

**Committee:** Executive  
**Date:** Monday 6 July 2015  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

<b>Councillor Barry Wood (Chairman)</b>	<b>Councillor G A Reynolds (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Norman Bolster</b>
<b>Councillor John Donaldson</b>	<b>Councillor Michael Gibbard</b>
<b>Councillor Tony Ilott</b>	<b>Councillor Kieron Mallon</b>
<b>Councillor D M Pickford</b>	<b>Councillor Nicholas Turner</b>

## AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest**

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

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

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

4. **Urgent Business**

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

5. **Minutes** (Pages 1 - 8)

To confirm as a correct record the Minutes of the meeting held on 1 June 2015.

**6. Chairman's Announcements**

To receive communications from the Chairman.

**7. Annual Equalities Report for 2014/2015 (Pages 9 - 36)**

**6:35pm**

Report of Head of Transformation

To review the performance of the Equalities Annual Work Programme and to agree the planned work programme following the Achieving Standard under the Equality Framework for Local Government.

**Recommendations**

The meeting is recommended:

- 1.1 To consider the evidence and information contained within this report.
- 1.2 To agree the equalities action plan for 2015/16 noting the areas of good practice upon which it builds and the areas for development that it addresses.
- 1.3 To agree the 3 year rolling plan of Equality Impact Assessments.

**8. South West Bicester Sports Village Update (Pages 37 - 40)**

**6:45pm**

Report of Director of Community and Environment

**Purpose of report**

The purpose of this report is to update the Executive with the latest project position in delivering the pavilion, car park, access requirements, floodlighting and 3G synthetic sports pitch.

**Recommendations**

The Executive is recommended to

- 1.1 Note the progress in delivering phase 2 of the Bicester Sports Village project.

**9. Graven Hill Local Development Order (Pages 41 - 60)**

**6:55pm**

Report of Head of Development Management

**Purpose of report**

To seek the agreement of Executive to consult on the draft Local Development Order (LDO) prepared by officers in respect of Phase 0 and part of Phase 1 of the redevelopment of Graven Hill

**Recommendations**

- 1.1 To agree the draft LDO attached at Appendix A to this report for the purpose of public consultation.
- 1.2 To agree the statement of reasons for preparing the LDO attached at Appendix B to this report.
- 1.3 To agree to carry out consultation on the draft LDO as required by Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015.
- 1.4 To note that the Head of Development Management will adopt a screening opinion in respect of the LDO as required by Regulation 29 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)
- 1.5 To agree to receive a report back to a future meeting on the outcome of the consultation process.

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

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

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

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it 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 under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

## **11. Eco Business Centre Procurement (Pages 61 - 70)**

**7:05pm**

Exempt Report of Commercial Director (Bicester)

**(Meeting scheduled to close at 7:15pm)**

## **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.

### **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, Democratic and Elections  
[natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

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

Published on Friday 26 June 2015

# Agenda Item 5

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 June 2015 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Norman Bolster, Lead Member for Estates and the Economy

Councillor John Donaldson, Lead Member for Housing

Councillor Michael Gibbard, Lead Member for Planning

Councillor Tony Ilott, Lead Member for Public Protection

Councillor Kieron Mallon, Lead Member for Banbury Futures

Councillor D M Pickford, Lead Member for Clean and Green

Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Mike Kerford-Byrnes, for agenda item 7  
Councillor Les Sibley, for agenda item 9  
Councillor Lawrie Stratford

Apologies for absence: Councillor Ken Atack, Lead Member for Financial Management

Officers: Sue Smith, Chief Executive  
Martin Henry, Director of Resources / Section 151 Officer  
Adrian Colwell, Head of Strategic Planning and the Economy, for agenda item 9  
Jo Pitman, Head of Transformation, for agenda item 10  
Chris Stratford, Head of Regeneration and Housing, for agenda item 7  
Paul Sutton, Head of Finance and Procurement  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Natasha Clark, Team Leader, Democratic and Elections

#### 1 **Declarations of Interest**

Members declared interests in the following agenda items:

#### **7. Revision to Housing Allocation Scheme (as approved in November 2012).**

Councillor Sean Woodcock, Declaration, as an employee of a registered provider.

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

The Chairman reported that he had agreed to requests from Councillor Kerford-Byrnes to address the Executive on agenda item 7, Revision to Housing Allocation Scheme (as approved in November 2012) and Councillor Sibley on agenda item agenda item 9, North West Bicester Supplementary Planning Document (SPD).

3 **Urgent Business**

There were no items of urgent business.

4 **Minutes**

The minutes of the meeting held on 7 April 2015 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

6 **North West Bicester Supplementary Planning Document (SPD)**

The Head of Strategic Planning and the Economy submitted a report which provided an update on the progress in preparing a Supplementary Planning Document (SPD) for the North West Bicester strategic development identified in the modified Submission Cherwell Local Plan as Policy Bicester 1 and sought approval for the Draft North West Bicester SPD to be used as informal interim planning guidance in the determination of planning applications.

At the discretion of the Chairman, Councillor Sibley addressed the Executive.

**Resolved**

- (1) That the progress in preparing the North West Bicester Supplementary Planning Document (SPD) be noted.
- (2) That the response to the representations received and resulting changes to the Draft SPD be agreed.
- (3) That the latest version of the Draft SPD to be used on an interim basis for development management purposes be approved.

- (4) That the further steps to complete the SPD, as follows, be noted:
  - a) Consult on the revised Statement of Consultation
  - b) Consult the statutory consultation bodies on the Strategic Environmental Assessment (SEA) screening
- (5) That the Head of Strategic Planning and the Economy be authorised to make any necessary minor amendments to the SPD to be made in consultation with the Lead Member for Planning.
- (6) That the need for the final SPD to be presented to the Executive for formal adoption at a future meeting in the light of the Local Plan Inspector's Report and the cancellation of the Eco-towns Planning Policy Statement (PPS) be noted.

## **Reasons**

This report sets out the current position on the preparation of the North West Bicester SPD. The consultation on the Draft SPD has not identified any fundamental issues. It is recommended that the Council use the SPD as informal interim guidance in guiding the preparation and determination of planning applications prior to its formal adoption. In order to complete the SPD and progress it towards adoption, the report has identified areas of work which require further attention including the formal SEA screening opinion, Statement of Consultation and further review of the document following confirmation that the Eco-town PPS is to be cancelled. It is proposed to report back to the Executive with a further update following the receipt of the Inspector's Report should this raise new issues that have not already been considered in the production of the draft SPD.

The Executive is recommended to note the progress that has been made with the SPD, approve the draft SPD as amended for development management purposes and authorise officers to carry out further consultation on the SEA and Statement of Consultation. Officers will consult with the Lead Member for Planning on any further minor amendments. The Executive's formal adoption of the SPD will be sought following adoption of the Local Plan.

## **Alternative options**

Option 1: To not progress the preparation of the NW Bicester SPD and rely only on the Submission Cherwell Local Plan Policy Bicester 1 (as Proposed to be Modified) – rejected given the general support for the policies in the SPD, and its role in guiding the preparation of planning applications and as informal detailed guidance in determining planning applications.

Option 2: To await the adoption of the Local Plan before continuing to progress the preparation of the SPD – rejected due to the timescales involved and the necessity for informal planning guidance when determining the outline planning applications in 2015.

7 **Revision to Housing Allocation Scheme (as approved in November 2012)**

The Head of Regeneration and Housing submitted a report which sought approval of revisions to the Council's Allocation Scheme (as approved in November 2012).

In introducing the report, the Lead Member for Housing explained that The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 came into force on 20 April 2015 and the Scheme would be amended to reflect the Regulations.

At the discretion of the Chairman, Councillor Kerford-Byrnes addressed the Executive.

**Resolved**

- (1) That the revisions to the Housing Allocations Scheme be accepted, subject to the following amendment: Keyworker definitions – amend fourth bullet to read “a teacher working in one of the district's state maintained schools”.
- (2) That it be noted the scheme would be amended to reflect The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 which came into force on 20 April 2015.
- (3) That the Overview and Scrutiny Committee be recommended to undertake a review of the council's policy on rural exception sites.

**Reasons**

In November, 2012, the Council implemented a new and innovative Allocation Scheme taking account of the changes to legislation, namely the Localism Act 2011 and the new Allocation of Accommodation Code of Guidance developed as a consequence of that. The new scheme met all of the Council's strategic priorities within its Housing Strategy 2012-17.

As agreed when the Allocation Scheme was approved the Council has reviewed the current Scheme to ensure that it meets not only the needs of the most vulnerable within the District but also the supply of accommodation that is coming available to ensure that we meet our nomination requirements, namely the percentage of void stock that registered providers have to give to the Council to let each year.

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 are made by the Secretary of State under section 160ZA(8)(b) and 172(4) of the Housing Act 1996, under which the Secretary of State has the power to set out in regulations criteria which local housing authorities may not use to decide what classes of persons are not qualifying persons for an allocation of housing accommodation. The Regulations came into force on 20 April 2015.



The Overview & Scrutiny Committee is recommended to undertake a review of rural exception sites to consider any disconnect between planning policy and the Allocations Policy.

### **Alternative options**

Option 1: Not to accept any revisions to Cherwell's Allocation Scheme 2012

## **8 Corporate Biodiversity Action Plan 2015/16 Protecting and Enhancing Cherwell's Natural Environment**

The Interim Community Partnerships & Recreation Manager submitted a report which sought approval of the 2015/15 Corporate Biodiversity Action Plan (BAP).

### **Resolved**

- (1) That the Corporate Biodiversity Action Plan (BAP) 2015/16 be approved.

### **Reasons**

The annual Corporate BAP provides a framework of aims, actions and targets, the delivery of which ensures that the Council complies with both legislative and planning policy requirements relating to important wildlife sites, habitats and species and good quality connected green spaces.

### **Alternative options**

Option 1: To reject the Corporate BAP 2015/16 – but the Council would not be able to demonstrate that it is meeting biodiversity legislation and planning policy requirements.

Option 2: To amend the Corporate BAP 2014/15

## **9 Performance Report 2014-2015 Quarter 4 / End of Year**

The Head of Transformation submitted a report which provided information relating to quarter four of the annual performance year, for the period 1 January - 31 March 2015. The report also reflected end of year outturns as measured through the performance management framework.

### **Resolved**

- (1) That it be noted that despite tough performance targets, a challenging economic environment, and on-going policy and organisational change, Cherwell District Council has met or made satisfactory progress on 96% of all the performance targets outlined in its performance management framework.

- (2) That it be noted that any feedback on performance issues from Overview and Scrutiny Committee at its meeting on 2 June 2015 would be provided directly to the Leader.

### **Reasons**

In this final quarter report we show that the Council has made strong progress towards delivering its ambitions to improve the services delivered to the public and against key projects and priorities, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change. It also demonstrates the Council's proactive performance management of issues raised and the inclusive role of Overview and Scrutiny in supporting performance review.

With a 96% delivery rate against the key strategic priorities and the deliverables that sit underneath them the report clearly demonstrates that the council's performance is excellent, and that together we are making a significant and positive difference to the District, our residents, businesses and other key stakeholders. There can be no other recommendations to make, other than to commend everyone who has contributed to such excellent performance, of which we should all be proud.

### **Alternative options**

Option 1: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

10

## **Provisional 2014-15 Revenue and Capital Outturn Report**

The Head of Finance & Procurement submitted a report which summarised the Council's provisional Revenue and Capital performance for the financial year 2014-2015 and reported on performance against the procurement action plan. The figures were still subject to further validation work to ensure compliance with statutory requirements and proper accounting practices

### **Resolved**

- (1) That the carry forward of budget underspends from 2014-2015 to 2015-2016 (annex to the Minutes as set out in the Minute Book) be agreed.
- (2) That the review of reserves (annex to the Minutes as set out in the Minute Book) be agreed.
- (3) That the provisional capital out-turn position for 2014-2015 (annex to the Minutes as set out in the Minute Book) be noted.
- (4) That the balances on capital schemes which have slipped in 2014-2015 to be carried forward into the 2015-2016 capital programme (annex to the Minutes as set out in the Minute Book) be agreed.
- (5) That the Treasury out-turn position for 2014-15 be noted.

- (6) That progress against the Council's Procurement Action Plan be noted.
- (7) That responsibility be delegated to the Director of Resources and Head of Finance and Procurement in consultation with the Lead Member for Financial Management to consider and implement further changes relating to all aspects of the closedown of the accounts for 2014-15 including: realigning reserves; the transfer of costs from revenue to capital; amendments of the revenue and capital budgets; and implementation of a minimum revenue provision accordingly.

### **Reasons**

This report illustrates the Council's provisional performance against the 2014-15 Revenue and Capital Budget and progress achieved against our Procurement action plan and targets.

The financial performance for revenue reflects an underspend whilst capital reflects an overspend due to Graven Hill, which was known. The performance demonstrates the Council's ability to respond positively and actively to changing economic circumstances and deliver sizeable capital programmes and effective financial management.

The variances on the revenue outturn were within the Council's stated tolerances although capital outturn was outside for the reasons stated in the report.

### **Alternative options**

Option 1: To reject the current proposals and to make alternative recommendations or ask officers for further information.

## **11 Exclusion of the Press and Public**

### **Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **12 Leisure Contract**

The Director of Community and Environment submitted an exempt report relating to negotiations with Parkwood Leisure Ltd over changes to the contract to operate the Council's main leisure centres.

### **Resolved**

- (1) That the outcome of the negotiations over a change to the benchmark contract price and the incorporation of Legacy Leisure into the leisure management contractual framework be endorsed.
- (2) That the net financial benefit of these changes be incorporated into the revised 2015/16 revenue estimates and the full savings effect into the base budget for 2016/17.

### **Reasons**

The package is regarded by officers as a very positive outcome from negotiations where the Council will;

- Achieve a greater annual cost saving than that originally offered.
- Achieve a substantial annual reduction in the cost of operating its three primary leisure centres.
- Address in full one of the outstanding 2008 contract anomalies and another in part.
- Address some of the 2015/16 budget challenges associated with the Spiceball bridge.

### **Alternative options**

Option 1: To reject the linked outcomes of the negotiations and revert to the current contract structure and cost. This will not deliver any financial savings to the Council

The meeting ended at 8.00 pm

Chairman:

Date:

## Cherwell District Council

### Executive

6 July 2015

<p><b>Annual Equalities Report for 2014/2015</b></p>
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### Report of Head of Transformation

This report is public

#### **Purpose of report**

To review the performance of the Equalities Annual Work Programme and to agree the planned work programme following the Achieving Standard under the Equality Framework for Local Government.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To consider the evidence and information contained within this report.
- 1.2 To agree the equalities action plan for 2015/16 noting the areas of good practice upon which it builds and the areas for development that it addresses.
- 1.3 To agree the 3 year rolling plan of Equality Impact Assessments.

#### **2.0 Introduction**

- 2.1 This report presents Cherwell District Council's equalities annual performance, refreshed Action Plan and three year rolling Equality Impact Assessment Plan. The Equality Scorecard performance report sets out the organisation's strengths and areas for development which forms part of the Council's approach to equalities which seeks to ensure excellent customer service, fair access to local services and support to vulnerable people is part of all we do.
- 2.2 Executive first reviewed an equalities assessment during 2010/2011 and took the decision not to go for an external peer assessment. However, the Council remains committed to equalities and reports its performance on a quarterly basis against its equalities plan, via equality impact assessments and annual reporting to Executive.

### 3.0 Report Details

- 3.1 The Equality Performance Scorecards are prepared by the Corporate Policy Officer.
- 3.2 Executive is asked to ensure that the general approach taken to equalities is relevant and meets the Council's wider objectives.
- 3.2 A summary of equalities strengths and areas for development is included in the table below:

<b>Equalities and Customer Access</b>	
<b>Performance Strengths</b>	<b>Areas for Development</b>
<p>Connecting Community Events – Within the Brighter Future project Cherwell District Council provides innovative Community Engagement and Consultation events called 'Connecting Communities'.</p>	<p>During 2014/2015 Cherwell District Council planned to engage more effectively with local 'Hard to Reach' groups. Currently we consult with the Faith and Disabled communities in isolation but have seen a decline in attendance at 'Forum' meetings. During 2015/2016 the Corporate Policy Officer and the Consultation &amp; Engagement Officer will develop an effective, combined consultative approach to ensure we are consulting and engaging with all age groups, genders, sexual orientations, faiths, nationalities and people with disabilities.</p>
<p>During 2014/2015 Cherwell District Council supported a new scheme to be launched in Banbury aimed at making the town a safer environment for vulnerable people. 'Safe Places' is a national scheme and launched in Cherwell on the 5<sup>th</sup> December 2014. Alongside the Council, local shops, businesses and facilities such as libraries, museums and leisure centres signed up to provide a safe place if someone is feeling lost, worried or threatened. The project aims to help vulnerable groups of people, such as elderly people with dementia, or people with learning disabilities and mental health needs.</p> <p>It is planned for 2015/2016 to see this scheme roll out into Kidlington with some interest also being shown within the Bicester area.</p>	<p>Fair and Aware Training was seen as a strength and also an area of development towards the end of 2014/15.</p> <p>Internal Fair and Aware Training is no longer delivered as training. New employees have access to the e-learning website equality module (which is more of an introduction) but if government legislation was to be amended there is no facility to amend this introduction module.</p> <p>The Corporate Policy Officer will engage with the newly appointed Learning &amp; Development Business Partner to ensure this risk is reduced during 2015/2016.</p>

3.3 The Council aims to ensure its approach to equalities is meaningful and locally relevant. Its work draws on the findings of the Equality Scorecards and is pulled together into a single action plan. The refreshed action plan for 2015/16 is attached as appendix 1. It is grounded in a clear understanding of the district and the corporate equality plan is based on five objectives, each supported by a number of local priorities.

#### **1. Fair Access and Customer Satisfaction**

- To ensure Cherwell District Council and our Partners treat the public fairly regardless of their background or way of life
- To improve our services to the older generation within the Cherwell district
- To ensure all our services both internal and external are accessible to all Equality Groups at a high standard

#### **2. Tackling Inequality and Deprivation**

- To break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)

#### **3. Building Strong and Cohesive Communities**

- Promote integration between communities and groups through the use of sport, leisure, cultural activities and opportunities for community involvement

#### **4. Positive Engagement and Understanding**

- To continue to increase engagement and work with young people within the district
- Increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services
- Raise internal awareness of diversity within our community

#### **5. Demonstrating Our Commitment to Equality**

- Review and publicise all documentation in line with the government framework
- Review achieving standard to research and develop the improvement programme
- Ensure staff and services promote and embed equality into their work
- All EIA's and Equality documents to be reviewed by the Corporate Equality and Diversity Steering Group

3.4 In addition to the annual report and the equalities action plan the Council also has a rolling plan of equality impact assessments. These assessments are undertaken when policies or services are subject to change that may have an impact on one or more groups of service users. The Council is keen to ensure it understands the impact of any changes and that no specific groups are disadvantaged. To support the process of impact assessment the Council consults with stakeholders including the voluntary sector, the disability and faith forums.

## **4.0 Conclusion and Reasons for Recommendations**

4.1 Cherwell District Council has made significant progress delivering against the equalities agenda in recent years and has continued during 2014/2015 and continues to adopt a proportionate approach to equality performance with meaningful and relevant Corporate Action Plans to support this work.

- 4.2 The updated action plan demonstrates how the Council will continue to deliver its equalities objectives over the coming year. Progress will be reported via the performance management framework on a quarterly basis.
- 4.3 The three year impact assessment rolling plan also provides assurance that the Council is mindful of policy change and seeks to understand and address the impacts of service and policy change where appropriate.

## **5.0 Consultation**

No specific consultation on this report is required.

## **6.0 Alternative Options and Reasons for Rejection**

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To note the report

Option 2: To request additional information on items within this report

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications

Comments checked by:

Paul Sutton, Head of Finance - 01295 221551

[paul.sutton@cherwellandsouthnorthants.gov.uk](mailto:paul.sutton@cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

- 7.2 The Council is legally obliged to comply with the public sector equality duty under the Equality Act 2010 legislation.

Comments checked by:

Kevin Lane, Head of Law and Governance – 0300 0030107

[kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)



## Risk Implications

- 7.3 All risks are logged and monitored on the Corporate Risk Register and reported quarterly to the Audit Committee, any risks related to this area would be escalated as necessary.

Comments checked by:

Louise Tustian, Acting Corporate Performance Manager - 01295 221786

[Louise.tustian2@cherwellandsouthnorthants.gov.uk](mailto:Louise.tustian2@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

Corporate Plan and Equality Framework for local Government

### Lead Councillor

Councillor Wood

Leader of the Council and Executive Member for Policy and Partnerships

## Document Information

Appendix No	Title
Appendix 1	Corporate Equality Action Plan 2015 - 2018
Appendix 2	Equality Impact Assessment 3 Year Rolling Plan
Appendix 3	Equality Scorecard Reports
<b>Background Papers</b>	
None	
<b>Report Author</b>	Caroline French, Corporate Policy Officer
<b>Contact Information</b>	01295 221586 <a href="mailto:Caroline.french@cherwellandsouthnorthants.gov.uk">Caroline.french@cherwellandsouthnorthants.gov.uk</a>

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**Cherwell District Council**  
**Corporate Equality Action Plan 2015 -2018**

**Fair Access and Customer Satisfaction**

3 Year Corporate Objective	2015/2016 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
To provide accessible and meaningful consultation events throughout the Cherwell community	<ul style="list-style-type: none"> <li>• Quarterly Equality &amp; Access Panels</li> <li>• 2 Faith Forums</li> <li>• 2 Disability Forums</li> <li>• Quarterly Connecting the Community Consultation Wall Events</li> </ul>	To continue to provide accessible and meaningful consultation events throughout the Cherwell community	To continue to provide accessible and meaningful consultation events throughout the Cherwell community	Tracie Darke
To ensure that the Councils services are accessible to everyone and delivered at an excellent standard.	<ul style="list-style-type: none"> <li>• To continue to monitor the amount and nature of complaints received via the Corporate Complaints Procedure</li> <li>• To create a joint Community Consultation and Engagement Strategy</li> <li>• To conduct, review and action outcomes from the leisure centres Mystery Visitor feedback.</li> <li>• To engage with the Rural Member Champion to ensure 'Rural Impact' is taken into consideration during policy reviews.</li> <li>• Undertake a range of Housing Customer Service Satisfaction measures</li> </ul>	To continue to ensure that the Councils services are accessible to everyone and delivered at an excellent standard		Caroline French  Tracie Darke  Sharon Bolton  Kevin Lerner  Marianne North

## Tackling Inequality and Deprivation

3 Year Corporate Objective	2015/2016 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
Continue to deliver the 'Breaking the Cycle of Deprivation' projects	<ul style="list-style-type: none"> <li>• Continue the delivery of the Brighter Futures Programme:</li> <li>• To Improve Employment Support and Skills</li> <li>• Early Years, Community Learning and Young People's Attainment</li> <li>• Financial Inclusion and Housing</li> <li>• Health and Wellbeing</li> <li>• Safe and Strong Communities</li> <li>• Family Support and NEETS</li> <li>• Performance Community Engagement</li> <li>• Promote and support volunteering opportunities across the district.</li> </ul>	To continue to deliver the 'Breaking the Cycle of Deprivation' projects	To continue to deliver the 'Breaking the Cycle of Deprivation' projects	Ian Davies  Ian Davies  Ian Davies  Ian Davies  Ian Davies  Caroline French  Kevin Larner

## Building Strong Communities

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
<p>Improve opportunities for different groups within communities to work together and build strong community relations</p> <p>Joint working with Thames Valley Police to highlight and reduce any community tension and build trust in local services.</p> <p>Continue to increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services</p>	<ul style="list-style-type: none"> <li>To Complete quarterly themed 'Connecting Community' events</li> <li>To continue to attend TVP Advisory Panel to improve consultation and community relations</li> <li>In partnership deliver 80% of actions from the CSCP Plan</li> <li>Enable communities to access wellbeing through high quality arts opportunities in both rural and urban areas.</li> <li>Raise the profile of safeguarding within the authority so employees are aware of policies and procedures in relation to the safety of children young people and vulnerable adults</li> <li>New Communities: Produce an evidence-based study to determine appropriate community facilities and pump-priming community assistance for new housing developments. Enabling residents to build strong, cohesive new communities.</li> </ul>			<p>Tracie Darke</p> <p>Tracie Darke</p> <p>Mike Grant</p> <p>Nicola Riley</p> <p>Nicola Riley</p> <p>Kevin Larnner</p>

**Positive Engagement and Understanding**

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/18 Corporate Targets	People/Resources
<p>To work with local schools, colleges and sixth forms to engage with the districts younger generation.</p>	<ul style="list-style-type: none"> <li>To use the Cherwell Youth Website effectively to engage with young people in the district</li> <li>Continue OCC lead Oxfordshire Youth Parliament</li> <li>Local Democracy Week</li> <li>Implement OCC's Children and Young People's Action Plan</li> <li>To allocate a Member to each of our Secondary schools to improve links to Young People, giving them a stronger voice and promoting local democracy</li> </ul>			<p>Jon Wild</p> <p>Jon Wild</p> <p>Jon Wild</p> <p>Jon Wild</p> <p>Jon Wild</p>
<p>Explore and establish links with minority representation and community groups to help us improve our services.</p>	<ul style="list-style-type: none"> <li>To work with the Community Engagement and Consultation Officer to establish a 'Hard to Reach' consultative forum</li> <li>Increase provision of disabled sport by continuing to implement the Disability Sport Development Plan. This will enhance communication and visibility of existing opportunities in Cherwell along with establishing new opportunities for adults and young people</li> <li>Customer Service Specialist Officers to continue to take our services out to community groups and events</li> <li>To continue to provide a third party reporting system to support the increase of hate crime reporting within Cherwell District.</li> </ul>			<p>Caroline French</p> <p>Phil Rolls</p> <p>Natasha Barnes</p> <p>Caroline French</p>

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/18 Corporate Targets	People/Resources
Raise Cherwell District Council Employees and Partners awareness of diversity within our community	To hold two Knowing Our Community events a year	To hold two Knowing Our Community events a year	To hold two Knowing Our Community events a year	Tracie Darke

### Demonstrating Our Commitment to Equality

3 Year Corporate Objective	2015/2016 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
To ensure Cherwell District Council meets all government requirements	<ul style="list-style-type: none"> <li>To publish Cherwell District Council's workforce profile</li> <li>Monitor, report and publish results from the Equality Scorecard</li> <li>Review EIA Rolling Plan and Equality Action Plan</li> <li>To continue to publish externally all completed EIA's</li> <li>To implement Cherwell District Council Member Training</li> <li>To Monitor lettings outcomes under the Allocations Scheme and ensure this information is made regularly and publicly available</li> </ul>	To continue to ensure Cherwell District Council meets all government requirements	To continue to ensure Cherwell District Council meets all government requirements	Paula Goodwin  Caroline French  Caroline French  Caroline French  James Doble  Marianne North
To continue to review Cherwell District Council's performance against the 'Achieving' criteria to maintain and improve standards	<ul style="list-style-type: none"> <li>Annual Equality Self-Assessment and development of improvement programme</li> <li>To activate E-Equality Steering Group to support performance and legislation requirements</li> </ul>	To continue to review Cherwell District Council's performance against the 'Achieving' criteria to maintain and improve standards	To continue to review Cherwell District Council's performance against the 'Achieving' criteria to maintain and improve standards	Caroline French  Caroline French

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## Cherwell and South Northamptonshire District Council 3 Year EIA Rolling Plan 2015 - 2018

2015/2016				2016/2017				2017/2018			
EIA	Joint	CDC	SNC	EIA	Joint	CDC	SNC	EIA	Joint	CDC	SNC
EIA	tick as appropriate			EIA	tick as appropriate			EIA	tick as appropriate		
Corporate Consultation and Engagement Strategy	x			To be agreed via audit of 2016/2017 Service Plans				To be agreed via audit of 2016/2017 Service Plans			
Organisational Development Strategy	x										
Business Plan and Budget		x	x								
Council Tax Reduction Scheme		x									
Local Development Plan			x								
Three way Democratic & Elections Team	x										
Customer Services Review	x										
Harmonisation of staff terms and conditions	x										
Channel Shift	x										
Brighter Futures		x									
Car Parking		x	x								

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**Appendix 3**

**Cherwell District Council : 2014/2015  
Equalities - Quarter 1 - 30 June 2014**

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction			
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	<p>The Faith Forum was last held in March in Banbury during. There was a presentation from National Health Service (NHS) and although discussions were good there was quite low attendance. The main topic was the increase of support from NHS leaders to Faith Leaders when supporting community with mental health problems as Faith Leaders are a trusted point of contact rather than the NHS. The Consultation Wall was present at the Hate Crime awareness event and helped to gather community views on hate crime and also how existing help could be more promoted to local residents. All the comments were passed to Stop Hate UK to help to improve their promotion activities. Local organisations also collected leaflets and will promote it to local communities.</p>
CEQ1 2	Monitor specific objectives related to older people held within the Recreation Strategy	G	<p>The Activity Outreach Programme, provided through our partnership with Age UK Oxfordshire in 2013/14 recorded:-</p> <p>4486 recreation activities provided to Older People within Cherwell - this takes the activity to the group/venue itself targeting rural, isolated and hard to reach Older residents; 1099 Older People accessed IT sessions; 171 exercise classes delivered; 347 people used Solemates - toe nail cutting service which also provides a chance to put isolated older people in touch with info &amp; advice. Electric Blanket Testing was promoted by Oxfordshire Fire &amp; Rescue to promote safety with electric blankets; also giving an opportunity to provide Info &amp; advice.</p> <p>Local Area Forums- 5 forums are held annually across Cherwell to consult older people groups/organisations about local older people concerns/issues. Joint Local Area Forum- held annually in the Autumn- provide info and advice on relative subjects to older people; generally sculpted by the local area forums. Information and advice- through advice lines/signposting/fairs/forums/group visit/events.</p> <p>Support Older Peoples Clubs/Groups- provide support to older peoples groups to help them sustain and provide recreation opportunities to older people residents. Support/set up new older people recreation opportunities/initiatives:- Bicester - gardening group; Kidlington - singing group; Banbury - Zumba Gold classes</p> <p>Intergenerational work- encourage/promote/initiate intergenerational work across the district to help create a cohesive community, breakdown stereotypes and strengthen relationships between Cherwell Older and Younger Residents. Working in partnership with The Hill, Royal Voluntary Service, OYAP.</p> <p>International Older Peoples Day- celebrate older peoples day in October every year. Publicity- promote older peoples recreation opportunities through publications (newsletter/directory's/guest speakers &amp; entertainers booklet), information fairs, forums, older peoples website, older peoples organisations, radio (Oxford and Horton hospitals).</p>

### Appendix 3

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Comments on Performance
CEQ1 3	To review the delivery of our Services	G	<p>All DDA access survey audits have been reviewed and refreshed. A forward capital works programme covering a three-year period has been devised based on the remedial work and budgets costs indicated together with overall works priority. The intention now is to put the work out to competitive tender, and this is currently under review with Procurement.</p> <p>Customers report a high level of satisfaction with the services provided by the Grants Team and Home Improvement agency. End of year - the grants team and home improvement agency continue to have high levels of customer satisfaction.</p> <p>A questionnaire has been designed to measure the satisfaction of households in Temporary Accommodation and will be used and reported on in the next financial year.</p> <p>No discrimination related complaints were recorded through the complaints management process during Quarter 1.</p>
Theme 2 : Tackling Inequality and Deprivation			
CEQ2 1	Continue to break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)	G	<p>The Brighter Futures programme has been reviewed by the Steering Group and the Council's Executive. Consideration has been given to last year's performance, this year's priorities and a number of new joint activities</p>
Theme 3 : Building Strong Communities			
CEQ3 1	Improve opportunities for community groups to work together to build strong communities	G	<p>April's Hate Crime event was very popular among local communities and representatives of local organisations. Many people picked up leaflets and information about Stop Hate UK initiative and local organisations agreed to display information to their service users/at their premises (e.g. CAB, Oxfordshire Family Support Network).</p> <p>Independent Advisory Group in May was attended by representatives of Polish, Asian communities and young people. One of the most important issues raised at the event was the Human Trafficking and the impact of this crime on local communities. Attendees agreed that the awareness events run by the council and other organisations (Human Trafficking event at CDC and conference in Oxford on similar subject) are very useful and will help to better understand and combat this crime. Attendees were invited to complete Annual Satisfaction Survey run by the council.</p> <p>Next planned community events include Connecting Communities Love of Reading and Aspire and Achieve which will occur during quarter 2 and are currently being planned.</p>

### Appendix 3

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Comments on Performance
CEQ3 2	Attend Thames Valley Police (TVP) Advisory Panel to improve consultation & community relations	G	Meeting in May was attended by representatives of Polish, Asian communities and young people. One of the most important issues raised at the event was the Human Trafficking and impact of this crime on local communities. Attendees agreed that the awareness events run by the council and other organisations (Human Trafficking event at CDC and conference in Oxford on similar subject) are very useful and will help to better understand and combat this crime. Attendees were invited to complete Annual Satisfaction Survey run by the Council
CEQ3 3	Increase CDC's knowledge/understanding of wider community to ensure we fulfil residents needs within our services	G	Approximately one third of Cherwell's population is rural. Consideration of potential impacts does occur in some cases, but usually informally. There is no mechanism in place for monitoring the regularity and consistency of these considerations. CDC Street Wardens continue to maintain relationships with Oxfordshire County Council HUB and more information will be provided in Quarter 2 regarding outcomes of these relationships. CDC has adopted a Council wide Safeguarding Policy, with specific actions to be implemented throughout the year.
<b>Theme 4 : Positive Engagement and Understanding</b>			
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	The Cherwell Youth Website is regularly updated by the Youth Activators. Planning for the Oxfordshire Youth Parliament is underway and an event is planned in October 2014. Local Democracy Week is being delivered through the Positive for Youth Plan.
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	Promotion of Stop Hate UK Service continues with a public training event organised in may jointly by Cherwell District Council and Stop Hate UK. In addition to Job Clubs, Food Banks and regular stands at venues to promote and provide Council Services, the Customer Services Officers attended the following:- Sunshine Centre Event Faith Forum Carers Event - Independent Living Stands with Carers Oxfordshire at Horsefair Surgery
CEQ4 3	Raise internal awareness of diversity in community	G	Human Trafficking event organised in April - very well attended (60 representatives of CDC departments and other local organisations). Attendees had an opportunity to listen to the presentation of the Salvation Army and OXCAT (Oxford Community Against Human Trafficking). Presentation included examples of local incidents in Bicester and was a good opportunity to network and find out about support and help available to victims.

### Appendix 3

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Comments on Performance
<b>Theme 5 : Demonstrating our Commitment to Equality</b>			
CEQ5 1	Ensure the Council meets all government requirements	G	CDC continues to monitor legislation to ensure compliance Equality Scorecard completed and data monitored and published on a quarterly basis. Scorecard results included in Council overall Performance Report. Equality Act Plans and Equality Impact Assessments rolling plan reviewed for 2014/2015 and signed off by the Joint Management Team and Executive.
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	Equality Self Assessment completed by Corporate Policy Officer and positives and weaknesses reported to Executive. Weaknesses used to help review Equality Action Plan for 2014/2015
CEQ5 3	Ensure staff and services promote and embed equality into their work	G	Training has been delivered over the last two years and is now picked up by e-learning rather than face to face training.
CEQ5 4	Review whether Corporate Equality Steering Group is having beneficial service impact to the Council Steering Group	A	The Corporate Policy has started this pieces of work by linking with Oxfordshire Equality group to ascertain whether these districts continue to have internal meetings if so, how, and if not why not. The Corporate Policy Officer conducted a small consultation with CDC Equality Group members to ascertain their feelings on the meeting, time pressures, locations, other options etc. Results will be reviewed and options agreed during Quarter 2.

**Cherwell District Council : 2014/2015  
Equalities - Quarter 2**

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Quarter 2 30/09/2014	Direction of Travel	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction					
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	<p>The next Cherwell Faith Forum planned in Banbury on the 10 February 2015. One of the key objectives for the forum is to continue to improve attendance and awareness of the forum among local faith communities and groups. This will be discussed at Cherwell Faith Forum Committee meeting in November.</p> <p>Attended the Ethnic Minorities Consultative Forum; this group is run by the Oxfordshire County Council to ensure consultation and engagement with different ethnic minorities living in local area. This was the first meeting of the group and one of the first objectives is to build on attendance (meeting attended by 6 people representatives of Asian, young people, representatives of local schools). It will be possible to link up with the group and to bring council consultations/policies for their review. The next meeting is planned in November/December.</p> <p>During this period the consultation wall was available at the "Love of Reading" and "Aspire and Achieve" Connecting Communities events. This helped to engage with local residents and communities; 3 people were keen to learn about volunteering initiatives and we were able to link them with Arch Oxfordshire, an organisation looking for volunteers to support young people with reading problems. Further feedback was also passed to the children centres.</p>
CEQ1 2	Monitor specific objectives related to older people held within the Recreation Strategy	G	G	⇒	A broad range of activity is being provided for older people either individually or in groups through a service level agreement with Age Concern and other projects and events. The recreation strategy objectives are being met on time and within budget.
CEQ1 3	To review the delivery of our Services	G	G	⇒	CDC capture whether their formal complaints across all service areas are linked to discrimination. Quarter 2 - 1 complaint received - Protected Characteristic - Disability. Complaint once investigated was invalid. Work is on going to expand the range of regular customer satisfaction reporting through Housing Services.

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Quarter 2 30/09/2014	Direction of Travel	Comments on Performance
Theme 2 : Tackling Inequality and Deprivation					
CEQ2 1	Continue to break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)	G	G	⇒	The multi agency work targeted in the Brighter Futures wards has continued to supplement the core services provided by key partners. There have been many new initiatives commenced. The Cherwell Community Bank as the local credit union has been increasing its presence locally and is planning for a Sunshine Centre launch. Preparation is also well underway for the second partners engagement event on 3 December, this time focussing on the voluntary sector.
Theme 3 : Building Strong Communities					
CEQ3 1	Improve opportunities for community groups to work together to build strong communities	G	G	⇒	Approximately one third of Cherwell's population is rural. Consideration of potential impacts does occur in some cases, but usually informally. There is no mechanism in place for monitoring the regularity and consistency of these considerations. Street wardens continue to develop good relations with the Hub in prevention of CSE and the Prevent terrorism agenda. CSCP Action plan is being reviewed and those targets achieved or no longer viable are being replaced to reflect the Police and Crime Commissioners new plan for 2015.



Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Quarter 2 30/09/2014	Direction of Travel	Comments on Performance
CEQ3 2	Attend Thames Valley Police (TVP) Advisory Panel to improve consultation & community relations	G	G	⇒	Attendees at the recent event had an opportunity to discuss some of the demonstrations which happened in Banbury in relation to the situation in Gaza. The demonstrations were peaceful and were not a police issue however attendees felt this topic should be raised at the next Faith Forum. This will be raised at the next Faith Forum Committee meeting in November.
CEQ3 3	Increase CDC's knowledge/understanding of wider community to ensure we fulfil residents needs within our services	G	G	⇒	Successful Knowing our Communities session with Dementia as the topic was held at both Cherwell and South Northants Council. Very well attended to listen to the speaker from Alzheimer's Society In October. Disability Sports Development Plan has now been completed and will be posted on the Council's website.
<b>Theme 4 : Positive Engagement and Understanding</b>					
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	Parliament trip and other projects planned for Local Democracy week. Cherwell District Council youth website is updated regularly. Continued attendance at Oxfordshire County Council quarterly meeting alongside community groups to review the implementation of the Children and Young Peoples plan.
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	In addition to Job Clubs, Food Banks and regular stands at venues to promote and provide Council Services, the Customer Service Officers attended the following:- Aspire and Achieve Sunshine Centre Event Connecting the Community Event Age UK drop in Banbury Play Day in People's Park Seniors Forum CDC Outreach Presentations were also given at:- Seniors Fair, Steeple Aston Begbroke Coffee Morning Stop Hate UK 24 hour Hate Crime reporting service is available to all within the district - plans put in place during Quarter 2 for promotion of Stop Hate UK for Hate Crime Awareness Week during Quarter 3.  Contact still established between Ministry Of Defence & HMP Bullingdon Prison via invite to attend all community engagement/forum events and to be involved in all Council consultations.
CEQ4 3	Raise internal awareness of diversity in community	G	G	⇒	Contact still established between Ministry Of Defence & HMP Bullingdon Prison via invite to attend all community engagement/forum events and to be involved in all Council consultations.

Ref	Objective/Measure Definition	Quarter 1 30/06/2014	Quarter 2 30/09/2014	Direction of Travel	Comments on Performance
Theme 5 : Demonstrating our Commitment to Equality					
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	Cherwell District Council continues to monitor all Equality legislation to ensure compliance.
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	Planning for the 2014/2015 assessment will start during Quarter 4 of this year with completion of assessment taking place during Quarter 1 of 2015/2016.
CEQ5 3	Ensure staff and services promote and embed equality into their work	G	G	⇒	The E-Learning module introduced 2 years ago is used for all new starters and as refresher training. In addition some sessions have been delivered via face to face training. Member training is a Democratic consideration that will be completed during 2015
CEQ5 4	Review whether Corporate Equality Steering Group is having beneficial service impact to the Council Steering Group	G	G	⇒	During Quarter 2 a consultation has taken place with all steering groups members where it was agreed that the steering group will become an e-mail group only as meetings are no longer beneficial and viable. These Officers will continue to be member champions within their service areas and a point of contact for the Corporate Policy Officer.

**Cherwell District Council : 2014/2015  
Equalities - Quarter 3**

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction					
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	Community Engagement & Consultation Officer post is currently vacant. Corporate Policy Officer working to maintain consultation and community engagement work continues. Equality & Access Panels now cease to exist but it is proposed to link with the Ethnic Minorities Consultative Forum lead by Oxfordshire County Council to fill this gap. Next Cherwell Faith Forum planned in Banbury on the 10 February 2015. One of the key objectives for the forum is to continue to improve attendance and awareness of the forum among local faith communities and groups. Potential theme will be introduction and promotion of 'Safe Places' initiative and promotion of community faith grants. Disability Forum held on the 6th November whereby attendees were asked to discuss and provide there top three improvements they would like to see take place in the district. These were: Better job opportunities for the disabled, especially 18-25 year olds, Improved Transport Services and a centralised website for all useful information. The Corporate Policy Officer meeting with principal of Banbury & Bicester College to discuss apprenticeship opportunities and linked with Oxfordshire County Council regarding update in relation to the historical Disability Directory.
CEQ1 2	Monitor specific objectives related to older people held within the Recreation Strategy	G	G	⇒	The Service Level Agreement with Age UK provides older people with a wide range of opportunities to be active and engaged. The recreation strategy objectives are being met and are within budget
CEQ1 3	To review the delivery of our Services	G	G	⇒	Cherwell District Council capture whether their formal complaints received across all service areas are linked to discrimination. Quarter 3 received 0 complaints linked to discrimination. A full review of current customer satisfaction measures is to be undertaken to report from April 2015.
Theme 2 : Tackling Inequality and Deprivation					
CEQ2 1	Continue to break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)	G	G	⇒	The multi agency work targeted at the Brighter Futures wards has continued to supplement the core services provided by key partners. There have been many new initiatives commenced. The Cherwell Community Bank as the local credit union has been increasing its presence locally following a Sunshine Centre launch. Preparation is also well underway for a volunteering event in January following a successful second partners engagement event on 3 December, this time focussing on the voluntary sector.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
<b>Theme 3 : Building Strong Communities</b>					
CEQ3 1	Improve opportunities for community groups to work together to build strong communities	G	G	⇒	A number of actions are being undertaken to improve individual officers training and understanding of Safeguarding of; ensuring they are adequately prepared by CDC for their role. Alongside this a more strategic approach to bringing Community Safety, Engagement, Cohesion and Development together to join up work streams and provide partners with a strong and necessary response Cherwell Safer Communities Partnership has completed 80% of those targets within the action plan that were targeted for the financial year 2014-15. Those rolling objectives such as Child Sexual Exploitation, Female Genital Mutilation and preventing terrorism will remain on-going with progress annually recorded.
CEQ3 3	Increase CDC's knowledge/understanding of wider community to ensure we fulfil residents needs within our services	G	G		Compliance with over-arching strategies of Thames Valley Police and Oxfordshire County Council are being adopted in the current action plan and strategy. Go active and the Street Wardens scheme continue to work with the 'Hubs' however youth activities will diminish as the hubs re focus their activities on targeted interventions of those most needy.  The impact of change of policy against rural work is ad-hoc rather than proactive or systematic. Consideration of potential impacts does occur in some cases, but usually informally. There is no mechanism in place for monitoring the regularity and consistency of these considerations.  <ul style="list-style-type: none"> <li>• Epwell Community-led plan received &amp; responded to.</li> <li>• Dial-a-Ride "top-up" to continue for 2015/16</li> <li>• monthly update meetings with Rural Champion Cllr Atack</li> </ul>
CEQ3 2	Attend Thames Valley Police (TVP) Advisory Panel to improve consultation & community relations	G	G	⇒	No meetings held during this quarter.
<b>Theme 4 : Positive Engagement and Understanding</b>					
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	Cherwell continues to keep its young residents up to date with regular council updates through the Cherwell Youth Website. The OCC Oxfordshire Youth Parliament as representation from all Cherwell schools.  The Children and Young People's Action Plan is implemented through the Banbury and Bicester youth action teams: <ul style="list-style-type: none"> <li>• 18 Positive Activity promotion events held to date 2014/15</li> <li>• Recreation &amp; Sport Activators champion and sign post young people to Positive Activities through their own going programme</li> <li>• Bicester &amp; Banbury Youth Action teams set up to give young people a voice and make a difference in their community</li> </ul>

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	The Disability Sport Development Action Plan is completed and is now being implemented. We are working with Sports Clubs to make the clubs more accessible. In addition to Job Clubs, Food Banks and regular stands at venues to promote and provide Council Services, the Customer Services Officers attended the following: <ul style="list-style-type: none"> <li>• Bicester International Old Peoples Day (Wellbeing Centre)</li> <li>• Banbury Electric Blanket Testing Day</li> <li>• Dementia Awareness Morning</li> <li>• Bicester Job Fair</li> <li>• Bicester Electric Blanket Testing Day</li> <li>• Parish Liaison Meeting</li> <li>• Financial Inclusion Meeting</li> </ul>
CEQ4 3	Raise internal awareness of diversity in community	G	G	⇒	One Knowing your Community event was held during quarter 3 theme on Dementia/Alzheimer's and was presented by Dementia Friends. Staff and Partners came to event to learn more about this illness. The event received very good feedback.
<b>Theme 5 : Demonstrating our Commitment to Equality</b>					
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	Cherwell District Council continues to monitor all Equality legislation to ensure compliance.
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	Planning for the 2014/2015 assessment will start during quarter 4 of this year with completion of assessment taking place during quarter 1 of 2015/2016
CEQ5 3	Ensure staff and services promote and embed equality into their work	G	G	⇒	All staff now use the eLearning system for equalities training, and that includes all new starters
CEQ5 4	Review whether Corporate Equality Steering Group is having beneficial service impact to the Council Steering Group	G	G	⇒	Objective complete - Steering Continues but now via e-mail updates, member champions continue and meetings called as and when necessary for instances such as legislation change and year end self assessment.

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**Cherwell District Council : 2014/2015  
Equalities - Quarter 4 / Year End**

Ref	Objective/Measure Definition	Quarter 3 31/12/2014	Quarter 4 31/03/2015	Direction of Travel	Year End Position	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction						
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	G	<p>During Quarter 4 the Faith Forum was held at Banbury Town Hall with approximately 20 attendees. Representatives from the Safe Places Steering Group presented the Safe Place scheme launched in Banbury with emphasis on how the Faith communities can support. The Cherwell Faith Community Grant fund was also launched at this meeting, following the Faith Forums objectives this great is to promote community cohesion for all within the district. Applications will be reviewed during Quarter 1 of 2015/2016.</p> <p>The Disability Forum was held in November whereby attendees were asked to discuss and provide there top three improvements they would like to see take place in the district. These were better job opportunities for the disabled, especially 18-25 year olds, improved Transport Services and a centralised website for all useful information.</p> <p>Corporate Policy Officer meeting with principal of Banbury &amp; Bicester College to discuss apprenticeship opportunities and linked with Oxfordshire County Council regarding update in relation to the historical Disability Directory. Consultation took place and a meeting will be scheduled to agree next steps for Disability Forum in 2015/2016.</p> <p>The Community Engagement &amp; Consultation Officer post is currently vacant but work continues to maintain consultation and community engagement work. The Equality &amp; Access Panels no longer exist but it is proposed to link with the Ethnic Minorities Consultative Forum lead by Oxfordshire County Council to fill this gap and this will be reviewed during Quarters 1 and 2 in 2015/2016.</p>
CEQ1 2	Monitor specific objectives related to older people held within the Recreation Strategy	G	G	⇒	G	<p>The Service Level Agreement with Age UK for recreation opportunities ties in well with other commissions they have secured, they have secured and so there is a greater range of services being offered through one network which makes it easier for older people to navigate their way through the choices and options open to them. Actions to deliver the older peoples service plan have al been completed within budget.</p>
CEQ1 3	To review the delivery of our Services	G	G	⇒	G	<p>Cherwell District Council capture whether their formal complaints received across all service areas are linked to discrimination. Q3 received 0 complaints linked to discrimination. A full review of current customer satisfaction measures is to be undertaken to report from April 2015</p> <p>Cherwell District Council capture whether their formal complaints received across all service areas are linked to discrimination. Q4 received 0 complaints linked to discrimination. A full review of current customer satisfaction measures is to be undertaken to report from April 2015.</p>
Theme 2 : Tackling Inequality and Deprivation						
CEQ2 1	Continue to break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)	G	G	⇒	G	<p>The multi agency work targeted at the Brighter Futures wards has continued to supplement the core services provided by key partners. There have been many new initiatives commenced. The Cherwell Community Bank as the local credit union has been increasing its presence locally following a Sunshine Centre launch. The voluntary sector engagement event was well received and followed by a successful public volunteering recruitment event in January.</p>

Ref	Objective/Measure Definition	Quarter 3 31/12/2014	Quarter 4 31/03/2015	Direction of Travel	Year End Position	Comments on Performance
<b>Theme 3 : Building Strong Communities</b>						
CEQ3 1	Improve opportunities for community groups to work together to build strong communities	G	G	⇒	G	Considering the impact on rural communities work is ad-hoc rather than proactive or systematic. Consideration of potential impacts does occur in some cases, but usually informally. There is no mechanism in place for monitoring the regularity and consistency of these considerations. Dial-a-Ride "top-up" to continue for 2015/16. Monthly update meetings with Rural Champion Cllr Attack, regular Community-led Plan liaison with Oxfordshire Rural Community Council. Cherwell Street Wardens continue to work with Banbury Hub and 'Go active' in identifying hot spots for activator attendance. Wardens visit Hubs and attend youth events. Police briefings now concentrate warden's efforts on gathering intelligence on potential problem locations and identifying individuals known to the police. Community Safety partners continue to deliver the priorities in the action plan. 2015 will see the introduction of new actions relating to Child Sexual Exploitation (CSE) and other emerging topics. It appears that from the police delivery plan, former targets of crime and burglary will give way to these new priorities. Reporting of crime will be more focused on quality of response rather than quantity.
CEQ3 2	Attend Thames Valley Police (TVP) Advisory Panel to improve consultation & community relations	G	G	⇒	G	No meetings held during Q4
CEQ3 3	Increase CDC's knowledge/understanding of wider community to ensure we fulfil residents needs within our services	G	G	⇒	G	The profile of safeguarding has been raised with officers, senior managers and Members over the last twelve months. There is greater cross-departmental working and steps are being taken to identify information sharing processes in order to escalate the right information in a timely manner.
<b>Theme 4 : Positive Engagement and Understanding</b>						
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	G	All Cherwell schools provide representation on the Cherwell Youth Website and the Oxfordshire Youth Parliament, supported by Cherwell District Council Officers.
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	G	Disability Sport Development Plan has been delivered and is being developed further. The Stop Hate UK service continued to be available through Cherwell during Quarter 4. Contact still established between Ministry of Defence (MOD) & HMP Bullingdon Prison via invite to attend all community engagement/forum events and to be involved in all Council consultations. No specific projects with partners running at this time.
CEQ4 3	Raise internal awareness of diversity in community	G	G	⇒	G	During the quarter, Cherwell District Council have launched the "See It Report It" themed Knowing Your Community events which are linked to all Safeguarding issues. Two events, well attended by CDC staff and partner organisations have taken place and were themed on the 'PREVENT' agenda and 'Child Sexual Exploitation'. The training raised awareness of these issues for staff and gave an understanding of our roles as eyes and ears and how to report if we see something suspicious. Planning has started for the next event which will be based on modern day slavery.
<b>Theme 5 : Demonstrating our Commitment to Equality</b>						
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	G	Cherwell District Council continues to monitor all Equality legislation to ensure compliance
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	G	Planning for the 2014/2015 assessment started during Quarter 4 this year with completion of assessment taking place during Quarter 1 of 2015/2016.
CEQ5 3	Ensure staff and services promote and embed equality into their work	G	G	⇒	G	This training has been replaced with eLearning and is no longer used for training new staff.



## Cherwell Council

### Executive

6 July 2015

#### Bicester Sports Village Update

### Report of Director of Community and Environment

This report is public

#### Purpose of report

The purpose of this report is to update the Executive with the latest project position in delivering the pavilion, car park, access requirements, floodlighting and 3G synthetic sports pitch.

#### 1.0 Recommendations

The Executive is recommended to

- 1.1 Note the progress in delivering phase 2 of the Bicester Sports Village project.

#### 2.0 Introduction

- 2.1 The Executive considered an update report on the South West Bicester Sports Village project at its meeting in March and this report will inform Members of how the project has developed since that time. In particular, the focus has been on developing the design proposals and the procurement of the next stage in the project (phase 2 as it is known) to deliver the pavilion, car park, access, floodlights and 3G pitch. The design work has given due consideration to the Kingsmere Design Code and other planning issues raised in the Planning Pre-Application process.

#### 3.0 Report Details

##### Revised Programme

- 3.1 The design work for phase 2 has taken longer than expected because of the difficulty in taking account of the Kingsmere Design Code, the Pre-App advice and developing a design that meets the needs of the Sports Village but remains within the available budget. On-going discussions with planning officers have now resulted in a proposed design that can be taken forward for the planning application to be

considered at the October Planning Committee meeting. Taking account of this delay, the procurement procedures and estimated construction period, the revised programme projects practical completion for June 2016. This will have little effect on the use of the pitches as most of the existing football/rugby teams will be looking to utilise the pitches at the start of the following seasons (August onwards).

### Design and Planning Progress

- 3.2 The delays mentioned in above have been challenging but the proposed scheme as developed is within budget. Drawings to RIBA Stage 3 (Developed Design) have been amended accordingly and will be presented with the full planning application. The design and proposals are now at a stage where there is sufficient cost and project certainty for tender documentation to be drawn up.
- 3.3 The Project Board have given this matter full consideration in respect of the final design and have instructed officers to progress this through the full planning application. The project still intends to deliver the preferred phase 2 two storey pavilion, car parking, access, floodlighting and the 3G artificial pitch.

### Consultation

- 3.4 The design proposals were displayed for the sports clubs and other interested parties on 2 March and the public on 3 March. Feedback from this consultation has been considered in developing the final design proposals.

### Construction contractor procurement

- 3.5 Procurement of the construction contractor continues and the tender documents are being issued to the shortlisted companies. The procurement process is aligned with determination of the planning application so that any conditions arising from the planning process are taken account of prior to the tender submissions.

### Joint Use of the Facilities and the Operating Contract

- 3.6 At the March Executive meeting, Members were reminded of the difficulties with Oxfordshire County Council (OCC) being able to confirm what type of educational establishment will be co-located with the sports village and within what timescale. However, it is reasonably certain that it will have independent academy status and as a consequence, it is recognised that OCC will want to review its position over the joint use agreement currently in place. Initial discussion with Officers have confirmed this and further meetings will determine the best resolution for all parties.
- 3.7 The operating contract procurement documentation will be developed to reflect the outcomes of the joint use discussions so that the contractor is able to maximise daytime use reflecting on a more positive revenue implication for Bicester Town Council.

### Project Board

- 3.8 The Project Board continue to meet at dates aligned with key stages in the programme to ensure the project remains on track and any risks are managed accordingly.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The Bicester Sports Village project continues to progress with a slightly adjusted programme which moves the anticipated project completion date to summer 2016.

## **5.0 Consultation**

Bicester Town Council  
Bicester Sports Clubs  
Bicester Community

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The project has been approved and is progressing in accordance with these approvals. There are no other options being considered at this time other than proposals to remain within the approved funding envelope.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 Financial and resource implications were reported in the October report and remain the same.

Comments checked by Paul Sutton, Interim Head of Finance and Procurement, 030000 30106 phil.sutton@cherwellandsouthnorthants.gov.uk

### **Legal Implications**

- 7.2 There are no legal implications arising from this update report. Law and Governance continues to provide guidance and advice as necessary as this project progresses.

Comments checked by Richard Hawtin, Team Leader – Non-contentious, Tel: 01295 221695, Email: richard.hawtin@cherwellandsouthnorthants.gov.uk

### **Risk Implications**

- 7.3 The risks associated with this report are related to the potential costs/available budget and are currently being mitigated through the design and market testing exercise. However, if there are any financial issues following this process then options will be presented for Members consideration at a future Executive meeting. Risks associated with this project are managed by the Project Board. Risks will be escalated as and when necessary through the corporate risk register.

Comments checked by Louise Tustian, Acting Corporate Performance Manager 01295 221786 louise.tustian2@cherwellandsouthnorthants.gov.uk

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

### Wards Affected

All Bicester wards and surrounding rural wards.

### Links to Corporate Plan and Policy Framework

A Safe, Healthy and Thriving District.

Providing the Bicester Multi-Sports Village would enable residents of Bicester and surrounding areas including children, young people and adults to take part in greater opportunities for meaningful, structured regular sport and physical activity. This would give each individual the health related benefits of a physically active lifestyle and is consistent with Eco Bicester – One Shared Vision.

A District of Opportunity

The Bicester Multi-sports Village would provide a training facility for sports clubs to train and compete in their chosen sport. This would give players a participatory opportunity and give coaches and volunteers the opportunity to gain nationally recognised qualifications. If the full scheme was progressed the pavilion would also provide a much needed conference, function and meeting venue for Bicester increasing the facilities on offer to all organisations and companies.

### Lead Councillor

Councillor George Reynolds, Deputy Leader.

### Document Information

<b>Appendix No</b>	<b>Title</b>
None	
<b>Background Papers</b>	
None	
<b>Report Author</b>	Ian Davies, Director of Community and Environment
<b>Contact Information</b>	03000030101 ian.davies@cherwellandsouthnorthants.gov.uk

## Cherwell District Council

### Executive

6 July 2015

#### Graven Hill Local Development Order

### Report of Head of Development Management

This report is public

#### Purpose of report

To seek the agreement of Executive to consult on the draft Local Development Order (LDO) prepared by officers in respect of Phase 0 and part of Phase 1 of the redevelopment of Graven Hill

#### 1.0 Recommendations

- 1.1 To agree the draft LDO attached at Appendix A to this report for the purpose of public consultation.
- 1.2 To agree the statement of reasons for preparing the LDO attached at Appendix B to this report.
- 1.3 To agree to carry out consultation on the draft LDO as required by Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015.
- 1.4 To note that the Head of Development Management will adopt a screening opinion in respect of the LDO as required by Regulation 29 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)
- 1.5 To agree to receive a report back to a future meeting on the outcome of the consultation process.

#### 2.0 Introduction

- 2.1 Executive previously considered a report setting out the benefits and disadvantages of LDOs, and giving the reasons why officers recommended that an LDO should be prepared in respect of the redevelopment of Graven Hill, at its meeting on 2 March 2015.
- 2.2 The main reason given for preparing a LDO in respect of Graven Hill was to facilitate the delivery of self-build dwellings on the site. It was envisaged that a LDO would achieve this by simplifying the planning process whilst providing certainty that individuality and variety in design would be supported within the parameters set by the Masterplan and Design Code, to be approved under the outline planning permission (ref: 11/01494/OUT).

- 2.3 Executive resolved to agree the principle of preparing a LDO in respect of Phase 0 and Phase 1a.

### 3.0 Report Details

#### The Draft LDO

- 3.1 In response to the resolution of Executive to agree the principle of preparing a LDO, officers have prepared a draft for consultation which is attached at Appendix A to this report.
- 3.2 The draft LDO permits the following classes of development:
- Class A:* The erection or construction of a dwellinghouse that is either a custom build or self build dwellinghouse, pursuant to the outline planning permission for the redevelopment of the site (ref: 11/01494/OUT).
- Class B:* The enlargement, extension or alteration of a dwellinghouse that has been erected or constructed under the Order
- Class C:* The provision of buildings etc. incidental to the enjoyment of a dwellinghouse that is being erected or constructed under the Order
- 3.3 The development which would be permitted by the Order would be subject to limitations and conditions as detailed under Schedule 2 of the draft Order, including a requirement to apply for confirmation as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission.
- 3.4 The procedure for applying for confirmation of compliance with the Masterplan and Design Code is detailed at Schedule 3 of the draft Order. A formal 'confirmation of compliance' procedure is considered essential to provide certainty for plot purchasers, the Council, and the general public that development proposals comply with and so can proceed under the LDO. Without formal confirmation, there is a higher risk of development proceeding that at a later date is found not to comply with the LDO. Such development would be unauthorised and would be liable to planning enforcement action.
- 3.5 It is important to note that 'confirmation of compliance' does not mean the Council would be assessing and critiquing the design quality *per se* of development proposals. Rather the Council would be checking and verifying that development proposals comply with the limitations and conditions of the LDO and so would be permitted by the LDO.
- 3.6 Officers recognise that it is important the 'confirmation of compliance' procedure is made as simple as possible for self builders to use. To this end officers are in discussions with the Graven Hill Development Company to agree arrangements for applications and decisions to be administered and communicated via the Development Company's site office.
- 3.7 Other limitations and conditions include restrictions to ensure new development does not cause undue harm to the amenities of existing residents, for example by restricting side facing windows overlooking neighbouring properties and restricting the depth of buildings projecting beyond the rear of existing buildings.

- 3.8 Self builders would also be required to complete developments within 3 years of receiving confirmation of compliance, to ensure developments are completed in a timely fashion and to avoid prolonged construction work blighting the development as a whole and the amenity of other residents.
- 3.9 The LDO would be time limited and would be in force for a period of 5 years from the date of adoption. This is in accordance with the Government's Planning Practice Guidance which advises that: *Local Development Orders in fast-developing areas may be time-limited so that they can be easily revised and updated in the future.* A time limit is particularly important in this case because of the large scale and phased delivery of the development and because there are no existing examples of LDOs for large scale self build developments nationally in the U.K from which to learn best practice.
- 3.10 Five years is considered reasonable to provide certainty for prospective plot purchasers that development proposals can be implemented under the LDO, whilst providing a timely opportunity for the Council to review the implementation of the LDO in practice.
- 3.11 Officers have prepared the draft LDO having regard to the restrictions on adopting a LDO contained in The Town and Country Planning (Development Management Procedure) Order 2015, The Town and Country Planning Act 1990 (as amended), and The Conservation of Habitats and Species Regulations 2010 (as amended), and are satisfied that those restrictions do not apply in this case.

#### Statement of Reasons

- 3.12 A statement of reasons for making the Order, as required by Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015, is attached as Appendix B to this report.

#### Consultation on the draft LDO

- 3.13 Under Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015, where a Local Planning Authority has prepared a draft LDO it must consult on that draft LDO giving a period of not less than 28 days for representations to be made.
- 3.14 When considering what modifications should be made to the draft Order or whether it should be adopted, the Local Planning Authority must take into account all representations made in relation to the draft Order.
- 3.15 If Executive agrees the draft LDO and statement of reasons attached as Appendices A and B to this report, subject to adopting a screening opinion as detailed at paragraphs 3.16 to 3.18 of this report, officers will proceed to consult on the draft LDO, as required under Article 38.

#### EIA Regulations

- 3.16 The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 ('the EIA Regulations') set out the procedure for assessing the likely environmental impacts of major development. The EIA Regulations set out the types of development that are caught by the assessment procedures. If development is caught by the EIA Regulations, planning permission cannot be granted until the environmental impacts have been assessed in an Environmental Statement, consulted upon and taken into account in reaching a decision.

- 3.17 The outline planning permission for Graven Hill (ref: 11/01494/OUT) was EIA development and the application was accompanied by an Environmental Statement.
- 3.18 There is a requirement for the Council to adopt a screening opinion prior to making a LDO under Regulation 29 of The Town and Country Planning (Environmental Impact Assessment) the EIA Regulations. The Council will likely adopt a screening opinion to the effect that the Graven Hill development is EIA development as defined by the EIA Regulations. With any subsequent applications for EIA development, the original Environmental Statement can be updated and refreshed with any new evidence, rather than preparing a whole new Environmental Statement. This must then be consulted upon and taken into account when deciding to adopt the LDO and this process can be undertaken in parallel.
- 3.19 The consultation process in respect of LDOs is set out in articles 38 and 41 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. A local planning authority must consult on the draft LDO and reasons for making the order with relevant interested parties such as Parish Councils, Natural England, Historic England, Environment Agency and Thames Water for a period not less than 28 days. The outcome of the consultation process will be reported to Executive in September. It is expected that the Design Code and Masterplan will be submitted to discharge the conditions attached to the outline planning permission by the 30<sup>th</sup> June 2015. It is intended that the Design Code and Masterplan will be reported to a special Planning Committee at the end of July.

#### **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The draft Local Development Order would facilitate and encourage self build and custom build housing at Graven Hill by simplifying the planning process whilst providing certainty that individuality and variety in design would be supported within the parameters set by the Masterplan and Design Code to be approved under the outline planning permission.
- 4.2 It is therefore recommended that Executive agree the draft LDO and the statement of reasons for making the LDO. Officers can then proceed to preparing and adopting a screening opinion in respect of the LDO, before carrying out consultation on the draft LDO as required by legislation.

#### **5.0 Consultation**

- 5.1. Councillor Michael Gibbard (Lead Member for Planning)
- 5.2. EC Harris and JP Planning on behalf of the Graven Hill Development Company

#### **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.



Not to agree the draft LDO. Delivering the development through the traditional reserved matters route would not facilitate the desired level of individuality and variety in design.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 The Council has entered into a Planning Performance Agreement (PPA) with the Graven Hill Development Company to ensure that the Council is adequately resourced to carry out the work necessary to prepare and consult on the LDO.

Comments checked by: Paul Sutton

### Legal Implications

- 7.2 The Council is required to consult on the draft LDO prior to adoption

Comments checked by: Nigel Bell

## 8.0 Decision Information

### Key Decision

Financial Threshold Met? No

Community Impact Threshold Met? Yes

### Wards Affected

All Bicester Wards, Launton

### Links to Corporate Plan and Policy Framework

A District of Opportunity, in particular:

- Securing employment-generating development with necessary transport/other infrastructure
- Meeting local performance targets in terms of speed of determination of all forms of application

### Lead Councillor

Councillor Michael Gibbard

### Document Information

Appendix No	Title
A	Draft LDO
B	Draft Statement of Reasons

<b>Background Papers</b>	
None	
<b>Report Author</b>	Alex Keen, Principal Planning Officer
<b>Contact Information</b>	01295 221812 <a href="mailto:alex.keen@cherwell-dc.gov.uk">alex.keen@cherwell-dc.gov.uk</a>



Graven Hill Phase 1

Local Development Order 2015

Cherwell District Council, in exercise of the powers conferred on the Council as local planning authority by sections 61A-61D of and Schedule 4A of The Town and Country Planning Act 1990 (as amended), and pursuant to Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015, makes the following Order:

### **Citation, commencement and application**

1. (1) This Order may be cited as the Graven Hill Phase 1 Local Development Order 2015 and comes into force on.....
- (2) This Order applies to the land at Graven Hill Bicester outlined in red on the plan included as Schedule 1 to the Order.
- (3) Subject to the Council's power to revoke this Order under section 61A(6) of the Act, this Order will remain in force for a period of 5 years from the date the Order comes into force
- (4) Nothing in this Order removes, cancels, or otherwise makes void the national permissions granted by the General Order.

### **Interpretation**

2. (1) In this Order –

“access” has the same meaning as in the Procedure Order

“the Act” means The Town and Country Planning Act 1990 (as amended)

“appearance” has the same meaning as in the Procedure Order

“construction” means the carrying out of building or engineering operations in, on, over or under land and “construct” and “constructed” shall be construed accordingly

“completion” means that to all intents and purposes the dwellinghouse has been completed and is either occupied or capable of being occupied as a dwellinghouse, and “complete” and “completed” shall be construed accordingly

“the Council” means Cherwell District Council

“confirmation of compliance” means a formal written notification of the local planning authority confirming that a proposed development complies with the Masterplan and Design Code approved under the outline planning permission

“custom build” means development carried out for and on behalf of, or in partnership with, an individual or group of individuals who upon completion intend to occupy the development and who will become a freehold owner, or

owner of a long lease of not less than 99 years duration, of the development and “custom built” and “custom builder” shall be construed accordingly

“developer” someone constructing a dwelling either through self build or custom build

“development” has the same meaning as in section 55 of the Act

“dwellinghouse” does not include a building containing one or more flats, or a flat contained within such a building

“erection” means the carrying out of operations to erect a structure or building on or over land

“General Order” means The Town and Country Planning (General Permitted Development) Order 2015 and any subsequent amendment to that Order

“highway” has the same meaning as in the Highways Act 1980 (as amended)

“landscaping” has the same meaning as in the Procedure Order

“layout” has the same meaning as in the Procedure Order

“Masterplan and Design Code” means the master plan and design code required to be approved under condition 26 of the outline planning permission

“original dwellinghouse” means the dwellinghouse as so built at the time of first occupation as a dwellinghouse

“outline planning permission” means the planning permission dated 08 August 2014 granted by the Council pursuant to the application for outline planning permission dated 29 September 2011 and allocated reference number 11/01494/OUT, and any subsequent planning permission granted pursuant to an application under section 73 of the Act relating to that outline planning permission

“the Procedure Order” means The Town and Country Planning (Development Management Procedure) Order 2015 and any subsequent amendment to that Order

“scale” has the same meaning as in the Procedure Order

“self-build” means development carried out by an individual or group of individuals who upon completion intend to occupy the development and who will become a freehold owner, or owner of a long lease of not less than 99 years duration, of the development and “self built” and “self builder” shall be construed accordingly

### **Permitted development**

3. (1) Planning permission is hereby granted for the classes of development described as permitted development in Schedule 2.

(2) Any permission granted by paragraph (1) is subject to any relevant exception, limitation or condition specified in Schedule 2.

(3) Nothing in this Order permits development contrary to any condition imposed by any planning permission granted or deemed to be granted under Part 3 of the Act otherwise than by this Order.

(4) The permission granted by Schedule 2 does not apply if—

(a) in the case of permission granted in connection with an existing building, the building operations involved in the construction of that building are unlawful;

(b) in the case of permission granted in connection with an existing use, that use is unlawful.

(5) The permission granted by Schedule 2 does not authorise any development which creates an obstruction to the view of persons using any highway used by vehicular traffic, so as to be likely to cause danger to such persons.

(6) Where a person uses electronic communications for making any application required to be made under any Class of Schedule 2, that person is taken to have agreed—

(a) to the use of electronic communications for all purposes relating to that person's application which are capable of being effected using such communications;

(b) that the address for the purpose of such communications is the address incorporated into, or otherwise logically associated with, that person's application; and

(c) that the deemed agreement under this paragraph subsists until that person gives notice in writing revoking the agreement (and such revocation is final and takes effect on a date specified by the person but not less than 7 days after the date on which the notice is given).

**Adopted by Cherwell District Council on...**

The Common Seal of  
Cherwell District Council  
was affixed hereunto in  
the presence of:

Authorised Signatory

## **Schedule 1 – Land to which this Order applies**



## Schedule 2 – Permitted Development

*Class A – the erection or construction of a dwellinghouse*

### Development Permitted

**A. The erection or construction of a dwellinghouse, including access and landscaping, pursuant to the outline planning permission**

### Development Not Permitted

A.1 Development is not permitted by Class A if –

- (a) the dwellinghouse is not a custom build or self build dwellinghouse;
- (b) the dwellinghouse is to be erected or constructed on land that is not identified for development as a dwellinghouse in the Masterplan and Design Code approved under the outline planning permission; or
- (c) the dwellinghouse does not comply with the Masterplan and Design Code approved under the outline planning permission

### Conditions

A.2 Development is permitted by Class A subject to the following conditions –

- (a) Prior to development commencing, the developer must apply to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission and the provisions of Schedule 3 of this Order apply in relation to that application
- (b) The principal elevation of the dwellinghouse must front a highway
- (c) Any upper-floor window located in a wall or roof slope forming a side elevation of the dwellinghouse and facing a boundary with a neighbouring dwelling that is either occupied or is being erected or constructed must be —
  - (i) obscure-glazed, and
  - (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed
- (d) Any part of the dwellinghouse that would –
  - (i) have more than a single storey; and
  - (ii) would be within 2 metres of the boundary with a neighbouring dwelling that is either occupied or is being erected or constructed

must not extend beyond the rear wall of the neighbouring dwelling by more than 3 metres

- (e) Any hard surface to be provided on land between a wall forming the principal elevation of the dwellinghouse and the highway must either be made of porous materials, or provision made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwellinghouse
- (f) Development under Class A must be completed within a period of 3 years starting with the confirmation of compliance date

*Class B – the enlargement, extension or alteration of a dwellinghouse*

### **Development Permitted**

#### ***B. The enlargement, extension or alteration of a dwellinghouse erected or constructed under Class A of this Order***

### **Development Not Permitted**

B.1 Development is not permitted by Class B if –

- (a) the enlargement, extension or alteration does not comply with the Masterplan and Design Code approved under the outline planning permission; or
- (b) the enlarged part of the dwellinghouse would have more than a single storey and would be –
  - (i) within 2 metres of the boundary with a neighbouring dwelling that has received either confirmation of compliance or planning permission; and
  - (ii) would extend beyond the rear wall of the neighbouring dwelling by more than 3 metres

### **Conditions**

B.2 Development is permitted by Class B subject to the following conditions –

- (a) Prior to development commencing, the developer must apply to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission and the provisions of Schedule 3 of this Order apply in relation to that application
- (b) Any upper-floor window located in a wall or roof slope forming a side elevation of the dwellinghouse and facing a boundary with a neighbouring dwelling that has received either confirmation of compliance or planning permission must be –
  - (i) obscure-glazed, and

- (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed

*Class C – buildings etc incidental to the enjoyment of a dwellinghouse*

### **Development Permitted**

**C. The provision within the curtilage of a dwellinghouse that is being erected or constructed under Class A of this Order of –**

***(a) any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such; or***

***(b) a container used for domestic heating purposes for the storage of oil or liquid petroleum gas***

### **Development Not Permitted**

C.1 Development is not permitted by Class C if –

- (a) the dwellinghouse has been completed;
- (b) the development EITHER does not comply with the Masterplan and Design Code approved under the outline planning permission OR any of the following criteria would apply:
  - (i) the total area of ground covered by buildings, enclosures and containers within the curtilage (other than the dwellinghouse that is being erected or constructed) would exceed 50% of the total area of the curtilage (excluding the ground area of the dwellinghouse that is being erected or constructed);
  - (ii) any part of the building, enclosure, pool or container would be situated on land forward of a wall forming, or proposed to form, the principal elevation of the dwellinghouse that is being erected or constructed;
  - (iii) the building would have more than a single storey;
  - (iv) the height of the building, enclosure or container would exceed –
    - (i) 4 metres in the case of a building with a dual-pitched roof
    - (ii) 2.5 metres in the case of a building, enclosure or container within 2 metres of the boundary of the curtilage of the dwellinghouse, or
    - (iii) 3 metres in any other case;
  - (v) the height of the eaves of the building would exceed 2.5 metres;
  - (vi) it would include the construction or provision of a verandah, balcony or raised platform;

- (vii) it relates to a dwelling or a microwave antenna; or
- (viii) the capacity of the container would exceed 3, 500 litres

### **Conditions**

C.2 Development is permitted by Class C subject to the following conditions –

- (a) Prior to development commencing and where any of the criteria at Paragraph C.1(b) of this Class would apply, the developer must apply to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission and the provisions of Schedule 3 of this Order apply in relation to that application

### **Interpretation of Class C**

C.3 For the purposes of Class C, “purpose incidental to the enjoyment of the dwellinghouse as such” includes the keeping of poultry, bees, pet animals, birds or other livestock for domestic needs or personal enjoyment of the occupants of the dwellinghouse

## **Schedule 3 – Procedure for Confirmation of Compliance under Schedule 2**

(1) The following provisions apply where under this Order a developer is required to make an application to the Local Planning Authority for a determination as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission.

(2) The application must be accompanied by—

- (a) a written description of the proposed development, which must include any building or other operations;
- (b) a plan indicating the site and showing the proposed development;
- (c) a plan or plans showing the details of access, appearance, landscaping, layout and scale of the proposed development;
- (d) the developer's contact address, contact telephone number; and
- (e) the developer's email address if the developer is content to receive communications electronically

(3) The local planning authority may refuse an application where, in the opinion of the Authority—

- (a) the proposed development does not comply with, or
- (b) the developer has provided insufficient information to enable the authority to establish whether the proposed development complies with,

any conditions, limitations or restrictions specified in this Order as being applicable to the development in question.

(4) Where the Local Planning Authority refuses an application under paragraph (3), for the purposes of section 78 (appeals) of the Act such a refusal is to be treated as a refusal of an application for approval.

(5) The development must not begin before the occurrence of one of the following—

- (a) the receipt by the applicant from the Local Planning Authority of a written notice of their determination that the development complies with the Masterplan and Design Code approved under the outline planning permission;
- (b) the expiry of 28 days following the date on which the application under sub-paragraph (2) was received by the Local Planning Authority without the authority notifying the applicant as to whether confirmation of compliance is given or is refused.

(6) The development must be carried out in accordance with the details provided in the application referred to in sub-paragraph (2) unless the Local Planning Authority and the developer agree otherwise in writing.

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## **Appendix B Statement of Reasons**

In accordance with paragraphs (1) and (2) of Article 38 of The Town and Country Planning (Development Management Procedure) Order 2015, the Council is required to prepare a statement of reasons for making the Order containing a description of the development which the Order would permit, and a plan or statement identifying the land to which the Order would relate.

### **Description of Development**

The development which the Order would permit is:

- A) The erection or construction of a dwellinghouse that is either a custom build or self build dwellinghouse, pursuant to the outline planning permission for the redevelopment of the site (ref: 11/01494/OUT).
- B) The enlargement, extension or alteration of a dwellinghouse that has been erected or constructed under the Order
- C) The provision of buildings etc. incidental to the enjoyment of a dwellinghouse that is being erected or constructed under the Order

The development which would be permitted by the Order would be subject to limitations and conditions as detailed under Schedule 2 of the draft Order, including a requirement to apply for confirmation as to whether the development complies with the Masterplan and Design Code approved under the outline planning permission.

### **Land to which the Order would relate**

The land to which the Order would relate is the land at Graven Hill Bicester outlined in red on the plan included as Schedule 1 to the draft Order.

### **Reasons for Making the Order**

The Order would relate to land that is allocated for residential and mixed use development under Policy Bicester 2 of the Cherwell Submission Local Plan (2014). Policy Bicester 2 states that a key place-shaping principle that should inform the development of Graven Hill is the opportunity for self build housing.

The Planning Practice Guidance states that Local Development Orders: *streamline the planning process by removing the need for developers to make a planning application to a local planning authority. They create certainty and save time and money for those involved in the planning process.*

The Council's Executive resolved at its meeting on 2 March 2015 to agree in principle the preparation of a Local Development Order in respect of the first phase of residential development at Graven Hill. The Council's reasons for making the Order are to facilitate and encourage self build and custom build housing at Graven Hill by simplifying the planning process whilst providing certainty that individuality and variety in design would be supported within the parameters set by the Masterplan and Design Code to be approved under the outline planning permission.

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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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