

## **Cherwell District Council**

### **Executive**

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 2 October 2017 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Colin Clarke, Lead Member for Planning  
Councillor John Donaldson, Lead Member for Housing  
Councillor Tony Ilott, Lead Member for Financial Management  
Councillor Mike Kerford-Byrnes, Lead Member for Change Management, Joint Working and IT  
Councillor Richard Mould, Lead Member for Performance  
Councillor Lynn Pratt, Lead Member for Estates and the Economy

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Maurice Billington, Ward Member for Kidlington East, for agenda item 9

Apologies for absence: Councillor Kieron Mallon, Lead Member for Public Protection and Community Services  
Councillor D M Pickford, Lead Member for Clean and Green

Officers: Yvonne Rees, Chief Executive  
Scott Barnes, Director of Strategy and Commissioning  
Ian Davies, Director of Operational Delivery  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Adrian Colwell, Head of Strategic Planning and the Economy  
James Doble, Interim Assistant Director Transformational Governance / Monitoring Officer  
Natasha Clark, Interim Democratic and Elections Manager

#### **52 Declarations of Interest**

There were no declarations of interest.

#### **53 Petitions and Requests to Address the Meeting**

There were no petitions. The Chairman advised that he had agreed to a request from Councillor Maurice Billington, ward member for Kidlington East, to address the meeting in relation to agenda item 9: Loan for a Replacement

Kidlington Girl Guides Building. Councillor Billington would be called upon to speak at the agenda item.

54 **Urgent Business**

There were no items of urgent business.

55 **Minutes**

The minutes of the meeting held on 4 September 2017 were agreed as a correct record and signed by the Chairman.

56 **Chairman's Announcements**

There were no Chairman's announcements.

57 **Formal Notification of Banbury Business Improvement District (BID) Business Plan and Related Decisions**

The Head of Strategic Planning and the Economy submitted a report to provide an update on progress to establish the creation of Banbury Business Improvement District (BID) and to delegate authority to the Director – Strategy and Commissioning to cast a positive vote in favour of creating a BID for Banbury in the ballot in relation to the Council's eligible property (hereditaments)

The report also sought the endorsement of the Executive for a recommendation to Council to approve, subject to a positive ballot, the council subsidising part of the annual costs of collecting the Levy on behalf of the BID within a budget ceiling for a maximum five year period, to provide a bridging loan to the BID to support its establishment and for repayment within a three year period .

**Resolved**

- (1) That authority be delegated to the Director – Strategy & Commissioning to vote in favour of the BID at the Ballot on behalf of all Council-owned hereditaments.
- (2) That, subject to a positive 'yes' ballot of businesses and approval of budgets by Full Council, authority be delegated to the Chief Finance Officer in consultation with the relevant Lead Member to meet the actual one-off capital cost, estimated to be £20,000 to create the necessary collection system.
- (3) That, subject to a positive 'yes' ballot of businesses and approval of budgets by Full Council, authority be delegated to the Chief Finance Officer in consultation with the relevant Lead Member to subsidise a

proportion of the annual revenue costs to collect the BID levy for a maximum period of five years of £9,000 a year.

- (4) That, subject to a positive 'yes' ballot of businesses and approval of budgets by Full Council, authority be delegated to the Chief Finance Officer in consultation with the relevant Lead Member to provide a bridging loan of up to £50,000 to the Banbury BID to cover the set-up, operational and project costs in its start-up phase to be entirely repaid to the Council within three years. The loan would be subject to an appropriate legal agreement being entered into to govern the drawdown loan facility and all financial requirements being satisfied.

## **Reasons**

The BID proposal for Banbury has progressed to timetable and has published its five year business plan as a basis for a ballot to be held on 14 November 2017.

Subject to a positive 'yes' vote, the BID will become operational from April 2018. Following the recommendations set out in the report, the Council will prepare its systems to collect the Levy and work with the BID to establish itself to contribute to the mutual objective of adding economic 'vitality' to central Banbury.

The recommendations of the report concern the amount of financial support to provide in the forms of a loan and annual subsidy. The recommendations also seek delegation of decisions within previously approved budgets and approval for officers to cast a positive 'yes' vote on behalf of the Council to support the establishment of the Banbury BID for each of its hereditaments with the BID area.

## **Alternative options**

Alternative Options:

- To reduce or remove financial support in providing the bridging loan and/or subsidising the levy collection.
- To vote against the creation of a BID in the ballot via the Council's 15 eligible hereditaments

The above options are not recommended because:

- The development of the Banbury BID and its draft business plan reflect the support and guidance provided by Cherwell District Council to date.
- The establishment of the Banbury BID and the implementation of the business plan have been designed to strengthen the 'economic vitality' of the town centre.
- The draft business plan is sensitive to the costs of levy collection and aims to be set at the level set in other BIDs to reduce the risk of a 'no' vote.
- Without the proposed bridging loan the BID would be delayed in its creation and therefore in its delivery of action to strengthen the 'economic vitality' of the town centre.

- It would forgo the opportunity to support a project that has been led by the businesses of Banbury which has the potential to draw additional resources to actions to promote the town to the benefit of the town and its business community.

58

## **Results of the Residents' Satisfaction Survey 2017**

The Director – Strategy and Commissioning submitted a report which provided a summary of the key messages from the Annual Residents' Satisfaction Survey which was undertaken between 8 May and 16 June 2017. The report also outlined recommended actions to further develop the Annual Residents' Satisfaction Survey as an integral part of CDC's consultation with residents.

### **Resolved**

- (1) That the contents of the report and appendices be noted.
- (2) That the appropriate results be used as part of the annual Business Planning objectives and targets setting for 2018/19.
- (3) That it be agreed that the 2017 results be used for future target setting and benchmarking.

### **Reasons**

The annual residents' satisfaction survey is a core method of getting feedback from our residents. By reviewing the question base to align it with key service requirements for customer opinion and also the aims and priorities of the Corporate Business Plan, the Council will improve the quality of information received and the decisions that are made based on feedback and satisfaction data. A more concise survey may also improve response rates.

The service specific deep dives, coordinated by the Strategic Insight and Intelligence team, will enrich the council with more detailed customer feedback and insight enabling evidence-based decision making within the business planning process.

### **Alternative options**

Not linking into the approved Consultation strategy and not following the actions would result in less information/feedback about our customers.

The improved respondent base has illustrated improvement in some areas and areas that require further delving into which is part of the Strategic Insight and Intelligence team remit. Reverting to a more select group of respondents could potentially mask issues.

59

## **Loan for a Replacement Kidlington Girl Guides Building**

The Director of Operational Delivery submitted a report to consider a loan to Kidlington Girl Guides to enable them to replace their current old and poor quality building.

Councillor Billington, local ward member for Kidlington East, addressed the Executive and thanked the Executive for their consideration and support of this matter on behalf of Kidlington Girl Guides.

### **Resolved**

- (1) That, subject to the approval of budgets by Full Council, a low interest loan of up to £100,000 to Kidlington Girl Guides for a replacement guide building be approved.

### **Reasons**

The Council does not have a grant scheme or budget which it can apply in these circumstances and therefore a loan is an appropriate means of funding consideration. Officers have adopted a number of criteria to apply in such circumstances which have been met by the Kidlington Girl Guides and hence it is recommended that a loan of up to £100,000 be offered to allow them to complete their new building.

### **Alternative options**

Option 1: To offer a grant to KGG instead of the requested loan. This is not proposed as the Council does not have a grant scheme for this initiative.

Option 2: To offer only the £80k loan requested. This is not proposed as officers feel that the project does not have sufficient construction contingency.

## **60 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, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **61 The Hill Youth and Community Centre**

The Chief Finance Officer submitted an exempt report which provided an update on The Hill Youth and Community Centre.

### **Resolved**

- (1) That the contents of the report and the financial implications for the Council be noted.
- (2) As set out in the exempt minutes.

**Reasons**

As set out in the exempt minutes

**Alternative options**

As set out in the exempt minutes

62

**Budget Strategy 2018/19 and Beyond**

The Chief Executive submitted an exempt report to inform Executive of the service and financial planning process for 2018/19, the 2018/19 budget strategy and the budget guidelines for service managers to enable the production of the 2018/19 budget.

**Resolved**

- (1) That the contents of the report be noted.
- (2) That the overall 2018/19 budget strategy and service and financial planning process be agreed.
- (3) That, having given due consideration, the proposed budget guidelines and timetable for the 2018/19 budget process (exempt annexes to the Minutes as set out in the Minute Book) be agreed.

**Reasons**

The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2018/19. These guidelines should support the objectives contained in the Council's Business Plan, Service Plans and enable an update to the medium term revenue plan.

The focus of the budget process has always been the forthcoming financial year, with subsequent years covered in less detail in the Medium Term Financial Plan.

**Alternative options**

Option 1: To disagree with the recommendations. This option has been rejected as it will lead to a delay in the formulation of a detailed budget for 2018/19.

Executive - 2 October 2017

Chairman:

Date: