

# Meeting of Council

Monday 18 July 2016

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, OX15 4AA on Monday 18 July 2016 at 6.30 pm, and you are hereby summoned to attend.



**Sue Smith**  
Chief Executive

Friday 8 July 2016

## AGENDA

**1 Apologies for Absence**

**2 Declarations of Interest**

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

**3 Unveiling of Portrait of Her Majesty**

The Lord Lieutenant of Oxfordshire, Tim Stevenson OBE, will unveil the new portrait of Her Majesty The Queen

**4 Communications (Pages 1 - 4)**

To receive communications from the Chairman and/or the Leader of the Council.

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

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

**6 Urgent Business**

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

**7 Minutes of Council (Pages 5 - 20)**

To confirm as a correct record the Minutes of Council held on 17 May 2016.

**8 Minutes**

- a) Minutes of Executive, Lead Member Decisions and Executive Decisions not included in the 28 day notice

The Leader of the Council to formally propose that the minutes of the meetings of the Executive and Lead Member Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting this was reported at (22 February 2016), 4 decisions have been taken by the Executive which were not included in the 28 day notice. These decisions related to Public Space Protection Order and Closure Order, Remuneration of Directors on Council Controlled Companies and the Council's Role as Shareholder, A Review of the Self-Build Programme and Approval of Additional Funding for Coach House Mews and Lincoln Close and Future Projects: Approval of Pipeline Projects, Outline of Potential Future Projects and Recommendations for a Review of Self Build Delivery.

- b) Minutes of Committees

The Leader of the Council to formally propose that the minutes of committees as set out in the Minute Book (circulated separately) be received.

**9 Questions**

- a) Written Questions

To receive any written questions and answers which have been submitted with advance notice in accordance with the constitution. A written response to the question will be circulated at the meeting.

b) Questions to the Leader of the Council

The Chairman to invite questions to the Leader of the Council (including any matters arising from the minutes).

Following a response to their question being provided members will be entitled to a follow up or supplementary question.

c) Questions to Committee Chairmen on the minutes

The Chairman to invite questions to Chairmen of Committees on any matter arising from the minutes of their committee (if any).

## 10 Motions

To debate the following motions which have been submitted with advance notice, in accordance with the constitution.

### Hospital Services in the District

This Council notes emerging proposals for changes to hospital services in the District and resolves to instruct officers to engage with relevant stakeholders and prepare a case that looks to protect consultant led paediatrics and maternity provision at the Horton and the existing services at the Bicester Community Hospital.

Proposer: Councillor Tony Ilott

### Open Space, Tree, Grass, Shrub and Verge Maintenance and Safety Matters within the District

The Council notes associated land title issues which complicate matters, when attending to open space, tree, grass, shrub and verge maintenance and safety matters within the District.

Further the Council resolves to explore all statutory remedies to ensure, in liaison with Oxfordshire County Council, Town Councils and other Parishes within the District, that maintenance of these areas is up to the standard residents expect.

Proposer: Councillor Andy Beere

## Council Business Reports

### 11 **Oxfordshire Health and Social Care Transformation Programme and Implications for the Horton District General Hospital** (Pages 21 - 24)

Report of Director of Operational Delivery

#### **Purpose of report**

To receive a presentation about the Oxfordshire Health and Transformation Programme, the specific work arising from this related to the Horton District General Hospital and emerging options for alternative service models.

## **Recommendations**

The meeting is recommended to:

- 1.1 Note the presentation from the Oxford University Hospitals Foundation Trust.

## **12 Statement of Community Involvement 2016 (Pages 25 - 92)**

Report of Head of Strategic Planning and the Economy

### **Purpose of report**

To present the results of public consultation on the draft Statement of Community Involvement (SCI) 2016 and to seek adoption of the completed SCI as Council policy.

### **Recommendations**

The meeting is recommended:

- 1.1 To adopt the completed Statement of Community Involvement (SCI) 2016 presented at Appendix 1 to this report as Council policy subject to final presentational requirements.
- 1.2 To note that upon adoption the SCI 2016 will replace the current adopted SCI 2006.

## **13 2015/16 Treasury Management Annual Report (Pages 93 - 110)**

Report of Chief Finance Officer

### **Purpose of report**

This report presents information on treasury management performance and compliance with treasury management policy during 2015/16 as required by the Treasury Management Code of Practice.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the contents of this report in line with the Treasury Management Strategy.

## **14 Overview and Scrutiny Committee Annual Report 2015/16 (Pages 111 - 122)**

Report of Head of Law and Governance

### **Purpose of report**

This report presents the Overview and Scrutiny Annual Report for 2015/16.

## **Recommendations**

The meeting is recommended:

- 1.1 To note the contents of the Overview and Scrutiny Annual Report 2015/16.

### **15 Exclusion of the Press and Public**

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

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

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

Should Members decide not to make decisions 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 items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

### **16 SW Bicester Sports Village - Contract Award and Funding Requirements**

\*\* Please note this report will follow as it is currently being reviewed and finalised \*\*

Exempt Report of Director of Operational Delivery

### **17 A Review of the Self-Build Programme and Approval of Additional Funding for Coach House Mews and Lincoln Close (Pages 123 - 130)**

Exempt Report of Head of Regeneration and Housing

### **18 Build! Phase 2 (Pages 131 - 134)**

Exempt Report of Head of Regeneration and Housing

### **19 Questions on Exempt Minutes**

Members of Council will ask questions on exempt minutes, if any.

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@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.

### **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](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

## Chairman's Engagements

**18 May – 17 July 2016**

- Saturday 14 May  
The Chairman attended the Oxfordshire (The Rifles) Army Cadet Force Battalion Reception and Sounding Retreat at Brotheridge House, St. George's Barracks, Upper Arcott at the invitation of The Commandant. Oxfordshire ACF is affiliated to The Rifles. The Battalion is composed of local detachments, the Corunna Band and Bugles being the Bicester detachment. The Battalion has a strength of around 500 cadets and over 100 adult volunteers.
- Wednesday 18 May  
At the invitation of the Rt Rev Colin Fletcher, Acting Bishop of Oxford and Canon Rosemary Pearce, Diocesan Secretary, the Vice Chairman attended the opening of the new Diocesan Office, Church House Oxford.
- Friday 20 May  
The Chairman, accompanied by Julia Aratoon, CDC Economic Growth Officer, attended the Cherwell Business Awards which were held at the Begbroke Science Park. The Economic Growth Team sponsors the Charity and Community Award and the Chairman presented certificates to all those shortlisted and to the category winner – the Banbury and District Community Bus Project.
- Tuesday 24 May  
The Chairman attended a photo shoot to celebrate the launch of the Berks, Bucks and Oxfordshire Wildlife Trust Wild Banbury Project to which the council provided some funding. The Wild Banbury project will build on the valuable work that BBOWT has already been involved with, in partnership with Banbury Town Council, in Spiceball Park.
- Saturday 28 May  
The Chairman attended Banbury Market and presented the "Longest Standing Trader" award to Richard White who has completed over 25 years' service selling high quality fruit and vegetables.
- Wednesday 8 June  
The Chairman, together with the Leader and Chief Executive attended the Cherwell achievements celebration lunch at Bodicote House during which many achievements by individuals and teams across the Council were recognised.
- Wednesday 8 June  
The Chairman chaired the Parish Liaison Meeting at Bodicote House where over half of the 78 parishes in the district were represented.
- Saturday 11 June  
The Chairman attended a reception at County Hall, hosted by the Chairman of Oxfordshire County Council, to celebrate the 90<sup>th</sup> birthday of HM the Queen. This was followed by a procession to

Christ Church Cathedral, Oxford for a Service of Thanksgiving which had been organised by the Dean of Christ Church and the Lord Lieutenant of Oxfordshire.

- Saturday 11 June On the same evening the Chairman attended The Great Hall and Gardens of Broughton Castle for a Champagne Reception at the invitation of SSAFA, The Armed Forces Charity, Oxfordshire which was followed by Sounding Retreat by the Oxfordshire ACT Battalion (Rifles) Corunna Band.
- Monday 20 June The Vice Chairman attended the Oxfordshire Armed Forces Week Flag Raising Ceremony at the invitation of the Chairman of OCC. The ceremony was held at Oxford Castle and involved the salute which was taken by the Lord Lieutenant, the Chairman and senior commanders of Oxfordshire-based Armed Forces. This was followed by a short reception at County Hall.
- Tuesday 21 June The Chairman and Vice Chairman (Consort) attended 'An Evening at Dorchester Abbey' with other Mayors and Chairmen from the district which was held to celebrate the start of the new Local Government Year in Oxfordshire. This was hosted by the Lord Lieutenant of Oxfordshire and the Bishop of Dorchester.
- Friday 24 June The Chairman attended a Summer Reception hosted by the High Sheriff of Oxfordshire, Mrs Sarah Taylor, and her husband at their home at Rycote Park, Thame.
- Saturday 25 June At the invitation of the Town Mayor of Banbury the Chairman and Vice Chairman attended the Armed Forces Day Tattoo in Spiceball Park, Banbury. The event had been changed from a town parade to a showcase event with the inclusion of arena displays, stands and military vehicles. The programme included Trooping the Colour and Beating the Retreat by The Royal Regiment of Artillery.
- Friday 1 July The Chairman and Vice Chairman attended the Oxfordshire County Youth Orchestra's Gala Promenade Concert at Dorchester Abbey in celebration of The Queen's 90<sup>th</sup> Birthday. This was at the invitation of Cllr Michael Waine, Chairman of Oxfordshire County Council.
- Sunday 3 July The Vice Chairman, at the invitation of the Mayor of Bicester, attended the Bicester Civic Service at St. Edburg's Church, Bicester. This was followed by a parade and march past and then the official opening of the Café Play area in Garth Park.
- Monday 4 July The Vice Chairman attended the official opening of Pioneer Square in Bicester and performed the official ribbon cutting ceremony.



- Saturday 9 July     The Chairman and Vice Chairman attended the Royal International Air Tattoo at RAF Fairford at the invitation of Col Douglas Mellars, 422 Air Base Group Air Base Group Commander, and Mr Frank Dailey, RAF Fairford Site Director. RAF Fairford is part of the US Air Force 422 Air Base Group which is headquartered at RAF Croughton.
- Wednesday 13 July     The Vice Chairman attended the AGM of the Oxfordshire County Scout Council and Open Forum on Oxfordshire Scouting at the invitation of the County Chairman and the County Commissioner. The event was held at Exeter Hall, Kidlington.
- Sunday 17 July     At the invitation of the Mayor and Mayoress of Chipping Norton, the Chairman attended their morning Civic Service at St Mary's Church.

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# Agenda Item 7

## Cherwell District Council

### Annual Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 17 May 2016 at 6.30 pm

Present: Former Councillor Melanie Magee (Chairman, for agenda items 1 - 6)  
Councillor Chris Heath (Chairman, from agenda item 7)  
Councillor Maurice Billington (Vice-Chairman)

Councillor David Anderson  
Councillor Ken Atack  
Councillor Hannah Banfield  
Councillor Andrew Beere  
Councillor Claire Bell  
Councillor Mike Bishop  
Councillor Hugo Brown  
Councillor Mark Cherry  
Councillor Colin Clarke  
Councillor Ian Corkin  
Councillor Nick Cotter  
Councillor Surinder Dhesi  
Councillor John Donaldson  
Councillor Sean Gaul  
Councillor Carmen Griffiths  
Councillor Timothy Hallchurch MBE  
Councillor David Hughes  
Councillor Shaida Hussain  
Councillor Mike Kerford-Byrnes  
Councillor Alan MacKenzie-Wintle  
Councillor James Macnamara  
Councillor Kieron Mallon  
Councillor Nicholas Mawer  
Councillor Alastair Milne Home  
Councillor Richard Mould  
Councillor D M Pickford  
Councillor Lynn Pratt  
Councillor Neil Prestidge  
Councillor Nigel Randall  
Councillor G A Reynolds  
Councillor Sandra Rhodes  
Councillor Barry Richards  
Councillor Dan Sames  
Councillor Les Sibley  
Councillor Nigel Simpson  
Councillor Jason Slaymaker  
Councillor Nicholas Turner  
Councillor Douglas Webb  
Councillor Bryn Williams  
Councillor Barry Wood  
Councillor Sean Woodcock

Apologies for absence: Councillor Simon Holland  
Councillor Tony Ilott  
Councillor Nigel Morris  
Councillor Tom Wallis

Officers: Sue Smith, Chief Executive  
Ian Davies, Director of Operational Delivery  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Natasha Clark, Team Leader, Democratic and Elections

## 1 **Welcome**

The Chairman welcomed all Members and guests, including all former councillors and past Chairmen and Sir Tony Baldry to the meeting.

Following the recent election, the Chairman thanked former Councillors Fred Blackwell, Matt Johnstone, Lawrie Stratford, Rose Stratford, James Porter, Norman Bolster, Russell Hurle, Lynda Thirzie Smart, Ray Jelf, Douglas Williamson, Michael Gibbard and Trevor Stevens for their service to the district during their time as councillors.

The Chairman welcomed Councillors Mike Bishop, Hannah Banfield, Sean Gaul, Tom Wallis, Jason Slaymaker, David Anderson, Nick Cotter, Jolanta Maria Lis, Hugo Brown, Alan Mackenzie-Wintle and Nigel Simpson to the Council and congratulated them and all other councillors who were returned at the recent election

## 2 **Declarations of Interest**

### **15. Appointment of Section 151 Officer.**

Paul Sutton, Declaration, as he was to be proposed to be appointed as the Section 151 Officer for Cherwell District and South Northamptonshire Councils and would leave the meeting for the duration of the item.

## 3 **Communications**

The Chairman made the following announcements:

### **Recording at meetings**

The Chairman advised the meeting that 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.

### **Annual Council**

The Chairman reminded Members that by convention the minutes of Committees, questions, petitions and motions were not taken at Annual Council and these, if any, would be considered at the next meeting.

The Group nominations to committees for the coming year had been tabled.

### **Chairman's Engagements**

The Chairman advised that a copy of the events attended by herself or the Vice-Chairman had been included in the agenda pack.

### **Register of Interests Form**

The Chairman reminded Council that it was a requirement for all Members to complete and return a register of interest form for this term of office within 28 days of the election. Those members who had not yet returned a form had been left a blank form on their desk and were asked to ensure this was completed and returned to the Head of Law and Governance or the Democratic and Elections Team by Thursday 2 June.

### **Planning Training, Thursday 18 May 2016**

The Chairman advised Members that Planning Training would be taking place at 1.30pm on Thursday 18 May 2016. It was a requirement for all Members who sit on Planning Committee to have attended training. New members and substitutes on the Committee should attend this training and other Committee Members were encouraged to attend as a refresher.

This training was open to all Members irrespective of whether they sat on Planning Committee and would hopefully prove helpful for the many questions they were likely to receive from their constituents about Planning on an on-going basis.

### **Post**

The Chairman reminded Members to collect their post from their pigeon hole. Each Member had been given a new lanyard with "councillor" on it, which they should wear going forward when at Bodicote House.

#### **4 Urgent Business**

There were no items of urgent business.

#### **5 Minutes of Council**

The minutes of the meeting held on 22 February 2016 were agreed as a correct record and signed by the Chairman.

#### **6 Election of Chairman for the Municipal Year 2016/17**

(The outgoing Chairman, Former Councillor Melanie Magee, presided for the consideration of this matter and those preceding)

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor Chris Heath be elected as Chairman for the municipal year 2016/17. There were no other nominations.

### **Resolved**

That Councillor Chris Heath be appointed Chairman of Cherwell District Council for the Municipal Year 2016/17.

#### **7 Investiture of Chairman**

Councillor Chris Heath, having made and signed the required Declaration of Acceptance of Office was invested with the Chairman's Chain and took the Chair.

#### **8 Chairman's Address**

Councillor Chris Heath thanked members for her appointment and addressed the Council. She reported that her chosen charity for this year was Second Time Around. Her consorts for the year would be her Vice-Chairman, Councillor Maurice Billington, and her son Matthew Heath.

#### **9 Unveiling of the Cherwell Coat of Arms by The Right Honourable Sir Tony Baldry**

The Chairman welcomed former North Oxfordshire MP the Right Honourable Sir Tony Baldry DL to the rostrum to unveil the Cherwell Coat of Arms.

The Coat of Arms was a gift from Sir Tony, who explained that it was symbolic of the district with a wavy blue line in the centre to represent the River Cherwell which was flanked on either side by designs depicting the M40 and Oxford Canal. An oak tree embodied the countryside while the rainbow was representative of a united and inclusive district.

Councillor Barry Wood thanked Sir Tony on behalf of the Council and explained the Coat of Arms would be displayed in the Council Chamber.

#### **10 Vote of Thanks to Immediate Past Chairman**

The Chairman of the Council presented former Councillor Melanie Magee with a gift and her past Chairman's badge as a token of her term of office.

Members paid tribute to former Councillor Magee and thanked her for the dedication she had shown representing the Council, the services she had rendered to the District and the gracious way she had presided over the deliberations of Council during her year of office.

11 **Past Chairman's Response**

Former Councillor Melanie Magee addressed Council to report on her term of office.

Former Councillor Magee reported that she had attended numerous and varied functions during her term of office and hosted events to raise money for her chosen charity, SeeSaw which offers grief support for children and young people in Oxfordshire. Former Councillor Magee presented a cheque to Helen Mackinnon from SeeSaw.

Former Councillor Magee paid particular thanks to her consorts for the year and Liz Matthews, the Chairman's PA and presented them with a token of her appreciation.

12 **Election of Vice-Chairman for the Municipal Year 2016/17**

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor Maurice Billington be elected as Vice-Chairman for the Municipal Year 2016/17. There were no other nominations.

**Resolved**

- (1) That Councillor Maurice Billington be elected Vice-Chairman of the Council for the municipal year 2016/17.

13 **Investiture of Vice-Chairman**

Councillor Maurice Billington, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain.

14 **Annual Council Business Report**

The Chief Executive submitted a report which presented the results of the 5 May 2016 district elections and the constitution of Political Groups, sought the appointment of the Leader of the Council, and requested Members to note the appointment of the Deputy Leader and Executive for the Municipal Year 2016/17 and agree the suggested constitution of Committees for the Municipal year 2016/2017.

**Resolved**

- (1) That the results of the District elections held on 5 May 2016 be noted:

Ward	Elected	Term of Office
Adderbury, Bloxham and Bodicote	Councillor Chris Heath	4 years
	Councillor Mike Bishop	3 years
	Councillor Nigel Randall	2 years
Banbury Calthorpe and Easington	Councillor Kieron Mallon	4 years
	Councillor Colin Clarke	3 years
	Councillor Nigel Morris	2 years
Banbury Cross and Neithrop	Councillor Surinder Dhesi	4 years
	Councillor Hannah Banfield	3 years
	Councillor Alastair Milne Home	2 years
Banbury Grimsbury and Hightown	Councillor Andrew Beere	4 years
	Councillor Claire Bell	3 years
	Councillor Shaida Hussain	2 years
Banbury Hardwick	Councillor John Donaldson	4 years
	Councillor Nicholas Turner	3 years
	Councillor Tony Ilott	2 years
Banbury Ruscote	Councillor Mark Cherry	4 years
	Councillor Sean Woodcock	3 years
	Councillor Barry Richards	2 years
Bicester East	Councillor Sean Gaul	4 years
	Councillor Richard Mould	3 years
	Councillor Tom Wallis	2 years
Bicester North and Caversfield	Councillor Lynn Pratt	4 years
	Councillor Jason Slaymaker	3 years
	Councillor Nick Mawer	2 years
Bicester South and Ambrosden	Councillor Dan Sames	4 years
	Councillor David Anderson	3 years



	Councillor Nick Cotter	2 years
Bicester West	Councillor Les Sibley	4 years
	Councillor Debbie Pickford	3 years
	Councillor Jolanta Maria Lis	2 years
Cropredy, Sibfords and Wroxton	Councillor George Reynolds	4 years
	Councillor Ken Atack	3 years
	Councillor Douglas Webb	2 years
Deddington	Councillor Bryn Williams	4 years
	Councillor Hugo Brown	3 years
	Councillor Mike Kerford-Byrnes	2 years
Fringford and Heyfords	Councillor James Macnamara	4 years
	Councillor Ian Corkin	3 years
	Councillor Barry Wood	2 years
Kidlington East	Councillor Maurice Billington	4 years
	Councillor Neil Prestidge	3 years
	Councillor Carmen Griffiths	2 years
Kidlington West	Councillor Sandra Rhodes	4 years
	Councillor Alan Mackenzie-Wintle	3 years
	Councillor Nigel Simpson	2 years
Launton and Otmoor	Councillor Simon Holland	4 years
	Councillor Tim Hallchurch	3 years
	Councillor David Hughes	2 years

- (2) That the constitution of Political Groups (38 Conservatives, 8 Labour and 2 Independents) and notification of Group Leaders: Councillor Barry Wood, Leader of the Conservative Group and Leader of the Council, Councillor Sean Woodcock, Leader of the Labour Group and Leader of the Opposition and Councillor Les Sibley, Leader of the Independent Group, be noted.
- (3) That Councillor Barry Wood be appointed Leader of the Council.

- (4) That the appointment of the Deputy Leader of the Council, the membership of the Executive and the Executive Portfolios for 2016/17 be noted:

<b>Lead Member Portfolio</b>	<b>Councillor</b>
<b>Leader of the Council</b> (Responsibility for Eco Town/Garden Town including Graven Hill, policy, partnerships, Law and Governance, Human Resources, Communications, Performance and Programme Management)	<b>Councillor Barry Wood</b>
<b>Deputy Leader of the Council</b> (Responsibility for Leisure, Car parks, customer service and Museum)	<b>Councillor George Reynolds</b>
<b>Lead Member for Public Protection</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Housing</b>	<b>Councillor John Donaldson</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Debbie Pickford</b>
<b>Lead Member for Banbury Futures</b> (Responsible for Brighter Futures and Banbury Projects Board)	<b>Councillor Kieron Mallon</b>
<b>Lead Member for Change Management, Joint Working and IT</b>	<b>Councillor Nicholas Turner</b>
<b>Lead Member for Financial Management</b>	<b>Councillor Ken Atack</b>
<b>Lead Member for Estates and the Economy</b>	<b>Councillor Lynn Pratt</b>
<b>Lead Member for Planning</b>	<b>Councillor Colin Clarke</b>

- (5) That the allocation of seats on committees that were subject to the political balance requirements be agreed:

	<b>TOTAL</b>	<b>CON</b>	<b>LAB</b>	<b>IND</b>
Accounts, Audit & Risk Committee	<b>8</b>	<b>6</b>	<b>2</b>	<b>0</b>
Appeals Panel	<b>10</b>	<b>8</b>	<b>1 (-1)</b>	<b>1 (+1)</b>

Budget Planning Committee	12	10	2	0
Joint Appeals Panel	3	2	1	0
Joint Commissioning Committee	6	5	1	0
Joint Scrutiny Committee	5	4	1	0
Licensing Committee	12	9 (-1)	2	1 (+1)
Overview & Scrutiny	12	10	2	0
Personnel Committee	12	10	2	0
Planning Committee	18	14	3	1
Standards Committee	8	7	1 (-1)	1 (+1)
<b>Proportional Total by Committee</b>	<b>106</b>	<b>85</b>	<b>20</b>	<b>1</b>
<b>Aggregate Entitlement</b>	<b>106</b>	<b>84</b>	<b>18</b>	<b>4</b>
<b>Adjustment Required</b>	<b>N/A</b>	<b>-1</b>	<b>- 2</b>	<b>+3</b>

- (6) That the allocation of seats on committees not subject to political balance requirements be agreed:

	TOTAL	CON	LAB	IND
Joint Councils Employee Engagement Committee	3	2	1	0

- (7) That members (and where appropriate, substitute members) be appointed to serve on each of the committees and other bodies as set out below in accordance with the nominations made by political groups:

#### **Proportional Committees 2016/17**

**Accounts, Audit and Risk Committee**

**Membership (8 members with unnamed substitutes)**

<b>Conservative (6)</b>	<b>Labour (2)</b>	<b>Ind (0)</b>
Cllr Hugo Brown	Cllr Barry Richards	
Cllr Ian Corkin	Cllr Sean Woodcock	
Cllr Sean Gaul		
Cllr Mike Kerford-Byrnes		
Cllr Nigel Randall		
Cllr Tom Wallis		

**Appeals Panel**

**Membership (10 members with no substitutes)**

<b>Conservative (8)</b>	<b>Labour (1)</b>	<b>Ind (1)</b>
Cllr Mike Bishop	Cllr Hannah Banfield	Cllr Nick Cotter
Cllr Carmen Griffiths		
Cllr Tim Hallchurch		
Cllr Tony Ilott		
Cllr James Macnamara		
Cllr Alastair Milne Home		
Cllr Richard Mould		
Cllr Douglas Webb		

**Budget Planning Committee**

**Membership (12 members with unnamed substitutes)**

<b>Conservative (10)</b>	<b>Labour (2)</b>	<b>Ind (0)</b>
Cllr David Anderson	Cllr Barry Richards	
Cllr Ken Attack	Cllr Sean Woodcock	
Cllr Hugo Brown		
Cllr Ian Corkin		
Cllr Carmen Griffiths		
Cllr Alan MacKenzie-Wintle		
Cllr Nicholas Mawer		
Cllr Nigel Randall		

Cllr Tom Wallis  
Cllr Douglas Webb

### **Joint Appeals Panel**

#### **Membership (3 seats, 2 named substitutes)**

<b>Conservative (2)</b>	<b>Labour (1)</b>	<b>Ind (0)</b>
Cllr Mike Bishop	Cllr Hannah Banfield	
Cllr James Macnamara		

#### **Substitutes**

<b>Conservative (1)</b>	<b>Labour (1)</b>	<b>Ind (0)</b>
Cllr Colin Clarke	Cllr Surinder Dhesi	

### **Joint Commissioning Committee**

#### **Membership (6 members, unnamed substitutes)**

<b>Conservative (5)</b>	<b>Labour (1)</b>	<b>Ind (0)</b>
Cllr Ken Atack	Cllr Barry Richards	
Cllr George Reynolds		
Cllr Dan Sames		
Cllr Nicholas Turner		
Cllr Barry Wood		

### **Joint Scrutiny Committee**

#### **Membership (5 members, unnamed substitutes)**

<b>Conservative (4)</b>	<b>Labour (1)</b>	<b>Ind (0)</b>
Cllr Nicholas Mawer	Cllr Sean Woodcock	
Cllr Nigel Morris		
Cllr Neil Prestidge		
Cllr Sandra Rhodes		

## Licensing Committee

### Membership (12 seats and 5 substitutes based on proportional representation with each represented party having at least 1 substitute)

#### Conservative (9)

Cllr Tony Ilott  
Cllr Richard Mould  
Cllr Debbie Pickford  
Cllr George Reynolds  
Cllr Sandra Rhodes  
Cllr Nigel Simpson  
Cllr Jason Slaymaker  
Cllr Douglas Webb  
Cllr Bryn Williams

#### Labour (2)

Cllr Surinder Dhese  
Cllr Hannah Banfield

#### Ind (1)

Cllr Nick Cotter

#### Substitutes

#### Conservative (3)

Cllr David Hughes  
Cllr Alastair Milne Home  
Cllr Barry Wood

#### Labour (1)

Cllr Andy Beere

#### Ind (1)

Cllr Les Sibley

## Overview and Scrutiny Committee

### Membership (12 members with unnamed substitutes)

#### Conservative (10)

Cllr David Anderson  
Cllr Mike Bishop  
Cllr Hugo Brown  
Cllr Chris Heath  
Cllr Jolanta Maria Lis  
Cllr Nick Mawer  
Cllr Neil Prestidge  
Cllr Sandra Rhodes  
Cllr Jason Slaymaker  
Cllr Bryn Williams

#### Labour (2)

Cllr Claire Bell  
Cllr Mark Cherry

#### Ind (0)

## Personnel Committee

**Membership (12 members, unnamed substitutes who shall not be members of the Appeals Panel)**

<b>Conservative (10)</b>	<b>Labour (2)</b>	<b>Ind (0)</b>
Cllr Ken Attack	Cllr Andy Beere	
Cllr Maurice Billington	Cllr Shaida Hussain	
Cllr Simon Holland		
Cllr Jolanta Maria Lis		
Cllr George Reynolds		
Cllr Dan Sames		
Cllr Nigel Simpson		
Cllr Jason Slaymaker		
Cllr Bryn Williams		
Cllr Barry Wood		

**Planning Committee**

**Membership (18 members, 12 named substitutes)**

<b>Conservative (14)</b>	<b>Labour (3)</b>	<b>Ind (1)</b>
Cllr Colin Clarke	Cllr Hannah Banfield	Cllr Les Sibley
Cllr Chris Heath	Cllr Andy Beere	
Cllr David Hughes	Cllr Barry Richards	
Cllr Mike Kerford-Byrnes		
Cllr Alan MacKenzie-Wintle		
Cllr James Macnamara		
Cllr Alastair Milne-Home		
Cllr Richard Mould		
Cllr Debbie Pickford		
Cllr Lynn Pratt		
Cllr Nigel Randall		
Cllr George Reynolds		
Cllr Nigel Simpson		
Cllr Nicholas Turner		
<b>Substitutes</b>		
<b>Conservative (9)</b>	<b>Labour (2)</b>	<b>Ind (1)</b>
Cllr Ken Attack	Cllr Surinder Dhesi	Cllr Nick Cotter
Cllr Maurice Billington	Cllr Sean Woodcock	

Cllr Hugo Brown  
Cllr Ian Corkin  
Cllr Carmen Griffiths  
Cllr Tim Hallchurch  
Cllr Sandra Rhodes  
Cllr Bryn Williams  
Cllr Barry Wood

### **Standards Committee**

#### **Membership (8 members, 8 substitute members)**

<b>Conservative (6)</b>	<b>Labour (1)</b>	<b>Ind (1)</b>
Cllr Sean Gaul	Cllr Andy Beere	Cllr Les Sibley
Cllr Tim Hallchurch		
Cllr Simon Holland		
Cllr Jolanta Maria Lis		
Cllr James Macnamara		
Cllr Nigel Morris		

#### **Substitutes**

<b>Conservative (7)</b>	<b>Labour (1)</b>	<b>Ind (1)</b>
Cllr Ken Attack	Cllr Shaida Hussain	Cllr Nick Cotter
Cllr Ian Corkin		
Cllr Carmen Griffiths		
Cllr George Reynolds		
Cllr Barry Wood		
Vacant		
Vacant		

### **Non-Proportional Committees**

#### **Joint Councils Employee Engagement Committee**

##### **Membership (3 seats, unnamed substitutes)**

<b>Conservative (2)</b>	<b>Labour (1)</b>	<b>Ind (0)</b>
Cllr Nicholas Turner	Cllr Andy Beere	
Cllr Barry Wood		



- (8) That Councillor Nigel Randall be appointed as Cherwell District Council's representative to the Oxfordshire Health Overview and Scrutiny Panel.
- (9) That Councillor Tony Ilott be appointed as Cherwell District Council's representative to the Police and Crime Commissioner Scrutiny Panel.

15 **Appointment of Section 151 Officer**

The Chief Executive submitted a report to designate the appropriate officer of the Council as its Section 151 Officer as required by the Constitution and legislation.

**Resolved**

- (1) That Paul Sutton be appointed as the Council's Section 151 Officer with effect from 19 May 2016, subject to South Northamptonshire Council resolving in similar terms, and that he be requested to appoint a suitably qualified and experienced Deputy Section 151 Officer from the same date.

(Paul Sutton left the meeting for the duration of the item)

16 **Standards Arrangements - Appointment of Independent Person**

The Head of Law and Governance submitted a report to appoint a statutory independent person following the expiry of the fixed term of Mr Tom Edwards.

**Resolved**

- (1) That Mr Tom Edwards be appointed as an independent person pursuant to section 28(7) of the Localism Act 2011 for a term of four years expiring on the date of the annual meeting of Council in 2020.

17 **Notification of Urgent Action**

The Chief Executive submitted a report to notify Council of the taking of urgent action by the Chief Executive in accordance with constitutional requirements.

**Resolved**

- (1) That urgent action taken by the Chief Executive be noted.

The meeting ended at 7.15 pm

Council - 17 May 2016

Chairman:

Date:

## Cherwell District Council

### Council

18 July 2016

<p><b>Oxfordshire Health and Social Care Transformation Programme and Implications for the Horton District General Hospital</b></p>
---

### Report of Director of Operational Delivery

This report is public

#### Purpose of report

To receive a presentation about the Oxfordshire Health and Transformation Programme, the specific work arising from this related to the Horton District General Hospital and emerging options for alternative service models

#### 1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the presentation from the Oxford University Hospitals Foundation Trust.

#### 2.0 Introduction

- 2.1 Due to the pressures which health and social care services are facing in Oxfordshire, a Health and Social Care Transformation Programme has been introduced. This in turn links with and contributes to the wider Strategic Transformation Plan for Buckinghamshire, Oxfordshire and West Berkshire.
- 2.2 The purpose of this report is to provide some of the strategic and county wide context for the work which is underway locally and specifically in relation to the Horton District General Hospital.

#### 3.0 Report Details

- 3.1 Oxfordshire like most other places in the UK is facing many and varied health and social care challenges. These are summarised as follows
  - Increasing hospital demand estimated to be 15% over the next five years if left unchecked
  - Increasing case complexity associated with long term conditions and frailty

- Increasing cost pressures as a consequence of new drugs and inflation
  - Workforce pressures associated with recruitment and retention
  - GPs under pressure through extended hours and seven day services
  - A crises response to sickness requiring new models of anticipatory care
  - A need to shift from sickness services to preventative services and to tackle health inequalities at source
- 3.2 To address these challenges, a series of strategic transformation plans are being drawn up nationally and regionally to consider on a large scale service issues associated with mental health, urgent care, emergency care, cancer and maternity services, workforce matters, primary care sustainability and the avoidance of service variation. This work is underway with national autumn deadlines for submission of regional plans.
- 3.3 The Oxfordshire Transformation Programme which links with and contributes to the strategic plan aims to;
- Improve accountability to patients with a designated clinician responsible for each patient 24/7
  - Reallocate resources and infrastructure to match need and enhance convenience through on line monitoring, longer appointments and diagnostic centres in the community
  - Make full use of staff skill sets across organisational boundaries
  - Prevent what can be prevented and level up equalities
  - Admission to a hospital bed only occurs when it is absolutely appropriate to health needs as the best bed is your own bed
- 3.4 Five services are being reviewed based on the above. They are maternity services; children's services; urgent and emergency care; planned, diagnostic and specialist care; and mental health, learning disabilities and autism.
- 3.5 Supporting this work is a 'care closer to home' principle where commissioners and delivery bodies will;
- Increase people's confidence to manage their own care
  - Use general practice as 'the gate keeper'
  - Deliver more integrated GP, community, hospital and social care
  - Manage the population's health to improve outcomes
  - Increase the capacity of community workforce
  - Organisations working together across Oxfordshire, and
  - Services focussing on quality, experience and outcomes
- 3.5 In parallel, influenced by and contributing to this is a clinically led review by the Oxford University Hospitals Foundation Trust (OUHFT) of its hospitals which includes the Horton District General Hospital. The review is focussing on generating potential options to meet future population health demand and needs and potential future service standards while addressing existing, and where possible, potential future challenges of care provision.
- 3.6 Three emerging options for the Horton DGH were developed from the initial clinical assessments which were widely publicised last month particularly in relation to maternity. Since that time, further activity level, workforce, finance and estates assessments have been undertaken and as a consequence of this further work, the

latest position with the emerging options will be presented to Council by OUHFT officials.

- 3.7 It should be noted that as with the emerging options in June, these are still emerging options and not firm proposals. A further period of engagement is required with staff and stakeholders before these and other proposed service changes county wide are then considered by the key Oxfordshire bodies. Following this consideration, it is intended to establish a series of proposals for consultation purposes in October 2016.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The presentation by the OUHFT to Council will provide the opportunity for all members to understand the latest position in relation to the development and nature of emerging service options and the process for their decision making.

## **5.0 Consultation**

The OUHFT has engaged with the Community Partnership Network.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 No alternative options have been identified due to the process the OUHFT is currently embarked on.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial consequences to the Council arising from this report.

Comments to be checked by:  
Paul Sutton, Chief Finance Officer, 0300 0030106,  
[Paul.sutton@cherwellandsouthnorthants.gov.uk](mailto:Paul.sutton@cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

- 7.2 There are no specific legal issues arising from this report

Comments checked by:  
Kevin Lane, Head of Law and Governance, 0300 0030107,  
[kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

### **Risk Implications**

- 7.3 Whilst the delivery of appropriate health and social care services to the people of the Cherwell District is not a specific Council responsibility, in its community leadership role, it will be important for the Council to consider the impact locally and

respond accordingly. Failure to do so, could result in a reputational risk to the Council.

Comments checked by:

Louise Tustian, Senior Performance & Improvement Officer, 01295 221786, louise.tustian2@cherwellandsouthnorthants.gov.uk

## 8.0 Decision Information

### Wards Affected

Currently wards in the top half of the District but potentially all wards

### Links to Corporate Plan and Policy Framework

Cherwell: A Thriving Community – work to support health and wellbeing across the District.

### Lead Councillor

Councillor Tony Ilott – Lead Member for Public Protection

Councillor Nigel Randall – The Council Representative on the Community Partnership Network

## Document Information

Appendix No	Title
None	N/A
Background Papers	
None	
Report Author	Ian Davies Director of Operational Delivery
Contact Information	030000 30 101 ian.davies@cherwellandsouthnorthants.gov.uk

## Cherwell District Council

### Council

18 July 2016

#### Statement of Community Involvement 2016

### Report of Head of Strategic Planning and the Economy

This report is public

#### Purpose of report

To present the results of public consultation on the draft Statement of Community Involvement (SCI) 2016 and to seek adoption of the completed SCI as Council policy.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To adopt the completed Statement of Community Involvement (SCI) 2016 presented at Appendix 1 to this report as Council policy subject to final presentational requirements.
- 1.2 To note that upon adoption the SCI 2016 will replace the current adopted SCI 2006.

#### 2.0 Introduction

- 2.1 A completed Statement of Community Involvement 2016 is presented at Appendix 1. It was approved by Executive on 4 July 2016 for presentation to Council (<http://modgov.cherwell.gov.uk/ieListDocuments.aspx?CId=115&MId=2743>).
- 2.2 The Council as Local Planning Authority must produce a Statement of Community Involvement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended).
- 2.3 The SCI sets out who the Council will engage with in the preparation of its planning policy documents and how and when they will be engaged. The SCI also includes how the Council will consult on planning applications. Its aim is to encourage community and stakeholder involvement and set out clear expectations of the Council. The SCI therefore sets the framework for planning-related consultations which will ensure there is genuine involvement in plan-making. It also enables the Council to demonstrate how it has met statutory requirements. In undertaking Local

Plan Examinations, Planning Inspectors consider whether Plans have been prepared in accordance the relevant SCI in assessing legal compliance.

- 2.4 The existing SCI was adopted by the Council in July 2006. Since then there have been a number of changes to both planning legislation and policy. Technological advances, including increased use and availability of electronic communications such as email and the internet, have also changed the way public consultation is undertaken. The Council is at the early stage of producing a number of new planning policy documents which will require community and stakeholder involvement. It is therefore appropriate to complete a new SCI.
- 2.5 SCIs are no longer defined as 'Development Plan Developments'. They are no longer required to be submitted to the Secretary of State for formal public examination and there is no statutory requirement to consult on an SCI. However, in view of their purpose, their use in preparing and examining planning policy documents, and their relevance to the preparation of applications for planning permission, it was decided by the Executive on 4 January 2016 to consult on the draft SCI 2016 before it was completed and presented for adoption (<http://modgov.cherwell.gov.uk/ieListDocuments.aspx?CId=115&MId=2566>). Consultation assists in the production of a robust SCI.
- 2.6 Following the approval by the Executive on 4 January 2016, the draft SCI 2016 was published for public consultation between 29 January and 11 March 2016. A number of consultation responses were received which are summarised at Appendix 2 to this report. The completed SCI presented at Appendix 1 takes into account those responses and other changes suggested by officers to improve the document. The changes made since the meeting of the Executive on 4 January are underlined. Council's adoption of the SCI is now sought. Upon adoption it will replace the SCI adopted in July 2006 with immediate effect.

### **3.0 Report Details**

- 3.1 The SCI needs to comply with statutory requirements and Government policy for plan making and consultation on planning matters. However, the Government no longer provides guidance on how to produce a SCI. It is for planning authorities to decide how they will prepare their own SCI.
- 3.2 The completed SCI 2016 responds to number of changes to the planning system, including the latest plan-making regulations, the Duty to Co-operate with prescribed bodies and Neighbourhood Planning introduced by the Localism Act 2011.
- 3.3 The Council is producing a number of planning documents which involve community engagement and consultation. It is therefore important to have an up to date policy for community involvement. Documents being produced include Local Plan Part 2, the Partial Review of Local Plan Part 1 and a number of Supplementary Planning Documents (SPDs). Although the Community Infrastructure Levy (CIL) is a charge rather than a planning policy document, the consultation stages for CIL have been set out in the SCI. The Local Development Scheme that was approved by Executive on 4 January 2016 provides the programme for the completion of these projects.



- 3.4 The completed SCI 2016 clearly sets out the key stages for preparing the above documents, the methods of community engagement that will be employed and how and when people will be consulted. The only significant proposed retraction is to cease depositing planning policy documents on the County Council's mobile library service. Wider access to the internet makes this possible and there is little space on the mobile libraries for reviewing what are often detailed documents. A notable addition is the inclusion of Banbury Town Council as a specified 'deposit' location for documents. It is understood that building work at the time the 2006 SCI was prepared had prevented this.
- 3.5 Neighbourhood Plans can be produced by Town and Parish Councils. The consultation responsibilities for the preparation of those plans does not lie with this Council and the SCI relates only to the District Council's functions as Local Planning Authority. However, this Council is responsible for seeking representations on the submitted plans, organising referenda, and formally 'making' the final plans. The SCI therefore has some relevance and sets out the formal requirements. The Council's requirements in respect of Sustainability Appraisal and Habitats Regulations Assessment are also captured.
- 3.6 The completed SCI 2016 also clarifies the process for consulting on planning applications. It establishes how the Council expects applicants to engage with communities in preparing applications, particularly for major development. This part of the SCI has been prepared in consultation with the Head of Development Management.
- 3.7 The consultation on the draft SCI 2016 from January to March 2016 generated 12 responses which were made by Parish Councils, planning agents and local residents. The consultation responses, summarised at Appendix 2 to this report, have been taken into consideration by officers. Some minor amendments to the SCI have resulted from this. These and other changes made by officers to further improve the SCI are shown underlined in the completed document at Appendix 1. In brief, the main issues raised through the consultation exercise are:
- no reference is made specifically to Parish Meetings
  - concerns about the length and timing of consultation periods for understanding and responding to the number of consultation documents
  - the Council's website not being user friendly
  - request for explanations to be provided to Parish Councils where decisions on planning applications have overruled objections
  - engagement during the preparation of Local Development Documents
- 3.8 Officer responses to the comments made are provided within Appendix 2 to this report.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 A new Statement of Community Involvement is required. Following consultation on a draft document earlier this year, changes have been made and a completed SCI 2016 is presented for adoption at Appendix 1. The completed SCI is considered to be an appropriate basis for community engagement and stakeholder consultation on planning policy documents and in the consideration of planning applications. The

SCI was approved by Executive on 4 July 2016 and it is recommended that the Council adopt the SCI as policy. Upon adoption it will replace the existing SCI 2006 with immediate effect.

## **5.0 Consultation**

5.1 Internal briefing: Councillor Colin Clarke, Lead Member for Planning

## **6.0 Alternative Options and Reasons for Rejection**

6.1 *Continue to use the SCI that was adopted in July 2006.*

This is not recommended as although the SCI 2006 is comprehensive, it is dated. It does not reflect changes to plan-making and development management processes.

6.2 *To reconsider the content of the proposed SCI 2016*

The completed SCI 2016 has been produced having regard to statutory and policy requirements for plan-making and development management. Examples of recently approved SCIs have been considered. Public consultation has been undertaken. It is considered by officers to be appropriate for formal adoption.

## **7.0 Implications**

### **Financial and Resource Implications**

No significant direct financial implications arising from this report. The cost of implementing the final SCI 2016 as proposed can be met within existing budgets and is likely to be comparable with the existing SCI 2006.

Comments checked by:

Paul Sutton, Chief Finance Officer, tel. 0300-003-0106

[Paul.Sutton@cherwellandsouthnorthants.gov.uk](mailto:Paul.Sutton@cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

The Council has a legal duty to produce an SCI under the Planning and Compulsory Purchase Act 2004 (as amended).

Comments checked by:

Nigel Bell, Team Leader – Planning & Litigation, tel. 01295 221687,

[nigel.bell@cherwellandsouthnorthants.gov.uk](mailto:nigel.bell@cherwellandsouthnorthants.gov.uk)

## **8.0 Decision Information**

### **Wards Affected**

All

## Links to Corporate Plan and Policy Framework

This report directly links to all four of the corporate priorities and objectives set out in the Cherwell District Council Business Plan 2016-17 as follows:

- A district of opportunity
- Safe, green, clean
- A thriving community
- Sound budgets and customer focused council

## Lead Councillor

Councillor Colin Clarke - Lead Member for Planning

## Document Information

Appendix No	Title
Appendix 1	Statement of Community Involvement 2016 for Council
Appendix 2	Summary of consultation responses, officer response and proposed changes
Background Papers	
None	
Report Authors	Yuen Wong, Senior Planning Officer David Peckford, Planning Policy Team Leader
Contact Information	<a href="mailto:yuen.wong@cherwell-dc.gov.uk">yuen.wong@cherwell-dc.gov.uk</a> ext. 1850 <a href="mailto:david.peckford@cherwell-dc.gov.uk">david.peckford@cherwell-dc.gov.uk</a> ext. 1841

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# Statement of Community Involvement 2016

**for Council**

## **CHERWELL DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT July 2016**

Planning Policy Team  
Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
OX15 4AA

[planning.policy@cherwell-dc.gov.uk](mailto:planning.policy@cherwell-dc.gov.uk)  
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DISTRICT COUNCIL  
NORTH OXFORDSHIRE



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## I. Introduction

### What is the Statement of Community Involvement?

- I.1 This Statement of Community Involvement (SCI) sets out who Cherwell District Council will engage with in preparing key planning policy documents and how and when they will be engaged. The SCI also includes how the Council will consult on planning applications. Its aim is to encourage community and stakeholder involvement. The SCI sets the framework for planning-related consultations which will ensure there is genuine involvement in plan and decision making. It will also enable the Council to demonstrate how it has met statutory requirements. The SCI was consulted upon from 29 January to 11 March 2016.

### Why is a new Statement of Community Involvement required?

- I.2 The Council as Local Planning Authority must produce a Statement of Community Involvement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). The Council must comply with the adopted SCI in preparing relevant planning policy documents and in determining planning applications. The previous SCI was adopted by the District Council in July 2006. Since then there have been a number of changes to both planning legislation and policy, particularly as a result of the Localism Act 2011. Technological changes including the increased use and availability of electronic communications such as email and the internet, including social media, have also changed the way public engagement takes place. It was therefore appropriate to prepare a new SCI. Future changes to statutory requirements might affect how the SCI is implemented. Significant changes may necessitate a review.

### Structure of the Statement of Community Involvement

- I.3 The SCI is structured as follows:

- 'Context'
  - sets out the relevant national planning context
  - provides an overview of the plan making system
- 'Community Involvement in Plan Making'
  - provides an overview of the process, and what is required in relation to Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), Neighbourhood Development Plans (NDPs), the preparation of a potential Community Infrastructure Levy (CIL) and planning applications. This section also includes a section on engagement methods.
- 'Reviewing and Monitoring the SCI'
  - sets out how the SCI will be monitored and under what circumstances it might be reviewed.
- Appendices



## 2. Context

### Legal Requirements

2.1 The Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). It needs to comply with statutory requirements for plan making and consultation on planning matters. However, the Government no longer provides guidance on how to produce a SCI. It is for local planning authorities to decide how they will prepare their own SCI.

### *Changes to Primary Legislation*

2.2 This SCI addresses a number of changes to the planning system, including the statutory Duty to Co-operate with prescribed bodies and Neighbourhood Planning introduced by the Localism Act 2011.

2.3 The main changes affecting the SCI are:

- Duty to Co-operate - The Act establishes the duty to co-operate in relation to the planning of sustainable development. It requires a Local Planning Authority (LPA) to engage constructively, actively and on an on-going basis on strategic matters with other LPAs and designated bodies.
- Neighbourhood Planning - The Act introduces a new tier of planning policy documents known as Neighbourhood Development Plans (NDP). Parish and Town Councils are able to prepare an NDP for all or part of their area. The LPA has a duty to support the preparation of such a plan, including the appointment of a person to examine the document and hold a referendum. Any plan needs to conform with the strategic elements of the Development Plan and national policy. As the SCI relates to the District Council's functions as Local Planning Authority, the SCI cannot legally be applied to the functions of Town and Parish Council's in preparing their Neighbourhood Plans. However, it has some relevance to the District Council's statutory requirements to process and formally seek representations on Neighbourhood Plans once they have been formally submitted.

2.4 It is possible that primary legislation will be amended as the Council produces its planning documents. Any significant change that affects community involvement may lead to a need to review the SCI.

### *Town and Country Planning (Local Development) (England) Regulations 2012*

2.5 These Regulations were introduced in 2012 and are the main 'rules' for the preparation of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Key Regulations include:

- Regulation 2 – states the 'specific' and 'general' consultation bodies
- Regulations 12 and 13 – public participation in the preparation of Supplementary Planning Documents (SPDs)
- Regulation 14 – adoption of SPDs
- Regulation 18 – public participation in the preparation of a local plan
- Regulation 19 – publication of a local plan
- Regulation 20 – representations relating to a local plan

- Regulation 22 – submission of documents and information to the Secretary of State
- Regulation 24 – Independent examination on a local plan
- Regulation 25 – publication of recommendations following an examination
- Regulation 26 – adoption of a local plan
- Regulation 35 – availability of documents
- Regulation 36 – copies of documents

*Neighbourhood Planning Regulations (April 2012) (as amended)*

2.6 The Neighbourhood Planning (General) Regulations contain the provisions for neighbourhood planning, introduced by the Localism Act. This includes the procedures for setting up neighbourhood areas and forums and for preparing NDPs, neighbourhood development orders and community right to build orders. Key Regulations include:

- Regulation 7 – Designation of an area application
- Regulation 16 – Consultation on the submission Neighbourhood Development Plan
- Regulation 19 and 20 – Decision and publication of the made Neighbourhood Development Plan

*The Community Infrastructure Levy Regulations (April 2010) (as amended)*

2.7 The CIL Regulations set out the provisions for CIL introduced by the Planning Act 2008. They prescribe the procedures and the bodies to be consulted during the preparation of a CIL. Key Regulations include:

- Regulation 15 – Stakeholder engagement and consultation on the preliminary draft charging schedule
- Regulations 16 and 21 – Consultation on the draft charging schedule
- Regulation 19 – Submission of charging schedule
- Regulation 25 – Approval of charging schedule

2.8 Significant changes to statutory regulations or other secondary legislation may necessitate a future review of the SCI.

Planning Policy and Guidance

*National Planning Policy Framework (NPPF) (March 2012)*

2.9 The National Planning Policy Framework (NPPF) sets out a presumption in favour of sustainable development and identifies the following roles for the planning system:

- Economic - building a strong economy by ensuring the right type of land is available in the right places to support growth, including the provision of infrastructure.
- Social - supporting strong, vibrant and healthy communities, by providing sufficient housing to meet the needs of future generations, and creating a high quality environment with accessible local services that reflect the community's needs.
- Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.

- 2.10 The NPPF promotes a plan-led system, and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.
- 2.11 The NPPF sets out that LPAs should approach decisions on planning applications in a positive way to help deliver sustainable development, that they should look for solutions rather than problems, and that they should work proactively with applicants to secure development that improves the economic, environmental and social conditions of an area.
- 2.12 The NPPF states that Local Planning Authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.
- 2.13 It makes clear that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.

#### *Planning Practice Guidance*

- 2.14 Planning Practice Guidance (PPG) provides advice on a wide range of topic areas including the Duty to Co-operate; Local Plans, Neighbourhood Planning, Community Infrastructure Levies (CIL) and consultation on planning applications. It is updated by the Government on an on-going basis.
- 2.15 The PPG advises that Local Planning Authorities will need to identify and engage at an early stage with all those that may be interested in the development or content of the Local Plan, including those groups who may be affected by its proposals but who do not play an active part in most consultations. Those communities contemplating or pursuing a Neighbourhood plan will have a particular interest in the emerging strategy, which will provide the strategic framework for the neighbourhood plan policies. The PPG states that the Local Planning Authority will also need to ensure that it works proactively with other authorities on strategic cross boundary issues in line with the duty to cooperate.

#### Overview of the plan making process

##### *Local Development Scheme*

- 2.16 The Local Development Scheme (LDS) is a rolling business plan for the preparation of key planning policy documents that will be relevant to future planning decisions. It outlines the programme and resources for completion and adoption of each relevant planning document. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that the Council prepares and maintain a LDS.

##### *Development Plan*

- 2.17 The statutory term for formally adopted Development Plan Documents and 'made' Neighbourhood Plans. The Development Plan can include 'saved policies' from earlier adopted plans. Applications for planning permission must be determined in accordance with the Development Plan unless material considerations indicate otherwise. A material planning consideration is one which is relevant to making the planning decision in question.

*Development Plan Documents*

- 2.18 Development Plan Documents (DPDs) are plans which set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy and community facilities and infrastructure as well as a basis for safeguarding the environment, adapting to climate change and securing good design. DPDs are critical tool in guiding decisions about individual development proposals and generally look forward fifteen to twenty years. Upon completion they are adopted as part of the statutory Development Plan. The adopted Cherwell Local Plan 2011-2031 (Part 1) is a Development Plan Document.

*Supplementary Planning Documents*

- 2.19 Supplementary Planning Documents (SPDs) expand upon and provide further detail to policies in DPDs. They must be consistent with DPDs and, where relevant, can be considered in determining planning applications. However, they do not form part of the statutory Development Plan.
- 2.20 SPDs can be used to provide additional guidance on the development of a specific site or on a particular issue such as parking or design.

*Neighbourhood Planning*

- 2.21 The Localism Act introduced a new right for local communities to draw up Neighbourhood Development Plans (NDPs) for their areas. Neighbourhoods can also grant planning permission through specific Neighbourhood Development Orders (NDOs) or Community Right to Build Orders.
- 2.22 NDPs are required to reflect strategic policies in an up to date Local Plan, and should plan positively to support those policies. A Neighbourhood Plan should not promote less development than is set out in a Local Plan, nor undermine the strategic policies within a Local Plan. A LPA has a duty to support the preparation of an NDP, though is not involved in all stages of preparation.
- 2.23 The preparation of an NDP is optional. However, the Council, as a LPA, has a significant role in managing the formal stages of the preparation process and ensuring that the Neighbourhood Planning Regulations are complied with. Neighbourhood Plans are not 'Development Plan Documents' but once they are 'made' they become part of the statutory Development Plan.

*Community Infrastructure Levy*

- 2.24 The Community Infrastructure Levy (CIL) is a charge that allows local authorities to raise funds from most types of new development in their area to help fund infrastructure to support development growth. This could include open space, leisure centres, cultural and sport facilities, transport schemes, schools among other requirements. Local authorities wanting to introduce a CIL charge in their area must produce a Charging Schedule which sets out the levy rate(s) that the authority will charge. The rate is charged per square metre of new floor space created and the charge is non-negotiable. The Community Infrastructure Regulations 2010 (as amended) sets out the procedure that charging authorities must follow prior to adopting a Charging Schedule. Any review of the CIL charging schedule (a schedule of the CIL rates for different land uses or development types and areas of the District) will also be subject to consultation.

*Sustainability Appraisals and Strategic Environmental Assessment*

- 2.25 The Council is required to assess the social, environmental and economic implications of policies and proposals of DPDs and SPDs where it is relevant to do so. Sustainability Appraisals (SAs) and Strategic Environmental Assessments (SEAs) will help to test the soundness of planning policy documents by ensuring they reflect sustainable development objectives, as well as being consistent with each other in terms of their objectives and policies. The Council will consult the local community on its SAs and involve key stakeholders in its preparation. Parish Councils (or other Neighbourhood Forums) may also be required to undertake SEA in preparing Neighbourhood Plans. There is no longer a specific requirement for a SA to be produced for all SPDs.

*Habitats Regulations Assessment*

- 2.26 Habitats Regulations Assessment (HRA) is required under the European Directive 92/43/EEC on the "conservation of natural habitats and wild fauna and flora for plans" that may have an impact of European (Natura 2000) Sites. It will determine if a document, such as a DPD, contains proposals that are likely to have a significant effect on international sites (such as the Oxford Meadows Special Area of Conservation which falls within the district). The Habitats Regulations 2010 (as amended) requires: "*The plan-making authority must for the purposes of the assessment consult the appropriate nature conservation body and have regard to any representations made by that body within such reasonable time as the authority specify.*" (Reg 102 (2)) It continues stating "*They must also, if they consider it appropriate, take the opinion of the general public, and if they do so, they must take such steps for that purpose as they consider appropriate.*" (Reg 102 (3)).

*Annual Monitoring Report*

- 2.27 An Annual Monitoring Report (AMR) reviews progress on Local Plans and includes monitoring information on employment, housing and natural environment. An AMR is the tool that can be used to lead to policy change if the policies in the Local Plan are not achieving the desired results. There is no requirement to consult on the AMR but it must be made publicly available.





**3. Community Involvement in Plan Making**

3.1 Cherwell District Council has a duty to put in place a framework of planning policies (known as the Local Plan) which will be used to guide development proposals and to help determine planning applications. As part of the preparation of these planning policies and supporting documents there are statutory stages of consultation that must be undertaken to allow the public and stakeholders to have their say on what is being proposed.

Type of engagement methods

3.2 There are a range of methods by which the Council will seek to engage with relevant bodies and the local community in the preparation of its planning documents. These are set out in Table I below. The methods of engagement have one of three purposes:

- Information – to provide the community with balanced, clear and easily understood objective information to assist them in understanding the problem, alternative or solutions
- Consultation – to obtain the views of the community on proposals, analysis, alternatives or decisions
- Participation – to partner with the community in each aspect of the decision making process, including the development of alternatives and identification of the preferred position. Working cooperatively to seek mutually beneficial outcomes



3.3 The method of engagement will depend on its purpose, whether the scope of engagement is proportionate to the issues and stage of preparation, and ‘value for money’ considerations

such as the staff resources required and direct costs. The possible engagement methods are listed in Table I.



**Table I: Engagement methods**

Engagement method	Purpose	Commentary
'Cherwell Link'	Information	The District Council's free publication 'Cherwell Link' is sent to every household in the District and can be used to disseminate information about the plan making process, emerging issues and consultation events. This offers an opportunity to reach every household in Cherwell.
Council Meetings	Information	<p>While the public are not able to automatically take part in the majority of scheduled Council meetings they are able to attend most, where they will be able to listen to the debate when the Council makes decisions on key issues and can request to address the meeting. Advanced notice is required and restrictions apply (please see Council's Constitution). It is important in a transparent planning system that the public are fully aware of the issues being debated and have access to observing the decision making process.</p> <p>The Local Development Documents (LDDs) will be considered either the Council's Executive or by full Council as set out in the Council's Local Development Scheme. The agendas and the minutes of previous Council meetings are available on the Council's website normally five days before the meeting takes place. The Council also offers live website broadcasting of some Council meetings. More details on this and Council meeting dates can be found on the Council's website at <a href="http://www.cherwell.gov.uk">www.cherwell.gov.uk</a></p>
Emails	Information	Emails are an affordable and effective method of communication for

		<p>raising awareness, keeping people informed and receiving feedback. Emails will be used as part of statutory and non-statutory consultation. The Planning Policy Team maintains a consultation database of those people who are automatically notified about relevant planning policy consultations. People who respond to consultations are added to the database and the Council is obliged to contact certain specific consultation bodies.</p> <p>People who wish to be added to or removed from the database can contact the Planning Policy Team on 01295 227985, by email to <a href="mailto:planning.policy@cherwell-dc.gov.uk">planning.policy@cherwell-dc.gov.uk</a> or by post to the Planning Policy Team at the Council's offices.</p> <p>For easy reference, emails can also contain hyperlinks to documents on the website. Where email addresses are provided to the Council, by preference emails will be used rather than letters.</p> <p>People who have registered on the Council's Public Access system will receive notifications on certain planning applications.</p>
Exhibitions	Consultation / Participation	<p>Exhibitions are a useful way of presenting information and options to the public, especially local communities. They are an effective visual tool and provide the community with the opportunity to question and resolve issues. They are also a good tool for reporting back the findings of previous consultation exercises. Exhibitions are able to reach large numbers of people if well-advertised. They provide the opportunity for face-to-face contact between Council representatives and local communities.</p>
Focus Groups / Forums	Participation	<p>Focus groups or forums enable local people to discuss planning issues. Focus groups can help local authorities to gain a better understanding of public concerns and help focus consultations in specific matters.</p> <p>Members of the community can sometimes be employed to undertake the engagement exercise and this can help in overcoming barriers. People may be more likely to respond to messages from similar or related groups. Alternatively a representative from an organisation or group could be employed to liaise with specific groups.</p>
Frequently Asked Questions	Information	<p>As appropriate the Council will issue a set of Frequently Asked Questions to supplement a consultation where there are known issues and questions that are likely to arise.</p>
Letters	Information	<p>A traditional but effective method as potentially everyone can be targeted in this way. To ensure high standards in efficiency, the Council will need to keep the consultation database of community members and stakeholders up-to-date so that they could be notified with updates. Letters will be used to accompany new material for consultation and ask for comments.</p> <p>The Planning Policy Team maintains a consultation database of those people who are automatically notified about relevant planning policy consultations. People who respond to consultations are added to the database and the Council is obliged to contact certain specific</p>

		<p>consultation bodies.</p> <p>People who wish to be added to or removed from the database can contact the Planning Policy Team on 01295 227985, by email to <a href="mailto:planning.policy@cherwell-dc.gov.uk">planning.policy@cherwell-dc.gov.uk</a> or by post to the Planning Policy Team at the Council's offices. Where email addresses are provided to the Council, by preference emails will be used rather than letters.</p> <p>Letters of notification on planning applications will be sent out to those who will be affected to advise on the planning application number, proposal and ways to comment.</p>
Online Consultation	Consultation	<p>Online consultation works in conjunction with other consultation techniques and can offer community stakeholders the opportunity to respond to consultations online. It can be used in tandem with online questionnaires to provide responses to consultations.</p> <p>The Planning Policy Team does not presently operate a formal on-line consultation system. If it chose to do so in the future, or if an on-line consultation system were to be used for a particular consultation, people registered on the Planning Policy Team's consultation database would be notified in advance.</p>
Paper copies of documentation	Information	<p>Paper copies of key consultation material will be made available at the 'deposit locations' such as in local libraries (please see Appendix 4 for deposit locations). Where consultations are supported by supplemental documents such as technical evidence, it may only be practicable and cost effective to make those documents available in hard copy at the Council's main offices at Bodicote House. Key planning policy documents that could affect an area of a Town/Parish Council/Meeting(s) within the district will generally be sent in hard copy to the relevant Town/Parish Council/Meeting(s). Copies of adopted Development Plan Documents will be sent to all Town/Parish Councils/Meetings within the district as a matter of course. Any person may make a request to the Planning Policy Team for a copy of such a document but a reasonable charge may need to be made. Copies of documents can also be obtained in large print, Braille, audio tape or in other languages. All published documents will be made available electronically.</p>
Meetings with Parish Councils/Meetings	Information and Participation	<p>As appropriate, meetings and workshops between the Council and Parish Council/Meeting(s) will be held to discuss particular issues or for the preparation of Neighbourhood Development Plans.</p> <p>Parish Liaison meetings between the Council and representatives of Parish Councils/Meetings are held twice a year. The purpose is to raise and discuss issues of mutual interest and so Councillors can effectively relay information to local residents. Updates from the Planning Policy Team will be provided at the Parish Liaison meetings when necessary.</p>
Meeting / Discussions with Stakeholders	Information and Participation	<p>As appropriate, meetings and discussions with stakeholders to assist understanding of issues and potential options.</p>

<p>Planning Aid England</p>	<p>Participation</p>	<p>Planning Aid England offers independent planning advice and support to individuals and communities. It is funded by the Royal Town Planning Institute (RTPI) and considers that everyone should have the opportunity to get involved in planning their local area. Its work is supported by volunteers who have a range of skills, interests and expertise. Five main services and types of support are offered:</p> <ul style="list-style-type: none"> <li>• Free planning advice and guidance – website and advice line</li> <li>• Bespoke support for eligible individuals and communities</li> <li>• Outreach and capacity building</li> <li>• Neighbourhood Planning</li> <li>• Online resources and guides</li> </ul> <p>Planning Aid can provide independent advice to help the community to comment on planning applications and get involved in the preparation of Development Plan Documents. It can also offer support for local communities particularly in respect to preparing Neighbourhood Development Plans.</p>
<p>Planning for Real®</p>	<p>Participation</p>	<p>‘Planning for Real’ is a highly visible, hands on community empowerment tool that is used to encourage people to get involved in planning by developing their own ideas on how communities can be improved. A large 3 dimensional model of a neighbourhood is constructed, preferably by local people, and is used specifically to address areas where major change is proposed. ‘Planning for Real’ provides an opportunity that people of all abilities and backgrounds find easy and enjoyable to engage in.</p>
<p>Posters / Leaflets</p>	<p>Information</p>	<p>Posters and Leaflets are a good way of presenting planning issues in a graphical form and are easy to understand. They can provide the reader with a quick overview of issues and provide contact details for further information on how to get involved. Distribution of posters and leaflets can be an effective way to raise awareness. They can either be delivered to households alone or with other Council mail outs to save postage costs. They can also be left at the deposit locations (please see Appendix 4) and, with agreement, in other locations accessible to the public.</p>
<p>Press Releases</p>	<p>Information</p>	<p>Press releases are one of the most effective ways of distributing planning and development information to large numbers of people and generating public debate. Press releases are published through the Council’s Communications Team and made available through the Council’s website. They may include details of consultation events, key stages in producing a planning document or specific planning matters. When required, and agreed in consultation with the Council’s Communications Team, press briefings may be held.</p>
<p>Public Meetings / Workshops</p>	<p>Participation</p>	<p>Meetings can assist the Council in presenting information and proposals within a forum that facilitates immediate discussion and feedback. Meetings will be used in conjunction with other techniques and not as the only consultative tool as the participants do not always reflect the views of the wider community. Where appropriate the Council will use independent facilitators to run public meetings to</p>

		<p>ensure that everyone has the opportunity to be involved and provide advice on how to maximise the benefits of community consultations.</p> <p>Workshops can be organised to encourage a wide range of issues and options to be debated and discussed in an interactive environment. These may help on specific topics, for example housing, employment or open spaces. Workshops will be held in accessible locations appropriate for the subject issues and will be held at times of the day best suited for appropriate community involvement.</p>
Questionnaires / Response Forms	Consultation	<p>Questionnaires and response forms are a structured way of obtaining information, which can be easily statistically analysed. They are convenient, economic and thus a good starting point, but need to be well structured and ensure that the questions are not leading. They can be completed and returned to the Council by post or can be set up so that they can be returned electronically online. Questionnaires / response forms do not always achieve high rates of return and therefore must be used as part of wider consultations.</p>
Review Sessions	Participation	<p>Review Sessions are a useful method for providing feedback, monitoring progress and maintaining momentum on a variety of planning issues. Sessions can be held weeks, months, or even years after a consultation event or other community planning initiative during which all those involved in a previous activity are invited back to a review session. Invitations can also be extended to those who may wish to become involved in the future. Where review sessions are used they will appraise current progress, evaluate earlier initiatives and determine the way forward.</p>
Social Media	Information	<p>Social media are now a primary source of information and news for many people. Associated with this is a declining reliance on traditional forms of mass media such as newspapers. The Council's Communications Team will therefore be notified about consultations on planning policy documents so that it can release information via Facebook and Twitter, the two most commonly used social media. However, social media will only be used as a method of notification. Formal comments on Planning Policy consultations and applications will need to be received by email or by letter (or Public Access for applications) with names and addresses provided.</p>
Statutory Notices	Information	<p>Formal advertisements such as statutory notices in local newspapers will be used when necessary during the process of key planning documents production to inform the community of various key consultation dates and the publication of documents. The Council will publish notices in the Banbury Guardian and/or the Bicester Advertiser and/or the Oxford Mail depending on the geographic area affected.</p>
Other Public Notices	Information	<p>Planning applications are advertised in the affected areas and local papers.</p> <p>For particular policy consultations Council officers may consider it appropriate to use site or parish notices. For example, they are produced to advertise consultation on applications to have</p>

		Neighbourhood Areas designated and on submitted Neighbourhood Plans.
TV and Radio	Information	TV and Radio offer the potential to reach a wide range of people and can be used to disseminate information quickly and effectively. TV offers a highly visible approach to planning issues and radio offers a forum for topical debate. Information presented in this way would be arranged through the Council's Communications Team.
Website	Information	<p>The internet provides quick and efficient opportunities for interested stakeholders to engage in the planning process and access up-to-date information on the Local Development Documents (LDDs) process. The Planning Policy Team advertises consultations, publishes its latest news and maintains its library of documents on-line. The Planning Policy homepage is available at <a href="http://www.cherwell.gov.uk/planningpolicy">www.cherwell.gov.uk/planningpolicy</a>. . The Development Management service ensures that planning applications can be accessed via a public access system at <a href="http://www.publicaccess.cherwell.gov.uk/">http://www.publicaccess.cherwell.gov.uk/</a>. Weekly or monthly lists for all planning applications can be accessed. The Council's website address is <a href="http://www.cherwell.gov.uk">www.cherwell.gov.uk</a> .</p> <p>For communities and stakeholders, the internet offers:</p> <ul style="list-style-type: none"> <li>• readily accessible information on proposals, opportunities, constraints and studies</li> <li>• a platform on which organisations can respond to issues known to be of community concern</li> <li>• a way for people to invite others to comment on the specific proposals and a means of receiving feedback</li> <li>• an interactive medium allowing discussion and debate.</li> </ul> <p>The Council will publish on its website regular updates on the progress of the LDD's, proposal documents and provide contact details for the Planning Policy Team.</p>

Who will we engage?

3.4 A public sector Equality Duty came into force across Great Britain on 5 April 2011. It means that public bodies have to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:

- eliminate discrimination
- advance equality of opportunity
- foster good relations between different people when carrying out their activities.

3.5 Having due regard means consciously thinking about the three aims of the Equality Duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies.

3.6 Cherwell District Council's Equality Vision in its Equality and Diversity Framework is:

*'Cherwell District Council, working to ensure equality, access and fairness in all we do'*

3.7 The Council intends that all people have the opportunity to have their say in how Cherwell District is spatially planned irrespective of their differences including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

3.8 The Council publishes its planning policy consultations on a geographic basis and any individual may comment. On occasions, it may be appropriate to narrow the geographic scope of the consultation, for example for a planning matter that only affects a particular town or parish.

3.9 The scope of a consultation will only be narrowed to a specific group of stakeholders if the consultation is only relevant to that group. Similarly, there might be a need to produce technical evidence with the particular input of a specific group of stakeholders; for example the Travelling Communities on their accommodation needs or a developer panel to assess issues of development viability. A 'tailored' approach to engagement may sometimes be needed.

3.10 The Town and Country Planning (Local Development) (England) Regulations 2012 identify Specific and General Consultation Bodies that the Council has to consult in preparing Local Plans and Supplementary Planning Documents at certain stages of their preparation. Specific Consultation Bodies must be consulted where the Council consider that the proposed subject matter will be of interest to them. The Council must consult such of the General Consultation Bodies as the Council considers appropriate. There is also a requirement that the Council invites representations from such residents and persons carrying on business as it considers appropriate.

3.11 The Specific and General Consultation Bodies presently prescribed by the Regulations for Local Plans and SPDs are presented at Appendix I.

3.12 The Council will maintain a consultation database of specific and general consultees and others that have expressed a specific interest to be consulted. Where consultation is required in the production of a Local Development Document (LDD) or other policy document, the Council will normally notify all those on the Planning Policy consultation database. When an individual or organisation makes a representation on a planning policy document they will be added to the consultation database. People who wish to be added to or removed from the database can contact the Planning Policy Team on 01295 227985, by email to [planning.policy@cherwell-dc.gov.uk](mailto:planning.policy@cherwell-dc.gov.uk) or by post to the Planning Policy Team at the Council's offices. A postal registration can be requested (rather than email) if required or preferred.



*Duty to Cooperate*

- 3.13 Section 110 of the 2011 Localism Act inserts the Duty to Co-operate as a new Section 33A in the Planning and Compulsory Purchase Act 2004. Section 33A came into effect on 15 November 2011. It is not retrospective.
- 3.14 Section 110 of the Localism Act sets out the ‘Duty to Co-operate’. The Duty:
- relates to “sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is a strategic and has or would have a significant impact on at least two planning areas”;
  - requires that councils and public bodies “engage constructively, actively and on an ongoing basis” to develop strategic policies; and
  - requires councils to consider “joint approaches” to plan making.
- 3.15 Section 33A (1) and (3) of the 2004 Act impose a duty on a local planning authority to co-operate with other local planning authorities and other prescribed bodies when it undertakes certain activities, including the preparation of development plan documents, activities that can reasonably be considered to prepare the way for such preparation and activities that support such preparation so far as they relate to a strategic matter. This is to maximise the effectiveness with which those activities are undertaken.
- 3.16 Section 33A (4) states that a strategic matter is: “sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas.”
- 3.17 Section 33A (2) requires a local planning authority “to engage constructively, actively and on an on-going basis” in respect of the activities that are subject to the duty.
- 3.18 For Cherwell the local planning authorities that border Cherwell District are:
- Aylesbury Vale District Council
  - Buckinghamshire County Council
  - Northamptonshire County Council\*
  - Oxford City Council
  - Oxfordshire County Council
  - South Northamptonshire Council\*
  - South Oxfordshire District Council
  - Stratford-on-Avon District Council
  - Vale of White Horse District Council
  - Warwickshire County Council
  - West Oxfordshire District Council
- \* *Daventry District Council, Northampton Borough Council, South Northamptonshire Council and Northamptonshire County Council have established the West Northamptonshire Joint Planning Unit to prepare joint development plan documents, including the Joint Core Strategy and other joint Supplementary Planning Documents.*
- 3.19 The Oxfordshire Councils are assisted in meeting the Duty to Cooperate by an ‘Oxfordshire Growth Board’ (a joint committee) which includes the local authorities within the

Oxfordshire Local Enterprise Partnership (LEP) comprising, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council. It also includes co-opted non-voting named members from the following organisations:

- LEP: Chairman
- Oxford University
- Skills Board
- Harwell/Diamond Light Source
- LEP Business Representative
- LEP Oxford City Business Representative
- Homes and Communities Agency

3.20 In addition, when considering matters that sit under the purview of the Local Transport Board then Network Rail and the Highways England have the right to attend the Growth Board as non-voting investment partners.

3.21 The Growth Board is supported by officer and working groups as required. A separate Oxfordshire Planning Policy Officers (OPPO) group also assists engagement with the other Oxfordshire Councils on planning matters.

3.22 Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the other prescribed bodies for the purposes of implementing Section 33A of the 2004 Act. Of those bodies listed in the Regulation it is considered that the following bodies are relevant to Cherwell District:

- The Environment Agency
- Historic Buildings and Monuments Commission for England (Historic England)
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- The NHS Oxfordshire
- The Office of Rail Regulation
- The Highway Authority – Section 1 of the Highways Act 1980:
  - Oxfordshire County Council (Highways)
  - The Highways Agency (Highways England)
- Local Enterprise Partnerships:
  - The Oxfordshire Local Enterprise Partnership (OXLEP)
  - The South East Midlands Local Enterprise Partnership (SEMLEP)
- The Oxfordshire Local Nature Partnership

3.23 The Council will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to be engaged with and how. This may also provide an opportunity for joint working and establishing a shared evidence base. There will be ongoing engagement between Cherwell District Council and all the Oxfordshire local authorities on strategic priorities and cross boundary issues and as required on a bilateral basis.

#### *Sustainability Appraisal*

3.24 Local Planning Authorities are required to undertake SA for Local Plans under the Planning and Compulsory Purchase Act 2004. The SA incorporates the requirements for Strategic Environmental Assessment under European Directive 2001/42/EC. The SEA requirement

applies to relevant plans, policies (such as a Local Plan) but is not required for the SCI, the Local Development Scheme (LDS), Annual Monitoring Reports (AMRs) or the Community Infrastructure Levy (CIL). There is no obligation for Neighbourhoods Plans and Supplementary Planning Documents (SPDs) but SA/SEA can be necessary, particularly where the social, economic and environmental effects have not already been assessed during the preparation of a higher level Plan or programme.

- 3.25 Preparing a scoping report is part of the first required steps to meet the SEA Directive requirements. As part of the scoping work on the SA/SEA we will consult Natural England, Historic England (formerly known as English Heritage) and the Environment Agency and possibly others. As requested by the regulations there will be public consultation on other stages of the SA.

#### *Hard to reach groups*

- 3.26 The Council will use a wide range of engagement methods as referenced earlier in seeking to engage with 'Hard to Reach' groups, particularly in the context of the Equality Duty. The use of the term 'Hard to Reach' simply highlights that there may be groups of people within the wider Cherwell community that would not readily use or access the planning system, may be unfamiliar with the Council, but which because of their needs and priorities are potentially affected by planning issues and policies. Examples might include some older or younger people, those with disabilities or those within the Travelling Communities.
- 3.27 To engage with such people, officers may need to employ engagement methods that will help to overcome the barriers that prevented them from participating in the first place. For example, this might include using specialist advisers, third parties, interpreters or specific facilities for disabled people, etc. With regard to arranging consultation events, flexibility over the timing, location and venue may also need to be considered. Council officers will determine the most appropriate way for engaging with hard to reach groups taking specialist advice where required. This might mean tailoring the engagement methods employed.



When will we engage?

- 3.28 Relevant regulations set out the stages in the preparation process for each type of planning document, when we must formally publish the documents for comment, and for how long. These requirements will always be met. The SCI reflects statutory requirements for the length of formal consultation periods. Additional days will be added where statutory Public Holidays (England) fall within the formal consultation period. The early stage of plan preparation will involve engagement with specific stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Engagement will continue on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. Stakeholders wishing to discuss specific policy matters can contact the Council's Planning Policy Team directly.

*Consultation Stages*

- 3.29 The opportunity for community involvement in the preparation of planning policy documents is summarised below:

## Documents Produced by Cherwell District Council

- **Development Plan Documents (DPDs)**
  - Formal consultation on issues and options
  - Stakeholder engagement in considering issues and options
  - Formal consultation on Sustainability Appraisal
  - Stakeholder engagement in developing proposals
  - Formal consultation on proposals
  - Participation in the formal examination of plans (those seeking a change to the proposed Plan)

- **Supplementary Planning Documents (SPDs)**
  - Stakeholder engagement in preparing the SPD
  - Formal consultation on the draft SPD
  
- **Community Infrastructure Levy Charging Schedule**
  - Stakeholder engagement
  - Formal consultation on a Preliminary Draft CIL Charging Schedule
  - Formal consultation on the Draft CIL Charging Schedule (public participation)
  - Participation in the formal examination (Inspector to invite participants)

Produced by Parish or Town Councils or designated Neighbourhood Forums

- **Neighbourhood Plans**
  - Formal consultation on the designation of Neighbourhood Area or Forum (by Cherwell District Council)
  - Pre-Submission consultation in preparing a draft Plan (by the Parish/Town Council of designated Forum)
  - Formal consultation on a plan proposal (by Cherwell District Council)
  - Community Referendum (organised by Cherwell District Council)

How will we engage?

3.30 The tables below describe the formal stages of document production, explaining how community involvement will take place. Significant changes in circumstances may lead to a review of the SCI.

**Table 2: Local Plans (Development Plan Documents)**

Stage	Regulation (The Town and Country Planning (Local Planning) (England) Regulations 2012	Community Involvement	How
Pre-production	N/A	Initial contact with key stakeholders as required.	Telephone/ Email / Letter / Meetings
Project planning		On-going cooperation with prescribed bodies.	Oxfordshire Growth Board  OGB Working Groups / Oxfordshire Planning Policy Officers Group
Preparation  Scoping, Identification	Regulation 18	Consultation on Sustainability Appraisal Scoping Report – at least 5 weeks - with statutory bodies	Telephone / Email / Letter / Website / Meetings

<p>of Issues and Options, Assessment of Options</p>		<p>On-going cooperation with prescribed bodies.</p> <p>Formal consultation on issues and options with public, statutory &amp; prescribed bodies and with other stakeholders – 6 weeks per consultation</p> <p>Targeted consultation with communities / stakeholders</p>	<p>Oxfordshire Growth Board</p> <p>OGB Working Groups / Oxfordshire Planning Policy Officers Group</p> <p>Publication and ‘deposit’ of consultation documents</p> <p>Workshops</p> <p>Evidence gathering (consultation as appropriate)</p>
<p>Publication</p>	<p>Regulations 19 and 20</p>	<p>Consult on Proposed Local Plan, SA/SEA and supporting evidence.</p> <p>Consultation period – 6 weeks</p> <p>The Council must ensure that a statement of the representations procedure and a statement of fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under Regulation 18(1).</p>	<p>Publication and ‘deposit’ of proposed documents</p> <p>Email / Letter / Website</p> <p>Explanatory meetings / press as required</p>
<p>Submission of proposed documents to the Secretary of State</p>	<p>Regulation 22</p>	<p>Notification only</p> <p>Submission of Local Plan and all associated documents to the Secretary of State – electronic and paper copies.</p> <p>Make the relevant documents available at the deposit locations and on the Council’s website as soon as reasonably practicable.</p> <p>Documents to include:</p> <ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Sustainability Appraisal report</li> </ul>	<p>Publication and ‘deposit’ of submission documents</p> <p>Email / Letter / Website</p>

		<ul style="list-style-type: none"> <li>• Submission Policies Map</li> <li>• Statement of Consultation</li> <li>• Copies of representations</li> <li>• Statement of fact</li> <li>• Supporting documents as in the opinion of the Council are relevant to the preparation of the Local Plan.</li> </ul> <p>The Council must send to each of the general consultation bodies and each of the specific consultation bodies which were invited to make representations under Regulation 18(1), notification that the Local Plan and relevant documents are available for inspection and of the places and times at which they can be inspected.</p> <p>The Council must also give notice to those persons who requested to be notified of the submission of the Local Plan to the Secretary of State that it has been so submitted.</p>	
Examination	Regulation 24	<p>Notification only</p> <p>Right to appear and be heard limited to those persons legally defined as having made representations seeking a change to the proposed Plan.</p> <p>Or, if invited by the Inspector where he or she thinks that a person is needed to enable the soundness of the Plan to be determined.</p> <p>Public hearing sessions are held which helps the Inspector to determine whether the Local Plan is sound and legally compliant.</p> <p>The Council must make the matters available at least 6 weeks before the opening of a hearing. Matters include the date, time and place which the hearing is to be held, and the name of the person appointed to carry out the independent</p>	Email / Letter / Website

		<p>examination. The Council must also notify any person who has made a representation in accordance with Regulation 20 and not withdrawn that representation, of those matters.</p>	
Main Modifications	N/A	<p>Possible further consultation</p> <p>On-going cooperation with prescribed bodies.</p> <p>Optional stage – where the Council agrees, the Inspector can propose changes or ‘main modifications’ to the Plan to avoid it being found ‘unsound’ (unless there is a fundamental issue with ‘soundness’).</p> <p>The Inspector will set out arrangements and seek agreement on a timetable for any necessary sustainability appraisal work and public consultation.</p> <p>The precise arrangements for public consultation may vary from case to case.</p> <p>The scope and length of the consultation should reflect the consultation at Regulation 19 stage.</p> <p>Further hearing sessions will only be scheduled exceptionally.</p>	<p>Telephone / Email / Letter / Website / Meetings</p> <p>Oxfordshire Growth Board</p> <p>OGB Working Groups / Oxfordshire Planning Policy Officers Group</p> <p>Publication and ‘deposit’ of proposed documents</p>
Adoption	Regulation 26	<p>Notification only</p> <p>As soon as reasonably practicable after the Council adopt a Local Plan they must make the following available at the deposit locations and on the Council’s website:</p> <ul style="list-style-type: none"> <li>• The Local Plan</li> <li>• Adoption Statement</li> <li>• Sustainability Appraisal report</li> <li>• Sustainability Appraisal Adoption Statement</li> <li>• Habitats Regulations Assessment</li> <li>• Details of where the Local Plan is</li> </ul>	<p>Publication and ‘deposit’ of proposed documents</p> <p>Email / Letter / Website</p>



		<p>available for inspection and the places and times at which the document can be inspected.</p> <p>The Council must send a copy of the adoption statement to any person who has asked to be notified of the adoption of the Local Plan. A copy must also be sent to the Secretary of State.</p>	
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**Table 3: Supplementary Planning Documents**

Stage	Regulation (The Town and Country Planning (Local Planning) (England) Regulations 2012)	Community Involvement	How
Pre-production	N/A	Initial contact with key stakeholders as required.	Telephone / Email / Letter / Meetings
Project planning		On-going cooperation with prescribed bodies as required	
Preparation Scoping, Identification of Issues and Options, Assessment of Options	Regulation 12	<p>Informal consultations may be carried out and the nature/extent of this will be determined by the subject matter of document.</p> <p>Determine if an SEA is required. Consult with statutory bodies on formal screening</p> <p>If required, consult on Sustainability Appraisal Scoping Report – 5 weeks - with statutory bodies</p> <p>On-going cooperation with prescribed bodies as required</p> <p>Formal consultation on issues and options with public, statutory &amp; prescribed bodies and with other stakeholders – at least 4 weeks per consultation</p> <p>Targeted consultation with</p>	<p>Telephone / Email / Letter / Website / Meetings</p> <p>Publication and ‘deposit’ of consultation documents</p> <p>Workshops</p> <p>Evidence gathering (consultation as appropriate)</p>

		communities / stakeholders	
Consultation	Regulation 12/13	<p>Consult on draft SPD and any supporting evidence, including the Consultation Statement.</p> <p>Consultation period – minimum of 4 weeks</p> <p>The Council has to produce a statement (referred to as the 'Regulation 12(a) Statement') setting out:</p> <ul style="list-style-type: none"> <li>• The persons who were consulted</li> <li>• A summary of the main issues raised</li> <li>• How any issues raised have been taken into account</li> </ul> <p>After reviewing any responses received, the Council will consider the need for any further consultation, which may relate to a specific topic.</p> <p>On-going cooperation with prescribed bodies as required</p>	<p>Email / Letter / Website</p> <p>Publication and 'deposit' of consultation documents</p>
Adoption	Regulation 14	<p>Notification only</p> <p>As soon as reasonably practicable after the Council adopt a SPD the Council must:</p> <ul style="list-style-type: none"> <li>• Make the SPD and adoption statement available at the deposit locations and on the Council's website</li> <li>• Send a copy of the adoption statement to any person, who has asked to be notified of the adoption of the SPD.</li> </ul>	<p>Publication and 'deposit' of proposed documents</p> <p>Email / Letter / Website</p>

**Table 4: Community Infrastructure Levy**

(Cherwell District Council is the Charging Authority for the purpose of Part 11 Section 206 of the Planning Act 2008.)

Stage	Regulation (The Community Infrastructure Levy Regulations 2010 (as amended))	Community Involvement	How
Pre-production	N/A	Initial contact with key stakeholders as required.	Telephone / Email / Letter / Meetings
Project planning		On-going cooperation with prescribed bodies as required	
Preliminary Draft Charging Schedule	Regulation 15	<p>Stakeholder engagement</p> <p>Formal consultation – 6 weeks</p> <p>On-going cooperation with prescribed bodies as required</p> <p>The charging authority must send a copy of the preliminary draft to each of the prescribed consultation bodies, and invite each of those bodies to make representations on the preliminary draft.</p> <p>Consultation bodies are those listed below whose area is within or adjoins the charging authority's area, in this case Cherwell District:</p> <ul style="list-style-type: none"> <li>• District Councils (including Oxford City Council)</li> <li>• County Councils</li> <li>• Any other person exercising the functions of a local planning authority and Parish Councils/Meetings whose area is in the Council's administrative area</li> </ul> <p>Using mechanisms it considers appropriate the charging authority must also invite representations on the preliminary draft from:</p> <ul style="list-style-type: none"> <li>• Persons who are resident or</li> </ul>	<p>Telephone / Email / Letter / Meetings</p> <p>Evidence Gathering / Targeted stakeholder review</p> <p>Publication and 'deposit' of draft schedule</p>

		<p>carrying on business in its area</p> <ul style="list-style-type: none"> <li>• voluntary bodies some or all of whose activities benefit the charging authority’s area (if considered appropriate)</li> <li>• bodies which represent the interests of persons carrying on business in the charging authority’s area (if considered appropriate).</li> </ul> <p>CIL regulations do not specify how charging authorities should consult or how long a consultation period to offer, although they should consider an appropriate period to ensure that respondents have enough time to comment.</p>	
Publication of a Draft Charging Schedule	Regulations 16 and 21	<p>Formal Consultation – 6 weeks</p> <p>On-going cooperation with prescribed bodies as required</p> <p>Before submitting a Draft Charging Schedule, the charging authority must make a copy of the draft charging schedule, the relevant evidence and a statement of the representations procedure available for inspection. These must be made available at its principal office and at such other places within its area as it considers appropriate.</p> <p>The relevant documents must also be published on the Council’s website alongside a statement indicating they are available for inspection and where.</p> <p>The Draft Charging Schedule and statement of the representations procedure must be sent to each of the consultation bodies.</p> <p>The charging authority must give by local advertisement notice which sets out a statement of the representations procedure and a statement of the fact that the Draft Charging Schedule and relevant</p>	<p>Email / Letter / Website / Meetings</p> <p>Publication and ‘deposit’ of draft schedule</p>

		<p>evidence are available for inspection and of the places at which they can be inspected.</p> <p>CIL Regulation 17 establishes that the consultation must be for a period of no less than 4 weeks. Although Planning Practice Guidance indicates that allowing at least 6 weeks is considered good practice and longer if the issues are particularly complex.</p>	
<p>Modifications to the Draft Charging Schedule after Publication</p>	<p>Regulations 11, 15 and 19</p>	<p>Possible consultation – 6 weeks</p> <p>On-going cooperation with prescribed bodies as required</p> <p>If modifications on the Draft Charging Schedule were made by the charging authority after publication under Regulation 16, the charging authority must produce a Statement of Modifications (as set out in Regulations 11 and 19), publish it on its website and send a copy of the statement to each of the consultation bodies invited to make representations under Regulation 15.</p> <p>This must be complied with before submission of documents to the examiner.</p>	<p>Email / Letter / Website / Meetings</p> <p>Publication and ‘deposit’ of documents</p>
<p>Submission of documents and information to the examiner</p>	<p>Regulation 19</p>	<p>Notification only</p> <p>Submission of documents to the examiner.</p> <ul style="list-style-type: none"> <li>• The Draft Charging Schedule</li> <li>• A Statement setting out the representations made and a summary of the main issues raised by the representations</li> <li>• Copies of any representations</li> <li>• A Statement of Modifications (if modifications to the Draft Charging Schedule was made)</li> <li>• Copies of the relevant evidence.</li> </ul> <p>As soon as practicable after</p>	<p>Email / Letter / Website</p>

		<p>submission, the documents above must be published on the Council's website and be made available at places where documents were made available under Regulation 16.</p> <p>The charging authority must give notice to those persons who requested to be notified of the submission of the Draft Charging Schedule to the Examiner that the draft has been so submitted.</p>	
<p>Examination</p>	<p>Regulation 21</p>	<p>Notification &amp; right to be heard (as invited)</p> <p>Independent examination of the Charging Schedule by an Independent Examiner.</p> <p>It is for the examiner to decide how the hearings are conducted.</p> <p>A person who makes representations about a draft charging schedule under Regulation 17 must (if so requests) be heard by the examiner. This request must be made in writing within the consultation period specified by the charging authority.</p> <p>Where a person has submitted a request to be heard by the Examiner, the charging authority must:</p> <ul style="list-style-type: none"> <li>• Publish the matters on its website (time and place at which the examination is to be held and the name of the Examiner)</li> <li>• Notify any person who has made a representation in accordance with Regulation 17 and any person who has made a request to be heard in relation to the modifications.</li> </ul> <p>The charging authority must also give notice by local advertisement of the matters above.</p> <p>The local advertisement, notification</p>	<p>Email / Letter / Website</p>

		<p>and website publication must be undertaken at least four weeks before the opening of the examination. A two week notice is needed for those who have made a request to be heard in relation to the modifications.</p> <p>When a charging authority modifies a draft charging schedule, any person may request to be heard by the examiner in relation to these modifications. This applies only to the modifications as set out in the schedule of modifications. This request must be submitted in writing to the charging schedule within 4 weeks commencing on the day the draft schedule is submitted and must include details of the modifications on which the person wishes to be heard.</p> <p>The charging authority must submit a copy of each request it receives to the Examiner as soon as practicable after the end of the period of four weeks beginning with the day on which the Draft Charging Schedule is submitted to the Examiner in accordance with Regulation 19(1).</p>	
<p>Publication of the Examiner's recommendations</p>	<p>Regulation 23</p>	<p>Notification only</p> <p>As soon as practicable after the Council adopt the Charging Schedule, the charging authority must:</p> <ul style="list-style-type: none"> <li>• Make the Examiner's recommendations and reasons available for inspection at the places where documents were made available under Regulation 16.</li> <li>• Publish the recommendations and reasons on its website</li> <li>• Give notice to those persons who requested to be notified of the publication of the Examiner's recommendations and reasons that they have been so published.</li> </ul>	<p>Publication and 'deposit' of the Examiner's recommendations and associated documents</p> <p>Email / Letter / Website</p>

Approval and Publication of a Charging Schedule	Regulation 25	<p>As soon as practicable after the charging authority approves a charging schedule it must:</p> <ul style="list-style-type: none"> <li>• Publish the charging schedule on its website</li> <li>• Make the charging schedule available for inspection at places where documents were made available under Regulation 16.</li> <li>• Give notice by local advertisement of the approval of the charging schedule, that a copy of the charging schedule is available for inspection, and of the places at which it can be inspected</li> <li>• Give notice to those persons who requested to be notified of the approval of the charging schedule that it has been so approved</li> <li>• Send a copy of the charging schedule to each of the relevant consenting authorities.</li> </ul>	Email / Letter / Website
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**Table 5: Neighbourhood Plans**

Stage	Regulation (The Neighbourhood Planning (General) Regulations 2012) and Amendment (2015)	Community Involvement	How
Publicising an Area Application	Regulation 6	<p>Consult on the area application.</p> <p>As soon as possible after receiving an area application the Council must make it available for public consultation.</p> <p>Consultation period – minimum of 4 weeks (or 6 weeks if a wider area is being considered)</p>	<p>Publication of application</p> <p>Email / Letter / Website</p> <p>Site Notices to Parish or Town Council or designated Neighbourhood Forum</p>



		<p>The Council has to produce a public notice setting out:</p> <ul style="list-style-type: none"> <li>• Details of the consultation</li> <li>• Details of how to make representations</li> </ul> <p>If a deposit location is not available in the affected area, the Council will agree with the relevant neighbourhood plan steering group on a suitable location for the documents to be made available to the public.</p> <p>A public notice will also be published in the relevant local paper and copies will be sent to the relevant neighbourhood plan steering group for publicising in the area.</p> <p>The Council must determine the area application by:</p> <ul style="list-style-type: none"> <li>• 20 weeks for areas of two or more local planning authorities</li> <li>• 8 weeks for whole of the area of the Parish Council</li> <li>• 13 weeks for other cases.</li> </ul>	
Publicising a Designation of a Neighbourhood Area	Regulation 7	<p>Notification only</p> <p>As soon as possible after designating a neighbourhood area the Council must publish the decision on the area application including:</p> <ul style="list-style-type: none"> <li>• Name of the neighbourhood area</li> <li>• A map which identifies the area</li> <li>• The name of the relevant body who applied for the designation.</li> </ul>	Email / Letter / Website
Publicising a Plan Proposal	Regulation 16	<p>Consult on the submission neighbourhood plan.</p> <p>As soon as possible after receiving a Neighbourhood Development Plan the Council must make the Plan and associated documents available for public consultation.</p>	<p>Publication and 'deposit' in relevant area of proposed documents</p> <p>Email / Letter / Website</p>

		<p>Consultation period – minimum of 6 weeks</p> <p>The Council must publish the submission neighbourhood plan and associated documents and produce a public notice setting out:</p> <ul style="list-style-type: none"> <li>• Details of the consultation</li> <li>• Details of how to make representations</li> </ul> <p>If a deposit location is not available in the affected area, the Council will agree with the relevant neighbourhood plan steering group on a suitable location for the documents to be made available to the public.</p> <p>In addition a public notice will be published in the relevant local paper and copies will be sent to the relevant neighbourhood plan steering group for publicising in the area.</p>	
Publication of the Examiner’s Report and Plan Proposal Decisions	Regulation 18	<p>Notification only</p> <p>As soon as possible after making a decision the Council must publish the Examiner’s Report and a decision notice.</p>	<p>Publication and ‘deposit’ in relevant area of Examiner’s Report</p> <p>Publication of decision notice</p> <p>Email / Letter / Website</p>
Referendum (Neighbourhood Planning (Referendum) Regulations 2012)	N/A	<p>Local referendum</p> <p>The Council’s Democratic Services team will facilitate the local referendum concerning the area affected.</p>	Notification of venue and date
Decision on a Plan Proposal	Regulation 19	<p>Notification only</p> <p>As soon as possible after deciding to make a Neighbourhood Development Plan the Council must publish a decision statement and send to the qualifying body and any person who asked to be notified of the decision.</p>	Email / Letter / Website
Publicising a	Regulation 20	Notification only	Publication and ‘deposit’

Neighbourhood Development Plan		<p>As soon as possible after making a Neighbourhood Development Plan the Council must make the following available at the deposit locations and on the Council's website:</p> <ul style="list-style-type: none"> <li>• The Neighbourhood Development Plan</li> <li>• Details of where and when the Neighbourhood Development Plan may be inspected.</li> </ul> <p>The Council must also notify any person who asked to be notified of the making of the Neighbourhood Development Plan that it has been made and where and when it may be inspected.</p>	Email / Letter / Website
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*Planning Applications*

3.31 The Council's Development Management team is responsible for the processing of all planning applications within the District. Both publicity and consultation are a key part of the process. There are various stages for planning applications which are referred to in Table 6.

**Table 6: Stages of planning applications**

Stage	Summary
Pre-application discussions and consultations	<p>Early discussions between developers and planning officers will provide the opportunity to create proposals in the right form that will be attractive to the community and the local planning authority. They can be of great benefit to the application by identifying the key planning issues, avoiding abortive work and speeding up the statutory process.</p> <p>The Council offers a confidential formal pre-application service for a fee which is charged depending on the scale of the proposed development. The pre-application guidance note and fee schedule are available at <a href="http://www.cherwell.gov.uk">www.cherwell.gov.uk</a>.</p> <p>Developers of larger sites will generally be expected to engage with local communities – residents and community associations and relevant interest groups and statutory consultees or service providers. The Council will expect developers, as part of their application to detail the pre-application consultation they have undertaken (in a statement of consultation) and how comments have been addressed in progressing a proposal – which could take the form of a 'statement of community involvement'. This will ensure that the standard requirements for involving the local and/or wider community are met.</p>
Submission of an application	<p>As soon as a planning application has been submitted and validated, the Council will undertake notification and consultation with the local community (other than for applications considered by the County Council which is responsible for 'County</p>

Matters' – Minerals and Waste development). All applications are available to view on the Council's website (via Public Access at <http://www.publicaccess.cherwell.gov.uk/>) which enables people to:

- comment on an application (validated applications should be available for comment within 5 working days of being received, or major applications within 10 working days)
- search and view planning application details (historic applications back to 1995)
- research the planning history of a property (back to 1995)
- register to receive email notifications of certain planning applications
- view weekly or monthly lists of new and recent planning applications
- comment on current applications (like all comments received by the Council, these are open to public inspection)
- see planning decisions
- monitor planning application progress
- view details of planning appeals
- search and view enforcement details back to 2008

As well as being available through the Public Access system, a copy of the application may be inspected at the Council offices at Bodicote House during normal working hours (8.45am to 5.15pm Monday to Friday) or may be available for inspection from the Clerk to the relevant Town or Parish Council or Parish Meeting. Applications for development within the town of Banbury may also be inspected at Banbury Town Council, Town Hall, Bridge Street, Banbury. Copies of applications may also be obtained at Bodicote House for a fee.

The Council uses the following methods to consult the public on planning applications:

- Notifications – where there are people in buildings that are likely to be affected by a planning application and also the relevant Town/Parish Council/Meeting, the Council will normally notify them by letter that an application has been submitted and that they can inspect the application and make written comments to the Council within 21 days.
- Public Access System – all planning applications are available to view and comment on via an on-line public access system available at <http://www.publicaccess.cherwell.gov.uk>. Weekly or monthly lists of applications can be obtained through the system. Town and Parish Councils/Meetings are notified about individual applications. Local Members are also notified.
- Press Notice - Planning legislation requires local planning authorities to publish details in the local press of all planning applications for major development, applications for development affecting listed buildings, conservation areas, tree preservation orders or public rights of way and applications accompanied by Environmental Statements.

	<p>The Council's letters/notifications/advertisements set out the deadline by which comments should be submitted, which is 21 days of the date of publication. Only comments relating to planning matters will be taken into account.</p>						
<p>Processing the application</p>	<p>Dialogue between applicants and the Planning Officers is an important part in the development management process, and the negotiation can steer development towards more acceptable forms. This negotiation may lead to amendments to a scheme which may resolve particular objections or take on board recommendations made by interested parties.</p> <p>Where negotiation with the applicant results in an amendment to the proposal being submitted the requirement for re-notification will depend upon the scale of the amendment. Below outlines the guidelines that will be applied in considering the re-notification procedure.</p> <table border="1" data-bbox="467 741 1445 2020"> <thead> <tr> <th data-bbox="467 741 876 804">Type of amendment</th> <th data-bbox="876 741 1445 804">Re-notification procedure</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 804 876 1346"> <p>Minor amendments</p> <p><i>(such as a small alteration to the approved materials of proposal)</i></p> </td> <td data-bbox="876 804 1445 1346"> <p>The re-notification of neighbours on minor amendments can significantly delay the consideration of a planning application. On the whole, most amendments are normally made to seek better quality development or resolve particular areas of conflict. On this basis and in order to avoid unnecessary delay for minor amendments, no additional re-notification is undertaken. Copies of the amendments will normally be sent to appropriate Parish Councils/Meetings for information only. Minor amendments will not be re-advertised. The modified plan will be available immediately on the Council's website upon receipt.</p> </td> </tr> <tr> <td data-bbox="467 1346 876 2020"> <p>Significant amendments</p> <p><i>(such as major structural changes or significant modifications to the proposal)</i></p> </td> <td data-bbox="876 1346 1445 2020"> <p>More significant amendments will require neighbour re-notification with the decision to re-notify neighbours at the discretion of the case officer. There will be a shorter response period of normally ten days in order to reduce delay in the process unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days. All significant amendments will also be re-advertised in the local press.</p> <p>Where appropriate Parish Councils/Meetings, statutory consultees and anyone that had made a representation during the original notification period are also re-consulted if a significant amendment is received. This again will normally be a reduced period of ten days unless the amendment is deemed to warrant a longer</p> </td> </tr> </tbody> </table>	Type of amendment	Re-notification procedure	<p>Minor amendments</p> <p><i>(such as a small alteration to the approved materials of proposal)</i></p>	<p>The re-notification of neighbours on minor amendments can significantly delay the consideration of a planning application. On the whole, most amendments are normally made to seek better quality development or resolve particular areas of conflict. On this basis and in order to avoid unnecessary delay for minor amendments, no additional re-notification is undertaken. Copies of the amendments will normally be sent to appropriate Parish Councils/Meetings for information only. Minor amendments will not be re-advertised. The modified plan will be available immediately on the Council's website upon receipt.</p>	<p>Significant amendments</p> <p><i>(such as major structural changes or significant modifications to the proposal)</i></p>	<p>More significant amendments will require neighbour re-notification with the decision to re-notify neighbours at the discretion of the case officer. There will be a shorter response period of normally ten days in order to reduce delay in the process unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days. All significant amendments will also be re-advertised in the local press.</p> <p>Where appropriate Parish Councils/Meetings, statutory consultees and anyone that had made a representation during the original notification period are also re-consulted if a significant amendment is received. This again will normally be a reduced period of ten days unless the amendment is deemed to warrant a longer</p>
Type of amendment	Re-notification procedure						
<p>Minor amendments</p> <p><i>(such as a small alteration to the approved materials of proposal)</i></p>	<p>The re-notification of neighbours on minor amendments can significantly delay the consideration of a planning application. On the whole, most amendments are normally made to seek better quality development or resolve particular areas of conflict. On this basis and in order to avoid unnecessary delay for minor amendments, no additional re-notification is undertaken. Copies of the amendments will normally be sent to appropriate Parish Councils/Meetings for information only. Minor amendments will not be re-advertised. The modified plan will be available immediately on the Council's website upon receipt.</p>						
<p>Significant amendments</p> <p><i>(such as major structural changes or significant modifications to the proposal)</i></p>	<p>More significant amendments will require neighbour re-notification with the decision to re-notify neighbours at the discretion of the case officer. There will be a shorter response period of normally ten days in order to reduce delay in the process unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days. All significant amendments will also be re-advertised in the local press.</p> <p>Where appropriate Parish Councils/Meetings, statutory consultees and anyone that had made a representation during the original notification period are also re-consulted if a significant amendment is received. This again will normally be a reduced period of ten days unless the amendment is deemed to warrant a longer</p>						

		period, in which case it may be extended to 21 days.
Determination of the application	<p>Any consultation responses received will be considered in decisions made by the Council. As outlined above planning applications are determined by the Council either through Planning Committee or powers delegated to Council Officers. Some 90% of the applications submitted to the Council are determined under delegated powers to help ensure that applications are dealt with efficiently within the eight week timescale set by the Government.</p> <p>The Council publishes on its website the details of all Planning Committees normally 5 days in advance of the meetings along with the agendas and items for consideration. Where requested, the Council will inform the applicant of the time, date and location of the Committee meeting along with the officer recommendation.</p>	
Post determination	<p>Where a planning application is determined by Planning Committee a letter is sent to everyone who made representations advising them of the decision except on those applications which have generated a significant degree of public interest. In those cases a notification of the decision is put in the local press.</p> <p>Where decisions are taken at Planning Committee the decision will be publicised in the Committee minutes on the Council's website.</p>	
Planning appeals	<p>Where an applicant has an application refused, not determined or disagrees with the conditions attached to a planning permission they have the right of appeal within six months of the decision. When an applicant appeals the Planning Inspectorate, which is an independent body, will determine the appeal through one of the following methods.</p> <ul style="list-style-type: none"> <li>• Written representations – where the appeal is determined based solely upon the written representations sent to the Planning Inspectorate</li> <li>• Informal hearing – where the appeal is determined based upon the written representations sent to the Planning Inspectorate and a discussion led by an independent Inspector involving the Council, the person making the appeal and any third parties who wish to comment</li> <li>• Public inquiry – where the appeal is determined based upon the written representations sent to the Planning Inspectorate and a formal public inquiry procedure where evidence is cross-examined.</li> </ul> <p>If an appeal is made the Council will notify in writing everyone who made representations on the application and tell them how to make their views known to the Planning Inspector. This may be in writing or in person according to the appeal method. There is no need to re-submit previous information sent to the Council on the planning application as the Council will forward all previous representations to the Planning Inspectorate. Ward Councillors are also informed that an appeal has been made.</p> <p>Where an appeal is to be dealt with by the Planning Inspectorate through written representations the appeal will be determined based upon the evidence contained within those statements and following a site visit by the Inspector.</p>	

Where an appeal is to be dealt with by the Planning Inspectorate through an informal hearing or public inquiry the Council will display a site notice and advertise in the press the date, time and location of the hearing or inquiry. Third parties are able to attend both informal hearings and inquiries if they wish to do so, providing that the Planning Inspectorate is notified beforehand.







#### 4. Reviewing and Monitoring the SCI

- 4.1 Monitoring of the SCI is important in ensuring that the Council has conformed to what it has set out. We will monitor the effectiveness of the SCI to ensure that the requisite community involvement has been appropriate and effective in the production of planning policy documents and in decision making. We will also monitor any changes to national legislation and policy.
- 4.2 The SCI will also be updated if other significant changes suggest a review is required. For example this might be the result of changes to:
- Groups we engage with
  - Legislation / national policy
  - Consultation methods
  - Council protocol
  - Technology
  - Results of the review of consultations, including the effectiveness of consultation methods in engaging particular groups.
- 4.3 If it becomes clear that the SCI is failing to deliver effective community involvement on planning matters, or where significant changes are required, the Council will consider reviewing the SCI. Should this be the case, the Council's Annual Monitoring Report (AMR) will set out the need for a review of the SCI and clearly identify where the SCI has failed to deliver effective community engagement or where there is a need for significant change.

**Appendix I - Local Development Documents – Specific and General Consultation Bodies**

The Town and Country Planning (Local Planning) (England) Regulations 2012

Part 1, Regulation 2

‘Specific Consultation Bodies’ means:

- (a) the Coal Authority
- (b) the Environment Agency
- (c) The Historic Buildings and Monuments Commission for England (now known as Historic England)
- (d) The Marine Management Organisation
- (e) Natural England
- (f) Network Rail Infrastructure Limited
- (g) the Highways Agency (Highways England)
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority’s area
- (i) prescribed electronic communications providers
- (j) relevant Primary Care Trust
- (k) relevant electricity providers
- (l) relevant gas providers
- (m) relevant sewerage undertaker
- (n) relevant water undertaker
- (o) Homes and Communities Agency

‘General Consultation Bodies’ means:

- (a) Voluntary bodies some or all of whose activities benefit any part of the local planning authority’s area
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority’s area
- (c) Bodies which represent the interests of different religious groups in the local planning authority’s area
- (d) Bodies which represent the interests of disabled persons in the local planning authority’s area
- (e) Bodies which represent the interests of persons carrying on business in the local planning authority’s area

**Appendix 2 - Neighbourhood Plan Consultation Bodies**

The Neighbourhood Planning Regulations 2012 set out that any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a Neighbourhood Development Plan should be consulted. (Note: it is not always the responsibility of Cherwell District Council to engage with the following groups, as this depends on the relevant stage of the Neighbourhood Plan preparation, in some instances, it will be the responsibility of the qualifying body who is preparing the Plan (i.e. a Parish/Town Council). The list of the Neighbourhood Plan consultation bodies is from the Neighbourhood Planning Regulations 2012 (paragraph 1 of Schedule 1):

- A Local Planning Authority, County Council or Parish Council whose area is within or adjoins the area of the relevant Local Planning Authority
- Coal Authority
- Environment Agency
- Highways England
- Historic England
- Homes and Communities Agency
- Natural England
- Network Rail Infrastructure Company
- NHS Oxfordshire
- Any person to whom the electronic communications code applies or who owns or controls electronic communications apparatus situated in part of the area of the Local Planning Authority.
- Any person to whom a licence has been granted under the Electricity Act (if it exercises a function in any part of the neighbourhood area)
- Any person to whom a licence has been granted under the Gas Act (if it exercises a function in any part of the neighbourhood area)
- Sewerage undertaker
- Water undertaker
- Voluntary bodies some or all of whose activities benefit any part of the neighbourhood area
- Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies which represent the interests of different religious groups in the neighbourhood area
- Bodies which represent the interests of persons carrying on business in the neighbourhood area
- Bodies which represent the interests of disabled persons in the neighbourhood area

### **Appendix 3 – Community Infrastructure Levy Consultation Bodies**

The Community Infrastructure Levy Regulations 2010 (regulation 15) defines the consultation bodies that a Charging Authority must engage with during the different stages of CIL preparation:

- A local planning authority whose area is within or adjoins the charging authority's area
- Oxfordshire County Council
- Each Parish Council whose area is in the charging authority's area

The charging authority must also invite representations on the preliminary draft charging schedule from:

- persons who are resident or carrying on business in its area
- voluntary bodies some or all of whose activities benefit the charging authority's area
- bodies which represent the interests of persons carrying on business in the charging authority's area

**Appendix 4 – Deposit Locations**

<b>Deposit Location Name</b>	<b>Deposit Location Address</b>
Cherwell District Council Offices	Bodicote House, Bodicote, Banbury, OX15 4AA
Banbury Town Council	Town Hall Buildings, 1 Bridge Street, Banbury, OX16 5QB
Banbury Library	Marlborough Road, Banbury, OX16 5DB
Neithrop Library	Community Centre, Woodgreen Avenue, Banbury, OX16 0AT
Bicester Town Council	The Garth, Launton Road, Bicester, OX26 6PS
Bicester Library	Franklins House, Wesley Lane, Bicester, OX26 6JU
Kidlington Library	Ron Groves House, 23 Oxford Road, Kidlington, OX5 2BP
Adderbury Library	Church House, High Street, Adderbury, OX17 3LS
Deddington Library	The Old Court House, Horse Fair, Deddington, OX15 0SH
Hook Norton Library	High Street, Hook Norton, OX15 5NH
Banbury LinkPoint	43 Castle Quay, Banbury, OX15 5UW
Bicester LinkPoint	Franklins House, Wesley Lane, Bicester, OX26 6JU
Kidlington LinkPoint	Exeter Hall, Oxford Road, Kidlington, OX5 1AB

**Appendix 5 – Glossary**

<b>Phrase</b>	<b>Definition</b>
Adoption	The approval, after independent examination, of the final version of a Local Development Document by a local planning authority for future planning policy and decision making.
Annual Monitoring Report (AMR)	A report produced at least annually assessing progress of the LDS and the extent to which policies in Local Development Documents are being successfully implemented.
Community Infrastructure Levy (CIL)	A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.
Development Plan	The statutory term used to refer to the adopted spatial plans and policies that apply to a particular local planning authority area. This includes adopted Local Plans (including Minerals and Waste Plans) and Neighbourhood Development Plans and is defined by Section 38 of the Planning and Compulsory Purchase Act 2004.
Development Plan Documents (DPDs)	Documents which make up the Local Plan. All DPDs are subject to public consultation and independent examination.
Duty to Co-operate	A statutory duty placed on public bodies to cooperate constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.
Examination	The process by which an independent Planning Inspector considers whether a Development Plan Document is 'sound' before it can be adopted.
Hard to reach groups	Groups of people or organisations within the community that have traditionally been more difficult to engage in the planning system. They include older people, children and young people, religious, disabled and ethnic minority groups.
Local Development Documents (LDDs)	The collective term for Development Plan Documents, Supplementary Planning Documents and other documents containing statements relating to planning policy and the development and use of land.
Local Development Scheme (LDS)	A Local Development Scheme is a statutory document required to specify (among other matters) the documents which, when prepared, will Local Development Scheme (LDS) comprise the Local Plan for the area. It sets out the programme for the preparation of these documents.
Local Plan	The plan for the local area which sets out the long-term spatial vision and development framework for the District and strategic policies and proposals to deliver that vision.
National Planning Policy Framework (NPPF)	A document setting out the Government's planning policies.
National Planning Practice Guidance (NPPG or PPG)	The Government's planning guidance supporting national planning policy.
Neighbourhood	A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act

Plans	2004).
Planning Inspectorate	The Government body responsible for providing independent inspectors for planning inquiries and for examinations of Development Plan Documents.
Policies Map	Maps of the local planning authority's area which must be reproduced from, or based on, an Ordnance Survey map; include an explanation of any symbol or notation which it uses; an illustrative geographically the application of the policies in the adopted development plan. Where the adopted policies map consists of text and maps, the text prevails if the map and text conflict.
Soundness	A term referring to the justification of a Local Plan Document in line with legislation and national and regional guidance. To be tested at an Examination in Public.
Strategic Environmental Assessment (SEA)	An assessment of the environmental effects of policies, plans and programmes, required by European legislation, which will be part of the public consultation on the policies.
Submission	The stage at which a Development Plan Document is sent to the Secretary of State for independent examination.
Supplementary Planning Documents (SPDs)	Documents which provide guidance to supplement the policies and proposals in Development Plan Documents.
Sustainability Appraisal (SA)	The process of assessing the economic, social and environmental effects of a proposed plan. This process implements the requirements of the SEA Directive. Required to be undertaken for all DPDs.

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Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI001	Carl	Smith	Gosford and Water Eaton Parish Council	<p>Neighbourhood Planning – the Parish Council does not consider that a Neighbourhood Plan would be appropriate for the Parish, because of its situation between Kidlington and Oxford, both of which could have overriding interests.</p> <p>Community Infrastructure Levy – considers that Parish Councils should be consulted on CDC policy for using CIL and New Homes Bonus money in view of a need for contributions toward maintaining and improving existing flood defences, for new flood defences and for maintaining watercourses through the Environment Agency, riparian landowners and with involvement with Parish Councils downstream of Cherwell Local Plan developments.</p> <p>Believes that CDC previously gave an undertaking to inform Parish Councils about the reasons when Parish Council objections to planning applications have been overruled. This is not happening when CDC send their decision notice to the Parish Council.</p>	<p>Does not raise issues specific to the SCI. Parishes can decide whether or not to prepare a Neighbourhood Plan</p> <p>These are corporate policy matters and not ones for the SCI.</p> <p>All decisions on planning applications, including officer reports, are published on the Council’s website and available through the ‘public access’ system. Individual notifications would incur additional time and financial costs</p>	<p>No change.</p> <p>No change.</p> <p>No change.</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
				<p>Wishes to be consulted on anything affecting the countryside in the Parish, noting the significance of the Green Belt between Kidlington &amp; Oxford.</p> <p>Community Involvement in Plan Making - Table 1: engagement methods cover how CDC circulates information to the Parish Council which is considered to be acceptable. The preference is for a notification in letter format and where necessary documents can be viewed on the internet. Large planning policy documents are preferred in book form for future referencing.</p>	<p>Planning applications directly affecting sites in this area would be advertised. The Parish Council would be notified about all planning policy consultations relevant to the Parish.</p> <p>Planning policy notifications are sent by email as first choice in the interest of efficiency and cost. However, hard copy letters are sent when no email address is available. Hard copies of planning policy documents (key papers) can generally be provided to the Parish and Town Councils/Meetings. Some discretion needs to be retained for exceptional circumstances. An amendment to the SCI would be appropriate to make clear that hard copies of such documents will generally be provided to Parish and Town Councils (and Parish Meetings) and that hard copies of adopted Development Plan Documents will be sent as a matter of course.</p>	<p>No change.</p> <p>Amend SCI to make clear that 1) a hard copy of key planning policy documents will generally be provided for Parish and Town Councils (and Parish Meetings) at each relevant stage of preparation; and 2) a hard copy of adopted Development Plan Documents will be provided as a matter of course to Parish and Town Councils (and Parish Meetings)</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
				<p>Would have liked to see planning applications published in local newspapers for those who are not on the internet. The Parish Council also uses its Parish notice boards where appropriate for displaying information. There is some concern that the CDC website is not user friendly which needs investigating.</p>	<p>Planning applications requiring advertisement are published in ‘weekly lists’ within newspapers. Those that do not require advertisement (e.g. general householder applications) are not included in the interest of efficiency and cost. Generally, there is today less reliance on newspapers for such information. The comment about the Development Management section of the website is noted and its content and usability can be reviewed to ensure that all relevant information about planning applications can be readily accessed. The SCI could further clarify that weekly and monthly lists of all planning applications received can be obtained from the Council’s Public Access system on-line.</p>	<p>Add additional reference to the facility to obtain weekly and monthly lists of planning applications received from the Council’s Public Access system.</p>
				<p>Engagement Table 2 – Questions whether there should there be more interaction between authorities and bodies associated with Local Plans to avoid duplication.</p>	<p>In preparing Local Plans, the Council is required to comply with a statutory Duty to Cooperate in addition to its responsibilities for community engagement. This is set out in section 3 of the SCI and its Table 2.</p>	<p>No change.</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI002	David	Jackson	Savills / Christ Church, Exeter College, Merton College and Oxford University Press	No comment.	Noted.	No change.
SCI003	Linda	Ward		Expresses concerns about poorly publicised consultation documents, lack of notifications, multiple documents and the time made available for genuine public consultation. Also expresses concern about the lack of consultation on the Oxfordshire Strategic Housing Market Assessment (SHMA).	The SCI reinforces the Council's statutory obligations in preparing planning policy documents, making it clear when and how consultation will be undertaken. It proposes the continued use of newspaper notices (no longer a statutory requirement) and enhanced notification arrangements through the use of social media. Formal consultation periods comply with statutory requirements. The SCI makes clear that the Planning Policy section of the Council's website will be a central source of information. Table 1 of the SCI describes the range of engagement methods that will be utilised. The number of documents produced to support Local Plan preparation is not a matter for the SCI but the SCI's specified engagement methods, including leaflets and posters, will be used to accessibly present information. Whether consultation is required on supporting	No change.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
					documents (such as the SHMA) is dependent on Government guidance and the subject matter. All evidence is made publicly available on the Planning Policy website.	
SCI004	Maureen	Miller-Kelly		Considers that there should be consultation with the CLA (assumed to be the Country Land and Business Association)	The Planning Policy Team maintains a consultation database. Any individual or organisation can ask to be registered in order to receive notification about planning policy consultations. This is made clear in the SCI	No change.
SCI005	Patricia	Clissold		Considers that there should more indexing of documents to make it easier to locate documents. Considers it insufficient to direct people to a front page. A better interface is requested.	How the website is managed and documents referenced is not directly an SCI issue. Front page website addresses are necessary where webpages and the location of documents need to change. However, since the consultation on the draft SCI , the Planning Policy webpages have been updated and refreshed. An explicit reference to the Planning Policy front page in the SCI would be helpful.	Insert a reference to the Planning Policy homepage in Table 1.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

<b>Rep No.</b>	<b>First Name</b>	<b>Surname</b>	<b>Organisation</b>	<b>Comments</b>	<b>CDC Officer response</b>	<b>Proposed Change</b>
SCI006	Richard	Cutler	Bloombridge	The Alan Baxter work over the last few years should be referenced and included in the SCI.	The SCI does not need to list individual projects. The Kidlington Masterplan work referred to here is listed in the Council's Local Development Scheme (LDS) January 2016	No change.
SCI007	Robin	Furneaux		Section 3.31 Table 6. When a Parish Council objects to a planning application based on its local knowledge and CDC decides to disregard that objection, it should justify its action to the parish council.	All decisions on planning applications, including officer reports, are published on the Council's website and available through the 'public access' system. Individual notifications would incur additional time and financial costs	No change.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI008	Kathy	Brown	Stoke Lyne Parish Council	<p>Makes observations on the Duty to Co-Operate being used by one authority against a neighbouring authority</p> <p>Expresses concerns about the effectiveness of Neighbourhood Plans having regard to the experience at Hook Norton</p> <p>Alternative communications should be obligatory to all communities who do not have basic broadband, if necessary paid for by those who do.</p>	<p>Noted. The Council is however bound by the statutory duty. It is a duty to cooperate but not to agree.</p> <p>Not an issue for the SCI.</p> <p>The SCI makes clear that planning policy documents will also be made available in specified 'deposit' locations. Registration on the Planning Policy consultation database can be by way of postal address rather than email address.</p>	<p>No change.</p> <p>No change.</p> <p>Amend paragraph 3.12 to make clear that postal registration is possible on the Planning Policy Consultation database rather than email registration</p>
SCI009	Martin	Small	Historic England	No comments on the Draft Statement and satisfied that the Council consults Historic England in a proper and timely manner.	Noted.	No change.
SCI010	Richard	Kingshott	Langford Village Community Association	<p>Requests regular monitoring in order to determine the most effective way of communicating with consultees, including the public.</p> <p>Where the general public is concerned a target should be set for the proportion to be reached and subsequently respond. If the response rate is poor then direct mail shots should be seriously considered.</p>	<p>Reviewing and monitoring is covered under Section 4 of the final SCI 2016.</p> <p>The SCI complies with statutory requirements for the length of formal consultation periods. The SCI could be amended to formally recognise the practice of adding days for statutory Public Holidays in</p>	<p>No change.</p> <p>Amend para. 3.28 of the SCI to formalise the practice of taking into account statutory public holidays in formal</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
				<p>The current consultation periods over statutory holiday periods and the summer holidays are too short. Over these periods another two weeks should be added.</p> <p>Wish to be formally advised by email in advance of any consultation period and the topic concerned and to engage with the preparation of relevant Local Development Documents.</p>	<p>England. It is not always possible to avoid school holidays due to their frequency, the fact that many people without children will holiday at different times, and because of programming commitments.</p> <p>Those registered on the Planning Policy consultation database will be notified at the start of any formal consultation period. The Council’s Local Development Scheme (available on-line) provides a programme for preparation of the Council’s Planning Policy documents including formal consultation periods. Paragraph 3.28 of the SCI highlights the importance of engagement with specific stakeholders and of a continuous approach. The SCI can be amended to emphasise that stakeholders can also contact the Planning Policy Team directly.</p>	<p>consultation periods on planning policy documents.</p> <p>Amend paragraph 3.28 of the SCI to highlight that stakeholders wishing to discuss specific policy matters can contact the Council’s Planning Policy Team directly</p>



Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI011	Elizabeth and Roy	Moore		Concerned about major, complex consultations running consecutively or within a very short time frame.	The programming for the preparation of planning policy documents takes place through the Council's Local Development Scheme (available on-line). Programming commitments are influenced by Government requirements, Council priorities, undertakings made in other planning policy documents and the need for cooperation with other authorities. It also sometimes more efficient to undertake simultaneous consultations. Officers are conscious of the need to avoid significant clashes and consultation fatigue, but the forward planning of documents will sometimes necessitate a concurrent or consecutive approach.	No change
SCI012	R.	List	Godington Parish Meeting	States that Parish meetings were set up under the 1972 Local Government Act as an organisation to take part in local government. Questions why parish meetings are not mentioned. PMs are often confused with Parish Councils which in fact have quite different legislation.	The SCI can be amended to ensure that specific reference is made to Parish Meetings.	Amend references to Town and Parish Councils to include Parish Meetings where appropriate.

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## Cherwell District Council

### Council

18 July 2016

<b>2015/16 Treasury Management Annual Report</b>
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### Report of Chief Finance Officer

This report is public

#### Purpose of report

This report presents information on treasury management performance and compliance with treasury management policy during 2015/16 as required by the Treasury Management Code of Practice.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To note the contents of this report in line with the Treasury Management Strategy.

#### 2.0 Introduction

- 2.1 The annual treasury report is a requirement of the Council's reporting procedures. It covers the treasury activity during 2015/16 and the actual performance against Prudential Indicators for 2015/16.
- 2.2 The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. During 2015/16 the reporting requirements were that members receive an annual treasury strategy in advance of the year, a mid-year treasury report and an annual report describing the activity compared to the strategy. The Accounts, Audit and Risk Committee has been nominated to scrutinise the treasury activity of the Council and they receive regular reports on compliance with strategy and a comprehensive overview of investments made.
- 2.3 The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.
- 2.4 Councils invest money from the sale of assets and invest Government revenue grant paid to councils in regular intervals, before they have to spend it. This is with the aim of earning interest to support services and keep council tax down. All investments are placed to ensure security of investments firstly, followed by liquidity and the final consideration is yield.

2.5 Cherwell District Council sold its housing stock on 29 March 2004 and this generated a substantial capital receipt. It is the Council's capital receipts and useable reserves that are being invested. As the Council continues to invest in infrastructure throughout the District these balances will reduce.

### 3.0 Report Details

3.1 The Treasury Management Strategy for 2015/16, which includes the Annual Investment strategy, was approved by Council in February 2015. It sets out the Council's ranked investment priorities in the order: security of capital, liquidity and yield.

3.2 In 2015/16 the Council aimed to achieve the optimum return (yield) from investments but always within the context of proper levels of security of the monies and liquidity.

#### Annual Treasury Performance 2015/16

3.3 Investment rates available in the market have continued at historically low levels. The average level of funds available for investment purposes was £58.9m. 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.

3.4 Investment performance at 31 March 2016 was as follows :-

<b>Fund</b>	<b>Amount at 31 March 2015 £</b>	<b>Interest Budget £</b>	<b>Actual Interest £</b>	<b>Variance £</b>	<b>*Average Rate of Return %</b>
In House	38,330,000	333,000	354,000	21,000	0.61
<b>Total</b>	<b>38,330,000</b>	<b>333,000</b>	<b>354,000</b>	<b>21,000</b>	<b>0.61</b>

*\* Rate of Return is shown on annualised basis*

In addition to the above, loans of £5,129,000 were made to Graven Hill. The interest accrued on these loans was £224,000 resulting in total interest earned of £578,000.

3.5 The council has been committed to reducing its reliance on investment income and in preparing the revenue budget for 2015/16 no investment income was utilised. Therefore the interest received of £354,000 has been treated as windfall income and has been transferred to reserves.

3.6 Within the £354,000, there was interest received in respect of Eco Town funds totalling £76,000 and this has been transferred to the Eco Town Funds, leaving a balance of £267,000.

3.7 The financial year 2015/16 continued the challenging investment environment of previous years, namely low investment returns and continuing heightened levels of counterparty risk.

### **Icelandic Investments**

- 3.8 The Council was one of over 100 local authorities that were affected by the collapse of Icelandic banking institutions. The Council held a total of £6,500,000 in 3 investments with Glitnir.
- 3.9 As reported previously out of the £6,500,000 original capital investment £5,771,000 has been returned to the Council. The remaining balance of £729,000 and the associated interest relating to the investment are still held within Iceland but are accruing interest on an annual basis. The carrying value of the investment in GBP including accrued interest at 31 March 2016 was £1,741,000 (31 March 2015 £1,468,000).
- 3.10 Following a decision by the Icelandic Parliament on 22nd May 2016, a further debt auction was held with the Central Bank of Iceland. Cherwell District Council opted to place its entire deposit of £1,741,000 into the auction held on 16th June 2016. The full details are shown in Appendix 2

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The annual treasury report is a requirement of the Council's reporting procedures. It covers the treasury activity during 2015/16 and the actual performance against Prudential Indicators for 2015/16.

## **5.0 Consultation**

The Treasury Management outturn was provisionally reported to the Executive on 6 June 2016 and part of the 2015/16 Draft Annual Outturn report and to the 30 June 2016 meeting of the Accounts, Audit and Risk Committee.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 This report illustrates the Council's Treasury performance for 2015/16 against budget and includes the Annual Treasury Report 2015/16.
- 6.2 The following options have been identified. The approach in the recommendations is believed to be the best way forward:

**Option One** To review current performance levels, and consider any actions arising.

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

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no specific financial effects arising directly from this report other than the impact on reserves as outlined in paragraphs 3.8 – 3.10 above.

Comments checked by: Sanjay Sharma – Group Accountant  
sanjay.sharma@cherwellandsouthnorthants.gov.uk

### **Legal Implications**

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

Comments checked by: Kevin Lane, Head of Law and Governance  
[kevin.lane@cherwellsouthnorthants.gov.uk](mailto:kevin.lane@cherwellsouthnorthants.gov.uk)

### **Risk management**

- 7.3 There are no risk implications arising directly from any outcome of this report. All projects maintain their own risk registers and these are monitored corporately.

Comments checked by: Ed Bailey, Corporate Performance Manager  
[edward.bailey@cherwellandsouthnorthants.gov.uk](mailto:edward.bailey@cherwellandsouthnorthants.gov.uk)

### **Equality and Diversity**

- 7.4 There are no equality and diversity implications arising directly from any outcome of this report.

Comments checked by: Ed Bailey, Corporate Performance Manager  
[edward.bailey@cherwellandsouthnorthants.gov.uk](mailto:edward.bailey@cherwellandsouthnorthants.gov.uk)

## **8.0 Decision Information**

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

All

### **Lead Councillor**

Councillor Ken Atack – Lead Member for Financial Management

### **Document Information**

<b>Annex No</b>	<b>Title</b>
Appendix 1	2015-16 Treasury Management Annual Report
Appendix 2	Icelandic Investments
<b>Background Papers</b>	
None	
<b>Report Author</b>	Paul Sutton, Chief Finance Officer
<b>Contact Information</b>	0300 0030106 paul.sutton@cherwelladnsouthnorthants.gov.uk

## Annual Treasury Management Report 2015/16

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### Purpose

This Council is required through regulations issued under the Local Government Act 2003 to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for 2015/16. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

During 2015/16 the minimum reporting requirements were that full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 23/2/2015)
- a mid year treasury update report (Accounts, Audit & Risk Committee 02/12/15)
- an annual review following the end of the year describing the activity compared to the strategy (this report)

The Accounts, Audit and Risk Committee has been nominated to scrutinise the treasury activity of the Council and it receives regular reports. In addition, this Council has received quarterly treasury management update reports by the Executive.

Recent changes in the regulatory environment place a much greater onus on members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Accounts, Audit & Risk Committee before they were reported to the full Council.

### Executive Summary

During 2015/16, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

<b>Prudential and treasury indicators</b>	<b>2014/15 Actual £000</b>	<b>2015/16 Actual £000</b>
Capital expenditure	18,185	17,424
Capital Financing Requirement:	(18,185)	(17,424)
Net borrowing	0	0
External debt	0	0
Investments		
• Longer than 1 year	0	1,750
• Under 1 year	49,853	36,580
• Total	<b>49,853</b>	<b>38,330</b>

Other prudential and treasury indicators calculated at the time of preparing our Treasury Strategy for 2015/16 are to be found in Annex 1 of this report.

The financial year 2015/16 continued the challenging investment environment of previous years, namely low investment returns and continuing heightened levels of counterparty risk.



## Introduction and Background

This report summarises:

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- Reporting of the required prudential and treasury indicators;
- Overall treasury position identifying the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed investment activity.

### 1. The Council's Capital Expenditure and Financing 2015/16

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed:

	<b>2014/15 Actual £000</b>	<b>2015/16 Actual £000</b>
Capital Expenditure	18,185	17,424
<b>Total Capital expenditure</b>	<b>18,185</b>	<b>17,424</b>
<b>Resourced by</b>		
Capital receipts	(17,762)	(16,962)
Government Grants & Other Contributions	(389)	(462)
Use of Reserves	(34)	-
Direct Revenue Financing	-	-
<b>Total resources used</b>	<b>18,185</b>	<b>17,424</b>

### 2. The Council's Overall Borrowing Need

The Council is debt free and does not currently have a borrowing requirement (but see also para 9 for future requirements).

### 3. Treasury Position as at 31 March 2016

The Council's investment position is organised by the treasury management team in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the beginning and the end of 2015/16 the Council's treasury position was as follows:

	<b>2015/16 Actual £000</b>	<b>2015/16 Actual £000</b>
Investments		
Longer than 1 year	0	1,750
Under 1 year	49,853	36,580
Total	<b>49,853</b>	<b>38,330</b>

### 4. The Strategy for 2015/16

The Treasury Management Strategy Statement (TMSS) for 2015/16, which includes the Annual Investment Strategy, was approved by the Council on 23/2/2015. It sets out the Council's investment priorities as being:

- **Security of capital;**
- **Liquidity; and**
- **Yield**

The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover short term cash flow needs but also to seek out value available in significantly higher rates in periods up to 12 months with highly credit rated financial institutions, using Capita Asset Services suggested creditworthiness approach, including sovereign credit rating and Credit Default Swap (CDS) overlay information provided by Capita.

### 5. The Economy – 2015/16 overview provided by Capita Asset Services

Market expectations for the first increase in Bank Rate moved considerably during 2015/16, starting at quarter 3 2015 but soon moving back to quarter 1 2016. However, by the end of the year, market expectations had moved back radically to quarter 2 2018 due to many fears including concerns that China's economic growth could be heading towards a hard landing; the potential destabilisation of some emerging market countries particularly exposed to the Chinese economic slowdown; and the continuation of the collapse in oil prices during 2015 together with continuing Eurozone growth uncertainties.

These concerns have caused sharp market volatility in equity prices during the year with corresponding impacts on bond prices and bond yields due to safe haven flows. Bank Rate, therefore, remained unchanged at 0.5% for the seventh successive year. Economic growth (GDP) in the UK surged strongly during both 2013/14 and 2014/15 to make the UK the top performing advanced economy in 2014. However, 2015 has been

disappointing with growth falling steadily from an annual rate of 2.9% in quarter 1 2015 to 2.1% in quarter 4.

The Funding for Lending Scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks which then resulted in money market investment rates falling materially. These rates continued at very low levels during 2015/16.

The sharp volatility in equity markets during the year was reflected in sharp volatility in bond yields. However, the overall dominant trend in bond yields since July 2015 has been for yields to fall to historically low levels as forecasts for inflation have repeatedly been revised downwards and expectations of increases in central rates have been pushed back. In addition, a notable trend in the year was that several central banks introduced negative interest rates as a measure to stimulate the creation of credit and hence economic growth.

The ECB had announced in January 2015 that it would undertake a full blown quantitative easing programme of purchases of Eurozone government and other bonds starting in March at €60bn per month. This put downward pressure on Eurozone bond yields. There was a further increase in this programme of QE in December 2015. The anti-austerity government in Greece, elected in January 2015 eventually agreed to implement an acceptable programme of cuts to meet EU demands after causing major fears of a breakup of the Eurozone. Nevertheless, there are continuing concerns that a Greek exit has only been delayed.

As for America, the economy has continued to grow healthily on the back of resilient consumer demand. The first increase in the central rate occurred in December 2015 since when there has been a return to caution as to the speed of further increases due to concerns around the risks to world growth.

On the international scene, concerns have increased about the slowing of the Chinese economy and also its potential vulnerability to both the bursting of a property bubble and major exposure of its banking system to bad debts. The Japanese economy has also suffered disappointing growth in this financial year despite a huge programme of quantitative easing, while two of the major emerging market economies, Russia and Brazil, are in recession. The situations in Ukraine, and in the Middle East with ISIS, have also contributed to volatility.

The UK elected a majority Conservative Government in May 2015, removing one potential concern but introducing another due to the promise of a referendum on the UK remaining part of the EU. The government maintained its tight fiscal policy stance but the more recent downturn in expectations for economic growth has made it more difficult to return the public sector net borrowing to a balanced annual position within the period of this parliament.

## **6. Interest rate forecast and economic outlook**

The Council's treasury advisor, Capita Asset Services, undertook a review of its interest rate forecasts following the EU Referendum in June 2016. The latest forecast issued on 4 July, shown below, now includes a decrease in the official rate to 0.25% by September 2016, rising back to the current level of 0.5% by the middle of 2018. This is likely to have a corresponding effect on investment and borrowing rates. However, they did point out the huge difficulty in current forecasting due to the large number of unknowns and external factors.

	NOW	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Mar-19
<b>BANK RATE</b>	0.50	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50
<b>3 month LIBID</b>	0.50	0.30	0.30	0.30	0.30	0.30	0.40	0.50	0.50	0.60	0.60	0.60	0.60
<b>6 month LIBID</b>	0.55	0.50	0.50	0.50	0.50	0.60	0.60	0.70	0.70	0.70	0.70	0.70	0.70
<b>12 month LIBID</b>	0.75	0.60	0.60	0.60	0.60	0.70	0.80	0.90	0.90	0.90	0.90	0.90	0.90
<b>5 yr PWLB</b>	1.20	1.00	1.10	1.10	1.10	1.10	1.10	1.10	1.20	1.20	1.20	1.30	1.30
<b>10 yr PWLB</b>	1.70	1.60	1.60	1.60	1.70	1.70	1.70	1.70	1.80	1.80	1.80	1.80	1.90
<b>25 yr PWLB</b>	2.50	2.40	2.40	2.40	2.50	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70
<b>50 yr PWLB</b>	2.20	2.20	2.20	2.20	2.30	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50

Following the Brexit vote it was initially expected that the resulting economic slowdown in the UK would result in a reduction in public sector spending. Balancing the budget by 2020 was the cornerstone of the government's economic policy and this could, therefore, lead to additional cuts in public spending including local government.

However, the Chancellor's announcement on 1 July 2016 suggests that government policy for the remainder of the parliament will be to allow a fiscal deficit to develop if there is an economic slowdown. The Treasury's fiscal rules allow the government to run a deficit in "exceptional times". It is possible to infer from this announcement that further cuts in public spending are unlikely, at least until 2020.

Clearly this all comes with a massive health warning: the government is only starting to formulate its policy responses to Brexit. Future policy decisions will depend on who is the next prime minister, and future economic conditions might be different from forecasts

## 7. Investment Outturn for 2015/16

**Investment Policy** – the Council's investment policy is governed by CLG guidance, which was been implemented in the annual investment strategy approved by the Council on 23/02/2015. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

### Investments held by fund managers

In 2013/14 the Council decided to recall the monies managed by Investec and all funds have been managed in house since then.

The actual return on investments for 2015/16 was £354k compared with a budget requirement of nil, a positive variance of £354k. However approximately £76k of the interest received is in respect of the investment of Eco Town funds and this has been allocated back to the Eco Town funding pot.

## 8. Icelandic Bank Defaults

The Council was one of over 100 local authorities that were affected by the collapse of Icelandic banking institutions. The Council held a total of £6,500,000 in 3 investments with Glitnir.

As reported previously out of the £6,500,000 original capital investment £5,771,000 has been returned to the Council. The remaining balance of £729,000 and the associated interest relating to the investment are still held within Iceland but are accruing interest on an annual basis. The carrying value of the investment in GBP including accrued interest at 31 March 2016 was £1,741,000 (31 March 2015 £1,468,000).

Following a decision by the Icelandic Parliament on 22nd May 2016, a further debt auction was held with the Central Bank of Iceland. Cherwell District Council opted to place its entire deposit of £1,741,000 into the auction held on 16th June 2016. The full details are shown in Appendix 2

## **9. Future Lending/Borrowing**

As can be seen in the capital expenditure section in Annex 1 below, spending commitments such as Graven Hill, Build!/Local Housing Company and other Capital Programmes over the next few years may exhaust current reserves and require the Council to borrow, possibly as early as 2017/18.

We are therefore taking advice from Capita Asset Services, tracking PWLB lending rates and monitoring the general economic outlook, so that we are well prepared. Depending on economic conditions and timing, it may be advantageous to borrow earlier than required in order secure the best available rates.

## Annex 1 Prudential and Treasury Indicators

### Investment & Debt Portfolio Position

	<b>31/03/16 Actual Portfolio £000</b>
<b>External Borrowing:</b>	
- Total External Borrowing	0
<b>Other Long Term Liabilities:</b>	
- Finance Leases	0
<b>Total Gross External Debt</b>	<b>0</b>
<b>Investments:</b>	
<b>Managed in-house</b>	
- Short-term monies (Deposits/ monies on call / MMFs)	36,580
- Long-term investments	1,750
<b>Managed externally</b>	
- By Fund Managers	0
- Pooled Funds (please list)	0
<b>Total Investments</b>	<b>38,330</b>

#### Background:

It is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators.

#### Net Borrowing and the Capital Financing Requirement:

This is a key indicator of prudence. In order to ensure that over the medium-term net borrowing will only be for a capital purposes, the local authority needs to ensure that the net external borrowing does not (except in the short term) exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional increases to the capital financing requirement for the current and next two financial years.

The Chief Finance Officer reports that the authority had no difficulty meeting this requirement in 2015/16, nor is there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

### Estimates of Capital Expenditure:

This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, considers the impact on Council Tax.

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. This total expenditure can be paid for immediately by resources such as capital receipts, capital grants etc. However, where these resources are insufficient any residual expenditure will form a borrowing need.

	<b>2015/16 Actual £000s</b>	<b>2016/17 Estimated £000s</b>	<b>2017/18 Estimated £000s</b>	<b>2018/19 Estimated £000s</b>
Capital Expenditure	17,424	30,329	2,441	2,252
<b>Financed by:</b>				
Capital receipts	(16,962)	(4,854)	(2,066)	(1,877)
Capital grants	(462)	(375)	(375)	(375)
Reserves funded through Revenue	0	0	0	0
External Funding	0	0	0	0
<b>Net financing need for the year</b>	0	25,100	0	0

### Ratio of Financing Costs to Net Revenue Stream:

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs.

The definition of financing costs is set out in the Prudential Code.

The ratio is based on costs net of investment income.

<b>Ratio of Financing Costs to Net Revenue Stream</b>	<b>2014-15 Actual %</b>	<b>2015-16 Estimate %</b>	<b>2016-17 Estimate %</b>	<b>2017-18 Estimate %</b>
<b>Total</b>	<b>-2.25</b>	<b>-2.57</b>	<b>2.29</b>	<b>6.29</b>

### Capital Financing Requirement:

The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of Council's underlying borrowing need.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision), although it is also allowed to undertake additional voluntary payments.

£'000	2014/15	2015/16	2016-17	2017/18	2018/19
	Actual	Actual	Estimate	Estimate	Estimate
<b>Capital Financing Requirement</b>					
<b>Total CFR</b>	<b>-5,862</b>	<b>0</b>	<b>25,100</b>	<b>0</b>	<b>0</b>
<b>Movement in CFR</b>	<b>-2,710</b>	<b>5,862</b>	<b>25,100</b>	<b>-25,100</b>	<b>0</b>
<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	-2,710	5,862	25,100	-25,100	0
Less MRP/VRP and other financing movements	0	0	0	0	0
<b>Movement in CFR</b>	<b>-2,710</b>	<b>5,862</b>	<b>25,100</b>	<b>-25,100</b>	<b>0</b>

#### **Actual External Debt:**

This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

<b>Actual External Debt as at 31/03/2016</b>	<b>£m</b>
Borrowing	0
Other Long-term Liabilities	0
<b>Total</b>	<b>0</b>

#### **Incremental Impact of Capital Investment Decisions:**

This is an indicator of affordability that shows the impact of capital investment decisions on the Council Tax. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

This reflects the fact that capital expenditure is predominantly financed from internal resources (grants, contributions, revenue and capital receipts) and that any increase in the underlying need to borrow is supported through the Revenue Support Grant system. However, any borrowing undertaken in 2015/15 and 2016/17 that is not supported either through internal funds or central grant will have an incremental impact on Council Tax.



### Adoption of the CIPFA Treasury Management Code:

This indicator demonstrates that the Council has adopted the principles of best practice.

Adoption of the CIPFA Code of Practice in Treasury Management
The Council approved the adoption of the CIPFA Treasury Management Code at its Full Council meeting on 27 <sup>th</sup> February 2012.

The Council has incorporated the changes from the revised CIPFA Code of Practice into its treasury policies, procedures and practices.

This Council is aware that there is now a new indicator on net debt which has been considered; however, this is not detailed further as the Council currently has no plans to go into debt during the 2015-16 financial year.

### Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure:

These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.

The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate rises which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short-term rates on investments:

	Existing level (or Benchmark level) at 31/03/15 £m or %	2015-16 Approved £m or %	2015-16 Revised £m or %	2016-17 Estimate £m or %	2017-18 Estimate £m or %	2018-19 Estimate £m or %
Upper Limit for Fixed Interest Rate Exposure	-£0.030	-£0.030	-£0.030	-£0.030	-£0.030	-£0.030
Upper Limit for Variable Interest Rate Exposure	-£0.012	-£0.012	-£0.012	-£0.012	-£0.012	-£0.012

The limits above provide the necessary flexibility within which decisions are made for drawing down new loans on a fixed or variable rate basis; the decisions are ultimately determined by expectations of anticipated interest rate movements as set out in the Council's treasury management strategy.

As the Council's investments are substantially in excess of its borrowing, these calculations have resulted in a negative figure.

### Maturity Structure of Fixed Rate borrowing:

This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

<b>Maturity structure of fixed rate borrowing</b>	<b>Existing level (or Benchmark level) at 31/03/15 %</b>	<b>Lower Limit for 2015/16 %</b>	<b>Upper Limit for 2016/17 %</b>
Less than twelve months	0%	0%	100%
12 months – 10 years	0%	0%	100%
10 years plus	0%	0%	100%

#### **Credit Risk:**

The Council considers security, liquidity and yield, in that order, when making investment decisions with Security the most important. With the uncertainty in market, the Council is seeking to place investments for a short term and is effectively forgoing return in order to protect capital.

Credit ratings remain an important element of assessing credit risk, but they are not a sole feature in the Council's assessment of counterparty credit risk.

The Council also considers alternative assessments of credit strength, and information on corporate developments of and market sentiment towards counterparties. The following key tools are used to assess credit risk:

- Published credit ratings of the financial institution
- Sovereign support mechanisms;
- Credit default swaps (where quoted);
- Share prices (where available);
- Economic fundamentals, such as a country's net debt as a percentage of its GDP);
- Corporate developments, news, articles, markets sentiment and momentum;
- Subjective overlay.

The only indicators with prescriptive values remain to be credit ratings. Other indicators of creditworthiness are considered in relative rather than absolute terms.

#### **Upper Limit for total principal sums invested over 364 days:**

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

	<b>2015-16 Approved £m</b>	<b>2015-16 Revised £m</b>	<b>2016-17 Estimate £m</b>	<b>2017-18 Estimate £m</b>	<b>2018-19 Estimate £m</b>
<b>Upper Limit for total principal sums invested over 364 days</b>	15.0	15.0	15.0	15.0	15.0

## Appendix 2 – Icelandic Investments

### 1. Background

#### Investments in Iceland (Quoted in the Statutory Accounts 31/3/2012)

Cherwell District Council was one of at least 123 local authorities that were affected by the collapse of Icelandic banking institutions.

In October 2008, the Icelandic banks Landsbanki, Kaupthing and Glitnir collapsed and the UK subsidiaries of the banks, Heritable and Kaupthing Singer and Friedlander went into administration. The Council had £6.5m deposited with one of these institutions, Glitnir, with varying maturity dates and interest rates as follows:

<b>Glitnir</b>	<b>Date Invested</b>	<b>Maturity Date</b>	<b>Amount Invested</b>	<b>Interest Rate</b>
Investment 1	06/02/07	08/02/10	£2,000,000	5.74%
Investment 2	26/10/06	26/10/09	£2,000,000	5.72%
Investment 3	31/08/07	30/03/09	£2,500,000	6.30%
			<b>£6,500,000</b>	

The Icelandic Supreme Court decision to grant UK local authorities priority status, the winding up board made a distribution to creditors in a basket of currencies in March 2012. An element of the distribution is in Icelandic Kroner which has been placed in an escrow account in Iceland and is earning interest of 4.2%.

The balance left after distribution was £629,669, but retained in Icelandic Kroner, and has been held in escrow within the Íslandsbanki since that point. Interest has been accumulating at a rate of 3.7% - 4.2% per annum and exchange rates have risen and dropped over the ensuing years.

### 2. Current

As at 16/6/2016 our ISK balance had reached 313,703,286.

The Icelandic Government passed legislation on 22<sup>nd</sup> May 2016 allowing an auction of offshore Icelandic Krona held in escrow to be held on 16<sup>th</sup> June 2016. Cherwell District Council decided to participate in this auction with a view to recovering all of the Councils investment at the rate available on the day.

The exchange rate achieved in Euro's was 190.38, including bank commissions, which was better than originally predicted. The table below sets out the conversion from ISK to Euros.

ICELANDIC INVESTMENTS OUTCOME		
	ISK	Euro
CL20091121-1870	97,878,041	514,119.35
CL20091121-1888	118,229,221	621,017.02
CL20091121-1819	96,533,220	507,055.47
Balance at 31/5/2016	312,640,482	1,642,191.84
<b>Actual receivable</b>	<b>313,703,286</b>	<b>1,647,774.38</b>
	<b>16/06/2016</b>	<b>16/06/2016</b>

Given the volatility in exchange rates following the EU Referendum, in discussion with the Portfolio Holder for Financial Management, we had set up a Euro bank account to receive the funds and not have it directly converted to sterling, owing us the flexibility to convert at a time of our choosing.

The yielded Euro amount of 1,647,765.72 (after our bank charges) was paid into CDC's Euro account on 30<sup>th</sup> June 2016. At that time, after a significant drop in the £/Euro exchange rate the previous week following the Leave vote, the rate had been slowly rising. It was therefore decided to sell the Euros at a rate of 1.2119, converting to £1,359,655. Unfortunately, later that day the Governor of the Bank of England made an announcement on monetary policy which caused the rate to drop to 1.19. This typifies the current uncertainty in the economic outlook. The table below shows the potential recovery at the highest and lowest points a week before and a week after we sold our Euros.

<u>Date</u>	<u>Rate</u>	<u>£</u>	<u>Variance £</u>
23-Jun	1.3000	1,267,512	
30-Jun	1.2119	1,359,655	92,143
04-Jul	1.1900	1,384,677	25,022

## Cherwell District Council

### Council

18 July 2016

#### Overview and Scrutiny Annual Report 2015/16

#### Report of Head of Law and Governance

This report is public

#### **Purpose of report**

This report presents the Overview and Scrutiny Annual Report for 2015/16.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the contents of the Overview and Scrutiny Annual Report 2015/16.

#### **2.0 Introduction**

- 2.1 The Overview and Scrutiny Annual Report 2015/16 is attached at Appendix 1.
- 2.2 The Annual Report contains information relating to the work of the Overview and Scrutiny Committee during 2015/16.

#### **3.0 Report Details**

- 3.1 The Overview and Scrutiny Committee has a constitutional obligation “to produce a unified annual report for the whole scrutiny process” and present it to Council.
- 3.2 The Annual Report 2015/16 was approved by the Overview and Scrutiny Committee on 5 April 2016, prior to the elections in May 2016.

#### **4.0 Conclusion and Reasons for Recommendations**

- 4.1 Council is invited to note the content of the Overview and Scrutiny Annual Report 2015/16.

## 5.0 Consultation

**Consultee Name:**  
Overview and Scrutiny  
Committee

**Consultee Response:**  
Approved

## 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: Not to accept the report. This is rejected, as the report meets the Constitutional requirement.

## 7.0 Implications

### Financial and Resource Implications

7.1 There are no financial implications arising directly from this report.

Comments checked by:

Paul Sutton, Chief Finance Officer – 0330 003 0106

[Paul.sutton@cherwellandsouthnorthants.gov.uk](mailto:Paul.sutton@cherwellandsouthnorthants.gov.uk)

### Legal Implications

7.2 The Overview and Scrutiny Committee has a constitutional obligation “to produce a unified annual report for the whole scrutiny process” and present it to Council.

Comments checked by:

Kevin Lane, Head of Law and Governance – 0330 003 0107

[Kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:Kevin.lane@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

Detailed in the Annual Report

### Lead Councillor

None

## Document Information

<b>Appendix No</b>	<b>Title</b>
Appendix 1	Overview and Scrutiny Annual Report 2015/16
<b>Background Papers</b>	
None	
<b>Report Author</b>	Emma Faulkner – Democratic and Elections Officer
<b>Contact Information</b>	Tel: 01327 322043 Email: emma.faulkner@cherwellandsouthnorthants.gov.uk

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# **Overview and Scrutiny Annual Report 2015/16**

**April 2016**

## **Foreword**

This annual report for overview and scrutiny at Cherwell District Council outlines the work of the Overview and Scrutiny Committee in 2015/16.

The Committee has continued to build on the work that has been done over the last few years. Whilst a number of new members have joined the Committee, bringing enthusiasm and fresh ideas, the turnover of committee membership and has been kept to a minimum in order to develop an experienced group of councillors who are building up a strong skill base and understanding of the principles of good scrutiny and at the same time a knowledge of scrutiny case history.

One of the highlights of this year's work for me was a trip to Westminster to speak to the Chair and Clerk of the Communities and Local Government Select Committee, Clive Betts MP and Mark Etherton, to find out about the similarities in the way central and local Government work when it comes to scrutiny. This gave us an opportunity to not only ask questions of the MPs, but also witness scrutiny in action as we were able to sit in on an evidence session relating to the housing association sector and the Right to Buy inquiry. The experience was extremely educational, and gave all who attended a few pointers on how to approach reviews in the future.

I believe that overview and scrutiny continues to make a valuable contribution to the continuing success of this Council.

**Councillor David Hughes**  
**Chairman,**  
**Overview and Scrutiny Committee**  
**2015/16**

## Overview & Scrutiny Committee

### Membership

Councillor David Hughes (Ch)  
Councillor Claire Bell  
Councillor Chris Heath  
Councillor Alastair Milne Home  
Councillor Neil Prestidge  
Councillor Lawrie Stratford

Councillor Lynn Pratt (V-Ch)  
Councillor Timothy Hallchurch MBE  
Councillor Matt Johnstone  
Councillor James Porter  
Councillor Sandra Rhodes  
Councillor Bryn Williams

### Substitutes

Councillor James Macnamara  
Councillor Richard Mould  
Councillor Rose Stratford  
Councillor Sean Woodcock

### Guests in attendance

Lead members:

Councillor Michael Gibbard – Lead Member for Planning  
Councillor Tony Ilott – Lead Member for Public Protection  
Councillor Debbie Pickford – Lead Member for Housing  
Councillor George Reynolds – Deputy Leader of the Council.  
Councillor Barry Wood – Leader of the Council.

Other members:

Councillor Sean Woodcock

Officers:

Adrian Colwell – Head of Strategic Planning and the Economy  
Balvinder Heran – Joint Head of ICT Business Services  
Kevin Larner – Countryside and Communities Manager  
Paul Nicol – Project Manager – New Business & Systems Implementation  
Marianne North – Housing Needs Manager  
Gary Owens – Strategic Housing Officer  
Jo Pitman – Head of Transformation  
Ed Potter – Head of Environmental Services  
Nicola Riley – Shared Interim Community Partnerships and Recreation Manager  
Chris Stratford – Head of Regeneration and Housing  
Louise Tustian – Acting Corporate Performance and Insight Manager  
Shirley Vaughan – Performance and Planning Officer

External Officers:

Alexandra Bailey – Service Manager for Supported Transport, Oxfordshire County Council

<b>Scrutiny Topics 2015/16 – Links to Corporate Priorities</b>	
Performance Monitoring	Covers all priorities
Business Plan 2016/17	Covers all priorities
Review of the Local Plan Process	Covers all priorities
Recycling – Informal Task & Finish Panel	Safe, Green, Clean
Strategic Review of Recycling	Safe, Green Clean
Safeguarding	Safe, Green, Clean
Youth Engagement – Informal Task & Finish Panel	A District of Opportunity
Community Transport and Dial-a-Ride	A District of Opportunity
Planning Policy and allocation of Rural Housing	A District of Opportunity
Wind Turbines and their locations and the application of the fracturing mining technique	A District of Opportunity
Customer Insights Reporting	Sound Budgets and a Customer Focussed Council
Website – Informal Task & Finish Panel	Sound Budgets and a Customer Focussed Council

## **Link to Corporate Priorities: thriving communities**

### **Performance Monitoring**

Each quarter the Overview and Scrutiny Committee reviewed the Council's performance as measured through the Performance Management Framework. Annual Performance was reviewed in June 2015, with Quarter 1, 2 and 3 reports being considered in September and November 2015, and February 2016 respectively. As in previous years, the Council's generally excellent performance was readily acknowledged and praised. Where necessary the Committee requested further information to help explain particular areas of performance, such as the annual Customer Satisfaction Survey for Waste and Recycling.

### **Involvement in the drafting of the Business Plan 2016/17**

In January 2016 the Committee reviewed the Priorities and Pledges included in the draft 2016/17 Business Plan. The Committee welcomed the report, and made several suggestions regarding minor amendments to wording, all of which were incorporated into the final draft and approved by Council in February. The suggestion was also made that more preventative action and promotion regarding the level of rubbish left across the District should be undertaken, in order to reduce the need for neighbourhood litter blitzes.

### **Review of the Local Plan Process**

In April 2016 the Head of Strategic Planning and the Economy attended the meeting to give a brief update on the Local Plan process, including lessons learned from Part 1. The

Committee had requested an update ahead of the main work relating to Part 2A of the plan.

## **Link to Corporate Priorities: Safe, green, clean**

### **Recycling – Informal Task & Finish Panel.**

In October 2014 the Committee established an informal Task & Finish Panel to undertake a review of the Council's recycling performance, and work continued into the new Municipal Year.

The Working Group met with the Head of Environmental Services who explained about the changes in commodity values for recycled materials.

In January 2016 the Committee agreed to bring the informal panel to an end, as the work had been superseded by the Strategic Review of Recycling.

### **Strategic Review of Recycling**

In September 2015 the Head of Environmental Services attended the meeting to give the Committee an overview of the Strategic Review of Recycling.

The Head of Environmental Services explained about the change in values for recycled materials, and an increase in gate fees at some recycling centres. These changes meant that for the recycling rate to be improved, additional spend would be required.

Oxfordshire County Council were also consulting on proposals to make changes to their own waste arrangements, including the potential closure of the Ardley facility. The Head of Environmental Services advised that the Council would be submitting a response to the consultation.

### **Safeguarding**

In October 2015 and January 2016, the Committee considered reports relating to Safeguarding. The initial report gave the Committee an overview of work that was taking place in relation to Safeguarding following several high-profile cases of Child Sexual Exploitation and Extremism. An independent review of safeguarding was commissioned, and in January 2016 the Committee considered the action plan which had been put together following the conclusion of the review.

Part of the action plan included a recommendation that the Committee receive an annual report on safeguarding activities and progress, to coincide with the completion of a Section 11 self-assessment audit

## **Link to Corporate Priorities: A District of Opportunity**

### **Youth Engagement – Informal Task & Finish Panel.**

At its meeting in October 2014 the Committee established an informal Task & Finish Panel to review the Council's activities with respect to youth engagement.

The working group looked to establish links between the Council and each school in the District, by appointing a named Councillor to take on the role of 'school champion'. The Champion would visit their school, to find out what issues and concerns the students have.

In April 2016 the working group advised that arrangements for school champions were still being finalised, but it was hoped appointments would be made early in the next Municipal Year.

### **Community Transport and Dial-a-Ride**

During September and October 2014, the Committee reviewed the voluntary and community transport provision in the district, which included Dial-a-Ride; Volunteer Car Services; Banbury Volunteer Bureau; Royal Voluntary Service, and the Non-Emergency Patient Transport Service. With regard to the Dial-a-Ride Service, the Committee were made aware of potential phased changes to the service arising from Oxfordshire County Council's (OCC) Supported Transport Programme Review.

In June 2015, OCC's Service Manager for Supported Transport attended the meeting and updated the Committee on the proposals, which included withdrawing funding for the Dial-a-Ride service but instead helping community transport groups set up their own equivalent service. The proposals were subject to consultation, which was due to take place during the summer.

### **Planning policy and the allocation of Rural Housing**

In October 2015, officers from the Housing team attending the meeting to discuss Planning Policy and the allocation of Rural Housing. The issue had been referred to the Committee by the Executive, who had raised concerns on the issue after considering and approving a new Allocations Policy at its meeting in June 2015.

The Head of Regeneration and his team explained that a new 'reserve' list had been created following changes to the Allocations Policy, which meant that people who didn't qualify for the statutory housing list could apply for other types of housing in certain areas.

### **Wind turbines and their locations, and the application of the fracturing mining technique**

In April 2016, the Head of Strategic Planning and the Economy attended to give a briefing on wind turbines and the fracturing mining technique (more commonly known as 'fracking'). The Committee had requested more information on both subjects due to the increased prominence nationally.

### **Link to Corporate Priorities: Sound budgets and customer focussed Council**

#### **Customer Insights Reporting**

During July 2015 the Committee reviewed Customer Insight Report, noting consultation results; satisfaction regarding particular services; complaints; media enquiries, social media, and website interaction.

The Performance Team advised the Committee that the reporting method for Customer Insight would be changing, and it would be incorporated into the quarterly performance monitoring instead.

**Website - Informal Task & Finish Panel.**

At its meeting in January 2015 the Committee established an informal Task & Finish Panel to undertake a review of the Council's website with a remit to understand the process of determining the Who, What, and How of populating and maintaining the Council's website; understand how the general public's needs and views are collated and then assessed; understand how the Council's needs and views are collated and reviewed, and identify possible areas of improvement / change.

The working group had a meeting with the then Joint Head of ICT Business Services, who agreed to keep the Committee involved in the website project. However, following the departure of the Head of Service, the Committee had difficulties in receiving updates on the project.

In February 2016 the Project Manager – New Business & Systems Implementation advised the Committee that the project had been put on hold, pending a decision on whether to revert the 3-way ICT Team to a 2-way team between Cherwell and South Northamptonshire and any knock-on implications of that decision.

The Committee noted the update, but agreed to keep the project on the work programme in order to revisit it once the impact of the decision to revert to a 2-way was known.

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