

**Committee:** Overview and Scrutiny Committee  
**Date:** Tuesday 22 January 2019  
**Time:** 6.45 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

<b>Councillor Neil Prestidge (Chairman)</b>	<b>Councillor Sean Gaul (Vice-Chairman)</b>
<b>Councillor Mike Bishop</b>	<b>Councillor Phil Chapman</b>
<b>Councillor Mark Cherry</b>	<b>Councillor Chris Heath</b>
<b>Councillor Tony Mephram</b>	<b>Councillor Cassi Perry</b>
<b>Councillor Sandra Rhodes</b>	<b>Councillor Les Sibley</b>
<b>Councillor Bryn Williams</b>	<b>Councillor Lucinda Wing</b>

## AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

**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. Chairman's Announcements**

To receive communications from the Chairman.

**4. Urgent Business**

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

**5. Minutes** (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting held on 15 November 2018.

**6. Unauthorised Encampments** (Pages 7 - 20)

Richard Webb – Assistant Director, Environmental Health and Licensing  
Mr Gary Brewer, Gypsy and Traveller Service Manager, Oxfordshire County Council

Attached for information is a briefing note on Unauthorised Encampments within the Cherwell District.

**7. Draft Business Plan and Budget** (Pages 21 - 34)

This is an opportunity for Overview and Scrutiny Committee to review the Draft Business Plan and Budget for 2019/2020. A copy of the report that went to Executive on 7 January 2019 is attached.

The Executive Director Finance and Governance and Section 151 Officer and the Assistant Director Performance and Transformation will be in attendance for this item.

**8. Work Programme** (Pages 35 - 38)

Democratic and Elections Officers will give an update on progress regarding subjects raised at previous Committee meetings (appendix 1, attached)

The Committee to consider the work programme 2018/2019. (appendix 2 attached)

**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](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01327 322043 / 01295 221591 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 / Lesley Farrell, Democratic and Elections  
[emma.faulkner@cherwellandsouthnorthants.gov.uk](mailto:emma.faulkner@cherwellandsouthnorthants.gov.uk), 01327 322043 /  
[lesley.farrell@cherwellandsouthnorthants.gov.uk](mailto:lesley.farrell@cherwellandsouthnorthants.gov.uk), 01295 221591

**Yvonne Rees**  
**Chief Executive**

Published on Monday 14 January 2019

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## Cherwell District Council

### Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 November 2018 at 6.45 pm

Present: Councillor Neil Prestidge (Chairman)

Councillor Mike Bishop  
Councillor Mark Cherry  
Councillor Chris Heath  
Councillor Tony Mepham  
Councillor Cassi Perry  
Councillor Sandra Rhodes  
Councillor Les Sibley  
Councillor Bryn Williams

Substitute Members: Councillor Nicholas Mawer (In place of Councillor Lucinda Wing)

Also Present: Chief Inspector Emma Garside

Apologies for absence: Councillor Sean Gaul  
Councillor Phil Chapman  
Councillor Lucinda Wing

Officers: Jane Carr, Executive Director: Wellbeing  
Adele Taylor, Interim Executive Director: Finance and Governance  
Chris Hipkiss, Property and Investment Consultant  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Nicola Riley, Assistant Director: Communities  
Colin Wilderspin, Interim Community Safety Manager  
Maria Wareham, Safeguarding Officer  
Lesley Farrell, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

## 26 **Declarations of Interest**

There were no declarations of interest.

27 **Urgent Business**

There were no items of urgent business.

28 **Minutes**

The Minutes of the meeting of the Committee held on 9 September 2018 were agreed as a correct record and signed by the Chairman.

29 **Chairman's Announcements**

There were no Chairman's announcements.

30 **Show and Tell - Community Safety**

The Chairman welcomed Chief Inspector Emma Garside, the Executive Director; Wellbeing, The Assistant Director; Communities and the Interim Community Safety Manager to the meeting.

The Interim Community Safety Manager gave a presentation to the Committee giving details of the current work and challenges of community safety in the Cherwell District.

The presentation included information on Cherwell District Councils' Statutory responsibilities and current challenges such as Organised Crime, Street Gangs and County Lines.

Chief Inspector Garside gave a verbal update on the perspective of the police force and their work with regards to community safety in the district.

The Chief Inspector explained that 'Stronghold', the Thames Valley's response to Serious and Organised Crime and commitment to fighting organised crime with a shared partnership approach, aims to increase awareness with front line staff, partner agencies, business and third sector within our communities through education, enforcement and community activity.

In response to Members concerns regarding the initial response time of the 111 call centre, the Chief Inspector explained that she was aware of the problem and online reporting of non-urgent crime was now available and would improve efficiency in the call centre.

In response to questions from the Committee on "cuckooing", where drug dealers take over the homes of vulnerable people in exchange for free drugs, the Interim Community Safety Manager explained that leaflets were available to help recognition of vulnerable people open to "cuckooing" and would be circulated to Members for their information and reference.

In the course of the discussion, Members commented on the lack of youth provision and designated youth workers in the district. The Interim Community

Safety Manager explained that a lot of multi-agency work was being carried out for the prevention of crime. Safeguarding was a priority and funding was available from the Police and Crime Commissioner for drama workshops in schools which were having very positive results. The arrangements in place were working but the measures had not been in place for sufficient time to give comparisons.

The Assistant Director Communities suggested that this item come back to Committee in 12 months when more information would be available.

**Resolved**

- (1) That the Community Safety presentation be noted.
- (2) That a Community Safety update in 12 months be added to the work programme.

31 **Oxfordshire Safeguarding Children Board/Oxfordshire Safeguarding Adult Board Section 11 Review and Endorsement**

The Committee considered a report of the Executive Director, Wellbeing which gave details of the draft Cherwell District Council Section 11 return ahead of its submission to the Oxfordshire Safeguarding Children Board (OSCB) and Oxfordshire Safeguarding Adults Board (OSAB).

In response to Members' comments regarding the number of councillors who had completed the Safeguarding training, the Assistant Director, Communities confirmed that if Members provided copies of certificates of the Home Office e-learning Prevent Training completed through their employment, figures in the report would be adjusted to reflect this. The Safeguarding Officer confirmed that a training seminar was scheduled for 7 February 2019 on safeguarding which would also cover Prevent training.

**Resolved**

- (1) That the contents of the report be noted.
- (2) That the Cherwell District Council Section 11 return be endorsed for submission alongside a summary of the outcomes of a practitioner survey carried out on front line staff and a summary of safeguarding training.

32 **Monthly Performance, Risk and Finance Monitoring Report - September 2018**

The Assistant Director: Performance and Transformation presented a report summarising the Council's Performance, Risk and Finance monitoring position as at the end of September 2018.

**Resolved**

- (1) That the monthly Performance, Risk and finance Monitoring report be noted.
- (2) That it be noted that the Performance, Risk and Finance Monitoring was considered by Executive on a monthly basis.
- (3) That having reviewed the performance update for September no areas for further consideration by the Executive be identified.

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### **Work Programme - 2018-2019**

The Democratic and Elections Officers gave an update on the status of topics suggested for potential scrutiny review. Following the presentation given on Community Safety, an update of community safety in 12 months was added to the work programme and Youth Provision was added to the potential topics for scrutiny review.

The Democratic and Elections Officer advised Members that officers had requested that the Customer Services Improvement Plan and Draft Housing Strategy be added to the Work Programme for 2019/2020. The Committee endorsed both requests.

#### **Resolved**

- (1) That, as agreed at agenda item 5, Community Safety be added to the work programme for 2019/2020.
- (2) That Youth Provision be added to the topics to be considered in 2019/2020
- (3) That the Customer Service Improvement Project be added to the work programme for 26 March 2019 meeting.
- (4) That consideration of the draft Housing Strategy following consultation be added to the work programme under items to be allocated at the appropriate time.
- (5) That subject to resolutions (1), (2), (3) and (4) the work programme be noted.

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### **Exclusion of the 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 ground that, if the public and press were present, it would be likely that exempt information falling under the provision of Schedule 12A, Part I, Paragraphs 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.



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### **Update on Castle Quay**

The Interim Property Investment Manager, Regeneration and Estates gave an exempt presentation and update on Castle Quay. Members asked a number of questions to which answers were duly provided.

### **Resolved**

- (1) That the exempt presentation be noted.

The meeting ended at 9.00 pm

Chairman:

Date:

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**DISTRICT COUNCIL  
NORTH OXFORDSHIRE**

### **Subject: Unauthorised Gypsy and Traveller Encampments**

Director: Chief Operating Officer

Officer Responsible: Richard Webb, Assistant Director Environmental Health and Licensing

<b>Background and Reason for Briefing Note</b>	This paper provides a briefing on unauthorised Gypsy and Traveller encampments in the Cherwell area and the response to these provided by the council and its partners. It also provides an overview of two measures which can reduce the negative impact of unauthorised encampments: the provision of transit sites and the use of injunctions.										
<b>1.0 Introduction</b>											
1.1	An unauthorised encampment occurs when trespassers enter and occupy land belonging to private landowners or local authorities without permission. Unauthorised encampments occur on car parks, highway verges, parks, fields and any other area of accessible land. They occur frequently throughout the year and can cause significant concern to the local settled community. However, the council has in place arrangements for responding to these encampments in partnership with Oxfordshire County Council utilising the range of legal powers available to local authorities.										
1.2	This briefing does not address unauthorised development. This is a situation where land is developed by the land owner, or there has been a material change of use of land, without the appropriate planning approval being secured in advance.										
<b>2.0 Details</b>											
Unauthorised Encampments in Cherwell											
2.1	The table below summarises the unauthorised encampments in the Cherwell area recorded by the county council Gypsy and Traveller Service. A full list of encampments showing the locations and the number of vehicles involved is included in annex 1 of this paper.										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Year</th> <th style="text-align: left;">Number of encampments</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>5</td> </tr> <tr> <td>2016</td> <td>14</td> </tr> <tr> <td>2017</td> <td>16</td> </tr> <tr> <td>2018 (to 1st December)</td> <td>28</td> </tr> </tbody> </table>		Year	Number of encampments	2015	5	2016	14	2017	16	2018 (to 1st December)	28
Year	Number of encampments										
2015	5										
2016	14										
2017	16										
2018 (to 1st December)	28										
These encampments were spread across county council land (car parks), highway verges, district or town council land (e.g. parks), open land (e.g. village greens) and private land.											
<b>Page 7</b>											

- 2.2 Council officers who work regularly with Gypsies and Travellers know that most Gypsies and Travellers are very habitual. In particular, they will regularly return to areas that their relatives have travelled to especially when they can find work in those areas.
- 2.3 Oxfordshire has two main transit routes running through it; the M40 motorway and the A34 trunk road. As a result, the towns of Banbury and Oxford are visited by Gypsies and Travellers as stop off points when they travel through the county. The county council Gypsy and Traveller Service has met the same families visiting the same areas over a number of years and expect that this will continue. Whilst there are a number of different reasons for the families choosing to travel and camp in the County, it is noticeable that there are three particular groups that are commonly seen-
- a. Those who live in “bricks and mortar” homes most of the year but who travel to teach their children Gypsy and Traveller cultural ways.
  - b. Those that live on a local authority permanent site or a private site who, again, travel at times to teach their children their cultural lifestyle.
  - c. Those passing through the county who stop in Oxfordshire either to rest or to look for work.

All three of these types of families, in most cases, do not cause any problems to the local community. They abide by our Code of Conduct and bag their rubbish for collection and do not fly tip any waste.

- 2.4 Most encampments experienced in Cherwell over the last few years were of relatively short duration and caused no significant problems to the local community. In most cases the campers left on their own volition after enforcement processes had been commenced. However, a minority of encampments cause more significant problems. Of most note recently was the large group that occupied various car parks around Oxford, mainly between December 2017 and April 2018. This group of Travellers occupied 14 locations (including 2 park and ride car parks in Cherwell) and on average contained around 35 caravans and 25 vehicles. Each location occupied was high profile and resulted in a loss of amenity for the local community (for example, we estimated the loss of income from a car park for a single day the group was camped in that car park was over £500). The total cost of evicting the Travellers, repairing damage done, clearing up waste left and defending the land against further incursion was over £60,000 (excluding council staff time). The response to this group required the investment of time and funds from 3 different local authorities, the Police, Chiltern Railways and 2 private land owners. This group has recently returned and re-occupied the park and ride car parks around Oxford.
- 2.5 Many of the encampments cause significant local concern and generate comments on community social media forums or result in pressure on elected members and Parish Councils. Many members of the local community affected by encampments do not report any crime or anti-social behaviour to the Police through fear of reprisals. This presents challenges when responding to the encampment as problems experienced and discussed anecdotally cannot be used as part of the decision making process or supporting evidence for enforcement action.

### **3.0 Our Response**

- 3.1 Our response to unauthorised encampments is led by the county council’s Gypsy and Traveller Service. This team is authorised to act on our behalf in responding to encampments on our land and Parish Council land.

3.2 On being notified of a new encampment, the Gypsy and Traveller Service will attend the site and liaise with the campers to ascertain their intentions and situation. They also liaise with the Police to ascertain if the Police will be using their powers to require the campers to move. They will issue the campers with a Code of Conduct and black bin bags. Compliance with the Code of Conduct is voluntary. Through informal and formal means the team will then seek to have the campers move on and mitigate the impact of the encampment on the local community. The team, with our support, will also manage communications with stakeholders, including elected members, the parish council and other local community representatives. We do not pay the county council for this service but will need to pay for bailiffs or enforcement agents should they be required.

3.3 Annex 3 of this paper contains a draft Member guide to unauthorised encampments which contains details of how to report new encampments.

#### **4.0 Legal Powers**

4.1 Local Authorities have a number of powers available to them which can be used to require campers to leave land they are occupying without permission. Most of these powers require us to follow processes which can take some time (approx. 3-4 weeks and sometimes longer). In order to maximise the chances of success in any court hearings which may be required as part of these process it is important that local authorities consider the welfare needs of the campers. Of particular note is the need to identify and contact the landowner before any action can be commenced and this can sometimes take several days. Annex 2 of this report includes a summary of the powers available to local authorities and the processes which must be followed to exercise them.

4.2 It should be noted that the Police have stronger powers to require people to leave land they are occupying without permission than local authorities do. Providing certain conditions are met, the Police can require campers to move immediately and not return to the land. However, the Police will only use these powers if they consider it necessary and proportionate to do so. In general, they will not use these powers without there being a public safety risk or identifiable crime and disorder resulting from the encampment.

#### **5.0 Target Hardening**

5.1 As will be seen from the detail in annex 1, campers frequently occupy the same areas of land. After each encampment has been removed, the Gypsy and Traveller Service will consider what measures could be taken to reduce the likelihood of further encampments on the land. In practice it is very difficult to defend land from further encampments, especially land which needs to be accessible to normal vehicles (e.g. car parks). Effective measures can be expensive and given the large number of locations that may be targeted by illegal campers it is practically impossible to reduce unauthorised encampment numbers by target hardening alone.

#### **6.0 Government Consultation Paper**

6.1 In May this year the Government issued a consultation paper on powers to respond to unauthorised encampments. This paper sought views on the adequacy and deficiencies in both Police and Local Authority powers in respect of both unauthorised encampments and unauthorised developments. The consultation sought views on the potential to criminalise unlawfully occupying land and on the use of transit sites (see below). We provided a

response to this consultation.

## **7.0 Thames Valley Police and Local Authority Joint Protocol**

- 7.1 Following a Police and Crime Panel discussion on the response to unauthorised encampments, Thames Valley Police led the development of a joint Local Authority and Police Protocol for responding to these encampments. The aim of this protocol is to ensure that a consistent approach is adopted to dealing with unauthorised encampments across Thames Valley and that any use of available powers is proportionate, non-discriminatory and compliant with the Human Rights Act 1998. In addition, the protocol seeks to ensure that Local Authorities and Thames Valley Police work together to effectively manage unauthorised encampments and minimise their impact.
- 7.2 The protocol confirms that responsibility for dealing with an unauthorised encampment initially rests with the landowner. It also states that local authorities are the lead agency for unauthorised encampments. The introduction of the protocol was supported by an internal training programme to improve the consistency of the local policing response to unauthorised encampments.

## **8.0 Public Communications**

- 8.1 One of our key challenges when responding to unauthorised encampments is in ensuring good communication with the local community. When a new encampment arrives in a local area the issue can quickly escalate with many residents directing emails requesting action or information to local elected members, parish councils, the Police and us. Frequently, we see rumour spreading quickly on local social media forums. Residents also continue to seek updates or progress reports and explanations of why the encampment has not been moved. This can be challenging to manage and result in reputational damage.
- 8.2 The Gypsy and Traveller Service provide regular email updates to identified stakeholders, including local elected members, when they are managing a new encampment. They also provide a weekly update sheet to a wide group of interested parties summarising the status of all known encampments. For problematic encampments Oxfordshire County Council will create a mini-news site on their website which stakeholder and communities can refer to for up to date information.

## **9.0 Transit Sites**

- 9.1 Transit sites are Gypsy and Traveller sites which are maintained for short-term use only. Travellers arriving in the area are permitted to stay on these sites for a maximum period and pay rent whilst they do so. The Police have stronger powers to require Travellers to move from unlawful locations if there is space for them on a Traveller site in the local authority's area.
- 9.2 The availability of a transit sites may have an impact on the number of local unauthorised encampments in some circumstances. If space is available on such a site and the Police have sufficient resources available to use their powers to require campers to move, a quick resolution to an unauthorised encampment can be achieved. However, transit sites are not a solution to all problems related to unauthorised encampments.
- They are difficult to create, with proposals often facing considerable opposition from local communities.

- Travellers frequently wish to stay in a certain locality (e.g. near a hospital or town). Therefore, the provision of a transit site in another part of the local authority's area may provide the Police with the power to require the campers to move from a certain location but may only result in the campers moving to another unauthorised location if the transit site is not where the campers wish to be.
- Transit sites are expensive to maintain, suffering high incidence of damage to facilities.
- Transit sites need to be sufficiently large to accommodate the larger groups of Travellers, which tend to be the most problematic groups.
- Where there is not sufficient capacity for Travellers on permanent sites in a location, a transit site can be misused, with Travellers remaining on the site for long periods. This negates the benefits of the presence of a transit site when dealing with further unauthorised encampments and results in the local authority needing to take repossession action to remove Travellers from the transit site.

9.3 The Council, as part of its approved Local Development Scheme, is committed to carry out a Review of the Cherwell Local Plan. As part of that process the issue of the location and level of provision of Gypsy and Traveller sites, both permanent and temporary, will be assessed. A 'call for sites' will be made which will test the market's appetite to put forward land for a range of purposes, including for Gypsy and Traveller sites. Any such sites that may come forward would then need to be considered against land use policy and other material planning considerations. These matters will form part of the formal public consultation that must be carried out as part of the Review process.

## **10.0 Injunctions**

- 10.1 Several local authorities have had success in securing injunctions to address problems of unauthorised encampments. Injunctions can have the effect of banning named persons (or, in some cases unknown persons) from setting up illegal encampments in defined areas. The effectiveness of these injunctions depends on whether the Court attaches a power of arrest to the order so that anyone in breach of the order can be arrested. In the absence of a power of arrest being attached to the order, to act on a breach the local authority has to seek a further order from the court and this can take several weeks to secure.
- 10.2 In all cases where injunctions have been secured the local authority sought the injunction as a result of persistent and large-scale encampments occurring in their area. An application for such an injunction will need to be supported by evidence showing a historical pattern of unauthorised encampments (in the area to be covered by the injunction), the actual problems caused and that the local authority has attempted to deal with the encampments through using other powers available to them. Injunctions have only been granted to date where there is evidence of large numbers of encampments on the land concerned and that these encampments have caused problems to the local community (e.g. community tensions, fly tipping, etc).
- 10.3 In a recent presentation on the background to an injunction secured by Basingstoke and Dean Council they commented that the evidence pack for the application contained approximately 30 witness statements and a dedicated officer took 4 months to gather all the required material for the hearing.
- 10.4 The Thames Valley Police and Local Authority Protocol is being reviewed after the first year of operation. We will evaluate the potential use of injunctions as part of this review process with consideration of their use elsewhere and the need for consistency across the county.

## **11.0 Conclusion**

- 11.1 Our response to unauthorised encampments in the district is based on a long-standing relationship with the County Council. Addressing unauthorised encampments through use of the legal powers available to local authorities can take time and good communication with the local community during this time is important. Most unauthorised encampments are resolved promptly and without any significant issues arising for the local community. However, some prove more problematic and greater support is required for the local community whilst the encampment remains.
- 11.2 There are no opportunities available to the council which would eliminate future unauthorised encampments in the district. Preventative measure can be costly with no certainty that they would have a significant impact on the number of unauthorised encampments that are experienced.
- 11.3 Elected Member awareness of the processes that are followed when a new unauthorised encampment is identified, and the council's powers to deal with the encampment, can aid communication with the local community. The Guide for Members in appendix 3 will be provided to all members to raise awareness of the processes for reporting new encampments.

## **12.0 Information**

### **Links to Corporate Plan and Policy Framework**

The councils' work to respond to unauthorised encampments supports our organisation vision to create great places to live, work, visit and invest and the business plan priorities to tackle environmental crime and maintain the district as a low crime area. The partnership approach, working with Oxfordshire County Council, supports our Public Value objective to provide efficient and effective services.

### **Lead Councillor**

Councillor Andrew McHugh, Lead Member for Environment

## **13.0 Appendix :**

- Appendix 1 Details of Unauthorised Encampments
- Appendix 2 Summary of Powers and Processes
- Appendix 3 Member Guide and Reporting Processes

**Completed by:** Richard Webb, Assistant Director Environmental Health and Licensing

**Date:** 14 January 2019

**Presented to:** Overview & Scrutiny Committee

**Date:** 22 January 2019



**Appendix 1:****Details of Unauthorised Encampments**

Year	Location	Number of caravans concerned	Length of time at location
2015	Stratton Audley crossroad A4421	2	3
2015	Langford Fields, Bicester	19	1
2015	Water Eaton Park and Ride car park	3	4
2015	Stratton Audley crossroad A4421	2	2
2015	Stratton Audley crossroad A4421	3	2
2016	Water Eaton Park And Ride car park	8	5
2016	Bicester Cattle Market	7	16
2016	Bridle path. Ambrosden	2	2
2016	A41 Old Slip Rd, Chesterton turn, Bicester	3	10
2016	B4011 Ambrosden Turn, Nr Ambrosden,	1	13
2016	Stratton Audley crossroad	1	3
2016	Grass verge, unclassified road, Bletchingdon	1	4
2016	Bridle path. Ambrosden	1	5
2016	Water Eaton Park And Ride car park	12	1
2016	Stratton Audley crossroad, A4421	1	1
2016	Stratton Audley crossroad, A4421	3	5
2016	Grass Verge, B4011 Ambrosden turn	3	40
2016	Bridle path. Ambrosden	1	6
2016	Featherbed Lane, Mixbury	5	42
2017	Bicester Cattle market car park	6	5
2017	Stratton Audley crossroad, A4421	4	5

2017	Water Eaton Park and Ride car park	3	4
2017	B4011 Ambrosden Turn, Nr Bicester	4	7
2017	B4011 Ambrosden Turn, Nr Bicester	1	3
2017	Grass Area off Manston Close, Bicester	3	6
2017	Grass Verge Stratton Audley crossroad, B4011	1	5
2017	B4011 Ambrosden Turn, Nr Bicester	2	4
2017	Water Eaton Park and Ride car park	4	1
2017	Water Eaton Park and Ride car park	27	6
2017	Spiceball Park, Banbury	10	2
2017	Stratton Audley Cross Roads, A4421 Bicester	3	5
2017	B4011 Ambrosden Turn, Nr Bicester	3	2
2017	Grass Verge Applegate Lane, Cropredy	2	5
2017	Grass Verge, B4011, Ambrosden Turn, Bicester	4	4
2017	Water Eaton Park and Ride car park.	35	8
2018	Grass Verge, Akeman Street, Kirtlington	2	109
2018	Grass Verge, Akeman Street, Kirtlington	2	109
2018	Riverside Car park, Banbury	2	1
2018	Water Eaton Park and Ride car park	9	3
2018	Water Eaton Park and Ride car park	20	18
2018	Bicester Village Park and Ride car park	32	5
2018	Water Eaton Park and Ride car park	40	0
2018	Bicester Village Park and Ride car park	39	8
2018	Grass verge, Whitelands Way, Bicester	1	11

2018	Grass verge, Tollbrook Corner, Nr Bletchingdon	1	97
2018	Grass area, Deer Park Road, Witney	6	2
2018	B4011 Ambrosden Turn, Nr Bicester	3	6
2018	Sports Field, Kingsmere, Bicester	9	3
2018	Ron Groves Sports Ground, Kidlington	11	6
2018	Grass Area, The Broadway, Kidlington	1	5
2018	Spice Ball Park, Banbury	2	3
2018	Sports Field, Hanwell Fields	4	0
2018	Sports Field, Hanwell Fields, Banbury	8	6
2018	Grass Verge B4030, Middle Barton	2	5
2018	B4011 Ambrosden Turn, Nr Bicester	3	5
2018	Grass Verge, Overthorpe Road, Banbury	2	3
2018	Ermont Way, Banbury	4	2
2018	Grass Verge, Hunt Close, Bicester	4	4
2018	Stratton Audley cross roads, A4421 Nr Bicester	2	1
2018	Water Eaton Park and Ride car park	35	27
2018	Compton Road car park Banbury	14	8
2018	Water Eaton Park and Ride car park	34	4
2018	Water Eaton Park and Ride car park	50	Still present

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## Appendix 2:

### Summary of Powers and Processes

This is a summary of the processes that Oxfordshire County Council must follow in order to lawfully remove people from Council land that they are occupying without permission.

There are a number of legal options available to local authorities to move people who are occupying Council owned land without permission. These include-

- Common law: Powers to seek to recover possession of land from an individual who is occupying that land without permission (under the tort of trespass).
- Sections 77 and 78 of the Criminal Justice and Public Order Act 1994: Powers to require individuals to remove their vehicles and belongings from land occupied without permission of the landowner.

Before commencing any action to evict an unauthorised encampment local authorities have an obligation to carry out welfare assessments of the unauthorised campers. This may require involvement of health services. Local authorities are also required to serve certain legal documents and allow the recipients appropriate time to respond to these before taking further action. In most instances a Court Order is required to exercise these powers and therefore the local authority needs to secure court time to consider the application.

#### Processes:

1. The Initial Visit to the Site.
  - Identify who owns the land
  - If it is local authority land serve a Landowners Notice on the Travellers informing them verbally what this is and its contents.
  - Make initial enquires as to any welfare, health or education issues. These are to be documented and passed on to the relevant agencies for consideration and action.
  - Issue a Code of Conduct to the Travellers and inform them verbally what this requires.
  - Record all vehicle details.
2. The Eviction Procedure on Highway Land
  - Ensure that there are no outstanding welfare, health or educational issues.
  - Complete an Eviction Rationale fully justifying the eviction.
  - Complete Section 77 Direction to Move forms and serve on each caravan.
  - If the Travellers have ignored the Section 77 notice apply for Magistrates' Court Summons.
  - Serve the summons to each caravan informing the Travellers of the court location, and the date and time.
  - Once the Magistrates issues a Section 78 Order this criminalises trespass on the land and must be served on the occupants.

- Enforcement action may be required should the Travellers not then leave the location.
3. The Eviction Procedure on Other Local Authority Land
- Ensure there are no outstanding welfare, health or educational issues.
  - Secure date for County Court hearing on an application for a Possession order.
  - Serve the summons on each caravan telling the occupant when the court date is.
  - Obtain the County Court Repossession order and serve to the occupants.
  - Enforcement action may be required should the Travellers not then leave the location.

## **Appendix 3:**

### **Member Guide and Reporting Processes**

#### **Guide for Members Cherwell District Council South Northamptonshire District Council**

#### **Unauthorised encampments**

##### **What is an unauthorised encampment?**

An unauthorised encampment occurs when trespassers enter and occupy land belonging to private landowners or local authorities without permission. Unauthorised encampments tend to occur on car parks, highway verges, parks, sports pitches, agricultural fields and any other area of accessible land.

##### **Powers to remove an unauthorised encampment**

A range of powers and options exist for local authorities, police and private land owners to take steps to remove encampments. The choice of who leads and which powers are used will depend on individual circumstances.

In both Northamptonshire and Oxfordshire, the local authorities have protocols in place with the local police force outlining the circumstances under which different parties will take action to remove encampments.

In seeking to remove encampments, it is a legal requirement for the welfare of the travellers to be considered before action is taken. The welfare of the local community is of course also paramount. Balancing the two is a delicate and sensitive decision which local authorities and the police are required to make.

##### **Reporting an unauthorised encampment**

Initially, details of new unauthorised encampments should be referred to the Northamptonshire Countywide Traveller Unit or Oxfordshire County Council's Gypsy and Traveller Service as appropriate. The Police should also be informed via 101. The Countywide Traveller Unit and Gypsy and Traveller Service only provide a response within normal office hours.

##### ***Northamptonshire***

The Northamptonshire Countywide Traveller Unit (CTU) leads the response to unauthorised Gypsy and Traveller Encampments in Northamptonshire. The CTU is a single team that manages gypsy and traveller related issues on behalf of Northamptonshire County Council and local borough and district councils, with the exception of East Northamptonshire Council.

Northamptonshire Countywide Traveller Unit:

Tel: 01604 366234

Email: [ctu@northamptonshire.gov.uk](mailto:ctu@northamptonshire.gov.uk)

Webform: <https://www3.northamptonshire.gov.uk/councilservices/environment-and-planning/gypsies-and-travellers/Pages/contact-the-countywide-traveller-unit.aspx>

##### ***Oxfordshire***

Oxfordshire County Council's Gypsy and Traveller Service is authorised to represent all district councils in Oxfordshire and act to remove campers from county council or district council owned land. They will also liaise with and advise private landowners or parish/ town councils when an unauthorised encampment occurs on their land.

Oxfordshire Gypsy and Traveller Service

Tel: 01865 815545

Email: [travellers@oxfordshire.gov.uk](mailto:travellers@oxfordshire.gov.uk)

Webform: <https://www2.oxfordshire.gov.uk/cms/node/2186>



## Cherwell District Council

### Executive

7 January 2019

<p><b>Draft Business Plan 2019/20 and Summary Medium Term Financial Strategy 2019/20 – 2023/24</b></p>
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### Report of Executive Director Finance and Governance

This report is public

#### Purpose of report

The Business Plan and Summary Medium Term Financial Strategy are presented as an integrated report. This demonstrates the Council's strategic approach to aligning its resource to the delivery of Council's Priorities.

This report provides members with an update on the Business Plan 2019/20 and the Council's Summary Medium Term Financial Strategy (MTFS) for 2019/20 to 2023/24 prior to the final MTFS being presented during February 2019.

#### 1. Recommendations

The meeting is recommended:

- 1.1. To note the contents of this report.

#### 2. Introduction

- 2.1. The Executive has the responsibility of recommending a budget for consideration to Council in February 2019.
- 2.2. The purpose of this report is to provide the updated Business Plan and Summary Medium Term Financial Strategy.

#### 3. Context

##### National

- 3.1. Local Government is continuing to deliver services during a period of prolonged financial uncertainty and significant change. This prolonged period is in conjunction with the UK economy experiencing a turbulent and complex time.

- 3.2. The impact of national events is not yet known. It is important that we continue to manage our resources in a prudent and sustainable way, ensuring that we understand and can plan and manage our risks effectively over the medium term.

### **Local**

- 3.3. The district is experiencing significant economic growth. Increasing numbers of housing developments have brought new skills to the area and the boost in business is providing new opportunity to shape the area.
- 3.4. The Council is committed to investing and developing its local economy and this investment can be seen clearly through key decisions taken at a local level.

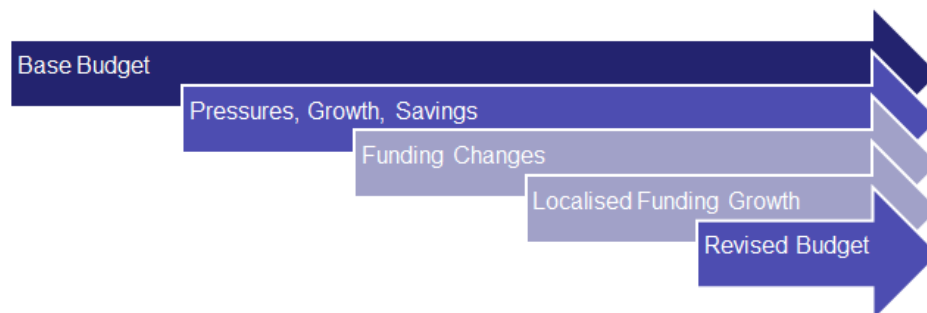
## **4. Business Planning**

- 4.1. The draft business plan for 2019/20 is attached as Appendix 1. The business plan informs the development of the annual budget and the operational Service Plans for the delivery of all Council services. The Service Plans will set out the activities that each service will undertake to deliver against the priorities set out in the Business Plan. Ultimately, these activities will be reflected in the individual objectives of employees providing a clear 'golden thread' through the organisation for the delivery of the Council's priorities.
- 4.2. The 2018/19 Business Plan was a joint business plan covering Cherwell and South Northamptonshire Council. The 2019/20 Business Plan will cover Cherwell District Council only as the joint working arrangements between the two Councils come to an end.
- 4.3. The content of the 2019/20 Business Plan represents a "light touch" review, broadly retaining the themes and priorities of the Council from the previous year updated where appropriate to align with emerging issues and challenges across the district. New areas of focus for the plan this year include the Healthy Place Shaping agenda, the Industrial Strategy and the Oxfordshire Growth Deal.
- 4.4. The vision for the district remains 'A great place to live, work, visit and invest'. The three strategic priorities are:
- Clean, Green and Safe;
  - Thriving Communities and Wellbeing;
  - District of Opportunity and Growth.
- 4.5. The Business Plan is underpinned and enabled through an Organisational Plan, illustrated as three pillars, representing the basis upon which we continue to develop our organisation:
- Operational Excellence;
  - Customer Focus;
  - Best Council to work for.
- 4.6. The service plans currently in development will help shape the performance management framework for 2019/20, of which progress against will be reported to Executive through the monthly Performance, Risk and Finance report.

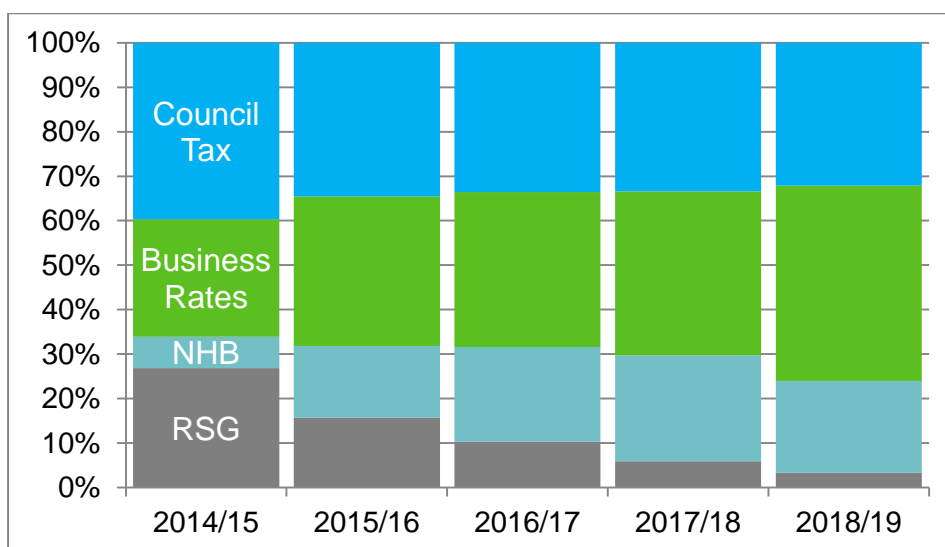
- 4.7. The draft business plan has been discussed with Lead Members and will be considered by the Overview and Scrutiny Committee on 22 January. A full review of the business plan and corporate priorities will take place during 2019/20 to inform the 2020/21 Business Plan.

## 5. Medium Term Financial Strategy

- 5.1. The MTFS is an important document which underpins the Council's aims and objectives for the medium term. It provides a financial view of the Council's operating environment and provides the backdrop for a fast paced and evolving future.
- 5.2. The MTFS is built upon a set of fundamental building blocks which allow the budget setting process to be transparently managed whilst allowing flexibility for the organisation to set its budget during a period of evolving service design and delivery.



- 5.3. The MTFS is developed against a backdrop of changing and reducing funding. Local Government has experienced a reduction of around 35% in overall funding and a shift from Governmental to more locally derived funding provides local government with further incentives to drive growth and innovation.
- 5.4. In future it can be seen that we need to place greater emphasis on cash flow and income management given our income sources relate to individuals, businesses and other fees and charges.



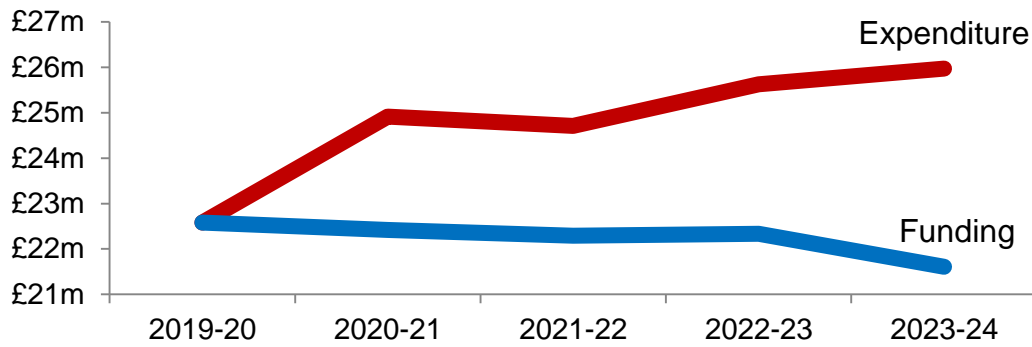
### Summary DRAFT MTFS

- 5.5. The table below sets out the draft summary MTFS position which takes into account the latest information regarding the funding settlement and updated budget estimates and assumptions.
- 5.6. This model indicates a number of policy decisions that will have to be agreed when setting the final budget in February 2019.

DRAFT MTFS	2019-20	2020-21	2021-22	2022-23	2023-24
	£000	£000	£000	£000	£000
<b>NET COST OF SERVICES</b>	<b>22,550</b>	<b>22,259</b>	<b>23,120</b>	<b>23,981</b>	<b>24,842</b>
Transfers to reserves / Pension Adj / Interest	31	2,653	1,591	1,644	1,125
<b>NET BUDGET REQUIREMENT</b>	<b>22,581</b>	<b>24,912</b>	<b>24,711</b>	<b>25,625</b>	<b>25,967</b>
<b>FUNDING</b>					
Revenue Support Grant	(114)	0	0	0	0
Transfer to Parish Councils - CTRS	349	175	0	0	0
New Homes Bonus	(5,066)	(5,116)	(4,997)	(5,189)	(4,286)
Business Rates	(10,760)	(10,111)	(9,543)	(9,003)	(8,777)
Council Tax income	(6,990)	(7,365)	(7,749)	(8,143)	(8,547)
<b>TOTAL INCOME</b>	<b>(22,581)</b>	<b>(22,417)</b>	<b>(22,289)</b>	<b>(22,335)</b>	<b>(21,610)</b>
<b>FUNDING GAP / (Surplus)</b>	<b>0</b>	<b>2,495</b>	<b>2,422</b>	<b>3,290</b>	<b>4,357</b>
Council tax base	53,472	54,274	55,088	55,914	56,753
Council tax amount	£128.50	£133.50	£138.50	£143.50	£148.50

- 5.7. The Draft MTFS sets out a balance position for 2019/20 and a funding gap in future years. The Council will keep the medium term position under close review and work towards reducing the financial pressures in future years.

DRAFT MTFS	2019/20	2020/21	2021/22	2022/23	2023/24
	£000	£000	£000	£000	£000
Expenditure	22,581	24,912	24,711	25,625	25,967
Funding	(22,581)	(22,417)	(22,289)	(22,335)	(21,610)
<b>Total</b>	<b>70,227</b>	<b>16,555</b>	<b>1,318</b>	<b>168</b>	<b>168</b>



5.8. The MTFS is built upon a set of key assumptions, these are set out below:

Type	Level	Future direction
General Inflation	2%	Same
Payroll	2.4%	Same
Council Tax Base Increase	2%	Same
Council Tax Level Increase	£5 (approx. 4%) MAX	Future increases
Interest Receivable	1.0%	Upward
Interest Payable	1.1%	Upward
Utilities	20%	Same
Contracts	Average 5%	Same
Rents (Build!)	2%	Same

5.9. The DRAFT summary capital programme is set out below. The capital programme and investment being made by the Council demonstrates its commitment to ensuring the future sustainability of the district and its ambitions for the future.

DRAFT Capital Programme	2019/20	2020/21	2021/22	2022/23	2023/24
Services	£000	£000	£000	£000	£000
Wellbeing	2,703	150	150	150	150
Place & Growth	1,244	0	0	0	0
Environment	1,786	875	750	0	0
Finance & Governance	64,279	15,422	310	0	0
Customers & IT Services	215	108	108	18	18
<b>Total</b>	<b>70,227</b>	<b>16,555</b>	<b>1,318</b>	<b>168</b>	<b>168</b>

## Funding

5.10. The table below sets out the Councils future funding estimates. There remains a lot of uncertainty regarding this position over the medium term with the upcoming consultations surrounding Fairer Funding Review and Business Rates.

5.11. Central Government has released consultations on both these areas and the Council is analysing potential impact and will respond fully to both of these. This will be subject to future reporting.

	19/20	20/21	21/22	22/23	23/24
RSG	(114)	0	0	0	0
Tfr to PC's (CTRS)	349	175	0	0	0
New Homes Bonus	(5,066)	(5,116)	(4,997)	(5,189)	(4,286)
Business Rates	(10,760)	(10,111)	(9,543)	(9,003)	(8,777)
Council Tax	(6,990)	(7,365)	(7,749)	(8,143)	(8,547)
<b>Total Funding</b>	<b>(22,581)</b>	<b>(22,417)</b>	<b>(22,289)</b>	<b>(22,335)</b>	<b>(21,610)</b>

### Fairer Funding Review

- 5.12. The Government is intending to simplify the way local government funding works. A paper has recently been published which consults on the assessment of needs, resources and transitional arrangements.

<https://www.gov.uk/government/consultations/review-of-local-authorities-relative-needs-and-resources>

- 5.13. The Council will be reviewing the consultation and assessing the impact it may have. This will be reviewed and reported to members in due course.

### Business Rates Retention

- 5.14. The government has also recently published a consultation paper “Sharing risk and reward, managing volatility and setting up the reformed system”. This is a technical consultation which seeks views on proposals for setting up a reformed business rates retention system.

<https://www.gov.uk/government/consultations/business-rates-retention-reform>

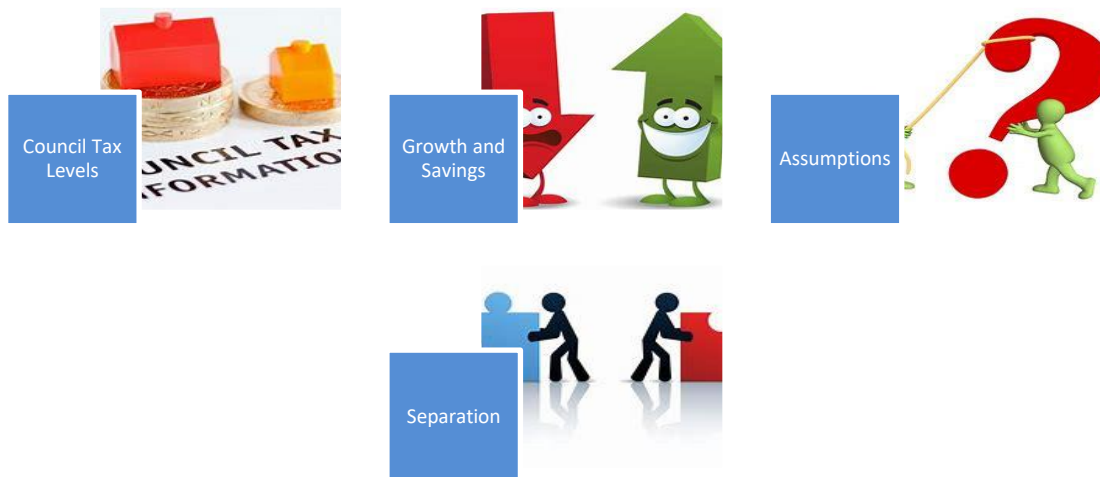
- 5.15. The consultation outlines proposals to update the balance of risk and reward to better reflect the wider context for local authorities in 2020, mitigate volatility in income and simplify the system.

- 5.16. The potential impact of the Council will be assessed and reported to members in due course.

### Further Considerations

- 5.17. 2019/20 is the final year of the current spending review period. This means that there is less certainty regarding funding in future years. The Council is working closely with advisors to ensure that it is able to plan effectively for future years.

- 5.18. The current period of change and uncertainty is posing a number of challenges which the Council needs to consider further during the budget setting process. These form five key areas:



Considerations	
Council Tax	In February 2019 the Council will need to determine the level at which Council Tax is set for 2019/20
Growth & Savings	The changes put forward as part of the draft budget require further review and challenge
Assumptions	The assumptions that underpin the draft MTFs will need to be agreed and are reviewed regularly
Separation	In July 2018 the Council formally agreed to end the current joint working arrangements with South Northants. The implications of this are being considered and will be kept under close review and we progress to setting the budget in February 2019

### Next Steps

5.19. The final budget will be presented to members at all relevant committees during January and February 2019.

## 6. Conclusion and Reasons for Recommendations

6.1. Members are requested to note the content of this report.

## 7. Consultation

7.1. The consultation will take place as part of the budget setting process.

## 8. Alternative Options and Reasons for Rejection

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

Option 1: To not note the report but members will not be aware of the medium term financial forecast if they choose to take this option.

## 9. Implications

### Financial and Resource Implications

- 9.1. There are no direct financial implications arising from this report.

Comments checked by:

Kelly Watson, Assistant Director Finance & Procurement

0300 003 0206, [kelly.watson@cherwellandsouthnorthants.gov.uk](mailto:kelly.watson@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 9.2. The Council has to set a balance budget each year and this report provides the updated position to enable the Council to meet this requirement.

Comments checked by:

Richard Hawtin, Team Leader Non-contentious

01295 221695, [richard.hawtin@cherwellandsouthnorthants.gov.uk](mailto:richard.hawtin@cherwellandsouthnorthants.gov.uk)

### Risk Management

- 9.3. The position to date highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes during the year. Any increase in risk will be escalated through the corporate risk register.

Comments checked by:

Louise Tustian, Team Leader Insight Team

01295 221786, [louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

### Equality and Diversity

- 9.4. Impact assessments are carried out in advance of setting the budget where relevant.

Comments checked by:

Louise Tustian, Team Leader Insight Team

01295 221786, [louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

## 10. 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 Barry Wood, Leader of the Council

Councillor Tony Illott, Lead Member for Finance & Governance

### Document Information

Appendix No	Title
Appendix 1	Business Plan
Appendix 2	Summary of Growth & Savings Proposals
Background Papers	
None	
Report Author	Adele Taylor, Executive Director Finance & Governance (Interim) Hedd Vaughan-Evans, Assistant Director Performance & Transformation
Contact Information	0300 003 0103 / 0300 003 0111 <a href="mailto:adele.taylor@cherwellandsouthnorthants.gov.uk">adele.taylor@cherwellandsouthnorthants.gov.uk</a> <a href="mailto:hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk">hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk</a>

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# DRAFT Cherwell District Council Business Plan 2019-20



DISTRICT COUNCIL  
NORTH OXFORDSHIRE



Page 31

## Organisational Plan

### Operational Excellence

- Rigorous Financial Management
- Efficient and Effective Governance
- Commercial and Procurement excellence
- Continuous Improvement

### Customer Focus

- Excellent Customer Services
- Efficient and Effective Services
- Accessible services – Enabled through digitisation
- Consultation and Customer Insight

### Best Council to work for

- Employer of choice
- Employee Engagement and Wellbeing
- Culture of Learning and Development
- Sustainable relationships with key partners

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## Cherwell District Council

## DRAFT Summary Growth &amp; Savings Proposals

## Growth Summary

Service Name	Description	Growth £000
Finance and Governance	Costs relating to new properties, contractual inflation and other lease arrangement pressures <i>(Note: some costs offset by additional income)</i>	1,090
Funding, Adjustments / Treasury	Due to reduction in Revenue Support Grant and increase in Interest Payable relating to capital investment	991
Environmental Services	Increases in Fuel Price and significant increases in Gate Fees caused by external market conditions	325
Wellbeing	Contractual inflation and other increases in revenue costs relating to investment across the district in wellbeing services	582
<b>Total</b>		<b>2,988</b>

## Savings Summary

Service Name	Description	Savings & Income £000
Funding, Adjustments / Treasury	New Homes Bonus, Business Rates, Council Tax / Collection Fund and planned use of Earmarked Reserves	(4,835)
Finance and Governance	Reduction in costs for insurance and external audit contract. Some additional rental income and service charge recovery to offset additional property costs show under growth items	(396)
Environmental Services	Growth in commercial waste service and annual uplift in recycling credits	(218)
Wellbeing	Previously agreed reductions in grant allocations & additional income from HMO Registrations	(117)
Customer and IT Services	Reduction in budget requirements following budget challenge	(72)
Place and Growth	Increased volume of Building Reg. applications	(24)
<b>Total</b>		<b>(5,662)</b>

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Topic and suggested by	Update	Status / Proposed action
<p>Car Parking</p> <p>Councillor Sean Gaul: (Feasibility of free parking in Bicester Town Centre) (Councillor Neil Prestidge: Decriminalised parking in Kidlington)</p>	<p>The next meeting of the review group will be arranged for early March with the view to completing a proposed Car Parking Strategy.</p>	<p>Cllr Yvonne Constance and Rikke Hanson from Oxfordshire County Council attended the meeting of 5 December 2018 and discussed the possibilities of decriminalisation of parking in the Cherwell District.</p> <p>It is anticipated that the draft Strategy will be submitted to the Committee's March meeting and, subject to agreement, to Executive in June to agree it go out for consultation.</p>
<p>Canalside Strategy.</p> <p>Councillor Cassi Perry: If done well, canals can be very successful in drawing people to a town. What is the strategy to include the Oxford Canal as an attraction to Banbury Town</p>	<p>A report 'Banbury Strategic Investment Vision' went to the <a href="#">1 October Executive</a>. The report set out how CDC would use its own resources to enable the overall vision for Banbury and Banbury Canal-side to be realised.</p>	<p>The timetable for the Supplementary Planning Document for Banbury and Canal-side is being reviewed</p>
<p>Kidlington and Bicester Town Centre – Progress against master plans</p> <p>Councillor Neil Prestidge Councillor Lucinda Wing: Should a strategy to encourage High Street Retailers to town centres be in the Masterplan?</p>	<p>At the meeting of the Committee in October 2018, clarification was sought regarding reference to 'failing' town centres. Committee clarified that it was action against masterplans that was sought, therefore the topic title has been amended.</p>	<p>Officers have been advised of the clarification provided by Committee. Officers from Planning Policy have indicated they would be willing to respond to any relevant questions and the item is currently listed under "items to be allocated" pending confirmation of officers availability to attend a meeting.</p>
<p>Emergency Planning</p> <p>Councillor Cherry</p>	<p>The Chief Operating Officer has agreed to attend a future meeting of the Committee to present to members.</p>	<p>The item has been scheduled for the March 2019 meeting of the Committee</p>







**Overview and Scrutiny Indicative Work Programme - 2018/2019**

Item	Description	Contact Officer
<b>19 February 2019</b>		
Housing Strategy	To be considered after consultation and prior to Executive	Gillian Douglas, Assistant Director - Housing
Performance risk and finance monitoring	Full Performance report for Quarter Three, October to December 2018	Hedd Vaughan Evans – Assistant Director Performance and Transformation and Louise Tustian – Team Leader, Insight Team
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
<b>26 March 2019</b>		
Show and Tell - Customer Services	Customer Service Improvement project to be delivered by April 2019	Claire Taylor, Director Customers and Service Development Geoff Kent, Assistant Director Customer and Corporate Services
Show and Tell – Landscape maintenance Contract – Environment Directorate	Overview of the Landscape Maintenance Contract	Graeme Kane – Chief Operating Officer Ed Potter – Assistant Director – Environmental Services

**Appendix 2**  
**Updated: 14 January 2019**

Item	Description	Contact Officer
Consideration of Car Parking Review Recommendations	Outcome of Car Parking Scrutiny Review Working Group	Graeme Kane – Chief Operating Officer Ed Potter – Assistant Director – Environmental Services Natasha Clark, Democratic and Elections Lesley Farrell, Democratic and Elections
Emergency Planning	An update on the process, in particular in light of joint working with OCC	Graeme Kane, Chief Operating Officer
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
  <b>Items to be allocated</b>		
Masterplan update focus on supporting thriving town centres	Information on progress of masterplan implementation and support being offered to town centres to assist regeneration	Paul Feehily, Interim Executive Director Place and Growth David Peckford, Deputy Manager – Planning Policy and Growth Strategy
CDC's support of Veterans	Request from Cllr Corkin for the Committee to add to their workplan.	Nicola Riley - Assistant Director Wellbeing
Show and Tell – Wellbeing Directorate	Overview of the Wellbeing Directorate	Nicola Riley – Assistant Director Wellbeing