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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at 39 Castle Quay, Banbury, OX16 5FD, on 10 June 2025 at 6.30 pm

Present:

Councillor David Hingley (Leader of the Council & Portfolio Holder for Strategic Leadership) (Chair)
Councillor Lesley McLean (Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration) (Vice-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 Nick Cotter, Portfolio Holder for Housing
Councillor Ian Middleton, Portfolio Holder for Neighbourhood Services
Councillor Robert Parkinson, Portfolio Holder for Safer Communities
Councillor Rob Pattenden, Portfolio Holder for Healthy Communities

Also Present Virtually:

Councillor Amanda Watkins, Leader of the Labour Group
Councillor Lynne Parsons, Overview and Scrutiny Committee Chair

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Corporate Director Communities
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
David Peckford, Assistant Director Planning & Development
Hitesh Mahawar, Climate Change Programme Manager
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Stephen Hinds, Corporate Director Resources and Transformation
Ed Potter, Assistant Director Environmental Services
Julia Harrington, Head of Regeneration and Growth
Nicola Riley, Assistant Director Housing and Wellbeing
David North, Housing Grants & Standards Team Leader

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

The Chair welcomed Councillor Watkins, Leader of the Labour Group, and Councillor Parsons, Chair of the Overview and Scrutiny Committee, to the meeting and invited them to indicate if they wished to speak on any item.

3 **Minutes**

The minutes of the meeting held on 7 April 2025 were agreed as a correct record and signed by the Chair.

4 **Chair's Announcements**

The Chair advised that following the submission in March by the councils in Oxfordshire of an interim proposal to the Government, which set out three options that would be developed into full proposals, Cherwell District Council had committed to developing the two-unitary option for consideration by the Government in partnership with West Oxfordshire, Vale of White Horse, South Oxfordshire and West Berkshire councils. Information about the two unitary proposals were available on the council's website and a public engagement exercise, which included three events and an online survey, had commenced.

5 **Housing Delivery Action Plan**

The Assistant Director Planning and Development submitted a report to present a Housing Delivery Action Plan (HDAP) and seek agreement to the actions to improve Cherwell's five year housing land supply position.

Councillor Parsons, Chair of the Overview and Scrutiny Committee, addressed Executive to provide feedback from the Committee's consideration of the Housing Delivery Action Plan at their 3 June meeting. In the course of its discussion, the Committee had commented on the importance of adequate staffing and resource to deliver the plan, robust recognition of the number of people on the housing waiting list, ensuring necessary infrastructure to deliver developments and had agreed seven recommendations to be submitted to Executive:

- (1) That the Executive is cognisant of the large numbers of people on the housing waiting lists.
- (2) That implementation of the Housing Delivery Action Plan include prioritisation of staffing and resources.

- (3) That more details on the resources to deliver the Housing Delivery Action Plan be provided by The Assistant Director - Planning and Development.
- (4) That the Leader write to central Government on any delays that might be caused by delays in responses by Government departments.
- (5) That suitable measures be taken to ensure that Section 106 agreements are processed on time to avoid delays.
- (6) That further consideration be given to necessary infrastructure developments to deliver the Housing Delivery Action Plan.
- (7) That further consideration be made to risk management of the delivery of the Housing Delivery Action Plan.

The Portfolio Holder for Planning and Development Management and Chair thanked Councillor Parsons and the Overview and Scrutiny Committee for their feedback, which they confirmed would be taken on board. In response to the recommendations, the Portfolio Holder for Planning and Development explained that the Chief Executive had given reassurance that resource would be made available.

The Chair confirmed he would write to the Government as per the fourth recommendation.

With regards Section 106 agreements and infrastructure development, the Portfolio Holder for Planning and Development Management referred to the Area Oversight Groups (AOGs) that had been established to bring together key stakeholders and agree local priorities under an Area Priority Plan. The key areas of work included supporting Planning Officers to resolve outstanding S106 issues and Planning / preparation for the receipt of S106 infrastructure contributions to ensure efficient spend / delivery. Joint working was important to address and unblock obstacles to housing delivery.

Resolved

- (1) That, having had regard to the feedback from the Overview and Scrutiny Committee, the Housing Delivery Action Plan be approved for publication.
- (2) That officers be instructed to keep the Housing Delivery Action Plan under review, having regard to comments received, and to make any necessary changes in consultation with the Portfolio Holder for Planning and Development Management.
- (3) That officers be instructed to present a comprehensive review of the five year housing land supply position to the Executive, should there be evidence of a significant change.

Reasons

In order to improve the district's housing land supply position and address the obstacles and delays to housing delivery, it is recommended that the Housing Delivery Action Plan is agreed.

Alternative options

Option 1: Seek reconsideration of the Housing Delivery Action Plan. Officers consider that the proposed action plan provides the necessary foundation for improving the housing land supply situation. It can be reviewed in response to changing circumstances in consultation with the Portfolio Holder for Planning and Development Management.

6 A Future for Banbury update including the Banbury Area Priority Plan

The Corporate Director Communities submitted a report which provided an update on the work in progress in relation to the Banbury area following the publication of the Banbury 2050 report; and included the emerging Banbury Area Priority Plan (APP) as part of the developing Area Oversight Framework.

The Banbury APP was a compilation of the Banbury 2050 vision engagement findings and recommendations, whilst also included the priority plans currently under development at Oxfordshire County Council (OCC), with the aim to share one APP for the area.

In response to Executive member comments regarding community engagement and similar plans for Bicester Kidlington, the Portfolio Holder for Finance, Property and Regeneration explained dates for community engagement would be shared with Members in due course. Plans for Bicester and Kidlington were at a draft stage whilst Banbury was ahead as OCC had secured £300k of funding in its capital programme to deliver a Banbury masterplan in 2025/26. OCC had also secured funding for active travel projects focussing on design feasibility work for two active travel corridors in Banbury. Other funded projects included the installation of new seating and planting in Market Place and a Banbury Wayfinding project to be scoped.

Resolved

- (1) That the update be noted.

Reasons

The Banbury Area Priority Plan contains the projects currently identified from a variety of community engagement events and project action plans. The aim is for CDC and OCC to have one Banbury APP and to work jointly to enable and deliver projects. The APP is an important tool for enabling the delivery of projects within Banbury and it will be reviewed and monitored by the Banbury Area Oversight Group as part of the CDC Area Framework approach.

Alternative options

This report is submitted for information only.

7 **Housing Civil Penalties Policy**

The Assistant Director Wellbeing and Housing submitted a report to seek approval for the new Housing Civil Penalties Policy.

In response to Executive member comments regarding how cases came forward, the Portfolio Holder for Housing and Assistant Director Wellbeing and Housing explained that civil penalties were an alternative to prosecution for certain housing offences and were a good deterrent. The Housing Team followed up on complaints and/or concerns raised by tenants, Registered Providers, neighbours and elected Members.

Resolved

- (1) That the new Housing Civil Penalties Policy be approved.
- (2) That changes to the reviewed Housing Standards Enforcement Policy be approved.

Reasons

It is important that the Council has up to date policies and procedures for its statutory and 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 and amended policy.

Our current approach to determining civil penalties is not consistent with the recent Upper Tribunal decisions, in particular Leicester CC vs Morjaria. This means that our current approach to calculating penalties will be at increasing risk of challenge. Therefore updates to the civil penalties policy are necessary. Changes to the Housing Standards Enforcement Policy are necessary for the creation of the new, compliant policy. Furthermore, it is important the Council policies are reviewed regularly to ensure that they are able to meet customer needs, service needs and are legislatively sound. This option is therefore rejected.

Option 2: Amend but retain as a combined policy.

Owing to the level of detail and complexity contained within the new civil penalties policy, coupled with the benefits of being consistent with the approach taken by numerous other local authorities, means combining the policies would make both unwieldy, difficult to use and less effective. This option is therefore rejected.

8 **Acceptance of Public Sector Decarbonization Scheme (PSDS) 4 Grant**

The Climate Change Programme Manager submitted a report to provide an update to the Executive on the funding attached to the Public Sector Decarbonisation Scheme (PSDS), allocate resources and implement the delivery of the associated building decarbonisation works in line with the Council's Strategic Priorities and carbon emissions reduction to achieve CDC's Carbon Net Zero 2030 target.

In response to Executive member comments regarding the timescales and arrangements should a site not come forward, the Portfolio Holder for Greener Communities, Corporate Director Communities Climate Change Programme Manager explained that there was a three-year planned programme of work and a risk register would be set up as part of the management of the project. Confirmation had been received from three of the sites and there was wider work in the Climate Action Plan so there were contingency schemes to ensure use of the grant was optimised.

Resolved

- (1) That it be agreed to proceed with the implementation of grant funding of £ 1,099,862 from the Public Sector Decarbonisation Scheme (PSDS) 4 as awarded by Salix Finance.
- (2) That an increase in the capital programme of £1,099,862 in line with the level of grant award, profiled in line with the timetable for receipt of the grant, be approved.
- (3) That the Net Zero Capital Projects budget be reprofiled to meet the match funding contribution of £350,911.40 and a further £210,000 to support deliver of the PSDS programme to fund:
 - Property team capacity and budget resource (personnel and funding) to manage procurement, contracts, installation oversight, and maintenance.
 - Capacity and budget resource (personnel and funding) to address outstanding rectification works from the previous PSDS-funded projects.
- (4) That the financial implications associated with the acceptance of the Public Sector Decarbonization Scheme 4 Grant, including that the profile of grant receipts is not flexible and so any slippage in the project will result in a risk that the council's contribution to the scheme increases, be noted.

Reasons

Accepting the PSDS funding offers a cost-effective and timely opportunity to make meaningful progress toward the Council's Strategic Priorities and Carbon Net Zero 2030 target. The projects supported by this funding will make our estate more energy efficient, reduce long-term energy costs, and demonstrate leadership in sustainability across the district.

The Executive is therefore recommended to approve the acceptance of the PSDS grant and support the delivery of the funded projects, enabling timely mobilisation and ongoing oversight.

Alternative options

Option 1: Do Nothing: Rejected due to continued reliance on high-carbon heating systems, missed opportunity for grant funding, and failure to meet internal climate targets.

Option 2: Delay Decision: Rejected due to time-sensitive nature of funding acceptance and delivery deadlines imposed by Salix Finance.

Option 3: Fund Through Council Capital Only: Rejected due to high capital cost burden and absence of external match-funding opportunity.

9 Finance and Performance Monitoring Report End of Year 2024-2025

The Assistant Director of Finance (S151 Officer) and Assistant Director – Customer Focus submitted a report to report to Executive the council's financial position and performance at the end of Year 2024-2025.

Resolved

- (1) That the council's financial and performance report at the End of Year 2024-2025 be noted.
- (2) That the reprofiling of capital projects beyond 2024-2025 (annex to the Minutes as set out in the Minute Book) and the subsequent update to the programme budget for this financial year 2025-2026 be approved.
- (3) That the reserve movements (annex to the Minutes as set out in the Minute Book) be approved.
- (4) That the outturn for 2024-2025, which is a surplus of (£0.162m) after the proposed contributions to reserves of £2.020m, be noted.

Reasons

The report updates the Executive on the year-end financial position and performance of the council for 2024/25, and performance position as of the end of year 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 and performance position up to the end of End of Year 2024-25, therefore there are no alternative options to consider.

10 **Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2025/2026**

The Assistant Director Law and Governance submitted a report to appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee, for the municipal year 2025/2026.

Resolved

- (1) That appointments to partnerships, outside bodies, the Shareholder Committee, Member Champions and advisory groups for the 2025/2026 municipal year be made as set out in the annex to the report (as set out in the Minute Book).
- (2) That authority be delegated to the Assistant Director Law and Governance, in consultation with the Leader of the Council, to appoint Members to any outstanding vacancies and make changes to appointments, including new appointments, as may be required for the 2025/2026 Municipal Year.
- (3) That appointed Members be reminded to update their Register of Interests as may be required, to reflect these appointments.

Reasons

It is proposed that representatives are appointed to Partnerships, Outside Bodies and as Member Champions as set out in the 1 to the report (annex to the Minutes as set out in the Minute Book) to ensure that the Council is represented and maintains links with partnerships and outside bodies.

Delegation to the Assistant Director Law and Governance, in consultation with the Leader provides flexibility for the remainder of the Municipal Year to appoint to any outstanding vacancies, or if amendments are required to any appointments, and ensures they are made in a timely manner.

Alternative options

Option 1: Not to appoint representatives to outside bodies, partnerships and as Member Champions. This is not recommended as the internal working groups would be ineffective and the Council would not be represented on these outside bodies and could miss valuable information and opportunities.

11 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.35 pm

Chair:

Date:

Appendix 1 - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET 2024/25	Year End March 2025 Outturn	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	87	0	3	1	Works complete
40141	Castle Quay Waterfront	0	37	0	37	0	Contractors are managing the defects on Castle Quay. Time of rectifiction has exceeded the standard 12 months. Repairs are on going
40144	Castle Quay	940	567	0	(373)	(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 majority of 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	(0)	0	(20)	(17)	Works complete
40219	Community Centre - Works	94	21	0	(73)	0	Design works are complete.
40224	Fairway Flats Refurbishment	13	17	0	4	3	Planning approval has been approved. 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. There is budget available in 25/26 for this purpose

40227	Banbury Museum - Decarbonisation Works	0	(20)	0	(20)	(20)	Retention payment will not be paid as the defects in the system still need to be resolved and the contractor has gone into liquidation.
40232	Kidlington Leisure Centre - Decarbonisation Works	0	4	0	4	4	Small overspend for retention payment (offset elsewhere)
40239	Bicester East Community Centre	685	769	0	84	64	Overspend due to additional works needed on resolving public sewers (from a third party) .These works delayed works on site thus incurring further costs from the main contract works.
40242	H&S Works to Banbury Shopping Arcade	16	15	0	(1)	0	Works currently ongoing so costs will continue to be incurred in 25/26 - there is budget available for this purpose
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	5	2	0	(3)	(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. Works need to be signed off. Costs will therefore continue to be incurred into 25/26 and there is budget available for this purpose
40249	Retained Land	0	(4)	0	(4)		Derecognise retained land staff costs which were incorrectly capitalised in 23/24
40255	Installation of Photovoltaic at CDC Property	8	8	0	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, in line with next years budget

40264	Sunshine Centre	182	270	0	88	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	3	0	0	(3)	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	2	0	0	(2)	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	0	0	0	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	2	0	0	(2)	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	0	0	0	0	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)	0	0	0	0	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	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 submitted in June 25 upon completing of ecological survey and protected species survey.

40317	Cope Road, Banbury	29	36	0	7	5	Design work completed pending tendering. Contractor now appointed. Issues regarding planning and protected trees. Investigation works on going
40316	CDC Office Relocation to Castle Quay	5,146	5,213	0	67	66	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	12	10	0	(2)	0	Design has been completed,.
Property		7,326	7,179	0	(147)	18	
40256	Processing Card Payments & Direct Debits	20	0	0	(20)	(20)	This project will be a revenue cost and therefore the budget is not required
Finance		20	0	0	(20)	(20)	
40285	Digital Strategy	0	(19)	0	(19)	0	Digital Strategy was the work undertaken to develop the Digital Futures Strategy, underspend is due to staff costs being slightly less than anticipated
40334	Robotic Process Automation Pilot	96	105	0	9	0	The type of work they typically do are boring repetitive, rule-based tasks that can free up our staff resources to deliver services. The pilot will initially deliver 3 processes which have been identified from transformation reviews undertaken within the Council already. The costs incurred so far are for 1) for the supply of Blue Prism Digital workforce software as a service (a cloud-based automation platform) and associated support from OAS to hold workshops to deep dive the process and work with us to build the automations to enable automation of operational and business processes and provide training to enable us to do the same going forward 2) the associated licenses.
ICT		96	86	0	(10)	0	
Resources & Transformation		7,442	7,265	0	(177)	(2)	
40062	East West Railways	30	27		(3)	(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 an element of CDC's commitment, involving the staged transfer of funds towards Network Rail's delivery of the enhanced digital infrastructure along the new line. Final invoice paid and work completed.

40286	Transforming Market Square Bicester	225	128	96	(0)	(5)	The market square preferred concept design has been chosen with significant input from the local businesses and the Bicester community, with this work coming in below the estimated/projected budget. The next steps are to establish the programme of development including the initial cost analysis, which will be undertaken by our project consultants. This will be completed by May 2025. During the summer 2025 we will begin the procurement process (with continued support from our project consultants), the works aiming to start in Spring 2026, with a 12-month programme the estimated completion is Spring/Summer 2027.
40287	UK Shared Prosperity Fund (UK SPF) Year Three Investment Plan Programme	198	199	0	1	0	All UKSPF capital projects have completed and all capital grant monies spent.
40288	UKSPF Rural Fund	408	397	11	0	(0)	All Rural England Prosperity fund capital projects have completed and £0.011m will be reprofiled into 2025-26 due to unspent grant.
Growth & Economy		861	751	107	(3)	(8)	
40028	Vehicle Replacement Programme	726	674	52	(0)	0	£0.052m required to be reprofiled in to 2025/26 .Delivery times have been slipped for the vehicles currently on order. Budget re-profiling is required as a result.
40187	On Street Recycling Bins	18	18	0	0	0	Project completed in 2024/25.
40220	Horsefair Public Conveniences	0	3	0	3		Final retention payment of £0.003m paid in 2024/25.
40222	Burnehyll- Bicester Country Park	21	19	0	(2)	0	Project ongoing so costs will continue to be incurred in 2025/26 - there is budget available for this purpose.
40259	Market Equipment Replacement	5	5	0	(0)	0	Project ongoing so costs will continue to be incurred in 2025/26 - there is budget available for this purpose.
40291	New Commercial Waste IT System	25	18	0	(7)	(7)	Project completed in 2024/25.
40331	Additional Commercial Waste Containers	29	29	0	0	0	Project completed in 2024/25.
Environmental Services		824	766	52	(6)	(7)	
40083	Disabled Facilities Grants	1,200	1,204	0	4	0	Budget appears slightly overspent, but budget of £0.184m was reprofiled earlier in the year. Overall spend within budget envelope.

40084	Discretionary Grants Domestic Properties	150	0	0	(150)	(150)	Budget no longer required as spend took place via revenue.
40160	Housing Services - capital	168	168	0	0	1	Retention payment made. Now complete
40262	Town Centre House Purchase and Repair	2,937	2,512	0	(425)	(356)	Town Centre House progressed well but issues with electricity metering and supply caused some delay to the completion of the project. These were resolved in the main by the end of March, with only minor changes needed in April.
40297	S106 - Ardley & Fewcott Play Area Project	7	0	0	(7)	0	Project delivered through revenue S106
40298	S106 - Ardley & Fewcott Village Hall Project	3	0	0	(3)	0	Project delivered through revenue S106
40303	S106 - Hanwell Fields Community Centre Projects	20	16	4	0	0	Initial project work, Royal Institute of British Architects stages 1 & 2, completed. Moving to Royal Institute of British Architects stages 3 - 6.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	99	99	0	0	0	Floodlight project completed.
40313	S106 - Woodgreen Leisure Centre Improvements	23	23	0	0	0	Project ongoing in to 2025-26 with associated budget reprofiled
40314	S106 - Deddington Parish Council Projects	67	66	0	(1)	0	Two play ground projects at Wimborn Close and Welford Piece completed. Car park lighting installed at the Windmill Community Centre.
40315	S106 - Longford Park Sport Pitches	10	0	0	(10)	(10)	Project delivered through revenue S106

40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	0	(1)	0	(1)	0	Improvement projects at Steeple Aston Village Hall and Sport & Recreation Centre completed.
40319	Local Authority Housing Fund R2	304	297	7	0	0	Homes under Local Authority Housing Fund R2 have been delivered. Any remaining budget will be used to finalise refurbishments, decorate, furnish, or otherwise prepare any remaining unlet properties for rent.
40324	Development of Activity Play Zones	7	4	3	(0)	0	Planning has now been approved for two Playzones at Princess Diana Park and Chandos Close, subject to the discharge of Biodiversity Net Gain condition, expected commencement May 2025.
40328	S106 – Windmill Community and Sports Centre Tennis Courts	51	35	16	0	0	Mini Tennis Courts complete, awaiting painting of the new tennis court lines. Work due to take place Spring 2025.
40329	Spiceball Leisure Centre Structural Beams	30	13	17	0	0	This is the project consultant costs for drafting of the tender documents relating to the project, produced by Gleeds. This been re-profiled into 2025/25 to coincide with commencement of works in June.
40330	Replacement of the Sports Hall Roof at Bicester Leisure Centre	15	15	0	0	(16)	Works completed as per the revised scope
40332	S106 - grant funded Affordable Accommodation	560	560	0	0	0	The grant funding has now been passed to our delivery partner in line with the grant agreement to commence delivery.
40335	S106 - Launton Village Hall Roofing Contribution	10	11	0	1	0	Project completed.
Wellbeing & Housing		5,660	5,022	47	(591)	(531)	
Communities		7,345	6,539	206	(599)	(546)	

Capital	14,787	13,804	206	(776)	(549)	
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CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 24/25 Project Budget	Year End March 2025 Outturn	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	87	0	3	0	84	87	3	Works complete
40141	Castle Quay Waterfront	0	37	0	37	0	0	37	37	Contractors are managing the defects on Castle Quay. Time of rectification has exceeded the standard 12 months. Repairs are on going
40144	Castle Quay	940	567	0	(373)	0	940	567	(373)	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 majority of 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	(0)	0	(20)	0	20	(0)	(20)	Works complete
40219	Community Centre - Works	94	21	0	(73)	0	94	21	(73)	Design works are complete.
40224	Fairway Flats Refurbishment	13	17	0	4	325	338	342	4	Planning approval has been approved. 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. There is budget available in 25/26 for this purpose
40227	Banbury Museum - Decarbonisation Works	0	(20)	0	(20)	0	0	(20)	(20)	Retention payment will not be paid as the defects in the system still need to be resolved and the contractor has gone into liquidation.
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	769	0	84	0	685	769	84	Overspend due to additional works needed on resolving public sewers (from a third party) .These works delayed works on site thus incurring further costs from the main contract works.
40242	H&S Works to Banbury Shopping Arcade	16	15	0	(1)	105	121	120	(1)	Works currently ongoing so costs will continue to be incurred in 25/26 - there is budget available for this purpose
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	5	2	0	(3)	164	169	166	(3)	Derecognise retained land staff costs which were incorrectly capitalised in 23/24
40255	Installation of Photovoltaic at CDC Property	8	8	0	0	71	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, in line with next years budget
40263	Kidlington Leisure New Electrical Main	0	0	0	0	20	20	20	0	0
40264	Sunshine Centre	182	270	0	88	0	182	270	88	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	3	0	0	(3)	170	173	170	(3)	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	2	0	0	(2)	135	137	135	(2)	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	0	0	0	0	18	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	2	0	0	(2)	106	108	106	(2)	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	0	0	0	0	34	34	34	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)	0	0	0	0	24	24	24	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	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 submitted in June 25 upon completing of ecological survey and protected species survey.
40316	CDC Office Relocation to Castle Quay	5,146	5,213	0	67	0	5,146	5,213	67	Design work completed pending tendering. Contractor now appointed. Issues regarding planning and protected trees. Investigation works on going
40317	Cope Road, Banbury	29	36	0	7	0	29	36	7	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	12	10	0	(2)	97	109	107	(2)	Design has been completed..
Property		7,326	7,179	0	(147)	5,143	12,469	12,322	(147)	
40256	Processing Card Payments & Direct Debits	20	0	0	(20)	0	20	0	(20)	This project will be a revenue cost and therefore the budget is not required
Finance Total		20	0	0	(20)	0	20	0	(20)	
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.
40285	Digital Strategy	0	(19)	0	(19)	0	0	(19)	(19)	
40334	Robotic Process Automation Pilot	96	105	0	9	36	132	141	9	
40326	Digital Futures Programme (Business Cases Required)	0	0	0	0	200	200	200	0	New digital futures budget
ICT		96	86	0	(10)	358	454	444	(10)	
Resources & Transformation		7,442	7,265	0	(177)	5,501	12,943	12,766	(177)	
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 an element of CDC's commitment, involving the staged transfer of funds towards Network Rail's delivery of the enhanced digital infrastructure along the new line. Final invoice paid and work completed.
40286	Transforming Market Square Bicester	225	128	96	(0)	4,055	4,280	4,279	(0)	The market square preferred concept design has been chosen with significant input from the local businesses and the Bicester community, with this work coming in below the estimated/projected budget. The next steps are to establish the programme of development including the initial cost analysis, which will be undertaken by WSP our project consultants. This will be completed by May 2025. During the summer 2025 we will begin the procurement process (with continued support from WSP), the works aiming to start in Spring 2026, with a 12-month programme the estimated completion is Spring/Summer 2027.

40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	198	199	0	1	0	198	199	1	All UKSPF capital projects have completed and all capital grant monies spent.
40288	UKSPF Rural Fund	408	397	11	0	0	408	408	0	All REPF capital projects have completed and £0.011m will be reprofiled into 2025-26 due to unspent grant.
Growth & Economy		861	751	107	(3)	8,303	9,164	9,161	(3)	
40028	Vehicle Replacement Programme	726	674	52	(0)	5,678	6,404	6,404	(0)	Full spend anticipated by March 2029.
40187	On Street Recycling Bins	18	18	0	0	0	18	18	0	Project completed in 2024/25.
40216	Street Scene Furniture and Fencing project	0	0	0	0	15	15	15	0	Project to be completed in 2025/26.
40218	Depot Fuel System Renewal	0	0	0	0	35	35	35	0	This project is under review and linked to the progression of the Graven Hill depot.
40220	Horsefair Conveniences	0	3	0	3	0	0	3	3	Final retention payment of £0.003m paid in 2024/25.
40222	Burnehyll- Bicester Country Park	21	19	0	(2)	121	142	140	(2)	Project ongoing so costs will need to be incurred in 2025/26 - there is budget available for this purpose. A review of the project is required and as a result the budget may require reprofiling in to 2026/27.
40258	Kidlington Public Convenience Refurbishment	0	0	0	0	90	90	90	0	An evaluation of requirements and a retender is required.
40259	Market Equipment Replacement	5	5	0	(0)	10	15	15	(0)	Project to be completed in 2025/26.
40291	New Commercial Waste IT System	25	18	0	(7)	0	25	18	(7)	Project completed in 2024/25.
40320	Net Zero	0	0	0	0	625	625	625	0	Project to be completed in 2026/27.
40321	Landscape Software Upgrade	0	0	0	0	25	25	25	0	This project is under review.
40322	Street Cleansing IT System	0	0	0	0	25	25	25	0	Project to be completed in 2025/26.
40331	Additional Commercial Waste Containers	29	29	0	0	25	54	54	0	Project to be completed in 2025/26.
Environmental		824	766	52	(6)	6,649	7,473	7,467	(6)	
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	1,204	0	4	5,140	6,340	6,344	4	Budget appears slightly overspent, but budget of £0.184m was reprofiled earlier in the year. Overall spend within budget envelope.
40084	Discretionary Grants Domestic Properties	150	0	0	(150)	0	150	0	(150)	Revenue budget now in place created through Policy Contingency.
40160	Housing Services - capital	168	168	0	0	0	168	168	0	Retention payment made. Now complete.
40251	Longford Park Art	0	0	0	0	45	45	45	0	The budget was reprofiled from 2023/24 because of delays in transfer of land from the developer to new ownership. Therefore no public art is to be constructed until this process has been completed. Contracted Artists are aware of the delay and that it is out of our control. Needs to be carried forward and reprofiled as we are no nearer transferring the land
40262	Town Centre House Purchase and Repair	2,937	2,512	0	(425)	0	2,937	2,512	(425)	Town Centre House progressed well but issues with electricity metering and supply caused some delay to the completion of the project. These were resolved in the main by the end of March, with only minor changes needed in April.
40294	S106 - Ambrosden Community Facility Project	0	0	0	0	20	20	20	0	At present there is no specific project identified for these funds, due to a change in the Parish Clerk. I am waiting for details of projects linked to enhancements at the Village Hall. Discussions are now taking place with regards to the use of the S106 monies.
40295	S106 - Ambrosden Indoor Sport Project	0	0	0	0	65	65	65	0	Awaiting new project details as original project is no longer possible.
40296	S106 - Ambrosden Outdoor Sports	0	0	0	0	130	130	130	0	Site to be confirmed before project can move forward.
40297	S106 - Ardley & Fewcott Play Area Project	7	0	0	(7)	8	15	8	(7)	Project delivered through revenue S106
40298	S106 - Ardley & Fewcott Village Hall Project	3	0	0	(3)	0	3	0	(3)	Project delivered through revenue S106
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 to when S106 funding is received and fully available.
40301	S106 - Graven Hill Outdoor Sport Project	0	0	0	0	52	52	52	0	Re-profiled into 2025/26 as negotiations/discussions continue around the land being transferred to the District Council from Graven Hill Development Company for the provision of the Community Centre and Sports Pitches. Unlikely to be any spend until the land has transferred
40303	S106 - Hanwell Fields Community Centre Projects	20	16	4	0	340	360	360	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. Initial project work, RIBA stages 1 & 2 completed. Moving to RIBA stages 3-6

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.
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.
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.
40308	S106 - Milton Road Community Facility and Sports Pitch Project	0	0	0	0	471	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.
40310	S106 - Spiceball Leisure Centre Improvements	0	0	0	0	14	14	14	0	Options are still being considered. Requested 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 requested to be reprofiled.
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	99	99	0	0	33	132	132	0	Remaining budget to be spent on delivery of the zebra crossing in 25/26.
40313	S106 - Woodgreen Leisure Centre Improvements	23	23	0	0	138	161	161	0	Project ongoing in to 2025-26 with associated budget reprofiled
40314	S106 - Deddington Parish Council Projects	67	66	0	(1)	0	67	66	(1)	Two play ground projects at Wimborn Close and Welford Piece completed. Car park lighting installed at the Windmill Community Centre.
40315	S106 - Longford Park Sport Pitches	10	0	0	(10)	0	10	0	(10)	Project delivered through revenue S106
40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	0	(1)	0	(1)	0	0	(1)	(1)	Improvement projects at Steeple Aston Village Hall and Sport & Recreation Centre completed.
40319	Local Authority Housing Fund R2	304	297	7	0	0	304	304	0	Homes under LAHF R2 have been delivered. Any remaining buget will be used to finalise refurbishments, decorate, furnish, or otherwise prepare any remaining unlet properties for rent.
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.
40324	Development of Activity Play Zones	7	4	3	(0)	155	162	162	(0)	Planning has now been approved for two Playzones at Princess Diana Park and Chandos Close, subject to the discharge of BNG condition, expected commencement May 2025.
40325	Graven Hill Community and Infrastructure Projects	0	0	0	0	80	80	80	0	Re-profiled into 2025/26 as negotiations/discussions continue around the land being transferred to the District Council from Graven Hill Development Company for the provision of the Community Centre and Sports Pitches. Unlikely to be any spend until the land has transferred
40328	S106 – Windmill Community and Sports Centre Tennis Courts	51	35	16	0	0	51	51	0	Mini Tennis Courts complete, awaiting painting of the new tennis court lines. Work due to take place Spring 2025.
40329	Spiceball Leisure Centre Structural Beams	30	13	17	0	100	130	130	0	This is the project consultant costs for drafting of the tender documents relating to the project, produced by Gleeds. This been re-profiled into 2025/25 to coincide with commencement of works in June.
40330	Replacement of the Sports Hall Roof at Bicester Leisure Centre	15	15	0	0	0	15	15	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. Tender returns required for 30th October. Works now anticipated November/December 2024. Contract awarded for the works - completion expected Jan 25
40332	S106 - grant funded Affordable Accommodation	560	560	0	0	0	560	560	0	The grant funding has now been passed to our delivery parter in line with the grant agreement to commence delivery.
40335	S106 - Launton Village Hall Roofing Contribution	10	11	0	1	0	10	11	1	New roofing project at Launton Village Hall underway.
Wellbeing & Housing		5,660	5,022	47	(591)	9,884	15,544	14,953	(591)	
40245	Enable Agile Working	0	0	0	0	15	15	15	0	
40333	CCTV Thames Valley Project	0	0	0	0	250	250	250	0	
Regulatory Services		0	0	0	0	265	265	265	0	
Communities		7,345	6,539	206	(599)	25,101	32,446	31,847	(599)	
Capital Total		14,787	13,804	206	(776)	30,602	45,389	44,613	(776)	

Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Reserve	Cherwell Lottery	To fund awards to organisations	(0.004)
Communities	Reserve	Housing & Planning Reserve	Return unspent Local plan reserve (legal fees)	(0.139)
Communities	Reserve	Project Reserve	Return of unspent Kidlington budget	(0.051)
Communities	Reserve	Project Reserve	Return of unspent Banbury Regeneration	(0.041)
Resources	Reserve	Banbury Health Centre Sinking Fund	A sinking fund from service charges for Banbury health centre for major repairs and maintenance	(0.040)
Resources	Reserve	Dilapidations, Garage Project and Canalside	To ensure funds are available to continue with the garage site project and Canalside regeneration master planning in conjunction with LCR.	(0.089)
Communities	Reserve	Licensing	Return to Licensing Reserve	(0.070)
Resources	Reserve Timing	Non-Ringfenced Timing	Non-Ringfenced Timing - Revenue support grant for 2025-26 period 1, received on 31-03-2025	(0.033)
Resources	Reserve	Interest Reserve	Over-recovery of Interest	(1.070)
Resources	Reserve	Market Risk Reserve	To be used to manage the in-year budget if market pressures arise.	(0.200)
Resources	Reserve	Elections Reserve	Top Up Elections Reserve	(0.250)
Resources	Reserve	Local Government Reform	Creation of LGR Reserve	(0.250)
Resources	Reserve	Planning Reserve	Top-up Planning Reserve	(0.250)
			Total Earmarked Reserves	(2.487)
Communities	Grant	Bicester Garden Town	Return unspent funding of Bicester Garden Town.	(0.075)
Communities	Earmarked Grant	UKRS Resettlement	Draw on reserve to fund in-year expenditure	(0.259)
Communities	Grant	S106 Monitoring Fees	Transfer S106 monitoring charges to reserves	(0.023)
Communities	Grant	Domestic Abuse New Burdens	No clauses in the grant agreement so transfer to reserves rather than year-end RIA. Will need to be released in 2025-26 to fund Domestic Abuse Co-ordinator post	(0.024)
Communities	Grant	S106 Revenue Contributions	S106 contributions received in year or unspent that do not have a clawback clause	(0.181)
			Total Grants	(0.562)

Appendix 1 to Outside Bodies appointments

Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2024/2025	Nominated Councillor Representative for 2025/26	Role and Allowances/ Stipends for Outside Body / Partnership*	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
Active Oxfordshire (formerly Oxfordshire Sports Partnership) Active Oxfordshire is one of the 43 Active Partnerships in the UK. It helps people in the most need across Oxfordshire by working with partners to increase physical activity and mental wellbeing.	Charitable Incorporated Organisation (CIO)	Relevant Portfolio Holder	Rob Pattenden	Consultee, no allowance	One meeting every two months.	None	Needs councillor representation as Active Oxfordshire is a county-wide sports partnership. It has a significant role to play in the delivery of the Cherwell District Council's strategy. It is also useful to have oversight on national policy as Active Oxfordshire sits at county level. There is also some funding from Active Oxfordshire for projects.
Age UK Oxfordshire an independent local charity in promoting the well-being of older people throughout Oxfordshire and helping to make life a fulfilling and enjoyable experience. Now includes Banbury Age Concern.	Local Independent Charity	Appointment Based on General Interest / Expertise	Nick Cotter	Consultee, no allowance.	One or two meetings per year, including the Annual General Meeting.	Cherwell District Council have a service level agreement with Age UK Oxfordshire but there is no legal or constitutional requirement for a member to be appointed.	Age UK Oxfordshire do a significant amount of work in promoting the wellbeing of older people across the county. It is important for the Council to be able to oversee and support this at a county level for the district.
Banbury Business Improvement District (BID) Board	Private Company Limited by	Relevant Portfolio Holder	Lesley McLean	Observer to the board.	One board meeting every two months.	None. Council has the right to appoint one	To participate in the board meetings, supporting mutual

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Banbury BID is set up as a Limited Company. It is led, on behalf of its levy payers, by a Board made up of volunteer Directors of the Banbury BID company.	Guarantee Without Share Capital					non-voting observer to the board.	objectives to enhance the vitality of central Banbury.
Banbury Charities Banbury Charities are a group of eight registered charities (registration number 201418) with the aim of benefiting inhabitants of the former Borough of Banbury and within a five-mile radius of Banbury Cross.	Registered Charity	Relevant Portfolio Holder Banbury Councillor (appointment linked to ward)	Rob Pattenden	Appointed to Board and, at present, also appointed as Trustee. Four-year term. No allowance.	One formal meeting once a quarter but informal meetings every other week.	There are potential conflicts of interest for councillors. This is being explored with Banbury Charities.	Banbury Charities is a key, local grant-giving organisation that combats deprivation in Banbury. Councillor input on this is important as the organisation has decision-making powers and officers have little engagement with the organisation.
Banbury Museum Trust The Banbury Museum Trust is a registered charity. Banbury Museum is a purpose-built museum, which displays historic collections relating to North Oxfordshire and beyond, and temporary exhibitions. The Museum engages a broad audience through an	Registered Charity	Relevant Portfolio Holder	Rob Pattenden	Appointed to board of trustees. Allowance to be confirmed. No allowance.	One meeting every quarter.	A Cherwell District Council member is appointed as a trustee according to the Museum Trust's Incorporation Document. There are potential conflicts of	Cherwell District Council is a significant funder for the Banbury Museum. Alongside this, the Museum is a key cultural organisation in the district so having input and oversight of it is important.

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extensive programme of educational activities and also engages in historical research of both activities and collections. It offers professional museum advice to other museums and heritage projects						interest for councillors. This is being explored with the Museum Trust.	
Banbury Traffic Advisory Committee To review traffic issues in Banbury. Local members have a chance to discuss local traffic issues with members and officers from all three levels of local authority. Members able to bring residents' traffic concerns and issues to the table.	Oxfordshire County Council Committee Chaired by Banbury Town Council	Banbury Councillors (2) (appointments linked to ward)	TBC 2 x Banbury & vicinity area members	Representative for Cherwell District Council. No allowance.	Former appointed councillors never attended meetings for this.	None.	To review local traffic issues in Banbury. Officer attends this currently.
Bicester Traffic Advisory Committee To review traffic issues in Bicester. Local members have a chance to discuss local traffic issues with members and officers from all three levels of local authority. Members able to bring residents' traffic concerns and issues to the table.	Oxfordshire County Council Committee Chaired by Bicester Town Council	Bicester Councillors (3) (appointments linked to ward)	Chris Pruden. Plus, TBC 2 x Bicester & vicinity area members	Representative for Cherwell District Council. No allowance.	One meeting every two months.	None.	The Bicester Traffic Advisory Committee is a key body for stakeholders to discuss and influence traffic and transport projects and priorities around Bicester. It is in CDC's interests to be represented on this

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traffic concerns and issues to the table.							committee/body so that the views of the Council can be fully considered and taken into account when developing transport/traffic priorities.
Bicester Vision Bicester Vision is an independent public/private partnership bringing together all stakeholders to create a vibrant, ambitious town and community with a sustainable economy that benefits all. Through partnership, all three tiers of local government work with business representatives to overcome challenges and to maximise opportunities, engaging with the people of Bicester to ensure that the town becomes an even better place in which to live, work and play.	Independent Public/Private Partnership	Bicester Councillor (appointment linked to ward)	Lesley McLean	Vice Chairman of Bicester Vision must be a local authority representative. Allowance to be confirmed.	Full partnership meeting (including businesses) meets four times a year. Executive committee meets eight times a year.	Bicester Vision Constitution, 4.iii.b: “Representatives of Oxfordshire County Council, Cherwell District Council and Bicester Town Council will be represented by one senior officer and one member, nominated by their own specific body.”. The Constitution also states that the Vice Chairman must be a local	The Council has a stake in the organisation as it provides funding. Although this is now set to end, there is still an imperative that the Council, through its members, engages with the business community and demonstrates leadership to ensure that business interests are fully understood and that there is a representative voice for business that is being heard by the Council.

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						authority representative.	
Cherwell Local Strategic Partnership The Local Strategic Partnership (LSP) meets regularly to bring together public, private and voluntary organisations within Cherwell.	Working Partnership	Leader of the Council	David Hingley	Chaired by the Leader of Cherwell District Council as a representative on this partnership Allowance to be confirmed.	One meeting every quarter.	The LSP is no longer a statutory body. However, the Council were keen to maintain one and so have led on this Partnership. There is no legal or constitutional necessity for the body.	The LSP delivers the objectives and priorities detailed in the Cherwell Sustainable Community Strategy 'Our District, Our Future'.
Cherwell Safer Communities Partnership Delivery of community safety agenda.	Statutory Partnership (Reports to Safer Oxfordshire Partnership)	Relevant Portfolio Holder	Robert Parkinson	Chaired by Portfolio Holder for Healthy and Safe Communities at Cherwell District Council. Allowance to be confirmed.	One meeting every quarter.	There is a constitutional requirement for this Partnership to be chaired by a member from Cherwell District Council. Under Section 6 of the Crime and Disorder Act 1998.	It is important for Cherwell District Council to have member representation on this to aid deliver the Council's community safety agenda.
Children's Trust Board The Children's Trust Board brings together	Partnership	Relevant Portfolio Holder	Rob Pattenden	Representative for Cherwell	Meetings have now resumed following	There is no legal/constitutional requirement	Cherwell District Council have a place on this as per county's request (by

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the public, private and voluntary sectors to improve outcomes for all children and young people who live in Oxfordshire.				District Council on the board. No allowance.	Terms of Reference review	for a Cherwell District Council member to be appointed.	county social services). Need representation and voice at county level for children in district.
Cotswold National Landscape Conservation Board Previously called Cotswold AONB. Conservation Board The Board encourage all those who work, play, and develop, to not only to respect the AONB, but also to enhance it.	Independent Statutory Body	Relevant Portfolio Holder	Chris Brant	Cherwell District Council has a seat as a board member. Former appointed councillor was also a part of Executive Committee. Members are appointed as individuals rather than representatives. There is an allowance. Amount to be confirmed.	One meeting every quarter.	There is a constitutional requirement to appoint a councillor to the Board. 2.02 of the Board's Constitution states: "The Board comprises 37 members: 15 appointed by local authorities."	Part of the district is within the AONB and a member is needed to represent the interests of the district.

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Outside Body / Partnership and Brief Description	Legal Status of Organisation	Representative 2024/2025	Nominated Councillor Representative for 2025/26	Role and Allowances/ Stipends for Outside Body / Partnership*	Commitment to Outside Body / Partnership	Legal or Constitutional Basis of Appointment	Purpose of Appointment
Digital Infrastructure Programme (DIP) Board The Oxfordshire Digital Infrastructure Programme helps facilitate digital infrastructure delivery and improve access to broadband, mobile and public access to Wi-Fi services across Oxfordshire. It is made up of local authorities, businesses and commercial suppliers.	Working Partnership	Appointment Based on General Interest / Expertise	Lesley McLean	Cherwell District Council has a representative on the board. No allowance.	One meeting every quarter. Officer attends in support.	No legal/constitutional requirement for member appointment. Programme driven by Oxfordshire County Council to encourage more joined-up working with city and districts relating to digital infrastructure.	To ensure the coordination of enhanced digital infrastructure throughout the county. Including, notably, Cherwell. The DIP received external funding and commissioned and supplemented additional work in the county. Enable delivery of digital infrastructure projects.
District Councils' Network (DCN) The District Councils' Network (DCN) is a cross-party member led network of 191 district councils. It is a Special Interest Group of the Local Government Association (LGA) and provides a single voice for all district councils within the Local Government Association.	Special Interest Group of the LGA	Leader of the Council	David Hingley	Representative for Cherwell District Council. Allowance to be confirmed.		The DCN Constitution includes the following clause: "5.1 The Assembly shall comprise the Leaders of the Member Authorities or Executive Mayor or equivalent in the case of Member	In terms of Councillor representative. It is for each Member Authority without a Leader to define an elected member holding an equivalent position.

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Appendix 1 to Outside Bodies appointments

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						Authorities that do not have a Leader".	
East-West Rail Mainline Partnership The East-West Rail Mainline Partnership consists of local authorities sharing the ambition for a strategic railway connecting East Anglia with central, southern and western England into southern Wales.	Working Partnership	Leader of the Council	David Hingley	No councillor formerly appointed. Allowance to be confirmed.		Cherwell District Council is a full member of the Partnership. Section 2.9 of the Partnership's Terms of Reference state that: "The interests of a local authority that is a member of the Partnership shall be represented by an elected member of that authority.".	As a partnership, it is necessary for Cherwell District Council to have input in the discussions and understand any implications of the Partnership's decisions on the district.
Kidlington Traffic Advisory Committee Provide advice, local knowledge, concerns of local residents and acts as a facilitator on some matters.	Oxfordshire County Council Committee Chaired by Kidlington Parish Council	Kidlington Councillor (appointment linked to ward)	Lesley McLean	Representative for Cherwell District Council. No allowance.	Former appointed councillor never attended a meeting for this.	None.	For awareness and discussion of local traffic issues.

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Local Government Association (LGA) General Assembly The General Assembly - the 'Parliament of Local Government' - meets once a year and is the only LGA decision-making forum which all authorities in membership are eligible to attend and to vote. The General Assembly elects the political leadership of the LGA, receives the annual report and accounts and may debate motions on issues of national significance to local government. It is a key element of the LGA's governance arrangements.	National Membership Body for Local Authorities	Leader of the Council	David Hingley	Member appointed. This has typically been the Council Leader. Allowance to be confirmed.		Per the LGA's Constitution, section 6.1: "Each local authority in full or corporate or voting associate membership of the Association shall be entitled to appoint one democratically elected local representative to the General Assembly".	Member authorities appoint representatives to serve on the LGA General Assembly for the period of one year. The number of Members an authority can nominate is the same as the number of votes the authority is allocated - Cherwell District Council has one vote.
London-Oxford Airport Consultative Committee Forum for local communities to express their concerns and gain updates and feedback	Forum	Kidlington Councillor	Lesley McLean	Observer and forum participant. Former appointed councillor was not	Approximately two meetings a year.	None.	Member oversight may be useful but the Committee has no decision-making power. As such, it is possible for an officer to attend and report back on the

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from the airport on its evolution and any development plans, be they immediate or longer term				called on to attend meetings. No allowance.			meeting (as has been the case most recently).
North Oxfordshire School Sports Partnership North Oxfordshire School Sport Partnership is a non-profit making organisation that now works in partnership with 60 schools from across North Oxfordshire. Their aim is to engage more 4-to-19-year-olds in high quality Physical Education, School and Community Sport, thereby promoting excellence and lifelong participation in health-promoting activity	Working Partnership	Relevant Portfolio Holder	Rob Pattenden	Representative for Cherwell District Council. No allowance.	No meetings attended.	None.	No need for councillor participation.
Oxford to Cambridge Pan-Regional Partnership A group of leaders from local government, Local Enterprise Partnerships,	Pan-Regional Partnership	Leader of the Council	David Hingley	Former Leader was previously the chair of the Pan Regional	No meetings currently due to alteration in governance structure – HAS THIS	According to the Pan-Regional Partnership's Constitution, section 7: "All members, or	From a Cherwell perspective, it is important to remain close to this, it's a vehicle for funding and strategic conversations with

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the Arc Universities Group and England's Economic Heartland are forming a new partnership for the Oxford to Cambridge area.				Partnership's Leaders' Group (due to their experience). Allowance to be confirmed.	NOW CHANGED?	partners, will be represented by their elected Leader, Chair or equivalent on the Oxford to Cambridge Partnership Plenary".	government on infrastructure investment (roads, energy, water, environmental mitigation) and a nationally significant group.
Oxfordshire Association of Local Councils (OALC) Part of a national network and has been representing Town and Parish Councils, and Parish Meetings for over seventy years. OALC provides advice and information for member Town and Parish Council and Parish Meetings, and training for councillors and clerks. OALC represents local council interests through partnerships with other local and regional agencies in the public,	Local Branch of NALC (National Association of Local Councils)	Leader of the Council (appointment based on general interest/expertise)	David Hingley	Representative to OALC appointed by the Council. No allowance.	Meetings not compulsory	None.	The new Parish Charter, which we are a signatory of, sets out the importance of principal authorities keeping open lines of communication with parishes, so it is important for us to continue to have a member representative.

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private and voluntary sectors.							
Oxfordshire Blue Plaques Board The Oxfordshire Blue Plaques scheme promotes recognition and awareness of people, places and events that have been of lasting significance in the life of Oxfordshire or more widely. The scheme is administered by the Oxford Civic Society.	Voluntary Body	Appointment Based on General Interest / Expertise	Robert Parkinson	Former appointed councillor was a historic appointment. Allowance to be confirmed.	One meeting every month.	None.	Officers have had very little involvement with the Blue Plaques.
Oxfordshire Combatting Drugs Partnership The partnership aims to assist residents in accessing the help they need as well as to reduce the crime which drug use is often linked with. The CDP is committed to making a long-term positive impact by creating and delivering on a local action plan which	Working Partnership	Relevant Portfolio Holder	Robert Parkinson	Representative for Cherwell District Council.	One meeting a quarter.	None.	It is recommended by the Combating Drugs Partnership Guidance (2022) that elected members at primary authorities of all tiers are represented at combating drugs partnerships. It is important for Cherwell District Council to have input and oversight on the work done by the CDP and,

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addresses the targets in the national strategy.							given that it works at county level, it helps keep the Council aware of national policy.
Oxfordshire Inclusive Economy Partnership (OIEP) Steering Group The OIEP is working together to create a more equal and sustainable region that creates opportunities and benefits for all people within the county. The OIEP's work supports the delivery of Oxfordshire's Strategic Vision for Long-Term Sustainable Development, which all of Oxfordshire's six councils have adopted.	Partnership Arrangement under Future Oxfordshire Partnership (FOP)	Relevant Portfolio Holder	Lesley McLean	Representative for Cherwell District Council through Portfolio duties. Allowance to be confirmed.	One meeting every quarter.	In June 2023, Cherwell District Council signed the OIEP's charter. Per the resolution at the June 2023 Executive meeting: "That engagement with and membership of the OIEP Steering Group and Working Groups on behalf of the Council be delegated to the Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration.".	The OIEP was committed to as part of the Future Oxfordshire Partnership economy work. It is an arms-length partnership reporting back to the Future Oxfordshire Partnership. To reflect the Council's commitment to engaging all in the economy. Pledges have been made to contribute to OIEP's delivery plan.

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Oxfordshire Local Nature Partnership The Local Nature Partnership is a county wide partnership with public/private/third sector involvement and reports back into FOP via the environment advisory group.	Working Partnership	Relevant Portfolio Holder	Tom Beckett	Representative for Cherwell District Council. Allowance to be confirmed.	One ad hoc meeting per year.	None.	The Local Nature Partnership were established as a key commitment of a Natural Environment white paper in 2011 and have been strengthened by the Environment Act and the requirements for biodiversity. There are 47 partnerships across England and they are a key grouping for Oxfordshire.
Oxfordshire Resources and Waste Partnership Oxfordshire Resources and Waste Partnership (ORWP) is a collaborative Partnership for the management of household waste, made up of all six Oxfordshire local authorities	Working Partnership	Relevant Portfolio Holder	Ian Middleton	Representative for Cherwell District Council. Allowance to be confirmed.	One meeting every quarter.	Memorandum of Understanding, 7: "Each Partner will appoint an elected member and a substitute elected member to serve on the Partnership Board (called "Partnership Members")". Cherwell District Council is a partner.	Member-led board that coordinates Oxfordshire waste management. Has budget and Partnership Manager.

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Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee The PATROL (Parking and Traffic Regulations Outside London) Joint Committee represents over 300 local authorities in England (outside London) and Wales. PATROL also provides information in relation to penalties issued from other road user charging schemes.	Statutory Joint Committee	One Elected Member preferably with transport or environment portfolio.	Councillor Robert Parkinson	None	The PATROL Joint Committee hosts an Annual Meeting of all authority committee members in July, with ongoing business throughout the rest of the year delegated to an Executive Sub-Committee, which meets in January and October. The Executive Sub-Committee comprises of councillors from the main Joint Committee who have volunteered to sit.	Joint Committee	The PATROL (Parking and Traffic Regulations Outside London) Joint Committee represents over 300 local authorities in England (outside London) and Wales. PATROL also provides information in relation to penalties issued from other road user charging schemes.

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Safer Oxfordshire Partnership The Safer Oxfordshire Partnership provides strategic oversight and direction for preventing crime and anti-social behaviour across Oxfordshire.	Working Partnership	Relevant Portfolio Holder	Rob Parkinson	Representative for Cherwell District Council. Allowance to be confirmed.	No meetings.	None.	The partnership supports collaboration on shared community safety priorities across the four district-led Community Safety Partnerships. It acts as the single point of contact for the office of the Police and Crime Commissioner.
The Mill Arts Centre Trust The Mill is a multi-function arts centre which provides a range of education/arts services to community in particular those vulnerable to society.	Registered Charity	Relevant Portfolio Holder	Rob Pattenden	Representative for Cherwell District Council on board as trustee. Allowance to be confirmed.	One meeting every quarter.	A Cherwell District Council member is appointed as a trustee according to the Arts Centre Trust's Incorporation Document. There are potential conflicts of interest for councillors, this is being explored.	The Mill Arts Centre is the only arts centre in the district, making it important for the Council to have input and oversight of it, especially because the Council is a principal funder.

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Partnerships or Outside Bodies no Longer Needing Councillor Appointments:

- Banbury Bluecoat Foundation
Cherwell District Council no longer does any work with the Banbury Bluecoat Foundation.
- Banbury Town Centre Partnership
The Banbury Town Centre Partnership no longer exists, formerly run by Banbury Town Council.
- Bicester and District Chamber of Commerce
No appointment needed as the Bicester and District Chamber of Commerce has now been absorbed and is part of Bicester Vision.
- Cherwell Community and Voluntary Service
No appointment needed as Cherwell District Council no longer does work with the Cherwell Community and Voluntary Service and the former appointed councillor had no interaction with them.
- Citizens Advice North Oxon and South Northants
No formal Cherwell District Council representative but Citizens Advice do attend wider partnership meetings and Portfolio Holder for Healthy and Safe Communities determined subsidy for them.
- Community First Oxfordshire
No formal Cherwell District Council representative but Community First Oxfordshire do attend wider partnership meetings and Portfolio Holder for Healthy and Safe Communities determined subsidy for them.
- Kidlington and District Information Centre
No appointment needed as Cherwell District Council no longer does any work with the Centre.
- Oxfordshire Community and Voluntary Association (OCVA)
No formal Cherwell District Council representative but OCVA do attend wider partnership meetings.
- Oxfordshire Community Foundation
No formal Cherwell District Council representative but Oxfordshire Community Foundation do attend wider partnership meetings.
- Oxfordshire Stronger Communities Alliance
No formal Cherwell District Council representative but Oxfordshire Stronger Communities Alliance do attend wider partnership meetings.
- Sanctuary Group
No appointment needed as the Group's monitoring arrangement is no longer.
- Oxford to Cambridge Pan-Regional Partnership
No appointment needed as body no longer exists.

Member Champions

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Appendix 1 to Outside Bodies appointments

Cherwell District Council Member Champion appointments are made annually.

Member Champion for...	Councillor Representative for 2024/25	Proposed Councillor Representative for 2025/26	Reason for Appointment
Cycling	Relevant Portfolio Holder	Tom Beckett	Personal interest
Food	Appointment Based on General Interest/Expertise	Ian Middleton	Personal interest
Military	Appointment Based on General Interest/Expertise	Rob Pattenden	Personal interest

Shareholder Committee

The Shareholder Committee is a subcommittee of Executive. No substitutes are permitted.

Shareholder Committee 2025/26: Councillor Tom Beckett, Councillor Nick Cotter, Councillor David Hingley, Councillor Lesley McLean, Councillor Rob Pattenden. (The Chair and Vice-Chair will be appointed at the first Shareholder Committee meeting of the 2025/2026 municipal year on 12 June 2025).

Informal Advisory Groups (Executive Advisory Groups)

Local Plan Members' Advisory Group 2025/26: To be filled by Groups

Kidlington Area Oversight Group: To be filled by Groups

Bicester Area Oversight Group: To be filled by Groups

Banbury Area Oversight Group: To be filled by Groups

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