing. This saves money and is a better solution for families faced with homelessness. It is also saving money by working in partnership with others and in the way that it buys goods and services.

It is easier to use Council services. The Council's One Stop Shops at Bodicote, Banbury, Bicester and Kidlington provide access to services under one roof. The Council has also installed more Link Point kiosks so people in local communities have access to all the Council's on-line services and those of its partners. This means that customers do not have to travel to Bodicote and can access services outside normal business hours. This supports the local community and gives customers choice on how they can access services and information. The Council's new website is one of the best in the country and significantly more people are doing their business with the Council electronically.

## A district of opportunity



The Council is doing excellent work with its partners to help local people and businesses through the recession. It has launched job clubs in Bicester and Kidlington, drawing together services and support under one roof. The approach was the first of its kind in the UK and the clubs have helped over 1,000 job seekers get support, training or advice. While, just like in the rest of England, unemployment has risen, in 2008/09 817 new jobs were created in the district against a target of 200. The Council also secured a £50 million development scheme for Bicester's town centre, investing £10 million of its own capital to make it happen.

In 2008/09 the Council provided more affordable homes than it expected. New homes were built in communities such as Banbury, Ambrosden and Bloxham, including nine properties to help families living in overcrowded conditions and 30 homes for the over 55's. It has good plans to help it continue to deliver affordable homes despite the recession. Fewer families are becoming homeless and fewer than ever before are living in temporary accommodation. But in 2008/09 the Council's performance in dealing with benefits was not as good as 2007/08 and people in Cherwell waited too long for benefits to be paid. The Council has brought in more people and better IT and performance is now gradually improving. During times of hardship and recession the fast and efficient payment of benefit is vital.

CAA looks at how well local public services, working together, are meeting the needs of the people they serve. It's a joint assessment made by a group of independent watchdogs about the performance of local public services, and how likely they are to meet local priorities. From 9 December you will find the results of Comprehensive Area Assessment on the Oneplace website - <http://oneplace.direct.gov.uk/>

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for an independent overview  
of local public services

## Executive

### Integrated Vehicle Parking Strategy - Civil Parking Enforcement and Residents Parking

11 January 2010

#### Report of Head of Urban and Rural Services

##### PURPOSE OF REPORT

To note the current position and revised financial model for Civil Parking Enforcement (CPE) and to authorise further work to develop workable proposals.

To note the outcomes of the consultation on Banbury Residents Parking Scheme and to approve further development of proposals, subject to CPE.

To note the current position on Bicester Residents Parking Scheme and the formal Traffic Regulation Order (TRO) advertising/consultation for the revised Scheme.

To note the update on Taxi Rank provision and the bid to the Council's capital programme.

To note the current position regarding provision for disabled parking.

This report is public
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##### **Recommendations**

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The Executive is recommended to:

- (1) Civil Parking Enforcement
  - a) Note the updated position on CPE and revised Financial Model
  - b) Approve further development of the Council's approach to CPE based on this Financial Model whilst seeking to reduce CDC's risks/costs through negotiation with Oxfordshire County Council (OCC).

- c) Receive a further report on the outcome of these discussions and any changes to the Financial Model, prior to a final decision on implementation being taken.
  - d) As part of 1 (c) above, authorise the appointment of consultants to assist in developing the approach to CPE and in testing and refining the Financial Model.
  - e) Authorise investigation with OCC of on-street pay and display parking
- (2) Banbury Residents Parking Scheme
- a) Authorise further work on Scheme development on the assumption that CPE will be implemented and receive a further report in conjunction with a CPE report prior to formal consultation on a Scheme through the Traffic Regulation Order (TRO) process.
  - b) Note the outcomes of the Banbury Residents Parking consultation.
  - c) Receive a petition from the residents of Merton Street and Causeway (Zone 5) against the introduction of a Residents Parking Scheme in these streets.
  - d) Confirm that consultation feedback and the petition received from residents in Zone 5 demonstrates that there is not sufficient support for a Scheme in the Zone and that no further scheme development will take place, and will not be reviewed for at least 2 years.
  - e) Confirm that in Zone 3 where support for a Scheme from the consultation feedback was less than 50%, that no further Scheme development will take place and will not be reviewed for at least 2 years.
  - f) Agree in principle to a scheme based on the consultation proposals for Zones 1, 2 and 4 and authorise further investigations in to scheme viability for these zones based on a nil net cost to the Council.
  - g) To defer implementation pending the outcome of CPE.
- (3) Note the current position on Bicester Residents Parking and the proposals for a revised scheme to be introduced on or as soon after 1 April 2010 as formal consultation on a revised TRO for the Scheme allows.

- (4) Note the position on taxi rank provision, cost and funding and the application for capital funds to progress implementation in Banbury in 2010/11.
- (5) Note the position on provision of parking for the disabled

## **Executive Summary**

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### **Introduction**

- 1.1 Work on CPE and Residents Parking Schemes has to date been progressed in tandem as any further residents parking proposals can only be implemented effectively following the introduction of CPE in Cherwell. This will transfer the powers to enforce on-street contraventions from the police to the Council via an agency agreement with Oxfordshire County Council (OCC) so that both on-street and off-street parking are managed under the same policy. It is proposed to continue this approach.

### **CPE**

- 1.2 A financial model has been set up based on the Council accepting full cost/risk and sets out the costs and income that is projected from CPE based on consultant's forecasts and officer moderation of these forecasts. There are a number of sensitivities factored into the model which in turn are based on a series of assumptions, necessary at this modelling stage to arrive at a financial projection. Any variation in sensitivities and/or assumptions will significantly affect the model and consequently caution and clear understanding of the risks is required at this stage. The model at present is indicating an additional revenue cost estimated to be between £58,000 and £63,000 with up to £200,000 capital cost for set up purposes.
- 1.3 It is proposed that further negotiations be undertaken with OCC to try and secure a more equitable risk/cost share approach than currently set out in the model, with a view to implementation in 2011/12, and that on street pay and display parking be explored as part of the approach to implementing CPE in Cherwell. In addition, where the Council will still be reliant on OCC for key legal processes which only it as the highways authority can undertake, that assurances be sought that they be undertaken in a timely and supportive manner.

### **Banbury Residents Parking**

- 1.4 It is proposed that the petition received from residents of Merton Street and Causeway in Banbury is accepted as further consultation feedback. This would mean that response level of those in favour of the scheme falls beneath the 50% benchmark set by the Executive for a Scheme to be progressed in these streets.

- 1.5 Subject to progressing CPE, it is proposed that the Banbury Residents Parking consultation feedback report and the views of the Overview and Scrutiny Committee, guide the detailed design and further investigations into the viability of establishing residents parking in Zones 1, 2 and 4 where consultation feedback indicates support above the 50% benchmark level.
- 1.6 That Zones 3 and 5 be excluded from any further scheme development having received less than the required 50% support through the consultation process.

### **Bicester Residents Parking Scheme**

- 1.7 A revised TRO has been prepared based on amendments to the Scheme that came out of the public consultation and officer review. This is now progressing through formal consultation prior to implementation on, or as soon after, 1 April 2010 when the Order is made.

### **Taxi Ranks**

- 1.8 It is proposed that negotiations with Stockdale continue so that appropriate taxi rank provision as part of the Bicester town centre development can be secured, rather than at Bell Lane which has not received support from local residents, church groups or Thames Valley Police (TVP).
- 1.9 It is proposed that the Bicester Market Square Project takes full account of the need for appropriate taxi rank provision
- 1.10 It should be noted that the capital bid for £11,000 for improvements to taxi ranks in Banbury is not recommended for funding in 2010/11 as it only scored 12 on the Capital Bid Scoring matrix.

### **Provision for Disabled Parking**

- 1.11 The Council provides free parking for blue badge holders in its car parks. Major projects in Banbury have had a significant impact on some of this provision, compounded by the development works affecting sections of highway traditionally used for parking by disabled drivers. Once works are completed improved parking for blue badge holders will be provided.

### **Conclusion**

- 1.12 Proposals for residents parking schemes and implementation on CPE need to be progressed in tandem to bring about the benefits of local

control of parking in Cherwell and to reduce the costs of implementing and running the schemes.

- 1.13 Considerable work has been undertaken on both projects but there remain a number of issues and risks, particularly that OCC would require the Council to bear all the costs and risks of implementation and operation of CPE. Detailed design, further investigation and continued negotiation may secure improved risk share profile and lower cost. If progress is to be made, the Council may have to accept a significantly higher cost to implement CPE than was first envisaged when OCC were indicating they would fund capital and start-up costs.
- 1.14 There is a pressing need for additional taxi rank space following the Council's decision to delimit Hackney Carriage Vehicle Licences. No funding is available from OCC, but negotiations with developers Stockdale are taking place to negotiate provision as part of the Bicester Town Centre project. A capital bid has been submitted to secure additional rank space in Banbury but this has not been recommended for funding in 2010/11. Kidlington is a lower priority and now needs to be considered as part of the Kidlington Pedestrianisation Project.
- 1.15 On completion of major projects in Banbury, improved parking for blue badge holders will be available.

## **Background Information**

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### **Civil Parking Enforcement**

- 2.1 CPE transfers enforcement powers for on-street parking offences from the police to the local Highway Authority and then through an Agency Agreement with OCC to the Council. An Expression of Interest was submitted in 2009 to the Department for Transport (DfT) by OCC on behalf of the Council.
- 2.2 The Executive received reports on CPE at its October 2008 and March 2009 meetings setting out the background on CPE and an outline timetable that suggested implementation in April 2010. Following a change of position by OCC and their stepping back from providing financial support to implementing CPE in Cherwell, this timetable cannot now be achieved. It will be at least 15 months from agreement with OCC before CPE could 'go-live'.
- 2.3 CPE would have a number of benefits, most significantly in relation to this report is that it would provide the powers to Council staff to effectively enforce residents parking schemes; a fact that has been missing from the Bicester scheme and has given rise to issues and residents concerns about that scheme. CPE would also enable enforcement of parking contraventions in on-street areas and would

assist in managing pedestrianised areas as well as urban centres generally.

- 2.4 No further residents' parking schemes should be implemented prior to CPE being in place and operating effectively as schemes cannot be adequately enforced. The revised Bicester Scheme TRO has been designed with CPE in mind.
- 2.5 In view of the position with OCC, where they have withdrawn their earlier offer of funding the set up costs and have stated they will not take any risk associated with the operation of CPE, any timetable for implementation is dependent on the Council accepting full risk/ cost and progressing implementation with minimal support from OCC. This is likely to put back any likelihood of a scheme being finalised until 2011/12 and will require considerable input from the consultants that have been working with districts and the county council in Oxfordshire over the last few years.

### **Financial Model**

- 2.6 At its March 2009 meeting, the Executive approved negotiations with OCC on the basis of CPE being implemented in Cherwell at no or lowest cost to the Council. The original RTA Consultant's model identified set up costs for Cherwell in the order of £100K and annual deficit costs of £104k. This was based on county wide roll out of CPE and some shared services around Penalty Charge Notice (PCN) processing.
- 2.7 A revised financial model has been produced by RTA Consultants based on full cost/risk being carried by the Council. Updated assumptions in line with current experience from off street parking and Excess Charge Notice (ECN) recovery, and some assumptions about on street pay and display have been modelled. This model has been modified to integrate Council costs rather than the costs RTA use in the model to try and reflect the likely actual cost position. This work still comes with significant caveats as explained below. The model at present is indicating an additional revenue cost estimated to be between £58,000 and £63,000 with up to £200,000 capital cost for set up purposes.
- 2.8 The model is based on a number of sensitivities and assumptions, any variation of which will have an effect on the annual income and running costs, and consequently there remains significant risk with the figures currently presented. These sensitivities/assumptions include:
  - Number of enforcement staff
  - Number of penalty charge notices (PCNs) issued per member of staff
  - Payment rates- on-street and off street



- Discount rates
  - Tribunal hearings
  - Marginal effects on off-street income and ECN levels.
- 2.9 Costs could be reduced by looking closely at staffing and how warden services are provided across Cherwell. Greater use of technology to improve the efficiency of on-street working could also help to reduce operating costs. A capital bid was submitted for funding of new technology but this is not recommended for funding in 2010/11 as it only scored 17 on the Capital Bid Scoring Matrix. The basis of the bid being improved integration of information to warden's handhelds through Automated Number Plate Recognition on off-street car parks releasing staff to carry out on street enforcement. Shared back office services may also reduce costs. If the Council outsourced to a third party this would require the current Off-Street parking functions also being outsourced with possible redundancy implications, but there would still need to be an in house appeals resource. An alternative would be to seek others authorities to buy into a Cherwell CPE back office service with possible income/reduced cost accruing.
- 2.10 At this stage no agreement has been reached with OCC. The County's position was set out by Councillor Ian Hudspeth in July 2009: **“OCC is generally supportive of developing Civil Parking Enforcement schemes throughout the County, it is not however currently one of its highest transport priorities and as such the County are unable to divert its limited budgets from other priorities to support such initiatives. Should Cherwell DC therefore wish to proceed with CPE OCC would require that the District Council bear all costs and risks associated with the scheme.”**
- 2.11 In October 2009, further clarification was secured from OCC as follows:
- If CDC is prepared to accept all the financial risk of operating a CPE operation there is no reason why OCC should not apply for CPE powers and delegate the operation under an agency agreement. West Oxfordshire District Council (WODC) are going ahead on this basis.
  - OCC have completed the consolidation of the TROs in South Oxfordshire District Council and WODC, CDC is the next district to be consolidated and OCC has confirmed this work will be continuing. The costs CDC would bear are any legal costs which we would incur. This is unlikely to exceed £10k.
  - OCC parking policy will apply equally to each District's CPE. A draft Policy has been produced and was approved by OCC Cabinet in November 2009.

- OCC would be responsible for getting the signing and lining up to scratch. When we know that CPE is, if not imminent, then at least on a set timescale, then the exercise that has been carried out in WODC will be carried out for Cherwell and OCC will then be able to give an estimate. It is likely to be less than £80k.
- In general all income (on and off-street) will accrue to CDC unless and until the on street account goes into surplus. The surplus would be passed to the County's Section 55 account. OCC have an informal agreement with WODC enabling their use of any surplus.
- There can only be one Section 55 account for the county. Cherwell will have to maintain an on-street parking account, the surplus on which accrues to the county's Section 55 account. OCC are looking at a way of ring-fencing the surplus for use in the relevant district but all OCC have at the moment from DfT is a letter of comfort stating that, where possible, any surplus will be used in the district generating it.
- On Street Pay and Display is a bit different. It would be OCC that would have to do the work to get a scheme in place and then procure and install the machines. OCC would require to be reimbursed for any expense on design and implementation. How much of the income is retained by the DC and how much accrues to OCC is a matter for negotiation. Or CDC could reimburse OCC for the design and implementation costs and keep all the revenue.
- OCC would be quite happy for CDC to use consultants to do the work. We would however wish to agree which consultants. For CPE both CDC and OCC are using RTA Associates and, for continuity perhaps we should continue with them if there is a set schedule for the introduction of CPE. If CDC is appointing them it will need to fit CDC's procurement process.

### **On-Street Pay and Display Parking**

- 2.12 One possible option to explore to reduce capital and revenue costs is to introduce on street pay and display through cashless parking systems only. The Council currently uses RingGo in off-street car parks. Investigations could be made as to how this sort of service might be rolled out to on-street thereby avoiding capital costs of ticket machine purchase and installation and the on going revenue implications of maintenance, cash collections and ticket stationary. The RTA model has included some on street paid for parking but this needs far more rigorous assessment and can only be achieved with OCC agreement.
- 2.13 One significant factor here is that, under the operating requirements for CPE set by DfT, the revenue effects of off-street parking and on-street parking need to be kept accounted for quite separately. The Council's

interests in off street parking are safeguarded as a consequence of this, although there are knock on consequences to potential income in that the Penalty Charge Notice regime that comes in with CPE has to apply to both on-street and off-street and so the Council would lose some of the absolute control it currently has. This is most significant in terms of the penalty charge levels and the discounting regime and will have an adverse effect on current ECN income as 50% discounts for early payment apply to all penalty charges under CPE. With ECN's the Council only discount overstay from £50 to £40 if payment is received within 14 days. All other charge levels are payment at full rate unless successfully appealed. In addition, the requirement for separate accounts means that the Council can not directly benefit from any surplus in the on-street account.

### **Banbury Residents Parking Scheme**

- 2.14 The Executive received reports on Banbury Residents Parking at its October 2008 and March 2009 meetings. At its March 2009 meeting it agreed:
- The scheme principles.
  - The consultation process
  - The outline timescales –Target date May 2010 following the implementation of CPE.
  - The evaluation criteria- Schemes to progress if 50% of respondents voted in favour of a scheme in specific zones.
  - That areas consulted that do not want residents parking to be introduced are not re-consulted within a two year period.
- 2.15 **Consultation Process** - A full residents and business' consultation took place in 2009 with consultation packs sent to individual households and businesses in the proposed zones. Two public consultation events were held at the end of April 2009.
- 2.16 **Consultation Findings** - RTA Consultants reviewed the consultation responses and produced a report setting out their findings together with recommendations on which zones/streets a residents parking scheme might be reasonably considered. This is based on the agreed evaluation criteria of 50% of responses supporting scheme introduction.
- 2.17 A full copy of the Draft RTA report is available in the Members room and a summary of findings is set out in the various appendices that form this report. A summary has also been placed on the Council's website.
- 2.18 A petition signed by 75 residents of Merton Street/Causeway against the introduction of a Residents Parking scheme in Zone 5 was received 6 weeks after the deadline for return of consultation questionnaires and

after the Consultation Report was produced, consequently this is not included in the summary analysis below.

- 2.19 **Consultation Summary** - In brief, the consultation process secured response rates ranging from 21% in Zone 1 to 40% in Zone 2. This fairly low level of response was predicted by the consultants and led to the selection of the evaluation criteria that was clearly set out in the guidance leaflet enclosed with the consultation pack *“the Council will judge 50% of responses supporting a Scheme to be a reasonable basis on which to consider introducing a Scheme”*.
- 2.20 In practice what this means is the consultation process secured support for the introduction of a scheme in four of the five Zones but that this support represents as low as 10% of the properties in certain Zones. Properties with off street parking were included in the consultation but would not be eligible for a permit under the proposed scheme arrangements. Factors such as this will have influenced individual responses and could, in this specific case, have led to a vote against the scheme (as the resident with off street parking might have wanted to be able to have a permit but the scheme conditions would not enable this) or no vote cast at all (as they might have thought that as they have off-street parking it wasn't relevant to them).
- 2.21 Zones supporting introduction of residents parking based on this 50% criteria are: Zone 1 (51%); Zone 2 (68%); Zone 4 (71%); and Zone 5 (55%) (Zone 5 results are prior to the receipt of petition). A summary of the streets within each Zone is set out at Appendix 1.

In Zone 3, only 32% of responses were in favour of a scheme. In view of this being significantly lower than the 50% benchmark level it is proposed that no further work is undertaken to design residents parking for this area and to close the file for a minimum of two years to any further work.

- 2.22 Assessment of response on a Zone basis does mask some important variations in support for residents parking across specific roads within some Zones.
- 2.23 The road by road breakdown is set out in Appendix 2. In summary:
- Zone 1: A number of streets in this Zone fell beneath the 50% level. This zone could be reconfigured to exclude these specific streets and still provide a workable scheme. These excluded streets would suffer from displacement of commuter cars excluded from other streets within that Zone and this has been highlighted to residents in the consultation information, as has the position that the Council would not review streets consulted for a minimum of two years.
  - Zone 2: There is a logical exclusion of Bloxham Road, where support was less than 50%, without compromising the viability of a

scheme for the rest of the Zone. Similar displacement may be suffered as in Zone 1 above.

- Zone 4 is made up of three small areas brought together for the ease of administration. In Castle Street there is custom and practice of parking on the footway to increase available parking. This would need further assessment.

2.24 The consultation response from Zone 5 is significantly altered if the petition is taken into account. Whilst it is not possible to cross reference the petition with the consultation responses (as the process was anonymous), it is highly likely that the support now falls below the 50% benchmark and it is proposed that this now be accepted that residents in Zone 5 do not support a scheme and that no further work be done in this area.

2.25 **Response Level** - Whilst the level of response from resident and businesses is disappointing, and this was a specific concern raised at the Overview and Scrutiny Committee meeting in June 2009, the consultation **has** enabled all residents and businesses in the proposed permit zones to have a say in whether they support a permit parking scheme or not. That a significant proportion of residents have not responded should not be a reason for amending the clear basis for decision making that has been agreed as part of the process of establishing scheme details i.e. 50% of respondents supporting a scheme.

2.26 **Overview and Scrutiny Committee** - Some of the other key issues that have emerged from the consultation and which were also raised by the Overview and Scrutiny Committee are set out in the paragraphs below. A summary of the issues raised at the consultation events is at Appendix 3 and a summary of comments submitted with the consultation questionnaires is at Appendix 4.

2.27 **Permit Costs**- The consultation information set out that residents' permits would cost up to £100 and £125 for businesses.

If any schemes are introduced they must break even. It is not possible ahead of detailed design to be clear on precise costs as it depends on the number of zones, and the number and length of streets within zones, and the work required to install the required signage and lining.

2.28 It was considered important to advise people in the consultation the maximum likely permit costs so that they could decide whether this offered value for money. This remains the Council's position but further detailed design is required before more accurate costings can be put together. This could also include investigation of alternative solutions in seeking to reduce costs and therefore the permit fees charged. If any schemes are progressed at a lower permit cost it is likely that this

would increase support for schemes and the consultation response at £100 permit costs is likely to represent the worst case position in terms of support for a Scheme.

**2.29 Numbers of Permits** - The consultation information set out that only one permit would be available to each eligible property. This restriction is based on the assessed level of parking demand from residents and the space that is available for parking. Residents Parking Schemes can not physically increase space available on the highway; it merely establishes a management system that seeks to exclude vehicles that are not eligible under the scheme conditions, making it easier for residents to park closer to their properties. For Banbury the desired outcome is to exclude non-residents vehicles.

**2.30 Zone Capacities** - When considering permit parking schemes it is important to consider the parking capacity of the proposed zones and the number of vehicles owned by residents living in the zone. The on-street capacity of the zones has been assessed, although in some cases a small increase in the capacity may be achievable when the detailed TRO's are designed. As part of this process any existing waiting restrictions would be reviewed and some may no longer be required due to a change in circumstances since they were originally introduced.

It is usual practice to limit the number of permits available in a zone to a maximum of 125% of the available capacity i.e. 25% more permits issued than spaces available.

Schemes are likely to prove unpopular if permits are not available for second cars if there is clearly adequate space available on street. Conversely if significantly more permits are issued than the available parking capacity residents will feel that they have paid for a service which is not in reality available to them. Consequently it was decided that permits would be limited to one per eligible property.

The ratio of properties to spaces range from 0.55 in Zone 1 to 1.42 in one section of Zone 4. Zone capacities are set out at Appendix 5.

In some areas the number of cars owned by residents is itself the pressure that is creating the problem rather than commuter parking. For example in Zone 1, an assessment from the consultation questionnaires of car ownership identifies that:

- 51% have one vehicle
- 23% have two vehicles
- 5% have three vehicles
- 2% have four vehicles.

**2.31 Eligible Properties** - The consultation set out that an Eligible Property is one registered separately for council tax and having no off-street

parking facilities. This may have prompted residents that do have off street parking to vote against the scheme, or to decline to submit any response judging it not to be relevant to them as they already have parking facilities. If on-street parking space is to be maximised for the benefit of residents then excluding from the scheme properties that are able to park off-street was considered a reasonable approach, this remains the current position. These properties would however be eligible for visitor passes.

**Business Responses** - A total of 28 businesses responded to the consultation. 23 of these were from Zone 1. 74% of these did not support the scheme. 57% of the businesses in Zone 1 have off street parking.

Of the 5 other business responses all were supportive of a scheme.

2.32 A review by the Overview and Scrutiny Committee at its meeting on 9 June 2009 raised concerns that have been summarised in this report. That meeting suggested consideration of alternatives to a £100 permit scheme. These included:

- The Council purchasing space at underutilised privately operated car parks (NCP; Railway station; Meteor).
- Reducing commuter parking by arranging a shuttle bus service.
- On street pay and display to subsidise the costs of residents parking
- Increasing car parking capacity in the town centre by building a decked car parking over existing car park

On-street pay and display would be appropriate to investigate further and proposals for the Cultural Quarter include additional car parking.

2.33 **Summary of RTA Consultants recommendations**- The specific recommendations for each zone are summarised below:

- Zone 1 - Introduce a scheme in a reduced area, operative 7 days a week between 8.00am and 8.00pm
- Zone 2 - Introduce a scheme in a reduced area, operative 7 days a week between 8.00am and 8.00pm
- Zone 3 - Scheme should not proceed
- Zone 4
  - (i) Warwick Road: Introduce a scheme in a reduced area, operative 7 days a week between 8.00am and 8.00pm
  - (ii) Castle Street: Defer pending further consultation.
- Zone 5 - Introduce scheme operative Monday-Friday between 8.00am and 6.00pm. This should now be reconsidered in light of the petition and is recommended not to proceed.

### **Bicester Residents Parking Scheme**

- 2.34 The Executive received an update on the Bicester Residents Parking Scheme at its March 2009 meeting and approved the interim and long-term proposals, delegating final scheme details to the Head of Urban and Rural Services in consultation with the Executive Member for Community Safety, Street Scene and Rural.
- 2.35 A revised Traffic Regulation Order based on proposed amendments to the scheme following the 2008 consultation has now been prepared and is progressing through final advertisement/consultation.
- 2.36 The current scheme is in place until 31 March 2010 with proposals for a revised scheme to be implemented from 1 April 2010. It is proposed that permits will cost £84 discounted next year to £42 plus an administration charge of £16. Visitor permits are also proposed to be chargeable at £12.50 for a book of 25 and maximum of 100 permits allocated to each household.
- 2.37 In the absence of CPE powers, the shortcomings in enforcement remain an issue, but significant progress has been made through a targeted approach in partnership with TVP. An improved warning notice process has also been put in place for use by the Vehicle Parks and Town Centre Wardens. This has run in tandem with targeted TVP presence and a more robust approach to prosecutions.
- 2.38 No additional streets are proposed in the new TRO.

### **Taxi Ranks**

- 2.39 The Executive received at its 6 July 2009 meeting a report with costed proposals for new/additional rank spaces in Banbury, Bicester and Kidlington.
- 2.40 Negotiations have taken place with OCC in connection with funding but they are unable to offer funds.
- 2.41 The Bell lane, Bicester proposal has come in for criticism from local residents and the church on Bell Lane. Consultation with TVP has also identified concerns. Further work on this proposal has therefore been put on hold, pending negotiations with Stockdale to provide suitable rank facilities as part of the town centre redevelopment.
- 2.42 The Market Square proposals are also out for consultation and the options have significant implications for existing ranks at Market Hill. Rank provision needs to be fully addressed within this project.
- 2.43 A bid for £11,000 has been made to the 2010/11 capital programme for improving/providing additional rank spaces in Banbury at Horsefair and North Bar. However this only scored 12 in the Capital Project Scoring matrix and it is not known yet whether this project will be supported.



## Provision for Disabled Parking

- 2.44 There has been significant disruption to parking in Banbury as a consequence of the Parson Street pedestrianisation scheme and the construction of the new Spiceball Leisure Centre. A number of spaces for blue badge holders have been affected by this work.

On completion of the Parson Street project, the number of dedicated parking places for blue badge holders that are provided in Market Place and North Bar will increase. There had been three formal blue badge spaces in Market Place but none of which were in the Council car park. In the Market Place blue badge holders could park on the double yellows for three hours, or in our car park for one hour but none were specifically marked out. There were also two formal spaces in the Council's North Bar car park.

On completion there will be the following formal blue badge parking spaces:

- Seven in Market Place car park - limited to 1 hour. Blue badge holders can also park in the other spaces free of charge.
- Five formal on street spaces by National Westminster Bank- limited to 1 hour. No other on street parking will be permitted
- Seven in North Bar car park (some of which could be considered for evening taxi rank use)

Blue badge holders will also be able to park in the pedestrianised area before 10:00am and after 4:30pm.

The new Spiceball Leisure Centre car park has 9 dedicated spaces for blue badge parking and/or parent and child parking.

Significant changes to car parking in Bicester will occur with the Market Square development and with the Town Centre works. Updates on these will be brought to future meetings.

## Key Issues for Consideration/Reasons for Decision and Options

- 3.1 **CPE:** Implementation of CPE is key to successful management of parking, particularly in urban centres. It is fundamental to the effective enforcement of on-street traffic contraventions and in successfully managing residents parking schemes. The costs, income and risk share profile are key issues and will be the subject of further analysis and reports.
- 3.2 **Banbury Residents Parking:** A number of residential streets immediately adjacent to the town centre suffer from acute parking difficulties and create real problems for residents. The Council has approved considering implementing residents parking where the

response from the consultation process is at 50% support. Costs of the scheme; the number of permits available to residents; the definition of eligible properties; whether consultation in alternate language was required; parking capacity and car ownership are all significant issues around which any decision to proceed must be based.

- 3.3 **Bicester Residents Parking:** The amended TRO is fundamental to implementing a revised scheme and plans are in place for formal consultation.
- 3.4 **Taxi Ranks:** Legal process and DfT approval as well as securing funding are key issues to be addressed.
- 3.5 **Provision for Disabled Parking:** Bicester Market Square and Town Centre projects need to take full account of parking requirements.

The following options have been identified. The approach in the recommendations is believed to be the best way forward. The highlighted option is the current position.

<b>CPE Options</b>	<ol style="list-style-type: none"><li>1. Not to continue progress on CPE.</li><li>2. To pursue on a co-ordinated County wide basis</li><li><b>3. To pursue independently of the other Oxfordshire districts.</b></li></ol>
<b>Banbury Residents Parking Options</b>	<ol style="list-style-type: none"><li>1. Not to progress with any schemes in Banbury</li><li>2. To progress with a scheme in all proposed zones</li><li><b>3. To consider the consultation feedback and make modifications to zones based on the feedback received, and undertake further detailed design and investigation to look at costs reduction options.</b></li></ol>
<b>Bicester Residents Parking Options</b>	<b>No alternative options arising from this report.</b>
<b>Taxi Ranks Options</b>	<ol style="list-style-type: none"><li>1. Not to progress with any of the ranks reported to the July Executive</li><li>2. Progress all of the ranks</li><li><b>3. Progress on a phased basis having identified priorities and funding</b></li></ol>
<b>Disabled Parking Options</b>	<b>No alternative options arising from this report.</b>

#### **Consultations**

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<b>Oxfordshire County Council</b>	OCC have been a partner in developing initial proposals but are not able to progress on the basis of the costs and risks that have to date been identified as their responsibility.
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<b>Residents and businesses in Banbury</b>	See RTA's consultation report summary.
<b>Banbury Town Council</b>	None arising
<b>Bicester Town Council</b>	None arising.
<b>Residents of Bicester</b>	See Council website

## **Implications**

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<b>Financial:</b>	<p>There are significant financial implications in relation to implementing both CPE and Residents Parking. At this stage of the design, outline detail has been prepared on costs and income. This needs further consideration and to be subject to further reports to the Executive before final decision.</p> <p>Comments checked by Karen Muir, Service Accountant, 01295 221545.</p>
<b>Legal:</b>	<p>CPE involves transfer of powers from the police to the Highway Authority, and then through an Agency Agreement to CDC. These powers will then enable the Council's Civil Enforcement Officers to issue Penalty Charge Notices for parking contraventions. The requirements would be set out in Policy documents prepared and agreed with OCC.</p> <p>Residents Parking will require revised TRO's to be agreed with OCC.</p> <p>Comments checked by Liz Howlett, Head of Legal and Democratic Services. 01295 221686</p>
<b>Risk Management:</b>	<p>There are financial, legal and reputational risks attached with both CPE and residents parking. These need to be fully considered and mitigated so far as is reasonably practicable through agreed procedure and policy with OCC.</p> <p>Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566</p>

## **Wards Affected**

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All

## Corporate Plan Themes

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### An Accessible Value for Money Council

### Executive Portfolio

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**Councillor Nigel Morris**

**Portfolio Holder for Community Safety, Street Scene and Rural**

### Document Information

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	List of Zones and streets.
Appendix 2	Percentage response on street by street basis
Appendix 3	A summary of the issues raised at the consultation events
Appendix 4	A summary of comments submitted with the consultation questionnaires
Appendix 5	Zone capacities.
<b>Background Papers</b>	
1. Executive reports October 2008 and March 2009	
2. Overview and Scrutiny Committee report 2009	
3. Banbury Residents Parking-website information	
4. Bicester Residents Parking-website information	
<b>Report Author</b>	Chris Rothwell, Head of Urban and Rural Services
<b>Contact Information</b>	01295 221712 chris.rothwell@cherwell-dc.gov.uk

## BANBURY RESIDENTS PARKING - CONSULTATION ZONES

PROPOSED ZONE NUMBER	ORIGINAL ZONE(S)	STREETS INCLUDED
BY1	1	Albert Street
		Amos Court
		Ashby Court
		Britannia Road
		Broad Street
		Calthorpe Road
		Dashwood Road
		Fairview Road
		Gatteridge Street
		Grosvenor Road
		Grove Street
		Lucky Lane
		Marlborough Place
		Marlborough Road
		Newland Place
		Newland Road
Old Parr Close		
Old Parr Road		
Prospect Road		
St. John's Road		
BY2	2	Beargarden Road
		Bloxham Road (Beargarden Road to Harriers View)
		Crouch Street
		Monument Street
		New Road
BY3	3	Bath Road
		Broughton Road
		Kings Road
		Park Road
		Queens Road

BY4	5	Castle Street (north side)
	6	Warwick Road (part) (North side only - nos 132-190)
	4	Warwick Road (part) (South side only - nos 17-35)
BY5	7	Causeway (south side)
		Junction Road
		Merton Street (north side)

issue one  
05 02 09

## Appendix 2

### Banbury Questionnaire Responses - Residential

#### Q10 Do you support the introduction of a residents parking scheme in your area

ZONE 1	YES		NO		No Response	
	Number	%	Number	%	Number	%
Albert Street	5	83%	1	17%	0	0%
Amos Court	6	60%	3	30%	1	10%
Britannia Road	20	38%	28	54%	4	8%
Broad Street	3	75%	1	25%	0	0%
Calthorpe Road	7	41%	9	53%	1	6%
Dashwood Road	8	53%	7	47%	0	0%
Fairview Road	3	25%	9	75%	0	0%
Gatteridge Street	16	84%	3	16%	0	0%
Grosvenor Road	4	44%	5	56%	0	0%
Grove Street	3	60%	2	40%	0	0%
Marlborough Place	6	60%	4	40%	0	0%
Marlborough Road	4	67%	2	33%	0	0%
Newland Place	3	50%	3	50%	0	0%
Newland Road inc Ashby Court	9	60%	5	33%	1	7%
Old Parr Close	5	33%	9	60%	1	7%
Old Parr Road	2	40%	3	60%	0	0%
Oxford Road	2	25%	5	63%	1	13%
Paxmans Place	0	0%	1	100%	0	0%
Prospect Road	6	86%	0	0%	1	14%
St Johns Road	3	75%	1	25%	0	0%
<b>Grand Total</b>	<b>115</b>	<b>51%</b>	<b>101</b>	<b>45%</b>	<b>10</b>	<b>4%</b>

ZONE 2	YES		NO		No Response	
	Number	%	Number	%	Number	%
Bear Garden Road	9	56%	7	44%	0	0%
Bloxham Road	1	33%	2	67%	0	0%
Crouch Street	14	67%	6	29%	1	5%
Milton Street	10	91%	1	9%	0	0%
New Road	2	100%	0	0%	0	0%
<b>Grand Total</b>	<b>36</b>	<b>68%</b>	<b>16</b>	<b>30%</b>	<b>1</b>	<b>2%</b>

ZONE 3	YES		NO		No Response	
	Number	%	Number	%	Number	%
Bath Road	17	36%	30	64%	0	0%
Broughton Road	9	35%	17	65%	0	0%
Kings Road	6	21%	20	71%	1	4%
Park Road	7	41%	9	53%	1	6%
Queens Road	13	30%	29	67%	2	5%
<b>Grand Total</b>	<b>52</b>	<b>32%</b>	<b>105</b>	<b>65%</b>	<b>4</b>	<b>2%</b>

ZONE 4	YES		NO		No Response	
	Number	%	Number	%	Number	%
Warwick Rd Nos. 17-29	4	100%	0	0%	0	0%
Castle Street	7	100%	0	0%	0	0%
Warwick Rd Nos. 132-188	9	53%	8	47%	0	0%
<b>Grand Total</b>	<b>20</b>	<b>71%</b>	<b>8</b>	<b>29%</b>	<b>0</b>	<b>0%</b>

ZONE 5	YES		NO		No Response	
	Number	%	Number	%	Number	%
Causeway	9	53%	8	47%	0	0%
Junction Road	0	0%	1	100%	0	0%
Merton Street	8	62%	4	31%	1	8%
<b>Grand Total</b>	<b>17</b>	<b>55%</b>	<b>13</b>	<b>42%</b>	<b>1</b>	<b>3%</b>

### Banbury Questionnaire Responses - Business

ZONE	YES		NO		No Response	
	Number	%	Number	%	Number	%
Zone 1	5	22%	17	74%	1	4%
Zone 2	1	100%	0	0%	0	0%
Zone 3	0	0%	0	0%	0	0%
Zone 4	4	100%	0	0%	0	0%
Zone 5	0	0%	0	0%	0	0%
<b>Grand Total</b>	<b>10</b>	<b>36%</b>	<b>17</b>	<b>61%</b>	<b>1</b>	<b>4%</b>



## Feedback from Consultation Events 29/30 April 2009

## Schedule of comments raised by residents.

Updated 12 June 2009

Ref	Issue	CDC comment	Decision/Action
1	Costs: It's another Council taxation. Why does it cost so much? Why should I have to pay? £100 is too much.	<p>The scheme needs to cover the costs of it being developed and implemented. Costs include those related to processing permits, but also the design costs in terms of lining and signage as well as legal costs to put in place the Traffic Regulation Orders.</p> <p>It was felt important to identify a cost in the consultation in order for residents to judge whether the felt it was value for money. £100 is at the higher end of permit schemes we are aware of and we do not see the costs being above this. If anything they will be lower.</p>	A decision will be made on costs once the Council has a definitive design and have agreed on the streets and Zones that will be included. It will not be more than £100 and is anticipated to be less.
2	Rarely a problem for residents parking in Kings Rd/Queens Rd.	<p>If residents do not have any current issues then they are likely to opt not to have a scheme. However, displacement from adjacent streets is likely to occur and this is why streets where there may not be current problems have been included.</p> <p>In these specific roads there could also be further pressure from student parking on completion of the college extension.</p>	<p>A decision on whether these roads will be included in a residents parking scheme will be taken on conclusion of the consultation review. This will be reported to 6 July Executive.</p> <p>The Council do not envisage repeating consultation on Residents Permit schemes within a 2 year time frame.</p>
3	Excessive speeding on Beargarden Road.	Need to consider further with OCC	These matters have been raised with Oxfordshire County Council.

	<p>Ensure the Beargarden Road weight limit is enforced.</p> <p>Consider one way systems for Crouch Street and Beargarden Road – mixed views on this – some very much in favour and some dead set against.</p> <p>Reversal of parking in Beargarden Road – again some for and some against.</p>		
4	<p>Multi occupancy houses with a number of residents having cars. One permit will cause problems.</p>	<p>The proposal is for one permit as this provides an equitable way of ensuring each property has access to the scheme. The basis of this follows the traffic survey counts that have taken place. The Council could consider additional permits in circumstances where there is excess capacity on streets and it may be that a priority of access to additional permits forms part of the final proposals.</p>	<p>Should residents parking zones be introduced the scheme will be based on one permit per eligible household. This can be reviewed after a period of operation.</p>
5	<p>Display of motorbike permit-how will I be able to?</p>	<p>Permits will not be required to be displayed on motorbikes.</p>	<p>A database of permits issued to residents with motorbikes will be maintained and parking monitored using this information.</p>
6	<p>Narrow roads. How will we assess whether permit only parking will be allowed?</p>	<p>If residents vote for permit only parking, detailed scheme design will take place to ensure that roads can safely accommodate parking bays. This detailed design will also include signage and lines, including yellow lines, so that parking can also be excluded where required.</p>	<p>To be considered as part of detailed design.</p>
7	<p>What about the college student parking in the future</p>	<p>There is planning application for college extension.</p>	<p>Only eligible residents will be able to apply for a residents parking permit.</p>

8	What is the approach to community transport, age concern vehicles and the like when they have to park and collect elderly/disabled clients	Introduction of permit parking should ease parking/pick up/drop off for these vehicles as space will be released by the exclusion of non residents vehicles.	These vehicles will be permitted to undertake drop off and pick ups.
9	<p>Impact on businesses during this economic climate-could put small businesses that rely on customer parking on-street out of business.</p> <p>Concerns about hotels and guest houses blocking up residents parking.</p>	<p>Scheme proposals are to assist people who live in these streets to have available parking close to their properties. Some specific permit arrangements could be considered for such premises, but this would need to be carefully considered to ensure that residents do not continue to be faced with the same problems consequence of non resident vehicles.</p> <p>Residential areas close to hotels/guest houses are not designed as business car parks. Alternative off street parking is available for this. Note that after 6pm Mon-Sat and 4pm Sun Council off street car parks are free.</p> <p>Variations on the visitor permits or some form of season ticket for council car parks could be considered.</p>	To be considered further should permit parking zones be considered for these areas.
10	Why are the Council considering permit parking? How many complaints have the Council received.	<p>Over recent years a number of requests/complaints have been received from residents, and representations made to Ward Councillors that has led to the Council undertaking research into parking matters in residential areas.</p> <p>The aim of these proposals is to reduce the problems experienced by residents where there is commuter/shopper/shop and business staff parking in residential streets that makes it difficult for residents to park close to their properties.</p>	Decision on whether to progress will be taken based on whether residents support a scheme.
11	Is a courtyard classed as off street parking..it has gated		If there is dropped curb and provision for parking it would be

	access		classed as off street parking.
12	Grove Street-Britannia Childrens' centre-triangular area of grass-is it highways or could it be turned into private parking	Pick up with OCC	
13	Zone BY2 – Problems have been generated because of the doctors' surgery. Rearrange the parking at the surgeries and re-introduce overnight parking for local residents.	The doctors' surgery parking is private land and can not be controlled by the Council.  Planning approval was granted as there is sufficient parking within the premises and proximity to town centre parking.  The Council can facilitate dialogue with the surgery owners but is in no position to place any requirements on them to make available their private car park.	
14	An owner of several properties that operate as guest houses has sent one response in...should this actually be a response for each property for the consultation 'vote?	The consultation has been specifically targeted at residents in the properties that are in the proposed zones. We have not approached landlords of rented properties and this falls into the same category.	One vote per eligible property
15	The Council should consult only with owner occupiers, tenants are only temporary.	It is important for the Council to secure the views of people that live and work in the areas affected. This includes tenants in rented accommodation as they will experience the same parking issues as owners of properties.	One vote per eligible property
16	Confusion as to who is responsible for the highways is it Cherwell District Council or Oxfordshire county Council?	The highway authority is Oxfordshire County Council. Any proposals for Residents Parking would first need approval of OCC and this would be set out in an Agency Agreement.	No further action.

17	Perception from attendees is that if 50% of all zones agreed to R P, then R P would be introduced to all zones, even if another zone were against it.	No. Five separate zones have been identified. Any, none or all of these zones could be progressed. Within larger zones it is also possible that boundaries can be changed and this is why the Council are consulting on these initial proposals.	Decision on whether to progress will be taken based on whether residents support a scheme or not.
18	Some felt the consultancy is a smoke screen, and R P will go ahead anyway.	No. The Council will only consider going to a detailed design stage if the proposals are supported by a majority of those responding to the consultation.	Decision on whether to progress will be taken based on whether residents support a scheme or not.
19	No alternative ideas offered to ease parking issues.	This consultation is about residents parking, but it involves OCC as the Highway Authority to ensure that residents concerns are noted and considered further.	The issues that have arisen in the consultation have been raised with OCC as the Highway Authority.
20	Enforcement of vehicle violations committed on street.	This is currently a matter for the police. If Civil Parking Enforcement is introduced then these powers will pass to Cherwell District Council.	No further action.
21	Introduction of a one way system in certain built up areas i.e., Queens and Kings Road, and Beargarden Road.		This matter has been raised with OCC.
22	Only one permit per residency	<p>The issue is really about the need to ensure that residents are satisfied with the outcome of the scheme. Issuing an unlimited number of permits can eventually result in chronic parking problems caused simply by too many residents' vehicles and complaints that residents are paying for a scheme which offers no tangible benefit.</p> <p>Each zone will have a finite capacity and this proposal is for a limit of one permit per property unless the zone can accommodate at least 25% more cars than the number of permits issued at the first stage.</p>	Consider at detailed design stage should permit parking be requested by residents.

		<p>Should additional permits then be available it is suggested that this be on a first come first served basis with no guarantee of a permit in future years.</p> <p>There will always be areas where the number of residents' vehicles (even on a one per property basis) exceeds the capacity of the zone. As the capacity following the introduction of a residents parking scheme is likely to be less than the capacity before the introduction of the scheme residents may prefer the existing free for all – the lesser of the evils argument.</p> <p>As a basis for setting the number of permits available to individual properties for consultation purposes, it is suggested that if the ratio of potential parking spaces to properties is 1.25 or less then the limit should be set initially at one permit per property. The issue of additional permits can be on a first come first served basis as indicated above. If as a result of the initial consultations it becomes apparent that the average number of residents' vehicles per property is lower than anticipated the rules for that zone can be amended.</p>	
23	Reductions for people on low incomes/elderly	In order to keep costs down it is important to keep the scheme as simple as possible. Concessions could be considered, but as this requires a more detailed application process and additional checks to be undertaken it would increase costs to non concessions.	No concessions planned.
24	Causeway/Merton Road one way system unsatisfactory Not a big problem in Causeway (only one resident said that)		This matter has been raised with OCC.
25	Need for restrictions in Old Parr Close due to blocking of car park	The boundary of zones has been drawn to try and take an initial view on likely displacement of cars to adjacent streets.	

	<p>accesses and obstruction at junction</p> <p>Some residents of Old Parr Road and Calthorpe Road did not think they needed to be in the zone as they do not have a problem – however some, but not all, understood the displacement argument.</p>	<p>As the consultation and Traffic Regulation Order process can be time consuming and costly the Council will not be in a position to reconsider streets that are currently included in the consultation for at least two years if residents do not support a scheme at this time.</p>	
26	<p>Concerns about front garden parking and the OCC dimensional rules which prevent some from having footway crossings.</p>	<p>OCC have guidance to ensure safe parking and no overhanging of the highway.</p> <p>With small cars and parking at an angle it is possible for some cars in some properties to park safely where there are dimensions less the OCC's guidelines.</p>	<p>This matter has been raised with OCC.</p>
27	<p>BY4 - concerns about the low capacity of the areas under consideration.</p>		<p>Review in detailed design if there is support for a scheme.</p>
28	<p>Conservation area issues and properties converting front gardens to enable off street parking.</p>	<p>The Council are likely to resist conversions of front gardens for off street parking within conservation areas.</p>	<p>No further action.</p>
29	<p>Roads currently outside the Zone boundaries. Harriers View has been mentioned.</p>	<p>Subject to there being demand from residents in such streets and there is justification then it might be possible to include such streets in the current proposals. However, permit only parking will not solve school parking issues.</p>	
	<p>Issues raised in letters to the Council</p>		

30	Recognise that our staff parking is contributing to the issue of lack of residents parking as we have c 100 staff and only 20 parking places. We are supportive of the proposal if adequate provision is made for our staff to park, albeit at a cost.	<p>The Council operate a number of pay and display car parks around the town centre and offer season tickets at discounts for monthly, quarterly and annual requirements. There are no current plans for further formal pay and display parking although On street pay and display might be an option.</p> <p>There are also privately operated car parks.</p>	No further action.
31	Would not support scheme as it would exacerbate problems for staff and parents dropping children at our school.	The Council have offered to look at paid for short term permits and also suggested use of Ring-go as an other option to school and nursery premises. Neither of these possible options has been taken up.	No further action
32	Provision for disabled residents, disabled parking and blue badge applications	<p>These matters are dealt with by OCC. Details have been forwarded to the enquirer.</p> <p>Information on Blue badges is available on Oxfordshire County Council's website.</p>	No further action.
33	<p>A number of different properties owned in the area which are let. Most of the properties mentioned have their own off-street parking so it would not be necessary for our residents to have this scheme in place.</p> <p>Also narrow roads on which permit parking implemented would create access difficulties for emergency vehicles.</p>	<p>Properties with off street parking will not be eligible to apply for permits so that more on street space is freed up for residents without their own parking.</p> <p>Permit parking will only be introduced on streets where it is safe to do so.</p>	Consider at detailed design stage.
34	Concerns that the scheme will not be enforced	For schemes to be successful they do need effective enforcement. Cherwell District Council does not currently have the powers and this is why the council have said that Civil Parking Enforcement should be in place before residents permit parking is introduced.	No Further action. Pending CPE



<b>35</b>	Property outside the boundary but access to it from street within the boundary and no off street parking.		Need to review if there is support for permit parking in Zone 3.
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### 4.5.1 Zone BY1

- Zone should be sub-divided;
- Cost of permits too high;
- Need more than one permit per property;
- Need a guaranteed space;
- Should not have to pay for visitor permits;
- Need cheaper off street parking to encourage use of car parks (especially NCP operated car parks);
- Need short stay parking for customers of local businesses;
- Need for parking restrictions in some areas to prevent obstructive parking;
- Too many of the new developments have insufficient parking.

### 4.5.2 Zone BY2

- Object to having to pay;
- Cost of permits too high;
- Concerns about the speed of traffic in Beargarden Road;
- Need for enforcement of weight restriction in Beargarden Road;
- Reinstatement of overnight residents' parking in the surgery car parks would be helpful.

### 4.5.3 Zone BY3

- Cost too high;
- Need more than one permit per property;
- Need a guaranteed space;
- Should not have to pay for visitor permits;
- Consider one way system for Queens Road and Kings Road;
- Make Peoples Park car park available to residents for overnight parking.

### 3.5.4 Zone BY4

- Need more than one permit per property;
- Review bus stop locations;
- Review policy on parking in front gardens;
- Consider additional parking in Park Close.

### 3.5.5 Zone BY5

- Object to having to pay;
- Need a guaranteed space;
- Cheaper parking at station;
- Strong enforcement required on Fridays;
- Re-open end of Causeway;
- Review operation of one way system.

## Appendix 5

The initial assessments of the zone capacities are:

<b>ZONE</b>	<b>SUB-ZONE</b>	<b>OVERNIGHT CAPACITY</b>	<b>ELIGIBLE PROPERTIES</b>	<b>RATIO: PROPERTIES/SPACES</b>
BY1		269	149	0.55
BY2		61	70	1.15
BY3		285	260	0.91
BY4	Warwick Road (part) (South side only – nos. 17-35)	11	9	0.82
	Castle Street (north side)	19	27	1.42
	Warwick Road (part) (North side only – nos. 132-190)	28	30	1.07
BY5		406	375	0.92

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## Executive

### Draft Budget and Corporate Plan 2010 – 2011 Analysis 2

11 January 2010

### Report of Head of Finance

#### PURPOSE OF REPORT

The Council has to adopt a budget for 2010/11 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years. This is the second opportunity that the Executive has to shape and refine the interaction between corporate plan service plans and financial matters before the final budget is presented to the Council on the 22 February 2010.

This report is public

#### Recommendations

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The Executive is recommended to:

- (1) Consider the draft revenue budget 2 (detailed in Appendix 1a) in the context of the Council's service objectives and strategic priorities (see the corporate plan Appendix 1b).
- (2) Consider the draft corporate plan for 2010/11 noting the addition of two new aims around the Eco-Town and Breaking the Cycle of Deprivation as requested by the Executive at their meeting on 7 December 2009 (detailed in Appendix 1b).
- (3) Agree the approach to the overall capital programme and 10/11 expenditure profile (detailed in Appendix 2).
- (4) Advise of any matters they would like taken into consideration in producing a balanced budget for the next meeting of the Executive.
- (5) Consider the recommendations of the Resources and Performance Scrutiny Board from their meeting of December 1 2009, having undertaken a review of the Council's prioritisation matrix, revenue expenditure by service and reviewed the capital bids received as part of the 2010/11 process (detailed in Appendix 3).

- (6) Consider the Tax Base Report and associated discretionary powers (Appendix 4) and
- to resolve that, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2010/2011 shall be 50,113; and
  - to approve the report of the Head of Finance, made pursuant to the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, and the calculations referred to therein for the purposes of the Regulations; and
  - to resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of Appendix 4b.
  - to resolve to continue with the discretionary awards that it resolved to give on December 1 2008 and detailed in Appendix 4c.

## **Executive Summary**

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### **Introduction**

- 1.1 The budget will form the financial expression of the Council's corporate and service delivery plans for 2010/11; the allocation of resources against agreed corporate and service priorities is necessary in order to achieve its strategic priorities.
- 1.2 There is a statutory requirement for the Council to set a balanced budget by 11 March 2010 and the draft budget is part of that process.
- 1.3 The re-profiling of the capital programme enables us to improve effectiveness in delivering the commitments
- 1.4 The draft budget presented illustrates significant progress in securing further efficiency savings to substantially reduce the funding gap identified in the previous draft from £349,623 to around £32,659.
- 1.5 The current economic climate continues to present unprecedented challenges in meeting spending priorities without placing undue burden on local taxpayers. The Council's successful approach to improving value for money and securing efficiencies on an ongoing basis provides the foundation for further significant cost reductions in the coming year, over and above contributions secured to date in excess of £2.7 million.

## Background Information

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### 2.1 Corporate Plan

The Corporate Plan has been refreshed for the period 2010 - 2012. This refresh reflects the changing economic situation and significant strategic developments affecting the district. The corporate plan takes into account the wide range of public consultation we undertake around local priorities through both our annual satisfaction survey and budget consultation workshops.

At their meeting on 7 December 2009 Executive requested that two new cross cutting aims were added to the corporate plan covering the Eco-Town in Northwest Bicester and the Council's approach to breaking the cycle of deprivation. Both of these new aims have been added to the plan (see appendix 1b)

The targets within the corporate plan for 2010 -11 are currently in draft form and will be confirmed after the public consultation in December and January and the latest performance information in the final quarter of the year. As in previous years a set of council tax promises will be drawn from the corporate plan. These will form a core set of performance targets for the council which directly reflect priorities and will be monitored through our corporate performance scorecard. The final corporate plan targets and promises will be presented to Executive and Council with the final drafts of the budget.

### 2.2 Service Plans

Copies of the Service Plans for 2010/11 are available on the Council's intranet site: <http://intranet/improvement/draftserviceplans.cfm>.

### 2.3 The Status of the Budget

The revenue budget as presented has been left, quite deliberately, with a funding gap.

This type of gap is not unusual at this stage in the process and it can be covered by a contribution from the general fund reserve. The funding gap in the draft budget as presented is £32,659 and it is important that Members are aware of this potential deficit before they commit funding against particular priorities and/or divert funding from low priority services.

The final allocation of central Government Grant has been confirmed and has remained as per the three year settlement. The amount available for distribution from the Collection Fund will be confirmed later in the process and further announcements in relation to inflation and interest rates will also be considered. The last draft overstated the Revenue Support Grant by £90K due to an incorrect inflation factor being applied. This £90K has been offset by a Tax Base adjustment of

£24K and the part utilisation of the funding risk contingency.

#### 2.4 Resources and Performance Scrutiny Board

The Resources and Performance Scrutiny Board has undertaken a review of the revenue and capital proposals and has reported its recommendations in Appendix 3.

### **Key Issues for Consideration/Reasons for Decision and Options**

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#### 3.1 This report presents a second analysis of the Council's draft 2010/11 Revenue and Capital Budget

The following options have been identified. The approach in the recommendations is believed to be the best way forward

**Option One** To review draft revenue and capital budget to date and consider actions arising.

**Option Two** To approve or reject the recommendations above or request that Officers provide additional information.

### **Consultations**

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Corporate Management Team, 16.12.09

### **Implications**

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**Financial:** Financial Effects – the significant financial effects of the budget are identified in Appendix 1. Any decisions made in relation to ongoing expenditure or income in the budget for 2010/11 will have repercussions in future years when current forecasts indicate the financial environment is likely to become increasingly difficult. The Council has a statutory duty to set a balanced budget and could incur the intervention of the Secretary of State if it failed to do so.

Consideration of this item will fall within the provisions of Section 106 of the Local Government Finance Act 1992, and Members affected by those provisions should declare accordingly and refrain from voting on the matter.

Efficiency Savings – Our Medium Term Financial Strategy requires efficiency savings and we have a



NI target of 4% in 2010/11. The draft budget presented includes a significant level of qualifying efficiencies which will be collated and reported to the February Executive meeting.

Comments checked by Phil O'Dell, Interim Chief Financial Officer, 01295 22798

**Legal:**

There is a statutory requirement for the Council to set a balanced budget by 11 March 2010 and the draft budget is part of that process.

Comments checked by Liz Howlett, Head of Legal and Democratic Service, 01295 221686

**Risk Management:**

The significant risks and assumptions associated with the draft budget are outlined in Appendix 1 and a risk provision has been considered. On a broader front, if due consideration is not given to matching scarce financial resources carefully against properly assessed service priorities, the Council may fail in achieving its strategic priorities and in its duty to demonstrate value for money.

Comments checked by Phil O'Dell, Interim Chief Financial Officer, 01295 22798

**Wards Affected**

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All

**Corporate Plan Themes**

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**An Accessible and Value for Money Councils**

**Executive Portfolio**

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**Councillor James Macnamara**

**Portfolio Holder for Resources and Organisational Development**

**Document Information**

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Appendix No	Title
Appendix 1a	Draft Revenue 2010/11 Budget and Analysis 2
Appendix 1b	Draft Corporate Plan 2010/11
Appendix 2	Draft 2010/11 Capital Programme
Appendix 3	Resources and Performance Scrutiny Board – Scrutiny of
Appendix 4	Budget
Appendices 4a-c	Council Tax Base Report Supporting documentation

**Background Papers**

2009/10 Budget Booklet

2009/10 Capital Programme Medium Term Financial Strategy Budget Guidelines Draft Service Plans 2010/11	
<b>Report Author</b>	Karen Curtin, Head of Finance
<b>Contact Information</b>	01295 221551 karen.curtin@cherwell-dc.gov.uk

## Draft Revenue 2010/11 Budget and Analysis

### The Status of the Budget

- 1.1 This second draft of the budget presented to the Executive has been subject to a review by the Resources and Performance Scrutiny Board, of the Council's prioritisation matrix, revenue expenditure by service and reviewed the capital bids received as part of the 2010/11 process as reported at their meeting on 1<sup>st</sup> December 2009. The recommendations from their review are contained in Appendix 3.
- 1.2 The final allocation of central Government Grant has been confirmed and has remained as per the three year settlement. The last draft overstated the Revenue Support Grant by £90K due to an incorrect inflation factor being applied. This £90K has been offset by a Tax Base adjustment of £24K and the part utilisation of the funding risk contingency.
- 1.3 The amount available for distribution from the Collection Fund will be confirmed later in the process and expected further announcements in relation to inflation and interest rates will also be considered.
- 1.4 The draft budget will be presented to the Executive again on February 1<sup>st</sup> 2010 with detailed analysis of expenditure by Directorate and service before approval by Council on February 22<sup>nd</sup> 2010.
- 1.5 The impact of the economic situation will continue to be reviewed in relation to the 2010/11 budget and a review of inflation and interest rates will be conducted in relation to our risk review.
- 1.6 A further reduction in investment income is included within this draft. We met with our fund managers recently and although interest rates are expected to increase during the latter part of 2010/11 a prudent assumption has been taken for the initial 6 months. The amount of interest is also impacted by the size of the capital programme so a further review of investment income will be included within draft 3.
- 1.7 Investment return on the funds from Icelandic bank Glitner has not been built into the investment returns. The winding up board of the bank has not accepted the claim as a priority creditor and as such any unsecured claim might only return 25% of the principle.
- 1.8 The LGA represented by Stephen Jones, Director of Finance and Performance, attended the Glitnir creditors meeting in Iceland last week. At the meeting, which was constructive, the Glitnir winding up board acknowledged the objections lodged on behalf of local authorities to the decision to refuse priority status.
- 1.9 Local authorities' objections will now be considered under the processes followed under Icelandic insolvency law, and court action will be taken as necessary.
- 1.10 The LGA is confident that local authorities' priority status as depositors will in due course be secured.

### General Fund Revenue Budget

- 1.9 The draft General Fund Revenue budget is shown in Table 1. The draft budget presented illustrates significant progress in securing further efficiency savings to substantially reduce the funding gap identified in the previous draft from £349,623 to £32,659 with minimum

impact on services.

<b>SERVICE EXPENDITURE - excluding support allocation</b>	<b>Outturn 2008/09</b>	<b>Budget 2009/10</b>	<b>Projection 2009/10</b>	<b>Budget Draft 1 2010/11</b>	<b>Budget Draft 2 2010/11</b>
Customer Services & Resources		£6,511,867	£6,339,702	£5,906,543	£5,842,723
Environment & Community Improvement		£9,425,613	£9,538,086	£9,313,786	£9,060,830
Planning, Housing & Economy		£343,463	£343,463	£162,889	£150,660
Chief Executives		£2,889,698	£2,589,698	£2,396,999	£2,295,798
<b>Services Sub-Total</b>	<b>£23,450,526</b>	<b>£22,972,430</b>	<b>£22,571,539</b>	<b>£20,955,445</b>	<b>£20,520,532</b>
Capital Charges Reversed	-£2,504,576	-£2,491,010	-£2,491,010	-£2,491,010	-£2,491,010
<b>Net Expenditure Services</b>	<b>£20,945,950</b>	<b>£20,481,420</b>	<b>£20,080,529</b>	<b>£18,464,435</b>	<b>£18,029,522</b>
(% decrease)		2%	2%	8%	11%
<b>Reserves and Provisions</b>	<b>£1,453,387</b>	<b>-£654,556</b>	<b>-£853,665</b>	<b>£811,615</b>	<b>£723,090</b>
	<b>£22,399,337</b>	<b>£19,826,864</b>	<b>£19,226,864</b>	<b>£19,276,050</b>	<b>£18,752,612</b>
<b>Funding</b>					
Investment Income	£5,977,100	£2,915,931	£2,315,931	£1,655,742	£1,582,662
Government Grant	£10,359,016	£10,637,129	£10,637,129	£10,996,881	£10,905,340
Collection Fund	£101,591	£108,313	£108,313	£108,313	£108,313
Council Tax	£5,961,630	£6,165,491	£6,165,491	£6,165,491	£6,188,956
	<b>£22,399,337</b>	<b>£19,826,864</b>	<b>£19,226,864</b>	<b>£18,926,427</b>	<b>£18,785,271</b>
<b>Potential Shortfall</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£349,623</b>	<b>-£32,659</b>
<b>COUNCIL TAX</b>					
Relevant Tax Base	49,678	49,923	49,923	49,923	50,113
Council Tax Rate for Band "D"	£120.00	£123.50	£123.50	£123.50	£123.50
<b>Council Tax Collection</b>	<b>£5,961,630</b>	<b>£6,165,491</b>	<b>£6,165,491</b>	<b>£6,165,491</b>	<b>£6,188,956</b>

1.10 The reduction of the deficit of £316,964 can be analysed as :

<b>Driver</b>	<b>£</b>
Reduction in investment income due to rates and balances	£73,080
Increase in Council Tax Income – tax base changes	-£23,465
Correction to Revenue Support Grant (to remove inflationary increase)	£91,541
Reserve Review & Utilisation	-£83,272
Fees and Charges-(Car Parking – Spiceball Sports Centre old )	-£57,000
Expressions of Interest	-£94,975
Reduction in Insurance	-£77,136
Reduction in Training Budget in lieu of planned canteen savings	-£60,000
Additional Efficiency savings	-£85,737
<b>Total</b>	<b>-£316,964</b>

1.11 The additional budget reductions can be analysed as :

Category	£
VFM Reviews	-£77,136
Budget Adjustments	-£59,116
Staffing Adjustments (Expressions of Interest)	-£94,975
Efficiencies	-£85,737
<b>Total</b>	<b>-£316,964</b>

1.12 The total reduction in the 2010/11 budget now equates to £2,711,444. The following table is updated to reflect these additional reductions and their impact on Service Provision:-

Details	Service Impact	No Service Impact	Outsourcing	Total
Draft 1 - Reported 7/12/09	£461,876	£1,511,654	£420,950	<b>£2,394,480</b>
Further Reductions as detailed above		£316,964		<b>£316,964</b>
	<b>£461,876</b>	<b>£1,828,618</b>	<b>£420,950</b>	<b>£2,711,444</b>
	<b>17%</b>	<b>67%</b>	<b>16%</b>	

#### **Actions to address budget deficit**

1.13 In order to balance the budget a further reduction in costs or increase in income of £32,659 is required. The following actions have been identified for the Executive to consider in order to minimise the budget deficit at this stage:

<b>£349,623</b>	<b>DRAFT 1 DEFICIT</b>
<b>£32,659</b>	<b>DRAFT 2 DEFICIT</b>
	<b>AREAS UNDER REVIEW</b>
	REVIEW OF DISCRETIONARY SPEND - 5% TARGET
	EXPRESSIONS OF INTEREST
	REVIEW OF RESERVES
	REVIEW OF INTEREST RATES

#### **Medium Term Financial Strategy 2010/11 – 2013/14**

1.14 The MTFS is refreshed throughout the year and will be updated in line with the final budget for 2010/11 and will be presented as part of the budget booklet. A number of scenarios will be modelled based on the pre-budget report, funding expectations as 2010/11 is the final year of the grant settlement. The concessionary fare travel scheme will also transfer to the County in 2011/12 and this may also have some impact on our revenue support grant.

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# Corporate Plan 2008/9-2011/12

## Refresh for 2010/11

### DRAFT – SUBJECT TO CONSULTATION

#### Cross Cutting Strategic Priorities

Corporate Plan Aim	5 Year Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
Break the Cycle of Deprivation and Address Inequalities across the District	Bring together partners in Cherwell to establish a long term and sustainable approach to breaking the cycle of deprivation; improving opportunities, access to services, health and educational outcomes.	<ul style="list-style-type: none"> <li>Set and commence the delivery of a multi-agency programme to address inequalities in targeted areas in Banbury</li> <li>Undertake a community engagement activity in Banbury to ensure local people's views are included in the development of the pilot programme.</li> </ul>	Continue the delivery of a programme of support measures for key areas in Banbury.
Work to support the development of the Northwest Bicester Eco-Town, using the Eco-Town as an opportunity to develop a centre of excellence in terms of sustainable living.		<ul style="list-style-type: none"> <li>Consultation on masterplan for the site</li> <li>Submission of LDF Core Strategy including NW Bicester</li> <li>Committee approval of masterplan</li> <li>Approval of detailed planning application for demonstration project</li> <li>Start on-site demonstration projects</li> <li>Submission of outline planning application for whole site based on the approved masterplan</li> </ul>	Start on-site for phased development including infrastructure investment and related whole of Bicester community initiatives

# A District of Opportunity

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
1. Balance employment and housing growth by developing businesses and homes that meet local need within an overall robust planning policy framework.	<ul style="list-style-type: none"> <li>Have a new Local Development Framework in place by 2009</li> </ul>	<ul style="list-style-type: none"> <li>Present and consult on choices about major development locations in the District (taking into account the Government's Eco Towns Programme)</li> </ul>	<ul style="list-style-type: none"> <li>Submit Local Development Framework Core Strategy (Note: delayed due to Eco Town decision process)</li> <li>Complete Canalside Regeneration Area Supplementary Planning Document (SPD) draft</li> </ul>	<ul style="list-style-type: none"> <li>Submit the Local Development Framework Core Strategy incorporating the North West Bicester Eco Town designation</li> <li>Start Bicester Eco Town Demonstration Projects</li> <li>Approval of Canal side Regeneration Area SPD</li> </ul>	<ul style="list-style-type: none"> <li>Public examination and adoption of LDF Core Strategy</li> <li>Submission and public examination of LDF Delivery Planning Document (DPD)</li> <li>Adopt the Planning Obligations and Building in Harmony with the Environment SPDs</li> </ul>
2. Provide business land and premises opportunities to support local economic development	<ul style="list-style-type: none"> <li>Complete an employment land assessment and include provision of at least 2 major new business sites in the Local Development Framework</li> <li>Start construction on Bicester Town Centre Development</li> </ul>	<ul style="list-style-type: none"> <li>Complete land assessments for business sites in the Local Development Framework</li> </ul>	<ul style="list-style-type: none"> <li><b>Work with partners to start the Bicester town centre development.</b> (Note: main development start likely to be delayed to 2010/11 due to economic climate and essential revisions to scheme)</li> <li>LDF Core strategy submission to include justification for new employment land provision</li> </ul>	<ul style="list-style-type: none"> <li>Significant construction progress on Bicester town centre development</li> <li>LDF draft to include proposals for at least two major new business sites</li> </ul>	<ul style="list-style-type: none"> <li>Bicester town centre scheme completed</li> <li>Land provision for at least two major new business sites secured</li> </ul>
3. Support business success by fostering innovation and helping businesses to recruit and retain skilled employees	<ul style="list-style-type: none"> <li>Contribute to creating 1100 new jobs in the District within the overall Economic Development Strategy target of 6200</li> </ul>	<ul style="list-style-type: none"> <li><b>Contribute to the creation of 200 new jobs</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Contribute to the creation of 200 new jobs</b></li> <li><b>Help and support Cherwell's residents and businesses through uncertain times</b></li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the creation of 300 new jobs</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the creation of 400 new jobs</li> </ul>



Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
	additional jobs by 2011				
4. Help and support Cherwell's residents through uncertain times	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Maintain the partnership delivering job clubs in Banbury and Bicester</li> <li>Initiate direct local job creation and skill development scheme</li> <li>Focus economic development and housing service support for disadvantaged individuals in Banbury (financial literacy, employment search, skills and training advice)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the partnership delivering job clubs in Banbury and Bicester</li> <li>Develop and extend job creation initiatives through partnership funding and working</li> </ul>
5. Make it easier for you to get where you need to go	<ul style="list-style-type: none"> <li>Complete transport studies and infrastructure needs assessment of the main urban areas and incorporate the results in the new LDF.</li> <li>Deliver £1 million of developer funding toward transport infrastructure improvements</li> </ul>	<ul style="list-style-type: none"> <li>Complete transport studies and infrastructure needs assessment for Banbury and Bicester</li> <li>Deliver £200,000 funding for transport infrastructure improvements through developer contributions</li> </ul>	<ul style="list-style-type: none"> <li>Deliver £200,000 funding for transport infrastructure improvements through developer contributions</li> </ul>	<ul style="list-style-type: none"> <li>Deliver £300,000 funding for transport infrastructure improvements through developer contributions</li> </ul>	<ul style="list-style-type: none"> <li>Deliver £300,000 funding for transport infrastructure improvements through developer contributions</li> </ul>
6. Secure housing growth that meets Government	<ul style="list-style-type: none"> <li>Achieve an annual average rate of new</li> </ul>	<ul style="list-style-type: none"> <li><b>Achieve 400 new homes including a minimum of 100</b></li> </ul>	<ul style="list-style-type: none"> <li>Achieve 300 new homes</li> <li><b>Deliver 100 affordable</b></li> </ul>	<ul style="list-style-type: none"> <li>Achieve 300 new homes (Note: assumes contribution from SW)</li> </ul>	<ul style="list-style-type: none"> <li>Achieve 700 new homes</li> <li>Deliver 200 affordable</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
targets and the needs of the District through an appropriate mix of market and affordable housing	homes constructed of 600, of which 100 are affordable	<b>affordable homes</b>	<b>homes</b>	Bicester) <ul style="list-style-type: none"> <li>Deliver 100 affordable homes</li> </ul>	homes
7. Give you advice and support to find a home if you are without one	<ul style="list-style-type: none"> <li>Develop the housing service to provide information on the full range of housing opportunities within the District and including information on all housing tenures</li> <li>Develop a range of information to help people understand their housing options, and the range of support that is available to them</li> </ul>	<ul style="list-style-type: none"> <li>Expand Choice Based Letting to be a countywide scheme</li> <li>Temporary Accommodation Strategy approved</li> </ul>	<ul style="list-style-type: none"> <li>Fully integrated Choice Based Letting scheme and housing advice available through the Customer Contact Centre</li> <li>Temporary Accommodation Strategy operational</li> </ul>	<ul style="list-style-type: none"> <li>85% customer satisfaction with Choice Based Letting Scheme</li> <li>Produce a revised Cherwell Housing Strategy responding to the recession</li> <li>Temporary Accommodation Strategy outcomes achieved</li> </ul>	<ul style="list-style-type: none"> <li>90% customer satisfaction with Choice Based Letting Scheme</li> <li>Temporary Accommodation Strategy outcomes achieved</li> </ul>
8. Improve the standard of housing particularly for vulnerable people	<ul style="list-style-type: none"> <li>Provide and facilitate assistance, through both CDC grants and insulation and heating discounts in the private sector delivered by partners, to achieve the Decent Homes</li> </ul>	<ul style="list-style-type: none"> <li>Spend £300,000 on investing in better quality housing for vulnerable people</li> </ul>	<ul style="list-style-type: none"> <li>Spend £400,000 on investing in better quality housing for vulnerable people</li> </ul>	<ul style="list-style-type: none"> <li>Spend £420,000 on investing in better quality housing for vulnerable people</li> </ul>	<ul style="list-style-type: none"> <li>Spend £440,000 on investing in better quality housing for vulnerable people</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
	Standard for vulnerable households				
9. Develop safe and pleasant urban centres which provide you with good facilities	<ul style="list-style-type: none"> <li>Complete environmental enhancement schemes for Watts Way, Kidlington and Parsons Street, Banbury</li> </ul>	<ul style="list-style-type: none"> <li>Complete the design of the environmental enhancement scheme for Parson's Street, Banbury</li> <li><b>Enhance the village centre environment of Kidlington through the replacement of the street furniture</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Make major improvements to Parsons Street, Banbury</b></li> <li>Undertake improvements to open markets</li> <li>Invest in enhancement of market square in Bicester (Note: delayed scheme)</li> <li>Implement the Banbury Visitor Management Plan</li> <li>Prepare a Banbury Residents Parking Scheme</li> </ul>	<ul style="list-style-type: none"> <li>Strategy in place for Canalside Banbury</li> <li>Start Banbury Flood Alleviation Scheme</li> <li>Prepare outline strategy for the future development of Banbury Town Centre (to include a Cultural Quarter, Canalside areas and development of the Bolton Road Regeneration Area)</li> <li>Start scheme for enhancement of Market Square in Bicester (Note: scheme, timetable extended as the scope of the work is expanded, and additional funding obtained from OCC.</li> <li>Develop implementation plans for Civil Parking Enforcement</li> <li>Decide on a Banbury Residents Parking Scheme</li> <li>Implement revised Bicester Residents Parking Scheme</li> <li>Implement a new Banbury Market operation</li> </ul>	<ul style="list-style-type: none"> <li>Further programme of environmental enhancement and regeneration projects for urban centres agreed</li> <li>Banbury Flood Alleviation Scheme in place</li> <li>Implement an Integrated Parking Strategy in urban areas</li> <li>With partners improve the quality of civic and performance facilities in Bicester alongside the ecotown development</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
10. Improve local services and opportunities in rural areas	<ul style="list-style-type: none"> <li>Complete a review of planning policy framework for villages through the new Local Development Framework – to support sustainable levels of development in rural areas</li> <li>Establish improved support initiatives for existing rural services to assist viability</li> <li>Encourage creation of new services to rural areas to meet established demand and gaps in provision</li> </ul>	<ul style="list-style-type: none"> <li>Launch and implement a new Cherwell Rural Strategy</li> <li>Deliver improved community information to rural communities through the development of online services</li> </ul>	<ul style="list-style-type: none"> <li>Complete a review of planning policy framework for villages through the new LDF (Note substantial progress evident in year but completion delayed – see above)</li> <li>Carry out web-based consultation with parishes on the forward plan</li> </ul>	<ul style="list-style-type: none"> <li>Support rural communities in implementing improved ICT access for older people and disadvantaged people</li> <li>Planning policy framework for villages through the new LDF (Core Strategy) published</li> <li>Rural Affordable Housing Action Plan embedded</li> <li>Working with arts partners improve the creative offer in village halls and rural schools</li> <li>Implements actions in the Rural Strategy Delivery Plan</li> </ul>	<ul style="list-style-type: none"> <li>Extend the number of villages benefitting from rural arts schemes</li> <li>Implements actions in the Rural Strategy Delivery Plan</li> </ul>

## A Safe and Healthy Cherwell

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
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Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
<p>11. Help you feel safe in your home and community, working to reduce further our very low level of crime</p>	<ul style="list-style-type: none"> <li>• Reduce crime by 5% and achieve a perception of feeling safe in Cherwell in 80% of residents</li> <li>• Increase partnership working across the public sector and ensure that there are information sharing protocols</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure at least 78% of residents when asked say they feel safe at home and in the community</b></li> <li>• <b>Work with Thames Valley Police to reduce crime involving theft from vehicles, robbery and household burglary by 5%</b></li> <li>• Invest significantly in technology (CCTV) to improve crime detection rates and deter crime</li> <li>• Introduce the Nightsafe initiative in Bicester</li> <li>• Implement a new Cherwell Community Safety strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure at least 79% of residents when asked say they feel safe at home and in the community</li> <li>• <b>Work with partners to reduce crime and anti-social behaviour by 200 offences / incidents compared to 2008/09</b></li> <li>• 30% of CCTV recorded incidents to result in arrests (estimated target of 1400)</li> <li>• Invest in the digital upgrade of the CCTV network and the use of fibre optic cables</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure at least 83% of residents when asked say they feel safe at home and in the community</li> <li>• Work with partners to reduce crime and anti-social behaviour by 200 offences / incidents compared to 2009/10</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure at least 84% of residents when asked say they feel safe at home and in the community</li> <li>• Work with partners to reduce crime and anti-social behaviour by 200 offences / incidents compared to 2010/11</li> </ul>
<p>12. Involve you in making your community stronger through building cohesive communities and Neighbourhood Management</p>	<ul style="list-style-type: none"> <li>• Establish 6 Neighbourhood Action Groups (NAGs) with representation from local communities</li> <li>• Ensure community engagement during preparation of strategic assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the District-wide coverage of neighbourhood management with representatives from local communities</li> <li>• Local community survey carried out by NAGs to identify current local concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Support 4 voluntary neighbourhood management initiatives to reduce anti-social behaviour</li> <li>• Invite the public to a minimum of 3 public Neighbourhood Action Group meetings to develop local priorities for action</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information and support to enable understanding and awareness between different cultures and minority groups</li> <li>• Invite the public to a minimum of 4 public Neighbourhood Action Group meetings to develop local priorities for action</li> </ul>	<ul style="list-style-type: none"> <li>• Develop the Banbury Community Cohesion Group to take on a district wide approach</li> <li>• Invite the public to a minimum of 5 public Neighbourhood Action Group meetings to develop local priorities for action</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
<p><b>13.</b> Help to deliver improved healthcare for Bicester and Banbury</p>	<ul style="list-style-type: none"> <li>Support the Oxfordshire Primary Care Trust in delivering improved local and responsive healthcare services to meet current and future needs of residents.</li> <li>Reduce the levels of increasing obesity and reduce coronary illness in under 75 year olds by 25% through joint healthy lifestyle promotion initiatives with the Oxfordshire Primary Care Trust</li> </ul>	<ul style="list-style-type: none"> <li><b>Support the provision of the best possible services at the Horton Hospital</b></li> <li><b>Support new and improved health care services for Bicester and surrounding areas</b></li> <li>Implement a new Cherwell Public Health Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Work with the Primary Care Trust to deliver the new GP-led health centre in Banbury</li> <li><b>Continue to support the provision of the best possible services at the Horton Hospital</b></li> <li><b>Continue to support new and improved health care services for Bicester and surrounding areas</b></li> <li>Establish a programme to address health inequalities in the District.</li> </ul>	<ul style="list-style-type: none"> <li>Deliver the programme to address health inequalities in the District</li> <li>To support the local health sector in retaining and developing services at the Horton General Hospital.</li> <li>To support the PCT in developing new and improved Bicester Hospital services</li> <li>Deliver 3 new health improvement initiatives across the district.</li> <li>Work with the PCT to lead the programme to address health inequalities and deprivation in the district</li> </ul>	<ul style="list-style-type: none"> <li>Review the health improvement programmes and identify any gaps in services.</li> </ul>
<p><b>14.</b> Make it easy for you to lead a healthy and active life through our countryside, leisure facilities and tourist attractions</p>	<ul style="list-style-type: none"> <li>Increase participation in active recreation by 1% a year</li> </ul>	<ul style="list-style-type: none"> <li>Help increase participation in active recreation by 1%</li> <li>Prepare a funding and delivery plan for a Bicester multi-sports village</li> </ul>	<ul style="list-style-type: none"> <li>Increase participation in active recreation by 1%</li> <li>Increase the number of new walkers participating annually in local health walks by 10% (Baseline 450 to 578)</li> <li>Secure funding to deliver the Bicester Multi-Sports Village project</li> </ul>	<ul style="list-style-type: none"> <li>Increase participation in regular active recreation by 1% (26.3%)</li> <li>Increase the number of new walkers participating annually in local health walks by 10% (635)</li> <li>Increase participation at joint use sports sites by 2.5%</li> <li>Promote the events section of <a href="http://www.visitnorthoxfordshire.com">www.visitnorthoxfordshire.com</a> as the</li> </ul>	<ul style="list-style-type: none"> <li>Increase participation in active recreation by 1% (27.3)</li> <li>Increase the number of new walkers participating annually in local health walks by 10% (698)</li> <li>Increase participation at joint use sports sites by 2.5%</li> <li>Support the voluntary sports sector (with the 2012 Olympics effect) to deliver improved sports</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
				information source for local residents and media	participation opportunities for young people
15. Make big improvements to our sports centres	<ul style="list-style-type: none"> <li>Complete the modernisation of sports centres at Bicester and Kidlington and construct a new sports centre in Banbury</li> </ul>	<ul style="list-style-type: none"> <li><b>Invest £15m in rebuilding or refurbishing our sports centres to deliver better future services in Banbury, Bicester and Kidlington</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Open our new Spiceball leisure centre and improved Bicester and Kidlington leisure centres and re-open the Woodgreen Open Air Pool</b></li> <li>Replace the synthetic pitch surfaces at Coopers School and North Oxon Academy</li> </ul>	PROJECT COMPLETED	PROJECT COMPLETED
16. Provide community facilities and activities to meet local need	<ul style="list-style-type: none"> <li>Support and improve 10 existing community centres/village halls and build new centres at Banbury and Bicester where significant new housing development takes place.</li> <li>Provide 30 formal and informal recreation opportunities for young people</li> <li>Support 160 older people groups and increase the numbers of older people participating in</li> </ul>	<ul style="list-style-type: none"> <li>Support and improve 12 existing community centres/organisations and 17 village halls through grant aid funding</li> <li>Provide 820 formal and informal recreation opportunities for young people</li> <li>Increase the numbers of older people participating in group activities by 3%</li> </ul>	<ul style="list-style-type: none"> <li>Support and improve 18 community recreation venues through grant aid funding</li> <li>Increase the numbers of new older people participating in group activities by 300</li> <li>Increase participation by young people in positive activities by 1%</li> <li>Support Banbury Town Council in preparing a football development plan for the town</li> <li>Provide 850 formal and informal recreation opportunities for young people</li> </ul>	<ul style="list-style-type: none"> <li>Support and improve 18 community recreation venues through grant aid funding</li> <li>Increase the numbers of new older people participating in group activities by 500</li> <li>Increase participation by young people in positive activities by 1% (baseline figure tbc)</li> <li>Develop and implement a new Older Persons strategy with particular regard to the impact of the ageing population within the district and supporting wellbeing as we age.</li> <li>Develop and deliver, with town/village centre</li> </ul>	<ul style="list-style-type: none"> <li>Support and improve 18 community recreation venues through grant aid funding</li> <li>Increase the numbers of new older people participating in group activities by 600</li> <li>Increase participation by young people in positive activities by 1% (baseline figure tbc)</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
	group activities by 10%			partnerships, programmes of events/activities in our urban centres	



# A Cleaner, Greener Cherwell

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
17. Keep streets and open spaces clean and free from litter, graffiti and abandoned vehicles and well maintained	<ul style="list-style-type: none"> <li>Achieve 70% resident satisfaction with street and environmental cleanliness as measured by the annual satisfaction survey</li> </ul>	<ul style="list-style-type: none"> <li><b>Ensure at least 90% of our streets and parks are clean at any one time</b></li> <li>Extend the cleaning times of all urban centres</li> </ul>	<ul style="list-style-type: none"> <li><b>Increase residents' satisfaction with street and environmental cleanliness from 66% to 70% by improving the removal of dog mess and abandoned vehicles</b></li> <li><b>Remove 90% of fly tipping within 48 hours of reporting</b></li> <li>Achieve 94% of land inspected at an acceptable litter standard</li> </ul>	<ul style="list-style-type: none"> <li>Achieve 68% resident satisfaction with street and environmental cleanliness</li> <li>Reduce the amount of fly tipping by 5% on 2009/10 levels</li> <li>Remove 92% of fly tipping within 48 hours</li> <li>Achieve 95% of land inspected at an acceptable detritus standard</li> </ul>	<ul style="list-style-type: none"> <li>Achieve 70% resident satisfaction with street and environmental cleanliness</li> <li>Reduce the amount of fly tipping by 10% on 2009/10 levels</li> <li>Achieve 96% of land inspected at an acceptable detritus standard</li> </ul>
18. Help you recycle so we can reduce the amount of landfill waste	<ul style="list-style-type: none"> <li>Recycle 55% of household waste</li> <li>Reduce the amount of waste sent to landfill by 5000 tons</li> </ul>	<ul style="list-style-type: none"> <li><b>Increase the household recycling rate to 49% by 31 March 2009</b></li> <li><b>Reduce the amount of waste sent to landfill by 1500 tonnes by 31 March 2009</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Increase the household recycling rate to 50% by 31 March 2010</b></li> <li>Reduce the amount of waste sent to landfill by 1000 tonnes by 31 March 2010</li> <li>Introduce a food waste recycling service</li> </ul>	<ul style="list-style-type: none"> <li>Increase the household recycling rate to 56% by 31 March 2011</li> <li>Reduce the amount of waste sent to landfill by 4000 tonnes by 31 March 2011</li> </ul>	<ul style="list-style-type: none"> <li>Increase the household recycling rate to 58% by 31 March 2011</li> <li>Reduce the amount of waste sent to landfill by 1000 tonnes by 31 March 2012</li> </ul>
19. Protect our environment, wildlife habitats and the country side, by working with others	<ul style="list-style-type: none"> <li>Achieve a measurable improvement to biodiversity</li> </ul>	<ul style="list-style-type: none"> <li>Undertake 10 county wildlife site surveys</li> </ul>	<ul style="list-style-type: none"> <li>Undertake 10 county wildlife site surveys</li> </ul>	<ul style="list-style-type: none"> <li>Produce a Biodiversity Statement and Delivery Plan and implement first year requirements</li> <li>Commission 6 farm advisory visits</li> </ul>	<ul style="list-style-type: none"> <li>Establish an accessible community woodland on the edge of Bicester</li> <li>Implement the Year 2 Biodiversity statement Delivery Plan actions</li> <li>Commission 6 farm advisory visits</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
20. Maximise energy efficiency and minimise carbon emissions in our own buildings, and developments	<ul style="list-style-type: none"> <li>Reduce the Council's carbon emissions by 22% - excluding sports centres</li> <li>Require developers to follow best practice in the design of low carbon and sustainable development</li> </ul>	<ul style="list-style-type: none"> <li><b>Reduce the Council's carbon dioxide emissions by 4% against the 2007/08 figure</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Reduce the Council's vehicle emissions by 10% against the 2007/08 figure</b></li> </ul>	<ul style="list-style-type: none"> <li>Reduce the Council's carbon emissions by a further 5% against the 2007/08 base position excluding sports centres</li> </ul>	<ul style="list-style-type: none"> <li>Reduce the Council's carbon emissions by a further 5% against the 2007/08 base position excluding sports centres</li> <li>Reduce carbon emissions in our recreation facilities by x% (target to be agreed using 2010 baseline)</li> </ul>
21. Keep you informed about climate change and what we can all do to help	<ul style="list-style-type: none"> <li>Inform all residents annually on actions individual households can take to reduce emissions</li> <li>Establish a local climate change partnership group and develop 10 joint initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Inform all residents on actions individual households can take to reduce carbon emissions (by a special issue of Cherwell Link)</li> </ul>	<ul style="list-style-type: none"> <li>Inform all businesses on the actions they can take to reduce carbon emissions</li> </ul>	<ul style="list-style-type: none"> <li>Inform all residents on the actions individual households can take to reduce carbon emissions</li> </ul>	<ul style="list-style-type: none"> <li>Inform all businesses on the actions they can take to reduce carbon emissions</li> </ul>
22. Significantly improve green spaces and public places so that you really notice the difference where you live and work	<ul style="list-style-type: none"> <li>Achieve 70% resident satisfaction with green spaces and public areas</li> </ul>	<ul style="list-style-type: none"> <li>Achieve at least 71% resident satisfaction with green spaces and public areas</li> </ul>	<ul style="list-style-type: none"> <li>Achieve at least 72% resident satisfaction with green spaces and public areas</li> </ul>	<ul style="list-style-type: none"> <li>Achieve at least 73% resident satisfaction with green spaces and public areas</li> <li>Negotiate significant green spaces in developments through S106</li> </ul>	<ul style="list-style-type: none"> <li>Achieve at least 74% resident satisfaction with green spaces and public areas</li> <li>Deliver a new piece of public art in the redeveloped Bicester Town Centre</li> </ul>

# An Accessible, Value for Money Council

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
23. Be easy to contact, approachable and responsive	<ul style="list-style-type: none"> <li>Publish our customer service standards and monitor our performance against national standards with the aim to be among the best</li> </ul>	<ul style="list-style-type: none"> <li>Introduce a single, centralised customer complaints process</li> <li><b>Ensure that at least 90% of our customers when asked are satisfied with our customer service when they contact the Council</b></li> <li>Increase Cherwell Link to four editions per year</li> </ul>	<ul style="list-style-type: none"> <li>Provide customers with a simple choice of numbers to access Council services</li> <li>Ensure that at least 90% of our customers when asked are satisfied with our customer service when they contact the Council</li> </ul>	<ul style="list-style-type: none"> <li>Seek accreditation for customer service under the customer service excellence award</li> <li>Support for parishes and community groups to have a website separate from ours but using our content management system</li> <li>Carry out website testing to make sure it is user friendly.</li> <li>Retain the Crystal Mark for our website.</li> </ul>	
24. Always treat everyone with dignity and respect and meet the specific needs of young people, older people, disabled people and ethnic minorities	<ul style="list-style-type: none"> <li>Secure and retain level 3 status of the national equality standard</li> </ul>	<ul style="list-style-type: none"> <li>Secure level 3 and work towards level 4 status of the national equality standard</li> </ul>	<ul style="list-style-type: none"> <li>Work towards the achieving excellent status in the Equality Standard for Local Government</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a peer review of our performance in terms of equality, with the aim of reaching the achieving status under the local government assessment framework</li> <li>Develop a 'hardest to reach' action plan, including outreach working to improve access and take up of our services.</li> </ul>	<ul style="list-style-type: none"> <li>Work towards achieving excellent status in the Equality Standard for Local Government</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
25. Put things right quickly if they go wrong	<ul style="list-style-type: none"> <li>Resolve 95% of complaints across all three stages of the complaints process within 14 days</li> </ul>	<ul style="list-style-type: none"> <li>Baseline our existing complaints resolution performance</li> </ul>	<ul style="list-style-type: none"> <li>90% complaints received are resolved within Stage One</li> <li>95% of all complaints that are escalated to stage 2 are resolved</li> <li>No complaints escalated from Stage Three to the Ombudsman</li> </ul>	<ul style="list-style-type: none"> <li>90% complaints received are resolved within Stage One</li> <li>95% of all complaints that are escalated to stage 2 are resolved</li> <li>No complaints escalated from Stage Three to the Ombudsman</li> </ul>	<ul style="list-style-type: none"> <li>90% complaints received are resolved within Stage One</li> <li>95% of all complaints that are escalated to stage 2 are resolved</li> <li>No complaints escalated from Stage Three to the Ombudsman</li> </ul>
26. Deliver value for money by achieving the optimum balance between cost, quality and customer satisfaction for all services	<ul style="list-style-type: none"> <li>Seek the views of our customers annually through our own customer satisfaction survey and public consultation on budget priorities</li> <li>Achieve the top rating for the Use of Resources assessment and recognition as a value for money council</li> <li>Meet government targets for efficiency improvements and maximise efficiency gains across the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Achieve a score of 3 against the Key Lines of Enquiry for value for money in the Use of Resources assessment</li> <li>Secure £210,000 in efficiency savings of which £160,000 are savings in the way the Council procures goods and services</li> <li>Deliver a balanced, revenue-based budget without calling on reserves</li> </ul>	<ul style="list-style-type: none"> <li>Retain an overall score of 3 in the Use of Resources Assessment and secure a score of 4 for at least 1 of the 3 Key Lines of Enquiry</li> <li>Secure £600,000 efficiency savings of which £200,000 are savings secured by the way the Council procures goods and services</li> <li><b>Make it easier for local businesses to trade with us</b></li> </ul>	<ul style="list-style-type: none"> <li>Maintain our score of 3 in the Use of Resources Assessment and improve our performance by achieving a score of 4 in at least one of the Key Lines of Enquiry.</li> <li>Secure £630,000 efficiency savings of which £200,000 are savings secured by the way the Council procures goods and services</li> </ul>	<ul style="list-style-type: none"> <li>Retain a score of 4 score in the Use of Resources assessment and a score of 4 for all the Key Lines of Enquiry</li> <li>Secure £645,000 efficiency savings of which £200,000 are savings secured by the way the Council procures goods and services</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
27. Reduce financial burden to local taxpayers	<ul style="list-style-type: none"> <li>Maintain council tax rises at or below the rate of inflation (subject to amount of Government grant received)</li> </ul>	<ul style="list-style-type: none"> <li><b>Keep our council tax rise for 2009/10 to below the rate of inflation</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Take the steps needed to reduce our costs by a further £1m by the beginning of 2010/11</b></li> </ul>	<ul style="list-style-type: none"> <li>Keep our council tax rise to below the rate of inflation <i>REWORD TO No increase in Council Tax for Cherwell District Council Services</i></li> <li>Additional financial target to be developed (Jan 2010 after draft 2 of the budget)</li> </ul>	<ul style="list-style-type: none"> <li>Keep our council tax rise to below the rate of inflation</li> </ul>
28. Explain how your council tax is spent and why	<ul style="list-style-type: none"> <li>Publish a comprehensive annual report</li> </ul>	<ul style="list-style-type: none"> <li>Produce a combined annual report of performance and finance</li> </ul>	<ul style="list-style-type: none"> <li>Produce a combined annual report of performance and finance</li> </ul>	<ul style="list-style-type: none"> <li>Bring forward the publication of our combined annual report of performance and finance for publication in June 2010</li> </ul>	<ul style="list-style-type: none"> <li>Produce a combined annual report of performance and finance</li> </ul>

Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
29. Work with others to provide you with local services and access to information about them	<ul style="list-style-type: none"> <li>• Adopt a customer access strategy setting out how services can be delivered to all sectors of the Cherwell population</li> <li>• Provide opportunities through our one stop shop to access services delivered by other providers</li> <li>• Provide direct access through our website to information about services provided by others</li> </ul>	<ul style="list-style-type: none"> <li>• Review the outcome of the One Stop Shop pilot at Bodicote House</li> <li>• Re-launch town centre offices in Banbury and Kidlington</li> <li>• <b>Provide rural customers with more ways to access our services, including 10 new access points in local communities</b></li> </ul>	<ul style="list-style-type: none"> <li>• Promote the web based Positive Activities Offer to young people</li> <li>• <b>Place 10 new 'Link Points' in our rural areas to provide residents and businesses with a greater choice of access to our services</b></li> <li>• Enable access to a limited number of services provided by our partners through Council access points</li> <li>• Promote local events through the North Oxfordshire.com website</li> </ul>	<ul style="list-style-type: none"> <li>• Expand access to services provided by our partners through Council access points</li> <li>• Improve access to our services by delivering a 'link points-on-legs' service that involves outreach workers attendance at least 10 community events to promote service accessibility.</li> <li>• Promote access to cultural and sporting facilities to children in the looked after sector with West Oxfordshire District Council and Oxfordshire County Council</li> </ul>	<ul style="list-style-type: none"> <li>• Re-launch the Bicester Town Centre Office</li> <li>• Expand access to services provided by our partners through Council access points</li> </ul>
30 Demonstrate that we can be trusted to act properly for you	<ul style="list-style-type: none"> <li>• Maintain transparent and public decision-making processes, web-casting meetings wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>• Review the 6 month Webcasting pilot extension</li> </ul>	<ul style="list-style-type: none"> <li>• Increase the number of public Council meetings which are webcast</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a procedure for members of the public to submit petitions to the council in both electronic and paper format.</li> <li>• Provide more information to local people about how to become a councillor.</li> </ul>	

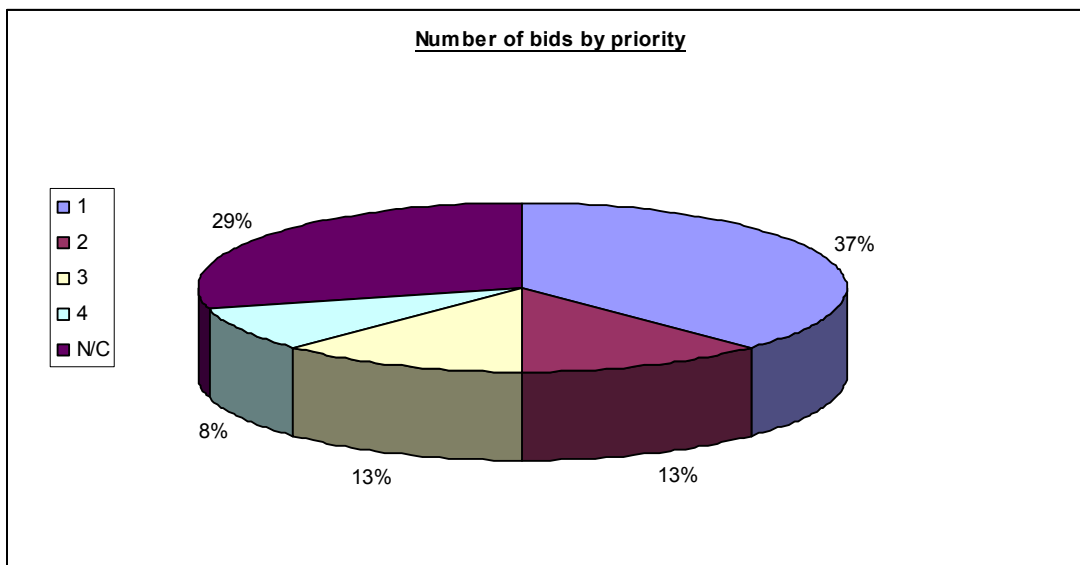
Corporate Plan Aim	5 Year Corporate Targets	2008/09 Corporate Targets	2009/10 Corporate Targets	2010/11 Corporate Targets	2011/12 Corporate Targets
<p>31. Improve the way we communicate with the public, partners and other stakeholders in order to explain what the Council is doing and why</p>	<ul style="list-style-type: none"> <li>Improve the percentage of customers who say they feel well-informed year on year</li> </ul>	<ul style="list-style-type: none"> <li><b>Ensure that 70% of our customers when asked feel well informed about the Council</b></li> </ul>	<ul style="list-style-type: none"> <li>Ensure that 72% of our customers when asked feel well informed about the Council</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that 66% of our customers when asked feel well informed about the Council</li> <li>Possible increase in the number of Cherwell Links produced</li> <li>Increase the readership of Cherwell Link</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that 69% of our customers when asked feel well informed about the Council</li> </ul>
<p>32. Listen to your views and comments, however you want to make them</p>	<ul style="list-style-type: none"> <li>Provide a choice of two-way communication channels: electronic, in person, in writing and over the telephone</li> </ul>	<ul style="list-style-type: none"> <li>Increase the proportion of customer interactions that are handled online to 14%</li> </ul>	<ul style="list-style-type: none"> <li>We will increase the percentage of transactions completed electronically to 50%</li> </ul>	<ul style="list-style-type: none"> <li>Ensure 100 of our services are available at time convenient to customers (online 24/7), with the ability to book and pay with no need to contact the council further.</li> <li>Extend opportunities for customers to feed back their experiences of our services.</li> <li>Ensure we use customer information to develop and improve our services.</li> <li>Make our annual satisfaction survey available to all residents by developing an online version.</li> </ul>	

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**Draft Capital Programme 2010/11**

1.1 A total of 52 bids were received and were reported in the draft 1 report. In line with the Executive recommendation and that of the Resources Performance and Scrutiny Board the programme has been reviewed. This has resulted in 28 bids being removed. A total of 24 bids remain for further review. They are analysed according to consultation priority below:



1.2 The draft capital proposals to date for 2010/11 are shown in Appendix 2a. These bids total £16,625,984. Each scheme is supported by an appraisal and these have been scored according to priority by the Capital Investment Delivery Group.

**CAPITAL PROGRAMME AND FINANCING STATEMENT - SUMMARY**

	Scheme Cost £	2010/11 Profile £
Proposed Capital Schemes for consideration in 2010/11 Budget	6,625,984	3,347,800
Bicester Town Centre Project	10,000,000	5,000,000
Detailed in Appendix 2a	<b><u>16,625,984</u></b>	<b><u>8,347,800</u></b>
<b>Proposed Financing:</b>		
Capital Receipts	<b>10,218,984</b>	<b>5,940,800</b>
Government Grants	<b>1,875,000</b>	<b>375,000</b>
Direct Revenue Financing/Use of Reserves	<b>4,532,000</b>	<b>2,032,000</b>
	<b><u>18,711,984</u></b>	<b><u>11,563,800</u></b>

1.3 The bids have been reviewed by CMT and will be reviewed again by the Capital Investment Delivery Group in January 2010 in order to propose a capital programme for 2010/11. The movements from draft 1 are as follows:

Capital Scheme	CAPITAL	
	2010/11	Scheme Total
Draft 1	11,667,750	19,732,934
Draft 2	8,347,800	16,625,984
<b>Reduction from Draft 1</b>	<b>3,319,950</b>	<b>3,106,950</b>

- 1.4 The total draft programme for 2010/11 including supplementary estimates currently equates to £11,499,800 the number of capital supplementary budgets has been increasing over the last 12 months and the final capital programme will need to consider the amount if any of these budgets that can be accommodated in 2010/11.

#### Financing Requirement 2010/11

Supplementary Estimates - Dec Exec	2009/10	2010/11	2011/12
Cultural Qtr	60,000		
ICT	150,000		
Old Bodicote House - serviced accommodation		826,000	
Old Bodicote House - car park	52,943		
New Bodicote House		45,000	
Claypits	187,250		
<b>Supplementary Estimate Impact</b>	<b>450,193</b>	<b>871,000</b>	<b>0</b>
<b>New Bids</b>		<b>8,347,800</b>	<b>16,625,984</b>
<b>Revised Total Capital Programme 2010/11</b>		<b>9,218,800</b>	<b>16,625,984</b>
Slippage from 09/10 - Nov Exec		2,281,000	-
<b>Total Capital Programme Draft 2</b>		<b>11,499,800</b>	<b>16,625,984</b>

- 1.5 The Capital programme review is still ongoing and therefore a revision to the Capital programme will be included for consideration February 2010 budget reports after further reviews by Resources Performance and Scrutiny Board, Capital Investment Delivery Group and Corporate Management Team.

#### Further Document Information

Appendix No	Title
Appendix 2a	New Capital Bid Proposals

**CAPITAL BIDS BY SCORE 2010/11 (Amended as at 15th December 2009)**

Appendix 2a

Bid No.	Capital Scheme	Bid Score	CAPITAL	
			2010/11	Scheme Total
2	Encrypted USB keys	48	17,400	17,400
11	Gov Connect 4.1	48	25,000	25,000
12	APACS module for PARIS	48	20,000	20,000
30	Mandatory Disabled Facilities Grants (DFG's)	48	575,000	575,000
54	Asset Register	48	15,000	15,000
55	Microsoft Licensing Agreement	48	0	220,184
18	In Cab Technology	35	38,000	38,000
32	Banbury Foyer & Banbury Youth Hub	33	169,000	169,000
45	Bicester Town Centre Redevelopment	33	5,000,000	10,000,000
36	Purchase of temporary accommodation Bryan House Bicester & Edward Street Banbury	31	660,000	660,000
5	PC Replacement - Extended Use of Thin Clients	30	150,000	150,000
34	Funding for Mollington & Hornton Rural Exception Sites	30	120,000	120,000
24	Vehicle Replacement Plan	28	421,000	2,344,000
28	Discretionary Housing Grants	28	325,000	325,000
27	Fleet Management System	27	28,000	28,000
51	Car Park Refurbishments	26	25,000	30,000
33	Units 1-7 Thorpe Way Repairs	25	15,000	15,000
25	Willy Freund Youth and Community Centre Phase Two Works	24	34,400	34,400
41	Bicester Town Centre Redevelopment - Consultancy	21	40,000	40,000
38	Highfield Depot Repairs	19	15,000	15,000
43	Bicester Pedestrianastion	19	225,000	225,000
44	South West Bicester Sports Village	18	200,000	1,330,000
39	Fees for Future Regeneration Schemes	17	50,000	50,000
52	Athletics Track Refurbishment - North Oxfordshire Academy	11	30,000	30,000
			<b>8,197,800</b>	<b>16,475,984</b>
New ICT bids Fund			150,000	150,000
<b>Revised Total Capital Programme - New Bids</b>			<b>8,347,800</b>	<b>16,625,984</b>

<b>Bids Removed</b>				
15	Wheeled Bin Replacement	31	0	900,000
53	Dryside Refurbishment - Woodgreen Leisure Centre	26	264,000	264,000
19	On Street Recycling Bins	25	18,000	35,000
13	Community Centre Refurbishment Funding	22	20,000	20,000
49	Community Hall Rec / Sports Grant Scheme	22	95,000	95,000
6	Remote Site Connectivity Solution	21	15,000	15,000
9	Windows 7	21	50,000	50,000
14	Community Centre Refurbishment Funding - Grimsbury Drainage	19	60,000	60,000
17	Improvements to Off Road Parking Areas in Retained Areas	19	60,000	60,000
29	Historic Building & Conservation Area Improvement Grants	19	100,000	100,000
37	Kidlington Pedestrianisation	19	25,000	25,000
44	South West Bicester Sports Village	18	1,130,000	1,130,000
23	Vehicles parks Upgrades to enforcement technology	17	30,000	30,000
42	Football Development Plan in Banbury	16	70,000	70,000
16	Access Project - Circular Walks	15	25,000	25,000
21	District Wide Street Scene Improvements	15	25,000	25,000
46	Disc Staging Area	15	20,000	20,000
1	Corporate Scanning	14	32,000	32,000
3	Local Land & Property Gazetteer Integration through GMS	14	12,000	12,000
4	Lagan Mobile Working Virtual Office Solution	14	25,000	25,000
47	Virtual Gov Assistant	13	13,950	13,950
50	Uniform Mobile Working Solution	13	15,000	15,000
22	Additional Taxi Rank Spaces	12	11,000	11,000
40	Additional Pedestrianisation Signage for Banbury & Bicester	11	12,000	12,000
48	Gov Metric	10	20,000	20,000
<b>Bids Removed</b>			<b>2,147,950</b>	<b>3,064,950</b>

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## 2010/11 Budget Recommendations and Conclusions

### Recommendations

The Resources and Performance Scrutiny Board, having undertaken a review of the Council's prioritisation matrix, revenue expenditure by service and reviewed the capital bids received as part of the 2010/11 process, recommends that the Executive considers the following recommendations:

### Non Consulted and Miscellaneous Services

1. That individual contingency costs for "key man cover" from all service areas should be transferred to a central risk provision. This would result in a cost reduction of £7K in 2010/11 (based on draft 1 of 2010/11 budget).
2. That as a result of the analysis of the shredding costs (£16K 2008/09) it was established that the capital bid for the provision of an in-house shredding facility was no longer viable and also a new contract was being explored for the provision of shredding services. This supplier is with a local organisation which employs people with learning disabilities and should lead to a £7K saving if awarded.
3. That all advertising/communications/publications activity and expenditure should be centralised under the Communications Service cost centre.
4. That the £16K savings delivered through the revised Cherwell Link distribution contract should be 'banked' or earmarked for special issues or allocated to cover an increase in the number of annual issues.
5. That the budget for purchase of IT equipment and materials should be centralised within the ICT cost centre and efficiencies sought.
6. That in order to deliver some cost savings the Democratic Services team should seek the views of members as to whether they wanted or needed a Year Book, and in what format (£787 2009/10).
7. That the Resources and Performance Scrutiny Board should monitor and review the impact of the Distribution, Print and Post cost savings proposals during 2010/11, and if they do not deliver the required levels of savings to conduct a more detailed scrutiny as part of the 2011/12 budget to identify further saving options (based on nice/necessary/statutory analysis).
8. That the costs of the Members Photo should be borne by the Members themselves (£277 2009/10).
9. That the potential for savings on Christmas Lights (£66K 2009/10) should be considered as part of the 2011/2012 budget process. The process should include early consultation (in Q1 2010) with Banbury Town Council, Bicester

Town Council and Kidlington Parish Council.

10. That the Resources & Performance Scrutiny Board should conduct a scrutiny/VFM review into all support service costs in the early part of 2010/11 to feed into the 2011/12 budget.

### **Capital Programme**

11. That a further review of capital bids, financing, impact on cashflow and investment income will need to be considered before schemes are recommended for inclusion in the 2010/11 budget.
12. That the capital programme for 2010/11 should include an ICT Capital Reserve to cover investment in those lesser value, lower rated capital bids. This should include all ICT bids scoring 21 or less and that the value of the ICT Capital Reserve should be set at £150K. The creation of this ICT Capital Reserve should be conditional on the fact that the expenditure against it would be subject to rigorous controls and monitoring by the Capital Review Group and the Finance Scrutiny Working Group.
13. That the £575,000 capital bid for the Mandatory Disabled Facilities Grants should be recommended for approval subject to recommendation 11 above.
14. That the Council should support the work of Housing Services, in collaboration with Registered Social Landlords, to introduce alternative strategies and creative solutions to meet the needs of the disabled and elderly tenants. The general issue of Mandatory Disabled Facilities Grants should be addressed by Overview and Scrutiny during 2010/11.

## Conclusions

Issue / Service Area	Conclusion
Non Consulted Services	
Community Planning	The Working Group concluded that there was little scope to identify further budget savings in this service area until/unless there was no longer a requirement for significant planning and consultation activity.
Chief Executive Office	The Working Group concluded that there was little scope to identify further budget savings in this service area.
Member Services	The Working Group concluded that there was little scope to identify further budget savings in this service area over and above those items singled out in the draft recommendations.
Democratic Services	The Working Group concluded that there was little scope to identify further budget savings in this service area over and above those items singled out in the draft recommendations.
Miscellaneous Services	
Anti Social Behaviour	The Working Group was satisfied with the information provided on the anti social behaviour service budget.
Licensing	The Working Group concluded that there was little scope to identify further budget savings in this service area due to constraints on income and expenditure and the requirement for the service to breakeven.
Museum and Tourist Information Centre	The Working Group concluded that in light of the 2009/2010 budget cuts there was little scope to identify further budget savings in this service area.
Tourism	The Working Group was satisfied with the information provided on the tourism service budget.
Arts	The Working Group was satisfied with the information provided on the arts service budget.
Landscaping	The Working Group was satisfied with the information provided on the landscape service budget.

Energy Costs and Consumptions	The Working Group was satisfied with the information provided on energy costs and consumption.
Capital Programme	
Planning Capital Bids	The Working Group was satisfied with the information presented.
Economic Development	The Working Group was satisfied with the information presented.
Finance Capital Bids	The Working Group was advised that this bid was linked to a mandatory requirement for all Local Authorities to change their financial reporting arrangements and adopt the International Financial Reporting System (IFRS). The Working Group was satisfied with the information presented.
Housing Capital Bids	<p>The Working Group noted the information and agreed that the following bids should go forward without amendment:</p> <ul style="list-style-type: none"><li>• Bid 28: Discretionary Housing Grants</li><li>• Bid 32: Banbury Foyer and Banbury Youth Hub</li><li>• Bid 34: Funding for Mollington and Hornton Rural Exception Sites</li><li>• Bid 36: Purchase of Temporary Accommodation Bryan House, Bicester and Edward Street, Banbury</li></ul> <p>The following bids were the subject of recommendations (11, 13, 14):</p> <ul style="list-style-type: none"><li>• Bid 30: Mandatory Disabled Facilities Grants (DFG's)</li><li>• Bid 31: Equity Loans Scheme</li><li>• Bid 35: Acquisitions of properties in rural areas</li></ul>
Customer Service and ICT New Capital Bids	The Working Group noted the information and agreed that those bids with an individual score of more than 21 points should go forward to the Executive for consideration. Those bids with a score of 21 points or less were the subject of a separate recommendation (12).

**Scrutiny Officer**

**2 December 2009**



# Appendix 4

## COUNCIL TAX BASE FOR 2010/11

11 January 2010

### Report of Head of Finance

#### PURPOSE OF REPORT

To consider the calculation of the council tax base for 2009/10

This report is public

#### Recommendations

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The Executive is recommended:

- (1) To approve the report of the Head of Finance, made pursuant to the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, and the calculations referred to therein for the purposes of the Regulations;
- (2) To resolve that, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2010/2011 shall be 50,113; and
- (3) To resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of Appendix 4b.
- (4) To resolve to continue with the discretionary awards that it resolved to give on December 1 2008 and detailed in Appendix 4c.

#### Executive Summary

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##### Introduction

- 1.1 The Council is required to calculate its tax base for each financial year in advance of the start of the year and notify its major precepting authorities and local precepting authorities accordingly.
- 1.2 The background information forming part of this report provides all the necessary calculations together with an explanation of how each has

been arrived at.

- 1.3 There are various powers contained within the Council Tax, Housing Benefit and Business Rates legislation, all of which are reviewed annually.
- 1.4 Any resolution to amend a discretionary power relating to Council Tax must be made before the Council Tax for the next financial year is set. Similarly, with Business rates, it is important to establish the criteria that will apply for all classes of discretionary relief prior to the annual billing process.

### **Proposals**

- 1.5 To consider the calculation of the council tax base for 2010/2011 as set out in the background information and decide whether to vary the estimated figures of adjustments for changes in property information during the year, e.g. new properties or discount changes, as well as the collection rate used in the attached Appendix 4a to this report.
- 1.6 It is proposed that no variations are made to either the estimated adjustments or the collection rate used in Appendix 4a. The estimated adjustments have been made to take into account the potential slow down in the building of new properties resulting from the change in the economic climate and the collection rate remains unchanged from 2009/10 to reflect the possible fall off in collection that may occur if the recession has a serious effect on jobs in the district.
- 1.7 There are no proposals to amend any of the discretionary powers in relation to the council tax, business rates or housing and council tax benefit from those agreed by the Executive in December 2008. These can be seen in Appendix 4c.

### **Conclusion**

- 1.8 The attached background information and Appendices provide the most up to date view of the tax base and the adjustments that have been made to allow for changes during 2010/2011 are based on the current understanding of the effects the recession is likely to have on properties. On this basis the Executive is invited to approve the recommendations set out at the beginning of this report.

## Background Information

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### COUNCIL TAX BASE CALCULATIONS FOR 2010/11

#### **Valuation Banding and Notification to Preceptors**

- 2.1 The billing authority is obliged to notify major precepting authorities of the tax base set, by 31 January 2010. In practice, it is important that they, and the local precepting authorities, are given more time to determine their precepts, in order that they are able to levy them on this Council in time for the council tax level to be considered at the Executive meeting to be held on 1 February and for the Council to set the council tax at its meeting on 22 February 2010.
- 2.2 To give all precepting authorities (including parish and town councils) sufficient time to determine their precepts it would seem appropriate to notify all precepting authorities of their proposed taxbases following this meeting of the Executive.

#### **The Requirements of the Tax Base Calculation**

- 2.3 The Local Authorities (Calculation of Tax Base) Regulations 1992 (S.I. No 612 of 1992) as amended by S.I. 1742 and S.I. 2943 (both of 1992), S.I. 3123 and 3437 (both of 1999) and S.I. 3012 of 2003 set out the necessary calculations and it is a clear intention that the Council should be seen to perform a series of calculations, which follow.
- 2.4 The first step is to establish the relevant amount (band D equivalents) for 2010/11. Regulation 5AA provides the following formula:

**the relevant amount for a valuation band = (H-Q + J) x F/G**

Where -

H is the number of chargeable dwellings

Q is a factor to take account of the various discounts

J is an amount of adjustments for changes in property information during the year e.g. new properties or discount changes

F is the proportion relevant to the band e.g. 6 for band A

G is the number relevant to band D i.e. 9

- 2.5 Appendix 1 to this report shows a summary of the information resulting in the following totals:

58,499 properties on the list

50,911.9 band D equivalents (the relevant amount)

- 2.6 Appendix 2 to this report provides the calculation of the tax base for each town and parish

- 2.7 Regulation 3 of The Local Authorities (Calculation of Council Tax Base) Regulations 1992 provides for each billing authority to determine a collection rate. It requires the authority to estimate the amounts, which

are likely to be paid, expressed as a proportion of its estimate of what should be paid. It is estimated that in accordance with the calculations under regulation 3, the Collection Rate for this authority should be 98%.

- 2.8 Because there is a need to calculate the tax base at individual town and parish level the Collection Rate has been applied to the net band D equivalents in Appendix 4b and the MOD property added back to arrive at a tax base of 50,113 compared to 49,923 in the current financial year

### **Calculation of the Tax Base for a Part of the Area**

- 2.9 Regulation 6 requires that the tax base be determined for each local precepting area. Appendix 4b provides this for the 78 distinct parts of the District's area.
- 2.10 Column 1 shows the band D equivalents of properties in each part net of exemptions, disabled relief and discounts. The Local Authorities (Calculation of Council Tax Base)(Amendment)(England) Regulations 1999 (Statutory Instrument No 3123 of 1999) provide for disabled relief to be allowed on properties in band A. Instead of being charged at 6/9 of band D they are charged at 5/9 of band D
- 2.11 Column 2 adds in MOD property to arrive at the 'relevant amount', which totals to 50,910.0 in column 3
- 2.12 Columns 4 to 7 deal with any adjustments expected during the year. It is almost impossible to predict changes to discounts and reductions in property numbers but an estimate has been included of additional properties. The figures in column 4 have been taken from Inspectors' records and have been converted to an estimated band D equivalent. In all cases properties have been assumed to be billed for a half year only. Columns 4 and 6 also take into account the movement of any properties (at band D equivalent) between parishes and any properties to be demolished
- 2.13 Column 8 provides a sub-total
- 2.14 Column 9 takes the MOD property back out again to give the net figure again in column 10
- 2.15 Column 11 applies the Collection Rate. This has been maintained at 98%, the same figure used for the current year. This is considered reasonable given the 98.5% collection rate achieved in 2007/08, whilst also allowing for any shortfall that may arise if the recession results in local residents finding it difficult to meet all their financial commitments and falling into arrears with their council tax payments
- 2.16 Column 12 adds back the MOD property and column 13 shows the tax base for billing purposes for 2010/2011
- 2.17 Column 14 shows the tax base for 2009/2010 for comparison purposes

## **Key Issues for Consideration/Reasons for Decision and Options**

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- 3.1 The Collection Rate to be used in the tax base calculation is a best estimate of the percentage of the total amount due for 2010/2011 that will be collected. It is based on the level of in-year collection achieved in previous years. Over recent years the in-year collection rate has increased each year, from 95.75% in 2000/01 to 98.5% last year. The Collection Rate was last increased, from 97 to 98%, in the tax base calculation for 2007/08. Actual in-year collection for 2007/08 was 98.5%, it has taken 2 financial years to move from 98% to 98.5% and every increase of just 0.1% is becoming harder to achieve.
- 3.2 The issues that affect the collection rate estimate centre around the ability to pay. With a recession beginning there will be a number of local residents whose ability to pay their council tax will be affected over the next year and these residents may not qualify for help through council tax benefits, in which case they may find it difficult to maintain their outgoings.
- 3.3 Given the unknown factors that will arise from the current economic situation in the next year it is to be recommended that the collection rate used in the tax base calculation remain at 98%.
- 3.4 The estimate of adjustments applied to take account of new properties likely to become available during the next year could also be varied. The adjustments made, on the basis of the information obtained by the council tax inspector, take into account known planning applications and the progress that is to be made on them during the remainder of this year and next.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- |                   |  |
|-------------------|--|
| <b>Option One</b> | The majority of figures used in the calculation are obtained from the billing system for council tax and as such are a matter of fact. The Executive could vary the estimated figures of adjustments for changes in property information during the year e.g. new properties or discount changes as well as the collection rate used in this report. |
| <b>Option Two</b> | The Council may vary the discounts for second homes and long-term empty dwellings this report proposes that the rates for 2010/11 continue unchanged from those approved for 2009/10 as approved by the Executive at its meeting on 1 December 2009  |

## **Consultations**

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None

## **Implications**

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- Financial:** The tax base determines the potential income from each £1 of council tax set. If the tax base, as calculated in column 13 of Appendix 4b, were to be set, it would result in £50,113 being raised per £1 of council tax set (for budget purposes).  
(Section 106 of the Local Government Finance Act 1992 applies to decisions taken on matters contained in this report and any Member affected by it is obliged to disclose the fact and refrain from voting.)  
Comments checked by Denise Westlake, CSR Service Accountant, 01295 221982
- Legal:** The calculations required to be undertaken by the Council in order to arrive at its council tax base are set out in the legislation referred to in paragraphs 2 and 3.1 of this report. Failure to set a council tax base for 2010/11 would result in the Council being unable to set its council tax for 2010/11  
Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686
- Risk Management:** The adjustments made, in columns 4 and 6 of Appendix 4b, to the data supplied by the council tax system, to allow for new and demolished properties occurring in 2010/11, is an estimate based on existing planning permissions. There is a risk that new properties will not be built or may not sell and become occupied as soon as the builders expect, this estimate is therefore reduced by 50% to allow for possible delays in these new properties being built and occupied in 2010/11  
Comments checked by Karen Muir, Corporate System Accountant 01295 221559

## **Wards Affected**

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All

## **Corporate Plan Themes**

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**An Accessible, Value for Money Council**

## Executive Portfolio

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**Councillor James Macnamara**  
**Portfolio Holder for Resources and Organisational Development**

## Document Information

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<b>Appendix No</b>	<b>Title</b>
Appendix 4a&b	Council Taxbase Calculations
Appendix 4c	Discretionary Powers
<b>Background Papers</b>	
Reports RRV708 and RKC 023D from the Northgate Revenues computer system	
<b>Report Author</b>	Karen Curtin, Head of Finance
<b>Contact Information</b>	01295 221551 Karen.Curtin@Cherwell-dc.gov.uk

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2010/11 COUNCIL TAX BASE CALCULATIONS										Appendix 4a - 4a
<i>PART 1 - FOR THE DISTRICT AS A WHOLE</i>										
		<u>Band A</u>	<u>Band B</u>	<u>Band C</u>	<u>Band D</u>	<u>Band E</u>	<u>Band F</u>	<u>Band G</u>	<u>Band H</u>	<u>Total</u>
Properties on the list *		5,118	14,616	16,010	10,066	7,031	3,168	2,269	221	58,499
<u>LESS</u>										
Exemptions		-335	-611	-363	-409	-132	-71	-46	-4	-1,971
Sub Total	0	4,783	14,005	15,647	9,657	6,899	3,097	2,223	217	56,528
<u>ADJUSTMENTS</u>										
Less Disabled Relief		-11	-51	-80	-55	-38	-19	-11	-12	-277
Add Disabled Relief	11	51	80	55	38	19	11	12		277
Sub Total	11	4,823	14,034	15,622	9,640	6,880	3,089	2,224	205	56,528
Discounts (25%)	-6	-2,701	-5,605	-4,633	-2,314	-1,180	-450	-242	-13	-17,144
Discounts (50%)		-64	-90	-64	-43	-33	-10	-32	-11	-347
2nd Home Discounts (10%)		-12	-38	-39	-55	-37	-37	-48	-13	-279
No of properties without discount	5	2,046	8,301	10,886	7,228	5,630	2,592	1,902	168	38,758
Total equivalent value after discounts	9.50	4,114.60	12,584.00	14,427.90	9,034.50	6,564.80	2,967.80	2,142.70	195.00	52,040.60
BAND D EQUIVALENT	5.3	2,743.1	9,787.6	12,824.8	9,034.5	8,023.6	4,286.8	3,571.2	390.0	50,666.8
MOD Property		0	222	39	36	0	0	1	0	298
Add MOD Property at band D	0.0	0.0	172.7	34.7	36.0	0.0	0.0	1.7	0.0	245.1
<b>TAX BASE AS AT 1 DECEMBER 2009, adjusted for all discounts</b>										<b>50,911.9</b>
* This represents properties on the valuation list net of demolished properties and known adjustments required.										
Proportion	5	6	7	8	9	11	13	15	18	
<u>Analysis of Discounts</u>										
Single Person Discounts (25%)	-6	-2,670	-5,494	-4,519	-2,246	-1,128	-430	-231	-13	-16,737
Disregard Discount (25%)		-31	-111	-114	-68	-52	-20	-11	0	-407
2nd Home Discounts (50%)		-8	-14	-4	-5	-6	-4		-1	-42
Disregard Discount (50%)		-12	-25	-10	-8	-8	-3	-21	-10	-97
Empty Property Discounts (50%)		-44	-51	-50	-30	-19	-3	-11	0	-208
2nd Home Discounts (10%)		-12	-38	-39	-55	-37	-37	-48	-13	-279
Value of above discounts	-4.5	-2,068.6	-4,283.0	-3,541.9	-1,806.5	-934.8	-375.8	-240.7	-27.0	-13,282.6

**ESTIMATE ONLY****ADJUSTMENTS**

		2010/11 Appendix 4b COUNCIL TAX BASE CALCULATIONS					
	column 1	column 2	column 3	column 4	column 5	column 6	column 7
Parish/Town	Band D Equivalents	MOD in Band D Equivalents	Band D Equivalent Sub Total	Full Year Equivalent Of Additional Properties	Reduction In Discounts	Full Year Equivalent Of Reduction In Properties	Increase In Discounts
Adderbury	1171.9		1171.9	16.9			
Ambrosden	358.7	236.6	595.3	0.9			
Ardley	265.2		265.2				
Arncott	277.0	1.8	278.8	10.9			
Banbury	14743.6		14743.6	54.3			
Barford	271.7		271.7	0.4			
Begbroke	363.1		363.1	5.8			
Bicester	10460.1		10460.1	-2.9			
Blackthorn	146.0		146.0	1.2			
Bletchingham	342.4		342.4	5.9			
Bloxham	1326.9		1326.9	29.4			
Bodicote	853.1		853.1	2.5			
Bourton	290.7		290.7	8.6			
Broughton	131.9		131.9				
Bucknell	111.8		111.8				
Caversfield	418.8	1.7	420.5				
Charlton on Otmoor	201.5		201.5	0.8			
Chesterton	352.3		352.3				
Claydon	140.5		140.5				
Cottisford	74.7		74.7				
Cropredy	313.5		313.5				
Deddington	932.4		932.4	2.6			
Drayton	93.9		93.9	1.6			
Duns Tew	221.9		221.9				
Epwell	141.2		141.2	0.9			
Fencot and Murcott	127.5		127.5				
Finmere	216.7		216.7				
Fringford	269.0		269.0	0.5			
Fritwell	288.2		288.2				
Godington	20.2		20.2				
Gosford and Water Eaton	538.3		538.3	7.3			
Hampton Gay and Poyle	74.3		74.3				
Hanwell	131.9		131.9				
Hardwick with Tusmore	36.2		36.2				
Hethe	119.4		119.4				
Hook Norton	941.2		941.2	1.6			
Horley	164.9		164.9	0.2			
Horton	161.9		161.9				
Horton cum Studley	250.6		250.6				
Islip	323.7		323.7				
Kidlington	5025.8		5025.8	10.2			
Kirtlington	441.8		441.8	6.1			
Launton	502.2		502.2				
Lower Heyford	225.5		225.5	0.6			
Merton	137.9	5.0	142.9				
Middle Aston	65.1		65.1				
Middleton Stoney	155.4		155.4	0.9			
Milcombe	222.8		222.8	1.2			
Milton	122.3		122.3	0.5			
Mixbury	116.6		116.6				
Mollington	221.6		221.6	0.9			
Newton Purcell	45.5		45.5				

**ESTIMATE ONLY**

ADJUSTMENTS	2010/11 Appendix 4b COUNCIL TAX BASE CALCULATIONS						
	column 1	column 2	column 3	column 4	column 5	column 6	column 7
Parish/Town	Band D Equivalents	MOD in Band D Equivalents	Band D Equivalent Sub Total	Full Year Equivalent Of Additional Properties	Reduction In Discounts	Full Year Equivalent Of Reduction In Properties	Increase In Discounts
Noke	79.4		79.4				
North Aston	96.3		96.3				
North Newington	153.2		153.2	1.3			
Oddington	61.5		61.5				
Piddington	183.9		183.9				
Prescote	6.5		6.5				
Shenington	206.6		206.6				
Shipton on Cherwell	150.5		150.5				
Shutford	212.8		212.8				
Sibford Ferris	196.6		196.6	0.4			
Sibford Gower	250.8		250.8	0.5			
Somerton	139.3		139.3				
Souldern	193.4		193.4	5.9			
South Newington	159.1		159.1				
Steeple Aston	430.3		430.3				
Stoke Lyne	104.7		104.7				
Stratton Audley	205.9		205.9	1.5			
Swalcliffe	109.1		109.1				
Tadmarton	264.4		264.4				
Upper Heyford	392.5		392.5	0.7			
Wardington	246.3		246.3	0.4			
Wendlebury	193.9		193.9				
Weston on the Green	244.9		244.9				
Wiggington	108.6		108.6	0.9			
Wroxton	289.5		289.5				
Yarnton	1033.6		1033.6	29.5			
	50664.9	245.1	50910.0	210.9			

## BILLING TAX BASE

2010/11  
COUNCIL TAX BASE CALCULATIONS

Appendix 4b

	column 8	column 9	column 10	column 11	column 12	column 13	column 14	
Parish/Town	Adjusted Band D Equivalents	MOD in Band D Equivalents	Net Band D Equivalents	98% Tax Base	MoD Class O Properties	Tax Base For 2010/11	Tax Base For 2009/10	
Adderbury	1188.8		1189	1165		1,165	1,160	0.43%
Ambrosden	596.2	-237	359	352	237	589	587	0.34%
Ardley	265.2		265	260		260	262	-0.76%
Arncott	289.7	-2	288	282	2	284	269	5.58%
Banbury	14797.9		14798	14502		14,502	14,475	0.19%
Barford	272.1		272	267		267	263	1.52%
Begbroke	368.9		369	362		362	349	3.72%
Bicester	10457.2		10457	10248		10,248	10,275	-0.26%
Blackthorn	147.2		147	144		144	146	-1.37%
Bletchington	348.3		348	341		341	336	1.49%
Bloxham	1356.3		1356	1329		1,329	1,301	2.15%
Bodicote	855.6		856	839		839	835	0.48%
Bourton	299.3		299	293		293	283	3.53%
Broughton	131.9		132	129		129	128	0.78%
Bucknell	111.8		112	110		110	110	
Caversfield	420.5	-2	419	411	2	413	405	1.98%
Charlton on Otmoor	202.3		202	198		198	198	
Chesterton	352.3		352	345		345	338	2.07%
Claydon	140.5		141	138		138	137	0.73%
Cottisford	74.7		75	74		74	74	
Cropredy	313.5		314	308		308	302	1.99%
Deddington	935.0		935	916		916	914	0.22%
Drayton	95.5		96	94		94	90	4.44%
Duns Tew	221.9		222	218		218	222	-1.80%
Epwell	142.1		142	139		139	135	2.96%
Fencot and Murcott	127.5		128	125		125	124	0.81%
Finmere	216.7		217	213		213	213	
Fringford	269.5		270	265		265	266	-0.38%
Fritwell	288.2		288	282		282	278	1.44%
Godington	20.2		20	20		20	20	
Gosford and Water Eaton	545.6		546	535		535	515	3.88%
Hampton Gay and Poyle	74.3		74	73		73	74	-1.35%
Hanwell	131.9		132	129		129	128	0.78%
Hardwick with Tusmore	36.2		36	35		35	37	-5.41%
Hethe	119.4		119	117		117	118	-0.85%
Hook Norton	942.8		943	924		924	922	0.22%
Horley	165.1		165	162		162	162	
Hornton	161.9		162	159		159	158	0.63%
Horton cum Studley	250.6		251	246		246	242	1.65%
Islip	323.7		324	318		318	318	
Kidlington	5036.0		5036	4935		4,935	4,949	-0.28%
Kirtlington	447.9		448	439		439	429	2.33%
Launton	502.2		502	492		492	494	-0.40%
Lower Heyford	226.1		226	221		221	221	
Merton	142.9	-5	138	135	5	140	142	-1.41%
Middle Aston	65.1		65	64		64	64	
Middleton Stoney	156.3		156	153		153	149	2.68%
Milcombe	224.0		224	220		220	217	1.38%
Milton	122.8		123	121		121	122	-0.82%
Mixbury	116.6		117	115		115	112	2.68%
Mollington	222.5		223	219		219	216	1.39%
Newton Purcell	45.5		46	45		45	41	9.76%

BILLING TAX BASE

2010/11 Appendix 4b COUNCIL TAX BASE CALCULATIONS								
	column 8	column 9	column 10	column 11	column 12	column 13	column 14	
Parish/Town	Adjusted Band D Equivalents	MOD in Band D Equivalents	Net Band D Equivalents	98% Tax Base	MoD Class O Properties	Tax Base For 2010/11	Tax Base For 2009/10	
Noke	79.4		79	77		77	74	4.05%
North Aston	96.3		96	94		94	94	
North Newington	154.5		155	152		152	149	2.01%
Oddington	61.5		62	61		61	62	-1.61%
Piddington	183.9		184	180		180	177	1.69%
Prescote	6.5		7	7		7	6	16.67%
Shenington	206.6		207	203		203	202	0.50%
Shipton on Cherwell	150.5		151	148		148	151	-1.99%
Shufford	212.8		213	209		209	211	-0.95%
Sibford Ferris	197.0		197	193		193	195	-1.03%
Sibford Gower	251.3		251	246		246	248	-0.81%
Somerton	139.3		139	136		136	136	
Souldern	199.3		199	195		195	195	
South Newington	159.1		159	156		156	156	
Steeple Aston	430.3		430	421		421	417	0.96%
Stoke Lyne	104.7		105	103		103	103	
Stratton Audley	207.4		207	203		203	199	2.01%
Swalcliffe	109.1		109	107		107	107	
Tadmarton	264.4		264	259		259	259	
Upper Heyford	393.2		393	385		385	376	2.39%
Wardington	246.7		247	242		242	240	0.83%
Wendlebury	193.9		194	190		190	195	-2.56%
Weston on the Green	244.9		245	240		240	240	
Wiggington	109.5		110	108		108	105	2.86%
Wroxton	289.5		290	284		284	285	-0.35%
Yarnton	1063.1		1063	1042		1,042	1,016	2.56%
	51120.9	-246.0	50,880	49,867	246	50,113	49,923	

50,113

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## Appendix 4c

### Council Tax, Business Rates and Benefits Discretionary Powers

Approved by Executive: 1 December 2008

- Payment dates:  
4 dates for payment by direct debit to council tax and business rate payers; the dates being 1<sup>st</sup>, 9<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> of each month from 1 April 2009
- Discretionary awards:
  - a) Not to offer any reduction for early lump sum payments, as provided for by Regulation 25 of the Council Tax (Administration and Enforcement) Regulations 1992.
  - b) Not to offer any reductions to encourage taxpayers to use particular methods of payment, as provided for by Regulation 26 of the Council Tax (Administration and Enforcement) Regulations 1992.
  - c) To continue the local scheme disregarding the whole of any War Widows Pension or War Disablement Pension when calculating entitlement to Housing Benefit or Council Tax Benefit.
  - d) To continue with the practice established in 2004/05 of reducing the Council Tax discount for second homes from 50% to 10%, except for annexes that are not otherwise exempt and are occupied by families as part of their main residence, which from 1 April 2008 have been excluded from this provision.
  - e) To continue with the practice established in 2004/05 of reducing the Council Tax discount for long-term empty properties to nil.
  - f) To continue with the present practice of awarding 100% rate relief to charity shops; village halls; community centres and premises used for scouting and other youth groups.
  - g) To retain the existing levels of discretionary rural rate relief.

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## Executive

### Preparation for the 2012 Olympics - Tourism and Other Potential

11 January 2010

### Report of Strategic Director Environment and Community

#### PURPOSE OF REPORT

This report considers the opportunities associated with the 2012 London Olympics that can be delivered for the benefit of residents in Cherwell.

This report is public
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#### Recommendations

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The Executive is recommended to:

- (1) Respond to the opportunities provided by the 2012 Olympics as outlined in the report.
- (2) Establish a Member and Officer working group, under the Chairmanship of the Portfolio Holder for Customer Service and ICT (with special responsibility for tourism) to oversee and co-ordinate the detailed actions of the Council to maximise the sports, economic and community opportunities in the district arising from the 2012 Olympics
- (3) Consider the options with regard to funding levels and sources.

#### Executive Summary

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##### 1 Introduction

- 1.1 The 2012 London Olympic Games and Paralympic Games are expected to create a huge wave of media and public interest nationally but particularly throughout the South East. The Games represent the single most significant opportunity in our lifetime to develop our tourism base, involve our communities, drive up sports participation and to inspire our young people to believe in the power of the Olympic ethos, to be the best that they can be. There is expected to be a massive increase in sporting participation in the

lead up to, during and after the event.

- 1.2 The Overview and Scrutiny Committee met on the 13 October and noted that the 2012 Olympics presented a unique opportunity for the District to increase participation in sport and the arts and to maximise the economic benefits locally. However, the Council would need to take positive action in 2010 or it would be too late.
- 1.3 The Committee agreed that this was a significant issue which needed to be properly and professionally managed. They felt that, notwithstanding the budgetary and resource constraints facing the authority, the Council should identify someone to take the lead on promoting and co-ordinating the Council's interests in the 2012 Olympics in order to maximise the potential benefits to the district. The Committee resolved that the Executive be recommended to appoint a project manager and/or project team, to oversee a project to deliver against the sports, economic and cultural opportunities in the district arising from the 2012 Olympics, taking account of budgetary and resource constraints.

### **Proposals**

- 1.4 In order to maximise the economic and social benefits for the District, a number of initiatives could be undertaken. Firstly, to "badge" much of the Council's normal relevant activities and services under the 2012 Olympic banner to raise awareness and to encourage a sense of involvement locally.
- 1.5 Secondly, to support local business opportunities from tourism and visitors to the district by developing a comprehensive web based district guide giving details of local attractions, accommodation details and providers, "how to" guides for those staying locally and visiting Olympic events, and highlighting the benefits of staying in North Oxfordshire as part of the overall Olympic visit.
- 1.6 Thirdly, to support the voluntary sector organisations, especially sports clubs to increase their capacity, accessibility and remove barriers to participation and help deal with the expected massive increase in interest in sport and volunteering, particularly from young people, during the lead up to, during and after 2012.
- 1.7 A notable strength of the local tourism sector is the national and international brand of Oxford which will be a significant influence in the dispersal of visitors outside London. This is recognised throughout the county and should always form the basis of collaborative work where there is common benefit. Cross county joint working should therefore be encouraged and supported by the Council in relation to Olympic visitor promotion and management as a means of encouraging visitors to Cherwell.

- 1.8 Lastly, to promote a local events and activities within the District. This will help raise awareness, interest and involvement in the 2012 Olympics that lead to increasing participation in sport, help build civic pride and a sense of place using the arts that encourages a feel good factor and celebratory atmosphere.
- 1.9 In accordance with the recommendations of the Overview and Scrutiny Committee, a Member and Officer working group should be established to oversee the detailed proposals contained in this report. In order to support these proposals, it will be necessary to either fund as an additional activity or divert existing internal resources. Given the significant financial constraints facing the Council now and in the future, diverting existing internal resources is proposed.
- 1.10 Additional funding support will be required for the voluntary sector if local organisations are to increase their capacity to meet the increased demand for sports participation particularly from young people. It is proposed that approved grants budgets in 2010/11 and 2011/12 be reviewed with this in mind plus external funding from local and national sources be sought.

## **Conclusion**

- 1.11 The Council should respond to the opportunities the 2012 Olympics provide in terms of increased sports and arts participation particularly by young people, a stronger voluntary sector, wider partnership working and benefits to the local economy from additional visitors to the District. The Council is well placed following its investment in its sports facilities to accommodate the expected increased demand for sporting activity. However, the voluntary sports sector has a significant part to play and needs support to respond to the expected increase in participation.

## **2 Background Information**

- 2.1 The Olympics and the Paralympics is the world's biggest sporting event and the London 2012 games gives people across the country the opportunity to get involved and receive the benefits that this event will bring.
- 2.2 It is important to ensure that we as a local authority ensure that we tie in to the Olympic agenda as it is a once in a lifetime opportunity to make people enthusiastic about sport and to increase participation. This will be consistent with the Council's priority associated with healthy lifestyles. The Council must also ensure that this is we planed effectively to ensure a sustainable future and not a "cliff edge" at 2012.
- 2.3 The Council should be working with local partners to ensure that Cherwell doesn't miss out on the economic, cultural and sporting opportunities the Games will offer. The challenge is to identify the range of events and activities that will bring lasting benefits for the district from the world's largest sporting festival including; strengthening the support available to local athletes, increasing access to sporting facilities and developing local business opportunities. This will give us the opportunity to increase the number of people participating in sport, providing more opportunities for volunteers, encouraging young people to get involved in Olympic related activities and events and supporting the local economy.
- 2.4 In 2008, tourism directly supported 5,127 jobs in North Oxfordshire; there were 5,645,000 day trips and 403,000 overnight stays; and tourists spent £255m. This level of activity equates to a total economic impact of £294M. North Oxfordshire is ideally based to capture visitors wishing to see the Oxford, Stratford, Warwick Castle as well as shop at Bicester Village (which is currently the most popular destination outside London for Chinese tourists). The latest projections indicate that there would be 900,000 more visitors to Britain and in the period 2007 – 2017 some £2.1 billion additional income to tourism businesses.
- 2.5 In the South East region, only Oxfordshire and East Sussex had yet to embark on some activity to capture benefits from the 2012 Olympics and that marketing to promote the area needed to begin in 2010 if it was to be successful in capturing the potential opportunities. Officers are now working with the Oxfordshire Economic Partnership, Tourism South East and neighbouring local authorities on initiatives to promote North Oxfordshire as part of the internationally recognised 'Oxford' brand. It should be noted that these activities need to be considered in the context of the Council's service priorities where tourism did not score highly. As a result, in 2009 the tourism budget was cut by £100k and the marketing budget was halved to £6.5k (with a further reduction to £4k in 2010).
- 2.6 The 2012 Olympics also provides the opportunity to increase participation in physical activity and volunteering. Many of the current initiatives the Council promotes can be delivered under the 2012

banner to give them more profile and encourage more people to live healthier lifestyles. These include the Go Active initiative, sports development programmes, and the Youth Activator project.

- 2.7 There are many central Government and regional initiatives and strategies which can support local activity in relation to the 2012 Olympics. The main ones are located in Annex 1 and indicate that, as the Council has locally, there are many activities, some with funding sources, which we can be aligned to the Olympics 2012.

### **3 Overview & Scrutiny Committee's View**

- 3.1 Presentation from the Portfolio Holder for Customer Service and ICT (with special responsibility for tourism). The Committee made the following observations and suggestions;

- The Olympics theme could be carried across into a number of other Council services and activities such as the annual Britain in Bloom competition;
- It was important to remember that there would be a large number of UK visitors and marketing should not concentrate on just the overseas element;
- The Council should focus its marketing at rail stations in London and Birmingham and other transport hubs;
- The Council should work with the Town and Parish Councils to promote community based activities with an Olympic theme (village fetes, school sports days etc);
- The Council should consider what support and advice should be given to private residents who might consider offering B&B during the Olympics;
- The Council should ask what the residents want, although tourism is a low service priority they may not feel the same way about the Olympics;
- The Council should work with the voluntary organisations to promote the opportunities for people to volunteer at the Olympics.

- 3.2 In conclusion, the Committee noted that the 2012 Olympics presented a unique opportunity for the District to increase participation in sport and the arts and to maximise the economic benefits from tourism. However, the Council would need to take positive action in 2010 or it would be too late.

- 3.3 The Committee agreed that this was a significant issue which needed to be properly and professionally managed. They felt that, notwithstanding the budgetary and resource constraints facing the authority the Council should identify someone to take the lead on promoting and co-ordinating the Council's interests in the 2012 Olympics in order to maximise the potential benefits to the district.

- 3.4 The Committee resolved that the Executive be recommended to appoint a project manager and/or project team, to oversee a project to deliver against the sports, economic and cultural opportunities in the District arising from the 2012 Olympics, taking account of budgetary and resource constraints.

#### **4 Key Issues for Consideration/Reasons for Decision and Options**

- 4.1 Building on the deliberations and suggestions of the Overview and Scrutiny Committee to maximise the economic and social benefits for the district, a number of initiatives could be undertaken. Given that the Council is facing severe financial constraint, a means of supporting the Olympics opportunities is through using and diverting existing resources for this purpose. In this respect, the following can be considered.
- 4.2 Firstly, to “badge and label” much of the Council’s normal relevant activities and services under the 2012 Olympic banner to raise awareness and to encourage a sense of involvement locally eg sports activities, floral designs, arts activities, local events, visitor information services, economic development activities etc.
- 4.3 Support for local business opportunities from tourism and visitors to the district will be relevant by developing a comprehensive special web based district guide giving details of local attractions, accommodation details and providers, “how to” guides for those staying locally and visiting Olympic events, and highlighting the benefits of staying in North Oxfordshire as part of the overall Olympic visit. Further work in conjunction with the Council’s Economic Development and Regeneration team should also be undertaken to maximise the opportunities.
- 4.4 The work of the voluntary sector team will be particularly important, to support third sector organisations, especially sports clubs to increase their capacity, accessibility and remove barriers to participation and help deal with the expected massive increase in interest in sport and volunteering during the lead up to and during 2012. Some officer and Council service support can be provided for this but there is likely to be a need for some additional funding support to the voluntary sector to be really effective. Again, due to the severe financial constraint the Council is facing, this may most appropriately addressed through reviewing current approved funds to support the voluntary sector rather than increasing Council funding. The search for match funding externally both locally and nationally should also be pursued.
- 4.5 A series of special events and activities within the district can be promoted to help raise awareness, interest and involvement in the 2012 Olympics that lead to increasing participation in sport, help build civic pride and a sense of place using the arts that encourages a feel good factor and carnival and celebratory atmosphere.
- 4.6 Working in partnership with other local and neighbouring authorities and organisations can lead to opportunities with greater effect. This should be

pursued especially with county-wide partners in relation to the strength of the national and international brand of Oxford which is expected to be a significant factor influencing where visitors to the Olympics go outside London.

- 4.7 In order to support these proposals and to reflect the degree of elected Member interest, it is suggested that the Council sets up a Member and officer working group to oversee the detailed proposals contained in this report. This should be led by the Portfolio Holder for Customer Service and ICT (with special responsibility for tourism) and supported by the Head of Recreation and Health. Three further elected members are suggested along with selected relevant officers.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To support the recommendations as detailed in this report as a means of securing local benefit from the opportunities presented by the 2012 Olympics.
- Option Two** To provide further Olympics support in the form of project management, marketing and voluntary sector grant aid resources.
- Option Three** Not to support any of the recommendations in this report and to ignore the effect locally of the 2012 Olympics.

### Consultations

- The Council's Overview and Scrutiny Committee** The views of the Committee are reflected in the report

### Implications

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- Financial:** The recommendations contained in this report are to use current approved resources for this purpose. This reflects the significant financial constraint the Council is facing in 2010/11 and beyond.  
Comments checked by Joanne Kaye, Service Accountant, 01295 221545
- Legal:** There are no specific legal implications arising from this report  
Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686
- Risk Management:** There are no specific risk management implications

arising from this report

Comments checked by Rosemary Watts, Risk  
Management and Insurance Officer, 01295 221566

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**Wards Affected**

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All

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**Corporate Plan Themes**

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**Priority 1 - Cherwell: A district of opportunity**

**Priority 2 – A safe and healthy Cherwell**

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**Executive Portfolio**

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**Councillor Nicholas Turner**

**Portfolio Holder for Customer Service and ICT (with Special responsibility for tourism).**

**Councillor George Reynolds**

**Portfolio Holder for Environment, Recreation and Health**

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**Document Information**

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<b>Appendix No</b>	<b>Title</b>
Annex 1	National Strategies Relevant to the Olympics 2012
<b>Background Papers</b>	
None	
<b>Report Author</b>	Paul Marston-Weston, Head of Recreation and Health
<b>Contact Information</b>	01295 227095 paul.marston-weston@cherwell-dc.gov.uk



## National Strategies Relevant to the Olympics 2012

Strategy	Body	Outcomes
<i>Be Active Be Healthy, 2009</i>	Central Govt. Department of Health.	<ul style="list-style-type: none"> <li>• New framework for delivery of physical activity aligned to sport up to 2012 &amp; beyond. A fitter &amp; healthier nation.</li> <li>• Contribution to legacy action plan target of 2 million more adults active by 2012</li> <li>• Funding allocated from the Department of Health of £3 million in 2009/10 to maintain the seamless co-ordination of physical activity alongside sport.</li> </ul>
<i>Sport England Strategy 2008 – 2011</i>	Sport England	<ul style="list-style-type: none"> <li>• Aspiration to develop a world leading community sport system as a key legacy from the 2012 Olympics in London.</li> <li>• Develop “Sport for Sports Sake”.</li> <li>• Commission National Governing Bodies (NGBs) to deliver the key outcomes of:               <ol style="list-style-type: none"> <li>1. Increasing participation in Sport,</li> <li>2. Sustaining participation in Sport and tackling drop off post 16,</li> <li>3. Developing talent.</li> </ol> </li> <li>• Engage County Sports Partnerships (CSP) to deliver these outcomes.</li> </ul>
<i>Before, during &amp; after: Making the most of the London 2012 Games, 2008</i>		<p>Key relevant promises:</p> <ol style="list-style-type: none"> <li>1. Make the UK a world leading sporting nation. (by offering all 5-16yr old 5 hrs of sport per week, helping 2 million people to be more active by 2012 = 1% increase year on year.</li> <li>2. Inspire a generation of young people.</li> <li>3. Demonstrate the UK is a creative, inclusive &amp; welcoming place to live in, visit and for business.</li> </ol>
<i>Playing to Win: A new era for Sport, 2008</i>	Government	<ul style="list-style-type: none"> <li>• A million more people in regular sport &amp; two million more physically active by 2012.</li> <li>• Challenges that Sports Development face up to 2012.</li> <li>• Local authorities are best placed to know the needs of local populations and are directly accountable for meeting them.</li> <li>• Each area has set local targets.</li> </ul>

<i>Healthy Weight, Healthy Lives: 2008</i>	Cross Government Strategy for England	<ul style="list-style-type: none"> <li>• Be the first major nation to reverse the rise in obesity &amp; overweight people in the population.</li> <li>• There are five themes: <ol style="list-style-type: none"> <li>1. Children, healthy growth &amp; healthy weight.</li> <li>2. Promoting healthier food choices.</li> <li>3. Building physical activity into lives</li> <li>4. Creating incentives for better health</li> <li>5. Personal advice and support.</li> </ol> </li> </ul>
<i>Aiming High for Young People: A ten Year Strategy for Positive Activities, 2007</i>		<ul style="list-style-type: none"> <li>• Transform Leisure time opportunities, activities and support services for young people in England.</li> <li>• Benefits of positive activities for young people.</li> </ul>
<i>Cultural Olympiad – encouraging participation &amp; celebrating the cultures that make up the UK</i>	London 2012 & Arts Council England	<ul style="list-style-type: none"> <li>• leave a lasting legacy that improves cultural life;</li> <li>• showcase excellence in the performing arts and creative industries as well as sport;</li> <li>• introduce young people to the UK's many artistic communities and those from around the world;</li> <li>• heighten economic regeneration and encourage tourism in the UK through the work of the creative industries;</li> <li>• incorporate the Olympic values of 'excellence, respect and friendship' and the Paralympic vision to 'empower, achieve, inspire'.</li> </ul>

### Regional Strategies Relevant to the Olympics 2012

<b>Strategy</b>	<b>Body</b>	<b>Outcome</b>
<i>A Destination Management Organisation for Oxford and Oxfordshire – proposal for discussion.</i>		<ul style="list-style-type: none"> <li>• Vision - The area will be renowned for its programme of events and festivals, and will be a key destination outside London for international visitors to the 2012 Olympics and beyond</li> <li>• Developing and delivering a holistic tourism strategy that enables Oxford and Oxfordshire to better position itself and attract targeted markets. Engaging with regional promotion / planning towards the 2012 Olympics.</li> </ul>

<i>Compete, Create, Collaborate for a world class performance 2007</i>	South Partnership 2012	Partnership working group produced a plan which had the following aims. 1. Support a regional increase in participation in Sport and active recreation. 2. Promote Sporting Excellence
<i>Create, Compete Collaborate, 2009</i>	Creative Junction & local authorities	Every young person in the South East to have the opportunity to participate in a project with another young person from a competitor country between now and 2012.CCC is inspired by the 2012 Games and aims to increase opportunities for every young person in the region to engage with peers, internationally, and leave a legacy of young people with broadened horizons, new skills, and enhanced global awareness and connectedness.
<i>Get Active South East, 2008-2012.</i>	South East Regional Public Health Group	<ul style="list-style-type: none"> <li>• Vision is “People of the South East enjoying healthy, active lives from early years to later life”.</li> <li>• Four key areas. <ol style="list-style-type: none"> <li>1. Activity for All: improving access &amp; service for disabled, disadvantaged &amp; least active.</li> <li>2. Active Start: setting children on an early active path, within an active family.</li> <li>3. Active Communities: promoting the benefits of active living &amp; improving the physical environment.</li> <li>4. Active Workplaces: increasing active travel &amp; healthy workplace activity.</li> </ol> </li> </ul>
<i>Cherwell Recreation Strategy 2007 - 2012</i>		<ul style="list-style-type: none"> <li>• Develop opportunities for local sports clubs and others to get involved in relevant 2012 Olympic opportunities.</li> <li>• Help provide creative opportunities that have definite health benefits.</li> </ul>

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## Executive

### Crime and Disorder Scrutiny

11 January 2010

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

This report outlines recent developments in legislation relating to overview and scrutiny as set out in the following:

- 1) Local Government and Public Involvement in Health Act, 2007
- 2) Police and Justice Act, 2006
- 3) Local Democracy, Economic Development and Construction Bill, 2008

This report is public
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#### **Recommendations**

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The Executive is recommended to:

- (1) Agree that the Overview and Scrutiny Committee should be formally designated as Cherwell District Council's crime and disorder scrutiny committee and to recommend to Council that the Constitution is so amended.
- (2) Note that the Head of Legal and Democratic Services and the Democratic, Scrutiny and Elections Manager have been delegated to develop a draft protocol for the conduct of crime and disorder scrutiny for future consideration by the Overview and Scrutiny Committee.

#### **Executive Summary**

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##### **Introduction**

- 1.1 The attached report (Appendix 1) was considered by the Overview and Scrutiny Committee at their meeting on 10 November 2009 and by the Resources and Performance Scrutiny Board at their meeting on 1 December 2009.
- 1.2 The report provides an overview of recent changes in legislation that provide new powers for overview and scrutiny committees to scrutinise

Local Area Agreement targets and crime and disorder matters, individually or in concert with other councils and partner organisations.

### **Proposals**

1.3 That in order to comply with the new scrutiny legislation the terms of reference for the Overview and Scrutiny Committee set out in the Constitution should be amended to include a specific responsibility for the scrutiny of crime and disorder matters.

1.4 The proposed amendment to the Constitution is:

- Terms of Reference and Scheme of Delegation
- Overview and Scrutiny Committee (page 16 – 17)
- Insert new bullet (# 7):

*To exercise the powers assigned to a crime and disorder scrutiny committee (under the Local Government and Public Involvement in Health Act, 2007 and Police and Justice Act, 2006)*

1.5 That the Head of Legal and Democratic Services and the Democratic, Scrutiny and Elections Manager should be delegated to develop a draft protocol for the conduct of crime and disorder scrutiny in this Council.

### **Conclusion**

1.6 In the main the legislation is merely confirming what is already common practice and we should not expect to see wholesale changes in the structure and operation of scrutiny in Cherwell. The main changes are expected to be the formal designation of the Overview and Scrutiny Committee as the crime and disorder scrutiny body and a closer alignment of the scrutiny work programme to Local Area Agreement targets.

## **Background Information**

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2.1 See Appendix 1.

## **Key Issues for Consideration/Reasons for Decision and Options**

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3.1 The preferred option is believed to be the most appropriate as it recognises the importance that the Council places on crime and disorder matters and at the same time takes account of the resources available to support crime and disorder scrutiny and is in keeping with practice in other Oxfordshire district councils.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

**Option One** To designate the Overview and Scrutiny Committee as Cherwell District Council's crime and disorder scrutiny committee.

**Option Two** To designate the Resources and Performance Scrutiny Board as Cherwell District Council's crime and disorder scrutiny committee.

**Option Three** To establish a new, separate committee to act as Cherwell District Council's crime and disorder scrutiny committee.

## **Consultations**

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**Head of Safer Communities and Community Development** Supports the proposal as it follows the line the other districts are taking.

## **Implications**

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**Financial:** See comments in Appendix 1

**Legal:** See comments in Appendix 1

**Risk Management:** See comments in Appendix 1

## **Wards Affected**

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All

## **Corporate Plan Themes**

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The new powers for overview and scrutiny committee are relevant to all the Council's corporate priorities.

## **Executive Portfolio**

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**Councillor Barry Wood**  
**Portfolio Holder for Policy and Community Development**

## **Document Information**

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<b>Appendix No</b>	<b>Title</b>
1	Report to Overview and Scrutiny Committee, 10 November 2009
<b>Background Papers</b>	
Councillor Call for Action, Report to Overview and Scrutiny, September 2009	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221589 james.doble@cherwell-dc.gov.uk



# Overview & Scrutiny Committee

## Recent changes to the legislative framework governing overview and scrutiny

10 November 2009

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

This report outlines recent developments in legislation relating to overview and scrutiny as set out in the following:

- 4) Local Government and Public Involvement in Health Act, 2007
- 5) Police and Justice Act, 2006
- 6) Local Democracy, Economic Development and Construction Bill, 2008

This report is public
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#### Recommendations

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The Overview and Scrutiny Committee is recommended to:

- (3) note the contents of this report and to consider the implications for this Council of the recent legislation relating to overview and scrutiny;
- (4) note the requirement to review the overview and scrutiny work programme for 2010/11 and to ensure that it includes topics relating to the delivery of local improvement (LAA) targets connected to the Cherwell area;
- (5) note that there is an option to establish a formal joint scrutiny committee with other local authorities in Oxfordshire to scrutinise local improvement (LAA) targets;
- (6) agree that the Overview and Scrutiny Committee should be formally designated as Cherwell District Council's crime and disorder scrutiny committee and to recommend to Council that the Constitution is so amended;
- (7) agree that the Head of Legal and Democratic Services and the Democratic, Scrutiny and Elections Manager be delegated to develop a

draft protocol for the conduct of crime and disorder scrutiny for future consideration by this Committee;

- (8) note that there is an option to establish a formal joint scrutiny committee with other local authorities in Oxfordshire and partner organisations to look at crime and disorder issues that cut across organisational boundaries.

## **Details**

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### **Introduction**

- 1.7 This report provides an overview of recent changes in legislation that provide new powers for overview and scrutiny committees. The changes seek to empower communities and enable local people, through their councillors, to participate in decisions that affect their day to day lives.
- 1.8 In practice the legislative changes that impact directly on overview and scrutiny will not alter significantly the powers that scrutiny members at Cherwell District Council already have. In many ways these changes are formalising what scrutiny committees are already doing e.g. holding partners to account, allowing members to put issues of concern on scrutiny agendas and requiring the Executive to acknowledge and formally respond to scrutiny recommendations.
- 1.9 However, the fact that this is now enshrined in legislation gives overview and scrutiny committees some enhanced powers to require co-operation and responses from the Executive and LAA partners in relation to their activities which are the subject of scrutiny.
- 1.10 The revisions to the Cherwell District Council Constitution in April 2009 took into account the majority of these legislative changes and so it is not necessary to make significant changes to the current version. However, as the way in which overview and scrutiny is conducted at the Council will continue to evolve, it is anticipated that some further (minor) revisions to the Constitution may be necessary.

### **The Legislation**

#### **The Local Government and Public Involvement in Health Act, 2007**

- 2.2 Although the Local Government and Public Involvement in Health Act was published in December 2007 the regulations relating to overview and scrutiny did not come into force until 1 April 2009. The new powers cover three main issues:
- 2.3 Scrutiny of local improvement (LAA) targets**  
The Act enables district council overview and scrutiny committees to

play an active role in scrutinising the delivery of LAA targets connected to the district council's area. It allows district council overview and scrutiny committees to make reports and recommendations on a matter relating to an LAA improvement target to the relevant county council and any partner organisations. The county council and any partner organisations will then be required to respond within two months to the district council scrutiny committee's report.

#### **2.4 Joint county and district overview and scrutiny committees**

The Act allows a county council in a two-tier area to establish a joint overview and scrutiny committee with one or more district councils in the area. The aim of these joint committees is to enable authorities to work together collaboratively to make reports and recommendations on progress being made in meeting LAA targets. The legislation only applies to joint scrutiny committees which include members of the county council; joint scrutiny committees comprising of members from only two or more district councils have no powers under this Act.

2.5 Annex 1 lists the partner organisations covered by the legislation. Annex 2 illustrates the LAA structure and details the LAA targets that apply to Cherwell.

2.6 The Government proposes to develop this new power further in the Local Democracy, Economic Development and Construction Bill, by broadening the provision for joint scrutiny to include anything that affects the area of the group of partner authorities or the inhabitants of that area (see paragraph 2.12 below).

2.7 The Act also introduced the **Councillor Call for Action (CCfA)**, which allows any ward councillor to refer a local government matter to an overview and scrutiny committee for consideration. The Councillor Call for Action was the subject of a separate report to overview and scrutiny in September 2009.

#### **The Police and Justice Act, 2006**

2.8 The crime and disorder scrutiny provisions of the Police and Justice Act 2006 took effect from 30 April 2009. In summary the regulations, contained within Sections 19 – 21, require:

- every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or action taken by the responsible authorities<sup>1</sup> in relation to their crime and disorder functions;

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<sup>1</sup> The responsible authorities are those responsible for crime and disorder strategies. These are the Council, the police force, the police authority, the fire and rescue authority and the PCT – in other words, the Crime and Disorder Reduction Partnership (in Oxfordshire these are known as Safer Community Partnerships). In April 2010 the probation service will be added to the list of responsible authorities.

- every local authority to designate a body to serve as the crime and disorder scrutiny committee (this does not have to be the committee's only function);
- the crime and disorder committee to meet at least once a year;
- responsible authorities to provide information requested by the crime and disorder committee and for an officer or employee of responsible authorities to attend committee meetings;
- the Council, Executive and responsible authorities to consider any report or recommendations from the crime and disorder committee, to respond in writing within 28 days and to have regard to the report or recommendations in exercising its functions;
- local authorities to make arrangements to enable any member of the Council who is not a member of the crime and disorder committee to refer any local crime and disorder matter to the committee and for the committee to have power to make a report or recommendations to the Council or Executive (this is the crime and disorder element of the Councillor Call for Action);

The legislation also:

- allows the crime and disorder committee to co-opt additional members with or without voting rights; and
- encourages the crime and disorder committee to consider the following:
  - include in its work programme a list of issues it needs to cover during the year which should be agreed with the Community Safety Partnership;
  - to develop a protocol for scrutiny of crime and disorder;
  - to ensure that overview and scrutiny activity complements the role of the police authority in holding the police to account by, for example, appointment of one of the designated crime and disorder committee to the Police Authority.

2.9 The terms of reference of the crime and disorder committee should be *“to scrutinise the work of the community safety partnership and the partners who comprise it, in so far as their activities relate to the partnership itself”*

The emphasis is on scrutiny of the partnership rather than of the individual partners.

2.10 The legislation applies to both county and district local authorities. The accompanying guidance states that whilst it will be for each local authority to decide how it will implement crime and disorder scrutiny (as there will always be local community safety issues which are best dealt with by individual authorities), it makes sense that both tiers work together. It suggests that districts and counties should consider developing a joint approach for looking at community safety issues that cut across organisational and geographical boundaries:

- 2.11 Annex 3 illustrates the crime and disorder arrangements in Oxfordshire and indicates what organisations might become the subject of independent or joint scrutiny.

### **The Local Democracy, Economic Development and Construction Bill, 2008**

- 2.12 The Local Democracy, Economic Development and Construction Bill is expected to receive royal assent in autumn 2009.
- 2.13 The implications of this legislation for overview and scrutiny are:
- the amendment of the Local Government and Public Involvement in Health Act 2007 so that the functions of a joint overview and scrutiny committee are no longer limited to LAA targets (see paragraph 2.4 above);
  - a requirement to designate a proper officer for overview and scrutiny;
  - A provision to allow petitions to call senior officers to account, both of the authority and from stakeholder bodies, through either the scrutiny process or an 'other relevant body'.
- 2.14 The Bill completed its Report and Third Reading stages in the House of Commons on 13 October 2009. Consideration of Commons amendments will take place in the Lords on 9 November 2009 and the Bill is expected to receive Royal Assent later that month. Once the Bill has received Royal Assent these issues will be the subject of a separate report to Executive and Council.

## **The Issues**

### **Scrutiny of local improvement (LAA) targets**

- 3.2 Under the revised Constitution the Overview and Scrutiny Committee has overall responsibility for the performance of all overview and scrutiny functions (under the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007) on behalf of the Council.
- 3.3 Consequently the Overview and Scrutiny Committee is empowered to undertake scrutiny of the LAA or indeed to delegate that responsibility to either the Resources and Performance Scrutiny Board or a Task and Finish Group.
- 3.4 So no further action is required at this time; although in early 2010 the Overview and Scrutiny Committee will wish to review the scrutiny work programme for 2010/11 and include specific LAA target related topics for future scrutiny.

### **Joint county and district overview and scrutiny committees**

- 3.5 The regulations make provision for the establishment of joint committees in a two tier area but they can only be set up on a county – district basis and not simply between districts. In some areas (such as Cumbria) the local authorities have been operating a successful joint committee system for some time and have well developed models and protocols which could be readily replicated here.
- 3.6 But the creation of a joint committee is an option not a requirement and this Committee (and Council), in common with neighbouring authorities, will wish to reflect on the value of establishing a formal joint scrutiny committee in Oxfordshire at this time. This is discussed in more detail at paragraph 3.9.

### **Crime and Disorder scrutiny**

- 3.7 Although the revised Cherwell District Council Constitution does not make direct reference to the Police and Justice Act 2006 or to a crime and disorder scrutiny committee, the wording is considered to be sufficiently generic to demonstrate that the existing Overview and Scrutiny Committee fulfils that role. But it may be prudent to consider making a further amendment to the Constitution to formally designate the Overview and Scrutiny Committee as this Council's crime and disorder scrutiny committee.
- 3.8 Such a constitutional amendment to confirm the role of the Overview and Scrutiny Committee, coupled with the annual Q&A session with the Chief Constable at the spring Council meeting and ad hoc scrutiny reviews into crime and disorder issues (e.g. the current Crime and Anti-social Behaviour Task & Finish Group) would meet the legislative requirements. It is not considered necessary to convene a separate scrutiny committee to look solely at crime and disorder matters.
- 3.9 The Head of Safer Communities and Community Development and his team have been consulted and their views sought on an appropriate structure for crime and disorder scrutiny at Cherwell. They support the proposal that the Overview and Scrutiny Committee becomes this Council's designated crime and disorder scrutiny committee.

### **What is happening in Oxfordshire?**

- 3.10 Work is already underway in Oxfordshire to explore the options for joint scrutiny of local improvement (LAA) targets and specifically crime and disorder matters. The Oxfordshire Chief Executive's Group has commissioned an officer working group to explore options for joint scrutiny. This work will canvass the views of scrutiny members across the county.
- 3.11 The initial conclusions are that it is not necessary to establish a formal joint scrutiny arrangement. This is because the Oxfordshire local authorities have collectively agreed that the Public Services Board and the related thematic partnerships should drive delivery of the LAA, and

that the Public Services Board should hold to account each of the thematic partnerships.

- 3.12 It is proposed that at the start of each year the thematic partnerships should provide a summary of the outcomes it aims to achieve in that year and at the end of each year they should produce an annual report on their performance. These documents can be considered by the individual Oxfordshire local authority scrutiny committees and where there is broad dissatisfaction with LAA performance then a joint scrutiny review may be necessary. In such circumstances a meeting of the appropriate county/district scrutiny chairmen should be convened to agree the arrangements for a joint scrutiny review.
- 3.13 This Committee will wish to reflect on what joint scrutiny committee arrangements, if any, it believes would be appropriate for Cherwell and Oxfordshire at this time.

### **What are other councils doing?**

- 3.14 The guidance on crime and disorder scrutiny suggests that 'local authorities and their partners should consider developing short, flexible and meaningful protocols which lay down the mutual expectations of both scrutiny members and partners of the community safety scrutiny process.'
- 3.15 In some areas the partner authorities are keen to promote a joint, or at least consistent, approach to crime and disorder scrutiny in order to avoid responding to numerous different requests for information. For example the Thames Valley Police Authority is a member of no less than 18 crime and disorder partnerships; and so they are already working with at least one local authority in the region to develop a scrutiny protocol.
- 3.16 It is suggested that the Committee may wish to develop a simple, fit for purpose, protocol which explains how crime and disorder scrutiny will operate at Cherwell and confirms the roles and relationships of the Council and its community safety partners.

### **Conclusion**

- 4.1 In summary the recent changes in legislation afford local authorities the right to scrutinise LAA targets and crime and disorder matters, individually or in concert with other councils and partner organisations. But in the main the legislation is merely confirming what was already common practice and we should not expect to see wholesale changes in the structure and operation of scrutiny in Oxfordshire.
- 4.2 At Cherwell the main changes are expected to be the formal designation of the Overview and Scrutiny Committee as the crime and disorder scrutiny body and a closer alignment of the scrutiny work programme to LAA targets.

## **Implications**

### **Financial:**

At this stage it is not possible to predict the extent to which members will use the new powers and until there are more concrete proposals for joint scrutiny and scrutiny of the Crime and Disorder Reduction Partnership it is not possible to quantify the level of resource required to support those activities. The expectation is that the resources required to deliver the requirements of the new legislation can be accommodated within existing provisions. Regular monitoring will need to take place to consider the impact on officers to resource these additional activities.

Comments checked by Karen Curtin, Head of Finance, 01295 221551

### **Legal:**

The revisions to the Constitution in April 2009 took account of the most recent legislative changes to overview and scrutiny. The way in which overview and scrutiny is undertaken at the Council will continue to evolve in the light of recent legislation and guidance and further (minor) revisions to the Constitution may be necessary.

### **Risk Management:**

The ability to demonstrate effective arrangements for the joint scrutiny of LAA targets is likely to feature prominently in future CAA ratings for all Oxfordshire local authorities. Significant blocks of funding will be released through the LAA targets and it is essential that Cherwell District Council participates in a robust process to review and challenge the performance delivery of those targets.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer, 01295 22221566

## **Wards Affected**

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All

## **Corporate Plan Themes**

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The new powers for overview and scrutiny committee are relevant to all the Council's corporate priorities.

## **Executive Portfolio**

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All



## Document Information

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<b>Annex No</b>	<b>Title</b>
1	Partner organisations named in LGPIH Act 2007
2	LAA Structure and targets for Cherwell
3	Cherwell Crime and Disorder Structure
<b>Background Papers</b>	
Councillor Call for Action, Report to Overview and Scrutiny, September 2009	
<b>Report Author</b>	Catherine Phythian, Senior Democratic and Scrutiny Officer
<b>Contact Information</b>	01295 221583 <a href="mailto:catherine.phythian@Cherwell-dc.gov.uk">catherine.phythian@Cherwell-dc.gov.uk</a>

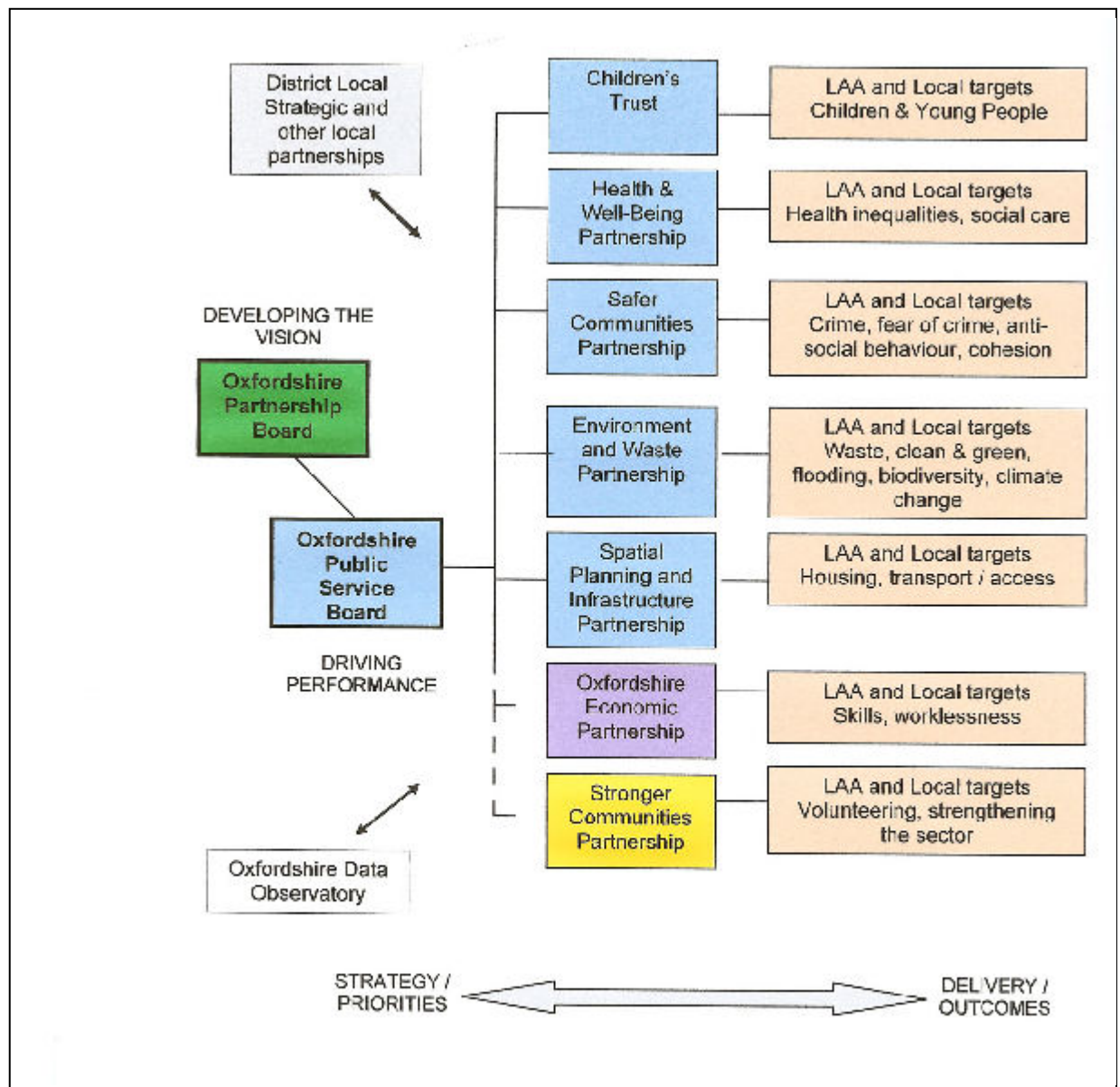
### Partner organisations named in LGPIH Act 2007

- Arts Council
- The Broads Authority
- Chief Officer of Police
- District authorities
- English Heritage
- The Environment Agency
- Fire and rescue authorities
- Health and Safety Executive
- The Highways Agency
- Jobcentre Plus
- Joint Waste Authorities
- Joint Waste Disposal Authorities
- The Learning and Skills Council in England
- Local Probation Boards
- Metropolitan Passenger Transport Authorities
- Museums, Libraries and Archives Council
- National Park Authorities
- Natural England
- NHS Foundation Trusts
- NHS Health Trusts
- Police authorities
- Primary Care Trusts
- Probation Trusts and other providers of probation services
- Regional Development Agencies
- Sport England
- Transport for London
- Youth Offending Teams
  
- Any other organisations added by an order under section 104(7) of the Act

## Structure of Oxfordshire Partnership and thematic Partnerships

Oxfordshire Partnership Local Area Agreement 2008-11  
Refresh March 2009

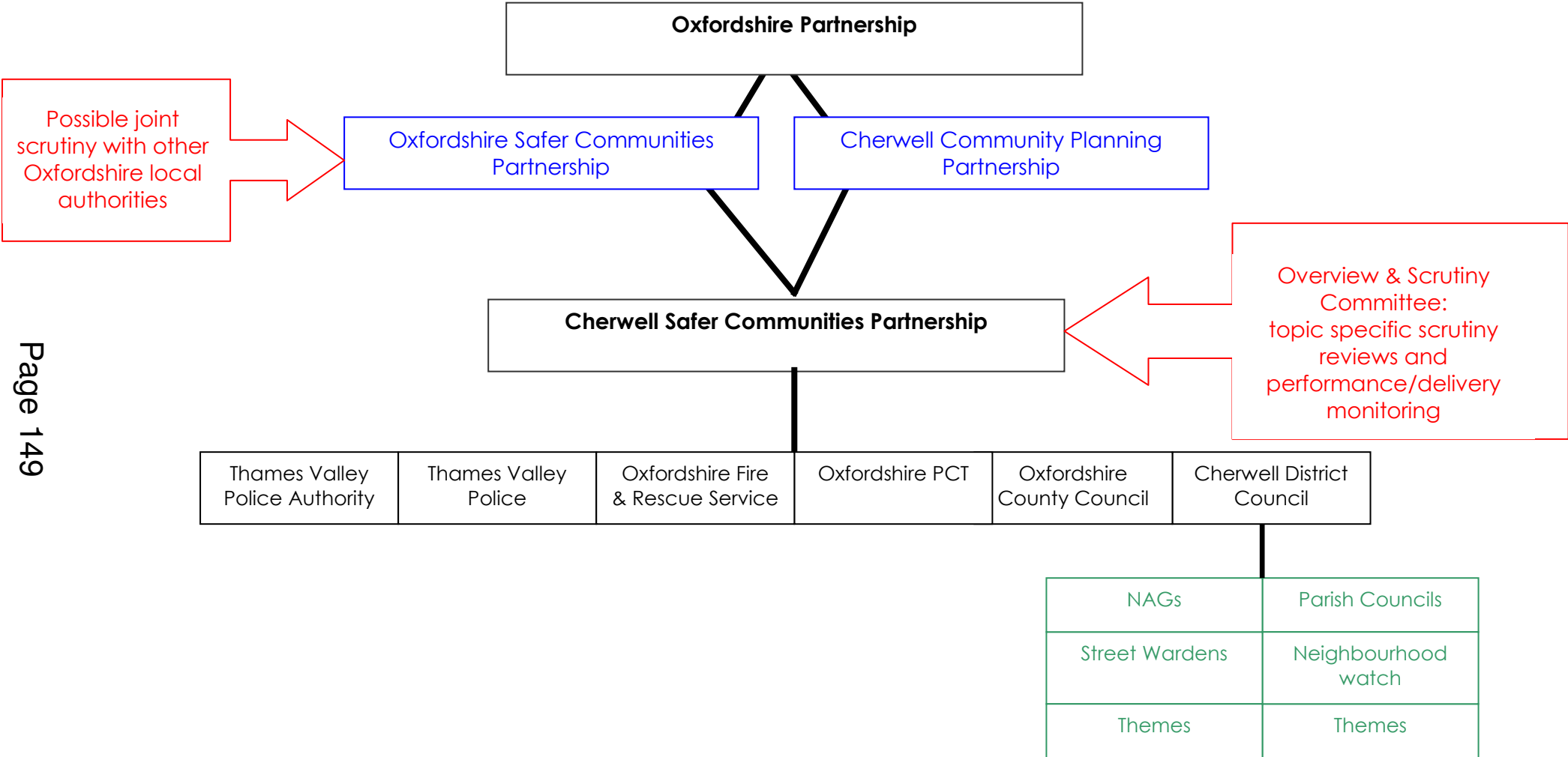
<http://www.oxfordshirepartnership.org.uk/wps/wcm/connect/OxfordshirePartnership/Local+Area+Agreement/Latest+Local+Area+Agreement+2008-11/>



## LAA targets that apply to Cherwell District Council

<b>LAA</b>	
<b>Indicator</b>	<b>Description</b>
<b>NI 5</b>	Overall/general satisfaction with local area
<b>NI 8</b>	Adult participation in sport
<b>NI 21</b>	Dealing with local concerns about anti-social behaviour and crime by the local council and police
<b>NI 110</b>	Young people's participation in positive activities
<b>NI 140</b>	Fair treatment by local services
<b>NI 154</b>	Net additional homes provided
<b>NI 155</b>	Number of affordable homes delivered (gross)
<b>NI 156</b>	Number of households living in Temporary Accommodation
<b>NI 179</b>	Value for money – total net value of on-going cash-releasing value for money gains that have impacted since the start of the 2008-9 financial year
<b>NI 185</b>	CO2 reduction from Local Authority operations
<b>NI 188</b>	Adapting to climate change
<b>NI 191</b>	Residual household waste per head
<b>NI 192</b>	Household waste recycled and composted
<b>NI 195a (litter)</b>	Improved street and environmental cleanliness (level of litter)
<b>NI 195b (detritus)</b>	Improved street and environmental cleanliness (level of detritus)
<b>NI 196</b>	Improved street and environmental cleanliness – fly tipping

# Cherwell Crime and Disorder Structure



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## Executive

### Planning and Licensing Constitutional Amendments

11 January 2010

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

To consider the constitutional amendments recommended to Council by Planning and Licensing Committees.

This report is public
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#### Recommendations

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The Executive is recommended:

- (1) To note the constitutional amendments recommended to Council by the Licensing committee relating to the Scheme of Delegation and Committee Terms of Reference.
- (2) To note the constitutional amendments recommended to Council by the Planning committee relating to the Scheme of Delegation and Public Speaking Procedure Rules.

#### Executive Summary

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##### Introduction

##### Planning

- 1.1 The planning committee considered amendments to the scheme of delegation and public speaking procedure rules on the 10 December 2009. Public speaking at Planning Committee was introduced in May 2009. The scheme has proved largely successful and several applicants, objectors, supporters and parish councils have taken advantage of their right to address the committee. Despite this success the procedure rules for public speaking have been viewed as confusing and complex.
- 1.2 The scheme of delegation as set out in the Councils constitution for

the Head of Development Control & Major Developments is unduly complex, the amendments seek to clarify and simplify the procedures without extending the scope of delegation. In addition it is recommended that the scheme of delegation be updated to take into account changes at a national level with regard to discharge of conditions and amendments to approved schemes.

## **Licensing**

- 1.3 The licensing committee considered amendments to the scheme of delegation and public speaking procedure rules on the 15 December 2009. Following the introduction of the revised Council Constitution and Scheme of Delegation, the experience over recent months; new information on licensing legislation; and the proactive inspection and enforcement activity, have led to the need for amendments to the Constitution and proposals for a streamlined HCV/PHV licence appeals process.

## **Proposals**

### **Planning Proposals**

- 1.4 The suggested amendments to the public speaking procedure are attached at Appendix 1. The amendments take away the complex 3 minute rule where each person who has registered is allowed to speak for up to 3 minutes with a time limit of 9 minutes on each of the groups, objectors and supporters.
- 1.5 It is suggested that this is amended so that those wishing to speak are grouped as objectors or supporters and that each group will have a time limit of 5 minutes. The speakers on each side will be left to organise how they split the time amongst themselves. The proposal also reduces the time allowed to speakers on each item from 18 minutes to 10 minutes.
- 1.6 Proposed amendments to the scheme of delegation are attached at Appendix 2. The suggested amendments provide greater clarity and consistency with the Town and Country Planning Act as amended. There has been no increase in the scope of the delegation. With regard to the discharge of conditions and amendments to approved schemes, these changes have been introduced nationally since April 2008. Previously matters were dealt with by letter rather than as a formal application, the introduction of 1APP has regularised these procedures.
- 1.7 The proposed amendments have been agreed by Planning Committee and will be recommended to Council on 18 January 2010

### **Licensing Proposals**

- 1.8 The revised Constitution has now been in place for a number of



months, it has become apparent that matters relating to enforcement and administration of the Licensing Act 2003, the Gambling Act 2005 and other licensable activities should be further clarified and to delegate functions to the Head of Urban and Rural Services to enable him to discharge effectively the enforcement and associated activities relating to this work. The proposed amendments to the scheme of delegation are attached at Appendix 3

- 1.9 The Licensing Committee Terms of Reference authorise the committee to hear appeals against decisions of the Head of Urban and Rural Services in respect of licensing of hackney carriages, private hire vehicles, hackney carriage/private hire vehicle drivers and private hire vehicle operators. There is no legislative requirement for the Council to undertake this appeals function. The Local Government Miscellaneous Provisions Act 1976 provides a route of appeal to the Magistrates Court. The suggested constitutional amendments remove this right of appeal from the committee's terms of reference. The proposed amendments to the Licensing Committee Terms of Reference are attached at Appendix 4.
- 1.10 The proposed amendments have been agreed by Licensing Committee and will be recommended to Council on 18 January 2010

### **Key Issues for Consideration/Reasons for Decision and Options**

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The following options have been identified. The approach in the recommendations is believed to be the best way forward

- |                   |  |
|-------------------|--|
| <b>Option One</b> | To agree the recommendations as set out                                      |
| <b>Option Two</b> | To make comments to Council regarding the proposed constitutional amendments |

### **Consultations**

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- |                            |                        |
|----------------------------|------------------------|
| <b>Planning Committee</b>  | Recommendations Agreed |
| <b>Licensing Committee</b> | Recommendations Agreed |

### **Implications**

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- Financial:** Streamlining the appeals process as recommended will provide service efficiencies and a quicker resolution for appellants.
- Comments checked by Denise Westlake, Service Accountant 01295 221982

**Legal:** It is important the public speaking procedure rules for planning committee and scheme of delegation included in the Council's constitution are clear and easy to understand.

The recommendations comply with relevant legislation. There is no legal requirement to offer a committee appeal to licence applicants/holders. This approach is consistent with the Human Rights Act as applicants will have a right of appeal to the Magistrates Court.

The recommendations in this report require amendment of the Council's Constitution and agreement of the Council.

Comments checked by Nigel Bell, Solicitor 01295 221687

**Risk Management:** Making the procedure rules and scheme of delegation clear enhances the democratic process and reduces the risk of challenge of decisions.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566

#### **Wards Affected**

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None

#### **Executive Portfolio**

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**Councillor Debbie Pickford**  
**Portfolio Holder for Democratic Services and Member Development**

#### **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Planning Scheme of Delegation Amendments
Appendix 2	Planning Public Speaking Procedure Rules Amendments
Appendix 3	Licensing Scheme of Delegation Amendments
Appendix 4	Licensing Committee Terms of Reference Amendments
<b>Background Papers</b>	
Planning Committee Constitutional Amendments Report 10 December 2009	
Licensing Committee Constitutional Amendments Report 15 December 2009	
<b>Report Author</b>	Alexa Coates, Senior Democratic and Scrutiny Officer
<b>Contact Information</b>	01295 221591 <a href="mailto:alexa.coates@Cherwell-dc.gov.uk">alexa.coates@Cherwell-dc.gov.uk</a>

**Head of Development Control and Major Developments – Current delegation Constitution page 27**

General Planning Matters

- Determination of applications for planning permission, listed building consent, conservation area consent and advertisement consent.
- Determination of applications for Certificates of Lawfulness of an Existing Use or Development or a Proposed Use or Development subject to consultation with the Head of Legal and Democratic Services.
- Requiring an applicant to enter into a planning agreement, obligation or similar agreement with the Council, County Council or other statutory undertaker in respect of planning, highways, drainage or other matters where the Head of Development Control and Major Developments intends to grant permission for an application determined under delegated powers.

- Determination of all application registration and administration matters.

Subject to the qualifications reserving powers to the Planning Committee as follows:

Delegated powers will not be exercised if the application (or case) is for 10 or more dwellings or the area of the site is greater than 0.5 hectares, or if the floorspace created is 5000 square metres or more, or the area on which the site is to be developed is more than one hectare.

Delegated powers will not be exercised if the recommendation for approval is contrary to planning policy, if the application (or case) is by, or relates to the Council (other than minor applications) or affects Council owned land, if there is any potential conflict of interest affecting a Council employee or their partner or spouse or if the application (or case) involves a proposed variation or discharge of a section 106 legal agreement.

## **Head of Development Control and Major Developments – Proposed amendments**

### General Planning Matters

- Determination of applications for planning permission, reserved matters, listed building consent, conservation area consent , advertisement consent discharge of conditions and minor and non material amendments.
- Determination of applications for Certificates of Lawfulness of an Existing Use or Development or a Proposed Use or Development subject to consultation with the Head of Legal and Democratic Services.
- Requiring an applicant to enter into a planning agreement, obligation or similar agreement with the Council, County Council or other statutory undertaker in respect of planning, highways, drainage or other matters where the Head of Development Control and Major Developments intends to grant permission for an application determined under delegated powers.
- Determination of all application registration and administration matters.  
Subject to the qualifications reserving powers to the Planning Committee as follows:  
Delegated powers will not be exercised if the application is for;
  - 10 or more dwellings or
  - the floorspace created is 1000 square metres or more, or
  - the area of a change of use is more than one hectare and the application constitutes major development .

Delegated powers will not be exercised if the recommendation for approval is contrary to planning policy, if the application (or case) is by, or relates to the Council (other than minor applications) or affects Council owned land, if there is any potential conflict of interest affecting a Council employee or their partner or spouse or if the application (or case) involves a proposed variation or discharge of a section 106 legal agreement.

**Requests by the Public to Address the Planning Committee**

1.

Members of the public, including the applicant (or their representative), representatives from the relevant Town or Parish Council, local interest groups and local civic societies, may address the Planning Committee during consideration of any application for planning permission

2.

The following groups may address the meeting for up to five minutes each:

Objectors

Applicant and/or Supporters

Where more than one person has registered to speak in any of the above groups of speakers, the five minute period shall be shared. In those circumstances Objectors are encouraged to appoint a spokesperson. If no spokesperson is nominated, Objectors will be heard in the order in which they have registered until the five minute period has elapsed. The Applicant (or their agent) will speak first in their five minute period, followed by any other supporters until the five minute period has elapsed.

3.

An application to speak must be received in writing or by electronic mail by Democratic Services by midday on the last working day before the committee meeting. Applications to speak at committee will only be accepted by persons who have made written representations on an application as part of the consultation process or the applicant. Persons who have registered to speak may appoint someone to speak on their behalf provided that written authority from the person who has registered to speak is given to Democratic Services before the committee meeting commences.

4.

Applications to speak must include the name of the person wishing to register and a contact telephone number. Applicants should also confirm if they are willing for the Council to share their contact details with other speakers so that arrangements can be made to nominate a spokesperson.

5.

When there is a linked or duplicate application each speaker can only speak on one application site, regardless of the number of applications for that site. For example, in the case of linked applications for planning permission and listed building consent on the same property, speakers may only speak once.

6.

When planning applications are referred to Council by Councillors the normal Council public speaking rules apply, as set out in the Council procedure rules.

**Procedure**

7.

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**Deleted:** Each speaker will be able to speak for up to a maximum of three minutes each (subject to paragraph 5 below).¶

3. Speakers will be grouped together as either Objectors or Supporters.¶

4. Where more than one person has registered to speak in any of the above groups of speakers, there will be a 9 minute time limit for each group. Town and Parish Council Representatives will be allotted the first three minute time slot of their group. All other speakers will be heard in the order in which they registered to speak on a strictly "first come, first served" basis. When more than one speaker has registered in each group, speakers are encouraged to appoint a spokesperson. If no spokesperson is nominated speakers will be heard in the order in which they have registered until the 9 minute period has elapsed. No more than three speakers (including town/parish representatives) may register to speak in each group.

**Deleted:** 5. Each group will be given the opportunity to speak for an equal period of time, to ensure a fair hearing. For example, if there is only one supporter and 3 objectors, the supporter will be given the opportunity to speak for 9 minutes.¶

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**Deleted:** 8. When planning applications are referred to Council by the Head of Development Control and Major Developments only Members of the public who spoke on the application at the Planning Committee are permitted to speak. The normal Council public speaking rules apply, as set out in the Council procedure rules.¶

9

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~~On the last working day before the Committee meeting Democratic Services will confirm, by email where possible, who has registered to speak and will circulate contact details with the groups of objectors and supporters where appropriate. Any requests to speak received after midday on the last working day before the committee meeting will not be accepted.~~

**Deleted:** On the last working day before the Committee meeting when the deadline to register has passed Democratic Services will confirm with speakers how long they have to speak.

~~8. Members of the public who have registered to speak must sign a declaration on conduct at committee; Members of the public who do not sign the declaration will not be permitted to speak at committee.~~

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~~9. Before the application report is considered in detail, the committee may agree that the application be deferred for a site visit, or to obtain further information. In that case, there will be no public participation on the application until it is reconsidered at a future meeting. Persons who have registered to speak on applications that are deferred to future meetings of the Planning Committee are not required to register again.~~

~~10. The Planning Officer will present the application to the committee and inform Members of any late representations or updates.~~

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~~11. Ward Members and any Members of the committee with a prejudicial interest will then be entitled to speak on the application. After making their presentation Ward Members may, at the discretion of the Chairman, answer questions and sum up their view at the end of the debate they then must return to the public gallery. Members of the committee with a prejudicial interest must leave the room for the debate and vote.~~

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~~12. The persons who have registered to speak will then be introduced by the Chairman in order of Objectors and Supporters, with the applicant always speaking last. Once a speaker has made their statement there will be no further right to address the meeting and at this point speaker must return to the public gallery.~~

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~~13. The Planning Officer will then clarify any planning points made by speakers relevant to the application.~~

**Deleted:** 6

~~14. The committee will debate the application and make a decision on the application.~~

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~~15. Members of the public may not show plans, photographs or circulate written material.~~

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~~16. The Chairman of the meeting may:~~

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(a) vary the order of representation if he/she considered that it is convenient and conducive to the despatch of the business and will not cause prejudice to the parties concerned, or

(b) remove any person from the meeting if they behave in a disorderly manner,

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**Head of Urban and Rural Services**

- The use of parks, open spaces and recreational areas for special functions.
- The planting and maintenance of trees on Council-owned land or Council controlled land.
- The provision of advice relating to trees and recommending to the Head of Development Control and Major Developments the making of Tree Preservation Orders including in an emergency.
- Dealing with applications for works to trees in Conservation Areas.
- Approving the standards for adoption of open space land in planning agreements.
- Authorising the temporary use of off street parking areas for uses other than parking.
- Authorising the siting of market stall spaces and the letting of such spaces subject to the necessary planning and highway consents.
- Managing the maintenance of monuments and public clocks in the Council's ownership.
- The issuing of parking permits and season tickets for off street parking and for residents parking schemes and Exemption Certificates for pedestrianised areas.
- The provision of street furniture on land other than recreational land.
- The making of temporary traffic orders under section 21 of the Town Police Clauses Act 1847 relating to special events on the highway and the power to waive charges for the making of such orders in exceptional circumstances.
- The enforcement of parking and other stationary traffic offences.
- The licensing of hackney carriages and drivers and private hire vehicles, operators, and drivers subject to applicant's right of appeal.
- Granting, variation, review or refusal of all licences, certificates or permissions under the Gambling Act 2005 subject to it being considered by a Licensing Subcommittee where a valid representation or objection is made and not withdrawn.
- Enforcement of and any other necessary action under the Gambling Act 2005

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<b>Deleted:</b> a subcommittee of the Licensing Committee.

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Determining whether a complaint or representation under the Gambling Act 2005 is irrelevant, frivolous or vexatious.

•  
Responsibilities relating to street and house to house collections.

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Responsibilities relating to street trading, under section 3 and schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

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•  
Responsibilities relating to the third parties placing objects over or on the public highway, under section 115 of the Highways Act 1980.

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•  
Granting, variation, review or refusal of all licences, certificates or permissions under the Licensing Act 2003 subject to it being considered by a Licensing Subcommittee where a valid representation or objection is made and not withdrawn.

•  
Determining whether a complaint or representation under the Licensing Act 2003 is irrelevant, frivolous or vexatious.

Enforcement and any other necessary action under the Licensing Act 2003

•  
Approval of applications for the making of Public Path Orders (which are not the result of the consideration of a planning application) and to approve the confirmation of Orders where no objections are lodged, or, if lodged, are withdrawn within the statutory period.



**Licensing Committee Sub-Committee**

- The hearing of, and decisions on, applications and notifications under the Licensing Act 2003 where this cannot be decided by the Head of Urban and Rural Services because valid representations/objections have been received and not withdrawn.

- The hearing of, and decisions on, applications for review of a premises licence/Club Premises Certificate under the Licensing Act 2003.

- The hearing of, and decisions on, applications for and notifications under the Gambling Act 2005 where this cannot be decided by the Head of Urban and Rural Services because valid representations/objections have been received and not withdrawn.

- The cancellation of club gaming/club machine permits under the Gambling Act 2005

- The cancellation of a licensed premises gaming machine permits where a permit holder requests a hearing under the Gambling Act 2005

- Consideration of a temporary use notices under the Gambling Act 2005 where an objection has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary and that the Head of Urban and Rural Services is satisfied that a counter notice is not required.

- Decision to give a counter notice to a temporary use notice under the Gambling Act 2005.

- To provide a forum for applicants who may wish to appeal against decisions of the Head of Urban and Rural Services in respect of Street Trading and provisions of facilities on the Highway.

- To provide a forum for applicants who may wish to appeal against decision of the Head of Safer Communities and Community Development in respect of animal welfare Licensing.

**Deleted:** To provide a forum for applicants who may wish to appeal against decisions of the Head of Urban and Rural Services in respect of licensing of hackney carriages, private hire vehicles, hackney carriage/private hire vehicle drivers and private hire vehicle operators, without prejudice to the right of applicants to appeal to the Magistrates' Court.¶

**Note:** The Licensing Subcommittee will be made up of any 3 Members to be drawn from the membership of the parent Committee. Members must have received appropriate training and must have taken a non-committal approach to any lobbying in respect of the appeal to be heard, otherwise they may not participate in the hearing.

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## Executive

### Calendar of Meetings

11 January 2010

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

The Executive is asked to consider a draft calendar of meetings for 2010/2011, and to recommend to Council accordingly.

This report is public

#### Recommendations

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The Executive is recommended to:

- (1) Recommend to Council the draft calendar of meetings for 2010/11.
- (2) Recommend to Council that the Chief Executive in consultation with the Leader be delegated to make amendments to the calendar of meetings as and when the general election is called.

#### Executive Summary

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##### Introduction

- 1.1 The draft calendar of meetings for 2010/11 is attached at Annex 1 to this report. It also contains provisional dates from the Annual Council Meeting in May 2011 to the end of December 2011. These provisional dates are for noting only and may be subject to change as part of the 2011/12 calendar of meetings.
- 1.2 Chief Officers have been consulted and all suggested changes have been included in the draft calendar. The meeting dates in 2010/11 may be subject to change if a General Election is called.

##### Proposals

- 1.3 The principle changes are:
  - The reduction of Planning Committee meetings through changing

from a 3 to 4 week cycle.

- The regularisation of scrutiny meetings to a 6 week cycle to assist with work programme planning.
- The minimisation of meetings during the election period (April) and between the election and Annual Council (May).

### **Conclusion**

- 1.4 It is believed that the calendar as set out in Annex 1 will provide a suitable decision making framework for Cherwell District Council. The calendar has been based on the elections scheduled for May 2010, amendments to the calendar if local elections are combined with the parliamentary election and delayed to June 2010 or if a general election is called earlier than May 2010.

### **Key Issues for Consideration/Reasons for Decision and Options**

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The following options have been identified. The approach in the recommendations is believed to be the best way forward

- |                   |  |
|-------------------|--|
| <b>Option One</b> | To recommend the draft calendar in the current form  |
| <b>Option Two</b> | To amend dates in the draft calendar. It should be noted that any changes to the calendar of meetings may have a knock-on effect to the meeting cycle or performance targets / statutory deadlines which may in turn require the whole calendar to be redrafted. |

### **Consultations**

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- |                     |  |
|---------------------|--|
| <b>All Services</b> | The calendar has been amended as a result of the responses received. |
|---------------------|--|

### **Implications**

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- |                   |   |
|-------------------|---|
| <b>Financial:</b> | There is a saving to be made from the reduction in the number of planning meetings. This saving is noncashable and is mostly in terms of officer time, although there are some minor printing, postage, travelling and refreshment savings.<br><br>Comments checked by Denise Westlake, CSR<br>Service Accountant, 01295 221982 |
|-------------------|---|

**Legal:** The setting of an annual calendar of meetings is both good practice and a constitutional requirement.

Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686

**Risk Management:** A risk has been identified in continuing with meetings during the election period in terms of the availability and time constraints on key officers and the Democratic Services team. These proposals help to mitigate that risk.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer, 01295 221566

### **Wards Affected**

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All

### **Corporate Plan Themes**

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All

### **Executive Portfolio**

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Councillor Debbie Pickford  
Portfolio Holder for Democratic Services and Member Development

### **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Draft Calendar of Meetings
<b>Background Papers</b>	
None	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 james.doble@Cherwell-dc.gov.uk

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2010

MEETINGS TIMETABLE 2010/2011

2011

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Mon								1 Exec									1					Mon
Tue			1					2			1	1 RPSB					2			1		Tue
Wed			2 Pers			1		3	1		2 C&E	2 Pers			1 Pers		3			2		Wed
Thurs	1 Plan		3	1		2		4 Plan	2 Plan		3	3			2		4	1		3 Plan	1 Plan	Thurs
Fri	2 B Hol		4	2		3	1	5	3		4	4	1		3	1	5	2		4	2	Fri
Sat	3	1	5	3		4	2	6	4	1	5	5	2		4	2	6	3	1	5	3	Sat
Sun	4	2	6	4	1	5	3	7	5	2	6	6	3	1	5	3	7	4	2	6	4	Sun
Mon	5 B Hol	3 B Hol	7 Exec	5 Exec	2 Exec	6 Exec	4 Exec	8	6 Exec	3 B Hol	7 Exec	7 Exec	4 Exec	2 B Hol	6 Exec	4 Exec	8 Exec	5 Exec	3 Exec	7 Exec	5 Exec	Mon
Tue	6	4	8	6	3	7 RPSB	5	9	7 RPSB	4	8	8 O&S	5	3	7	5	9	6 RPSB	4	8	6 O&S	Tues
Wed	7	5	9 Parish	7	4	8 Pers	6	10 Parish	8 MT	5	9 PSWG	9	6	4	8 Parish	6	10	7 Pers	5	9 Parish	7 MT	Wed
Thurs	8	6	10	8 Stan	5	9 Plan	7 Plan	11	9	6 Plan	10	10	7	5	9	7 Stan	11 Plan	8 Plan	6 Plan	10	8	Thurs
Fri	9	7	11	9	6	10	8	12	10	7	11	11	8	6	10	8	12	9	7	11	9	Fri
Sat	10	8	12	10	7	11	9	13	11	8	12	12	9	7	11	9	13	10	8	12	10	Sat
Sun	11	9	13	11	8	12	10	14	12	9	13	13	10	8	12	10	14	11	9	13	11	Sun
Mon	12	10	14	12 Exec	9	13	11 Exec	15 Exec	13 AAR	10 Exec	14	14 AAR	11	9	13	11	15	12	10 Exec	14	12 AAR	Mon
Tue	13	11	15 RPSB	13 FSWG	10	14 O&S	12 RPSB	16	14 O&S	11 RPSB	15	15	12 O&S	10	14 O&S	12 FSWG	16	13 O&S	11 RPSB	15 O&S	13 PSWG	Tue
Wed	14	12	16 AAR	14	11	15 MT	13	17	15 Pers	12	16	16	13	11	15 AAR	13	17	14 MT	12	16	14 Pers	Wed
Thurs	15	13	17 Plan	15 Plan	12 Plan	16 Stan	14	18 Stan	16	13	17 MT	17 Stan	14	12	16 Plan	14 Plan	18	15 Stan	13	17 Stan	15	Thurs
Fri	16	14	18	16	13	17	15	19	17	14	18	18	15	13	17	15	19	16	14	18	16	Fri
Sat	17	15	19	17	14	18	16	20	18	15	19	19	16	14	18	16	20	17	15	19	17	Sat
Sun	18	16	20	18	15	19	17	21	19	16	20	20	17	15	19	17	21	18	16	20	18	Sun
Mon	19 Coun	17	21 Exec	19 Coun	16	20 Exec	18 Coun	22	20	17 Coun	21 Coun	21 Exec	18 Coun	16	20 Exec	18 Coun	22	19 Exec	17 Coun	21 Exec	19	Mon
Tue	20	18	22 O&S	20 RPSB	17	21 PSWG	19	23 PSWG	21	18	22	22	19	17	21 RPSB	19 O&S	23	20 PSWG	18 O&S	22 RPSB	20	Tue
Wed	21	19 Coun	23 AAR	21	18	22 AAR	20	24 C&E	22	19 AAR	23	23	20	18 Coun	22 AAR	20	24	21 AAR	19	23 C&E	21	Wed
Thurs	22 Plan	20 Plan	24	22	19	23	21	25	23	20 Stan	24 Plan	24 Plan	21 Plan	19 Plan	23	21	25	22	20	24	22	Thurs
Fri	23	21	25	23	20	24	22	26	24	21	25	25	22 B Hol	20	24	22	26	23	21	25	23	Fri
Sat	24	22	26	24	21	25	23	27	25	22	26	26	23	21	25	23	27	24	22	26	24	Sat
Sun	25	23	27	25	22	26	24	28	26	23	27	27	24	22	26	24	28	25	23	27	25	Sun
Mon	26	24 Exec	28	26	23	27	25	29	27	24	28 FSWG	28	25 B Hol	23 Exec	27	25	29 B Hol	26	24	28	26 B Hol	Mon
Tue	27	25	29 PSWG	27 O&S	24	28 FSWG	26 O&S	30 FSWG	28	25 O&S		29	26	24	28 PSWG	26 RPSB	30	27 FSWG	25	29 FSWG	27 B Hol	Tue
Wed	28	26 C&E	30	28 C&E	25	29	27	31	29	26		30	27	25 C&E	29	27 C&E	31	28	26	30	28	Wed
Thurs	29	27		29	26	30	28		30 Plan	27 Plan		31	28	26	30	28		29	27		29 Plan	Thurs
Fri	30	28		30	27		29		31	28			30	27		29		30	28		30	Fri
Sat		29		31	28		30			29				28		30			29		31	Sat
Sun		30			29		31			30				29		31			30			Sun
Mon		31 B Hol			30 B Hol					31				30					31			Mon
Tue					31									31								Tue

Council 6.30pm	Executive 6.30pm	Planning Committee 4.00pm	Council & Employee Joint Committee 6.30pm	Personnel 6.30pm	Standards 6.30pm	Accounts, Audit & Risk Committee 6.30pm	Overview & Scrutiny Committee 6.30pm	Performance Scrutiny Working Group 6.30pm	Resources & Performance Scrutiny Board 7.00pm	Finance Scrutiny Working Group 6.30pm	Parish Liaison
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Notes: Provisional Members Training = MT / Please note: Exec meeting moved from 12 April to 29 March 2010





By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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