



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Forward Plan Summary

November 2010 to February 2011

Cherwell District Council

Summary of the Forward Plan

This summary of the Forward Plan, (produced by officers on behalf of the Leader of the Council) sets out the key Executive decisions which will be taken at Cherwell District Council. Whilst this document provides details of the key decisions for the next four month period (set out on the front cover of this document), where details of key decisions to be made after this period are known, they will be provided for information. The Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted: further key decisions may be added, or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month. The full Forward Plan, including the latest position on prospective decisions is available on the council website at www.cherwell.gov.uk, using the link to Council meetings.

This summary sets out the key decisions by month and says whether they will be taken by the Full Executive or by one of its individual Members, or portfolio holders as they are known (see below for details of the membership of the Executive). While key decisions may be taken by officers exercising authority delegated by the Executive, it is the Council's intention that this will very much be the exception.

Key Decisions

A key decision is a 'significant' decision that is legally within the power of the Council to make, is not precluded by statute from being made under Executive arrangements and is not otherwise retained for decision by Council or delegated to a Committee of Council or officer by the Council's constitution.

Significance – A decision is significant if it meets the financial and / or community impact criteria:

- Financial
A decision that will result in the Council:
 - Incurring potential revenue expenditure or savings above £50,000
 - Incurring potential capital expenditure or savings above £250,000
 - Procuring or awarding any contract having a total value exceeding £500,000

and / or

- Community Impact
A decision that is significant in its effects on communities living or working in an area comprising two or more Wards in the area of the Council. That is a decision where:
 - A significant number of users of the service in the Ward(s) will be affected and / or
 - An impact that will last for a number of years, or be permanent; and / or
 - A significant impact on communities in terms of environmental and social well-being.

The following are not regarded by the Council to constitute key decisions:

- Implementing approved budgets or policies and strategies where there is little or no further choice involved and the main decision has already been taken by the council in agreeing the budget and policy framework.
- Implementing approved actions and targets in annual service plans.
- Decisions by the Head of Finance which are part of the ordinary financial administration of the Authority, notably those relating to investments, within the agreed Treasury Management Policy.
- Implementing projects for which specific conditions have been attached by external funders, such as the Government or European Union.
- The award of contract for the provision of works, goods and services, within an agreed policy and budget and where a decision has been made.
- Changes arising from amendments to statute where there is little or no discretion.

For a decision to be key there must be a significant degree of discretion to be exercised by the decision-maker.

The Forward Plan lists documents which are currently available to decision makers. Generally these are also available to the public but some may have restrictions on the information given in them. Copies of public documents listed may be obtained on request from

James Doble,
Democratic, Scrutiny and Elections Manager
Cherwell District Council,
Bodicote House,
Bodicote,
Banbury, Oxfordshire OX15 4AA (e-mail: democracy@cherwell-dc.gov.uk).

There will be a copying charge for each document. Comments on the matters for decision may be made to the relevant contact officer up to the date of the meeting, unless otherwise specified in the consultation details.

Cherwell District Council – Executive Members

<u>Portfolio</u>	<u>Member</u>
Policy, Community Planning and Community Development	Councillor Wood
Resources and Communications	Councillor Macnamara
Breaking the Cycle of Deprivation	Councillor Clarke
Performance Management, Improvement and Organisational Development	Councillor Atack
Customer Service and ICT (with special responsibility for tourism)	Councillor Turner
Economic Development and Estates	Councillor Bolster
Planning and Housing	Councillor Gibbard
Environment, Recreation and Health	Councillor Reynolds
Community Safety, Street Scene and Rural	Councillor Morris
Democratic Services and Member Development	Councillor Miss Pickford

Cherwell District Council Forward Plan

Key decisions on which reports will be submitted to the Executive for consideration:

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
Likely date of decision: November 2010			
Financial Performance Quarter 2 To consider Financial Performance Quarter 2		Councillor James Macnamara	Karen Curtin Tel: 01295 221551
Sharing Building Control Services with South Northamptonshire Council To consider sharing Building Control Services with South Northants Council		Portfolio Holder for Planning and Housing	John Hoad Tel: 01295 227980
Value for Money Review Statement - Planning Policy To consider the Planning Policy Value for Money review.		Portfolio Holder for Planning and Housing	Alison Davies Tel: 01295 221580
Hardship Relief and Charitable Discretions Business Rates Policy To consider the Councils policies in relation to hardship relief and charitable discretions.		Portfolio Holder for Resources and Communication	Karen Curtin Tel: 01295 221551
Planning Policy for Wind Energy Development To consider proposals for a planning policy for wind energy development in the district		Portfolio Holder for Planning and Housing	Philip Clarke Tel: 01295 221840
Annual Monitoring Report 2010 To approve the Council's Local Development Framework Annual Monitoring Report for submission to the Secretary of State	Informal briefing with Portfolio Holder prior to Executive Committee	Portfolio Holder for Planning and Housing	Philip Clarke Tel: 01295 221840
Economic Development Strategy To consider the Economic Development Strategy for the District		Portfolio Holder for Economic Development and Estates	Steven Newman Tel: 01295 221860
Development Control & Major Developments - Value for Money Review To consider the Value for Money Conclusion, key findings and recommendations for savings, income and service improvements for Development Control & Major Developments	Planning staff, senior officers and relevant portfolio holders Corporate Management Team ~ 1 Sept Scrutiny ~ 21 Sept Use of Resources ~ 7 Oct	Portfolio Holder for Planning and Housing	Alison Davies Tel: 01295 221580

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
Implications of the Comprehensive Spending Review To consider an update on the Medium Term Financial Strategy and implications of the Comprehensive Spending Review.		Portfolio Holder for Resources and Communication	Karen Curtin Tel: 01295 221551
Air Quality To consider the results of recent work testing air quality in parts of the District		Portfolio Holder for Environment, Recreation and Health and Deputy Leader	Ed Potter Tel: 01295 221902
Performance Management Framework 2010/11 Second Quarter Performance Report This report covers the Council's performance for the period 1 July to 30 September 2010 as measured through the Performance Management Framework.	No specific consultation on this report is required. However, it should be noted that several indicators are based on public consultation or customer feedback.	Portfolio Holder for Performance Management, Improvement and Organisational Development	Claire Taylor Tel: 01295 221563

Likely date of decision: December 2010

Budget 2011/12 Draft 1 To consider the first draft of the 2011/12 budget		Portfolio Holder for Resources and Communication	Karen Curtin Tel: 01295 221551
Local Development Framework Submission Core Strategy Results To consider the Local Development Framework Submission Core Strategy results.		Portfolio Holder for Planning and Housing	Philip Clarke Tel: 01295 221840
Value for Money Review Democratic Services and Elections To consider the Value for Money Review of Democratic Services and Elections		Councillor James Macnamara, Councillor D M Pickford	Neil Lawrence Tel: 01295 221801
Eco Bicester One Shared Vision Report to consider the Revised Eco Bicester One Shared Vision prepared by the Strategic Delivery Board		Leader of the Council and Portfolio Holder for Policy, Community Planning and Community Development	Andy Bowe Tel: 01295 221842
Local Policing Review To advise the Executive of a review by Thames Valley Police of local policing arrangements		Portfolio Holder for Community Safety, Street Scene and Rural	Chris Rothwell Tel: 01295 221712

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
Planning Obligations Supplementary Planning Document To consider the Planning Obligations Supplementary Planning Document for consultation.		Portfolio Holder for Planning and Housing	Philip Clarke, John Hoad Tel: 01295 221840, Tel: 01295 227980
Disabled Facilities Grant Policy To consider the Council's DFG Policy.	Detailed in Policy Detailed in Policy	Portfolio Holder for Planning and Housing	Gillian Greaves Tel: 01295 221654
Draft Local Transport Plan To propose a response from the Council to the Draft Local Transport Plan produced by Oxfordshire County Council		Portfolio Holder for Planning and Housing	Philip Clarke, Andy Bowe Tel: 01295 221840, Tel: 01295 221842

Likely date of decision: January 2011

Budget 2011/12 Draft 2 To consider the second draft of the 2011/12 budget		Portfolio Holder for Resources and Communication	Karen Curtin Tel: 01295 221551
Civil Parking Enforcement and Banbury Residents' Parking To consider progress on civil parking enforcement and Banbury residents' parking.		Portfolio Holder for Community Safety, Street Scene and Rural	Chris Rothwell Tel: 01295 221712
Draft Planning and Design Guidance: Subdivision of Buildings for Residential Uses The Council has become concerned at the number of planning applications submitted that propose to convert houses into flats and bedsit accommodation, where the proposed room dimensions would produce very cramped living conditions. This document represents a guide to advise applicants and agents of the required standards the Council seeks when subdividing buildings for residential uses.	A list of consultees is currently being compiled. The draft document will be sent out to internal and external consultees seeking comment. It is anticipated that the consultation will last for 4 weeks. The document will also be placed on the Council's website.	Portfolio Holder for Planning and Housing	Jonathan Kilner Tel: 01295 227092
Pensions Update Report To consider an update on pensions.		Portfolio Holder for Resources and Communication	Karen Curtin Tel: 01295 221551

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
<p>Banbury Canalside Supplementary Planning Document To consider the representations received to the Banbury Canalside Draft Supplementary Planning Document (SPD) and to seek endorsement of changes made to the draft SPD. To seek endorsement to adopt the SPD as informal planning policy for development control purposes.</p>	<p>All Public consultation on Banbury Canalside Draft Supplementary Planning Document for 6 weeks.</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Chris Thom Tel: 01295 221849</p>
<p>Conservation Area Grants To consider the terms of reference of a scheme of grants aid to be administered with the aim of securing environmental improvements in selected conservation areas in the district, initially focusing on shop front improvements in Parsons Street and Market Square and also Grimsbury.</p>	<p>Banbury and Bicester Town Councils, Banbury and Bicester Chamber of Commerce, Banbury Civic Society, Bicester Historic Society.</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Linda Rand Tel: 01295 221845</p>

Likely date of decision: February 2011

<p>Performance Management Framework 2010/11 Third Quarter Performance Report This report covers the Council's performance for the period 1 October to 31 December 2010 as measured through the Performance Management Framework.</p>	<p>No specific consultation on this report is required. However, it should be noted that several indicators are based on public consultation or customer feedback.</p>	<p>Portfolio Holder for Performance Management, Improvement and Organisational Development</p>	<p>Claire Taylor Tel: 01295 221563</p>
<p>Proposed Budget 2011/12 To consider the proposed 2011/12 budget</p>		<p>Portfolio Holder for Resources and Communication</p>	<p>Karen Curtin Tel: 01295 221551</p>

Likely date of decision: March 2011

<p>Planned and Reactive Maintenance To discuss tender outcome and proposal for individual Lots for Planned and Reactive Maintenance.</p>		<p>Councillor Norman Bolster</p>	<p>David Marriott Tel: 01295 221603</p>
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