

Committee: Executive
Date: Monday 6 February 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Barry Wood (Chairman)	Councillor G A Reynolds (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor John Donaldson	Councillor Michael Gibbard
Councillor James Macnamara	Councillor Nigel Morris
Councillor D M Pickford	Councillor Nicholas Turner

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 9 January 2012.

Strategy and Policy

6. Bicester Masterplan Progress Report (Pages 11 - 18)

6.35 pm

Report of Head of Strategic Planning and the Economy

Summary

To receive a report on the progress made on the Bicester Masterplan.

A presentation will be given by representatives of WYG, the consultants appointed to prepare the Bicester Masterplan.

Recommendations

The Executive is recommended:

- (1) To consider the issues that have informed the preparation of the Masterplan for Bicester and to note the progress being made.
- (2) To consider proceeding to public consultation and completion of the Masterplan by May 2012.

7. Housing Land Supply Position Statement (Pages 19 - 68)

7.05 pm

Report of Head of Strategic Planning and the Economy

Summary

To seek approval of a Position Statement on Housing Land Supply and of active measures to increase housing supply, in view the current shortfall of deliverable housing sites as reported to the Executive on 6 December 2011.

Recommendations

The Executive is recommended to:

- (1) Approve the Housing Land Supply Position Statement for use as a material consideration in the determination of applications for planning permission for ten or more dwellings and in the handling of relevant planning appeals.
- (2) Authorise officers to undertake detailed pre-application discussions with interested promoters in the interests of identifying appropriate opportunities for addressing the housing land supply shortfall that accord with the principles set out in the Housing Land Supply Position Statement.
- (3) Authorise officers to work proactively with promoters and developers to ensure that all reasonable measures are taken for bringing forward and delivering appropriate sites within required timescales and for ensuring that developments are constructed to high standard;
- (4) Instruct officers to ensure that all reasonable opportunities are taken for bringing forward the delivery of sites already approved for new housing

development but where development has either not yet commenced or where delivery has stalled.

- (5) Instruct officers to actively monitor housing supply and the delivery of specific sites, liaising with promoters and developers as required, and to ensure that the Planning Committee and Executive are informed of any significant change in circumstances.

8. Developer Contributions Consultation (Pages 69 - 74)

7.20 pm

Report of Head of Strategic Planning and the Economy

Summary

To approve the commencement of a consultation on the Developer Contributions document.

Recommendations

The Executive is recommended:

- (1) To authorise a consultation on the Developer Contributions document.
- (2) To endorse the additional actions proposed to strengthen s106 monitoring.

Service Delivery and Innovation

9. Implications of the Localism Act 2011 (Pages 75 - 88)

7.30 pm

Report of Head of Law and Governance

Summary

To enable the Executive to receive a summary of the provisions of the Localism Act 2011 and to consider any implications arising at this stage.

Recommendations

The Executive is recommended to:

- (1) Consider the summary of the provisions of the Localism Act 2011 (“the Act”) at Appendix 1.
- (2) Identify any implications of the Act that it wishes to consider more fully at a future meeting and request the relevant officers to report back accordingly at the appropriate time.
- (3) Notes the intention of officers to take a similar report to the February Council meeting when the mandatory statement of pay policy will also be reported for approval.

10. **HS2 Update Report** (Pages 89 - 100)

7.40 pm

Report of Head of Strategic Planning and the Economy

Summary

To receive an update report on the High Speed Rail proposals - HS2.

Recommendations

The Executive is recommended to:

- (1) Approve the proposed actions in response to the government announcement made on 10 January 2012.
- (2) Note and endorse the officers' intention to seek legal advice as part of the 51M consortium on the merits of a possible application for a Judicial Review of the decision to proceed.

Value for Money and Performance

11. **2011/12 Projected Revenue and Capital Outturn at 31 December 2011**

(Pages 101 - 122)

7.50 pm

Report of Head of Finance and Procurement

Summary

This report summarises the Council's Revenue and Capital performance for the 9 months of the financial year 2011/12 and projections for the full 2011/12 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2011/12 budget process currently underway.

This report also reviews the treasury performance and procurement action plan performance for the first 9 months of 2011/12.

Recommendations

The Executive is recommended to:

- (1) Note the projected revenue & capital position at December 2011.
- (2) Note the Capital Slippage of £9m from the 2011/12 capital programme as detailed in the main body of this report.
- (3) Approve the funding of £20k to the Banbury Citizens Advice Bureau Appeals per paragraph 2.9
- (4) Note the Q3 treasury performance outlined in paragraph 2.17.
- (5) Note progress against the Procurement Action plan detailed in Appendix 1 and the savings recorded in Appendix 2.

Report of Head of Finance and Procurement

Summary

The Council is required to produce a balanced budget for 2012/13 as the basis for calculating its level of Council Tax. It 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. The first draft was reported to the December 6 2011 Executive meeting. The information has now been updated to reflect changes since then and, subject to any further changes Members may wish to include tonight, this final draft will be used to prepare a final budget proposal to be presented to full Council on 27 February 2012.

Recommendations

The Executive is recommended to:

- (1) Approve the changes to the draft budget since 6 December 2011 and consider the draft revenue budget (detailed in Appendix 1) in the context of the Council's service objectives and strategic priorities.
- (2) Approve the surplus of £3,299 be transferred to general fund balances to enable a balanced budget.
- (3) Recommend to full council a Council tax freeze or amend the proposals contained within this report to recommend a different level of Council Tax.
- (4) Delegate authority to the Head of Finance and Procurement, in consultation with the Lead Member Financial Management and Director of Resources to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to full council following the announcement of the final settlement figures.
- (5) Agree the proposed 2012/13 capital programme (detailed in Appendix 2).
- (6) Note the review of earmarked revenue reserves undertaken by the Lead Member Financial Management, the Head of Finance and Procurement and the Director of Resources and approve re-allocation between various earmarked reserves and creation of one new reserve. (detailed in Appendix 4).
- (7) Endorse the draft corporate plan and public pledges and to delegate authority to the Chief Executive in consultation with the Leader of the Council to make any minor amendments to the plan or pledges as required. (detailed in Appendix 5 & 6).
- (8) Note the 2012/13 Business Plan and Budget Equality Impact Assessment (detailed in Appendix 7)
- (9) Note the latest MTFs financial forecast is currently being refreshed and will be part of the budget book.

- (10) Request officers to produce the formal 2012/13 budget book on the basis of Appendices 1-7.
- (11) Approve the schedule of Election Fees and Charges as (detailed in Appendix 8.)
- (12) Recommend ,subject to any further changes Members may wish to include tonight, the updated draft for adoption by the Council on 27 February 2012 (as a key decision).

Urgent Business

13. Urgent Business

Any other items which the Chairman has decided is urgent.

(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 or 01295 221589 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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Law and Governance
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Friday 27 January 2012

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Agenda Item 5

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 9 January 2012 at 6.30 pm

Present: Councillor Barry Wood (Chairman)

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor James Macnamara, Lead Member for the Environment
Councillor Nigel Morris, Lead Member for Change
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Customer Services

Also Present: Councillor Leslie F Sibley, Leader of the Labour Group
Councillor Tim Emptage, Leader of the Liberal Democrat Group

Apologies for absence: Councillor G A Reynolds, Deputy Leader

Officers: Sue Smith, Chief Executive
Calvin Bell, Director of Development
Martin Henry, Director of Resources / Section 151 Officer
Ian Davies, Director of Community and Environment
Kevin Lane, Head of Law and Governance / Monitoring Officer
Martyn Swann, Strategic Housing Manager
Helen Town, Strategic Housing Officer
Natasha Clark, Team Leader, Democratic and Elections

69 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

71 **Urgent Business**

There were no items of urgent business.

72 **Minutes**

The minutes of the meeting held on 6 December 2011 were agreed as a correct record and signed by the Chairman.

73 **Health Sector Reforms and Emerging New Local Arrangements**

The Director of Environment and Community submitted a report which sought consideration of the changes to the local health sector as a consequence of the health sector reforms and the resultant new structures and functions.

In introducing the report, the Lead Member for the Environment explained that whilst Cherwell District Council does not provide the main health services, it was important for the Council to be involved as the proposals provided many opportunities for the Council and its partners to make a contribution to and influence what, and how, health services were provided in Cherwell.

In response to a request from Councillor Tim Emptage, Leader of the Liberal Democrat Group, regarding the role of district councillors in the reforms, the Leader agreed that it would be important to consider a suitable feedback structure to all Members.

Resolved

- (1) That the new Oxfordshire and local arrangements for the Health and Wellbeing Functions, Healthwatch and Clinical Commissioning. Be noted
- (2) That the District Council's involvement in the appropriate parts of the Health & Wellbeing partnerships structure be supported and promoted.
- (3) That the Community Partnership Network continue to be supported as a means of ensuring that local issues are adequately addressed in all parts of the health and social care sector.

Reasons

The changes to the local health and social care sector are very significant and provide a range of opportunities for the Council and its partners to influence what and how services are provided to meet local needs in a much more coherent and joined up way.

Options

Option One To fully engage with this change process and with partners, to influence future service provision as much as possible. This option is the basis of the report recommendations.

Option Two To withdraw from health and social care sector matters and not become involved. Given the good work associated with the Horton Hospital, this option is not

proposed.

Option Three To engage only on an invited basis. Again, a passive approach such as this is not recommended as it is likely to result in only limited benefit.

74

Council Tax Base for 2012/13

The Head of Finance and Procurement submitted a report which sought consideration of the calculation of the council tax base for 2012/13.

Resolved

- (1) That the report of the Head of Finance and Procurement, 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 be approved.
- (2) That, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2012/2013 shall be 50,615.
- (3) That the tax base for parts of the area be in accordance with the figures shown in column 13 of Appendix 1b (as set out as an annex to the Minutes in the Minute Book).
- (4) That it be agreed to continue with the discretionary awards that it resolved to give on December 1 2009.

Reasons

The Collection Rate to be used in the tax base calculation is a best estimate of the percentage of the total amount due for 2012/2013 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 98.38% 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 2010/11 was 98.38% and it is on target to achieve the same for 2011/12 financial year.

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.

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%.

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 Service Assurance team take into account known planning applications and the progress that is to be made on them during the remainder of this year and next.

Options

Option One

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.

Option Two

The Council may vary the discounts for second homes and long-term empty dwellings this report proposes that the rates for 2012/13 continue unchanged from those approved for 2011/12 as approved by the Executive at its meeting on 1 December 2009

75

Resource Review

The Chief Executive submitted a report which sought support for the proposals to address the gaps in skills or capacity identified following the appointment to the posts in the new Joint Management Team.

In introducing the report, the Chief Executive explained that there were currently a large number of projects underway at Cherwell District Council and South Northamptonshire Council and a rigorous approach was required to manage them.

In considering the report, Members commented that elected Member could add value to project boards but any involvement should be relevant. In terms of the request for one-off funding, Members agreed that the proposals should be given further consideration by the Joint Arrangements Steering Group and authority delegated to the Chief Executive, in consultation with the Leader and the Lead Member for Finance, to approve subject to this review.

Resolved

- (1) That the outcome of the resource review be noted.
- (2) That authority be delegated to the Chief Executive, in consultation with the Leader and the Lead Member for Finance, to approve the proposals for the one-off funding requirement following further consideration of them by the Joint Arrangements Steering Group.

- (3) That it be noted that business cases for any further funding requirements were being developed for member consideration.
- (4) That the Overview and Scrutiny Committee be requested to review the joint working arrangements during 2012/13.

Reasons

The joint management arrangements are still new and are being embedded in both organisations, whilst also delivering services. Each council also has a number of major projects and in addition there are many changes at national level that will have an impact on all councils, such as localism, the Local Government Resource Review and the changes to the planning regime. However, the implementation of the first phase of the business case for joint working has been delivered on time and within budget, but will be kept under review as future phases are delivered.

Options

- | | |
|---------------------|---|
| Option One | To agree all or some of the recommendations as set out. |
| Option Two | To amend all or some the recommendations. |
| Option Three | Not to agree the recommendations. |

76 **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 they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

77 **Community Led Housing and Self Build Housing**

The Interim Head of Regeneration and Housing submitted an exempt report which updated Members on community led and self build housing development opportunities following the approach agreed in an exempt report to Executive on 23 May 2011.

Resolved

That recommendation 1 as set out in the exempt minute be agreed and:

- (2) That the progress to date in developing Build! ® as the Council's 'invest and develop' approach to the delivery of self build housing and renovation of empty homes, through the acquisition and development of land and premises be noted.

- (3) That the establishment by the Council of a District-Wide Community Land Trust in Cherwell be approved.
- (4) That it be agreed to appoint an Elected Member as a nominee to serve as a Custodian Board Member on the Community Land Trust and approve the involvement of Council Officers as required to provide specialist advice and input.
- (5) That officers be requested to submit a progress report on the Community Land Trust to the Executive in six months.

Reasons

At a time of national changes with welfare reform and reduced public spending the proposals in this report aim to ensure that Cherwell is in a strong position to access new forms of funding and provide innovative and entrepreneurial solutions to the delivery of affordable housing.

Options

- | | |
|---------------------|---|
| Option One | To agree the recommendations as set out. |
| Option Two | To not accept any of the recommendations. |
| Option Three | To accept some of the recommendations. |

78

ICT Insource and Shared Service Business Case

The Head of Finance and Procurement submitted an exempt report which sought support for the business case to implement a shared ICT service across Cherwell District Council (CDC) and South Northamptonshire Council (SNC), and agreement to fund the set up costs of such a service.

Resolved

Subject to approval of the staffing implications by Personnel Committee and similar approval by the respective SNC decision making bodies:

- (1) That the business case for insourcing the ICT function at the end of the current SNC contract with Capita be endorsed.
- (2) That the ICT Programme Board be requested to progress the insource.
- (3) That the revised Terms of Reference for the ICT Programme Board as set out in the business case be approved and the authority to take all necessary non staffing decisions to implement it be delegated to the Director of Resources in consultation with the Board Chairman.
- (4) That the supplementary capital estimate to fund the investment required to develop a shared platform be approved and authority be

delegated to the Director of Resources in consultation with the Lead Member for Financial Management to fund the one off revenue costs from ICT earmarked reserves.

Reasons

There is a compelling business case to take forward the information services shared project with South Northamptonshire Council. In addition to the financial savings and contribution to funding reductions, the ICT shared service would enable other ICT projects to deliver further savings (from further rationalisation of systems) and enable the taking forward of wider transformation opportunities that would generate cashable savings and service improvements to both authorities.

Options

Option One The “insource alone” option for SNC would require greater investment by CDC as the necessary costs to refresh its infrastructure would not be shared. The potential for much greater savings in the future through rationalisation of the two councils’ applications would also be unavailable. This option also goes against the general principle of sharing, established in the shared management team business case.

Option Two The option for SNC to simply replace its total outsource with another, is also unattractive from CDC’s perspective as again, CDC would need to make greater investment in its own infrastructure without any benefits from future economies of scale. This option also goes against the general principle of sharing, established in the shared management team business case.

The meeting ended at 8.15 pm

Chairman:

Date:

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

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Executive

Bicester Masterplan Progress Report

6 February 2012

Report of Head of Strategic Planning and Economy

PURPOSE OF REPORT

To receive a report on the progress made on the Bicester Masterplan

This report is public

Recommendations

The Executive is recommended:

- (1) To consider the issues that have informed the preparation of the Masterplan for Bicester and to note the progress being made.
- (2) To consider proceeding to public consultation and completion of the Masterplan by May 2012.

Executive Summary

Introduction

- 1.1 A Masterplan to guide the future development of Bicester is in preparation. It is considering future employment needs and how the town centre might be further strengthened; the potential for major transport improvements and the opportunity from East-West rail secured; the integration of new communities with the existing town into One town and the Eco-Bicester concept used as the foundation for the future of the town.
- 1.2 The Bicester Masterplan will be used to update the Bicester chapter of the Core Strategy for the District due for completion in 2012.

Proposals

- 1.3 The Masterplan contains a set of strategic proposals for the future development of the town to ensure the development of the town proceeds in a holistic, planned, coordinated way.

Background Information

- 2.1 Cherwell District Council appointed consultants WYG to prepare a Masterplan for Bicester in November 2011.
- 2.2 Following the appointment Oxfordshire County Council have confirmed a major contribution to the funding of the work and are actively involved in the coordination of the project jointly with CDC.
- 2.3 WYG were asked to complete a conceptual plan by the end of January 2012, with a full Masterplan being completed in May 2012 for adoption by the Council as planning policy guidance for the town.

The role of the Masterplan process

- 2.4 The Masterplan has been commissioned to examine the town and its future needs over the next 20 years. It aims to provide a clear vision for the future of the town and set a framework for the integration of new developments with the rest of the town, to ensure that opportunities for securing a stronger economy and economic improvement can be captured.
- 2.5 A number of opportunities exist in Bicester which are critical to consider in a comprehensive, planned way. The Masterplan process is a powerful means to capture the aspiration of the town and to consider how best to realise its full opportunity to bring benefit to the economy, environment and wellbeing of residents.
- 2.6 The Masterplan seeks to amplify and build upon the strengths of the town. Bicester has a range of current strengths, from the development of the Eco-Bicester concept, a strong commercial and retail partnership in Bicester Vision, the Bicester Outlet Village which draws millions of visitors per annum, an attractive historic core, a substantial amount of defence estate land for potential redevelopment, a dynamic local College, access to the M40, good rail links to Birmingham and London and proximity to the major economic driver of the City of Oxford. The Masterplan for Bicester seeks to harness these factors into a coherent view of how the town might grow by building on these assets.
- 2.7 These include taking advantage of the new East –West Rail link, the potential for creating a larger town centre with more shops, restaurants and overnight accommodation. The Masterplan is also considering areas such as transport pressures, retail needs, green infrastructure and future education needs and other aspirations for the coming decades. It will also consider the potential gains from proposed development in the wider Bicester area including the Graven Hill MoD site.
- 2.8 The Masterplan is intended to help ensure that the NW Bicester development is fully integrated into the existing town and that all future plans for the town demonstrate a commitment to the ‘Eco Bicester Vision’ in order to bring long term benefits for the environment, economy, and quality of life for residents. The Masterplan will also establish a new green edge to the town, a new boundary that sets a limit to the town’s growth.
- 2.9 The Masterplan will build on the work that has started on the NW Bicester development which will itself bring many benefits to the town, including improved public transport, local jobs and retrospective energy efficiency

measures.

2.10 The main aims of the Bicester Masterplan are to:

- Guide the growth of the town up until 2026, having regard to the potential for additional development that secures the sustainable future for the town in the period beyond.
- Identify opportunity sites in the town and potential land uses.
- Identify the key physical and social infrastructure that is required to meet the requirements of the current and future population and relating to and informing the emerging Core Strategy assessment.
- Set out an urban design framework for the town that reflects the use of the emerging Eco-Bicester standards and considers appropriate design principles for other developments.
- Identify how best to present the town as a destination.
- Examine how the town's considerable heritage might be used to develop new cultural activities and a new tourism offer.
- Highlight to potential landowners, developers and investors the opportunities that Bicester has to offer.
- Secure the future role of the town centre, ensure its vitality and viability, widen and secure the retail offer, reduce the number of vacancies and prevent against unsuitable out of town development that would undermine the role of the town centre.
- Provide a sustainable movement strategy for the town.
- Secure a stronger employment base for the town.
- Provide a robust document that the Local Planning Authority can use in pre-application discussions, to assess future planning applications and assist in the determination of proposals.
- Highlight where on site provision and potential planning obligations may be required.

2.11 Many of the opportunities will take time to secure, requiring the sustained commitment from many agencies.

The key issues being considered

Guiding and shaping growth

2.12 Bicester is recognised as a Rural Service Centre in the current South East Regional Spatial Strategy, one of the main locations for development within Central Oxfordshire and together with its local demographic growth is planned to grow in size between now and 2026.

2.13 The South East Regional Strategy stated that a minimum of 670 dwellings will be provided per annum within the Cherwell District up until 2026. This growth

is planned to take the form of key sites within the existing town, town centre regeneration and a series of urban extensions on strategic sites of which the NW Bicester site is to 'Eco-Town' standard (PPS 1 supplement – Eco Towns), a step change in the standard of development that can be implemented.

Providing coherence and avoiding sprawl

- 2.14 With this starting point, the Masterplan is an important means to consider the development of the town in a coordinated, planned and integrated way.
- 2.15 The Masterplan process is intended to provide a clear spatial vision for the town and setting a framework for the development of key opportunity sites. It will also enable Cherwell Council and its partners to take a proactive role in guiding future development within a clear town boundary that prevents urban sprawl or encroachment on the surrounding villages. The Masterplan will examine ways of best integrating all new developments with the rest of the town.
- 2.16 Bicester is a market town that serves a substantial rural catchment. As a result of the planned growth, the role and functions of the town centre will need to be expanded and enhanced both to maintain and strengthen the role of the town within this catchment. The challenge is how best to shape this town growth so that the town uses its key opportunity sites in a coordinated, integrated and planned way and to expand the retail, employment, leisure, education and social portfolio of the town to cater for the existing and a growing population.

A stronger town economy

- 2.17 The Masterplan seeks to address the availability of employment land to ensure local companies can grow and the economic base of the town be both maintained and strengthened.
- 2.18 The Masterplan process is considering how best Bicester might build on its role as a market town, by involving the Town Council and the aspirations of the multi-stakeholder partnership Bicester Vision in considering how best to market the town as a place to visit and invest in.
- 2.19 The Bicester Masterplan is considering how to prepare the town to take advantage of the next economic upswing by considering how best to develop a distinctive approach to establish its employment and retail offer, a new economic niche and to maximise the opportunity to establish new successful SMEs within the context of being 'Eco Bicester'.
- 2.20 The Bicester Masterplan is also exploring current retail trends and needs of the town and surrounding District. This is to inform consideration of how best the town should strengthen the retail sector of its economy and promote the town as a shopping, tourism and cultural destination and secure a closer relationship between the potential for future development of the successful Bicester Outlet Village and a larger town centre.
- 2.21 The Masterplan seeks to address a number of other challenges faced by the town, including:
 - How to reposition the town in the face of competition from neighbouring towns with consequential retail leakage, leading to it

becoming more of a dormitory town than a competitive, dynamic, attractive retail centre.

- How to reduce the number of vacant shop premises within the town centre.
- How to strengthen local resident's perceptions of a positive future for the town.
- Identifying potential new employment sites within and around the town to assist in reducing the current high level of out commuting and responding to the restructuring of employment within the town, with a particular focus that matches the 'Eco-Bicester' concept.
- How to build on the success of the Bicester Outlet village as a foundation for a more dynamic and diverse town economy.
- How best to strengthen the economic benefits from Higher Education provision in the town.
- How best to relate the potential use of Defence Estates land into the town for new residential and employment uses, that help strengthen the economy and demographics of the town.
- How the town centre might be further developed as a high quality attractive place that meets wider business needs as well as providing an attractive mix of national and independent retailers.
- How to use its locational advantages and maintain its excellent connectivity.
- How best to promote the town as a tourism centre, by exploring the potential use of the former RAF Bicester site.
- How best to announce 'arrival' into the town.

Creating sustainable communities

2.22 The Bicester Masterplan will include an assessment of the likely volume of new housing, securing high building standards such as the use of Eco-Town standards.

2.23 The plan is considering how best to integrate areas of potential urban expansion with the existing town to ensure that the town benefits from this growth, with new community facilities and the impact on existing services fully assessed. This will include consideration of the educational needs of the town, the relationship between potential education locations (of all types – primary, secondary and higher) and the appropriate level of health facilities, together with the potential for new and extended cultural, arts, sports and leisure facilities.

2.24 The aims are to consider how best to:

- Provide a wide range of high quality, sustainable housing choices and build safe neighbourhoods.

- Strengthen the cultural life of the town, the public realm, arts and facilities for community use.
- Secure a high quality leisure, sport and recreation offer.
- Ensure that the proposed urban extensions to the North West, South West and possibly to the South East of Bicester at Graven Hill might best be integrated with the rest of the town.

Transport improvements

- 2.25 Central to the Masterplan project is the aim of improving public transport services; both bus connections within the town and to surrounding villages; the gain from the investment in the Chiltern Rail service from Birmingham, to Banbury, Bicester and London; the opportunities to be gained from the East-West Rail project linking Oxford, Bicester, Milton Keynes and Bedford through a new frequent rail service.
- 2.26 Alongside the expansion of the range of commercial and social facilities available, Bicester faces a challenge of how to secure an improved sustainable transport network for walking and cycling together with new bus connections that will collectively help to reduce the level of out-commuting and encourage 'modal shift' and promote the 'well-being' of residents of the town.
- 2.27 The Masterplan process will include consideration of the need for enhanced Green Infrastructure, such as an expanded network of footpaths, link trails and new cycle paths, together with other investment in the public realm and ensuring that Bicester becomes a greener more attractive town.
- 2.28 Clearly considering potential land use changes will raise the possibility of altering transport patterns in the town, the opportunity to remove pinch points and how the constraints on economic growth from M40 junctions 9 & 10 might best be resolved.
- 2.29 Importantly, WYG have also now been commissioned by Oxfordshire County Council to consider the detail of a new 'movement strategy' for the town and guidance to support their role as the local highway body.

Links to the Cherwell Core Strategy

- 2.30 The Bicester Masterplan will assist with the completion of the Core Strategy for the District having considered the issues facing the development of the town as a whole in depth.
- 2.31 The Core Strategy will incorporate the conclusions of the Masterplan onto a statutory footing, placing the future of Bicester into the context of Cherwell District as a whole.
- 2.32 Completion of the Proposed Submission Core Strategy is due in April 2012, followed by a final 6 weeks consultation and submission planned for July 2012. This will lead to an Examination in Public in the autumn and Adoption anticipated in Spring 2013.

The process of plan preparation

- 2.33 WYG are at the first stages of preparing the Masterplan and have been gathering information and liaising with key stakeholders to inform its production.
- 2.34 Key stakeholders include elected members and officers from the 3 tiers of local government - District, Town and County Councils; Oxford and Cherwell Valley College, Defence Estates and local businesses through Bicester Vision and the Chamber of Commerce.
- 2.35 Engagement has so far included a series of workshops and one to one interviews.

Consultation on the conceptual plan

- 2.36 Cherwell District Council will be consulting more widely on the conceptual plan in the late spring. This will ensure that the final plan has taken account of all those with an interest in Bicester, in shaping the future of the town.
- 2.37 In the next stage of the development of the plan there will be a deeper examination of infrastructure needs of the town including future education, health, green infrastructure and leisure requirements.
- 2.38 The final report will include an executive summary of the key findings and be a high quality document that is readable and well presented. The report will contain an appropriate mix of photographs, maps and drawings to illustrate the concepts that underpin the strategy for the town, as well as site options in a well designed, accessible format.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 To consider whether the proposals that are emerging within the Bicester Masterplan merit support.

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

- Option One** To accept the recommendation.
- Option Two** To continue with a piecemeal approach to development that fails to ensure integration with the existing town or to ensure that opportunities are realised for the benefit of residents and businesses in Bicester.

Consultations

- Oxfordshire County Council** Are directly involved in steering the development of the Masterplan project.
- Bicester Town Council** Have been a consultee on the development of the plan proposals.
- Bicester Vision** Area actively considering the future economy of the town and feeding their ideas into the Masterplan process.

Implications

- Financial:** The cost of the project is being met from existing resources, cofounded by Oxfordshire County Council.
Comments checked by Karen Curtin, Head of Finance and Procurement, 03000030106.
- Legal:** The plan will form 'non statutory policy guidance', therefore it is critical that its proposals are reflected in the final Core Strategy to ensure they have sufficient weight to be a determining matter on planning applications.
Comments checked by Kevin Lane, Head of Law and Governance 0300 0030107.
- Risk Management:** The completion of this project will minimise risk of important opportunities being lost through the continuation of a piecemeal approach to planning.
Comments checked by Kevin Lane, Head of Law and Governance 0300 0030107.

Wards Affected

Bicester Town and adjoining wards

Corporate Plan Themes

A District of Opportunity

Lead Member

**Councillor Gibbard
Lead Member for Planning**

Document Information

Appendix No	Title
None	
Background Papers	
Project papers	
Report Author	Adrian Colwell, Head of Strategic Planning and the Economy
Contact Information	03000030110 adrian.colwell@cherwellandsouthnorthants.gov.uk

Executive

Housing Land Supply Position Statement

6 February 2012

Report of Head of Strategic Planning and the Economy

PURPOSE OF REPORT

To seek approval of a Position Statement on Housing Land Supply and of active measures to increase housing supply, in view the current shortfall of deliverable housing sites as reported to the Executive on 6 December 2011.

This report is public

Recommendations

The Executive is recommended to:

- (1) Approve the Housing Land Supply Position Statement for use as a material consideration in the determination of applications for planning permission for ten or more dwellings and in the handling of relevant planning appeals;
- (2) Authorise officers to undertake detailed pre-application discussions with interested promoters in the interests of identifying appropriate opportunities for addressing the housing land supply shortfall that accord with the principles set out in the Housing Land Supply Position Statement;
- (3) Authorise officers to work proactively with promoters and developers to ensure that all reasonable measures are taken for bringing forward and delivering appropriate sites within required timescales and for ensuring that developments are constructed to high standard;
- (4) Instruct officers to ensure that all reasonable opportunities are taken for bringing forward the delivery of sites already approved for new housing development but where development has either not yet commenced or where delivery has stalled;
- (5) Instruct officers to actively monitor housing supply and the delivery of specific sites, liaising with promoters and developers as required, and to ensure that the Planning Committee and Executive are informed of any significant change in circumstances.

Executive Summary

Introduction

- 1.1 Government policy requires Local Planning Authorities to maintain a continuous five-year supply of deliverable housing land. On 6 December 2011, an Annual Monitoring Report (AMR) was approved by the Executive which concluded that the district had a supply of 2.8 years for the period 2011-2016 and 2.9 years for the period 2012-2017. This equates to a shortfall in each five-year period of just under 1600 homes.
- 1.2 Planning Policy Statement 3 (para' 71), requires planning applications to be considered favourably where a five-year supply cannot be demonstrated. The Draft National Planning Policy Framework proposes a continuation of the five year supply requirement and suggests that Local Planning Authorities will be expected to provide an additional 20% on top of their five year requirement to ensure choice and competition in the market for land.
- 1.3 A number of planning applications and planning appeals are already under consideration in the light of the five year land supply shortfall. Other pre-application discussions have taken place and a further number of promoters have expressed an interest in discussing proposals with officers. There is therefore a pressing need for the Council to set out it's position on how it intends to manage housing supply in the interests of increasing delivery and ensuring that development takes place in 'sustainable' locations and not on a sporadic basis in less sustainable locations.
- 1.4 A proposed Housing Land Supply Position Statement setting out how supply could be managed, and from where new deliverable housing sites might appropriately come forward, is presented at Appendix 1. Should Members be minded to approve the Position Statement it would be used as a material consideration in the consideration of relevant planning applications and appeals and would be presented in pre-application discussions.
- 1.5 The Statement seeks to uphold the urban focus of existing and emerging policy. It supports an approach of increasing the supply of deliverable sites in the most sustainable locations where services and facilities, jobs and public transport are most readily accessed, where the need for affordable housing is concentrated, and where there are significant opportunities for economic growth and the provision of new infrastructure which would benefit the wider community. The Statement looks to the most deliverable and Core Strategy compliant sites for meeting the land supply shortfall and strongly discourages the sporadic release of land in less sustainable rural areas where targeted opportunities for meeting local needs require further coordinated, consideration.
- 1.6 The Position Statement would be an important step in demonstrating that the Council is actively and positively looking to return to a five year land supply position. Together with the recommendations to proactively engage with the promoters and developers of sites and to bring appropriate sites forward, it would provide an important signal that the Council is taking management action now to secure a flexible, responsive supply of land.

Proposals

- 1.7 It is proposed that the Housing Land Supply Position Statement be approved and that the Council takes active management measures to increase housing supply in keeping with the approach set out in the Position Statement.

Conclusion

- 1.8 The Housing Land Supply Position Statement is required in view of the pressing need to actively manage the release of land for housing in the absence of a five-year supply of deliverable sites. Lack of clarity on the Council's position would increase the risk of development occurring in an uncoordinated way in less sustainable locations and of the Council's emerging Core Strategy being undermined.

Background Information

- 2.1 The objectives of the Housing Land Supply Position Statement are:
- i. to assist in monitoring and managing the district's housing land supply position so that the district returns to a five year land supply position;
 - ii. to provide contextual information and policy advice for development management decision-making in the interests of controlling the release of land in a sustainable way which accords with the evidence base for the emerging Core Strategy;
 - iii. to provide a clear understanding of the implications of the current land supply position and potential land releases which will contribute to the five year housing land supply and to the longer term housing trajectory where consistent with completion of the Core Strategy.
- 2.2 The Statement explains the district's housing land supply position, considers the local planning policy context and examines the potential for future supply having regard to issues such as sustainability, deliverability, community engagement and the opportunities for economic growth.
- 2.3 The approach to managing supply as summarised in the Position Statement is as follows:
- “...it is considered that until such time that the Core Strategy supersedes this position statement, or the district returns to a five-year land supply position (whichever is the sooner), the shortfall in housing supply would be most appropriately be met from the following sources:*
- i. development within the built-up areas of Banbury and Bicester*
 - ii. development on sites identified for residential development in the Non-Statutory Cherwell Local Plan 2011*
 - iii. development on sites identified for other mixed use development in the Non-Statutory Local Plan 2011 (as part of mixed use proposals)*

- iv. *extensions to the built-up areas of Banbury and Bicester which are demonstrably in accordance with or complementary to the emerging Core Strategy*
- v. *very limited development within the built-up areas of villages having regard to village categorisation policies.*

The following criteria should also be considered:

- i. *is there a five year supply requirement for additional housing?*
- ii. *is sufficient housing demonstrably deliverable by 31 March 2017?*
- iii. *would the proposed development undermine the continued preparation of the Core Strategy having regard to the scale of growth, the residual housing requirements, transportation issues, the mix of development and community aspirations?*

from PPS 3

- iv. *would the development contribute to creating mixed and sustainable communities?*
- v. *would the development be in a suitable location which offers a range of community facilities and with good access to jobs, key services and infrastructure?*
- vi. *would the development be easily accessible and well connected to public transport?*
- vii. *would the development make efficient and effective use of land?*
- viii. *would the proposal produce high quality housing which is integrated with, and complements, the neighbouring buildings and the local area more generally in terms of scale, density, layout and access?*
- ix. *would a mix of housing be achieved, both market and affordable?*
- x. *would the development be appropriately designed taking the opportunities available for improving the character and quality of an area and the way it functions?*
- xi. *would the proposal create or enhance a distinctive character that relates well to the surroundings?*

The assessment of whether proposed developments would be in suitable locations should also include consideration of the following:

- i. *landscape sensitivity and visual impact;*
- ii. *highways and traffic impact;*
- iii. *the need to avoid coalescence of settlements and to protect the identity of settlements;*
- iv. *settlement patterns;*
- v. *the impact of flood risk;*
- vi. *the impact on the historic environment;*
- vii. *the impact on ecology and biodiversity.*

Notwithstanding these considerations, the primary requirement will remain whether or not proposals are acceptable having regard to the statutory Development Plan and all other material considerations.”

Key Issues for Consideration/Reasons for Decision and Options

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

- | | |
|---------------------|--|
| Option One | To approve the Housing Supply Position Statement and the recommendations to actively manage an increase in the supply of deliverable housing sites |
| Option Two | To seek amendment of the Housing Supply Position Statement and recommended actions |
| Option Three | To take any actions required by the Executive having regard to the current housing land supply position |

Consultations

Lead Member for Planning (Cllr Michael Gibbard)	Informal Briefing
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Implications

Financial:	No significant direct financial implications arising from this report. The work on monitoring and managing housing land supply is met within existing budgets. There are risks of costs associated with unsuccessfully defending refusals of planning permission upon appeal particularly if the decisions made as a result of this report are not considered to be well founded.
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Comments checked by Karen Muir, Corporate Systems accountant, 01295 221559

Legal:	The district's housing land supply position and the requirements of Planning Policy Statement 3: Housing (PPS3) will often be material considerations in determining planning applications for residential development. The reasons for the refusal of planning permission need to be reasonable and capable of being substantiated upon challenge.
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Comments checked by Nigel Bell, Team Leader – Planning and Litigation, 01295 221687

Risk Management:	The district's housing land supply position and the requirements of Planning Policy Statement 3: Housing (PPS3) will often be material considerations in determining planning applications for residential development. The reasons for the refusal of planning permission need to be reasonable and capable of being substantiated upon challenge. Not taking action to improve the housing land supply position would increase the risk of the Council being unsuccessful in defending planning appeals and the associated risk of costs being awarded against the Council.
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Comments checked by Claire Taylor, Corporate Performance Manager, 0300 003 0113

Equalities

There are no equality issues arising from this report.

Wards Affected

All

Corporate Plan Strategic Priorities

A District of Opportunity

Executive Lead Member

Councillor Michael Gibbard
Lead Member for Planning

Document Information

Appendix No	Title
Appendix 1	Housing Land Supply Position Statement
Background Papers	
None	
Report Author	Adrian Colwell, Head of Strategic Planning and the Economy
Contact Information	David Peckford, Senior Planning Officer, 01295 221841 David.Peckford@cherwell-dc.gov.uk

Cherwell District Council Housing Land Supply Position Statement

Introduction

1. On 6 December 2011, the 2011 Annual Monitoring Report (AMR) was approved by the Council's Executive. The AMR included a comprehensive review of housing land supply which concluded that rather than having a five year supply of deliverable housing land as required by Government policy, the district had a 2.8 year supply for the period 2011-2016 and a 2.9 year supply for the period 2012-2017. This equates to significant shortfalls of 1597 and 1560 dwellings respectively. At the time of writing, no additional deliverable sites have been identified since the AMR was produced.
2. In the absence of a five-year supply, Planning Policy Statement 3 (PPS3) requires planning applications for housing to be considered favourably subject to other policy tests and material considerations. This creates an opportunity for promoters to submit applications for unplanned development that may be contrary to key policies such as those for the protection of the countryside. The Council is looking to ensure that major developments are supported through the Development Plan process and that unplanned, appeal led proposals that are not in the district's interests are rejected.
3. There is therefore a pressing need to manage the release of additional housing land to ensure that development only takes place in 'sustainable' locations and can be delivered within five years. This will enable the district to return to a satisfactory land supply position pending completion of the Council's Core Strategy and will ensure that we avoid unacceptable, cumulative harm from unanticipated development. It will also put pressure on the Council to complete the Core Strategy as soon as possible to secure a viable land supply over the long term.
4. The statement focuses on the return to a five year housing land supply position. It is for the Core Strategy to consider the implications for the district's longer-term housing trajectory.
5. In this context, this position statement seeks to expand upon the monitoring information provided in the AMR, providing a wider understanding of current and future housing land supply, and considers the prospect of additional land releases within the current and emerging policy context.

Objectives

6. The statement's objectives are:
 - i. to assist in monitoring and managing the district's housing land supply position so that the district returns to a five year land supply position;
 - ii. to provide contextual information and policy advice for development management decision-making in the interests of controlling the release of land in a sustainable way which accords with the evidence base for the emerging Core Strategy;

- iii. to provide a clear understanding of the implications of the current land supply position and potential land releases which will contribute to the five year housing land supply and to the longer term housing trajectory where consistent with completion of the Core Strategy.
7. The statement is intended to be a material consideration in development management decision-making, specifically in the determination of planning applications for 10 or more dwellings, until such time that it is superseded by the Core Strategy or until the district returns to a defensible housing land supply position, whichever is the sooner.

Securing a Five Year Housing Land Supply

8. Both Planning Policy Statement 3 (PPS3) and the Draft National Planning Policy Framework require Local Planning Authorities to maintain a continuous five year supply of deliverable housing land. Despite the opportunity to remove this obligation, the Government has not done so. The district is not presently able to demonstrate that it has a five year supply and it is unlikely that it will be able to do so over the coming years without the release of additional land.
9. PPS3 requires the Council to show that it is taking active steps to restore the five year supply.
10. Of 3799 homes required to be delivered from 2012 to 2017 (the five year land supply period from April 2012), it is presently estimated that only 2239 will be constructed. This leaves a shortfall of some 1560 homes. The Draft National Planning Policy Framework proposes that an additional allowance of at least 20% should be added to the five-year requirement of all Local Planning Authorities, to ensure choice and competition in the market for land. This would increase the shortfall to 2320 homes.

a)	South East Plan Requirement 2006-2026	13,400
b)	Completions 2006-2011	2,542
c)	Estimated Completions 2011-2012	222
d)	Remaining Requirement 2012-2026	10,636
e)	Requirement per annum	759.7
f)	Five Year Requirement 2012-2017	3799
g)	Draft NPPF Additional 20%	760
h)	<i>Five Year Requirement Plus 20% 2012-2017</i>	4559
i)	Estimated Supply from Existing Deliverable Sites 2012-2017	2239
j)	Shortfall in Meeting 5 Year Requirement 2012-2017	1560
k)	<i>Shortfall in Meeting 5 Year Requirement Plus 20% 2012-2017</i>	2320

11. In meeting this shortfall, the priority will remain an urban focused approach and, within urban areas, to prioritise housing on previously developed or other appropriate land. Elsewhere, the priority will be the grant of permission for housing on previously developed or other appropriate land within villages having regard to village categorisation and other policies. Remaining identified housing sites from the Non-Statutory Cherwell Local Plan are already included in either the short or longer-term housing projections depending on assessments of deliverability and developability (annex 1). However, under PPS3, all opportunities to bring forward remaining sites need to be taken and shown to be taken. With a falling land supply this is clearly in the interests of Cherwell to avoid growth taking place in less appropriate locations. The potential for securing housing development on other remaining sites identified for mixed use development in the Non-Statutory Plan also need to be examined where appropriate.

Windfalls

12. PPS3 requires the five year supply to only comprise specific deliverable sites. However, upon completion unidentified windfalls contribute significantly to the district's housing supply each year (see para' 69). Projecting forward it is estimated that about 645 dwellings could be completed on such sites over the 5 year period. Not taking account of this supply could lead to an 'over-release' of greenfield land outside the built-up limits of settlements within the 5 years. This ultimately would not be conducive to giving priority to previously developed land as required by PPS3. The potential supply from small, unidentified sites therefore needs to be taken into account in managing housing supply over the next 5 years (para's 68-72) but monitored to ensure delivery occurs at the rate expected.
13. Nevertheless, even with a monitoring allowance for unidentified windfalls, and with all known existing deliverable sites included in the five year land supply, the number of dwellings required to meet the identified shortfall cannot be provided without the release of additional land outside existing built-up areas. New, immediately deliverable sites in the most sustainable locations are required.

Planning Policy for Cherwell

14. Existing and emerging planning policy for Cherwell dictates an urban focused development strategy. The South East Plan, the saved (adopted) Cherwell Local Plan 1996, the Non-Statutory Cherwell Local Plan 2011 and the Draft Core Strategy all have a clear focus on growth at Banbury and Bicester in the interests of providing access to jobs, services, facilities, public transport, minimising the need to travel by private car and protecting the environment and character of rural areas. Development in rural areas is restrained and focused on meeting local needs. In most cases, development in the Green Belt is inappropriate. The focus on the towns is supported by Planning Policy Statement 3: Housing (PPS3) and Planning Policy Statement 7: Sustainable Development in Rural Areas (PPS7) (see policy background from para' 36 below).

Potential Housing Supply

15. The Draft Core Strategy 2010 proposed specific strategic development sites at Banbury and Bicester. It also identified reserve sites which could be brought forward should they be needed to secure sufficient levels of supply over the plan period. Whilst the Draft Core Strategy carries little weight (as a 'Regulation 25' consultation document), it is evidence based, was prepared following issues and options and stakeholder consultation and represents the Council's emerging policy direction. The extent of the land supply shortfall is such that opportunities presented by these sites will need to be considered as they arise. PPS3 makes clear that applications should not be refused solely on the grounds of prematurity. However, the impact on the emerging development strategy would require scrutiny on a case by case basis and a clear relationship to the emerging Core Strategy would be required.
16. The Draft Core Strategy's proposed allocations at Canalside, Banbury and North West Bicester are complex sites involving major issues of land assembly. The North West Bicester Exemplar is permitted, a contractor is in place, and the site is already included in the five year supply. However, at this time further land at North West Bicester, or at Canalside, is unlikely to be delivered within the next five years. This will be monitored and should this position change, the district's land supply will be updated. The proposed phase two to the permitted Bankside development at Banbury similarly could not be relied upon at this stage in view of the main development's lack of progress. There is, however, active developer interest in the proposed allocation for West of Bretch Hill, Banbury and a Screening Opinion (11/00022/SO) has been issued to Bloor Homes confirming that an Environmental Statement would not be required for a proposal for up to 400 dwellings with community infrastructure. Landscape impact and physical and social integration with the adjoining built-up area would be key issues.
17. There are three reserve sites proposed in the Draft Core Strategy. Each has active developer involvement, relatively uncomplicated ownerships and would be relatively straightforward to develop. The proposed phase two to Kingsmere (South West Bicester) has the benefit of housebuilders on-site, a new perimeter road and other new infrastructure, including schools, in the process of being provided. The Bicester Masterplan is actively looking at the possibility of a community woodland between Kingsmere and Chesterton. The site 'North of Hanwell Fields' at Banbury was the subject of an application in 2006 (06/01600/OUT) and an appeal dismissal in 2007 (on housing land supply and other grounds - there being no land supply shortfall at the time). There is active developer interest in this site and in land 'West of Warwick Road'. Both sites are considered to be viable and a desire to develop has been expressed. At 'North of Hanwell Fields' a woodland buffer to the north might also require consideration to avoid coalescence with Hanwell. At 'West of Warwick Road' protecting the historic environment around Drayton/Wroxton and the functioning of the adjoining Drayton golf centre would need to be considered.
18. The promoters of other urban fringe sites have also held discussions with officers about the principle of development. In general terms urban fringe sites, compared to rural sites, have greater potential to create new economic development opportunities, to link into existing infrastructure and to secure sustainable patterns of development.

19. Larger scale urban opportunities have the potential to bring new services and facilities, significant supplies of affordable housing where need is concentrated, and improved public transport infrastructure. Those sites that best fit and add appropriately to the emerging development strategy will warrant close consideration should they emerge but only if they meet the criteria at paragraphs 31 to 35 – the approach to managing supply.
20. The development of the Bicester Masterplan has indicated a number of sites where early development options exist.
21. There are of course other sites on the periphery of Banbury and Bicester not identified in the Draft Core Strategy which may emerge in the context of the district's land supply position. An application is presently with the Council for 1900 homes with employment land at Graven Hill, MoD Bicester in the interests of enabling the consolidation of MoD logistics at Arncott. Were the application to be approved some contribution to the five-year supply is considered likely.
22. It is considered therefore that there are very significant, live and potentially deliverable opportunities for Banbury and Bicester that have the capacity to contribute greatly in meeting the five year land supply requirement and the Draft National Planning Policy Framework's proposal for an additional 20%. It is important that these opportunities are explored before other options to avoid the unnecessary release of land in less sustainable locations. The extent of the five year supply shortfall is such that the cumulative effect of uncoordinated, sporadic development in rural areas is likely to be harmful to the district and would undermine existing and emerging policies for urban led growth. Longer term land supply issues will be addressed in the Core Strategy in an integrated, planned and coordinated way.
23. Housing completions have been very low at Bicester in recent years (annex 2) and at Banbury implementation of the Bankside development has yet to materialise. The appropriate and measured release of new areas of land upon which the Council can have complete confidence that the required number of homes will be delivered would not only help the five-year supply position but could provide a lift to the housebuilding industries in both towns and contribute to wider economic growth.
24. Housing development in rural areas (Bloxham, Adderbury, Ambrosden, Bletchington, Arncott, Gosford, Kirtlington – see annex 1) has assisted overall delivery in recent years often with the benefit of higher land values. Development is continuing at Bloxham and Yarnton and is permitted at Arncott, Milcombe and Caversfield (annex 1). Village categorisation policies allow for appropriate *small* scale developments within villages. The need to gain momentum in the towns and the relatively successful delivery in rural areas to-date further justifies a monitored, town-led approach. Development outside villages should be only secured through the delivery of Rural Exception Sites. As implementation of the NPPF approaches, its proposal for potentially allowing some market housing that would facilitate the provision of significant additional affordable housing to meet local needs will require consideration. This includes the appropriate scale of developments in relation to the size of villages, ensuring that proposals reflect the results of local housing needs surveys and making sure that any proposed market housing is demonstrably necessary to deliver affordable housing. Releasing a

significant amount of rural land on a sporadic basis on the edges of villages would, in addition to cumulative harm and the potential undermining of the emerging development strategy, provide no time to consider the implications of the Localism Act for Neighbourhood Planning which offers communities the opportunity for planned, integrated and coordinated examination of their future needs.

Community Engagement

25. The continuation of growth at the towns is to be expected but community aspirations will be important in shaping specific proposals. PPS1 states that in the course of pre-application discussions “...proposals can be adapted to ensure that they better reflect community aspirations...”. Positive steps will be needed to bring urban sites forward involving detailed discussions with the promoters of appropriate sites that appear to be well-placed to contribute to supply in the near term. Promoters should be expected to demonstrate what engagement has taken place and how their proposals take into account the results.
26. Consideration is underway as to the appropriate steps for a Pre Application (Pre App) process given the importance of taking active management to secure a Land Supply that is deliverable and capable of achieving the Council’s objectives. Experience from elsewhere shows that a Pre App process should be comprehensive and systematic, combining policy and development control advice and will improve the quality of the formal applications received and ultimately speed the decision-making process.

Deliverability

27. A considerable amount of evidence on deliverability should be sought so that the Council and local communities can expect the proposed new homes to be delivered within the specified timescales. The evidence presented by developers would need to be capable of withstanding scrutiny at public inquiries and should consider market conditions and town-wide build rates, sales projections and the potential release of competing sites. Active management will be required to ensure new homes are delivered in the timeframes envisaged. Time limited conditions, the phased release of land and legal agreements may be required to provide certainty.

Implications for the Core Strategy

28. The release of land will have implications for the Core Strategy and the specific impact of each proposal will need to be considered on a case by case basis. Of particular relevance will be the district’s longer term housing trajectory and whether sites could be brought forward or new ones added within total housing requirements. It will not be possible to answer this question until the Proposed Submission Core Strategy is completed (scheduled for April 2012 to Executive and following consultation submission in July 2012) and overall housing requirements are determined.
29. However, the plan period will need to cover at least 15 years from adoption of the Core Strategy meaning that adoption in 2013 would require at least a plan

period to 2028. This will provide more flexibility in terms of phasing options. Furthermore, the Draft Core Strategy anticipated delivery of some 250 dwellings per annum at North West Bicester. At present, this is expected to be nearer the 150 dwellings per annum also assumed for Kingsmere and Bankside (annex 1). There is therefore scope for some additional development to offset this necessary reduction in build rates. However, a cautious approach on the total amount of land to be released will be required pending completion of the Proposed Submission Core Strategy and the finalisation of a housing trajectory for the entire plan period.

Securing Economic Growth

30. In the current economic conditions the slower rate of housing delivery requires us to consider the potential release of land for housing earlier in the plan period and to consider whether economic growth can be delivered alongside housing growth. It will be important to protect existing employment land and to secure infrastructure that will assist delivery of the Core Strategy and longer-term economic sustainability. Proposals that will be of particular interest will be those that address such wider strategic considerations.

An Active Approach to Managing Supply

31. In summary, it is considered that until such time that the Core Strategy supersedes this position statement, or the district returns to a five-year land supply position (whichever is the sooner), the shortfall in housing supply would be most appropriately be met from the following sources:
 - i. development within the built-up areas of Banbury and Bicester
 - ii. development on sites identified for residential development in the Non-Statutory Cherwell Local Plan 2011
 - iii. development on sites identified for other mixed use development in the Non-Statutory Local Plan 2011 (as part of mixed use proposals)
 - iv. extensions to the built-up areas of Banbury and Bicester which are demonstrably in accordance with or complementary to the emerging Core Strategy
 - v. very limited development within the built-up areas of villages having regard to village categorisation policies.
32. The following criteria should also be considered:
 - i. is there a five year supply requirement for additional housing?
 - ii. is sufficient housing demonstrably deliverable by 31 March 2017?
 - iii. would the proposed development undermine the continued preparation of the Core Strategy having regard to the scale of growth, the residual housing requirements, transportation issues, the mix of development and community aspirations?

from PPS 3

- iv. would the development contribute to creating mixed and sustainable communities?

- v. would the development be in a suitable location which offers a range of community facilities and with good access to jobs, key services and infrastructure?
 - vi. would the development be easily accessible and well connected to public transport?
 - vii. would the development make efficient and effective use of land?
 - viii. would the proposal produce high quality housing which is integrated with, and complements, the neighbouring buildings and the local area more generally in terms of scale, density, layout and access?
 - ix. would a mix of housing be achieved, both market and affordable?
 - x. would the development be appropriately designed taking the opportunities available for improving the character and quality of an area and the way it functions?
 - xi. would the proposal create or enhance a distinctive character that relates well to the surroundings?
33. The assessment of whether proposed developments would be in suitable locations should also include consideration of the following:
- i. landscape sensitivity and visual impact;
 - ii. highways and traffic impact;
 - iii. the need to avoid coalescence of settlements and to protect the identity of settlements;
 - iv. settlement patterns;
 - v. the impact of flood risk;
 - vi. the impact on the historic environment;
 - vii. the impact on ecology and biodiversity.
34. Notwithstanding these considerations, the primary requirement will remain whether or not proposals are acceptable having regard to the statutory Development Plan and all other material considerations.
35. The Council will need to carefully and regularly monitor housing supply having regard to any changes in circumstances including any new land releases, providing reports to the Planning Committee and the Executive as appropriate in addition to the Annual Monitoring Report. This will need to include regular updates from the promoters and developers of sites who may need to be asked to provide regular progress reports.

Background

Planning Policy Statement 1: Delivering Sustainable Development (PPS1)

36. PPS1 states that planning should facilitate and promote sustainable and inclusive patterns of urban and rural development by:
- making suitable land available for development in line with economic, social and environmental objectives to improve people's quality of life;
 - contributing to sustainable economic development;
 - protecting and enhancing the natural and historic environment, the quality and character of the countryside, and existing communities;
 - ensuring high quality development through good and inclusive design, and the efficient use of resources; and,
 - ensuring that development supports existing communities and contributes to the creation of safe, sustainable, liveable and mixed communities with good access to jobs and key services for all members of the community.

Planning Policy Statement 3: Housing (PPS3)

37. PPS3's objectives include creating mixed and sustainable communities; achieving housing in suitable locations which offer good access to jobs, key services and infrastructure; securing development that is easily accessible and well connected to public transport; and, giving priority to the use of previously developed land.
38. PPS3 requires Local Planning Authorities (LPAs) to maintain a rolling five year supply of deliverable housing land and to monitor and manage housing supply. To be considered deliverable sites should be *available* (available now), *suitable* (a suitable location for development now and would contribute to the creation of sustainable, mixed communities), and *achievable* (there is a reasonable prospect that housing will be delivered on the site within five years). Once identified, the supply of land is required to be managed in a way that ensures that a continuous five year supply of deliverable sites is maintained, i.e. at least enough sites to deliver the housing requirements over the next five years of the housing trajectory. Allowances for unidentified windfalls (not specifically identified as being available) should not be included in the first 10 years of land supply unless Local Planning Authorities can provide evidence of genuine local circumstances that prevent specific sites being identified.
39. LPAs are required to monitor the supply of deliverable sites on an annual basis, linked to the Annual Monitoring Report review process. Where LPAs cannot demonstrate an up-to-date five-year supply of deliverable sites, paragraph 71 of PPS3 advises that they should consider favourably planning applications for housing having regard to the policies in the PPS including the considerations in paragraph 69:
- achieving high quality housing

- ensuring developments achieve a good mix of housing reflecting the accommodation requirements of specific groups, in particular, families and older people
- the suitability of a site for housing, including its environmental sustainability
- using land effectively and efficiently
- ensuring that development is in line with planning for housing objectives, reflecting the need and demand for housing in, and the spatial vision for, the area and does not undermine wider policy objectives e.g. addressing housing market renewal issues.

Planning Policy Statement 7: Sustainable Development in Rural Areas (PPS7)

40. PPS 7 seeks to achieve thriving, inclusive and sustainable rural communities. It states that Local Planning Authorities should plan to meet housing requirements in rural areas, based on an up-to-date assessment of local need. It requires the focus for most additional housing in rural areas to be existing towns and identified service centres to promote sustainable patterns of development. However, it states that it will also be necessary to provide for some new housing to meet identified local need in other villages.

Planning Policy Guidance note 2: Green Belts (PPG2)

41. PPG2 seeks to protect Green Belts from inappropriate or harmful development. Inappropriate development is considered, by definition, to be harmful to the Green Belt. The construction of new buildings inside a Green Belt is in most circumstances regarded as being inappropriate. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open.
42. The five main aims of Green Belts are to:
- to check the unrestricted sprawl of large built-up areas;
 - to prevent neighbouring towns from merging into one another;
 - to assist in safeguarding the countryside from encroachment;
 - to preserve the setting and special character of historic towns; and
 - to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

Draft National Planning Policy Framework (Draft NPPF)

43. The Draft NPPF proposes to retain the requirement to identify and maintain a rolling supply of specific deliverable sites sufficient to provide five years worth of housing against housing requirements. To be considered deliverable, it is proposed that sites should be shown to be viable in addition to being available, suitable and achievable (i.e. provide acceptable returns to a willing landowner and a willing developer based on current values and taking account of all likely infrastructure, standards and other costs). It further proposes that the supply should include an additional allowance of at least 20 per cent to ensure choice and competition in the market for land. It also states that there should not be an allowance for windfall sites in the first 10 years of supply, or in the rolling five-year supply, unless compelling evidence

of genuine local circumstances is provided that prevents specific sites being identified. It states that planning permission should be granted where a local authority cannot demonstrate an up-to-date five-year supply of deliverable housing sites.

44. The Draft NPPF states that in rural areas, local planning authorities should be responsive to local circumstances and plan housing development to reflect local requirements, particularly for affordable housing. In particular they should consider whether allowing some market housing would facilitate the provision of significant additional affordable housing to meet local needs. To promote sustainable development, housing in rural areas should not be located in places distant from local services.
45. As a draft policy document the emerging NPPF has limited weight. However, Planning Inspectors regularly refer to it in housing land supply appeal decisions. The proposal to require an additional 20% on top of the five year supply is often referred to where Inspectors are concerned that the supply of deliverable housing sites is deficient, for example as in the case of Talisman Road, Bicester (09/01592/OUT):

“The presumption in favour of sustainable development is an underlying principle of the draft National Planning Policy Framework (NPPF) and there is no dispute that the appeal scheme would comply with this requirement. The key housing objective is to increase the supply of new homes and the need for a rolling 5 year supply of deliverable sites is enhanced by a requirement to identify an additional allowance of 20% to ensure choice and competition in the market for land. In the present case the district does not have a 5 year housing land supply and so the additional requirement is somewhat academic. The draft NPPF is at an early stage and as it may be subject to change it has little weight as a material consideration. Nevertheless the appeal scheme would be in accordance with its objectives insofar as they encourage the expeditious supply and choice of housing in a sustainable manner.” (Inspector’s Decision Letter, para’ 22)

Written Ministerial Statement: Planning for Growth (23 March 2011)

46. The Minister of State for Decentralisation has advised “...*there is a pressing need that the planning system does everything it can to help secure a swift return to economic growth*”. In his statement he sets out the steps the Government expects local planning authorities to take with immediate effect. In so far as they affect housing land supply, the Minister has stated:

“...Government's clear expectation is that the answer to development and growth should wherever possible be 'yes', except where this would compromise the key sustainable development principles set out in national planning policy.”

“When deciding whether to grant planning permission, local planning authorities should support enterprise and facilitate housing, economic and other forms of sustainable development...Where relevant - and consistent with their statutory obligations - they should therefore:

...consider fully the importance of national planning policies aimed at fostering economic growth and employment, given the need to ensure a return to robust growth after the recent recession...

...take into account the need to maintain a flexible and responsive supply of land for key sectors, including housing...

...ensure that they give appropriate weight to the need to support economic recovery..."

South East Plan

47. It is understood that the Secretary of State's letter to Local Planning Authorities dated 27 May 2010, which highlighted the Government's intention to "*rapidly abolish regional strategies and return decision making powers on housing and planning to local councils*", can be a lawful consideration but it may often be inappropriate to take it into account. At the present time, the South East Plan continues to be relevant.
48. Policy SP3 states that urban areas should be the prime focus for development. The sub-regional strategy for Central Oxfordshire identifies Bicester as a main location for development (policy CO1). Banbury is identified as having an important role as a small market town in supporting its wider hinterland and is expected to help meet wider housing needs through the provision of new housing.
49. The South East Plan seeks to retain the broad extent of Green Belts (policy SP5) and states that LPAs should positively plan to meet the defined needs of their rural communities for small scale affordable housing and other development (policy BE5). Policy BE5 states that the approach to development in villages should be based on the functions performed, their accessibility, the need to protect or extend key services and the capacity of the built form and landscape setting of the village. All new development should be subject to rigorous design and sustainability criteria so that the distinctive character of the village is not damaged.
50. Policy H1 of the South East Plan requires Cherwell to facilitate the delivery of 13,400 additional homes from 2006 to 2026, an average of 670 per annum. Policy CO3 requires 6,400 of these (an average of 320 per annum) to be provided within the Central Oxfordshire sub-region in which Bicester is located. The Plan assumes (paragraph 22.13) that about 4,900 homes will be built at Bicester. Policy AOSR1 requires 7,000 homes to be provided in the rest of the district (the Banbury and North Cherwell area), an average of 350 per annum. The Panel Report and Secretary of State's changes imply that about 4,800 homes should be provided at Banbury. Paragraph 7.8 of the Plan states that the policy H1 figures should not be regarded as annual targets and the fact that an annual provision or local trajectory number has been met should not in itself be a reason for rejecting a planning application.
51. Policy H2 of the South East Plan requires Local Planning Authorities to work in partnership to allocate and manage a land supply to deliver both the district housing provision and the sub-regional / rest of area provision. In planning for the delivery of the housing provision, LPAs are required to take account of a number of considerations including:

- the scope to identify additional sources of supply elsewhere by encouraging opportunities on suitable previously developed sites;
 - the need to address any backlog of unmet housing needs within the housing market area in the first 10 years of the plan.
52. The policy also requires LPAs to plan for an increase in housing completions to help meet anticipated need and demand.

Local Plans

53. The saved (adopted) Cherwell Local Plan 1996 and the Non-Statutory Cherwell Local Plan 2011 both focus growth at Banbury and Bicester and allow for restrained levels of housing development in rural areas based on village categorisation policies and the availability of appropriate sites. The plans pre-date the South East Plan and do not take into account future growth needs.

Draft Core Strategy

54. The Draft Core Strategy (February 2010) proposes strategic housing growth at Bicester and Banbury in line with the South East Plan. Some additional growth is directed to Bicester to enable some reduction in the level of growth in rural areas and in the interests of accommodating the North West Bicester eco-development. North West Bicester is identified as a location for an eco-town in the Eco-Town supplement to PPS1. The Draft Core Strategy proposes North West Bicester as the only strategic site at Bicester (3000 homes by 2026 with a further 2000 beyond 2026) although a reserve strategic site for up to 750 homes is proposed as a possible second phase of development to the South West Bicester urban extension which is now under construction. At Banbury, three strategic housing sites are proposed: 1200 homes at Canalside, 400 homes at West of Bretch Hill and 400 homes as a phase two to the permitted Bankside urban extension. Reserve sites are proposed at West of Warwick Road (400 homes) and North of Hanwell Fields (400 homes). The total and remaining housing requirements of the Draft Core Strategy are shown in table 4 at paragraph 65.
55. The broad sustainability of the district's villages was reviewed in preparing the emerging Core Strategy. Thirty-three villages (meeting minimum requirements for access to services and facilities) were put forward for detailed assessment in a Cherwell Rural Areas Integrated Transport and Land-Use Study 2009 (CRAITLUS). The study assessed the villages using a set of criteria to determine the most sustainable locations in transport terms for new housing development. The results showed that 14 villages performed well against the criteria and could accommodate new development in a sustainable way (for a rural area) with minimal adverse impact on the transport network.
56. Policy RA2 proposes that 1130 homes be distributed between 24 villages (2009-2026). Although a number of villages among the 14 identified by CRAITLUS were not identified due to their Green Belt locations, additional villages from the original 33 qualified for inclusion due to the additional weighting given to the availability of particular services and facilities.

57. Since the Draft Core Strategy was published, work on a new local housing requirement has been taking place in view of the expected revocation of Regional Spatial Strategies. On 7 March 2011, the Council's Executive considered a report on Population and Household Projections for Cherwell and Key Implications for the Local Development Framework. Members resolved that "...the emerging broad population and household figures for Cherwell District for the period up to 2026 set out in [an appendix to the covering report] be agreed as a basis for further work on the Core Strategy". Paragraph 4.11 of that appendix, repeated in paragraph 1.5 of the covering report to the Executive states:

"On the basis of the most recent household projections, a figure of approximately 12,750 may be able to be justified in terms of meeting potential need within the district. Any figure less than this would mean that the likely future needs will not be met and the Council will in effect be recognising that not all identified needs would be met. This level of development may achieve a reasonable balance between meeting the identified need indicated in the projections and reducing the impact of development upon local communities to a more satisfactory level. As such this level of growth may reflect the best way of meeting future needs whilst also seeking to protect local communities."

58. On 23 May 2011 a report on Local Development Framework (LDF) – Next Steps was considered by the Council's Executive. Members resolved to agree a development strategy based on the emerging housing growth scenario of 12,751 homes (2006-2026) which incorporates strategic sites proposed in the Core Strategy (without prejudice to further work to be undertaken). Members also resolved to agree to progress an informal public consultation on a Revised Draft Core Strategy which incorporates locally generated population and household growth projections and the revised development strategy.
59. This suggested housing growth scenario is presently under review in the light of further evidence. It is also now expected that work on the Core Strategy will proceed to a completed Proposed Submission Document to the Executive in April 2012 with a view to 'Regulation 27' consultation in May and June and Submission in July 2012. An Examination is anticipated in Autumn 2012 followed by Adoption in Spring 2013.

Explaining the Five-Year Housing Land Supply Position

60. Maintaining a five-year supply is particularly difficult in challenging economic conditions and to be achieved in Cherwell it relies upon the grant of further permissions and the delivery of the approved homes within the relevant five-year period. There must be realistic expectations that homes will be delivered over the required timeframe.
61. The district's five-year land supply position calculated by comparing the number of new homes expected to be delivered over the next five years with the requirement for that period. The five year requirement is derived from the total housing requirements for the plan period minus completions so far. For example, if the Plan requirement was 10,000 homes over 20 years and 1,000 homes had been built in the first five years, the total remaining requirement for the next 15 years would be 9,000 homes equating to 600 per annum. The

requirement for the next five year period would be 600 x 5 or 3,000 homes in total. If 3000 homes were expected to be delivered over those five years on available, suitable and achievable sites, the district would have a 5.0 year supply (3000 / 600). If however, only 2000 homes were reasonably expected to be delivered over the next five years, the deliverable housing supply would be 3.3 years rather than 5 years (2000 / 600) or two-thirds of the requirement).

62. The district's current five-year supply position for 2011-2016, and the position for the next five-year period (2012-2017) as reported in the 2011 AMR is as shown in table 2 below:

Table 2: Five Year Land Supply Position			
		Five Year Period 2011-2016	Five Year Period 2012-2017
a	South East Plan Requirement (2006-2026)	13,400	13,400
b	Completions (<i>including 1 yr of projections for 2012-2017 calculation only to roll the 5 yr period forward</i>)	2542 (2006-2011)	2542 (2006-2011) Plus 1 yr projection of 222 = 2764 (2006-2012)
c	Remaining Requirement (a-b)	10,858	10,636
d	Annualised requirement over remainder of plan period (c/years)	723.9 (over 15 years)	759.7 (over 14 years)
e	Annualised requirement over next 5 years	3620	3799
f	Supply from deliverable (available, suitable and achievable) sites over the next 5 years	2023	2239
g	Total Years Supply over the next 5 years	2.8	2.9
h	Shortfall (e-f)	1597	1560

63. The Housing Delivery Monitor identifying the sites that contributes to the five year supply is reproduced at annex 1.

Draft National Planning Policy Framework (NPPF)

64. The draft NPPF proposes to retain the five-year land supply requirement and to require an additional supply of 20%. The effect of this is shown in table 3 below:

Table 3: Effect of the Draft NPPF		
	Five Year Period 2011-2016	Five Year Period 2012-2017
Annualised requirement over next 5 years	3620	3799
Draft NPPF +20%	724	760

Total requirement over next 5 years	4344	4559
Supply from deliverable (available, suitable and achievable) sites over the next 5 years	2023	2239
Shortfall	2321	2320

What are the Remaining Draft Core Strategy Requirements?

65. Table 4 below shows the proposed and remaining requirements of the housing distribution set out in the Draft Core Strategy:

	Draft Core Strategy 2010	Built 2006-2011	Existing Supply from Deliverable and Developable Sites (AMR 2011)	Additional Site Specific Housing Potential (under review)	Total Current Supply (2006-2026) without small, unidentified sites	Draft Core Strategy Remaining Requirements
Bicester	5500	158	2877	78	3113	2387
Rest of Central Oxfordshire area	1140	635	462	42	1139	1
Bicester and Central Oxfordshire Total	6640	793	3339	120	4252	2388
Banbury	4800	1240	2048	185	3473	1327
Rest of North Cherwell	1960	509	680	0	1189	771
Banbury and North Cherwell Total	6760	1749	2728	185	4662	2098
District Total	13400	2542	6067	305	8914	4486

66. It can be seen that of the 4,486 dwellings left to identify to meet the current, overall housing requirement to 2026, 2387 are left to allocate to Bicester, 1327 to Banbury and 772 elsewhere. In this table, no allowance is made for small, unidentified sites of less than 10 dwellings.
67. In considering proposals, regard will need to be given to these remaining or residual requirements. However, the total housing requirements and the plan period are being reviewed for the next, Proposed Submission, stage of the Core Strategy. Upon the revocation of the South East Plan, the Council will need to justify a local housing requirement and the two sub-areas defined by the regional plan will cease to be relevant.

Analysis of Supply from Unidentified Sites

68. The five-year supply calculation makes no allowance from supply from small, unidentified sites of less than 10 dwellings. However, it is considered there is presently justification to take account of such supply in addressing the shortfall. Unidentified, small sites make a significant contribution to overall supply in Cherwell and the extent of the land supply shortfall is such that a failure to consider and monitor such potential would lead to over release of greenfield land beyond the built-up limits of settlements ahead of completion of the Core Strategy.

Unidentified Sites - Analysis of Completions

69. The contribution that unidentified small sites make to housing completions is demonstrated below in table 5:

	Total Completions	Completions on Identified, Monitored Sites	Completions on Unidentified Sites (< 10 dwellings)	% of Completions on Unidentified Sites
2006/07	853	648	205	24%
2007/08	455	294	161	35%
2008/09	426	254	172	40%
2009/10	438	314	124	28%
2010/11	370	236	134	36%
TOTALS	2542	1746	796	31%
AVERAGES	508	349	159	33%

Unidentified Sites – Analysis of Permission Expiry Rates

70. As shown in table 6 below, there is presently (at 31/3/11) permission for some 475 homes on unidentified sites and the number of such permissions that expire without being implemented each year is generally low, averaging at 25 per annum over the past five years and equating to 5.2% of remaining, extant permissions.

	Permissions for Unidentified Sites				Lapsed	Lapsed %
	Banbury	Bicester	Elsewhere	Total		
2006/07	124	43	409	576	28	4.9%
2007/08	130	45	402	577	8	1.4%
2008/09	144	33	321	498	23	4.6%
2009/10	103	33	290	426	48	11.3%
2010/11	139	35	301	475	19	4.0%
AVERAGES	128	38	345	510	25	5.2%

Unidentified Sites – Comparison of Completions with Permissions

71. Table 7 below shows completions on small, unidentified sites as a percentage of the previous year's extant permissions for unidentified sites:

Table 7: Unidentified Sites: Completions Compared to Permissions		
Permissions	Unidentified Site Completions (< 10 dwellings)	Unidentified Site Completions as a % of Previous Year's Permissions
05/06 - 699	06/07 - 205	29.3%
06/07 - 576	07/08 - 161	28.0%
07/08 - 577	08/09 - 172	29.8%
08/09 - 498	09/10 - 124	24.9%
09/10 - 426	10/11 - 134	31.5%
10/11 - 475		
AVERAGE		28.7%

Unidentified Sites – Estimating Supply

72. Applying the average lapse rate of 5.2% (table 6) to the extant permissions (475) produces a figure of 450. If 28.7% (table 7) were delivered in 11/12 this would equate to a total of 129. In view of the average number of completions on unidentified sites recorded since 2006 (159 – table 5), a projection of 129 per annum over the five year period 2012-2017 is considered to be reasonable subject to monitoring. This would reduce the land supply shortfall (plus 20%) from 2320 to 1675. In the context of a significant land supply shortfall, not including and monitoring such an allowance would lead to an over release of greenfield land outside the built-up limits of settlements.

Sites	Status	Site Area	Greenfield (G) or Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	11/	12/	13/	14/	15/	16/	17/	18/	19/	20/	21/	22/	23/	24/	25/	Total Completions and Projected Completions 2006-2026	Details	
						12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
																							in current market conditions. He will continue with marketing over the next couple of years but if necessary build himself as the market improves.
42 South Bar Street	Permission 07/01457/F for 13 flats expired. Permission 10/01465/F for 9 flats. Application 11/00974/F for 13 resolved to be approved subject to legal agreement on 8/9/11. Amending application (11/01530/F) received.	0.04	PDL	9	0	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	Agents (Cleford Essex Associates) advise (Oct 11) that once the revised application is approved the site will be developed by a charity (Response) and will be complete by the end of 12/13. The intention is for some of the units to be occupied in Summer 2012.
62 64 and land to the rear of 58, 60 Oxford Road	Nearing completion. Planning permission 07/02377/F for 11 homes (gross) granted on appeal on 1/10/08.	0.41	G	9	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	Development of 11 dwellings (9 net). Sold to Taylor Wimpey in 2010. Should be complete in 11/12
Hightown House (grounds of Penrose House), 67 Hightown Road	Planning Permission 04/01395/F for 12 flats expired. New application 11/00820/F for 14 flats approved subject to legal agreement on 8/9/11	0.16	PDL	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	Owners of the site, Kingerlee Homes, advised in October 2011 that the principles for the legal agreement are accepted and that although the site is only just viable, it is a good site and they would hope that the site is developed within the next 12 months either by Kingerlee, or if sold on, by another housebuilder. Whitley Stimpson LLP occupy Penrose House itself and intend to keep the building in office use.
Dashwood School	Work commenced on site. Development principles approved January 2007. Full planning permission 10/00664/F granted 1 April 2011. Amended by 11/00683/F. Declared surplus to educational requirements.	0.29	PDL	0	0	0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19	Pupils transferred to new school on the former Cattle Market site. Permission granted for refurbishment of school building and construction of new building to provide 19 affordable dwellings. Conditions discharged. To be developed by Paradigm housing who are on site and expect to complete in 2012/13.
Land south of Hightown Road	Large part of this site is a non-statutory allocation for 10 dwellings. Outline permission (09/01845/OUT) granted permission on 10/3/10 for demolition of 47 Hightown Road and erection of 9 dwellings (8 net). Included in the Housing Delivery Monitor as an allocated site.	0.78	G	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	Agents, Tuckley Chester Design, advise (Oct 11) they expect to be given instruction soon to prepare a detailed scheme and that the site will hopefully be developed in the next 12 months.
Land adjoining and north west of 35 Crouch Hill Road	New permission granted on 22/12/10 (10/00388/OUT).	0.6	G	25	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	25	Agents (Savills) for the owners of the site (A T Kimberley Holdings) advise (Oct 11) that they are about to market the site and that they expect reasonable interest from developers. Some ecological requirements before commencement. Best estimate for delivery is 13/14.
Banbury - Deliverable (Available, Suitable and Achievable) Sites (Years 1-5) Sub-Totals				1244	7	89	54	39	82	100	100	150	150	150	150	150	67	0	0	0	1288		

Sites	Status	Site Area	Greenfield (G) or Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	Completions															Total Completions and Projected Completions 2006-2026	Details
						11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26		
North Bar Place	Part of Non-Statutory Allocation (South of Warwick Road & West of North Bar)	0.79	PDL	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0	0	25	Vacant land as well as car servicing, engineering, workshop and public car parking uses to the rear of offices and a restaurant within the site and fronting North Bar Street. Previous uses included car breakage. Past applications include withdrawn schemes for 71 and 85 flats (04/01660/F & 01/00778/F), a refused scheme for 73 flats (00/01181/F) and an unimplemented office development (98/01858/F & 99/00073/F). Excluding the historic buildings on North Bar Street and important groups of trees, there is approximately 0.5 hectares of developable land. A density of about 50 dwellings per hectare and a yield of about 25 homes, should allow for a combination of town houses and flats with some commercial elements.	
Canalside	Non-statutory allocation for 165 dwellings. Draft SPD.	24.5	PDL	0	0	0	0	0	25	75	135	150	100	0	0	0	0	0	0	485	The 2005 Urban Housing Potential Study 2005 (UHPS) concluded that despite constraints, infrastructure requirements and complexity, a higher density could be achieved (approx. 250 homes) than suggested by the Non-Statutory Local Plan (165 dwellings). Since 2008, consultants have been working on feasibility and masterplanning for a comprehensive scheme. Early conclusions suggested potential for some 1200 homes. The potential yield in the Housing Delivery Monitor was increased in 2008 to just under 500 homes in view of the consultants' emerging conclusions. A draft SPD, including plans for 1000-1200 homes, was produced in Nov 09 and was subject to consultation. The SPD is now being finalised and is expected to be adopted informally for development control purposes pending completion of the Core Strategy. It would then be adopted formally. The site is dependent on the Banbury Flood Alleviation Scheme (FAS) which is being implemented and scheduled for completion early in 2012. 12 completions were recorded on this site before 1/4/06.	
Banbury - Specific, Developable Sites (Years 6-15) Sub-Totals				55	0	0	0	70	95	168	184	150	100	0	0	0	0	0	0	767		
Banbury - Completions on other unidentified sites				-	170	-	-	-	-	-	-	-	-	-	-	-	-	-	-	170	Updating of all other completions i.e. other than on completed, deliverable and developable sites identified in this Monitor (sites less than 10 dwellings).	
Banbury - Housing Land Availability Totals				1299	1240	89	54	109	177	268	284	300	250	150	150	150	67	0	0	3288		

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11																Total Completions and Projected Completions 2006-2026	Details		
					11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26				
Banbury - Other Housing Potential																						Sites with housing potential but not identified as being deliverable or developable	
28A Ferguson Road	Expired outline planning permission 04/01099/OUT	0.37	PDL	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	10	Permission previously granted for demolition of existing dwelling and construction of housing. Application suggested approximately 10 dwellings. There has been no recent indication of implementation and permission expired in 2009. Remains a site with housing potential.
Oxford and Cherwell Valley College East Campus (North), Broughton Road	Outline Planning Permission 07/02043/OUT expired on 3/1/11	2.1	PDL	0	0	0	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	50	Existing college buildings are sub-standard. There is a need to develop a modern college. The college intended to rebuild the campus on the southern of its sites with the northern site being sold for residential development. It received permission (07/02043/OUT) for some 110 dwellings as part of an enabling package. However, funding a comprehensive scheme became difficult and the college decided that it would instead improve the accommodation incrementally. As advised by the college in 2010, these works could enable a potential land release on the northern side of the campus for approximately 50 dwellings. However, not considered to be deliverable or developable at this time.
3 West Bar Street	Full permission 08/01665/F for 10 flats. Expires 14/10/11	0.15	PDL	10	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	Permission 08/01665/F granted on 14/10/08 and expires on 14/10/11 (conversion and change of use of existing offices to create 10 new apartments). West Bar Partnership advises (Oct 11) that they are letting the permission lapse and will review what they wish to do with the property in the future. No longer a deliverable or developable site but retains some housing potential.
Calthorpe St (East)	Allocated for mixed-use development in the non-statutory local plan.	1.67	PDL	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	20	Identified in the Urban Housing Potential Study 2005 as a site (BA011) with housing potential (30 dwellings). Calthorpe House (a developable site elsewhere in the Housing Delivery Monitor) forms part of the site. The potential yield for the remainder of Calthorpe Street East has therefore been lowered to about 20 dwellings.
Bolton Road	Allocated for mixed-use development in the non-statutory local plan. Draft SPD	1.7	PDL	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	Identified as having housing potential in the Urban Housing Potential Study 2005 - Site BA013/BA014. Now subject to a Draft SPD for a retail led scheme. Viability work does not rely on the provision of housing but allows for the possibility of some being developed provided it does not undermine the retail objectives of the SPD
Corner of George St & Britannia Road	Urban Housing Potential Study 2005 - Site BA026	0.22	PDL	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	20	UHPS - identified site with housing potential. Some interest in redevelopment.
Crofts, 21-27 Broad Street	Urban Housing Potential Study 2005 - Site BA027	0.17	PDL	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0	0	0	0	10	UHPS - identified site with housing potential
TA Centre, Harriers View, Oxford Road	Urban Housing Potential Study 2005 - Site BA044	0.52	PDL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	15	UHPS - identified site with housing potential	
25-27 West Bar	Urban Housing Potential Study 2005 - Site BA069	0.23	PDL	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	10	UHPS - identified site with housing potential.
Town Centre House, Southam Road & land rear of 5&6 Arran Grove	Refused application 08/01166/F for 38 flats. Withdrawn application 08/00071/F for 46 flats.	0.19	PDL	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	30	Application refused principally on design grounds. Had been developer interest in the site. No recent activity.
Planning Permissions - Other Sites	Existing permissions on sites not specifically identified			139	—	41	41	43	—	—	—	—	—	—	—	—	—	—	—	—	—	125	Estimation of unidentified potential from extant permissions for small sites (less than 10 dwellings). 139 minus 10% for non-implementation leaves 125 over 3 years (permissions generally have 3 year expiry dates)
Banbury - Other Housing Potential Sub-Totals				149	0	41	41	43	0	0	100	20	20	20	0	10	0	0	0	15	310		

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions																	Total Completions and Projected Completions 2006-2026	Details
				01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26			
Banbury - Housing Land Availability Plus Other Housing Potential			1448	1240	130	95	152	177	268	384	320	270	170	150	160	67	0	0	15	3598		
REST OF NORTH CHERWELL																						
Rest of North Cherwell - Completed Identified Sites (10 or more dwellings)																						
Land off Banbury Road, Ells Lane, Bloxham	Complete. Non-statutory allocation for 10 dwellings. 06/00312/F	1.21	G	0	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27	Full planning permission for 27 dwellings (06/00312/F). Complete.
Beauchamp Squash Club, Barford Road, Bloxham	Complete. 03/02443/F amended by 05/00859/F	0.34	PDL	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	Complete. Demolition of existing building and erection of 14 No. new houses (3 built before 1/4/06)
Fritwell C of E School, Fritwell	Complete. 03/01035/F	0.21	PDL	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	Erection of 15 No. 2 bedroom dwellings.
Green Hill House, Oxford Road, Adderbury	Complete. 07/02135/F for 53 dwellings.	1.99	PDL	0	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53	Complete. Developer was Linden Homes. Site of former care home (Leonard Cheshire) now at Warwick Road, Banbury.
North of Milton Road, Bloxham	Complete. Outline planning permission 05/02103/OUT & reserved matter approval 07/01653/REM. Non-statutory allocation for 40 dwellings.	2.38	G	0	74	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	74	Complete
Land south of Aynho Road, Adderbury	Site complete. Non-statutory allocation for 10 dwellings. Full Planning Permission 06/00017/F	0.76	G	0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19	Erection of 13 market dwellings and 6 affordable.
Rest of North Cherwell - Completed Identified Sites Sub-Totals			0	199	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	199	
Rest of North Cherwell - Deliverable (Available, Suitable and Achievable) Sites (Years 1-5) (10 or more dwellings)																						Sites contributing to the 5 year rolling supply of deliverable sites (e.g. 2011-2016)

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details	
South of Milton Road, Bloxham	Full planning permission (09/01811/F) granted on 26 July 2010	1.9	G	61	0	20	41	0	0	0	0	0	0	0	0	0	0	0	0	0	61	61 homes granted permission in the absence of a five year rolling supply in Summer 2010. Conditionally required to implement within 2 years. Bewley Homes now on site and advise (Oct 11) that there should be 20 completions by the end of 2011 and, sales permitting, the remaining 41 by the end of 2012.
Former RAF Upper Heyford	Outline permission 08/00716/OUT granted on appeal on 11 January 2010. Saved policy under the 2016 Structure Plan for 1000 dwellings gross (700 net) & non-statutory Local Plan allocation. Development Brief (SPD) adopted March 2007. Revised outline application 10/01642/OUT resolved to be approved on 24 March 2011.	505	PDL	761	0	0	0	45	45	45	45	45	45	45	45	45	45	45	45	45	585	Outline application 08/00716/OUT was granted on appeal on 11 January 2010 for a new settlement of 1075 dwellings, together with associated works and facilities including employment uses, community uses, school, playing fields and other physical and social infrastructure (there are 314 existing homes, leaving a net new build of 761). The site has been acquired by the Dorchester Group. The approved revised application (10/01642/OUT) allows for retention of more of the existing housing. Revised delivery projections provided by the Dorchester Group (Oct 11) allow for a low rate of delivery from 2013 to 2030 (approximately 45 per year, reduced from 75 per year) allowing for market conditions, meaning that 585 dwellings (net) would be complete by 2026 and 761 by 2030/31. Legal agreement expected to be signed by the end of the year.
Former Little Bourton Service Station (now Pinson Close), Southam Road, Little Bourton	Outline Planning Permission 06/00698/OUT. Alternative reserved matter applications (07/00856/REM (22 dwellings) & 07/01670/REM (20 dwellings)) both allowed on appeal on 1 May 2008. Resolution to approve a further 2 dwellings instead of a shop and flat (10/00002/F)	0.55	PDL	5	18	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	Now known as Pinson Close. Developer (Avoncroft Homes). Approaching completion.
Oak Farm, Milcombe	Outline permission (10/00967/OUT) granted on 5/4/11 for 29 dwellings. Non-statutory allocation for 15 dwellings.	0.93	G	0	0	0	0	29	0	0	0	0	0	0	0	0	0	0	0	0	29	Agent (Savills) advises (Oct 11) that the site is under offer to a developer and the aim is to exchange shortly. The sale is unlikely to complete until April 2012 to provide time to meet the needs of an existing resident. The preferred purchaser has advised that they intend to prepare and submit a reserved matters application this year so they are ready to be on site upon completion of the purchase next year.
Rest of North Cherwell - Deliverable (Available, Suitable and Achievable) Sites (Years 1-5) Sub-Totals				827	18	25	41	74	45	45	45	45	45	45	45	45	45	45	45	45	698	

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details	
BANBURY & NORTH CHERWELL - COMPLETED IDENTIFIED SITES			0	1262	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1262	
BANBURY & NORTH CHERWELL - DELIVERABLE (AVAILABLE, SUITABLE & ACHIEVABLE) SITES (YEARS 1-5)			2071	25	114	95	113	127	145	145	195	195	195	195	195	112	45	45	45		1986	
BANBURY & NORTH CHERWELL - SPECIFIC DEVELOPABLE SITES (YEARS 6-15)			55	0	0	0	70	95	168	184	150	100	0	0	0	0	0	0	0	0	767	
BANBURY & NORTH CHERWELL - COMPLETIONS ON OTHER UNIDENTIFIED SITES			-	462	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	462	
BANBURY & NORTH CHERWELL - HOUSING LAND AVAILABILITY TOTAL			2126	1749	114	95	183	222	313	329	345	295	195	195	195	112	45	45	45		4477	
BANBURY & NORTH CHERWELL - OTHER HOUSING POTENTIAL			289	0	83	83	85	0	0	100	20	20	20	0	10	0	0	0	15		436	
BANBURY & NORTH CHERWELL - GRAND TOTALS			2415	1749	197	178	268	222	313	429	365	315	215	195	205	112	45	45	60		4913	

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details	
Bicester - Deliverable (Available, Suitable and Achievable) Sites (Years 1-5) (10 or more dwellings)																					Sites contributing to the 5 year rolling supply of deliverable sites (e.g. 2011-2016)	
West of Chapel St. & Bryan House	Planning permission (10/00106/F) for 23 homes (5 net). Similar site to the non-statutory allocation for 20 dwellings.	0.5	PDL	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	Allocated in the Non-Statutory Cherwell Local Plan 2011. Informal development principles produced in December 2008. Permission granted on 11/1/11 (10/00106/F) for the demolition of Bryan House (18 sheltered homes) and for 23 new affordable homes (gross). These are presently being constructed as an Eco-Bicester demonstration project (code 4 & 5 eco-homes) by Sanctuary housing association. On course to complete in 12/13.
Former Oxfordshire County Council Highways Depot	Non-statutory allocation for 30 dwellings. Outline permission 06/01003/OUT granted for 60 dwellings and a care home. Reserved matter approvals 06/01166/REM & 09/01077/REM. An amending application (09/01076/F) approved subject to legal agreement.	0.56	PDL	60	0	20	20	20	0	0	0	0	0	0	0	0	0	0	0	0	60	Non-statutory allocation and adjoining land. Development of 40 dwellings, 20 extra care flats for the elderly and a 60 place care home (60 dwellings net). The 20 extra-care units have now been developed by Bedfordshire Pilgrims Housing Association (in 11/12). The County Council owns the land for the remaining 40 dwellings and CDC is in discussion with the County Council about acquiring the site to deliver a mix of housing tenures. Considered to be a relatively straight forward site to deliver. Estimated that the 40 homes could be delivered over 12/13 and 13/14.
Kingsmere (South West Bicester)	Under construction. Outline planning permission for an urban extension (1631 homes - 06/00967/OUT & 11/01052/OUT). 46 permitted in 11/12. Non-statutory allocation. Reserved matter approvals and discharge of conditions on-going.	82.7	G	1585	0	20	100	150	150	150	150	150	150	150	150	150	161	0	0	0	1631	Under construction. Countyside Properties joint venture. Permission 06/00967/OUT (27/6/08) for 1585 homes. Design code approved. 46 additional homes permitted on 30/8/11 (11/01052/OUT). Highway works well underway (approvals for roundabouts, spine and access roads (09/00174/REM, 09/01528/REM, 09/01532/REM, 09/01534/REM, 10/00566/REM); A41 roundabout (09/01530/REM); new perimeter road (09/01531/REM); junction to A41 (10/00325/REM). Sports pitches under construction (11/00565/CDC). Approval for new dwellings on parcels KM1 (94 homes, Taylor Wimpey, 11/00110/REM & 11/00111/REM) and KM2 & KM6 (57 & 38 homes, Bovis Homes, 10/01491/REM & 10/01492/REM). Pending application for 32 homes on KM8 (David Wilson Homes - 11/01508/REM). Application for about 100 homes on KM12 expected (David Wilson). Strategic landscaping applications pending. First completions recorded. Countryside Properties' business plan projections (Sept 11) include delivery of about 250 per annum. For this AMR, a typical annual rate of 150 p.a has been adopted in view of a recent appeal decision, concerns about potential market saturation, and in the interests of caution.

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details	
North-West Bicester Eco-town Exemplar Project	First stage of Council endorsed eco-development. Application (10/01780/HYBRID) approved for 394 homes subject to legal agreement	22.4	G	0	0	20	50	50	50	50	50	50	50	24	0	0	0	0	0	0	394	Full approval for 394 residential units, an energy centre (up to 400 square metres) and ancillary development. Outline permission for a nursery of up to 350 square metres (use class D2), a community centre of up to 350 square metres (sui generis), 3 retail units of up to 770 square metres (including but not exclusively a convenience store, a post office and a pharmacy (use class A1)), an Eco-Business Centre of up to 1,800 square metres (use class B1), office accommodation of up to 1,100 square metres (use class B1), an Eco-Pub of up to 190 square metres (use class A4), and a primary school site measuring up to 1.34 hectares with access and layout to be determined. Expected that the legal agreement will be signed, and the decision issued, by end of the year. Residential developer is A2 Dominion which has a contractor in place and is working on discharging conditions. Work is scheduled to start on site early in 2012 and about 20 completions can be expected by the end of the year. A conservative development rate of 50 homes per annum is then expected.
Land south of Talisman Road, Bicester	Outline application 09/01592/OUT for 140 dwellings granted on appeal (APP/C3105/A/11/2147212) on 18/8/11.	3.83	G	0	0	40	50	50	0	0	0	0	0	0	0	0	0	0	0	0	140	Appeal allowed in the context of an under-supply of deliverable housing land. Also permission for off-site flood mitigation (10/01316/F). Persimmon Homes advised at the public inquiry in July 2011 that it had agreed terms in March 2010 subject to contract to purchase the site from Leda Properties Ltd. Persimmon advised that they expected to change contracts as soon as possible; that the proposed scheme was deliverable and viable to both Persimmon and Leda (including with 40% affordable housing); that they would be in a position to commence the development within 9 months from grant of outline permission; that they anticipated a delivery rate of about 40-50 private and 20-30 affordable dwellings per annum; and, delivery of the entire site within two and a half years of commencement. Leda Properties advise (Oct 11) that a deal has not yet been done but that they anticipate that a reserved matters application would be submitted early in the new year with a view to commencement on site in April 2012. Agents (Kemp&Kemp) advise (Oct 11) that the best estimate for delivery is 40 units in 12/13 and 50 in 13/14 and in 14/15.
Gavray Drive	Outline Planning Permission 04/02797/OUT granted on appeal varied by 09/00584/F. 10/01667/OUT - extension of time limit to 04/02797/OUT - resolved to be approved on 8/9/11 subject to existing s.106 being linked to new permission	27.7	G	500	0	0	0	50	75	75	75	75	75	75	0	0	0	0	0	0	500	Gallagers advise (Oct 11): pre-commencement conditions to be complied with. Great crested newts to be relocated to a secure habitat. Earliest this can happen is February/March 2012 once a Newt Licence is obtained from Natural England. This requires approval of the master plan and the Ecological Construction Method Statement which require prior approval of the reserved matter application for roads and drainage which will be resubmitted once the new legal agreement is signed and permission is issued. Archaeological investigation required before any construction work can start. Hope to make the application to Natural England by January. Site then to be put to market in the not too distant future on the basis of a conditional contract that will not be completed until the newts and archaeology matters have been successfully resolved i.e. the end of 2012. Allowing for further approval of reserved matters from the purchaser it is unlikely that work would commence on site until the middle of 2013 with first occupation by the end of 2013. Then could possibly expect 50-75 occupations a year. If January deadline is not met, the programme would slip by a year.
Bicester - Deliverable (Available, Suitable and Achievable) Sites (Years 1-5) Sub-Totals				2150	0	40	185	270	300	275	275	275	275	249	150	161	0	0	0	2730		

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details	
Bicester - Specific, Developable Sites (Years 6-15) (10 or more dwellings)																					Identified developable sites not yet considered to be deliverable	
Cattle Market	Non-statutory allocation for 40 dwellings. In temporary use as a public car park.	0.79	PDL	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40	Previously granted outline permission subject to s.106 (01/00073/CDC) but granted temporary change of use to public car park (04/00779/CDC & 09/00828/CDC). The site is required as a public car park during town centre redevelopment. The redevelopment scheme is underway and expected to be complete by Summer 2013. A review of the town's car parking capacity will need to be undertaken before the site is released. No more than 40 dwellings are likely to be provided due to the anticipated need for some informal parking and/or more scope to provide an attractive, open environment (square/open space). Best estimate for delivery remains 2015/16.
Land south of Church Lane (Old Place Yard)	Non-statutory allocation for 15 dwellings. Development Principles June 2007	0.63	PDL	0	0	0	0	20	5	0	0	0	0	0	0	0	0	0	0	0	25	Existing library, County Council offices and older person's home (St. Edburg's). A new library may be provided as part of a phase 2 to the town centre redevelopment scheme subject to funding. St. Edburg's is now expected to become vacant in Spring 2012 following the transfer of residents to the former Highway Depot development. Discussions are taking place between CDC and the County Council about the redevelopment of St. Edburg's (about 20 dwellings). The County Council advise (Oct 11) that its offices are temporarily occupied and can be sold independently of the library. Work on the disposal is to start soon. Development principles approved in June 2007 would allow for about 30 dwellings in total. Estimated that about 25 homes could be developable through the redevelopment of St Edburg's and the County Council's offices in 14/15 and 15/16 although archaeological constraints will require detailed consideration.
Transco Depot, Launton Road	Non-statutory allocation for 25 dwellings. Outline Planning Permission 04/02756/OUT expired in May 2009	0.4	PDL	0	0	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	18	Permission for 35 flats expired in May 2009. Agent advised in Oct 08 that in view of market conditions a revised scheme may be required including houses. Potential yield was adjusted down to approximately 18 (45dph) to allow for this possibility. National Grid now owns the site and advised in Sept 10 that it still intended to sell the site for residential and that is anticipated delivery within 3-5 years.
St. Edburg's School	Development principles approved Oct 2008.	0.7	PDL	0	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	14	Declared surplus to educational requirements but presently in use. Unlikely to be developed for residential until about 2015/16 as depends on the primary school being provided at SW Bicester. The Oxford Diocesan Board Of Education advised in Sept 10 that it was working on the basis of a new school being available in 2014. The County Council confirms (Oct 11) that it is reasonable to assume that the new school will be open in Sept 2014. A planning application for residential development was submitted in 2009 (09/00082/OUT) but withdrawn to enable landownership issues to be resolved.

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Bessemmer Close / Launton Road	Non-statutory allocation for 70 dwellings.	3.35	PDL	0	0	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	Existing employment site with a large vacant unit (formerly occupied by the Lear Corporation), a unit occupied by Firstline (to be vacated in Spring 2012), Joblings Garage (car sales and servicing) and storage units to the rear. The Non-Statutory Local Plan seeks a mixed residential and B1 employment development on this site. In June 2008, the Planning Committee resolved to approve an application (08/00709/F) for the demolition of existing vacant industrial unit (formerly occupied by Lear Corporation) and construction of 4 retail units (eastern corner of the site) subject to a legal agreement. However, in the absence of legal agreement the application was disposed of. A comprehensive redevelopment may therefore again be possible. 50 rather than 70 units is presently considered to be more realistic allowing for some possible trade use and the likelihood that there would be less flatted development than envisaged in the Non-Statutory Plan.
Bicester - Specific, Developable Sites (Years 6-15) Sub-Totals				0	0	0	0	88	59	0	0	0	0	0	0	0	0	0	0	0	147	
Bicester - Completions on other unidentified sites				57	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	57	Updating of all other completions i.e. other than on completed, deliverable and developable sites identified in this Monitor (sites less than 10 dwellings)
Bicester - Housing Land Availability Totals				2150	158	40	185	270	388	334	275	275	275	249	150	161	0	0	0	0	3035	
Bicester - Other Housing Potential																						Sites with housing potential i.e. Other than on completed, deliverable and developable sites identified in this Monitor (less than 10 dwellings)
West of Victoria Road & South of Victoria Court	Urban Housing Potential Study 2005 - Site BI008	0.91	PDL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	0	30	UHPS - identified site with housing potential
Church Car Park, Hanover Gardens	Urban Housing Potential Study 2005 - Site BI009	0.26	PDL	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	10	UHPS - identified site with housing potential
Corner of Victoria Road & Linden Road	Urban Housing Potential Study 2005 - Site BI013	0.39	PDL	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20	UHPS - identified site with housing potential
Bicester Town Railway Station	Non-statutory allocation for 130 dwellings. Withdrawn application (08/00869/F) for 73 dwellings. Small area (05/00390/F) completed (elsewhere in Housing Delivery Monitor).	6.21	PDL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Large mixed-use allocation including an existing employment area. Recent development includes extension to Bicester Village and associated decked car park. Part of the site developed with 12 dwellings. An application (08/00869/F) was submitted for a further 73 dwellings (Land and buildings West Of McKay Trading Estate and south east of Priory Road) but was withdrawn. Officer concerns were with design and layout, not the principle of development. However the site has since been sold to Bicester Village. Eastern part of the site is required for operational railway and commercial uses. Therefore presently considered to be no potential for housing. The small part of the site completed with 12 dwellings (05/00390/F) is included elsewhere in Housing Delivery Monitor.
18 London Road	Urban Housing Potential Study 2005 - Site BI078	0.23	PDL	0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	18	UHPS - identified site with housing potential

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11 (net)	Completions 01/04/06 to 31/03/11	Completions										Total Completions and Projected Completions 2006-2026	Details						
					11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21			21/22	22/23	23/24	24/25	25/26	
Planning Permissions - Other Sites	Existing permissions on sites not specifically identified		35	-	10	10	12	-	-	-	-	-	-	-	-	-	-	-	-	-	32	Estimation of unidentified potential from extant permissions for small sites (less than 10 dwellings). 35 minus 10% for non-implementation leaves 32 over 3 years (permissions generally have 3 year expiry dates)
Bicester - Other Housing Potential Sub-Totals			35	0	10	10	12	20	0	0	10	0	0	0	18	0	0	30	0	0	110	
Bicester - Housing Land Availability Plus Other Housing Potential			2185	158	50	195	282	408	334	275	285	275	275	249	168	161	0	30	0	0	3145	

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11(net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details	
REST OF CENTRAL OXFORDSHIRE																						
Rest of Central Oxfordshire - Completed Identified Sites (10 or more dwellings)																						
Land adjacent 55 High St, Kidlington	Site Complete. Full Planning Permission 04/02571/F amended by 06/01529/F	0.09	PDL	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	Complete.
Former MOD housing estate (land adjoining Laburnum Close), Ambrosden	Part of a larger non-statutory allocation for 50 dwellings. Site complete	0.75	G	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	Comprises 3 areas of land: 1) West of Willow Road (1.62 ha) - full permission for 24 dwellings (04/02435/F). Now complete. 2) West of Birch Road (0.74 ha) - only refurbishment of existing dwellings - no additional units. 3) West of Alder Drive & Willow Road (1.04 ha) - unlikely to be developed with further housing.
OS Parcel 1400 East of Sands Close Adjacent Junction Of Springwell Road And Station Road, Bletchingdon	Site Complete. Full Planning Permission 06/00977/F	0.64	G	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	2 storey development of 12 no. affordable dwellings
Bowood House Hotel, 238 Oxford Road, Kidlington	Site Complete. Full Planning Permission 06/01187/F	0.29	PDL	0	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	Demolition of existing hotel buildings and construction of 21 no. flats (one and two bed) with associated access road, parking, amenity space and landscaping. Now complete.
The Manor House, Springhill Road, Begbroke	Site Complete. Full Planning Permission 04/01471/F	0.39	PDL	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	Conversion, alteration and extensions to form 14 flats (13 net)
West of West Hawthorn, Ambrosden	Complete. Non-statutory allocation for 15 dwellings. Outline Planning Permission 05/01007/OUT & reserved matters approval 06/02400/REM	0.81	PDL&G	0	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	Disused MoD garrison social club and adjoining field. Outline planning permission (05/01007/OUT) for 40 units (April 2006). Reserved matter approval (06/02400/REM). Now complete.
South of Buchanan Road, Arncott	Complete. One of two sites permitted under 06/01213/OUT & 07/00700/REM. Non-statutory allocation for 15 dwellings.	0.4	G	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	Outline permission granted (06/01213/OUT) for south of Buchanan Road (16 homes) & south of Greenfields (25 homes) for 41 dwellings (see below). Reserved matter application 07/00700/REM approved on 15/6/07. Martin Grant Homes
South of Greenfields, Arncott	Complete. One of two sites permitted under 06/01213/OUT & 07/00700/REM. Non-statutory allocation for 15 dwellings.	0.67	G	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	Outline permission granted (06/01213/OUT) for south of Buchanan Road (16 homes) & south of Greenfields (25 homes) for 41 dwellings (see above). Reserved matter application 07/00700/REM approved on 15/6/07. Martin Grant Homes
Adult Training Centre, Blenheim	Complete. Outline Planning Permission 03/00782/OUT, Reserved Matter Approval 07/00645/REM & amended by 08/01761/F	0.86	PDL	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	Complete. Amending permission resulted in an additional dwelling

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11(net)	Completions																	Total Completions and Projected Completions 2006-2026	Details		
				01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26					
Road, Kidlington																								
Land north east of Gosford Farm, Bicester Road, Gosford	Complete. 07/01718/F	0.67	G	0	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36	Complete. McCann Partnership Homes (Agent: David J Stewart Associates)
North of Gossway Fields (formerly Crutchmore Crescent), Kirtlington	Complete. Non-statutory allocation for 15 dwellings. Outline Planning Permission 05/01064/OUT. Reserved matter approval 08/00726/REM amended by 08/00841/REM	0.59	G	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	Complete. Bloor Homes. 6 four-bed, 5 three-bed and 4 two-bed including 4 affordable units.
18 High Street, Kidlington	Complete. 08/00811/F	0.08	PDL	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	Complete. Includes an additional dwelling over a shop.
Land at and including Sherwood Close, Launton	Complete. 01/00260/F	1.94	PDL	0	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	Complete. 24 in total with 6 before 1/4/06.
Rest of Central Oxfordshire - Completed Identified Sites Sub-Totals				0	258	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	258	
Rest of Central Oxfordshire - Deliverable (Available, Suitable and Achievable) Sites (Years 1-5) (10 or more dwellings)																								Sites contributing to the 5 year rolling supply of deliverable sites (e.g. 2011-2016)
Land at Arncott Farm, Buchanan Road, Arncott	Outline planning permission granted on 13/7/11 (10/00806/OUT) for 17 dwellings	0.58	G	0	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	An application considered in the absence of a five year rolling supply in Summer 2010. Agents (Pegasus Planning) advised (29 July 2010) that terms had been agreed with Bellway Homes (confirmed separately by Bellway), that Bellway's intention was to proceed immediately with a reserved matter application following the grant of outline permission, that development should commence within 8 months of outline permission, and that Bellway has undertaken all necessary investigations to confirm that the submitted scheme is viable. Reserved matter application conditionally required to be made within one year of permission. Implementation also required within one year of reserved matter approval. Pegasus Planning advise (Oct 11) that the site is now being marketed by Berry Morris on behalf of the landowner. A reserved matter application in 2012 should enable delivery of the site in 2013/14.

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11(net)	Completions																		Total Completions and Projected Completions 2006-2026	Details
				01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26				
Rest of Central Oxfordshire - Specific, Developable Sites (Years 6-15) (10 or more dwellings)																						Identified developable sites not yet considered to be deliverable	
Thames Valley Police HQ, Kidlington	Non-statutory allocation for 70 dwellings.	2.38	PDL	0	0	0	0	0	0	0	25	60	0	0	0	0	0	0	0	0	85	Will not be developed unless a replacement Thames Valley Police Authority HQ is funded and provided. Will be considered during continued preparation of the emerging Core Strategy & Site Allocations DPDs but unlikely to be available for development before 2016. Potential for about 85 dwellings.	
Rest of Central Oxfordshire - Specific, Developable Sites (Years 6-15) Sub-Totals				0	0	0	0	0	0	0	25	60	0	0	0	0	0	0	0	0	85		
Rest of Central Oxfordshire - Completions on other unidentified sites				-	274	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	274	Updating of all other completions i.e. other than on completed, deliverable and developable sites identified in this Monitor (sites less than 10 dwellings)	
Rest of Central Oxfordshire - Housing Land Availability Totals				65	635	68	80	90	73	48	43	60	0	0	0	0	0	0	0	0	1097		
Rest of Central Oxfordshire - Other Housing Potential																						Sites with housing potential but not identified as being deliverable or developable	
Tyre Depot, South of Cassington Road, Yarnton	Urban Housing Potential Study 2005 - Site YA003	0.9	PDL	0	0	0	0	0	0	0	0	0	0	0	0	22	0	0	0	0	22	UHPS - identified site with housing potential	
Car Park to rear of Co-Op Supermarket, 26 High Street, Kidlington	Expired outline planning permission 07/01507/OUT (expired 30/10/10)	0.32	PDL	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	0	20	Permission for flats in the car park of an existing supermarket expired. Agents advise (Oct 11) there is currently no expectation of housing delivery. Remains a site with housing potential.	

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11(net)	Completions 01/04/06 to 31/03/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Total Completions and Projected Completions 2006-2026	Details
Planning Permissions - Other Sites			161	–	48	48	49	–	–	–	–	–	–	–	–	–	–	–	–	145	Estimation of unidentified potential from extant permissions for small sites (less than 10 dwellings). 161 minus 10% for non-implementation leaves 145 over 3 years (permissions generally have 3 year expiry dates)
Rest of Central Oxfordshire - Other Housing Potential Sub-Totals			161	0	48	48	49	0	0	20	0	0	0	0	22	0	0	0	0	187	
Rest of Central Oxfordshire - Housing Land Availability Plus Other Housing Potential			226	635	116	128	139	73	48	63	60	0	0	0	22	0	0	0	0	1284	

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11(net)	Completions 01/04/06 to 31/03/11	Completions										Completions					Total Completions and Projected Completions 2006-2026	Details	
					11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26			
BICESTER & CENTRAL OXFORDSHIRE - COMPLETED IDENTIFIED SITES			0	359	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	359	
BICESTER & CENTRAL OXFORDSHIRE - DELIVERABLE (AVAILABLE, SUITABLE & ACHIEVABLE) SITES (YEARS 1-5)			2215	103	108	265	360	373	323	293	275	275	275	249	150	161	0	0	0	0	3210	
BICESTER & CENTRAL OXFORDSHIRE - SPECIFIC, DEVELOPABLE SITES (YEARS 6-15)			0	0	0	0	0	88	59	25	60	0	0	0	0	0	0	0	0	0	232	
BICESTER & CENTRAL OXFORDSHIRE - COMPLETIONS ON OTHER UNIDENTIFIED SITES			-	331	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	331	
BICESTER & CENTRAL OXFORDSHIRE - HOUSING LAND AVAILABILITY TOTALS			2215	793	108	265	360	461	382	318	335	275	275	249	150	161	0	0	0	0	4132	
BICESTER & CENTRAL OXFORDSHIRE - OTHER HOUSING POTENTIAL			196	0	58	58	61	20	0	20	10	0	0	0	40	0	0	0	30	0	297	
BICESTER & CENTRAL OXFORDSHIRE - GRAND TOTALS			2411	793	166	323	421	481	382	338	345	275	275	249	190	161	0	30	0	0	4429	

Sites	Status	Greenfield (G) or Site Previously Developed Land (PDL)	Planning Permissions at 31/3/11 minus units built & recorded at 31/03/11(net)	Completions 01/04/06 to 31/03/11	Years																Total Completions and Projected Completions 2006-2026	Details
					11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26			
DISTRICT - COMPLETED IDENTIFIED SITES			0	1621	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1621	
DISTRICT - DELIVERABLE (AVAILABLE, SUITABLE AND ACHIEVABLE) SITES (YEARS 1-5)			4286	128	222	360	473	500	468	438	470	470	470	444	345	273	45	45	45		5196	
DISTRICT - SPECIFIC, DEVELOPABLE SITES (YEARS 6-15)			55	0	0	0	70	183	227	209	210	100	0	0	0	0	0	0	0		999	
DISTRICT - COMPLETIONS ON OTHER UNIDENTIFIED SITES			-	793	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		793	
DISTRICT - HOUSING LAND AVAILABILITY TOTALS			4341	2542	222	360	543	683	695	647	680	570	470	444	345	273	45	45	45		8609	
DISTRICT - OTHER HOUSING POTENTIAL			485	0	141	141	146	20	0	120	30	20	20	0	50	0	0	30	15		733	
DISTRICT - GRAND TOTALS			4826	2542	363	501	689	703	695	767	710	590	490	444	395	273	45	75	60		9342	

Annex 2

Housing Completions

	Banbury	Bicester	Elsewhere	Totals
1996/97	85	308	280	673
1997/98	345	81	239	665
1998/99	227	137	136	500
1999/00	154	332	67	553
2000/01	70	433	97	600
2001/02	89	314	130	533
2002/03	174	190	72	436
2003/04	164	178	67	409
2004/05	278	272	127	677
2005/06	458	79	530	1067
2006/07	486	73	294	853
2007/08	207	31	217	455
2008/09	204	29	193	426
2009/10	221	8	209	438
2010/11	122	17	231	370
TOTALS	3284	2482	2889	8655

	Banbury	Elsewhere in North Cherwell	Total	Bicester	Elsewhere in Central Oxfordshire	Total	District Total
2006/07	486	125	611	73	169	242	853
2007/08	207	87	294	31	130	161	455
2008/09	204	119	323	29	74	103	426
2009/10	221	112	333	8	97	105	438
2010/11	122	66	188	17	165	182	370
TOTALS	1240	509	1749	158	635	793	2542

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Executive

Developer Contributions Consultation

6 February 2012

Report of Head of Strategic Planning and the Economy

PURPOSE OF REPORT

To approve the commencement of a consultation on the Developer Contributions document.

This report is public

Recommendations

The Executive is recommended:

- (1) To authorise a consultation on the Developer Contributions document.
- (2) To endorse the additional actions proposed to strengthen s106 monitoring.

Executive Summary

Introduction

- 1.1 The Developer Contributions document was agreed by the Executive as a basis for negotiation in May 2011. It was not consulted upon at that time due to the changes to the Planning system being introduced at that time.
- 1.2 A public consultation on the document is an important means of ensuring all views have been taken into account and that its purpose and content is appropriate.

Proposals

- 1.3 For a period of public consultation to be undertaken and the results reported back to the Executive to enable the adoption of a Developer Contributions Strategy for the District.

Background Information

- 2.1 New development often creates a need for additional infrastructure or improved community services and facilities, without which there could be a detrimental effect on local amenity and the quality of the environment. National planning policy sets out the principle that applicants may reasonably be expected to provide, pay for, or contribute towards the cost, of all or part of the additional infrastructure/service provision that would not have been necessary but for their development. Planning Obligations are the mechanism used to secure these measures.
- 2.2 The CDC Planning Obligations draft Supplementary Planning Document (SPD) was agreed by the Executive in May 2011 as an 'interim' document and 'a basis for negotiation' with applicants.
- 2.3 It followed national planning guidance for developer contributions as set out in ODPM circular 05/2005
- 2.4 Due to the reforms to the planning system being proposed and enacted through the Localism Act, the consultation required to enable the SPD to be adopted as Council policy was never undertaken.

Consultation

- 2.5 A 'sound, adopted' Developer Contributions document has implications for many different people who either live, work or visit the District.
- 2.6 Consultation on the document completes the process of preparation by taking account of the community view. We need to seek the opinions of all those who could possibly bring forward future development throughout the district, to find out if it offers enough detailed guidance and whether the guidance itself is suitable. These include developers, architects and businesses.
- 2.7 We also want to engage communities within the District to see whether they believe this document provides them with enough information as to what they could expect with future developments, therefore we need to ensure we have worked with Town and Parish Councils, Neighbourhood Action Groups, local groups and organisations.
- 2.8 We also need to ensure we involve those organisations that are affected by development itself, work with communities who are affected by development, or who may be responsible for assisting the LPA in working to ensure planning obligations are delivered. These can range from bodies such as Environment Agency, Highways Agency and Oxfordshire County Council, through to Age Concern, Sport England and local NAG's
- 2.9 Following the consultation will be the compilation of responses, analysis and revision. The aim is to return to Executive in May 2012 with a revised SPD.
- 2.10 An adopted Planning Obligations SPD should provide clear guidance on how the Council will:
 - Decide what new infrastructure and facilities need to be provided as a result of development
 - Assess requirements for "in kind" provision and/or financial

contributions towards provision

Purpose of consultation

- 2.11 It is important that that all those affected by development understand the nature of the Developer Contributions required, its content and the implications for future development
- 2.12 We want to ensure the document enables developers to understand planning obligation requirements and costs from the outset and to assist them in making appropriate provision within their plans and financial appraisal.
- 2.13 We also want to assure residents and businesses that the Council aims to ensure that new development within the District makes a contribution to addressing the impact of the infrastructure demand it creates.
- 2.14 This consultation provides the opportunity to discuss the document in the public domain and allow any amendments as a result of the consultation to be made.
- 2.15 This consultation will ensure that all those that could be affected by the SPD have had sufficient time and opportunity to participate in the consultation

Consultation timetable

- 2.16 The method of consultation must accord with our Statement of Community Involvement and planning regulations. Legally an SPD requires between 4 and 6 weeks consultation.
- 2.17 It is proposed that the consultation will commence at the start of March for a 6 week period.

Documentation and engagement

- 2.18 Documentation to be produced will include the following:
- Leaflet/Executive summary
 - Questionnaire – Online and Paper
 - Pull ups/Exhibition boards
- 2.19 Engagement Methods will include:
- Press Briefing
 - Members Briefing – to explain what it is and its implications
 - Mail out with direct link to questionnaire. Around 2500 on our LDF mailing list

Consultation with Parish Councils

- 2.20 It is intended to fully consult Parish Councils on the draft, with a particular view to ensuring that in future they are fully consulted on how s106 monies relating to community facilities are spent within their community.

In the Interim

- 2.21 In the interim pending completion of this consultation it is proposed to continue to use the draft SPD as a 'basis for negotiation'.
- 2.22 In the interim it will be made much clearer than hitherto that the document is a draft and forms the basis for negotiation. But, further to consultation its content may change.
- 2.23 Given the challenges posed by applying the proposed policy to single dwellings it is proposed that the threshold for its application should be raised to 10 for the interim up to completion of the consultation and report back to the Executive on the outcome of the consultation. It is important to be clear that it's only residential developments that the new threshold will be applied to. The SPD will continue to apply to all commercial developments

Enhanced s106 monitoring

- 2.24 S106 monies received need to be accounted for and spent on the purposes for which it is secured within a 10 year period. This is a matter of considerable interest to both communities where development has occurred and developers who have paid contributions.
- 2.25 Officers are examining how CDC monitoring systems might be strengthened with a view to greater transparency over how the s106 monies have been spent.
- 2.26 One step will include annual reporting on monies received and how the monies have been spent.
- 2.27 One further step under active consideration is to explore the potential for the creation of a shared s106 Monitoring post with SNC through the shared services process. SNC has such a post, rigorous internal systems, six monthly reporting to committee as a result of changes introduced following an Audit.

The future of Developer Contributions - Preparation for CIL

- 2.28 How developer contributions are secured and the purpose for which they are secured is changing. By 2014, Cherwell District Council will need to have a Community Infrastructure Levy (CIL) in place.
- 2.29 As a first step towards this work has begun on the preparation of the Infrastructure Development Plan which forms part of the Core Strategy to identify the key infrastructure of all types. This includes physical infrastructure such as roads and buildings, social infrastructure such as community halls and green infrastructure such as public open space.
- 2.30 This assessment is a requirement of the preparation of a 'sound' Core Strategy and involves consultation with other stakeholders such as the County Council, Highways Agency, PCT and others.
- 2.31 It is intended that CDC will have completed the CIL preparation by Autumn 2012 with an adopted CIL schedule replacing the S106 regime in Spring 2013. Further detailed reports on this process will be produced as the work

progresses.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 To agree to the commencement of the consultation on the Developer Contributions SPD.

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

Option One To continue to use the document while the consultation is conducted.

Option Two Not to consult.

Consultations

Head of Law and Government Has been actively involved in considering the need to complete the public consultation on the draft document.

Head of Public Protection and Development Management Has been actively involved in considering the need to complete the public consultation on the draft document.

Implications

Financial: None
Comments checked by Karen Curtin, Head of Finance and Procurement, 03000030106

Legal: The SPD will remain as interim guidance but consultation will give it greater weight in negotiations with developers.
Comments checked by Nigel Bell, Team Leader - Planning and Litigation 01295 221687.

Risk Management: The approach set out in this report is specifically intended to reduce the risk to the Authority.
Comments checked by Claire Taylor, Corporate Performance Manager, 0300 0030113.

Wards Affected

All

Corporate Plan Themes

A District of Opportunity

Lead Member

Councillor Gibbard

Lead Member for Planning

Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Adrian Colwell, Head of Strategic Planning and the Economy
Contact Information	03000030110 Adrian.colwell@cherwelland southnorthants.gov.uk

Executive

Implications of the Localism Act 2011

6 February 2012

Report of Head of Law and Governance

PURPOSE OF REPORT

To enable the Executive to receive a summary of the provisions of the Localism Act 2011 and to consider any implications arising at this stage.

This report is public

Recommendations

The Executive is recommended to:

- (1) Consider the summary of the provisions of the Localism Act 2011 (“the Act”) at Appendix 1.
- (2) Identify any implications of the Act that it wishes to consider more fully at a future meeting and request the relevant officers to report back accordingly at the appropriate time.
- (3) Notes the intention of officers to take a similar report to the February Council meeting when the mandatory statement of pay policy will also be reported for approval.

Executive Summary

Introduction

- 1.1 The Act received Royal Assent on 15 November 2011 although, to date, very few of its provisions are in force.
- 1.2 A summary of the Act’s provisions has previously been circulated to all Members and it is appended to this report for information.

Proposals

- 1.3 That Executive considers the summary of the Act appended and indicates any specific aspects that it wishes to consider in more detail at a future meeting, acknowledging that in many instances detailed guidance and further regulations are to follow at a later date.

Conclusion

- 1.4 The Act will clearly have a significant impact on the Council in a number of areas but and consideration of the detailed strategic implications will have to take place at a later date.

Background Information

- 2.1 A previously circulated summary of the Act's provisions is at Appendix 1.
- 2.2 In order to keep the summary to a manageable size it is, of necessity, pitched at a high level and there is much more detail contained in the actual provisions of the Act. However the real detail will follow in most cases via proposed further published guidance and/or Regulations. This is why, at this stage, very little of the Act is actually in force.
- 2.3 Some of the provisions which did come into force either on Royal Assent or on 15 January 2012 include:-
- Transfer of functions
 - Governance arrangements
 - Pre-determination
 - Transitional provisions for standards including cessation of the role of Standards for England by 31 January 2012
 - Pay accountability
 - Non domestic rates (in part)
 - Council Tax referenda for "excessive" increases
 - Abolition of home information packs
- 2.4 Although the indicated timescales for the introduction of the remainder of the Act are tentative a substantial proportion may well come into force as early as April 2012 and the Joint Management Team is considering the likely resource implications of some of the provisions at this early stage.
- 2.5 It is intended to take a similar report to full Council in February given the corporate significance of this legislation and, as part of that report, officers intend to seek approval to the pay policy statement which the Act requires to be done by 31 March each year.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 As this report is for information only there are no alternative options to consider.

Consultations

None

Implications

Financial

Several of the Act's provisions will have a financial implication on the Council and Members will be advised of

this at the relevant future time.

Comments checked by Karen Curtin, Head of Finance and Procurement

karen.curtin@cherwellandsouthnorthants.gov.uk

Legal

Any relevant implications at this stage are identified in the Appendix

Comments checked by Kevin Lane, Head of Law and Governance

kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Management

Any risks arising from the implementation of the Act will be identified and registered as appropriate at the relevant future time.

Comments checked by Claire Taylor, Corporate Performance Manager

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Wards Affected

All

Corporate Plan Strategic Priorities

All

Executive Lead Member

**Councillor Barry Wood
Leader**

Document Information

Appendix No	Title
1	Localism Act 2011 – Briefing Note
Background Papers	
None	
Report Author	Kevin Lane, Head of Law and Governance
Contact Information	kevin.lane@cherwellandsouthnorthants.gov.uk – 0300 0030 107

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LOCALISM ACT 2011 – BRIEFING NOTE

This briefing note has been prepared by the Legal team at CDC with a view to providing Members and senior officers of both CDC and SNC with a high level summary of the main provisions of the Localism Act 2011. It is not a substitute for specific legal advice on the provisions of the Act and its impact on both Councils and such advice should be sought to augment this note before relying on any of the information given below. This is not least because the detail of a lot of the provisions of the Act will not become fully clear until Regulations have been enacted and/or statutory guidance has been published. In addition very little of the Act is yet in force.

PART 1 – LOCAL GOVERNMENT

General Power of Competence – Councils are given the power to do anything that individuals generally may do. This will replace the “well being” power which is repealed. However while at first glance it is a huge increase in Council powers and it is unquestionably a significant expansion, there are various boundaries and limitations that are applied. Notably these include any pre-existing limitations which are imposed by other earlier legislation which overlaps with the new power. So, for example, any commercial activity will still need to be carried out via a separate company and the power to charge for discretionary services can only be exercised with the agreement of the service recipient and on a cost recovery basis. General public law principles such as “Wednesbury unreasonableness” and the public sector equality duty will still apply.

Transfer of Functions – the Secretary of State may by order transfer a local public function to a permitted authority (which does not include a parish council) where he considers that this would promote economic development or wealth creation, or increase local accountability. This could include the transfer of a specific County Council function to a District Council and vice versa.

Governance Arrangements

Section 21 of the Act inserts a new Part 1A and Schedule A1 to the Local Government Act 2000. It provides councils with three options of permitted governance arrangements. These are:-

- Executive arrangements, being either (a) a mayor and cabinet executive or (b) a leader and cabinet executive;
- A committee system;
- Prescribed arrangements.

Provisions relating to mayor and leader cabinet executives appear to remain unchanged and include most provisions of the so called 'strong leader model'. Councils choosing to operate committee systems may under Section 9JA(1) of Schedule 2 appoint one or more overview and scrutiny committees. Prescribed arrangements may be either imposed by the Secretary of State or proposed by a local authority to the Secretary of State. The conditions which must be met in order for a proposal for prescribed arrangements to be made are that the operation of the proposed arrangements would be an improvement on the current arrangements, they would be likely to ensure that the decisions made were taken in an efficient, transparent and accountable way and the arrangements would be appropriate for all local authorities, or those of a particular type, to consider. The Secretary of State will determine whether the proposal meets these conditions.

The provisions for changing governance arrangements are provided under Chapter 4 of Schedule 2. In order to make a change in governance arrangements, a resolution of the local authority is required. As soon as possible after passing this resolution, the council must produce a document setting out the provisions of the arrangements that are to have effect and make this publicly available for inspection at the authority's principal office. The authority must also publish details in one or more local newspapers which state the change which has taken place, the date on which the changes will take effect, the main features of the change, as well as details of the document available at the principal office and the address of the council's main offices. Once a change in governance arrangements has been made, another change may not be made within the period of five years unless approved in a referendum.

If a local authority is not operating a mayor and cabinet executive and the new form of governance does not involve a mayor and cabinet executive, then the change may have effect from the first annual meeting of the local authority to be held after the

meeting when the resolution was made or at a later annual meeting of the local authority specified in the resolution. The arrangements for changing to a mayor and cabinet executive are slightly different in that the relevant change time is either the third day after the day of the declaration of poll for the first mayoral election or, if there was no election, at a time during the third day after the day on which a poll would have taken place.

The Secretary of State can make transitional arrangements by order regarding ceasing or starting to operate a committee or Executive system. This is a wide power covering all aspects. The Secretary of State may restrict by regulation what can be delegated to and what can be from a committee, operating under the committee system.

The previous restrictions which gave certain permitted periods when councils can change from electing by thirds or halves to all out elections are removed. This has been replaced with the requirement that Council can change this by resolution but must specify the first year of ordinary elections which may not be the year of county council elections in two tier areas. A council may not then pass another resolution to change its electoral system for 5 years.

Pre-determination – a Councillor taking a decision is not to be taken to have had a closed mind just because he/she has previously done anything that indicated what view he/she might take in relation to the decision. This provision comes into force on 15 January 2012 but in fact appears to do no more than re-state the current legal position as established by recent case decisions.

Standards – the mandatory code of conduct is repealed and Standards for England disbanded. However principal authorities and parish councils will still have to have a local code of conduct and the District monitoring officer retains the role of monitoring officer for each of the Parish Councils in the relevant area. The local code must reflect stated principles of good conduct and contain requirement to register pecuniary and non pecuniary interests (to be defined) and notify certain types of pecuniary interest. Councils must make arrangements to enable decisions on allegations of breach of the local code to be made. This may or may not involve a Standards Committee but the current rules and procedures applying to such Committees (including for example mandatory independent chairs and non Councillor

membership) will be repealed. One or more independent persons must be appointed and his/her views must be sought before a decision on an allegation can be made. His/her views may also be sought by members the subject of a complaint. Sanctions such as disqualification and suspension will no longer be available but it will be a criminal offence to fail to register or notify a pecuniary interest.

Pay Accountability – this provision is already in force and requires Councils to prepare and adopt a pay policy statement each year. Such a statement must set out policies relating to the remuneration of chief officers, the remuneration of lowest paid employees and the relationship between chief officer and non-chief officer remuneration. The first statement (for 2012/13) must be approved by full Council by 31 March 2012.

PART 2 – EU FINANCIAL SANCTIONS

The EU sees local authorities as an emanation of the UK state. The Government would be fined for any breaches of EU law by local authorities. This part of the Act enables central government to pass EU fines on to local authorities. Local authorities will only have to bear these costs if they had: responsibility to comply with the EU obligation; demonstrably caused or contributed to the EU financial sanction; been designated by Order of Parliament; been first issued with a warning notice; taken the chance to make fair representations to an independent panel; been issued with a final notice. This part of the Act is not yet in force – probably April 2012.

PART 3 – EU FINANCIAL SANCTIONS: WALES

(applies to Wales only)

PART 4 – NON-DOMESTIC RATES

Section 69 gives local authorities more flexibility to grant discretionary relief from business rates, provided it is reasonable to do and having regard to the interests of its council tax payers. This will probably come into force in April 2012.

Section 71 cancels liability to backdated non-domestic rates in circumstances that may be prescribed in regulations. This comes into force on 15 January 2012.

PART 5 – COMMUNITY EMPOWERMENT

Chapter 1 – Council Tax

Voters will be given the power to approve or veto excessive council tax rises - any local authority (including police and fire authorities) and larger parishes setting an increase above a ceiling set by the Secretary of State and approved by the House of Commons will trigger a referendum of all registered electors in their area. Given the likelihood of getting voters to agree a tax increase, the ceiling set by the Government will effectively be the cap on council tax increases. These provisions came into force on 3 December 2011, subject to the Government setting the ceiling.

Chapter 2 – Community Right to Challenge

Voluntary or community bodies, charities, parish councils, two or more employees of an authority - and anyone else the Secretary of State may specify in regulations - can express an interest in providing or assisting in providing a service provided by or on behalf of that authority in the exercise of its functions. If accepted (and there are very limited circumstances when it can be rejected) by the authority, the expression of interest triggers a procurement exercise in which the body, that submitted the expression of interest, can bid. That does not necessarily mean that they will end up running the service they expressed an interest in. The right to challenge is not yet in force – probably April 2012.

Chapter 3 – Assets of Community Value

This part of the Act is the Government's response to the closure of local amenities (village pubs, local shops, etc), where community groups, who want to take them over, do not have enough time to organise a bid or raise the money. The Act requires local authorities to maintain a list of assets of community value. These assets can be

owned by anyone, not just the Council. When a listed asset comes up for sale there is a six-month moratorium, to give community groups time to develop a bid and raise the money to buy it. It is not a right of first refusal, nor does it restrict to whom the owner of the asset can sell, or at what price.

Land is of community value if its actual current main use (or its use 'in the recent past') furthers the social wellbeing and social interests of the local community AND it is realistic to think that this will continue (whether or not in the same way). The Secretary of State can exclude types of land or give powers to local authority to exclude land.

Local authorities will need to set up (in a form to be prescribed by regulations), publish and maintain, a list of nominated assets and a list of unsuccessfully-nominated assets, deal with requests to add or remove assets from the list, act as an intermediary between the landowner and the community group wanting to bid for the asset, publicise notices of disposal, compensate landowners and enforce the provisions.

These provisions should come into force in April 2012.

1. PART 6 - PLANNING REFORMS

Abolition of Regional Strategies. The Act provides for the abolition of regional strategies. Existing regional strategies (such as the South East Plan 2009) remain in effect until wholly revoked by order of the Secretary of State.

Duty to co-operate. The Act requires local planning authorities to co-operate with each other in the preparation of development plan documents, the preparation of other local development documents, and other activities that support the planning of development. This section of the Act is in force now.

Community Infrastructure Levy (“CIL”). Local planning authorities will have greater control over the setting of their charging schedules. Independent examiners will still decide whether a charging schedule is unreasonable but it is up to the local planning authority to make it reasonable.

The Act allows regulations to be made requiring some CIL to be passed to the neighbourhoods where development takes place. The Act clarifies that CIL can be spent on the ongoing costs of infrastructure as well as the initial costs of new infrastructure.

Neighbourhood Planning

Neighbourhood Development Orders (“NDO”). An NDO is an order that grants planning permission in a neighbourhood area for development specified in the order. Planning permission will not be required from the local planning authority. A parish council or neighbourhood forum can request an NDO from the local planning authority. The authority must make the NDO if more than 50% of those voting in a referendum favour it, unless the authority consider it breaches European law.

Community Right to Build Orders (“CRBO”). A CRBO is a type of NDO providing for community-led site-specific development. It gives community organisations the right to take forward development in their area without applying for planning permission, subject to qualifications.

Neighbourhood development plans. This is a plan setting out policies in relation to the development and use of land in a neighbourhood. It will be made by the local planning authority on the initiative of parish councils or neighbourhood forums and will form part of the statutory development plan.

The Act allows regulations to be made to enable local planning authorities to recover costs incurred in putting NDOs or neighbourhood development plans in place.

Pre-application consultation. The Act requires developers to consult local communities and any other specified persons before submitting planning applications for certain developments. Regulations will set out the thresholds for which developments this requirement applies to. Developers will be required to have regard to any responses before submitting their planning applications. The practical arrangements for this process will be set out in regulations.

Planning enforcement

Power to decline retrospective applications. There is a power to decline to determine a retrospective planning application for a development that is subject to an enforcement notice.

Concealment of unauthorised development. The Act allows local planning authorities to apply to the magistrates' court for a planning enforcement order ("PEO") to enable enforcement action to be taken when the statutory time limits have expired and the breach of planning control has been concealed.

An application for a PEO can be made at any time within a 6 month period following the date the authority considers it has sufficient evidence to justify an application to the magistrates' court. If the PEO is made, enforcement action can be taken whether or not the statutory time limits have expired.

Local finance considerations. The Act makes it clear that local finance considerations can be a material consideration when deciding applications for planning permission. Local finance considerations mean grants or other financial assistance provided by government; and sums an authority receives in payment of CIL. The weight to be given to any material consideration is still a matter for the local planning authority.

PART 7 – HOUSING

Chapter 1 - Allocation and Homelessness

Local housing authorities will have the freedom to determine who should qualify to go on their waiting list, although rules on eligibility will still be set centrally. Tenants who wish to transfer, but who are not in housing need, will be removed from the scope of the allocation rules. This should be in force by April 2012.

The Act gives Local Authorities the power to end a homeless duty by making an offer of suitable accommodation in the private rented sector without needing the homeless applicant's agreement. There will be safeguards – an offer of private sector housing will only bring the homeless duty to an end if the accommodation is suitable for the whole household, the private sector tenancy would need to be for a minimum fixed term of 12 months, and the duty would recur if, within 2 years, the applicant becomes

homeless again through no fault of their own (and continues to be eligible for assistance). This should be in force by April 2012.

Chapter 2 – Social Housing: Tenure Reform

Local Housing Authorities are required to prepare a tenancy strategy, which should set out the objectives of the housing authority and to guide lettings policies of all social landlords in the district who will be consulted on its preparation. This should be in force by April 2012.

Social landlords will be able to grant tenancies for a fixed length (minimum two years) rather than tenancies for life, although this power will remain. There are no automatic succession rights to spouses or partners. Existing tenants will not be affected. This should be in force by April 2012.

Chapter 3 – Housing finance

The Housing Revenue Account subsidy is being abolished. This is not relevant to CDC or SNC as neither have a housing stock.

Chapter 4 – Housing Mobility

Section 176, when it comes into force, will create a 'national home swap scheme'.

Section 177, which comes into force on 15 January 2012, allows housing association tenants who are also members (e.g. shareholders) of their landlord organisation to take up incentive schemes to help them move out of the social rented sector into owner occupation.

Chapter 5 – Regulation of Social Housing

The Office of Tenants and Social Landlords (also known as the Tenants Services Authority) will be abolished and have its functions transferred to the Homes and Communities Agency, probably in April 2012.

Chapter 6 – Other Housing Matters

The Housing Ombudsman will take over certain functions, in respect of investigating complaints about social housing management, from the Local Government Ombudsman. This will probably come into force in April 2012.

Home Information Packs (HIPs) were suspended on 21 May 2010. Clause 183 of the Act will formally abolish them on 15 January 2012.

There are new provisions regarding tenancy deposit schemes (section 184) and an exemption from the Houses in Multiple Occupation licensing for buildings that are run by co-operatives (section 185). Both these provisions should come into force in April 2012.

Kevin Lane

Head of Law and Governance

January 2012.

Executive

HS2 Update Report

6 February 2012

Report of Head of Strategic Planning and the Economy

PURPOSE OF REPORT

To receive an update report on the High Speed Rail proposals - HS2.

This report is public

Recommendations

The Executive is recommended to:

- (1) Approve the proposed actions in response to the government announcement made on 10 January 2012
- (2) Note and endorse the officers' intention to seek legal advice as part of the 51M consortium on the merits of a possible application for a Judicial Review of the decision to proceed.

Executive Summary

Introduction

- 1.1 On January 10 2012, the government announced that they intend to proceed with the HS2 project. This project will have a major impact on the Fringford ward.
- 1.2 It is our duty as a Local Planning Authority to seek to ensure that the District, local residents and businesses do not suffer as a result of such a large national infrastructure project.
- 1.3 The response from CDC to the HS2 consultation (July 2011) provided evidence of the potential implications for the District with considerable costs for mitigation.
- 1.4 A Judicial Review has the potential to demonstrate that the decision was unsound and can delay or overturn the decision. An application should only be made following the receipt of appropriate specialist advice.

Proposals

- 1.5 To consider steps necessary to respond to the HS2 announcement.
- 1.6 To consider the legal issues surrounding this project.

Background Information

2.1 Government Announcement

On January 10 2012, the government announced that they intend to proceed with the HS2 project. The official announcement stated that:

“BRITAIN TO HAVE NEW NATIONAL HIGH SPEED RAIL NETWORK

Britain will have a national high speed rail network providing vital new capacity and faster journeys across the country from 2026, Transport Secretary Justine Greening has announced.

HS2 will be a Y-shaped rail network with stations in London, Birmingham, Leeds, Manchester, Sheffield and the East Midlands linked by high speed trains conveying up to 26,000 people each hour at speeds of up to 250mph.

High speed trains will also connect seamlessly with the existing West Coast and East Coast main lines to serve passengers beyond the HS2 network in Edinburgh, Glasgow, Newcastle, Durham, York, Darlington, Liverpool, Preston, Wigan and Lancaster.

It will be built in two phases. The first will see construction of a new 140 mile line between London and Birmingham by 2026, the detailed route of which is published today. The second phase will see lines built from Birmingham to Leeds and Manchester by 2033. A formal consultation on second phase routes will begin in early 2014 with a final route chosen by the end of 2014.

The first phase of HS2 will include a connection to Europe via the Channel Tunnel. On completion of HS2 the network will include a direct link to Heathrow Airport.”

The DfT website contains a number of documents published today:

- The announcement of refinements to the previously announced ‘preferred route option’
- Revised maps for the proposed route
- A report on issues raised by the consultation on HS2 to which both Cherwell and South Northants Councils responded

More information can be found by following this link: www.dft.gov.uk

2.2 Detail about proposed route changes

The Minister has confirmed the Government’s intention to proceed with the Y route from London to Leeds and Manchester in 2 phases, the first phase being from London to Birmingham. The proposed route is broadly as

previously announced as the 'preferred route option'.

But, the Minister has announced 12 major refinements to the route, though none were announced for Cherwell District.

In view of the next stage, which will involve detailed negotiation it is worth noting a number of changes secured in neighbouring Districts:

- A new 'Green tunnel' is also included at Turweston, in Buckinghamshire – to the east of Brackley.
- Introduce a longer green tunnel (from ½ to 1 ½ miles) past Chipping Warden and Aston le Walls (in South Northants) and curve the route eastwards away from the village to also avoid a cluster of important heritage sites around Edgcote. These changes will provide additional mitigation for Aston le Walls, reduce setting impact on Grade I listed Edgcote House, avoid a Scheduled Monument (the Roman Villa site) and the possible location of the historic Edgcote Moor battlefield
- Lower the alignment and introduce a green tunnel past Greatworth (in South Northants), and a green tunnel (1 ½ miles) at Turweston. These changes will help mitigate landscape, noise and visual impacts as well as remove the need for a viaduct

Hs2 Ltd advised in a telephone call on the day of the announcement that issues relating to the impact on the highways network and local roads will be considered in the next phase of work.

2.3 HS2 Ltd Next Steps

HS2 Ltd also advised that the next stage of their work would include:

- I. The setting up of a series of Forums to consider a) planning matters in Northamptonshire and Oxfordshire (similar forums will be convened for other Counties), b) a Community Forum to involve Parish Councils and community groups along the route in Northamptonshire and Oxfordshire (similar forums will be convened for other Counties) and c) a National forum to consider environmental policy matters which will involve Natural England, Government Departments etc and a Local Government input. The first meeting is due on XX
- II. Consultation on land safeguarding for the route will take place in the Spring, with decision in Autumn 2012 – no firm dates are yet available.
- III. Consultation on compensation for properties and interests the length of the route will take place in the Spring, with decision in Autumn 2012 – no firm dates are yet available.
- IV. Public consultation on the Environmental Statement is now planned for Spring 2013 (this is later than previously advised)

2.4 CDC Response to the Government Announcement

In specific response to the government announcement on January 10th, CDC issued a press release the same day with the following wording:

“Disappointment at HS decision

Cherwell District Council is disappointed at today's announcement that the Government is pressing ahead with plans for the HS2 high-speed rail line.

The announcement was made by transport secretary Justine Greening today (Tuesday, 10 January).

The council opposed the scheme on the basis that the business case was flawed and further capacity could be provided on parts of the existing network at far lower cost.

Other concerns were for damage to the landscape and potential financial impact for homeowners in the area.

Councillor Michael Gibbard, Cherwell's lead member for planning, said: "We have always considered this project an enormous white elephant and are disappointed by today's decision.

"We are not giving up. This is an early stage in the decision-making and we will work with partners to consider a challenge.".

Our consultation response in July 2011 provides a good basis for development in the light of this government decision. It also forms the basis for the response to the consultation on Land Safeguarding and Environmental Impact Assessment that are both expected later in 2012.

Now it has been confirmed that the project will proceed to construction, this advance identification of the level of detail we expect during the preparation work by DfT and hence the quality of the finished scheme has set an important precedent. It also clearly outlines our expectations as the local planning authority.

2.5 Next Steps by CDC

Following the announcement, CDC is planning to work with SNC officers on the following actions:

1. On going partnership working with NFU, Wildlife Trust BCN and the local Chambers of Commerce to assess impacts and hence the mitigation and compensation required to ensure that the integrity of the district is not compromised.
2. Meeting with local ramblers and equestrian organisations to discuss rights of way issues and to start building up step by step road realignment / footpath / bridleway realignment issues to present/negotiate based on our earlier analysis. We will be engaging with OCC Highways too.
3. Meeting with NFU to ensure we pick up any farming issues relevant to our planning role.
4. Meeting with local Wildlife Trust to discuss next steps on Environmental impact mapping.
5. Prepare for the Safeguarding consultation and ensure that the route is recorded through the land registry.
6. Prepare for the Compensation consultation – making sure we have identified any issues relevant to our role as Planning Authority and make sure no residents/businesses are missed.

2.6 Environmental Impacts

To date, a contribution of £38,000 from CDC's HS2 reserve has paid to the Local Authority consortium 51M to co-fund a set of very detailed technical reports in support of the evidence to the Transport Select Committee and the 51M evidence to HS2/DFT.

Additional local research is required to secure an independent, detailed assessment of the ecological impacts affected the length of the Preferred Route in preparation for the Environmental Impact Assessment which HS2 propose to undertake in 2012/13.

One of the objectives for the negotiation with HS2 will be to secure a commitment to "no net loss in biodiversity" and an acknowledgement that any mitigation proposals need to include the costs of implementation and also long-term management

In brief, the study will need to:

- Produce a user-friendly overview of the anticipated wildlife impacts of HS2
- Provide further detail with respect to habitats and where possible species
- Produce guidance on a proposed mitigation response. This was undertaken based on the hierarchy of first reducing the impact of the development on site; then mitigating on-site and finally the options for off-site mitigation

It is proposed that this work is undertaken jointly with SNC to secure economies of scale.

2.7 Working with the Local Authority HS2 Alliance (51M)

The consortium 51M now consists of eighteen local authorities with 3 new local authorities having recently joined the national campaign to actively challenge the HS2 scheme:

- Harborough District Council
- Three Rivers District Council, Hertfordshire
- Coventry City Council

The announcement made by 51M immediately following the government announcement was:

Fight goes on as Councils condemn decision to proceed with HS2

"COUNCILS opposing HS2 say that although they have no objections to the principle of high speed rail, they will continue to fight the current flawed proposals, following news that the Government plans to press ahead with the £32 billion project. Leaders will be examining the decision and considering whether there are grounds for a legal challenge.

"This is an immensely bad decision for Britain," said Martin Tett, Chairman of the 51m alliance of local councils challenging the scheme, and Leader of Buckinghamshire County Council. "At a time of national austerity with rising unemployment and a massive deficit how can spending more than £32 billion

on a rail line be justified? Virtually all objective analysts have condemned this project. The business case is fundamentally flawed, it doesn't deliver the extra capacity where and when it is needed on the main commuter routes and it fails to help regenerate manufacturing industry in this country."

More information is available at www.51M.co.uk

2.8 Considering a Judicial Review

Now that the government has decided to proceed with the current proposal for high speed 2, the Council needs to consider its position on whether there are any grounds for making an application to judicially review the Secretary of State's decision either alone or in collaboration with some or all of the 51M members. The 51M consortium is currently seeking legal advice on this and this will be considered by the Head of Law and Governance when it is received.

In the event that the Executive wishes to discuss this aspect of the matter any further it is recommended that the public be excluded from the meeting for such discussion pursuant to paragraph 5 of Schedule 12A to the Local Government Act 1972.

2.9 Key Dates

- 2012 (January 10): Decision to proceed with the proposal
- 2012: DfT consultation on Safeguarding of the route (transfer of local planning powers)
- 2012/13: DfT Consultation on Environmental Impact Assessment
- 2015: Hybrid Bill is taken through parliament (SNC will be invited to submit evidence)
- 2016/17: Earliest proposed start date for construction
- 2024: Testing
- 2026: High-speed line operational

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 CDC is the Local Planning Authority and the only public body able to respond on matters of detail relating to the route now that it has been confirmed by Government. Failure to discharge this role will leave the District at considerable disadvantage.

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

- | | |
|---------------------|---|
| Option One | To agree the recommendations as set out |
| Option Two | To amend the recommendations |
| Option Three | Not to agree the recommendations |

Consultations

SNC and 51M

Extensive discussions on the nature and potential impacts of High Speed rail on sensitive landscapes.

Implications

Financial:

The cost of contributing to the work of the 51M consortium has been met from the HS2 Reserve. To date £38,000 of the £50,000 Reserve has been spent.

Comments checked by Martin Henry, Director of Resources, 03000030102.

Legal:

The consideration of a legal challenge to the Government decision requires full legal advice. Any application for judicial review would need to be made promptly and in any event within three months of the announcement.

Comments checked by Kevin Lane, Head of Law and Governance 0300 0030107

Risk Management:

There are major implications for the District from the DfT proposal, which the approach in this paper are designed to address.

Comments checked by Claire Taylor, Corporate Performance Manager, 0300 0030113

Wards Affected

Fringford

Corporate Plan Themes

A Cleaner, Greener Cherwell

Lead Member

Councillor Gibbard
Lead Member for Planning

Document Information

Appendix No	Title
Appendix A	The Transport Select Committee November 2011.
Background Papers	
CDC consultation response DFT announcement and associated papers (10 Jan 2012)	
Report Author	Adrian Colwell, Head of Strategic Planning and the Economy
Contact Information	03000030110 Adrian.colwell@cherwellandsouthnorthants.gov.uk

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Appendix A: Transport Select Committee (November 2011)

A1 Transport Committee – Introduction

The Transport Committee is appointed by the House of Commons to examine the expenditure, administration, and policy of the Department for Transport and its Associate Public Bodies.

The Committee was chaired by Louise Ellman MP and fifteen other cross-party members considered the evidence for and against HS2 during August and September 2011.

The work of this committee is important as it is the first public consideration of the proposal. The recommendations made will contribute to the government decision on HS2 and a response to it will be made by DfT.

A2 Transport Committee – Report

The Committee has concluded that:

“The UK is sometimes accused of failing to invest sufficiently in its transport infrastructure and of not planning for the long term. Whether or not this is accurate, the Government is now proposing what is probably the largest single investment in UK transport infrastructure in modern times—HS2.

Unlike policies for major roads and airports, this proposal has all-party support. It is not, however, universally supported by Members of Parliament or the public. We acknowledge the deeply held and often well-informed views on both sides of the debate. Through our inquiry we have sought to examine the strategic issues and to put information into the public domain. We have reached conclusions and recommendations on what we believe are key issues.

We support a high-speed rail network for Britain, developed as part of a comprehensive transport strategy also including the classic rail network, road, aviation and shipping. We believe that the Government’s HS2 proposal could form part of this network and provide substantial improvements in capacity and connectivity for inter-urban travel between our major cities. Furthermore, the released capacity on the classic rail network would also enable widespread improvements on local and regional rail services. Alternative proposals to upgrade the existing West Coast Main Line would provide additional capacity but, given the substantial recent growth in rail passenger numbers, it seems that the alternatives might prove inadequate. They do not offer the step-change or the wider benefits to passenger and freight that HS2 would do. Whether these alternative proposals would be adequate turns on the accuracy of demand forecasts, which are a substantial part of the case for HS2.

Although the impact of high-speed rail on regional economies is harder to predict, we note the substantial support for high-speed rail from businesses and local authorities in the regions. We note too that, once implemented, some major transport schemes have proved to have had greater economic impacts than their pre-implementation appraisals predicted. We believe that high-speed rail could have strategic economic benefits and should be planned on a strategic basis. It should be integrated with economic development planning.

Many issues about the Government’s proposal for HS2 and about high-speed rail in

general have been raised in the course of our inquiry. We have pointed to a number of areas that we believe need to be addressed in the course of progressing HS2. These include the provision of greater clarity on the policy context, the assessment of alternatives, the financial and economic case, the environmental impacts, connections to Heathrow and the justification for the particular route being proposed.

We call on the Government to consider and to clarify these matters before it reaches its decision on HS2. Our inquiry has dealt with the strategic case for high-speed rail. If the Government decides to proceed with HS2, a hybrid bill will provide the opportunity for detailed matters, including those of environmental impact and mitigation, to be addressed”

The full report can be accessed by the following the link below:
<http://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/publications/>

A.4 CDC specific comments on the Transport Select Committee Report

Whilst the report clearly questions a number of issues within the proposal prepared by the HS2 on behalf of the government, there is evidence that positive spin has been added to their cautionary note to proceed.

- The report opens with a quotation from the previous labour government: “My Government will enable the construction of a high-speed railway network”. This sets the tone for the report and there is a feeling that the report is supporting this statement
- The report continues by outlining the remit of HS2, rather than considering the future rail needs of the UK. Hence impartiality is questionable
- Public opinion has been summarised as generally in favour, although there is overwhelming evidence that there is very strong opposition, particularly along the only section of the route that has been provided any detail (London to the West Midlands)
- The report also states that the “rail industry has increasingly backed HS2”. This is another statement to which there is clear evidence to the contrary
- The report states that “local authorities and business organisations... on the whole have enthusiastically backed the scheme”. Again this is a questionable statement with strong evidence to the contrary
- Whilst opposition groups such as 51M have been mentioned, there is an implication that they lack organisation and professionalism by use of the phrase that implies that they suddenly appeared rather than formed “many local ‘stop HS2’ groups have sprung up along the line”. Again, this is clearly not true as the resource, expertise and professionalism is clearly very high in the vast majority of cases
- Finally, the two specialist advisors to the Transport Select Committee previously worked within the DfT and the Office of Rail Regulation. It could be suggested that specialist advisors should be independent

These extracts collectively suggest that the report is not truly independent and impartial and will be used to support a government decision to proceed.

A.5. 51M response to the Transport Committee (November 2011)

The long-awaited Transport Select Committee report into HS2, released today (Tuesday 8 November) says the project should go back to the drawing board for a major rethink. The findings strongly validate the concerns raised by Buckinghamshire County Council, and by 51m, the BCC-led alliance of 18 local authorities which have come together to challenge the HS2 project.

In essence, the TSC's report recommends that no decision on HS2 should be made until there has been a comprehensive appraisal on the full 'Y' network. It concludes that the project needs more planning and more consultation. It raises fundamental issues on the environmental case and calls into question the scheme's deeply flawed business case, which claims HS2 would regenerate the economy and bridge the north/south divide. The Committee's findings emphasise that any high speed rail scheme should form part of an integrated national transport infrastructure and calls for the Government to make a clear statement about the status of complementary schemes, such as those linking Heathrow Airport to the Great Western Main Line from the west or to Gatwick, stating 'it is unacceptable for a debate on such major decisions to be conducted through a series of nods and winks in the press'.

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Executive

2011/12 Projected Revenue and Capital Outturn at 31 December 2011

6 February 2012

Report of Head of Finance and Procurement

PURPOSE OF REPORT

This report summarises the Council's Revenue and Capital performance for the 9 months of the financial year 2011/12 and projections for the full 2011/12 period. These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2011/12 budget process currently underway.

This report also reviews the treasury performance and procurement action plan performance for the first 9 months of 2011/12.

This report is public

Recommendations

The Executive is recommended to:

- (1) Note the projected revenue & capital position at December 2011.
- (2) Note the Capital Slippage of £9m from the 2011/12 capital programme as detailed in the main body of this report.
- (3) Approve the funding of £20k to the Banbury Citizens Advice Bureau Appeals per paragraph 2.9
- (4) Note the Q3 treasury performance outlined in paragraph 2.17.
- (5) Note progress against the Procurement Action plan detailed in Appendix 1 and the savings recorded in Appendix 2.

Executive Summary

Introduction

- 1.1 In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Corporate Management Team and formally to the Executive on a quarterly basis. This report includes the position at Q3.
- 1.2 The revenue and capital expenditure in Q3 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard. An additional benchmark has been included this year to measure the accuracy of projections by budget holders on a month by month basis.
- 1.3 A review of the treasury performance to Q3 is also included within this report.
- 1.4 Our performance has been regularly reviewed by our treasury management advisors Sector and by the Accounts, Audit and Risk Committee.
- 1.5 Progress against the Council's procurement strategy and the annual saving's target is also included within this report.

Conclusion

- 1.6 Due to the downturn in the economy, impact of the credit crunch on Council services and the volatility of the financial markets, the Council is keeping a watching brief on any challenges that they may need to face which may result in a redirection of budgets.
- 1.7 The variances on the revenue and capital projections are within the Council's stated tolerances of +2% / -5%.
- 1.8 The Council has a General Fund Revenue reserve to meet any budgetary surplus or deficit.
- 1.9 The actual return on investments for the quarter to December 2011 was £973k compared with a budget of £595k a variance of £378k. This is in line with expectations.
- 1.10 The Council's performance against the procurement action plan is in line with timescales and after 9 months 60% of the savings target has been achieved with the anticipated savings from the internal audit and dry waste recycling services tenders received and currently being evaluated far exceeding the annual cashable savings target of £150,000 for 2011/12.

Background Information

Revenue and Capital Position at 31 December 2011

- 2.1 Since the 30 September report was brought before the Executive the new Joint Management Team are all now in post and the services within the Council have been restructured to reflect this new joint team. The Revenue projections below reflect the new structure.
- 2.2 The Dashboard Revenue Report for December 2011 shows an underspend against budget of £1.2m. This differs from the projected year end position detailed below through profiling of expenditure and income
- 2.3 Total capital spend to December 2011 including commitments, amounts to £2.6m. This represents 17% of the total annual budget and 27% of the periodic budget. This is prior to adjustment for profiling and projects that are to be deferred.

Revenue Projected Outturn 2011/12

December 2011 PROJECTIONS	Full- Year Budget	Projected Out-turn	Projection Variance
	2011/12 £000's	2011/12 £000's	2011/12 £000's
DIRECTORATES			
Community & Environment	8471	8460	-12
Resources (incl Chief Executive)	3332	3377	45
Development	4356	4356	0
Net Expenditure Services	16160	16193	33
Increase in Investment Income		(266)	(266)
Transfer to Reserves		233	233
	16160	16160	0
Net Revenue Projected (under) / overspend 2011/12 @ December 2011			0

- 2.4 As detailed in the table above there is currently a projected service overspend of £33k which is offset by an increased investment income of £266k (see 2.7 below), leaving a net surplus of £233K, which is to be transferred to Reserves. This variance is within the Council's stated tolerances of +2% / -5% and will continue to be monitored on a monthly basis.
- 2.5 We are currently projecting an over recovery of interest of £266k based on interest received to December 2011, the forecasted cash flow for the remainder of the year and adjusted for the contribution from the ECO town funds which are transferred back to the ECO town investment pots.

- 2.6 **Community and Environment** currently has a projected underspend of £12k.

Environmental Services has a projected overspend of £101k. Agency costs are projected to be £62k above budget through long term sickness and bank holiday work. There are also significantly reduced tonnages, recycling credits and income from sales of recyclables which in part is being offset by the utilisation of reserves of £58k set aside for bin distribution. The MOT bay is currently projecting an under recovery of income of £27k although this may reduce to £17k if further savings materialise. .

Community Services are projected to be £110k underspent. This is primarily due to additional car parking income of £56k and there is a projected underspend within Customer Services of £54k relating to salaries / car allowances postage and carriage.

- 2.7 **Resources** is projected to be £45k overspent.

Finance and Procurement is projecting to be overspent by £84k. There is an under recovery of court costs of approximately £100k however this is positive as the amount of debt referred to court is reducing and impacting on collection rates.

Transformation is projecting a £27k overspend. There is a £10k projected underspend in Training which offsets the projected £37k overspend within ICT services relating to unscheduled running of data lines.

These overspends are then partly offset by underspends of £56k within Law and Governance. There is additional income within land charges of £25k and underspends within Parliamentary and District elections are projected as being £31k

- 2.8 **Development** is projected to be on target.

Regeneration and Estates is projecting an under recovery of income from Castle Quay Shopping Centre of £100k, based on Q1, Q2 and Q3 rents received to date and a £16k reduction in rents from industrial units. However this is offset in part by additional income of £65k from estate shops and Banbury Rugby Club.

Within Housing, due to the current economic climate there has been a significant increase in homelessness applications resulting in a projected overspend within Bed & Breakfast accommodation of up to £53k. This is however offset by additional Housing Benefit / Rental income of £30k , a contribution from OCC of £20k, and an underspend of £35k in rent deposits.

- 2.9 A request has been received to make a contribution of £20k to the Banbury Citizens advice Bureau Capital Appeal which will support the £80k already raised to carry out a buildings refurbishment that will lead to a first class advice centre in Banbury. This can be met from existing resources.

Capital Projection 2011/12

- 2.10 Total capital spend to December 2011 including commitments, amounts to £2.6m. This represents 17% of the total annual budget and 27% of the

periodic budget. This is prior to adjustment for profiling and projects that are to be deferred.

DECEMBER 11 PROJECTIONS	Full-Year Budget 2011/12 £000's	Projected	Projection
		Out-turn 2011/12 £000's	Variance 2011/12 £000's
DIRECTORATES			
Community & Environment Resources Development	3,516	2,319	(1,197)
	672	561	(111)
	11,617	3,672	(7,945)
	15,805	6,552	9,253

Analysed:-

Net (Under) / Overspends	(204)
Identified Slippage	(9,049)
As above	(9,253)

2.9 The projected spend for capital schemes at Q3 taking into consideration the slippage requests is £6.5m.

2.10 Assurance has been sought from Service Heads to ensure that schemes are started according to budgeted profile and have been reviewed by the Capital Investment Delivery Group.

2.11 The review undertaken has currently identified a total of £9m of slippage required into the 2012/13 programme. These are detailed below :-

Capital Schemes - slippage	£000's
Circular Walks DDA Works	2
South West Bicester Sports Village	829
Sports Centre Modernisation Programme	249
Environmental Services Waste Management IT System	1
Fleet Management System	28
Mini MRF [Materials Recovery Facility]	29
Financial Ledger - Agresso 5.5	50
Budget Module	15
Core Business System Integration	47
Bicester Cattle Market Car Park Phase 2	90
Bicester Pedestrianisation	250
Future Regeneration Schemes Preliminary Prof Fees	7
Thorpe Lane Depot Refurbishment Scheme	15
Old Bodicote House	236
Bicester Town Centre Redevelopment	5,000
Fees of Future Regeneration Schemes	40
Access to Highfield Depot	22
Sanctuary Acquisition Scheme	4

Bicester Acquisition 2nd Scheme	20
Land Claypits Lane Bicester	187
Purchase of Temp Acc Bryant House Bic & Edward St	132
Orchard Way Banbury Redevelopment	1,100
Dashwood Road	66
Delegated Affordable Housing capital Pot	500
Disabled Facilities Grants	100
Discretionary House Condition Grants	30
As detailed above	9,049

Joint Working Arrangements with South Northamptonshire

- 2.12 Our 2011/12 budget has been prepared on the basis that we will achieve £333k worth of savings in this current year.
- 2.13 The joint chief executive started earlier than anticipated in the business case and there will be savings as a direct result of this. The joint senior management team is also now established generating further savings as salaries are lower than assumptions contained within the original business case.
- 2.14 At 31 December we are therefore projecting £432k worth of savings, which is in excess of the £333k included within the business case and built into our budget for 2011/12. The £99k additional projected savings also incorporate the impact of joint working initiatives within Health & Safety and Democracy.
- 2.15 A formal request to carry these additional savings forward to 2012/13 will be made within the Final Budget Report to Executive – 6 February 2011.

Efficiencies

- 2.16 As part of the preparation of the 2012/13 budget we have secured £2m worth of budget reductions against our corporate pledge of £1m. These have been incorporated into our base budget for 2012/13 and are detailed within the Final Budget report to Executive – 6 February 2012.

Treasury Performance Quarter 3 2011/12

- 2.17 The actual return on investments for the quarter to December 2011 was £973k compared with a budget of £595k giving a variance of £378k.

The actual return on investments by Fund manager can be seen below:

Fund	Amount at 31st Dec 2011	Q3 Interest Budget YTD	Q3 Actual Interest YTD	Variance YTD	Annual Rate of return %
TUK	10,500,000	303,208	350,396	47,188	3.32
Investec	11,548,176	76,250	183,630	107,380	N/A
In House	53,759,506	216,090	439,470	223,380	1.29
Total	75,807,683	445,838	973,497	377,949	1.76

- 2.18 The 12 month benchmark for investment returns according to Sector is 1.34% and as illustrated, the authority outperformed the benchmark by **42 bps** primarily as a result of the longer term investments which are achieving >5% - these however are nearing maturity.
- 2.19 The performance is in line with expectations and the additional investment income is as a result of larger than expected balances. A substantial proportion of the investment income is related to the ECO Town funds and this income will be allocated directly to these funds.
- 2.20 After considering this we are projecting to be delivering an additional £266k of investment income compared to budget at the year end.
- 2.21 Compliance with our investment strategy and monitoring of our returns was reported to the Accounts, Audit and Risk Committee on 11th January 2012.
- 2.22 The mid year report considers the economic conditions and compliance with our annual treasury management strategy and this will be reviewed at the next meeting of the Accounts, Audit and Risk Committee in March 2012.

Progress on Procurement Action Plan

- 2.23 Progress against the Council's procurement action plan is detailed in Appendix 1.
- 2.24 Collaboration continues apace with South Northamptonshire on a project by project basis with the receipt of tenders in January for internal audit and dry waste recycling services pointing to substantial savings for the former and a complete reversal from a service currently costing approximately £55,000 p.a. to one which may net the Council a substantial and secure revenue stream for three years from 1st April 2012 for the latter.
- 2.25 Cherwell is currently undertaking amongst others the following shared procurement projects:
- Internal Audit Services and Reactive Maintenance with South Northamptonshire Council;
 - Dry Waste Recycling Services with South Northamptonshire Council and Aylesbury Vale District Council;
 - Credit checking facilities with all Oxfordshire councils and three Northamptonshire councils;
 - Traffic management services with South, Vale and West Oxfordshire districts.
 - Automated telephone car parking payment services with Oxford City and potentially South and Vale districts.
- 2.26 The procurement target for securing ongoing cashable savings in 2011/12 is £150,000 and to date total savings achieved amount to £89,384 – i.e. 60% of the total at the three-quarter year mark. The full detail behind the savings can be seen in Appendix 2.
- 2.27 A growing percentage of the cashable savings have been secured by including a range of initiatives within tender documents, such as fixed pricing for the second and third year of the contract or at least fixing increases by 1%

below the Consumer Price Index; requesting prompt payment discounts against invoice payments – the average being 3% but discounts offered being as high as 5%; requiring the contract to be made available to other local authorities and public bodies with retrospective discounts agreed in the event that there is an increase in expenditure over the year.

- 2.28 These savings will result in budget reductions in the formulation of the 2012/13 budget and contribute to in year cost reductions.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 This report illustrates the Council's performance against the 2011/12 Revenue and Capital Budget and includes details of Treasury Performance as at Qtr 3 – December 2011

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

- | | |
|-------------------|---|
| Option One | To review current performance levels and considers any actions arising. |
| Option Two | To approve or reject the recommendations above or request that Officers provide additional information. |

Consultations

The revenue and capital position has been subject to regular review by the Corporate Management Team and as part of the PMF framework.

Compliance with our investment strategy and monitoring of our returns was reported to the Accounts, Audit and Risk Committee on 11 January 2012.

Implications

- | | |
|-------------------------|--|
| Financial: | Financial Effects – The financial effects are as outlined in the report.

Efficiency Savings – There are no efficiency savings arising from this report however the budget 2011/12 was based on a number of efficiencies and progress against the 2012/13 efficiencies is included in Para 2.16.
Comments checked by Karen Muir, Corporate System Accountant 01295 221559 |
| Legal: | Presentation of this report is in line with the CIPFA Code of Practice.

Comments checked by Comments checked by Martin Henry, Director of Resources 0300 003 0102 |
| Risk Management: | The position to date highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes during the year. |

Wards Affected

All

Corporate Plan Themes

An Accessible and Value for Money Council

Lead Member

Councillor Ken Attack
Lead Member for Financial Management

Document Information

Appendix No	Title
Appendix 1	Progress against the 2011/12 Procurement Action Plan
Appendix 2	Procurement Savings Record
Background Papers	
2011/12 Budget Booklet Medium Term Financial Strategy 2011/12 Investment Strategy CIPFA Treasury Management Code of Practice 2011/12 Procurement Strategy and Action Plan	
Report Author	Karen Curtin, Head of Finance and Procurement Karen Muir, Corporate System Accountant Viv Hichens, Corporate Strategic Procurement Manager
Contact Information	0300 0030106 karen.curtin@cherwellandsouthnorthants.gov.uk

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2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.1 Embed and Develop the use of the Procurement Strategy objectives across the Council		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Consolidate the key officers group already trained via workshops for continued development of options appraisals for all service planning and contract management to enable better planned and managed contracts. <ul style="list-style-type: none"> ○ Consult on further needs and undertake a gap analysis on a project by project basis; ○ Build on workshops held in 2010; ○ Monitor progress and build case studies for use in workshops and to encourage buy-in. 	Onward going	<p>Training continues on a project by project basis as follows:</p> <ul style="list-style-type: none"> • Housing – high level support for strategic housing team with the Affordable Homes Programme; • Environmental Services – entire procurement process and contract management for Transport and Waste teams resulting in more effective specifications and pricing mechanisms, better use of technology, prompt payment discounts and bulk purchasing with other councils. • Finance – more strategic approach to re-tenders for internal audit and treasury management.
7.2 Governance and compliance		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Ensure all operational procurement and contract management activity complies with the Council's Contract Procedure Rules (CPR) and statutory regulations by: <ul style="list-style-type: none"> ○ Referring to the CPR with workshops; ○ Refreshers on a project by project basis; ○ Use of the rolling carousel news function on the intranet; ○ Regular meetings with HoS; ○ Visiting DMTs. ○ Circulating key learning points and case studies via Cascade and Inside Cherwell. 	Onward going	<p>Procurement Manager has been meeting with new Heads of Service to review procurement projects for 2012/13 and enable better planning with improved outcomes. Most recently have been advising new HoS on areas such as the Contract Procedure Rules, waivers and have provided support to the two new officers on the Procurement Steering Group.</p> <p>A lot of work carried out on whether contracts set up prior to joint arrangements working with SNC can be utilised by SNC.</p>

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.2 Governance and compliance

Action	Status	Progress Narrative
<ul style="list-style-type: none"> Enhance the scrutiny and policy development role of the Procurement Steering Group Strategy Group by: <ul style="list-style-type: none"> Holding first quarterly meeting by the end of May 2011 at which key objectives for the year will be agreed; Rollout to HoS with rolling membership of two to three HoS. 	Onward going	Further meetings being arranged with new group as a result of new JMT in place. Focus will particularly be on whole life costing and contract management.
<ul style="list-style-type: none"> Monitor procurement indicators with an agreed recording mechanism in place by July 2011. 	Onward going	Corporate Contracts Officer is now monitoring on a quarterly basis.
<ul style="list-style-type: none"> A "No Purchase Order No Pay" policy is proposed whereby all expenditure is approved before it is committed. Retrospective Purchase Orders i.e. those raised after the commitment has been made should be discouraged and in due course sanctions should be considered for non compliance: <ul style="list-style-type: none"> Promote work undertaken by Controls team via intranet carousel, Cascade and Inside Cherwell; Undertake quarterly reviews with Controls team and approach officers not conforming to the policy. 	Onward going	Work being undertaken by Controls team to consider how best to mitigate the impact of embedding the policy on the targets for payment of invoices within 30 days.
<ul style="list-style-type: none"> Encourage buy-in to the rules from Members – particularly portfolio holders - by publishing regular updates via the Your Council Matters bulletin. 	Onward going	One article published in Your Council Matters to date. Resources portfolio updated on procurement progress and now sitting on the Procurement Steering Group Strategy Group.

7.3 Achieve greater efficiency and demonstrate improved value for money

Action	Status	Progress Narrative
<ul style="list-style-type: none"> Deliver VFM savings associated with best practice procurement for all categories with a lifetime contract value of more than £10,000 per annum with records maintained for anticipated and actual savings. Cashable savings target of minimum of £150,000 for 2011/12. 	Onward going	Cashable savings of £89,384 year to date (60% of annual target) together with non-cashable savings of £46,312 and capital savings of £124,000. Refer to Appendix 3 for complete breakdown. NB: Tenders for Internal Audit Services and Dry Waste Recycling Services are currently being evaluated and it is

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.3 Achieve greater efficiency and demonstrate improved value for money		Progress Narrative
Action	Status	anticipated that the savings from these will ensure that the £150,000 cashable savings target is exceeded.
<ul style="list-style-type: none"> • Further develop additional savings strategies such as: <ul style="list-style-type: none"> ○ More in-depth options appraisals that review the scope and service level requirements of contracts; ○ Exploring opportunities for in-sourcing, shared services or outsourcing to other authorities where appropriate; ○ Finder fees and reduced rates/retrospective discounts for opening tendered contracts to other authorities; ○ Prompt payment discounts. • Continue supplier rationalisation and elimination of spend with non-approved suppliers via analysis of data from across the South East and Aggresso. Aim for 100% on contract expenditure for existing corporate contracts. 	<p>Onward going</p>	<p>In-depth options appraisals undertaken for vehicle purchasing and three year contract being set up using an existing framework which is estimated to provided both CDC and SNC with additional savings – to be confirmed by April 2012.</p> <p>Opportunities for in-sourcing explored to good effect with landscaping contract and options being looked at with pest control as SNC have an in-house team.</p> <p>Shared services options explored with Payroll with SNC and other local authorities.</p> <p>Finder fees being put to good effect with Telephony Maintenance contract where SNC have joined contract set up by CDC and being used for the Council Tax Single Person's Discount Review Service.</p> <p>Prompt payment discounts have been put to good effect with the new liquid fuels framework with officers working to a 7-day payment period to net a further £1500 p.a. saving on top of the £3,500 p.a. saving for bulk ordering – i.e. avoiding premium charges for ordering below 30,000 litres per delivery.</p> <p>Recent expenditure review exercise has turned up opportunities for testing the market in areas such as engineering services, drainage, vehicle workshop supplies and short-term vehicle rental.</p>

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.4 Develop the corporate contract management methodology and promote across all service areas	
Action	Status
<ul style="list-style-type: none"> Maintain a Council wide register of all contracts/agreements for all significant contracts (over £10K) and monitor procurement performance and activity, including savings and benefits tracking: <ul style="list-style-type: none"> Quarterly contract review for all contracts on the register including record of any additional savings and efficiencies. Implementation of the three contract management templates developed by the Corporate Contracts Officer. <ul style="list-style-type: none"> Quarterly review of templates in action both for new and existing contracts with brief case studies to promote good practice. 	<p>Onward going</p> <p>Onward going</p>
	<p>Progress Narrative</p> <p>Register has been further developed by the Contracts Officer with categorisation in line with the South East Business Portal (used by 74 local authorities and other public bodies across the South East and providing free information for local SMEs). The register is also being used by the Oxfordshire Procurement Hub Officer to identify further opportunities for collaboration with Oxfordshire local authorities.</p> <p>Contracts Officer has met with officers to develop contract management template with approval to be sought from JMT for continued rollout in Q4 – though this may slip to Q1 of 2012/13 due to focus on joint strategy and joint working.</p>

7.5 Sustainability	
Action	Status
<ul style="list-style-type: none"> Consider the costs and benefits of environmentally preferable goods/services as alternatives as part of the full lifetime cost calculation process. 	<p>Onward going</p>
	<p>Progress Narrative</p> <p>Put to good effect with the Photo-voltaic panels tender exercise which aims to generate 3% of the Council's current electricity requirements. Tyres re-tender with the rubber being 100% recycled. The bulk storage facilities for bio diesel coupled with guaranteed delivery within 48 hours mean that the CO2 reduction for deliveries will be</p>

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.5 Sustainability		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> Promote awareness, train and encourage buyers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly alternative products. Ensure sustainability is addressed with each procurement exercise by including it as a section within the stakeholder questionnaires and encouraging sustainability to be included within evaluation criteria as well as the assessment/pre-qualification stages. Encourage buyers to break down larger contracts to match SME and Social Enterprise capacity where appropriate. 	<p>Onward going</p> <p>Onward going</p> <p>Onward going</p>	<p>greatly reduced. Also considered with the cleaning materials framework undertaken with Northampton Borough Council and the public convenience maintenance contract.</p> <p>Further work being undertaken with the stationary contract to reduce usage and successful outcome with the new contract for replacement multi-functional printers resulting in higher speed machines with removal of colour option for all but one printer.</p> <p>Adoption of Government Buying Standards for recycled paper for services contracts whereby contractors agree to usage of recycled paper with all work undertaken on behalf of the Council.</p> <p>Adopted successfully for the PV (solar panel) installation and reactive buildings maintenance projects.</p>

7.6 Joint Working		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> Develop framework for cooperation with South Northamptonshire Council in 2011/12: <ul style="list-style-type: none"> Review forward plans for all procurement exercises in 2011/12 across both Councils; Agree collaboration projects and targets for economies of scale in procuring together; Review value for money of existing draw down contracts where there is the option of switching to whichever contract demonstrates the 	<p>Onward going</p>	<p>The initial 14 high profile projects identified have been continually added to on a project by project basis and currently there are 31 projects on the joint working plan:</p> <ul style="list-style-type: none"> Telephony maintenance – contract set up by CDC joined by SNC with savings to follow. Postal Services – CDC has adopted framework for 2nd class post reviewed by SNC. SNC have been included on a range of facilities

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.6 Joint Working	
Action	Status
<p>best VFM;</p> <ul style="list-style-type: none"> ○ Review existing common contracts and options for collaborative negotiating of the scope and pricing structures. ○ Provide quarterly reports on additional savings achieved by above activities. 	<p>Progress Narrative</p> <p>management tenders including reactive buildings maintenance and lift maintenance.</p> <ul style="list-style-type: none"> ● Review of Internal Audit has resulted in joint tender exercise commencing for 1st April 2012 contract start date with tenders currently being evaluated and showing signs of savings for both councils. ● Dry Waste Recycling – joint exercise with SNC and Aylesbury Vale District Council – tenders currently being evaluated and indications are of a sizeable revenue income for all councils.
7.7 Collaboration	
Action	Status
<p>Develop further strategic links with the following procurement partners to share best practice, reduce duplication and administration costs and release additional savings:</p> <ul style="list-style-type: none"> ● Oxfordshire Procurement Hub ● Strategic Procurement Partnership for Oxfordshire (SPPO) ● Northamptonshire procurement partnerships ● Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership (MKOB) ● Procurement arm of Improvement and Efficiency South East (IESE) – and future partners – PCT, Thames Valley Police, Universities and Colleges. ● The South East Business Portal. 	<p>Progress Narrative</p> <p>In 2012/13 CDC have lead on amongst others:</p> <ul style="list-style-type: none"> ● Liquid fuels (Oxford City) ● Tyres (Oxford City) ● Credit Checking (all Oxfordshire authorities and three Northants authorities) ● Dry Waste Recycling (SNC and AVDC) <p>Similarly CDC have benefited from working on the following joint exercises, some of which are ongoing:</p> <ul style="list-style-type: none"> ● Cleaning materials (Northampton Borough Council) ● Elections Printing (Northampton Borough Council) <p>The Oxfordshire Procurement Hub Officer has delivered three frameworks for use by CDC with a notable success with the provision of a Planned and Responsive</p>

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
 Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.6 Collaboration	Action	Status	Progress Narrative
			<p>Buildings Maintenance Contract covering all key areas as follows:</p> <ul style="list-style-type: none"> • General Building (general labouring and wet trades) • Roofing • Painting and decorating • Flooring • Mechanical Engineering • Plumbing • Electrical • Carpentry/joinery • Glazing • Groundwork (including Tarmac and drainage) • Works over £5000 <p>This framework is being considered for use with the Affordable Housing Programme as well as the Council's own properties estate.</p> <p>The Hub Officer continues to review opportunities for joint working and most recently has been looking at online credit checking and the automated car park payment service, both of which are up for re-tender for CDC.</p> <p>In January the Procurement Manager met with over 30 public sector procurement leads from across the Thames Valley met to discuss opportunities for working together and the findings are being fed back to the Thames Valley Chief Executives Group. The main focus was on agreeing which market sectors are best focused on local, regional or national supply chains.</p>

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.6 Collaboration	
Action	Status
	<p>Progress Narrative</p> <p>Effective dialogue with SPPO over joint working on facilities management tenders and contract management best practice and facilitating the use of apprenticeships with contracts let by the Council.</p> <p>IESE continue to provide some useful information on best frameworks available for key goods and supplies.</p> <p>The South East Business Portal being used to advertise all tenders and promoted to SMEs as a free source for information on tender opportunities – though it's future is in some doubt and is being currently addressed by all participating local authorities.</p>
7.7 Continuous improvement	
Action	Status
<ul style="list-style-type: none"> • Enhance Procurement team's knowledge of the following via involvement with local partnership networks, Achilles (local training provider based in Abingdon), Hampshire Procurement Practitioner framework, national conferences and procurement networks such as the Society of Procurement Officers and the Chartered Institute of Purchasing: <ul style="list-style-type: none"> ○ In sourcing vs. out sourcing; ○ Shared services; ○ Public sector service provision – both by Cherwell on behalf others and by others on behalf of Cherwell. • Effective benchmarking of current contracts against other authorities in the South East. 	<p>Onward going</p> <p>Onward going</p> <p>Progress Narrative</p> <p>Corporate Contracts Officer and Corporate Purchasing Officer are now both MCIPS qualified.</p> <p>Procurement Assistant is undertaking benchmarking exercises on a project by project basis – most recently used for the supply of tyres and vehicle workshop accessories.</p>

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2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31 December 2012
Appendix 1 - Record of Progress Against Procurement Action Plan for 2011/12

7.8 Mixed Economy		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Continue to make it easier for local businesses to trade with us and implement a two-way dialogue process via online questionnaires and focus groups: <ul style="list-style-type: none"> ○ Dispatch of and collation of feedback from an online questionnaire; ○ Develop use of engagement forums for all relevant projects; ○ Feedback questionnaire for short listed suppliers – record any feedback from phone debriefs to reduce workload on suppliers. 	Onward going	<p>Engagement forums have been used to good effect with the following projects:</p> <ul style="list-style-type: none"> • PV (solar panel) installation • Reactive buildings maintenance • Voluntary sector commissioning <p>Also scheduled to use workshops for the credit checking tender.</p>

7.9 Corporate Procurement Resources		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Raise the profile of the Procurement Service and its achievements, both internally and with external stakeholders by: <ul style="list-style-type: none"> ○ Arranging bi-monthly 1-2-1's with key Heads of Service; ○ Regular updates via intranet carousel, Cascade and Inside Cherwell focusing on corporate contracts, the contracts register, updates and tips.; ○ Meetings with the partners listed in 7.6 	Onward going	<p>The increased flow of officers approaching the Procurement team – especially ahead of a project – demonstrates how right across the Council officers understand the importance of engaging procurement at the earliest possible stage with impromptu 'drop-in' surgeries occurring on a daily basis.</p> <p>The increased experience of the Corporate Contracts Officer and the Corporate Purchasing Officer has also been recognised by the way in which officers at all levels approach them for advice rather than going straight to the procurement manager.</p>

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2012/13 PROJECTED REVENUE CAPITAL OUTTURN AT 31st December 2012

Appendix 2 -Procurement Cashable and Non-Cashable Savings Achieved for Financial Year 2011 to 2012 as at end of December 2011

Service Area	Contract Description	Cashable with budget reduction	Cashable but no budget reduction	Non-cashable	Capital
Various	P Cards			£43,068	
Environmental Services	Public Toilet Maintenance	£4,860			
Customer Service and IT	Supply of multifunctional printer/copiers	£16,452	£8,640	£3,244	
Environmental Services	Vehicle Spare Parts - price increase 1% below CPI - i.e. 3.5% i/o 5.2% & 2.5% prompt payment discount	£2,900			
Regeneration and Estates	PAT Testing - fixed price for 2nd year - CPI saving of 4.5%	£180			
Regeneration and Estates	Heating plant maintenance - price increase 1% below CPI on £8681 & prompt payment discount	£260			
Regeneration and Estates	Cooling plant maintenance - price increase 1% below CPI on £6148 & prompt payment discount	£480			
Housing	Housing Register Software - inflation clause reduced to CPI	£160			
Urban & Rural	Supply of Pay & Display Tickets	£750			
Urban & Rural	Supply of lone worker devices	£4,398			
Regeneration & Estates	Provision of door & shutter maintenance	£2,662			
Customer Service and IT	2nd class postal services	£2,500			
Environmental Services	Public Convenience Cleansing - agreement to hold prices at 2010 rates	£2,191			
Environmental Services	Pest Control - agreement to fix prices at 2010 rates	£2,350			
Leisure	South West Bicester Sports Village Pitches	£1,240			£124,000
Regeneration & Estates	Cleaning materials	£250			
Regeneration & Estates	Water Hygiene	£3,858			
Regeneration & Estates	Lift Maintenance	£359			
Recreation & Health	North Oxfordshire Guide - contract extension at same price as 2010	£135			
Housing	Voluntary Services		£119,765		
Housing	Affordable Homes Strategy Consultancy	£2,300			
Housing	HCA Programme Management Contract	£8,386.00			
ICT	ICT Due Diligence	£5,000			
Finance	CT Single Person's Review Service	£1,892			
Environmental Services	Tyres	£3,250			
Environmental Services	Liquid fuels	£5,000			
Regeneration and Estates	Hot drinks machines	£1,600			
Regeneration and Estates	Corporate cleaning	£811			
Regeneration and Estates	Water Machines	£205			
Finance and Procurement	Non standard stationery items	£140			
Regeneration and Estates	Review of energy procurement (Watt-Knots)	£13,000			
Finance and Procurement	Revised paper pricing	£400			
Urban & Rural	CCTV monitoring extension - prices held at last year's rates	£765			
Legal & Democratic	Elections FM - new contract with prices held at 2011/12 rates	£650			
	Total YTD	£89,384	£128,405	£46,312	£124,000
	Since November 2011	£14,955			

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Executive

Draft Budget 2012/13

6 February 2012

Report of the Head of Finance and Procurement

PURPOSE OF REPORT

The Council is required to produce a balanced budget for 2012/13 as the basis for calculating its level of Council Tax. It 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. The first draft was reported to the December 6 2011 Executive meeting. The information has now been updated to reflect changes since then and, subject to any further changes Members may wish to include tonight, this final draft will be used to prepare a final budget proposal to be presented to full Council on 27 February 2012.

This report is public

Recommendations

The Executive is recommended to:

- (1) Approve the changes to the draft budget since 6 December 2011 and consider the draft revenue budget (detailed in Appendix 1) in the context of the Council's service objectives and strategic priorities.
- (2) Approve the surplus of £3,299 be transferred to general fund balances to enable a balanced budget.
- (3) Recommend to full council a Council tax freeze or amend the proposals contained within this report to recommend a different level of Council Tax.
- (4) Delegate authority to the Head of Finance and Procurement, in consultation with the Lead Member Financial Management and Director of Resources to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to full council following the announcement of the final settlement figures.
- (5) Agree the proposed 2012/13 capital programme (detailed in Appendix 2).
- (6) Note the review of earmarked revenue reserves undertaken by the Lead Member Financial Management, the Head of Finance and Procurement and the Director of Resources and approve re-allocation between various earmarked reserves and creation of one new reserve. (detailed in Appendix 4).
- (7) Endorse the draft corporate plan and public pledges and to delegate authority to the Chief Executive in consultation with the Leader of the Council to make

- any minor amendments to the plan or pledges as required. (detailed in Appendix 5 & 6).
- (8) Note the 2012/13 Business Plan and Budget Equality Impact Assessment (detailed in Appendix 7)
 - (9) Note the latest MTFs financial forecast is currently being refreshed and will be part of the budget book.
 - (10) Request officers to produce the formal 2012/13 budget book on the basis of Appendices 1-7.
 - (11) Approve the schedule of Election Fees and Charges as (detailed in Appendix 8.)
 - (12) Recommend ,subject to any further changes Members may wish to include tonight, the updated draft for adoption by the Council on 27 February 2012 (as a key decision).

Executive Summary

- 1.1 The budget will form the financial expression of the Council's service delivery plans for 2012/13; the allocation of resources against agreed 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 2012 and this draft budget is the penultimate part of that process.
- 1.3 The current economic climate presents 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 a solid foundation. The value of cost reductions included in the 2012/13 budget amounts to £2m and as in detailed in Appendix 1a.
- 1.4 The level of council tax being proposed is £123.50 pa at Band D and this is in line with Council commitment of a zero increase in 2012/13. This is the third year that Council Tax has been frozen. This compares to a CPI rate at December 2011 of 4.2% and RPI of 4.8%.
- 1.5 The Council can take advantage of the Government's additional Council Tax Compensation Grant announced recently if the council sets a zero Council Tax increase or less. This will result in the Council receiving £156,970 in 2012/13 where it will be treated as windfall income..
- 1.6 As a precepting authority Cherwell District Council collects council tax and parish precepts on behalf of Oxfordshire County, Thames Valley Police and local parishes. This information will be received in time for us to prepare the council tax report for Full Council on 27th February 2012.
- 1.7 The coming years will present even further challenges which in the main will relate to the continued cuts to the level of government grants received, local government finance and housing benefit reform, inflation and interest rates.

- 1.8 The Medium Term Financial Strategy will be modelled on a number of scenarios and be presented to the Executive in June 2012. The Council has a strong track record and commitment to delivering efficiencies resulting in a 38% reduction in net expenditure of services since 2007/08 when the net revenue budget stood at £23.5m compared to £14.6m in 2012/13. A total of £2m (8%) has been delivered as part of the 2012/13 budget as a result of the forecasted funding reductions.
- 1.9 This together with the continued joint working with South Northamptonshire Council strengthens our position to meet the forecast challenges of future years.

Background Information

Process

- 2.1 The delivery of a balanced budget representing value for money to local residents is the fundamental objective of the corporate, service and financial planning process. This centres on the preparation of a corporate plan underpinned by supporting operational service plans, which are developed not only to deliver the Council's corporate objectives and priorities, but also to demonstrate how the published service targets, representing the Council's commitment for delivery in priority areas, are to be achieved. The budget is the financial expression of these plans, within the context of the Council's Medium Term Financial Strategy.
- 2.2 The programme involves elected Members, the Council's senior managers and, in many service teams, operational staff. The views of the public, our community partners, the voluntary sector and the local business community are all actively sought through structured channels during the programme, and these views are reflected in the process of setting strategic priorities, service prioritisation and resource allocation.
- 2.3 The draft budget is based on the latest forecast out-turn position, rather than the current year budget, and managers have had to justify their service and budget proposals through a robust challenge process from senior managers and elected Members.
- 2.4 The entire capital programme has been subject to review and re-profiling and has emerged with a clearer focus on service priority; although it is still felt that there is further work to be undertaken in this area.

Changes in the Revenue Budget Since 6th December 2011

- 2.5 The draft budget presented in December 2011 presented a funding gap of £165,228.
The budget presented in this report benefits from further efficiencies and Scrutiny recommendations and is now £3,299 in surplus. It is recommended that this surplus amount is transferred to General Fund Reserves. All changes since 6th December 2011 are analysed in Appendix 1.

2.6 Draft Revenue Budget

- 2.6 The Council has successfully managed the budget challenges, previously forecast for 2012/13. The Medium Term Financial forecast presented with the 11/12 budget indicated a potential gap of £5m over a 3 year period. The low interest rate of 0.5% has also increased this challenge as despite agreeing a 3 year plan to reduce dependency on investment income it was expected that rates would be circa 2%.

- 2.7 As a result of this the Council established a robust action plan to reduce costs. The public promise

of the £1m has been achieved together with total cost reductions in the 2012/13 budget of circa £2m (analysed in Appendix 1).

2.8

Service Area	Approved Budget 2011/12	Proposed Budget 2012/13	Movement
Community & Environment	£8,305,435	£7,842,683	-£462,752
Resources	£4,964,760	£4,894,514	-£70,246
Development	£4,215,039	£3,904,128	-£310,911
Service Total	£17,485,234	£16,641,325	-£843,909
Executive Matters			
Centrally controlled items	£1,522,823	£1,644,312	£121,489
SNDC Joint Working Savings	-£333,000	-£230,000	£103,000
Credit for Capital Charges	-£3,218,477	-£3,323,392	-£104,915
	£15,456,580	£14,732,245	-£724,335
Contribution to (+) / from (-) Earmarked Reserves	£334,526	-£74,245	-£408,771
Contribution to (+) / from (-) General Balances	£68,834	£3,299	-£65,535
Net Budget Requirement	£15,859,940	£14,661,299	-£1,198,641
RSG Settlement	-£8,634,458	-£7,621,722	£1,012,736
Council tax Compensation Grant 2011/12	-£155,037	-£155,415	-£378
Council Tax -Single person discount review	£0	-£52,000	-£52,000
Collection Fund Surplus	-£130,417	-£141,399	-£10,982
Investment Income	-£723,407	-£439,810	£283,597
Amount to be funded from Council Tax	£6,216,621	£6,250,953	£34,332
Number of band D equivalents	50337	50615	278
2012-13 Cost of Band D equivalent	£123.50	£123.50	
2011-12 Cost of Band D equivalent	£123.50	£123.50	
	£6,216,620	£6,250,953	

Proposed Council Tax 2012/13

2.9

The level of council tax being proposed is £123.50 pa at Band D and this is in line with Council commitment of a zero increase. Table 1 above also details Year 2 of the Council Tax Compensation Grant which the Council will receive from Central Government in - £155,415.

Should the proposal of a zero % increase be adopted the Council will also receive £156,970 in an

additional Compensation Freeze grant for 2012/13 **only**. This will be treated as windfall income.

If the Executive were minded to change the Council Tax increase within this report they should be aware that a 1% increase would equate to a change in income of +£55,000. However, if this was implemented then the Council would forego the compensation grant of £156,970

Provisional Government Grant

2.10 On the 8 December 2011 details of the Provisional Settlement for Local government were issued. This provides the provisional amount of general grant that will be received in 2012-13.

The draft settlement includes, for each authority, allocations of formula grant and other Government grants to local government for 2012-13. The key features of the settlement are:

- Total formula grant for 2012-13 will be £27.8 billion but allocation subject to further review due to academies.
- In order to meet the local government control totals set in the 2010 Spending Review for this 2012-13 settlement and to meet the requirements of the Local Government Finance Act 1988, the settlement includes the Council Tax Freeze Grant for 2011-12 within the settlement.
- As in recent years floor damping arrangements apply for 2012-13. The proposal is banded floors for education/social services authorities and shire districts (four bands in each case), based on the extent to which different authorities are reliant on Government funding.
- The Government is also proposing to provide a Transition Grant of £20 million in 2012-13, to ensure that no authority in receipt of formula grant faces a reduction of more than 8.8% in 'revenue spending power' in 2012-13. This equates to payments to 12 authorities.
- Council tax referendums will be needed for increases of greater than 3.5% (most authorities) or 4.0%. (police and fire)

The final settlement figure is now the subject of a consultation process which ends on the 16 January 2012 and there could be changes from the draft figures referred to above. The announcement may be after the full council meeting to approve the budget.

Executive are therefore advised to recommend to full council that authority is delegated to the Director of Resources, in consultation with the Resources Portfolio Holder, to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to full council following the announcement of the final settlement figures.

The overall impact of the changes is that funding from Government is decreasing by £1m from 2011/12 to 2012/13. This combined with no increase in the Council Tax level (in line with Council policy) means that available resources have reduced by 11.6%. There is some increase in the Council Tax yield due to an increase in the number of properties from which the tax can be collected (the Council Tax base).

The government has not yet set out grant levels for the period beyond April 2013, and the position is crucially dependent on the outcome of the government's review of local government funding.

In addition to reductions in Government formula funding, the Council must also address reductions in other Government grants, together with pressures on the existing budget and related assumptions on items such as inflation, utility costs and contractual pressures.

On top of the provisional Formula Grant cut of £1m, the council faces cost pressures relating to contract inflation, reductions in fee income, subsidy reductions and the impact of a 0.5% base rate on our investment funds.

2.11 **Local Government Resource Review (LGRR)**

The Secretary of State introduced the Local Government Finance Bill on 19 December. The Bill seeks to take forward proposals designed to encourage local economic growth, reduce the financial deficit and drive decentralisation of control over local government finance.

This legislation represents a radical change to the local government finance system, which complements a wide package of financial measures that the Government is pursuing. Further details can be found in **Appendix 3**,

Any change in the overall funding mechanism can reasonably be expected to have some redistributive effect between councils and it is, therefore, difficult to predict whether the impact on Cherwell District Council will be better, or worse than these national control totals.

2.12 **Treasury Management Strategy 2012/13**

The Council's investment income budget for 2012/13 has been compiled on the basis of close tracking of actual and likely interest rates and with the help of external advice. The emphasis has been on the least risky places to invest the Council's money and this, along with the continued low interest rates on offer and the agreed use of capital receipts has led to a significant reduction in the investment income built into the budget. In budgetary terms this is prudent and places the Council at less risk of exposure in-year. A revised Treasury Management Strategy is being prepared and will be recommended to Full Council in February 2012.

2.13 **2012/13 Capital Programme**

The proposed capital programme for 2012/13 equates to £18.6m which represents new schemes of £9.6m and projected slippage from the 2011/12 programme of £9m. The proposed capital programme is analysed in **Appendix 2**.

2.14 **Icelandic Investments**

The Council has priority status and will receive 100% return on these funds as reported in the December 2011 report. The Council is awaiting the outcome of a Creditors meeting with the Glitnir Bank on 31st January 2012 to understand the timing of payments. Any update available will be presented at the meeting.

2.15 **Review of Earmarked Reserves**

In preparing the final draft of the 2012/13 budget the Lead Member for Financial Management, the Head of Finance and Procurement and the Director of Resources have reviewed the level of earmarked revenue reserves and general fund balances and a forecast is included in **Appendix 4**. The Executive is asked to note the proposed re-allocation between various earmarked reserves and note the proposed creation of one new reserve - the Local Government Resource Review which will receive the windfall income from the council tax compensation grant of £156,970..

A separate and comprehensive report on the Council's reserves will be prepared in conjunction with the closing of the 2012/13 accounts.

2.16 Council Business Plan, Performance Pledges and Service Plans

The council business plan sets out the key priorities for Cherwell District Council for 2012/13. The plan identifies four strategic priorities for the council (a district of opportunity, safe, healthy and thriving communities, a cleaner, greener district and a value for money council) and sets objectives and target under each.

This plan then forms the basis of the council's performance management framework. In addition the council also sets out a series of performance pledges that are distributed to every household with the council tax leaflet. These reflect the key priorities of the council for the coming year. The council's budget and medium term financial strategy reflect these priorities. The plan also reflects the strategic challenges facing the authority including the delivery of activities to support the most vulnerable in the community and projects to deliver strategic growth, for example Eco-Bicester. The council business plan and draft performance pledges are set out in **Appendix 5 & 6**.

Each Head of Service will also prepare service plans that ensure the delivery of the council's strategic priorities as well as operational service delivery objectives. These service plans will be published on the council's website in April 2012. Drafts will be available in the Members room during March 2012.

2.17 Public Consultation

The draft budget and council business plan was based on the results of the corporate consultation programme (customer satisfaction and budget consultation) which took place in the spring and summer of 2011. The results of these surveys helped inform the priorities of the council. Further public consultation on the content of the budget and business plan was undertaken during December 2011 and January 2012. All documents were available on the council's consultation portal and presentation on budget and council priorities were given to the Banbury and Bicester Chambers of Commerce.

Feedback on the proposals has generally been positive, especially with regards to the approach to sharing services to help protect frontline customer service. Other issues raised in the consultation included respondents expressing concerns that voluntary sector funding remains in place and some concern about the lower priority attached to arts. As part of the 2012/13 council business plan work to support the voluntary sector and volunteering has been highlighted. Arts services remain a lower priority for the council and this has been based on public survey's undertaken annually which tend to show arts seen as a lower priority for local residents.

2.18 Impact Assessment

As part of budget preparation the council has also undertaken an impact assessment to ensure that its budget and priorities meet local needs and do not disproportionately impact on any group or issue. The assessment is included as **Appendix 7** issues of positive and potential negative impact have been reviewed and actions required have been highlighted.

2.19 Budget Book 2012/13

The budget process and all supporting documentation will be documented in the 2012/13 budget book which will be prepared on the basis of **Appendices 1-7** and presented to Council on 27th February 2011 along with the recommendation to adopt the 2012/13 budget as detailed in this

report (as a key decision) and set council tax accordingly.

2.20 The Future – Medium Term Financial Strategy 2013/14 – 2016/17

The coming years will present even further challenges which in the main will relate to the continued cuts to the level of government grants received, local government finance and housing benefit reform, inflation and interest rates.

The Council's has a strong track record and commitment to delivering efficiencies resulting in a 38% reduction in net expenditure of services since 2007/08 when the net revenue budget stood at £23.5m compared to £14.6m in 2012/13. A total of £2m (8%) has been delivered as part of the 2012/13 budget as a result of the forecasted funding reductions.

These reductions and forward planning together with the joint working with South Northamptonshire Council strengthens our position to meet the forecast challenges of future years. The Council will update its forecast to be included in the 2012/13 budget book and present an updated strategy in June 2012.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 This report presents a final analysis of the Council's draft 2012/13 Revenue and Capital Budget. The details in **Appendix 1-7** will form the basis of the budget book to be presented to Council on 27th February to support the setting of Council Tax.
- 3.2 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

Executive 5/9/11, 17/11/11, 6/12/11

Corporate Management Team May 2011 to January 2012

Resources and Performance Scrutiny Board September 2011 to January 2012

Public customer satisfaction and budget consultation June - July 2011

Business with Banbury and Bicester Chambers of Commerce December 2011

Online Public Consultation December 2011 – January 2012

Implications

Financial: Financial Effects – the significant financial effects of the budget are identified in Appendix 1 & 1a. Any decisions made in relation to ongoing expenditure or income in the budget for 2012/13 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 had a £1m public savings promise in 2011/12. The draft budget presented includes total budget reductions of £2m so this target has been substantially over achieved.

Comments checked by Karen Muir, Corporate System accountant, 01295 221559.

Legal:

There is a statutory requirement for the Council to set a balanced budget by 11 March 2012 and the draft budget is part of that process.

Comments checked by Martin Henry, Director of Resources 01295 221854

Risk Management:

The significant risks and assumptions associated with the draft budget are outlined in Appendix 1 & 1a risk provision has been calculated. The budget book will include a section on risk. 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 Karen Muir , Corporate System Accountant , 01295 221559.

Wards Affected

All

Corporate Plan Themes

An Accessible and Value for Money Council

Executive Lead Member

Councillor Ken Attack

Lead Member for Financial Management

Document Information –

Appendix No	Title
Appendix 1	Draft Revenue 2012/13 Budget
Appendix 2	Draft 2012/13 Capital Programme

Appendix 3	Local Government Resource Review
Appendix 4	Review of Risk Reserve
Appendix 5	Corporate Business Plan
Appendix 6	Pledges
Appendix 7	Equality Impact Assessment
Appendix 8	Schedule of Election Fees
Background Papers	
2011/12 Budget Booklet 2011/12 Capital Programme 2011/12 Medium Term Financial Strategy and Building Block Review Budget Guidelines 2012/13 Budget Booklet – to be presented at Council 27 February 2012	
Report Author	Karen Curtin, Head of Finance Karen Muir, Corporate Accountant
Contact Information	01295 221551 karen.curtin@cherwell-dc.gov.uk

Revenue 2012/13 Budget Proposal and Analysis

The Status of the Budget

- 1.1 This second and final draft of the budget presented to the Executive has been subject to further validation of revenue, capital bids and efficiency savings and now incorporates the recommendations from Overview and Scrutiny
- 1.2 This final draft of the budget for 2012-13 shows a surplus of £3,299 which it is recommended should be a contribution to General Fund balances
- 1.3 The provisional settlement figures of the Government Grant we will be receiving in 2012-13 were issued on the 8 December 2011 and these have been incorporated within this final draft of the budget.
- 1.4 The amount available for distribution from the Collection Fund has been finalised and were prepared by the statutory deadline of 15 January 2012. It has therefore been confirmed that our share of the surplus equates to £130,417.
- 1.5 Since the last report on December 11 the Bank of England's has maintained interest rates at 0.5%.

General Fund Revenue Budget

- 1.6 The General Fund Revenue budget is shown below in Table 1.

Service Area	Approved Budget 2011/12	Proposed Budget 2012/13	Movement
Community & Environment	£8,305,435	£7,842,683	-£462,752
Resources	£4,964,760	£4,894,514	-£70,246
Development	£4,215,039	£3,904,128	-£310,911
Service Total	£17,485,234	£16,641,325	-£843,909
Executive Matters			
Centrally controlled items	£1,522,823	£1,644,312	£121,489
SNDC Joint Working Savings	-£333,000	-£230,000	£103,000
Credit for Capital Charges	-£3,218,477	-£3,323,392	-£104,915
	£15,456,580	£14,732,245	-£724,335
Contribution to (+) / from (-) Earmarked Reserves	£334,526	-£74,245	-£408,771
Contribution to (+) / from (-) General Balances	£68,834	£3,299	-£65,535
Net Budget Requirement	£15,859,940	£14,661,299	-£1,198,641
RSG Settlement	-£8,634,458	-£7,621,722	£1,012,736
Council tax Compensation Grant 2011/12	-£155,037	-£155,415	-£378
Council Tax -Single person discount review	£0	-£52,000	-£52,000
Collection Fund Surplus	-£130,417	-£141,399	-£10,982
Investment Income	-£723,407	-£439,810	£283,597
Amount to be funded from Council Tax	£6,216,621	£6,250,953	£34,332
Number of band D equivalents	50337	50615	278
2012-13 Cost of Band D equivalent	£123.50	£123.50	
2011-12 Cost of Band D equivalent	£123.50	£123.50	
	£6,216,620	£6,250,953	

- 1.7 The finalisation of support allocations and internal recharges may result in the service total of £16,641,325 being re-allocated across the 3 service areas but the bottom line totals and budget requirement will not change.
- 1.8 In order to balance the budget and secure the £165,228 deficit from Draft Budget 1, further reductions in costs, increases in income and review of reserves and provisions were taken into account. The main drivers for this are summarised in Table 2 below and as can be seen these adjustments have resulted in a surplus of £3,299.

BUDGET MOVEMENT DRAFT 2 TO FINAL (Main Drivers)	
Draft 1 Shortfall	£165,228
Old House Rental Income removed	£71,000
Review of Risk Provision - Utilities	£41,000
Various Budget Adjustments	£11,570
Scrutiny Recommendation - Reduction in Stationary Budgets	- £5,000
Additional Procurement Savings	-£13,500
Finalisation of Council Tax Base	-£22,971
Budget Reduction - Professional Fees	-£ 50,000
Revenue Implications of Capital Programme	-£56,441
Amended Notification of Revenue Support Grant	-£69,042
Pay Negotiations	-£75,143
Final Draft	-£3,299

- 1.9 Table 3 below includes a walk from the 2011/12 net service budget to the proposed 2012/13 net service budget highlighting the main drivers of cost pressures, impact of service income and cost reductions.

Budget Walk 2011/12 to 2012/13	
Adjusted Base Service Budget 2011/12	£15,859,940
Budget Virements	£136,267
Budget Pressure from 2011/12	£254,554
Budget Reductions	-£2,011,004
Changes in Reserves & Provisions	-£352,817
New Effects	£420,808
Inflation	£353,551
Draft Base Budget 2012/13	£14,661,299

- 1.10 These movements are further analysed in the tables below

Budget Virements

The Budget Virements figure of £136,267 incorporates both the virement of funding for service expenditure from ear marked reserves – (Insurance Risk Reserve / Wheeled Bin Reserves) and the realignment of costs in respect of the new organisational structure within 2011/12.

Budget Pressures from 2011/12

Budget pressures 2011/12 Budget Monitoring	
Net Reduction in Rental Income- Estates	£94,750
Reduction in Car Park Income	£52,321
Reduction in Grants and income received - Safer Communities	£39,750
Reduction in court cost income	£32,500
Additional Discretionary Rate relief - Revenues	£22,700
Reduction in Commission Sales / Exhibition Income - Museum	£15,414
Increased NNDR Costs - Estates	£10,000
Additional Software support Infrastructure Support	£7,119
Reduction in Management Fee - Housing Needs	-£20,000
	£254,554

Budget Reductions –

As detailed, the total value of reductions included in this budget now totals **£2,011,004**. These are detailed in Appendix 1a

Changes in Reserves & Provisions

Changes in Financing	
(Use of) Transfer to General Fund Balance	-£65,535
(Use of) Transfer to Earmarked Reserves	-£408,771
Movement in Risk and Pension Provisions	£121,489
	-£352,817

New Effects (Main Drivers)

New Effects (Main Drivers)	
Reduced Car park Income	£251,811
Reduction in Court Costs Recovered	£77,484
Transition of Advisory Services	£35,000
Reduced Licensing Income	£25,358
Gov Connect Charges	£25,000
Other minor growth items	£6,155
	£420,808

Council Tax

- 1.11 The level of council tax being proposed is £123.50 pa at Band D and this is in line with Council commitment of a zero increase. Table 1 above also details the 2nd year allocation of Council Tax Compensation Grant which the Council will receive from Central Government in 2012/13 - £155,415.
- 1.12 Additionally, as stated in the main body of this report the Council tax freeze grant of £156,970 specifically awarded for 2012/13 only has not been incorporated into this base budget, but will be treated as windfall income.

Joint Senior Management Team with South Northants District Council

- 1.13 The Joint Senior Management team has now been established and the full year effect of savings from this has been incorporated into the base budget for 2012/13. This can be seen detailed in Appendix 1A - £333k was incorporated into the 2011/12 base budget and a further £353k has been incorporated into the budget for 2012/13. The draft budget proposals for 2012 /13 also includes additional base budget reductions of £230k in respect of Joint working initiatives and infrastructure savings, again this can be seen detailed in Appendix 1A

Medium Term Financial Strategy 2013/14 – 2016/17

- 1.14 The coming years will present even further challenges which in the main will relate to the continued cuts to the level of government grants received, local government finance and housing benefit reform, inflation and interest rates.
- 1.15 The Council's has a strong track record and commitment to delivering efficiencies resulting in a 38% reduction in net expenditure of services since 2007/08 when the net revenue budget stood at £23.5m compared to £14.6m in 2012/13. A total of £2m (8%) has been delivered as part of the 2012/13 budget as a result of the forecasted funding reductions.
- 1.16 These reductions and forward planning together with the joint working with South Northamptonshire Council strengthens our position to meet the forecast challenges of future years.
- 1.17 The Council will update its forecast to be included in the 2012/13 budget book and present an updated strategy in June 2012.

Summary

- 1.18 This budget will be presented to the Executive on February 6th 2012 with a recommendation to produce the 2012/13 budget book on the basis of Appendices 1-7 and a recommendation to Council on 27 February 2012 to adopt the 2012/13 budget (as a key decision) and set council tax accordingly.

ANALYSIS OF BUDGET REDUCTIONS

Appendix 1A

Area	Building Block Detail	Bldg Block Ref	£1m Public Promise	Scrutiny Recommendations	Efficiencies	Total	Corporate	Community & Environment	Resources	Development	Total
Corporate	Change in planning fees regime	10	£ 80,000			£ 80,000				£ 80,000	£ 80,000
Corporate	Commissioning of advisory services	14	£ 111,051			£ 111,051				£ 111,051	£ 111,051
Corporate	Joint Senior Management Team Savings (£686,000 in total)		£ 353,000			£ 353,000	£ 353,000				£ 353,000
Corporate	Joint Working - Building Control		£ 30,000			£ 30,000	£ 30,000				£ 30,000
Corporate	Joint Working - ICT and additional procurement savings.		£ 100,000			£ 100,000	£ 100,000				£ 100,000
Corporate	Joint Working - review of services		£ 100,000			£ 100,000	£ 100,000				£ 100,000
Environmental Services	New Recyclables Contract tender outcome - take advantage of favourable market conditions.	30	£ 193,957			£ 193,957		£ 193,957			£ 193,957
Various	Procurement Action Plan	29	£ 49,927			£ 49,927		£ 49,927	£ 49,927		£ 49,927
Community Safety	Review of Discretionary Services	28	£ 4,643			£ 4,643		£ 4,643			£ 4,643
Finance	Review Single Person Discounts	11	£ 52,000			£ 52,000	£ 52,000				£ 52,000
Economic Development	VFM Economic Development	4	£ 15,000			£ 15,000				£ 15,000	£ 15,000
Customer Services	VFM Review - Customer Services Year 2	15	£ 69,077			£ 69,077		£ 69,077			£ 69,077
Public Protection	VFM Review - Public Protection	5	£ 34,000			£ 34,000				£ 34,000	£ 34,000
Tourism	VFM Review - Tourism	3	£ 25,169			£ 25,169		£ 25,169			£ 25,169
Vehicle Maintenance	VFM Review - Vehicle Maintenance	6	£ 15,000			£ 15,000		£ 15,000			£ 15,000
Scrutiny Recommendations											
	Reduction in Stationary Budget			£ 5,000		£ 5,000	£ 5,000				£ 5,000
	Revenue Implications Of Capital Programme - Biomass Boilers			£ 56,441		£ 56,441	£ 56,441				£ 56,441
	Administration Review			£ 75,000		£ 75,000	£ 75,000				£ 75,000
Efficiencies											
Community & Environment					£ 244,126	£ 244,126		£ 244,126			£ 244,126
Resources					£ 262,976	£ 262,976			£ 262,976		£ 262,976
Development					£ 114,637	£ 114,637				£ 114,637	£ 114,637
Executive Matters					£ 20,000	£ 20,000	£ 20,000				£ 20,000
Total			£ 1,232,824	£ 136,441	£ 641,739	£ 2,011,004	£ 791,441	£ 551,972	£ 312,903	£ 354,688	£ 2,011,004
							39%	27%	16%	18%	

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Capital Programme 2012/13

- 1.1 A total of 22 bids were received of which 10 were either deleted / combined to form a new bid (ICT) or deferred at appraisal stage. This leaves 12 bids for consideration and these are analysed according to corporate priority below:

Priority	No. of bids
1 District of Opportunity	5
2 Accessible Value for Money Council	3
3 Cleaner Greener	4
4 Safe & Healthy	0
	12

- 1.2 The draft capital proposals to date for 2012/13 are shown in Appendix 2a these new bids total £9,628,500. (including £7m for the pre approved Community Led Housing Project) Each scheme is supported by an appraisal and these have been scored according to priority by the Capital Investment Delivery Group.
- 1.3 The new capital bids have been scrutinised by the Resources and Performance Scrutiny Board and their observations and recommendations were reported in December 2011. A further review of outstanding items was undertaken in their January 2012 meeting where projects were either recommended for approval / deletion or deferral. As shown in Appendix 2c.
- 1.4 The Capital Strategy for 2012/13 has a direct impact on the Treasury management revenue budget in terms of the opportunity cost of reduced cash balances from the use of capital receipts and reserves. Decisions on the future capital programme will need to take into account the overall priorities and affordability in revenue as well as capital terms.
- 1.5 As we now know that the Iceland deposits are priority creditors and the deposits are to be repaid in full then the accounting entries processed in 10/11 accounts that made use of the capitalization will be reversed.
- 1.6 The Q3 report to the Executive requests approval of slippage of amounts from 26 capital schemes which were approved as part of the 2011/12 budget process but which work has been delayed until 2012/13. These will also be delivered in 2012/13. These together with new bids for 2012/13 are detailed in Appendix 2b.
- 1.7 A summary of the draft capital programme and recommended financing is summarised below:

	Total Scheme Cost	2012/13 Profile
Proposed programme (Appendix 2a)	£9,628,500	£4,711,832
Schemes slipped from 2011/12 (Appendix 2b)	£9,049,000	£9,049,000
Total Capital Programme to be Financed	£18,677,500	£13,760,832
Financed by:		
Capital Receipts	£9,634,500	£9,384,500
Government Grants		
<i>£375k per annum Governmental Grant Funding towards Mandatory Disabled Facilities Grants</i>	£375,000	£375,000
Use of Reserves		
<i>Wheeled Bins Reserve</i>	£25,000	£25,000
<i>Vehicle Replacement Programme</i>	£425,000	£425,000
<i>SW Bicester Sports Village Fund</i>	£829,000	£829,000
<i>Housing Reserves</i>	£7,389,000	£2,722,332
	£18,677,500	£13,760,832

Further Document Information

Appendix No	Title
Appendix 2a	New Capital Bid Proposals and Profiles
Appendix 2b	Schedule of capital schemes slipped from 2011/12
Appendix 2c	Bids deferred or removed

Capital Bids 2012/13 by Score

Bid No.	Strategic Priority	Capital Scheme	Service Head	Directorate	Capital Bid Score	Total			
						Estimated Capital Cost £s	Estimated Cost for 12/13 £'s	Estimated Cost for 13/14 £'s	Estimated Cost for 14/15 £'s
3	2	Biomass Heating for Bicester Leisure Centre	Chris Rothwell	Community & Environment	32	£385,000	£385,000	£0	£0
4	3	Recycling Bank Replacement Programme	Ed Potter	Community & Environment	31	£25,000	£25,000	£0	£0
5	3	Environmental Services Vehicle Replacement Programme	Ed Potter	Community & Environment	34	£425,000	£425,000	£0	£0
6	2	Energy Efficiency Projects	Ed Potter	Community & Environment	29	£80,000	£80,000	£0	£0
12	1	Ferriston Roof Repairs	Calvin Bell	Development	24	£18,500	£18,500	£0	£0
13	1	Thorpe Way Roof Repairs	Calvin Bell	Development	24	£10,000	£10,000	£0	£0
14	1	Discretionary Housing Grants	Calvin Bell	Development	24	£325,000	£325,000	£0	£0
15	1	Mandatory Disabled Facilities Grant	Calvin Bell	Development	40	£860,000	£860,000	£0	£0
16	1	Cherwell Community Led Housing Programme	Calvin Bell	Development	41	£7,000,000	£2,333,332	£2,333,334	£2,333,334
18	3	Environmental Improvements Grimsbury	Adrian Colwell	Development	28	£30,000	£30,000	£0	£0
19	3	Environmental Improvements Market Square Bicester	Adrian Colwell	Development	28	£250,000	£0	£250,000	£0
22	2	ICT Infrastructure (Business Case)	Karen Curtin	Resources	28	£220,000	£220,000	£0	£0
GRAND TOTAL						£9,628,500	£4,711,832	£2,583,334	£2,333,334

Capital Scheme Slipped from 2011/12	Slippage proposed at 6th Feb 12 Executive	Profiled for 2012/13
Bicester Town Centre Redevelopment	£ 5,000,000	£ 5,000,000
Orchard Way Banbury Redevelopment	£ 1,100,000	£ 1,100,000
South West Bicester Sports Village	£ 829,000	£ 829,000
Delegated Affordable Housing Capital Pot	£ 500,000	£ 500,000
Bicester Pedestrianisation	£ 250,000	£ 250,000
Sports Centre Modernisation Programme	£ 249,000	£ 249,000
Old Bodicote House	£ 236,000	£ 236,000
Land Claypits Lane Bicester	£ 187,000	£ 187,000
Purchase of Temp Acc Bryant House Bic & Edward St	£ 132,000	£ 132,000
Disabled Facilities Grants	£ 100,000	£ 100,000
Bicester Cattle Market Car Park Phase 2	£ 90,000	£ 90,000
Dashwood Road Affordable Housing	£ 66,000	£ 66,000
Financial Ledger - Agresso 5.5	£ 50,000	£ 50,000
Core Business System Integration	£ 47,000	£ 47,000
Fees of Future Regeneration Schemes	£ 40,000	£ 40,000
Discretionary House Condition Grants	£ 30,000	£ 30,000
Mini MRF [Materials Recovery Facility]	£ 29,000	£ 29,000
Fleet Management System	£ 28,000	£ 28,000
Access to Highfield Depot	£ 22,000	£ 22,000
Bicester Acquisition 2nd Scheme	£ 20,000	£ 20,000
Budget Module	£ 15,000	£ 15,000
Thorpe Lane Depot Refurbishment Scheme	£ 15,000	£ 15,000
Future Regeneration Schemes Preliminary Prof Fees	£ 7,000	£ 7,000
Sanctuary Housing Scheme	£ 4,000	£ 4,000
Circular Walks DDA Works	£ 2,000	£ 2,000
Environmental Services Waste Management IT System	£ 1,000	£ 1,000
Total	£ 9,049,000	£ 9,049,000

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Capital Bids 2012/13 Removed and Deferred

Bid No.	Strategic Priority	Capital Scheme	Service Head	Status	Capital Bid Score	Estimated Capital Cost £s	Total
2	2	Community Intelligence Hub Development	Chris Rothwell	DEFERRED	22	£96,000	
21	2	Shop Front Improvement Scheme	Adrian Colwell	DEFERRED	23	£100,000	
7-11	2	Various ICT Bids superseeded by ICT Business case	Karen Curtin	Various ICT Bids superseeded by ICT Business case	28	£347,000	
1	2	Bicester Methodist Church - Redevelopment of Community Facilities	Ian Davies	REMOVED	17	£30,000	
17	2	Telephony Development	Chris Rothwell	REMOVED	23	£10,000	
20	2	Buildings at Risk Intervention Fund	Adrian Colwell	REMOVED	23	£730,000	
GRAND TOTAL						£1,313,000	

Local Government Resources Review

The Secretary of State introduced the Local Government Finance Bill on 19 December. The Bill seeks to take forward proposals designed to encourage local economic growth, reduce the financial deficit and drive decentralisation of control over local government finance.

This legislation represents a radical change to the local government finance system, which complements a wide package of financial measures that the Government is pursuing.

The Bill is intended to:

- Enable local authorities to retain a proportion of the business rates generated in their area, providing them with strong financial incentive for them to promote local economic growth.
- Enable local authorities to carry out Tax Increment Finance, giving them the ability to undertake borrowing against future business rates growth, supported by the forecast tax increment that accrues from additional development.
- Provide a framework for the localisation of support for council tax in England, which, alongside other council tax measures, will give councils increased financial autonomy and a greater stake in the economic future of their local area, while providing continuation of council tax support for the most vulnerable in society, including pensioners. The localisation of council tax support will enable the England share of an around £500m saving on expenditure across Great Britain to be realised.
- Make changes to council tax rules to provide further flexibility on the council tax local authorities can charge on empty properties, and other small changes aimed at modernising the system.

The Local Government Finance Bill was published alongside the following paper from the Department of Communities and Local Government (DCLG):

Local Government Resource Review – Proposals for Business Rate Retention. Summary of Responses

<http://www.communities.gov.uk/publications/localgovernment/resourcereviewsummaryresponses>

Local Government Resource Review – Proposals for Business Rate Retention. Government Response

<http://www.communities.gov.uk/publications/localgovernment/resourcereviewgovtresponse>

and a plain English guide

<http://www.communities.gov.uk/publications/localgovernment/resourcereviewplainenglishres>

Localising Support for Council Tax in England: Government's response to the outcome of consultation

<http://www.communities.gov.uk/publications/localgovernment/localisingtaxresponse>

The headlines from these responses are detailed below.

Business Rate Retention

The Government's response confirms that the Business Rate retention scheme is intended to be introduced from April 2013. The main features of the scheme are as follows:

- Initially the distribution method is all that will change, and will be managed by a series of 'tariffs' and 'top-ups'. A 'tariff' is paid into a central pot where the amount of business rate generated are greater than the baseline funding. A 'top up' is where the amount collected in business rates is less than the baseline funding required and is therefore topped up by to the baseline funding level. Nationally tariffs and tops up will be self funding.
- Prior to initial distribution the datasets that underpin the current settlement process will be updated. Specifically, the relative need formula will be updated to reflect the cost of running rural services and concessionary travel.
- The council tax compensation grant for **2011-12 will be included** in the baselining. The council tax compensation grant **for 2012-13 will not be included**.
- Business rate growth is then kept by local authorities on a basis of an 80:20 split between Districts and County Councils.
- Any disproportionate growth in business rates will be centralised as a 'levy'. This levy will be held centrally and will be used to act as a 'safety net' for business rate reductions for authorities that see their rate levels drop below by a set percentage below the baseline funding level.
- An aspiration to re-set the scheme at 10 yearly intervals except in exceptional circumstances.
- Authorities will be able to engage in Tax Increment Financing (TIF). This is the ability to borrow to enable businesses growth with the ability to use the additional business rate income to fund the cost of the initial borrowing . A limited number of the schemes will be exempt from any levy or reset for 25 years.
- The effect of business rate re-evaluations (which take place every five years) will be neutralised through tariffs and top ups.
- Police authorities will be excluded from the scheme and funded through fixed allocations for 2013-14 and 2014-15
- Fire and Rescue Services are included in the scheme with combined and single purpose authorities be treated in the same way.
- Business rate increase on renewable energy projects will be kept by local authorities. This will not be split 80:20 but kept in its entirety by the local planning authority. Where the local planning authority is a national park authority the additional income will be retained by the billing authority.
- Local authorities are allowed to work collaboratively on schemes within and outside of County boundaries subject to a number of safeguards.
- All of the above will not have an impact on the Business Rates paid by businesses. The current scheme and impact on businesses will remain unaltered.

Localising support for Council Tax in England

The Government's response confirmed the approach set out in the consultation paper on localising support for Council Tax in England. The main features of the scheme are:

- Reduction of 10% in current funding levels confirmed
- Support for the most vulnerable, including pensioners and that vulnerable pensioners should be delivered through a national framework of criteria and allowances. The rules and regulations will be broadly similar to those in operation now.
- The support will not be extended to all pensioners.
- Localised schemes need to be in place by April 2013, prior to the implementation of Universal Credit in October 2013.
- Local schemes should provide incentives to get people back into work.
- Support will be offered as reductions or discounts on Council Tax bills.
- Localised schemes will be subject to consultation with precepting authorities and the public.
- Schemes must be adopted by 31 January of the preceding year.
- Schemes can be revised on an annual basis.
- Default scheme will be imposed if local schemes are not agreed by 31 January. The default scheme will broadly reflect the current benefit scheme and therefore will be financially detrimental to an authority.
- The financial risks are managed through the collection fund and therefore the risk will be proportionate to the Council Tax collected.
- Monthly amounts paid to precepting authorities could be amended to reflect collections in the month so billing authorities do not face the cashflow implications of a poor months collection on its own.
- The grant (which replaces the Council Tax benefit subsidy) will be paid to all major precepting authorities, but the Government still needs to understand and work this approach through in more detail.
- The Government is keen to enable the sharing of information between agencies to reduce administration costs and speed up the application process.
- Timetable:
 - Spring 2012 - Technical consultation on grant distribution
 - Summer 2012 – Local authorities designing local schemes and scoping IT changes
 - Autumn/Winter 2012-13
 - Grant allocations published
 - Local schemes established including consultation
 - Local authorities set budgets and adopt schemes

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Schedule of Earmarked Reserves			Appendix 4
EARMARKED RESERVES	Reserve Balance	Purpose	Delegated Officer Responsibility (in conjunction with Lead Member)
	£		
Self Insurance / Legal Claims Reserve	267,748	To cover insurance/legal claims that are uneconomical to fight or below excess	Head of Finance & Procurement
Hs2 Reserve	14,021	To fund campaign against High Speed Rail Link 2	Director of Development
Joint Working Implementation	338,279	To fund costs of implementing a shared Senior Management Team with SNC	Chief Executive
Brighter Futures Reserve Account	20,000	Work delayed due to resources - to be carried forward.	Director of Community & Development
Building Control Reserve	47,242	To be used in establishing joint service with SNC	Head of Public Protection and Development Management
Plant and Transport Renewals Reserve	314,088	To fund future capital projects	Head of Finance & Procurement
Wheeled Bins Replacement Reserve	257,251	To fund future capital projects	Head of Finance & Procurement
Corporate IT Contingency Reserve	200,000	To supplement the base budget for the planned programme of replacing obsolete IT equipment and to deliver ICT improvements	Director of Resources
Planning Policy Reserve	646,898	To cover expenditure relating to planning policy decisions - LDF etc	Head of Strategic Planning and the Economy
Planning Control Reserve	709,945	To cover expenditure relating to planning appeals	Head of Public Protection and Development Management
Environmental Warranties Reserve	1,855,842	CDC's commitment on asbestos/environmental warranties of housing stock runs for a further 14 years	Head of Finance & Procurement
Hanwell Fields Reserve	100,000	Open space commitment due to topography of the site affecting the layout of the developed elements but does improve the overall quality of the whole development. Contribution to Banbury Town Council for maintenance and developer agreements completed.	Head of Public Protection and Development Management
Licensing Reserve	45,574	Surplus of income generated from Licensing that is ringfenced for Licensing only, therefore is transferred to an earmarked reserve at the year end for licensing expenditure.	Head of Public Protection and Development Management
Corporate Change Reserve	218,423	To fund change initiatives to address either improvement issues, interim capacity or spend to save initiatives	Director of Resources
Iceland Legal Cost reserve	21,511	To meet the costs of fighting the legal claim - initially set up at 1% of £6.5m claim	Head of Finance & Procurement
Local Government Resource Review	156,970	To cover expenditure in relation to the Local Government Resource Review	Head of Finance & Procurement
Total	5,213,791		

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Cherwell District Council Business Plan 2012/13

Some targets will be finalised during March 2012 these have been highlighted in the document below.

<p>A</p> <p>A District of Opportunity</p>	<p>B</p> <p>A Cleaner Greener Cherwell</p>	<p>C</p> <p>A Safe, Healthy and Thriving Community</p>	<p>D</p> <p>An Accessible Value for Money Council</p>
<p>Work with partners to tackle disadvantage in the District.</p> <ul style="list-style-type: none"> Support vulnerable residents through focusing on homelessness prevention and housing advice at current levels of performance Work with our partners to reduce the number of young people not in education employment or training across the district Support local people into work (job clubs and apprenticeships) and prepare for the impact of the Government reform to welfare and the benefits system Deliver the Brighter Futures in Banbury programme 	<p>Provide excellent waste collection and recycling services, working to reduce the amount of waste produced and to increase recycling across the district.</p> <ul style="list-style-type: none"> Increase the household recycling rate to above 60% Reduce the amount of waste sent to landfill Maintain the current high levels of customer satisfaction with our recycling and waste collection services 	<p>Work with partners to support the development of safe and thriving local communities and neighbourhoods.</p> <ul style="list-style-type: none"> Continue to provide a wide range of recreational activities and opportunities of young people across the district Work with partners to maintain already low levels of crime in the district Work with partners and businesses to support public health, safety and environmental protection 	<p>Provide value for money and a financially sound organisation, minimising the impact of smaller council budgets on frontline and priority services.</p> <ul style="list-style-type: none"> Develop and implement an effective approach to address the financial impact of Government welfare reform Understand and plan for the implications of the Local Government Resources Review specifically the changes to localisation of business rates and council tax benefit Secure savings of £800 - £1m taking account of the national changes to Local Government Funding Ensure the Council's budget is matched to strategic priorities demonstrating and promoting the Council's commitment to value for money and effective service delivery.
<p>Balance economic development and housing growth.</p> <ul style="list-style-type: none"> Deliver x - TBC new homes including through planned major housing projects Deliver 100 affordable homes in the district Promote local economic development through business advice and support, inward investment and the Local Enterprise Partnerships Progress the Community Housing Project with HCA investment partner (31 dwellings in 12/13) 	<p>Work to ensure our streets, town centres, open spaces and residential areas are clean, well maintained and safe.</p> <ul style="list-style-type: none"> Maintain high levels of residents' satisfaction with street and environmental cleanliness Work with local communities to continue the programme of neighbourhood litter blitzes 	<p>Support the local community, voluntary and not for profit sectors to play an active role in the district.</p> <ul style="list-style-type: none"> Work with the local voluntary sector to provide advisory services for the local community Support volunteering across the district Adopt an integrated community development approach to ensure the Council's provides value for money and addresses local need 	<p>Work with partners to reduce Council costs.</p> <ul style="list-style-type: none"> Implement/embed shared back office systems and services to secure efficiencies Implement a shared ICT service Explore further opportunities with partners to share or provide services, reducing costs and maximising income

A A District of Opportunity	B A Cleaner Greener Cherwell	C A Safe, Healthy and Thriving Community	D An Accessible Value for Money Council
<p>Develop a robust and locally determined planning framework.</p> <ul style="list-style-type: none"> • Complete a draft of local development framework for the district and submit for adoption • Prepare an Infrastructure Plan for Cherwell District and prepare for introduction of Community Infrastructure Levy • Secure implementation of new policy for Developer contributions <p>Protect and enhance the quality of the built environment by completion of Conservation Area Reviews and strong design guidance for all new developments</p>	<p>Work to reduce our impact on the natural environment, limit our use of natural resources and support others in the district to do the same.</p> <ul style="list-style-type: none"> • Reduce the Council's Carbon footprint by 4% (includes buildings, fleet mileage etc.) • Work with partners to improve the energy efficiency of homes and enable more residents to achieve affordable energy bills 	<p>Provide good quality recreation and leisure opportunities in the district.</p> <ul style="list-style-type: none"> • Progress the South west Bicester sports pitches • Maintain current levels of visits/usage to district leisure centres • Establish the Trust arrangements to secure the long term future of Banbury Museum and maintaining access for the community 	<p>Demonstrate that we can be trusted to act properly for you by being transparent about our costs and performance.</p> <ul style="list-style-type: none"> • Improve the information available to the public about our costs and performance, and promote understanding, accountability and opportunity • Consult with local residents in a cost effective manner to ensure the Council has a good understanding of local priorities
<p>Work to improve the quality and vibrancy of our town centres and urban areas.</p> <ul style="list-style-type: none"> • Progress the commercial development of Bicester Town Centre and consider the plans for development of the community building • Complete a Masterplan for Bicester • Progress the Canal side Regeneration programme in Banbury and redevelopment of the Bolton Road area in Banbury. 	<p>Work with partners to support the development of Eco-Bicester as an national exemplar, creating a vibrant place where people choose to live, to work and spend their leisure time in sustainable ways.</p> <ul style="list-style-type: none"> • Work with partners progress the delivery of the vision for Eco-Bicester • Start work on site for the initial housing development at NW Bicester • Ensure continued opportunities for local people to participate in the Eco-Bicester programme 	<p>Support improvement of local health facilities, services and standards across the district.</p> <ul style="list-style-type: none"> • Work to promote active and independent lifestyles amongst older people • Support the local NHS to retain and develop health services at the Horton General Hospital • Continue to support new and improved health services in Bicester and the surrounding area 	<p>Work to ensure we provide good customer service through the delivery of high quality and accessible services.</p> <ul style="list-style-type: none"> • Maintain high rates of customer satisfaction with our Services • Improve levels of satisfaction with and access to information provided by the Council • Improve access to our services and advice by increasing online payment and service options

Cherwell District Council Performance Pledges 2012/13

A District of Opportunity

1. Continue to support skills development, apprenticeships and job clubs in order to reduce the number of young people not in education, employment or training.
2. Deliver 100 affordable homes in the district and support opportunities for self build and developing self build skills
3. Continue to strengthen the leisure and retail facilities in Banbury and Bicester town centres.
4. Complete the local plan as the foundation for economic growth in the district.

A Cleaner, Greener District

1. Increase the household recycling rate to 60%
2. Improve local residents' satisfaction with street and environmental cleanliness continuing our successful programme of neighbourhood litter blitzes.
3. Reduce the Council's carbon footprint by 4% by further improving the energy efficiency of our buildings and vehicles.
4. Continue to give Cherwell residents the opportunity to access low cost insulation and improve their energy efficiency through the Cherwell £99 insulation scheme.
5. Begin construction of eco-Bicester houses.

A Safe, Healthy and Thriving District

1. Continue working with our partners to provide support to the most vulnerable individuals and families in the district.
2. Support the local health sector in building a new community hospital in Bicester
3. Complete the lay out of the sports pitches at the South West Bicester sports village and finalise plans for the pavilion.
4. Inspire young people to take up new sporting opportunities offered throughout the district during the Olympic year.
5. Work with the local police and licence holders to roll out the 'best bar none scheme' which will help make our town centres safer in the evenings.

A Value for Money Council

1. Secure savings of at least £800,000 to help meet the medium term financial deficit
2. Improve levels of customer satisfaction with our services.
3. Continue to improve our website and the ease of accessing our services and giving feedback online.

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EQUALITY IMPACT ASSESSMENT

2012/2013 Business Plan and Budget Equality Impact Assessment

Equality Impact Assessments

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APPENDIX 1 STAGE 1 - INITIAL SCREENING DETAILS ASSESSING POLICIES AND ACTIVITIES - GUIDANCE FOR STAFF

Notes:

1. As a result of this exercise, you will have checked that your policy or activity does not have adverse impact on equality groups and you will have identified relevant action that you need to take, and the likely costs/resources associated with any improvement. The equality groups covered are at present: Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Age & Marriage or Civil Partnership.

Note. This is not simply a paper exercise - it is designed to make sure that your policy or activity is delivered fairly and effectively to all sections of our local community.

2. Please note that the Council is required to publish the results of these assessments, and updates, therefore **your completed Appendices may be public documents.**

3. Appendix 1 questionnaire (**to be completed for each relevant Strategy, Policy or Service Development**) is for use regardless of whether your policy or activity is aimed at external customers or internal staff.

Please tick/delete as appropriate: Is this EIA for a,

Strategy	<input checked="" type="checkbox"/>	New	<input checked="" type="checkbox"/>
Policy	<input type="checkbox"/>	New/Existing	<input type="checkbox"/>
Service Development	<input type="checkbox"/>	New/Existing	<input type="checkbox"/>

Name of Strategy, Policy or Service Development: 2012/13 Corporate Plan & Budget

AIMS, OBJECTIVES & PURPOSE OF THE POLICY OR ACTIVITY:

The Corporate Business Plan contains detailed measures and targets which underpin the delivery of Cherwell District Councils strategic priorities throughout 2012/2013.

PLEASE LIST THE MAIN STAKEHOLDERS/BENEFICIARIES IN TERMS OF THE RECIPIENTS OF THE ACTIVITY OR THE TARGET GROUP AT WHOM THE POLICY IS AIMED:

All Cherwell Residents

IF THE ACTIVITY IS PROVIDED BY ANOTHER DEPARTMENT, ORGANISATION, PARTNERSHIP OR AGENCY ON BEHALF OF THE AUTHORITY, PLEASE GIVE THE NAMES OF THESE ORGANISATIONS/AGENCIES:

LEAD OFFICER: Caroline French
SERVICE AREA: Performance
ASSESSMENT DATE: 19-1-2012

TEL: 221586
DIRECTORATE: Transformation
ASSESSMENT REVIEW DATE: Feb 2013

STAGE 1 – INITIAL SCREENING ASSESSMENT

Q	Screening Questions	Y/N
1.	Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	N
2	Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	N
3	Is there any evidence that information about the policy or activity is not accessible to any equality groups?	N
4	Has the Council received any complaints about the policy or activity under review, in respect of equality issues?	N
5	Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	N
6	Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	Y Potential
7	This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	N
8	Will there be a negative impact on any equality groups? If so please provide brief details below.	N
	Equality Impact:	Y (potential)
	Disability	
	Gender Reassignment	
	Pregnancy & Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Age	
	Marriage & Civil Partnership	
9	Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community?	Y Potential
10	There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	Y
11	Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	N

Proceed to In Depth (Full) Assessment (complete **Appendix 2) if the answer is YES to more than one of the above questions.**

For any YES answers include an improvement action in your Equality Improvement Plan.

Declaration

I am satisfied that an initial screening has been carried out on this policy or activity and an In Depth (Full) Equality Impact Assessment is not required. I understand that the EIA is required by the Council and take responsibility for the completion and quality of this assessment.

Completed by: **Caroline French**
Countersigned by: **Claire Taylor, Corporate Performance Manager**

Date: **19th January 2012**
Date: **23rd January 2012**

Equality Impact Assessment

Please detail below your evidence which has determined whether you have answered either Yes or No to the initial screening questions.

Screening Questions	Narrative
Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	No, all of the targets and measures within the Business Plan are compliant with the Equality Act 2010
Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	No, all measures, targets and strategic priorities are compliant with the Equality Act 2010.
Is there any evidence that information about the policy or activity is not accessible to any equality groups?	No, the Business Plan is published on Cherwell District Council's website. Cherwell District Council's priorities are driven by the Corporate Consultation programme and Budget Consultation process. Known equality groups with low response rates under went a boosting process.
Has the Council received any complaints about the policy or activity under review, in respect of equality issues?	No
Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	No
Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	The Business Plan highlights an exploration between Cherwell District Council and its partners with regards to sharing or providing services at a reduced cost. No specific impact to employees, partners or contractors can be identified at this time but may become apparent throughout the year.
This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	No
Will there be a negative impact on any equality groups?	Some targets such as the redevelopment of Bicester Town Centre will have some temporary impact with regards to access of the shop mobility service for a period of 18 months. During 2012/2013 National Policy in relation to the Government Welfare Reform will take effect. Any specific impacts are unknown at present but the expectation is that some equality groups maybe impacted upon. Due to national changes against Local Government Funding the Business Plan contains a target to secure savings of between £800-£1m. These savings have been achieved as highlighted in the Budget for 2012/2013. Any initiatives that may have impacted upon equality groups have undergone a specific EIA process.
Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.	The Business Plan covers a diverse spectrum of targets and objectives. Some of these objectives will receive great support from the local community whilst others which the full impact is still uncertain have potential to cause some negative affects on our relationships.
There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	No specific consultation has taken place against the actual Business Plan for 2012/2013, however Cherwell District Council's priorities are driven by the Corporate Consultation Programme and Budget Consultation. During the Budget Consultation known equality groups with low response under went a boosting process to ensure Cherwell District Council received reflective response from the community.
Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	No

Equality Impact Assessment

APPENDIX 2 STAGE 2 – IN DEPTH (FULL) ASSESSMENT

Q	EQUALITY DUTIES	OUTCOME
1	What evidence is there from stakeholders that different equality groups might have different needs, concerns & priorities in relation to issues addressed by the policy or activity (this includes the results of consultation with an involvement of different equality groups)?	The Business Plan underpins the creation of the Corporate Priorities. Cherwell District Council set their priorities by evidence gathered by following the Corporate Consultation Programme.
2	How does the proposed policy or activity contribute towards meeting our strategic objective to encourage continual improvement in public services so that they meet the changing needs of diverse communities and provide fair access for all?	The detailed measures and targets within the Business Plan underpin Cherwell District Council's strategic priorities.
3	How does the policy or activity contribute to our duty to promote positively equality of opportunity?	<p>There are a variety of objectives within the Business Plan which have a positive impact:</p> <p>2012/2013 will see further successful delivery of the Brighter Futures in Banbury project which aims to break the cycle of deprivation and address health inequalities in the three most deprived areas of Banbury. By working with Partners it aims to reduce the number of young people not in education, employment or training.</p> <p>Continued improvements to the accessibility of our online payment and service options within Customer Services.</p> <p>Work to promote active and independent lifestyles amongst older people will see the implementation of the Older People's Strategy.</p> <p>Cherwell District Council will continue to provide a wide range of recreational activities and opportunities for young people across the district.</p>
4	Will it help eliminate unlawful discrimination or harassment in any way or encourage or hinder community relations?	The Business Plan outlines how Cherwell District Council will achieve it's Corporate Priorities on a yearly basis. The community feed into this process via the Corporate Consultation process.
5	What evidence is there to suggest that the policy or activity could affect some equality groups differently – this is not just about numbers but the seriousness and degree of the adverse impact.	The redevelopment of Bicester Town Centre will cause a temporary negative impact to the disabled community accessing Bicester for a period of up to 18 months. Shop mobility has relocated temporarily to a site which limits access to shop mobility and its service.
6	If there is an adverse impact, what amendments can be made to the policy or practice to mitigate or remove this negative impact?	A specific consultation and EIA has been conducted in relation to the relocation of Shop mobility in order to highlight the key areas of impact and how they can be mitigated.
7	If your activity is provided by a partner, private or voluntary sector organisation on a contract basis please list any arrangements have you made or plan to make to help ensure that these comply with equality.	N/A
8	How will it help ensure that information about this policy or activity is accessible to equality groups.	The Business Plan for 2012/2013 is available on Cherwell District Council's website.
9	If this strategy, policy or service development impacts upon other services please list which services and what arrangements have been made.	N/A
10	Have you compared your policy or activity with similar local authorities, if so with what results?	The Business Plan is relevant to the local area so the content of this has not been compared to similar local authorities. The performance against the Business Plan is monitored and comparisons made.
11	Please list any consultation with equality groups in support of the above equality duties.	Covered as per the Corporate Consultation Process
12	Please list the equality groups you have consulted with.	Covered as per the Corporate Consultation Process.
13	Please list in your Improvement Plan any changes to your policy or activity that you have made, or you	Listed below in Appendix 3 is an assessment of potential negative impacts, action we are taking

	plan to make as a result of consultation with different equality groups.	and highlighted areas which may incur further negative impact during 2012/2013.
16	Who has agreed these recommendations?	To be noted by Cherwell Executive.
17	How is it intended to monitor and report on the impact of this assessment?	Potential negative impacts highlighted within this EIA will undergo specific EIA's. Emerging actions will be monitored via this process.
18	Please list any performance targets relating to equality that your policy or activity includes.	Performance targets will be identified via specific EIA's .
19	Please list any changes to your policy or activity that you have made or plan to make as a result of monitoring.	N/A
20	Please list any staff training issues on equality arising from this assessment, (and include this in your improvement plan).	N/A
21	How do you plan to publicise the results of this assessment? Include this in the Improvement Plan.	EIA to be consulted on via Cherwell District Council's Corporate Equality Steering Group and published on Cherwell District Council's website.

Notes:

1. The in-depth (full) assessment must consider all available data and research. This could include the results of employee or stakeholder surveys, the results of consultation, audits, service reviews, employment monitoring data, population data, research findings, and data collected through monitoring the implementation of the policy or activity and evaluations of projects/programmes, data about the performance of local services.

2. The assessment above must also state how the policy was assessed and the details of the methods of involvement of appropriate people, for example, staff networks, external stakeholders and equality groups.

Completed by: Caroline French

Role: Partnership & Equality Officer
Date: completed: 19th January 2012

Declaration

I am satisfied that an In Depth (Full) Assessment has been undertaken.

I understand that this EIA is required by the Council and take responsibility for its completion and quality.

Countersigned by: Clare Taylor, Corporate Performance Manager Date: 23rd January 2012

Appendix 3 - Assessment of Potential Negative Impacts and Desired Positive Outcomes

Potential Negative Impact	Mitigation
<p>Progress the commercial development of Bicester Town Centre – Negative impact caused by temporary relocation of the shop mobility service. Physical access limitations have also been highlighted due to the location of the Dial a Ride drop off point</p>	<p>A specific in-depth EIA has been completed in relation to shop mobility Bicester which identified the key areas of negative impact. Consultation with specific shop mobility user groups helped establish sensible outcomes which ensured the Council was able to continue to provide a suitable service during this temporary period.</p>
<p>National Policy – Government Welfare Reform</p>	<p>No specific negative impacts are apparent at the present time, however Cherwell District Council believe this reform may impact on specific equality groups. As this is national policy Cherwell District Council will not be able to take any mitigating actions against this but Cherwell District Council will ensure effective communication to all equality groups as and when these possible impacts become clear.</p>
<p>National changes against Local Government Funding - Cherwell District Council to secure savings between £800 – £1m</p>	<p>Due to national changes against Local Government Funding the Business Plan contains a target to secure savings of between £800-£1m. These savings have been achieved as highlighted in the Budget for 2012/2013. Initiatives outlined below may cause a potential impact but will be reviewed via the EIA process throughout the coming year:</p> <p>Review Single Person Benefits Discounts – received by 17,218 (33%) of the community. The review anticipates that 10% of the total figure will be reduced due to the review, but the review is to determine how many of the total figure are eligible. The single person's criteria will not going to be effected.</p> <p>Change in planning fees regime will result in increase to fees - guidance not yet but a planned EIA has is on the rolling EIA plan to ensure any negative impacts are mitigated if possible.</p>
Objective	Desired Positive Outcomes
<p>Deliver the Brighter Futures in Banbury Programme</p>	<p>2012/2013 will see further successful delivery of the Brighter Futures in Banbury project which aims to break the cycle of deprivation and address health inequalities in the three most deprived areas of Banbury. By working with Partners it aims to reduce the number of young people not in education, employment or training.</p>
<p>Continued improvements to the accessibility of our online payment and service options within Customer Services.</p>	<p>The re-design of Cherwell's front page and structure to improve our web accessibility and Plain English standards.</p> <p>Development of online service in general to be in line with BS 8878:2009 Web accessibility standards where ever possible.</p> <p>Implementation of Lagan Citizen Portal to allow customers to log, pay and track certain services. - we will be able to get numbers of 'cases' logged and they would previously have had to ring.</p>
<p>Work to promote active and independent lifestyles amongst older people.</p>	<p>2012/2013 will see the implementation of the Older People's Strategy and the continued progression of the Housing's Older People's strategy.</p>
<p>Continue to provide a wide range of recreational activities and opportunities for young people across the district.</p>	<p>Recreation & Sport activators will continue to work in areas of deprivation and hard to reach groups to support young people and integrate them into positive activities local to them.</p> <p>An Intergenerational partnership has been created between the Hill youth centre and the WRVS centre in Banbury to bring together young people and older people in integration projects. This partnership was launched in Dec 2011 and a time table of initiatives has been planned for 2012.</p> <p>Inclusion sports club hosted at BGN School for young people 11-16yrs to help those young people who have learning and physical disabilities to integrate into sporting activities and clubs.</p>

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

CDC Elections RO, DRO Fees

	1 member ward	2 member ward	3 or more member ward
RO Election Fee (Uncontested)	£43.75	£87.50	£131.25
RO Election Fee (Contested)	£90.90	£181.80	£272.70
DRO Election Fee (Contested)	£86.50	£173.00	£259.50
RO & DRO Count Fee	£58.00	£116.00	£174.00
RO & DRO Recount Fee	£14.00 for each re-count		
The above figures are based on CDC elections. For elections funded by others the fees as set by that authority shall apply, apportioned as set out in Function and Responsibility Fees below marked *.			

Parish Elections RO, DRO Fees

	Electorate 1000 or less	Electorate 1000 to 2000	Electorate 2000 to 3000	Electorate Greater than 3000
RO Election Fee (Uncontested)**	£26.00			
RO Election Fee (Contested)**	£54.60 and £11.95 per electoral area			
RO & DRO Count Fee For Electoral areas of two or less seats	£40.20	£43.30	£45.30	£50.50
RO & DRO Count Fee For Electoral areas of more than two seats	£45.30	£53.60	£60.80	£68.00
RO & DRO Recount Fee Parish and District	£14.00 for each re-count			
**These figures are for Parish elections and are to be apportioned as set out in Function and Responsibility Fees below marked *.				

CDC and Parish Elections PO and PC Fees

	Single Election (Minimum)	Combined Election (Minimum)
PO Fee	£175	£196
PC Fee***	£113	£130
The above figures are based on CDC and parish elections. For elections funded by others the RO may decide to increase these in line with other local authorities and guidance.		
The above figures include all expenses other than travelling, unless the prior agreement of the Returning Officer has been obtained. Poll Clerks and Presiding Officers should where ever possible travel together and claims by both the PO and PC will only be paid with the prior approval of the RO.		

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

*** Poll clerks working 7am-2pm or 2pm-10pm shall be paid 50% of the relevant fee

Election Mileage

Election mileage for RO, DRO, Inspectors, Count staff, PO & PC (where paid)	Paid at HMRC mileage rate, currently 45p per mile.	RO, DRO and Inspectors obliged to have a car and business use insurance available as condition of appointment/employment.
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Administration Recharges to Parishes

	5 or less candidates	6 to 10 candidates	Greater than 10 candidates
Charge for poll card administration	£7.00		
Additional charge for each hundred poll cards	£2.50		
Administration charge to Parishes (Uncontested)	£13.00		
Administration charge to Parishes (Contested)	£21.00		
Clerical charge to Parishes (Contested)	£22.80	£28.50	£36.60
Preparation of Ballot Boxes for each polling station	£3.65		
Receipt of postal ballot papers for each electoral area (includes first 25 postal voters)	£31.00		
Receipt of postal ballot papers for each electoral area (for each additional 25 postal voters or part)	£15.40		

Recharges to parishes will also include RO and DRO fees as well as a proportion of the actual and necessary costs shared on an equal basis between the relevant authorities unless a particular expense can actually be allocated to a specific authority where they will be applied directly. The above administration charges will also be applied.

Returning Officers Expenses

In accordance with the Representation of the People Act 1983, 36 (4), (5) and (6) all actual and necessary cost of expenditure properly incurred by the Returning Officer in relation to holding an election of a councillor for a district or parish shall be paid by the council. At the request of the Returning Officer the council shall advance such reasonable sums in respect of the election expenses that the Returning Officer may require. Additionally the Council will provide all reasonable assistance to the Returning Officer.

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Allocation of Poll Clerks

Polling Stations shall normally be staffed by a Presiding Officer (PO) and a Poll Clerk (PC). An additional Poll Clerk is provided to stations in districts that have between 1,000 and 1,500 electors. Where the electorate is greater than 1,500 electors a double polling station will be created.

Cost Sharing

At combined polls, wherever appropriate the costs are to be shared on an equal basis between the relevant authorities unless a particular expense can actually be allocated to a specific authority.

Parish Polls

These will be fully recharged to the parish at the actual and necessary cost with the addition of Returning and Deputy Returning Officer fees and appropriate administration charges as set out above.

Function and Responsibility Fees

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Returning Officer and Deputy Returning Officers					
*Responsibility Fee	RO	-	-	Externally funded elections	50% of set RO fee
*Responsibility Fee	DRO (Full powers)	-	-	Externally funded elections	25% of set RO fee
Responsibility Fee	Postal Vote and Election Systems Managers (DRO Limited powers)	-	-	Combined	75% DRO total fee
Responsibility Fee	Postal Vote and Election Systems Managers (DRO Limited powers)	-	-	District and Parish	75% DRO total fee

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Clerical Rates					
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Weekday	All	Trainee Admin officer hourly rate
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Weekend	All	Trainee Admin officer hourly rate @ (1.5)
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Bank holiday	All	Trainee Admin officer Hourly Rate @ (2)
Postal Vote Fees					
Postal Vote Fee	Postal Vote Issuers and Openers	Trainee Admin officer	Weekday	All	Trainee Admin officer Hourly Rate
Postal Vote Fee	Postal Vote Supervisor	Senior Admin officer	Weekday	All	Senior Admin officer hourly rate
Postal Vote Fee	Postal Vote Issuers and Openers	Trainee Admin officer	Night	All	Trainee Admin officer @ (1.5)
Postal Vote Fee	Postal Vote Supervisor	Senior Admin officer	Night	All	Senior Admin officer hourly rate @ (1.5)
Count Fees					
Day					
Count Role Fee	Head of Count	-	Daytime	All	Single Election PO fee @ (2.5)
Count Role Fee	Count Manager	-	Daytime	All	Single Election PO fee @ (2)
Count Role Fee	Count Supervisor	-	Daytime	All	60% Single Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	Daytime	All	75% of Daytime Count Supervisor Fee
Count Role Fee	Count Assistant	-	Daytime	All	60% of Single Election PC Fee
Night					

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Count Role Fee	Head of Count	-	Night	Verification and Count	Combined Election PO fee @ (4.5)
Count Role Fee	Head of Count	-	Night	Verification or Count only	Combined Election PO Fee @ (2.5)
Count Role Fee	Count Manager	-	Night	Verification and Count	Combined Election PO fee @ (4.0)
Count Role Fee	Count Manager	-	Night	Verification or Count Only	Combined Election PO fee @ (2)
Count Role Fee	Count Supervisor	-	Night	All	Combined Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	Night	All	75% of Night time Count Supervisor Fee
Count Role Fee	Count Assistant	-	Night	All	Combined Election PC Fee
Local Government By-elections****					
Count Role Fee	Head of Count	-	-	Local Government By-election	20% of Single Election PO Fee
Count Role Fee	Count Manager	-	-	Local Government By-election	20% of Single Election PO
Count Role Fee	Count Supervisor	-	-	Local Government By-elections	20% of Single Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	-	Local Government By-elections	75% of Night LG By-election Count Supervisor Fee
Count Role Fee	Count Assistant Supervisor	-	-	Local Government By-elections	20% of Single Election PC Fee
Election Day Role Fee					
Election Day Role Fee	Inspectors	-	-	Combined	Combined Election PO

Election and Electoral Registration Fees Schedule 2012/13

(Fees held at 2010/11 levels)

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
					Fee + £10
Election Day Role Fee	Inspectors	-	-	District and Parish	CPO Fee + £10
Election Day Role Fee	Inspectors	-		Local Government By-elections	20% of Single Election PO
Election Day Role Fee	Election Control Centre Managers			All elections (except by-elections)	Inspectors Fee
Election Day Role Fee	Election Control Centre Supervisors			All elections (except by-elections)	Combined Election PO Fee
Election Day Role Fee	Election Control Centre Staff			All elections (except by-elections)	Combined Election PC Fee
Miscellaneous Fees					
Miscellaneous Fee	Ballot Box Collection Point Co-ordinator	-	Night	All elections	£40
Miscellaneous Fee	Attending Polling Training			Combined or parliamentary or referendum	£30 (includes travel)
Miscellaneous Fee	Attending Polling Training			District and Parish	£20 (includes travel)

****Figures for by-elections are based on a ward or up to 3 parishes, for multiple elections in excess of this the RO will increase this fee up to a maximum of the level set for District elections.