



WEST OXFORDSHIRE  
DISTRICT COUNCIL

Friday, 12 July 2024

Tel: 01993 861000

e-mail: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

## EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Monday, 22 July 2024 at 2.00 pm.**

A handwritten signature in black ink that reads "Giles Hughes".

Giles Hughes  
Chief Executive

To: Members of the Executive

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Rizvana Poole, Andrew Prosser, Geoff Saul, Alaric Smith and Tim Sumner

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

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

# AGENDA

1. **Apologies for Absence**  
To receive any Apologies for Absence from Members of the Executive. The quorum for the Executive is 3 Members.
2. **Declarations of Interest**  
To receive any Declarations of Interest from Members of the Executive on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 7 - 12)**  
To approve the minutes of the previous meeting, held on Wednesday 12 June 2024.
4. **Receipt of Announcements**  
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
5. **Participation of the Public**  
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.

Notice, together with a written copy of the question, must be provided to Democratic Services, either by email to:

[democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

or by post to:

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

Questions are to be received no later than 2.00pm two clear working days before the meeting (e.g. for a Monday meeting, the deadline would be 2.00pm on the Thursday before).

A response may be provided at the meeting, or within three clear working days of the meeting. If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question.

The appropriate Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.

6. **Reports from the Overview and Scrutiny Committee**  
To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 17 July 2024.
7. **Matters raised by Audit and Governance Committee**  
There has been no meeting of the Audit and Governance Committee since the last meeting of the Executive. The Committee's next meeting is scheduled for 27 July 2024.

8. **Community Infrastructure Levy (CIL) Draft Charging Schedule (Pages 13 - 32)**

Purpose:

To recommend that the Council approves a new draft CIL charging schedule for the purpose of public consultation prior to submission for independent examination.

Recommendations:

That the Executive resolves to:

1. Approve the Community Infrastructure Levy Draft Charging Schedule (DCS) attached at Annex A for the purposes of a six-week period of public consultation in accordance with the Community Infrastructure Levy Regulations 2010 (as amended);
2. Delegate authority to the Planning Policy Manager to make any minor factual/typographical amendments to the CIL Draft Charging Schedule (DCS) following consultation with the Executive Member for Planning and Sustainable Development, prior to publication;
3. 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;
4. Ensure that appropriate mechanisms are put in place to enable Town and Parish Councils to meaningfully contribute with regard to potential Section 106 planning obligations when these are being negotiated.

9. **Financial Performance Report 2023-24 Quarter Four (Pages 33 - 54)**

Purpose:

To report the financial performance of the Council in 2023/24.

Recommendations:

That the Executive resolves to:

1. Note the 2023/24 financial performance;
2. Recommend to Council to carry forward the capital budget of £4,086,328;
3. Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report.

10. **West Oxfordshire Local Plan 2041 (Pages 55 - 74)**

Purpose:

To provide an update on the emerging West Oxfordshire Local Plan 2041, and to agree a revised timetable for taking the plan through to adoption.

Recommendations:

That the Executive resolves to:

1. Note the content of the report;
2. Approve the updated Local Development Scheme (LDS) attached at Annex A, including the following key milestones for the West Oxfordshire Local Plan 2041:
  - Regulation 18 preferred option consultation – October 2024
  - Regulation 19 pre-submission draft publication – March 2025
  - Submission for examination – June 2025

11. **Our House Project Funding Extension 2024-2026** (Pages 75 - 96)

Purpose:

To update the Executive on the 'Our House' project since its inception, with a recommendation that funding be extended from 1 November 2024 to 31 October 2026.

Recommendations:

That the Executive resolves to:

1. Approve a 2-year funding extension for the Our House project from 1 November 2024 to 31 October 2026;
2. Agree to continue with the current Support Provider via waiver;
3. Delegate authority to the Business Manager for Housing, in consultation with the Executive Member for Housing and Social Welfare, to approve the delegation of any minor amendments to this funding extension;
4. Delegate authority to the Business Manager for Housing, in consultation with the Executive Member for Housing and Social Welfare, to apply for external funding should any become available;
5. Recommend to Council that it agrees to utilise Housing Reserves as set out in section 4 of the report.

12. **Outside Body Appointments** (Pages 97 - 106)

Purpose:

To provide a list of appointments to Outside Bodies for the civic year 2024/25.

Recommendations:

That the Executive resolves to:

1. Note the appointments to outside bodies as set out in Annex A;
2. Recommend to Council to note the appointments to outside bodies as set out in Annex A;
3. Note the guidance for members who are appointed to outside bodies (Annex B).

13. **Publica Transition Plan** (Pages 107 - 158)

Purpose:

To consider the Detailed Transition Plan, to note its contents and to approve the recommendations therein.

Recommendations:

That the Executive resolves to recommend to Council to:

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.

14. **One-Year Publica Business Plan (Pages 159 - 172)**

Purpose:

To consider the Draft Publica Business Plan 2024-25, produced by the Publica Board in consultation with Directors and Shareholders, and to recommend that the Leader (as Shareholder Representative) approves the plan.

Recommendations:

That the Executive resolves to:

1. Note the 2024/25 Publica Business Plan;
2. Note that the Leader of the Council, as shareholder representative, will approve the Publica Business Plan 2024-2025 in due course.

15. **Public Convenience Contract (Pages 173 - 182)**

Purpose:

To consider agree a contract award for the cleaning and maintenance of public conveniences.

Recommendation:

That the Executive resolves to:

1. Award the contract for cleaning and maintenance of public conveniences to the preferred contractor.

16. **Exclusion of Press and Public**

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

The Executive may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

17. **Exempt Annex B - Public Convenience Contract - Contract Award (Pages 183 - 184)**

(END)