



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Summary of the decisions taken at the meeting
of the Executive held on Monday 6 November 2023**

1. Date of publication of this summary: 7 November 2023
2. Decisions (if any) taken as a matter of urgency under Overview and Scrutiny Procedure Rules as set out in the Constitution (and not therefore subject to the call-in procedure): None
3. Date by which notice of call-in of any of the following decisions must be received in writing by the Chief Executive (see notes below):- Noon on Friday 10 November 2023
4. Notes:-
 - (a) For background documentation to the following decisions, please refer to the agenda and supporting papers (copies of which are available on the Council's website (www.cherwell.gov.uk) or from Democratic Services);
 - (b) Notice of call-in must be submitted in writing, by email or text to the Chief Executive by the deadline specified above, and must state the reason or reasons why "call-in" has been requested;
 - (c) Call-in can be requested by any six non-executive members of the Council.
However, if at any point during a municipal year the total number of opposition councillors is six or less the total number of non-executive members required to call-in a decision shall be the total number of opposition councillors less two.
 - (d) Decisions not called-in by the deadline specified above will become effective immediately the deadline has expired (unless they are recommendations to the Council).
 - (e) The Council has stipulated that the call-in procedure should not be used to challenge decisions as a matter of course and should be used only when fully justified.

**Yvonne Rees
Chief Executive**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Agenda Item 6 12-Month Climate Action Plan 2023 - 2024</p> <p>Report of Corporate Director Communities and Climate Action Manager</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To accept the ambitions of this Action Plan.</p> <p>1.2 To recognise the implementation of this Action Plan will have on-going resource implications for council budgets and that additional requests will be forthcoming, as and when business cases are developed, e.g. for</p>	<p>Resolved</p> <p>(1) That the ambitions of the Climate Action Plan 2023-2024 be accepted.</p> <p>(2) That it be recognised that the implementation of the Action Plan will have on-going resource implications for council budgets and that additional requests would be forthcoming, as and when business cases were developed, e.g. for the provision of additional Solar PV to reduce energy bills, and each business case would be assessed and brought forward if</p>	<p>The Action Plan is an ambitious set of actions that sets both the council and the district on the right pathways to reach carbon net zero. The Plan recognises that more work is required to embed climate change into the council's approach and operations, but equally, that a significant amount of work is already being done by the council to support the net zero targets.</p> <p>The report begins with the actions to achieve six key goals that will lead to reductions in council emissions, across our fleet, our corporate estate and our operations. This is followed by a further eleven key goals with actions, set out to achieve a reduction in the</p>	<p>Option 1: Not adopt the Climate Action Plan but this leaves CDC with little chance of achieving its 2030 net zero target.</p> <p>Option 2: Adopt a more ambitious Plan than this iteration, however that is unlikely to be affordable with current budget pressures.</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>the provision of additional Solar PV to reduce energy bills. Each business case will be assessed and brought forward if affordable.</p>	<p>affordable.</p>	<p>district's emissions. The actions in green are those which our consultant recommends should be prioritised.</p> <p>The Actions reflect activity which should take place right across the authority if the council is to be successful and fulfil its ambitions to be a climate leader.</p> <p>The references to Carbon Saving and Relative Cost are included to help prioritise actions, although both of these are only high-level assumptions and further work and analysis would be needed if additional details were requested.</p> <p>The Climate Change Framework 2020, included the council ambition to be a</p>		

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
		<p>net zero organisation by 2030. Then, as now, this remains a very ambitious challenge requiring concerted and on-going efforts to achieve emissions reductions across our corporate estate and our fleet. Without a coherent plan, it is unlikely that the council will achieve its 2030 target or that we will in a position to support the district in also achieving significant reductions in emissions.</p>		
<p>Agenda Item 7 Voluntary Sector Wellbeing Grants Statement 2023 -2025</p> <p>Report of Assistant Director Wellbeing and Housing</p> <p>Recommendations</p>	<p>Resolved</p> <p>(1) That the Wellbeing Grants to voluntary sector statement 2023-2025 be approved.</p>	<p>The adoption of this Statement and subsequent publication will improve transparency for organisations who are seeking funds.</p>	<p>Option 1: Not to have a statement sharing the framework. Rejected as the publication of the framework makes it easier for community and not-for-profit organisations to understand what and how we fund activity in</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>The meeting is recommended:</p> <p>1.1 To approve the Wellbeing Grants to voluntary sector statement 2023-2025 as provided.</p>			communities as a council.	
<p>Agenda Item 8 Garden Waste Charges 2024/2025</p> <p>Report of Assistant Director Environmental Services</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To approve a single Garden Waste Subscription charge (appendix 1) for 2024/25 effective from 4 December 2023.</p>	<p>Resolved</p> <p>(1) That a single Garden Waste Subscription charge of £49 for 2024/25 effective from 4 December 2023 be approved.</p>	<p>The new garden waste subscription fee for 2024/25 will come into effect from 4 December 2023 to give residents certainty on prices in 2024/25 and to smooth demand for licences over a reasonable period.</p>	<p>Option 1: Implement the garden waste subscription service for 2024/25 from a later date with revised prices. This has been rejected as it compresses timescales and makes administration of the process more difficult.</p> <p>Option 2: Implement the garden waste subscription service for 2024/25 with unchanged prices. This has been rejected due to the rising costs of service delivery, especially fuel</p>	None

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
			<p>costs.</p> <p>Option 3: Implement the garden waste subscription service for 2024/25 with higher prices than set out. This has been rejected as subscriptions are likely to fall resulting in less overall income to the Council.</p>	
<p>Agenda Item 9 Environment Act 2021 and Biodiversity Net Gain Preparation</p> <p>Report of Corporate Director Communities</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the requirements of the</p>	<p>Resolved</p> <p>(1) That the requirements of the Environment Act 2021 in respect of biodiversity and the on-going preparation for the introduction of statutory Biodiversity Net Gain requirements be noted.</p> <p>(2) That the preparation of a revised Community</p>	<p>The Council needs to be ready to conform with the requirements of the Environment Act 2021 in relation to biodiversity. Additional ecologist resource has been acquired and officers are preparing for the expected introduction of the statutory requirement to deliver Biodiversity Net Gain. The delay in implementation to January 2024 provides some additional time but</p>	<p>The Council must complete its first consideration of what action it can properly take to further the general biodiversity objective by 1 January 2024 (i.e. one year after Section 102 of the Act became effective). It must agree the policies and objectives for taking action as soon as practicable after this which might include revising</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Environment Act 2021 in respect of biodiversity and the on-going preparation for the introduction of statutory Biodiversity Net Gain requirements as set out in the report.</p> <p>1.2 To approve the preparation of a revised Community Biodiversity Plan in the interest of meeting the statutory general biodiversity objective, to monitor the progress in delivering that Plan and to keep it under review.</p>	<p>Biodiversity Plan in the interest of meeting the statutory general biodiversity objective, to monitor the progress in delivering that Plan and to keep it under review be approved.</p>	<p>there is a need to continue preparation at pace, albeit while further guidance is awaited. It should be noted that January 2024 will be the real start of the process. To assist meeting the Council's obligations and to ensure an integrated approach to achieving the biodiversity objective, it is recommended that a revised Community Biodiversity Plan is prepared.</p>	<p>existing policies and objectives. It must then take the action to meet the biodiversity objective. The Executive could decide that the preparation of a revised Community Biodiversity Plan is not the action it would wish to take to further the general biodiversity objective by 1 January 2024. However, the Council's Community Nature Plan 2020-22 provides a clear starting point for review and should Members decide to take alternative action, this action would need to be determined by 1 January 2024.</p>	
<p>Agenda Item 10 Performance, Risk and Finance Monitoring Report</p>	<p>Resolved</p> <p>(1) That Council's</p>	<p>This report provides an update on progress made during Quarter 2, to deliver</p>	<p>This report summarises the council's performance, risk, and financial positions</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Quarter 2 2023 Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To note the Council's Performance, Risk and Financial report for the current financial year up to the end of Quarter 2 2023 and its contents.</p> <p>1.2 To approve the use of reserves in Appendix 5.</p> <p>1.3 To approve the £0.030m grants funding for the UKSPF Community Facilities.</p> <p>1.4 To approve the S106 funding for Longford Park Sports Pitches amounting to £0.050m.</p>	<p>Performance, Risk and Financial for the current financial year up to the end of Quarter 2 2023 be noted.</p> <p>(2) That the following use of reserves be approved:</p> <p>Directorate: Resources Type: Earmarked Description: Elections Reserve Reason: To cover election costs Amount £m: 0.070</p> <p>Directorate: Resources Type: Earmarked Description: Market Risk Reserve Reason: Over-</p>	<p>the council's priorities, manage potential risks and remain within the agreed budget.</p>	<p>up to the end of Quarter 2, therefore there are no alternative options to consider. However, Members may wish to request further information from officers for inclusion.</p>	

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>1.5 To approve the S106 funding for Deddington Parish Council projects amounting to £0.040m.</p> <p>1.6 To approve the increase in Building Safety Regulator hourly rate to £71.32.</p> <p>1.7 To approve the write offs of £0.787m set out in section 3.7 and Appendix 3 and to note that they will be funded by the bad debt provision.</p>	<p>recovery of Treasury Income Amount £m: (0.448)</p> <p>(3) That £0.030m grants funding for the UKSPF Community Facilities be approved.</p> <p>(4) That the S106 funding for Longford Park Sports Pitches amounting to £0.050m be approved.</p> <p>(5) That the S106 funding for Deddington Parish Council projects amounting to £0.040m be approved.</p> <p>(6) That the increase in Building Safety Regulator hourly rate to £71.32 be approved.</p>			

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service										
	<p>(7) That the following write offs of £0.787m be approved and it be noted that they will be funded by the bad debt provision:</p> <table border="1" data-bbox="577 756 965 986"> <thead> <tr> <th>Debt to be written off</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Sundry debts over £0.005m to be written off</td> <td>0.774</td> </tr> <tr> <td>Housing Benefit Overpayments to be written off</td> <td>0.013</td> </tr> <tr> <td>Council Tax to be written off</td> <td>0.000</td> </tr> <tr> <td>Total write offs for approval</td> <td>0.787</td> </tr> </tbody> </table>	Debt to be written off	£m	Sundry debts over £0.005m to be written off	0.774	Housing Benefit Overpayments to be written off	0.013	Council Tax to be written off	0.000	Total write offs for approval	0.787			
Debt to be written off	£m													
Sundry debts over £0.005m to be written off	0.774													
Housing Benefit Overpayments to be written off	0.013													
Council Tax to be written off	0.000													
Total write offs for approval	0.787													
<p>Agenda Item 11 Relocation of CDC administrative headquarters from Bodicote House to Castle Quay</p> <p>Report of Corporate Director of Resources</p>	<p>Resolved</p> <p>(1) That the Business Case for the relocation of the Council Offices from Bodicote House to Castle Quay be approved.</p>	<p>The Council has reviewed the existing office provision over a number of years, cumulating with this final review. It has been ascertained that the most economically advantageous provision of office</p>	<p>A number of alternative options were considered and deemed to be less favourable than the recommendation herein, particularly from a financial perspective; these options and reasons for rejection</p>	<p>None</p>										

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To approve the Business Case for the relocation of the Council Offices from Bodicote House to Castle Quay.</p> <p>1.2 To delegate authority to the Corporate Director of Resources, in consultation with the Portfolio Holder for Property, to initiate a project to relocate the administrative offices of the Council to Castle Quay</p> <p>1.3 To recommend to the Council to approve an increase in the Capital</p>	<p>(2) That authority be delegated to the Corporate Director of Resources, in consultation with the Portfolio Holder for Property, to initiate a project to relocate the administrative offices of the Council to Castle Quay</p> <p>(3) That Council be recommended to approve an increase in the Capital Programme of £4.5m towards the delivery of this project in order to authorise expenditure for the project</p>	<p>accommodation would be to relocate to the Castle Quay Shopping Centre. Whilst this is financially the most appropriate provision of accommodation, it also aligns to the aspirations of creating a multi-use hub at Castle Quay, acting as a catalyst for the regeneration of Banbury Town Centre. The option also has the potential to redevelop the current Bodicote House site (separate decision) and works towards the Council's environmental aspirations in enabling a more efficient office environment with greater public transport connectivity to the site</p>	<p>are detailed at length in the exempt Business Case.</p>	

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>Programme of £4.5m towards the delivery of this project in order to authorise expenditure for the project</p>				
<p>Agenda Item 12 Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA</p> <p>Report of Corporate Director of Resources</p> <p>Recommendations</p> <p>The meeting is recommended:</p> <p>1.1 To delegate authority to the Corporate Director of Resources in consultation with the Portfolio Holder for Property and the S151 Officer, to enter into negotiations to agree</p>	<p>Resolved</p> <p>(1) That authority be delegated to the Corporate Director of Resources in consultation with the Portfolio Holder for Property and the S151 Officer, to enter into negotiations to agree the Heads of Terms with Company C.</p>	<p>The bid from Company C (the preferred bidder) offers the best value, meets the Councils affordable housing policy, offers the likelihood of achieving the highest density of units and obtaining planning permission for the redevelopment indicated in the bid.</p>	<p><u>Option 1: Do Nothing</u></p> <ul style="list-style-type: none"> • The property continues to be a significant cost to the Council. • There is substantial excess space which is not well utilised and difficult to sublet. • Surplus to requirement space will continue to need to be maintained for the duration of any occupation. • Significant capital costs are required to maintain the building. <p>This option is therefore not considered a viable alternative.</p>	<p>None</p>

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p>the Heads of Terms with Company C.</p>			<p><u>Option 2: - Sale by Auction.</u></p> <ul style="list-style-type: none"> • This site is not considered appropriate for sale by Auction. Our retained agents have advised that a more favourable outcome would be obtained in the open market. <p>This option is therefore not considered a viable alternative.</p> <p><u>Option 3: Sale and leaseback</u></p> <ul style="list-style-type: none"> • The Council could potentially stay as a tenant of the new purchaser whilst arrangements to move are finalised. • It is considered that developers would not 	

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
			<p>want the complication of having a sitting tenant, regardless of the income whilst working up their scheme.</p> <ul style="list-style-type: none"> • This type of sale could potentially rule out interested parties. • Best Value considerations could be compromised and have an adverse effect on bids. • This option would significantly increase the Council's outgoings for: <ul style="list-style-type: none"> ▪ Rent ▪ Rent for space not fully utilised. ▪ Costs of upkeep and long-term maintenance <p>This option is therefore not considered a viable</p>	

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
			alternative.	
Agenda Item 15 Performance, Risk and Finance Monitoring Report Quarter 2 2023 - Exempt Appendices 6 and 7	Resolved (1) That the exempt appendices be noted.	As set out under item 10	As set out under item 10	None
Agenda Item 16 Relocation of CDC administrative headquarters from Bodicote House to Castle Quay - Exempt report and appendix Exempt report of Corporate Director Resources	As set out under item 11	As set out under item 11	As set out under item 11	None
Agenda Item 17 Sale of Bodicote House Site, White Post Road, Bodicote, OX15 4AA - Exempt report	As set out under item 12	As set out under item 12	As set out under item 12	None

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
and appendices Exempt report of Corporate Director Resources				