



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Summary of the decisions taken at the meeting  
of the Executive held on Tuesday 2 December 2025**

1. Date of publication of this summary: Wednesday 3 December 2025
2. Decisions (if any) taken as a matter of urgency under Overview and Scrutiny Procedure Rules as set out in the Constitution (and not therefore subject to the call-in procedure): None
3. Date by which notice of call-in of any of the following decisions must be received in writing by the Chief Executive (see notes below):- Noon on Tuesday 9 December 2025
4. Notes:-
  - (a) For background documentation to the following decisions, please refer to the agenda and supporting papers (copies of which are available on the Council's website ([www.cherwell.gov.uk](http://www.cherwell.gov.uk)) or from Democratic Services);
  - (b) Notice of call-in must be submitted in writing, by email or text to the Chief Executive by the deadline specified above, and must state the reason or reasons why "call-in" has been requested;
  - (c) Call-in can be requested by any five non-executive members of the Council.
  - (d) Decisions not called-in by the deadline specified above will become effective immediately the deadline has expired (unless they are recommendations to the Council).
  - (e) The Council has stipulated that the call-in procedure should not be used to challenge decisions as a matter of course and should be used only when fully justified.

**Shiraz Sheikh  
Monitoring Officer**

Agenda Item and Recommendation	Decision	Reasons	Alternative Options	Conflicts of Interest Declared and Dispensations Granted by Head of Paid Service
<p><b>Agenda Item 7</b>  <b>Response to Motion:</b>  <b>Planning Support for Town and Parish Councils</b></p> <p>Report of Executive Director for Place and Regeneration</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To approve the in-year funding of up to £15,000 for the funding of a support package to Town and Parish Councils to respond to planning applications.</p> <p>1.2 To approve the virement of £15,000 from Health and Wellbeing (this budget was originally intended</p>	<p><b>Resolved</b></p> <p>(1) That the in-year funding of up to £15,000 for the funding of a support package to Town and Parish Councils to respond to planning applications be approved.</p> <p>(2) That the virement of £15,000 from Health and Wellbeing (this budget was originally intended for the heating hardship fund, however the Government reinstated the winter fuel allowance national scheme, so this is no longer required) to Planning and</p>	<p>That Executive approves the allocation of £15,000 to deliver the above support package, enabling parish councils to engage more effectively with large-scale planning applications and contribute meaningfully to the planning process.</p>	<p>Option 1: Do Nothing. With a number of significant applications including nationally significant infrastructure projects, this option is not recommended as parish councils will not have access to make appropriate representations.</p>	<p>None</p>

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for the heating hardship fund, however the Government reinstated the winter fuel allowance national scheme, so this is no longer required) to Planning and Development Management.	Development Management be approved.			
<p><b>Agenda Item 8</b>  <b>Executive Response to Overview and Scrutiny Recommendations</b></p> <p>Report of Assistant Director Law and Governance and Monitoring Office</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To agree the Executive</p>	<p><b>Resolved</b></p> <p>(1) That the Executive Responses to the Overview and Scrutiny Recommendations in respect of Planning Application Appeals, Climate Action, Equalities, Diversity and Inclusion (EDI) and the Cherwell Safer Communities Partnership be agreed.</p>	<p>The recommendations ensure both Overview and Scrutiny Committee and Executive comply with requirements as detailed in Section 9F of the Local Government Act 2000.</p>	<p>Option 1: Not to provide an Executive response. This is rejected, as it would be contrary to Section 9FE of the Local Government Act 2000. Regardless of Executive's decision relating to the various recommendations, a response must be submitted to the Overview and Scrutiny Committee.</p>	<p>None</p>

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<p>responses to the Overview and Scrutiny Recommendations, attached at Appendices 1 to 4.</p>				
<p><b>Agenda Item 9</b>  <b>Infrastructure Funding Statement 2024-2025</b></p> <p>Report of Head of Development Management</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To approve the Infrastructure Funding Statement 24-25 at Appendix 1 for publication by 31 December 2025 subject to any final changes considered to be</p>	<p><b>Resolved</b></p> <p>(1) That approve the Infrastructure Funding Statement 24-25 be approved for publication by 31 December 2025, subject to any final changes considered to be necessary by the Head of Development Management to secure accuracy in consultation with the Portfolio Holder for Planning and Development Management.</p>	<p>The publication of an Infrastructure Funding Statement (IFS) is a statutory requirement that provides transparency and accessibility to information about developer contributions secured by the Council through Section 106 Agreements.</p> <p>The report has been produced in collaboration with Financial Services and the information contained within it is considered to represent the most robust data available at this time.</p>	<p>Option 1: Not to bring forward and Infrastructure Funding Statement. This is not a lawful option and would leave the Council in breach of its statutory duty.</p> <p>Option 2: Seek review of the key statistics and proposed Infrastructure Funding Statement. Officers consider that this is not required as the information is the most accurate and available at this time.</p>	<p>None</p>

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<p>necessary by the Head of Development Management to secure accuracy in consultation with the Portfolio Holder for Planning and Development Management.</p>				
<p><b>Agenda Item 10</b>  <b>Annual Monitoring Report (Planning) 2025</b></p> <p>Report of Assistant Director Planning</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To approve the 2025 Annual Monitoring Report (AMR) presented at Appendix 1 including a Housing Land Supply Statement</p>	<p><b>Resolved</b></p> <p>(1) That the 2025 Annual Monitoring Report (AMR), including a Housing Land Supply Statement and 2024/25 Infrastructure Delivery Plan update be approved for publication.</p> <p>(2) That the 2024/25 Brownfield Land Register be approved for publication.</p>	<p>The Annual Monitoring Report provides important information to measure the effectiveness of planning policies and to assist policy making and development management decision making. It is the statutory mechanism for monitoring housing delivery.</p> <p>Its most significant conclusions are that Cherwell continues to deliver homes and employment land, albeit its land supply position continues to be challenging</p>	<p>Option 1: Deferment to seek significant amendment of the: 2025 Annual Monitoring Report, Infrastructure Delivery Plan, Brownfield Land Register or Regulation 10A Review.</p> <p>The documents presented comprise technical documents which would support future decision making. They have been prepared to comply with planning legislation and guidance. Professional planning judgement and</p>	<p>None</p>

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<p>and 2024/25 Infrastructure Delivery Plan update for publication.</p> <p>1.2 To approve the 2024/25 Brownfield Land Register presented at Appendix 2 be approved for publication.</p> <p>1.3 To approve the review of the adopted policies in the Cherwell Local Plan 2011 – 2031 (Part 1) Partial Review – Oxford's Unmet Housing Need under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 presented at Appendix 3 be approved.</p>	<p>(3) That the review of the adopted policies in the Cherwell Local Plan 2011 – 2031 (Part 1) Partial Review – Oxford's Unmet Housing Need under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 be approved.</p> <p>(4) That the Assistant Director Planning be authorised to approve the final presentation of the AMR and Brownfield Land Register and to make any necessary minor administrative amendments and corrections to them prior to formal</p>	<p>following the outcome of a planning appeal requiring combined assessment of the positions for Cherwell's and Oxford's needs and also due to the dependency on the rate of housebuilding. Affordable housing completions have decreased slightly although significantly more social rented homes were provided. Although the district has a high level of planning permission, officers will continue to pursue the objectives of the Housing Delivery Action Plan previously approved by the Executive.</p>	<p>legal advice has informed the policy review. Monitoring is informed by factual reporting and updating against relevant indicators and requirements, supported by data and research.</p> <p>Option 2: Not to approve the documents for publication Production of an Authorities Monitoring Report is a statutory requirement and the AMR's wider information supports the Local Plan implementation and review. Updating the Brownfield Land Register is also a statutory requirement. The Infrastructure Delivery Plan is required to monitor and support delivery of the</p>	

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<p>1.4 To authorise the Assistant Director Planning to approve the final presentation of the AMR and Brownfield Land Register and to make any necessary minor administrative amendments and corrections to them prior to formal publication and in consultation with the Portfolio Holder for Planning and Development Management.</p>	<p>publication and in consultation with the Portfolio Holder for Planning and Development Management.</p>		<p>adopted Cherwell Local Plan 2011-2031 and its Partial Review. The Regulation 10A review is also a statutory requirement as the Partial Review Plan is now five years' old.</p>	
<p><b>Agenda Item 11</b>  <b>Flexible Home Improvement Loans Limited - Future of Company</b>    Report of Interim Executive</p>	<p><b>Resolved</b></p> <p>(1) That authority be delegated to the Executive Director Neighbourhood</p>	<p>The future of Flexible Home Improvement Loans Limited needs to be decided given the intentions of the host authority, Royal Borough of Windsor and Maidenhead.</p>	<p>Option 1: Another member council, including Cherwell DC, takes over the role of managing Flexible Home Improvement Loans Limited (FHIL). This option</p>	<p>None</p>

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<p>Director Neighbourhood Services</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To delegate authority to the Executive Director Neighbourhood Services to enter into negotiations to form a consortium with other Local Authority members.</p> <p>1.2 To delegate authority to the Executive Director Neighbourhood Services to engage with the procurement of a Financial Conduct Authority (FCA) regulated provider to undertake loan administration services</p>	<p>Services to enter into negotiations to form a consortium with other Local Authority members.</p> <p>(2) That authority be delegated to the Executive Director Neighbourhood Services to engage with the procurement of a Financial Conduct Authority (FCA) regulated provider to undertake loan administration services on behalf of the consortium.</p> <p>(3) That the Executive Director Neighbourhood Services be authorised to engage with the winding up of Flexible</p>	<p>The decisions made need to give account to our legal obligations. Both within the Memorandum of Association and in accordance with Companies Act, due to Flexible Home Improvement Loans Limited being a Limited Company of which the Council has an appointed Director.</p>	<p>is not considered viable as there are no other authorities willing to host FHIL. Cherwell DC does not have the capacity or expertise to host the limited company.</p> <p>Option 2: Each Council administers its own loans. This option is not considered viable as if a local authority ceases to be a member, it is not permitted to take any funds out of the available fund for its own benefit. When borrowers pay back a loan, councils must ensure that the loan is paid back to the central lending fund.</p> <p>Option 3: Do nothing. This option is not viable due to Royal Borough of Windsor</p>	



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<p>on behalf of the consortium.</p> <p>1.3 To authorise the Executive Director Neighbourhood Services to engage with the winding up of FHIL once the net assets have been transferred with the appropriate safeguards.</p> <p>1.4 To delegate to the Executive Director Neighbourhood Services in consultation with the Monitoring Officer and Section 151 Officer the authority to negotiate and agree new contracts pertaining to the future of FHIL on behalf of the Council.</p>	<p>Home Improvement Loans Limited once the net assets have been transferred with the appropriate safeguards.</p> <p>(4) That authority be delegated to the Executive Director Neighbourhood Services, in consultation with the Monitoring Officer and Section 151 Officer, to negotiate and agree new contracts pertaining to the future of Flexible Home Improvement Loans Limited on behalf of the Council.</p>		<p>and Maidenhead (RBWM) signalling its intentions in not being willing to be the host authority. RBWM considers the hosting of FHIL an unnecessary burden in time, effort and resource. This is stated in its Cabinet report.</p>	

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<p><b>Agenda Item 12</b>  <b>Thames Valley Devolution</b>  <b>Expression of Interest</b>  <b>Endorsement</b></p> <p>Report of Executive Director  Place and Regeneration</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To endorse the benefits from the proposed devolution of powers and functions, and agree to continue building on the collaborative approach across the region to date.</p> <p>1.2 To endorse the Expression of Interest</p>	<p><b>Resolved</b></p> <p>(1) That the benefits from the proposed devolution of powers and functions be endorsed and it be agreed to continue building on the collaborative approach across the region to date.</p> <p>(2) That the Expression of Interest (EOI) to be submitted by Oxfordshire County Council as the upper-tier authority to Government be endorsed, noting that the EOI is designed to proactively position our region for early</p>	<p>Opting to begin further discussions with Government on devolution would allow the Council to lead the definition of the strategic authority for our region. This will provide choice over the geography and the ability to determine the key priorities for our area.</p> <p>Should this Council endorse a Mayoral Strategic Authority at a future meeting, it would have a seat at the Council of Nations and the Regions influencing government policy and ensuring local community voice is heard.</p>	<p>The White Paper is clear that the Government intends that all of England be devolved by default and is committed to ending the deals-based approach. The Government will also legislate for a ministerial directive, which will enable it to directly create Strategic Authorities in any places where local leaders in that region have not been able to agree how to access devolved powers. Therefore the “do nothing” option could mean Government legislating on our behalf for devolution.</p>	<p>None</p>

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<p>(EOI) to be submitted by Oxfordshire County Council as the upper-tier authority to Government, noting that the EOI is designed to proactively position our region for early consideration in the next wave of the Devolution Programme.</p> <p>1.3 To acknowledge the EOI as an initial invitation to Government, opening further dialogue and engagement, and not a decision to establish a Strategic Authority.</p> <p>1.4 To agree that a further report will be brought to Executive prior to any final decision by the County Council as</p>	<p>consideration in the next wave of the Devolution Programme.</p> <p>(3) That the Expression of Interest be acknowledged as an initial invitation to Government, opening further dialogue and engagement, and not a decision to establish a Strategic Authority.</p> <p>(4) That it be agreed that a further report will be brought to Executive prior to any final decision by the County Council as upper-tier authority on the creation of a Strategic Authority.</p> <p>(5) That it be noted that</p>			

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<p>upper-tier authority on the creation of a Strategic Authority.</p> <p>1.5 To note the informal Devolution Programme Board will oversee discussions with Government, ensuring robust governance and stakeholder engagement by elected members throughout this process.</p>	<p>the informal Devolution Programme Board will oversee discussions with Government, ensuring robust governance and stakeholder engagement by elected members throughout this process.</p>			
<p><b>Agenda Item 13</b> <b>Council Tax Reduction Scheme 2026-2027</b></p> <p>Assistant Director Finance (Section 151 Officer)</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p>	<p><b>Resolved</b></p> <p>(1) That the report and any financial implications for the Council be noted.</p> <p>(2) That the comments of Budget Planning Committee, who</p>	<p>The current scheme is understood by customers and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme is that it reduces the number of changes that the customer will experience enabling more effective</p>	<p>The alternative option is to undertake a review of the current CTRS scheme but the rationale for not taking this course of action is set out under “reasons”.</p>	<p>None</p>

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<p>1.1 To note the contents of the report, and any financial implications for the Council.</p> <p>1.2 To note the comments of Budget Planning Committee at Section 6.2.</p> <p>1.3 To recommend to Council that the current scheme is retained for 2026/27.</p>	<p>considered the report at their 8 July 2025 meeting and recommended that the current scheme (adjusted for inflationary purposes be retained for 2026/27, be noted.</p> <p>(3) That Council be recommended to retain the current scheme for 2026/27.</p>	<p>personal budgeting. There is still a lot of financial uncertainty for many customers and in the current financial climate with the ongoing cost of living crisis it is therefore recommended that the existing scheme should be retained for 2026/27.</p> <p>Budget Planning Committee considered the proposed CTRS scheme for 2026/27 at its meeting on 8 July 2025 and resolved that the Executive be recommended to agree that the current scheme (adjusted for inflationary purposes) be retained for 2026/27.</p>		
<p><b>Agenda Item 14</b>  <b>Finance Monitoring Report</b>  <b>October 2025</b></p>	<p><b>Resolved</b></p> <p>(1) That the council's</p>	<p>The report updates the Committee on the projected year-end financial position of</p>	<p>Option 1: This report summarises the council's forecast revenue financial</p>	<p>None</p>

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<p>Report of Assistant Director Finance (Section 151 Officer)</p> <p><b>Recommendations</b></p> <p>The Executive resolves:</p> <p>1.1 To consider and note the contents of the council's financial management report as at the end of October 2025.</p> <p>1.2 To approve the Use of Reserve and Grant Funding Requests in Appendix 4.</p> <p>1.3 To recommend to Council to approve the allocation of £1.65m capital budget to undertake roof replacement works at</p>	<p>financial management report as at the end of October 2025 be noted.</p> <p>(2) That the Use of Reserve and Grant Funding Requests (Appendix 4 to the report) be approved.</p> <p>(3) That Council be recommended to approve the allocation of £1.65m capital budget to undertake roof replacement works at Castle Quay.</p>	<p>the council for 2025/26. Regular reporting is key to good governance and demonstrates that the council is actively managing its financial resources sustainably.</p>	<p>position up to the end of March 2026, therefore there are no alternative options to consider.</p>	

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<p>Castle Quay, details are held within 4.1.7 and 4.1.8 of this report and at Appendix 5.</p>				
<p><b>Agenda Item 16</b>  <b>Approval to Appoint a Contract for the Provision of the Council's External Print and Mail (Hybrid Mail)</b></p> <p>Exempt report of Assistant Director Finance (Section 151 Officer)</p>	<p><b>Resolved</b></p> <p>(1) That the contract for external print and mail contract be awarded to the successful bidder, as set out in the exempt decisions.</p> <p>(2) That authority be delegated to Assistant Director Law &amp; Governance &amp; Monitoring Officer, in consultation with the Section 151 Officer, to enter into a contract with the successful bidder.</p>	<p>Hybrid Mail is an effective cost saving and efficient solutions to manage both digital and physical mail, it offers significant benefits, such as reducing operational costs, saving time, improving quality and consistency, enhancing security and compliance and providing detailed tracking and reporting.</p>	<p>Option 1: The current revenues and benefits mail contract has expired, and we are in standard terms and conditions. The Council could decide to do nothing and continue to use the more traditional services for external print and posting. However, by doing so, it would not realise the potential cost savings of using a hybrid mail solution.</p>	<p>None</p>

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