

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Executive**

**Date: Monday 3 March 2025**

**Time: 6.30 pm**

**Venue Bodicote House, Bodicote, Banbury, Oxon OX15 4AA**

## **Membership**

**Councillor David Hingley  
(Chairman)**

Councillor Tom Beckett  
Councillor Jean Conway  
Councillor Ian Middleton  
Councillor Rob Pattenden

**Councillor Lesley McLean (Vice-Chairman)**

Councillor Chris Brant  
Councillor Nick Cotter  
Councillor Rob Parkinson

## **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. Minutes (Pages 7 - 14)**

To confirm as a correct record the Minutes of the meeting held on 3 February 2025.

### **5. Chairman's Announcements**

To receive communications from the Chairman.

## 6. **'A Banbury for the Future' Report** (Pages 15 - 28)

\*\* Please note, due to the size of the documents, to assist with downloading and access, the appendices to the report are published as a supplement to the agenda  
\*\*

Report of Corporate Director Communities

### **Purpose of report**

This report updates the Executive on the progress of 'A Banbury for the Future' project; the community engagement with residents, businesses and delivery partners and the emerging Banbury area action plan.

'A Banbury for the Future' project was established in 2023 when the previous Executive approved the appointment of consultants to carry out an extensive vision engagement exercise on the future of the town centre and its environs.

Engagement on the vision for Banbury has been completed, with the vision engagement findings compiled into a draft report. The Council has engaged with partners over the last year in developing a draft action plan from the engagement findings.

On 4 November 2024 the Executive agreed to adopt an area-based approach with the objective to strengthen community and stakeholder engagement into major growth sites across the district in support of delivering more holistic and sustainably planned developments, aligned to Council priorities.

As part of this area-based approach a new Area Action Plan is currently under development bringing together several existing action plans into one new document, including the engagement findings from the consultants draft report. This new, updated Action Plan will form part of the Area Framework of documents which will be reviewed and prioritised by the new Area Oversight Group for Banbury.

This report seeks authority from the Executive to publish the draft engagement findings.

### **Recommendations**

The Executive resolves:

- 1.1 To authorise the publication of the draft Banbury vision engagement report.
- 1.2 To engage further with the community and partners through the Banbury Area Oversight Group and subgroups, with a view to developing the new Banbury Area Action Plan.

## 7. **Banbury Public Spaces Protection Order (PSPO) Implementation Report** (Pages 29 - 52)

Report of Head of Regulatory Services and Community Safety

### **Purpose of report**

A consultation was recently undertaken on a proposal to introduce a new Public Spaces Protection Order (PSPO) for Banbury town centre. This report provides the Executive with the background to the proposal, a summary of the consultation undertaken and the feedback from stakeholders and the details of the potential scope of the Order. The report asks the Executive to decide whether to introduce a PSPO in Banbury town centre.

### **Recommendations**

The Executive resolves:

- 1.1 To introduce a Public Spaces Protection Order for Banbury town centre taking into consideration the outcomes of the public consultation and the feedback received from stakeholders.
- 1.2 To agree the basis of the order will be items (a)-(e) as set out in the consultation in section 4.14 and the order will apply to the area set within the red border in appendix 1.
- 1.3 To agree the order can remain in place for up to 3 years.

## **8. Oxfordshire Leaders Joint Committee Terms of Reference (Pages 53 - 76)**

Report of Corporate Director Communities

### **Purpose of report**

The concluding stages of the Oxfordshire Housing and Growth Deal require adjustments to the working arrangements of the Future Oxfordshire Partnership for 2025 and a change of name for the Future Oxfordshire Partnership. This report proposes corresponding amendments to the Terms of Reference and the Memorandum of Understanding between Cherwell District Council and the other five Oxfordshire councils party to the Partnership.

### **Recommendations**

The Executive resolves:

- 1.1 To approve the revised Terms of Reference and Memorandum of Understanding. These will take effect following approval by each of the six Oxfordshire councils.

## **9. Finance Monitoring Report January 2025 (Pages 77 - 120)**

Report of Assistant Director Finance (S151 Officer)

### **Purpose of report**

To report to the Executive the council's forecast yearend financial position as at the end of the January 2025.

## **Recommendations**

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of January 2025.
- 1.2 To approve the reprofiling of capital projects beyond 2024/25 (section 4.2.3 and Appendix 1) and the subsequent update to the programme budget for this financial year 2024/25.
- 1.3 To approve the Use of Reserve and Grant Funding Requests in Appendix 5.
- 1.4 To approve the New Planning & Building Control fee proposal within Appendix 6.
- 1.5 To remove capital project (40315) S106 – Longford Park Sport Pitches £0.010m from the programme as it is not required as capital expenditure and agree for it to be transferred to revenue grant earmarked reserves to be used for ongoing maintenance.

## **10. Urgent Business**

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

## **11. Exclusion of the Press and Public**

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

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

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

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

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

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

## **12. Dry Recycling Contracts (Pages 121 - 128)**

Exempt report of Assistant Director Environmental Services and Corporate Director Communities

**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 [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221534 prior to the start of the meeting.

#### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

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

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

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

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

#### **Evacuation Procedure**

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

#### **Access to Meetings**

If you have any special requirements, such as a large print version of these papers or special access facilities to view a meeting online or attend a meeting in person, please contact the officer named below, giving as much notice as possible before the meeting

#### **Mobile Phones**

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#### **Webcasting and Broadcasting Notice**

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber or joining virtually, you are consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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**Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

**Shiraz Sheikh**  
**Monitoring Officer**

Published on Friday 21 February 2025

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 3 February 2025 at 6.30 pm

#### Present:

Councillor Lesley McLean (Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration) (Vice-Chairman, in the Chair)

Councillor Tom Beckett, Portfolio Holder for Greener Communities

Councillor Chris Brant, Portfolio Holder for Corporate Services

Councillor Jean Conway, Portfolio Holder for Planning and Development Management

Councillor Rob Parkinson, Portfolio Holder for Safer Communities

Councillor Rob Pattenden, Portfolio Holder for Healthy Communities

#### Apologies for absence:

Councillor David Hingley, Leader of the Council & Portfolio Holder for Strategic Leadership

Councillor Ian Middleton, Portfolio Holder for Neighbourhood Services

#### Also Present:

Councillor Phil Chapman

Councillor David Rogers

#### Also Present Virtually:

Councillor Amanda Watkins, Leader of the Opposition, Labour Group

Councillor Les Sibley, Leader of the Independent Group

#### Officers:

Gordon Stewart, Chief Executive

Ian Boll, Corporate Director Communities

Stephen Hinds, Corporate Director Resources and Transformation

Michael Furness, Assistant Director Finance & S151 Officer

Nicola Riley, Assistant Director Housing and Wellbeing

Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer

David Peckford, Assistant Director Planning & Development

Christina Cherry, Planning Policy, Conservation & Design Manager

Natasha Clark, Governance and Elections Manager

#### Officers Attending Virtually:

Shona Ware, Assistant Director Customer Focus

Richard Smith, Head of Housing

91 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Watkins, Leader of the Opposition, Labour Group, Councillor Sibley, Leader of the Independent Group, Councillor Chapman and Councillor Roger to the meeting and invited them to indicate if they wished to speak on any item.

93 **Minutes**

The minutes of the meeting held on 6 January 2025 were agreed as a correct record and signed by the Chairman.

94 **Chairman's Announcements**

There were no Chairman's announcements.

95 **Urgent Business**

There were no items of urgent business.

96 **Budget Setting for 2025/26 and the Medium-Term Financial Strategy up to 2029/30**

The Assistant Director Finance (Section 151 Officer) submitted a report for Executive to consider and approve the Budget Setting for 2025/26 and Medium Term Financial Strategy 2029/30 as per the recommendations.

Executive members thanked the Portfolio Holder for Finance, Regeneration and Property, Assistant Director Finance (Section 151 Officer) and the Finance team for their hard work in putting forward the proposed budget.

**Resolved**

- (1) That authority be delegated to the Section 151 Officer (S151), following consultation with the Leader of the Council and Portfolio Member for Finance, Regeneration and Property to complete the legal Council Tax



calculations once all the information required has been received and submit as appendices to the budget report to Council.

- (2) That authority be delegated to the S151 Officer, following consultation with the Leader of the Council and Portfolio Holder for Finance, Regeneration and Property to make appropriate changes to the Executive's proposed budget to Council including policies and plans.
- (3) That Council be recommended to approve the proposed Fees and Charges schedule for 2025/26 and statutory notices be placed where required.
- (4) That Council be recommended to consider and note the Equality Impact Assessments of the Budget.
- (5) That Council be recommended to approve the Corporate Plan and to note the Internal Perspectives.
- (6) That, in relation to the Revenue Budget Strategy and Medium-Term Financial Strategy (MTFS), Council be recommended to approve:
  - i. The net revenue budget for the financial year commencing on 1 April 2025, as set out below, and further analysed in the Budget Book.  
  
**Directorate; Net budget 2025/26 £m**  
Communities: 12.120  
Resources: 7.528  
**Service Sub-total: 19.648**  
Corporate Costs: 3.926  
Policy Contingency: 2.620  
**Net Cost of Services: 26.194**
  - ii. The MTFS and Revenue Budget 2025/26, including the Savings Proposals and Investments.
- (7) That, in relation to Council Tax, Council be recommended to approve:
  - i. An increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2025 of £5, resulting in a Band D charge of £158.50 per annum.
  - ii. That for long term empty properties, from 1 April 2025 an additional council tax premium will be charged of 100 per cent for properties empty for one year or more, replacing the current 100 per cent premium that begins after 2 years of a property being empty. All other empty property premiums will remain.
- (8) That, in relation to the Capital Programme and related strategies, Council be recommended to approve:
  - i. The Capital Bid(s) and Capital Programme.

- ii. The Capital and Investment Strategy 2025/26, including the Minimum Revenue Provision (MRP) Policy.
  - iii. The Treasury Management Strategy, including the Prudential Indicators, and Affordable Borrowing Limit for 2025/26.
- (9) That, in relation to reserves, Council be recommended to approve:
- i. A minimum level of General Balances of £7.8m.
  - ii. The Reserves Policy.
  - iii. The medium-term reserves plan.
- (10) That Council be recommended to approve The Pay Policy Statement, as required by the Localism Act 2010.

### **Reasons**

This report provides information around the various building blocks that make up the proposed budget for 2025/26 and beyond, allowing members to consider and scrutinise the elements of the budget and provide advice and guidance to council to help further shape both budget setting for 2025/26 and the MTFS up to 2029/30.

### **Alternative options**

It is a legal requirement to set a balanced budget and the recommendations as outlined set out a way to achieve this. The following alternative option has been identified and rejected for the reasons set out below.

Option 1: To reject the current proposals and make alternative recommendations. Members will not be aware of the medium-term financial forecast or implications of alternatives if they choose to take this option.

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### **New Cherwell District Council Housing Strategy 2025-2030**

The Assistant Director Wellbeing and Housing submitted a report to seek approval for the new Cherwell District Council Housing Strategy 2025-2030.

In response to a question from the Leader of the Independent regarding whether any sites in the district had been identified as suitable for keyworker housing, the Portfolio Holder for Housing explained that keyworker housing was important and the Strategy was broad enough to allow for future discussions on this.

### **Resolved**

- (1) That the Cherwell District Council Housing Strategy 2025-2030 be approved.

### **Reasons**

It is important that the Council has up to date policies for its key service areas and it is important that they are legislatively and operationally sound. A periodic review of policies is therefore appropriate.

### **Alternative options**

Option 1: Not bring forward a new Housing Strategy. This is rejected as it is a best practice that the Council produces and reviews its housing strategy.

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### **Annual Monitoring Report 2024**

The Assistant Director Planning and Development submitted a report to seek approval for publication the 2024 Annual Monitoring Report (AMR) which included a housing land supply update (December 2024). The report also sought approval of the accompanying updates to the Local Plan's Infrastructure Delivery Plan and Brownfield Land Register update (December 2024).

In introducing the report, the Portfolio Holder for Planning and Development explained that the most significant conclusions were that Cherwell continued to deliver homes and employment land, albeit fewer homes than in recent years, and affordable housing completions had increased. The Council could not however, now demonstrate a five-year supply of deliverable housing land and the preparation of an action plan to assist housing delivery was recommended.

In response to comments from Executive members, the Leader of the Opposition and Councillor Chapman, the Portfolio Holder for Planning and Development explained that the increase in local housing need was due to the Government revising the National Planning Policy Framework (NPPF) and the standard method in December 2024 and confirmed the importance of the Local Plan being submitted to the Planning Inspectorate as soon as possible.

The Housing Delivery Action Plan work would include consideration of developments with planning permission that were not being progressed and infrastructure issues and there would be opportunity for all Members to have input. Additionally, at its 28 January 2025 meeting, the Overview and Scrutiny Committee (OSC) had requested that the Action Plan be submitted to a future OSC meeting.

### **Resolved**

- (1) That the 2024 Annual Monitoring Report (AMR) including a Housing Land Supply Statement and a 2023/24 Infrastructure Delivery Plan update be approved for publication.
- (2) That the 2023/24 Brownfield Land Register be approved for publication.

- (3) That the Assistant Director Planning and Development be instructed to prepare a Housing Delivery Action Plan in consultation with the Portfolio Holder for Planning and Development Management.
- (4) That the Assistant Director Planning and Development be authorised to approve the final presentation of the AMR and Brownfield Land Register and to make any necessary minor administrative amendments and corrections to them prior to formal publication and in consultation with the Portfolio Holder for Planning and Development Management.

### **Reasons**

The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery.

Its most significant conclusions are that Cherwell continues to deliver homes and employment land, albeit fewer homes than in recent years. Affordable housing completions has increased. The Council cannot however, now demonstrate a five-year supply of deliverable housing land and the preparation of an action plan to assist housing delivery is recommended.

It is recommended that the AMR and Brownfield Land Register be approved for publication.

### **Alternative options**

Option 1: Deferment to seek significant amendment of the: 2024 Annual Monitoring Report, Infrastructure Delivery Plan or Brownfield Land Register Officers consider the documents to comprise robust factual reporting and updating against relevant indicators and requirements, supported by data and research. Members are therefore asked to consider amendment through delegation and consultation with the Portfolio Holder should they consider significant changes to be necessary.

Option 2: Not to approve the documents for publication  
Production of an Authorities Monitoring Report is a statutory requirement and the AMR's wider information supports the Local Plan implementation and review. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the adopted Cherwell Local Plan 2011-2031 and its Partial Review.

### **Finance, Performance and Risk Monitoring Report Quarter 3 2024-25**

The Assistant Director Finance (Section 151 Officer) and Assistant Director Customer Focus submitted a report to report to Executive the council's forecast financial position, performance and risk as at the end of the Quarter 3 2024-25.

## **Resolved**

- (1) That the council's financial, performance and risk report as at the end of Quarter 3 2024 -25 be noted.
- (2) That the reprofiling of capital projects beyond 2024/25 and the subsequent update to the programme budget for this financial year 2024/25 be approved.
- (3) That the Use of Reserve Requests (Annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the proposed write offs (Exempt Annex to the Minutes as set out in the Minute Book) be approved.
- (5) That the Minimum Revenue Provision (MRP) underspend of (£1.600m) due to the reprofiling of capital projects within the programme be noted and the moving of this to the Projects Reserve (Annexes to the Minutes as set out in the Minute Book) be approved.

## **Reasons**

The report updates Executive on the projected year-end financial position of the council for 2024/25, and performance and risk position as of the end of Quarter 3 2024-25. Regular reporting is key to good governance and demonstrates that the council is actively managing its resources sustainably.

## **Alternative options**

Option 1: This report summarises the council's forecast financial position up to the end of March 2025, and performance and risk position as of the end of Quarter 3 2024-25, therefore there are no alternative options to consider.

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

There being no questions on the exempt appendix, it was not necessary to exclude the press and public.

### 101 **Finance, Performance and Risk Monitoring Report Quarter 3 2024-25 - Exempt Appendix**

There being no questions on the exempt appendix, it had been agreed under item 10 (Minute 99).

The meeting ended at 7.22 pm

Chairman:

Date:

<b>This report is public.</b>	
<b>‘A Banbury for the Future’ Report</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	3 March 2025
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Finance, Regeneration and Property, Councillor Lesley McLean
<b>Date Portfolio Holder agreed report</b>	20 February 2025
<b>Report of</b>	Corporate Director Communities, Ian Boll

## Purpose of report

This report updates the Executive on the progress of ‘A Banbury for the Future’ project; the community engagement with residents, businesses and delivery partners and the emerging Banbury area action plan.

‘A Banbury for the Future’ project was established in 2023 when the previous Executive approved the appointment of consultants to carry out an extensive vision engagement exercise on the future of the town centre and its environs.

Engagement on the vision for Banbury has been completed, with the vision engagement findings compiled into a draft report. The Council has engaged with partners over the last year in developing a draft action plan from the engagement findings.

On 4 November 2024 the Executive agreed to adopt an area-based approach with the objective to strengthen community and stakeholder engagement into major growth sites across the district in support of delivering more holistic and sustainably planned developments, aligned to Council priorities.

As part of this area-based approach a new Area Action Plan is currently under development bringing together several existing action plans into one new document, including the engagement findings from the consultants draft report. This new, updated Action Plan will form part of the Area Framework of documents which will be reviewed and prioritised by the new Area Oversight Group for Banbury.

This report seeks authority from the Executive to publish the draft engagement findings.

## 1. Recommendations

The Executive resolves:

- 1.1 To authorise the publication of the draft Banbury vision engagement report.

- 1.2 To engage further with the community and partners through the Banbury Area Oversight Group and subgroups, with a view to developing the new Banbury Area Action Plan.

## **2. Executive Summary**

- 2.1 The Council is committed to the recovery and revitalisation of Banbury town centre, allocating a budget from its reserves for a two-year vision engagement project: 'A Banbury for the Future' engagement project. The project is moving forward within the new Banbury Area Framework and Area Oversight Group structure, currently under development.
- 2.2 The largest ever community engagement on the Banbury town centre was completed in early 2024 comprising an extensive communications and engagement exercise. Over 2,700 individuals, organisations, businesses and other stakeholders completed an online survey. Workshops and focus groups were held to gather further understanding of the issues and opportunities. The engagement results have been analysed and published on the Council's website.
- 2.3 Further engagement was suspended in the period before and after the 2024 local and national elections while a new Council administration was appointed. An area-based approach to regeneration, growth and development has been agreed with the Council's Executive, which aligns to the Council's priorities, with the implementation of an Area Oversight Group for Banbury.
- 2.4 The Council is relocating its offices to Castle Quay, in Banbury, bringing people into the town centre. It is instigating plans to increase momentum with partners with the objective of strengthening community engagement with stakeholders in support of delivering more holistic and sustainable areas.
- 2.5 The engagement findings provide a guide and resource to help create a lasting vision for Banbury, produced together for the town, to ensure it is a shared vision supported by the community. The emerging vision values in the engagement findings, will underpin the vision for Banbury and provide the basis for the new Area Action Plan. They are distilled from the analysis of the vast amount of data from the Banbury vision survey and workshop feedback.
- 2.6 The vision engagement has been an opportunity for the Council to convene a conversation with partners and stakeholders on the future of Banbury, based on the needs and demands as perceived by those that use its assets and services and live, work or visit the area. It is the start of a programme to deliver positive and lasting change through strengthened partnership working and create strong links to community leadership.
- 2.7 The engagement exercise demonstrated the success of a targeted and extensive communications and media campaign to reach a wide audience. The findings will inform the vision and area-based approach as the Council continues to work with partners and stakeholders. The people of Banbury want to see change.



## Implications & Impact Assessments

Implications	Commentary																																							
<b>Finance</b>	<p>'A Banbury for the Future' project is funded from Council reserves. Some funding from the UK Shared Prosperity Fund has been used to deliver the vision engagement.</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">2023/24</th> <th colspan="2">2024/25</th> <th></th> </tr> <tr> <th></th> <th>Original Budget £000</th> <th>Outturn £000</th> <th>Original Budget £000</th> <th>Forecast Outturn £000</th> <th>Total £000</th> </tr> </thead> <tbody> <tr> <td>Reserves</td> <td>125</td> <td>185</td> <td>125</td> <td>85</td> <td>270</td> </tr> <tr> <td>UKSPF</td> <td>0</td> <td>79</td> <td>0</td> <td>0</td> <td>79</td> </tr> <tr> <td>Base Budget</td> <td>0</td> <td>0</td> <td>0</td> <td>36</td> <td>36</td> </tr> <tr> <td><b>Total</b></td> <td><b>125</b></td> <td><b>264</b></td> <td><b>125</b></td> <td><b>121</b></td> <td><b>385</b></td> </tr> </tbody> </table>					2023/24		2024/25				Original Budget £000	Outturn £000	Original Budget £000	Forecast Outturn £000	Total £000	Reserves	125	185	125	85	270	UKSPF	0	79	0	0	79	Base Budget	0	0	0	36	36	<b>Total</b>	<b>125</b>	<b>264</b>	<b>125</b>	<b>121</b>	<b>385</b>
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<p>The Banbury Area Oversight Group will be set up and required to operate within the current ongoing budgets available – there is currently no additional reserves funding allocated to this in 2025/26.</p>																																								
<p>The new area action plan will include projects which are currently funded as well as other potential new projects where funding will need to be sought or identified in the future before they can begin. (Funded and unfunded projects will clearly be specified.)</p>																																								
<p>Michael Furness, Assistant Director of Finance (S151 Officer), 21 February 2025</p>																																								
<b>Legal</b>	<p>There are no legal issues associated with the publication of the draft vision engagement findings report. Denzil Turberville, Head of Legal, 21 February 2025.</p>																																							
<b>Risk Management</b>	<p>There are no major risks associated with the publication of the Banbury vision engagement report. Any risks identified in the future will be captured in operational / project risk registers. Celia Prado-Teeling, Performance Team Leader, 10 February 2025</p>																																							
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary																																				
<b>Equality Impact</b>		X		<p>There are no equalities implications as a direct consequence from this report. Celia Prado-Teeling, Performance Team Leader, 10 February 2025</p>																																				
<b>A</b> Are there any aspects of the proposed decision, including how it is				Not applicable																																				

delivered or accessed, that could impact on inequality?				
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				Not applicable
<b>Climate &amp; Environmental Impact</b>				Not applicable
<b>ICT &amp; Digital Impact</b>				Not applicable
<b>Data Impact</b>				Not applicable
<b>Procurement &amp; subsidy</b>				Not applicable
<b>Council Priorities</b>	<p>An enterprising economy with strong and vibrant local centres</p> <ul style="list-style-type: none"> <li>• Develop and implement area frameworks to support a coordinated approach to development and engagement</li> <li>• Work with partners to understand and unlock complex infrastructure issues that are preventing planned development and support growth from successful delivery</li> </ul> <p>Supporting environmental sustainability</p> <ul style="list-style-type: none"> <li>• Promote the green economy</li> <li>• Work with partners to improve air quality</li> </ul> <p>Healthy, resilient, and engaged communities</p> <ul style="list-style-type: none"> <li>• Identify community needs and produce shared solutions</li> <li>• Work with partners to identify community assets to strengthen safe and resilient communities</li> <li>• Working with partners to bring investment into the district to sustain communities</li> </ul> <p>Housing that meets your needs</p> <ul style="list-style-type: none"> <li>• Complete and deliver our Local Plan to provide sustainable development which improves the local environment for residents, providing necessary infrastructure</li> <li>• Provide for affordable housing to meet the district's needs</li> <li>• Encourage a higher standard of design in new developments</li> </ul>			
<b>Human Resources</b>	Not applicable			
<b>Property</b>	Not applicable			

<b>Consultation &amp; Engagement</b>	Not applicable
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## Supporting Information

### 3. Background

- 3.1 'A Banbury for the Future' project was established to set a sustainable vision for Banbury town centre and its environs. The Council engaged consultants to initiate an engagement exercise with residents, businesses, and visitors. The objective was to find out what people liked, what they thought could be improved and what things they thought Banbury needed to make it a better place in the future. This was incorporated into an online survey and series of engagement workshops. There was significant interest and the largest response to a survey on the future of Banbury to date.
- 3.2 The survey results and feedback from the workshops has been analysed by the consultants with the workshop reports contained in Appendix 1. The analysis was published in March 2024, with a copy of the survey analysis contained in Appendix 2. The engagement findings were used to progress the vision project with a draft report prepared in April 2024. A copy of the draft vision engagement findings report is contained in Appendix 3. In the pre-election period and following the 2024 elections, the vision engagement project was paused to focus on developing an area-based approach, which was agreed by Executive in November 2024.
- 3.3 Consultation on a Banbury Public Realm Strategy took place as part of a district-wide framework exercise in early 2024. The Banbury Public Realm Strategy Framework was approved by the Executive in December 2024 and forms part of the Cherwell Local Plan 2042 (Reg 19) consultation evidence. (a copy can be requested if required for additional information). The Banbury Public Realm Strategy includes recommendations for improving the Market Place. The consultation provided further information on Banbury town centre relevant to the 'A Banbury for the Future' project. Proposals and emerging ideas are progressing with a view to installing seating and planting to enhance the Market Place.
- 3.4 Engagement with key partners has taken place through the Cherwell Local Strategic Partnership, Banbury Business Improvement District, Banbury Quays Consortium (Banbury Museum, the Mills Arts Centre, Tooley's Boatyard, Castle Quay, Banbury Town Council), Banbury Civic Society, rail and train operators and Oxfordshire Community Rail Partnership. This continues while the area-based approach is developed. Partnerships are being established to foster collaboration and commitment to delivering change, for example through a railway station partnership and a cultural strategy led by the Banbury Quays Consortium.
- 3.5 A group comprising delivery partners from the Banbury Business Improvement District, Chamber of Commerce, property agents, Oxfordshire County and Banbury Town Councils met with the project team to discuss next steps and immediate actions. The Area Lead continues to engage with officers and elected Members

collaborating and coordinating activity to focus on the establishment of the Banbury Area Oversight Group (AOG) together with the first draft of the new Banbury Action Plan.

- 3.6 Infrastructure schemes and improvements are progressing in Banbury such as the construction of a new bus and active travel link to the railway station via Tramway Road and the design of a bus service improvement scheme in Cherwell Street. These schemes are included in the new Banbury area action plan.
- 3.7 A vacant premises survey has been undertaken with support from the UK Shared Prosperity Fund and includes Banbury. It identifies business premises that could be brought back into use and evidence to support the vision engagement. (A copy of the vacant premises survey can be requested if required for additional information)
- 3.8 The Council has also been exploring opportunities for Banbury with Homes England including the Canalside site. Meanwhile, the Council's property team are considering options for its assets in Banbury.

## **4. Details**

- 4.1 The success of 'A Banbury for the Future' vision engagement survey provides a strong foundation and evidence to guide future partnerships and delivery linked directly with the implementation of the Area Approach. The Council is working with Banbury Town Council and Oxfordshire County Council, private sector, voluntary and community sector, partners and stakeholders to create a vision for the town.
- 4.2 Key stakeholders include the Banbury Business Improvement District (BID), Banbury Chamber of Commerce, Banbury Quays Consortium, transport operators, representatives from the voluntary sector and community groups. Community groups and organisations engaged to date include Banbury Community Action Group, Age Friendly Banbury, local schools and the college, Banbury Civic Society, Banbury Quays Consortium, faith groups, churches and mosque.
- 4.3 The survey launched in November 2023 with a targeted campaign and media publicity to ensure it represented a wide and diverse range of views. It also included a section containing questions on the town's cultural offer to inform the preparation of a cultural strategy for Banbury. When it closed in January 2024, more than 2,700 surveys were completed, taking on average some 45 minutes to complete. Further information was collected from 150 people taking part in dedicated workshops and focus groups.
- 4.4 Six workshops were held with focus groups covering young people, businesses, transport, arts and culture and civic groups. The Business Improvement District supported a workshop for smaller town centre businesses held in Parsons Street. Engagement with large businesses included a business workshop supported by the Chamber of Commerce and hosted by Karcher.
- 4.5 A cultural workshop in the Mill Arts Centre was attended by a wide range of participants from the arts and culture sector including Banbury Museum, the Mill Arts Centre, local theatre and drama groups, Parish Church and Mosque. The final

workshop was a public event in the Town Hall attended by councillors, civic groups, residents and businesses.

- 4.6 The engagement exercise demonstrated the success of a targeted and extensive communications and media campaign to reach a wide audience. The findings will inform the vision and area-based approach as the Council continues to work with partners and stakeholders.

### **Vision engagement – survey analysis**

- 4.7 The survey responses have been analysed, in conjunction with the supporting consultants, Hemmingway Design together with NEW Masterplanning, and a summary of the analysis was published on the Councils website in spring 2024.
- 4.8 The local community responded in high numbers to the survey. 87% of respondents said they were residents, compared to 5% who were visitors. There was high proportion of young people responding. At the end of the survey, young people made up 10% of the respondents. This reflects a priority group for the vision. Contacts with local schools and colleges, led to the online survey launching with young people's workshop.
- 4.9 In terms of businesses 16% of respondents were owners or employees of local businesses.
- 4.10 The survey results show the strengths of the town centre and indicate its resilience. People visit the town centre for a variety of reasons. Favourite places include leisure and entertainment venues, such as The Light and Lock 29. Green and blue spaces including Spaceball and People's Parks, the canal and Grimsbury reservoir, are also high on the list of people's favourite places in Banbury as are, cultural venues such as the Mill Arts Centre and Banbury Museum; independent cafes, restaurants, pubs and bars; heritage assets such as the historic core; Castle Quay shopping centre and retail parks.
- 4.11 The town centre is no longer seen primarily as a shopping centre and its role as a retail destination has diminished (33% of respondents said they did not visit the town centre to shop).
- 4.12 The markets in the town are not seen as attractive to most of the survey respondents (63% disagreed that Banbury is a town with interesting markets and 50% said they did not visit the markets in Banbury).
- 4.13 The analysis shows the evening economy to be doing less well – 90% of respondents are most likely to visit Banbury in the daytime – and suggests it could be made more appealing if something could be done to address the perception of being unsafe (52% of respondents said that a safer environment would encourage them to visit more often in the evening, this rises to 65% amongst those that said they do not currently visit in the evening).
- 4.14 It appears evening visits are split between cultural and leisure venues, restaurants and bars along the canal and restaurants and bars in the town centre historic core. 41% of those that visit The Light and/or the Mill Arts Centre do not visit the historic

core in an evening, highlighting a “disconnect” between these two key areas of the town.

4.15 The current programme of events and festivals is popular. The Banbury Canal Festival, Food and Drink Festival and Victorian Christmas Market are the most well attended amongst respondents. However, young people taking part in the survey disagree that Banbury is a town centre with a good range of events and festivals (45% of respondents aged 16 to 24) suggesting there may be an under provision of events and festivals for older teenagers and young adults.

4.16 The survey analysis also highlighted the following common themes.

- **Heritage:** Respondents felt that buildings in the historic core in general need to be looked after better, specifically those on High Street and Market Place.
- **Green spaces:** 59% of respondents agreed the town centre parks and green spaces were good but could be made better with improved play, inclusion of a café and toilets, increased biodiversity, more greenery and planting throughout the town centre, more seating, fewer cars and more trees and greenery in Market Place.
- **Travel:** Over 70% of respondents agreed that the town centre is easy to get to. Most respondents travel to the town centre by car and very few cycle. Young people are more likely to walk to the town centre than other age groups. 56% of local respondents and 59% of visitors, feel there are currently no attractive alternative ways to travel into Banbury, so that they do not have to travel by car. More frequent and cheaper bus and / or rail services would be the main incentives for car users to leave their cars at home.

4.17 **Other themes** in the responses included (in no particular order):

- Reduce traffic and pollution, more pedestrianisation
- Safer walking and cycling routes to discourage car use
- Improved public transport services
- Free parking
- Cleaner streets and better maintained buildings/shopfronts
- More greenery, trees and planting
- Improved public realm including more seating, and opportunities for socialising
- Better maintenance and promotion of historic assets
- Reduced rents and business rates to encourage/enable smaller independent businesses to open in the town centre and reducing the number of vacant retail units.
- Incentives for businesses to open in the town centre rather than on out of town retail parks.
- More activities and facilities for teenagers, young adults and families with young children.
- Improved safety
- Improved market offer and setting
- More events and cultural activity

4.18 Respondents were asked to choose a word that describes the Banbury of the future. Seven themes emerged from the analysis encapsulated by the words: vibrant, safe, clean, green, fun, independent and destination.

## Vision engagement – draft findings

4.19 Following the survey analysis, a draft vision engagement findings report was prepared in spring 2024. A copy of the draft engagement findings report is contained in Appendix 2. It summarises key findings from the engagement process, the issues that the local community want to see addressed and the type of town centre they want Banbury to be in six sections.

- Section 1 introduces the report;
- section 2 sets out the emerging vision values;
- Section 3 outlines a people-led vision;
- Section 4 sets out the desire for change;
- Section 5 sets opportunities for change
- Section 6 discussing the next steps.

## Emerging vision values

4.20 The emerging vision values created from the survey and workshops will be used as values to underpin the vision for Banbury and are described in more detail in the vision engagement findings report.

- **Vibrant:** This word is often used to describe the town centres people want to see. Other words used in the survey responses included “busy”, “bustling”, “prosperous” and “flourishing”. They represent a Banbury town centre full of activities and people, creating a lively atmosphere with buildings, including shops, that are contributing to the vibrancy. A strong Banbury local market and activities and events are important elements in bringing “life” to the town centre and animating its streets and spaces.
- **Safe:** Safety in Banbury town centre was a recurring theme during the vision engagement. There is a desire to see more people in Banbury town centre, creating a natural sense of security, community and sociability. Young people want Banbury town centre to have spaces where they can socialise with friends, feel safe and welcome.
- **Clean:** Banbury people are proud of their town centre, particularly its heritage. They want to showcase the quality of its streets, spaces and buildings. Making sure those places and buildings are clean and well-maintained is a priority for many people and a starting point for improvement to Banbury town centre.
- **Green:** Other similar words used to describe the Banbury town centre people want to see included “sustainable”, “innovative” and “progressive”. People want to see a forward-looking town centre that demonstrates its commitment to tackling environmental, social and technological challenges. They also want to see a greener town centre, in the true sense of the word, with more trees lining its streets and public spaces.
- **Fun:** Banbury town centre should be a “fun” place that attracts people with a sense of excitement about what they will find when they visit. They want it to be “lively” and “buzzing” and somewhere that is “entertaining” “bright”, “colourful” and “sociable”.
- **Independent:** This theme reflects the desire for Banbury to be an interesting, authentic and diverse town centre which is different from other places and has its own unique identity, that supports and nurtures creativity and distinctive local businesses.

- **Destination:** There is a clear sense from the survey respondents that Banbury town centre needs to become a destination. The key words from workshop participants promote a possible change in mindset to think bigger (words include “city” and “cosmopolitan”). Banbury’s success demonstrates that it has already moved beyond being a “traditional” market town. The report suggests that Banbury needs to think like a larger town, while retaining its distinctive qualities.
- 4.22 The vision engagement findings provide an understanding of how people view the town centre, the challenges it faces but also a desire for change, highlighting the opportunities and demonstrate its potential. The engagement shows that people value Banbury’s “market town” qualities: its walkability, its independent shops, its parks and green spaces and its heritage, particularly the Old Town and canal.
- 4.23 People liked the diversity of Banbury’s communities and the variety of cultural, leisure and recreational opportunities available in the town centre.
- 4.24 People find Banbury town centre easy to get to. Once they are in the town centre, most find it easy to walk around.
- 4.25 There are a variety of reasons for people visiting Banbury and this is a key strength of the town centre.
- 4.26 The survey results highlight some major issues for the vision to address including:
- The quality of shopping provision and impact of retail parks.
  - The quality of Banbury’s regular markets.
  - The treatment of Banbury’s historic streets, spaces and buildings.
  - The frequency and cost of bus services.
  - The quality of cycling and walking routes.
  - Overall perceptions of safety in the town centre.
- 4.27 The engagement findings report identifies 12 key opportunities for change from the survey and workshops. These are:
- Retail parks
  - Shopping local
  - Local markets
  - Food and drink
  - Culture
  - Events and festivals
  - Young people
  - Heritage
  - Walkability
  - Bus and rail
  - Parking
  - Local jobs
- 4.28 Each opportunity is described in more detail with relevant case studies and draft actions in the report.
- 4.29 The report identifies five potential physical “**areas of change**” with priorities for action:
- The Canal



- Old Town and heritage
- Green Space
- Castle Quay
- Walking and cycling

4.30 The final section of the of the report suggests five priority next steps:

- Publishing the vision engagement findings report and providing feedback to survey respondents
- Refining the core “values” of Banbury
- Developing an overarching vision/ strategy / masterplan for the town centre
- Developing a short-term action plan to demonstrate commitment to change
- Identifying an organisational structure to manage and coordinate the delivery of change.

4.31 The vision engagement findings report represents the start of an ongoing process of bringing the community, businesses, partners and stakeholders together to deliver coordinated and comprehensive change in the town centre. Its publication has been delayed due to the restrictions of the pre-election period, and to provide the opportunity for the new Administration to outline its response. The draft report has been shared, on a confidential basis, with an initial group of delivery partners.

### **Area Action Plan**

4.32 To progress ‘A Banbury for the Future’ vision engagement a short-term action plan was prepared. The action plan captured what was already happening as well as emerging projects and plans. These plans will now be merged to form the basis of the emerging Area Action Plan to link with the Banbury AOG, and the area-based approach across the district.

4.33 The Banbury Area Action Plan will include infrastructure projects such as the proposals to improve Tramway Road and Cherwell Street. Construction of the Tramway Road scheme has started and comprises new walking, cycling and bus/taxi infrastructure to improve access to the railway station. The Cherwell Street scheme is being delivered by Oxfordshire County Council using funds secured through the Bus Service Improvement Plan to progressing proposals to improve the capacity and efficiency of the junction with Bridge Street and address some of the issues in this area.

4.34 The emerging vision values provide a framework to evaluate ideas and proposals. They can be used to test and inform the Banbury area action plan. The vision engagement findings have been used to inform emerging projects including, the vacant town centre premises study, Market Place options, cultural strategy, public realm frameworks strategy and the area-based approach across the district.

## **5. Alternative Options and Reasons for Rejection**

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

Option 1: Not publishing the vision engagement findings or delaying the publication may lead to a lack of momentum in delivering the new Banbury Area programme

and may also make further community engagement more challenging as it may be perceived as a lack of commitment to the Banbury area.

## 6 Conclusion and Reasons for Recommendations

- 6.1 The vision engagement exercise and the findings it has generated provide an understanding of how people view Banbury, the challenges it faces but also a desire for change, highlighting the opportunities and demonstrating its potential.
- 6.2 There is a clear desire to see Banbury town centre improve. Over 99% of survey respondents want see improvements to the town centre. The engagement process indicates that to deliver this change, Banbury needs a change of mindset. The report highlights some major issues the vision needs to address.
- 6.3 This report seeks the Executive’s approval to publish the draft Banbury vision engagement findings report. The reason for the recommendation is to progress the work on Banbury as set out in the report. It remains important to maintain the focus on continued community engagement; by publishing the draft vision engagement findings report, the Council is reaffirming its commitment to regeneration and growth in Banbury.

### Decision Information

<b>Key Decision</b>	No
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	Banbury Hardwick, Ruscote, Banbury Cross and Neithrop, Grimsbury and Hightown, Calthorpe and Easington

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Banbury vision 2050 workshop reports
<b>Appendix 2</b>	Banbury vision 2050 Survey Analysis, March 2024
<b>Appendix 3</b>	Banbury vision 2050, Engagement findings report, April 2024
<b>Background Papers</b>	None
<b>Reference Papers</b>	None
<b>Report Author</b>	Andrew Bowe, Banbury Area Lead

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<b>Corporate Director Approval (unless Corporate Director or Statutory Officer report)</b>	Corporate Director for Communities, 6 February 2025 Corporate Director for Resources and Transformation, 21 February 2025

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<b>This report is public</b>	
<b>Banbury Public Spaces Protection Order Implementation Report</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	3 March 2025
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Safer Communities, Councillor Rob Parkinson
<b>Date Portfolio Holder agreed report</b>	13 January 2025
<b>Report of</b>	Head of Regulatory Services and Community Safety, Tim Hughes

## Purpose of report

A consultation was recently undertaken on a proposal to introduce a new Public Spaces Protection Order (PSPO) for Banbury town centre. This report provides the Executive with the background to the proposal, a summary of the consultation undertaken and the feedback from stakeholders and the details of the potential scope of the Order. The report asks the Executive to decide whether to introduce a PSPO in Banbury town centre.

## 1. Recommendations

The Executive resolves:

- 1.1 To introduce a Public Spaces Protection Order for Banbury town centre taking into consideration the outcomes of the public consultation and the feedback received from stakeholders.
- 1.2 To agree the basis of the order will be items (a)-(e) as set out in the consultation in section 4.14 and the order will apply to the area set within the red border in appendix 1.
- 1.3 To agree the order can remain in place for up to 3 years.

## 2. Executive Summary

- 2.1 The Council's Community Safety Team have been working extensively with Thames Valley Police on problems of anti-social behaviour in and around Banbury town centre for several years. However, all approaches that have been taken have so far failed to fully resolve this problem.
- 2.2 Anti-social behaviour (ASB) continues to be an issue that affects Banbury town centre to the detriment of visitors to the town centre and businesses that are located there.

- 2.3 A consultation has been completed on a proposal to introduce a Public Spaces Protection Order (PSPO) for Banbury town centre. This report provides the Executive with the background to the proposal, a summary of the consultation undertaken and the feedback from stakeholders and the details of the potential scope of the Order. The report asks the Executive to decide whether to introduce a PSPO in Banbury town centre.

## Implications & Impact Assessments

Implications	Commentary			
<b>Finance</b>	The introduction of a Public Spaces Protection Order (PSPO) to Banbury town Centre will be met by existing budget. Kelly Wheeler, Finance Business Partner, 4 February 2025			
<b>Legal</b>	<p>The report sets out in detail the statutory framework for a PSPO in section 4, including the statutory tests/conditions for whether a PSPO can be put into effect (see 4.10 of the report). A PSPO will be in place for a period of no more than 3 years in accordance with the legislation.</p> <p>Careful consideration should be given to whether these tests have been met before approving the PSPO.</p> <p>S72 of the 2014 Act referred to in the report sets out the required consultation process to follow before making the order, and the report indicates that the required consultation requirements have been followed.</p> <p>S59.5 of the 2014 Act, set out in full in paragraph 4.10 of this report notes that the restrictions within the PSPO should be reasonable in order to prevent the detrimental effect identified from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.</p> <p>The committee should be satisfied that the restrictions are reasonable in order to achieve the desired objectives before continuing.</p> <p>Denzil – John Turbervill, Head of Legal, 5 February 2025</p>			
<b>Risk Management</b>	There are no risk implications arising directly from this report. Any related risks arising in the future will be managed through the service operational risk and escalated to the Leadership Risk Register as and when deemed necessary. Celia Prado-Teeling, Performance Team Leader, 05 February 2025			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		x		There are no equalities nor inclusion implications arising from this report. All proposals and projects developed by the council are done in line with our Equalities, Diversity and Inclusion Framework, an Equalities Impact Assessment related to this

			proposal has been completed to ensure compliance with the Equality Act 2010. Celia Prado-Teeling, Performance Team Leader, 5 February 2025
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x	
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x	
<b>Climate &amp; Environmental Impact</b>		x	N/A
<b>ICT &amp; Digital Impact</b>		x	N/A
<b>Data Impact</b>		x	N/A
<b>Procurement &amp; subsidy</b>		x	N/A
<b>Council Priorities</b>	The recommendations within the report will support the council priority - Healthy Resilient and Engaged Communities, work with partners to reduce crime and anti-social behaviour.		
<b>Human Resources</b>	N/A Anna Thornicroft, Trainee HR Business Partner, 05 February 2025		
<b>Property</b>	N/A Mona Walsh, Assistant Director Property, 05 February 2025		
<b>Consultation &amp; Engagement</b>	A public consultation has been carried out. No further consultation required.		

## Supporting Information

### 3. Background

- 3.1 Anti-social behaviour can directly affect the day to day lives of communities and create an environment in which more serious crime can take hold. These outcomes are at odds with priorities within the Council Plan and the drive to support the health and well-being of our communities. In looking to address issues including, anti-social behaviour, the Council has an emphasis on early intervention, collaboration,

and leadership. Public Space Protection Orders (PSPOs) can support this way of working. In line with the Anti-Social Behaviour, Crime and Policing Act 2014 PSPOs can be implemented by Local Authorities and used to prohibit specified activities within a defined public area. Breach of a PSPO without a reasonable excuse, is an offence.

- 3.2 A PSPO restricts what people can do in an area and how they behave. As such it is important to ensure that any such restrictions are focussed on problem behaviours, are proportionate to the detrimental impact that the behaviour is having or could cause and are considered necessary to prevent it continuing, occurring or reoccurring. The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.
- 3.3 A PSPO can be in force for any period up to a maximum of three years and can be extended for a further period of up to 3 years at any time before expiry. Before introducing a PSPO the council is required to conduct consultation with relevant parties on the scope of the PSPO.

## 4. Details

### Anti-Social Behaviour in Banbury Town Centre

- 4.1. The table below shows the figures for the total number of reported offences which is then broken down into ASB and public order around the town centre in Banbury recorded in 2024.

Month	Total Crime recorded	ASB	Public Order
January	305	36	26
February	316	20	29
March	360	33	34
April	394	29	43
May	352	32	24
June	414	52	27
July	399	52	39
August	311	32	39
September	305	31	37
October	390	41	41
November	347	32	35
Total	3893	390	374



Banbury High Street featured in the top three areas in which crime was reported within all 11 months.

- 4.2 Thames Valley Police were asked whether it is possible to compare this data against other similar towns to understand whether the data supports the belief that ASB in Banbury town centre is more of a problem than in other areas. However, Thames Valley Police commented that comparisons are affected by too many variables to draw any robust conclusions. The view of the Neighbourhood Team and the Council's Community Safety Team is that anti-social behaviour in Banbury Town Centre is a prevalent and persistent problem that places continued demands on the resources of both organisations to minimise the impact.
- 4.3 In an attempt to tackle ASB in the town centre and surrounding areas, Thames Valley Police and the Council's community safety team have in recent years undertaken a number of specific operations. This has included increasing our presence in the town centre, listening to and acting upon social media reports of ASB by groups and liaised with businesses to address their concerns. These have had some effect on the behaviour of certain individuals but limited impact on the overall problem of ASB in the town centre.

#### **Benefits of Public Spaces Protection Order**

- 4.4 A significant proportion of the ASB reported or witnessed in the town centre relates to groups. Activity to address this has mainly relied on the Police working with the individual and (where necessary) their parents/ guardian to reduce the harmful behaviour. Acceptable Behaviour Contracts can only be issued on a voluntary basis and community protection notices cannot be issued to anyone under 16 years of age. Therefore, non-criminal options for tackling the problematic behaviour of young people are limited.
- 4.5 A PSPO would provide the council and the Police with further legal options to tackle the behaviour of individuals which is causing concern in Banbury town centre. In particular it would permit the service of fixed penalty notices for behaviours which would not meet the thresholds or legal requirements for other formal action. In addition, it would provide opportunity for us to promote the restrictions through warning signs providing a deterrence and raising public awareness of the actions that we are taking to improve the town centre.
- 4.6 If a PSPO is introduced the Community Safety Team would continue with the existing approach to engage and advise first but the PSPO would provide an option for an immediate and non-criminal escalation should this be necessary.

#### **The Legal Framework for a PSPO**

- 4.7 Local authorities have the power to create PSPOs under the Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act'). In deciding to make a PSPO, the Act requires that the local authority must have regard to the rights of freedom of expression and freedom of assembly set out in the Human Rights Act 1998.
- 4.8 The two issues which must be addressed for every proposed restriction in the PSPO are whether the statutory criteria are met and whether the restrictions

proposed are proportionate having regard to the legitimate aim of preserving the quality of life for everyone who lives or works in, or who visits, the town centre.

4.9 A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

4.10 Section 59 of the Act sets out the basis on which local authorities may make a PSPO. It provides as follows:

(1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.

(2) The first condition is that:

- (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

(3) The second condition is that the effect, or likely effect, of the activities:

- (a) is, or is likely to be, of a persistent or continuing nature,
- (b) is, or is likely to be, such as to make the activities unreasonable, and
- (c) justifies the restrictions imposed by the notice.

(4) A PSPO is an order that identifies the public place referred to in subsection (2) ("the restricted area") and

- (a) prohibits specified things being done in the restricted area,
- (b) requires specified things to be done by persons carrying on specified activities in that area, or
- (c) does both of those things.

(5) The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order:

- (a) to prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or
- (b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

4.11 In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act and details of the PSPO must be published.

4.12 A breach of the PSPO can be dealt with through the issuing of a Fixed Penalty Notice of up to £100, a level 3 fine of up to £1000 on conviction, or £500 upon conviction for consuming alcohol in breach of the Order.

### **Consultation**

4.13 Before introducing, extending, varying or discharging a PSPO local authorities are obliged to consult with the local chief officer of police; the Police and Crime Commissioner; owners or occupiers of land within the affected area where reasonably practicable, and appropriate community representatives.

4.14 A 4-week public consultation on the proposed PSPO for Banbury town centre was undertaken in July and August 2024.

The scope of the PSPO consulted on include:

- a) No begging within 10 metres of a cash or payment machine or begging in a manner which is aggressive or intimidating or is likely to cause someone to feel harassed, alarmed or distressed
- b) No person shall consume alcohol in the restricted area (other than in residential premises or premises specified in Section 62(1) of the Act) in a manner which causes nuisance or annoyance to other persons in the locality.
- c) No person shall continue to consume alcohol when directed by an officer to stop in the restricted area.
- d) No person shall fail to surrender alcohol or a container for alcohol when requested to do so by an officer in the restricted area.
- e) No person shall cause harassment, alarm or distress to any individual(s) by committing antisocial behaviour. Examples may include the use of offensive or abusive language or acting in an aggressive manner.

The proposed area that the PSPO will cover is included as Appendix 1. The map formed part of the consultation to identify where the proposed prohibitions would be introduced by the order.

This consultation included an online survey promoted by a press release and on the council’s social media platforms, face-to-face engagement with visitors to the town centre, visits to the main town centre businesses and direct communication with key stakeholders.

4.15 A summary report of the consultation is attached (Appendix 2) to this report and a comments analysis is also attached (Appendix 3). The summary analysis identifies that there were 423 responses to this consultation. In response to the key questions the answers were as follows:

Question	Response – ‘Yes’	Response – ‘No’	Response – ‘Don’t know’
“Should Cherwell District Council seek to prohibit anti-social behaviour (that causes alarm, distress or concern) in Banbury town centre through a Public Spaces Protection Orders?”	395 (93%)	17 (4%)	11 (3%)
“Should Cherwell District Council seek to prohibit street drinking in Banbury town centre through a Public Spaces Protection Orders?”	393 (93%)	19 (4%)	11 (3%)
“Should Cherwell District Council seek to prohibit aggressive begging in Banbury town centre	370 (87%)	27 (6%)	26 (6%)

through a Public Spaces Protection Orders?"			
---	--	--	--

Thames Valley Police formally responded to the consultation in support of the proposed PSPO.

- 4.16 If the PSPO is introduced it will remain in force for 3 years. During the third year it will be evaluated through reviewing the use of the powers introduced through the Order and by reference to the data relating to ASB in the area over the years preceding the introduction of the PSPO and during the time it is in force. The impacts of the PSPO on other areas outside the geographic scope of the Order will be monitored during this period to ensure that we identify if the Order has simply moved the problem to other areas. A further consultation will be required if it is intended to renew the Order.

**5. Alternative Options and Reasons for Rejection**

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

Option 1: Not introduce a PSPO.  
 This option is not recommended. The information gathered to support the introduction of a PSPO for Banbury town centre demonstrates that there is a persistent problem with ASB occurring in and around Banbury town centre. The consultation outcomes show very strong support for the introduction of a PSPO to tackle this problem and stakeholders, including Thames Valley Police, support the proposal.

Option 2: Introduce a PSPO with a more limited scope.  
 This option is not recommended. The consultation outcomes show support for all aspects of the proposed PSPO, and the information collected provides evidence that the prohibitions to be included are proportionate to the issues that the PSPO will look to address.

**6 Conclusion and Reasons for Recommendations**

- 6.1 The results of the consultation show overwhelming support for the introduction of a PSPO in Banbury Town Centre from the public and stakeholder organisations. The responses support including all three prohibitions that were included in the consultation.
- 6.2 Crime and incident data from the Police evidence supports the conclusion that prevalent and persistent problem of anti-social behaviour in and around Banbury town centre and that the legal requirements for the introduction of a PSPO are met. Therefore, the Executive is recommended to approve the introduction of the PSPO for Banbury town centre.

**Decision Information**

<b>Key Decision</b>	Yes
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	Banbury Cross and Neithrop and Banbury Grimsbury and Hightown

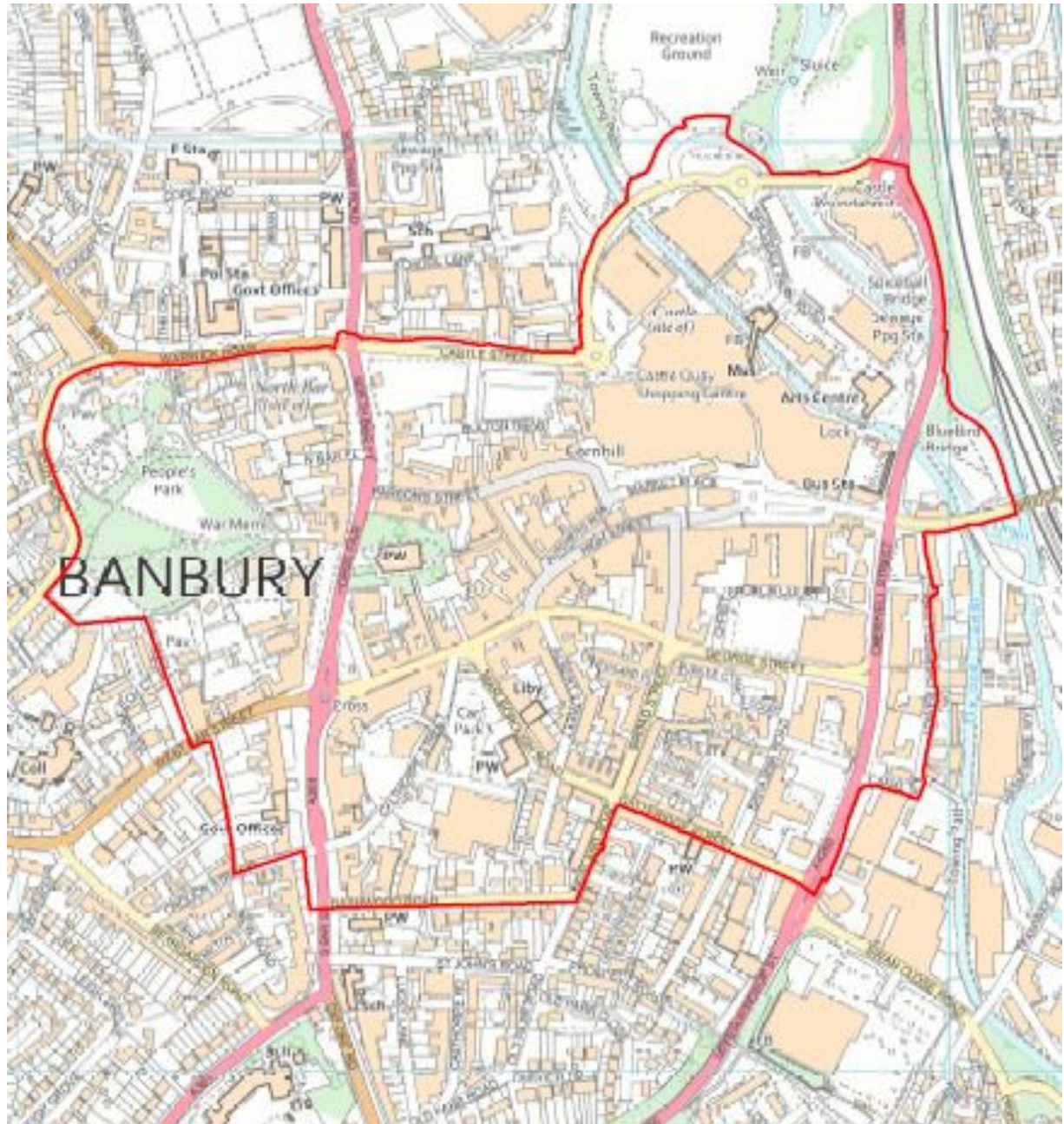
## Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Map of area covered by proposed Banbury PSPO
<b>Appendix 2</b>	PSPO Consultation Summary Report for Banbury 2024
<b>Appendix 3</b>	PSPO Consultation Comments analysis
<b>Background Papers</b>	None
<b>Reference Papers</b>	None
<b>Report Author</b>	Tim Hughes, Head of Regulatory Services and Community Safety
<b>Report Author contact details</b>	tim.hughes@cherwell-dc.gov.uk 01295 221686
<b>Corporate Director Approval (unless Corporate Director or Statutory Officer report)</b>	Corporate Director for Communities, 04/02/2025

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**Appendix 1.**

**Map of area to be covered by Proposed Public Spaces Protection Order.**



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## Appendix 2.

### Summary Report of Consultation for Introduction of a Public Spaces Protection Order in Banbury (PSPo) Survey 2024

<https://cherwell.citizenspace.com/communications-strategy-and-insight/pspo-survey-2024>

**Date created:** Wednesday 28 August 2024 at 08:42

Responses to this survey: **423**

**This is a preliminary release summary report, with full comments added at Appendix 1, further analysis will be provided at a later date with further details, at Appendix 2 with overall conclusion analysis)**

This activity was concluded at the time of this report. Data, for the purpose of this summary, is divided into each question, sessions or runs. As such it will accurately reflect the correct distribution of responses, and reflection of analysis status for each item in this summary report.

Please, take time to consider comments and suggestions integrated to this report, for better understanding.

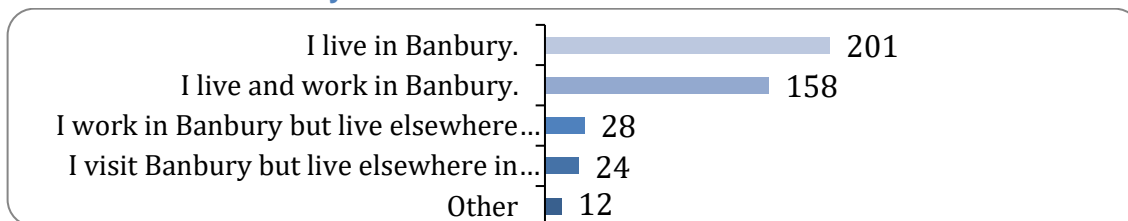
Also, in questions querying satisfaction, where ‘the middle figure’ – was selected by respondents (participants) as the level of satisfaction, such entries will be considered part of the positive outset view instead of a neutral one, as it shows satisfaction, nonetheless.

Taking that the number of responses to this survey was: **423 (according to our survey system)**, responses are explained as follows.

#### In summary:

This survey accumulated 423 valid entries, resulting in a 100% level of participation, meaning at the time this survey was closed no response has been invalid or not considered. Appendices will be presented to cover details of this survey, such as comments and numerical data retrieved, which you will find at the end of this survey.

#### 1: Please tell us where you live?



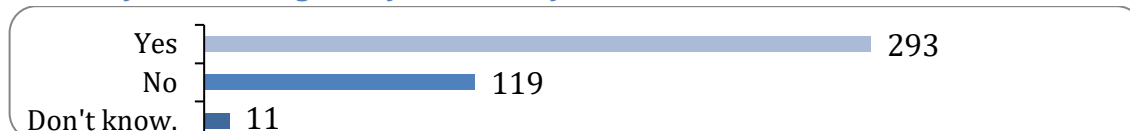
Out of the 423 respondents, over 47% confirmed living, and over 37% living and working in Banbury, accounting for just shy of 85% of the sample (number of participants) of this survey.

**2: In this area have you seen people behaving in a way that caused alarm or distress or concern for safety in the last 12 months?**



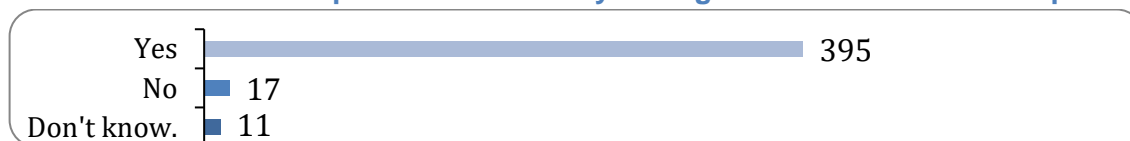
Close to 91% of respondents confirmed they witnessed one or more aspects of antisocial behaviour within the last 12 months, in Banbury. Aspects of those occurrences are contained in the comments. Something that we will disclose in more detail at appendices, however, need scrutiny by the service for understanding of the issues raised by the public.

**3: Have you been negatively affected by the issue in the last 12 months?**



Over 69% of respondents confirmed that the event or events affected them negatively.

**4: Should CDC seek to prohibit this activity through a town centre Public Spaces Protection Orders (PSPO)?**



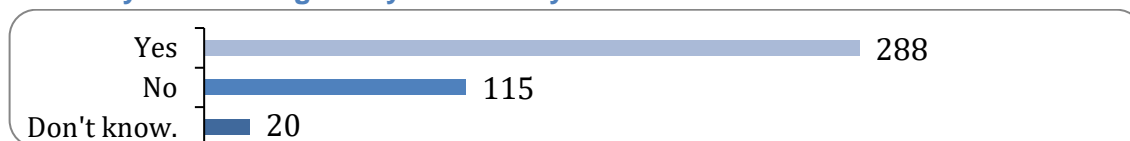
Reiterating the just over 93% position of respondents that 'prohibiting' such occurrences via Public Spaces Protection Orders (PSPO) is an action CDC should seek to consider and achieve. Aspects of the form and range for action must be verified by the service, through comments of how this 'prohibition' can be better enforced and achieved.

**5: Have you seen people begging in Banbury town centre in the last 12 months?**



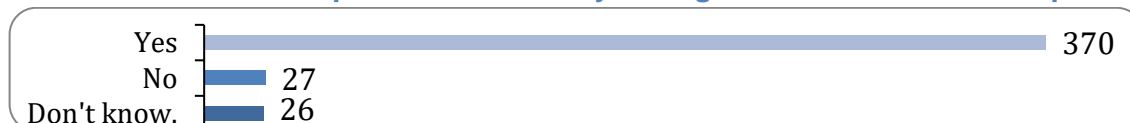
Nearly 95% of respondents confirmed they have witnessed begging occurring in Banbury.

**6: Have you been negatively affected by the issue in the last 12 months?**



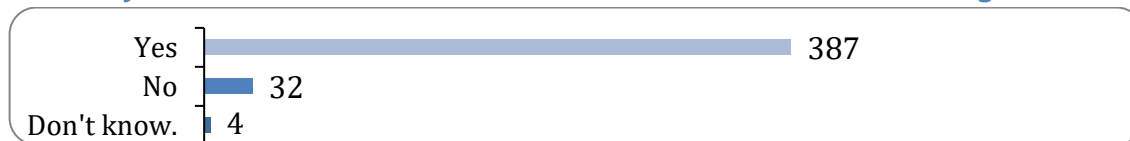
68% confirmed that begging did affect them in some way, with details contained in comments, which will be part of a separate document (Appendix 2) with full comprehensive analysis disclosed for the service to review and consider.

**7: Should CDC seek to prohibit this activity through a town centre Public Spaces Protection Orders (PSPO)?**



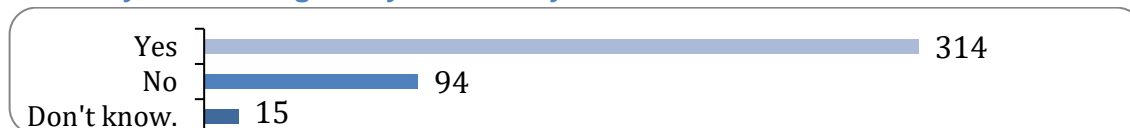
Over 87% of respondents disclosed that 'prohibiting' such occurrences via Public Spaces Protection Orders (PSPO) is an action CDC should seek to consider and achieve, however, details will be presented at a later date (Appendix 2).

**8: Have you seen Anti-social behaviour associated with street drinking in the last 12 months?**



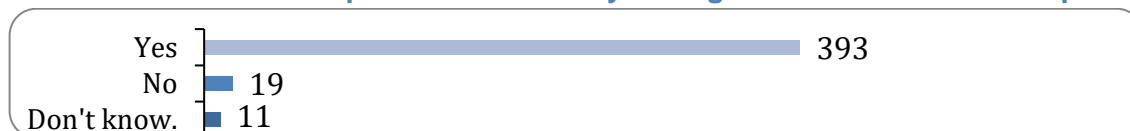
92% of respondents confirmed that Anti-social behaviour associated with street drinking has affected them, in some way. Details also will be presented at a later date.

**9: Have you been negatively affected by the issue in the last 12 months?**



Over 74% of respondents confirmed that begging affected them, in some way. Details also will be presented at a later date.

**10: Should CDC seek to prohibit this activity through a town centre Public Spaces Protection Orders (PSPO)?**



Over 93% of respondents confirmed that ‘prohibiting’ such occurrences via Public Spaces Protection Orders (PSPO) is an action CDC should seek to consider and achieve, however, suggestions have been made within the comments which will be comprehensively presented for better scrutiny at a later date.

**11: Do you have any further comments regarding the possible Public Spaces Protection Orders (PSPO)?**

Overall, this survey registered 380 valid comments, of which, considerations will be given to you in further detail at Appendix 2 (as mentioned released at a later date), however, comments in full are available at Appendix 1, below.

**Points to consider:**

Considering the numerical data, at this stage, we can confirm that respondents were happy to disclose they witnessed one or more occurrences of anti-social behaviour and have been affected by such occurrences in Banbury town and other areas.

A strong sense of distress and concern was noted in comments, not only on how such anti-social behaviour affected respondents’ everyday lives, but also about how safe they considered Banbury; to visit, shop, work or engage in any other activities, either alone or with their families, especially, in cases of women and girls venturing through town alone or children on their own or accompanying their families.

Comments also mentioned occurrences where respondents also witnessed criminal activities. Such entries will be reviewed in depth to offer a comprehensive and compliant to regulations analysis of which must be considered and reviewed, and may the case arise, be investigated by services, determining how to address those in an appropriate way.

As, respondents have been very specific disclosing places and areas of occurrences, and types of anti-social behaviour most commonly witnessed and in what way each affected them, a further detailed analysis will follow (at Appendix 2), at a later date to supplement this document. Please refer to Appendices for further information.

**In conclusion,**

The overall respondents' view is that PSPO is a welcomed action to help anti-social behaviour in Banbury and should be put in place. However, services must preliminary also consider:

1. Anti-social behaviour in Banbury is preventing people to enjoy parts of Banbury, may it be shopping, visiting, working or recommending to others to visit, in such a way that respondents evaluate whether to consider going to such places at all.
2. There has been mention of criminal activities accompanying these recorded anti-social behaviours, which must be further investigated and addressed by the service, those details can be found at comments (Appendix 1), however, further analysis will be offered to aid services.
3. Specific areas were repeatedly mentioned as 'hot spots' of anti-social behaviour. Detailed analysis of this information will be further data checked to present a visual picture to aid services (Appendix 2, available at a later date).

In conclusion, Public Spaces Protection Orders (PSPO) are welcomed and necessary, as respondents confirmed, however, its actions, zones and other protective and/or preventive actions must be considered, based on the wealth of information offered by respondents to address subjects raised in order to improve such action.

### **Conclusion comparison – comments and data.**

Although, there is no doubt respondents are happy and welcoming PSPO actions within Banbury, a further study must be taken to define and acknowledge what are the points where ASB escalates to the point of criminality, or what criminal behaviours aid ASB behaviour.

Points 1, 2 and 3 related to the conclusion are confirmed and reiterate the need for a more detailed search for information which can allow the service to identify different pathways to address and prevent ASB and even reduce criminality, if that is the aim.

### **Overall Conclusion**

And although, Public Spaces Protection Orders (PSPO) are welcomed actions and a necessary overall view, there is much more detail searching or studying to be done, to be added to this survey in order to map, identify areas, project action plans and draft strategies, in a more effective way, which were not covered within this exercise. Something services will have to question, evaluate and act upon.



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## Appendix 3 - Comments Analysis

### In summary:

As previously mentioned, this survey accumulated 423 valid entries, resulting in a 100% level of participation.

Of those, 370 included valid comments, either because the comment was not completed, set as 'no comment' or the entry had no analytical value i.e. 'waste of time', accounting for 87% of the sample or number of participants in this survey.

This Appendix extracts and analyses the most common characteristics found within comments, selected as mentions, based on key words, converted into a data-based analysis for your benefit, explaining the overall impact and possible outcome, and comparing it to the initial numerical and trend conclusion.

Aspects of this Appendix cover, as most significant characteristics: most mentioned areas or addresses, most used area term, ASB types mentioned, times of occurrences mentioned, the effects felt by respondents most commonly mentioned and suggestions raised within the comments, which will be presented below.

Outliers will be present in graphs, however, the relevance given of those is on the concentration of activities related to ASB and not any other aspect.

\***Criminality** mentions will be discussed separately, later in this document.

Therefore, figures are separate by characteristics as demonstrated below:

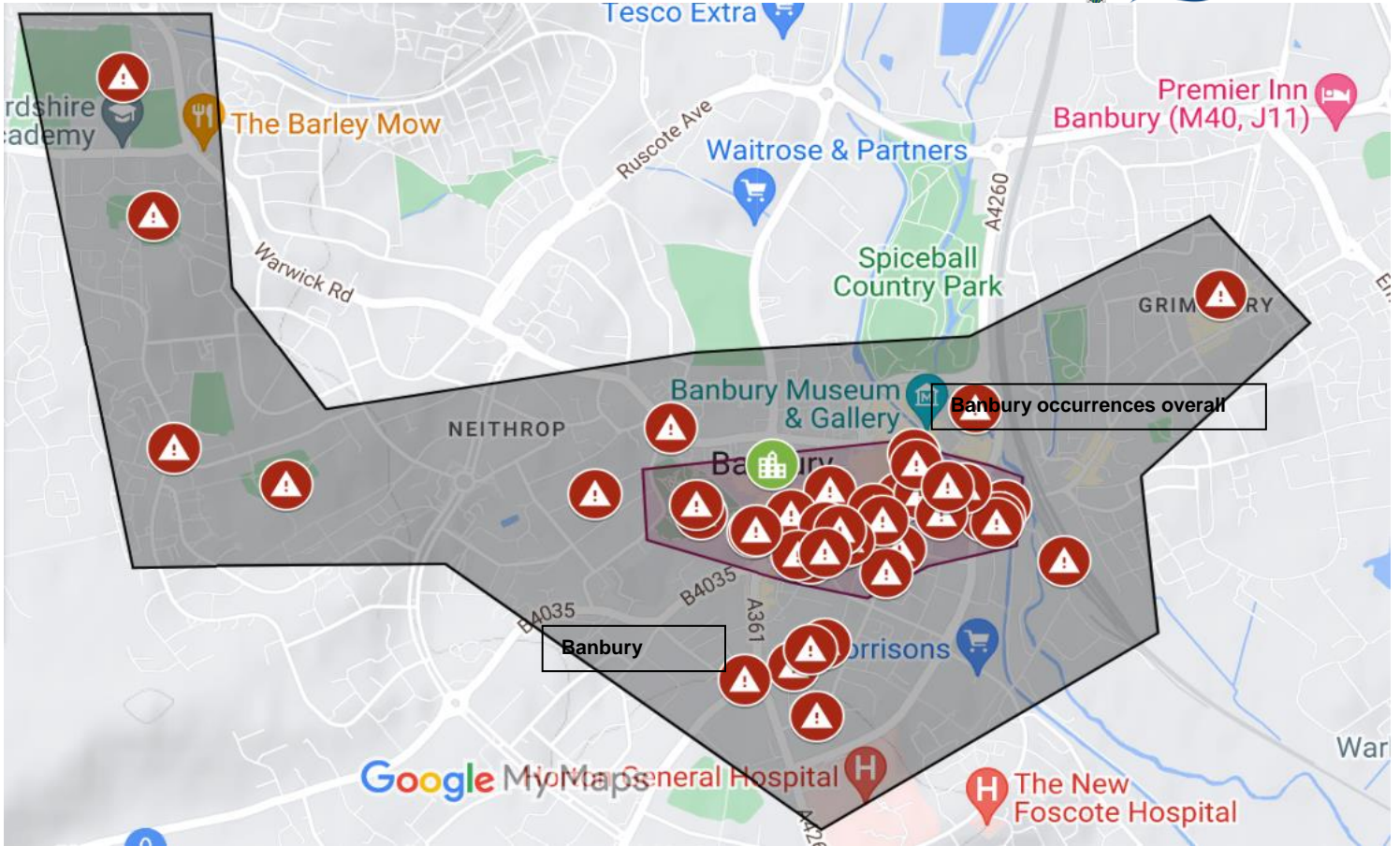
### Most mentioned areas or addresses

After identifying all areas/ addresses, mentioned in the comments, the volume of mentions is distributed as:

Banbury Whately Hall Hotel	1	0.20%	Addresses/ Areas mentions Cases mentioned Percentage
Banbury Health Centre	1	0.20%	
Salvation Army Shop	1	0.20%	
Jenning Bet	1	0.20%	
Bus Station	1	0.20%	
Enterprise car & van hire	1	0.20%	
Go Trampolining	1	0.20%	
Kwik Fit	1	0.20%	
King's Rd	1	0.20%	
65 High St	1	0.20%	
33 Albert St	1	0.20%	
Warwick Rd	1	0.20%	
Bond St	1	0.20%	
Grimsbury	1	0.20%	
Trinity Park	1	0.20%	
Nursery	1	0.20%	
ATM High St	1	0.20%	
Cafe Veneto	1	0.20%	
Broad St	1	0.20%	
Cafe/Coffee Shops	1.75	0.40%	

With Tesco Express, White Lion Hotel, St Mary's Church and Yard, White Lion Shopping Walk and Mall, Good Game, the bandstand area at People's Park and Parson Street the most significant occurrences within all the entries. A better View of the occurrences can be seen below :



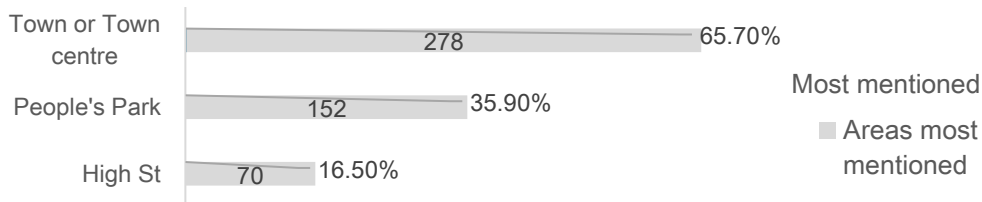


A more comprehensive map can be found at:

**GIS graphics – At Appendices 3, 4 5 6 and 7.**

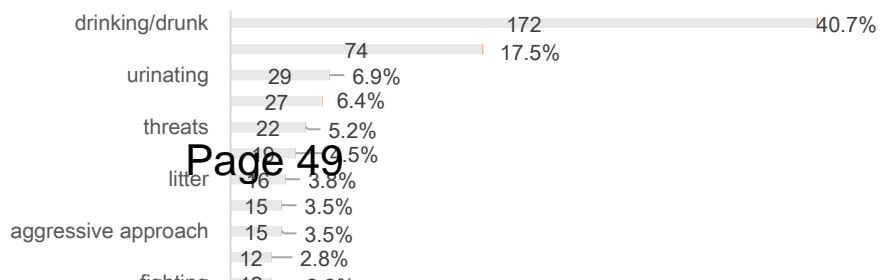
**Most commonly used areas mentioned**

Another outlier to be mentioned is that residents were very aware of the concentration of problems and how they wish it to improve it in Banbury, projecting figures for particular key words higher than the rest of the list shown above for key words for other area/addresses' mentions, but not removing the importance of these areas. It means that, although there are several entries related to the words below not intended to convey a ASB occurrence, it still relays an outstanding volume of entries that do and characterise the most point of concentration.



**ASB types mentioned**

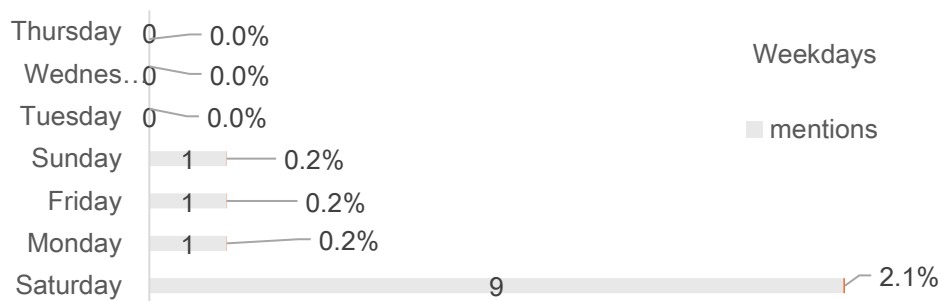
The next step was identifying all ASB types, mentioned in comments, with volume of mentions distributed at:



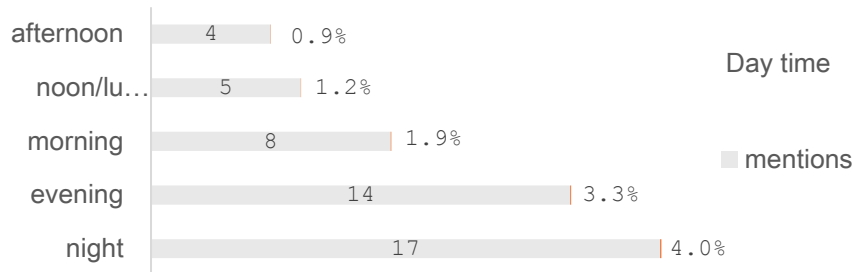
Which highlight ASB occurrences particularly converging in drinking and homelessness, as the catalyst for one or more behaviours.

### Times of occurrences mentioned

Then, identifying the most recurrent time intervals related to occurrences witnessed for ASB, mentioned in comments:



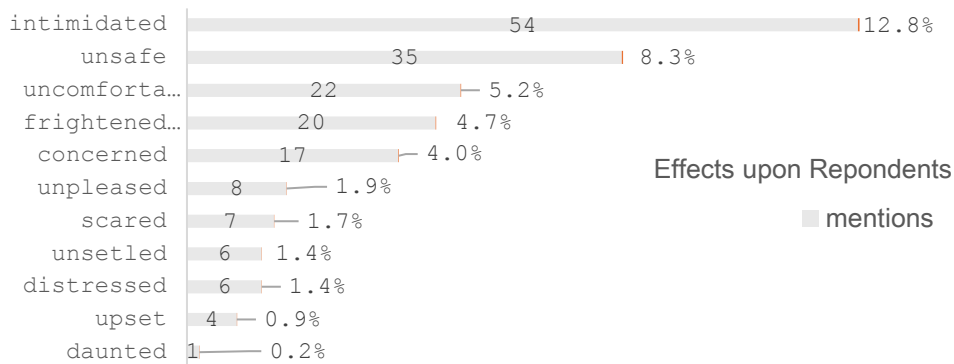
Gathering all mentions related to time intervals, show that the trend of occurrences is most commonly concentrated at weekends, with the peak of occurrences converging on Saturdays.



And the most likely time of day to have people witnessing such behaviours in at evening to nighttime.

### The effects felt by respondents

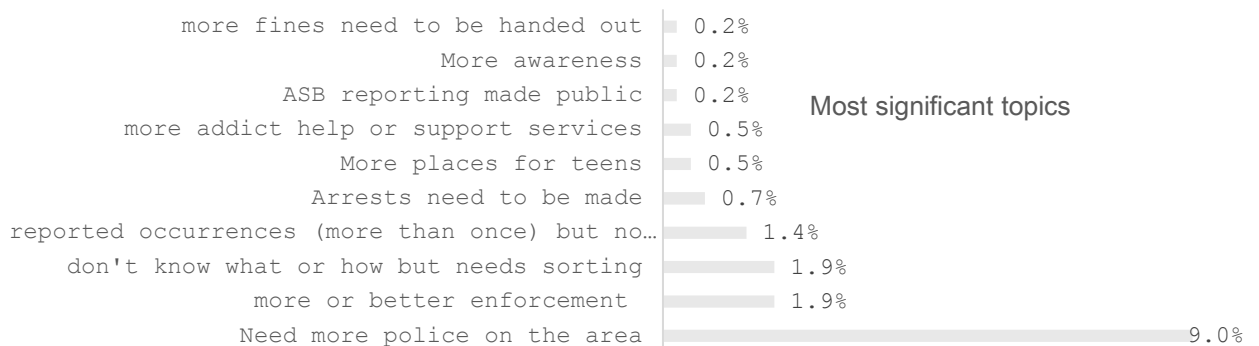
There has been a significant number of comments describing the effect that such ASB behaviour has caused to respondents:



Mostly confirming that, overall, respondents felt intimidated and unsafe in some aspect or level going into Banbury town centre.

### Suggestions raised

There cannot be such analysis without also scrutinising the overall trend of thought of respondents participating in the survey.



Which demonstrate not only suggestions, but also solutions, frustrations and actions the consider must be taken, so that PSPO does, effectively, do its job.

### \*Criminality

Caveat: there is, accordingly to the sample, a direct relation of ASB and criminality.

Witnesses mentioned occurrences related to prostitution, drug dealing, property damage, shop lifting, car racing, misuse of blue badge parking spaces, potential paedophilia (not confirmed), described as missing person accompanied by an older person (implying boyfriend), alongside and inter-relating with ASB, which must be further investigated.

### **Conclusion comparison**

Although, there is no doubt respondents are happy and welcoming PSPO actions within Banbury, a further study must be taken to define and acknowledge what are the points where ASB escalates to the point of criminality, or what criminal behaviours aid ASB behaviour.

Points 1, 2 and 3 related to the conclusion are confirmed and reiterate the need for a more detailed search for information which can allow the service to identify different pathways to address and prevent ASB and even reduce criminality, if that is the aim.

### **Overall Conclusion**

And although, Public Spaces Protection Orders (PSPO) are welcomed actions and a necessary overall view, there is much more detail searching or studying to be done, to be added to this survey in order to map, identify areas, project action plans and draft strategies, in a more effective way, which were not covered within this exercise. Something services will have to question, evaluate and act upon.

<b>This report is public</b>	
<b>Oxfordshire Leaders Joint Committee Terms of Reference</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	3 March 2025
<b>Portfolio Holder presenting the report</b>	Leader of the Council, Councillor David Hingley
<b>Date Portfolio Holder agreed report</b>	17 February 2025
<b>Report of</b>	Corporate Director Communities, Ian Boll

## Purpose of report

The concluding stages of the Oxfordshire Housing and Growth Deal require adjustments to the working arrangements of the Future Oxfordshire Partnership for 2025 and a change of name for the Future Oxfordshire Partnership. This report proposes corresponding amendments to the Terms of Reference and the Memorandum of Understanding between Cherwell District Council and the other five Oxfordshire councils party to the Partnership.

## 1. Recommendations

The Executive resolves:

- 1.1 To approve the revised Terms of Reference and Memorandum of Understanding. These will take effect following approval by each of the six Oxfordshire councils.

## 2. Executive Summary

- 2.1 A number of factors have come together to cause members of the Future Oxfordshire Partnership (FOP) to take stock and consider a significant reset. These were set out in a report to the Future Oxfordshire Partnership meeting of 26 November 2024, when Members asked officers to draft some proposed revised Terms of Reference.
- 2.2 The **Terms of Reference** (ToR) were originally drafted in 2014 at the formation of what was then known as the Oxfordshire Growth Board, and have subsequently been updated on a number of occasions.
- 2.3 The amendments now proposed for the ToR are described in this report.
- 2.4 The **Memorandum of Understanding** (MoU) was introduced in 2018 as a requirement of the Oxfordshire Housing and Growth Deal, and sets out operational aspects of decision making and responsibilities in relation to the deal.

- 2.5 Although the Housing and Growth Deal is now largely complete, there are still projects in train which have received growth deal funding, and officers therefore recommend that the Memorandum of Understanding (MoU) should be retained for the time being. No substantive changes are proposed to the MoU, though it will be updated to reflect the new name of the joint committee.

## Implications & Impact Assessments

Implications	Commentary			
<b>Finance</b>	<p>There are no financial implications arising directly from the proposed amendments to the ToR. The service currently makes a contribution of £100k to FOP annually and this is not expected to increase as a result of this change</p> <p>Michael Furness, Assistant Director Finance (S151 Officer), 4 February 2025</p>			
<b>Legal</b>	<p>There are no legal implications arising directly from the proposed amendments to the ToR. The joint committee structure is unaltered and there is no change to decision-making powers.</p> <p>The Future Oxfordshire Partnership's Terms of Reference and Memorandum of Understanding are matters reserved for decision by each local authority's Cabinet / Executive.</p> <p>The proposed changes were endorsed by the Future Oxfordshire Partnership at its meeting on 28 January 2025 and are now coming for decision to each authority's Cabinet / Executive.</p> <p>Indicative dates for these governance updates to be considered by individual authority's are as follows:</p> <p>Cherwell District Council – 3 March 2025  Oxford City Council – 12 March 2025  Oxfordshire County Council – 25 February 2025  South Oxfordshire District Council – 6 March 2025  Vale of White Horse District Council – 7 March 2025  West Oxfordshire District Council – 12 March 2025</p> <p>Shiraz Sheik, Assistant Director Law and Governance (Monitoring Officer), 14 February 2025</p>			
<b>Risk Management</b>	<p>There are no risk implications arising directly from the proposed amendments to the ToR.</p> <p>Shiraz Sheik, Assistant Director Law and Governance (Monitoring Officer), 14 February 2025</p>			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>				N/A
<b>A</b> Are there any aspects of the proposed decision, including how it is				N/A

delivered or accessed, that could impact on inequality?				
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				N/A
<b>Climate &amp; Environmental Impact</b>				N/A
<b>ICT &amp; Digital Impact</b>				N/A
<b>Data Impact</b>				N/A
<b>Procurement &amp; subsidy</b>				N/A
<b>Council Priorities</b>	The priority work areas set out in the revised Terms of Reference are closely aligned to the priorities set out in the Council Plan, particularly around the environment, net zero aspirations, inclusive economy, community and connectivity.			
<b>Human Resources</b>	N/A			
<b>Property</b>	N/A			
<b>Consultation &amp; Engagement</b>	N/A			

## Supporting Information

### 3. Background

3.1 As set out in the Executive summary

### 4. Details

#### Name and membership

4.1 Members of the FOP agreed at its meeting on 26 November 2024 to refocus the identity and purpose of the partnership. The revised ToR therefore propose a new name – the Oxfordshire Leaders Joint Committee – and membership limited to the six constituent authorities.

- 4.2 Although in practice the committee seldom takes formal decisions, there is still some residual capacity funding from the Oxfordshire Housing and Growth Deal which requires a collective process for decision making as set out in the MoU. It is therefore proposed that this aspect of the joint committee should be left unchanged.
- 4.3 A further benefit of retaining the formal status of the joint committee may be felt in future, depending on the progress of discussions relating to devolution and local government reorganisation. It is possible that a formal joint committee might be required and it is therefore prudent to retain the existing framework rather than risk the possibility of putting additional time and resource into recreating it at a future date.
- 4.4 It is recognised that this position may change as the government's programme becomes clearer. The ToR and MoU can be revisited at a future date if further amendments are required.

### **End of the housing and growth deal**

- 4.5 The Oxfordshire housing and growth deal is now in its final quarter for expenditure on the infrastructure programme, and the other programmes are complete. As agreed by the FOP in November, the revised ToR have therefore removed the advisory groups and the scrutiny panel that were associated with the requirements of the deal.
- 4.6 As noted at paragraph 2.5, there remains a small quantity of uncommitted capacity funding which still requires joint decision making.
- 4.7 It is appropriate that projects which have been jointly funded from the capacity fund and which are still in progress should be reported to the joint committee on a regular basis. Examples including local area energy planning are identified in the proposed ToR.

### **Decision making powers**

- 4.8 No new decision making powers are proposed for the joint committee at this time.
- 4.9 While there is uncertainty surrounding Oxfordshire's timetable and government requirements for devolution and reorganisation, it makes sense to retain the joint committee structure and the possibility of decision-making powers being delegated should they be needed at a future date, subject to agreement by the constituent authorities at the time.

## **5. Alternative Options and Reasons for Rejection**

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

Option 1: Do not endorse the revised TOR or MOU



Not endorsing the new TOR or MOU will exclude Cherwell District Council from the Leaders Joint Committee and thereby disadvantage it from the collaborative joint working that it facilitates.

## 6 Conclusion and Reasons for Recommendations

- 6.1 The proposed changes to governance documents arise from the principles agreed by FOP members at its meeting on 26 November 2024. The changes have been discussed by the Oxfordshire Councils' Monitoring Officers.
- 6.2 Executive is recommended to approve the proposed changes.

### Decision Information

<b>Key Decision</b>	Yes
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	All

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Terms of Reference
<b>Appendix 2</b>	Memorandum of Understanding
<b>Report Author</b>	Ian Boll, Corporate Director Communities
<b>Report Author contact details</b>	ian.boll@cherwell-dc.gov.uk
<b>Corporate Director Approval (unless Corporate Director or Statutory Officer report)</b>	Report of Corporate Director for Communities

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# The Oxfordshire Leaders Joint Committee

## Terms of Reference January 2025

### 1.0 Purpose

- 1.1** The Oxfordshire Leaders is a joint committee of the six councils of Oxfordshire (“Constituent Authorities”) formed to enable and facilitate the Constituent members working together to deliver the bold and ambitious outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development.
- 1.2** Oxfordshire’s growing economy is set to create challenges and opportunities for the County related to housing, infrastructure, public services and the environment. These issues will best be addressed through joined up planning and delivery between the Constituent Authorities which prioritises sustainable development and quality of life. Collective planning, where it makes sense to do so, will be the most effective means of minimising the unwanted impacts of a growing economy, whilst leveraging the maximum benefit from the opportunities it brings for our existing and future communities.
- 1.3** The Oxfordshire Leaders (“Joint Committee”) will:
- Be a forum for the Constituent Authorities to work collectively to deliver the Oxfordshire Strategic Vision
  - Be a forum for discussion to generate a collective Oxfordshire voice on engaging with government on their devolution and growth agenda to promote a successful, inclusive and sustainable economy
  - Work collectively on thematic priorities to address the strategic challenges and maximise opportunities for investment and funding in Oxfordshire.

The joint committee will focus on the following, non-exhaustive, areas of business:

- A forum for discussing and where agreement is achieved coordination of functions and collective working on matters relating to devolution, economic strategy, sub-regional spatial planning and growth plans
- Preparation of a strategic infrastructure strategy
- Preparation of Local Area Energy Plans
- Oversight of the Net Zero Route Map and Action Plan and associated partnership

### 2.0 Membership

- 2.1** The Joint Committee is formed of the Constituent Councils, being the six councils of Oxfordshire: Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council.
- 2.2** As the Joint Committee is constituted to be able to discharge executive functions if delegated to it by the Constituent Authorities, then the appointed person must be from the Executive of the Constituent Authorities. There should be one member from each Constituent Authority (“Members”).

- 2.3** Each Constituent Authority shall allow a substitute (also being an Executive member) in the event that the Member is unable to attend. The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 2.4** The Joint Committee may agree to co-opt other organisations to it, which will be “Associate Members”, where it is considered conducive to the effective consideration of any matter. Associate Members will not have voting rights.
- 2.5** The Joint Committee may appoint from the Constituent Authorities representatives to the other outside bodies it is a member of, for example England’s Economic Heartland.

### **3.0 Governance**

- 3.1** The Oxfordshire Leaders is a Joint Committee under s101 (5), 102 Local Government Act 1972 (LGA 1972) and s9EB Local Government Act 2000 (LGA 2000) and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 3.2** Notwithstanding the above each Constituent Authority will retain all non-executive and executive functions generally and specifically in relation to economic development, housing provision, strategic spatial planning and strategic transport planning.
- 3.3** The Joint Committee will meet in public subject to the provisions of s100 LGA 1972 as amended by the Local Government (Access to Information) Act 1985. The Joint Committee will be hosted under local government arrangements and chairing will be rotated between the Constituent Authorities on an annual basis in line with the arrangements at 9.1.
- 3.4** The policy advice and support will be provided by the Joint Committee’s Executive Officer Group, Section 151 Officer and Monitoring Officer, reporting to the Local Authority Chief Executive Group.
- 3.5** The resources and capacity required to deliver the Joint Committee’s work programmes, and the work of any associated advisory groups, will be agreed by the Chief Executive Group.

### **4.0 General functions**

- 4.1** To facilitate and enable collaboration between Constituent Authorities and key partners to manage economic, housing and infrastructure development in a way that is inclusive and maximises local social and environmental benefits.
- 4.2** To facilitate strategic alignment of spatial, economic and infrastructure plans in a way that is environmentally, economically and socially sustainable in order to safeguard Oxfordshire’s unique historical, cultural and environmental character.
- 4.3** To facilitate collective engagement of Joint Committee partners with other national, regional and sub-regional bodies on matters concerning the environment,

infrastructure and strategic planning and where relevant, comment on wider proposals and decisions from national agencies, where these have a strategic impact on Oxfordshire.

- 4.4 To act as the voice of Oxfordshire to Government and other national and Sub National bodies to ensure Oxfordshire's infrastructure and housing needs are recognised in future investment priorities and funding.
- 4.5 To provide a strategic partnership forum for the identification and development of sustainable strategies and plans for Oxfordshire related to the environment, spatial planning, economic development, housing and transport.
- 4.6 To coordinate the prioritisation of funding from devolved funding sources for infrastructure schemes, where this funding is not already within the remit of the Local Transport Authority, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders.
- 4.7 To oversee the delivery of detailed work programmes as delegated to the Joint Committee by the constituent authorities, as set out under specific functions at 5.0.
- 4.8 To bid for the allocation of resources and investment to support the above purposes.

## **5.0 Specific Functions**

### ***Strategic Planning***

- 5.1 To oversee joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate under S33A of the Planning and Compulsory Purchase Act 2004 and wider national planning policy.
- 5.2 To assess whether strategic spatial planning, infrastructure and public services are integrated and delivered in a sustainable way, and to make recommendations to encourage this, while recognising the sovereignty of individual Local Plan processes.
- 5.3 To appoint representatives on behalf of the Joint Committee to other partnerships as required, including England's Economic Heartland.

### ***The Oxfordshire Housing and Growth Deal***

- 5.4 To oversee and facilitate delivery of remaining elements of the Oxfordshire Housing and Growth Deal ("the Deal"), noting that:
  - Oxfordshire County Council as accountable body shall, acting reasonably at all times and in consultation with the Joint Committee, take any decisions regarding the inclusion, timetabling and delivery of schemes in the Homes from Infrastructure programme
  - the Housing Authorities shall provide information on housing numbers relating to this programme to Oxfordshire County Council in a timely manner in order to enable the accountable body to fulfil its reporting obligations to central

government.

## **6.0 Voting**

- 6.1** Constituent Authorities (via Members or their substitutes) are voting members and shall be entitled to one vote on items of business considered by the Joint Committee.
- 6.2** A majority vote shall be required, though the Constituent Authorities agree that where possible matters should be decided on a unanimous basis. In the event of there being an equal number of votes for and against a particular proposition, a casting vote by the Chair (or Vice-Chair) may be exercised.

## **7.0 Quorum and Safeguard**

- 7.1** The quorum for a meeting shall be four Constituent Authorities.
- 7.2** Where the effect of a particular proposition, if adopted by the Joint Committee on a majority basis, would give rise to policy, contractual or financial implications for a constituent authority that it does not support, that Constituent Authority may opt out of participation in that proposition in so far as it affects their authority before any vote is taken but this will not prevent the other parties proceeding with the proposition. In respect of other matters, all other voting will be on a normal majority basis.
- 7.3** Normal rules as to declarations of interest are to be applied the Members and their substitutes in accordance with the respective Constituent Authority's Code of Conduct.

## **8.0 Accountable Body**

- 8.1** The Accountable Body for the Joint Committee is Oxfordshire County Council. It will provide Section 151 and Monitoring Officer roles to the Committee in accordance with the Memorandum of Understanding between Oxfordshire County Council and the Joint Committee.
- 8.2** The County Council's Director of Finance (Section 151 Officer) will provide the Joint Committee with quarterly financial reports for funding that has been allocated directly to Oxfordshire County Council as the Accountable Body. These reports will provide the Joint Committee with an overview of the funds spent and funds committed against funds allocated.
- 8.3** For those programmes and funding streams where another local authority is the Accountable Body, the relevant Section 151 Officer will provide the financial and performance information to the County Council's Section 151 Officer, for integration into the quarterly reporting process.

## **9.0 Meetings**

- 9.1** The Chair and Vice-Chair of the Joint Committee will be elected at the first meeting each year, which runs from 1 June to 31 May.

- 9.2** The Joint Committee's Director shall be responsible for convening meetings in consultation with the Chief Executive of the authority which holds chairing responsibilities.
- 9.3** Meetings shall usually be held six times each year. However, meetings may be called by the Chair, Monitoring Officer, Chief Executive Group, or any three Constituent Authorities, in circumstances where business cannot be reasonably deferred to the next scheduled meeting.
- 9.4** Agendas and minutes will be published, and meetings held in public, in accordance with the requirements set out in the Local Government (Access to Information) Act 1985. A Forward Plan of items to be considered will be published online each month, and included with each agenda.
- 9.5** Public participation will be managed according to a separate protocol as agreed by the Joint Committee.

## **10. Task and Finish Groups**

- 10.1 The Joint Committee may establish Task and Finish Groups to oversee specific work programmes or broader thematic areas as required. Any such groups, reporting into the Joint Committee, will be managed in accordance with separately published terms of reference as agreed by the Joint Committee.
- 10.2 The role, remit and membership of Task and Finish Groups will be reviewed regularly.

## **11. Scrutiny Arrangements**

- 11.1 In the event that decisions delegated to this committee require it, a Joint Scrutiny Committee consisting of each Constituent Authority's Chair of its Scrutiny Committee, may be convened. In any case, decisions of the Joint Committee may be scrutinised by each Constituent Authority as part of its own arrangements.

## **12. Funding Contributions**

- 12.1 The budget for the Joint Committee's administration will be endorsed no later than 1 December of the preceding financial year by the Joint Committee. The cost of meeting the expenditure planned in the budget shall, to the extent not met from other sources, be divided equally amongst the Constituent Authorities.
- 12.2 The budget endorsed by the Joint Committee will subsequently be recommended to each Constituent Authority for approval during the February budget setting process.

## **13. Withdrawal**

- 13.1 If any Constituent Authority determines that they no longer require membership to the Joint Committee, they may give written notice to the Joint Committee's Chair and Director no later than 1st January preceding the financial year to which the budget will apply. Unless they withdraw that notice in writing, they shall cease to be a member from 1st April of that year. Any Constituent Authority which has not given due notice

shall be obliged to pay its subscription for the next year.

#### **14. General principles**

- 14.1 These Terms of Reference will be reviewed at regular intervals to ensure they remain fit for purpose and flexible to meet the requirements of ongoing and future work. Any changes to the Joint Committee's powers or functions will be a matter for each Constituent Authority to agree via its Executive/Cabinet.
- 14.2 In adopting these terms of reference, Constituent Authorities agree to support the purposes of the Joint Committee by ensuring that in their decision making, they:
- Collaborate and cooperate with each other
  - Are open and accountable to each other
  - Adhere to all relevant statutory requirements
  - Deploy appropriate resources
  - Act in good faith
- 14.3 These principles are not intended to be legally binding, and no legal obligations or rights shall arise from this.



## **Oxfordshire Leaders Joint Committee Memorandum of Understanding January 2025**

This memorandum of understanding is made by and between the Parties:

- i) Oxfordshire County Council of County Hall, New Road, Oxfordshire OX1 1ND
- ii) Oxfordshire Leaders Joint Committee; a joint committee formed by Cherwell District Council, Oxford City Council, Oxfordshire County Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council.

The local authorities listed above comprising of the county, city and district councils are together referred to as “the Parties” and each a “Party.” Individual constituent members of the Oxfordshire Leaders Joint Committee are as each a “Council.”

### **1. Introduction and Background**

- 1.1 The Oxfordshire Leaders Joint Committee, (formerly known as the Oxfordshire Growth Board and the Future Oxfordshire Partnership), was established in 2014 and has the purpose of facilitating and enabling collaboration between Oxfordshire local authorities and other bodies operating in Oxfordshire in relation to economic, housing and infrastructure development.
- 1.2 Oxfordshire County Council is the designated accountable body for the Oxfordshire Leaders Joint Committee providing Section 151 and Monitoring Officer related services to the Oxfordshire Leaders Joint Committee. References in this MoU to “Oxfordshire County Council” are in its capacity as accountable body unless stated otherwise.
- 1.3 The Oxfordshire Leaders Joint Committee and Oxfordshire County Council may change these arrangements by mutual agreement, and the Memorandum of Understanding (MoU) shall be reviewed annually by the Oxfordshire Leaders Joint Committee and Oxfordshire County Council to ensure it is accurate and complete.
- 1.4 The purpose of this MoU is to set out the respective roles and responsibilities of Oxfordshire County Council acting as accountable body for the Oxfordshire Leaders Joint Committee and that of the Oxfordshire Leaders Joint Committee itself and therefore the Parties hereby agree the Scheme of Roles and Responsibilities set out in Section 6 hereto. This MoU also sets out commitments made in respect of existing joint programmes of work overseen by the Oxfordshire Leaders Joint Committee, and incorporates material elements of the formerly established Memorandum of Information Disclosure, which will cease in effect from the date of the signing of this document.
- 1.5 This MoU shall commence upon the date hereof and shall continue in effect until terminated by either Party.

### **2. Termination and Variation**

- 2.1 Termination can be enacted by either Party upon giving six months’ notice in writing to the other. In terminating this MoU the Parties shall comply with the requirements, if any, of Central Government and any other funding agencies.
- 2.2 If Oxfordshire County Council cease to be the accountable body, it shall:

- i) Continue to co-operate with the Oxfordshire Leaders Joint Committee and any successor accountable body and with all grantors to ensure a smooth transition; and
  - ii) Provide to the Oxfordshire Leaders Joint Committee or the new accountable body (where requested to do so by the Oxfordshire Leaders Joint Committee) all such invoices, receipts and other relevant records which are in its possession and which it holds in connection with its role of accountable body. For the avoidance of doubt, documents will be retained in accordance with Oxfordshire County Council's Corporate Retention Schedule Policy.
- 2.3 This MoU shall terminate automatically upon the disbanding of the Oxfordshire Leaders Joint Committee. In such case, Oxfordshire County Council and the Oxfordshire Leaders Joint Committee shall complete all of their obligations concerning:
- i) Monies granted to or by the Oxfordshire Leaders Joint Committee;
  - ii) Other assets held by Oxfordshire County Council on behalf of the Oxfordshire Leaders Joint Committee; and
  - iii) Any accounts required to be submitted to Central Government or to any other relevant funding organisation.
- 2.4 This MoU shall be varied in writing only by the mutual agreement of Oxfordshire County Council and the Oxfordshire Leaders Joint Committee save that this shall not prevent the Oxfordshire Leaders Joint Committee from making amendments to its Governance and Working Arrangements. Where a variation of this MoU requires a change to be made to the Oxfordshire Leaders Joint Committee's governance and working arrangements, that change shall not come into effect until the governance and working arrangements have been duly amended in accordance with its requirements.

### **3. Responsibilities**

- 3.1 The Oxfordshire Leaders Joint Committee is responsible for defining its strategic vision and overseeing delivery of the Oxfordshire Leaders Joint Committee priorities in accordance with any relevant funding arrangements.
- 3.2 The Oxfordshire Leaders Joint Committee will operate in accordance with:-
- i) Its Terms of Reference;
  - ii) This MoU;
  - iii) The guidelines provided by Central Government or any other body whose regulation controls the use of funds provided to the Oxfordshire Leaders Joint Committee; and
  - iv) Statutory requirements.
- 3.3 In addition, Oxfordshire Leaders Joint Committee members will
- i) where possible, work together to procure services to ensure best value is achieved;
  - ii) give assurance and commit to do everything reasonably possible to ensure the objectives and targets of jointly funded programmes (such as the Housing and Growth Deal) are met.
  - iii) once the Oxfordshire Leaders Joint Committee has determined funding allocations, take steps required to reflect those allocations within their budgets.

- iv) accept that in certain circumstance spend relating to individual workstreams may be greater than the funding allocations. In these circumstances the source of additional funding will be clearly identified.
- 3.4 Oxfordshire County Council will operate in accordance with:-
- i) Its Constitution;
  - ii) This MoU;
  - iii) Individual project collaboration agreements;
  - iv) The guidelines provided by Central Government or any other body whose regulation controls the use of funds provided to the Oxfordshire Leaders Joint Committee; and
  - v) Statutory requirements.

#### **4 Financial Management Arrangements**

- 4.1 The Oxfordshire Leaders Joint Committee is currently allocated public funding under a Housing and Growth Deal. Use of this funding, and any other future funding deals, must be undertaken in accordance with statute and the principles of democratic and financial accountability.
- 4.2 This requires there to be a public-sector body identified as the accountable body for audit and transparency purposes. Oxfordshire County Council is the accountable body for the Oxfordshire Leaders Joint Committee.
- 4.3 As the accountable body, Oxfordshire County Council is held accountable for the Oxfordshire Leaders Joint Committee's funds in the same way that it is for its own funds. All funding received and expenditure incurred on behalf of the Oxfordshire Leaders Joint Committee will be subject to the same scrutiny. This means that Oxfordshire County Council will administer any funds held on behalf of the Oxfordshire Leaders Joint Committee under its own accounting policies, financial procedure rules and contract procedure rules as set out in the Council's constitution to ensure that funds are applied and accounted for appropriately. This will be carried out under the direction of the Section 151 Officer.
- 4.4 Oxfordshire County Council, as recipient of the Oxfordshire Leaders Joint Committee's grant allocations from Central Government in relation to the Housing and Growth Deal is responsible for compliance with the grant conditions (including those set out in the letter from the Department for Levelling Up, Housing & Communities dated 5 December 2022) which may include the obligation to repay, in whole or in part, grants in the event of non-compliance with grant conditions.
- 4.5 Oxfordshire County Council will, subject to the terms hereof, hold any funding it receives and all interest or income earned for and on behalf of the Oxfordshire Leaders Joint Committee and ensure that the money is not moved or converted to cash without specific instruction from the Oxfordshire Leaders Joint Committee.
- 4.6 Oxfordshire County Council will consolidate the Oxfordshire Leaders Joint Committee's cash balances with its own cash balances and deposit the co-mingled funds in accordance with Oxfordshire County Council 's Treasury Management Strategy. Oxfordshire County Council will pay interest on the Oxfordshire Leaders Joint Committee daily cash balances based on the 'Average 7 Day Rate'.
- 4.7 Any infrastructure constructed or acquired by Oxfordshire County Council acting on the Oxfordshire Leaders Joint Committee's behalf, will be accounted for as part of the

Council's asset register in line with Oxfordshire County Council's normal accounting procedures.

## **5 Provision of Services by Oxfordshire County Council**

- 5.1 Oxfordshire County Council provides a range of services to the Oxfordshire Leaders Joint Committee. Those that are only incurred because of the requirement to have an accountable body are provided free of charge. These include Section 151 Officer time to provide advice and support to the Oxfordshire Leaders Joint Committee and relevant sub committees/groups with regard to the use of any public funds that are allocated to the Oxfordshire Leaders Joint Committee. This also includes Monitoring Officer time to provide advice in relation to legal matters.
- 5.2 In addition, Oxfordshire County Council also provides the following chargeable services to the Oxfordshire Leaders Joint Committee:
- i) Finance functions relating to the monitoring and reporting of total funding received and available to the Oxfordshire Leaders Joint Committee; the monitoring and reporting of programmes and schemes; the payment of funds to Oxfordshire Leaders Joint Committee delivery partners; the calculation of interest earned on funds received; the provision of financial information for internal and external audit requirements and the completion of relevant government financial returns
  - ii) Internal Audit functions in regard to the governance arrangements between the Oxfordshire Leaders Joint Committee and the accountable body as well as use of public funds allocated to the Oxfordshire Leaders Joint Committee
  - iii) legal functions including preparation of funding agreements with regard to the use of any public funds that are allocated to the Oxfordshire Leaders Joint Committee and advice on state aid / subsidy issues.
- 5.3 Chargeable and non-chargeable arrangements will be reviewed annually and if/ when the scale of accountable body responsibilities, managed resources or project portfolio resource requirements increase significantly. Where specific, additional work is required then these may be charged where mutually agreed.

## **6 Scheme of Roles and Responsibilities**

- 6.1 The Oxfordshire Leaders Joint Committee shall:
- i) make all decisions on the allocation of grant funding agreed by Government with the exception that from the date of agreement of this revised MoU Oxfordshire County Council shall make decisions regarding the remainder of the Homes from Infrastructure programme arising from the Housing and Growth Deal, following consultation with the Oxfordshire Leaders Joint Committee;
  - ii) prioritise and allocate funding and be accountable for the delivery of projects funded by funding streams awarded to the Oxfordshire Leaders Joint Committee and for which Oxfordshire County Council is to act as accountable body, with the exception of the remainder of the Homes from Infrastructure programme arising from the Housing and Growth Deal;
  - iii) monitor all activities financed by the Oxfordshire Leaders Joint Committee and ensure that all decisions are fully documented and recorded in writing;
  - iv) for future programmes other than the Homes from Infrastructure programme arising from the Housing and Growth Deal, agree robust and transparent assessment criteria against which funding will be allocated;
  - v) for future programmes other than the Homes from Infrastructure programme arising from the Housing and Growth Deal, ensure that projects are approved

- only after an appraisal has been carried out and that the separation of duties between project appraisal and project approval;
- vi) for future programmes other than the Homes from Infrastructure programme arising from the Housing and Growth Deal, through agreed project plans, ensure appropriate timescales and operating practices are in place to support effective implementation of decisions made;
  - vii) following approval, request Oxfordshire County Council to effect the payment of funding to the relevant organisations;
  - viii) fulfil the client role vis a vis Oxfordshire County Council as the accountable body and, in particular, give Oxfordshire County Council clear and comprehensive instructions in relation to the performance by Oxfordshire County Council of its roles and responsibilities as set out in paragraph 6.2 below;
  - ix) Co-operate with and assist Oxfordshire County Council acting in its role as accountable body in undertaking the day to day responsibility for financial matters.

## 6.2 Oxfordshire County Council shall:

- i) provide support and assistance to the Oxfordshire Leaders Joint Committee to ensure both legal and financial probity in relation to the receipt and use of specific funding for which it acts as accountable body;
- ii) ensure decisions and activities of the Oxfordshire Leaders Joint Committee conform with legal requirements with regard to transparency, equalities, social value, environment, State Aid / subsidies and procurement;
- iii) ensure that funds are used appropriately and advise the Oxfordshire Leaders Joint Committee on the procedures necessary to ensure formal compliance with any terms and conditions of funding or grant;
- iv) provide advice on proper and effective governance for overseeing the allocation and spend of the Oxfordshire Leaders Joint Committee funding;
- v) enter into funding agreements on behalf of the Oxfordshire Leaders Joint Committee for agreed funding streams;
- vi) enter into appropriate legal agreements or contracts with the relevant Oxfordshire Leaders Joint Committee member on behalf of the Oxfordshire Leaders Joint Committee once the project is approved by the Oxfordshire Leaders Joint Committee following a successful due diligence process;
- vii) ensure that the funding is passed on to the relevant Oxfordshire Leaders Joint Committee member without delay and in line with the conditions of the funding; where this is to be passed onto a third party it will be for the Oxfordshire Leaders Joint Committee member to action;
- viii) submit the claims to the funding body and prepare and submit relevant documents for inspection by Central Government or external auditors as required;
- ix) where the funding stream is working on a claim basis, ensure that the claimed funding is passed on to the relevant Oxfordshire Leaders Joint Committee member delivery partner without delay and in line with the conditions of the funding or loan agreements;
- x) ensure that the Oxfordshire Leaders Joint Committee performance and financial systems are robust;
- xi) provide details of all monies expended in accordance with the terms and conditions of funding;
- xii) monitor approved projects during and after implementation in line with the agreed monitoring framework or as required by the funding body;
- xiii) inform and keep the Oxfordshire Leaders Joint Committee informed of any grant funding allocations received and the procedures and recommended criteria for distributing the funding based on the funding body's requirements;

- xiv) assist the Oxfordshire Leaders Joint Committee in identifying other sources of funding or to apply for these where commissioned by the Oxfordshire Leaders Joint Committee;
- xv) ensure that the Oxfordshire Leaders Joint Committee adheres to its assurance framework in respect of maintaining the official record of Oxfordshire Leaders Joint Committee proceedings and holding copies of all relevant documents relating to funding; and
- xvi) report and take appropriate action where it has reason to believe that the Oxfordshire Leaders Joint Committee, or anybody acting as its agent, is failing to
  - a) adhere to the terms and conditions of funding requirements or the funding or loan agreements;
  - b) comply with its governance and working arrangements or any statutory requirement;
  - c) provide a suitable standard of probity.

6.3 Specifically in relation to the Homes from Infrastructure programme, being the remainder of the Oxfordshire Housing and Growth Deal, Oxfordshire County Council shall from the date of the agreement of this revised MoU:

- i) make all decisions on the allocation of the remaining grant funding agreed by Government
- ii) prioritise and allocate funding and be accountable for the delivery of projects funded by this funding stream
- iii) act reasonably and in good faith, modelling positive partnership behaviour specifically by making no changes to the programme without careful consultation with affected district partners, and by not seeking to remove schemes from the programme or to reduce their scope as long as they remain on track for delivery on time and within budget.

## **7 Audit**

7.1 The Oxfordshire Leaders Joint Committee shall

- i) co-operate with and assist Oxfordshire County Council in audit examinations relating to governance arrangements, use of public funds and all operating systems;
- ii) act upon all agreed management actions contained within Oxfordshire County Council's internal audit report;
- iii) report to Oxfordshire County Council any financial irregularity or suspected irregularity in the use of any funding.

7.2 Oxfordshire County Council shall

- i) maintain proper records, in accordance with its Constitution, of all monies received and disbursed for the Oxfordshire Leaders Joint Committee and make such records available for inspection by both internal and external regulators;
- ii) arrange regular audit examination of the Oxfordshire Leaders Joint Committee's activities with regards to use of public resources and, following each audit, present a report to the Oxfordshire Leaders Joint Committee with recommendations to strengthen their governance and management practices;
- iii) allow funding bodies to have access to all files and records of projects for which it acts as accountable body; and
- iv) supply, as necessary, completed statements of income, expenditure and disbursements to the Oxfordshire Leaders Joint Committee, funding organisations, Central Government and external auditor.

## **8 Recovery of funds**

- 8.1 The conditions where funds will be recovered will be laid out in the initial funding or grant agreement. Where recovery of funds is at risk, the general stage of fund recovery will be as follows:
- i) Stage 1: Oxfordshire County Council will send notice containing the reason for concern, outlining the potential fund recovery situation and giving time where appropriate for corrective action;
  - ii) Stage 2: If corrective action is not taken or is deemed insufficient to avoid fund recovery a further notice will be sent by Oxfordshire County Council asking for the return of funds with a deadline for the return of the funds. In cases of particular difficulty Oxfordshire County Council may accommodate a fund return payment plan of instalments over an agreed period of time. However, this must be agreed in writing and cannot be assumed;
  - iii) Stage 3: If funds are not returned within the set deadline then Oxfordshire County Council may then instigate debt recovery procedures which may result in legal action being taken.
- 8.2 Oxfordshire County Council will only take the step to recover funds from those Oxfordshire Leaders Joint Committee members it has a direct agreement with. In the case of a third party such as a subcontractor it would be up to the Oxfordshire Leaders Joint Committee member Oxfordshire County Council is seeking funds from to determine and take any action they require to recover their losses from any third parties.
- 8.3 Oxfordshire County Council does not wish to undertake stage 3 if at all avoidable but will do so in order to protect the public purse and ensure that public funding is being used appropriately.

## **9 Data Protection**

- 9.1 The Parties hereto shall comply with their obligations under the EU General Data Protection Regulation EU 2016/679(GDPR) and the Data Protection Act 2018 and any subordinate legislation made under such Act together with any guidance and codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation in the performance of their obligations under this agreement.

## **10 Publicity and Disclosure in Relation to Meetings**

- 10.1 The Oxfordshire Leaders Joint Committee will operate in accordance with the publicity requirements applicable to a joint committee under Part VA of the Local Government Act 1972. Papers relevant to meetings of the Oxfordshire Leaders Joint Committee will be placed into the public domain in the normal way by the Party with administrative control of that joint committee in compliance with s100A to 100K (and Schedule 12A) of the Local Government Act 1972. In accordance with those provisions confidential information as defined in that Act will not be disclosed. Exempt information as defined in that Act may or may not be disclosed. It is acknowledged that under these provisions' information is exempt if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **11 Requests under Freedom of Information and Environmental Information**

- 11.1 The Oxfordshire Leaders Joint Committee and the Monitoring Officers of the relevant Councils have developed a Protocol for Handling Freedom of Information and

Environmental Information requests. This is based on the principle that the Oxfordshire Leaders Joint Committee itself and each member authority is a 'freedom of information authority' in its own right. The agreed Protocol (Annex 1 to the MoU) shall guide how the Board and the member authorities will handle requests relating to the work of the Oxfordshire Leaders Joint Committee.

## **12 Confidentiality**

- 12.1 Each Party agrees not to unilaterally disclose any information identified by any Council as confidential information or exempt material (under the Local Government Act 1972) information unless required by law without giving notice of at least 14 calendar days to the Council or Councils who provided the confidential/exempt information. No confidential/exempt information will be disclosed without full consideration having been given to any objection made to its disclosure, unless disclosure is otherwise required by law.
- 12.2 Neither Party will use or disclose any confidential material provided by the other pursuant to this agreement otherwise than for the performance of their obligations under this agreement, save as may be otherwise agreed or required by law.
- 12.3 For the avoidance of doubt, confidential information shall not include (a) any information obtained from a third party who is free to divulge such information; (b) any information which is already in the public domain otherwise than as a breach of this agreement; or (c) any information which was rightfully in the possession of a Party prior to the disclosure by the other Party and lawfully acquired from sources other than the other Party.

## **13 Dispute resolution**

- 13.1 If either Party has any issues, concerns or complaints about any matter in this MoU, they shall notify the other Party and the Parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Oxfordshire Leaders Joint Committee's Chairman (or if the Chairman is an Oxfordshire County Council appointee, the Vice-chairman) and Oxfordshire County Council's Section 151 Officer (or if the dispute is between the Oxfordshire Leaders Joint Committee and Oxfordshire County Council, one of the district/city council's Section 151 Officer) who shall decide on the appropriate course of action to take.
- 13.2 If either Party receives any formal inquiry, complaint, claim or threat of action from a third party they shall notify the other Party and co-operate with each other to respond, or take such action, as is appropriate and/or necessary

## **14 The Contracts (Rights of Third Parties) Act 1999**

- 14.1 The Contracts (Rights of Third Parties) Act 1999 shall not apply to this MoU but this does not affect any rights which are available apart from this Act.

## **15 Status**

- 15.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Parties from this MoU. The Parties enter into the MoU intending to honour all their obligations.



**16 Governing Law and Jurisdiction**

16.1 This MoU shall be governed by and construed in accordance with English law.

**This Memorandum of Understanding is agreed and signed by:**

Signed for and on behalf  
of Oxfordshire County Council in its capacity as accountable body

.....

**OXFORDSHIRE LEADERS JOINT COMMITTEE MEMBERS**

Signed for and on behalf  
of Oxfordshire County Council

.....

Signed for and on behalf  
of Oxford City Council

.....

Signed for and on behalf  
of Cherwell District Council

.....

Signed for and on behalf  
of South Oxfordshire District Council

.....

Signed for and on behalf  
of Vale of White Horse District Council

.....

Signed for and on behalf  
of West Oxfordshire District Council

.....

## Annex 1

### FOI/EIR PROTOCOL – INFORMATION REQUESTS RELATING TO THE OXFORDSHIRE LEADERS JOINT COMMITTEE

This process has been agreed by Oxfordshire's Monitoring Officers and the Oxfordshire Leaders Joint Committee managers. It provides a means of handling Freedom of Information and Environmental Information requests regarding the work of the Oxfordshire Leaders Joint Committee. Each member authority of the Oxfordshire Leaders Joint Committee and the Oxfordshire Leaders Joint Committee's officers themselves may be recipients of information requests.

This outline provides a legally compliant means of dealing with such requests while providing a degree of mutual consultation whilst also ensuring the identity of requesters is not disclosed to other members of the Oxfordshire Leaders Joint Committee. **Each authority will be responsible for responding to requests submitted to it. Authorities should not simply redirect requesters 'to the Oxfordshire Leaders Joint Committee'** but should answer the request on the basis of any information held by the receiving authority in relation to it.

Freedom of Information Teams should adopt the following principles and process:

1. Each of the county's principal councils, and the Oxfordshire Leaders Joint Committee, are **separate FOI authorities** in their own right. Requesters may therefore submit requests from time to time to any or all of the bodies, about the Oxfordshire Leaders Joint Committee partnership's work.
2. Should there be such an FOI or EIR request in relation to the Oxfordshire Leaders Joint Committee's work received by any of the authorities, then the **receiving body's FOI Team will notify each of the other bodies' FOI Teams**: for the purpose of consulting them about how the receiving authority intends to respond.
3. The original receiving body will **consider all representations** (which shall also be made at the earliest opportunity) received in discharging its statutory obligations. The requester's **name will not be disclosed** to the other authorities.
4. In the event of a disclosure of information in response to a request under the Environmental Information Regulations or the Freedom of Information Act, the **disclosing body shall notify all other Councils immediately** and shall provide an explanation of its decision-making process on request.
5. A similar process will then be followed if an Internal Review request is received; or an Information Commissioner referral.

6. This process is on the basis that, while each authority is an FOI authority in its own right, **consultation between authorities** on a proposed response does not breach that principle.
7. If all authorities receive the same request, then each must respond to it at its own relevant level of management. **Achieving a 'consistent' response can not be the primary aim.** While approaches can be discussed, it will be for each authority to 'sign off' its own responses. This will also be important if a request is referred to the Commissioner, who would be likely to ask how each authority addressed the response.
8. It should be borne in mind that **a requester can also ask for the 'metadata'** to any request, which would bring into frame any information shared between authorities in the consideration of a response.

NB The County Council will be acting as FOI advisers to the Oxfordshire Leaders Joint Committee.

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<b>This report is public</b>	
<b>Finance Monitoring Report January 2025</b>	
<b>Committee</b>	Executive
<b>Date of Committee</b>	3 March 2025
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Finance, Regeneration and Property, Councillor Lesley McLean
<b>Date Portfolio Holder agreed report</b>	18 February 2025
<b>Report of</b>	Assistant Director of Finance (S151 Officer), Michael Furness

## Purpose of report

To report to the Executive the council's forecast yearend financial position as at the end of the January 2025.

## 1. Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of January 2025.
- 1.2 To approve the reprofiling of capital projects beyond 2024/25 (section 4.2.3 and Appendix 1) and the subsequent update to the programme budget for this financial year 2024/25.
- 1.3 To approve the Use of Reserve and Grant Funding Requests in Appendix 5.
- 1.4 To approve the New Planning & Building Control fee proposal within Appendix 6.
- 1.5 To remove capital project (40315) S106 – Longford Park Sport Pitches £0.010m from the programme as it is not required as capital expenditure and agree for it to be transferred to revenue grant earmarked reserves to be used for ongoing maintenance.

## 2. Executive Summary

- 2.1 The Finance section presents the forecast yearend position for the 2024/25 financial year.

## Implications & Impact Assessments

Implications	Commentary			
<b>Finance</b>	<p>Financial and Resource implications are detailed within sections 4.1 and 4.2 of this report. The reserves policy requires Executive to agree transfers to and from earmarked reserves and general balances during the financial year.</p> <p>Joanne Kaye, Head of Finance, 11 February 2025</p>			
<b>Legal</b>	<p>There are no legal implications arising at this stage. The Council has a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables Executive to remain aware of issues and understand the actions being taken to maintain a balanced budget.</p> <p>The report sets out as at January 2025 finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.</p> <p>Denzil – John Turbervill, Head of Legal Services, 12 February 2025</p>			
<b>Risk Management</b>	<p>There are no risk implications arising directly from this report. Financial resilience and any risks link to it are managed through the Corporate Leadership Risk register.</p> <p>Celia Prado-Teeling, Performance Team Leader, 12 February 2025</p>			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		X		
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		N/A
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		N/A

<b>Climate &amp; Environmental Impact</b>		X		N/A
<b>ICT &amp; Digital Impact</b>		X		N/A
<b>Data Impact</b>		X		N/A
<b>Procurement &amp; subsidy</b>		X		N/A
<b>Council Priorities</b>	This report links to all council's priorities, as it summarises our progress against them during 2024/25.			
<b>Human Resources</b>	N/A			
<b>Property</b>	N/A			
<b>Consultation &amp; Engagement</b>	N/A			

## Supporting Information

### 3. Background

- 3.1 The council actively and regularly monitors its financial position to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place monthly for finance, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 3.3 These updates are consolidated on a quarterly basis where Performance and Finance updates are given due to the implications and interdependencies between them, and this is the summary financial forecast for the end of the financial year position for 2024/25.

### 4. Details

#### 4.1 Finance Update

- 4.1.1 The council's overall forecast yearend position for 2024/25 is on budget. The forecast currently shows an overspend across Directorates with pressures totalling £0.652m this is being offset by an underspend of (£0.652m) across Executive Matters and Policy Contingency.

The projected outturn for the services is summarised below in Table 1 and further details providing explanations for variances can be found in Appendix 2.

**Table 1: Forecast Year End Position**

Service	Current Budget £m	January Forecast to Yearend £m	January Variance (Under) / Over £m	% Variance to current budget %	December Variance (Under) / Over £m	Change since Previous (better) / worse £m	
Finance	3.195	3.195	0.000	0.0%	0.000	0.000	Green
Legal, Democratic, Elections & Procurement	2.480	2.605	0.125	5.0%	0.132	(0.007)	Red
ICT	1.730	1.730	0.000	0.0%	0.000	0.000	Green
Property	(2.386)	(2.162)	0.224	9.4%	0.136	0.088	Red
HR & OD	0.815	0.845	0.030	3.7%	0.030	0.000	Red
Customer Focus	2.577	2.447	(0.130)	-5.0%	(0.120)	(0.010)	Green
<b>Resources &amp; Transformation</b>	<b>8.411</b>	<b>8.660</b>	<b>0.249</b>	<b>3.0%</b>	<b>0.178</b>	<b>0.071</b>	Red
Planning & Development	2.398	2.513	0.115	4.8%	0.073	0.042	Red
Growth & Economy	0.450	0.464	0.014	3.1%	0.014	0.000	Red
Environmental	6.433	6.804	0.371	5.8%	0.204	0.167	Red
Regulatory	1.164	1.117	(0.047)	-4.0%	(0.016)	(0.031)	Green
Wellbeing & Housing	2.290	2.240	(0.050)	-2.2%	(0.100)	0.050	Green
<b>Communities</b>	<b>12.735</b>	<b>13.138</b>	<b>0.403</b>	<b>3.2%</b>	<b>0.175</b>	<b>0.228</b>	Red
<b>Subtotal for Directorates</b>	<b>21.146</b>	<b>21.798</b>	<b>0.652</b>	<b>3.1%</b>	<b>0.353</b>	<b>0.299</b>	Red
Executive Matters	4.296	4.114	(0.182)	-4.2%	(0.115)	(0.067)	Green
Policy Contingency	1.545	1.075	(0.470)	-30.4%	(0.195)	(0.275)	Green
<b>Total</b>	<b>26.987</b>	<b>26.987</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.043</b>	<b>(0.043)</b>	Green
<b>FUNDING</b>	<b>(26.987)</b>	<b>(26.987)</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.000</b>	<b>0.000</b>	Green
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>0.043</b>	<b>(0.043)</b>	

**Note:** A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received.

Green represents an underspend and red represents a overspend for the outturn position.

4.1.2 Table 2 below analyses the variances to distinguish between base budget variances and variances resulting from the non-delivery of previously approved savings. The non-delivery of savings has a knock-on impact on the Medium-Term Financial Strategy as failure to deliver on an ongoing basis adds to future pressures.

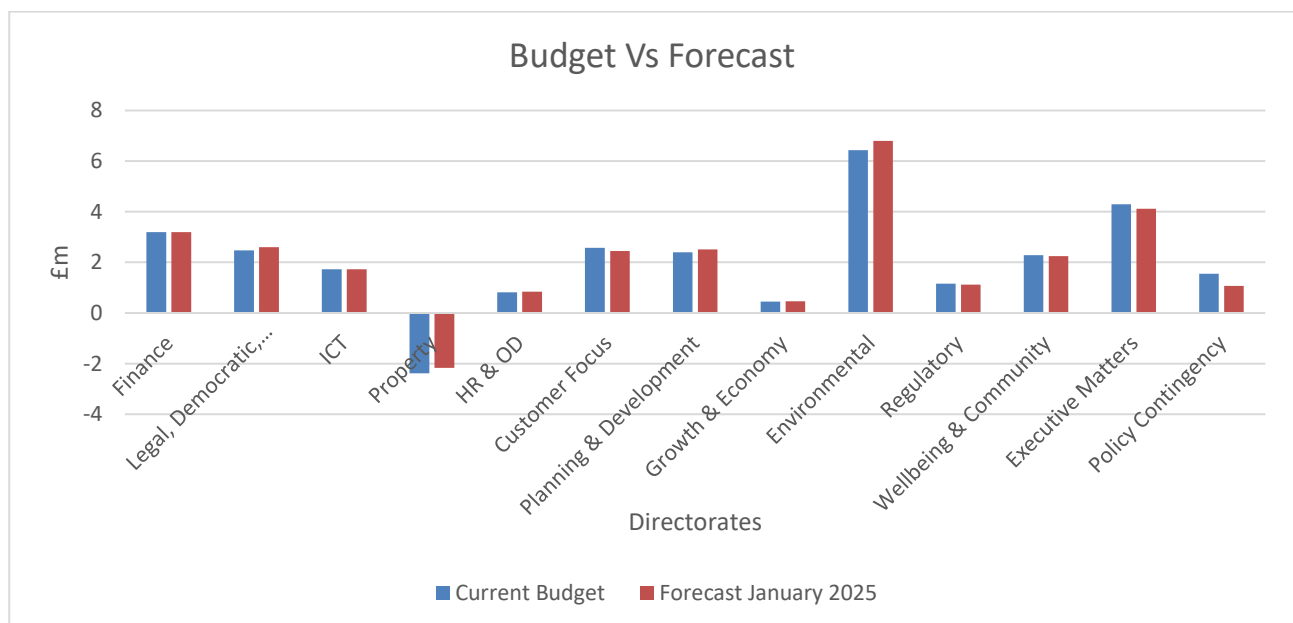


**Table 2:** Analysis of Variance – January 2025

Breakdown of current month forecast	January Forecast to Yearend £m	Base Budget Over/ (Under) £m	Savings non-delivery £m
Resources	0.249	0.199	0.050
Communities	0.403	0.026	0.377
<b>Subtotal Directorates</b>	<b>0.652</b>	<b>0.225</b>	<b>0.427</b>
Executive Matters	(0.182)	(0.182)	0.000
Policy Contingency	(0.470)	(0.470)	0.000
<b>Total</b>	<b>0.000</b>	<b>(0.427)</b>	<b>0.427</b>
<b>FUNDING</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>(0.427)</b>	<b>0.427</b>

4.1.3 The graph below shows the Budget compared with the forecast to the end of the financial year.

**Graph 1:** Budget compared with Forecast



4.1.4 Table 3 below summarises the major forecast variances for the reporting period. Further details can be found in Appendix 2.

**Table 3: Top Major Variances:**

Service	Current Budget	Variance	% Variance
Environmental	6.433	0.371	5.8%
Property	(2.386)	0.224	9.4%
Legal, Democratic, Elections & Procurement	2.480	0.125	5.0%
Planning & Development	2.398	0.115	4.8%
Policy Contingency	1.545	(0.470)	-30.4%
<b>Total</b>	<b>10.470</b>	<b>0.365</b>	

## Reserves

4.1.5 Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested as at 31 January 2025, more details can be found within Appendix 5.

**Table 5: Reserves forecast:**

Reserves	Balance 1 April 2024	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed January 2025	Balance 31 March 2025
	£m	£m	£m	£m	£m
General Balance	(6.153)	0.000	0.000	0.000	(6.153)
Earmarked	(28.325)	(0.776)	(1.410)	0.000	(30.511)
Ringfenced Grant	(2.552)	0.898	0.666	(0.369)	(1.357)
<b>Subtotal Revenue</b>	<b>(37.030)</b>	<b>0.122</b>	<b>(0.744)</b>	<b>(0.369)</b>	<b>(38.021)</b>
Capital	(6.293)	3.250	0.000	0.000	(3.043)
<b>Total</b>	<b>(43.323)</b>	<b>3.372</b>	<b>(0.744)</b>	<b>(0.369)</b>	<b>(41.064)</b>

\*According to the Reserves Policy Executive are only required to approve uses of Capital Reserves, not contributions.

## 4.2 Capital

4.2.1 Table 6 below summarises the projected year end forecast for profiled spend in 2024/25 and Table 7 summarises the financing. There is a projected in-year underspend of (£0.615m), with £2.330m that is recommended to be reprofiled into future years. The current month variance is due to underspends on the Town Centre House Purchase & Repair (£0.356m), Castle Quay (£0.233m), Banbury Museum Decarbonisation Works (£0.020m), Processing Card Payments & Direct

Debits (£0.020m) Discretionary Grants Domestic Properties (£0.150m), Replacement of the Sports Hall Roof at Bicester Leisure Centre (£0.016m) and overspends on the following, Bicester East Community Centre £0.064m, Sunshine Centre £0.085m and Development of New Land Bicester Depot £0.063m and minor variances totalling £0.032m. Further detail can be found in appendix 1.

Projects that are recommended to have budget reprofiled from 2024/25 are detailed in Table 9.

**Table 6:** Capital Projection

Directorate	Current Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Resources & Transformation	8.282	7.367	0.847	(0.068)	(0.087)
Communities	8.649	6.621	1.483	(0.546)	(0.352)
<b>Total</b>	<b>16.931</b>	<b>13.987</b>	<b>2.330</b>	<b>(0.615)</b>	<b>(0.438)</b>

For further detail on individual schemes please see Appendix 1.

**Note:** A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received.

Green represents an underspend and red represents a overspend for the outturn position.

**Table 7:** How the Capital Programme is financed

Financing	24/25 Budget £m	Future Years £m	Total
Borrowing	12.529	11.720	24.249
Capital Grants	1.942	9.267	11.209
Capital Receipts	0.425	5.896	6.321
S106 Receipts	2.035	3.563	5.598
	<b>16.931</b>	<b>30.446</b>	<b>47.377</b>

4.2.2 Table 8 below summarises the projected spend against the full capital programme (i.e. forecast spend across all years of the capital programme). Since December's report there has been an increase in forecast underspend in the programme of (£0.183m) predominantly due to the Discretionary Grants Domestic Properties underspend (0.150m) and the Banbury Museum Decarbonisation Works (£0.020m).

**Table 8: Total Capital Project Outturn**

Directorate	Budget £m	Total Forecast 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Resources & Transformation	14.754	14.686	(0.068)	(0.087)
Communities	32.623	32.077	(0.546)	(0.352)
<b>Total</b>	<b>47.377</b>	<b>46.763</b>	<b>(0.615)</b>	<b>(0.438)</b>

4.2.3 Table 9 below details the capital scheme which it is recommended budgets are reprofiled from 2024/25 to 2025/26 or beyond. The reprofiling of capital budgets can be for several reasons and is common on multi-year projects. The reasons for the recommendations are summarised in section 4.2.4.

**Table 9: Requested capital budget reprofiling**

Code	Top In-Year Variances	Budget Total £'000	Reprofile to 25/26 £'000	% of In Year Budget Variance
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	169	164	97.04%
40255	Installation of Photovoltaic at CDC Property	79	79	100.00%
40263	Kidlington Leisure New Electrical Main	20	20	100.00%
40279	Spiceball Sports Centre - Solar PV Car Ports	173	170	98.27%
40280	Kidlington Sports Centre - Solar PV Car Ports	137	135	98.54%
40281	North Oxfordshire Academy - Solar Panels	18	18	100.00%
40282	Community Centre Solar Panels	108	106	98.15%
40283	Thorpe Lane - Solar Panels	34	34	100.00%
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	24	24	100.00%
40327	Thorpe Place Roofing Works	109	97	88.99%
40028	Vehicle Replacement Programme	1,073	347	32.34%
40187	On Street Recycling Bins	18	6	33.33%
40216	Street Scene Furniture and Fencing project	15	15	100.00%
40259	Market Equipment Replacement	15	10	66.67%
40294	S106 - Ambrosden Community Facility Project	20	20	100.00%
40297	S106 - Ardley & Fewcott Play Area Project	15	8	53.33%
40301	S106 - Graven Hill Outdoor Sport Project	52	52	100.00%

40303	S106 - Hanwell Fields Community Centre Projects	180	160	88.89%
40308	S106 - Milton Road Community Facility and Sports Pitch Project	100	100	100.00%
40310	S106 - Spiceball Leisure Centre Improvements	14	14	100.00%
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	132	132	100.00%
40313	S106 - Woodgreen Leisure Centre Improvements	141	119	84.04%
40324	Development of Activity Play Zones	162	155	95.68%
40325	Graven Hill Community and Infrastructure Projects	80	80	100.00%
40245	Enable Agile Working	15	15	100.00%
40333	CCTV Thames Valley Project	250	250	100.00%
		<b>3,153</b>	<b>2,330</b>	

#### 4.2.4 Capital schemes recommended to be reprofiled:

- Thorpe Lane Depot – Renewal of Electrical Incoming Main (40254)  
Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new substation, who are engaged. Waiting for dates from the District Network Operator.
- Installation of Photovoltaic at CDC Property (40255)  
Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26.
- Kidlington Leisure New Electrical Main (40263)  
Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new substation, who are engaged. Waiting for dates from the DNO. There are 3 leases and sub leases to be amended before this can proceed.
- Spiceball Sports Centre – Solar PV Car Ports (40279)  
Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26.
- Kidlington Sports Centre – Solar PV Car Ports (40280)  
Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26
- North Oxfordshire Academy – Solar Panels (40280)

Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26

- Community Centre Solar Panels (40282)  
Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26. Part of EPC work, community centres will need to agree.
- Thorpe Lane Solar Panels (40283)  
Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26
- Thorpe Lane – Heater Replacement (Gas to Electric) (40284)  
Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 2025/26
- Thorpe Place Roofing Works (40327)  
Carrying out drone survey of roof to identify condition ready for scoping and design.
- Vehicle Replacement Programme (40028)  
£0.347m required to be reprofiled into 2025/26. Delivery times have slipped for the 4 vehicles currently on order.
- On Street Recycling Bins (40187)  
£0.006m required to be reprofiled into 2025/26. Ongoing negotiations with local partners have delayed the project progressing.
- Street Scene Furniture and Fencing Project (40216)  
No spend anticipated into 2024/25. £0.015m to be reprofiled into 2025/26. This is due to ongoing issues around leases of various sites.
- Market Equipment Replacement (40259)  
£0.010m required to be reprofiled into 2025/26. This budget requirement will be reviewed after the trial for two free months for market traders has taken finished. (Feb & March 2025).
- S106 Ambroseden Community Facility Project (40294)  
Parish Council has a variety of projects they are looking to increase capacity at the village hall. Still waiting for quotes from Parish Council, delivery date not yet confirmed so request to reprofile £0.020m to 2025/26.
- S106 – Ardley & Fewcott Play Area Project (40297)  
Bench and play tunnel project approved, all paperwork completed and signed off, project delivery underway. Request to reprofile £0.008m to 2025/26.
- S106 – Graven Hill Outdoor Sport Project (40301)  
Project consultants procured to support on initial phases of the programme through to final delivery. Initial scoping discussions have taken place and project brief is

developed alongside engagement with Graven Hill residents Association. Project costs now not expected until new financial year. Request to reprofile £0.052m to 2025/26.

- S106 – Hanwell Fields Community Centre Projects (40303)  
S106 funding is allocated to Hanwell Fields Community Centre to enhance the existing facility with the intention of increasing opportunities for residents to take part in activities. This project is centred around the options for putting in a mezzanine floor in the current main hall area to give a split-level facility. Updated designs and costs received. £0.020m spend this financial year, either spent or committed through a PO. Request to reprofile £0.160m to 2025/26 due to the number of surveys required to move the project forward to the next stage.
- S106 – Milton Road Community Facility and Sports Pitch Project (40308)  
CDC hold the £0.471m of S106 for the Parish Council who are seeking additional grant funding from other sources to increase what they are aiming to deliver on. Request to reprofile £0.100m as the Parish Council has confirmed they are not looking to spend any of the funding prior to the end of March. Parish Council currently discussing value engineering with the construction company which will hopefully lead to a possible build start in the summer 2025. The project is Parish Council led and they have requested the money to be re-profiled as not ready to deliver.
- S106 – Spiceball Leisure Centre Improvements (40310)  
Options are still being considered. Request to reprofile £0.014m to 2025/26.
- S106 – Whitelands Farm Sports Ground (Pedestrian Crossing and Various Works) (40312)  
Planning for zebra crossing approved. Awaiting delivery timescales. Request to reprofile £0.132m to 2025/26. Money to be reprofiled due to delays in project delivery. Member of Facilities team now in post and driving the project forward. Planning approved and project to be delivered.
- S106 – Woodgreen Leisure Centre Improvements (40313)  
Improvements planned to the Swimming Pool Changing Rooms. Expected to complete on works during March/April 2025.
- Development of Activity Play Zones (40324)  
Application process for Football Foundation Funding has been completed and working with Football Foundation and Town Council on project delivery. Grant application has been accepted by the Football Foundation. Subject to Planning Permission works likely to commence early to mid-2025. Projects identified in Princess Diana Park and Chandos Close. Planning permission has now been submitted. Request to reprofile £0.155m to 2025/26 due to delays in seeking planning approval, mainly due to workload of Football Foundation contractor but also as a result of delays from Legal with regards to funding agreement with Banbury Town Council.
- Graven Hill Community and Infrastructure Projects (40325)  
Project consultants procured to support on initial phases of the programme through to final delivery. Initial scoping discussions have taken place and project brief is developed alongside engagement with Graven Hill residents Association. Project

costs now not expected until new financial year. Request to reprofile £0.080m to 2025/26.

- **Enable Agile Working (40245)**  
This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. We expect the app to be available early 2025.
- **CCTV Thames Valley Project (40333)**  
Upgrade the public open space CCTV network and cameras to meet the necessary threshold to be included in the OPCC Thames Valley CCTV project. This expenditure is dependant upon the Thames Valley CCTV partnership progressing which has been delayed. It is expected that the partnership agreement will be signed before the end of 24/25 and the subsequent capital spend will now happen in early 2025/26.

## 5. Alternative Options and Reasons for Rejection

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

Option 1: This report summarises the council's forecast financial position up to the end of March 2025, therefore there are no alternative options to consider.

## 6 Conclusion and Reasons for Recommendations

6.1 The report updates the Committee on the projected year-end financial position of the council for 2024/25. Regular reporting is key to good governance and demonstrates that the council is actively managing its financial resources sustainably.

### Decision Information

<b>Key Decision</b>	No
<b>Subject to Call in</b>	Yes
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	All

### Document Information

<b>Appendices</b>	
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<b>Appendix 1</b>	Capital January 2025
<b>Appendix 2</b>	Detailed Revenue Narrative on Forecast January 2025
<b>Appendix 3</b>	Virements January 2025
<b>Appendix 4</b>	Funding January 2025
<b>Appendix 5</b>	Use of Reserves and Grant Funding January 2025
<b>Appendix 6</b>	Planning & Building Control Fee Proposal
<b>Background Papers</b>	None
<b>Reference Papers</b>	None
<b>Report Author</b>	Leanne Lock, Finance Business Partner
<b>Report Author contact details</b>	leanne.lock@cherwell-dc.gov.uk 01295 227098
<b>Corporate Director Approval (unless Corporate Director or Statutory Officer report)</b>	Report of Statutory Officer – S151 Officer

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Appendix 1 - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET 2024/25	YTD ACTUAL	PO COMMITMENTS	Year End Forecast	RE-PROFILED BEYOND 2024/25	Current month Variances £000	Prior month Variances £000	Forecast Narrative (Public)
40139	Banbury Health Centre - Refurbishment of roof covering and removal of redunant ventilation plant from roof	84	80	5	85	0	1	(4)	Works complete
40141	Castle Quay Waterfront	0	(585)	0	0	0	0	0	Retention payment to be paid
40144	Castle Quay	940	3,062	3,151	708	0	(233)	(233)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. The underspend results from a cash flow and technical accounting adjustment per the requirements of the CIPFA code on Local Authority Accounting. These costs will instead be recognised as Revenue costs, spread over the life of the project
40167	Horsefair, Banbury	20	3	0	3	0	(17)	0	Works complete
40219	Community Centre - Works	94	73	0	94	0	0	0	Design works complete and contractor appointed. Condition report on Museum to be considered and funding sought to rectify a number of elements.
40224	Fairway Flats Refurbishment	13	6	10	16	0	3	0	Planning approval has been achieved. Designers are completing the detail design and specification for the solar panels and roof works. We will then need to tender these works as they are over £0.100m. We therefore anticipate works commencing in the new year and the works to continue through to the new financial year, partly due to the need to avoid the worst of the winter / spring weather, whilst carrying out works on a residential building roof space. We have adjusted the spend profile for these works.
40227	Banbury Museum - Decarbonisation Works	0	(20)	0	(20)	0	(20)	0	Retention payment will not be paid.
40232	Kidlington Leisure Centre - Decarbonisation Works	0	0	4	4	0	4	4	Small overspend for retention payment (offset elsewhere)
40239	Bicester East Community Centre	685	747	78	749	0	64	51	Overspend due to additional works on resolving public sewers diversion requirement of Thames Water and inaccurate information provided by them in the design stages. These works delayed works on site thus incurring further costs from the main contract works.

40242	H&S Works to Banbury Shopping Arcade	17	16	0	17	0	0	0	Works currently in design
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	169	5	0	0	164	(5)	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator.
40255	Installation of Photovoltaic at CDC Property	79	9	0	0	79	0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40263	Kidlington Leisure New Electrical Main	20	0	0	0	20	0	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	182	252	15	267	0	85	75	Pressure occurred as result of previously unknown but essential works identified during the course of the works.
40279	Spiceball Sports Centre - Solar PV Car Ports	173	3	0	3	170	0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40280	Kidlington Sports Centre - Solar PV Car Ports	137	2	0	2	135	0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40281	North Oxfordshire Academy - Solar Panels	18	0	0	0	18	0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40282	Community Centre Solar Panels	108	2	0	2	106	0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	1	0	1	34	1	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	24	1	0	1	24	1	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26

40278	Development of New Land Bicester Depot	85	116	32	148	0	63	36	The designers are appointed and Consultation on proposed layouts for the new depot are taking place with user groups. A Planning application is being prepared, however an ecological survey and protected species survey will be required to be submitted with this application and we have been unable to obtain these services, due to high demand for Ecologists, until October. This has resulted in a delay of 4 months to our original programme and consequent re-profiling of the capital
40317	Cope Road, Banbury	29	5	31	34	0	5	5	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
40316	CDC Office Relocation to Castle Quay	5,146	207	88	5,212	0	66	(0)	On target to be delivered in 24/25. A review of staff costs has resulted in an overspend which is partly offset by underspends across the project
40327	Thorpe Place Roofing Works	109	7	5	12	97	0	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
<b>Property</b>		<b>8,166</b>	<b>3,992</b>	<b>3,419</b>	<b>7,337</b>	<b>847</b>	<b>18</b>	<b>(67)</b>	
40256	Processing Card Payments & Direct Debits	20	0	0	0		(20)	(20)	PCI Compliance will be completed once accompanying systems are implemented.
<b>Finance</b>		<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20)</b>	<b>(20)</b>	
40334	Robotic Process Automation Pilot	96	0	96	96		0	0	On target to be delivered in 24/25
<b>ICT</b>		<b>96</b>	<b>0</b>	<b>96</b>	<b>96</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Resources &amp; Transformation</b>		<b>8,282</b>	<b>3,992</b>	<b>3,515</b>	<b>7,433</b>	<b>847</b>	<b>(2)</b>	<b>(87)</b>	
40062	East West Railways	30	27	3	27		(3)	0	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the East West Railways project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. Final invoice expected to be received by the end of Q3 once work is completed
40286	Transforming Market Square Bicester	180	92	83	175	0	(5)	0	Market Square study to be completed in 2024/25, An engagement event for the business sector was held in July and prompted clarification of the project's objectives. Further engagement events to gather input from both the business sector and local community groups are scheduled for November. Final drawings will be available by February 2025 for approval. Procurement of contractor and works to begin in 25/26, works aim to be completed 26/27.
40287	UK Shared Prosperity Fund (UK SPF) Year Three Investment Plan Programme	196	20	86	196		(0)	0	UKSPF capital grant will be fully spent in 2024/25 on the following: £90k Improvements to town centres & high streets £70k Community & neighbourhood infrastructure £2k improvements to local green spaces £50k contribution to floodlights at Whitelands Sport ground which is shown in cost centre Whiteland Farm Sports ground.
40288	UKSPF Rural Fund	408	341	37	408		(0)	(0)	UKSPF Rural Fund (REPF capital grant) will be fully spent in 2024/25: £20k - creation and improvements to local rural green spaces £67k - active travel enhancements to the local rural area £321k - capital grants for micro and small enterprises in rural areas.
<b>Growth &amp; Economy</b>		<b>814</b>	<b>479</b>	<b>210</b>	<b>806</b>	<b>0</b>	<b>(8)</b>	<b>0</b>	
40028	Vehicle Replacement Programme	1,073	671	400	726	347	0	0	£0.347m required to be reprofiled in to 2025/26. Delivery times have slipped for the 4 vehicles currently on order.

40187	On Street Recycling Bins	18	0	0	12	6	0	0	£0.006m required to be reprofiled in to 2025/26. Ongoing negotiations with local partners have delayed the project progressing.
40216	Street Scene Furniture and Fencing project	15	0	0	0	15	0	0	No spend anticipated in to 2024/25. £0.015m to be reprofiled in to 2025/26. This is due to ongoing issues around leases of various sites.
40222	Burnehyll- Bicester Country Park	21	16	10	21		0	0	Anticipating full spend in 2024/25.
40259	Market Equipment Replacement	15	5	0	5	10	0	0	£0.010m required to be reprofiled in to 2025/26. This budget requirement will be reviewed after the trial for two free months for market traders has taken finished. (Feb & March 2025)
40291	New Commercial Waste IT System	25	18	0	18	0	(7)	0	Project complete. £0.007m budget no longer required.
40331	Additional Commercial Waste Containers	29	0	0	29		0	0	Anticipating full spend in 2024/25.
	<b>Environmental Services</b>	<b>1,196</b>	<b>709</b>	<b>410</b>	<b>811</b>	<b>378</b>	<b>(7)</b>	<b>0</b>	
40083	Disabled Facilities Grants	1,200	904	14	1,200		0	0	£1.200m spend anticipated
40084	Discretionary Grants Domestic Properties	150	0	0	0		(150)	0	revenue budget now in place created through PC
40160	Housing Services - capital	168	8	0	168		1	0	A2 Dominion have completed on the delivery of 16 affordable homes at NW Bicester. Completion certificates have been sent and PO is to be raised to pay the remaining 10% retention payment
40262	Town Centre House Purchase and Repair	2,880	2,101	201	2,524		(356)	(356)	Some delays resulting in later completion but still due to complete in 2024/25
40294	S106 - Ambrosden Community Facility Project	20	0	0	0	20	0	0	Parish Council has a variety of projects they are looking to increase capacity at the village hall. Still waiting for quotes from Parish Council, delivery date not yet confirmed so request to reprofile £0.020m to 2025-26.
40297	S106 - Ardley & Fewcott Play Area Project	15	0	0	7	8	0	0	Bench and play tunnel project approved, all paperwork completed and signed off, project delivery underway. Request to reprofile £0.008m to 2025-26.
40298	S106 - Ardley & Fewcott Village Hall Project	3	0	0	3		0	0	Project for replacement windows complete and invoice paid.
40301	S106 - Graven Hill Outdoor Sport Project	52	0	0	0	52	0	0	Project consultants procured to support on initial phases of the programme through to final delivery. Initial scoping discussions have taken place and project brief is developed alongside engagement with Graven Hill residents Association. Project costs now not expected until new financial year. Request to reprofile £0.052m to 2025-26.
40303	S106 - Hanwell Fields Community Centre Projects	180	4	10	20	160	0	0	S106 funding is allocated to Hanwell Fields Community Centre to enhance the existing facility with the intention of increasing opportunities for residents to take part in activities. This project is centred around the options for putting in a mezzanine floor in the current main hall area to give a split level facility. Updated designs and costs received. £0.020m spend this financial year, either spent or committed through a PO. Request to reprofile £0.160m to 2025-26 due to the number of surveys required to move the project forward to the next stage.

40308	S106 - Milton Road Community Facility and Sports Pitch Project	100	0	0	0	100	0	0	CDC hold the £471k of s106 for the Parish Council who are seeking additional grant funding from other sources to increase what they are aiming to deliver on. Request to reprofile £0.100m as the Parish Council has confirmed they are not looking to spend any of the funding prior to the end of March. Parish Council currently discussing value engineering with the construction company which will hopefully lead to a possible build start in the summer 2025. The project is Parish Council led and they have requested the money to be re-profiled as not ready to deliver.
40310	S106 - Spiceball Leisure Centre Improvements	14	0	0	0	14	0	0	Options are still being considered. Request to reprofile £0.014m to 2025-26.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	132	98	0	0	132	0	0	Planning for zebra crossing approved. Awaiting delivery timescales. Request to reprofile £0.132m to 2025-26. Money to be reprofiled due to delays in project delivery. Member of Facilities team now in post and driving the project forward. Planning approved and project to be delivered.
40313	S106 - Woodgreen Leisure Centre Improvements	141	8	8	23	119	0	0	Improvements planned to the Swimming Pool Changing Rooms. Expected to complete on works during March/April 2025.
40314	S106 - Deddington Parish Council Projects	67	35	24	67		0	0	To be spent on the Windmill Community Centre car park lighting project - project spend approved and delivery underway.
40315	S106 - Longford Park Sport Pitches	10	0	0	0		(10)	0	Maintenance cost for the pitches and pavilion are not classed as capital expenditure and therefore a recommendation is proposed to remove from the capital programme and the S106 recategorised as revenue to fund pitch maintenance.
40319	Local Authority Housing Fund R2	335	279	0	335		0	0	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Second and final payment of £100k to Sanctuary Housing now paid. £56k remaining for floor coverings which Sanctuary will also deliver, some funds may remain at then of the project.
40324	Development of Activity Play Zones	162	4	0	7	155	0	0	Application process for Football Foundation Funding has been completed and working with Football Foundation and Town Council on project delivery. Grant application has been accepted by the Football Foundation. Subject to Planning Permission works likely to commence early to mid 2025. Projects identified in Princess Diana Park and Chandos Close. Planning permission has now been submitted. Request to reprofile £0.155m to 2025-26 due to delays in seeking planning approval, mainly due to workload of Football Foundation contractor but also as a result of delays from Legal with regards to funding agreement with banbury Town Council.
40325	Graven Hill Community and Infrastructure Projects	80	0	0	0	80	0	0	Project consultants procured to support on initial phases of the programme through to final delivery. Initial scoping discussions have taken place and project brief is developed alongside engagement with Graven Hill residents Association. Project costs now not expected until new financial year. Request to reprofile £0.080m to 2025-26.
40328	S106 – Windmill Community and Sports Centre Tennis Courts	51	0	42	51		0	0	Mini tennis court project now invoiced and paid. Remaining £0.007m to be paid on completion of the line markings - planned for Spring 2025. Delays have been due to poor weather conditions and the need for a period of dry weather.

40330	Replacement of the Sports Hall Roof at Bicester Leisure Centre	45	0	20	29		(16)	0	After receiving the condition survey report into the roof that gave options to extend the lifespan by 5 to 10 years it was agreed to take this option which fell within the budget allocation, rather than a new complete roof which would require a request for additional funding. - works to complete January/February 2025.
40332	S106 - grant funded Affordable Accommodation	560	0	0	560		0	0	To provide grant funding to South Oxfordshire Housing Association (SOHA) (a registered provider of social housing), providing 40% contribution towards the cost of securing 4 homes in the Cherwell District to be converted to social housing. Initially, these homes will provide temporary accommodation for homeless households in Cherwell to whom CDC have a legal duty to temporarily accommodate. Longer term they will revert to affordable rented housing let through CDC's housing register should they no longer be required to be used as temporary accommodation. The size/type of the homes agreed in principle for SOHA to purchase are 3 x 2-bedroom houses and 1 x 3-bedroom house. Grant agreement to be put in place with SOHA Autumn 2024. Payment of grant to be made to SOHA Winter/Spring 2024/25
40335	S106 - Launton Village Hall Roofing Contribution	10	0	0	10		0	0	All paperwork complete, awaiting final document from Launton Parish Council before PO for work is raised.
<b>Wellbeing &amp; Housing</b>		<b>6,375</b>	<b>3,439</b>	<b>319</b>	<b>5,004</b>	<b>840</b>	<b>(532)</b>	<b>(356)</b>	
40245	Enable Agile Working	15	0	0	0	15	0	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. The release of the app is imminent but now likely to be in Q1 of 25/26.
40333	CCTV Thames Valley Project	250	0	0	0	250	0	0	Upgrade the public open space CCTV network and cameras to meet the necessary threshold to be included in the OPCC Thames Valley CCTV project. This expenditure is dependant upon the Thames Valley CCTV partnership progressing which has been delayed. It is expected that the partnership agreement will be signed before the end of 24/25 and the subsequent capital spend will now happen in early 25/26.
<b>Regulatory Services</b>		<b>265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>265</b>	<b>0</b>	<b>0</b>	
<b>Communities</b>		<b>8,649</b>	<b>4,628</b>	<b>939</b>	<b>6,621</b>	<b>1,483</b>	<b>(546)</b>	<b>(356)</b>	
<b>Capital</b>		<b>16,931</b>	<b>8,619</b>	<b>4,454</b>	<b>14,053</b>	<b>2,330</b>	<b>(549)</b>	<b>(442)</b>	



CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 24/25 Project Budget	Year End Forecast	RE-PROFILED BEYOND 2024/25	24/25 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	84	85	0	1	0	84	85	1	Works complete
40144	Castle Quay	940	708	0	(233)	1,793	2,733	2,501	(233)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. The underspend results from a cash flow and technical accounting adjustment per the requirements of the CIPFA code on Local Authority Accounting. These costs will instead be recognised as Revenue costs, spread over the life of the project
40167	Horsefair, Banbury	20	3	0	(17)	0	20	3	(17)	Works complete
40219	Community Centre - Works	94	94	0	0	0	94	94	0	Design works complete and contractor appointed. Condition report on Museum to be considered and funding sought to rectify a number of elements.
40224	Fairway Flats Refurbishment	13	16	0	3	325	338	341	3	Planning approval has been achieved. Designers are completing the detail design and specification for the solar panels and roof works. We will then need to tender these works as they are over £0.100m. We therefore anticipate works commencing in the new year and the works to continue through to the new financial year, partly due to the need to avoid the worst of the winter / spring weather, whilst carrying out works on a residential building roof space. We have adjusted the spend profile for these works.
40232	Kidlington Leisure Centre - Decarbonisation Works	0	4	0	4	0	0	4	4	Small overspend for retention payment (offset elsewhere)
40239	Bicester East Community Centre	685	749	0	64	0	685	749	64	Overspend due to additional works on resolving public sewers diversion requirement of Thames Water and inaccurate information provided by them in the design stages. These works delayed works on site thus incurring further costs from the main contract works.
40242	H&S Works to Banbury Shopping Arcade	17	17	0	0	105	122	122	0	Works currently in design
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	169	0	164	(5)	0	169	164	(5)	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator.
40255	Installation of Photovoltaic at CDC Property	79	0	79	0	0	79	79	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40263	Kidlington Leisure New Electrical Main	20	0	20	0	0	20	20	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	182	267	0	85	0	182	267	85	Pressure occurred as result of previously unknown but essential works identified during the course of the works.
40279	Spiceball Sports Centre - Solar PV Car Ports	173	3	170	0	0	173	173	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26

40280	Kidlington Sports Centre - Solar PV Car Ports	137	2	135	0	0	137	137	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40281	North Oxfordshire Academy - Solar Panels	18	0	18	0	0	18	18	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40282	Community Centre Solar Panels	108	2	106	0	0	108	108	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	1	34	1	0	34	35	1	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	24	1	24	1	0	24	25	1	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. All PV projects will be completed in conjunction with one another and due to time and resources this work is rescheduled for completion in 25/26
40278	Development of New Land Bicester Depot	85	148	0	63	3,874	3,959	4,022	63	The designers are appointed and Consultation on proposed layouts for the new depot are taking place with user groups. A Planning application is being prepared, however an ecological survey and protected species survey will be required to be submitted with this application and we have been unable to obtain these services, due to high demand for Ecologists, until October. This has resulted in a delay of 4 months to our original programme and consequent re-profiling of the capital budget as the anticipated completion is impacted by the delay to Planning approval.
40316	CDC Office Relocation to Castle Quay	5,146	5,212	0	66	0	5,146	5,212	66	On target to be delivered in 24/25. A review of staff costs has resulted in an overspend which is partly offset by underspends across the project
40317	Cope Road, Banbury	29	34	0	5	0	29	34	5	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
40327	Thorpe Place Roofing Works	109	12	97	0	0	109	109	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
<b>Property</b>		<b>8,166</b>	<b>7,337</b>	<b>847</b>	<b>18</b>	<b>6,097</b>	<b>14,263</b>	<b>14,281</b>	<b>18</b>	
40256	Processing Card Payments & Direct Debits	20	0	0	(20)	0	20	0	(20)	PCI Compliance will be completed once accompanying systems are implemented.
<b>Finance Total</b>		<b>20</b>	<b>0</b>	<b>0</b>	<b>(20)</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>(20)</b>	
40237	Council Website & Digital Service	0	0	0	0	122	122	122	0	Work underway to select a product to form basis of Unified CRM Platform.
40334	Robotic Process Automation Pilot	96	96	0	0	36	132	132	0	
40326	Digital Futures Programme (Business Cases Required)	0	0	0	0	217	217	217	0	New digital futures budget
<b>ICT</b>		<b>96</b>	<b>96</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>471</b>	<b>471</b>	<b>0</b>	
<b>Resources &amp; Transformation</b>		<b>8,282</b>	<b>7,433</b>	<b>847</b>	<b>(2)</b>	<b>6,472</b>	<b>14,754</b>	<b>14,752</b>	<b>(2)</b>	
40062	East West Railways	30	27	0	(3)	4,248	4,278	4,275	(3)	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the East West Railways project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. Final invoice expected to be received by the end of Q3 once work is completed

40286	Transforming Market Square Bicester	180	175	0	(5)	4,055	4,235	4,230	(5)	Market Square study to be completed in 2024/25. An engagement event for the business sector was held in July and prompted clarification of the project's objectives. Further engagement events to gather input from both the business sector and local community groups are scheduled for November. Final drawings will be available by February 2025 for approval. Procurement of contractor and works to begin in 25/26, works aim to be completed 26/27.
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	196	196	0	(0)	0	196	196	(0)	UKSPF capital grant will be fully spent in 2024/25 on the following: £90k Improvements to town centres & high streets £70k Community & neighbourhood infrastructure £2K improvements to local green spaces £50K contribution to floodlights at Whitelands Sport ground which is shown in cost centre Whiteland Farm Sports ground.
40288	UKSPF Rural Fund	408	408	0	(0)	0	408	408	(0)	UKSPF Rural Fund (REPF capital grant) will be fully spent in 2024/25: £20k - creation and improvements to local rural green spaces £67k - active travel enhancements to the local rural area £321k - capital grants for micro and small enterprises in rural areas.
<b>Growth &amp; Economy</b>		<b>814</b>	<b>806</b>	<b>0</b>	<b>(8)</b>	<b>8,303</b>	<b>9,117</b>	<b>9,109</b>	<b>(8)</b>	
40028	Vehicle Replacement Programme	1,073	726	347	0	5,331	6,404	6,404	0	£0.347m required to be reprofiled in to 2025/26. Delivery times have slipped for the 4 vehicles currently on order.
40187	On Street Recycling Bins	18	12	6	0	0	18	18	0	£0.006m required to be reprofiled in to 2025/26. Ongoing negotiations with local partners have delayed the project progressing.
40216	Street Scene Furniture and Fencing project	15	0	15	0	0	15	15	0	No spend anticipated in to 2024/25. £0.015m to be reprofiled in to 2025/26. This is due to ongoing issues around leases of various sites.
40218	Depot Fuel System Renewal	0	0	0	0	35	35	35	0	Budget reprofiled in to 2025/26.
40222	Burnehyll- Bicester Country Park	21	21	0	0	121	142	142	0	Anticipating full spend in 2024/25.
40258	Kidlington Public Convenience Refurbishment	0	0	0	0	90	90	90	0	Budget reprofiled in to 2025/26.
40259	Market Equipment Replacement	15	5	10	0	0	15	15	0	£0.010m required to be reprofiled in to 2025/26. This budget requirement will be reviewed after the trial for two free months for market traders has taken finished. (Feb & March 2025)
40291	New Commercial Waste IT System	25	18	0	(7)	0	25	18	(7)	Project complete. £0.007m budget no longer required.
40320	Net Zero	0	0	0	0	625	625	625	0	
40321	Landscape Software Upgrade	0	0	0	0	25	25	25	0	Anticipating full spend in 2024/25.
40322	Street Cleansing IT System	0	0	0	0	25	25	25	0	Anticipating full spend in 2024/25.
40331	Additional Commercial Waste Containers	29	29	0	0	25	54	54	0	Anticipating full spend in 2024/25.
<b>Environmental</b>		<b>1,196</b>	<b>811</b>	<b>378</b>	<b>(7)</b>	<b>6,277</b>	<b>7,473</b>	<b>7,466</b>	<b>(7)</b>	
40019	Bicester Leisure Centre Extension	0	0	0	0	79	79	79	0	The current budget is for preparatory works to identify the business case for operation ahead of S106 monies coming in from developments. Budget requires reprofiling as scheme is outlined for build in 2027-28
40083	Disabled Facilities Grants	1,200	1,200	0	0	5,140	6,340	6,340	0	£1.200m spend anticipated
40084	Discretionary Grants Domestic Properties	150	0	0	(150)	450	600	450	(150)	revenue budget now in place created through PC
40160	Housing Services - capital	168	168	0	1	0	168	168	1	A2 Dominion have completed on the delivery of 16 affordable homes at NW Bicester. Completion certificates have been sent and PO is to be raised to pay the remaining 10% retention payment
40251	Longford Park Art	0	0	0	0	45	45	45	0	Artist will complete their commissions once the parkland has been handed over. This is dependent on the development reaching the required standard.
40262	Town Centre House Purchase and Repair	2,880	2,524	0	(356)	0	2,880	2,524	(356)	Some delays resulting in later completion but still due to complete in 2024/25
40294	S106 - Ambrosden Community Facility Project	20	0	20	0	0	20	20	0	Parish Council has a variety of projects they are looking to increase capacity at the village hall. Still waiting for quotes from Parish Council, delivery date not yet confirmed so request to reprofile £0.020m to 2025-26.
40295	S106 - Ambrosden Indoor Sport Project	0	0	0	0	65	65	65	0	Request to reprofile to 2025-26
40296	S106 - Ambrosden Outdoor Sports	0	0	0	0	130	130	130	0	Site to be confirmed before project can move forward therefore reprofiled beyond 2024/25
40297	S106 - Ardley & Fewcott Play Area Project	15	7	8	0	0	15	15	0	Bench and play tunnel project approved, all paperwork completed and signed off, project delivery underway. Request to reprofile £0.008m to 2025-26.
40298	S106 - Ardley & Fewcott Village Hall Project	3	3	0	0	0	3	3	0	Project for replacement windows complete and invoice paid.
40300	S106 - Bicester Leisure Centre Extension	0	0	0	0	1,154	1,154	1,154	0	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 to when S106 funding is received and fully available.

40301	S106 - Graven Hill Outdoor Sport Project	52	0	52	0	0	52	52	0	Project consultants procured to support on initial phases of the programme through to final delivery. Initial scoping discussions have taken place and project brief is developed alongside engagement with Graven Hill residents Association. Project costs now not expected until new financial year. Request to reprofile £0.052m to 2025-26.
40303	S106 - Hanwell Fields Community Centre Projects	180	20	160	0	0	180	180	0	S106 funding is allocated to Hanwell Fields Community Centre to enhance the existing facility with the intention of increasing opportunities for residents to take part in activities. This project is centred around the options for putting in a mezzanine floor in the current main hall area to give a split level facility. Currently working with Property Team around whether this is feasible and affordable with some cost estimates. Initial design proposals provided (to be discussed as part of design team meetings) <b>Outline costs provided, however review and update of designs will result in amended costs. Preferred option being explored</b>
40304	S106 - Hook Norton Sport And Social Club Project	0	0	0	0	80	80	80	0	The scale and scope of the project is yet to be confirmed and therefore reprofiled to 2025/26
40305	S106 - Horley Cricket Club Pavilion Project	0	0	0	0	110	110	110	0	The project is for improvements and enhancements to the Horley Cricket Club Pavilion. There have been contractors on site to price up the works, however nothing will happen until post September because of cricket season.
40307	S106 - Kidlington & Gosford Leisure Centre	0	0	0	0	20	20	20	0	No detailed projects as yet therefore S106 funding to be reprofiled beyond 2024-25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	100	0	100	0	371	471	471	0	CDC hold the £471k of s106 for the Parish Council who are seeking additional grant funding from other sources to increase what they are aiming to deliver on. Request to reprofile £0.100m as the Parish Council has confirmed they are not looking to spend any of the funding prior to the end of March. Parish Council currently discussing value engineering with the construction company which will hopefully lead to a possible build start in the summer 2025. The project is Parish Council led and they have requested the money to be re-profiled as not ready to deliver.
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14	0	0	14	14	0	Options are still being considered. Request to reprofile £0.014m to 2025-26.
40311	S106 - The Hill Improvements Project	0	0	0	0	50	50	50	0	Awaiting details of projects funded by S106 funding already received, therefore budget request to reprofile beyond 2024-25
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	132	0	132	0	0	132	132	0	Planning for zebra crossing approved. Awaiting delivery timescales. Request to reprofile £0.132m to 2025-26. Money to be reprofiled due to delays in project delivery. Member of Facilities team now in post and driving the project forward. <b>Planning approved and project to be delivered.</b>
40313	S106 - Woodgreen Leisure Centre Improvements	141	23	119	0	0	141	141	0	Improvements planned to the Swimming Pool Changing Rooms. Expected to complete on works during February/March 2025. <b>Quotations expected by 11th December</b>
40314	S106 - Deddington Parish Council Projects	67	67	0	0	0	67	67	0	To be spent on the Windmill Community Centre car park lighting project - project spend approved and delivery underway.
40315	S106 - Longford Park Sport Pitches	10	0	0	(10)	0	10	0	(10)	Maintenance cost for the pitches and pavilion are not classed as capital expenditure and therefore a recommendation is proposed to remove from the capital programme and the S106 recategorised as revenue to fund pitch maintenance.
40319	Local Authority Housing Fund R2	335	335	0	0	0	335	335	0	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Second and final payment of £100k to Sanctuary Housing due in the next week. £56k remaining for floor coverings which Sanctuary will also deliver, some funds may remain at then of the project.
40323	NOA 3G Pitch Development	0	0	0	0	1,600	1,600	1,600	0	Due to proposed alternative location of 3G Pitch, the progression to delivery will be dependent on a number of factors. Whilst unlikely there will be any spend in 2024/25 there may be some set up costs should delivery stage be achieved before year end
40324	Development of Activity Play Zones	162	7	155	0	0	162	162	0	Application process for Football Foundation Funding has been completed and working with Football Foundation and Town Council on project delivery. Grant application has been accepted by the Football Foundation. Subject to Planning Permission works likely to commence early to mid 2025. Projects identified in Princess Diana Park and Chandos Close. Planning permission has now been submitted. Request to reprofile £0.155m to 2025-26 due to delays in seeking planning approval, mainly due to workload of Football Foundation contractor but also as a result of delays from Legal with regards to funding agreement with banbury Town Council.

40325	Graven Hill Community and Infrastructure Projects	80	0	80	0	0	80	80	0	Project consultants procured to support on initial phases of the programme through to final delivery. Initial scoping discussions have taken place and project brief is developed alongside engagement with Graven Hill residents Association. Project costs now not expected until new financial year. Request to reprofile £0.080m to 2025-26.
40328	S106 – Windmill Community and Sports Centre Tennis Courts	51	51	0	0	0	51	51	0	Mini tennis court project now invoiced and paid. Remaining £0.007m to be paid on completion of the line markings - planned for Spring 2025. Delays have been due to poor weather conditions and the need for a period of dry weather.
40329	Spiceball Leisure Centre Structural Beams	0	0	0	0	100	100	100	0	Works to be deferred until December 2025
40330	Replacement of the Sports Hall Roof at Bicester Leisure Centre	45	29	0	(16)	0	45	29	(16)	After receiving the condition survey report into the roof that gave options to extend the lifespan by 5 to 10 years it was agreed to take this option which fell within the budget allocation, rather than a new complete roof which would require a request for additional funding. Tender returns required for 30th October. Works now anticipated November/December 2024. <b>Contract awarded for the works - completion expected Jan 25</b>
40332	S106 - grant funded Affordable Accommodation	560	560	0	0	0	560	560	0	To provide grant funding to South Oxfordshire Housing Association (SOHA) (a registered provider of social housing), providing 40% contribution towards the cost of securing 4 homes in the Cherwell District to be converted to social housing. Initially, these homes will provide temporary accommodation for homeless households in Cherwell to whom CDC have a legal duty to temporarily accommodate. Longer term they will revert to affordable rented housing let through CDC's housing register should they no longer be required to be used as temporary accommodation. The size/type of the homes agreed in principle for SOHA to purchase are 3 x 2-bedroom houses and 1 x 3-bedroom house. Grant agreement to be put in place with SOHA Autumn 2024. Payment of grant to be made to SOHA Winter/Spring 2024/25
40335	S106 - Launton Village Hall Roofing Contribution	10	10	0	0	0	10	10	0	
<b>Wellbeing &amp; Housing</b>		<b>6,375</b>	<b>5,004</b>	<b>840</b>	<b>(532)</b>	<b>9,394</b>	<b>15,769</b>	<b>15,237</b>	<b>(532)</b>	
40245	Enable Agile Working	15	0	15	0	0	15	15	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. The release of the app is imminent but now likely to be in Q1 of 25/26.
40333	CCTV Thames Valley Project	250	0	250	0	0	250	250	0	Upgrade the public open space CCTV network and cameras to meet the necessary threshold to be included in the OPCC Thames Valley CCTV project. This expenditure is dependent upon the Thames Valley CCTV contract in procurement
<b>Regulatory Services</b>		<b>265</b>	<b>0</b>	<b>265</b>	<b>0</b>	<b>0</b>	<b>265</b>	<b>265</b>	<b>0</b>	
<b>Communities</b>		<b>8,649</b>	<b>6,621</b>	<b>1,483</b>	<b>(546)</b>	<b>23,974</b>	<b>32,623</b>	<b>32,077</b>	<b>(546)</b>	
<b>Capital Total</b>		<b>16,931</b>	<b>14,053</b>	<b>2,330</b>	<b>(549)</b>	<b>30,446</b>	<b>47,377</b>	<b>46,829</b>	<b>(549)</b>	

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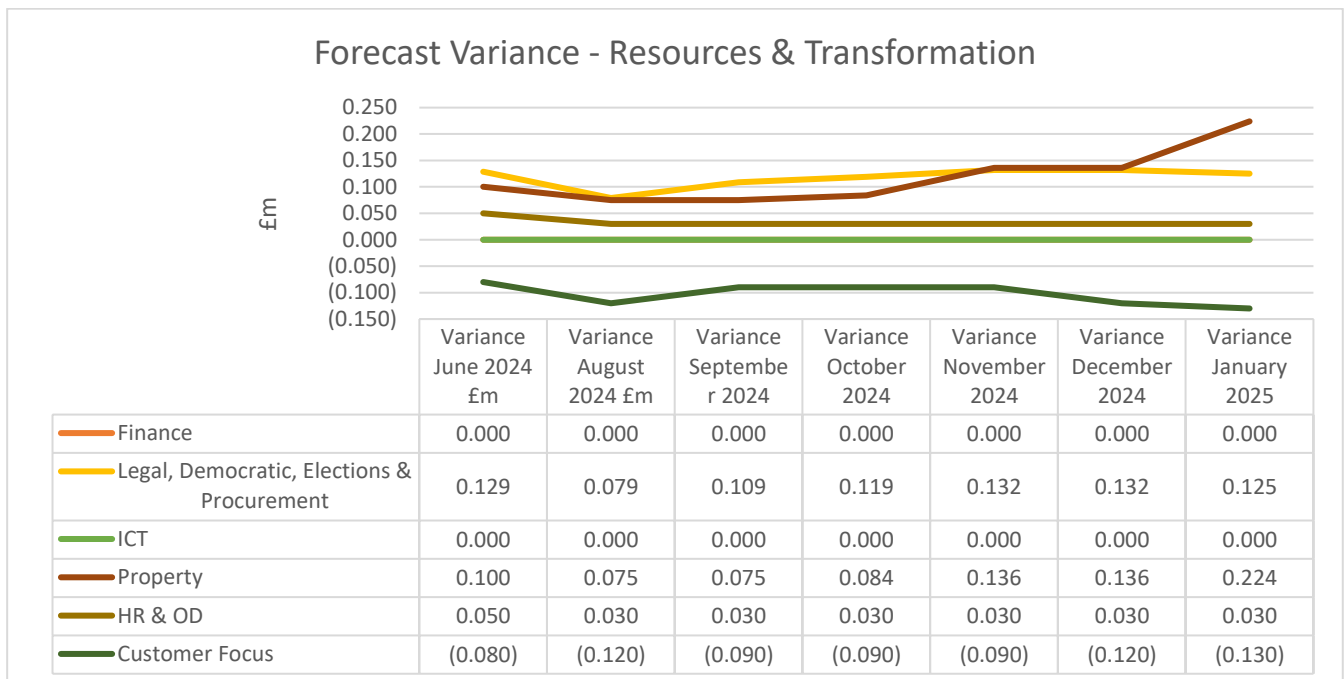
## Appendix 2 - Report Details – Additional Revenue narrative

### Resources & Transformation

#### Revenue:

Resources & Transformation are forecasting £0.249m overspend against a budget of £8.411m (3.0%).

The service is keeping spend tightly under control, with constant action being taken to mitigate against increased costs.




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#### Finance

Variation  
£0.000m

Finance is forecasting in line with budget.

Variation to  
December's Forecast  
£0.000m

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Legal, Democratic,  
Elections &  
Procurement

Variation  
£0.125m  
Overspend

There are several areas with the Law & Governance including procurement that rely on engaging experienced locum staff (lawyers and other professional). The service is covering and providing support in critical areas such as planning, litigation, procurement to minimise risk to the Council. The service is also covering maternity leave and case load accumulated due to key staff being on leave. The Monitoring Officer is responsible for securing appropriate staff and suitable legal advice, investigating and reporting on anything the Council does that has the potential to be an illegal action or investigating and reporting on any action that might count as maladministration. There remains a continued need to provide legal advice to officers and members in relation to litigation, information governance, planning and general case load.

The service is undertaking recruitment to permanent positions as well as training new member of staff as swiftly as possible. We fully recognise the needs to operate within budget however, a point of note in regard to this areas budget is that there is a high element of unpredictability to costs which arise in dealing with legal instructions in regard to unforeseen matters arising, for which no 'ongoing' forecast and provision can be made. Whilst our risk management can seek to reduce this, it is unrealistic to assume this unplanned element can be completely eliminated.

Variation to  
December's Forecast  
(£0.007m)

A permanent recruitment campaign has been implemented and legal fees are being increased in line with the law society suggested rates.

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ICT

Variation  
£0.000m overspend

IT are forecasting to be within budget with small overspends in supplies and services being offset by an underspend in salaries to be adjusted now that budgets are realigned for Digital and Innovation.

Variation to  
December's Forecast  
£0.000m

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## Property

Variation  
£0.224m

The £0.224m overspend is due to the following: -  
£0.088m overspend is due to void costs of holding vacant units and unscheduled necessary expenditure for car park lighting and other maintenance costs. Work to review contracts and market void units is continuing with the impact of reducing the overspend as the year progresses. There have been some positive movements achieved through the reduction of utility expenditure forecasts.

£0.029m in Property because of an underspend due to vacancies that were not filled until October, admin charges generating an income, improved income from rent reviews and lease renewals and reduced repair and maintenance costs. This underspend has been largely offset by an overspend in repair and maintenance across the service in particular at Banbury Museum where it is necessary to replace a lift which is no longer capable of economic repair.

£0.065m overspend in car parks (due to various small overspends across the service, including electricity and insurance expenses) and a pressure arising from bus station income being lower than anticipated.

Variation to  
December's Forecast  
£0.088m

The overspend is higher than previously reported following completion of a review of the forecast. This has given greater certainty of actuals previously estimated including rates mitigation.

## Customer Focus

Variation  
(£0.130m) underspend

Customer Focus is forecasting an underspend of £0.130m at year end. The bulk of this underspend is from vacancies being held and over recovery of land charges income.

Variation to  
December's Forecast  
(£0.010m)

Improvement in land charges income projection.

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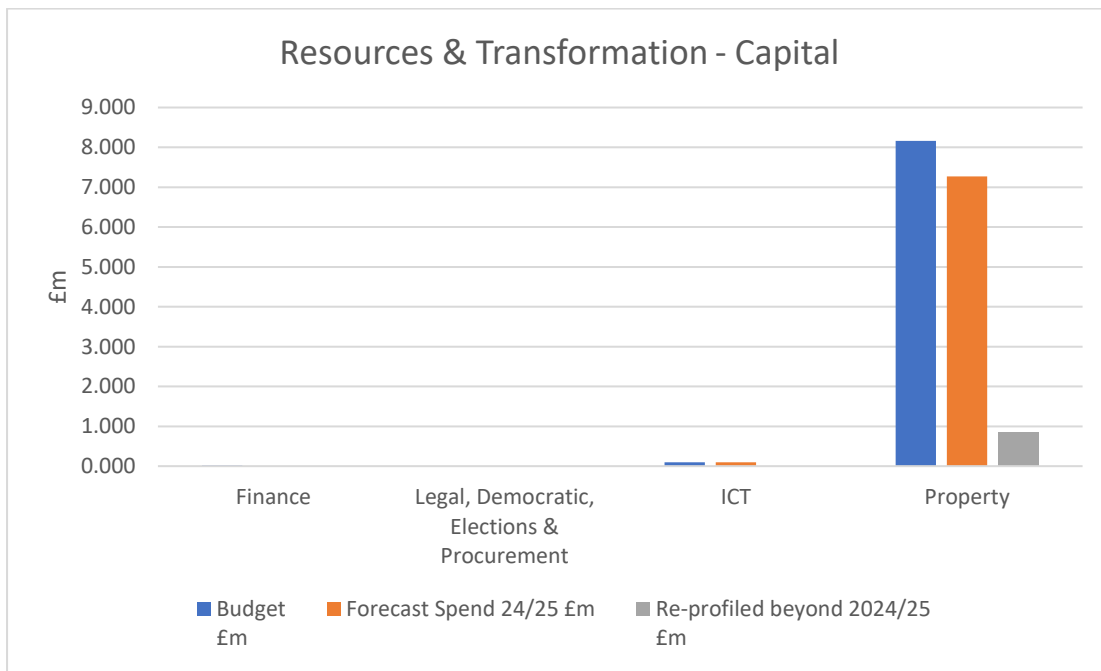
HR & OD

Variations £0.030m  
Overspend

Implementation of the managed payroll system has proven more economical and offered more resilience than the in-house service, however there is an anticipated overspend of £0.050m as a result of the implementation which the service is looking to mitigate with efficiencies within the HR budget. The current forecast is £0.030m overspend.

Variation to  
December's Forecast  
(£0.000m)

Capital:



Service	Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Finance	0.020	0.000	0.000	(0.020)	(0.020)
Legal, Democratic, Elections & Procurement	0.000	0.000	0.000	0.000	0.000

ICT	0.096	0.096	0.000	0.000	0.000
Property	8.166	7.271	0.847	(0.048)	(0.067)
<b>Total</b>	<b>8.282</b>	<b>7.367</b>	<b>0.847</b>	<b>(0.068)</b>	<b>(0.087)</b>

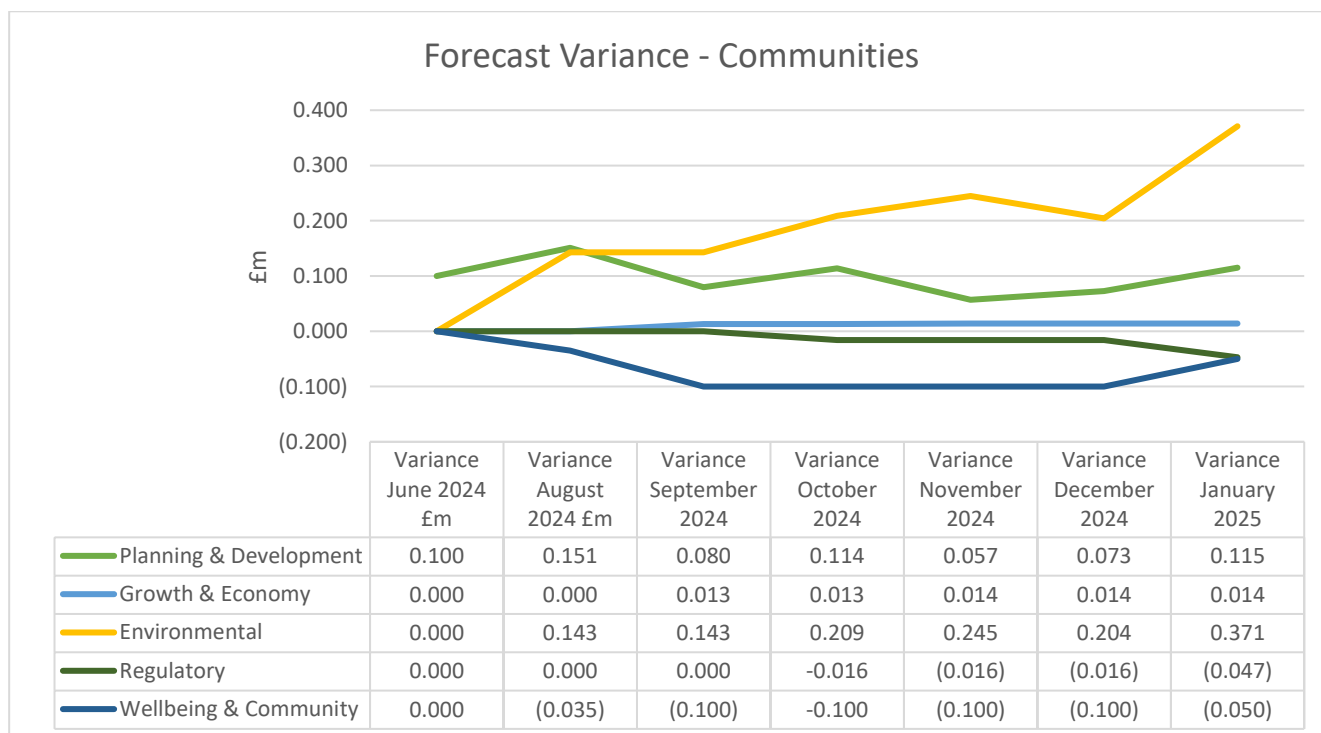
For detailed explanation and variances please see appendix 1.

## Communities

### Revenue:

Communities are forecasting a £0.403m overspend against a budget of £12.735m, (3.2%).

With a number of pressures emerging in the forecast to year end, the directorate leadership team has worked hard to review of pressures and mitigations to contain across the Communities directorate in so far as possible. This has substantially reduced the forecast pressures at the end of Q3 however looking at year end, the slowdown of anticipated income from planning fees continues to present a challenge to mitigate within the available timescales. The year end position will be closely monitored over the final quarter and options to cease non-essential work will be reviewed in detail.



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Planning &  
Development

Variation  
£0.115m  
overspend

Planning and Development is forecasting an overspend of £0.115m.  
Yearend application fee income is now forecast as (£1.87m) compared to a budget of (£2.13m). However, the cost of planning appeals this year is a significant reason why Development Management has a forecast overspend of £0.168m. Planning Policy, Conservation & Design is forecasting an underspend of (£0.069m) Building Control is forecasting an overspend of £0.013m due mainly to lower income expectations and necessary agency costs.

Variation to  
December's Forecast  
£0.042m

The forecast overspend of £0.115m is a change of £0.042m from last month's forecast of £0.073m. This is due to mainly due to higher planning appeal cost expectations and reduced, albeit above budget, expectations for Planning Performance Agreements.  
There has been active monitoring of costs relative to income in the interest of placing downward pressure on the forecast overspend. However, there are no significant mitigations possible without unacceptably affecting service delivery.

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Growth & Economy

Variation  
£0.014m overspend

Growth and Economy are predicting a £0.014m overspend. Delivery continues in relation to the Shared Prosperity Funding commitments, alongside the Bicester Garden Town programme and work in Banbury. Additional temporary resource has been secured for the development of a programme for Kidlington and to provide interim project management capacity.

Variation to  
December's Forecast  
£0.000m

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## Environmental

Variation  
£0.371m overspend

The forecasted pressure of £0.371m within Environmental Services is primarily due to staffing pressures and agency costs within Waste and Recycling, this is being closely monitored and managed.

The pressure also now captures an overspend of £0.220m due to an increase in general vehicle maintenance expenses.

Variation to  
December's Forecast  
£0.167m

The on-month movement of £0.167m from December's reporting is primarily due to an increase in general vehicle maintenance expenses. In addition to this pressure is an anticipated reduction in income of £0.015m from internal and external street scene repairs, £0.033m increase in additional agency costs as a result of additional long-term sickness within Waste and Recycling.

This has been part offset by (£0.028m) by non-recruitment to vacant posts within Admin and a reduction in anticipated spend on materials and contractors within Landscaping.

The service is looking at all options to mitigate the overspend including additional non-recruitment to vacant posts, close working with Human Resources regarding long term sickness, generating additional and progressing existing income streams and closer joint working and contracts with other Oxfordshire councils and the treatment of vehicle parts as stock.

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## Regulatory

Variation  
(£0.047m) Underspend

Regulatory Services and Community Safety are forecasting a £0.047m underspend – this is due to savings in staffing costs as some posts remain unfilled following the dept. restructure.

Variation to  
December's Forecast  
(£0.031m)

An additional £0.031 saving on the previous month, this is largely due to the reduced costs incurred against our CCTV monitoring staff contributions

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that are less than expected. There are a number of smaller savings including a reduced cost on staff and contractors, but these are offsetting the anticipated costs of the Idox separation.

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## Wellbeing & Housing

Variation (£0.050m) underspend

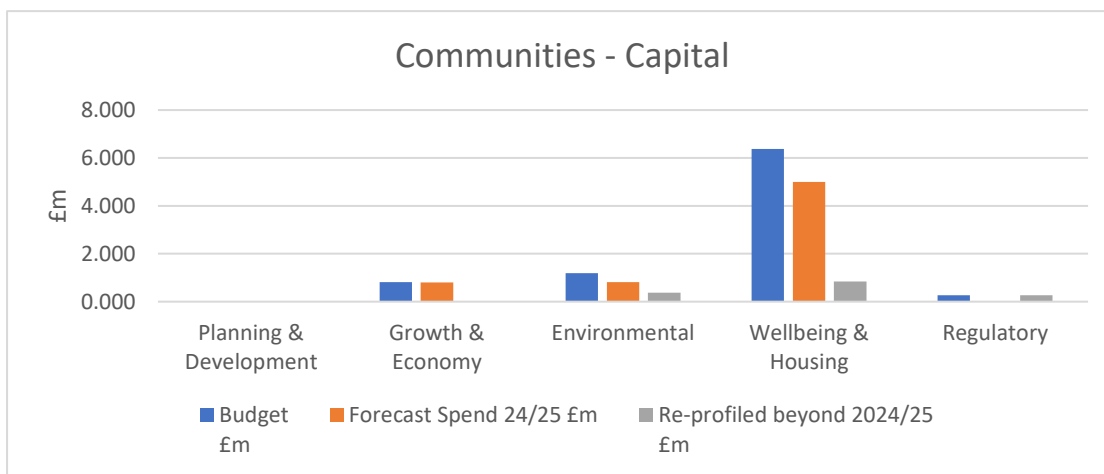
The services continue to actively manage pressures arising from operating front line services and flexing programme delivery, however pressures on finances are increasing on a range of activities but to date we have managed to contain them.

Variation to December's Forecast £0.050m

Pressures have been defrayed through operational efficiency and effective use of grants. Continued effort to redress these balances are being taken by rescheduling some activity and reducing developmental expenditure in core budgets.

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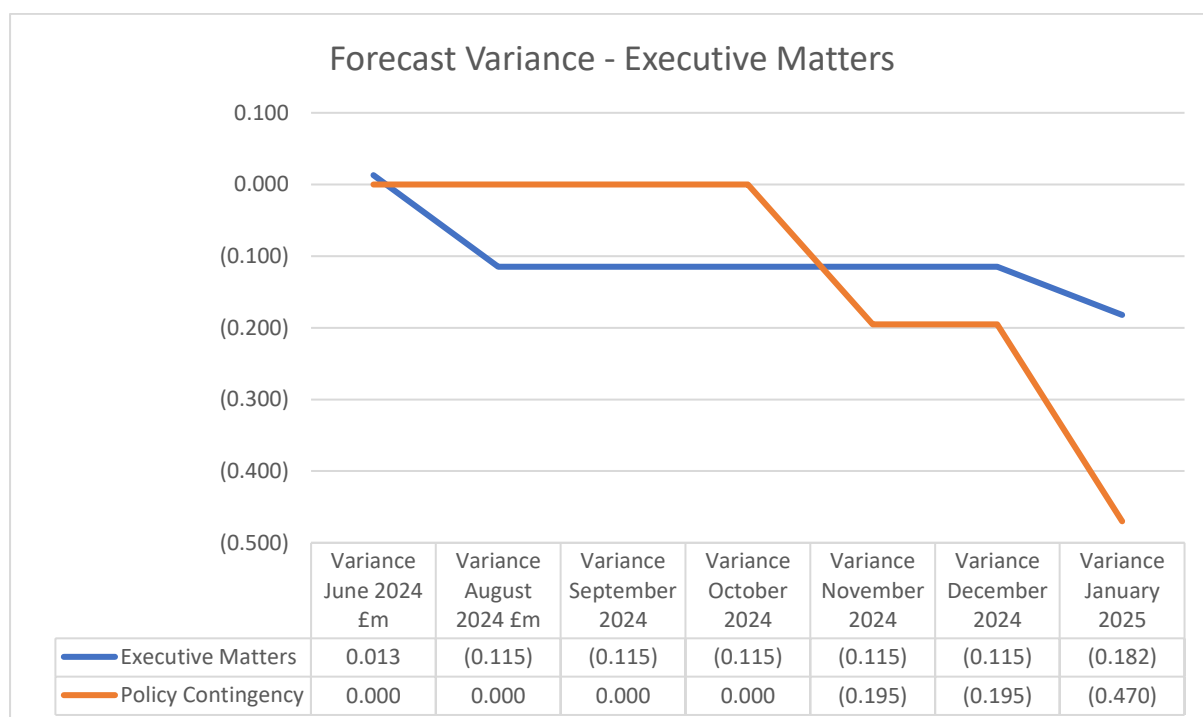
## Capital:



Service	Budget £m	Forecast Spend 24/25 £m	Re- profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Planning & Development	0.000	0.000	0.000	0.000	0.000
Growth & Economy	0.814	0.806	0.000	(0.008)	0.000
Environmental	1.196	0.811	0.378	(0.007)	0.004
Wellbeing & Housing	6.375	5.004	0.840	(0.532)	(0.356)
Regulatory	0.265	0.000	0.265	0.000	0.000
<b>Total</b>	<b>8.649</b>	<b>6.621</b>	<b>1.483</b>	<b>(0.546)</b>	<b>(0.352)</b>

For detailed explanation and variances please see appendix 1.

## Executive Matters



## Revenue:

Executive Matters is reporting a (£0.182m) underspend against the budget of £4.296m (-4.2%).

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### Executive Matters

Variation (£0.182m) underspend Executive Matters are forecasting an over recovery of net interest of (£0.182m).

Variation to  
December's Forecast  
(£0.067m)

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## Policy Contingency

Policy Contingency is forecasting an underspend of (£0.470m) against a budget of £1.545m, (-30.4%)

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Policy Contingency are currently forecasting an underspend of (£0.195). This relates to the ability to release contingency now that the pay award has been agreed for 2024/25.

Variation (£0.875m) Underspend

Variation to  
December's Forecast  
(£0.680m)

A review of the policy contingency budgets has taken place and it is felt prudent that at this stage in the year £0.275m can be released from the Market Risk contingency, leaving £0.172m in the Market Risk contingency unallocated.

There is a likelihood that further policy contingency could be released at the end of the year, but it is not prudent to do so in case there are other unforeseen events that need to be funded.



## Appendix 3 - Virement Summary

### Virement Movement

This table shows the movement in Net Budget from December 2024 to January 2025.

<b>Virements - Movement in Net Budget</b>	<b>£m</b>
Directorate Net Budget - December 2024	20.964
Directorate Net Budget - January 2025	21.146
<b>Movement</b>	<b>0.182</b>

<b>Breakdown of Movements</b>	<b>£m</b>
Legal Agency Costs	£0.050
Procurement interim costs	£0.044
Climate Change - Energy Audits	£0.010
Climate Change - Net Zero studies	£0.036
Finance System Cloud Migration costs	£0.017
UKRS funding	£0.025
<b>Total</b>	<b>0.182</b>

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## Appendix 4 - Funding for 2024/25

### Specific Funding received since budget was set:

Dept.	Grant Name	Funding £
DLUHC	UK Shared Prosperity Fund	(£0.658)
DLUHC	Homelessness Prevention Grant	(£0.763)
DLUHC	Electoral Integrity Programme New Burdens Funding	(£0.050)
DLUHC	Rough Sleeping Initiative	(£0.271)
DLUHC	Domestic Abuse Grant	(£0.037)
DLUHC	Redmond Review Implementation	(£0.024)
DLUHC	Tenant Satisfaction Measures New Burdens	(£0.005)
DLUHC	Local Authority Housing Fund Round 3	(£0.005)
DLUHC	Rough Sleeping Winter Pressures Funding	(£0.03)
Home Office	Syrian Resettlement Scheme	(£0.139)
Home Office	Afghan Relocations and Assistance Policy	(£1.819)
Home Office	Young Women and Girls Funding	(£0.021)
DSIT	Innovate UK	(£0.005)
DEFRA	Biodiversity Net Gain Grant	(£0.01)
		<b>(£3.843)</b>

### Grants included as part of Budget setting:

Grant Name	£m
Homeless Prevention Grant	(0.517)
Afghan Resettlement Scheme	(0.244)
Syrian Refugee Initiative	(0.183)
Ukrainian Refugees Resettling in the UK	(0.417)
Asylum Seeker Dispersal Grant	(0.029)
<b>Chief Executive Total</b>	<b>(1.391)</b>
UK Shared Prosperity Fund	(0.829)
<b>Communities Total</b>	<b>(0.829)</b>
NNDR Cost of Collection Allowance	(0.231)
Rent Allowances	(25.004)
<b>Resources Total</b>	<b>(25.235)</b>
	<b>(27.455)</b>
Funding Guarantee Grant	(2.839)

Services Grant	(0.154)
<b>Corporate Total</b>	<b>(2.993)</b>
	<b>(30.448)</b>
Business Rates Retained Scheme	(9.647)
New Homes Bonus	(1.375)
Revenue Support Grant	(0.328)
<b>Funding Total</b>	<b>(11.350)</b>
<b>Government Grants Grand Total</b>	<b>(41.798)</b>

## Appendix 5 - Reserves and Grant Funding

### Uses of/ (Contributions to) Reserves

#### Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Grant	COMF	Return unspent funding to be released back into 2025/26 to pay over to Banbury Town Council for girls' area in Princess Diana Park (part of development activity zones)	(0.030)
Communities	Grant	Bicester Garden Town	Return unspent funding to be released back into 2025/26 for Bicester Garden Town.	(0.272)
Communities	Grant	Garden Community Capacity Funding	Return unspent funding of Garden Capacity Funding Bid to be released back into 2025/26 for Bicester Garden Town.	(0.067)
<b>Total Ringfenced Grants</b>				<b>(0.369)</b>

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## Appendix 6

### Planning & Building Control New Fee Proposal

<b>Planning</b>				
<b>Fees and Charges</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Proposed Fee 25-26 (Excl. VAT)</b>	<b>% Increase</b>	<b>Statutory/ Discretionary ?</b>
<b>Section 106 Legal Agreements Deed Of Variation Application (not including legal fees)</b>				
Application for Deed of Variation for a non-major application	£807.84	£832.08	3%	Discretionary
Application for Deed of Variation for a major application for changing 1-5 obligations)	£2,417.91	£2,490.45	3%	Discretionary
Application for Deed of Variation for a major application for changing more than 5 obligations)	£4,740.45	£4,882.66	3%	Discretionary
<b>Building control</b>				
<b>Supplementary Fees</b>				
Land Drainage Advice per hour (p/h).	£73.55 p/h	£75.76 p/h	3%	Discretionary
<b>Urban Design, Conservation and Environment</b>				
<b>Fees and Charges</b>	<b>Proposed Fee 24-25 (Excl. VAT)</b>	<b>Proposed Fee 25-26 (Excl. VAT)</b>	<b>% Increase</b>	<b>Statutory/ Discretionary ?</b>
<b>Section 106 Legal Agreements Habitat Bank Monitoring</b>				
Habitat Bank Monitoring fee per hour (p/h).	70.59 p/h	72.71 p/h	3%	Discretionary

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

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