

**SUPPLEMENTARY INFORMATION**

**Council**

**17 July 2017**

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*If you need any further information about the meeting please contact* Natasha Clark, Democratic and Elections [natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

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## Council Minute Book

**Monday 17 July 2017**

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## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 20 February 2017 at 5.00 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor Ken Atack, Lead Member for Financial Management  
Councillor Colin Clarke, Lead Member for Planning  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and ICT  
Councillor D M Pickford, Lead Member for Clean and Green  
Councillor Lynn Pratt, Lead Member for

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

Apologies for absence: Councillor G A Reynolds, Deputy Leader of the Council  
Councillor Kieron Mallon, Lead Member for Banbury Futures

Officers: Sue Smith, Chief Executive  
Ian Davies, Director of Operational Delivery  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Jo Pitman, Head of Transformation  
James Doble, Interim Assistant Director Transformational Governance  
Natasha Clark, Interim Democratic and Elections Manager

#### 129 **Declarations of Interest**

There were no declarations of interest.

#### 130 **Urgent Business - Update on proposals for local government reform in Oxfordshire and the development of a county wide devolution deal with Government**

The Chairman advised that he had agreed to add one urgent item of business to the agenda: Update on proposals for local government reform in Oxfordshire and the development of a county wide devolution deal with Government. The matter had arisen after agenda publication and a decision could not wait until the next meeting.

The Head of Transformation submitted a report which provided an update on the potential reform of local government within Oxfordshire; sought agreement for the urgent funding of communications, engagement and other related activity to protect the interests of Cherwell district residents, business and other key stakeholders arising from the possibility of local government reform; sought agreement for the Joint Chief Executive or the acting Head of Paid Service, in consultation with the Leader, to respond to the County Council consultation in respect of its One Oxfordshire proposal on behalf of the council; sought authority for the Joint Chief Executive or the acting Head of Paid Service with the Leader to engage with the Secretary of State regarding local government reform and/or a devolution deal with Government on behalf of the council; and, sought agreement for the Joint Chief Executive or the acting Head of Paid Service with the Leader to work collaboratively with the other councils across Oxfordshire in pursuit of a county wide devolution deal with Government.

### **Resolved**

- (1) That the Joint Chief Executive or the acting Head of Paid Service, in consultation with the Leader of the Council, be given delegated authority to respond to the County Council consultation for a single county unitary on behalf of the Council and its key stakeholders, following feedback from this meeting.
- (2) That the Joint Chief Executive or the acting Head of Paid Service with the Leader of the Council continue to work in collaboration with West Oxfordshire District Council and Oxford City Council to present the opposing case for local government reform in Oxfordshire.
- (3) That the Joint Chief Executive or the acting Head of Paid Service with the Leader of the Council continue to work in collaboration with the Leaders of the other five Councils in Oxfordshire to pursue a devolution deal that will facilitate the continuation of economic growth and prosperity of our district and the county as a whole, through devolved powers and additional funding from Government.
- (4) That the Joint Chief Executive or the acting Head of Paid Service with the Leader of the Council engages with the Secretary of State/his officials regarding local government reform and/or a devolution deal on behalf of the Council.
- (5) That the provision of up to £150,000 from reserves (as agreed in the budget and policy framework), to be used only if considered necessary by the Chief Finance Officer, in consultation with the Leader and Lead Member with responsibility for Financial Management to enable the Council to respond to the proposals for a single county unitary and other related activity to protect the interests of Cherwell district residents, or to pursue a devolution deal in whatever form is necessary, be agreed.
- (6) That following agreement of (5) above, the Executive be kept informed of actual spend against this emergency fund to enable monitoring, the effective management of risk and ensure transparency.

## **Reasons**

Whatever the future operating model of local government within Oxfordshire, it is necessary to allocate resources to enable that work to be overseen and for the Council to be responsive to both challenge and change. The recommendations within this report enable the release of resources for that purpose, and to ensure that we continue to deliver business as usual whilst options are discussed further.

## **Alternative options**

To accept the proposal of the County Council, South Oxfordshire District Council and the Vale of White Horse District Council for the creation of a single county unitary council.

This is rejected for many reasons, including but not limited to:

- The disruption to services and time it would take to implement a single county unitary
- The costs involved
- The serious dilution of the strength of a local voice and a local councillor who knows their community, and is able to be an advocate for the best interests of their community
- The impact upon our workforce
- The impact upon the existing and future joint working with South Northamptonshire Council
- The loss of the opportunity to secure a devolution deal and additional funding from Government

## 131 **Chairman's Announcements**

There were no Chairman's announcements.

## 132 **Award of Hope Close Superstructure Contract**

The Head of Regeneration and Housing submitted a report to consider the award of a Construction Contract for the Superstructure works at Hope Close, Banbury, a new build housing development consisting of 11 dwellings being delivered by Cherwell District Council, Regeneration and Housing.

## **Resolved**

- (1) That the tender for the Superstructure Contract at The Fairway, Hope Close, Banbury totalling £1.444m to Edgar Taylor (Buckingham) Limited be approved.

## **Reasons**

Cherwell District Council is developing land acquired from the Trustees of the Methodist Church, Hope Close, Banbury for the purpose of developing 11 new homes as part of an agreement to complete this scheme.

Phase two, for which approval is sought, includes the superstructure and overall completion of the development.

Following a 'best practice' procurement exercise Edgar Taylor (Buckingham) Limited has submitted the highest scoring tender offer. It is recommended the Contract is awarded to Edgar Taylor (Buckingham) Limited for the lump sum fixed price of £1,443,098.22.

### **Alternative options**

The Council has completed a tender exercise in compliance with the Council's contract procedure rules and has considered carefully using the appropriate scoring criteria for selection of a preferred bidder to complete the infrastructure project. As an open tender process was completed, considerations of alternative options were not progressed. Officers are satisfied that the best fixed priced bid has been received against the tender evaluation process.

## 133 **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 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, Paragraphs 3 and 5 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.

## 134 **Castle Quay Phase Two Redevelopment**

The Chief Finance Officer submitted an exempt report relating to the Castle Quay Phase Two redevelopment.

### **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.
- (5) As set out in the exempt minutes.

(6) As set out in the exempt minutes.

**Reasons**

As set out in the exempt minutes

**Alternative options**

Option 1: To reject the recommendations. This is not recommended for the reasons set put in the report.

The meeting ended at 5.34 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 6 March 2017 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor Ken Atack, Lead Member for Financial Management  
Councillor Colin Clarke, Lead Member for Planning  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and ICT  
Councillor Kieron Mallon, Lead Member for Banbury Futures  
Councillor D M Pickford, Lead Member for Clean and Green  
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Apologies for absence: Councillor G A Reynolds, Deputy Leader of the Council

Officers: Ian Davies, Director of Operational Delivery  
Scott Barnes, Director of Strategy and Commissioning  
Karen Curtin, Commercial Director  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Natasha Clark, Interim Democratic and Elections Manager  
Lesley Farrell, Democratic and Elections Officer

#### 135 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 137 **Urgent Business**

There were no items of urgent business.

138 **Minutes**

The minutes of the meetings held on 6 February 2017 and 20 February 2017 were agreed as correct records and signed by the Chairman.

139 **Chairman's Announcements**

There were no Chairman's announcements.

140 **Air Quality Action Plan**

The Public Protection Manager submitted a report to approve the Air Quality Action Plan for Banbury, Bicester and Kidlington.

The Chairman advised Executive that he had received a request from the Chairman of the Overview and Scrutiny Committee for the item to be deferred to enable the Overview and Scrutiny Committee to consider and make any comments to Executive prior to Executive considering the report.

**Resolved**

- (1) That the Air Quality Action Plan be deferred to enable the report to go to the Overview and Scrutiny Committee to review prior to consideration by Executive.

**Reasons**

Deferred to allow consideration of the report by the Overview and Scrutiny Committee

**Alternative options**

N/A

141 **Annual Monitoring Report 2016**

The Head of Strategic Planning and the Economy submitted a report which sought approval of the Annual Monitoring Report (AMR) 2016, and presented the District's current housing land supply position.

In considering the report, Executive commented that the report was very positive and fitted with the Governments housing requirements and requested that all Members of the Planning Committee receive a copy of the report.

**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 and the Economy be authorised to make any necessary minor amendments before publication.

- (2) That that the District's housing delivery position be noted.

### **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.

### **Alternative Options**

To seek amendment of the 2016 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.

Not to approve the AMR

Production of a monitoring report is a statutory requirement and is used to monitor implementation of the Local Plan. The AMR includes both prescribed and non-prescribed monitoring information and assists continued plan-making.

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### **Tenancy Strategy 2017**

The Head of Regeneration and Housing submitted a report which provided Executive with an overview of the final draft of the updated Tenancy Strategy and recommended it for adoption.

### **Resolved**

- (1) That the contents of the report be noted.
- (2) That the refreshed and updated Tenancy Strategy (annex to the Minutes as set out in the Minute Book) be approved for adoption.

### **Reasons**

The Tenancy Strategy forms an important part of the Council's vision for the provision of Affordable Housing in the District and it complements the objectives within the Housing Strategy. It provides an overview to Registered Providers the expectations on its partners in delivering affordable housing as well as the Council's willingness to work positively with new ways of delivery, while safeguarding the interests of some of the District's more vulnerable residents.

To a large extent the fundamental principles which the Council approved in its Tenancy Strategy in 2012 are still relevant and there is no proposal within this review and redraft to change any of those positions. Therefore this is more a refresh of the 2012 Strategy rather than a change in position.

Given the fast changing environment in housing and related policy, the Strategy will be reviewed on an annual basis to ensure it remains relevant and in line with the Council's requirements.

### **Alternative Options**

Option 1: Not to agree to adopt the final draft of the Tenancy Strategy

Option 2: Members to make additional amendments to the document with a view of the Tenancy Strategy being presented for adoption at a later date

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### **Business Rates Incentives Scheme**

The Head of Strategic Planning and the Economy submitted a report which sought approval of the Business Rates Incentives Scheme which detailed proposals for awarding business rates incentives to bring back into use empty properties and sustain the vitality and diversity of Banbury and Bicester town centres.

In presenting the report, the Lead Member for Financial Management explained that the Budget Planning Committee had considered the report at their meeting of 28 February 2017 and had made recommended some amendments to the scheme. The Lead Member for Financial Management confirmed that he and officers agreed with the recommended amendments and therefore final approval of the Policy would be delegated to the Chief Finance Officer in consultation with the Lead Member for Financial Management and the Business Support Unit Manager.

### **Resolved**

- (1) That the contents of the report be noted.
- (2) That final approval of the Business Rates Incentives Scheme be delegated to the Chief Finance Officer, in consultation with the Lead Member for Financial Management and the Business Support Unit Manager.

### **Reasons**

Cherwell District Council is committed to ensuring the town centres for both Banbury and Bicester are supported to retain their economic vitality and diversity. Business rates incentives have a role to play as part of the measures taken by Cherwell District Council to support the economy of each town. Further, business rates incentives more generally can be used to promote economic growth by helping local companies to expand thus securing high quality and high value jobs.

The Budget Planning Committee considered the report at their 28 February 2017 meeting and recommended a number of amendments which will be incorporated in the final version of the Scheme. Consideration will also be given to including Kidlington within the scheme.

### **Alternative Options**

Option 1: Members could choose not to approve the proposed scheme, but Business Rates Incentives have a role to play as part of the measures taken by Cherwell District Council to support the economy of each town.

#### 144 **Quarter 3 2016/17 Performance Update**

The Director of Strategy and Commissioning submitted a report which provided an update on the Cherwell Business Plan progress to the end of Quarter Three 2016/17.

#### **Resolved**

- (1) That the exceptions highlighted and proposed actions be noted.
- (2) That it be noted that having considered the Quarter 3 Performance Report, the Overview and Scrutiny Committee have referred no performance related matters to Executive.

#### **Reasons**

This is the third report based on the new Business Plan presented in the new reporting style. Slight amendments in style and appendices have been made to try and improve how the report works. This is an evolutionary process and we will continue to develop the reports, including any changes from feedback received from the Overview and Scrutiny Committee.

As agreed previously, this report focuses on the exceptions. The performance and insight team have also picked out some 'good news' stories to provide a balance and provide case studies supporting the generally excellent levels of delivery.

#### **Alternative Options**

None identified.

#### 145 **Quarter 3 2016-17 - Revenue and Capital Budget Monitoring Report**

The Chief Finance Officer submitted a report which summarised the Council's Revenue and Capital position and Reserves position for the first nine months of the financial year 2016-17 and projections for the full year.

#### **Resolved**

- (1) That the projected revenue and capital position at the end of December 2016 be noted.
- (2) That the current position on Reserves at the end of December 2016 be noted.

## **Reasons**

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital 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 2016-17 Financial Targets for Revenue and Capital. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## 146 **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.

## 147 **Woodpiece Road Options Appraisal**

The Head of Regeneration and Housing submitted an exempt report to provide an overview of the options appraisal at Woodpiece Road, Arccott and to summarise a second stage appraisal of possible options.

### **Resolved**

- (1) That the contents of the exempt report be noted.
- (2) That it be agreed that another report be brought to Executive following further work on this project.

### **Reasons**

There has now been a two stage options appraisal assessment carried out. This report is not requesting that members make a decision on any item at this stage, but simply to note this report and the Stage 2 Options Appraisal.

Subject to further work which will increase the detail and understanding of what (if any) option in the Appraisal is suitable a further report should be brought to Executive in order to highlight this work as well as present a number of options and recommendations for members to consider.

**Alternative options**

Option 1: Not to accept the report or appended Options Appraisal

Option 2: Not to agree to a further report to be presented

148 **Franklins House Ground Floor Business Incubator**

The Commercial Director submitted an exempt report relating to the Franklins House Ground Floor Business Incubator.

**Resolved**

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

**Reasons**

As set out in the exempt minutes.

**Alternative options**

As set out in the exempt minutes.

149 **Pioneer Square Defects Update**

The Commercial Director submitted an exempt report relating to an update on Pioneer Square defects.

**Resolved**

- (1) That the report and the actions being taken by Cherwell District Council in respect of the defects and in particular the defective fins be noted.
- (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**

The options available for consideration are identified in the exempt report (exempt annex to the Minutes as set out in the Minute Book). Officers are recommending at this stage CDC pursues Option 4 but in the event that this is not satisfactory then Options 1-3 will be reconsidered.

The meeting ended at 7.10pm

Chairman:

Date:

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 3 April 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 Ken Atack, Lead Member for Financial Management  
Councillor Colin Clarke, Lead Member for Planning  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Public Protection  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and ICT  
Councillor Kieron Mallon, Lead Member for Banbury Futures  
Councillor D M Pickford, Lead Member for Housing  
Councillor Lynn Pratt, Lead Member for Estates and the Economy

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

Officers: Ian Davies, Interim Head of Paid Service  
Scott Barnes, Director of Strategy and Commissioning  
Karen Curtin, Commercial Director  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Claire Taylor, Assistant Director - Commercial and Innovation  
Sean Gregory, Environmental Protection Officer, for agenda item 7  
Natasha Clark, Interim Democratic and Elections Manager

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### Declarations of Interest

#### **10. Update: Construction Apprenticeships and Skills.**

Councillor Barry Wood, Non Statutory Interest, as a Board Member of the Apprenticeship Training Agency (ATA).

Councillor John Donaldson, Non Statutory Interest, as a Board Member of the Apprenticeship Training Agency (ATA).

#### **17. Asset Disposal - Southam Road Cemetery Depot, Banbury.**

Councillor Barry Richards, Non Statutory Interest, as a member of Banbury Town Council which had been involved in discussions on the matter.

Councillor Colin Clarke, Non Statutory Interest, as a member of Banbury Town Council which had been involved in discussions on the matter.

Councillor John Donaldson, Non Statutory Interest, as a member of Banbury Town Council which had been involved in discussions on the matter.

Councillor Kieron Mallon, Non Statutory Interest, as a member of Banbury Town Council which had been involved in discussions on the matter.

Councillor Sean Woodcock, Non Statutory Interest, as a member of Banbury Town Council which had been involved in discussions on the matter.

Councillor Tony Illott, Non Statutory Interest, as a member of Banbury Town Council which had been involved in discussions on the matter.

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

There were no petitions or requests to address the meeting.

152 **Urgent Business**

There were no items of urgent business.

153 **Minutes**

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

154 **Chairman's Announcements**

There were no Chairman's announcements.

155 **Air Quality Action Plan**

The Public Protection Manager submitted a report to approve the Air Quality Action Plan for Banbury, Bicester and Kidlington.

**Resolved**

- (1) That the Air Quality Action Plan (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the feedback from the Overview and Scrutiny Committee be noted.

## **Reasons**

The production of an Air Quality Action Plan (AQAP) is mandatory once an order to declare an Air Quality Management Area (AQMA) has been issued. The Council has issued an order for each of the four AQMAs declared.

## **Alternative options**

Option 1: The Council could choose not to adopt an AQAP. However once an AQMA has been declared the Council is required to produce an AQAP and so for this reason this is not an alternative option.

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## **Local Development Scheme**

The Head of Strategic Planning and the Economy submitted a report to seek approval of an updated Local Development Scheme (LDS) for the production of the Council's planning policy documents.

## **Resolved**

- (1) That the updated Local Development Scheme (LDS) (annex to the Minutes as set out in the Minute Book) be approved.

## **Reasons**

An updated Local Development Scheme (LDS) has been prepared. It provides a programme for the preparation of the Council's key planning policy documents that will be relevant to future planning decisions and, where applicable, the public examination of those documents. The Council has a statutory responsibility to prepare and maintain an LDS. The LDS will be used by officers, the public, partners, developers and other stakeholders to monitor the production of documents to plan for associated consultations. Approval of the LDS is needed to assist project management and ensure that the Council meets its statutory responsibilities for plan-making.

## **Alternative options**

Option 1: Not to approve the LDS

The Council has a statutory responsibility to maintain an LDS. Not to approve the LDS could undermine the confidence of the public and stakeholders about the Council's plan-making programme. The LDS would need to be re-presented to the Executive at a future meeting or to the Lead Member for Planning.

Option 2: To reconsider the content of the LDS

The LDS has been prepared having regard to the Council's statutory responsibilities and current resources. It is considered by officers to be appropriate for the present and foreseeable circumstances.

157 **Empty Homes Project Update**

The Commercial Director submitted a report to provide Members with an update on the first 12 months work of the Empty Homes Project, based within the Private Sector Housing Team.

**Resolved**

- (1) That the progress of owner engagement with the project be noted.
- (2) That the proposals for use of enforcement powers to bring empty properties back into use be noted.
- (3) That the added value of addressing vacant properties to the Council be noted.

**Reasons**

The Empty Homes Project has successfully engaged with owners of the longest term void properties. Whilst it should be noted that these properties will take time to come back into use, owners do now have plans and are positively pursuing their options.

It is hoped that through regular engagement with owners of homes that are just 6 months properties will not become stuck, falling into disrepair and causing concern for neighbours and wider amenity issues.

The estimated income from the first year of the Empty Homes Project is in the region of £75,960 from New Homes Bonus over the 6 year payment period. This is as a result of tackling the longest-term void properties and supporting owners where there has been no activity at the property for a long period.

**Alternative options**

None

158 **Update: Construction Apprenticeships and Skills**

The Commercial Director and Head of Strategic Planning and the Economy submitted a report to provide an update on the progress being made to secure construction apprenticeships arising from the planned growth across the District. It is a year since the Executive approved guidance which was intended to operate informally to secure construction apprenticeships and skills through the processing of planning applications by the Council and was therefore timely to review how the initiative has been progressing.

**Resolved**

- (1) That the report be noted.

## **Reasons**

Increasing the number of new apprenticeships in England is a high profile Government objective. Cherwell District Council supports this aspiration. The amount of new development taking place in the District over the next 20 years or so, coupled with the evidenced shortage of construction skills provides both an incentive and opportunity to secure the provision of new construction related apprenticeships through the land use planning system.

The Cherwell District Council Local Plan Part 1 as well as CDC's Economic Strategy contains strategic aspirations relating to the need to support an increase in skills and training within the District. The Interim Position Statement has usefully provided detail for developers and colleagues in CDC's Development Management on how this overarching strategic aim can be achieved through the land use planning process, prior to having statutory planning policy in place.

The signals from informal discussions with developers to date are that they generally support the approach CDC is promoting, as a helpful initiative designed both to increase the number of local skilled construction operatives available to support the building industry, as well as promoting the construction trades generally as a valuable future career path for young people.

The setting up and operating of The Apprenticeship and Training Company to manage apprenticeships on behalf of developers and their contractors is a key element of delivering the apprenticeships. This is because it will make the whole process easier for developers by managing all the elements that go towards supporting an individual towards the successful completion of an apprenticeship. Given that CDC is the accountable body for the OXLEP grant, as well as its strategic commitment to support skills and training, it is appropriate that there is CDC representation on the Board.

## **Alternative options**

This report is submitted for information only.

159

## **Final Business Case: Joint Housing Services**

The Commercial Director submitted a report which presented the final business case for a joint working in Housing Services across Cherwell District and South Northamptonshire Councils which was part of the wider transformation programme across the two Councils.

The report recommended the formation of a Joint Private Sector Housing Service and a Joint Housing Service and in doing so sought the Executive's agreement for the non-staffing elements of the business cases. The staffing elements of the business case had been agreed by the Joint Commissioning Committee at their meeting of 30 March 2017

## **Resolved**

- (1) That, having given due consideration, the final business case for Joint Housing Services and the consultation responses in relation to non-staffing matters be noted.
- (2) That it be noted that the business case was considered and approved by the Joint Commissioning Committee with regard to staffing matters at its meeting of 30 March 2017 and that this included consideration of the consultation responses from affected staff and trade union representatives.
- (3) That the proposed final business case to create a Joint Private Sector Housing Service and a Joint Housing Service between Cherwell District Council and South Northamptonshire Council (SNC), subject to similar consideration and approval by SNC Cabinet on 10 April 2017 and following approval of the staffing implications by the Joint Commissioning Committee be approved for implementation.
- (4) That authority be delegated to the Commercial Director in consultation with the Leader of the Council to make any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.
- (5) That it be noted that the savings realised from this proposal will be held in reserve and earmarked for Housing to provide additional resources that may be required to cope with any increased demand resulting from recent legislative changes.

## **Reasons**

The business case sets out the rationale for establishing the Joint Private Sector Housing Team and a Joint Housing Service across CDC and SNC.

## **Alternative options**

The approach in the recommendations is believed to be the best way forward. The proposal is to establish a Joint Private Sector Housing Service and a Joint Housing Service.

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## **Improvements to the Council's Car Parking Service**

The Director of Operational Delivery submitted a report to consider the approach taken to improve the Council's car parking service and to consider the effect where known of the Council's free parking offers.

## **Resolved**

- (1) That the nature of the proposed new service and the focus on improvements for customers be supported.

- (2) That the outcomes of the review of the 2016/17 free parking promotions be noted.
- (3) That the continued use of free parking promotions for Small Business Saturday in December and Free After three as a means of supporting Bicester and Banbury Town Centre traders be supported.
- (4) That a tariff review be undertaken in 2018 to be informed by the data gathered over the previous 12 months arising from the new car parking service should a decision be taken to award a contract under the exempt agenda item 14.

## **Reasons**

The Council has approached the procurement process in a way which delivers an improved car parking service, the nature of which has been influenced by customer and trader feedback. Therefore, the new service has been procured with the requirement for the Council's ageing equipment to be replaced with modern technology which permits a greater number of payment options and more flexible payment options for customers so that they can pay on exit if they wish or even after they have left the car park for some car parks.

Both the Council's free parking offers in 2016 and 2017 for different reasons have supported the better use of town centres and have therefore been included in the Council's new service requirements over the term of this contract.

Given the position of very limited data regarding car parks' utilisation levels, it is proposed that a review of the tariffs be undertaken in 2018 when the Council will be much better informed by data from the new technology to be installed in 2017. This will also provide the new operator with the opportunity to consider against utilisation levels the current tariff structure and levels and any suggestions for change. This broad timescale would also fit with a potential area of change arising from the emerging Banbury Business Improvement District (BID) proposal.

## **Alternative options**

The procurement and technology proposals are outlined in the report. The only other alternative to this approach is to retain the service in house. This is not proposed as it is expected that the Council will achieve better value from an external operator and it does not have the technical expertise associated with the modern car parking technology.

## **161 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, Paragraphs 1, 2, 3 and 4 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.

162 **Final Business Case: Joint Housing Services - Exempt Appendix**

**Resolved**

- (1) That the exempt appendix be noted.

163 **Improvements to the Council's Car Parking Service - Evaluation of Tenders and Contract Award**

The Director of Operational Delivery submitted an exempt report to consider the outcome of the tender evaluation process and as a consequence of that, an award of contract.

**Resolved**

- (1) That, having given due consideration, the outcome of the tender evaluation process be noted.
- (2) That a five year management contract to operate the Council's car parks as outlined in exempt annex to the Minutes (as set out in the Minute Book) be approved and the replacement and modernisation of all relevant equipment be included in this contract.
- (3) That it be agreed to fund the majority the new equipment and associated works and the release of up to £500,000 capital expenditure for this purpose be approved.

**Reasons**

At the conclusion of a thorough competitive dialogue based procurement process, there is a clear recommendation of contract award which can deliver to the Council the customer focussed service improvements it is seeking along with some financial advantage to the Council after one off costs. It does require capital investment but that would be required in any event due to the age and need for replacement of the current equipment.

**Alternative options**

The Council can choose not to accept the winning tender and to then consider an alternative approach to delivering the service. This is not recommended as the winning tender is a compliant bid and delivers what the Council has been seeking.

164 **ICT Strategy 2017-2020**

The Commercial Director submitted a report which presented the joint Cherwell District and South Northamptonshire Councils' IT strategy for the period 2017-2020. The strategy set out the vision and direction for the development of an IT service that would ensure the councils were able to meet their strategic priorities, address customer needs and deliver their transformation objectives.

**Resolved**

- (1) That, following consideration of the strategy by the Member led IT Transition Board, review and endorsement of the strategy by the Joint Commissioning Committee, the draft strategy (exempt annex to the Minutes as set out in Minute Book) be agreed as the framework and plan for future development of the IT service.
- (2) That the investments required to deliver the strategy (as set out in the exempt annex to the Minutes as set out in the Minute Book, and agreed by the Chief Finance Officer) and the expected return on investment being realised within 2018/19 be noted.
- (3) That the high level forward plan (exempt annex to the Minutes as set out in the Minute Book) which would form the basis of the delivery plan for the period of the strategy be noted.

**Reasons**

Following review, research, staff and customer engagement an IT strategy has been developed that will deliver for both internal and external customers. The strategy sets out a long term vision for the service and a high level work plan by which to deliver the strategy's objectives. The strategy also sets out investment requirements and an expected return on this investment.

**Alternative options**

Alternative options: Reject the strategy and continue as is. This is not recommended, as detailed in the strategy, significant investment will be required to maintain the status quo with on-going revenue implications.

165 **Asset Disposal - Southam Road Cemetery Depot, Banbury**

The Commercial Director submitted an exempt report relating to an asset disposal, Southam Road Cemetery Depot, Banbury.

**Resolved**

- (1) That the transfer of the Property to Banbury Town Council, subject to the payment of a commuted sum, on the terms referred in the exempt annex to the Minutes (as set out in the Minute Book) be noted and support confirmed.

**Reasons**

As set out in the exempt minutes

**Alternative options**

As set out in the exempt minutes

The meeting ended at 7.45 pm

Chairman:

Date:

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 June 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 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

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

Officers: Ian Davies, Interim Chief Executive / Head of Paid Service  
Scott Barnes, Director of Strategy and Commissioning  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Ed Potter, Head of Environmental Services  
Andy Preston, Head of Development Management  
Claire Taylor, Assistant Director - Commercial and Innovation  
Natasha Clark, Interim Democratic and Elections Manager

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

##### **16. Strategic Property Acquisition in Banbury.**

Councillor John Donaldson, Declaration, as a Non-Executive Director on Cherwell Community Build and would leave the meeting for the duration of the item.

Ian Davies, Declaration, as a Non-Executive Director on Cherwell Community Build and would leave the meeting for the duration of the item.

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

There were no petitions or requests to address the meeting.

3 **Urgent Business**

There were no items of urgent business.

4 **Minutes**

The minutes of the meeting held on 3 April 2017 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman advised that he would be changing the order of the agenda and taking agenda item 10, Final Business Case – Joint Development Management, as the first item of business.

6 **Final Business Case - Joint Development Management**

The Head of Development Management submitted a report which presented the final business case for joint working in Development Management across Cherwell District and South Northamptonshire Councils. The report recommended the formation of a Joint Development Management Service and in doing so sought the Executive's agreement for the non-staffing elements of the business cases. The proposal was part of the wider transformation programme across the two Councils.

**Resolved**

- (1) That, having given due consideration, the final business case and the consultation responses in relation to non-staffing matters be noted.
- (2) That it be noted that the business case would be considered by the Joint Commissioning Committee with regard to staffing matters on 20 June 2017 and that this would include consideration of the consultation responses from affected staff and trade union representatives.
- (3) That the non-staffing aspects of the final business case to create a Joint Development Management Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 12 June 2017 and approval of the staffing implications by the Joint Commissioning Committee, be approved for implementation.
- (4) That authority be delegated to the Head of Development Management in consultation with the Leader of the Council to make any non-significant amendments that may be required to the business case

following the decision by SNC Cabinet and/or the Joint Commissioning Committee.

## **Reasons**

The business case sets out the rationale for establishing the Joint Development Management Service across CDC and SNC.

## **Alternative options**

### Status Quo (No Change)

Retaining the status quo is an option; however this would not deliver the benefits set out in this business case or provide the additional resilience and shared expertise that a joint team could provide at a time of planning reform and following Brexit pressure to support additional growth.

### Alternative Joint Staffing Structures

A number of alternative joint staffing structures have been considered, however the proposal set out in the business case is believed to be the most appropriate in terms of maximising the benefits of joint working and delivering savings, whilst maintaining performance.

### Outsource Service

Outsourcing is a potential option, and it is understood that companies such as Capita do offer an outsourced service for Development Management. However, given that the majority of duties carried out by the Development Management team are statutory responsibilities, it is not considered appropriate to outsource the service, as it could compromise the planning role of each District Council.

## **7 Annual Equalities Report 2016/2017**

The Director – Strategy and Commissioning submitted a report to review the performance of the Equalities Annual Work Programme and to agree the planned work programme following the Achieving Standard under the Equality Framework for Local Government.

## **Resolved**

- (1) That, having given due consideration to the evidence and information, the report be noted.
- (2) That the equalities action plan for 2017/18 be agreed and the areas of good practice upon which it builds and the areas for development that it addresses be noted.
- (3) That the 3 year rolling plan of Equality Impact Assessments be agreed.

## **Reasons**

Cherwell District Council has made significant progress delivering against the equalities agenda in recent years and has continued to maintain this during

2016/2017 whilst continuing to adopt a locally relevant approach to equality performance with meaningful and relevant Corporate Action Plans to support this work.

The updated action plan demonstrates how the Council will continue to deliver its equalities objectives over the coming year. Progress will be reported via the performance management framework on a quarterly basis.

The three year impact assessment rolling plan also provides assurance that the Council is mindful of policy change and seeks to understand and address the impacts of service and policy change where appropriate.

### **Options**

Option 1: To note the report

Option 2: To request additional information on items within this report

## **8 Performance Report 2016-2017 End of Year**

The Director – Strategy and Commissioning submitted a report to provide information relating to Performance for the period 1 January - 31 March 2017. The report also reflected end of year outturns as measured through the performance management framework.

### **Resolved**

- (1) That it be noted that despite a challenging economic environment, and on-going policy and organisational change, Cherwell District Council has met or made satisfactory progress on 77% of all the performance targets outlined in its performance management framework in delivering the Corporate Priorities of the Council.
- (2) That it be noted that the Overview & Scrutiny Committee considered the report at its meeting on 25 May 2017 and referred no matters to the Executive.

### **Reasons**

In this annual report we show that the Council has made strong progress towards delivering its ambitions to improve the services delivered to residents and businesses. It also demonstrates the Council's proactive performance management of issues raised and the inclusive role of Overview and Scrutiny in supporting performance review.

Section 3 of the report provides a summary of the Council's performance against its comprehensive performance framework and corporate scorecard for 2016/17. The detailed performance indicators and commentary against each of these are contained within appendices 1 to 5 including the annual report.

With a 77% delivery rate against the key strategic priorities the report clearly demonstrates that the council is delivering services fit for purpose, and that together we are making a significant and positive difference to the District, our residents, businesses and other key stakeholders.

There can be no other recommendations to make, other than to commend everyone who has contributed to such excellent performance, of which we should all be proud.

### **Alternative options**

Option 1: To request additional information on items and/or add to the work Programme for review and/or refer to Overview and Scrutiny.

## **9 Banbury Country Park**

The Head of Environmental Services submitted a report to consider the creation of a new country park in Banbury.

### **Resolved**

- (1) That the creation of a new open space, Banbury Country Park, be approved.
- (2) That the approach of working with stakeholders to develop an inviting country park which provides a wide range of leisure activities for Cherwell residents and visitors as well as creating a diverse habitat for wildlife be supported.
- (3) That it be noted that the running costs of a new Country Park can be delivered within existing revenue budgets.
- (4) That agreement be given to seek planning approval for change of use.

### **Reasons**

The development of a new country park with strong stakeholder support will provide leisure and healthy life style benefits as well as becoming a visitor attraction.

Sufficient capital resources exist to open the facility. Running costs are expected to be minimal and no additional revenue budget is required.

### **Alternative options**

Option 1: To support the proposed development of a Country Park

Option 2: To reject the proposed development of a Country Park

Option 3: To ask officers to consider other uses for the land acquired

10 **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, Paragraphs 1, 2, 3 and 4 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.

11 **Final Business Case - Joint Development Management - Exempt Appendix**

**Resolved**

(1) That the exempt appendix be noted.

**Reasons**

N/A

**Alternative options**

N/A

12 **Markets**

The Head of Environmental Services submitted an exempt report to update the Executive on changes regarding the District's urban centres markets.

**Resolved**

- (1) That the insource of Banbury Market and the Banbury Farmers Market be supported.
- (2) That the continuation of arrangements covering Bicester and Kidlington be supported.
- (3) That the proposed trader booking fees be approved.
- (4) That it be agreed to review the performance of the markets under this new operation after 12 months.

**Reasons**

As set out in exempt minutes

### **Alternative options**

Option 1: To support the recommendations relating to the Markets

Option 2: To reject the recommendations relating to the Markets

Option 3: To ask officers to consider other possible ways forward

13

### **Whitelands Farm Sports Ground - Notification of an Urgent Decision Taken to Award an Operator Contract and Enter Into a Funding Agreement**

The Interim Chief Executive submitted an exempt report to consider the 'emergency' key decision he had taken in respect of the results of the procurement process for a leisure operator to manage the Whitelands Farm Sports Ground, and also the terms of the Funding Agreement with Bicester Town Council, which will enable the Council to undertake commitments as employer of the leisure operator under the management contract.

### **Resolved**

- (1) That the 16 May 2017 'emergency' key decision taken by the Interim Chief Executive to award a contract for the management of the Whitelands Farm Sports Ground under his delegated powers in order to meet tender award deadlines, ensuring full Whitelands Farm Sports Ground facility operation from 1 September 2017 be noted.
- (2) That responsibility be delegated to the Interim Chief Executive, in consultation with the Head of Law and Governance, the Chief Finance Officer, the Lead Member for Financial Management and the Deputy Leader, for negotiating and concluding a Funding Agreement between the Council and Bicester Town Council (BTC) on terms that address the financial implications of the operation of the new facilities including grounds maintenance and lifecycle funding.

### **Reasons**

As set out in the exempt minutes.

The Council has gained approval from BTC at its meeting on 15 May 2017 for both the operator Contract Award and the associated Funding Agreement.

Due to the tender timetable and requirement to ensure the facility will be fully operational for the start of the winter sporting season on 1 September 2017, an 'emergency' key decision was taken by the Interim Chief Executive and this report updates and informs the Executive accordingly.

### **Alternative options**

The option to delay the contract start date was considered, however this would significantly delay the pre-opening equipment fit out requirement preventing the facility being fully operational for the start of the winter sports season on 1

September 2017. With the construction project having been previously problematic and consequently delayed this was not considered a suitable solution.

The Preferred Bidder requires a minimum one month lead in time following contract commencement to ensure safe systems of operation are fully in place which requires a 1 August commencement date, to delay this would prevent the 1 September winter sports season commencement.

14 **Build! Programme Update**

The Commercial Director and Chief Finance Officer submitted a report to update the Executive on the latest status of the Build! Programme.

**Resolved**

- (1) That the latest programme and financial summary be noted.
- (2) As set out in the exempt minutes.
- (3) That the outputs of the Cherwell Community Build financial viability review be noted.
- (4) As set out in the exempt minutes.
- (5) As set out in the exempt minutes.
- (6) That the urgent actions taken by the Commercial Director regarding the approval of Old Place Yard and Hanwell Fields contracts for the delivery of supported housing units be noted.

**Reasons**

This report is to provide an update to the Executive on the work being carried out by the Build! team and monitored through the Build! Project Board.

The Build! programme has been running for a number of years and was set up to deliver certain types of housing unit that was identified as a need for the District and to provide a return on capital invested. This programme has to date delivered 156 residential units, provided regeneration opportunities in the two urban centres, promoted self/custom build and provided a revenue and capital return which can be reinvested in delivering other housing need/regeneration projects.

**Alternative options**

Option 1: Not to support the recommendations within this report would have implications for the delivery of the programme in terms of units and financial return.

15 **Strategic Property Acquisition in Banbury**

The Chief Finance Officer submitted a report to advise Executive on a strategic property acquisition in Banbury.

**Resolved**

- (1) That the report be noted.
- (2) As set out in the exempt minutes.
- (3) That the commissioning of external services including legal and cost consultants to carry out the next stage of due diligence process for this project be supported.
- (4) That delegated authority be given to the Chief Finance Officer in consultation with the Commercial Director and the Lead Member for Estates and the Economy to agree Heads of Terms for the acquisition as proposed in section 3.9 of the exempt report (exempt annex to the Minutes as set out in the Minute Book) and, subject to full council approving resolution (5) to complete the acquisition.
- (5) 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 7.15pm

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 19 June 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 Kieron Mallon, Lead Member for Public Protection and Community Services  
Councillor Richard Mould, Lead Member for Performance Management  
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 Maurice Billington, Ward Member for Kidlington East (for agenda item 4)  
Councillor Neil Prestidge, Ward Member for Kidlington East (for agenda item 4)  
Councillor Alan MacKenzie-Wintle, Ward Member for Kidlington West (for agenda item 4)  
Councillor Nigel Simpson, Ward Member for Kidlington West (for agenda item 4)

Apologies for absence: Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT

Officers: Scott Barnes, Director of Strategy and Commissioning  
Ian Davies, Interim Chief Executive and Head of Paid Service  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Natasha Clark, Interim Democratic and Elections Manager

### 16 **Declarations of Interest**

There were no declarations of interest.

17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Partial Review of the Cherwell Local Plan - Oxford's Unmet Housing Needs**

The Head of Strategic Planning and the Economy submitted a report to seek approval of a 'Proposed Submission Document' for the Partial Review of the adopted Cherwell Local Plan 2011-2031 for the purpose of inviting representations. The Document contained proposals for residential development to assist Oxford City Council in meeting its unmet housing needs and had been prepared to fulfil a commitment set out at paragraph B.95 of the adopted Local Plan.

At the discretion of the Chairman, Councillor Nigel Simpson, ward member for Kidlington West, Councillor Maurice Billington, ward member for Kidlington East and Councillor Alan Mackenzie-Wintle, ward member for Kidlington West, addressed Executive.

**Resolved**

- (1) That the Proposed Submission Document (annex to the Minutes as set out in the Minute Book) be approved for the purpose of inviting representations.
- (2) That the Head of Strategic Planning and the Economy be authorised to approve the final presentation of the Proposed Submission Document and to make any necessary minor amendments and corrections prior to formal publication.

**Reasons**

A Proposed Submission Document for the Partial Review of the Local Plan has been prepared in the interest of delivering Cherwell's share of the unmet housing needs of Oxford to 2031. The Proposed Submission Document is presented to Members for approval for the purpose of inviting representations.

The Plan's strategy has been prepared to meet objectives and a vision to specifically meet Oxford's needs in the Cherwell context. It seeks to meet Oxford's specific needs while achieving substantial benefit for Cherwell's communities.

It provides for development that will support the city's economy, universities and its local employment base and ensure that people have convenient, affordable and sustainable travel opportunities to the city's places of work and to its services and facilities. It prioritises the need for development to be well connected to Oxford, to be fully integrated with the County Council's sustainable transport policies, to be distinctive and for a consolidated approach to green infrastructure and for the achievement of net gains in biodiversity.

The Plan provides for 4,400 homes in addition to the existing Cherwell Local Plan requirement of 22,840 homes (2011-2031). It focuses development on a geographic area extending north from Oxford to south Kidlington, along the A44 corridor to Yarnton and Begbroke, and up to Woodstock in West Oxfordshire.

Officers consider the document to be a 'sound' Plan; one that is positively prepared, justified, effective and fully consistent with national policy.

An Equality Impact Assessment Screening concludes that a full Equality Impact Assessment is not required.

### **Alternative options**

#### **Option 1: Not to progress the Proposed Submission Document**

The Council has committed to undertaking the Partial Review of the Local Plan in para. B.95 of the adopted Plan. Not progressing the Partial Review would make it likely that Oxford's unmet needs would need to be met within Cherwell through the consideration of applications for planning permission for unplanned development elsewhere in the District. The total housing requirement for Cherwell's share of Oxford's unmet needs would remain untested on a statutory plan-making basis.

Officers consider that this option would not be in the best interests of the district

#### **Option 2: To reconsider the content of the Proposed Submission Document**

The Proposed Submission Document has been prepared having regard to statutory requirements, evidence and national planning policy and guidance. If Members do not agree with significant aspects of the Plan, officers would need to consider the planning reasons for any changes and the implications for the extensive evidence base including the Sustainability Appraisal. There would be a lengthy delay to the programme and an increase in risk of a redrafted Partial Review Plan not being found 'sound'.

### **19 Delivering Growth and Public Sector Reform**

The Chairman advised that this item had been withdrawn from the agenda.

### **20 Urgent Business - Stratfield Brake Sports Ground, Kidlington**

The Chairman advised that he had agreed to add one item of urgent business to the agenda relating to Stratfield Brake Sports Ground, Kidlington. The matter had arisen after publication of the agenda and if a decision were not made at this meeting, there would be a delay in addressing the matter which could be detrimental.

As the item was exempt, Members were also recommended to resolve to exclude the press and public on the grounds that if they were present, it was likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them and that in all of the

circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

21 **Exclusion of the Public and Press**

**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.

22 **Stratfield Brake Sports Ground, Kidlington**

The Interim Chief Executive submitted an exempt report to consider the award of an operating contract for Stratfield Brake Sports Ground and transitional financial support to Kidlington Parish Council and a number of urgency actions to progress in a timely manner.

This subject was considered by Kidlington Parish Council and Gosford and Water Eaton Parish Council only on 15 June and given the need to consider a contract award for commencement in September, the Leader of the Council has agreed that this report be submitted as a late and urgent item.

**Resolved**

- (1) That agreement be given to award the contract to tenderer 1 for the operation of Stratfield Brake Sports Ground on behalf of Kidlington Parish and Gosford and Water Eaton Parish Councils.
- (2) That the contract be let subject to the completion of a funding agreement with the local parishes for the costs arising.
- (3) That agreement be given to support in principle Kidlington Parish and Gosford and Water Eaton Parish Councils with transitional funding of up to £100,000 for 2017/18 only.
- (4) That the use of urgent action in consultation with the Council Vice-Chairman be supported in lieu of a recommendation to Council to approve the allocation of the extra budget needed for transitional support.
- (5) That the matter be reported to the July Full Council meeting for information.

**Reasons**

The operation of Stratfield Brake Sports Ground requires change. The most logical change is to a professionally run contracted operation which provides the opportunity to deliver wider community use. Whilst this will put operational finances on a firmer footing, it will increase the budgeted costs of the operation and result in a change of free use by clubs to them becoming hirers of the facility.

The competitive tender process has been completed and a contract award is necessary to retain the benefit of the process and commence from September 2017.

Transitional funding support will be required to assist the parishes and the sports clubs for the coming season given the financial effect and short period prior to implementation.

Due to the urgency of the matter agreement of the Chairman of Overview and Scrutiny Committee has been provided to include as an urgent item in the Forward Plan in light of this key decision not being part of the previously published Forward Plan and urgent action to approve the unallocated budget in lieu of a report to Council is recommended. This action would be taken in consultation with the Vice-Chairman of the Council as the Council Chairman is a member of both KPC and G&WEPC and therefore has a conflict of interest.

### **Alternative options**

Option 1: Continue as at present. This is not proposed due to the current inadequate building condition, health and safety and operational arrangements

Option 2: Parish Council direct management. This is not proposed due to the limited experience of Kidlington Parish Council and likely additional cost above that of a contracted operation.

The meeting ended at 7.35pm

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 3 July 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 Public Protection  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT  
Councillor Richard Mould, Lead Member for Performance Management  
Councillor D M Pickford, Lead Member for Clean and Green  
Councillor Lynn Pratt, Lead Member for Estates and the Economy

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

Apologies for absence: Councillor Kieron Mallon, Lead Member for Public Protection and Community Services

Officers: Ian Davies, Director of Operational Delivery  
Scott Barnes, Director of Strategy and Commissioning  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
James Doble, Interim Assistant Director Transformational Governance / Monitoring Officer  
Gary Owens, Strategic Housing Officer  
Natasha Clark, Interim Democratic and Elections Manager

23

### Declarations of Interest

#### **8. New Homes Bonus: Construction Apprenticeships and Skills.**

Councillor Barry Wood, Declaration, as he sits on the Apprenticeship Training Agency Board in a private capacity and has been formally approved to do so by CDC through a Lead Member decision and would leave the meeting for the duration of the item.

Councillor John Donaldson, Declaration, as Cherwell District Council's appointed representative on the Apprenticeship Training Agency Board and would leave the meeting for the duration of the item.

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

There were no petitions or requests to address the meeting.

25 **Urgent Business**

There were no items of urgent business.

26 **Minutes**

The minutes of the meeting held on meeting held on 6 June 2017 and the special meeting held on 19 June 2017 were agreed as correct records and signed by the Chairman.

27 **Chairman's Announcements**

There were no Chairman's announcements.

28 **Consultation and Engagement Strategy - Cherwell District Council**

The Director – Strategy and Commissioning submitted a report to provide an update on the joint Consultation and Engagement Strategy.

**Resolved**

- (1) That the changes following the benefits realisation review of the performance & insight team (now Strategic Intelligence & Insight Team ('SIIT')) be noted.
- (2) That the changes within the action plan for 2017/18 be noted.

**Reasons**

The council has undertaken regular consultations and engagement events since 2009 and the new strategy will build on this foundation. The strategy is supported by meaningful and relevant action plans to provide the detail for how this work will be carried out.

The 2017-18 action plan demonstrates how the council will continue to deliver consultations and public engagement and thereby support the stated equalities objectives over the coming year. Progress will be reported via the performance management framework on a quarterly basis. The equalities objectives are:

- Fair Access and Customer Satisfaction
- Tackling Inequality and Deprivation
- Building Strong and Cohesive Communities
- Positive Engagement and Understanding

- Demonstrating Our Commitment to Equality

### **Alternative options**

Option 1: To note the report

Option 2: To request additional information on items within this report

29

### **New Homes Bonus: Construction Apprenticeships and Skills**

The Head of Strategic Planning and the Economy submitted a report to seek £100,000 of New Homes Bonus grant to be made available to *The Apprenticeship & Training Company Ltd.* in order to fund the delivery of a number of construction apprenticeships and skills related objectives primarily during the 2017/ 2018 financial year. These objectives are being included within CDC's Economic Growth Strategy (2017-2020).

### **Resolved**

- (1) That the grant of £100,000 New Homes Bonus to *The Apprenticeship & Training Company Ltd* (the 'Company') and it be noted that this will be subject to the satisfactory completion of a funding agreement between the council and the Company to include a right for the council to nominate a representative to the Company's Board.
- (2) That authority be delegated to the Chief Finance Officer in consultation with the Lead Member for Financial Management, to agree future allocations of New Homes Bonus provided for in the budget in accordance with the principles previously set out by the Executive.
- (3) That with regard to New Homes Bonus allocations, authority be delegated to the Chief Finance Officer, in consultation with the relevant member of the Joint Management Team and Executive Lead Members (within whose area the proposed scheme falls e.g. for economic development schemes, this will be the Head of Strategic Planning and the Economy and the Lead Member for Estates and the Economy) to determine the schemes in accordance with council policy on which these allocated funds should be spent.

### **Reasons**

Increasing the number of new apprenticeships in England is a high profile Government objective. The Council supports this aspiration. The amount of new development taking place in the Council's district over the next 20 years or so, coupled with the evidenced shortage of construction skills provides both an incentive and opportunity to secure the provision of new construction related apprenticeships.

The Cherwell District Council Local Plan Part 1 as well as the Council's Economic Strategy contain strategic aspirations relating to the need to support an increase in skills and training within the Council's district. It is

intended that the activities set out in section 5 of this report will be reflected within CDC's Economic Growth Strategy (2017-2020).

The signals from informal discussions with developers to date are that they generally support the approach CDC is promoting, as a helpful initiative designed both to increase the number of local skilled construction operatives available to support the building industry, as well as promoting the construction trades generally as a valuable future career path for young people.

The setting up and operating of *The Apprenticeship and Training Company Ltd* to manage apprenticeships on behalf of developers and their contractors is a key element of delivering the apprenticeships and skills this area needs. However in order to be able to trade confidently over the first year of operation, the Company needs some financial support. It is in the Council's interest to provide such financial support given the long term outcomes that will arise from the Company's activities which will benefit the local economy and thus accord with the Council's economic objectives.

### **Alternative options**

Option 1: Not to agree the recommendations.

## **30 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.

## **31 Woodpiece Road, Arcott, Parking Option**

The Interim Chief Executive submitted an exempt report to provide an update on work which has taken place since the last report to the March 2017 Executive, together with providing options for members to consider on the next stage of this piece of work.

### **Resolved**

- (1) That the contents of the report be noted.
- (2) That the contents of the Stage 3 report be noted.
- (3) That proceeding on the basis of the Phase 1 Works programme detailed in the Stage 3 report be approved.

- (4) That Full Council be recommended to approve the creation of a revenue and capital budget necessary to carry out the Phase 1 works.
- (5) That delegated authority be granted to the Director for Operational Delivery to approve an appropriate model for the on-going maintenance arrangements associated with the Phase 1 Works.
- (6) That delegated authority be granted to the Director for Operational Delivery to approve appropriate eligibility criteria and administrative process for the "Drive Application Fund Grant".

## **Reasons**

The parking issue's at Woodpiece Road, Arncott have been ongoing for a number of years and has been a consistent theme with the Parish Council. It stems from the design of the estate and the increase in car usage per household, reflecting national trends. It is now at a stage where the on-street parking is causing significant disruption with access through the road by anything larger than a normal size vehicle. i.e. delivery vehicles or emergency vehicles.

Some private households have converted their front gardens into driveways, which has helped ease the issue, however many of those households have 2 or 3 cars and therefore do utilise parking on the pavements as well as their own drive.

The District Council has retained several pieces of land which are currently grassed areas but could be converted into parking bays, providing a net increase in parking spaces available to residents.

Council officers have worked with planners, highways, Sanctuary Housing, the Parish Council and local residents to develop options which point to the pieces of land which are most viable for converting into parking spaces and at the same time are supported by all the stakeholders named above.

The 3<sup>rd</sup> Stage Appraisal report highlights these site options and provides indicative costs to carry out the necessary works. It also breaks the works into two possible phases, the first being, to carry out works to Sites 3, 4 and 5, as these are deemed to be the most straight forward and widely supported sites for conversion. In order to arrive at a final cost estimate for the Phase 1 Works, there will need to be a tender exercise carried out, and thus although the works are likely to cost circa £35-40,000. Full Council would need to receive a recommendation to make that budget available.

Further discussions between the District Council and the Parish Council will need to take place over the on-going maintenance of the converted parking areas, should members agree to the recommendations. Due to the further work required on this, it is recommended that delegated authority be given to the Director of Operational -Delivery to approve a suitable solution to the on-going maintenance of the sites.

As part of the Phase 1 Works, a grant option for residents has also been recommended, which would allow residents to apply for a fixed grant amount

from the Council in order to cover the cost of the application to the County Council for permission to drop the highways curb which would be approximately £100 per application. Should members be minded to approve, it is recommended that the eligibility criteria and administration process of this grant be delegated to the Director of Operational Delivery to approve.

### **Alternative options**

Option 1: Do not carry out any of the recommendations made  
This will result in the parking issue at Woodpiece Road becoming an increasingly serious one, with reputational risk to the District Council

Option 2: Proceed with some of the recommendations made  
Although it would be possible to carry forward some of the recommendations, being able to proceed on a comprehensive basis via the approval of all recommendations, would allow for greater efficiencies to be made both in terms of time and cost to the Council.

The meeting ended at 6.55 pm

Chairman:

Date:

## COUNCIL

### RECORD OF LEAD MEMBER DECISIONS

#### SCHEDULE

*10 February 2017 to 7 July 2017*

<b>Area of Responsibility</b>	<b>Decision Subject Matter</b>
<b>Leader of the Council</b>	Appointment of additional representative to The Apprenticeship and Training Company Apprenticeship and Training Agency (ATA)
<b>Deputy Leader</b>	Recreation and Health Fees and Charges 2017-18
<b>Lead Member Public Protection</b>	CDC Support for Improved Facilities at The Mill Arts Centre, Banbury
<b>Lead Member for Public Protection</b>	CDC Support for Volunteer Driver Schemes and Voluntary Sector Development
<b>Lead Member for Clean &amp; Green</b>	Pest Control Fees and Charges

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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 25 January 2017 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)  
Councillor Ian Corkin (Vice-Chairman)

Councillor Hugo Brown  
Councillor Sean Gaul  
Councillor Nicholas Mawer  
Councillor Tom Wallis  
Councillor Sean Woodcock

Substitute Members: Councillor Mark Cherry (In place of Councillor Barry Richards)

Also Present: Councillor Ken Atack

Apologies for absence: Councillor Barry Richards

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer  
Ed Bailey, Corporate Performance Manager  
Richard Bacon PwC - Internal Audit  
Chris Dickens, Chief Internal Auditor, Internal Audit, PwC  
Ian Robinson - Principal Accountant  
Aaron Hetherington, Democratic and Elections Officer

#### **50 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.

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

There were no petitions or requests to address the meeting.

52 **Urgent Business**

There were no items of urgent business.

53 **Minutes**

The Minutes of the meeting of the Committee held on 6 December 2016 were agreed as a correct records and signed by the Chairman.

54 **Chairman's Announcements**

The Chairman advised the Committee that he had no announcements to make at this time but would make an announcement after the last agenda item.

55 **External Audit: Progress Report 2016/17**

The Chief Finance Officer submitted a report which provided members to receive Ernst Young's verbal progress report summarising their audit work to date.

**Resolved**

(1) That the contents of the 2016/17 progress report be noted.

56 **Internal Audit - Progress Report 2016/17**

The Chief Finance Officer submitted a report which presented to receive PWC's progress report summarising their internal audit work to date.

In response to Members' questions the Chief Finance Officer confirmed that the area of IT and Cyber security, would be discussed at the March meeting as part of the Risk Register report which was already on the work programme and that he would invite the IT Manager to the meeting.

**Resolved**

(1) That the contents of the 2016/17 progress report be noted.

57 **Draft Treasury Management Strategy 2017/18**

The Chief Finance Officer submitted a report to provide members information on the Treasury Management Strategy Statement for 2017/18.

**Resolved**

(1) That the contents of the report be noted.

- (2) That, having given due consideration, that the draft Treasury Management Strategy 2017/18 be endorsed.

58 **Work Programme**

The Committee considered its work programme for 2016/17.

**Resolved**

- (1) That the work programme be noted.

59 **Chairman's Announcements**

Councillor Kerford-Byrnes advised the Committee that following his appointment to the Executive he was standing down as Chairman of the Accounts, Audit and Risk Committee with immediate effect. A new Chairman would therefore be appointed at the next meeting of the Committee.

The meeting ended at 8.00 pm

Chairman:

Date:

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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 March 2017 at 6.30 pm

Present:

Councillor Ian Corkin (Vice-Chairman)

Councillor Hugo Brown  
Councillor Sean Gaul  
Councillor Mike Kerford-Byrnes  
Councillor Nicholas Mawer  
Councillor Barry Richards  
Councillor Tom Wallis  
Councillor Sean Woodcock

Also Present: Councillor Ken Atack  
Councillor Barry Wood

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer  
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer  
Aaron Hetherington, Democratic and Elections Officer  
Steve Bladen, Manager, Ernst Young (External Audit)  
Chris Dickens, Chief Internal Auditor, Internal Audit, PwC  
Tim Ridout, Assistant Director of Internal Audit

#### 60 **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.

#### 61 **Appointment of Chairman for the Remainder of the Municipal Year 2016/17**

##### **Resolved**

- (1) That Councillor Ian Corkin be appointed for the remainder of the Municipal year 2016/17.

(The Democratic and Elections Officer presided over the appointment of the Chairman. The Vice-Chairman having been appointed Chairman, it was

subsequently necessary to appoint a new Vice-Chairman for the remainder of the municipal year 2016/17)

- (2) That Councillor Hugo Brown be appointed Vice-Chairman for the remainder of the Municipal year 2016/17.

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

There were no petitions or requests to address the meeting.

63 **Urgent Business**

There were no items of urgent business.

64 **Minutes**

The Minutes of the meeting of the Committee held on 25 January 2017 were agreed as a correct record and signed by the Chairman.

65 **Chairman's Announcements**

There were no Chairman's announcements.

66 **External Audit: Certification of Claims 2015/16 and Annual Audit Plan 2016/17**

The Chief Finance Officer submitted a report to receive Ernst & Youngs LLP's report setting out the External Audit Plan for the financial year 2016/17 and their report on the certification of grant claims for 2015/16

**Resolved**

- (1) That the External Audit Plan for 2016/17 be noted.
- (2) That the Certification of Claims for 2015/16 be noted.

67 **Internal Audit - Progress Report 2016/17, Internal Audit Plan 2017/18 and Internal Audit Charter**

The Chief Finance Officer submitted a report which presented to receive PwC's progress summarising their internal audit work to date. The report also sought approval of the Strategic Internal Audit Plan 2017/18 to 2019/20, the Operational Internal Audit Plan for 2017/18 and the Internal Audit Charter.

**Resolved**

- (1) That the contents of the 2016/17 progress report from PwC be noted.

- (2) That the Strategic Internal Audit Plan for 2017/18 to 2019/20 be approved.
- (3) That the 2017/18 Operational Internal Audit Plan be approved.
- (4) That the Internal Audit Charter be approved.

68 **Quarter Three Risk Review 2016-17**

The Director of Strategy and Commissioning submitted a report to update the Committee on the management of Strategic, Corporate and Partnership risks during the third quarter of 2016/17.

**Resolved**

- (1) That, having given due consideration, the Full Strategic, Corporate and Partnership Risk Register for 2016/17 be noted.
- (2) That the risk exceptions highlighted and proposed actions be noted.

69 **Housing Benefit Subsidy**

The Chief Finance Officer submitted a report to provide members of the Accounts Audit and Risk Committee with an update on the recent Housing Benefit subsidy audit and the resulting actions that have been taken.

**Resolved**

- (1) That the contents of the report be noted.

70 **Q3 Treasury Management Report**

The Chief Finance Officer submitted a report to provide members information on treasury management performance and compliance with treasury management policy for 2016/17 as required by the Treasury Management Code of Practice.

**Resolved**

- (1) That the contents of the third quarter (Q3) Treasury Management Report be noted.

71 **Accounts Closedown Update**

The Chief Finance Officer provided a verbal update on the accounts closedown.

**Resolved**

- (1) That the Verbal update be noted.

72 **Work Programme**

The Committee considered its work programme for 2016/17.

**Resolved**

- (1) That the work programme be noted.

73 **Exclusion of Press and Public**

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 grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, 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.

74 **Appendix 1 - Q3 Cherwell TM report December 31st 2016**

**Resolved**

- (1) That the exempt appendix be noted.

The meeting ended at 8.20 pm

Chairman:

Date:

## **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 16 May 2017 at 7.48pm

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

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

#### **1 Appointment of Chairman for the Municipal Year 2017/2018**

##### **Resolved**

That Councillor Ian Corkin be appointed Chairman of the Accounts, Audit and Risk Committee for the municipal year 2017/2018.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2017/2018**

##### **Resolved**

That Councillor Hugo Brown be appointed Vice-Chairman of the Accounts, Audit and Risk Committee for the municipal year 2017/2018.

The meeting ended at 7.50 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 28 February 2017 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Ken Atack  
Councillor Hugo Brown  
Councillor Ian Corkin  
Councillor Alan MacKenzie-Wintle  
Councillor Andrew McHugh  
Councillor Sean Woodcock

Substitute Members: Councillor Barry Wood (In place of Councillor Tom Wallis)  
Councillor Timothy Hallchurch MBE (In place of Councillor Carmen Griffiths)

Apologies for absence: Councillor Douglas Webb  
Councillor David Anderson  
Councillor Carmen Griffiths  
Councillor Barry Richards  
Councillor Tom Wallis

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer  
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer  
Geni Hotchkiss, Business Support Unit Manager  
Richard Stirling, Corporate Procurement Manager  
Mandy Anderson, Financial Analyst  
Lesley Farrell, Democratic and Elections Officer  
Joel Bliss, Assistant Democratic and Elections Officer

#### **72 Declarations of Interest**

There were no declarations of interest.

#### **73 Minutes**

The minutes of the meeting of the Budget Planning Committee held on 17 January 2017 were agreed as a correct record and signed by the Chairman.

#### **74 Chairman's Announcements**

There were no Chairman's Announcements.

75 **Urgent Business**

The Chairman advised the Committee that he had agreed to add one item of urgent business to the agenda: The Business Rates Monitoring 2017. The item had been omitted from the agenda due to an administrative error and needed to be considered at this meeting as it was the last scheduled meeting of the Committee this municipal year.

76 **Business Rates Monitoring 2016-2017**

The Head of Strategic Planning and the Economy submitted a report which provided members of Budget Planning Committee with an update on the business rates position as at the end of Quarter 3 of the 2016-2017 financial year.

In response to members concerns regarding the new Rating List which had recently been published and would be applied from 1 April 2017, the Financial Analyst explained that the increase in the rateable value for Cherwell of 21.5% would be phased in over a three year period and that the large increases were due to rateable value being broadly connected to rents which are high in the Cherwell District.

The Business Support Manager stressed that there would be different levels of growth depending on the sector in question.

**Resolved**

- (1) That the report be noted.

77 **Solihull Partnership Steering Group**

The Lead Member for Estates and the Economy gave a verbal update from the Solihull Partnership Steering Group. There had been progress with a number of small projects being completed but two of the major projects had been problematic and would be delayed.

Members thanked the Lead Member for Estates and the Economy for attending the meeting and expressed their extreme disappointment that the relevant Officers were not also at the meeting the Lead Member was unable to answer a number of questions relating to the Solihull Partnership and other major capital projects. Members wanted to know details of the problems and what was being done to solve them; what work had been completed and what was still outstanding.

In response to Members' concerns that a pattern was emerging and the Solihull Partnership was not the only significant capital project failure, the Chief Finance Officer agreed to produce an improvement plan in order to establish better processes by which capital projects would be managed.

The Committee was advised that the revised contract was with the Solihull Partnership who had no fundamental disagreement with the terms that have been set out and the contract now just required signing.

The Chief Finance Officer confirmed that he advise the relevant Officers of the Committee's concerns. The Chief Finance Officer would also liaise with the Chairman regarding the possibility of a special meeting of the Committee to meet with the Solihull Partnership with a view to discussing and finding solutions to the current problems.

### **Resolved**

- (1) That the contents of the verbal update be noted.
- (2) That a full independent investigation with a root cause analysis of what went wrong and a service improvement plan be completed to ensure that the same mistakes are not made again.

78

### **Review of Procurement Strategy Progress**

The Chief Finance Officer submitted a report which summarised the Council's Procurement Strategy progress for quarter 3 of the financial year 2016/17.

In considering the report, Members requested that future reports include more narrative surrounding the less quantifiable elements of the report. Members stressed that Procurement was about regulation management and governance as much as savings so would not force reports to be purely numeric-based.

Members commented that a refinement of procurement practice could in future prevent episodes such as the difficulties being endured with the Solihull Partnership.

### **Resolved**

- (1) That the progress made in implementing the Council's Procurement Strategy during Q3 2016-17 be noted.

79

### **Business Rates Incentives Scheme**

The Head of Strategic Planning and the Economy submitted a report which sought consideration of the proposed Business Rates Incentives Scheme which detailed proposals for awarding business rates incentives to bring back into use empty properties and sustain the vitality and diversity of Banbury and Bicester town centres.

Some members of the committee raised concerns at the lack of flexibility in the scheme and that some smaller businesses might be disadvantaged if they fell under the threshold. Members were assured that the thresholds would be looked at further so that they would not be abused or that they would confer

an unfair advantage to those businesses that fell between the £12,000 - £15,000 brackets.

Members recommended that Kidlington be included in the scheme so that businesses there could also benefit from the pilot. Members also requested that a list of the Rateable Values be produced for the shops that were in the high streets of Banbury, Bicester and Kidlington.

In response to Members' questions, the Chief Finance Officer confirmed that the scheme could be expanded or retracted depending upon its success and the cost implications that its expansion would bring about.

### **Resolved**

- (1) That the contents of the report be noted.
- (2) That the following amendments to the proposed Business Rates Incentives Scheme be recommended to Executive:
  - That the scheme be more flexible to avoid lower rateable value properties being disadvantaged.
  - That the scheme be expanded to include Kidlington and the cap be increased to reflect the inclusion.
  - That conditions be included to avoid misuse of the scheme.
  - That pound shops be included.
  - That there be minor amendments to the inclusion maps.
- (3) That subject to the amendments in resolution (2) above, the Business Rates Incentive Scheme be recommended to Executive for approval.

80

### **Quarter 3 2016-17 - Revenue and Capital Budget Monitoring Report**

The Chief Finance Officer submitted a report on Cherwell's Revenue and Capital Budget Monitoring position for Q3.

The Committee was advised that the costs incurred through the hiring of agency staff had been managed, with more permanent members of staff being brought in and departmental restructures being finalised.

Members requested that a comparison between original budget figures to be compared to the final budget outturn and a percentage over/underspend be displayed as well as a raw figure to show better context.

In response to members concerns regarding overspend within Regeneration and Housing and slippage in capital projects, the Chief Finance Officer agreed to bring more information to the next meeting of the Budget Planning Committee.

**Resolved**

- (1) That having reviewed the projected revenue and capital position it be noted and no comments forwarded to Executive
- (2) That having reviewed the reserves the current position be noted and no comments forwarded to Executive.

81

**Review of Committee Work Plan**

Members requested that a Special meeting of the Budget Planning Committee be arranged to resolve the issues surrounding the Solihull Partnership and discuss budgetary issues within Regeneration and Housing.

**Resolved**

- (1) That the Solihull Partnership be discussed at a special meeting of the Budget Planning Committee.
- (2) That Housing and Regeneration's budgetary issues be brought to a special meeting of the Budget Planning Committee.

The meeting ended at 8.30 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 6 April 2017 at 6.30 pm

Present: Councillor Douglas Webb (Vice-Chairman, in the Chair)

Councillor David Anderson  
Councillor Ken Atack  
Councillor Ian Corkin  
Councillor Carmen Griffiths  
Councillor Alan MacKenzie-Wintle  
Councillor Andrew McHugh  
Councillor Barry Richards  
Councillor Sean Woodcock

Also Present: Linda Wilson, Head of Corporate Services, Solihull Metropolitan Borough Council, for item 6  
Samantha Gilbert, Assistant Director of Finance, Solihull Metropolitan Borough Council, for item 6

Apologies for absence: Councillor Nicholas Mawer  
Councillor Hugo Brown  
Councillor Tom Wallis

Officers: Karen Curtin, Commercial Director  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Louisa Butters, Property and Facilities Manager  
Sanjay Sharma, Interim Head of Finance / Deputy Section 151 Officer  
Lesley Farrell, Democratic and Elections Officer  
Joel Bliss, Assistant Democratic and Elections Officer

#### **82 Declarations of Interest**

There were no declarations of interest.

#### **83 Urgent Business**

There was no urgent business.

#### **84 Chairman's Announcements**

There were no Chairman's announcements.

85 **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 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.”

86 **Solihull Partnership Presentation**

The Head of Corporate Property Services and the Assistant Director of Finance, Solihull Metropolitan Borough Council, gave a verbal update on the Solihull Partnership.

The Commercial Director for Cherwell District Council (CDC) and the Solihull Metropolitan Borough Council (SMBC) Head of Corporate Property Services acknowledged that errors had been made at both SMBC and CDC but the project was now running smoothly due to recent effort from both SMBC and CDC. The early stages of the project had been hindered by high staff turnover in key positions and a lack of clarity over roles and responsibilities.

The Commercial Director clarified that the roles and responsibilities of both CDC and SMBC had been defined, that the contract was now in place and that permanent staff had filled the key positions that had previously been vacant or only filled on a temporary basis.

**Resolved**

(1) That the verbal update be noted.

(The Head of Corporate Property Services and the Assistant Director of Finance, Solihull Metropolitan Borough Council, left the meeting at the conclusion of this item).

87 **Solihull Partnership**

The Commercial Director gave a verbal update on the Solihull Partnership.

In response to Members' questions, the Commercial Director informed the Committee that more resources had been put into the project. It was acknowledged that the scope of the initial project had been too ambitious and was now more realistic.

The Committee was advised that the Properties and Facilities Manager and her team were now all in post and would provide the continuity that had been

lacking in personnel between Cherwell District Council and Solihull Metropolitan Borough Council.

Members requested that they continue to receive regular updates on the progress of capital projects held by the Solihull Partnership.

**Resolved**

- (1) That the verbal update be noted.

88 **Re-admittance of Press and Public**

**Resolved**

That the press and public be readmitted.

89 **Quarter 3 2016-17 - Update to Revenue and Capital Budget Monitoring Report**

The Chief Finance Officer submitted a report which provided an update on queries raised by Members regarding overspend within Regeneration and Housing and slippage in capital projects at their 28 February meeting when the Committee had considered a report on the Council's Revenue and Capital position for the first nine months of the financial year 2016-17 and projections for the full year.

In response to Members' questions, the Chief Finance Officer explained that the unanticipated closure of British Home Stores at Castle Quay and the costly nature of agency staffing had been responsible for some of the slippages.

Members were assured that the number of agency staff was reducing as the Property and Investment Services Team was now fully established with permanent staff members.

The Committee was advised that town centre initiatives were being discussed and it was believed that Castle Quay phase II would improve the town centre's prospects.

**Resolved**

- (1) That the additional information to the projected revenue and capital position at the end of December 2016 relating to significant revenue variances and slippages against the capital programme on the projected revenue and capital position be noted and no comments be referred to Executive.

Budget Planning Committee - 6 April 2017

The meeting ended at 20:00

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 16 May 2017 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

Apologies for absence: Councillor David Anderson

#### **1 Appointment of Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2017-2018.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Douglas Webb be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2017-2018.

The meeting ended at 7.55 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 16 May 2017 at 7.56 pm

Present: Councillor Douglas Webb (Chairman)  
Councillor Bryn Williams (Vice-Chairman)

Councillor Hannah Banfield  
Councillor Colin Clarke  
Councillor Surinder Dhesi  
Councillor Tony Ilott  
Councillor Alastair Milne-Home  
Councillor D M Pickford  
Councillor G A Reynolds  
Councillor Nigel Simpson  
Councillor Jason Slaymaker

Apologies for  
absence: Councillor Nick Cotter

#### **1 Appointment of Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Douglas Webb be appointed Chairman of the Licensing Committee for the Municipal Year 2017-2018.

#### **2 Appointment of Chairman for the Vice-Municipal Year 2017-2018**

##### **Resolved**

That Councillor Bryn Williams be appointed Vice-Chairman of the Licensing Committee for the Municipal Year 2017-2018.

The meeting ended at 7.58 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 21 February 2017 at 6.45 pm

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

Councillor Chris Heath  
Councillor Claire Bell  
Councillor Hugo Brown  
Councillor Mark Cherry  
Councillor Andrew McHugh  
Councillor Jason Slaymaker  
Councillor Bryn Williams

Also Present: Councillor Barry Wood – Leader of the Council

Apologies for absence: Councillor David Anderson  
Councillor Mike Bishop  
Councillor Sandra Rhodes

Officers: Scott Barnes, Director of Strategy and Commissioning  
Lesley Farrell, Democratic and Elections Officer  
Emma Faulkner, Democratic and Elections Officer

#### **35 Declarations of Interest**

There were no declarations of interest.

#### **36 Urgent Business**

There were no items of urgent business.

#### **37 Minutes**

The Minutes of the meeting of the Committee held on 10 January 2017 were confirmed as a correct record and signed by the Chairman.

#### **38 Chairman's Announcements**

There were no Chairman's announcements.

39

### **Quarter Three Performance Update**

The Committee considered a report from the Director – Strategy and Commissioning which detailed the Council’s performance during Quarter three of 2016-2017.

With regard to indicator 3.2.2a, average time taken to process new Housing Benefit claims, the Committee asked if there was a penalty clause included in the contract as the process was sub-contracted to Capita. The Director agreed to find out and circulate a response after the meeting.

In connection with indicator 3.4.1, support CPN with financial, clinical and technological changes in health and social care sector, the Committee requested further information on the support being provided.

With regard to indicators 3.5.1 a and b, number of visits/usage of District Leisure Centres and other leisure facilities, the Committee asked if it would be possible to find out information relating to the number of memberships as well as number of individual visits to the sites.

### **Resolved**

- (1) That the exceptions highlighted and the proposed actions be noted
- (2) That no performance related matters be referred to Executive

40

### **Lead Member Attendance - Councillor Barry Wood**

The Chairman welcomed Councillor Barry Wood, Leader of the Council, to the meeting, to give an overview of the role of Leader as well as a general update regarding current work.

Councillor Wood explained that the role of Leader meant that he had to monitor performance of the Council as a whole, by way of meeting performance targets and pledges and ensuring the Council had sufficient resource to do so. The day-to-day work was the responsibility of officers, with Councillor Wood relaying any overriding messages or concerns on behalf of the Members.

Policy development was another area of work that Councillor Wood was involved in, which required looking ahead and anticipating what might be needed. The Leader explained that one such example was the change in business rate levels coming into effect later this year, which could mean a new policy for small and medium businesses.

As well as day-to-day issues around performance, Councillor Wood explained that he also had overall responsibility for the personnel at the Council. There were currently a high number of agency and temporary workers in departments across the Council, but it was necessary to ensure that posts were filled and work was completed.

With regards to current work, Councillor Wood explained that the downgrading of services at the Horton Hospital and the 'One Oxfordshire' proposals from Oxfordshire County Council were the two main issues the Council were heavily involved in, and would be the focus for the immediate future.

In response to the 'One Oxfordshire' proposals, the Committee thanked Councillor Wood for his proactive response to the campaign, as residents had been asking about the Cherwell stance on the issue.

The Committee thanked Councillor Wood for the overview.

### **Resolved**

- (1) That the overview be noted

41

### **Work Programme 2016/2017**

The Committee considered the work programme for the remainder of the 2016-2017 year.

With regards to the Youth Engagement 2017 review, the Committee approved the draft scoping document.

In connection with the Mobile Signal review, officers updated the Committee on work being undertaken by the British Infrastructure Group (BIG) into the same subject. The 'Mobile coverage: a good call for Britain?' group had been set up in 2016, following a government decision to pursue a £5 billion investment agreement with mobile network operators in 2014.

The Committee felt that it was important for the initial research on the review to continue, in order to assist the work of the BIG. It was suggested that the second bullet in the 'purpose of review' section of the scoping document be amended to read 'To present our findings to Ofcom and Department for Culture, Media and Sport to inform their priorities on tackling identified black spots in the Cherwell area in the context of the £5bn agreement between the Government and the National Mobile Operator's to provide mobile voice coverage to 90% of the British Geographic Area'.

With regard to the Executive work programme, the Committee expressed an interest in the items relating to the Air Quality Action Plan, Car Park Service Improvements, Empty Homes Project, Sports Centres and Playing Pitch Strategy. Officers agreed to speak to relevant officers to find out more information.

Officers reported that, due to the close of nominations for the County Council elections, it would be necessary to change the date of the next meeting. The Committee agreed to change the date to Tuesday 28 March 2017, subject to there not being a clash with other meetings.

**Resolved**

- (1) That the draft work programme be noted
- (2) That the Youth Engagement 2017 scoping document be approved
- (3) That, subject to the second 'purpose of review' bullet being amended to read 'To present our findings to Ofcom and Department for Culture, Media and Sport to inform their priorities on tackling identified black spots in the Cherwell area in the context of the £5bn agreement between the Government and the National Mobile Operator's to provide mobile voice coverage to 90% of the British Geographic Area', the scoping document be approved
- (4) That the date of the next meeting of the Committee be changed from Tuesday 4 April to Tuesday 28 March 2017

The meeting ended at 8.30 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 27 March 2017 at 6.45 pm

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

Councillor Chris Heath  
Councillor Mike Bishop  
Councillor Mark Cherry  
Councillor Bryn Williams

Also Present: Councillor Barry Wood, Leader of the Council  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Illott, Lead Member for Public Protection

Apologies for absence: Councillor David Anderson  
Councillor Claire Bell  
Councillor Hugo Brown  
Councillor Andrew McHugh  
Councillor Sandra Rhodes  
Councillor Jason Slaymaker

Officers: Ian Davies, Director of Operational Delivery / Head of Paid Service  
Trevor Dixon, Team Leader - Environmental Protection  
Sean Gregory, Environmental Protection Officer  
Fiona Todd, Empty Property Officer  
Emma Faulkner, Democratic and Elections Officer

#### 42 **Declarations of Interest**

There were no declarations of interest.

#### 43 **Urgent Business**

There were no items of urgent business.

#### 44 **Minutes**

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

45 **Chairman's Announcements**

There were no Chairman's Announcements.

46 **Air Quality Action Plan**

The Committee considered a report from the Public Protection Manager which detailed the Air Quality Action Plan (AQAP) being submitted to Executive.

The Environmental Protection Manager advised the Committee that there was a statutory duty for the Council to produce an AQAP in areas where levels of Nitrogen Dioxide exceeded specified levels. Four areas in the district had been identified as requiring an AQAP, Hennef Way and Horsefair/North Bar in Banbury; Bicester Road in Kidlington; and Kings End/Queens Avenue in Bicester.

Officers explained that the AQAP would be a living document, and would be reviewed, assessed and updated each year as required.

In response to questions from the Committee, the Environmental Protection Officer advised that the AQAP listed actions that could be taken to improve Air Quality in the highlighted areas, and that in some cases they required joint working between a number of partners.

**Resolved**

- (1) That the recommendations to Executive on the Air Quality Action Plan be noted and endorsed.

47 **Lead Member Attendance - Councillor John Donaldson**

The Chairman welcomed Councillor John Donaldson, Lead Member for Housing, to the meeting, to give an overview on the role and responsibilities of the portfolio.

Councillor Donaldson explained that the portfolio consisted of several teams with different responsibilities – Housing Needs, Investment and Growth, Build! and Private Sector Housing.

Councillor Donaldson gave further details of the work being undertaken by each of the teams.

With regard to the Empty Homes Project, the Empty Property Officer advised that there were currently 37 active cases, and it was hoped that a third of those would be brought back into use in the next 12 months.

In response to questions from the Committee, Councillor Donaldson advised that the Council now had direct responsibility for a small number of homes under the Build! programme, but all other stock was maintained by Housing Associations.

The Committee thanked Councillor Donaldson for the overview.

**Resolved**

- (1) That the overview be noted

48 **Overview and Scrutiny Annual Report 2016/17**

The Committee considered a draft of the Overview and Scrutiny Annual report for 2016/17.

**Resolved**

- (1) That the draft Overview and Scrutiny Committee Annual report 2016/17 be noted
- (2) That authority be delegated to the Head of Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report prior to its submission to Council

49 **Committee Work Programme**

The Committee considered a report of the Head of Law and Governance regarding the indicative work programme for 2017/18.

Officers advised the Committee that performance monitoring information would be submitted at the end of each quarter.

**Resolved**

- (1) That the work programme update be noted and no items from the Executive Work Programme or other items for review be added at this time.
- (2) That the invitations to Executive Lead Members be continued into the 2017/2018 Municipal Year

50 **Improvements to the Council's Car Parking Service**

The Committee considered a report from the Director of Operational Delivery which detailed proposed improvements to the Council's car parking service.

The Director advised that the report was due to be considered by the Executive at its meeting on 3 April, and any comments from the Committee would be reported.

The Director explained that the invitation to tender had been carried out using a competitive dialogue process. This allowed both the Council and any prospective bidders to discuss various aspects of the tender invitation, which

proved useful with regards to the technical aspects and varied ways in which technology could be used for parking services.

In response to questions from the Committee, the Director confirmed that it was the intention for the two recently introduced parking promotions, relating to Small Business Saturday (December) and Free after Three (January) to continue.

**Resolved**

- (1) That the recommendations to Executive be endorsed

51 **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 grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraphs 3 and 5 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.

52 **Improvements to the Council's Car Parking Service - Exempt Appendix**

The Committee considered the exempt report and appendices from the Director of Operational Delivery.

The Director answered detailed questions from the Committee.

**Resolved**

- (1) That the exempt appendices be noted

The meeting ended at 8.50 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 16 May 2017 at 7.33 pm

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

Councillor Claire Bell  
Councillor Mike Bishop  
Councillor Mark Cherry  
Councillor Chris Heath  
Councillor Sean Gaul  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Jason Slaymaker

Apologies for absence: Councillor David Anderson  
Councillor Timothy Hallchurch MBE

#### **1 Appointment of Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Neil Prestidge be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2017-18

#### **2 Appointment of Vice-Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Jolanta Lis be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2017-18

The meeting ended at 7.34 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 25 May 2017 at 6.45 pm

Present: Councillor Jolanta Lis (Vice-Chairman, in the Chair)

Councillor Claire Bell  
Councillor Mike Bishop  
Councillor Mark Cherry  
Councillor Chris Heath  
Councillor David Hughes

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

Apologies for absence: Councillor Neil Prestidge  
Councillor David Anderson  
Councillor Sean Gaul  
Councillor Timothy Hallchurch MBE  
Councillor Andrew McHugh  
Councillor Jason Slaymaker

Officers: Scott Barnes, Director of Strategy and Commissioning  
Lesley Farrell, Democratic and Elections Officer

#### **3 Declarations of Interest**

Performance Report 2016-2017 End of Year Report

Councillor David Hughes, declaration, as a CDC appointed Non-Executive Director of Graven Hill Holding Company should any discussion on Graven Hill occur during this item.

#### **4 Urgent Business**

There were no items of urgent business.

#### **5 Minutes**

The Minutes of the meetings of the Committee held on 27 March 2017 and 16 May 2017 were confirmed as correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's announcements.

7 **Performance Report 2016-2017 End of Year**

The Director for Strategy and Commissioning submitted a report which provided information relating to Performance for the Period 1 January to 31 March 2017.

**Resolved**

- (1) That it be noted that despite a challenging economic environment and on-going policy and organisation change, Cherwell District Council had met or made satisfactory progress on 78% of all performance targets outlined in its performance management framework as detailed in paragraph 3.2, in delivering the Corporate Priorities of the Council.

8 **Work Programme**

The Committee considered the Work Programme for the municipal year 2017/2018.

Members reviewed the working groups started during the previous Municipal year and agreed that Youth Engagement remained a worthwhile area for scrutiny. In the course of the discussion, new Members expressed an interest in joining the working group and further ideas for youth engagement were forthcoming.

The Committee also considered the A361 working group. As some members of this working group had now left the committee a request was made for new members. It was requested that an expression of interest be sent to all members of the committee.

Members considered the Mobile Phone signal working group. As the majority of the working group members were not in attendance, it was agreed that they should be consulted before a decision was made on the future of this working group.

The Committee discussed other possible topics for scrutiny: Safeguarding; Joint Use Agreement of Sports Facilities; Children's Centres; Anti-Social behaviour; Car Park Strategy and Emergency Protocol. It was requested that relevant officers be invited to future meetings of the committee to provide an update on these areas before a decision regarding potential scrutiny be made.

With regards to attendance by members of the Executive, the Leader of the Council and the Lead Member for Housing had addressed the committee during 2016/2017, Members agreed that they would like to invite the Lead Member for Planning and the Lead Member for Public Protection and Community Services to attend the Committee.

**Resolved**

- (1) That the reviews started during the previous Municipal Year be continued.
- (2) That no items on the Executive Work Programme be identified to be part of the Overview and Scrutiny Committee Indicative Work Programme for 2017/18 at this time.
- (3) That having given consideration to future topics for scrutiny, none be identified to produce scoping documents at this time.

The meeting ended at 8.00 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 May 2017 at 19.59 pm

Present: Councillor Maurice Billington (Chairman)  
Councillor Barry Wood (Vice-Chairman)

Councillor Ken Atack  
Councillor Andrew Beere  
Councillor Jolanta Lis  
Councillor G A Reynolds  
Councillor Dan Sames  
Councillor Nigel Simpson  
Councillor Jason Slaymaker  
Councillor Nicholas Turner  
Councillor Bryn Williams

#### **1 Appointment of Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Maurice Billington be appointed Chairman of the Personnel Committee for the Municipal Year 2017-2018.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2017-2018**

##### **Resolved**

That Councillor Barry Wood be appointed Vice-Chairman of the Personnel Committee for the Municipal Year 2017-2018.

The meeting ended at 8.01 pm

Chairman:

Date:

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**Cherwell District Council**

**The Standards Committee**

Minutes of a meeting of the The Standards Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 May 2017 at 7.39 pm

Present:

Councillor James Macnamara (Vice-Chairman)

Councillor Andrew Beere

Councillor Colin Clarke

Councillor Simon Holland

Councillor Nigel Morris

Councillor Les Sibley

Councillor Bryn Williams

Apologies  
for  
absence:

Councillor Timothy Hallchurch MBE

**1 Appointment of Chairman for Municipal Year 2017-2018**

**Resolved**

That Councillor Timothy Hallchurch be appointed Chairman of the Standards Committee for the Municipal Year 2017-2018.

**2 Appointment of Vice-Chairman for Municipal Year 2017-2018**

**Resolved**

That Councillor James Macnamara be appointed Vice-Chairman of the Standards Committee for the Municipal Year 2017-2018.

The meeting ended at 7.41 pm

Chairman:

Date:

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