



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

**Summary of the decisions taken at the meeting
of the Executive held on Tuesday 3 March 2026**

1. Date of publication of this summary: Wednesday 4 March 2026
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): (Exempt) Item 16 "Approval To Award a Contract for the Provision of the Council's HR and Payroll System and Managed Payroll Service" is not subject to call in. In accordance with Part 4a of the Council's Constitution (para 13.1), as the contract must be signed before call-in would expire, the Chair of the Overview and Scrutiny committee has been consulted and agreed to waive call-in for this item.
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 10 March 2026
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) 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>Agenda Item 8 Non-Domestic Rate Discretionary Relief Policy and Response to Motion, "Supporting our High Streets"</p> <p>Report of Assistant Director Finance (Section 151 Officer)</p> <p>Recommendations</p> <p>The Executive resolves:</p> <p>1.1 To note the contents of the reviewed policy for Non-Domestic Rate Discretionary Rate Relief.</p> <p>1.2 To approve the policy for Non-Domestic Rate Discretionary Rate Relief.</p>	<p>Resolved</p> <p>(1) That the contents of the reviewed policy for Non-Domestic Rate Discretionary Rate Relief be noted.</p> <p>(2) That the policy for Non-Domestic Rate Discretionary Rate Relief be approved.</p> <p>(3) That the response to the motion "Supporting our High Streets" be noted.</p>	<p>The Non-Domestic Rate Discretionary Rate Relief policy was last reviewed in 2024. It is good practice to review policies to ensure they remain relevant and in line with supporting the delivery of the Council's policies.</p> <p>The report also sets out a response to the motion "Supporting our High Streets". Council supports the intent of the motion and acknowledges the ongoing challenges faced by high streets, including changes in consumer behaviour, rising costs, and the legacy of wider economic disruption. Cherwell District Council has already taken, and continues to take, a range of targeted and place-based actions to support town centres and</p>	<p>Option 1: To not approve the discretionary rate relief policy. Members could choose not to agree the proposed policy, but it would mean that we wouldn't be able to continue to support local businesses, charities and voluntary organisations and would also reduce our financial flexibility in the future. The local authority must have a system in place to allow a person to make the request.</p>	<p>None</p>

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1.3 To note the response to the motion “Supporting our High Streets”.		high streets, working closely with partners and stakeholders.		
<p>Agenda Item 9 Housing Payments Policy</p> <p>Report of Assistant Director Finance (Section 151 Officer)</p> <p>Recommendations</p> <p>The Executive resolves:</p> <p>1.1 To note the contents of the reviewed policy for Housing Payments.</p> <p>1.2 To approve the policy for Housing Payments (Appendix 1).</p>	<p>Resolved</p> <p>(1) That the contents of the reviewed policy for Housing Payments be noted.</p> <p>(2) That the policy for Housing Payments be approved.</p>	<p>Housing Payments are vital for residents in the current economic climate and help to support our most vulnerable residents with housing costs. It is recommended that the policy is endorsed by Executive to continue delivering support to these customers.</p>	<p>Option 1: Returning the funds to Department for Works and Pensions has been rejected as this would not be in line with Cherwell’s objectives of continuing to respond to the cost-of-living crisis and working to prevent homelessness.</p>	<p>None</p>

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<p>Agenda Item 10 Biodiversity Duty Report 2024-2025</p> <p>Report of Executive Director Place and Regeneration</p> <p>Recommendations</p> <p>The Executive resolves:</p> <p>1.1 To endorse the Biodiversity Duty Report 2024-25.</p> <p>1.2 To note that following the completion and adoption of a Community Biodiversity Plan, an annual update be presented to the Executive.</p>	<p>Resolved</p> <p>(1) That the Biodiversity Duty Report 2024-25 be endorsed.</p> <p>(2) That it be noted following the completion and adoption of a Community Biodiversity Plan, an annual update be presented to the Executive.</p>	<p>The Biodiversity Duty Report is presented for the reporting year 2024-25 to demonstrate what the Council is doing to conserve and enhance biodiversity, to highlight the relevant policies and objectives that are contributing to meeting the biodiversity objective and where delivery is being achieved. It also identifies the future actions necessary for on-going statutory compliance and to demonstrably improve the variety of the living organisms and ecosystems that comprise Cherwell's natural environment. Members are invited to endorse the report and the proposal for an annual report following the completion of the Community Biodiversity Plan which will also be presented to the</p>	<p>Option 1: The Executive could decide not to endorse the Biodiversity Duty Report. This option is not recommended as the Report will assist in meeting statutory requirements notwithstanding the on-going commitment to produce the Community Biodiversity Plan within the new Biodiversity and Climate Resilience Service.</p>	<p>None</p>

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		Executive.		
<p>Agenda Item 11 Whitelands Farm Sports Ground 3G</p> <p>Report of Interim Executive Director Neighbourhood Services</p> <p>Recommendations</p> <p>The Executive resolves:</p> <p>1.1 To approve the next steps in developing a new 3G Football Pitch at Whitelands Farm Sports Ground in Bicester accounting for any financial risk outlined within the report.</p>	<p>Resolved</p> <p>(1) That the next steps in developing a new 3G Football Pitch at Whitelands Farm Sports Ground in Bicester, accounting for any financial risk, be approved.</p>	<p>An opportunity has been identified to increase and enhance the leisure facilities within Cherwell with the development of a new 3G Football Pitch at Whitelands Farm Sports Ground in Bicester which would add to the current provision. The funding for the proposed new 3G pitch is through identified S106 and partnership funding of up to 75% of project costs with the Football Foundation. It is recommended that officers are to be instructed to continue to work in partnership with the Football Foundation to seek to secure grant funding. Whilst there is a risk that should the Council not wish to proceed with the project even after a grant</p>	<p>Option 1: Not to apply for grant funding from the Football Foundation This to be rejected on the basis that without Football Foundation/3rd Party Funding then the delivery of new facilities becomes unaffordable and the unmet demand for 3G pitches in Bicester remains. The ability to deliver on the actions within the Playing Pitch Strategy and provide excellent leisure facilities to residents is extremely important</p>	<p>None</p>

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		offer from the Football Foundation the level of this risk is capped at circa £35,000.		
<p>Agenda Item 12 Finance Monitoring Report January 2026</p> <p>Report of Assistant Director of Finance (Section 151 Officer)</p> <p>Recommendations</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 January 2026.</p> <p>1.2 To approve the Use of Reserves as detailed in</p>	<p>Resolved</p> <p>(1) That the council's financial management report as at the end of January 2026 be noted.</p> <p>(2) That the Use of Reserves (Appendix 4 to the report) be approved.</p> <p>(3) That Write Offs (exempt Appendix 5 to the report) be approved.</p> <p>(4) That the Corporate Debt Policy be</p>	<p>The report updates Executive on the projected year-end financial position of 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>Option 1: This report summarises the council's forecast revenue financial position up to the end of March 2026, therefore there are no alternative options to consider.</p>	<p>None</p>

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<p>Appendix 4.</p> <p>1.3 To approve the Write Offs as detailed in exempt Appendix 5.</p> <p>1.4 To approve the Corporate Debt Policy as set out at Appendix 6.</p>	<p>approved.</p>			
<p>Agenda Item 14 Finance Monitoring Report January 2026 - Exempt Appendix</p>	<p>As set out under item 12</p>	<p>As set out under item 12</p>	<p>As set out under item 12</p>	<p>None</p>
<p>Agenda Item 15 Thorpe Place Industrial Estate, Banbury – Roof Replacement</p>	<p>Resolved</p> <p>(1) As set out in the exempt decisions.</p>	<p>As set out in the exempt decisions</p>	<p>As set out in the exempt decisions</p>	<p>None</p>

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Exempt report of Assistant Director Property				
Agenda Item 16 Approval To Award a Contract for the Provision of the Council's HR and Payroll System and Managed Payroll Service Exempt report of Assistant Director Human Resources	Resolved (1) As set out in the exempt decisions. (2) As set out in the exempt decisions.	As set out in the exempt decisions	As set out in the exempt decisions	No