

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Shareholder Committee

**Date:** Monday 18 July 2022

**Time:** 6.15 pm

**Venue** Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

## Membership

Councillor Barry Wood  
Councillor Adam Nell

Councillor Nicholas Mawer

## AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest**

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

3. **Appointment of Chairman of the Shareholder Committee for the Municipal Year 2022/2023**

4. **Minutes** (Pages 5 - 10)

To confirm as a correct record the notes of the informal meeting held on 18 February, and Minutes of the meeting of the Committee held on 28 February 2022.

The notes of the informal meeting held on 28 June 2022 will be submitted to the next meeting of the Committee (date to be arranged).

5. **Chairman's Announcements**

To receive communications from the Chairman

6. **Urgent Business**

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

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

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

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

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

## **8. Graven Hill Village Development Company (GHCDC) - Quarter Four Management Report, 2021/2022 in view and Q1 update (Pages 11 - 42)**

Exempt report of the Shareholder Representative.

Due to exceptional circumstances regarding illness, the meeting of the Committee on 28 June 2022 was held virtually, and therefore informally.

Committee are asked to consider and approve the recommendations as set out in the exempt appendix, as approval is required at a formal Committee meeting.

The original report and appendices are attached for completeness.

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

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221953 prior to the start of the meeting.

### **Declarations of Interest**

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

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

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

## **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

## **Access to Meetings**

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

## **Mobile Phones**

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

## **Queries Regarding this Agenda**

Please contact Emma Faulkner, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221953

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

Published on Friday 8 July 2022

This page is intentionally left blank

## **Cherwell District Council**

### **Shareholder Committee**

Notes of a meeting of the Shareholder Committee held as a Virtual Meeting, on 18 February 2022 at 11.00 am

Present virtually:

Councillor Barry Wood (Chairman)  
Councillor Tony Ilott  
Councillor Lucinda Wing

Also Present virtually:

Councillor Ian Corkin, Cherwell District Council appointed Non-Executive Director of Graven Hill Development Company and Graven Hill Management Company (for agenda item 7)  
Karen Curtin – Managing Director, Graven Hill Development Company (for agenda item 7).  
Karen Orrey – Finance Director, Graven Hill Development Company (for agenda item 7).  
Sue Smith – Chairman, Graven Hill Development Company (for agenda item 7).  
Adrian Unit – Operations Director, Graven Hill Development Company (for agenda item 7).

Officers in attendance virtually:

Vic Kurzeja, Shareholder Representative  
Nicola Riley, Crown House Non-Executive Director (for agenda item 8).  
Michael Furness, Assistant Director of Finance & S151 Officer  
Shahin Ismail, Interim Monitoring Officer  
Emma Faulkner, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

#### 31 **Declarations of Interest**

There were no declarations of interest.

#### 32 **Minutes**

The Minutes of the meeting of the Committee held on 6 December 2021 were confirmed as a correct record, and would be signed by the Chairman in due course.

33 **Chairman's Announcements**

The Chairman made one announcement:

Due to the extreme weather conditions related to Storm Eunice, the meeting was being held virtually. An additional meeting of the Committee would be held at 6pm on 28 February 2022, to approve any relevant recommendations from the meeting.

34 **Urgent Business**

There were no items of urgent business.

35 **Exclusion of the Public and Press**

**Resolved**

- (1) That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

36 **Graven Hill Village Development Company (GHVDC) - Quarter Three Management Report, Business Plan and Budget 2022/23**

The Committee considered an exempt report from the Shareholder Representative that detailed the Quarter Three Management report, and draft business plan and budget for 2022/23.

The Managing Director – Graven Hill Development Company gave a detailed presentation regarding the draft business plan and budget for 2022/23.

Residential completions had continued at a steady rate during quarter three, and it was anticipated that the year would end with approximately 440 completion.

Discussions were ongoing with potential occupiers of commercial premises on the site, and the Managing Director – Graven Hill Development Company advised the Committee that more details would be shared at the appropriate time.

With regards to priorities for quarters 3 and 4, two were reporting red and 14 were reporting amber. One of the amber priorities was linked to the Shareholder strategy session and site visit, which had had to be rearranged

due to availability of the Shareholder. It was hoped that a date would be confirmed in due course.

In response to questions from the Committee the Managing Director – Graven Hill Development Company explained that they only received confirmation from Channel 4 regarding an air date for the Grand Designs programme a week or two in advance. The previous series of The Street had been broadcast in late April/early May and it was hoped that the second series would have similar scheduling.

With regards to engagement with residents, the Managing Director – Graven Hill Development Company explained that a meeting had been held with the Residents Association in January, and issues raised at the meeting were being investigated with a view to being resolved.

Priorities for quarter four included the progression of planning applications with the Local Planning Authority and continuing discussions regarding the employment land.

In relation to the Business Plan, Budget and Cashflow for 2022/23, the Managing Director – Graven Hill Development Company explained that the proposals had been underpinned by the previously approved Stack 17, and a robust review of the financial supporting documents. The draft plan had been endorsed by all parties.

The Shareholder recognised and approved that due to exceptional circumstances regarding the weather and the meeting being held virtually, the requirement in the Shareholder Agreement for Graven Hill Development Company to receive approval of the business plan/budget within 30 business days of the new calendar year would not be met however it would be approved on 28 February 2022.

The Committee thanked the Managing Director – Graven Hill Development Company for the comprehensive presentation, and for answering their detailed questions.

### **Resolved**

- (1) That the Quarter three update be noted.
- (2) That the Committee be minded to approve the Quarter three management accounts.
- (3) That the Quarter four priorities and year end be noted.
- (4) That the Bond overview be noted.
- (5) That the Committee be minded to approve the appointment of the Graven Hill Village Development Company Operations Director to the Graven Hill Village Holding Company Board.

- (6) That the importance of the timely completion of D1 employment land transaction to the Graven Hill business and funding model be noted.
- (7) That the Committee be minded to approve the 2022/23 Budget, Cashflow and Business Plan incorporating:
  - a. Principles – STACK 17
  - b. 2022/23 Revenue & Expenditure Budget
  - c. 2022/23 Cashflow & funding requirement
  - d. 2022/23 Business Plan
  - e. 2022/23 Corporate KPIs
- (8) That the site visit and strategy session to be held in March 2022 (to be confirmed) be noted.
- (9) That the forward plan be noted.

37 **Quarterly Performance Update - Crown House and Crown Apartments**

The Committee considered an exempt report from the Shareholder Representative that summarised quarter three performance information for Crown House and Crown Apartments.

The Crown House Non-Executive Director advised the Committee that Chris Hipkiss had taken on the role of Crown House Company Manager, as Robert Fuzesi had now left the council. Discussions were currently taking place regarding some minor cosmetic improvements to communal areas of the building.

**Resolved**

- (1) That the Quarter three performance update be noted

The meeting ended at 1.00 pm

Chairman:

Date:



## **Cherwell District Council**

### **Shareholder Committee**

Minutes of a meeting of the Shareholder Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 28 February 2022 at 6.00 pm

Present:

Councillor Barry Wood (Chairman)

Councillor Tony Ilott

Councillor Lucinda Wing

Officers:

Steve Jorden, Corporate Director Commercial Development, Assets & Investment

Michael Furness, Assistant Director of Finance & S151 Officer

Natasha Clark, Governance and Elections Manager

#### **38       Declarations of Interest**

There were no declarations of interest.

#### **39       Minutes**

The Minutes of the meeting of the Committee held on 6 December 2021 having been confirmed as a correct record at the 18 February 2022 virtual meeting of the Committee were signed by the Chairman.

#### **40       Chairman's Announcements**

There were no Chairman's announcements.

#### **41       Urgent Business**

There were no items of urgent business.

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

#### **Resolved**

- (1) That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely

disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

43 **Graven Hill Village Development Company (GHVDC) - Quarter Three Management Report, Business Plan and Budget 2022/23**

The Chairman explained that the Committee had considered the exempt report from the Shareholder Representative that detailed the Quarter Three Management report, and draft business plan and budget for 2022/23, received a presentation from the Managing Director – Graven Hill Development Company at their meeting on 18 February 2022, which had been held virtually due to the extreme weather conditions related to Storm Eunice.

Whilst the Committee had endorsed the recommendations, it was necessary for them to approve at a formal in person committee meeting.

There being no further questions or comments that had informally been discussed an endorsed were approved.

**Resolved**

- (1) That the Quarter 3 Management Accounts be approved.
- (2) That the appointment of the Graven Hill Village Development Company Operations Director to the Graven Hill Village Holding Company Board be approved.
- (3) That the 2022/23 Budget, Cashflow and Business Plan incorporating the following be approved:
  - Principles – STACK 17
  - 2022/23 Revenue & Expenditure
  - 2022/23 Cashflow & Funding Requirement
  - 2022/23 Business Plan
  - 2022/23 Corporate KPIs

The meeting ended at 6.20 pm

Chairman:

Date:

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank