

Council Minute Book
Monday 16 December 2013

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 October 2013 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy

Councillor John Donaldson, Lead Member for Banbury Brighter Futures

Councillor Michael Gibbard, Lead Member for Planning

Councillor Nigel Morris, Lead Member for Clean and Green

Councillor D M Pickford, Lead Member for Housing

Councillor Nicholas Turner, Lead Member for Customers and Performance

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Tim Emptage, Leader of the Liberal Democrats
Councillor Les Sibley

Officers: Sue Smith, Chief Executive
Calvin Bell, Director of Development
Martin Henry, Director of Resources / Section 151 Officer
Karen Curtin, Director (Bicester)
Kevin Lane, Head of Law and Governance / Monitoring Officer
Tim Madden, Interim Head of Finance and Procurement
Adrian Colwell, Head of Strategic Planning and the Economy
Natasha Clark, Team Leader, Democratic and Elections

38 **Declarations of Interest**

Members declared interests in the following agenda items:

6. Local Plan Update.

Councillor Nicholas Turner, Disclosable Pecuniary Interest, as a tenant of Trinity College, at Drayton Lodge Farm, that has had land under discussion and also being leasee of Drayton Leisure Golf Centre that is adjacent to one of the sites in the Local Plan.

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

The Chairman reported that there were no petitions and he had agreed a request from Councillor Les Sibley to address the Executive on agenda items 6, Local Plan Update, and 12, East West Local Rail Contribution.

40 **Urgent Business**

There were no items of urgent business.

41 **Minutes**

The minutes of the meeting held on 2 September 2013 were agreed as a correct record and signed by the Chairman.

42 **Local Plan Update**

The Head of Strategic Planning and the Economy submitted a report which sought consideration of the draft Submission Local Plan for Cherwell.

In introducing the report, the Lead Member for Planning explained that the report updated Members on the preparation of the draft Submission Local Plan, reviewed the Sustainability Appraisal, Viability Assessment, the development of the evidence base, representations received, the draft Submission Local Plan itself and the next steps.

The Lead Member for Planning advised that the final iteration of the Sustainability Appraisal was nearing completion and, subject to the resolution of Executive, the final version would be presented to Full Council. The Infrastructure tables in the Local Plan would be replaced in due course by a full Infrastructure Delivery Plan (IDP).

Councillor Woodcock, Leader of Labour Group, addressed Executive and commented that he was very impressed with the comprehensive document and consultation which had provided useful feedback.

Councillor Emptage, Leader of the Liberal Democrat Group, addressed Executive and commended the Lead Member for Planning and officers for their hard work throughout the process. Councillor Emptage advised Executive that Kidlington Parish Council continued to have issues regarding the provision of housing in Kidlington and queried the status of the Kidlington Masterplan in relation to the Local Plan.

The Head of Strategic Planning and the Economy explained that the Local Plan was a snapshot in time which focussed on strategic policies and sites and it was recommended there be no revisions at this time. It was confirmed that the Kidlington Masterplan process would include an assessment of housing. A Local Neighbourhoods DPD was being developed which would look at sites with less than 400 houses.

At the discretion of the Chairman, Councillor Sibley addressed Executive and raised a number of queries in relation to Bicester and Graven Hill each of which was duly responded to.

Resolved

- (1) That the draft Submission Local Plan be endorsed and recommended to Full Council for approval, subject to the Final Sustainability Appraisal being presented at Full Council.
- (2) That it be noted that the Infrastructure tables in the draft Local Plan would be replaced in due course by a full Infrastructure Delivery Plan (IDP) for submission.
- (3) That it be recommended to Full Council that authority be delegated to the Head of Strategic Planning and the Economy, in consultation with the Lead Member for Planning, to make minor changes to the draft Submission Local Plan text to delete the references to 'draft' or 'emerging' Infrastructure Delivery Plan (IDP) once the IDP is finalised.

Resolved

The draft Submission Local Plan has now been subjected to extensive consultation. The evidence base for the Plan is nearing completion and the Plan complies with obligations flowing from the recent reforms to the Planning system. A recommendation by the Executive of the draft Submission Local Plan to the meeting of Full Council will enable the Plan to be submitted for Examination and take Cherwell one major step closer to having an up to date, 'sound' and 'adopted' Local Plan.

Options

Option 1: To endorse the draft Submission Local Plan.

Option 2: To amend the draft Submission Local Plan with the effect of requiring further delay whilst the proposed changes are consulted upon and a new Sustainability Appraisal commissioned.

Option 3: To not endorse the draft Submission Local Plan

43

Sister City Agreement with Xishuangbanna

The Chief Executive submitted a report which updated Members on the recent signing of a 'Letter of Intent' between Cherwell District Council and Xishuangbanna Dai Nationality Autonomous Prefecture to establish formal 'Sister City' status between the two authorities.

Resolved

- (1) That the signing of the Letter of Intent be noted.

- (2) That agreement be given to the establishment of a cross-party Member, Officer, Education and Business group to maximise the benefits of this link and authority be delegated to the Chief Executive, in consultation with the Leader of the Council, for the establishment and running of the group.

Reasons

The establishment of the sister city agreement will enable the people living and working in the Cherwell area to have closer links with a fascinating part of China. Businesses will be able to get introductions to potential partners or supply chains and schools and other groups will be able to link with similar groups in the region. Ultimately both Xishuangbanna (XSBN) and Cherwell will benefit economically from this agreement.

It is suggested that a steering committee is established to support and promote the development of the agreement between the two authorities. The group could include Members from all parties, officers, representatives from Banbury & Bicester College, MPs, town councils, Bicester Village, Chambers of Commerce and perhaps the LEPs and the UKTI. It is also worth trying to identify any businesses in the district that already have strong ties to China and inviting them to join the group. This will ensure buy in from all parts of the district and, hopefully, ensure that real benefits for both XSBN and Cherwell come out of this agreement.

Options

Option 1: To accept the recommendations of the report.

Option 2: To reject the recommendations of the report.

44

New Homes Bonus - Year 3 Allocations 2013-14

The Director of Resources submitted a report which asked Executive to determine how they wished to allocate the New Homes Bonus received for the third year of the scheme, the award confirmed for 2013-14.

Resolved

- (1) That the year 3 allocations of £1,340,156 be agreed as follows:
- | | |
|------------------------------------|-------------------|
| • Affordable Housing | £100,240 |
| • Financial Pressure Allocation | £619,958 |
| • Economic Development | £450,669 |
| • Planned Growth in the District | £169,289 |
| Total year three allocation | £1,340,156 |
- (2) That authority be delegated to the Director of Resources and the Head of Strategic Planning and the Economy in consultation with the Lead Member for Financial Management and the Lead Member for Estates and the Economy to determine the schemes on which those funds allocated for economic development purposes should be spent.

- (3) That authority be delegated to the Director of Resources and the Head of Strategic Planning and the Economy in consultation with the Lead Member for Financial Management and the Lead Member for Estates and the Economy to agree future year allocations of New Homes Bonus.

Reasons

It is recommended that the allocation method set out in this report are agreed in order to be clear about how the New homes Bonus is going to be used in the third year of its receipt.

Options

Option 1: Not to consider how these funds should be allocated. This is not good financial management and is therefore not advocated. It is also important to give a degree of certainty around how such funds will be allocated and used.

45

Budget Strategy 2014 to 2015 and Beyond

The Director of Resources submitted a report which informed Executive of the service and financial planning process for 2014-15, sought approval of the 2014-15 budget strategy and agreement of budget guidelines for issue to service managers to enable the production of the 2014-15 budget.

The report also presented the most recent medium term financial forecasts, sought consideration of the Council Tax Reduction Scheme for 2014-15 and agreement of the Council's approach to Business Rates pooling for 2014-15.

Resolved

- (1) That the updated Medium Term Financial Strategy forecast for the Council's revenue budget for 2014-15 to 2018/19 be noted.
- (2) That the overall 2014-15 budget strategy and service and financial planning process be endorsed.
- (3) That the proposed budget guidelines and timetable for 2014-15 budget process be agreed.
- (4) That it be agreed that the current Council Tax Reduction Scheme (CTRS) remains as it is for 2014-15.
- (5) That support in principle be shown for continuing to work on business rate pooling and agreement be given to carry out more detailed work to ascertain whether Cherwell District Council forms a pool with the County or not for 2014-15 and authority be delegated to the Director of Resources in consultation with the Lead Member for Financial Management to make the final decision.

Reasons

The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2014-15. These guidelines should support the objectives contained in the Business Plan, Service Plans and the Medium Term Financial Strategy which is currently being refreshed.

The guidelines provide a framework to identify areas of potential cost reductions across the organisation informed by our public consultation, previous investment, value for money reviews and our strategic priorities.

Council will be asked to agree the 2014-15 budget and corporate plan (and the service plans that underpin delivery) at their meeting in February 2013.

Oxfordshire authorities are not in a business rate pool for 2013-14 as the financial benefits of such an arrangement were outweighed by the risks associated with them if all authorities in Oxfordshire participated. Consideration has been given to formulating a business rates pool with just those authorities in Oxfordshire that are growing so that the amount of levy paid to the government is minimised and a greater share is kept locally than would otherwise be the case. Initial work has been carried out to estimate the financial benefit and this shows that it could be financially beneficial. However, more recent will be input into the model before a final recommendations made.

Options

Option 1: To disagree with the recommendations set out above. This is rejected as it will unnecessarily delay the formulation of the detailed budget for 2014-15.

46

East West Local Rail Contribution

The Director of Development submitted a report which requested Executive to recommend to Council the level of local contribution to be made towards the construction of East West Rail.

At the discretion of the Chairman, Councillor Sibley addressed Executive.

Resolved

- (1) That Full Council be recommended to add the promotion and support of the construction of East/West rail to the policy framework.
- (2) That Full Council be recommended to approve a local contribution from Cherwell District Council of £4.353m towards the delivery of East West Rail.

Reasons

The East West Rail project will lead to the restoration of a strategic transport corridor of national significance. With it will come significantly improved

access, which will link those centres of economic activity and remove a key barrier to realizing the ambition to secure the economic and growth potential for the Bicester area.

The Council's contribution will help to secure the £500m investment identified through the HLOS process as agreeing to pay the local contribution is a pre-condition for its release.

Options

Option 1: To proceed with the Policy as recommended in this report, this is the preferred option and supported by the information in the report.

Option 2: Executive could refuse to recommend making any level of contribution towards delivering EWR. This is not recommended as this could significantly increase the risk of the whole project not progressing.

Option 3: Executive could agree to recommend a lesser amount. This is not recommended as the balance would have to be found by the other partners which could increase the risk of the project not progressing and would also damage the Councils position within the consortium.

The meeting ended at 8.00 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 November 2013 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Tony Ilott, Lead Member for Public Protection
Councillor Nigel Morris, Lead Member for Clean and Green
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Performance and Customers

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Tim Emptage, Leader of the Liberal Democrat Group

Apologies for absence: Councillor Michael Gibbard, Lead Member for Planning

Officers: Sue Smith, Chief Executive
Calvin Bell, Director of Development
Kevin Lane, Head of Law and Governance / Monitoring Officer
Tim Madden, Interim Head of Finance and Procurement
Jo Pitman, Head of Transformation (for agenda item 8)
Claire Taylor, Corporate Performance Manager (for agenda item 8)
Marianne North, Housing Needs Manager (for agenda item 7)
Natasha Clark, Team Leader, Democratic and Elections

47 **Declarations of Interest**

Members declared interests in the following agenda items:

7. Housing Strategy Priority Five: Homelessness Prevention Action Plan.
Councillor Sean Woodcock, Non Statutory Interest, as an employee of one of the council's registered providers.

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

There were no petitions or requests to address the meeting.

49 **Urgent Business**

There were no items of urgent business.

50 **Minutes**

The minutes of the meeting held on 7 October 2013 were agreed as a correct record and signed by the Chairman.

51 **Chairman's Announcements**

The Chairman had no announcements.

52 **Housing Strategy Priority Five: Homelessness Prevention Action Plan**

The Head of Regeneration and Housing submitted a report which introduced a new Homelessness Prevention Action Plan 2013 – 2015.

In introducing the report, the Lead Member for Housing explained that since the production of the Housing Strategy 2012 the impact of proposed welfare reform had resulted in a need to revisit the strategy to ensure it was robust to deal with the potential challenges ahead. The Homelessness Prevention Action Plan would add the necessary focus and detail to the Actions set out in the Housing Strategy and ensure continued performance.

Executive thanked all members of the Housing Service for their hard work in continuing to meet targets and support residents in the district.

Resolved

- (1) That the Homelessness Prevention Action Plan, which had been produced as part of a review of Cherwell's overarching Housing Strategy in the context of achieving the Gold Standard set up by DCLG through the National Housing Advisory Service, be approved.
- (2) That the continued ring-fencing of the DCLG Grant for homelessness prevention and partnership working until March 2015 be noted.

Reasons

The Homelessness Prevention Action Plan highlights some elements of the work being done by the Council and its partners to prevent homelessness.

The Homelessness Prevention Action Plan is the result of a review of the actions in Chapter 5 of the Housing Strategy 2012 – 17 in the light of policy changes including Welfare Reforms and responds to local factors

Adopting the Homelessness Prevention Action Plan is an important step in the process of meeting the Gold Standard Challenge for homelessness services, demonstrating corporate commitment to the prevention of homelessness as well as the Councils' intention to work actively in partnership

Options

Option 1: Not to adopt a Homelessness Prevention Action Plan. It is a legal requirement to have a Homelessness Strategy which is reviewed annually

Option 2: Not to accept the Gold Challenge for Homelessness services. The Gold Standard is a government initiative which enables the Council to continue its high levels of homelessness prevention and offers free resources

Option 3: Not to continue partnership working. A reduction in current partnership working will place the Council at risk of a rise in homelessness and increased costs for temporary accommodation

53

Customer Satisfaction Survey Results 2013

The Head of Transformation submitted a report which updated the Executive on the results of the annual satisfaction survey and identify any areas to be reflected in future business and/or performance plans.

Resolved

- (1) That the results of the customer survey, with particular reference to improvement in the following areas that were identified as priorities as an outcome of the survey undertaken in 2012: The way the Council deals with anti-social behaviour; The Council's approach to dealing with environmental crime; and, Car Parking Services, be noted.
- (2) That the following priorities and areas of focus for future action be agreed:

Priorities:

- 1) Household waste collection
- 2) Household recycling collection and food/ garden waste collection service
- 3) Supporting the creation of jobs in the local area
- 4) Street cleaning and tackling environmental crime
- 5) Providing affordable housing
- 6) Dealing with anti-social behaviour/ nuisance

Areas of focus for future action:

- a) Dealing with Anti-Social Behaviour: whilst improvement in this area has been recorded it is still rated as one of the areas of lowest satisfaction and is an area of high priority for local residents.

- b) Dealing with Environmental Crime: littering, fly-tipping, graffiti and dealing with dog waste, all key in terms of delivering a high quality local environment and services that are valued by local residents. This is an area where the Council needs to improve (currently it has the lowest rating) and as such should remain a priority.
- c) Continuing to focus on Street Cleansing: like 'dealing with environmental crime' one of the 'top 6' priorities street cleansing is a service that is experienced by all residents and plays an important part in terms of quality of life and enjoyment living within a local area. It is a service upon which the Council is judged and valued by many residents and as such should remain an on-going area of focus.
- d) Continued focus on communication with local residents and businesses: as noted above the better the quality of communication and access to information about Council services local residents have the more likely they will be able to access services and be satisfied with the results. Whilst there are currently solid satisfaction ratings with communication it should remain an area of on-going focus.

Reasons

This report presents a summary of the findings from the 2013 customer satisfaction survey. It highlights a general trend of improvement across council services as well as areas where continued focus is required.

The report also highlights customer priorities and these will be used to help inform budget setting, the development of the Council's Business Plan, Performance Pledges and 5 year Strategy.

As well as these high level findings the survey includes a wealth of service specific detail that will be used by service managers to help underpin service planning.

Options

Option 1: To accept the recommendations as outlined in part one of this report.

Option 2: To reject the recommendations and request additional work or alternative priorities arising from the survey findings.

54

Award of Liquid Fuel Contract

The Interim Head of Finance and Procurement submitted a report which sought consideration of the award of contracts to supply diesel to Cherwell District Council.

Resolved

- (1) That contracts be awarded to GB Oils for the supply of red diesel and Harvest for the supply of white diesel.

Reasons

Following a 'best practice' procurement exercise GB Oils and Harvest have submitted the lowest cost tenders for the supply of Diesel to Cherwell District Council for the next two years and the Executive is recommended to authorise the award.

Options

No reasonable alternatives

55 **Transformation Bid Acceptance and Accountable Body Arrangements**

The Chairman reported that consideration of this item was deferred as information was still awaited from the Government department in relation to the terms and conditions of the grant award.

The meeting ended at 7.00 pm

Chairman:

Date:

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COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD OCTOBER TO DECEMBER 2013

16 December 2013

Area of Responsibility	Decision Subject Matter
Lead Member for Housing	Implementation of Fee for Processing Landlords Home Improvement Grant
Lead Member for Housing	Revision of Houses in Multiple Occupation (HMO) Licence Fees

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 8 October 2013 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)

Councillor Ken Atack
Councillor Andrew Beere
Councillor Margaret Cullip
Councillor Tim Emptage
Councillor Russell Hurle
Councillor Nigel Randall
Councillor Lawrie Stratford

Substitute Members: Councillor John Donaldson

Apologies for absence: Councillor Maurice Billington
Councillor Neil Prestidge
Councillor Barry Wood

Officers: Martin Henry, Director of Resources / Section 151 Officer
Tim Madden, Interim Head of Finance and Procurement
Nicola Jackson, Corporate Finance Manager
Dave Parry, Democratic and Elections Officer

17 **Declarations of Interest**

There were no declarations of interest.

18 **Urgent Business**

There was no urgent business.

19 **Minutes**

The Minutes of the meeting of the Committee held on 9 July, 2013 were agreed as a correct record and signed by the Chairman.

20 **Medium Term Financial Strategy Update and Latest Position**

The Director of Resources gave a presentation on the Medium Term Financial Strategy, which covered the reductions in Revenue Support Grant already imposed, the likelihood of a further 20% reduction in 2015/16 and the top-slicing of £400m in New Homes Bonus (NHB) monies to the Local Enterprise Partnerships. The presentation also referred to Localised Business Rates (LBR), the Council Tax Reduction Scheme and to joint working arrangements.

The Committee thanked the Director of Resources for the presentation. The Committee raised some concern in respect of future joint working arrangements. Whilst Members supported current permanent and interim arrangements and the Council's appetite for seeking further opportunities, it would be important to ensure this did not lead to the influence of individual Members being diluted. The Committee also raised concern that where other authorities failed to grow and generate income from NHB and LBR, the Government might reduce the Council's resources still further in order to provide additional support.

21 **Budget Strategy 2014 to 2015 and Beyond**

The Committee considered a report of the Director of Resources detailing the Budget Strategy 2014 to 2015 and beyond which had been submitted to the Executive the previous evening.

The Committee noted the 'Budget Deliverables' and suggested that previously approved Capital Projects that had not progressed to the originally reported timeframe should be re-examined, with lead officers attending to provide justification for schemes being retained in the programme.

Resolved

- (1) That the report be noted.

22 **2013/14 Capital Programme Review and 2014/15 Capital Strategy**

The Committee considered a report of the Director of Resources providing a summary update on the Council's capital programme.

The Committee considered the merits of future reports including information on whether schemes had commenced, were on-schedule and on-target (budgetary), and whether they were still viable. This would help identify common themes and also whether previously introduced efficiency measures were in fact having a detrimental effect. It was suggested that an additional meeting of the Committee be scheduled to allow for detailed consideration of the Capital programme and the scoring of new bids with appropriate Lead Members and Officers invited to attend in order to advise on specific schemes.

Resolved

- (1) That the report be noted.
- (2) That a further meeting of the Committee take place on a date to be arranged during November with a view to reviewing the Capital Programme and scoring new Capital bids.

23 **Investment Opportunities**

The Committee considered a report of the Interim Head of Finance and Procurement regarding setting the context for discussions on the options for how the Council might use its resources as investments which, in-turn would provide income to the authority. Members noted that a report would be submitted to the Executive detailing the Councils property and other assets with a view to identifying whether these were producing the maximum return.

Resolved

- (1) That the report be noted.

24 **Update on Business Rates Incentives**

The Committee considered a report of the Interim Head of Finance and Procurement which detailed the Business rates incentives available to support businesses in the District.

The Director of Resources undertook to bring a report to a future meeting regarding Rate Relief, which would include details of applications and the types of award given. The Committee expressed particular interest in what the Council could do for smaller rural and High Street based businesses, and whether incentives could be used not only to bring in new businesses, but also influence where these located.

Resolved

- (1) That the report be noted.

25 **Welfare Reform Update**

The Committee considered a report of the Interim Head of Finance and Procurement which provided an update national welfare reforms.

The Interim Head of Finance and Procurement advised that, since the production of the report, further information had become available regarding the number of households potentially affected by the new size criteria for Housing Benefit claimants (the spare room subsidy). This suggested that 698, rather than 905 households were affected. The Interim Head of Finance and Procurement agreed to circulate further information regarding the application of the new size criteria rules.

Resolved

- (1) That the report be noted.

26 **Work Programme 2013/14**

The Committee reviewed the Work Programme 2013/14.

Resolved

- (1) That the work programme be noted.
- (2) That the work programme be adjusted to reflect the additional meeting to take place during November, 2013.

27 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

28 **Budget Building Blocks**

The Committee considered a report of the Director of Resources which detailed the category 1 budget reductions currently identified.

Resolved

- (1) That the report be noted.

The meeting ended at 8.57 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 26 November 2013 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)

Councillor Ken Atack
Councillor Maurice Billington
Councillor Margaret Cullip
Councillor Tim Emptage
Councillor Russell Hurle
Councillor Neil Prestidge
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Barry Wood

Substitute Members: Councillor Sean Woodcock

Apologies for absence: Councillor Andrew Beere

Officers: Tim Madden, Interim Head of Finance and Procurement
Nicola Jackson, Corporate Finance Manager
Dave Parry, Democratic and Elections Officer

29 **Declarations of Interest**

There were no declarations of interest.

30 **Urgent Business**

There was no urgent business.

31 **Minutes**

The Minutes of the meeting of the Committee held on 8 October 2013 were agreed as a correct record and signed by the Chairman.

32 **Chairman's Announcements**

The Chairman had no announcements.

33 **Exclusion of the Public and Press**

Resolved

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

34 **Capital Programme: Capital Bids 2014-15**

The Committee considered a report of the Director of Resources detailing the scoring totals and rankings of the various capital bids given initial consideration at the informal Budget Planning Committee meetings held on 5 and 20 November 2013.

The Committee agreed that the informal meetings had been extremely useful. It had been very helpful and this practice should be retained in future years. The scoring method however needed to be further refined, for example, to include information regarding any matched funding. The Chairman agreed to liaise with the Interim Head of Finance and Procurement to review the process.

The Committee considered Bid 27 (Hyper V Environment - IT Hardware), which had been deferred from the informal meeting on 20 November, the Committee reviewed the ranking order. In response to advice from the Interim Head of Finance and Procurement regarding the potential to fund some schemes from revenue, the Committee agreed that alternative methods for funding needed to be investigated.

Resolved

- (1) That, all schemes scoring 21 points or more be recommended to Executive for approval (annex to the Minutes as set out in the Minute Book) with the following two exceptions:
 - (a) Bid 24 is to be subject to a review of the funding options to determine the most efficient means of addressing the replacement of the vehicles.
 - (b) Bid 39 is to be subject to consideration of funding through the revenue budget.
- (2) That a report be submitted to a future meeting advising on the suitability of alternative funding methods such as loans and rural grants.

- (3) That the Budget Planning Committee considers establishing a Working Review group to understand how the IT bids link to the priorities within the Council's IT Strategy.
- (4) That the Interim Head of Finance and Procurement be requested to liaise with the Chairman of the Budget Planning Committee to identify further improvements to the bid scoring process.

35

Medium Term Financial Strategy Update and Latest Position

The Director of Resources submitted a report which provided Members with the latest position for the 2014-15 budget and beyond.

The Committee agreed to defer consideration of this item to their next meeting.

Resolved

- (1) That this item be deferred for consideration at the next meeting of the Committee.

The meeting ended at 7.46 pm

Chairman:

Date:

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Cherwell District Council

Licensing Committee

Minutes of a meeting of the Licensing Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 21 October 2013 at 5.00 pm

Present: Councillor Fred Blackwell (Chairman)
Councillor Diana Edwards (Vice-Chairman)

Councillor Colin Clarke
Councillor Tony Ilott
Councillor Ray Jelf
Councillor P A O'Sullivan
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Gordon Ross
Councillor Douglas Webb

Apologies for absence: Councillor Michael Gibbard
Councillor Kieron Mallon

Officers: Jackie Fitzsimons, Interim Public Protection and Environmental Health Manager
Claire Bold, Licensing Team Leader
Dave Parry, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business

There was no urgent business.

6 Minutes

The Minutes of the meetings of the Committee held on 3 April 2013 and 15 May 2013 were agreed as correct records and signed by the Chairman.

7 **Sex Entertainment Licensing Policy and Procedure**

The Committee considered a report of the Head of Community Services outlining changes made in Section 27 of the Policing and Crime Act 2009 amending Schedule 3 of the Local Government (Miscellaneous Provisions) Act, 1982 which enabled local authorities to be able to determine applications for sex establishment venues (SEV's). The report sought approval for the Council's policy in dealing with such matters.

Resolved

- (1) That it be agreed that the proposed policy setting out the Councils approach to governing the operation of Sexual Establishment Venues (annex to the Minutes as set out in the Minute Book) be adhered to when determining all applications for such venues.
- (2) That the proposed conditions within the attached policy governing the operation of Sexual Entertainment Venues be approved and attached to all licences issued by the Council.
- (3) That the proposed amendments as a result of the consultation responses be incorporated into the final policy.
- (4) That it be noted that the finalised policy would be published on 6 January 2014.
- (5) That the Head of Community Services, in consultation with the Chairman of the Licensing Committee, be authorised to set and make any minor alterations to the setting of fees in relation to the processing of applications for sexual entertainment venues.

8 **Licensing Department Updates**

The Committee considered a report by the Head of Community Services advising on current and future developments within the Licensing Department.

The Committee expressed concern that, during a recent inspection, 22 out of 24 taxi vehicles had been found to have a defect. The Licensing Team Leader advised that most of the issues related to rear light failures, failure by drivers to wear their badges and tyres, where the Council imposed a stricter standard than the legal requirement. She undertook to advise Members of the full details and, with respect to the future, would ensure Members were provided with the outcome of all inspections. The Committee was advised that staffing issues that had recently impacted on the ability of the section to undertake inspections had now been resolved.

Resolved

- (1) That the report be noted.

Licensing Committee - 21 October 2013

The meeting ended at 5.17 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 November 2013 at 6.30 pm

Present: Councillor Ann Bonner (Chairman)

Councillor Alyas Ahmed
Councillor Melanie Magee
Councillor Alastair Milne Home
Councillor Jon O'Neill
Councillor Lynn Pratt
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Sean Woodcock

Also Present: Councillor Michael Gibbard, Lead Member for Planning
Councillor Nicholas Turner, Lead Member for Performance and Customers

Apologies for absence: Councillor Daniel Sames
Councillor Douglas Williamson

Officers: Andy Preston, Head of Development Management
Claire Taylor, Corporate Performance Manager
Louise Tustian², Senior Performance & Improvement Officer
Bob Duxbury, Development Control Team Leader
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer

30 **Declarations of Interest**

There were no declarations of interest.

31 **Urgent Business**

There was no urgent business.

32 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 24 September 2013 were agreed as a correct record and signed by the Chairman.

Draft Quarter 2 Performance Monitoring Exceptions Report

The Chairman welcomed Councillor Turner, Lead Member for Performance and Customers, Councillor Michael Gibbard, Lead Member for Planning, the Head of Development Management, the Corporate Performance Manager, the Senior Performance and Improvement Officer, and the Development Control Team Leader to the meeting.

The Lead Member for Performance and Customers presented the report of the Head of Transformation which set out the areas the Performance team had extracted from the Quarter 2 performance report as areas of concern and achievement as measured through the Performance Management Framework.

In considering the report, the Committee commented that performance reference CBP1 3.5c, Planning appeals allowed against refusal decision, did not sit well with the concept of localism, particularly in the case of overturns of Planning Committee decisions. Members noted that the measure was volatile as it was based on low appeal numbers and that compared with the government's stated threshold for the quality of a local planning authority's performance (i.e. no more than 20 per cent of an authority's decisions on applications for major development should be overturned at appeal) measured over a two year period, the current performance was 7 %. The Development Control Team Leader confirmed that each appeal allowed was carefully analysed in order to identify any trends

In relation to the processing of minor and other planning applications, the Development Control Team Leader explained that registration of all applications had now been brought down to 2 to 3 days, and he was confident this current level of performance could be maintained, and that this improved registration performance was already impacting positively upon the overall process timing of minor and other applications. The Head of Development Management reported that, following the recent changes in joint management team responsibilities, the Registration and Administration team now reported directly to him, which allowed for a greater degree of control.

In response to Members' queries regarding the Preparation of Design Guidance for Major Developments performance indicator, the Head of Development Management reported that funds had been identified to allow for an additional member of staff to be appointed for a period of 18 months. The Committee commented that consideration should be given to charging for giving design guidance for major developments.

The Committee commented that there were a number of indicators where the Council had limited control, for example, whilst planning approval was granted by CDC as local planning authority, developers were responsible for the delivery. With regard to the Task / Measure Description, Members suggested revised wording for inclusion, e.g. rather than a target to 'Deliver 500 new homes.....', the target should instead be 'Deliver Planning Consents for 500 new homes.....'.

The Committee noted that there had been an increase in the number of fly-tips and agreed that more should be done to highlight the prosecution action the Council could take and has taken against perpetrators.

The Chairman thanked the Lead Member for Performance and Customers, the Lead Member for Planning and Officers for their presentation and updates.

Resolved

- (1) That the highlighted areas in the draft Quarter 2 Performance Monitoring Exceptions report be noted.
- (2) That no immediate performance related matters for future review by the Overview and Scrutiny Committee be identified.
- (3) That the Executive be advised of the Committee's concern with regards to instances of fly tipping and recommended to increase publicity about action the Council can take.

34

Cherwell District Council Five Year Business Strategy

The Chairman welcomed Councillor Turner, Lead Member for Performance and Customers, the Corporate Performance Manager and the Senior Performance and Improvement Officer to the meeting.

The Corporate Performance Manager presented the report of the Head of Transformation, which requested the Committee review the Council's draft five year Business Strategy and emerging priorities for the annual business plan. The Committee was advised that the Strategy and Plan were currently in an early draft stage, and would be refined further before a draft was submitted to the Executive in December. It would subsequently be published for public consultation. This was therefore an opportunity for the Overview and Scrutiny Committee to influence and propose changes to the strategy.

The Lead Member for Performance and Customers explained that the Council's current corporate priorities had been set seven years ago when public sector finances were very different from the current situation. He encouraged the Committee to give careful consideration to the document, not only with regard to what should be included, but also whether anything should be removed.

In response to Members concerns that the opening of the new incinerator at Ardley might cause a decline in the Council's recycling rates, the Corporate Performance Manager undertook to amend key objective b1, "Provide high quality recycling and waste services, aimed at helping residents recycle as much as possible" to ensure monitoring took place.

The Committee also expressed concern that future cuts by central Government and the County Council would impact on key objectives C4, "Work to promote and support health and wellbeing across the district", C5, "Provide high quality and accessible leisure opportunities" and C6, "Provide

support to the voluntary and community sector". Members agreed that consideration should therefore be given to CDC's involvement, measures the Council could take and whether business and other third parties could provide support.

The Committee discussed options for giving the draft five year Business Strategy further detailed consideration and agreed to add the item to the Work Programme for the January meeting and invite all Members and key officers.

The Committee then gave consideration to the annual Service Plan process, and agreed that the Housing Service Plan should be reviewed in detail at the February meeting. It was also agreed that all Members be invited to attend.

Resolved

- (1) That the draft strategic priorities be supported.
- (2) That the draft Cherwell District Council Five Year Business Strategy be added to the work programme for the January 2014 meeting to which all Members and key officers be invited, to undertake a detailed review of the Year 1 targets, measures and key projects.
- (3) That a briefing for all Members be arranged for February 2014 to undertake a review of the Housing Service Plan.

35

Overview and Scrutiny Work Programme 2013/14

The Committee considered the report of the Head of Law and Governance, which presented the Overview and Scrutiny Work Programme 2013/14.

Executive Work Programme

The Committee agreed that there were no additional items in the Executive Work Programme for December 2013 to March, 2014 that they wished to include on their Work Programme in 2013/14.

Electronic Document and Records Management (EDRM) – The Committee noted that this formed part of the joint Cherwell District Council and South Northamptonshire Council Transformation project. Members requested that a briefing note be submitted to the Committee six months after implementation.

Concessions Policy – The draft policy was supported, and it was agreed that, subject to endorsement by legal and finance officers, if necessary it be recommended to the Budget Planning Committee and the Lead Member for sign off.

Contract Scrutiny: Landscape Maintenance Contract – Councillor Lawrie Stratford reported that he had met the Head of Environmental Services and the Street Scene and Landscape Services Manager and would subsequently be meeting with Councillors Williamson and Woodcock prior to consideration by Executive.

Wind Turbines and their Locations – Councillor O'Neill reported that he would be meeting with officers shortly.

CDC Employment initiatives – Councillor Magee reported that she had met with the Economic Development Officer and would be progressing a scoping document.

Resolved

- (1) That the Overview and Scrutiny Committee Work Programme 2013/14 be noted.
- (2) That the update on Electronic Document and Records Management (EDRM) be noted and officers be requested to submit an update briefing note six months after implementation.
- (3) That the draft Concessions Policy be supported and, subject to endorsement by legal and finance officers, recommended, if necessary, the Budget Planning Committee and the Lead Member for sign off.
- (4) That the update on the Landscape Maintenance Contract be noted.

The meeting ended at 8.23 pm

Chairman:

Date:

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