

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 December 2017 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 Colin Clarke, Lead Member for Planning  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Financial Management  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and ICT  
Councillor Kieron Mallon, Lead Member for Public Protection and Community Services  
Councillor D M Pickford, Lead Member for Clean and Green  
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Barry Richards

Apologies for absence: Councillor Richard Mould, Lead Member for Performance

Officers: Yvonne Rees, Chief Executive  
Ian Davies, Director of Operational Delivery  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Adrian Colwell, Head of Strategic Planning and the Economy  
Nigel Bell, Interim Legal Services Manager / Deputy Monitoring Officer  
Natasha Clark, Interim Democratic and Elections Manager

#### 74 **Declarations of Interest**

There were no declarations of interest.

#### 75 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

76 **Urgent Business**

There were no items of urgent business.

77 **Minutes**

The minutes of the meeting held on 6 November 2017 were agreed as a correct record and signed by the Chairman.

78 **Chairman's Announcements**

There were no Chairman's announcements.

79 **Annual Monitoring Report**

The Head of Strategic Planning and the Economy and Strategic Lead for Growth submitted a report to seek approval of the Annual Monitoring Report (AMR) 2017 and to present the District's current housing land supply position.

**Resolved**

- (1) That the Annual Monitoring Report (annex to the Minutes as set out in the Minute Book) be approved and the Head of Strategic Planning & the Economy and Strategic Lead for Growth be authorised to make any necessary minor amendments prior to publication.
- (2) That the District's housing delivery and five year housing land supply positions be noted and that it be further noted that it will be reported to Development Management officers and Planning Committee as required.
- (3) That the implications of a new Accommodation Assessment for Gypsies and Travellers and Travelling Show people be noted and that it be further noted that Development Management officers and Planning Committee are advised of the five year supply positions as required.

**Reasons**

The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery. Its most significant conclusion is that the district continues to demonstrate a five year housing land supply. New five year supply calculations for sites for travelling communities are also presented. It is recommended that the Annual Monitoring Report be approved and that Development Management officers and Planning Committee are advised of the five year supply positions as required.

**Alternative options**

Option One: Amendment of the 2017 AMR in consultation with the Lead Member for Planning

Officers consider the AMR to be a robust report supported by data and research. Delay could lead to uncertainty within the development industry and risks for decision making.

Option Two: Not to approve the AMR

Production of a monitoring report is a statutory requirement and necessary to monitor implementation of the Local Plan.

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## **Brownfield Land Register**

The Head of Strategic Planning and the Economy submitted a report to inform the Executive about the statutory requirement for the Council to produce a Brownfield Land Register, the implications of including land within the Register and associated delegated responsibilities.

### **Resolved**

- (1) That the statutory requirement for the Council to produce a Brownfield Land Register at least annually and the implications of including land within the Register be noted.
- (2) That the Brownfield Land Register (Part 1) (annex to the Minutes as set out in the Minute Book) be approved so that it can be published by 31 December 2017 to meet the statutory requirement, and that the Head of Strategic Planning & the Economy and Strategic Lead for Growth be authorised to make any necessary minor amendments prior to publication.
- (3) That it be noted that responsibility for preparing Part 1 of the Brownfield Land Register lies with Planning Policy officers and that annual reviews will be presented to the Executive alongside the Annual Monitoring Report.
- (4) That it be noted that responsibility for the optional entering of land into Part 2 of the Brownfield Land Register, and for the consequential grant of 'Permission in Principle', rests with Development Management officers and the Planning Committee.

### **Reasons**

There is a statutory requirement for the Council to publish a Brownfield Land Register by 31 December 2017. Part 1 of the Register is presented at Appendix 1. Part 2 of the Register is a matter for Development Management officers and Planning Committee. Part 1 is informed by the Annual Monitoring Report (this agenda), the draft Housing and Economic Land Availability Study (having regard to consultation responses received) and planning permissions granted as at 31 March 2017. As a new statutory responsibility for the Council, Members are invited to note the Register and its implications.

## **Alternative options**

No alternative options identified. Publication of Part 1 of the Register by 31 December 2017 is a statutory requirement.

## **81 Council Tax Reduction Scheme and Council Tax Discounts 2018-2019**

The Chief Finance Officer submitted a report to provide members with a review of Council Tax discounts and to seek approval to recommend the proposed level of Council Tax discounts for the 2018-2019 financial year to Council. The report also provided an update on the consultation process that had taken place on the proposals for a Council Tax Reduction Scheme for 2018-2019 and to seek approval to recommend the proposed Council Tax Reduction Scheme to Council.

### **Resolved**

- (1) That the option of no change to the Council Tax Reduction Scheme for 2018-2019 be endorsed and the Council Tax Reduction Scheme Regulations for Pensioners be amended in line with uprating announced by DCLG and to uprate the Working Age Regulations in line with Housing Benefit as confirmed by Department for Work and Pensions.
- (2) That Full Council be recommended to approve an unchanged Council Tax Reduction Scheme for 2018-2019.
- (3) That Full Council be recommended to delegate authority to the Chief Finance Officer to make any changes to the Council Tax Reduction Scheme Regulations up to and including 31 January 2018 in consultation with the Lead Member for Financial Management.
- (4) That, having given due consideration, Full Council be recommended to approve the following level of Council Tax discounts for 2018-2019:
  - Retain the discount for second homes at zero
  - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
  - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
  - Retain the empty homes premium of an additional 50% for properties that have remained empty for more than 2 years.

### **Reasons**

The proposal is to keep the same Council Tax Reduction Scheme for 2018-2019. There will be some technical changes to Regulations. Consultation has taken place.

Members are now required to recommend to Council a Council Tax Reduction Scheme for the financial year 2018-2019.

Members are also asked to recommend that Council Tax Discounts for 2018-2019 are set at the levels detailed in the report.

### **Alternative options**

Option 1: To not recommend any of the options for a scheme for 2018-2019 This would have financial implications for the Council and those residents affected by Welfare Reform.

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### **Quarter 2 2017-18 - Revenue and Capital Budget Monitoring and Reserves Monitoring Report**

The Chief Finance Officer submitted a report which summarised the Council's Revenue, Capital and Reserves position as at the end of the second quarter of the financial year 2017-18 and projections for the full year.

### **Resolved**

- (1) That the projected revenue, capital and reserves position at September 2017 be noted.

### **Reasons**

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue, capital and reserves position is formulated in conjunction with the joint management team and reported formally to the Budget Planning Committee on a quarterly basis. The report is then considered by the Executive.

### **Alternative options**

Option 1: This report illustrates the Council's performance against the 2017-18 Financial Targets for Revenue and Capital and sets out the Council's position on Reserves. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

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### **Quarter 2 2017/18 Performance Report**

The Director – Strategy & Commissioning submitted a report to provide an update on the Cherwell Business Plan progress to the end of Quarter Two 2017/18.

### **Resolved**

- (1) That the exceptions highlighted be noted.
- (2) That it be noted that the Overview & Scrutiny Committee reviewed the Council's Quarter 2 2017/18 performance report on 21 November 2017 and referred no matters to the Executive.

## **Reasons**

This is the second for 2017/18 based on the new Business Plan. As agreed previously, this report focuses on the exceptions and some examples of good performance to provide a balance and includes commentary supporting the generally excellent levels of delivery.

## **Alternative options**

None identified

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

#### **Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### 85 **Award of a Dry Recycling Contract**

The Head of Environmental Services submitted an exempt report to consider the outcome of the procurement process for a new dry recycling contract and to consider a contract award.

#### **Resolved**

- (1) That the current dry recycling collection service be retained unaltered.
- (2) That the award of the dry recycling contract to tenderer one and the award of the processing of glass to tenderer nine be approved.
- (3) That the financial impact of the new contract be noted.
- (4) That it be agreed that the 2017/18 financial implications of the recommended contract award be considered as part of the revised 2017/18 process and that the implications in 2018/19 and beyond be considered as part of the draft 2018/19 budget and medium term financial plan processes.
- (5) That the Head of Environmental Services be requested to review the Council's current recycling strategy for 2018/19 onwards.

## **Reasons**

The councils have approached this important tender process by engaging closely with the operators in the market and assessing market trends. This

has resulted in an appropriately constructed proposed contract, a very competitive tender process and a very good market response.

Options such as the inclusion or otherwise of glass have been considered but based on the prices received, it is not proposed to change the current collection arrangements where glass is excluded from blue bins and collected through community bring banks.

There has been insufficient clarity achieved through the separate transfer station contract to enable the councils to award a contract with sufficient confidence and therefore this process is being re-run.

In recognition of this new contract and its financial impact, it is proposed that the Council's current recycling strategy be reviewed to assess the benefits or otherwise of any change.

### **Alternative options**

Option 1: To support the proposed award of the dry recycling contract

Option 2: To reject the proposed tender

Option 3: To ask officers to seek & consider alternative options

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### **Retail Unit A4, Block A Pioneer Square , Bicester**

The Chief Finance Officer submitted an exempt report relating to Retail Unit A4, Block A Pioneer Square, Bicester.

### **Resolved**

- (1) As set out in the exempt minutes.
- (2) That authority be delegated to the Chief Finance Officer to take all steps necessary to deliver the scheme and make any non-material amendments as required.

### **Reasons**

As set out in the exempt minutes

### **Alternative options**

As set out in the exempt minutes

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### **Acquisition of Castle Quay Shopping Centre**

The Chief Finance Officer submitted an exempt report regarding the acquisition of Castle Quay Shopping Centre

**Resolved**

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.

**Reasons**

As set out in the exempt minutes

**Alternative options**

As set out in the exempt minutes

The meeting ended at 7.20pm

Chairman:

Date: