

Tuesday, 2 September 2025

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Carterton Community Centre, Marigold Square, Carterton, OX18 1AX on **Wednesday, 10 September 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 9 July 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 meets on 3 September 2025.
7. **Matters raised by Audit and Governance Committee**
The Committee has not met since the previous meeting of the Executive.

8. **Leisure Planned Investment Programme (Pages 19 - 36)**

Purpose:

This report presents the forecast expenditure required to ensure the Council owned leisure facilities remain operationally effective and compliant with modern standards as well as improving the leisure services for residents into the future. A breakdown has been included to demonstrate the costs over a range of periods along with a summary of associated implications. The purpose of the report is to allow Members to decide on the preferred Planned Investment Programme.

Recommendation(s):

That the Executive resolves to:

1. Allocate funds in the Capital Programme for the delivery of a 5-year planned investment programme, as determined by the latest condition surveys conducted at all Council owned Leisure Facilities.
2. Delegate authority to the Director of Place, in consultation with Executive member for Leisure and/or the Section 151 Officer to approve the project specific procurement of works and services directly, or via the Leisure Operator to deliver the programme of works over the agreed time period.

9. **Community Infrastructure Levy Charging Schedule (Pages 37 - 76)**

Purpose:

To consider formal approval of the District Council's Community Infrastructure Levy (CIL) Charging Schedule following independent examination.

Recommendations:

That the Executive resolves to:

1. Note the content and recommendations of the independent examiner's report attached at Annex A, including the modifications (EM1 and EM2) which have been recommended in respect of the CIL Charging Schedule attached at Annex B;
2. Recommend to Council that the Community Infrastructure Levy Charging Schedule attached at Annex B be formally approved with an effective date of 31 January 2026 in accordance with Section 213 of the Planning Act 2008.
3. Recommend to Council that authority be delegated to the Head of Planning to further progress work on the draft CIL Implementation Plan in consultation with the Executive Member for Planning.

10. **Oxfordshire Local Area Energy Planning (Pages 77 - 110)**

Purpose:

To seek approval to proceed to Phase 2 of the Oxfordshire Local Area Energy Planning programme and complete a districtwide local area energy plan.

Recommendation(s):

That the Executive resolves to:

1. Delegate authority to the Director of Place, in consultation with the Executive Member for Climate Action and Nature Recovery, to approve the remaining Phase 1 key deliverables of the Oxfordshire local area energy planning project programme.
2. Subject to the completion of Phase 1, agree to proceed to Phase 2 of the Oxfordshire local area energy planning project programme and the completion of a districtwide local area energy plan.

11. **West Oxfordshire District Council response to the draft Oxfordshire Local Nature Recovery Strategy (LNRS) (Pages 111 - 124)**
Purpose:
To consider the endorsement of the Oxfordshire Local Nature Recovery Strategy for publication.

Recommendation:
That the Executive resolves to:
I. Endorse the Oxfordshire Local Nature Recovery Strategy for publication by Oxfordshire County Council.
12. **Quarterly Finance Review Q1 (Pages 125 - 142)**
Purpose:
To detail the Council's financial performance for Quarter One 2025-2026.

Recommendation:
That the Executive resolves to:
I. Note the Council's Financial Performance for Quarter One 2025-2026.
13. **Quarterly Service Review Q1 (Pages 143 - 200)**
Purpose:
To provide details of the Council's operational performance at the end of 2025-26 Quarter One (Q1).

Recommendation:
That the Executive Resolves to:
I. Note the 2025/26 Q1 service performance report.
14. **3 year Service Level Agreements - Year 1 reporting and future funding options (Pages 201 - 230)**
Purpose:
The purpose of this report is to provide a summary of the performance at the end of Year 1 of all 7 organisations receiving grant funding. Furthermore, it is to consider the Council's appetite for offering future multi-year funding once this current arrangement comes to an end in March 2027.

Recommendation:
That the Executive resolves to:
I. Delegate to the Director of Place, in consultation with the Executive Member for Stronger Healthy Communities, to explore the feasibility of securing a legacy position for the Voluntary and Community Sector in this year's budget setting round to continue to offer a multi-year funding arrangement from 2027-2030.
15. **Public Toilet Review (Pages 231 - 256)**
Purpose:
The review has considered current provision of public conveniences in each location, costs, income and building condition. The aim is to provide a balance between the continued provision of good quality public toilet facilities, protect essential facilities into the future and to reduce the financial burden on the Council.

Recommendation(s):

That the Executive resolves to:

1. Agree to work with Town and Parish Councils and the Public Convenience Task and Finish Group to explore the options in regards to transferring these assets where possible, either on long leases or freehold, as detailed in the report.
2. Delegate authority for the terms of any disposals arising from recommendation 1 to the Director of Finance in consultation with the Executive Member for Finance.
3. Agree that, where transfer cannot be achieved, to retain facilities at Langdale Gate in Witney, Guildenford and High Street in Burford, Bampton Town Hall, New Street in Chipping Norton, Hensington Road in Woodstock and Kilkenny Country Park, and to bring forward a further report regarding the repairs and improvements required to ensure good quality facilities are provided.
4. Agree, where transfer cannot be achieved, to terminate leases at the Town Hall in Chipping Norton and Charlbury, noting the lease implications set out in Annex D to the report.
5. Agree, where transfer cannot be achieved, to close facilities at The Leys, Witney, Browns Lane, Woodstock, Back Lane, Eynsham, Black Bourton Road in Carterton which are in the Council's ownership and consider options such as conversion, lease or sale of the buildings.

16. **Review of the Ubico Shareholder Agreement & Ubico Board Member Appointments**
(Pages 257 - 290)

Purpose:

To seek approval to agree a new UBICO Shareholder Agreement and Ubico Board Member Appointments.

Recommendation(s):

That the Executive resolves to:

1. Approve the termination of the shareholders' agreement between the following local authority shareholders:
 - a. West Oxfordshire District Council
 - b. Cheltenham Borough Council
 - c. Cotswold District Council
 - d. Forest of Dean District Council
 - e. Stroud District Council
 - f. Tewkesbury Borough Council
 - g. Gloucester City Council; and
 - h. Ubico Ltdthat was entered into in January 2020 (the "2020 Shareholders' Agreement").
2. Approve the proposal described in this report to enter into a replacement Shareholders' Agreement between the above parties in the form set out in exempt Annexe B to this report.
3. Approve the proposal described in Exempt Annex D to this report in relation to the number of votes for each shareholder, further amending the agreement set out in Exempt Annex B.

17. **Decision Taken Under Urgency Powers: Ubico Growth Request (Pages 291 - 296)**
Purpose:
To report to the Executive on a decision taken by the Chief Executive Officer under urgency powers.
- Recommendation:
That the Executive resolves to:
I. Note the decision taken as set out in Annex A.
18. **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) (Meetings and 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.
19. **Exempt Annex D for Item 15 - Public Toilet Review (Pages 297 - 298)**
Exempt Annex D for Item 15 – Public Toilet Review.
20. **Exempt Annexes B, C and D for Item 16 - Review of the Ubico Shareholder Agreement & Ubico Board Member Appointments (Pages 299 - 344)**
Exempt Annexes B, C and D for Item 16 - Review of the Ubico Shareholder Agreement & Ubico Board Member Appointments
21. **Exempt Annex B for Item 17 - Decision Taken Under Urgency Powers: Ubico Growth Request (Pages 345 - 352)**
Exempt Annex B – Item 17 Decision Taken Under Urgency Powers: Ubico Growth Request

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