

Committee: Executive
Date: Monday 5 December 2016
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Barry Wood (Chairman)	Councillor G A Reynolds (Vice-Chairman)
Councillor Ken Atack	Councillor Colin Clarke
Councillor John Donaldson	Councillor Tony Ilott
Councillor Kieron Mallon	Councillor D M Pickford
Councillor Lynn Pratt	

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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

3. Petitions and Requests to Address the Meeting

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

4. Urgent Business

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

5. **Minutes** (Pages 1 - 12)

To confirm as a correct record the Minutes of the meeting held on 7 November 2016.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **'Making' (Adoption) of the Bloxham Neighbourhood Plan** (Pages 13 - 92)

6.35pm

Report of Head of Strategic Planning and the Economy

Purpose of report

To propose the Executive recommends the 'making' (adoption) of the Bloxham Neighbourhood Plan at the meeting of the Full Council on 19 December 2016.

Recommendations

The meeting is recommended:

- 1.1 To note the referendum result of the 3 November 2016 where 97% of those who voted were in favour of the Bloxham Neighbourhood Plan which is above the required 50%.
- 1.2 To recommend to Council to resolve that Cherwell District Council as the local planning authority 'make' the Bloxham Neighbourhood Plan so that it is part of the statutory development plan for the District.
- 1.3 To recommend to Council to approve the issuing and publication of a decision statement stating that Cherwell District Council has resolved to make the Bloxham Neighbourhood Plan.
- 1.4 To recommend to Council to delegate to the Head of Strategic Planning and the Economy the correction of any spelling, grammatical or typographical errors, and the undertaking of any minor presentational improvements, prior to the Plan being adopted and published by Council.

8. **Kidlington Framework Masterplan** (Pages 93 - 102)

6.45pm

** Due to the size of the documents, the appendices to this report will be published as a supplement to the main agenda pack **

Report of Head of Strategic Planning and the Economy

Purpose of report

To seek approval of the Kidlington Framework Masterplan so that it can be presented to Council for adoption.

Recommendations

The meeting is recommended:

- 1.1 To approve changes to the draft Kidlington Framework Masterplan (Appendix 1) following consultation.
- 1.2 To recommend that Council agree to adopt the Kidlington Framework Masterplan as a Supplementary Planning Document in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.3 To authorise the Head of Strategic Planning and the Economy to publish an Adoption Statement and to make any further minor changes to the Masterplan before the meeting of the Full Council.

9. Adoption of the Banbury Vision and Masterplan Supplementary Planning Document (SPD) (Pages 103 - 108) 6.55pm

** Due to the size of the documents, the appendices to this report will be published as a supplement to the main agenda pack **

Report of Head of Strategic Planning and the Economy

Purpose of report

To seek approval of proposed changes to the draft Banbury Vision & Masterplan Supplementary Planning Document (SPD) following stakeholder and public consultation and to propose the Executive recommends adoption of the Masterplan incorporating these changes at the meeting of the Full Council on 19 December 2016.

Recommendations

The meeting is recommended:

- 1.1 To approve changes to the draft Banbury Masterplan Supplementary Planning Document (at Appendix 1) following consultation.
- 1.2 To recommend Council agree to adopt the Banbury Masterplan (Appendix 1) as a Supplementary Planning Document at the meeting of Full Council on 19 December 2016.
- 1.1 To authorise the Head of Strategic Planning and the Economy to publish an Adoption Statement and to make any further minor changes to the Masterplan before the meeting of the Full Council.

10. Re-adoption of Policy Bicester 13 of the adopted Cherwell Local Plan 2011-2031 (Pages 109 - 158) 7.05pm

Report of Head of Strategic Planning and the Economy

Purpose of report

To seek re-adoption of Policy Bicester 13 of the Cherwell Local Plan 2011-2031 in accordance with a Court Order and an associated addendum to the Local Plan Inspector's Report.

Recommendations

The meeting is recommended:

- 1.1 To note the Court Judgment, Court Order and addendum to the Local Plan Inspector's report presented at Appendices 2, 3 and 4 to this report.
- 1.2 To recommend to Council to adopt Policy Bicester 13 of the Cherwell Local Plan 2011-2031 (Appendix 5) in precise accordance with the addendum to the Local Plan Inspector's Report dated 18 May 2016 and the Court Order dated 19 February 2016.
- 1.3 To note that, upon adoption by Council, Policy Bicester 13 will be inserted as modified into the published Cherwell Local Plan 2011-2031.

11. Community Lottery (Pages 159 - 180)

7.15pm

Report of Commercial Director

Purpose of report

To gain agreement to launch an online and fully automated Cherwell Lottery that will help fund discretionary support to voluntary and community (VCS) organisations active in Cherwell and to enable such organisations to raise funds directly for themselves.

The proposal is for the Council to be an enabler and use the services of an External Lottery Manager (ELM) to run the lottery.

Recommendations

The meeting is recommended:

- 1.1 To agree the proposal that an online Cherwell Lottery be launched as detailed in the attached business case. This includes a financial contribution and in-kind support, subject to this being funded from existing resources.
- 1.2 That subject to procurement, due diligence and the with the guidance contained in the Joint Contract Procedure Rules, the Council uses an external lottery manager (ELM) to run and operate the lottery and shares the risk of running it with them.
- 1.3 That the Council agrees to provide £3K for set-up costs and £1k for the annual license and administration costs. In the first year the Council allocates £1.5K for marketing funded from existing resources, and £350 annually for on-going marketing (the majority of marketing material is paid for by the External Lottery Manager).

- 1.4 To agree that an annual review of the Cherwell Lottery is reported to Executive on the anniversary of its launch.

12. Contract Award - Debt and Money Advice Service (Pages 181 - 188) 7.20pm

Report of Chief Finance Officer and Head of Regeneration & Housing Services

Purpose of report

To seek approval for the contract award for the provision of Debt and Money Advice services across the Cherwell District.

Recommendations

The meeting is recommended to:

- 1.1 Approve the award of a contract for the provision of Debt and Money advice across all areas of the Cherwell District to North Oxfordshire and South Northants Citizens Advice (formerly known as Citizens Advice Bureau). The bid includes partnership working with Bicester Citizens Advice who will provide services in Bicester and Kidlington. The contract will operate for a period of two years from 1 April 2017 and includes an option to extend the contract for a further one year from 1 April 2019.

13. Council Tax Reduction Scheme and Council Tax Discounts 2017-2018 (Pages 189 - 200) 7.25pm

Report of Chief Finance Officer

Purpose of report

To provide members with a review of Council Tax discounts and to seek approval to recommend the proposed level of Council Tax discounts for the 2017-2018 financial year to Council.

To provide an update on the consultation process that has taken place on the proposals for a Council Tax Reduction Scheme for 2017-2018 and to seek approval to recommend the proposed Council Tax Reduction Scheme to Council.

Recommendations

The meeting is recommended:

- 1.1 To approve the option of no change to the Council Tax Reduction Scheme for 2017-2018 and to amend the Council Tax Reduction Scheme Regulations for Pensioners in line with uprating announced by DCLG and to uprate the Working Age Regulations in line with Housing Benefit as confirmed by Department for Work and Pensions.
- 1.2 To recommend to Council an unchanged Council Tax Reduction Scheme for 2017-2018.

- 1.3 To recommend to Council that delegated authority be given to the Chief Finance Officer to make any changes to the Council Tax Reduction Scheme Regulations up to and including 31 January 2017 in conjunction with the Lead Member for Financial Management.
- 1.4 To review the proposed level of Council Tax discounts for 2017-2018 and make recommendations to Council as follows:
 - Retain the discount for second homes at zero
 - Retain the discount for empty homes (unoccupied and substantially unfurnished) at 25% for 6 months and thereafter at zero.
 - Retain the discount for empty homes undergoing major repair at 25% for 12 months and thereafter at zero.
 - Retain the empty homes premium of an additional 50% for properties that have remained empty for more than 2 years. .

14. Quarter 2 2016/17 Performance Update (Pages 201 - 248) 7.30pm

Report of Director of Strategy and Commissioning

Purpose of report

To provide an update on the Cherwell Business Plan progress to the end of Quarter Two 2016/17.

Recommendations

The meeting is recommended to:

- 1.1 Note the exceptions highlighted and proposed actions.
- 1.2 Note that any feedback on performance issues from Overview & Scrutiny Committee at its meeting on 22 November 2016 will be provided directly to The Leader.

15. Quarter 2 2016-17 - Revenue and Capital Budget Monitoring Report (Pages 249 - 262) 7.35pm

Report of Chief Finance Officer

Purpose of report

This report summarises the Council's Revenue and Capital position as at the end of the first three months of the financial year 2016-17 and projections for the full year.

Recommendations

The meeting is recommended:

- 1.1 To note the projected revenue and capital position at September 2016.

16. **Notification of Urgent Action: Free Parking for Small Business Saturday on 3 December 2016 and Free After Three Parking in January 2017** (Pages 263 - 266) **7.40pm**

Report of Director of Operational Delivery

Purpose of report

To report the urgent action which was taken by the Director of Operational Delivery in consultation with the Leader relating to offering free parking for Small Business Saturday on 3 December 2016 and Free After Three Parking in January 2017.

Recommendation

The meeting is recommended:

- 1.1 To note the urgent action taken by the Director of Operational Delivery in consultation with the Leader to offer free parking for Small Business Saturday on 3 December 2016 and Free After Three parking in January 2017.

17. **Business Cases: Joint Planning Policy and Growth Strategy Team and Joint Design and Conservation Team** (Pages 267 - 276) **7.45pm**

Report of Head of Strategic Planning and the Economy and Head of Development Management

Purpose of report

This report presents the final business cases for a Joint Planning Policy and Growth Strategy Team and a Joint Design and Conservation Team across Cherwell District and South Northamptonshire Councils (hereafter Cherwell or CDC and South Northamptonshire or SNC respectively).

The report recommends the formation of a Joint Planning Policy and Growth Strategy Team and a Joint Design and Conservation Team and in doing so seeks the Executive's agreement for the non-staffing elements of the business cases.

The proposal is part of the wider transformation programme across the two Councils.

Recommendations

The meeting is recommended:

- 1.1 To consider the attached final business case and the consultation responses in relation to non-staffing matters as outlined in section 5.1.
- 1.2 To note that the business case will be considered by the Joint Commissioning Committee with regard to staffing matters on 1 December 2016. This will include consideration of the consultation responses from affected staff and trade union representatives.

- 1.3 To approve and implement the proposed final business case to create a Joint Planning Policy and Growth Strategy Team and a Joint Design and Conservation Team between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 12 December 2016 and approval of the staffing implications by the Joint Commissioning Committee.
- 1.4 To delegate to the Head of Development Management and the Head of Strategic Planning and the Economy in consultation with the Leader of the Council any non-significant amendment that may be required to the business case following the decision by SNC Cabinet and/or the Joint Commissioning Committee.

18. Exclusion of the Press and Public

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

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

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

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

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.

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

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

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following 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, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

19. Business Cases: Joint Planning Policy and Growth Strategy Team and Joint Design and Conservation Team - Exempt Appendices (Pages 277 - 330)

(Meeting scheduled to close at 7.50pm)

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to 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.

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

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

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

Queries Regarding this Agenda

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

Sue Smith
Chief Executive

Published on Friday 25 November 2016