

Tuesday, 4 October 2022

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CABINET

You are summoned to a meeting of the Cabinet which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 12 October 2022 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Cabinet

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Joy Aitman, Lidia Arciszewska, Duncan Enright, Andy Graham, Dan Levy, Mathew Parkinson, Andrew Prosser, Carl Rylett and Geoff Saul

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 - 10)**
To approve the minutes of the meeting held on 21 September 2022.
2. **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. **Participation of the Public**
Members of the public may ask a question at a meeting of Cabinet for up to three minutes on any item of business for decision at the meeting or on any issue that affects the district or its people. Members of the public wishing to speak at a Cabinet meeting must notify democratic.services@westoxon.gov.uk, including their name and the agenda item or topic they wish to speak on, by 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before). If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question. The relevant Cabinet Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.
5. **Receipt of Announcements**
Purpose:
To receive any announcements from the Leader of the Council or Members of the Cabinet.
6. **Recommendations from Scrutiny Committees**
Purpose:
To consider a recommendation arising from the Climate and Environment Scrutiny and Overview Committee meeting on 29 September 2022.
Recommendation:
That the Leader of the Council writes to the Secretary Of State for the Environment calling on him to:
 - Ensure the Environment Agency is fully funded to carry out flood protection and 'river cleanliness' works,
 - Ensure legislation is light enough to bring forward successful prosecutions of breaches to river pollution,
 - Alter Planning Legislation to make the Water Authorities statutory consultees in planning applications.

A proposed response to the recommendation will be circulated prior to the Cabinet meeting.

7. **Commercial Solar Photovoltaic Installations on Council Estate (Pages 11 - 18)**

Purpose:

To seek agreement to proceed with a procurement to obtain costs which will inform a full business case for the installation of solar PV on the roofs of buildings owned and leased by the Council. To agree to proceed with investment subject to the proposal being in line with the Councils Investment Strategy.

Recommendations:

That Cabinet resolves to:

- (a) Agree that the Council should proceed with an open procurement process to identify costs and income potential to inform a business case for investment, and that,
- (b) Agree that the Council explore implications for selling energy generated to tenants.
- (c) Agree that viable business cases in line with the Councils Investment Strategy, are submitted to the Council's Capital Investment Board for consideration before a formal decision is brought before Council to allocate capital to undertake the works.
- (d) Delegate Authority to the Chief Finance Officer, in consultation with the Cabinet Members for Finance and Climate Change, to appoint a contractor as it may be necessary for the selected contractor to carry out more detailed financial analysis before business cases can be formally considered.

8. **Data Retention Policy (Pages 19 - 38)**

Purpose:

This report seeks approval for an updated Data Retention Policy to ensure compliance with the Council's statutory obligations whilst at the same time being open and transparent in relation to records management.

Recommendation:

That Cabinet resolves to approve the Data Retention Policy attached at Annex A

9. **Council Tax Exceptional Hardship Policy (Pages 39 - 48)**

Purpose:

To consider and approve the implementation of an Exception Hardship Policy to ensure additional financial assistance is available to help with Council Tax payments to those residents who are in severe financial hardship

Recommendation:

That Cabinet resolves to:

- a) Approve the Revenues spend to support this scheme;
- b) Approve the implementation of the Exceptional Hardship Policy as a matter of urgency;
- c) Note the additional revenue given by Oxfordshire County Council in support of

this Policy; and,

- d) Grant delegated authority to the Group Manager for Resident Services to approve all payments made under the Exceptional Hardship Policy.

10. **Combe Village Design Statement (VDS) (Pages 49 - 92)**

Purpose:

To consider the Combe Village Design Statement (VDS) and agree that it should be subject to a 6-week period of public consultation prior to it being potentially adopted as a Supplementary Planning Document.

Recommendations:

That Cabinet resolves to:

- a) Note the content of the report including the consultation summary report attached at Annex A be noted;
- b) Agree that the Combe Village Design Statement attached at Annex B and prepared by Combe Parish Council, be published for a 6-week period of public consultation; and
- c) Agree that the District Council's current Local Development Scheme (LDS) published in July 2022 be updated as per the LDS addendum attached at Annex C.

11. **Oxfordshire Plan 2050 (Pages 93 - 102)**

Purpose:

To provide an update on the cessation of the Oxfordshire Plan 2050 programme and the transition to a process focused on Local Plans

Recommendation:

That Cabinet resolves to note the content of this report including Annex A

12. **Salt Cross Garden Village Area Action Plan Proposed Main Modifications (Pages 103 - 110)**

Purpose:

To agree the District Council's formal response to consultation on proposed Main Modifications to the Salt Cross Garden Village Area Action Plan (AAP).

Recommendations:

That Cabinet resolves to agree the suggested draft response attached at Annex A for the purposes of submission to the AAP examination

(END)