

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION

Council

18 December 2017

Agenda Item Number	Page	Title
7.	Pages 1 - 44	Council Minute Book

If you need any further information about the meeting please contact Natasha Clark, Democratic and Elections natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

This page is intentionally left blank



Council Minute Book

Monday 18 December 2017

Contents

Executive

1. Minutes of meeting Monday 2 October 2017 of Executive (Pages 1 - 8)
2. Minutes of meeting Monday 6 November 2017 of Executive (Pages 9 - 16)
3. Minutes of meeting Monday 4 December 2017 of Executive (Pages 17 - 24)
- Executive Lead Member Decisions (Pages 25 – 26)

Budget Planning Committee

4. Minutes of meeting Tuesday 31 October 2017 of Budget Planning Committee (Pages 27 - 30)
5. Minutes of meeting Tuesday 28 November 2017 of Budget Planning Committee (Pages 31 - 34)

Overview and Scrutiny Committee

6. Minutes of meeting Tuesday 10 October 2017 of Overview and Scrutiny Committee (Pages 35 - 38)
7. Minutes of meeting Tuesday 21 November 2017 of Overview and Scrutiny Committee (Pages 39 - 42)

This page is intentionally left blank

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 2 October 2017 at 6.30 pm

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

Councillor Colin Clarke, Lead Member for Planning
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT
Councillor Richard Mould, Lead Member for Performance
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Maurice Billington, Ward Member for Kidlington East, for agenda item 9

Apologies for absence: Councillor Kieron Mallon, Lead Member for Public Protection and Community Services
Councillor D M Pickford, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive
Scott Barnes, Director of Strategy and Commissioning
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Adrian Colwell, Head of Strategic Planning and the Economy
James Doble, Interim Assistant Director Transformational Governance / Monitoring Officer
Natasha Clark, Interim Democratic and Elections Manager

52 Declarations of Interest

There were no declarations of interest.

53 Petitions and Requests to Address the Meeting

There were no petitions. The Chairman advised that he had agreed to a request from Councillor Maurice Billington, ward member for Kidlington East, to address the meeting in relation to agenda item 9: Loan for a Replacement

Kidlington Girl Guides Building. Councillor Billington would be called upon to speak at the agenda item.

54 **Urgent Business**

There were no items of urgent business.

55 **Minutes**

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

56 **Chairman's Announcements**

There were no Chairman's announcements.

57 **Formal Notification of Banbury Business Improvement District (BID) Business Plan and Related Decisions**

The Head of Strategic Planning and the Economy submitted a report to provide an update on progress to establish the creation of Banbury Business Improvement District (BID) and to delegate authority to the Director – Strategy and Commissioning to cast a positive vote in favour of creating a BID for Banbury in the ballot in relation to the Council's eligible property (hereditaments)

The report also sought the endorsement of the Executive for a recommendation to Council to approve, subject to a positive ballot, the council subsidising part of the annual costs of collecting the Levy on behalf of the BID within a budget ceiling for a maximum five year period, to provide a bridging loan to the BID to support its establishment and for repayment within a three year period .

Resolved

- (1) That authority be delegated to the Director – Strategy & Commissioning to vote in favour of the BID at the Ballot on behalf of all Council-owned hereditaments.
- (2) That, subject to a positive 'yes' ballot of businesses and approval of budgets by Full Council, authority be delegated to the Chief Finance Officer in consultation with the relevant Lead Member to meet the actual one-off capital cost, estimated to be £20,000 to create the necessary collection system.
- (3) That, subject to a positive 'yes' ballot of businesses and approval of budgets by Full Council, authority be delegated to the Chief Finance Officer in consultation with the relevant Lead Member to subsidise a

proportion of the annual revenue costs to collect the BID levy for a maximum period of five years of £9,000 a year.

- (4) That, subject to a positive 'yes' ballot of businesses and approval of budgets by Full Council, authority be delegated to the Chief Finance Officer in consultation with the relevant Lead Member to provide a bridging loan of up to £50,000 to the Banbury BID to cover the set-up, operational and project costs in its start-up phase to be entirely repaid to the Council within three years. The loan would be subject to an appropriate legal agreement being entered into to govern the drawdown loan facility and all financial requirements being satisfied.

Reasons

The BID proposal for Banbury has progressed to timetable and has published its five year business plan as a basis for a ballot to be held on 14 November 2017.

Subject to a positive 'yes' vote, the BID will become operational from April 2018. Following the recommendations set out in the report, the Council will prepare its systems to collect the Levy and work with the BID to establish itself to contribute to the mutual objective of adding economic 'vitality' to central Banbury.

The recommendations of the report concern the amount of financial support to provide in the forms of a loan and annual subsidy. The recommendations also seek delegation of decisions within previously approved budgets and approval for officers to cast a positive 'yes' vote on behalf of the Council to support the establishment of the Banbury BID for each of its hereditaments with the BID area.

Alternative options

Alternative Options:

- To reduce or remove financial support in providing the bridging loan and/or subsidising the levy collection.
- To vote against the creation of a BID in the ballot via the Council's 15 eligible hereditaments

The above options are not recommended because:

- The development of the Banbury BID and its draft business plan reflect the support and guidance provided by Cherwell District Council to date.
- The establishment of the Banbury BID and the implementation of the business plan have been designed to strengthen the 'economic vitality' of the town centre.
- The draft business plan is sensitive to the costs of levy collection and aims to be set at the level set in other BIDs to reduce the risk of a 'no' vote.
- Without the proposed bridging loan the BID would be delayed in its creation and therefore in its delivery of action to strengthen the 'economic vitality' of the town centre.

- It would forgo the opportunity to support a project that has been led by the businesses of Banbury which has the potential to draw additional resources to actions to promote the town to the benefit of the town and its business community.

58

Results of the Residents' Satisfaction Survey 2017

The Director – Strategy and Commissioning submitted a report which provided a summary of the key messages from the Annual Residents' Satisfaction Survey which was undertaken between 8 May and 16 June 2017. The report also outlined recommended actions to further develop the Annual Residents' Satisfaction Survey as an integral part of CDC's consultation with residents.

Resolved

- (1) That the contents of the report and appendices be noted.
- (2) That the appropriate results be used as part of the annual Business Planning objectives and targets setting for 2018/19.
- (3) That it be agreed that the 2017 results be used for future target setting and benchmarking.

Reasons

The annual residents' satisfaction survey is a core method of getting feedback from our residents. By reviewing the question base to align it with key service requirements for customer opinion and also the aims and priorities of the Corporate Business Plan, the Council will improve the quality of information received and the decisions that are made based on feedback and satisfaction data. A more concise survey may also improve response rates.

The service specific deep dives, coordinated by the Strategic Insight and Intelligence team, will enrich the council with more detailed customer feedback and insight enabling evidence-based decision making within the business planning process.

Alternative options

Not linking into the approved Consultation strategy and not following the actions would result in less information/feedback about our customers.

The improved respondent base has illustrated improvement in some areas and areas that require further delving into which is part of the Strategic Insight and Intelligence team remit. Reverting to a more select group of respondents could potentially mask issues.

59

Loan for a Replacement Kidlington Girl Guides Building

The Director of Operational Delivery submitted a report to consider a loan to Kidlington Girl Guides to enable them to replace their current old and poor quality building.

Councillor Billington, local ward member for Kidlington East, addressed the Executive and thanked the Executive for their consideration and support of this matter on behalf of Kidlington Girl Guides.

Resolved

- (1) That, subject to the approval of budgets by Full Council, a low interest loan of up to £100,000 to Kidlington Girl Guides for a replacement guide building be approved.

Reasons

The Council does not have a grant scheme or budget which it can apply in these circumstances and therefore a loan is an appropriate means of funding consideration. Officers have adopted a number of criteria to apply in such circumstances which have been met by the Kidlington Girl Guides and hence it is recommended that a loan of up to £100,000 be offered to allow them to complete their new building.

Alternative options

Option 1: To offer a grant to KGG instead of the requested loan. This is not proposed as the Council does not have a grant scheme for this initiative.

Option 2: To offer only the £80k loan requested. This is not proposed as officers feel that the project does not have sufficient construction contingency.

60 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.

61 The Hill Youth and Community Centre

The Chief Finance Officer submitted an exempt report which provided an update on The Hill Youth and Community Centre.

Resolved

- (1) That the contents of the report and the financial implications for the Council be noted.
- (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

62

Budget Strategy 2018/19 and Beyond

The Chief Executive submitted an exempt report to inform Executive of the service and financial planning process for 2018/19, the 2018/19 budget strategy and the budget guidelines for service managers to enable the production of the 2018/19 budget.

Resolved

- (1) That the contents of the report be noted.
- (2) That the overall 2018/19 budget strategy and service and financial planning process be agreed.
- (3) That, having given due consideration, the proposed budget guidelines and timetable for the 2018/19 budget process (exempt annexes to the Minutes as set out in the Minute Book) be agreed.

Reasons

The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2018/19. These guidelines should support the objectives contained in the Council's Business Plan, Service Plans and enable an update to the medium term revenue plan.

The focus of the budget process has always been the forthcoming financial year, with subsequent years covered in less detail in the Medium Term Financial Plan.

Alternative options

Option 1: To disagree with the recommendations. This option has been rejected as it will lead to a delay in the formulation of a detailed budget for 2018/19.

Chairman:

Date:

This page is intentionally left blank

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 November 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 Tony Ilott, Lead Member for Financial Management
Councillor Richard Mould, Lead Member for Performance Management
Councillor D M Pickford, Lead Member for Housing
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Also Present: Councillor Barry Richards, representing the Labour Group
Councillor Jolanta Lis

Apologies for absence: Councillor John Donaldson, Lead Member for Housing
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and ICT
Councillor Kieron Mallon, Lead Member for Public Protection and Community Services

Officers: Yvonne Rees, Chief Executive
Scott Barnes, Director of Strategy and Commissioning
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Adrian Colwell, Head of Strategic Planning and the Economy (for agenda items 8 and 9)
Andy Preston, Head of Development Management (for agenda item 10)
James Doble, Interim Assistant Director Transformational Governance / Monitoring Officer
Natasha Clark, Interim Democratic and Elections Manager

63 **Declarations of Interest**

10. Amendments to Graven Hill Phase 1 Local Development Order (Revision) 2017.

Scott Barnes, Declaration, as a non-Executive Director of Graven Hill Village Development Company and would leave the meeting for the duration of the item.

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

There were no petitions or requests to address the meeting.

65 **Urgent Business**

There were no items of urgent business.

66 **Minutes**

The minutes of the meeting held on 2 October 2017 were agreed as a correct record and signed by the Chairman.

67 **Chairman's Announcements**

There were no Chairman's announcements.

68 **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.

The Executive extended their thanks and commended the Planning Policy and Development Management teams for their on-going hard work on the Local Development Scheme.

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 One: 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 Two: 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.

69

Developer Contributions: Supplementary Planning Document (SPD)

The Head of Strategic Planning and the Economy submitted a report to seek Member endorsement for a four week public consultation on a Draft Developer Contributions Supplementary Planning Document (SPD).

Resolved

- (1) That the Draft Developer Contributions Supplementary Planning Document (SPD) be approved for a four week public consultation.
- (2) That the Head of Strategic Planning and the Economy be authorised to make any necessary minor and presentational changes to the Draft Developer Contributions SPD before formal consultation commences.

Reasons

Once adopted and subject to consultation the Developer Contributions SPD will set out the package of contributions or obligations expected to come forward from development proposals to mitigate the impact of development and help fund infrastructure needed to support growth. It is not intended to provide all the funding needed but could help maximise resource income which would otherwise not be available.

Alternative options

Option 1: Not consulting on the proposed document

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

Option 2: Amending the proposed documents

The document proposed for consultation has been prepared having regard to national policy and guidance, the responses received to previous public consultation, informal engagement with key stakeholders, and updated development evidence. It is considered by officers that it presents an appropriate balance between ensuring that 'as a whole' the economic viability of development proposals is not detrimentally affected and the desire to fund infrastructure.

Proceeding to consultation will provide a further opportunity for stakeholders and members of the public to address matters formally and inform the preparation of document.

70

Cherwell Design Guide: Supplementary Planning Document

The Head of Development Management submitted a report to seek Member endorsement to consult the public for four weeks on the Cherwell Design Guide, Supplementary Planning Document (SPD), Masterplanning and architectural guidance for residential development (Design Guide)

The Cherwell Design Guide SPD formed part of the Council's Local Development Framework and its content would be subject to one formal consultation.

The Executive extended their thanks and commended the Conservation team for its on-going hard work on the Design Guide.

Resolved

- (1) That the Draft Cherwell Design Guide SPD (Design Guide) be approved for a four week public consultation.
- (2) That the Head of Development Management be authorised to make any necessary minor and presentational changes to the Design Guide before formal consultation commences.

Reasons

The Design Guide seeks to provide clear guidance on the design of the built environment to ensure that the detailed policies for high quality design set out in the Cherwell Local Plan are delivered. The document is a comprehensive guide covering an extensive list of design issues that should be considered in residential design / development.

The document proposed for consultation has been prepared having regard to national policy guidance and through informal engagement with key stakeholders. It is considered by Officers that the document presents guidance that provides an appropriate balance between high quality development and the viability of future development proposals.

Proceeding to consultation will provide a further opportunity for stakeholders and members of the public to address matters formally and inform the preparation of the document.

The Design Guide seeks to provide clear guidance on the design of the built environment to ensure that the detailed policies for high quality design set out in the Cherwell Local Plan are delivered. The document is a comprehensive guide covering an extensive list of design issues that should be considered in residential design / development.

The document proposed for consultation has been prepared having regard to national policy guidance and through informal engagement with key stakeholders. It is considered by Officers that the document presents guidance that provides an appropriate balance between high quality development and the viability of future development proposals.

Proceeding to consultation will provide a further opportunity for stakeholders and members of the public to address matters formally and inform the preparation of the document.

Alternative options

Option 1: Not consulting on the proposed documents

Officers consider that without proceeding with this consultation the Council will not be able to provide clear guidance to developers on the design standards of residential development expected by the council. Consultation will help ensure a robust and transparent process.

71

Amendments to Graven Hill Phase 1 Local Development Order (Revision) 2017

The Head of Development Management submitted a report to inform the Executive of the proposed revisions to the adopted Graven Hill Phase 1 Local Development Order (Revision) 2017 and to seek authority to adopt the draft Graven Hill Phase 1 Local Development Order (Second Revision) 2017 following the expiry of the required consultation period and subject to no new material objections being received after the date of the Executive and up to the end of the consultation period.

Resolved

- (1) That the proposed revisions to the Graven Hill Phase 1 Local Development Order (Revision) 2017 be noted.
- (2) That the draft Graven Hill Phase 1 Local Development Order (Second Revision) 2017 (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That it be noted that the consultation process was currently being undertaken in respect of the draft LDO (Second Revision) 2017 and the comments raised to date be noted.
- (4) That the requirement to notify the Secretary of State of a decision to adopt a LDO as soon as practicable, and no later than 28 days after the Local Planning Authority has adopted the Order, be noted.
- (5) That agreement be given to adopt the draft Graven Hill Phase 1 Local Development Order (Second Revision) 2017 following the expiry of the consultation period and subject to no new material objections being received.

Reasons

The draft Graven Hill Phase 1 Local Development Order (Second Revision) 2017, whilst covering an increased number of plots within phase 1 of the development, would facilitate and encourage self-build and custom build housing at Graven Hill by simplifying the planning process whilst providing certainty that individuality and variety in design would be supported within the parameters set by the Masterplan and Design Code already approved under the outline planning permission. The draft LDO 2017 is considered to remain effective in facilitating the delivery of custom build and self-build development at Graven Hill.

The consultation period is yet to expire, and Executive was provided with an update of the consultation responses received to date at the meeting. It is therefore recommended that providing that no new material objections are received to the revisions set out in this report and within the draft LDO 2017, on the expiry of the consultation period, authority is sought from Executive to agree, in consultation with the Lead Member, to adopt the draft LDO 2017 attached to this report and that the Secretary of State is notified of the decision to adopt the LDO in accordance with Article 38(11) of the Town and Country Planning (Development Management Procedure) Order 2015.

Alternative options

Option 1; Not to adopt the revised LDO. This option would mean that the existing LDO remains in place, which covers a maximum of 198 plots within phase 1 of the development. This restricted number of plots could lead to problems with the marketability of the development as the range of type and size of plots is reduced and this could impact on the rate of delivery of custom build and self-build units at Graven Hill.

72

Approval of Delegation - Management Restructure

The Chief Executive submitted a report to delegate the approval of the financial implications of management restructure business cases to the Joint Commissioning Committee.

Resolved

- (1) That agreement be given to agree to delegate the approval of the financial implications of management restructure business cases to the Joint Commissioning Committee, subject to a similar decision being made by South Northamptonshire Council.

Reasons

Approval of the financial implications of a restructure business case is an Executive function under the Local Government Act 2000. Any increased costs of the restructure for the current year can be met from within existing budgets and through an implementation budget from earmarked reserves. Future costs for 2018/19 will be included in the budget proposals. At this time the exact level of cost is not known pending agreement of a final management structure following consultation with affected staff. Given this, Executive is

requested to delegate approval of the financial implications of the restructure business case to the Joint Commissioning Committee to ensure that the restructure can be carried out in a timely manner.

Alternative options

Option 1: Not to delegate approval of the financial implications of the management restructure business case to Joint Commissioning Committee. This is not advised as it would cause delay to the implementation of the restructure which would not be in the interest of the councils.

73

Fleet and Vehicle Replacement Strategy

The Head of Environmental Services submitted a report to update the Executive on the operation of the Council vehicle fleet and to consider a vehicle replacement strategy to reduce whole life costs, develop income and minimise environmental impact through the introduction of telematics to reduce fuel usage and a move away from a purely diesel powered vehicle fleet.

Resolved

- (1) That the Fleet and Vehicle Replacement Strategy (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the introduction of telematics to reduce fuel usage be supported.
- (3) That the move away from a purely diesel powered vehicle fleet be supported.

Reasons

Although work has taken place to reduce diesel usage, vehicle telematics offer an opportunity to reduce usage even further. Telematics has been trialled on two vehicles for over a month and delivered more than 8% savings. Hence telematics can make a significant impact on reducing costs and emissions. The costs of such systems are small compared to the potential savings. If supported telematics should be installed from early 2018

Diesel vehicles can contribute to air quality issues. Recently there has been a lot of adverse publicity regarding diesel engine vehicles. Improvements in small vehicle technologies mean that the reliance on diesel engine car derived vans can be reduced. With around eight small vans to be replaced over the next twelve months it is possible that more electric vans can be acquired once the appropriate infrastructure of plug in points are installed and new models have an increase in overall range. The additional initial purchase costs of electric vans are more than matched by the reduction in fuel and maintenance costs.

Alternative options

Option 1: To support the proposed recommendations

Option 2: To reject the proposed recommendations

Option 3: To ask officers to consider alternative improvements

The meeting ended at 6.53 pm

Chairman:

Date:

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 December 2017 at 6.30 pm

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

Councillor Colin Clarke, Lead Member for Planning
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Financial Management
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and ICT
Councillor Kieron Mallon, Lead Member for Public Protection and Community Services
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Estates and the Economy

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

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

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

74 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

76 **Urgent Business**

There were no items of urgent business.

77 **Minutes**

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

78 **Chairman's Announcements**

There were no Chairman's announcements.

79 **Annual Monitoring Report**

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

Resolved

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

Reasons

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

Alternative options

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

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

Option Two: Not to approve the AMR

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

80

Brownfield Land Register

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

Resolved

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

Reasons

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

Alternative options

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

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

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

Resolved

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

Reasons

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

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

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

Alternative options

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

82

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

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

Resolved

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

Reasons

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

Alternative options

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

83

Quarter 2 2017/18 Performance Report

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

Resolved

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

Reasons

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

Alternative options

None identified

84 Exclusion of the Press and Public

Resolved

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

85 Award of a Dry Recycling Contract

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

Resolved

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

Reasons

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

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

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

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

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

Alternative options

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

Option 2: To reject the proposed tender

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

86

Retail Unit A4, Block A Pioneer Square , Bicester

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

Resolved

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

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

87

Acquisition of Castle Quay Shopping Centre

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

Resolved

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

Reasons

As set out in the exempt minutes

Alternative options

As set out in the exempt minutes

The meeting ended at 7.20pm

Chairman:

Date:

COUNCIL

RECORD OF LEAD MEMBER DECISIONS FOR THE PERIOD OCTOBER TO DECEMBER 2017

18 December 2017

Area of Responsibility

Decision Subject Matter

**Lead Member for Estates
and the Economy**

**Franklins House Ground Floor Business
Incubator**

This page is intentionally left blank

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 31 October 2017 at 6.30 pm

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

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

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

Apologies for absence: Councillor David Hughes

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Chris Hipkiss, Interim Property & Investment Manager
Richard Stirling, Corporate Procurement Manager
Lesley Farrell, Democratic and Elections Officer

34 **Declarations of Interest**

There were no declarations of interest.

35 **Urgent Business**

There were no items of urgent business.

36 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 26 September 2017 were agreed as a correct record and signed by the Chairman.

37 **Chairman's Announcements**

There were no Chairman's Announcements.

38 **Review of Procurement Strategy Progress**

The Committee considered the Chief Finance Officers report which summarised the Council's Procurement Strategy progress for Quarter 2 of the financial year 2017-18.

Resolved

- (1) That the progress made during quarter two 2017/18 in implementing Cherwell District Council's Procurement Strategy be noted.

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

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

The Chairman asked Councillor Richards to give an update from the Solihull Partnership Steering Group. Councillor Richards commented that the work which had been completed was very satisfactory. The Steering Group had benefitted both Cherwell District Council and the Solihull Metropolitan Borough Council and level of trust had been re-instated. Councillor Richards thanked the officers for the work they had done and was happy to report that a point had been reached that the Committee had hoped would be reached.

The Chief Finance Officer reported that a template had been agreed which gave sufficient detail to Solihull Partnership and should continue to be used.

The Chairman thanked Councillor Richards for his involvement in the Steering Group and the work it had undertaken.

When reviewing the Capital Monitoring Report, members commented that they understood North Oxfordshire Academy Astro turf was not the responsibility of Cherwell District Council and requested that this be investigated. The Chief Finance Officer agreed to provide clarification to Members outside of the meeting.

In response to questions from the Committee, the Interim Property Investment Manager explained that the Capital Monitoring Report was due to be reviewed and any items no longer relevant would be removed. There was a new strong team in place preparing capital and revenue budgets, progress had been made and lessons learnt on how to improve processes.

In considering the Reserves, Members asked if the Country Park Reserve could be used to purchase land for recreational purposes. The Chief Finance Officer explained that a review of reserves was due and when the report came

back to committee, items would be updated and there would be an explanation of the purpose of the Country Park reserve.

Resolved

- (1) That, having given due consideration, the projected revenue and capital position at quarter 2, be noted.
- (2) That Executive be recommended to note the excellent work of the Solihull Partnership Steering Group and the substantial work of the Special Projects Manager and his team in restoring confidence in Cherwell District Council's partnership with Solihull Metropolitan Borough Council.

40 **Review of Committee Work Plan**

The Committee considered its work programme.

Resolved

- (1) That the Work Programme be noted.

The meeting ended at 7.55 pm

Chairman:

Date:

This page is intentionally left blank

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 November 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 Andrew McHugh
Councillor Barry Richards
Councillor Tom Wallis
Councillor Sean Woodcock

Substitute Members: Councillor Barry Wood (In place of Councillor Alan MacKenzie-Wintle)

Also Present: Councillor George Reynolds
Councillor Andrew Beere
Mr Alan Harris – Montague Evans
Mr Adrian Peachy – Montague Evans

Apologies for absence: Councillor David Anderson
Councillor Alan MacKenzie-Wintle

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Chris Hipkiss, Interim Property & Investment Manager
Belinda Green, Revenues and Benefits Manager
Mandy Emery, Joint Benefits Team Leader
Lesley Farrell, Democratic and Elections Officer

41 Declarations of Interest

There were no declarations of interest.

42 Urgent Business

There were no items of urgent business.

43 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 31 October 2017 were agreed as a correct record and signed by the Chairman.

44 **Chairman's Announcements**

There were no Chairman's announcements.

45 **Council Tax Reduction Scheme 2018-2019**

The Chief Finance Officer submitted a report which provided members with an update on the consultation process that had taken place on the proposals for the Council Tax Reduction Scheme (CTRS) 2018-2019.

Resolved

- (1) That the contents of the report and any financial implication be noted.
- (2) That Executive be recommended to agree that the Council Tax Reduction Scheme for 2018-2019 remain unchanged as part of the budget setting process

46 **Review of Committee Work Plan**

The Committee considered its work programme.

The Chairman advised the Committee that following consultation with the Chief Finance Officer, he had agreed to the scheduling of an additional meeting of the Committee. This would take place at 6.30pm on Thursday 7 December 2017.

Resolved

- (1) That the additional meeting on the 7 December 2017 be noted.
- (2) That subject to resolution (1) the work plan be noted.

47 **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.

48 **Acquisition of Castle Quay Shopping Centre**

The Chief Finance Officer submitted an exempt report on the Acquisition of Castle Quay Shopping Centre.

Resolved

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

The meeting ended at 9.17 pm

Chairman:

Date:

This page is intentionally left blank

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 10 October 2017 at 6.45 pm

Present: Councillor Neil Prestidge (Chairman)

Councillor Claire Bell
Councillor Mike Bishop
Councillor Mark Cherry
Councillor Chris Heath
Councillor Sean Gaul
Councillor Timothy Hallchurch MBE
Councillor Andrew McHugh

Also Present: Councillor Richard Mould
Councillor Surinder Dhesi

Apologies for absence: Councillor Jolanta Lis
Councillor David Anderson
Councillor David Hughes
Councillor Jason Slaymaker

Officers: Inspector John Batty, Thames Valley Police
Mike Grant, Safer Communities Manager
Emma Faulkner, Democratic and Elections Officer

26 **Declarations of Interest**

There were no declarations of interest.

27 **Urgent Business**

There were no items of urgent business.

28 **Minutes**

The Minutes of the meeting of the Committee held on 29 August 2017 were confirmed as a correct record and signed by the Chairman.

29 **Chairman's Announcements**

There were no Chairman's announcements.

30 **Anti-Social Behaviour - Attendance of Inspector John Batty**

The Chairman welcomed Inspector John Batty, Thames Valley Police, and Mike Grant, Safer Communities Manager for Cherwell District and South Northamptonshire Councils to the meeting, to discuss anti-social behaviour.

The Committee began by asking Inspector Batty if he thought Cherwell District Council was doing enough in relation to instances of anti-social behaviour across the district. Inspector Batty confirmed that the Council had a close working relationship with the police, and that he felt there was enough being done with regards to anti-social behaviour.

Inspector Batty updated the Committee on work that had recently been undertaken, including closure orders for residential properties suspected of being involved with drugs.

Inspector Batty advised that not every instance of reported anti-social behaviour was a crime. Groups of youths congregating were regularly reported to the police, however this on its own was not a crime and therefore the police wouldn't have the power to disperse them.

With regard to an issue concerning a needle being found in the grounds of a pre-school in Bicester, the Safer Communities Manager explained that there were things the Council could do to help if similar circumstances arose again, and the issue was reported to the Council.

In response to questions from the Committee regarding graffiti, the Safer Communities Manager provided clarification. Graffiti was considered criminal damage rather than anti-social behaviour. If it occurred on private property, it was the owners responsibility to clear it. If it occurred on public property, the Council would arrange for its removal via the Environmental Service department, although this could take a few days. Graffiti that was offensive or hate related in nature would be removed by the Council immediately.

The Committee thanked Inspector Batty and the Safer Communities Manager for their attendance.

Resolved

- (1) That the update from Inspector Batty be noted

31 **Lead Member Attendance - Councillor Richard Mould**

The Chairman welcomed Councillor Richard Mould, Lead Member for Performance Management, to the meeting, to give an overview of the roles and responsibilities of the portfolio.

Councillor Mould explained that the portfolio covered programme management, business planning, consultation, complaints and performance management.

With regard to performance management, Councillor Mould explained that the performance and insight team monitored the framework on a monthly basis to see if the performance level of any indicators had changed. Overview and Scrutiny received full performance monitoring information every quarter, and had the opportunity to flag any areas of concern to the Executive.

The performance management objectives were set each year as part of the business planning process. Work on the 2018-2019 business plan would start shortly, and it would be an opportunity to review the performance indicators currently in place and decide if they were still relevant. The exact timetable for the 2018-2019 plan was still to be finalised, but it was anticipated that it would be submitted to the Committee for consideration prior to full Council.

Councillor Mould also explained about the annual Customer Satisfaction survey. 3,500 properties were selected at random every year to receive a copy of the survey, which was sent out in paper form. The most recent set of results in which the overall response rate had increased to 31% showed that the overall level of satisfaction was good, although some service specific areas had seen a drop. The team would be investigating those areas, to try and find out why the satisfaction levels had dropped.

In response to questions from the Committee regarding parking, Councillor Mould advised that the new contract had started on 1 June 2017 and therefore there were still aspects of the new contract to be fully implemented.

The Committee thanked Councillor Mould for the overview.

Resolved

- (1) That the overview be noted

32

Work Programme 2017-18

The Committee considered the work programme for the Municipal Year.

The Democratic and Elections Officer advised the Committee that officers from the Housing team had requested to attend a future meeting of the Committee, to make Members aware of the Homelessness Reduction Act that was due to come into force in April 2018. The Committee agreed that this would be useful and agreed to add to their work programme.

With regard to the A361 review, the working group had attended a meeting at South Newington Parish Council, to hear about a consultation from Oxfordshire County Council regarding a proposed 7.5 tonne weight limit through Burford. If implemented, the limit would help to reduce LGV traffic through South Newington.

In relation to adding items to the work programme, the Chairman suggested contacting parish councils to ask if there were any issues that they would like the Committee to investigate. The information could be requested via the parish liaison meetings and/or when Councillors attend parish council meetings in their wards.

Following the discussion earlier in the meeting regarding anti-social behaviour, the Chairman mentioned 'The Arson Project', which had been created by Community Albums in conjunction with North Oxfordshire Academy and Banbury Police. The project was created due to an increase in arson incidents next to North Oxfordshire Academy, and the group produced a video that helped reduce incidents by 63%. It was agreed that partners involved in the production of the video should be contacted and invited to attend a future meeting.

With regard to the Mobile Phone Signal review, Councillor McHugh explained about a short online survey that had been put together to gather information relating to signal in Epwell Parish. The format had been very useful and would be easy to circulate to a larger number of respondents. The Committee agreed that it would be a useful survey to include in the mobile signal review.

The Committee agreed that it would be a useful survey to include in the mobile signal review.

In relation to the Executive Forward Plan, the Chairman commented that it wasn't very helpful for the Committee and the public as it did not contain a lot of information, and it was difficult to know exactly what an item related to and what decision Executive would be taking. The Democratic and Elections Officer advised the Committee that if there were any items they wanted to know more about, they should contact the team and ask for further information.

Resolved

- (1) That the work programme be noted
- (2) The officers from Housing be invited to attend the November meeting of the Committee to discuss the Homelessness Reduction Act
- (3) That the parish liaison meeting be used as an opportunity to engage with parishes regarding possible items for Scrutiny review

The meeting ended at 8.22 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 21 November 2017 at 6.45 pm

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

Councillor Claire Bell
Councillor Mike Bishop
Councillor Chris Heath
Councillor Sean Gaul
Councillor Timothy Hallchurch MBE
Councillor David Hughes
Councillor Andrew McHugh
Councillor Jason Slaymaker

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

Also Present: Councillor Lynn Pratt, Lead Member for Estates and the Economy
Councillor Barry Wood, Leader of the Council
Councillor Hugo Brown
Councillor Ian Corkin

Apologies for absence: Councillor David Anderson
Councillor Mark Cherry

Officers: Scott Barnes, Director of Strategy and Commissioning
Paul Sutton, Chief Finance Officer / Section 151 Officer
Nicola Riley, Shared Community Services Manager
Maria Wareham, Safeguarding Officer
Emma Faulkner, Democratic and Elections Officer

33 Declarations of Interest

There were no declarations of interest.

34 Urgent Business

There were no items of urgent business.

35 **Minutes**

The Minutes of the meeting of the Committee held on 11 October 2017 were confirmed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

There were no Chairman's announcements.

37 **Lead Member Attendance - Councillor Lynn Pratt**

The Chairman welcomed Councillor Lynn Pratt, Lead Member for Estates and the Economy, to the meeting, to give an overview of her portfolio.

Councillor Pratt explained that the portfolio was extremely diverse, and involved working closely with the Head of Strategic Planning and the Economy and the interim Property Investment Manager.

Due to the level of economic growth across the district, Councillor Pratt explained that it was an exciting time to be involved with the portfolio.

The recent Banbury Business Improvement District (BID) process had returned a yes vote, meaning that further work would be undertaken in the coming months to establish the BID board.

In addition to the economic growth, Councillor Pratt explained that Cherwell District Council was the headline sponsor for the 2018 Cherwell Business Awards, which had been officially launched in October.

The Committee thanked Councillor Pratt for the overview.

Resolved

- (1) That the overview be noted

38 **Quarter Two Performance Update**

The Committee considered a report from the Director – Strategy and Commissioning that detailed the Council's performance during Quarter Two, 1 June to 30 September 2017.

With regard to indicators 3.2.2 a to c, average time taken to process new Housing benefit claims, change of circumstances, and new claims and changes to Housing benefit, the Committee asked for further information regarding the length of time customers had to wait and what the longest wait was. The Chief Finance Officer agreed to circulate the information.

In connection with indicator 3.3.1, deliver the actions identified within the revised Homelessness prevention strategy, the Committee asked if there was

any homelessness provision within the district. The Director – Strategy and Commissioning agreed to find out and circulate information to the Committee.

With regard to the Equalities Action plan sunburst, ‘to ensure Cherwell District Council meets all government requirements’, the Committee asked for more information concerning the areas reporting as amber, and which government requirements were not being met. The Director – Strategy and Commissioning agreed to circulate the information.

Resolved

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

39 **Oxfordshire Safeguarding Children Board/Oxfordshire Safeguarding Adult Board Section 11 Review and Approval**

The Committee considered a report from the Director of Operational Delivery, which detailed the draft Section 11 return for the Oxfordshire Safeguarding Children Board and Oxfordshire Safeguarding Adults Board.

The Community Services Manager explained that the Council was submitting a good return, and good progress had been made since the last audit return in 2016. A part time safeguarding officer had been appointed at the start of the year, and work was well underway regarding training for all staff and Members.

In response to questions from the Committee, the Community Services Manager confirmed that a formal information sharing agreement and procedure was in place with all of the relevant partners, and the procedure would be reviewed to ensure it was up-to-date.

The Committee asked if taxi drivers were covered by the requirement for safeguarding training. The Community Services Manager confirmed that they were, and agreed to gather further information from the Licensing Manager regarding the numbers of those who had and had not been trained.

Resolved

- (1) That the Cherwell District Council Section 11 return be noted and endorsed for submission, alongside the results from the staff survey currently underway

40 **Work Programme 2017-18**

The Committee considered the draft work programme.

With regards to the Mobile Phone Signal review, it was agreed that the survey should be sent to parish councils, with a request for it to be further distributed

amongst residents. It would be sent in January for a period of 6 weeks, with completion being encouraged via Survey Monkey in the first instance.

Resolved

- (1) That the work programme be noted
- (2) That the Mobile Phone Survey Signal be distributed to parish councils in January 2018, for a 6 week completion period

41 **The acquisition of Castle Quay Shopping Centre**

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

42 **Exclusion of the Press and Public**

Resolved

- (1) 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, 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.

43 **The Acquisition of Castle Quay Shopping Centre - Exempt report and appendices**

The Chief Finance Officer submitted an exempt report on the Acquisition of Castle Quay Shopping Centre.

Resolved

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

The meeting ended at 8.55 pm

Chairman:

Date: