

Tuesday, 4 July 2023

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## EXECUTIVE

You are summoned to a meeting of the Executive which will be held in the Eynsham Parish Council Village Hall, 46 Back Lane, Eynsham, Witney OX29 4QW on **Wednesday, 12 July 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 or lateness.
2. **Declarations of Interest**  
To receive any declarations from Members of the Executive on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 7 - 14)**  
To approve the minutes of the previous meeting held on 21 June 2023.
4. **Receipt of Announcements**  
To receive any announcements from the Leader of the Council or Members of the Executive.
5. **Participation of the Public**  
Members of the public may ask a question at a meeting of the Executive 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 an Executive meeting must notify [democratic.services@westoxon.gov.uk](mailto: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 Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.
6. **Financial Performance Report 2022/23 Year End (Q4) (Pages 15 - 44)**  
Purpose:  
This report provides details of the Council's Financial performance at the end of 2022-23 Quarter Four (Q4)  
  
Recommendation:  
That Executive resolves to:
  - a) Note the 2022/23 end of year financial performance;
  - b) Recommend to Council to approve the carry forward of the Capital Budget of £2,372,557;
  - c) Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report.
7. **Service Performance Report 2022-23 Quarter 4 (Pages 45 - 62)**  
Purpose:  
This report provides details of the Council's operational performance at the end of 2022-23 Quarter Four (Q4)  
  
Recommendation:  
That the Executive resolves to:
  - a) Note the 2022/23 Q4 service performance

8. **West Eynsham Strategic Development Area (SDA) Masterplan (Pages 63 - 100)**

Purpose:

To consider an addendum to the West Eynsham SDA masterplan which has been produced by the four main landowner/developers in response to further engagement with third party landowners.

Recommendations:

That the Executive resolves to:

- a) Note the content of the report;
- b) Consider the recommendations of the Joint Climate & Environment and Economic & Social Overview & Scrutiny Committee held on 8<sup>th</sup> June, which resolved to recommend to the Executive that the West Eynsham SDA Masterplan Addendum be rejected and not taken forward (see Annex A); and
- c) In light of the above, consider whether it wishes to approve the West Eynsham SDA masterplan addendum attached at Annex B as a material planning consideration for any current or future planning applications that come forward in relation to the West Eynsham SDA.

9. **West Oxfordshire Local Plan 2041 (Pages 101 - 174)**

Purpose:

To consider a focused consultation paper which is intended to help inform the preparation of the new Local Plan 2041.

Recommendations:

That the Executive resolves to:

- a) Note the content of the report;
- b) Agree that the Local Plan focused consultation paper attached at Annex A be published for an extended period of stakeholder engagement (8-10 weeks) to help inform the preparation of the new Local Plan 2041;
- c) Authorise the Planning Policy Manager to make any necessary minor amendments to the focused consultation paper in liaison with the Executive Member for Planning and Sustainable Development, prior to consultation taking place.

10. **Updates to Terms of Reference of Future Oxfordshire (Pages 175 - 200)**

Purpose:

Recent changes to the programmes within the Oxfordshire Housing and Growth Deal require some adjustments to the working of the Future Oxfordshire Partnership, and this report proposes corresponding amendments to the Terms of Reference.

Recommendations:

That the Executive resolves to:

- a) Approve the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding. These will take effect following approval by each of the six Oxfordshire councils.

11. **Combe Village Design Statement (VDS) (Pages 201 - 228)**

Purpose:

To consider the final version of the Combe Village Design Statement (VDS), following feedback from a 6-week period of public consultation, and to recommend to Council that it be formally adopted as a Supplementary Planning Document (SPD).

Recommendations:

That the Executive resolves to:

- a) Note the content of the report including the consultation summary report attached at Annex A; and
- b) Recommend to Council to formally adopt the final version of the Combe Village Design Statement attached at Annex B as a Supplementary Planning Document (SPD), subject to any amendments the Executive may wish to make.

12. **Our House Funding Extension for 2023-24 (Pages 229 - 242)**

Purpose:

To update members on the 'Our House' project since its inception with a recommendation that funding be extended from 1 November 2023 to 31 October 2024.

Recommendations:

That the Executive resolves to:

- a) Approve an extension to the Our House project for one year;
- b) Agree to use Housing Reserves of £112,500 as set out in section 3;
- c) Agree to continue with the current Support Provider via waiver;
- d) Delegate authority to the Business Manager for Housing in consultation with the Executive Member for Housing and Social Welfare to make any minor amendments to this funding extension;
- e) Delegate authority to the Business Manager for Housing in consultation with the Executive Member for Housing and Social Welfare to apply for external funding should any become available to continue the project.

13. **Planned Expenditure of the Ukraine Homelessness Prevention Grant - Homes for Ukraine Top Up 2023-2024 (Pages 243 - 256)**

Purpose:

To consider the planned expenditure of the Homelessness Prevention Grant – Homes for Ukraine top up 2023/2024.

Recommendations:

That the Executive resolves to:

- a) Approve the expenditure of £220,541 detailed within section 3 of this report;
- b) Delegate authority to the Assistant Director for Resident Services in consultation with the Executive Member for Housing and Social Welfare and the Chief Finance Officer to make any amendments to these allocations to subject to compliance with the ring fenced grant conditions;
- c) Delegate authority to the Assistant Director for Resident Services in consultation with the Executive Member for Housing and Chief Finance Officer to make decisions on any other uplifts or grants that may be given over the financial years 2023-24 to address increased demands on the Housing Service, subject to compliance with the ring fenced grant conditions.

14. **Leisure - Strategic Outcomes Planning Model (Districtwide) (Pages 257 - 262)**

Purpose:

To seek approval for budgetary provision for the appointment of a consultant to prepare a Strategic Outcomes Planning Model for the District.

Recommendations:

That the Executive resolves to:

- a) Authorise Officers to commence a Strategic Outcomes Planning Model for the District.
- b) Agree to include a provision of £26,850 within the 2023/24 Leisure budget.
- c) Appoint specialist leisure consultants to undertake the work.

15. **Matters raised by Overview and Scrutiny or Audit and Governance (Pages 263 - 272)**

Purpose:

To consider a recommendation made to the Executive by the Finance and Management Overview and Scrutiny Committee, at its meeting on 14 June 2023.

Recommendations:

That the Executive resolves to agree it's response to the following recommendation from the Finance and Management Overview and Scrutiny Committee, as set out in Annex B (to follow):

- I. That the Council explores the idea of the recruitment of a permanent Credit Controller to help strengthen staffing levels within the Council's finance team.

16. **Commercial Solar Photovoltaic Installations on Council Estate (Pages 273 - 288)**

Purpose:

To seek agreement to invest in the installation of solar PV on the roofs of buildings owned and in some cases leased by the Council based on the business case set out in this report. To agree to enter into a contract with the preferred contractor for the installation of the solar PV.

Recommendations:

That the Executive resolves to:

- a) Agree that the Council should proceed with investment in roof mounted solar PV based on the business cases in this report;
- b) Agree to enter into sale agreements for the electricity generated, with the tenants, where financially viable and delegate decisions on whether or not to proceed with individual agreements to the Chief Finance Officer in consultation with the Executive Member for Finance;
- c) Agree to enter into contract with the preferred contractor identified in Annex A, for the provision and installation of Solar PV and related equipment;
- d) Delegates to the Section 151 Officer in consultation with the Executive Members for Finance and Climate Change the decision to exclude any tenanted sites based on further Due Diligence associated with energy usage or vulnerability around continued tenant occupation;
- e) Delegates to the Section 151 Officer the decision to adjust the indicative electricity sale price to tenants as long as changes to the projected project returns are in-line with projections contained within this report.
- f) Funding for contingency costs of £27,634 is approved with delegation to the Section 151 Officer for expenditure of contingency subject to the business case still being viable or expenditure being unavoidable due to structural condition of

the building;

- g) That revenue funding of £11,200/year is allocated for the part-time shared Energy Manager post and included in the next budget update. Noting that this will be funded from Solar PV income.

**17. 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.

**18. Exempt Annexes for item 16: Commercial Solar Photovoltaic Installations on Council Estate (Pages 289 - 300)**

**19. Cleaning and Maintenance of Public Conveniences (Pages 301 - 310)**

Purpose:

To provide a summary of options for the delivery of the public convenience cleaning and maintenance service.

Recommendations:

That the Executive resolves to:

- a) Approve a further one-year extension under a contract waiver for the cleaning and maintenance of Public Conveniences with Danfo;
- b) Approve the reduced specification/service requirements for the one-year extension;
- c) Instruct officers to conduct an in-depth review of service provision to be carried out during the period of extension to inform future contract options.

**20. Funding for Landlord's Works and Approval of New Lease's at Investment Property in Cumnor (Pages 311 - 316)**

Purpose:

To seek authority to agree new leases with existing occupiers at the subject property and to seek funding for Landlord's Works required.

Recommendations:

That the Executive resolves to:

- a) Approve the proposed capital budget of up to £125,000 for refurbishment works;
- b) Approve the proposed new leases to the current sub tenants;
- c) Delegate the decision on the final costs of works and terms of leases to the Assistant Director for Property & Regeneration in consultation with the Chief Finance Officer and Executive Member of Resources;
- d) Recommend to Council to add £125,000 to the Capital Programme for this item to be financed from the Property Improvement and Incentive Reserve.

(END)