

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Executive  
**Date:** Monday 4 January 2021  
**Time:** 6.30 pm  
**Venue:** Virtual meeting

## Membership

Councillor Barry Wood (Chairman)	Councillor George Reynolds (Vice-Chairman)
Councillor Colin Clarke	Councillor Ian Corkin
Councillor John Donaldson	Councillor Tony Ilott
Councillor Andrew McHugh	Councillor Richard Mould
Councillor Lynn Pratt	Councillor Dan Sames

## AGENDA

### 1. Apologies for Absence

### 2. Declarations of Interest

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

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

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

### 4. Minutes (Pages 7 - 14)

To confirm as a correct record the Minutes of the meeting held on 7 December 2020.

### 5. Chairman's Announcements

To receive communications from the Chairman.

**6. Monthly Performance, Risk and Finance Monitoring Report (Pages 15 - 70)**

Report of Director of Finance and Head of Insight and Corporate Programmes

**Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of November 2020.

**Recommendations**

The meeting is recommended:

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

**7. Community Nature Plan 2020-2022 - A natural environment for people and wildlife (Pages 71 - 100)**

Report of Assistant Director - Wellbeing

**Purpose of report**

To seek approval for the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty. The report also highlights the resource implications of the Environment Bill in terms of nature and biodiversity and seeks recognition for the vital role of the Council's key biodiversity partners in delivering the Plan.

**Recommendations**

The meeting is recommended:

- 1.1 To approve the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty.
- 1.2 To instruct officers to investigate the resource implications of the provisions of the Environment Bill in terms of nature and biodiversity and develop recommendations.
- 1.3 To recognise the essential role of key partners in the delivery of the Community Nature Plan.

**8. Annual Monitoring Report 2020 and Regulation 10A Review of Local Plan Policies (Pages 101 - 116)**

\*\* Due to the size of the documents, the four appendices to this report will be published as a supplement to the main agenda pack \*\*

Report of Assistant Director – Planning and Development

**Purpose of report**

To seek approval of the Annual Monitoring Report (AMR) 2020, and to present the District's current housing land supply position.

To seek approval of accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

To seek approval of a review of policies in the Cherwell Local Plan 2011-2031 (Part 1) in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

### **Recommendations**

The meeting is recommended:

- 1.1 To approve for publication the 2020 Annual Monitoring Report (AMR) presented at Appendix 1.
- 1.2 To note the district's housing delivery and five-year housing land supply positions (for conventional housing and for Gypsies and Travellers) at Section 5 of the AMR and the need for updating of the land supply positions should these materially change.
- 1.3 To approve for publication the 2020 Infrastructure Delivery Plan (IDP) update presented at Appendix 2.
- 1.4 To approve for publication the 2020 Brownfield Land Register (BLR) presented at Appendix 3.
- 1.5 To approve for publication the Regulation 10A Review of Local Plan Policies 2020 at Appendix 4.
- 1.6 To authorise the Assistant Director for Planning and Development in consultation with the Lead Member for Planning to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update, Brownfield Land Register and Regulation 10A Review of Local Plan Policies 2020 if required prior to publication.

## **9. Council Tax Base 2021-2022 (Pages 117 - 130)**

Report of Director of Finance

### **Purpose of report**

To provide the Council Tax Base for 2021-2022

### **Recommendations**

The meeting is recommended:

- 1.1 That the report of the Director of Finance for the calculation of the Council's Tax Base for 2021-2022 be agreed and:
  - (a) That pursuant to the Director of Finance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England)

Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2021-2022 shall be **55,615.9**

- (b) As for the parishes which form part of its area shown in Appendix 1, the amount calculated as the Council Tax Base for the year 2021-2022 in respect of special items shall be as indicated in the column titled Tax Base 2021-2022.
- (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2021-2022 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	53,290.8
Anglian (Great Ouse) Flood Defence Area	1,885.1
Severn Region Flood Defence Area	440.0
<b>TOTAL</b>	<b>55,615.9</b>

**10. Notification of Decisions taken by the Chief Executive under Urgency Powers**  
(Pages 131 - 140)

Report of Chief Executive

**Purpose of report**

To inform the Executive of decisions taken under urgency powers by the Chief Executive as part of the Council's response to the Covid-19 pandemic.

**Recommendations**

The meeting is recommended:

- 1.1 To note the urgent decisions taken by the Chief Executive.

**11. Urgent Business**

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

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221589 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

## **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

## **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)  
01295 221589

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

Published on Tuesday 22 December 2020

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## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held as a virtual meeting, on 7 December 2020 at 6.30 pm

#### Present:

Councillor Barry Wood (Chairman), Leader of the Council  
Councillor George Reynolds (Vice-Chairman), Deputy Leader of the Council  
Councillor Colin Clarke, Lead Member for Planning  
Councillor Ian Corkin, Lead Member for Customers and Transformation  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Financial Management and Governance  
Councillor Andrew McHugh, Lead Member for Health and Wellbeing  
Councillor Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Property  
Councillor Dan Sames, Lead Member for Clean and Green

#### Also Present:

Councillor Sean Woodcock, Leader of the Labour Group

#### Officers:

Yvonne Rees, Chief Executive  
Stephen Chandler, Corporate Director Adults & Housing Services  
Steve Jorden, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer  
Jason Russell, Director Community Operations  
Claire Taylor, Corporate Director Customers and Organisational Development  
Jane Portman, Corporate Director (Interim)  
Lorna Baxter, Director of Finance & Section 151 Officer  
Ed Potter, Assistant Director: Environmental Services  
Belinda Green, Operations Director - CSN Resources  
Sukdave Ghuman, Head of Legal Services  
Louise Tustian, Head of Insight and Corporate Programmes  
Celia Prado-Teeling, Performance Team Leader  
Samantha Taylor, Principal Planning Officer  
Natasha Clark, Governance and Elections Manager

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### **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

71 **Minutes**

The minutes of the meeting held on 2 November 2020 were agreed as a correct record and signed by the Chairman.

72 **Chairman's Announcements**

There were no Chairman's announcements.

73 **Monthly Performance, Risk and Finance Monitoring Report**

The Director of Finance, and Head of Insight and Corporate Programmes submitted a report which summarised the Council's Performance, Risk and Finance monitoring position as at the end of October 2020.

**Resolved**

- (1) That the monthly performance, finance and risk monitoring report be noted.

**Reasons**

The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.

**Alternative options**

Option 1: This report illustrates the Council's performance against the 2020-2021 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.

74 **Council Tax Reduction Scheme 2021-2022**

The Executive Director Finance submitted a report to provide Members with a review of Council Tax discounts and to seek approval to recommend to Council the proposed levels of Council Tax discounts for the financial year 2021-2022.

The report also provided an update on the Council Tax Reduction Scheme for 2020-2021 and sought approval to recommend to Council a Council Tax Reduction Scheme for the financial year 2021-2022.



## **Resolved**

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That Full Council be recommended to agree the option of a no-change Council Tax Reduction income banded scheme for working age customers for 2021-2022, to amend the Working Age Regulations in line with annual uprating and to amend the Council Tax Regulations for pensioners in line with uprating announced by Minister for Housing Communities and Local Government (MHCLG).
- (3) That, having given due consideration, Full Council be recommended to agree the following levels of Tax discounts and premiums for 2021-2022:
  - Retain the discount for second homes at zero.
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
  - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
  - Retain the empty homes premium of an additional 100% for properties that have remained empty for more than 2 years.

## **Reasons**

From April 2013 Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme. The Council is required to agree a scheme each year.

## **Alternative options**

Option 1: To not recommend any of the options for a scheme for 2021-2022. This would have financial implications for the Council and those residents affected by Welfare Reform.

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## **Civil Parking Enforcement**

The Assistant Director Environmental Services submitted a report to support a proposed application to the Department for Transport (DfT) for the introduction of a Special Enforcement Area (SEA) and bus lane enforcement powers across this district, South Oxfordshire and Vale of White Horse to provide Civil Parking Enforcement (CPE) managed by Oxfordshire County Council.

In response to a comment regarding the need to ensure local Ward Members were consulted as part of the process, the Leader Member for Clean and Green, Councillor Sames, confirmed that this had already been requested.

## **Resolved**

- (1) That the application to the Department for Transport (DfT) for civil parking enforcement be supported.
- (2) That the approval by the Oxfordshire County Council Cabinet to go forward with an application be noted.

## **Reasons**

The plan for an application to be made for the introduction of CPE has been done with our partners Vale of White Horse, South Oxfordshire & the County Council. Agreement with officers at all four councils have been made to proceed to our respective Executive/Cabinet to approve an application being made to DfT. The County Council have approved the approach with our other partners due to consider this matter on 3 & 4 December respectively.

If an application is successful CPE could be implemented from late 2021.

The new arrangements offer several benefits for this Council. More resources, up to 3 FTEs will be engaged in on street parking enforcement this is an increase from the current 1 FTE provided by PCSOs. Increase enforcement will address many of the issues related to car & other vehicles parking in prohibited locations in the three urban centres and should lead to a greater churn in those spaces which are time limited.

## **Alternative options**

Option 1: To support the application to the DfT

Option 2: To reject the application to the DfT & continue with the current arrangements

(Councillor Reynolds requested that his vote against the recommendations be recorded in the Minutes)

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## **(Draft) Strategic Vision for Oxfordshire**

The Assistant Director – Growth and Economy submitted a report which introduced a first draft of a Strategic Vision for Oxfordshire. It explained the purpose of this unique approach, the scope and content of the Vision and the timeline for the current engagement and finalising the Vision which the Oxfordshire Growth Board is undertaking.

The Assistant Director – Growth and Economy advised Executive of the comments of the Overview and Scrutiny Committee, who had considered the report at their 1 December 2020 meeting. The Committee had supported the overall approach and vision and made the following comments: the vision statement should be more succinct and accessible; an action plan and

milestones would need to be drafted in order to monitor progress of the vision; for regular reviews/refresh of the vision due to the long timescale; and, to ensure the vision is embedded in future relevant future plans and strategies.

### **Resolved**

- (1) That, having given due consideration, the (Draft) Strategic Vision for Oxfordshire be supported and endorsed.
- (2) That the views expressed at Overview and Scrutiny Committee be noted.
- (3) That responsibility be delegated to the Assistant Director – Growth and Economy to develop a response to the Strategic Vision engagement exercise, in consultation with the Leader, reflecting the views expressed at the Executive and Overview and Scrutiny Committee meetings

### **Reasons**

The development of a Strategic Vision for Oxfordshire, which encompasses the shared ambitions of local councils and key organisations, provides a unique opportunity to bring together a clear and unambiguous statement about what it is we want to achieve in Oxfordshire. This bold and striving approach is being developed as part of a wider engagement process with Growth Board partners, councillors and residents. The recommendation is for the Executive to provide feedback on the draft Strategic Vision, and delegate responsibility to agree the final wording of a response to Assistant Director for Growth and Economy in consultation with the Leader before 3 January 2021.

### **Alternative options**

Option 1: Do nothing

This was rejected as the Draft Strategic Vision is a unique opportunity to respond to the emerging strategic direction of the District and the Council is actively engaged in the Strategic Vision preparation. By not responding to the offer to comment on the Draft Strategic Vision, it could limit the impact of the partnership approach.

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### **Infrastructure Funding Statement 2019/20**

The Assistant Director Planning and Development submitted a report to seek approval of the Council's first Infrastructure Funding Statement 2019/20 for publication and for an accompanying data submission to the Ministry for Housing, Communities and Local Government.

On behalf of Executive, the Chairman thanked the Principal Planning Officer for her hard work in putting together all of the information. The Chairman commented that it was good discipline to have to complete and submit such a Statement and explained that this would now need to be completed annually.

In response to Members' questions, the Lead member for Planning, Councillor Clarke, explained that the requirement to produce an Infrastructure Funding Statement applied to planning authorities, so district and county councils rather than town and parish councils. The Lead Member for Planning confirmed that the Infrastructure Funding Statement would be published on the council's website and parishes notified. It was however important to note that the Statement was a snapshot and the figures moved on a frequent basis.

### **Resolved**

- (1) That the Infrastructure Funding Statement 2019/20 (annex to the Minutes as set out in the Minute Book) be approved for publication by 31 December 2020, subject to any final changes considered to be necessary by the Assistant Director – Planning and Development in consultation with the Lead Member for Planning.
- (2) That the Assistant Director – Planning and Development be authorised to publish and submit the associated Infrastructure Funding Statement data as required by the Ministry for Housing, Communities and Local Government.

### **Reasons**

The publication of an Infrastructure Funding Statement (IFS) is a new statutory requirement that will increase the transparency and accessibility of information about s.106 developer contributions required for the grant of planning permission. The proposed IFS encapsulates the data that officers propose to publish and submit for 2019/20 to MHCLG to meet that requirement. The information is considered to be the most robust available at this time. Officers will prepare a statement annually and continue to develop monitoring systems on an on-going basis.

### **Alternative options**

Option 1: Not to bring forward an Infrastructure Funding Statement  
This is not a lawful option as it would mean that the Council would be in breach of its statutory duty

Option 2: Seek review of the key statistics and proposed Infrastructure Funding Statement.  
Officers consider that this is not required as the information is the most robust available at this time.

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### **Corporate Director Place and Growth, Paul Feehily**

The Chairman reported that this was the Corporate Director Place and Growth, Monitoring Officer, Paul Feehily's last Executive meeting as he

would be leaving Cherwell District Council and Oxfordshire County Council after working for the CDC for extended periods over the past three years.

On behalf of Members, the Chairman thanked the Corporate Director Place and Growth for his service to the council and wished him all the best for the future.

79 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.25pm

Chairman:

Date:

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## **Cherwell District Council**

### **Executive**

**4 January 2021**

### **Monthly Performance, Risk and Finance Monitoring Report**

### **Report of Director of Finance, and Head of Insight and Corporate Programmes**

This report is public

### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of November 2020.

### **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 during November 2020 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 2020-21 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 As part of monthly reporting the Insight Team provides the Senior Management Team with a corporate complaints report, complaints received during the month are monitored and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief Executive Direct Reports) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

2.5 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.

2.6 The report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are four appendices to this report:

- Appendix 1 - 2020/21 Business Plan
- Appendix 2 - Monthly Performance Report
- Appendix 3 - Leadership Risk Register
- Appendix 4 - Finance




### 3.0 Report Details

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 2020-21 business plan (see Appendix 1) and the priorities of the Council.

3.2 The 2020-21 business plan sets out four strategic priorities:

- Housing that meets your needs.
- Leading in environmental sustainability.
- An enterprising economy with strong and vibrant local centres.
- Healthy, resilient and engaged communities.

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



### **Priority: Housing that meets your needs**

3.4 The Council is committed to deliver affordable housing, raising the standard of rented housing and find new and innovative ways to prevent homelessness. Also, to promote innovative housing schemes, deliver the local plan and supporting the most vulnerable people in the District.

#### **3.5 Overview of our performance against this strategic priority:**

**Number of Housing Standards interventions** is reporting Amber for November and Year to Date (51 against a target of 55). The team has delivered 51 interventions this month, which is below our target of 55 per month, although the average for the year so far is 54 per month. Our ability to carry out proactive and unannounced visits to rented properties continues to be restricted by COVID-19 and by lock-downs which restrict the number of enforcement interventions they can make.

**Homelessness Prevention** - The team is still focused on prevention activities by actively engaging with clients to resolve housing issues before reaching a crisis point. The number of single clients who are rough sleeping remains a priority for the team with individual action plans in place to support clients to engage and achieve a housing solution. New accommodation options over winter and as part of the team's Next Steps Planning should create opportunities to resolve long term housing issues.



**Average time taken to process Housing Benefit change events** is reporting Red for November and Green for Year to Date (9.22 days against a target of 8). Performance on the average time taken to assess change events is over our local target of eight days for November. This is down to a one - off issue that created some high day processing times (17 rent increases that were notified to the Council but not received by Benefits) which has now been resolved. Performance is expected to return to normal in December.

### **Priority: Leading in environmental sustainability**

3.6 The Council is committed to deliver on our commitment to be carbon neutral by 2030, to promote the Green Economy and increase recycling across the district. This priority includes the protection of our natural environment and our built heritage, working in partnership to improve air quality in the district and the reduction of environmental crime.

#### **3.7 Overview of our performance against this strategic priority:**



**% Waste Recycled & Composted** is reporting Amber for November and Green for Year to Date (53.74% against a target of 56%). Over 5000 additional tonnes of waste and recycling has been collected in 8 months compared to the previous year. This has been balanced between waste and recycling, but the recycling rate has increased by half a percent.

**Reduction of fuel consumption used by fleet** is reporting Amber for November and Year to Date (36,958 against a target of 35,732). The tonnages collected are higher than

last year, with more vehicles being used. Extra rounds due to growth in the district. Also, we have more commercial and bulky waste customers than last year, meaning more fuel usage.

**Protect the Built Heritage** is reporting Amber for November and Year to Date. The Team continues to work on Conservation Area Appraisals (Bloxham and Grimsbury). A number of officer reports on completed Conservation Area Appraisals require finalisation Heritage advice continues to be provided to inform Development Management decision making.

**Excellence in Recycling and Waste Management Award – Cherwell’s Business Waste Collection team** were the winners in the Collection Crew of The Year category in this year’s Excellence in Recycling and Waste Management Awards, announced on November 6th. Within the award criteria it states: “This award recognises the dedication and high-level of service provided by a collection crew involved in either waste collection, recycling or both. The judges will be looking for a commitment to providing a high level of service which can be measured in terms of consistency of service, the quality of provision, safety records and additional factors, such as, where service goes beyond the normal level.” The tailored service provided by the team includes a waste audit to increase awareness of what can be recycled, therefore reducing the waste businesses throw out in their residual bins. By doing this they were able to increase their customers’ overall recycling rate by 17 per cent in the 12 months (until February 2020). The team take their environmental responsibilities seriously, with the collections crew having reduced their fuel consumption and carbon footprint by factoring peak traffic periods and school pick-up times into their planning.



### **Priority: An enterprising economy with strong and vibrant local centres**

3.8 The Council is committed to support business retention and growth, developing skills and generating enterprise; also, securing infrastructure to support growth in the district and securing investment in our town centres. This priority also contributes towards making communities thrive and businesses grow promoting the district as a visitor destination, committing to work with businesses to ensure compliance and promote best practice.

#### **3.9 Overview of our performance against this strategic priority:**

**% of Council Tax collected, increase Council Tax Base** is reporting Amber for November and Year to Date (9.12% against a target of 9.25%). The team has achieved a cumulative collection rate of 73.49% against a target of 76%. The implementation of a new system has created a small backlog of work however plans are already in place to bring the work up to date again which always has a positive impact on collection rates. The shortfall equates to approx. £2.76m. The team is still issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced the reminders have a positive impact on payments received.

**Average time taken to process Housing Benefit New Claims** - The average time taken to assess new claims for benefits is excellent at 10.04 days. This continues to be a strong performance against a local target of 15 days and a national average of 20 days.



**Invitation for businesses to apply for COVID-19 funding** – By the end of November Cherwell District Council had paid out £380,000 worth of Local Restrictions Support Grants. These one-off government support grants were there to help businesses that have a business rates account, and which have had to close between 5 November and 2 December.

Businesses were also eligible if they have adapted their operations to provide a reduced service. This means that pubs and restaurants that are largely closed but continuing to offer a takeaway-only service can apply, as can some businesses offering click and collect.

Three rates of grant payments were available, ranging from £1,334 for businesses with a rateable value of £15,000 or lower; £2,000 for businesses with a rateable value over £15,000, but less than £51,000; and £3,000 for businesses with a rateable value of £51,000 or above. Once received, successful applications were processed and paid within 10 working days. From 2 December, while all of Oxfordshire entered tier 2 restrictions, businesses are still be able to apply for the Local Restrictions Support Grant funding retrospectively.

Full details of eligibility and a link to the Local Restrictions Support Grants application form are available [online](https://www.cherwell.gov.uk/info/258/coronavirus/675/coronavirus-guidance-for-businesses/2) (<https://www.cherwell.gov.uk/info/258/coronavirus/675/coronavirus-guidance-for-businesses/2>)

**% of Business Rates collected, increasing NNDR Base** is reporting Red for November and Amber for Year to Date. The Team has achieved a collection rate of 74.85% as at end of November against a target of 77%. They have recently implemented a new system and that along with another new set of grant schemes has impacted the turnaround of incoming work which has had an impact on collection rates. However, the team is still proactively chasing overdue balances and the in-month collection increased by over £400k when comparing November to October 2020. Recovery through the courts is continuing and we are proactively chasing balances to reduce the outstanding balances.

### **Priority: Healthy, resilient and engaged communities**

- 3.10 The Council is committed to enable all residents to lead an active life, improving and developing the quality of local sports and leisure facilities, promoting health and wellbeing in our communities. Also, supporting community and cultural development; working with our partners to address the causes of health inequalities and deprivation, and to reduce crime and anti-social behaviour.

### 3.11 Overview of our performance against this strategic priority:

**Number of visits/usages of District Leisure Centre** is reporting Red for November and Green for Year to Date. Due to the closure of all Leisure Facilities as part of the National Restrictions relating to COVID-19 the usage figure for November only includes the 4 days (1st to 4th November). This figure being 12,754 across all facilities. On Wednesday 2 December, as the national lockdown measures lift and all of Oxfordshire moves into tier 2 restrictions, our four principal leisure centres will reopen. They will be welcoming users for gym, swim, and group exercise classes.



**Bicester volunteers’ network stronger than ever** - Organised by Cherwell District Council’s Healthy Bicester partnership and Bicester Town Council, 14 organisations were represented at a virtual meeting on 19th November. The forum has been designed to bring voluntary groups closer together, offering these groups the opportunity to interact with each other, sharing ideas and best practice, as well raising awareness of new opportunities available to them including funding streams and publicity tools.

**Enhanced Community Resilience** - The council continues to focus on the pandemic response in its emergency planning and community resilience role. In November council services responded to the new national restrictions and ensured appropriate support arrangements were in place for residents who needed support to remain at home.

### Summary of Performance

3.12 The Council reports monthly on performance against 39 Business Plan Measures (41 reported quarterly), with 22 Programme Measures and 17 Key Performance Indicators. The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

### Programme Measures and Key Performance Indicators (39)

Status	Description	October	%	DoT	YTD
Green	On target	30	77%	↓	28
Amber	Slightly off target	5	13%	↑	9
Red	Off target	3	7%	↑	1
	No data	1	3%	NA	1

Please note that the KPI measure “High risk food businesses inspected” will no longer be relevant this year due to the Food Standards Agency changing the national food law enforcement programme as a consequence of COVID-19. Food safety will be assured through alternative, targeted measures.

### Risk Update

3.13 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.

3.14 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
<b>IMPACT</b>	5 - Catastrophic		L09		
	4 - Major		L04, L07, L11, L12 & L21	L01, L17, L19 & L20	
	3 - Moderate	L16	L02, L05, L14, L15 & L18	L08	
	2 - Minor			L10	
	1 - Insignificant				

3.15 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	16 High risk	↔	Risk reviewed 07/12 – Mitigating actions and comments updated
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 09/12 – No changes
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 02/12 – Additional information updated
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 10/12 – Comments updated
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 10/12 – Comments updated
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 08/12 – No changes

L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 09/12 – No changes
L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 08/12 – No changes
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 08/12 – Comments updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 11/12 – No changes
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 09/12- Mitigating Actions and comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 08/12 – No changes
L16 Joint Working	6 Low risk	↔	Risk Reviewed 11/12 – No changes
L17 Separation	16 High risk	↔	Risk Reviewed 11/12 – No changes
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 04/12 – Mitigating actions updated.
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 09/12 – Comments updated.
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 11/12 – No changes
L21 Post Covid19 Recovery	12 Medium Risk	↔	Risk reviewed 11/12 – No changes

During November the leadership risk had no score changes (see Appendix 3 for details).

## Finance Update

3.16 The Council's forecast financial position up to the end of November shows a forecast underspend of -£0.036m. This is made up of a £3.588m overspend related to Covid-19 costs (para 3.19), offset by a (£3.624m) underspend on business as usual costs (para 3.17).

3.17 Before taking into account funding held for Covid costs, the directorate revised budgets have forecast a net overspend of £1.287m. This is mainly driven by a £1.452m forecast overspend in Wellbeing. There is £1.163m budget available within the Executive Matters Budget to offset costs when they are incurred. Taking this and the latest assessment of interest costs into account, there is an overall overspend of £0.136m across the services.

3.18 The following assumptions have been made in assessing the costs of Covid-19 to the Council:

- Phased reopening of businesses from June to August
- All businesses able to reopen from September to 5 November

- Full economic recovery does not happen before the end of financial year
- Contract support to some service providers will continue until the end of October in line with Government guidance.
- Businesses can reopen from 2 December in line with Tier 2 restrictions

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £6.936m for 2020/21. This is a combination of additional costs and loss of income arising from the impact of the Covid-19 pandemic on Council services. This is partially met by Covid-19 support grant funding of £2.073m and an estimated grant of £1.275m to partially meet income losses. This reduces the in-year Covid-19 pressure to £3.588m.

3.20 For more detail on the movements across all budgets please see Table 1 showing the forecast variances by Directorate in 2020/21.

3.21 On 7<sup>th</sup> September 2020, Council approved a revised 2020/21 budget to help it meet an expected funding shortfall for this financial year after government funding is taken into consideration.

## 3.22 Report Details

**Table 1: Forecast Revenue Outturn**

Revenue Monitoring	<i>Revised Budget £m</i>	<i>BAU £m</i>	<i>Covid £m</i>	<i>Total Forecast Outturn £m</i>	<i>Variance to Budget £m</i>	<i>Prior Month Forecast £m</i>	<i>Change in Forecast £m</i>
Communities	7.937	6.684	1.397	8.081	0.144	8.087	-0.006
Place and Growth	3.906	3.367	0.652	4.019	0.113	3.946	0.073
Customers and Org. Dev.	3.808	3.574	0.126	3.700	-0.108	3.731	-0.031
Adults and Housing Services	3.025	2.617	0.343	2.960	-0.065	2.960	0.000
Public Health and Wellbeing	2.912	2.568	1.796	4.364	1.452	4.375	-0.011
Comm. Dev. Assets and Inv.	4.130	1.259	2.622	3.881	-0.249	3.895	-0.014
<b>Total Directorates</b>	<b>25.718</b>	<b>20.069</b>	<b>6.936</b>	<b>27.005</b>	<b>1.287</b>	<b>26.994</b>	<b>0.011</b>
Executive Matters	3.062	1.911	0.000	1.911	-1.151	1.898	0.013
<b>Total Cost of Services</b>	<b>28.780</b>	<b>21.980</b>	<b>6.936</b>	<b>28.916</b>	<b>0.136</b>	<b>28.892</b>	<b>0.024</b>
<b>Total Income</b>	<b>-28.780</b>	<b>-25.604</b>	<b>-3.348</b>	<b>-28.952</b>	<b>-0.172</b>	<b>-28.877</b>	<b>-0.075</b>
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>-3.624</b>	<b>3.588</b>	<b>-0.036</b>	<b>-0.036</b>	<b>0.015</b>	<b>-0.051</b>

**Please note:**

1. This assumes the Government will compensate partially for losses of sales, fees and charges income for the full year.
2. Some numbers may not agree to paragraphs 3.16 and 3.19 due to rounding.



## **Communities**

Communities predicts an overspend of £0.144m against a revised budget of £7.937m (1.8%).

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Environmental Services	The £0.144m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover and salary review £0.358m. Offsetting this (£0.045m) reduction in transport/contractor costs for gate & transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, vehicle repairs, recycling, markets and street scene income are also expected to be (£0.234m) higher. Premises costs, supplies and services are expected to be higher by £0.030m. The impact of Covid is expected to be higher than previously expected.
Variation £0.144m overspend	
Variance to last month's forecast £0.010m	

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Regulatory Services	Regulatory Services are forecasting on Budget
Variation £0.000m overspend	
Variance to last month's forecast -£0.016m	

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## **Place and Growth**

Place and Growth predict an overspend of £0.113m against a revised budget of £3.906m (2.9%).

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Planning & Development	There is a forecast £0.063m overspend against the revised budget compared to a projected underspend last month. Development management are forecasting an overspend of £0.098m of which £0.011m is due to unbudgeted costs of GIS Spatial licences and £0.112m to be spent on Agency staff. This has been offset in part by salary savings due to delays in recruiting to vacant posts. Planning Policy forecast an underspend of £0.040m mostly due to salary savings. The remaining £0.009m overspend is spread over the rest of the service area.
Variation £0.063m overspend	
Variance to last month's forecast £0.073m	

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Growth &  
Economy

Variation  
£0.050m  
overspend

Variance to  
last month's  
forecast  
£0.000m

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As of October, Build are forecasting £0.050m overspend on consultancy fees relating to the Build review taking place. All other departments within this service area are on budget.

## **Customers and Organisational Development**

Customers & Organisational Development predict an underspend of £0.108m against a revised budget of £3.808m (-2.8%).

---

Customers &  
Organisational  
Dev.

Variation  
-£0.108m  
underspend

Variance to last  
month's  
forecast  
-£0.031m

On target with the exception of Land Charges which is showing a £0.108m underspend as income appears to be recovering faster than expected.

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## **Adults and Housing Services**

Adults and Housing Services predict an underspend of £-0.065m against a revised budget of £3.025m, (-2.1%).

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Housing &  
Social Care

Variation  
-£0.065m  
underspend

Variance to last  
month's  
forecast  
£0.000m

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November's underspend of £0.065m is due £0.030m saving on consultancy budget relating to the Growth Deal, £0.010m saving on a new Debt & Money advice service contract, £0.010m saving on for the Arbritas (Storage) contract, £0.006m Transport costs and the remainder due to remote working.

## **Public Health & Wellbeing**

Public Health & Wellbeing predict an overspend of £1.452m against a budget of £2.912m (49.9%).

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Wellbeing	The forecast overspend of £1.452m is a direct result of Covid-19. The main cost is the contractual relief payments made to support the survival of the leisure operator during the pandemic and a loss of income from holiday hubs and hiring of sports facilities. Budget to cover £1.163m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £1.452m overspend	
Variance to last month's forecast -£0.011m	

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Healthy Place Shaping	Healthy Place Shaping are on budget
Variation £0.000m overspend	
Variance to last month's forecast -£0.000m	

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## **Commercial Development, Assets and Investments**

Comm. Dev. Assets and Invests. predicts an underspend of £0.249m against a revised budget of £4.130m (-6.0%).

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Property	Property are forecasting a £0.514m underspend against the revised budget an increase of £0.074m compared to October's forecast. The £0.514m underspend is made up of Castle Quay shopping centre forecasting an underspend of (£0.159m), an expected increase of other commercial income (£0.137m), forecast savings of (£0.230m) on the running costs of the Council Offices and depots. Finally, other forecast overspends across the service area total £0.012m.
Variation -£0.514m underspend	
Variance to last month's forecast £-0.74m	

£0.261m of budget for 'cost of dilapidations work if cannot recharge to outgoing tenants' is proposed to be transferred to reserves at year end to offset anticipated pressures in 2021/22

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Finance and Procurement	The November forecast for Finance predicts an overspend of £0.201m. This is mainly due to finance staffing and agency costs linked to developing capacity for the closure of accounts and anticipated additional work linked to the November national lockdown. Also included in this figure is £0.072m reduction in court income and recovery of overpayments of Rent allowances from last month and other minor variations.
Variation £0.268m overspend	
Variance to last month's forecast £0.083m	Procurement: £0.067m overspend relates to consultant costs.
Law and Governance	£0.017m overspend is due to use of agency staff covering vacant posts
Variation £0.017m overspend	
Variance to last month's forecast -£0.003m	

## **Executive Matters**

Executive Matters predicts an underspend of £1.151m against the budget of £3.062m (-37.6%).

Corporate	£1.163m budget is being held to cover Leisure Management and will be drawn upon when required to meet the costs surrounding Covid-19
Interest	The move from a positive variance of £1k last month to an adverse variance of £12k is due to further a delay in drawing down £4m loan funds, originally expected in October now forecast to January.

### 3.23 Capital

There is a forecast in-year underspend of £24.772m, of which £21.332m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £3.440m. A review of the capital programme will be undertaken as part of the budget process to consider what schemes the Council will progress in the future.

**Table 2: Forecast Capital Outturn**

Directorate	Budget £000	Outturn £000	Re- profiled beyond 2020/21 £000	Variance to Budget £000	Prior Month Variance £000
<b>Housing Total</b>	2,252	1,383	490	(379)	(379)
<b>Comm Dev Assets total</b>	62,745	52,401	9,612	(732)	(669)
<b>Communities Total</b>	1,864	1,182	681	(1)	(1)
<b>Customers, Org Dev total</b>	696	593	0	(103)	(103)
<b>Finance Total</b>	3,559	3,559	0	0	-
<b>Place and Growth Total</b>	34,123	21,707	10,209	(2,207)	(2,351)
<b>Public Health Wellbeing Total</b>	717	359	340	(18)	(16)
<b>Total</b>	<b>105,956</b>	<b>81,184</b>	<b>21,332</b>	<b>(3,440)</b>	<b>(3,278)</b>

### 3.24 Current Period Variances

#### Adult Housing:

Housing: are forecasting (£0.379m) underspend due to reduced activity in delivering Disabled Facilities Grant works during the pandemic (£0.375m), plus a small projected underspend (£0.004m) against the Civica Arbritas upgrade project.

#### Comm Dev Assets:

Property are forecasting (£0.732m) underspend. The largest savings are against the refurbishment of Banbury Health Centre (£0.153m) due to ongoing discussions with the tenant regarding the extension of the lease which may affect the scope of the project. The acquisition of the Mill Art Centre has been called off and the £0.250m refurbishment budget therefore might be released, which will be subject to further member's consultation. The Joint Housing & Asset IT system (£0.100m) has been put on hold as a possible harmonisation project may supersede and therefore the budget be required to fund the new scheme. General savings of (£0.229m) across the remaining capital schemes.

## **Communities:**

Environmental Services: are forecasting (£0.001m) underspend

## **Customers & Org Development:**

Human Resources: are forecasting £0.008m overspend for the HR/Payroll system  
ICT: are forecasting £0.111m underspend £0.100m no longer required for Legacy iworld system migration, £0.010 no longer required for Bodicote House meeting room Audio Visual. The remaining £0.001m underspend is for Land & Property harmonisation.

## **Place and Growth:**

Build Phase 1 is reporting unbudgeted spend of £0.111m. Build Phase 1b is forecasting to spend £1.241m in this financial year and reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 programme is forecasting to spend £0.674m in this financial year. However, as a result of certain schemes no longer progressing (Trades & Labour Club, Nizewell Head, Park Road and Wykham lane) a saving of (£2.126m) is now being forecast. The majority of the spend against the remaining programme will be reprofiled in to 2021/22. The agreed capital programme does overlap financial years. The Hill Community centre project is now complete with only retention payments owing to Edgar Taylor of £0.045m. This is an underspend of (£0.184m). The EWR scheme has submitted Q1 + Q2 "Work in Kind" claims totalling £0.013m so forecasting full year capitalisation of £0.030m

## **Public Health & Wellbeing:**

Wellbeing are forecasting a small saving of £0.018m, (£0.008m) against Physical Activities programme and (£0.008m) against the Sunshine Centre programme for extension to the front of the site as the projects have reached completion. There is also a small saving of £0.002m against Community Grants with £0.126m committed spend.

## **3.25 Re-profile beyond 2020/21**

### **Adult Housing**

£0.490m Disabled Facilities Grant capital - Covid significantly reduced activity in the first 6 months of the year but activity has begun to increase. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 2021/22

### **Comm Dev Assets**

Castle Quay Shopping Centre (£2.771m) and Castle Quay Waterside (£9.240m). These are ongoing schemes that straddle several financial years

## **Communities**

£0.100m Thorpe Lane Depot Capacity Enhancement - anticipating slippage in to 2021/22 as a result of awaiting approval of other capital schemes.

£0.055m Bicester Country Park - Covid delayed the purchasing and progression of the country park, remaining spend to be reprofiled into 2021/22.

£0.304m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 2021/22.

£0.035m Car Park Refurbishments - Covid significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 2021/22.

£0.012m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation is anticipated in early 2021/22.

£0.125m Car Park Action Plan - there are no costs anticipated in this financial year but spend is anticipated in 2021/22.

£0.050m Depot Fuel System Renewal - commitments are expected in 2020/21 but installation is anticipated in early 2021/22.

### **Place & Growth:**

£0.740m Phase 1b Bicester Library is in the early stages of development. Actual site work is due to commence in January 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.065m.

£7.768m Phase 2. We are still working on the land assembly for Bretch Hill and are about to submit a pre-application to planning. Leys Close is also under discussion with the planners as they have issues relating to parking.

£1.701m EWR2 - comprises the introduction of direct passenger and freight services between Oxford/Aylesbury and Milton Keynes/Bedford by reconstructing and upgrading the railway between Bicester-Bletchley-Bedford and Aylesbury-Claydon Junction routes, approval for which was originally agreed in October 2013 of a contribution of £4.35m towards the scheme. It was agreed that this could be paid over a 15 year period.

### **Public Health & Wellbeing:**

£0.183m North Oxfordshire Academy Astroturf capital scheme - currently under discussion with United learning Trust regarding the outstanding planning application and their contribution.

£0.043m Energy Efficiency schemes at leisure centres - there are no costs anticipated in this financial year but spend is anticipated in 2021/22 on Energy Efficiency schemes.

£0.084m Bicester Leisure Centre extension capital scheme - spend to date on a feasibility study but no other spend anticipated this year. Remaining spend will take place in 2021/22.

£0.030m Spiceball Leisure Centre bridge resurfacing capital scheme - No spend is expected this financial year but will take place in 2021/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

## Annex

### COVID Funding

#### Specific Funding

Date	Dept.	Grant Name	Schemes	Funding
				£
<b>March</b>	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
<b>March</b>	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
<b>March</b>		Emergency Response for Rough Sleeper		8,250
<b>July</b>	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
<b>Sept</b>		Next Steps Accommodation Programme		120,400
<b>Sept</b>	DHSC	Test & Trace Isolation Payments	Main scheme	54,000
			Discretionary Scheme	32,647
<b>October</b>	MHCLG	Compliance & Enforcement Fund	£60m national fund of which £30m allocated to district & unitary authorities to spend on C-19 compliance & enforcement activity	65,251
<b>November</b>	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22	3,010,060
<b>November</b>	MHCLG	Local Restrictions Support Grant (Closed)	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> <li>• rateable value £15k or under, grants to be £1,334 per four weeks;</li> </ul>	2,664,504



			<ul style="list-style-type: none"> <li>•rateable value between £15k-£51k grants to be £2,000 per four weeks;</li> <li>•rateable value £51k or over grants to be £3,000 per four weeks.</li> </ul>	
TOTAL				<b>34,544,688</b>

## General Funding

Description	£
Tranche 1	67,257
Tranche 2	1,459,014
Tranche 3	229,391
Tranche 4	316,992
	2,072,654
Forecast Sales, Fees & Charges compensation	1,275,000
<b>Total Grant Funding</b>	<b>3,347,654</b>

## 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 for the first quarter of this financial year 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 2020-21 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 Financial implications are detailed within section 3.16 to 3.25 of this report.

Comments checked by:

Lorna Baxter, Executive Director Finance, 07393 001218, [Lorna.Baxter@cherwell-dc.gov.uk](mailto:Lorna.Baxter@cherwell-dc.gov.uk)

### Legal Implications

7.2 There are no legal implications from this report.

Comments checked by:

Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer, [Sukdave.Ghuman@cherwell-dc.gov.uk](mailto:Sukdave.Ghuman@cherwell-dc.gov.uk)

### Risk Implications

7.3 This report contains a full update with regards to the Council's risk position at the end of September 2020. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, 01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.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 Councillor**

Councillor Richard Mould – Lead Member for Performance Management  
Councillor Tony Illott – Lead Member for Financial Management and Governance

## **Document Information**

### **Appendix number and title**

- Appendix 1 2020/21 Business Plan
- Appendix 2 Monthly Performance Report
- Appendix 3 Leadership Risk Register
- Appendix 4 Capital Budget Monitoring

### **Background papers**

None

### **Report Author and contact details**

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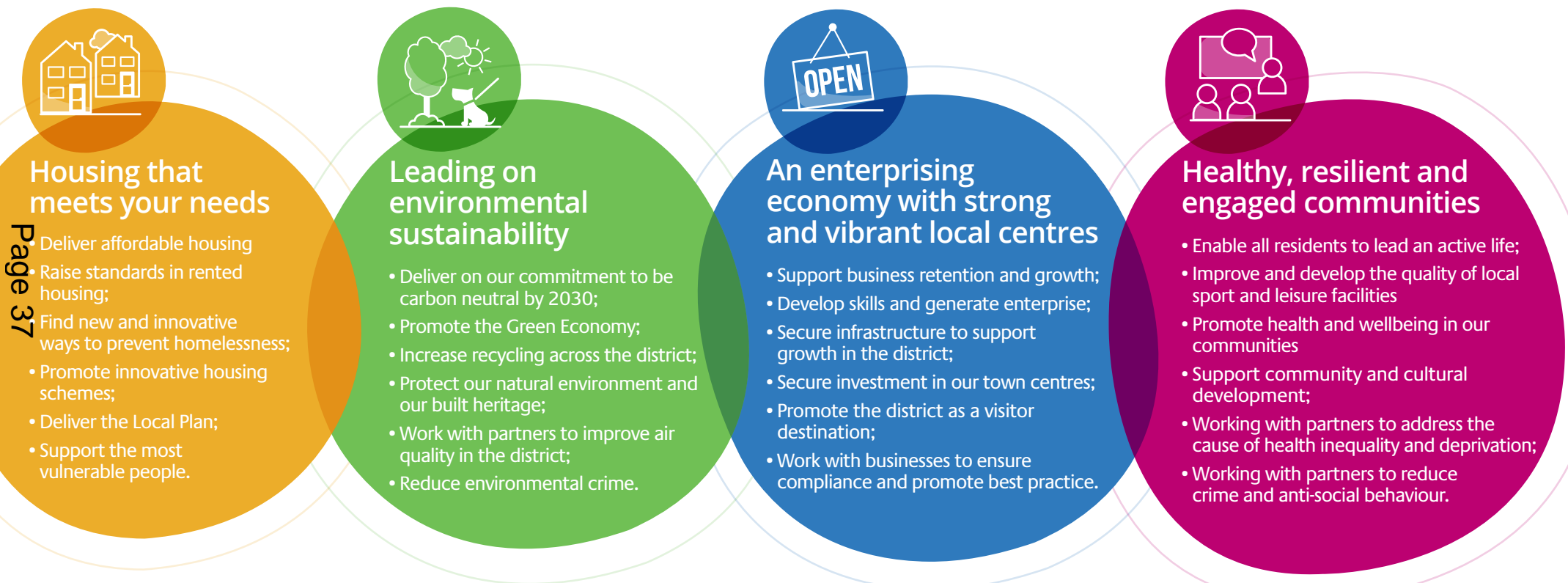
# Cherwell District Council Business Plan 2020-2021

*Where communities thrive, and businesses grow*



**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

## Strategic Priorities:



## Themes:

### • Customers

To deliver high quality, accessible and convenient services that are right first time.

### • Healthy Places

Working collaboratively to create sustainable, thriving communities that support good lifestyle choices.

### • Partnerships

Working with partners to improve the services we provide for our residents and communities.

### • Continuous Improvement

Making the best use of our resources and focusing on improvement, innovation and staff development to maintain and enhance services.

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# Appendix 2 – Performance Report

## November 2020

Includes:

- Programme Measures
- 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.

## Housing that meets your needs - KPIs

Housing that meets your needs - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>BP1.2.01 Number of Homeless Households living in Temporary Accommodation</b>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	25.00	35.00	★	The Housing Team are proactively working with clients to prevent crisis situations and minimize the use of temporary accommodation. We plan to have capacity and offer accommodation to all rough sleepers, if there are severe weather conditions and further placements are needed as a result of the ongoing COVID-19 emergency. Additional options are being created and more support is available via our Cold Weather Service, it is hoped clients with most entrenched homeless situations will be able to achieve appropriate housing.	39	35.00	▲
<b>BP1.2.02 Number of people helped to live independently through use of DFG &amp; other grants/loans</b>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	49.00	45.00	★	We have provided help to 49 households this month. 18 by means of major adaptations and 31 by means of smaller works.	329.00	360.00	●
<b>BP1.2.03 Homes improved through enforcement action</b>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	9.00	9.00	★	Our interventions have resulted in nine homes being improved through works completed this month, achieving the monthly target.	69.00	72.00	●
<b>BP1.2.04 Number of affordable homes delivered including CDC and Growth Deal targets</b>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	27.00	25.00	★	A total of 27 affordable homes were completed of which 18 were affordable rent and 9 shared ownership tenure. There were no Growth Deal affordable housing units completed this month. Some development sites are still catching up after the delays caused by the March - May 2020 Covid-19 lockdown and we anticipate that this will impact on the final total of affordable housing completions expected in 2020/21.	197.00	200.00	●
<b>BP1.2.05 Number of Housing Standards interventions</b>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	51.00	55.00	●	We have recorded 51 interventions this month, which is below our target of 55 per month, although the average for the year so far is 54 per month. Our ability to carry out proactive and unannounced visits to rented properties continues to be restricted by COVID-19 and by lock-downs which restrict the number of enforcement interventions we can make.	433.00	440.00	●
<b>BP1.2.06 Average time taken to process Housing Benefit New Claims</b>	Cllr T Ilott	Belinda Green Claire Taylor	10.04	15.00	★	The average time taken to assess new claims for benefits is excellent at 10.04 days. This continues to be a strong performance against a local target of 15 days and a national average of 20 days.	12.86	15.00	★
<b>BP1.2.07 Average time taken to process Housing Benefit change events</b>	Cllr T Ilott	Belinda Green Claire Taylor	9.22	8.00	▲	Performance on the average time taken to assess change events is over our local target of 8 days for November. This is down to a one-off issue that created some high day processing times (17 rent increases that were notified to the Council but not received by Benefits) which has now been resolved. Performance is expected to return to normal in December.	5.00	8.00	★



## Housing that meets your needs - KPIs

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>BP1.2.08 % of Major planning applications determined to National Indicator</b>	Cllr C Clarke	David Peckford Paul Feehily	100%	60%	★	2 Major Planning Applications were determined during November 2020, both of them within National Indicator target or agreed timeframe.	100%	60%	★
<b>BP1.2.09% of Non-Major planning applications determined to National Indicator</b>	Cllr C Clarke	David Peckford Paul Feehily	79%	70%	★	86 Non-Major Planning Applications were determined during November 2020, 68 of them within National Indicator target or agreed timeframe.	82%	70%	★
<b>BP1.2.10 % of Major applications overturned at appeal</b>	Cllr C Clarke	David Peckford Paul Feehily	0.00%	10.00%	★	No Major Planning Appeals were determined by the Planning Inspectorate during November 2020.	5.19%	10.00%	★
<b>BP1.2.11 % of Non-Major applications overturned at appeal</b>	Cllr C Clarke	David Peckford Paul Feehily	0.00%	10.00%	★	No Non-Major Planning Application Appeals were overturned by the Planning Inspectorate during November 2020.	0.00%	10.00%	★

## Housing that meets your needs – Programme Measures

Housing that meets your needs - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
Page 12 BPO 1.1 Homelessness Prevention	Cllr J Donaldson	Gillian Douglas Stephen Chandler	A grant of £120k was secured through the Government's Next Steps Accommodation Planning. This will be used in Cherwell to fund 8 further units of Housing First accommodation. It also provides additional resources to work with Private Sector landlords and provide further tenancy support for vulnerable clients.	The contract to deliver the 8 further units of Housing First has been granted and 1 placement is now being organized. A specification for a grant to deliver additional Cold Weather Services is out for expressions of interest. This will support 4 winter beds and provide intensive support to anyone we place due to severe weather or COVID-19. Our focus is to ensure those we accommodate, achieve positive move-ons and do not return to rough sleeping. There has been some movement in the courts and possession orders have been granted.	★	The team are still focused on prevention activity by actively engaging with clients to resolve housing issues before crisis. The number of single clients who are rough sleeping remains a priority for the team with individual action plans in place to support clients to engage and achieve a housing solution. New accommodation options over winter and as part of our Next Steps Planning should create opportunities to resolve long term housing issues.	★
			A further grant of £140k to secure some longer term supported accommodation has been secured for 9 units of accommodation in Bicester.	We are monitoring how many approaches we get and how this will impact caseloads.			
			The further stay on evictions has reduced caseloads for those at risk of losing tenancies, but approach from single people in crisis continue.	Warrants for evictions are still delayed until the 11th of January at the earliest so it is hoped we can still engage in preventing any cases reaching crisis.			
			Plans are in place to provide additional accommodation, if needed, in severe weather and to provide some longer term accommodation over the winter period.				

**Housing that meets your needs - Programme Measures**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP1.1.2 Impact of Universal Credit on residents and Council</b>	Cllr T Ilott	Belinda Green Claire Taylor	A meeting has been held with The Department for Work and Pensions (DWP) Universal Credit (UC) Stakeholder group at which local and national issues have been raised for example sanctions and the approach taken during the current crisis.	Personal Independence Payments and access to work awareness sessions are being offered by DWP UC team and we will be attending these sessions so that we can adapt the support we are giving to residents.	★	This measure continues to be on target .	★
<b>BP1.1.3 Deliver Innovative and Effective Housing Schemes</b>	Cllr J Donaldson	Gillian Douglas Stephen Chandler	The sale of the three-bedroom shared ownership house is proceeding following the reservation.	A marketing campaign for the remaining 5 shared ownership flats, at Admiral Holland, will commence.	★	The shared ownership flats at Admiral Holland will continue to be marketed but it is unlikely that, due to COVID-19, we will have further reservations before Christmas. The two shared ownership units that are proceeding are not likely to complete until February 2021. Bullmarsh Close, Middleton Stoney is progressing according to programme, so will be completed in May 2021.	★
<b>BP1.1.4 Deliver the Local Plan</b>	Cllr C Clarke	David Peckford Paul Feehily	<p>Review of comments to the district-wide Local Plan Review Consultation Continue preparation of district wide Local Plan Review (Options stage).</p> <p>Preparation of the Annual Monitoring Report 2019/20 Submission of Council's case to the adopted Local Plan Partial Review legal challenge.</p>	<p>Continue preparatory work for the next stage of the district wide Local Plan Review (Options stage) Oxfordshire Plan consultation on spatial options (date to be confirmed by the central plan team).</p> <p>Report to Executive on the Annual Monitoring Report 2019/20</p>	★	<p>Officers continue the preparation of district wide Local Plan Review (Options stage). Officers continue to provide input into the Oxfordshire Plan process.</p> <p>An application for a statutory review of the adopted Local Plan Partial Review (a legal challenge) has been lodged in the Planning Court and served on the Council. Officers submitted the Council's case.</p>	★

## Leading on environmental sustainability - KPIs

Leading on environmental sustainability - KPI Report									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>BP2.2.1 % Waste Recycled &amp; Composted</b>	Cllr D Sames	Ed Potter Jason Russell	53.74%	56.00%	●	Over 5000 additional tonnes of waste and recycling has been collected in 8 months compared to the previous year. This has been balanced between waste and recycling, but the recycling rate has increased by half a percent.	58.16%	56.00%	★
<b>BP2.2.2 Reduction of fuel consumption used by fleet</b>	Cllr D Sames	Ed Potter Jason Russell	36,958	35,732	●	The tonnages collected are higher than last year, with more vehicles being used. Extra rounds due to growth in the district. Also, we have more commercial and bulky waste customers than last year, meaning more fuel usage.	37,597	36,075	●

## Leading on environmental sustainability - Programme Measures

Leading on environmental sustainability - Programme Measures							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP2.1.1 Delivery of a High Quality Waste &amp; Collection Service to all Properties</b>	Cllr D Sames	Ed Potter Jason Russell	Increased tonnages, especially around glass, following the latest lockdown which has been dealt with.	Planning for possible service changes in 21/22 underway.	★	The Business Waste Collection team was the winner of the Collection Crew of The Year category in this year's Excellence in Recycling and Waste Management Awards, announced on November 6th. The award recognises the dedication and high-level of service provided by a collection crew involved in either waste collection, recycling or both. The judges looked for commitment to providing a high level of service which can be measured in terms of consistency of service, the quality of provision, safety records and additional factors, such as, where service goes beyond the normal level.	★
<b>BP2.1.2 Ensure Clean &amp; Tidy Streets</b>	Cllr D Sames	Ed Potter Jason Russell	All areas are fully covered with no problems / issues to report.	Coming out of the second lockdown period, we anticipate that urban centres will become a lot busier. This will be factored into the cleaning programmes for each location.	★	We will be replacing the litter bins plus framed units in the A34 southbound laybys with existing stock.	★
<b>BP2.1.3 Reduce Environmental Crime</b>	Cllr D Sames	Jason Russell Richard Webb	Work continued on giving advice to businesses on how to dispose of their waste legally.  Interviews under caution being conducted by letter, with one interview by letter undertaken.	Work will continue on giving advice to businesses on how to dispose of their waste legally.	★	One prosecution for fly tipping. The offender was fined £200 with clean up and legal costs of £445.28 and a victim surcharge of £30 (total £675.28). The offence was fly tipping 12 bags of waste.  A further prosecution is pending for a beach of a Community Protection Notice relating to dog fouling.	★

**Leading on environmental sustainability - Programme Measures**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP2.1.4 Protect Our Natural Environment and Promote Environmental Sustainability</b>	Cllr A McHugh	Jason Russell Richard Webb	Air quality impacts for all new development proposals in the district continued to be assessed through the planning process.	Air quality monitoring will continue at 42 locations across the district.	★	Work has started on a review of the taxi licensing policy to include climate change objectives by, for example, introducing requirements for cleaner vehicles.	★
<b>BP2.1.5 Protect the Built Heritage</b>	Cllr C Clarke	David Peckford Paul Feehily	Work on Conservation Area Appraisals has Continued. Draft reports have been prepared for those completed.  Conservation advice continues to be provided for Development Management decision making.	Finalisation and submission of lead member reports for completed Conservation Area Appraisals (pending).	●	Work continues on Conservation Area Appraisals (Bloxham and Grimsbury).  A number of officer reports on completed Conservation Area Appraisals require finalisation Heritage advice continues to be provided to inform Development Management decision making.	●
<b>BP2.1.6 Develop the Country Parks to support good lifestyle choices</b>	Cllr D Sames	Ed Potter Jason Russell	Land issues completed. Planning underway.	Development of the two Country Parks is underway - planning and engagement with stakeholders - over the next few months.	★	The Country Parks in Banbury (behind M&S at Gateway) and Bicester (between Kingsmere and the village of Chesterton) are under development although the open spaces are in use prior to the installation of infrastructure such as paths, bridges, etc.	★

An enterprising economy with strong & vibrant local centres - KPIs

CDC An enterprising economy with strong & vibrant local centres -KPI Report

Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
BP3.2.1 % of Council Tax collected, increase Council Tax Base	Cllr T Ilott	Belinda Green Claire Taylor	9.12%	9.25%	●	We have achieved a cumulative collection rate of 73.49% against a target of 76%. The implementation of a new system has created a small backlog of work however plans are already in place to bring the work up to date again which always has a positive impact on collection rates. The shortfall equates to approx. £2.76m. We are still issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced the reminders have a positive impact on payments received. In month cash collection for November has slightly reduced but this is to be expected with Council Tax payers being furloughed due to lockdown. We will continue to issue reminder notices to customers in arrears and will signpost customers to relevant organisations should they have been adversely affected by the pandemic.	73.49%	76.00%	●
BP3.2.2 % of Business Rates collected, increasing NNDR Base	Cllr T Ilott	Belinda Green Claire Taylor	7.70%	9.00%	▲	We have achieved a collection rate of 74.85% as at end of November against a target of 77%. We have recently implemented a new system and that along with another new set of grant schemes has impacted the turnaround of our incoming work which has had an impact on collection rates. However, we are still proactively chasing overdue balances and our in month collection increased by over £400k when comparing November to October 2020. Recovery through the courts is continuing and we are proactively chasing balances to reduce the outstanding balances.	74.85%	77.00%	●

An enterprising economy with strong & vibrant local centres – Programme Measures

An enterprising economy with strong & vibrant local centres - Programme Measures Report							
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP3.1.1 Promote the district as a visitor destination</b>	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed impact of COVID-19 pandemic on this sector.  Continued to work with partners to promote the district as a visitor destination, during national restrictions.	Continue to monitor COVID-19 impact.  Continue to work with partners to promote the district as a visitor destination, in the context of current local Tier Two restrictions.	★	Hospitality venues and visitor attractions are both facing significant difficulties. These sectors were among the last to benefit from lockdown restrictions being lifted in the summer and were affected by the national restrictions from 5th November to 2nd December. The new local Tier Two restrictions will have a further impact and additional knock-on effects for the supply chains serving the visitor economy.  Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy sectors meet the challenges involved.	★
<b>BP3.1.2 Develop a Cherwell Industrial Strategy</b>	Cllr L Pratt	Paul Feehily Robert Jolley	Commenced the drafting of the foundation modules of the refocused Cherwell Industrial Strategy (CIS) document.	Continue drafting of the foundation modules of the refocused Cherwell Industrial Strategy document.	★	The draft ten-year Cherwell Industrial Strategy (CIS) was planned to go to consultation by Summer 2020. However, this was paused because of the need to redeploy staff in response to support business communities during the COVID-19 pandemic. This has triggered the most severe recession in nearly a century and there will be further significant consequences. The CIS focus and timeline has been reviewed. The CIS draft will take account of the impact on the Oxfordshire and Cherwell economies. CIS links to the OxLEP Local Industrial Strategy (LIS), a key component of the Oxfordshire Housing and Growth Deal (Productivity workstream).	●
<b>BP3.1.3 Support Business Enterprise, Retention, Growth and Promote Inward Investment</b>	Cllr L Pratt	Paul Feehily Robert Jolley	One-to-one advice and detailed support provided to Cherwell businesses during November 2020, as well as guidance on grants. Provided information and support to potential inward investors and property developers. Supported CDC's implementation of the autumn round for COVID-19 Government business and discretionary grant schemes.	Continue to support CDC's administration of the autumn round for COVID-19 Government business and discretionary grant schemes. Provide information and advice to local businesses during the COVID-19 pandemic and during the transition period from the UK leaving the EU. Continue to provide support to potential new business investors.	★	The Council's business webpages continue to be updated and support provided to businesses in the run up to the Brexit Transition Phase, ending on 31st December 2020.  CDC continues to liaise, closely, with colleagues at local authorities in Oxfordshire, Oxfordshire Local Enterprise Partnership (OxLEP) and at Government departments, to provide support to businesses during the COVID-19 pandemic.  CDC continues to work closely with Oxfordshire County Council and partners, to enhance digital infrastructure throughout the district. 98% of premises in the district are now able to access Superfast Broadband services.	★

An enterprising economy with strong & vibrant local centres - Programme Measures Report

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP3.1.4 Develop Our Town Centres</b>	Cllr L Pratt	Paul Feehily Robert Jolley	Reviewed the impact of COVID-19 on the district's urban centres.  'Re-imagining Bicester Town centre for the 21st Century' report back event on 19th November.	Continue to review impact of COVID-19 on the district's urban centres.  Await decisions from MHCLG as to which projects, submitted for the Reopening High Streets Safely Funding, are eligible for delivery.	★	Continued support provided to Banbury BID (Business Improvement District) in the delivery of projects to support businesses.  Maintained closely working with officer groups and external partners to ensure continued safety on the high streets within the district.  The 'Re-imagining Bicester Town centre for the 21st Century' report back event on 19th November was attended by 80+ stakeholders, representing businesses, voluntary and community organisations, Local Authorities and others. Actions and commitments from this event will be quickly assimilated and translated into a programme of work and activities that will build momentum and demonstrate a shift in approach to the town centre.	★
<b>BP3.1.5 Deliver the Growth Deal</b>	Cllr B Wood	Paul Feehily Robert Jolley	Service plans with appropriate Growth Deal commitments submitted.	Year four plans of work to be developed ready for board approval at late quarter four.	★	The national COVID-19 national restrictions have come to an end and Oxfordshire is now in Tier 2 which should have minimal impact on development sites.	★



## Healthy, resilient and engaged communities - KPIs

Healthy, resilient and engaged communities - KPIs									
Measure	Portfolio Holder	Director/Lead Officer	Result	Target	Status	Commentary	YTD Result	YTD Target	YTD
<b>BP4.2.1 Number of visits/usage of District Leisure Centre</b>	Cllr G Reynolds	Ansaf Azhar Nicola Riley	12,754.00	33,333.00	▲	Due to the closure of all Leisure Facilities as part of the National Restrictions relating to Covid the usage figure for November only includes the 4 days (1st to 4th November). This figure being 12,754 across all facilities. Clearly this is significantly less than the same period last year.	168,945.00	126,666.00	★
<b>BP4.2.2 High risk food businesses inspected</b>	Cllr A McHugh	Jason Russell Richard Webb	-	100.00%	?	Measure not relevant at this time due to changes in expectations on local authorities in relation to food hygiene as a result of the COVID pandemic	-	100.00%	-

## Healthy, resilient and engaged communities – Programme Measures

Healthy, resilient and engaged communities - Programme Measures									
Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD		
<p style="font-size: 2em; margin: 0;">Page 49</p> <p><b>BP4.1.1 Support Community Safety and Reduce Anti-Social Behaviour</b></p>	Cllr A McHugh	Richard Webb Rob MacDougall	<p>Updating the public spaces protection order signage around Banbury Town Centre.</p> <p>Carrying out late night firework patrols to prevent against misuse.</p> <p>Carrying out reassurance patrols around schools and open spaces. In addition, a new youth outreach service commenced in autumn and will continue to provide for engagement with young people in Banbury.</p>	<p>Complete the recruitment of a new Community Warden.</p> <p>Carry out late night patrols to support an anti-burglary campaign.</p> <p>Carry out a public engagement event in Banbury Town Centre to give crime prevention advice.</p> <p>Carry out more town centre focused patrols on the lead up to Christmas to support COVID-19 security measures.</p>	★	<p>The Regulatory Services and Community Safety Teams continue to support the COVID-19 response work of the council alongside their normal work. They have undertaken monitoring visits around the urban centres of the District, including during the evenings and worked with shops near schools to support them implementing appropriate controls for the school home time busy period.</p> <p>The Community Safety team carried out visits to canal boats to provide information on access to health services and supported a Police knife crime campaign.</p>			★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP4.1.2 Promote Health &amp; Wellbeing</b>	Cllr A McHugh Cllr C Clarke	Ansaf Azhar Nicola Riley	COVID-19 Councillors Priority Grant' - 79 awards made, totaling £55,000.  'Community Hubs Emergency Relief Grant' - 8 awards made, totaling £30,000.	Design and implement a system to deliver the Winter Grant Scheme.	★	'Winter Grant Scheme is a new tranche of funding from government, channeled via Oxfordshire County Council (which will be spending a proportion of it on additional free school meal provision). The district scheme will be designed to alleviate winter pressures for residents struggling to afford heating and essentials.	★
<b>BP4.1.3 Improve Leisure &amp; Community Facilities</b>	Cllr G Reynolds	Ansaf Azhar Nicola Riley	The last milestone focused on the 3rd officer workshop in relation to the feasibility studies for Leisure Facility provision across the District. Further discussions have taken place in terms of the proposals put forward.	Leisure facility feasibility studies will be reported to an internal senior group of officers before going on to a Member workshop in late January.  Work to progress climate action and energy efficiency has started with the options for a new pool cover for the Outdoor Pool at Woodgreen Leisure Centre.	★	Work has continued regarding the feasibility studies into the Leisure Facility provision within the District. Options will also be considered for new pool covers to be installed to the outdoor pool at Woodgreen Leisure Centre.	★
<b>BP4.1.4 Support the Voluntary Sector</b>	Cllr A McHugh	Ansaf Azhar Nicola Riley	Parish Liaison Meeting held on 11 November.  Cherwell Seniors Forum delivered in newsletter format in November.  November Community Link publication distributed to voluntary organisations.  Community Nature Plan refreshed, and Wild Bicester initiative launched.  Cherwell Community Centre's health check completed with all groups.	Cherwell Lottery Good Cause Community Grant - Assess applications and make grant awards.  Winter Wishes engagement & consultation activities for Brighter Future wards in December.  Cherwell Young People Play & Wellbeing forum.  North Banbury voluntary organisations network.  Grimsbury voluntary Organisations network.	★	Parish Liaison was well attended (40+) and received positive feedback from participants. Cherwell Lottery Good Cause Community Grant is a distribution mechanism for Cherwell's share of lottery ticket income.  Cherwell Seniors Forum newsletter replaced the normal physical forum to bring voluntary organisations together and to share good practice. Themes in the newsletter include Age UK Oxfordshire updates, trading standards advice and health & wellbeing for the winter.	★

**Healthy, resilient and engaged communities - Programme Measures**

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
<b>BP4.1.5 Enhanced Community Resilience</b>	Cllr A McHugh	Richard Webb Rob MacDougall	The council continues to focus on the pandemic response in its emergency planning and community resilience role. In November council services responded to the new national restrictions and ensured appropriate support arrangements were in place for residents who needed support to remain at home.	For December the council will be ensuring that priority locations and businesses are monitored as the national restrictions ease and in the build up to Christmas. Plans will be put into place to ensure the council can respond to priority issues and emergencies over the Christmas period. In addition, the council will continue to ensure it's prepared for EU Exit at the end of the month.	★	The council has assessed whether any critical suppliers will be impacted by EU Exit. With no details yet known of the arrangements which will follow the end of the transition period it is not yet certain what the impact of EU Exit will be on demand for advice and support by local businesses but we are working with partners to prepare and promote the information available.	★
<b>BP4.1.6 Support and Safeguard Vulnerable People</b>	Cllr A McHugh	Ansaf Azhar Nicola Riley	National Restrictions mean greater contact with Clinically Vulnerable residents and the Community Hub Shield Service was restarted.  Hardship grants are being made through Citizens Advice and with a benefits and debt check offered at the same time.  We continue to assess claims for Housing Benefit and Discretionary Housing Payments in a timely way.  The team are also assessing applications under the COVID-19 Council Tax hardship fund and the Test and Trace scheme.	Working in partnership with other districts, city and county authorities, as well as VCSE (voluntary, community, and social enterprise), to ensure timely and appropriate grant administration for the Winter Pressure grant fund.  We are working with colleagues in Community and at County to administer the Winter Grant Scheme to support our more vulnerable residents.	★	The Annual Safeguarding report is being prepared and a verbal update to the December Overview and Scrutiny Committee, this is all on track.	★

Healthy, resilient and engaged communities - Programme Measures

Measure	Portfolio Holder	Director/Lead Officer	Last Milestone	Next Milestone	Status	Commentary	YTD
BPP 1.7 Promote Healthy Place Making Page 52	Cllr A McHugh	Ansaf Azhar Rosie Rowe	Virtual meeting of Bicester's Voluntary Organisation Network held on 18 November and attended by 13 organisations.	Heritage trail leaflet in Kidlington and surrounding villages to be produced ready for circulation	★	The team has been working closely with OCC to plan a community activation programme as part of the Bicester infrastructure improvements to promote active travel.  OCC has been granted LEP funding to improve cycling and walking from Kingsmere to Bicester town centre. We will be working with local groups to encourage residents to use the new infrastructure when it is delivered in Spring 2021.	★
			Discussions have started with the Bicester Garrison regarding promoting health and wellbeing of service personnel and their families.	Agree a plan for promoting cycling across Cherwell for 2021.			
			Community evaluators recruited for the Kidlington wayfinding project.	Agree a plan for encouraging community access to green spaces in Kidlington.			
			Healthy Place Shaping Theory of Change systems map completed and approved by the Evaluation Advisory Group.	Review a shortlist of possible wayfinding routes in Kidlington.			
			Oxfordshire HIA (Home Improvement Agency) Toolkit launched and circulated to CDC planners.	Hold several Dr Bike sessions in Banbury			

Appendix 3 – Leadership Risk Register as at 17/12/2020

Level of risk	How the risk should be managed
<b>High Risk</b> (16-25)	<b>Requires active management</b> to manage down and maintain the exposure at an acceptable level. Escalate upwards.
<b>Medium Risk</b> (10 -15)	<b>Contingency Plans</b> - a robust contingency plan may suffice together with early warning mechanisms to detect any deviation from the profile.
<b>Low Risk</b> (1 – 9)	<b>Good Housekeeping</b> - 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
Impact	5 - Catastrophic			L09		
	4 - Major			L04, L07, L11, L12& L21	L01,L17, L19 & L20	
	3 - Moderate		L16	L02, L05, L14,L15 & L18	L08	
	2 - Minor				L10	
	1 - Insignificant					

Risk Definition	
<b>Leadership</b>	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
<b>Operational</b>	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				
2020/21																	
L01 -	Financial resilience – Failure to react to external financial impacts, new policy and increased service demand. Poor investment and asset management decisions.	Reduced medium and long term financial viability				Medium Term Revenue Plan reported regularly to members.	Fully							Review of workload and capacity across the team. Interim Capital Accountant post recruited to. Interim Accountant recruited and beginning process of permanent recruitment. Additional resilience and resource for financial accounting and reporting engaged through external partners and agencies. Assessment of national picture undertaken and being reported through senior managers and members highlighting the medium term challenges.	Maintaining focus in this area with ongoing review, staff and member training and awareness raising. Moving to a risk based approach to budget monitoring in order to address workload issues and vacancies in the team, as well as exploring joint working opportunities with OCC	Risk reviewed - 07/12/2020 - Mitigating actions and Comments updated	
		Reduction in services to customers				Balanced medium term and dynamic ability to prioritise resources	Fully							Investment strategy approach agreed and operating and all potential investments now 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.	Investment options considered as and when they arise, MTFs and budget setting being developed to enhance the scrutiny and quality of investments.		
		Increased volatility and inability to manage and respond to changes in funding levels				Highly professional, competent, qualified staff	Partially							Timeliness and quality of budget monitoring particularly property income and capital improving. Financial Systems replacement project underway. LEAN review of budget monitoring undertaken with significant engagement from within the wider business.	Financial System Solution Project continuing to consider future finance system options, incorporating budget management via Lean, extension of Civica and new procurement.		
		Reduced financial returns (or losses) on investments/assets				Good networks established locally, regionally and nationally	Fully							Asset Management Strategy being reviewed and refreshed.	Review underway		
		Inability to deliver financial efficiencies				National guidance interpreting legislation available and used regularly	Fully							Review of BUILD! to ensure procurement and capital monitoring arrangements are in place and development of forward programme - work still underway.	Review in hand.		
		Inability to deliver commercial objectives (increased income)				Members aware and are briefed regularly	Fully							Finance support and engagement with programme management processes continuing.	Finance business partners involved with reflection locally on outcomes.		
		Poor customer service and satisfaction				Participate in Oxfordshire Treasurers' Association's work streams	Fully							Further integration and development of Performance, Finance and Risk reporting.	Integrated reporting has been embedded		
		Increased complexity in governance arrangements				Review of best practice guidance from bodies such as CIPFA, LGA and NAO	Fully							Regular involvement and engagement with senior management across County as well as involvement in Regional and National finance forums.	Engagement with a number of national and regional networks to ensure we are as up-to-date as we can be in relation to potential funding changes from 2020/21 and impact on our MTFs.		
		Lack of officer capacity to meet service demand				Treasury management and capital strategies in place	Fully							Regular member meetings, training and support in place and regularly reviewed. Briefings provided on key topics to members with particular focus on key skills for specific committees such as audit committee.	Regular training will be undertaken.		
		Lack of financial awareness and understanding throughout the council	4	4	16	Investment strategies in place	Fully	Councillor Tony Illot	Lorna Baxter	Michael Furness	4	4	16	↔	Budget setting for 2020/21 underway. Budget and Business Planning Process Report considered by BPC on 29 September and Executive on 5 October.		
						Regular financial and performance monitoring in place	Fully							New approach to budget setting introduced linked to service planning. Additional challenge added into the process to ensure robustness of estimates. 2021/22 Budget Consultation will begin on 8 December. BPC will consider the revenue budget pressures and savings proposals on 15 December 2020.			
						Independent third party advisers in place	Fully							Regular utilisation of advisors as appropriate.	Review of borrowing approach being considered alongside our financial advisors.		
						Regular bulletins and advice received from advisers	Fully							Internal Audits being undertaken for core financial activity and capital as well as service activity.	Regular reporting of progress on internal audits considered by the committee.		
						Property portfolio income monitored through financial management arrangements on a regular basis	Partially							Assessment of national picture via Pixel and LG Futures has identified that the funding available in later years is likely to be significantly reduced, adding longer term resilience challenges.	Medium/long term position assessed as significantly worse, increasing risk alongside the capacity needed to work on activity to reduce spending levels. The ongoing impact of Covid on business rates and council tax income will be carefully monitored. When the Spending Review is announced this will be analysed to assess what implications this may have for the Council.		
						Asset Management Strategy in place and embedded. Transformation Programme in place to deliver efficiencies and increased income in the future	Partially Fully							Financial forecasts of resources for 2021/22 have assumed a reduction in resources that will be available from business rates compared to February 2020 assumptions. The budget consultation identifies possible savings proposals to mitigate this. If resources fell significantly below the 2021/22 forecast level then a review of which reserves could be made available to mitigate this would be required (e.g. due to greater ongoing impact of Covid-19 or due to further economic shocks in the short-term). A similar approach to reviewing reserve availability could be adopted if the cost of goods we purchase were to increase.	The impact of Covid19 has changed the financial outlook for the Council, with regular updates helping to outline the impact on the Council both in the short, medium and longer term. The Council currently anticipates a significant, short, medium and long term funding shortfall in overall terms. Set alongside the anticipated funding reductions due to start from 2021-22 the financial resilience of the Council could be severely impacted. The Council agreed a revised budget for 2020/21 to address the short term impacts of Covid-19 and provided its Budget and Business Planning Process 2021/22 - 2025/26 report to Executive on 5 October 2020. Chancellor's Spending Review confirmed the delay of the business rates reset. Awaiting the specific detail of what the Spending Review means for CDC finances for 2021/22 w/c 14 December. Only a 1 year SR so no additional certainty of funding and any additional Covid related funding is likely to be for one year only.		
														A business rates reset is assumed from 2022/23 which will significantly reduce the resources available to the Council. Should resources from business rates fall much below this (e.g. due to any further ongoing impacts to the economy) then resources would be supplemented by a "safety net" payment from the Government under the current regime. The budget process for 2022/23 will need to begin shortly after setting the 2021/22 budget to identify further savings necessary to operate within this level of resources.			

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				
2020/21																	
L02 -	Statutory functions – Failure to meet statutory obligations and policy and legislative changes are not anticipated or planned for.	Legal challenge Loss of opportunity to influence national policy / legislation Financial penalties Reduced service to customers	3	4	12	Embedded system of legislation and policy tracking In place, with clear accountabilities, reviewed regularly by Directors. Clear accountability for responding to consultations with defined process to ensure Member engagement National guidance interpreting legislation available and used regularly Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed. Clear accountability for horizon scanning, risk identification / categorisation / escalation and policy interpretation in place. Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit Internal Audit Plan risk based to provide necessary assurances Strong networks established locally, regionally and nationally to ensure influence on policy issues. Senior Members aware and briefed regularly in 1:1s by Directors.	Partially Fully Fully Partially Partially Partially Fully Partially	Councillor Barry Wood	Steve Jordan	Sukdave Ghuman	3	3	9	↔	Establish corporate repository and accountability for policy/legislative changes. Review Directorate/Service risk registers. Ensure Committee forward plans are reviewed regularly by senior officers. Ensure Internal Audit plan focusses on key leadership risks. Develop stakeholder map, with Director responsibility allocated for managing key relationships. Standardise agendas for Director / PFH 1:1s New legislation and Government guidance in response to COVID19 will assist service adjustment. Allocate specific resource to support new projects/policies or statutory requirements e.g. GDPR.	Service plans for 2019-20 received and currently being reviewed. Performance framework for 2020-21 to be agreed. Review of Leadership Risk Register and Risk Strategy for 2020-21 in progress. Planning for statutory changes resulting from EU transition is ongoing	Risk reviewed 09/12/20 - No changes
L04 -	CDC Local Plan - Failure to ensure sound, up to date local plan remains in place for Cherwell resulting in poor planning decisions such as development in inappropriate locations, inability to demonstrate an adequate supply of land for housing and planning by appeal	Poor planning decisions leading to inappropriate growth in inappropriate place. Negative (or failure to optimise) economic, social, community and environmental gain. Negative impact on the council's ability to deliver its strategic objectives, including its commitments within the Oxfordshire Housing & Growth Deal. Increased costs in planning appeals. Reputational damage with investor community of Cherwell as a good place to do business created by uncertainty/ lack of policy clarity.	4	4	16	Local Development Scheme (LDS) is actively managed and reviewed, built into Service Plan, and integral to staff appraisals of all those significantly involved in Plan preparation and review. Team capacity and capability kept under continual review with gaps and pressures identified and managed at the earliest opportunity. Some additional resource budgeted for 20/21. Delegations to Chief Exec agreed to ensure timely decisions. On-going review of planning appeal decisions to assess robustness and relevance of Local Plan policies.	Partially Partially Partially Fully Partially	Councillor Colin Clarke	Paul Feehily	David Peckford	3	4	12	↔	Regular review meetings on progress and critical path review. Regular Corporate Director and Lead Member briefings. LDS updated as required with programme management approach adopted to ensure progress against plan. LDS timeline built into Directorate level objectives (e.g. via Service Plans) and incorporated into SMART targets within staff appraisals. Authority Monitoring Reports continue to be prepared on a regular annual basis. Regular Corporate Director and Lead Member briefings. LDS updated as required with programme management approach adopted to ensure progress against plan. LDS timeline built into Directorate level objectives (e.g. via Service Plans) and incorporated into SMART targets within staff appraisals. Authority Monitoring Reports continue to be prepared on a regular annual basis.	The Local Development Scheme (LDS) was updated in March 2020. It includes the programmes for the Partial Review of the Local Plan, the Oxfordshire Plan 2050, a Local Plan Review, the Banbury Canalside Supplementary Planning Document and work on a Community Infrastructure Levy (CIL). The Partial Review of the Local Plan was adopted by Council on 7 Sept. An issues consultation for the Local Plan Review was completed on 14 Sept in accordance with the LDS timetable. Re-starting work on the Canalside SPD has been delayed and the timetable for the Oxon Plan process is outside the Council's direct control. Work on the Local Plan Review is continuing but the precise timetable is under review. Potential national changes to the planning system may affect how plans are prepared. They may also influence a decision on whether or not to proceed with work on CIL.	Risk reviewed 02/12/2020 - Additional information updated

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2020/21							Fully effective Partially effective Not effective										
L05 -	<b>Business Continuity</b> - Failure to ensure that critical services can be maintained in the event of a short or long term incident affecting the Councils' operations	Inability to deliver critical services to customers/residents.  Financial loss.  Loss of important data.  Inability to recover sufficiently to restore non-critical services before they become critical.  Loss of reputation.	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.  Business Continuity Plans tested.	Fully  Fully  Partially  Fully  Partially	Councillor Andrew McHugh	Rob MacDougall	Richard Webb	3	3	9	↔	Business Continuity Statement of Intent and Framework agreed by CEDR.  Cross-council BC Steering Group meets regularly to identify BC improvements needed.  ICT transition to data centre and cloud services have reduced likelihood of ICT loss and data loss.  Corporate ownership and governance sits at senior officer level.  BC Impact assessments and BCPs in place for all teams and peer reviewed by OCC's Emergency Planning team  Progress report was provided to CEDR in March 2019. BC assurance framework under development.	Business continuity status reports being reinstated in view of increased infection rates and new national restrictions. Previous reporting demonstrated that the council could continue to provide critical services throughout the first lockdown period. Remote working enables most teams to work effectively from home and sustain services whilst also avoid unnecessary social contacts. EU Exit planning has recommenced in advance of the end of the transition period and potential impacts are being assessed. Services have been asked to consider supply chain risks and information management risks.	Risk Reviewed 10/12/2020 - Comments updated
L07 -	<b>Emergency Planning (EP)</b> - 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.  Emergency Planning Lead Officer defined with responsibility to review, test and exercise plan and to establish, monitor and ensure all elements are covered.  Added resilience from cover between shared Environmental Health and Community Safety Teams as officers with appropriate skill.  Senior management attend Civil Emergency training  Multi agency emergency exercises conducted to ensure readiness.  On-call rota established for Duty Emergency Response Co-ordinators.  Active participation in Local Resilience Forum (LRF) activities.	Fully  Partially  Fully  Fully  Fully  Fully	Councillor Andrew McHugh	Rob MacDougall	Richard Webb	3	4	12	↔	Emergency plan contacts list being updated monthly and reissued to all duty managers.  OCC Emergency Planning providing expert advice and support under a partnership arrangement. Accountability for both OCC and CDC's arrangements now sit with the Chief Fire Officer who reviews the arrangements with the Assistant Director.  Supporting officers for incident response identified in the emergency plan and wallet guide.  Drop in training session now taking place monthly (from June) covering a range of topics.  Senior managers have attended multi-agency exercises and duty manager training with OCC senior managers.  On-call rota being maintained.  Authority represented at the Local Resilience Forum.	The Emergency Plans which were enacted and command structures established with partner organisations to support the response to the Covid-19 pandemic are still in place and operating now the new national restrictions are in place and we are in the 'second wave' of the pandemic. Recovery work continues. Partners are liaising with organisers of events to ensure they have robust infection management arrangements in place and that there is awareness of all the events being planned. The council is maintaining its duty director rota for any other emergency incidents that might arise and the emergency contact numbers have been tested. Contact arrangements for out of hours incidents have been reviewed following recent isolated flooding as a result of high levels of rainfall. The emergency planning arrangements will also include the response to any EU transition matters. The council's lead for emergency planning sits on the EU transition planning co-ordination group to plan for local impacts and ensure organisational readiness. The co-ordination group maintains a specific risk register.) The co-ordination group maintains a register of risks associated with EU Exit to support organisations risk management.	Risk Reviewed 10/12/2020 - Comments amended.



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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.	5	4	20	Health & Safety Corporate HS&W Policy and Corporate Arrangements & guidance in place as part of the HSE's recommended Management System HSG 65. Organisations have a legal duty to put in place suitable arrangements to manage health & safety.	Partially	Councillor Lynn Pratt	Yvonne Rees	Ceri Harris	3	4	12	↔	A Corporate Health, Safety and Wellbeing Policy was ratified by BPM meeting on 17th June 2019, it is due for review no later than June 2021. The Corporate Arrangements are subject to a continuing programme of updates to ensure they remain up to date and relevant to council business.	The Executive Leadership Team (ELT) receives a quarterly report from the Corporate H&S Manager.	Risk reviewed 08/12/2020 - No changes
		Criminal prosecution for failings.				Clearly identified accountability and responsibilities for Health and Safety established at all levels throughout the organisation.	Fully							Following the ratification of the Corporate Health, Safety and Wellbeing Policy all Assistant Directors have been asked to complete a Departmental Risk Assessment Checklist. The Checklist identified the areas of risk within the department and whether there is a risk assessment in place to cover the risks.	Corporate Health and Safety Team to ensure all departments to responds to the Departmental Risk Assessment Checklist and to follow up with departments on areas of concern. Responses are being collated on a central spreadsheet which will become the database of all risk assessments across the Council.		
		Financial loss due to compensation claims.				Corporate H&S Manager and H&S Officer in post to formalise the H&S Management System & provide competent H&S advice and assistance to managers & employees.	Fully							As Health and Safety Officers are in place no further action is required and risk mitigated.	These two posts are established posts and budgeted accordingly to secure future funding for continuity.		
		Enforcement action – cost of regulator (HSE) time.				Proactive monitoring of Health & Safety performance management internally.	Fully							A 2-year internal Health and Safety Audit programme is in place covering the period until May 2021. The health and safety internal audit programme covers all elements of our overall H&S management system to ensure compliance with legislative standards. The full programme of audits is temporarily on hold due to the Coronavirus Lockdown, however health and safety checks on the front line operations of Environmental Services have recommenced as of July 2020.	The H&S team are conducting health and safety inspections internally across all services and teams. To date a total of 17 audits have been carried out across the Council however, the audits are currently on hold due to Corona Virus. The audit reports have been provided to the relevant service managers, including recommendations, advise and timescales for remediation.		
		Increased agency costs.				Effective induction and training regime in place for all staff.	Partially							Management of H&S training will now be included within the new eLearning programme which is in the process of being procured. A central list of risk assessments is to be created to enable more proactive monitoring of risk assessment across the council. Risk Assessment Workshop training is being developed. Robust training already in place in Environmental Services.	Final sign off from the HR/Training Manager for training procurement and implementation due. Final tweaks being made prior to launch of eLearning package.		
		Reduction in capacity impacts service delivery.				Positive Health & Safety risk aware culture.	Partially							Good awareness in higher risk areas of the business, e.g. Environmental Services. However other areas need improved awareness of risk assessment process. This needs to be achieved by a review of training needs across CDC and the mandatory training of managers on risk assessment. Property team have undertaken a review of CDC owned operational properties to ensure health and safety compliance is fully maintained in line with the legislative compliance requirements.	A review has been undertaken of all CDC owned properties to ensure that fire risk assessments, water hygiene surveys and asbestos surveys have been completed where required. A compliance review of tenanted properties leased by CDC is also under way to ensure that the tenants are managing the property in accordance with legislative requirements.		
		Reputational Impact.				Corporate Health & Safety meeting structure in place for co-ordination and consultation.	Partially							Currently the Council has no formal committee structure in place for the consultation of health safety with staff.	A proposal for the formation of a Health and Safety Committee to report to the ELT will be submitted to ELT once stability has been achieved following COVID 19. The purposed of this committee, if ratified, will monitor the activities of the Corporate Health and Safety Team and to act as a scrutiny committee for the Corporate Arrangements.		
						Corporate body & Member overview of Health & Safety performance .	Fully							Quarterly reporting to ELT and to the Portfolio Holder by the Corporate Health and Safety Manager.	Reporting dates have been agreed and adhered to.		
	Assurance that third party organisations subscribe to and follow Council Health & Safety guidelines and are performance managed where required.	Fully	Robust procurement process that requires health and safety documentation and commitment to be proven prior to engagement of contractors.	Corporate Health and Safety has scheduled to undertake a review of Procurement process to ensure compliance.													

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L09 -	Cyber Security - If there is insufficient security with regards to the data held and IT systems used by the councils and insufficient 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. Cookie pop-ups on the website. Increased threat to security during Covid-19 period in part due to most staff working from home.	Fully  Fully Fully Fully Fully Fully Fully Fully Fully Fully	Councillor Ian Corkin	Claire Taylor	David Spilsbury	3	5	15	↔	The cyber-essentials plus certification has now been passed. The Microsoft Multi-Factor Authentication system has been introduced to provide an enhanced level of cyber security.  Accounts, Audit & Risk Committee Members updated and given a presentation on Cyber Security November 2019. The Regional Police Cyber Security Advisor gave the IT management team two training sessions (full cyber awareness and table top DR exercise) followed by a series of all-Council staff awareness sessions in 2019. 2020 Cyber Security now included in mandatory e-learning for all staff to be completed by 31.12.2020. Members given a Cyber training session with the Police Cyber Security Advisor.  Implemented an intrusion prevention and detection system. Agreed Terms of Reference and re-implementation of the security forum as the Information Governance Group, with meetings to be held on a minimum quarterly basis chaired by the Information Governance Manager. Information Governance support is now provided to Cherwell as part of a joint working relationship with Oxfordshire County Council. An action for the next month will be to ensure there are effective partnership working arrangements in place under this new service.  Cyber Awareness e-learning available and will be part of new starters induction training. Cyber Security issues regularly highlighted to all staff.  External Health Check undertaken January 2020, no high risk security issues highlighted. Internal Audit completed a cyber audit in June 2020 with no major issues or significant risks identified. The findings have an agreed action plan in place.  Cookiebot live on website for users to confirm cookie preferences. Joint OCC/CDC Cyber Security Officer started work August 2020 Additional IT security advice provided for all staff during the Covid-19 working at home period including online coronavirus related scams. Update provided to Accounts, Audit & Risk Committee Members July 2020.	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.	Risk Reviewed 09/12/20 - No changes

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2020/21							Fully effective Partially effective Not effective										
L10 -	<b>Safeguarding the vulnerable (adults and children)</b> - Failure to follow our policies and procedures in relation to and service delivery that 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.	4	4	16	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. Mandatory training and awareness raising sessions are now in place for all staff. 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. Data sharing agreement with other partners. Attendance at Children and Young People Partnership Board (CYPPB). Annual Section 11 return compiled and submitted as required by legislation. 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 Fully Fully Partially Fully Fully Fully Fully Fully	Councillor Barry Wood	Ansaf Azhar	Nicola Riley	2	4	8	↔	Ongoing internal awareness campaigns.  Ongoing external awareness campaigns. Annual refresher and new training programmes including training for new members. Attendance at safeguarding boards and participation in learning events. Continue to attend groups focused on tackling child exploitation. Continue to support work across the district regarding exploitation through slavery, county lines, domestic violence.  Regular internal cross departmental meetings to discuss safeguarding practice .	The new Safeguarding Officer is working closely with HR colleagues to ensure that training and recording are up to date and generally processes are understood and being applied. Higher levels of exploitation concerns have been recorded through the pandemic to date and multi agency work continues in order to contain impacts.	Risk Reviewed 08/12/2020 - No changes
L11 -	<b>Sustainability of Council owned companies and delivery of planned financial and other objectives</b> - failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives	Unclear governance leading to lack of clarity and oversight in terms of financial and business outcomes.  Non achievement of business and finance outcomes directly or indirectly impacting on other council services. Lack of understanding at officer and member level about the different roles of responsibilities required when managing council owned companies.	3	4	12	Annual business planning in place for all companies to include understanding of the link between our objectives being delivered and financial impact for the council. Financial planning for the companies undertaken that will then be included within our own Medium term financial plan. Ensure strong corporate governance mechanisms are in place. Sound monitoring in place of both business and financial aspects of the companies and the impact on overall council performance. Training in place for those undertaking roles relating to the companies.	Fully Fully Partially Fully Partially	Councillor Tony Illot	Steve Jorden	Jonathan MacWilliam	3	4	12	↔	Changes in the shareholder support side line management been put in place. Additional oversight and capacity from senior managers including performance dashboards at CEDR. Resilience and support being developed across business to support and enhance knowledge around council companies. Skills and experience being enhanced to deliver and support development, challenge and oversight. Work with one company to ensure long term support arrangements are put in place.	COVID-19 impact and resulting operational environment impacting all three companies . CSN continue to handle increased demands through various grant schemes and increased benefit enquiries. Gravenhill resumed development within the current restrictions. Looking at schemes to assist buyers. Occupation of Crown House continues with letting agents active in the market. Regular liaison with the Shareholder Representative to ensure full understanding of ongoing operational issues. Review of governance arrangements being finalised prior to presenting to teh Shareholder committee.	Risk reviewed - 08/12/2020 Comments updated

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L12 -	<b>Financial sustainability of third-party suppliers including contractors and other partners</b> Supply chain management ensuring effective delivery through the supply chain	The financial failure of a third party supplier or partner results in the inability or reduced ability to deliver a service to customers. A reduced supply market could also result in increased costs due to the council's; loss of competitive advantage.	3	4	12	Ensure contract management in place review and anticipate problems within key service suppliers and partners.  Business continuity planning arrangements in place in regards to key suppliers.  Ensuring that proactive review and monitoring is in place for key suppliers to ensure we are able to anticipate any potential service failures.	Partially  Partially  Partially	Councillor Tony Illot	Lorna Baxter	Jeremy Richards	3	4	12	↔	Service areas to hold meetings as required with suppliers to review higher risk areas and ensure risks are being managed. Reminders to be sent to all who have Procurement/Contract Management responsibility to regularly meet with key suppliers and partners to gain early understanding of the effects a second wave of COVID-19, and lockdown, would have on supply.  The Procurement Team is now providing ELT members and identified Contract Mangers a monthly update of all suppliers with spend above £25k c/w a credit risk rating score to enable contract managers to manage any identified risks, with support from the Procurement Team. Furthermore, as a result of Covid-19 the likelihood of this risk is deemed to have increased and thus the procurement and finance team now hold a weekly joint meeting to consider funding solutions to support At Risk Suppliers in accordance with the national guidance note PPN04/20.	Council departments monitor suppliers financial stability as part of their contract management responsibilities. In addition, through collaboration with Oxfordshire CC, a joint Provision Hub will be established in FY20/21 that will put in place greater commercial skills and controls across the two authorities. This will result in improved monitoring and management of commercial contract risk across the council's supply chain.	Risk reviewed 11/12/2020 - No changes
L14 -	<b>Corporate Governance</b> - 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.  Inability to support Council's democratic functions / obligations (e.g. remote public meetings, remote voting). Elements of the COVID-19 response may be compromised, delayed or not taken forwards.	4	4	16	Clear and robust control framework including: constitution, scheme of delegation, ethical walls policy etc.  Clear accountability and resource for corporate governance (including the shareholder role).  Integrated budget, performance and risk reporting framework.  Corporate programme office and project management framework. Includes project and programme governance.  Internal audit programme aligned to leadership risk register.  Training and development resource targeted to address priority issues; examples include GDPR, safeguarding etc.  HR policy framework.  Annual governance statement process under way for 2020/21 under oversight of the Corporate Governance Assurance Group (CGAG) for Cherwell and Oxon. The Group is taking an aligned approach (with Oxon CC) to working up a revised and complementary Annual Governance Statement which also connects more fully and earlier with ELT and CEDR.  Joint Corporate Governance Assurance Group (CGAG) for Cherwell and Oxon is working up a revised and complementary Annual Governance Statement process for 2020/21, which also connects more fully and earlier with ELT and CEDR.  CGAG also mapping respective (CDC/Oxon CC) governance processes to achieve alignment and efficiency where appropriate.	Partially  Partially  Partially  Partially  Partially  Partially  Partially	Councillor Barry Wood	Yvonne Rees	Steve Jorden	3	3	9	↔	Standing item at senior officer meetings – regular review of risk and control measures.  Monitoring Officer to attend management team meetings.  Annual Governance Statement process under review (reviewing previous actions and identifying new) and draft Corporate Lead Statements which identify potential actions for 2020/21 are being produced for review by the Corporate Governance Assurance Group - on schedule. Corporate Governance Assurance Group mapping governance processes to ensure visibility and refresh.	In January 2019, Council agreed to enter into a Compromise Agreement with South Northants DC to ensure the continuation of key aspects of service delivery that required ongoing joint working (following the ending of the partnership S113 Agreement).  Monitoring Officer undertaking a focused Constitution review during Autumn, closely with members, scrutiny involvement with any recommendations for change presented to Full Council.  Review of Constitution underway: Scrutiny Committee has formulated recommendations to Full Council following work by the Cross-party member working group. To be considered by Full Council on 14 December.  Mode Code of Conduct has been published by LGA and all Oxon Council Monitoring Officers will consider together the scope for achieving a county-wide Code (also applicable to parishes). Likely to come to Standards Committee early in the New Year.	Risk reviewed 09/12/20 - Controls, Mitigating Actions and Comments updated

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L15 -	L15 Oxfordshire Growth Deal - (contract with HMG)	<p>Failure to meet its obligations as a partner within the Growth Deal could see Cherwell as a factor in Government holding back some or all of its funding and/or cease to extend the arrangement beyond 2023.</p> <p>Infrastructure milestone delivery late (for infrastructure linked to accelerated housing).</p> <p>Accelerated housing numbers delivered late, outside of the programme time scale.</p> <p>Delivery of Infrastructure projects fail to accelerate housing delivery as commercial pressures impact house builders.</p> <p>Delivery of affordable houses below programme targets as GD contributions insufficient to attract sufficient builders/ registered providers.</p> <p>Oxfordshire Plan delivered late.</p>	4	5	20	<p>Established programme structure and partnership ethos to support effective programme delivery.</p> <p>Engagement with housing developers to understand their commercial constraints.</p> <p>Engage with developers to ascertain which sites would benefit most from infrastructure delivery.</p> <p>Identify potential "top up" schemes to supplement GD affordable housing scheme.</p> <p>Utilise effective Programme controls to facilitate prompt escalation of issues to enable appropriate decision making and delivery timescale review.</p> <p>Develop Year 3 Plans of Work to detail the expected delivery by CDC for Year 3 of the Growth Deal Programme; building on the experiences and knowledge gained during Year 2.</p>	Fully Partially Partially Fully Fully Partially	Councillor Barry Wood	Robert Jolley	Jonathan MacWilliam	3	3	9	↔	<p>A CDC GD programme and programme board capability.</p> <p>Work stream plans of work (work stream brief, schedule, RAID log) .</p> <p>Structured engagement with developers to better understand their needs.</p> <p>Appropriate escalation of issues to agree programme flexibilities where required.</p> <p>Improved collaboration working with partners.</p> <p>Ongoing work with partners to realistically reflect deliverable schemes within programme time frame.</p>	Overall and residual probability reduced to reflect both the Homes from Infrastructure and Affordable Housing workstreams actively addressing those sites with potential to slip either by identifying alternative sites as replacements or by re-prioritising the schemes to ensure those most likely are actioned earliest.	Risk reviewed 08/12/20 - No changes
L16 -	Joint Working	<p>Opportunities for joint working take longer to develop than planned delaying potential service improvements for residents and communities.</p> <p>Resources are allocated to the development of proposals, reducing the capacity of the Council to deliver on its priorities and plans, impacting on quality of services delivered to residents and communities.</p> <p>Uncertainty around joint working could lead to reduced staff morale and potentially increase staff turnover.</p> <p>Benefits to be realised from joint working business cases do not materialise or take longer to deliver than planned.</p>	3	3	9	<p>S113 agreement in place with Oxfordshire County Council Partnership working group meets quarterly programme management in place.</p> <p>Partnership Working Group established with OCC to oversee the development of joint working proposals.</p> <p>Robust programme and project management methodologies in place.</p>	Fully Fully Fully	Councillor Ian Corkin	Yvonne Rees	Claire Taylor	2	3	6	↔	<p>Regular reporting on joint working proposals to the senior management team.</p>	<p>Joint senior appointments in the customers and organisational development directorate have been completed. The business case for a joint strategy and communications service is now in place.</p> <p>The partnership working group will review a schedule of projects for the next phase of development at their next meeting. The Audit plan for 2020/21 will ensure joint working arrangements are included. Plans are in place to consider further opportunities for joint working and these are reported to the Partnership Working Group.</p> <p>The Joint MO and Director for Law and Governance has just been confirmed by both councils. Opportunities for joint working continue to be developed and the appointment of a new joint director for environment and place is imminent.</p>	Risk reviewed - 11/12/20 - Comments updated
L17 -	Separation	<p>Separation of joint working arrangements result in reduced capacity and resilience to deliver services. Specific impacts on Revenues &amp; Benefits and IT services which are the only remaining shared services.</p> <p>Services being delivered to SNC are impacted by re-organisation in Northamptonshire, impacting on the quality of services delivered to residents and communities.</p>	4	4	16	<p>On-going service delivery arrangements to SNC set out clearly and underpinned by the Collaboration Agreement with protocols in place for dealing with any emerging issues.</p> <p>Currently SNC are not able to confirm end date or transitional arrangements for these shared services going into West Northamptonshire Unitary. This created a level of uncertainty for Cherwell, plans are being prepared for separation on the assumption that West Northants will seek to deliver their own IT, Revs and benefits services. Legal advice is being sort with regards to governance and technical advice is being sort regarding technology.</p> <p>Robust programme and project management frameworks in place.</p>	Partially Fully	Councillor Ian Corkin	Yvonne Rees	Claire Taylor	4	4	16	↔	<p>Regular reporting on joint working proposals to the senior management team.</p>	<p>The majority of services have now separated or been moved into a service delivery arrangement. Although Customer Services has now been separated, there is a lack of clarity of CSN and IT in the transition into the unitary. Plans are being prepared to ensure both areas are ready to separate in line with unitary deadlines.</p> <p>Work has begun to explore the impact of local government reorganisation on the jointly owned arm's length company that delivers revenues and benefits services. This will require additional resource and oversight if a decision to separate is taken. A proposal to separate IT as SNC transitions into West Northants has been agreed by SNC but West Northants has not yet engaged. There is a risk that prolonged delay will prevent CDC working with OCC on future proposals. Work is ongoing to ensure the proposal is progressed.</p> <p>West Northants Council have still not yet set out any long term vision for the delivery of revenues and benefits and therefore their aspirations for CSN. Whilst we have governance arrangements and contracts in place to oversee the delivery of the service the uncertainty associated with the current situation can only be partially managed, hence the unmitigated score of 16.</p> <p>With regards to IT a fully worked up proposal has been developed to ensure SNC ICT can be migrated to the new unitary. This approach has been externally validated. CDC remains a positive partner to SNC with regards to ICT and is pressing for a clear timeframe to ensure separation is smooth and delivered during 2021. Without a clear agreement as to timeframes there remains a risk that CDC will be required to support SNC's ICT migration which could prevent closer joint working with OCC.</p> <p>However, there is not a greater risk posed to business continuity, security or operational delivery associated with this risk.</p>	Risk reviewed - 11/12/20 - No 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				
2020/21							Fully effective Partially effective Not effective										
L18 -	<b>Workforce Strategy</b> The lack of effective workforce strategies could impact on our ability to deliver Council priorities and services.	Limit our ability to recruit, retain and develop staff  Impact on our ability to deliver high quality services Overreliance on temporary staff Additional training and development costs	3	4	12	Analysis of workforce data and on-going monitoring of issues.  Key staff in post to address risks (e.g. strategic HR business partners) Weekly Vacancy Management process in place Ongoing service redesign will set out long term service requirements	Partially effective  Fully Fully Partially	Councillor Ian Corkin	Claire Taylor	Karen Edwards	3	3	9	↔	Development of relevant workforce plans . IT has build a new reporting system with a RAG rating to update each area indicating and/or forecasting significant staff pressuress when they happen due to COVID-19. This data is monitored weekly at Silver.  Development of new L&D strategy, including apprenticeships. Development of specific recruitment and retention strategies. New IT system is being implemented to improve our workforce data. The ability to interrogate and access key data (ongoing) in order to inform workforce strategies.	Training on workforce planning for the HR team planned to start across both CDC and OCC during Quarter 4.	Risk reviewed 04/12/2020 - Mitigating actions updated.
L19 -	<b>Covid-19 Community and Customers</b> Significant spread of the Covid-19 19 virus results in potential impacts in terms of customers and communities. Including community resilience, ability to access services, consequences of prolonged social distancing or isolation, economic impacts to business, including but not limited to the visitor economy.	Possible reductions in frontline service delivery, events, meetings and customer contact.  Economic hardship impacting local business and potentially the local workforce. Impact on vulnerable residents who may find it harder to access services.  Increased demand on both frontline and enabling services.  Prolonged risk of social isolation and the mental and physical consequence thereof.	5	4	20	Business Continuity Plans have been reviewed and tested to ensure the ongoing delivery of priority services.  Remote (home based) working in place, to facilitate self isolation and limit impact on service delivery. Communications stepped up, to support remote working, reinforce national guidelines and set out the current organisational response. Regular updates from Director of Public Health, shared internally and externally. Partnership communications. Partnership communications enhanced and regular conversations convened. Regular teleconference with local councils and emergency services discussing updates, concerns and best practice. (in-line with usual business continuity and emergency planning protocols). Mutual aid where appropriate with regional Thames Valley partners enable a tactical response to community resilience. Tactical response to community resilience. Creation of a dedicated telephony helpline to support the most clinically extremely vulnerable (shielded) residents in the county and operating extended hours each day. Provision of additional body storage as temporary place of rest to support the current mortuary provision. Face to face customer events e.g. wedding ceremony, library provision ceased in line with government guidance. Engagement with suppliers to manage impacts across the supply chain.	Fully  Partially Fully Partially Fully Fully Fully Fully Fully Partially	Councillor Barry Wood	Yvonne Rees	Rob MacDougall	4	4	16	↔	Ongoing review and implementation of Council and partnership business continuity and emergency planning arrangements. COVID19 security on building in place to support the restart of services and this is being coordinated by the Organisational Recovery Steering Group and CEDR An urgent review of business continuity plans has taken place to adjust for COVID19 disruption and impacts of the 2nd wave of infection. Outbreak planning and Standard Operating Procedures completed and table top exercising has been completed and the learning has been incorporated into plans.	The nature of the risk is such that national public health guidelines will determine the councils' response. The councils will enact any support schemes as set out by national government as they emerge. Oxfordshire Health Protection Board is operating effectively and the Council has set up Command and Control structures to response to the 2nd wave of the pandemic.	Risk reviewed 09/12/20 - Amendments to Comments as there is reduced concern regarding high staff absences due to the 2nd wave.

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				
2020/21							Fully effective Partially effective Not effective										
L20 -	<b>Covid-19 Business Continuity</b> Significant staff absence due to the Covid-19 virus results in potential impacts on frontline service delivery and the ability to run the councils' business on a day to day basis.	Possible reductions in frontline service delivery, events, meetings and customer contact.  Potential confusion amongst staff with regards to how to plan and respond to reduced service availability, professional support and maintain business as usual.  Requirement to reprioritise service delivery.  Requirement to offer mutual aid to partner organisations.  Potential impact in the medium to long term resilience of staff may result in wider wellbeing issues.	5	4	20	Business Continuity Plans have been reviewed and tested.  Guidance has been prepared for managers to support agile working. A survey is taking place to ensure we are meeting remote working needs, facilities management are working to create covid compliant work spaces.  Remote working in place.  Staff communications stepped up, to support remote working, reinforce national guidelines and set out the current organisational response.  Regular updates from Director of Public Health, shared internally and externally.  Regular teleconference with local councils and emergency services discussing updates, concerns and best practice. (in-line with usual business continuity and emergency planning protocols).  Regular communication messages following Public Health advice.  Sanitisers in washrooms.  Agile working being tested further across services, ensuring equipment and access is in place.  Posters around the offices encouraging regular hand washing. Hand sanitisers available in washrooms and shared spaces.	Fully  Partially  Fully  Fully  Fully  Partially  Fully  Fully	Councillor Barry Wood	Yvonne Rees	Claire Taylor	4	4	16	↔	Ongoing review and implementation of Council and partnership business continuity and emergency planning arrangements.	The nature of the risk is such that national public health guidelines will determine the councils' response. Inherent (from 25 to 20) and residual risk reduced (20 to 16) due to Covid occurrence currently reduced. Risk will increase as further peaks or local outbreak are likely. Progress establishing the local outbreak plans and the Health Protection Board support mitigation of risk. Requirements of national tier two arrangements are in place. Staffing absence is monitored weekly. Risk heightened due to increased incidence of Covid-19 in the district.	Risk reviewed 11/12/20 – Comments updated
L21-	<b>Post Covid-19 Recovery</b> - challenges associated with adverse impact on customers, our workforce and the budget.	Long term response to the current covid-19 pandemic.  Requirement to review service delivery.	4	4	16	Work underway, a governance programme is currently under development. Executive has agreed a recovery strategy working is underway to transition from an emergency planning environment to recovering environment.  Working through a new corporate programme underpinned by policy research.	Partially  Partially	Councillor Barry Wood	Yvonne Rees	Claire Taylor	4	3	12	↔	Governance programme to be shared and implemented.  CEDR and ELT working towards new corporate programme liaising with Insight and policy support.	Work is ongoing to support recovery from Covid, necessarily focused on support for voluntary groups and implementing the various grants and support arrangements available.  Moving into a second lockdown and increased incidence of Covid-19 locally means that post Covid recovery is concurrent with newly re-up-stood response arrangements	Risk reviewed 11/12/2020 - No changes

#### L04 - Local Plan Risk

The latest Local Development Scheme is that approved by the Executive in March 2020. It includes the programmes for the Partial Review of the Local Plan, the Oxfordshire Plan 2050, a Local Plan Review, the Banbury Canalside Supplementary Planning Document and work on a Community Infrastructure Level (CIL).

##### Partial Review

The Partial Review of the Cherwell Local Plan was adopted by Council on 7 September 2020. It is now part of the statutory development plan.

##### Oxfordshire Plan 2050

A Growth Deal commitment. The Plan is being prepared by a central Plan team appointed through the Oxfordshire Growth Board. The Council contributes to the plan-making process as a partner with a view to it being adopted as part of the Development Plan upon completion.

Public consultation on an Issues Paper ended on 25 March 2019. A public 'call for location ideas' ended on 12 April 2019. The central Plan team is evidence gathering and scoping 'spatial options' for Plan development. On 24 November 2020, the Oxfordshire Growth Board agreed a further revision to the timetable for completion of the Plan. This allows for public consultation on a formal Options Paper in Summer 2021, consultation on a proposed Plan in Spring 2022, submission for Examination in September 2022 and adoption in 2023. The Plan covers five Local Planning Authority areas, is not under the immediate control of Cherwell officers and can be affected by wider regional influences. There is therefore continuing risk of some delay.

##### Local Plan Review

The timetable for the district-wide Local Plan review in the new Local Development Scheme requires:

- commencement in April 2020
- Consultation on Issues: July-August 2020
- Consultation on Options: February-March 2021
- Consultation on a draft Plan: October-November 2021
- Consultation of a Proposed Submission Plan: July-August 2022
- Submission for Examination: November 2022

An issues consultation was prepared and completed in accordance with the LDS. Work has continued in considering the representations received. However, in view of the delay to the Oxfordshire Plan process, and in light of a necessary internal review of resources and service demands, the precise timetable for the Local Plan is having to be reconsidered. Expected national changes to the planning system could also affect how the plan is completed.

##### Banbury Canalside Supplementary Planning Document

The timetable for the Banbury Canalside SPD as set out in the new Local Development Scheme requires:

- preparation: March-September 2020
- formal consultation: September-October 2020
- adoption: December 2020

Staff resources have been focused on Local Plan work which has led to delay in re-commencing work on the SPD. A corporate review of the work needed for Canalside is also taking place which could affect whether/how the SPD is taken forward.

##### Community Infrastructure Levy (CIL)

The timetable for CIL as set out in the new Local Development Scheme is aligned to Local Plan preparation. It requires:

- re-commencement: March 2021
- focused consultation on a draft charging schedule: October-November 2021
- formal consultation on a draft charging schedule: July-August 2022
- potential (if approved) submission of charging schedule: November 2022

Work on CIL has not yet recommenced due to other priorities. Expected changes to the planning system may affect the decision whether or not to proceed.



£000's										
CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	OUTTURN NARRATIVE	
40062	Andrew Bowe/Tony Brummell	East West Railways	1,731	0	0	30	1,701	-	EW railways programme- T Brummell has provided 'Work in Kind' cost for Q1 & Q2 20/21	
40107	Jane Norman	The Hill Community Centre	229	(55)	45	45	0	(184)	Project now complete. Retention payments still due to Edgar Taylor of £45k (JK email 04/11/20)	
40093	Dean Fischer	Bicester Community Building	0	0	4	0		-		
40094	Joanne Kaye	Graven Hill - Loans and Equity	16,500	0	0	16,500	0	-	emailed JK 01/10/20	
40206	Dean Fischer	Garden Town Capital Funding	2,946	0	0	2,946		-	This is for feasibility and design work for three major infrastructure schemes in Bicester (Ploughley Lane, Banbury Road and Pioneer roundabout). The schemes are active and progressing. Spend will be mainly on feasibility, tech support and appointment of contractors to bring the schemes forward. The schemes will roll on for a further 2-3 years, so reprofiling of budget will be necessary however amount to TBC	
40100	Jane Norman	Orchard Lodge (Phase 1)	0	0	1	1	0	1	<p><b>Old Place Yard:</b> In the last month the final main contract payment of retention was made, £70k (which was accrued for). There should be no further capital expenditure.</p> <p><b>Spring Gardens:</b> The project lead has confirmed that there is a final balance outstanding to the main contractor Engie (Keepmoat), which is approximately £60k. They are not yet entitled but are likely to be this financial year (this has been accrued)</p> <p><b>Fairway Methodist Church (Hope House)</b> - This payment was to Oxford &amp; District Building Services (ODBS), a contractor working on The Fairway, Hope Close development. Their scope of work was related to the construction of 11 new dwellings together with associated external works; typically including house foundations, provision of water, electricity and drainage to homes as well as estate road and car park for adjacent church (car park owned by CDC and leased to the church). ODBS completed their works late 2019 (the dwellings were not marketed for sale until Sept 2019) which was followed by an extremely contentious period of about 6 months of claims and counter claims between ODBS and CDC. ODBS were seeking a payment closer to £90k which we</p>	
40103	Jane Norman	Old Place Yard (Phase 1)	0	(7)	0	(7)	0	(7)		
40106	Jane Norman	Coach House Mews (Phase 1)	0	(82)	82	0	0	-		
40108	Jane Norman	Banbury Ambulance Station (Phase 1)	0	0	6	6	0	6		
40109	Jane Norman	Fairway Methodist Church (Phase 1) Hope House	0	52	0	52	0	52		
40114	Jane Norman	Cher Com Led Prog Banbury Supported Hsg	0	(1)	0	(1)		(1)		
40125	Jane Norman	Newton Close (Phase 1)	0	0	0	0		-		
40124	Jane Norman	Spring Gardens (Phase 1)	0	(133)	60	60	0	60		
40121	Jane Norman	Bicester Library (phase 1b)	970	40	44	84	673	(213)		Bicester Library intent was for demolition / site works to commence January 2021 with construction completing late 2021 - previous expenditure considered this intent. Recently received feedback from Planning means we think that we have 3-4 months negotiation with Oxfordshire County Council Archaeology before we will get a Planning Permission, so we will not be able to carry out demolition until April 2021 at the earliest, with the main contract following on in June / July 2021, again, at earliest. Forecast Outturn is limited to Acrual + Commitments with the majority of the budget reprofiled due to Planning delay.
40111	Jane Norman	Admiral Holland Redevelopment Project (phase 1b)	669	786	21	807	61	199		With construction formally completed end of September 2020 there is the need to budget for retention which CDC will have to pay in September 2022 – the retention is £60.5k.
40118	Jane Norman	Creampot Crescent Cropredy (phase 1b)	0	(17)	11	0	6	6	Creampot Crescent - Although the home is complete, sold under shared ownership basis CDC are still holding retention money. The amount is £5,750 which will not be due for payment until October 2021	
40214	Jane Norman	Creampot Crescent Cropredy Repurchase	350	0	0	350	0	-	This budget will only be required if CDC buy back the property if the current owner can no longer afford the property	
40172	Jane Norman	Bretch Hill Reservoir (Thames Water Site) (Phase 2)	6,958	3	0	18	6,940	(0)	The Trades and Labour Club, Nizewell Head, Park Road and Wykham Lane are unlikely to be developed so will need to be removed from the capital budget. St Edith's Way needs approval to be	
40173	Jane Norman	Trades & Labour Club (Phase 2)	1,542	0	0	0	0	(1,542)		
40174	Jane Norman	Angus Close (Phase 2)	344	0	0	12	332	(0)	We are still working on the land assembly for Bretch Hill and are about to submit a pre-application to planning.	
40175	Jane Norman	Nizewell Head (Phase 2)	198	0	0	0	0	(198)		
40176	Jane Norman	Leys Close (Phase 2)	261	0	0	12	249	(0)	The Trades and Labour Club, Nizewell Head, Park Road and Wykham Lane are unlikely to be developed so will need to be removed from the capital budget.	
40177	Jane Norman	Bullmarsh Close (Phase 2)	592	97	603	620	0	28	St Edith's Way needs approval to be included in the capital budget as it is part of a package of garage sites being purchased from Sanctuary HA (which includes Angus Close and Buchanan Road).	
40178	Jane Norman	Buchanan Road/Woodpiece Road (Phase 2)	163	0	0	12	151	0		
40179	Jane Norman	Park Road (Phase 2)	196	0	0	0	0	(196)		
40180	Jane Norman	Wykham Lane (Phase 2)	189	0	0	0	0	(189)	Leys Close is also under discussion with the planners as they have issues relating to parking.	
40155	Jane Norman	Build Programme (Phase 2)	124	0	0	0	96	(28)		

£000's									
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40213	Jane Norman	Build Team Essential Repairs & Improve C	160	0	0	160	0	-	We are waiting for a loss adjustor to assess our claim (delayed due to covid) so please include the whole amount for the rest of the year.
<b>Growth &amp; Economy Total</b>			<b>34,123</b>	<b>682</b>	<b>878</b>	<b>21,707</b>	<b>10,209</b>	<b>(2,207)</b>	
<b>Place and Growth total</b>			<b>34,123</b>	<b>682</b>	<b>878</b>	<b>21,707</b>	<b>10,209</b>	<b>(2,207)</b>	
40142	Belinda Green	Academy Harmonisation	79	25	18	79	0	-	The capital pot was established to support the project to transfer the CDC Revs and Bens data from the legacy software system, Northgate, to the Academy system. Although the data migration took place in 2017 there are a number of modules (which came as part of the original system contract) that are still to be implemented including OD customer portal, automation of new claims for benefits and CT discounts/exemptions, templating. These are all in the work plan for 19/20. £57k reprofiled from 18/19
40204	Michael Furness	Finance Replacement System	980	330	41	980	0	-	
40223		Bespoke/Custom Build Bridge Loan Sche	2,500	0	0	2,500		-	
<b>Finance Total</b>			<b>3,559</b>	<b>356</b>	<b>59</b>	<b>3,559</b>	<b>-</b>	<b>-</b>	
<b>Finance total</b>			<b>3,559</b>	<b>356</b>	<b>59</b>	<b>3,559</b>	<b>0</b>	<b>0</b>	
40067	Stuart Parkhurst	Bradley Arcade Roof Repairs	8	0	0	8	0	-	Works partially completed in prior years, further site investigation to be carried out in order to spend the full £8k
40081	Robert Fuzesi	Bicester Town Centre Redevelopment	0	28	2	31	0	31	This amount is continuously growing. This is not a direct rechargeable cost but it forms part of the financial claim against Sainsbury's. So we expect recovery of these costs in principle dependent on the outcome of the court case. This will definitely not happen in 2020/21 and have a good potential to extend until 2021/22 or even beyond.
40092	Chris Hipkiss	Spiceball Riverbank Reinstatement	50	0	0	50	0	-	The budget was prepared some time ago and got delayed due to the commencement of CQ2. The works are now part of the CQ2 and also includes the bridge too. It will than likely be absorbed into the main CQ2 budget cost and will be spent during
40139	Stuart Parkhurst	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	253	(10)	10	100	0	(153)	In design stage, works progressing. Discussions between CDC and tenant regarding extension of the lease. The result of which may affect scope of the project. The £100k outturn is for works on the roof. The remaining £153k has been offered up as a saving
40141	Chris Hipkiss	Castle Quay 2	55,513	23,557	313	46,465	9,048	-	Latest forecast provided by AY using October's reforecast cashflow
40144	Chris Hipkiss	Castle Quay 1	5,041	1,485	360	5,041		-	Latest forecast provided by AY using October's reforecast cashflow
40159	Chris Hipkiss	Wildmere Industrial Estate	0	31	5	31	0	31	This relates to an investment purchase we backed out. We spent this money on DD work leading up to Mid March 2020. When Covid 19 hit, Yvonne / Steve together with Members decided to pull the purchase. See CH email 01/10/20
40162	Stuart Parkhurst	Housing & IT Asset System joint CDC/SNC	100	0	0	0	0	(100)	Possible harmonisation project will overtake and therefore this budget/project will move over. Project on hold until decision made. See RF email 01/10/20
40163	Stuart Parkhurst	Orchard Way - external decorations	0	(9)	9	0	0	-	Project completed
40183	Stuart Parkhurst	The Mill	250	0	0	0	0	(250)	Decision still ongoing as to whether we purchase the Mill from OCC - this budget has been offered up as an in year saving (see RF email 01/10/20)
40167	Stuart Parkhurst	Horsefair, Banbury	55	0	0	55	0	-	Currently scoping ready for tender
40190	Stuart Parkhurst	Banbury Museum Upgrade of AHU	106	(3)	19	36	0	(70)	Works have been ordered and outturn of £36k expected. £70k is a saving against this particular scheme
40191	Stuart Parkhurst	Bodicote House Fire Compliance Works	141	(6)	13	0	141	-	Order raised for design however project is on hold due to viability of project.
40192	Stuart Parkhurst	The Fairway Garage Demolition	49	67	13	69	0	20	Forecasting overspend of £21k - balances out with savings elsewhere in property. Scheme now complete awaiting retention
40194	Stuart Parkhurst	Compliance Works with Energy Performance	39	10	2	39	0	-	In the final phase of compliance works that have been instructed over the past 2 years. Full spend anticipated
40195	Stuart Parkhurst	Ferriston Roof Covering	93	3	0	0	3	(90)	Works approaching completion. £90k saving anticipated. £3k required to be rilled into 21/22 for retention payment due next year
40196	Stuart Parkhurst	Pioneer Square Fire Panel	17	(3)	3	0	0	(17)	Project on hold.
40197	Stuart Parkhurst	Corporate Asbestos Surveys	210	17	49	60	100	(50)	Works are progressing and outturn of £160k of which £100k will need to be reprofiled into 21/22 to cover cost of works. Anticipated saving of £50k
40198	Stuart Parkhurst	Corporate Fire Risk Assessments	80	20	25	20	60	-	Full spend anticipated however £60k to be reprofiled into 21/22.

£000's									
CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	OUTTURN NARRATIVE
40199	Stuart Parkhurst	Corporate Water Hygiene Legionella Asses	35	0	0	0	0	(35)	Works have been charged to revenue therefore this is a saving of £35k
40200	Stuart Parkhurst	Corporate Reinstatement Cost Assessments	12	(18)	15	12	0	-	Full spend anticipated in this financial year
40201	Stuart Parkhurst	Works From Compliance Surveys	260	113	10	100	160	-	Full spend anticipated however £160k to be reprofiled into 21/22.
40202	Stuart Parkhurst	Thorpe Place 18_19	68	37	1	38	0	(30)	Works completed no further costs expected
40203	Robert Fuzesi	CDC Feasibility of utilisation of proper Space	100	0	0	0	100	-	project slipped until 21/22 (see RF email 01/10/20)
40205	Stuart Parkhurst	Orchard Way Fire Safety Works	25	12	0	12	0	(13)	£13k saving against this project
40207	Stuart Parkhurst	Bridge Street Toilets Demolition	45	40	0	40	0	(5)	Works completed no further costs expected
40219	Stuart Parkhurst	Community Centre - Works	195	0	92	195	0	-	2 year scheme - £195k in yr1 and £190k in yr 2.
<b>Property Investment Total</b>			<b>62,745</b>	<b>25,372</b>	<b>940</b>	<b>52,401</b>	<b>9,612</b>	<b>(732)</b>	
<b>Comm Dev Assets total</b>			<b>62,745</b>	<b>25,372</b>	<b>940</b>	<b>52,401</b>	<b>9,612</b>	<b>(732)</b>	
40060	Karen Edwards	HR / Payroll System replacement	43	44	157	44	0	1	Commitment relates to old PO - need to cancel
40208	Karen Edwards	Project Manager for HR/Payroll system	50	41	0	57	0	7	Recharge to SNC for Q1 now in
<b>HR Total</b>			<b>93</b>	<b>85</b>	<b>157</b>	<b>101</b>	<b>0</b>	<b>8</b>	
40054	Tim Spiers	Land & Property Harmonisation	146	104	43	192	0	46	Potentially 20K coming in from OCC. 56K Commitment made up of Tascomi and 35K Entec costs dated 6/10
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	71	1	0	51	0	(20)	offsetting 46K above
40057	Tim Spiers	Business Systems Harmonisation Programme	52	0	0	25	0	(27)	offsetting 46K above
40059		Website Redevelopment	0	0	0	0	0	-	
40148	Tim Spiers	IT Strategy Review	0	45	2	0	0	-	19K actual is Entec dated 5/10. 28 commitments relate to Entec. This cc will be at zero as costs are journalled out
40170	Tim Spiers	Customer Excellence & Digital Transfer	59	18	9	59	0	-	Spacecraft and Jadu
40171	Tim Spiers	Unified Communications	0	0	0	0	0	-	Close cc
40209	Tim Spiers	Bodicote House Meeting Room Audio Visual	10	0	0	0	0	(10)	No longer required as per PN email dated 8/10/20
40210	Tim Spiers	CDC & OCC Technology Alignment	100	25	54	100	0	-	
40211	Tim Spiers	Legacy Iworld System Migration	100	0	0	0	0	(100)	No longer required as per PN email dated 8/10/20
40212	Tim Spiers	Procurement of Joint Performance system	65	1	3	65	0	-	
42010	Tim Spiers	WIFI Replacement	0	0	0	0	0	-	close cc - WIFI now to be coded to 21773
<b>ICT and Digital Total</b>			<b>603</b>	<b>195</b>	<b>110</b>	<b>492</b>	<b>0</b>	<b>(111)</b>	
<b>Customers, Org Dev total</b>			<b>696</b>	<b>280</b>	<b>267</b>	<b>593</b>	<b>0</b>	<b>(103)</b>	
40015	Ed Potter	Car Park Refurbishments	145	0	104	110	35	-	This project is concentrating on installing pay on exit barriers at the car park at Compton Road. Due to covid the works have been delayed and may be a requirement to slip £35k in to 21/22 to complete works. Confirmation expectation in period 9.
40021	Ed Potter	Energy Efficiency Projects	4	0	3	3	0	(1)	
40025	Ed Potter	Public Conveniences	0	0	0	0	0	-	This project was completed in 19/20.
40026	Ed Potter	Off Road Parking	18	0	0	18	0	-	This project is in conjunction with Car Park Refurbishments project CC 40015 and is expecting to be fully spent in 20/21.
40028	Ed Potter	Vehicle Replacement Programme	1,175	34	837	871	304	-	2 x sweepers and 1 x electric vehicle still now committed and delivery expected by March 2021. Slippage required of £304k in to 21/22 as further investigation wanted on larger electric vehicles before committing to diesel equivalents.
40031	Ed Potter	Urban City Electricity Installations	15	0	0	15	0	-	This project is for the refurbishment of electric sockets in Bicester centre, awaiting quotes but expecting full spend in 20/21.
40156	Ed Potter	Container Bin Replacement	5	13	0	5	0	-	Fully committed in 20/21. Overspend to be journalled to revenue CC 25802.
40186	Ed Potter	Commercial Waste Containers	26	26	0	26	0	-	Fully committed in 20/21.

£000's									
CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	OUTTURN NARRATIVE
40187	Ed Potter	On Street Recycling Bins	34	12	0	22	12	-	£10k to be utilised/committed for urban centre recycling bins in 20/21, the remainder £12k to slip in to 21/22 to replenish on street recycling bins stock.
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	175	7	12	75	100	-	Anticipating commitments in quarter 3, £100k to be slipped in to 21/22 for preparation if separate food and garden waste implemented.
40216	Ed Potter	Street Scene Fencing Street Furniture &	12	0	0	12	0	-	This project is for metal steps at Kirtlington Quarry. The lease runs out in March 2021. Awaiting to hear if lease extended by Christmas 2020 to whether purchases are required. Confirmation expected in period 9.
40217	Ed Potter	Car Parking Action Plan Delivery	125	0	0	0	125	-	Member sign off on action plan was not signed off until 2nd November, delays due to covid now require slippage in to 21/22.
40218	Ed Potter	Depot Fuel System Renewal	50	0	0	0	50	-	Awaiting specification and liaising with procurement requirement, installation unlikely before April 2021 but commitments expected in 20/21.
40222	Ed Potter	Bicester Country Park	80	0	0	25	55	-	£25k outturn is for bridges, signage, bins etc - this will be received by March 2021, delays due to covid now require slippage of £55k in to 21/22. Confirmation expected in period 9.
<b>Environment and Waste Total</b>			<b>1,864</b>	<b>91</b>	<b>956</b>	<b>1,182</b>	<b>681</b>	<b>(1)</b>	
<b>Communities Total</b>			<b>1,864</b>	<b>91</b>	<b>956</b>	<b>1,182</b>	<b>681</b>	<b>(1)</b>	
40083	Tim Mills	Disabled Facilities Grants	1,965	500	10	1,100	490	(375)	Total budget comprises: £375k base budget, £497k reprofiled budget from 19/20 and £1,093k BFC contribution from County. Anticipated full year spend is £1,100k. As previously acknowledged, the inclusion of the base budget was an error. The effective budget is therefore £1,590k. Covid significantly reduced activity in the first quarter and although delivery is now picking up, contractors are heavily booked and delivery is still constrained. We are not expecting to be able to recover the lost ground.
40158	Tim Mills	Abritas Upgrade	12	8	0	8	0	(4)	Of the £12k budget, £8k has been spent to date. There are no plans in place currently to spend the remaining £4k by March 2021.
40160	Tim Mills	Growth Deal grant - Heyford Regeneration	75	0	68	75	0	-	A purchase order has been raised on the finance system some time ago. We are waiting for the developer to invoice us for 90% of this funding against the PO raised (i.e. £67,500). The final 10% (£7,500) can be claimed on practical completion of the affordable homes. We are not sure if this will be before 31/3/2021 or after, but will confirm as soon as practical completion date is known. I spoke with the developer on 27/11/20 to request that he invoice us for the initial tranche £67,500.
40084	Tim Mills	Discretionary Grants Domestic Properties	200	84	0	200	0	-	The 5 year capital scheme for Discretionary grants is £150k pa and runs until 2023-24. Total budget comprises: £150k base budget, £50k reprofiled budget from 19/20. Anticipated full year spend is £200k. Progress has been made with a number of reactive landlords' grants and as of 28/10/20 we are now able to forecast commitment and spend of the budget.
<b>Housing Services Total</b>			<b>2,252</b>	<b>592</b>	<b>78</b>	<b>1,383</b>	<b>490</b>	<b>(379)</b>	
<b>Housing Total</b>			<b>2,252</b>	<b>592</b>	<b>78</b>	<b>1,383</b>	<b>490</b>	<b>(379)</b>	
40005	Tom Darlington	Whitelands Farm Sports ground	0	2	0	0	0	-	funded from S106
40006	Nicola Riley	Community Centre Refurbishments	11	0	0	11	0	-	
40007	Liam Didcock	Solar Photovoltaics at Sports Centres	43	0	0	0	43	-	No spend anticipated in 20/21 but budget to be utilised on energy efficiency scheme in 21/22
40009	Tom Gubbins	Physical Activity and Inequalities Insight	20	4	0	12	0	(8)	£12k spend on Story Map insight work
40010	Liam Didcock	North Oxfordshire Academy Astro turf	183	0	0	0	183	-	Currently in discussions with United Learning Trust regarding outstanding planning application and their contribution. Spend likely to be delayed until 21/22
40019	Liam Didcock	Bicester Leisure Centre Extension	122	0	38	38	84	-	FMG Consulting fee of £37,750 for leisure centre feasibility works. Remaining spend likely to take place in 21/22
40020	Liam Didcock	Spiceball Leis Centre Bridge Resurfacing	30	0	0	0	30	-	Spend will not take place until 21/22 when Castle Quay Waterside is completed and bridge reinstated
40035	Rebecca Dyson	Corporate Booking System	60	2	0	60	0	-	Delay due to corporate pressure on IT service.

£000's									
CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	OUTTURN NARRATIVE
40131	Tom Darlington	S106 Capital Costs	0	150	115	0		-	Adderbury PC Milton Rd Project - Expecting to pay the remaining amount of the existing PO for the completion of drainage works (£28,465); Bloxham PC Jubilee Hall Project - Expecting to pay the remaining amount of the existing PO for the completion of the project. Awaiting news of possible request for further s106 funds to address the rectification of the roof (£44,126.33); Cooper School Project - Contribution towards the refurbishment of the changing rooms (£12,050)(Liam leading). Bloxham Ex-Servicemen's Hall Project - Expecting to pay the outstanding amount of the existing PO (£20,530.87). NOA Athletics Track Improvements - Awaiting invoices (£5,340); Bicester Festival - Website build (£1,232)(Tara leading).
40152	Kevin Lerner	Community Capital Grants	128	54	50	126	0	(2)	£126,461.17 committed on Civica, leaving a non-committed underspend of £806.03. Funds claimed to date £67341.98 leaving a balance of £59,119.19 to claim including £25K B/F from last FY. Project delayed due to COVID. The scheme is now closed and any underspends from the CICG funded projects will go back into the CDC capital pot. No further grant applications will be invited or considered.
40215	Liam Didcock	North Oxford Academy Upgrade existing Fa	60	0	0	60	0	-	Forward funded by S106 as TrackMark was required before this financial year.
40221	Liam Didcock	Cooper School Re-Development/Refurb work	40	37	5	40	0	-	Majority of works now completed, ongoing flooring works in October to finalise. Full spend is anticipated in this financial year.
<b>Leisure and Sport Total</b>			<b>697</b>	<b>249</b>	<b>207</b>	<b>347</b>	<b>340</b>	<b>(10)</b>	
40181	Stuart Parkhurst	Sunshine Centre (new extension to the front of the site)	20	(12)	12	12	0	(8)	<i>Scheme was approved 02/07/18 for £372k (made up of £252k S106 and £120k CDC funding) However when the potential o/spend was discussed with Nicola it was discovered that S106 funds were actually £360k plus an additional £72k giving a total of S106 £432k. Plus £8k CDC funding gives a total budget of £440k.</i>
<b>Wellbeing Total</b>			<b>20</b>	<b>(12)</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>(8)</b>	
<b>Public Health Wellbeing Total</b>			<b>717</b>	<b>237</b>	<b>219</b>	<b>359</b>	<b>340</b>	<b>(18)</b>	
<b>Capital Total</b>			<b>105,956</b>	<b>27,610</b>	<b>3,396</b>	<b>81,184</b>	<b>21,332</b>	<b>(3,440)</b>	

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## **Cherwell District Council**

### **Executive**

**4 January 2021**

## **Community Nature Plan 2020-2022 – A natural environment for people and wildlife**

### **Report of Assistant Director - Wellbeing**

This report is public

### **Purpose of report**

To seek approval for the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty. The report also highlights the resource implications of the Environment Bill in terms of nature and biodiversity and seeks recognition for the vital role of the Council's key biodiversity partners in delivering the Plan.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve the 2020-2022 Community Nature Plan and its approach to addressing the Council's statutory biodiversity duty.
- 1.2 To instruct officers to investigate the resource implications of the provisions of the Environment Bill in terms of nature and biodiversity and develop recommendations.
- 1.3 To recognise the essential role of key partners in the delivery of the Community Nature Plan.

### **2.0 Introduction**

- 2.1 The key purpose of the Community Nature Plan (see Appendix 1) is to demonstrate the Council's fulfilment of its statutory biodiversity duty under the Natural Environment and Rural Communities (NERC) Act 2006, a duty that will be strengthened by the Environment Bill. Section 40 of the NERC Act 2006 states that - "Every public body must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity". Biodiversity is a term used to describe the variety of life including all plants, animals, their habitats and the natural systems that support them.

2.2 The Community Nature Plan sets out aims, actions and targets relating to a number of themes:

- A key function of the Council in terms of the biodiversity duty is its role as a local planning authority. The Council has legal obligations relating to important wildlife sites, habitats and species; and requirements under the National Planning Policy Framework (NPPF) relating to conserving and enhancing the natural environment
- The importance of the natural environment for community health and wellbeing, specifically access to green space and connection with nature
- The value of land (natural capital) and the services it delivers (ecosystem services) for people and the local economy
- The contribution of the management of land and buildings to the protection and enhancement of the natural environment
- The important role of natural carbon management for climate change adaptation and resilience

### 3.0 Report Details

3.1 The Community Nature Plan's vision is 'To work with partners to protect and enhance Cherwell's natural environment for its intrinsic value, the services it provides, the health and wellbeing of people; its contribution to climate change adaptation and resilience, and the economic prosperity that it brings'. Contributions to the delivery of these multiple benefits are made by a wide range of Council services and workstreams including Planning Policy and Development Management, the Wellbeing team, the Bicester Garden Town Programme, the Healthy Place Shaping Programme, the 2020 Climate Change Action Framework and the Street Scene and Landscape Services team. Of particular note currently is the importance of access to green spaces and connection with nature, for physical and mental health and resilience, which has been starkly highlighted by the Covid-19 pandemic.

3.2 The key purpose of the Community Nature Plan is to demonstrate the Council's fulfilment of its statutory biodiversity duty under the Natural Environment and Rural Communities (NERC) Act 2006, a duty that will be strengthened by **the Environment Bill**. Part 6 of the Bill (nature and biodiversity) is just one of several sections that will apply directly to local government and includes provisions to:

- Strengthen the duty on public bodies to conserve and enhance biodiversity. Publication of biodiversity reports will be required to review the actions taken by the local authority to comply with its duties for nature and biodiversity
- Make it mandatory for housing and development to achieve at least a 10% net gain in value for biodiversity, a requirement that habitats for wildlife must be left in a measurably better state than before the development



- Require the local preparation and publication of Local Nature Recovery Strategies to support better spatial planning through the identification of priorities and opportunities for conserving and enhancing nature. This will include the establishment of a Nature Recovery Network (NRN) which maps existing nature assets, including protected sites and wildlife-rich habitats.
- 3.3 In October 2019, Executive endorsed seeking a minimum of 10% biodiversity net gain through engagement with the planning process; and approved biodiversity net gain guidance (produced by the Chartered Institute of Ecology and Environmental Management (CIEEM) and other related professional bodies). Confirmation of this approach has been beneficial as it is informing the consideration of planning applications and enabling the Council to use a consistent and measurable process as well as providing some clarity for developers. It will also inform the Cherwell Local Plan Review 2040.
- 3.4 The **Oxfordshire Plan 2050** (OP2050) is progressing and its emerging spatial strategy is being influenced by the Oxfordshire Nature Recovery Network (NRN). The concept of a NRN is simple in that it should extend and link existing sites of wildlife value. Building on mapped Conservation Target Areas, the NRN has been prepared by a partnership of three of the council's biodiversity partners (BBOWT, TVERC and Wild Oxfordshire) who have secured extensive buy in across the County's environmental sector through a broader Working Group, consultation events in 2019 as well as validation from the Oxfordshire Biodiversity Advisory Group. A potential policy approach has also been submitted to the OP2050 team including ensuring that the NRN is given significant weight in planning decisions. The NRN will also help inform the Cherwell Local Plan Review, guide key policies relating to biodiversity net gain and develop a Local Nature Recovery Strategy (LNRS). This Strategy, which will be required by the Environment Bill, can use the NRN to map out important habitats and opportunities for the local environment to be improved, linking communities' knowledge/priorities with national environmental objectives. In August 2020 Natural England announced funding to develop five pilot NRN/LNRS areas indicating that Oxfordshire's progress to date is noteworthy.
- 3.5 The continuation of this vital work will be led by a responsible authority yet to be decided but likely to be at a County level and involving a Local Nature Partnership (LNP) or its equivalent. Oxfordshire does not currently have a LNP but significant progress is being made towards establishing one with the support of funding from the Growth Board. The ambition for LNPs is that they will help their local area to manage the natural environment as a system and to embed its value in local decisions for the benefit of nature, people and the economy. To do this effectively they will need to be self-sustaining strategic partnerships of a broad range of local organisations, businesses and people with the credibility to work with, and influence, other local strategic decision makers.
- 3.6 In February 2020, CEDR (CDC/OCC) approved a report on the "Environment Bill and possible financial implications" which included the recommendation 'to consider the implications of the Bill for biodiversity net gain and co-ordination across the County with a view to a jointly commissioned report exploring the development of a Local Nature Partnership (LNP)'. As outlined in 3.5, significant progress is being made towards developing an Oxfordshire LNP and the aim is for the LNP to be established by April 2021.

3.7 The Environment Bill provisions relating to nature and biodiversity will require additional

approaches and increased ecological advisory capacity to ensure that housing and development achieves at least a 10% net gain in value for biodiversity compared to the pre-development baseline; to contribute to a Local Nature Recovery Strategy;

and

produce more comprehensive biodiversity reports. The resource implications of this work will require further consideration and investigation.

3.8 The delivery of the Community Nature Plan would not be possible without close partnership working with key organisations as well as the contribution of a network of local conservation and community groups: (see also Appendix 2, Community Nature Plan 2018-2020 Project Review)

- **The Thames Valley Environmental Records Centre (TVERC)** supplies high quality, up to date habitat, species and site data that is required as an evidence base for the Local Plan process and for the ecological assessment of planning applications.
- **Berks, Bucks & Oxon Wildlife Trust (BBOWT)** provides land management advice to Local Wildlife Site (LWS) owners/managers, sites that are protected by planning policy. The advice helps to improve site value and maintain the robustness of the LWS designation. BBOWT also leads on the well-established Wild Banbury Project and more recently launched Wild Bicester Project which are all about enhancing habitats for wildlife and bringing people into contact with nature.
- **Wild Oxfordshire** supports community wildlife groups and activities as well as citizen science projects and events. It also leads on partnership work to focus on the maintenance and improvement of the District's Conservation Target Areas which are used as a planning focus for wildlife improvement; and to develop an Oxfordshire Nature Recovery Network and Strategy
- **RSPB** owns, manages and encourages access to the flagship Otmoor Nature Reserve which includes national priority habitat and other habitats supporting birds and other wildlife which are national priority species
- **Warriner School Farm** delivers a programme of primary school and youth group visits about the importance of the natural environment as a food source, for its health benefits and for its intrinsic value.
- **OPFA** (Oxfordshire Playing Fields Association) engages with local community organisations to promote and support the provision, retention and viability of community outdoor recreation space which meets local needs, including opportunities for habitat improvements
- Local conservation projects and community groups play an important role in protecting and enhancing the District's natural environment and providing access to nature. For example, with the help of local people throughout the District, the **Cherwell Swift Conservation Project** successfully continues to find, monitor and create new nest sites with the help of local people and enlightened developers such as Cherwell Build; and **Muddy Feet Training** is

enabling young people to access, connect with and learn from their natural environment

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

- 4.1 Restoring and enhancing the natural environment and green spaces for the benefit of people and wildlife is a crucial element of important development and economic decisions. Failure to recognise and assess the multiple benefits of the natural environment will affect community health and wellbeing, important habitats and species and future economic growth. This report presents an updated Community Nature Plan to demonstrate how the Council is addressing its statutory biodiversity duty; and seeks approval for recommendations that support plans, projects and partners that will assist the Council to protect and enhance the District's natural environment and help to contribute to healthy outcomes for people and wildlife.

## **5.0 Consultation**

Overview & Scrutiny Committee – Community Nature Plan endorsed in December 2020. Members requested an update on the progress of the Community Nature Plan 2020-2022 for Overview and Scrutiny Committee in December 2021; and a biodiversity and planning workshop prior to the next iteration of the Community Nature Plan

The following CDC Officers have been consulted about the Community Nature Plan (CNP):

Nicola Riley, Assistant Director: Wellbeing  
CNP approved

David Peckford, Assistant Director: Planning and Development  
Comments received and being addressed

Sharon Whiting, Principal Planning Officer: Planning Policy, Conservation and Design  
Minor editing required which has been included in the CNP

Sarah Stevens, Interim Senior Manager: Development Management  
Awaiting comments

Charlotte Watkins, Ecology Officer: Development Management  
CNP approved

Rosie Rowe, Healthy Place Shaping Lead: Wellbeing Directorate  
Highlighted issues of new developments and the importance of integrating green infrastructure/protection of biodiversity/supporting climate resilience; and the inequality of access. Additional text included in the CNP

Dean Fischer, Interim Bicester Delivery Manager: Bicester Team  
Awaiting comments

Paul Almond, Manager: Street Scene and Landscape Services  
Minor editing required which has been included in the CNP

Sam Thomas, Sustainability Project Officer: Bicester Delivery Team

Minor editing required which has been included in the CNP

## **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: To reject the Community Nature Plan 2020-22 and the recommendations in the report.

This is not proposed as, without the Plan, the Council would not be able to clearly demonstrate that it is meeting its NERC Act biodiversity duty and complying with its obligations relating to important wildlife sites, habitats and species under European and national legislation as well as the National Planning Policy Framework (NPPF).

Option 2: To amend the Community Nature Plan 2020-22 and the recommendations in the report

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 The Community Nature Plan 2020-2022 can be delivered within existing budget but it must be noted that this report does recommend an investigation into future resources in relation to the provision of the Environment Bill in terms of nature and biodiversity.

Comments checked by:

Kelly Wheeler, Finance Business Partner, 01295 221570, [kelly.wheeler@cherwell-dc.gov.uk](mailto:kelly.wheeler@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 There are statutory requirements that the Council must meet and which are set out in the Natural Environment and Rural Communities Act 2006 and related legislation, including a duty under Part 3 of the 2006 Act to have regard, so far as is consistent with the proper exercise of its functions, to the purpose of conserving biodiversity. A Community Nature Plan should enable the Council to demonstrate that these requirements are being met. Failure to do so will leave the Council open to challenge.

Comments checked by:

Richard Hawtin, Team Leader – Non-contentious, Email: [richard.hawtin@cherwell-dc.gov.uk](mailto:richard.hawtin@cherwell-dc.gov.uk); Tel 01295 221695

### **Risk Implications**

- 7.3 Community Nature Plan progress and delivery will be affected should insufficient resources, both financial and professional, be available. These risks will be managed as part of the operational risk register and escalated as and when necessary to the leadership risk register.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes 01295 221786

[Louise.tustian@cherwell-dc.gov.uk](mailto:Louise.tustian@cherwell-dc.gov.uk)

## 8.0 Decision Information

**Key Decision N/A**

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

**Wards Affected**

All wards

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

The Council's Business Plan 2020/2021 includes the strategic priorities 'leading on environmental sustainability' (a key component being the protection of our natural environment and delivery of our commitment to be carbon neutral by 2030); healthy resilient and engaged communities (the importance of access to green spaces and connection with nature for physical and mental health and resilience has been starkly highlighted by the Covid-19 pandemic); an enterprising economy with strong and vibrant local centres (a healthy and stable natural environment is vitally important to economic prosperity and the District's desirability as a place to live, work and visit).

The adopted Cherwell Local Plan (2011-2031) (Part 1) includes policies specifically relating to Protecting and Enhancing Biodiversity and the Natural Environment (ESD 10), Conservation Target Areas (ESD 11) and Green Infrastructure (ESD 18). Conservation and enhancement of the natural environment are also key strands of the adopted Cherwell Local Plan 2011-2031 (Part 1) Partial Review-Oxford's Unmet Housing Need.

The Wellbeing Team Service Development Plan 2020-2021 includes key themes relating to healthy places (develop Wellbeing service strategies and plans to link into healthy place shaping, the Local Plan, Oxfordshire 2050 plan) and partnerships (working with partners to improve the services we provide for our residents and communities).

The Healthy Place Shaping Service Development Plan 2020-2021 includes the following priorities: continue to increase internal awareness, understanding and action to embed healthy place shaping into delivery of CDC services; sustain healthy place shaping in Bicester; deliver the *K5 Better Together* healthy place shaping programme in Kidlington and surrounding villages; commence healthy place shaping in Banbury.

The 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to be net carbon neutral from its operations and

activities by 2030

## **Document Information**

### **Appendix number and title**

- Appendix 1 Community Nature Plan 2020-2022 – A natural environment for people and wildlife
- Appendix 2 Community Nature Plan 2018-2020 – Project review

### **Background papers**

None

### **Reference Documents**

Conservation Target Areas and draft Nature Recovery Network –

<https://www.wildoxfordshire.org.uk/>

Natural capital mapping in Oxfordshire, 2019: Alison Smith, Environmental Change Institute, University of Oxford

Local Wildlife Sites Project –

<https://www.bbowt.org.uk/wildlife/wildlife-conservation/local-wildlife-sites>

Wild Banbury - <https://www.bbowt.org.uk/wildlife/living-landscapes/wild-banbury>

TVERC - <http://www.tverc.org/cms/>

RSPB Otmoor - <https://ww2.rspb.org.uk/groups/oxford/places/278487/>

Warriner School Farm - Welcome to the Farm -

<https://www.thewarrinerschool.co.uk/attachments/download.asp?file=1502&type=pdf>

### **Report Author and contact details**

Sue Marchand, Community Nature Officer

01295 221707 [sue.marchand@cherwell-dc.gov.uk](mailto:sue.marchand@cherwell-dc.gov.uk)

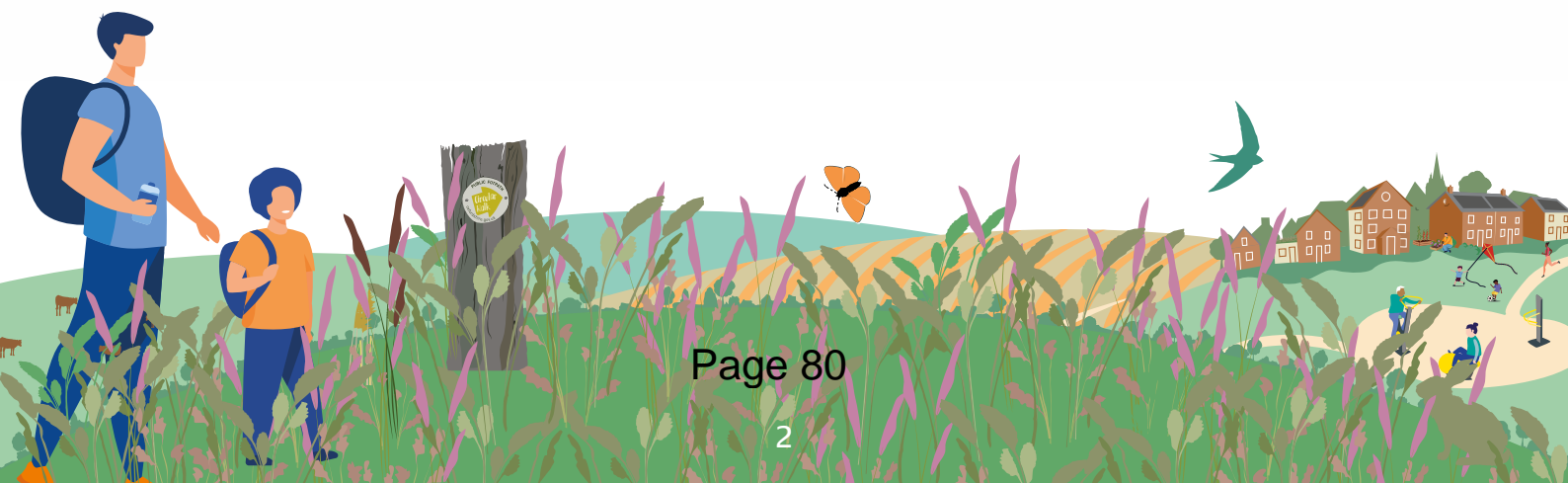
# Community Nature Plan 2020–2022

A natural environment  
for people and wildlife



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# 1. Introduction



## Vision

To work with partners to protect and enhance Cherwell’s natural environment for its intrinsic value; the services it provides; the health and wellbeing of people; its contribution to climate change adaptation and resilience; and the economic prosperity that it brings.



## Purpose

The key purpose of the Community Nature Plan is to demonstrate the council’s fulfilment of its **statutory biodiversity duty** under the Natural Environment and Rural Communities (NERC) Act 2006, a duty that will be strengthened by the Environment Bill. Section 40 of the NERC Act 2006 states that - *“Every public body must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity”*. Biodiversity is a term used to describe the variety of life including all plants, animals, their habitats and the natural systems that support them.

The Community Nature Plan also sets out aims, actions and targets relating to key themes:

- A key function of the council in terms of the biodiversity duty is its role as a local planning authority. The council has legal obligations relating to important wildlife sites, habitats and species; and requirements under the National Planning Policy Framework (NPPF) relating to conserving and enhancing the natural environment
- The importance of the natural environment for community health and wellbeing, specifically access to green space and connection with nature
- The value of land (natural capital) and the services it delivers (ecosystem services) for people and the local economy
- The contribution of the management of land and buildings to the protection and enhancement of the natural environment
- The important role of natural carbon management for climate change adaptation and resilience



## Multiple benefits

The multiple benefits of the natural environment are reflected in three of the strategic priorities of the council's **Business Plan 2020-2021**:

- **Leading on environmental sustainability** – key components of this priority are the protection of our natural environment and delivery of our aspirations for the district to be carbon neutral by 2030
- **An enterprising economy with strong and vibrant local centres** – a healthy and stable natural environment is vitally important to economic prosperity and the District's desirability as a place to live, work and visit
- **Healthy resilient and engaged communities** – the importance of access to green spaces and connection with nature for physical and mental health and resilience has been starkly highlighted by the COVID-19 pandemic

Contributions to the delivery of these **multiple benefits** are made by a wide range of council services and workstreams including Planning Policy and Development Management, the Wellbeing team, the Bicester Garden Town Programme, the Healthy Place Shaping Programme, the 2020 Climate Change Action Framework and the Street Scene and Landscape Services team.

## Working in Partnership

The delivery of the Community Nature Plan would not be possible without close partnership working with key organisations as well as the contribution of a network of local conservation and community groups.

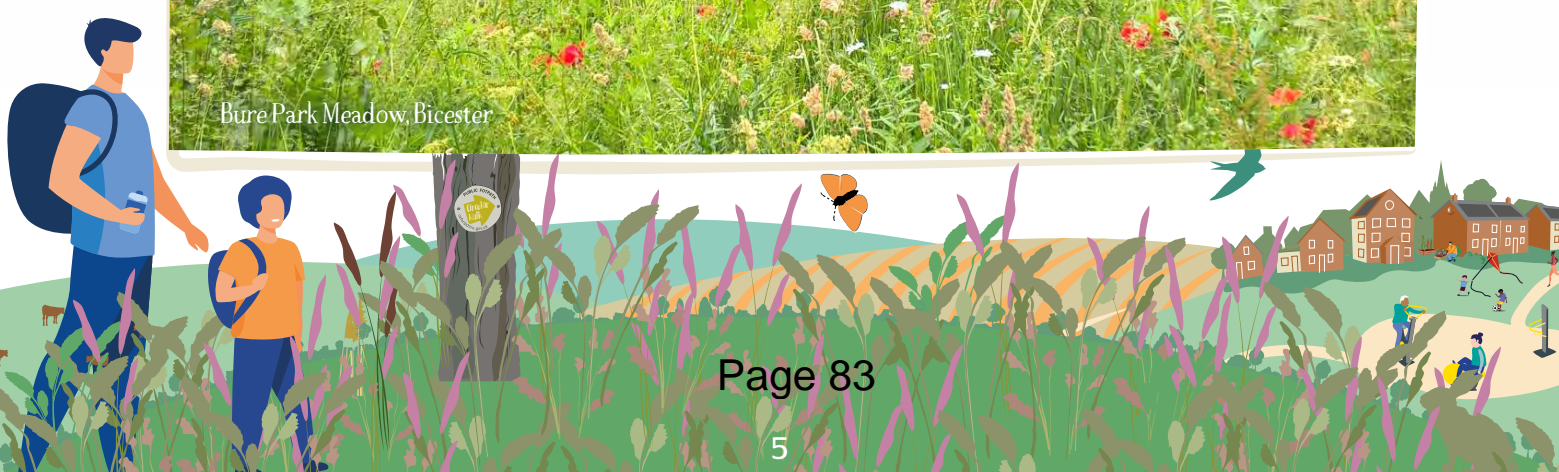


## 2. Cherwell's natural environment

The Cherwell District contains many areas of high ecological value including sites of international and national importance. The District is also home to many legally protected species as well as priority species and habitats. Much of this biodiversity resource is mapped by the Thames Valley Environmental Records Centre so that it can be used as an information source by local authorities and conservation organisations.



Local Wildlife Sites (LWSs) are sites of substantive nature conservation value at a County level which are protected through the planning system. They form an important network of habitats for animals and plants, both within Oxfordshire and beyond, and are vital to sustaining wildlife populations. Appropriate land management is often essential to enable this wildlife to survive and flourish. Within the Cherwell District there are also District Wildlife Sites (DWSs), the value of which is not considered sufficient to meet County LWS criteria but is deemed significant at the District level. Some of these sites already have local group or conservation organisation involvement such as Stratfield Brake in Kidlington which is owned and managed by the Woodland Trust. In some cases, with appropriate management, a DWS may attain LWS quality. The Council's biodiversity partners, TVERC and BBOWT, offer surveys and land management advice to owners of these local sites.



The District has four Local Nature Reserves (statutory designation of sites with wildlife or geological features that are of special interest locally) – Kirtlington Quarry, Bure Park in Bicester, Adderbury Lakes and The Slade in Bloxham; numerous Reserves owned and managed by the Berks, Bucks and Oxon Wildlife Trust; Woodland Trust sites such as Stratfield Brake, Piddington Wood and Daeda’s Wood just north of Deddington; sites managed by the Banbury Ornithological Society (BOS) such as the Bicester Wetland Reserve; and Parish and Town Council land which is owned and/or managed for wildlife and people.

The council owns and manages land which contributes to the District’s biodiversity resource. The most notable and largest sites are Banbury Country Park and the proposed Burnehyll Community Woodland on the edge of Bicester which offer many opportunities for biodiversity and access improvements.

Oxfordshire’s Conservation Target Areas (CTAs) identify some of the most important areas for biodiversity in the District and provide a focus for coordinated action. This focus is now being integrated with a Nature Recovery Network approach which identifies opportunities for recovering or enhancing biodiversity. The council’s biodiversity partner, Wild Oxfordshire, co-ordinates both the CTA and NRN projects.

Cherwell’s biodiversity resource is also part of its Green Infrastructure. Green Infrastructure (GI) defines the network of accessible multifunctional green space in both urban and rural settings and delivers environmental, social and economic benefits. Such benefits include conserving and enhancing habitat connectivity, improving community health and wellbeing and economic prosperity through attracting investment into the area. Conservation Target Areas together with Oxfordshire and District Wildlife Sites form important components of the green infrastructure network of the District. Securing adequate green infrastructure is crucial to achieving sustainable communities.



## 3. Planning and sustainable development

Protection and enhancement of biodiversity and the natural environment is integral to sustainable development. Biodiversity is an important consideration in the planning process and must be integrated from an early stage into the design of any scheme. Development can have negative impacts on biodiversity (net loss) which can be significant and lead to the decline of important habitats and species in the District. Development can also have positive impacts for biodiversity (net gain), especially for sites where there is little wildlife, by integrating new habitats into buildings and adjacent spaces.

The **Environment Bill** has been introduced to support the UK's departure from the European Union, the delivery of the 25 Year Environment Plan (which sets out government action to help the natural world regain and retain good health) and the National Resources and Waste Strategy. Its progress through Parliament has been delayed by COVID-19 but there are several sections of the Bill that are anticipated to directly apply to local government (if passed in its currently proposed form), including Part 6, Nature and Biodiversity.

This section of the Bill includes provisions to:

- Strengthen the duty on public bodies to conserve and enhance biodiversity. Publication of biodiversity reports will be required to review the actions taken by the local authority to comply with its duties for nature and biodiversity
- Make it mandatory for housing and development to achieve at least a 10 per cent net gain in value for biodiversity, a requirement that habitats for wildlife must be left in a measurably better state than before the development
- Require local authorities to support better spatial planning for nature through the creation of Local Nature Recovery Strategies (LNRSs). The DEFRA 25-Year Environment Plan highlights six key areas for action, one being to establish a Nature Recovery Network. This will protect and restore wildlife, as well as providing greater public enjoyment of the countryside; increased carbon capture; and improvements in water quality and flood management

A revised **National Planning Policy Framework** (NPPF) was published in February 2019 and Chapter 15 (conserving and enhancing the natural environment) strengthens the importance and protection of the natural environment in the planning process. A requirement for biodiversity net gain is included in the NPPF but a number or percentage for the gain is not specified. However, the Environment Bill, if passed in its currently proposed form, will mandate a 10 per cent net gain in value.



The **Planning for the Future white paper** (August 2020), which sets out the Government’s proposals for reform of England’s planning system, proposes to amend the NPPF to ensure “*that it targets those areas where a reformed planning system can most effectively play a role in mitigating and adapting to climate change and maximising environmental benefits*”. Consultation responses to date have expressed concerns in terms of the protection and enhancement of the natural environment and it is not yet clear how proposals will align with the provisions of the Environment Bill.

The adopted **Cherwell Local Plan 2011-2031 (Part 1)** sets the broad planning framework for meeting the future needs of the District. It includes strategic biodiversity, conservation target area and green infrastructure policies that contribute to, and help ensure, sustainable development. In terms of biodiversity net gain, it says “In considering proposals for development, a net gain in biodiversity will be sought by protecting, managing, enhancing and extending existing resources, and by creating new resources” Conservation and enhancement of the natural environment are also key strands of the **Cherwell Local Plan 2011-2031 (Part 1) Partial Review-Oxford’s Unmet Housing Need** adopted in September 2020 (providing for new development to meet the council’s share of Oxford’s unmet housing need) in which biodiversity impact assessments and biodiversity improvement and management plans are planning application requirements for all development sites.

Adopted Local Plan policy ESD 10 (protection and enhancement of biodiversity and the natural environment) supports securing net biodiversity gain on development sites as well as requiring the protection of important wildlife and geological sites, habitats and species. The Developer Contributions Supplementary Planning Document (SPD) provides additional information about how policy ESD10 should be applied and how biodiversity impact should be assessed; and more detailed guidance has been approved by the council’s Executive (produced by the Chartered Institute of Ecology and Environmental Management (CIEEM) and other professional bodies).

The Cherwell Local Plan Review has commenced with the publication of a Community Engagement Paper in July of this year. The review will consider whether the existing plan policies need to be amended or new policies included in the plan. The consultation paper identified several issues relating to biodiversity and the natural environment and indicated how these issues could be addressed by the plan, including biodiversity net gain.

The council endorsed the Wildlife Trusts’ guidance “Homes for people, homes for wildlife” in July 2018. The guidance states that a good nature-rich housing development provides:

- Connectivity between wild places – enabling both wildlife and people to move through the landscape, and for natural processes to operate effectively
- Real, measurable gains for wildlife, as all new developments make a demonstrable, positive contribution to nature’s recovery
- Improved health, wellbeing and quality of life for people living and working nearby
- Easy access to high quality, wildlife-rich, natural green space for everyone, providing daily opportunities to experience wildlife
- Effective water management, pollution and climate control provided by green spaces and water courses, sustainable urban drainage, green roofs, trees, woodlands, wetlands and other natural features





The **Oxfordshire Plan 2050** (OP2050) is progressing and its emerging spatial strategy is being influenced by the Oxfordshire Nature Recovery Network (NRN). The concept of a NRN is simple in that it should extend and link existing sites of wildlife value. Building on mapped Conservation Target Areas, the NRN has been prepared by a partnership of three of the council's biodiversity partners (BBOWT, TVERC and Wild Oxfordshire) who have secured extensive buy in across the County's environmental sector through a broader Working Group, consultation events in 2019 as well as validation from the Oxfordshire Biodiversity Advisory Group. A potential policy approach has also been submitted to the OP2050 team including ensuring that the NRN is given significant weight in planning decisions. The NRN will also help inform the Cherwell Local Plan Review, guide key policies like biodiversity net gain and develop a Local Nature Recovery Strategy (LNRS). This Strategy, which will be required by the Environment Bill, can use the NRN to map out important habitats and opportunities for the local environment to be improved, linking communities' knowledge/priorities with national environmental objectives. In August 2020 Natural England announced funding to develop five pilot NRN/LNRS areas indicating that Oxfordshire's progress to date is noteworthy.

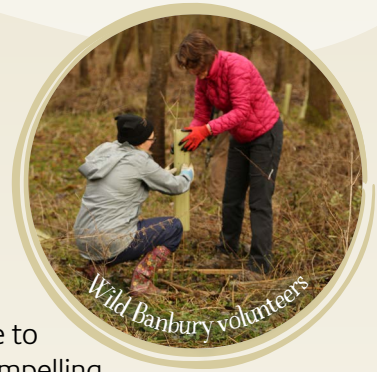
The continuation of this vital work will be locally led by a responsible authority yet to be decided but likely to be at a County level and involving a Local Nature Partnership (LNP) or its equivalent. Oxfordshire does not currently have a LNP but significant progress is being made towards establishing one with the support and funding from the Growth Board. The ambition for LNPs is that they will help their local area to manage the natural environment as a system and to embed its value in local decisions for the benefit of nature, people and the economy. To do this effectively they will need to be self-sustaining strategic partnerships of a broad range of local organisations, businesses and people with the credibility to work with, and influence, other local strategic decision makers.



## 4. Community value

### (i) Community health and wellbeing

The natural environment is increasingly being recognised as an important asset for supporting health and wellbeing. The importance of access to green spaces and connection with nature for physical and mental health and resilience has been starkly highlighted by the COVID-19 pandemic. Green space has a key role to play in the drive to increase levels of physical activity and there is a wealth of compelling evidence that time spent in green environments promotes a positive outlook on life and enhances our ability to cope with, and recover from, stress, illness and injury (Public Health England, Improving access to greenspace: A new review for 2020).



A recent Natural England report has reviewed the evidence for the health and wellbeing benefits of green infrastructure and sets out the sizeable body of research that underlines the importance of creating more, bigger, better and joined-up green spaces, especially near to where people live, and to address inequalities. It also identifies the beneficial role of social interventions such as media campaigns to increase awareness of green spaces and holding community events in a natural environment; and reviews the wider health and wellbeing role of green infrastructure, for example in nature recovery, addressing climate change and mitigating noise and air pollution (Natural England, A rapid scoping of health and wellbeing evidence for the Framework of Green Infrastructure Standards (NEER015), September 2020).

The coronavirus pandemic has highlighted not just the importance of access to the natural environment for both physical and mental health but also that there is significant inequality of access to green space (*The grass isn't greener for everyone: why access to green space matters* Ramblers Association 2020 and *England's Green Space Gap* Friends of the Earth 2020). These reports provide evidence that people on a low income and people from a BAME (Black, Asian and Minority Ethnic) background are less likely to have good access to green space. If we are to create healthy places and resilient communities it is important to improve access to green spaces in these communities in order to reduce health inequalities.

The following are examples of key projects that contribute to the health and wellbeing of the District's residents and are supported by the council's funding of its biodiversity partners. Many have been impacted by COVID-19 in 2020 but are now functioning again.

- The Berks, Bucks and Oxon Wildlife Trust (BBOWT) leads on, and provides expertise for, the 'Wild Banbury' project and a new 'Wild Bicester' project which has recently been launched and joint funded by the Bicester, Healthy Placeshaping and Wellbeing teams. Both Wild Projects provide opportunities for conservation volunteering, connecting with nature as well as benefits for wildlife habitat
- Wild Oxfordshire supports local community projects with ecological advice. Following on from organising a successful 'Green Zone' at the 2019 Kidlington Gala Day, the community ecologist is currently involved in developing a green space project in Kidlington led by the council's healthy placeshaping team
- RSPB (Royal Society for the Protection of Birds) manages the Otmoor Nature Reserve which is a haven for wildlife in the District with visitor trails, bird hides and a wetland watch lookout building





- Warriner School Farm has been unable to provide its usual programme of primary school and youth group visits in 2020 but has been actively supporting socially distanced community events with family packs of nature-based activities
- Muddy Feet Training delivers forest school and outdoor learning sessions to schools and groups in the District. It is currently working with special needs children at Bardwell School in Bicester and young people at the Hill Community Centre in Banbury, both funded by the council. The council also provided funding for Muddy Feet to develop a resource pack for teachers and parents 'Transitioning back to school during the corona virus pandemic'



## (ii) Natural capital

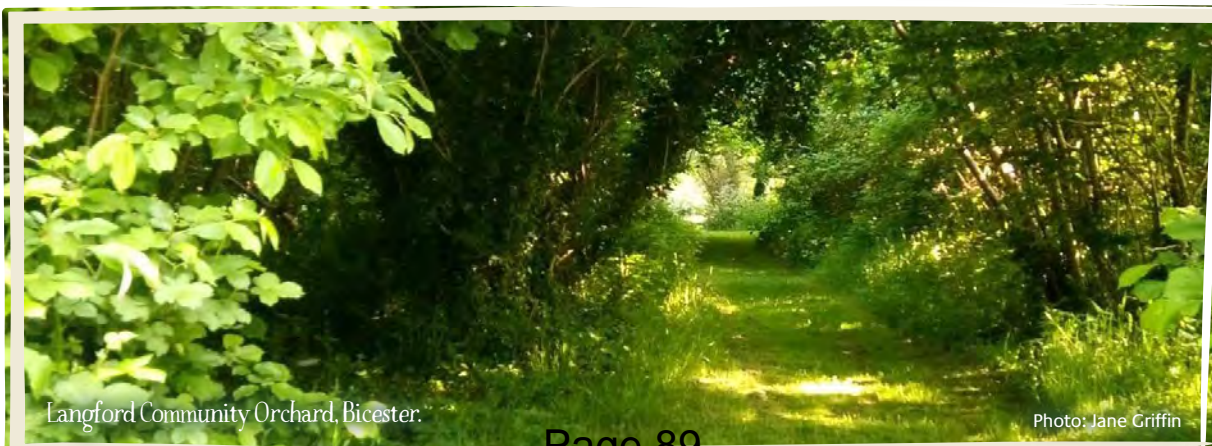
Current understanding of the value of nature in society is embodied in the concepts of natural capital and ecosystem services:

**Natural capital** – elements of nature that produce **value for people**. These include ecosystems, species, freshwater, land, minerals, the air and oceans, as well as natural processes and functions.

**Ecosystems services** – delivered by natural capital, they underpin human health and wellbeing (eg food production, water supply, carbon storage).

DEFRA published natural capital guidance in January 2020 - 'Enabling a Natural Capital Approach'. This guidance brings together and makes accessible a wide range of tools, data and case studies to enable decision-makers and appraisers to better value and account for natural capital in their local areas.

Oxfordshire's natural capital has been mapped by the University of Oxford working with stakeholders to produce an evidence base to feed into development of the Oxfordshire Plan 2050. This work was supported by the council and will inform the Cherwell Local Plan Review going forward. The mapping was carried out in terms of the County's ability to deliver 18 different ecosystem services and will help to identify areas of high value natural capital that should be protected from inappropriate development; low scoring areas that represent opportunities to improve provision; and strategic networks of high value green infrastructure which are important for wildlife and active travel routes for people. The mapping can be combined with other layers of information, such as flood zones and transport infrastructure, to help with decision making for site allocation and natural capital investment.



Langford Community Orchard, Bicester.

Photo: Jane Griffin

## 5. Climate action



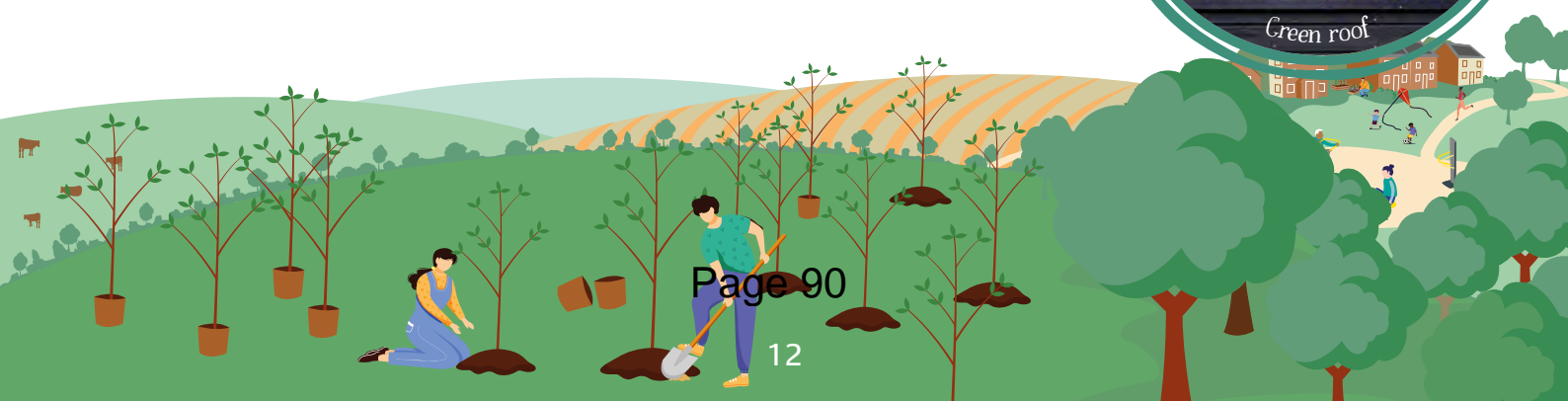
The climate emergency and biodiversity crisis are inextricably linked. The creation, protection and sustainable management of habitats which have carbon removal and storage functions play a key role in climate change adaptation and mitigation. Tree planting is just one of the carbon capture options together with healthy soils, grasslands and wetlands which can remove and store vast amounts of carbon.

Working with nature, urban solutions such as street trees, green roofs and walls and the development of integrated and connected green infrastructure projects can help urban areas adapt to climate change impacts, such as flooding events and heatwaves, as well as tackling socio-environmental challenges which include poor air quality, biodiversity loss and human health and wellbeing.

The council's 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to take action in the wider community with a view to achieving net zero carbon by 2030. It states that through council policy and partnerships, natural carbon management will be improved by protecting and enhancing natural capital assets which capture and store carbon; and the ambition to double tree cover in Oxfordshire with 'the right tree in the right place' will be supported.

The Framework also includes plans to support existing Nature Recovery Strategy work in the county (through the inclusion of biodiversity net gain targets in planning policy) and to work with a wide range of partners to develop a tree strategy for Oxfordshire.

The Council has committed, as far as possible, to double tree cover within the District by 2045, to identify and secure funding opportunities in furtherance of the commitment and to require developers to demonstrate how they will be improving biodiversity (specifically through the planting of more trees).



## 6. Working in partnership

The delivery of the Community Nature Plan would not be possible without close partnership working with key organisations as well as the contribution of a network of local conservation and community groups. The council supports six key organisations with annual funding in accordance with deliverables.

**The Thames Valley Environmental Records Centre (TVERC)** supplies high quality, up to date habitat, species and site data that is required as an evidence base for the Local Plan process and for the ecological assessment of planning applications. TVERC's service involves intensive mapping work to assess habitat condition. TVERC reports on Local Plan indicators, information which is required for the Council's Annual Monitoring Report; and provides the survey element of the Local Wildlife Site Project. Local communities use TVERC data for neighbourhood planning and volunteer recording groups are supported by the organisation.

**Berks, Bucks & Oxon Wildlife Trust (BBOWT)** provides land management advice to Local Wildlife Site (LWS) and some District Wildlife Site (DWS) owners/managers. The advice helps to improve site value and maintain the robustness of the LWS designation. BBOWT leads on the well-established Wild Banbury Project and more recent Wild Bicester Project which are all about enhancing habitats for wildlife and bringing people into contact with nature. It supports a North Oxfordshire volunteer group which monitors a number of bat box projects that the council has initiated and helped to fund.

**Wild Oxfordshire** supports community wildlife groups and activities as well as citizen science projects and events. It leads on partnership work to focus on the maintenance and improvement of the District's Conservation Target Areas which are used as a planning focus for wildlife improvement; and to develop an Oxfordshire Nature Recovery Network and Strategy.

**RSPB** owns and manages the flagship Otmoor Nature Reserve. Floodplain grazing marsh, which is a national priority habitat, and other habitats support birds and other wildlife which are national priority species. The RSPB encourages access along its visitor trails and to its bird hides. It also supports volunteer training and facilitates projects involving volunteers and landowners.

**Warriner School Farm** delivers a programme of primary school and youth group visits about the importance of the natural environment as a food source, for its health benefits and for its intrinsic value.

**OPFA** (Oxfordshire Playing Fields Association) engages with local community organisations to promote and support the provision, retention and viability of community outdoor recreation space which meets local needs, including opportunities for habitat improvements.

Local projects and community groups also play an important role in protecting and enhancing the District's natural environment and providing access to nature. For example, with the help of local people throughout the District, the **Cherwell Swift Conservation Project** successfully continues to find, monitor and create new nest sites with the help of local people and enlightened developers such as the council's Build! team; and Muddy Feet Training is enabling young people to access, connect with and learn from their natural environment.



# 7. Community nature plan aims, actions and targets

## Theme 1: Planning and sustainable development

- The adopted Cherwell Local Plan 2011-2031 (Part 1) includes strategic policies relating to biodiversity and the natural environment, green infrastructure and conservation target areas that will contribute to, and help ensure, sustainable development
- The adopted Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford’s Unmet Housing Need includes a connected green infrastructure policy. It also has requirements in the development brief for biodiversity net gain and planning application requirements for Biodiversity Impact Assessments and Biodiversity Improvement and Management Plans
- The National Planning Policy Framework (NPPF) February 2019 strengthens the importance and protection of the natural environment in the planning process and includes a requirement for biodiversity net gain. It also recognises the importance of good evidence and data for decision-making
- The Oxfordshire Plan 2050 (OP2050) is progressing and the central plan team is working with the Oxfordshire District local authorities to develop strong policies relating to nature and biodiversity
- Connectivity between natural features and easy access to high quality wildlife-rich natural green space are key principles of the BBOWT guidance ‘Homes for people, homes for wildlife’ which was endorsed by the council in July 2018

### Aim 1: Planning policy

- Ensure strong policies relating to nature and biodiversity are included in all relevant Local Plan documents in accordance with relevant legislation, the NPPF, the provisions of the Environment Bill and the emerging OP2050

### Actions

- ➔ Include and amend policies, proposals and guidance as necessary relating to biodiversity, green infrastructure (GI) conservation target areas (CTAs), the nature recovery network and natural capital in the preparation of the Cherwell Local Plan Review 2040
- ➔ Support the OP2050 team to develop strong policies relating to nature and biodiversity
- ➔ Support the provision of high quality, up to date biodiversity information and evidence required by the Oxfordshire and Cherwell Local Plan process through funding biodiversity partners

### Targets

- 🎯 Review policies relating to protection and enhancement of biodiversity, green infrastructure and conservation target areas in the Cherwell Local Plan Review 2040
- 🎯 Include policies relating to biodiversity net gain and offsetting, nature recovery network and natural capital as appropriate in the Cherwell Local Plan Review 2040
- 🎯 Contribute to OP2050’s policy development relating to nature and biodiversity through planning and natural environment workstreams
- 🎯 Continue to fund TVERC to collate, analyse and supply data associated with the Local Plan process, Annual Monitoring Report and constraint GIS layers required for planning projects and site assessments
- 🎯 Continue to fund TVERC to deliver the District Wildlife Site (DWS) Project through site surveys and in accordance with approved self-certification



## Aim 2: Development management

- Ensure legislation and policies relating to nature and biodiversity are adhered to through the development management process

### Actions

- ➔ Continue to deliver the requirements of all nature and biodiversity policies in the implementation of the Cherwell Local Plan 2011-2031 (Part 1)
- ➔ Ensure adherence to green infrastructure policy and development brief/planning application requirements in the Cherwell Local Plan 2011-2031 (Part 1) Partial Review
- ➔ Support the provision of high quality, up to date biodiversity information and evidence required by the Development Management process through funding biodiversity partners



### Targets

- Screen all planning applications in terms of their impact on important sites, habitats and species in line with relevant legislation and policy
- Assess those that impact upon important sites, habitats and species in line with relevant biodiversity legislation and policy
- Require planning applications for all Partial Review sites to include biodiversity impact assessments and biodiversity improvement and management plans
- Seek a minimum of 10 per cent net gain in biodiversity in line with the Environment Bill when considering proposals for development
- Produce guidance relating to biodiversity impact assessment, net gain and offsetting
- Continue to fund TVERC to collate, analyse and supply data associated with screening and assessment of planning applications

## Aim 3: Green and blue infrastructure

- Support the establishment and development of green and blue infrastructure networks and ecological connectivity throughout the District for wildlife and people.

### Action

- ➔ Support partners and deliver projects that can help protect and enhance green and blue infrastructure as well as access to high quality green space.



### Targets

- Deliver the Kidlington wayfinding project to encourage walking for wellbeing in the parish through the establishment of signed health routes which link green spaces and natural features
- Work in partnership with Oxfordshire Playing Fields Association (OPFA) to support the provision, retention and viability of high quality, accessible community green space
- Continue to fund Wild Oxfordshire to facilitate the Conservation Target Area (CTA) Project
- Support Wild Oxfordshire to progress the development of the Oxfordshire Nature Recovery Network and Strategy
- Support and participate in the catchment partnership work in the District led by BBOWT

## Theme 2: Community value

- There is a wealth of evidence that the natural environment, its wildlife and green spaces are vital for community and economic health and wellbeing
- Natural Capital means elements of nature that produce value for people and underpin human health and wellbeing. Through identification of the wider values of land, the natural capital mapping of Oxfordshire will help inform future investment decisions that are required to maintain and improve natural benefits for all who live and work in the District

### Aim 1: Health and wellbeing

- Support and promote initiatives to encourage involvement in the natural environment and to improve public understanding of, and connection with, nature



### Actions

- ➔ Support organisations, projects and sites involving important habitats and species and community engagement opportunities
- ➔ Support community events through the provision of nature-based activities
- ➔ Promote funding opportunities for local wildlife and access projects and provide support for community project development
- ➔ Signpost individuals and groups to wildlife engagement opportunities

### Targets

- Continue to fund BBOWT's Wild Banbury and Wild Bicester Projects; Wild Oxfordshire's work with local groups and community sites; RSPB's volunteer/landowner events; Warriner School Farm's programme of visits and outreach for young people; TVERC's work with, and training of, volunteer wildlife recorders; and OPFA's community engagement work
- Promote BBOWT's Wild Parishes online resources and webinars which support parish councillors, clerks and volunteers to improve their patch for wildlife and people
- Support the Cherwell Swift Conservation Project with advice and promotion
- Contribute nature-based activities to community events such as fundays, school projects and local greenspace activities
- Work with the Grants Officer, Oxfordshire Playing Fields Association and the Trust for Oxfordshire's Environment to assess and deliver local wildlife, green space and access projects
- Protect, improve and promote urban green spaces in Banbury, Bicester and Kidlington through Wild Banbury, Healthy New Town and Healthy Placeshaping initiatives
- Produce and promote a public facing document to encourage taking action for wildlife and discovering local green spaces and the District's natural environment
- Explore opportunities for local community projects relating to habitats and species eg road verges, hedgehogs, bees



## Aim 2: Natural capital

- Engage with strategic partnership work relating to valuing the natural environment

### Actions

- ➔ Support the further development of the Oxfordshire natural capital mapping resource as a decision-making tool for site allocation and natural capital investment

### Targets

- 🎯 Participate in strategic and local debate as the natural capital mapping work progresses
- 🎯 Explore using a natural capital approach to inform strategic site allocations as part of the Cherwell Plan Review 2040



## Theme 3: Land and buildings management

- The council has responsibilities for maintaining and enhancing land and property for people and wildlife on its own estate and on sites that it manages
- The Council can also influence the management of land and property throughout the District by supporting key partner organisations
- Parish and Town Councils as well as local groups have an important role to play in land management throughout the District

## Aim 1: Council land and buildings

- Secure improved management of parks, open spaces, buildings and associated external environments for people and wildlife on the council's estate and sites that it manages

### Actions

- ➔ Encourage important habitats and species at appropriate council owned/managed sites
- ➔ Deliver biodiversity and access improvements relating to Burnehyll Community Woodland and Banbury Country Park
- ➔ Consider opportunities for protecting and enhancing biodiversity in the built environment

### Targets

- 🎯 Work in partnership with BBOWT to improve Enslow Marsh and Trow Pool Local Wildlife Sites
- 🎯 Liaise with partners to plan biodiversity and access improvements within Burnehyll Community Woodland through regular working group meetings
- 🎯 Deliver biodiversity and access improvements within Banbury Country Park
- 🎯 Continue to include biodiversity protection and enhancement measures within Cherwell Build projects
- 🎯 Promote 'Biodiversity in the Built Environment Good Practice Guide: Preservation of existing nesting sites and provision of artificial nesting sites'



## Aim 2: Cherwell District

- Support environmental organisations that manage, or provide advice on the management of, land in the District
- Support local communities and groups to fulfil their biodiversity obligations and to improve management of land and buildings for habitats and species



## Actions

- ➔ Continue to fund the Royal Society for the Protection of Birds (RSPB) towards its management of the Otmoor Nature Reserve
- ➔ Continue to fund the Berks, Bucks and Oxon Wildlife Trust (BBOWT) towards the Local Wildlife Sites Project and the Wild Banbury and Bicester Projects
- ➔ Support conservation projects in the active Conservation Target Areas (CTAs) of the District, particularly the Ray and Cherwell Valleys
- ➔ Continue to fund Wild Oxfordshire and Oxfordshire Playing Fields Association (OPFA) to support local projects that involve land/building management for important habitats and species

## Targets

- RSPB and BBOWT to provide reports to demonstrate delivery in accordance with funding agreements
- Any funded projects in the CTAs to provide reports to demonstrate delivery of objectives
- Wild Oxfordshire and Oxfordshire Playing Fields Association (OPFA) to provide reports to demonstrate delivery of local projects in accordance with funding agreements
- Promote BBOWT's Wild Parishes online resources and webinars which support parish councillors, clerks and volunteers to improve their patch for wildlife and people





## Theme 4: Climate action

- The council's 2020 Climate Action Framework recognises the importance of natural carbon management in its commitment to be net carbon neutral from its operations and activities by 2030
- The creation, protection and sustainable management of habitats which have carbon removal and storage functions play a key role in climate change adaptation and mitigation

### Aim: Natural carbon management

- Improve natural carbon management through policy and partnerships

### Actions

- ➔ Include natural carbon management in the review/formulation of policy relating to climate mitigation and adaptation in the preparation of the Cherwell Local Plan Review 2040 and the Oxfordshire Plan 2050
- ➔ Work in partnership to deliver projects that will provide biodiversity and carbon offsets



### Targets

- Include policies relating to biodiversity net gain and offsetting, nature recovery network and natural capital as appropriate in the Cherwell Local Plan Review 2040
- Contribute to OP2050's policy development relating to nature, biodiversity and natural carbon management through planning, natural environment and climate change workstreams
- Support key biodiversity partners to protect, manage and enhance habitats which have carbon removal and storage functions
- Work with partners to develop an Oxfordshire Tree Strategy
- Work with partners to explore the delivery of biodiversity and carbon offset projects



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## COMMUNITY NATURE PLAN 2018-2020

### PROJECT REVIEW

Listed below are key projects which demonstrate the importance of the Council's biodiversity partners to the delivery of the Community Nature Plan on an ongoing basis, particularly its health and wellbeing theme. These are outlined on page 10 & 11 of the 2020-2022 Community Nature Plan, the subject of this Executive report.

- **The Berks, Bucks and Oxon Wildlife Trust (BBOWT)** leads on, and provides expertise for, the successful 'Wild Banbury' project and a new 'Wild Bicester' project which has recently been launched and jointly funded by the Bicester team, healthy placeshaping and wellbeing. Both Wild Banbury and Wild Bicester provide opportunities for conservation volunteering, connecting with nature as well as benefits for wildlife habitat. BBOWT has also recently launched a series of online Wild Parishes webinars.
- **Wild Oxfordshire** supports local community projects with ecological advice. Following on from organising a successful 'Green Zone' at the 2019 Kidlington Gala Day, their community ecologist is currently involved in developing a green space project in Kidlington led by the Council's healthy placeshaping team and helping with improving the biodiversity of PC owned green spaces
- **RSPB (Royal Society for the Protection of Birds)** owns and manages the Otmoor Nature Reserve which is a haven for wildlife in the District with visitor trails, bird hides and a wetland watch lookout building
- **Warriner School Farm** has been unable to provide its usual programme of primary school and youth group visits in 2020 about the importance of the natural environment as a food source, for its health benefits and for its intrinsic value but has been actively supporting socially distanced community events with family packs of nature-based activities
- **Muddy Feet Training** delivers forest school and outdoor learning sessions to schools in the District and is currently working with special needs children at Bardwell School in Bicester. The Council also provided funding for Muddy Feet to develop a resource pack for teachers and parents 'Transitioning back to school during the corona virus pandemic'
- **Oxfordshire Playing Fields Association (OPFA)** has provided support to improve outdoor facilities in Deddington, Adderbury and Milcombe relating to housing development in 2018. OPFA assisted Deddington and Stratton Audley Parish Councils who received MHCLG funding towards pocket park projects in 2019; and Swalcliffe Parish Council with its plans for the Swalcliffe Community Woodland
- **Cherwell Swift Conservation Project** organises annual monitoring of swifts throughout the District involving local people. The information gathered is sent to the Thames Valley Environmental Records Centre who map the data and make it available to the Council for planning purposes

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## **Cherwell District Council**

### **Executive**

**4 January 2021**

## **Annual Monitoring Report 2020 and Regulation 10A Review of Local Plan Policies**

### **Report of Assistant Director – Planning and Development**

This report is public.

#### **Purpose of report**

To seek approval of the Annual Monitoring Report (AMR) 2020, and to present the District's current housing land supply position.

To seek approval of accompanying updates to the Local Plan's Infrastructure Delivery Plan and the Brownfield Land Register.

To seek approval of a review of policies in the Cherwell Local Plan 2011-2031 (Part 1) in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve for publication the 2020 Annual Monitoring Report (AMR) presented at Appendix 1.
- 1.2 To note the district's housing delivery and five-year housing land supply positions (for conventional housing and for Gypsies and Travellers) at Section 5 of the AMR and the need for updating of the land supply positions should these materially change.
- 1.3 To approve for publication the 2020 Infrastructure Delivery Plan (IDP) update presented at Appendix 2.
- 1.4 To approve for publication the 2020 Brownfield Land Register (BLR) presented at Appendix 3.
- 1.5 To approve for publication the Regulation 10A Review of Local Plan Policies 2020 at Appendix 4.

- 1.6 To authorise the Assistant Director for Planning and Development in consultation with the Lead Member for Planning to make any necessary minor and presentational changes to the Annual Monitoring Report, Infrastructure Delivery Plan update, Brownfield Land Register and Regulation 10A Review of Local Plan Policies 2020 if required prior to publication.

## **2.0 Introduction**

- 2.1 The Council has a statutory obligation to produce a planning (authorities) monitoring report. An Annual Monitoring Report (AMR) has been prepared for the period 1 April 2019 to 31 March 2020 and is presented at Appendix 1 to this report.
- 2.2 The AMR presents information on development that took place or was permitted over 2019/20 and, projecting forward, provides a comprehensive review of housing land supply as at 13 November 2020.
- 2.3 The AMR reviews progress in preparing the Council's planning policy documents and assesses whether development plan policies are being effective. It incorporates the monitoring indicators and targets from the adopted Cherwell Local Plan 2011-2031.
- 2.4 Upon approval, the information contained in the AMR will be used to inform policy making, planning consultation responses and in decision making on planning applications. The AMR would be made publicly available but is not subject to consultation. The review of the district's five-year housing land supply position is regularly scrutinised through the planning application process including through planning appeals.
- 2.5 The monitoring work undertaken to prepare the AMR has also informed the preparation of an updated Infrastructure Delivery Plan for the adopted Cherwell Local Plan 2011-2031 and a 2020 update to the Council's Brownfield Land Register. These are presented at Appendices 2 and 3 to this report for approval.
- 2.6 Legislation requires that policies in local plans should be reviewed to assess whether they need updating every five years. This does not result in Plans becoming automatically out of date, but a review enables local planning authorities to decide whether policies (whether one or more policies or the entire plan) require updating, and if so to prepare a programme for such an update.
- 2.7 The Cherwell Local Plan 2011-2031 Part 1 was adopted in July 2015 and a review of its policies and the 1996 Local Plan saved policies (as listed in Local Plan Part 1 Appendix 7) has been carried out to ascertain whether they are up to date. The Council is committed to a review of the Local Plan Part 1 and 1996 Local Plan saved policies through the preparation of the Cherwell Local Plan Review 2040 and the preparation of a joint spatial plan with the Oxfordshire authorities - the Oxfordshire Plan 2050.
- 2.8 The Cherwell Local Plan 2011-2031 Part 1 provides the strategic planning policy framework for the District. The Plan's commitment in paragraph B.95 to address Cherwell's apportionment of Oxford's unmet housing needs has been fulfilled with the adoption of the Cherwell Local Plan 2011-2031 (Part 1) Partial Review- Oxford's Unmet Housing Need on 7 September 2020. Policies in the Cherwell Local Plan

Partial Review (2020) are not subject to this 5-year policy review, given that it has only very recently been found sound and adopted.

- 2.9 Given that the AMR annual reporting on the performance of key policy areas can help inform the five-year review of Local Plan policies, both documents are presented to Members for consideration and approval at the same meeting.

### **3.0 Report Details**

#### **Annual Monitoring Report**

- 3.1 The Annual Monitoring Report's main monitoring results are presented at its section 5. Key findings are presented below.

#### *Housing Delivery*

- 3.2 The AMR's key findings for housing delivery include:
- i. a total of 1,159 (net) housing completions were recorded in 2019/20. Since 2015 the level of housing completions in the district remain high, with four of the last five years exceeding the annualised Local Plan requirement of 1,142 per annum;
  - ii. at 31 March 2020 there were a total of 9,061 dwellings with planning permission but which have not yet been built;
  - iii. the projected supply for all deliverable sites is 6,578 homes for the five-year period 2020-2025 and 7,134 for 2021-2026.
  - iv. there were 446 net affordable housing completions during 2019/20.

#### *Five Year Housing Land Supply*

- 3.3 The five-year housing land supply is the calculation of how many homes are expected to be built in Cherwell on 'deliverable' sites compared to the district's Local Plan housing requirement over a rolling five-year period. It must take into account any shortfalls or surplus in delivery and include an additional, prescribed 'buffer'. The monitoring of housing land supply is a key part of the AMR.
- 3.4 The revised National Planning Policy Framework (NPPF, 2019) and Planning Policy Guidance provide updated guidance on assessing the five-year supply including the need for an evidential approach for the delivery of 'sites' (typically sites of 10 or more homes).
- 3.5 The NPPF requires (at paragraph 73) local planning authorities to:

*'...identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old (Unless these strategic policies have been reviewed and found not to require updating). The supply of specific*

*deliverable sites should in addition include a buffer (moved forward from later in the plan period) of:*

- a) 5% to ensure choice and competition in the market for land; or*
- b) 10% where the local planning authority wishes to demonstrate a five-year supply of deliverable sites through an annual position statement or recently adopted plan, to account for any fluctuations in the market during that year; or*
- c) 20% where there has been significant under delivery of housing over the previous three years, to improve the prospect of achieving the planned supply.'*

3.6 Within its glossary the NPPF states:

*'...Sites which do not involve major development and have planning permission, and all sites with planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years.... Where a site has outline planning permission for major development, has been allocated in a development plan, has a grant of permission in principle, or is identified on a brownfield register, it should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years.'*

3.7 Paragraph 11(d) of the NPPF tilts the decision making balance towards granting planning permission for development (subject to other considerations) where development plan policies are out-of-date. This includes where a five-year supply of deliverable housing sites cannot be demonstrated.

3.8 A review of Local Plan policies has been undertaken, including of the main housing policy from the adopted Local Plan, BSC1: District Housing Distribution.

3.9 The housing requirement against which housing delivery and housing land supply is measured against remains at 22,840 homes between 2011 and 2031, which equates to an annual requirement of 1,142 homes.

3.10 The adopted Cherwell Local Plan 2011-2031 and the NPPF seek to ensure that a five-year supply is maintained. However, in Oxfordshire, the commitments under the Housing and Growth Deal agreed with Government, to deliver growth and prepare a countywide joint spatial plan (the Oxfordshire Plan 2050), has resulted in a housing land supply flexibility being granted to the Oxfordshire Local Planning Authorities. This means that whilst the Oxfordshire Plan is being produced, there is only a need for Cherwell District to demonstrate a three-year housing land supply.

3.11 The Written Ministerial Statement (HCWS955) of 12 September 2018 states:

*'As part of the Housing Deal, Oxfordshire sought flexibility from the National Planning Policy Framework policy on maintaining a 5 year housing land supply. This policy supports the delivery of housing by ensuring sufficient land is coming forward to meet housing need. However, we recognise the ambitious plans in Oxford to deliver above their housing need in the long term. The Government wants to support this strategic approach to supporting housing delivery through joint working. We have therefore agreed to provide a short term flexibility which will support the delivery of the local plans for the area and ensure that the local authorities can focus their efforts on their Joint Spatial Strategy. The Government recognises that in the short term this will result in fewer permissions being granted under paragraph*



*11 of the National Planning Policy Framework but the Government believes that it is important to support these ambitious plans that will deliver more housing in the longer term.'*

- 3.12 The Written Ministerial Statement is a material consideration in planning decisions and has been relied upon by Planning Inspectors at planning appeals. Appeal dismissals at South Oxfordshire included APP/Q3115/W/18/3200335 – 40 homes at Watlington Road, Lewknor; and APP/Q3115/W/17/3188694 – 54 homes at Crowell Road, Chinnor; and also in Vale of White Horse APP/V3120/W/20/3247391 – 93 homes at Appleford Road, Sutton Courtenay.
- 3.13 Whilst the district's five-year position should be expected to be considered in decision making, the purpose of the ministerial statement and the weight that can be given to the Minister's three year requirement, is clear and tested.
- 3.14 A comprehensive review of housing land supply has been undertaken for this 2020 AMR taking into account national policy and guidance. The review is supported by consultation with developers and site promoters who were asked questions in relation to anticipated rates of housing delivery, information on the number of housebuilders involved and progress made on planning applications. Due to the COVID-19 pandemic this year there were additional questions asked on how COVID-19 has impacted on delivery and what changes have been made.
- 3.15 The Housing Delivery Monitor (Appendix 2 of the AMR) records the outcome of these consultations and includes a full review of deliverability. The AMR includes consideration of build-out rates being experienced on key strategic sites within the district and lead-in times for implementation. Consultations have been undertaken with the Council's Development Management officers and other Council services.
- 3.16 The review informs the five-year housing land supply calculation set out in section 5 of the AMR. This shows that the district presently has a 4.8 year supply of deliverable sites for 2020-2025 and 4.7 years for the period 2021-2026 (the latter being effective from 1 April 2021).
- 3.17 Given national and local circumstances and historic experience of the 2008 economic downturn effect on the local market, officers have added a temporary adjustment of 40% to the housing requirement in the calculation of housing land supply for the year 2020/21 and a 20% for the year 2021/2022. In the unprecedented and unforeseeable context of the COVID-19 pandemic, it should be recognised that a requirement figure set outside that context will be unachievable for a temporary period of time and hence should be reduced, provided that it is made up later. This is considered to be a realistic and reasonable adjustment justified by these particular and temporary circumstances.
- 3.18 This adjustment does not change the Local Plan requirement nor the housing trajectory. The AMR's Housing Delivery Monitor (AMR 2020, Appendix 2) shows the total completions and projected completions between 2011 and 2031 to be over 23,000. The Council is still intending to deliver the full housing requirement of 22,840 homes by 2031.
- 3.19 This adjustment will allow the Council and developers the time to address current challenges to the local housing market.

- 3.20 The Council continues to deliver against the NPPF aim to significantly boost the supply of homes. The Government's Housing Delivery Test for Cherwell published in February 2020 is 213% which demonstrates that, in accordance with paragraph 73 of the NPPF there is no under delivery of housing over the previous three years, and a considerable delivery above the 95% threshold set by the Government for the purpose of this test.
- 3.21 It should be noted that the district's five-year land supply calculation has to take account of a pre-existing 'shortfall' in delivery (i.e. the identified housing need for the 2011-15 period before the adoption of the Local Plan in 2015). This makes maintaining a five-year supply more challenging until the 'shortfall' is made up.
- 3.22 Nevertheless, since adoption of the Local Plan in 2015, housing delivery in Cherwell has undoubtedly been high and progress has been made in making up that retrospective shortfall. In comparison to the Local Plan requirement of 1,142 homes per year, delivery has been as follows:
- 2015/16 – 1425  
2016/17 – 1102  
2017/18 – 1387  
2018/19 – 1489  
2019/20 – 1159.
- 3.23 As delivery has been good (the Government's Housing Delivery Test has been exceeded), only a 5% buffer (rather than 20%) needs to be included in the housing land supply calculation.
- 3.24 It is also clear from the AMR that the Local Plan strategic sites continue to be brought forward with most under construction. Development is either at an advanced stage or is advancing - in Banbury at Longford Park; East of Southam Road; North of Hanwell Fields; West of Warwick Road; West of Bretch Hill; and East and West of Bloxham Road; and South of Salt Way East. At Bicester, Kingsmere is very advanced and North West Bicester, Graven Hill and South West Bicester Phase 2 are advancing. Former RAF Upper Heyford is continuing and a significant number of sites have either been built or are progressing elsewhere in the district. Other sites such as Drayton Lodge Farm in Banbury and South East Bicester are progressing through the planning system. The planned growth is being delivered.
- 3.25 What has changed and led to the 'dip' under five years, is mainly the projections for site delivery, and the expected rate of that delivery, due to the effects of COVID-19. Responses received from the review of sites regarding the effects of COVID-19 included:
- i. Lower completion rates during 2020/21;
  - ii. Reduced completion rates during future years;
  - iii. Delivery programme delayed by up to 6 months;
  - iv. Social distancing measures in place on sites;
  - v. Future implications of COVID-19 unknown; and
  - vi. No impact to the delivery programme.
- 3.26 Moreover, there are a number of key strategic sites with complex issues and sometimes involving protracted discussions with a number of stakeholders.

Examples include North West Bicester, Former RAF Upper Heyford; South East Bicester and South of Salt Way (East of Bloxham Road), Banbury. This, together with market factors and the intentions of individual developers, affects the year on year projections for housing delivery. In other cases, there is not quite yet the necessary evidence to rely upon a site as being 'deliverable' (for example, Land at Merton Road, Ambrosden). Circumstances may change in the near future, however, and the land supply position will need to be kept under review.

- 3.27 Under the revised NPPF and Planning Practice Guidance, Local Planning Authorities now have the option of confirming their five year land supply position through an 'annual position statement'. To do so, they must advise the Planning Inspectorate of their intention to do so by 1 April each year. The logic of the annual position statement is to provide more certainty on an authority's housing land supply position and reduce the burden and delay caused by planning appeals. However, a 10% buffer must be applied thereby increasing the supply that must be provided. An engagement process with developers, including on the results of the land supply assessment for sites, must also be undertaken. The local planning authority can then submit its annual position statement to the Planning Inspectorate for review by 31 July of the same year.
- 3.28 The Planning Inspectorate would then assess the annual position statement in terms of process and evidence having particular regard to any sites where the delivery assumptions are disputed by developers. Provided the correct process has been followed and sufficient information has been provided about any disputed sites, the Planning Inspectorate would issue its recommendation in October of the same year, confirming, if appropriate, a 'fixed' housing land supply until the following October.
- 3.29 Officers consider that it is not necessary for the Council to follow the 'annual position statement' route to confirming land supply at this time but this will be kept under review. A housing land supply position of 4.8 (2020-25) or 4.7 (2021-26) years is still significantly over the three year ministerial flexibility provided as a result of the Growth Deal.
- 3.30 The Written Ministerial Statement is a material consideration in planning decisions and has been relied upon by Planning Inspectors at planning appeals. Appeal dismissals at South Oxfordshire included APP/Q3115/W/18/3200335 – 40 homes at Watlington Road, Lewknor; and APP/Q3115/W/17/3188694 – 54 homes at Crowell Road, Chinnor; and also in Vale of White Horse APP/V3120/W/20/3247391 – 93 homes at Appelford Road, Sutton Courtenay.
- 3.31 Whilst the district's five year position should be expected to be considered in decision making, the purpose of the ministerial statement and the weight that can be given to the Minister's three year requirement, is clear and tested.

#### *Travelling Communities*

- 3.32 The AMR includes five year land supply assessments for Gypsies and Travellers and Travelling Showpeople based on the 2017 Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTAA) for Cherwell, Oxford, South Oxfordshire and Vale of White Horse Councils. The GTAA has informed the examination and adoption of Local Plans covered by the study area and is the most up to date assessment of need available.

- 3.33 The 2017 GTAA identifies a need for 7 additional pitches for households for Cherwell by 2032 where it is known that they meet the planning definition. It also highlights that there are many households where it is 'unknown' whether or not the new planning definition of Gypsies and Travellers is met. Should further information arise, it states that the overall need could increase by up to 12 pitches. Additionally, a potential need for 8 pitches is highlighted due to the closure of the Smiths Caravan Park in Bloxham.
- 3.34 At 31 March 2020, there was a total of 65 gypsy and traveller pitches and 14 travelling showpeople plots in the district.
- 3.35 There is a 5.0 year supply of gypsy and traveller pitches for the period 2020-2025 and a 0 year supply for the period 2021-2026 (commencing 1 April 2021) as there are currently no new pitches anticipated.
- 3.36 For Travelling Showpeople, the 2017 GTAA identifies a known need for 12 plots from 2017-2032. At present, the five year supply remains at zero as no new supply has yet to be identified. To secure a five year supply, 6 plots would be needed for the period of 2020-25 and 7 plots for 2021-2026.
- 3.37 In the absence of identified deliverable supply to meet the needs of the Travelling Communities, policy BSC6 of the adopted Local Plan has a criteria-based policy for considering sites promoted through planning applications. Specific sites would need to be identified to meet identified needs in the Cherwell Local Plan Review 2040.

#### *Policy Villages 2 – Distributing Growth across the Rural Areas*

- 3.38 Policy Villages 2 of the adopted Local Plan 2011-2031 provides for an additional 750 dwellings at Category A villages (2014-2031) in addition to the rural allowance for small site 'windfalls' and planning permissions as at 31 March 2014. New planning permissions at the Category A villages from 1 April 2014 and completions on those sites will therefore contribute to the requirement of 750 dwellings.
- 3.39 Good progress has been made towards achieving the Policy Villages 2 requirement. At 31 March 2020 there had been a total of 415 housing completions with 144 completed during 2019/20. An additional 562 homes are presently expected to be built, resulting in a total of 977 homes. This is 227 homes more than the policy requirement.

#### *Employment*

- 3.40 The AMR's key findings on employment generating development include:
- i. The district has seen a considerable gain in employment floorspace with over 80,000 sqm completed during 2019/20, following an increase of more than 100,000 sqm in the previous year;
  - ii. At 31 March 2020 there was over 365,000 sqm (net) of employment floorspace with planning permission that has yet to be built;
  - iii. There are 81 ha of remaining allocated employment land yet to receive planning permission.

- iv. Overall, only 0.82 hectares of employment land (net) was lost to non-employment uses during 2019/20.

### *Natural Environment*

- 3.41 The AMR's key findings for the natural environment for 2019/20 include:
- i. There were no planning applications granted permission contrary to Environment Agency's advice on flood risk or water quality grounds.
  - ii. Six planning permissions were approved for renewable energy schemes including one for an air source heat pump, two for ground source heat pumps and three for solar photovoltaics (PVs).
  - iii. There has been a decrease in total area of priority habitats from 3,925 ha to 3,781 ha (decrease of 144 ha). This change largely represents an improved understanding of the habitat resource in the district, rather than the loss of habitat.
  - iv. The number of priority species listed in the District has decreased from 131 to 121. Ten species have been removed from the list as no new records have been made within the last 10 years.
  - v. 97.4% of the Sites of Special Scientific Interest (SSSI) units are in Favourable or Unfavourable recovering conditions, which is an increase of 0.3% since last year.
  - vi. The area of Local Wildlife Sites (LWS) has increased by 26.17 hectares since last year whilst the area of Local Geological Sites remains unchanged. The increase in area of LWS results from two proposed LWS that were accepted in early 2020: Meadow East of Cassington to Yarnton Pits and Field by Beacon Hill ditch; and the reattribution of Bladon Heath to being partly within Cherwell.

### *Local Development Scheme*

- 3.42 The AMR reports on progress in preparing the Council's planning policy documents as set out in its Local Development Scheme (LDS). The Cherwell Local Plan 2011-2031 (Part 1) Partial Review – Oxford's Unmet Housing Need was adopted on 7 September 2020. Due to the plan being adopted partly through the 2020/21 monitoring period, monitoring of its separate five year housing land supply will commence from April 2021 in accordance with the Plan. Work has commenced on the Cherwell Local Plan Review 2040 with the Issues consultation undertaken in summer 2020. The Banbury Canalside Development Area SPD and Community Infrastructure Levy (CIL) have been delayed but will be recommenced in late 2020 and 2021.

### *Neighbourhood Planning*

- 3.43 The AMR provides the updated position on Neighbourhood Planning in Cherwell. There are currently four made Neighbourhood Plans in Cherwell. The Weston-on-

the-Green Neighbourhood Plan is at the referendum stage however due to the current COVID-19 pandemic the referendum will not take place before 6 May 2021.

### *Oxfordshire Plan 2050*

- 3.44 In November 2020, the Oxfordshire Growth Board endorsed a revised timetable for the preparation of the Oxfordshire Plan 2050 which was developed following recent conversations with the government about the overall Deal programme. Under this timetable the Oxfordshire Plan should be submitted for examination by September 2022, and (dependent on the Inspector's programme) could be fully adopted by all five district councils by Spring 2023.

### **Infrastructure Delivery Plan (IDP)**

- 3.45 The Infrastructure Delivery Plan (IDP) which supports the adopted Local Plan (2015) is maintained and monitored with the benefit of updates from infrastructure providers including the County Council. An updated 2020 IDP is presented at Appendix 2 and summary tables are included in the AMR (Appendix 6).

### **2020 Brownfield Land Register**

- 3.46 The Town and Country Planning (Brownfield Land Register) Regulations 2017 require local planning authorities to prepare and maintain a register of brownfield sites. Local planning authorities must review the register at least once within each register year. A Brownfield Land Register (BLR), the first to be produced under the new legislation, was published in December 2017. An updated 2020 Register which is the fourth BLR prepared is presented at Appendix 3.
- 3.47 The Register was reviewed alongside the AMR to include new qualifying sites and to remove sites that are being developed. The base date for planning permissions and completions is 31 March 2020. Sixteen new sites (see dates of entry) have been added and ten 'greyed-out' sites removed as they have now been developed or work has started on site.
- 3.48 The 2020 BLR includes 43 sites with a housing potential of 1,315 dwellings. Deliverable sites are included in the five year housing land supply. Upon approval by the Executive the updated register would be published with supporting location plans.

### **Review of Local Plan Policies**

#### *Review Process*

- 3.49 Regulation 10A of the Town and Country (Local Planning) (England) Regulations 2012 (as amended) requires local planning authorities to complete a review of a local plan every five years, starting from the date of adoption of the local plan. Paragraph 33 of the NPPF states that reviews should take into account changing circumstances affecting the area, or any relevant changes in national policy.
- 3.50 The government's guidance on plan making explains that local planning authorities must review local plans to ensure that policies remain relevant and effectively address the needs of the local community. The requirement to review local plans at least every 5 years, does not apply to neighbourhood plans.

- 3.51 The guidance explains that reviews should be proportionate to the issues in hand and it sets out what authorities can consider when determining whether a plan or policies within a plan should be updated.
- 3.52 The government guidance states that a Plan does not become out-of-date automatically after 5 years. It makes clear that local plans should cover a minimum 15 year period and that local planning authorities should plan for the full plan period. The review process is a method to ensure that a plan and the policies within remains effective. The Council has already committed to a review of the Local Plan through the preparation of the Cherwell Local Plan Review 2040 and the preparation of a joint spatial plan with the Oxfordshire authorities - the Oxfordshire Plan 2050.
- 3.53 The Council adopted its first district-wide Local Plan in November 1996. The Planning and Compulsory Purchase Act 2004 made provision for policies in adopted local plans to be “saved” for a three-year period from the commencement of the Act (28 September 2004). As part of a process initiated by the government, in March 2007 the Council’s Executive resolved to request that the Secretary of State extend the life of some of the saved policies of the 1996 adopted Cherwell Local Plan to which the Secretary of State agreed.
- 3.54 When the 2015 Local Plan was adopted in July 2015 some further saved policies from the 1996 Local Plan were replaced following a review. The Council has continued to use the retained policies (Appendix 7 of the Local Plan) for development management decisions.
- 3.55 The Cherwell Local Plan 2011-2031 Part 1 was formally adopted by the Council on 20 July 2015. Policy Bicester 13 was re-adopted on 19 December 2016.
- 3.56 The policies of the Cherwell Local Plan 2011-2031 (Part 1) Partial Review- Oxford’s Unmet Housing Need (Adopted 7 September 2020) are not in the scope of this five year from adoption policy review.
- 3.57 The review considers relevant changes to local circumstances and relevant changes in national policy in accordance with paragraph 33 of the NPPF. Although there is no set format for undertaking a plan or policy review, officers have followed guidance in paragraphs 61 to 65 of the Planning Practice Guidance when undertaking the policies’ review in Appendix 4. Particular matters and information which have been considered and inform the review include:
- Information from the Council’s Annual Monitoring Report, including Duty to Cooperate matters and the impact of COVID-19.
  - The Council’s commitment to a Local Plan Review to 2040 and a joint spatial plan to 2050.
  - The impact of other Plans in Oxfordshire and the conclusions of Inspectors Reports.
  - Evidence and information published since the adoption of the Local Plan.
  - Supplementary Planning documents including the Cherwell Design Guide, Banbury Masterplan and Kidlington Framework Masterplan
  - Recent significant development proposals in the District.
  - Planning appeals.

- Policies in 'made' Neighbourhood Plans in the District.

### *Review conclusions*

- 3.58 The Council has reviewed all its retained saved policies of the 1996 adopted Cherwell Local Plan and all the policies of the adopted 2015 Cherwell Local Plan 2011-2031 (Part 1). Appendix 4 contains this review which has been undertaken in accordance with the legislation, government policy and guidance. The majority of the policies, including all of the 2015 Local Plan policies are generally consistent with government policy and/or local circumstances do not indicate that the policy needs updating at this time. Where policies have some inconsistencies with the NPPF and/or there has been a significant change in local circumstances this is limited to the specific policy and does not lead to wider concerns that the development plan, as a whole is out of date.
- 3.59 The AMR describes the impact of COVID-19 but explains how the district is experiencing a high level of growth and policy BSC1: District Wide Housing Distribution continues to provide for a considerable supply of development land in the most sustainable locations in Cherwell in accordance with the Plan's strategy.
- 3.60 The housing requirement figure in the Local Plan derives from the Oxfordshire Strategic Housing Market Assessment 2014. This assessment remains the latest cooperative assessment of housing need across the housing market area. It underpins not only the Local Plan, but also the Cherwell Local Plan Part 1 Partial Review, which was found sound by the Inspector in his report as recently as August 2020. A number of other Inspectors have reached the same conclusion in respect of Local Plans adopted across Oxfordshire. It is considered that the 1,142 housing requirement therefore remains appropriate and supported by relevant evidence.
- 3.61 NPPF paragraph 73 requires Local Planning Authorities should calculate housing supply against their housing requirement "*set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old*". Footnote 37 then qualifies this by stating: "*Unless these strategic policies have been reviewed and found not to require updating*".
- 3.62 Policy BSC1 has been reviewed and officers consider it does not require updating. The Policy BSC1 housing requirement currently exceeds the starting point established by Local Housing Need as a minimum and is consistent with the NPPF objective of significantly boosting housing supply and similar objectives in the emerging national changes to national policy outlined in the recent document 'Changes to the Current Planning System' and Planning for the Future White Paper. This will be reviewed further through the Cherwell Local Plan Review 2040 and Oxfordshire Plan 2050.
- 3.63 Policy BSC1 is considered to be up-to-date and the Council should continue to assess its five-year land supply against its housing requirement.
- 3.64 Where policies are considered to be inconsistent with the NPPF or where there has been a change in local circumstances, these primarily relate to proposals that have either been implemented or are now very unlikely to come forward. The remainder of the policies are consistent with government policy and are not affected by relevant changes in circumstance and therefore it is considered they do not need updating.



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

- 4.1 The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery. Its most significant conclusion is that although the district is presently unable to demonstrate a five-year housing land supply, the identified supply of 4.8 years is still well in excess of the 3 year ministerial flexibility. The AMR is accompanied by an updated 2020 Infrastructure Delivery Plan (Appendix 2) and a 2020 Brownfield Land Register (Appendix 3) which must be reviewed annually.
- 4.2 The Regulation 10A Review of Local Plan policies 2020 in Appendix 4 shows that the 2015 Local Plan does not require updating and continues to provide a sustainable strategy for growth in Cherwell to 2031. Nevertheless, the council has committed in its latest Local Development Scheme to a Cherwell Local Plan Review and to joint working on the Oxfordshire Plan 2050 in the interest of sustainably planning for future needs. Work on both plans is on-going.
- 4.3 Applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise and it will be up to the decision-maker to decide the weight to give to the policies which have been reviewed.
- 4.4 It is recommended that all four documents presented to Members be approved for publication.

## **5.0 Consultation**

- 5.1 Councillor Colin Clarke - Lead Member for Planning.

## **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: Amendment of the 2020 Annual Monitoring Report, Infrastructure Delivery Plan, Brownfield Land Register or Regulation 10A Review of Local Plan Policies 2020 in consultation with the Lead Member for Planning.

This is not recommended as officers consider the documents to be robust, supported by data and research. Delay could lead to uncertainty within the development industry and risks for decision making.

Option 2: Not to approve the documents for publication

This is not recommended as the production of an authorities monitoring report and local plan policy review is a statutory requirement.

The AMR is necessary to monitor implementation of the Local Plan. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031.

The five-year review of local plans from adoption is a statutory requirement. By not publishing the review in Appendix 4 the Council would not meet its requirements and be open to allegations that the plan needs updating with consequences for decision making through the planning application process.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial implications arising from this report. The work collecting data and preparing the reports and policy review is met within existing budgets. There are risks of costs associated with unsuccessful refusals of planning permission upon appeal and this risk can be reduced through having a robust AMR and a plan that does not need updating.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845

[michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 The production of a monitoring report in Appendix 1 and Brownfield Land Register in Appendix 3 is a statutory requirement. The monitoring report ensures that the policies achieve their objectives and development control decisions remain robust.
- 7.3 The review of local plans five years from adoption is a statutory requirement. Officers consider Appendix 4: Regulation 10A Review of Local Plan Policies 2020 meets that requirement in accordance with NPPF paragraph 33 and Regulation 10A of the Town and Country (Local Planning) (England) Regulations 2012 (as amended).

Comments checked by:

Matthew Barrett, Planning Solicitor, 01295 753798,

[matthew.barrett@Cherwell-dc.gov.uk](mailto:matthew.barrett@Cherwell-dc.gov.uk)

### **Risk Implications**

- 7.4 Not having a defensible position on housing land supply increases the potential for challenges to Council decisions on housing proposals. Officers have limited control over this risk.

If the supply falls below five years, applications for housing must be considered against paragraph 11 d) of the NPPF, the presumption in favour of granting planning permission (known as tilted balance) is triggered.

Oxfordshire authorities currently benefit from a temporary planning flexibility where they are required to demonstrate a three-year supply of deliverable housing sites for



- Housing that meets your needs
- Leading on environmental sustainability
- An enterprising economy with strong and vibrant local centres
- Healthy, resilient and engaged communities

### **Lead Councillor**

Councillor Colin Clarke - Lead Member for Planning

### **Document Information**

#### **Appendix number and title**

- Appendix 1 - 2020 Annual Monitoring Report
- Appendix 2 - Infrastructure Delivery Plan Update 2020
- Appendix 3 - 2020 Brownfield Land Register
- Appendix 4 - Regulation 10A Review of Local Plan Policies 2020

### **Background papers**

None

### **Report Authors and contact details**

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## Cherwell District Council

### Executive

4 January 2021

## Council Tax Base 2021-2022

### Report of Director of Finance

This report is public

### Purpose of report

To provide the Council Tax Base for 2021-2022

## 1.0 Recommendations

The meeting is recommended:

1.1 That the report of the Director of Finance for the calculation of the Council's Tax Base for 2021-2022 be agreed and:

- (a) That pursuant to the Director of Finance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2021-2022 shall be **55,615.9**
- (b) As for the parishes which form part of its area shown in Appendix 1, the amount calculated as the Council Tax Base for the year 2021-2022 in respect of special items shall be as indicated in the column titled Tax Base 2021-2022.
- (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2021-2022 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	53,290.8
Anglian (Great Ouse) Flood Defence Area	1,885.1
Severn Region Flood Defence Area	440.0
<b>TOTAL</b>	<b>55,615.9</b>

## **2.0 Introduction**

2.1 For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the Council is required to calculate the tax base (which will be used for tax setting purposes in February 2021) in respect of:

(a) the whole of its area and;

(b) for any parts of its area for the purposes of:

(i) Apportioning precepts and levies and;

(ii) Calculating the tax base for each area subject to a special item

## **3.0 Report Details**

3.1 In respect of the 1 (a) 'the whole of its area':

3.1.1 The tax base has to be notified by Cherwell District Council to major precepting bodies (i.e. Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley) and levy authorities (i.e. Thames Flood Defence Area, Anglian (Great Ouse) Flood Defence Area and Severn Region Flood Defence Area) by 31 January 2021 to enable their precepts to be calculated as a tax per band D equivalent properties.

3.2 In respect of 1 (b) 'parts of its area'

3.2.1 Major precepting and levying authorities have to notify Cherwell District Council (the billing authority) by 31 December 2020 of the area(s) subject to a special item (expense) and for which an apportionment of the tax base is required. No such notification has been received.

3.2.2 Parishes who levy a precept are automatically treated as a special item and there has to be a tax base calculated for each of the parishes in the area. They are not required to calculate a precept as a tax per band D equivalent property but can request the tax base figure to be supplied to them within ten days of making a request. Each parish and town council are notified of the figure for their area.

### **Calculation of the tax base**

3.3 The starting point of the calculation, as shown in Appendix 3, is the total number of council tax dwellings and their council tax band.

3.4 The council then allows for the following information and estimates for each band:

(a) Dwellings which are exempt, so no council tax is payable (e.g. those where all occupiers are students)

(b) Dwellings which attract a 25 per cent reduction (e.g. those with a single adult occupier)

(c) Dwellings which attract a 50 per cent reduction (e.g. those properties where all adult residents are disregarded or 'don't count' for council tax purposes)

(d) Dwellings which are treated as paying a lower band because they have been adapted for a disabled person. The regulations specify how to adjust the tax base in respect of band A dwellings.

(e) Dwellings which attract a reduction through the Council Tax Reduction Scheme.

(f) Dwellings which are exempt from council tax

3.5 Each band is then converted into "band D equivalents" by applying the factor required by legislation. A band H, for example, is multiplied by two. All of these are added together to give a total number of band D equivalents.

3.6 A further adjustment is made for Class O exempt properties (Armed forces' accommodation) as the Ministry of Defence makes a payment roughly equal to the council tax that it would have had to pay for each property if they were not exempt.

3.7 We also estimate the number of properties which will be either added to or removed from the Valuation List in the new financial year and make an adjustment to reflect that they won't all be subject to full council tax for 12 months.

3.8 A final adjustment is made to allow for non-collection. The council is required to decide what its collection rate is likely to be and applies this to its council tax base. For 2020-2021 this was 98% and it is proposed it should be 98% in 2021-2022.

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

4.1 Members are asked to note the detail of this report.

4.2 Members are asked to delegate final approval of the Council Tax Base for 2021-2022 to the Section 151 Officer in consultation with the Lead Member for Financial Management & Governance.

## **5.0 Consultation**

Councillor Tony Ilott, Lead Member for Financial Management & Governance

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

There are no alternative options. The Council has to set a tax base in order to set its council tax for 2021-2022.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial implications within this report. However, when the Council determines its Council Tax Requirement when setting the budget, the Council Tax Base is used for calculating the amount of Council Tax set by Cherwell District Council. The tax base of 55,615.9 will be reflected in the budget papers taken to Executive and Council in February 2021.

Comments checked by:

Michael Furness, Assistant Director – Finance, 01295 221845

[Michael.Furness@cherwell-dc.gov.uk](mailto:Michael.Furness@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 For each financial year and each category of dwellings in its area, the council must set an amount of council tax (section 30, Local Government Finance Act 1992). Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 demand that the council calculates a tax base by 31 January 2020. This will be used for Council Tax setting purposes in February 2020.

Comments checked by:

Richard Hawtin, Team Leader – Non-contentious Business, 01295 221695

[richard.hawtin@cherwell-dc.gov.uk](mailto:richard.hawtin@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 If the Council does not set a tax base in accordance with statutory deadlines, then it will not be able to set its Council Tax for the 2020-2021 financial year. This is managed as an operational risk and escalated to the leadership risk register as and when necessary.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes, 01295 221786

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## **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 Councillor**

Councillor Tony Ilott, Lead Member for Financial Management & Governance

### **Document Information**

- Appendix 1 - Council tax base by parish
- Appendix 2 - Council tax base by Flood Defence Area
- Appendix 3 - Council tax base calculation

### **Background papers**

None

### **Report Author and contact details**

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## Appendix 1 – Council Tax Base by Parish

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2021-22
<b>Adderbury</b>	1,356.8	1,329.7	0.8	1,330.5
<b>Ambrosden</b>	570.5	559.1	237.4	796.5
<b>Ardley</b>	267.7	262.3	-	262.3
<b>Arncott</b>	371.8	364.4	1.8	366.2
<b>Banbury</b>	16,166.7	15,843.4	0.8	15,844.2
<b>Barford</b>	278.4	272.8	-	272.8
<b>Begbroke</b>	367.2	359.9	-	359.9
<b>Bicester</b>	12,238.8	11,994.0	-	11,994.0
<b>Blackthorn</b>	212.7	208.4	-	208.4
<b>Bletchington</b>	416.6	408.3	-	408.3
<b>Bloxham</b>	1,592.2	1,560.4	-	1,560.4
<b>Bodicote</b>	990.1	970.3	-	970.3
<b>Bourton</b>	349.9	342.9	-	342.9
<b>Broughton</b>	147.9	144.9	-	144.9
<b>Bucknell</b>	111.5	109.3	-	109.3
<b>Caversfield</b>	576.3	564.8	3.7	568.5
<b>Charlton on Otmoor</b>	210.3	206.1	-	206.1
<b>Chesterton</b>	461.4	452.2	-	452.2
<b>Claydon</b>	139.3	136.5	-	136.5
<b>Cottisford</b>	71.2	69.8	-	69.8
<b>Cropredy</b>	304.8	298.7	-	298.7
<b>Deddington</b>	1,021.5	1,001.1	-	1,001.1
<b>Drayton</b>	185.2	181.5	-	181.5
<b>Duns Tew</b>	242.1	237.3	-	237.3
<b>Epwell</b>	139.0	136.2	-	136.2
<b>Fencot and Murcott</b>	130.5	127.9	-	127.9
<b>Finmere</b>	228.6	224.0	-	224.0
<b>Fringford</b>	271.5	266.1	-	266.1
<b>Fritwell</b>	279.8	274.2	-	274.2
<b>Godington</b>	23.1	22.6	-	22.6
<b>Gosford and Water Eaton</b>	560.9	549.7	-	549.7
<b>Hampton Gay and Poyle</b>	84.6	82.9	-	82.9
<b>Hanwell</b>	125.4	122.9	-	122.9

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2021-22
<b>Hardwick with Tusmore</b>	41.7	40.9	-	40.9
<b>Hethe</b>	114.7	112.4	-	112.4
<b>Hook Norton</b>	1,065.6	1,044.3	-	1,044.3
<b>Horley</b>	165.8	162.5	-	162.5
<b>Hornton</b>	166.2	162.9	-	162.9
<b>Horton Cum Studley</b>	248.4	243.4	-	243.4
<b>Islip</b>	328.8	322.2	-	322.2
<b>Kidlington</b>	5,003.1	4,903.0	-	4,903.0
<b>Kirtlington</b>	456.7	447.6	-	447.6
<b>Launton</b>	547.2	536.3	-	536.3
<b>Lower Heyford</b>	213.4	209.1	-	209.1
<b>Merton</b>	145.8	142.9	5.0	147.9
<b>Middle Aston</b>	66.9	65.6	-	65.6
<b>Middleton Stoney</b>	150.9	147.9	-	147.9
<b>Milcombe</b>	248.1	243.1	-	243.1
<b>Milton</b>	88.0	86.2	-	86.2
<b>Mixbury</b>	119.1	116.7	-	116.7
<b>Mollington</b>	242.5	237.7	-	237.7
<b>Newton Purcell</b>	45.0	44.1	-	44.1
<b>Noke</b>	80.2	78.6	-	78.6
<b>North Aston</b>	94.9	93.0	-	93.0
<b>North Newington</b>	159.9	156.7	-	156.7
<b>Oddington</b>	65.2	63.9	-	63.9
<b>Piddington</b>	177.7	174.1	-	174.1
<b>Prescote</b>	6.6	6.5	-	6.5
<b>Shenington</b>	231.5	226.9	-	226.9
<b>Shipton on Cherwell</b>	144.6	141.7	-	141.7
<b>Shutford</b>	211.4	207.2	-	207.2
<b>Sibford Ferris</b>	197.3	193.4	-	193.4
<b>Sibford Gower</b>	251.6	246.6	-	246.6
<b>Somerton</b>	141.8	139.0	-	139.0
<b>Souldern</b>	204.9	200.8	-	200.8
<b>South Newington</b>	151.4	148.4	-	148.4
<b>Steeple Aston</b>	431.0	422.4	-	422.4
<b>Stoke Lyne</b>	108.2	106.0	-	106.0
<b>Stratton Audley</b>				

Parish	Relevant Amount	Tax Base at 98%	MoD Class O Properties	Tax Base for 2021-22
	211.2	207.0	-	207.0
<b>Swalcliffe</b>	111.8	109.6	-	109.6
<b>Tadmarton</b>	259.9	254.7	-	254.7
<b>Upper Heyford</b>	164.4	161.1	-	161.1
<b>Wardington</b>	249.4	244.4	-	244.4
<b>Wendlebury</b>	194.0	190.1	-	190.1
<b>Weston on the Green</b>	248.8	243.8	-	243.8
<b>Wigginton</b>	118.6	116.2	-	116.2
<b>Wroxton</b>	284.9	279.2	-	279.2
<b>Yarnton</b>	1,187.9	1,164.1	-	1,164.1
<b>Heyford Park</b>	854.7	837.6	-	837.6
<b>Total</b>	<b>56,496.0</b>	<b>55,366.4</b>	<b>249.5</b>	<b>55,615.9</b>

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## Appendix 2 – Council Tax Base by Flood Defence Area 2021/22

Parish	THAMES	ANGLIAN (Ouse)	SEVERN
Adderbury	1,330.5		
Ambrosden	796.5		
Ardley		262.3	
Arcott	366.2		
Banbury	15,844.2		
Barford	272.8		
Begbroke	359.9		
Bicester	11,994.0		
Blackthorn	208.4		
Bletchingdon	408.3		
Bloxham	1,560.4		
Bodicote	970.3		
Bourton	342.9		
Broughton	144.9		
Bucknell	109.3		
Caversfield	568.5		
Charlton on Otmoor	206.1		
Chesterton	452.2		
Claydon	136.5		
Cottisford		69.8	
Cropredy	298.7		
Deddington	1,001.1		
Drayton	181.5		
Duns Tew	237.3		
Epwell	136.2		
Fencot and Murcott	127.9		
Finmere		224.0	
Fringford		266.1	
Fritwell		274.2	
Godington		22.6	
Gosford and Water Eaton	549.7		
Hampton Gay and Poyle	82.9		
Hanwell	122.9		
Hardwick with Tusmore		40.9	
Hethe		112.4	
Hook Norton	1,044.3		
Horley	162.5		
Hornton	162.9		
Horton cum Studley	243.4		
Islip	322.2		
Kidlington	4,903.0		
Kirtlington	447.6		
Launton	536.3		
Lower Heyford	209.1		
Merton	147.9		
Middle Aston	65.6		
Middleton Stoney	147.9		
Milcombe	243.1		
Milton	86.2		

Parish	THAMES	ANGLIAN (Ouse)	SEVERN
Mixbury		116.7	
Mollington	237.7		
Newton Purcell		44.1	
Noke	78.6		
North Aston	93.0		
North Newington	156.7		
Oddington	63.9		
Piddington	174.1		
Prescote	6.5		
Shenington	226.9		
Shipton on Cherwell	141.7		
Shutford	207.2		
Sibford Ferris			193.4
Sibford Gower			246.6
Somerton		139.0	
Souldern	200.8		
South Newington	148.4		
Steeple Aston	422.4		
Stoke Lyne		106.0	
Stratton Audley		207.0	
Swalcliffe	109.6		
Tadmarton	254.7		
Upper Heyford	161.1		
Wardington	244.4		
Wendlebury	190.1		
Weston On The Green	243.8		
Wiggington	116.2		
Wroxton	279.2		
Yarnton	1,164.1		
Heyford Park	837.6		
<b>TOTAL</b>	<b>53,290.8</b>	<b>1,885.1</b>	<b>440.0</b>



## Appendix 3 – Cherwell District Council Calculation of 2021/22 Council Tax Base

**ALL PARISHES****COUNCIL TAX - VALUATION BANDS**

All figures at 02 December 2019		Band A with disabled reduction	A	B	C	D	E	F	G	H	2021-22 Tax Base
1	Total number of dwellings on the Valuation List	0	5,951	16,043	18,508	12,013	8,406	4,068	2,692	254	67,935
2	Number of dwellings on valuation list exempt	0	221	457	312	365	100	47	32	3	1,537
3	Number of demolished dwellings	0	0	0	0	0	0	0	0	0	0
4	Number of chargeable dwellings (lines 1-2-3)	0	5,730	15,586	18,196	11,648	8,306	4,021	2,660	251	66,398
5	Number of chargeable dwellings in line 4 subject to disabled reduction	0	5	31	71	44	34	17	8	12	222
6	Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	5	31	71	44	34	17	8	12	0	222
7	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (Lines 4-5+6)	5	5,756	15,626	18,169	11,638	8,289	4,012	2,664	239	66,398
8	Number of dwellings in line 7 entitled to a 25% discount	4	3,146	6,021	5,567	2,880	1,483	630	348	20	20,096
9	Number of dwellings in line 7 entitled to a 50% discount	0	76	22	12	6	8	8	17	12	161
10	Number of dwellings in line 7 entitled to 0% discount	0	141	199	211	126	97	54	79	16	923

All figures at 02 December 2019		Band A with disabled reduction	A	B	C	D	E	F	G	H	2021-22 Tax Base
11	Number of dwellings in line 7 subject to a 50% premium	0	18	30	11	9	4	5	2	3	82
12	Number of other dwellings in line 7 with no discounts or premiums (lines 7-8-9-10-11)	1	2,375	9,355	12,369	8,617	6,698	3,316	2,219	189	45,136
13	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+(line 10)+(line 11 x 1.5) + (line 12)]	4.0	4,940.5	14,124.9	16,776.9	10,919.5	7,916.4	3,853.1	2,569.6	229.6	61,335
14	Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
15	Total number of band D equivalents (line 12 x line 13)	2.2	3,293.7	10,986.0	14,912.8	10,919.5	9,675.6	5,565.6	4,282.7	459.2	60,097.3
16	Allowance for new properties										335.8
17	Allowance for premium on empty homes										33.4
18	Allowance for Council Tax Reduction Scheme										-3,968.6
19	Allowance for non-collection (2%)										-1,129.6
20	Number of band D equivalents of contributions in lieu from M.O.D.										249.5
21	<b>Taxbase for 2021-22</b>										<b>55,615.9</b>

## **Cherwell District Council**

### **Executive**

**4 January 2020**

### **Notification of Decisions taken by the Chief Executive under Urgency Powers**

### **Report of Chief Executive**

This report is public

### **Purpose of report**

To inform the Executive of decisions taken under urgency powers by the Chief Executive as part of the Council's response to the Covid-19 pandemic.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the urgent decisions taken by the Chief Executive.

### **2.0 Introduction**

- 2.1 The Constitution states that the Chief Executive may take an urgent decision in relation to an Executive function (in consultation with the relevant Member(s)) if it is in the best interests of the Council and/or residents.

### **3.0 Report Details**

- 3.1 The Council faces extremely challenging conditions as Covid-19 takes effect. To ensure Cherwell District Council is in the best possible position to take all necessary actions to support our residents, businesses and service users during this time.
- 3.2 In response to Covid-19 the Government has set out a package of temporary and targeted measures to provide additional support to businesses and to Council Tax payers.
- 3.3 In the case of each Government support measure, the Council is required to implement as soon as practicable to ensure grants and support is provided as soon as practicable.

- 3.4 The Chief Executive took the urgent decisions set out at Appendix 1 and Appendix 2 as part of the Council's response to the Covid-19 pandemic/

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

- 4.1 In line with the Constitution this report is informing Executive of two decisions that were taken by the Chief Executive under urgency powers.

## **5.0 Consultation**

Executive, who supported and endorsed the decisions taken under urgency powers

## **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: Not to note the report. This is not recommended as the urgent action has been taken and it is a constitutional requirement for it to be reported to Executive.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications arising directly from this report as it is reporting urgent action already taken. The funding for the additional costs of the business rates reliefs provided and business grants awarded has been provided by the Government.

Comments checked by:

Michael Furness, Assistant Director Finance, [michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk)

### **Legal Implications**

- 7.2 There are no legal implications arising directly from this report as it is reporting urgent action already taken.

Comments checked by:

Steve Jorden, Corporate Director Commercial Development, Assets & Investment & Monitoring Officer, [steve.jorden@cherwell-dc.gov.uk](mailto:steve.jorden@cherwell-dc.gov.uk)

### **Risk Implications**

7.3 There are no legal implications arising directly from this report as it is reporting urgent action already taken.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Performance,  
[louise.tustian@cherwell-dc.gov.uk](mailto:louise.tustian@cherwell-dc.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

N/A

### Lead Councillor

Councillor Tony Ilott, Lead Member for Financial Management and Governance

## Document Information

### Appendix number and title

- Appendix 1 – Urgent Decision by Chief Executive
- Appendix 2 – Urgent Decision by Chief Executive

### Background papers

List any non-published documents

### Report Author and contact details

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# Cherwell

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

## **Urgent Decision by Chief Executive**

### Purpose of the report

The Officer Scheme of Delegation states that the Chief Executive may take an urgent decision in relation to a Council function (in consultation with the relevant member) if it is in the best interests of the Council and/or residents.

This report is to outline the reasons for a number of urgent decisions by the Chief Executive of Cherwell District Council as part of the Council's response to the Covid-19 pandemic.

### Decisions Required:

- 1.1 To authorise the Director of Finance (S151 Officer) in consultation with the Lead Member for Finance Management and Governance to agree the changes required to the Business Rates Retail Relief Policy for 2020-2021.
- 1.2 To authorise the Director of Finance (S151 Officer) in consultation with the Lead Member for Finance, Management and Governance to approve the Nursery Discount Policy for 2020-2021.
- 1.3 To authorise the Director of Finance (S151 Officer) in consultation with the Lead Member for Finance, Management and Governance to approve a process for the award of the Small Business Grant and the Grant for retail, hospitality and leisure businesses in line with Government guidelines.
- 1.4 To authorise the Director of Finance (S151 Officer) in consultation with the Lead Member for Finance, Management and Governance to agree the allocation of the hardship fund in line with Government guidelines.

### Summary

The Council is expecting to face extremely challenging conditions as Covid-19 takes effect. Cherwell District Council wants to be in the best possible position to take all necessary actions to support our residents, businesses and service users during this time.

In response to Covid-19 the Government has set out a package of temporary and targeted measures to provide additional support to businesses and to Council Tax payers.

In summary the following measures are being introduced:

- A 12-month business rates relief for all retail, hospitality and leisure businesses in England
- A 12-month business rates discount for childcare providers on Ofsted's Early Years Register
- Small business grant funding of £10,000 for all businesses in receipt of small business rate relief or rural rate relief
- Grant funding of up to £10,000 for retail, hospitality and leisure businesses with property with a rateable value of up to £15,000
- Grant funding of up to £25,000 for retail, hospitality and leisure businesses with a rateable value of between £15,000 and £51,000.
- Hardship Fund which will be used to provide help to Council Tax payers in the Cherwell area. The funding allocation for Cherwell District Council is £818,012. The government's expectation is that billing authorities will provide all recipients of working age Council Tax Reduction for 2020-2021 with a further reduction in their bill of £150. Where a taxpayer's liability for 2020-2021 is, following the application of Council Tax Reduction, less than £150 then their liability will be reduced to nil. Local authorities should then establish their own approach to using any remaining grant to assist those in need.

Summary of decisions required and reason for urgency

<b>Subject</b>	<b>Decision required</b>	<b>Reason for urgency</b>
Extended Business Rates Retail Relief for 2020-2021	To grant authorisation to S151 and Lead Member to agree changes to Retail Relief policy for 2020-2021	The Government has introduced a package of support for local businesses. The Authority must react to these changes before 1 <sup>st</sup> April 20 direct debits are taken and it was not possible to prepare a report for Executive in timescales
Nursery Discount Policy for 2020-2021	To grant authorisation to S151 and Lead Member to agree Nursery Discount policy for 2020-2021	New discount introduced from 1 <sup>st</sup> April 20 by Government in response to Covid-19 and it has not been possible to prepare



		an Executive report in timescales
Small Business Rates grant and retail, leisure and hospitality grant	To grant authorisation to S151 to agree a process for award and payment of grants	New grant to support businesses in response to Covid-19. Council would like to respond as soon as possible
Hardship Fund to support CT payers	S151 to approve process to make payments to Council tax accounts of up to £150 from hardship fund in line with Government guidelines and to decide on allocation of the remaining funding	New funding to support Council Tax payers in response to Covid-19 crisis.  Council would like to respond as soon as possible to the funding to support Council tax payers impacted by Covid-19

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### Purpose of the report

The Officer Scheme of Delegation states that the Chief Executive may take an urgent decision in relation to a Council function (in consultation with the relevant member) if it is in the best interests of the Council and/or residents.

This report is to outline the reasons for a number of urgent decisions by the Chief Executive of Cherwell District Council as part of the Council's response to the Covid-19 pandemic.

### Decisions Required:

1. To authorise the Director of Finance (S151 Officer) in consultation with the Lead Member for Finance Management and Governance to approve the Additional Restriction Grant (ARG) policy and related processes for business grants in 2020-2021 and 2021-2022.
2. To authorise the Director of Finance (S151 Officer) in consultation with the Lead Member for Finance, Management and Governance to approve the following business grant policies and processes:
  - Local Restriction Support Grant (Closed) (Addendum).
  - Local Restriction Support Grant (Closed)
  - Local Restriction Support Grant (Open)
  - Wet Pub Grant

### Summary

The Council is expecting to face extremely challenging conditions as Covid-19 takes effect. Cherwell District Council wants to be in the best possible position to take all necessary actions to support our residents, businesses and service users during this time.

In response to Covid-19 the Government has set out a package of temporary and targeted measures to provide additional support to businesses and to Council Tax payers.

In summary in addition to the measures already introduced in response to the crisis the following new schemes are to be introduced:

- Local Restriction Support Grant (Closed) (Addendum).
- Local Restriction Support Grant (Closed)
- Local Restriction Support Grant (Open)
- Wet Pub Grant
- Additional Restriction Grant (ARG)

Summary of decisions required and reason for urgency

<b>Subject</b>	<b>Decision required</b>	<b>Reason for urgency</b>
Local Restriction Support Grant (Closed) (Addendum)	To grant authorisation to S151 and Lead Member to agree the policy and process to award grants to businesses	On 31 <sup>st</sup> October 2020 the Government introduced new national restrictions and have provided funding to support local businesses during national restrictions
Additional Restriction Grant (ARG)	To grant authorisation to S151 and Lead Member to agree the policy for 2020-2021 – 2021-2022	The Government has also recognised that some businesses that are required to close may not have a rateable value and that others may not have been forced to close, but they will be significantly impacted by the lockdown. As such Local Authorities have been allocated funding under the Additional Restrictions Grant (ARG).
Local Restriction Support Grant (Closed)	To grant authorisation to S151 to agree a process for award and payment of grants	New grant to support businesses who remain closed in response to Covid-19.
Local Restriction Support Grant (Open)	To grant authorisation to S151 and Lead Member to agree a policy and process for award and payment of Open grants	LRSG (open) is a discretionary scheme for businesses who were not required to close but are severely impacted
Wet Pub Grant	To grant authorisation to S151 and Lead Member to agree a policy and process for award of grant	One-off grant of £1000 for pubs who are forced to close under Tier 2