



Meeting of Council

Monday 16 October 2023

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Monday 16 October 2023 at 6.30 pm, and you are hereby summoned to attend.

Yvonne Rees
Chief Executive

Friday 6 October 2023

AGENDA

1 Apologies for Absence

2 Declarations of Interest

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

3 Communications (Pages 7 - 8)

To receive communications from the Chairman and/or the Leader of the Council.

4 Petitions and Requests to Address the Meeting

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

Addresses may be presented by:

- A Local Government elector for the area,
- A person who is wholly or mainly resident in the area,
- A Council Taxpayer or National Non-Domestic Ratepayer for the area

Addresses must be on an item on the Agenda before the meeting and not exceed 5 minutes. No person may address more than one meeting on any particular issue.

Requests to address the meeting (including the agenda item and reason for the address) should be submitted to democracy@cherwell-dc.gov.uk The deadline for requests to address this meeting is noon on Friday 13 October 2023.

The deadline to present a petition to this meeting has passed.

Full details of public participation at meetings is available in the Constitution.

5 **Urgent Business**

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

6 **Minutes of Council** (Pages 9 - 20)

To confirm as a correct record the Minutes of Council held on 17 July 2023.

7 **Minutes**

- a) Minutes of Executive, Portfolio Holder Decisions and Executive Decisions not included in the 28 day notice

The Leader of the Council to formally propose that the minutes of the meetings of the Executive and Portfolio Holder Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting of Council held on 17 July 2023, no key or exempt decisions have been taken by the Executive which were not included in the 28 day notice.

- b) Minutes of Committees

The Leader of the Council to formally propose that the minutes of committees as set out in the Minute Book (circulated separately) be received.

8 **Questions**

- a) Written Questions

No written questions have been submitted. The deadline for written questions has now passed.

- b) Questions to the Leader of the Council

The Chairman to invite questions to the Leader of the Council (including any matters arising from the minutes).

Following a response to their question being provided Members will be entitled to a follow up or supplementary question.

c) Questions to Committee Chairmen on the Minutes

The Chairman to invite questions to Chairmen of Committees on any matter arising from the minutes of their committee (if any).

Council Business Reports

9 Calendar of Meetings 2024/2025 (Pages 21 - 30)

Report of Assistant Director Law and Governance and Monitoring Officer

Purpose of report

Council is asked to consider and agree the proposed calendar of meetings for the municipal year 2024/2025 (Appendix 1).

Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council for the municipal year 2024/2025 (Appendix 1).

10 Amendment to Committee Membership

The Labour Group Leader, Councillor Woodcock, has notified the Proper Officer of the following amendment to Labour Group committee membership:

Appeals Panel

Remove – Councillor Sean Woodcock

Add – Councillor Dr Chukwudi Okeke

Personnel Committee

Remove – Councillor Dr Chukwudi Okeke

Add – Councillor Sean Woodcock

Recommendations

The meeting is recommended:

- 1.1 To note the Labour Group committee membership amendment.

11 Exclusion of the Press and Public

The following item of business contains exempt information as defined in the following paragraph of Part 1, Schedule 12A of Local Government Act 1972.

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

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

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 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 and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

12 Town Centre House (Pages 31 - 112)

Exempt report of Corporate Director Resources

13 Readmittance of the Press and Public

Council to resolve to readmit the press and public to the meeting

14 Motions (Pages 113 - 116)

To debate the following motions which have been submitted with advance notice, in accordance with the Constitution (to be debated in the order submitted).

Topic	Proposer	Seconder
Cherwell Community Climate Forum	Councillor Mark Cherry	Councillor Matt Hodgson
Retrofitting	Councillor Sean Woodcock	Councillor Dr Chukwudi Okeke
Facilitating Sport and Leisure in our District	Councillor Nigel Simpson	Councillor Phil Champman

Please note that the deadline to submit motions has passed. The deadline for Members to submit amendments to motions is noon on Thursday 12 October. No amendments will be permitted after this deadline.

Any amendments submitted will be published as a supplement to the agenda on the afternoon of Friday 13 October. Amendments to motions will be dealt with in the order submitted.

For information

Please note:

Members are advised that written questions and motions for the next scheduled Council meeting on Monday 18 December 2023 must be submitted to the Assistant Director Law and Governance & Monitoring Officer, democracy@cherwell-dc.gov.uk, by noon on Wednesday 6 December 2023.

Councillors are requested to collect any post from their pigeon hole in the Members' Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 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.

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 democracy@cherwell-dc.gov.uk, 01295 221534

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Council Chairman and Vice Chairman Event Attendance*

27 July – Comms Event at Bodicote House

The event took place in the Council Chamber at Bodicote House. The event was held to celebrate 5 years of working with Syrian and vulnerable families. Chairman Cllr Les Sibley attended.

5 August - Jazz and Gin Mayoral Charity Fundraiser

Chairman Cllr Les Sibley attended the Jazz and Gin at Garth Park in aid of Bicester Baby Bank with his wife Mary Sibley.

11 August – Afternoon Tea Chairman Cllr Andrew Coles charity event

Chairman Cllr Les Sibley and wife Mary Sibley attended a charity event hosted by West Oxfordshire District Council (WODC) Chairman Cllr Andrew Coles at the WODC Council Offices. Afternoon tea was followed by a tour of the soon to be refurbished WODC Council Chamber and a trip through the underground bunker built during the cold war.

8 September – Cherwell Awards Ceremony

Chairman Cllr Les Sibley attended the event Cherwell Awards Ceremony held at Bodicote House.

11 September – Graven Hill Primary School Opening

Chairman Cllr Les Sibley attended the opening of Graven Hill Primary School.

10 October – High Sheriff Law Lecture and Court Sermon

At the time of publication, Chairman Cllr Les Sibley and wife Mary Sibley will be attending the High Sheriff Law Lecture. ‘Lawyers as Politicians’ will be delivered by The Rt Hon Victoria Prentis KC MP at the University of Oxford Examination Schools. The Law Lecture is followed by a Court Sermon and Glove Ceremony in the presence of Honourable Mr Justice Cavanagh being held at Christ Church Cathedral.

*Correct at time of agenda publication, 6 October 2023

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Cherwell District Council

Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 17 July 2023 at 6.30 pm

Present:

Councillor Les Sibley (Chairman)
Councillor Dr Chukwudi Okeke (Vice-Chairman)
Councillor Tom Beckett
Councillor Andrew Beere
Councillor Rebecca Biegel
Councillor Maurice Billington
Councillor Besmira Brasha
Councillor John Broad
Councillor Mark Cherry
Councillor Becky Clarke MBE
Councillor Patrick Clarke
Councillor Jean Conway
Councillor Gemma Coton
Councillor Nick Cotter
Councillor Isabel Creed
Councillor Andrew Crichton
Councillor Sandy Dallimore
Councillor John Donaldson
Councillor Donna Ford
Councillor Ian Harwood
Councillor David Hingley
Councillor Matt Hodgson
Councillor Simon Holland
Councillor Simon Lytton
Councillor Kieron Mallon
Councillor Nicholas Mawer
Councillor Fiona Mawson
Councillor Andrew McHugh
Councillor Lesley McLean
Councillor Ian Middleton
Councillor Julian Nedelcu
Councillor Adam Nell
Councillor Lynne Parsons
Councillor Rob Pattenden
Councillor Lynn Pratt
Councillor Chris Pruden
Councillor George Reynolds
Councillor Dan Sames
Councillor Nigel Simpson
Councillor Dorothy Walker
Councillor Amanda Watkins
Councillor Douglas Webb

Councillor Bryn Williams
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence:

Councillor Phil Chapman
Councillor Harry Knight
Councillor Eddie Reeves

Officers:

Yvonne Rees, Chief Executive
Ian Boll, Corporate Director Communities
Stephen Hinds, Corporate Director Resources
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law, Governance & Democratic
Services/Monitoring Officer
Natasha Clark, Governance and Elections Manager

19 **Declarations of Interest**

10. Motions.

Councillor Barry Wood, Other Registerable Interest, in relation to the NHS Anniversary as governor on South Central Ambulance Service.

Councillor Fiona Mawson, Non-registerable Interest, in relation to the Rail Crossing at Sandy Lane, Yarnton, motion as her property was in the vicinity of the crossing. She would address the meeting, then leave and not participate in the debate or vote.

Councillor Ian Middleton, Non-registerable Interest, in relation to the Rail Crossing at Sandy Lane, Yarnton, motion as her property was in the vicinity of the crossing. She would address the meeting, then leave and not participate in the debate or vote.

20 **Communications**

Members of the Public

The Chairman referred to the two public addresses to Council and reminded the meeting that members of the public may only speak at the appropriate time when invited to the front of the Chamber.

The Chairman asked Councillors to be respectful of each other when addressing the meeting and out of courtesy, to remain in their seat during items. If necessary, the Chairman would adjourn the meeting to allow for a comfort break at a suitable point.

Committee Membership Change

The Chairman invited the Leader of the Conservative Group, Councillor Wood, to report Conservative Group committee membership changes.

Councillor Wood advised that Councillor Patrick Clarke would replace Councillor Maurice Billington on Overview and Scrutiny Committee and Councillor Bryn Williams would replace Councillor Ian Harwood on Personnel Committee.

Resolved

- (1) That the amendments to committee membership, as advised by the Conservative Group Leader, be noted:

Overview and Scrutiny Committee

Remove – Councillor Maurice Billington

Add – Councillor Patrick Clarke

Personnel Committee

Remove – Councillor Ian Harwood

Add – Councillor Bryn Williams

Chairman's Engagements

A copy of the events attended by the Chairman published with the agenda. The Chairman advised Council that his fundraising dinner to raise money for his charity, Alexandra House of Joy, would be taking place on Saturday 18 November. Further information would be circulated in due course.

Members' Pigeon Holes

Members were reminded to check their pigeon hole and take any post.

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Petitions and Requests to Address the Meeting

The Chairman advised that one petition had been submitted in accordance with the Constitution and explained that the petition organiser could address the meeting but there was no debate or discussion on the petition, which would be referred for consideration and Council advised of the outcome.

The Chairman invited the petition organiser, Linda Newbery, to address Council for up to 5 minutes to introduce the petition:

“We, the undersigned, petition Council to use its website and leaflets to households on recycling and food waste to raise awareness of the links between food choices, individual carbon footprints and biodiversity loss.

We ask Council to encourage residents to consume less meat and dairy and to support local growers and farmers by choosing seasonal, local produce.

In line with its Declaration of Climate Emergency, Council can show residents that small, everyday dietary changes can be effective ways to reduce their

personal impact on climate and environment, at the same time offering health and money-saving benefits.

‘Understanding and potentially influencing public attitudes to meat consumption must be a fundamental component of future greenhouse gas emissions reduction strategies’ – Chatham House Environment and Society programme.”

The Chairman thanked Linda Newbery and confirmed that she would be kept updated regarding consideration of the petition. .

The Chairman advised Council that one request to address the meeting had been received in accordance with the Constitution. Parish Councillor David Brown, Yarnton Parish Council, had requested to address the meeting on the Rail Crossing at Sandy Lane, Yarnton motion. The Chairman explained he would invite Parish Councillor Brown to address the meeting prior to Council considering the motion.

22 **Minutes of Council**

The minutes of the Annual Council meeting held on 17 May 2023 and the reconvened Annual Council meeting on 23 May 2023 were agreed as correct records and signed by the Chairman.

23 **Minutes**

a) **Minutes of the Executive, Portfolio Holder Decisions and Executive Decisions made under Special Urgency**

Resolved

That the minutes of the meeting of the Executive and Portfolio Holder decisions as set out in the Minute Book be received and that it be noted that since the last meeting of Council at which this was reported, on 26 February 2023, two key decisions have been taken by the Executive which were not included in the 28 day notice relating to The Discretionary Housing Payments Policy 2023/24 review, and the Award of contract for the repair and refurbishment of Town Centre House

b) **Minutes of Committees**

Resolved

That the minutes of Committees as set out in the Minute Book be received.

24 **Questions**

a) Written Questions

The Chairman advised that one written question, addressed to the Leader, had been submitted with advance notice in accordance with the Constitution and had been published with the agenda. A response to the question had been published as a supplement to the agenda (and as annex to the Minutes as set out in the Minute Book).

The question was from Councillor Beere in relation to Emergency Planning.

Councillor Beere thanked the Leader for the comprehensive response.

b) Questions to the Leader of the Council

Questions were asked and answers received on the following issues:

Councillor Woodcock: Impact of rail station ticket office closures on residents requiring passenger assistance

Councillor Cherry: Repair of CCTV at Bretch Hill

Councillor Creed: Flytipping

Councillor Hodgson: National funding cuts to the Canal and River Trust

Councillor Reynolds: Local authorities building on the green belt land

Councillor Billington: Bollard at Kidlington High Street

Councillor Pruden:

c) Questions to Committee Chairmen on the Minutes

There were no questions to Committee Chairman on the minutes of meetings.

25 **Appointment of Representative to the Oxfordshire Joint Health Overview and Scrutiny Committee**

The Assistant Director Law and Governance & Monitoring Officer submitted a report to change the Cherwell District Council representative on the Oxfordshire Joint Health Overview and Scrutiny Committee (HOSC).

Resolved

- (1) That Councillor Lesley McClean be appointed as the Cherwell District Council representative on the Joint Oxfordshire Health Overview and Scrutiny Committee.

26 **Motions**

The Chairman advised that six motions had been submitted. No amendments to any of the motions had been submitted. In line with the Constitution, no amendments were now permitted.

Motion One: Cost of Living

It was proposed by Councillor Woodcock and seconded by Councillor Watkins that the following motion be adopted.

"This council notes the ongoing pressure on the budgets of local residents and calls on the Executive to draw up a cost-of-living action plan within 100 days."

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Motion Two: Rail Crossing at Sandy Lane, Yarnton

Prior to Council considering the motion, Parish Councillor David Brown, Yarnton Parish Council, address the meeting.

It was proposed by Councillor Simpson and seconded by Councillor Walker that the following motion be adopted.

"Cherwell District Council has acknowledged the Climate Change Emergency.

A major contributor to excessive CO2 output are unnecessary car journeys. The proposal by Network Rail to shut the vital link between Yarnton and Kidlington by closing the rail crossing at Sandy Lane will result in a significant increase in carbon emissions.

Permanent closure would see drivers forced to use Frieze Way or Langford Lane resulting in an average extra distance travelled of nearly two miles per journey.

Based on current trends this is estimated to result in an extra 4750 miles travelled on weekdays and an additional 3800 at weekends, resulting in 1.5 million unnecessary miles per year.

The cost of such surplus miles in money is hundreds of thousands of pounds to residents and businesses who rely on their cars; and extra pollution in the form of many tonnes of carbon emissions, contrary to the Council's environmental objectives.

This would go directly against the council's ambition to reduce CO2 output generated by transport and very significantly degrade the network of contacts that currently underpins the ancient and vital community nexus around the parishes of Yarnton, Begbroke, Kidlington and Gosford and Water Eaton.

The Council therefore asks the Executive to give careful consideration to keeping this vital link open, especially knowing that Oxford University Developments are proposing to fund and build a new road bridge on their site as part of their overall vision."

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Motion Three: Active Lifestyle

It was proposed by Councillor Simpson and seconded by Councillor McHugh that the following motion be adopted.

“Cherwell District Council continues to excel in its delivery of award winning active lifestyle programs including Move Together, You Move and Fast which are recognised nationally as class leading initiatives. We are all aware of the benefits, both mentally and physically that these projects have provided to numerous residents in Cherwell especially in our most deprived areas. The Council congratulates all team members for their ongoing commitment to deliver such positive impacts to our communities.

Featured below are just some of the positive impacts of the Move Together Program -

- 1500 people with Long Term Conditions on programme
- Cherwell have 37% of referrals across all the districts
- 85% reported that their mobility improved
- 72% reported that their ability to self-care improved
- 64% reported that their pain levels improved or stayed the same
- 69% reported that their levels of anxiety or depression improved

The Council therefore resolves to ask the Executive to consider committing both physical resources and financial backing to not only these current schemes but to always be looking at future initiatives to keep Cherwell residents both active and healthy.”

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Motion Four: Tenant's Charter

It was proposed by Councillor Crichton and seconded by Councillor Cherry that the following motion be adopted.

“While our own tenants will soon benefit from a Tenants' Charter, this council recognises its key role in supporting tenants in both the private and social rented sectors. We therefore call on the Executive to strengthen this Tenants' Charter by reiterating the basic rights of tenants across Cherwell, and the responsibilities of all landlords.

And that alongside this, it will run a public awareness campaign of the Charter encouraging tenants to be aware of their rights and of where local sources of advice and support can be found.”

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Motion Five: NHS Anniversary

It was proposed by Councillor Middleton and seconded by Councillor Higley that the following motion be adopted.

“The 75th anniversary of the founding of the NHS has recently been celebrated, recognising the outstanding achievement represented by the setting up of a ground-breaking health and welfare system shortly after World War II.

Since then the service has gone through numerous changes and has risen to increasing challenges, not least a global pandemic where all members of the service went above and beyond the call of duty in the face of unprecedented threats to their own lives and those of their patients.

On its 75th birthday the NHS continues to struggle to cope amidst staff shortages, funding crises, crumbling infrastructure and a growing elderly population. All this puts additional strain on a much-loved service that is still the envy of the world in terms of universal free healthcare at the point of use.

This council acknowledges the outstanding achievements of the NHS and applauds and thanks all those who work, and have worked, so diligently within the service, often against the odds, to keep us all healthy and cared for throughout our entire lives. We further affirm our support and thanks for all health workers in the Cherwell District.

We also call on the current and all future governments to ensure that the NHS remains where it has always been for most of our lives : at our side and on our side, fully funded and supported to ensure it will still be here in 2048 to celebrate its 100th anniversary.”

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Motion Six: Littering

It was proposed by Councillor Middleton and seconded by Councillor Mawson that the following motion be adopted.

“Littering in Cherwell is reaching epidemic proportions, particularly in rural areas, where hedgerows, verges and drainage ditches are becoming clogged with food wrappers, drinks bottles and other detritus, often discarded by passing motorists. Another perennial problem is that of dog mess bags left hanging on trees or simply dropped on the floor which adds plastic waste to the problem of dog fouling in recreational areas.

CDC already encourages local litter-picks and our recycling and waste team do a fantastic job of dealing with major issues like fly-tipping and general household waste. But what is also needed is a concerted campaign to highlight the nuisance of general littering and make it socially unacceptable to simply drop rubbish in towns and villages or on our roads and highways. These places should not be being treated as dustbins, impacting the environment and increasing the demand on our recycling teams to clear up the mess.

We therefore request that officers investigate the possibility of a 'Keep Cherwell Tidy' campaign to bolster initiatives already in place and to ideally report to the executive within 6 months.

Things to consider could include a focussed advertising strategy, increased provision of litter bins and dog mess bins, partnerships with food and beverage retailers to tackle the problem of discarded food and takeaway wrappers and enhanced enforcement measures for littering. We should also work with schools and colleges to foster local and civic pride in our towns, villages and green spaces amongst our young people."

No amendments to the motion having been proposed, the motion was debated as submitted. On being put to the vote the motion was carried unanimously.

Resolved

(1) That the following motion be adopted:

"This council notes the ongoing pressure on the budgets of local residents and calls on the Executive to draw up a cost-of-living action plan within 100 days."

(2) That the following motion be adopted:

"Cherwell District Council has acknowledged the Climate Change Emergency.

A major contributor to excessive CO2 output are unnecessary car journeys. The proposal by Network Rail to shut the vital link between Yarnton and Kidlington by closing the rail crossing at Sandy Lane will result in a significant increase in carbon emissions.

Permanent closure would see drivers forced to use Frieze Way or Langford Lane resulting in an average extra distance travelled of nearly two miles per journey.

Based on current trends this is estimated to result in an extra 4750 miles travelled on weekdays and an additional 3800 at weekends, resulting in 1.5 million unnecessary miles per year.

The cost of such surplus miles in money is hundreds of thousands of pounds to residents and businesses who rely on their cars; and extra pollution in the form of many tonnes of carbon emissions, contrary to the Council's environmental objectives.

This would go directly against the council's ambition to reduce CO2 output generated by transport and very significantly degrade the network of contacts that currently underpins the ancient and vital community nexus around the parishes of Yarnton, Begbroke, Kidlington and Gosford and Water Eaton.

The Council therefore asks the Executive to give careful consideration to keeping this vital link open, especially knowing that Oxford University Developments are proposing to fund and build a new road bridge on their site as part of their overall vision."

(3) That the following motion be adopted:

"Cherwell District Council continues to excel in its delivery of award winning active lifestyle programs including Move Together, You Move and Fast which are recognised nationally as class leading initiatives. We are all aware of the benefits, both mentally and physically that these projects have provided to numerous residents in Cherwell especially in our most deprived areas. The Council congratulates all team members for their ongoing commitment to deliver such positive impacts to our communities.

Featured below are just some of the positive impacts of the Move Together Program -

- 1500 people with Long Term Conditions on programme
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The Council therefore resolves to ask the Executive to consider committing both physical resources and financial backing to not only these current schemes but to always be looking at future initiatives to keep Cherwell residents both active and healthy."

(4) That the following motion be adopted:

"While our own tenants will soon benefit from a Tenants' Charter, this council recognises its key role in supporting tenants in both the private and social rented sectors. We therefore call on the Executive to strengthen this Tenants' Charter by reiterating the basic rights of tenants across Cherwell, and the responsibilities of all landlords.

And that alongside this, it will run a public awareness campaign of the Charter encouraging tenants to be aware of their rights and of where local sources of advice and support can be found.”

- (5) That the following motion be adopted:

“The 75th anniversary of the founding of the NHS has recently been celebrated, recognising the outstanding achievement represented by the setting up of a ground-breaking health and welfare system shortly after World War II.

Since then the service has gone through numerous changes and has risen to increasing challenges, not least a global pandemic where all members of the service went above and beyond the call of duty in the face of unprecedented threats to their own lives and those of their patients.

On its 75th birthday the NHS continues to struggle to cope amidst staff shortages, funding crises, crumbling infrastructure and a growing elderly population. All this puts additional strain on a much-loved service that is still the envy of the world in terms of universal free healthcare at the point of use.

This council acknowledges the outstanding achievements of the NHS and applauds and thanks all those who work, and have worked, so diligently within the service, often against the odds, to keep us all healthy and cared for throughout our entire lives. We further affirm our support and thanks for all health workers in the Cherwell District.

We also call on the current and all future governments to ensure that the NHS remains where it has always been for most of our lives : at our side and on our side, fully funded and supported to ensure it will still be here in 2048 to celebrate its 100th anniversary.”

- (6) That the following motion be adopted:

“Littering in Cherwell is reaching epidemic proportions, particularly in rural areas, where hedgerows, verges and drainage ditches are becoming clogged with food wrappers, drinks bottles and other detritus, often discarded by passing motorists. Another perennial problem is that of dog mess bags left hanging on trees or simply dropped on the floor which adds plastic waste to the problem of dog fouling in recreational areas.

CDC already encourages local litter-picks and our recycling and waste team do a fantastic job of dealing with major issues like fly-tipping and general household waste. But what is also needed is a concerted campaign to highlight the nuisance of general littering and make it socially unacceptable to simply drop rubbish in towns and villages or on our roads and highways. These places should not be being treated

as dustbins, impacting the environment and increasing the demand on our recycling teams to clear up the mess.

We therefore request that officers investigate the possibility of a 'Keep Cherwell Tidy' campaign to bolster initiatives already in place and to ideally report to the executive within 6 months.

Things to consider could include a focussed advertising strategy, increased provision of litter bins and dog mess bins, partnerships with food and beverage retailers to tackle the problem of discarded food and takeaway wrappers and enhanced enforcement measures for littering. We should also work with schools and colleges to foster local and civic pride in our towns, villages and green spaces amongst our young people."

27 **Urgent Business**

There were no items of urgent business.

The meeting ended at 9.35 pm

Chairman:

Date:

Cherwell District Council

Council

16 October 2023

Calendar of Meetings 2024/2025

Report of Assistant Director Law and Governance and Monitoring Officer

This report is public

Purpose of report

Council is asked to consider and agree the proposed calendar of meetings for the municipal year 2024/2025 (Appendix 1).

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council for the municipal year 2024/2025 (Appendix 1).

2.0 Introduction

- 2.1 It is necessary for Council to agree a calendar of meetings to enable the business of the council to be programmed appropriately in conjunction with its statutory requirements and the Executive's and Committee's work programmes and to enable the corporate leadership team and senior managers to programme key dates into their work plans.
- 2.2 The proposed Cherwell District Council 2024/2025 calendar of meetings is attached at Appendix 1.

3.0 Report Details

Cherwell District Council (CDC) Meeting Calendar

- 3.1 The Cherwell District Council calendar of meetings has been prepared on the basis of the considerations set out in the paragraphs below and takes into account Bank Holidays, the summer period when meetings are traditionally avoided as far as practicable and the 2024 post-election and 2025 pre-election periods.

- 3.2 The calendar has been developed over time to meet the changing needs of the authority. Meeting dates are set to ensure that there are appropriate reporting lines to allow relevant committees to be informed, scrutinise and make valuable contributions to the decisions of Executive and Council.

Full Council

- 3.3 Council meetings are held on Mondays with the exception of the Annual Council meeting. It was agreed at the 17 October 2022 Council meeting that the Annual Council for the 2024/25 municipal year be held on Wednesday 15 May 2024. The calendar at Appendix 1 amends this date to Wednesday 22 May 2024. This will allow for additional time for the inclusion of proportionality calculations following the local elections taking place on Thursday 2 May 2024 and allows sufficient time for political groups to meet and nominate their committee members before the Annual Council meeting.
- 3.4 The 2025/26 Annual Council is included on the meeting schedule at Appendix 1. Whilst district council elections are not scheduled in 2025, it is proposed that a later be retained and this be held on Wednesday 21 May 2025.
- 3.5 At the conclusion of the Annual Meeting, the first meetings of formal committees are held to appoint their Chairman and Vice-Chairman for the forthcoming municipal year.

Executive and Shareholder Committee

- 3.6 Meetings of Executive are scheduled on the first Monday of each month with the following exceptions: August and May when no Executive meetings are scheduled; and June and September which are scheduled for the second Monday of the month.
- 3.7 The Shareholder Committee is a sub-committee comprising five Executive members who will be appointed by Executive at their first meeting of the 2024/25 municipal year. Shareholder Committee meetings are scheduled quarterly.

Overview and Scrutiny Committee and Budget Planning Committee

- 3.8 Meetings of the Overview and Scrutiny Committee and the Budget Planning Committee are scheduled to tie in with key activities undertaken by each Committee. The scheduling ensures that meetings enable feedback between the Executive and the respective Committee.
- 3.9 Scrutiny review working groups established by the Overview and Scrutiny will set their own meeting dates.

Planning Committee

- 3.10 Meetings of the Planning Committee are scheduled every 4 weeks as far as practicable taking into account Bank Holidays and the election period.
- 3.11 It is mandatory for councillors appointed to Planning Committee or as a named substitute to attend training each year prior to attending a committee meeting. The training date is included as part of the 2024 Member Induction programme.

Accounts, Audit and Risk Committee

- 3.12 The Accounts, Audit and Risk Committee is a key component of Cherwell District Council's corporate governance framework. It provides an independent and high-level focus on the adequacy of the risk management framework, the internal control environment, the integrity of the financial reporting and governance processes. The Accounts, Audit and Risk Committee has six scheduled meetings.
- 3.13 It is mandatory for all members appointed to the Accounts, Audit and Risk Committee each year to attend training prior to attending a committee meeting. The training will be held on the same date, immediately prior, to the first scheduled meeting to facilitate attendance. Additional training/briefings for Accounts, Audit and Risk Committee members will continue to be scheduled prior to or at the conclusion of scheduled meetings as this has been received favourably by Committee members.

Personnel Committee and Appeals Panel

- 3.14 The Personnel Committee is responsible for staffing matters in accordance with its Terms of Reference. Meetings are scheduled quarterly to enable the Committee to receive regular staffing updates and support officers scheduling items that require decision by the Committee.
- 3.15 The Appeals Panel would only meet to determine appeals in accordance with its Terms of Reference. Meetings will be arranged if required, following consultation with the Appeals Panel Chairman (or Vice-Chairman in their absence), HR and relevant Director(s).

Licensing Committee and Licensing Sub-Committee

- 3.16 The Licensing Committee is responsible for licensing matters in accordance with its Terms of Reference. Two meetings are scheduled as placeholders and will take place if there is business for the Committee.
- 3.17 The Licensing Sub-Committee is required to meet if decisions on applications under the Licensing Act 2003 and Gambling Act 2005 cannot be decided under delegated powers as valid objections/representations have been received and not withdrawn. The Licensing Sub-Committee has to meet within set timescales and meeting dates will be agreed with Sub-Committee members and Licensing Officers to ensure the statutory requirements are fulfilled.
- 3.18 The Licensing Subcommittee will be made up of any three Members drawn from the membership of the Licensing Committee who have received appropriate training. This training will be scheduled as part of the Member Induction programme.

Standards Committee

- 3.19 The Standards Committee is responsible for matters relating to Member conduct and the ethical framework in accordance with its Terms of Reference. Two meetings are scheduled as placeholders and will take place if there is business for the Committee.

Member Induction 2024 and All Member Seminars

- 3.20 Following Cherwell local elections an induction programme is scheduled between May and July to support newly elected Members and provide all information and support they need to fulfil their role. The sessions included on the meeting calendar are not an exhaustive list rather key sessions to support newly elected councillors in their role.
- 3.21 Mandatory Planning Committee and Accounts, Audit and Risk Committee training, which must be attended by all councillors appointed to each committee, is included as part of the Member Induction programme. Specific training for other committee members is also. Each session is scheduled prior to the first meeting of the particular committee and is open to all Members.
- 3.22 Additional sessions and service specific briefings will also be scheduled. Member Induction sessions are also open to re-elected and standing councillors.
- 3.23 Following the induction programme dates for monthly “All Member Seminars” have been included on the proposed calendar of meetings. The briefings are scheduled monthly from September 2024 to March 2025. The day of the week varies in acknowledgement of other commitments Members have. Additional briefing and training sessions will be arranged throughout the year as necessary to cover matters as requested by Members or officers.
- 3.24 Member induction, briefing and training sessions are not open to the public. It is anticipated that sessions will be largely hybrid or virtual, content dependant, in continuation of the well-received and well-attended hybrid and virtual sessions. Hybrid and virtual seminars also help the Council meet its climate change objectives by eliminating the need for travel, which in turn supports facilitates attendance for Members in reducing the time taken to travel.

Cherwell Parish Liaison Meetings

- 3.25 The bi-annual Parish Liaison Meetings are scheduled and organised by the Communities Team. The 2024/2025 meetings will be held on Wednesday 12 June and Wednesday 13 November 2024. The dates are included in this report for information. Further details will be provided to Parish Councils and Members in advance of each meeting.

Publicising Meeting Dates and Addition of Meeting Dates to Calendars

- 3.29 Once agreed, all committee meeting dates listed at Appendix 1 will be added to the Council’s website. This online calendar is the most effective way to view accurate and up to date public meeting dates. Members (and anyone who wishes) can download meeting dates into their own calendar from the website.
- 3.30 The Democratic and Elections Team will send meeting requests to committee members to ensure Members have meeting dates in their calendars. After the May 2024 Annual Council Meeting, updated meeting requests will be sent as required to reflect any changes to committee membership.
- 3.31 For Member Induction, Seminar and Briefing sessions, the meeting requests will include details as to how to join the sessions virtually.

Amendments to the Calendar of Meetings

- 3.32 Members are reminded that the Council's Constitution sets out that no alterations to the dates and times of meetings shall take place unless Council, the Committee or Sub-Committee agrees an ad-hoc change or the Chairman of the relevant Committee or Sub-Committee, after consultation with the Assistant Director Law and Governance, concurs with either a cancellation, or an alternative date or time.
- 3.33 If there are any changes to meeting dates Members will be notified via email, updated meeting requests sent and the website updated accordingly.

Format of Meetings

- 3.35 Committee members (and appointed substitutes) are required to attend formal meetings in person to be able to participate and vote. Formal meetings are held as hybrid meetings which enables non-committee members, officers and members of the public wishing to address a meeting to attend virtually. All meetings are webcast.
- 3.36 The majority of informal meetings and Member briefings are held virtually or hybrid. This helps facilitate attendance for Members and supports the councils climate agenda by reducing travel where possible.

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is believed that the proposed calendar of meetings for the municipal year 2024/2025 as set out at Appendix 1 will provide a suitable decision making framework for Cherwell District Council.

5.0 Consultation

Corporate Leadership Team

Support and recommend the adoption of the proposed calendar of meetings.

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 amend dates in the proposed calendar. This is not recommended as any changes to the proposed calendar may have a knock on effect to the meeting cycle or performance targets / statutory deadlines which may in turn require the whole calendar to be redrafted. The Constitution allows for in-year meeting dates to be added and changes to meeting dates and the process for this is set out at paragraphs 3.32 and 3.33.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial or resource implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845,

Michael.furness@cherwell-dc.gov.uk

Legal Implications

7.2 Meetings which the Council is required by legislation to hold have been included on the meeting calendar. There are no other legal issues arising from this report.

Comments checked by:

Shiraz Sheikh, Monitoring Officer, shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

7.3 The Council needs to have in place a programme of meetings to ensure effective and efficient decision making.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader, 01295 221556

Celia.Prado-Teeling@Cherwell-dc.gov.uk

Equalities Implications

7.4 There are no direct equalities implications associated with this report.

Comments checked by:

Celia Prado-Teeling, Performance and Insight Team Leader, 01295 221556

Celia.Prado-Teeling@Cherwell-dc.gov.uk

Sustainability Implications

7.5 There are no direct sustainability implications associated with this report.

Comments checked by:

Jo Miskin, Climate Action Manager, jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All - Agreement of a calendar of meetings has significant implications for the Council's business planning and the programming of work.

Lead Councillor

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services

Document Information

Appendix number and title

- Appendix 1 – Proposed Calendar of meetings 2024/2025

Background papers

None

Report Author and contact details

Natasha Clark, Governance and Elections Manager,
01295 221589, natasha.clark@cherwell-dc.gov.uk

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Cherwell District Council Calendar of Meetings 2024/25¹

Appendix 1

Notes:

- Bank Holidays during the municipal year 2024/25: Monday 27 May 2024; Monday 26 August 2024; Wednesday 25 December 2024; Thursday 26 December 2024; Wednesday 1 January 2025; Friday 18 April 2025; Monday 21 April 2025; Monday 5 May 2025.
- Chair(man) and Vice-Chair(man) for all Committees for the municipal year 2024/25 will be appointed at the first meetings of Committees held at the conclusion of the Annual Council meeting
- Licensing Sub-Committee and Appeals Panel meetings will be arranged if required.
- Parish Liaison Meetings - Wednesday 12 June 2024 & Wednesday 13 Nov 2024

CDC Council	Executive	Shareholder Committee	Accounts, Audit & Risk Committee	Budget Planning Committee	Licensing Committee	Overview & Scrutiny Committee	Personnel Committee	Planning Committee	Standards Committee	Member Induction 2024 (May – July)	Monthly All Member Seminar (Sept – March)
Mon, 6.30pm	Mon, 6.30pm	Weds, 6.30pm	Weds, 6.30pm	Tues, 6.30pm	Bi-annual, Wednesday 6.30pm	Tues, 6.30pm	Weds, 6.30pm	Thurs, 4pm	Bi-annual, Wednesday, 6.30pm	Dates/times as set out. Hybrid unless indicated.	Monthly, 6pm – 7.30pm, hybrid / virtual dependent on topic
2024 Wednesday 22 May Annual Council 15 July 21 October 16 December 2025 24 February 2025/26 Wednesday 21 Mar 2025 Annual Council (No scheduled Cherwell local elections on Thursday 1 May 2025 – Oxfordshire County Council elections)	2024 10 June 1 July 9 September 7 October 4 November 2 December 2025 6 January 3 February 3 March 7 April	2024 26 June 16 October 11 December 2025 12 March	2024 6pm – 7.30pm, 29 May AARC training (Mandatory for AARC members) 7.30pm, 29 May 17 July 25 September 20 November 2025 15 January 19 March	2024 Tues 4 June – Local Government Finance training 16 July 17 September 29 October 10 December 2025 21 January 4 March	2024 10 July 2025 19 February	2024 w/c 10 June – OSC training 25 June 30 July 10 September 15 October 26 November 2025 28 January 11 March	2024 19 June: 6.00pm – 6.25pm training 19 June 18 September 27 November 2025 12 February	2024 5-6.30pm, Thurs 30 May – Planning training (Mandatory for Planning Committee members and named subs) 6 June 4 July 1 August 5 September 3 October 2 November 7 December 2025 16 January 20 February 20 March	2024 3 July 2025 5 February	2024 1pm – 6pm, Wednesday 15 May: In person Member Welcome Event to incorporate hybrid Code of Conduct & Constitution Basics training 5pm–6.30pm, Monday 20 May: Meeting Procedures 5pm – 6.30pm, Thurs 23 May: Chairing Skills (Mandatory for all Chairs & V-Chairs) 6pm – 7.30pm, 29 May AARC training (Mandatory for AARC members) 5pm-6.30pm, Thursday 30 May: Planning Committee (Mandatory for Planning Committee members and subs) 5pm – 6.30pm: Tues 4 June, Local Government Finance W/C 10 June – Overview & Scrutiny Training 6pm – 6.30pm “Meet the “service” sessions will be scheduled prior to committee meetings	2024 Thursday 12 September Thursday 17 October Tuesday 12 November Thursday 12 December date) 2025 Wednesday 22 January Tuesday 11 February Thursday 13 March

¹ Dates are subject to change. The website will be updated and Members notified accordingly.

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Council

Monday 16 October 2023

Motions

Motion Proposer: Councillor Mark Cherry

Motion Seconder: Councillor Matt Hodgson

Topic: Cherwell Community Climate Forum

Motion

“The council notes Cherwell District Council declared a climate emergency in 2019.

Since that declaration, every month brings news of another extreme weather event and associated loss of life and habitat. Anthropogenic global heating is a reality and we are now catching a glimpse of its devastating consequences. Worse is certainly yet to come.

It is paramount, therefore, that communities work together to attempt to mitigate the worst effects of this very great threat to all life on this planet, and that residents are provided with opportunities to have positive, meaningful and actionable input into Cherwell District Council’s necessarily evolving and adapting climate action plan.

This Council asks the Executive to:

- Initially undertake a one-off community forum, inviting local residents and representatives from local climate-action groups, with the aim to best map out the future agenda of Cherwell’s climate response.
- Action by January 2024.
- Consider how best to continue community engagement regularly thereafter.”

Motion Proposer: Councillor Sean Woodcock

Motion Seconder: Councillor Dr Chukwudi Okeke

Topic: Retrofitting

Motion

“In the Oxfordshire Net Zero Route Map & Action Plan presented to the Overview and Scrutiny Committee on the 14th of March 2023, CDC commits Net Zero Target for the District by 2030 which includes the Domestic Energy Sector. It was noted in the original Tenant Charter presented in the Full Council meeting on the 19th of December 2022 that 50% of properties in Cherwell do not meet basic energy efficiency standards. It is most likely that without retrofitting, the CDC's

commitments to Net Zero will not be met. Retrofitting properties not only ensures that CDC meets its Net Zero Target commitments and makes the Council-adopted Tenant Charter more beneficial to the residents, but it will also create jobs in the district.

This Council calls on the Executive to:

- Develop a retrofitting action plan for council-owned housing, showing how it will become carbon neutral by 2030.
- Engage with relevant partners to investigate retrofitting prospects across the district, spanning retrofitting properties in social housing, privately rented and owner-occupied.
- Acknowledge the benefit of retrofitting to the economy
- Seek relevant possible funding sources to advance this work.
- With the consent of the Overview & Scrutiny Committee, this work is included within the Climate Action group.”

Motion Proposer: Councillor Nigel Simpson

Motion Seconder: Councillor Phil Chapman

Topic: Facilitating Sport and Leisure in our District

Motion

“This Council has always believed with cross Party support, that the provision of quality and affordable Sport and Leisure facilities are integral to the quality of life enjoyed by our residents. There is a strong connection between health, wellbeing and fitness. Healthy bodies, healthy minds.

This Council further believes that proactive forward planning for either refurbished or new additional projects is essential and that this requires active engagement with Members, Parish and Town Councils, and the Sports and Leisure stakeholders both local and national as appropriate.

The Council notes the current Leisure facilities forward plan that includes:

- * modernisation of the Fitness changing rooms at Kidlington Leisure Centre.
- * remedial works to cure roof leaks at Spiceball Leisure Centre.
- * replacement of gym equipment at all the Leisure Centres in December.
- * work for a new swimming pool at Bicester - the first phase feasibility study is now completed.
- * Pre application planning advice now underway for the North Oxfordshire Academy 3G Pitch.
- * redevelopment of the swimming pool changing facilities at Woodgreen.

* work on the provision of a new seated spectator area at NOA.

* work on the design proposals for pitches and pavilion at Graven Hill.

The Council requests that the Leader and Officers consider allocating an all Member briefing to this topic and also making it an agenda item for the next Parish Liaison Meeting.”

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