



Meeting of Council

Monday 16 December 2024

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA on Monday 16 December 2024 at 6.30 pm, and you are hereby summoned to attend.

Monitoring Officer
Friday 6 December 2024

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 9 - 10)

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 December 2024.

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 11 - 24)

To confirm as a correct record the Minutes of Council held on 21 October 2024.

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 21 October 2024 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 (Pages 25 - 26)

- a) Written Questions

Three written questions have been submitted with advance notice in accordance with the Constitution. These are attached to the agenda.

Question from:	Question topic:
Councillor Eddie Reeves	Small Business Champion
Councillor Donna Ford	Local banking facilities
Councillor Donna Ford	Oxfordshire County Council recycling centres

A written response to the questions will be published on the working day before the meeting.

The Member who submitted the written question may ask a supplementary question provided it is relevant to the reply and does not introduce any new matter. The Member to whom the question was addressed may reply to such supplementary question or undertake to reply in writing.

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 Polling District and Polling Places Review 2024 (Pages 27 - 76)

Report of (Acting) Returning Officer

Purpose of report

To agree the recommendations of the council's Polling District and Polling Place Review 2024.

Recommendations

Council resolves:

- 1.1 To agree the recommendations for Polling Districts and Polling Places within Cherwell as set out at Appendix 1.
- 1.2 To note that the Polling District codes will be updated for inclusion in the Electoral Register being published on 1 February 2025.

- 1.3 To note that the Constitution gives delegated to the Returning Officer “To amend the Council’s Polling Districts and Polling Places Order as necessary”.

10 Treasury Management Report - Mid-year review 2024-25 (September 2024)
(Pages 77 - 92)

Report of Assistant Director of Finance (Section 151 Officer)

Purpose of report

To provide information on treasury management performance and compliance with treasury management strategy for 2024-25 as required by the Treasury Management Code of Practice.

To demonstrate that all treasury management activities undertaken during the reporting period complied with the CIPFA Code of Practice and the council's approved Treasury Management Strategy.

Recommendations

Council resolves:

- 1.1 To note the contents of this Treasury Management mid-year review as recommended by the Accounts, Audit and Risk Committee on the 20 November 24.

11 Council Tax Reduction Scheme 2025/2026 (Pages 93 - 98)

Report of Assistant Director Finance (Section 151 Officer)

Purpose of report

To enable members to consider the proposed banded scheme for Council Tax Reduction (CTR) for 2025/26.

Recommendations

Council resolves:

- 1.1 To note the contents of this report and the financial implications for the council.
- 1.2 To approve:
 - The option of no change to the Council Tax Reduction Income Banded Scheme for Working Age Applicants for 2025/26.
 - To amend Working Age Regulations in line with annual uprating and to amend the Council Tax Regulations for pensioners in line with uprating announced by Department for Levelling Up Housing and Communities.

12 **Updates to the Constitution** (Pages 99 - 106)

Report of Monitoring Officer

Purpose of report

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose. This is to update members with the latest changes agreed by the Constitution Review Group (CRG) and to propose:

- (a) An additional ordinary meeting of Council in March 2025 and in March going forward.
- (b) That the meeting of Council scheduled to take place on 25 February 2025 (and in February going forward) will deal only with the Council budget and any associated reports and no other business.
- (c) Certain changes to the Constitution regarding the Licensing Committee to comply with the Law.

Recommendations

Council resolves:

- 1.1 To agree that the meeting of Council scheduled to take place on 24 February 2025 and in February each municipal year going forward will be regarded as the Budget Council.
- 1.2 To agree that an additional ordinary meeting of Council take place on Monday 17 March 2024 and that a March Council meeting be included in the calendar of meetings going forward.
- 1.3 To approve the Budget Council Procedure Rules detailed in Appendix 1.
- 1.4 To agree the separation of the Licensing Committee to a Licensing Acts Committee and General Licensing Committee with the proposed functions as set out in the report.
- 1.5 To delegate authority to the Monitoring Officer to make the amendments to the Constitution following (i) these changes, and (ii) organisational changes.

13 **Calendar of Meetings 2025/2026** (Pages 107 - 116)

Report of Monitoring Officer

Purpose of report

Council is asked to consider and agree the proposed calendar of meetings for the municipal year 2025/2026 (Appendix 1).

Recommendations

Council resolves:

- 1.1 To approve the calendar of meetings for Cherwell District Council for the municipal year 2025/2026 (Appendix 1).

14 **Amendment to Committee Membership**

The Liberal Democrat Group Leader, Councillor Hingley, has notified the Proper Officer of the following amendment to Liberal Democrat Group committee membership:

Accounts, Audit and Risk Committee

Remove: Councillor Jean Conway and Councillor Nick Cotter

Add: Councillor Frank Ideh and Councillor Rob Parkinson

Recommendation

Council resolves:

- 1.1 To note the Liberal Democrat Group committee membership amendment.

15 **Motions** (Pages 117 - 120)

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
Flooding	Cllr Kieron Mallon	Cllr Andrew McHugh
Oxfordshire County Council expenditure of development monies	Cllr Edward Fraser Reeves	Cllr Nick Mawer
Government change to Inheritance Tax treatment of farmland	Cllr Edward Fraser Reeves	Cllr Doug Webb

Please note that the deadline to submit motions has passed. The deadline for Members to submit amendments to motions is noon on Thursday 12 December. 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 December. Amendments for motions will be dealt with in the order submitted.

For information

Please note:

Assuming agreement of the Constitution Update report, Members are advised that written questions and motions for the next scheduled ordinary Council meeting at which these items will be considered is on Monday 17 March 2025 must be submitted to the Assistant Director Law and Governance & Monitoring Officer, democracy@cherwell-dc.gov.uk, by noon on Wednesday 5 March 2025.

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 to view a meeting online or attend a meeting in person, 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.

Webcasting and Broadcasting Notice

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber or joining virtually, you are consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Councillor Dr Chukwudi Okeke Attendance and Invites¹

22 October 2024

The Chairman, Cllr Dr Okeke attended Christ Church Cathedral in Oxford for the Civic Service.

23 October 2024

The Chairman, Cllr Dr Okeke attended the wellbeing day held at Bodicote House.

6 November 2024

The Chairman, Cllr Dr Okeke attended and chaired the online Cherwell Parishes Liaison Meeting

10 November 2024

Cllr Dr Chukwudi Okeke attended Remembrance Sunday Service, parade and wreath laying at Bodicote and Banbury Town Centre.

11 November 2024

The Chairman Cllr Dr Chukwudi Okeke attended the Remembrance Service that was held at Bodicote House.

16 November 2024

The Chairman Cllr Dr Chukwudi Okeke and Consort Dr Sandra Okeke hosted their Charity Dinner at The Whately Hall Hotel in Banbury. The evening was a great success and raised money for the Chairman's chosen charity, Oxfordshire Mind.

20 November 2024

The Chairman Cllr Dr Chukwudi Okeke attended RAF Croughton Civic Information Evening. The aim of the evening was to provide an update about activities at RAF Croughton, including the missions, construction projects, tenant units and future roles.

3 December 2024

Cllr Dr Chukwudi Okeke attended the Pantomime "Sleeping Beauty" performance organised by Oxfordshire Freemasons for disabled and disadvantaged children.

6 December 2024

Cllr Dr Chukwudi Okeke and consort Dr Sandra Okeke attended the Royal Borough of Windsor and Maidenhead Mayors Charity Christmas Event raising money for the Baby Bank.

7 December 2024*

The Chairman Cllr Dr Chukwudi Okeke and Cllr Becky Clarke MBE attended the US Embassy London Annex Holiday Dinner at the Chesterton Hotel in Bicester.

14 December 2024*

Cllr Dr Chukwudi Okeke attended the Nibo Family Association end-of-year event.

¹ As at agenda publication, 6 December 2024

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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 21 October 2024 at 6.30 pm

Present:

Councillor Dr Chukwudi Okeke (Chairman)
Councillor Dorothy Walker (Vice-Chairman)
Councillor Tom Beckett
Councillor Rebecca Biegel
Councillor Gordon Blakeway
Councillor Chris Brant
Councillor Besmira Brasha
Councillor John Broad
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Becky Clarke MBE
Councillor Jean Conway
Councillor Grace Conway-Murray
Councillor Gemma Coton
Councillor Nick Cotter
Councillor Andrew Crichton
Councillor Donna Ford
Councillor Ian Harwood
Councillor David Hingley, Leader of the Council
Councillor Matt Hodgson
Councillor Frank Ideh
Councillor Simon Lytton
Councillor Kieron Mallon
Councillor Fiona Mawson
Councillor Andrew McHugh
Councillor Lesley McLean
Councillor Ian Middleton
Councillor Julian Nedelcu
Councillor Rob Parkinson
Councillor Lynne Parsons
Councillor Rob Pattenden
Councillor Chris Pruden
Councillor Edward Fraser Reeves
Councillor David Rogers
Councillor Alisa Russell
Councillor Les Sibley
Councillor Nigel Simpson
Councillor Dr Kerrie Thornhill
Councillor Dom Vaitkus
Councillor Linda Ward
Councillor Amanda Watkins
Councillor John Willett

Councillor Douglas Webb
Councillor Barry Wood

Apologies for absence:

Councillor Dr Isabel Creed
Councillor Harry Knight
Councillor Nicholas Mawer
Councillor Sean Woodcock

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Corporate Director Communities
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
Natasha Clark, Governance and Elections Manager

26 **Declarations of Interest**

There were no declarations of interest.

27 **Communications**

Black History Month

The Chairman made the following statement: "This month, October is Black History Month, a time to recognise and celebrate the invaluable contributions of Black people to our society. It is also a time for institutions and organisations to reflect on their progress in addressing inequality. I am honoured to be celebrated by this council as its first black councillor and chairman. As a local council, we share huge responsibilities in building a healthy society – a society where everyone feels valued and represented irrespective of their identity. I am proud of this council for promoting such a society. I am sure we do acknowledge that there is more to do."

Members' Allowances Survey

The Chairman referred to the annual survey on Members' allowances. A paper copy had been given to all councillors and a link to complete the survey online would be emailed.

All councillors were encouraged to complete the survey as the feedback was valued by the Independent Remuneration Panel when considering its recommendations on Members' Allowances. The Panel's recommendations for the 2025/26 Scheme would be submitted to the 24 February 2025 Council meeting.

Polling Place Review

All Members would be sent a link to the polling place review consultation. The cross-party Polling Place and Boundary Review working group would consider all consultation responses and the final report and recommendations would be submitted to the 16 December Council meeting.

Cherwell Boundary Review – Briefing

The Local Government Boundary Commission for England would be holding a virtual briefing for all district councillors at 7pm on Wednesday 30 October.

Chairman's Engagements

A copy of the events attended by the Chairman was published with the agenda.

The Chairman reminded Members that invitations for his fundraising dinner to raise money for his charity, Oxfordshire Mind, had been sent and he hoped many Members would be able to attend or consider a donation if they were unable to attend.

The Chairman referred to the service of Thanksgiving and Remembrance of the Battle of Britain he had attended in September commenting that the event in Banbury had been very nice and well organised/

The Chairman referred to the Cherwell Business Awards he had attended commenting that the event was very impressive and demonstrated that Cherwell was a great place to live and do business. The Chairman congratulated all winners and commended the organisers.

Meeting Length

Due to the length of the agenda, out of courtesy to other Members, the Chairman asked Members to remain in their seat during items and advised, if needed, he would adjourn the meeting to allow for a comfort break at a suitable point.

Members' Pigeon Holes

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

28

Petitions and Requests to Address the Meeting

There were no petitions.

The Chairman advised Council that one request to address the meeting had been received in accordance with the Constitution. Local resident, Geoff Taylor, had requested to address the meeting on the Campsfield House Immigration Detention Centre, Kidlington motion. The Chairman explained he would invite Mr Taylor to address the meeting prior to Council considering the motion.

29 **Urgent Business**

There were no items of urgent business.

30 **Minutes of Council**

The minutes of the meeting held on 15 July 2024 were agreed as a correct record and signed by the Chairman.

31 **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 15 July 2024, one key or exempt decision had been taken by the Executive which was not included in the 28 day notice and related to a Castle Quay lease.

b) **Minutes of Committees**

Resolved

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

32 **Questions**

a) **Written Questions**

There were no written questions.

b) **Questions to the Leader of the Council**

Questions were asked and answers received on the following issues:

Councillor Cherry: Garages owned by Sanctuary Housing in Banbury Ruscote

Councillor Biegel: Flytipping, prevention and enforcement

Councillor Wood: Invitation to the new Housing Minister to visit Graven Hill

Councillor Hodgson: Further strengthening of Banbury flood defences

Councillor Clarke MBE: Black History Month

Councillor Mallon: Councillor diversity

c) Questions to Committee Chairmen on the Minutes

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

33 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 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.

34 Relocation of CDC administrative headquarters from Bodicote House to Castle Quay

The Assistant Director Property submitted an exempt report which sought approval of additional budget to meet a project overspend on the Castle Quay Office project. The increased capital budget requested was £645,800.

Resolved

- (1) That the forecast overspend be noted and an increase in the Capital Programme of £645,800 towards the delivery of Castle Quay relocation of offices project be approved in order to authorise expenditure for the project.

35 Readmittance of the Press and Public

Resolved

- (1) That the press and public be readmitted to the meeting.

36 Amendment to Committee Membership

Resolved

- (1) That the following Conservative Group committee membership amendment be noted:

Budget Planning Committee

Remove: Councillor Kieron Mallon

Add: Councillor Barry Wood

Motions

The Chairman advised that five 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: Winter Fuel Payments

It was proposed by Councillor Reeves and seconded by Councillor Mallon that the following motion be adopted:

“This Council deplores the government’s precipitous decision to cut Winter Fuel Payments (WFPs) ahead of its budget on 30 October 2024.

Age UK estimates that the government’s changes to WFPs could adversely affect as many as two million pensioners across the country, many of whom need support to stay warm this winter. In the Banbury constituency alone, 17,638 pensioners are set to be affected by the decision.

This Council resolves to request that:

- (i) the Executive launch a countywide awareness campaign working with our fellow City and District Councils, Oxfordshire County Council, local NHS partners, and charitable, civic and religious groups, to encourage elderly residents who are eligible for means-tested benefits such as Pension Credit to register and claim them to ensure that they continue to receive WFPs this Winter;
- (ii) the Leader of the Council writes to the Chancellor of the Exchequer, urging a review of the government’s decision to means-test WFPs without public consultation and asking HM Treasury to ensure that vulnerable pensioners, particularly those who are eligible for, but who do not – or cannot – claim, other benefits under current thresholds are protected from fuel poverty in her forthcoming budget; and
- (iii) the Executive builds on the Council’s notable successes in tackling food insecurity and providing community food grants by prioritising monies within its current and/or the 2025/6 budget to ensure that pensioners who are in genuine hardship, but who are not otherwise eligible for other government support, are helped through the Winter.”

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: Northern Ireland Troubles (Legacy and Reconciliation) Act 2023

It was proposed by Councillor McHugh and seconded by Councillor Mallon that the following motion be adopted:

“This Council proudly holds the silver level award for the Defence Employers’ Recognition Scheme, known as the Armed Forces Covenant.

In this year’s King’s Speech, the Prime Minister set out measures to repeal and replace the Northern Ireland Troubles (Legacy and Reconciliation) Act 2023 (‘the Act’). The Act afforded members of British Armed Forces who served in Northern Ireland the same protection from prosecution as that given to convicted terrorists and those on the run.

Protection from prosecution was granted to convicted terrorists and 'on the run' terrorists by former Prime Minister Tony Blair and then-Director of Public Prosecutions Sir Keir Starmer under the terms of the Good Friday Agreement.

In interviews given by Sir Keir Starmer prior to the General Election, he made it clear that he does not believe British Service personnel should have immunity for prosecution and that convicted and 'on the run' paramilitaries should continue to enjoy this protection as the cost of a lasting peace.

The repeal of the Northern Ireland Troubles (Legacy and Reconciliation) Act 2023 is a betrayal to British Armed Forces Veterans who saw active service during Operation Banner.

As a signatory to the Armed Forces Covenant, this Council calls on the Leader of the council to write to the Prime Minister asking him to reconsider his commitment to repealing the Act or to replace it with another that gives British Armed Forces veterans equal degree of protection from prosecution related to the Troubles as that enjoyed by their terrorist/paramilitary adversaries.”

In introducing the motion, Councillor McHugh proposed that a recorded vote be taken on the motion. The was duly seconded by Councillor Mallon.

No amendments to the motion having been proposed, the motion was debated as submitted

Having been proposed and seconded, a recorded vote was duly taken and Members voted as follows:

Councillor Tom Beckett	Against
Councillor Rebecca Biegel	Against
Councillor Gordon Blakeway	For
Councillor Chris Brant	Against
Councillor Besmira Brasha	Against
Councillor John Broad	For
Councillor Phil Chapman	For
Councillor Mark Cherry	Against
Councillor Becky Clarke MBE	Against
Councillor Jean Conway	Against
Councillor Grace Conway-Murray	Against
Councillor Gemma Coton	Against
Councillor Nick Cotter	Against

Councillor Andrew Crichton	Against
Councillor Donna Ford	For
Councillor Ian Harwood	For
Councillor David Hingley	Against
Councillor Matt Hodgson	Against
Councillor Frank Ideh	Against
Councillor Simon Lytton	Against
Councillor Kieron Mallon	For
Councillor Fiona Mawson	Against
Councillor Andrew McHugh	For
Councillor Lesley McLean	Against
Councillor Ian Middleton	Against
Councillor Julian Nedelcu	Against
Councillor Dr Chukwudi Okeke	Against
Councillor Rob Parkinson	Against
Councillor Lynne Parsons	Against
Councillor Rob Pattenden	For
Councillor Chris Pruden	Against
Councillor Eddie Reeves	For
Councillor David Rogers	For
Councillor Alisa Russell	Against
Councillor Les Sibley	For
Councillor Nigel Simpson	For
Councillor Dr Kerrie Thornhill	Against
Councillor Dom Vaitkus	Against
Councillor Dorothy Walker	Against
Councillor Linda Ward	Against
Councillor Amanda Watkins	Against
Councillor Douglas Webb	For
Councillor John Willett	Against
Councillor Barry Wood	For

The vote was lost, and the motion therefore fell.

Motion Three: 'Primary Care' health services across North Oxfordshire

It was proposed by Councillor Rogers and seconded by Councillor Conway that the following motion be adopted:

"This Council recognises the need to improve 'Primary Care' health services across North Oxfordshire.

Primary Care expansion is the remit of the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System Board ('BOBICS') whose Primary Care Estates Strategy acknowledges the scale of developer contributions that are available to support such vital public services.

Regrettably, since the adoption of the Supplementary Planning Document in 2018, it is estimated that only 15% of funds available have been requested and secured within the Cherwell District Council area. This must improve.

Accordingly, this Council request that its Leader writes to the Chief Executive of BOBICS, copied to its Place Director for Oxfordshire and its Senior Primary Care Estate Manager, to request that it:

- (i) more consistently requests developer contributions on all planning applications of 10 or more dwellings;
- (ii) considers using this funding in part for ICT Infrastructure to support primary care expansion;
- (iii) work more closely with this Council to ensure the release the s.106 contributions currently allocated to, or held by, Cherwell District Council; and
- (iv) works with this Council on both its Local Plan review, the Community Infrastructure Levy consultation and its review of the Supplementary Planning Document to ensure better and more coordinated provision of vital health services.

This Council further calls on its Leader to request a meeting between BOBICS and Leaders of all political groups and Officers to discuss how we could improve the delivery of Primary Care across North Oxfordshire.”

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: Neurodiversity

It was proposed by Councillor Biegel and seconded by Councillor Pruden that the following motion be adopted:

“Around 1-in-7 people in the UK are neurodivergent, experiencing the world differently from others. Neurodivergence is associated with a range of conditions including, but not limited to ADHD, Autism, Dyslexia, Developmental Language Disorder, Dyspraxia, and Dyscalculia.

People with neurodivergent traits and conditions face a range of challenges across our society, including finding employment, increased likelihood of mental health diagnoses, and trouble accessing public services.

I hope Members will agree that we should act to reduce barriers faced by neurodivergent individuals to make Cherwell more neurodiversity friendly.

To meet this aim, this Council resolves to ask the Executive to:

- add neurodiversity within 12 months as part of EDI strategy/plan that ensures our organisation and services identify and meet the needs of the neurodiverse community.
- Promote acceptance and understanding of neurodiversity through celebrating awareness-raising campaigns.

- Look at training for all on neurodiversity so they may recognise the growing impact of neurodivergent conditions on the issues they deal with on behalf of service users / constituents.
- Ensure neurodiversity is considered within the Council's well-being goals and strategy.
- Encourage neurodivergent individuals to apply for employment with the council or participate in public life, for example by running to be a Councillor.
- Review and implement reasonable adjustments for elected members, to ensure the role of Councillor is accessible to people with neurodivergent traits and conditions so the skills and talents of all people can be harnessed for the benefit of the residents of Cherwell.
- And finally, for inclusivity, to extend any reasonable adjustments more widely.”

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: Campsfield House Immigration Detention Centre, Kidlington

Prior to Council considering the motion, Mr Geoff Taylor addressed the meeting.

It was proposed by Councillor Middleton and seconded by Councillor Walker that the following motion be adopted:

“Campsfield House Immigration Detention Centre in Kidlington was closed in 2019 after decades of campaigning by refugee support groups and Cherwell residents, and the publication of two government commissioned reviews criticising the UK's migrant detention system. The leader of the reviews, the Prison Ombudsman, Sir Stephen Shaw, described the detention system as indiscriminate, inhumane and hugely wasteful.

In 2022 the Conservatives announced plans to re-open and double the size of Campsfield House to support its Rwanda Resettlement Scheme. The new Labour government have thankfully cancelled that scheme, removing the main rationale for the plans for Campsfield, but they have since announced their intention to continue with the re-opening. This has been criticised by migrants' rights groups including Asylum Welcome, Detention Action, The Refugee Council, Amnesty International UK and the Keep Campsfield Closed group.

Cherwell has a proud tradition of welcoming refugees and providing sanctuary from oppression and war. The re-opening of Campsfield House is a stain on our district and contradicts government recommendations into migrant detention in the UK.

Council therefore requests that the Leader of the Council writes to the Home Secretary calling on her to :

1. Abandon the re-opening of Campsfield House.
2. Outline plans to reduce, rather than increase, the number of people held in detention.
3. Focus on accelerating the processing of asylum claims to reduce the huge number of individuals trapped in the system.
4. Develop a more humane migration policy, including the establishment of safe and legal routes for people to claim asylum.”

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

Resolved

- (1) That the following motion be adopted:

Winter Fuel Payments

“This Council deplores the government’s precipitous decision to cut Winter Fuel Payments (WFPs) ahead of its budget on 30 October 2024.

Age UK estimates that the government’s changes to WFPs could adversely affect as many as two million pensioners across the country, many of whom need support to stay warm this winter. In the Banbury constituency alone, 17,638 pensioners are set to be affected by the decision.

This Council resolves to request that:

- (i) the Executive launch a countywide awareness campaign working with our fellow City and District Councils, Oxfordshire County Council, local NHS partners, and charitable, civic and religious groups, to encourage elderly residents who are eligible for means-tested benefits such as Pension Credit to register and claim them to ensure that they continue to receive WFPs this Winter;
- (ii) the Leader of the Council writes to the Chancellor of the Exchequer, urging a review of the government’s decision to means-test WFPs without public consultation and asking HM Treasury to ensure that vulnerable pensioners, particularly those who are eligible for, but who do not – or cannot – claim, other benefits under current thresholds are protected from fuel poverty in her forthcoming budget; and
- (iii) the Executive builds on the Council’s notable successes in tackling food insecurity and providing community food grants by prioritising monies within its current and/or the 2025/6 budget to ensure that pensioners who are in genuine hardship, but who are not otherwise eligible for other government support, are helped through the Winter.”

- (2) That the following motion be adopted:

‘Primary Care’ health services across North Oxfordshire

“This Council recognises the need to improve ‘Primary Care’ health services across North Oxfordshire.

Primary Care expansion is the remit of the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System Board (‘BOBICS’) whose Primary Care Estates Strategy acknowledges the scale of developer contributions that are available to support such vital public services.

Regrettably, since the adoption of the Supplementary Planning Document in 2018, it is estimated that only 15% of funds available have been requested and secured within the Cherwell District Council area. This must improve.

Accordingly, this Council request that its Leader writes to the Chief Executive of BOBICS, copied to its Place Director for Oxfordshire and its Senior Primary Care Estate Manager, to request that it:

- (i) more consistently requests developer contributions on all planning applications of 10 or more dwellings;
- (ii) considers using this funding in part for ICT Infrastructure to support primary care expansion;
- (iii) work more closely with this Council to ensure the release the s.106 contributions currently allocated to, or held by, Cherwell District Council; and
- (iv) works with this Council on both its Local Plan review, the Community Infrastructure Levy consultation and its review of the Supplementary Planning Document to ensure better and more coordinated provision of vital health services.

This Council further calls on its Leader to request a meeting between BOBICS and Leaders of all political groups and Officers to discuss how we could improve the delivery of Primary Care across North Oxfordshire.”

- (3) That the following motion be adopted:

Neurodiversity

“Around 1-in-7 people in the UK are neurodivergent, experiencing the world differently from others. Neurodivergence is associated with a range of conditions including, but not limited to ADHD, Autism, Dyslexia, Developmental Language Disorder, Dyspraxia, and Dyscalculia.

People with neurodivergent traits and conditions face a range of challenges across our society, including finding employment, increased likelihood of mental health diagnoses, and trouble accessing public services.

I hope Members will agree that we should act to reduce barriers faced by neurodivergent individuals to make Cherwell more neurodiversity friendly.

To meet this aim, this Council resolves to ask the Executive to:

- add neurodiversity within 12 months as part of EDI strategy/plan that ensures our organisation and services identify and meet the needs of the neurodiverse community.
- Promote acceptance and understanding of neurodiversity through celebrating awareness-raising campaigns.
- Look at training for all on neurodiversity so they may recognise the growing impact of neurodivergent conditions on the issues they deal with on behalf of service users / constituents.
- Ensure neurodiversity is considered within the Council's well-being goals and strategy.
- Encourage neurodivergent individuals to apply for employment with the council or participate in public life, for example by running to be a Councillor.
- Review and implement reasonable adjustments for elected members, to ensure the role of Councillor is accessible to people with neurodivergent traits and conditions so the skills and talents of all people can be harnessed for the benefit of the residents of Cherwell.
- And finally, for inclusivity, to extend any reasonable adjustments more widely."

(4) That the following motion be adopted:

Campsfield House Immigration Detention Centre, Kidlington

"Campsfield House Immigration Detention Centre in Kidlington was closed in 2019 after decades of campaigning by refugee support groups and Cherwell residents, and the publication of two government commissioned reviews criticising the UK's migrant detention system. The leader of the reviews, the Prison Ombudsman, Sir Stephen Shaw, described the detention system as indiscriminate, inhumane and hugely wasteful.

In 2022 the Conservatives announced plans to re-open and double the size of Campsfield House to support its Rwanda Resettlement Scheme. The new Labour government have thankfully cancelled that scheme, removing the main rationale for the plans for Campsfield, but they have since announced their intention to continue with the re-opening. This has been criticised by migrants' rights groups including Asylum Welcome, Detention Action, The Refugee Council, Amnesty International UK and the Keep Campsfield Closed group.

Cherwell has a proud tradition of welcoming refugees and providing sanctuary from oppression and war. The re-opening of Campsfield House is a stain on our district and contradicts government recommendations into migrant detention in the UK.

Council therefore requests that the Leader of the Council writes to the Home Secretary calling on her to :

1. Abandon the re-opening of Campsfield House.
2. Outline plans to reduce, rather than increase, the number of people held in detention.
3. Focus on accelerating the processing of asylum claims to reduce the huge number of individuals trapped in the system.
4. Develop a more humane migration policy, including the establishment of safe and legal routes for people to claim asylum.”

The meeting ended at 8.55pm

Chairman:

Date:

Council

Monday 16 December 2024

Written Questions

Question From: Councillor Ian Eddie Reeves

Question To: Leader of the Council, Councillor David Hingley

Topic: Small Business Champion

Question

“Small businesses, especially those in our retail and hospitality sectors, are the lifeblood of our local economy. They keep our town centres and larger village centres alive.

Regrettably, the Leader of Oxfordshire County Council has so far refused to appoint a Small Business Champion to act a single point of contact for local businesses concerned about the impact of *that* Council’s policies on their trade.

Will the Leader of *this* Council now appoint a Small Business Champion, drawn from an opposition political group, to ensure that businesses across Banbury, Bicester and our larger villages have a meaningful voice in local decision-making?”

Question From: Councillor Donna Ford

Question To: Leader of the Council, Councillor David Hingley

Topic: Local banking Facilities

Question

“Further to Cllr Pruden's motion of 18 December 2023, please confirm what, if any, positive action has been taken to improve access to local banking facilities, especially for our vulnerable and elderly residents?”

Question From: Councillor Donna Ford

Question To: Leader of the Council, Councillor David Hingley

Topic: Oxfordshire County Council Recycling Centres

Question

“Can you confirm if this council was consulted by Oxfordshire County council before they brought in compulsory advance booking for visiting the county’s recycling centres?”

This report is public	
Polling District and Polling Places Review 2024	
Committee	Council
Date of Committee	16 December 2024
Portfolio Holder presenting the report	Report to be presented by Chair of the Polling Place & Boundary Review Working Group, Councillor Les Sibley
Date Portfolio Holder agreed report	Report to be presented by Chair of the Polling Place & Boundary Review Working Group, Councillor Les Sibley, 5 December 2024
Report of	(Acting) Returning Officer, Gordon Stewart

Purpose of report

To agree the recommendations of the council's Polling District and Polling Place Review 2024.

1. Recommendations

Council resolves:

- 1.1 To agree the recommendations for Polling Districts and Polling Places within Cherwell as set out at Appendix 1.
- 1.2 To note that the Polling District codes will be updated for inclusion in the Electoral Register being published on 1 February 2025.
- 1.3 To note that the Constitution gives delegated to the Returning Officer "To amend the Council's Polling Districts and Polling Places Order as necessary".

2. Executive Summary

- 2.1 This report sets out the proposed changes to the polling districts and polling places used at Parliamentary and Local Government elections following a compulsory periodic review of existing arrangements required by the Representation of the People Act 1983 and the Electoral Administration Act 2013.
- 2.2 Cherwell District Council completed the last review in December 2019, which came into effect in 2020. This current review must be completed by 31 January 2025. The changes will be included in the electoral register being published on 1 February 2025 and in effect for all elections after this date.

Implications & Impact Assessments

Implications	Commentary			
Finance	<p>The proposed changes to polling stations will result in a small increase in the number of polling places, including a temporary increase to the number of portacabins. The additional portacabin will be required at a cost of £0.010m per annum meaning there is a pressure for the Department until the community building at Graven Hill is built and available for use as a polling station. Thereafter the cost of using the centre will be significantly reduced and should be managed by the service within existing budgets. Payment for polling stations for district elections is paid for by the Council. Costs for County Council and national elections are reimbursed. Where elections are combined, costs are shared across all contested elections.</p> <p>Leanne Lock, Strategic Finance Business Partner, 4 December 2024</p>			
Legal	<p>Under Section 18B of the Representation of the People Act (RPA) 1983 the authority must designate the polling places for the polling districts in its area. The Returning Officer at election time must provide a sufficient number of polling stations, shall allocate electors to those polling stations, and those polling stations shall be in the polling place for that district.</p> <p>Under Section 18c of the RPA 1983, a review of polling districts and polling places must take place at least every five years. The Parliamentary Constituencies Act 2020 will extend the length of review to eight years, therefore the next review is due in 2031.</p> <p>Shiraz Sheikh, Assistant Director Law and Governance, 2 December 2024</p>			
Risk Management	<p>There are no discernible risks associated with the proposals set out in this report. By undertaking the review the council is meeting its statutory duty.</p> <p>Celia Prado-Teeling, Performance Team Leader, 4 December 2024</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		<p>The Representation of People Act 1983 requires that, so far as is reasonable and practicable. Every polling station should be accessible to electors who are disabled. It is considered that, as far as is reasonable and practicable, all polling places are accessible to the disabled.</p> <p>The Elections Act 2022 increased the accessibility requirements for electors with visible and non-visible disabilities and the requirement for a privacy area in all polling stations.</p>

				Where new polling places are being used, the accessibility has been assessed as being suitable by the Democratic and Elections Team. Polling Places are kept under constant review and equality considerations form part of this process. For those less able, or would rather not, the option of voting by post or proxy is an alternative option to voting in person. Celia Prado-Teeling, Performance Team Leader, 4 December 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		N/A
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		N/A
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	N/A			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	<p>See also sections 4.4, 4.5 and 4.6.</p> <p>The Notice of Review of Polling Districts and Places was published on 21 October 2024. The (Acting) Returning Officer's ((A)RO's) proposals for proposed and existing polling places was published on 21 October 2024. Public comments and submissions were invited until 11 November 2024.</p> <p>All consultation responses received are available on the council's website and attached as Appendix 2 to this report.</p> <p>The cross-party informal Polling Place and Boundary Review Working Group met prior to the consultation commencing to consider the (A)RO's proposals, during the consultation and following the close of the consultation to consider all responses</p>			

	received. The Working Group endorses and recommends all proposals set out at Appendix 1 to Council. Where changes to polling places are proposed, ward councillors have been notified.
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Supporting Information

3. Background

- 3.1 The Electoral Registration and Administration Act 2013 provides that the requirement to review polling districts and polling places relates solely to Parliamentary elections. Constituency boundaries are not the subject of the review, which is confined to the division of Parliamentary constituencies into polling districts and polling places.
- 3.2 The Electoral Registration and Administration Act 2013 provides the following definitions:
- Polling district: a geographical sub-division of an electoral area, i.e. a UK Parliamentary constituency, a county division or district ward.
 - Polling place: the building or geographical area in which a polling station will be selected by the (Acting) Returning Officer. There is no legal definition of what a polling place is the geographical area could be defined as tightly as a particular building or as widely as the entire polling district.
 - Polling station: the actual room or area within the polling place where voting takes place.
- 3.3 The review requires us to seek to ensure that: all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; and, as far as is reasonable and practicable, the polling places we are responsible for are accessible to all electors, and when considering the designation of a polling place, we must have regard to the accessibility needs of disabled persons.

4. Details

Current Practice

- 4.1 The Returning Officer adopts a practice where, following each election, any issues in respect of the suitability of a polling place or a polling station is immediately addressed to ascertain whether there is a need to seek alternative accommodation. Polling places are therefore regularly reviewed and updated which reduces the number of issues that need to be addressed in the statutory polling place reviews.
- 4.2 To allow for changes between reviews, for example, if a polling place becomes unavailable, or a more suitable place is found within the district, the Constitution

delegates authority to the Returning Officer “To amend the Council’s Polling Districts and Polling Places Order as necessary”.

Guidelines

- 4.2 In undertaking the review, we used the following guidelines, which are required in electoral law, to ensure that
- All electors have reasonable facilities for voting as are practicable in the circumstances
 - In so far as is reasonable and practicable, that polling places are accessible to those who are disabled
 - The accessibility needs of disabled persons had been considered.
- 4.3 The following considerations and principles are used at all times in determining the suitability of a building or site for use as polling places and have been taken into account during this review. Location and accessibility to electors within the polling district
- Size – can it accommodate more than one polling station if required
 - Availability – is the building readily available in the event of an unscheduled election
 - Facilities available in the venue including parking, heating, lighting, toilet facilities and security
 - Public buildings -the election rules allow the Returning Officer the free use of buildings maintained by the council including schools maintained by the authority and free schools. However, to minimise disruption, we will only use schools where there is no other suitable permanent building available.
 - Private buildings – in the absence of suitable public owned buildings, churches, clubs and other private sector buildings conveniently located and accessible to electors are considered for designation as the polling place
 - Mobiles – in the absence of any suitable public or private building in or adjacent to the polling district a mobile will be considered for designation as a polling place. Given the difficulties of heating, lighting, security, comfort of staff and electors, the negative reaction from residents living close to the site of a mobile and the significantly higher cost of locating a mobile polling station, these are considered only as a last resort.
 - The potential impact on election turnout of moving the polling station to a different location.

Review Process

- 4.4 Public notice of the review was given on 21 October 2024 and information about the review was published on the Council’s website. Details of the current arrangements along with comments of the (Acting) Returning Officer and proposals for each polling place was also published.
- 4.5 The consultation seeking comments and submissions ran from 21 October to 11 November 2024. Cherwell District Council Members, MPs representing constituencies in the Cherwell district, Oxfordshire County Councillors representing divisions in the Cherwell district, Town/Parish Councils in the Cherwell district, Political agents who had been engaged at elections in 2024, keyholders for current polling places and disability groups were directly contacted to advise of the consultation. The consultation was also promoted via the council’s social media.

- 4.6 The Cross-Party Polling Place and Boundary Review Working Group met before the consultation began to review the consultation document, during the consultation to consider responses received up to that time and after the consultation closed. The Working Group considered all submissions and had regard to information from the Democratic and Elections Team who, on behalf of the (Acting) Returning Officer investigated each response and provided information to the Working Group to assist in their deliberations.

Outcome of the Review

- 4.7 Appendix 1 details the outcome of the review setting out the (Acting) Returning Officer's proposal. It includes: the current polling district; the current polling station; the Constituency area; the Parish area; the County Division (the new divisions following the County Boundary review which will take effect at the May 2025 elections); the number of electors as at 1 September 2024 (Please note that under electorate totals, the total electorate for the polling station is highlighted in bold with the electorate registered to vote at the polling station as at 1 September 2024 listed next to PS and electors registered to vote by post indicated next to "P"); and (Acting) Returning Officer's proposals.
- 4.8 All proposals set out at Appendix 1, are endorsed by the Member Working Group.
- 4.9 Appendix 2 sets out all representations received during the consultation with a response from the (Acting) Returning Officer and Member Working Group. The response also sets out whether any change is proposed or not.
- 4.10 The changes are as follows:
- 4.10.1 Bicester South and Ambrosden district ward**
- For electors in polling district CCC1 – move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill Community Building is built and available for use.
 - Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.
- 4.10.2 Cropredy, Sibfords and Wroxton district ward**
- Electors in polling district CBH2 who currently vote at Hanwell Fields Community Centre to vote at Hardwick Community Centre, until the community building at the Roman Fields development is built and available for use
- 4.10.3 Launton and Otmoor district ward**
- Change of polling place & polling station for electors in polling district CHB1 and CBJ1 from St Mary the Virgin Church, Charlton-on-Otmoor to Charlton-on-Otmoor Community Hall.
- 4.11 The proposals will increase the number of polling places (geographical areas in which a polling station is designated) by one to 105 and the number of polling stations (designated areas for voting) by four (made up of the additional polling place, reallocation of electors and, due to elector numbers, making some polling places into double/triple polling stations) to 139. Depending on the election type, it may be possible to combine polling districts so there would be fewer polling stations.

- 4.12 With regards polling district numbering, Regulations 38 and 39 Representation of the People (England and Wales) Regulations (RPR) 2001 sets out the following: There shall be a different letter or letters in the register for each parliamentary polling district and such letter or letters shall be deemed to form part of an elector's number in the register.
- 4.13 The current polling district numbering on the Cherwell electoral register starts from CAA1 (Adderbury) through to CKI1 (Yarnton). It has not been reviewed, rather added to, where polling district changes have been made under Returning Officer.
- 4.14 The polling place review is an opportune time to renumber the polling districts. Polling districts will be numbered using the format: AA to AZ restarting at BA to BZ, following this format through the register to the last polling district.
- 4.15 The Democratic and Elections Team are working with the council's GIS Team on the polling districts ahead of publication of the full electoral register on 1 February 2025. A summary sheet of changes will be provided for parties who complete the statutory paperwork to receive the register.
- 4.16 In addition to the renumbering of polling districts, changes to Polling Places will be reflected in the full publication of the full register of electors on 1 February 2025 and effective at elections from this date.

5. Alternative Options and Reasons for Rejection

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

Option 1: To amend the recommendations. This is not recommended as the review has been conducted in accordance with the Electoral Administration Act 2013 and Representation of the People Act 1983. The proposals have been considered by the Polling Place Review Member Working Group and are deemed the most appropriate voting arrangements for electors in each area.

6 Conclusion and Reasons for Recommendations

- 6.1 It is a legal requirement to undertake the polling district and polling place review. The recommendations are based on what will provide the best service and experience to voters going forward.

Decision Information

Key Decision	N/A
Subject to Call in	N/A

If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Polling Place Review 2024, (Acting) Returning Officer Proposals
Appendix 2	Public Consultation Submissions with (Acting) Returning Officer response
Background Papers	None
Reference Papers	None
Report Author	Natasha Clark, Governance & Elections Manager
Report Author contact details	democracy@cherwell-dc.gov.uk 01295 221534
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of Chief Executive, in his capacity as (Acting) Returning Officer

Appendix 1 - Polling Place Review 2024, (Acting) Returning Officer Proposals

This report breaks down the (Acting) Returning Officer's ((A)RO) comments and details of any proposed changes to District ward level. The (Acting) Returning Officer has, where applicable, considered known issues and responses to the Polling Place review consultation in putting forward proposals.

Table Information

Each district ward is dealt with separately. For existing polling arrangements, the tables show: the current polling district (they will be re-coded for the register being published on 1 February 2025; the current polling station; the Constituency area; the Parish area; the County Division (the new divisions following the County Boundary review which will take effect at the May 2025 elections); the number of electors as at 1 September 2024 (Please note that under electorate totals, the total electorate for the polling station is highlighted in bold with the electorate registered to vote at the polling station as at 1 September 2024 listed next to PS and electors registered to vote by post indicated next to "P"); and (Acting) Returning Officer's proposals.

District Ward: Adderbury, Bloxham and Bodicote						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CAA1	Adderbury Library, Church House Adderbury	Banbury	Adderbury	Adderbury, Bloxham and Bodicote	2604 PS – 2219 P – 385	No change proposed – continue to use Adderbury Library as the polling station, as a double station.
CCK1	The Bloxham Ex-Servicemen's Village Hall , High Street, Bloxham	Banbury	Bloxham	Adderbury, Bloxham and Bodicote	3021 PS – 2526 P – 495	No change proposed – continue to use The Bloxham Ex-servicemen's Village Hall as the polling station, as a double station.
CCL1, CCL2	Church House , Church Street, Bodicote	Banbury	Bodicote	Adderbury, Bloxham and Bodicote	1996 PS – 1679 P – 317	No change proposed – continue to use the Church House as the polling station, as a double station.
CDP1	The Meeting Room , Manor Farm, Milton	Banbury	Milton	Adderbury, Bloxham and Bodicote	153 PS – 129 P – 24	No change proposed – continue to use The Meeting Room as the polling station.
CAK2	Easington Methodist Church Hall , Grange Road, Banbury	Banbury	Banbury (Easington South Ward)	Banbury Easington	271 PS – 251 P – 20	No change proposed – continue to use Easington Methodist Church Hall as the polling station. (NB. This polling station covers polling districts across two district wards, CAK2 – Adderbury, Bloxham and Bodicote & CAG1 / CAK2 – Banbury Calthorpe and Easington. For this reason, the polling station is included on the report twice and is also listed under the Banbury Calthorpe and Easington ward.)

District Ward: Banbury Calthorpe and Easington						
Polling District ID	Polling station	Constituency	Parish	County Division effective May 2025 elections	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CAE1	The Church of Jesus Christ Latter-day Saints , 160 Bankside, Banbury	Banbury	Banbury (Calthorpe South Ward)	Banbury Calthorpe	2527 PS – 2127 P – 400	No change proposed – continue to use the Church of Jesus Christ Latter-day Saints as the polling station, as a double station.

CAF1 CAF2	Longford Park Community Centre , Hobby Road, Banbury	Banbury	Banbury (Calthorpe South Ward)	Banbury Calthorpe	1446 PS – 1299 P – 147	No change proposed – continue to use Longford Park Community Centre as the polling station.
CAG1 CAK2	Easington Methodist Church Hall , Grange Road, Banbury	Banbury	Banbury (Easington South Ward)	Banbury Easington	2480 PS – 2002 P – 478	No change proposed – continue to use Easington Methodist Church Hall at the polling station, as a double station. (NB. This polling station covers polling districts across two district wards, CAK2 – Adderbury, Bloxham and Bodicote & CAG1 / CAK2 – Banbury Calthorpe and Easington. For this reason, the polling station is included on the report twice and is also listed under the Adderbury, Bloxham and Bodicote ward.)
CAI1 CAK1	St Hugh's Church , Ruskin Road, Banbury	Banbury	Banbury (Easington North Ward)	Banbury Easington / Banbury Ruscote	2599 PS – 2123 P – 476	No change proposed – continue to use the St Hugh's Church as the polling station, as a double station.

District Ward: Banbury Cross & Neithrop						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CAL1, CAR1, CAN1, CAO1	Dupuis Centre at St Johns Church , South Bar, Banbury	Banbury	Banbury (Neithrop South Ward)	CAL1 and CAR1 – Banbury Calthorpe CAN1 and CAO1 – Banbury Easington	2637 PS – 2175 P – 462	No change proposed – continue to use The Dupuis Centre at St Johns Church as the polling station, as a double station.
CAM1 CAP1	St Mary's Church Horsefair, Banbury	Banbury	Banbury (Town Centre Ward)	CAM1 – Banbury Ruscote CAP1 – Banbury Grimsbury and Castle	1141 PS – 983 P – 158	No change proposed – continue to use The People's Church as the polling station.
CAQ1	Banbury Methodist Church , Marlborough Road, Banbury	Banbury	Banbury (Town Centre Ward)	Banbury Calthorpe	897 PS – 801 P – 96	No change proposed – continue to use Banbury Methodist Church as the polling station.
CAS1	St. Pauls Church Hall , Warwick Road, Banbury	Banbury	Banbury (Neithrop North Ward)	Banbury Grimsbury & Castle	1014 PS – 860 P – 154	No change proposed – continue to use St Pauls Church Hall as the polling station.
CAU1	Ruscote Community Centre , Ruscote Arcade, Longelandes Way	Banbury	Banbury (Neithrop North Ward)	Banbury Grimsbury and Castle	1360 PS – 1232 P – 128	No change proposed – continue to use Ruscote Community Centre as the polling station, as a double station.
CAT1	Woodgreen Leisure Centre , Woodgreen Avenue, Banbury	Banbury	Banbury (Park Road Ward)	Banbury Ruscote	756 PS – 677 P – 79	No change proposed – continue to use Woodgreen Leisure Centre as the polling station. (NB. This polling station covers polling districts across two district wards, CAT1 – Banbury Cross & Neithrop / CBJ1 & CBL1 – Banbury Ruscote, For this reason, the polling station is included on the report twice and is also listed under Banbury Ruscote ward.)

District Ward: Banbury Grimsbury & Hightown						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CAV1, CAW1	Mobile Station at Morrisons Car Park , Swan Close Road, Banbury	Banbury	Banbury (Calthorpe North Ward)	Banbury Calthorpe	1162 PS – 1036 P – 226	No change proposed – continue to use a Mobile Station at Morrisons Car Park as the polling station
CBA1	St Leonard's Church , Middleton Road, Banbury	Banbury	Banbury (Grimsbury Ward)	Banbury Grimsbury and Castle	2583 PS – 2320 P – 263	No change proposed – continue to use St Leonard's Church as the polling station, as a double station.
CBB1, CBC1	Grimsbury Community Centre , 2 Barchester Place, Banbury	Banbury	Banbury (Grimsbury Ward)	Banbury Grimsbury and Castle	3588 PS – 3193 P – 395	No change proposed – continue to use Grimsbury Community Centre as the polling station, as a triple station.

District Ward: Banbury Hardwick						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CBE1	Ruscote Community Centre , Ruscote Arcade, Longelandes Way	Banbury	Banbury (Hardwick West Ward)	Banbury Hardwick	1285 PS – 1077 P – 208	No change proposed – continue to use Ruscote Community Centre as the polling station. (NB. This polling station covers polling districts across two district wards, CBE1 – Banbury Hardwick / CAU1 – Banbury Cross and Neithrop. For this reason, the polling station is included in the appendix twice, it is also listed under Banbury Cross & Neithrop ward and there are two single stations in the polling place)
CBF1, CBG2, CBH1	Hanwell Fields Community Centre , Rotary Way, Hanwell Fields, Banbury	Banbury	Banbury (Hardwick East Ward) & Banbury (Hardwick West Ward)	Banbury Harwick	3792 PS - 3349 P - 443	No change proposed – continue to use Hanwell Fields Community Centre as the polling station as a triple station. Once the community building at the Roman Fields development is built and available for use, it is anticipated electors in polling district CBF1 will be allocated to the new community building. (NB. This polling station covers polling stations across two district wards, CBF1, CBG2, CBH1 – Banbury Hardwick / CBH2 – Cropredy, Sibfords and Wroxton. For this reason, the polling station is included in the appendix twice, it is also listed under Cropredy, Sibfords and Wroxton ward.)
CBG1	Hardwick Community Centre , Ferriston, Banbury	Banbury	Banbury (Hardwick West Ward)	Banbury Harwick	2741 PS – 2472 P – 269	No change proposed – continue to use Hardwick Community Centre as the polling station, as a double station. (NB. In light of the proposal for electors in polling district CBH2 to vote at Hardwick Community Centre, until the community building at the Roman Fields development is built and available for use, Hardwick Community Centre would be a triple station).

District Ward: Banbury Ruscote						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CBI1	St. Josephs Church Hall , Edmunds Road, Banbury	Banbury	Banbury (Ruscote Ward)	Banbury Ruscote	1779 PS – 1532 P – 247	No change proposed – continue to use St Josephs Church Hall as the polling station.
CBJ1, CBL1	Woodgreen Leisure Centre , Woodgreen Avenue, Banbury	Banbury	Banbury (Ruscote Ward)	Banbury Ruscote	2885 PS – 2616 P – 269	No change proposed – continue to use Woodgreen Leisure Centre as the polling station, as a double station. (NB. This polling station covers polling districts across two district wards, CAT1 – Banbury Cross & Neithrop / CBJ1 & CBL1 – Banbury Ruscote, For this reason, the polling station is included on the report twice and is also listed under Banbury Cross & Neithrop ward.)
CBK1	The Sunshine Centre , Edmunds Road, Banbury	Banbury	Banbury (Ruscote Ward)	Banbury Ruscote	2712 PS – 2369 P – 343	No change proposed – continue to use The Sunshine Centre as the polling station, as a double station

District Ward: Bicester East						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CBN1	Bicester East Community Centre , Keble Road, Bicester	Bicester and Woodstock	Bicester (East Ward)	Bicester East	2662 PS – 2308 P – 354	No change proposed beyond using the new Bicester East Community Centre as the polling station, as a double station
CBO1	Salvation Army, Worship Centre , Hart Place, Bicester	Bicester and Woodstock	Bicester (East Ward)	Bicester East	1690 PS – 1531 P – 159	No change proposed – continue to use the Salvation Army Worship Centre as the polling station.
CBP1	Bicester Methodist Hall , Bell Lane, Bicester	Bicester and Woodstock	Bicester (East Ward)	Bicester East	1835 PS – 1340 P – 495	No change proposed – continue to use Bicester Methodist Hall as the polling station.
CBQ1	John Paul II Centre , Causeway, Bicester	Bicester and Woodstock	Bicester (East Ward)	Bicester East	611 PS – 495 P – 116	No change proposed – continue to use John Paul II Centre as the polling station.

District Ward: Bicester North & Caversfield						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CBR1, CBT1, CBU1, CBV1	Emmanuel Church , Barberry Place, Bicester	Bicester and Woodstock	Bicester (North Ward)	Bicester North	2858 PS – 2494 P – 364	No change proposed – continue to use Emmanuel Church as the polling station, as a double station
CBS1	Southwold Community Centre , Holme Way, Bicester	Bicester and Woodstock	Bicester (North Ward)	Bicester North	2698 PS – 2404 P – 294	No change proposed – continue to use Southwold Community Centre as the polling station, as a double station
CCP1	Mobile Station at the Recreation Ground , Caversfield	Bicester and Woodstock	Caversfield	Chesterton and Launton	1313 PS – 1157 P – 156	No change proposed – continue to use a Mobile Station at the Recreation Ground as the polling station

District Ward: Bicester South & Ambrosden						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CAB1	Ambrosden Village Hall , Ambrosden, Bicester	Bicester and Woodstock	Ambrosden	Bicester South	1477 PS – 1342 P – 135	No change proposed – continue to use Ambrosden Village Hall as the polling station. (NB. This polling station covers polling districts across two district wards, CAB1 – Bicester South and Ambrosden Ward / CAB2 – Launton and Otmoor Ward. For this reason, the polling station is included in the report twice and is also listed under Launton and Otmoor Ward.)
CBW1, CCC1	Langford Village Centre , Nightingale Place, Bicester	Bicester and Woodstock	Bicester (South Ward)	Bicester South	2463 PS – 2057 P – 406	No change proposed for electors in polling district CBW1 - continue to use Langford Village Centre as the polling station, as a double (potentially triple) station. Change proposed for electors in polling district CCC1 – move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill Community Building is built and available for use.
CBX1, CBY1	The Garth , Launton Road, Bicester	Bicester and Woodstock	Bicester (South Ward)	CBX1 – split between Bicester East and Bicester South	2107 PS – 1825 P – 282	Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station. No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.
CCA1, CCB1	Kingsmere Community Centre , Whitelands Way, Bicester	Bicester and Woodstock	Bicester (South Ward)	Bicester West	3780 PS – 3364 P – 416	No change proposed – continue to use Kingsmere Community Centre as the polling station, but as a triple station.

District Ward: Bicester West						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CCF1	West Bicester Community Centre , Bowmont Square, Bicester	Bicester and Woodstock	Bicester (West Ward)	Split between Bicester North and Bicester West	2689 PS – 2355 P – 334	No change proposed – continue to use West Bicester Community Centre as the polling station, as a double station.
CCG1	Scout Hall , Ashdene Road, Bicester	Bicester and Woodstock	Bicester (West Ward)	Bicester West	1306 PS – 1165 P – 141	No change proposed – continue to use the Scout Hall as the polling station.
CCH1	Highfield Social Club , George Street, Bicester	Bicester and Woodstock	Bicester (West Ward)	Split between Bicester North and Bicester West	1776 PS – 1562 P – 214	No change proposed – continue to use Highfield Social Club as the polling station.
CC11	Bicester Leisure Sports Centre , Queens Avenue, Bicester	Bicester and Woodstock	Bicester (West Ward)	Bicester North	977 PS – 822 P – 155	No change proposed – continue to use Bicester Leisure Sports Centre as the polling station.

District Ward: Cropredy, Sibfords & Wroxton						
Polling District ID	Polling station	Constituency	Parish	County Division effective May 2025 elections	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CBH2	Hanwell Fields Community Centre , Rotary Way, Hanwell Fields, Banbury	Banbury	Banbury (Hardwick West Ward)	Banbury Hardwick	478 PS – 425 P – 53	Change proposed – electors to vote at Hardwick Community Centre, until the community building at the Roman Fields development is built and available for use (NB. This polling station covers polling stations across two district wards, CBF1, CBG2, CBH1 – Banbury Hardwick / CBH2 – Cropredy, Sibfords and Wroxton. For this reason, the polling station is included in the appendix twice, it is also listed under Banbury Hardwick ward.)
CCM1	The Bourtons Village Hall , Main Street, Great Bourton	Banbury	Bourton	Cropredy and Hook Norton	626 PS – 533 P – 93	No change proposed – continue to use The Bourtons Village Hall as the polling station.
CCN1	St. Mary's House , Wykham Lane, Broughton	Banbury	Broughton	Cropredy and Hook Norton	234 PS – 210 P – 24	No change proposed – continue to use St Mary's House as the polling station.
CCR1	Claydon Church Hall , Church Lane, Claydon	Banbury	Claydon with Clattercote	Cropredy and Hook Norton	265 PS – 234 P – 31	No change proposed – continue to use Claydon Church Hall as the polling station.
CCT1, CDW1	Cropredy Village Hall , Red Lion Street, Cropredy	Banbury	Cropredy; Prescote	Cropredy and Hook Norton	617 PS – 546 P – 71	No change proposed – continue to use Cropredy Village Hall as the polling station.

CCX1	Drayton Village Hall , Stratford Road, Drayton	Banbury	Drayton	Cropredy and Hook Norton	176 PS – 158 P – 18	No change proposed – continue to use Drayton Village Hall as the polling station.
CCZ1	Epwell Village Hall , The Square, Epwell	Banbury	Epwell	Cropredy and Hook Norton	233 PS – 211 P – 22	No change proposed – continue to use Epwell Village Hall as the polling station.
CDE1	Hanwell Village Hall , Main Street, Hanwell	Banbury	Hanwell	Cropredy and Hook Norton	226 PS – 183 P – 43	No change proposed – continue to use Hanwell Village Hall as the polling station.
CDI1	The Old School , Church Lane, Horley	Banbury	Horley	Cropredy and Hook Norton	277 PS – 256 P – 21	No change proposed – continue to use The Old School as the polling station.
CDJ1	Hornton Methodist Church , Millers Lane, Hornton	Banbury	Hornton	Cropredy and Hook Norton	281 PS – 247 P – 34	No change proposed – continue to use Hornton Methodist Church as the polling station.
CDR1	Mollington Village Hall , Chestnut Road, Mollington	Banbury	Mollington	Cropredy and Hook Norton	415 PS – 342 P – 73	No change proposed – continue to use Mollington Village Hall as the polling station.
CDU1	Bishop Carpenter School , School Lane, North Newington	Banbury	North Newington	Cropredy and Hook Norton	286 PS – 258 P – 28	No change proposed – continue to use Bishop Carpenter School as the polling station.
CDX1	Shenington Village Hall , Shenington, Banbury	Banbury	Shenington	Cropredy and Hook Norton	350 PS – 309 P – 41	No change proposed – continue to use Shenington Village Hall as the polling station.
CDY1	Shutford Village Hall , Banbury Hill, Shutford	Banbury	Shutford	Cropredy and Hook Norton	370 PS – 333 P – 37	No change proposed – continue to use Shutford Village Hall as the polling station.
CDZ1, CEA1	Sibford Gower Village Hall , Acre Ditch, Sibford Gower	Banbury	Sibford Ferris; Sibford Gower	Cropredy and Hook Norton	718 PS – 631 P – 87	No change proposed – continue to use Sibford Gower Village Hall as the polling station.
CEH1	Swalcliffe Village Hall , Green Lane, Swalcliffe	Banbury	Swalcliffe	Cropredy and Hook Norton	178 PS – 155 P – 23	No change proposed – continue to use Swalcliffe Village Hall as the polling station.
CEI1	Tadmarton Village Hall , Main Street, Upper Tadmarton	Banbury	Tadmarton	Cropredy and Hook Norton	461 PS – 392 P – 69	No change proposed – continue to use Tadmarton Village Hall as the polling station.
CEK1	Wardington Memorial Hall , Mount Pleasant, Wardington	Banbury	Wardington	Cropredy and Hook Norton	458 PS – 403 P – 55	No change proposed – continue to use Wardington Memorial Hall as the polling station.
CEN1	Wroxton Village Hall , Stratford Road, Wroxton	Banbury	Wroxton	Cropredy and Hook Norton	447 PS – 380 P – 67	No change proposed – continue to use Wroxton Village Hall as the polling station.

District Ward: Deddington						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CBM1	Barford St. Michael Village Hall , Lower Street, Barford St. Michael	Banbury	Barford St John and St Michael	Deddington	444 PS – 391 P – 53	No change proposed – continue to use Barford St Michael Village Hall as the polling station.
CCU1, CCV1	Windmill Community Centre , Hempton Road, Deddington	Banbury	Deddington	Deddington	1658 PS – 1403 P – 255	No change proposed – continue to use Windmill Community Centre as the polling station.
CCW1	The Old School Room , Rear of Hempton Church, Hempton	Banbury	Deddington	Deddington	240 PS – 204 P – 36	No change proposed – continue to use The Old School Room as the polling station.
CCY1	Duns Tew Village Hall , Middle Barton Road, Duns Tew	Banbury	Duns Tew	Deddington	395 PS – 348 P – 47	No change proposed – continue to use Duns Tew Village Hall as the polling station.
CDC1	Fritwell Village Hall , Fewcott Road, Fritwell	Banbury	Fritwell	Deddington	566 PS – 505 P – 61	No change proposed – continue to use Fritwell Village Hall as the polling station.
CDH1	The War Memorial Hall , Chapel Street, Hook Norton	Banbury	Hook Norton	Cropredy and Hook Norton	1897 PS – 1635 P – 262	No change proposed – continue to use The War Memorial Hall as the polling station.
CDM1, CEE1	Steeple Aston Village Hall , Fir Lane, Steeple Aston	Banbury	Middle Aston; Steeple Aston	Deddington	860 PS – 735 P – 125	No change proposed – continue to use Steeple Aston Village Hall as the polling station.
CDO1	Milcombe Village Hall , Main Road, Milcombe	Banbury	Milcombe	Adderbury, Bloxham and Bodicote	583 PS – 511 P – 72	No change proposed – continue to use Milcombe Village Hall as the polling station.
CDT1	Meeting Room at the Bakery , 9 Somerton Road, North Aston	Banbury	North Aston	Deddington	143 PS – 129 P – 14	No change proposed – continue to use the Meeting Room at the Bakery as the polling station.
CEB1	The Barnes Memorial Hall , Heyford Road, Somerton	Banbury	Somerton	Deddington	252 PS – 216 P – 36	No change proposed – continue to use The Barnes Memorial Hall as the polling station.
CEC1	Souldern Village Hall , Souldern, Bicester	Banbury	Souldern	Deddington	314 PS – 277 P – 37	No change proposed – continue to use Souldern Village Hall as the polling station.
CED1	South Newington Village Hall , Barford Road, South Newington	Banbury	South Newington	Deddington	238 PS – 200	No change proposed – continue to use South Newington Village Hall as the polling station.

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CEM1	Wigginton Parish Hall , School Lane, Wigginton	Banbury	Wigginton	Deddington	162 PS – 141 P – 21	No change proposed – continue to use Wigginton Parish Hall as the polling station.

District Ward: Fringford and Heyfords

Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CAC1	Ardley with Fewcott Village Hall , Ardley Playing Fields, Ardley	Bicester and Woodstock	Ardley with Fewcott	Chesterton and Launton	578 PS – 518 P – 60	No change proposed – continue to use Ardley with Fewcott Village Hall as the polling station.
CCO1	Bucknell Village Hall , Bainton Road, Bucknell	Bicester and Woodstock	Bucknell	Chesterton and Launton	206 PS – 193 P – 13	No change proposed – continue to use Bucknell Village Hall as the polling station.
CCQ1	Chesterton Community Centre , 2 Geminus Road, Chesterton	Bicester and Woodstock	Chesterton	Chesterton and Launton	846 PS – 760 P – 86	No change proposed – continue to use Chesterton Community Centre as the polling station.
CCS1, CDF1	St Mary the Virgin Church , Cottisford, Brackley	Bicester and Woodstock	Cottisford; Hardwick with Tusmore	Chesterton and Launton	168 PS – 138 P – 30	No change proposed – continue to use St Mary the Virgin Church as the polling station.
CDAA1, CDS1	Finmere Village Hall , Water Stratford Road, Finmere	Bicester and Woodstock	Finmere; Newton Purcell with Shelswell	Chesterton and Launton	490 PS – 429 P – 61	No change proposed – continue to use Finmere Village Hall as the polling station.
CDB1	Fringford Village Hall , The Green, Fringford	Bicester and Woodstock	Fringford	Chesterton and Launton	589 PS – 435 P – 54	No change proposed – continue to use Fringford Village Hall as the polling station.
CDD1, CEG1	St. Mary & St. Edburga Church , 2 Church Street, Stratton Audley	Bicester and Woodstock	Godington; Stratton Audley	Chesterton and Launton	386 PS – 332 P – 54	No change proposed - continue to use St. Mary & St. Edburga Church as the polling station.
CDG1	Hethe Village Hall , Hardwick Road, Hethe	Bicester and Woodstock	Hethe	Chesterton and Launton	213 PS – 190 P – 23	No change proposed – continue to use Hethe Village Hall as the polling station.
CDL1	King George’s Field and Community Sports Centre , Mill Lane, Lower Heyford	Bicester and Woodstock	Lower Heyford	Chesterton and Launton	399 PS – 333 P – 66	No change proposed – continue to use King George’s Field and Community Sports Centre as the polling station.
CDN1	Middleton Stoney Village Hall , Heyford Road, Middleton Stoney	Bicester and Woodstock	Middleton Stoney	Chesterton and Launton	244 PS – 206 P – 38	No change proposed – continue to use Middleton Stoney Village Hall as the polling station.

CDQ1	Mixbury Parish Church , Church Lane, Mixbury	Bicester and Woodstock	Mixbury	Chesterton and Launton	199 PS – 179 P – 20	No change proposed – continue to use Mixbury Parish Church as the polling station.
CEF1	Stoke Lyne Parish Room , Stoke Lyne, Bicester	Bicester and Woodstock	Stoke Lyne	Chesterton and Launton	190 PS – 159 P – 31	No change proposed – continue to use Stoke Lyne Parish Room as the polling station.
CEJ1	Upper Heyford Village Hall , Somerton Road, Upper Heyford	Bicester and Woodstock	Upper Heyford	Deddington	294 PS – 259 P – 35	No change proposed – continue to use Upper Heyford Village Hall as the polling station.
CEJ2	Heyford Park Community Centre , Brice Road	Bicester and Woodstock	Heyford Park	Deddington	2160 PS – 1961 P – 199	No change proposed – continue to use Heyford Park Community Centre as the polling station but as a double station.
CHG1	Kirtlington Village Hall , South Green, Kirtlington	Bicester and Woodstock	Kirtlington	Chesterton and Launton	803 PS – 698 P – 105	No change proposed – continue to use Kirtlington Village Hall as the polling station.

District Ward: Kidlington East						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CKB1	Kidlington and Gosford Sports Centre , Gosford Hill, Oxford Road	Bicester and Woodstock	Gosford and Water Eaton	Kidlington East	1038 PS – 853 P – 185	No change proposed – continue to use Kidlington and Gosford Sports Centre as the polling station.
CKE1	Kidlington Youth Football Club , Evans Lane, Kidlington	Bicester and Woodstock	Kidlington (Orchard Ward)	Kidlington East	1577 PS – 1383 P – 194	No change proposed – continue to use Kidlington Youth Football Club as the polling station.
CKF1	Kidlington Methodist Church Hall , Oxford Road, Kidlington	Bicester and Woodstock	Kidlington (Orchard Ward)	Kidlington East	1030 PS – 927 P – 103	No change proposed – continue to use Kidlington Methodist Church Hall as the polling station.
CKG1	The Church of St John the Baptist , Broadway, Kidlington	Bicester and Woodstock	Kidlington (Dogwood Ward)	Kidlington East	2284 PS – 2047 P – 237	No change proposed – continue to use The Church of St John the Baptist as the polling station, as a double station
CKH1	Exeter Hall , Oxford Road, Kidlington	Bicester and Woodstock	Kidlington (Exeter Ward)	Kidlington East	1371 PS – 1213 P – 158	No change proposed – continue to use Exeter Hall as the polling station. (NB. This polling station covers polling districts across two district wards, CKH1 – Kidlington East Ward / CKD1 – Kidlington West Ward. For this reason, the polling station is included in the report twice and is also listed under Kidlington West.)

District Ward: Kidlington West						
Polling District ID	Polling station	Constituency	Parish	County Division (effective May 2025 elections)	Electorate (at 1 September 2024)	(Acting) Returning Officer Proposal
CKA1	Begbroke Village Hall , Begbroke Lane, Begbroke	Bicester and Woodstock	Begbroke	Kidlington West	620 PS – 540 P – 80	No change proposed – continue to use Begbroke Village Hall as the polling station.
CKC1	Kidlington Baptist Church , High Street, Kidlington	Bicester and Woodstock	Kidlington (St Mary's Ward)	Kidlington North and Otmoor	2225 PS – 1839 P – 386	No change proposed – continue to use Kidlington Baptist Church as the polling station, as a double station
CKD1	Exeter Hall , Oxford Road, Kidlington	Bicester and Woodstock	Kidlington (Roundham Ward)	Kidlington West	1909 PS – 1655 P – 254	No change proposed – continue to use Exeter Hall as the polling station. (NB. This polling station covers polling districts across two district wards, CKD1 – Kidlington West / CKH1 – Kidlington East. For this reason, the polling station is included in the report twice and is also listed under Kidlington East.)
CKI1	Yarnton Village Hall , The Paddocks, Yarnton	Bicester and Woodstock	Yarnton	Kidlington West	2470 PS – 2190 P – 280	No change proposed – continue to use Yarnton Village Hall as the polling station, as a double station

District Ward: Launton and Otmoor						
Polling District ID	Polling station	Constituency	Parish	County Division effective May 2025 elections	Electorate at 1 September 2024	(Acting) Returning Officer Proposal
CAB2	Ambrosden Village Hall , Ambrosden, Bicester	Bicester and Woodstock	Ambrosden	Bicester South	145 PS – 132 P – 13	No change proposed – continue to use Ambrosden Village Hall as the polling station. (NB. This polling station covers polling districts across two district wards, CAB1 – Bicester South and Ambrosden / CAB2 – Launton and Otmoor. For this reason, the polling station is included in the report twice and is also listed under Bicester South and Ambrosden.)
CAD1	Arcott Village Hall , Murcott Road, Upper Arcott	Bicester and Woodstock	Arcott	Kidlington North and Otmoor	801 PS – 719 P – 82	No change proposed – continue to use Arcott Village Hall as the polling station.
CCJ1	Blackthorn Village Hall , Thame Road, Blackthorn	Bicester and Woodstock	Blackthorn	Kidlington North and Otmoor	272 PS – 241 P – 31	No change proposed – continue to use Blackthorn Village Hall as the polling station.
CDK1	Launton Parish Hall , Bicester Road, Launton	Bicester and Woodstock	Launton	Chesterton and Launton	1178 PS – 1028 P – 150	No change proposed – continue to use Launton Parish Hall as the polling station.
CDV1	Piddington Village Hall , Ludgershall Road, Piddington	Bicester and Woodstock	Piddington	Kidlington North and Otmoor	294 PS – 257 P – 37	No change proposed – continue to use Piddington Village Hall as the polling station.

CEL1	Wendlebury Village Hall , Main Street, Wendlebury	Bicester and Woodstock	Wendlebury	Kidlington North and Otmoor	349 PS – 322 P – 27	No change proposed – continue to use Wendlebury Village Hall as the polling station.
CHA1, CHD1	Bletchington Village Hall , Whitemarsh Way, Bletchington	Bicester and Woodstock	Bletchington; Hampton Gay and Poyle	Kidlington North and Otmoor	1010 PS – 908 P – 102	No change proposed – continue to use Bletchington Village Hall as the polling station.
CHB1, CHJ1	St Mary the Virgin Church , High Street Charlton-on-Otmoor	Bicester and Woodstock	Charlton-on-Otmoor; Oddington	Kidlington North and Otmoor	450 PS – 404 P – 46	Change proposed – use Charlton-on-Otmoor Community Hall as the polling station.
CJC1	The Village Hall , Fencott and Murcott, Kidlington	Bicester and Woodstock	Fencott and Murcott	Kidlington North and Otmoor	207 PS – 187 P – 20	No change proposed – continue to use The Village Hall as the polling station.
CHE1	Horton-Cum-Studley Millennium Hall , The Straight Mile, Horton-Cum-Studley	Bicester and Woodstock	Horton-Cum-Studley	Kidlington North and Otmoor	384 PS – 321 P – 63	No change proposed – continue to use Horton-Cum-Studley Millennium Hall as the polling station.
CHF1	Islip Village Hall , Church Lane, Islip	Bicester and Woodstock	Islip	Kidlington North and Otmoor	510 PS – 469 P – 41	No change proposed – continue to use Islip Village Hall as the polling station.
CHH1	Merton Village Hall , Merton, Bicester	Bicester and Woodstock	Merton	Kidlington North and Otmoor	265 PS – 226 P – 39	No change proposed – continue to use Merton Village Hall as the polling station.
CHI1	The Parish Church of St Giles , Noke	Bicester and Woodstock	Noke	Kidlington North and Otmoor	112 PS – 100 P – 12	No change proposed – continue to use The Parish Church of St Giles as the polling station.
CHK1	Millennium Village Hall , Shipton-on-Cherwell, Kidlington	Bicester and Woodstock	Shipton-on-Cherwell and Thrupp	Kidlington North and Otmoor	321 PS – 291 P – 30	No change proposed – continue to use Millennium Village Hall as the polling station.
CHL1	Weston-on-the-Green Village Hall , Mill Lane, Weston-on-the-Green	Bicester and Woodstock	Weston-on-the-Green	Kidlington North and Otmoor	447 PS – 396 P – 51	No change proposed – continue to use Weston-on-the-Green Village Hall as the polling station.

Appendix 2 - Comments and Submissions from Public Consultation with (Acting) Returning Officer Response

Cherwell District Council welcomed comments and submissions from the public and interested parties on the Acting Returning Officer's proposals between 21 October 2024 and 11 November 2024.

The responses received are set out in full below (NB. Only polling stations commented on are listed; Comments received that are not relevant to the polling place review are not included):

NB: No comments received on any polling stations in the following district wards: Banbury Calthorpe and Easington; Banbury Cross and Neithrop; and, Fringford and Heyfords.

District Ward: Adderbury, Bloxham and Bodicote			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CAA1 – Adderbury Library	Member of public	Adderbury Library is adequate but I find the parking and access to Adderbury Institute is preferable and does not interfere with the opening hours of the library.	The ARO notes the comments on the Adderbury Institute however when the Democratic and Elections Team have tried to book the venue for elections, the venue has advised that it is already booked and the booking cannot be changed. Our final recommendation will be: No change proposed – continue to use Adderbury Library as the polling station, as a double station.
CCK1 – The Bloxham Ex-Serviceman's Village Hall	Parish Councillor	Over the last 30 years I have also worked for the CDC Elections Team and am a Presiding Officer on most elections. I therefore volunteered to review the summary as someone who has visited a fair number of the stations listed, as well as our one in Bloxham which is always well managed and suitably located and sized for the village. I do not have any further comments on the proposed changes to be made and also agree that the stations I have visited over this time are adequate and suitable for the purposes of Polling day. It appears that where there have / are issues all efforts are being made to address and find alternatives in the long run.	The Member Working Group and ARO thank you for your detailed and helpful comments. Our final recommendation will be: No change proposed – No change proposed – continue to use The Bloxham Ex-servicemen's Village Hall as the polling station, as a double station.

District Ward: Banbury Grimsbury and Hightown			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CBA1 – St Leonard’s Church	Town Councillor	<p>I wish to oppose the change of polling station. St Leonards Church Hall and then St Leonards Church and before that the former St Leonards School adjacent to the Church has been the polling station(s) for Middleton Road and houses south of the Middleton Road for at least 7 decades.</p> <p>The grounds for moving to the St Leonards School are insufficient (eg cold) these could be dealt with and should be dealt with.</p> <p>There is NO REASON to have voters having to walk in some instances from the Bridge or Waterloo Drive past and access all the other residential housing to vote.</p> <p>Almost all voters will live west of St Leonards School (over the Road) and some from opposite Morrisons Supermarket.</p> <p>Arguments that conditions are unsuitable do not stand up. The Church has been used for about 20 years or mor before that the old Church Hall to the rear. Although some elections may take place in the winter we know the annual County, District and Town voting is always. On the 1st Thursday in May, and not every year do artic conditions apply sometimes. Tellers take numbers in the sun.</p> <p>CDC should reject the move of Polling Station to St Leonards School. Perhaps in colder times this may have made sense when schools were run by the LEA but not now.</p> <p>Grimsbury lost its East Street School Polling Station a few years ago and if St Leonards Church were to go this would another regrettable change. Please stick with what people know. I have know sure I first voted there (1970) and is known on Main Road (Middleton Road) not tucked away at the end of Causeway that can for the main part only be accessed via Howard Road. How St Leonards could cope with a closure is another matter, but if voters arrived by car there is not much room for parking let alone drop offs.</p>	<p>The Member Working Group and ARO thank you for your detailed and helpful comments. The ARO confirms that there will be no change proposed to this polling station.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CBB1, CBC1 – Grimsbury Community Centre	Member of the public	It works very well. It's convenient and easy to access either in foot or by car.	<p>The Member Working Group and ARO thank you for your helpful comments.</p> <p>Our final recommendation will be: No change proposed:</p>

			The ARO confirms that there will be no change to this polling station.
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District Ward: Banbury Hardwick			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CBF1, CBG2, CBH1 – Hanwell Fields Community Centre (also CBH2 Cropredy, Sibfords & Wroxton ward)	Member of the public	Easy to find and to access the polling station	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CBF1, CBG2, CBH1 – Hanwell Fields Community Centre (also CBH2 Cropredy, Sibfords & Wroxton ward)	Member of the public	Near to home can walk there	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

District Ward: Banbury Ruscote			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CBK1 – The Sunshine Centre	District councillor	I would suggest however the consideration of a mobile polling station for Banbury rise bloor homes housing development. Essentially this covers roads like Tony Humphries Rd George parish Rd Bailey Rd Wilson Rd as the housing development proceeds they still not a community centre search I do you think there's some loss of voting due to people not wanting to travel to the sunshine centre.	The Member Working Group and ARO thank you for your suggestion. On behalf of the ARO, Democratic & Elections Officers visited the site and identified a possible location for a mobile station. Unfortunately, the landowner has not given permission for the site to be used. There are no other suitable areas on the development to site a mobile station. It is also to note that there is suitable access to the

			existing polling station (The Sunshine Centre) and therefore as a mobile station site is not be available, the current arrangements would stay in place. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CBK1 – The Sunshine Centre	Polling Station Venue booking agent	The Sunshine Centre are happy for Cherwell District Council to continue to use our premises as a polling station.	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

District Ward: Bicester East			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CBN1 - Bicester East Community Centre	Member of the public	I only know this polling station, and as far as I can tell it is not fit for purpose. It is small, hardly good enough for voting in such open plan layout, I am not sure it even has a bathroom for the poor souls working elections there, last time I voted, I had to go around barriers because of works, which in a rainy day is off putting to say the least.	The ARO notes the comments made. The 2024 elections took place during construction of a new Bicester East Community Centre which was not ideal for electors. The new building is now open and a vast improvement on the former building. The Member Working Group notes the ARO response. Our final recommendation will be: No change proposed: The new Bicester East Community Centre will be used as the polling going forward.
CBO1 – Salvation Army Worship Centre	Member of public	Easily accessible for all. Plenty of car parking available.	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed:

			The ARO confirms that there will be no change to this polling station.
CBP1 – Bicester Methodist Hall	Member of public	Lack of parking nearby.	The Member Working Group and ARO thank you for your comment. Whilst we note the lack of carparking in and around the polling station, The Bicester Methodist Hall is the best option for voters in the polling district with no other suitable alternative. Therefore, No change proposed – continue to use Bicester Methodist Hall as the polling station.
CBP1 – Bicester Methodist Hall	Member of public	Right place, right size	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CBQ1 – John Paul II Centre	Member of the public	Absolutely no problems with this polling station. I can walk from home, there's plenty of space inside and never had any issues. Please keep it!	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

District Ward: Bicester North and Caversfield			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CBR1, CBT1, CBU1, CBV1 – Emmanuel Church	Member of public	The room and roads is divided in two, the streets need to be divided better as one side is must busier then the other this creates very long queue at busy times	The ARO notes the comments made and will ask the Democratic and Elections Team to investigate the elector allocation to the two polling stations that are held within the polling place. The Member Working Group notes the submission and agrees the

			<p>ARO response will help to address the issue.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CBS1 – Southwold Community Centre	Member of public	Not a bad location and suitable for majority of people.	<p>The Member Working Group and ARO thank you for your helpful comments.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CBS1 – Southwold Community Centre	Member of public	Perfect location	<p>The Member Working Group and ARO thank you for your helpful comments.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CBS1 – Southwold Community Centre	Member of public	An excellent location to service the Southwold community that I use without needing a car to get there. Long may it continue to be our polling station.	<p>The Member Working Group and ARO thank you for your helpful comments.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CCP1 – Mobile Station at the Recreation Ground, Situated at Sheen Close Entrance to Ground, Caversfield	District councillor	I know it's flagged that there is no alternative to the Caversfield Mobile station, however can I ask that we look at the facilities at the mobile station I know I have received complaints on the past from staff about the bathrooms and rubbish.	<p>The Member Working Group and ARO thank you for your detailed and helpful comments. The Democratic and Elections Team will work with our portacabin provider to see what can be done regarding the Portaloo and bins on site on election day.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>

CCP1 – Mobile Station at the Recreation Ground, Situated at Sheen Close Entrance to Ground, Caversfield	Member of public	It is close by and very convenient for the residents of Caversfield	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
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District Ward: Bicester South and Ambrosden			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CAB1 – Ambrosden Village Hall	Town or a Parish Councillor	No issue, good location but at risk of being closed for revamp in May 2025.	The Democratic and Elections Team, on behalf of the ARO, has investigated this with the venue and have been advised that the planning works will be taking place after May 2025 so it should have no effect on the use as a polling place at May 2025 elections. The Member Working Group thanks the Parish Councillor for bringing this to the attention of the ARO and is please there will be no effect for the May 2025 elections. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CAB1 – Ambrosden Village Hall	Member of public	Good location for village residents and easy to access	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CBW1, CCC1 – Langford Village Centre	A Town or a Parish Councillor	Should service all of Langford, New Langford electors should not have to go to Garth House to vote when they can go to the community centre.	The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre.

			<p>On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1 and CCC1, which included a Bicester site visit, and put forward options for the Member Working Group.</p> <p>The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore vote at the Graven Hill mobile station, until the community building was available.</p> <p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Our final recommendations will be:</p> <p>Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
<p>CBW1, CCC1 – Langford Village Centre</p>	<p>Business or an organisation</p>	<p>Works well, good access for disabilities, no issues</p>	<p>The Member Working Group and ARO thank you for your helpful comments. We will continue to use this polling station with some elector allocation changes to address other comments received in respect of this polling station.</p>

CBW1, CCC1 – Langford Village Centre	Member of public	<p>This polling station is now increasingly stretched to provide good service at the busiest times because of a significant increase in the electorate in the Graven Hill development who are all made to travel to this polling station in order to vote. It is surprising that the review makes no mention of the Graven Hill development and that there is no acknowledgement that residents of Graven Hill should be served better by having their own polling station close to their homes and that they are currently being asked to travel too far a distance in order to vote. The development at Graven Hill now has adequate options for a polling station to be set up there during elections - I suggest at the school or at the premises of the Marketing Shop of Graven Hill Development Company. This would be a sensible option and ease the strain on Langford Village Community Centre. As a former regular member of the elections staff at the Langford Community Centre, I urge you to please consider this option in your review.</p>	<p>The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre.</p> <p>On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1 and CCC1, which included a Bicester site visit, and put forward options for the Member Working Group.</p> <p>The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore vote at the Graven Hill mobile station, until the community building was available.</p> <p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Our final recommendations will be:</p> <p>Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
CBW1, CCC1 – Langford Village Centre	Member of public	<p>Based at Graven Hill, Bicester and there is enough residents now to have our own polling station. Possible locations include the school hall. Each year I have gone to Langford Village Community Centre there is never an even split for the two sides everyone has to go to the right and it's a lot for the two volunteers on the desks to deal with. By having Graven Hill</p>	<p>The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre.</p>

		<p>residents at Graven Hill this will ease the pressure from volunteers, allow people to get to vote more easily and not have to drive, or navigate the main road whether by car or walking.</p>	<p>On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1 and CCC1, which included a Bicester site visit, and put forward options for the Member Working Group.</p> <p>The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore vote at the Graven Hill mobile station, until the community building was available.</p> <p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Our final recommendations will be:</p> <p>Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
<p>CBW1, CCC1 – Langford Village Centre</p>	<p>Member of public</p>	<p>Please restore to Mallards way where it was for over 20 years.</p>	<p>The Member Working Group and ARO thank you for your comments.</p> <p>The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station.</p>

			<p>Going forward, electors in polling district CBW1 will continue to vote at Langford Village Centre. Electors in polling district CCC1 will move from voting at Langford Village Centre to a mobile station at Graven Hill until the community building is built.</p> <p>Our final recommendations will be:</p> <p>Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
<p>CBW1, CCC1 – Langford Village Centre</p>	<p>Member of public</p>	<p>Comments made in reply on facebook comment - Isn't it time for Graven Hill to have it's own polling station at election times?</p>	<p>The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre.</p> <p>On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1 and CCC1, which included a Bicester site visit, and put forward options for the Member Working Group.</p> <p>The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore vote at the Graven Hill mobile station, until the community building was available.</p>

			<p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Our final recommendations will be: Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
CBW1, CCC1 – Langford Village Centre	Member of public	It would be great to easily be able to walk to my polling station and still get to work on time. Would it be possible to consider a polling station on Graven Hill?	<p>The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre.</p> <p>On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1 and CCC1, which included a Bicester site visit, and put forward options for the Member Working Group.</p> <p>The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore vote at the Graven Hill mobile station, until the community building was available.</p> <p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Our final recommendations will be: Change proposed for electors in polling district CC1 who will move from</p>

			<p>voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
CBW1, CCC1 – Langford Village Centre	Member of public	Please retain this excellent polling station	The Member Working Group and ARO thank you for your helpful comments. The ARO intends to retain this polling station.
CBW1, CCC1 – Langford Village Centre CBX1, CBY1 – The Garth	Member of public	<p>I live on Langford Village OX26 6UE, yet I have to now go to the Garth to vote? Difficult to get there, parking dreadful & inconvenient.</p> <p>Why do I not get to vote at the Langford village hall, when I live on Langford?</p>	<p>The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre.</p> <p>On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1, CCC1, CBX1 and CBY1, which included a Bicester site visit, and put forward options for the Member Working Group.</p> <p>The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore vote at the Graven Hill mobile station, until the community building was available.</p> <p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford</p>

			<p>Village Centre would be a double or triple station. Electors in polling district CBY1 would continue to vote at The Garth. Our final recommendations will be: Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available. Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station. No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre. No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
<p>CBX1, CBY1 – The Garth</p>	<p>Town or a Parish Councillor</p>	<p>Should not have Langford electors here, but could service part of Longfields or other areas.</p>	<p>The Member Working Group and ARO thank you for your comments. Electors in polling district CCC1 currently vote at Langford Village Centre. On behalf of the ARO, the Democratic & Elections Team reviewed the arrangements for electors in polling districts CBW1 and CCC1, which included a Bicester site visit, and put forward options for the Member Working Group. The Member Working Group noted that a community building would be built at Graven Hill in due course but until such time, there was a suitable site for a mobile station at Graven Hill. Electors in polling district CCC1 would therefore</p>

			<p>vote at the Graven Hill mobile station, until the community building was available.</p> <p>Electors in polling district CBW1 will continue to vote at Langford Village Centre.</p> <p>Our final recommendations will be:</p> <p>Change proposed for electors in polling district CC1 who will move from voting at Langford Community Centre to a mobile station at Graven Hill, until such time as the Graven Hill community building is available.</p> <p>No Change proposed: Electors in polling district CBW1 will continue to vote Langford Village Community Centre.</p>
<p>CBX1, CBY1 – The Garth</p>	<p>Business or an organisation</p>	<p>Residents on New Langford have complained bitterly at having to cast their votes at The Garth, having had a porta cabin on the estate for many years. This should be reinstated.</p>	<p>The Member Working Group and ARO thank you for your comments.</p> <p>The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station.</p> <p>Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>

CBX1, CBY1 – The Garth	Member of public	<p>There are significant difficulties for some residents of the New Langford community to get to the Garth and they would prefer the restoration of the former polling station that was traditionally sited at the junction of Corncrake and Mallards Way on New Langford Village. Elderly voters and those with poor mobility are at a real risk of being denied their vote because of the distance they must walk and because the route for them to get there is over the giant railway bridge which many find impossible to traverse. Added to this, there were difficulties for them to enter the park and follow the most direct route to the Garth station as the park gates had been closed well before the polling station was due to close. The review does not appear to fully acknowledge the difficulties that have been caused by the removal of the former polling station which, for some, are very real and unsatisfactory. Parking space is also quite limited at this location which exacerbates the problems.</p>	<p>The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station. Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
CBX1, CBY1 – The Garth	Member of public	<p>This location isn't ideal for those of us living on New Langford. A number of neighbours have commented that it's difficult to walk and drive to. I'm sure the polling numbers are down due to the relocation here from a temporary cabin on Corncrake. I understand that there is a cost to having the cabin, so maybe it would be better for people to go to Langford Village hall from Nrw Langford. That would be within walking distance for most and less miles driven by car for those who can't walk the distance. We are, after all in Langford.</p>	<p>The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station. Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p>

			<p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
CBX1, CBY1 – The Garth	Member of public	I live on New Lanford. We used to have a mobile polling station, the Garth is too far to travel and discourages voting.	<p>The Member Working Group and ARO thank you for your comments.</p> <p>The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station.</p> <p>Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
CBX1, CBY1 – The Garth	Member of public	Would prefer the polling station to be relocated back to Mallards way. It is more convenient and easier to access.	<p>The Member Working Group and ARO thank you for your comments.</p> <p>The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land.</p>

			<p>No other space in the polling district has been identified as a location for the siting of a mobile station.</p> <p>Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
<p>CBX1, CBY1 – The Garth</p>	<p>Member of public</p>	<p>I usually vote at the temporary polling station on Mallards Way, The Garth is very inconvenient</p>	<p>The Member Working Group and ARO thank you for your comments.</p> <p>The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station.</p> <p>Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>

<p>CBX1, CBY1 – The Garth</p>	<p>Member of public</p>	<p>I would prefer for the station to be added back to the Corner of Corncrake Way. Having to go around the entire estate to The Garth is less likely to encourage me to vote due to the location.</p>	<p>The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station. Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth. Our final recommendations will be: Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station. No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
<p>CBX1, CBY1 – The Garth</p>	<p>Member of public</p>	<p>Please restore to mallards way where it was for over 20 years.</p>	<p>The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station. Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p>

			<p>Our final recommendations will be: Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station. No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
CBX1, CBY1 – The Garth	Member of public	Not accessible from New Langford for those that are less mobile. The mobile station in Corncrake was well used. Less people voted last time due to not having it.	<p>The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station. Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be: Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station. No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
CBX1, CBY1 – The Garth	Member of public	Comments made in reply on facebook comment - Should the neighbourhood polling station on New Langford be restored rather than making people vote at the Garth?	<p>The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land.</p>

			<p>No other space in the polling district has been identified as a location for the siting of a mobile station.</p> <p>Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p> <p>No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.</p>
<p>CBX1, CBY1 – The Garth</p>	<p>Member of public</p>	<p>Too far from postcode area.</p>	<p>The Member Working Group and ARO thank you for your comments.</p> <p>It is necessary to split electoral areas into polling districts. Particularly in built up urban areas, it can seem that there is a polling station that is closer than that allocated but it does not align with the electoral areas for voting purposes. On behalf of the ARO, the Democratic & Elections Team reviewed the allocation of polling stations for CBX1 and CBY1.</p> <p>Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth.</p> <p>Our final recommendations will be:</p> <p>Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station.</p>

			No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.
The Member Working Group and ARO thank you for your comments.	The Member Working Group and ARO thank you for your comments.	The Member Working Group and ARO thank you for your comments.	The Member Working Group and ARO thank you for your comments. The area that the mobile station that was formerly sited on the grass verge of Mallards Way and corner of Corncrake is no longer suitable for a mobile station due to trees on the land. No other space in the polling district has been identified as a location for the siting of a mobile station. Going forward, electors in polling district CBX1 will vote at Langford Village Centre rather than The Garth. Electors in polling district CBY1 will continue to vote at The Garth. Our final recommendations will be: Change proposed: Electors in polling district CBX1 who currently vote at the Garth, will vote at Langford Village Centre. Langford Village Centre would be a double or triple station. No change proposed: Electors in polling district CBY1 will continue to vote at The Garth.
CCA1, CCB1 – Kingsmere Community Centre	Member of public	Well organised, spacious, clean and tidy polling station in the centre and of the community.	The Member Working Group and ARO thank you for your helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CCA1, CCB1 – Kingsmere Community Centre	Town or a Parish Councillor	Good site, no changes but polling districts could be better	The ARO notes the comments made and will ask the Democratic and Elections Team to investigate the elector allocation to the two polling stations that are held within the polling place. The Member Working Group notes the submission and agrees the

			ARO response will help to address the issue. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
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District Ward: Bicester West			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CCF1 – West Bicester Community Centre	Member of public	Easy to get to within walking distance. Plenty of parking for those unable to walk. Would not want to change location at all.	The Member Working Group and ARO thank you for your detailed and helpful comments. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CCF1 – West Bicester Community Centre	Member of public	Didn't look open, have to vote here yet live on the same street as South Hall the marked areas make no sense and discourage people to vote especially disabled or elderly	The Member Working Group and ARO thank you for your comments. The boundaries are considered appropriate for the electoral areas (county, district and town council). Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CCF1 – West Bicester Community Centre	Member of public	Comments made in reply on facebook comment - Is polling station provision for people in West Bicester adequate?	The Member Working Group and ARO thank you for your comment. The Democratic & Elections Team, on behalf of the ARO, has assessed the polling station provision for Bicester West Ward and assessed polling places are adequate in this polling district. The Member Working Group is assured by this information. Our final recommendation will be: No change proposed:

			The ARO confirms that there will be no change to this polling station.
CCG1 – Scout Hall, Ashdene Road	Member of public	Convenient	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CCH1 – Highfield Social Club	Member of public	Close and convenient, plenty of space	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CCH1 – Highfield Social Club	Member of public	Comments made in reply on facebook comment - Is polling station provision for people in West Bicester adequate?	The Member Working Group and ARO thank you for your comment. The Democratic & Elections Team, on behalf of the ARO, has assessed the polling station provision for Bicester West Ward and assessed polling places are adequate in this polling district. The Member Working Group is assured by this information. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CCH1 – Highfield Social Club	Member of public	Close, convenient, never busy. It's fine.	Working Group Note: The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

CC11 – Bicester Leisure Sports Centre	Member of public	Convenient with easy access and good parking	Working Group Note: The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
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District Ward: Cropredy, Sibfords and Wroxton			
Polling District and station	Submitted by	Comments	(Acting) Returning Officer Response
CBF1 & CBH2 - Hanwell Fields Community Centre,	District Councillor	With reference to CBH2 and CBF1, this station is a substantial distance away, a 25 minute walk, with no public transport access. I would suggest that Hardwick Community Centre, which is accessible by public transport and is only a 15 minute walk away, would be more appropriate. (NB. Also covers polling districts CBF1, CBG2, CBH1, Banbury Hardwick ward)	The Member Working Group and ARO note the suggestion. On behalf of the ARO, the Member Working Group and Democratic and Elections Team reviewed the suggestion. Whilst polling districts CBF1 & CBH2 will be in the same County division from May 2025 following the County boundary review, they are not in the same District Ward: CBF1 is in Banbury Hardwick Ward and CBH2 is in the Cropredy, Sibfords and Wroxton ward. Notwithstanding, the Member Working Group and ARO consider that electors in Polling District CBH2 vote at Hardwick Community Centre going forward. In the event of a District elections, a separate polling station with separate paperwork would be required to accommodate the different District Ward. On behalf of the ARO, the Democratic and Elections Team, investigated the possible siting of a mobile polling station on land on Walker Road but this was a suitable site. There are plans for

			<p>a community centre to be built on the Roman Fields development. Once built, it is anticipated the community centre will be the polling place for CBH2 and CBF1.</p> <p>Our final recommendations will be: Pending a community building at Roman Fields being available for electors in both polling districts : No change proposed for electors in polling district CBF1, continue to vote at Hanwell Fields Community Centre. Change proposed for electors in polling district CBH2 who will change from voting at Hanwell Fields Community Centre to Hardwick Community Centre.</p>
CCR1 - Claydon Church Hall, Church Lane, Claydon	Venue Manager	No comment. No changes to last survey.	<p>The Member Working Group and ARO thank you for your helpful comment.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CDI1 – The Old School, Church Lane, Horley	Town or a Parish Council clerk	As Presiding Officer and Clerk to the Parish Council, the Old School rooms more than adequately cover the needs of the electorate and the election staff.	<p>The Member Working Group and ARO thank you for your helpful comment.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CDJ1 – Hornton Methodist Church	Town or Parish Council	All seems fine here - no complaints from any parishioners or anything.	<p>The Member Working Group and ARO thank you for your helpful comment.</p> <p>Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
CDX1 -	Member of the public	The Village Hall is accessed by steps straight from the road which is poorly lit; whilst the road is not busy (save school run) it	The Member Working Group and ARO thank you for your helpful comment.

<p>Shenington Village Hall, Shenington, Banbury</p>		<p>is not particularly safe at this point and those with mobility issues have difficulties accessing. The churches in both Shenington and Alkerton are accessed by steps, although in the case of Alkerton can be just one step, and struggles with parking but would be better & could be used. The School, which does nothing for the community, could be used as well has a car park and easy access for most mobility issues and an opportunity for most of the village to actually access the building.</p>	<p>On behalf of the ARO, the Democratic and Elections Team have investigated possible alternatives within the polling district, including a site visit to Shenington, however no suitable alternative has been found. The comment suggests the Churches in Shenington or Alkerton as alternatives, although it is noted that accessibility is not ideal. The Churches were visited and considered, however with lack of facilities and accessibility issues, neither Church is a suitable option as a for polling station staff or voters. The school is further away from the heart of the polling district and is likely to cause disruption to the school. The Village Hall is in the heart of Shenington village and a centre for all village activities. The ARO has been advised that there are future plans to install a stair lift at the Village Hall. We will continue to monitor this progress. On balance, the ARO and Member Working Group consider that the Village Hall should continue to be used as the polling station. The Parish Clerk advises that Shenington Green can assist Parishioners with additional help in communicating advice and guidance to those that may require assistance and support whilst voting at the Village Hall. Democratic and Elections Officers will liaise with the group ahead of elections. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.</p>
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CE11 – Tadmarton Village Hall	Member of public	Lovely to be able to walk to my local village hall to vote.	The Member Working Group and ARO thank you for your helpful comment. The ARO confirms that there will be no change to this polling station.
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District Ward: Deddington			
Polling station	Submitted by	Comments	(Acting) Returning Officer Response
CCU1, CCV1 – Windmill Community Centre	Member of public	This is a very good location, with easy access and plenty of parking space	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

District Ward: Kidlington East			
Polling station	Submitted by	Comments	(Acting) Returning Officer Response
CKF1 – Kidlington Methodist Church Hall	Member of public	Excellent location, easy parking, never been over busy.	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

District Ward: Kidlington West			
Polling station	Submitted by	Comments	(Acting) Returning Officer Response
CKA1 – Begbroke Village Hall	Member of public	Very convenient	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

CKC1 – Kidlington Baptist Church	Member of public	Easy parking but a huge hall for not much activity and also seriously limits the work of the Foodbank who usually use the large hall on Thursdays. Could a different room in the same building be used?	The Member Working Group and ARO thank you for your helpful comment. The room that is used has the preferred access for use as a polling place as entry and exit can be used without having to use different hallways. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
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District Ward: Launton and Otmoor			
Polling station	Submitted by	Comments	(Acting) Returning Officer Response
CDK1 – Launton Parish Hall	Member of public	Easy to access. Has everything you need. Should never be considered for closure as it would massively reduce flexibility.	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CHB1, CHJ1 - St Mary the Virgin Church, High Street Charlton-on-Otmoor	Member of public	Location ok for me but cold for the volunteers. Village hall would be a more suitable location	The Member Working Group and ARO thank you for your helpful comment. The current polling place was used due to the Community Hall not being available for use due to a different use that was all year round. The Democratic & Elections Team, on behalf of the ARO have contacted the Community Hall and they have advised that the Community Hall is now available. Our final recommendation will be: Change proposed: The ARO proposes a change of polling place to Charlton on Otmoor Community Hall, Fencott Road, Charlton on Otmoor, OX5 2UT

CHE1 - Horton-Cum-Studley Millennium Hall	Town or Parish Council	Convenient with car parking, toilets and disabled access.	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.
CHE1 - Horton-Cum-Studley Millennium Hall	Member of public	Extremely convenient. Walking distance. Transport needed for all other locations. Always helpful staff.	The Member Working Group and ARO thank you for your helpful comment. Our final recommendation will be: No change proposed: The ARO confirms that there will be no change to this polling station.

General Comments

- From Political Party in respect of all stations within the Bicester and Woodstock Parliamentary constituency: We have no comments on the polling places in our constituency.
- From member of public: What do people think about polling stations being put into pubs. Any excuse for a cheeky drink and have a drink with your neighbours. Bet the pubs wouldn't mind the increased footfall and a chance to sell and extra pint, what do you landlords think, could you accommodate.
- From Calum Miller MP for Bicester and Woodstock: Thank you for the opportunity to comment on this review. I have not received representation from constituents that contradict the conclusions in your document so do not demur from your recommendations.

Member Working Group Comment, not submitted as a consultation response

Banbury Cross & Neithrop, Dupuis Centre at St Johns Church, South Bar, Banbury. It was requested that further exploration of polling stations for polling districts CAN1 and CAO1, particularly consideration to site a mobile station at the Queensway shops. Whilst the Acting Returning Officer considers the Dupuis Centre at St Johns Church a suitable polling station, as a double station, in light of the Member Working Group's comments. the Democratic and Elections Team and our logistics team, on behalf of the ARO, undertook a site visit and determined the site was not suitable for siting a mobile station from both a logistical perspective and it would cause considerable disturbance and disruption to the shops and properties in the vicinity. No other suitable alternative sites are available in the area. The Member Working Group concurred that the site was not suitable for a mobile station and agreed that the Dupuis Centre was the most suitable polling place.

This report is public	
Treasury Management Report – Mid-year review 2024/25 (September 2024)	
Committee	Council
Date of Committee	16 December 2024
Portfolio Holder presenting the report	Portfolio Holder for Finance, Regeneration and Property, Councillor Lesley McLean
Date Portfolio Holder agreed report	4 December 2024
Report of	Assistant Director of Finance (S151), Michael Furness

Purpose of report

To provide information on treasury management performance and compliance with treasury management strategy for 2024-25 as required by the Treasury Management Code of Practice.

To demonstrate that all treasury management activities undertaken during the reporting period complied with the CIPFA Code of Practice and the council’s approved Treasury Management Strategy.

1. Recommendations

Council resolves:

- 1.1 To note the contents of this Treasury Management mid-year review as recommended by the Accounts, Audit and Risk Committee on the 20 November 24.

2. Executive Summary

- 2.1 The council complies with the Chartered Institute of Public Finance and Accountancy’s Treasury Management in the Public Services: Code of Practice (the CIPFA Code) which requires the council to approve Treasury Management semi-annual and annual reports.
- 2.2 The council’s Treasury Management Strategy for 2024-25 was approved by Council on 26 February 2024. The Treasury indicators have been included in this report as per the 2021 CIPFA Treasury Management in the Public Services Code of Practice requirements.

Implications & Impact Assessments

Implications	Commentary			
Finance	There are no financial implications arising directly from any outcome of this report. Joanne Kaye, Head of Finance (D151), 8 November 2024			
Legal	The presentation of the report is required by regulations issued under the Local Government Act 2003 - to review the treasury management activities, the actual prudential indicators and the treasury related indicators and confirm compliance with the Code. More information can be requested if this is needed to review the contents further. Alison Coles, Legal Services Operations Manager, Solicitor, 29 October 2024			
Risk Management	It is essential that this report is considered by the Audit Committee as it demonstrates that the risk of not complying with the council's Treasury Management Policy has been avoided. This and any other risks related to this report will be managed through the service operational risk and escalated to the leadership risk register as and when necessary. Celia Prado-Teeling, Performance Team Leader, 29 October 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		Not applicable
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		Not applicable
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		Not applicable
Climate & Environmental Impact				Not applicable
ICT & Digital Impact				Not applicable

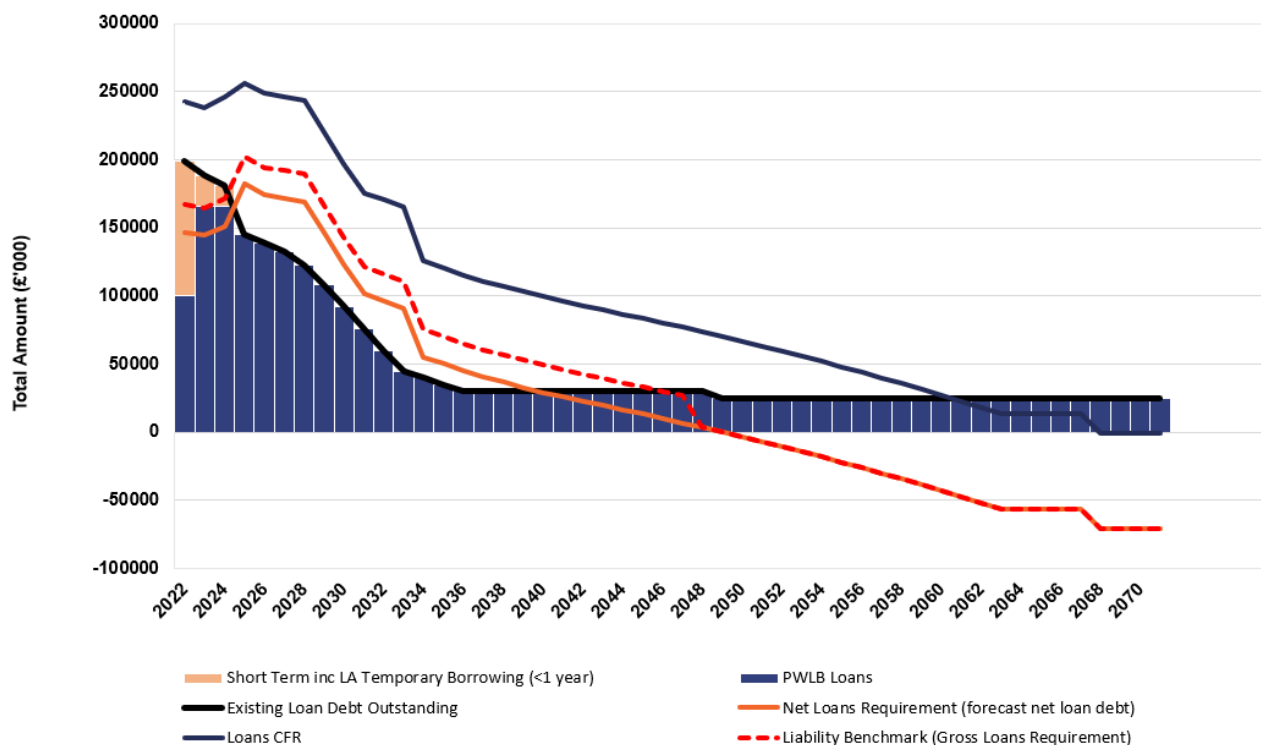
Data Impact				Not applicable
Procurement & subsidy				Not applicable
Council Priorities	Not applicable			
Human Resources	Not applicable			
Property	Not applicable			
Consultation & Engagement	Not applicable			

Supporting Information

3. Background

- 3.1 The council continues to pursue its strategy of keeping borrowing and investments below its underlying levels, sometimes known as internal borrowing, in order to reduce risk and borrowing costs.
- 3.2 As at the end of September 2024 the council had borrowing of £181m and investments of £32m – a net borrowing position of £149m. This is a reduction from the net borrowing position of £151m at the end of quarter 1 (30/06/24.) This was expected due to the cashflow cycle of collecting taxes over 10 months while paying the associated precepts out over 12 months.
- 3.2 It is a statutory duty for the council to determine and keep under review its affordable borrowing limits. During the first half of 2024/25, the council has operated within the treasury and prudential indicators set out in the council's Treasury Management Strategy Statement for 2024/25. The Assistant Director of Finance reports that no difficulties are envisaged for the current or future years in complying with these indicators.
- 3.4 The Liability benchmark is a prudential indicator which shows the Capital Financing Requirement, loan requirements and committed loans in a 50-year forecast.
Table 1: Liability benchmark

Liability Benchmark



- 3.5 The graph above demonstrates that the council is expecting its loans to decrease in line with the Capital Financing Requirement and that it will not be in an overborrowed position in the future. The shortfall between the Capital Financing Requirement and net loan requirement is made up of internal borrowing from reserves and working capital. This graph reflects the council's position on the basis that no new capital expenditure is funded from borrowing after the end of the current capital programme.

4. Details

Borrowing performance 1 April to 30 September 2024

- 4.1 The council requires external borrowing to fund its capital programme and has a total debt of £181m at the date of this report. The increased cost of borrowing over the last two years has resulted in the council moving from an equal mix of short and long-term borrowing to predominantly medium to long term loans from the Public Works Loan Board (PWLB) to provide greater interest rate certainty. This move was made in July 2022 while rates were still comparatively low and has resulted in a forecast interest rate of just 2.68% for the 2024/25 financial year. It should be noted that as loans become due for renewal it is likely that short term borrowing will increase as interest rates are anticipated to fall in the coming years. It would not be good value for the council to take out longer term borrowing at current rates, but instead the council will take out short-term borrowing until rates return to average levels before considering longer term borrowing.
- 4.2 The council's main objective when borrowing is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required.

Table 2: Borrowing Position for quarter ended 30 September 2024

	Borrowing Amount £m	Average Interest Rate	Interest Paid Budget £m	Interest Paid Actual £m	Variance to Date £m
April to Sept 24	181 (average)	2.45%	2.230	1.972	(0.258)
As at 30/09/24	181	2.45%	-	-	-

* Interest payable relates to external loans only, excluding finance lease and other interest

4.3 As a comparison, the table below shows average borrowing rates.

Table 3: Average borrowing rates for the reporting period

HIGH/LOW/AVERAGE PWLB RATES FOR 02.04.24 – 30.09.24

	1 Year	5 Year	10 Year	25 Year	50 Year
02/04/2024	5.39%	4.72%	4.80%	5.28%	5.07%
30/09/2024	4.95%	4.55%	4.79%	5.33%	5.13%
Low	4.78%	4.31%	4.52%	5.08%	4.88%
Low date	17/09/2024	17/09/2024	17/09/2024	17/09/2024	17/09/2024
High	5.61%	5.14%	5.18%	5.61%	5.40%
High date	29/05/2024	01/05/2024	01/05/2024	01/05/2024	01/05/2024
Average	5.21%	4.76%	4.88%	5.35%	5.14%
Spread	0.83%	0.83%	0.66%	0.53%	0.52%

4.4 Interest payable for the full year is forecast just below the budget. Loans to the value of £36m are maturing in 2024/25. These loans will be refinanced by short term loans at a forecast average rate of 5.05%. A full list of current borrowing is shown below:

Table 4: Borrowing

Lender	Principal Borrowed £m	Maturity Date
PWLB 7-year maturity	21	19/10/2024
West Midlands Combined Authority 1-year maturity	15	13/02/2025
PWLB 6-year maturity	6	25/09/2025
PWLB 7-year maturity	6	19/09/2026
PWLB 5-year maturity	10	26/07/2027
PWLB 10-year maturity	10	31/05/2028
PWLB 6-year maturity	5	26/07/2028
PWLB 7-year maturity	10	26/07/2029
PWLB 10-year maturity	6	25/09/2029
PWLB 8-year maturity	10	26/07/2030
PWLB 11-year maturity	6	19/09/2030
PWLB 9-year maturity	16	26/07/2031
PWLB 10-year maturity	15	26/07/2032
PWLB 15-year maturity	5	31/05/2033

PWLB 15-year maturity	5	25/09/2034
PWLB 16-year maturity	5	19/09/2035
PWLB 30-year maturity	5	31/05/2048
PWLB 50-year maturity	25	10/11/2071
TOTAL	181	

- 4.5 The council monitors its exposure to refinancing risk with the maturity structure of borrowing indicator. While it is important to have flexibility to navigate changing market conditions it is critical that loan repayments are spread appropriately. The lower limit has been considered but kept at zero to ensure that the council is not forced into taking borrowing in a particular category that would lock it into an unfavourable borrowing situation.

Table 5: Maturity structure of borrowing

Refinancing rate risk indicator	Upper limit	Lower limit	Actual structure
Under 12 months	50%	0%	30.85%
12 months and within 24 months	50%	0%	2.99%
24 months and within 5 years	60%	0%	20.40%
5 years and within 10 years	70%	0%	25.87%
10 years and above	80%	0%	19.90%

Investment performance 1 April to 30 September 2024

- 4.6 Funds available for investment are available on a temporary basis because the council prioritises keeping borrowing to a minimum and only invests surplus funds retained to meet its commitments. The level of funds available is mainly dependent on the timing of precept payments, receipt of grants and funding of the Capital Programme.
- 4.7 The Bank of England has not cut interest rates as was forecast when the budget was set and as a result there is currently a positive variance of (£0.168m) on investment income. Table 4 below shows the investment position during and at the end of the reporting period.

Table 6: Investment Position

	Investment Amount £m	Average Interest Rate	Interest Earned Budget £m	Interest Earned Actual £m	Variance to Date £m
April to Sept 24	28 (average)	5.34%	(0.575)	(0.743)	(0.168)
As at 30/09/24	32	5.08%	-	-	-

- 4.8 As a comparison, Table 7 below shows average money-market rates keeping in mind that the council has an average investment period of 30 days.

Table 7: Average investment rates for the reporting period

	Bank Rate	SONIA	1 mth	3 mth	6 mth	12 mth
High	5.25	5.20	5.21	5.20	5.17	5.08
High Date	02/04/2024	03/05/2024	27/06/2024	17/04/2024	31/05/2024	30/05/2024
Low	5.00	4.95	4.90	4.79	4.58	4.17
Low Date	01/08/2024	01/08/2024	17/09/2024	17/09/2024	17/09/2024	17/09/2024
Average	5.17	5.12	5.11	5.06	4.96	4.75
Spread	0.25	0.25	0.31	0.41	0.58	0.91

- 4.9 While the council is always looking for ways to invest sustainably (or green investments) this must be done within the criteria laid out in the approved Treasury Management Strategy with counterparties that meet the council's investment criteria. Security, liquidity and yield remain the primary investment considerations as required by the Treasury Management Code.

The council continues to invest in three Money Market funds that meet the criteria pursuant to Article 8 of the Sustainable Finance Disclosure Regulation (Regulation EU/2019/2088). These are highlighted in green in the full list of current investments in Table 8 below.

- 4.10 A full list of current investments is shown in Table 8 below:

Table 8: Investments

Counterparty	Principal Deposited £m	Maturity Date / Notice period
Fixed Term Deposits		
East Hertfordshire District Council	5.00	14/10/24
Wrexham County Borough Council	3.00	17/10/24
Bedford Borough Council	5.00	18/10/24
SMBC Bank International Plc	3.00	06/12/24
Development Bank of Singapore	3.00	19/12/24
London Borough of Barking & Dagenham	3.00	20/01/25
Qatar National Bank	3.00	13/02/25
Money Market Funds		
Legal & General Investment Management	3.30	Same day
Federated Investors UK	4.00	Same day
Northern Trust Asset Managements	0.02	Same day
CCLA Investment Management Limited	0.02	Same day
Goldman Sachs Asset Management	0.02	Same day
TOTAL	32.36	

4.11 Compliance with investment limits are detailed in Table 9 below:

Table 9: Investment Limits

Counterparty	2024/25 Limit £m	Complied?
UK Central Government	Unlimited	Yes
Other Local Authorities	5 each	Yes
Any group of organisations under the same ownership	5 per group	Yes
Approved counterparties – Banks/Building Societies	3 each	Yes
Any group of pooled funds under the same management	5 per manager	Yes
Money Market Funds total	15 in total	Yes

Non-treasury investment activity

- 4.12 The definition of investments in CIPFA’s revised Treasury Management Code covers all the financial assets of the council. This is replicated in the government’s Statutory Guidance on Local Government Investments, in which the definition of investments is further broadened to also include all such assets that provide a financial return.
- 4.13 As of 30 September 2024, the council holds £102.4m of investments that qualify under the code in the form of shares (£35.6m) and loans (£66.8m) to subsidiary companies and other organisations, primarily Graven Hill and Crown House.
- 4.14 The loan elements of these non-treasury investments generate a higher rate of return than that earned on treasury investments due to the commercial nature of the loans issued. Table 7 below shows the investment position for this reporting period.

Table 10: Non-treasury Investment Position

	Investment Amount £m	Average Interest Rate	Interest Earned Budget £m	Interest Earned Actual £m	Variance to Date £m
April to Sept 24	66.75 (average)	6.76%	(1.919)	(1.904)	0.015
As at 30/09/24	66.75	6.76%	-	-	-

Overall performance

- 4.15 The overall performance for the mid-year review April to September 24, is:

Table 11: Overall Treasury Position for the Period

	Budget 24/25 £m	Actual 24/25 £m	Variance to date £m
Borrowing costs	2.230	1.972	(0.258)
Other interest payable	0.000	0.000	0.000
Treasury income	(0.575)	(0.743)	(0.168)
Non-treasury income	(1.919)	(1.904)	0.015
Total cost/(income)	(0.264)	(0.675)	(0.411)

- 4.16 The accounting transaction to account for the S106 interest (budgeted for under Other Interest) will only be done at year end. The full year forecast reflects a surplus due to the interest rates remaining higher than forecast.

Table 12: Overall Treasury Position Forecast to Year End

	Full Year Budget £m	Full Year Actual £m	Full Year Variance £m
Borrowing costs	4.711	4.702	(0.009)
Other interest payable	0.769	0.780	0.011
Treasury income	(1.151)	(1.245)	(0.094)
Non-treasury income	(4.487)	(4.510)	(0.023)
Total cost/(income)	(0.158)	(0.273)	(0.115)

Interest rate forecast

- 4.17 The council has appointed Link Group as its treasury advisors and part of their service is to assist the council to formulate a view on interest rates. The latest forecast sets out a view that short, medium and long-dated interest rates will fall back over the next year or two.

Table 13: Link Forecast Rates published on 28 May 2024

Link Group Interest Rate View	28.05.24									
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	4.50	4.00	3.50	3.25	3.25	3.25	3.25	3.00	3.00	3.00
3 month ave eamings	4.50	4.00	3.50	3.30	3.30	3.30	3.30	3.00	3.00	3.00
6 month ave eamings	4.40	3.90	3.50	3.30	3.30	3.30	3.30	3.10	3.10	3.20
12 month ave earnings	4.30	3.80	3.50	3.40	3.40	3.40	3.40	3.20	3.30	3.40
5 yr PWLB	4.50	4.30	4.10	4.00	3.90	3.90	3.90	3.90	3.90	3.80
10 yr PWLB	4.60	4.40	4.30	4.10	4.10	4.10	4.00	4.00	4.00	3.90
25 yr PWLB	5.00	4.80	4.70	4.50	4.50	4.40	4.40	4.40	4.30	4.30
50 yr PWLB	4.80	4.60	4.50	4.30	4.30	4.20	4.20	4.20	4.10	4.10

5. Alternative Options and Reasons for Rejection

- 5.1 The nature of this report is such that alternative options are not appropriate. It is an option to request further information on the performance reported.

6 Conclusion and Reasons for Recommendations

- 6.1 This report details the Treasury Performance for the council for the first half of 2024/25. It is submitted to council for information as required by the Treasury Management Code of Practice.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Prudential Indicators
Background Papers	None
Reference Papers	<p>Treasury Management Report – Q1 2024/25 (June 2024) https://modgov.cherwell.gov.uk/documents/s56552/Treasury%20Management%20Report%20Q1%202024%2025.pdf</p> <p>Treasury Management Report – Annual Performance Report 2023/24 with Capital Prudential indicators https://modgov.cherwell.gov.uk/documents/s56500/Treasury%20Management%20Outturn%20Report%202023%2024.pdf https://modgov.cherwell.gov.uk/documents/s56501/Appendix%201%20Prudential%20indicators%202023%2024%20Outturn%20report.pdf</p> <p>Treasury Management Strategy 2024-25 approved 26 February 2024 https://modgov.cherwell.gov.uk/documents/s55393/Appendix%2021%20-%20Treasury%20Management%20Strategy%202024-25.pdf</p>

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Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of Statutory Officer, Section 151 Officer

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Appendix 1 – Capital Prudential Indicators

1. Introduction

This appendix is structured to update members on:

- The council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

2. Capital Expenditure

This provides a summary of the council's capital expenditure for 2024/25. It reflects the original estimate from the 2023/24 Treasury Management annual performance report, the current actual spent as well as the revised position for 2024/25.

Table A1: Capital Expenditure

	2024/25 Original Estimate £m	2024/25 Current Position £m	2024/25 Revised Estimate £m
Service Loans			
Capital Projects	26.8	2.4	18.6
New Finance Lease and PFI			
New Projects (not yet approved by Full Council)			
Total Capital Expenditure	26.8	2.4	18.6
Financed by:			
Capital Receipts (Asset Disposals)			
Capital Receipts (Loan Principal)			
Revenue Contributions			
Grants and other contributions (existing projects)	(10.8)	(0.7)	(4.5)
Grants and other contributions (new projects)			
Finance Lease and PFI liabilities			
Total financing	(10.8)	(0.7)	(4.5)
Net financing need for year	16.0	1.7	14.1

The current position and revised estimates have been taken from the mid-year forecasting. This indicator reflects that most of the capital expenditure is expected to take place in the 3rd and 4th quarter, however delays could lead to reprofiling spend to 2025/26.

3. Capital Financing Requirement

The Capital Financing Requirement (CFR) shows the difference between the council's capital expenditure and the revenue or capital resources set aside to finance that spend.

The CFR will increase when capital expenditure takes place and will reduce as the council makes Minimum Revenue Provision (MRP) or otherwise sets aside revenue or capital resources to finance expenditure.

Table A2: Capital Financing Requirement

	2024/25 Original Estimate £m	2024/25 Revised Estimate £m
Opening CFR	236.3	234.4
Capital Spend	26.8	18.6
Resources used	(10.8)	(4.5)
MRP	(4.1)	(3.9)
Closing CFR	248.2	244.6

This reflects the reduction in capital expenditure forecast for 2024/25.

4. Gross Debt and the Capital Financing Requirement

A council should only borrow to support a capital purpose, and borrowing should not be undertaken for revenue or speculative purposes.

The council should ensure that gross debt does not, except in the short-term, exceed the total of the CFR. If the level of gross borrowing is below the council's capital borrowing need – the CFR – it demonstrates compliance with the requirement of this Indicator.

Table A3: Gross Debt & Capital Financing Requirement

	24/25 Original Estimate £m	24/25 Revised Estimate £m
CFR	248.2	244.6
Gross borrowing	185.0	180.0
Under / (over) borrowing	63.2	64.6

This indicator shows that the council is under borrowed, and that debt is only being used to support capital expenditure. Under borrowing indicates that the council has been prudent and used internal borrowing to reduce the interest cost that is associated with external borrowing.

5. Operational Boundary and Authorised Limit

Estimated gross borrowing together with the level of other long-term liabilities are used to reveal the possible level of external debt. This clarifies the council's overall level of possible external debt in comparison to the council's Operational Boundary and Authorised Limit.

The Operational Boundary is the limit beyond which external debt is not normally expected to exceed.

Unlike the Authorised Limit, the Operational Boundary is not an absolute limit, but it reflects the council's expectations of the level at which external debt would not ordinarily be expected to exceed.

Table A4: Estimated Debt, Operational Boundary and Authorised Limit

	2024/25 Original Estimate £m	2024/25 Revised Estimate £m
Borrowings	185.0	180.0
Internal Borrowing	63.2	64.6
Other long-term liabilities	28.7	28.7
2024/25 Debt Estimate	276.9	273.3
2024/25 Operational Boundary	290	290
2024/25 Authorised Limit	310	310

The council continues to have debt below its operational boundary, indicating that the council is effectively managing its debt and cashflows.

6. Financing cost to Net Revenue Stream

This Indicator shows the trend in the cost of capital (borrowing and other long-term obligation costs) against the net revenue stream. Funding includes income such as Council tax and Business Rates, as well as new homes bonus and revenue support grant, but excludes income from investments and other government grants.

Table A5: Ratio of Financing costs to Net Revenue stream

	2024/25 Original Estimate £m	2024/25 Revised Estimate £m
Interest costs on existing borrowing	5.0	4.7
MRP	4.1	3.9
Total Financing Costs	9.1	8.6
Funding	27.0	27.0
Non-specific grant income	3.5	3.5
Net Revenue Stream	30.5	30.5
Ratio of Financing costs	29.7%	28.2%

This indicator shows that the ratio of financing costs to net revenue streams is high, however what this does not consider is that a large proportion of the council's financing costs are offset by the interest from on-lending to the council's subsidiaries, and income generated by the revenue generating assets acquired as part of the regeneration programme. See item 7 below for detail on this.

7. Net Income from Service Investment Income to Net Revenue Stream

The next indicator is the Net income from Commercial and Service investments Income to Net Revenue Stream. This Indicator shows the financial exposure of the council to the loss of its non-treasury investment income.

The council does not hold any commercial investments. All investments that are not treasury related are service investments, the majority relating to housing and regeneration.

Table A6: Ratio of Investment Income to Net Revenue stream

	2024/25 Original Estimate £m	2024/25 Revised Estimate £m
Income from long term investments	4.5	4.5
Income from assets	5.4	5.3
Total Investment income	9.9	9.8
Funding	27.0	27.0
Non-specific grant income	3.5	3.5
Net Revenue Stream	30.5	30.5
Ratio of investment income	32.4%	32.1%

The last two ratios dovetail, as much of the debt was incurred with the expectation of non-treasury investment income that would in part offset the financing costs. Deducting the Ratio of net income from Service Investments from the Ratio of Financing costs reveals the affordability ratio.

Table A7: Affordability Ratio

	2024/25 Original Estimate	2024/25 Revised Estimate
Ratio of Financing costs	29.7%	28.2%
Ratio of Investment income	32.4%	32.1%
Affordability ratio	(2.7%)	(3.1%)

The affordability ratio shows that the council has an overall net revenue income for capital financing.

There is no established Local Authority benchmark for this ratio as activities differ widely across the sector. Interest earned on Treasury investment is not taken into account in either of the calculations.

This report is public.	
Council Tax Reduction Scheme 2025/2026	
Committee	Council
Date of Committee	16 December 2024
Portfolio Holder presenting the report	Portfolio Holder for Finance, Regeneration and Property, Councillor Lesley Mclean
Date Portfolio Holder agreed report	6 December 2024
Report of	Assistant Director of Finance (Section 151 Officer), Michael Furness

Purpose of report

To enable members to consider the proposed banded scheme for Council Tax Reduction (CTR) for 2025/2026.

1 Recommendations

Council resolves:

- 1.1 To note the contents of this report and the financial implications for the council.
- 1.2 To approve:
 - The option of no change to the Council Tax Reduction Income Banded Scheme for Working Age Applicants for 2025/26.
 - To amend Working Age Regulations in line with annual uprating and to amend the Council Tax Regulations for pensioners in line with uprating announced by Department for Levelling Up Housing and Communities.

2. Executive Summary

- 2.1 The current scheme was introduced from April 2020 following a period of consultation and engagement. In general , it has been well received with limited contact from applicants. It is proposed to continue with the current scheme uprated for inflationary factors.
- 2.2 The scheme assesses the maximum level of Council Tax Reduction based on the net income of the applicant and household members; the main principles of the scheme remain unchanged. Pensioners are protected and continue to be eligible to receive 100% Council Tax Reduction.

- 2.3 If the applicant or partner is in receipt of a passported benefit such as Income Support Job Seekers Allowance (JSA), income based and income related Employment and Support Allowance (ESA) or receiving War widows or War disablement pensions they will be placed into the highest band and will receive 100% Council Tax Reduction.
- 2.4 Working age households will receive a discount, depending on their level of income and the band that they fall into.
- 2.5 The current scheme is understood and has enabled residents to budget for their council tax payments, and this is reflected in the Council Tax collection rates with Cherwell being the highest performer across the county for 2023-2024.
- 2.6 The current scheme reduces the number of changes that the applicant will experience with less bills and notification letters generated and enables better personal budgeting. There is still a lot of financial uncertainty for many residents and in the current financial climate, it is therefore recommended that the existing scheme should be retained for 2025-26.

Implications & Impact Assessments

Implications	Commentary
Finance	The Medium-Term Financial Strategy (MTFS) has assumed the current scheme will be retained. Any changes to the existing caseload will be accommodated as part of the budget process with final estimates included in the annual council tax base calculation. Joanne Kaye, Interim Head of Finance (Deputy S151 Officer), 28 October 2024
Legal	Since 1 April 2013, local authorities in England have been responsible for running their own local schemes for help with council tax. These are called Council Tax Reduction schemes. Section 13A of the Local Government Finance Act 1992 requires the Council as the billing authority to make a localised council tax reduction scheme in accordance with section 1A of the Act. Each financial year the council must consider whether it wants to revise the scheme, leave as is or replace it. Consultation must occur on any options required to change the scheme prior to introduction and is set out in Schedule 1A (3) of the Local Government Finance Act 1992. No changes to the scheme are being considered in this report. Shahin Ismail, Interim Legal Services Manager, 25 October 2024
Risk Management	There are no risk implications arising as a direct consequence of this report, if any arise, they will be managed through the service operational risk and escalated the leadership risk as and when deemed necessary. Celia Prado Teeling, Performance Team Leader, 25 October 2024

Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact	X			This report, and the proposal to continue the Council Tax Reduction Scheme have been developed with our most vulnerable residents in mind. Any equality and diversity concerns have been appropriately considered from the outset, if a new proposal arises this will be screened for relevance against our statutory duties to promote equality and an impact assessment will be completed. Celia Prado Teeling, Performance Team Leader, 25 October 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact				The reduction of bills and notification letters being issued because of the income bands is having a positive impact on the carbon footprint for Cherwell. Jo Miskin, Climate Action Manager, 25 October 2024
ICT & Digital Impact				N/A
Data Impact				None required. The scheme uses only existing data held. No further personal data will be requested, obtained, held, or published.
Procurement & subsidy				N/A
Council Priorities				
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	Budget Planning Committee was consulted on the proposed scheme for 2025/26 at its meeting on 16 th July 2024. The Committee			

	<p>resolved to recommend to Executive that the current scheme is retained for 2025/26.</p> <p>Executive considered the report and recommendation from Budget Planning Committee on 2 December 2024 and resolved to recommend that Council agree to retain the current scheme.</p> <p>There are no proposed changes therefore no further consultation is required.</p>
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Supporting Information

3. Background

- 3.1 The Council Tax Reduction caseload has been monitored and there has been a reduction in the number of live cases from 6,032 in October 2023 to 5,997 in October 2024.
- 3.2 As applicants transition onto Universal Credit applicants are not always advised by the Department for Work and Pensions (DWP) that in order to make a claim for Council Tax Reduction (CTR), they will need to make this directly with the local authority, so in these circumstances we do see the caseload fluctuate when backdated requests for CTR are received throughout the year.
- 3.3 The in-year Council Tax collection rate for the 2021/22 financial year was 98.07% compared to 98.05% in 2022/23 and 98.02% for 2023/24, which remains the highest rate within the Oxfordshire authorities. In considering the CTR Scheme for 2025/26 members should be mindful that any changes to the scheme that reduce entitlement to CTRS could have an adverse impact on collection rates.

4. Details

- 4.1 Since the introduction of the CTRS the benefits landscape has drastically changed. Universal Credit (UC) is based on real time information which means that any change in income generates a change in CTR through data files received directly from the DWP. Residents were therefore, receiving multiple bills and letters during the year making the process a poor user experience and making budgeting for individuals very difficult.
- 4.2 In December 2019 the Council agreed to move to an income banded scheme for applicants that were of working age. The scheme assesses the maximum level of CTR based on the net income of the applicant and household members, the main principles of the scheme are as follows:
 - If the applicant or partner is in receipt of one of the passported benefits (Income Support, Job Seeker's Allowance Income Based and Income Related Employment and Support Allowance or receiving War Widows or War

Disablement Pensions they will automatically be placed in the highest band of the scheme and will receive 100% support.

- Working age households will receive a discount, depending on their level of income and the band that they fall into.
- Under this scheme, as part of our ongoing commitment to support disabled people, we will continue to disregard Disability Living Allowance, Personal Independence Payments, War Disablement Benefits and will also continue to disregard Child Benefit and child maintenance.
- As highlighted earlier in this report the introduction of Universal Credit and Real Time Information files means that applicants can experience frequent changes in their Council Tax Reduction which in turn impacts on the amount of Council Tax payable. This makes budgeting for households more of a challenge and is impacting on our ability to collect Council Tax. The banded scheme is simpler for residents to understand and any future changes to the value of awards can be achieved by simply adjusting the banding thresholds.
- Applicants experience less change in their CTR, and the scheme reduces the number of letters and Council Tax demands issued. The Council has seen an overall reduction in printed mail and dispatch of 27% over the 4 years since the introduction of the CTR scheme when comparing the last quarter of 2019 to the last quarter of 2023 and in April and May 2024 the printed mail packs have reduced further by 2164 packs.

4.3 The current scheme was introduced from April 2020 following a period of consultation and engagement. In general, it has been well received with limited contact from applicants affected by the change.

4.4 There is a requirement to consult with the public, major preceptors, and other parties, who may have an interest in the CTR Scheme on any material changes to the scheme. If members would like to consider a change to the current banded scheme, then a full consultation will need to be undertaken.

4.5 Any amendments proposed to the scheme (other than uprating thresholds for inflation) would require significant consultation to take place. If any changes were made to the scheme, it is unlikely to generate significant additional resources to the Council.

5. Alternative Options and Reasons for Rejection

5.1 The alternative option is to undertake a review of the current CTRS scheme but 6.1 and 6.2 explains the rationale for not taking this course of action.

6 Conclusion and Reasons for Recommendations

6.1 The current scheme is understood by applicants and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme

is that it reduces the number of changes that the applicant will experience enabling more effective personal budgeting.

- 6.2 Executive considered the proposed CTRS scheme for 2025/26 at its meeting on 2 December 2024 it resolved that the Council is recommended to agree that the current scheme (adjusted for inflationary purposes) be retained for 2025/26.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	N/A
Background Papers	No
Reference Papers	N/A
Report Author	Sandra Ganpot
Report Author contact details	Sandra.ganpot@cherwell-dc.gov.uk Benefit Services and Performance Manager 01295 221 721
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of Statutory Officer, Section 151 Officer

This report is public	
Updates to the Constitution	
Committee	Council
Date of Committee	16 December 2024
Portfolio Holder presenting the report	Councillor Chris Brant, Portfolio Holder for Corporate Services
Date Portfolio Holder agreed report	5 December 2024
Report of	Monitoring Officer, Shiraz Sheikh

Purpose of report

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose. This is to update members with the latest changes agreed by the Constitution Review Group (CRG) and to propose:

- (a) An additional ordinary meeting of Council in March 2025 and in March going forward.
- (b) That the meeting of Council scheduled to take place on 25 February 2025 (and in February going forward) will deal only with the Council budget and any associated reports and no other business.
- (c) Certain changes to the Constitution regarding the Licensing Committee to comply with the Law.

1. Recommendations

Council resolves:

- 1.1 To agree that the meeting of Council scheduled to take place on 24 February 2025 and in February each municipal year going forward will be regarded as the Budget Council.
- 1.2 To agree that an additional ordinary meeting of Council take place on Monday 17 March 2024 and that a March Council meeting be included in the calendar of meetings going forward.
- 1.3 To approve the Budget Council Procedure Rules detailed in Appendix 1.
- 1.4 To agree the separation of the Licensing Committee to a Licensing Acts Committee and General Licensing Committee with the proposed functions as set out in the report.
- 1.5 To delegate authority to the Monitoring Officer to make the amendments to the Constitution following (i) these changes, and (ii) organisational changes.

2. Executive Summary

- 2.1 Amongst the duties of the Monitoring Officer is responsibility for monitoring and reviewing the operation of the Constitution, and for recommending ways in which it can be amended.
- 2.2 Changes to the Constitution may only be made with the approval of the Council and/or by the Monitoring Officer arising from decisions of the Council or the Executive; where legislation requires a change in wording or terminology; or to make minor or consequential amendments.
- 2.3 Specific changes discussed by the CRG comprising all Political Group Leaders in relation to the discussion of the Council’s budget setting include:
- (a) re-designating the meeting/one of the meetings in February as “the Budget Council” and the scheduling of an additional meeting of Council during March each year (“the Additional Meeting”)
 - (b) the adoption of new procedures for the Council Budget Meeting.
 - (c) replacing the single Licensing Committee with a Licensing Acts Committee and General Licensing Committee with the functions set out in this report.

Implications & Impact Assessments

Implications	Commentary			
Finance	There are no direct financial implications arising from this report. Any costs will be met from within existing budgets. Michael Furness, Assistant Director Finance (Section 151 Officer), 6 December 2024			
Legal	Every local authority is under a duty to prepare and keep up to date its Constitution under s.9P of the Local Government Act 2000 Shiraz Sheikh, Monitoring Officer, 4 December 2024			
Risk Management	The risk of not making changes is that the decision-making of the authority, and its reputation as a business-like and transparent organisation suffers through a lack of challenge and development. Shiraz Sheikh, Monitoring Officer, 4 December 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		x		Not applicable
A Are there any aspects of the proposed decision,		x		Not applicable

including how it is delivered or accessed, that could impact on inequality?				
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		Not applicable
Climate & Environmental Impact		x		Not applicable
ICT & Digital Impact		x		Not applicable
Data Impact		x		Not applicable
Procurement & subsidy		x		Not applicable
Council Priorities	Not applicable			
Human Resources	Not applicable			
Property	Not applicable			
Consultation & Engagement	Constitution Review Group of all Group Leaders Licensing Committee Chair in respect of the Licensing Committee changes			

Supporting Information

3. Background

- 3.1 A full review of the Constitution started in December 2023. A Constitution Review Group (CRG) was subsequently established, comprising the Monitoring Officer and his deputy, officers from Democratic and Elections and five members representing the political groups of the Council. The members of the political groups were selected by the Group Leaders.
- 3.2 The CRG's work has continued in the 2024/2025 municipal year with Group Leaders again appointing members of their political groups to the CRG.

4. Details

- 4.1 Council meets on the last Monday of February each year. The Budget for the forthcoming financial year and Council Tax setting for the forthcoming financial year are submitted to this meeting for agreement.
- 4.2 The meeting is currently scheduled as an “ordinary meeting of Council” as defined in section 5.1 of the Constitution. This means that, alongside Budget setting and Council Tax setting, other Council business reports, written questions and motions can be submitted to this meeting.
- 4.3 The CRG discussed the principle that the February Council meeting is to focus on the budget items as is the norm in most councils. This will also ensure that there was sufficient time available to debate the proposals.
- 4.4 As this is not currently the case at Cherwell District Council, it requires a change to the Constitution for the current February meeting of full Council to be designated as the Budget Council, to only deal with the budget (and business associated with the budget). An additional meeting should be added to the municipal calendar. This will allow for “ordinary” business, including motions and questions. The additional meeting would take place in March, before the pre-election period, or in any event prior to the Annual Meeting of full Council.
- 4.5 Appendix 1 sets out a procedure for the Budget Meeting of Council. This has been considered and agreed by the CRG which includes all Political Group Leaders.
- 4.6 The effect of this change would be that only budget related items will be discussed at the February Council meeting, and that the meeting will follow the procedure and timeline for amendments set out at Appendix 1.
- 4.7 For the current municipal year, it is proposed that Council meet on Monday 17 March 2025. Going forward, a March meeting will be included on the calendar of meetings submitted each year to Council and this is included on the proposed 2025/2026 Meeting Calendar report later on this agenda.

Changes to Licensing Committee

- 4.8 Cherwell District Council at present has one licensing committee which is responsible for discharging the Council’s functions relating to all licensing and registration functions under the Licensing Act 2003, as well as other functions under the Gambling Act. The Committee also deals with additional licensing functions, outside of the Licensing and Gambling Acts.
- 4.9 It is now proposed to establish two separate committees, a Licensing Acts Committee under Section 7 of the Licensing Act 2003 and a General Licensing Committee under the Local Government Act 1972 (sections 101 and 102) to separate responsibility for discharging statutory and non-statutory functions.
- 4.10 The statutory Licensing Acts Committee is established pursuant to section 7 Licensing Act 2003 and the General Licensing Committee under sections 101 & 102 Local Government Act 1972. Having two distinct committees (each able to establish sub-committees) will reflect the requirements of the legislation, ensuring that all relevant matters are dealt with fairly and transparently. Further, it would protect the Council from risk of challenge that it has acted ultra vires

- 4.11 The functions of the Licensing Acts Committee will be (insofar as not delegated to officers or sub-committee):
- Responsibility for all matters under the Licensing Act 2003 and the Gambling Act 2005. The 2003 Act concerns the regulation of the sale and supply of alcohol, the provision of entertainment and the provision of late night refreshment. The 2005 Act covers the control and licensing of gambling (namely gaming, betting and lotteries).
 - Exercising of all the functions of the licensing authority set out in Part B of Schedule 1 to the Functions Regulations to the extent that those functions are under and relate to the Licensing Act 2003, the Gambling Act 2005 and the power to license market and street trading, except for the approval of the Statement of Licensing Policy and Gambling Statement of Principles which are reserved to full Council.
- 4.12 The functions of the General Licensing Committee will be (insofar as not delegated to officers or sub-committee):
- Responsibility for determining issues relating to licensing and registration.
 - Responsibility It is responsible for the licensing policy for hackney carriage and private hire vehicles. It is also responsible for policies on contaminated land, air quality, health and safety, street trading consents, street naming.
 - (It does not deal with licensing under the Licensing Act 2003 or the Gambling Act 2005. The Licensing Acts committee deals with these licences).
- 4.13 Whilst the two Committees must be separately constituted, consistent with other authorities with separate committees for licensing functions, it is proposed that the Licensing Acts Committee and General Licensing Committee have the same membership.
- 4.14 Only the General Licensing Committee, as established under the Local Government Act 1972, needs to be politically balanced, but by having the same members on both Committees, it would allow for both Committees to be politically balanced. It would also allow for Members to receive the same training, and to be able to sit on the same day, albeit it would need to be made clear, using separate agendas and minutes etc., that Members are sitting as “Licensing Acts Committee”, being subject to the rules of the Licensing Act 2003, and then sitting as the “General Licensing Committee”, the other regulatory committee, dealing with public protection licensing matters, following the rules and procedures of the Council’s Constitution.
- 4.15 Two Licensing Committee meeting dates are currently scheduled each municipal year. The Committee only meets if there is business. Going forward, two meeting dates will continue to be scheduled each municipal year to enable either or both Committees (on after the other) to meet if either or both has business to transact.
- 4.16 The current Licensing Sub Committee would be renamed Licensing Acts Sub Committee as it considers matters under the Licensing Act 2003 and Gambling Act 2005 as set out in its terms of reference.

4.17 The CRG will continue to meet to consider further amendments to the Constitution with reports submitted to Council as required.

5. Alternative Options and Reasons for Rejection

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

Option 1: Not to agree the recommendations. This is not recommended as it is important that the Constitution is kept up to date.

6 Conclusion and Reasons for Recommendations

6.1 The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose.

Decision Information

Key Decision	Not applicable as item is going to full Council.
Subject to Call in	Not applicable
If not, why not subject to call in	Not applicable
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Budget Council Procedure
Background Papers	None
Reference Papers	None
Report Author	Natasha Clark, Governance and Elections Manager
Report Author contact details	democracy@Cherwell-dc.gov.uk ; 01295 221534
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of Statutory Officer, Monitoring Officer

Budget Meeting - Procedure

Budget papers will have been available to Members since the meeting of the Executive prior to the Budget Meeting.

Prior to the Budget Meeting, the Chairman of Council will invite the Political Group Leaders or their duly nominated representatives, together with the Portfolio Holder with responsibility for Finance, to a pre-council briefing to support the effective operation of the Budget Meeting.

- The standard items of business shall (only) be to:
 - elect a person to preside if the Chairman or Vice-Chairman of Council is not present;
 - receive apologies for an inability to attend the meeting;
 - receive any declarations of interest from Members;
 - public questions which must relate to items on the agenda;
 - debate the proposed Medium Term Financial Strategy (MTFS);
 - debate the proposed Investment Strategy;
 - debate the proposed Capital Strategy;
 - debate the proposed Revenue Budget.
 - debate relevant reports and appendices in relation to the budget.
- Proposed Amendments to items on the Agenda must be tabled by the Political Groups, and:
 - where there has been no substantive change to the item (for example, excluding any minor grammatical, typographical, etc, amendments) following the meeting of the Executive prior to the Budget Meeting:
 - must be submitted to the S151 Officer by no later than 17:00, nine Clear Working Days before the meeting; and
 - following submission, the S151 Officer will add an opinion to the proposed Amendments and will distribute to all Councillors at least three Clear Working Days before the meeting; or
 - where there has been any substantive change to the item following the meeting of the Executive prior to the Budget Meeting:
 - must be submitted to the S151 Officer by no later than 17:00, seven Clear Working Days before the meeting; and
 - following submission, the S151 Officer will add an opinion to the proposed Amendments and will distribute to all Councillors at least two Clear Working Day before the meeting.
- Prior to an Amendment being voted upon, the Proposer of the Amendment may request that the Meeting Chairman permit that there be separate votes in respect of parts of the Amendment. Subject to any comments from the Council's Statutory Officers, it shall be

within the Meeting Chairman's discretion to permit separate votes on items within a proposed Amendment.

Definitions

Motion

Motion to insert or alter or omit words in the resolution under discussion. A direct negative is not an amendment.

Budget

The budget agreed by Council for the upcoming financial year at the Budget Meeting as delegated to Budget Holders to manage in accordance with the powers given to them.

Budget Meeting of Council

The Ordinary Meeting of the Council taking place in February or March each year which considers the Budget.

This report is public	
Calendar of Meetings 2025/2026	
Committee	Council
Date of Committee	16 December 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Service, Councillor Chris Brant
Date Portfolio Holder agreed report	5 December 2024
Report of	Monitoring Officer, Shiraz Sheikh

Purpose of report

Council is asked to consider and agree the proposed calendar of meetings for the municipal year 2025/2026 (Appendix 1).

1. Recommendations

Council resolves:

- 1.1 To approve the calendar of meetings for Cherwell District Council for the municipal year 2025/2026 (Appendix 1).

2. Executive Summary

- 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 2025/2026 calendar of meetings is attached at Appendix 1.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial or resource implications arising directly from this report. Rachel Ainsworth, Finance Business Partner for Resources, 2 December 2024

Legal	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. Shiraz Sheikh, Monitoring Officer, 28 November 2024			
Risk Management	The Council needs to have in place a programme of meetings to ensure effective and efficient decision making. Celia Prado-Teeling, Performance Team Leader, 5 December 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				N/A
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				N/A
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				N/A
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	All - Agreement of a calendar of meetings has significant implications for the Council's business planning and the programming of work.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	Corporate Leadership Team: Support and recommend the adoption of the proposed calendar Leader of the Council in respect of the scheduling of Executive meetings			

Supporting Information

3. Background

- 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 2025 post-election (whilst there are no scheduled Cherwell District Council elections in May 2025, many Members and officers will be involved in the Oxfordshire County Council elections) and 2026 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.

4. Details

Full Council

- 4.1 Council meetings are held on Mondays apart from the Annual Council meeting, which will take place on Wednesday 21 May 2025. This date was agreed as part of the consideration of the 2024/2025 meeting calendar in October 2023.
- 4.2 The 2026/27 Annual Council is included on the meeting schedule at Appendix 1. District council elections are scheduled in 2026 (polling day is Thursday 7 May 2026), and therefore the proposed date, Wednesday 20 May 2026, allows time for political groups to meet and nominate their committee members before the Annual Council meeting.
- 4.3 At the conclusion of the Annual Meeting, the first meetings of formal committees, excluding Overview and Scrutiny Committee, are held for Committees to appoint their Chairman and Vice-Chairman for the forthcoming municipal year.
- 4.4 The Constitution Review report included on this agenda sets out that the February Council meeting will solely be for the purpose of setting the budget for the forthcoming financial year and any associated items, i.e. the setting of council tax.
- 4.5 A Council meeting is therefore scheduled in March, ahead of the pre-election period, to allow for consideration of council business reports, questions and motions.

Executive and Shareholder Committee

- 4.6 Meetings of Executive are scheduled on the first Tuesday of each month with the following exceptions: August and May when no Executive meetings are scheduled and June when the meeting is scheduled for the second Tuesday to enable agenda publication after Annual Council. The change from Monday to Tuesday is at the request of the Leader, supported by all Executive members.

- 4.7 The Shareholder Committee is a sub-committee comprising five Executive members who will be appointed by Executive at their first meeting of the 2025/26 municipal year. Shareholder Committee meetings are scheduled quarterly.

Overview and Scrutiny Committee and Budget Planning Committee

- 4.8 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.
- 4.9 The Overview and Scrutiny Procedure Rules set out that the first meeting of the Committee at which the Chairman and Vice-Chairman are appointed, will not be held at the conclusion of the Annual Council meeting. A meeting for this purpose is therefore scheduled to take place on the same date as training for Overview and Scrutiny Committee members.
- 4.10 Scrutiny review working groups established by the Overview and Scrutiny will set their own meeting dates.

Planning Committee

- 4.11 Meetings of the Planning Committee are scheduled every 4 weeks as far as practicable taking into account Bank Holidays and election periods. No Planning Committee meetings are scheduled in the pre-election period.
- 4.12 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 in the Planning Committee meeting dates list.

Accounts, Audit and Risk Committee

- 4.13 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.
- 4.14 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

- 4.15 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. A short training session for Personnel Committee members immediately prior to the first scheduled meeting.

- 4.16 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 Acts Committee, General Licensing Committee and Licensing Sub-Committee

- 4.17 At an earlier agenda item, the establishment of a Licensing Acts Committee and General Licensing Committee was considered. This report assumes agreement of the recommendation to establish two separate committees.
- 4.18 The Licensing Acts Committee is responsible for determining all matters under the Licensing Act 2003 and the Gambling Act 2005. The General Licensing Committee is responsible for determining issues relating to licensing and registration.
- 4.19 As the membership of the two Committees is the same, two placeholder dates are scheduled to allow for meetings of either or both Committees to take place if there is business for either Committee.
- 4.20 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 must meet within set timescales and meeting dates will be agreed with Sub-Committee members and Licensing Officers to ensure the statutory requirements are fulfilled.
- 4.21 The Licensing Subcommittee will be made up of any three Members drawn from the membership of the Licensing Acts Committee who have received appropriate training. This training will be scheduled as part of the Member Induction programme.

Standards Committee

- 4.22 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.

Committee Specific Training and All Member Briefings

- 4.23 There are no scheduled Cherwell local elections in May 2025. A Member induction programme is therefore not included on the meeting calendar. In the event of a by-election at any point in the municipal year, a bespoke induction would be arranged to ensure the Member elected at the by-election is provided with all information and support they need to fulfil their role.
- 4.24 Mandatory Planning Committee and Accounts, Audit and Risk Committee training, which must be attended by all councillors appointed to each committee. This is scheduled ahead of the first meeting of each committee to facilitate attendance for

committee members. Specific training for Personnel Committee and Overview and Scrutiny Committee members is scheduled. Training for other committees will be scheduled as required. All committee training is open to all Members.

- 4.25 Monthly “All Member Briefings” have been included on the proposed calendar of meetings. The briefings are scheduled monthly from June 2025 to March 2026. 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.
- 4.26 Member 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

- 4.27 The bi-annual Parish Liaison Meetings are scheduled and organised by the Localism Team. The 2025/2026 meetings will be held on Wednesday 11 June 2025 and Wednesday 12 November 2025. 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

- 4.28 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.
- 4.29 The Democratic and Elections Team will send meeting requests to committee members to ensure Members have meeting dates in their calendars. After the May 2025 Annual Council Meeting, updated meeting requests will be sent as required to reflect any changes to committee membership.
- 4.30 For Member Seminar and Briefing sessions, the meeting requests will include details as to how to join the sessions virtually.

Amendments to the Calendar of Meetings

- 4.31 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.
- 4.32 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

- 4.33 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 unless exempt or confidential items are being considered.
- 4.34 The Government is currently consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. If any changes were made to legislation as a result of the consultation, they would apply to all local authorities in England.
- 4.35 The [consultation](#) is still underway (closes 19 December 2024) and therefore existing legislation requiring committee members to attend in person, as set out at paragraph 4.33, is still in place.
- 4.36 Most informal meetings and Member briefings are held virtually or hybrid. This helps facilitate attendance for Members and supports the council's climate agenda by reducing travel where possible.

5. Alternative Options and Reasons for Rejection

- 5.1 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. The process for this is set out at paragraphs 4.31 and 4.32.

6 Conclusion and Reasons for Recommendations

- 6.1 It is believed that the proposed calendar of meetings for the municipal year 2025/2026 as set out at Appendix 1 will provide a suitable decision making framework for Cherwell District Council.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Proposed Meeting Calendar for the municipal year 2025/2026
Background Papers	None
Reference Papers	None
Report Author	Natasha Clark, Governance and Elections Manager
Report Author contact details	democracy@cherwell-dc.gov.uk 01295 221534
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of statutory officer, Monitoring Officer

Appendix 1 – Proposed Cherwell District Council Calendar of Meetings 2025/26¹

Notes:

- Bank Holidays during the municipal year 2025/26: Monday 26 May 2025; Monday 25 August 2025; Thursday 25 December 2025; Friday 26 December 2025; Thursday 1 January 2026; Friday 3 April 2026; Monday 6 April 2026; Monday 4 May 2026.
- Chair(man) and Vice-Chair(man) for all Committees (excluding Overview and Scrutiny Committee) for the municipal year 2025/26 will be appointed at the first meetings of Committees held at the conclusion of the Annual Council meeting
- Licensing Sub-Committees and Appeals Panel meetings will be arranged if required.
- Parish Liaison Meetings - Wednesday 11 June 2025 & Wednesday 12 Nov 2025

CDC Council	Executive	Shareholder Committee	Accounts, Audit & Risk Committee	Budget Planning Committee	Licensing Acts Committee / General Licensing Committee	Overview & Scrutiny Committee	Personnel Committee	Planning Committee	Standards Committee	Monthly All Member Seminar
Mon, 6.30pm	Tues, 6.30pm	Thurs, 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	Monthly, 5pm – 6pm, hybrid/virtual dependent on topic
2025 Wednesday 21 May Annual Council 21 July 20 October 15 December 2026 23 February – budget setting 16 March 2026/27 Wednesday 20 May 2025 Annual Council (Cherwell local elections on Thursday 7 May 2026)	2025 10 June 1 July 2 September 7 October 4 November 2 December 2026 6 January 3 February 3 March 7 April ²	2025 12 June 18 September 2026 11 December 5 March	2025 6pm – 6.30pm, 28 May AARC training (Mandatory each year for AARC members) 6.30pm, 28 May 16 July 24 September 19 November 2026 14 January 18 March	2024 8 July 16 September 9 December 2026 20 January 10 March	2025 9 July 2026 18 February	2025 3 June – OSC training & appt Chair 17 June 15 July 9 September 14 October 11 November 16 December 2026 27 January 24 March	2025 25 June: 6.00pm – 6.25pm training 25 June 17 September 3 December 2026 4 March	2025 TBC Wed 4 or Thurs 5 June – Planning training (Mandatory each year for Planning Committee members and named subs) 5 June 3 July 31 July 4 September 2 October 6 November 4 December 2026 15 January 12 February 19 March	2025 23 July 2026 11 February	2025 Thursday 19 June Thursday 10 July Wednesday 10 September Monday 13 October Monday 24 November Wednesday 10 December 2026 Thursday 22 January Monday 9 February Thursday 12 March

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

² This is the day after the Easter weekend

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Council

Monday 16 December 2024

Motions

Topic	Proposer	Seconder
Flooding	Cllr Kieron Mallon	Cllr Andrew McHugh
Oxfordshire County Council expenditure of development monies	Cllr Edward Fraser Reeves	Cllr Nick Mawer
Government change to Inheritance Tax treatment of farmland	Cllr Edward Fraser Reeves	Cllr Doug Webb

Motion Proposer: Councillor Kieron Mallon

Motion Seconder: Councillor Andrew McHugh

Topic: Flooding

Motion

“Storm Bert brought significant flooding across the district. The flooding brought with it contamination of groundwater with sewage which then spilt onto roads and property across the district.

It is accepted that, in many cases, the sewage and drainage infrastructure is not able to cope with the new and increasing volumes of rainwater. However, the problems of flooding with inadequate infrastructure are compounded by a lack of routine maintenance. In the face of increased volumes of rainwater. We note that the number of gully’s cleaned by Oxfordshire County Council each year has dropped significantly over the last five years. It becomes more urgent for the county council, who have the primary responsibility for this, to increase their routine maintenance of drainage gullies, and where necessary, install drainage sumps to cope with increased water flows.

We call on the leader of the Council to write to The Leader and Chief Executive of Oxfordshire County Council to urge Oxfordshire County Council to do more to alleviate the misery caused to Cherwell residents by increasing their flood prevention activities such as gully clearance. Furthermore, we call on the county council to initiate a program of proactive gully clearance, and any other prophylactic measures that may be deemed necessary, at known flooding hotspots on receipt of severe weather warnings.”

Motion Proposer: Councillor Edward Fraser Reeves

Motion Seconder: Councillor Nick Mawer

Topic: Oxfordshire County Council expenditure of development monies

Motion

“Recalling its motion of 21 October 2024, this Council further regrets that Oxfordshire has not historically managed the expenditure of development agreements well. It also recognises that the law in this area must be more flexible to ensure that communities receive the improvements in infrastructure that are right for them as circumstances change.

Despite this District having taken its fair share of new homes in recent years, too often, development monies have gone unspent with elected members and parish colleagues forced to make circuitous enquiries of Council officers and developers to establish what local funds exist and when they might reasonably be spent.

Following work undertaken by Oxfordshire County Council’s Performance & Corporate Services and Place Overview & Scrutiny Committees, and research conducted by the Homebuilders’ Federation, £8 billion of developers’ contributions stand to be spent nationwide with Oxfordshire the worst-performing county in the country, holding £287.5 million.

This Council requests the Leader to write to:

1. The Leader of Oxfordshire County Council to agree a more effective mechanism for ensuring that development monies are spent; and
2. The Secretary of State for Housing, Communities and Local Government to request that the law be updated to introduce a presumption of reasonable expenditure on the part of local authorities or such other device as would enable Councils to spend money on improving local facilities that could not otherwise be envisaged when development agreements are signed.”

Motion Proposer: Councillor Edward Fraser Reeves

Motion Seconder: Councillor Doug Webb

Topic: Government change to Inheritance Tax treatment of farmland

Motion

“This Council considers that the government’s changes in its Autumn budget to Inheritance Tax treatment of farmland, increases to employers’ National Insurance and introduction of a new fertiliser tax on key agricultural imports will have a detrimental cumulative impact on family farms across North Oxfordshire.

This Council notes with concern that these family farm taxes risk:

- Adversely affecting local farmers' potential to employ people across North Oxfordshire's rural economy;
- Damaging the ability for family farmers to pass on their farms to their children; and,
- Making food production at competitive prices more difficult for us as a district.

This Council resolves

1. to ask Executive to review that its policies are as supportive of local farmers as reasonably possible.
2. to ask the Leader to write to the Leader of Oxfordshire County Council to request that the newly integrated Oxfordshire Local Enterprise Partnership ('OxLEP') prioritises the local rural economy in its governance structure and ongoing development of its strategic plan, both of which are now under active consideration.
3. to ask the Leader to write to the Chancellor of the Exchequer and Secretary of State for the Environment, Food and Rural Affairs to ask that introduction of these family farm taxes be reconsidered for the sake of environmental protection and food security."

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