

Tuesday, 1 July 2025

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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 **Wednesday, 9 July 2025 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Executive

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Hugo Ashton, Rachel Crouch, 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 - 18)**
To approve the minutes of the previous meeting, held on 11 June 2025.
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**
Anyone who lives, works, or studies in West Oxfordshire is eligible to ask one question at the meeting, for up to three minutes, directed at the Leader of the Council or any Executive Member on any agenda item or on any issue that affects the district or its people.

All questions must be no longer than three minutes long.

Members of the public wishing to speak at a meeting must notify democratic.services@westoxon.gov.uk, or call Customer Services on 01993 861000 including their name and the agenda item or topic they wish to speak on, by 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before).

If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question.

The Leader or relevant Executive Member will either respond to a question 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 met on 2 July 2025.
7. **Matters raised by Audit and Governance Committee**
To consider any matters arising from the Audit and Governance Meeting on 26 June 2025.

8. **2024/25 Quarterly Finance Review Q4 (Pages 19 - 42)**

Purpose:

To report the financial performance of the Council in 2024/25

Recommendation(s):

1. That the Executive resolves to:
2. Note the 2024/25 financial performance.
3. Recommend to Council to carry forward the capital budget of £4,951,242.
4. Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report.

9. **Car Parking Strategy (Pages 43 - 180)**

Purpose:

To consider and agree the revised car parking strategy 2016 – 2031.

Recommendation(s):

That the Executive resolves to:

1. Endorse the revised West Oxfordshire District Council Car Parking Strategy 2025 -2031 at Annex A.
2. Authorise the Business Manager (Support and Advice) to make minor amendments to the draft strategy prior to finalisation in consultation with the accountable member of the Executive.
3. Adopt the Action plan in Annex A of the strategy recognising it as a working document to be updated throughout the life of the strategy as a consequence of further consultations with Towns and Parishes.
4. Instruct Officers to make a variation to the Parking Order to implement a mixture of long and short stay times to better meet customer demand in Woodstock, Burford and Charlbury. Recommended splits are attached at Annex B with final exact splits to be determined by Officers in consultation with Executive Member for Environment
5. Delegate authority to Executive Director of Resident Services in conjunction with the Executive Member for Environment to consider consultation feedback on the variations to the parking order and decide whether to make the variation to the Order in whole or in part or to abandon the proposal.
6. Approve the funding to resolve the drainage and mitigate flooding at Guildenford car park in Burford at a cost estimated at £20,000.
7. Delegate further minor amendments to Parking Orders to the Executive Director Residents Services in consultation with the Executive Member for Environment to deal with items arising from Parish and Town Council liaison meetings subject to formal Parking Order consultation requirements

10. **HMO Licence Fee, Civil Penalties Enforcement and Amenity Standards Policies (Pages 181 - 226)**

Purpose:

To Review the HMO licence fee and period, to renew the HMO Amenity Standards policy and the Civil Penalties Policy.

Recommendations:

That the Executive resolves to:

1. Amend the HMO Licence Fees as set out in this Report and for them to apply from 1st September 2025;
2. Approve the HMO licence period increases from 3 years to 5 years;
3. Approve the HMO Amenity Standards Policy and
4. Approve the Policy for Civil Penalties under the Housing and Planning Act 2016 and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

11. **Climate Change Strategy** (Pages 227 - 246)

Purpose:

To approve the West Oxfordshire Climate Change Strategy 2025-2030.

Recommendation:

That the Executive resolves to:

1. Approve the West Oxfordshire Climate Change Strategy 2025-2030 to achieve districtwide net zero by 2050 and climate resilience.

12. **Woodford Way Project** (Pages 247 - 252)

Purpose

This report outlines the initial work involved in exploring options to deliver social rented homes with a Registered Provider (RP) on part of the Woodford Way Car Park, recognising that there is a surplus of car parking capacity in Witney. The next step is to have formal discussions with local RPs and earmark relevant funding to support a future scheme.

Recommendations

That the Executive resolves to:

1. Earmark £215,000 S106 developer contribution funding to support the provision of social housing in Witney
2. Approve the Director of Place to start formal discussions based on developing up to 70% of the Woodford Way Car Park with local Registered Providers in consultation with the Executive Member for Finance and Member for Housing and Social Care.

13. **Carterton Units 1-3 and Station Lane Roofing Project** (Pages 253 - 258)

Purpose:

To request allocation of funding for the re-roofing of investment and service properties that form part of the Capital Expenditure Budget for 2025/26 and the rationale for undertaking these works.

To seek approval of these costs so that officers can proceed with the works with external contractors.

Recommendation(s):

That the Executive resolves to:

1. Recommend to Council that the total cost detailed in Annex A is allocated to the project from the Investment Properties Programme.
2. Recommend to Council that delegated authority be given to Director of Finance (S151) in consultation with Executive Member for Finance to approve the final cost of the projects

14. **Public Sector Decarbonisation Scheme Phase 3c. Windrush Leisure Centre (Pages 259 - 266)**

Purpose:

To present the business case for the decarbonisation of Windrush Leisure Centre.

Recommendation(s):

That the Executive resolves to:

1. Agree to progress to the construction phase of the Windrush Leisure Centre decarbonisation scheme.
2. Recommend to Council to allocate an additional council contribution of £340,683 towards the project in addition to the £224,866 already included within the capital programme.
3. Request Officers to bring forward a works programme for the activities identified in the recent condition survey for the Windrush Leisure Centre.

15. **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 paragraph 3 of Schedule 12A of the Local Government Act 1972.

16. **Exempt annex for Item 13 (Pages 267 - 270)**

(END)