

**Council Minute Book**  
**Monday 26 February 2018**

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## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 8 January 2018 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 Tony Ilott, Lead Member for Financial Management  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT  
Councillor Kieron Mallon, Lead Member for Public Protection and Community Services  
Councillor Richard Mould, Lead Member for Performance  
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

Apologies for absence: Councillor John Donaldson, Lead Member for Housing

Officers: Paul Sutton, Executive Director: Finance and Governance / Section 151 Officer  
Claire Taylor, Director: Customers and Service Development  
James Doble, Monitoring Officer  
Natasha Clark, Democratic and Elections Team Leader

#### 88 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 90 **Urgent Business**

There were no items of urgent business.

91 **Minutes**

The minutes of the meeting held on 4 December 2017 were agreed as a correct record and signed by the Chairman.

92 **Chairman's Announcements**

There were no Chairman's announcements.

93 **Bespoke / Custom Build Mortgage Pilot Scheme**

The Executive Director: Finance and Governance submitted a report to consider joining a version of the existing Local Authority Mortgage Schemes (LAMS) which was developed by Arlingclose to promote access to self/custom build home ownership within the district. It sets out the Bespoke/Custom Build (BCB) scheme which offers support to local people to access self/custom build houses by reducing the risk of self-build and provides a return to the council which could be reinvested in housing related activities.

**Resolved**

- (1) That agreement be given to join the Bespoke/Custom Build (BCB) scheme, but limited to an initial pilot scheme of 10 BCB mortgages, for launch in early 2018.
- (2) That authority be delegated to the Executive Director: Finance and Governance, in consultation with the Lead Member for Financial Management, to extend the scheme to new applications once the success of the pilot has been assessed and further capital funding is in place for additional bridging loans.
- (3) That authority be delegated to the Executive Director: Finance and Governance, in consultation with the Monitoring Officer and Lead Member for Financial Management, to enter into legal agreements required for the Bespoke/Custom Build scheme where land is owned by third parties.
- (4) That authority be delegated to the Executive Director: Wellbeing, in consultation with the Executive Director: Place & Growth and the Lead Member for Housing and the Lead Member for Estates & Economy to set the criteria for prioritising access to the scheme for applicants with a local connection.

**Reasons**

The scheme has been developed as an evolution of the local authority mortgage scheme (LAMS) to be relevant and available for customers wanting to self or custom build. The approach generates small returns for the authority and as a partnership activity does not require significant investment in people

and expertise to run the scheme. The primary benefits are the ability to start small and test the extent to which the product may increase access to the self-build market.

### Alternative options

Option 1: To not join the scheme. This option has been rejected because the council may fail to meet housing needs in the district.

Option 2: To join the scheme without first conducting a pilot. This option has been rejected because it is more prudent to test the waters with a pilot to manage the expectations of the custom and self build community.

94

### Council Tax Base 2018-2019

The Executive Director: Finance and Governance submitted a report to provide Executive with an estimate of the Council Tax Base for 2018-2019 and seek approval for the final determination of the Council Tax Base to be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management.

### Resolved

- (1) That having given due consideration to the report of the Executive Director: Finance and Governance for the calculation of the Council's Tax Base for 2018-2019, the following be agreed:
  - (a) That pursuant to the Executive Director: Finance and Governance's report and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Cherwell District Council as its Council Tax Base for the year 2018-2019 shall be **52,681.6** This shall be subject to final confirmation by the Section 151 Officer in consultation with the Lead Member for Financial Management.
  - (b) As for the parishes which form part of its area shown in the annex to the Minutes (as set out in the Minute Book), the amount calculated as the Council Tax Base for the year 2018-2019 in respect of special items shall be as indicated in the column titled Tax Base 2018-2019.
  - (c) As for the Flood Defence Areas which form part of its area, the amount calculated as the Council Tax Base for the year 2018-2019 for the purposes of levies on Oxfordshire County Council by River Authorities, shall be:

Thames Flood Defence Area	50,381.7
Anglian (Great Ouse) Flood Defence Area	1,864.7
Severn Region Flood Defence Area	435.2
	<hr/>
	52,681.6.

- (2) That final approval of the Council Tax Base for 2018-2019 be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management.

### **Reasons**

For the purposes of Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the Council is required to calculate the tax base (which will be used for tax setting purposes in February 2018) in respect of:

- (a) the whole of its area and;
- (b) for any parts of its area for the purposes of:
  - (i) Apportioning precepts and levies and;
  - (ii) Calculating the tax base for each area subject to a special item

### **Alternative options**

Option 1: None. The Council has to set a tax base in order to set its council tax for 2018-2019.

The meeting ended at 6.35 pm

Chairman:

Date:

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 5 February 2018 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 Kieron Mallon, Lead Member for Public Protection and Community Services  
Councillor Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Nicholas Mawer, Budget Planning Committee Chairman

Apologies for absence: Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT  
Councillor D M Pickford, Lead Member for Clean and Green

Officers: Paul Sutton, Executive Director: Finance and Governance / Section 151 Officer  
Adrian Colwell, Executive Director: Place and Growth  
Ian Davies, Director of Operational Delivery  
Richard Ellis, Interim Executive Director: Wellbeing  
Ed Potter, Assistant Director: Environmental Services  
Paul Feehily, Interim Director of Planning and Regeneration  
Richard Hawtin, Team Leader Property & Contracts  
Natasha Clark, Democratic and Elections Team Leader

#### 95 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

97 **Urgent Business**

There were no items of urgent business.

98 **Minutes**

The minutes of the meeting held on 8 January 2018 were agreed as a correct record and signed by the Chairman.

99 **Chairman's Announcements**

The Chairman advised Executive that it was anticipated a report would be submitted to the 26 February Full Council meeting presenting the final report from the joint Peer Challenge of Cherwell District and South Northamptonshire Councils, undertaken by the Local Government Association in November 2017.

The Challenge had taken place between 14 and 17 November with initial feedback given at a presentation on 17 November at which the following headline messages about both CDC and SNC were given.

Both councils:

- were well placed to address the challenges they face
- in a strong financial position
- have good quality elected Members and officer
- have a motivated and engaged workforce
- demonstrate good practice (including the development of Heyford Park and the Graven Hill Self Build project)
- demonstrate good community engagement and support
- have good relationships with Town and Parish Councils
- have made good investment decisions to provide future income

The Chairman commented that he felt the Peer Review had been a very worthwhile exercise and thanked all those Members and officers who had been involved.

100 **Developer Contributions Supplementary Planning Document (SPD)**

The Executive Director for Place and Growth submitted a report to seek approval of the Developer Contributions Supplementary Planning Document (SPD) so that it can be presented to Council for adoption.

**Resolved**

- (1) That the responses to the consultation summarised in the Consultation Statement be noted.
- (2) That the final draft of the Developer Contributions Supplementary Planning Document (annexes to the Minutes as set out in the Minute Book) incorporating the following changes:



- Clarification on the role of the SPD in the absence of a CIL Charging Schedule.
  - Clarification on the role of 'payments in kind'.
  - Textual changes to financial viability requirements generally and more specifically in relation to affordable housing.
  - Additional cost information relating to cemetery provision.
  - The introduction of new and updated requirements related to the provision of primary care infrastructure (provided by the OCCG).
  - Introduction of a new requirement for capital contributions where development results in the need for additional waste recycling capacity (capital costs).
  - A new sub-section on 'Heritage'.
  - A general review of the 'Procedures' having regard to representations received.
  - A general review of the infrastructure requirements having regard to representations received.
- (3) That Full Council be recommended to adopt the final draft of the Developer Contributions document as a statutory Supplementary Planning Document (SPD) under the Town and Country Planning (Local Planning) (England) Regulations 2012.
- (4) That the Executive Director for Place and Growth be authorised to make any necessary minor changes to the final draft of the SPD before the meeting of the Council.

### **Reasons**

Public consultation on a revised draft Developer contributions SPD occurred between 23 November 2017 and 21 December 2017. The results of that consultation have been considered in producing a final document for approval. Upon approval by the Executive it is intended that the document be presented to Council for adoption as a Supplementary Planning Document (SPD). As an SPD the document will have statutory status as planning guidance. It does not establish Development Plan policy which is the role of the Council's Local Plans.

### **Alternative options**

Option 1: Not to approve the Developer Contributions SPD and seek changes. Officers consider that the SPD has been prepared in accordance with the relevant legislation. The adopted Cherwell Local Plan 2011-2031 sets the planning framework up to 2031 with the SPD providing a further level of detail to guide development. Significant changes may require further consultation.

Option 2: Not to approve the Developer Contributions SPD and to rely on the current Draft Planning Obligations SPD (July 2011). The Draft Planning Obligations SPD (July 2011) is now out of date, it carries little weight in decision making and its continued use will potentially make it more difficult for the Council to secure S106 developer contributions in the future. Not approving the new SPD will create uncertainty about the Council's requirements for developer contributions.

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## **Draft Corporate Strategy Corporate Strategy and Revenue and Capital Budgets 2018/19**

The Executive Director – Finance and Governance and Interim Director submitted a report which presented the draft Corporate Strategy and revenue and capital budgets 2018/19.

In introducing the report, the Lead Member for Financial Management explained that the Council was required to produce a balanced budget for 2018/19 as the basis for calculating its level of Council Tax. It has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years.

The proposed budget and business plan for 2018/19, including the new cycle of growth strategies, were presented as an integrated report to demonstrate that the Council adopts a strategic approach to managing all of its resources, ensuring that the delivery of the Council's priorities for the district directs the allocation of financial resources.

Councillor Nicholas Mawer, Chairman of the Budget Planning Committee, addressed Executive and reported on the extensive review of the draft Corporate Strategy and Revenue and Capital Budgets 2018/19 that the Committee had undertaken. The Committee had unanimously supported the proposals and had made some additional comments on a number of Capital Bids, which had been tabled. In addition, the Committee had recommended there be no increase to the Cherwell District Council element of council tax.

The Lead Member for Financial Management thanked Councillor Mawer and the Budget Planning Committee for their work.

In proposing the recommendations, Councillor Illott proposed that that Full Council be recommended to agree no increase to the Cherwell District Council element of council. This was duly seconded by Councillor Wood.

### **Resolved**

- (1) That, having given due consideration, Full Council be recommended to approve the 2018/19 Corporate Strategy to Full Council (annex to the Minutes as set out in the Minute Book) with authority delegated to the Interim Director, in consultation with the Leader of the Council to make any minor amendments to the plan as required before consideration by Full Council.
- (2) That, having given due consideration, the draft budget in the context of the Council's service objectives and strategic priorities be approved.
- (3) That Full Council be recommended to approve the balanced budget.
- (4) That the impact of the proposed budget on reserves be noted and Full Council be recommended to approve the reserves 2018/19 (annex to the Minutes as set out in the Minute Book).

- (5) That the latest Medium Term Revenue Plan (MTRP) for 2017/18 to 2022/23 be noted and it be further noted that this would be the basis of the work of the Budget Planning Committee for the following year.
- (6) That no further changes be made and Full Council be recommended to approve the updated draft revenue budget (annex to the Minutes as set out in the Minute Book) at the meeting on 26 February 2018.
- (7) That Full Council be recommended to agree no increase to the Cherwell District Council element of Council Tax freeze.
- (8) That Full Council be recommended to approve the proposed 2018/19 capital programme (annex to the Minutes as set out in the Minute Book).
- (9) That authority be delegated to the Executive Director – Finance and Governance, in consultation with the Lead Member for Financial Management to amend the contributions to or from general fund balances to allow the Council Tax to remain at the level recommended to Full Council following the announcement of the final settlement figures, any changes relating to Business Rates.

### **Reasons**

The report and appendices represent the draft business, risk register and budget for 2018/19 for approval by the Executive. If agreed, they will be recommended to Full Council on the 26 February and be considered alongside the setting of the 2018/19 Council Tax.

It is a legal requirement to set a balanced budget and the recommendations as set out and directed by the Corporate Strategy represent what is believed to be the best way of achieving this.

### **Alternative options**

Members could decide not to agree the recommendations or to present alternative budget proposals but that would run counter to the detailed budget setting process that has taken place as part of the formulation of this budget.

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### **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 item 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.

## **Award of New Landscape Management Contract**

The Assistant Director: Environmental Services submitted an exempt report to inform the Executive of the outcome of a procurement process and tender evaluation for a new landscape maintenance / arboricultural services contract and to seek approval to award that contract to the successful bidder.

### **Resolved**

- (1) That the outcome of the tender evaluation process be noted.
- (2) That the continuation of a single contract for landscape maintenance and arboricultural services in support of the landscape responsibilities of Cherwell District Council, South Northamptonshire Council and those parish councils who request such a service through the Councils be supported.
- (3) That the award of a contract for Lot 1 (landscape maintenance services) and Lot 2 (arboricultural services) to tenderer 3 be approved.
- (4) That the expenditure implications for the Councils arising from the contract to carry out landscape maintenance and arboricultural services be noted.

### **Reasons**

Tenderer 3 has scored the highest in the evaluation of the tenders received for LOT 1 and represents the most economically advantageous solution to the provision of landscape maintenance services for the Councils and their partners.

Tenderer 3 has also scored the highest in the evaluation of the tenders received for LOT 2 and represents the most economically advantageous solution to the provision of arboricultural services for the Councils and their partners.

### **Alternative options**

Option 1: Not to award the contract for Lot 1 (landscape maintenance) to the winning tenderer which means that the Council will be without a landscape maintenance contractor from 1 April 2018 and hence this is rejected.

Option 2: Not to award the contract for Lot 2 (arboricultural services) to the winning tenderer which means that the Council will be without an arboricultural services contractor from 1 April 2018 and hence this is also rejected.

Option 3: To award contracts for Lot 1 and/or Lot 2 to others bidders, but this is rejected as the other tenders do not comprise the bids most economically advantageous to the Councils and should be rejected under the terms of the procurement process.

Option 4: To award the contract to the winning tenderer but to reduce the scope and standard of the landscape maintenance works. This is not an option, as that would be a challengeable procurement decision on the grounds it is a substantive variation of the basis on which tenders were invited, and also because of the high profile of and public interest in good landscape management standards.

The meeting ended at 6.50 pm

Chairman:

Date:

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## COUNCIL

### RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD JANUARY TO FEBRUARY 2018

26 February 2018

<b>Area of Responsibility</b>	<b>Decision Subject Matter</b>
<b>Lead Member for Planning</b>	<b>Charging for Street Naming and Numbering</b>
<b>Lead Member for Public Protection and Community Services</b>	<b>Delegation of power to declare a Local Nature Reserve – The Slade, Bloxham</b>

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## **Cherwell District Council**

### **Accounts, Audit and Risk Committee**

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 22 November 2017 at 6.30 pm

Present: Councillor Ian Corkin (Chairman)  
Councillor Hugo Brown (Vice-Chairman)

Councillor Sean Gaul  
Councillor Mike Kerford-Byrnes  
Councillor Nicholas Mawer  
Councillor Barry Richards  
Councillor Sean Woodcock

Also Present: Councillor Tony Ilott, Lead Member for Financial Management  
Councillor Barry Wood, Leader of the Council  
Adrian Peachy, Montague Evans  
John Prestuich, Montague Evans  
Steve Bladen, Ernst Young  
Michell Ball, Freeths LLP  
David Blake, Arlingclose  
Phiroza Katrak, Arlingclose

Officers: Paul Sutton, Executive Director: Finance and Governance /  
Section 151 Officer  
Sanjay Sharma, Interim Head of Finance / Deputy Section 151  
Officer  
Chris Hipkiss, Interim Property & Investment Manager  
Natasha Clark, Democratic and Elections Team Leader  
Aaron Hetherington, Democratic and Elections Officer

#### **21 Declarations of Interest**

Members made the following general declarations of interest:

Councillor Ian Corkin, declaration, as a board member of Graven Hill Village Development Company.

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

There were no petitions or requests to address the meeting.

23 **Urgent Business**

There were no items of urgent business.

24 **Minutes**

To confirm as a correct record the Minutes of the meeting of the Committee held on 28 June 2017.

25 **Chairman's Announcements**

There were no Chairman's announcements.

26 **The Acquisition of Castle Quay Shopping Centre**

The Chairman advised the Committee that in light of legal advice this item was exempt and therefore would not be considered in the public part of the meeting.

27 **Exclusion of 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 item of business on the grounds 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.

28 **The Acquisition of Castle Quay Shopping Centre - Exempt Report and Appendices**

The Chief Finance Officer submitted an exempt report on 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.
- (4) As set out in the exempt minutes.

The meeting ended at 8.34 pm

Chairman:

Date:

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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 30 January 2018 at 6.30 pm

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

Councillor Hugo Brown  
Councillor Ian Corkin  
Councillor Carmen Griffiths  
Councillor David Hughes  
Councillor Alan MacKenzie-Wintle  
Councillor Andrew McHugh  
Councillor Barry Richards  
Councillor Tom Wallis  
Councillor Sean Woodcock

Substitute Members: Councillor Barry Wood (In place of Councillor David Anderson)

Also Present:: Councillor Debbie Pickford  
Councillor Lynn Pratt

Apologies for absence: Councillor David Anderson

Officers: Ian Davies, Director of Operational Delivery  
Chris Hipkiss, Interim Property & Investment Manager  
Ed Potter, Assistant Director: Environmental Services  
Paul Sutton, Executive Director: Finance and Governance /  
Section 151 Officer  
Claire Taylor, Director: Customers and Service Development  
Jane Norman, Housing and Regeneration Development  
Manager  
Lesley Farrell, Democratic and Elections Officer

#### **1 Declarations of Interest**

##### **6. Draft Budget and Business Plan 2018/19. – Fees and Charges**

Councillor David Hughes, Disclosable Pecuniary Interest, In relation to a partnership in LC Hughes Re-cycling and would leave the room as and if necessary.

2 **Urgent Business**

There were no items of urgent business.

3 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 28 November 2017 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Draft Budget and Business Plan 2018/19**

The Committee reviewed the report of Executive Director for Finance and Governance and Interim Director which set out draft proposals for the Corporate Strategy, Revenue and Capital Budgets 2018/19 and Medium Term Revenue Plan.

In response to members concerns that group companies were not covered in the Risk Register the Executive Director for finance and Governance explained that this would go to the Account Audit and Risk Committee.

6 **Exclusion of 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 paragraphs 1 and 4 of Schedule 12A of that Act.

7 **Exempt Appendices Draft Budget and Business Plan**

The Committee reviewed the exempt appendices. Lead officers attended the meeting and gave details of their capital bids and answered questions from the Committee (as set out in the exempt minutes).

In response to members' questions regarding the draft medium term revenue plan, the Executive Director for Finance and Governance explained that the figures were liable to change as many of the quantities were unknown at this stage and were subject to change.

The Chairman thanked the Lead Officers and Members who attended the meeting for their contribution.

8 **Re-admittance of Press and public**

**Resolved**

That the public and press be readmitted to the meeting.

9 **Draft Budget and Business Plan 2018/19**

Having re-admitted the press and public the Committee voted on the recommendations.

**Resolved**

- (1) That having reviewed the draft Corporate Strategy 2018/19 it be recommended to Executive and then Council.
- (2) That the draft Risk Register aligned to the draft Corporate Strategy be noted.
- (3) That, having given due consideration, the Fees and Charges for 2018/19 be noted.
- (4) That the 2018/19 draft revenue budget be recommended to Executive and then Council.
- (5) That the level of the Council Tax increase of 0% for 2018/19 be recommended to Executive and then Council.
- (6) That the Medium Term Revenue Plan be recommended to Executive and then Council.
- (7) That the contents of the report relating to 2018/19 expenditure be noted.
- (8) That subject to the following comments, Executive and then Council, be recommended to approve the capital bids and the proposed capital programme as part of the budget for 2018/19:
  - a) Cherwell Community Fund -
    - i) that an equivalent revenue reserve be considered.
    - ii) that the governance and reporting arrangements be considered.
  - b) Build – that a Housing Co-operative be considered to help the build programme.
  - c) Container bin Replacement – that a rolling 5 year programme be considered.

- d) Public Conveniences –
  - i) that the Committee be supportive of the aims and objectives of this programme and of Changing Places.
  - ii) that the programme be brought forward as soon as practicably possible across the district.
- e) Horsefair – that the political implications of tree felling should be taken into consideration and a consensus should be sought through consultation.
- f) Thorpe Way Industrial Units – that the investment in the light of the last 5 years investment and expenditure against the rental income and projected income be considered.

10 **Review of Committee Work Plan**

The Committee considered its work programme.

**Resolved**

- (1) That the Work Programme be noted.

The meeting ended at 9.30 pm

Chairman:

Date:



## 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 23 January 2018 at 6.45 pm

Present: Councillor Neil Prestidge (Chairman)  
Councillor Jolanta Lis (Vice-Chairman)

Councillor Claire Bell  
Councillor Mike Bishop  
Councillor Mark Cherry  
Councillor Andrew McHugh  
Councillor Jason Slaymaker

Substitute Members: Councillor Tom Wallis (In place of Councillor Sean Gaul)

Also Present: Councillor Barry Wood, Leader of the Council

Apologies for absence: Councillor David Anderson  
Councillor Chris Heath  
Councillor Sean Gaul  
Councillor Timothy Hallchurch MBE  
Councillor David Hughes

Officers: Richard Ellis, Interim Executive Director: Wellbeing  
Paul Sutton, Executive Director: Finance and Governance /  
Section 151 Officer  
Joanne Barrett, Strategic Housing Manager  
Alison Adkins, Housing Options Team Leader  
Emma Faulkner, Democratic and Elections Officer

#### 44 **Declarations of Interest**

There were no declarations of interest.

#### 45 **Urgent Business**

There were no items of urgent business.

46 **Minutes**

The minutes of the meeting of the Committee held on 21 November 2017 were confirmed as a correct record and signed by the Chairman.

47 **Chairman's Announcements**

There were no Chairman's announcements.

48 **Homelessness Reduction Act 2017**

The Committee considered a report from the Director of Operational Delivery that detailed new legislation coming in to effect from April 2018 regarding Homelessness Reduction.

The Housing Manager and the Housing Team Leader explained that it was not known what the level of change in demand would be as a result of the legislation.

A project plan had been put in place for use across Cherwell District and South Northamptonshire Councils. Government funding had been provided to assist with basic IT requirements, as there would be more information reported to government than was currently. Additional expenditure required was still being looked at.

With regard to the Homelessness Review, the Housing Manager explained that it was due every 5 years, however the next review would be conducted in 12 months' time, to compare and contrast the impact of the new legislation. The results from the review would then influence the new strategy.

In response to questions from the Committee, the Housing Manager said that the team had been preparing for the new legislation for 12 months, with the relevant tools in place to handle the changes. The main unknown was the volume of cases that would be generated.

The Committee requested that an update be provided in approximately 12 months' time.

**Resolved**

- (1) That the work being carried out to prepare the authority to implement the Homelessness Reduction Act 2017 in 2018 be noted
- (2) That the potential impacts upon service delivery and resource implications affecting the Council in future years be noted
- (3) That the intention of the Shared Housing Service to adopt a collaborative approach to implement the new obligations imposed under the Act be noted

49 **Draft Business Plan and Budget**

The Interim Director, Richard Ellis, presented the report of the Chief Executive which sought consideration of the draft Business Planning and Performance Management documentation that would support the budget for 2018/19.

The Interim Director explained that the existing Business Plan was coming into the final year of its five year period. A 'light touch' refresh had been carried out, and as many of the South Northamptonshire (SNC) and Cherwell (CDC) themes and priorities were very similar, a joint plan had been put together. It was anticipated that over the summer, the process would start on a new plan for the next five year period, and a more detailed review would take place.

The Interim Director explained that the business plan for 2018-19 had been designed to fit on one page, rather than the 20 page document produced previously. The intention behind the one page document was to engage more people in the aims and priorities of the Councils.

In response to questions from the Committee, the Interim Director explained that some of the Key Performance Indicators (KPIs) had been carried over from previous years. A wholesale review of all indicators would take place as part of the review process for the next five years of the plan.

The Executive Director – Finance and Governance gave an overview of the draft budget for 2018-19 and the current position with the Medium Term Revenue Plan.

The Executive Director – Finance and Governance explained that details of the provisional settlement had been received from Government shortly before Christmas. The term of New Homes Bonus had been reduced from 6 years to 4 years as expected.

In response to questions from the Committee, the Executive Director – Finance and Governance explained that a 1% increase in Council Tax would equate to approximately £60-£65,000.

**Resolved**

- (1) That the documentation be noted

50 **Work Programme 2017-18**

The Committee considered the draft work programme for the remainder of the 2017-18 Municipal Year.

With regard to the mobile phone signal review, the survey monkey questionnaire had now been sent to all parish councils. It would be available for completion until 23 February, and so far 28 responses had been recorded.

All parish councils had also been asked for suggested topics for consideration by the Committee in the new municipal year. Two suggestions had been received so far, and details of all suggestions would be submitted to the March 2018 meeting of the Committee for further discussion.

**Resolved**

- (1) That the draft work programme be noted

The meeting ended at 9.04 pm

Chairman:

Date: