



Committee: Executive
Date: Tuesday 3 March 2026
Time: 6.30 pm
Venue 39 Castle Quay, Banbury, OX16 5FD

Membership

**Councillor David Hingley
(Chair)**

Councillor Tom Beckett
Councillor Jean Conway
Councillor Ian Middleton

Councillor Lesley McLean (Vice-Chair)

Councillor Chris Brant
Councillor Nick Cotter
Councillor Rob Pattenden

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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

3. Petitions and Requests to Address the Meeting

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

4. Minutes (Pages 7 - 22)

To confirm as a correct record the Minutes of the meeting held on 3 February 2026.

5. Chair's Announcements

To receive communications from the Chair.

6. **Urgent Business**

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

7. **Response to Motion: Free Parking on Remembrance Sunday** (Pages 23 - 28)

Report of Assistant Director Property

Purpose of report

To respond to the motion raised at Full Council in December 2025 requesting Executive to consider providing free car parking each year in Council owned and managed car parks on Remembrance Sunday.

Recommendations

The Executive resolves:

- 1.1 To provide free car parking each year in Council owned and managed car parks, except those at Castle Quay, on Remembrance Sunday.

8. **Non-Domestic Rate Discretionary Relief Policy and Response to Motion, "Supporting our High Streets"** (Pages 29 - 48)

Report of Assistant Director Finance (Section 151 Officer)

Purpose of report

To inform Executive of the reviewed policy for Non-Domestic Rate Discretionary Rate Relief and seek approval of the updated policy and respond to the motion from Council on supporting our high streets.

Recommendations

The Executive resolves:

- 1.1 To note the contents of the reviewed policy for Non-Domestic Rate Discretionary Rate Relief.
- 1.2 To approve the policy for Non-Domestic Rate Discretionary Rate Relief.
- 1.3 To note the response to the motion "Supporting our High Streets".

9. **Housing Payments Policy** (Pages 49 - 72)

Report of Assistant Director Finance (Section 151 Officer)

Purpose of report

To inform Executive of the reviewed policy for Housing Payment (HP), formally known as Discretionary Housing Payments (DHP), and proposed updates.

Recommendations

The Executive resolves:

- 1.1 To note the contents of the reviewed policy for Housing Payments.
- 1.2 To approve the policy for Housing Payments (Appendix 1).

10. Biodiversity Duty Report 2024-2025 (Pages 73 - 104)

Report of Executive Director Place and Regeneration

Purpose of report

To consider and endorse the Biodiversity Duty Report 2024-25.

Recommendations

The Executive resolves:

- 1.1 To endorse the Biodiversity Dury Report 2024-25.
- 1.2 To note that following the completion and adoption of a Community Biodiversity Plan, an annual update be presented to the Executive.

11. Whitelands Farm Sports Ground 3G (Pages 105 - 116)

Report of Interim Executive Director Neighbourhood Services

Purpose of report

To obtain Executive Approval to commence next steps on the development of a new 3G Football Pitch at Whitelands Farm Sports Ground in Bicester. The report outlines any financial risks.

Recommendations

The Executive resolves:

- 1.1 To approve the next steps in developing a new 3G Football Pitch at Whitelands Farm Sports Ground in Bicester accounting for any financial risk outlined within the report.

12. Finance Monitoring Report January 2026 (Pages 117 - 174)

Report of Assistant Director of Finance (Section 151 Officer)

Purpose of report

To report to the Executive the council's forecast year-end financial position as at the end of the January 2026. Further detail can be found in the report and its appendices.

Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of January 2026.
- 1.2 To approve the Use of Reserves as detailed in Appendix 4.
- 1.3 To approve the Write Offs as detailed in exempt Appendix 5.
- 1.4 To approve the Corporate Debt Policy as set out at Appendix 6.

13. Exclusion of the Press and Public

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

1 – Information relating to any individual

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

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

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

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

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

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2 and 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

14. **Finance Monitoring Report January 2026 - Exempt Appendix** (Pages 175 - 176)

15. **Thorpe Place Industrial Estate, Banbury – Roof Replacement** (Pages 177 - 184)

Exempt report of Assistant Director Property

16. **Approval To Award a Contract for the Provision of the Council's HR and Payroll System and Managed Payroll Service** (Pages 185 - 192)

Exempt report of Assistant Director Human Resources

Councillors are requested to collect any post from their pigeon hole in the Members' Lounge before or 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.

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

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

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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

Shiraz Sheikh
Monitoring Officer

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