

**Committee:** Executive  
**Date:** Monday 6 January 2014  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

<b>Councillor Barry Wood (Chairman)</b>	<b>Councillor G A Reynolds (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Norman Bolster</b>
<b>Councillor John Donaldson</b>	<b>Councillor Michael Gibbard</b>
<b>Councillor Tony Ilott</b>	<b>Councillor Nigel Morris</b>
<b>Councillor D M Pickford</b>	<b>Councillor Nicholas Turner</b>

## AGENDA

### 1. Apologies for Absence

### 2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

### 3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

### 4. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 1 - 14)

To confirm as a correct record the Minutes of the meeting held on 2 December 2013.

6. **Chairman's Announcements**

To receive communications from the Chairman.

## **Strategy and Policy**

7. **Local Plan Annual Monitoring Report** (Pages 15 - 20)

**6.35pm**

\*\* Please note that the appendix to this report will be published as a separate document due to the size of the document \*\*

Report of Head of Strategic Planning and the Economy

### **Purpose of Report**

To seek approval of the Local Plan's Annual Monitoring Report (AMR) including a review of the District's Five Year Housing Land Supply Position.

### **Recommendations**

The meeting is recommended:

- 1.1 To approve the Annual Monitoring Report and authorise the Head of Strategic Planning and the Economy to make any necessary minor amendments in consultation with the Lead Member for Planning.
- 1.2 To note the district's housing delivery position and endorse the review of the District's Five Year Housing Land Supply.
- 1.3 To note the need for the Head of Strategic Planning and the Economy to consider potential implications for current planning applications in consultation with the Head of Development Management and to advise the Planning Committee as required.

## **Value for Money and Performance**

8. **Council Tax Base for 2014/15** (Pages 21 - 30)

**6.55pm**

Report of Interim Head of Finance and Procurement

### **Purpose of Report**

To consider the calculation of the Council Tax base for 2014/15.

## **Recommendations**

The meeting is recommended:

- 1.1 To approve the report of the Head of Finance and Procurement, made pursuant to the Local Authorities [Calculation of Tax Base] [England] regulations and the calculations referred to therein for the purposes of the Regulations.
- 1.2 To resolve that, in accordance with the Regulations, as amended, the amount calculated by Cherwell District Council as its council tax base for the year 2014/15 shall be 47,609.
- 1.3 To resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of appendix 2.
- 1.4 To resolve to continue with any discretionary and locally set discount awards which it previously has resolved to give.

## **Service Delivery and Innovation**

### **9. South West Bicester Sports Village Progress Update (Pages 31 - 36) 7.05pm**

Report of Head of Community Services

#### **Purpose of Report**

To provide a progress report on the Bicester Sports Village project.

#### **Recommendations**

The meeting is recommended:

- 1.1 To note the progress on the construction of Phase 1 (grass pitches, cycle track and landscaping) and the appointment of a contractor to progress the design and planning application for Phase 2 (pavilion and car park) and Phase 3 (Athletics track, synthetic grass pitch, tennis courts, etc...).

### **10. City Deals**

**7.15pm**

\*\* Please note that with the agreement of the Chairman and Chief Executive this report will follow as information is still awaited to finalise the report \*\*

## **Urgent Business**

### **11. Urgent Business**

Any other items which the Chairman has decided is urgent.

## 12. Exclusion of the Press and Public

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

No representations have been received from the public requesting that this item be considered in public.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

## 13. Proposed Business Case for Implementing Phase Two of a Shared Service for Environmental Services (Pages 37 - 78) 7.25pm

Exempt Report of Head of Environmental Services

**(Meeting scheduled to close at 7.35pm)**

## Information about this Agenda

### Apologies for Absence

Apologies for absence should be notified to

[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221589 prior to the start of the meeting.

## **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

## **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

## **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

## **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

## **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

## **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

## **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections  
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

**Sue Smith**  
**Chief Executive**

Published on Monday 23 December 2013

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# Agenda Item 5

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 2 December 2013 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 Ken Atack, Lead Member for Financial Management  
Councillor Norman Bolster, Lead Member for Estates and the Economy

Councillor John Donaldson, Lead Member for Banbury Brighter Futures

Councillor Michael Gibbard, Lead Member for Planning

Councillor Tony Ilott, Lead Member for Public Protection

Councillor Nigel Morris, Lead Member for Clean and Green

Councillor D M Pickford, Lead Member for Housing

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Tim Emptage, Leader of the Liberal Democrat Group  
Councillor Nicholas Mawer, Chairman Budget Planning Committee

Officers: Sue Smith, Chief Executive  
Calvin Bell, Director of Development  
Ian Davies, Director of Community and Environment  
Adrian Colwell, Head of Strategic Planning and the Economy  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Tim Madden, Interim Head of Finance and Procurement  
Ed Potter, Head of Environmental Services  
Chris Stratford, Head of Regeneration and Housing  
Claire Taylor, Corporate Performance Manager  
Natasha Clark, Team Leader, Democratic and Elections

#### 56 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

58 **Urgent Business**

There were no items of urgent business.

59 **Minutes**

The minutes of the meeting held on 4 November 2013 were agreed as a correct record and signed by the Chairman.

60 **Chairman's Announcements**

There were no Chairman's announcements.

61 **Exclusion of the Press and Public**

**Resolved**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

62 **Bicester Community Building**

The Head of Regeneration and Housing submitted an exempt report relating to the Bicester Community Building.

**Resolved**

- (1) As set out in the exempt minute.
- (2) As set out in the exempt minute.
- (3) As set out in the exempt minute.

**Reasons**

As set out in the exempt minute.

**Options**

As set out in the exempt minute.

63 **Recycling Processing Contract**

The Head of Environmental Services submitted an exempt report relating to the recycling processing contract.



**Resolved**

- (1) As set out in the exempt minute.
- (2) As set out in the exempt minute.
- (3) As set out in the exempt minute.

**Reasons**

As set out in the exempt minute.

**Options**

As set out in the exempt minute.

64 **Re-Admittance of the Public and Press**

**Resolved**

That the public and press be re-admitted to the meeting.

65 **Neighbourhood Planning - Area Designations**

The Head of Strategic Planning and the Economy submitted a report which sought approval of the designation of Neighbourhood Planning Areas at Merton and Deddington Parishes and to update members on progress made in the preparation of Neighbourhood Plans.

**Resolved**

- (1) That the formal designation of two further Neighbourhood Areas under Section 61G of the Town and Country Planning Act 1990 (as amended) be approved:
  - a. Merton Neighbourhood Area
  - b. Deddington Neighbourhood Area
- (2) That the Head of Strategic Planning and the Economy be authorised to issue Notifications of Decisions pursuant to resolution (1).

**Reasons**

The Parish Councils of Merton and Deddington have made applications for the designation of their administrative areas as Neighbourhood Areas for the purposes of preparing Neighbourhood Development Plans. Each application has been publicised and a number of representations have been received. None of the comments made raised are considered to warrant the refusal of the applications and it is considered that in each case designation would be coherent, consistent and appropriate.

### **Options Available**

Option 1: To approve the designation of the Neighbourhood Plans

Option 2: To refuse and amend the designation of the Neighbourhood Areas providing reasons why

Option 3: To defer consideration

### 66 **Cherwell Town Centre Initiatives - Use of the Town Centre Innovation Fund (Portas Monies)**

The Head of Strategic Planning and Policy submitted a report which proposed a series of projects in Banbury, Bicester and Kidlington for the use of the Town Centre Innovation Fund (Portas Monies).

### **Resolved**

- (1) That the following projects be approved and resources released from the Town Centre Initiatives Fund:
  - Bicester: Promoting local trade through effective marketing; Enabling traders in Bicester to develop their website so it can be viewed on smart phones.
  - Banbury: Adding Town Team Co-ordination to provide overview and action to create town centre vitality; Improved signage - in car parks (maps highlighting tourist attractions and old town), from the coach park, St Mary's, The Cross and the Tourist Information Centre.
  - Kidlington: Environmental improvement works to Watts Way (near the Kidlington Centre).

### **Reasons**

The Town Centre Innovation funding is proposed for specific activities that contribute to the individual needs of Bicester, Banbury and Kidlington, to promote the vibrancy of businesses and the long-term strength of the centres. The plan for each proposed project is attached as appendices for approval.

In the light of the consultation and engagement with local partnerships within each settlement the proposed approach is believed to be the best way for use of the available funding.

### **Options Available**

Option 1: To take no action and retain the funding for other purposes.

Option 2: To be more prescriptive about what can be funded

Option 3: To change the proposed allocation of funding

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## **Local Government Pension Scheme Automatic Enrolment**

The Interim Head of Finance & Procurement and Head of Transformation submitted a report which informed the Executive about the changes to Local Government Pension Scheme legislation amendments that relate to auto enrolment, and the potential future resource implications arising.

### **Resolved**

- (1) That the information in the report and the potential for additional resource implications be noted.
- (2) That it be noted that the scheme, including an officer recommendation to apply a transitional period for eligible jobholders, would be considered by the Council's Personnel Committee at its meeting on 11 December 2013.

### **Reasons**

Auto-enrolment has potential future resource implications for the Council depending upon the extent to which current non-LGPS members do not opt out. However it is possible to apply a transitional period expiring in September 2017 and the Personnel Committee is being recommended to do this.

### **Options**

As this report is bringing the potential future resource implications of a legislative requirement to Executive's attention there are no alternative options.

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## **Performance Report 2013 - 2014 Quarter Two**

The Head of Transformation submitted a report which presented the Council's performance for the period 01 July to 30 September 2013 as measured through the Performance Management Framework.

In considering the report, Members' agreed that it was encouraging that there were few red indicators. In relation to red and amber indicators, Members requested that information be included in future reports detailing the mitigations and how they were being addressed.

### **Resolved**

- (1) That the following achievements be noted:

Cherwell: A District of Opportunity

- Contribute to creation/safeguarding of 200 jobs is reporting as Green\*, 330 jobs were created/safeguarded during Quarter two exceeding the annual target. The £70m Bicester Town Centre development opened with phase one creating 30 jobs at Sainsbury's and 30 at Vue cinema. Further jobs are being created in adjacent shop and restaurant units.

- Processing of major applications within 13 weeks is reporting as Green\*, Improvement measures introduced earlier this year have resulted in a successive rise in performance this year to date. Quarter two performance of 76.47% represents sustained and significant progress and is a tremendous improvement on historic performance.
- Processing of minor applications within 8 weeks although reporting Amber is an improvement on the last quarter performance. Whilst still below target and as in last quarter, this is in part due to delays in registration. These delays are due to a number of factors, including major applications now taking precedence, a general increase in the number of major applications, which are more complex and take longer to register and recent changes in legislation and working practices. Priority action was taken to clear the backlog (from 3 weeks to 5 days) by seconding Development Management staff and together with new appointments to the team there has been a gradual improvement. With the backlog addressed and vacancies now filled, the overall performance is expected to be on target next quarter.

#### A Cleaner Greener Cherwell

- Reduce the amount of waste sent to landfill is reporting as Amber, this illustrates an improvement on last quarter. The amount of waste sent to landfill is slightly below target both for Quarter 2 and year to date (Actual: 12,926 against Target 11,800), mainly due to street sweepings going to landfill. In order to address this issue, we will start to recycle a percentage of sweepings from October 2013.
- Ensure opportunities for local people to participate in the Eco-Bicester programme is reporting as Green. Summer events such as the Bicester Bike day were well attended with the Eco Bicester project promoting cycling in the town. Also continue opportunities for participation through social media (twitter), the Eco Bicester newsletter, website and emerging consultation strategy for NW Bicester.

#### A Safe, Healthy and Thriving District

- Maintain current levels of visits/usage to Woodgreen Leisure Centre, North Oxfordshire Academy and Cooper School is reporting as Green\*. Up 9118 on same period in 2012. The majority of this attributed to an increase in visitors to Woodgreen Leisure Centre pool due to exceptionally good weather during July and August and also an increase in dry side use (up by 2,282). Year to date performance 75,604 against target 57,663.
- Reduce chronic Anti-Social Behaviour cases is reporting as Green. Successful conclusion to two cases in Banbury: - whereby in Case 1, one tenant was evicted and in Case 2 suitable advice was given to both parties to resolve the issue. Private Closed Circuit Television (CCTV) to be extended. Regulation of Investigatory Powers Act (RIPA) to be obtained to use police CCTV. An emerging case in Bicester - impact of family involved in criminal behaviour and frequent domestic incidents being considered for inclusion.

#### An Accessible Value for Money Council

- Continue to implement and embed an effective approach to address the financial impact of Government welfare reform is reporting as Green. Welfare Reform Project group has been set up with a number of work streams which are addressing the on-going impact of the government's welfare reforms and identifying where financial issues are arising.
- Consult with local residents in a cost effective manner to ensure the Council has a good understanding of local priorities is reporting as Green, an improvement on last quarter. Corporate consultation programme complete, satisfaction ratings show trend improvement and budget consultation has been used by Executive to begin planning for next year's budget and business plan.

- (2) That the following performance related matters be identified for review or consideration in future reports:

#### Cherwell: A District of Opportunity

- Planning appeals allowed against refusal decision is reporting as Red for the second quarter running. The performance measure is volatile as it is based on low overall appeal numbers and therefore each decision can impact on the performance measure for appeals. There is no evidence of poor performance, though this continues to be carefully monitored. It should be noted that, compared with the government's stated threshold for the quality of a local planning authority's performance (i.e. no more than 20 per cent of an authority's decisions on applications for major development should be overturned at appeal) measured over a two year period, the current performance is 7%.

#### An Accessible Value for Money Council

- Percentage of Council Tax collected (cumulative) is reporting as Amber for the second quarter. Behind target but in line with previous years collection figure.

- (3) That the progress on issues raised in the Quarter One performance report be noted.

### **Reasons**

This report presents the Council's performance against its corporate scorecard for the first quarter of 2013/14. It includes an overview of successes, areas for improvement and emerging issues to be considered.

### **Options Available**

Option 1: To note the report

Option 2: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

## **Quarter 2 2013/14 Finance Report**

The Director of Resources submitted a report which summarised the Council's Revenue and Capital performance for the first six months of the financial year 2013-14 and projections for the full 2013-14 period. These were measured by the budget monitoring function and reported via the Performance Management Framework (PMF) informing the 2013-14 budget process currently underway.

The report also presented information on treasury management performance and compliance with treasury management policy during 2013-14 as required by the Treasury Management Code of Practice.

### **Resolved**

- (1) That the projected revenue and capital position at September 2013 be noted.
- (2) That the quarter 2 (Q2) performance against the 2013-14 investment strategy and the financial returns from the two funds be noted.
- (3) That the contents and the progress against the Corporate Procurement Action Plan and the procurement savings achieved at September 2013 be noted.

### **Reasons**

This report illustrates the Council's performance against the 2013/14 Financial Targets for Revenue, Capital, Treasury and Procurement Monitoring.

### **Options**

Option 1: As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## **2014/15 Draft 1 Revenue and Capital Budget**

The Interim Head of Finance and Procurement and Head of Transformation submitted a report which provided the first of two opportunities for the Executive to shape and refine the draft 2014/15 revenue and capital budget and business plan before the final budget was presented to the Council on 24 February 2014.

Councillor Nicholas Mawer, Chairman of the Budget Planning Committee, presented the Committee's recommendations in relation to capital bids. In introducing the recommendations, he explained that the Committee had requested a report be submitted in due course advising on the suitability of alternative funding methods such as loans and rural grants which could support capital bid proposals. The Committee was also considering establishing a Working Review Group to understand how the IT bids linked to the priorities within the Council's IT Strategy.

In response to the address of Councillor Sean Woodcock, Leader of the Labour Group, regarding the IT bids and Cooper School roof replacement bid, the Leader and Deputy Leader confirmed that bids were only submitted if the Lead Member was confident they would be of benefit to residents in Cherwell.

### **Resolved**

- (1) That the draft revenue budget be noted.
- (2) That the recommendations of the Budget Planning Committee review of the capital programme that was considered at the Budget Planning Committee meetings in November 2013 be supported, subject to the programme being open to any other appropriate bids.
- (3) That it be noted that the final local government finance settlement had still not yet been announced and that the implications of this would need to be fully considered once the announcement has been made
- (4) That no other matters to be taken into consideration in producing a balanced budget for the meeting of the Executive on 3 February 2014 be identified.
- (5) That the passporting of the Council Tax Reduction Scheme (CTRS) grant to local preceptors be endorsed.
- (6) That the draft medium term strategic priorities be agreed for public consultation.

### **Reasons**

The Council has to adopt a budget and business plan for 2014/15 as the basis for calculating its level of Council Tax and has to base that budget on its plans for service delivery during the year, recognising any changes in service demand that may arise in future years.

### **Options Available**

This is the draft budget and options for the overall budget for the council will be considered at its meeting in February.

## **71 Transformation Bid Acceptance and Accountable Body Arrangements**

The Chief Executive submitted a report which sought delegated authority to formally accept the offer of government funding under the Transformation Challenge Award, agree the accountable body arrangements, delegate the necessary authority to enable draw down and utilisation of the funding and establish a Joint Working Group of elected members.

## **Resolved**

- (1) That authority be delegated to the Chief Executive, in consultation with the Leader, to accept the offer of funding, subject to the detailed Terms and Conditions of the Grant.
- (2) That it be agreed that following the agreement of Stratford-on-Avon district council (given on 2 December 2013) and South Northamptonshire Council (given on 14 October 2013) Cherwell District Council, be the accountable body for the Transformation Challenge Award funding.
- (3) That authority be delegated to the Chief Executive (Cherwell District and South Northamptonshire Councils) in consultation with the Chief Executive (Stratford-on-Avon District Council), the Director of Resources (Cherwell District and South Northamptonshire Councils) and the Assistant Chief Executive (Stratford-on-Avon District Council) to:
  - (i) secure the formal draw down of the grant funding from Department of Communities and Local Government and
  - (ii) allocate the funding for appropriate purposes in pursuance of the submitted bid and consistent with the grant conditions.
- (4) That agreement be given to appoint 2 Councillors and 2 substitutes to the Transformation Joint Working Group.
- (5) That it be agreed that the Terms of Reference of the Transformation Joint Working Group be considered at its first meeting and then recommended to Executive for approval.

## **Reasons**

Given the unique opportunity provided by the Transformation Challenge Award and the need to ensure that appropriate governance arrangements are in place, it is recommended that Executive support the recommendations as set out in the report.

## **Options Available**

Option 1: To agree the recommendations and accept the funding. This option is perceived to be in the best interests of the Council.

Option 2: Not to accept to the funding. This would not be in the interests of the council, will prohibit the achievement of savings and carries reputational risks for the council.

The meeting ended at 8.20 pm

Chairman:

Date:



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Cherwell District Council

### Executive

6 January 2014

## Local Plan Annual Monitoring Report

### Report of Head of Strategic Planning and the Economy

This report is public

#### Purpose of report

To seek approval of the Local Plan's Annual Monitoring Report (AMR) including a review of the District's Five Year Housing Land Supply Position.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the Annual Monitoring Report and authorise the Head of Strategic Planning and the Economy to make any necessary minor amendments in consultation with the Lead Member for Planning.
- 1.2 To note the district's housing delivery position and endorse the review of the District's Five Year Housing Land Supply.
- 1.3 To note the need for the Head of Strategic Planning and the Economy to consider potential implications for current planning applications in consultation with the Head of Development Management and to advise the Planning Committee as required.

#### 2.0 Introduction

- 2.1 An Annual Monitoring Report (AMR) has been prepared for the period 01 April 2012 to 31 March 2013. It presents information on development that took place or was permitted over that period and provides a comprehensive review of housing land supply. The AMR also reports on progress in preparing the Local Plan and associated policy documents.
- 2.2 The Council has a statutory obligation to produce a planning monitoring report. However, the Localism Act 2011 and Town and Country Planning (Local Planning) (England) Regulations 2012 have reduced previous monitoring requirements for Local Planning Authorities and it is now generally a matter for individual councils to decide on the content of their monitoring reports.

- 2.3 The information contained in the AMR will be used to inform policy making, planning consultation responses and in decision making on planning applications. The AMR will be made publicly available but is not subject to consultation. The review of the District's Five Year Housing Land Supply Position is regularly scrutinised during planning appeals and the comprehensive review here presented takes into account the implications of a recent appeal decision for 85 homes at Deddington (refs. APP/C3105/A/13/2201339 & 13/00301/OUT).

### 3.0 Report Details

#### Housing Supply

- 3.1 The monitoring of housing supply is a key part of the AMR. The National Planning Policy Framework (NPPF) requires local planning authorities to "...identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land" (para' 47).
- 3.2 In July 2013 an update to the District's Housing Land Supply Position was published following a Planning Committee meeting at which Members resolved to grant permission for a further number of deliverable housing sites. The update showed that with an additional 20% requirement included, the District had returned to a 'Five Year Land Supply Position' with a supply of 5.1 years.
- 3.3 This position was reported to the Planning Inspectorate to ensure that the most up-to-date position could be reported to the Secretary of State for Communities and Local Government in determining four planning appeals. Although these appeals were upheld and planning permissions granted, the details of the updated housing land supply position had not been examined at the respective Public Inquiries.
- 3.4 On 18 December 2013, a further appeal decision (for a site at Deddington) was received following a Public Inquiry at which the updated supply position was examined. A key issue was whether any shortfall in housing delivery should be made up over the course of the Local Plan period (the Council's position - known as the 'Liverpool' approach) or whether any shortfall should be made up within the next five year period (known as the 'Sedgefield' approach). The Planning Inspector concluded:

*"15. There is support for both methods in appeal decisions although the appellant refers to recent publications which favour the Sedgefield approach. Draft National Planning Practice Guidance and advice published by the Planning Advisory Service also support the rapid resolution of past deficiencies because the Sedgefield method is more closely aligned with the objective in the NPPF to boost housing supply....*

*20. I appreciate that economic conditions have not helped but I consider a more robust approach should be taken on this issue. Adopting the Sedgefield*

*methodology would increase the number of sites that were available to reduce the housing deficit and minimise the risk of further deterioration in the Council's ability to meet its housing needs. In view of the emphasis in the NPPF to provide choice and flexibility in the residential market I consider it would be advisable for the Council to ensure every reasonable opportunity is taken to improve its housing supply....*

*21. Using the Sedgefield method means the Council has, at best, less than a 4.5 year supply of housing land. The proposed scheme would help to overcome the shortfall and subject to my consideration of the second main issue, is a reason for allowing the appeal."*

- 3.5 Other important clarifications included that sites do not necessarily have to have formal planning permission to be considered 'deliverable' (the Council's position) and that the Council was 'justified' in taking account of additional supply (the July update) as housing land availability is in a 'constant state of flux'. It was considered, "...where, as in this case, a large number of new sites have come forward relatively quickly it would be unreasonable not to acknowledge that circumstances may have changed." However, the Inspector reduced the weight given to the July update because a comprehensive review of all supply had not been undertaken.
- 3.6 A comprehensive review of housing land supply has now been undertaken for the AMR and is presented to Members. It takes account of the Inspector's conclusions, housing completions and permissions as at 31 March 2013, appeal decisions, the up-to-date position on all anticipated housing sites in consultation with developers and agents, and current market conditions. Significantly, for the first time, the calculation of land supply assumes that the current shortfall in housing delivery is made up within the five year period (the 'Sedgefield' approach).
- 3.7 The conclusion is that despite the Council's proactive and considered decisions to increase supply in the interest of returning to a five year land supply position, and doing so ahead of the Local Plan Examination, the application of the 'Sedgefield' approach has produced a housing land supply of 4.7 years (including the additional 20% as required by the NPPF). This means that once again the district is in a 'shortfall' position of some 357 dwellings in the current 5 year land supply period, but falling to 94 homes (and a supply of 4.9 years) for the period 2014-19 which commences from 1 April 2014.
- 3.8 The adoption of the new Local Plan in due course will generate further supply of strategic housing sites. However, in the meantime, this up-to-date position will need to be presented to the Planning Committee in dealing with relevant land supply cases along with all other material considerations.

### 3.9 Other Key Findings

#### *Employment*

- The district has seen an overall gain in permissions for employment uses with 2,976sqm completed and thus 'gained' during 2012/13 (for sites of over 200sqm).
- Overall employment land availability is currently 119.43 hectares.

- During 2012/13, there have been net gains in 'town centre' uses with the majority of completions at Bicester – the result of the Bicester Town Centre redevelopment.

#### *Natural Environment*

- There have been no applications granted contrary to Environment Agency advice on flood risk grounds.
- One new site was designated as a Local Wildlife Site (at Bicester Airfield).

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 An Annual Monitoring Report is presented to Members for formal approval to ensure there is up to date monitoring information available to inform policy making, consideration of planning applications and Council decision-making.
- 4.2 A comprehensive review of housing land supply taking into account the conclusions of a recent appeal decision (Deddington) shows that the district presently has a 4.7 year housing land supply and a shortfall of some 357 dwellings. This up-to-date position will need to be reported in relevant planning application cases.

## **5.0 Consultation**

- 5.1 The Annual Monitoring Report is not required to be consulted upon but will be made publicly available.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified:

- |                     |   |
|---------------------|---|
| <b>Option One</b>   | To approve the Annual Monitoring Report as recommended          |
| <b>Option Two</b>   | To seek partial reconsideration of the Annual Monitoring Report |
| <b>Option Three</b> | Not to approve the Annual Monitoring Report                     |

Option One is recommended. Options Two and Three would create delay and / or uncertainty with potential adverse consequences for decision making.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial implications arising from this report. The work on collecting data and preparing the AMR is met within existing budgets. There are risks of costs associated with unsuccessfully defending refusals of planning

permission upon appeal, particularly if the decisions made as a result of this report are not considered to be well founded.

Comments checked by: Tim Madden, Interim Head of Finance 0300-003-01606, tim.madden@cherwellandsouthnorthants.gov.uk

### **Legal Implications**

- 7.2 The District's housing land supply position is often a material consideration in determining planning applications for residential development. The reasons for the refusal of planning permission need to be reasonable and capable of being substantiated upon challenge. Planning decisions can be challenged in the Courts.

Comments checked by: Nigel Bell, Team Leader – Planning and Litigation, 01295 221687, Nigel.Bell@Cherwell-DC.gov.uk

### **Risk Management**

- 7.3 The AMR provides information that could be material in refusal of planning permission for planning applications, particularly for residential developments that are contrary to policy. The AMR must be robust to reduce the risk of the Council being unsuccessful in defending planning appeals and the associated risk of costs being awarded against the Council. There are no equalities issues arising from this report.

Comments checked by: Claire Taylor, Performance Manager, 01295 221563, claire.taylor@cherwellandsouthnorthants.gov.uk

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met** No

**Community Impact Threshold Met:** No

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

- District of Opportunity
- Cleaner Greener

### **Lead Councillor**

Councillor Michael Gibbard - Lead Member for Planning

## Document Information

Appendix No	Title
Appendix A	Annual Monitoring Report 2013
Background Papers	
None	
Report Author	David Peckford, Principal Planning Officer, Strategic Planning and the Economy Yuen Wong, Planning Officer, Strategic Planning and the Economy
Contact Information	<a href="mailto:David.Peckford@cherwell-dc.gov.uk">David.Peckford@cherwell-dc.gov.uk</a> , 01295 221841 <a href="mailto:Yuen.Wong@cherwell-dc.gov.uk">Yuen.Wong@cherwell-dc.gov.uk</a> , 01295 221850



## Cherwell District Council

### Executive

6 January 2014

<b>Council Tax Base for 2014/15</b>
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### Report of Interim Head of Finance and Procurement

This report is public

#### Purpose of report

To consider the calculation of the Council Tax base for 2014/15.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the report of the Head of Finance and Procurement, made pursuant to the Local Authorities [Calculation of Tax Base] [England] regulations and the calculations referred to therein for the purposes of the Regulations.
- 1.2 To resolve that, in accordance with the Regulations, as amended, the amount calculated by Cherwell District Council as its council tax base for the year 2014/15 shall be 47,609.
- 1.3 To resolve that the tax base for parts of the area be in accordance with the figures shown in column 13 of appendix 2.
- 1.4 To resolve to continue with any discretionary and locally set discount awards which it previously has resolved to give.

#### 2.0 Introduction

- 2.1 The Council is required to calculate its tax base for each financial year in advance of the start of the year and notify its major precepting authorities and the local precepting authority accordingly.
- 2.2 The background information forming part of this report provides the necessary calculations together with an explanation of how each figure has been arrived.
- 2.3 There are various powers contained within Council Tax, Housing Benefit and Business Rates legislation all of which must be considered annually.

- 2.4 Any resolution to amend Council Tax discounts must be considered before the Council Tax is set for the next financial year.

### **Proposals**

- 2.5 To consider the calculation of the tax base for 2014/15 as set out in the background information and decide whether to vary the estimated figures of adjustments for changes in property information during the year, eg. New properties or discount changes, as well as the collection rate used in Appendix 2.
- 2.6 It is proposed that no variations be made to the estimated adjustments. These have been made to take account of the new housing being built around the district.
- 2.7 There are no proposals to amend any of the existing discretionary powers or locally set discounts previously agreed by Executive in 2009 and full Council in 2013.

## **3.0 Report Details**

- 3.1 The billing authority is obliged to notify major preceptors of the tax base by 31 January 2014. In practice, it is important that they are given as much time as possible to determine their precepts, in order that they can levy them on this Council before the council tax is set on 24 February 2014.
- 3.2 To give all precepting authorities sufficient time to determine their precept, the provisional figures have already been circulated. The figures will be confirmed following this meeting.
- 3.3 The Local Authorities [Calculation of the Tax Base] [England] Regulations 2012 [SI No. 2914 of 2012] sets out the necessary calculations and it is a clear intention that the Council should be seen to perform a series of calculations, which follow.
- 3.4 The first step is to establish the relevant amount [band D equivalents] for 2014/15. Regulation 4 provides the following formula:

**The relevant amount for a valuation band =  $([H-Q+J]-Z) \times F/G$**

### **Where:**

H = number of chargeable dwellings

Q = factor to take account of discounts and exemptions

J = adjustments to take account of adjustments during the year eg. new property

Z = total amount pursuant to the authorities local council tax reduction scheme in relation to the band, expressed as an equivalent number for that band.

F = is the proportion for the relevant band eg 6 for Band A

G = the number relevant to Band D eg. 9

- 3.5 Appendix 1 shows a summary of the information used resulting in the following totals:
- 59,918 properties in the list  
48,245.8 Band D equivalents ((the relevant amount allowing for roundings))
- 3.6 Appendix 2 provides the calculation of tax bases for each town and parish.
- 3.7 Regulation 3 of the Regulations provides that each billing authority will determine a collection rate. It requires the authority to estimate the amounts, which are likely to be paid, expressed as a proportion of its estimate of what should be paid. It is estimated that in accordance with Regulation 3, the collection rate for the authority should be 98%.
- 3.8 Because there is a need to calculate the tax base at an individual town and parish level the collection rate has been applied to the net Band D equivalents in appendix 2 and the MOD property added back in to arrive at a tax base of 47,609 compared to 46,672 in 2013/14.
- 3.9 Regulation 6 requires that the tax base be determined for each local precepting area. Appendix 2 provides this for each of the 78 district parts of the area.
- 3.10 Column 1 shows the Band D equivalents of properties in each part net of exemptions, discounts and disabled relief. The Local Authorities [Calculation of Council Tax Base] [Amendments] [England] Regulations 1999 [SI no. 2123 of 1999] provides for disabled relief to be allowed on Band A property. Instead of being charged 6/9 of a Band D, they are charged 5/9.
- 3.11 Column 2 adds the MOD property back in to arrive at the relevant amount in column 3.
- 3.12 Columns 4-7 deal with expected adjustments during the year. Columns 5-7 are blank as it is impossible to predict changes to discounts or property which will be demolished. However, column 4 shows new property being built in the district. These adjustments have been estimated as part of a year only.
- 3.13 Column 8 is a sub total.
- 3.14 Column 9 takes MOD property back out to give a net figure in column 10.
- 3.15 Column 11 applies the collection rate which has been maintained at 98%. This is considered reasonable as the collection rate in previous years has been around 98.3% and there is no indication that the current year will be significantly different to this figure.
- 3.16 Column 12 adds the MOD property back in and column 13 shows the final tax base for 2014/15.
- 3.17 Column 14 shows the 2013/14 tax base for comparison.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The collection rate used is a best estimate of the percentage of the total amount due for 2014/15. It is based on previous year's collection rates. Over the most recent years, the amount collected has been steady at between 98.25% and 98.5% and there is no suggestion that this will change for 2013/14.
- 4.2 The change from council tax benefit to a local reduction scheme has had little impact on ability to pay and as the scheme remains the same for 2014/15 there should be no effect on the collection levels. New homes and businesses are being created across the district which should aid the economic situation generally.
- 4.3 It is therefore recommended to maintain the 98% collection rate used in previous years.
- 4.4 The estimate of adjustments applied to take account of new properties likely to become available during the year could be varied. However, the estimate is based on conversations with developers and known planning approvals and is factored downwards to allow for delays and other unforeseen problems.
- 4.5 The attached appendices show the most up to date position of the Council Tax base and the adjustments have been made to take account of changes during 2014/15. On this basis, the Executive is invited to approve the recommendations set out at the beginning of this report.

## **5.0 Consultation**

Councillor Ken Atack

Lead Member for Financial Management

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To reject the tax base calculation. The figures in this report could be rejected and a new calculation made. However, this would result in further delays for all preceptors in calculating their own precept to be levied on the Council. The figures used are taken from the Northgate i-World council tax system and are all accurate as at 1 December 2013. All other adjustments and estimates have been calculated using previous years methods.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 The tax base determines the potential income from each £1 of council tax set. If the tax base, as calculated in column 13 of appendix 2, were to be set, it would result in £47,609 being raised per £1 of council tax set, for budget purposes.

(Section 106 of the Local Government Finance Act 1992 applies to decisions taken on matters contained in this report and any Member affected is obliged to disclose the fact and refrain from voting)

Comments checked by:

Tim Madden, Interim Head of Finance and Procurement, 0300 003 0106,  
tim.madden@cherwellandsouthnorthants.gov.uk

### **Legal Implications**

- 7.2 The calculations required to be undertaken by the Council in order to arrive at its tax base are set out in the legislation referred to in this report. Failure to set a council tax base for 2014/15 would result in the Council being unable to set its council tax for 2014/15.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 003 0107,  
kevin.lane@cherwellandsouthnorthants.gov.uk

### **Risk**

- 7.3 The adjustments made in columns 4 and 5 of appendix 2, to the data supplied by the council tax system, to allow for new and demolished properties occurring in 2014/15 is an estimate based on discussions with developers and local planning permissions. There is a risk that not all anticipated new properties will be built or that the property may not be sold or occupied. The estimates are therefore reduced by 50% to allow for this factor.

Comments checked by:

Claire Taylor, Corporate Performance Manager, 0300 003 0113,  
Claire.taylor@cherwellandsouthnorthants.gov.uk

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met: Yes**

**Community Impact Threshold Met: No**

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

Accessible Value for Money

## Lead Councillor

Councillor Ken Atack – Lead Member for Financial Management

## Document Information

<b>Appendix No</b>	<b>Title</b>
1 and 2	Council Tax Base Calculations
<b>Background Papers</b>	
None	
<b>Report Author</b>	Andy Taplin – Service Assurance Technical Specialist
<b>Contact Information</b>	01295 227030 andrew.taplin@cherwell-dc.gov.uk

**2014/15  
COUNCIL TAX BASE CALCULATIONS**

Appendix 1

PART 1 - FOR THE DISTRICT AS A WHOLE

	<u>Band A</u>	<u>Band B</u>	<u>Band C</u>	<u>Band D</u>	<u>Band E</u>	<u>Band F</u>	<u>Band G</u>	<u>Band H</u>	<u>Total</u>	
Properties on the list [H]	5297	14964	16294	10335	7172	3269	2349	238	59918	
<b>LESS</b>										
Exemptions	-199	-414	-210	-330	-95	-44	-26	-3	-1321	
<b>Sub Total</b>	<b>0</b>	<b>5098</b>	<b>14550</b>	<b>16084</b>	<b>10005</b>	<b>7077</b>	<b>2323</b>	<b>235</b>	<b>58597</b>	
<b>ADJUSTMENTS</b>										
Less Disabled Relief	-6	-38	-65	-44	-37	-15	-11	-13	-229	
Add Disabled Relief	6	38	65	44	37	15	13	0	229	
<b>Sub Total</b>	<b>6</b>	<b>5130</b>	<b>14577</b>	<b>16063</b>	<b>9998</b>	<b>7055</b>	<b>2325</b>	<b>222</b>	<b>58597</b>	
Discounts (25%)	-4	-2920	-5688	-4777	-2383	-1242	-279	-17	-17797	
Discounts (50%) - Mandatory		-76	-74	-43	-21	-30	-16	-15	-302	
Discount (0%) agreed by Members		-72	-116	-90	-93	-74	-63	-21	-574	
No of properties without discount	2	2062	8699	11153	7501	5709	2673	1956	39924	
<b>Total equivalent value after discounts</b>	<b>5</b>	<b>4362</b>	<b>13118</b>	<b>14847.25</b>	<b>9391.75</b>	<b>6729.5</b>	<b>3091.25</b>	<b>2241.75</b>	<b>53996.75</b>	
<b>BAND D EQUIVALENT</b>	<b>2.78</b>	<b>2908.00</b>	<b>10202.89</b>	<b>13197.56</b>	<b>9391.75</b>	<b>8224.94</b>	<b>4465.14</b>	<b>3736.25</b>	<b>52549.81</b>	
No, of properties to allow for CTRS [Z]	3.88	1225.19	2333.79	1362.33	420.52	176.88	35.87	10.20	5569.42	
CTRS Band D equivalent	2.16	816.79	1815.17	1210.96	420.52	216.19	51.81	17.00	4552.12	
MOD Property		0	221	39	36	0	0	1	297	
Add MOD Property at band D	0	0	171.9	34.7	36	0	0	1.7	244.3	
<b>TAX BASE AS AT 30 November 2013, adjusted for all discounts, exemptions, CTRS and proposed changes to discounts and exemptions</b>									<b>48242.0</b>	
* figure of 48245.8 feeds into appendix 2 where MOD and new property adjustments made and collection rate applied. Small difference of 3.8 due to roundings										
Proportion	5	6	7	8	9	11	13	15	18	
<b>Analysis of Discounts</b>										
Single Person Discounts (25%)	-4	-2817	-5410	-4530	-2255	-1159	-457	-254	-14	-16900
Disregard Discount (25%)		-23	-121	-126	-75	-39	-15	-12	-1	-412
2nd Home Discounts (50%)		-12	-12	-4	-3	-2	-4	0	-1	-38
Disregard Discount (50%)		-15	-18	-8	-5	-9	-6	-20	-12	-93
Empty Property Discounts (50%)		-49	-44	-31	-13	-19	-6	-7	-2	-171
2nd Home Discounts (0%)		-12	-33	-28	-53	-39	-31	-43	-15	-254
Long term empty - PCLC (0%)		-60	-83	-62	-40	-35	-14	-20	-6	-320
Empty Property - Class C (25%)		-80	-157	-121	-53	-44	-15	-13	-2	-485
Uninhabitable (50%)										0
Annexes (50%)										0
No. of properties subject to a discount	-4	-3068	-5878	-4910	-2497	-1346	-548	-369	-53	-18673
Value of above discounts	-3	-2300	-4419	-3694.25	-1890.75	-1020.5	-418.25	-285.75	-41.25	-14072.75
Pensioner award of CTRS	1259.81	566746.7	1192367.46	874899.47	365871.42	148418.16	34369.64	21352.7	955.93	3206241.29
Non pensioner award of CTRS	2129.17	718404.66	1663920.7	1016481.63	282851.07	153868.53	44046.8	5820.14	1326.38	3888849.08

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ADJUSTMENTS	2014/15 Appendix 2 COUNCIL TAX BASE CALCULATIONS						
	column 1	column 2	column 3	column 4	column 5	column 6	column 7
	Band D Equivalents	MOD in Band D Equivalents	Band D Equivalent Sub Total	Full Year Equivalent Of Additional Properties	Full Year Equivalent Of Reduction In Discounts	Full Year Equivalent Of Reduction In Properties	Full Year Equivalent Of Increase In Discounts
Adderbury	1146.8		1146.8	0.7			
Ambrosden	357.3	235.8	593.1				
Ardley	258.8		258.8	0.5			
Amcott	353.9	1.8	355.7	18.9			
Banbury	13009.3		13009.3	30.1			
Barford	261.4		261.4				
Begbroke	366.1		366.1				
Bicester	9877.1		9877.1	11.9			
Blackthorn	144.8		144.8				
Bletchingham	334.8		334.8				
Bloxham	1367.8		1367.8	8.0			
Bodicote	830.2		830.2	65.9			
Bourton	294.9		294.9	0.1			
Broughton	121.1		121.1				
Bucknell	103.5		103.5				
Caversfield	432.0	1.7	433.7	15.8			
Charlton on Otmoor	192.5		192.5	1.0			
Chesterton	496.1		496.1	65.6			
Claydon	134.3		134.3				
Cottisford	68.2		68.2				
Cropredy	303.9		303.9				
Deddington	899.6		899.6	1.4			
Drayton	88.4		88.4	2.9			
Duns Tew	230.5		230.5				
Epwell	139.5		139.5				
Fencot and Murcott	130.5		130.5				
Finmere	220.5		220.5	0.5			
Fringford	258.6		258.6	0.7			
Fritwell	314.6		314.6	0.4			
Godington	21.0		21.0				
Gosford and Water Eaton	537.2		537.2				
Hampton Gay and Poyle	74.6		74.6	5.3			
Hanwell	124.1		124.1				
Hardwick with Tusmore	37.9		37.9				
Heihe	108.3		108.3				
Hook Norton	901.4		901.4	1.0			
Horley	163.1		163.1				
Horton	162.7		162.7	1.0			
Horton cum Studley	247.1		247.1				
Islip	317.1		317.1	0.9			
Kidlington	4728.3		4728.3	11.2			
Kirtlington	447.8		447.8				
Launton	489.2		489.2	6.4			
Lower Heyford	211.9		211.9				
Merton	138.6	5.0	143.6				
Middle Aston	66.3		66.3				
Middleton Stoney	149.0		149.0				
Milcombe	214.1		214.1	4.5			
Milton	119.0		119.0				
Mixbury	117.7		117.7				
Mollington	229.1		229.1	0.4			
Newton Purcell	43.8		43.8	0.5			
Noke	79.1		79.1				
North Aston	95.0		95.0				
North Newington	150.9		150.9				
Oddington	66.3		66.3				
Piddington	168.2		168.2	1.4			
Prescote	6.3		6.3				
Shenington	220.9		220.9				
Shipton on Cherwell	143.0		143.0				
Shutford	204.8		204.8	0.5			
Sibford Ferris	191.7		191.7				
Sibford Gower	250.2		250.2	0.3			
Somerton	141.3		141.3				
Souldern	202.1		202.1				
South Newington	151.8		151.8				
Steeple Aston	416.0		416.0	1.4			
Stoke Lyne	102.7		102.7	0.2			
Stratton Audley	206.0		206.0				
Swalcliffe	107.2		107.2	2.4			
Tadmerton	255.0		255.0				
Upper Heyford	362.9		362.9	31.1			
Wardington	235.0		235.0				
Wendlebury	192.9		192.9				
Weston on the Green	236.4		236.4	3.6			
Wiggington	120.1		120.1				
Wroxton	280.8		280.8				
Yarnton	1028.6		1028.6	26.5			
	48001.5	244.3	48245.8	323.0			

BILLING TAX BASE	COUNCIL TAX BASE CALCULATIONS							
	column 8	column 9	column 10	Column 11	column 12	Column 13	column 14	
	Adjusted Band D Equivalents	MOD in Band D Equivalents	Net Band D Equivalents	98% Tax Base	MoD Class O Properties	Tax Base for 2014/15 @98%	Tax Base For 2013/14	
Adderbury	1147.5		1148	1125		1,125	1125	
Ambrosden	593.1	-236	357	350	236	586	581	0.86%
Ardley	259.3		259	254		254	249	2.01%
Amcott	374.6	-2	373	366	2	368	268	37.31%
Banbury	13039.4		13039	12778		12,778	12567	1.68%
Barford	261.4		261	256		256	255	0.39%
Begbroke	366.1		366	359		359	353	1.70%
Bicester	9889.0		9889	9691		9,691	9576	1.20%
Blackthorn	144.8		145	142		142	141	0.71%
Bletchingham	334.8		335	328		328	319	2.82%
Bloxham	1375.8		1376	1348		1,348	1321	2.04%
Bodicote	896.1		896	878		878	811	8.26%
Bourton	295.0		295	289		289	287	0.70%
Broughton	121.1		121	119		119	120	-0.83%
Bucknell	103.5		104	102		102	99	3.03%
Caversfield	449.5	-2	448	439	2	441	437	0.92%
Charlton on Otmoor	193.5		194	190		190	191	-0.52%
Chesterton	561.7		562	551		551	408	35.05%
Claydon	134.3		134	131		131	135	-2.96%
Cottisford	68.2		68	67		67	70	-4.29%
Cropredy	303.9		304	298		298	294	1.36%
Deddington	901.0		901	883		883	872	1.26%
Drayton	91.3		91	89		89	86	3.49%
Duns Tew	230.5		231	226		226	214	5.61%
Epwell	139.5		140	137		137	136	0.74%
Fencot and Murcott	130.5		131	128		128	126	1.59%
Finmere	221.0		221	217		217	214	1.40%
Fringford	259.3		259	254		254	248	2.42%
Fritwell	315.0		315	309		309	264	17.05%
Godington	21.0		21	21		21	22	-4.55%
Gosford and Water Eaton	537.2		537	526		526	520	1.15%
Hampton Gay and Poyle	79.9		80	78		78	73	6.85%
Hanwell	124.1		124	122		122	123	-0.81%
Hardwick with Tusmore	37.9		38	37		37	37	
Heihe	108.3		108	106		106	105	0.95%
Hook Norton	902.4		902	884		884	879	0.57%
Horley	163.1		163	160		160	158	1.27%
Horton	163.7		164	161		161	160	0.63%
Horton cum Studley	247.1		247	242		242	243	-0.41%
Islip	318.0		318	312		312	310	0.65%
Kidlington	4739.5		4740	4645		4,645	4571	1.62%
Kirtlington	447.8		448	439		439	434	1.15%
Launton	495.6		496	486		486	474	2.53%
Lower Heyford	211.9		212	208		208	211	-1.42%
Merton	143.6	-5	139	136	5	141	139	1.44%
Middle Aston	66.3		66	65		65	65	
Middleton Stoney	149.0		149	146		146	146	
Milcombe	218.6		219	215		215	207	3.86%
Milton	119.0		119	117		117	117	
Mixbury	117.7		118	116		116	116	
Mollington	229.5		230	225		225	221	1.81%
Newton Purcell	44.3		44	43		43	38	13.16%
Noke	79.1		79	77		77	78	-1.28%
North Aston	95.0		95	93		93	87	6.90%
North Newington	150.9		151	148		148	149	-0.67%
Oddington	66.3		66	65		65	65	
Piddington	169.6		170	167		167	168	-0.60%
Prescote	6.3		6	6		6	6	
Shenington	220.9		221	217		217	213	1.88%
Shipton on Cherwell	143.0		143	140		140	138	1.45%
Shutford	205.3		205	201		201	198	1.52%
Sibford Ferris	191.7		192	188		188	189	-0.53%
Sibford Gower	250.5		251	246		246	241	2.07%
Somerton	141.3		141	138		138	137	0.73%
Souldern	202.1		202	198		198	196	1.02%
South Newington	151.8		152	149		149	151	-1.32%
Steeple Aston	417.4		417	409		409	409	
Stoke Lyne	102.9		103	101		101	98	3.06%
Stratton Audley	206.0		206	202		202	201	0.50%
Swalcliffe	109.6		110	108		108	104	3.85%
Tadmerton	255.0		255	250		250	247	1.21%
Upper Heyford	394.0		394	386		386	350	10.29%
Wardington	235.0		235	230		230	231	-0.43%
Wendlebury	192.9		193	189		189	187	1.07%
Weston on the Green	240.0		240	235		235	230	2.17%
Wiggington	120.1		120	118		118	104	13.46%
Wroxton	280.8		281	275		275	272	1.10%
Yarnton	1055.1		1055	1034		1,034	1087	-4.88%
	48568.8	-245.0	48,328	47,364	245	47,609	46,672	

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## Cherwell District Council

### Executive

6 January 2014

#### South West Bicester Sports Village Progress Update

#### Report of Head of Community Services

This report is public

#### Purpose of report

To provide a progress report on the Bicester Sports Village project.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To note the progress on the construction of Phase 1 (grass pitches, cycle track and landscaping) and the appointment of a contractor to progress the design and planning application for Phase 2 (pavilion and car park) and Phase 3 (Athletics track, synthetic grass pitch, tennis courts, etc...).

#### 2.0 Introduction

- 2.1 At the Executive meeting in June 2013, the Executive considered an update report on the South West Bicester Sports Village project and requested officers to provide regular progress reports to future meetings. The first of these update reports was presented to the Executive meeting in September and Members noted the progress at that time.
- 2.2 Details of further progress are set out below. In summary the grass pitch works for phase 1 are now in the establishment period and the base layer for the perimeter cycle track works has been completed. This phase will be completed in Spring 2014 when the landscaping/planting is installed and the top layer of the cycle track is laid out. The Phase 2 and 3 procurement process has also been completed, Morgan Sindall PLC being awarded the contract for the design and construction of the Phase 2 works and also the design of the Phase 3 works. Phase 2 construction is expected to commence late 2014. Phase 3 construction can be added at a future date subject to the additional funding being secured, estimated to be in the region of £2.35m.

- 2.3 Options for the future management arrangements of the sports village are still being explored and will be considered further by the Project Board at the end of January.

### **3.0 Report Details**

#### **Progress on Phase 1 (Grass Pitch Construction)**

- 3.1 The construction of the pitch platforms, drainage system and seeding of pitches for Phase 1 is now in its establishment period. The base layer for the cycle track has been constructed and will be completed with the finished tarmac level after the perimeter landscaping works are completed in the spring. Maintenance of the Phase 1 area will continue to be carried out over the next two years in readiness for the pitches being available for play in September 2015.
- 3.2 Issues in connection with the project are captured in the Project Issues log and reviewed by the Project Board.

#### **Procurement of Phase 2 and 3 design work; and construction of Phase 2 (Pavilion and Car Park)**

- 3.3 The Procurement process for the appointment of the contractor for this work was completed in September and Morgan Sindall PLC has been awarded the contract for the design work for Phases 2 and 3. This design work forms the basis of the planning application and will be fundamental to the funding strategy for those facilities where funding is still to be identified.
- 3.4 The Design team will be presenting initial proposals to the Project Board at the end of January. They will be firming up these proposals after consultation with planning officers, County Highways officers, the Environment Agency, Sport England and relevant sports National Governing Bodies, as well as the local clubs and local community. It is expected that a planning application will be submitted in March/April 2014.
- 3.5 The contract award to Morgan Sindall also included the Phase 2 construction works (pavilion and car park), which the contractor is expected to commence late 2014, and the opportunity to add the Phase 3 works at a future date should funding allow.

The key project milestones are;

Design work for Phases 2 and 3: Now until April 2014

Planning application process: April 2014 until July 2014

Decision on preferred management option: March 2014

Procurement/establishment of management arrangements: April 2014 until May 2015

Seeking funding for Phase 3: April 2014 onwards

Construction of Phase 2: November 2014 until July 2015

Phase 1 and 2 become operational: September 2015

## **Operational management arrangements and revenue funding**

- 3.6 The Project Board has also been considering the operational management arrangements for the Sports Village. Consultants were commissioned to explore the various options available and their report was recently received by the Council. Their advice suggested a possible preference for a management contract with an organisation that has a trust status and can therefore benefit from non-domestic rate relief. Officers are currently exploring this and the other options identified in the report as well as examining recent adverse changes to non-domestic rate relief regulations, which could be a key factor in determining a preferred delivery vehicle for Sports Village management, and will be reporting to the Project Board at the end of January.

Members are reminded that alongside this work and the design work for Phases 2 and 3 will be a financial modelling exercise to achieve more certainty on any revenue implications which will, in turn, inform further discussions with our partner, Bicester Town Council. Progress in this area will be reported further in the next bi-monthly update report.

### **Sports club development**

- 3.7 Officers are currently working with local sports clubs and relevant sports' national governing bodies to produce a sports development plan for the town. This plan will form part of the funding strategy and is necessary in seeking further external funding.

### **Education Campus**

- 3.8 A site adjacent to the sports village has been ear marked for a senior school. However, the County Council are uncertain if this particular site will be progressed in this way. If or when the school site is progressed it will generate capital and revenue contributions towards the project as well as helping to maximise usage of the facilities, prospects that potential funding partners are likely to find particularly attractive.
- 3.9 Officers will be discussing this further with the County Education officers and reporting their findings to the Project Board at the end of January.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 This is a Project Board update report to advise Executive of progress.

## **5.0 Consultation**

Oxfordshire County Council  
Bicester Town Council  
Local Clubs  
Sport England

## 6.0 Alternative Options and Reasons for Rejection

The Project has been approved and is progressing in accordance with these approvals. There are no other Options being considered.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 As this is an update report there are no financial implications arising from it. Phase 1 and Phase 2 are fully funded. Phase 3 is not funded at this stage (estimated to be in the region of £2.35m) and further work is required to secure external grant support.

Comments checked by: Tim madden, Interim Head of Finance and Procurement  
0300 003 0106 [tim.madden@cherwellandsouthnorthants.gov.uk](mailto:tim.madden@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 7.2 There are no legal implications arising from this update report. Law and Governance continues to provide guidance and advice as necessary as this project progresses.

Comments checked by: Kevin Lane, Head of Law and Governance, 0300 0030107  
[kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

- 7.3 There are no risks arising from this report but it should be noted that funding for Phase 3 is not yet identified.

Comments checked by: Claire Taylor, Corporate Performance Manager, 0300 003 0113  
[claire.taylor@cherwellandsouthnorthants.gov.uk](mailto:claire.taylor@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** No.

**Community Impact Threshold Met:** No.

### Wards Affected

All Bicester Wards and surrounding rural areas.

## Links to Corporate Plan and Policy Framework

### **A Safe, Healthy and Thriving District.**

Providing the Bicester Multi-Sports Village would enable residents of Bicester and surrounding areas including children, young people and adults to take part in greater opportunities for meaningful, structured regular sport and physical activity. This would give each individual the health related benefits of a physically active lifestyle and is consistent with Eco Bicester – One Shared Vision.

### **A District of Opportunity**

The Bicester Multi-sports Village would provide a training facility for sports clubs to train and compete in their chosen sport. This would give players a participatory opportunity and give coaches and volunteers the opportunity to gain nationally recognised qualifications. If the full scheme was progressed the pavilion would also provide a much needed conference, function and meeting venue for Bicester increasing the facilities on offer to all organisations and companies.

### **Lead Councillor**

Councillor George Reynolds,  
Deputy Leader of the Council

## Document Information

<b>Appendix No</b>	<b>Title</b>
None.	
<b>Background Papers</b>	
None.	
<b>Report Author</b>	Philip Rolls, Recreation & Health Improvement Manager
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