



**Summary of the decisions taken at the meeting
of the Executive held on Monday 6 October 2014**

1. Date of publication of this summary: 7 October 2014
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 10 October 2014
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) 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>Agenda Item 7 Customer Satisfaction Survey Results 2014</p> <p>Report of Head of Transformation</p> <p>Purpose of Report</p> <p>To update the Executive on the results of the annual satisfaction survey and identify any areas to be reflected in future business and/or performance plans.</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the results of the customer survey, with particular reference to improvement in areas that were</p>	<p>Resolved</p> <p>(1) That the results of the customer survey, with particular reference to improvement in areas that were identified as priorities as an outcome of the survey undertaken in 2014, be noted.</p> <p>(2) That the following priorities and areas of focus for future action be agreed:</p> <p>Customer Priorities The ‘top 6’ key services which are perceived to be a priority by local residents in greater magnitude than other council services.</p>	<p>This report presents a summary of the findings from the 2014 customer satisfaction survey. It highlights a general trend of improvement across council services as well as areas where continued focus is required.</p> <p>The report also highlights customer priorities and these will be used to help inform budget setting, the development of the Council’s Business Plan, Performance Pledges and 5 year Strategy.</p> <p>As well as these high level findings the survey includes a wealth of service specific detail that will be used by service managers to help underpin service planning.</p>	<p>Option 1: To accept the recommendations as outlined in part one of this report.</p> <p>Option 2: To reject the recommendations and request additional work or alternative priorities arising from the survey findings.</p>	<p>None</p>

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<p>identified as priorities as an outcome of the survey undertaken in 2014.</p> <p>1.2 To agree the priorities and areas of focus for future action as set out in paragraphs 3.5 and 3.6.</p>	<ol style="list-style-type: none"> 1) Household waste collection 2) Household recycling collection and food/ garden waste collection service 3) Dealing with anti-social behaviour/ nuisance 4) Providing affordable housing 5) Street cleaning and tackling environmental crime 6) Supporting the creation of jobs in the local area <p>Suggested Areas for Future Focus</p> <p>a) Dealing with Anti-</p>			

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	<p>Social Behaviour: The positive increase in satisfaction with the Council's approach to dealing with anti-social behaviour and nuisance recorded last year has been maintained in 2014, with 56% satisfied. This is notably higher than the lowest recorded level of 30% in 2007. However ranked third in the above perceived priorities.</p> <p>b) Sports and Leisure facilities: Overall satisfaction with leisure activities provided by</p>			

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	<p>Cherwell District Council remains in line with previous years, with 56% satisfied with their provision and 11% dissatisfied. The leisure activities provided by the Council are the lead driver of overall satisfaction and as such, it is important to maintain satisfaction levels in this area. There are also areas of dissatisfaction to be addressed within Leisure Facilities. This year, ratings have remained stable; 68% are satisfied with the leisure</p>			

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	<p>facilities provided by the Council overall vs. 69% in 2013.</p> <p>c) Continuing to focus on Street Cleansing and dealing with environmental crime' one of the 'top 6' priorities street cleansing is a service that is experienced by all residents and plays an important part in terms of quality of life and enjoyment living within a local area. It is a service upon which the Council is judged and valued by many residents and as such should remain an on-going</p>			

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	area of focus.			
<p>Agenda Item 8 Performance Report 2014/15 Quarter One</p> <p>Report of Head of Transformation</p> <p>Purpose of Report</p> <p>This report covers the Council's performance for the period 01 April 2014 – 30 June 2014 as measured through the Performance Management Framework.</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the many achievements referred</p>	<p>Resolved</p> <p>(1) That the following achievements be noted:</p> <p>Cherwell: A District of Opportunity</p> <ul style="list-style-type: none"> Northwest Bicester: Delivery of the Masterplan to the agreed timescales is reporting as Green. The next stage in delivering the Masterplan will be the submission and processing of planning applications for the development. It is anticipated that 	<p>This report presents the Council's performance against its corporate scorecard for the first quarter of 2014/15. It includes an overview of successes, areas for improvement and emerging issues to be considered.</p>	<p>Option 1: To note the report</p> <p>Option 2: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.</p>	<p>None</p>

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<p>to in paragraph 3.1.</p> <p>1.2 To identify any performance related matters for review or consideration in future reports identified in paragraph 3.2.</p>	<p>applications will be received for the majority of the site before the end of the year and determined during 2015.</p> <ul style="list-style-type: none"> Graven Hill: deliver the Council's vision for this strategic site is reporting as Green. Huge progress has been made on concluding the S.106 issues and completion of the land transaction expected in early August 2014. The business case for creation of a 'group structure' of Companies Limited by Shares (Holding Company and Development 			

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	<p>Company) has been approved by the Executive (16th July) with companies incorporated and inaugural meeting of both companies held on the 7 July 2014. Six key work themes have been identified as necessary to deliver the council's vision for Graven Hill: consolidation of land assembly & boundary issues; On-going engagement with Ministry of Defence (MOD); Ecology and ground investigation; Design and planning; Delivery</p>			

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	<p>and procurement; Sales, marketing and investment.</p> <p>Safe, Green and Clean</p> <ul style="list-style-type: none"> • Tonnage of waste sent to landfill is reporting as Green. On track and with a number of actions planned during 2014/15 to reduce amount sent to landfill. • Number of fly tips enforcement actions (compared with same period 2013/14) is reporting as Green*. During the quarter 50 warning letters, 13 Section 71 Notices and 1 formal caution were 			

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	<p>issued. Warning letters work very well in circumstances when it would not be suitable to take a more formal approach.</p> <ul style="list-style-type: none"> Percentage of nuisance cases responded to within prescribed period of 48 hours is reporting as Green. Case load increased from 183 in Quarter 4 2013/14 to 452 in Quarter 1 but despite the increasing case load response times have been maintained. <p>Thriving</p>			

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	<p>Communities</p> <ul style="list-style-type: none"> • Average time taken to process new claims and changes for Housing Benefit in days is reporting as Green*. Changes continue to be processed well within target and this is expected to continue through the year. • No of households in temporary accommodation is reporting as Green*. The number of households in temporary accommodation remains within the target set. The Housing Team continue their service delivery with 			

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	<p>an on-going focus on homelessness prevention. This helps to keep the number of those progressing to make a statutory homeless application low, which in turn maintains the current performance for provision of temporary accommodation.</p> <ul style="list-style-type: none"> • Maintain a minimum usage level of visits to leisure facilities (Total of visits to District Leisure Centres and WGLC, NOA and Cooper) is reporting as Green*. Throughputs are up 18,913 on June 2013 with: - 			

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	<p>Spiceball Leisure Centre up 1,907, Kidlington & Gosford Leisure Centre up by 5,144 and Bicester Leisure Centre up by 11,862 - the increase is attributed to the play and teach pool figures.</p> <ul style="list-style-type: none"> • Processing of major applications with 13 weeks is reporting as Green*. The measures introduced last year continue to show improvements. A figure of nearly 91% has been achieved this quarter and this continues to represent sustained and significant 			

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	<p>progress compared to historic performance.</p> <p>Sound Budgets and Customer focussed council</p> <ul style="list-style-type: none"> • Maximise income through designing services that can attract a market is reporting as Green. Some market work has been undertaken to ascertain the capacity to trade. Until the new operating model is in effect trading potential is limited. • Increase our use of social media to communicate with residents and local businesses is 			

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	<p>reporting as Green. Facebook and Twitter continue to be used extensively at CDC, with residents engaging with the communications team on a daily basis on a variety of subjects. The range of messages that are promoted through social media also continues to grow as departments become more aware of what can be achieved on a limited or no budget.</p> <ul style="list-style-type: none"> • Deliver an annual balanced budget setting out the five year financial plan (Medium Term 			

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	<p>Financial Strategy) is reporting as Green. Currently developing updated Medium Term Financial Strategy (MTFS) with actions to address future anticipated pressures</p> <p>(2) That the following performance related matters be identified for review or consideration in future reports:</p> <p>Cherwell: A District of Opportunity</p> <ul style="list-style-type: none"> • Bicester town centre regeneration including the Council Community 			

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	<p>Building is reporting as Amber. Planning permission obtained for the Community Building. We are currently reviewing costs ahead of awarding construction contract. Completion is aimed for Q4 2015.</p> <ul style="list-style-type: none"> • Agree next steps for the development options for Kidlington against agreed timescales and milestones is reporting as Amber. Masterplans follow on from Local 			

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	<p>Plans. These are currently delayed while the Local Plan issues are resolved.</p> <p>Safe, Clean and Green</p> <ul style="list-style-type: none"> • Number of fly tips recorded (compared with same period 2013/14) is reporting as Red. There is no obvious trend showing so far regarding the number of fly tips. It has however been noted that there has been a small increase in the number of white goods being left out on the 			

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	<p>verge, for the scrap metal collectors. Investigations cannot always identify the resident that has left them out.</p> <ul style="list-style-type: none"> Percentage of nuisance cases resolved within 8 weeks is reporting as Amber. Of the 452 cases received in Quarter 1, 425 were resolved. Due to the high number of cases resolution, performance has continued to be good although slight slippage is inevitable. A greater level of 			

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	<p>activity tends to occur in Quarters 1 and 2 as it is seasonal. There has been an increase in the number of complaints about barking dogs and the figures here include those from Operation Jazz which is now in its third year. This operation, running 2 nights per week, has proved very successful and consequently officers are dealing with more calls.</p> <p>Thriving Communities</p> <ul style="list-style-type: none"> • Processing of minor applications 			

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	<p>with 8 weeks is reporting as Red. The impact of greater overall application numbers together with a higher proportion of majors has affected the processing of minor applications. The emphasis on majors has resulted in a backlog of registration which has in turn had an impact on overall performance, 55% compared with a target of 65%. Short term measures have been put in place (allocation of</p>			

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	<p>additional staff and overtime working) to reduce the registration backlog. In addition the registration team has been relocated and the whole process is being modelled using "PlanSim" software which will allow the impact of changes to the process to be understood before introduction. These changes are expected to see an improvement in performance by the end of the next quarter.</p> <ul style="list-style-type: none">• Percentage of			

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	<p>planning appeals allowed against refusal decision (%) is reporting as Red. The performance measure is volatile as it is based on low overall appeal numbers and therefore each decision can impact on the performance measure for appeals. There is no evidence of poor performance, though this continues to be carefully monitored.</p> <p>Sound Budgets and Customer Focussed Council</p>			

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	<ul style="list-style-type: none"> • Increase organisational capacity and efficiency and Improve workforce planning and development is reporting as Amber. Action Plan is being developed as part of the HR & OD Strategy work as part of 3 way working. During 2014/15 the focus will be on planning for this with implementation expected in 2015/16. • Deliver significant reduction in phone contact by implementing additional online 			

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	<p>services is reporting as Amber. Suspension of the Customer Relationship Management (CRM) and Customer Portal project pending 3 way working reviews will impact on the opportunity to achieve "significant" reductions. However work continues in the interim to use current software provision to implement online services where viable.</p>			

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<p>Agenda Item 9 Quarter 1 2014/15 Financial Performance</p> <p>Report of Director of Resources</p> <p>Purpose of Report</p> <p>This report summarises the Council's Revenue and Capital position, treasury management and procurement performance for the first three months of the financial year 2014-15 and projections for the full 2014-15 period.</p> <p>To receive information on treasury management performance and compliance with treasury management policy during 2014-15 as required by the Treasury</p>	<p>Resolved</p> <p>(1) That the projected revenue and capital position at June 2014 be noted.</p> <p>(2) That the quarter 1 (Q1) performance against the 2014-15 investment strategy and the financial returns from the funds be noted.</p> <p>(3) That the contents and the progress against the Corporate Procurement Action Plan be noted.</p>	<p>The CIPFA Code of Practice on Treasury Management which this Council has adopted requires a regular budget monitoring report. This report illustrates the Council's performance against the 2014-15 Financial Targets for Revenue, Capital and Procurement Monitoring.</p>	<p>Option 1: As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.</p>	<p>None</p>

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<p>Management Code of Practice.</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the projected revenue and capital position at June 2014.</p> <p>1.2 To note the quarter 1 (Q1) performance against the 2014-15 investment strategy and the financial returns from the funds.</p> <p>1.3 To note the contents and the progress against the Corporate Procurement Action Plan (detailed in Appendix 1).</p>				

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<p>Agenda Item 10 Budget Strategy 2015 to 2016 and Beyond</p> <p>Report of Director of Resources</p> <p>Purpose of Report</p> <p>To inform the Executive of the service and financial planning process for 2015-16, to approve the 2015-16 budget strategy and to agree the budget guidelines for issue to service managers to enable the production of the 2015-16 budget.</p> <p>To present the most recent Medium Term Revenue Plan (MTRP).</p> <p>To consider the Council Tax Reduction Scheme for 2015-</p>	<p>Resolved</p> <p>(1) That the updated Medium Term Revenue Plan for the Council's revenue budget for 2015-16 to 2019-20 be noted.</p> <p>(2) That the overall 2015-16 budget strategy and service and financial planning process be endorsed.</p> <p>(3) That the proposed budget guidelines and timetable for 2015-16 (annexes to the Minutes as set out in the Minute Book) be agreed.</p> <p>(4) That agreement be given to consult on the</p>	<p>The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2015-16. These guidelines should support the objectives contained in the Business Plan, Service Plans and the Medium Term Financial Strategy.</p>	<p>Option 1: To disagree with the recommendations set out above. This is rejected as it will unnecessarily delay the formulation of the detailed budget for 2015-16.</p>	<p>None</p>

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<p>16.</p> <p>To agree the Council's approach to Business Rates pooling for 2015-16.</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the updated MTRP for the Council's revenue budget for 2015-16 to 2019-20.</p> <p>1.2 To endorse the overall 2015-16 budget strategy and service and financial planning process set out in the report.</p> <p>1.3 To consider and agree the proposed budget guidelines and timetable for 2015-16</p>	<p>retention of the current Council Tax Reduction Scheme (CTRS) for 2015-16 and authority be delegated to the Director of Resources, in consultation with the Lead Member for Financial Management, to make the final decision on the scheme.</p> <p>(5) That authority be delegated to the Director of Resources, in consultation with the Lead Member for Financial Management, to make the final decision on Business Rates pooling for 2015-16.</p>			

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<p>(Appendices 1 and 2).</p> <p>1.4 To agree to consult on the retention of the current Council Tax Reduction Scheme (CTRS) for 2015-16 and delegate authority to the Director of Resources in consultation with the lead member for Financial Management to make the final decision on the scheme.</p> <p>1.5 To delegate authority to the Director of Resources in consultation with the lead member for Financial Management to make the final decision on Business Rates pooling for 2015-</p>				

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16.				
<p>Agenda Item 11 Outcome of the Review of Flooding at Hanover Gardens, Bicester</p> <p>Report of Commercial Director (Bicester)</p> <p>Purpose of Report</p> <p>To update on the outcome of the investigation into the root cause of the flooding at Hanover Gardens on 24 December 2013.</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the proactive response provided by Cherwell District</p>	<p>Resolved</p> <p>(1) That the proactive response provided by Cherwell District Council to assist the residents and management team at Hanover Gardens be noted.</p> <p>(2) That the outcome and recommended actions from the Environment Agency Report (annex to the Minutes as set out in the Minute Book) be noted.</p> <p>(3) That it be noted the Council has agreed to run an information campaign in October</p>	<p>The immediate response provided by the Housing Team to the situation at Hanover Gardens on 24 December 2013 and for the period between Christmas and New Year was in line with Council policy and was at the high standard we expect. The team have been formally thanked for all the work that they undertook during the festive period.</p> <p>As stated in Appendix 1 it is not possible to eliminate the risk of flooding from rivers but the recommendations identified in the report are positive steps that can be taken to reduce the risk of flooding from the River Bure in the future particularly in</p>	<p>Option 1: To approve the recommendation</p> <p>Option 2: To reject the recommendation</p>	<p>None</p>

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<p>Council to assist the residents and management team at Hanover Gardens.</p> <p>1.2 To note the outcome and recommended actions from the Environment Agency Report in Appendix 1.</p> <p>1.3 To note that the Council has agreed to run an information campaign in October 2014 throughout the District on the importance of preventing debris from entering the River Bure.</p> <p>1.4 To note that a partnership meeting with all interested parties continues to monitor any outstanding actions and the Council</p>	<p>2014 throughout the District on the importance of preventing debris from entering all rivers in the district.</p> <p>(4) That it be noted that a partnership meeting with all interested parties continues to monitor any outstanding actions and the Council has representation through the Head of Housing and Regeneration.</p>	<p>relation to preventing debris from entering the River Bure which was the root cause of the flood at Hanover Gardens.</p> <p>.</p> <p>The Council as a member of the partnership who worked together to review this issue will ensure that it fulfils its action by the agreed date and ensure that all residents of the District are aware of how important it is to prevent debris from entering the River Bure. An information campaign beginning with a press release concerning this report will run throughout October 2014.</p>		

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<p>has representation through the Head of Housing and Regeneration.</p>				
<p>Agenda Item 12 Hanwell Fields Community Centre Solar Panels</p> <p>Report of Director of Community and Environment</p> <p>Purpose of Report</p> <p>To recommend the installation of solar PV panels on the roof of Hanwell Fields Community Centre, Rotary Way, Banbury.</p> <p>To recommend the use of a capital fund to finance the solar PV installation.</p> <p>Recommendations</p>	<p>Resolved</p> <p>(1) That the installation of solar PV panels on the roof of Hanwell Fields Community Centre, Rotary Way, Banbury be approved.</p> <p>(2) That the use of capital (ref:50211”Hanwell Fields Community Development Fund”) to finance the solar PV installation be approved.</p> <p>(3) That the division of resultant income as follows be approved:</p>	<p>The proposed project will assist the HFCA to remain solvent and continue to provide and facilitate valued community services. For this reason it is legitimate use of a fund intended to promote community development.</p> <p>At minimal cost to the District Council, this project will serve as a test case for provision of solar panels in CDC’s other community centres.</p> <p>The proposed project will reduce the carbon footprint of this CDC owned facility.</p>	<p>Option 1: To amend the proposed split of income from the Feed in Tariff Reason: Less than one third of the income is less likely to cover the council’s maintenance costs.</p> <p>Option 2: To reject the recommendations</p>	<p>None</p>

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<p>The meeting is recommended:</p> <p>1.1 To approve the installation of solar PV panels on the roof of Hanwell Fields Community Centre, Rotary Way, Banbury.</p> <p>1.2 To approve the use of capital (ref:50211"Hanwell Fields Community Development Fund") to finance the solar PV installation.</p> <p>1.3 To approve the division of resultant income as described in paragraph 3.6 below.</p>	<p>CDC to retain one third of the feed in tariff income to accumulate a reserve for maintenance and the eventual replacement of the inverter which has a design life of 10 years (approximately half that of the panels) and to cover increased insurance costs of the building. The remaining two thirds of the feed in tariff income would be passed on to the Community Association.</p>			
<p>Agenda Item 14 South West Bicester Sports Village</p>	<p>Resolved</p> <p>(1) As set out in the</p>	<p>As set out in the exempt decision notice</p>	<p>As set out in the exempt decision notice</p>	<p>None</p>

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Exempt Report of Director of Community and Environment	<p>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>(4) That a further update report on the project following the receipt and evaluation of construction contract tenders be submitted to Executive.</p>			
<p>Agenda Item 15 Woodgreen Leisure Centre</p> <p>Exempt Report of Director of Community and Environment</p>	<p>Resolved</p> <p>(1) As set out in the exempt decision notice.</p>	As set out in the exempt decision notice	As set out in the exempt decision notice	None

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	<p>(2) As set out in the exempt decision notice.</p> <p>(3) That a further report on the outcome of the tendering process be submitted to Executive.</p>			