

**Committee:** Executive  
**Date:** Monday 1 July 2013  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

**Councillor Barry Wood (Chairman)**  
**Councillor Ken Atack**  
**Councillor John Donaldson**  
**Councillor Tony Ilott**  
**Councillor D M Pickford**

**Councillor G A Reynolds (Vice-Chairman)**  
**Councillor Norman Bolster**  
**Councillor Michael Gibbard**  
**Councillor Nigel Morris**  
**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 3 June 2013.

## **Strategy and Policy**

6. **Graven Hill Acquisition Update** (Pages 11 - 14)

**6.35pm**

Report of Head of Regeneration and Housing

### **Summary**

To recommend next steps towards the acquisition of Graven Hill Executive and to provide an update on the progress being made with the acquisition of Graven Hill.

### **Recommendations**

The Executive is recommended to:

- (1) Propose to Council to add the acquisition and redevelopment of Graven Hill and prudential borrowing into the Policy Framework and make available the capital sums required as part of the budget.

7. **Cherwell Housing Strategy and Tenancy Strategy 2012-17** (Pages 15 - 22)

**6.45pm**

Report of Head of Regeneration and Housing

### **Summary**

To provide Executive with an update on the Housing Strategy 2012-17 and Tenancy Strategy 2012-17

### **Recommendations**

The Executive is recommended:

- (1) To note the contents of the report and progress to date in delivering the Council's Housing strategy and the Council's Tenancy Strategy.
- (2) To receive a further update in 12 months' time.

8. **Criteria for Local Heritage Assets Register** (Pages 23 - 38)

**6.55pm**

Report of Head of Strategic Planning and the Economy

### **Summary**

To adopt criteria for a District wide Local Heritage Assets Register.

### **Recommendations**

The Executive is recommended:

- (1) To approve the criteria for the selection of Local Heritage Assets

**9. Carbon Management** (Pages 39 - 60)

**7.05pm**

Report of Head of Environmental Services

**Summary**

This report considers the progress the Council's Low Carbon Management Plan and well as other low carbon related projects.

**Recommendations**

The Executive is recommended:

- (1) To note the achievements of the ongoing delivery of the Carbon Management Plan.
- (2) To note the success of the investment in solar panels on key buildings.
- (3) To acknowledge the results of the Energy & Environment Survey.
- (4) To support Cherwell's sign up to the national Climate Local Commitment.

**Service Delivery and Innovation**

**10. Enabling Business Investment in Cherwell** (Pages 61 - 68)

**7.15pm**

Report of Head of Strategic Planning and the Economy

**Summary**

To consider how to use recent research to enable business investment in Cherwell.

**Recommendations**

The Executive is recommended:

- (1) To share this research and engage with members of the Cherwell-M40 Investment Partnership (CHIP) to identify competitor locations and points of Cherwell's competitive advantage to form the basis of a promotional campaign to strengthen the economic base of the District and attract inward investment. This should also assist the retention of local SMEs and support them to prosper, all of which will contribute to growth in business rates and the vitality of Cherwell.
- (2) To commission new District- wide promotional material to secure new investment including Investor Profiles for our portfolio of major sites, setting out location, characteristics of the population, local demographics etc.

- (3) To lead new initiatives in 2013/14 including a bulletin for businesses to promote investment, and a District wide business forum to enhance the networks the IoD, FSB and local Chambers within the District as a whole.

**11. Joint Arrangements Steering Group (CDC/SNC/SDC) Terms of Reference** **7.25pm**  
(Pages 69 - 74)

Report of Head of Law and Governance

**Summary**

To adopt formal terms of reference for the “three way” Joint Arrangements Steering Group involving members and officers of this Council, South Northamptonshire and Stratford on Avon.

**Recommendations**

The Executive is recommended:

- (1) To adopt the terms of reference for the “three way” Joint Arrangements Steering Group (JASG) at Appendix

**12. Transformation Challenge Award** (Pages 75 - 84) **7.30pm**

Report of Head of Finance and Procurement

**Summary**

This report outlines proposals for bidding against the transformation challenge award and details the process and timetable for completion.

**Recommendations**

The Executive is recommended:

- (1) To note the contents of the report and the purpose of the transformation challenge award.
- (2) To endorse the areas suggested for collaboration with South Northamptonshire and Stratford upon Avon Councils.
- (3) To delegate authority to the Director of Resources and Head of Finance and Procurement in consultation with the Leader of the Council to finalise submissions ahead of the deadline date of 14 July 2013.

**Urgent Business**

**13. Urgent Business**

Any other items which the Chairman has decided is urgent.

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

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

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

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

No representations have been received from the public requesting that this item be considered in public.

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

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

#### 15. **Shared Services - Environmental Services** (Pages 85 - 116) **7.40pm**

Exempt Report of Head of Environmental Services

#### 16. **Proposal for a Shared Human Resources Service with South Northamptonshire District Council and a Collaborative Approach to the Delivery of HR Services with Stratford On Avon District Council** (Pages 117 - 174) **7.50pm**

Exempt Report of Head of Transformation

**(Meeting scheduled to close at 8.00pm)**

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to

[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.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.

### **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.

### **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

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### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections  
[natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

**Sue Smith**  
**Chief Executive**

Published on Friday 21 June 2013