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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at 39 Castle Quay, Banbury, OX16 5FD, on 4 November 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:

Councillor John Broad

Also Present Virtually:

Councillor David Rogers, Deputy Leader of the Opposition, Cherwell Conservative and Independent Alliance
Councillor Amanda Watkins, Leader of the Labour Group
Councillor Les Sibley, Leader of the Independent Group

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Executive Director Place & Regeneration
Stephen Hinds, Executive Director Resources
Nicola Riley, Interim Executive Director Neighbourhood Services
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
Ian Upstone, Waste Resource Manager
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Mona Walsh, Assistant Director - Property
Celia Prado-Teeling, Performance Team Leader

51 **Declarations of Interest**

11. A New Arts Centre for North Oxfordshire.
Councillor Rob Pattenden, Other Registerable Interest, as a Trustee of Mill Arts Centre Trust.

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

There were no petitions or requests to address the meeting.

The Chair welcomed Councillor Rogers, Deputy Leader of the Opposition Cherwell Conservative and Independent Alliance, Councillor Watkins, Leader of the Labour Group, Councillor Sibley, Leader of the Independent Group, and Councillor Broad to the meeting and advised them to indicate if they wished to speak.

53 **Minutes**

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

54 **Chair's Announcements**

The Chair advised that all Members and staff were invited to assemble in the Council Chamber on Tuesday 11 November at 10:30am. Councillor Pattenden would deliver a call to order prior to an air horn marking the beginning of a two-minute silence at 11am. The air horn would sound again at two minutes past eleven. Councillor Pattenden would conclude by reading the Kohima Epitaph.

The Chair reminded Executive members that a Special Executive was taking place at 6.30pm on Thursday 13 November to agree the council's local government review submission to the Government.

55 **Urgent Business**

There were no items of urgent business.

56 **Kerbside Glass Collection Service**

The Assistant Director Environmental Services and Interim Executive Director Neighbourhood Services submitted a report which set out the possible options for the Kerbside glass collection, a new requirement driven by the Environment Act.

In introducing the report, the Portfolio Holder for Neighbourhood Services explained that two changes were required to meet the requirements of Simpler Recycling, a new law. Firstly, glass must be collected at the kerbside. In addition, paper and cardboard must be collected separately from the rest of the recycling materials. The initial focus was the introduction of the Kerbside Glass collection in 2025/26.

All of the options considered to introduce kerbside glass collection would unavoidably increase the costs of the service. The proposed option of collecting glass in recycling blue bins was the least expensive. It was also considered straightforward as it did not require extra vehicles or staff and would be easy for residents to use. A communications plan would be developed to inform residents of the changes.

In considering the report, Executive members commented that this was a positive change that would be welcomed by residents. It would particularly benefit residents in rural areas with less access to bring banks.

In response to a query from Councillor Sibley regarding the cost of introducing the scheme from January 2026 rather than April, the Portfolio Holder for Neighbourhood Services explained that whilst there would be some loss of income, it was beneficial for residents for the service to start as soon as practicable.

Resolved

- (1) That the proposed changes to the waste collection service, introducing kerbside glass collections from January 2026 be supported.
- (2) That the potential impacts of the Environment Act on the waste collection service and that a further report on other elements of Simpler Recycling will come forward soon be noted.

Reasons

The council recommends introducing glass recycling from the kerbside by adding it to the blue bin during January 2026 to comply with Simpler Recycling. This approach has several benefits:

- This should make it easier for residents to recycle their glass and lead to a slight increase in the recycling rate (1-1.5%).
- It does not require additional capital for new containers or vehicles or the associated revenue implications of capital expenditure.
- It aligns with the method of glass collection used by Oxford City Council, which is essential as the three councils (including West Oxfordshire) move toward a potential new unitary council.

Remove the remaining banks in a planned manner. In some areas, the bring banks can be a focus for fly tipping. As kerbside glass collection is introduced, the volume of glass through the glass banks will roll out, and the volume of glass through the bring banks will fall.

Alternative options

Option 1: Collect glass mixed in with the blue bin (Preferred Option)

This option involves adding glass to the existing blue bin with other dry-mixed recyclables. It is straightforward, does not require extra vehicles or staff, and is easy for residents to use.

Key Financials: This option has no additional capital costs for new containers or vehicles. While there would be a capital cost of around £1.5 million for new bins for each property to comply with Simpler Recycling fully, this specific option does not add to it. However, the financial value of colour-separated glass is lost, and the gate fee at the Materials Recovery Facility (MRF) is the same whether glass is present or not, as of a new contract in August 2025. The gate fee would cover 15,000 tonnes of dry mixed recycling with glass, up from 11,500 tonnes without.

Option 2: Collect Glass Separately at the Kerbside (Rejected Option)

This method would require residents to have another container, likely a box, specifically for glass. It would also require more staff and vehicles.

Key Financials: The option for separate kerbside glass collection has significant capital costs:

- New vehicles: £625,000
- New kerbside boxes: £316,800
- Total estimated capital cost: £941,800
- The costs include delivery of boxes (£30,000) and removal of bring banks (£25,171).

There are also ongoing revenue costs resulting from capital expenditure to consider. Once these are added to the figures in section 4.6, the options relating to separate glass collection become the most expensive to implement. The additional revenue costs are forecast on an incremental basis in the table in the report.

This option also introduces new health and safety risks for collection staff related to manual handling and noise.

Option 3: Produce a TEEP assessment and continue using bring banks (Rejected)

This option involves a TEEP (Technically, Environmentally & Economically Practical) assessment, which may help to delay the implementation of the new requirements. The current low-cost glass bring bank system captures 70% of household glass. The Kerbside glass collection is significantly more expensive than the current bank system.

A TEEP assessment arguing for a delay in glass collection is unlikely to be robust or accepted. There are no technical or environmental barriers to kerbside collection. The economic argument will likely be considered weak, especially since the council will receive significant EPR funding from November 2025.

57 **Finance, Performance and Risk Monitoring Report Quarter 2 2025-2026**

The Assistant Director Finance (S151 Officer) submitted a report which reported to Executive the council's forecast yearend financial, performance and risk position as of the end of Quarter 2 2025.

In introducing the report, the Portfolio Holder for Finance, Property and Regeneration advised that the exempt appendix had been withdrawn and the associated recommendation 1.6 was therefore also withdrawn.

Resolved

- (1) That the council's finance, performance, and risk management report as at Quarter 2 be noted.
- (2) That the reprofiling of projects in the capital programme (annex to the Minutes as set out in the Minute Book) be approved.
- (3) That £0.040m of Rural England Prosperity Funding for the enhancement of Park Hill Recreation Ground in Kidlington be approved.
- (4) That the transfer of Extended Producer Reliability grant (£1.4m) to sit within Environmental Services from Executive Matters be approved.
- (5) That the virement of £85k from Health & Wellbeing (this budget was originally intended for the heating hardship fund, however, the Government re-instated the winter fuel allowance national scheme, so this is no longer required) to Environmental Services for the Councils contribution to the Oxfordshire Waste & Environmental Services Programme be approved.

Reasons

The report updates the Committee on the projected year-end financial position of the council for 2025/26, Quarter 2 performance position and updated Leadership Risk Register. Regular reporting is key to good governance and demonstrates that the council is actively managing its financial resources sustainably.

Alternative options

Option 1: This report summarises the council's forecast financial position up to the end of End of Year 2026, and a snapshot of our Performance and Risk position for Quarter 2 2025-26, therefore there are no alternative options to consider.

58 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 3 and/or 5 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

59 **Finance, Performance and Risk Monitoring Report Quarter 2 2025-2026 - Exempt Appendix**

The exempt appendix had been withdrawn under item 8 (Minute 57).

60 **A New Arts Centre for North Oxfordshire**

The Interim Executive Director Neighbourhood Services submitted an exempt report in respect of a new Arts Centre for North Oxfordshire.

Resolved

(1) As set out in the exempt Minutes.

Reasons

As set out in the exempt Minutes.

Alternative options

As set out in the exempt Minutes.

61 **Local Electric Vehicle Infrastructure (LEVI) - Award of Contract**

The Assistant Director Property submitted an exempt report in respect of the award of contract for Local Electric Vehicle Infrastructure (LEVI).

Resolved

(1) As set out in the exempt Minutes.

Reasons

As set out in the exempt Minutes.

Alternative options

As set out in the exempt Minutes.

The meeting ended at 7.50 pm

Chair:

Date:

CODE	Strategic Priority	Service	DESCRIPTION	Previous year(s) spend	Forecast Spend					Project Total forecast	Project Total Budget	Project Total Variance	Primary funding source	Narrative	Private narrative
					25/26 Forecast	26/27 Forecast	27/28 Forecast	28/29 Forecast	29/30 Forecast						
40144	Economic Prosperity	Property	Castle Quay	2,814	16					2,830	2,815	15	Borrowing	Costs are associated with maintaining the structure and fabric of the Castle Quay shopping centre for the safety of the staff and customers.	We accrued £38k of variations relating to the landlord as part of the year end review, but latest variations suggest £53k are attributable to the landlord, hence the additional £15k in 25/26.
40224	Quality Housing and Place Making	Property	Fairway Flats Refurbishment	44	321					365	365	(0)	Borrowing	Contractor currently being appointed	
40254	Running the Business	Property	Thorpe Lane Depot - Renewal of Electrical Incoming Main	104	164					268	268	(0)	Borrowing	Land transferred happen, expecting the project to complete later this year	
40255	Environmental Stewardship	Property	Installation of Photovoltaic at CDC Property	8		71				79	79	0	Borrowing	Reprofiled to 26/27 due to resource capacity	
40263	Running the Business	Property	Kidlington Leisure New Electrical Main	180	20					200	200	0	Borrowing	Request reprofile budget to current year from future years. Pre-project investigation work commissioned in 2025/26	Agreements on electric supply wayleave's being held up by Gosford School and DfE - However no need for the wayleave agreement if the we can eliminate the need for the substation through control of the existing electric supply and equipment electric requirements. Investigation commissioned to establish feasibility.
40278	Running the Business	Property	Development of New Land Bicester Depot	165	300					465	465	(0)	Borrowing	Planning application submitted, funding retained to prepare business case. The remainder transferred to pipeline	£3,510m Move to pipeline, but commitment is released. Leader and Portfolio Holder have discussed and feel its inappropriate in light of LGR and the fact that indications are that the budget is increasing significantly.
40279	Environmental Stewardship	Property	Spicebail Sports Centre - Solar PV Car Ports	7	170					177	177	0	Borrowing	Request to reprofile budget from future years to current year. Economic benefit with having PSDS4 and this project together. Use a single contractor to deliver both works should reduce overheads and reduce the impact on the premises	Economic benefit with having PSDS4 and this project together. Use a single contractor to deliver both works should reduce overheads and reduce the impact on the premises
40281	Environmental Stewardship	Property	North Oxfordshire Academy - Solar Panels	0	18					18	18	0	Borrowing	Request to reprofile budget from future years to current year. Economic benefit with having PSDS4 and this project together. Use a single contractor to deliver both works should reduce overheads and reduce the impact on the premises	Economic benefit with having PSDS4 and this project together. Use a single contractor to deliver both works should reduce overheads and reduce the impact on the premises
40282	Environmental Stewardship	Property	Community Centre Solar Panels	0	70	36				106	106	0	Borrowing	Request to reprofile budget from future years to current year. Two community centres to be completed this year	
40283	Environmental Stewardship	Property	Thorpe Lane - Solar Panels	0		34				34	34	0	Borrowing	Reprofiled to 26/27. Depends on electrical main project 40254 above.	
40284	Environmental Stewardship	Property	Thorpe Lane - Heater Replacement (Gas to Electric)	4		24				28	28	0	Borrowing	Reprofiled to 26/27. Depends on electrical main project 40254 above.	
40316	Running the Business	Property	CDC Office Relocation to Castle Quay	5,213	74					5,287	5,146	141	Capital Receipts	Additional costs incurred to meet additional service needs following move. Review underway to determine what costs can be accommodated in other budgets or assessed as revenue.	We accrued £57k of variations relating to the office at year end, but the latest variations stand at £111k, hence an additional £54k. There have been further costs in 25/26 amounting to £8k. We need to review in Q3 to determine final home for these costs i.e. whether revenue or capital.
40342	Economic Prosperity	Property	Unit 5 & 6 Castle Quay	0	100					100	100	0	Borrowing	Budget approved at July Executive. Expected to complete this year.	
40343	Economic Prosperity	Property	Unit 36 & 37 Castle Quay Landlord's works	0	75	1,525				1,600	1,600	0	Capital Receipts	Project approved by executive on 01/07/2025. £75k early stage expenditure in 2025/26	
Property				8,540	1,328	1,690	0	0	0	11,558	11,401	157			
40334	Running the Business	ICT	Robotic Process Automation Pilot	105	28					133	133	0	Borrowing	On track to complete in 2025/26	David to confirm if 2 years maintenance cost is included in £133k?
40337	Running the Business	ICT	ESRI Software Upgrade	0	28					28	30	(3)	Borrowing	On track to complete in 2025/26, £2,500 additional cost required	forecast updated to reflect £2,500 additional cost
ICT				105	56	0	0	0	0	161	163	(2)			
Resources & Transformation				8,645	1,383	1,690	0	0	0	11,718	11,564	154			
40286	Economic Prosperity	Regeneration & Growth	Transforming Market Square Bicester	144	816	3,335	881			5,176	5,176	(0)	Grant	Design stage now complete, project on track subject to approval from Executive of the design.	£281k of S106 funding approved at Exec on 2 nd September and will be loaded to Unit 4 but will need gate forms completing for tranches of budget to be released, with all relevant sign off by Ian in consultation with Cllr McLean and Michael.
40287	Economic Prosperity	Regeneration & Growth	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	231	76					307	306	1	Grant	On track to spend in 2025/26	£76k budget approved and now loaded on to Unit 4. Gate forms need signing off by all relevant parties before any expenditure can take place. I believe these still need signing off but can see that expenditure has already taken place for both the energy assessment and green fund grants, that has been coded to capital directly plus I believe revenue spend has taken place for Pioneer Square/Crown walk that has been coded to the Bicester Garden Town revenue budget (cost centre 29230).
40288	Economic Prosperity	Regeneration & Growth	UKSPF Rural Fund	551	11					562	562	0	Grant	On track to spend in 2025/26	£147k additional funding approved, Gate 1 forms were agreed by ELT. Waiting for Exec's 151 approval. Gate 1 for 40k was approved.
Regeneration & Growth				925	993	3,335	881	0	0	6,044	6,044	0			
40028	Environmental Stewardship	Environment	Vehicle Replacement Programme		1,465	1,066	1,066	1,066	1,066	5,730	5,730	0	Borrowing	On track to spend in 2025/26	
40222	Community Leadership	Environment	Burnehyll- Bicester Country Park	125	30	46	45			246	246	(0)	Borrowing	Request to reprofile spend over 3 years to align with capacity - project is moving slower than originally anticipated	Need to contact Ed Potter for an update as he left the meeting. Spoke to Ed on Teams, updated forecast for 3 years and updated narrative
40331	Environmental Stewardship	Environment	Additional Commercial Waste Containers	29	25					54	54	0	Borrowing	On track to spend in 2025/26	No actuals received until P5
40341	Environmental Stewardship	Environment	Public Sector Decarbonisation Scheme (PSDS) 4	0	970	459	232			1,661	1,661	0	Grant	Project approved by Executive in June - currently in early stages of project development but expect to spend the grant funded portion by end of financial year. Request to reprofile budget in line with Salk delivery milestones and achievability.	Project re-profiled according to Chris Hill's instructions, see email dated 07/10/2025
Environment				154	2,490	1,571	1,343	1,066	1,066	7,691	7,691	0			
40083	Quality Housing and Place Making	Housing	Disabled Facilities Grants		1,719	1,539	1,539	1,539	1,539	7,875	7,875	0	Grant	Full spend of 25/26 grant allocation anticipated	
40251	Community Leadership	Wellbeing	Longford Park Art	0		45				45	45	0	Borrowing	Reprofile to 26/27 - will not be able to start until development consortium transfers ownership to the council	Ongoing and long running saga over the adoption of land at Longford Park as the developers fail to achieve the required standards for handover. Currently not being charged storage for artworks but possibility in 26/27
40262	Quality Housing and Place Making	Housing	Town Centre House Refurbishment	7006	(31)					6,975	7,355	(380)	Borrowing and Grant	Project complete - final account in process of being agreed, invoice to be settled. Credit in 25/26 relates to minor over-accrual of costs in 24/25 relating to retention and final account estimates.	Project budget was comprised of £7,182m approved by Council, £0.116m from the Build/ capital budget vired into the scheme and £0.057m of grant funds from LAHF2 and revenue grants. Outturn against budget is expected to be £6,975m based on final account figures. Credit in 25/26 is due to a slight overaccrual of costs in 24/25.
40303	Community Leadership	Wellbeing	S106 - Hanwell Fields Community Centre Projects	16	344					360	360	0	S106	Anticipate spending in 2025/26 - planning permission received.	Money has been received
40304	Community Leadership	Wellbeing	S106 - Hook Norton Sport And Social Club Project	0	80					80	80	0	S106	On track to complete end of October.	Money has been received
40305	Community Leadership	Wellbeing	S106 - Holey Cricket Club Pavilion Project	0	110					110	110	0	S106	Expected to be completed in 2025/26	Planning permission is now submitted, along with a demolition order. The club is expecting the demolition to take place before Christmas with the new facility erected by the end of March in preparation for the new cricket season update: 08-10-2025
40310	Community Leadership	Wellbeing	S106 - Spicebail Leisure Centre Improvements	0						0	0	0	S106	14k budget to be vired to Spicebail Leisure Centre Structural Beams project 40329 below.	Money has been received
40312	Community Leadership	Wellbeing	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	127	33					160	160	0	S106	On track to complete in 2025/26	Money has been received
40313	Community Leadership	Wellbeing	S106 - Woodgreen Leisure Centre Improvements	23	139					161	161	0	S106	On track to complete in 2025/26	Money has been received
40319	Quality Housing and Place Making	Housing	Local Authority Housing Fund R2	1634						1,634	1,641	(7)	Grant	Recommend 7k be vired to Town Centre House - 40262	Agreed with MHCLG team to use up the remaining grant on furnishing

40324	Community Leadership	Wellbeing	Development of Activity Play Zones	4	158					162	162	(0)	S106	To be completed by end of October.	Money has been received
40325	Community Leadership	Wellbeing	Graven Hill Community and Infrastructure Projects	0	80					80	80	0	S106	On track to spend on design in 2025/26	
40326	Community Leadership	Wellbeing	S106 - Windmill Community & Sports Centre Tennis Courts	35	16					51	51	0	S106	Completed	Money has been received
40329	Community Leadership	Wellbeing	Spiceball Leisure Centre Structural Beams	13	160					173	173	0	Borrowing	Completed	minor underspend on appropriate indoor sports contributions from Banbury schemes to alleviate the need for borrowing
40336	Community Leadership	Wellbeing	S106 Kingsmere Public Art	0		28				28	28	0	S106	Reprofile to 2026/27 while a location is identified for the art.	Money has been received
40338	Quality Housing and Place Making	Housing	LAHF R3	0	1,400					1,400	1,400	0	Grant	Grant has been transferred to SOHA to complete delivery of the project.	expected completion by March 2026
40339	Community Leadership	Wellbeing	S106 - Windmill Centre Kitchen Refurb	0	11					11	11	0	S106	Completed	Money has been received
40340	Community Leadership	Wellbeing	S106 - Steeple Aston Playground	0	34					34	34	0	S106	On track to complete in 2025/26	Money has been received - PO currently raised on 40318 rather than 40340
Wellbeing & Housing				8,859	4,253	1,612	1,539	1,539	1,539	19,340	19,726	(386)			
40245	Running the Business	Regulatory	Enable Agile Working	0	15					15	15	0	Borrowing	This funding is intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system (Idox Cloud) whilst on-site carrying out inspection work or investigations etc. The release of the app that will support this agile working continues to be delayed but is progressing; the Beta release of the app has taken place and the full version is expected in Q3 of 25/26.	
40333	Community Leadership	Regulatory	CCTV Thames Valley Project	0	250					250	250	0	Borrowing	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 TVCCTV partnership progressing which has been delayed. It is expected that the partnership agreement will be signed in Q3 of 25/26 and the subsequent capital spend will happen before the end of 25/26.	
Regulatory Services				0	265	0	0	0	0	265	265	0			
Communities				9,938	7,910	6,518	3,763	2,605	2,605	33,340	33,726	(386)			
Capital Total				18,583	9,294	8,208	3,763	2,605	2,605	45,059	45,290	(231)			