

Tuesday, 13 June 2023

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 21 June 2023 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Executive

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

Recording of Proceedings – The law allows the public proceedings of Council, Executive, 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. **Apologies for Absence**
To receive any apologies for absence from Members of the Executive.
2. **Declarations of Interest**
To receive any declarations of interest from Members of the Executive, on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 7 - 12)**
To approve the minutes of the previous meeting, held on Wednesday 19 April 2023.
4. **Participation of the Public**
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.
Notice, together with a written copy of the question, must be provided to Democratic Services, either by email to:

democratic.services@westoxon.gov.uk

or by post to:

Democratic Services, West Oxfordshire District Council, Woodgreen, Witney OX28 1NB.

Questions are to be received no later than 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). A response may be provided at the meeting, or within three clear working days of the meeting.

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 appropriate Executive 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**
To receive any announcements from the Leader of the Council or Members of the Executive.
6. **Transfer of Playing Areas to Witney Town Council (Pages 13 - 24)**
Purpose:
There are a number of Playing Areas which are in the ownership of WODC. For a number of years WODC have been working on progressing with the transfer of ownership to Witney Town Council.

This paper outlines the proposals to transfer the Playing Areas from WODC to Witney Town Council and seeks Executive to Approve / Agree to these the recommendations.

Recommendations:

That the Executive resolves to:

- a) Approve / Agree to the proposals outlined in the paper to transfer the Playing Areas from WODC to Witney Town Council.
- b) Delegate authority to the Deputy Chief Executive, Section 151 Officer in consultation with the Executive member for Finance and the Executive member for Stronger Healthy Communities to agree the final Heads of Terms for each transfer.

7. **Development Management Improvement Programme (Pages 25 - 54)**

Purpose:

To update progress against Phases I and II of the DM Improvement Programme and make recommendations for further improvements (Phase III), following the Planning Advisory Service Report.

Recommendations:

That the Executive resolves to:

- a) Note the improvement progress to date, and
- b) Approve the changes detailed in paragraph 4.1

8. **Chipping Norton Leisure Centre Roof Repairs (Pages 55 - 84)**

Purpose:

To request approval to repair the Chipping Norton Leisure Centre roof.

Recommendations:

That the Executive resolves to:

- a) approve the repair works required, as detailed in the report
- b) recommend that the authority to approve the final budget to cover the repair cost is delegated to the Assistant Director of Property & Regeneration (Publica) in consultation with the Chief Finance Officer and the Executive Member for Finance

9. **Developer Contributions Supplementary Planning Document (SPD) (Pages 85 - 288)**

Purpose:

To consider the final version of the West Oxfordshire District Council Developer Contributions Supplementary Planning Document (SPD) and to recommend to Council that it be formally adopted.

Recommendations:

That the Executive resolves to:

- a) Note the contents of the report; and
- b) That subject to any amendments the Executive may wish to make, that Council be invited to formally adopt the final version of the West Oxfordshire District Council Developer Contributions Supplementary Planning Document (SPD).

10. **Council Chamber Refit Design and Procurement of Contractors (Pages 289 - 300)**

Purpose:

To seek agreement for the Chamber refit design and associated costs, and to proceed with the procurement of contractors via an open tender process.

Recommendations:

That Executive resolves to:

- a) Agree to the Chamber design as proposed by the Agile Steering Group.
- b) Agree to proceed to the contractor procurement phase.

11. **Approval of Award of Contract for External Printing and Postage (Hybrid Mail) (Pages 301 - 306)**

Purpose:

To consider the result of a procurement exercise to award a new contract for the provision of external printing and postage for the Council and its partners

Recommendation:

That Executive resolves to:

- a) Award the contract for external printing and postage from 1 August 2023 to 1 May for a period of 3 plus 1 year

12. **Matters raised by Overview and Scrutiny or Audit and Governance (Pages 307 - 316)**

Purpose:

To consider recommendations from the Climate and Environment Overview and Scrutiny Committee, 23 March 2023.

Recommendations:

That the Executive agrees its response to the following recommendations from Overview and Scrutiny:

- a) That Officers include, within the current review of the Local Plan, specific policies in respect of Swift Nesting Sites, as per the motion (see attachment Annex A).
- b) That Officers include, within the current review of the Local Plan, specific policies in respect of Development Grampian Conditions, as per motion (see attachment Annex B).

13. **Exclusion of Press and Public**

If the Executive wishes to exclude the press and public from the meeting, during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

14. **Disposal and Development of land at Walterbush Road, Chipping Norton, for custom build zero carbon homes. (Pages 317 - 332)**

Purpose:

To agree a delivery approach for the development of homes at Walterbush Road.

Recommendations:

That the Executive resolves to:

- a) Agree to cease the relationship with the current proposed developer.

- b) Seek formal Expressions of Interest on the site for a development which as a minimum delivers affordable homes but also encourages net carbon zero and self build proposals.
- c) Delegate to the Chief Finance Officer, in consultation with the Executive Member for Finance, the decision to proceed with cable diversion and award a contract. The preference is to undertake this work once a new delivery partner is appointed. However, if delays will result in funding being lost then the decision may be taken to proceed with cable diversion as a stand alone piece of work subject to £78,000 One Public Estate funding still being available and competitive tenders for this work being obtained. Work to be funded by S.106 funding as previously agreed.

15. **Letting at Marriott's Walk Witney (Pages 333 - 380)**

Purpose:

To request approval for a lease as set out in the report and to recommend to Council a new process to approve transactions at Marriotts Walk in the interests of commercial efficiency.

Recommendations:

That the Executive resolves to:

- a) approve the grant to lease at Marriotts Walk on the terms detailed in the report;
- b) recommend that Council amend the delegation arrangements to give authority to the Chief Finance Officer in consultation with the members of the Capital Programme Investment Board to approve future lettings at Marriotts Walk.

(END)