

Committee: Executive
Date: Monday 5 January 2015
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Barry Wood (Chairman)	Councillor G A Reynolds (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor John Donaldson	Councillor Michael Gibbard
Councillor Tony Ilott	Councillor Kieron Mallon
Councillor D M Pickford	Councillor Nicholas Turner

AGENDA

1. Apologies for Absence

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** (Pages 1 - 20)

To confirm as a correct record the Minutes of the meeting held on 1 December 2014 and the Minutes of the special meeting of Executive held on 15 December 2014.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Waste Collection Services** (Pages 21 - 40)

6.35pm

Report of Head of Environmental Services

Purpose of report

To consider the future direction of the Waste Collection Service ensuring that it delivers a high quality service and good value and to ensure that it complies with the Waste Framework Directive from January 2015.

Recommendations

The meeting is recommended:

- 1.1 To endorse the current high performing waste collection system which delivers high quality recycling and is considered to meet the requirements of the Waste Framework Directive (WFD).
- 1.2 To note the waste collection system is providing good value to residents, delivering increasing levels of customer satisfaction, while ensuring high quality recycling is collected.
- 1.3 To approve the proposed changes regarding S106 planning agreement requirements for the waste collection service in new developments.

8. **Council Tax Base for 2015/16** (Pages 41 - 50)

6.45pm

Report of Head of Finance and Procurement

Purpose of report

To consider the calculation of the Council Tax base for 2015/16.

Recommendations

The meeting is recommended:

- 1.1 To approve the report of the Head of Finance and Procurement, made pursuant to the Local Authorities [Calculation of Tax Base] [England] Regulations 2012 and the calculations referred to therein for the purposes of the Regulations.

- 1.2 To resolve that, in accordance with the Regulations, as amended, the amount calculated by Cherwell District Council as its council tax base for the year 2015/16 shall be 48,253.
- 1.3 To resolve that the tax base for parts of the area be in accordance with the figures shown in column 10 of Appendix 2.
- 1.4 To resolve to recommend to full Council that it continue with any discretionary and locally set discount awards which it previously resolved to give as follows:
 - a. Unoccupied and unfurnished discount for maximum period of 6 months without reoccupation of 6 weeks in between – 25% discount.
 - b. Unfurnished and uninhabitable discount for a maximum period of 12 months without reoccupation of 6 weeks in between – 50% discount
 - c. Second home (non-work related) discount – 0% discount.
 - d. Furnished properties 0% discount for second homes.
 - e. Empty and unfurnished long term empty property discount - 0% discount.

9. **Bicester Garden Town Announcement** (Pages 51 - 82)

6.55pm

Report of Commercial Director (Bicester)

Purpose of report

To update the Executive regarding Bicester being designated as a Garden Town in the Autumn Statement on 3 December 2014 and the next steps.

Recommendations

The meeting is recommended to:

- 1.1 Note the announcement in the Autumn Statement on 3 December 2014 that allocated Bicester as a garden town that could bid for funds to expedite the delivery of key infrastructure required for the planned growth.
- 1.2 Note that up to £50k from the economic development new homes bonus pot is available to progress the work required to prepare formal infrastructure bids in advance of the Council receiving a capacity grant for this activity.
- 1.3 Note that regular updates on the garden town status and outcome of the funding bids will be presented to the Executive.

10. **Exclusion of the Press and Public**

The following report contains exempt information as defined in the following paragraphs 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 has been marked as exempt, it is for the meeting to decide whether or not to consider it 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.

No representations have been received from the public requesting that this item be considered in public.

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

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

11. **Landscape Management Contract Re-tender** (Pages 83 - 88) **7.05pm**
Exempt Report of Head of Environmental Services
12. **Bolton Road Multi Storey Car Park Agreement with Vinci Park Services UK Ltd** (Pages 89 - 94) **7.15pm**
Exempt Report of Commercial Director (Bicester)
13. **Negotiations with Parkwood Leisure Limited Regarding Benchmarking and Contract Structure** (Pages 95 - 104) **7.25pm**
Exempt Report of Director of Community and Environment

(Meeting scheduled to close at 7.35pm)

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01295 221589 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.

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.

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

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If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Monday 22 December 2014

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 December 2014 at 6.30 pm

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

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy
Councillor John Donaldson, Lead Member for Banbury Brighter Futures
Councillor Michael Gibbard, Lead Member for Planning
Councillor Tony Ilott, Lead Member for Clean and Green
Councillor Kieron Mallon, Lead Member for Banbury Developments,
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and IT

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

Officers: Sue Smith, Chief Executive
Karen Curtin, Commercial Director (Bicester)
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Adrian Colwell, Head of Strategic Planning and the Economy
Jo Pitman, Head of Transformation
Natasha Clark, Team Leader, Democratic and Elections

78 **Declarations of Interest**

Members and officers declared interests in the following agenda items:

16. Graven Hill Update.

Councillor Nicholas Turner, Declaration, as he had put his name forward expressing an interest in a plot of the site but had heard nothing yet.

Karen Curtin, Declaration, as a Director of Graven Hill Village Holdings Limited and Graven Hill Village Development Company Limited.

Sue Smith, Declaration, as a Director of Graven Hill Village Holdings Limited.

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

There were no petitions or requests to address the meeting.

80 **Urgent Business**

There were no items of urgent business.

81 **Minutes**

The minutes of the meeting held on 3 November 2014 were agreed as a correct record and signed by the Chairman.

82 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

83 **Workplace Travel Plan 2015**

The Head of Strategic Planning and the Economy submitted a report which updated the Executive on progress in completing the joint Workplace Travel Plan 2015 and to approve and formally adopt the final draft Travel Plan.

In introducing the report, the Lead Member for Planning reported that the Overview and Scrutiny Committee had considered and endorsed the report at their 25 November 2014 meeting. The Committee had stressed the importance of encouraging conference and video calls to reduce travel.

Resolved

- (1) That the work of officers in their ongoing efforts to introduce a new joint Workplace Travel Plan for Cherwell District Council and South Northamptonshire Council by January 2015 be supported.
- (2) That, as recommended by the Overview and Scrutiny Committee, the final draft Travel Plan (annex to the Minutes as set out in the Minute Book) be approved for adoption.

Reasons

The existing Workplace Travel Plans of the two authorities have reached the end of their intended plan period (published by SNC in 2010, CDC in 2011). The new Plan will supersede and replace both documents.

Alternative options

The alternative to not preparing a new Workplace Travel Plan is to leave SNC and CDC without a current Travel Plan.

84

Bicester Sports Village Update

The Director of Community and Environment submitted a report which updated the Executive with the latest project position in delivering the pavilion, car park, access requirements, floodlighting and 3G synthetic sports pitch.

Resolved

- (1) That the progress in delivering phase 2 of the Bicester Sports Village project be noted.

Reasons

The Bicester Sports Village project is now being progressed in the agreed form albeit slightly later than expected. The planning application will now be presented in time for determination post May elections which moves the anticipated project completion date to early 2016.

Alternative Options

The project has been approved and is progressing in accordance with these approvals. There are no other options being considered at this time other than proposals to remain within the approved funding envelope.

85

Performance Report 2014-15 Quarter 2

The Head of Transformation submitted a report which presented the Council's performance for the period 01 July 2014 – 30 September 2014 as measured through the Performance Management Framework.

In introducing the report, the Lead Member for Banbury Developments, Performance and Communications reported that the Overview and Scrutiny Committee at their meeting of 25 November 2014 at which it had referred to the "red" rating for the number of fly tip enforcement cases be noted.

The Lead Member for Clean and Green explained that the number of fly tipping incidents had decreased and that there were around five prosecutions of big cases every year.

Resolved

- (1) That the following many achievements be noted:

Cherwell: A District of Opportunity

- Promote inward investment and support appropriate economic growth within the district is reporting as Green. New marketing material for Local Plan sites is due to be prepared. Existing marketing material maintained on Cherwell Investment Partnership's (CHIP) website - www.cherwell-m40.co.uk. News stories added and e-newsletters sent to all businesses on the database every month. Development of a self-search database of available commercial property also available through website. Distribution of leaflets to promote the Velocity business grants to Cherwell businesses together with an information day for businesses held at Bodicote in June.
- Develop a whole Council 'Better Business' approach to support new and existing businesses is reporting as Green. Progress continues to embed the Regulatory code. Briefing sessions for regulatory staff took place in November. The draft Enforcement Policy has been approved by Executive and is out for consultation. Work continues with the Economic Development Team to improve support to businesses. A successful first workshop resulted in a number of innovative ideas including a checklist for pop-up shops to enable them to "get it right" first time. Economic Development and Environmental Health officers are now meeting through SEMLEP to develop this initiative further. This will include exploring the Better Business for All Initiative across the SEMLEP region and implementation in Cherwell.

Safe, Green and Clean

- Customer satisfaction with Household Recycling services is reporting as Green; this has increased by 5% to a satisfaction rate of 88%. Food and garden waste collection and dry recycling have both increased as reported through the annual satisfaction survey. Our Waste Collection service has recorded customer satisfaction at 82% which is the highest level achieved to date.
- Number of All Domestic Burglary incidents reported is reporting as Green*. Burglary has continued to fall over the year as against last year. Burglary initiatives and communication packages have lifted community awareness. However the most likely positive effect has been the lack of cross border offending. YTD: 86 incidents reported against target of 105 - reduction on same period 13/14 of 20.4%.

Thriving Communities

- Processing of major applications within 13 weeks is reporting as Green*. A figure of 95% has been achieved this quarter. This figure represents sustained and significant progress, compared with historic performance.
- Processing of minor applications within 8 weeks is reporting as Amber, an improvement from last quarter. Performance this quarter is below target but this does not represent a long term trend and is

expected to recover by the end of quarter three. Year to date performance is 73.88%. The figure for October was 75%.

Sound Budgets and Customer Focussed Council

- Increase our use of social media to communicate with residents and local businesses is reporting as Green. Facebook and Twitter are now an integral part of the communications function. A wide range of service areas are using the social media channels to promote their messages and generate sales, with a limited budget. In the last quarter the Communications Team were announced the winners of the APSE (Awards for Public Service Excellence) for the campaign they delivered through Facebook 'A Rubbish Guide to Christmas'. Other successes include the uptake in the Summer Holiday Hubs – which reached a record high attracting 2609 bookings.
- Deliver a new approach to communications for the Bicester Master Plan is reporting as Green, an improvement on the last quarter. A draft marketing and communications strategy for Bicester has now been developed, bringing together all of the different aspects we are trying to promote under the banner of www.all-about.bicester.com. A multi-functional team will now be formed to ensure the delivery of this plan.

- (2) That the following performance related matters be identified for review or consideration in future reports:

Cherwell: A District of Opportunity

- Bicester town centre regeneration including the Council Community Building is reporting as Amber. Since July 2014 there has been a prolonged period of seeking clarification and reduction in the construction costs for the Community Building, which have substantially increased due to construction inflation and specification. A report was submitted on 20 Oct to confirm the way forward with a start on site expected in Jan 2015.

Safe, Clean and Green

- Number of fly tips enforcement actions are reporting as Red for this quarter. Despite the number of fly tips to date this year, little evidence has been found thereby reducing the opportunity for enforcement actions. During the quarter, there were two successful prosecutions, one fixed penalty notice and three formal cautions. However performance year to date is on a par with last year. Year to date 123 against target of 120
- Tonnage of waste sent to landfill is reporting as Amber this quarter. Quarter 2 saw a small increase in waste sent to landfill although still on track for the year thanks to good performance in Quarter 1. Year to date: 12,911 tonnes against target of 12,926

Thriving Communities

- Number of visits to Woodgreen Leisure Centre (WGLC), North Oxfordshire Academy (NOA) and Cooper School is reporting as Red for this quarter. Overall an exceptionally good performance for both Quarter 2 and full year to date. Performance was up 45,159 against target in Quarter 2. Full year 739,163 visits up by 90,834 on same

period in 2013 (648,329). This is due to an all-round good performance at the District Leisure Centres but particularly a good performance at Bicester Leisure Centre as a result of the reopening of the play and teaching pool. All centres have seen an increase generally with Health and Fitness performing particularly well. This is a positive position to be in the contract year 5 benchmarking test period. Visits to North Oxfordshire Academy and Cooper are on track but are affected by continued fall in visits to Woodgreen Leisure Centre during Quarter 2.

- This is due to a reduction in several areas:-
 - 3607 less pool users particularly in August due to the inclement weather
 - less event and party bookings, particularly weddings - this year has dropped by c6670
 - Boxing Club has relocated to a dedicated facility with a loss of approximately 2,100 throughputs
 - 250 less on bowling due to a later season start attributed to heater replacement works

Officers are working with Parkwood Leisure to develop the programme to address the fall in throughputs. YTD 62,952 against target of 75,604.

- Processing of minor applications within 8 weeks is reporting as Red for this quarter. Performance this quarter is below target but this does not represent a long term trend and is expected to recover by the end of the next quarter. Year to date performance 73.88%. The figure for October was 75%.

Sound Budgets and Customer Focussed Council

- Identify and remove unnecessary work from service delivery processes to help deliver savings and efficiencies is reporting as Amber this quarter. The planned corporate project to co-ordinate a shift to online channels and with it remove unnecessary work from service delivery processes remains on hold pending decisions about three way service delivery although additional services may be implementing their own process changes and reporting these separately.

- (3) That the feedback from the 25 November 2014 meeting of the Overview and Scrutiny Committee during which it considered the quarter two performance report and referred to the “red” rating for the number of fly tip enforcement cases be noted.

Reasons

This report presents the Council’s performance against its corporate scorecard for the second quarter of 2014/15. It includes an overview of successes, areas for improvement and emerging issues to be considered.

Alternative Options

Option 1: To note the report

Option 2: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

86 **Quarter 2 2014/15 - Revenue and Capital Budget Monitoring Report**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue and Capital position, treasury management and procurement performance for the first six months of the financial year 2014-15 and projections for the full 2014-15 period.

The report also presented information on treasury management performance and compliance with treasury management policy during 2014-15 as required by the Treasury Management Code of Practice.

Resolved

- (1) That the projected revenue and capital position at September 2014 be noted.
- (2) That the quarter 2 (Q2) performance against the 2014-15 investment strategy and the financial returns from the funds be noted.

Reasons

This report illustrates the Council's performance against the 2014-15 Financial Targets for Revenue, Capital and Procurement Monitoring. In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is reported monthly to the Joint Management Team and formally to the Budget Planning Committee and Executive on a quarterly basis.

Alternative Options

Option 1: As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

87 **Draft Budget and Business Plan 2015-16**

The Head of Finance and Procurement and Head of Transformation submitted a report which presented the first of two opportunities that the Executive had to shape and refine the draft budget before the final budget is presented to Full Council on 23 February 2015. The report also detailed the draft strategic priorities, the underpinning key objectives, and deliverables for 2015-16 which sit alongside the draft budget and are to be the subject of wider consultation if approved in principle at this meeting.

In introducing the report, the Lead Member for Financial Management reminded Executive that the Council had to adopt a budget as the basis for calculating its level of Council Tax. It had to base this budget on its plans for

service delivery during the year, recognising any changes in service demand that may arise in future years.

Resolved

- (1) That the draft revenue budget (annex to the Minutes as set out in the Minute Book) be noted and it be agreed that it be subject to a period of consultation with the public and other key stakeholders.
- (2) That it be noted the final implications of the local government finance settlement would need to be fully considered once the announcement has been made.
- (3) That Executive is not aware of any other matters that need to be taken into consideration in producing a balanced budget for its meeting on 2 February 2015 at this stage.
- (4) That the passporting of the Council Tax Reduction Scheme (CTRS) grant to local preceptors be endorsed.
- (5) That agreement be given for the proposed medium term strategic priorities, key objectives and key deliverables for 2015-16 to be referred to the Overview and Scrutiny Committee for consultation prior to the 2 February 2015 meeting of the Executive.

Reasons

The Council has to adopt a budget and business plan for 2015/16 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.

Alternative Options

This is the draft budget and options for the overall budget for the Council will be considered at its meeting in February.

88

Asset Management Strategy Action Plan

The Commercial Director (Bicester) submitted a report which sought approval to allocate funds from windfall income streams secured in 2014/13 in order to progress the priority actions arising from the Asset Management Strategy Review.

Resolved

- (1) That the proposed priority actions arising from the asset management plan be noted (those in bold indicate a 2014/15 priority):
 - 1) Asset Strategy Resource Plan**
 - 2) Data and Systems Plan
 - 3) Operational Offices Plan**
 - 4) Operational Depot Plan

- 5) **Car Parks Plan**
- 6) Leisure Buildings Plan
- 7) **Community Buildings Plan**
- 8) **Local Centres Plan**
- 9) Commercial Investment Plan

- (2) That it be noted the monitoring of the asset management strategy was currently undertaken by the Accommodation Asset Strategy Board who would be asked to review terms of reference and membership as a result of the asset review.
- (3) That the allocation of up to £125k from 2014/15 windfall income which would allow the progression of the key activities which focus on the priority actions arising from the Asset Management Strategy Review be approved.
- (4) That it be noted a comprehensive action plan was being developed that would ensure the vision set out in the review document would be delivered by 2019. This action plan will be presented to the Executive in March 2015.

Reasons

It is important that a number of specialist reviews are commissioned in this financial year in order to inform the work programme, capital programme and current strategic development projects. It has been estimated that the resources required total £125k in 2014/15 and these costs can be met from windfall income subject to Executive approval.

The draft action plan will be presented to the governing board in Jan 2015 and then to Executive in March 2015.

Alternative Options

There is an option not to provide funding during 2014/15 and submit bids for the 2015/16 budget process. This is not recommended as a number of priority actions require resources now as they impact on other Council projects and priorities.

89

Exclusion of the Press and Public

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

90 **Draft Budget and Business Plan 2015-16 - Exempt Appendix**

Councillor Nicholas Mawer, Chairman of the Budget Planning Committee, presented exempt appendix B to agenda item 11, Draft Budget and Business Plan 2015-16.

In introducing the exempt appendix, Councillor Mawer explained that members of the Budget Planning Committee had considered the draft capital programme 2015/16 at an informal briefing and would be reviewing at a future meeting of the Committee to agree recommendations for submission to the February meeting of Executive.

Resolved

- (1) That it be noted that final recommendations still needed to be made by the Budget Planning Committee on the Capital Bids.

Reasons

The Budget Planning Committee reviews the Capital Programme and will make recommendations to the Executive.

Alternative Options

The Executive could choose not to receive the recommendations of the Budget Planning Committee. This is not recommended as the Committee undertake a detailed review and submit informed recommendations to Executive and it has yet to meet formally to consider this matter.

91 **Joint Fraud Investigation Team Business Case**

The Head of Finance and Procurement submitted an exempt report which provided an update on the Single Fraud Investigation Service and sought approval for a Joint Fraud Investigation team initially for South Northamptonshire Council and Cherwell District Council (phase 1) and incorporating Stratford on Avon at a later date (phase 2).

Resolved

- (1) That the report be noted.
- (2) That the introduction of a Joint Fraud Investigation Team be approved.

Reasons

Since 2010 the Government has been committed to the creation of a single integrated fraud investigation service which will investigate welfare benefit fraud across Department for Work and Pension (DWP), HMRC and local authorities.

In early 2013 pilots were established to test a number of proposals and options and by the end of 2013 it was confirmed that a single organisation would be established and that the new Single Fraud Investigation Service (SFIS) would be part of the DWP.

The transfer of Housing Benefit fraud investigation from local authorities to DWP is happening on a phased approach from 1 July 2014 until March 2016. In May 2014 the transfer dates were confirmed. The implementation date for SNC and CDC will be 1 February 2015.

Alternative Options

Option 1: Retain no fraud prevention and detection resource.

This option would see no fraud prevention and detection resource retained across the three Councils following the implementation of the Single Fraud Investigation Service (SFIS). This option has been considered and rejected by officers on the basis the three Councils have a duty to protect the public purse and ensure that fraud and error is minimised.

Option 2: To 'buy in' to one of the regional fraud hubs.

This option would see the three Councils purchase the service from a regional fraud hub following the implementation of the Single Fraud Investigation Service (SFIS). This option has been considered by officers and is not recommended as plans for the regional hubs are very much in the development stage. Officers are also concerned that the hub approach could mean reduced control over resources and outcomes. It should be noted that the hubs could be used to provide resilience to a retained local service if required.

Option3: Implement a Joint Fraud Investigation Team covering SDC/CDC/SNC from 1 February 2015.

This option was considered in detail, and would see a joint team established to cover CDC, SNC and SDC from 1 February 2015, rather than the phased implementation approach proposed in this business case. This option was rejected due to the fact that Housing Benefit fraud investigation at SDC does not transfer to SFIS until February 2016.

92 Woodgreen Leisure Centre Improvements and New Leisure Management Contract

The Director of Community and Environment submitted an exempt report relating to Woodgreen Leisure Centre improvements and the new Leisure Management Contract.

Resolved

- (1) That it be agreed that a three lot procurement approach be adopted in conjunction with South Northamptonshire Council (SNC) to maintain the option of individual decisions by each council whilst exploring the opportunity for mutual benefit through a combined contract.

- (2) That it be agreed that Lot 1 be based on an operating plus investment contract for Woodgreen, Lot 2 be a contract determined by SNC and Lot 3 be the combined option with SNC as a Design Build Operate and Maintain contract subject to further SNC consideration.
- (3) That a whole site annual lifecycle maintenance approach through the use of a mandatory contract variant be considered.
- (4) That tenders for an 18 year operating contract term to align with the end of the Council's main leisure centres contract be sought
- (5) That the requirement for a *very good* BREEAM rating for new internal areas be incorporated in the tender documents.
- (6) That the output specification for the contract be prepared based on the approach outlined in the exempt report.
- (7) That the use of the residual Sports Centres Modernisation capital budget to fund the appropriate specialist support and technical surveys in 2014/15 be noted and supported.
- (8) That a building condition survey be undertaken in 2015/16 as part of the capital investment scheme if approved.
- (9) That the joint procurement with SNC of the relevant external technical support and surveys for the project be supported.
- (10) As set out in the exempt decisions.
- (11) That some flexibility be offered and a non-prescriptive delivery structure within tender documents to seek opportunities for maximum cost efficiency and value for money options from bidders within an agreed overall capital and revenue financial envelope be supported.
- (12) That authority be delegated to the Director of Resources and the Director of Community and Environment in consultation with the Deputy Leader and the Lead Member for Resources to take urgent decisions when these are needed and they fall outside the scheduled Executive meetings.
- (13) That, subject to the prior seeking of legal and procurement advice as to feasibility, the contract be structured to enable other partner Councils to opt to join the contract during its term.

Reasons

Clarity of the market's appetite for risk, practicable timeframes and different contract options has been achieved through a soft market testing exercise. The conclusions from this are as set out in the exempt decision notice.

Swift decision making will be required throughout the procurement process to adhere to the project plan and meet the tight tender time lines. Although major key decisions and updates will be presented to the Executive regularly, it is

recommended that delegated powers are given to the Director of Resources and Director of Community and Environment in consultation with the Deputy Leader and the Lead Member for Resources to take lesser decisions quickly when required and when the need for these falls outside the scheduled Executive meetings.

A DBOM contract is the market's preferred procurement approach as it provides the operator with design input to maximise income potential and to minimise operating costs. However, this will be dependent on whether one joint contract or separate lots are awarded as the preferred separate option for Woodgreen is an operating contract plus investment. It is therefore recommended that a three lot approach is taken in order to ensure best value for money, test the market and encourage operator innovation. To do this, the procurement documentation should be structured into Lot 1 - based on an operating plus investment contract for Woodgreen, Lot 2 a contract determined by SNC and Lot 3 the combined option.

As the tender preparation process progresses, a number of key factors have emerged which require a Council direction to enable further preparation to continue. Those identified in this report include - the adoption of an annual lifecycle maintenance approach as a mandatory contract variant so that the Council can assess the financial implications as part of its final decision making process - a contract term of 18 years is proposed to align with the end of the Council's main leisure centres contract and to provide improved value for money along with sufficient annual lifecycle maintenance benefit - to factor in the corporate energy efficient objective of 'very good' BREEAM rated facilities - to incorporate contract flexibility to seek opportunities for maximum cost efficiency and value for money options from bidders within an agreed overall capital and revenue financial envelope - and to be clear on the basis of the output specification to define what the Council wants over the term of the contract which in turn influences what needs to be monitored and measured.

To meet Project Plan timescales and to inform the tender documentation, the procurement of both the Technical Advisors and survey works is recommended now to be funded from the balance of the 2014/15 Sports Centres Modernisation budget given its suitability and sufficiency for the 2014/15 part of this process.

It is recommended that some flexibility be offered and a non-prescriptive delivery structure within tender documents to seek opportunities for maximum cost efficiency and value for money options from bidders within an agreed overall capital and revenue financial envelope. It is also recommended that, if feasible in legal and procurement terms, scope be offered within the proposed contract to enable other partner Councils to opt in at a later date during the contract term.

Alternative Options

Option 1: Three different contract lots

Option 2: Two different SNC investment strategies to address cost risk

Option 3: The inclusion or not of annual lifecycle maintenance

Graven Hill Update

The Commercial Director (Bicester) submitted an exempt report which provided an update on the work being undertaken by the Graven Hill Development Company ahead of finalising the Delivery Plan and sought authorisation to take part in a media production to promote self-build on the site.

Resolved

- (1) That the work being carried out by the Graven Hill Development Company be noted.
- (2) That it be noted the Delivery Plan and Financial model were being updated to reflect latest market intelligence, final S106 position and infrastructure programme and that in accordance with the governance arrangements, the Updated 2015 Delivery Plan and financial appraisal would be presented to the Partnering Board in Jan 2015 for consideration and then onwards to Executive.
- (3) That the proposed marketing opportunity be noted and the proposal from the Directors of the Graven Hill Holding/Development Company supported by the Partnering Board to take part in this media production recognising the implications of such an activity be endorsed.

Reasons

As at 19 November 2014 (latest Delivery Team Meeting) the work programme for Graven Hill is on track in terms of programme, budget and risk management.

This is a significant investment for the Council and one that is innovative and delivers many positive benefits to the District. It is therefore imperative that the strong governance that has been put place continues to actively manage the work programme, budgets, risks and mitigations.

Exempt Appendix 2 details an exciting media potential to promote the site and taking into account all risks and mitigations it is recommended that the Company should take part in this programme in order to raise profile and boost the sale of plots.

After the Partnering Board scheduled for January 2015 has taken place an update on the Graven Hill 2015 Business Plan will be presented to the Executive in Q4.

Alternative Options

There is an option not to take part in the media production.

Executive - 1 December 2014

The meeting ended at 7.40 pm

Chairman:

Date:

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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 December 2014 at 4.00 pm

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

Councillor Ken Atack, Lead Member for Financial Management
Councillor Norman Bolster, Lead Member for Estates and the Economy

Councillor John Donaldson, Lead Member for Banbury Brighter Futures

Councillor Michael Gibbard, Lead Member for Planning

Councillor Tony Ilott, Lead Member for Clean and Green

Councillor Kieron Mallon, Lead Member for Banbury Developments, Performance and Communications

Councillor D M Pickford, Lead Member for Housing

Councillor Nicholas Turner, Lead Member for Joint Working and IT

Officers: Sue Smith, Chief Executive
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Claire Taylor, Business Transformation Manager
Ross Chambers, Solicitor
Natasha Clark, Team Leader, Democratic and Elections

94 **Declarations of Interest**

There were no declarations of interest.

95 **Chairman's Announcements**

The Chairman made the following announcement:

1. Under the Openness of Local Government Bodies Regulations 2014, members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

96 **Developing the approach to Joint Working and the Delivery of Local Authority Service Draft Business Case**

The Chief Executive submitted a report which presented the draft business case for a shared service and/or confederated approach to joint working and the delivery of local authority services following consideration by the three way Joint Arrangements Steering Group (JASG) on 27 November 2014.

In introducing the report, the Leader advised Members that the business case had been endorsed by the South Northamptonshire Council (SNC) Cabinet and considered by the Stratford-On-Avon District Council (SDC) Cabinet who had resolved to recommend amended recommendations, which had been tabled. The Leader confirmed that there would be no amendment to the recommendations to Executive following the decision of the SDC Cabinet.

In considering the report, Members noted that at this stage they were recommending an “in principle” agreement towards scenarios 2 and 4 and that consultation on the business case commence. Executive agreed that it was important to continue being innovative and look at all options. Members noted that the Government had awarded funding to support the work which indicated that it was supportive.

Resolved

- (1) That following a review by the Transformation Joint Working Group and agreement by the Joint Arrangements Steering Group, the business case for options to deliver three-way joint working (annex to the minutes as set out in the Minute Book) be endorsed for consideration by Council with the following recommendations.
- (2) That, subject to South Northamptonshire and Stratford on Avon District Councils resolving in similar terms, Full Council be recommended to:
 - I. Agree an ‘in principle’ move towards scenarios 2 and/or 4 as set out in the appended business case and its supporting papers.
 - II. Agree that the appended business case is used as the basis for public, partner and stakeholder consultation and, subject to the outcome of that consultation not leading Members to a change of view, request that a full and final business case, taking account of the responses received to this consultation, is brought to the February 2015 Council meeting.
 - III. Agree in principle and subject to consideration of consultation responses to include all services within the potential scope of joint working (as set out in the appended business case scenarios 2 and 4, section 6), subject to prior approval of individual business cases on a service by service basis
 - IV. Agree in principle and subject to consideration of any consultation responses that any moves towards a confederated approach are undertaken on an incremental basis and that the

first phase of services considered for inclusion are back office or support services.

- V. Request that additional tax and pensions advice is sought to ensure that any implementation costs associated with the confederation approach are fully quantified in any final business case.
- VI. Request that additional legal advice is sought to prepare governance arrangements for scenarios 2 and/or 4. This is to include arrangements such as a shareholders' agreement and exit strategy and also the necessary transitional requirements (e.g. steering groups, shadow boards or joint committees) to oversee the establishment of joint working and/or confederation approaches. These proposals should be included as an appendix to any final business case.
- VII. Request that a full organisational development strategy is developed for adoption to ensure that Members and employees have the requisite skills to operate within a shared service or confederation approach should the final business case be approved.

97 **Exclusion of the Press and Public**

As there were no questions arising on the exempt minutes, it was not necessary to resolve to exclude the press and public.

98 **Developing the approach to Joint Working and the Delivery of Local Authority Service Draft Business Case - Exempt Appendices**

Resolved

- (1) That the exempt appendices to agenda item 4, Developing the approach to Joint Working and the Delivery of Local Authority Service Draft Business Case, be noted.

The meeting ended at 4.25 pm

Chairman:

Date:

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Cherwell District Council

Executive

5 January 2015

Waste Collection Service

Report of Head of Environmental Services

This report is Public

Purpose of report

To consider the future direction of the Waste Collection Service ensuring that it delivers a high quality service and good value and to ensure that it complies with the Waste Framework Directive from January 2015.

1.0 Recommendations

The meeting is recommended:

- 1.1 To endorse the current high performing waste collection system which delivers high quality recycling and is considered to meet the requirements of the Waste Framework Directive (WFD)
- 1.2 To note the waste collection system is providing good value to residents, delivering increasing levels of customer satisfaction, while ensuring high quality recycling is collected.
- 1.3 To approve the proposed changes regarding S106 planning agreement requirements for the waste collection service in new developments.

2.0 Introduction

- 2.1 The current waste collection service has been in operation since 2003/04. The service has been enhanced over the years with a number of developments including the introduction of food waste recycling, battery collections and small electrical recycling.
- 2.2 The recycling rate has been very high since 2009/10 following the introduction of food waste recycling in the brown bin.
- 2.3 From January 2015, the Waste Framework Directive (WFD) must be implemented. This directive aims to encourage increased recycling as well as promoting high

quality recycling. The WFD means that Councils must have collection systems for paper, metals, plastics and glass. In addition the materials should be collected separately unless it is Technically, Environmentally or Economically not Practical (TEEP) not to do so.

- 2.4 The Government has not provided guidance on meeting the WFD but has backed, the not for profit organisation, Waste Resources Action Programme (WRAP) who have developed a road map to ensure compliance. Ensuring organisations comply with the WFD is the responsibility of the Environment Agency.
- 2.5 The roadmap and the approach are set out in Appendix 1. Changing to separate collection of these materials would require significant investment, would write off existing investment result in a lower recycling rate at a significantly higher cost of collection. The recommendation is the continuation of the existing collection system with a five year review. The purpose of the review would be to revisit the requirements of the WFD and to ensure the collection service continues to provide good value to residents with an easy to use collection system.
- 2.6 Besides ensuring meeting the requirements of the WFD, there are a number of challenges facing the waste collection service. These challenges include significant growth in housing numbers, service funding and income challenges and the need to build on the successes of the waste collection service.
- 2.7 The intention is to improve further the current collection scheme by continuing to recycle a large range of materials at the kerbside. In addition, other materials such as textiles and glass are recycled at an expanding network of community bring bank sites across the District.

3.0 Report Details

- 3.1 The waste collection service is a high profile service delivered to all 60,000 residential properties in Cherwell. A commingled service has been in place since 2003/04. The commingled service includes paper, card, cans and plastic bottles. Glass has been recycled through a community bring bank network of over a 110 sites.
- 3.2 When the commingled service was introduced in 2003/04, no Materials Recovery Facilities (MRF) would take glass. Hence glass has always been recycled through a community bring bank system. The bring bank system has grown from 40 sites to over 110 sites and captures over 65-70% of all glass produced. The cost per property of the whole waste collection service was below £47.84/property/year in 2013/14. This is expected to fall further in 2014/15. Customer satisfaction with the waste collection service is very high with 88% satisfied with the kerbside recycling service.

Table 1 Cost of waste collection per property

Financial year	Cost of collection/property
2013/14	£47.84
2012/13	£52.08
2011/12	£58.51
2010/11	£57.82
2009/10	£62.92

- 3.3 The quality of materials collected has remained good with only 4-5% of materials being rejected at the Materials Recovery Facility (MRF).
- 3.4 Although the likely recycling rate will be around 57% in 2014/15, there are still significant tonnages of recyclable material in the residual waste bins. If all residents were recycling all possible materials, then the recycling rate would be as high as 80%. Consequently there is around 12,000 tonnes of recyclable materials in the residual waste green bins. Of this, around 1,000 tonnes is glass which could be recycled at the bring banks, 4,000 tonnes is mixed dry recyclables and up to 7,000 tonnes of food waste still remain in the residual bins. The challenge over the next few years is develop and implement successful strategies to divert as much as possible of this 12,000 tonnes into the food waste bins, the dry recycling bins and bring banks. If half this waste could be diverted then the cost of the service could be reduced by a further £180,000/year.
- 3.5 Significant investment has been made over a number of years in vehicles, bins and training. Further substantial investment is not required in the short term to push recycling forward. However, persuading those residents who are still reluctant to recycle much and encouraging residents to recycle even more of their waste will be difficult. By continuously communicating to our residents through a variety of approaches, it should be possible to boost the recycling rate beyond 60% over the next three years.

Shared Service

- 3.6 A shared service which includes the waste collection service has been in place since April 2014. This has brought many benefits including cost reductions and more resilience.
- 3.7 Although this Council and South Northants Council have a slightly different collection service, there are many similarities such as both councils operating the same type of trucks. There have been several times where resources have been shared and crews from one council have supported the other. The shared service has not only delivered cost savings it has made the collection service of both Councils more resilient.

Trade Recycling

- 3.8 Trade recycling has been in operation for a few years on a pre-paid sack service. With disposal costs for trade refuse reaching £100/tonne, moving to more waste being recycled delivers financial savings both for the Council and commercial customers, as well as bringing environmental benefits.

- 3.9 The intention has been to extend the trade recycling service to cover bigger commercial properties than the current target market of very small businesses in the centre of the three urban centres. It was hoped that such a service would have commenced in Bicester this autumn. However the shared commercial waste officer left this October. A replacement will be in position from the start of January 2015.
- 3.10 It is expected that trade recycling services will commence in the Bicester area from March 2015 and rollout to Kidlington later in 2015.
- 3.11 The trade waste service generates c£50k income/year but only covers its operating costs. The intention for the service over the next few years will be to increase income, reduce collection costs and for the service to make a bigger contribution to service overheads and management costs. One of the competitive advantages the service has over private waste management companies is that customers are not charged VAT.

Growth

- 3.12 The current service collects from 60,000 properties. There are ten front line crews covering refuse & recycling along with five crews covering food & garden waste.
- 3.13 Housing growth forecasts mean that the number of properties will sharply increase in the coming years. The current rounds have little or no capacity for extending to additional properties beyond 2015/16. Each new crew costs around £150k/year to cover salaries, fuel, maintenance & depreciation. Taking on additional crews before properties are built would be expensive. However, by moving the collection day of properties such as flats to Mondays and potentially utilising the resources from shared services, the timescale for further crews can be delayed. For each 4,000 new properties, one additional vehicle and crew will be required. With 13,000 properties being planned for Bicester, another 3 crews will be required just for collections in Bicester.
- 3.14 The costs for bins, bring banks and vehicles for new developments are significant. With large numbers of properties due to be built, the costs associated with those developments should be funded via S106 planning agreements rather than falling on the existing or new residents. With the collection rounds virtually at capacity, it is important that the capital cost of additional waste collection vehicles and the costs of new containers are funded via S106 agreements as set out in Appendix 2.

Recycling contract

- 3.15 Recycling material values can fluctuate substantially. The value of materials is linked to world commodity prices. In 2008, prices collapsed before steadily rising until early 2012. At the time this Council let a joint contract with South Northamptonshire Council, prices had peaked. This contract was awarded to UPM Kymmene Ltd based in Cheshire. Since then prices have slipped back due to lower demand. For some materials such as paper, the increasing use of tablets and smartphones has led to falling newspaper sales. This, in return has resulted in lower tonnages of paper in the recycling mix. However with increasing use of on line shopping more cardboard is present.

- 3.16 The current dry recycle contract with UPM ends at the end of February 2015 but there is a Council option to extend for up to three years. The current contract is not profitable for UPM due to a combination of prices in some materials having slipped back and the reduced amount of paper in the recycling mix. Both councils have asked to take up the option for contract extensions since it is unlikely that a better price will be secured than the current rates. The outcome of this extension request is due imminently. If this proves unsuccessful a new tender for the recyclable material will be advertised and let with some uncertainty about financial outcome and the risk of a lower return to the Council.

Waste Framework Directive

- 3.17 The WFD requires the setting up of separate collections for paper, plastic, metal and glass. Waste collection organisations must collect these materials separately, unless it is not necessary to provide high quality recyclates or unless it is not technically, environmentally or economically practicable.
- 3.18 The requirement to set up separate collections of paper, plastic, metal and glass is implemented in England & Wales by regulation 13 of the 2011 Waste Regulations as amended in 2012. The regulatory body to enforce these regulations is the Environment Agency
- 3.19 Central Government has not issued guidelines to deal with these regulations. However WRAP, along with the Local Authority Waste Network has helped develop a Waste Regulation roadmap. The roadmap is set out in Appendix 1 along with the evaluation approach and results. Much of the information in Appendix 1 is of a very technical nature which would be presented to the Environment Agency in the event of a challenge. However it shows the current collection system is of a lower cost than a source separate system, captures more recycling and therefore reduces CO2 emissions. Officers from this and other councils have worked through the road map together to produce a unified approach to determine the implications of the Waste Regulations on the respective collection systems.
- 3.20 The conclusion from using the roadmap is that recycling produced by the Council is high quality with a 4-5% rejection rate at the MRF (sorting facility) in Shotton. Glass is not included in the dry recycling mix and the quality of materials are good so the necessity test of is met. Changing to separate collections is not Technically, Environmentally or Economically Practical due to
- Technically not practical to persuade residents to change back to a box system when residents have embraced the blue bins. To date over 45,000 residents have opted to pay a one off charge for a blue bin. Without the support from residents recycling systems do not work.
 - Changing to a separate collection system will reduce recycling. Recycling in neighbouring South Northants has increased by more than 40% since the introduction of blue bins. Recycling has risen from 6,500 tonnes to an expected 9,500 tonnes in 2014/15. Changing back to separate collections would not be practicable and in Cherwell the expected fall in recycling would be of at least 3,000 tonnes. Hence moving to source separated would be environmentally detrimental.

- Changing to a separate system will decrease environmental cleanliness due to increases in windblown litter. Recycling bins contain light recyclables, such plastics and cardboard, are much better than boxes. Hence, again changing to a separate collection system would not be environmentally practicable.
- Changing to a source separate system would reintroduce Health & Safety risks which wheelie bins have removed. Source separate collections have significantly greater manual handling risks, risks to hand injuries from sorting recyclables at the kerbside. Hence such a change is not technically or environmentally practicable
- Changing to a separate collection is not economically practical. The current scheme has reduced costs significantly. Moving to separate collections would require more investment in different & additional vehicles & recycling boxes will be required. The overall revenue cost would be substantially increased.

Other Service Initiatives to Improve Recycling

- 3.21 The recycling service has been innovative introducing kerbside recycling to include batteries in a clear bag on top of the bins and the collection of small Waste Electronic & Electrical Equipment (WEEE) in supermarket carrier bags. Both schemes have been successful. Making glass recycling easier by increasing the number of bring banks to around 130 sites by Summer 2015 should increase recycling tonnages further. In addition the launch last year of bring banks at key locations for the recycling of small scrap metals items such as old baking trays, broken cutlery will be expanded to increase the number of sites.
- 3.22 Over the years the amount of space residents need for their residual waste has reduced. For new properties and when damaged bins are replaced, a 180 litre residual waste bins has been issued. As the number of new developments increase, the number of properties with the smaller residual waste bin will increase.

4.0 Conclusions and Reasons for Recommendations

- 4.1 The use of the WFD roadmap has shown that the waste collection scheme produces high quality recycling with low rejection. It also shows that it is not Technically, Environmentally, Economically Practicable to collect the four waste streams separately.
- 4.2 The current system has been successful with residents but it is important that residents' satisfaction levels continue at high levels and further service development and promotion is pursued to improve performance further.

5.0 Consultation

South Northamptonshire Council
Planning

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified

Option 1: To reject the current waste collection service and consider an alternative

Option 2: To request that officers consider alternative amendments to the current service.

7.0 Implications

Financial and Resource Implications

7.1 Change to a source separated system is not economically practicable due to increased costs of collection and the need for new capital investment.

Comments checked by Brian Wallace, Service Accountant 01295 221737
brian.wallace@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 As indicated in the report, the continuation of a commingled approach to dry recyclates will comply with the legislative requirements only if a separation approach is not technically, environmentally or economically practical. The reasons why the Council considers that a switch is not practical are set out in paragraph 3.20.

Comments checked by: Kevin Lane, Head of Law and Governance
kevin.lane@cherwellandsouthnorthants.gov.uk – 0300 0030107

Risk

7.3 There is a risk of challenge from the regulator if a good rationale is not shown for it not to be Technically, Environmentally, Economically Practicable to collect Paper, Plastics, Metals & Glass separately.

Risks will be managed locally through operational risks and escalated to the corporate risk register as and when necessary and reported quarterly.

Comments to be checked by Louise Tustian, Acting Performance Manager, 01295 221786, louise.tustian2@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Impact Threshold met - No

Community Impact Threshold met - Yes

Wards Affected

All

Links to Corporate Plan and Policy Framework

Cherwell: Safe, Clean, Green

Lead Councillor

Councillor Tony Ilott, Lead Member for Environmental Services

Document Information

Appendix No	Title
1	Roadmap & Evaluation Document
2	Revised S106 requirements for new developments for Waste
Background Papers	
None	
Report Author	Ed Potter Head of Environmental Services
Contact Information	0300 003 0105 ed.potter@cherwellandsouthnorthants.gov.uk

Overview of the process

Information regarding the current collection method was analysed to take account of the following:

- How is each type of waste currently collected and treated?
- Where does it sit on the waste hierarchy? (i.e. is it landfilled, recovered, recycled, reused, prevented)
- Are measures being taken to make sure it is as high up the hierarchy as possible?
- Where material is going through a Material Recycling Facility, what is the quality of each output stream?
- How much of the material is recycled?
- What is the cost for collection?
- How much carbon is produced?
- How much residual waste is produced?
- What is the recycling rate
- Any other constraints. (i.e min tonnages)

The CDC collection system has been modelled against a kerbside sort collection system in order to evaluate its performance against a set of evaluation criteria. These criteria have been designed to take account of the guidance given in the Roadmap when considering the technical, environmental and economic practicability of making changes to waste the collection service provided. The criteria have been assigned weighting in order to produce an evaluation score.

Evaluation outcomes

Following the evaluation of the new recycling service against the old recycling service, the evaluation has shown that the **new service scores higher** than the old collection system when combining evaluated scores under the following headings.

- Total cost
- Position in the waste hierarchy
- Carbon produced
- Material capture rates
- Performance indicators

The scores achieved were

Existing service (alternate weekly collections for; garden+food, residual, co-mingled dry recycling, separate glass recycling) = **88.01%**

Kerbside sort service (alternate weekly, boxes for recycling, bins for residual/garden waste, no separate food collections) = **86.65%**

Appendix 1 - TEEP Evaluation

Award Criteria Level 1	% weighting	ISDS Sub Criteria Level 2	% weighting	actual %	ISDS Sub Criteria Level 3	% Split	actual%	actual score
Cost per tonne	40	Cost per tonne	40	40	Cost per tonne for each waste stream. Score will be apportioned to compare costs for each material type.	100	40	4000
Environmental Impact	40	Position in the waste hierachy	33	13.2	Points awarded from 1 – 5 dependant on the position on the waste hierarchy	100	13.6	1360
		Total Carbon Produced	34	13.6	Carbon produced in relation to disposal activity	50	6.8	680
					Carbon produced in relation to vehicles / fuel used for collection activity	50	6.8	680
		Capture rates for each material	33	13.2	Glass	20	2.64	264
					Plastics	20	2.64	264
					Paper	20	2.64	264
					Cans	20	2.64	264
					Organic Food	10	1.32	132
Organic Garden	10	1.32	132					
Service quality and customer satisfaction (20%)	20	Performance Indicators	40	8	Waste Data Flow - BVPI 82a&b Percentage of Household Waste Arisings Sent For Recycling Composting or Anerobic Digestion	50	4	400
					Waste Data Flow Residual Waste per Household	50	4	400
		Customer satisfaction survey results	30	6		100	6	600
		Levels of litter	30	6	% performance of the old BV indicator 195 which measured the number of monitored locations which reached the standard as agreed in the code of practice for litter	100	6	600

100

100

100.4

10040

Appendix 1 - TEEP Evaluation

Financial Evaluation Model	Maximum Points	CDC Recycling Service		Kerbside Sort Recycling Service
Total Sum		£48.39		£62.89
Area In Green Self Calculating - Do Not Input Information in this area				
		£47.84		£62.89
Lowest COST = Max Total Points	4000			
Lowest Value	£47.84			
Percentage to reduce to lowest Tender		0.00%		23.93%
Collection method lowest price is awarded Maximum Points (100). Thereafter for every percentage point above the Lowest price there is a deduction in points to the same value	Points to be deducted	0.00		23.93
Points awarded to remaining methods		4000.00		3976.07
Contract Weighting and Total Points awarded	100.0%	4000.00		3976.07

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Notes

The collection system with the lowest cost scores 100%.

The collection system that has a higher cost will have points deducted on a percentage basis according to by how much reduction is required to match the best cost.

Appendix 1 - TEEP Evaluation

Carbon Evaluation Model	Maximum Points		CDC Recycling Service		Kerbside Sort Recycling Service
Total Sum			2,841.00		3,987.00
Area In Green Self Calculating - Do Not Input Information in this area					
			2,841.00		3,987.00
Lowest COST = Max Total Points	1360				
Lowest Value	2,841.00				
Percentage to reduce to lowest Tender			0.00%		28.74%
Collection method lowest price is awarded Maximum Points (100). Thereafter for every percentage point above the Lowest price there is a deduction in points to the same value	Points to be deducted		0.00		28.74
Points awarded to remaining methods			1360.00		1331.26
Contract Weighting and Total Points awarded	100.0%		1360.00		1331.26

Performance Evaluation Model (Capture rates & recycling rates)

CDC Recycling Service		Recycling	13738.06	Residual	25885.64			
	%	tonnage	%	tonnage	total	% captured		
Glass	23.6	3242.182	4.22	1092.374	4334.556	74.80% *	BVPI 82a&b Percentage of Household Waste Arisings Sent For Recycling Composting or Anerobic Digestion	
Plastics	12.05	1655.436	14.5	3753.418	5408.854	30.61%		
Paper	55.35	7604.016	14.31	3704.235	11308.25	67.24%		
Cans	4.03	553.6438	4.95	1281.339	1834.983	30.17%		
Food		0	29.17	7550.841	7550.841	0.00% **		
Garden		17675.16	5.87	1519.487	19194.65	92.08%	Residual Waste per Household	
								442

*Glass collected separately, not kerbside

**Food mixed with garden

Kerbside Sort Recycling Service		Recycling	6827	Residual	18871			
	%	tonnage	%	tonnage	total	% captured		
Glass	17.68	1207.014	1.93	364.2103	1571.224	76.82%	BVPI 82a&b Percentage of Household Waste Arisings Sent For Recycling Composting or Anerobic Digestion	
Plastics	21.52	1469.17	14.43	2723.085	4192.256	35.04%		
Paper	56.16	3834.043	12.01	2266.407	6100.45	62.85%		
Cans	4.16	284.0032	2.53	477.4363	761.4395	37.30%		
Food	0		32.37	6108.543	6108.543	0.00%		
Garden	0	10085	5.13	968.0823	11053.08	91.24%	Residual Waste per Household	
								515

Appendix 1 - TEEP Evaluation

Residual Waste Per Household	Maximum		CDC Recycling Service		Kerbside Sort Recycling Service
	Points				
Total Sum			442.00		515.00
Area In Green Self Calculating - Do Not Input Information in this area					
			442.00		515.00
Lowest COST = Max Total Points	400				
Lowest Value	442.00				
Percentage to reduce to lowest Tender			0.00%		14.17%
Collection method lowest price is awarded Maximum Points (100). Thereafter for every percentage point above the Lowest price there is a deduction in points to the same value	Points to be deducted		0.00		14.17
Points awarded to remaining methods			400.00		385.83
Contract Weighting and Total Points awarded	100.0%		400.00		385.83

Appendix 1 - TEEP Evaluation

Award Criteria	% weighting	Sub Criteria Level 2	% weighting	actual	Sub Criteria Level 3	% Split	actual%	Maximum possible score	CDC Recycling Service	Kerbside Sort Recycling Service	
Level 1				%							
Cost per tonne	40	Total cost	40	40	Cost per tonne for each waste stream. Score will be apportioned to compare costs for each material type.	100	40	4000	4000	3976	
Environmental	40	Position in the waste hierarchy	33	13.2	Points awarded from 1 – 5 dependant on the position on the waste hierarchy	100	13.6	1360	626	577	
Impact		Total Carbon Produced		34	13.6	Carbon produced in relation to disposal activity	50	6.8	680	680	666
						Carbon produced in relation to vehicles / fuel used for collection activity	50	6.8	680	680	666
		Capture rates for each material		33	13.2	Glass	20	2.64	264	197.47	203
						Plastics	20	2.64	264	80.80	93
						Paper	20	2.64	264	177.52	166
						Cans	20	2.64	264	79.65	98
						Organic Food	10	1.32	132	0.00	0
		Organic Garden	10	1.32	132	121.55	120				
Service quality and customer satisfaction (20%)		20	Performance Indicators (40%)	40	8	Waste Data Flow - BVPI 82a&b Percentage of Household Waste Arisings Sent For Recycling Composting or Anerobic Digestion	50	4	400	215.6	200
Waste Data Flow Residual Waste Per Household	50					4	400	400	386		
Customer satisfaction survey results (30%)	30		6		100	6	600	510	468		
Levels of litter	30		6	% performance of the old BV indicator 195 which measured the number of monitored locations which reached the standard as agreed in the code of practice for litter	100	6	600	588	570		
				100			100.4	10040	8357 83.23	8188 81.56	

Evaluation Summary

<u>Evaluation</u>	CDC Recycling Service	Kerbside Sort Recycling Service
Quality and Service Delivery Evaluation	8357	8188
Financial Evaluation	4000	3976
Total Points Awarded	12357	12164

Higher score is better

Total possible

14040

88.01%

86.64%

Appendix 2

Waste Collection containers and Recycling Banks

Introduction

1. Within a growing population and thriving economy, the Council needs to take positive action to protect its urban and rural environments and to ensure that development is, as far as possible, sustainable in environmental terms and minimises amount of residual waste. The information below relates to contributions arising from the District Council's functions and responsibilities.
2. The council seeks contributions towards waste collection facilities because it is necessary to make the development acceptable in planning terms. Its provision is a key part of ensuring that the new community is environmentally sustainable in line with the PPS1 standards, but also to meet the basic expectations of planning for new development as set out in the NPPF. The amount of contribution being sought by the council is directly related to the quantum of residential development being proposed. The required provision will therefore be fairly and reasonably related in scale and kind to the development.
3. The Council is committed to a strategy of minimising domestic waste sent for disposal through the development of recycling services and the reduction and reuse of materials. The Council will seek contributions for the provision of sorting facilities to deal with domestic waste at source. Each new dwelling will be provided with appropriate containers and the collected materials will be taken away to a recycling centre.
4. The Council's current Waste collection service is currently working at full capacity so any new development in the future will need capital investment to ensure the service to the customer meets all the requirements set out below.

Policy Framework

1. Building Regulations 2000 (as amended by SI 2001/3335) H6 sets out the following planning requirement:
 - a. **Adequate provision shall be made for the storage of solid waste.**
 - b. Adequate means of access shall be provided;
 - c. For people in the building to the place of storage and from the place of storage to the collection point.
2. The NPPF (March 2012) paragraph 7 notes that planning has an environmental role, including the need to minimise waste and pollution and mitigate and adapt to climate change including moving to a low carbon economy.
3. The Cherwell Low Carbon Environmental Strategy, published in December 2011, seeks to deliver the objectives of the Cherwell Community Plan through the protection and enhancement of the local environment in terms of Waste minimisation, reuse and recycling.

Planning Obligation Requirements and Contributions

Every residential dwelling requires:

- 1 X blue wheeled bin for the collection of dry recyclable material (£20) at the current size of 240 litre
- 1 X green wheeled bin for collection of residual waste (£20) at the current size of 180 litre
- 1 X brown wheeled bin for the collection of garden and food waste material (£20) at the current size of 240 litre
- 1 X brown kitchen caddy for the collection of food waste (£4) and transferral into the brown garden and food waste bin
- Capital investment in a waste collection vehicles to service the new development.(£42)

1 Where blocks of flats are proposed, waste collection should be through the use of communal collection containers or through provision of individual bins held in a communal location.

2 Communal bins stores should not be provided for groups of houses unless they are serviced by a private road. Communal bins should be housed in a covered storage area and the following issues should be taken into account: -

- Bin stores should be built to a specification that ensures they do not detract from the visual aspects of the local environment.
- Stores should be no more than 5 metres from the kerbside or point where the vehicle would stop (vehicle access has to be proven rather than assumed)
- To provide sufficient space for residents to deposit their waste, a minimum of 1m must be provided in front of the containers
- Where more than one bin is to be placed in a storage area, the bins must be positioned so that they can be easily accessed without users having to move other bins. In short they must not be ranked or more than one deep
- A door or gate of a minimum opening of 1600mm should also be provided. Smaller doors for residents use can be provided in addition to this requirement
- Doors should open outwards, but not over the public highway or parking spaces
- A path leading from the kerbside to the bin store should be provided, with a minimum width of 1.5m. The path should be level or a gentle slope and should not contain steps
- Stores should not be behind gates or security barriers that would prevent them being emptied

- The structure must be robust enough to withstand everyday use
 - Stores should not be behind designated parking bays or require the movement of containers past or through legally parked cars
 - Communal bin compounds should be far enough away from housing units so as to reduce the impact of noise during bin use and collection but sufficiently close for easy use. Eliminating the need for collection vehicles to reverse will also assist in keeping noise to a minimum
 - Dropped kerbs should be provided.
1. Bin storage areas should be a minimum 1.8 square metres per dwelling for houses/bungalows and 1.4 square metres per dwelling for flats or multi occupancy properties.
 2. Local recycling banks or 'bring sites' shall be provided for recyclables not separated in domestic waste collection, such as glass and clothing. Recycling banks must include at least:
 - 2 x Green glass banks
 - 1 x Brown glass bank
 - 2 x Clear glass bank
 - 1 x Textile bank
 3. Recycling banks (bring sites) are required to serve approximately every 500 dwellings. For residential developments a financial contribution towards the capital cost of providing collection banks shall be sought. Recycling banks (bring sites) currently require the provision of 5 containers at a cost of £500 each. This equates to a cost of £5.00 per dwelling.

Developments between 1 and 199 dwellings	£106.00 for bin and collection vehicle provision £5.00 towards recycling banks
Developments over 200 dwellings	£106.00 for bin and collection vehicle provision £5.00 towards recycling banks On-site provision of a recycling bank including provision of land.

Table – Refuse & Recycling bins and bring site contribution

- 1 Where on-site contributions are required if this cannot genuinely be provided, a financial contribution equivalent to the cost of providing and equipping a local bring site shall be paid to the Council.
- 2 Waste and recycling bin contributions will be sought on occupation of new dwellings. The provision of recycling bring sites will be sought as early in the development as possible to serve the residents of the development.

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Cherwell District Council

Executive

5 January 2015

Council Tax Base for 2015/16

Report of Head of Finance and Procurement

This report is public

Purpose of report

To consider the calculation of the Council Tax base for 2015/16.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the report of the Head of Finance and Procurement, made pursuant to the Local Authorities [Calculation of Tax Base] [England] Regulations 2012 and the calculations referred to therein for the purposes of the Regulations.
- 1.2 To resolve that, in accordance with the Regulations, as amended, the amount calculated by Cherwell District Council as its council tax base for the year 2015/16 shall be 48,253.
- 1.3 To resolve that the tax base for parts of the area be in accordance with the figures shown in column 10 of Appendix 2.
- 1.4 To resolve to recommend to full Council that it continue with any discretionary and locally set discount awards which it previously resolved to give as follows:
 - a. Unoccupied and unfurnished discount for maximum period of 6 months without reoccupation of 6 weeks in between – 25% discount.
 - b. Unfurnished and uninhabitable discount for a maximum period of 12 months without reoccupation of 6 weeks in between – 50% discount
 - c. Second home (non work related) discount – 0% discount.
 - d. Furnished properties 0% discount for second homes.
 - e. Empty and unfurnished long term empty property discount - 0% discount.

2.0 Introduction

- 2.1 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 the local precepting authorities accordingly.
- 2.2 The background information forming part of this report provides the necessary calculations together with an explanation of how each figure has been arrived.
- 2.3 Any resolution to amend Council Tax discounts must be considered before the Council Tax is set for the next financial year.

Proposals

- 2.4 To consider the calculation of the tax base for 2015/16 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, eg. new properties or discount changes, as well as the collection rate used in Appendix 2.
- 2.5 It is proposed that no variations be made to the estimated adjustments. These have been made to take account of the new housing being built around the district.

3.0 Report Details

- 3.1 The billing authority is obliged to notify major preceptors of the tax base by 31 January 2015. In practice, it is important that they are given as much time as possible to determine their precepts, in order that they can levy them on this Council before the council tax is set on 23 February 2015.
- 3.2 To give all precepting authorities sufficient time to determine their precept, the provisional figures have already been circulated. The figures will be confirmed following this meeting.
- 3.3 The Local Authorities [Calculation of the Tax Base] [England] Regulations 2012 sets out the necessary calculations and it is a clear intention that the Council should be seen to perform a series of calculations, which are shown at Appendix 1.
- 3.4 Appendix 2 provides the calculation of tax bases for each town and parish.
- 3.5 Regulation 3 of the Regulations provides that each billing authority will 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 Regulation 3, the collection rate for the authority should be 98%.
- 3.6 Because there is a need to calculate the tax base at an 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 in to arrive at a tax base of 48,253 compared to 47,609 in 2014/15.
- 3.7 Regulation 6 requires that the tax base be determined for each local precepting area. Appendix 2 provides this for each of the 78 district parts of the area.

- 3.8 Column 1 shows the Band D equivalents of properties in each part net of exemptions, discounts and disabled relief. The Local Authorities [Calculation of Council Tax Base] [Amendments] [England] Regulations 1999 provides for disabled relief to be allowed on Band A property. Instead of being charged 6/9 of a Band D, they are charged 5/9.
- 3.9 Column 2 adds the MOD property back in to arrive at the relevant amount in Column 3.
- 3.10 Column 4 shows new property being built in the district. These adjustments have been estimated as part of a year only.
- 3.11 Column 5 is adjusted band D equivalents.
- 3.12 Column 6 takes MOD property back out to give a net figure in column 7.
- 3.13 Column 8 applies the collection rate which has been maintained at 98%. This is considered reasonable as the collection rate in previous years has been around 98.3% and there is no indication that the current year will be significantly different to this figure.
- 3.14 Column 9 adds the MOD property back in and Column 10 shows the final tax base for 2015/16.
- 3.15 Column 11 shows the 2014/15 tax base for comparison.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The collection rate used is a best estimate of the percentage of the total amount due for 2015/16. It is based on previous year's collection rates. Over the most recent years, the amount collected has been steady at between 98.25% and 98.5% and there is no suggestion that this will change for 2015/16.
- 4.2 The change from council tax benefit to a local council tax reduction scheme has had little impact on ability to pay and as the scheme remains the same for 2015/16 there should be no effect on the collection levels. New homes and businesses are being created across the district which should aid the economic situation generally.
- 4.3 It is therefore recommended to maintain the 98% collection rate used in previous years.
- 4.4 The estimate of adjustments applied to take account of new properties likely to become available during the year could be varied. However, the estimate is based on conversations with developers and known planning approvals and is factored downwards to allow for delays and other unforeseen problems.
- 4.5 The attached appendices show the most up to date position of the Council Tax base and the adjustments have been made to take account of changes during 2014/15. On this basis, the Executive is invited to approve the recommendations set out at the beginning of this report.

- 4.6 To delegate final approval of the Council Tax Base for 2015-2016 to the Section 151 Officer in consultation with the Lead Member for Financial Management.

5.0 Consultation

Councillor Ken Attack

Lead Member for Financial Management

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To reject the tax base calculation. The figures in this report could be rejected and a new calculation made. However, this would result in further delays for all preceptors in calculating their own precept to be levied on the Council. The figures used are taken from the Northgate i-World council tax system as at 1st December 2014. All other adjustments and estimates have been calculated using previous years methods.

7.0 Implications

Financial and Resource Implications

- 7.1 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 £48,253 being raised per £1 of council tax set, for budget purposes.

(Section 106 of the Local Government Finance Act 1992 applies to decisions taken on matters contained in this report and any Member affected is obliged to disclose the fact and refrain from voting)

Comments checked by:

Paul Sutton, Interim Head of Finance and Procurement, 0300 003 0106,
Paul.Sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 The calculations required to be undertaken by the Council in order to arrive at its tax base are set out in the legislation referred to in this report. Failure to set a council tax base for 2015/16 would result in the Council being unable to set its council tax for 2015/16.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 003 0107,
kevin.lane@cherwellandsouthnorthants.gov.uk

Risk

- 7.3 The adjustments made in columns 4 and 5 of appendix 2, to the data supplied by the council tax system, to allow for new and demolished properties occurring in 2015/16 is an estimate based on discussions with developers and local planning permissions. There is a risk that not all anticipated new properties will be built or that the property may not be sold or occupied. The estimates are therefore reduced by 50% to allow for this factor.

Comments checked by:

Louise Tustian, Corporate Performance Manager, 01295 221786,
Louise.Tustian2@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: Yes

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

Accessible Value for Money

Lead Councillor

Councillor Ken Atack – Lead Member for Financial Management

Document Information

Appendix No	Title
1 and 2	Council Tax Base Calculations
Background Papers	
None	
Report Author	Vicki Wellstood – Service Assurance Officer
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Appendix 1.

Council Tax Base Calculations for 2015/16

The first step is to establish the relevant amount [band D equivalents] for 2015/16. Regulation 4 provides the following formula:

The relevant amount for a valuation band = $([H-Q+J]-Z) \times F/G$

Where:

H = number of chargeable dwellings

Q = factor to take account of discounts and exemptions

J = adjustments to take account of adjustments during the year eg. new property

Z = total amount pursuant to the authorities local council tax reduction scheme in relation to the band, expressed as an equivalent number for that band.

F = is the proportion for the relevant band eg 6 for Band A

G = the number relevant to Band D eg. 9

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ADJUSTMENTS	2015/16 COUNCIL TAX BASE CALCULATIONS			
	column 1	column 2	column 3	column 4
Parish/Town	Band D Equivalents	MOD in Band D Equivalents	Band D Equivalent Sub Total	Full Year Equivalent Of Additional Properties
Adderbury	1160.5		1160.5	2.0
Ambrosden	357.4	235.8	593.2	6.0
Ardley	259.0		259.0	
Arncott	376.5	1.8	378.3	
Banbury	13176.7		13176.7	50.5
Barford	260.6		260.6	1.4
Begbroke	364.2		364.2	0.2
Bicester	10305.0		10305.0	41.7
Blackthorn	145.8		145.8	
Bletchingdon	345.0		345.0	
Bloxham	1379.4		1379.4	0.9
Bodicote	865.9		865.9	27.4
Bourton	302.8		302.8	0.3
Broughton	122.4		122.4	
Bucknell	104.9		104.9	
Caversfield	466.9	1.8	468.7	9.9
Charlton on Otmoor	198.7		198.7	
Chesterton	346.0		346.0	6.7
Claydon	136.8		136.8	
Cottisford	68.7		68.7	
Cropredy	300.3		300.3	
Deddington	918.0		918.0	
Drayton	92.5		92.5	
Duns Tew	237.1		237.1	
Epwell	140.6		140.6	
Fencot and Murcott	128.8		128.8	
Finmere	218.6		218.6	
Fringford	260.8		260.8	
Fritwell	317.3		317.3	
Godington	20.5		20.5	
Gosford and Water Eaton	540.5		540.5	2.0
Hampton Gay and Poyle	75.8		75.8	
Hanwell	124.4		124.4	
Hardwick with Tusmore	38.2		38.2	
Hethe	108.8		108.8	
Hook Norton	912.0		912.0	
Horley	164.1		164.1	
Hornton	161.5		161.5	1.0
Horton cum Studley	243.7		243.7	
Islip	325.2		325.2	0.9
Kidlington	4764.4		4764.4	6.7
Kirtlington	453.5		453.5	1.6
Launton	487.0		487.0	5.4
Lower Heyford	211.2		211.2	
Merton	140.2	5.0	145.2	
Middle Aston	66.6		66.6	
Middleton Stoney	147.2		147.2	
Milcombe	233.5		233.5	8.1
Milton	122.4		122.4	
Mixbury	115.9		115.9	
Mollington	233.6		233.6	0.9
Newton Purcell	44.8		44.8	
Noke	79.0		79.0	
North Aston	93.8		93.8	
North Newington	151.6		151.6	
Oddington	67.1		67.1	
Piddington	170.8		170.8	0.4
Prescote	6.3		6.3	
Shenington	224.8		224.8	
Shipton on Cherwell	145.9		145.9	
Shutford	206.7		206.7	
Sibford Ferris	194.5		194.5	
Sibford Gower	249.0		249.0	
Somerton	138.9		138.9	
Souldern	202.6		202.6	
South Newington	154.2		154.2	
Steeple Aston	423.0		423.0	1.6
Stoke Lyne	105.0		105.0	
Stratton Audley	207.8		207.8	
Swalcliffe	110.7		110.7	
Tadmerton	253.9		253.9	
Upper Heyford	363.9		363.9	15.9
Wardington	232.7		232.7	0.6
Wendlebury	191.3		191.3	
Weston on the Green	248.8		248.8	
Wiggington	120.9		120.9	
Wroxton	284.3		284.3	
Yarnton	1073.5		1073.5	2.6
	48793.2	244.4	49037.6	194.7

BILLING TAX BASE	2015/16 COUNCIL TAX BASE CALCULATIONS										Column 12
	column 5	column 6	column 7	Column 8	column 9	Column 10	column 11	Column 12			
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 2015/16 @98%	Tax Base For 2014/15	%age change from previous year			
Adderbury	1162.5		1162.5	1139.3		1,139.3	1125	1.27%			
Ambrosden	599.2	-236	363.2	355.9	236	591.9	586	1.01%			
Ardley	259.0		259.0	253.8		253.8	254	-0.08%			
Arncott	378.3	-2	376.3	368.8	2	370.8	368	0.76%			
Banbury	13227.2		13227.2	12962.7		12,962.7	12778	1.45%			
Barford	262.0		262.0	256.8		256.8	256	0.31%			
Begbroke	364.4		364.4	357.1		357.1	359	-0.53%			
Bicester	10346.7		10346.7	10139.8		10,139.8	9691	4.63%			
Blackthorn	145.8		145.8	142.9		142.9	142	0.63%			
Bletchingdon	345.0		345.0	338.1		338.1	328	3.08%			
Bloxham	1380.3		1380.3	1352.7		1,352.7	1348	0.35%			
Bodicote	893.3		893.3	875.4		875.4	878	-0.30%			
Bourton	303.1		303.1	297.0		297.0	289	2.77%			
Broughton	122.4		122.4	120.0		120.0	119	0.84%			
Bucknell	104.9		104.9	102.8		102.8	102	0.78%			
Caversfield	478.6	-2	476.6	467.1	2	469.1	441	6.37%			
Charlton on Otmoor	198.7		198.7	194.7		194.7	190	2.47%			
Chesterton	352.7		352.7	345.6		345.6	551	-37.28%			
Claydon	136.8		136.8	134.1		134.1	131	2.37%			
Cottisford	68.7		68.7	67.3		67.3	67	0.45%			
Cropredy	300.3		300.3	294.3		294.3	298	-1.24%			
Deddington	918.0		918.0	899.6		899.6	883	1.88%			
Drayton	92.5		92.5	90.7		90.7	89	1.91%			
Duns Tew	237.1		237.1	232.4		232.4	226	2.83%			
Epwell	140.6		140.6	137.8		137.8	137	0.58%			
Fencot and Murcott	128.8		128.8	126.2		126.2	128	-1.41%			
Finmere	218.6		218.6	214.2		214.2	217	-1.29%			
Fringford	260.8		260.8	255.6		255.6	254	0.63%			
Fritwell	317.3		317.3	311.0		311.0	309	0.65%			
Godington	20.5		20.5	20.1		20.1	21	-4.29%			
Gosford and Water Eaton	542.5		542.5	531.7		531.7	526	1.08%			
Hampton Gay and Poyle	75.8		75.8	74.3		74.3	78	-4.74%			
Hanwell	124.4		124.4	121.9		121.9	122	-0.08%			
Hardwick with Tusmore	38.2		38.2	37.4		37.4	37	1.08%			
Hethe	108.8		108.8	106.6		106.6	106	0.57%			
Hook Norton	912.0		912.0	893.8		893.8	884	1.11%			
Horley	164.1		164.1	160.8		160.8	160	0.50%			
Hornton	162.5		162.5	159.3		159.3	161	-1.06%			
Horton cum Studley	243.7		243.7	238.8		238.8	242	-1.32%			
Islip	326.1		326.1	319.6		319.6	312	2.44%			
Kidlington	4771.1		4771.1	4675.7		4,675.7	4645	0.66%			
Kirtlington	455.1		455.1	446.0		446.0	439	1.59%			
Launton	492.4		492.4	482.6		482.6	486	-0.70%			
Lower Heyford	211.2		211.2	207.0		207.0	208	-0.48%			
Merton	145.2	-5	140.2	137.4	5	142.4	141	0.99%			
Middle Aston	66.6		66.6	65.3		65.3	65	0.46%			
Middleton Stoney	147.2		147.2	144.3		144.3	146	-1.16%			
Milcombe	241.6		241.6	236.8		236.8	215	10.14%			
Milton	122.4		122.4	120.0		120.0	117	2.56%			
Mixbury	115.9		115.9	113.6		113.6	116	-2.07%			
Mollington	234.5		234.5	229.8		229.8	225	2.13%			
Newton Purcell	44.8		44.8	43.9		43.9	43	2.09%			
Noke	79.0		79.0	77.4		77.4	77	0.52%			
North Aston	93.8		93.8	91.9		91.9	93	-1.18%			
North Newington	151.6		151.6	148.6		148.6	148	0.41%			
Oddington	67.1		67.1	65.8		65.8	65	1.23%			
Piddington	171.2		171.2	167.8		167.8	167	0.48%			
Prescote	6.3		6.3	6.2		6.2	6	3.33%			
Shenington	224.8		224.8	220.3		220.3	217	1.52%			
Shipton on Cherwell	145.9		145.9	143.0		143.0	140	2.14%			
Shutford	206.7		206.7	202.6		202.6	201	0.80%			
Sibford Ferris	194.5		194.5	190.6		190.6	188	1.38%			
Sibford Gower	249.0		249.0	244.0		244.0	246	-0.81%			
Somerton	138.9		138.9	136.1		136.1	138	-1.38%			
Souldern	202.6		202.6	198.5		198.5	198	0.25%			
South Newington	154.2		154.2	151.1		151.1	149	1.41%			
Steeple Aston	424.6		424.6	416.1		416.1	409	1.74%			
Stoke Lyne	105.0		105.0	102.9		102.9	101	1.88%			
Stratton Audley	207.8		207.8	203.6		203.6	202	0.79%			
Swalcliffe	110.7		110.7	108.5		108.5	108	0.46%			
Tadmerton	253.9		253.9	248.8		248.8	250	-0.48%			
Upper Heyford	379.8		379.8	372.2		372.2	386	-3.58%			
Wardington	233.3		233.3	228.6		228.6	230	-0.61%			
Wendlebury	191.3		191.3	187.5		187.5	189	-0.79%			
Weston on the Green	248.8		248.8	243.8		243.8	235	3.74%			
Wiggington	120.9		120.9	118.5		118.5	118	0.42%			
Wroxton	284.3		284.3	278.6		278.6	275	1.31%			
Yarnton	1076.1		1076.1	1054.6		1,054.6	1034	1.99%			
	49232.3	-245.0	48987.3	48008.0	245	48,253.0	47,609				

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Cherwell District Council

Executive

5 January 2015

Bicester Garden Town Announcement
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Report of Commercial Director (Bicester)

Purpose of report

To update the Executive regarding Bicester being designated as a Garden Town in the Autumn Statement on 3 December 2014 and the next steps.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the announcement in the Autumn Statement on 3 December 2014 that allocated Bicester as a garden town that could bid for funds to expedite the delivery of key infrastructure required for the planned growth.
- 1.2 Note that up to £50k from the economic development new homes bonus pot is available to progress the work required to prepare formal infrastructure bids in advance of the Council receiving a capacity grant for this activity.
- 1.3 Note that regular updates on the garden town status and outcome of the funding bids will be presented to the Executive.

2.0 Introduction

- 2.1 In April 2014 the government issued the Locally-led Garden Cities Prospectus (see Appendix 1)
- 2.2 The Council submitted an Expression of Interest for Bicester to become a garden town which would deliver up to 13,000 homes, provide choice (self build/custom build), significant employment growth, improved infrastructure and community facilities.
- 2.3 This bid was submitted with the support of all tiers of local government and championed by our local MP, Sir Tony Baldry.
- 2.4 Bicester is a community that is already experiencing substantial planned growth, which is being delivered from a shared vision with the support of the community. The planned 13,000 new homes (Appendix 3) combined with new employment, retail, community and social facilities will be set in an attractive green infrastructure

connected through existing neighbourhoods. The bid seeks investment in roads and facilities for the area which can accelerate delivery.

3.0 Report details

- 3.1 According to the Town and Country Planning Association, at the heart of the Garden City concept is the development of holistically planned new settlements which enhance the natural environment, tackle climate change and provide high-quality affordable housing and locally accessible jobs in beautiful, healthy and sociable communities.
- 3.2 The Town and Country Planning Association have set out a number of principles (Appendix 1 Para 7) that localities may wish to consider in deciding whether to submit an expression of interest. Many of these principles have synergy with the One Shared Vision for Bicester. (Appendix 2)
- 3.3 Bicester will grow significantly (Appendix 3) to become an important economic centre in its own right and is well located at the heart of the Oxford-Cambridge knowledge spine with good transport links by road, passenger rail and rail freight. A major release of employment land is planned to compliment the housing growth and will target new investment in knowledge based industries, performance engineering, off site manufacturing and logistics.
- 3.4 We recognise that this designation provides a unique opportunity to strengthen the existing vision, to bring in new funding and development partners to grow our vision into '**Bicester Garden Town**'. We now need to build on the One Shared Vision and engage with public and private sector partners and government departments. Further engagement will also take place with the local community and businesses in the area to both maintain the consensus for and refine the shared vision to include garden town status.
- 3.5 DCLG have advised that they will make resource funding available to Bicester, to help ensure that planning and feasibility work can be conducted as quickly as possible in the form of a capacity grant funding to 2016, and brokerage; with the Homes and Communities Agency's ATLAS team providing planning support.
- 3.6 In order to make the deadline for infrastructure funding bids for the March 2015 budget process the Council will need to progress this work with immediate effect. As a result resources up to £50k will need to be made available ahead of the capacity funding being received.
- 3.7 These resources can be funded from existing resources in the form of new homes bonus funds received in 2014/15 that are allocated to economic development. Once the capacity funding is received from DCLG this pot will be replenished.

4.0 Conclusion and Reasons for Recommendations

- 4.1 Funding to support infrastructure will greatly assist the growth in Bicester and bring benefits to existing residents and new.

- 4.2 We have begun dialogue with DCLG on the process and will continue to provide updates to the Executive as work progresses along with proposals to consult with the residents and businesses of Bicester.

5.0 Consultation

None – once more information is available regarding the designation then a formal consultation event will take place in Bicester.

6.0 Alternative Options and Reasons for Rejection

- 6.1 There is an option not to provide funding during 2014/15 and submit bids for the 2015/16 budget process. This is not recommended as a number of priority actions require resources now.

7.0 Implications

Financial and Resource Implications

- 7.1 There is a requirement to provide revenue budget of up to £50k to fund resources to progress the funding bids.
- 7.2 These funds can be met from existing resources in the form of new homes bonus funds received in 2014/15 that are allocated to economic development. Once the capacity funding is received from DCLG this pot will be replenished.

Comments checked by:

Paul Sutton, Head of Finance and Procurement, 0300 0030106,
paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.3 There are no legal implications as a result of this report.

Comments checked by: Kevin Lane, Head of Law and Governance Tel: 0300 0030107, Email: kevin.lane@charerwellandsouthnorthants.gov.uk

Risk Implications

- 7.4 There are no direct risks as a result of this report.

Comments checked by:

Paul Sutton, Head of Finance and Procurement, 0300 0030106
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8.0 Decision Information

Key Decision

No

Financial Threshold Met **No**

Community Impact Threshold Met: **No**

Wards Affected

Bicester

Links to Corporate Plan and Policy Framework

This proposal will enable the Council to deliver its vision for housing growth and promoting economic development which will meet the following objectives of the Council's Strategic Objectives:

- District of Opportunity
- Thriving Communities
- Safe Green and Clean

Lead Member

Councillor Barry Wood, Leader of the Council

Document Information

Appendix No	Title
Appendix 1	Locally Led Garden Cities
Appendix 2	One Shared Vision
Appendix 3	Bicester Growth (as per Local Plan)
Background Papers	
None	
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Department for
Communities and
Local Government

Locally-led Garden Cities

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Foreword

Supporting communities in delivering the new homes the country needs is a key priority for the coalition Government. We have already done a great deal. Over 160,000 new affordable homes have been delivered over the last three years, and housebuilding is increasing: in the last quarter, housing starts were 89% higher than during the crash. But we must go further, to help hard-working people get the homes they want.

Local people know what is best for their areas. We know that in many areas, people want to be ambitious and innovative in their approach to delivering the homes they need. We want to support that ambition, and importantly, we want to encourage them to go even further. New development at new settlement scale can offer a great opportunity to build in quality from the start in terms of design, open space, homes and jobs that make places great to live in.

The *Locally Led Garden Cities* prospectus sets out a broad support package that Government will offer localities which are ambitious in terms of scale and delivery, and set high standards for design, quality and the provision of green space. We want to encourage people to think in a new way about how they can meet their housing needs. Building on the historical Garden Cities concept, and a legacy of new town development we can be rightly proud of, we want to support localities in delivering inspirational new Garden Cities fit for the 21st century.



**The Rt Nick Clegg MP,
Deputy Prime Minister**



**The Rt Hon Eric Pickles MP,
Secretary of State for Communities and
Local Government**

Context

1 The Government is investing in housing to help get Britain building again. When we came to power, we inherited a broken housing market, caused by a long term under supply of new homes. However, with the recovery now underway, there are real improvements to be seen. Mortgage approvals have increased, the number of first time buyers is growing, and more homes are being delivered. Delivering more well-designed, high quality homes, in thriving new communities is vital to building a stronger economy and a fairer society so that every person can get on in life.

2 Unlocking large scale housing developments is critical to driving the supply of new homes in the medium to long term. They can offer a more strategic and thoughtful alternative to sequential development (or “sprawl”) around existing communities. Unlike the previous Government’s Eco-Towns programme, this is a local solution, giving communities the power to choose sites, plans and designs for Garden Cities, not rather than Whitehall imposing what it thinks best for local people.

3 We need to build more homes. However, we know that people can be concerned that developers will throw up sprawling extensions to their communities which place additional pressures on local infrastructure. Garden Cities provide a unique opportunity for local areas to prevent this, by taking control of development, integrating planning to decide where best to locate developments and ensuring that public services, green spaces and amenities are hardwired into designs from the beginning. Development at a large scale creates the opportunity to secure real and important benefits: attributes that people most value – such as quality design, gardens, accessible green space near homes, access to employment, and local amenities – can be designed in from the outset. In short, Garden Cities are about far more than houses alone: they are about creating sustainable, economically viable places where people choose to live. These are the principles on which the Garden Cities movement was based, and they remain as relevant today as they were over a century ago.

4 We are investing over £1 billion of funding over 6 years, together with a wider support package, to unlock locally supported housing schemes capable of delivering up to 250,000 new homes. The 2015-2020 Large Sites Infrastructure Programme launches today with a Prospectus which invites bids for the £1 billion of funding announced at Autumn Statement 2013. The investment already committed through the programme has unlocked development in areas such as Cranbrook in Devon, and Wokingham in Berkshire.

5 In parallel we would like to work with local authorities who want to create locally-led Garden Cities. The potential for benefit to local areas is immeasurable: new Garden Cities which are properly designed can bring new jobs, an increased local tax base, and use using land value uplift to finance 21st century infrastructure. This prospectus sets out how local areas can benefit from this potential, to help them meet the challenge of starting to plan and deliver their ambitions, making use of ‘garden city’ design to bring together homes, jobs, open space and create great places to live and raise their children. We want local authorities to put forward their ideas for how they wish to develop Garden Cities, how they wish to make use of the existing central Government funding and support, and what other freedoms, flexibilities and support they need to make ambitious new Garden Cities a

reality. We believe innovation will come from local leadership: we look forward to hearing how central Government can support that in each area.

What do we mean by ‘Garden Cities’?

6 There are many reasons why local areas and communities should embrace Garden Cities. As well as the many benefits for future residents, a major Garden City is an opportunity for councils to take a strategic development decision about how they should meet housing need over the next decade and beyond. For existing communities, this offers the opportunity to plan to maintain and extend what people value most: high quality design, appropriate infrastructure and accessible green space within towns and nearby. However, we recognise that for any new settlement, there will be some disruption during development; local areas will need to consider how to engage and respond to the concerns of existing residents during this phase.

7 There has been a great deal of debate nationally in recent years about how large scale new settlements could and should be delivered, and what their guiding principles should be. The Government does not wish to impose any definition of what Garden Cities are, but instead intends to work with localities to support them in developing and delivering their own vision. Localities may find it helpful to consider some of the thinking which has already been done by bodies with an interest in this area. For example, in the view of the Town and Country Planning Association, at the heart of the Garden City concept is the development of holistically planned new settlements which enhance the natural environment, tackle climate change and provide high-quality affordable housing and locally accessible jobs in beautiful, healthy and sociable communities. The Town and Country Planning Association have set out a number of principles that localities may wish to consider:

- strong vision, leadership and community engagement
- land value capture for the benefit of the community
- community ownership of land and long-term stewardship of assets
- mixed-tenure homes and housing types that are affordable for ordinary people
- a strong local jobs offer in the Garden City itself, with a variety of employment opportunities within easy commuting distance of homes
- Beautifully and imaginatively designed homes with gardens, combining the very best of town and country living to create healthy homes in vibrant communities
- generous green space linked to the wider natural environment, including a surrounding belt of countryside to prevent sprawl, well connected and biodiversity rich public parks, and a mix of public and private networks of well-managed, high-quality gardens, tree-lined streets and open spaces
- opportunities for residents to grow their own food, including generous allotments
- strong local cultural, recreational and shopping facilities in walkable neighbourhoods
- integrated and accessible low-carbon transport systems – with a series of settlements linked by rapid transport providing a full range of employment opportunities

8 In essence, we think Garden Cities are liveable, viable, modern communities with the resident at the centre of planning. In addition, previous experience of large scale settlements suggests that there are particularly important considerations around local support, scale, connectivity, delivery arrangements, and land.

Expressions of interest

9 This prospectus seeks expressions of interest from local areas interested in delivering a new Garden City. We want to work closely with areas which bring forward strong expressions of interest to help them develop their proposals, understand the barriers to delivery, and offer Government brokerage and support through the Large Sites Infrastructure Programme and other existing schemes where it can help to unblock these.

What we expect from schemes

Local support

10 As the last Government's eco-town programme illustrates, large scale developments cannot succeed without local support. Schemes should therefore have the full backing of all local authorities in which Garden Cities are sited, including the county council in two tier authorities. Schemes will also need to consider how the local community will be involved as they go forward.

Scale

11 If they are to help address the long term under-supply of housing, new Garden Cities must be ambitious in scale. They should be designed so as to allow for the formation of integrated and thriving communities, where people want to live, work and play. Garden Cities should provide the full range of commercial, retail, educational and community facilities that people need, in such a way that they facilitate interaction between people. As an indication we would expect developments to be at or above the 15,000 homes level, delivered more quickly than is typical through the existing planning system.

Connectivity

12 Our approach is locally led, and we are not setting out any particular locations where we expect new Garden Cities to come forward. However, it is essential new Garden Cities benefit from being located with good access to either existing or planned transport infrastructure to provide connectivity to the rest of the country. Whilst road and rail infrastructure will be key, the inter-city bus network could also be considered as an alternative where locations are poorly served by rail.

Delivery arrangements

13 As complex projects with a life of many years, Garden Cities will need robust delivery arrangements. There are many forms that this could take, from publicly led arm's length companies, public private partnership arrangements such as joint venture companies, or, for the most demanding schemes, statutory bodies such as development corporations, as proposed for Ebbsfleet. We are not prescribing any particular model, but localities should give careful consideration to what the most appropriate delivery arrangements will be for

their scheme, to ensure that the main partners are able to take the key decisions effectively.

Commercial

14 Garden Cities need to be commercially viable during the development phase and beyond. As with the original Garden Cities, proposals need to consider how to draw in private capital and make use of the land value uplift to finance infrastructure.

Land

15 The Government wants to encourage the effective use of land by re-using land that has been previously developed (brownfield land), provided that it is not of high environmental value. Expressions of interest which include a significant element of brownfield land will be particularly welcome.

What we can offer schemes

16 We recognise that proposals for new Garden Cities will vary in their needs, and the support required from Government will therefore vary. Different elements of the support package set out below will be relevant depending on the individual circumstances of schemes.

Brokerage

17 We will support schemes by working across Government with the Homes and Communities Agency to co-ordinate key partners and assist sites in overcoming barriers to delivery, including assistance with planning and non-planning consent regimes. This has been instrumental in helping to move some major housing schemes forward – for example, at Kettering, we have brought together Government departments (Department for Communities and Local Government, Department for Transport, and Department for Business Innovation and Skills), the Homes and Communities Agency, Highways Agency, the Local Enterprise Partnerships, developer and Local Authority into a partnership committed to taking the scheme forward. This has enabled a common understanding between Government and local partners on opportunities to move the scheme forward.

Direct planning support

18 We propose to give successful expressions of interest support from the Advisory Team for Large Applications in the Homes and Communities Agency. This team can assist with the planning and design process including the use of tools such as planning performance agreements, and supporting delivery through the use of new tools such as Local Development Orders, joint plans, or Community Infrastructure Levy charging schedules.

Capacity funding

19 To support the design, planning, and professional costs of developing a scheme to the point of gaining planning consent, the Government will make available a limited amount of funding from within the existing budget of the Department for Communities and Local Government to create the capacity at a local level to support the detailed development and implementation of new proposals. This funding is available in 2014-15 and 2015-16, with further funding subject to review. The capacity funding element of the Local Infrastructure Fund has already demonstrated the impact this can make – at places like Wokingham,

Cranbrook, Bicester and Didcot, capacity funding has enabled localities to put resources in place to drive delivery.

Capital funding

20 Expressions of interest should set out how the applicants plan to finance the development. We would expect expressions of interest to have considered how best to lever in private finance, and make best use of land and assets. Where an initial shortfall in funding is identified but the project appears fundamentally viable, Government will work with local partners to identify private sector funding solutions.

21 This may also include making bids into existing funding programmes, where schemes are sufficiently advanced to do so. The government will facilitate access into the Large Sites Fund, the Custom Build Fund, and the Builders Finance Fund, for schemes which are viable. The profiles, timings and nature of these funding streams are set out below.

Funding streams	Profile	Timing of the fund	Nature
Large Sites Infrastructure Fund	£109m for 2014/15 and £1bn up to 2019/20	A prospectus inviting bids for the 2014/15 tranche of funding was published today. The deadline for receipt of bids is 30 May	Recoverable loans
Local Growth Fund	£2bn per annum from 2015/16 to 2020/21	Localities are encouraged to consider whether investment proposals set out in LEP Strategic Economic Plans could facilitate the development of Garden Cities	Mainly grant funding, some recoverable
Custom Build Fund	£150m from 2014/15 to 2019/20	A prospectus inviting bids for funding will be published over the summer	Recoverable loans
Builders Finance Fund	£150m in 2015/16 £375m in 2016/17	A prospectus inviting bids for funding will be published by the summer	Recoverable loans

Freedoms and flexibilities

22 Localities considering making an expression of interest may wish to consider whether there are freedoms and flexibilities - with no impact on public sector borrowing or debt - which could facilitate the development of new Garden Cities.

You tell us...

23 We also appreciate that different areas may wish to innovate in ways which we have not anticipated. We want to hear about any other ways Government can support delivery of Garden Cities by removing barriers to acquiring land, planning settlements, or attracting private finance.

Forward process

24 Expressions of interest are invited on an ongoing, rolling basis from interested localities, rather than being subject to any fixed deadline. The Government will consider expressions of interest on the basis of fit with the broad criteria above to assess overall deliverability, and will support the strongest proposals in developing their schemes. Decisions on support will be taken on a case by case basis taking into account their their viability and fit with criteria.

25 Localities are also invited, by Friday 29 August this year, to submit their views on the issues and barriers they see in developing Garden City proposals, which will be discussed at a subsequent Local Growth Committee.

26 Expressions of interest, and submissions on issues and barriers, should be made by email to DCLG at locallyledgardencities@communities.gsi.gov.uk.

Expressions of interest

Expressions of interest do not need to be made in a specified format, but should enable the Government to assess proposals against the criteria set out above. They should include:

- A map setting out the proposed site boundary
- A general description of the proposal, including both policy aims and technical aims so far as they can be known (such as including housing numbers, retail and other commercial space, extent of green space, timescale for delivery etc)
- Evidence which demonstrates that the scheme responds to issues of local affordability, and that there is strong growth potential over the medium to long term
- evidence that the chosen location is fundamentally viable over time, and does not give rise to unusually high land or infrastructure costs is
- Evidence of the overall benefits of the scheme
- Financing plan
- Proposed delivery models

Eco Bicester – One Shared Vision

December 2010



BICESTER VISION



BICESTER
TOWN COUNCIL



Foreword



During August and September 2010 the Eco Bicester Strategic Delivery Board consulted on a first draft of their proposed 'One Shared Vision for Eco Bicester'. This document is the resulting final version of the Vision which has benefited

from many constructive comments from individuals, businesses, partnerships and public and voluntary organisations in Bicester and the surrounding area.

This Vision is about the whole of Bicester, not just about the 5,000 home eco development at North West Bicester. We want all residents in the town and the surrounding area to enjoy a higher quality of life while at the same time reducing their impact on the environment. The standards we set out in this Vision will apply to all future development in the town and we'll also be taking steps to reduce energy use in existing homes. This said, there are specific standards which currently will apply only to the eco development at North West Bicester as a result of its designation as just one of four eco towns nationally and its consequent role as a national exemplar.

This 'One Shared Vision' is the product of a fundamental rethink about how Bicester should develop in the future. Much of what it contains is not new thinking, but what is new is the way this document pulls together the thoughts and aspiration of public and private partnerships and organisations and overlays these with more recent aspirations for Bicester to be a truly low carbon community.

It will be adopted by Cherwell District Council, Bicester Town Council and Oxfordshire County Council as an important influence on policy- and decision-making in the town and surrounding areas. It will also become an integral part of the Cherwell Core Strategy in the Local Development Framework, gaining formal weight in future planning decisions from the point of adoption. But it is not detailed planning guidance for the town. Nor is it a detailed action plan for the implementation of this Vision.

One of the most important aspects of our plans for the future of Bicester are our plans to bring more and varied jobs to the town to remove the need for residents to travel out of Bicester to work. While we want to see new employers coming to the town the retention and expansion of our current employers is just as important.

All of us on the Eco Bicester Strategic Delivery Board have been really encouraged by the response to the first draft of the 'One Shared Vision'. We hope those of you who responded think we have done justice to the body of comments we received. To those of you coming to this document for the first time we hope you think this is an inspiring Vision for Bicester. It's one the Board will work hard to ensure is delivered.

Cllr Barry Wood

Chairman

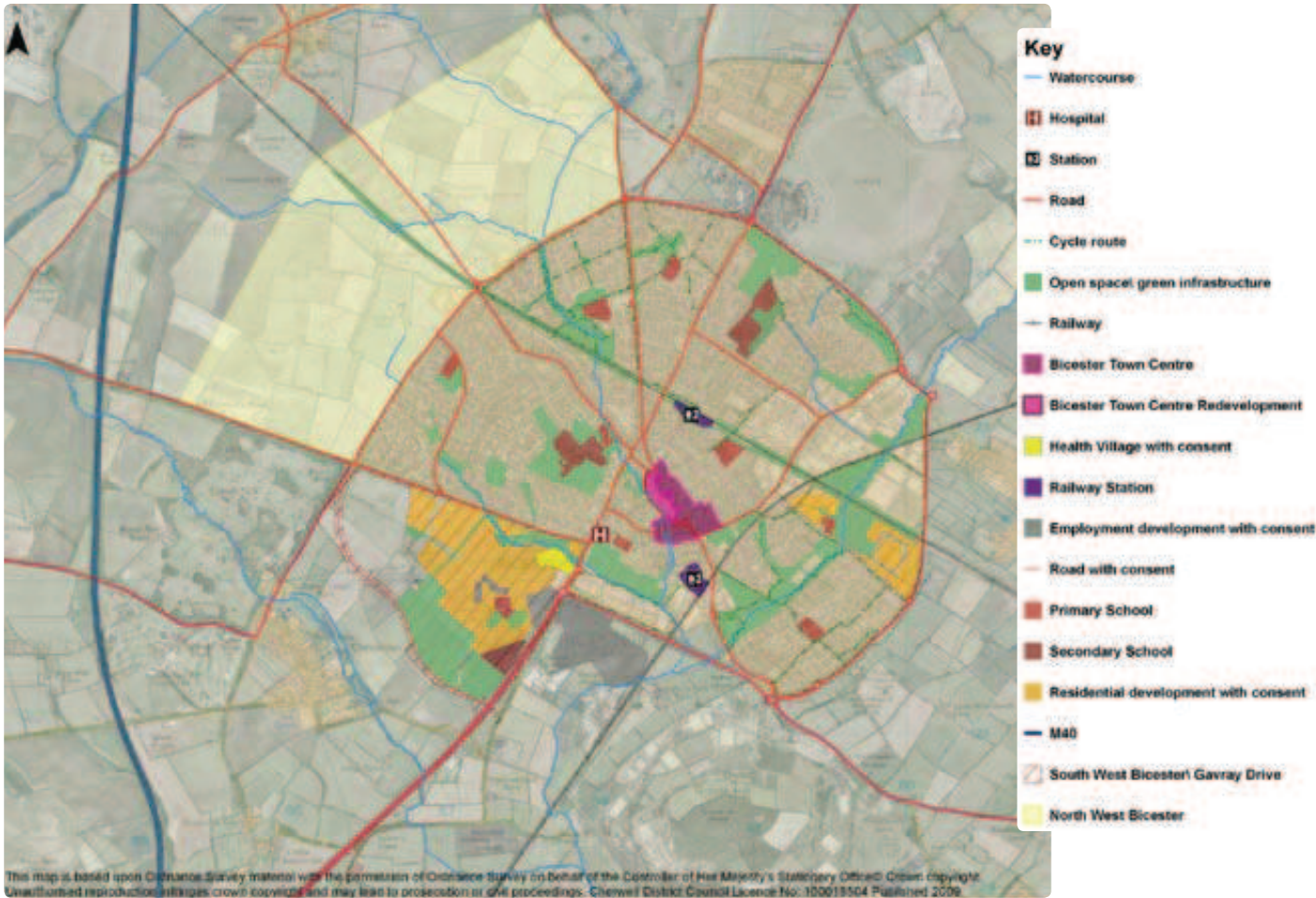
Eco Bicester Strategic Delivery Board

November 2010

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Bicester - Key sites and areas for development



Introduction

The purpose of this document is to set out the shared vision of the Eco Bicester Strategic Delivery Board (SDB). As such, it contains the aims, aspirations and ambitions for the town of Bicester as a whole as it continues to grow in the long term. The front cover includes an aerial photograph of Bicester. The plan below shows Bicester and the surrounding area including the major development sites in and around the town.

The document looks at the town as a whole not just the proposed eco development at North West Bicester. The emphasis is on integrating the new development with the existing town by adopting a holistic approach to the development of the town. The work has already begun with major development underway in Bicester town centre, the completed refurbishment of the leisure centre and swimming pool, in addition to the eco town demonstration projects and housing development at South West Bicester. Bicester has been a garrison town for many years and the future of the military presence in the town is an important factor in developing the vision. Bicester's population is expected to grow and this will require further infrastructure to support the town. The aim is for all new development to be integrated with the existing town to ensure the development of a vibrant place.

The shared vision has been prepared to guide and inform the SDB's work and it is important that the document remains flexible reflecting the latest standards of eco development and changing circumstances. It does not seek to allocate land for development as this is the role of the Local Development Framework, which in time we anticipate will reflect the aspirations set out in the vision and incorporate the development standards it contains. It is ambitious and aspirational and focuses on four key themes: community, economy, transport and environmental sustainability. The future challenges facing the district and the town are recognised and include adapting to climate change, a growing population and significant housing growth. This will

require the development of infrastructure to support the town as it grows.

The following sections set out the detailed vision statement, covering people and places, the economy, transport and movement, environmental sustainability and infrastructure and the standards for eco development. The final section sets out the local standards for the eco development at North West Bicester and is based on the eco town standards set out in the supplement to Planning Policy Statement 1 (PPS1) – Sustainable Development. The contents of the shared vision will be used to inform local standards for eco development in the emerging development plan.

As a result of the consultation, more emphasis on infrastructure and facilities has been included in the vision as part of the community first and environmental sustainability sections. The lack of facilities and the need for infrastructure requirements to keep pace with the growth of the town were common themes of the consultation responses. This is acknowledged in the shared vision and forms the starting point for the long term development of the town.

For more information please contact:
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The Vision

To create a vibrant Bicester where people choose to live, to work and to spend their leisure time in sustainable ways, achieved by:

- Effecting a town wide transition to a low carbon community triggered by the new eco development at North West Bicester;
- Attracting inward investment to provide environmentally friendly jobs and commerce, especially in green technologies, whilst recognising the very important role of existing employers in the town;
- Improving transport, health, education and leisure choices while emphasising zero carbon and energy efficiency; and
- Ensuring green infrastructure and historic landscapes, biodiversity, water, flood and waste issues are managed in an environmentally sustainable way

Community first – people and places

Local people will have a huge opportunity to influence the ongoing development of Bicester.

By Bicester for Bicester

- Encouraging people to have a real say in the future of their town
- Supporting local initiatives to improve the town and the community
- Making opportunities for local communities to own and govern local community assets
- Encouraging a growth in sustainability culture, awareness and knowledge about environmental issues by the people and businesses of Bicester

Community first

- Support local communities to ensure that their area is safe and free from crime. New development shall be designed to reduce the opportunity for crime and the fear of crime
- A mix of housing, including affordable housing, housing accessible to those with impaired mobility, high-end housing to attract managers from local companies to reside in the town will be sought in new developments to meet the needs of the whole community
- Support measures to enhance Bicester as a local service centre for the surrounding villages and rural area
- All new development must be integrated with the existing town to support the creation of a vibrant place
- Opportunities will be sought to improve access to the countryside
- Improvements to town centre retail and cultural facilities will be supported



Retrofitting for a Low Carbon Community

- Supporting improved energy efficiency of homes to reduce carbon emissions and fuel poverty
- Supporting improved energy efficiency of business and commercial property and public buildings to reduce carbon emissions
- Increased water efficiency and reduced water use
- Supporting high speed broadband and digital infrastructure provision for the town



Exacting Eco Standards for New Development

- Ensure that new buildings are designed and built to the highest environmental standards in terms of energy efficiency and sustainable construction techniques, for example, Passiv Haus design based on the code for sustainable homes and British Research Establishment Environmental Assessment Methodology (BREEAM)
- Seek new buildings which incorporate high quality, contemporary design
- Ensure that new buildings have high speed broadband to facilitate information and smart management systems
- New buildings with reduced water use

- Zero or low carbon energy provision
- Use of local and sustainably sourced materials

Community Infrastructure and facilities

- Provision of high quality community facilities, making best use of the town centre, co location of services, shared use of facilities, public open space, play space for all, streets and gardens and encouraging maximum use of existing community facilities and assets
- Promote local cultural facilities, including a venue with theatre auditorium and room to accommodate formal dining. It is recognised that The Garth could have the potential to fulfil this role
- Promote a sports stadium to meet long term growth of the town
- Provide a new burial site for the town with opportunity for green or woodland burials and quiet recreation
- Support local sports and leisure facilities
- Provide accessible high quality health and social care to include a community hospital to meet the expanding population of the town
- Support local sustainable food production
- Provision of facilities for young people
- All new development will need to provide or contribute to the provision of facilities to serve the increased population



Economy

Create a nationally recognised hub of the low carbon economy and the location of choice for business and inward investment. To provide local jobs for Eco Bicester residents.

Employment Opportunities

- Provide new employment opportunities to complement the existing economic base to support the creation of a balanced economic base with opportunities requiring a broad spectrum of skills
- Promote Bicester as a significant location in the triangle between Oxford, Cambridge and London, for an increase in science and technology businesses, exploiting innovations and spin-outs from academic research growing from existing Oxfordshire base
- Create a centre for innovation capitalising on the location within a world class sub region
- Provide support for existing employers in the town to increase their levels of local employment



Sustainable Travel to Work

- Seek local jobs to reduce out commuting significantly
- Walking, cycling and public transport will be promoted through working with new and existing businesses to prepare and implement green travel plans



Education, Skills and Training

- Creating a learning town with good quality educational opportunities for all ages with access to local quality educational facilities to learn and train
- Provide education, skills and training focused on meeting the needs of business and allowing the local community to benefit from the emerging green economy
- Seek greater provision of higher education facilities within the town

Employment space

- Provide employment opportunities for the eco development's population
- Provide employment space/office stock suited to modern employment requirements, particularly those of low carbon businesses – BREEAM excellent and designed to reduce energy use
- Seek employment creation as part of large residential development sites
- Create a centre for service industries within this buoyant part of the country

Transport and movement

Encourage walking and cycling as the first choice for travel within the town to improve health, reduce carbon emissions and improve the quality of the environment.



A significant increase in travel by means other than the car across the town

- Promote walking, cycling and public transport within the town
- Work with employers and educational facilities to encourage sustainable travel
- Support designs for new development which support walkable neighbourhoods, public transport and provide good access to day to day services locally
- Improve non vehicular access links to town centre facilities and other important destinations from across the town
- Give priority to walking, cycling and public transport where possible
- Provide high quality cycle parking and storage
- Provide improved bus service information
- Encourage car clubs and car share schemes where occasional journeys by car are necessary

Travel Planning

- Ensure schemes and initiatives to promote sustainable travel planning (as set out in the Department for Transport's Sustainable Travel Towns document) are developed in more detail for Bicester
- Provide innovative approaches to personal travel, including reduced energy consumption, low emission vehicles

Improvements to the existing transport network

- Ensure sustainable locations for development and highway improvement schemes as part of the 'Bicester Integrated Transport and Land Use Study' commissioned by Oxfordshire County Council in partnership with Cherwell District Council
- Provision of improvements to walking and cycling provision in the town
- Support Chiltern Railways' improvements to the Bicester to Oxford line and services to London



- A perimeter road at 'South West Bicester' to relieve congestion in Bicester and reduce 'rat running' through surrounding villages
- Improvements to Junction 9 of the M40 to unlock the employment growth potential of the town (Phase 1 started in August 2010)
- Encourage electric vehicles and supporting infrastructure



Environmental Sustainability and Infrastructure

In accordance with the community plan “Our District, Our Future” this shared vision aims to understand and adapt to environmental challenges as they arise and ensure that all infrastructure and other developments protect and enhance the environment and biodiversity. The provision of green infrastructure and biodiversity and habitat creation is fundamental to Eco Bicester and already an important component of the town.

Open Space and Green Infrastructure

- Maximise ecological and biodiversity gains from open space compatible with its recreational role
- Ensure the 40% green space at North West Bicester integrates with existing green space within the town
- Seek a network of open spaces incorporating river corridors and linking



not only to existing space within the town but also the wider countryside

- Provide multi functional green infrastructure incorporating footpaths and cycle paths, sports and recreational space, play, ecological enhancement, adopted sustainable urban drainage systems and flood alleviation
- Seek opportunities for new wetland areas and creation of local priority habitats
- Use of the new burial ground as a quiet and sensitive green space
- The character of the countryside shall be protected and where new development has been identified as necessary it should be designed to be assimilated within the landscape without altering the character of the surrounding countryside.

Biodiversity

- To protect existing habitats
- To enhance biodiversity in the town and habitat creation
- Include features in buildings such as green walls and roofs, bat tubes and swift boxes to support priority species
- Seek shelter belts to enhance the range of habitats and provide for micro climates

Water Use

- To develop a sustainable water management approach to new development
- Seek water neutrality and more efficient water usage across town
- Promote grey water recycling





Flood Risk

- Provide sustainable urban drainage to manage surface water runoff to reduce flood risk and to improve water quality
- Provide measures to ensure that run off created from development does not introduce flood risk elsewhere.
- Take opportunities to address flood risk downstream within the town

Waste and energy

- To develop a sustainable energy management approach to new development
- Seek zero or low carbon energy generation
- Explore sewerage and waste options providing bio gas for energy production.
- Provide storage for recyclable materials including in new buildings
- Provide measures to reduce all waste including that from construction



Eco Bicester development standards, building on eco town standards

This section provides further detail on the development standards to be used in delivery of the Shared Vision through eco development and particularly the proposals for North West Bicester. As described earlier in the document, the vision for Eco Bicester sets out a holistic approach to future development integrating the proposed development at North West Bicester with the existing town. The following standards are taken and adapted from extracts from the PPS and will be required to be met for development at North West Bicester and other new developments. However it is recognised that for some smaller sites it may not be possible to meet all the criteria on site and in these circumstances off site provision should be investigated.

Zero carbon

The definition of zero carbon follows that set out in the Eco towns PPS and is that over a year the net carbon dioxide emissions from all energy use within the buildings are zero or below. Proposals for the development of North West Bicester should demonstrate how this will be achieved taking into account the health and social care needs of residents, and the resulting energy demand. Other large developments will also be expected to meet the zero carbon requirement.

The definition excludes embodied carbon and emissions from transport but includes all buildings – not just houses but also commercial and public sector buildings which are built as part of Eco Bicester. The calculation of net emissions will take account of locally produced energy; production of energy imported from centralised energy networks, emissions displaced by exports of locally produced energy to centralised energy networks where that energy is produced from a plant (1) whose primary purpose is to support the needs of the Eco Bicester and (2) has a production capacity reasonably related to the overall energy requirement of the Eco Bicester.

Climate change adaptation

North West Bicester is to be a sustainable community that is resilient and well-adapted to future climate change. It should be planned to minimise future vulnerability in a changing climate, and with both mitigation and adaptation in mind. All new developments should be designed to take account of the climate they are likely to experience. New development is to deliver a high quality local environment and meet the standards on water, flooding, green infrastructure and biodiversity set out in this Vision, taking into account a changing climate for these, as well incorporating wider best practice on tackling overheating and impacts of a changing climate for the natural and built environment.

Homes

As well as being zero carbon, proposals for new homes should:

- (a) Achieve high standards of sustainability, for example, Building for Life Silver Standard and Level 5 of the Code for Sustainable Homes as a minimum (or any higher standards in the development plan)
- (b) Meet lifetime homes standards and space standards
- (c) Have real time energy monitoring systems; real time public transport information and high speed broadband access, including next generation broadband where possible. Consideration should also be given to the potential use of digital access

to support assisted living and smart energy management systems

- (d) demonstrate high levels of energy efficiency in the fabric of the building, having regard to proposals for standards to be incorporated into changes to the Building Regulations between now and 2016 (including the consultation on planned changes for 2010 issued in June 2009 and future announcements on the definition of zero carbon homes), and
- (e) Achieve, through a combination of energy efficiency and low and zero carbon energy generation, carbon reductions (from space heating, ventilation, hot water and fixed lighting).

Employment

It is important to ensure that North West Bicester is a genuine mixed-use community and that unsustainable commuter trips are kept to a minimum. A similar approach will be sought for all suitable development sites. Facilities to support job creation on the site and in the town should be available and as a minimum there should be access to one new employment opportunity per new dwelling that is easily reached by walking, cycling and/or public transport.

Transport

Travel should support people's desire for mobility whilst achieving the goal of low carbon living. Options such as walking, cycling, public transport and other sustainable options should be prioritised, thereby reducing residents' reliance on private cars, including techniques such as filtered permeability. To achieve this, homes should be within ten minutes' walk of (a) frequent public transport and (b) neighbourhood services. The principle of co-location is supported to encourage the efficient use of the sustainable transport options available and reduce the need for individuals to travel by private car.

The following criteria should be considered in terms of travel planning:

- (a) How the town's growth will enable at least 50 per cent of trips originating in North

West Bicester or on any other large mixed use development, to be made by non-car means, with the potential for this to increase over time to at least 60 per cent

- (b) Good design principles, drawing from Manual for Streets, Building for Life, and community travel planning principles
- (c) How transport choice messages, infrastructure and services will be provided from 'day one' of residential occupation, and
- (d) How the carbon impact of transport in the eco-town will be monitored, as part of embedding a long term low-carbon approach to travel within plans for community governance.
- (e) Options for ensuring that key connections around Bicester do not become congested as a result of the development, for example by extending some aspects of the travel plan beyond the immediate boundaries of the site, and
- (f) Ultra low carbon vehicle options, including electric car schemes should be considered to help achieve a sustainable transport system.
- (g) Bicester should grow in a way that supports children walking or cycling to school safely and easily. A maximum walking distance of 800m from home to the nearest school for primary school aged children will be sought.

Healthy lifestyles

Bicester shall be designed to support healthy and sustainable environments and enable residents to make healthy choices easily.

Local services

A good level of provision of services within new development in Bicester proportionate to the size of the development and to complement those in the town will be sought. This should include leisure, health and social care, education, retail, arts and culture, library services, sport and play facilities and community and voluntary sector facilities.

Community and Governance

A long term approach to governance at North West Bicester is necessary to ensure that the new development retains its integrity as an eco development and is able to manage change in a planned way. It will be important that alongside proposals for the physical development of the site, there are appropriate governance structures in place to ensure that the eco town standards are met, maintained and can evolve to meet the needs of future residents and businesses. Of particular importance will be to ensure there is continued community involvement and engagement with the new occupants, so that they feel part of the new community and to help them be able to participate effectively in the future governance of the eco town.

A new community governance structure at NW Bicester, such as the establishment of a local management organisation, could allow local people to directly make decisions on the management and maintenance of community assets, such as the green spaces on the site and the community hall, as well as having the ability to generate income to be reinvested for community purposes. Such proposals will need to be appropriate to the scale and complexity of the eco town development and should complement the existing role of the local authorities and Bicester Town Council. It is envisaged that such an approach, if successful in NW Bicester, has the potential to be rolled out to wider Bicester and could positively impact on community cohesion and quality of life for the whole town.

Green infrastructure

40% of the total area of land at North West Bicester is to be allocated to green space of which at least half should be public. For other developments the LDF will identify the standards of provision required. A network of well managed, high quality green /open spaces which are linked to the wider countryside should be provided including a range of types of green space, for example community forests, wetland areas and public parks. Green space should be multifunctional, e.g. accessible for play and recreation, walking or cycling safely, and support wildlife, urban cooling and flood management.

Particular attention should be given to land to allow the local production of food from community, allotment and/or commercial gardens.

Landscape and historic environment

Development should complement and enhance the existing landscape character. Proposals should set out measures to conserve and, where appropriate, enhance heritage both assets and their settings.

Biodiversity

North West Bicester will need to demonstrate a net gain in local biodiversity. All new development should seek to achieve this. A strategy for preserving and enhancing local biodiversity is required to accompany any planning applications. This will need to be based on up to date information about the biodiversity of the area including proposals for the management of local eco systems and where appropriate, the restoration of degraded habitats or the creation of replacement habitats. It should set out priority actions in line with the England Biodiversity Strategy and local biodiversity action plans, including appropriate mitigation and/or mitigation measures, required to minimise adverse effects on individual species and habitats of principle importance and to enhance local bio diversity over all. Developers should seek the advice of Natural England and other relevant statutory advisers when developing their strategies. Delivery bodies should be identified in the strategy and its implementation should proceed in parallel with the development.

Water

Bicester should be ambitious in terms of water efficiency, particularly as it is in an area of water stress.

North West Bicester and other large development should:

- (a) incorporate measures in the water cycle strategy for improving water quality and managing surface water, groundwater and local watercourses to prevent surface water flooding from those sources; and

- (b) Incorporate sustainable drainage systems (SUDS) and, except where this is not feasible, as identified within a relevant Surface Water Management Plan, avoid connection of surface water run-off into sewers.
- (c) A strategy for the long term maintenance, management and adoption of the SUDS will be required. Eco-Bicester should aspire to water neutrality, i.e. achieving development without increasing overall water use across a wider area. In particular, the water cycle strategy should set out how:
 - (d) development would be designed and delivered to limit the impact of the new development on water use, and any plans for additional measures, e.g. within the existing building stock of the wider designated area, that would contribute towards water neutrality
 - (e) new homes will be equipped to meet the water consumption requirement of Level 5 of the Code for Sustainable Homes; and
 - (f) New non-domestic buildings will be equipped to meet similar high standards of water efficiency with respect to their domestic water use.

Flood risk management

Development should not increase the risk of flooding elsewhere and should use opportunities to address and reduce existing flooding problems. At North West Bicester all of the built-up areas (including housing, other public buildings and infrastructure) will be fully within Flood Zone 1 – the lowest risk. Flood Zone 2 (medium risk) should, as far as possible, be used for open spaces and informal recreational areas that can serve as multi-functional spaces, for example, those used for flood storage. There should be no built-up development in Flood Zone 3, with the exception of water-compatible development and, where absolutely necessary, essential infrastructure as defined in Table D.2 of PPS25: Development and Flood Risk.

Waste

A sustainable waste and resources plan should be developed for North West Bicester and other large developments, covering both domestic and non-domestic waste, which:

- (a) sets targets for residual waste levels, recycling levels and landfill diversion, all of which should be substantially more ambitious than the 2007 national Waste Strategy targets for 2020; it should be demonstrated how these targets will be achieved, monitored and maintained
- (b) Establishes how all development will be designed so as to facilitate the achievement of these targets, including the provision of waste storage arrangements which allow for the separate collection of each of the seven priority waste materials as identified in the Waste Strategy for England 2007
- (c) Provides evidence that consideration has been given to the use of locally generated waste as a fuel source for combined heat and power (CHP) generation for the eco-town, and
- (d) Sets out how developers will ensure that no construction, demolition and excavation waste is sent to landfill, except for those types of waste where landfill is the least environmentally damaging option.

Further Information:

Can be found at the following locations:
 Online at: www.cherwell.gov.uk/ecotowns
 Offices: Bicester Town Council, Cherwell District Council

Alternatively you can contact the Eco Bicester project team by email at ecobicester@cherwell-dc.gov.uk or telephone on 01295 221644.

The information in this document can be made available in other languages, large print braille, audio tape or electronic format on request. Please contact 01295 227001

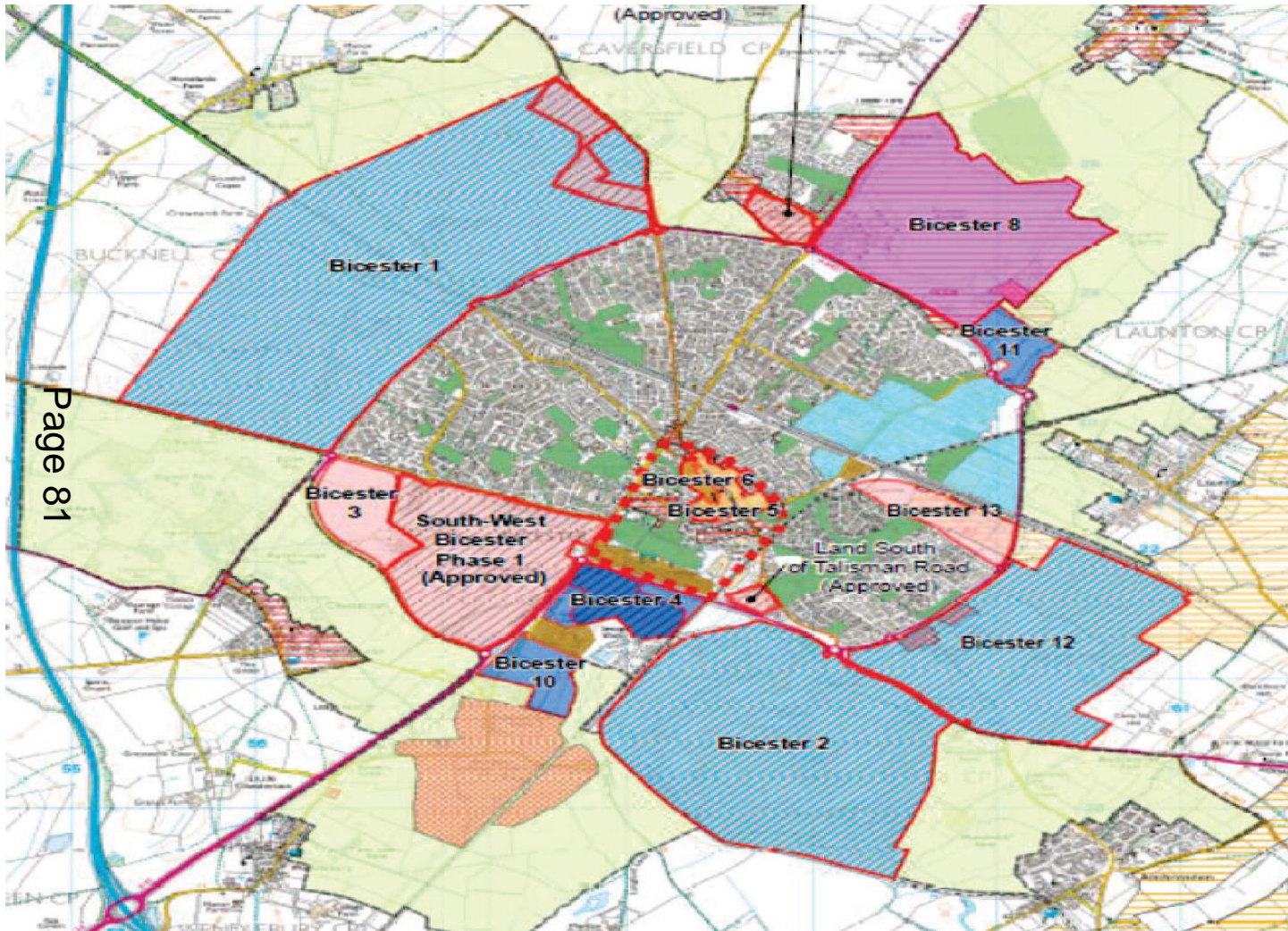
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如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。01295 227001

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Growth in Bicester – holistic approach



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- Integrated approach – garden city principles

“Bicester – a great place to live, work and play”

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