



**Summary of the decisions taken at the meeting  
of the Executive held on Monday 4 December 2017**

1. Date of publication of this summary: 5 December 2017
2. Decisions (if any) taken as a matter of urgency under Overview and Scrutiny Procedure Rules as set out in the Constitution (and not therefore subject to the call-in procedure): None
3. Date by which notice of call-in of any of the following decisions must be received in writing by the Chief Executive (see notes below):- Noon on Friday 8 December 2017
4. Notes:-
  - (a) For background documentation to the following decisions, please refer to the agenda and supporting papers (copies of which are available on the Council's website ([www.cherwell.gov.uk](http://www.cherwell.gov.uk)) or from Democratic Services);
  - (b) Notice of call-in must be submitted in writing, by email or text to the Chief Executive by the deadline specified above, and must state the reason or reasons why "call-in" has been requested;
  - (c) Call-in can be requested by any six non-executive members of the Council.  
However, if at any point during a municipal year the total number of opposition councillors is six or less the total number of non-executive members required to call-in a decision shall be the total number of opposition councillors less two.
  - (d) Decisions not called-in by the deadline specified above will become effective immediately the deadline has expired (unless they are recommendations to the Council).
  - (e) The Council has stipulated that the call-in procedure should not be used to challenge decisions as a matter of course and should be used only when fully justified.

**Yvonne Rees  
Chief Executive**

| <b>Agenda Item and Recommendation</b>   | <b>Decision</b>  | <b>Reasons</b>   | <b>Alternative Options</b>  | <b>Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service</b> |
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| <p><b>Agenda Item 7</b><br/><b>Annual Monitoring Report</b></p> <p>Report of Head of Strategic Planning and the Economy and Strategic Lead for Growth.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To approve the Annual Monitoring Report presented at Appendix 1 and the Head of Strategic Planning &amp; the Economy and Strategic Lead for Growth be authorised to make any necessary minor amendments prior to publication.</p> <p>1.2 To note the District's housing delivery and</p> | <p><b>Resolved</b></p> <p>(1) That the Annual Monitoring Report (annex to the Minutes as set out in the Minute Book) be approved and the Head of Strategic Planning &amp; the Economy and Strategic Lead for Growth be authorised to make any necessary minor amendments prior to publication.</p> <p>(2) That the District's housing delivery and five year housing land supply positions be noted and that it be further noted that it will be reported to</p> | <p>The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery. Its most significant conclusion is that the district continues to demonstrate a five year housing land supply. New five year supply calculations for sites for travelling communities are also presented. It is recommended that the Annual Monitoring Report be approved and that Development Management officers and Planning Committee are advised of the five year supply positions as</p> | <p>Option One: Amendment of the 2017 AMR in consultation with the Lead Member for Planning Officers consider the AMR to be a robust report supported by data and research. Delay could lead to uncertainty within the development industry and risks for decision making.</p> <p>Option Two: Not to approve the AMR Production of a monitoring report is a statutory requirement and necessary to monitor implementation of the Local Plan.</p> | <p>None</p>   |

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| <p>five year housing land supply positions and that it will be reported to Development Management officers and Planning Committee as required.</p> <p>1.3 To note the implications of a new Accommodation Assessment for Gypsies and Travellers and Travelling Show people, and that Development Management officers and Planning Committee are advised of the five year supply positions highlighted at paragraphs 3.10 and 3.11 of this report as required.</p> | <p>Development Management officers and Planning Committee as required.</p> <p>(3) That the implications of a new Accommodation Assessment for Gypsies and Travellers and Travelling Show people be noted and that it be further noted that Development Management officers and Planning Committee are advised of the five year supply positions as required.</p> | <p>required.</p> |                     |  |

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| <p><b>Agenda Item 8<br/>Brownfield Land Register</b></p> <p>Report of Head of Strategic Planning and the Economy and Strategic Lead for Growth</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To note the statutory requirement for the Council to produce a Brownfield Land Register at least annually and the implications of including land within the Register.</p> <p>1.2 To approve the Brownfield Land Register (Part 1) presented at Appendix</p> | <p><b>Resolved</b></p> <p>(1) That the statutory requirement for the Council to produce a Brownfield Land Register at least annually and the implications of including land within the Register be noted.</p> <p>(2) That the Brownfield Land Register (Part 1) (annex to the Minutes as set out in the Minute Book) be approved so that it can be published by 31 December 2017 to meet the statutory requirement, and that the Head of Strategic Planning &amp; the</p> | <p>There is a statutory requirement for the Council to publish a Brownfield Land Register by 31 December 2017. Part 1 of the Register is presented at Appendix 1. Part 2 of the Register is a matter for Development Management officers and Planning Committee. Part 1 is informed by the Annual Monitoring Report (this agenda), the draft Housing and Economic Land Availability Study (having regard to consultation responses received) and planning permissions granted as at 31 March 2017. As a new statutory responsibility for the Council, Members are invited to note the Register and its implications.</p> | <p>No alternative options identified. Publication of Part 1 of the Register by 31 December 2017 is a statutory requirement.</p> | <p>None</p>  |

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| <p>1 so that it can be published by 31 December 2017 to meet the statutory requirement, and that the Head of Strategic Planning and the Economy and Strategic Lead for Growth be authorised to make any necessary minor amendments prior to publication.</p> <p>1.3 To note that responsibility for preparing Part 1 of the Brownfield Land Register lies with Planning Policy officers and that annual reviews will be presented to the Executive alongside the Annual Monitoring Report.</p> | <p>Economy and Strategic Lead for Growth be authorised to make any necessary minor amendments prior to publication.</p> <p>(3) That it be noted that responsibility for preparing Part 1 of the Brownfield Land Register lies with Planning Policy officers and that annual reviews will be presented to the Executive alongside the Annual Monitoring Report.</p> <p>(4) That it be noted that responsibility for the optional entering of land into Part 2 of the Brownfield Land</p> |         |                     |  |

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| <p>1.4 To note that responsibility for the optional entering of land into Part 2 of the Brownfield Land Register, and for the consequential grant of 'Permission in Principle', rests with Development Management officers and the Planning Committee.</p> | <p>Register, and for the consequential grant of 'Permission in Principle', rests with Development Management officers and the Planning Committee.</p>  |  |  |  |
| <p><b>Agenda Item 9<br/>Council Tax Reduction Scheme and Council Tax Discounts 2018-2019</b></p> <p>Report of Chief Finance Officer</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p>   | <p><b>Resolved</b></p> <p>(1) That the option of no change to the Council Tax Reduction Scheme for 2018-2019 be endorsed and the Council Tax Reduction Scheme Regulations for Pensioners be amended in line with</p> | <p>The proposal is to keep the same Council Tax Reduction Scheme for 2018-2019. There will be some technical changes to Regulations. Consultation has taken place.</p> <p>Members are now required to recommend to Council a Council Tax Reduction Scheme for the financial year</p> | <p>Option 1: To not recommend any of the options for a scheme for 2018-2019 This would have financial implications for the Council and those residents affected by Welfare Reform.</p> | <p>None</p>  |

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| <p>1.1 To approve the option of no change to the Council Tax Reduction Scheme for 2018-2019 and to amend the Council Tax Reduction Scheme Regulations for Pensioners in line with uprating announced by DCLG and to uprate the Working Age Regulations in line with Housing Benefit as confirmed by Department for Work and Pensions.</p> <p>1.2 To recommend to Council an unchanged Council Tax Reduction Scheme for 2018-2019.</p> <p>1.3 To recommend to Council that delegated authority be given to the</p> | <p>uprating announced by DCLG and to uprate the Working Age Regulations in line with Housing Benefit as confirmed by Department for Work and Pensions.</p> <p>(2) That Full Council be recommended to approve an unchanged Council Tax Reduction Scheme for 2018-2019.</p> <p>(3) That Full Council be recommended to delegate authority to the Chief Finance Officer to make any changes to the Council Tax Reduction Scheme Regulations up to and including 31</p> | <p>2018-2019.</p> <p>Members are also asked to recommend that Council Tax Discounts for 2018-2019 are set at the levels detailed in the report.</p> |                     |  |

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| <p>Chief Finance Officer to make any changes to the Council Tax Reduction Scheme Regulations up to and including 31 January 2018 in consultation with the Lead Member for Financial Management.</p> <p>1.4 To review the proposed level of Council Tax discounts for 2018-2019 and make recommendations to Council as follows:</p> <ul style="list-style-type: none"> <li>• Retain the discount for second homes at zero</li> <li>• Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25%</li> </ul> | <p>January 2018 in consultation with the Lead Member for Financial Management.</p> <p>(4) That, having given due consideration, Full Council be recommended to approve the following level of Council Tax discounts for 2018-2019:</p> <ul style="list-style-type: none"> <li>• Retain the discount for second homes at zero</li> <li>• Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.</li> <li>• Retain the discount</li> </ul> |         |                     |  |



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| <p>for 6 months and thereafter at zero.</p> <ul style="list-style-type: none"> <li>• Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.</li> <li>• Retain the empty homes premium of an additional 50% for properties that have remained empty for more than 2 years.</li> </ul> | <p>for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.</p> <ul style="list-style-type: none"> <li>• Retain the empty homes premium of an additional 50% for properties that have remained empty for more than 2 years.</li> </ul> |   |  |  |
| <p><b>Agenda Item 10</b><br/> <b>Quarter 2 2017-18 - Revenue and Capital Budget Monitoring and Reserves Monitoring Report</b><br/>           Report of Chief Finance</p>   | <p><b>Resolved</b></p> <p>(1) That the projected revenue, capital and reserves position at September 2017 be noted.</p>  | <p>In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue, capital and reserves position is formulated in conjunction with the joint</p> | <p>Option 1: This report illustrates the Council's performance against the 2017-18 Financial Targets for Revenue and Capital and sets out the Council's position on Reserves. As</p> | <p>None</p>  |

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| <p>Officer</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To note the projected revenue, capital and reserves position at September 2017.</p>   |   | <p>management team and reported formally to the Budget Planning Committee on a quarterly basis. The report is then considered by the Executive</p>  | <p>this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.</p> |  |
| <p><b>Agenda Item 11<br/>Quarter 2 2017/18<br/>Performance Report</b></p> <p>Report of Director – Strategy &amp; Commissioning</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <p>1.1 Note the exceptions highlighted.</p> | <p><b>Resolved</b></p> <p>(1) That the exceptions highlighted be noted.</p> <p>(2) That it be noted that the Overview &amp; Scrutiny Committee reviewed the Council's Quarter 2 2017/18 performance report on 21 November 2017 and referred no matters to the</p> | <p>This is the second for 2017/18 based on the new Business Plan. As agreed previously, this report focuses on the exceptions and some examples of good performance to provide a balance and includes commentary supporting the generally excellent levels of delivery.</p> | <p>None identified</p>  | <p>None</p>  |

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| 1.2 Note that the Overview & Scrutiny Committee reviewed the Council's performance on 21 November 2017 and referred no matters to the Executive. | Executive.  |   |   |  |
| <p><b>Agenda Item 13</b><br/> <b>Award of a Dry Recycling Contract</b></p> <p>Exempt report of Head of Environmental Services</p>                | <p><b>Resolved</b></p> <p>(1) That the current dry recycling collection service be retained unaltered.</p> <p>(2) That the award of the dry recycling contract to tenderer one and the award of the processing of glass to tenderer nine be approved.</p> <p>(3) That the financial</p> | <p>The councils have approached this important tender process by engaging closely with the operators in the market and assessing market trends. This has resulted in an appropriately constructed proposed contract, a very competitive tender process and a very good market response.</p> <p>Options such as the inclusion or otherwise of glass have been considered but based on the prices received, it is</p> | <p>Option 1: To support the proposed award of the dry recycling contract</p> <p>Option 2: To reject the proposed tender</p> <p>Option 3: To ask officers to seek &amp; consider alternative options</p> | None   |

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|                                | <p>impact of the new contract be noted.</p> <p>(4) That it be agreed that the 2017/18 financial implications of the recommended contract award be considered as part of the revised 2017/18 process and that the implications in 2018/19 and beyond be considered as part of the draft 2018/19 budget and medium term financial plan processes.</p> <p>(5) That the Head of Environmental Services be requested to review the Council's current recycling strategy for 2018/19 onwards.</p> | <p>not proposed to change the current collection arrangements where glass is excluded from blue bins and collected through community bring banks.</p> <p>There has been insufficient clarity achieved through the separate transfer station contract to enable the councils to award a contract with sufficient confidence and therefore this process is being re-run.</p> <p>In recognition of this new contract and its financial impact, it is proposed that the Council's current recycling strategy be reviewed to assess the benefits or otherwise of any change.</p> |                     |  |

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| <p><b>Agenda Item 14</b><br/> <b>Retail Unit A4, Block A</b><br/> <b>Pioneer Square , Bicester</b></p> <p>Exempt report of Chief Finance Officer.</p> | <p><b>Resolved</b></p> <p>(1) As set out in the exempt decisions.</p> <p>(2) That authority be delegated to the Chief Finance Officer to take all steps necessary to deliver the scheme and make any non-material amendments as required.</p> | <p>As set out in the exempt decisions</p> | <p>As set out in the exempt decisions</p> | <p>None</p>  |
| <p><b>Agenda Item 15</b><br/> <b>Acquisition of Castle Quay Shopping Centre</b></p> <p>Exempt report of Chief Finance Officer</p>                     | <p><b>Resolved</b></p> <p>(1) As set out in the exempt decisions.</p> <p>(2) As set out in the</p>  | <p>As set out in the exempt decisions</p> | <p>As set out in the exempt decisions</p> | <p>None</p>  |

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|                                       | exempt decisions.<br><br>(3) As set out in the exempt decision. |                |                            |   |