

Public Document Pack



Tuesday, 16 July 2024

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COUNCIL

You are summoned to a meeting of Council, which will be held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 24 July 2024 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Council

Councillors: Elizabeth Poskitt (Chair), Andrew Coles (Vice-Chair), Joy Aitman, Lidia Arciszewska, Thomas Ashby, Hugo Ashton, Andrew Beaney, Michael Brooker, Adam Clements, David Cooper, Julian Cooper, Steve Cosier, Rachel Crouch, Jane Doughty, Genny Early, Duncan Enright, Roger Faulkner, Phil Godfrey, Andy Goodwin, Andy Graham, David Jackson, Edward James, Natalie King, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Charlie Maynard, Martin McBride, Stuart McCarroll, Michele Mead, David Melvin, Rosie Pearson, Rizvana Poole, Andrew Prosser, Nigel Ridpath, Carl Rylett, Geoff Saul, Sandra Simpson, Alaric Smith, Ruth Smith, Tim Sumner, Sarah Veasey, Liam Walker, Mark Walker, Adrian Walsh, Alex Wilson and Alistair Wray

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.

West Oxfordshire District Council, Council Offices, Woodgreen, Witney, OX28 1NB
www.westoxon.gov.uk Tel: 01993 861000

AGENDA

1. **Apologies for Absence**

To receive any apologies for absence from members of the Council. The quorum for Council is 14 members.

2. **Declarations of Interest**

To receive any declarations of interest from members of the Council on any items to be considered at the meeting.

3. **Minutes of Previous Meeting (Pages 9 - 18)**

To approve the minutes of the previous meeting, held on Wednesday 22 May 2024.

4. **Receipt of Announcements**

To receive any announcements from the Chair, Leader of the Council, Members of the Executive, the Chief Executive Officer, the Director of Governance and the Director of Finance.

5. **Participation of the Public**

A member of the public, who is a registered elector in the District, may ask questions of the Chair of Council, any Member of the Executive or the Chair of any Committee, on any matter in relation to which the Council has powers or duties or which affects the District.

A member of the public is limited to asking one such question at any meeting of the Council, other than Annual Council. No more than one question can be asked on behalf of any organisation or body at any Council meeting.

Notice that the question is to be asked, together with a written copy of the question, must be provided to the Director of Governance, via email to democratic.services@westoxon.gov.uk, and is to be received no later than noon on the seventh working day before the day of the meeting.

The deadline for submissions for public participation to be received by Democratic Services is 12.00pm on Monday 15 July 2024.

6. **Questions by Members**

The following questions have been submitted by Members of Council to Members of the Executive, in accordance with the Council Procedure Rules (Constitution Part 5A, Rule 12).

Written responses will be circulated to Members and published on the Council's website at least one working day prior to the meeting. A Member submitting a question is entitled to ask one supplementary question at the meeting which must arise directly from the question or the response to it.

The supplementary questions and answers will be detailed in the minutes of the meeting.

Question 1: Councillor Thomas Ashby to Councillor Tim Sumner, Executive Member for Leisure and Major Projects

How many hirings have we received for the new Council Chamber yet?

Question 2: Councillor Thomas Ashby to Councillor Tim Sumner, Executive Member for Leisure and Major Projects

When will the plans be released for the new 3G Pitch in Witney?

Question 3: Councillor Jane Doughty to Councillor Alaric Smith, Executive Member for Finance

What are the plans to fill the shops in Marriotts Walk?

Question 4: Councillor Adrian Walsh to Councillor Alaric Smith, Executive Member for Finance

Will a structural survey be undertaken at Marriotts Walk to ensure the long-term viability of storing electric vehicles?

Question 5: Councillor Thomas Ashby to Councillor Lidia Arciszewska, Executive Member for Environment

Our grass verges are in a desperate state, making West Oxfordshire look untidy and dangerous in visibility splays. What plans does the Council have in place to coordinate, Towns/Parishes, District and County Councils to ensure that our green spaces are well maintained across West Oxfordshire?

Question 6: Councillor Ed James to Councillor Alaric Smith, Executive Member for Finance

Since taking over Marriotts Walk, what has the return on investment been to the District Council?

Question 7: Councillor Adrian Walsh to Councillor Andy Graham, Leader of the Council

Does the Leader support the new MPs view that Witney North's housing plans are moved to the land at Ducklington Farm?

Question 8: Councillor Nick Leverton to Councillor Andy Graham, Leader of the Council

How much money has the Council spent on planning appeals?

Question 9: Councillor Alex Wilson to Councillor Andy Graham, Leader of the Council
Can the Leader confirm that WODC will continue with bi-weekly bin collections?

Recommendations from the Executive and the Council's Committees

7. **Recommendations from the Executive (Pages 19 - 24)**

Purpose:

To agree recommendations made to Council by the Executive, from its meetings since 22 May 2024.

Recommendations:

The Executive Recommends that Council resolves to:

- I. Approve the addition of the capital programme for the landlord's fitout works (Letting of Unit at Marriott's Walk);

And subject to the resolutions of 22 July 2024, the Executive recommends that Council resolves to:

2. Delegate authority to the Assistant Director for Planning and Sustainable Development to submit the CIL charging schedule for independent examination in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) including any minor modifications, subject to there being no significant issues raised during the six-week consultation period (Community Infrastructure Levy (CIL) Draft Charging Schedule);
3. Carry forward the capital budget of £4,086,328 (Financial Performance Report 2023-24 Quarter Four);
4. Approve the transfers to and between Earmarked Reserves as detailed in the report (Financial Performance Report 2023-24 Quarter Four);
5. Agree to utilise Housing Reserves as set out in section 4 of the report (Our House Project Funding Extension 2024-2026);
6. Note the appointments to outside bodies, as set out in Annex B (Outside Body Appointments – TO FOLLOW);
7. Approve the implementation of Phase I of the Publica Transition on the basis of the Detailed Transition Plan (Publica Transition Plan);
8. Delegate to the Chief Executive in consultation with the Leader of the Council the decision to deal with any final detail matters arising from the Detailed Transition Plan (Publica Transition Plan);
9. Delegate authority to the Director of Governance in liaison with the Leader to update the constitution by making any consequential changes required as a result of Phase I of the Publica Transition (Publica Transition Plan);
10. Carry out a budget re-basing for the 2026/7 financial year so that the funding provided to Publica is proportionate to the services received (Publica Transition Plan).

8. **Recommendations from the Council's Committees (Pages 25 - 46)**

Purpose:

To agree recommendations made to Council by the Licensing Committee from its meeting held on 18 June 2024.

Recommendations:

The Licensing Committee recommends that Council resolves to:

1. Approve the draft Pavement Licensing Policy, subject to any further amendments;
2. Approve the new fees as detailed in paragraph 3.3 of the original report (see Annex A).

Reports from Officers

9. **Results of Member Survey on Council Start Times (Pages 47 - 64)**

Purpose:

To report to Council the results of the Member Survey on Council start times which Council agreed to undertake at the Annual Meeting on 22 May 2024.

Recommendations:

That Council resolves to:

1. Note the report;
2. Agree any trial of a different start time for a meeting of full Council.

Motions on Notice

10. **Motion A: Council of Sanctuary - Proposed by Councillor Rachel Crouch**

This council acknowledges the dedication and achievements of the officer team in fulfilling the council's obligations towards people seeking sanctuary in West Oxfordshire.

The Council has acted promptly and efficiently to deliver support and housing for those seeking sanctuary (asylum seekers, refugees, guests), including using the main funding rounds for:

- 6 families via the Syrian Vulnerable Person Resettlement Scheme since 2015
- The Afghan resettlement scheme since 2021
- Support for people from Ukraine, including the Homes for Ukraine scheme since 2022
- The Local Authority Housing Fund to provide follow-on housing for Afghan and Ukrainian residents, since 2023.

In many cases, particularly surrounding work with the Home Office and the residents of the Witney Four Pillars Hotel, council officers have worked in diligent new ways to ensure people seeking sanctuary receive the best welcome to Witney that could be offered.

This council pledges to learn from these experiences, from the local volunteers who work with our sanctuary seekers, and from sanctuary seekers themselves; and from organizations with even more experience, to develop into a district with a joined-up strategy and framework for welcoming people who seek sanctuary.

<https://docs.google.com/document/d/IWeT7xRyDnqGr27As0BUEg6Aghw9wsVLg/edit>

To do this, the Council resolves to request that the Executive considers proposals to follow the Awards Process for becoming a Council of Sanctuary and to:

<https://docs.google.com/document/d/IWeT7xRyDnqGr27As0BUEg6Aghw9wsVLg/edit>

1. Commit to joining the City of Sanctuary Local Authority Network, and to work towards recognition as a 'Council of Sanctuary'. (Steps 1-2 and Criteria 1-2 of the Process).
2. Develop a Strategy for People Seeking Sanctuary. This will be achieved through discussion with local groups and local people seeking sanctuary; via a Steering Group of councillors, local groups and officers; to identify what WODC can do better to facilitate a well-thought-through level of welcome and service for those seeking sanctuary within the community. (Steps 3-5 and Criteria 3-7).
3. Prepare and submit an application for recognition as a Council of Sanctuary, and to deliver its Strategy over the ensuing 3 years, working towards the next accreditation cycle. (Steps 6-9 and Criteria 3-7).

11. **Motion B: Community Governance Reviews - Proposed by Councillor Ruth Smith**
New developments on the boundaries between towns and villages and between larger and smaller villages bring with them the question of what structure of town and parish governance would best reflect the identities and interests of the new residents and the newly-shaped communities.

A Community Governance Review gathers evidence and viewpoints from the communities involved and may result in 'reparishing'; the redrawing of parish boundaries; changes to the number of councillors, changes to ward boundaries, changes to the name or type/style of 'parish' council, grouping or ungrouping parishes and even the creation of new councils.

West Oxfordshire District Council has not routinely conducted such reviews since the Local Government and Public Involvement in Health Act 2007.

Council resolves to adopt, by the end of 2024, a policy for Community Governance Reviews, based on recommendations to be brought to the Executive when officers have considered it, to include:

- The expected interval between reviews, per parish and as a whole district
- The size of proposed developments that should trigger a CGR for parishes
- Other considerations in line with the Local Government and Public Involvement in Health Act 2007 and the joint guidance on community governance reviews published by the Communities and Local Government Department and LGBC [Local Government Boundary Commission].

Links:

The webpage for the Vale of White Horse Community Governance and Electoral Issues Committee <https://democratic.whitehorsedc.gov.uk/mgCommitteeDetails.aspx?ID=542>

Examples of recent local CGRs and evidence of a policy for regular reviews (Vale says every 4 years)

- Vale: <https://www.whitehorsedc.gov.uk/community-governance-review/>
- Cherwell: <https://www.cherwell.gov.uk/info/11/elections/315/community-governance-review>
- Vale and South working together every 4 years
<https://www.whitehorsedc.gov.uk/democracy/have-your-say-on-proposed-changes-for-parishes-in-south-oxfordshire-and-the-vale-of-white-horse/>

A 2011 NALC roundup of lessons from CGRs. <https://www.nalc.gov.uk/library/our-work/create-a-council-resources/1357-community-governance-reviews-some-lessons-from-recent-practice/file>

Government Guidance on Community Governance Reviews (2010)

<https://www.lgbce.org.uk/sites/default/files/2023-03/community-governance-review-guidance.pdf>

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of **Annual Council.**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB,
at **2.00pm on Wednesday 22 May 2024.**

PRESENT

Councillors: Andrew Coles, Elizabeth Poskitt, Lidia Arciszewska, Thomas Ashby, Hugo Ashton, Andrew Beaney, Michael Brooker, Adam Clements, Julian Cooper, Steve Cosier, Rachel Crouch, Jane Doughty, Genny Early, Duncan Enright, Roger Faulkner, Phil Godfrey, Andy Goodwin, Andy Graham, David Jackson, Edward James, Natalie King, Liz Leffman, Nick Leverton, Dan Levy, Paul Marsh, Martin McBride, Stuart McCarroll, Michele Mead, Rosie Pearson, Rizvana Poole, Andrew Prosser, Nigel Ridpath, Carl Rylett, Geoff Saul, Sandra Simpson, Ruth Smith, Tim Sumner, Sarah Veasey, Liam Walker, Mark Walker, Adrian Walsh, Alex Wilson and Alistair Wray.

Officers: Giles Hughes (Chief Executive), Andrea McCaskie (Director of Governance), Madhu Richards (Director of Finance), Frank Wilson (Managing Director, Publica), Bill Oddy (Assistant Director – Commercial Development), Phil Martin (Assistant Director – Business Services), Andrew Brown (Business Manager – Democratic Services), Max Thompson (Senior Democratic Services Officer), Anne Learmonth (Democratic Services Officer), Christine Elsasser (Democratic Services Officer), Elise Chowdhury (Communications Officer) and Jess Randle (Communications Officer).

CL.158 Election of Chair for 2024/25

The outgoing Chair of the Council, Councillor Andrew Coles, welcomed Members and Officers to the annual meeting of Council.

Councillor Andrew Coles proposed that Councillor Elizabeth Poskitt be elected to the position of Chair of the Council for the municipal year 2024/2025. This was seconded by Councillor Andy Graham, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

- I. Appoint Councillor Elizabeth Poskitt to the position of Chair of the Council for the municipal year 2024/2025.

Following the appointment, Councillor Andy Graham, Leader of the Council, wished the new Chair of West Oxfordshire District Council, Councillor Elizabeth Poskitt, the best of fortune for the forthcoming 12 months, and paid tribute to their continuing service as a Member of West Oxfordshire District Council.

Councillor Elizabeth Poskitt was presented with the Chair's Chain of Office. Councillor Poskitt also signed a Declaration of Acceptance of Office in the presence of the Council's Director of Governance after taking their seat.

CL.159 Election of Vice-Chair for 2024/25

Councillor Elizabeth Poskitt, Chair of the Council, thanked Council for their appointment to the position of Chair of the Council for the municipal year 2024/2025. The Chair thanked Members and Officers for their endeavours and reaffirmed their commitment to working with Council Members and Officers during their time in office.

The Chair asked Council for nominations to the position of Vice-Chair of the Council for the municipal year 2024/2025.

Councillor Duncan Enright proposed that Councillor Andrew Coles be appointed to the position of Vice-Chair of the Council for the municipal year 2024/2025. This was seconded by Councillor Elizabeth Poskitt, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

- I. Appoint Councillor Andrew Coles to the position of Vice-Chair of the Council for the municipal year 2024/2025.

Councillor Andrew Coles signed a Declaration of Acceptance of Office in the presence of the Council's Director of Governance after taking their seat.

CL.160 Apologies for Absence

Apologies for absence were received from Councillors Joy Aitman, Alaric Smith, Andrew Lyon, David Melvin, David Cooper, and Charlie Maynard.

CL.161 Declarations of Interest

There were no declarations of interest made by Members of the Council.

CL.162 Minutes of Previous Meeting

Councillor Andy Graham proposed that the minutes of the previous meeting of Council, held on Wednesday 13 March 2024, be agreed by Council as a true and accurate record and signed by the Chair of the Council. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

- I. Agree the minutes of the previous meeting, held on Wednesday 13 March 2024 as a true and accurate record.

CL.163 Receipt of Announcements

Councillor Elizabeth Poskitt, Chair of the Council, welcomed the 8 new members of West Oxfordshire District Council to their seats, congratulated them on their recent election and stated that they were most welcome. The Chair read aloud the names of the 8 new members, who rose to introduce themselves to the Council.

The Chair also paid tribute to the 8 members who had left Council at the end of the last municipal year, and stated that the Chief Executive had written to the former members, thanking them for their service to West Oxfordshire District Council, and wishing them well for the future.

The Chair also stated they would visit the principality of Woodstock in Ontario, Canada whilst overseas in June 2024. The Chair recalled when the Mayor of Woodstock, Ontario visited West Oxfordshire District Council and observed a meeting from the public gallery. The Chair stated they would attend a Council meeting whilst overseas and would represent the Council whilst passing on the best wishes of the West Oxfordshire district.

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The Chair also announced and gave a brief overview of their chosen charities for the 2024/25 municipal year, which were:

- Woodstock Exhibition Foundation;
- Oxfordshire Museum; and
- Save the Children (Carterton Branch).

CL.164Vote of thanks to the retiring Chair and Vice-Chair

Councillor Elizabeth Poskitt, Chair of the Council, paid tribute to the work and contribution to Council by former Chair, Councillor Andrew Coles, and highlighted their graceful chairing of meetings and paid tribute to their stellar work in supporting their chosen charities. The Chair highlighted a quiz night held by Councillor Coles, stating it was a very enjoyable evening for worthwhile charities and causes.

Councillor Andy Graham, Leader of the Council, paid tribute to the work of Councillor Andrew Coles, adding that their integrity, honesty and transparency always shone through during their time in office, and stated the Council was very grateful.

Councillor Duncan Enright, Deputy Leader of the Council and Executive Member for Economic Development, also paid tribute to the work of Councillor Andrew Coles, highlighting their great friendship over many years. The Deputy Leader also announced that they had attended the 2024 Football League I Play-Off Final at Wembley, where Oxford United defeated Bolton Wanderers to gain promotion back to the Football League Championship after 25 years outside the second tier.

In return, Councillor Andrew Coles highlighted that the year they served in the Chair had been one of challenges, adding that refurbishment of Council meeting rooms had played a part in such challenges. The Chair gave an overview of the community and civic events they had attended during their time in office, stating how proud they were to have represented the district in such a way.

Councillor Coles also stated that their charity events throughout the previous municipal year had raised £3,000 for their chosen charities – Witney Woodland Volunteers, West Oxfordshire Community Transport and West Oxfordshire Foodbank. Councillor Coles also paid tribute to all Members and Officers for their support during their time in office, and highlighted the support of the Council's Executive Support Team, Democratic Services, Electoral Services, and personally highlighted the work of the Council's Executive Assistant, Mandy Smith, for their exceptional work 'behind the scenes'.

Councillor Coles also highlighted their attendance at the 2024 Football League I Play-Off Final at Wembley, where Oxford United defeated Bolton Wanderers 2-0 to gain promotion to the Football League Championship. Councillor Coles stated they hoped to be cheering on "The Yellows" from a new stadium very soon.

CL.165Report of the Leader

Councillor Andy Graham, Leader of the Council, introduced the report and informed the Council of the appointments to the Executive for the new municipal year, which were as follows:

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- Councillor Andy Graham – Leader of the Council;
- Councillor Duncan Enright – Deputy Leader of the Council, and Executive Member for Economic Development;
- Councillor Alaric Smith – Executive Member for Finance;
- Councillor Charlie Maynard – Executive Member for Planning and Sustainable Development;
- Councillor Rizvana Poole – Executive Member for Stronger, Healthy Communities;
- Councillor Geoff Saul – Executive Member for Housing and Social Welfare;
- Councillor Lidia Arciszewska – Executive Member for the Environment;
- Councillor Andrew Prosser – Executive Member for Climate Action and Nature Recovery; and
- Councillor Tim Sumner – Executive Member for Leisure and Major Projects.

The Leader paid tribute to the work of Councillor Joy Aitman who had stepped down from the Executive, adding they would be missed and that their work was of outstanding significance to the Council, the residents, and the wider district. The Leader also reaffirmed that the West Oxfordshire Alliance would work hand in glove to put the residents of the district first.

The Leader also confirmed the following joint Executive arrangements and appointments to external bodies:

- Councillor Andy Graham – Future Oxfordshire Partnership;
- Councillor Charlie Maynard – Infrastructure Advisory Group;
- Councillor Charlie Maynard – Planning Advisory Group;
- Councillor Geoff Saul – Housing Advisory Group;
- Councillor Andrew Prosser – Environment Advisory Group.

The Leader drew the attention of the Council to the Executive Scheme of Delegation, covered in Part 3D and Part 4 of the Council's constitution.

Councillor Andy Graham proposed that Council note the report of the Leader. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

- I. Note the Report of the Leader.

CL.166 Returning Officer's Report on Elections held on 2 May 2024

Councillor Andy Graham, Leader of the Council, introduced the report, which detailed and summarised the results of local elections, held on 2 May 2024.

The Leader stated that the report was a factual representation of the results of the elections to West Oxfordshire District Council held on 2 May 2024, and paid tribute to the work of the Returning Officer, Electoral Services Team, and officers & staff that assisted with the delivery of the local elections.

The Chair paid tribute to all personnel who had helped with the facilitation of the 2024 Local and Police & Crime Commissioner Elections. The Chair thanked them for their long hours of work to ensure that the Elections ran smoothly and went without a glitch.

The Leader paid tribute to Sharon Ellison and Zena Holliday in Electoral Services for their exceptional commitment and resolve in their work relating to the Elections. The Leader said that they had presented the Electoral Services team with a bouquet of flowers in appreciation for their hard work and dedication.

Councillor Andy Graham proposed that Council note the Return of the Returning Officer. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

1. Note the Returning Officer's report on Elections held on 2 May 2024.

CL.167 Appointment of Members to the Council's Committees, including Substitute Members

Councillor Andy Graham, Leader of the Council, introduced the report, which sought to:

- Establish the Council's committees as defined in Part 3C of the Council's Constitution, for the Civic Year 2024/25;
- Establish the allocation of seats to political groups based on political proportionality;
- Appoint members to the Council's committees, working groups external committees for the Civic Year 2024/25;
- Make appointments to the positions of Chair and Vice-Chair of Council's committees and working groups for the Civic Year 2024/25.

The Leader drew the Council's attention to the additional supplementary papers relating to the agenda item, which were published ahead of the meeting.

Councillor Andy Graham proposed that Council agree recommendations 1, 2, 3, 4, 5 and 7 as listed on the original report, with recommendation 6 put to a separate vote. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

1. Agree to establish the Council's Committees as defined in Part 3 of the Council's Constitution, for the Civic Year 2024/25;
2. Determine that, in accordance with Section 15 of the Local Government and Housing Act 1989 ("the Act"), the Council shall continue to apply the political balance provisions under the Act to committees as shown in Annex A;
3. Agree to reduce the size of the Audit and Governance Committee to 11 Councillors (from 17);
4. Agree to include a rule in the Constitution (Part 3C) that no Members of the Executive will sit on the Audit and Governance Committee;

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5. Authorise officers to undertake a recruitment exercise for up to 2 Independent Persons to become non-elected Members of the Audit and Governance Committee;
6. Note the arrangements for substitute members set out in part 5 of the report.

Councillor Duncan Enright proposed an amendment to recommendation 6 on the original report, whereby Councillor Lidia Arciszewska would replace Councillor Charlie Maynard on the Local Plan Cross-Party Member Working Group. Councillor Charlie Maynard would chair the Local Plan Cross-Party Member Working Group as an ex-officio member in their capacity as Executive Member for Planning and Sustainable Development.

Councillor Michele Mead queried whether the amendment was constitutional. The Business Manager for Democratic Services confirmed that the Local Plan Cross-Party Member Working Group was not covered by the Constitution but that officers' reading of the terms of reference for the working group (previously agreed by Council) was that the Executive Member would attend and chair the working group as an ex-officio member.

The amendment was seconded by Councillor Andy Graham and was put to a vote. There were 29 votes in favour, 11 votes against with 1 abstention. The vote was carried.

Council **Resolved** to:

7. Appoint councillors to serve on the Council's committees, working groups and external committees, as set out in Annex B for a term of office expiring at the next Annual Meeting of the Council, with Councillor Lidia Arciszewska replacing Councillor Charlie Maynard on the Local Plan Cross-Party Member Working Group.

CL.168 Scheme of Officer Delegations

Councillor Andy Graham, Leader of the Council, introduced the item which, as required by the Council's Constitution, invited Council to confirm the Scheme of Officer Delegations, other than those relating to Executive functions.

Councillor Andy Graham proposed that Council adopt the Constitution, and agree the Scheme of Officer Delegations, other than those relating to Executive functions, as set out in Part 4 of the Council's Constitution. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

1. Adopt the Council's Constitution and agree the Scheme of Officer Delegations, other than those relating to Executive functions, as set out in Part 4 of the Constitution.

CL.169 Recommendations of the Independent Remuneration Panel

Councillor Andy Graham, Leader of the Council, introduced the report, which considered recommendations made to Council by the Independent Remuneration Panel, from its meeting held on 23 April 2024.

Councillor Duncan Enright, Deputy Leader of the Council and Executive Member for Economic Development, highlighted the increased workload of the Overview and Scrutiny Committee and the ever-developing role of the Committee's Vice-Chair. The Deputy Leader also paid tribute to the work of the Independent Remuneration Panel and thanked them for their work to produce an effective report with effective recommendations to Council.

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In response to a question, the Business Manager for Democratic Services confirmed that whilst the report was written by officers summarising the deliberations of the Independent Remuneration Panel, the Panel had agreed the report.

Councillor Andy Graham proposed that Council agree the recommendations listed on the original report. This was seconded by Councillor Duncan Enright and was put to a vote. There were 42 votes in favour, 0 votes against with 1 abstention. The vote was carried.

Council Resolved to:

1. Agree that the Vice-Chair of a single Overview and Scrutiny Committee be paid a Special Responsibility Allowance (SRA) of 0.5x the basic allowance paid to all Councillors, reducing to 0.25x basic allowance if there is more than one Overview and Scrutiny Committee;
2. Agree to backdate the payment of the SRA paid to the Vice-Chair of the Overview and Scrutiny Committee to first meeting of the new Overview and Scrutiny Committee (8 November 2023).

CL.170 Appointment of a Temporary Parish Councillor to Fulbrook Parish Council

Councillor Andy Graham, Leader of the Council, introduced the report, which sought to agree the appointment of a temporary member of Fulbrook Parish Council, enabling the Parish Council to become quorate.

Councillor Andy Graham proposed that Council agree the recommendations as listed on the original report. This was seconded by Councillor Duncan Enright, was put to a vote, and was unanimously agreed by Council.

Council Resolved to:

1. Agree to make an order under Section 91 of the Local Government Act 1972 ('the Act') appointing Councillor Hugo Ashton as a temporary member of Fulbrook Parish Council, enabling the Parish Council to become quorate;
2. Note that the appointment shall be effective until Fulbrook Parish Council is quorate (i.e., it has three members of the Council in place, excepting the temporary appointee);
3. Delegate authority to the Director of Governance to make orders and make temporary appointments to Town/Parish Councils as required, under the powers in Section 91 of the Act.

CL.171 Dates of Future Meetings

Councillor Andy Graham, Leader of the Council, introduced the agenda item, which advised the dates of future Council meetings for the municipal year 2024/25.

The Leader proposed that the meeting of 25 September 2024 be held at 6.00pm on a trial basis. This was seconded by Councillor Michele Mead, who highlighted that many members have full-time employment outside of the Council, and that a later start time would make the Council more inclusive and would encourage stronger public attendance at meetings.

Councillor Andrew Coles, Vice-Chair of the Council, proposed an amendment to the proposal, whereby Council would defer the decision regarding the start time of the September meeting of Council, to the next meeting in July 2024, so that members could be surveyed on

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meeting start times, ahead of any trial. Councillor Coles explained the rationale for the amendment, highlighting that later start times for meetings of Council would raise challenges for members who had additional commitments outside of the Council, such as shift work and childcare commitments, and that the best way for all views to be considered, would be for members to be consulted on the matter.

In seconding the proposed amendment, Councillor Steve Cosier explained that future candidates for elections may become disenfranchised from putting themselves forward for election, if the role of councillor did not work with their pre-existing commitments. Councillor Cosier affirmed that a consultation for Members was a reasonable approach to seek the view of Members regarding start times of meetings, so that all views could be taken into consideration ahead of a decision being taken.

In debate, Members stated that if a trial did not work as originally proposed owing to a lack of consensus from the Council's membership, a simple solution would be to revert to the original timetable as previously agreed.

Members also expressed their support for a survey and stated that as elected Councillors, they were mandated to attend meetings wherever possible, and that flexibility could be exercised in order to make meeting start times more accommodating.

Members also highlighted that start times to meetings had been consulted on in the past with no firm resolutions being agreed, and that other councils had been through a similar process previously.

Several members also highlighted the additional workload a consultation would pose upon officers, adding that the consultation must be worthwhile and effective in order for a consensus to be achieved, and that the right balance must be applied when taking into consideration all views.

Councillor Andy Graham advised that they were happy to accept the amendment proposed by Councillor Andrew Coles, to defer a decision regarding the start time of the September meeting of Council, until the meeting of Council in July 2024 pending a member survey on preferred start times. Councillor Michele Mead, as seconder to the original motion, confirmed they would also accept the amendment. This was put to a vote, and was unanimously agreed by Council.

Council **Resolved** to:

- I. Defer a decision regarding the start time of the September meeting of Council, until the meeting of Council in July 2024.

The Meeting closed at 3.12pm.

CHAIR

Annex B for Annual Council: Committee Nominations 2024/25

Table I: Committees for appointment by Council

Committee (No. of Seats)	Liberal Democrat Group	Conservative Group	Labour and Co-Op Group	Green Group
Audit and Governance (11)	<ol style="list-style-type: none"> 1. Carl Rylett 2. David Jackson 3. Nigel Ridpath 4. Elizabeth Poskitt 5. David Melvin 	<ol style="list-style-type: none"> 1. Andrew Beaney 2. Jane Doughty 3. Edward James 	<ol style="list-style-type: none"> 1. Joy Aitman 2. Ruth Smith 	<ol style="list-style-type: none"> 1. Sandra Simpson
Overview and Scrutiny (24)	<ol style="list-style-type: none"> 1. Alistair Wray 2. Adam Clements 3. Steve Cosier 4. Elizabeth Poskitt 5. Natalie King 6. Julian Cooper 7. Liz Leffman 8. Carl Rylett 9. Paul Marsh 10. Dan Levy 	<ol style="list-style-type: none"> 1. Andrew Beaney 2. Thomas Ashby 3. Nick Leverton 4. Michele Mead 5. Liam Walker 6. Alex Wilson. 	<ol style="list-style-type: none"> 1. Andrew Lyon 2. Rachel Crouch 3. Stuart McCarroll 4. Joy Aitman 5. Ruth Smith 6. Mark Walker 	<ol style="list-style-type: none"> 1. Sandra Simpson 2. Genny Early
Development Control (24) <i>Groups have nominated 10 Uplands Members and 14 Lowlands Members.</i>	Uplands: <ol style="list-style-type: none"> 1. Julian Cooper 2. Lidia Arciszewska 3. David Jackson 4. Adam Clements 5. Hugo Ashton Lowlands: <ol style="list-style-type: none"> 6. Andy Goodwin 7. Phil Godfrey 8. Alistair Wray 9. David Melvin 10. Steve Cosier 	Uplands: <ol style="list-style-type: none"> 1. Andrew Beaney 2. Roger Faulkner Lowlands: <ol style="list-style-type: none"> 3. Michele Mead 4. Nick Leverton 5. Adrian Walsh 6. Sarah Veasey 	Uplands: <ol style="list-style-type: none"> 1. Mark Walker 2. Geoff Saul Lowlands: <ol style="list-style-type: none"> 3. Michael Brooker 4. Rachel Crouch 5. Joy Aitman 6. Andrew Lyon 	Uplands <ol style="list-style-type: none"> 1. Rosie Pearson Lowlands: <ol style="list-style-type: none"> 1. Andrew Prosser


Licensing (11)	1. David Jackson 2. David Melvin 3. Paul Marsh 4. Tim Sumner 5. Dan Levy	1. Jane Doughty 2. Edward James 3. Martin McBride	1. Mark Walker 2. Andrew Lyon	1. Sandra Simpson
Performance and Appointments (5)	1. Andy Graham 2. Alaric Smith	1. Michele Mead 2. Liam Walker	1. Duncan Enright	

Table 2: Working groups for appointment by Council

Constitution Working Group (9)	1. Andy Graham 2. Alaric Smith 3. Andy Goodwin 4. David Melvin	1. Michele Mead 2. Thomas Ashby	1. Joy Aitman 2. Andrew Coles	1. Rosie Pearson
Local Plan Working Group (10) The Executive Member for Planning is an ex-officio member.	1. Carl Rylett 2. Julian Cooper 3. Lidia Arciszewska 4. Hugo Ashton	1. Nick Leverton 2. Michele Mead 3. Adrian Walsh	1. Ruth Smith 2. Mark Walker	1. Rosie Pearson

Table 3: External bodies for appointment by Council

Future Oxfordshire Partnership Scrutiny Panel (3)	1. Julian Cooper		1. Michael Brooker	1. Sandra Simpson
Oxfordshire Joint Health Overview and Scrutiny Committee (1)			1. Joy Aitman	

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>COUNCIL – 24 JULY 2024</p>
<p>Subject</p>	<p>RECOMMENDATIONS FROM EXECUTIVE TO COUNCIL</p>
<p>Wards Affected</p>	<p>All</p>
<p>Accountable Member</p>	<p>Councillor Andy Graham – Leader of the Council. Email: andy.graham@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Andrew Brown – Business Manager, Democratic Services. Email: andrew.brown@publicagroup.uk</p>
<p>Report Author</p>	<p>Max Thompson – Senior Democratic Services Officer. Email: max.thompson@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To agree recommendations made to Council by the Executive, from its meetings since 22 May 2024.</p>
<p>Annexes</p>	<p>Annex A – Recommendations from Executive to Council. Annex B – Outside Body Appointments 2024/25 (TO FOLLOW).</p>
<p>Recommendations</p>	<p>The Executive Recommends that Council resolves to:</p> <ol style="list-style-type: none"> 1. Approve the addition of the capital programme for the landlord’s fitout works (Letting of Unit at Marriott’s Walk); <p>And subject to the resolutions of 22 July 2024, the Executive recommends that Council resolves to:</p> <ol style="list-style-type: none"> 2. Delegate authority to the Assistant Director for Planning and Sustainable Development to submit the CIL charging schedule for independent examination in accordance with the Community Infrastructure Levy Regulations 20210 (as amended) including any minor modifications, subject to there being no significant issues raised during the six-week consultation period (Community Infrastructure Levy (CIL) Draft Charging Schedule); 3. Carry forward the capital budget of £4,086,328 (Financial Performance Report 2023-24 Quarter Four);

	<ol style="list-style-type: none"> 4. Approve the transfers to and between Earmarked Reserves as detailed in the report (Financial Performance Report 2023-24 Quarter Four); 5. Agree to utilise Housing Reserves as set out in section 4 of the report (Our House Project Funding Extension 2024-2026); 6. Note the appointments to outside bodies, as set out in Annex A (Outside Body Appointments); 7. Approve the implementation of Phase I of the Publica Transition on the basis of the Detailed Transition Plan (Publica Transition Plan); 8. Delegate to the Chief Executive in consultation with the Leader of the Council the decision to deal with any final detail matters arising from the Detailed Transition Plan (Publica Transition Plan); 9. Delegate authority to the Director of Governance in liaison with the Leader to update the constitution by making any consequential changes required as a result of Phase I of the Publica Transition (Publica Transition Plan); 10. Carry out a budget re-basing for the 2026/7 financial year so that the funding provided to Publica is proportionate to the services received (Publica Transition Plan).
Corporate Priorities	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Executive, Director of Governance, Democratic Services Business Manager.

1. BACKGROUND

- 1.1 The Council is required to consider recommendations made by the Executive from its meetings since 22 May 2024.

2. MAIN POINTS

- 2.1 The decisions recommended by the Executive, to be agreed by Council, are detailed within Annex A with hyperlinks added to signpost Members and the public to the original decisions taken by the Executive, along with other related documentation.
- 2.2 All other decisions of the Executive were in the Executive's gift to make and no other recommendations have been made to Council at this time.

3. FINANCIAL IMPLICATIONS

- 3.1 Any financial implications of the proposed decisions are as set out in the associated reports to the Executive.

4. LEGAL IMPLICATIONS

- 4.1 Any legal implications of the proposed decisions are as set out in the associated reports to the Executive.

5. RISK ASSESSMENT

- 5.1 Any risks associated with the proposed decisions are as set out in the associated reports to the Executive.

6. EQUALITIES IMPACT

- 6.1 Any equality implications associated with the proposed decisions are as set out in the associated reports to the Executive.

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 7.1 Any climate and ecological emergency implications associated with the proposed decisions are as set out in the associated reports to the Executive.

8. BACKGROUND PAPERS

- 8.1 None.


(END)

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Annex A – Recommendations from Executive to Council.

<u>Date</u>	<u>Meeting</u>	<u>Recommendations</u>
12 June 2024	Executive	<p>Letting of Unit at Marriott’s Walk</p> <p>The Executive Resolved to recommend to Council to:</p> <ol style="list-style-type: none"> 1. Approve the addition of the capital programme for the landlord’s fitout works.
22 July 2024	Executive	<p>Community Infrastructure Levy (CIL) Draft Charging Schedule (item 8)</p> <p>Subject to the resolutions of the meeting of 22 July 2024, the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Recommend to Council to delegate authority to the Planning Policy Manager to submit the CIL charging schedule for independent examination in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) including any minor modifications, following consultation with the Executive Member for Planning and Sustainable Development, subject to there being no significant issues raised during the six-week consultation period.
22 July 2024	Executive	<p>Financial Performance Report 2023-24 Quarter Four (item 9)</p> <p>Subject to the resolutions of the meeting of 22 July 2024, the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Recommend to Council to carry forward the capital budget of £4,086,328; 2. Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report.
22 July 2024	Executive	<p>Our House Project Funding Extension 2024-2026 (item 11)</p> <p>Subject to the resolutions of the meeting of 22 July 2024, the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Recommend to Council that it agrees to utilise Housing Reserves as set out in section 4 of the report. <p><u>Section 4</u> Housing currently has sufficient funding to meet the costs of extending the Our House project in earmarked Housing Reserves from underspends in previous allocations of ring fenced grants. The ethos of Our House meets the requirements set out in the Department for Levelling Up Housing and Communities (DLUHC) Homelessness Prevention Grant allocation instructions.</p>

		<p>Aspire are currently providing high level support and are achieving excellent outcomes for young people leaving the project.</p> <p>There are currently no external funding opportunities however the Housing Team will continue to search for options for additional funding.</p> <p><u>Proposed Support Package costs:</u> Year 1 – November 2024 – October 2025 – £73,500 Year 2 – November 2025 – October 2026 – £75,500</p> <p>Total – £149,000</p>
22 July 2024	Executive	<p>Outside Body Appointments (item I2)</p> <p>Subject to the resolutions of the meeting of 22 July 2024, the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Recommend to Council to note the appointments to outside bodies as set out in Annex A.
22 July 2024	Executive	<p>Publica Transition Plan (item I3)</p> <p>Subject to the resolutions of the meeting of 22 July 2024, the Executive resolves to recommend to Council to:</p> <ol style="list-style-type: none"> 1. Approve the implementation of Phase I of the Publica Transition on the basis of the Detailed Transition Plan; 2. Delegate to the Chief Executive in consultation with the Leader of the Council the decision to deal with any final detail matters arising from the Detailed Transition Plan; 3. Delegate authority to the Director of Governance in liaison with the Leader to update the constitution by making any consequential changes required as a result of Phase I of the Publica Transition; 4. Carry out a budget re-basing for the 2026/7 financial year so that the funding provided to Publica is proportionate to the services received.

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>COUNCIL – 24 JULY 2024</p>
<p>Subject</p>	<p>RECOMMENDATIONS TO COUNCIL FROM THE COUNCIL’S COMMITTEES</p>
<p>Wards Affected</p>	<p>All</p>
<p>Accountable Member</p>	<p>Councillor Mark Walker – Chair of Licensing Committee. Email: mark.walker@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Jon Dearing – Interim Executive Director. Email: jon.dearing@publicagroup.uk.</p>
<p>Report Author</p>	<p>Max Thompson – Senior Democratic Services Officer. Email: max.thompson@westoxon.gov.uk.</p>
<p>Purpose</p>	<p>To agree recommendations made to Council by the Licensing Committee from its meeting held on 18 June 2024.</p>
<p>Annexes</p>	<p>Annex A – Recommendations to Council from the Council’s Committees Annex B – WODC Pavement Licensing Policy 2024</p>
<p>Recommendations</p>	<p>The Licensing Committee recommends that Council resolves to:</p> <ol style="list-style-type: none"> 1. Approve the draft Pavement Licensing Policy, subject to any further amendments; 2. Approve the new fees as detailed in paragraph 3.3 of the original report (see Annex A).
<p>Corporate Priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/</p>	<p>NONE</p>

Consultation	
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1. BACKGROUND

- 1.1 The Council is required to consider recommendations made to Council by its Committees since its last meeting held on 22 May 2024.

2. MAIN POINTS

- 2.1 The decisions recommended by the Licensing Committee to be agreed by Council, are detailed within Annex A, with a copy of the Pavement Licensing Policy 2024 appended at Annex B.

3. FINANCIAL IMPLICATIONS

- 3.1 Any financial implications of the proposed decisions are as set out in the associated reports to the Committee.

4. LEGAL IMPLICATIONS

- 4.1 None.

5. RISK ASSESSMENT

- 5.1 Not Applicable.

6. EQUALITIES IMPACT

- 6.1 Not Applicable.

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 7.1 Not Applicable.

8. BACKGROUND PAPERS

- 8.1 None.

(END)

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Annex A – Recommendations to Council from the Council’s Committees.

<u>Date</u>	<u>Meeting</u>	<u>Recommendations</u>
18 June 2024	Licensing Committee	Business and Planning Act 2020 – Update to Pavement Licensing Regime The Licensing Committee Resolved to Recommend to Council to: <ol style="list-style-type: none">1. Approve the draft policy, subject to any further amendments;2. Approve the new fees as detailed in paragraph 3.3 of the original report (see below).

Paragraph 3.3.

To ensure that the Council is reimbursed for the administration of this service a cost analysis has been undertaken. Proposals for the new costs for this service is as follows:

- New Licence Fee £185.00
- Renewal Fee £150.00

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West Oxfordshire District Council

Pavement Licensing Policy

Revised April 2024

Contents

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I. INTRODUCTION

The Business and Planning Act 2020 (“the Act”) was passed to promote economic recovery and growth in response to the economic impacts of the global Covid-19 pandemic. The Act included urgent provisions designed to make it easier for premises in England serving food and drink such as bars, restaurants and pubs to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing.

Sections 1 to 10 of the Act created a temporary regime for the issuing of “pavement licences” by appropriate local authorities. West Oxfordshire District Council (“the Council”) is the appropriate local authority for issuing pavement licences in the administrative area covered by the Council.

The process introduced a streamlined and cheaper route for businesses such as cafes, restaurants and bars to secure a licence to place furniture on the highway. The aim of the legislation was to support businesses to operate safely while social distancing measures remained in place and to provide much needed income over the summer months and protect as many hospitality jobs as possible.

The Levelling Up and Regeneration Act 2023 now makes permanent the provisions set out in the Act and all applications received after 31 March 2024 will be administered under the new regime.

2. SCOPE

2.1. Definition of pavement licence

A pavement licence is a licence granted by the local authority, or deemed to have been granted, which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes.

2.2. Eligible Businesses

A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Eligible businesses include public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours including where such uses form an ancillary aspect of another use, for example supermarkets, or entertainment venues which sell food and drink.

A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

2.3. Eligible Locations

Licences can only be granted in respect of highways listed in section 115A (1) of the Highways Act 1980.

Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicular access is restricted or prohibited. Highways maintained by Network Rail or over Crown land are exempt (so a licence cannot be granted).

2.4. Type of furniture permitted

The furniture which may be used is:

- counters or stalls for selling or serving food or drink;
- tables, counters or shelves on which food or drink can be placed;
- chairs, benches or other forms of seating; and
- umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

This furniture is required to be removable and related to the serving, sale and consumption of food or drink, which in principle means it is not a permanent fixed structure, and is able to be moved easily, and stored away at the end of the evening.

The Council would also expect the type of furniture to be 'in keeping' with the local area.

2.5. Planning Permission

If a pavement licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid and remains in force.

2.6. Existing tables/chairs

The new pavement licence regime runs alongside the provisions in Part 7A of the Highways Act 1980, which remain in place.

Any existing permissions issued under Part 7A of the Highways Act 1980 remain valid.

Any existing tables/chairs that have been placed on the highway without permission under Part 7A of the Highways Act 1980 will require licensing under this regime.

3. APPLICATION AND DETERMINATION OF PAVEMENT LICENCES

3.1. Submission of the Application

An application for a Pavement Licence must be made to the Council on the appropriate form, and accompanied by:

- A plan showing the location of the premises marked by a red line, so the application site can be clearly identified
- A plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items of furniture to be placed on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.
- Photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied.

The applicant must also have public liability insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million before the licence can be utilised.

If a Traffic Regulation Order is required, the applicant must ensure that this permission is in place prior to applying for a Pavement Licence.

An application will not be considered complete (valid) until the application form and all required documents have all been received. The public consultation period will not commence until the day after a complete application has been made.

All expired licences will be treated as new applications. If a licence holder applies for a renewal before the expiration of the existing licence, this will be treated as a renewal. The applicant must advertise the application for a period of 14 days. If the application is for the same layout only a copy of the public liability insurance will be required. If there is a change to the original layout, all documents will be required (e.g. plan, photographs of furniture etc.). A fee will be due in both cases.

3.2. Fees

The fee for applying for a new licence under the process is set locally but capped at £500. The Council has determined that the fee for new applications will be £185.

The fee for applying for a renewal licence is set locally but capped at £350. The Council has determined that the fee for renewal applications will be £150.

3.3. Consultation

Applications are consulted upon for 14 days, starting on the day after a valid application is received by the Council.

The Council will publish details of the application on its public access register at www.westoxon.gov.uk

The Council is required by law to consult with the Highway Authority. In addition, to ensure that there are no unacceptable detrimental effects arising from the application proposals the Council will consult with:

- West Oxfordshire District Council Planning teams
- West Oxfordshire District Council Food, Health and Safety team
- West Oxfordshire District Council Operations (Environmental Health) team
- Thames Valley Police
- Town/Parish Councils
- Ward Members

Members of the public and others listed above can contact the Council to make representations.

The Council must take into account representations received during the public consultation period and consider these when determining the application.

3.4. Site Notice

The applicant must, on the day the pavement licence application is made, fix a Notice of the application to the premises so that it is readily visible to, and can be read easily by, members of the public who are not on the premises. The Notice must be constructed and secured so that it remains in place until the end of the public consultation period. Evidence of the Site Notice requirement having been complied with must be supplied to the Council.

The Site Notice must:

- state that the application has been made and the date on which it was made;
- state the statutory provisions under which the application is made;
- state the address of the premises and the name of the business;
- describe the proposed use of the furniture;
- indicate that representations relating to the application may be made to the Council during the public consultation period and when that period comes to an end;
- state the Council's website where the application and any accompanying material can be viewed during the consultation period;
- state the address to which representations should be sent during the consultation period; and
- the end date of the consultation (14 days starting the day after the valid application is submitted to the Council).

A Site Notice template is shown as Appendix I.

3.5. Site Assessment

The following matters will be used by the Council and consultees in considering the suitability of the proposal:

- public health and safety – for example, ensuring that uses conform with latest guidance on social distancing and any reasonable crowd management measures needed as a result of a licence being granted and businesses reopening;
- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and,
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of:
 - any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
 - whether there are other permanent street furniture or structures in place on the footway that already reduce access;
 - the impact on any neighbouring premises
 - the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 4.2 of [Inclusive Mobility](#)
 - the cumulative impact of multiple pavement licences in close proximity to each other and if there is specific evidence that this may create a build-up of furniture in a particular area and potentially cause obstruction on the footway for certain pavement users, such as disabled people, and
 - other users of the space, for example if there are high levels of pedestrian or cycle movements.

Applicants are strongly encouraged to talk to neighbouring businesses and occupiers prior to applying to the Council, and to take any issues around noise, and nuisance into consideration as part of the proposal. Discussions with neighbours should consider any plans neighbouring businesses have also to place tables and chairs on the highway and plans for customers to queue outside.

3.6. Determination

Once the valid application is submitted the Council has 28 days from the day after the application is made (excluding public holidays) to consult upon and determine the application. This consists of 14 days for public consultation, and then 14 days to consider and determine the application after the consultation end date.

If the Council determines the application before the end of the determination period it can:

- grant the licence in respect of any or all of the purposes specified in the application,
- grant the licence for some or all of the part of the highway specified in the application, and impose conditions, or
- refuse the application.

If the Council does not determine the application within the 14-day determination period, the application will be deemed to have been granted.

The following are authorised to grant or refuse applications, and to revoke a Licence which has been granted:

TABLE OF DELEGATIONS	
Decision	Delegated to
Grant of an application where no objections have been received during the consultation period	Business Manager responsible for the Licensing Service or Licensing Team Leader
Grant or refusal of an application where objections have been received during the consultation period	Business Manager responsible for the Licensing Service or Licensing Team Leader, following consultation with the Chair of the Miscellaneous Licensing Sub-Committee
Revocation of a Licence	Business Manager responsible for the Licensing Service or Licensing Team Leader, following consultation with the Chair of the Miscellaneous Licensing Sub-Committee

3.7. Approval of Applications

The Council may approve applications meeting the criteria contained within these guidelines.

On approving the application, the Council will issue a Pavement Licence to which conditions will be attached. The licence will also contain specific terms such as days and hours when tables and chairs are permitted and appearance and location of the furniture corresponding to the application.

A copy of the Council's standard conditions, which will be attached to all Pavement Licences are shown at Appendix 2. Additional conditions may be attached if the Council considers it appropriate in the circumstances of any particular case.

The Council generally will only permit Pavement Licences between 08:00 and 22:00 hours. Applicants are encouraged not to apply to operate outside of these times.

Applications outside these hours will be assessed in terms of the criteria detailed above regardless of whether objections have been made or not. The Council however retains the right to specify permitted hours of trading that are less than those specified above in appropriate circumstances.

3.8. Licence Duration

If the Council determines an application before the end of the determination period (which is 14 days, beginning with the first day after the public consultation period, excluding public holidays) the Council can specify the duration of the licence, subject to a minimum duration of three months.

The expectation from the Government is that Councils will grant licences for 24 months or more unless there are good reasons for granting a licence for a shorter period such as plans for future changes in use of road space. As such, the Council will normally grant applications for a two-year period.

If a licence is 'deemed' granted because the Council does not make a decision on an application before the end of the determination period, then the licence will be valid for two years starting on the first day after the determination period.

3.9. Refusal of Applications

If the site is deemed unsuitable for a Pavement Licence, or if relevant representations are made which cannot be mitigated by conditions then the application may be refused.

There is no statutory appeal process against a decision to refuse an application.

A business may apply again after refusal but will have to make a new application and address the concerns raised in the original application.

4. CONDITIONS

The Council's standard conditions can be found at Appendix 2. In some cases, extra measures may be required. This will be determined when assessing any application, on a case-by-case basis, and the Council will confirm the reasons why any additional conditions have been imposed.

The Act contains two national conditions that all granted and deemed granted licences must adhere to if the Council fails to publish their own conditions, or the published conditions fail to make provision for observing the national conditions. The two conditions are:

- a no-obstruction condition
- a smoke-free seating condition

The Council's published conditions make provision for these conditions, but for the sake of transparency, the national conditions are detailed in Appendix 3 to this document.

The Act also allows for the Secretary of State to produce, via Regulations, conditions for pavement licences, and to stipulate whether these conditions have effect as well as, or instead of, the conditions placed on a licence by the Council. If such conditions are created, this guidance will be amended to reflect them, and all licence holders will be notified of any changes this may create.

Where a Council sets a local condition that covers the same matter as set out in national conditions, then the locally set condition takes precedence over the national condition where there is reasonable justification to do so.

5. ENFORCEMENT

The Council aims to work closely with other enforcement authorities to enforce the provisions of all appropriate legislation. It remains the case that an obstruction of the Highway is an offence under The Highways Act 1980 and will be dealt with by the Highways Authority or the Police.

Obtaining a licence does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing and social distancing controls. An applicant must ensure such permissions are in place prior to applying.

If a condition imposed on a licence either by the Council or via a National Condition is breached the Council will be able to issue a Notice requiring the breach to be remedied and the Council can take action to cover any costs.

The Council can give notice to businesses that have placed furniture on the relevant highway without the required licence. If furniture continues to be placed on the highway, in contravention of the notice, the Council may remove and store the furniture, recover the costs from the business for the removal and storage of the furniture, and refuse to return the furniture until those costs have been paid. If within three months of the notice being served, the costs are not paid, the authority can dispose of the furniture by sale or other means and retain the proceeds.

The Council can amend a licence in certain circumstances with the licence holder's consent.

The Council may revoke a licence in the following circumstances:

1. For breach of condition, (whether or not a Remediation Notice has been issued) or
2. Where:
 - there are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;
 - the highway is being obstructed (other than by anything permitted by the licence);
 - there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up;
 - it comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or
 - the applicant did not comply with the requirement to affix the Notice to notify the public for the relevant period.
3. The Council may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or deemed to be granted. For example, the licensed area (or road adjacent) is no longer to be pedestrianised. The Council will give reasons where these powers are used.
4. Any requests for revocation will be raised by the Officer and determined in consultation with the Chair of the Miscellaneous Licensing Sub-Committee

6. REVIEW PROCEDURES

This Policy covers the Permission for Pavement Licences under the Business and Planning Act.

This Policy will be reviewed from time to time should changes occur in relevant legislation, the nature of Pavement Licences generally, relevant social distancing measures or as a result of local considerations within the West Oxfordshire District.

BUSINESS AND PLANNING ACT 2020

NOTICE OF APPLICATION FOR GRANT OF A PAVEMENT LICENCE

I / We(1)

Do hereby give notice that on (2)

I / we have applied to West Oxfordshire District Council for a pavement licence at:

.....
..... (3)

known as..... (4)

The application is for:

.....
..... (5)

Any person wishing to make representations to this application may do so by writing to ers@westoxon.gov.uk by:

..... (6)

The application and information submitted with it can be viewed at:
www.westoxon.gov.uk

Signed

Date (7)

Guidance notes on completing this notice of application.

Complete the notice by putting the following information in the numbered spaces:

- (1) Name of the applicant
- (2) Date the valid application is made (submitted)
- (3) Postal address of the premises
- (4) Name the premises is known by
- (5) Brief description of application (e.g. outdoor seating to the front of the premises for serving of food and drink]).
- (6) Last date for representations being the date 14 days after the date the valid application is submitted to the local authority (excluding public holidays)
- (7) The date the notice was placed (must be the same date as (2) above)

On the same day that the valid application is made, a completed copy of this notice must be fixed to the premises so that it is readily visible to, and can be easily read by, members of the public who are not on the premises. It should be secured so that the notice remains in place until the end of the 14-day public consultation period.

Failure to comply with this requirement may lead to the revocation of any licence granted or deemed granted.

Standard Pavement Licence Conditions

Please note that these conditions are not an exhaustive list. Each application will be considered on its own merits and individual, specific conditions may be attached where deemed appropriate.

Where a licence is deemed granted, the applicant is deemed to be a 'licence holder' and is required to comply with all of the below conditions. In such circumstances, references to 'licensed area' should be understood to mean the area proposed for licensing within the application.

1. The licence holder must ensure that no activity undertaken by them by the placing of furniture on the highway will:
 - (a) prevent traffic, other than vehicular traffic, from:
 - (i) entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),
 - (ii) passing along the relevant highway, or
 - (iii) having normal access to premises adjoining the relevant highway,
 - (b) prevent any use of vehicles which is permitted by a pedestrian planning order, or which is not prohibited by a traffic order,
 - (c) prevent statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or
 - (d) prevent the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.
2. The licence holder must ensure clear routes of access are maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in the Department for Transport's [Inclusive Mobility](#) document.
3. Where the furniture to be put on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence holder must make reasonable provision for seating where smoking is not permitted.
4. Permission to operate a pavement café does not imply an exclusive right to the area of public highway. The licence holder must be aware that West Oxfordshire District Council and others (e.g. police, highways authority, statutory undertakers) will need access at various times (including emergencies) for maintenance, installation, special events, improvements etc. or any other reasonable cause. This may mean that the pavement café will need to cease operating and/or be removed for a period of time. On these occasions, there would be no compensation for loss of business.

5. Tables and chairs must not be placed in position outside of the permitted times of the pavement licence. All tables and chairs and other furniture must be stored securely inside a premises away from the highway outside of these times.
6. The licence holder must ensure that furniture is positioned in such a way so as to ensure compliance with the relevant Government guidance on social distancing that is in place at any particular time and that staff can service the space in a manner that does not compromise their health and safety or the health and safety of customers.
7. Unless another more restrictive condition has been attached to the licence in response to particular concerns raised during the public consultation period, the licence holder must not place any furniture on the highway in pursuance of this licence before 08:00 hours on any day and must remove all furniture placed on the highway in pursuance of this licence when the premises closes or by 22:00hrs on any day, whichever is the earliest.
8. The licence holder must at all times hold a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million.
9. The area of the highway covered by the licence must be kept clean and tidy at all times. This will include washing down the area and removing any refuse and litter on the highway in the vicinity of the removable furniture.
10. The licence holder shall not use or allow to be used any music playing, music reproduction or sound amplification apparatus or any musical instruments, radio, or television receiving sets in the area of the highway covered by the licence.
11. The licence holder is not to make or cause to be made any claim against the West Oxfordshire District or Oxfordshire County Council in the event of any property of the licence holder becoming lost or damaged in any way from whatever cause.
12. An unimpeded pedestrian route must be maintained at all times for people wishing to use the footway as per the National Licence Conditions (see Appendix 3).
13. The licensee should ensure that the area operates in a safe and orderly manner, thereby ensuring that any safety risk or nuisance to customers, other users of the public highway or any adjacent land or premises, is minimised.
14. During the hours of darkness suitable and sufficient lighting must be provided to ensure safe use of the area. Any proposals to provide additional lighting to the licensed areas must be agreed with the Highway Authority.
15. The licence holder is not permitted to make any fixtures, or excavations of any kind, to the surface of the highway without prior written approval. Any costs incurred as a result of damage to the highway, due to the positioning of tables and chairs etc. will be recovered in full from the licence holder by West Oxfordshire District Council or the Highway Authority.

16. The premises must ensure that if alcohol is sold from the business that all necessary permissions under the Licensing Act 2003 are in place.
17. The licence must be displayed on the premises with a plan of the agreed layout of the pavement café.
18. West Oxfordshire District Council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.
19. The licence holder must ensure that the area covered by the licence is monitored regularly by staff to ensure that all of the above conditions are being adhered to.

National Conditions

[All section references are to the Business and Planning Act 2020]

No-obstruction condition

Section 5(5)

A “no-obstruction condition” is a condition that anything done by the licence holder pursuant to the licence, or any activity of other persons which is enabled by the licence, must not have an effect specified in section 3(6):

Section 3(6)


The effects referred to in subsection (5) are-

- a) preventing traffic, other than vehicular traffic, from—
 - i. entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),
 - ii. passing along the relevant highway, or
 - iii. having normal access to premises adjoining the relevant highway,
- b) preventing any use of vehicles which is permitted by a pedestrian planning order, or which is not prohibited by a traffic order,
- c) preventing statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or
- d) preventing the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.

Smoke-free seating condition:

Section 5(6)

A “smoke-free seating condition” is a condition that, where the furniture to be put on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence-holder must make reasonable provision for seating where smoking is not permitted.

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and Date of Committee	COUNCIL – 24 JULY 2024
Subject	RESULTS OF MEMBER SURVEY ON COUNCIL START TIMES
Wards Affected	None
Accountable Member	Councillor Andy Graham – Leader of the Council. Email: andy.graham@westoxon.gov.uk
Accountable Officer	Andrew Brown – Democratic Services Business Manager. Email: andrew.brown@publicagroup.uk
Report Author	Andrew Brown – Democratic Services Business Manager. Email: andrew.brown@publicagroup.uk
Purpose	To report to Council the results of the Member Survey on Council start times which Council agreed to undertake at the Annual Meeting on 22 May 2024.
Annexes	Annex A – Summary of Responses Annex B – Detailed responses Q1 and Q2 Annex C – Detailed responses Q3 and Q4 Annex D – Detailed responses Q5
Recommendations	That Council resolves to: <ol style="list-style-type: none"> 1. Note the report; 2. Agree any trial of a different start time for a meeting of full Council.
Corporate Priorities	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO
Consultees/ Consultation	A survey was circulated to all Members of the Council.

1. EXECUTIVE SUMMARY

- 1.1 This report presents the results of a survey circulated to all members on preferred start times for full Council meetings.

2. BACKGROUND

- 2.1 Full Council meetings currently start at 2.00pm. Council on 22 May 2024 considered a proposal to trial a 6.00pm start time for the full Council meeting on 25 September 2024. Council agreed to defer the decision pending all members being surveyed on their preferred start times. A survey was circulated to all members on 23 May 2024 with a response deadline of 5 July 2024. 32 responses were received, representing a response rate of 65%.

3. SURVEY RESULTS

- 3.1 The results of the survey are set out in annexes A-D.

4. OTHER COUNCILS

- 4.1 In the debate at Council on 22 May 2024, members requested information about when other councils hold their full Council meetings. The start times for other neighbouring, Oxfordshire and partner district councils are set out below.

Council	Full Council start time(s)	Comments
Cherwell District Council	6.30pm	
Cotswold District Council	6.00pm in British Summer Time, 2.00pm during General Metric Time, with the exception of the budget setting meeting at 6.00pm.	
Forest of Dean District Council	6.00pm	Recently changed from 7.00pm
South Oxfordshire	6.00pm	
Stratford-Upon-Avon District Council	2.00pm	
Vale of the White Horse District Council	7.00pm	

5. ALTERNATIVE OPTIONS

- 5.1 Council is responsible for setting the meeting times of full Council. The status quo is 2.00pm and the alternative options provided in the survey were 10.00am, 12.00pm, 4.00pm and 6.00pm.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7. LEGAL IMPLICATIONS

7.1 There are no legal implications.

8. RISK ASSESSMENT

8.1 There are no significant risks.

9. EQUALITIES IMPACT

9.1 Council will have due regard to equalities issues when agreeing any changes to meeting start times.

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

10.1 There are no climate and ecological emergencies implications.

11. BACKGROUND PAPERS

11.1 None.

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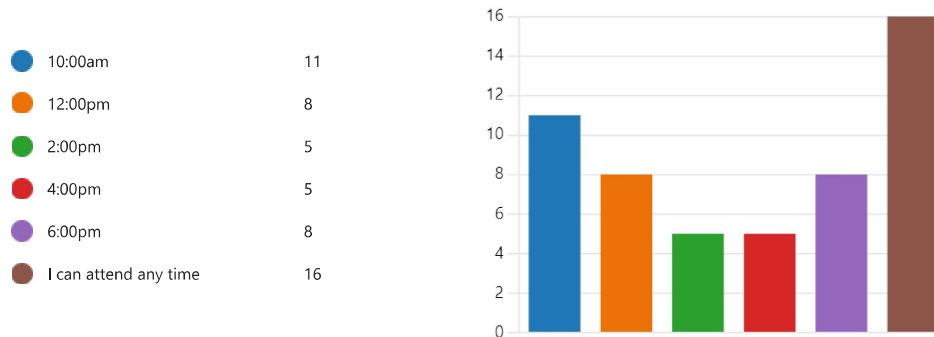
WODC Full Council Meeting Times

32 Responses

06:54 Average time to complete

Closed Status

1. Which times on a Wednesday are you generally unable to attend meetings of Full Council due to other commitments?



2. If you have selected any of the times above, please provide further details on why you are unable to attend below

32 Responses

Latest Responses

"I am a public sector worker (state school teacher) and my head asked me to ...

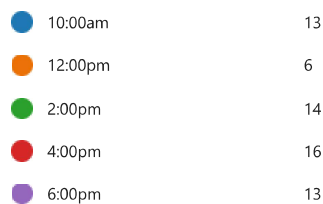
"There are Parish Council meetings in my Ward on Wednesdays starting at 7...

"My other half is a nurse, working 7am until 6pm (In Oxford) Monday to Thu...

10 respondents (31%) answered **times** for this question.



3. Out of the times below, which would be your preferred meeting time(s) on a Wednesday?



4. Why have you selected the time(s) above (eg. work commitments, childcare, parish council meetings etc.)?

32
Responses

Latest Responses

"I can currently get time off for 2pm plus some time for pre-meetings so I am...

"General availability"

"My workplace, as a great many do, honour the flexibility needed for public s...

10 respondents (31%) answered **Time** for this question.



5. Do you have any suggestions as to how Full Council meetings should be scheduled?

32
Responses

Latest Responses

"The principle should be that no councillor is excluded from the time slot due...

"Suggest either 2pm or 4pm to allow those working to leave early to attend."

"When I stood for election it was with a clear understanding of how the histo...

10 respondents (31%) answered **time** for this question.



Annex B

Response #	Question 1: Which times on a Wednesday are you generally unable to attend meetings of Full Council due to other commitments?	Question 2: If you have selected any of the times above, please provide further details on why you are unable to attend below
1	I can attend any time;	N/A
2	6:00pm; 10:00am; 4:00pm; 2:00pm;	12 is in the middle of the day and splits the day so is not the most efficient use of morning and afternoon commitments
3	I can attend any time;	n/a
4	2:00pm; 12:00pm; 10:00am	I have selected these times because they disenfranchise me as an elected representative, when trying to attend council meetings and trying to balance my work commitments. It also disenfranchises residents to be able to attend, observe and most importantly participate in the democratic process, and also combine their work commitments. We have to consider the issue of equality and diversity which i believe is not being address at the present time by keeping the timings as they are; early morning and early afternoon.
5	I can attend any time	Any time fine.
6	6:00pm; 4:00pm	<p>Because, due to the long shifts I do at work, mostly 10-13 hour shifts, it would require my employer to give me two days off to facilitate each full-council meeting. The reason 2 days off would be required is that if full council lasts 3 hours (until 9pm), I couldn't realistically start work at 3.30am the following morning. It's not possible for them to cover half a shift easily, so I would end up me having to ask for both days off - the day of the meeting and the following day. My employer probably wouldn't consider that a reasonable request and would likely refuse.</p> <p>I also worry about colleagues with childcare needs. Daytime meetings while they are at school or nursery makes sense.</p>
7	I can attend any time	All times are suitable

Annex B

8	10:00am;12:00pm;6:00pm	I usually have meetings during the morning. I have parish council meetings on three out of four Wednesday evenings which start at 7.30 so I might only be able to attend council for an hour, depending on which Wednesday it fell on
9	12:00pm;10:00am	Childcare
10	I can attend any time	I can only attend full time due to a supportive work place, this stops a lot of full time workers from being able to participate
11	I can attend any time	N/A
12	10:00am;12:00pm;2:00pm;4:00pm	Work Commitments
13	I can attend any time	n/a
14	4:00pm	Preferably it needs to be day or evening. 3-6 is awkward due to childcare, school runs and dinner time. Not to mention the traffic is worse then so takes me longer to arrive and leave.
15	6:00pm	I can attend during the day but tend to have other meetings after 6
16	10:00am;12:00pm;2:00pm;6:00pm	Clashes with County Council meetings parish meetings
17	10:00am;12:00pm	I'm self-employed. I can release half a day of billability to attend council, but I suspect if the meeting starts in the morning or at noon, it will effectively take a day out.
18	I can attend any time	n/a
19	I can attend any time	I do have a Full Time job on top of being a District & Town Councillor and Explorer Scout and Scout Leader. However, due to the calendar of meetings being published 12 months ahead, I am reasonably flexible as to when I can attend meetings.
20	I can attend any time	rubbish dont need to put anything here who designed this form.
21	I can attend any time	N/A
22	I can attend any time	why should I answer this as I have said anytime!!!
23	10:00am	Work commitments
24	I can attend any time	I am particularly sensitive to other councillor requirements. Also clear that we were all elected on the basis of 2pm meetings.
25	10:00am;12:00pm;2:00pm;4:00pm;6:00pm	I also have a full time job. So any time during the working day creates a conflict for me.

Annex B

26	I can attend any time	None selected. I can attend at all times except if it is the first Wednesday of the month. see below
27	10:00am;12:00pm	Morning's are the busiest with getting Finance information to all the departments I work for within the University
28	I can attend any time	? - I had to fill this box out !
29	I can attend any time	N/a
30	6:00pm	<p>My other half is a nurse, working 7am until 6pm (In Oxford) Monday to Thursday and it's proved very tricky arranging childcare for the Overview and Scrutiny Committee to free me once a month from doing tea time/bed time.</p> <p>We have fair access to people to pick our twins up from school, family, friends.</p> <p>Finding child minding services to cover also doing bed time are proving impossible to source (so far) and after school clubs are not late enough.</p>
31	6:00pm	There are Parish Council meetings in my Ward on Wednesdays starting at 7pm (2 Parish Councils - so two Wednesdays I am not available/month).
32	10:00am	I am a public sector worker (state school teacher) and my head asked me to reduce my number of meetings after my first year on council (when there were 2 pm Scrutiny meetings). My head refused to grant time for the full calendar of Full Councils and 2pm scrutiny meetings at the start of my second year. I deleted the scrutiny committees (and they were moved to 5:30 pm and one committee, by officer recommendation shortly after) and asked only for Full Council days. I was granted from break on those Wednesdays. I never ask for time off to attend Planning (2pm) apart from once, so far, when I attended as a ward councillor, and asked school specially. Planning is too frequent for a public sector worker in a role that requires cover to ask for.

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Annex C

Response #	Question 3 - Out of the times below, which would be your preferred meeting time(s) on a Wednesday?	Question 4 - Why have you selected the time(s) above (e.g. work commitments, childcare, parish council meetings etc.)?
1	4:00pm;	Time doesn't cut so much into the evening and may allow those working a 9-5 type day, to leave earlier rather than disrupt a whole day.
2	10:00am;6:00pm;4:00pm;	just preference and reflective on others who dont have same flexibility as i do
3	4:00pm;	I currently volunteer on a Wednesday morning once a month, which is often the same week as Council. I have numerous evening commitments, including family ones, and feel we all have enough evening meetings already. Thinking of others, I feel that if we want to attract younger people to local government, a 4pm time means leaving work a bit early, but is probably more manageable in terms of family life than 6pm.
4	4:00pm	Teaching commitments and childcare.
5	10:00am;6:00pm	Work less disrupted.
6	2:00pm;12:00pm;10:00am	Because it enables us to have a group meeting beforehand, attend full-council, and then have briefing or training sessions afterwards, making full use of the day.
7	2:00pm;4:00pm;6:00pm	Prefer to keep my normal morning routines
8	4:00pm	Meetings during the day and parish council meetings
9	10:00am	Childcare
10	6:00pm	I work full time
11	10:00am	I am lucky enough not to have childcare or work obligations. Any time will do - and the survey requires an answer!
12	6:00pm;4:00pm	Work commitments
13	6:00pm	Work commitments - any of the other times would require me to book time off work
14	10:00am;12:00pm;2:00pm;6:00pm	I'd prefer day time during 9-3pm or evening if this isn't popular. Baring in mind pre-meets and the social element of it 3-6pm would not work for me.
15	2:00pm;4:00pm	I generally have meetings as a school governor around 7:00pm and therefore would prefer earlier

Annex C

16	4:00pm;10:00am	Parish and County meetings
17	6:00pm	No loss of my main income.
18	10:00am;6:00pm	Most convenient
19	10:00am;12:00pm;2:00pm;6:00pm	4PM isn't very convenient. However, the other times I have selected seem sensible.
20	2:00pm	evening keeping free
21	10:00am;2:00pm;4:00pm	Convenience
22	4:00pm	4 or 5 would be better than 6
23	6:00pm;4:00pm	work commitments
24	2:00pm	Evening commitments, but also I know other members can't easily change.
25	6:00pm	Work Commitments
26	2:00pm;4:00pm;12:00pm	My only constraint would be if the meetings were scheduled for the first Wednesday of the month since this clashes with Burford Town Council at 7pm. Really I could do any time and would prefer the choice to fit with the constraints that others have.
27	2:00pm	This works with my work commitments.
28	10:00am	PC meetings
29	2:00pm;4:00pm;6:00pm	General preference for afternoon meetings not essential
30	10:00am;12:00pm;2:00pm;4:00pm	My workplace, as a great many do, honour the flexibility needed for public services. 4pm still risks abutting issues of child minders that are willing to do tea and bed time just once a month over a regular booking. But at least at 4pm, there is a chance it could work.
31	2:00pm;10:00am;12:00pm;4:00pm	General availability

Annex C

32	2:00pm	I can currently get time off for 2pm plus some time for pre-meetings so I am not seeking change for full council. I know of some people in equally inflexible jobs who say they couldn't make an evening meeting, so I am happy to stand by them, if they have a harder 'no' than I currently have from employers. I am interested in later Planning committees, after work. I slightly worry that a published time of 4pm would mean I am not granted time before the end of the school day to attend peripheral meetings, which are actually a valuable part of how councillors communicate and work together.
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Annex D

Response #	Question 5 - Do you have any suggestions as to how Full Council meetings should be scheduled?
1	Late pm or early evening may be better for most
2	looking at other councils and learning from their experiences but best set as other meetings every year at the beginning of the civic year one time for all meetings to save confusion
3	I feel we should have 3 trials - a morning, a 4pm and a 6pm, before deciding on a permanent change. Not sure if we have ruled out the idea of different times on different months - perhaps it would lead to confusion, but it would be a way of sharing out the inconvenience!
4	Start times should be 4.00 but consideration should be given to alternate meetings beginning at 6.00.
5	Either 10.00 or 18.00. Preferably 10 as least disruptive and allows me (and officers) to get it done.
6	I would be happy to consider a start time of around 3/3.30pm if it's absolutely necessary, but would personally prefer things staying as they are.
7	Whatever suits those folk who are not retired like me
8	Although it hasn't been proposed, 5pm would be better for me and might also be better for people working full time, and for those with child care responsibilities
9	Earlier in the day.
10	No
11	I think Full Council is less of an issue than committee meeting scheduling. Because FC is the "main event" people can probably make arrangements to manage their other obligations, and employers will understand. But to play a full part in being a councillor, councillors ought to be able to sit on scrutiny and planning committees, and there are more of those.
12	no
13	An option to video call in using the new tech enabled council chamber would make fitting attendance around other commitments much easier
14	I feel it works well but tbh would prefer 1pm so I can still make school run and not have to arrange childcare. However some work full time and this is not feasible so happy to go with the majority, but between 3-6 would make it very difficult for me to attend.
15	I would say 2pm or 4 pm would be most sensible
16	Least disruption to Cllr's but also paying regard to inclement weather seasons
17	I'd be quite happy to alternate Full Council sessions between the afternoon and the evening.
18	I want it to be far for all

Annex D

19	I do not have a preference, however, Councillors do receive a calendar of meetings 12 months in advance. Even when there are changes to the schedule, Councillors are usually made aware of any changes with fair notice.
20	no
21	No
22	Tuesday 4 June 2024,ybe use different times
23	.
24	I think we should stay as we are. Personally I am flexible
25	If Council meetings are to be scheduled in the evening as opposed to during the day, then the evening starts at 7:00pm or later. So either hold the Council meeting during the day time, for which I would and can arrange my time to attend or schedule them in the evening, i.e. from 7:00pm or later. 6:00pm is not really any better than 2:00pm. It still conflicts with the working day so I would need to take time away from work to attend. Whereas 7:00pm is after the working day. Obviously 6:00pm is marginally better than 2:00pm as I could take 1 or 2 hours out, to attend at 6:00pm whereas 2:00pm requires the entire afternoon.
26	No
27	NO
28	Alternate between majority wishes and second choice
29	Am fairly happy with 2pm otherwise evening would be my second preference. I am happy to fit around others who have more pressing commitments.

Annex D

30	<p>When I stood for election it was with a clear understanding of how the historic times would mesh in with work/life/child care requirements.</p> <p>I selected overview and scrutiny as it's of greater interest, but it maybe possible to substitute a colleague permanently in Licensing or Planning.</p> <p>I would just rather not a) claim expenses unnecessarily when I suspect most members have similar flexibility in law that I do and b) give overly regular apologies because the goalposts have moved.</p> <p>I am still trying to find child minding, but most that have space want a more regular booking, as you would if self-employed. So it's rather tricky unless the kids can come into the chamber if sat quietly as an absolute fall back solution?</p>
31	Suggest either 2pm or 4pm to allow those working to leave early to attend.
32	The principle should be that no councillor is excluded from the time slot due to their circumstances, employment or otherwise.

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