

Committee: Budget Planning Committee
Date: Wednesday 29 August 2018
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Nicholas Mawer (Chairman)	Councillor Carmen Griffiths (Vice-Chairman)
Councillor Phil Chapman	Councillor David Hughes
Councillor Andrew McHugh	Councillor Tony Mephram
Councillor Barry Richards	Councillor Alaric Rose
Councillor Tom Wallis	Councillor Douglas Webb
Councillor Lucinda Wing	Councillor Sean Woodcock

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

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

3. Urgent Business

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

4. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting held on 24 July 2018.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Update Report on S106 Monitoring (Pages 5 - 38)

Report of the Assistant Director: Planning Policy and Development

Purpose of report

The purpose of this report is to inform the Committee of the current position in respect of those Section 106 agreements (S106 agreements) that include either a developer contribution or a schedule of works. This report also provides an update to the committee on the current methods for monitoring S106 agreements.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report and appendices.

7. Performance, Finance and Risk Monitoring 2018/19 (Pages 39 - 80)

Report of the Assistant Director: Finance and Procurement

Purpose of report

This report summarises the Councils Performance, Risk and Finance monitoring position as at the end of each month.

Recommendations

- 1.1 To note the contents of the report.

8. Verbal Update: Medium Term Financial Strategy

Verbal update from the Assistant Director: Finance and Procurement on the Medium Term Financial Strategy.

9. Review of Committee Work Plan

To review the Committee Work Plan.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01327 322043 / 01295 221550 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.

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 Emma Faulkner / Richard Woods, Democratic and Elections
emma.faulkner@cherwellandsouthnorthants.gov.uk, 01327 322043 /
richard.woods@cherwellandsouthnorthants.gov.uk, 01295 221550

Yvonne Rees
Chief Executive

Published on Monday 20 August 2018

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 24 July 2018 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)

Councillor David Hughes
Councillor Andrew McHugh
Councillor Tony Mepham
Councillor Barry Richards
Councillor Alaric Rose
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Sean Woodcock

Apologies for absence: Councillor Phil Chapman

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Belinda Green, Operations Director - CSN Resources
Mandy Emery, Joint Benefits Team Leader
Emma Faulkner, Democratic and Elections Officer

3 **Declarations of Interest**

There were no declarations of interest.

4 **Urgent Business**

There were no items of urgent business.

5 **Minutes**

The minutes of the meetings of the Committee held on 27 February and 15 May 2018 were confirmed as correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's announcements.

7 **2017-2018 Outturn Report CDC**

The Committee considered a report from the Assistant Director – Finance and Procurement which detailed the Revenue and Capital Outturn for the 2017-2018 financial year.

The Assistant Director – Finance and Procurement explained that the report was the culmination of the last financial year, and future reports would be more timely.

The Chairman of the Committee explained that he had been speaking with the Interim Executive Director – Finance and Governance regarding an additional meeting of the Committee, to go through the capital schemes which had been subject to slippage. A number of projects had appeared on the slippage list for more than one financial year, and the Chairman felt it would be appropriate for more detailed questions to be asked of relevant officers before the next budget setting process for the next financial year.

Resolved

- (1) That the outturn figures for the General Fund and the Capital Programme 2017/18 be noted
- (2) That the approved items of capital re-profiling (annexe 1 to the Minutes as set out in the Minute book), that had been approved under financial procedure rule 2.4.6 (b) be noted
- (3) That the reserves position (annexe 2 to the Minutes as set out in the Minute book) be noted

8 **Performance Finance and Risk Report - May 2018 (CDC)**

The Committee considered a report from the Assistant Director Finance and Procurement that detailed the Council's performance, risk and monitoring position as at the end of May 2018.

The Assistant Director Finance and Procurement explained that performance information was now being submitted to Executive monthly, in order to give a more timely report of performance across the Council. This meant that other Committees considering the information would also receive it more quickly than in previous years.

In response to questions from the Committee regarding the current overspend in relation to interim staff, the Assistant Director – Finance and Procurement explained that the use of interim staff had been a short term measure for immediate cover before permanent staff were recruited. However, the change in shared working arrangements with South Northamptonshire Council had meant that some arrangements would be for a longer period.

With regard to the below target performance of business rates collection, with 92.31% collected against a 98.5% target, the Operations Director – CSN resources explained that a combination of factors including a system change

and last minute schedules from the Valuation Office Agency meant it had been a challenging 12 months. Collection rates for 2018-2019 were currently on track and it was also hoped that some of the deficit could be collected.

In response to questions regarding the increase in unemployment rates and the actual numbers involved, the Interim Executive Director Finance and Governance agreed to forward the question to the relevant Assistant Director for a response.

Resolved

- (1) That the report be noted

9 Council Tax Reduction Scheme 2019-2020

The Committee considered a report from the Interim Executive Director Finance and Governance which provided options for consideration for the Council Tax Reduction Scheme for 2019-2020.

The Operations Director – CSN Resources explained that advice had been taken from the legal team, and in the event that the Council wished to propose no change to the existing scheme, no consultation would be required.

It was proposed by Councillor Barry Richards and seconded by Councillor Andrew McHugh that Option 1 – no change to the current local Council Tax Reduction scheme or Council Tax discounts and uprating the Council Tax Regulations in line with Department for Work and Pensions annual uprating be recommended to Executive for consideration for the Council Tax Reduction Scheme for 2019-2020.

Resolved

- (1) That the contents of the report and the financial implications for the Council be noted
- (2) That Option 1 – no change to the current local Council Tax Reduction scheme or Council Tax discounts and uprating the Council Tax Regulations in line with Department for Work and Pensions annual uprating be recommended to Executive for consideration for the Council Tax Reduction Scheme for 2019-2020
- (3) That Executive be recommended not to undertake consultation, in light of there being no proposed change to the Council Tax Reduction Scheme for 2019-2020

10 Review of Committee Work Plan

The Committee considered the draft work programme for 2018-2019.

As had been discussed earlier in the meeting, an additional informal meeting of the Committee would be arranged during October, to allow for updates to

be given in relation to the capital programme items, before the new capital bids were considered later in the year.

With regard to the recent loan to Silverstone Heritage, the Interim Executive Director – Finance and Governance agreed to the Committee's request to add monitoring of the loan to the work programme.

Resolved

- (1) That subject to inclusion of monitoring of the loan to Silverstone Heritage, and an informal update meeting relating to Capital projects, the work programme for 2018/19 be approved

11 **Exclusion of Press and public**

Resolved

- (1) 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 grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, 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 **Medium Term Financial Strategy Presentation**

The Interim Executive Director Finance and Governance gave an exempt presentation regarding the Medium Term Finance Strategy.

The presentation covered the different aspects of the budget, and the proposed timescale for setting the 2019-2020 budget.

The Committee asked detailed questions on all aspects of the budget, which were duly answered by officers.

Resolved

- (1) That the exempt presentation be noted

The meeting ended at 8.35 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

29 August 2018

Update Report on S106 Monitoring

Report of Assistant Director, Planning Policy and Development

This report is public

Purpose of report

The purpose of this report is to inform the Committee of the current position in respect of those Section 106 agreements (S106 agreements) that include either a developer contribution or a schedule of works. This report also provides an update to the committee on the current methods for monitoring S106 agreements.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report and appendices.

2.0 Introduction

- 2.1 S106 agreement monitoring has always been the responsibility of the Development Management function within the Major Developments Team. However a review of the procedures in place for this was carried out early in 2018 and it was agreed that this process would come under the responsibility of the Enforcement Team. This has culminated in the appointment, in April 2018, of a new S106 Development Monitoring Officer.
- 2.2 The S106 Development Monitoring Officer has begun an intensive investigation into the Council's S106 records to establish a comprehensive baseline position. The initial records under review, relate to S106 agreements signed within the last 5 years. This review is extensive and resource intensive and likely to take a minimum of 12 months to obtain all of this information. This review also includes looking at outstanding invoices that are overdue and chasing outstanding S106 obligations that haven't been complied with.

3.0 Report Details

- 3.1 The new process involves the creation of a full list of all current and historic S106 agreements as well as the creation of individual monitoring logs for each Development.

The list of the S106 agreements currently identified is shown at appendix A (Table of Current Legal Agreements being monitored) please note, this table is only partially complete with new S106 agreements being added all the time. A sample of a monitoring log for each individual S106 is shown at appendix B (Oak Farm, Milcombe). The individual monitoring logs include the pertinent data contained within the S106 agreements relating to trigger points for contributions and the financial amounts to be provided.

- 3.2 Attached is also a spreadsheet of current active developments and their occupation numbers as of July 2018. This shows what developments are currently active and need to be prioritised to ensure they are compliant with their Section 106 payments (Occupation by development spreadsheet, Appendix C).
- 3.3 The next stage of the review will be to conduct a full financial review to establish what financial contributions have actually been received and what projects these have been allocated to. This information will be added to the individual agreement logs and presented to the Committee meeting once available. It should be noted that this is a substantial piece of work that will also necessitate involvement from the Corporate Finance Team.
- 3.4 Attached is a spreadsheet to show the monies that have been recovered since the Development Monitoring officer started (£1,446,982.39). This is a considerable amount for the Council (Appendix D, S106 payments received).
- 3.5 It is the intention of officers to add this information about individual S106 agreements to the Council's website upon completion.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The process to review the existing S106 agreements is ongoing. We are using the successful model that has been adopted at South Northamptonshire Council ('SNC') as a guide. It is envisaged that the quality and availability of the data available in relation to S106 agreements across the Council will mirror the exemplar of the SNC model. Going forward the process will be much more proactive working with developers and our Planning Officers to ensure that monies from S106 agreements are invoiced and received in a timely manner.
- 4.2 Any outstanding contributions that are brought to the attention of the Development Monitoring Officer, immediate payment/delivery (including indexation) will be sought.
- 4.3 The current review of S106 agreements is comprehensive and will result in reliable data relating to contributions (the previous method of S106 agreement monitoring was not comprehensive or up to date and the data held could not be totally relied upon). It will then be maintained on an on-going basis, with the information reported regularly to Budget Planning Committee and Development Control Committee.

5.0 Consultation

5.1 None.

6.0 Alternative Options and Reasons for Rejection

6.1 This report sets out the Section 106 Monitoring for Cherwell District Council. This is a report for your information. Currently no further options have been considered however Members may request additional information or give recommendations. No alternative options have been considered, given the recommendation is to note the contents of the report.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising directly from this report. However there is concern that Developers can in most cases ask to claw back the money that they have paid to the Council, if we cannot prove that the S106 money has been spent for the purpose it was agreed. If there are any outstanding Section 106 contributions or obligations, the Section 106 Monitoring Officer will be actively seeking these from the developers.

Comments checked by: Kelly Watson, Assistant Director Finance and Procurement.
0300 003 0206, kelly.watson@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 Risk of challenge by and/or clawback from developers should the Council not be able to prove that monies have been spent in accordance with the relevant planning obligations.

Comments checked by: Amy Jones, Solicitor. 01295 221987,
amy.jones@cherwellandsouthnorthants.gov.uk

Wards Affected

All

Links to Corporate Plan and Policy Framework

Corporate priorities of preserving what's special and protecting our quality of life.

Lead Councillor

Councillor Colin Clarke

Document Information

Appendix No	Title
A	Table of current Legal Agreements being monitored
B	Oak Farm, Milcombe (Example Monitoring log)
C	Occupation by development spreadsheet
D	S106 Payments received
Background Papers	
None	
Report Author	Amy Sedman, Planning Enforcement Team Leader
Contact Information	Ext 1564 Amy.sedman@cherwellandsouthnorthants.gov.uk

Appendix A - Table of all current Legal Agreements being monitored		S106 SPREAD SHEET STATUS KEY			AGREEMENT STATUS KEY		AGREEMENT STATUS KEY	
Informative							S106 Not Triggered	
<u>Note</u> - This is the S106 Monitoring Officer's 'working log' ordered in date of agreement signed (newest at the top)		FINANCE New Agreement (NOT YET INPUT - SPREAD SHEET TO BE CREATED) or no funds in S106 account yet / or non due for CDC			S106 Not Triggered		Inactive /clause discharge data required	
<u>Note</u> - Some 'pre xxxx' records have been listed below, but may not have been reviewed yet due to their historic nature.		LIVE sites / FINANCE Spread sheet updated			Active		Discharged / NFA	
		Applications fully discharged and/or NFA			N/A		Site & S106 Status TBC	
Section 106 / UU Developments		Planning Ref	S106 date	Monitoring Date Created	Checked by Amy Sedman (AS)	Current Status of development	Status of Agreement	Next Review Date
Land West of Warwick Road Banbury		13/00656/OUT	14/01/2014	01/05/2018		commenced on site		
Land North of Milton Road, Bloxham		05/02103/OUT	05/04/2007	26/06/2018		completed		
Land North of Oak View Weston on the Green		13/01796/OUT	07/04/2015	02/07/2018				
North Oxfordshire Academy, Drayton Road, Banbury		14/00080/F	08/12/2014			pre school built but 3g pitch still not built		
North Oxfordshire Academy, Drayton Road, Banbury, Pre School		14/00695/F	08/12/2014	15/08/2018				
Hardwick Farm East, Southam Road, Banbury for the East site		13/00159/OUT	18/12/2013	11/07/2018		Bellway 94 occupations Ashberry Homes 70 occupations as of July 2018		
Hardwick Farm West , Southam Rd, Banbury		13/00158/OUT	18/12/2013			not commenced yet		
Graven Hill, Bicester		14/01494/OUT	08/08/2014			Commenced on site		
Adderbury Fields, Milton Road, Adderbury		13/00456/OUT	20/11/2013			commenced on site no occupations		
Adderbury Fields, Milton Road, Adderbury Appeal Notice		13/00456/OUT	23/01/2013					
Land at Bicester Fields Farm, Bicester		97/01685/OUT	28/08/1998			Completed		
		98/00392/REM						
		98/00653/REM						
Hanwell Fields, Land Warwick Road, & Southam Road, (Hart Close) Banbury		95/01117/OUT	06/09/2001			Completed, still outstanding some laps and leaps		
Land at Launton Road, Bicester		12/01216/F	05/04/2013	11/06/2018		Completed		
Land West side of Skimmingdish Lane, Bicester		11/00151/F	15/12/2011			Completed		
Cattle Market, Merton Street, Banbury		01/00210/OUT				Completed		
		05/01082/F						
Land South of Paddington Cottage, Bloxham		09/01811/F	12/01/2011			completed		
Land South of Banbury Rise adj Edin Way, Banbury (110 Dwellings) - Bretch Hill		13/00444/OUT	10/03/2016			50th occupation confirmed and invoiced on 5th June 2018. 100th occupation confirmed and invoice raised 1st August 2018	Active	100th occupation
East of Deene Close, Aynho Road, Adderbury (60 Dwellings)		13/00084/SO 13/01768/F/ /DISC//F	19/06/2014 14/12/2016					
Bankside, Banbury		05/01337/OUT	17/12/2014			completed		
Land South of Blackwood Place & Molyneux Drive & North West of Cotefield Farm, Oxford Road, Bodicote		11/00617/OUT	27/02/2012					
Land to the East Side of Sibford Road, Hook Norton (54 Dwellings)		14/00844/OUT	31/03/2015	04/05/2018		Works commenced May 2018	Active	
Kingsmere SW Bicester (Whitelands Farm) Site 1		06/00967/OUT						
Kingsmere SW Bicester (Whitelands Farm)		13/00847/OUT site 2	13/09/2016					
Kingsmere SW Bicester (Whitelands Farm)		13/00433/OUT	15/08/2016					
Land West of Garners House, Main Street, Great Bourton		16/01979/F	31/05/2017	21/06/18				
OS Parcel 4100 adj & South of Milton Road Adderbury		13/00456/OUT	20/11/2013			site commenced		
OS Parcel 4100 adj & South of Milton Road Adderbury Appeal Notice		Appeal	23/01/2014					
Land South of Overthorpe Rd, adj to the M40		11/01878/OUT	27/11/2012			Invoiced 1st Public Art £3,500 on ????? Invoiced for 2nd Public Art £91,865.22 on 01.08.18	Active	
Land at Oak Farm, Milcombe		10/00967/OUT	05.04.2011	14/06/2018		Completed LAPS and LEAPS transferred and Commuted sums invoiced for. County Council Invoiced and has been paid invoiced for indoor and outdoor sports Contribution awaiting payment		
Upper Heyford		10/01642/OUT	11/12/2011			Bovis Dorchester		
Ambrosden Court Ambrosden		13/00621/OUT				query with Lap		
		15/00480/REM						
Church Leys Field Ambrosden		16/02370/F	22.1.2018	31.7.2018				
Broughton Road, Banbury		13/01528/OUT						
		14/01188/OUT						
		17/00669/EM						
Bloxham Road Banbury		12/00080/OUT						
		14/01225/REM						
Longford Park		05/01337/OUT						
Bloombridge adj to A41 Bicester		16/02586/OUT				no dwellings hotel and retail		
		17/02557/REM						
Bicester Village						Completed		
60-82 Broad Street Banbury		16/0529/F				commenced still discharging conditions		

Damon Emes

Section 106 / UU Developments	Planning Ref	S106 date	Monitoring Date Created	Checked by Amy Sedman (AS)	Current Status of development	Status of Agreement	Next Review Date
land North of the Bourne and adjoining Bourne Lane, Hook Norton	11/01755/OUT						
Land north of Gaveston Gardens and rear of Manor Farm Deddington	13/00301/OUT				57 occupation from July 18 28 remainng		
Land south of Talisman Road adj to London Road, Bicester	09/01592/OUT				commenced only 4 left to complete		
Land at bessemer Close/Launton Road, Bicester	15/02074/OUT				Commenced building no occupations yet		
Land South of Milton Road, Bloxham	14/01017/OUT				9 occupations as of July 18		
Hanwell Fields Banbury 5	12/01789/OUT				80 occupations		
Land south of Banbury Rise adjoining to Edinburgh Way	17/01192/OUT				Commenced		
Land north East of Crouch Hill	14/01192/OUT				not commenced yet		
Land adj South of Salt Way	14/01932/OUT				Commenced		
West of Cricket Field North of Wykham Lane	15/01326/OUT				not commenced yet		
Land north of Health Club Phase 2 Longford	17/01408/OUT				not commenced yet		
Land north East of Oxford Road Longford Park	05/01337/OUT						
Cannelside, Banbury	17/01233/OUT				Not Commenced yet		
Land West of M40	18/00108/F				Not Commenced yet		
Spiceball Development Area	13/01601/OUT				Not Commenced yet		
South of Salt Way - West	16/00597/F				Commenced		
Land at Higham Way	160072/OUT						
Hanwell Fields	14/00066/OUT				current occupation 107		
60-62 Broad Street Banbury	16/02529/F				clearing site ready for commencement		1st occupation is Affordable
6 Chalker Way, Banbury	18/00108/F				no dwellings not commenced yet		
land Adj and north East of Newstones, Bloxham	06/00312/F				completed		
Land off Quarry Close Bloxham	13/00496/OUT				25 occupation as of July 18		
land at Oxford Road Bicester	16/02586/OUT						
Elmsbrook Bicester Bicester 1	14/02121/OUT						
	10/01780/HYBRID						
South East Bicester Bicester 12	15/02074/OUT						
	18/00091/F						
Land North of Milton Road Adderbury	18/00220/F				sport and recreation ground not commenced yet		
Land north of Milton Road, Adderbury	10/00512/OUT						
	17/00813/F						
Land adj and east of last house adj and north of Berry Hill Road, Adderbury	17/02394/OUT						
Land west of Banbury Road Twyford	15/1773/OUT						
Gracewell Care Facility, Adderbury	17/00777/REM				Completed		
	17/00802/F						
The Paddocks, Chesterton	14/01737/OUT				no occupations yet		
Coop Car Park Kidlington	15/01872/F				no occupations yet		
Technical Park, Kidlington							
Land south of Cotefiled Business Park Oxford Road , Bodico	14/02156/OUT				not commenced yet		
	18/00193/REM						
	18/01309/REM						
Oxford Road, Adderbury	16/01459/F				3 occupations		

Note
Some PRE 2010 records have been listed above, but may not have been fully reviewed yet due to their historic nature.

Contribution type and claw back date specified	Clause Number	Definition and total amounts (add indexation type, for e.g., BCIS All In Tender)	Triggers for delivery	Trigger Amount	Date Sundry Debtor raised and date of indexation applied	Invoice number (& date issued by finance) & indexation rate/period	Date payment received / infrastructure complete (and claw back date)	Amount received	Cost centre (S106 Revenue)	Account code	Spending contract to fund recipient (date sent and returned as signed, with Invoice)	Civica Requisition No, PO Number and GRN No (and dates of)	Date amount / infrastructure transferred and to which recipient	Amount transferred / paid to recipient
Miscellaneous No claw back	8.1	Will on completion of this Deed pay to the District Council and the County Council their respective reasonable legal costs of and in connection with this Deed	On completion of the Deed											
	8.1.2	Will reimburse the District Council and County Council in respect of all legal and administrative costs reasonably and properly incurred in connection with the enforcement of any of the provisions hereof should the need for enforcement arise in the reasonable opinion of the District Council and/or County Council	Prior to Implementation											
	8.1.3	£3,750.00 Forthwith upon completion of this Deed will pay to the County Council the sum of three thousand seven hundred and fifty Pounds (£3,750.00) as a contribution towards the cost of monitoring and administration of this Deed	Upon Completion of the Deed	£3,750.00										
	8.1.4	£1,225.00 Forthwith upon completion of this Deed will pay to the District Council the sum of one thousand two hundred and twenty five Pounds (£1,225.00) as a contribution towards the cost of monitoring and administration of this Deed	Upon Completion of the Deed	£1,225.00			06/04/2011	£1,225.00						
	8.1.5	Will reimburse the District Council in respect of its reasonable legal costs where land is transferred to the District Council pursuant to this Deed.	where land is transferred to the DC											
			Total	£4,975.00			Total	£1,225.00				Total	£0.00	
Change of ownership etc	11.1	The Owners agree with the District Council and the County Council to give the District Council and the County Council immediate written notice of any change in ownership of any of its interests in the Site occurring before all the obligations under this Deed have been discharged such notice to give details of the transferee's full name and registered office if a company or usual address if not together with the area of the Site or unit of occupation purchased by reference to a plan.	written notice in case of change of ownership	N/A										
	11.2.1	to give the District Council and the County Council notice in writing of the intended date of Implementation of the Planning Permission fourteen days before that date	date of implementation	N/A										
	11.2.2	The date of Implementation of the Planning Permission within 14 days of its occurrence		N/A										
	11.2.3	The date of first Occupation of any Dwelling at the Site within 14 days of its occurrence and to specify in the notification the date on which it will occur/occurred	date of 1st occupation	N/A										
	11.3	To notify the District Council and the County Council within fourteen days of each of the usual quarter days (25 March, 24 June, 29 September and 25 December) the number of dwellings on the Development which have been occupied on that quarter day and their addresses/plot numbers on the annexed pro forma together with a plan showing plot numbers.	within 14 days of each quarter year date i.e. 25 March, 24 June, 29 September and 25 December	N/A										

Schedule two Draft Conditions no claw back date	1	That no development shall be commenced until full details of the layout, scale, appearance, access and landscaping (hereafter referred to as reserved matters) have been submitted to and approved in writing by the Local Planning Authority. Reason - This permission is in outline only and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990. as amended by Section 51 of the Planning and Compulsory Purchase Act 2004, and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995 (as amended).	prior to commencement	N/A										
	2	That in the case of the reserved matters, application for approval shall be made not later than the expiration of three years beginning with the date of this permission. Reason - This permission is in outline only and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990. as amended by Section 51 of the Planning and Compulsory Purchase Act 2004, and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995. (As amended).		N/A										
	3	That the development to which this permission relates shall be begun not later than the expiration of two years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last reserved matters to be approved. Reason - This permission is in outline only and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990. as amended by Section 51 of the Planning and Compulsory Purchase Act 2004, and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995 (as amended).	no later than 3 years after permission granted	N/A										
	4	That no more than 29 dwellings shall be accommodated on the site. Reason In order to achieve a satisfactory form of development, to ensure that the site is not overdeveloped and to comply with Policies C28 and C30 of the adopted Cherwell Local Plan.	no more than 29 dwellings on site	N/A										
	5	That no development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme for landscaping the site which shall include:- (a) details of the proposed tree and shrub planting including their species, number, sizes and positions, together with grass seeded/turfed areas, (b) details of the existing trees and hedgerows to be retained as well as those to be felled, including existing and proposed soil levels at the base of each tree/hedgerow and the minimum distance between the base of the tree and the nearest edge of any excavation, (c) details of the hard surface areas, pavements, pedestrian areas, crossing points and steps. Reason In the interests of the visual amenities of the area, to ensure the creation of a pleasant environment for the development and to comply with Policy C28 of the adopted Cherwell Local Plan.	Prior to commencement	N/A										

6	<p>That all planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the building(s) or on the completion of the development, whichever is the sooner; and that any trees and shrubs which within a period of five years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent for any variation.</p> <p>Reason In the interests of the visual amenities of the area, to ensure the creation of a pleasant environment for the development and to comply with Policy C28 of the adopted Cherwell Local Plan.</p>	1st planting season	N/A										
7	<p>Prior to the commencement of the development hereby permitted details of the provision, landscaping and treatment of open space/play space within the site shall be submitted to and approved in writing by the Local Planning Authority. The open space/play space, once approved shall be landscaped, laid out and completed in accordance with the details approved and within a time period to be first approved in writing by the Local Planning Authority and thereafter retained as open space/play space.</p> <p>Reason In the interests of amenity, to ensure the creation of a pleasant environment for the development with appropriate open space/play space and to comply with Policy R12 of the adopted Cherwell Local Plan.</p>	Prior to commencement	N/A										
8	<p>Prior to the commencement of the development hereby permitted a desk study and site walk over to identify all potential contaminative uses on site, and to inform the conceptual site model shall be carried out by a competent person and in accordance with DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11' and shall be submitted to and approved in writing by the Local Planning Authority. No development shall take place until the Local Planning Authority has given its written approval that it is satisfied that no potential risk from contamination has been identified.</p> <p>Reason - To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with Policy ENV12 of the adopted Cherwell Local Plan and PPS23: Planning and Pollution Control.</p>	Prior to commencement	N/A										

9	<p>If a potential risk from contamination is identified as a result of the work carried out under condition 8, prior to the commencement of the development hereby permitted, a comprehensive intrusive investigation in order to characterise the type, nature and extent of contamination present, the risks to receptors and to inform the remediation strategy proposals shall be documented as a report undertaken by a competent person and in accordance with DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11' and submitted to and approved in writing by the Local Planning Authority. No development shall take place unless the Local Planning Authority has given its written approval that it is satisfied that the risk from contamination has been adequately characterised as required by this condition.</p> <p>Reason - To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with Policy ENV12 of the adopted Cherwell Local Plan and PPS23: Planning and Pollution Control.</p>	Prior to commencement	N/A										
10	<p>If contamination is found by undertaking the work carried out under condition 9, prior to the commencement of the development hereby permitted, a scheme of remediation and/or monitoring to ensure the site is suitable for its proposed use shall be prepared by a competent person and in accordance with DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11' and submitted to and approved in writing by the Local Planning Authority. No development shall take place until the Local Planning Authority has given its written approval of the scheme of remediation and/or monitoring required by this condition.</p> <p>Reason - To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with Policy ENV12 of the adopted Cherwell Local Plan and PPS23: Planning and Pollution Control.</p>	Prior to commencement	N/A										
11	<p>If remedial works have been identified in condition 10, the remedial works shall be carried out in accordance with the scheme approved under condition 10. The development shall not be occupied until a verification report (referred to in PPS23 as a validation report), that demonstrates the effectiveness of the remediation carried out, has been submitted to and approved in writing by the Local Planning Authority.</p> <p>Reason - To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with Policy ENV12 of the adopted Cherwell Local Plan and PPS23: Planning and Pollution Control.</p>		n										

12	That the development hereby permitted shall be carried out in accordance with the recommendations made in the RSK Initial Ecological Survey dated June 2010, in particular the Method Statement (Appendix 6) which sets out measures for habitat retention and enhancement and avoidance of harm. Reason To protect habitats of importance to nature conservation from any loss or damage in accordance with the requirements of PPS9 - Planning and Biodiversity and Policy C2 of the adopted Cherwell Local Plan		N/A											
13	That the development hereby permitted shall be carried out in accordance with the recommendations made in the RSK Bat and barn Owl Survey dated June 2010, in particular the Method Statement (Appendix 6) which sets out measures for replacement bat roosting habitat, avoidance of harm/destruction of unidentified bat roosts, replacement barn owl roosting habitat and avoidance of harm in relation to barn owls. Reason To protect habitats of importance to nature conservation from any loss or damage in accordance with the requirements of PPS9 Planning and Biodiversity and Policy C2 of the adopted Cherwell Local Plan	Prior to commencement	N/A											
14	That prior the first occupation of any part of the development hereby permitted fire hydrants shall be provided or enhanced on the site in accordance with details to be first submitted to and approved in writing by the Local Planning Authority. Reason - To secure the provision of essential community infrastructure on site in accordance with Government Guidance contained in PPS1 - Delivering Sustainable Development	prior to 1st Occupation	N/A											
15	Prior to the commencement of the development an archaeological Written Scheme of Investigation shall be submitted to and approved in writing by the Local Planning Authority. Reason - To safeguard the recording and inspection of matters of archaeological importance on the site in accordance with PPS5: Planning for the Historic Environment	Prior to commencement	N/A											
16	Following the approval of the Written Scheme of Investigation referred to in condition 14, no development shall commence within the application area until the applicant, or their agents or successors in title, have implemented a staged programme of archaeological investigation and mitigation, which shall be carried out by a professional archaeological organisation (acceptable to the Local Planning Authority) in accordance with the Written Scheme of Investigation. The programme of work shall include all processing, research and analysis necessary to produce an accessible and useable archive and a full report for publication. Reason To safeguard the recording and inspection of matters of archaeological importance on the site in accordance with PPS5: Planning for the Historic Environment	Prior to commencement	N/A											
Third Schedule Covenants with the District Council	1.1	The Owners covenant with the District Council that they the Owners will upon the terms of paragraphs 1.2 to 1.10 provide the LAP as a local area of play in accordance with the Guide a copy of which has been supplied to the Owners and will not at any time use the LAP or cause or permit the LAP to be used for any purpose other than as a local area of play (and the words "any other purpose" shall include using the subsoil of the LAP for the laying of services unless so agreed by the District Council in approving any conditions pursuant to the Planning Permission or otherwise and using the LAP or the site thereof for the storage of materials, the parking of cars and/or any other vehicles or as a site compound or for any other purpose detrimental to the structure of the soil or existing vegetation);		N/A										

9.7	will arrange for suitable insurance for the Public Art to the reasonable satisfaction of the District Council;		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
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Note...
Public Art has been installed by the developer rather than paying the DC to complete. A bench has been installed with agreement with the DC

			Total	£5,800.00			Total	£0.00				Total	£0.00
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Affordable Housing	2.1	The Owners covenant and undertake with the District Council that they the Owners will not Implement or cause or permit the Implementation of any part of the Development until there has been submitted to and approved by the District Council	prior to implantation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	2.1.1	Plans and details identifying to the satisfaction of the District Council the precise locations of the Affordable Housing Land which land shall provide for the Affordable Housing Dwellings to be located in such positions throughout the Site as the District Council shall approve in a number of separate groups (meaning not adjacent to any other such group) comprising not more than 3 houses comprising a mix of Social Rented Housing and Shared Ownership Housing units together or as otherwise agreed in writing by the District Council; and	As agreed with DC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	2.1.2	A phasing scheme for the provision and completion of the Affordable Housing Dwellings		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	2.2	Will not Occupy or cause or permit the Occupation of more than twenty per cent (20%) of the Market Dwellings until each area comprising the Affordable Housing Land has been offered to and transferred to the Registered Provider together with all rights for Infrastructure and other rights reasonably necessary for the beneficial enjoyment of the Affordable Housing Dwellings to be constructed thereon and with a good and marketable freehold or long leasehold title free from incumbrancers and with vacant possession and capable of being fully serviced and properly connected to the public highway	not to permit more than 20% of dwellings until the affordable Housing has been offered and transferred to registered provider	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	2.3	Will transfer the Affordable Housing Land to the Registered Provider in consideration of the sum of £1 and at no other cost to or contribution by the Registered Provider (including legal costs) (save that if agreed between the Registered Provider and the Owners that the Owners should construct the Affordable Housing Dwellings then at the agreed cost of construction of such Affordable Housing)	will transfer the affordable Housing to registered provider for the sum on £1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	2.4	Will not Occupy or cause or permit the Occupation of more than forty per cent (40%) of the Market Dwellings until there has been provided to the District Council's reasonable satisfaction the Infrastructure to serve each parcel of the Affordable Housing Land and the Affordable Housing Dwellings at no cost to or other contribution by the Registered Provider;	Will not Occupy more than 40% of the dwellings until DC is satisfied the infracture for each house is completed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	2.5	Will construct all the Affordable Housing Dwellings in accordance with the Affordable Housing Design Criteria and 50% of the Affordable Housing Dwellings to Lifetime Homes Standards.		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		

For more information on Affordable Housing see clauses 3 - 4 (pages 28-30 of the legal agreement)

County Council Covenants	2.1	The Owner covenants with the County Council agrees to give the Notification to the County Council no later than 14 days after the issue of the Reserved Matters Approval (Dwellings)											
	2.2.1	£137,713.00 not to cause or permit any planning permission obtained for the Development to be Implemented until it has paid to the County Council The first instalment of the County Infrastructure Contribution being the sum of £137,713 Index Linked	prior to Implementation	£137,713.00									
	2.2.2	£8,990.00 The Transport Contribution index linked	prior to Implementation	£8,990.00									

2.3	£137,713.00 to pay to the County Council before any planning permission for the Development is Implemented the first instalment of the County Infrastructure Contribution of £137,713.00 Index Linked and the Transport Contribution;	prior to Implementation											
2.4	not to cause or permit the Occupation of any Dwelling until it has paid to the County Council the second instalment of the County Infrastructure Contribution being the balance of the County Infrastructure Contribution and to pay that balance to the County Council before any Dwelling is Occupied Provided Always that where the Notification has not been received by the County Council prior to the due date for payment of the second instalment of the County Infrastructure Contribution to pay to the Council the sum of £137,713.00 Index Linked prior to the first Occupation of any Dwelling and not to cause or permit any Dwelling to be Occupied until such payment has been made to the Council	Prior to 1st Occupation	£137,713.00										
2.5	where the Notification has not been received by the County Council prior to the payment of the second instalment of the County Infrastructure Contribution to pay to the County Council within 14 days of the issue of the Reserved Matters Approval (Dwellings) the balance (if any) of the County Infrastructure Contribution												
2.6	in the event that the number of Dwellings and/or their size (by reference to the number of Bedrooms) to be constructed on the Site differs from that applied for the purpose of calculating any of the payments further to paragraph 2.4 and where applicable paragraph 2.5 above the Owner shall pay to the County Council prior to commencement of construction of the final Dwelling the balance outstanding of the County Infrastructure Contribution (calculated applying the actual number and size of Dwellings to be constructed)	Prior to Commencement of final dwelling											
Total			£284,416.00			Total	£0.00				Total	£0.00	
District Council Covenants Repayment of contributions	1	The District Council hereby covenants with the Owners to use all sums received from the Owners under the terms of this Deed for the purposes specified in this Deed for which they are to be paid or for such other purposes for the benefit of the Development as the Owners and the District Council shall agree	N/A	N/A	N/A	N/A	N/A	N/A					
	2	The District Council covenants with the Owners that following written request from the Owners that it will pay to the party that made that payment to the District Council such amount of any payment made by the Owners to the District Council under this Deed in accordance with the provisions of this Deed which has not been expended at the date of such written request together with interest which has accrued on the balance after deduction of tax where required and any other sum required to be deducted by law provided always that no such request will be made prior to the expiry of ten years of the date of receipt by the District Council of such payment. Any contribution or part of a contribution which the District Council has contracted to expend prior to the date of receipt of such request shall be deemed to have been expended by the District Council prior to that date. If capital works have been carried out then commuted sums for maintenance will not be returnable under this paragraph.	N/A	N/A	N/A	N/A	N/A	N/A					
	3	The District Council shall provide to the Owners such evidence, as the Owners shall reasonably require in order to confirm the expenditure of the sums paid by the Owners under this Deed upon a written request by the Owners such request not to be made more than once in any year	N/A	N/A	N/A	N/A	N/A	N/A					

Open Space Land	4	The District Council shall neither use nor permit to be used the Informal Open Space and the LAP other than as amenity areas for the use of the public without the prior written consent of the Owners	N/A	N/A	N/A	N/A	N/A	N/A						
	5	At the written request of the Owners the District Council shall provide written confirmation of the discharge of the obligations contained in this Deed when satisfied that such obligations have been performed	N/A	N/A	N/A	N/A	N/A	N/A						
County Council Covenants	1	The County Council covenants with the Owner that it shall not apply the County Infrastructure Contribution for any purpose other than for the provision and/or improvement of: Primary school infrastructure serving Milcombe; Secondary school infrastructure serving Milcombe; Special needs school infrastructure serving Milcombe; Library infrastructure including book stock serving Milcombe; Day resource centre infrastructure serving Milcombe; Oxfordshire museum resource centre; Strategic waste recycling centre infrastructure serving Milcombe in such form and at such time as the County Council shall in its discretion decide	N/A	N/A	N/A	N/A	N/A	N/A						
	2	The County Council covenants with the Owner not to apply the Transport Contribution for any purpose other than for the provision and/or improvement of sustainable transport infrastructure and/or services serving Milcombe	N/A	N/A	N/A	N/A	N/A	N/A						
	3	Following written request from the person who made the relevant payment the County Council will repay to that person the balance (if any) of the County Infrastructure Contribution and Transport Contribution which at the date of the receipt of such written request has not been expended together with interest which has accrued on the balance after deduction of tax where required and any other sum required to be deducted by law provided always that no such request shall be made prior to the expiration of 10 years from the date of payment of the final instalment of those contributions or if later 10 years from the expiration of the due date for payment of the final instalment of those contributions. Any contribution or part of a contribution which the County Council has contracted to expend prior to the date of receipt of such request shall be deemed to have been expended by the Council prior to that date	N/A	N/A	N/A	N/A	N/A	N/A						
	4	The County Council shall provide to the Owner such evidence, as the Owner shall reasonably require in order to confirm the expenditure of the contributions paid to the County Council under this Deed upon a written request by the Owner such request not to be made more than once in any year	N/A	N/A	N/A	N/A	N/A	N/A						

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Banbury							
Site name	Planning reference number	Brief Description of development	Developer	Planning Officer	developer contact details	occupations as of July 2018	Dwellings outstanding
Land West of Warwick Road	13/00656/OUT 14.1.2014	300 dwellings allotments and retail unit site been split equally between 2 developers (Miller and Taylor Wimpey). S106 Legal agreement only with Miller 1st S106 invoice raised for the Community Facilities Contribution, Offsite Indoor Sports Facilities contribution, Off site Outdoor Sports contribution £361,419.72	Miller Homes/ Taylor Wimpey	Nat Stock	Miller - Rob.collett@miller.co.uk 0870 3364190 / 07753429002 Taylor - Steven.neal@taylorwimpey.com 07816517479	Miller - 0 Taylor Wimpey - 0	Miller - 150 TW - 148
Land off Warwick Road North of Hanwell Fields Banbury 5	12/01789/OUT 16/01210/F 17/00708/F	Outline application for up to 350 dwellings, together with new vehicular access from Warwick Road and associated open space	Persimmon Homes Ltd	Nat Stock	Elizabeth Woods 01527 851200	80 occupations	phase 1 will be 134 dwellings Phase 2 will take it to just under 350 dwellings altogether
North Oxfordshire Academy	14/0080/F	Single storey pre-school building with 3G Pitch	Unite Learning Trust	Matt Parry		No Dwellings	
Hardwick Farm East / Southam Road	13/00159/OUT	Demolition of existing structures; development of up to 510 residential units (use Class C3/extra care housing) and Class D1 education use, with associated access, landscaping/open space, parking and related works	Bellway Homes Ashbury Homes	Emily Shaw	Elaine Connolly 01908 364200 Bellway Homes Ashbury Homes James Lambert	Bellway Homes completions: 94 Number of units Ashberry Homes completions: 70 Number of units Total completions to date: 164 dwellings	
Hardwick Farm West / Southern Road	13/00158/OUT 18/00273/OUT	Development of up to 90 residential (Use Class 3/extra care housing), Class A uses, Class D1 use with associated access, landscaping/open space, parking and related works	Pandora Ltd	Emily Shaw		-	-
Hanwell Fields	95/01117/OUT	Residential development, new link road, landscaping, ancillary development and new primary school site. (as amended by additional masterplan received 15/05/96 and link road plans received 27/03/97),	Bryant Homes/	Jenny Barker		Completed	
Cattle Market	01/00210/OUT	Residential Development, including live/work units, together with a community facility. Alteration to existing and construction of a new vehicular and pedestrian accesses (as amended by the further information from the applicant received in the Department on 3 October 2003).	Kings Oak Homes Ltd	Linda		333 completed	0
Bankside	05/01337/OUT	Residential development with associated facilities including primary school, playing fields, local shops and community facilities. 2200sq.m of employment provision (Use class B1 Business) (as amended by further information document received 10.11.05).	Wimpey UK Ltd	Matthew Parry		600 - completed	
Land south of Blackwood Place Oxford Rd Bodicote	11/00617/OUT	Outline application for residential development of 82 dwellings	Cala Homes	Matt Parry	Vicky Roe 01628 552315 vjrose@cala.co.uk		
Land South of Overthorpe Rd adj to M40	11/01878/OUT	Erection of upto 115,197 sqm of floorspace to be occupied for either B2 or B8 (use classes) or a mixture of both B2 and B8 (use classes). Internal roads, parking and service areas, landscaping and the provision of a sustainable urban drainage system incorporating landscaped area with balancing pond and bund S106 contributions for Public Art received £91,865.22	Bloor Homes			No Dwellings	

North East Of Crouch Hill Farm Adjoining Broughton Road	13/01528/OUT		Cala Homes	Matthew Parry	Vicky Roe 01628 552315 virose@cala.co.uk		
South Of Salt Way Bloxham Road Banbury	14/01188/OUT	Development of up to 350 dwellings, associated public open space and associated infrastructure.	Barwood Strategic Land				
Bloxham Road Banbury	12/00080/OUT	Residential development of up to 145 dwellings with associated access	Morris Homes (Midlands) Ltd			0	317
	14/01225/REM	Reserved matters application to Outline 12/00080/OUT - Appearance, Landscaping, Layout and Scale.					
Land South of Stratford Road Drayton/Land north of Edinburgh Way Banbury 3	13/00444/OUT 17/00189/F	Construction of up to 400 residential dwellings including 60 sheltered housing/extra care accommodation, 500 sq m of small scale employment and training premises, open space, new vehicular junction and accesses and associated infrastructure	Bloor Homes	Bob Duxbury	Damon Emes	110	
		1st S106 monies received for Refuse, health, Offsite indoor sports, sunshine centre and police, £500,065.40 Monitoring fee and refuse collections received £23,245.45					
Land south of Banbury Rise adj to Edinburgh Way	17/00189/F	Full application for the erection of 319 dwellings, including affordable housing, areas of open space, new vehicular junction onto Bretch Hill and Edinburgh Way and associated infrastructure.	Bloor Homes	Bob Duxbury	Damon Emes		319
Land north East of Crouch Hill	14/01192/OUT 13/01758/OUT	residential use of up to 117 dwellings with associated gardens, parking, landscaping, services and infrastructure and public open space, with access off Broughton Road. Approval sought for access, the development area and zones of building heights, with all other matters reserved - Resubmission of 13/01758/OUT	Gleasons Development Ltd				117
Land adjoining South of Salt Way/ South of Salt Way - East	14/01932/OUT	Development of up to 1,000 dwellings together with a mixed use local centre. [including A1 retail up to 1,000 m2, financial services (A2), restaurants, pubs and takeaways (A3, A4, A5), community uses (D1)]; primary school and safeguarded additional primary school land; secondary school playing field land; green infrastructure including formal (including playing fields) and informal open space, landscape and amenity space; changing and sports facilities (including D2); sustainable drainage systems; highway, cycle and pedestrian routes; car parking; infrastructure (including utilities); engineering works including ground remodelling; demolition, site reclamation and removal of structures. Formation of a new roundabout access from the A361 together with associated alterations to alignment of Bloxham Road and provision of a section of link road through the site up to its eastern-most boundary	Morris Homes and others	Matthew Parry	eloise George Egeorge@morrishomes.co.uk 01788 557913		1000

West of Cricket Field North of Wykham Lane	15/01326/OUT	Up to 280 dwellings (including 30% affordable housing), introduction of structural planting and landscaping, formal and informal public open space and play areas, surface water flood mitigation and attenuation, new priority junction arrangements to White Post Road, creation of section of spine road to link Bloxham Road with White Post Road as well as creation of 34 space car park and other associated ancillary works. All matters reserved except for access.	Morris Homes	Matthew Parry	Eloise George Egeorge@morrishomes.co.uk 01788 557913	280
Land North of Health Club phase 2 of Longford	17/01408/OUT	residential development of up to 700 dwellings; multi-purpose community building incorporating a sports pavilion and changing rooms; green infrastructure including formal (playing fields, allotment) and informal open space, landscaping and associated infrastructure including a balancing pond on land off the A4260, Oxford Road, Banbury with alterations to existing access off the A2460, Oxford Road. All matters of detail reserved save access from Oxford Road	Hallam Land Management Ltd	Matthew Parry		not started yet 700
Land North East of Oxford Road Longford Park	05/01337/OUT	Residential development with associated facilities including primary school, playing fields, local shops and community facilities. 2200 sq.m of employment provision (Use class B1 Business) (as amended by further information document received 10.11.05).	Gallagher Estates & Hallam Land Management			
Canalside	17/01233/OUT 18/00293/OUT	Outline application for the development of land to the west of Banbury Railway Station to comprise 44 apartments all within Use Class C3; provision of vehicular and cycle parking together with all necessary internal roads and footpaths; provision of open space and associated landscape works; and ancillary works and structures.				not started yet 63
Land west of M40	18/00108/F	Full planning permission for 30,007.5 sqm of logistics floor space, within Class B8 of the Town and Country Planning Use Classes Order 1987, including ancillary Class B1 (a) Offices (929 sqm), service yard and access to Chalker Way.	Symetry			Not Started yet No Dwellings
Spiceball Development Area	13/01601/OUT	Outline planning permission for the redevelopment of land adjacent to the Oxford Canal comprising; the demolition of the Castle Quay Shopping Centre northern car park and the General Foods Sports and Social Club; change of use of part of the ground floor of the Castle Quay Shopping Centre southern car park and associated works; the erection of a retail foodstore (Use Class A1), hotel (Use Class C3), cinema (Use Class D2), restaurants and cafes (Use Class A3 and A4) and altered vehicular and pedestrian accesses, landscaping, construction of infrastructure, car parking and associated works, including glazed canopy over the Oxford Canal and the construction of pedestrian/cycle bridges over the Oxford Canal and River Cherwell. Details of new vehicular access off Cherwell Drive and alterations to Spiceball Park Road				not started yet No Dwellings

South of Salt Way - West	16/00597/F 17/00472/REM	Approval of the layout, scale, external appearance and landscaping for 321 dwellings	redrow Homes	Matthew Parry	Michael Glass michael.glass@redrow.co.uk 01604 601115		
Land at Higham Way	16/00472/OUT	Proposed residential redevelopment for approximately 200 units	Grundons	Bob duxbury		not started yet	200
Hanwell Fields	14/00066/OUT	Planning Application for up to 160 dwellings together with associated infrastructure and open space with all matters reserved except access	Davidson	Nat Stock	David Green dgreen@davidsonsgroup.co.uk	107	53
60-62 Broad Street Banbury	16/02529/F	Alterations to building and change of use to form retail units at ground floor level and 12 No self contained flats over - re-submission of 16/00292/F		Matt Chadwick		0	12
Banbury 6 Chalker Way, Banbury	18/00108/F	Full planning permission for 30,007.5 sqm of logistics floor space, within Class B8 of the Town and Country Planning Use Classes Order 1987, including ancillary Class B1 (a) Offices (929 sqm), service yard and access to Chalker Way.				No Dwellings	

Bloxham

Site name	Planning reference number	Brief Description of development	Developer	Planning Officer	developer contact details	occupations as of 12th July 2018	Dwellings outstanding
Land North of Milton Road Weavers Fields	05/02103/OUT	application for erection of up to 74 dwellings with public open space, landscaping, improvements to access and car parking.	Taylor Woodrow	Linda Griffiths		74 Completed	0
Land South of Paddington Cottage Milton Rd Bloxham	05/01555/OUT	Residential development of up to 57 units with associated access and infrastructure (as amended by revised plan received 22.08.05 and supplemented by letter and design statement received 25.10.05).	Bewley Homes	Linda Griffiths / caroline Ford		57 Completed	0
Land adjoining and North East of Newstones , Bloxham	06/00312/F	Residential development for 27 dwellings (as amended by plans received 12/04/06)	Taylor Wimpey			27 Completed	0
Land off Quarry Close, Bloxham	13/00496/OUT	Erection of up to 60 dwellings with access from Tadmerton Road, associated amenity space, community parkland and additional parking for Bloxham Primary School	Miller Homes/ Taylor Wimpey	Nat Stock	Miller - Rob.collett@miller.co.uk 0870 3364190 / 07753429002	25	35
Land South of Milton Road	14/01017/OUT	Residential development comprising up to 85 dwellings with access and associated infrastructure.	Miller Homes	Linda Griffiths	Miller - Rob.collett@miller.co.uk 0870 3364190 / 07753429002	9	76

Bicester

Site name	Planning reference number	Brief Description of development	Developer	Planning Officer	Developer contact details	Occupations as of 12th July 2018	Dwellings outstanding
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Graven Hill (Bicester 2)	11/01494/OUT 15/01217/OUT 15/02266/REM 16/01807/REM	Outline - Redevelopment of former MOD sites including demolition of existing buildings, development of 1900 homes; local centre to include a 2 form entry primary school (class D1), a community hall of 660sqm, five local shops or facilities to include A1, A2, A3, A5 and D1 uses totalling up to 1358sqm, up to 1000sqm gross A1 uses, a pub/restaurant/hotel (class A4/A3/C1) up to 1000sqm and parking areas; employment floorspace comprising up to B1(a) 2160sqm, B1(b) 2400sqm, B1(c) and B2 20520sqm and B8 uses up to 66960sqm; creation of public open space and associated highway improvement works, sustainable urban drainage systems, biodiversity improvements, public transport improvements and services infrastructure. Erection of a 70400sqm fulfilment centre on 'C' site and associated on site access improvement works, hardstanding, parking and circulation areas - Variation of Conditions 2, 26, 27, 39, 40, 41, 51, 52, 58 and 68 of 11/01494/OUT (mixed use redevelopment of former MOD sites including 1900 homes) - Reserved matters (access, landscape and layout) in respect of the demonstrator plots (phases 01-A and 01-B) pursuant to 11/01494/OUT - Reserved matters to 16/01802/OUT - Reserved matters in respect of public areas in Phase 1a and part of phase 1b	A2 Dominion	Alex Keen		21 (14 affordable, 7 custom built)	2100
Land at Bicester Fields	97/01685/OUT	Residential development including related public open space (Bicester Linear Park), place of worship, roads and drainage.	Westbury Homes	Jenny Barker		477 Completed	0
	98/00392/REM	Main site access road & bus route with associated footpath, cycleways, verges & traffic calming including junction with The Bramblings and Redwing Close and access from London Road					
	98/00653/REM	Residential development for 10 units and garages, walls and wall and railings					
Land at Launton Rd, Bicester	12/01216/F	Erection of 23 dwellings with associated access	Taylor Wimpey	Graham W		23 completed	0
Land West side of Skimmingdish Lane	11/00151/F	Change of use and conversion of buildings to form 160 new dwellings, construction of 27 new dwellings, change of use of lodge building (building 19) to a shop/cafe, change of use to B8 storage (building 50 only), two new access to Skimmingdish Lane, car parking, landscaping and all ancillary development	City and Country Bicester Ltd	Caroline Roache		197 new build and conversions completed	0
		Up to 1585 no. dwellings; health village to include health and employment uses and elderly persons					

Kingsmere / Whitelands Farm	06/00967/OUT 13/00433/OUT Phase 1 13/00847/OUT Phase 2	nursing home; B1 and B2 employment uses; local centre comprising of shops, a pub/restaurant, children's day nursery, offices and a community centre; 2 no. primary schools and 1 no. secondary school; a hotel; a sports pavilion; formal and informal open space; a link road between A41 and Middleton Stoney Road/Howes Lane junction; associated new roads, junctions, parking, infrastructure, earthworks and new accesses to agricultural land (as amended by plans and documents received 24.10.06). Residential development within use Class C3, Extra care facility, primary school, retail, formal and informal public open space, play facilities, sports pitches, allotments and associated infrastructure including landscaping, highways, footpaths/cycleways, drainage utilities and parking Outline application for construction of up to an additional 100 dwellings above those permitted under 06/00967/OUT	Countryside Properties Ltd	Linda Griffiths	Luke Robinson 07554334513 Steven.tryhall@permissonshomes.com 01666827871	KM1 Taylor Wimpey 94 completed KM2 Bovis 57 completed KM3 Bovis 107 KM4 Bovis 109 KM6 Bovis 38 Completed KM7/9 Bellway 141 Completed KM8 David Wilson 32 Completed KM12 David Wilson 101 Completed KM21 Cherwell DC 21 Completed KMA/B Linden 147 KMC/D Persimmon 191 KME Bovis 0	KM3 Bovis 3 remaining KM4 Bovis 4 remaining KM5/22 Bellway 88 remaining KMA/B Linden 79 remaining KMC/D Persimmon 72 remaining KME Bovis 207 remaining
Land North of Oak View, Weston on the Green	13/01796/OUT	Residential development of up to 20 dwellings		George Smith			
		S106 monitoring fee and refuse collection £2,440.84					
Land at Oxford Rd Bicester adj to A41 Bicester Gateway (Bicester 10)	16/02586/OUT 17/02557/REM	Phase 1 of the proposed new business park ("Bicester Gateway") comprising up to 14,972 sq m (Gross External Area) of B1 employment based buildings, plus a hotel (up to 149 bedrooms), with associated infrastructure, car parking and marketing boards. Reserved matters to 16/02586/OUT - Erection of hotel and associated works	Bloombridge LLP				no dwellings
Bicester Village	95/00536/F	Variation of Condition 19 of CHS.305/93 (ie that the amount of restaurant/hot food sales (Class A3) be increased from 595 sqm to 790 sqm)	Bicester Nominess Ltd				no dwellings
Elmsbrook (Bicester 1)	10/01780/HYBRID 14/02121/OUT	Development of Exemplar phase of NW Bicester Eco Town to secure full planning permission for 393	A2 Dominion	Caroline Roache			
South East Bicester (Bicester 12)	15/02074/OUT 18/00091/F	14,200 sq m of logistics floor space, within class B8, including ancillary class B1 (a) offices (929 sq m), erection of security gatehouse, security fence, sprinkler tank and pump house, with an access road and associated site infrastructure including external service yard, lorry parking, landscaping, amenity open space including 10m green corridor with 3m foot path and cycle link to wider Bicester 12 and storm water drainage infrastructure and private sewage treatment plant	redrow Homes and Wates Developments				
Land at Bessemer Close/ Launton Road	15/02074/OUT 17/01253/REM	Demolition of existing industrial buildings and erection of 21 affordable dwellings and 49 open market dwellings, with associated new access, open space and landscaping Reserved Matters to 15/02074/OUT - Landscaping. Outline was not EIA development	Vanderbilt Homes	Linda Griffiths	Nathan Craker 01494 685930 nathan.craker@vanderbilthomes.co.uk	0	70
Land South Of Talisman Road Adjacent London Road Bicester	09/01592/OUT	Residential development for 140 no. dwellings with associated parking, access and public open space.	Mulberry Developments (Stratton Park, Bicester)	Linda Griffiths	Keelan Riley 07413953135		
Site name	Planning reference number	Brief Description of development	Developer	Planning Officer	developer contact details	occupations as of 12th July 2018	Dwellings outstanding
		Proposed new settlement of 1075 dwellings					

Upper Heyford	10/01642/OUT 17/00983/REM	including the retention and change of use of 267 existing military dwellings to residential use Class C3 and the change of use of other specified buildings, together with associated works and facilities, including employment uses, a school, playing fields and other physical and social infrastructure	Bovis Dorchester	Andrew Lewis	Simon Fry 01869238200		
Upper Heyford	15/01357/F	Erection of 79 dwellings, creation of new access from Camp Road, creation of new open space, hard and soft landscaping and ancillary works	Pye	Andrew Lewis	s.fry@dorchestergrp.com	0	77
Upper Heyford	16/02446/F	Erection of 297 residential dwellings (Use Class C3) comprising a mix of open market and affordable housing, together with associated works including provision of new and amended vehicular and pedestrian accesses, public open space, landscaping, utilities and infrastructure, and demolition of existing built structures and site clearance works					
Other Villages							
Site name	Planning reference number	Brief Description of development	Developer	Planning Officer	developer contact details	occupations as of 12th July 2018	Dwellings outstanding
Adderbury Fields / adj and south of Milton Road, Adderbury	13/00456/OUT	Erection of 65 dwellings with associated access, open space and structural landscaping	David Wilson Homes	Linda Griffiths		0	65
East of deene close Aynho Rd Adderbury	14/01743/F 13/00084/SO	Screening Opinion to 13/01768/F - Demolition of existing agricultural building and development of 59 dwellings with new highways access from Aynho Road, public open space, landscaping and infrastructure	Bloor Homes Ltd	Linda Griffiths	Northampton Office Max Whitehead		
	13/01768/F	Demolition of existing agricultural building and development of 60 dwellings with new highways access from Aynho Road, public open space, landscaping and infrastructure					
Land to the East Side of Sibford Rd Hook Norton	14/00844/OUT 17/00950/REM	Erection of 54 dwellings, landscape, public open space and associated works	Lioncourt	Linda Griffiths	Lucy Dyer 01905 755167 lucydye@lioncourthomes.com	0	54
Land North Of The Bourne And Adjoining Bourne Lane Hook Norton	11/01755/OUT 14/00379/REM	Outline planning permission with all matters reserved for the erection of up to 70 dwellings (Class C3), public open space including a play area/amenity space and a balancing pond, associated earthworks to facilitate surface water drainage, landscaping, car parking, a pumping station and other ancillary works.	Taylor Wimpey UK Ltd	Linda Griffiths			
Land West of Garners House Great Bourton	16/01979/F	Erection of 43 No dwellings, a new community hall, associated infrastructure and two vehicular accesses from Main Street on land west of Garners House, Main Street, Great Bourton	Hayfield Homes Ltd	caroline Ford	0121 272 8899 (Mark Gay is the contact)		
Oak Farm Milcombe	10/00967/OUT	Outline: Erection of 29 residential dwellings with private gardens and car parking. Invoiced for money for outdoor and indoor sports				29 Completed	0
Ambrosden Court, Ambrosden	13/00621/OUT	Demolition of Ambrosden Court and erection of 45 No residential units with access off Merton Road	Croudace Homes Ltd	Matthew Parry	Jason.Cross@croudace.co.uk 01462 413468	45 Complete	0
	15/00480/REM	Reserved Matters to 13/00621/OUT - Appearance, landscaping, layout and scale for 45 dwellings - (Amended design and layout of buildings and road layout, together with alterations to landscaping and site enclosures)					
Church Leys Farm Ambrosden	16/02370/F	Erection of 85 dwellings with public open space, associated parking, landscaping, new vehicular accesses and servicing received S106 contributions for Community Hall £20,581.35	Bellway Homes Ltd	Matthew Parry	john.hutchinson@bellway.co.uk 01908 364200	0	85
Land north of Milton Road, Adderbury	18/00220/F	Change of use of agricultural land to sport/recreation and community use				No Dwellings	
Land north of Milton Road, Adderbury	10/00512/OUT 17/00813/F	Residential development, estate road and open space	Nicholas King Homes	Caroline Roache			

land adj and East of Last House adj and North of Berry Hill Road. Adderbury	17/02394/OUT	Outline planning permission for up to 55 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road.	Hollins Strategic Land	caroline Ford		0	55
Land North of Gaveston Gardens and rear of Manor Farm Deddington (The Grange)	13/00301/OUT 16/01548/F	Full planning application for residential development of 99 dwellings (Use Class C3) together with parking, public open space, landscaping and associated infrastructure S106 payments for Community Hall contribution, Off site outdoor sports, refuse bins £137,281.89 RECEIVED	David Wilson Homes	Linda Griffiths	Steve Waldrige 0121 7137329 Gillian.Clerk@barretthomes.co.uk accounts - Gillian Clark 01217137310	57	28
Land West of Banbury Road Twyford	15/01773/OUT	Outline planning permission for up to 50 residential dwellings (including up to 35% affordable housing), land for potential GP outreach Surgery/Pharmacy/Community Use/Primary School Relocation, introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Banbury Road and associated ancillary works. All matters to be reserved with the exception of the main site access					50
Gracewell care facility	17/00777/REM 17/00802/F	The construction of a 36 no. bedroom specialist nursing facility (associated with dementia care and neurological rehabilitation) (Use Class C2) with associated access, parking, landscaping and tree planting.				Completed	
The Paddocks Chesterton Audley Gardens	14/01737/OUT	With means of access for consideration (layout, scale, appearance and landscaping reserved for subsequent approval) for the erection of up to 45 dwellings served via a new vehicular and pedestrian access; public open space and associated earthworks to facilitate surface water drainage; and all other ancillary and enabling works	Taylor Wimpey	James Curkin		0	45
Green Lane, Chesterton	12/00305/OUT	Erection of 44 dwellings, village hall/sports pavilion and associated car parking, enlarged playing pitches, new children's play area, access and landscaping		James Curkin			
Coop Car park Kidlington	15/01872/F	Erection of new buildings off Sterling Road Approach to contain 46 x 2 bedroom flats, conversion of offices above existing retail store to form 8 x 2 bedroom flats, and alterations to existing retail store. Construction of new accesses, car parking, service and turning areas and landscaping				commenced June 2018	52
Technical Park, Kidlington							
Land South Of Cotefield Business Park Oxford Road, Bodicote,	14/02156/OUT 18/00193/REM 18/01309/REM	95 No new homes Reserved matters application to 14/02156/OUT - for appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 44 dwellings Reserved matters application for 14/02156/OUT - appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 58 dwellings	Crest Nicholson			not commenced yet	95
Adderbury, Oxford Road	16/01459/F		Barwood Homes	Bob neville	Craig Berry 01604 369216	3	23

Cherwell District Council Section 106 payments received in 2017

Appendix D

Monies invoiced	Developer received from	Planning Application No	Development location	Date received	Project to be used for	Monies received
101,195.00	Mulberry Property Developments Limited	09/01592/OUT	Land South of Talisman Road adjacent to London Road, Bicester	06/04/2017	Formal Off-Sites Sports Facilities Contribution	101,195.00
84,100.00	Mulberry Property Developments Limited	09/01592/OUT	Land South of Talisman Road adjacent to London Road, Bicester	06/04/2017	Indoor Sports Facilities Contribution (Index Linked)	84,100.00
16,795.37	Mulberry Property Developments Limited	09/01592/OUT	Land South of Talisman Road adjacent to London Road, Bicester	06/04/2017	Off-Site Community Facilities Contribution (Index Linked)	16,795.37
6,800.00	Mulberry Property Developments Limited	09/01592/OUT	Land South of Talisman Road adjacent to London Road, Bicester	06/04/2017	Refuse Bin Contribution	6,800.00
9,153.43	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Outdoor Sports and Recreation Contribution	9,153.43
7,865.67	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Indoor Sports Contribution	7,865.67
4,895.13	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Health Contribution	4,895.13
5,692.01	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Spiceball Skate Park Contribution	5,692.01
1,536.84	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Refuse and Recycling Containers Contribution	1,536.84
2,390.64	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Library Contribution	2,390.64
3,597.35	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Day Care Provision for the Elderly Contribution	3,597.35
455.36	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Adult Learning Contribution	455.36
136.61	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Museum Resource Centre Contribution	136.61
1,844.21	Longmill Realty Limited	13/00211/F	Land at County Chambers, 2 West Bar and 10/11 Horsefair, Banbury	06/04/2017	Strategic Waste Management Contribution	1,844.21
90,000.00	Bellway Homes(Northern Home Counties)	10/00159/OUT	Southam Road, Banbury	12/05/2017	Public Art	90,000.00
27,638.88	Persimmon Homes (South Midlands) Ltd		Hanwell Fields, Banbury	23/05/2017	Hart Close LAP Commuted Sum - £15,498.00 plus £12,140.88 interest.	27,638.88
185,776.85	Miller Homes Limited-Southern Region	16/01020/OUT (14/01017/OUT)	Milton Road, Bloxham	12/06/2017	Off-Site Sports Facilities Contribution	185,776.85
11,370.54	The Crown Estate c/o Savills UK Limited			14/06/2017	CCTV Monitoring Contribution	11,370.54
26,367.82	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	22/08/2017	Community Hall Contribution	26,367.82

Cherwell District Council Section 106 payments received in 2017

Appendix D

103,722.84	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	22/08/2017	Off-Site Outdoor Sports Facilities Contribution	103,722.84
7,191.22	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	22/08/2017	Refuse Bin Contribution	7,191.22
9,532.75	Eversheds Sutherland (International) LLP		NW Bicester)	31/08/2017	Partial refund of invoice number 91603398 dated 28 April 2017 relating to matter number 304371.000001 (professional legal fees relating to the Section 106 Agreement for NW Bicester) due to overpayment.	9,532.75
25,601.03	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	06/09/2017	Community Hall Contribution	25,601.03
100,706.49	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	06/09/2017	Off-Site Outdoor Sports Facilities Contribution (App Ref 13/00301/OUT / Oxford Road, Deddington) £100,706.49	100,706.49
6,982.10	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	06/09/2017	Refuse Bin Contribution (App Ref 13/00301/OUT / Oxford Road, Deddington) £6,982.10	6,982.10
26,367.82	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	05/09/2017	Community Hall Contribution	26,367.82
103,722.84	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	05/09/2017	Off-Site Outdoor Sports Facilities Contribution	103,722.84
7,191.22	Barratt Homes Mercia & David Wilson Homes Mercia	13/00301/OUT	Oxford Road, Deddington	05/09/2017	Refuse Bin Contribution	7,191.22
20,000.00	Bicester Nominees Ltd & Bicester II Nominees Ltd	12/01209/F)		03/10/2017	Contribution towards strategic events in Bicester Town Centre in accordance with Clause 8.2 of the Section 106 Agreement dated 28 July 2014 (Instalment 1 of 3)	20,000.00
1,000.00	Hayden Homes Limited	3/01796/OUT	Land North of Oak View, Weston on the Green	04/01/2018	Monitoring Fee £1000	1,000.00
1,440.64	Hayden Homes Limited	3/01796/OUT	Land North of Oak View, Weston on the Green	04/01/2018	Refuse Bin collection £1,440.64	1,440.64
9,500.00	Bloor Homes	13/00444/OUT & 16/00576/REM	Land south of Banbury Rise adj to Edinburgh Way Banbury	08/01/2018	Monitoring Fee £9,5000	9,500.00

Cherwell District Council Section 106 payments received in 2017

Appendix D

13,745.45	Bloor Homes	13/00444/OUT & 16/00576/REM	Land south of Banbury Rise adj to Edinburgh Way Banbury	08/01/2018	Refuse contribution (50%) £13,500 = £13,745.45	13,745.45
135,132.40	Bellway Homes(Northern Home Counties)	13/00159/OUT & 14/01871/OUT	East Site Southam Road Banbury	06/03/2018	Off Site Indoor Sports Facilities £108378.00 + 26,754.40 indexation	135,132.40
					Total Received in 2017	1,159,448.51

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Monies invoiced	Developer received from	Planning Application No	Development location	Date received	Project to be used for	Monies received
£91,865.22	British Airways Trustees Ltd	11/01878/OUT	Overthorpe Rd adj to M40	Invoiced waiting for payment to clear	2 nd Public Art Contribution	
£500,065.40	Bloor Homes	13/00444/OUT	South of Banbury Rise adj to Edinburgh Way (Bretch Hill) 50 th Occupation trigger	29.07.2018	Refuse Health Offsite Indoor Sports (Woodgreen) Sunshine Centre Police	£15,512.73 £92,276.60 £166,048.81 £206,836.36 £19,390.91
£59,252.01	Countryside Properties Ltd	06/00967/OUT	Kingsmere Bicester	May 2018 £47,200.82 received (12,051.19 outstanding) being chased for remainder	SL5 informal open space Meadow Grass, Tree Planting, Litter Pick, Hedgerows	£47,200.82
£41,192.47	Careys Group Pls	10/00967/OUT	Oak Farm, Milcombe (This should have been invoiced in 2013)	Invoiced waiting for payment to clear	Indoor Sports £16,400.11 (Bloxham Sports Pavillion) Outdoor sports £24,792.36 (Bloxham Community Hall)	
£20,581.35	Bellway Homes Ltd	16/02370/F	Land at Church Leys Field, Ambrosden	09.07.2018	Community Hall Contribution	£20,581.35
£361,419.72	Miller Homes Ltd	13/00656/OUT	Land West of Warwick Road Banbury	12.07.2018	Community Facilities Offsite indoor sports (Woodgreen) Offsite outdoor sports (NOA)	£31,780.55 £138,653.64 £190,875.54
£23,245.45	Bloor Homes Western	13/00444/OUT	Land south of Banbury Rise adj to Edinburgh Way	16.01.2018	Monitoring Fee Refuse	£9,500.00 £13,745.45
£2,440.64	Hayden Homes Ltd	13/01796/OUT	Land North of Oak View Weston on the Green	09.01.2018	Monitoring Fee Refuse Bins	£1,000.00 £1,440.64
£24,100.22	Countryside Properties Ltd	06/00967/OUT	Kingsmere	Invoiced waiting for payment to clear	Community Hall Commuted Sum	£24,100.22
£468,038.78	Bloor Homes	13/00444/OUT	South of Banbury Rise adj to Edinburgh Way (Bretch Hill) 100 th Occupation trigger	30.07.2018	Health Offsite Indoor Sports (Woodgreen) Sunshine Centre Police	£89,131.74 £160,389.75 £199,787.23 £18,730.05
£34,000.00	Sainsburys Supermarket & Cushman & Wakefield	N/A	CCTV Maintenance for 01/04/2016-31/03/2017 & 01/04/2017-31/03/2018 This invoice has been chased for 2 years, this has now been confirmed as processed and we are waiting for payment to clear This should have been invoiced in 2017	15.08.2018	CCTV Pioneer Square	£34,000.00
£1,591,701.26						

Total Received

£1,480,982.39

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Cherwell District Council

Budget Planning Committee

29 August 2018

<p>Monthly Performance, Risk and Finance Monitoring Report – June 2018</p>

Report of the Assistant Director – Finance and Procurement

This report is public

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

1.0 Recommendations

- 1.1 To note the contents of the report.

2.0 Introduction

- 2.1 The Council is committed to performance, risk and financial monitoring reviews on a monthly basis. This demonstrates an improvement from previous years where reporting has been quarterly.
- 2.2 Regular reporting is extremely important and we are committed to improving this during 2018/19. The committee will be able to provide input into the way the reporting develops further during the year.

3.0 Report Details

- 3.1 The frequency of information is being improved during 2018/19. We have introduced monthly monitoring and reporting across the organisation. This improvement in reporting regularity will provide budget managers, senior leadership and members with more up to date information regarding the financial position and outlook for the Council.
- 3.2 The finance team has aligned itself with the business areas to provide better support, consistency and continuity of advice moving forward across both revenue and capital budgets in addition to monitoring any over funding levels.
- 3.3 The organisation is developing its monitoring and forecasting process and working closely with managers across the Council. The Council is currently forecasting an overspend of £120k. This overspend relates to additional interim staff and resource required to support the production of the Statement of Accounts and support financial management improvements within Finance and Procurement.

- 3.4 The Council will continue to challenge its forecasts and highlight risk areas as soon as possible. We will monitor and review existing costs and income to identify any further savings and efficiencies which would support the Council in managing its current position.

4.0 Conclusions and Reasons for Recommendations

- 4.1 It is recommended that the contents of the report are noted.

5.0 Consultation

- 5.1 The report sets out performance, risk and financial information from the previous month and as such no formal consultation on the content or recommendation is required.

6.0 Alternative Options and Reasons for Rejection

- 6.1 This report sets out the performance against the 2018/19 plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no direct financial implications arising directly from the production of this report.

Comments checked by:

Adele Taylor, Executive Director – Finance and Governance

0300 003 0103

adele.taylor@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal implications arising from this report.

Comments checked by:

James Doble, Assistant Director – Law and Governance

01295 221587 james.doble@cherwellsouthnorthants.gov.uk

Risk Management

- 7.3 There are no risk management implications arising from this report.

Comments checked by: Hedd VaughanEvans

Hedd Vaughan-Evans, Assistant Director, Performance and Transformation

01295 227978 hedd.vaughanevans@Cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Tony Ilott, Portfolio Holder for Finance and Governance

Document Information

Appendix No	Title
Annex 1	Executive Report, Monthly Performance, Risk and Finance Monitoring Report – June 2018
Report Author	Kelly Watson, Assistant Director – Finance and Procurement
Contact Information	Kelly Watson, Assistant Director – Finance and Procurement 01295 221638 kelly.watson@cherwellandsouthnorthants.gov.uk

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Cherwell District Council

Executive

<p>Monthly Performance, Risk and Finance Monitoring Report – June 2018</p>

Report of Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance

This report is public

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.

2.0 Introduction




- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2018-19 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 2.5 The Report details section is split into three parts:
 - Performance Update
 - Leadership Risk Register Update
 - Finance Update

- 2.6 There are four appendices to this report:
- Appendix 1 - Monthly Performance Report
 - Appendix 2 – Leadership Risk Register
 - Appendix 3 – 2018/19 Business Plan
 - Appendix 4 – Capital Programme

3.0 Report Details

Performance Update

- 3.1 The Council’s performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2018-19 business plan (see Appendix 1) and the priorities of the Council.
- 3.2 The 2018-19 business plan set out three strategic priorities:
- Protected, Green and Clean;
 - Thriving Communities and Wellbeing;
 - District of Opportunity and Growth.
- 3.3 This report provides a summary of the Council’s performance in delivering against each strategic priority. To measure performance a ‘traffic light’ system is used. Where performance is on or ahead of target it is rated green, where performance is slightly behind the target it is rated amber. A red rating indicated performance is off target.

Colour	Symbol	Meaning for Joint Business Plan Measures	Meaning for Joint Key Performance Measures (KPIs)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan	Delivering to target or ahead of it.

Priority: Protected, Green and Clean

- 3.4 The Council is committed to protecting the natural environment and ensuring the character of the district is preserved and enhanced. Our commitment included working to ensure the district has high standards of environmental cleanliness and greater waste and recycling services. Maintaining the district as a low crime area is another key part of this priority and the Council is committed to working in partnership to deliver against this objective.

3.5 Overview of our performance against this strategic priority:

- **Weather impacts on recycling performance** – The percentage of waste recycled and composted fell in June, an expected seasonal trend further affected by the hot and dry weather experienced during the month. Performance for June is reporting 1.44% short of the monthly profiled target and only 0.28% short of the YTD target. The continued heat wave throughout July is expected to see this performance trend continue next month.
- **Hardwick neighbourhood blitz campaign** saw 160 working hours dedicated to tackling litter, graffiti and fly-tipping on the busy Banbury estate. Five workers collected nearly 15 tonnes of waste using mechanical street sweepers, and gathered over two tonnes by hand, weighing the same as four elephants.
- **Annual Air Quality Status Report for 2018 submitted** - The report which provides an overview of air quality in the district during 2017 has been submitted to DEFRA (Department for Environment, Food & Rural Affairs). Overall the general trend in nitrogen dioxide concentrations across the district is downwards, except in the Hennef Way, Horsefair and Kidlington 'Air Quality Management Areas' (AQMAs). The monitoring supports the retention of the four AQMAs in CDC (Hennef Way, Horsefair, Kidlington and Bicester).
 - **Protecting the built heritage** - The Heritage at Risk strategy is progressing and the owners of the last identified c.50 buildings/sites have been recently contacted to undertake surveys. Following these surveys, we will have a complete record of Listed Buildings at Risk at SNC and will take steps to address the problems with these buildings and structures.
The Conservation Team continues to support Development Management led major projects work at the former RAF Bicester site, including the proposed hotel, new technical site, and master planning appraisal work. Conservation advice and input continues at the former RAF Nether Heyford site.

Priority: Thriving Communities and Wellbeing

3.6 The Council is committed to supporting our communities to thrive and to promoting the wellbeing of our residents. This priority includes supporting health and wellbeing, improving leisure facilities and delivering leisure activities and working in partnership with voluntary organisations to deliver services in a manner that safeguards children, young people and vulnerable adults. Another key aspect of this priority is preventing homelessness, the delivery of affordable housing and improving the condition of residential properties.

3.7 Overview of our performance against this strategic priority:

- **The Social Prescribing (SP) scheme** is developing well, working in partnership with Citizens Advice North Oxfordshire and Oxfordshire Clinical Commissioning Group (OCCG). Department of Health funding has now been secured for a four year project in partnership with West and OCCG (Oxfordshire Clinical Commissioning Group) across the north locality, to be launched this autumn.

- **Providing enhanced leisure facilities** has seen the Launch of Summer Holiday Activities at Bicester, Banbury and Bloxham. Activities to commence on Thursday 26th July to Friday 31st August. An Athletics event hosted at North Oxfordshire Academy Athletics Track in partnership with Banbury Harriers as part of fixtures for the 2018 season was held during June. Opening hours at Woodgreen Open Air 50m Swimming Pool were extended during the Half term.
- **Housing benefit performance continues to improve** - The average time taken to process new benefit claims for June 2018 is excellent, reducing to 9 days against a local target of 15 days. This is an improvement from May 2018 when the average time taken to process new claims was 11.31 days. The national target is 22 days.
- **Housing benefit change events processing time** has fallen in June to 10.50 days against a target of 8 days, however is Green for the YTD performing at 6.75 days against the target of 8 days.

Priority: District of Opportunity and Growth

3.8 The Council is committed to developing the local economy, promoting inward investment and delivering sustainable growth. This priority also contributes towards making great places to live, work, visit and invest through economic development and working in partnership to deliver strategic transport infrastructure projects.

3.9 Overview of our performance against this strategic priority:

- **Increasing employment at strategic employment sites, promoting investments and business growth has seen** - The Economic Growth team are contributing to the Oxfordshire Industrial Strategy and Joint Strategic Spatial Plan workshop to ensure that the needs of the economy are recognised and planned for. The OxLEP Market Place event was held on 8 June where local businesses were able to exhibit and gain information and advice about how to expand.
- **Delivery of innovative and effective housing schemes** – The Build! Team has delivered 28 units of supported housing in Banbury. 8 of these have been let to people from the single homeless pathway with 20 to be let. Further units will be brought forward in Bicester in the next few months.
- **Unemployment rate hasn't changed this month, but remains significantly below regional and national figures** – in May 2018 unemployment rate was 0.9% (825 people) for Cherwell, no percentage change in the figures since last month. The rate for England is 2.2% and Cherwell is performing well in relation to other districts. (Note: % is the number of claimants as a proportion of resident population of area aged 16-64 and gender).
- **The Partial Review of the Local Plan** - The Partial Review Local Plan was submitted to PINs (Planning Inspectorate) for Examination on 5 March 2018. We are still awaiting the dates for the public hearings, but the process of Examination is on-going. The programme for examination is overseen by the Planning Inspectorate not the Council. The programme for the next Local

Plan is under review having regard to forthcoming revised National Planning Policy Framework and the on-going scoping for the countywide Joint Statutory Spatial Plan.

Summary of Performance

- 3.10 The Council reports on performance against 20 joint business plan measures and 13 key performance indicators on a monthly basis. Performance for this month is summarised in the table below. The full details, including commentary against each measure and key performance indicator can be found in Appendix 1.

Business Plan Measures and Key Performance Indicators					
Status	Description	June	%	YTD	%
Green	On target	29	88%	30	91%
Amber	Slightly off target	3	9%	3	9%
Red	Off target	1	3%	0	0%

3.11 **Spotlight On: “Keeping the District Clean”**

Each month this report will focus on a theme or service provided by the Council, highlighting how this contributes to the delivery of the strategic priorities and the key achievements delivered to date.

This month we are focusing on the Street Cleansing service. The overall Street Cleansing Services strategy to ‘Keep the District Clean’ is by having a balance between the following key priorities:-

- **Quality of service** - An efficient & responsive Street Cleansing service
- **Educating residents** to dispose of their waste responsibly whilst making it easy for people to dispose of their waste.
- **Enforcement action** - action against those who commit environmental crime.

The joint Street Cleansing service is led by the Street Cleansing Manger with two supervisors and 28 staff at CDC and one supervisor and 9 staff at SNC.

The service covers many activities including litter picking, emptying bins, mechanical sweeping, Neighbourhood blitz events, clearing up after public events, graffiti & gum removal, removing dead animals from the highway, removing fly tipping, cleaning open spaces for Town & Parish Councils and offering support to Oxfordshire & Northamptonshire Highways in adverse weather events. The service is seven days/week and often we have staff in the urban centres from 06.00 -18.00.

The work of the team is influenced by the following themes:

- The growing district;
- Seasonal weather challenges;
- The balance between education and enforcement.

The service aims to deliver high customer satisfaction with the cleanliness of the district and to provide good value for money for our residents. In 2017/18 (last year’s annual satisfaction survey) over 70% of CDC residents were satisfied or really satisfied with the service, an increase of 6% from the previous year. The overall cost per property for waste collection is £17 per property, per year. The

regular neighbourhood blitzes are very well received by residents who participate in making Cherwell a cleaner, greener place to live.

A key part of the service strategy is education and the service works with residents and local schools in raising awareness about getting rid of waste responsibly by running successful 'Neighbourhood blitz' events, proactive social media campaigns working closely with our Communications team and carrying out 'Spring Clean' events.

Where residents fly tip, allow their dogs to foul the pavements or litter areas our enforcement team investigate and where sufficient evidence exists takes enforcement action including issuing fixed penalty notices and prosecutions.

As part of keeping the district clean strategy the service will also be concentrating on the following themes:-

- ✓ The growing district
- ✓ Seasonal challenges
- ✓ Education v enforcement balance

Risk Update

- 3.12 The Council maintains a Joint Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 3.13 The heat map below shows the overall position of all risks contained within the Leadership Risk Register.

Risk Scorecard – Residual Risks						
		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic					
	4 - Major		L04, L11		L05	
	3 - Moderate			L01, L02, L03 L10, L12, L14	L06, L07, L08	L09, L13a, L13b
	2 - Minor					
	1 - Insignificant					

- 3.14 The table below provides an overview of changes made to the Leadership Risk Register during the past month. Any significant changes since the publication of the report will be reported verbally at the meeting.

Leadership Risk	Score	Direction	Latest Update
L01 Financial Resilience	9 Low risk	↔	Mitigation actions updated
L02 Statutory functions	9 Low risk	↔	Comments updated
L03 Lack of management Capacity	9 Low risk	↔	Comments updated
L04 CDC & SNC Local Plans	8 Low risk	↔	No change
L05 Business Continuity	16 High risk	↔	Mitigating actions and comments updated
L06 Partnering	12 Medium risk	↔	Comments updated
L07 Emergency Planning	12 Medium risk	↔	Mitigating actions and comments updated.

L08 Health & Safety	12 Medium risk	↔	No change.
L09 Cyber Security	15 Medium risk	↔	Mitigating actions updated
L10 Safeguarding the Vulnerable	8 Low risk	↔	Mitigating actions updated
L11 Income generation through council owned companies	8 Low risk	↔	No change
L12 Financial sustainability of third party third party suppliers	8 Low risk	↔	No change
L13a Local Government Reorganisation (CDC)	15 Medium risk	↔	No change
L13b Local Government Reorganisation (SNC)	15 Medium risk	↔	No change
L14 Corporate Governance	9 Low risk	↔	No change

Finance Update

- 3.15 We are continuing to develop the way we report and the ease of access and understanding of information we provide to ensure Members, and the public, are fully aware of the financial position of the Council.

In previous years financial reporting has been on a quarterly basis. This frequency of information is being improved during 2018/19. We have introduced monthly monitoring and reporting across the organisation. This improvement in reporting is providing budget managers, senior leadership and members with more up to date information regarding the financial position and outlook for the Council.

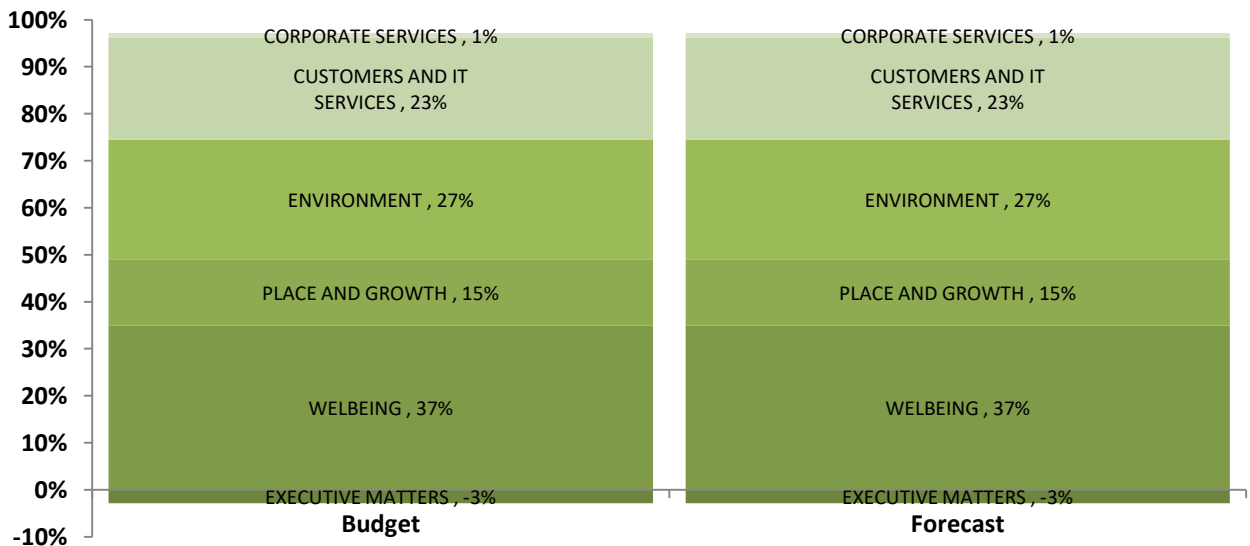
The finance team has aligned itself with the business areas to provide better support and consistency and continuity of advice moving forward across both revenue and capital budget areas in addition to monitoring any over funding levels.

The risk based monitoring undertaken to date has highlighted two areas of risk at this stage. One relates to Finance and Procurement where additional interim staff and resource has been required to manage staff changes and support the Council in meeting financial reporting deadlines for the production of the Statement of Accounts and support financial management improvements. The second risk highlighted is £10k additional spend required within HR for additional professional advice that was required to support the service. At the moment all other areas are forecasting a balanced position although there will be small variances at the detail level with no overall impact on their bottom line. Further risk to this position will be highlighted and detailed in future reports.

3.16 Revenue Position

The Council's forecast financial position is set out in the table below.

Revenue Monitoring <i>(Brackets denotes an Underspend)</i>	Budget £000's	Forecast £000's	Variance (Under) / Over £000's
Corporate Services	250	250	-
CORPORATE SERVICES TOTAL	250	250	-
Communities	2,532	2,532	-
Leisure & Sport	2,651	2,651	-
Housing	2,036	2,036	-
WELLBEING TOTAL	7,219	7,219	-
Planning Policy & Development	1,444	1,444	-
Economy & Regeneration	1,482	1,482	-
PLACE & GROWTH TOTAL	2,926	2,926	-
Environmental Services	5,217	5,217	-
Environmental Health & Licensing	(55)	(55)	-
ENVIRONMENT TOTAL	5,162	5,162	-
Law & Governance	1,198	1,198	-
Finance & Procurement	1,751	1,871	120
Property Investment & Contract Management	(3,017)	(3,017)	-
FINANCE & GOVERNANCE TOTAL	(68)	52	120
<i>Finance & Procurement £120k forecast overspend arising from interim staff costs required to support the Council in meeting financial reporting deadlines and implementing financial management improvements.</i>			
Customers & IT services	2,764	2,764	-
Strategic Marketing & Communications	326	326	-
HR, OD & Payroll	678	678	-
Performance & Transformation	594	594	-
CUSTOMERS & SERVICE DEVELOPMENT TOTAL	4,362	4,362	-
TOTAL DIRECTORATES	19,851	19,971	120
Revenue Monitoring	Budget £000's	Forecast £000's	Variance (Under) / Over £000's
Use of Reserves	4,118	4,118	-
Interest on Investments	2,074	2,074	-
Non Distributed Costs	(2,935)	(2,935)	-
Capital Charges	(4,002)	(4,002)	-
EXECUTIVE MATTERS TOTAL	(488)	(488)	-
COST OF SERVICES	19,363	19,483	120

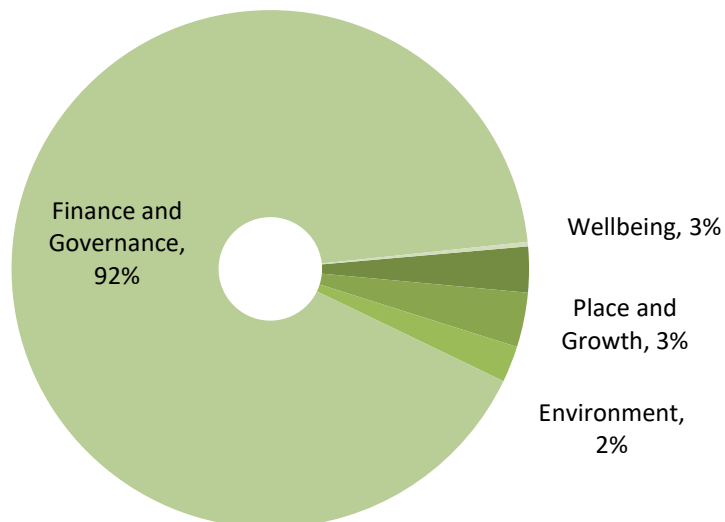


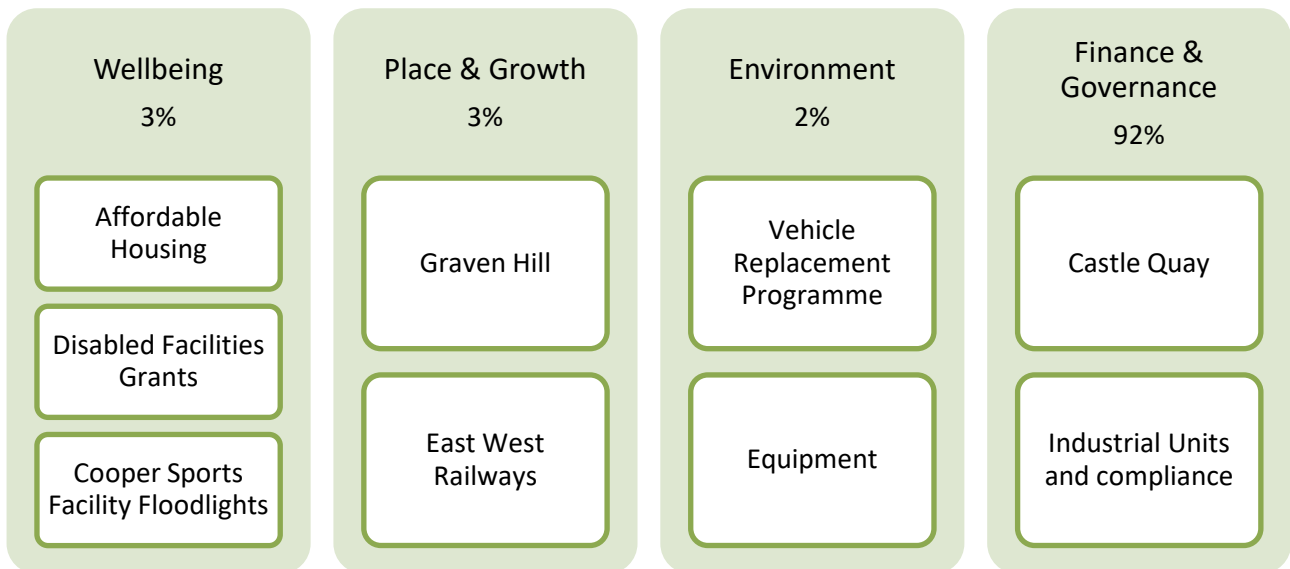
The Council is forecasting to spend in line with its overall expectations. The graph above shows that the forecast overspend for Finance and Governance will not impact upon the overall profile of spends for the Council.

3.17 Capital Programme

A summary of the capital programme forecast is set out in the table below. The detailed Capital programme is shown in the appendices to this report.

Directorate	Budget £000's	Forecast £000's	Re-Profiled into 2019/20 £000's	Variance £000's
Wellbeing	2,309	2,309	0	-
Place and Growth	2,749	2,749	0	-
Environment	1,830	1,830	0	-
Finance & Governance	73,625	73,625	0	-
Customers & Service Development	227	227	0	-
Total	80,740	80,740	0	-





Re-profiled forecast expenditure from 2017/18 has now been incorporated into the 2018/19 capital programme.

Where a capital project spans more than one financial year or there are delays to the project, re-phasing or re-profiling of expenditure may be needed. Re-profiling and phasing updates to capital projects will be identified in future reports.

The overall capital programme is currently expecting to spend to target; however, a detailed capital programme review has started. This review is being undertaken across the organisation to identify updates to the capital programme sooner. The outcome of this review along with the updated capital programme will be presented in future reports.

A capital programme working group has been set up to improve the governance surrounding the capital programme. This group has now met twice with future meetings arranged monthly to develop the oversight this group can provide. This group is made up of officers from across the organisation and the remit is to more closely monitor the projects within the capital programme, provide consistency of approach and better understanding of the whole programme. The output of this group will be reported via these monthly reports and will identify all areas of risk.

The group closely links to other boards and groups to ensure the financial risks and issues associated with all capital spend is consistently reported.

4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the contents of this report are noted.

5.0 Consultation

5.1 This report sets out performance, risk and budgetary information from the previous month and as such no formal consultation on the content or recommendations is required.

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.

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

7.0 Implications

Financial and Resource Implications

- 7.1 The financial implications are detailed within section 3.15 of this report.

Comments checked by:

Adele Taylor, Executive Director: Finance and Governance (Interim)
Adele.taylor@cherwellandsouthnorthants.gov.uk
0300 003 0103

Legal Implications

- 7.2 There are no legal implications from this report.

Comments checked by:

James Doble, Assistant Director: Law and Governance
James.doble@cherwellandsouthnorthants.gov.uk
0300 003 0207

Risk management

- 7.3 This report contains a full update with regards to the Council's risk position at the end of the previous month. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Louise Tustian, Team Leader: Insight Team
01295 221786
Louise.tustian@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillors –

Councillor Richard Mould – Lead member for Performance Management

Councillor Tony Ilott – Lead member for Finance and Governance

Document Information

Appendix No	Title
Appendix 1	Monthly Performance Report
Appendix 2	Leadership Risk Register
Appendix 3	2018/19 Business Plan
Appendix 4	Capital Programme
Background Papers	
None	
Report Author	Hedd Vaughan-Evans – Assistant Director: Performance and Transformation Kelly Watson – Assistant Director: Finance and Governance
Contact Information	Tel: 0300 003 0111 hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk Tel: 0300 003 0206 kelly.watson@cherwellandsouthnorthants.gov.uk




Appendix 1 – Monthly Performance Report

June 2018

Includes:

- Joint Business Plan Measures
- Joint Key Performance Measures (KPIs)

Key to symbols

Colour	Symbol	Meaning for Joint Business Plan Measures	Meaning for Joint Key Performance Measures (KPIs)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan / Ahead of target	Delivering to target or ahead of it.

Joint Programme Measures -Protected, Green and Clean

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP1.1.1 Maintain High Quality Waste & Recycling Services	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed		Expecting low garden waste tonnages in July due to continuing hot weather. Backlog in bulky waste will be cleared in July so people can typically book bulky waste collections within about a week.	★	Garden waste tonnage has reduced due to the high temperatures. Plans being developed for increasing bulky waste capacity in anticipation of the service allowing online booking.	★
JBP1.1.2 Provide High Quality Street Cleansing Services	Cllr D Bambridge Cllr D Pickford	Croghan, Caroline Kane, Graeme Potter, Ed	Hardwick Neighbourhood blitz successfully delivered in June. Preparation for Formula 1 event at Silverstone took place during June.	Planning a 'summer clean' in July with a view to possibly considering a Neighbourhood blitz event in the future. New vehicles joining the fleet during July.	★	CDC- Hardwick neighbourhood blitz campaign saw 160 man hours dedicated to tackling litter, graffiti and fly-tipping on the busy Banbury estate. Five workers collected nearly 15 tonnes of waste using mechanical street sweepers, and gathered over two tonnes by hand. SNC - Preparation for the Silverstone Formulae 1 event took place.	★
JBP1.1.3 Tackle Environmental Crime	Cllr D Bambridge Cllr D Pickford	Kane, Graeme Potter, Ed		Development of plans for fly tipping reduction during July	★	Still investigating trends regarding fly tipping looking for any common themes	★
JBP1.1.4 Reduce Our Carbon Footprint and Protect the Natural Environment	Cllr D Bambridge Cllr D Pickford	Carr, Jane Riley, Nicola Webb, Richard	Report ready to Submit to CDC Executive 2/7/18	Inform partners of the new Community Nature plan in Cherwell and begin work to scope an action plan for South Northants Council.	★	The Annual Status Reports for 2018, which provide an overview of air quality in the districts during 2017, have been submitted to Defra. Overall the general trend in nitrogen dioxide concentrations across the two districts is downwards, except in the Hennef Way, Horsefair and Kidlington 'Air Quality Management Areas' (AQMAS) in CDC. The monitoring supports the retention of the four AQMAS in CDC (Hennef Way, Horsefair, Kidlington and Bicester), and the AQMA in SNC (Towcester). The CDC Air Quality Action Plan, outlining measures aimed at improving air quality, was considered by Overview and Scrutiny Committee on the 10 July 2018. In fulfilling its duty under the Natural Environment and Rural Communities Act 2006, local authorities should establish a policy framework in line with other planning policy and produce an annual report in response.	★
JBP1.1.5 Mitigate the Effects of HS2	Cllr C Clarke Cllr S Clarke	Feehily, Paul Newton, Jim	Discussion over Chipping Warden Relief Road (CWRR) scheme design with contractors FusionJV ahead of submission of Schedule 17 approval.	CWRR - Schedule 17 approval of details submission anticipated in July.	★	The Chipping Warden Relief Road (CWRR) scheme is being provided as part of the HS2 Enabling Works to facilitate, and mitigate impacts from, the construction of the railway. Construction is anticipated to commence late summer/autumn 2018 (following approval of details required by schedules to the HS2 Act). No HS2 qualifying applications were determined during June.	★

Joint Programme Measures -Protected, Green and Clean

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>JBP1.1.6 Maintain the District as a Low Crime Area</p> <p align="center" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 57</p>	<p>Cllr A McHugh Cllr K Cooper</p>	<p>Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard</p>	<p>To continue to deliver safeguarding awareness to all new taxi license applicants.</p> <p>'Licensing Week' took place w/c 18th of June at both CDC and SNC, we put out a mobile unit on 4 separate days (Banbury, Bicester, Brackley and Towcester) that promoted our joint working with a number of other regulatory agencies. This was supported by press releases and social media coverage. All 4 days were well attended and seen as positive promotion of our regulatory services.</p>	<p>To ensure all new taxi license applicants continue to receive safeguarding training.</p>	★	<p>Safeguarding Awareness training has been well received by the taxi trade and has been recognised as a key driver in enhancing public safety at both CDC and SNC. We have seen a slight fall off in new license applications and this may be attributable to the high standards we have set.</p> <p>Crime has increased in both District areas in comparison to the last 12 months; this is in line with national trends. Violent crime against the person has increased during the hotter periods in CDC and this is an expected trend nationally. Rural crime issues continue to be the main issue in SNC particularly around serious acquisitive crime (Burglary, theft of vehicle etc...)</p> <p>Domestic Abuse is showing an increase in both areas, this may be partially due to a number of awareness raising events/campaigns. Over the next few months repeat domestic abuse rates will be monitored to ensure relevant services are having a success. Additionally the Co-Commissioned Domestic Abuse Service (Oxfordshire County Council leads) was delayed due to contract issues, although this delay is not expected to have impacted the current increase. The new service is now operating.</p> <p>There was a murder in Brackley which is very unusual, as a result the Community Safety Team have set up two days engagement to respond to any community tensions that may arise.</p> <p>Revised Community Safety Action Plans are being developed to reflect new work streams and current demand.</p>	★
			<p>JBP1.1.7 Protect the Built Heritage</p>	<p>Cllr C Clarke Cllr R Clarke</p>	<p>Feehily, Paul Mitchell, Clare Newton, Jim</p>	<p>The Heritage at Risk strategy is on-going and owners of the last identified c.50 buildings/sites have been recently contacted to undertake surveys. The Conservation Team continues to support Development Management led major projects work at the former RAF Bicester site, including the proposed hotel, new technical site, master planning appraisal work. Conservation advice and input continues at the former RAF Nether Heyford site.</p>	<p>We anticipate that:- 2 x Conservation Reviews will be undertaken in September 2018 at SNC (Piddington and Helmdon)</p> <p>3 x Conservation Area Appraisals will be undertaken in November 2018 at CDC (Stratton Audley, Somerton & Duns Tew)</p>

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD	
<p>JBP2.1.1 Provide & Support Health & Wellbeing</p> <p align="center">Page 58</p>	<p>Cllr A McHugh Cllr C Clarke Cllr K Cooper Cllr T Ilott</p>	<p>Carr, Jane Colwell, Adrian Riley, Nicola Rowe, Rosie</p>	<p>CDC - Considered the roll out of Social Prescribing (SP) across both districts which is a Citizens Advice led project. Department of Health funding has now been secured for a four year project in partnership with West and OCCG (Oxfordshire Clinical Commissioning Group) across the north locality, to be launched this autumn.</p>	<p>CDC - Partnership meeting to discuss scaling healthy place making across the districts and further development of the programme at Bicester.</p>	<p>★</p>	<p>CDC - Work on going to develop Social Prescribing (SP) scheme in partnership with Citizens Advice North Oxfordshire and Oxfordshire Clinical Commissioning Group. Successful launch of 'Little Lunch' pack to support social connections and develop community cohesion with ongoing liaison with residential associations to support its implementation. SNC - New insight led physical activity delivery in partnership with Nsport is being rolled out as part of the new Northamptonshire Physical Activity Framework. Evidence based focus delivery at Kings Sutton and Blisworth with a focus on long term limiting illness and disabilities.</p>	<p>★</p>	
			<p>SNC - Northants County Council Public Health are developing a county wide SP framework.</p>	<p>Events being held to promote walking and cycling.</p>		<p>SNC - The county wide Social Prescribing (SP) framework funding be secured.</p>		<p>Holiday programme bookings started on 23 June with 450 bookings in first two weeks in SNC. New Adult 50+ programme rolled out across South Northants. Youth Activator programme had 759 attendances in June with a mixture of targeted school sessions and community provision.</p>
			<p>Successful Health & Wellbeing (H&W) Forum held, included representation from the Major Projects team to discuss progress towards planning and infrastructure objectives of the H&W blueprint.</p>					<p>Across both districts we are currently developing online 'Wellbeing Maps' which will be a visual directory of affordable group activities available that promote wellbeing.</p>
			<p>Northants Armed Forces Community Covenant re-signed on 29 June.</p>					

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.2 Provide enhanced leisure facilities	Cllr G Reynolds Cllr K Cooper	Bolton, Sharon Carr, Jane	Work has continued to the new Swimming Pool at Brackley Leisure Centre.	Opening of Brackley Swimming Pool in September 2018.	★	<p>Launch of Summer Holiday Activities at Brackley, Towcester, Bicester, Banbury and Bloxham. Activities to commence on Thursday 26th July to Friday 31st August.</p> <p>Athletics event hosted at North Oxfordshire Academy Athletics Track in partnership with Banbury Harriers as part of fixtures for the 2018 season.</p> <p>Woodgreen Open Air Pool extended opening hours during the May Half term.</p> <p>Quotations now received and under review for the upgrade to LED lighting at Cooper Sports Facility as part of the Capital Programme.</p> <p>Works to commence on the replacement of the Performance Hall Floor and Seating refurbishment on Friday 20th July for a period of up to 6 weeks at Cooper Sports Facility - forms part of overall programme of works including a new roof which was completed last summer.</p>	★
<p align="center">Page 59</p> <p>JBP2.1.3 Provide support to the voluntary sector</p>	Cllr A McHugh Cllr K Cooper	Carr, Jane Riley, Nicola	<p>Successful first Bicester Festival was held and planning now underway for next year's community led event.</p> <p>Little lunches launched on 9th June.</p> <p>Banbury Age Friendly event held.</p> <p>Kingsmere Community Centre asset transfer underway.</p>	<p>A focus on securing additional drivers for Towcester Area Door to Door (TADD) volunteer driver service.</p> <p>Successful delivery of grant aid following the early July Grants panel at SNC.</p> <p>Completion of the play day's initiative.</p>	★	<p>Good progress being made on a number of projects across both authorities in line with service plan objectives.</p> <p>We have secured assistance from South Northants Volunteer Bureaux to help TADD recruit new drivers.</p>	★
JBP2.1.4 Enhance community resilience as part of emergency planning	Cllr A McHugh Cllr D Bambridge	Carr, Jane Kane, Graeme Riley, Nicola Webb, Richard	Parish Forums held in both authority areas with a focus on local planning, GDPR (General Data Protection Regulation) and grant programmes.	<p>Identifying learning from the Silverstone F1 and prepare for the Silverstone Moto GP in August.</p> <p>Continue to ensure both authorities are represented at multi-agency meetings and exercises, and share advice to members of the public.</p>	★	<p>Silverstone is the main focus for emergency planning in June which includes liaising with the campsites and local community to manage and reduce risks.</p> <p>We are also supporting key messages in relation to wild fires and drought throughout the dry weather.</p>	★

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.5 Prevent homelessness	Cllr J Donaldson Cllr K Cooper	Carr, Jane Douglas, Gillian	Homelessness Strategies and Reviews finalised and are now ready for adoption by Cabinet / Executive.	Recruitment to new Accommodation Officer post is underway at CDC and we have an agency Housing Officer at SNC to backfill acting up arrangement. This ensures we maintain capacity to respond to our increased responsibilities under the Homelessness Reduction Act 2017.	★	Self-assessment of compliance with the Homelessness Reduction Act is planned as part of the Strategy implementation.	★
JBP2.1.6 Safeguard the vulnerable	Cllr A McHugh Cllr K Cooper	Carr, Jane Riley, Nicola	The 'Blue Butterfly' scheme rolled out through Staff Briefings with 100+ staff volunteering. Community Safety Partnership meetings held in both authorities and initiatives to identify exploitation added to the agenda for discussion in September	Comprehensive mapping of diversionary activities for young people to aid in the disruption of exploitation.	★	The safeguarding agenda continues to grow and change in response to updated crime data and patterns of behaviour. Training is key to both authorities providing the necessary support to partnership agencies and residents. Members can be assured that robust training requirements are being adhered to. The average time taken to assess new claims for Housing Benefit and Council Tax Reduction continues to be good, helping to ensure that we continue to safeguard the more vulnerable residents across the districts. We are also continuing to support residents affected by the wider welfare reform agenda.	★
JBP2.1.7 Deliver affordable housing and work with private sector landlords	Cllr C Clarke Cllr J Donaldson Cllr K Cooper Cllr R Clarke	Carr, Jane Douglas, Gillian	CDC: 1 Landlords Home Improvement Grants concluded, with associated nomination rights. 2 more grants were approved. SNC: No Flexible Home Improvement Loan applications received. SNC June fig: Strategic Housing Market Assessment target for new annual Affordable Housing delivery is 173-182 units = 12 completions, 10 affordable rent & 2 shared ownership. CDC June fig: SHMA target for new Affordable Housing delivery is 400 units per annum = 111 completions, 95 affordable rent and 16 shared ownership.	In July we expect the following units to be completed: SNC - 46 units in total comprising of 27 Affordable Rent (AR) and 19 Shared Ownership (SO) CDC - 68 units in total comprising of 33 AR and 35 SO.	★	SNC - Pipeline delivery of Affordable Housing schedule for 18/19 currently shows a minimum of 189 units in total for the year; there are a couple of schemes where the pipeline schedule is still to be firmed up and therefore delivery could be higher than 189 units. 41 new units have been delivered in the 1 quarter in total and we are therefore just on target to meet the annual SHMA target. The tenure split is 29 affordable rent & 12 shared ownership. CDC – Pipeline delivery of Affordable Housing schedule for 2018/19 is 535 units in total for the year; 353 affordable rented and 182 shared ownership. 174 new units have been delivered in the 1st quarter in total and we are therefore just on target to meet the annual SHMA target. The tenure split is 147 affordable rent and 27 shared ownership. The Home improvement grants and loans are essentially reactive in nature and applications are unpredictable despite on-going promotion.	★

Joint Programme Measures - Thriving Communities & Wellbeing

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP2.1.8 Deliver the welfare reform agenda	Cllr J Donaldson Cllr K Cooper Cllr P Rawlinson Cllr T Ilott	Douglas, Gillian Green, Belinda Taylor, Adele	As part of the wider Welfare Reform Universal Credit full digital service is now bedded in across the Cherwell District. The Council continues to support residents with assisted digital support and personal budgeting support. South Northants will go live with the full digital service from December.	South Northants will go live with Universal Credit full digital service in December 2018. A new project will be launched in September 2018.	★	In the Cherwell district the introduction of the full digital service (and all new claims directed to UC) is having an impact on the Housing Benefit caseload but the reduction it is much slower than expected with a reduction of around 400 claims since November 2017. South Northants will go live with the full digital service in December 2018 and a project team will be established to support the Council, residents and partners through this change. The Debt and Money Advice team will continue to support residents through the introduction of Universal Credit. The team currently have 91 active cases and acquired financial gains of £59k in June with a cumulative gain of £2,879,109. Performance on the average time taken to assess new claims for Housing Benefit continues to be good and the team continue to consider applications for Discretionary Housing payments and make awards as appropriate.	★

Joint Programme Measures - District of Opportunity & Growth

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>JBP3.1.1 Deliver innovative and effective housing schemes</p> <p align="center">Page 62</p>	<p>Cllr J Donaldson Cllr K Cooper</p>	<p>Carr, Jane Colwell, Adrian Douglas, Gillian</p>	<p>SNC - Disabled Facilities Grants approved = 3, Value - £19,572 CDC - Discretionary Disabled Facilities Grant (DDFG) -1, DFG - 1 Essential Repairs Grant (ERG)- 5</p>	<p>SNC local development company to receive comments from the planning authority via the pre- planning application process and then complete a detailed financial viability appraisal for the site in July /August. Build! will let the remaining 20 units of supported accommodation in Banbury in July, 16 units to adults with learning disabilities and 4 through Homechoice (housing register).</p>	★	<p>Build! has significant activity underway to help meet the need for affordable and supported move on accommodation of vulnerable and low income households. Further units will be brought forward in Bicester in the next few months.</p> <p>The pre-planning application for the first site in SNC's local development company development programme has been submitted to the planning authority. Comments are expected back by the end of July and these will inform the next stages of the project.</p> <p>Processing of grants in relation to disabled facilities at both CDC and SNC is proceeding as expected at this point in the year. At CDC delivery of assistance to disabled residents has been revised to include a range of discretionary grants in addition to mandatory disabled facilities grants to take best advantage of the increased DFG budget from the Better Care Fund. These revised arrangements appear to be working well but remain under close review.</p>	★
			<p>Build! has delivered 28 units of supported housing in Banbury. 8 of these have now been let to people from the single homeless pathway with 20 to be let. The SNC local development company (LDC) submitted a pre-planning application for the first site in the LDC's development programme to SNC as planning authority for comment.</p>				
<p>JBP3.1.2 Increase Tourism</p>	<p>Cllr L Pratt Cllr S Clarke</p>	<p>Colwell, Adrian Newman, Steven Ward, Greg</p>	<p>SNC - Event & Promotional programme - delivered. Projects - Funding bid (Expression of Interest) to Growth Programme - Approval received. CDC - Projects - Bicester Town Centre Discovery Walk, HLF Dovecote & develop new Cherwell Visitor Guide. Contract management of Banbury and Bicester visitor Information centres. Event promotion.</p>	<p>SNC - Event & promotional programme support. Town Centre Tourism Board refresh. CDC - Produce new Cherwell Visitor Guide. Economic impact assessment - tourism for Cherwell. Continue Event support & promotion.</p>	★	<p>SNC - Supported the Towcester Food Festival (9 June) - including promotion of District Tourism Guides. New District Food and Drink Guide launched online and print copies promoted at Towcester Food Festival. CDC - Promoted and assisted the Bicester festival (16- 17 June).</p>	★

Joint Programme Measures - District of Opportunity & Growth

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
JBP3.1.3 Deliver the masterplans for the key economic centres	Cllr C Clarke Cllr R Clarke	Newman, Steven Ward, Greg	Silverstone - support and attendance at 2 Events. Brackley - Business Support provided to local businesses. Towcester - Promotion of new units in Moat Lane Banbury - supported the Canal side consultation. Bicester - New Masterplan is being developed. Kidlington - ensure engagement in the wider Green Belt review to ensure that future needs of businesses.	Silverstone - Completion of Events. Brackley - Delivery of Event & business support. Towcester - Marketing of Vacant Units. Banbury - Develop projects that complement BID. Bicester - Progress on activity & develop action plan. Kidlington - Continue with local businesses.	★	Silverstone - Preparation for the Motorsport Industry Association (MIA) Business Conference and MIA Business. Delivery of SNC Inward Investment Guide. Brackley -Football Club - Partnership working including delivery of Event in August. Buckingham Road Industrial Estate- Business continuity response to the recent fire at site. Responses to planning enquiries related to the Town Centre. Towcester -Support and promotion of the employment sites Moat Lane -new units. Banbury - Engagement with the Castle Quay redevelopment plans - ensure that the needs of businesses are understood. Induction support to the new manager of the Business Improvement District. Banbury Chamber of Commerce meeting ensure issues are understood and opportunities are taken. Bicester - Attended the Town Centre conference on 7 June Kidlington - Major Job Fair held on 2 June to help 25 employers to recruit. Around 100 job seekers attended, excellent feedback received.	★
JBP3.1.4 Increase employment at strategic employment sites, promote investments & business growth	Cllr L Pratt Cllr S Clarke	Colwell, Adrian Newman, Steven Ward, Greg	SNC - Job Club/Job Match and Enterprise Clubs - weekly sessions delivered. Business Support - 121 sessions delivered. Business Incubator Feasibility study - Project Management. Business Investment and Development Guide - 2nd edition commissioned. CDC - Job Clubs - weekly sessions delivered and new service developed. Renew business database to provide foundation for local business intelligence. Review the existing Cherwell Investment Partnership website.	SNC- Job Club/Job Match and Enterprise Clubs - weekly sessions to continue. Continue Business Support. CDC- Job Clubs - new 5 day a week signposting service introduced. Business & investment support provided. Ensure that the review of small employment sites is comprehensive. Launch new Invest North Oxfordshire website in Sept.	★	SNC: The SNC Job Club &Job Match Service directly supported 7 jobseekers back into work. A redundancy support package was delivered to Direct Legal Collections in Brackley. 27 Business support visits were undertaken. The SNC Inward Investment leaflet has been completed and distributed. A second edition of the South Northants Business Investment and Development Guide currently in the design and planning stage Project management on the Business Incubator Feasibility Study ongoing - Final DRAFT anticipated by the end of July. CDC: Contribution to the Oxfordshire Industrial Strategy and Joint Strategic Spatial Plan workshop. Promotion to local businesses and attendance at the OxLEP. Presentation to Bicester School students on pathways to work and careers. The Economic Growth Team continues to work closely with a portfolio of businesses across both districts to provide support and advice. This enables start-ups and growth through a programme of meetings, direct delivery of the employment and skills initiatives and the development of a suite of Inward Investment literature.	★

Joint Programme Measures - District of Opportunity & Growth

	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<p>JBP3.1.5 Delivery against Local Plans for CDC & SNC</p> <p align="center">Page 64</p>	Cllr C Clarke Cllr R Clarke	Bowe, Andrew Colwell, Adrian Darcy, Andy Newton, Jim Peckford, David	SNC - Work on the preparation of the Regulation 19 local Plan is on-going. Anticipated that this will be submitted to the July PPRS Committee with recommendation to approve for public consultation, 6 weeks in September. Consultation was undertaken on nominated local green spaces in May 2018. This generated approximately 278 responses. The results of this are also being analysed and will be fed into the revised draft of the Plan. Work has commenced on the review of the Part 1 Local Plan with our partner authorities within West Northamptonshire (Northampton/ Daventry and Northamptonshire County Council).	SNC - Subject to a successful public consultation period it will then be intended to submit the Plan for examination around the end of 2018. The programme for examination is overseen by the Planning Inspectorate not the Council.	★	<p>A programme of infrastructure projects is being prepared as part of the Oxfordshire Housing and Growth Deal focussing on improvements to the A44 and A4260 corridors. An announcement on the preferred corridor route of the Oxford to Cambridge is expected in July 2018. The East West Rail Transport and Works Act Order for Phase 2 between Bicester and Bedford is expected to be submitted in July 2018. A draft of the A43 Growth Corridor Study has been prepared. Further transport modelling is being undertaken to inform the proposals at Upper Heyford in CDC.</p> <p>CDC - The Partial Review Local Plan was submitted to PINs (Planning Inspectorate) for Examination on 5 March 2018. We are still awaiting the dates for the public hearings, but the process of Examination is ongoing. The programme for examination is overseen by the Planning Inspectorate not the Council. The programme for the next Local Plan is under review having regard to forthcoming revised National Planning Policy Framework and the on-going scoping for the countywide Joint Statutory Spatial Plan.</p>	★

Joint KPIs - Protected, Green and Clean

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP1.2.1C % Waste Recycled & Composted	CDC	Cllr D Pickford	Kane, Graeme Potter, Ed	60.44%	61.88%	●	Total Waste has grown in the first quarter by over 800+ tonnes (Organics +536 tonnes, Residual +394 tonnes & Dry recycling -96) compared to last year this is mainly due to the high levels of Garden waste in May due to the excellent growing conditions.	59.50%	59.78%	●
JBP1.2.1S % Waste Recycled & Composted	SNC	Cllr D Bambridge	Kane, Graeme Potter, Ed	67.19%	67.36%	●	Recycling performance for June 2018 is very slightly lower than expected. However the performance for the first quarter of 2018 is on track and we have collected around 400 tonnes more waste for composting compared to the first quarter of last year.	66.28%	65.72%	★

Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP2.2.1C Number of households living in Temporary Accommodation (TA)	CDC	Cllr J Donaldson	Carr, Jane Douglas, Gillian	31.00	43.00	★	CDC continues to focus on prevention and relief of homelessness as well as close management of placements, ensuring our numbers remain well within target.	31.00	43.00	★
JBP2.2.1S Number of households living in Temporary Accommodation (TA)	SNC	Cllr K Cooper	Carr, Jane Douglas, Gillian	20.00	25.00	★	There has been a run of new build properties which take longer to turn around so clients in temporary accommodation that have been nominated to properties have seen delays in the properties being ready. This has resulted in slower move on times and a slight rise in the number of households in temporary accommodation.	20.00	25.00	★
JBP2.2.2C Average time taken to process Housing Benefit new claims	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	9	15	★	<p>The average time taken to process new claims for June 2018 is excellent. It has reduced to 9.29 days against our target of 15 days. This is an improvement from May where the average time taken was 11.31 days. The national average for processing new claims is 22 days.</p> <p>We continue to monitor the time taken to process new claims on a daily basis to help us to ensure we remain below our target of 15 days. We have three new officers who are in training and are currently working on new claims; their work is being closely monitored for accuracy and the time taken to process new claims.</p>	13	15	★
JBP2.2.2S Average time taken to process Housing Benefit new claims	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	5.94	15.00	★	<p>The average time taken to process new claims for June 2018 continues to be excellent, reducing to 5.94 days against our target of 15 days. This has improved from May 2018 when the average time taken to process new claims was 7.65 days. The national average time to process new claims is 22 days.</p> <p>We continue to monitor the time taken to process new claims on a daily basis to help us to ensure we remain below our target of 15 days.</p>	8.64	15.00	★

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Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD	
⊕ JBP2.2.3C Average time taken to process Housing Benefit change events ⊕	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	10.50	8.00	▲	The average time taken to process change in circumstances for June 2018 is slightly higher than the target of 8 calendar days at 10.50 calendar days. This is an increase on the figure reported for May 2018 at 7.15 days. This is due, in part, to increasing workloads from Universal Credit and government data matches which have resulted in a pressure on resources. Resources have also been directed to system testing to support the successful move to the new data center. A plan is in place to improve the position on change in circumstances during July 2018. This may result in an above target figure being reported for July 2018 as the team work to assess the older claims. Measures are also being put in place to automate some of the government data matches so reducing the level of resource required in this area. Performance times will be closely monitored each day.	6.75	8.00	★
JBP2.2.3S Average time taken process Housing Benefit change events	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	5.19	8.00	★	The average time taken to process change in circumstances for June 2018 remains good at 5.19 days against a target of 8 days. We continue to monitor the time taken to process change in circumstances daily to help us to remain below our target of 8 days.	4.34	8.00	★
JBP2.2.5C Number of visits/usage of District Leisure Centres	CDC	Cllr G Reynolds	Bolton, Sharon Carr, Jane	137,688	127,285	★	In comparison to the same month last year, the following observations apply. Bicester Leisure Centre has shown a decrease of circa 6,000 users, Spiceball Leisure Centre is down by circa 6,500 users. Kidlington Leisure Centre and North Oxfordshire Academy were consistent with the same period last year - Kidlington very marginally up and NOA marginally down. Both Woodgreen Leisure Centre and Cooper Sports Facility demonstrated an increase of 3,700 and 1,800 users respectively. Overall this gives a net loss of circa 7,000 visitors. For this year however the Stratfield Brake and Whiteland's Sports Ground usage is to be taken into account and with these additions overall participation is marginally up. Further interrogation of the figures is required to fully understand the trends.	420,599	381,855	★
JBP2.2.5S Number of Visits/Usage of District Leisure Centres	SNC	Cllr K Cooper	Bolton, Sharon Carr, Jane	64,689	60,404	★	Performance at both Brackley Leisure Centre and Brackley Swimming Pool were consistent with the same period last year. Brackley Swimming Pool circa 500 down and Brackley Leisure a similar amount up. Towcester Leisure Centre continues to show strong performance with an increase of over 4,000 on the previous year. On that basis overall usage across all 3 Leisure Centres has increased by circa 4,000.	198,619	181,212	★

Joint KPIs - Thriving Communities & Wellbeing

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP2.2.6C % of Council Tax collected, increasing Council Tax base	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	8.89%	9.50%	●	Performance is slightly under target this month, we have seen an increase in the debit (amount to be collected) raised throughout the month through new build properties coming into the valuation list. In addition to this, the outstanding work has increased and we are not achieving the agreed SLA. We can attribute this to the fact that we have had some staff out working with IT on the server migration, this project is now complete and the focus to bring the outstanding work back within the agreed SLA is underway.	29.33%	30.00%	●
JBP2.2.6S % of Council Tax collected, increasing Council Tax Base	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	9.47%	10.00%	●	The monthly target is slightly under target; however that year to date is on target with the increased payments made in March 2018. We are confident that we are on track to achieve the end of year target	30.96%	30.00%	★
JBP2.2.7C % of Business Rates collected, increasing NNDR base	CDC	Cllr T Ilott	Green, Belinda Taylor, Adele	9.04%	9.75%	●	The amount outstanding work has increased and we are not achieving the agreed SLA. We can attribute this to the fact that we have had some staff out working with IT on the server migration. This project is now complete and the focus to bring the outstanding work back within the agreed SLA is underway.	30.78%	31.00%	●
JBP2.2.7S % of Business Rates collected, increasing NNDR base	SNC	Cllr P Rawlinson	Green, Belinda Taylor, Adele	9.00%	10.00%	▲	The amount outstanding work has increased and we are not achieving the agreed SLA. We can attribute this to the fact that we have had some staff out working with IT on the server migration. This project is now complete and the focus to bring the outstanding work back within the agreed SLA is underway.	29.78%	30.00%	●

Joint KPIs - District of Opportunity & Growth

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
⊕ JBP3.2.1C % Major planning applications processed within 13 weeks	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	100%	60%	★	10 out of the 10 Major Planning Applications determined during June, were determined within the target period or agreed timeframe.	100%	60%	★
⊕ JBP3.2.1S % Major planning applications processed within 13 weeks	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	100%	60%	★	2 out of the 2 Major Planning Applications determined during June, were determined within the target period or agreed timeframe.	100%	60%	★
⊕ JBP3.2.2C % Non Major planning appeal decisions allowed	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	0%	10%	★	No Non-Major Planning Appeals were allowed by the Planning Inspectorate during June.	0%	10%	★
⊕ JBP3.2.2S Non major planning appeal decision allowed	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	3%	10%	★	3 Non-Major Appeals were allowed by the Planning Inspectorate out of a total of 108 Non Major Applications.	3%	10%	★
JBP3.2.3C % Planning enforcement appeal decisions allowed	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	0%	10%	★	No enforcement notice appeals determined or allowed by the Planning Inspectorate during June.	0%	10%	★
JBP3.2.3S % Planning enforcement appeal decisions allowed	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	1%	10%	★	1 Enforcement appeal determined during June 1 enforcement appeal has been allowed by the Planning Inspectorate during June, therefore the target of achieving less than 10% of appeals allowed have been met this period.	1%	10%	★
⊕ JBP3.2.4C % of non-major applications processed within 8 weeks	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	90%	70%	★	113 out of the 125 Non-Major planning applications determined during June were within the target period or agreed timeframe. Therefore the target of determining more than 70% of Non-Major Applications within the period has been met.	90%	70%	★
⊕ JBP3.2.4S % of non-major applications processed within 8 weeks	SNC	Cllr R Clarke	Colwell, Adrian Newton, Jim Seckington, Paul	86%	70%	★	93 out of the 108 Non-Major planning applications determined during June were determined within the target or agreed time frame. Therefore the target of determining more than 70% within time has been met.	86%	70%	★
JBP3.2.5C Maintaining 5 year land supply	CDC	Cllr C Clarke	Colwell, Adrian Darcy, Andy Newton, Jim Peckford, David	5.40	5.00	★	<p>The 2017 Annual Monitoring Report demonstrated that Cherwell had a 5.5 year supply for the period 2017-2022 and a 5.7 year supply for 2018-2023. An update to these figures has been endorsed by the Lead Member for Planning in relation to an on- going planning appeal (Launton). The published figures are now 5.2 and 5.4 years for the two periods respectively.</p> <p>A high level number of housing completions have been recorded for 2017/18 - 1387 homes (compared to the annualised local plan requirement of 1142).</p> <p>Q1 2018/19 provisional housing completions are also high at 388 assisted by a large volume of building across the district generally and a high Q1 delivery at South West Bicester. Provisional figures are verified after the year end.</p>	5.40	5.00	★

Joint KPIs - District of Opportunity & Growth

Measure	Council	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
JBP3.2.5S Maintaining 5 year land supply	SNC	Cllr R Clarke	Darcy, Andy Newton, Jim	10.10	5.00	★	The latest published information gives the 5 year housing position at 10.1 years	10.10	5.00	★
⊕ JBP3.2.6C Major planning appeal decisions allowed	CDC	Cllr C Clarke	Colwell, Adrian Newton, Jim	0.00	10.00	★	No Major Planning Appeals were allowed by the Planning Inspectorate during June.	0.00	10.00	★
⊕ JBP3.2.6S Major planning appeal decisions allowed	SNC	Cllr R Clarke	Charlett, Jeremy Newton, Jim Seckington, Paul	0.00	10.00	★	No Major Planning Appeals were allowed by the Planning Inspectorate during June.	0.00	10.00	★

Appendix 3 – Cherwell District and South Northants Councils – Latest Leadership Risk Register as at 16/07/2018

Level of risk	How the risk should be managed
High Risk (16-25)	Requires active management to manage down and maintain the exposure at an acceptable level. Escalate upwards.
Medium Risk (10 -15)	Contingency Plans - a robust contingency plan may suffice together with early warning mechanisms to detect any deviation from the profile.
Low Risk (1 – 9)	Good Housekeeping - may require some risk mitigation to reduce the likelihood if this can be done cost effectively, but good housekeeping to ensure that the impact remains low should be adequate. Re-assess frequently to ensure conditions remain the same.

Risk Scorecard – Residual Risks						
		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Page 17 of 17	5 - Catastrophic					
	4 - Major		L04, L11		L05	
	3 - Moderate			L01, L02, L03 L10, L12, L14	L06, L07, L08	L09, L13a, L13b
	2 - Minor					
	1 - Insignificant					

Risk Definition	
Leadership	Strategic risks that are significant in size and duration, and will impact on the reputation and performance of the Council as a whole, and in particular, on its ability to deliver on its corporate priorities
Operational	Risks to systems or processes that underpin the organisation’s governance, operation and ability to deliver services

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
L01	Financial resilience – Failure to react to external financial shocks, new policy and increased service demand. Poor investment and asset management decisions.	<p>Reduced medium and long term financial viability</p> <p>Reduction in services to customers</p> <p>Continued reliance on central govt (RSG) and therefore reduced opportunity for independent decision making</p> <p>Reduced financial returns (or losses) on investments/assets</p> <p>Inability to deliver financial efficiencies</p> <p>Inability to deliver commercial objectives (increased income)</p> <p>Poor customer service and satisfaction</p> <p>Increased complexity in governance arrangements</p> <p>Lack of officer capacity to meet service demand</p>	4	4	16	<p>Medium Term Revenue Plan reported regularly to members.</p> <p>Efficiency plan in place and balanced medium term</p> <p>Highly professional, competent, qualified staff</p> <p>Good networks established locally, regionally and nationally</p> <p>National guidance interpreting legislation available and used regularly</p> <p>Members aware and are briefed regularly</p> <p>Participate in Northamptonshire Finance Officers and Oxfordshire Treasurers' Association's work streams</p> <p>Programme management approach being taken</p> <p>Treasury management policies in place</p> <p>Investment strategies in place</p> <p>Regular financial and performance monitoring in place</p> <p>Independent third party advisers in place</p> <p>Regular bulletins and advice received from advisers</p> <p>Property portfolio income monitored through financial management arrangements on a regular basis</p> <p>Asset Management Strategy in place and embedded.</p> <p>Transformation Programme in place to deliver efficiencies and increased income in the future</p>	<p>Fully</p> <p>Fully</p> <p>Partially</p> <p>Fully</p> <p>Partially</p> <p>Partially</p> <p>Fully</p> <p>Partially</p> <p>Partially</p> <p>Fully</p> <p>Fully</p> <p>Partially</p> <p>Partially</p> <p>Fully</p> <p>Partially</p> <p>Partially</p>	Councillor Tony Illot Councillor Peter Rawlinson	Adele Taylor	Kelly Watson	3	3	9	↔	<p>AD Finance and Performance recruited. Overall Finance and Procurement resource being reviewed.</p> <p>Investment strategy approach agreed for 18/19 and all potential investments to now be taken through the working groups prior to formal sign off. Robust review and challenge of our investment options to be regularly undertaken through our usual monitoring processes.</p> <p>Timeliness and quality of budget monitoring particularly property income and capital to be improved. Project with Civica is ongoing.</p> <p>Asset Management Strategy to be reviewed and refreshed in the new year.</p> <p>Review of BUILD! to ensure procurement and capital monitoring arrangements are in place and development of forward programme.</p> <p>Finance support and engagement with programme management processes being established.</p> <p>Integration and development of Performance, Finance and Risk reporting during 18/19.</p> <p>Regular involvement and engagement with senior management across Counties as well as involvement in Regional and National finance forums.</p> <p>Regular member meetings, training and support in place and regularly reviewed.</p> <p>Financial support and capacity being developed during 18/19 through development programme.</p> <p>Regular utilisation of advisors.</p> <p>Internal Audits being undertaken for core financial activity and capital.</p>		04/07/18 - Mitigation actions updated
L02	Statutory functions – Failure to meet statutory obligations and policy and legislative changes are not anticipated or planned for.	<p>Legal challenge</p> <p>Loss of opportunity to influence national policy/legislation</p> <p>Financial penalties</p> <p>Reduced service to customers</p>	3	4	12	<p>Embedded system of legislation and policy tracking in place, with clear accountabilities, reviewed regularly by Directors</p> <p>Clear accountability for responding to consultations with defined process to ensure Member engagement</p> <p>National guidance interpreting legislation available and used regularly</p> <p>Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed</p> <p>Clear accountability for horizon scanning, risk identification/categorisation/escalation and policy interpretation in place</p> <p>Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit</p> <p>Internal Audit Plan risk based to provide necessary assurances</p> <p>Strong networks established locally, regionally and nationally to ensure influence on policy issues</p> <p>Senior Members aware and briefed regularly in 1:1s by Directors</p>	<p>Partially</p> <p>Fully</p> <p>Fully</p> <p>Partially</p> <p>Partially</p> <p>Partially</p> <p>Fully</p> <p>Partially</p>	Councillor Barry Wood Councillor Ian McCord	Yvonne Rees	Claire Taylor	3	3	9	↔	<p>Establish corporate repository and accountability for policy/legislative changes</p> <p>Review Directorate/Service risk registers</p> <p>Ensure Committee forward plans are reviewed regularly by senior officers</p> <p>Ensure Internal Audit plan focusses on key leadership risks</p> <p>Develop stakeholder map, with Director responsibility allocated for managing key relationships</p> <p>Standardise agendas for Director/PFH 1:1s</p> <p>New NPPF published 05/03/18 will guide revised approach to planning policy and development management.</p> <p>Allocate specific resource to support new projects/policies or statutory requirements e.g. GDPR</p>	<p>Service risk registers being reviewed as part of service planning.</p> <p>Internal Audit Plan aligned to Leadership Risk Register and agreed at Audit Committees in March.</p>	Risk reviewed 08/06/18 - Comments updated
L03	Lack of Management Capacity - Increased workload relating to local government reorganisation and changes to joint working between SNC and CDC impact on the capacity of management.	<p>Financial impact due to use of agency staff, possible impact on customers and frontline service delivery if capacity risks are not managed.</p> <p>Inability to deliver council's plans</p> <p>Inability to realise commercial opportunities or efficiencies</p> <p>Reduced resilience and business continuity</p> <p>Reduced staff morale and uncertainty may lead to loss of good people</p>	3	4	12	<p>Use of interims / fixed term and project roles to support senior capacity as required.</p> <p>Arrangements in place to source appropriate interim resource if needed</p> <p>Delegations to Chief Exec agreed to ensure timely decisions</p> <p>HR/Specialist resource in place to support recruitment process and manage implications</p> <p>Ongoing programme of internal communication</p>	<p>Fully</p> <p>Fully</p> <p>Fully</p> <p>Fully</p> <p>Fully</p>	Councillor Barry Wood Councillor Ian McCord	Yvonne Rees	Claire Taylor	3	3	9	↔	<p>Risk review underway to consider the impact of local government reorganisation and changes to joint working arrangements between CDC and SNC. Measures will be developed as the project plans for re-organisation and the cessation of joint working.</p> <p>Project planning for separation to be completed by September 2018.</p> <p>AD HR/OD briefed and leading the process</p> <p>Communications to be delivered by CEO</p>	<p>All Director positions filled on either permanent or interim (pending permanent) basis. Induction and support for interims.</p> <p>Additional resource in place to support the Northants Local Govt Re-organisation project (LGR). Additional communications resource in place to support LGR work.</p> <p>Additional requirements to support LGR impacts on both SNC and CDC have resulted in the risk being slightly escalated to 9 for a second month.</p> <p>Regular comms being provided by CEX</p>	16/07/18 - Risk fundamentally reviewed in the context of local government reorganisation. Managerial restructure now complete.

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
L04	CDC & SNC Local Plans - Failure to ensure sound local plans are submitted on time for each District.	Inappropriate growth in inappropriate places Negative (or failure to optimise) economic, social, community and environmental gain Negative impact on each council's ability to deliver its strategic objectives Increased costs in planning appeals Possible financial penalties through not delivering forecasted New Homes Bonus	3	5	15	Local Development Schemes are in place at each Council which detail the timeframes and deliverables to underpin the work Resources are in place to support delivery including QC support for each Local Plan. For issues which are solely within the control of SNC or CDC policies, plans and resources are in place Work is at Reg 19 on Cherwell Partial Review, preparing submission plan for Feb 2018 sign off and to re-commence in 2018 on Local Plan part 2. Work is advancing to Reg 19 stage On South Northants Local Plan part 2 on issues for reps, policies and development control policies. Statements of Community Involvement are in place.	Fully Partially Fully Fully	Councillor Colin Clarke Councillor Roger Clarke	Adrian Colwell	Andy Darcy (SNC) David Peckford (CDC)	2	4	8	↔	Regular review meetings on progress and critical path review at each Council Regular Portfolio briefings and political review LDS updated as required Additional evidence commissioned as required Need to review resources at CDC to speed up Local Plan part 2. Submission of the CDC partial review took place on 05/03/18.	• CDC –Dates are currently awaited for the Examination of the Partial Review. Preparation work continues to prepare for the Examination with Topic Papers. Initial work on Oxfordshire Joint Spatial Plan has commenced with workshop held in Didcot on 25th April 2018 to review key issues. • SNC – Joint Core Strategy Review has commenced with preparation of proposed timetable, resources and scope underway. Work has commenced with Milton Keynes and Aylesbury for new Joint Spatial Framework to address impact of proposed growth of Milton Keynes on its neighbours. Next stage of Local Plan part 2 will be focused technical consultation on Local Green Space designations from Council meeting in May 2018, followed by Reg 19 full draft Local Plan consultation due to commence in July 2018. Aim remains to submit in December 2018.	Risk reviewed 09/06/18 - No change
L05	Business Continuity - Failure to ensure that critical services can be maintained in the event of an incident	Inability to deliver key services to customers/residents Financial loss	4	4	16	Business continuity strategy in place Services prioritised and recovery plans reflect the requirements of critical services ICT disaster recovery arrangements in place Incident management team identified in Business Continuity Strategy All services undertake annual business impact assessments and update plans	Partially Partially Partially Partially	Councillor Dermot Bambridge Councillor Andrew McHugh	Graeme Kane	Richard Webb	4	4	16	↔	All individual service BC Plans recently updated Corporate BC Plan to be reviewed Testing to be programmed BC solutions between both councils to be further developed Corporate ownership and governance to sit at senior officer level Draft Business Continuity Strategy and Policy completed to report and sign off at future senior officer meetings	There has been some delay in updating the business continuity plans owing to the departure of the Emergency Planning Officer. Additional resource has been identified and a plan has been developed to work with service teams to update their business continuity plans. The Leadership Team have recently agreed this plan and timescales are now being developed.	Risk reviewed 05/06/18 - comments updated & Risk owner & manager updated
L06	Partnering - Financial failure of a public sector partner organisation Failure to build the necessary partnership relationships to deliver our strategic plan. Failure to ensure the necessary governance of third party relationships (council businesses, partners, suppliers)	Potential reduction in service areas funded by the County Council resulting in an unplanned increase in demand on district functions leading to service difficulties. Impact on the future viability of the organisation causing uncertainty for service delivery. Threat to existing joint working partnership initiatives if alternative delivery modes are imposed. Poor service delivery Inability to deliver council's plans and outcomes for communities Legal challenge Financial loss Inability to partner in the future Reduced opportunity for inward investment in the future	4	4	16	Leader and CEO engaging at National and county level to mitigate impacts of potential service reductions for residents Stakeholder Map, allocating responsibility for key relationships at Director/PFH level Regular review and sharing of partnership activity/engagement at senior officer meetings Robust governance/contract management framework in place for key third party relationships Training and development of senior officers/members to fulfil their responsibilities with partner organisations	Partially Partially Partially Partially	Councillor Barry Wood Councillor Ian McCord	Yvonne Rees	Richard Ellis/Jane Carr	4	3	12	↔	Develop stakeholder Map Standard agenda item at senior officer meetings Develop governance guidelines for all key third party relationships Review existing arrangements/ contracts to ensure appropriate governance Continue Institute of Directors training for Officers and Members	Third party governance review underway. Cllr and Officer appointments to Council owned companies to be reviewed. This risk will be reviewed over the next month as some of its parts fit better with	Risk reviewed 03/07/18 - Comments updated
L07	Emergency Planning (EP) Failure to ensure that the local authority has plans in place to respond appropriately to a civil emergency fulfilling its duty as a category one responder	Inability of council to respond effectively to an emergency Unnecessary hardship to residents and/or communities Risk to human welfare and the environment Legal challenge Potential financial loss through compensation claims Ineffective Cat 1 partnership relationships	4	4	16	Key contact lists updated monthly. Dedicated Emergency Planning Officer in post to review, test and exercise plan and to establish, monitor and ensure all elements are covered Added resilience from cover between shared Public Protection Team as officers with appropriate skill Senior management attend Civil Emergency training Twice yearly mock emergency exercises conducted to ensure readiness On-call rota established for Duty Emergency Response Co- coordinators Full participation in LRF activities	Fully Partially Fully Fully Fully	Councillor Dermot Bambridge Councillor Andrew McHugh	Graeme Kane	Graeme Kane	3	4	12	↔	Director for Environment is reviewing the Emergency Planning arrangements and forming relationships with key partners. Both Councils have cover arrangements in place to account for the vacancy in the Emergency Planning post. New call out arrangements are being established. Training for senior officers was completed in June. Senior managers have attended multi-agency exercises. Through the Inter Agency Group, plans are in place for Silverstone. Both authorities are represented at the Local Resilience Forum	Both authorities have active plans in place to ensure they are prepared for an emergency. These have recently been activated successfully. Further improvements are being made as a result of a review of these plans. Options are being explored to fill the vacant Emergency Planning post.	Risk reviewed 03/07/18 - Mitigating actions updated. No change in score.

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L08	Health and safety - Failure to comply with health and safety legislation, corporate H&S policies and corporate H&S landlord responsibilities	Fatality, serious injury & ill health to employees or members of the public Criminal prosecution for failings Financial loss due to compensation claims Enforcement action – cost of regulator (HSE) time Increased sickness absence Increased agency costs Reduction in capacity impacts service delivery	5	4	20	Robust Health & Safety policies and Corporate H&S arrangements in place as part of an Integrated H&S Management System Clearly identified accountability and responsibilities for Health and Safety established at all levels throughout the organisation Corporate H&S Manager & H&S Officer in post to formalise the H&S Management System & provide competent H&S advice & assistance to managers & employees Proactive monitoring of Health & Safety performance management internally Proactive monitoring of Health & Safety performance management externally Effective induction and training regime in place for all staff Positive Health & Safety risk aware culture Corporate Health & Safety meeting structure in place for co-ordination and consultation Corporate body & Member overview of Health & Safety performance via appropriate committee Assurance that third party organisations subscribe to and follow Council Health & Safety guidelines and are performance managed where required	Partially Not effective Fully Partially Fully Partially Fully Fully Partially	Councillor Lynn Pratt Councillor Peter Rawlinson	Adele Taylor Mark Willis	4 3	3 12	↔	Corporate H&S Policy being developed & finalised, which will then be implemented across the organisation to ensure that roles & responsibilities at all levels are discharged effectively. Policy developed following restructure, this will clearly identify accountability and responsibility for Health and Safety at all levels throughout the organisation. Update Corporate H&S arrangements which are out-of-date. Directorate H&S Improvement Plans to be produced. Recently approved Internal Audit plan for 18/19 includes an audit of our overall H&S management system and will commence in Quarter 1 with a follow up planned prior to the end of 18/19. The H&S team also conduct reviews internally across all services and teams, the current scope will be expanded from topic-based themes to cover all elements of our overall H&S management system to ensure compliance with our standards. Management of H&S training programme to be developed and rolled out. Robust training already in place in Environmental Services Good awareness in higher risk areas of the business, e.g. Environmental Services. However other areas need improved awareness of risk assessment process Reviews of leases and performance monitoring to be reviewed to satisfy the Councils providers/ contractors are managing significant risks.	OHSAS 18001 Health & Safety Management System accreditation achieved through Exova BM Trada. Senior Officer Meeting receives quarterly updates from Corporate H&S Manager. Relevant updates taken to appropriate committee.	05/06/18 Mitigating Actions & Comments updated		
L09	Cyber Security - If there is insufficient security with regards to the data held and IT systems used by the councils and efficient protection against malicious attacks on council's systems then there is a risk of: a data breach, a loss of service, cyber-ransom.	Service disruption Financial loss / fine Prosecution – penalties imposed Individuals could be placed at risk of harm Reduced capability to deliver customer facing services Unlawful disclosure of sensitive information Inability to share services or work with partners Loss of reputation	4	5	20	File and Data encryption on computer devices Managing access permissions and privileged users through AD and individual applications Consistent approach to information and data management and security across the councils Effective information management and security training and awareness programme for staff Password security controls in place Robust information and data related incident management procedures in place Appropriate robust contractual arrangements in place with all third parties that supply systems or data processing services Appropriate plans in place to ensure ongoing PSN compliance Adequate preventative measures in place to mitigate insider threat, including physical and system security Insider threat mitigated through recruitment and line management processes	Fully Fully Partially Partially Fully Partially Fully Partially Partially	Councillor Ian Corkin Councillor Phil Bignell	Claire Taylor Tim Spiers	3 5	5 15	↔	We are working with a security company to review our cyber security status and achieve the cyber essentials + accreditation. A pre-audit report has been undertaken and we are addressing findings ahead of full review. The IT service are addressing the areas identified and will be ready for full audit in July 2018. This is a slight delay but should not cause concern. Cyber-security was reviewed by Internal Audit in May 2017 and will be reviewed again during the current quarter. Meeting held with Internal Audit and review booked for August.. HR also have actions to complete regarding recruitment and processes identified by Internal Audit. The IT Transformation Programme includes migrating server rooms to external an data centre which will increase physical security. As part of this work improved monitoring solutions will also be implemented. The data centre has successfully completed provisioning phase and good progress is being made with applications migration. The Councils have completed the annual independent IT security health check as planned. We've received the formal reports. The high level finding is in-line with our expectations and the IT service will now follow through on actions. The Councils' annual return has now been submitted.	Cyber security incidents are inevitable. The only way to manage this risk is to have effective controls and mitigations in place including audit and review. Staff and member briefings covered phishing March 2018.	Risk reviewed 29/06/18 - Mitigating Actions Updated		
L10	Safeguarding the vulnerable (adults and children) - Failure to follow our policies and procedures in relation to safeguarding vulnerable adults and children or raising concerns about their welfare	Increased harm and distress caused to vulnerable individuals and their families Council could face criminal prosecution Criminal investigations potentially compromised Potential financial liability if council deemed to be negligent	3	4	12	Safeguarding lead in place and clear lines of responsibility established Safeguarding Policy and procedures in place Information on the intranet on how to escalate a concern Staff training - new whole staff shared approach being launched last year and mandatory training introduced Safer recruitment practices and DBS checks for staff with direct contact Action plan developed by CSE Prevention group as part of the Community Safety Partnership Local Safeguarding Children's Board Northamptonshire (LSCBN) pathways and thresholds Data sharing agreement with other partners Attendance at Children and Young People Partnership Board (CYPPB) Annual Section 11 return complied for each council Engagement with Joint Agency Tasking and Co-ordinating Group (JATAC) and relevant Oxfordshire County Council (OCC) safeguarding sub group Engagement at an operational and tactical level with relevant external agencies and networks	Fully Fully Partially Partially Partially Fully Partially Fully Fully Fully Partially	Councillor Barry Wood Councillor Ian McCord	Jane Carr Nicola Riley	2 4	4 8	↔	Ongoing internal awareness campaigns Ongoing external awareness campaigns Annual refresher and new training programmes including training for new members Training monitoring to be developed through new HR/Payroll system Continue to attend Child exploitation groups in both Counties	Continued focus in this area with ongoing programme of training and awareness raising.	06/07/18 - Risk reviewed - No change		
L11	Income Generation through council owned companies	Through failure of governance or robust financial / business planning the councils fail to generate expected income.	3	4	12	Annual business planning Financial planning Corporate governance mechanisms Due diligence Business casing	Partially Partially Partially Partially Partially	Councillor Tony Illot Councillor Peter Rawlinson	Adele Taylor Kelly Watson	2 4	4 8	↔	Recruiting to support shareholder and client side capacity. Relevant training being provided. Resilience and support being developed across business to monitor and deliver projects. Skills and experience being enhanced to deliver and support development, challenge and oversight.	Resources in place. Relevant training being provided to support resource provision.	Risk reviewed 04/07/18 - No further changes		

Ref	Name and Description of risk	Potential impact	Inherent (gross) risk level (no Controls)			Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)			Direct'n of travel	Mitigating actions (to address control issues)	Comments	Last updated
			Probability	Impact	Rating						Probability	Impact	Rating				
L12	Financial sustainability of third party suppliers	The financial failure of a third party supplier results in the inability or reduced ability to deliver a service to customers.	3	4	12	Contracts in place to cover default.	Partially	Councillor Tony Illot Councillor Peter Rawlinson	Adele Taylor	Kelly Watson	2	4	8	↔	Meetings planned with suppliers to review higher risk areas.	Risk recently escalated due to external environment whereby suppliers have financial difficulties which could result in loss of service. Meeting held with supplier of main Revs & Bens and other systems (Capita) to review recent share issue and potential financial mitigate their financial risks concerns. Reassurance given by suppliers about the proactive action being taken. Awaiting detailed letter with actions Capita taken to mitigate their financial risks Current work investigating impact across other contracts.	Risk reviewed 04/07/18 - No further changes
		Business continuity planning				Partially											
L13a	Local Government Reorganisation CDC - Proposals for local government reorganisation impacts on the provision of services to residents and communities.	Inability to deliver Council priorities and plans, impacting on quality of services delivered to residents and communities.	5	4	20	Leader and CEO engaging at national and county level to define steps and mitigate impacts of potential service reductions for residents.	Partially	Councillor Barry Wood	Yvonne Rees	Claire Taylor	5	3	15	↔	Standing item at senior officer meetings - regular review of risk and control measures.	Risk separated to reflect the position of both Councils. Risk scores have increased to reflect the increased probability of Local Government Reorganisation and the impact on the Council. Risk will be fundamentally reviewed as part of the preparation to end the partnership with SNC. This work will take place in July with a plan to deliver the end of the joint working arrangements prepared by the end of September 2018.	Risk reviewed 29/06/18 - Comments updated
		Planning for the impact of separation of joint working arrangements between CDC and SNC is underway.				Partially											
L13b	Local Government Reorganisation SNC - Proposals for local government reorganisation impacts on the provision of services to residents and communities.	Inability to deliver Council priorities and plans, impacting on quality of services delivered to residents and communities.	5	4	20	Leader and CEO engaging at national and county level to mitigate impacts of potential service reductions for residents.	Partially	Councillor Ian McCord	Yvonne Rees	Claire Taylor	5	3	15	↔	Standing item at senior officer meetings - regular review of risk and control measures.	Risk separated to reflect the position of both Councils. Risk scores have increased to reflect the increased probability of Local Government Reorganisation and the impact on the Council. A detailed LGR risk register considering the impact on SNC has been developed and reviewed as part of the preparation for the unitary proposals. This register will be owned and updated by the project team.	Risk reviewed 29/06/18 - Comments updated
		Planning for the impact of separation of joint working arrangements between CDC and SNC is underway. Additional senior leadership resources are planned for SNC.				Partially	Additional communications resources have been put into place to support the agenda.										
L14	Corporate Governance - Failure of corporate governance leads to negative impact on service delivery or the implementation of major projects providing value to customers.	Threat to service delivery and performance if good management practices and controls are not adhered to. Risk of ultra vires activity or lack of legal compliance Risk of fraud or corruption Risk to financial sustainability if lack of governance results in poor investment decisions or budgetary control. Failure of corporate governance in terms of major projects, budgets or council owned companies impacts upon financial sustainability of the councils.	4	4	16	Clear and robust control framework including: constitution, scheme of delegation, ethical walls policy etc.	Partially	Councillor Barry Wood Councillor Ian McCord	Adele Taylor	James Doble	3	3	9	↔	Standing item at senior officer meetings - regular review of risk and control measures Review of constitution to take place 2018/19	Risk added to register following senior management discussion.	12/06/18 - No change
		Integrated budget, performance and risk reporting framework.				Partially	Implementation of corporate programme office - May 2018										
		Corporate programme office and project management framework. Includes project and programme governance.	Partially	Full review of HR policy to be undertaken during 2018/19													
		Internal audit programme aligned to leadership risk register.	Partially	Monitoring Officer to attend management team meetings													
		Training and development resource targeted to address priority issues; examples include GDPR, safeguarding etc.	Partially														
		HR policy framework.	Partially														
		Annual governance statements	Partially														

Joint Business Plan 2018-19 : *“Two Councils, one organisation”*



“Protected, Green & Clean”

High quality Waste & Recycling services

High quality street cleansing

Reduce our carbon footprint & protect the natural environment

Protect the built heritage

Maintain district as a low crime area

Tackle environmental crime

Mitigate impact of HS2

“Great places to live, work, visit & invest”

Provide and support health and wellbeing

Promote inward investment & business growth

Deliver welfare reform agenda

Safeguard the vulnerable

“District of Opportunity & Growth”

Enhance community resilience as part of emergency planning

Deliver affordable housing

Enhance leisure facilities

Deliver innovative & effective housing schemes

Deliver the Local Plans for CDC & SNC

Prevent homelessness

Provide support to voluntary sector

Deliver the Masterplans for key economic centres:
Bicester/Banbury/Kidlington/Brackley/Towcester/Silverstone

Increase tourism

Increase employment at strategic employment sites

Page 7
“Thriving Communities & Wellbeing”

Shared Organisational Plan

Operational Excellence
Rigorous Financial Management
Income optimisation
Commercial & Procurement excellence
Effective Governance
Alternative Delivery Vehicles

Public Value
24/7 access to services
Right first time, every time
Service at point of need
Efficient & effective services
Customer Service Excellence

Best Council to work for
Sustainable relationships with key partners
Culture of Innovation & Creativity
Effective People service
Employer of choice
Enabled through digitisation
Corporate Social responsibility

“Here to Serve”

CHERWELL CAPITAL EXPENDITURE 2018-19

Appendix D

DESCRIPTION	£000's				OUTTURN NARRATIVE
	BUDGET	YTD ACTUAL	Forecast	VARIANCE	
Community Centre Refurbishments	84		84	-	To be used to fit out The Hill upon its completion
Wellbeing - Communities	84	0	84	-	
Biomass Heating Bicester Leisure Centre	14		14	-	Under review
Whitelands Farm Sports ground	25	18	7	-	
Solar Photovoltaics at Sports Centre	80		80	-	This is a contingency budget to cover solar PV component replacement which may not be called upon in 18/19
Football Development Plan in Banbury	20		20	-	
North Oxfordshire Academy Astroturf	207	12	195	-	
Stratfield Brake Repair Works	12	12	0	-	
Sports Centre Modernisation Programme	36		36	-	Under review
WGDC Dryside Refurbishment	0	(52)	0	52	
Bicester Leisure Centre Extension	122	0	122	-	
Spiceball Leisure Centre Bridge Resurfacing	30	0	30	-	On hold pending the completion of a new bridge as part of the CQ2 development
Corporate Booking System	60		60	-	
Woodgreen - Condition Survey Works	2		2	-	Under review
S106 Capital costs - various schemes	0	81	0	(81)	
Bicester Leisure Centre - Access Road Improvements	33	20	13	-	
Cooper School Performance Hall - Roof, Floor & Seating	38	20	18	-	
North Oxfordshire Academy - Replacement Floodlights	20	14	6	-	
North Oxfordshire Academy - Sports Pavilion Improvements	6		6	-	
Cooper sports Facility Floodlights	65	0	65	-	Project will complete in Q4.
Wellbeing - Leisure and Sport	770	125	674	(29)	
Empty Homes Work-in-Default Recoverable	100		100	-	Contingency budget, will only be called upon if required and will be rolled forward.
Disabled Facilities Grants	983	200	783	-	

CHERWELL CAPITAL EXPENDITURE 2018-19

Appendix D

DESCRIPTION	£000's				OUTTURN NARRATIVE
	BUDGET	YTD ACTUAL	Forecast	VARIANCE	
Discretionary Grants Domestic Properties	339	85	254	-	
Abritas Upgrade	33	0	33	-	
Wellbeing - Housing	1,455	285	1,170	-	
Wellbeing Total	2,309	410	1,928	(29)	
East West Railways	1,160	0	1,160	-	There is a 5yr schedule of capital contributions to 2019/20, which have not yet been requested so likely to be re-profiled again.
Bicester Community Building	0	1	0	(1)	Under review
Graven Hill - Loans and Equity	600	600	0	-	
NW Bicester Eco Business Centre	2,236	857	1,379	-	
Build Programme Phase 1	1,182	207	975	-	
Build Programme Phase 1b	1,875	0	1,875	-	
Build Programme Phase 2	6,500	0	6,500	-	
The Mill Youth Community Centre	989	0	989	-	Currently in procurement phase, plan to start in Q3 2018 / 19
Place & Growth - Economy & Regeneration	14,542	1,665	12,878	(1)	
Place & Growth Total	14,542	1,665	12,878	(1)	
Car Park Refurbishments	467	0	467	-	This is a contingency budget for replacement parking equipment which may not be called upon and will therefore be reprofiled to 2019/20.
Energy Efficiency Projects	28	10	18	-	
Glass Bank Recycling Scheme	8	8	0	-	
Public Conveniences	50	0	50	-	Under review
Off Road Parking Facilities	18	0	18	-	
Vehicle Replacement Programme	879	(1)	880	-	
Wheeled Bin Replacement Scheme	125	18	107	-	
Urban Centre Electricity Installations	15	0	15	-	
Bicester Cattle Market Car Park Phase 2	90	0	90	-	
Vehicle Lifting Equipment	30	27	3	-	
Container Bin Replacement	20	0	20	-	
Banbury Market Improvements	20	0	20	-	
Environment - Environment	1,750	62	1,688	-	
Environment Total	1,750	62	1,688	-	
Financial System Upgrade	0	6	0	(6)	

CHERWELL CAPITAL EXPENDITURE 2018-19

Appendix D

DESCRIPTION	£000's				OUTTURN NARRATIVE
	BUDGET	YTD ACTUAL	Forecast	VARIANCE	
Academy Harmonisation	119	15	104	-	
Finance & Governance - Finance & Procurement	119	21	104	(6)	
Condition Survey Works	77	20	57	-	
Bradley Arcade Roof Repairs	85	0	85	-	
Orchard Way Shopping Arcade Front Serv	20	16	4	-	
Old Bodicote House	0	(1)	0	1	
Bicester Town Centre Redevelopment	0	20	0	(20)	
Banbury Museum - Refurbishment Programme		(4)	0	4	
Community Buildings - Remedial Works	150	0	150	-	
Car Parks Resurfacing		(4)	0	4	
Spiceball Riverbank Reinstatement	50		50	-	On hold pending the completion of a new bridge as part of the CQ2 development
Banbury - Antelope Garage	0	11	0	(11)	The spend relates to the letting consultant, overspend to be covered by reserves
Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	270	0	270	-	
Thorpe Way Industrial estate - Roof & Roof Lights	64	0	64	-	
Castle Quay 2	62,000	257	61,743	-	
Castle Quay 1	0	0	0	-	
Franklins House - Travelodge	783	454	329	-	
Bicester - Pioneer Square	135	27	108	-	
Cherwell Community Fund	100	0	100	-	
Housing & IT Asset System joint CDC/SNC	50	0	50	-	
Orchard Way - external decorations	95	0	95	-	
Retained Land	180	0	180	-	
Thorpe Place Industrial Units	175	0	175	-	
Thorpe Way Industrial Units	145	0	145	-	
Horsefair Banbury	100	0	100	-	
Thorpe Lane Depot - Tarmac / drainage	110	0	110	-	
EPC certification & compliance works	40	0	40	-	

CHERWELL CAPITAL EXPENDITURE 2018-19

Appendix D

DESCRIPTION	£000's				OUTTURN NARRATIVE
	BUDGET	YTD ACTUAL	Forecast	VARIANCE	
Finance & Governance - Property, Investment & Contract Management	64,629	796	63,855	(22)	
Finance & Governance Total	64,748	817	63,959	28	
Customer Self-Service Portal CRM Solutn	80	6	74	-	
IT Strategy Review	139		139	-	
Microsoft Licensing Agreement	110	0	110	110	Budget no longer required. To be removed from capital programme.
Land & Property Harmonisation	83	8	75	-	
5 Year Rolling HW / SW Replacement Prog	50	0	50	-	
Business Systems Harmonisation Programme	69		69	-	
Website Redevelopment	0	31	0	(31)	Currently under review to ascertain the next course of action. Decision will be made before the end of Q2.
Upgrade Uninterrupted Pwr Supp Back up / Datacentre	115	23	92	-	
Land Property Harmonisation	167	0	167	-	
Customer Excellence & Digital Transfer	85	0	85	-	
Unified Communications	125	0	125	-	
Customers Service Devt - Customers & IT Services	1,023	68	986	79	
HR / Payroll System replacement	0	48	0	(48)	Currently under review to ascertain the next course of action. Decision will be made before the end of Q2.
Customers & Service Devt - HR, OD & Payroll	0	48	0	(48)	
Customers & Service Development Total	1,023	116	986	31	
Capital Total	84,372	3,070	81,439	(27)	27 - Over Spend