



Meeting of Council

Wednesday 22 May 2024

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Wednesday 22 May 2024 at 6.30 pm, and you are hereby summoned to attend.

Monitoring Officer

Tuesday 14 May 2024

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 **Communications**

To receive communications from the Chairman and/or the Leader of the Council.

4 **Election of Chairman for the Municipal Year 2024/2025**

5 **Investiture of Chairman**

6 Vote of Thanks to Immediate Past Chairman

7 Election of Vice-Chairman for the Municipal Year 2024/2025

8 Investiture of Vice-Chairman

9 Minutes of Council (Pages 7 - 24)

To confirm as a correct record the Minutes of Council held on 26 February 2024.

Council Business Reports

10 Annual Council Business Report 2024/2025 (Pages 25 - 40)

(Please note appendix 3, Committee Appointments, will follow)

Report of Monitoring Officer

Purpose of report

To note the results of the 2 May 2024 district elections and to consider the appointments and allocation of seats on Committees for municipal year 2024/25 in accordance with the duty under Section 15 Local Government Housing Act 1989, to ensure that this reflects the political make-up of the Council following the elections. The political representation of members on committees needs to be considered on an annual basis.

Recommendations

Council resolves:

- 1.1 To note the results of the District Elections held on 2 May 2024.
- 1.2 To note the constitution of Political Groups and notification of Group Leaders which has been notified in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.
- 1.3 To appoint the Leader of the Council.
- 1.4 To note the appointment of the Deputy Leader of the Council, the membership of the Executive and Executive portfolios for the municipal year 2024/2025.
- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements, as set out at Appendix 2.
- 1.6 To appoint members (and where, required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3 – to follow).

- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Health and Wellbeing Board.
- 1.9 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.10 To appoint an Executive member representative and an Executive member substitute to the Future Oxfordshire Partnership.
- 1.11 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.12 To appoint an Executive member and named Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.
- 1.13 That authority be delegated to the Monitoring Officer to make changes required to the Constitution as a result of the changes referred to in this report.

11 Making of the Deddington Neighbourhood Plan (Pages 41 - 106)

Report of Assistant Director Planning and Development

Purpose of report

To seek the making of the Deddington Neighbourhood Plan following the successful referendum and the recommendation of the Corporate Director - Communities.

Recommendations

Council resolves:

- 1.1 To note the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan, which is above the required 50%.
- 1.2 To formally 'makes' the Deddington Neighbourhood Plan presented at Appendix 1 to this report so that it continues to have effect as part of the statutory Development Plan for Cherwell District.
- 1.3 To authorise the Assistant Director – Planning and Development, in consultation with the Portfolio Holder with responsibility for Planning, to issue and publicise a Decision Statement.

12 Polling District and Polling Places Review 2024 (Pages 107 - 112)

Report of Monitoring Officer & Assistant Director Law and Governance

Purpose of report

To endorse the plans for a statutory review of polling districts and polling places within the administrative boundary of Cherwell District Council.

Recommendations

Council resolves:

- 1.1 To endorse the proposed timetable for the review of polling districts, polling places and polling stations in the Cherwell district.
- 1.2 To establish an informal cross-party Polling Place and District Boundary Review working with 8 members reflecting the political make-up of the Council and delegate authority to the Monitoring Officer & Assistant Director Law and Governance to finalise the membership in consultation with Group Leaders.

13 Urgent Business

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

For information

Please note:

Members are advised that written questions and motions for the next scheduled Council meeting on Monday 15 July must be submitted to the Monitoring Officer & Assistant Director Law and Governance, democracy@cherwell-dc.gov.uk, by noon on Wednesday 3 July.

FIRST MEETINGS OF COMMITTEES

Appointments of Chairmen and Vice-Chairmen of Committees

At the conclusion of the Council's proceedings all Members are asked to remain in their seats in the Council Chamber while Committees meet for the purpose of electing their Chairmen and Vice-Chairmen.

The Monitoring Officer will ask the Members on each Committee to stand in turn and those Members are asked to stand (where able)/sit as appropriate:

- Accounts, Audit and Risk Committee
- Appeals Panel
- Budget Planning Committee
- Licensing Committee
- Personnel Committee
- Planning Committee
- Standards Committee

The Monitoring Officer will seek nominations for Chairman. Once appointed, the Chairman of each Committee will seek nominations for Vice-Chairman.

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

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 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 to view a meeting online or attend a meeting in person, 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.

Webcasting and Broadcasting Notice

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber or joining virtually, you are consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

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Cherwell District Council

Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 26 February 2024 at 6.30 pm

Present:

Councillor Les Sibley (Chairman)
Councillor Dr Chukwudi Okeke (Vice-Chairman)
Councillor Tom Beckett
Councillor Andrew Beere
Councillor Rebecca Biegel
Councillor Maurice Billington
Councillor Besmira Brasha
Councillor John Broad
Councillor Mark Cherry
Councillor Becky Clarke MBE
Councillor Patrick Clarke
Councillor Jean Conway
Councillor Gemma Coton
Councillor Dr Isabel Creed
Councillor Andrew Crichton
Councillor Sandy Dallimore
Councillor John Donaldson
Councillor Donna Ford
Councillor Ian Harwood
Councillor David Hingley
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Harry Knight
Councillor Simon Lytton
Councillor Nicholas Mawer
Councillor Fiona Mawson
Councillor Andrew McHugh
Councillor Lesley McLean
Councillor Ian Middleton
Councillor Julian Nedelcu
Councillor Adam Nell
Councillor Lynne Parsons
Councillor Rob Pattenden
Councillor Lynn Pratt
Councillor Chris Pruden
Councillor Edward Fraser Reeves
Councillor George Reynolds
Councillor Dan Sames
Councillor Nigel Simpson
Councillor Dorothy Walker
Councillor Amanda Watkins
Councillor Douglas Webb

Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence:

Councillor Phil Chapman
Councillor Nick Cotter
Councillor Kieron Mallon
Councillor Bryn Williams

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Corporate Director Communities
Stephen Hinds, Corporate Director Resources
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
Joanne Kaye, Head of Finance and Deputy Section 151 Officer
Alex Rycroft, Strategic Finance Business Partner
Lynsey Parkinson, Strategic Business Partner – Corporate
Natasha Clark, Governance and Elections Manager

57 **Declarations of Interest**

There were no declarations of interest.

58 **Communications**

Meeting Length and Etiquette

The Chairman referred to the email sent by the Monitoring Officer to all Members regarding the budget setting at the Council meeting. It was the responsibility of all Members to ensure that the district council set a lawful budget. This was therefore the most important item on our agenda this evening and the Chairman explained he would be ensuring that we allow enough time to debate the budget.

The Chairman asked councillors to be respectful of each other when addressing the meeting and out of courtesy, to remain in their seat during items. If necessary, the Chairman would adjourn the meeting to allow for a comfort break at a suitable point.

May 2024 Elections

The Chairman explained that this was the last Council meeting before the scheduled local elections on 2 May 2024 elections.

The Chairman invited the Conservative Group Leader, Councillor Wood, to address Council. Councillor Wood paid tribute to Councillor Patrick Clarke, Councillor John Donaldson, Councillor Bryn Williams, Councillor Dan Sames

and Councillor Maurice Billington where were standing down at the May elections.

On behalf of Council, the Chairman thanked the Members who were standing down for their service to Cherwell residents and the council. The Chairman extended best wishes to all councillors who were standing in May.

Former Councillor Henry Mundy

The Chairman advised Council that former Councillor Henry Mundy had sadly passed away earlier this year. Former Councillor Mundy was a Conservative councillor who represented the North West Kidlington ward from 1991 to 1995.

During his term of office, he was a member of Housing Committee, Environmental Committee, Kidlington and Gosford Sports Centre Management Committee and the Direct Services Management Board.

On behalf of Council, the Chairman extended condolences to the family and friends of former Councillor Mundy.

Council observed a minutes silence in honour of for Councillor Mundy.

Chairman's Engagements

A copy of the events attended by the Chairman, or the Vice-Chairman had been published with the agenda.

The Chairman thanked all Members who had attended or donated to his Charity Dinner in November. The event had raised £7120, which had been passed to his chosen charity for his term of officer, Alexandra House of Joy.

The Chairman thanked all Members who had attended or donated to his recent Sunday lunch and charity auction. He would confirm the amount raised in due course.

Councillor Dr Okeke

On behalf of Council, the Chairman congratulated the Vice-Chairman, Councillor Dr Okeke, and his wife on the recent birth of their son.

Members' Pigeon Holes

Members were reminded to check their pigeon hole and take any post.

59 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

60 Urgent Business

There were no items of urgent business.

61 **Minutes of Council**

The minutes of the meeting held on 18 December 2023 were agreed as a correct record and signed by the Chairman.

62 **Minutes**

a) **Minutes of the Executive, Portfolio Holder Decisions and Executive Decisions made under Special Urgency**

Resolved

That the minutes of the meeting of the Executive and Portfolio Holder decisions as set out in the Minute Book be received and that it be noted that since the last meeting of Council at which this was reported, 18 December 2023, no decisions had been taken by the Executive which were not included in the 28 day notice.

b) **Minutes of Committees**

Resolved

That the minutes of Committees as set out in the Minute Book be received.

63 **Questions**

a) **Written Questions**

The Chairman advised that one written question, addressed to the Leader, had been submitted with advance notice in accordance with the Constitution and had been published with the agenda. A response to the question had been published as a supplement to the agenda (and as an annex to the Minutes as set out in the Minute Book).

The question was from Councillor Broad in relation to the VAT rate for public Electric Vehicle (EV) chargers. Councillor Broad asked a supplementary question which the Leader duly responded to.

b) **Questions to the Leader of the Council**

Questions were asked and answers received on the following issues:

Councillor Cherry: Potential regeneration of garage sites in Bretch Hill, Edmonds Road and Appleby Close

Councillor Middleton: Report to 5 February Executive on the development of a Kidlington Infrastructure and Community Asset Strategy

Councillor Middleton: Planning Inquiry

Councillor Middleton: Greenbelt and the Local Plan

Councillor Hodgson: Support to staff facing redundancy at JDE Factory, Banbury

Councillor Woodcock: Response to letters sent to MPs in respect of S21 Notices following motion agreed at December Council meeting

c) Questions to Committee Chairmen on the Minutes

There were no questions to Committee Chairman on the minutes of meetings.

64

Members' Allowances 2024/2025

The Assistant Director Law and Governance submitted a report to determine the levels of the allowances to be paid to Members for the forthcoming 2024/2025 financial year and proposed changes to the Members Allowance Scheme following the consideration of the report of the Council's Independent Remuneration Panel.

Resolved

- (1) That having given due consideration, the following levels of allowances be included in the 2024/2025 Members' Allowances Scheme:
 - That the Basic Allowance (currently £4836 pa) be increased in line with the 2024/2025 staff pay award (percentage) when agreed, rounded up to give 12 equal payments and payment of the increase backdated to 1 April 2024.
 - That all Special Responsibility Allowances be increased in line with the 2024/2025 staff pay award (percentage) when agreed, rounded up to give 12 equal payments and payment of the increase backdated to 1 April 2024.
 - That a new Special Responsibility Allowance be introduced for Minority Opposition Group Leaders from April 1 2024, based on the following criteria:
 - Group Leader of a minority opposition Group with 2 – 5 Members: 25% of the Main Opposition Group Leader SRA (if required, rounded up to 12 equal payments)
 - Group Leader of a minority opposition Group with 6 or more members: 50% of the Main Opposition Group Leader SRA (if required, rounded up to 12 equal payments)
 - That the co-optees allowance be increased in line with the staff pay award for 2024/2025 (percentage), when agreed, and rounded up to give 12 equal payments and payment of the increase backdated to 1 April 2024.
 - That the Independent Persons allowance be increased in line with the staff pay award for 2024/2025 (percentage), when agreed, and rounded up to give 12 equal payments, and payment of the increase backdated to 1 April 2024.
 - That Dependents' Carers' and Childcare Allowances remain at the current level, are paid on the basis of the actual costs incurred up to the maximum hourly rate set out below and to a maximum cap of 40

hours per month, subject to production of receipts and cannot be paid to a member of the claimant's household:

- Childcare: £10 per hour
 - Dependent Relative care - £20 per hour
 - That mileage remain at the current level in line with HMRC approved mileage rates, and if any adjustments are implemented by HMRC then the revised rates should be applied to Members' travel allowances effective from the date of implementation by HMRC.
 - That there be no change to subsistence allowances.
 - That Democratic Services continue to book overnight accommodation if required.
 - That there be no change to the list of approved duties for which claims may be made.
 - That Non-Executive Director allowances be increased in line with the staff pay award for 2024/205, rounded up to give 12 equal payments, and payment of the increase backdated to 1 April 2024 and costs recharged to the relevant company.
- (2) That the Assistant Director Law and Governance be authorised to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2024.
- (3) That the Assistant Director of Law and Governance be authorised to take all necessary action to revoke the current (2023/2024) Scheme and to publicise the revised Scheme pursuant to The Local Authorities (Member's Allowances)(England) Regulations 2003 (as amended).
- (4) That the Independent Remuneration Panel for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2024/2025 capped at a maximum of £1200 per person, which can be funded from existing budgets.

65 **Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29**

Prior to consideration of the item, the Chairman advised that the Progressive Oxfordshire Group has proposed an amendment to the budget which had been published as a supplement to the agenda. There were no amendments proposed by the Labour Group or Independent Group.

The Chairman explained that once the budget had been proposed and seconded, the Leader of the Progressive Oxfordshire Group, Councillor Hingley, would respond to the budget and propose the Group's amendment. Once seconded, the amendment would be debated and voted on.

The Chairman reminded Members that the arrangements for debating the budget were set out in the meeting procedure rules. The proposer, when presenting the budget, and Group Leaders, when responding to the budget,

may speak for up to 10 minutes. All other speakers had a three minute time limit.

The Chairman further reminded Members that it was required in legislation that the vote on any motion on or amendment to the budget and council tax setting reports must be a recorded vote. This would be taken at the appropriate time.

The Assistant Director of Finance (S151) submitted a report to consider and approve the Budget Setting for 2024/25 and Medium Term Financial Strategy (MTFS) 2028/29 as per the recommendations.

The Portfolio Holder for Finance, Councillor Nell, paid tribute to the Assistant Director of Finance and the finance team who had worked hard on the budget process and submitted a balanced budget to Council against a difficult financial backdrop. Councillor Nell also thanked the Budget Planning Committee and Accounts, Audit and Risk Committee for their hard work supporting the budget setting and business plan process.

Having presented the report, Councillor Nell proposed the adoption of the Business Plan and related revenue budget for 2024/25, medium term financial strategy to 2028/29, capital programme and all supporting policies, strategies and information. Councillor Wood seconded the proposal.

Councillor Hingley, Leader of the Progressive Oxfordshire Group, addressed Council in response to the budget and proposed the Group's amendment to the budget. Councillor Middleton seconded the amendment.

The amendment having been proposed and seconded was debated by Council. As required in legislation, a recorded vote on the motion was taken. Members voted as follows:

Councillor Tom Beckett	For
Councillor Andrew Beere	Abstain
Councillor Rebecca Biegel	Abstain
Councillor Maurice Billington	For
Councillor Besmira Brasha	Abstain
Councillor John Broad	For
Councillor Mark Cherry	Abstain
Councillor Becky Clarke MBE	Abstain
Councillor Patrick Clarke	For
Councillor Jean Conway	For
Councillor Gemma Coton	For
Councillor Dr Isabel Creed	Abstain
Councillor Andrew Crichton	Abstain

Councillor Sandy Dallimore	For
Councillor John Donaldson	For
Councillor Donna Ford	Abstain
Councillor Ian Harwood	For
Councillor David Hingley	For
Councillor Matt Hodgson	Abstain
Councillor Simon Holland	For
Councillor Harry Knight	For
Councillor Simon Lytton	For
Councillor Nick Mawer	For
Councillor Fiona Mawson	For
Councillor Andrew McHugh	For
Councillor Lesley McLean	For
Councillor Ian Middleton	For
Councillor Julian Nedelcu	For
Councillor Adam Nell	For
Councillor Dr Chukwudi Okeke	Abstain
Councillor Lynne Parsons	Abstain
Councillor Rob Pattenden	For
Councillor Lynn Pratt	For
Councillor Chris Pruden	For
Councillor Eddie Reeves	Abstain
Councillor George Reynolds	For
Councillor Dan Sames	For
Councillor Nigel Simpson	For
Councillor Les Sibley	For
Councillor Dorothy Walker	For
Councillor Amanda Watkins	Abstain
Councillor Douglas Webb	For
Councillor Barry Wood	For
Councillor Sean Woodcock	Abstain

The vote on the amendment was carried with 30 votes in favour, no votes against and 14 abstentions.

The Chairman reminded Members that the amendment having been agreed, it became the substantive motion and Council was debating the recommendations as amended.

Councillor Woodcock, on behalf of the Labour Group, addressed Council in response to the budget.

Councillor Sibley, on behalf of the Independent Group, addressed Council in response to the budget.

The substantive motion having been debated, a recorded vote was taken, and Members voted as follows

Councillor Tom Beckett	For
Councillor Andrew Beere	Against
Councillor Rebecca Biegel	Against
Councillor Maurice Billington	For
Councillor Besmira Brasha	Against
Councillor John Broad	For
Councillor Mark Cherry	Against
Councillor Becky Clarke MBE	Against
Councillor Patrick Clarke	For
Councillor Jean Conway	For
Councillor Gemma Coton	For
Councillor Dr Isabel Creed	Against
Councillor Andrew Crichton	Against
Councillor Sandy Dallimore	For
Councillor John Donaldson	For
Councillor Donna Ford	Abstain
Councillor Ian Harwood	For
Councillor David Hingley	For
Councillor Matt Hodgson	Against
Councillor Simon Holland	For
Councillor Harry Knight	For
Councillor Simon Lytton	For
Councillor Nick Mawer	For
Councillor Fiona Mawson	For
Councillor Andrew McHugh	For
Councillor Lesley McLean	For

Councillor Ian Middleton	For
Councillor Julian Nedelcu	For
Councillor Adam Nell	For
Councillor Dr Chukwudi Okeke	Against
Councillor Lynne Parsons	Against
Councillor Rob Pattenden	For
Councillor Lynn Pratt	For
Councillor Chris Pruden	For
Councillor Eddie Reeves	Abstain
Councillor George Reynolds	For
Councillor Dan Sames	For
Councillor Nigel Simpson	For
Councillor Les Sibley	For
Councillor Dorothy Walker	For
Councillor Amanda Watkins	Against
Councillor Douglas Webb	For
Councillor Barry Wood	For
Councillor Sean Woodcock	Against

The vote on the amendment was carried with 30 votes in favour, 12 votes against and 14 abstentions.

Resolved

- (1) That, having due regard, the statutory report of the Chief Finance Officer and the comments of the Chief Finance Officer in respect of the proposed amendments, be noted.
- (2) That, subject to the following amendments with authority delegated to the Section 151 Officer to update the budget papers to reflect the amendments, the proposed Fees and Charges schedule for 2024/25 be approved and it be noted that statutory notices would be placed where required.
 - That the 2024/25 increase in bulky waste charges be removed and the 2023/24 levels be retained and a new premium charge for faster service be introduced
 - That the charge for replacement bins be removed
 - That the 2024/25 increase in the NOA, Cooper School and Stratfield Brake fees and charges be removed and the fees be retained at 2023/24 levels at a cost of £0.012m.

- (3) That, having given due consideration, the Equality Impact Assessments of the Budget be noted.
- (4) That the Business Plan (annex to the Minutes as set out in the Minute Book) be approved.
- (5) That the net revenue budget, for the financial year commencing on 1 April 2024, as set out below incorporating budget movements to fund the amendments to the budget, with authority delegated to the Section 151 Officer to amend other tables within the budget accordingly, be approved:

Directorate	Net budget 2024/25 £m	Proposal £m	Revised Net Budget 2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m
Communities	8.917	0.117	9.034	0.072	0.152	(0.033)	(0.015)
Resources	4.314	-	4.314	(2.369)	0.021	0.024	(0.100)
Chief Executive	5.355	0.012	5.367	(0.097)	(0.098)	(0.056)	0.009
Service Sub-total	18.586	0.129	18.715	(2.394)	0.075	(0.065)	(0.106)
Corporate Costs	4.293	-	4.293	3.594	1.195	0.532	0.198
Policy Contingency	4.108	(0.129)	3.979	0.837	0.524	0.524	0.524
Net Cost of Services	26.987	0.000	26.987	2.037	1.794	0.991	0.616
Funding	(26.987)		(26.987)	5.001	2.500	2.207	(1.478)
Funding Gap / (Surplus)	0.000	0.000	0.000	7.038	4.294	3.198	(0.862)

- (6) That, subject to the following amendments with authority delegated to the Section 151 Officer to update the budget papers to reflect the amendments, the Medium Term Financial Strategy and Revenue Budget 2024/25 including the Savings Proposals and Pressures be approved.
 - That savings proposal reference SWAST243 (£0.075m) be removed to reflect resolution (2) to not introduce a charge for replacement bins.
 - That savings proposal SWAST241 be amended by introducing alternative charges for bulky waste (as set out in resolution (2)) in 2024/25 and it be noted this has a net nil impact on the budget and MTFS.

- That savings proposal SPCON242 be reduced by £0.022m in 2024/25 in order to keep Pioneer Square public conveniences open.
 - That a new pressure of £0.020m for an additional cleaning contract for the public conveniences at Pioneer Square be agreed.
 - That the general contingency budget be reduced by £0.129m to fund the agreed amendments to the proposed budget.
- (7) That an increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2024 of £5, resulting in a Band D charge of £153.50 per annum be agreed.
- (8) That the Capital Bids and Capital Programme (annexes to the Minutes as set out in the Minute Book) be approved.
- (9) That the Capital and Investment Strategy 2024/25 (annex to the Minutes as set out in the Minute Book), including the Minimum Revenue Provision (MRP) Policy, and the revised 2023/24 MRP Policy (annex to the Minutes as set out in the Minute Book).
- (10) That the Treasury Management Strategy, including the Prudential Indicators, and Affordable Borrowing Limit for 2024/25 (annex to the Minutes as set out in the Minute Book) be approved.
- (11) That a minimum level of General Balances of £6.1m be approved.
- (12) That the Reserves Policy (annex to the Minutes as set out in the Minute Book) and the medium-term reserves plan (annex to the Minutes as set out in the Minute Book) be approved.
- (13) That the Pay Policy Statement, as required by the Localism Act 2010 (annex to the Minutes as set out in the Minute Book) be approved.

66 **Adjournment of Council meeting**

The budget for 2024/25 having been agreed, the Leader of the Council, Councillor Wood, confirmed that he did not require Council to adjourn to allow Executive to meet discuss any issues arising from the budget.

67 **Calculating the amounts of Council Tax for 2024/25 and setting the Council Tax for 2024/25**

The Assistant Director of Finance submitted a report to detail the calculations for the amounts of Council Tax for 2024/25 and the setting of Council Tax for 2024/25.

As required in legislation, a recorded vote was taken, and Members voted as follows:

Councillor Tom Beckett	For
Councillor Andrew Beere	Against
Councillor Rebecca Biegel	Against
Councillor Maurice Billington	For
Councillor Besmira Brasha	Against
Councillor John Broad	For
Councillor Mark Cherry	Against
Councillor Becky Clarke MBE	Against
Councillor Patrick Clarke	For
Councillor Jean Conway	For
Councillor Gemma Coton	For
Councillor Dr Isabel Creed	Against
Councillor Andrew Crichton	Against
Councillor Sandy Dallimore	For
Councillor John Donaldson	For
Councillor Donna Ford	For
Councillor Ian Harwood	For
Councillor David Hingley	For
Councillor Matt Hodgson	Against
Councillor Simon Holland	For
Councillor Harry Knight	For
Councillor Simon Lytton	For
Councillor Nick Mawer	For
Councillor Fiona Mawson	For
Councillor Andrew McHugh	For
Councillor Lesley McLean	For
Councillor Ian Middleton	For
Councillor Julian Nedelcu	For
Councillor Adam Nell	For
Councillor Dr Chukwudi Okeke	Against
Councillor Lynne Parsons	Against
Councillor Rob Pattenden	For
Councillor Lynn Pratt	For
Councillor Chris Pruden	For
Councillor Eddie Reeves	For

Councillor George Reynolds	For
Councillor Dan Sames	For
Councillor Nigel Simpson	For
Councillor Les Sibley	For
Councillor Dorothy Walker	For
Councillor Amanda Watkins	Against
Councillor Douglas Webb	For
Councillor Barry Wood	For
Councillor Sean Woodcock	Against

Resolved

- (1) That it be noted that the Council Tax Base 2024/25 was determined at the Executive meeting held on 8 January 2024:
 - a) for the whole Council area as 59,027.2 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (“the 1992 Act”)]; and
 - b) For dwellings in those parts of its area to which a Parish Precept relates as in the attached Annex to the Minutes (as set out in the Minute Book).
- (2) That it be agreed that the Council Tax requirement for the Council’s own purposes for 2024/25 (excluding Parish Precepts and Special Expenses) is £9,060,675.
- (3) That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the 1992 Act:
 - a) £137,412,530 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the 1992 Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £121,996,104 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the 1992 Act.
 - c) £15,416,426 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the 1992 Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the 1992 Act).
 - d) £261.17 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance

with Section 31B of the 1992 Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses).

- e) £6,355,750 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the 1992 Act as per the attached annex to the Minutes (as set out in the Minute Book).
 - f) £153.50 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T(1(a) above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates.
- (4) It be noted that for the year 2024/25 the Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley have issued precepts to the Council, in accordance with Section 40 of the 1992 Act, for each category of dwellings in the Council's area as indicated below:

Valuation Band	Oxfordshire County Council	Police and Crime Commissioner for Thames Valley
	£	£
A	1,213.71	179.52
B	1,415.99	209.44
C	1,618.28	239.36
D	1,820.56	269.28
E	2,225.13	329.12
F	2,629.70	388.96
G	3,034.27	448.80
H	3,641.12	538.56

- (5) That the Council, in accordance with Sections 30 and 36 of the 1992 Act, hereby sets the amounts shown in the annex to the Minutes (as set out in the Minute Book) as the amounts of Council Tax for the year 2024/25 for each part of its area and for each of the categories of dwellings.
- (6) That the Council has determined that its relevant basic amount of Council Tax for 2024/25 is not excessive in accordance with principles approved under Section 52ZB of the 1992 Act.

The Monitoring Officer submitted a report to consider and agree the Member Development Framework and Programme for 2024-25

Resolved

- (1) That the Member Development Framework for 2024-25 be approved.
- (2) That the Member Development Programme for 2024-25 be approved.

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Updates to the Constitution

The Monitoring Officer submitted a report to update Council on the latest changes to the Constitution following meetings of the Constitution Review Group (CRG).

In introducing the report, the Portfolio Holder for Corporate Services, Councillor Dallimore, highlighted that the Constitution was the document by which, in accordance with the law, the Council exercised all its powers and duties. It was essential that it is reviewed to ensure it remained fit for purpose.

Resolved

- (1) That the amendments being made under the existing Monitoring Officer delegation be noted.
- (2) That the following amendments to the Constitution be approved: Overview and Scrutiny Procedure Rules; Contract Procedure Rules, and Annex to the Code of Conduct for local determination of applications.
- (3) That authority be delegated to the Monitoring Officer to make the amendments to the Constitution, including a delegation to make textual amendments to address any inconsistencies or correct any cross-referencing errors arising from or as a consequence of the amendments (insofar as the Monitoring Officer does not already have such a delegation).

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Motions

The Chairman advised that one motion was included on the agenda, a motion that had been deferred from the 18 December 2023 Council meeting. No further motions had been submitted.

No amendments to the motion had been submitted. In line with the Constitution, no amendments were now permitted.

Motion: Right To Grow

It was proposed by Councillor Middleton and seconded by Councillor Beckett that the following motion be adopted:

“The cost-of-living crisis has highlighted the need for access to enough fresh food, especially fruit and vegetables. This has been worsened by the lack of available allotments and communal gardens.

Greater access to growing spaces would better support CDC in ensuring it places the health and well-being of its residents at the heart of its policy making by increasing the availability of fresh locally produced food at an affordable price.

Such initiatives can reduce pressures on NHS and social care whilst increasing community cohesion, tackling loneliness and isolation, and providing for the healthy food needs of their neighbourhoods.

We recognise that officers already work with our communities to encourage them to come together to develop local growing spaces in areas of under-used publicly owned land and that we have endorsed the countywide Food Strategy. But that we can always do more.

This council therefore calls on the Executive to,

1. Identify council owned land suitable for community cultivation and facilitate the production of a publicly available map of such sites.
2. Adopt a ‘Right to Grow’ policy whilst continuing to work with Cherwell Collective and other community organisations to encourage the adoption of such land for growing schemes by means of a simple licence at no direct cost to the community.
3. Consider ways to encourage developers to include community growing spaces in all new developments and, where practical, on land awaiting development.
4. Write to all Cherwell MPs asking them to support the national ‘Right to Grow’ campaign.”

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Resolved

- (1) That the following motion be adopted:

“The cost-of-living crisis has highlighted the need for access to enough fresh food, especially fruit and vegetables. This has been worsened by the lack of available allotments and communal gardens.

Greater access to growing spaces would better support CDC in ensuring it places the health and well-being of its residents at the heart of its policy making by increasing the availability of fresh locally produced food at an affordable price.

Such initiatives can reduce pressures on NHS and social care whilst increasing community cohesion, tackling loneliness and isolation, and providing for the healthy food needs of their neighbourhoods.

We recognise that officers already work with our communities to encourage them to come together to develop local growing spaces in areas of under-used publicly owned land and that we have endorsed the countywide Food Strategy. But that we can always do more.

This council therefore calls on the Executive to,

1. Identify council owned land suitable for community cultivation and facilitate the production of a publicly available map of such sites.
2. Adopt a 'Right to Grow' policy whilst continuing to work with Cherwell Collective and other community organisations to encourage the adoption of such land for growing schemes by means of a simple licence at no direct cost to the community.
3. Consider ways to encourage developers to include community growing spaces in all new developments and, where practical, on land awaiting development.
4. Write to all Cherwell MPs asking them to support the national 'Right to Grow' campaign."

The meeting ended at 9.02 pm

Chairman:

Date:

This report is public	
Annual Council Business Report 2024/2025	
Committee	Council
Date of Committee	22 May 2024
Portfolio Holder presenting the report	Not applicable
Date Portfolio Holder agreed report	Not applicable
Report of	Monitoring Officer, Shiraz Sheikh,

Purpose of report

To note the results of the 2 May 2024 district elections and to consider the appointments and allocation of seats on Committees for municipal year 2024/25 in accordance with the duty under Section 15 Local Government Housing Act 1989, to ensure that this reflects the political make-up of the Council following the elections. The political representation of members on committees needs to be considered on an annual basis.

1. Recommendations

**** The recommendations are also included in the relevant section of the report ****

Council resolves:

- 1.1 To note the results of the District Elections held on 2 May 2024.
- 1.2 To note the constitution of Political Groups and notification of Group Leaders which has been notified in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.
- 1.3 To appoint the Leader of the Council.
- 1.4 To note the appointment of the Deputy Leader of the Council, the membership of the Executive and Executive portfolios for the municipal year 2024/2025.
- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements, as set out at Appendix 2.
- 1.6 To appoint members (and where, required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3 – to follow).
- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.

- 1.8 To appoint a representative and named substitute to the Health and Wellbeing Board.
- 1.9 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.10 To appoint an Executive member representative and an Executive member substitute to the Future Oxfordshire Partnership.
- 1.11 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.12 To appoint an Executive member and named Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.
- 1.13 That authority be delegated to the Monitoring Officer to make changes required to the Constitution as a result of the changes referred to in this report.

2. Executive Summary

- 2.1 This report sets out the results of the District Elections, the membership of the Political Groups and Group Leaders and appointment of the Leader of the Council.
- 2.2 The Council is required to appoint Committees and other members bodies that are not part of the Executive. Membership of the Council's Committees is agreed annually at the Annual Council Meeting.
- 2.3. The appointment of the Deputy Leader and the Executive are a matter reserved to the Leader of the Council

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial implications arising directly from this report. Michael Furness, Assistant Director Finance & S151 Officer, 13 May 2024
Legal	The allocation of seats to the Political Groups is in accordance with section 15(5) of the Local Government Act 1989 and related regulations mentioned in the report. It is a legal requirement for Council to appoint a Leader, agree proportionality after an election and make appointments to committees. It is for the Council Leader to appoint the Deputy Leader and the other Executive members, and to allocate Lead Member responsibilities. Shiraz Sheikh, Monitoring Officer, 13 May 2024
Risk Management	None

Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	N/A, this report is pursuant to a statutory requirement			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	The political groups have been consulted on aspects of this report.			

Supporting Information

3. Background

- 3.1 Principal Councils are required to hold in every year an annual meeting of the full council. In an election year, this must be held on the eighth day after the retirement

of councillors or such other day within 21 days immediately following the day of retirement as the council may fix.

- 3.2 This meeting fulfills that requirement and ensures that the council has conducted the business required in legislation and the Council's Constitution to ensure governance arrangements are in place for the forthcoming municipal year.

4. Details

2 May 2024 District Election Results

- 4.1 Councillors were elected to district wards as set out below. All councillors were elected for a four year term.

Ward	Elected	Party
Adderbury, Bloxham and Bodicote	Gordon Blakeway	Liberal Democrat
Banbury Calthorpe and Easington	Kieron Mallon	Conservative
Banbury Cross and Neithrop	Matt Hodgson	Labour
Banbury Grimsbury and Hightown	Dom Vaitkus	Labour
Banbury Hardwick	Kerrie Thornhill	Labour
Banbury Ruscote	Mark Cherry	Labour
Bicester East	Rob Parkinson	Liberal Democrat
Bicester North and Caversfield	John Willett	Liberal Democrat
Bicester South and Ambrosden	Frank Ideh	Liberal Democrat
Bicester West	Les Sibley	Independent
Cropredy, Sibfords and Wroxton	Chris Brant	Liberal Democrat
Deddington	David Rogers	Conservative
Fringford and Heyfords	Grace Conway-Murray	Liberal Democrat
Kidlington East	Linda Ward	Green
Kidlington West	Dorothy Walker	Liberal Democrat
Launton and Otmoor	Alisa Russell	Liberal Democrats

Recommendation

- 1.1 To note the results of the District Elections held on 2 May 2024.

Constitution of the Council and Constitution of Political Groups and Political Group Leaders

4.2 The current constitution of the Council (48 Members) is:

- 17 Liberal Democrat (35.42%)
- 13 Labour / Labour & co-operative party (27.08%)
- 11 Conservative (22.92%)
- 4 Green (8.33%)
- 3 Independent (6.25%)

4.3 The constitution of Political Groups and Group Leaders as notified to the Proper Officer is:

- Liberal Democrat (17 Members, all Liberal Democrat party members)
 - Group Leader: Councillor David Hingley
- Labour (13 Members, all Labour & co-operative party members)
 - Group Leader: Councillor Sean Woodcock
- Conservative (11 Members, all Conservative Group members)
 - Group Leader: Councillor Eddie Reeves
- Green / Independent¹ (5 Members, comprising 4 Green members and 1 Independent Member)
 - Group Leader: Councillor Ian Middleton
- Independent (2 Members, comprising 2 Independent Members)
 - Group Leader: Councillor Les Sibley

4.4 In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, Members have given notice of their wish to be regarded as Members of the Political Groups as set out below.

Liberal Democrat Group	Labour Group	Conservative Group	Green/1 Group	Independent Group
Cllr David Hingley (Group Leader)	Cllr Sean Woodcock (Group Leader)	Cllr Edward Fraser Reeves (Group Leader)	Cllr Ian Middleton (Group Leader)	Cllr Les Sibley (Leader)
Cllr Lesley McLean (Deputy Group Leader)	Cllr Amanda Watkins (Deputy Group Leader)	Cllr Nigel Simpson (Deputy Group Leader)	Cllr Tom Beckett	Cllr Harry Knight
Cllr Gordon Blakeway	Cllr Rebecca Biegel	Cllr Phil Chapman	Cllr Fiona Mawson	
Cllr Chris Brant	Cllr Besmira Brasha	Cllr Donna Ford	Cllr Linda Ward	
Cllr Jean Conway	Cllr Mark Cherry	Cllr Ian Harwood	Cllr John Broad	
Cllr Grace Conway-Murray	Cllr Becky Clarke MBE	Cllr Kieron Mallon		
Cllr Gemma Coton	Cllr Dr Isabel Creed	Cllr Nicholas Mawer		

¹ Name of Group to be confirmed
Cherwell District Council

Liberal Democrat Group	Labour Group	Conservative Group	Green/1 Group	Independent Group
Cllr Nick Cotter	Cllr Andrew Crichton	Cllr Andrew McHugh		
Cllr Frank Ideh	Cllr Matt Hodgson	Cllr David Rogers		
Cllr Simon Lytton	Cllr Dr Chukwudi Okeke	Cllr Douglas Webb		
Cllr Julian Nedelcu	Cllr Lynne Parsons	Cllr Barry Wood		
Cllr Rob Parkinson	Cllr Kerrie Thornhill			
Cllr Rob Pattenden	Cllr Dom Vaitkus			
Cllr Chris Pruden				
Cllr Alisa Russell				
Cllr Dorothy Walker				
Cllr John Willett				

Recommendation

- 1.2 To note the constitution of Political Groups and notification of Group Leaders which has been notified in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.

Leader of the Council

- 4.5 The appointment of the Leader of the Council is a Council function in accordance with provisions of the Local Government Act 2000 as amended. The Leader of the Council comes from the majority political grouping.
- 4.6 Following the 2 May 2024 elections, the current Leader of the Council, Councillor Barry Wood, has notified the Proper Officer of his intention to resign as Leader of the Council from 22 May 2024. Councillor Wood will be invited to address the Annual Council meeting.
- 4.7 Council will then be required to appoint a Leader.
- 4.8 The Leader of the Council shall be the Chairman of the Executive and it is their responsibility to determine the size and membership of the Executive (providing the membership comprises between two and nine members, not including the Leader). The Leader shall also determine the remit of each portfolio. Council does not have any decision-making in this regard.
- 4.9 All executive functions are vested in the Leader and it is the Leader's responsibility to determine how such functions shall be delegated. This responsibility can be a simple re-affirmation of the existing delegation of executive functions to Executive, and Officers. The Council does not have any decision making role in this regard.

- 4.10 In accordance with the provisions of the Local Government Act 2000 as amended and the Council's Constitution, the Leader of the Council will hold office for a four year term until:
- they resign from the office
 - (following local elections) heir successor becomes entitled to act as Leader
 - they are removed from office by resolution of the council,

Recommendation

- 1.3 To appoint the Leader of the Council.

Deputy Leader of the Council and Executive 2024/2025

- 4.11 The Leader of the Council will advise Council of their appointment of Deputy Leader and the Executive Portfolios for the Municipal Year 2024/25.

Recommendation

- 1.4 To note the appointment of Deputy Leader of the Council, the membership of the Executive and the Executive Portfolios for 2024/25.

Committee Appointments 2024/2025

- 4.12 The current constitution of the Council is set out at paragraph 4.2. The current constitution of Political Groups is set out at paragraph 4.3.
- 4.13 The Council is required by the Local Government and Housing Act 1989 to review the political balance on its committees on an annual basis. Appendix 1 summarises how the rules operate.
- 4.14 Appendix 2 sets out the arithmetical product of the rules for the Council's Committees. The figures in Appendix 2 show the adjustments which are necessary to achieve the balance across and within committees to comply with the rules.
- 4.15 There are currently no committees on which the allocation of seats are not subject to the political balance requirements.
- 4.16 Appendix 3 (to follow) sets out Group nominations to serve on each of the committees in accordance with the political balance requirements.
- 4.17 Members appointed to Committees shall hold office to no later that the next Annual Council meeting, unless appointments are amended by Group Leaders and notified to the Proper Officer or a Member ceases to hold office.

Recommendations

- 1.5 To agree the allocation of seats on committees that are subject to the political balance requirements as set out in Appendix 2.
- 1.6 To appoint members (and where required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3).

Appointment of Representatives to Joint Bodies

- 4.18 Council is required to agree at its Annual Meeting appointments to the joint bodies of which the Council is a member and has a seat/seats in line with the Terms of Reference of that joint body. Appointments are made for the municipal year and the Members appointed shall be effective until the next Annual Meeting, unless the nomination is amended or they cease to hold office.

Oxfordshire Joint Health Overview and Scrutiny Committee

- 4.19 Oxfordshire County Council (OCC) has responsibility to “review and scrutinise any matter relating to the planning, provision and operation of the health services in its area” and to make referrals to the Secretary of State about proposals where it considers proposals for service change, or consultations, have been inadequate. It discharges that responsibility to the Oxfordshire Joint Health Overview and Scrutiny Committee (‘the Committee’).
- 4.20 OCC, Cherwell District Council (CDC), Oxford City Council, South Oxfordshire District Council, The Vale of White Horse District Council and West Oxfordshire District Council (“the Constituent Councils”) have under powers in Section 8(2)(a) of the Health and Social Care Act 2001 and associated Regulations, formed a joint committee between the Councils to discharge the functions of Oxfordshire County Council given to it under that Act.
- 4.21 The voting membership of the Committee comprises 12 non-executive members of the Constituent Councils, including 1 Member from each district/city Council.
- 4.22 Council is asked to appoint a (CDC) representative to the Oxfordshire County Council Health Overview and Scrutiny Committee for the municipal year 2024/2025. The representative cannot be a member of the Executive.

Health and Wellbeing Board

- 4.23 Oxfordshire County Council and the NHS have a duty to establish a Health and Wellbeing Board. The Board is the principal structure in Oxfordshire with responsibility for promoting the health and wellbeing of the people of the county.
- 4.24 The rules on political proportionality do not apply to the Health and Wellbeing Board not to any sub-committees set up by it.
- 4.25 The membership of the Board includes elected Member representatives and officers from the Oxfordshire local authorities, local GPs and Healthwatch Oxfordshire. The Board’s Terms of Reference set out that the representative from each district/city Council must either be the Leader or the relevant Executive/Cabinet member.
- 4.26 Council is asked to appoint a representative and named substitute to the Health and Wellbeing Board for the municipal year 2024/2025.

Thames Valley Police and Crime Panel

- 4.27 The Thames Valley Police and Crime Panel examines and reviews how the Police and Crime Commissioner for Thames Valley carries out their responsibilities of

ensuring that Thames Valley Police runs effectively and supports the Police and Crime Commissioner in their work.

- 4.28 The Panel's Terms of Reference set out that the membership included 14 elected Members, including one from each of the Oxfordshire district/city Councils.
- 4.29 The Panel's Terms of References state: "Appointments of elected Members to the Panel shall be made by each of the Authorities in accordance with their own procedures and in making their appointments to the Panel each individual authority shall have regard to the requirement in the Act that appointments shall be made with a view to ensuring that the 'balanced appointment objective' is met so far as is reasonably practicable. It is recognised that each Authority may choose to appoint from within the membership of the majority group."
- 4.30 Council is asked to appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2024/2025.

Future Oxfordshire Partnership

- 4.31 The Future Oxfordshire Partnership is a joint committee of the six councils of Oxfordshire together with key strategic partners working together to deliver the bold and ambitious outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development.
- 4.32 As the Joint Committee is constituted to be able to discharge executive functions if delegated to it by the constituent authorities, then the appointed person must be from the Cabinet/Executive of the constituent authorities. There should be one member from each constituent authority. It is custom and practice for this person to be the Leader of the Council.
- 4.33 Each constituent authority shall appoint a substitute (also being an Executive member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 4.34 Council is asked to appoint an Executive member as the council's representative and named substitute (also an Executive member) to the Future Oxfordshire Partnership for the municipal year 2024/2025.

Future Oxfordshire Partnership Scrutiny Panel

- 4.35 The purpose of the Future Oxfordshire Partnership Scrutiny Panel is to review and scrutinise plans, proposals and decisions to be taken and actions taken in connection with the discharge of the Future Oxfordshire Partnership's functions. The Scrutiny Panel will perform a 'check and balance' and 'critical friend' function to the Future Oxfordshire Partnership through the review of key policies, decisions and strategic objectives.
- 4.36 The Future Oxfordshire Partnership does not have the right to call in any executive decisions made by any partner authorities. All partner authorities will retain the right to formally call in decisions made by their own executives to their own Scrutiny Committees.

- 4.37 The Scrutiny Panel comprises 18 councillors, three appointed annually by each constituent Council of the Future Oxfordshire Partnership. Executive members of the constituent councils shall not be members of the Scrutiny Panel. Each constituent Council will appoint its members having regard to its own political balance. It is recommended, but not required, that those appointed are also members of constituent council overview and scrutiny committees. It is a requirement at Panel meetings that at least one member from each of the partners is in attendance for the meeting to be quorate.
- 4.38 Council is asked to appoint three non-Executive members to the Future Oxfordshire Partnership Scrutiny Panel, having regard to the Council's political balance.

Future Oxfordshire Partnership Advisory Groups

- 4.39 The Future Oxfordshire Partnership has four advisory groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.
- 4.40 Each partner authority should appoint their Executive/Cabinet member with the relevant portfolio or whose portfolio most closely fits is appointed to the respective Advisory Group.
- 4.41 Where an appointed member is unable to attend the Advisory Group, each partner authority is required to send a named substitute drawn from their Executive. The substitute member shall have the same rights as the member for whom the substitution is made.

Recommendations

- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Health and Wellbeing Board.
- 1.9 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.10 To appoint an Executive member representative and an Executive member substitute to the Future Oxfordshire Partnership.
- 1.11 To appoint three non-Executive representatives to the Future Oxfordshire Partnership Scrutiny Panel.
- 1.12 To appoint an Executive member and named Executive member substitute to each of the Future Oxfordshire Partnership Advisory Groups: Housing Advisory Group, Infrastructure Advisory Group, Environment Advisory Group and Planning Advisory Group.

5. Alternative Options and Reasons for Rejection

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

Option 1: To amend the appointments. This is not recommended as nominations have been submitted by Group Leaders following consultation with their Groups and in accordance with the proportionality calculations.

6 Conclusion and Reasons for Recommendations

6.1 The Council is required to note the results of the District Council elections, appoint a new Leader, agree the allocation of seats on committees that are subject to the political balance requirements and to agree the appointments to each of the Committees in accordance with the nominations made by political groups.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Local Government & Housing Act 1989 – Political Balance
Appendix 2	Allocation of seats on committees subject to political balance requirements 2024/2025
Appendix 3	Committee appointments 2024/2025
Background Papers	None
Reference Papers	None
Report Author	Natasha Clark, Governance and Elections Manager
Report Author contact details	democracy@cherwell-dc.gov.uk 01295 221534

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Appendix 1: Local Government & Housing Act 1989 - Political Balance

General Description of the Rules

1. For most local authority committees and sub-committees and for certain other appointments, the 1989 Act requires the Council to allocate seats to political groups in accordance with the groups' proportionate strength on the Council as a whole.
2. The political balance requirement applies only where political groups have been set up, but where it does apply the allocation to committees has to be reviewed annually. A review is also required on the formation of a new political group or if requested by a member newly joining a group.
3. A committee must review the allocation of seats on its sub-committees following any change in the committee's membership as a result of a 1989 Act review.

The Allocation

4. The allocation process depends on the proportionate strengths of the political groups and the nature of the committee, sub-committee or other body concerned. The following rules apply:
 - (i) Where a group has an overall majority on the Council, that group is entitled to a majority of the seats on each committee and sub-committee.
 - (ii) Each political group is entitled to its proportion of the total number of seats on all the committees added together, according to the ratio of the number of members of the group to the number of members of the Council.
 - (iii) Subject to (i) and (ii) above, each group is entitled to its proportion of the number of seats on each individual committee.
 - (iv) For sub-committees and some other bodies, a group is entitled to its proportion of the number of seats regardless of the total number of seats involved (but still subject to the majority rule in (i) above).
 - (v) The allocations of seats to political groups are rounded up or down to the nearest whole number. Where the allocations leave a seat or seats unfilled on a committee, sub-committee or other body those seats must be allocated to any independent members of the Council.
5. Except where a "no dissent" alternative (as described below) is adopted, application of these principles, "so far as reasonably practicable", is mandatory. Once the allocations have been agreed under this procedure, the appointment of individual members must then be made in accordance with the wishes of the respective groups.

Alternatives where "No Dissent"

6. The requirement to allocate seats according to political groups' proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no councillor votes against the alternative arrangement when it is proposed.

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Appendix 2 - Proportionality Calculations

1.1 Under the Local Government (Committees and Political Groups) Regulations 1990 made pursuant to the Local Government and Housing Act 1989, allocations of committee seats are made to political groups and any member not in a political group is consequently not automatically entitled to seats on committees. There are no such members currently and the committee allocations take account of the Groups notified to the Chief Executive as set out below.

- Liberal Democrat (17 Members)
 - Group Leader: Councillor David Hingley
- Labour (13 Members)
 - Group Leader: Councillor Sean Woodcock
- Conservative (11 Members)
 - Group Leader: Councillor Eddie Reeves
- Green & Independent¹ (5 Members)
 - Group Leader: Councillor Ian Middleton
- Independent (2 Members)
 - Group Leader: Councillor Les Sibley

1.2 Allocation of Seats to Proportional Committees (*adjustments shown in italics*)

	Liberal Democrat	Labour	Conservative	Green/Ind	Independent	Total
% entitlement	35.9%	27.2%	22.8%	9.8%	4.3%	100%
Accounts, Audit & Risk Committee	3	2	2	1	0	8
Appeals Panel	4	3	2	1	0	10
Budget Planning Committee	4	3	3	1	1	12
Licensing Committee	5 (+1)	4 (+1)	2 (-1)	1	0 (-1)	12
Overview & Scrutiny Committee	4	3	3	1	1	12
Personnel Committee	4	3	3	1	1	12
Planning Committee	6	5	4	2	1	18
Standards Committee	3	2	2	1	0	8
Proportional Entitlement by Committee	32	24	22	9	5	92
Aggregate Entitlement	33	25	21	9	4	92
Adjustment Required	+1	+1	-1	0	-1	0

¹ Awaiting confirmation of name of Group

- 1.3 The Constitution sets out that the Planning Committee has 12 named substitutes. These appointments are not included in the main committee proportionality calculations above but the number of substitutes per Group should reflect the political makeup of the Committee with the adjustment to ensure each Group has a named substitute. Groups should appoint the number of named substitutes as set out below:
- Liberal Democrat Group - 4
 - Labour Group - 3
 - Conservative Group - 3
 - Green / Independent Group - 1
 - Independent Group - 1
- 1.4 Political Groups must have regard to the following when nominating Committee members:
- Overview and Scrutiny Committee must not include any members of the Executive
 - Personnel Committee members must include at least one member of the Executive and may not include members of the Appeals Panel
 - Appeals Panel members may not serve as members of the Personnel Committee

This report is public	
Making of the Deddington Neighbourhood Plan	
Committee	Council
Date of Report	22 May 2024
Portfolio Holder presenting the report	N/A
Date Portfolio Holder agreed report	N/A
Report of	Assistant Director Planning and Development, David Peckford

Purpose of report

To seek the making of the Deddington Neighbourhood Plan following the successful referendum and the recommendation of the Corporate Director - Communities.

1. Recommendations

Council resolves:

- 1.1 To note the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan, which is above the required 50%.
- 1.2 To formally 'makes' the Deddington Neighbourhood Plan presented at Appendix 1 to this report so that it continues to have effect as part of the statutory Development Plan for Cherwell District.
- 1.3 To authorise the Assistant Director – Planning and Development, in consultation with the Portfolio Holder with responsibility for Planning, to issue and publicise a Decision Statement.

2. Executive Summary

- 2.1 Deddington Parish Council have progressed their Neighbourhood Plan through each of the required stages and following examination, Cherwell's Executive resolved that the Plan should proceed to referendum.
- 2.3 The referendum took place on 2 May 2024 in accordance with the Neighbourhood Planning Referendum Regulations. More than 50% of those who voted were in favour of the Plan.
- 2.4 The Deddington Neighbourhood Plan now operates as part of the statutory Development Plan for Cherwell District and the Council is asked to formally 'make' the Plan so that it continues to operate as part of the Development Plan. The Plan proposed to be made is attached at Appendix 1 to this report.

Implications & Impact Assessments

Implications	Commentary			
Finance	There are no direct financial implications arising from this report. The work required by the District Council to support the preparation of Neighbourhood Plans is met within existing budgets. Kelly Wheeler, Finance Business Partner, 24 April 2024			
Legal	The Deddington Neighbourhood Plan has been prepared in accordance with the Town and Country Planning Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended). The referendum on the Plan garnered more than 50% of the vote. The Council is now under a legal duty to make the Plan within the above-mentioned timeframe and would be in breach if it failed to do so. Kim Maher, Solicitor Legal Services, 1 May 2024			
Risk Management	There is no risk to the Council beyond the legal risk identified. This, and any further arising risks will be managed through the service operational risk and escalated to the Leadership Risk Register as and when deemed necessary. Celia Prado-Teeling, Performance & Insight Team Leader 29 April 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	x			The preparation of the Neighbourhood Plan has been led by the local community and has been subject to extensive collaboration and consultation, culminating in the local referendum. All sections of the community, including all socio-economic and minority groups have therefore had the opportunity to influence the 'making' of the neighbourhood plan. The plan has no direct impact on residents as it is a policy based document.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	x			As above
Climate & Environmental Impact	x			The Neighbourhood Plan includes a policy on zero carbon buildings and encourages developers to build to a Passivhaus or equivalent standard.
ICT & Digital Impact				not applicable

Data Impact				not applicable
Procurement & subsidy				not applicable – the Council is not procuring any goods or services so there is no procurement impact
Council Priorities	<p>This report links to the strategic priorities from the Business Plan 2024/25:</p> <ul style="list-style-type: none"> • Housing that meets your needs; • Supporting environmental sustainability; • An enterprising economy with strong and vibrant local centres; • Healthy, resilient, and engaged communities. 			
Human Resources	Not applicable			
Property	Not applicable			
Consultation & Engagement	The Neighbourhood Plan for Deddington has been subject to two rounds of consultation and a local referendum prior to this point and the statutory consultation requirements have been fulfilled.			

Supporting Information

3. Background

- 3.1 The Council’s Executive resolved at a meeting on 2 December 2013 to designate Deddington Parish as a Neighbourhood Area.
- 3.2 Work progressed on a Deddington Neighbourhood Plan and the Parish Council submitted their first neighbourhood plan in 2018. The subsequent independent examination commenced on 29 April 2019. However, following consideration of the examiner’s report on the submission Deddington Neighbourhood Plan, Deddington Parish Council resolved to withdraw their Plan at their meeting on 20 November 2019.
- 3.3 Deddington Parish Council then undertook additional work on their Neighbourhood Plan and submitted their revised Plan to the Council in 2023. The Neighbourhood Plan and supporting documents were publicised as required and public consultation took place between 9 June 2023 to 21 July 2023.
- 3.4 Following the consultation, the Council, in agreement with the Parish Council, appointed an Independent Examiner to undertake the independent examination.
- 3.5 The Examiner’s report is dated 12 December 2023.
- 3.6 The Executive considered the Examiner’s report on 5 February 2024 and resolved that the Plan should proceed to referendum. The decision statement detailing the Council’s intention to send the neighbourhood plan to referendum was published on 13 February 2024.

- 3.7 The referendum took place on 2 May 2024 in accordance with the Neighbourhood Planning Referendum Regulations. More than 50% of those who voted were in favour of the Plan.
- 3.8 The Deddington Neighbourhood Plan now operates as part of the statutory Development Plan for Cherwell District and the Council is asked to formally 'make' the Plan so that it continues to operate as part of the Development Plan. The Plan proposed to be made is found at Appendix 1 to this report.
- 3.9 On 14 May 2024, a report was considered by the Corporate Director - Communities which included the referendum result and a copy of the Neighbourhood Plan. The Corporate Director resolved:
1. To note the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan which is above the required 50%.
 2. To recommend to Council:
 - a. that it formally 'makes' the Deddington Neighbourhood Plan as presented at Appendix 1 so that it continues to have effect as part of the statutory Development Plan for the District.
 - b. that the Assistant Director – Planning and Development in consultation with the Portfolio Holder, be authorised to issue and publicise a Decision Statement following the Council's confirmation.

4. Details

Referendum

- 4.1 The Neighbourhood Plan and other required information was made available for public viewing on the Council's website, the Deddington Neighbourhood Plan website, at a location in the Parish (Friends of Deddington Library) and at the Council's offices at Bodicote House before and during the referendum. The documents available were:
- A Notice of Referendum;
 - An Information Statement which provides general information about neighbourhood planning, the referendum and a map of the referendum area;
 - The draft Deddington Neighbourhood Plan (Referendum Version);
 - The report of the independent examiner into the Neighbourhood Plan;
 - A Referendum General Statement;
 - A Decision Statement confirming the Executive's determination that the Plan should proceed to referendum.
- 4.2 Those eligible to vote were sent the requisite information to enable participation in the referendum.
- 4.3 The question posed for the referendum (as specified by the regulations) was:
- 'Do you want Cherwell District Council to use the Neighbourhood Plan for Deddington to help it decide planning applications in the neighbourhood area?'*

- 4.4 More than 50% of those who voted, voted 'Yes' in response to this question. The declaration of poll results is attached at Appendix 2 to this report. 791 people voted in favour of the Neighbourhood Plan with 58 against, providing a majority vote of 93%. The result of the referendum has been publicised on the Council's website.

'Making' the Neighbourhood Plan

- 4.5 As a result of legislative changes made in 2017, a neighbourhood plan comes into force as part of the statutory Development Plan once it has received majority support at a referendum. The Deddington Neighbourhood Plan now has this status.
- 4.6 However, the Council is still required to formally 'make' the Neighbourhood Plan for it to continue to have effect and must do so within a prescribed eight-week period from the day after the referendum, which is by 28 June 2024.
- 4.7 Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) requires the Council to 'make' the Neighbourhood Plan if more than half of those voting in the applicable referendum have voted in favour of the Plan.
- 4.8 The Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU (or human rights obligations. There is no known breach or incompatibility. Officers consider that the Deddington Neighbourhood Plan can be formally 'made'. If the Council decided not to formally 'make' the Plan, it would cease to have effect as part of the Development Plan.
- 4.9 As soon as possible following the decision to make a Neighbourhood Plan, the Council must publish a decision statement stating that the Plan has been made and the reasons. A copy of the decision statement must be sent to the qualifying body (Deddington Parish Council) and anyone who asked to be notified of the decision. The District Council must publish where and when the decision statement can be inspected.
- 4.10 The Council is also required to publish the Deddington Neighbourhood Plan on its website and notify any person who has asked to be notified of the making of the Plan that it has been made and where and when it may be inspected.

5. Alternative Options and Reasons for Rejection

- 5.1 Option 1: Not to make the Plan. This is rejected as a formal decision is required to be made. There is no known breach or incompatibility with, any EU or human rights obligations. The Council has no options or alternatives to making the Plan.

6. Conclusion and Reasons for Recommendations

- 6.1 A referendum was held on the Deddington Neighbourhood Plan on 2 May 2024. Of those eligible to vote, 791 voted in favour of the Plan with 58 against. The vote of 93% in favour meets the requisite majority and the Plan is now part of the statutory Development Plan. The Council is still required to formally 'make' the Plan and there is no known breach or incompatibility with EU or human rights obligations

which prevents this. The Council is therefore requested to ‘make’ the Deddington Neighbourhood Plan which would be within the prescribed eight-week period.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	Deddington

Document Information

Appendices	
Appendix 1	Appendix 1: Deddington Neighbourhood Plan for making Appendix 2: Results of Poll Appendix 3: Urgent officer decision notice
Background Papers	None
Reference Papers	05/02/2024 Executive Deddington Neighbourhood Plan Decision - Deddington Neighbourhood Plan Cherwell District Council https://www.cherwell.gov.uk/info/221/neighbourhood-plans/397/deddington-neighbourhood-plan
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Deddington

Neighbourhood Plan

2020 – 2040



Published by
DEDDINGTON PARISH COUNCIL
Neighbourhood Plan
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GUIDE TO READING THIS PLAN

1. INTRODUCTION & BACKGROUND

This section explains the background to this Neighbourhood Plan and its purpose.

2. THE NEIGHBOURHOOD AREA

This section summarises the key facts and features of the designated Neighbourhood Area, that is the villages of Deddington, Clifton and Hempton and their surrounding countryside.

3. PLANNING POLICY CONTEXT

This section identifies the key national planning policies and those of the local planning authority, Cherwell District Council, that relate to this area and have guided the preparation of the plan.

4. COMMUNITY VIEWS ON PLANNING ISSUES

This section explains the community involvement that has taken place so far.

5. VISION, OBJECTIVES & LAND USE POLICIES

This section sets out a vision of the area in 2040 and the objectives of the plan. It then proposes the land use planning policies to achieve those objectives over the plan period, which are accompanied by some explanatory text. There are Policy Maps at the back of the document which show where area or site-specific policies will apply.

6. IMPLEMENTATION

This section explains how the Plan will be implemented and future development guided and managed. It also proposes priorities for how the S106 contributions or Community Infrastructure Levy (CIL) if adopted will be reinvested by the Parish Council in support of the plan objectives. Finally, it proposes how any issues that are outside the scope of land use planning (and therefore this Neighbourhood Plan) may be taken forward by the Parish Council.

Cover image: View of Deddington by Kevin Mayo

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FOREWORD

The aim of this Neighbourhood Plan is to enable the people of Clifton, Deddington and Hempton to shape the future development of the Parish. Once adopted, the Plan will have statutory status. Cherwell District Council will be obliged to give the Deddington Neighbourhood Plan as much weight as they give their own Local Plan in making planning decisions.

What is our starting point? The 2011 Census revealed that about three-quarters of the existing residents of the three villages are owner-occupiers. More than 90% of the working population commute to work by car.

Around a quarter of the population is aged over 65 and – as we discovered from our questionnaire – a fair number of them would like to downsize if only they could find a suitable property.

House prices are generally considered prohibitively high, forcing young people to move elsewhere to find a home of their own. A significant number responding to our questionnaire expressed the wish for a starter home they could afford in Deddington.

It would be fair to say from our various consultations that there is no great enthusiasm for extensive new development in the Parish, but many recognised that some expansion is necessary. And indeed, neighbourhood plans are required to provide at least the level of housing growth specified in the current Local Plan. Overwhelmingly, the feeling was that if there were to be new housing it should be starter homes, affordable housing, and homes, including bungalows, suitable for downsizers.

The beauty, tranquillity and rural charm of the Parish are highly valued. The historic features of the Parish are cherished. Many speak of a notable friendliness and community spirit. However, there are concerns about local infrastructure and facilities – access to health care, access to the primary school, inadequate public transport, lack of parking space, traffic congestion and pollution.

The difficulties being experienced by Deddington Health Centre in coping with the large influx of new patients over recent years – exacerbated by the Covid pandemic – so that waiting times for an appointment can be a month or more, was a key concern among parishioners in the parish survey carried out last summer. We know from senior Health Centre staff that lack of parking space in the Earls Lane area has made it impossible for them to expand with extra consulting rooms or reception area in the car park of their current premises.

The urgent need for a new nursery building was another concern widely expressed. The current nursery, run by a charity, is greatly valued, preparing as it does some 30 children each year for Pre-School and then their first year at primary school, but the

existing nursery building is at end of life. The current location of the nursery, at some distance from the primary school and PFSU (Pre-School), is not ideal.

It has been our aim to embody these messages from the community in the Plan.

This is the Deddington Neighbourhood Plan's steering group second formulation of a plan for the parish. The first version was not approved by the government examiner appointed to adjudicate on it. This time, for Neighbourhood Plan mark 2, we have employed a planning consultant with the financial assistance of Locality, a government sponsored agency. So far, no parish funds have been spent on forming either of the neighbourhood plans, aside from a £1,000 contribution from the Deddington News, for which we are very grateful.

This time, for the second plan, the decision was taken to allocate sites for development in the Parish. We have employed (free of charge) the assistance of AECOM, a government-sponsored consultancy firm, to carry out a housing needs survey and to conduct sustainability assessments of the various sites offered in our own and Cherwell District Council's Calls for Sites. Our most recent parish survey, conducted by the steering group in June 2022, enabled parishioners to vote on which sites they most favoured for housing, to state whether or not they favoured our prospective policies and to pinpoint their wider concerns. It was on the basis of the Parish's wishes expressed in the survey and planning considerations independently assessed that the Neighbourhood Plan has been created and revised.

Alongside professional help, the plan is the result of a great amount of work by residents, including those who contributed to the various working groups, the 'street captains' who ensured such a high response to the parish questionnaires, the Webmaster, and the support of Deddington Parish Council. To all of these we offer heartfelt thanks.

The plan provides a framework for the community to work alongside landowners and developers to deliver sustainable development that matches new housing to need and respects the distinctive character of the natural, built and historic environment of the Parish so highly prized by local people.



Cosy Lane: Photograph by Bryn Williams

LIST OF POLICIES

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1. INTRODUCTION & BACKGROUND

1.1. Deddington Parish Council has prepared a Neighbourhood Plan for the area designated by the local planning authority, Cherwell District Council, in December 2013. The area coincides with the parish boundary (see Plan A). The plan is being prepared in accordance with the Neighbourhood Planning (General) Regulations of 2012 (as amended).

1.2. The purpose of the Neighbourhood Plan is to set out a series of planning policies that will be used to determine planning applications in the area in the period to 2040. The Plan will form part of the development plan for the District, alongside the adopted Cherwell Local Plan (2011–2031) and the saved policies of the adopted Cherwell Local Plan 1996, which will eventually be replaced by the emerging Cherwell Local Plan 2040 and is intended to cover the same period.

1.3. Neighbourhood Plans provide local communities with the chance to manage the quality of development of their areas. Once approved at a referendum, the plan becomes part of the Council's statutory development plan and will carry significant weight in how planning applications are decided in the neighbourhood area. Plans must therefore contain only land use planning policies that can be used for this purpose. This often means that there are important issues of interest to the local community that cannot be addressed in a plan if they are not directly related to planning. Although there is scope for the local community to decide on its planning policies, Neighbourhood Plans must meet all of the relevant basic conditions (see Figure 1 overleaf).

1.4. In addition, the Parish Council has to demonstrate to an independent examiner that it has successfully engaged with the local community and stakeholders in preparing the plan. In this case the examiner approved the plan as meeting the Basic Conditions, subject to a few amendments which have been incorporated. The plan went to a referendum of the Deddington electorate on 2 May 2024. To the question: Do you want Cherwell District Council to use the Deddington Neighbourhood Plan to help it decide planning applications in the neighbourhood area? 791 voted Yes, 58 voted No, in a turnout of 46.79%. It now becomes adopted as formal planning policy.

EMERGING NATIONAL POLICY INITIATIVES

1.5. During the preparation of this plan the Government published for consultation its proposed Levelling Up & Infrastructure Bill and further revisions to the National Planning Policy Framework (NPPF) with some changes to both the development

plan and management system. They indicate there is a positive future for neighbourhood planning in that system.

1.6. The Environment Act 2021 has also been consented during the preparation of the plan. It contains a number of proposals that may influence the final version of the plan, notably in respect of development proposals delivering biodiversity net gain and of addressing local nature recovery. The councils will keep a keen eye on the implementation of the Act in the coming months as these new policy initiative chime well with the expressed interests of the local communities.

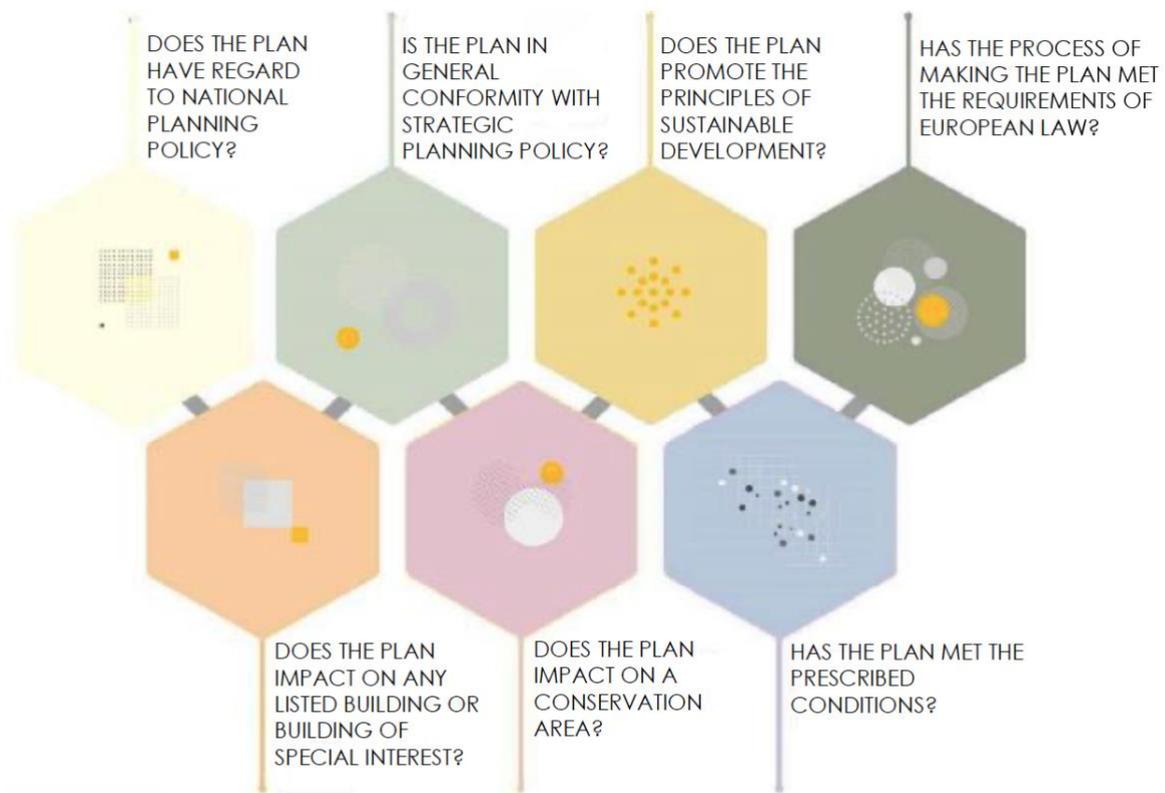


Figure 1: The Basic Conditions

THE SUBMISSION PLAN

1.7. The Submission Plan embraced the core planning principles of the NPPF, namely to contribute to sustainable development with new housing and attendant infrastructure; to foster well-designed places with accessible services and open spaces; to protect and enhance our historic environment; and to improve biodiversity and tackle climate change.

1.8. It was this version of the plan that was subject to examination and then a referendum. It followed a formal consultation period on the 'Pre Submission' version of the plan in January – February 2023, during which the Parish Council consulted on its proposed vision, objectives and policies of the plan. It reviewed the comments made by the local communities, the District and County Councils, other statutory bodies, land interests and other stakeholders. Some changes have been made as a result of their comments, which are summarised in the separate Consultation Statement.

STRATEGIC ENVIRONMENTAL ASSESSMENT & THE HABITATS REGULATIONS

1.9. The District Council confirmed in its screening opinion of June 2020 that the Plan would require a strategic environmental assessment (SEA) as per the Environmental Assessment of Plans & Programmes Regulations 2004. The council proceeded to meet that obligation in the form of a broader sustainability appraisal (SA/SEA) to enable it to assess the social and economic effects of the plan, as well as its environmental effects. A draft environmental (SA/SEA) report has been published separately alongside the plan for consultation in accordance with the regulations.

1.10. The Neighbourhood Area does not contain a European Site for nature conservation and the nearest designated European Site is Oxford Meadows SAC (Special Area of Conservation), some 15 miles (24 km.) from the plan area. There is one SSSI adjacent to the south-east boundary of the designated area (Bestmoor SSSI), which is not considered to be adversely affected by the plan. The plan is therefore unlikely to have an impact on the integrity of a European Site. The District Council was required to confirm this in a screening opinion for the purposes of complying with the Conservation of Habitats and Species Regulations 2017 (as amended) at the submission stage.



Plan A: Designated Deddington Neighbourhood Area

2. THE NEIGHBOURHOOD AREA

2.1 The Parish of Deddington is located in north Oxfordshire. The principal settlement of Deddington lies approximately 9km south of Banbury and 27km north of Oxford. The Parish includes the two smaller villages of Hempton and Clifton.

2.2 The Parish extends over 1,718ha and has a population of approximately 2,150. The majority of the population live in the village of Deddington, with a smaller population in Hempton (c.285) and Clifton (c.240). It was estimated that there were approximately 909 dwellings in the Parish in 2017. According to the 2011 Census, the percentages of residents aged under 16 and over 65 are both higher than the national average.



Market Place: Photograph by Mike Higgins

2.3 The Parish is served by existing, generally small-scale retail and service outlets in Deddington which include the Co-operative Food Store, a post office, a hotel, a public house, a delicatessen/butchers and four hairdressers. There is also a dress shop, a florist, a cycle shop and an art gallery.



Bird's eye view of Deddington painted by Joseph Wilkins, a Deddington resident and cartographer, around 1860

2.4 The earliest documentation of Deddington is 1086 in the Domesday Book. Given its strategic location at the convergence of the ancient roads from Oxford to Banbury and from Buckingham to Chipping Norton, Deddington functioned as a trading centre.

2.5 There are 115 Listed Buildings in Deddington, including 1 Grade I and six Grade II* Listed Buildings. Two sites in the Parish, Deddington Castle with surrounding earthworks and Ilbury Camp Iron Age hill fort, are designated as Scheduled Ancient Monuments. A large part of Deddington village is designated as a Conservation Area on account of the special architectural or historic interest of many buildings and features in Deddington, including the Norman castle earthworks, mediaeval street layout and vernacular building materials. The Conservation Area was designated in 1988 and an appraisal by CDC confirmed its existing boundaries in 2012.

2.6 The western side of the village along Hempton Road consists of more modern development. There has also been a limited amount of modern development on the north side of the western end of Earls Lane near the primary school and a small amount of newer housing in Clifton.



Tays Gateway: Photograph by Alex Jeyes

There is one Local Wildlife Site within the Parish at Deddington Mill. This is a 6.6ha area of woodland next to the river Swere which provides valuable habitat for woodland birds. A millennium project, Daeda's Wood – 3.7 hectares of woodland – was established with the support of the Woodland Trust on the east side of the Swere in 1997. The wood provides a quiet riverside area, maturing woodland and open meadow for informal recreation.

2.7 A heritage community orchard was planted in Welford's Piece in Clifton in 2021, with Deddington Environment Network taking the lead. A project seeding a small wildflower meadow is now under way.

2.8 Bestmoor SSSI adjoins the south-east corner of the Parish approximately 2km south of Clifton. This 12ha site supports a population of narrow-leaved water dropwort.



3. PLANNING POLICY CONTEXT

3.1 The parish lies within the Cherwell District area in the county of Oxfordshire.

NATIONAL PLANNING POLICY

3.2 The National Planning Policy Framework (NPPF) published by the Government is an important guide in the preparation of local plans and neighbourhood plans. The following paragraphs of the NPPF version published in 2021 are considered especially relevant:

- Promoting neighbourhood planning (§28 – §30)
- Boosting the supply of new homes in neighbourhood plans (§60 & §66)
- Supporting a prosperous rural economy (§84 – §85)
- Planning positively for the provision of new community facilities (§93)
- Protecting Local Green Spaces (§101 – §103)
- Promoting sustainable transport (§104 etc)
- Achieving well-designed places (§126 etc)
- Conserving and enhancing the natural environment (§174 etc)
- Protecting and enhancing biodiversity (§179)
- Conserving and enhancing the historic environment (§189 etc)

STRATEGIC PLANNING POLICY

3.3 The Neighbourhood Plan must be in general conformity with the strategic policies of Cherwell District. The development plan primarily comprises the Cherwell Local Plan 2011- 2031 adopted in 2015 and saved policies from the Cherwell Local Plan 1996. Its key policies applying to the Deddington Neighbourhood Plan are:

- SLE 1: Employment Development
- BSC 3: Affordable Housing
- BSC 4: Housing Mix
- BSC 12: Indoor Sport, Recreation and Community Facilities
- ESD 1: Mitigating and Adapting to Climate Change
- ESD 2: Energy Hierarchy and Allowable Solutions
- ESD 3: Sustainable Construction
- ESD 4: Decentralised Energy Systems
- ESD 5: Renewable Energy
- ESD 13: Protection and Enhancement of Biodiversity and the Natural Environment
- ESD15: The Character of the Built and Historic Environment
- ESD 17: Green Infrastructure
- Villages 1: Village Categorisation
- Villages 2: Distributing Growth across the Rural Areas

3.4 Policy Villages 2 provided for the 24 Category A villages (including Deddington) to supply a total of 750 homes for the plan period (in addition to windfall housing consents). This target has been more than met across these villages. The emerging Local Plan in effect proposes a total of 45 new dwellings for Deddington as supplied from housing site allocations for its plan period to 2040 (after taking into account planning consents since 2019). This forms the 'housing requirement figure' for the

Parish, as per NPPF §66. Separately, the earlier (2021) Housing Needs Assessment produced for the Neighbourhood Plan by consultants AECOM indicated that the Parish may need to supply 76 homes up to 2040, taking into account the 50 homes built or committed on three developments on the edge of the village.

3.5 The Parish Council has worked closely with CDC officers to ensure that there will be no need for the emerging Local Plan to contradict the policies of the neighbourhood plan or to supplement its housing supply proposals. To expand on this: in the absence of a target figure set by Cherwell District Council (CDC) the Neighbourhood Plan based its assessment of housing need in Deddington on our own housing survey which was part of the 2014 Parish Questionnaire and the AECOM Housing Needs Assessment (HNA) delivered to us in July 2021 and mentioned above (full report included in supporting documents).

The key findings of the steering group's housing survey were:

- Three- and two-bedroomed properties were considered the most needed by the majority of respondents – 76% and 69% respectively. The housing needs element of the survey confirmed this: 43 individuals said they were looking for a 3-bedroom house, 42 a two-bedroom home.
- 53 people were hoping to find a starter home.
- 55 people were planning to downsize, and another 183 were considering it in the future.
- 52 said they required affordable housing. 18 said they were already on the CDC housing register or thought they would qualify for it. More people wanted a home to purchase (through Help to Buy or shared ownership) than to rent.
- 77.76% of respondents rated low energy use as the main priority in new housing.

The HNA based its research on multiple sources of their own and upon our housing survey. The findings, eight years apart, were notably similar. The HNA report concluded that 7 dwellings per year were needed to the end of the Plan period making a total of 126 homes, from which can be deducted the number of dwellings in developments receiving planning approval since 2019, of which there have been 50. This gave us a target figure of 76 new homes.

The report provided a lot of helpful information about the demography of the parish and hence the type of housing needed.

- Deddington has an older population profile than Cherwell or the country at large. In 2023, 62% were over the age of 45 and 30% over 65. It was reckoned by 2040 the over-65 cohort could double, making up 51% of Deddington's

population. The younger population is declining. AECOM believes the ageing population is a major drive of housing need.

- The average income in Deddington is £59,000. Unless they had a very large deposit, a would-be purchaser would need an income of £80,000 to buy even an entry-level property (£108,000 to buy a new build, which have a 20-25% premium, except compared with well-located historic properties).
- It is easier to rent: households earning between £40,000 and £80,000 can potentially afford entry-level private rentals.
- Deddington has a high proportion of owned houses – 77.4% compared with 63.3% across the country. It also has a substantially higher proportion of houses with four or more bedrooms – 40% compared with 19% across the country.
- The prime need is for three-bedroomed houses, and to a lesser degree two-bedroomed homes. There will still be a need for some bigger houses, since the existing larger properties may be beyond the means of potential purchasers.
- Deddington has an undersupply of affordable homes. AECOM calculate 79 new affordable homes will be needed by the end of the plan period.
- AECOM recommended that 50% of affordable homes in a new development should be for purchase (via First Home or shared ownership) - again in tune with our own findings - and that the income levels and property prices in Deddington warranted a 50% First Home discount.

OTHER DEVELOPMENT PLAN POLICY

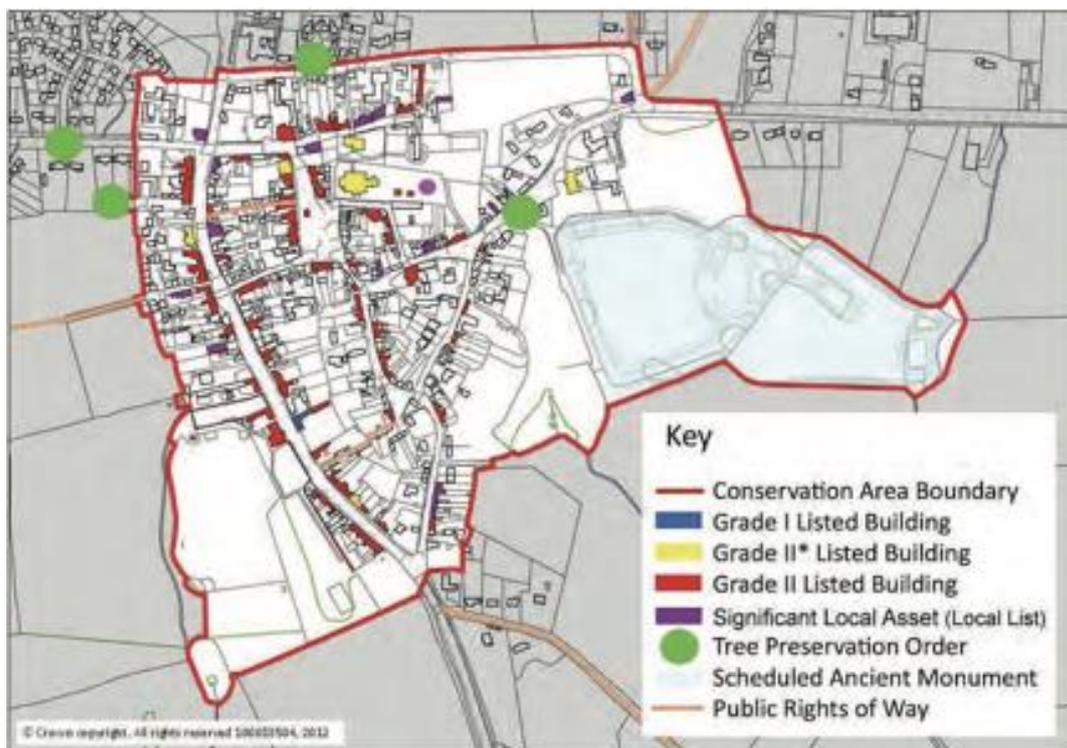
3.6 There are other development plans – waste and minerals for example – that apply in the Parish, but none are considered relevant in the preparation of this Neighbourhood Plan. There are made neighbourhood plans in the vicinity. Mid Cherwell Neighbourhood Plan was prepared by a group of parishes, including adjacent parishes of Duns Tew, Somerton and North Aston. This plan was made in 2019 and is currently under review by the Parishes. Additionally, the adjacent parish of Adderbury to the north has a made Neighbourhood Plan.

DEDDINGTON CONSERVATION AREA

3.7 As set out in Section 2, the Conservation Area was designated in March 1988 (see Plan B). Conservation Areas were introduced by the Civic Amenities Act of 1967, to protect areas of special interest as opposed to individual buildings. Since 1967 some 8,000 conservation areas have been designated in England. Under the Planning (Listed Buildings and Conservation Areas) Act 1990 local authorities have a duty to designate conservation areas and from time to time to review the boundaries. Such

areas are defined as 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. The excellent Deddington Conservation Area Appraisal published in April 2012 is described in detail and updated in the Parish Character Study that accompanies this Neighbourhood Plan and gives useful pointers for developers to the prevailing architectural features of Deddington village.

3.8 The main attributes that define the special character of an area are its physical appearance and history, i.e. the form and features of buildings and the spaces between them, their former uses and historical development. Where there are a number of periods of historical development, the character of individual parts of the conservation area may differ. Contrasts between the appearance of areas and the combination of buildings of various ages, materials and styles may contribute to its special character.



Plan B: Conservation Area

4. COMMUNITY VIEWS ON PLANNING ISSUES

4.1 Various methods have been used by the Deddington Neighbourhood Plan steering group to inform people about the plan and its progress and invite feedback, including regular articles in the Deddington News, community 'drop-in' events, leaflet drops, posters, banners and a dedicated Neighbourhood Plan website. The Parish Council has an agenda-ed item on the Neighbourhood Plan at its meeting every month when latest progress in the plan is reported and councillors and members of the public attending the meetings have the opportunity to ask questions and make comments. In addition to ongoing stakeholder consultation, community consultation involved the following stages:

- identifying the issues through a three-day 'drop-in' event in November 2013
- a parish questionnaire conducted in October/November 2014 with 81 (mostly multi-part) questions, including a housing needs survey, which was completed by 914 respondents (a 58.85% response rate);
- a youth questionnaire conducted at the same time for 11 to 17-year olds, with 15 questions, which was completed by 73 young people (48.67%);
- consultation on strategic goals and objectives through a second 'drop-in' event in April 2015 over two days;
- consultation on emerging policies through a third 'drop-in' event in November 2015 over two days;
- a supplemental questionnaire conducted in March 2017 about unadopted estate infrastructure and freehold v. 999-year leasehold tenure, which was completed by 268 residents;
- a second parish questionnaire in June 2022, which included the opportunity to vote for potential sites for allocation and draft policy intents, in a 20-page booklet delivered to every house in the parish and on Survey Monkey. It was completed by 405 parishioners – about 40% of households. While the consultation was underway, Deddington Development Watch, a local conservation campaigning group, circulated a leaflet to parishioners objecting to the possible allocation of one of the sites listed in the questionnaire, DNP4 The Poplars. This was not taken into account by the NP steering group.

4.2 The Regulation 14 Consultation on the Pre-Submission Neighbourhood Plan was conducted online over seven weeks in December 2022 and January 2023. The draft Neighbourhood Plan (including site allocations and policies), a Site Assessment report (describing how long list, short list and allocations of sites were selected), Housing Needs Assessment, Strategic Environmental Assessment reports on the various sites offered, and a character study of the three villages that comprise Deddington parish, were published on the Deddington Neighbourhood Plan website and the Deddington Parish Council website. 48 responses were received by email.

4.3 Letters were sent to six landowners and/or their agents with an interest in the shortlisted sites for allocation with additional questions about their sites. All responded.

4.4 The main themes emerging from the public consultations were:

- Small developments have consistently been favoured by a large majority of those consulted. A minority in the June 2022 consultation suggested one large site would be desirable if it accounted for all the new housing required to 2040 (proportionately more of these came from Hempton or Clifton rather than Deddington village).
- Smaller homes were almost universally favoured - more modest for young families and more well-appointed for older people wishing to downsize, in particular bungalows.
- A strong wish expressed for genuinely affordable homes, and that people with Deddington connection be given priority for affordable homes.
- A keen interest in and support for measures to combat climate change.
- Wide support for a green infrastructure network.
- A widespread pride in and affection for the rural nature of the Parish, its beauty and historic features.
- Concern about lack of parking, especially in Deddington Market Place.
- Concern about speeding, congestion, air pollution.
- Widespread concern about the Health Centre's inability to cope with the ever-increasing patient numbers on its register and the length of waiting time needed for an appointment.
- The need for a new nursery building, at a suitable location close to the primary school and Pre-School, to replace the end-of-life nursery building at the Windmill Centre.

4.5 Responses to the Regulation 14 Consultation were received from statutory consultees, including Cherwell District Council (CDC), Oxfordshire County Council (OCC) and eight landowners or their agents.

- CDC, whom three members of the NP steering group subsequently met for discussions, made a number of detailed suggestions on how the draft Neighbourhood Plan could be expanded and how the policies could be clarified or amended. These suggestions were noted and absorbed into the Submission Plan.

- OCC drew attention to their updated standards for parking and cycling provision; requested that the fire station be deleted from the list of Locally Listed Structures (now renamed Non-Designated Heritage Assets); made suggestions concerning access to sites, and highways and travel planning considerations; highlighted archaeological, zero-carbon, waste & recycling, and public health issues; emphasised need for appropriate S106 contributions.
- Both OCC and CDC suggested that one of our allocated sites, DNP1 at Chapmans Lane, should be dropped because of, respectively, highways and landscape considerations. The NP steering group agreed to delete the allocation of the site, particularly in light of the fact that fewer new houses than we were anticipating are being proposed in the emerging CDC Local Plan.
- The landowners or their agents who responded: listed the virtues of their respective sites and reasons why they should be allocated; queried elements of the draft neighbourhood plan or AECOM's Strategic Environmental Assessments or both; in some cases made critical references to other sites. Robert Webb of Pembury Webb noted that the policy map for the site he represented – DNP6 North of Wimborn Close – was wrongly drawn, excluding the western part of the site. This was acknowledged by the NP steering group – the site had appeared correctly in the map included in the June 2022 consultation.
- The Friends of Castle Grounds, the Satin Lane Allotment Society and some individual parishioners objected to the allocation of DNP1 Chapmans Lane.
- Some respondents, statutory and non-statutory, pointed out that larger developments came with more community benefits which could be a consideration in allocation of sites.

4.6 The results of the various consultations, the basic requirements of the NPPF, the evidence provided by the AECOM reports on housing need and sustainability, and our own research provided the basis for the main themes of the Neighbourhood Plan and its policies,

4.7 The need for some new housing was acknowledged but there was a clear desire that new development would not harm the historic character, rural nature and beauty of the parish – and that the mix of housing should match the housing need revealed in our own housing needs survey in 2014 and subsequently by AECOM's HNA. House prices are high in Deddington and parishioners emphasised their wish that there should be properties younger people wishing to carry on living in the Parish could afford. There is also a cohort of older residents looking to downsize.

4.8 A high value was placed on the range of shops and services available in Deddington and a strong wish expressed to preserve them. It was also clear that

health provision and primary and pre-school education were a major preoccupation. Climate change is a major concern with parishioners.

4.9 We tried to reflect all these issues in our Vision and Objectives.



The party in the Parish Church for the Queen's 90th birthday

5. VISION, OBJECTIVES & LAND USE POLICIES

VISION

“Over the plan period Clifton, Deddington and Hempton will continue to develop as a vibrant parish community within a conserved and enhanced historic environment and with a good mix of high-quality homes that meets the needs of the community.

Residents will enjoy an enhanced and healthier quality of life with access to a comprehensive range of indoor and outdoor social and recreational facilities, a good selection of shops, services and retail catering in Deddington, a network of safe pedestrian and cycle routes, and a variety of local working opportunities.”

OBJECTIVES

To deliver high-quality and sustainable housing development that satisfies strategic growth requirements, fulfils local housing needs and is compatible with the historic rural character of the Parish and its landscape setting	To combat climate change by encouraging a zero-carbon community, ensuring adequate infrastructure, high standards of sustainability in new buildings, maximum energy efficiency, the installation of renewable energy systems
To provide affordable homes (both social housing and market affordable) to enable young people and lower income families to remain in the Parish	To promote social interaction and enable residents on new developments to integrate into the existing community, for instance through interlinking footways and cycleways and access to community facilities
To provide a choice of high-quality homes in appropriate locations responsive to local needs, including the needs of an ageing population and those wishing to downsize	To ensure that children's play areas on new estates are properly equipped and publicly adopted and that any other amenity space is likewise adopted
To ensure that the size and location of individual developments respect and enhance the distinctive parish heritage and landscape	To promote policies to reduce traffic speeds, improve road safety and alleviate parking problems in the Parish and prioritise pedestrians and cyclists
To ensure that new development meets high standards of design	To ensure that estate roads on new developments are publicly adopted
To support the conservation and enjoyment of the rural landscape, key views, historic environment and heritage assets (designated and non-designated) of the Parish	To maintain and enhance local employment opportunities and businesses, including agriculture, thereby contributing to the economic well-being of the Parish
To protect and enhance biodiversity and wildlife habitats in the Parish, including green infrastructure	

LAND USE POLICIES

5.1 The purpose of these policies is both to encourage planning applications for proposals that the local community would like to support, and to discourage applications for development that the community does not consider represent sustainable development in the Parish.

5.2 The planning framework for the Parish will continue to be judged using national and local policies in addition to the policies of the Neighbourhood Plan, which are set out below. Each policy is numbered and titled, and it is shown in bold for ease of reference. Where necessary, the area to which it will apply is shown on the Policies Map and Insets at the end of the document. After each policy there is supporting text that explains the purpose of the policy, how it will be applied and, where helpful, how it relates to other development plan policies.

POLICY DEDD1: DEDDINGTON VILLAGE SETTLEMENT BOUNDARY

The Neighbourhood Plan defines Settlement Boundaries at Deddington, Clifton and Hempton as shown on the Policies Map.

Proposals for development within a Settlement Boundary will be supported in principle. Development proposals will not be supported outside a Settlement Boundary unless the development is in compliance with other policies in the development plan.

5.3 This policy translates the term 'built up limits' used in Policies Villages 1 and Villages 2 of the adopted Local Plan onto the Policies Map for each of the three villages in the Parish to ensure applicants, the local community and CDC are all clear on when settlement or countryside policies should apply to development proposals.

5.4 Site proposals for development inside the defined boundary should therefore accord with the relevant Local Plan policies and definitions on infill and design, for example. Proposals outside the boundary should be those that are suited to countryside businesses, notably in agriculture, horticulture, woodland management and informal recreation, but not housing, other than for proposals that meet the tests of the NPPF in respect of 'isolated homes in the countryside'. The site proposed for allocation in Policy DEDD2 is shown inside the settlement boundary on the Policies Map.

POLICY DEDD2: DEDDINGTON VILLAGE SITE ALLOCATION

The Neighbourhood Plan allocates land off Banbury Road (north of the Fire Station), as shown on the Policies Map, for a comprehensive residential, nursery and public parking development. Proposals will be supported, provided:

- The residential (Class C3) scheme comprises approximately 85-90 dwellings of a mix of types that reflects the principles set out in Policy DEDD3; and
- The nursery (Class E(f)) scheme comprises a suitable building located on the Banbury Road frontage with adequate parking for staff and a vehicular drop off space; and
- The public parking scheme comprises approx. 20–25 spaces on the Earls Lane frontage and laid out with permeable surfacing, trees and shrubs and EV charging points; and
- A S106 agreement is made that requires the delivery and transfer of the nursery and public parking schemes to the Parish Council at no charge prior to the occupation of the first dwelling; and
- The layout comprises a single vehicular, pedestrian and cycle access from Banbury Road to the residential scheme and a separate vehicular, pedestrian and cycle access from Banbury Road to the nursery scheme, both of which must not compromise the existing Fire Station access and which should minimise the loss of the existing mature hedgerow on the Banbury Road frontage; and
- The layout also comprises a tree-lined public footpath from Earls Lane through the residential scheme to Banbury Road and connecting a children’s play area and new woodland and informal amenity areas; and
- The landscape scheme comprises the bolstering of the existing hedgerow and tree planting along each of the site boundaries, a new community orchard in the vicinity of the Earls Lane frontage, an informal amenity area and ecological corridors permeating the whole scheme; and
- The outline layout and location of buildings allow for one or more glimpse views from the south-west corner of the site on Banbury Road through the scheme to the countryside to the north-east of the site; and
- The design of the scheme reflects the design principles set out in Policy DEDD4 and responds positively to the prominence of the north-west corner of the site in views from the north towards the village.

5.5 This policy plans for housing growth over the plan period informed by the housing requirement in the emerging Local Plan (of 45 homes). It allocates one site on

Banbury Road to achieve this target but also to deliver additional homes to enable the delivery of a new childcare facility and public car park within the scheme. In doing so it is expected that there will be no need for the emerging Local Plan to make any additional housing site allocations for the plan period.

5.6 The Banbury Road site (see concept plan below) is available for development now and so will be able to deliver new homes in the first five years of the plan period. Thereafter only suitable infill schemes will be supported under Policy DEDD1 unless a future review of the Local Plan requires additional housing supply.



5.7 The 'U-shaped' site lies on the north-eastern edge of the village, partially wedged between the fire station and woodland to its south and east and the main Banbury Road, and extending to Earls Lane on the eastern side of the woodland. Aside from contributing to meeting local housing (including affordable) supply, the site is very well located to accommodate a new nursery (to replace the existing facility on Hempton Road which has reached the end of its life). The nursery already has a close operational partnership with the Primary School that is just 50m to the south of the site on Banbury Road. The site will also enable the provision of a new public car park off Earls Lane to address the significant parking problems along the road with the school (at peak times) and the health centre.

5.8 The policy requires that the nursery and car park are built and transferred to the Parish Council to arrange for a lease to the existing community nursery operator and to operate the car park respectively. It requires this to be done through a S106 agreement and they are delivered before the residential scheme is occupied. The land interest has confirmed that these policy provisions are viable and acceptable.

5.9 Given the landscape and amenity sensitivity of the edges of the site, the policy requires the landscape scheme to pay special attention to mitigating the harmful effects of the new scheme, and to incorporate those measures with a new footpath link from Earls Lane to Banbury Road. This will maximise the convenience of walking from the scheme to the village centre less than 200m to the south and will connect other sites features, including the play area, amenity area and community orchard.

POLICY DEDD3: HOUSING MIX

A. Residential developments that provide any of the following housing types will be particularly supported:

- **one, two- and three-bedroomed homes designed for first-time buyers**
- **dwelling suitable for older persons**
- **single-storey dwellings**
- **accessible, elderly-friendly and disabled-friendly accommodation**

B. Where affordable housing is required by development plan policy, the mix of affordable homes shall be:

- **50% affordable or social rent**
- **25% First Homes at a 50% discount rate**
- **25% other forms of intermediate affordable housing for sale**
- **Schemes that give priority in the letting and the sale of the affordable homes to those with a connection to the Parish or are designated Key Workers as defined in Appendix C will be particularly encouraged.**

5.10 This policy establishes key principles for delivering new homes in the Parish, including those provided for in the Policy DEDD2 allocation, but also any infill or other housing scheme proposals that are made in the plan period. Clause A establishes its clear support for proposals that address the imbalances of the existing housing stock by providing smaller, more affordable and accessible homes suited to a wide range of households. In particular, opportunities should be taken to deliver home types

(including bungalows) that will enable existing elderly villagers to 'downsize' from larger homes. It is based on the evidence of the Housing Needs Assessment report prepared for the Neighbourhood Plan.

5.11 Its clause B sets out the recommended mix of affordable homes, again based on the evidence of that Assessment, to ensure that the mix is best able to meet local needs. With the advent of the 'First Homes' product, the Assessment concludes that in order for that product to succeed in the Parish, the full 50% (rather than default 30%) discount rate should be required.

POLICY DEDD4: DESIGN QUALITY IN DEDDINGTON

A. Development proposals in the Deddington Conservation Area, as shown on the Policies Map, must preserve and enhance its significance as defined by the Conservation Area Appraisal, paying special attention to the following characteristics:

- **Ironstone walls are an important feature throughout the Conservation Area and contribute to its character and must be preserved and maintenance encouraged.**
- **Hedges and ditches make an important contribution to the character of the village, as well as providing wildlife corridors.**

B. Development proposals within the defined Village Settlement Boundary but outside the Conservation Area should have regard to the following design matters and shall demonstrate that they have been properly understood and responded to as relevant to the location and nature of the application:

- **Views of the tower of St Peter's & St Paul's Church**
- **The character of adjacent parts of the Conservation Area**
- **The network of stone walls, hedges and ditches**
- **Reflect the charm of Deddington created by the diversity of design, construction, materials and style of adjacent dwellings, and avoid uniformity.**

C. The Neighbourhood Plan identifies and describes the significance of buildings and structures known as non-designated heritage assets in Appendix A. In determining applications that directly or indirectly affect a non-designated heritage asset, the scale of any harm or loss will be weighed against its defined significance.

5.12 This policy requires in its clause A applicants to have acknowledged, understood and responded to the design guidance contained in the adopted Conservation Area Appraisal in their development proposals. The Conservation Area covers a large part of the village, focused on its historic core around Market Place but extending west (to include High Street/New Street) and east (to include the Castle and the Hopcraft Lane/St Thomas Street area). Much of the rest of the village to its north-west and west lies within the setting of the Conservation Area and national and Local Plan policy require that proposals address their potential effects on it. The new Parish Character Study (published separately) has sought to provide guidance in this respect.

5.13 That Study has also supplemented the Appraisal guidance by drawing special attention to some key design features of the village that make an especially important contribution to its distinct character. These have been included in its clause B and will affect some proposals in the area based on their nature, scale and location.

5.14 Both the Appraisal and Study identify 'non-designated heritage assets', as defined in the NPPF. They are listed in Appendix A. Both have taken account of guidance published by English Heritage/Historic England over many years to inform how such buildings and structures are identified and described. As per the NPPF, clause C of the policy does not ascribe statutory listing status to the structures but does require that proposals affecting a structure take proper account of why it has been identified, with a view to avoiding unnecessary harm to its local heritage value.

5.15 Developers should seek advice from Thames Valley Police to ensure their developments are 'Secured by Design' in the interests of reducing potential crime.

POLICY DEDD5: DESIGN QUALITY IN HEMPTON

A. The Deddington Parish Neighbourhood Plan Parish Character Study identifies features of Hempton that contribute to defining its special local character. Development proposals must be able to demonstrate that they have properly understood and responded to this character as relevant to their location and nature.

B. Attention is drawn to the following characteristics in particular:

- **the prominence of The Old Stores (and its sign) and Stonelea in the street scene**
- **views of the thatched cottages at the corner of Barford Road and of Batchelor's Row**
- **ironstone walls that are an important feature throughout Hempton**

C. The Neighbourhood Plan identifies and describes the significance of buildings and structures known as non-designated heritage assets in Appendix A. In determining applications that directly

or indirectly affect a non-designated heritage asset, the scale of any harm or loss will be weighed against its defined significance.

5.16 This policy is intended to shape design quality in Hempton, derived from the Parish Character Study prepared for the Neighbourhood Plan. Although the village does not have a designated Conservation Area, it is of good example of the local architectural vernacular in building style and of a small, traditional linear village in the District.

5.17 Its clause A requires applicants to have acknowledged, understood and responded to the design guidance contained in the Study in their development proposals and draws special attention to some key design features of the village that make an especially important contribution to its distinct character. They will affect some proposals in the area based on their nature, scale and location.

5.18 The Study also identify 'non-designated heritage assets' as defined in the NPPF. They are listed in Appendix A. It has taken account of guidance published by Historic England to inform how such buildings and structures are identified and described. As per the NPPF, clause B of the policy does not ascribe statutory listing status to the structures but does require that proposals affecting a structure take proper account of why it has been identified, with a view to avoiding unnecessary harm to its local heritage value.

5.19 Developers should seek advice from Thames Valley Police to ensure their developments are 'Secured by Design' in the interests of reducing potential crime.

POLICY DEDD6: DESIGN QUALITY IN CLIFTON

A. The Deddington Parish Neighbourhood Plan Parish Character Study identifies features of Clifton that contribute to defining its special local character. Development proposals must be able to demonstrate that they have properly understood and responded to this character as relevant to their location and nature.

B. Attention is drawn to the following characteristics in particular:

- **views of the bellcote tower of the former St James Chapel**
- **the prominence in the street scene of The Duke PH and Manor Farm**

C. The Neighbourhood Plan identifies and describes the significance of buildings and structures known as non-designated heritage assets in Appendix A. In determining applications that directly or indirectly affect a non-designated heritage asset, the scale of any harm or loss will be weighed against its defined significance.

5.20 This policy is intended to shape design quality in Clifton, derived from the Parish Character Study prepared for the Neighbourhood Plan. Like Hempton, although the village does not have a designated Conservation Area, it is another good example of the local architectural vernacular in building style and of a small, traditional linear village in the District.

5.21 Its clause A requires applicants to have acknowledged, understood and responded to the design guidance contained in the Study in their development proposals and draws special attention to some key design features of the village that make an especially important contribution to its distinct character. They will affect some proposals in the area based on their nature, scale and location.

5.22 The Study also identify 'non-designated heritage assets', defined in the NPPF. They are listed in Appendix A. It has taken account of guidance published by Historic England to inform how such buildings and structures are identified and described. As per the NPPF, clause B of the policy does not ascribe statutory listing status to the structures but does require that proposals affecting a structure take proper account of why it has been identified, with a view to avoiding unnecessary harm to its local heritage value.

5.23 Developers should seek advice from Thames Valley Police to ensure their developments are 'Secured by Design' in the interests of reducing potential crime.

POLICY DEDD7: LANDSCAPE CHARACTER & KEY VIEWS

A. The Parish and its settlements occupy a distinct ridge top running from Hempton to Clifton through Deddington village which sets the settlements in prominent positions within the landscape and especially the valleys to their north and south. The tower of St Peter and Paul Church in Deddington lies at the mid-point of the ridge and provides an important marker of the village from far around. Development proposals in the surrounding countryside that meet the provisions of Policy DEDD1 must demonstrate they will not adversely affect this landscape character.

B. The Neighbourhood Plan identifies the following as key views on the Policies Map:

1. From Hempton Road and Duns Tew Road, Hempton, west to Chipping Norton

2a. From Cosy Lane (BW 187/16) north across the Swere Valley

2b. From Cosy Lane, north-east to Kings Spring Field

3a. From Hempton Road, north across Swere Valley

3b. From Hempton Road, south to Duns Tew

4. From Clifton Road, south to Deddington Castle earthworks

5. From Clifton Road, north-east to Kings Sutton

6. From Jerusalem Lane (BW 187/7), north-west to church tower

7. From Earls Lane, north to woodland

- 8. From Earls Lane, south-west to church tower
- 9. From Green Hedges Lane (FP 187/71), north to Adderbury
- 10. From Green Hedges Lane, south-west to church tower
- 11a. From Chapmans Lane (FP 187/19), north to Deddington Castle ramparts
- 11b. From Chapmans Lane, north-east towards Clifton
- 11c. From Chapmans Lane, south to North Aston
- 12. From Coombe Hill, south-east to church tower
- 13a. From Grove Fields (FP 187/9), east to church tower
- 13b. From start of Grove Fields footpath, south to Duns Tew

Development proposals that would have an unacceptable detrimental impact on the integrity of any of the identified key views will not be supported.

5.24 In its clause A, this policy acknowledges the special relationship between the landscape character, topography and settlements of the Parish. It requires that this relationship is properly understood and responded to in proposals that may otherwise be acceptable in principle in accordance with Policy DEDD1.

5.25 In clause B, the policy identifies a series of key views, which are defined on the Policies Map. They have been derived from the village character analysis work carried out for the plan. Again, the policy requires applicants to show that they have understood the potential for their proposals to cause harm to a view and that options have been looked at to avoid such an outcome. This need not prevent development but should enable careful siting, design and layout decisions to be made.

POLICY DEDD8: TRAVEL PLANNING

A. Any new development should seek to provide access to the local road network in a way that mitigates potential adverse transport impacts, including by the introduction of traffic calming measures where required by the Highway Authority.

B. In order to encourage and enable the use of local bus services, walking and cycling, all development proposals, where reasonable to do so, will make a financial contribution to a package of local sustainable transport measures, including the S4 bus service when requested by the Highway Authority. Proposals for new residential development should take full account of the needs of pedestrians and cyclists. As appropriate to their scale and location, proposals should provide safe and well-defined pedestrian and cycle routes to local facilities, services and amenities.

C. The provision of off-road car parking for any new residential development shall be not less than the recommendations in the Oxfordshire County Council Residential Road Design Guide Second Edition or any replacement table subsequently published from time to time.

D. In the case of new dwellings with three or four bedrooms up to two car parking spaces should be provided within the development site. For dwellings of five or more bedrooms up to three car parking spaces should be provided within the development site. If less than half of the parking provision associated with the development is unallocated, provision should be made for visitor parking of 0.2 spaces per dwelling.

E. Any new dwelling shall provide cycle parking facilities for residents and visitors which are covered and secure, and otherwise at least equal to Oxfordshire County Council's approved cycle parking standards for residential development set out in the Oxfordshire County Council's Parking Standards for New Developments or any replacement cycle parking standards subsequently published from time to time.

5.26 This policy brings together a series of traffic and parking related requirements in seeking to plan for local travel needs in the future. Traffic flows through Deddington are consistently high on both the A4260 Oxford to Banbury road and the B4031 west-east route leading to/from the M40 (Junction 10). The B4031 has significant physical constraints as it passes through Hempton and Deddington, and just beyond Clifton. While Deddington straddles the A4260 and the B4031, the village is further from main employment areas and major retail centres than most of the other larger rural settlements in north Oxfordshire. The greater majority of Deddington residents therefore commute extended distances by car to various work destinations and only 13% work in Banbury. Deddington was given a poor transport sustainability rating in terms of average network distance and travel time.

POLICY DEDD9: GREEN INFRASTRUCTURE

A. The Neighbourhood Plan defines the Deddington Parish Green Infrastructure Network around and within the villages, as shown on the Policies Map. The Network comprises a variety of green infrastructure assets, including informal open space, a Local Green Space, allotments, playing fields, assets of biodiversity value and children's play areas, footpaths and bridleways.

B. Development proposals on land that lies within or immediately adjoining the defined Network must demonstrate how they will maintain or enhance its green infrastructure value in that location, by way of their landscaping schemes, layouts, access and public open space provision. Proposals will be supported where they seek to improve the function of the Network, including by sequestering carbon through woodland planting and by the use of planters and mini orchards in development schemes.

C. Proposals for new buildings, wherever possible, should incorporate grey and rainwater harvesting measures to manage surface water flood risk and habitat enhancement measures, including bat boxes, swifts' bricks and hedgehog routes, to encourage wildlife.

5.27 This policy identifies and maps the network of a wide variety of green (and some blue) infrastructure assets across the Parish that functions to support

biodiversity and community enjoyment. Not only are many assets of special value in their own right, they are well connected to function as habitat corridors and as more sustainable means of travelling around the Parish by foot or cycle.

5.28 The policy complements the more general requirements of the adopted Local Plan Policy ESD17 on green infrastructure by encouraging opportunities for woodland planting as part of landscape schemes to contribute to carbon sequestration ('sinking') in tackling climate change. It also reinforces the need for new buildings to harvest grey and rainwater to help manage flood risk and to create other means of encouraging wildlife using simple, on-site measures like bat boxes and the like.

POLICY DEDD10: SATIN LANE ALLOTMENTS LOCAL GREEN SPACE

The Neighbourhood Plan designates the Satin Lane Allotments in Deddington, as shown on the Policies Map, as Local Green Space. New development will not be permitted on land designated as Local Green Space except in very special circumstances.

5.29 This policy takes forward the provisions of the NPPF in respect of protecting this privately owned, but greatly cherished, allotment on the south-eastern edge of the village. Its designation as a Local Green Space confers on the land the same national policy protection as that of the Green Belt. Only in very special circumstances will inappropriate development therefore be permitted.

5.30 A survey of all potential candidate sites has been undertaken. Of the few candidates considered to meet the NPPF tests to qualify for this designation, all apart from the allotments are in local public ownership with no prospect of any proposals for harmful development. The Parish Council considers that the allotments site meets the tests: it is not an extensive tract of land; it is close to the community it benefits; and it has been enjoyed not only as an allotment but as a publicly accessible and tranquil space for decades.

POLICY DEDD11: COMMUNITY FACILITIES

The Neighbourhood Plan identifies the following buildings and their curtilage as community facilities, as shown on the Policies Map:

- a) Windmill Community Centre premises, Hempton Road, Deddington**
- b) Deddington Library, High Street, Deddington**
- c) Deddington Village Nursery, Hempton Road, and Deddington Partnership Foundation Stage Unit (pre-school), Earls Lane, Deddington**
- d) Deddington Health Centre, Earls Lane, Deddington**
- e) Duke of Cumberland PH, Clifton**
- f) Red Lion, Market Place, Deddington**
- g) Crown and Tuns, New Street, Deddington**
- h) Deddington Arms, Victoria Terrace, Deddington**
- j) Unicorn, Market Place, Deddington**

Proposals that will harm or result in the loss of a local community use or pub will be resisted unless it can be clearly demonstrated that:

- all reasonable efforts have been made to market the premises for its existing use and no other potential occupier can be found;**
- the land is no longer a suitable location for a local community use or pub;**
- in the case of the loss of a local community use, suitable alternative uses exist to meet the needs of the local community.**

5.31 This policy identifies a number of community facilities across the Parish for the purpose of protecting them from harmful development including a change of use. All of the facilities continue to serve a vital social function in this relatively remote rural area; their loss will likely lead to a greater dependence of the local community on services outside the Parish requiring car trips.

5.32 It is accepted that not every facility that operates as a commercial concern or as a local public service may remain viable in the long term as community needs and habits change. However, the policy places the onus on the applicant to demonstrate that all reasonable options have been explored not only to find an alternative operator of the facility, but also to find another type of community use for the premises and land. This reflects the fact that once the premises and land have been lost to this use then it is very unlikely such facilities will be re-provided elsewhere.

POLICY DEDD12: DEDDINGTON VILLAGE CENTRE

A. Within the Deddington Village Centre as shown on the Policies Map the following development proposals will be supported, provided that they accord with national and local policies to protect heritage assets and their setting, and with the relevant design guidance:

- improvements to, or for the extension of, premises that are in an established commercial, business, service, public house or hot food take-away use.
- the change of use of premises to a new commercial, business or service use.

B. Within the Deddington Village Centre, proposals where planning permission is required for a change of use of the ground floor of premises in an established commercial, business, service, public house or hot food take-away use to a residential use will be resisted, unless it can be demonstrated that:

- the location is no longer economically viable for its established use, nor for a new commercial, business or service use; and
- the premises are incapable of improvement or extension to provide a viable commercial, business or service use without causing unacceptable harm to their heritage significance or in an economically viable way.

C. Within the Village Centre, proposals for the installation, alteration or replacement of a shop front or shop sign will be supported provided that:

- they do not require the loss of an existing shop front of heritage value; and
- the design, colour, materials, signs and details of the proposed work sustain or enhance the character of the building and surrounding shop frontages and are in keeping with the Deddington Conservation Area.

5.33 This policy highlights the importance of the village centre in serving the needs of the village and surrounding smaller rural settlements like Clifton and Hempton. The centre is focused on the historic Market Place but also includes Hudson Street, Bull Ring, Church Street, Chapel Square and part of High Street and of New Street. It is not defined in the adopted Local Plan as a policy entity but its future is vital to the sustainability of the village, especially as its population grows.

5.34 The policy has taken into account the Use Class Order 2020 in terms of its re-definition of previously separate 'town centre' uses into the single Class E ('commercial, business and services') along with offices, light industrial uses and health facilities. It requires that the village centre remains the right place in the village for these facilities to consolidate and hopefully grow. It is also accepted that some changes of use from a Class E use to a dwelling can be carried out without a

planning application. However, many of the buildings in the village centre are listed (in which case that permitted development right does not apply). In addition, CDC can still take into account in determining if 'prior approval' for a change of use of a ground floor use the evidence and rationale of this Neighbourhood Plan in measuring the impact on the character or sustainability of the Conservation Area within which the whole of the village centre lies.

POLICY DEDD13: LOCAL BUSINESS

Proposals for new business and service uses falling within Use Class E will be supported, providing that they are either:

A. located within the Deddington Village Settlement Boundary defined in Policy DEDD1 if they accord with all other relevant policies of the development plan; or

B. located beyond the Deddington Village Settlement Boundary if they can demonstrate they will not generate a scale of traffic that will have an adverse effect on local roads or will conflict with the landscape character and key views of Policy DEDD7.

5.35 This policy serves two purposes: to encourage the retention and growth of existing employment uses in the Parish and to support proposals for new businesses provided they are compliant with NPPF guidance (para 85).

5.36 Although not a town, the village has a long history in serving a wider rural population as a location for jobs. In recent years, established employment sites in the village such as Johnson & Co, NFU Mutual, Home Farm Works and TWB Motors have been supplemented by more homeworking and some small offices. These businesses and home working have enabled many in the community to work and shop locally, although many more continue to have to commute out of the Parish.

5.37 Clause A of the policy encourages existing sites to intensify their uses if that is necessary to remain viable but within the policy constraints, notably relating to heritage and residential amenity. Existing employment land is already protected from a change of use by the adopted Local Plan Policy SLE1 and so this is not repeated here.

5.38 Clause B encourages proposals for new business and service uses (that is Class E(d-g)), but not commercial uses (that is Class E(a-c)) that are best suited to premises in the defined village centre (for which Policy DEDD13 provides). It is considered that Clifton and Hempton are too small and remote to be sustainable locations for new employment development and so this clause does not extend to include their settlement boundaries.

POLICY DEDD14: HOME WORKING

Insofar as planning permission is required, home extensions or other building alterations to facilitate working from home will be supported within the curtilage of any residential plot in the Parish, providing that they accord with all other relevant policies of the development plan as relevant to their location and scale and subject to activity at such development not harming residential amenity.

5.39 This policy is to encourage more residents to work at or from home, thereby taking advantage of modern technology and reducing the need to commute. Home working increases local employment options and supports the NPPF goal of a prosperous rural economy. It also benefits people who have limited mobility. In 2017 it was estimated that some 14–15% of economically active residents in the Parish work at or from home and it is expected that this number will have significantly increased since then.

POLICY DEDD15: BROADBAND AND MOBILE COMMUNICATIONS

Where it is practicable to do so, broadband connections should be made by way of suitable ducting to enable one or more service providers to provide a fibre connection to individual properties from a connection chamber or chambers located on the public highway, or else from an alternative connection point available to different service providers.

Proposals for new or improved mobile phone infrastructure will be supported, providing that the proposals do not adversely affect the surrounding built or natural environment (including without limitation the setting of heritage assets and key views).

5.40 This policy seeks to ensure that all new homes and business premises in the Parish can be provided with a superfast broadband connection. Apart from the social dimension, this will support business development and home working. The NPPF notes that high speed broadband plays a vital role in enhancing the provision of local community facilities and services.

5.41 Policy BSC 9 'Public Services and Utilities' of the adopted Local Plan expects superfast broadband connectivity to be provided on new developments. Fibre to the premises (FTTP) offers broadband connection speeds of up to 330 mbps and even the base speed of 40 mbps is sufficiently fast to allow buffering-free high definition webcasts, video communications such as Skype and remote access which are simply unworkable with the older ADSL technology. Any community which lacks superfast broadband is therefore at a business and social disadvantage compared with most of the country which has superfast broadband.

POLICY DEDD16: ZERO-CARBON BUILDINGS

A. All development must minimise the amount of energy needed to heat and cool buildings through landform, layout, building orientation, massing and landscaping.

B. Buildings which are certified to a Passivhaus or equivalent standard with a space heating demand of less than 15KWh/m²/year will be encouraged. Where schemes that maximise their potential to meet this standard by proposing the use of building forms or a plot size, plot coverage or layout that are different to those characteristic of the immediate area within which the proposal is located, this will be supported, provided it can be demonstrated that the scheme will not have a significant harmful effect on heritage assets.

5.42 This policy is in two parts, the combination of which is intended to encourage a step change in the energy performance of all new developments in the Parish and, in doing so, to incentivise the use of the Passivhaus or equivalent standard of building design. Achieving this level of performance will make a significant contribution to mitigating climate change that the Neighbourhood Plan can deliver. This is especially important in view of the fuel crisis, the hugely inflated cost of fuel for the foreseeable future, and the need in the current geo-political circumstances to be fuel self-sufficient in the UK. A truly insulated and fuel-economical home is crucial both for the community at large and for the individual resident. To stint would be a false economy.

5.43 Clause A of the policy requires developers to ensure they address the Government's climate change targets and energy performance at the very initial stages of design. This involves making spatial decisions on layout and orientation of buildings at the outset to maximise the passive design benefits ('free heat') of a site and avoids leaving this to technical choices and assessment at the Building Regulation stage, by which time the opportunity may have been lost.

5.44 Its Clause B encourages all schemes, no matter what their intended use or size other than householder extensions, to use the Passivhaus Planning Package (PHPP) or equivalent design methodology for all buildings where it is feasible to do so.

5.45 In respect of scheme viability, any extra-over cost of building to the 'zero-carbon ready' Passivhaus standard (now less than 5%) will diminish to zero well within the period of this Plan, as per both the Governments Regulatory Impact Assessments and research by the Passivhaus Trust. The policy is intended to ensure that expensive and unnecessary retrofit costs are not passed down to building occupiers in the future, particularly in an area which has relatively high property values.

5.46 The policy anticipates that in order to achieve a zero-carbon standard the scheme design may need to be innovative in its building forms and plot characteristics and some compromise may be needed. Within the Deddington

Conservation Area proposals must be able to show that such a compromise will only lead to minor harm to its character and appearance of a scale that is outweighed by the climate change mitigation benefit. Elsewhere in the Parish applicants will still be required to show how any compromise will not undermine the character of the local area as defined by the Parish Character Study.

5.47 Proposals seeking to apply the PHPP must be able to demonstrate that the Passivhaus standard can be achieved. Prior to commencement a 'pre-construction compliance check' completed by a Passivhaus Designer accredited by the Passive House Institute (PHI) will be required and secured by condition. Upon completion Quality Approved Passivhaus certificate for each building will be required prior to occupation, again secured by condition.

6. IMPLEMENTATION

6.1 The Neighbourhood Plan will be implemented through Cherwell District Council's consideration and determination of planning applications for development in the Parish.

DEVELOPMENT MANAGEMENT

6.2 The Parish Council will use a combination of the Local Plan and these Neighbourhood Plan policies to inform and determine its planning application decisions. The Parish Council is a statutory consultee on planning applications made in the Parish and it will be made aware of any future planning applications or alterations to those applications by the planning authority. It will seek to ensure that the Neighbourhood Plan policies have been identified and applied correctly by applicants and by officers in their decision reports.

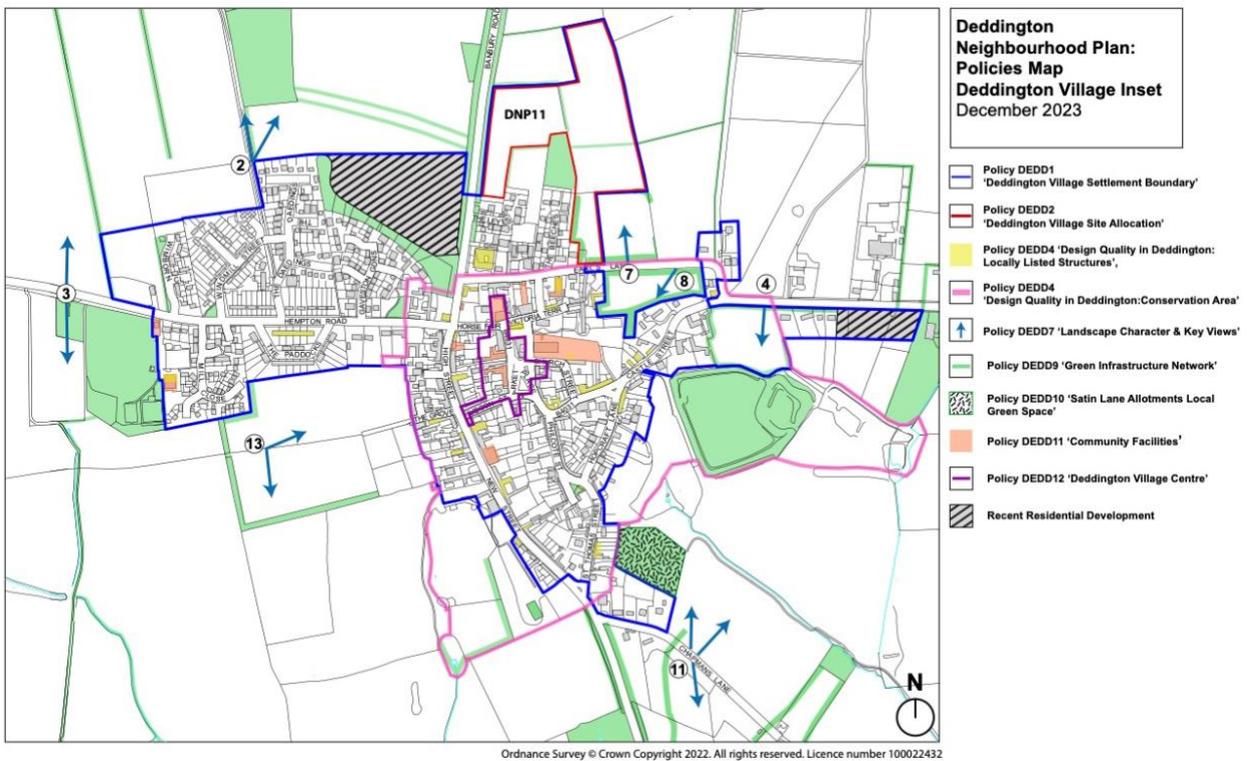
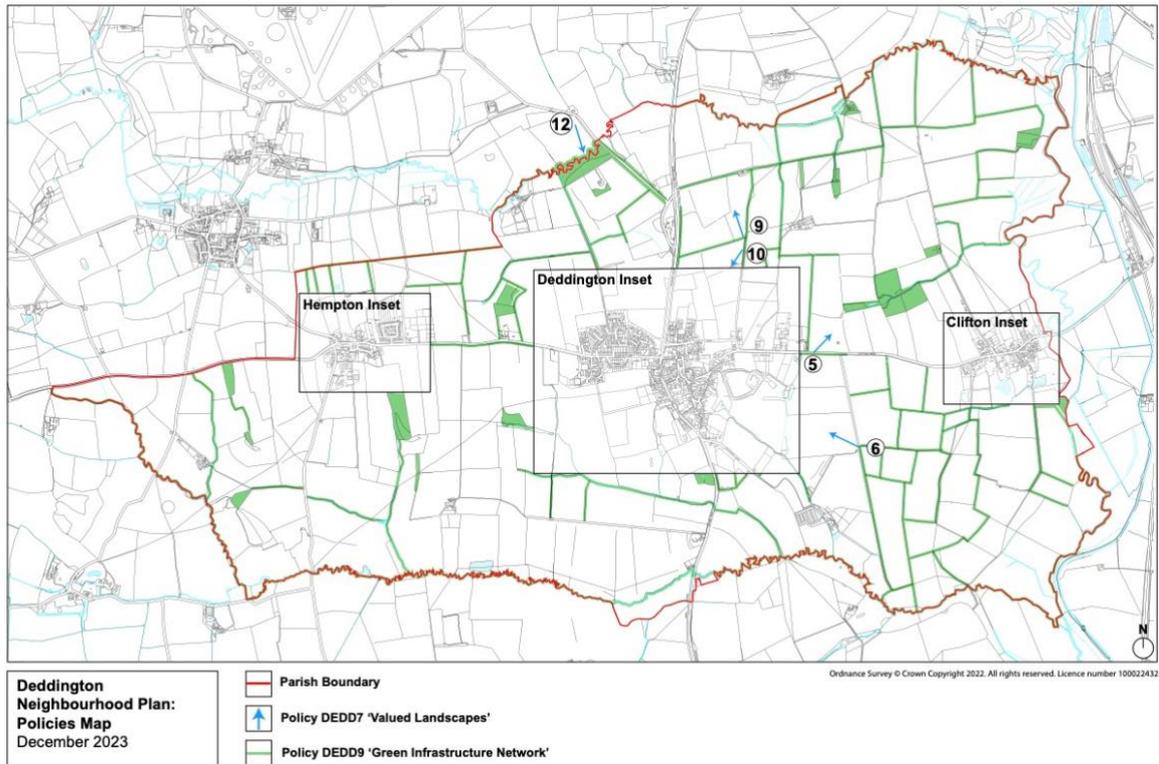
LOCAL INFRASTRUCTURE IMPROVEMENTS

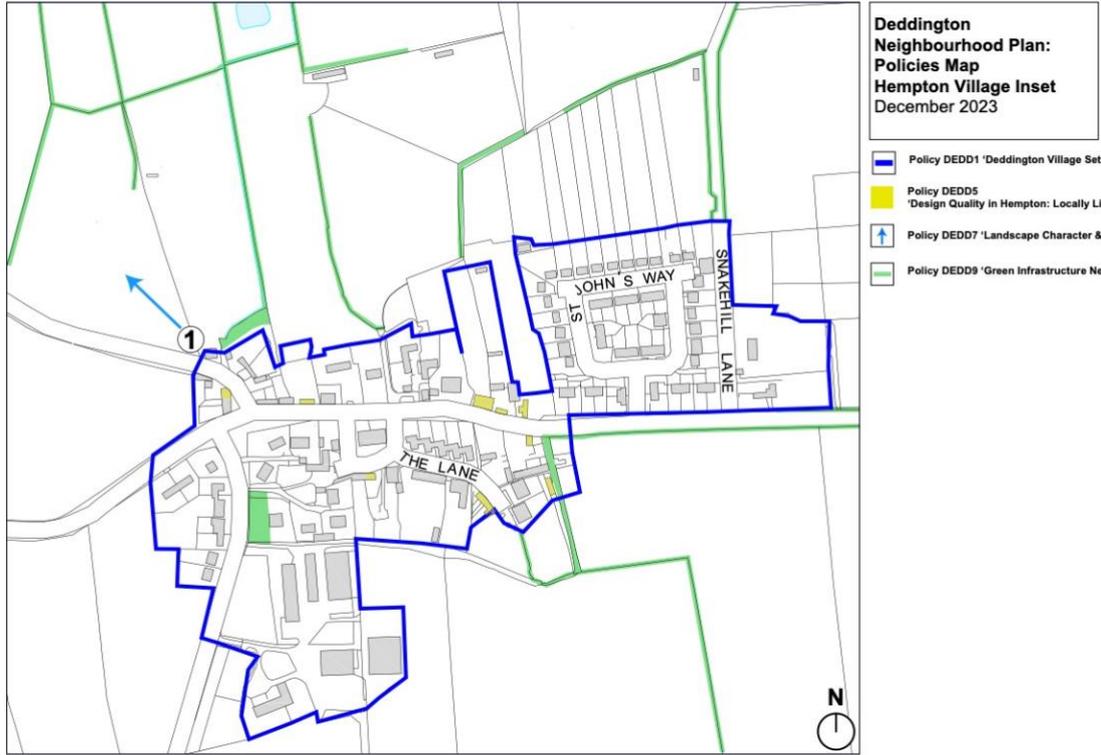
6.3 Where opportunities arise through Section 106 agreements (or through the Community Infrastructure Levy) to secure financial contributions to invest in improving local infrastructure, the Parish Council will review the evidence base and community consultations for the Neighbourhood Plan to inform its view in liaising with the local planning authorities.

6.4 During the process of preparing the Neighbourhood Plan, there have been many ideas for improving or addressing current problems in the Parish that lie outside the scope of the land use planning system to control. The Parish Council has noted these issues and will take them forward through its day-to-day business and in partnership with the local community and relevant parties. These include:

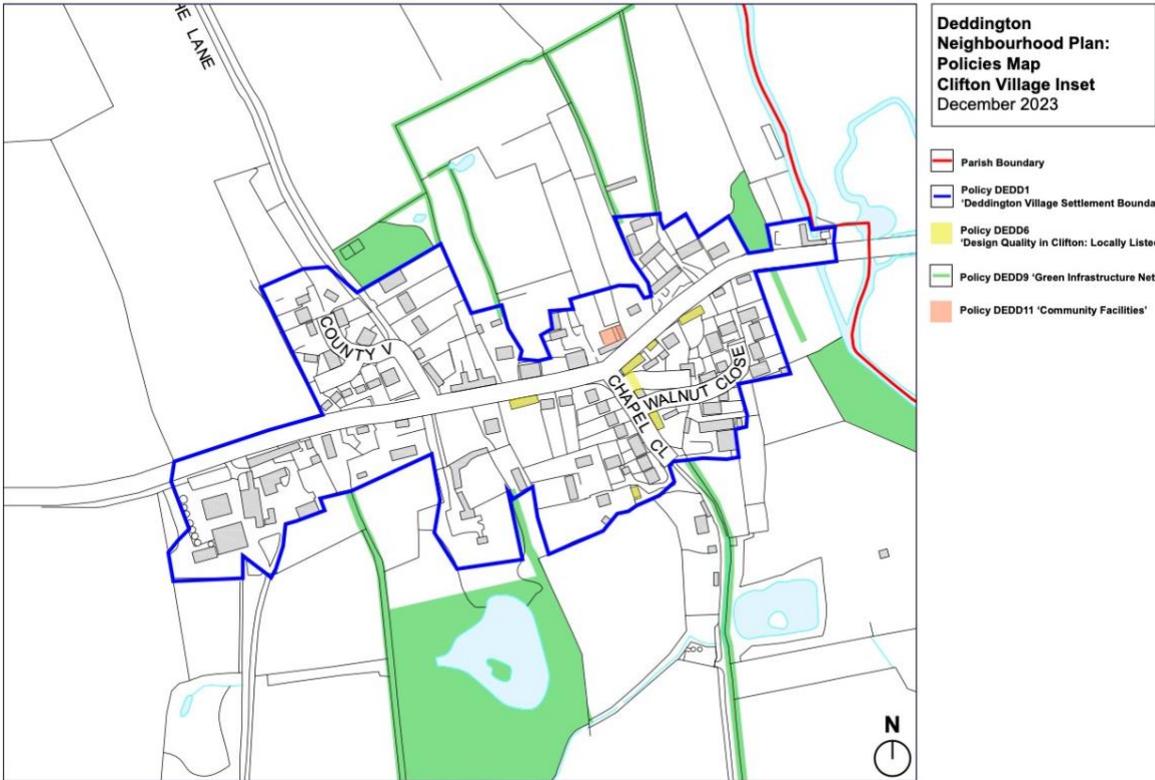
- Play areas should be publicly adopted by the relevant local authority (parish council or district council), and roads within developments should be built to adoptable standard and be adopted by the highways authority, Oxfordshire County Council. Open market houses should be for sale freehold and not leasehold
- Purchasing a speeding indicator device to locate in and around the Parish to encourage lower driving speed.
- Traffic calming is needed, particularly to reinforce the 20mph speed limit introduced in Hempton, Clifton and Deddington. Particular attention is necessary either side of the pinch point in Hempton where there has been a recent serious collision and a high number of other incidents, on the Hempton Road in Deddington and in Earls Lane.

7. POLICIES MAPS & INSETS





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APPENDICES

APPENDIX A – NON-DESIGNATED HERITAGE ASSETS

This list of Non-designated Heritage Assets is intended to support the identification of buildings and structures in the Neighbourhood Plan. It provides a summary description of the type of local heritage value for each building but is not intended as a definitive analysis of significance. No detailed internal inspections have been undertaken and limited desk-based research. Rather, it is the responsibility of an applicant to acknowledge, understand and respond to that significance, prompted by this summary information.

In compiling the list particular reference has been made to the guidance contained in the publication by Historic England: Local Heritage Listing Advice Note 7 of March 2017. It notes “Creating a local heritage list is a way for local councils and communities to identify and celebrate historic buildings, archaeological sites and designed landscapes which enrich and enliven their area.” It goes on to state that in its §24, “Selection criteria are essential in defining the scope of the local heritage list and should take account of the range of assets in an area. This includes recognition that local distinctiveness may lie as much in the commonplace or everyday as it does in the rare and spectacular.”

This approach was used by the District Council in its Deddington Conservation Area Appraisal of 2012 and the Locally Listed Buildings it identifies have not been repeated here. Similarly, the Study has used the criteria below to identify which buildings and structures are worthy of inclusion in the policy set out below:

Criterion	Description
Age	The age of an asset may be an important criterion, and the age range can be adjusted to take into account distinctive local characteristics or building traditions.
Rarity	Appropriate for all assets, as judged against local characteristics.
Aesthetic Interest	The intrinsic design value of an asset relating to local styles, materials or any other distinctive local characteristics.
Group Value	Groupings of assets with a clear visual design or historic relationship.
Archaeological Interest	The non-designated heritage asset may provide evidence about past human activity in the locality, which may be archaeological – that is in the form of buried remains – but may also be revealed in the structure of buildings or in a manmade landscape. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.
Archival Interest	The significance of a non-designated heritage asset of any kind may be enhanced by a significant contemporary or historic written record.

Historical Association	The significance of a non-designated heritage asset of any kind may be enhanced by a significant historical association of local or national note, including links to important local figures. Blue Plaque and other similar schemes may be relevant.
Designed Landscape Interest	The interest attached to locally important historic designed landscapes, parks and gardens which may relate to their design or social history. This may complement a local green space designation, which provides special protection against development for green areas of particular importance to local communities for their current use.
Landmark Status Social and Communal Value	An asset with strong communal or historical associations, or because it has especially striking aesthetic value, may be singled out as a landmark within the local scene.

In addition to a short description based on the selection criteria above, buildings included on the Local Heritage List have been assigned a letter summarising their value of significance based on the four areas of value defined by Historic England in their document Conservation Principles Policies and Guidance for the Sustainable Management of the Historic Environment (English Heritage April 2008). These are as follows:

- **Evidential Value (E)** – derived from the potential of a place to yield evidence about past human activity.
- **Historical Value (H)** – derived from the ways in which past people, events and aspects of life can be connected through a place to the present. It tends to be illustrative or associative.
- **Aesthetic Value (A)** – derived from the ways in which people draw sensory and intellectual stimulation from a place. Aesthetic values can be the result of the conscious design of a place, including artistic endeavour. Equally, they can be the seemingly fortuitous outcome of the way in which a place has evolved and been used over time. Many places combine these two aspects – for example, where the qualities of an already attractive landscape have been reinforced by artifice – while others may inspire awe or fear. Aesthetic values tend to be specific to a time and cultural context, but appreciation of them is not culturally exclusive.
- **Social Value (S)** – compared with other heritage values, social values tend to be less dependent on the survival of historic fabric. They may survive the replacement of the original physical structure, so long as its key social and cultural characteristics are maintained; and can be the popular driving force for the re-creation of lost (and often deliberately destroyed or desecrated) places with high symbolic value, although this is rare in England.

BUILDING	DESCRIPTION OF SIGNIFICANCE	VALUE TYPE
DEDDINGTON		
Deddington Church of England Primary School, Earls Lane	Caters for children from the Parish and from Barford. There has been a National School in Deddington from 1815. It is a key resource in the village for children and parents alike.	A, H, S
Hempton Road cottages	Some still retain their original numbers on the front of the buildings. They represent the development of Deddington following the second world war. Originally designed without bathrooms, then taken over by the council they have been upgraded.	H, S
Baerlein House (the Old Mortuary), Goose Green	Formerly a store for coal distributed by a coal charity, then a mortuary, a fire station and now used as an office.	H, E
Faulkner Museum of Curiosities, Hudson Street	Gothic stone-built private museum built by local antiquarian Charles Faulkner c.1850 (now two shops, MediPill and Cyclological). There were two wings with a fernery between. The surviving parts include the east wing.	H, A
CLIFTON		
Chase Villas, Chapel Close	A pair of semi-detached homes with charming decorative brickwork and embellishments are very characterful, more so than many of the homes in the village. Thought to be Victorian.	A
Old Wesleyan Chapel, Chapel Close	A symbol of the village's spiritual history is a very well converted living space with a prominent position in the village when approached from the south. Built 1869.	S, H
Four Winds, Sedgheill and Old Stores, Main Street	Four Winds and Sedgheill are key buildings in the agricultural history of the village having been built for senior farming management. Four Winds features in a much revered 'aerial view' drawing of the village made many decades before the age of flight.	A, H S
Former St James Chapel, Main Street	Another reminder of the spiritual history of Clifton in a classic village church building. Consecrated in 1853. It has a nave, south porch and a western turret with two bells.	A, S H
St Anne's Care Home, Main Street	16 th century cottage, now a care home.	A, S
Denbigh Place, Main Street	Often referred to as the Gingerbread House because of its Brothers Grimm qualities, it is certainly an architectural star of the village.	A
Victoria Terrace, Sunnysvale and the Post Office, Main Street	These are the only terraced houses in the village and incorporate great starter homes as well as larger properties and the old Post Office that is very connected to the history of the village.	A
Hartwell Cottage, Pepper Alley	A delightful, low-ceilinged cottage tucked 'out of the way' down Pepper Alley also accessed recently via the new Walnut Close. Thought to be at least 18 th century.	A

	HEMPTON	
The Old Stores and Stonelea, B4031	18 th century local style	A, S
Fairview, B4031	19 th century local style; together with Mount Pleasant to its south, both oriented north–south and double-fronted, it occupies a very prominent location at the eastern entrance to the village.	A
Mount Pleasant, B4031	Property dates from late 17 th century and was almost certainly occupied continuously by the Hollier family for several hundred years. Oriented north–south and double fronted, it occupies a prominent location at the eastern entrance to the village.	A
Batchelors Row, The Lane	18 th century local style five cottages, two brick.	A
Folly Cottage, The Lane	19 th century local style, group value with adjoining listed Jeffcoates.	A, H
Two cottages on the Barford Road	18 th century, group value with listed Crossways Cottage to their south on the corner.	A, HA
The Old Chapel and Coombe Cottage	18 th century local style historical old chapel on B4031.	A, H
Church Farm Cottage, B4031	19 th century local style, group value with listed Middle Corner Cottage to its west and St John’s Church to its east.	A

APPENDIX B – EVIDENCE BASE

- Deddington Conservation Area Appraisal, Cherwell DC, 2012
- Cherwell Local Plan, Cherwell DC, 1996
- Cherwell Local Plan Part 1, 2015
- Cherwell Local Plan Review, Community Involvement Paper 1, Cherwell DC, 2020
- Cherwell Local Plan Review, Community Involvement Paper 2, Cherwell DC, 2021
- Cherwell Local Plan Review, Draft for Consultation, Cherwell DC, 2023
- Cherwell Local Plan Review Interim Sustainability Appraisal, AECOM for Cherwell DC, 2021
- Deddington Parish Local Insight Profile, OCSI, 2020
- Category A Village Analysis, Cherwell DC, 2016
- Housing Needs Assessment, AECOM for Deddington PC, 2021
- Appeal Decisions on Land South of Clifton Road, Deddington (APP/C3105/W/19/3242236 & APP/C3105/W/20/3247598), Planning Inspectorate, 2020
- Appeal Decision on Land to rear of Valley View, St. Thomas Street, Deddington (APP/C3105/A/14/2228558), Planning Inspectorate, 2015
- Review of Special Landscape Areas, South Northamptonshire DC, 2017
- Deddington Parish Character Study, Deddington PC, 2022
- Deddington Neighbourhood Plan Strategic Environmental Assessment, AECOM for Deddington PC, 2022
- Deddington Neighbourhood Plan Draft Site Assessment Report, O'Neill Homer for Deddington PC, 2022
- Deddington Parish Profile, Cherwell DC, 2021
- Open Space, Sport & Recreation Assessment & Strategies, Nortoft for Cherwell DC, 2020
- Cherwell District: Natural Capital Resources, University of Oxford for Cherwell DC, 2021
- Cherwell Residential Design Guide SPD, Cherwell DC, 2018
- Cherwell Developer Contributions SPD, Cherwell DC, 2018

APPENDIX C – DEFINITION OF ‘DEDDINGTON CONNECTION’

1. To constitute a qualifying village or parish connection, an applicant or at least one of joint applicants must:

- have lived in the Parish for at least the last two years; or
- be employed in the Parish for a minimum of 15 hours per week and the employment is not of a short-term nature; or
- have at least six years' previous residence in the Parish if not currently residing there; or
- be over 55 or with a disability requiring support on health grounds from close relatives currently living in the Parish; or
- be a key worker as defined in paragraph 2 (a) below; or
- have close relatives as defined in paragraph 3 below living in the Parish for a period of at least the last two years.

2 (a) A 'key worker' means a person who is employed full time or part time under contract within the District as one of the following:

- ambulance service staff stationed in the District;
- a healthcare professional (e.g. qualified nurse) working in primary or secondary care in the District (e.g. Deddington Health Centre, NHS hospital);
- a fire fighter or police officer stationed in the District;
- a teacher working in one of the District's state maintained schools, nursery nurses and staff;
- a probation officer or prison officer stationed within the District;
- a social care worker; a social worker or therapist

(b) Preference shall be given to key workers whose principal place of work or residence is in the Parish.

3. 'Close relatives' means parents, children, siblings, grandparents or grandchildren including step-relatives, where there is evidence of frequent contact or dependency.

4. 'District' means the area administered by Cherwell District Council.

APPENDIX D – PHOTOGRAPHS OF KEY VIEWS



1. From Hempton Road west across Steepness Hill to Chipping Norton; similar view visible from Duns Tew Road



2a. From Cosy Lane, north across Swere Valley



2b. From Cosy Lane, north-east to Kings Spring Field



3a. From Hempton Road, north across Swere Valley



3b. From Hempton Road, south to Duns Tew



4. From Clifton Rd, south to Deddington Castle earthworks



5. From Clifton Road, north-east to Kings Sutton



6. From Jerusalem Lane, north-west to church



7. From Earls Lane, north to woodland



8. From Earls Lane, south-west to church tower



9. From Green Hedges Lane, north towards Adderbury



10. From Green Hedges Lane, south-west to church



11a. From Chapmans Lane, north to Deddington Castle earthworks



11b. From Chapmans Lane, north-east towards Clifton



11c. From Chapmans Lane, south to North Aston



12. From Coombe Hill, south-east to church tower



13a. From Grove Fields, east to church tower



13b. From start of Grove Fields footpath, south towards Duns Tew



Church from North Aston



Church from Duns Tew



West from church tower



South from church tower

APPENDIX E– DESCRIPTION OF STANDPOINTS FOR DEDDINGTON KEY VIEWS

1. From Hempton Road, west across Steepness Hill to Chipping Norton

This view can be seen to the right beyond the last house in Hempton as you head westward and there's a similar view a few hundred yards down Duns Tew Road, on the right coming from Hempton

2a. From Cosy Lane, north across the Swere Valley

Once you are clear of the houses at the top end of Cosy Lane, this view or similar is visible all the way down the hill

2b. From Cosy Lane, north-east to Kings Spring Field

When you reach the end of The Daedings houses, to the right from Cosy Lane, you have the view of this field and the copse

3a. From Hempton Road, north across the Swere Valley

Photograph taken from the Hempton Road between the end of Deddington village and Spencer's building yard, but the view is visible to the north for nearly the whole length of the Hempton Road between Hempton and Deddington

3b. From Hempton Road, south to Duns Tew

Most visible where the Tomwell Farm track meets the Hempton Road (where the photograph was taken), but it can be viewed through or over the hedgerow at various points along the south side of the Hempton Road

4. From Clifton Road, south to Deddington Castle earthworks

There is one longish break and some smaller in the hedgerow alongside The Poplars field on the south side of Clifton Road across to the Deddington Castle earthworks and the trees on top of them

5. From Clifton Road, north-east to Kings Sutton

This view or similar is visible from various points along Clifton Road to the north-east, especially in the stretch when you pass the last of the Deddington houses

6. From Jerusalem Lane, north-west to the church tower

The church is visible to the right from two-thirds of the way along Jerusalem Lane as you head southwards

7. From Earls Lane, north to woodland

There are views of fields, hedgerows and woodland to the north all along Earls Lane

8. From Earls Lane, south-west to church tower

This view from the south side of Earls Lane is visible from almost the whole length of the lane apart from where there is the odd tree in the way

9. From Green Hedges Lane, north towards Adderbury

View from the end of Green Hedges Lane northwards. It's a fair distance from Deddington village so an unlikely candidate for development

10. From Green Hedges Lanes, south-west to church tower

This view is visible through the gaps in the hedgerow and the farm gates along the west side of Green Hedges Lane

11a. From Chapmans Lane, north to Deddington Castle earthworks

This view is visible after the last houses on Chapmans Lane through several gaps, some quite wide, through the hedgerow on the north side of the track

11b. From Chapmans Lane, north-east towards Clifton

This view is also visible after the last houses on Chapmans Lane through the gaps in the hedgerow but looking towards the north-east

11c. From Chapmans Lane, south to North Aston

This is the view from the south side of Chapmans Lane, a short distance after the last house

12. From Coombe Hill, south-east to church tower

This view is visible from most of the section of the Deddington Loop footpath leading down the south side of Coombe Hill

13a. From Grove Fields, east to church tower

There is a view of the church tower from almost all of the footpath across Grove Fields

13b. From start of Grove Fields footpath, south towards Duns Tew

This view is visible all along the first (easternmost) part of the footpath that goes from The Grove across Grove Fields. A view towards Duns Tew and Over Worton is visible from the footpath a few hundred yards west of The Grove

The remaining photographs show the lie of the land viewed from Duns Tew and North Aston, and from the top of the church tower

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Declaration Of Result Of Poll for the Deddington Neighbourhood Plan Area Referendum

I, Natasha Clark, being the Deputy Counting Officer for Cherwell District Council at the Referendum on 2nd May 2024 held under the Neighbourhood Planning (Referendum) Regulations 2012, do hereby give notice that the result of votes cast is as follows:

	No. Votes
Number cast in favour of a "YES"	791
Number cast in favour of a "NO"	58
Total number of votes cast	849

The number of ballot papers rejected was as follows:

A - want of official mark	0
B - voting for more than one answer	0
C - writing or mark by which the voter or proxy could be identified	0
D - unmarked or void for uncertainty	5
Total Number of Rejected Ballots	5

Turnout 46.79%

I hereby declare that more than half of those voting have voted in favour of Cherwell District Council using the Neighbourhood Plan for Deddington to help it decide planning applications in the neighbourhood area.

Natasha Clark
Deputy Counting Officer

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Officer Delegated Decision

Published on 14 May 2024

Decision: Making of the Deddington Neighbourhood Plan

Decision taker: , Corporate Director Communities

Decision Date: 15 May 2024

Source of Delegation: Urgent Officer decision taken in accordance with the Constitution

Is decision subject to Call-in? No

Deadline for Call-in: N/A

Is decision Exempt? No

Is decision urgent? Yes

Summary

To seek the urgent decision of the Corporate Director – Communities to recommend to Council that it ‘makes’ the Deddington Neighbourhood Plan following the successful referendum on 2 May 2024.

Decision

Resolved

- (1) That the referendum result of 2 May 2024 where 93% of those who voted were in favour of the Deddington Neighbourhood Plan, which is above the required 50% be noted.
- (2) That Council be recommended:
 - a) to formally ‘makes’ the Deddington Neighbourhood Plan (Annex to the decision) so that it continues to have effect as part of the statutory Development Plan for Cherwell District.
 - b) to authorise the Assistant Director – Planning and Development, in consultation with the Portfolio Holder with responsibility for Planning and Development to issue and publicise a Decision Statement.

Reasons for Decision

A referendum was held on the Deddington Neighbourhood Plan on 2 May 2024. Of those eligible to vote, 791 voted in favour of the Plan with 58 against. The vote of 93% in favour meets the requisite majority and the Plan is now part of the statutory Development Plan. The Council is still required to formally 'make' the Plan and there is no known breach or incompatibility with EU or human rights obligations which prevents this. The Council is therefore requested to 'make' the Deddington Neighbourhood Plan which would be within the prescribed eight-week period.

Alternative Options Considered

A formal decision is required to be made. There is no known breach or incompatibility with, any EU or human rights obligations. The Council has no options or alternatives to making the Plan.

Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service

None

Attachments

Deddington Neighbourhood Plan

Shiraz Sheikh
Monitoring Officer

This report is public	
Polling District and Polling Places Review 2024	
Committee	Council
Date of Committee	22 May 2024
Portfolio Holder presenting the report	N/A
Date Portfolio Holder agreed report	N/A
Report of	Monitoring Officer & Assistant Director Law and Governance, Shiraz Sheikh

Purpose of report

To endorse the plans for a statutory review of polling districts and polling places within the administrative boundary of Cherwell District Council.

1. Recommendations

Council resolves:

- 1.1 To endorse the proposed timetable for the review of polling districts, polling places and polling stations in the Cherwell district.
- 1.2 To establish an informal cross-party Polling Place and District Boundary Review working with 9 members (3 Liberal Democrat, 2 Labour, 2 Conservative, 1 Green/Independent and 1 Independent) reflecting the political make-up of the Council and delegate authority to the Monitoring Officer & Assistant Director Law and Governance to finalise the membership in consultation with Group Leaders.

2. Executive Summary

- 2.1 The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years and, under section 18C of the Representation of the People Act 1983, Councils must undertake a compulsory review within a 16-month window between 1 October 2023 and 31 January 2025.
- 2.2 This report sets out the legal framework that underpins a statutory review of polling districts and places and proposes a plan for completion of the review.

Implications & Impact Assessments

Implications	Commentary			
Finance	<p>The only direct financial implications arising from this report relate to the necessary publishing / advertisement of the proposals in due course. These are mandatory and are anticipated to be in the region of £1000, which can be accommodated from existing budgets.</p> <p>Michael Furness, Assistant Director of Finance (S151 Officer), 8 May 2024.</p>			
Legal	<p>The Review will be carried out in accordance with the Electoral Administration Act 2013 and Representation of the People Act 1983.</p> <p>Monitoring Officer & Assistant Director Law & Governance, 8 May 2024</p>			
Risk Management	<p>Failure to carry out a review would be in breach of the Council's statutory duties.</p> <p>Celia Prado-Teeling, Performance Team Leader, 8 May 2024</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				<p>Every eligible voter must have the same opportunity to vote in secret, there should be no discrimination due to disability, age, race, gender etc.</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				<p>Every eligible voter must have the same opportunity to vote in secret, there should be no discrimination due to disability, age, race, gender etc.</p> <p>The process for a polling district and places review as set out in Schedule A1, Representation of the People Act 1983 requires the council to seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (A)RO(s).</p>
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				<p>Every eligible voter must have the same opportunity to vote in secret, there should be no discrimination due to disability, age, race, gender etc.</p>
Climate & Environmental Impact				N/A

ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	N/A – statutory requirement to undertake the review			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	The timetable takes into account the need for an adequate period for consultation. Following publication of the notice of review, representation will be invited on proposals. All elected Members, Town and Parish Councils, political parties and residents of Cherwell District Council will be given the opportunity to comment and make representations on the proposals. Views from residents with disabilities and local access groups will also be sought.			

Supporting Information

3. Background

- 3.1 Sections 18A and 18B of the Representation of the People Act 1983 require that the Council must (i) divide its area into polling districts for UK Parliamentary elections; (ii) designate a polling place for every polling district; and (iii) keep the polling districts and polling places under review.
- 3.2 The Act provides the following definitions:
- Polling district: a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.
 - Polling place: the building or area in which polling stations will be selected by the (Acting) Returning Officer.
 - Polling station: the room or area within the polling place where voting takes place.
- 3.3 The review requires us to seek to ensure that: all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; and, as far as is reasonable and practicable, the polling places we are responsible for are accessible to all electors, and when considering the designation of a polling place, we must have regard to the accessibility needs of disabled persons.
- 3.4 The changing of any district ward boundaries is not considered as part of the review as this can only be done by statute following an electoral review carried out by the Local Government Boundary Commission). This review is concerned only with the

administrative subdivision of a ward into polling districts which are then assigned polling places.

- 3.5 The changing of polling districts in areas which are also aligned with parish boundaries and therefore cannot be amended during this review (these can only be amended during a Community Governance Review).

4. Details

Review process

- 4.1 The process for a polling district and places review is set out in Schedule A1, Representation of the People Act 1983. The Council must:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer ((A)RO) for every Parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (A)RO within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (A)RO(s).
- On completion of the review, publish details of the designation of polling districts and polling places within the local authority area as a result of the review, giving reasons, and publish all correspondence and representations received.

- 4.2 The timetable for the review is set out below.

Review of polling districts and places	
Resolution from council providing for commencement of review	22 May 2024
Notice of review published	Monday 10 June 2024
Review period commences	Monday 10 June 2024
(Acting) Returning Officer's comments published by	Friday 14 June 2024
End of consultation period – Representations to be received by	Monday 29 July 2024
Report to Full Council	21 October 2024 or 16 December 2024
Revised arrangements come into forces	1 February 2025
Republish electoral register	1 February 2025

Informal Cross-Party Working Group

- 4.3 The council currently has a Boundary Review Working Group and it is proposed that there continue to be a cross-party informal working group to support the polling place review. It would review consultation responses and agree recommendations on polling districts, polling places and polling stations.
- 4.4 Consistent with previous similar Working Groups, the Working Group will not be subject to proportionality but will reflect the political make-up of the council, whilst ensuring each Group has a representative. It is therefore proposed that the Working Group have 9 members: 3 Liberal Democrat; 2 Labour; 2 Conservative; 1 Green/Independent and 1 Independent.
- 4.5 It is proposed that authority be delegated to the Monitoring Officer & Assistant Director Law and Governance to finalise the membership of the working group in consultation with Group Leaders.

Cherwell District Council District Boundary Review

- 4.6 The Local Government Boundary Commission for England (the “Boundary Commission”) is an independent body responsible for reviewing and determining the electoral arrangements of local authorities across England.
- 4.7 The Chief Executive has been notified by the Boundary Commission that they will be commencing a review of the Cherwell district boundaries as 6 out of the 16 wards have variances greater than 10% from the average, with one ward having 34% more electors than the average.
- 4.8 The review will be undertaken by the Boundary Commission but there will be an important role for CDC
- 4.9 It is therefore recommended that the remit of the working group referred to at paragraphs 4.3 – 4.5 above, include shaping and steering the process of responding to the district boundary review making recommendations for agreement by Council prior to submission.

5. Alternative Options and Reasons for Rejection

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

Option 1: Not to undertake a polling place review. The review is statutorily required so there is no option other than to undertake the review by the end of January 2025.

6 Conclusion and Reasons for Recommendations

- 6.1 To comply with the statutory requirement to conduct a review of polling districts and polling places.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	None
Background Papers	None
Reference Papers	Electoral Commission - Reviews of polling districts, polling places and polling stations
Report Author	Natasha Clark, Governance and Elections Manager Aaron Hetherington, Principal Officer – Electoral Services Lead
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