

Committee: Executive
Date: Monday 2 March 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 - 6)

To confirm as a correct record the Minutes of the meeting held on 2 February 2015.

6. Chairman's Announcements

To receive communications from the Chairman.

7. Mobile Homes Act 2013 Fees Policy (Pages 7 - 16)

6.35pm

Report of Interim Public Protection and Environmental Health Manager

Purpose of report

To seek approval of a joint draft Cherwell and South Northamptonshire Council Mobile Homes Fee Policy prior to public and stakeholder consultation.

Recommendations

The Executive is recommended:

- 1.1 To approve the joint draft Cherwell and South Northamptonshire Council Mobile Homes Fee Policy; and
- 1.2 To delegate authority to the Interim Public Protection and Environmental Health Manager to consider responses and, if necessary amend the policy in consultation with the Deputy Leader.

8. Graven Hill: MOD Bicester, Site D & E Ambrosden Road, Proposals for a Local Development Order (Pages 17 - 34)

6.45pm

Report of Head of Development Management

Purpose of report

To seek the agreement of Executive to prepare a Local Development Order for phase 0 and part of phase 1a of Graven Hill

Recommendations

The meeting is recommended:

- 1.1 To agree in principle to the proposals for a Local Development Order (LDO) for Graven Hill.
- 1.2 To agree to implement a pilot LDO for phase 0 and part of phase 1a of Graven Hill.
- 1.3 To delegate authority to the Head of Development Management (in consultation with the Lead Member for Planning and the Commercial Director (Bicester) to agree an appropriate number of houses (between 100 and 200) to be included in the LDO, from within phase 1a.

9. **Performance Report 2014-15 - Third Quarter** (Pages 35 - 66) **6.55pm**

Report of Head of Transformation

Purpose of report

The purpose of this report is to present the Council's performance for the period 01 October 2014 – 31 December 2014 as measured through the Performance Management Framework.

Recommendations

The meeting is recommended:

- 1.1 To note the many achievements referred to in paragraph 3.1
- 1.2 To identify any performance related matters for review or consideration in future reports identified in paragraph 3.2
- 1.3 To consider any feedback from the February meeting of the Overview and Scrutiny Committee during which it considered the quarter three performance report.

10. **Quarter 3 2014-15 - Revenue and Capital Budget Monitoring Report** **7.05pm**
(Pages 67 - 72)

Report of Director of Resources

Purpose of report

This report summarises the Council's Revenue and Capital position and treasury management performance for the first nine months of the financial year 2014-15 and projections for the full 2014-15 period.

To receive information on treasury management performance and compliance with treasury management policy during 2014-15 as required by the Treasury Management Code of Practice.

Recommendations

The Executive is recommended:

- 1.1 To note the projected revenue and capital position at December 2014.
- 1.2 To note the quarter 3 (Q3) performance against the 2014-15 investment strategy and the financial returns from the funds.

11. **Bicester Sports Village Update** (Pages 73 - 76) **7.15pm**

Report of Director of Community and Environment

Purpose of report

The purpose of this report is to update the Executive with the latest project position in delivering the pavilion, car park, access requirements, floodlighting and 3G synthetic sports pitch.

Recommendations

The Executive is recommended:

- 1.1 To note the progress in delivering phase 2 of the Bicester Sports Village project.

12. 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).

5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

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, Paragraphs 3 and 5 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

13. Recycling Contract (Pages 77 - 150)

7.25pm

Exempt Report of Head of Environmental Services

(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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

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 Friday 20 February 2015

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Agenda Item 5

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 2 February 2015 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 Banbury Developments, Performance and Communications
Councillor D M Pickford, Lead Member for Housing
Councillor Nicholas Turner, Lead Member for Joint Working and ICT

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

Officers: Sue Smith, Chief Executive
Ian Davies, Director of Community and Environment
Martin Henry, Director of Resources / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Paul Sutton, Head of Finance and Procurement
Jo Pitman, Head of Transformation (for agenda item 7)
Natasha Clark, Team Leader, Democratic and Elections

111 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

113 **Urgent Business**

There were no items of urgent business.

114 **Minutes**

The minutes of the meeting held on 5 January 2015 were agreed as a correct record and signed by the Chairman.

115 **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.

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

The Head of Finance and Procurement and the Head of Transformation submitted a report which presented the draft budget and business plan 2015-16. The Council was required to produce a balanced budget for 2015-16 as the basis for calculating its level of Council Tax. It has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years.

The report also detailed the proposed strategic priorities, the underpinning key objectives, and deliverables for 2015-16 which had now been converted into a proposed business plan for the Council. The proposed business plan sits alongside the draft budget so as to demonstrate that the Council adopts a strategic approach to managing all of its resources by aligning the development and delivery of the Council's priorities and key deliverables to the proposed budget.

The first draft budget was reported to the Executive meeting on 1 December 2014, along with the draft strategic priorities and key deliverables for the Council for 2015-16. The draft budget had been reviewed by the Budget Planning Committee and the strategic priorities/key deliverables had since been considered by the Overview and Scrutiny Committee, who proposed no amendments.

The budget information had been updated to reflect changes since the December meeting of Executive and, subject to any further changes, this final draft would be used to prepare an integrated final budget and business plan (detailing the strategic priorities and annual deliverables for 2015-16) to be submitted to Full Council on 23 February 2015.

Resolved

- (1) That the draft budget in the context of the Council's service objectives and strategic priorities be approved.
- (2) That the balanced budget be approved.
- (3) That Full Council be recommended to approve a Council tax freeze.
- (4) That the proposed 2015-16 capital programme (annex to the Minutes as set out in the Minute Book) be agreed.
- (5) That it be noted the latest Medium Term Financial Strategy (MTFS) financial forecast was currently being refreshed and would be reported back to Executive once this exercise had been completed.
- (6) That Full Council be recommended to approve the updated draft revenue budget at its 23 February 2015 meeting.
- (7) That authority be delegated to the Head of Finance and Procurement, in consultation with the Director of Resources and the Lead Member Financial Management to amend the contributions to or from general fund balances to allow the Council Tax increase to remain at the level recommended by Executive to Full Council following the announcement of the final settlement figures, and as a result of any financial implications arising from resolution (6).
- (8) That Full Council be recommended to approved the draft 5 year business strategy, 2015-16 council objectives, 2015-16 performance pledges and 2015-16 business plan (annexes to the Minutes as set out in the Minute Book).
- (9) That the findings of the Equality Impact Assessment that had been undertaken in relation to both the proposed Business Plan and Budget for 2015/16 be noted.

Reasons

This report presents a final analysis of the Council's draft 2015-16 revenue and capital budget. This will be presented to Full Council on the 23 February to support the setting of the Council Tax.

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

Alternative Options

To reject the current proposals and to make alternative recommendations or ask officers for further information.

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.

118 **Bicester Leisure Centre**

The Director of Community and Environment submitted an exempt report regarding Bicester Leisure Centre.

Resolved

- (1) That the role of Bicester Leisure Centre as the strategic indoor leisure facility for the town be supported.
- (2) That negotiations be progressed with Oxfordshire County Council (OCC) for the acquisition of sufficient additional adjacent land to enable the future expansion of the Leisure Centre to fulfil this strategic role.
- (3) As set out in the restricted minutes.
- (4) As set out in the restricted minutes.
- (5) As set out in the restricted minutes.
- (6) That a further report on these matters be received following further negotiations.

Reasons

As set out in the exempt minutes

Alternative Options

As set out in the exempt minutes

The meeting ended at 6.56 pm

Chairman:

Date:

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

Document is Restricted

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Cherwell District Council

Executive

2 March 2015

Mobile Homes Act 2013 Fees Policy

Report of Interim Public Protection and Environmental Health Manager

This report is public

Purpose of report

The purpose of the report is to seek approval of a joint draft Cherwell and South Northamptonshire Council Mobile Homes Fee Policy prior to public and stakeholder consultation.

1.0 Recommendations

The Executive is recommended:

- 1.1 To approve the joint draft Cherwell and South Northamptonshire Council Mobile Homes Fee Policy.
- 1.2 To delegate authority to the Interim Public Protection and Environmental Health Manager to consider responses and, if necessary amend the policy in consultation with the Deputy Leader.

2.0 Introduction

- 2.1 Councils have granted caravan site licences under The Caravan Sites and Control of Development Act 1960 (as amended) for sites that have planning permission for a caravan site. This Act has now been amended by the Mobile Homes Act 2013.
- 2.2 The new Act was introduced in order to provide greater protection to occupiers of residential park homes and caravans, as the existing legislation had not been updated for more than 50 years and was considered inadequate to deal with problems associated with such sites.
- 2.3 It applies to “relevant protected sites”. A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent, other than one where a licence is:
 - Granted for holiday use only

- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions).

2.4 Relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks, Gypsy Roma and Traveller sites, and so on. Sites which do not fall within the definition of 'relevant protected sites' are still subject to the licensing requirements contained within the 1960 act but the provisions relating to payment of fees do not apply.

3.0 Report Details

3.1 The Act introduces some important changes to the buying, selling or gifting of a park home and the pitch fee review process.

3.2 It enables the Council to inspect annually to ensure compliance with site licence conditions and in turn provides powers for the council to charge for this function. Previously the frequency of inspections was not specified in legislation.

3.3 In addition local authorities have the ability to charge a fee for different licensing functions, serve enforcement notices and publish any site rules relating to a site.

3.4 The fee generated is not designed to include investigation of harassment or matters not related to the site licence; these should be dealt with through residents associations or other appropriate channels.

3.5 Charging of fees is optional for local authorities, but officers recommend that the Council approves the charging of fees.

3.6 The fees are for the recovery of costs only and are not for profit. It is important to note that the local authority can refuse to issue a licence. In such circumstances the fee is still payable even though the licence is not granted.

4.0 Conclusion and Reasons for Recommendations

4.1 By approving the adoption of this legislation, officers will be able to carry out their statutory duties and collect fees on a cost recovery basis.

5.0 Consultation

5.1 The Council is not obliged to consult with mobile home owners. However in the interests of transparency, and in keeping with the principles of the Regulators Code a consultation will be carried out to seek the views of those affected by the policy..

Members of the Licensing Committee have been consulted and any relevant views will be reported verbally at the meeting.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The Executive could reject the recommendations and not set a fee structure. Officers would still have to licence, inspect and enforce the provisions of the Act but would not be able to recover costs.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report and the adoption of cost-recovery charging will enable the Council to run in a more cost-neutral manner.

Comments checked by Brian Wallace, Service Accountant, 01295 221634, brian.wallace@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 The decision must comply with relevant legislation and Council Policy. All parties have a right of appeal to the Magistrates Court against any decision made by the Council.

Comments checked by Chris Mace, Solicitor, 01327 322125, chris.mace@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

The policy links to the following strategic priorities:

- Safe, green, clean
- Sound budget and customer focused council

Lead Councillor

Councillor George Reynolds, Deputy Leader

Document Information

Appendix No	Title
1	Draft Mobile Homes Policy & Fees
Background Papers	
None	
Report Author	David Macey david.macey@southnorthants.gov.uk Claire Thomas claire.thomas@Cherwell-DC.gov.uk
Contact Information	Claire Thomas claire.thomas@Cherwell-DC.gov.uk

Cherwell District Council & South Northamptonshire Council

Draft Mobile Homes Fees Policy 2015

Contents

1. Introduction
2. Fees charged for licensing
3. Application for a new site licence
4. Transfer/Amendment of an existing site licence
5. Annual fees for site licences
6. Enforcement costs
7. Fees for depositing site rules
8. Publishing and revising the fees policy

Appendix 1 – Elements which can be included in fee setting

Appendix 2 – Cherwell District Council and South Northamptonshire Council fees

Related documents

The following documents have been consulted when drafting this policy:

- The Caravan Sites and Control of Development Act 1960 as amended (CSCDA60)
- Mobile Homes Act 2013 (MHA 2013)
- Regulators Compliance Code
- RBC Corporate Enforcement Policy
- DCLG Guidance on Site Licensing Fee Setting – (link on website)

1. Introduction

Both Councils have granted caravan site licences under The Caravan Sites and Control of Development Act 1960 (as amended) for sites that have planning permission for a caravan site. The CSCDA60 has now been amended by the Mobile Homes Act 2013.

The MHA 2013 was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the existing legislation had not been updated for more than 50 years and was considered inadequate to deal with problems associated with such sites.

This Act introduces some important changes to the buying, selling or gifting of a park home and the pitch fee review process. There is an expectation that councils will inspect sites annually and use the additional powers to ensure compliance with site licence conditions.

Local Authorities have the ability to charge a fee for different licensing functions, serve enforcement notices and publish any site rules relating to a site. The fee generated by the MHA 2013 is not designed to include investigation of harassment or matters not related to the site licence – these should be dealt with through Residents Associations or other appropriate channels.

Charging of fees is optional for local authorities and therefore South Northamptonshire District Council and Cherwell District Council have decided to charge for their caravan site licensing function to ensure that costs for administering the licensing regime are covered and to ensure that the council has the resources available to monitor compliance with licence conditions. The fees are for the recovery of costs only and are not for profit. It is important to note that the local authority can refuse to issue a licence. In such circumstances the fee is still payable where the licence is not granted.

2. Fees charged for site licences

The changes introduced by the MHA 2013 for Site Licensing come into force on 1st April 2014. These include powers for local authorities to charge fees for their licensing functions in respect of “relevant protected sites”. A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent, other than one where a licence is:

- Granted for holiday use only
- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions).

Relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks and Gypsy Roma and Traveller sites and so on.

Sites which do not fall within the definition of ‘relevant protected sites’ are still subject to the licensing requirements contained within the CSCDA60, but the provisions relating to payment of fees do not apply.

Under the new Act a fee can be charged for:

- applications to grant a new licence
- applications to transfer or amend an existing licence

Draft mobile homes fee policy 2015 DM(SNC) & CT(CDC)

- annual licence fees for administering and monitoring existing site licences.

In accordance with section 10(A) of the Mobile Home Act 2013, this policy therefore sets out the licensing fees structure for both South Northamptonshire Council and Cherwell District Council and details the fees to be charged for all of these licensing functions. Fee levels have been calculated based on the estimated average time and costs involved in undertaking the activities involved. (Appendix 1 details what the council can consider in calculating the fee levels).

The fees for both councils are set out in appendix 2.

The fee rates set out in this policy cover the period 1st April 2015 to 31st March 2016.

3. Application for a new site licence

All sites require a site licence to operate (subject to exemptions in the CSCDA60); failure to apply for licence is an offence under Section 1(2) of CSCDA60. The council may only issue a licence for a site with a valid and correct planning permission for the use. Any application made before the planning status has been awarded must be processed within 6 weeks of the planning decision. Sites which already have the correct planning permission in place must be processed within 2 months of the licence application.

4. Transfer/amendment of existing site licence

Where a licence holder wishes to transfer the licence an application must be made to the council, for which a fee is payable. The fee must accompany the application to transfer the licence.

Similarly where a site owner requests an amendment to site licence conditions the council can charge a fee for this function.

Applications can be made by licence holders to vary or cancel conditions, the fee is payable at the application stage.

Conditions

The conditions on the existing site license will remain the same until the Council deem they are out-dated or incorrect and then a review will take place or unless an application is made to amend conditions on the license by the site owner. If the council deem it necessary to alter conditions there will be no fee payable.

5. Annual fees for existing site licences

All relevant protected sites must pay an annual fee to the council (subject to any exemptions stated in this policy). The fee is due on 1st April 2015 and annually thereafter.

The annual fee covers the costs associated with administration, an annual site inspection to ensure compliance with the site licence conditions and a revisit to ensure compliance with any outstanding works required. If there is still a breach in site licence condition at the point of the revisit further charges may be payable to cover the cost of any enforcement action which may be taken. (See Enforcement costs – section 6.)

The DCLG guidance for fee setting offers a variety of suggested options for local authorities in calculating the annual fee:

Draft mobile homes fee policy 2015 DM(SNC) & CT(CDC)

Option 1 – fee per pitch (a fee based on the total cost to the local authority carrying out its annual licensing function for all sites, divided by the total number of units over all the sites which will give a price per unit);

Option 2 – fee based on site size bandings;

Option 3 – fee based on a risk rating that takes into account the size of a site; the level of compliance on a site and confidence in management.

Option 1 has been adopted as it is considered to offer the most transparency and fairness to both residents and site owners.

Charges for the first year (2014/15) have been based on average estimates. Fees will be assessed each year to determine accuracy as part of the Council's annual fees and charges setting process.

Sites exempted from annual licensing fees:

- sites that are not relevant protected sites
- sites with 5 units or less
- sites for the site owner and their family (unless they are run for profit or as a business)

These categories of site are exempt from the annual licensing fee as the council do not intend to carry out annual inspections. Any complaints however, would be dealt with appropriately.

Charging arrangements

For the purpose of this policy the period covered by the annual fee will be 1st April to 31st March each financial year. The fee will be charged to the site owner/license holder and invoices will be sent at the start of the financial year with payment due within 30 days. (Legislation allows the license holder to pass on the annual fee cost for 2014/15 to the resident's pitch fee).

Where a new site licence is issued part way through the year, the annual fee will also be due in the same year and an invoice will be sent after the licence has been granted for the pro-rata amount.

Where an amended licence is issued part way through the year (which included either additional units or a reduction in units), the change in annual fee would be calculated on a pro-rata basis for the remainder of the year and difference in fee would be adjusted against the following years annual fee.

In the event an annual fee is not paid within the terms of the invoice the council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder to pay the amount due by a specific date. If payment is not received within 3 months from that date, the local authority may apply to the Residential Property Tribunal for an order to revoke a site licence.

6. Enforcement costs

Where there has been a breach in a site licence condition which comes to the attention of the council we may serve a compliance notice. The CSCDA60 details the elements which a local authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the notice. A detailed breakdown of the relevant expenses would be provided with the compliance notice. Charges would be based on an hourly rate in addition to any other costs incurred for example legal costs. Charges for enforcement costs cannot be passed onto the residents pitch fee.

If any works in the compliance notice are not carried out the licence holder commits an offence and the local authority may consider taking legal proceedings. Any costs associated with this process would be at the discretion of the court.

If a prosecution was successfully taken, the council would have the power to carry out the works in default of the licence holder.

7. Fees for depositing site rules

Site Rules are different to the site licence conditions and are put in place by the owner of a site to ensure acceptable standards are maintained which will be of benefit to occupiers or will promote and maintain community cohesion on the site. The MHA13 changes the way site rules must be agreed between both parties. The council must keep an up to date register of site rules on relevant protected sites and publish the register on-line.

Before publishing the site rules the council will ensure the rules deposited have been made in accordance with the statutory procedure – a fee can be charged for this function.

Any site rules deposited with the local authority for the first time or applications to vary or delete existing site rules must be accompanied by the appropriate fee. The fee is the same for either a first deposit or for a subsequent variation or deletion. This is because the process will be very similar for all three types of deposits.

8. Publishing and revising the fee policy

This fees policy will be published on the Council's websites at <http://www.cherwell.gov.uk/> and <http://www.southnorthants.gov.uk/> (pages to be determined).

The fees detailed in this policy have been determined based on experience of dealing with site licensing historically with consideration of the changes the new Act has introduced. Some of the processes are new (for example the depositing of site rules) and therefore estimates have been made as to the cost of providing these services. This policy will be revised no later than March 2016.

Appendix 1 – Elements included in fee setting

The DCLG guidance sets out the activities that the council can include when calculating its annual fee, these include:

- letter writing/telephone calls, etc, to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;
- handling enquiries and complaints;
- updating hard files/ computer systems;
- updating the EU Directive website if appropriate;
- processing the licensing fee;
- time for reviewing necessary documents and certificates;
- downloading photographs;
- preparing reports on contraventions;
- review by manager or lawyers;
- review any consultation responses from third parties;
- carrying out any risk assessment process considered necessary;
- a full site inspection (by appointment);
- a follow up inspection to check compliance following programmed inspection.

Appendix 2 - Fees

Mobile Homes Stes (Licences Valid One Year 2015 – 2016 rates	Fee
NEW APPLICATION	
1 to 10 pitches	£290.00
11 to 30 pitches	£420.00
31 to 99 pitches	£550.00
100 or more pitches	£680.00
Annual Fee	
1 to 10 pitches	£225
11 to 30 pitches	£290
31 to 99 pitches	£350
100 or more pitches	£420
Transfer/Amendment	£160
Replacement Paper Licence	£10.50
Lodging Rules	£55.00
Enforcement	Case by case based on hourly rate

Cherwell District Council

Executive

2 March 2015

Graven Hill: MOD Bicester, Site D & E Ambrosden Road, Proposals for a Local Development Order

Report of Head of Development Management

This report is public

Purpose of report

To seek the agreement of Executive to prepare a Local Development Order for phase 0 and part of phase 1a of Graven Hill

1.0 Recommendations

The meeting is recommended:

- 1.1 To agree in principle to the proposals for a Local Development Order (LDO) for Graven Hill
- 1.2 To agree to implement a pilot LDO for phase 0 and part of phase 1a of Graven Hill
- 1.3 To delegate authority to the Head of Development Management (in consultation with the Lead Member for Planning and the Commercial Director (Bicester) to agree an appropriate number of houses (between 100 and 200) to be included in the LDO, from within phase 1a

2.0 Introduction

- 2.1 Sections 61A-D of the Town and Country Planning Act allow Local Planning Authorities to implement Local Development Orders (LDO). A LDO grants planning permission for the type of development specified in the Order, thereby removing the need for planning permission. The National Planning Policy Guidance explains:

“Local Development Orders are made by local planning authorities and give a grant of planning permission to specific types of development within a

defined area. They streamline the planning process by removing the need for developers to make a planning application to a local planning authority. They create certainty and save time and money for those involved in the planning process.”

- 2.2 The purpose of the proposed LDO at Graven Hill is to allow purchasers of the self-build plots to build their homes in the knowledge that if they meet the requirements of a set design framework. (e.g., maximum height and built area within the plot), they can proceed with development without further cost or delay.
- 2.3 LDOs can be permanent or temporary, revoked or modified at any time, and made subject to conditions, as necessary. The procedure for preparing and adopting an LDO is not a ‘one size fits all’ option. In its simplest form the procedure requires just four steps:
- a. Executive agrees LDO preparation; article 34 of the Town and Country Planning (Development Management Procedure) Order 2010 requires that this comprise a draft of, and a statement of reasons for making the LDO, a description of the development the LDO will permit and a plan or statement identifying the land to which the LDO relates.
 - b. Local Planning Authority (LPA) consult with interested parties
 - c. LPA considers whether any modifications are needed in response to consultation or if the draft should be adopted. LPA determines whether any modifications are so significant as to require re-consultation.
 - d. LDO adopted and copy sent to Secretary of State.

3.0 Report Details

Benefits and Disadvantages of LDOs

- 3.1 A survey of 2,051 people carried out in October 2011 on behalf of the Building Societies Association showed that over half (53%) of people in the UK would consider building their own home in the UK if they had the opportunity. The majority were attracted by the ability to have control over the design and layout of their home (53%), and the ability to build more cheaply than buying on the open market (43%).
- 3.2 In an effort to establish self-build as a mainstream housing option, the former Minister for Housing and Local Government, Grant Shapps, asked the self-build industry to look at what needs to be done to help more ordinary people build their own home. The Self Build Government-Industry Working Group, chaired by Kevin McCloud published a report in July 2011, entitled ‘An Action Plan to promote the growth of self-builds housing’. This called for a concerted effort to help people to overcome hurdles to self-build.

- 3.3 In respect of planning, the report identified the benefits of innovative 'light touch' planning, as utilised in Germany and the Netherlands to help enable large scale self-build projects that deliver good urban design, community place-making, sustainable homes and social cohesion:

“Two important themes emerged from our analysis of the impact of the planning regime on self-builders. Firstly, that national and local planning policy, as it now stands, does little to encourage self build housing. Secondly, that the planning process is overly complex, risk averse and has become far too bureaucratic... we feel strongly that the self builder is more disadvantaged than the typical professional because he or she, almost by definition, often knows little of the procedures beforehand, and needless time and money gets wasted as they struggle to negotiate sensible outcomes.”

- 3.4 A number of changes to national policy were set out, many of which fed into the National Planning Policy Framework. At the local level, the report argues:

“To provide greater certainty for self builders and reduce the risks they face with the planning consent process, we would also call for the promotion of the use of Neighbourhood and Local Development Orders as a means of facilitating group self builds or where sites are designated for housing development in development plans. These tools already exist but are not widely used - yet they have potential to simplify the planning requirements for more complex, multiple sites”

- 3.5 A report published by the Planning Advisory Service, January 2014 ('Report into the use, value for money and effectiveness of LDOs in implementing Local Authority objectives') gives an insight into the experience of LPAs based on a survey of 311 English councils. It notes that as of December 2013 there were some 65 adopted LDOs, across 41 Councils. The survey showed that Councils felt that LDOs:

- improve perceptions and give a message that Councils are positive and “open for business”- an LDO is a strong marketing tool;
- have a positive impact on planning departments and staff - showing that Planning can be proactive and contribute positively to Council strategies;
- are a front loaded approach which will speed up development;
- will attract development;
- will remove uncertainties for developers;
- will speed up development; and
- can improve links and partnerships with private land owners and developers.

- 3.6 It is important to note that of the 65 adopted LDOs in this report, 52 (80%) of these related to employment development. Furthermore, 38 (58%) of all

adopted LDOs related to enterprise zones. **There were no LDOs which related to new build residential development.**

3.7 The report also states:

“Council Members are important in providing a leadership role and driving forward the process of adopting LDOs. Experience suggests that LDOs are good for partnerships and facilitate a more collaborative approach between industry, local authorities and local needs/drivers for economic growth and development. Where available, the feedback from developers and landowners is positive.” (PAS January 2014)

3.8 When asked whether Councils were considering the preparation of LDOs, just 10 (16%) responded positively to say they were preparing or considering preparing an LDO.

3.9 Councils deciding against preparing an LDO were asked the reasons for this decision. Whilst there was no dominant reason, issues included:

1. Requirement for Environmental Impact Assessment (EIA) for larger sites
2. Preference for outline planning permission;
3. Concern about winning Member support;
4. Changes to permitted development rights overtaking the decision;
5. Concerns about loss of planning control;
6. Resources and cost concerns;

3.10 Each of these reasons are considered below:

Requirement for Environmental Impact Assessment (EIA) for larger sites and preference for outline planning permission

3.11 In this case, at Graven Hill, the proposed LDO is a response to the existing outline planning permission, which was itself the subject of EIA; however, the adoption of self build as the preferred method of construction could have different implications compared to housing development by a handful of large companies, irrespective of the adoption of a Local Development Order.

3.12 Requirements for the provision of payments and infrastructure in the Section 106 Agreement relating to the outline planning permission for Graven Hill are triggered by the construction of a specific number of dwellings on site. The question has therefore been raised as to whether the construction of a dwelling under the proposed LDO would contribute towards these triggers. Legal advice shows that the Agreement defines “Dwelling” simply as a building constructed for residential occupation on the Site; any dwelling constructed on the Site therefore, including a dwelling constructed pursuant to the LDO would qualify as a “Dwelling” which should be included in

determining the number of Dwellings occupied for the purposes of the Section 106 Agreement.

3.13 In respect of the EIA, these implications relate to traffic and transport, air quality, noise and vibration, community and socio-economics, the historic environment, landscape and visual effects, protected species, water resources and land quality.

3.14 The EIA envisages that a Construction Environment Management Plan (CEMP) will deal with these effects. Para 3.3.10 of the Environmental Assessment Main Report states:

“The CEMP will:

- identify potential environmental effects associated with construction activities of the proposed development;
- eliminate or minimise those significant effects that could harm the environment, or which may have negative social or economic repercussions;
- enhance those effects identified as being positive and beneficial; and
- monitor and audit environmental management progress (e.g. implementation of measures to mitigate environmental effects) against specific objectives.”

3.15 Both a CEMP and Construction Transport Management Plan are required to be submitted to and approved by the Local Planning Authority by conditions attached to the original Outline Planning Permission prior to the commencement of development.

Concern about winning Member support

3.16 Members have previously shown that they support the principle of self build housing, and the Graven Hill Development Company has been specifically set up for this purpose; it is submitted that LDOs will help to make self build housing more achievable.

Changes to permitted development rights overtaking the decision

3.17 Not relevant in this case.

Concerns about loss of planning control

3.18 In response to concerns in respect of the loss of planning control, it is important to note that the majority of LDOs in the survey remain the subject of conditions requiring prior approval. For example, Templefield North East LDO has 49 conditions, 22 of which require prior approval.

3.19 The proposed Graven Hill LDO will need to be carefully constructed so that it accords with the requirements of the outline planning permission on the site, providing certainty regarding the quality of design and amenity impacts. It will

need to provide certainty in terms of the eaves and ridge heights, levels, orientation, use of materials, pattern and type of fenestration, relationship with neighbours, boundary treatments and parking provision. It is noteworthy that 80% of adopted LDOs relate to employment uses where there is less sensitivity regarding the design, scale and form of development. Even where the development parameters are more straightforward, these adopted LDOs have still required the extensive use of conditions.

Resource and cost concerns

- 3.20 The report quotes several Councils as commenting that loss of income from planning applications and building control fees had been a consideration at the beginning of the process, but that, in their view, the anticipated advantages of development, whether measured in terms of reduced vacancies, increased rates or jobs created, far outweighed any loss of income.
- 3.21 With respect to planning fees, the only difference between delivery through an LDO or through reserved matters applications will be the planning fee generated by reserved matters applications for housing within the area proposed to be covered by the LDO. In this case, there will be no loss of income, as planning fees otherwise met by individual applicants will be met by fees submitted by the development company for reserved matters applications for infrastructure works in respect of the outline planning permission.
- 3.22 Fees for planning applications are set out in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012. Schedule 1 Part 1 Chapter 2 confirms that each separate application for approval of any number of reserved matters is charged at the same rate as for a full planning application.
- 3.23 The fee is calculated with reference to the category or categories appropriate to the development as a whole, whatever the reserved matters involved. In this case, full applications for individual dwellings are charged according to the number of dwellings to be created.
- 3.24 The Scale of Fees set out at Part 2 confirms that the rate for the first fifty is £385 per dwelling. If more than fifty dwellings are planned, a fixed total of £19,049 would be payable for the first fifty houses, plus £115 for each dwelling in excess of fifty, subject to a maximum in total of £250,000.
- 3.25 Accordingly rather than planning fees equating to £385 per dwelling, the maximum fee for the dwellings would be £232,000 ($50 \times £385 + 1850 \times £115$), not £731,500 ($1900 \times £385$) because of the discount relating to the construction of more than 50 dwellings.
- 3.26 Therefore, where each householder has to make an application for their own reserved matters, there is a disincentive for self builders to be first, since the first fifty would be unduly penalised, compared to the rest. In the LDO

proposal, it is intended that the development company pay the applicable fee by agreeing housing layout as part of reserved matters applications for the development.

- 3.27 The experience of other Councils shows that the planning fee required did not always cover the cost of providing the service; as a result, the report notes that some Councils actually noted a cost saving from the use of LDOs, freeing up Officers to deal with more complex applications.
- 3.28 In terms of resources, in all the Councils surveyed for the detailed case studies within the report, the formal planning application process was, to a greater or lesser degree, replicated by the requirement on a developer to confirm compliance with the LDO, as well as the imposition of detailed conditions, which in a great many cases required on-going and prior approval.

Proposed Graven Hill Local Development Order

- 3.29 The traditional approach for the delivery of self-build homes at Graven Hill would be through each plot owner seeking planning permission for the erection of each dwelling. The following implications are likely in the event that this traditional approach is adopted:
- i. Local Planning Authority:
 - Workload; expected rate of 12 individual self build housing applications per month for the life of the development (in addition to applications for other reserved matters issues in respect of site development, clearing of conditions etc.).
 - No additional income compared to larger scale applications
 - Greater control over individual aspects of development.
 - Would assist if the LPA could prepare standard advice to self-builders regarding what is required.
 - ii. Self builders
 - Need to make reserved matters applications for each house
 - Added complexity
 - Length of process; at least 6-8 weeks; Cost; £385 or £115 rather than free
 - Risk; no guarantee of timescale for application or certainty of decision
- 3.30 A number of the risks associated with the above, can be addressed through the use of Planning Performance Agreements (PPA). A PPA is a project management tool which sets timescales for actions between the local planning authority and the applicant. It should cover the pre-application and application stages, but also may extend through to the post submission stage. A PPA provides greater certainty and transparency in the in the process for

determining applications. Local planning authorities may make a charge for the work involved in agreeing and implementing a PPA.

3.31 As stated previously, the purpose of the proposed LDO at Graven Hill is to allow purchasers of the self-build plots to build their homes in the knowledge that if they meet the requirements of a set design framework. (e.g., maximum height and built area within the plot), they can proceed with development without further cost or delay.

3.32 The following implications are likely in the event that an LDO is adopted:

i. Local Planning Authority:

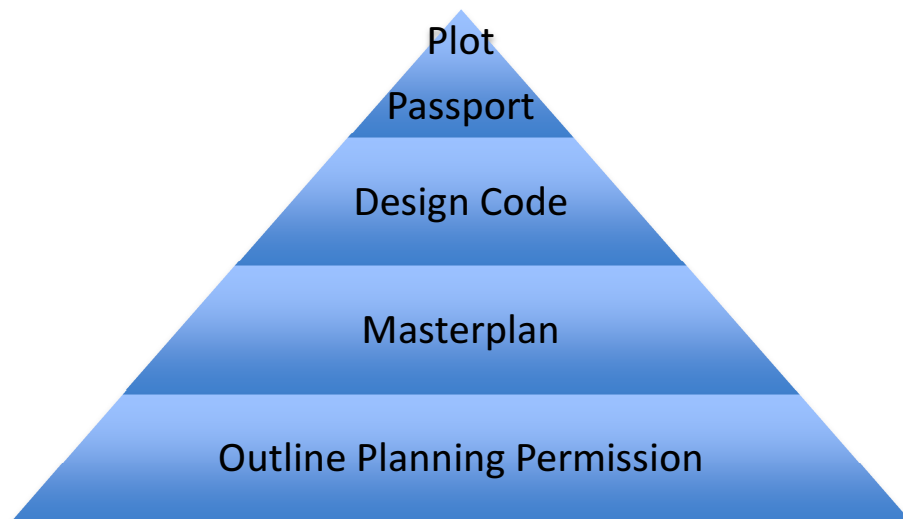
- Workload; expected rate of 12 individual 'prior approval' applications to demonstrate compliance with the adopted LDO and associated conditions;
- No additional income stream;
- Less control over the quality of built development;
- Positive perception that the Council is promoting development

ii. Self builders:

- Submission of 'prior approval' application to demonstrate compliance with the LDO and associated conditions;
- Evidence from other case studies has identified the extensive use of conditions for less sensitive land uses;
- Length of process – 28 days;
- No cost associated with the LDO;
- Due to the requirement for prescriptive conditions to ensure consistency of development, less opportunity to deliver an innovative or bespoke dwelling.

3.33 In accordance with Condition 26 of the outline planning permission, (see Appendix 1) the entire site, whether covered by the LDO or not, will be subject to the requirements of the design code, which itself will be subject to the requirements of the masterplan. These documents are now in preparation to meet the requirements of the outline planning permission.

3.34 If approved, it is intended that this would be a 'bottom up' approach; the Local Development Order would sit within the context of the existing outline planning permission as follows:



- 3.35 It is proposed that the LDO would be prepared in stages relating to each phase of development. This would have a number of benefits, including ensuring that the LPA retains control should a future phase of the site be sold on, and allowing lessons learned in each phase to be utilised in the next. The proposed LDO for Graven Hill is already guided by the requirements of the existing outline planning permission. A plan showing each phase and the extent of the LDO is attached at Appendix 2. The total number of units in phase 1 will be circa 545. Given that an LDO has not been adopted for new build residential development of any scale anywhere in the country, phase 1 would represent a very large pilot project. As a result a smaller subsection taken from phase 1a, of between 100 and 200 houses, is proposed for the LDO.
- 3.36 The areas to be subject of the LDO will be carefully determined, excluding development to be provided by the strategic developer, such as the village centre, including the school, the pavilion and community centre as well as other locations along key routes within the site and the employment area. This will help to ensure a greater degree of control only where considered absolutely necessary, maximising the benefits of the LDO.
- 3.37 The area covered by the LDO will be divided into plots, each of which will be subject to the provisions of the design code and will also have a 'Plot Passport'. The 'Plot Passport' will be the subject of conditions, many of which will require the prior approval of the Council.
- 3.38 Each plot will also be subject to the provisions of the design code and the Plot Passport, which will provide certainty in terms of the eaves and ridge heights, levels, orientation, use of materials, pattern and type of fenestration, relationship with neighbours, boundary treatments and parking. These requirements as they relate to each plot will be summarised as part of the Plot Passport. Proposals meeting the requirements of the Plot Passport will require the submission of details to demonstrate compliance with the LDO with the notification of compliance provided within a 28 day period. An example of a Plot Passport is attached at Appendix 3.

3.39 It is envisaged that the LDO would need to be in place by October 2015 at the latest. It is considered that good progress could be made given the work already done. In addition to the four stages required for the preparation of an LDO, it is suggested that a training session for Officers and Members take place. The following timetable is therefore suggested following Executive resolution to LDO preparation:

- i) Training Session for Members and Officers: March 2015
- ii) Draft LDO prepared by May 2015
- iii) LPA consultation with interested parties for a 4 week period (ends June 2015)
- iv) LPA considers whether any modifications are needed in response to consultation or if the draft should be finalised. If not, LDO is sent to Secretary of State for approval in July 2015.
- v) If the LPA determines any modifications required are so significant as to require re-consultation, LPA consideration and incorporation of modifications by August 2015 plus a further 4 week consultation and review concluding in September 2015, allowing LDO to be sent to Secretary of State for approval in October 2015.

4.0 Conclusion and Reasons for Recommendations

- 4.1 Local Development Orders give a grant of planning permission to specific types of development within a defined area. They can enable the planning process to be streamlined by removing the need for developers to make a planning application.
- 4.2 At Graven Hill, an LDO would allow prospective purchasers of the self-build plots to know that if they meet the requirements of a set design framework. (e.g., maximum height and built area within the plot), they can proceed with development without further cost or delay.
- 4.3 It is therefore recommended that the Executive agree that an LDO for the delivery of self-build homes at Graven Hill is prepared (and subsequently adopted)

5.0 Consultation

- 5.1 Councillor Michael Gibbard (Lead Member for Planning)
Karen Curtin: Commercial Director (Bicester)
Kevin Lane: Head of Law and Governance

6.0 Alternative Options and Reasons for Rejection

- 6.1 On the basis that this will be the first LDO to deliver new build residential development in the UK, together with the risks and uncertainty associated with both delivery and the quality of the build environment, Members could consider running a pilot project in respect of only phase 0 of the Graven Hill development. Phase 1 could then be delivered through the traditional planning system with a PPA in place, ensuring certainty and transparency in both the process and the quality of built development. This would enable the success of both delivery methods to be measured.
- 6.2 This option is rejected because it would not allow full delivery of enough houses via the LDO approach and could result in a detrimental impact on prospective self build purchasers.
- 6.3 Members could consider delivering the entire the entire self-build development at Graven Hill through the traditional planning system with a PPA in place, ensuring certainty and transparency in both the process and the quality of built development.
- 6.4 This option is rejected because it would not allow delivery of any houses via the LDO approach and could result in a detrimental impact on prospective self build purchasers.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report. The assessment of resources and costs in paragraphs 3.20 to 3.28 concludes that the application of an LDO will not impact on the likely fee income.

Comments checked by: Paul Sutton, Head of Finance and Procurement
Paul.sutton@cherwellandsouthnorthants.gov.uk 01295 221634

Legal Implications

- 7.2 There are no legal implications arising directly from this report.

Comments checked by: Ross Chambers, Solicitor
Ross.Chambers@Cherwellandsouthnorthants.gov.uk 01295 221690

8.0 Decision Information

Key Decision

Financial Threshold Met: **No**

Community Impact Threshold Met: **Yes**

Wards Affected

All Bicester wards

Links to Corporate Plan and Policy Framework

The key corporate priority linked to this decision is “A District of Opportunity” and in particular, the role of the Development Management Service in the following:

- Securing employment-generating development with necessary transport / other infrastructure;
- Meeting local performance targets in terms of speed of determination of all forms of application;

Lead Councillor

Councillor Michael Gibbard

Document Information

Appendix No	Title
Appendix 1	Outline Planning Permission
Appendix 2	Site layout showing phases
Appendix 3	Plot Passport example
Background Papers	
None	
Report Author	Andy Preston, Head of Development Management
Contact Information	Tel: 0300 0030 109 Email: andy.preston@cherwellandsouthnorthants.gov.uk

1. The Existing Planning Permission

1.1. The Council purchased the site from the MoD in August 2014 with a vision to provide up to 1900 homes, including the UK's largest self-build housing development, as well as state of the art commercial space delivering 2000 jobs, and a new recreation offer for Bicester of extensive open space including woodland, cycle paths, sports pitches and recreation and play areas.

1.2. The planning permission, reference 11/01494/OUT, is described as for:

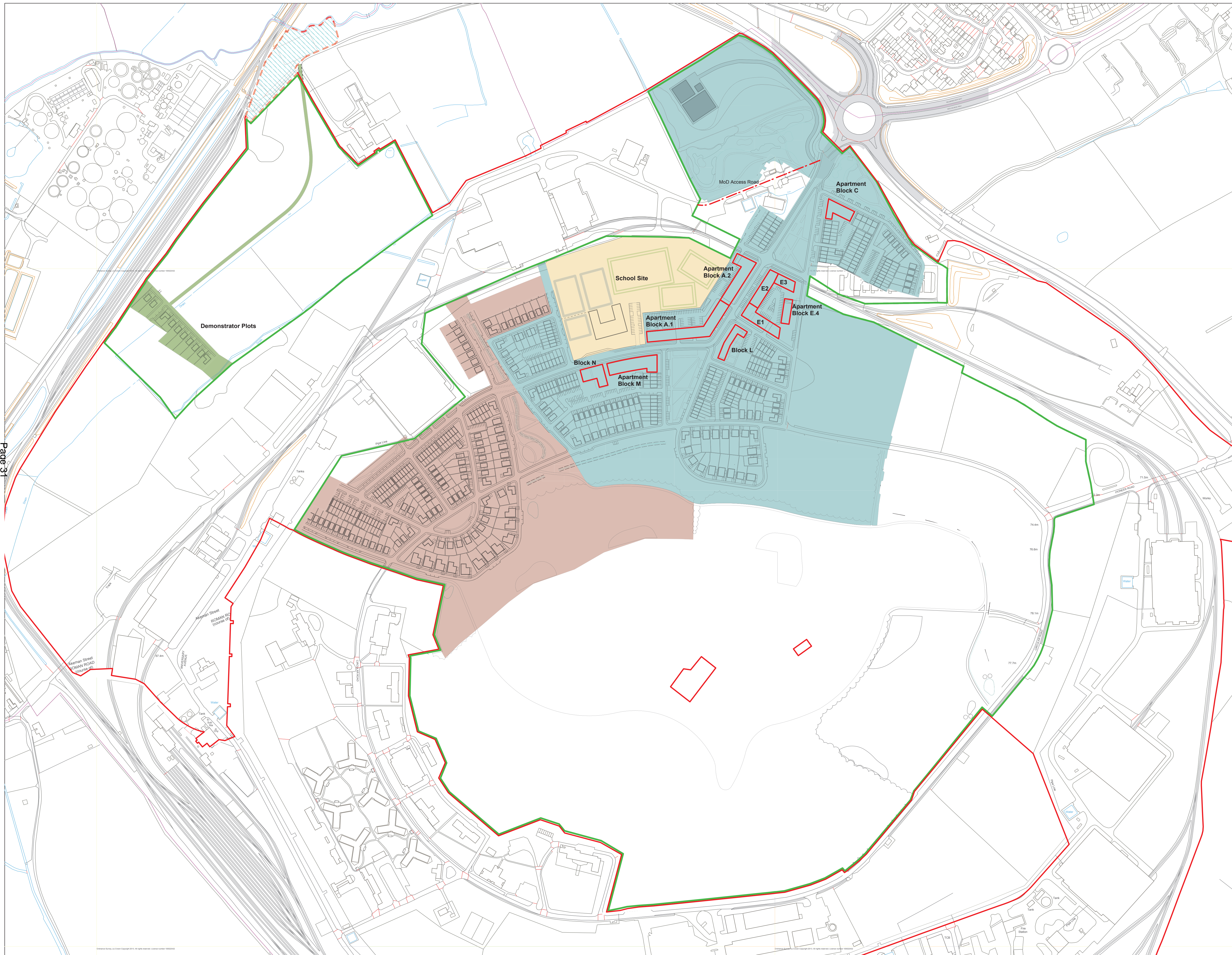
"..demolition of existing buildings, development of 1900 homes; local centre to include a 2 form entry primary school (class D1), a community hall of 660sqm, five local shops or facilities to include A1, A2, A3, A5 and D1 uses totaling 1358sqm, 1000sqm gross A1 uses, a pub/restaurant/hotel (class A4/A3/C1) 1000sqm and parking areas; employment floorspace comprising B1(a) 2160sqm, B1(b) 2400sqm, B1(c) and B2 20520sqm and B8 uses up to 66960sqm; creation of public open space and associated highway improvement works, sustainable urban drainage systems, biodiversity improvements, public transport improvements and services infrastructure."

1.3. Condition 26 of the Outline Planning Permission states:

"... a master plan and design code shall be provided covering at least such matters as the distribution of land uses, character areas, forms of buildings, street hierarchy, measures to support sustainable travel, strategic landscape, building typology, materials, servicing, parking and sustainability features. The Design Code shall be approved in writing prior to the submission of reserved matters and thereafter the reserved matters shall be made in accordance with the agreed Code." (my emphasis)

1.4. Other conditions set requirements in terms such matters as housing mix, landscaping areas, the height of buildings and phasing; the s106 agreements sets requirements regarding the provision of affordable housing, and the description of development defines the amount of different types of development.

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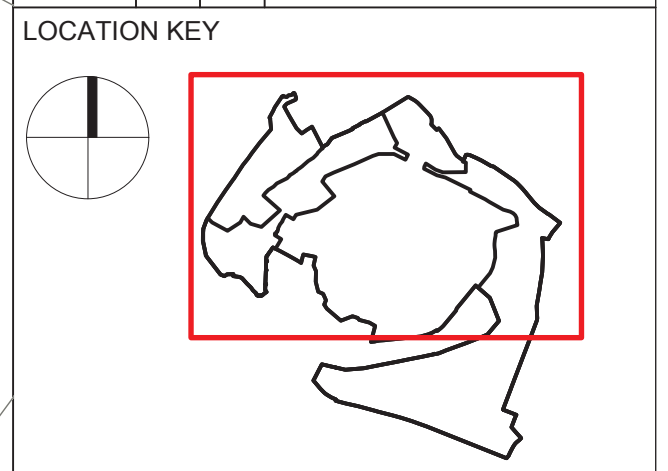


NOTES:
 DIMENSIONS NOT TO BE SCALED FROM THIS DRAWING. CONTRACTORS TO NOTIFY ARCHITECTS OF SITE VARIATIONS AFFECTING INFORMATION ON THIS DRAWING. THIS DRAWING IS COPYRIGHT OF GLENN HOWELLS ARCHITECTS.

KEY

■	Infrastructure & Open Space Construction: Phase 0 Construction from: 4th Quarter 2015 - 2nd Quarter 2016
■	Infrastructure & Open Space Construction: Phase 1a Construction from: 1st Quarter 2016 - 3rd Quarter 2017
■	Infrastructure & Open Space Construction: Phase 1b Construction from: 4th Quarter 2017 - 2nd Quarter 2019
■	School Construction Construction from: 1st Quarter 2018 - 2nd Quarter 2019

Date	Rev	By	Details
24.11.14	-	RS	Drawing issued
27.11.14	A	RS	Phasing values amended
29.01.15	B	RS	General amendments
19.02.15	C	RS	Phase 1 & 2 areas amended



FOR INFORMATION

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Project
 Graven Hill
 Redevelopment of MoD Bicester

Client
 EC Harris

Drawing Title
 Proposed Construction Phasing Boundaries
 Land Transfer 1

Date	Scale	Checked
24.11.14	1:2500@A1 1:5000@A3	JS
Project Ref.	Drawing No.	Revision
1982	A-L-572	C

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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE









PLOT PASSPORT

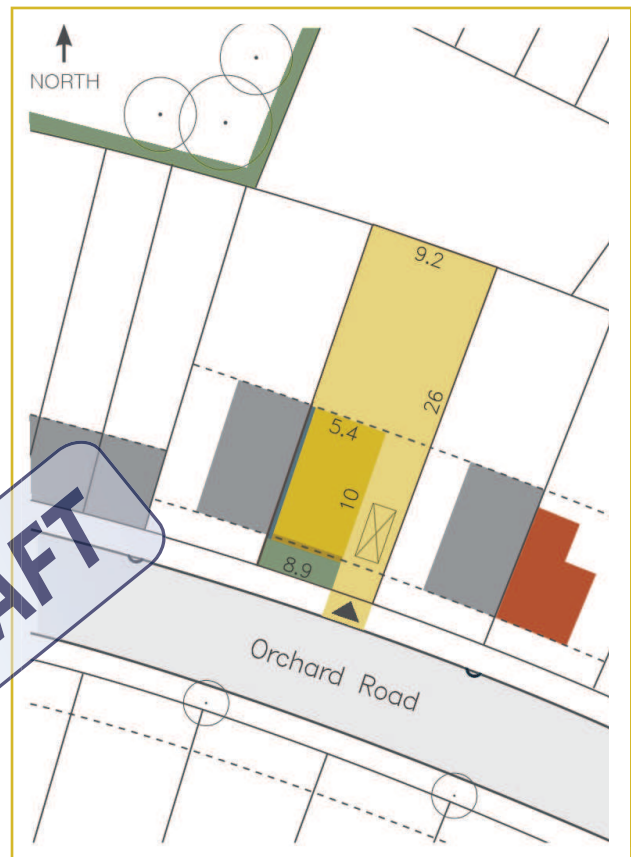
ORCHARD ROAD

361

Main FEATURES

Plot Number: OR361
 Unit Type: Semi-detached
 Price: £90,000
 Design Freedom: Low
 Size: 267m²

-  Max footprint of your home
-  Total footprint of your plot
-  Party wall
-  Your parking space
-  Drop kerb vehicular access
-  Nearby completed project(s)
-  Nearby unbuilt project(s)
-  Planted area



Description of plot location

Plot 361 is located within the Village Green Character Area at the heart of the development.

The landscaping surrounding the green is to be of a well-ordered character. This includes a linear strip of structured hard-landscaping that is to run the entire eastern length of the green providing a space for community events/markets. The use of the space is intended to be as flexible as possible to cater for a range of social activities.

The village green area generally exhibits lower levels of design freedom to ensure that this key public space is accessible and well-used by all.

Rules of your build

- S1** A minimum of 1 parking space must be provided on the plot at 2.4 x 4.8m in size.
- S2** Your home should be no higher than 9m, no wider than 7m & no deeper than 10m.
- S3** Boundary walls are to be max. 900mm high and be constructed from the material options provided in material palette FBuildings (1).
- S4** Facade materials are to be selected from the options provided in material palette FBuildings (1)
- S5** A min. area of 2m x 3m of the plot frontage must be planted (i.e. grass/shrubs etc). Species are to be selected from options provided in FPlanting (1)
- S6** No refuse or recycling bins should be visible from the street.

- S7** You must complete your home within 2 years of completion of the Contract for purchase of your plot (1).
- S8** The design of your home must meet the criteria set out in this passport in order to accord with the Graven Hill Design Code (2) & Local Development Order as approved by Cherwell District Council's Planning and Development Control (3).
- S9** This plot is for one semi-detached unit only. The merging & subdivision of plots is not permitted.
- S10** Up to 25% of the building may be used for business purposes as long as the residential function and appearance of the building is maintained. Business activities which cause significantly more traffic or parking are not permitted.
- S11** Prior to commencing construction you must submit a building notice or full plans application for Building Regulations approval (4).
- S12** Prior to first occupation of your home, all statutory requirements must be met including receipt of Completion certificate under the Building Regulations and full Passivhaus certification with Code for Sustainable Homes Level 4 water usage (5).
- S13** You must comply with the Construction Design and Management Regulations 2015.
- M1** No works may be undertaken outside of the curtilage of your plot. Maintenance of these areas is the responsibility of the Highways and Local Authorities.
- M2** Designs are to be submitted to the Graven Hill Village Development Company for approval before construction works commence (6).
- M3** The Graven Hill Village Development Company has imposed rules for any activities involving construction works (as defined within the CDM Regulations) outside of a plot curtilage including hours of work, vehicular movements and health and safety. You are to comply with these rules as set out in the Site Management Plan appended to the Contract for Plot Purchase.
- A1** The online forum provides information and advice on supply chains. It is suggested that the forum be referred to when selecting materials and contractors for your build.
- L1** Your Contract (if applicable Lease) and Transfer will include covenants or other restrictions on the Title to your property. These may require that you obtain someone else's agreement before carrying out certain activities. You are responsible for checking or enforcing your private rights.



Footnotes

- 1** The council has decided that this is important for the benefit of residents and lenders.
- 2** To view the site-wide Graven Hill Design Code please go to: www.gravenhill.org
- 3** For more info, please go to: <http://www.cherwell.gov.uk/index.cfm?articleid=1732>
- 4** For more info please go to: <http://www.planningportal.gov.uk/buildingregulations/>
- 5** For more info please go to: <http://passiv.de/en/>
- 6** Please allow 2 weeks for an approval notice & any advisory feedback from the design panel.

Key

- S** Denotes **S**tatutory criteria
These items have been imposed by Cherwell District Council's Planning & Development Control and must be met.
- M** Denotes **M**andatory criteria
These items have been imposed by the Graven Hill Development Company & must be met.
- Denotes **A**dvisory item
- A** These items should be considered in developing proposals but are not essential.
- L** Denotes **L**egal criteria
These items relate to historical land matters & must be adhered to.

Cherwell District Council

Executive

2 March 2015

<p>Performance Report 2014-2015 Quarter Three</p>

Report of Head of Transformation

This report is public

Purpose of report

The purpose of this report is to present the Council's performance for the period 01 October 2014 – 31 December 2014 as measured through the Performance Management Framework.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the many achievements referred to in paragraph 3.1
- 1.2 To identify any performance related matters for review or consideration in future reports identified in paragraph 3.2
- 1.3 To consider any feedback from the February meeting of the Overview and Scrutiny Committee during which it considered the quarter three performance report.

2.0 Introduction

- 2.1 This is a report of the Council's performance in the third quarter of 2014/15 measured through the performance management framework. The report covers key areas of performance, notably: performance against the Council's 14 public pledges and its 2014/15 business plan.
- 2.2 The report also contains performance information around the Corporate Equalities Plan, and the Major Programmes.
- 2.3 To measure performance we use a 'traffic light' system where Green* is exceeding the target, Green is 100% of the target met, Amber 90% and above, and Red below 90%. Detailed performance indicators with their associated commentary are presented in the appendices to this report. As part of the 2014/15 business planning

process all targets have been reviewed focussing on key priorities. Where targets do not directly contribute to the strategic priorities they are no longer reported on.

- 2.4 Although this is primarily a report of corporate performance, the Council's performance management framework also includes monitoring at the directorate level against service plans and strategies. The majority of operational performance issues are dealt with at service and directorate level. However significant service successes and issues are reported upwards and where appropriate included in this report.
- 2.5 The Executive is asked to note the significant progress made in delivering the Council's four strategic objectives.

3.0 Report Details

3.1 Particular highlights/achievements against the corporate priorities in quarter three include:

Cherwell: A District of Opportunity

- Continue to support skills development, apprenticeships and job clubs/contribute to the creation and safeguarding of jobs measures are both reporting green. 346 jobs have been created/safeguarded this year to date (against target of 150), 135 of these in quarter 3.
- Develop the role of the Cherwell Investment Partnership (CHIP) is also reporting green with 20 formal business enquiries being answered and assistance given to many businesses seeking to move, expand or contract. The Banbury Town Team co-ordination project has contributed to a reduction of vacant shop units from 53 to 40 during quarter three.
- Good progress continues against "Develop a whole Council 'Better Business' approach to support new and existing businesses". All regulatory staff have been trained on the Regulator's code and the Enforcement Policy consultation is complete. In addition, £5000 funding was sought and agreed by the BIS Better Regulation Delivery Office (BRDO) to improve regulatory support in a pilot in Banbury.

Safe, Green and Clean

- Waste sent to Landfill figures have improved in quarter three, and it is anticipated that at year end we will be 250 tonnes down on last year's residual waste to landfill. An excellent result following a rise in landfill over the past two years.
- Number of All Domestic Burglary incidents reported is again reporting as Green* with 59 incidents being reported against 74 in same period last year, continuing the downward trend this year.

Thriving Communities

- The total number of visits to the Council's Leisure facilities (including District Leisure Centres, Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School

Bicester) has significantly exceeded the year to date target 961,609 by 138,501 visits. This is despite a fall in numbers of visits, year to date at Woodgreen

- Processing of major applications within 13 weeks is again reporting as Green* at 89.29% (91.25% year to date). This figure represents sustained and significant progress, compared with historic performance.
- Processing of minor applications within 8 weeks has improved from Amber in quarter two to green in quarter three – reporting right on target at 65%.

Sound Budgets and Customer Focussed Council

- Increase our use of social media to communicate with residents and local businesses is again reporting as Green with Facebook likes now standing at 6363 and Twitter at 5042. By using advertisements we have extended our reach into our non-follower audience which has proved successful.
- Deliver a new approach to communications for the Bicester Master Plan is reporting as Green with a new sub-site being developed at www.all-about-bicester.co.uk which pulls all the information about Bicester together.

- 3.2 The performance management framework allows Councillors to monitor the progress made in delivering our objectives and to take action when performance is not satisfactory, risks to performance are identified or new issues arise.

The report also contains direction of travel to highlight areas prior to them becoming an issue. There are a number of such items identified in this report and we recommend responsible officers should report on the latest position, implications, and the action they are taking in the next quarterly performance report. These are:

Cherwell: A District of Opportunity

- Delivery in North West Bicester of the Eco Business Centre is again reporting Amber as a result of project delays due to external factors relating to the delivery of the local centre on phase 1. The delay has not however had an impact on timescales or budget.

Safe, Clean and Green

- 151 Violence against the Person (without injury) incidents were reported in quarter three (Red) compared with 102 in same period 2013/14. It is important to note that recent changes (classifications) in the way Police crime statistics are compiled make it difficult to compare directly against those recorded in the same period last year.

Thriving Communities

- Number of visits to Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School (Bicester) is now reporting Amber. Although there is improvement in performance this quarter, seasonal variations should be taken into account when comparing quarterly performance. At WGLC we have moved from the pool season to the indoor bowls season (more consistent usage) and at NOA and Cooper are into the peak astro turf winter season. The year to date figure is down overall (15,743)

and this is due to several contributing factors including lower outdoor pool figures due to a wetter summer, loss of Boxing Club booking (relocation), less functions at WGLC and athletics track refurbishment closure at NOA. The Council have been working in partnership with Parkwood Leisure at WGLC to address the drop in their figures and now have Lead Member approval to expand the gym provision at the centre. This will see an increase in footfall but not until mid-March and so will not impact on this year's shortfall.

- Processing of Other planning applications is reporting Amber - a slight improvement over quarter two. Performance 78.57% against target 80.00% with year to date performance 75.32%.

Sound Budgets and Customer Focussed Council

- Several objectives relating to 3-way working/further shared services are reporting Amber. These are awaiting consideration/approval by Cherwell and South Northants Councils at the end of February.
- A service level measure relating to Car Park Income has been escalated for inclusion in this report due to an overspend, predominantly as a result of reduced car parking income of £312,000. The projection takes into account the impact of the Sainsbury's car park in Bicester and falling demand generally which is also compounded by falling Excess Charge Notices and £73,000 refunds due to Meteor Parking Ltd from overcharging. These are mitigated in part by salary savings of (£121,000), and additional income from grants, contributions and fees and charges of (£140,000).

4.0 Conclusion and Reasons for Recommendations

4.1 In this report we show that during the third quarter of 2014/15 the Council continues to make strong progress on delivering its ambitions to improve the services delivered to the public and against key projects and priorities.

4.2 The report highlights a small number of areas which the Council needs to keep under review to ensure targets are met. It also demonstrates the Council's proactive performance management of issues raised and the role of Overview and Scrutiny in supporting performance review.

4.3 Paragraphs 3 – 3.2 provide a summary of the Councils performance against its comprehensive performance and risk framework. The detailed performance indicators and commentary against each of these are contained within appendices 1 to 4.

4.4 Major Programmes

The 'major programmes' template is attached as Appendix 4. This template reflects the Council's ambitious improvement programme around place based regeneration and development and service transformation to deliver improvement and efficiency.

It should also be noted that the template covers both Cherwell and South Northamptonshire programmes, reflecting the shared nature of the agenda.

Place Programme	Bicester Strategic Project is now reporting Green an improvement on quarter two (Amber). A revised programme has been agreed and start on site scheduled for 5 January 2015.
	Build! is again reporting Green, with all bar 3 sites now in CDC ownership. Six schemes are now completed and occupied; seven schemes are on site and four more have contracts awarded.
Transformation Programme	<p>ICT Infrastructure & Applications Harmonisation is reporting as Green. The shared Financial Management System project remains in budget and on track for delivery for the new financial year – April 2015.</p> <p>Chanel Shift (including paper light and EDRM) is again reporting as Amber. A successful bid to the Transformation Challenge Award of £475,000 will bring about a full review of the system outcomes and approach, which will be a four-way implementation.</p> <p>Organisational Development is reporting Amber this quarter as although Consultation on the draft Strategy is complete at all three Councils it has yet to be formally approved through the democratic process at Stratford District Council (February 2015).</p>

4.5 **Corporate Equalities Plan**

The corporate equalities plan is a cross-council plan that aims to improve customer access, tackle inequality and disadvantage, build strong communities and improve community engagement. It also ensures that the Council is compliant with all equalities legislation.

As legislation changes Cherwell District Council equalities policies are reviewed. Details can be found in Appendix 3.

4.6 **Partnerships**

The corporate partnerships programme is reported twice a year and is not due to report this quarter.

4.7 **Recommendations**

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

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

1. To note the many achievements referred to in paragraph 3.1
2. To identify any performance related matters for review or consideration in future reports identified in paragraph 3.2

5.0 Consultation

Several indicators are based on public consultation or customer feedback.

As part of the process of performance review Overview and Scrutiny Committee have reviewed the performance information for this quarter and any comments or issues raised will be fed back to the Executive verbally at this meeting.

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 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.

7.0 Implications

Financial and Resource Implications

7.1 Financial effects – The resource required to operate the Performance Management Framework is contained within existing budgets. However the information presented may lead to decisions that have financial implications. These will be viewed in the context of the Medium Term Plan and Financial Strategy and the annual Service and Financial Planning process.

Comments checked by:

Nicola Jackson, 01327 322224, Nicola.jackson@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 There are no legal issues arising from this report.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107

kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Implications

7.3 The purpose of the Performance Management Framework is to enable the Council to deliver its strategic objectives. All managers are required to identify and manage the risks associated with achieving this. All risks are logged on the Risk Register and reported quarterly to the Audit Committee.

Comments checked by:

Ros Holloway Performance Information Officer

01295 221758, Ros.Holloway@cherwellandsouthnorthants.gov.uk

Data Quality

- 7.4 Data for performance against all indicators has been collected and calculated using agreed methodologies drawn up by accountable officers. The Council's performance management software has been used to gather and report performance data in line with performance reporting procedures.

Comments checked by:

Ros Holloway Performance Information Officer

01295 221758, Ros.Holloway@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision:

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

The Performance Management Framework covers all of the Council's Strategic Priorities

Lead Councillor

Councillor Kieron Mallon

Lead Member for Banbury Developments, Communications and Performance.

Document Information

Appendix No	Title
1	Appendix 1 Pledges
2	Appendix 2 Business Plan
3	Appendix 3 Corporate Equalities
4	Appendix 4 Major Programmes
Background Papers	
None	
Report Author	Louise Tustian, Acting Corporate Performance Manager
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Cherwell District Council Business Plan : 2014/2015 Corporate Pledges - Quarter 3

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
A District of Opportunity					
CBP1 1.1	Deliver the Local Plan to provide a framework for sustainable housing, employment and infrastructure: Meet the Local Plan milestones including preparation for the examination process	A	G	↑	On track against set milestones in the published Local Development Scheme. Both proceeding following completion of Local Plan part 1 Examination, which sets the policy framework for development
CBP1 2.2	Progress work on the North West Bicester exemplar site	G	G	⇒	Good progress is being made on the delivery of the first phase of the exemplar. Timber frames for the first properties have been erected and PV (Solar Photovoltaic) panels installed. The site is on target to deliver the first occupations during 2015.
CBP1 2.3	Delivery in North West Bicester of the Eco Business Centre	A	A	⇒	This project has been delayed due to external factors relating to the delivery of the local centre on phase 1. At present the delay has not had an impact on the timescales or budget for the project. Options for the business centre will be presented to the Strategic Delivery Board in March and Executive in April 2015.
Safe, Green and Clean					
CBP2 1.1	Maintain a household recycling rate of above 57%	G Actual 59.7% Target 57.0%	R Actual 44.4% Target 57.0%	↓	Recycling rate lower in November - February due to the reduction in garden waste tonnages during this period. Year to date: 57.2% - it is anticipated we will achieve this target at year end.
CBP2 2.1	Improve local residents' satisfaction with street & environmental cleanliness continuing our successful programme of neighbourhood litter blitzes (Satisfaction Survey undertaken annually in May)	A Actual 68% Target 70%	A Actual 68% Target 70%	⇒	The satisfaction level has dropped for no immediately apparent reasons. The standard of the service is still high with very few complaints being made regarding the cleanliness of the district. Street cleansing are at present in the process of tendering for the cleaning operation of Banbury Town Council's parks and open spaces work. With more resources being targeted in these areas this may prove to be a positive in the next customer satisfaction survey. Environmental Services carry out a separate satisfaction survey in conjunction with their bulky household waste collection service. This survey also enables residents to rate the quality of the Street Cleansing departments work throughout the district. Out of 672 returned cards during the same period 77% of residents were satisfied with the service provided.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CBP2 2.1a	Undertake 6 neighbourhood blitzes with community involvement	G Actual 2 Target 1	G Actual 1 Target 1	⇒	We have carried out three blitz events to date. All have proved to be extremely popular with local residents where they have taken advantage of the extra services offered during these initiatives including the free bulky household waste removal etc. The next events planned are Bretch Hill (26th -30th January), Bicester Town Centre (9th - 13th February), and Banbury Town Centre (16th - 20th March). This brings the total neighbourhood blitzes to 4 this year to date.
CBP2 3.2	Work with local police and licence holders to ensure our town centres remain safe and vibrant in the evenings	G	G	⇒	Cherwell Safer Communities Partnership continues to support Thames Valley Police and Cherwell anti-social behaviour patrols of hot spots, current designated public places and including licensed premises through dedicated funding from the Police and Crime Commissioner.
CBP2 4.1	Maintain the Council's five year commitment to reduce our carbon footprint by 22% by 2016	A	A	⇒	There is a substantial chance we will miss our carbon reduction target for this financial year. Although reduction is currently at 11% our gains are usually substantial in the last quarters due to our biomass boilers making a difference therefore we expect to improve substantially on this figure. A full and detailed report will be available at year end.
Thriving Communities					
CBP 3 1.1	Deliver 150 units of affordable homes in the district and support opportunities for self build and developing self build skills	G Actual: 30 Target: 30	G* Actual: 15 Target: 13	↑	The target for this quarter has been exceeded bringing the year to date total to 80. It is anticipated that the remaining 70 homes will be delivered as scheduled in the final quarter of the financial year. This is a common occurrence in affordable housing delivery because of capital funding timeframes from the Homes and Communities Agency. Work is progressing well on Newton Close, Bicester and there is positive work being done by the self builders on site. A number of schemes are now progressing on site including Calthorpe House, Banbury, with foundations being poured and the build progressing to a stage which will allow for self finishes to complete the works when at an appropriate stage of development. Other sites which are progressing well are the Orchard and Juniper Court as well as St Georges Crescent which has been sold (stc) and ready for the self-finishers to occupy the property in the final quarter of the year. These and other schemes will continued to be marketed to eligible occupiers interested in pursuing a self-build/self-finish opportunities.
CBP3 1.1b	Delivery 150 self-build housing projects as part of HCA funded grants programme	G Actual 12 Target 12	G Actual 40 Target 40	⇒	The Build team have created 40 more self build and self finish opportunities in Cherwell during quarter 3 brining the year to date figure to 65. The remaining 85 are expected to be delivered as scheduled during quarter 4.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CBP3 2.4	Continue working with partners to provide support to improve the lives and opportunities for the most vulnerable individuals and families in the district, building on Brighter Futures in Banbury Programme	G	G	⇒	The multi agency work targeted at the Brighter Futures wards has continued to supplement the core services provided by key partners. There have been many new initiatives commenced. The Cherwell Community Bank as the local credit union has been increasing its presence locally following a Sunshine Centre launch. Preparation is also well underway for a volunteering event in January following a successful second partners engagement event on 3 December, this time focussing on the voluntary sector.
CBP3 2.5	Continue to support skills development, apprenticeships and job clubs in order to help support local employment and reduce the number of young people not in education, employment or training.	G	G	⇒	<p>Bicester Job Fair in October attracted 120 job seekers and 30 recruiting businesses/organisations, generating excellent press coverage including live coverage on BBC Radio Oxford and positive feedback on the day from employers and job seekers. 486 visits made to job clubs/fairs in Cherwell during quarter 3. Unemployment rate for Cherwell (able to work and aged 16-64) stands at 0.6%, with 18 – 24 year olds 1.1%</p> <p>Active participation in the Brighter Futures in Banbury programme, including the completion of a project to provide additional job club support for the long-term unemployed in Neithrop/Ruscote/Grimsbury. This intensive one-to-one support built confidence and skills, helping jobseekers to help themselves and contributed towards a decrease in the number of claimants.</p> <p>Development site identified for the Bicester Studio School and support provided to the working group to engage businesses and to develop the curriculum for its opening in Sept 2016.</p> <p>CDC's Apprenticeship programme -is now in its fourth year and further work is and underway with the College to explore 'traineeships' to enable young people to gain work experience and skills.</p> <p>Development of European and Structural Investment Fund programmes with Oxfordshire Local Enterprise Partnership (OxLEP) and South East Midlands Local Enterprise Partnership (SEMLEP) to prepare to support Cherwell projects over the next 6 years.</p>
CBP3 2.5a	Contribute to the creation and safeguarding of jobs	G* Actual: 152 Target: 50	G* Actual: 135 Target: 50	⇩	Contribution towards the creation of 135 jobs during quarter 3 Record Savings opened a store in Church Lane with the support of the Town Team co-ordination project and Mondelez announced a £30m expansion of its production facility enabled by its on-site development. Bluebird Care and Supported Hospital Discharge Service has been assisted to recruit through the Job Clubs and Fairs.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Sound Budgets and Customer Focussed Council					
CBP4 1.1	Extend the Joint Working Programme to include new methods of service delivery and more services delivered in partnership	G	A	↓	Feasibility reviews in support services have been completed. The timetable has slipped due to a delay in the democratic process at Stratford District Council. Legal and ICT are operational three way.
CBP4 3.1	Continue to improve our website, and implement additional online services for customers	A	G	↑	The website is updated on an on-going basis, with pages being developed regularly to promote new and existing services. The website editor works alongside the communications officers and graphic designer to ensure that there is adequate promotion of initiatives, events, consultations etc., and that these are promoted at the appropriate point on the website. Achieve forms continue to be developed to allow members of the public to do business with us 'online' at a time and place that is most convenient to them.
Page 46	CBP4 4.2 Deliver the savings targets £500,000 within the agreed timescales.	G	G	⇒	Savings delivered as part of the budget setting process and reported to Budget Planning Committee. Larger savings achieved:- Category 1 savings £289k Bicester Grounds maintenance £70k Increase in recycling credits £69k Corporate fraud shared team £68k

**Cherwell District Council Business Plan : 2014/2015
A District of Opportunity - Quarter 3**

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Implement the Masterplan for Bicester helping to provide new housing, jobs and leisure opportunities.					
CBP1 2.1	Northwest Bicester: Delivery of the Masterplan to the agreed timescales	G	G	⇒	Following issues and options consultation a draft Supplementary Planning Document (SPD) has been produced and is currently the subject of formal consultation (ends 23rd January 2014). The draft will be amended in the light of the consultation responses and it is anticipated that the representations and proposed amendments will be reported to the March Executive for approval. Formal adoption will follow the adoption of the Local Plan.
CBP1 2.4	Bicester town centre regeneration including the Council Commercial Building	A	A	⇒	Negotiations have continued with the proposed contractor and surrounding land owners to the site. As a result additional budget was approved by Council in Nov 2014 and a revised programme was agreed after consulting all stakeholders. As a result a revised contractual sum has been agreed with Morgan Sindall and a letter of intent signed in December 2014 allowing a start on site 5th January 2015 which means the closure of Franklins Yard Car park. The project is due to be completed in Spring 2016. The project is being monitored by the Community Building Project Board who last met to review the project on 13 January 2014.
CBP1 2.5	Graven Hill: deliver the Council's vision for this strategic site	G	G	⇒	This project is currently on track in terms of programme and finance. The Graven Hill Company Boards continue to meet monthly, monitoring progress against programme and risk review. The financial model has been updated and will be presented to the Partnering Board on 19 January 2015.
Implement the master plan for Banbury helping to provide retail, employment and town centre development opportunities.					
CBP1 3.1	Wood Green, Banbury – secure the delivery of new homes on the site and continue to improve the physical environment of the area	G	G	⇒	The contractor has carried out a number of preliminary works on site prior to formal start on site in February. There is estimated to be a 15 month build period. There have been ground works started as well as hoarding around the site.
CBP1 3.2	Secure an agreed scheme for the delivery of the Bolton Road site in Banbury	G	G	⇒	CQ2 start on site is still projected for later in the year, with good progress being made in respect to outstanding highways issues and the production of a Development Agreement. A revised Development Brief is being considered for Bolton Road, and the Banbury Masterplan is being updated following the Local Plan hearing.
CBP1 3.3	Work with the developer to secure delivery of the extension to the Castle Quay shopping centre in Banbury, an improved retail commercial offer and the Spiceball development	G	G	⇒	
Implement the Masterplan for Kidlington, helping to develop a strong village centre and make the most of the strategic communications opportunities afforded by its location.					
CBP1 4.1	Agree next steps for the development options for Kidlington against agreed timescales and milestones	A	G	↑	On track against set milestones in the published Local Development Scheme. Proceeding following completion of Local Plan part 1 Examination, which sets the policy framework for development

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Promote inward investment and support appropriate economic growth within the district.					
CBP1 5.1	Produce marketing material to promote commercial and industrial business sites and the area	G	G	⇒	Employment Land study is in progress to identify and illustrate all employment clusters in the district, including rural areas and small sites. This complements the Local Plan identification of strategic sites. Consultation has been held with business groups and commercial agents. Cherwell Investment Partnership webpages promote news and events www.cherwell-m40.co.uk E-newsletter has also been sent to businesses across the district to ensure information on services provided by the Council, and others, is available to support economic growth. Work on the on-line Business Directory has commenced for publication by December 2015.
CBP1 5.2	Develop the role of the Cherwell Investment Partnership (CHIP) to provide a hub for inward investment	G	G	⇒	<p>20 formal business enquiries were answered in quarter 3. Other assistance was given to businesses seeking to move/expand/contract. CHIP Working Group held in December to gather market intelligence and consult with businesses on matters relating to the Council's work.</p> <ul style="list-style-type: none"> * Logistics Forum held with SEMLEP at Silverstone on 16 October to consider the future needs (skills, sites, premises, etc) of the logistics sector. * Support provided to the promotion of Bicester 'Garden Town'. * Presentation made on Local Plan at Banbury Chamber 'live' event. * Meetings held with Bicester and Banbury Chamber and participation in the Kidlington Voice forum. * Cherwell Business Awards launched to recognise local business success and encourage more. * Green Construction Network sponsored to enable Bicester to develop low carbon businesses. * Practical help provided to Marussia and its employees made redundant to ensure that skills were retained locally and the premises are reoccupied. * Meeting held with the 'Growth Accelerator' service to ensure that Cherwell businesses are engaged. Promoted service through e-newsletter to over 1,000 businesses. * Better Regulation project launched within CDC to improve services to businesses and enhance efficiency. * Banbury Town Team co-ordination project has contributed to a reduction of vacant shop units from 53 in April 2014 to 40 in Dec 2014. * EU LEADER (rural development) programme launched. * Oxfordshire Tourism Forum attended to ensure that the visitor economy of Cherwell is represented and support is provided. * Small Business Saturday held on 6 December, involving press coverage and free car parking, generating positive feedback. * Local Plan inspection completed.
Deliver high quality regulatory services that support the growth of the local economy.					
CBP1 6.1	Develop a whole Council 'Better Business' approach to support new and existing businesses	G	G	⇒	All regulatory staff have now received training on the Regulator's Code and the Enforcement Policy consultation is complete. Work continues with the Economic Development Team. £5000 funding was sought and has been agreed by the BIS Better Regulation Delivery Office (BRDO) to improve regulatory support in a pilot in Banbury. Cherwell will also participate in the Better Business for All (BBFA) programme with South East Midlands Local Enterprise Partnership (SEMLEP). The programme seeks to ensure that regulators in a defined local enterprise area are aligned to the growth agenda.

**Cherwell District Council Business Plan : 2014/2015
Safe, Green and Clean - Quarter 3**

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Provide high quality recycling and waste services, aimed at helping residents recycle as much as possible					
CBP2 1.2	Reduce the amount of waste sent to landfill (Tonnes)	A Actual 6380 Target 6360	G Actual 6129 Target 6434	↑	Good performance during quarter 3, particularly as 2 more collection days in the quarter compared to same period last year. This brings year to date figure to 19,502 tonnes against target of 19,396. We anticipate being 250 tonnes down on last years residual waste to landfill at year end. This will be an excellent result following a rise in the previous two years.
CBP2 1.3	Residual household waste per household (kgs)	A Actual 113.2 Target 106.0	G Actual 101.5 Target 106.7	↑	Good performance during quarter 3, despite an additional two more collection days compared with same period last year.
CBP2 1.4	Maintain the current high levels of customer satisfaction with our waste and recycling services	G	G	⇒	The 2014 Council's annual satisfaction survey was completed in mid July and saw an improvement in both areas
CBP2 1.4a	Customer satisfaction with Waste Collection services	G Actual 85% Target 82%	G	⇒	Customer satisfaction levels were high and had risen in the 2014 Annual Customer Satisfaction survey
CBP2 1.4b	Customer satisfaction with Household Recycling services	G Actual 88% Target 83%	G	⇒	Strong rise in customer satisfaction as measured by the annual customer satisfaction survey
Provide high quality street cleansing services, and tackle environmental crime (littering, fly tipping, graffiti) where it arises.					
CBP2 2.1c	Number of fly tips recorded (compared with same period 2013/14)	A Actual 127 Target 124	G Actual 100 Target 109	↑	There does not appear to be any trends developing either in the district or countywide. The Scrap Metal Dealers Licensing regime has had an impact within the district. The approach from the enforcement team has resulted in prosecutions and formal cautions for duty of care being issued which has seen a reduction in unregistered vehicles and dealers. Year to date 348 against target of 333.
CBP2 2.1d	Number of fly tips enforcement actions (compared with same period 2013/14)	R Actual 59 Target 86	G Actual 151 Target 60	↑	This has been a successful quarter for formal actions in the Magistrate's Court. Fly tipping: 4 totalling £3977.30 in fines and costs; Section 71 notices prosecutions : 2 totalling £1510 in fines and costs; Fixed Penalty Notices for fly tipping : 2; Formal cautions: 8 for offences relating to fly tipping, trade waste and duty of care; this brings total against to date this year to 274 up on the 180 in same period last year.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Work with partners to help ensure the district remains a low crime area, reducing fear of crime and tackling Anti-Social Behaviour.					
CBP2 3.1	Explore new partnerships delivery models for the management and operation of Closed-Circuit Television (CCTV)	G	G	⇒	A meeting is scheduled for 13 January 2015 with Thames Valley Police and Partners to consider the latest developments towards costing a single control room which is the preferred Police option. Until this is finalised alternative options cannot be explored in depth.
CBP2 3.2	Reduce costs of Closed-Circuit Television (CCTV)	G	G	⇒	Further reductions are dependent on the Thames Valley Police review of CCTV
CBP2 3.2c	Number of All Crime incidents reported	G* Actual 1633 Target 1880	A Actual 1936 Target 1787	⇩	Although the quarter figures are above those for the same period last year overall there has been a reduction of 3.8% in All Crime incidents on the year to date figures. YTD: Actual 5327 Target 5536
CBP2 3.2d	Number of All Domestic Burglary incidents reported	G* Actual 41 Target 55	G* Actual 59 Target 74	⇒	December showed a reduction of 20% on the same period last year 2013/14. This continues the downward trend this year.
CBP2 3.2e	Number of All Violence against the Person (without injury) incidents reported	G Actual 156 Target 173	R Actual 151 Target 102	⇩	151 Violence against the Person (without injury) offences were recorded during quarter 3 compared with 102 in the same period last year. Year to date : Actual 402 against Target 385. It is important to note that recent changes in the way Police crime statistics are compiled (changes in classifications) make it difficult to compare directly against those recorded same period last year. It should also be noted the Council cannot directly influence the number of incidents and has little control over outcomes.
CBP2 3.2f	Anti-Social Behaviour (ASB) incidents involving high and medium risk victims	not available	G Actual 70.00% no target data	n/a	Recent issues with reporting software have now been resolved. 6 cases were open at the beginning of the quarter and 4 more cases were received in same period. Of the 10 cases in total, 7 were closed - 3 carrying forward to quarter 4.
CBP2 3.2h	Percentage of nuisance cases responded to within prescribed period of 48 hours	G Actual 97.67% Target 96.00%	G Actual 97.78% Target 96.00%	⇒	220 of the 225 cases received during the quarter were responded to within prescribed timescale, bringing the year performance to date to 97.90%
CBP2 3.2i	Percentage of nuisance cases resolved within 8 weeks	G Actual 96.00% Target 96.00%	G Actual 96.00% Target 96.00%	⇒	Of the 225 cases received during the quarter 216 were resolved within 8 weeks. Year to date 831 of the 857 cases were resolved = 96.97%

Cherwell District Council Business Plan : 2014/2015
Thriving District - Quarter 3

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Work with partners to support financial inclusion and help local people into paid employment.					
CBP3 2.2	Effective implementation of welfare reform and administration of benefits	G	G	⇒	The Welfare Reform Project has now completed and been replaced by a new Board to manage the smooth implementation of Universal Credit.
CBP3 2.2a	Average time to process new Housing Benefit claims in days	G Actual 13.43 Target 14.00	A Actual 14.52 Target 14.00	⇩	The backlog on-going since August is impacting on performance. Additional resources have been promised by Capita to clear the backlog. Year to date performance still on track at 13.88 against target
CBP3 2.2b	Average time to process change in circumstances (days)	G* Actual 5.13 Target 12.00	G* Actual 7.58 Target 12.00	⇩	Within target due to the volume of changes automatically processed through ATLAS. Other changes are taking significantly longer. Year to date performance 4.80 days
CBP3 2.2c	Average time taken to process new claims and changes for Housing Benefit in days	G* Actual 5.84 Target 12.00	G* Actual 8.28 Target 12.00	⇩	Within target due to the volume of changes automatically processed through ATLAS. Other changes are taking significantly longer. Year to date performance is 5.44 days.
CBP3 2.3	Number of covert surveillances applied for	G Actual 0	G Actual 0	⇒	No applications were made during the quarter for covert surveillances.
Provide high quality housing options advice and support to prevent homelessness.					
CBP3 3.1	Deliver the approved new Homelessness Prevention Strategy and action plan	G	G	⇒	First meeting of the Steering Group has been held following the approval of the Homeless Action Plan 2015/16. Homelessness figures remain steady at present. Partner organisations may be affected by the Oxfordshire County Council (OCC) budget cuts and changes in 2015 and this situation is being closely monitored at CDC through the Homeless Action Plan and by attendance at Housing Support Advisory Group at OCC and other county meetings.
CBP3 3.2	Support vulnerable residents focussing on homelessness prevention and housing advice	G	G	⇒	In this quarter 46 homeless applications were made with 24 of these being accepted for the full homeless duty. Homelessness was successfully prevented or relieved in a further 85 cases. This compares with the same period in 2013/14 when 29 formal homeless applications were made and 10 accepted for the full homeless duty and 116 successfully prevented or relieved.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CBP3 3.2a	No of households in temporary accommodation	G* Actual 31 Target 41	G* Actual: 33 Target: 41	↓	The number of households living in temporary accommodation remains steady and within target. There was an increase in households presenting for formal homeless assessments in November (19) but despite the increase the number in temporary accommodation did not exceed the target due to prompt assessments and decision making in discharging the council's homeless duties by moving households into settled accommodation in a timely way.
CBP3 3.2b	Housing advice : repeat homelessness cases	G Actual 0 Target 1	G Actual 0 Target 1	⇒	We have had no households present as 'repeat homeless' as defined by the legislation. The legal definition states a case must have presented to the authority and been accepted as statutorily homeless in the 2 years prior to making a new successful application
Work to promote and support health and wellbeing across the district					
CBP3 4	Work to promote and support health and wellbeing across the district	G	G	⇒	This work is on-going and reflected in many of the Council's services, most notably leisure, housing and environmental health. Further activity will take place following the Oxfordshire Clinical Commissioning Group (OCCG) funded secondment of an additional member of staff for one year.
CBP3 4.1	Support the work of the Community Partnership Network with financial, clinical and technological changes in the health and social care sector	G	G	⇒	Most recent activity of the Community Partnership Network has focussed on the growing pressures on GP's, the need for greater integration between physical and mental health services the ambulance service and the on-going funding pressures of the Oxfordshire University Hospitals Trust (OUHT). The services at the Horton General Hospital continue to grow as a whole but in the context of change in specialist services due to clinical and technology reasons within a reducing financial envelope.
Provide high quality and accessible leisure opportunities.					
CBP3 5.1	Maintain a minimum usage level of visits to leisure facilities (Total number of visits to District Leisure Centres and WGLC, NOA and Cooper)	G* Actual 367,077 Target 321,918	G* Actual 360,947 Target 313,280	↑	Exceptionally good performance during both the quarter and year to date, with 138,501 visits up overall on same period last year YTD: 1,100,110 visits against target of 961,609
CBP3 5.1a	Number of visits to District Leisure Centres (Spiceball, Kidlington & Gosford and Bicester)	G* Actual 332,247 Target 277,155	G* Actual 322,272 Target 271,514	↓	Good performance throughout the quarter with Bicester performing exceptionally well being 10,259 up. Overall year to date leisure centre throughput performance up 154,244 when compared to the same period in 2013 which is exceptional.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CBP3 5.1b	Number of visits to Woodgreen Leisure Centre (WGLC), North Oxfordshire Academy (NOA) and Cooper School	R Actual 34,830 Target 44,763	A Actual 38,675 Target 41,766	↑	Although there is improvement in performance this quarter seasonal variations should be taken into account when comparing quarterly performance. At WGLC we have moved from the pool season to the indoor bowls season (more consistent usage) and at NOA and Cooper are into the peak astro turf winter season. The year to date figure is down overall (15,743) and this is due to several contributing factors including lower outdoor pool figures due to a wetter summer, loss of Boxing Club booking (relocation), less functions at WGLC and athletics track refurbishment closure at NOA. The Council have been working in partnership with Parkwood Leisure at WGLC to address the drop in their figures and now have Lead Member approval to expand the gym provision at the centre. This will see an increase in footfall but not until mid-March and so will not impact on this year's shortfall.
CBP3 5.2	Commence Phase 2 pavilion works for SW Bicester Sports Village	A	A	⇒	At stage 2 in the design work and initial cost plan is over the available budget. This is being addressed though a value engineering exercise and revisiting the building design.
Page 53 CBP3 5.3	Increase access to Leisure and Recreation opportunities through development and outreach work	G	G	⇒	Bicester Sports Development Plan is nearing completion and will inform facility development plans for the Town. Oxfordshire Sports Partnership and a number of National Sports Governing Bodies.
Provide support to the voluntary and community sector.					
CBP3 6	Continue to support the voluntary sector and community groups	G	G	⇒	The CAB "Volunteer Connect" contract is delivering on target, increasing volunteer opportunities and providing volunteers for local organisations. Brighter Futures in Banbury partner engagement forum for voluntary organisations was held on 3 December 2014 Solar PV panels have been installed on Hanwell Fields community Centre
CBP3 6.1	Secure social and community infrastructure for housing developments across the District	A	G	↑	Consultants will be sought in February to conclude the work to develop a new policy. A sub group of the Local Strategic Partnership is being established to act as a steering group for this work. Ixia began work in January 2015 on the development of a new policy and strategy for public art.
Protect our built heritage by supporting effective conservation, managing the impacts of growth and working to ensure development takes place in appropriate areas.					
CBP3 7.1	Continue programme of Conservation Reviews	G Actual 2 Target 2	G Actual : 1 Target: 1	⇒	Work has been delayed on conservation areas to mitigate reduced staff levels. Priority has been given to responding to planning consultations at this time. The previously vacant post has been filled but there are now two more vacancies which are also likely to have an impact on overall progress. Year to date position 3 against target of 3

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CBP3 7.2	Establish a register of Local Heritage Assets	G	G	⇒	The team has produced clear guidance to support the community making nominations in their neighbourhood. The nominations are being considered and completion is anticipated before the end of the financial year
CBP3 7.3	Provide design guidance on major developments	G	G	⇒	Advice has continued to be given on all strategic sites, and the majority of other major sites
CBP3 7.4	Introduce revised planning enforcement policy	G	G	⇒	Introduction of the revised planning enforcement policy is planned for the last quarter in this financial year
CBP3 7.5	Processing of Major applications with 13 weeks	G* Actual 95.00% Target 50.00%	G* Actual: 89.29% Target 50.00%	⇩	A figure of 89% has been achieved this quarter and although lower than the previous quarter still represents sustained and significant progress compared with historic performance. This measure is subject to change due to post-decision performance agreements. YTD figure 91.25%
Page 54 CBP3 7.6	Processing of Minor applications with 8 weeks	A Actual 60.64% Target 65.00%	G Actual 65.00% Target 65.00%	⇧	The measures taken to improve the performance on minor applications continues to have an impact. Year to date performance 60.27%.
CBP3 7.7	Processing of Other applications within 8 weeks	R Actual 70.76% Target 80.00%	A Actual 78.57% Target 80.00%	⇧	Performance this quarter is slightly below target but is an improvement on the previous quarter. Year to date performance 75.32%
CBP3 7.8	Percentage of planning appeals allowed against refusal decision (%)	R Actual 55.56% Target 30.00%	G Actual 0.00% Target 30.00%	⇧	During the quarter 3 appeals were received none of which were allowed Year to date performance 40.90%. The performance measure is volatile as it is based on low overall appeal numbers and therefore each decision can impact on the performance measure for appeals. There is no evidence of poor performance, though this continues to be carefully monitored. It should be noted that, compared with the government's stated threshold for the quality of a local planning authority's performance (i.e. no more than 20 per cent of an authority's decisions on applications for major development should be overturned at appeal) measured over a two year period, the current performance is 5%

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Work to ensure rural areas are connected to local services					
CBP3.8	Roll out the service implementation of Broadband with Oxfordshire County Council (OCC)	G	G	⇨	Following the Executive decision to fund an extension of the Oxfordshire County Council / Broadband Delivery UK superfast broadband programme a contract was signed in December 2014. This extension will ensure that at least 95% of premises (business and residential) have superfast broadband by the end of 2017. Discussions have been held with potential service providers and several parish council representatives. A presentation was made to the Parish Liaison meeting on 12 November and "advice clinics" held. Difficulties facing some businesses and households in urban areas have also come to light. the council has worked with OCC to liaise with providers and to share contacts and best practice towards resolving issues. The ultimate aim is to achieve 100% coverage of the district and by working in partnership this will be investigated over the coming months.

Cherwell District Council Business Plan : 2014/2015 Sound Budgets and a Customer Focused Council - Quarter 3

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Reduce the cost of providing our services through partnerships, joint working and other service delivery models.					
CBP4 1.2	A new Human Resources (HR) strategy designed to support new methods of service delivery involving more partners increased organisational capacity and efficiency, improved workforce planning and development, visible recognition for innovation	A	A	⇨	A draft three way Organisational Development Strategy has been approved by CDC and SNC and is waiting for final approval from Stratford District Council in February 2015 The HR Business Case for 3-way service due to be considered by the 3-way Joint Arrangements Steering Group in February 2015 is now on hold until further notice. Workforce planning is part of the 3 way Organisational Development Strategy which will be implemented after a decision by Stratford in 2015.
CBP4 1.2a	Increase organisational capacity and efficiency	A	A	⇨	
CBP4 1.2b	Improve workforce planning and development	A	A	⇨	
Page 56 CBP4 1.3	Identify and remove unnecessary work from service delivery processes to help deliver savings and efficiencies	A	A	⇨	The planned corporate channel shift project remains on hold pending decisions about three way delivery. Services may be implementing their own process change and reporting these separately.
CBP4 1.4	Plan to reduce the number of ICT systems required to deliver and manage services, through sharing where possible, and taking advantage of new procurement opportunities	G	G	⇨	The shared Financial Management System project remains in budget and on track for delivery of the core financial Management System for the new financial year (April 2015). There is however a significant amount of evaluation and testing activity due to take place.
CBP4 1.5	Through a 3-way Working Group with South Northamptonshire and Stratford upon Avon District Councils, review service delivery operating models using the Transformation Challenge Funding provided by DCLG in order to further our exemplar model of sharing services and deliver quantifiable efficiencies an savings; deliver a minimum of 10% financial savings	G	A	⇩	Strategic Business case drafted and signed off by Cherwell District Council, Stratford District Council and South Northants Council. CDC and SNC will consider a final business case in February but SDC has not yet agreed a timeframe for decision making as such this objective is rated as amber. Savings have been delivered in ICT and Legal but as at quarter 3 no further three way services are likely to be considered 2014/15.
CBP4 1.6	Maximise income through designing services that can attract a market	G	A	⇩	Ground work to deliver this objective has been undertaken with opportunities in support services outlined and potential governance arrangements drafted. The democratic process to implement these on a three way basis has been delayed

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Work to effectively communicate with local residents and businesses to better understand and respond to their needs					
CBP4 2.1	Increase our use of social media to communicate with residents and local businesses	G	G	⇒	Engagement through social media continues to increase with Facebook likes now standing at 6363 and Twitter followers at 5042 respectively. Increases through boosted posts were showing signs of stagnating on Facebook and we switched tactics using advertisements, which extended reach into our non-Facebook follower audience - this in return has proved successful. Scheduling of posts for both Twitter and Facebook is now being undertaken to ensure that messages are posted at weekends.
CBP4 2.1a	Social media ratings : Facebook 'likes'	A Actual 4494 Target 5200	G Actual: 6363 Target: 5800	↑	Facebook continues to grow steadily in terms of "likes" breaking through the 5,000 barrier which is the number of "likes" Facebook considers you need to be a 'serious player in social media'.
CBP4 2.1b	Social media ratings : Twitter followers	G Actual 4790 Target 4750	G Actual : 5042 Target : 4875	↑	The Twitter presence continues to grow although at a slower pace than Facebook.
CBP4 2.2	Support the increased use of the CDC website as a communications and transactional tool	G	G	⇒	Work continues to ensure that all areas of the website are updated regularly. All new pages and those with a "report it" function are promoted using tiny or friendly urls that make the service more friendly and accessible. A number of subsites have been set up in quarter 3 to support the promotion of Bicester namely www.all-about-bicester.co.uk and domain names have also been purchased to support Bicester's garden town status.
CBP4 2.3	Deliver a new approach to communications for the Bicester Master plan	G	G	⇒	Due to the delays in the start of the community building, it was agreed there would be no communication around the programme. However with work now underway communications have recommenced. A subsite is also being developed www.allaboutbicester.co.uk to pull together all of the information about the various Bicester elements together.
CBP4 2.4	Continue to develop our business focused communications	G	G	⇒	During quarter 3 a suite of new graphic designs has been developed to ensure that the "image" of the economic development support available through CDC is raised. The new identity will be rolled out during quarter 4. The Communications Team continue to work well with the Head of Strategic Planning as well as the Economic Development Team and the Town Centre Co-ordinators to ensure that all activity is planned and delivered in a timely and professional manner.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CBP4 2.5	Maintain/improve customer satisfaction ratings with Communications	G	G	⇒	Satisfaction with communications is monitored through the annual customer satisfaction survey. Cherwell Link also continues to provide a good source of information to residents and engagement via social media continues to grow rapidly.
Improve customer service through the use of technology and responding to customer feedback					
CBP4 3.3	Implement the Individual Electoral Registration system in accordance with legislative timetable	G	G	⇒	The new individual electoral register was published on 1 December 2014 as legally required. Measure now fully achieved and will be closed.
CBP4 3.4	Deliver significant reduction in phone contact by implementing additional online services	A	A	⇒	Suspension of the Customer Relationship Management (CRM) and Customer Portal project pending 3 way working reviews will impact on the opportunity to achieve "significant " reductions. This said work continues in the interim to use current software provision to implement online services where viable.
CBP4 3.5	Increased capacity to build service delivery processes suitable for online services	G	G	⇒	Two apprentices are now in post and undergoing training. The two vacant Customer Service Officer posts are out to recruitment.
CBP4 3.6	Create a measurable plan - significantly increasing customer demand met through self service	A	A	⇒	Suspension of the CRM and Customer Portal project pending 3 way working reviews will impact on the opportunity to achieve "significant " increase in use of self serve. That said work continues in the interim to use current software provision to implement online services and self serve channels where viable.
CBP4 3.7	Target the reduction of avoidable contact from customers	G	G	⇒	Work continues with other services to review publications and letters prior to issue to prevent avoidable contact. Further marketing the "fast-track" system for claims has seen an increase in use (now up to an average of 35.61%) which reduces the need for repeat visits, emails or correspondence. Apr 29.35% May 31.40% Jun 31.25%; Jul 36.31% Aug 32.11% Sep 42.78% Oct 35.71% Nov 43.18% Dec 40.13%

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Produce and deliver a rolling 5 year business strategy, medium term financial plan and a capital programme that ensures the Council is resourced to deliver its strategic priorities					
CBP4 4.1	Deliver an annual balanced budget setting out the five year financial plan (Medium Term Financial Strategy - MTFS)	G	G	⇒	Balanced budget has been prepared for 2015/16 for Full Council approval in February. MTFS will be refreshed and updated in light of reducing government grants and local income funding streams.
CBP4 4.1a	Percentage variance on capital budget expenditure against profile (+2% / -5%)	G Actual 0.7% Target +2/-5%	G Actual: 1.4% Target +2/-5%	⇒	Variances after allowing for Capital slippage are within tolerances
CBP4 4.1b	Percentage variance on revenue budget expenditure against profile (+2% / -5%)	G Actual 0.9% Target +2/-5%	G Actual: 2.3% Target +2/-5%	⇒	Final underspend position will be reviewed at outturn to meet tolerances
HP001/2/3 Page 59	Sickness absence - average days lost per full time equivalent (FTE) (note: cumulative measure - full year target 8 days)	G* Actual 2.57 Target 4.02	G* Actual 4.50 Target 6.03	⇒	Performance well below target at quarter 3 although slightly higher than same period last year (3.35). This is broken down in 2.47 long term and 2.03 short term absence. This compares favourably with neighbouring Authorities: South Northants Council 4.98 days (2.31 long term and 2.67 short term) Stratford District Council 6.13 days (2.97 long term and 3.16 short term) South Oxfordshire District Council 4.19 days and Vale of White Horse District Council 4.16
Work to ensure the Council gets the most out of its resources, including land and property through effective asset management.					
CBP4 5.1	Commission and introduce a new Asset Management Strategy	G	G	⇒	Asset Management Strategy has now been broken down into a number of workstreams and an action plan approved by the Executive in December 2014 which will see an immediate focus on: 1) Asset Strategy Resource Plan 2) Operational Offices Plan 3) Car Parks Plan 4) Community Buildings Plan 5) Local Centres Plan
CBP4 5.2	Car Park Income	A Actual £337,371 Target £357,209	A Actual £305,227 Target £309,490	⇒	The overspend is predominantly a result of reduced car parking income of £312,000. The projection takes into account the impact of the Sainsbury's car park in Bicester and falling demand generally which is also compounded by falling Excess Charge Notices and £73,000 refunds due to Meteor Parking Ltd from overcharging. These are mitigated in part by salary savings of (£121,000), and additional income from grants, contributions and fees and charges of (£140,000).

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Deliver below inflation increases to the CDC element of Council Tax.					
CBP4 6	Deliver below inflation increases to the CDC element of Council Tax	G	G	⇒	Council Tax has been frozen for 2014/15.
CBP4 6.1	Percentage of council tax collected	A Actual 58.16% Target 58.25%	A Actual 86.43% Target 86.50%	⇒	Marginally behind target but ahead of the position at the same time last year. This is due to a number of taxpayers (approx. 4,000) spreading their payments over 12 monthly instalments. However the target is expected to be met by the end of the financial year.
CBP4 6.2	Percentage of NNDR collected	G Actual 60.30% Target 60.25%	A Actual 86.61% Target 87.50%	⇩	Behind target due to a refund of almost £1 million to the Ministry of Defence. The measure is also affected by 464 ratepayers who have elected to pay over 12 monthly instalments. However the target is expected to be met by the end of the financial year.

**Cherwell District Council : 2014/2015
Equalities - Quarter 3**

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction					
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	Community Engagement & Consultation Officer post is scheduled to be advertised shortly. Corporate Policy Officer working to maintain consultation and community engagement work continues. Equality & Access Panels now cease to exist but it is proposed to link with the Ethnic Minorities Consultative Forum lead by Oxfordshire County Council to fill this gap. Next Cherwell Faith Forum planned in Banbury on the 10 February 2015. One of the key objectives for the forum is to continue to improve attendance and awareness of the forum among local faith communities and groups. Potential theme will be introduction and promotion of 'Safe Places' initiative and promotion of community faith grants. Disability Forum held on the 6th November whereby attendees were asked to discuss and provide their top three improvements they would like to see take place in the district. These were: Better job opportunities for the disabled, especially 18-25 year olds, Improved Transport Services and a centralised website for all useful information. The Corporate Policy Officer meeting with principal of Banbury & Bicester College to discuss apprenticeship opportunities and linked with Oxfordshire County Council regarding update in relation to the historical Disability Directory.
CEQ1 2	Monitor specific objectives related to older people held within the Recreation Strategy	G	G	⇒	The Service Level Agreement with Age UK provides older people with a wide range of opportunities to be active and engaged. The recreation strategy objectives are being met and are within budget
CEQ1 3	To review the delivery of our Services	G	G	⇒	Cherwell District Council capture whether their formal complaints received across all service areas are linked to discrimination. Quarter 3 received 0 complaints linked to discrimination. A full review of current customer satisfaction measures is to be undertaken to report from April 2015.
Theme 2 : Tackling Inequality and Deprivation					
CEQ2 1	Continue to break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)	G	G	⇒	The multi agency work targeted at the Brighter Futures wards has continued to supplement the core services provided by key partners. There have been many new initiatives commenced. The Cherwell Community Bank as the local credit union has been increasing its presence locally following a Sunshine Centre launch. Preparation is also well underway for a volunteering event in January following a successful second partners engagement event on 3 December, this time focussing on the voluntary sector.

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Theme 3 : Building Strong Communities					
CEQ3 1	Improve opportunities for community groups to work together to build strong communities	G	G	⇒	<p>A number of actions are being undertaken to improve individual officers training and understanding of Safeguarding; ensuring they are adequately prepared by CDC for their role. Alongside this a more strategic approach to bringing Community Safety, Engagement, Cohesion and Development together to join up work streams and provide partners with a strong and necessary response</p> <p>Cherwell Safer Communities Partnership has completed 80% of those targets within the action plan that were targeted for the financial year 2014-15. Those rolling objectives such as Child Sexual Exploitation, Female Genital Mutilation and preventing terrorism will remain on-going with progress annually recorded.</p> <p>Compliance with over-arching strategies of Thames Valley Police and Oxfordshire County Council are being adopted in the current action plan and strategy.</p> <p>Go active and the Street Wardens scheme continue to work with the 'Hubs' however youth activities will diminish as the hubs re focus their activities on targeted interventions of those most needy.</p> <p>The impact of change of policy against rural work is ad-hoc rather than proactive or systematic. Consideration of potential impacts does occur in some cases, but usually informally. There is no mechanism in place for monitoring the regularity and consistency of these considerations.</p> <ul style="list-style-type: none"> • Epwell Community-led plan received & responded to. • Dial-a-Ride "top-up" to continue for 2015/16 • monthly update meetings with Rural Champion Cllr Atack
CEQ3 3	Increase CDC's knowledge/understanding of wider community to ensure we fulfil residents needs within our services	G	G		
CEQ3 2	Attend Thames Valley Police (TVP) Advisory Panel to improve consultation & community relations	G	G	⇒	No meetings held during this quarter.
Theme 4 : Positive Engagement and Understanding					
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	<p>Cherwell continues to keep its young residents up to date with regular council updates through the Cherwell Youth Website.</p> <p>The OCC Oxfordshire Youth Parliament as representation from all Cherwell schools.</p> <p>The Children and Young People's Action Plan is implemented through the Banbury and Bicester youth action teams:</p> <ul style="list-style-type: none"> • 18 Positive Activity promotion events held to date 2014/15 • Recreation & Sport Activators champion and sign post young people to Positive Activities through their own going programme • Bicester & Banbury Youth Action teams set up to give young people a voice and make a difference in their community

Ref	Objective/Measure Definition	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	The Disability Sport Development Action Plan is completed and is now being implemented. We are working with Sports Clubs to make the clubs more accessible. In addition to Job Clubs, Food Banks and regular stands at venues to promote and provide Council Services, the Customer Services Officers attended the following: <ul style="list-style-type: none"> • Bicester International Old Peoples Day (Wellbeing Centre) • Banbury Electric Blanket Testing Day • Dementia Awareness Morning • Bicester Job Fair • Bicester Electric Blanket Testing Day • Parish Liaison Meeting • Financial Inclusion Meeting
CEQ4 3	Raise internal awareness of diversity in community	G	G	⇒	One Knowing your Community event was held during quarter 3 theme on Dementia/Alzheimer's and was presented by Dementia Friends. Staff and Partners came to event to learn more about this illness. The event received very good feedback.
Theme 5 : Demonstrating our Commitment to Equality					
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	Cherwell District Council continues to monitor all Equality legislation to ensure compliance.
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	Planning for the 2014/2015 assessment will start during quarter 4 of this year with completion of assessment taking place during quarter 1 of 2015/2016
CEQ5 3	Ensure staff and services promote and embed equality into their work	G	G	⇒	All staff now use the eLearning system for equalities training, and that includes all new starters
CEQ5 4	Review whether Corporate Equality Steering Group is having beneficial service impact to the Council Steering Group	G	G	⇒	Objective complete - Steering Continues but now via e-mail updates, member champions continue and meetings called as and when necessary for instances such as legislation change and year end self assessment.

**Cherwell District Council : 2014/2015
Programmes - Quarter 3**

Ref	Programme	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
CDC Place Programme					
CPP01	Banbury Development (7 Areas; CQ2; Bolton Road; Gateway; Hella; CM40; Mondelēz; Canalside)	G	G	⇒	The Banbury Developments Project Board is meeting regularly, ensuring an holistic view is taken of development involving both private sector sites, and the Council's own assets. A comprehensive review of the Council's car parks and the Bodicote offices has been commissioned and will report in May. CQ2 start on site is still projected for Spring 2015, with good progress being made in respect to outstanding highways issues and the production of a Development Agreement. A revised Development Brief is being considered for Bolton Road, and the Banbury Masterplan is being updated following the Local Plan hearing. The Board is taking pro-active steps in relation to the Canalside site, including seeking land-ownership details of a number of sites in order to progress access and other transport issues.
CPP02	Bicester Strategic Project	A	G	↑	At Bicester, a revised programme has been agreed after consulting all stakeholders, and a letter of intent was signed in December 2014 allowing a start on site 5th January 2015.
CPP03	Graven Hill	G	G	⇒	Two conditions precedent relating to VAT remain to be satisfied, but will be delivered in early 2015 as part of the Accountancy appointment. As neither company has yet raised a purchase order there is no impact of this missed target date, but there will be a need to have this resolved by end of January 2015.
CPP04	Build!	G	G	⇒	All bar three sites are now in CDC ownership. Aside from these three schemes, there is outstanding planning and design work on just 2 of the 26 schemes - Orchard Way 2 and the Ambulance Station. Six schemes are completed and occupied. Seven schemes are now on site, and four more have contracts awarded. Three are delayed, and four are planned to be awarded through SCAPE. Marketing packs have been produced for eight sites, and plots are being reserved.
CPP04	Brighter Futures in Banbury	G	G	⇒	The Brighter Futures in Banbury Programme continues its multi-agency activity. The second Brighter Futures Partners Engagement event was held in the Banbury and Bicester College on 3 December. The focus on the voluntary sector was to achieve an improved understanding of the Brighter Futures programme for local Banbury voluntary organisations who are active in the Brighter Future wards. The event was well received and much useful activity emerged which is currently being actioned. Preparation is now underway involving many of the attending organisations for a public volunteer promotion, recruitment and placement event on 22 January 2015 at Banbury Town Hall.

**Cherwell District Council : 2014/2015
Programmes - Quarter 3**

Ref	Programme	Quarter 2 30/09/2014	Quarter 3 31/12/2014	Direction of Travel	Comments on Performance
Transformation Programme					
TP01	ICT Infrastructure & Applications Harmonisation	G	G	⇒	The shared Financial Management System project remains in budget and on track for delivery of the core Financial Management System for the new financial year (April 2015). There is however a significant amount of evaluation and testing activity due to take place.
TP02	Channel Shift (including paper light and EDM)	A	A	⇒	The procurement of a replacement CRM with customer portal has been put on hold pending a review of a three-way (CDC, SNC and SDC) customer service strategy. This review is being undertaken by the Business Transformation Team. Whilst the CRM procurement is on hold interim solutions are being progressed prioritising the new ways of working for SNC at The Forum, building interim solutions around systems that are already in place. The delivery governance of these SNC specific solutions – Academy connect (revs and bens), integration of online forms with Bartec waste system and conversion of the housing needs survey to an online form - will be transferred to that project as part of the New Working Environment and Service Access Models workstream.
TP03	Harmonisation of Terms & Conditions	A	A	⇒	Although full harmonisation across the 2 and 3 Councils is not being progressed due to waiting for the outcome of the February Council meetings on the Confederation Model, work in harmonising some policies and procedures is continuing, and there are now more policies and procedures that are harmonised than are not, and much more being done over the next few months.
TP04	Organisational Development (OD)	G	A	↓	Consultation is now complete on the draft Organisational Development Strategy at all three Councils. The strategy was approved through the democratic process at Cherwell and South Northamptonshire in December and is awaiting approval by Stratford District Council in February 2015. The Strategy and Action Plan will now be updated to take into account feedback and implementation arrangements can be made.

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Cherwell District Council

Executive

2 March 2015

Quarter 3 2014-15 – Revenue and Capital Budget Monitoring Report

Report of Director of Resources

This report is public

Purpose of report

This report summarises the Council's Revenue and Capital position and treasury management performance for the first nine months of the financial year 2014-15 and projections for the full 2014-15 period.

To receive information on treasury management performance and compliance with treasury management policy during 2014-15 as required by the Treasury Management Code of Practice.

1.0 Recommendations

The Executive is recommended:

- 1.1 To note the projected revenue and capital position at December 2014.
- 1.2 To note the quarter 3 (Q3) performance against the 2014-15 investment strategy and the financial returns from the funds.

2.0 Introduction

- 2.1 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 on a quarterly basis.
- 2.2 The revenue and capital expenditure in Q3 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard.
- 2.3 The CIPFA Code of Practice on Treasury Management which this Council has adopted requires a regular budget monitoring report. This full report was reviewed by the Accounts Audit and Risk Committee on the 21 January 2015.

3.0 Report Details

Projected Revenue Outturn

- 3.1 At quarter three the Council is projecting an underspend of (£327,000) at the year end.

Directorate	Annual Budget	Projected Outturn	Projected Variance
Bicester Regeneration Projects	181	181	0
Community and Environment	9,346	9,587	241
Resources	2,870	2,747	(123)
Development	3,450	2,983	(467)
Chief Executive	192	214	22
Centrally Controlled Items	(1,648)	(1,648)	0
Cost of Services	14,391	14,064	(327)
Sources of Financing	(14,391)	(14,391)	0
(Surplus) / Deficit	(0)	(327)	(327)

- 3.2 Bicester Regeneration is projected to be on budget.

- 3.3 Community and Environment shows a projected overspend of £241,000.

Community and Environment	Annual Budget	Projected Outturn	Projected Variance
Community Services	3,514	3,638	124
Environmental Services	5,832	5,949	117
Community & Environment Total	9,346	9,587	241

- **Community Services (projected £124,000 overspend)**
The overspend is predominantly a result of reduced car parking income of £312,000. The projection takes into account the impact of the Sainsbury's car park in Bicester and falling demand generally which is also compounded by falling Excess Charge Notices and £73,000 refunds due to Meteor Parking Ltd from overcharging. These are mitigated in part by salary savings of (£121,000), and additional income from grants, contributions and fees and charges of (£140,000).
- **Environmental Services (projected £117,000 overspend)**
Additional salary and agency costs in Waste and Recycling has resulted in a net projected overspend of £114,000. Income is forecast to be £156,000 below target mainly as a result of lower recycling tonnages and MOT licenses. These are partly offset by reduced fuel and vehicle repair costs across the service of (£95,000) mainly due to lower than budgeted cost per litre, and general savings of (£57,000) across the service.

3.4 Resources shows a projected underspend of (£123,000).

Resources	Annual Budget	Projected Outturn	Projected Variance
Transformation	697	611	(86)
ICT	(13)	(13)	(0)
Finance & Procurement	1,083	1,218	135
Law & Governance	1,103	931	(172)
Resources Total	2,870	2,747	(123)

- Transformation (projected £86,000 underspend)**
 HR are forecasting an underspend due to additional income from the secondment of HR staff to SDC and unallocated training budgets (£48,000). The Communications team are forecasting a salary underspend (£17,000). They are also expecting to underspend (£21,000) on non-pay.
- Finance & Procurement (projected £135,000 overspend)**
 Finance is forecasting an overspend relating to Rent Allowances and an expected reduction in the level of Government subsidy.
- Law and Governance (projected £172,000 underspend)**
 The underspend is related to recovery of legal fees and salary savings on two vacant posts (£60,000), an increase in income from personal search fees (£59,000) and an underspend on canvass fees and Member Services of (£46,000).

3.5 Development shows a projected underspend of (£467,000).

Development	Annual Budget	Projected Outturn	Projected Variance
Strategic Planning & the Economy	800	1,124	324
Public Protection & Development Management	1,571	661	(910)
Regeneration & Housing	1,078	1,197	119
Development Total	3,450	2,983	(467)

- Strategic Planning and the Economy (projected £324,000 overspend)**
 This predominantly relates to the Local Plan which has cost significantly more than budget. This is the net projection after allowing for £300,000 use of the Planning Policy reserve.
- Development Management (projected £910,000 more income)**
 Pre-Application Fee income is currently predicting a (£110,000) surplus and Planning Fee Income is currently projecting a (£800,000) surplus.
- Regeneration and Housing (projected £119,000 overspend)**
 The main overspend (£82,000) relates to abortive costs from the Crown House scheme that have been transferred from Capital. A further £20,000 relates to revenue costs associated with capital projects (e.g. council tax).

There is concern over the current income prediction for Castle Quay and that the Council might not achieve the predicted level of income. The Q3 income still hasn't been received. The agents are currently being chased by the valuer. Once a response is received this will be fed into the latest projections for Executive (2 March 2105).

3.6 Chief Executive (projected £22,000 overspend)

This relates to a staffing overspend on Executive Support due to agency cover.

3.7 Centrally Controlled Items is projected to be on budget.

3.8 Sources of Financing

Investment is currently slightly higher than budgeted and this trend is expected to continue, however any income above budget will be transferred to reserves.

Income from Business Rates Growth / Pooling and Section 31 grants is expected to be significantly higher than budgeted. The figures will be finalised in Q4 when the NNDR1 return is completed.

3.9 Capital Projected Outturn Position at December (Period 9)

Directorate	Annual Budget	Projected Outturn	Slippage	Variance
Bicester Regeneration Projects	4,837	434	4,403	0
Community & Environment	4,093	1,641	2,098	(354)
Resources	839	851	0	12
Development	20,456	19,903	480	(73)
Total	30,225	22,829	6,981	(415)

The net Capital projection as at December 2014 is within budget tolerances at - 1.4% variance. The slippage predominantly relates to Bicester Community Building and South West Bicester Sports Village.

The above budget of £30.2m includes £16.3m of profiled spend on the Build! programme. The total budget for this programme was increased by £9.5m to £22m by Council in May 2014 and is to be complete by March 2016.

Treasury Management Performance Q3 2014-15

3.10 Investment rates available in the market have been broadly stable during the quarter and have continued at historically low. The annualised average level of funds available for investment purposes up to December 2014 was £58.368m. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme and ECO Bicester.

3.11 It is worth noting that the revenue budget for 2014-15 has been prepared utilising £49,190 of investment income. However, total investment income received in year for 2014-15 is expected to be £320,000 (members took the decision in previous years to move away from reliance on investment income to help balance the budget). The balance above the £49,190 budget will be used to replenish reserves after transferring interest received in respect of Eco Town funds to the Eco Town reserve.

Investment Income position as at 31 December 2014

Fund	Average funds invested up to 31 Dec 2014	Interest Budget at 31 Dec 2014	Actual Interest at 31 Dec 2014	Variance	Rate of return %
eIn House	£59,523,000*	£240,000	£275,767	£35,767	0.64**
Total	£59,523,000	£240,000	£275,767	£35,767	

*Excludes Glitnir Bank outstanding investment

** Rate of Return is shown on annualised basis

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is recommended that the contents of this report are noted. The variance on capital projections are within the Council's stated tolerances of 5%.

5.0 Consultation

Cllr Ken Atack – Lead member for Financial Management

Cllr Atack is content with the report and supportive of the recommendations contained within it.

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.
- 6.2 Option 1: This report illustrates the Council's performance against the 2014-15 Financial Targets for Revenue and Capital. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

7.0 Implications

Financial and Resource Implications

- 7.1 These are contained in the body of the report. There are no direct costs or other direct financial implications arising from this report.

Comments checked by: Nicola Jackson, Corporate Finance Manager
01295 221731 Nicola.Jackson@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal implications. Presentation of this report is in line with the CIPFA Code of Practice.

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

Risk management

- 7.3 The position to date highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes during the year. Any increase in risk will be escalated through the corporate risk register.

Comments checked by: Louise Tustian, Acting Corporate Performance Manager
01295 221786 louise.tustian@cherwellandsouthnorthants.gov.uk

Equality and Diversity

- 7.4 Impact assessments were carried out in advance of setting the 2014-15 budget.

Comments checked by: Caroline French, Corporate Policy Officer
01295 221586 caroline.french@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Ken Atack – Lead Member for Financial Management

Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Paul Sutton, Head of Finance and Procurement Joanne Kaye, Strategic Finance Accountant
Contact Information	0300 0030106 01295 221545

Cherwell Council

Executive

2 March 2015

Bicester Sports Village Update

Report of Director of Community and Environment

This report is public

Purpose of report

The purpose of this report is to update the Executive with the latest project position in delivering the pavilion, car park, access requirements, floodlighting and 3G synthetic sports pitch.

1.0 Recommendations

The Executive is recommended:

- 1.1 To note the progress in delivering phase 2 of the Bicester Sports Village project.

2.0 Introduction

- 2.1 The Executive considered an update report on the South West Bicester Sports Village project at the Executive meeting in December and this report will inform Members of how the project has developed since that meeting. In particular, the focus is on the procurement of the next stage in the project (phase 2 as it is known) to deliver the pavilion, car park, access, floodlights and 3G pitch.

3.0 Report Details

Revised Programme

- 3.1 The programme presented to the Executive in November had been adjusted to reflect the need to avoid key decision making during the purdah period. Further analysis of the detailed requirements within the programme has been undertaken taking into account procurement procedures which projects practical completion for February 2016. This will have little effect on the use of the pitches as most of the existing cricket/football/rugby teams will be looking to utilise the pitches at the start of the following seasons (April onwards).

Design, Cost/Budget Reconciliation and Planning Progress

- 3.2 The Project Design Team have been meeting every two weeks to develop the proposals and consider, through value engineering, alternative construction materials and methods to bring the project within budget. RIBA Stage 3 (Developed Design) has now been completed which has taken account of the feedback and issues raised during the pre application part of the planning process. This stage is also necessary to reconcile the estimated cost of the proposed design with the approved budget in order to progress the tender documentation.
- 3.3 The Project Board considered this in some detail and made a number of decisions to bridge the gap between the estimated cost and the approved budget. This was necessary as with further detailed design, there were a number of civil engineering items which were generating additional estimated cost beyond the approved budget. As a consequence, items such as the type of external materials, car parking, the cricket pavilion and some internal aspects were scaled back or amended to reduce the estimated cost.
- 3.4 The result of this exercise is that the estimated cost of the phase two proposals is in line with the approved budget (subject to Full Council budget approval on 23 February). It should however be noted that the figures are still only estimates at present and will only be firmed up following receipt of tenders and contract award and that budget containment is dependent on a 50% grant award for the cost of the 3G pitch. Therefore, the project is on line, subject to planning approval, to deliver the full phase 2 of a two storey sports pavilion, car parking, access, floodlighting and the 3G artificial pitch.

Consultation

- 3.5 The design proposals will be displayed to the sports clubs and other interested parties on 2 March and the public on 3 March.

Construction contractor procurement

- 3.6 Procurement of the construction contractor has commenced with the issue of the Pre Qualified Questionnaires. These will be evaluated in March and the tender documents will be issued to those shortlisted in May.

Joint Use of the Facilities and the Operating Contract

- 3.7 The Executive will be aware of the difficulties of Oxfordshire County Council (OCC) being able to confirm what type of educational establishment will be co-located with the sports village and within what timescale. The one thing which is reasonably certain is that it will have independent academy status. As a consequence, it is recognised that OCC will want to review its position over the joint use agreement currently in place.
- 3.8 A further consequence of this uncertainty is the need for Bicester Town Council to have the most cost efficient use of new facilities in order to minimise the annual revenue support. Therefore, the operating contract tender documentation is being drafted in a manner which can attract the widest competitive bids for the

management of the whole site but also gives some consideration to maximising daytime use originally programmed for the adjacent school.

Project Board

- 3.9 The Project Board continue to meet at dates aligned with key stages in the programme to ensure the project remains on track and any risks are managed accordingly.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Bicester Sports Village project continues to progress with a slightly adjusted programme which moves the anticipated project completion date to early 2016.

5.0 Consultation

Bicester Town Council

6.0 Alternative Options and Reasons for Rejection

- 6.1 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.

7.0 Implications

Financial and Resource Implications

- 7.1 Financial and resource implications were reported in the September 2014 report and remain largely the same.

Comments checked by Paul Sutton, Interim Head of Finance and Procurement, 030000 30106 paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal implications arising from this update report. Law and Governance continues to provide guidance and advice as necessary as this project progresses.

Comments checked by Richard Hawtin, Team Leader – Non-contentious, Tel: 01295 221695, Email: richard.hawtin@cherwellandsouthnorthants.gov.uk

Risk Implications

- 7.3 The risks associated with this report are related to the potential costs/available budget and are currently being mitigated through the design and market testing exercise. However, if there are any financial issues following this process then

options will be presented for Members consideration at a future Executive meeting. Risks associated with this project are managed by the Project Board. Risks will be escalated as and when necessary through the corporate risk register.

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

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All Bicester wards and surrounding rural wards.

Links to Corporate Plan and Policy Framework

A Safe, Healthy and Thriving District.

Providing the Bicester Multi-Sports Village would enable residents of Bicester and surrounding areas including children, young people and adults to take part in greater opportunities for meaningful, structured regular sport and physical activity. This would give each individual the health related benefits of a physically active lifestyle and is consistent with Eco Bicester – One Shared Vision.

A District of Opportunity

The Bicester Multi-sports Village would provide a training facility for sports clubs to train and compete in their chosen sport. This would give players a participatory opportunity and give coaches and volunteers the opportunity to gain nationally recognised qualifications. If the full scheme was progressed the pavilion would also provide a much needed conference, function and meeting venue for Bicester increasing the facilities on offer to all organisations and companies.

Lead Councillor

Councillor George Reynolds, Deputy Leader.

Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Ian Davies, Director of Community and Environment
Contact Information	03000030101 ian.davies@cherwellandsouthnorthants.gov.uk

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