



**Summary of the decisions taken at the meeting  
of the Executive held on Monday 3 December 2012**

1. Date of publication of this summary: 4 December 2012
2. Decisions (if any) taken as a matter of urgency under Overview and Scrutiny Procedure Rules as set out in the Constitution (and not therefore subject to the call-in procedure): None
3. Date by which notice of call-in of any of the following decisions must be received in writing by the Chief Executive (see notes below):- Noon on Friday 7 December 2012
4. Notes:-
  - (a) For background documentation to the following decisions, please refer to the agenda and supporting papers (copies of which are available on the Council's website ([www.cherwell.gov.uk](http://www.cherwell.gov.uk)) or from Democratic Services);
  - (b) Notice of call-in must be submitted in writing, by email or text to the Chief Executive by the deadline specified above, and must state the reason or reasons why "call-in" has been requested;
  - (c) Call-in can be requested by any six non-executive members of the Council.  
However, if at any point during a municipal year the total number of opposition councillors is six or less the total number of non-executive members required to call-in a decision shall be the total number of opposition councillors less two.
  - (d) Decisions not called-in by the deadline specified above will become effective immediately the deadline has expired (unless they are recommendations to the Council).
  - (e) The Council has stipulated that the call-in procedure should not be used to challenge decisions as a matter of course and should be used only when fully justified.

**Sue Smith  
Chief Executive**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 6 Banbury Masterplan Progress Report</b></p> <p>Report of Head of Strategic Planning and the Economy</p> <p><b>Summary</b></p> <p>To receive an update on the development of the Banbury Masterplan.</p> <p><b>Recommendations</b></p> <p>The Executive is recommended:</p> <p>(1) To receive the update presentation.</p> <p>(2) To offer comments to WYG in response to the presentation.</p>	<p><b>Resolved</b></p> <p>(1) That the Banbury Masterplan update presentation be noted.</p>	<p>A Masterplan to guide the future development of Banbury 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 how the integration of new communities with the existing town to form 'one' town might best be secured.</p> <p>The Banbury Masterplan will be used to provide the detailed underpinning for the Banbury chapter of the Local Plan for the District due for Examination in 2013.</p>	<p>Option One: To take no actions</p> <p>Option Two: To accept the recommendation</p> <p>Option Three: 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 Banbury.</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 7 Local Plan Update</b></p> <p>Report of Head of Strategic Planning and the Economy</p> <p><b>Summary</b></p> <p>To provide an update on the completion of the Cherwell Local Plan.</p> <p><b>Recommendations</b></p> <p>The Executive is recommended:</p> <p>(1) To note the report, issues being examined and next steps.</p>	<p><b>Resolved</b></p> <p>(1) That the report, issues being examined and next steps be noted.</p>	<p>Securing the adoption of a ‘sound’ up to date Local Plan for the District is a priority for Cherwell District Council as it will guide the growth of the District over the next 19 years.</p> <p>Without this the District faces an imminent challenge of piecemeal development by appeal, in which Cherwell District Council would lose the ability to ensure that development takes place in the most sustainable locations and future community needs are properly planned for and maximum community gain (and mitigation) secured.</p>	<p>Option One: To take no actions</p> <p>Option Two: To amend the steps proposed</p> <p>Option Three: To abandon plan making and allow a piecemeal approach to development that fails to ensure integration with existing settlements, fails to plan for the long term needs of the District, or to ensure that opportunities are realised for the benefit of residents and businesses across the District</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 8</b> <b>Town Centre Innovation Fund</b></p> <p>Report of Head of Strategic Planning and the Economy</p> <p><b>Summary</b></p> <p>To consider the use of the Town Centre Innovation Fund.</p> <p><b>Recommendations</b></p> <p>The Executive is recommended:</p> <p>(1) To receive the report and approve the proposed allocations set out in paragraph 1.4.</p> <p>(2) To approve funding for the Christmas Parking Initiative set out in</p>	<p><b>Resolved</b></p> <p>(1) That the report be received and the proposal to initially allocate the £100,000 awarded for 'Town Centre Innovation' by the DCLG in the following proportions be agreed:-</p> <ul style="list-style-type: none"> <li>• 50% to Banbury - £50,000.</li> <li>• 30% to Bicester - £30,000.</li> <li>• 20% to Kidlington - £20,000.</li> </ul> <p>(2) That the proposal to commit £40,000 to the Christmas Parking Initiative that will operate in Banbury and Bicester be approved.</p>	<p>Cherwell District Council has been awarded £100,000 to promote 'town centre innovation'. The DCLG has not prescribed what the funding should be used for and has left this for local determination. There is no time limit on the use of the funding, but there is a need to account for these of the monies.</p> <p>The proposed distribution of the funding will contribute to the strengthening of the economies of the town centres and to meet the objectives of the Cherwell Economic Strategy, Town Masterplans and Cherwell Local Plan.</p>	<p>Option One: To take no action and retain the funding for other purposes.</p> <p>Option Two: To be more prescriptive about what can be funded.</p> <p>Option Three: To change the proposed allocation of funding.</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>paragraph 1.7.</p> <p>(3) To approve the process for developing projects and releasing resources to Town Centre projects set out in paragraphs 1.8, 1.9 &amp; 1.10.</p>	<p>(3) That the process for developing projects and releasing resources to Town Centre projects be approved.</p>			
<p><b>Agenda Item 9</b>  <b>Performance and Risk Management Framework 2012/13 Second Quarter Performance Report</b></p> <p>Report of Head of Transformation</p> <p><b>Summary</b></p> <p>This report covers the Council's performance for the period 01 July to 30 September 2012 as measured through the Performance Management Framework.</p>	<p><b>Resolved</b></p> <p>(1) That the following achievements be noted:</p> <p><b>Corporate Pledges</b></p> <p><b>Cherwell: A District of Opportunity</b></p> <ul style="list-style-type: none"> <li>▪ Continuing to support Job Clubs – a total of 65 held this year – including work with Career Contact and Career and Opportunities</li> </ul>	<p>This report presents the Council's performance against its corporate scorecard for the second quarter of 2012/13. It includes an overview of successes, areas for improvement and emerging issues to be considered.</p>	<p>Option One: (1) To note the achievements referred to in paragraph 1.2; (2) To request that officers report in the second quarter on the items identified in paragraph 1.4 where performance was below target or there are emerging issues or risks; (3) To identify any further performance or risk related matters for review or consideration</p> <p>Option Two: To identify any additional issues for</p>	<p>None</p>

<b>Agenda Item and Recommendation</b>	<b>Decision</b>	<b>Reasons</b>	<b>Alternative Options</b>	<b>Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service</b>
<p><b>Recommendations</b></p> <p>The Executive is recommended:</p> <p>(4) To note the many achievements referred to in paragraph 1.3.</p> <p>(5) To identify any further performance or risk related matters for review or consideration in future reports.</p>	<p>Gateway Job clubs to help professional /managers. A Job Club Engagement Officer has been appointed through OCC Libraries Services to provide additional focus upon Neithrop &amp; Ruscote.</p> <ul style="list-style-type: none"> <li>▪ Affordable housing progress with the Eco Bicester demonstration project at Bryan house completed. This is the highest level of sustainable affordable housing ever delivered in Cherwell district. Also, 18 Units of affordable homes have been completed at</li> </ul>		<p>further consideration or review</p>	

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>Dashwood Primary School, meeting the needs of the conservation area and a significant contribution to the Brighter Futures in Banbury initiative.</p> <ul style="list-style-type: none"> <li>▪ Bicester Town Centre is on target to open in summer 2013 as planned. A brief will be issued following architects discussion around Bolton Road. Spiceball environmental works are on-going.</li> </ul> <p><b>A Cleaner Greener Cherwell</b></p> <ul style="list-style-type: none"> <li>• Recycling rate is at similar level to last year. Garden waste tonnage has</li> </ul>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>increased but dry recycling has decreased a little. The reduction in recycling rate will also be affected by not being able to compost street sweepings. Publicity of recycling is planned to be promoted from Oct – Dec to increase recycling further.</p> <ul style="list-style-type: none"> <li>▪ Satisfaction with Street Cleanliness has risen this year to 69% which is the second highest we have attained.</li> <li>▪ The Cocoon discounted insulation scheme closed for new applications on</li> </ul>			



<b>Agenda Item and Recommendation</b>	<b>Decision</b>	<b>Reasons</b>	<b>Alternative Options</b>	<b>Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service</b>
	<p>30/09/12. Final output details should be available before Christmas. Residents will be able to obtain insulation and other energy saving measures at no upfront cost through the Green Deal. The council has committed to participation in a Community Interest Company which will act as a Green Deal Provider. This service is not yet available due to government delays, but should launch in the near future. Recent Warm Front promotion has resulted in 98</p>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>referrals to date; final output figures will be available in April 2013.</p> <ul style="list-style-type: none"> <li>▪ Eco Bicester site preparation expected in late 2012 and construction of the first Eco Bicester houses expected in early 2013.</li> </ul> <p><b>A Safe, Healthy and Thriving District</b></p> <ul style="list-style-type: none"> <li>• Best Bar None scheme (working with Local Police and Licence Holders) is behind schedule, however discussions with Head of Service have taken place and service delivery has been planned.</li> </ul>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<ul style="list-style-type: none"> <li>• Oxfordshire County Council to attend fortnightly Joint Agency and Tasking Coordination Group with the Thriving Families lists to discuss and disseminate to all partners for regular feedback.</li> <li>• South West Bicester Sports Villages have had delays in laying out the grass pitches due to the inclement weather earlier this year. Revised programme now in place.</li> <li>• Sportivate initiative is being delivered across the district</li> </ul>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>inspiring young people to take up sporting opportunities.</p> <ul style="list-style-type: none"> <li>• Planning approval for the new hospital has been granted in Bicester on the existing hospital site. The preferred bidder is still in place. On-going dialogue between the Primary Care Trust and Strategic Health Authority to progress the report.</li> <li>• Supporting volunteering across the district – We received Volunteer Connects (VC) Quarter Two report for support to volunteering and volunteer transport</li> </ul>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>schemes, which contained positive information. Volunteering Opportunities are progressing well. Volunteers have been placed within organisations and VC appear to have a good working relationship with likeminded organisations within the area. Bases have now been established in Bicester and Kidlington. VC are also looking at rural access points and are using social media to promote the service. Volunteer Car Driving Services are</p>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>progressing, albeit still slow. They have supported the establishment a rural volunteer driver scheme by carrying out all back office paperwork including CRB and reference checks. This initial scheme to be used as a module for further schemes. Their current number of volunteer drivers now totals 14.</p> <p><b>An Accessible Value for Money Council</b></p> <ul style="list-style-type: none"> <li>▪ 70% of the £800,000 savings required has been achieved with plans to secure the remainder.</li> </ul>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<ul style="list-style-type: none"> <li>▪ SPA Future Thinking (Consultation Agency) have conducted the annual customer service satisfaction survey, results are due early October and indications are very positive.</li> <li>▪ Govmetric continues to collect citizen data and feedback from emails. The SOCITM (Associate for ICT and related professionals in the Public and third sectors). Better connected 2012 review is currently being undertaken and the resulting report will identify</li> </ul>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
	<p>good practice in the development of local authority websites based on extensive evidence based research. We are currently planning to undertake an accessibility/usability review of the main website that will help improve the ease of access of the website and services.</p> <p>(2) That no further performance or risk related matters for review or consideration in future reports be identified.</p>			



Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 10 Annual Customer Satisfaction Survey</b></p> <p>Report of Head of Transformation</p> <p><b>Summary</b></p> <p>To provide an overview of the results of the 2012 Annual Customer Satisfaction Survey undertaken with residents of Cherwell district.</p> <p><b>Recommendations</b></p> <p>The Executive is recommended to:</p> <p>(1) Note the results of the 2012 Annual Customer Satisfaction Survey, and in particular the increase in customer satisfaction.</p>	<p><b>Resolved</b></p> <p>(1) That the results of the 2012 Annual Customer Satisfaction Survey, and in particular the increase in customer satisfaction be noted.</p> <p>(2) That it be agreed that the findings should be used to inform the service business planning process.</p> <p>(3) That it be agreed that all results be published on the Cherwell District Council website.</p> <p>(4) That it be agreed that the results are included in the Joint Management Team</p>	<p>The results of the 2012 Annual Customer Satisfaction Survey are presented to Executive for information.</p>	<p>Option One: Agree the recommendations as set out</p> <p>Option Two: Not to agree the recommendations as set out</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>(2) Agree that the findings should be used to inform the service business planning process.</p> <p>(3) Agree that all results to be published on the Cherwell District Council website.</p> <p>(4) Agree that results are included in the Joint Management Team Away days or additional workshops for managers.</p> <p>(5) Congratulate staff for maintaining very high levels of satisfaction during this period of transformation.</p>	<p>Away days or additional workshops for managers.</p> <p>(5) That staff be congratulated for maintaining very high levels of satisfaction during this period of transformation.</p>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 11</b> <b>2012/13 Quarter 2 Finance Report</b></p> <p>Report of Head of Finance and Procurement</p> <p><b>Summary</b></p> <p>This report summarises the Council's Revenue, Capital, Procurement action plan and Treasury performance for the first 6 months of the financial year 2012/13 and projections for the full 2012/13 period.</p> <p>These are measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2013/14 budget process currently underway.</p> <p>To provide an update on the</p>	<p><b>Resolved</b></p> <p>(1) That the projected revenue and capital position at September 2012 be noted.</p> <p>(2) That the Quarter 2 performance against the 2012/13 investment strategy be noted.</p> <p>(3) To the contents and the progress against the Corporate Procurement Action Plan and the Procurement savings achieved at September 2012 be noted.</p> <p>(4) That the latest update on the Local Government</p>	<p>In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue, capital, treasury and procurement position is reported monthly to the Joint Management Team and formally to the Executive on a quarterly basis. This report includes the position at Q2.</p>	<p>Option One: To review current performance levels and considers any actions arising.</p> <p>Option Two: To approve or reject the recommendations above or request that Officers provide additional information.</p>	<p>None</p>

<b>Agenda Item and Recommendation</b>	<b>Decision</b>	<b>Reasons</b>	<b>Alternative Options</b>	<b>Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service</b>
<p>Local Government Resources Review Project.</p> <p><b>Recommendations</b></p> <p>The Executive is recommended:</p> <p>(1) To note the projected revenue and capital position at September 2012.</p> <p>(2) To note the Quarter 2 performance against the 2012/13 investment strategy.</p> <p>(3) To note the contents and the progress against the Corporate Procurement Action Plan (detailed in Appendix 1) and the Procurement savings achieved at September</p>	<p>Resources Review detailed including the verbal update on the pooling of NNDR in Oxfordshire and the Council's continuing intention to participate pending a final decision in January 2013, be noted.</p>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>2012 (detailed in Appendix 2).</p> <p>(4) To note the latest update on the Local Government Resources Review detailed in section 5.</p>				
<p><b>Agenda Item 14</b>  <b>Reactive Property Maintenance Framework Procurement</b></p> <p>Exempt Report of Head of Finance and Procurement and Head of Regeneration and Housing</p> <p>This report is exempt from publication by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972.</p> <p><b>Recommendations</b></p>	<p><b>Resolved</b></p> <p>(1) That contracts be awarded under a framework to:</p> <ul style="list-style-type: none"> <li>• Jeakins Weir Ltd</li> <li>• FSG Property Services Ltd</li> <li>• Barker &amp; Evans Limited</li> <li>• Knowles &amp; Son (Oxford) Ltd</li> </ul> <p>for the provision of reactive property maintenance over a maximum period of</p>	<p>To award contracts under a framework for the provision of reactive property maintenance services to Cherwell District Council</p>	<p>N/A</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>(1) As set out in the exempt report</p> <p>(2) As set out in the exempt report</p>	<p>four years commencing on 1 January 2013.</p>			
<p><b>Agenda Item 15</b> <b>The Regeneration of Canalside Banbury</b></p> <p>Exempt report of Director of Development</p> <p>This report is exempt from publication by virtue of paragraphs 3 and 5 of part 1 of Schedule 12A of Local Government Act 1972</p> <p><b>Recommendations</b></p> <p>(1) As set out in the exempt report</p> <p>(2) As set out in the</p>	<p><b>Resolved</b></p> <p>(1) That the contents of the report be noted and it be agreed to take forward the production of a business case which will advise on the future development of Canalside.</p> <p>(2) That the use of existing Planning revenue reserves to fund the production of the business case be agreed.</p>	<p>As set out in the exempt decision notice</p>	<p>As set out in the exempt decision notice</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
exempt report				
<p><b>Urgent Business: Acquisition of Crown House, Banbury</b></p> <p>Exempt report of Head of Regeneration and Housing</p> <p>This report is exempt from publication by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972</p> <p><b>Recommendations</b></p> <p>(1) As set out in the exempt report</p> <p>(2) As set out in the exempt report</p> <p>(3) As set out in the exempt report</p>	<p><b>Resolved</b></p> <p>(1) As set out in the exempt decision notice</p> <p>(2) As set out in the exempt decision notice</p> <p>(3) As set out in the exempt decision notice</p>	<p>As set out in the exempt decision notice</p>	<p>As set out in the exempt decision notice</p>	<p>None</p>

<b>Agenda Item and Recommendation</b>	<b>Decision</b>	<b>Reasons</b>	<b>Alternative Options</b>	<b>Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service</b>
<p>Reason for urgency: A decision is required before publication of next notice due to the need for ongoing negotiations to be progressed as quickly as possible in order not to prejudice the financial interests of the Council</p> <p>The Chairman of the Overview and Scrutiny Committee has been informed and is in agreement that the decision is urgent and cannot be deferred for 28 days</p>				