

Public Document Pack



Tuesday, 12 July 2022

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COUNCIL

You are summoned to a meeting of the Council which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 20 July 2022 at 2.00 pm.**

Giles Hughes
Chief Executive

To: Members of the Council

Councillors: Julian Cooper (Chair), Andrew Coles (Vice-Chair), Andrew Prosser, Mike Cahill, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Jill Bull, Nathalie Chapple, Owen Collins, Suzi Coul, Jane Doughty, Harry Eaglestone, Duncan Enright, Ted Fenton, Andy Graham, Jeff Haine, Gill Hill, David Jackson, Richard Langridge, Liz Leffman, Nick Levertton, Dan Levy, Norman MacRae MBE, Martin McBride, Michele Mead, Elizabeth Poskitt, Carl Rylett, Geoff Saul, Mathew Parkinson, Colin Dingwall, Andy Goodwin, Mark Johnson, Lysette Nicholls, Dean Temple, Alex Wilson, Lidia Arciszewska, Hugo Ashton, Michael Brooker, David Cooper, Natalie King, Charlie Maynard, Rosie Pearson, Rizvana Poole, Alaric Smith, Ruth Smith and Harry St John.

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Minutes of Previous Meeting (Pages 5 - 16)**
To approve the minutes of the meetings held on 27 April 2022 and 18 May 2022.
2. **Apologies for Absence**
To receive any apologies for absence
3. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting
4. **Receipt of Announcements**
To receive any announcements from The Chair, Leader, Members of the Cabinet or the Head of Paid Service.
5. **Participation of the Public**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
6. **Members' Questions**
The following questions have been submitted by Members of Council in accordance with the Council Procedure Rules (Constitution Part 5, rule 10). Oral responses will be provided at the meeting. Following receipt of the answer to their question a Member is entitled to ask one supplementary question at the meeting.

Question 1 for Councillor Lidia Arciszewska, Cabinet Member for Environment, from Councillor Norman MacRae:

"The 'new' Council have made no secret of their aim to ensure the Water Companies (Thames Water) stop untreated sewage discharge to our rivers. As there is nothing in legislation that allows a District Council to 'enforce' against a water company, by what means will they ensure the manifest pledge is honoured; at what cost to this Council and in what timescale?"

Question 2 for Councillor Joy Aitman, Cabinet Member for Stronger Healthy Communities, from Councillor Norman MacRae:

"The Oxfordshire Playing Field Association have been instructed by this Council to consider what works are required to the play area at Kilkenny Lane Country Park to bring it to a safe and fully usable standard. What progress has there been on this plan; what are the anticipated costs and within what timespan?"

Question 3 for Councillor Carl Rylett, Cabinet Member Planning & Sustainable Development, from Councillor Jeff Haine:

"On housing targets and infrastructure, you have called for more realistic housing targets rather than the "sky-high" ones in the Local Plan and you have also called for infrastructure before development. How are you going to deliver on these?"

Question 4 for Councillor Andrew Prosser, Cabinet Member for Climate Change, from

Councillor Alaa Al-Yousuf:

“Climate Change Working Group: Does the Cabinet member for Climate Change intend to bring back the Climate Change Working Group and chair it?”

Question 5 for Councillor Andrew Prosser, Cabinet Member for Climate Change, from Councillor Alaa Al-Yousuf:

“How is our leisure centres operator, GLL, planning to deal with the energy crisis?”

7. Recommendations from Cabinet and Council Committees (Pages 17 - 20)

Purpose:

To consider the recommendations made by Cabinet and the Council’s Committees since the last ordinary Council meeting on 27 April.

Recommendation:

That Council resolves to:

- 1) allocate £2.15m of funding from the Capital Programme “Investment Strategy for Recovery” line item to facilitate the changes and deliver up to £186,000 of net annual revenue benefits with a return on capital of up to 10% after capital financing costs
- 2) approve the carry forward of Capital Budget of £14,399,348 as detailed in Annex B
- 3) approve the transfers to and between Earmarked Reserves as detailed in the report

8. Report of the Leader (Pages 21 - 50)

Purpose:

The Constitution provides that the Leader of the Council will advise Council in writing of his Cabinet Members, his executive delegations, and the exercise of any executive functions by way of joint arrangements.

Recommendation:

West Oxfordshire District Council is recommended to note the contents of this report, and to delegate authority to the Interim Monitoring Officer to update the Council’s Constitution to reflect the content of this report.

9. Honorary Titles (Pages 51 - 54)

Purpose:

To consider a scheme for conferring honorary titles on former councillors who have, in the opinion of Council, rendered eminent service to the Council.

Recommendation:

That Council resolves to:

- a) Adopt a points system as a guideline for determining eligibility for honorary titles, as set out in the report.
- b) Agree that, if the motion at agenda item 10 is passed, a Special Meeting of the Council be held to bestow the title of Honorary Alderman on the former Councillors identified, on a date to be determined by the Chief Executive in consultation with the Chair of the Council.

10. Motion - Proposed by the Vice Chair of the Council, Councillor Andrew Coles

The following motion has been submitted by Councillor Coles:

“In view of the extraordinary long-service of former members David Harvey and Derek Cotterill to this council and the contribution they made to West Oxfordshire, this council resolves to convene a special meeting of the council to confer the title of Honorary Aldermen on these two worthy recipients.”

11. **Climate Action Biannual Report (Pages 55 - 66)**

Purpose:

This paper presents to Council a biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: February-July 2022.

Recommendation:

That Council resolves to note the contents of the biannual report on climate action for West Oxfordshire.

12. **Sealing of Documents (Pages 67 - 70)**

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Council

Held in the Council Chamber at 2.00 pm on **Wednesday, 27 April 2022**

PRESENT

Councillors: Martin McBride (Chairman), Alex Postan (Vice-Chair), Andrew Prosser, Marilyn Davies, Joy Aitman, Luci Ashbourne, Andrew Beaney, Rosa Bolger, Jill Bull, Laetisia Carter, Andrew Coles, Owen Collins, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Jane Doughty, Harry Eaglestone, Duncan Enright, Ted Fenton, Andy Graham, Jeff Haine, David Harvey, Gill Hill, David Jackson, Richard Langridge, Nick Leverton, Norman MacRae MBE, Michele Mead, Elizabeth Poskitt, Carl Rylett, Geoff Saul, Mathew Parkinson, Andy Goodwin, Mark Johnson, Lysette Nicholls, Rupert Dent and Alex Wilson.

Officers: Elizabeth Griffiths (Chief Finance Officer, Deputy Chief Executive and Section 151 Officer), Giles Hughes (Chief Executive), Frank Wilson (Group Finance Director - Publica) and Amy Bridgewater-Carnall (Senior Strategic Support Officer)

CL.42 Minutes of Previous Meeting

The minutes of the meeting held on 23 February 2022 were approved and signed by the Chairman as a correct record, subject to the addition of Councillor Ashbourne to the list of apologies.

CL.43 Apologies for Absence

Apologies for absence were received from Councillors Jake Acock, Alaa Al-Yousuf, Mike Cahill, Colin Dingwall, Liz Leffman, Harry St John, Dean Temple and Ben Woodruff.

CL.44 Declarations of Interest

There were no declarations of interest received.

CL.45 Receipt of Announcements

Expression of gratitude from the Chairman

The Chairman took the opportunity to thank all of the Members for their support over the past year and for helping him as he settled in to the role of Chairman. He stated that this support had come from cross party Members. He acknowledged the assistance received from officers and, in particular, the Chairman's PA, Mandy Smith, who had been an invaluable asset during his term of office.

Members not standing for re-election

The Chair addressed the meeting and paid tribute to the six Members of the Council not standing for re-election in May 2022. They were:

Jake Acock

Rosa Bolger

Laetisia Carter

Derek Cotterill

Maxine Crossland

Steve Good

Councillor McBride highlighted that Councillor Crossland had been his mentor since he first joined, helped him settle in and had provided him with valued support.

Councillor Enright thanked Councillors Bolger and Carter for their contribution to the Council over their terms. He stated that as Deputy Leader, Councillor Carter had always spoken with passion and authority, had been thought provoking and had brought fresh ideas to the Council. He felt there had been a change in the group dynamic and across the Chamber, thanked all those not standing for re-election and highlighted how they had all contributed in different and valuable ways.

Passing of John Grantham

The Chairman announced the recent passing of former Councillor John Grantham, aged 84 years. Members were advised that there had been a service of thanksgiving in March and Mr Grantham had been a hardworking Labour Councillor for the Chipping Norton Ward.

Councillor Saul addressed Council and stated that it would be difficult to image Chipping Norton without Mr Grantham as he had been involved in a wide range of activities including being a trustee of the Chipping Norton Voluntary Fire Brigade Charity as well as an author of local book 'Chipping Norton Town Hall Past and Present'. He concluded by stating that Mr Grantham would be hugely missed.

Announcement from the Leader

Councillor Mead addressed Council and thanked all Members and officers for their hard work, support and dedication over the past year. In particular she expressed her thanks to Giles Hughes, Frank Wilson, Elizabeth Griffiths and the Cabinet Members. She reflected on a difficult year impacted by the continuing Covid pandemic and the crisis in Ukraine. Councillor Mead added her thanks to Councillor Crossland who had also been her mentor when she first joined the Council.

Address from Councillor Cotterill

Councillor Cotterill offered encouragement to the remaining members of the Council and explained how different the Council's finances had looked when he first joined the Council. He felt that things had improved considerably since that time but did not feel that a four year term was long enough to bring about change. He reflected on the successful projects he had been involved in and gave Councillors an idea of the issues he would be continuing to raise. Councillor Cotterill concluded by expressing his hope that the authority would continue to retain its identity as West Oxfordshire District Council.

In response, Councillor Coles took the opportunity to thank Councillor Cotterill, who had been Chairman when Councillor Coles was first elected. He praised Councillor Cotterill for his polite, courteous and fair approach.

CL.46 Participation of the Public

There was none.

CL.47 Recommendations from the Executive and the Council's Committees or Sub- Committees

Council were asked to consider the recommendations made by Cabinet and the Council's Committee since its last meeting. A list of the recommendations was attached at Annex I to the report.

Councillor Mead introduced the report and proposed that the two recommendations from the Standards Sub-Committee on 23 March 2022 be approved as laid out and this was duly

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seconded. **Resolved** that the following recommendations, as set out in Annex I to the report be agreed:

- a) that the Council formally adopt the Code of Conduct for Members effective from 18 May 2022;
- b) that Council include the Code of Conduct for Members within their Constitution effective from 18 May 2022; and
- c) that the Local Hearing Panel Procedure Rules be included in the revised Constitution effective from 18 May 2022.

CL.48 Constitution of the Council

Members received a report from the Business Manager for Corporate Responsibility which provided them with a summary of the work undertaken by the Constitution Working Group and asked Council to approve the amended Constitution with effect from Annual Council Meeting on 18 May 2022.

A Council's Constitution sets out how the Council operates, how decisions are made and the procedures followed to ensure that decisions are efficient, transparent and accountable. The Council had a duty to publish an up to date Constitution which should be reviewed annually by the Monitoring Officer, with any necessary changes being considered by Council.

A Constitution Working Group (CWG) had been set up in July 2021 to conduct a full review of the Constitution. This group comprised: Councillors Coul (Chair), Acock, Cooper, Aitman, Temple, Fenton and Graham. The report summarised the work of the CWG and listed the proposed revisions to be made. The members of the working group were thanked for their excellent work.

Resolved that the revised Constitution be approved, with effect from Annual Council Meeting in May 2022.

CL.49 Motion - Water and Sewage Infrastructure Funding

The following motion was proposed by Councillor Langridge with a seconder to be sought at the meeting:

"This Council invites the Government to change the appropriate legislation relating to the funding of water and sewage infrastructure with the direct objective of speeding up the upgrading of our water and sewage infrastructure that has fallen way below the standards required today and resulted in serious deterioration of the quality of water in our rivers Windrush and Evenlode.

The motion requests that the law be changed so that developers/landowners have to meet, via a S106 agreement or CIL, the cost of any new or enlarged water main, sewer pipe or surface water pipes and STW (Sewage Treatment Works) upgrade that their development requires to ensure that the additional dwellings effluent can be dealt with without flooding/surcharges, storm event overflows etc from the relevant sewers or STWs.

We ask the Leader of the Council to write to the appropriate Government Minister on behalf of the Council to request this action be taken.

The current state of affairs is generally accepted as a national disgrace even on the admission of the water companies."

Councillor Langridge had submitted the motion at the request of his fellow Independent Group member, Councillor St John who was unable to attend the Council meeting.

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The motion was seconded by Councillor Coles. Councillors agreed that this motion built on earlier motions and received the wholehearted support of Council.

Resolved that the Leader should write as set out in the motion.

CL.50 Emergency / Urgency Delegated Decisions

A report outlining the decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020 was received.

The report advised that the Chief Executive had used his delegated powers to approve the following changes to the Council's Section 13A Policy. That the:

- a) £150 Council Tax Rebate be fully disregarded from the assessment of Council Tax Support;
- b) monthly allowance for Hosting Ukrainian Refugees be fully disregarded; and
- c) The 2022/2023 Council Tax Support scheme be amended to reflect this additional disregard

The Government's Council Tax Rebate scheme allows those households in council tax bands A to D to receive a payment of up to £150.00 per household. The Government has also agreed to give a monthly allowance of £350.00 to households who host a Ukrainian refugee for at least 6 months rent free.

The Council's Council Tax Support scheme is based on income bands with certain disregards on some income, such as child maintenance payments and disability payments. This means that these payments are totally disregarded when assessing a household's income. Other income not already allocated within the 'disregarded group' in the CTS scheme would qualify as 'income' and be considered when calculating a person's income assessment.

Use of urgency powers enabled these decisions to be made ahead of the 2022/23 financial year and ensure that West Oxfordshire residents are not disadvantaged.

The Leader outlined the report and asked members to note the report

Council, therefore

Resolved that the report is noted.

CL.51 Report of the Cabinet and the Council's Committees

The reports of the meetings of the Cabinet and the Council's Committees held since 23 February 2022 were received.

Economic & Social Overview & Scrutiny Committee	27 January 2022
Environment Overview & Scrutiny Committee	3 February 2022
Finance & Management Overview and Scrutiny Committee	9 February 2022
Economic & Social Overview & Scrutiny Committee	10 February 2022
Cabinet	16 February 2022
Audit & General Purposes	17 February 2022
Economic & Social Overview & Scrutiny Committee	31 March 2022

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Joint Climate & Environment Overview & Scrutiny Committee	7 April 2022
Finance & Management Overview and Scrutiny Committee	13 April 2022
Cabinet	20 April 2022
Audit & General Purposes	20 April 2022

CL.52 Sealing of Documents

The Council received the schedule of documents sealed out of meeting by the Chairman and the Head of Democratic Services, since the last meeting of the Council

Resolved that the document be noted.

The meeting closed at 15.02pm

CHAIRMAN

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Council

Held in the Council Chamber at 2.00 pm on **Wednesday, 18 May 2022**

PRESENT

Councillors: Julian Cooper (Chair), Andrew Coles (Vice-Chair), Andrew Prosser, Mike Cahill, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Jill Bull, Nathalie Chapple, Owen Collins, Suzi Coul, Jane Doughty, Harry Eaglestone, Duncan Enright, Ted Fenton, Andy Graham, Jeff Haine, Gill Hill, David Jackson, Richard Langridge, Liz Leffman, Nick Leverton, Norman MacRae MBE, Martin McBride, Michele Mead, Elizabeth Poskitt, Carl Rylett, Geoff Saul, Mathew Parkinson, Colin Dingwall, Andy Goodwin, Mark Johnson, Lysette Nicholls, Dean Temple, Alex Wilson, Lidia Arciszewska, Hugo Ashton, Michael Brooker, David Cooper, Natalie King, Charlie Maynard, Rosie Pearson, Rizvana Poole, Alaric Smith and Councillor Ruth Smith.

Officers: Giles Hughes (Chief Executive), Frank Wilson (Group Finance Director - Publica), Susan Sale (Monitoring Officer), Claire Hughes (Business Manager - Corporate Responsibility), Jan Britton (Managing Director), Bill Oddy (Group Manager - Commercial Development), Michelle Ouzman (Strategic Support Officer), Anne Learmonth (Strategic Support Officer), and Maria Harper (Democratic Services Administrator).

CL.1 Election of Chair of the Council for the year 22/23

The Chair Councillor Martin McBride welcomed everyone to the meeting and announced that there would be an adjournment whilst officers amend documentation that is required at the meeting. A forty minute break occurred.

The Chair, resumed the meeting, welcomed everyone to the meeting and took the opportunity to thank everyone for their support during his time in office. He wished the future Chair and Vice Chair the best of luck for their term.

Having asked for nominations, Councillor Graham proposed that Councillor Julian Cooper be elected as West Oxfordshire District Council Chair. This was seconded by Councillor MacRae.

There were no further nominations.

Therefore, it was

Resolved that Councillor Julian Cooper be elected as Chair of Council for the civic year 2022/23.

The Chair, Councillor Julian Cooper signed the declaration and took receipt of the chain of office. He thanked Councillor McBride for his due diligence and his honour in the way he carried out his duties, as Chair. He then invited Councillor McBride to say a few words.

Councillor McBride said it had a privilege to represent the Council. He went on to say that at his first civic event he was introduced to Prince Charles, and they shook hands. Last week at his last civic event at a Garden Party he was again introduced to Prince Charles and he again shook hands, he thought it was a nice way to end his civic year, as it began.

CL.2 Appointment of Vice-Chair of the Council for the year 22/23

The Chair Councillor Cooper, asked for nominations for the position of Vice-Chair.

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18/May2022

Councillor Enright proposed Councillor Andrew Coles, it was duly seconded by Councillor Andy Graham and it was

Resolved that Councillor Andrew Coles be elected as Vice-Chair of the District Council.

The Vice-Chair signed the declaration and took receipt of the chain of office. Councillor Coles thanked the retiring Vice-Chair, Councillor Harvey for his work and support to the Chair and wished him well.

CL.3 Apologies for Absence

Apologies for absence were received from Councillors Dan Levy, Ben Woodruff and Harry St John.

CL.4 Declarations of Interest

There were no declarations of interest received.

CL.5 Announcements by the Chair and / Chief Executive

The Chair, Councillor Julian Cooper addressed the meeting and welcomed all newly elected and returning Councillors. He introduced the new Members and advised which Wards they represented.

The Chair also thanked all those Councillors who had either not stood for re-election or had not been re-elected. In particular, he expressed his gratitude to former Councillor, David Harvey, who had contributed a great deal as Deputy Leader, and Portfolio Holder for Climate and Environment. He also thanked Councillor Postan for his many years' service, and Councillors Davies and Councillor Dent. He confirmed, that he would be writing to each of them to thank them for their service. He also wanted to thank Councillor Mead for her past service and wished her well.

CL.6 Motion - Leader of West Oxfordshire District Council

Councillor Graham introduced the motion, and wanted to express his apologies that it seemed a blunt instrument, but was purely a mechanical function.

Councillor Graham moved the motion which was seconded by Councillor Leffman.

The votes cast for the motion was 26, and 19 against.

Resolved the motion was carried.

CL.7 Election of Council Leader

The Chair asked for nominations, Councillor Leffman proposed Councillor Andy Graham for the post of Leader of the Council, this was seconded by Councillor Enright.

After being put to the vote it was

resolved that Councillor Andy Graham was elected as Leader of the Council.

CL.8 Announcement of the Leader on Cabinet appointments

Councillor Graham thanked Councillor Mead for particularly difficult year having to deal with the pandemic, and thanked her for reaching out to all the other political Leaders.

Councillor Graham informed the Committee that with the new alliance formed it has led to a new partnership of opportunity to work together and act on solutions. To ensure they support the Council and its residents, in times when challenges are great. The cabinet will be announcing a series of new policies, and look to improve on the communications and how we connect with residents. The new Cabinet has been formed of nine Councillors.

The new Deputy Leader will be Councillor Duncan Enright (Leader of the Labour group and who will also take on the Economic Development portfolio in Cabinet).

The rest of the Cabinet for the Council will be:

- Cllr Dan Levy (Lib Dem) Cabinet Member for Finance
- Cllr Carl Rylett (Lib Dem) Cabinet Member for Planning and Sustainable Development
- Cllr Mathew Parkinson (Lib Dem) Cabinet Member for Customer Delivery
- Cllr Joy Aitman (Labour) Cabinet Member for Stronger, Healthy Communities
- Cllr Geoff Saul (Labour) Cabinet Member for Housing and Social Welfare
- Cllr Lidia Arciszewska (Lib Dem) Cabinet Member for Environment
- Cllr Andrew Prosser (Green) Cabinet Member for Climate Change

CL.9 Returning Officer's Report on Elections held 5 May 2022

Members received the Returning Officers report detailing the results of the elections held on 6 May 2021.

The report advised of the total number of votes received for each candidate in the individual Wards, along with the electorate and turnout percentage.

Having considered the report, Council

Resolved that the report be noted.

CL.10 Political Composition of the Council and Formation of Political Groups

Councillor Graham proposed that the recommendations in the report be accepted, this was duly seconded by Councillor Enright and therefore

Resolved to accept the recommendations.

CL.11 Appointment to Council Committees

Members received a report outlining the appointments to the Committees of the Council, in accordance with the Constitution and, where applicable, the rules relating to political balance.

Members noted that a revised membership of committees document had been circulated prior to the meeting and the monitoring Officer announced two amendments:

- Councillor Andrew Coles - an addition to the Finance Management Overview and Scrutiny Committee.
- Councillors Michele Mead and Norman MacRae – additions to Performance and Monitoring Committee.

Motion to increase the area balance on Uplands area planning sub Committee was proposed by Councillor Mead, this was seconded by Councillor Graham, was then put to the vote and carried unanimously.

Councillor Parkinson proposed that the Non-grouped Independent, be added to Uplands area planning sub Committee, this was seconded by Councillor Fenton, was then put to the vote and was carried unanimously.

The Committees were duly read out and it was

Resolved that Councillors were appointed to the Committees as noted :

Audit and Governance Committee	Councillors: Luci Ashbourne, Andrew Beaney, Jill Bull, Nathalie Chapple, Owen Collins, Julian Cooper, Colin Dingwall, Jane Doughty, Gill Hill, David Jackson, Richard Langridge, Norman MacRae, Michele Mead, Elizabeth Poskitt, Andrew Prosser, Alaric Smith and Ruth Smith.
Licensing Committee	Councillors: Joy Aitman, Michael Brooker, Mike Cahill, Julian Cooper, Jane Doughty, Ted Fenton, David Jackson, Norman MacRae, Lysette Nicholls, Mathew Parkinson, and Dean Temple
Miscellaneous Licensing Sub-Committee	Councillors: Michael Brooker, Ted Fenton, David Jackson, Norman MacRae, and Mathew Parkinson,
Performance and Appointments Committee	Councillors: Duncan Enright, Andy Graham, Dan Levy, Norman MacRae and Michele Mead.
Standards Sub-Committee	Councillors: Luci Ashbourne, Andrew Beaney, Andy Graham, Norman MacRae and Elizabeth Poskitt
Development Control Committee	Councillors: Joy Aitman, Alaa Al-Yousuf, Lidia Arciszewska, Hugo Ashton, Andrew Beaney, Michael Brooker, Mike Cahill, Colin Dingwall, Harry Eaglestone, Ted Fenton, Andy Goodwin, Jeff Haine, David Jackson, Richard Langridge, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rizvana Poole, Elizabeth Poskitt, Andrew Prosser, Geoff Saul, Alaric Smith, Dean Temple and Alex Wilson.
Lowlands Planning Sub-Committee	Councillors: Joy Aitman, Michael Brooker, Colin Dingwall, Harry Eaglestone, Ted Fenton, Andy Goodwin, Richard Langridge, Nick Leverton, Charlie Maynard, Lysette Nicholls, Andrew Prosser, and Alaric Smith.
Uplands Planning Sub-Committee	Councillors: Alaa Al-Yousuf, Lidia Arciszewska, Hugo Ashton, Andrew Beaney, Mike Cahill, Jeff Haine, David Jackson, Rizvana Poole, Elizabeth Poskitt, Geoff Saul, Dean

	Temple and Alex Wilson
Urgency Committee	Councillors: Alaa Al-Yousuf, Joy Aitman, Andrew Beaney, Duncan Enright, Ted Fenton, Andy Graham, Natalie King, Dan Levy, Norman MacRae and Michele Mead.
Economic & Social Overview and Scrutiny Committee	Councillors: Luci Ashbourne, Andrew Beaney, Jill Bull, Nathalie Chapple, Owen Collins, Jane Doughty, Natalie King, Liz Leffman, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Rizvana Poole, Harry St John and Alex Wilson.
Climate and Environment Overview and Scrutiny Committee	Councillors: Alaa Al-Yousuf, Hugo Ashton, Michael Brooker, Andrew Coles, David Cooper, Harry Eaglestone, Ted Fenton, Andy Goodwin, Natalie King, Norman MacRae, Charlie Maynard, Martin McBride, Rosie Pearson, Alaric Smith and Rosie Smith.
Finance & Management Overview and Scrutiny Committee	Councillors: Alaa Al-Yousuf, Hugo Ashton, , Michael Brooker, Andrew Coles, Nathalie Chapple, Julian Cooper, Suzi Coul, Gill Hill, Mark Johnson, Richard Langridge, Michele Mead, Charlie Maynard, Alaric Smith, Ruth Smith and Alex Wilson.

CL.12 Appointment of Chairs and Vice-Chairs of Committees


The Chair announced that this agenda item would not be actioned during the meeting.

Resolved that this agenda item was not considered during the meeting.

The Meeting closed at 3.15 pm

CHAIRMAN

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 20 JULY 2022
Report Number	AGENDA ITEM No 7
Subject	RECOMMENDATIONS FROM THE EXECUTIVE AND COUNCIL'S COMMITTEES OR SUB COMMITTEES
Wards affected	All
Accountable member	Councillor Andy Graham, Leader Email: andy.graham@westoxon.gov.uk
Accountable officer	Name: Andrew Brown, Business Manager Democratic Services Email: andrew.brown@westoxon.gov.uk
Summary/Purpose	To consider the recommendations made by Cabinet and the Council's Committees since the last ordinary Council meeting on 27 April.
Annexes	Annex I Schedule of recommendations
Recommendation(s)	That the recommendations set out in Annex I to the report be adopted.
Corporate priorities	To support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services. Modern Council service and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council
Key Decision	Not applicable – the decisions in Annex I are reserved to Council
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

1.1. The Council is required to consider recommendations made by the Cabinet and the Council's Committees since its last meeting.

2. MAIN POINTS

2.1. All decisions taken by Cabinet at the May and June Meetings were in the Cabinet's gift to make and there are no recommendations to be made to Council.

2.2. Cabinet is due to meet on Wednesday 13 July 2022, after the publication of this agenda. The agenda for Cabinet includes two reports which contain recommendations to Council. These are shown at Annex 1.

2.3 There are no recommendations arising from Committees and sub committees.

3. FINANCIAL IMPLICATIONS

3.1. Financial implications of the proposed decisions are as set out in the associated reports to Cabinet and/or Committees.

4. LEGAL IMPLICATIONS

4.1. None

5. RISK ASSESSMENT

5.1. Not applicable

6. CLIMATE CHANGE IMPLICATIONS

6.1. Whilst there may be climate change implications arising from specific items within the schedule, there are none arising directly from this report.

7. ALTERNATIVES/OPTIONS

7.1. The above are as set out in the relevant reports to the meetings of the Cabinet/Committee.


8. BACKGROUND PAPERS

8.1. None

Annex I

	Meeting and Date	Subject and Agenda Item No. or Minute Reference	Recommendations
(a)	Cabinet 13 July	Item 7. Outline business case to improve openness and transparency in Council business and support agile working and decarbonisation measures.	Recommend to Council to allocate £2.15m of funding from the Capital Programme “Investment Strategy for Recovery” line item to facilitate the changes and deliver up to £186,000 of net annual revenue benefits with a return on capital of up to 10% after capital financing costs
(b)	Cabinet 13 July	Item 14. Budget Monitoring Report Year End outturn	b) Recommend to Council to approve the carry forward of Capital Budget of £14,399,348 as detailed in Annex B c) Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>COUNCIL – 20 JULY 2022</p>
<p>Report Number</p>	<p>AGENDA ITEM No 8</p>
<p>Subject</p>	<p>REPORT OF THE LEADER</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Andy Graham, Leader of the Council Email: andy.graham@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Susan Sale, Interim Monitoring Officer Email: susan.sale@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>The Constitution provides that the Leader of the Council will advise Council in writing of his Cabinet Members, his executive delegations, and the exercise of any executive functions by way of joint arrangements.</p>
<p>Annexes</p>	<p>Annex A: Officer Scheme of Delegation</p>
<p>Recommendation/s</p>	<p>West Oxfordshire District Council is recommended to note the contents of this report, and to delegate authority to the Interim Monitoring Officer to update the Council's Constitution to reflect the content of this report.</p>
<p>Corporate priorities</p>	<p>All</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	

I. BACKGROUND

- I.1. Paragraph 5B.1.2 of the Constitution, in the Cabinet Procedure Rules, there is provision for the Leader of the Council to present to Council a written record of delegations made by them for inclusion in Part 3 of the Council's Constitution.
- I.2. The Constitution provides that the document presented by the Leader will contain the following information about Cabinet functions in relation to the coming year:
- The names, addresses and wards of the people appointed to the Cabinet by the leader;
 - The extent of any authority delegated to Cabinet members individually, including details of the limitation on their authority;
 - The terms of reference and constitution of such Cabinet Committees as the leader appoints and the names of Cabinet Members appointed to them;
 - The nature and extent of any delegation of Cabinet functions to area Committees, and any other authority or any joint arrangements and the names of those Cabinet members appointed to any joint Committee for the coming year; and
 - The nature and extent of any delegations to officers with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

2. MAIN POINTS

- 2.1. Deputy Leader, Cabinet appointments and responsibilities, made by the Leader for the year 22/23 are as follows:

Role	Member	Portfolio	Address	Ward
Leader	Cllr Andy Graham		c/o Woodgreen	Charlbury and Finstock
Deputy Leader	Cllr Duncan Enright	Economic Development	c/o Woodgreen	Witney East
Cabinet Member	Cllr Dan Levy	Finance	c/o Woodgreen	Eynsham and Cassington
Cabinet Member	Cllr Carl Rylett	Planning & Sustainable Development	c/o Woodgreen	Eynsham and Cassington
Cabinet Member	Cllr Mathew Parkinson	Customer Delivery	c/o Woodgreen	Stonesfield and Tackley
Cabinet Member	Cllr Joy Aitman	Stronger Healthier Communities	c/o Woodgreen	Witney East

Cabinet Member	Cllr Geoff Saul	Housing & Social Welfare	c/o Woodgreen	Chipping Norton
Cabinet Member	Cllr Lidia Arciszewska	Environment	c/o Woodgreen	Freeland and Hanborough
Cabinet Member	Cllr Andrew Prosser	Climate Change	c/o Woodgreen	Witney North

2.2 The Leader has delegated the following authority to Executive Members individually, as below. All delegations may only be exercised within approved budget limitations and in compliance with contract procedure rules and financial procedure rules. The limitations on delegations are set out below:

1	Subscriptions and Donations to Voluntary Bodies – to approve the award of grants subject to any grant award not exceeding £1000.	Cabinet Member for Customer Delivery (in consultation with s151 officer)
2	Discretionary Rate Relief – to grant discretionary rate relief in accordance with the Council's Discretionary Rate Relief policy, except for those decisions already delegated to officers under the Officer Scheme of Delegations (Part 4)	Cabinet Member for Finance (in consultation with s151 officer)
3	Debt Write-Offs – to approve the writing off of debts, except for those already delegated to officers under the Officer Scheme of Delegations (Part 4)	Cabinet Member for Finance (in consultation with s151 officer)
4	Sport and Recreational Grants – to determine applications for Sport and Recreation grants which accord with the Council's approved criteria up to a maximum of £3,000 per grant	Cabinet Member for Stronger Healthier Communities (in consultation with s151 officer)
5	Village Hall Grants – to determine applications for Village Halls (Minor Scheme) grants which accord with the Council's approved criteria up to a maximum of £5,000 per grant	Cabinet Member for Stronger Healthier Communities (in consultation with s151 officer)
6	Arts and Sports Achievement / High Achievers Awards – to determine applications for Arts and Sports Achievement Awards and High Achiever Awards which accord with the Council's approved criteria up to a maximum of £300 per grant for the Arts and Sports Achievement Awards and £1,000 per grant for the High Achievers Award.	Leader of the Council (in consultation with s151 officer)

7	Playground Grants – To determine applications for Playground (Revenue) grants which accord with the Council’s approved criteria up to a maximum of £2,000 per grant and Playground (Capital) grants up to a maximum of £5,000 per grant	Cabinet Member for Stronger Healthier Communities (in consultation with s151 officer)
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These delegations will shortly be updated in part 3 of the Council’s constitution.

- 2.3 The Leader of the Council confirms that no Cabinet Committees have been established for the year 22/23 other than the Cabinet which is in itself an Executive Committee. Appointments to the Cabinet are set out at paragraph 2.1 above.

Joint Arrangements

- 2.4 The Leader of the Council can advise on the below joint arrangements in place and associated appointments:

Body	Member	Named substitute
Future Oxfordshire Partnership	Cllr Andy Graham	Cllr Duncan Enright
Environment Advisory Group	Cllr Andrew Prosser	any Cabinet Member
Housing Advisory Group	Cllr Geoff Saul	any Cabinet Member
Infrastructure Advisory Group	Cllr Carl Rylett	any Cabinet Member
Oxfordshire Plan 2050 Advisory Group	Cllr Carl Rylett	any Cabinet Member

- 2.5 The Leader of the Council notifies Council that none of the existing shared service arrangements are anticipated to change during 22/23, with the possible exception of the Council’s Monitoring Officer arrangement with Oxford City Council which will be reviewed during the course of the year in line with that agreement.
- 2.6 The Leader of the Council notifies Council that the Executive functions included in Part 4 of the Council’s Constitution, and set out at appendix A, are delegated to Officers in accordance with the Council’s Scheme of Officer Delegations.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising from this report.

4. LEGAL IMPLICATIONS

- 4.1. The 1972 Local Government Act provides that the Leader of the Council may appoint up to 10 Cabinet Members.
- 4.2. The Council's Constitution provides that all local choice functions under s13(3) Local Government Act 2000 are Executive Functions.
- 4.3. Executive arrangements are governed by the Local Authorities (Executive Arrangements)(Access to Meetings) Regulations 2012.

5. RISK ASSESSMENT

- 5.1. The decisions in this report do not pose risk to the Council.

6. EQUALITIES IMPACT (IF REQUIRED)

- 6.1. An equalities impact assessment is not recommended for this matter.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

- 7.1. There are no climate change implications arising from this report

8. ALTERNATIVE OPTIONS

- 8.1. There are no alternative options

9. BACKGROUND PAPERS

- 9.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
- West Oxfordshire District Council Constitution
- 9.2. These documents will be available for inspection at the Council Offices at Woodgreen during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.

ANNEX A:

Part 4: Officer Scheme of Delegation

4A Introduction

Council has delegated to committees and officers the exercise of a range of functions set out in the table below (as referred to in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended), which are not the responsibility of the Executive.

When exercising these delegated powers, officers should maintain a close liaison with the relevant committee chair and refer any proposed action to the relevant committee if required by the chair.

Officers may, in turn, authorise other officers to exercise their functions, or escalate the making of those decisions to Chief Executive or Deputy Chief Executive but must ensure that such delegations are documented and are regularly reviewed.

Any manager may exercise any power delegated to an officer for whom they have supervisory responsibility, except those reserved by law to others.

Any Non-Executive function may be exercised by the Chief Executive or the Deputy Chief Executive notwithstanding its delegation to another officer (except those reserved by law to others).

In the absence of the Chief Executive The Deputy Chief Executive is authorised to exercise any functions which are delegated to the Chief Executive Officers (or an officer authorised by them) may act on urgent matters, which would otherwise require reference to, or consultation with Council or a committee, if there is no time for such reference or consultation to be made; relevant committee chairmen should be consulted if time permits. All such decisions should be reported to the next meeting of Council or committee.

Certain Non-Executive decisions taken by officers must be recorded and published, in accordance with The Openness of Local Government Bodies Regulations 2014.

In addition to the specific powers detailed in the tables below all powers necessary and appropriate for the operational discharge of functions, whether mandatory or discretionary are deemed delegated to the Senior Officer(s) with responsibility for discharging that function, or exercising that power, without a specific resolution of Council or Cabinet, unless the legislation requires a positive resolution or a specific procedure to be adopted before the function can be undertaken. Such delegated powers are to be exercised with due professional skill and diligence relevant to the post and are subject to the limitations, if any, set by the relevant committee and budgetary resources. Further, such delegated powers will be exercised in compliance with and consistent with the policy framework adopted by Council and in accordance with law and the principles of this constitution. The Senior Officers will be able to appoint such officers as they consider necessary to assist in the discharge of the functions.

For the avoidance of doubt the role of Head of Paid Service is held by the Chief Executive and the Section 151 Officer is the Chief Finance Officer, who also holds the position of Deputy Chief Executive.

4B Statutory and Proper Officers

The council has appointed Proper Officers for the purposes of the statutory provisions set out below. Power to appoint Proper Officers is delegated to the Head of Paid Service (Chief Executive), following consultation with the Monitoring Officer, unless legislation requires the appointment to be made by Council.

The Chief Executive and other senior officers shall be authorised to act as the Proper Officer for the statutory responsibilities which fall within their areas of responsibility set out below:

LOCAL GOVERNMENT ACT 1972		
Section	Purpose	Proper Officer
	Any reference to the Clerk of a council which, by virtue of the Local Government Act 1972, is to be construed as a reference to the Proper Officer of the council	Monitoring Officer
	Any reference to the Treasurer of a council which, by virtue of the Local Government Act 1972, is to be construed as reference to the Proper Officer of the council	Chief Finance Officer
83	Witness and receive declarations of Members' acceptance of office	Monitoring Officer
84	Receive written notice of Members' resignation from office	Chief Executive
88(2)	Convene Council meeting for election to vacant office of Chair	Chief Executive
89(1)(B)	Receive notice of casual vacancy from two local government electors	Chief Executive
100B(2)	Decide on the exclusion of reports and agendas from public inspection	Monitoring Officer
100B(7)(c)	Decide whether copy documents supplied to Members should also be supplied to the press	Monitoring Officer
100C(2)	Produce a written summary of proceedings taken by a committee in private	Monitoring Officer
100D(1)(a)	Compile a list of background papers to a committee report.	Officer in whose name the report is written
100D(5)(a)	Identify background papers that disclose facts or matters on which a report is based	Officer in whose name the report is written
100F(2)	Identify which documents contain exempt information not open to inspection by all Members	Monitoring Officer

115(2)	Receive from Officers any money and property committed to their charge in connection with their office	Chief Finance Officer
151	Responsibility for the administration of the Council's financial affairs.	Chief Finance Officer
191(2)77	Receive applications from Ordnance Survey for assistance in surveying disputed boundaries.	Chief Executive
210(6)-(7)	Exercise residual functions relating to charities.	Chief Finance Officer
225(1)	Receive and retain documents deposited with the Council	Head of Legal Services
229(5)	Certify, for the purpose of any legal proceedings, that a document is a photographic copy of the original	Head of Legal Services
234(1)	Sign public notices, orders and other documents on behalf of the council	Head of Legal Services (generally) and the officers listed in the Scheme of Delegation within their area of responsibility
238	Certification of copy bylaws	Head of Legal Services
Sch.12 Pt I Para.4(2)(b)	Sign and send to all Members of the council the summons to attend meetings of the council	Chief Executive
Sch.12 Pt I Para 4(3)	Receive written notice from a Member of the address to which a summons to the meeting is to be sent	Monitoring Officer
Sch.16 Para 38	Receipt of deposit of lists of protected buildings (Section 2 Planning (Listed Buildings and Conservation Areas) Act 1990	Senior Officer for Planning
Schedule 29, Para.4	Undertake duties at council elections which, under the Representation of the People Acts, are required to be undertaken not by the Returning Officer but by the Proper Officer	Deputy Chief Executive
Sch.29 Pt.I Para.4(1)(b)	Adaptation, modification and amendment of enactments	Head of Legal Services
LOCAL GOVERNMENT ACT 1974		
30(5)	Give public notice of receipt of a Local Government Ombudsman's report	Monitoring Officer
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976		
41	Certifying copy resolutions and minutes of proceedings	Senior Officer with responsibility for Democratic Services
REPRESENTATION OF THE PEOPLE ACT 1983		

8	Appointment as Electoral Registration Officer	Chief Executive
35	Appointment as Returning Officer	Chief Executive
67(7)(b)	Receive declarations and give public notice of election agents' appointments	Chief Executive
81 and 89	Appropriate officer for the election of councillors	Chief Executive
82(4)	Receive declarations and give public notice of election agents' or candidates' election expenses	Chief Executive
131	Providing accommodation for holding election count	Chief Executive
LOCAL GOVERNMENT FINANCE ACT 1988		
114, 115 and 115B	Responsibility for Chief Financial Officer reports	Chief Finance Officer
116(1)	Notify the external auditor of a meeting (and decisions made at such a meeting) to consider a report from the Chief Financial Officer (under section 114 and 115 above)	Chief Finance Officer
LOCAL GOVERNMENT AND HOUSING ACT 1989		
2(4)	Hold the council's list of politically restricted posts	Monitoring Officer
3A	In consultation with the Monitoring Officer, determine applications for exemption from political restriction or for designation of posts as politically restricted	Chief Executive
4	Designation as Head of Paid Service	Chief Executive
5(1)	Designation as Monitoring Officer	Monitoring Officer
5(7)	Nominated as Deputy Monitoring Officer	Head of Legal Services and Democratic Services Manager
15-17	Undertake all matters relating to the formal establishment of political groups within the membership of the council	Monitoring Officer
THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990		
8(1), 8(5), 9(b), 10, 13(1), 14 and 17	Notifications to and by the Proper Officer	Monitoring Officer
LOCAL GOVERNMENT ACT 2000 SECTIONS 9G, 9GA AND 22 LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012		
7	Exclusion of whole or part of any reports to the Cabinet or Cabinet Member which contain exempt information	Senior Officer with responsibility for Democratic Services

10	Inform the relevant Overview and Scrutiny Committee Chair or the Committee Members by notice in writing of decisions to be made, where it has been impracticable to comply with the publicity requirements (in the "Forward Plan") and make available or public inspection notices relating to this	Monitoring Officer
12	Produce a written statement of Cabinet decisions made at meetings	Senior Officer with responsibility for Democratic Services
13	Produce a written statement of decisions made by individual Cabinet Members	Senior Officer with responsibility for Democratic Services
14	Make a copy of written statements of Cabinet and Cabinet Member and officer executive decisions and associated reports available for inspection by the public	Senior Officer with responsibility for Democratic Services
15 and 2	Make available for inspection a list of background papers	Senior Officer with responsibility for Democratic Services
16(5)	Determine whether certain documents contain exempt information	Head of Legal Services /Monitoring Officer
20	Determine whether documents contain confidential information or exempt information	Head of Legal Services or Monitoring Officer
LOCAL GOVERNMENT ACT 2000, SECTION 34 LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS) REGULATIONS 2000		
4-5	Publish the verification number of local government electors for the purpose of petitions under the Local Government Act 2000	Chief Executive
REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000 THE REGULATION OF INVESTIGATORY POWERS (PRESCRIPTION OF OFFICES, RANKS AND POSITIONS) ORDER 2000		
21, 22, 27, 28 and 29	Functions relations to the Regulation of Investigatory Powers Act 2000 (RIPA)	Chief Executive
REGULATION OF INVESTIGATORY POWERS ACT 2000, SECTIONS 22(2)(B) AND 25(2); THE REGULATION OF INVESTIGATORY POWERS (COMMUNICATIONS DATA) ORDER 2010; THE REGULATION OF INVESTIGATORY POWERS (COVERT SURVEILLANCE AND PROPERTY INTERFERENCE: CODE OF PRACTICE) ORDER 2010; THE REGULATION OF INVESTIGATORY POWERS (COVERT HUMAN INTELLIGENCE SOURCES: CODE OF PRACTICE) ORDER 2010		
	Designated Senior Responsible Officer	Head of Counter Fraud Team
FREEDOM OF INFORMATION ACT 2000		

36	Qualified person to confirm or deny whether disclosure of information is likely to prejudice the effective conduct of public affairs	Senior Officer with responsibility for Access to Information
LOCAL GOVERNMENT ACT 2003		
25	When the annual budget report is considered by Cabinet or by the Council, the Chief Financial Officer must make a report on the robustness of the estimates made in determining the budget requirement and on the adequacy of the proposed level of financial reserves	Chief Finance Officer
LOCALISM ACT 2011		
29	Establish, maintain and publish a Register of Interests	Monitoring Officer
33(1)	Receiving applications for dispensations	Monitoring Officer
33(2)	Grant dispensations to Members to speak only or to speak and vote on matters where they have a Disclosable Pecuniary Interest	Monitoring Officer
Sch.2, Pt I, Para.9FB	Designation as Scrutiny Officer	Senior Officer with responsibility for Democratic Services
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012		
2, 7, 10, 12, 13-16, 20	Functions relating to the recording and publication of information relating to Cabinet decisions	Monitoring Officer
12-13	Grant dispensations in respect of conflicts of interest declared by a Cabinet member making a decision, or declared by a Cabinet member consulted by a member or officer taking such a decision	Monitoring Officer
69, 70 and 71	The designated Data Protection Officer to discharge functions associated with the Data Protection Act 2018	Data Protection Officer

In the event of the Chief Executive being unavailable to deal with matters for which they have been designated the Proper Officer, the Deputy Chief Executive or Monitoring Officer may be authorised by them to act as Proper Officer in their absence.

In the event of any other designated officer being unable to fulfil their duties as Proper Officer, their deputy shall be authorised to undertake such duties instead.

Notwithstanding the above, a Proper Officer may at any time delegate or authorise other officers to perform the designated duties on their behalf.

4C Functions in relation to Legal Services

No.	Function	Act or Statutory Instrument (where applicable)	Responsibility/Decision Maker
1.	To institute and defend in their own name all appropriate legal proceedings in any court, for and on behalf of the Council, where a decision has been made, whether under delegated authority of an officer or by Cabinet, Council or committee, and which relates to a regulatory or enforcement power.	n/a	Head of Legal Services
2.	Where the Council is engaged in any litigation, to have the conduct of the matter and full authority to receive any information in connection therewith and to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	n/a	Head of Legal Services
3.	Authority to instruct private practice solicitors or junior barristers to undertake legal work when considered necessary or appropriate	n/a	Head of Legal Services
4.	To prosecute any offence of obstructing staff in the course of their official duties.	n/a	Head of Legal Services
5.	Authority to obtain counsel's opinion provided that regular reports are made to Council on the costs of litigation.	n/a	Head of Legal Services
6.	In consultation with the Chief Executive to set charges for legal work rechargeable to external persons or organisations.	n/a	Head of Legal Services
7.	Recovery matters - Authority to act on the Council's behalf in respect of attendance at the Magistrates Court and the County	n/a	Head of Legal Services

	Court on all recovery matters, including applications for a committal warrant and attendance at valuation tribunals as appropriate.		
8.	Issue notices under the provisions of the Drainage Acts	n/a	Head of Legal Services
9.	Court Attendance	Section 223 of the Local Government Act 1972	Members of the Legal Services team may be authorised to prosecute or defend actions and/or cases, and to represent the Council, in any Magistrates' Court proceedings or County Court proceedings, valuation tribunals and planning inquires as appropriate, subject to the Head of Legal Services being satisfied with their legal competence
10.	Authority to complete Planning Agreements	Section 106 of the Town and Country Planning Act 1990 and Section 38 and 278 of the Highways Act 1980	Head of Legal Services
11.	Power to apply the common seal of the Council and sign documents		Chief Executive, Deputy Chief Executive, Monitoring Officer and Head of Legal Services

4D Functions in relation to Licensing

No.	Function	Act or Statutory Instrument (where applicable)	Responsibility/Decision Maker
1.	Power to issue licences authorising the use of land as a caravan site ("site licences").	Section 3(3) of the Caravan Sites and Control of Development Act 1960	Senior Officer Responsible for Operational Services
2.	Power to licence the use of moveable dwellings and camping sites.	Section 269(1) of the Public Health Act 1936	Senior Officer Responsible for Operational Services
3.	Power to licence hackney carriages and private hire vehicles.	<p>As to hackney carriages, the Town Police Clauses Act 1847, as extended by section 171 of the Public Health Act 1875, and section 15 of the Transport Act 1985; and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976</p> <p>As to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976</p>	Senior Officer Responsible for Licensing and Business Support or refer to Miscellaneous Licensing Sub Committee if previous convictions or required by Policy Guidelines
4.	Power to licence drivers of hackney carriages and private hire vehicles.	Sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Miscellaneous Licensing Sub Committee if previous convictions
5.	Power to licence operators of hackney carriages and private hire vehicles.	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Miscellaneous Licensing Sub Committee

			if required by Policy Guidelines
6.	Any function of a licensing authority (including personal licences and premises licences)	Licensing Act 2003 and any regulations or orders made under that Act	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Panel if representations are received
7.	To exercise power of entry	Section 179 of the Licensing Act 2003	Senior Officer Responsible for Licensing and Business Support
8.	Temporary event notice	Licensing Act 2003, Part 5 The Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Panel if police or environmental health objection received
9.	Any functions of a licensing authority in relation to gambling	Section 163, 164 & 165 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Committee if representations are received
10.	Temporary use notice (temporary gaming activities)	Section 215 of the Gambling Act 2005 Gambling Act 2005 (Temporary Use Notices) Regulations 2007	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Committee if representations are received
11.	Any functions related to gaming permits	Sections 247, 271, 282, 283, and 289 and Schedules 10, 11, 13 and 14 of the Gambling Act 2005 Gambling Act (Club Gaming Permits) (Authorised Gaming) Regulations 2007 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Senior Officer Responsible for Licensing and Business Support
12.	Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support

13.	Functions relating to exchange of information.	Section 30 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
14.	Functions relating to occasional use notices	Section 39 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
15.	Power to institute criminal proceedings	Section 346 of the Gambling Act 2005	Head of Legal Services
16.	Functions relating to the registration and regulation of small society lotteries.	Part 5 of Schedule 11 to the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
17.	Power to licence persons to collect for charitable and other causes.	Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939	Senior Officer Responsible for Licensing and Business Support
18.	Street collection licence	Sections 66 and 68 of the Charities Act 1992	Senior Officer Responsible for Licensing and Business Support
19.	Power to licence performances of hypnotism	The Hypnotism Act 1952	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Committee if representations are received
20.	Power to licence premises for acupuncture, tattooing, ear-piercing and electrolysis	Sections 13-17 of the Local Government (Miscellaneous Provisions) Act 1982	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Committee if representations are received
21.	Power to licence markets and street trading	Part III and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982	Senior Officer Responsible for Licensing and Business Support
22.	Power to issue scrap metal dealers licences	Scrap Metal Dealers Act 2013	Senior Officer Responsible for Licensing and Business Support or refer to Cabinet if previous convictions
23.	Power to licence premises for animal activities	Section 1 of the Breeding of Dogs Act 1973 and section 1 of the Breeding and Sale	Senior Officer Responsible for Licensing and Business Support or refer to Licensing

		of Dogs (Welfare) Act 1999. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Committee if representations are received
24.	Power to licence zoos	Section 1 of the Zoo Licensing Act 1981	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Committee if representations are received
25.	Power to licence dangerous wild animals	Section 1 of the Dangerous Wild Animals Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Licensing Committee if representations are received
26.	Power to issue pavement licences	Business and Planning Act 2000	Senior Officer Responsible for Licensing and Business Support or refer to Chair of Licensing Committee if representations are received

4E Functions in relation to Public Health, Environmental Health and Health and Safety

No.	Function	Act or Statutory Instrument (where applicable)	Responsibility/Decision Maker
1.	Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.	Part I of the Health and Safety at Work etc. Act 1974	Senior Officer Responsible for Operational Services
2.	Inspection of premises the subject of an application for registration as keeper of a Common Lodging House	Section 283 of the Public Health Act 1936	Senior Officer Responsible for Operational Services
3.	Notices to be signed on behalf of the District Council	Section 284 of the Public Health Act 1984 Section 29 of the Public Health (Control of Disease) Act 1984	Senior Officer Responsible for Operational Services
4.	Disinfection or destruction of verminous article	Section 37 of the Public Health Act 1936	Senior Officer Responsible for Operational Services
5.	Public Health Protection Activities	Section 129 of the Health and Social Care Act 2008	Senior Officer Responsible for Operational Services

6.	Duty to enforce Chapter I and regulations made under it	Section 10(3) of the Health Act 2006	Senior Officer Responsible for Operational Services
7.	Power to authorise officers	Section 10(5) and paragraph 1 of Schedule 2 of the Health Act 2006	Senior Officer Responsible for Operational Services
8.	Functions relating to fixed penalty notices	Paragraphs 13, 15 and 16 of Schedule 1 to the Health Act 2006 Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007	Senior Officer Responsible for Operational Services
9.	Power to transfer enforcement functions to another enforcement agency	Smoke free (Premises and Enforcement) Regulations 2006	Senior Officer Responsible for Operational Services

4F Functions in relation to Planning

Enforcement Functions			
Ref.	Function	Delegated by:	Delegated to:
PE1.	To authorise named officers to enter land under the following provisions:- (a) Section 324 of the Town and Country Planning Act 1990. (b) Sections 196a and 196b of the Town and Country Planning Act 1990. (c) Sections 214b and 214c of the Town and Country Planning Act 1990. (d) Sections 88a and 88b of the Planning (Listed Buildings and Conservation Areas) Act 1990.	Development Control Committee	Head of Legal Services/ Senior Officer for Planning
PE2.	To serve Requisitions for Information and Planning Contravention Notices under the following enactments:- (a) Section 330 of the Town and Country Planning Act 1990. (b) Section 16 of the Local Government (Miscellaneous Provisions) Act 1976. (c) Section 89 of the Planning (Listed Buildings and Conservation Areas) Act 1990. (d) Section 171c of the Town and Country Planning Act 1990.	Development Control Committee	Head of Legal Services/ Senior Officer for Planning
PE3.	To institute proceedings in the Magistrates' Court for any non-return of the notices referred to above.	Development Control Committee	Head of Legal Services
PE4.	To Serve Breach of Condition Notices	Development Control Committee	Senior Officer for Planning
PE5.	To serve Enforcement Notices.	Development Control Committee	Senior Officer for Planning
PE6.	To serve Notices under section 215 of the Town and Country Planning Act for remedying the condition of land and to undertake consequent legal or direct action in default to secure compliance with the notice and recover expenses reasonably incurred	Development Control Committee	Senior Officer for Planning
PE7.	Under Section 187(B) of the Town and Country Planning Act 1990 and Section 222 of the Local Government Act 1972 to seek an injunction to secure compliance with planning legislation or restrain breaches or anticipated breaches of	Development Control Committee	Head of Legal Services

	planning control including breaches of agreements under Section 106 of the Town and Country Planning Act 1990		
PE8	In cases of urgency the following matters: Article 4 Directions Listed Building Enforcement Notices Stop Notices Tree Preservation Orders Building Preservation Orders Temporary Stop Notices	Development Control Committee	Senior Officer for Planning
PE9.	Powers of action under Section 225 of the Town and Country Planning Act 1990 relating to fly posting and/or as amended or extended by the Clean Neighbourhoods and Environment Act 2005	Development Control Committee	Senior Officer for Planning
PE10.	To serve discontinuance notices relating to breaches of Advertisement Regulations.	Development Control Committee	Head of Legal Services
PE11.	To take enforcement action and institute legal proceedings in respect of breaches of the Hedgerows Regulations 1997	Development Control Committee	Head of Legal Services
PE12.	Applications under the Transport Act to the Licensing Authority for Goods Vehicle Operator's Licence: authority to make observations on the application to the Licensing Authority.	Development Control Committee	Development Manager
PE13	Institute, defend and withdraw criminal or civil legal proceedings for offences, breaches of Planning legislation (including for Listed Building Regulations and Tree Preservation Orders; non-compliance with enforcement notices, Stop Notices, Temporary Stop Notices, Breach of Condition Notices, Section 215 Notices, and unauthorised advertisements)	Development Control Committee	Head of Legal Services
PE14.	To determine that no further action is required in respect of a breach of planning control which could have been dealt with under delegated powers through the grant of a planning permission had an application been submitted.	Development Control Committee	Senior Officer for Planning
PE15	To withdraw Enforcement Notices and Breach of Condition Notices when they have clearly been complied with and it is no longer possible for breaches to occur.	Development Control Committee	Senior Officer for Planning
PE16	The power to withdraw Article 4 Directions where it is no longer expedient to remove permitted development rights.	Development Control Committee	Senior Officer for Planning

Trees

	Function	Delegated by:	Delegated to:
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PT1.	In cases of urgency the making of Tree Preservation Orders	Development Control Committee	Senior Officer for Planning
PT2.	Authority to confirm unopposed Tree Preservation Orders	Development Control Committee	Senior Officer for Planning
PT3	Authority to determine: (a) any application to carry out work to a tree(s) subject to a Tree Preservation Order; (b) any notification to carry out work to a tree within a Conservation Area. (Subject, in the case of a refusal recommendation, to prior consultation with the Ward Member(s)).	Development Control Committee	Senior Officer for Planning / Development Manager
PT4	To authorise named officers to enter land under the following provisions:- (a) Section 324 of the Town and Country Planning Act 1990. (b) Sections 196a and 196b of the Town and Country Planning Act 1990. (c) Sections 214b and 214c of the Town and Country Planning Act 1990. (d) Sections 88a and 88b of the Planning (Listed Buildings and Conservation Areas) Act 1990.	Development Control Committee	Head of Legal Services / Senior Officer for Planning
PT5.	Authority to institute proceedings in the Magistrates' Court in respect of breaches of Tree Preservation Orders and Trees within Conservation Areas and non-compliance with Tree Replacement Notices	Development Control Committee	Head of Legal Services
PT6	To determine Hedgerow Removal Notices and ancillary matters	Development Control Committee	Senior Officer for Planning / Development Manager
PT7	To take enforcement action and institute legal proceedings in respect of breaches of the Hedgerows Regulations 1997	Development Control Committee	Head of Legal Services
PT8	To deal with any consultation (subject to there being no objections) by the Forestry Commission under: (a) Felling licence regulations. (b) The Forestry Grant Scheme. (c) Dedication Scheme. or such schemes and regulations as may replace or supplement the above.	Development Control Committee	Senior Officer for Planning / Development Manager
PT9	To determine, following prior consultation with the local Member(s), that no further action is required in respect of a breach of control which could have been dealt with under delegated powers had an application been submitted.	Development Control Committee	Senior Officer for Planning / Development Manager

Development Management			
	Function	Delegated by:	Delegated to:
PDM1	To authorise named officers to enter land under the following provisions:- a) Section 324 of the Town and Country Planning Act 1990. b) Sections 196a and 196b of the Town and Country Planning Act 1990. c) Sections 214b and 214c of the Town and Country Planning Act 1990. d) Sections 88a and 88b of the Planning (Listed Buildings and Conservation Areas) Act 1990.	Development Control Committee	Head of Legal Services
PDM2	To determine whether the prior approval of the Local Planning Authority is required for development falling within the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended).	Development Control Committee	Development Manager
PDM3	Authority to require an Environmental Statement under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (as amended) and to offer screening and scoping opinions.	Development Control Committee	Development Manager
PDM4	To determine (with or without planning conditions or obligations) all planning applications and applications for Advertisement Consent, Listed Building Consent, Conservation Area Consent (as amended), Certificates of Lawfulness, Time Limit Extensions, Variation of Conditions (S73) or Prior Approval under the General Permitted Development Order under delegated powers, with the following exceptions:- (a) Planning Applications which within 21 days of the date of registration any District Councillor requests (in writing) that it be determined by the Committee/Sub-Committee, stating the planning reasons for such referral (b) Applications where the intended decision would be a material departure from the provisions of the approved or draft development plan or other approved or adopted Council planning policies or Supplementary Planning Guidance. (c) Applications submitted by or on behalf of the Council or which, in the opinion of a Senior Officer for Planning, affect Council owned land and/or buildings. (d) Applications for floodlight masts exceeding 6m in height when operational and Planning Applications for telecommunications masts (with the exception that additional antennae may be allowed provided that the Government's safety guidelines are met)	Development Control Committee	Senior Officer for Planning / Development Manager

	<p>NB Applications for telecommunication masts under the prior approval process can be determined under delegated powers</p> <p>(e) Applications submitted by or on behalf of a Member or employee of the Council (or their spouse/partner) or where there may be a similar perceived or actual conflict of interest.</p> <p>(f) Applications which involve the proposed variation or discharge of a section 106 deed that materially differs from the Council's standard models or departs from the reasons for the original imposition of the obligation</p> <p>(g) Applications which the Senior Officer for Planning or Development Manager, considers should be referred to the appropriate Area Planning Sub-Committee for determination.</p> <p>(h) Applications where the views of the Town Council or Parish Council are clearly contrary to the proposed recommendation and cannot be resolved by condition or negotiation (with the exception of householder development or advertisement consent, which may continue to be delegated)</p> <p>(i) Applications submitted within one year of a dismissed appeal on the site where it is intended that the application be approved (other than where the approval would reflect the clear views of the Inspector when determining the initial appeal)</p> <p>Notes regarding PDM4:</p> <p>1) The restrictions set out in categories (a) to (i) above shall not apply to applications for a resubmission of an extant valid planning permission or to applications where the principle of the development has already been agreed by a previous permission/consent and the new proposal contains details generally consistent with the earlier permission and planning circumstances have not changed</p> <p>2) The restrictions set out in categories (a) to (i) above shall not apply to any application seeking Reserved Matters consent where the principles have previously been agreed and the details are consistent with the criteria set out in the outline permission.</p> <p>3) The determining officer shall only exercise the delegated powers after taking into account all material planning considerations, including any written planning objections or representations which may have been received.</p> <p>4) The determining officer shall only exercise the delegated powers in accordance with planning legislation, regulations and procedures under which</p>		
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	<p>provision may be made for reference of applications to the Secretary of State or other statutory body.</p> <p>5) The determining officer shall only exercise the delegated powers following the expiry of the relevant consultation periods (with the proviso that where, because of the submission of the application in relation to the meeting date, it is not possible to deal with an application within the statutory period, then the application shall be referred to the Committee/Sub-Committee in advance of the expiry of the consultation period for Members to determine whether they wish to delegate determination of the application to Officers).</p> <p>6) The Senior Officer for Planning shall report details of all Planning applications determined under delegated powers to Members of the appropriate Area Planning Sub-Committee.</p>		
PDM5	Where recommendations on a planning application or proposal are not accepted by the Area Planning Sub-Committee, the right to withdraw the application or proposal for final determination by the Development Control Committee.	Development Control Committee	Senior Officer for Planning
PDM6	Authority to determine that a particular planning application or other matter shall be referred to the Development Control Committee for decision.	Development Control Committee	Senior Officer for Planning or Development Manager
PDM7	Authority to deal with complaints about High Hedges under Part 8 of the Anti-Social Behaviour Act 2003.	Development Control Committee	Senior Officer for Planning or Development Manager
PDM8	To determine discharge of conditions applications, Minor and Non Material Amendments	Development Control Committee	Development Manager/Case Officer
PDM9	<p>In cases of urgency the following matters:</p> <p>Article 4 Directions</p> <p>Listed Building Enforcement Notices</p> <p>Stop Notices</p> <p>Tree Preservation Orders</p> <p>Building Preservation Orders</p> <p>Temporary Stop notices</p>	Development Control Committee	Senior Officer for Planning
PDM10	Under Section 187(B) of the Town and Country Planning Act 1990 and Section 222 of the Local Government Act 1972 to seek an injunction to restrain breaches of planning control including breaches of agreements under Section 106 of the Town and Country Planning Act 1990.	Development Control Committee	Head of Legal Services
PDM11	To determine, that no further action is required in respect of a breach of planning control which could have been dealt with under delegated powers through	Development Control Committee	Senior Officer for Planning


	the grant of a planning permission had an application been submitted.		
PDM12	Institute, defend and withdraw criminal or civil legal proceedings for offences breaches of Planning legislation (including for Listed Building Regulations and Tree Preservation Orders; non-compliance with enforcement notices, Stop Notices, Temporary Stop Notices, Breach of Condition Notices, Section 215 Notices, and unauthorised advertisements)	Development Control Committee	Head of Legal Services
PDM13	The power to withdraw Article 4 Directions where it is no longer expedient to remove permitted development rights.	Development Control Committee	Senior Officer for Planning
PDM14	To respond to applications for the winning and working of minerals or the use of land for mineral-working deposits (a "County matter" and, therefore, not determined by this Council which has only a consultee role) following consultation with the Ward Member, and with the Chair of the Development Control Committee and the Leader of the Council.	Development Control Committee	Development Manager
PDM15	To respond to applications for waste development (a "County matter" and, therefore, not determined by this Council which has only a consultee role) following consultation with the Ward Member, and with the Chair of the Development Control Committee and the Leader of the Council.	Development Control Committee	Development Manager
PDM16	Applications under the Transport Act to the Licensing Authority for Goods Vehicle Operator's Licence: authority to make observations on the application to the Licensing Authority.	Development Control Committee	Development Manager
PDM17	Authority to submit observations on Traffic Orders to the Highway Authority.	Development Control Committee	Development Manager
PDM18	To decide whether to decline to determine applications under sections 70a and 70b of the Town and Country Planning Act and sections 81a and 81b of the Planning (Listed Buildings and Conservation Areas) Act 1990	Development Control Committee	Senior Officer for Planning or Development Manager
PDM 19	To determine applications for Permission in Principle and Technical Details Consent	Development Control Committee	Development Manager
PDM 20	To determine applications where a decision to return the matter to committee would result in the potential for the application fee to be refunded as no extension of time has been agreed	Development Control Committee	Development Manager
PDM 21	To advertise applications for footpath diversions	Development Control Committee	Development Manager
PDM 22	To respond to Oxfordshire County Council in respect of Regulation 3 and Regulation 4 proposals	Development Control Committee	Development Manager

Conservation Areas			
	Function	Delegated by:	Delegated to:
PCI.	With the exception of either the designation of or an amendment to the boundaries of a Conservation Area, to exercise the Council's functions in relation to Conservation Areas	Executive	Senior Officer for Planning

NOTES

1. Where under any delegation consultation should be undertaken with the local member this should be i) by e-mail; and ii) for a period of three days and the delegation should only be undertaken after that period has expired and where there is no disagreement between members in multi member wards. No response will be taken as an agreement to the suggested action.
2. Changes to Officer titles, onward delegation and minor drafting changes to ensure that delegations operate at the most appropriate level are authorised without referral back to the Development Control Committee.

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>COUNCIL – 20 JULY 2022</p>
<p>Report Number</p>	<p>AGENDA ITEM No 9</p>
<p>Subject</p>	<p>HONORARY TITLES</p>
<p>Wards affected</p>	<p>None specifically</p>
<p>Accountable member</p>	<p>N/A</p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: 01993 861658 Email: giles.hughes@westoxon.gov.uk</p>
<p>Summary/ Purpose</p>	<p>To consider a scheme for conferring honorary titles on former councillors who have, in the opinion of Council, rendered eminent service to the Council.</p>
<p>Recommendation/s</p>	<p>That Council resolves to:</p> <ul style="list-style-type: none"> a) Adopt a points system as a guideline for determining eligibility for honorary titles, as set out in the report. b) Agree that, if the motion at agenda item 10 is passed, a Special Meeting of the Council be held to bestow the title of Honorary Alderman on the former Councillors identified, on a date to be determined by the Chief Executive in consultation with the Chair of the Council.
<p>Corporate priorities</p>	<p>None specific</p>
<p>Key Decision</p>	<p>Not applicable – the matter is reserved to the Council</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None</p>

1. BACKGROUND

- 1.1.** The Council may, under Section 249 of the Local Government Act 1972, confer the title of Honorary Alderman or Honorary Alderwoman on Councillors who have, in the opinion of the Council, rendered eminent service to it as former Members. The resolution to confer the title of Honorary Alderman or Honorary Alderwoman has to be passed by not less than two-thirds of the Members voting at a specially-convened Council Meeting.
- 1.2.** The Council has, to date, bestowed the honour on one former Councillor – Sir Barry Norton.
- 1.3.** It is proposed that the Council applies a points system as a guideline for determining eligibility and the suggested scheme is as follows:
 - each year as an Elected Member of the West Oxfordshire District Council or its predecessors – 1 point
 - each year as Chair of the Council – 3 points;
 - each year as Leader of the Council – 3 points;
 - each year as Deputy Leader of the Council – 2 points;
 - each year as a Cabinet Member – 2 points;
 - each year as Chair of a main committee – 2 points
- 1.4.** Using the above proposed points system, it is suggested the number of points to be achieved to confer the title of Honorary Alderman or Honorary Alderwoman will be 30 points. This suggested figure is a guideline. In adopting the points system Council would retain the discretion to award honorary titles to a former Councillors who score below this threshold provided they have, in the view of Council, rendered eminent service to the Council. Equally, Council would retain the discretion to not award honorary titles to former councillors who score 30 or higher. The following former Members, who retired or were not re-elected in May 2022, have scored 30 or higher under this system:-
 - David Harvey
 - Derek Cotterill

2. FINANCIAL IMPLICATIONS

- 2.1.** There are no significant financial implications arising from this report.
- 2.2.** A special Meeting of the Council has to be convened to bestow an honorary title. Each Honorary Alderman or Honorary Alderwoman is presented with a certificate, a plate and medallion. The associated costs can be met from within existing budgets.

3. LEGAL IMPLICATIONS

- 3.1.** Section 249 of the Local Government Act 1972 allows the Council to confer the title of Honorary Alderman or Honorary Alderwoman on Councillors who have, in the opinion of the Council, rendered eminent service to it as former Members. The

resolution to confer the honorary title has to be passed by not less than two-thirds of the members voting at a specially-convened Council Meeting.

RISK ASSESSMENT

3.2. Not applicable.

4. EQUALITIES IMPACT

4.1. Not required.

5. CLIMATE CHANGE IMPLICATONS (IF REQUIRED)

5.1. Not applicable.

6. EQUALITIES IMPACT

6.1. Not applicable.

7. ALTERNATIVE OPTIONS


7.1. No direct recommendation is made on the way forward – this is a matter for Member debate and decision.

8. BACKGROUND PAPERS

8.1. None.

(END)

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>COUNCIL 20 JULY 2022</p>
<p>Report Number</p>	<p>AGENDA ITEM NO 11</p>
<p>Subject</p>	<p>CLIMATE ACTION BIENNIAL REPORT</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Andrew Prosser, Cabinet Member for Climate Change Email: andrew.prosser@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Ness Scott, Climate Change Manager Tel: 07525 802994; Email: vanessa.scott@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>This paper presents to Full Council:</p> <ul style="list-style-type: none"> • A biennial report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: February-July 2022.
<p>Annex</p>	
<p>Recommendations</p>	<p>(a) That the contents of the biennial report on climate action for West Oxfordshire be noted for information.</p>
<p>Corporate priorities</p>	<ol style="list-style-type: none"> 1. To protect the environment whilst supporting the local economy 2. Working with communities to meet the current and future needs and aspirations of residents 3. To provide efficient and value for money services, whilst delivering quality front line services
<p>Key Decision</p>	<p>N/A</p>

Exempt	No
Consultees/ Consultation	The climate action biannual report has been developed by officers working as part of the Council's climate team.

I. BACKGROUND

I.1. This paper presents to Full Council:

A biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: January-July 2022.

2. CLIMATE ACTION REPORT

2.1. Progress and activities for climate action are reported under two headings:

- i) Carbon Action Plan (published Oct, 2020)
- ii) Climate Change Strategy for West Oxfordshire, 2021-2025 (published Feb, 2021)

2.2. These two documents currently provide the Council's framework for prioritising and taking forward a programme of work in response to the climate and ecological emergency.

Table 1: A report of the last six months.

2.3 CARBON ACTION PLAN

Carbon offsetting strategy: Work to develop a carbon offsetting mechanism is underway as evolving guidance for the Council in circumstances where service design will require an agreed mechanism for offset to achieve carbon-neutral status before 2030. This work is currently in its early stages and will come forward as a deliverable of the Recovery Plan during the course of the next twelve months.

2.4 Council Offices, Property and Sites

Carbon account 2021/22: The Council's carbon account for financial year 2021/22 is almost complete with BEIS carbon emission factors published very recently and for use in this account. Once all figures have been gathered and have been through an audit, results with a comparison against previous years will be published in the climate action biannual report to Full Council and as part of the Council's Annual Monitoring Report. The boundary and scope of the carbon accounts will also be reviewed and updated in line with best practice science-based reporting. e.g. inclusion of significant indirect Scope 3 emissions such as Downstream leased emissions and Purchased Goods & Services.

Council offices: A range of decarbonisation options and sustainability strategies have been developed for Woodgreen and Elmfield offices focusing on reduced energy and water use, renewables and increased access to forms of active and low-carbon travel. The opportunity to incorporate energy and sustainability measures at the Council offices is being considered as part of the Agile Working Strategy – currently a work in progress. There are also CO₂e savings with staff reducing their commuting and the costs that they themselves incur. Whilst it's difficult to accurately calculate the carbon impact of staff commuting to and from work by vehicle - as vehicles will vary by size, fuel type, emissions and efficiency, not all staff work full time and some travel to different offices - a high level estimate based on distance from home address to main office location (usually the Publica office closest to home) can be calculated. This indicates that if all WODC/CDC/FODDC Publica staff did one return journey it would equate to just over 10,000 miles which is equivalent to a total 3,480 kg/CO₂e (based on an average for diesel and petrol vehicles). Allowing for some reduction based on a proportion of staff only working part time and therefore not travelling 5 days a week, a broad weekly estimate would be in the region of 15,000 kg/CO₂e, which could equate to as much as 775t/CO₂e each year, once staff leave

is deducted. It is estimated that a move to agile working could see this figure reduced by 40 - 50%.

In terms of the emissions associated with energy used by staff at home, whilst remote working, Publica have been providing staff guidance and information to help make energy and cost savings.

Further to the above activities, engagement and awareness raising with Publica and Council staff and Councillors continues to be carried out in the form of carbon literacy training, staff Q&A sessions and online resources and information disseminated via the Publica portal. More recently, Publica launched the Ultra-Low Emission Vehicle (ULEV) lease car, Salary Sacrifice Scheme with www.nhsfleetsolutions.co.uk designed to further incentivise staff moving to Electric Vehicles and ULEVs.

2.5 Leisure Centres and Facilities

Energy assessment and decarbonisation reports, including Solar PV studies, are complete for Carterton Leisure Centre, Witney ATP, and Carterton Pavilion. These were done in 2021 to understand the full extent of potential measures needed: i) to improve the energy efficiency of the building (reducing energy demand); ii) to decarbonise the heating; and iii) to provide an on-site supply of renewable energy as power to a new heating and hot water system. These assessments are now informing the Council's short and longer-term plans for decarbonisation.

Carterton Leisure Centre: Carterton has been selected as the first leisure centre to decarbonise out of the Council's leisure buildings because the main gas-fired heating system is approaching the end of serviceable life. In 2021/22, the Council submitted a £1,293,361 bid through phase 3 of the Public Sector Decarbonisation Scheme, via the Government Department for Business, Energy and Industrial Strategy (BEIS), and secured funding for the decarbonisation of the leisure centre in 2022/23 financial year as part of a single-year project due for completion by 31 March 2023.

Recognised within the Council's PSDS 3 proposals was a need to complete a second and more detailed stage of assessment for the Leisure Centre ahead of any investment grade proposals being commissioned, giving the Council a full understanding of the detailed design required for a financially- and technically-viable heating system replacement with consideration to electricity infrastructure upgrades and the running costs to maintain and heat a building, once decarbonised. A stage 2 assessment was commissioned and a detailed RIBA stage 3 design for Carterton Leisure Centre and Life Cycle Costing Assessment (LCCA) was completed to inform a business case assessing a life-for-like replacement of the existing gas boilers alongside a decarbonisation strategy and replacement of existing gas boilers with a heat pump system and Solar PV array. The LCCA was completed and includes the maintenance, repair, servicing and replacement of all new systems across their lifetime and for the building as a whole (50 years). The cost of utilities to power the building under each scenario has also been assessed. RIBA stage 3 design work, although complete, has led to the requirement for further analysis as part of an Investment Grade Design process.

In order to progress the current PSDS3 programme for Carterton Leisure Centre, an Investment Grade Design is now to be commissioned using a Framework, Design and Build Contractor, and as a first stage appointment on the PSDS3 project. By completing an Investment Grade Proposal (IGP) at this stage, there are a number of benefits:

- Points requiring clarification as part of the business case being produced by the Council's Finance Team can be addressed under this scope of work and reviewed as a component of IGP sign-off.
- The existing RIBA stage 3 design, which incorporates a recommendation for an air source heat pump with water source heat pump and Solar PV, can be peer reviewed and, if appropriate, alternatives considered ensuring there is a balance between carbon savings and in-built energy resilience and running costs ahead of any systems being purchased or orders placed for the capital works.
- Capital project costs can be checked against the original costs included in an application to PSDS3 (sourced over nine months ago) with consideration to inflation and supply-chain issues.
- Stakeholder consultation with GLL can be carried out as integral to the IGP development process, ensuring all parties' questions can be answered.
- The Council will have an IGP required for its submissions to the Council's Development Management Team for planning permission and separately to SSE - the local District Network Operator (DNO) - an application to upgrade the electrical infrastructure for the Leisure Centre. Each of these applications can take up to ten weeks to process and receive a response/decision, so progressing on to IGP now is essential.

The outputs from an IGP, coupled with a refined business case, will go to Scrutiny Committee ahead of formal approvals.

2.6 Council Vehicle Fleet, Machinery and Transport

ESIP - the Environmental Services Innovation Programme: focuses on efficiency measures which deliver CO₂e savings. Initiatives have included, for example, Ubico reducing fuel consumption through driving awareness courses and in-cab technology which will, in turn, help to minimise missed collections. In addition, the programmes to remove the bring sites and review/implement a new approach for street litter/dog waste bins have also contributed positively to reducing fuel consumption and delivering CO₂e savings. The Council has replaced older fleet vehicles with alternative-fuelled equivalents, such as the EV sweeper and EV supervisor's inspection vehicle. Three new EV street cleansing vans are also in the process of being purchased which will mean that three old diesel combustion vans at the end of their life can be removed from the fleet inventory.

Changes to ground maintenance regimes that fall under the **Land Management Plans** are designed to generate benefits in terms of reducing fuel demand from Ubico vehicles, e.g. relaxed mowing regimes reduce the number of times the grass is cut and the fuel being used to operate mowers.

Council's waste service review: Work is now underway to complete a waste service review which will consider environmental and CO₂e impact. The outputs of an options appraisal will go onto informing waste vehicle fleet replacement plans. This work package remains on track to inform decision making processes and the climate team is working closely with the contracts team as part of the options review.

CLIMATE CHANGE STRATEGY

2.7 Theme One: Protecting and restoring natural ecosystems

The Council are now implementing the first year of their newly-published five-year **Land Management Plans (LMPs)** for twelve of the Council's key open green spaces. The LMPs are designed to achieve multiple co-benefits resulting from changes to the way the land is maintained, improving natural capital assets across the Council's estate including carbon storage, flood management and pollination.

Work to deliver the LMPs is separated into:

- Biodiversity enhancements on a site-by-site basis to be incorporated as part of a revised grounds maintenance schedule being implemented by Ubico on behalf of the Council. These changes to land management have been designed as cost-neutral, and include a new regime is selected sites such as a reduction in the number of annual grass cuts across Council owned public open spaces on estates;; the creation of new wildflower meadow areas; the establishment of historical grass cutting regimes on floodplain meadows and additional support for volunteer groups managing some of the sites.
- Longer-term biodiversity projects have been defined on a site-by-site basis and look to restore and improve existing natural habitats and biodiversity value and/or look to create new wildlife habitats. These projects remain subject to internal and/or external funding being secured.

Short-term, one-year projects, given funding support at Full Council in October 2021 are now being delivered as year two objectives under the Recovery Plan, tied to funding for the two-year, fixed-term Biodiversity and Countryside Land Management Officer post. These activities include a mix of:

- Habitat creation schemes such as tree and hedgerow planting, due in the Autumn of this year;
- Owl boxes at North Leigh Common;
- A new volunteer group established for Kilkenny Lane Country Park assisting in recording and nature conservation activities linked to the LMPs; and
- A public wildlife recording 'Bioblitz' day at Kilkenny Lane Country Park planned for 7th August 2022.

2.8 Theme Two: Energy

The **PRS MEES**, Government-funded project, finished at the end of March 2022 with a Landlord's Forum and database containing details of all non-compliant private-sector landlords as two key outputs. This database is now held by the ERS Team, as a reference point for ongoing engagement with landlords and enforcement action, ensuring ongoing compliance with MEES. 155 letters were sent to landlords in the District and over 1,000 letters directly to tenants in non-compliant properties. In response to this initial letter, six free MEES surveys were taken up by private landlords within the District.

Sustainable Warmth builds on Phase 1 and 2 of LAD (Local Authority Delivery) national schemes investing in retrofit. The most prominent change to these previous phases is refining the scope to mains gas fuelled homes only. In addition, £150m has been made available nationally to support low-income households off the gas grid through the Home Upgrade Grant (HUG) Phase 1. Both these fuel poverty categories have now been brought into a single funding delivery for Local Authorities.

The two schemes that make up the Sustainable Warmth funding have a shared goal to:

- Tackle fuel poverty by increasing low-income homes' energy efficiency rating while reducing their energy bills.
- Deliver cost effective carbon savings to carbon budgets and progress towards the UK's target for net zero by 2050.
- Support clean growth and ensure homes are thermally comfortable, efficient, and well-adapted to climate change.
- Support economic resilience and a green recovery in response to the economic impacts of Covid19.

Via the Greater South East Net Zero Hub (GSENZH), WODC submitted as part of a SE regional application to BEIS, an additional £1million funding allocation under the scheme for the specific take up by homeowners in West Oxfordshire. Owing to the fact the Home Upgrade Grant, Phase 1, targets rural areas and householders off gas, added capacity and funding to deliver energy retrofit and decarbonisation for householders in fuel poverty was viewed as beneficial.

The funding was subsequently awarded by BEIS to GSENZH to deliver Sustainable Warmth in the financial year 2022/23, which includes the £1million allocation made to West Oxfordshire. Cabinet approvals were given on 22nd June with delegated approval given to the Head of Paid Service to enter into an Inter Authority Agreement (IAA) with the coordinating authority, on behalf of the Council. A £10,000 capacity and capability grant is due and will be received by the Council to assist in the marketing and promotions of the scheme to communities in West Oxfordshire.

The Council is currently awaiting the final details from the IAA before taking steps to launch and promote the scheme.

A future proposal (2023/24 onwards) is being developed by Oxfordshire County Council for the existing **Affordable Warmth Network and Better Housing Better Health** service run by the National Energy Foundation. The focus being on a service that is part of a wider offering to residents and communities on how to manage and find support on the current Cost of Living Crisis. In order to extend and maximise the reach of Better Housing Better Health in the future, to as many people in the community as possible, a collaborative approach between the Council's Climate Team, Community Team, ERS Team and Citizens Advice is being explored – the focus being to consider the best way forward, within existing resource, achieving maximum benefit to communities.

2.9 Theme Three: Low-carbon transport and active travel

Under the roll out of the Park and Charge Oxfordshire project into West Oxfordshire, Electric Vehicle Charging Points (EVCP) have been installed in five of the Council-owned car parks at: Woodford Way in Witney; New Street in Chipping Norton; Black Bourton Road in Carterton; Hensington Road in Woodstock and Back Lane in Eynsham. This makes a valuable contribution to delivering Electric Vehicle (EV) infrastructure at sites in Council ownership, meeting the ambitions of the Oxfordshire EV Infrastructure Strategy to reach a target of 7.5% of local authority-managed car parking bays providing Electric Vehicle charging by 2025. A total of 32 EV charging units under Park and Charge Oxfordshire - providing 64 EV charged parking bays – has delivered 23% of the Council's total 7.5% target by 2025. The new EVCPs have been well received by local communities with usage figures for the first quarter of 2022/23 financial year indicating a strong and increasing uptake of the chargers, month on month.

Park and Charge Oxfordshire, first quarter figures.

Utilisation Apr-Jun 2022

Car Park	Apr-22				May-22				Jun-22			
	kWh used	Avg. kWh per day	Total sessions	Avg. session duration (hrs)	kWh used	Avg. kWh per day	Total sessions	Avg. session duration (hrs)	kWh used	Avg. kWh per day	Total sessions	Avg. session duration (hrs)
Witney Woodford Way (WWW)	1,099.5	42.3	93	2:18	2,608.62	84.15	150	2:36	2960.74	98.69	179	2:37
Eynsham Back Lane (EBL)	322.14	17.9	39	1:51	969.98	31.29	55	3:16	952.61	31.75	50	3:46
Woodstock Hensington Road (WHR)	970.51	88.2	67	2:31	2966.7	95.7	179	3:07	3118.76	103.96	185	3:13
Carterton Black Bourton Road (CBB)	528.92	48.1	48	1:32	1428.59	46.08	111	1:56	1760.12	58.67	111	2:18
Chipping Norton New Street (CNN)	209.43	52.4	29	3:48	2169.93	70	164	4:16	2116.56	70.552	176	3:13

Continuing the emphasis on partnership to deliver EV infrastructure across the District and County as a whole, the Council recently joined Oxfordshire County Council in a collaborative County-wide bid for funding under Government's new scheme: Local EV Infrastructure (LEVI). A OXLEVI collaborative project proposal to accelerate Electric Vehicle (EV) uptake for Oxfordshire households without off-street parking was recently submitted and includes, within this submission, provision for e-Gul on-street charging capabilities as well as new off-street EV charging hubs at Carterton Leisure Centre in Carterton, Marriotts Walk in Witney and Spendlove Centre in Charlbury. A total of 14 EVCPs - serving 28 parking bays – have been incorporated for West Oxfordshire within the bid.

2.10 Theme four: Standards in new development

The Council's **Net Zero Carbon Toolkit** - produced in 2021 to assist small developers, planning consultants and householders in the design and construction of standards of net zero carbon - was earlier this year shortlisted under the LGC Awards 2022. The awards ceremony will take place in London in the evening of Wednesday 20th July, at which point the Council – together with its partners: Cotswold District Council and Forest of Dean District Council – will hear whether it has won the 'Climate Response' category.

The **Sustainability Standards Checklist**, originally developed in 2020 as a mechanism for raising standards within development proposals, was resourced and taken forward by a dedicated Sustainable Planning Specialist in Development Management during financial year 2021/22. This post was funded for a period of 12 months through the Recovery Plan and came to an end in April 2022.

The Council has now received modifications from the Planning Inspector completing the examination of **Salt Cross Area Action Plan (AAP)**. A policy for biodiversity net gain has been given support by the Planning Inspector. However, Policy 2 requiring net zero carbon development was the focus of a main modification. This was received as follows:

"Policy 2

Replace first paragraph with 'Proposals for development at Salt Cross will be required to demonstrate an ambitious approach to the use of renewable energy, sustainable design and construction methods, with a high level of energy efficiency in new buildings. An energy statement will be required for all major development, which should include the consideration of the feasibility of incorporating the following principles.

Redraft the remainder of Policy 2 to remove references to absolute requirements and KPIs that must be met and instead to reframe as standards for consideration as part of an energy statement."

A letter from the Inspector accompanying the main modifications states:

"... "We anticipate that our conclusions in relation to Policy 2 (Net Zero Carbon Development) will come as a disappointment. As such, we will say at this stage that we are not satisfied that Policy 2 is either consistent with national policy or justified. As such, we are unable to conclude that the policy is sound. Our fuller reasoning on this matter will be set out in our report."

These modifications are currently in the process of being reviewed by the Planning Policy Team.

2.11 Theme Five: Engage, support & educate

Since the last biannual report, Winter and Spring **Climate Action Bulletin** have been produced and issued to all members of the Council's Climate Action Network. The number of people subscribing to the Council's Climate Action Network continues to increase. Back editions are available online:

<https://www.westoxon.gov.uk/environment/climate-action/>

Climate action webpages remain up-to-date with new resources; with progress on climate initiatives; and advice on ways people can get involved in climate action.

Community engagement and education has taken the form of outreach and wildflower planting on Trefoil Way, Shilton Park (Carterton) with pupils from St John the Evangelist C of E Primary School. This was organised in the Spring of 2022 to involve local young people in taking care of the many forms of wildlife that will benefit from the flowers when they grow.

A new **Kilkenny Lane Country Park Volunteer Group** has also been launched in May 2022 to increase community engagement and participation in nature conservation activities. Events are being coordinated on a monthly basis.

Advice to groups including parish councils such as Charlbury Town Council and schools in Witney and Carterton on land management to improve the sites they own for wildlife.

In terms of capacity building and partnership working across the District and County:

Members of the Climate Team remain stakeholders and Steering Group members in the Low Carbon Hub pilot initiative developing a Zero Carbon Energy Action Plan for Eynsham - this project will demonstrate the role of community action in driving carbon reduction and zero-carbon goals.

Plans are being formulated to significantly increase the reach, scale and urgency of climate action through greater partnership working with other councils, and through engagement in the wider community, including businesses, parish and town councils, community action groups, schools, and residents directly. These plans are being developed with a focus on some of the largest impact areas of building retrofit and energy generation, food and land

management, and travel. Particular attention will be given to where there are co-benefits of carbon emissions reduction, climate resilience/adaptation, and ecology enhancement.

3. FINANCIAL IMPLICATIONS

- 3.1. The Council's 2020/21 budget originally included a provision of £200,000 and a commitment to review the possibility of adding further funds to climate projects in the subsequent two financial years.
- 3.2. Approximately £98,000 has, to date, either been spent or allocated in financial years 2021/22 and 2022/23 to the implementation of climate projects.
- 3.3. As with all capital projects, the budget available for climate projects is constrained: which is the reason why the Climate Team has dedicated a large proportion of their time to Government-funded partnership projects (such as Park and Charge Oxfordshire, Public Sector Decarbonisation Scheme), fundraising activities and specialist bid development as a means of delivering work contributing towards the Council's climate priority.
- 3.4. The Council's Local Recovery Fund (October 2020) is now funding the three remaining, fixed-term positions within the Council's climate team and provides the resource and capacity to not only deliver the agreed deliverables as part of the Local Recovery Plan, but also the capacity to carry out fundraising activity.

4. LEGAL IMPLICATIONS

- 4.1. There are no perceived legal implications associated with the proposals within this report.

5. RISK ASSESSMENT

- 5.1. There are no immediate risks considered to be arising from the contents of this report.

6. EQUALITIES IMPACT

- 6.1. The design of all projects as a response to the climate and ecological emergency have an equal impact across Council functions, for all customers and staff.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. The proposals within this report will have a direct, positive impact on the Council's operations with regard to energy and resource efficiency, water efficiency, waste reduction and recycling and associated carbon reduction. In addition, multiple cross-benefits towards climate change mitigation and adaptation are planned district-wide through work across functions and with partner organisations.

8. ALTERNATIVE OPTIONS

- 8.1. One alternative option is to take no action at all.

9. BACKGROUND PAPERS

- 9.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
 - Meeting minutes and motion agreed at Full Council on 26th June 2019.

- Meeting minutes and motions agreed at Full Council on 22nd January 2020.
 - Climate action biannual report at Full Council on 29th July 2020.
 - Carbon Action Plan and report at Full Council on 28th October 2020.
 - Local Recovery Plan and report at Full Council on 28th Council 2020.
 - Climate action biannual report at Full Council on 24th February 2021.
 - Climate action biannual report at Full Council on 28th July 2021.
 - Climate action biannual report at Full Council on 23rd February 2022.
- 9.2. These documents will be available for inspection at the Council Offices at Woodgreen during normal office hours for a period of up to four years from the date of the meeting. Please contact the author of the report.

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WEST OXFORDSHIRE DISTRICT COUNCIL

Wednesday 22 July 2022

Schedule of documents sealed out of meeting by the Chair, Chief Executive and the Deputy Chief Executive, since the last meeting of the Council.

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
I1994	Lease – Hexagon House, Avenue Four, Station Lane, Witney (plus plan)	
I1995	Settlement Agreement – Zinc Building, Carterton	NP Hill and LM Hill
I1995a	Duplicate	
I1996	Underlease – Unit G, Swain Court, Avenue Two, Station Lane, Witney (plus plan)	AT Autos Limited
I1997	Lease – Garage 8 Brook Hill, Woodstock	Lee Marlow
I1998	Deed of Variation of Contract	Ubico
I1998a	Duplicate	
I1999	Temporary Road Closure – High Street including junction with Bushey Row to Bridge Street, Bampton Bampton Shirt Race – Thursday 2 June 2022 (7:00-19:00)	Michael Fallon
I2000	Temporary Road Closure – Jubilee Street Party Banbury Road roundabout to High Street junction with Cattle Market, Chipping Norton (01:00 Sunday 5 June – 01:00 Monday 6 June 2022)	Chipping Norton Town Council
I2001	Temporary Road Closure – Station Lane to High Street, Witney Witney Carnival Procession Saturday 9 July 2022 (07:30 to 13:00)	Ron Spurs
I2002	Lease – Unit A, Swain Court, Avenue Two, Station Lane, Witney (plus plans)	Christopher Hoyles (Trading as Witney Kickboxing Club Ltd)
I2003	S106 Agreement – 1 Farley Lane, Stonesfield (plus plan)	Orchid Homes and Development Ltd (2) Robert McHenry (3)
I2003A	Duplicate	
I2003B	Triplicate	
I2004	Temporary Road Closure – Jubilee Street Party Alvescot Village. Saturday 4 June 2022 (08:30 to 22:00)	Ann Cadogan
I2005	Temporary Road Closure – Jubilee Street Party The Leys Chipping Norton Saturday 4 June 2022 (12:00 to 20:00)	Elaine Parsons

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
I2006	Temporary Road Closure – Annual Levellers Day Commemoration Parade Saturday 21 May 2022 (12:00 to 13:00)	Tracey Walsh
I2007	Temporary Road Closure – Jubilee Street Party Church Road, Church Hanborough Friday 3 June 2022 (09:00 to 23:59)	Joe Hasell
I2008	Temporary Road Closure – Jubilee Street Party Weavers Close, Witney Thursday 2 June 2022 (09:00 to 23:59)	Claire Sherlock
I2009	Temporary Road Closure – Jubilee Street Party Saxon Way, Witney Sunday 5 June 2022 (13:00 to 18:00)	Neil Tanner
I2010	Temporary Road Closure – Jubilee Street Party Friday 3 June 2022 (12:00 to 22:00)	Lizzie Pickering
I2011	Underlease – Unit J Newman Court, Downs Road, Witney (plus plans)	Rob Waller Ltd
I2012	Temporary Road Closure – Witney Food Festival, Church Green, Witney Friday 20 May 2022 19:00 to Saturday 21 May 2022 19:00	St Marys Church
I2013	Temporary Road Closure – Jubilee Street Party South Lawn, Witney Sunday 5 June 2022 (12:00 to 23:59)	Steve Boyle
I2014	Temporary Road Closure – Jubilee Street Party Guild Close, Witney Friday 3 June 2022 (12:00 to 18:00)	Jodie Tollett
I2015	Temporary Road Closure – Jubilee Street Party Church Street Wootton Friday 4 June 2022 (06:00 to 19:00)	Marlene Fisher
I2016	Temporary Road Closure – Jubilee Street Party High Street, Ramsden Saturday 5 June 2022 (06:00 to 19:00)	Steve MacLennan
I2017	Temporary Road Closure – Jubilee Street Party The Green, Leafield Saturday 5 June 2022 (11:00 to 20:00)	Elaine Nicklin
I2018	Temporary Road Closure – Jubilee Street Party Church Walk, Akeman Street/The Green, Combe Saturday 5 June 2022 (11:30 to 16:30)	Sally Purcell
I2019	Temporary Road Closure – Jubilee Street Party High Street, Standlake Friday 4 June 2022 (12:00 to 17:00)	Katie Soame
I2020	Temporary Road Closure – Jubilee Street Party Tristram Road, Ducklington Thursday 3 June 2022 (11:00 to 18:00)	Kate Keeler
I2021	Temporary Road Closure – Witney Pride Festival Day 23 May 2022 (00:00 to 24:30)	Mazz Image

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
I2022	Temporary Road Closure – Jubilee Street Party Church lane, Spelsbury Sunday 5 June 2022 (11:00 to 18:00)	Rick Layland
I2023	Temporary Road Closure – Jubilee Street Party Priory Lane, Burford Sunday 5 June 2022 (10:30 to 19:00)	Burford Town Council
I2024	Temporary Road Closure – Woodstock Jubilee Big Lunch Sunday 5 June 2022 (11:30 to 19:00)	Woodstock Town Council
I2025	Temporary Road Closure – Jubilee Street Party Rock Road, Carterton Sunday 5 June 2022 (12:00 to 16:00)	Sandie Bayllis
I2026	Temporary Road Closure – Eynsham Annual Carnival and Shirt Race – 2 July 2022 (11:00 to 14:00)	Harold Jerred
I2027	DSI – The Common Cottage, Grafton	
I2028	Temporary Road Closure – Jubilee Street Party Wychwood Paddocks, Charlbury Sunday 5 June 2022 (10:00 to 17:00)	Anthony Horn
I2029	Rent Deposit Deed – Unit J Newman Court, Range Road, Witney	Rob Waller Ltd
I2029A	Duplicate	
I2030	Temporary Road Closure – Jubilee Street Party Fox Lane, Westcote Barton Saturday 4 June (11:00) to Sunday 5 June 2022 (10:00)	
I2031	Temporary Road Closure – Jubilee Street Party Swinbrook, Burford Road to Swinbrook Lane and between Swinbrook Village Hall to The Old Farm Sunday 5 June 2022 (12:00 to 20:00)	
I2032	Grant Agreement – Land at Walterbush Road, Chipping Norton (plus plan)	Green Axis Limited
I2033	Grant Agreement – Land at Walterbush Road, Chipping Norton (plus plan)	Green Axix Limited
I2033A	Duplicate	
I2034	Section 106 Agreement – Delly End Farm, Delly End, Hailey (plus plan)	Simon Richard Henson and Diana Susan Henson (2) Handelbanken Plc (3)
I2034A	Duplicate	
I2034B	Triplicate	
I2035	Lease – 33a High Street, Burford (plus plan)	Derek Roger McGrath and Ann Linda McGrath
I2036	Licence to carry out work – 33a High Street, Burford	Derek Roger McGrath and Ann Linda McGrath

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
I2036A	Duplicate	
I2037	Rent Deposit Deed – 33a High Street, Burford	Derek Roger McGrath and Ann Linda McGrath
I2037A	Duplicate	
I2038	Temporary Road Closure – Cassington Bike Night Monday 27 June 2022 (13:00 to 23:00)	Martin Ritchie
2I039	Form DSI – 86 Main Road, Long Hanborough	
2I040	Deed of Variation – Land at Olivers Garage, 80-82 Main Road, Long Hanborough (plus plans)	Rectory Homes Ltd (2) AIB Group (3) Gillian Mary Breakspear (4) Kathleen Oliver (5) Jason Hopkins (6) Katy Pottinger (7)
2I040A	Duplicate	
2I040B	Triplicate	
2I040C	Quadruplicate	
2I040D	Quintuplicate	
2I040E	Sextuplicate	
2I040F	Sextuplicate	
I2041	Rent Deposit Deed – Unit C Swain Court, Avenue Two, Station Lane, Witney	Daniel Dixon (trading as Dixon Automotives)
I2041A	Duplicate	
I2042	Underlease – Unit C Swain Court, Avenue Two, Station Lane, Witney (plus plans)	Daniel Dixon (trading as Dixon Automotives)
I2042A	Duplicate	
I2043	Section 106 Agreement – Cogges Chase, Cogges Lane, Stanton Harcourt (plus plan)	Kerry Patricia Pidsley and Robert Edward Pidsley
I2043A	Duplicate	
I2044	Footpath Diversion Order – Harcomb Farm, Chastleton (plus plans)	
I2044A	Duplicate	
2I044B	Triplicate	
2I044C	Quadruplicate	

Chief Executive
11 July 2022