

**Committee:** Executive  
**Date:** Monday 12 January 2009  
**Time:** 6.30 pm  
**Venue** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

<b>Councillor Barry Wood (Chairman)</b>	<b>Councillor G A Reynolds (Vice-Chairman)</b>	
<b>Councillor Norman Bolster</b>	<b>Councillor Kieron Mallon</b>	<b>Councillor Nicholas Turner</b>
<b>Councillor Michael Gibbard</b>	<b>Councillor Nigel Morris</b>	
<b>Councillor James Macnamara</b>	<b>Councillor D M Pickford</b>	

## AGENDA

1. **Apologies for Absence and Notification of Substitute Members**
2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

3. **Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

4. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes**

*Minutes to follow*

6. **Forward Plan** (Pages 1 - 13)

6.35pm

Report of the Chief Executive

**Summary**

To review the Forward Plan of the key Executive decisions which will be taken over the next four months. These are the key decisions of which the Council's Executive is currently aware.

**Recommendation**

The Executive is recommended:

- (1) To resolve to note the Forward Plan for the period referred to above.

**Strategy and Policy**

7. **GP Led Health Centre in Banbury** (Pages 14 - 19)  
**to include a presentation from NHS Oxfordshire**

6.40pm

Report of Strategic Director Environment and Community

**Summary**

To consider the Oxfordshire Primary Care Trust's (PCT) Proposals For A New GP Led Health Centre in Banbury

**Recommendations**

The Executive is recommended to:

- (1) To receive a presentation on the proposal from the Oxfordshire PCT.
- (2) To determine the Council's position regarding the new GP led Health Centre in Banbury.

8. **Sustainable Communities Act 2007** (Pages 20 - 24)

7.10pm

Report of the Chief Executive

**Summary**

To provide the Executive with information on this Act and the timetable for the submission of first round proposals.

## **Recommendations**

The Executive is recommended to:

- (1) Note the purpose of the Sustainable Communities Act and the timetable associated with the first bidding round.
- (2) Agree if Executive Members wish to develop a bid to this timetable.

## **Service Delivery and Innovation**

### **9. Bicester Town Centre Redevelopment (Pages 25 - 29) 7.25pm**

Report of the Head of Economic Development and Estates

#### **Summary**

To update the Executive on progress made on the scheme, and to consider the request that the Developer be granted a further Exclusivity Agreement

#### **Recommendations**

The Executive is recommended:

- (1) To note the changes being made to the ownership of Town Centre Retail (Bicester) Ltd, (TCR) the Council's development partner.
- (2) To approve the grant of an Exclusivity Agreement to TCR for a period expiring on 31.12.09.

### **10. Affordable Housing Issues Paper (Pages 30 - 49) 7.40pm**

Report of the Head of Housing Services

#### **Summary**

To provide Executive with information on the delivery of affordable housing within the context of a recession, and to consider a way forward that maximises opportunities for increasing the number and range of affordable housing units available for our community.

#### **Recommendations**

The Executive is recommended to:

- (1) Note the current position on affordable housing policy, Corporate Plan targets and delivery.
- (3) To consider, in the context of the 2009/10 budget process, options for extending local initiatives to maintain affordable housing delivery.

## Value for Money and Performance

### 11. Service Plans and Budget (Pages 50 - 59)

7.55pm

Report of Strategic Director for Customer Service and Resources and the Chief Accountant

#### Summary

The Council has to adopt a budget for 2009/10 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years. This is the second of three opportunities that the Executive has to shape and refine the interaction between service plans and financial matters before the final budget is presented to the Council on the 23rd February 2009. This report also considers an updated Medium Term Financial Forecast to 2013/14 building on the latest projection for 2008/09 and draft budget for 2009/10.

#### Recommendations

The Executive is recommended:

- 1) to consider the draft revenue budget 2 (detailed in Appendix 1) in the context of the Council's service objectives and strategic priorities;
- 2) to agree the approach to the overall capital programme and 09/10 expenditure profile (detailed in Appendix 2);
- 3) to note the draft MTFFS position (detailed in Appendix 3)
- 4) to request Officers review the current treasury management strategy in light of the current economic climate and present their recommendations at the February 1<sup>st</sup> Executive
- 5) to advise of any matters they would like taken into consideration in producing a balanced budget for the next meeting of the Executive ;
- 6) to consider the recommendations of the Resources and Performance Scrutiny Board from their meeting of December 9<sup>th</sup> 2008 (detailed in Appendix 4)
  - to note the workshop conclusions from the meeting on 9 December 2009 and to consider them as part of their final discussions on the draft budget; and
  - to note the request that officers ensure that in 2009 the process for scrutiny of the budgets involves members at an earlier stage and provides additional detail.
- 7) to consider the recommendations of the Resources and Performance Scrutiny Board in relation to concessionary fares. (detailed in Appendix 5)
  - not to change the current arrangements for the Concessionary Fares Travel Scheme at the present time but that the situation should be reviewed again in six months

*Appendices 1,2 and 3 to follow*

**12. Council Tax Base for 2009/2010 (Pages 60 - 71)**

**8.10pm**

Report of the Head of Exchequer

**Summary**

To consider the calculation of the council tax base for 2009/10

**Recommendation**

The Executive is recommended:

- (1) To approve the report of the Head of Exchequer, made pursuant to the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, and the calculations referred to therein for the purposes of the Regulations;
- (2) To resolve that, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2009/2010 shall be 49,923; and
- (3) To resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of Appendix 2.

**Other Matters**

**13. Meeting Dates 2009/10 (Pages 72 - 74)**

**8.40pm**

Report of the Head of Legal and Democratic Services

**Summary**

The Executive is asked to consider a draft calendar of meetings for 2009/10, and to recommend the Council accordingly.

**Recommendation**

The Executive is recommended:

- (1) to recommended to the Council to approve the draft calendar of meetings for 2009/10;

**Urgent Business**

**14. Urgent Business**

Any other items which the Chairman has decided is urgent.

## 15. Exclusion of the Press and Public

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

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

## 16. **Town Centre Offices** (Pages 75 - 80) **8.50pm**

Report of Head of Economic Development and Estates

## 17. **Bicester Hospital** **9.00pm**

*Report to follow*

## 18. **Dry Recycling - Gate Fees** (Pages 81 - 96) **9.10pm**

Report of the Head of Environmental Services

**(Meeting scheduled to close at 9.25pm)**

## Information about this Agenda

### Apologies for Absence

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221587 prior to the start of the meeting.

### Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

**Personal Interest:** Members must declare the interest but may stay in the room, debate and vote on the issue.

**Prejudicial Interest:** Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Queries Regarding this Agenda**

Please contact James Doble, Legal and Democratic Services [james.doble@cherwell-dc.gov.uk](mailto:james.doble@cherwell-dc.gov.uk) (01295) 221587

**Mary Harpley**  
**Chief Executive**

Published on Friday 2 January 2009

## Executive

### Forward Plan

12 January 2009

### Report of Chief Executive

#### PURPOSE OF REPORT

To review the Forward Plan of the key Executive decisions which will be taken over the next four months. These are the key decisions of which the Council's Executive is currently aware.

This report is public

#### Recommendations

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The Executive is recommended:

- (1) To resolve to note the Forward Plan for the period referred to above.

#### Executive Summary

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##### Introduction

- 1.1 The Forward Plan is updated and rolled forward on a monthly basis. As this takes place, the programme is adjusted with further key decisions being added and others rescheduled or removed. The covering introductory note identifies the Members of the Executive by name and title, as required by the Regulations.
- 1.2 Appendix 1 is a schedule of changes to the Forward Plan since the last publication and the plan itself.

##### Proposals

- 1.3 The proposals is to note the Forward Plan as attached.

##### Conclusion

- 1.4 Acceptance of these recommendations creates a Forward Plan for the Council as required by the Local Government Act 2000.



## Background Information

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- 2.1 The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 require that a forward plan be prepared by the Executive Leader. The Forward Plan sets out the planned key Executive decisions which will be taken on behalf of the Council over the next four months.
- 2.2 The definition of what constitutes a key Executive decision can be found in Article 13 of the Council's Constitution which has guided the compilation of the attached Forward Plan. In particular, determination of whether a decision is "key" has been assessed with regard to its financial significance, the impact on local people and the degree of discretion that can be exercised. The content of the Forward Plan is prescribed in the Regulations and reflected in the Council's Access to Information Procedure Rules (page P4/(b)/7 of the Constitution).
- 2.3 The Forward Plan has to be updated and rolled forward on a monthly basis, and a new forward plan produced at least 14 days prior to the first day on which it comes into effect. Any outstanding matters from the previous plan will be rolled forward into latest plan.

## Key Issues for Consideration/Reasons for Decision and Options

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- 3.1 The Council must by law publish a Forward Plan. Acceptance of these recommendations creates a Forward Plan for the Council as required by the Local Government Act 2000.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To adopt the recommendation. The Council must by law publish a Forward Plan. The only options concern its contents.
- Option Two** To propose amendments to the Forward Plan.

## Consultations

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- All Chief Officers** The plan has been updated in light of responses received.

## Implications

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- Financial:** None arising directly from this report.  
Comments checked by Karen Curtin, Chief Accountant  
01295 221564
- Legal:** The Council must by law publish a Forward Plan.  
Comments checked by James Doble, Democratic,  
Scrutiny and Elections Manager 01295 221587

**Risk Management:**

Risk assessment - No significant risk implications have been identified in connection with this report other than the consequences of not complying with the legal requirement to publish a Forward Plan. Each report to the Executive on the items in the Forward Plan will carry its own risk assessment.

Comments checked by Karen Curtin, Chief Accountant  
01295 221564

**Wards Affected**

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All

**Corporate Plan Themes**

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The Forward Plan provides a framework for consideration of Council policies over the next four months.

**Executive Portfolio**

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Councillor Barry Wood  
Leader of the Council

**Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Draft Forward Plan
<b>Background Papers</b>	
None	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 james.doble@Cherwell-dc.gov.uk



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Forward Plan

February 2009 to May 2009

# Cherwell District Council

## Forward Plan

This Forward Plan sets out the key Executive decisions which will be taken at Cherwell District Council over the next four months. These are the key decisions of which the Council's Executive is currently aware. The Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted: further key decisions may be added, or anticipated ones may be rescheduled or removed. The schedule shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later date within that month, or to a later month. The latest position on prospective decisions can be obtained by contacting the Legal and Democratic Services Department (see contact details below).

The Schedule to this Plan sets out the key decisions by month and says whether they will be taken by the Full Executive or by one of its individual Members, or portfolio holders as they are known (see below for details of the membership of the Executive). While key decisions may be taken by officers exercising authority delegated by the Executive, it is the Council's intention that this will very much be the exception.

Key decisions are those which are financially significant (in terms of spending or savings) for the service or function concerned or which will have a significant impact on communities, usually in two or more wards in the District. For the purposes of compiling its Forward Plan the Council has decided that a decision will be financially significant

- if it is equivalent in value to more than 10% of the annual gross budget for the service unit concerned or £50,000 whichever is the lesser. If the figure is below £50,000 regard will be had to the impact on communities in deciding whether the decision is key.
- If it involves an individual capital projects with a value greater than £250,000.

In assessing impact on local people (including businesses and organisations) the following factors will be borne in mind:

- The number of users of the service in the wards affected
- Whether the impact will be short term or will last for a number of years, or be permanent.
- The nature of the impact on communities in terms of economic, social and environmental well-being.

For a decision to be key there must be a significant degree of discretion to be exercised by the decision-maker.

The forward plan lists documents which are currently available to decision makers. Generally these are also available to the public but some may have restrictions on the information given in them. Copies of public documents may be obtained on request from

James Doble,  
Democratic, Scrutiny and Elections Manager  
Cherwell District Council,  
Bodicote House,  
Bodicote,  
Banbury, Oxfordshire OX15 4AA (e-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)).

There will be a copying charge for each document. Comments on the matters for decision may be made to the relevant contact officer up to the date of the meeting, unless otherwise specified in the consultation details.

## Cherwell District Council – Executive Members

<b><u>Portfolio</u></b>	<b><u>Member</u></b>
Communications and Public Relations (with Special Responsibility for Climate Change)	Councillor Mallon
Community, Health and Environment	Councillor Reynolds
Customer Service and ICT	Councillor Turner
Economic Development and Estates	Councillor Bolster
Organisational Development and Improvement	Councillor Miss Pickford
Planning and Housing	Councillor Gibbard
Policy and Community Planning	Councillor Wood
Resources	Councillor Macnamara
Urban and Rural Services	Councillor Morris

## Cherwell District Council Forward Plan

### Key decisions to be taken by the full Executive

Likely date of decision: February 2009					
Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
Animation Station Future Governance Arrangements  <i>To consider the status and governance arrangements</i>		Community Health and Environment	Paul Marston-Weston 01295 227095  Nicola Riley 01295 221724		Added Jul 08 Decision Aug 08 Delayed to Sep 08 Delayed to Oct 08 Delayed to Nov 08 Deferred to Jan 09 Delayed to Feb 09
Conservation Area Appraisal Programme  Subject of further reports to be specified as programme progresses  <i>To consider responses to the consultation draft and approval of final appraisal.</i>		Planning and Housing	Linda Rand 01295 221845		Added Sep 08 Decision Jan 09 Delayed to Feb 09
Oxfordshire 2030  <i>To formally adopt Oxfordshire 2030</i>		Policy and Community Planning	Helen Couperthwaite 01295 221751		Added Dec 08 Decision Feb 09
Banburyshire Community Transport Association Service Level Agreement  <i>To consider service level agreement arrangements for Banburyshire Community Transport Association</i>		Community, Health and Environment	Grahame Helm 01295 221615		Added Dec 08 Decision Feb 09

Likely date of decision: February 2009

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
Revenues and Benefits Service Delivery options Appraisal  <i>To consider the options for the                      delivery of revenues and benefits.</i>		Resources	Julie Evans 01295 221595		Added Oct 08 Decision Jan 09 Delayed to Feb 09
Shennington and Alkerton Conservation Area Appraisal  <i>To consider the designation of a                      conservation area at Shennington                      with Alkerton.</i>		Planning and Housing	Linda Rand 01295 221845		Added Aug 08 Decision Nov 08 Delayed to Dec 08 Delayed to Jan 09 Delayed to Feb 09
Choice Based Lettings Scheme – Allocations Policy Amendments  <i>To consider amendments to                      Cherwell's Allocations Policy to                      facilitate the implementation of a                      sub-regional Choice Based                      Lettings Scheme in partnership                      with Oxford City Council, South                      Oxfordshire District Council and                      Vale of White Horse District                      Council.</i>	Registered Social Landlords Other local voluntary and statutory agencies Applicants on Cherwell's Housing Register	Planning and Housing	Gillian Greaves 01295 221654  Marianne North 01295 227946		Added Jul 08 Decision Sep 08 Delayed to Nov 08 Delayed to Feb 09
Support Costs Allocation Policies  <i>To consider revisions to the                      current policies</i>		Resources	Phil O'Dell 0195 227098  Karen Curtin 01295 221551		Added Jun 08 Decision Sep 08 Delayed to Oct 08 Delayed to Nov 08 Delayed to Feb 09

Likely date of decision: February 2009

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
<p>Consultation on draft PPS on Eco Towns</p> <p><i>To agree a response from the Council to the Government's consultation on the Planning policy Statement on Eco towns (and the Sustainability Appraisal that has been prepared).</i></p>		Planning and Housing	Philip Clarke 01295 221840		Added Nov 08 Decision Feb 09
<p>Service and Financial Planning</p> <p><i>Preparation for the 2009/10 service plans and budgets.</i></p>		Resources	Mike Carroll 01295 227959		Added Oct 08 Decision Feb 09
<p>Conservation Area Appraisal Programme</p> <p>Subject of further reports to be specified as programme progresses</p> <p><i>To consider responses to the consultation draft and approval of final appraisal.</i></p>		Planning and Housing	Linda Rand 01295 221845		Added Oct 08 Decision Feb 09
<p>Consultation and Engagement Strategy and the Duty to Involve</p> <p><i>To consider and adopt the council's strategy and approach to meeting the new duty.</i></p>		Community Planning	Claire Taylor 01295 221563		Added Dec 08 Decision Feb 09



**Likely date of decision: February 2009**

<b>Subject for Decision</b>	<b>External Consultees/ method of consultation</b>	<b>Executive Portfolio</b>	<b>Contact Officer(s)</b>	<b>Documents submitted to decision-maker</b>	<b>History</b>
Oxfordshire 2030 – A Sustainable Community Strategy for Oxfordshire  <i>To consider the Oxfordshire County Sustainable Community Strategy.</i>	The strategy has been subject to county wide consultation and both the Executive and the Cherwell Community Planning Partnership have provided formal responses.	Policy and Community Planning	Claire Taylor 01295 221563		Added Jan 09 Decision Feb 09
Consultation and Engagement Strategy and the Duty to Involve  <i>To consider and adopt the council's strategy and approach to meeting the new duty.</i>	The strategy has been subject to consultation through the Equality and Access to Services Panel (an external group) meeting in December.	Policy and Community Planning	Claire Taylor 01295 221563		Added Jan 09 Decision Feb 09

**Likely date of decision: March 2009**

<b>Subject for Decision</b>	<b>External Consultees/ method of consultation</b>	<b>Executive Portfolio</b>	<b>Contact Officer(s)</b>	<b>Documents submitted to decision-maker</b>	<b>History</b>
A sustainable community strategy for Cherwell  <i>A sustainable community strategy for Cherwell</i>		Community Planning	Claire Taylor 01295 221563		Added Dec 08 Decision Mar 09
Older Persons Housing Policy  <i>To consider and adopt and Older Persons Housing Strategy</i>		Planning and Housing	Gillian Greaves 01295 221654		Added Aug 08 Decision Oct 08 Delayed to Jan 09 Delayed to Mar 09

Likely date of decision: March 2009					
Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
<p>Integrated Parking Strategy , Residents Parking and Parking Enforcement</p> <p><i>To consider proposals on the above issues</i></p>		Urban and Rural Services	Chris Rothwell 01295 221712		Added Dec 08 Decision Mar 09
<p>Customer Services Strategy</p> <p><i>To consider a Customer Services Strategy for Cherwell District Council</i></p>		Customer Service and ICT	Pat Simpson 01295 227069		Added Dec 08 Decision Feb 09
<p>CCTV Upgrade</p> <p><i>To consider proposals for the upgrade of the Cherwell CCTV network as part of the capital programme</i></p>		Community, Health and Environment	Stuart Hemming 01295 227916		Added Sep 08 Decision Dec 08 Delayed to Jan 09 Delayed to Mar 09
<p>Service delivery in Kidlington</p> <p><i>To consider options for delivering partners' services with our own services in Kidlington. Options derived from discussions with potential service delivery partners including County and Parish Councils, voluntary groups, Police and Health.</i></p>		Customer Service and ICT	Pat Simpson 01295 227069		Added Oct 08 Decision Dec 08 Delayed to Jan 09 Delayed to Mar 09
<p>Partnership Working Framework</p> <p><i>To consider an update on the Partnership Working Framework since it was last reported to Executive on 3 March.</i></p>		Resources  Policy and Community Planning	Helen Couperthwaite 01295 221751		Added Oct 08 Decision Jan 09 Delayed to Mar 09

Likely date of decision: March 2009					
Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
<p>Conservation Area Appraisal Programme</p> <p>Subject of further reports to be specified as programme progresses</p> <p><i>To consider responses to the consultation draft and approval of final appraisal.</i></p>		Planning and Housing	Linda Rand 01295 221845		Added Nov 08 Decision Mar 09
<p>A sustainable community strategy for Cherwell</p> <p><i>To consider an update regarding the progress of the new sustainable community strategy for Cherwell. To endorse the next steps of the project.</i></p>		Policy and Community Planning	Claire Taylor 01295 221563		Added Jan 09 Decision Mar 09

Likely date of decision: April 2009					
Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
<p>Conservation Area Appraisal Programme</p> <p>Subject of further reports to be specified as programme progresses</p> <p><i>To consider responses to the consultation draft and approval of final appraisal.</i></p>		Planning and Housing	Linda Rand 01295 221845		Added Nov 08 Decision Mar 09 Delayed Apr 09

Likely date of decision: April 2009					
Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History
Information Management Strategy		Organisational Development and Improvement	Neil Lawrence		Added Jan 09 Decision April 09

Likely date of decision: May 2009					
Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker	History

# Agenda Item 7

## Executive

### A New Banbury GP Led Health Centre

12 January 2009

### Report of Strategic Director Environment & Community

#### PURPOSE OF REPORT

To consider the Oxfordshire Primary Care Trust's (PCT) Proposals For A New GP Led Health Centre in Banbury

This report is public
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#### Recommendations

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The Executive is recommended to:

- (1) To receive a presentation on the proposal from the Oxfordshire PCT.
- (2) To determine the Council's position regarding the new GP led Health Centre in Banbury.

#### Executive Summary

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##### Introduction

- 1.1 Following the Government's announcement of its intentions to open 150 new health centres (led by GPs), one in each PCT area, Oxfordshire PCT took the decision to locate this in Banbury. Since this time, an extensive public engagement programme, a site search and procurement have been underway with the intention to appoint a preferred bidder early in 2009 to have the Centre operational by the summer of 2009.

##### Proposals

- 1.2 The District Council welcomes any initiative which improves healthcare provision in the Cherwell District. In this respect, it welcomes and indeed supports the Oxfordshire PCT's decision to invest further in Banbury. It recognises that the rationale used associated with the degree of difficulty with some current GP practices to get an appointment, the levels of deprivation and the increasing population mean that Banbury is an appropriate location to consider improvements to healthcare provision. It is also encouraging to note that the intended medical services contain an emphasis on ill-health

prevention as well as improved access to services. This approach is again supported by the District Council.

1.3 However, in supporting this proposal the Council must be convinced that:

- There is no impingement or detriment to the long term sustainability of all current services at the Horton General Hospital. Given the District Council's vociferous objection to the past Oxfordshire Radcliffe NHS Trust's proposals for the Horton, it is imperative therefore that this initiative is implemented in such a way that it focuses on primary care GP services only and not any services provided by the Horton General Hospital;
- Any new GP led health services for the town and its surrounding catchment should take into account the strengths of the current and well regarded GP practices and if possible include an enhancement of these where improvements such as capacity are required. This is particularly relevant if current practices are well located in terms of accessibility and health care need;
- The District Council and local people will want to be sure that the additional funding for this development is permanent and will not replace current funding streams.
- This proposal represents a major opportunity to look at the town as a whole in terms of its current GP based services and, through the impact assessment, examine all options of different and better GP based service delivery.

### **Conclusion**

1.4 Further investment in the healthcare services in Banbury is to be welcomed and supported by the Council assuming the key concerns as outlined above are addressed. A presentation will be given by PCT representatives of the latest position.

## Background Information

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- 2.1 Following the Government's announcement of this national proposal, the PCT then considered in which part of the county to locate it. The key criteria for this option appraisal focussed on:
- How easy it is to register with a GP and to get an appointment at a convenient time;
  - Levels of deprivation and health inequalities;
  - Demographic features including population growth (particularly over 75's) and hard to engage with groups & communities
- 2.2 In summary, Banbury was chosen because:
- It is more difficult to register with a GP and to get an appointment at a convenient time in some practices in Banbury than elsewhere in the county;
  - There is a relatively high level of deprivation in Banbury;
  - The population is growing.
- 2.3 Anyone will be able to use the new GP-led Health Centre. The Centre will be open from 8am to 8pm every day including weekends and bank holidays. Local people will be able to register with the Health Centre as the catchment area will be a five mile radius from Banbury Cross. It is important to have a catchment area for every GP practice so that the area that needs to be covered for home visits is reasonable. Anyone else will also be able to attend the centre on a 'walk-in' basis, for example, tourists and people who work, but do not live in the town. This will enable patients to access services even if they are not registered with a GP, such as people who regularly move from place to place.
- 2.4 Examples of primary medical services which will be available to registered patients are:
- Services for people with long term conditions such as diabetes, chronic obstructive pulmonary disease and coronary heart disease;
  - Blood testing and monitoring services;
  - Cervical screening;
  - Child Health surveillance;
  - Minor surgery;
  - Maternity medical services;
  - Flu jabs;
  - Contraceptive services;
  - Childhood immunisations and pre-school boosters;
  - Vaccinations and immunisations;
  - Treatment of minor illnesses;
  - Stop smoking services;
  - Drugs misuse services.
- 2.5 Oxfordshire PCT is proposing that the premises solution for the new health centre could also provide some extra services. These should be services that will be particularly focussed on the health needs of the local population. In considering the local health needs of the population, the following are offered as possible extra services:

- Primary care mental health, drug and alcohol services including psychological services not currently available from primary care in Banbury;
  - NHS dental services in the same building;
  - Health checks (MOTs) and other health promotion services focussed on keeping people healthy.
- 2.6 Some other issues which might be important to local people have also been suggested:
- Ensuring people living in rural communities are considered in the way services are delivered;
  - Sharing space with other related services (eg. Citizen's Advice) so they can be co-located in the same building;
  - Ensuring information about services at the Health Centre is widely available to people living and working in Banbury and the surrounding areas;
  - Ensuring all practice staff are trained in customer care skills;
  - Ensuring patients and public are involved in the way services are developed, eg. by establishing a Patient Participation Group.
  - Ensuring patients are involved in the design and layout of the Health Centre before it is opened.
  - The walk-in services should be located in the same place as other services in the Health Centre.

When deciding what extra services should be available, the PCT will want to understand, and take into account, any impact there might be on other local services from the perspective of the patient.

### **Key Issues for Consideration/Reasons for Decision and Options**

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- 3.1 The District Council believes very firmly that any new services in primary healthcare should be targeted both geographical and otherwise to the area of the greatest health need and therefore benefit. In this respect, the PCT's decision to undertake an impact assessment is welcomed and it is hoped that the PCT will do this in a way that all our aspects will be considered. This is particularly relevant to the location(s) and nature of how the initiative is implemented.
- 3.2 The Council will object in the strongest possible way to any service development which actually or potentially impinges upon the long term sustainability of all current services at the Horton General Hospital. The PCT will be well aware of the District Council's vociferous objection to the past Oxfordshire Radcliffe NHS Trust's proposals and it is imperative therefore that this initiative is implemented in such a way that it focuses on primary care GP services only and not any services provided by the Horton General Hospital.
- 3.3 It is critical not to replace or destabilise the current GP practice network. This is particularly relevant to the out of hours service. The PCT claims that some of the town's GP practices do have capacity issues and that the process of improvement through change does frequently generate significant community concerns. This initiative should be an opportunity to build on the strengths of



the existing GP practices network in and around the town and to do so in the most effective and beneficial way possible.

- 3.4 The key concern is over the prescriptive nature of this Government driven initiative which is insufficiently flexible in timing and nature to apply to all local circumstances. It will therefore be necessary to consider all options through its impact assessment and to clearly evidence the strengths of the existing GP service provision as the basis for any service enhancement.

The following options have been identified.

<b>Option One</b>	To establish a new stand alone Health Centre
<b>Option Two</b>	To extend and improve the existing GP practices assuming the investment conditions permit this
<b>Option Three</b>	A combination of Options 1 and 2

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**Consultations:** None by the Council although the PCT has undertaken a major public consultation and engagement exercise to help shape the proposal.

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**Implications:**

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**Financial:** There are no financial implications to the Council arising from this report. There will be separate consideration of the location of the new centre which may have some financial implications.

Comments checked by Karen Muir, Accountant 01295 221545

**Legal:** There are no legal issues arising from this report.

Comments checked by Liz Howlett, Head of Legal & Democratic Services 01295 221686

**Risk Management:** There are no notable risks arising from this report.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566

**Wards Affected**

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**All Banbury and surrounding wards.**

**Corporate Plan Themes**

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The aim to help to deliver improved healthcare for Bicester and Banbury by supporting the PCT in delivering improved local and responsive healthcare services

to meet current and future needs of residents is one of the six key elements of the Council's Safe & Healthy Cherwell strategic priorities.

### **Executive Portfolio**

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**Councillor George Reynolds**  
**Portfolio Holder for Community, Health & Environment**

### **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix [X]	None
<b>Background Papers</b>	
None	
<b>Report Author</b>	Ian Davies, Strategic Director: Environment & Community
<b>Contact Information</b>	01295 221698 <a href="mailto:ian.davies@Cherwell-dc.gov.uk">ian.davies@Cherwell-dc.gov.uk</a>

# Agenda Item 8

## Executive

### Sustainable Communities Act 2007

12 January 2009

#### Report of The Head of Corporate and Community Planning and The Chief Executive

##### PURPOSE OF REPORT

To provide the Executive with information on this Act and the timetable for the submission of first round proposals.

This report is public
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##### Recommendations

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The Executive is recommended to:

- (1) Note the purpose of the Sustainable Communities Act and the timetable associated with the first bidding round.
- (2) Agree if Executive Members wish to develop a bid to this timetable.

##### Executive Summary

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##### Introduction

- 1.1 The Sustainable Communities Act 2007 enables the Secretary of State to invite Local Authorities to make proposals for **new** ways to improve the economic, social or environmental wellbeing of local areas by:
  - Supporting more local flexibility
  - Removing obstacles to improvement
  - Strengthening the role of communities
  - Encouraging civil and political participation
- 1.2 The scope of the Act is very broad and covers economic, social and environmental issues. There are clear links to the Empowerment Act, Sustainable and Prosperous Communities and the Power of Well Being and it is expected that proposals will consider a range of sustainability issues such as transport, workforce skills, participatory planning and energy use.

## **Proposals**

- 1.3 To note the headlines of the Act and the timetable for submitting proposals in the first round.
- 1.4 To decide whether to pursue the development of a bid by ourselves and/or in collaboration with others.

## **Conclusion**

- 1.5 The cross-party support this Act has may mean it proves to be a way to bring about legislative change in a way that better supports Local Authorities in the delivery of their objectives.

## Background Information

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- 2.1 The Sustainable Communities Act was developed as a result of a 5-year campaign taken up as a Private Members Bill, by Nick Hurd, Conservative MP. During its passage through Parliament it has gone through numerous and major revisions and has gained support from government. The Act became law in October 2007 and regulations have recently been published.
- 2.2 The Act enables the Secretary of State to invite Local Authorities to make proposals for **new** ways to improve the economic, social or environmental wellbeing of local areas by:
  - Supporting more local flexibility
  - Removing obstacles to improvement
  - Strengthening the role of communities
  - Encouraging civil and political participation
- 2.3 The scope of the Act is very broad and covers economic, social and environmental issues. There are clear links to the Empowerment Act, Sustainable and Prosperous Communities and the Power of Well Being and it is expected that proposals will consider a range of sustainability issues such as transport, workforce skills, participatory planning and energy use.
- 2.4 Such proposals can include proposals to transfer powers, functions and resources from one organisation to another.
- 2.5 The Secretary of State has committed to publish by April 2009, 'Local Spending Reports', which should include information about all public expenditure in an area to help inform proposals for change. What constitutes a 'local area' has yet to be defined.
- 2.6 Proposals can be made by individual Local Authorities or Authorities working together.
- 2.7 The Secretary of State has appointed the LGA to be the Act's 'Selector'. The Selector will consider submitted proposals and draw up a short list for decision by the Secretary of State. Further guidance on this process is awaited. The Secretary of State has a duty to consider any proposals that have been short-listed by the Selector and to publish the decision and the reason for it.
- 2.8 The first proposal round is now open and the deadline for submission is 31<sup>st</sup> July 2009. Arrangements for future rounds are likely to depend on the number and complexity of proposals received in the first round, but this is not intended to be a one-off programme.
- 2.9 Local Authorities must establish or recognise a panel of representatives of local people and consult them about any proposals that they plan to submit. There is guidance about what constitutes local people, the make up of the panels and the consultation process. Key to the legislation is community engagement, listening to communities and getting communities involved in decision making.

## Key Issues for Consideration/Reasons for Decision and Options

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## Options

- 3.1 To agree to participate by submitting a proposal in this first round whether by ourselves or in collaboration with others and to commission early work from officers to identify potential fruitful areas
- 3.2 To agree not to participate at this stage.

## Consultations

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We will have to consult on any proposals we submit to the Secretary of State in line with the spirit of the Act and the published guidance as well as the Council's Consultation and Engagement Strategy.

## Implications

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**Financial:** There are likely to be modest costs associated with the development of any serious proposal but these could be shared with other Local Authorities interested in pursuing the same changes. Should the Executive decide to pursue any specific proposal a cost-benefit analysis would need to be worked up.

Comments checked by Karen Curtin, Chief Accountant.

**Legal:** There are no significant legal issues directly arising from this report. If the Council decided to develop a proposal legal advice may be required interpreting the act and working to establish possible partnership arrangements including governance and funding.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 22168

**Risk Management:** By not participating in this we run the risk of missing an opportunity to pursue a change that might make a real difference to our ability to deliver our strategic objectives for the District. At the same time we risk putting significant time to a proposal which may not be accepted. It is likely that proposals supported by several Authorities are likely to stand a better chance of acceptance and working in collaboration with others if that suits us would be a good way of mitigating the risk of wasted effort.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566

**Equalities** The Act looks for consultation on any submitted proposal among local communities and the detailed guidance is likely to look specifically for consultation with hard to reach groups.

Comments checked by Grahame Helm, Head of Safer Communities and Development 01295 221615

**Wards Affected**

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All

**Corporate Plan Themes**

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Potentially any or all of them

**Executive Portfolio**

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**Councillor Barry Wood**  
Portfolio Holder for Community Planning and Policy

**Document Information**

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<b>Appendix No</b>	<b>Title</b>
None	
<b>Background Papers</b>	
None	
<b>Report Author</b>	Claire Taylor, Head of Corporate and Community Planning and Mary Harpley, Chief Executive
<b>Contact Information</b>	01295 221573 Mary.Harpley@Cherwell-dc.gov.uk

## Executive

### BICESTER TOWN CENTRE REDEVELOPMENT SCHEME

12 JANUARY 2009

### Report of Head of Economic Development and Estates

#### PURPOSE OF REPORT

To update the Executive on progress made on the scheme, and to consider the request that the Developer be granted a further Exclusivity Agreement

This report is public

#### Recommendations

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The Executive is recommended:

- (1) To note the changes being made to the ownership of Town Centre Retail (Bicester) Ltd, (TCR) the Council's development partner.
- (2) To approve the grant of an Exclusivity Agreement to TCR for a period expiring on 31.12.09.

#### Executive Summary

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##### Introduction

- 1.1 Members will be aware that progress on the implementation of this scheme has been delayed due to problems over the viability of the project, exacerbated by the general lack of availability of development finance.
- 1.2 Arrangements to address these problems have been agreed in principle, but they require some restructuring of the legal framework previously envisaged, and work to achieve this is being progressed.
- 1.3 Meanwhile, Sainsbury's will be investing substantially in pre-development costs, and seek a further period of Exclusivity, during which the Council agrees not to seek to bring forward this scheme with any other party.

##### Proposals

That a further Exclusivity Agreement be granted to TCR under which the Council agrees not to pursue the redevelopment of its land with any other party prior to 31.12.09.



## **Conclusion**

- 1.5 TCR has already invested substantial sums in professional fees and in acquiring properties affected by the scheme, but currently no formal development agreement exists. As further expenditure is required to take these proposals forward, it is appropriate to grant the developer a further period of Exclusivity. The alternative would be to delay progress until a formal Development Agreement has been completed, and this is likely to take some months.

## **Background Information**

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- 2.1 In 2005 the Council appointed Stockdale, supported by Sainsbury's, to bring forward this development. Stockdale formed a subsidiary company, TCR, for this purpose, and an agreement was made between TCR and Sainsbury's which provides for Sainsbury's to lease the proposed supermarket and car park. It was the intention that TCR would raise the necessary development finance via conventional borrowing.
- 2.2 After it became apparent that it would not be possible to finance the development in the proposed fashion, alternatives were considered. Earlier in 2008 the Council agreed, in principle, to invest in the project by agreeing to acquire part of the scheme, and similarly Sainsbury's agreed to invest further in the project, in order to overcome the funding problems. However this required changes in the ownership of TCR.
- 2.3 Terms have now been agreed for Sainsbury's to acquire TCR from Stockdale, so they have a greater legal and financial interest in the scheme, and are able to bring in the development finance required. Stockdale will continue to act as project manager for TCR.
- 2.4 Whilst terms were agreed some time ago for a formal Development Agreement between the Council and TCR, it will be necessary to revise the terms for that Agreement, to reflect the new arrangements. It is likely to take some time to complete this Agreement, as it is complex, imposing significant financial rights and obligations on the parties, and securing the final ownership structure which will apply on completion.
- 2.5 In order to move the project forward by acquiring any remaining property interests, making any necessary amendments to the detailed design, and developing construction drawings and specifications, further significant expenditure by TCR is required. Sainsbury's have indicated their willingness to finance this, but naturally they wish to be certain that they have a reasonable period to do so without the risk that the Council will decide to seek an alternative developer for the scheme. Consequently an Exclusivity Agreement is requested.
- 2.6 The last Exclusivity Agreement granted to TCR expired on 31.12.2007. Should the Council choose to break the new Agreement, and negotiate with another developer for the development of its property within the scheme, it would be liable to reimburse costs incurred by TCR to a maximum of £1m.

## **Key Issues for Consideration/Reasons for Decision and Options**

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- 3.1 The proposals are designed to enable this proposed development to come forward as soon as possible. Current economic circumstances are extremely unfavourable for such developments, but Sainsbury's have indicated that they remain very keen to deliver this project.
- 3.2 TCR have requested that they be granted an Exclusivity period of 1 year, with an option to extend for a further year in the event that substantive matters remain outstanding at the end of the first year. It is not recommended that this option for a further year be granted at this stage. It is clear that a

significant amount of detail remains to be agreed, and it is not considered appropriate to grant such a long period of Exclusivity at this time. Consequently an Agreement ending on 31 December 2009 is recommended.

- 3.3 If the Council was not minded to continue to pursue this project with TCR, along the lines outlined in the report, it is very likely that there would be a substantial delay before another developer could be found, and it may well be necessary to reduce the content of the scheme.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To grant a further period of Exclusivity until 31 December 2009 to TCR, so they can continue to bring forward the development scheme.
- Option Two** To grant a period of Exclusivity for one year, with an option for TCR to extend for a further year, if substantive matters remain outstanding at the initial expiry date.
- Option Three** The only other option would be to discontinue negotiations with TCR, which would imply a significant delay before it might become possible to find another developer willing and able to progress a redevelopment scheme. It should also be noted that TCR and Sainsbury's currently own a significant part of the site.

## Implications

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**Financial:** The delay in completing a development agreement has resulted in a various costs not being recovered during the current financial year. However, the delay in commencing work has resulted in additional car park income being received this year, as the relevant car parks continue in operation.

It is proposed that provision be made in next year's estimates for continuing consultancy support, and for costs to be recovered when the revised development agreement is completed. The detail of these arrangements is not treated as public information.

Comments checked by Eric Meadows, Service accountant  
01295 221552

**Legal:** The proposed Exclusivity Agreement is a simple document, and it is not anticipated that difficult issues will arise in completing this. Members should, however, be aware that it does create a potential liability to compensate TCR to a maximum of £1m, should the

Council decide to withdraw from negotiations or seek an alternative developer, during the Exclusivity period.

Comments checked by Malcolm Saunders, Senior Legal Assistant 01295 221692

**Risk Management:**

There are significant risks to the Council's reputation, and to the commercial vitality of Bicester, should the Council fail to deliver this scheme. The proposed action is considered to be the best way of ensuring that the scheme does proceed. The financial risks to the Council associated with the Exclusivity Agreement are set out above.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer 01295 221566

**Wards Affected**

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All Wards in the Bicester area

**Corporate Plan Themes**

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District of Opportunity

**Executive Portfolio**

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Councillor Norman Bolster  
Portfolio Holder for Economic Development and Estates

**Document Information**

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Appendix No	Title
<b>Background Papers</b>	
None	
<b>Report Author</b>	David Marriott, Head of Economic Development and Estates
<b>Contact Information</b>	01295 221603 david.marriott@Cherwell-dc.gov.uk

## Executive

### Affordable Housing and the Recession

12 January 2009

### Report of Head of Housing Services

#### PURPOSE OF REPORT

To provide Executive with information on the delivery of affordable housing within the context of a recession, and to consider a way forward that maximises opportunities for increasing the number and range of affordable housing units available for our community.

This report is public
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#### Recommendations

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The Executive is recommended to:

- (1) Note the current position on affordable housing policy, Corporate Plan targets and delivery.
- (2) To consider, in the context of the 2009/10 budget process, options for extending local initiatives to maintain affordable housing delivery.

#### Executive Summary

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##### Introduction

- 1.1 This report considers the impact that the current recession is having on affordable housing provision within the Cherwell District, outlines current working arrangements and progress, and considers issues and options for maintaining affordable housing delivery to meet our targets.
- 1.2 At present, the 2008/09 Council annual target of 100 affordable housing units is still on track and progress is being made to delivering the LAA stretch target of 119 units. However, this delivery and certainly future years' delivery is at risk because of recession. Consequently, officers have begun to consider options for new or additional measures to secure affordable housing targets.

##### Proposals

- 1.3 To note the current position on targets and delivery, and to step up research and monitoring of the changing position.

- 1.4 To progress the initiatives explained in paragraph 3.5. as far as possible in the context of available resources, and joint commissioning.

**Conclusion**

- 1.5 Recession seriously threatens the methods of providing new affordable housing (planning system related) used over recent years. This is beginning to impact on Cherwell in the planning and delivery of affordable housing. To mitigate against this position and risk, requires flexibility to research and test new ways of working.
- 1.6 This report highlights the range of work that is already being undertaken by the Council and its partners, but recommends consideration of some new ideas to try to alleviate the impact of the recession and to maximise and capitalise on the opportunities available.

## Background Information

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- 2.1 The targets for affordable housing within the district, and progress against them are detailed in Appendices A, B and C. The Corporate Plan sets out a target of 450 units between 2008 and 2011, with 100 of these units to be achieved in the current year. The Local Area Agreement (LAA) sets out a stretch element to these targets, which takes targets higher – for example, in the current year the Council is striving to achieve the additional 19 units required as part of the LAA stretch target for Cherwell of 119 units. Affordable housing delivery is also inextricably linked to overall housing delivery, since planning policy sets the level of housing growth and outlines the appropriate mix of market and affordable housing. Planning agreements then secure the affordable element of new build. So the failure to achieve market housing can impact seriously on affordable housing delivery. As delivery from planning agreement secured new build is reduced the composition of “new affordable housing” that contributes to meeting targets is becoming more complex to monitor. The new shared ownership and other intermediate housing products available, including acquisitions, are making an increasing contribution. This necessitates greater clarity of reporting as affordable housing completions will include new build units secured by both the planning framework and the enabling of other products such as the Government’s HomeBuy (shared ownership) scheme, and some acquisitions, (which transfer existing stock from the private sector to the social rented sectors).
- 2.2 In addition to immediate delivery issues, long-term housing requirements and targets are being updated through the Local Development Framework, and will need to be considered in further detail in a review of the Cherwell Housing Strategy during 2009 -10. In response to the rapid change in housing market conditions in the last six months, further, special, consideration is required on measures that could help mitigate the effects of the recession. It is important to consider what the Council is already doing, but in addition to assess emerging issues, and to review the options available given recent initiatives from central government and any good practice available.
- 2.3 The foresight of the Council in the 2007 restructuring has already had a significant positive effect in terms of our approach to dealing with affordable housing and the recession. Over the past eighteen months, closer joint working has taken place between housing and planning officers. This has been particularly noticeable in areas such as housing market and needs research, the preparation of the Local Development Framework, individual site negotiations and monitoring arrangements. This has resulted in greater understanding of roles and responsibilities and an ability to problem solve jointly on issues that arise around affordable housing policy and delivery/enabling. Closer joint working on economic development issues affecting housing is also in place. Partnership mechanisms developed to support this work are listed in Appendix ‘D’ to this report.
- 2.4 The Council works at sub-regional (county) level as part of the Local Area Agreement (LAA) 2, and this work includes the remit of the Oxfordshire Housing Partnership (OHP). As well as the Council’s individual targets on affordable housing, we are working to provide greater outputs at the sub-region which are particularly relevant in terms of reward monies for the OHP.

It is hoped that some of the reward monies will be available to support new partnership initiatives on affordable housing that could aid the local response to recession. Cherwell will need to work to influence decisions on this.

- 2.5 The Council has a ring-fenced housing capital pot available to help bring forward and support affordable housing schemes. This fund is a “guarantee fund” dedicated to delivering new affordable homes and was set up under the current Housing Strategy using some of the capital proceeds arising from the Housing Stock Transfer and Right to Buy sales, (see Section 4 below). This provision could now be put to work on new housing initiatives in response to recession. However, the funding available is relatively small and the pressures on capital are growing.

### **Key Issues for Consideration/Reasons for Decision and Options**

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- 3.1 The affordability of local housing is the single most significant barrier to finding somewhere to live. Despite the current economic downturn, falling housing prices and the credit crunch, average house prices across the District remain high and will remain beyond the reach of many local people.
- 3.2 This section of the report considers current practice and possible new initiatives to mitigate the reduction in the delivery of affordable housing due to the economic downturn. Given the limited resources of the Council, it is important to have a structured programme in respect of our future Affordable Housing activity. Any strategy for meeting housing need must consider demand as well as supply issues.

### **Options**

- 3.3 Whilst the opportunities for maintaining affordable housing delivery in recession conditions are not fully developed nationally in the context of a constantly changing market environment, a range of opportunities have been identified via the Council’s partnerships, consultation, research and corporate consideration of what the Council can offer. These opportunities build on the work that the Council has undertaken to date. Longer term delivery will be underpinned by the forthcoming Local Development Framework (LDF) and a review of the Cherwell Housing Strategy.
- 3.4 The immediate opportunities for maintaining and maximising affordable housing delivery are listed below, with an indication of where new resources would be required:

<b>Initiative/Opportunity</b>	<b>Description</b>	<b>Possible Action</b>	<b>Resources</b>
1. Local Development Framework (LDF) – update of affordable housing policy in planning context	The planning framework for the Council will allow affordable housing delivery to be re-set – this will include headline policy via core strategy and more detail via the Supplementary Planning	Prepare for application of planning policies on affordable housing in differing market conditions. Aim is to purchase and develop use of financial viability toolkit for policy testing and individual site negotiations	Existing resources



	Documentation. Note: this issue was deferred for future consideration when reported to Executive as part of work on LDF Core Strategy. Reconsideration is planned for mid-2009.		
2. Further development of homelessness prevention work (Homelessness Strategy)	Minimising demand for affordable housing lessens the impact of reduced delivery	Continue to improve and increase levels of housing and money advice as part of homelessness preventative measures. Implementation of the TA Strategy. Develop role of private rented sector (see 9 below)	Existing resources
3. Maximise take up of the Government's Mortgage Rescue Scheme and related initiatives in District	The Council became one of 60 fast-track authorities for the Mortgage Rescue Scheme on 1 December 2008 ahead of other authorities who start in January 2009. This initiative transfers private ownership housing stock to shared ownership or social rented.	Reduce demand on limited resources through innovative work such as the Government's Mortgage Rescue and Mortgage Support Schemes, and Welfare Benefit take-up. Through the Council's SLA with the CAB increasing housing options and financial advice support can be provided to the whole community.	Existing resources
4. Build on existing partnership working to research the changing market and develop / apply new initiatives	A wide range of partnerships are already in place, but further intelligence is needed about the market to track the impact of the recession more closely, and to fully realise opportunities available	Regular informal contact with estate agents and private sector landlords  Regular contact with developers – to include a programme of discussions on prospects/potential for major sites (SW Bicester /Bankside/Gavray Drive)  Continuing to build relationships with rural landowners especially colleges/Duchy of Cornwall where land	Existing resources

		owned by them may be suitable for rural affordable housing – through re-launch of Rural Housing Partnership (see 8 below)	
5. Extend and consolidate local promotion of the growing range of affordable housing products now available	There are currently ten models of HomeBuy products available e.g. MyChoice HomeBuy, New Build HomeBuy, Rent to HomeBuy, OwnHome, New Build Shared Equity, First Time Buyers Initiative, Social HomeBuy, Discounted Rent, and the new HomeBuy Direct. <i>(Definitions on CLG website or available from Strategic Housing Team)</i>	Continue to work with the HCA, RSLs, Developers and Catalyst to maximise the opportunities from these products for Cherwell residents, as they provide greater choice and flexibility in the affordable housing market. Some of these products effectively assist access to existing private ownership stock thus providing affordable housing without new build taking place	National Affordable Housing Programme of the Homes and Communities Agency and existing resources (aim to maximise use of national funding in District)
6. Maximise opportunities for inward funding by exploiting any new national scheme and funding initiatives, including Supporting People funding and partnership working	National Affordable Housing Programme and its future development is main opportunity	Active housing options and partnership work can ensure all opportunities to access available schemes are exploited  Work with RSLs and landowners / developers may create opportunities to work flexibility on new initiatives that may be offered through national programmes, including a proposed pot dealing with land supply issues  Appendix C to this report highlights the schemes that are currently being considered with the Council's partners. Schemes carry different degrees of likelihood, and risk depends on how the recession unfolds, but the appendix indicates the work in	Existing resources - (aim to maximise use of national, regional and sub-regional funding in District)

		progress	
7. Maximise use of existing affordable housing stock	Enable new initiatives through match funding to encourage best use of property e.g. overcrowding and under occupancy projects	An ‘Overcrowding Strategy’ is being produced and this work indicates that a small number of RSL tenants/owner occupiers in low paid employment are occupying severely overcrowded accommodation and as such are in high level of housing need. An alternative to applying for accommodation via the Council’s housing register could be to extend their current home – and for many this will be the most appropriate option	Further work with RSLs and lenders to provide equity loans and/or match funding will be explored. To support this work during 2009/10 it is suggested that feasibility work could be undertaken. A capital bid of £30k is due for consideration through the 09/10 budget – no revenue impact is anticipated
8. Maximise new rural affordable housing opportunities	<p>A draft Rural Affordable Housing Improvement Plan is in preparation and will be considered in the current Scrutiny Review of rural affordable housing work</p> <p>Opportunities for new development may remain as changing land and property values are a less important factor in rural exception schemes.</p>	Much good work has been undertaken to date by the Rural Housing Partnership. A comprehensive action plan to re-launch this work is envisaged. This includes targeting land owners where local need is demonstrated, checking review of publicly owned land in Oxfordshire, ensuring Parish Plans encompass affordable housing, promoting the Cherwell Rural Affordable Housing DVD to explain the benefits of affordable housing, and more effective working arrangements. Links will be needed to LDF preparation	Existing resources / possible LAA 2 reward monies support for partnership work in light of reduced government funding for independent rural housing enablers
9. Maximise private sector opportunities	The private sector includes privately rented accommodation and home ownership properties, and	To review options for increasing use of the private rented sector. Including enhanced rent deposit schemes and the potential for creating a	Existing resources. Possible bid for a funding of private sector development worker – LAA1 reward monies

	<p>needs to be fully utilised to meet housing need. The Council improves and adapts properties in this sector reducing the need and demand for social housing.</p>	<p>dedicated private rented sector liaison officer, alongside the expansion of licensing the sector</p> <p>The Home Improvement Grant initiative was introduced in 2007, and in return for grant contribution towards repair and improvement, landlord surrender nomination rights to the Council for an agreed period. The continuing of this scheme would be of enormous benefit in the meeting of housing need and reducing demand on affordable housing.</p> <p>Adaptation of the homes of disabled people to improve access to essential facilities and amenities enables them to continue to live in their own homes. This has the effect of reducing the demand for bungalows, ground floor accommodation and the new homes which are able to be built with adaptations in-situ.</p> <p>Essential Repairs Grants are discretionary and are used to assist vulnerable households with needed repairs. They play an important role in ensuring that mainly elderly people remain safe and secure.</p>	
<p>10. Extend the use of Council capital resources</p>	<p>The Council has a ring-fenced capital pot in place for affordable housing delivery. This could be used to extend the current acquisitions scheme (financial support for RSL</p>	<p>To enable the procurement of more properties in the open market by an RSL or to help provide mortgage rescue assistance to prevent homelessness. This will enable the Council to provide a</p>	<p>The Council's Capital Pot for affordable housing. A capital bid for an annual £1m acquisitions programme is due for consideration in the 09/10 budget process This would allow a</p>

	purchase of private market homes for addition to their social housing stock – with Council nomination rights)	greater range of properties to meet the most pressing housing needs such as larger properties, properties suitable for disabled families and properties in areas of greatest housing need	programme to be established to support acquisitions / Mortgage Rescue Scheme extensions /buy of empty homes – this would be delivered with RSL partners and utilising funds via the HCA, recycled grant, and other government schemes that may emerge. No revenue impact is anticipated
11. Prioritise maintenance of Council capital resources for housing work	The replenishing of the Council's capital pot for housing	To designate a sum each year to replenish the pot, as the balance will reduce each year as the above initiatives are pursued	This would require continued use of capital receipt and will be difficult given the low level of receipts expected.

3.6 In addition to the above opportunities, officers have considered reviewing Council land holdings and exploring the possibilities of purchasing land for affordable housing. The Council does not have a land bank and has reviewed all the sites that were retained following the stock transfer. The areas retained were small in area and there are no significant sites available. There are a few potential building plots for which consent is being sought, and these would be offered for affordable housing before considering offering for sale. Affordable housing has been a Council priority for a number of years, and this is always given first consideration when considering options for development (e.g. current Orchard Way scheme in Banbury). In terms of purchasing land, it is believed that it is preferable to assist an RSL to acquire. The greatest opportunities must be in acquiring either land with permission, or completed properties, and this could mean grant aiding RSLs. However this would require significant investment from the Council's capital or borrowing, and it is not therefore listed in the table of initiatives above.

#### 4.0 Resources

4.1 In setting its affordable housing targets as part of the Cherwell Housing Strategy 2005-11, the Council made an assessment of the financial resources available to it and concluded that there was a funding gap of over £5.4million in achieving the target of a minimum of 600 new affordable homes. This resulted in creation of the "guarantee fund" approach where £7million of the capital receipt arising from the Housing Stock Transfer was earmarked for financial support to projects delivering new affordable homes. The current balance on this capital pot is £5,727,336, reflecting spend to date on support for development schemes and the current acquisitions scheme.

- 4.2 In addition the Council has housing capital receipts of £8,743,731 available from RSL stock transferred housing Right to Buy (RTB) clawback. This can be regarded as a top up to the earmarked fund, giving a remaining total fund of £7,471,067. The level of receipts to this fund is declining as the number of properties being sold reduces.
- 4.3 There are further capital receipts ring-fenced for housing of £1,790,738 that are being utilised for the resourcing of the temporary accommodation strategy and are therefore committed.

<b>Cost Centre</b>	<b>Capital Pot</b>	<b>Balance at 31/12/08</b>	<b>Balance at 31/03/09</b>
50067	Capital Receipts Social Housing	5,727,336	7,000,000
50396	Capital Receipts ring fenced for Social Housing	1,790,738	1,790,738
		<b>7,518,074</b>	<b>8,790,738</b>
50082	Right to Buy Clawback	8,743,731	7,471,067

- 4.4 The strategic housing role of the authority includes the enabling (of affordable housing) role, and the Council sets out to maximise resources for the enabling of affordable housing. In this context, it works with the Homes and Communities Agency (HCA) in supporting RSL bids for resources from the National Affordable Housing Programme which have been instrumental in the Council achieving its affordable housing targets. The current economic climate has resulted in the HCA stating the need for flexibility within the programme to enable affordable housing schemes to be brought forward. It has also said that it is currently considering a separate capital pot to enable land to be brought forward.
- 4.5 The National Affordable Housing Programme bidding process has changed for the 2008-11 programme. The 2006-08 programme included bidding at the start of the process. The current programme includes regular market engagements so that schemes with surety can be submitted – as opposed to schemes with no guarantee of securing imminent planning permission. These regular market engagements (approximately three monthly) have been relaxed so that schemes can be submitted at any time in the current recession.
- 4.6 In the early years of an economic downturn affordable housing schemes known as “off the shelf products” tend to come forward where developers have difficulty in selling properties on the open market. In this context, affordable housing targets are helped at first which is being evidenced in Cherwell in 2008-09. However, these products are likely to end in 2009-10 as new developments may not be as widespread, causing less demand on the National Affordable Housing Programme.
- 4.7 The Council's affordable housing capital pot was not utilised extensively in the early years of its designation. Funding from the National Affordable Housing Programme was always the preferable source of capital and it has proved possible to lever this national funding in most cases.

- 4.8 Given the shift away from affordable housing being delivered almost exclusively via planning obligations, a key Council strength now in dealing with the effects of recession and the opportunities available is the existence of the earmarked capital pot. In this context, as greater use is likely to be made of the funds (as has been evidenced in 2008/09), the option of replenishing the funds is also raised as an way of improving delivery and reducing the risks caused by recession. However there are currently many demands on the Council's capital resources and this is creating overall budget issues. Though the need is great at the Council may not have the ability to embark on a large capital spend on housing issues.

<b>Option One</b>	Approve the proposals outlined in the report.
<b>Option Two</b>	Approve the proposals with amendments.
<b>Option Three</b>	Not to approve the proposals outlined in the report.

### **Consultations**

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**The Homes and Communities Agency** The new Homes and Communities Agency (HCA) was launched on 1 December and brings together the development roles of the Housing Corporation, English Partnerships and CLG to form the largest regeneration and development agency in Europe. We consulted with the South East Regional Investment Manager through the Cherwell RSL Development Group. The HCA is trying to be flexible and open to new ideas and at a high level they are listening to RSLs and developers. They say the working environment is rapidly changing and not yet fully understood, and flexibility will be applied, which they would expect from all partners in the business of bringing forward affordable housing.

**Cherwell RSL Development Group** The Cherwell RSL Development Group was consulted in December 2008. RSLs are feeling the effects of the economic downturn. Particular attention was drawn to the sustainability of new schemes and support around land costs to help scheme viability although acknowledging the context that vendors were still trying to sell at prices of twelve months ago.

**Cherwell Private Sector Landlords Forum** The feedback from this Forum was that additional properties have come onto the market for private renting because of the economic downturn and the difficulties in selling. This has having a downward effect on private rents within the District.

### **Implications**

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**Financial:** Decisions taken in funding any of the initiatives listed in the body of this report will need to be considered in setting the 2010/11 budget, and in the context of the financial and service planning process. Current demands on capital resources, together with the decline in income from interest on reserves invested, means that proposals for large scale use of capital need to be in line with strategic

priorities. The balance of available capital receipts is outlined in 4.3.

Comments checked by Karen Curtin, Chief Accountant 01295 227098

**Legal:**

There are no significant legal issues directly arising from this report, although any arrangements to secure affordable housing will need legal input to ensure delivery.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686

**Risk Management:**

There is a clear commitment by the Council to deliver affordable housing in the District. Failure to deliver this corporate priority would see an increase in housing need and homelessness in the District. Any significant increase in local homelessness will result in considerable financial consequences for the Council.

There is considerable good work already being carried out to mitigate the uncertainty in delivery of affordable housing and by agreeing a proactive and structured work plan that will maximise opportunities for further increasing the number and range of affordable housing homes the Council will be in the best possible situation.

Comments checked by Dave Bennett, Corporate Health and Safety Manager 01295 221738

**Equalities**

Equality of access to affordable housing for people on low incomes will be undermined by unsuitable affordable housing provision. The Council's priority groups for equality and diversity – such as the young and old – will be adversely affected without a suitable range of affordable housing choices. In addition the vulnerable groups identified in the Cherwell Homelessness Strategy require appropriate affordable housing provision.

Comments checked by Grahame Helm, Head of Safer Communities and Development 01295 221615

**Data Quality**

In recent times the majority of affordable housing came from planning consents for private developments. With the economic downturn now impacting negatively on the number of such schemes a wider range of options is being actively pursued (as set out in this report). In particular there is an increase in affordable housing achieved through shared ownership, HomeBuy and acquisitions. Figures for affordable housing units delivered will now have a lower proportion of new build and greater numbers of transfers of existing properties from private ownership to various forms of affordable. Although the information received from Registered Social Landlords in more complex there are internal systems in place to ensure data quality.

Comments checked by Mike Carroll, Head of Improvement 01295 227959

**Environmental**

Developments that are sustainable support the Council's



Corporate Plan, and it is important that the opportunities offered within the current climate do not present significant risk to the concept of mixed communities.

Comments checked by Ed Potter, Head of Environmental Services 01295 221902

## Wards Affected

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All

## Corporate Plan Themes

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### Strategic Priority 1 – Cherwell: A District of Opportunity

- Aim: Balance employment and housing growth by developing businesses and homes that meet local need within an overall robust planning policy framework.
- Aim: Secure housing growth that meets Government targets and the needs of the District through an appropriate mix of market and affordable housing.
- Aim: Give you advice and support you to find a home if you are without one.
- Aim: Improve the standard of housing particularly for vulnerable people.
- Aim: improve local services and opportunities in rural areas.

In addition, Priority 2 of the Cherwell Housing Strategy is to increase the provision of affordable housing.

## Executive Portfolio

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**Councillor Michael Gibbard**  
Portfolio Holder for Planning and Housing

## Document Information

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Appendix No	Title
Appendix A	Targets
Appendix B	Affordable Housing Delivery 2008/09 – Current Progress
Appendix C	Trajectory of Affordable Housing Delivery 09/10 and 10/11
Appendix D	Partnership Working Mechanisms
<b>Background Papers</b>	
Cherwell Housing Strategy 2005-11	
Planning Policy Statement 3 (PPS3) Housing	
Cherwell District Council Interim Planning Guidance, April 2007	
Oxfordshire Housing Market Assessment – Final Report (December 2007)	
Cherwell Housing Needs Estimates 2008 (June 2008)	
Cherwell Local Needs Modelling Report (September 2008)	
<b>Report Author</b>	Martyn Swann, Strategic Housing Manager
<b>Contact Information</b>	01295 221743 Martyn.Swann@Cherwell-dc.gov.uk

## **Appendix A**

### **Affordable Housing Targets**

Housing Strategy 2005-11 – the Council agreed to build a minimum of 600 new affordable homes over the lifetime of the housing strategy with an aspirational target of 960 units. Annual targets of 100 in 2005/06 and 130 2006/07 were also agreed.

Annualised targets were also agreed as part of the Corporate Plan of 150 units in 2007/08 and 100 units in 2008/09. The Corporate Plan has set out targets of 150 units for 2009/10 and 200 units for 2010/11. These targets were agreed prior to the economic downturn.

The Local Area Agreement specifies stretch targets for affordable housing as part of sub-regional working. These are 119 units for 2008/09, and a total of 1055 between 2009 and 2016.

Affordable housing targets have been achieved previously due to schemes brought forward via planning obligations. This context is now shifting as other non-traditional affordable housing schemes such as acquisitions or mortgage rescue can also count to affordable housing delivery.

The tables in the following appendices show monitoring of housing delivery against the targets noted above.

## Forecast Affordable Housing Completions 2008-11

## Appendix B

This table looks at possible completions for the next 3 years. It is based on reasonable assumptions but we cannot guarantee any of these completions, particularly those on sites with permission but not being brought forward for private development. Conversely there are also Rural Exception Sites and Charter Land opportunities being developed which may complete in the period but which are uncertain at this point and therefore not included. The information is based on a site by site appraisal of likely delivery and traffic light system has been used to indicate the risk of the housing not coming forward within the time period. This information should be cross referenced with the calculation made in the Annual Monitoring Report (paragraph 5.61) based on a percentage of overall housing planned for delivery of 169 units per year.

Completions to October 08						
Site (add planning ap no)	New build/ Acquisition	Urban/Rural	Social rent units	Intermediate units	Number of flats	Comments
Cattlemarket, Banbury: 06//02443/REM	New Build	Urban	14	8	18	S106 site delivered with Bromford HA
Various Banbury Bicester	Acquisition	Urban	6	0	1	CDC funded to convert temporary accommodation to permanent housing-Paradigm properties
Ploughly Road, Ambrosden 06/02400/REM	New Build	Rural	9	3	6	S106 site delivered by Sovereign Housing Group
<b>Subtotals</b>			<b>29</b>	<b>11</b>	<b>25</b>	
Forecast Completions October 08- March 09						
Milton Road, Bloxham 07/01653/REM	New Build	Rural	15	37	12	S106 –affordable completed prior to market To be delivered by Bromford
Buchannan Road, Arncott 07/00700/REM	New Build	Rural	8	0		Expected completion November 08 To be delivered by Thames Valley Housing Association
Spirit Motors Site, Banbury 07/00082/F	New Build	Urban	26	4	30	S106 site Flats for older people To be delivered by Sovereign Housing Group
Acquisitions scheme	Acquisition	Urban	9	0	0	CDC funded –larger family homes Being purchased by Sanctuary Housing
Ploughly Road	New Build	Rural	6	0	0	Bid submitted for Sovereign to purchase additional units from developer
<b>Totals for year</b>			<b>93</b>	<b>18</b>	<b>67</b>	

Temporary Accommodation Provision						
Bicester TA flats	Acquisitions	Urban	5	0	5	Flats purchased through CDC grant by Sanctuary for emergency housing for homeless households
My Choice Homebuy Completions						
Completed	12	Proceeding	19			

## Pipeline Schemes 2009-2011

## Appendix C

Pipeline Schemes 2009-10						
Site	Urban/Rural	Expected Start on site	Anticipated completion	Social rent	Intermediate	Comments
Merton Street, Banbury	Urban	September 08	June 09	20	0	Brought off the shelf from developer by Sanctuary
Gosway Fields	Rural	November 08	Dec 09	3	1	S106 site to be delivered by Thames Valley HA
Greenhill House, Adderbury 07/02135/F	Rural	June 08	June 09	10	5	S106 site to be delivered by SOHA
Little Bourton Service Station	Rural		May 09	4	2	S106 to be delivered by SOHA
Gosford Farm, Gosford	Rural (but will also serve Kidlington)	Aug 08	Dec 09	18	18	RES to be delivered by Sanctuary. Scheme may be delayed.
Buchanan Road, Arncott	Rural	Mar 09	Mar10		4	S106 to be delivered by Thames Valley HA (final stages)
Appleby Close, Banbury garage site.	Urban	Jan 09	June 09	6		Charter owned site
Cassington Road, Yarnton	Rural	April 09	Mar 10	10	10	1st phase –site being brought forward as predominantly affordable. Needs revised planning permission but developer keen to start on site. RSL partner is Catalyst Housing
Milton Road, Bloxham 07/01653/REM	Rural	Dec 07	May 09	0	4	S106 final stage
London Road/Highways Depot, Bicester	Urban	Nov 08	Dec 09	20		Extra care scheme for older people being developed by Bedfordshire Pilgrims. May come forward sooner but environmental concerns on site

Gavray Drive , Bicester	Urban	Apr 09	Mar 10	10	10	1st phase of strategic site. Has been delayed in Planning and uncertain about delivery timescale. RSL partner Bromford
<b>Totals</b>				<b>101</b>	<b>54</b>	
<b>Temporary Accommodation</b>						
Warwick Road	Rural	Dec 08	Dec 09	4		Sort term TA on redeveloped Sanctuary site

<b>Pipeline Schemes 2010-11</b>				
<b>Site</b>	<b>Urban/Rural</b>	<b>Social Rent</b>	<b>Intermediate</b>	<b>Comments</b>
Orchard Fields Primary School, Banbury	Urban	30	10	Extra care scheme for older people being developed by Bedfordshire Pilgrims HA
Orchard Way, Banbury	Urban	26		Redevelopment of shops and flats by Sanctuary HA
Bryan House, Bicester	Urban	18	6	Redevelopment of existing sheltered housing scheme by Sanctuary
SW Bicester, 1 <sup>st</sup> Phase 06/00967/OUT	Urban	44		1st phase of large strategic site. Developer currently seeking to proceed and units may come forward sooner but high risk of developer being unable to start in current market. RSL partner Bromford/Paradigm
Priory Road, Bicester	Urban	14	7	Identified site secured by Bloor Homes
Cassington Road, Yarnton Prev 08/00869/F	Rural	60	58	1st phase – site being brought forward as predominantly affordable
Weston on the Green	Rural	10	0	Possible RES with Duchy
Transco Depot, Launton Road, Bicester	Urban	35	18	Identified site with outline planning and currently being marketed with increased levels of affordable units.
Miller Road, Banbury	Urban	8		Habitat for humanity scheme on CDC land for young people
<b>Totals</b>		<b>245</b>	<b>99</b>	
<b>Temporary Accommodation</b>				
Bryan House, Bicester		6		
Orchard Way, Banbury		4		
Edward Street, Banbury		6		

## Appendix D

### External and Internal Partnerships that Influence Affordable Housing Delivery

Group/Forum	Purpose	Council membership
Oxfordshire Housing Partnership (OHP) Members' Group	Oversees the OHP arrangements – historic priority has been delivery of affordable housing, but has shifted to reflect LAA2 priorities to include wider housing market	Portfolio Holder Planning and Housing
OHP Steering Group	Oversees implementation of OHP work programme	Strategic Director PHE and relevant other officers
Oxfordshire Housing Market Assessment Steering Group	To oversee ongoing work in updating housing market information	Strategic Housing Manager
Cherwell Registered Social Landlord (RSL) Development Group	To oversee the affordable housing programme	Housing and planning officers, RSL development partners.
1:1 Monitoring meetings of RSL development partners	To ensure smooth running of scheme development, and to explore new business opportunities	Housing officers and representatives at individual meetings of each RSL development partner
<p>Oxfordshire Rural Housing Partnership – Delivery Group</p> <ul style="list-style-type: none"> <li>Rural Housing Enablers Group</li> <li>Cherwell Development Implementation Group (DIG) meetings</li> </ul>	<p>To monitor the delivery of rural housing schemes brought forward via Rural Exception Sites</p> <ul style="list-style-type: none"> <li>To monitor the work of the Rural Housing Enabler at the ORCC to ensure it fits with the strategic priorities of each authority and that delivery takes place. CDC jointly funds this post.</li> <li>To explore opportunities in individual parishes and how best to take them forward</li> </ul>	<p>Strategic Housing Manager, other enabling officers, RSL and developer agents</p> <ul style="list-style-type: none"> <li>Housing officers (CDC and WODC), RSLs, ORCC</li> <li>Strategic Housing Officer, planning officers, Oxford Citizens Housing Association (OCHA), Oxford Rural Communities Council</li> </ul>
LDF Advisory Panel	Informal CDC Member Consultative group on LDF policy development including affordable housing elements	CDC Members and officers – chaired by Portfolio Holder
Planning Obligations Board	To tackle issues impacting on s106 negotiation, execution and delivery including affordable housing delivery	Council planning, housing and other officers as required





# Agenda Item 11

## Executive

### DRAFT BUDGET 2009 – 2010 Analysis 2

12 January 2009

### Report of Strategic Director for Customer Service and Resources and the Chief Accountant

#### PURPOSE OF REPORT

The Council has to adopt a budget for 2009/10 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years. This is the second of three opportunities that the Executive has to shape and refine the interaction between service plans and financial matters before the final budget is presented to the Council on the 23rd February 2009. This report also considers an updated Medium Term Financial Forecast to 2013/14 building on the latest projection for 2008/09 and draft budget for 2009/10.

This report is public
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#### Recommendations

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The Executive is recommended:

- 1) to consider the draft revenue budget 2 (detailed in Appendix 1) in the context of the Council's service objectives and strategic priorities;
- 2) to agree the approach to the overall capital programme and 09/10 expenditure profile (detailed in Appendix 2);
- 3) to note the draft MTFS position (detailed in Appendix 3)
- 4) to request Officers review the current treasury management strategy in light of the current economic climate and present their recommendations at the February 1<sup>st</sup> Executive
- 5) to advise of any matters they would like taken into consideration in producing a balanced budget for the next meeting of the Executive ;
- 6) to consider the recommendations of the Resources and Performance Scrutiny Board from their meeting of December 9<sup>th</sup> 2008 (detailed in Appendix 4)

To note the workshop conclusions from the meeting on 9 December 2009 and to consider them as part of their final discussions on the draft budget; and

To note the request that officers ensure that in 2009 the process for scrutiny of the budgets involves members at an earlier stage and provides additional detail.

- 7) to consider the recommendations of the Resources and Performance Scrutiny Board in relation to concessionary fares. (detailed in Appendix 5)
- not to change the current arrangements for the Concessionary Fares Travel Scheme at the present time but that the situation should be reviewed again in six months

## **Executive Summary**

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- 1.1 The budget will form the financial expression of the Council's service delivery plans for 2009/10; the allocation of resources against agreed service priorities is necessary in order to achieve its strategic priorities.
- 1.2 There is a statutory requirement for the Council to set a balanced budget by 11 March 2009 and the draft budget is part of that process.
- 1.3 The re-profiling of the capital programme enables us to improve effectiveness in delivering the commitments
- 1.4 The draft budget presented illustrates significant progress in securing further efficiency savings to substantially reduce the funding gap identified in the previous draft from circa £0.7million to around £40k.
- 1.5 The current economic climate presents unprecedented challenges in meeting spending priorities without placing undue burden on local taxpayers. The Council's successful approach to improving value for money and securing efficiencies on an ongoing basis provides the foundation for further significant cost reductions in the coming year, over and above contributions secured to date in excess of £2.8million.

## **Background Information**

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### **2.1 Service Plans**

Copies of the Service Plans for 2009/10 are available on the Council's intranet site <http://intranet/improvement/draftserviceplans.cfm>.

### **2.2 The Status of the Budget**

The revenue budget as presented has been left, quite deliberately, with a funding gap. This type of gap is not unusual at this stage in the process and it can be covered by a contribution from the general fund reserve. The funding gap in the draft budget as presented is approximately £40k and it is important that Members are aware of this potential deficit before they commit funding against particular priorities and/or divert funding from low priority services.

The final allocation of central Government Grant has been confirmed and has remained as per the three year settlement. The amount available for distribution from the Collection Fund will be confirmed later in the process and further announcements in relation to inflation and interest rates will also be considered.

### 2.3 Resources and Performance Scrutiny Board

The Resources and Performance Scrutiny Board has considered the scrutiny of draft 1 of the revenue and capital budget and has reported its recommendations in Appendix 4. There have also reviewed concessionary fares and reported its recommendations in Appendix 5.

#### **Key Issues for Consideration/Reasons for Decision and Options**

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3.1 This report presents a second analysis of the Council's draft 2009/10 Revenue and Capital Budget and considers 2 items from the work of scrutiny in relation to scrutiny of the budget and concessionary fares.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

**Option One** To review draft revenue and capital budget to date and consider actions arising.

**Option Two** To approve or reject the recommendations above or request that Officers provide additional information.

#### **Consultations**

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Corporate Management Team 10/12/08, 17/12/08

#### **Implications**

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**Financial:** Financial Effects – the significant financial effects of the budget are identified in Appendix 1. Any decisions made in relation to ongoing expenditure or income in the budget for 2009/10 will have repercussions in future years when current forecasts indicate the financial environment is likely to become increasingly difficult. The Council has a statutory duty to set a balanced budget and could incur the intervention of the Secretary of State if it failed to do so.

Consideration of this item will fall within the provisions of Section 106 of the Local Government Finance Act 1992, and Members affected by those provisions should declare accordingly and refrain from voting on the matter.

Efficiency Savings – Our Medium Term Financial Strategy requires efficiency savings and we have a NI target of 3.1% in 2009/2010. The draft budget presented includes a significant level of qualifying efficiencies which will be collated and reported to the February Executive meeting. Comments checked by Julie Evans, Strategic Director for Customer Service and Resources , 01295 221595.

**Legal:** There is a statutory requirement for the Council to set a balanced budget by 11 March 2009 and the draft budget

is part of that process.

Comments checked by Julie Evans, Strategic Director for Customer Service and Resources, 01295 221595.

**Risk Management:**

The significant risks and assumptions associated with the draft budget are outlined in Appendix 1 and a risk provision has been considered. On a broader front, if due consideration is not given to matching scarce financial resources carefully against properly assessed service priorities, the Council may fail in achieving its strategic priorities and in its duty to demonstrate value for money.

Comments checked by Julie Evans, Strategic Director for Customer Service and Resources, 01295 221595.

**Wards Affected**

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All

**Corporate Plan Themes**

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An Accessible and Value for Money Council

**Executive Portfolio**

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**Councillor James Macnamara**  
**Portfolio Holder for Resources**

**Document Information – Appendix 1-3 to follow separately**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Draft Revenue 2009/10 Budget and Analysis 2
Appendix 2	Draft 2009/10 Capital Programme
Appendix 3	Draft Medium Term Financial Forecast 2009/10 to 2013/14
Appendix 4	Resources and Performance Scrutiny Board – Scrutiny of Budget
Appendix 5	Resources and Performance Scrutiny Board – Concessionary Fares
<b>Background Papers</b>	
2008/09 Budget Booklet 2008/09 Capital Programme Medium Term Financial Strategy Budget Guidelines	
<b>Report Author</b>	Karen Curtin, Chief Accountant
<b>Contact Information</b>	01295 221551 <a href="mailto:karen.curtin@cherwell-dc.gov.uk">karen.curtin@cherwell-dc.gov.uk</a>

### SCRUTINY REVIEW OF THE DRAFT BUDGET

12 January 2009

#### Report of Head of Legal and Democratic Services

##### PURPOSE OF REPORT

This report contains a referral to the Executive from the Resources and Performance Scrutiny Board.

This report is public
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##### Recommendations

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The Executive is recommended:

- 1) To note the workshop conclusions from the meeting on 9 December 2009 and to consider them as part of their final discussions on the draft budget; and
- 2) To note the request that officers ensure that in 2009 the process for scrutiny of the budgets involves members at an earlier stage and provides additional detail.

##### Executive Summary

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###### Introduction

1.1 The Resources and Performance Scrutiny Board met on 9 December 2008 to consider the Draft Budget 1 and Service Plans 2009-2010.

1.2 The relevant extract from the draft minutes is set out below:

Councillor Clarke, Councillor Macnamara (Resources Portfolio Holder) and Councillor Wood gave a brief presentation which set out the wider context to the 2009/2010 budget and summarised the work of the Fees & Charges scrutiny review.

The meeting then adjourned and the members of the Resources and Performance Scrutiny Board, along with the other councillors present, divided into three working groups to focus on (i) the capital programme; (ii) the fees and charges scrutiny proposals; and (iii) the efficiency/savings proposals. The main points raised in the workshops are summarised below:-

### **Capital programme**

The members of the workshop were concerned that the prioritisation and allocation of capital programmes did not always reflect or serve the Council's corporate priorities. For example the introduction of Automatic Number Plate Recognition (ANPR) may not fully address resident's concerns about anti-social behaviour. The workshop members looked at projects funded jointly with partner organisations and questioned whether there was scope to adjust the balance of contribution in some cases. They also asked whether the purchasing proposals for 09/10 took account of deflationary factors.

### **Fees & Charges scrutiny review**

The workshop members endorsed the work and recommendations of the Fees & Charges scrutiny review. They agreed that this scrutiny review could have gone further if more detailed management information and alternative financial scenarios had been available. The absence of detailed information about the usage and income levels of Sunday parking was a case in point. The workshop members also suggested that there should be more work to explore potential sources of new income, for example, the introduction of a bin cleansing service and the sale of the graffiti clean up service.

### **Efficiencies/savings proposals**

The members of the workshop were concerned that the proposed savings in the Housing Services B&B budget may not be realistic in the current economic climate. They noted that there was a risk of increased costs due to the potential collapse of the recycling materials market, and questioned whether the Council needed to include an amount in the estimates to cover this "risk" element. They suggested that maximising staff redeployment and reducing the number of agency staff rather than leaving established posts vacant might lead to further efficiencies. They identified a reduction in the volume of printing, especially papers for councillors, as a target area for savings. They asked whether the new flexi scheme had resulted in reduced overtime payments.

The workshop members considered whether the Council could attract additional rental income from its property holdings (e.g. old Bodicote House) and secure additional contributions towards the cost of Street Wardens from the private sector and other registered social landlords. Finally the workshop members felt that in future it would be useful to separate sports from arts when identifying priorities.

### **Draft Budget 1 and Service Plans 2009 - 2010 : Conclusions**

The members of the Resources and Performance Scrutiny Panel reconvened to consider the proposals identified by the three workshops.

Resolved

- 1) That the Executive should note the workshop conclusions and consider them as part of the final discussions on the draft budget; and
- 2) That officers should ensure that in 2009 the process for scrutiny of the budget should involve members at an earlier stage and provide more detailed information.

## Implications

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- Financial:** There are no financial implications arising directly from this report.  
Comments checked by Karen Curtin, Chief Accountant, 01295 221551
- Legal:** There are no legal implications arising directly from this report.  
Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686
- Risk Management:** There are no risk implications arising directly from this report.  
Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566

## Wards Affected

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All

## Corporate Plan Themes

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An Accessible and Value for Money Council

## Executive Portfolio

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Councillor James Macnamara  
Portfolio Holder for Resources

## Document Information

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	<b>Title</b>
Appendix	None
<b>Background Papers</b>	
Resources and Performance Board papers, 9 December 2009	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 james.doble@Cherwell-dc.gov.uk

### CONCESSIONARY FARES TRAVEL SCHEME

12 January 2009

#### Report of Head of Legal and Democratic Services

##### PURPOSE OF REPORT

This report contains a referral to the Executive from the Overview & Scrutiny Committee.

This report is public
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##### Recommendations

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The Executive is recommended:

- 1) not to change the current arrangements for the Concessionary Fares Travel Scheme at the present time but that the situation should be reviewed again in six months.

##### Executive Summary

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###### Introduction

- 1.1 The Overview & Scrutiny Committee met on 25 November 2008 to consider the outcome of phase 1 of their review into the Concessionary Fares Travel Scheme. This stage of the review focused on determining how much the re-introduction of the 9.00am start time for the Concessionary Fares Travel Scheme would cost the Council.
- 1.2 The relevant extract from the draft minutes is set out below:

###### **Concessionary Fares Travel Scheme**

Councillor Atack presented the conclusions of the Task & Finish Group which had met with officers on two occasions in November to review the latest financial information relating to concessionary travel. Councillor Atack said that the Task & Finish Group also drew on the information in the report to the Executive on 15 September 2008.

He explained that the Task & Finish Group had been unable to reach an agreed position. Some members of the Task & Finish Group felt that the current arrangements should stand in view of the half-year financial data, the wider budgetary constraints facing the Council and the fact that there was less public comment.



However, other members of the Task & Finish Group believed that the allocation of a government grant for three years and the underspend presented in the Executive report of 15 September 2008 supported the argument in favour of the re-introduction of a 9.00 am start-time for the Concessionary Travel Scheme.

The Chairman then invited the Portfolio Holder, Councillor Reynolds, to comment. Councillor Reynolds explained that the government grant for 2008/09 and the following two years was intended to cover additional costs resulting from the introduction of the national concessionary travel scheme (from 9.30am – 11.00pm on weekdays) and not for any discretionary element introduced by individual councils. He went on to explain that the financial information in the Executive report only covered the costs of reimbursement to the bus companies. The full cost of providing a concessionary travel scheme (bus passes, travel tokens and administration costs) in 2008/09 were estimated at £1.3M. It was expected that costs could be about £1.5M in future years.

The Committee discussed the matter at some length. In summing up the Chairman concluded that although some members of the Committee were personally sympathetic to the re-introduction of a 9.00 am start time the Committee as a whole were mindful of the financial considerations and could not recommend funding the revised start time at the expense of other Council services.

It was proposed and seconded that the Committee should recommend that the Executive should not change the current arrangements for the Concessionary Fares Travel Scheme at the present time but that the situation should be reviewed again in six months.

(Councillor Sibley asked that his vote against the motion be recorded.)

Resolved

- 1) To recommend that the Executive should not change the current arrangements for the Concessionary Fares Travel Scheme at the present time but that the situation should be reviewed again in six months.

## **Conclusion**

- 1.3 The Overview & Scrutiny Committee have set up a Task & Finish Group to conduct phase 2 of the review into the Concessionary Fares Travel Scheme. This phase of the review will investigate options for introducing SMART card technology on bus services in the district. The Task & Finish Group intends to report its findings in April/May 2009.

## Implications

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**Financial:** There are no financial implications arising directly from this report.

Comments checked by Karen Muir, Service Accountant Environment & Community, 01295 221559

**Legal:** There are no legal implications arising directly from this report. Our statutory obligation is to provide concessionary travel from 9.30 am.

Comments checked by Liz Howlett, Head of Legal and Democratic Services 01295 221686

**Risk Management:** There are no risk implications arising directly from this report.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566

## Wards Affected

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All

## Corporate Plan Themes

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Theme 10: Focus on Cherwell's People

## Executive Portfolio

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Councillor George Reynolds  
Portfolio Holder for Community, Health and Environment

## Document Information

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	<b>Title</b>
Appendix [X]	None
<b>Background Papers</b>	
Overview and Scrutiny agenda and papers, 25 November 2008	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 james.doble@Cherwell-dc.gov.uk

# Agenda Item 12

## Executive

### COUNCIL TAX BASE FOR 2009/10

12 January 2009

#### Report of Head of Exchequer

##### PURPOSE OF REPORT

To consider the calculation of the council tax base for 2009/10

This report is public
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##### Recommendations

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The Executive is recommended:

- (1) To approve the report of the Head of Exchequer, made pursuant to the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, and the calculations referred to therein for the purposes of the Regulations;
- (2) To resolve that, in accordance with the Regulations, as amended, the amount calculated by the Cherwell District Council as its council tax base for the year 2009/2010 shall be 49,923; and
- (3) To resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of Appendix 2.

##### Executive Summary

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###### Introduction

- 1.1 The Council is required to calculate its tax base for each financial year in advance of the start of the year and notify its major precepting authorities and local precepting authorities accordingly.
- 1.2 The background information forming part of this report provides all the necessary calculations together with an explanation of how each has been arrived at.

###### Proposals

- 1.3 To consider the calculation of the council tax base for 2009/2010 as set out in the background information and decide whether to vary the estimated figures

of adjustments for changes in property information during the year, e.g. new properties or discount changes, as well as the collection rate used in the attached Appendix 2 to this report.

- 1.4 It is proposed that no variations are made to either the estimated adjustments or the collection rate used in Appendix 2. The estimated adjustments have been made to take into account the potential slow down in the building of new properties resulting from the change in the economic climate and the collection rate remains unchanged from 2008/09 to reflect the possible fall off in collection that may occur if the recession has a serious effect on jobs in the district.

### **Conclusion**

- 1.5 The attached background information and Appendices provide the most up to date view of the tax base and the adjustments that have been made to allow for changes during 2009/2010 are based on the current understanding of the effects the recession is likely to have on properties. On this basis the Executive is invited to approve the recommendations set out at the beginning of this report.

## Background Information

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### COUNCIL TAX BASE CALCULATIONS FOR 2009/10

#### 1 Valuation Banding and Notification to Preceptors

- 1.1 The billing authority is obliged to notify major precepting authorities of the tax base set, by 31 January 2009. In practice, it is important that they, and the local precepting authorities, are given more time to determine their precepts, in order that they are able to levy them on this Council in time for the council tax level to be considered at the Executive meeting to be held on 2 February and for the Council to set the council tax at its meeting on 23 February 2009.
- 1.2 To give all precepting authorities (including parish and town councils) sufficient time to determine their precepts it would seem appropriate to notify all precepting authorities of their proposed taxbases following this meeting of the Executive.

#### 2. The Requirements of the Tax Base Calculation

- 2.1 The Local Authorities (Calculation of Tax Base) Regulations 1992 (S.I. No 612 of 1992) as amended by S.I. 1742 and S.I. 2943 (both of 1992), S.I. 3123 and 3437 (both of 1999) and S.I. 3012 of 2003 set out the necessary calculations and it is a clear intention that the Council should be seen to perform a series of calculations, which follow.
- 2.2 The first step is to establish the relevant amount (band D equivalents) for 2009/2010. Regulation 5AA provides the following formula:

**the relevant amount for a valuation band = (H-Q + J) x F/G**

Where -

H is the number of chargeable dwellings

Q is a factor to take account of the various discounts

J is an amount of adjustments for changes in property information during the year e.g. new properties or discount changes

F is the proportion relevant to the band e.g. 6 for band A

G is the number relevant to band D i.e. 9

- 2.3 Appendix 1 to this report shows a summary of the information resulting in the following totals:  
  
58,047 properties on the list  
50,645.6 band D equivalents (the relevant amount)
- 2.4 Appendix 2 to this report provides the calculation of the tax base for each town and parish.
- 2.5 Regulation 3 of The Local Authorities (Calculation of Council Tax Base) Regulations 1992 provides for each billing authority to determine a collection rate. It requires the authority to estimate the amounts, which are likely to be

paid, expressed as a proportion of its estimate of what should be paid. It is estimated that in accordance with the calculations under regulation 3, the Collection Rate for this authority should be 98%.

- 2.6 Because there is a need to calculate the tax base at individual town and parish level the Collection Rate has been applied to the net band D equivalents in Appendix 2 and the MOD property added back to arrive at a tax base of 49,923 compared to 49,678 in the current financial year.

### **3 Calculation of the Tax Base for a Part of the Area**

- 3.1 Regulation 6 requires that the tax base be determined for each local precepting area. Appendix 2 provides this for the 78 distinct parts of the District's area.
- 3.2 Column 1 shows the band D equivalents of properties in each part net of exemptions, disabled relief and discounts. The Local Authorities (Calculation of Council Tax Base)(Amendment)(England) Regulations 1999 (Statutory Instrument No 3123 of 1999) provide for disabled relief to be allowed on properties in band A. Instead of being charged at 6/9 of band D they are charged at 5/9 of band D.
- 3.3 Column 2 adds in MOD property to arrive at the 'relevant amount', which totals to 50,645.6 in column 3.
- 3.4 Columns 4 to 7 deal with any adjustments expected during the year. It is almost impossible to predict changes to discounts and reductions in property numbers but an estimate has been included of additional properties. The figures in column 4 have been taken from Inspectors' records and have been converted to an estimated band D equivalent. In all cases properties have been assumed to be billed for a half year only. Columns 4 and 6 also take into account the movement of any properties (at band D equivalent) between parishes and any properties to be demolished.
- 3.5 Column 8 provides a sub-total.
- 3.6 Column 9 takes the MOD property back out again to give the net figure again in column 10.
- 3.7 Column 11 applies the Collection Rate. This has been maintained at 98%, the same figure used for the current year. This is considered reasonable given the 98.5% collection rate achieved in 2007/08, whilst also allowing for any shortfall that may arise if the recession results in local residents finding it difficult to meet all their financial commitments and falling into arrears with their council tax payments.
- 3.8 Column 12 adds back the MOD property and column 13 shows the tax base for billing purposes for 2009/2010.
- 3.9 Column 14 shows the tax base for 2008/2009 for comparison purposes.

#### **Key Issues for Consideration and Options**

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The Collection Rate to be used in the tax base calculation is a best estimate of the percentage of the total amount due for 2009/2010 that will be collected.

It is based on the level of in-year collection achieved in previous years. Over recent years the in-year collection rate has increased each year, from 95.75% in 2000/01 to 98.5% last year. The Collection Rate was last increased, from 97 to 98%, in the tax base calculation for 2007/08. Actual in-year collection for 2007/08 was 98.5%, it has taken 2 financial years to move from 98% to 98.5% and every increase of just 0.1% is becoming harder to achieve.

The issues that affect the collection rate estimate centre around the ability to pay. With a recession beginning there will be a number of local residents whose ability to pay their council tax will be affected over the next year and these residents may not qualify for help through council tax benefits, in which case they may find it difficult to maintain their outgoings.

Given the unknown factors that will arise from the current economic situation in the next year it is to be recommended that the collection rate used in the tax base calculation remain at 98%.

The estimate of adjustments applied to take account of new properties likely to become available during the next year could also be varied. The adjustments made, on the basis of the information obtained by the council tax inspector, take into account known planning applications and the progress that is to be made on them during the remainder of this year and next.

The following options have been identified. The approach in the recommendations is believed to be the best way forward.

- |                   |  |
|-------------------|--|
| <b>Option One</b> | The majority of figures used in the calculation are obtained from the billing system for council tax and as such are a matter of fact. The Executive could vary the estimated figures of adjustments for changes in property information during the year e.g. new properties or discount changes as well as the collection rate used in this report. |
| <b>Option Two</b> | The Council may vary the discounts for second homes and long-term empty dwellings and a report, recommending that the discounts approved for 2008/09 continue unchanged, was approved by the Executive at its meeting on 1 December 2008.  |

## **Consultations**

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**None**

## **Implications**

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- |                   |  |
|-------------------|--|
| <b>Financial:</b> | The tax base determines the potential income from each £1 of council tax set. If the tax base, as calculated in column 13 of Appendix 2, were to be set, it would result in £49,923 being raised per £1 of council tax set (for budget purposes).<br><br>(Section 106 of the Local Government Finance Act 1992 applies to decisions taken on matters contained in this |
|-------------------|--|

report and any Member affected by it is obliged to disclose the fact and refrain from voting.)

Comments checked by Denise Westlake, , 01295 221559

**Legal:**

The calculations required to be undertaken by the Council in order to arrive at its council tax base are set out in the legislation referred to in paragraphs 2 and 3.1 of this report. Failure to set a council tax base for 2009/10 would result in the Council being unable to set its council tax for 2009/10.

Comments checked by Pam Wilkinson, Principal Solicitor, 01295 221688

**Risk Management:**

The adjustments made, in columns 4 and 6 of Appendix 2, to the data supplied by the council tax system, to allow for new and demolished properties occurring in 2009/10, is an estimate based on existing planning permissions. There is a risk that new properties will not be built or may not sell and become occupied as soon as the builders expect, this estimate is therefore reduced by 50% to allow for possible delays in these new properties being built and occupied in 2009/10.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer ,01295 221566

**Wards Affected**

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'All'

**Corporate Plan Themes**

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**An Accessible, Value for Money Council.**

**Executive Portfolio**

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**Councillor Macnamara  
Portfolio Holder for Resources**

**Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Council Taxbase Calculations – Part 1
Appendix 2	Council Taxbase Calculations – Part 2
<b>Background Papers</b>	
Reports RRV708 and RKC 023D from the Northgate Revenues computer system	
<b>Report Author</b>	Mr S Newman, Head of Exchequer
<b>Contact Information</b>	01295 221861 Steve.Newman (Finance)@Cherwell-dc.gov.uk



2009/10

COUNCIL TAX BASE CALCULATIONS

**PART 1 - FOR THE DISTRICT AS A WHOLE**

	<u>Band A</u>	<u>Band B</u>	<u>Band C</u>	<u>Band D</u>	<u>Band E</u>	<u>Band F</u>	<u>Band G</u>	<u>Band H</u>	<u>Total</u>
Properties on the list *	4,998	14,460	15,938	10,028	7,001	3,136	2,264	222	58,047
<u>LESS</u>									
Exemptions	-300	-585	-350	-411	-142	-63	-36	-4	-1,891
<b>ADJUSTMENTS</b>									
Less Disabled Relief	-10	-48	-78	-47	-34	-17	-12	-13	-259
Add Disabled Relief	48	78	47	34	17	12	13		259
<b>Sub Total</b>	0	4,698	15,588	9,617	6,859	3,073	2,228	218	56,156
Discounts (25%)	10	4,736	15,557	9,604	6,842	3,068	2,229	205	56,156
Discounts (50%)	-5	-2,618	-4,599	-2,285	-1,160	-449	-239	-16	-16,920
2nd Home Discounts (10%)	-56	-89	-63	-40	-31	-11	-29	-11	-330
	-15	-37	-39	-53	-34	-36	-47	-13	-274
<b>No of properties without discount</b>	5.00	2,047.00	10,856.00	7,226.00	5,617.00	2,572.00	1,914.00	165.00	38,632.00
<b>Total equivalent value after discounts</b>	8.80	4,052.00	12,469.60	14,371.90	9,007.50	2,946.70	2,150.10	194.20	51,733.60

	<u>Band A</u>	<u>Band B</u>	<u>Band C</u>	<u>Band D</u>	<u>Band E</u>	<u>Band F</u>	<u>Band G</u>	<u>Band H</u>	<u>Total</u>
<b>BAND D EQUIVALENT</b>	4.9	2,701.3	9,698.6	12,775.0	9,007.5	7,984.9	4,256.3	388.4	50,400.5
<b>MOD Property</b>	0	222	39	36	0	0	1	0	298
<b>Add MOD Property at band D</b>	0.0	172.7	34.7	36.0	0.0	0.0	1.7	0.0	245.1
<b>TAX BASE AS AT 1 DECEMBER 2008, adjusted for all discounts</b>									50,645.6

\* This represents properties on the valuation list net of demolished properties and known adjustments required.

Proportion	5	6	7	8	9	11	13	15	18
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Analysis of Discounts

Single Person Discounts (25%)	-5	-2,597	-5,464	-4,486	-2,226	-1,120	-427	-228	-16	-16,569
Disregard Discount (25%)		-21	-85	-113	-59	-40	-22	-11	0	-351
2nd Home Discounts (50%)		-9	-13	-2	-5	-4	-4	-1	-1	-38
Disregard Discount (50%)		-11	-24	-9	-7	-6	-4	-10	-10	-92
Empty Property Discounts (50%)		-36	-52	-52	-28	-21	-3	-8	-200	-200
2nd Home Discounts (10%)		-15	-37	-39	-53	-34	-36	-47	-13	-274
<b>Value of above discounts</b>	-3.8	-2,005.0	-4,239.6	-3,515.9	-1,781.5	-916.1	-374.7	-236.1	-29.2	-13,101.6



**ESTIMATE ONLY**

ADJUSTMENTS	2009/10 Appendix 2 COUNCIL TAX BASE CALCULATIONS						
	column 1	column 2	column 3	column 4	column 5	column 6	column 7
Parish/Town	Band D Equivalents	MOD in Band D Equivalents	Band D Equivalent Sub Total	Full Year Equivalent Of Additional Properties	Full Year Equivalent Of Reduction In Discounts	Full Year Equivalent Of Reduction In Properties	Full Year Equivalent Of Increase In Discounts
Adderbury	1165.8		1165.8	18.2			
Ambrosden	354.3	236.6	590.9	3.2			
Ardley	266.3		266.3	0.4			
Arncoth	264.3	1.8	266.1	7.9			
Banbury	14650.2		14650.2	119.6			
Barford	268.0		268.0				
Begbroke	356.1		356.1				
Bicester	10472.7		10472.7	12.0			
Blackthorn	148.5		148.5				
Bletchington	343.0		343.0				
Bloxham	1286.5		1286.5	41.0			
Bodicote	851.8		851.8				
Bourton	286.3		286.3	2.9			
Broughton	130.8		130.8				
Bucknell	111.6		111.6				
Caversfield	411.2	1.7	412.9				
Charlton on Otmoor	201.9		201.9	0.4			
Chesterton	345.1		345.1				
Claydon	140.3		140.3				
Cottisford	75.0		75.0				
Cropredy	307.9		307.9				
Deddington	930.3		930.3	2.5			
Drayton	92.4		92.4				
Duns Tew	226.1		226.1	0.4			
Epwell	137.7		137.7				
Fencot and Murcott	127.3		127.3				
Finmere	216.9		216.9				
Fringford	270.6		270.6				
Fritwell	283.9		283.9				
Godington	20.2		20.2				
Gosford and Water Eaton	511.8		511.8	14.4			
Hampton Gay and Poyle	74.9		74.9	0.4			
Hanwell	130.7		130.7				
Hardwick with Tusmore	37.3		37.3	1.1			
Hethe	118.7		118.7	1.7			
Hook Norton	937.8		937.8	2.7			
Horley	164.0		164.0	0.6			
Horton	161.3		161.3				
Horton cum Studley	244.3		244.3	2.4			
Islip	324.3		324.3				
Kidlington	5023.4		5023.4	26.7			
Kirtlington	428.2		428.2	10.1			
Launton	502.9		502.9	1.0			
Lower Heyford	225.3		225.3	0.5			
Merton	140.2	5.0	145.2	-0.2			
Middle Aston	64.5		64.5				
Middleton Stoney	150.8		150.8	0.9			
Milcombe	221.4		221.4				
Milton	122.7		122.7	1.4			
Mixbury	114.4		114.4				
Mollington	219.5		219.5	0.9			
Newton Purcell	42.4		42.4				

**ESTIMATE ONLY**

**ADJUSTMENTS**

		2009/10 Appendix 2 COUNCIL TAX BASE CALCULATIONS					
	column 1	column 2	column 3	column 4	column 5	column 6	column 7
Parish/Town	Band D Equivalents	MOD in Band D Equivalents	Band D Equivalent Sub Total	Full Year Equivalent Of Additional Properties	Reduction In Discounts	Full Year Equivalent Of Reduction In Properties	Increase In Discounts
Noke	75.9		75.9				
North Aston	95.8		95.8				
North Newington	151.0		151.0	1.3			
Oddington	63.1		63.1				
Piddington	179.9		179.9	1.1			
Prescote	6.2		6.2				
Shenington	205.9		205.9				
Shipton on Cherwell	153.6		153.6				
Shutford	215.0		215.0				
Sibford Ferris	197.2		197.2	1.3			
Sibford Gower	252.5		252.5				
Somerton	138.9		138.9				
Souldern	196.8		196.8	2.3			
South Newington	157.9		157.9	0.9			
Steeple Aston	424.2		424.2	0.5			
Stoke Lyne	104.3		104.3	0.6			
Stratton Audley	202.3		202.3	0.5			
Swalcliffe	108.2		108.2	0.9			
Tadmarton	264.2		264.2				
Upper Heyford	383.3		383.3	0.6			
Wardington	243.2		243.2	2.2			
Wendlebury	199.4		199.4				
Weston on the Green	245.2		245.2				
Wiggington	106.9		106.9				
Wroxton	291.2		291.2				
Yarnton	1034.6		1034.6	2.8			
	50400.5	245.1	50645.6	288.1			

BILLING TAX BASE	2009/10 COUNCIL TAX BASE CALCULATIONS							Appendix 2
	column 8	column 9	column 10	column 11	column 12	column 13	column 14	
Parish/Town	Adjusted Band D Equivalents	MOD in Band D Equivalents	Net Band D Equivalents	98% Tax Base	MoD Class O Properties	Tax Base For 2009/10	Tax Base For 2008/09	
Adderbury	1184.0		1184	1160		1,160	1,135	
Ambrosden	594.1	-237	357	350	237	587	576	
Ardley	266.7		267	262		262	258	
Arncoth	274.0	-2	272	267	2	269	260	
Banbury	14769.8		14770	14475		14,475	14,338	
Barford	268.0		268	263		263	259	
Begbroke	356.1		356	349		349	349	
Bicester	10484.7		10485	10275		10,275	10,319	
Blackthorn	148.5		149	146		146	140	
Bletchington	343.0		343	336		336	333	
Bloxham	1327.5		1328	1301		1,301	1,251	
Bodicote	851.8		852	835		835	838	
Bourton	289.2		289	283		283	288	
Broughton	130.8		131	128		128	130	
Bucknell	111.6		112	110		110	112	
Caversfield	412.9	-2	411	403	2	405	411	
Charlton on Otmoor	202.3		202	198		198	198	
Chesterton	345.1		345	338		338	340	
Claydon	140.3		140	137		137	138	
Cottisford	75.0		75	74		74	71	
Cropredy	307.9		308	302		302	304	
Deddington	932.8		933	914		914	909	
Drayton	92.4		92	90		90	91	
Duns Tew	226.5		227	222		222	220	
Epwell	137.7		138	135		135	139	
Fencot and Murcott	127.3		127	124		124	126	
Finmere	216.9		217	213		213	215	
Fringford	270.6		271	266		266	261	
Fritwell	283.9		284	278		278	284	
Godington	20.2		20	20		20	21	
Gosford and Water Eaton	526.2		526	515		515	504	
Hampton Gay and Poyle	75.3		75	74		74	74	
Hanwell	130.7		131	128		128	131	
Hardwick with Tusmore	38.4		38	37		37	35	
Hethe	120.4		120	118		118	119	
Hook Norton	940.5		941	922		922	921	
Horley	164.6		165	162		162	158	
Hornton	161.3		161	158		158	161	
Horton cum Studley	246.7		247	242		242	231	
Islip	324.3		324	318		318	320	
Kidlington	5050.1		5050	4949		4,949	4,922	
Kirtlington	438.3		438	429		429	426	
Launton	503.9		504	494		494	492	
Lower Heyford	225.8		226	221		221	220	
Merton	145.0	-5	140	137	5	142	140	
Middle Aston	64.5		65	64		64	62	
Middleton Stoney	151.7		152	149		149	148	
Milcombe	221.4		221	217		217	220	
Milton	124.1		124	122		122	120	
Mixbury	114.4		114	112		112	116	
Mollington	220.4		220	216		216	216	
Newton Purcell	42.4		42	41		41	42	

## BILLING TAX BASE

2009/10  
COUNCIL TAX BASE CALCULATIONS

Appendix 2

	column 8	column 9	column 10	column 11	column 12	column 13	column 14
Parish/Town	Adjusted Band D Equivalents	MOD in Band D Equivalents	Net Band D Equivalents	98% Tax Base	MoD Class O Properties	Tax Base For 2009/10	Tax Base For 2008/09
Noke	75.9		76	74		74	76
North Aston	95.8		96	94		94	96
North Newington	152.3		152	149		149	145
Oddington	63.1		63	62		62	63
Piddington	181.0		181	177		177	178
Prescote	6.2		6	6		6	6
Shenington	205.9		206	202		202	208
Shipton on Cherwell	153.6		154	151		151	146
Shutford	215.0		215	211		211	209
Sibford Ferris	198.5		199	195		195	192
Sibford Gower	252.5		253	248		248	255
Somerton	138.9		139	136		136	138
Souldern	199.1		199	195		195	190
South Newington	158.8		159	156		156	153
Steeple Aston	424.7		425	417		417	416
Stoke Lyne	104.9		105	103		103	99
Stratton Audley	202.8		203	199		199	200
Swalcliffe	109.1		109	107		107	108
Tadmarton	264.2		264	259		259	262
Upper Heyford	383.9		384	376		376	381
Wardington	245.4		245	240		240	233
Wendlebury	199.4		199	195		195	194
Weston on the Green	245.2		245	240		240	243
Wiggington	106.9		107	105		105	102
Wroxton	291.2		291	285		285	284
Yarnton	1037.4		1037	1016		1,016	1,009
	50933.7	-246.0	50,689	49,677	246	49,923	49,678

# Agenda Item 13

## Executive

**Meeting Dates 2009/10**

**12 January 2009**

### **Report of Head of Legal and Democratic Services**

#### **PURPOSE OF REPORT**

The Executive is asked to consider a draft calendar of meetings for 2009/10, and to recommend to the Council accordingly.

This report is public
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#### **Recommendations**

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The Executive is recommended:

- (1) to recommended to the Council to approve the draft calendar of meetings for 2009/10;

#### **Executive Summary**

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- 1.1 The draft calendar of meetings for 2009/10 is attached as Annex 1 to this report. It also contains provisional dates from the Annual Council Meeting in May 2010 to the end of December 2010. These provisional dates are for noting only, and will be confirmed or altered as part of the 2010/11 calendar of meetings.
- 1.2 Chief Officers have been consulted and all suggested changes have been included in the draft calendar.

## **Key Issues for Consideration/Reasons for Decision and Options**

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The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One**                      To recommend the draft calendar in the current form
- Option Two**                      To amend dates in the draft calendar and the programme of workshops, it should be noted that any changes to the calendar of meetings will have a knock on effect to the meeting cycle which may require a re-drafting of the whole calendar.

## **Consultations**

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- Corporate Management Team**                      The calendar has been updated in light of responses received.
- Extended Management Team**                      The calendar has been updated in light of responses received.

## **Implications**

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- Financial:**                      There are no financial implications
- Legal:**                              There are no legal implications
- Risk Management:**                      There are no risk implications

## **Wards Affected**

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All

## **Executive Portfolio**

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**Councillor Barry Wood**  
**Leader of the Council**

## **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Calendar of Meetings
<b>Background Papers</b>	
none	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 james.doble@Cherwell-dc.gov.uk



**MEETINGS TIMETABLE 2009/2010**

**2009**

**2010**

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mon		1 Exec								1 Exec	1 Exec								1 Exec	
Tue		2								2	2			1					2	
Wed		3								3	3			2pers			1		3	1R&PSB
Thur		4	2 Plan			1 Plan				4	4	1 Plan		3	1 Plan		2 Plan		4 Plan	2 UHBPf
Fri	1	5	3			2			1 B Hol	5	5	2 B Hol		4	2		3		5	3
Sat	2	6	4	1		3			2	6	6	3	1	5	3		4		6	4
Sun	3	7	5	2		4			3	7	7	4	2	6	4		5		7	5
Mon	4 B Hol	8	6 Exec	3 Exec	7 Exec	5 Exec	2 Exec		4	8	8	5 B Hol	3 B Hol	7 Exec	5 Exec	2 Exec	6 Exec		8	6 Exec
Tue	5	9 O&S	7	4	8 R&PSB	6	3		5 O&S	9 O&S	9 O&S	6 O&S	4	8	6	3	7		9	7 R&PSB
Wed	6	10 Pers	8	5	9	7	4		6	10 PSWG	10	7	5	9 Parish	7	4	8 Pers		10 Parish	8 MT
Thur	7	11 Plan	9 Stan	6	10 Plan	8	5 MT		7 Plan	11	11 Pers	8	6	10 Plan	8 Stan	5	9		11	9
Fri	8	12	10	7	11	9	6		8	12	12 Plan	9	7	11	9	6	10 HBPF		12	10
Sat	9	13	11	8	12	10	7		9	13	13	10	8	12	10	7	11		13	11
Sun	10	14	12	9	13	11	8		10	14	14	11	9	13	11	8	12		14	12
Mon	11 Exec	15 Exec (res)	13 Exec (res)	10	14	12 Exec (res)	9		11 Exec	15 Exec (res)	15 Exec (res)	12 Exec	10 Exec (res)	14	12 Exec (res)	9	13		15 Exec (res)	13 AAR
Tue	12	16 PSWG	14 O&S	11	15 O&S	13 O&S	10 O&S		12 R&PSB	16	16	13	11	15 O&S	13 O&S	10	14 O&S		16 O&S	14 PSWG
Wed	13 MT	17 Parish	15	12	16 PSWG	14	11 Parish		13 C&E	17	17	14 AAR (res)	12	16 AAR	14	11	15 MT		17	15 Pers
Thur	14	18 AAR	16	13 Plan	17 Stan	15	12 Stan		14	18 Plan	18 Stan	15	13	17	15	12 Plan	16 Stan		18 Stan	16 Plan
Fri	15	19	17	14	18	16	13		15	19	19	16	14	18	16	13	17		19	17
Sat	16	20	18	15	19	17	14		16	20	20	17	15	19	17	14	18		20	18
Sun	17	21	19	16	20	18	15		17	21	21	18	16	20	18	15	19		21	19
Mon	18 Exec	22	20 Coun	17	21 Exec (res)	19 Coun	16 Exec (res)		18 Coun	22 Coun	22 AAR	19 Coun	17	21 Exec (res)	19 Coun	16	20 Exec (res)		22	20
Tue	19	23 R&PSB	21 R&PSB	18	22 RPSB	20 R&PSB	17 PSWG		19	23	23	20 R&PSB	18	22 R&PSB	20 FSWG	17	21		23	21
Wed	20 Coun	24 AAR	22 MT	19 MT	23 AAR	21	18		20 AAR-res	24 MT	24	21	19 Coun	23 AAR	21	18	22 AAR		24	22
Thur	21 Plan	25 UHBPf	23 Plan	20	24 UHBPf	22 Plan	19 Plan		21 Stan	25	25 UHBPf	22 Plan	20 Plan	24 UHBPf	22 Plan	19	23 Plan		25 Plan	23
Fri	22	26	24	21	25 B Hol	24	20		22	26	26	23	21	25	23	20	24		26	24
Sat	23	27	25	22	26	24	21		23	27	27	24	22	26	24	21	25		27	25
Sun	24	28	26	23	27	25	22		24	28	28	25	23	27	25	22	26		28	26
Mon	25 B Hol	29	27	24	28	26	23		25	29	29	26	24 Exec	28 C&E	26	23	27		29	27
Tue	26	30	28	25	29 FSWG	27	24 R&PSB		26	30	30	27 FSWG	25	29 PSWG	27	24	28 FSWG		30 FSWG	28
Wed	27	29 C&E	28	26	30	28 C&E	25		27	31 C&E	31 C&E	28	26	30	28 C&E	25	29		31	29
Thur	28	30 FSWG	27	24	29	27	24 FSWG		28 Plan			29	27		29	26	30			30
Fri	29	31	28	25	30	27	24		29			30	28		30	27				31
Sat	30		29	26	31	28	25		30			31	29		31	28				
Sun	31		30	27	31	29	26		31			31 B Hol	30		31	29				
Mon							30						31 B Hol			30 B Hol				
Tue																31				

Council 6.30pm	Executive 6.30pm res = Reserve	Planning Committee 4.00pm	Council & Employee Joint Committee 7.00pm	Personal & General Committee 6.30pm	Standards 6.30pm	Accounts, Audit & Risk Committee 6.30pm res = Reserve	Overview & Scrutiny Committee 6.30pm	Upper Heyford Base Planning Forum	Resources & Performance Scrutiny Board 6.30pm	Finance Scrutiny Working Group 6.00pm	Performance Scrutiny Working Group 6.30pm	Parish Liaison
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Provisional Members Training = MT

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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