

# Public Document Pack



Tuesday, 17 March 2026

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## COUNCIL

You are summoned to a meeting of the Council which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 25 March 2026 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Council

Councillors: Andrew Coles (Chair), Carl Rylett (Vice-Chair), Joy Aitman, Lidia Arciszewska, Thomas Ashby, Hugo Ashton, Mike Baggaley, Andrew Beaney, Michael Brooker, Adam Clements, David Cooper, Julian Cooper, Sandra Cosier, 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, Martin McBride, Stuart McCarroll, Michele Mead, David Melvin, Rosie Pearson, Elizabeth Poskitt, Andrew Prosser, Nigel Ridpath, 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.

## AGENDA

1. **Apologies for Absence**  
To receive any apologies for absence.
2. **Declarations of Interest**  
To receive any declarations from Members of Council on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 13 - 30)**  
To approve the minutes of the meeting held on 25 February 2026.
4. **Receipt of Announcements**  
To receive any announcements from The Chair, Leader, Members of the Executive, Head of Paid Service, Director of Finance or Director of Governance and Regulatory Services.
5. **Participation of the Public**  
To receive any submissions from members of the public, in accordance with the Council's [Public Participation Rules](#).

The deadline for submission is 2.00pm, two clear working days before the meeting.

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: From Councillor Ruth Smith to Councillor Alaric Smith, Executive Member for Finance:**

Residents on Madley Park are concerned about the algae and perceived overgrowth of reeds in the balancing ponds. People wonder who manages the ponds.

I have been in contact with a council ecologist via the Estates team, who was very helpful and will take the matter forward in due course. In the meantime, please can the Executive Member

- a) confirm whether or not site visits are regular or merely responsive and;
- b) work with the communications team to inform residents that WODC is responsible for the balancing ponds and acts to manage issues when ecologists deem necessary. That way residents will have peace of mind and will know who to contact when concerns arise.

**Question 2: From Councillor Liam Walker to Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery**

Data from the House of Commons Library suggests that around 10,600 households in the Witney area are not connected to the gas grid and instead rely on heating oil or LPG, leaving many rural residents particularly exposed to rising global fuel prices. Given the scale of this issue in West Oxfordshire, what assessment has the administration made of the impact of rising off-grid heating costs on residents, and will the Council advocate for targeted support such as a rural heating support payment for affected households?

**Question 3: From Councillor Liam Walker to Councillor Geoff Saul, Executive Member for Housing and Social Care**

There is a growing issue across England of unadopted amenities on privately managed housing estates, where infrastructure such as roads, green spaces and drainage systems are maintained by private management companies rather than being adopted by local authorities. With a number of new developments being built across West Oxfordshire, this can leave residents facing ongoing estate management charges while still paying full council tax.

Did the District Council submit a response to the Government's recent consultation on this issue, and if so, what position did West Oxfordshire District Council take in relation to protecting residents from unfair or excessive estate management fees on new housing estates?

**Question 4: From Councillor Liam Walker to Councillor Andy Graham, Leader of the Council:**

As Leader of West Oxfordshire District Council you also have the responsibility for emergency planning. Can the Leader therefore outline what role he personally played during the recent water outage which left thousands of homes across parts of West Oxfordshire without water for an extended period? In particular, when were you first informed of the situation and what actions did you take to coordinate the Council's response and support affected residents?

**Question 5: From Councillor Cllr Liam Walker to Councillor Andy Graham, Leader of the Council:**

In circumstances where a councillor facing serious allegations related to domestic abuse is allowed to rejoin a political group at West Oxfordshire District Council, does the Leader accept that this could risk sending the wrong message to residents who have experienced domestic abuse? What guidance or standards does the Council expect political groups to follow in such situations to maintain public confidence and demonstrate support for victims?

**Question 6: From Councillor Liam Walker to Councillor Lidia Arciszewska, Executive Member for Environment:**

Can the Executive member confirm the recorded number of fly-tipping incidents for the months of November 2025, December 2025, then January, February, and March

(recorded so far) of this year?

**Question 7: From Councillor Liam Walker to Councillor Hugo Ashton, Executive Member for Planning**

Given over 4000 residents have now signed a petition calling for Woodford Way car park in Witney to not be built, will he now listen to residents and accept that within the allocation of 18,000 homes planned for West Oxfordshire there will already be a large percentage of social housing, therefore this key car park should remain?

**Question 8: From Councillor Liam Walker to Councillor Lidia Arciszewska, Executive Member for Environment**

In the West Oxfordshire District Council parking strategy report the document only shows the average occupancy for the Woodford Way car park. Can the council publish the actual data that was collected in order to ascertain these averages?

**Question 9: From Councillor Liam Walker to Councillor Duncan Enright - Deputy Leader of the Council and Executive Member for Economic Development**

Many businesses in Witney are concerned about the impact of the District Council building on the Woodford Way car park. Are you concerned about the impact this could have on the local economy and visitors to Witney?

**Question 10: From Councillor Michele Mead to Councillor Andy Graham, Leader of the Council**

Please can you confirm how many times the Chamber and committee rooms have been hired out for 25/26?

**Question 11: From Councillor Cllr Jane Doughty to Councillor Lidia Arciszewska, Executive Member for Environment**

I would like to request data regarding parking enforcement outcomes within the Witney town boundary. There are ongoing concerns regarding persistent parking issues on Corn Street and Welch Way, which are expected to escalate following the impending closure of Woodford Way.

To assess the impact of the transition in enforcement authority from West Oxfordshire District Council to Oxfordshire County Council in 2021, please provide the annual number of Penalty Charge Notices (PCNs) issued for the three years immediately preceding the transfer.

For a clear comparison of historical and current trends, please provide the data categorised by:

\* On-street PCNs (Roadside enforcement)

\* Off-street PCNs (Council-managed car parks)

This information is vital for understanding how the change in enforcement powers has influenced parking compliance in the town centre ahead of significant local infrastructure changes.

**Question 12: From Councillor Thomas Ashby to Councillor Lidia Arciszewska, Executive Member for Environment**

Over the last couple of years, you have been asked time and time again about when the Tree Management Policy is going to be reviewed. It should have been last year, and it didn't happen....

We are now in the nesting season, which means any tree works will happen, few and far between.

Please can I be provided a clear breakdown of all the work / maintenance that is going to take place from April 2026 - April 2027 on the District Council owned green spaces in: Deer Park, Ducklington and Curbridge. A meeting with an Officer about such work would also be useful.

**Question 13: From Councillor Thomas Ashby to Councillor Alaric Smith, Executive Member for Finance**

Please can you state the plans for the over £300,000 in S106 money from the Spring Meadow development in Witney that is due to be spent by late this year? Witney Town Council sent some suggestions, so I would be keen to understand what options you are looking to explore.

**Question 14: From Councillor Thomas Ashby to Councillor Lidia Arciszewska, Executive Member for Environment**

Garden waste licenses - Please can you provide the figures for the number of licenses purchased in the 25/26 financial year?

**7. Recommendations from the Constitution Working Group (Pages 31 - 80)**

Purpose

To present recommendations from the Constitution Working Group related to delegations for regulatory matters, a review of the planning committee process and Member Questions.

Recommendations

That Council resolves to:

1. Approve the updates to Part 4E: Functions in Relation to Regulatory Matters, as shown in Annex A.
2. Agree to rename the Development Control Committee to "Strategic Planning Committee", with effect from the start of the 2026/27 civic year.
3. Agree to combine the two area planning sub-committees (Lowlands and Uplands) into a single, district-wide 12-Member "Development Management Sub-

- Committee” (quorum 3), with effect from the start of the 2026/27 civic year.
4. Agree to amend Part 3C: Committee Functions, as shown in Annex C, from the start of the 2026/27 civic year to give effect to recommendations 2 and 3.
  5. Agree that the new Development Management Sub-Committee will meet on the Lowlands meeting dates in 2026/27, with the Uplands dates held for overspill meetings, should the sub-committee need to adjourn and reconvene.
  6. Request that the Council’s Independent Remuneration Panel meets to consider the implications of changing the planning committee structure for the Members’ Allowances Scheme 2023-27 and formally report back to the May Council meeting with any recommendations.
  7. Agree that the Process for Determining Planning Applications (Annex D) and Roles and Responsibilities on Planning Committees (Annex E) be included in the Constitution as appendices to Part 6Q: Members Planning Code of Good Practice.
  8. Agree to amend the rules for Member Questions, as shown in Annex F, Part 5A Council Procedure Rules to:
    - a) Introduce a word limit of 250 words on Member Questions.
    - b) Introduce a time limit of 1 minute for supplementary Member Questions.
    - c) Rotate the order of Member Questions by political group, in the same way that Motions rotate.

### Motions on Notice

#### 8. **Motion A - Response to the proposed changes to the National Planning Policy Framework Proposed by Councillor Andy Goodwin, Seconded by Councillor Early**

West Oxfordshire District Council has responded to a Government consultation on proposed changes to the National Planning Policy Framework (NPPF), backing some elements of the reforms but urging Ministers to rethink proposals that could weaken local planning powers.

The consultation proposes a number of fundamental changes to the current NPPF. West Oxfordshire District Council supports the changes in the new draft framework, that create a clearer structure and bring together guidance that currently sits in several different places. This should simplify the process for Councils to prepare local plans, reducing costs and speeding up the process.

However, the response also highlights several significant concerns:

- Nature recovery and climate resilience are treated as secondary considerations rather than fundamental planning principles.
- The proposal to move more policy detail from local plans into nationally set planning rules. This is a step too far and local plans must continue to play a strong role in shaping development at the local level, reflecting the unique needs and circumstances of individual areas.
- Reduced evidential requirements could hamper the ability of local planning authorities to robustly scrutinise applications and make well-informed, legally sound decisions. Ensuring proportionate but adequate supporting information is critical to maintaining confidence in the planning process.
- The lack of transitional arrangements for the decision-making policies, which are proposed to take effect immediately upon publication of the final Framework. This approach risks rendering certain adopted local plan policies - including

relatively recently adopted policies - out of date or subject to significantly reduced weight in decision-making. Such an outcome would undermine plan-led decision-making and create uncertainty for local authorities, applicants and communities.

- The serious implication this has for policies such as the recently adopted net-zero carbon requirements set out in the Salt Cross Garden Village Area Action Plan (Written Ministerial Statement Planning – Local Energy Efficiency Standards Update (13 December 2023)), because locally set energy standards would not be allowed for in the new draft national planning rules.
- The proposals for an overly permissive approach towards new development within and outside towns and villages and in locations near well-served railway stations, without reflecting the special conditions arising in a National Landscape.
- The unsustainable further upward pressure on housing targets that will already be extremely challenging to deliver, as well as reduced local control over major energy and digital infrastructure projects.
- The proposal that ‘medium-scale’ developments of up to 50 homes could avoid on-site affordable housing requirements and other established planning requirements.

The Council resolves:

1. To request the Leader of the Council to write the Rt Hon Matthew Pennycook, the Minister of State for Housing and Planning), and our West Oxfordshire Members of Parliament to highlight the concerns raised above.

9. **Motion B - Protecting Historical Figures in Banknotes Proposed by Councillor Liam Walker**

The Bank of England has announced plans for the next series of banknotes to feature British wildlife rather than notable historical figures such as Sir Winston Churchill, Jane Austen, J. M.W. Turner and Alan Turing.

Sir Winston Churchill, whose portrait currently appears on the £5 note, played a decisive role in leading the United Kingdom during the Second World War and remains one of the most widely recognised symbols of Britain’s resilience and democratic values. He was born at Blenheim Palace in Woodstock, and his life and legacy are deeply embedded in the history and identity of our district including where he was laid to rest in Bladon.

Blenheim Palace is one of the most significant historic landmarks in the United Kingdom and continues to celebrate Churchill’s legacy and attracts visitors from across the world, contributing to the cultural pride and economic vitality of West Oxfordshire.

Currency is not merely a medium of exchange but also a powerful national symbol reflecting the heritage, achievements and shared history of the United Kingdom.

Council believes that:

The removal of historical figures from banknotes risks diminishing the recognition of individuals who made profound contributions to the nation. Given West Oxfordshire’s unique and direct connection to Sir Winston Churchill through his birthplace at Blenheim Palace, the district has a particular responsibility to advocate for the preservation of his legacy in national life.

Celebrating British wildlife is valuable and worthwhile, but this should not come at the expense of honouring the individuals who helped shape Britain’s history and freedoms.

National institutions should ensure that Britain's cultural and historical legacy remains visible in public life, including on currency that is handled daily by millions of people.

Retaining Churchill on banknotes is not only a matter of national importance but also of local pride for communities such as ours, where his story began.

Council therefore resolves to:

1. Write to the Governor of the Bank of England expressing our concern about the proposed removal of such historic figures, including Sir Winston Churchill, from future banknotes.
2. Urge the Bank of England to reconsider the proposal and retain the tradition of featuring notable figures from British history on currency.
3. Request that any redesign of banknotes continues to recognise the achievements of individuals who have contributed significantly to the United Kingdom's history, culture and democratic traditions.
4. Ask the Leader of the Council to share this motion with local Members of Parliament and neighbouring authorities in Oxfordshire to encourage wider support for preserving Britain's historical representation on banknotes.

10. **Motion C - Discretionary Business Rate Local Discount and Engagement Proposed by Councillor Ruth Smith, Seconded by Councillor Michael Brooker**

2026 has seen the introduction of a new Business Rates system, with updated rateable values and changes to sector-specific rate relief.

Councillors have been hearing from town centre businesses that the increases are a shock and a threat to the viability of their businesses. There are reports that it is hard to speak to council advisors about the changes.

This Council would like the Executive members and CEO to consider adopting a Local Discounts and Incentives policy to safeguard the prosperity of West Oxfordshire's high streets, local jobs and to promote growth within and relocation to the district, in the post 2026 rates landscape.

In addition, assurances are sought that small businesses eligible for the Supporting Small Business Relief scheme can access clear information about how their rates will vary year on year until the full new rate is reached.

Council notes:

- The finance team perform their business rates functions excellently every year, as evidenced by External Audit and internal audit.
- Business Rates are set by national government. WODC is responsible for collection.
- The powers for granting discretionary rate relief by Councils are provided in Sections 44a, 47 and 49 of the Local Government Finance Act 1988, which was amended by the Localism Act 2011 to incorporate wider powers to grant relief under discretions.
- The Council website has the Discretionary Rate Relief Policy at the bottom of the Rate Relief page. This policy lists Local Discounts and Incentives as a category under its powers, but does not contain a section indicating any policy for that category of relief.

<https://www.westoxon.gov.uk/business-and-licensing/business-rates-and-rate-relief/rate->

relief/

Council resolves to:

1. Agree that the Executive and CEO should consider whether a Local Discount and Incentives policy could enhance the economic objectives and wellbeing of the District.
2. Agree that communications with small businesses and all residents be reviewed and improved to ensure they all understand the 2026-27 £800 cap and how that will vary during transition to their new rates in the coming years.

11. **Motion D - Bring Thames Water back into public ownership Proposed by Councillor Early, Seconded by Councillor Arciszewska**

This Council notes:

- The Recent Channel 4 docudrama 'Dirty Business' was shown in February 2026 and featured pollution of rivers in West Oxfordshire.
- The River Windrush was polluted by sewage discharges from Burford Sewage Treatment Works (STW) for a total discharge duration of 338 hours in 2024, which equates to around 14 days. (Estimates based on Thames Water data, <https://top-of-the-poops.org/waterway/thames-water/river-windrush>; accessed 16 March 2026).
- Five STWs in the Evenlode catchment each discharged untreated sewage for over 2000 hours in 2024, which equates to more than 83 days. Data from Thames Water STW 'Event Duration Monitors (<https://earthwatch.org.uk/wp-content/uploads/2025/06/Water-Quality-in-the-Evenlode-Catchment-2024.pdf>; accessed 16 March 2026).
- During a cross-party EFRA Committee hearing in September 2025, Emma Hardy (Parliamentary Under-Secretary of State for Water and Flooding in the Department for Environment, Food and Rural Affairs (Defra)) clarified the high threshold for special administration, stating: "If it comes to special administration... it's if a company can't perform its basic duty, so if your water doesn't come out your taps and your sewage isn't being taken away". Environment, Food and Rural Affairs Committee, Tuesday 9 September 2025.
- There was a serious interruption to water supply in the OX7 and OX29 postcodes due to a burst water main in March 2026 that caused severe water supply interruptions (low pressure or no water) for thousands of residents and businesses in Oxfordshire. (<https://www.bbc.co.uk/news/articles/cq6qp0146ggo>; accessed 16 March 2026).

This Council further notes:

- Raw sewage contains dangerous pathogens, including E. coli, hepatitis A, and parasites, which pose severe risks through direct contact or ingestion. Exposure causes gastrointestinal infections (vomiting, diarrhoea), skin/eye/ear infections, and respiratory issues. It is a major cause of waterborne diseases like cholera and dysentery.
- Thames Water are responsible for 72 billion litres of sewage discharged into rivers since 2020, with 2024 data indicating a 50% increase in raw effluent dumped.
- Thames Water have paid out £7.2bn to shareholders since 1989, including

£158.3m in 2024.

This Council believes:

- Thames Water should be brought into special administration and then back into public ownership.

This Council resolves:

- To request that the Leader of the Council writes to the Prime Minister calling for Thames water to be brought into public ownership.
- To request that the letter to the Prime Minister also asks that in the meantime no dividends should be made to Thames Water Shareholders, nor bonuses to Thames Water Management until all rivers in the region meet all clean water standards.
- To request that the Overview and Scrutiny Committee regularly invites Thames Water to report on how much raw sewage has been pumped into West Oxfordshire rivers and the progress towards preventing this.

12. **Motion E - Protecting precious habitats in West Oxfordshire Proposed by Councillor Arciszewska, seconded by Councillor Pearson**

This Council notes:

The UK is one of the most nature-depleted countries in the world; with only about 50% of its biodiversity remaining, it ranks in the bottom 10% globally. It is therefore of utmost importance that the remaining areas of high ecological value are preserved, as they may serve as nucleation sites for the wider nature recovery.

This is also a matter of urgency. The new Planning and Infrastructure Bill has been created to fast-track the delivery of the government's ambition to build 1.5 million homes by the end of this parliament. This bill allows developers to meet their environmental obligations by making payments to the Nature Restoration Fund to promote nature restoration elsewhere.

Environmental organisations and campaigners are deeply concerned that this new strategy will encourage developers to damage the environment locally and simply 'make up for it miles away'. According to legal analysis of the legislation, more than 5,000 of England's most sensitive and rare natural habitats are at high risk.

SSSIs are areas of exceptional ecological or geological value that have legal protection. Their designation is one of the most important tools available for protecting the UK's most valuable habitats and species. Designation and management of SSSIs is one of Natural England's key statutory duties, which the Agency seems to be failing to fulfil. The rate of SSSI designations has slowed dramatically in recent years; the average time it takes to designate sites is getting longer. According to experts familiar with the matter, it takes up to 10 years to obtain an SSSI status. Moreover, it now appears that the Agency has suspended processing further designations altogether.

We have some sites with extraordinary habitats, such as floodplain meadows and ancient woodlands in West Oxfordshire. They require legal protection. The Council has a legal duty to conserve and enhance biodiversity, and one of our priorities is to "create a

better environment for people and wildlife”.

Given the rapid pace of housing development and the current shortcomings of the Natural England watchdog, the Council should stand up for the local environment and demand answers and actions from the Agency.

The Council resolves to:

Ask the Leader of the Council to write to Tony Juniper, the head of Natural England, to ask:

- a) Why the SSSI designation process has been suspended
- b) When the SSSI designation will be reinstated
- c) Request that Natural England adopts a temporary approach to commenting on planning applications, which takes into account available local environmental evidence to protect the sites that would otherwise have been designated as SSSIs if the designation process worked as intended.
- d) Request that Natural England uses this approach until the backlog in the SSSI designation is cleared.

13. **Motion F - The impact of the new restrictions imposed at the Household Waste and Recycling Centres in Oxfordshire on the residents of West Oxfordshire, proposed by Councillor Roger Faulkner, seconded by Councillor Sarah Veasey.**

For eleven consecutive years, under a variety of political leaderships, Oxfordshire County Council was the top performing County Council Waste Disposal Authority. In the County Council's own Satisfaction Ratings of Services Survey in 2025 it showed that 72% of residents were satisfied with the Household Waste and Recycling Centres, with only 16% being dissatisfied. This success reflects both the hard work of staff and the responsible behaviour of Oxfordshire residents.

Despite this positive record, the County Council has introduced new rules for the recycling centres including a mandatory booking system and the requirement to provide proof of address on arrival.

This Council notes that:

1. These rules place additional bureaucratic barriers for residents wishing to access the recycling centres.
2. Reduced access to recycling centres risks diverting waste into District Council collection services and to an increase in fly-tipping, both of which place additional practical and financial burdens on the District Council.
3. These changes risk undermining both Oxfordshire's high recycling rates in recent years and the public's satisfaction with waste and recycling services.
4. This Council therefore resolves to request that the Executive Member for the Environment writes to the Oxfordshire County Council Cabinet asking them to reconsider these restrictions, assess their impact on District waste and recycling services and work with all local authorities to ensure that waste and recycling centre policies continue to provide an accessible and effective service for the

residents of Oxfordshire.

14. **Motion G - Policy into Action, Proposed by Councillor Michael Brooker, seconded by Councillor Ruth Smith**

This council wishes to put policy into action. Our towns and roads have been kept waiting for implementation of decisions already made by Oxfordshire County Council, to the detriment of businesses and to residents' town centre experience and their travel and movement options across the District.

**High Street**

To revive our main town, we call on the County Council to prioritise work on Witney High Street, in close contact with traders and the Town and District Council, and start immediately to avoid works at key trading times. This includes the installation of the ANPR enforcement of the traffic restriction, that was approved months ago.

**Footpaths**

We also ask the County Council to begin work immediately on footpath resurfacing in West and East Witney as "walk and talk" minor works rather than expensive projects, with the more detailed items like lighting sorted out later.

**Potholes**

In the same vein, we urge the County Council to spend the government pothole uplift straight away and devote some of the nearly £300 million capital hoarded from development, including in West Oxfordshire, on longer lasting resurfacing projects starting with the worst surfaces and busiest roads.

Council resolves that:

1. The Leader writes to the County Council to request immediate start to Witney High Street works and installation of ANPR, after unacceptable delay demoralising businesses and residents.
2. The Leader writes to the County Council to demand immediate commencement of the stalled footpath works at East and West Witney.
3. The Leader writes to the County Council to request that West Oxfordshire roads are scheduled for full resurfacing, using unspent funds, and that in the meantime West Oxfordshire potholes are repaired with the best methods available using the pothole uplift funding.

(END)

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the Council

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 2.00 pm on **Wednesday, 25 February 2026**

#### PRESENT

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

Officers: Giles Hughes (Chief Executive Officer), Madhu Richards (Director of Finance), Andrea McCaskie (Director of Governance and Regulatory Services), Phil Martin (Director of Place), Frank Wilson (Group Finance Director - Publica), Andrew Brown (Head of Democratic and Electoral Services), Maria Harper (Democratic Services Assistant), Ana Prelici (Senior Democratic Services Officer), Mathew Taylor (Democratic Services Officer), Georgina Dyer (Head of Finance), Kathryn Dowell (HR Business Partner), Andrew Thomson (Planning Policy Manager) and Michael Rich (Regeneration Lead for the Carterton Area Strategy)

Other Councillors in attendance:

#### **CL.75** Apologies for Absence

Apologies for absence were received from Councillors:

- David Cooper
- Julian Cooper
- Sandra Cosier
- Steve Cosier
- Phil Godfrey
- Liz Leffman
- Dan Levy
- Andrew Lyon
- Tim Sumner

**CL.76 Declarations of Interest**

Declarations of Interest were received as follows:

The Chair drew Members' attention to Section 106 of the Local Government Finance Act 1992. Any Members in Council Tax arrears of two or more months must declare this and cannot vote on the budget or Council Tax items.

There were no declarations of interest received.

**CL.77 Minutes of Previous Meeting**

The minutes of the meeting held on 28 January were approved and signed by the Chair as a correct record.

Councillor Thomas Ashby noted he had not received a response to his supplementary questions.

Councillor Andy Graham proposed accepting the minutes, these were seconded and voted on.

Voting Record – 38 For, 3 Abstentions, 1 Against

**CL.78 Receipt of Announcements**

The Chair thanked members that had attended his recent charity coffee morning and bake sale held in Witney. The Chair advised that nearly £500 had been raised at the event.

The Chair also advised that his charity quiz night was on 20 March 2026 and all members were welcome to attend.

Councillor Andy Graham, Leader of the Council, announced that he had taken on the role of Armed Forces Champion for the Council. Councillor Graham stated that he felt that the Leader should hold this role in recognition of the large armed forces community in West Oxfordshire. The role was to act as an advocate for the armed forces community and raise any areas of concern to ensure action was taken to support them. Councillor Graham would work to ensure the needs and contributions of military personnel and veterans were recognised, valued and supported.

Councillor Lidia Arciszewska, Executive Member for Environment, drew members' attention to a recent docudrama "Dirty Business". This docudrama had been produced in collaboration

Council

25/February2026

with a local campaigner's group Windrush Against Sewerage Pollution (WASP). Councillor Arciszewska suggested that the programme laid bare the improper actions of Thames Water and the shortcomings of regulators with regard to sewerage. Councillor Arciszewska expressed her gratitude to Peter Hammond, Ashley Smith and WASP for their action on the national scandal of sewerage pollution in particular in the district.

Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery, advised that the Council's nature recovery work would be showcased following the Executive on tour in Charlbury on Wednesday 11 March. The officer presentation at the event would include projects on restoration of rivers, strengthening habitats and protecting wildlife. The Evenlode Catchment Partnership and Charlbury Land and Nature Group would also be joining the event.

The Chief Executive welcomed Michael Rich who had been appointed Regeneration Lead for the Carterton Area Strategy. Mr Rich had extensive experience and was envisaged to play a key role in the regeneration of Carterton

#### **CL.79 Participation of the Public**

There was no participation of the public.

#### **CL.80 Questions by Members**

Questions by Members, as listed on the agenda, and the responses to those questions, which were circulated in advance, were taken as read.

The Chair invited the questioner to ask a supplementary question if they wished and then invited the relevant Executive Members to respond.

The Written Question, Written Answer, Verbal Supplementary Question and Verbal Supplementary Answer are detailed in a separate document appended to the Minutes of the Meeting.

#### **CL.81 Report of the Chief Finance Officer on the robustness of the budget estimates, adequacy of the Council's reserves and risk 2026/27**

The Leader introduced the report, the purpose of which was to note the report and have regard to it in light of the subsequent item on the Council's Budget and Medium Term Financial Strategy (MTFS). The Leader proposed accepting the recommendation to note the report.

Councillor Alaric Smith seconded the recommendation. Councillor Smith encouraged members to vote in approval of the recommendation. He stated that the budget process had

Council

25/February2026

continued to operate effectively, supported by the diligent work of staff across service areas. A comprehensive report had been produced for the upcoming financial year, reflecting robust analysis and early engagement consistent with the organisation's established budget-setting timeline. Following discussion with the Executive, there was collective agreement and comfort with the conclusions reached, ensuring the Council was well-placed to proceed confidently into the next stage of financial planning.

Council resolved to:

1. Note the report and has regard to it when making its decisions about budget and Council Tax for 2026/27.

Voting Record – 39 For, 0 Abstentions, 0 Against

#### **CL.82 Budget 2026/27 & medium term financial strategy**

In introducing the item, the Chair reminded members that they would not be able to leave partway through the item.

The purpose of the item was to provide the proposed budget for 2026/27, whilst also seeking approval for:

1. The Draft Base Budget for 2026/27
2. The Council's Capital Programme for 2026/27 to 2030/31
3. The level of Council Tax for 2026/27
4. The Medium-Term Financial Strategy (MTFS) for 2026/27 to 2030/31
5. The Capital Strategy 2026/27
6. The Investment Strategy 2026/27
7. The Treasury Management Strategy 2026/27
8. The Council's Pay Policy Statement 2026/27

The Leader introduced the item, and in doing so thanked the Council's finance team and officers generally. The Leader stated that the Executive had proposed a prudent budget which allowed the Council to maintain essential functions. The Leader also stated that the Executive had made strong progress against the Council's priorities, referencing the following projects;

- Growth in Marriott's Walk and strong market attendance, with over 32,000 visitors to the Christmas market.
- Significant progress on the Local Plan, supported by over 2,200 consultation responses.
- Establishment of the first Habitat Bank at Pudlicote Farm and advancement of the Salt Cross Area Action Plan (net-zero development).

25/February2026

- Ongoing work on the Carterton Area Strategy and the appointment of a regeneration lead.
- Continued lobbying on sewage treatment investment and the Carterton–Oxford rail link, and submission of a comprehensive response to the Botley West solar farm proposal.
- Environmental initiatives including EV investment and solar/low-carbon upgrades at leisure centres.
- Adoption of the Community Infrastructure Levy and delivery of 321 new affordable and social rented homes, as well as progress on the Woodford Way housing scheme.
- Successful support to vulnerable residents through the Low-Income Family Tracker programme.
- Submission of an Oxfordshire local government reorganisation proposal with partner councils.
- Over £1m raised through the community grants scheme, with a refreshed platform due.
- Development of a new services partnership for waste, grounds maintenance and local services

The Leader highlighted the key elements of the 2026-27 budget:

- Investment in homelessness services, including 29 new emergency accommodation bed spaces, reducing reliance on temporary accommodation and generating estimated savings of £350,000 annually.
- Strengthened Healthy Communities and Community Funding teams to support local programmes and partnerships.
- Further investment in nature recovery and enforcement capacity for fly-tipping.
- Introduction of real-time footfall monitoring in Witney, Carterton and Chipping Norton to support economic growth.
- Continued strong income from the Council's investment property portfolio (over £3m), with additional savings from the sale of Knights Court.
- Funding set aside for Local Government Reorganisation.
- Freeze on garden waste charges and a £5 increase for Band D council tax to protect services while remaining one of the lowest district rates nationally.

Councillor Michelle Mead, the Leader of the Opposition, then spoke on the Executive's proposed budget. Councillor Mead put forward an amendment to the budget, giving the following reasons;

- Every pound matters to residents, and the Council should aim to ease the burden on residents wherever possible.

25/February2026

- Fly tipping was an issue in the District, and the amendment was to provide funding for two enforcement officers (an additional officer compared to the Executive's budget).
- The amendment would provide funding for improved parking capacity and investment into youth sports.
- The opposition's amendment was fully funded, reallocating funds from the Council's reserves, member's allowances and the works on Guildenford Car Park.

The opposition's amendment read as follows;

- "The Conservative Group is proposing a responsible and community-focused amendment to the 2026/27 budget. Our approach prioritises residents, frontline services, and cost discipline, while ensuring value for money.
- We propose removing the following allocations:
  - £411,726 currently allocated to reserves.
  - £100,000 for the Guildford Car Park lighting project. We believe this project should be reconsidered through proper scrutiny due to concerns regarding overall costs and scope, with a view to potentially delivering it from next year's budget if justified.
  - £14,009 increase to member allowances\*.
- This reflects our belief that residents should come first, and that discretionary spending and internal increases should be carefully controlled during financially challenging times.
- We propose reinvesting these funds into the following priorities:
  - £353,803 – Council Tax Freeze (2026/27)
- Delivering a council tax freeze to support households facing ongoing cost-of-living pressures.
  - £48,433 – Strengthening Fly-Tipping Enforcement
- Increasing the proposal from one to two enforcement officers, increasing capacity further to tackle environmental crime and protect our rural communities.
  - £50,000 – Station Parking Feasibility Study
- Supporting commuters, reducing inappropriate parking in residential areas, and strengthening sustainable transport links. Funding towards a feasibility study into expanding parking at:
  - o Charlbury Station
  - o Kingham Station
  - o Hanborough Station
- £70,000 – Youth Sport Grant Scheme
- Launching a new grant programme, administered by the Community Funding Officer, to support grassroots youth sport across West Oxfordshire to promote better health, opportunities, and community engagement"

Council

25/February2026

There was one question of clarity over the number of fly tipping officers. The Leader of the opposition stated that the number of fly tipping officers being proposed by the opposition was two, one additional officer compared to the Executive's budget.

The amendment was seconded by Councillor Liam Walker,

The proposed budget and the opposition's amendment to it were then debated.

Members of the Administration and the controlling Alliance raised the following points;

- West Oxfordshire had thriving market towns, and in particular members made reference to Witney. This was evidence that the Council's work in this area was successful.
- The budget was prudent and progressive, and members commended the continued delivery of socially rented homes within it.
- The administration's prudent financial management had allowed the Council to resource key areas, such as youth development.
- Members commended the work of the waste and recycling team, and referred to the amendment, stating that there was no need for additional resources based on the fly tipping numbers.
- Members commended the Council's treasury management strategy.
- It was a collaborative budget built on Alliance projects including nature recovery, the Carterton area strategy, expanded social rent and emergency housing, youth services, planning capacity, and climate change work.
- There was a need for caution in regard to the Medium-Term Financial Strategy, as levels of inflation remained high, and reserves were needed to safeguard the Council's budget. Members felt this was not sufficiently addressed within the amendment.
- The local plan review was being taken forward by the administration as a key project and the Council had introduced the Community Infrastructure Levy on developments.
- Members referenced the work that had been done in refurbishing the Chipping Norton market.
- Members stated that the lighting work at the Guildenford Car Park was necessary for improving Public Safety.
- The Freezing of Council Tax (as proposed in the amendment) would have knock on effects for funding in future years and therefore compromise services. While the Council would not exist after Local Government Reorganisation, the services provided would need to continue. It was important to safeguard these services for the future.
- That the worst-off residents, who might be expected to benefit most from the freeze in Council Tax, would likely be in receipt of Council Tax reduction already.
- The increase was £5 per year for a band D property, which would not make a substantial difference to most households' budgets.

Members of the opposition raised the following points;

- The amendment was fully costed and checked by the finance team. In particular, they stated that the Council had a lot of reserves, and that therefore these could be utilised to ease the financial pressure on residents.
- The Council's MTFS was to 2031, which was longer than the duration of the Council.
- The amendment provided valuable sports provision.
- The administration's progress on projects was overshadowed by significant delays, for instance on 3G pitches.
- The Opposition's amendment prioritised resident wellbeing.
- The Opposition legitimately held the belief that the amendment would improve the budget and was sensible.
- Train station parking at Kingham was difficult, and it was very hard to get a parking space. There was a hope that the amendment would enable a feasibility study to enable further growth and progress.
- The grant scheme would provide growth and support for small groups.
- There was evidence of organised fly-tipping, which justified the need for additional resource.
- The Alliance had, in the past, criticised the opposition for not putting forward an amendment.
- The Council's responsibility was to its residents. £5 a year was a lot of money to a lot of people, and the reduction was also about the public messaging, and sending a message of support to these residents.

Councillor Alaric Smith, in reserving right to speak as the seconder of the budget, highlighted the following;

- Several of the Council's recent achievements.
- Investment continued in pollution management.
- Criticised the opposition amendments, describing them as political posturing and lacking substance.
- The leisure contract had previously been at risk; work with officers had increased footfall and stabilised income.
- The Council had made substantial investment in its wider investment portfolio, supported by pre-emptive maintenance.
- The proposed budget was described as strong and building on investments already made, including at Salt Cross and in services for young people, as well as through the use of Grampian conditions.
- The Administration argued that the Opposition's amendment would reduce the Council's future revenue base.

Council

25/February2026

- The proposed increase in Band D council tax amounted to only 11p per week.
- It was stated that the Opposition's approach would put the Council's finances at risk for the sake of virtue signalling.
- The Administration emphasised that delivering services required a legally balanced budget.
- The proposed budget would provide an appropriate financial buffer.
- Overall, the budget was presented as one that built on strong foundations.

The Leader of the Opposition, Councillor Michelle Mead, summed up the amendment and:

- Stated that Marriott's Walk was costing the Council £600,000 per year.
- Made reference to investment providing a boost to sports provision.
- Argued that some of the housing being claimed by the Liberal Democrats had in fact been delivered by the previous Conservative administration.
- Raised concerns that green waste charges were too expensive.
- Highlighted Burford car park flooding, with the view that the Council should be focusing on fixing existing issues.
- Suggested that a Carterton area strategy would be unnecessary if the administration were not pursuing current levels of housebuilding.
- Noted that the amendment had been submitted the previous week in accordance with the constitution.

Stated that consideration should be given to other sports and facilities, not only football pitches

In summing up the Leader stated that the message sent to residents was important, but there was support available in other way. He expressed support for the proposed budget and rejected the amendment, arguing it was submitted at the last minute, had not been developed through the established six-month consultation and scrutiny process, and lacked seriousness. He stated that signalling without action is ineffective and that the amendment would lead to a significant financial shortfall. He highlighted the budget's focus on supporting residents, including funding for community ladders. They also challenged comments made by the opposition regarding market support and the financial position of Marriott's, pointing to figures in the papers. The Leader added that existing feasibility work on rail issues is already underway with local partners. They concluded by commending the budget and recommending the amendment be rejected.

Before the Chair proceeded to the vote the Chief Finance Officer stated that there were alternate mechanisms for dealing with some of the requests that the Opposition had made but that the Council Tax freeze would only make a difference of £5 a year in a Band D property.

Council

25/February2026

Council resolved to approve:

1. The General Fund Revenue Budget 2026/27 as Summarised in Annex A.
2. The Medium-Term Financial Strategy for 2026/27 to 2030/31 in Annex B.
3. The Capital Programme for 2026/27 to 2030/31 as set out in Annex C.
4. The Council's Pay Policy Statement as set out in Annex I.
5. The Council's Capital Strategy as set out in Annex J.
6. The Council's Investment Strategy as set out in Annex K.

The Council's Treasury Management Strategy as set out in Annex

<b>Opposition Amendment (Amendment)</b>		
For	Councillor Thomas Ashby, Councillor Andrew Beaney, Councillor Jane Doughty, Councillor Roger Faulkner, Councillor Natalie King, Councillor Nick Leverton, Councillor Martin McBride, Councillor Michele Mead, Councillor Sarah Veasey, Councillor Liam Walker and Councillor Adrian Walsh	11
Against	Councillor Joy Aitman, Councillor Lidia Arciszewska, Councillor Hugo Ashton, Councillor Mike Baggaley, Councillor Michael Brooker, Councillor Adam Clements, Councillor Andrew Coles, Councillor Rachel Crouch, Councillor Genny Early, Councillor Duncan Enright, Councillor Andy Goodwin, Councillor Andy Graham, Councillor David Jackson, Councillor Paul Marsh, Councillor Stuart McCarroll, Councillor David Melvin, Councillor Rosie Pearson, Councillor Elizabeth Poskitt, Councillor Andrew Prosser, Councillor Nigel Ridpath, Councillor Carl Rylett, Councillor Geoff Saul, Councillor Sandra Simpson, Councillor Alaric Smith, Councillor Ruth Smith, Councillor Mark Walker and Councillor Alistair Wray	27
Conflict Of Interests	None	0
Abstain	None	0
<b>Rejected</b>		

<b>Budget recommendations as tabled (Resolution)</b>		
For	Councillor Joy Aitman, Councillor Lidia Arciszewska, Councillor Hugo Ashton, Councillor Mike Baggaley, Councillor Michael Brooker, Councillor Adam Clements, Councillor Andrew Coles, Councillor Rachel Crouch, Councillor Genny Early, Councillor Duncan Enright, Councillor Andy Goodwin, Councillor Andy Graham, Councillor David Jackson, Councillor Paul Marsh, Councillor Stuart McCarroll, Councillor David Melvin, Councillor Rosie Pearson, Councillor Elizabeth Poskitt, Councillor Andrew Prosser, Councillor Nigel Ridpath, Councillor Carl Rylett, Councillor Geoff Saul, Councillor Sandra Simpson, Councillor Alaric Smith, Councillor Ruth	27

Council

25/February2026

	Smith, Councillor Mark Walker and Councillor Alistair Wray	
Against	Councillor Thomas Ashby, Councillor Jane Doughty, Councillor Edward James, Councillor Natalie King, Councillor Nick Leverton, Councillor Martin McBride and Councillor Adrian Walsh	7
Conflict Of Interests	None	0
Abstain	Councillor Andrew Beaney, Councillor Roger Faulkner, Councillor Michele Mead, Councillor Sarah Veasey, Councillor Liam Walker and Councillor Alex Wilson	6
<b>Carried</b>		

### CL.83 Council tax 2026/27

Councillors Natalie King and David Jackson left the room.

Councillor Andy Graham introduced the item, the purpose of which was to enable West Oxfordshire District Council ('the Council') to calculate and set the Council Tax for 2026/27.

Councillor Alaric Smith seconded the recommendations which were put to the vote and agreed by Council

Council Resolved to:

Recommendations for the Council Tax Resolution 2026/27 The Council Resolves to:

1) Note that for the purpose of the Local Government Finance Act 1992 Section 35(2), there are no special expenses for the District Council in 2026/27;

2) Note that at its meeting held on 14 January 2026 the Executive acknowledged the calculation of the Council Tax Base for 2026/27: a) b) for the whole Council area as 49,561.59 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and for dwellings in those parts of its area to which a Parish Precept relates as in the attached Schedule 1.

3) Agree that the Council Tax requirement for the Council's own purposes for 2026/27 (excluding Parish Precepts and Special Expenses) is £134.38

4) Agree that the following amounts be calculated for the year 2026/27 in accordance with Sections 31 to 36 of the Act: a) b) c) d) e) f) g) h) £57,406,989 being the aggregate of the

25/February2026

amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses. £44,427,124 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act. £12,979,865 being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the Act). £261.89 being the amount at 4(c) above (Item R), all divided by Item T (2(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses); £6,319,779 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the Act as per the attached Schedule 2. £134.38 being the amount at 4(d) above less the result given by dividing the amount at 4(e) above by Item T(2(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates; the amounts shown in Schedule 2 being the amounts given by adding to the amount at 4(f) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area shown in Schedule 2 divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate; the amounts shown in Schedule 3 being the amounts given by multiplying the amounts at 4(f) and 4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

5) Note that for the year 2026/27 the Oxfordshire County Council and the Police and Crime Commissioner for the Thames Valley have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated below: Valuation Band Oxfordshire County Council £ A £1,337.85 Police and Crime Commissioner for Thames Valley £ £198.85 B £1,560.83 £232.00 C £1,783.80 £265.14 D £2,006.78 £298.28 E £2,452.73 £364.56 F £2,898.68 £430.85 G £3,344.63 £497.13 H £4,013.56 £596.56

6) Agree that the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in Schedule 4 as the amounts of Council Tax for the year 2026/27 for each part of its area and for each of the categories of dwellings.

7) Agree that the Council's basic amount of Council Tax for 2026/27 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

8) Agree the following Council/Public Officers: Director of Finance, Executive Director – Operations & Resident Services, Head of Legal, Lead Lawyers, Lawyers, Paralegals. Business Manager – Welfare & Revenue Service, Revenues Manager, Revenues Lead and Court Officer

Council

25/February2026

be authorised to: a) b) collect and recover any National Non-Domestic Rates and Council Tax, and prosecute or defend on the Council's behalf or to appear on its behalf in proceedings before a magistrate's court in respect of unpaid National Non Domestic Rates and Council Tax.

<b>Council Tax Recommendations (Resolution)</b>		
For	Councillor Joy Aitman, Councillor Lidia Arciszewska, Councillor Hugo Ashton, Councillor Mike Baggaley, Councillor Andrew Beaney, Councillor Michael Brooker, Councillor Adam Clements, Councillor Andrew Coles, Councillor Rachel Crouch, Councillor Genny Early, Councillor Duncan Enright, Councillor Andy Goodwin, Councillor Andy Graham, Councillor David Jackson, Councillor Paul Marsh, Councillor Stuart McCarroll, Councillor David Melvin, Councillor Rosie Pearson, Councillor Elizabeth Poskitt, Councillor Andrew Prosser, Councillor Nigel Ridpath, Councillor Carl Rylett, Councillor Geoff Saul, Councillor Sandra Simpson, Councillor Alaric Smith, Councillor Ruth Smith, Councillor Mark Walker and Councillor Alistair Wray	28
Against	Councillor Thomas Ashby, Councillor Jane Doughty, Councillor Roger Faulkner, Councillor Edward James, Councillor Nick Leverton, Councillor Martin McBride, Councillor Michele Mead, Councillor Sarah Veasey and Councillor Liam Walker	9
Conflict Of Interests	None	0
Abstain	Councillor Adrian Walsh and Councillor Alex Wilson	2
<b>Carried</b>		

#### **CL.84 Salt Cross Area Action Plan**

Councillor Hugo Ashton, Executive Member for Planning, presented the item, the purpose of which was to consider the formal adoption of the Salt Cross Area Action Plan (AAP).

Prior to his presentation, Councillor Ashton expressed his gratitude to all of those involved in bringing the AAP to the adoption stage. Councillor Ashton specifically credited the community of Eynsham, Rights Community Action, West Oxfordshire District Council's Planning Team and the various consultants involved in the process that included Etude, Currie and Brown, Aspinall Verdi and LUC.

Councillor Ashton then moved onto the main presentation and made the following points:

- Salt Cross Garden Village was the anchor of the Council's growth strategy in the current and emerging Local Plans.

25/February2026

- The adoption of the AAP would allow the promotor to complete the outline planning application and planners to progress to development of the strategic site.
- Councillor Ashton outlined the timeline that had led to the proposed AAP. The process had begun in 2018. Following an initial round of consultation, the Inspector's initial report in May 2022 had found the AAP capable of being sound subject to modifications. Rights Community Action had subsequently challenged the Inspector in respect of Policy 2 – Net Zero Carbon. Following this the High Court had quashed the Inspector's report in respect of Policy 2. The revised Policy 2 put forward by the Council had the been found to be legally compliant, consistent with national policy and capable of being made sound through modifications by a second Inspector, when she published her report which outlined the required Main Modifications in January 2026.
- Annex A showed the Main Modifications that were required for the AAP to be found sound from the initial Inspectors report, which remained valid (except with regard to Policy 2).
- Annex B showed the Main Modifications specific to Policy 2.
- Annexes A and B set out the entirety of the Main Modifications that were needed for the AAP to be found sound and formally adopted.
- Annex C was a schedule of minor additional modifications.
- A composite version of the AAP was contained in Annex D.
- The recommendations were binding on the Council and would be either accepted in whole or not at all.

In the discussion Members made the following points:

- Members echoed Councillor Ashton's gratitude to communities, officers and the consultants involved in the process.
- The AAP and Salt Cross Garden Village was a project of national significance and would be an exemplar in the district.
- The Net Zero Carbon Policy was an important aspect of the AAP, and its inclusion was a great achievement.
- It was hoped the low-density aim of the garden village would be retained.
- The position of the A40 between Eynsham and Salt Cross remained a challenge and potentially a flaw in the AAP. Integration of the two communities would need further work. Traffic would increase on the A40, Eynsham would be used as a rat-run and the requirements of children to cross this road for school would be dangerous.
- Previously proposed upgrades to the A40 had been scrapped and it was hoped that with Salt Cross being passed the required upgrades would be brought forward, including the use of the Eynsham Park and Ride which would be important for this site. A transport link from the Park and Ride to the nearby Hanborough Station could be considered.

Council

25/February2026

- Members noted that the County Council was responsible for improvements to the A40 and the Park and Ride at Eynsham. Members requested that County Council set out timelines for the delivery of these improvements and works.
- It was noted that the decision for new housing on the site was made under a previous administration.
- The AAP would contribute to the Council's housing requirements as imposed by national government.
- The developer was now required to bring forward detailed plans in line with the AAP.
- Solar on roofs at the time of building was considered preferable to retrofitting properties and to solar farms on fields.
- The delay in delivery of the AAP and Salt Cross, which was a major part of the Local Plan, had led to development in other areas of the district.

Councillor Andy Graham, Leader of the Council, seconded the proposal and reiterated the contribution of the residents of Eynsham to achieving the AAP with the Net Zero Carbon Policy in place. Councillor Graham considered the final AAP to be better than that originally planned and stated that it would deliver sustainable living in the district. Councillor Graham noted that as a rural district the Council would need to support sustainable growth and a holistic approach to this was required to ensure existing communities did not feel marginalised.

The recommendations were put to the vote as follows:

For 38, Against 0, Abstentions 0.

The Council resolved to:

1. Accept the Inspectors' recommendations regarding the Main Modifications required to make the AAP sound as set out at Annex A and Annex B;
2. Agree the incorporation of the additional modifications as set out at Annex C;
3. Adopt the Salt Cross Area Action Plan (AAP) attached at Annex D as a development plan document, incorporating all of the Main Modifications recommended by the Inspectors at Annex A and Annex B, together with the additional modifications at Annex C, in accordance with Regulation 26 of the Town and Country Planning (Local Planning) Regulations 2012;
4. Authorise the Head of Planning in consultation with the Executive Member for Planning, prior to the publication of the adopted Salt Cross AAP, to correct any minor spelling, grammatical or typographical errors together with any improvements from a presentational perspective including paragraph and policy numbering;
5. Note that the adoption of the Salt Cross AAP will supersede certain aspects of the West Oxfordshire Local Plan 2031 insofar as they relate to Salt Cross with immediate effect, specifically; Figure 3.2 of the AAP updates Figure 9.5e of the Local Plan, AAP

Council

25/February2026

Policy 16 supersedes Local Plan Policy T4 in respect of car parking standards and AAP  
Policy 25 supersedes Local Plan Policy H5 in respect of custom and self-build housing.

#### **CL.85 Chief Executive Recruitment**

The Chair advised Council that he had used his discretion to enable the item to be considered notwithstanding the late circulation of the report on the basis that this would allow the stability the Council required and would enable the quick recruitment of a Director of Place.

Councillor Andy Graham, Leader of the Council, presented the item, the purpose of which was to present the outcome of the recruitment process for the Chief Executive (Head of Paid Service) role and seek Full Council's approval of the Selection Panel's recommendation to appoint Phillip Martin with a secondment to be the Council's next Chief Executive from 1 June 2026 until 31 March 2028, to fit in with the expected Local Government Reorganisation (LGR) Vesting Day.

Councillor Graham proposed the recommendations and noted that, with the retirement of the current Chief Executive, the Council was required to ensure continuity and stability in the Council's senior leadership. An internal recruitment process had been undertaken which the Performance and Appointments Committee had delegated to a cross-party Selection Panel, with an interview process on 17 February. The process was in accordance with the Council's Constitution and relevant statutory provisions. The Panel had wished to take forward Phillip Martin as the preferred candidate.

Councillor Michele Mead seconded the proposal.

A Member expressed a hope that on the appointment the new Chief Executive would continue to work closely with Members.

The recommendations were put to the vote as follows:

For, 37 Against 0, Abstentions 0.

The Council resolved to:

Approve the appointment and salary of Phillip Marton as Chief Executive (Head of Paid Service) of West Oxfordshire District Council from 1 June 2026 until the 31 March 2028, to fit in with the expected Local Government Reorganisation (LGR) Vesting Day.

Council

25/February2026


**CL.86 Motions on Notice**

There were no motions tabled for the meeting.

The Meeting closed at Time Not Specified

CHAIR

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>COUNCIL – 25 MARCH 2026</b></p>
<p>Subject</p>	<p><b>CONSTITUTION WORKING GROUP RECOMMENDATIONS (DELEGATIONS, PLANNING COMMITTEES AND MEMBER QUESTIONS)</b></p>
<p>Wards affected</p>	<p>None</p>
<p>Accountable member</p>	<p>Councillor Alaric Smith, Chair of the Constitution Working Group Email: <a href="mailto:Alaric.Smith@westoxon.gov.uk">Alaric.Smith@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Andrea McCaskie, Director of Governance and Regulatory Services Email: <a href="mailto:democratic.services@westoxon.gov.uk">democratic.services@westoxon.gov.uk</a></p>
<p>Report author</p>	<p>Andrew Brown, Head of Democratic and Electoral Services Email: <a href="mailto:democratic.services@westoxon.gov.uk">democratic.services@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To present recommendations from the Constitution Working Group related to delegations for regulatory matters, a review of the planning committee process and Member Questions.</p>
<p>Annexes</p>	<p>Annex A – Part 4E: Functions in relation to Regulatory Matters, with proposed changes shown. Annex B – Action plan for recommendations arising from Planning Advisory Service Annex C – Extract of Part 3C: Committee Functions, with proposed changes shown. Annex D – Process for Determining Planning Applications. Annex E – Roles and Responsibilities on Planning Committees. Annex F – Extract of Part 5A: Council Procedure Rules</p>
<p>Recommendation(s)</p>	<p>That Council resolves to:</p> <ol style="list-style-type: none"> <li>1. Approve the updates to Part 4E: Functions in Relation to Regulatory Matters, as shown in Annex A.</li> <li>2. Agree to rename the Development Control Committee to “Strategic Planning Committee”, with effect from the start of the 2026/27 civic year.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Agree to combine the two area planning sub-committees (Lowlands and Uplands) into a single, district-wide 12-Member “Development Management Sub-Committee” (quorum 3), with effect from the start of the 2026/27 civic year.</li> <li>4. Agree to amend Part 3C: Committee Functions, as shown in Annex C, from the start of the 2026/27 civic year to give effect to recommendations 2 and 3.</li> <li>5. Agree that the new Development Management Sub-Committee will meet on the Lowlands meeting dates in 2026/27, with the Uplands dates held for overspill meetings, should the sub-committee need to adjourn and reconvene.</li> <li>6. Request that the Council’s Independent Remuneration Panel meets to consider the implications of changing the planning committee structure for the Members’ Allowances Scheme 2023-27 and formally report back to the May Council meeting with any recommendations.</li> <li>7. Agree that the Process for Determining Planning Applications (Annex D) and Roles and Responsibilities on Planning Committees (Annex E) be included in the Constitution as appendices to Part 6Q: Members Planning Code of Good Practice.</li> <li>8. Agree to amend the rules for Member Questions, as shown in Annex F, Part 5A Council Procedure Rules to: <ol style="list-style-type: none"> <li>a) Introduce a word limit of 250 words on Member Questions.</li> <li>b) Introduce a time limit of 1 minute for supplementary Member Questions.</li> <li>c) Rotate the order of Member Questions by political group, in the same way that Motions rotate.</li> </ol> </li> </ol>
Corporate priorities	<ul style="list-style-type: none"> <li>• Putting Residents First</li> <li>• Working Together for West Oxfordshire</li> </ul>
Key Decision	NO
Exempt	NO
Consultees/ Consultation	<p>Constitution Working Group  Chairs and Vice Chairs of planning sub-committees  Executive Member for Planning  Head of Planning  Development Manager  Service Leader – Environmental and Regulatory Services</p>

## **1. EXECUTIVE SUMMARY**

- 1.1 This report presents recommendations from the Constitution Working Group (CWG) about delegations for regulatory matters, proposed changes to the planning committee structure and other amendments following a review by the Planning Advisory Service, and member questions at full Council.

## **2. BACKGROUND**

- 2.1 The CWG held meetings on 29 January 2026 and 26 February 2026 and the recommendations arising from those meetings are contained within this report.

## **3. DELEGATIONS FOR REGULATORY FUNCTIONS**

- 3.1 The Service Leader for Environmental and Regulatory Services (ERS) has reviewed their delegations and requested that a number of additional powers are listed in Part 4E: Delegations in Relation to Regulatory Matters. This is largely a tidying up exercise to ensure that all relevant powers that ERS rely on are listed in the Constitution.
- 3.2 A version of Part 4E is attached as Annex A with proposed amendments shown in red text. The various powers have also been reordered alphabetically for ease of reference. Full Council is recommended to approve the updated Part 4E.

## **4. PLANNING COMMITTEE REVIEW**

- 4.1 In September and October 2025, the Planning Advisory Service (PAS) undertook a review of the planning committee function at West Oxfordshire District Council ('the Council'). The review was led by a local government planning expert with over 30 years' experience and a Cabinet Member for Planning from another district council.
- 4.2 The purpose of the review was to help ensure that the Council stays within the Governments' major application quality performance measure. The review focused on what is going well, identifying barriers to success and areas for improvement. It involved reviewing webcasts of meetings dating back to May 2025 and interviews with Members and Officers.
- 4.3 PAS produced a report with a series of recommendations for improving the Council's approach to the planning committee function. The Council's response to the recommendations was considered by an officer working group ('OWG') which included the Director of Governance and Regulatory Services, together with officers from Planning Services and Democratic Services. The CWG considered the PAS recommendations and the views of the OWG, together with a resulting action plan. The Council's response to the PAS recommendations is included at Annex B and the PAS report is available as a background paper. The actions that require a Council decision are explained in the following paragraphs.

## **5. RENAMING DEVELOPMENT CONTROL COMMITTEE**

- 5.1 PAS have recommended that the Council renames the Development Control Committee to better reflect its wider purpose of dealing with strategic planning matters (e.g. Nationally Significant Infrastructure Projects). The OWG agreed that a change of name would be appropriate because “control” of development is considered to be outdated terminology. Council is recommended to agree the change of name from Development Control Committee to “Strategic Planning Committee” with effect from the start of the 2026/27 civic year.
- 5.2 PAS have noted the benefit of having “parent” committee and sub-committee model with the ability of the Head of Planning to refer applications to the committee from the sub-committee for final determination where they feel this is appropriate. The OWG and the CWG agreed with retaining the committee as it provides a useful review mechanism. The alternative would be for applications to be referred to full Council by the Head of Planning for final determination, which is not recommended.

## **6. SINGLE PLANNING SUB-COMMITTEE**

- 6.1 PAS have recommended that the Council replaces the Lowlands and Uplands area planning sub-committees with a single district-wide Development Management Sub-Committee. Their rationale for recommending this change is based on the relatively small number of applications on agendas, and improving consistency of decision-making and efficiency.
- 6.2 PAS and the CWG noted feedback from members that holding regular and often short meetings is not the best use of member time, given the need to travel in for meetings from across the district. The CWG also noted that a number of meetings have been cancelled due to lack of business. The CWG considered data on the length of meetings and noted that, had the two sub-committees been combined a year ago, all but two meetings would have concluded within 4 hours.
- 6.3 Going forward it is expected that the Governments’ new national planning scheme of delegation will significantly reduce (potentially halve) the number of planning applications determined by members. Maintaining the existing committee structure would therefore be expected to result in more cancelled meetings and fewer applications on meeting agendas.
- 6.4 West Oxfordshire District has a single Local Plan which applications must be determined against. PAS have highlighted the risks of inconsistent decision making. While local knowledge is important, the PAS report raised concerns over local knowledge of members, supporters and or objectors being given too much weight (i.e. above the relevant knowledge of expert consultees).
- 6.5 PAS also highlight that having two sub-committees is more expensive due to duplication of work and impacts the efficient operation of the planning service. CWG heard that the views of PAS were shared by senior planning officers.
- 6.6 PAS stated that the majority of councils have a single planning committee. Within Oxfordshire, West Oxfordshire is the only local authority to operate multiple planning committees; the other districts each have a single planning committee. Oxford City Council

replaced two area committees with a city-wide committee in 2021 and has maintained that model since. Cherwell has operated a single committee model since at least 2008.

- 6.7 It is recommended that full Council agrees to replace the two area planning sub-committees with a single Development Management Sub-Committee comprising 12 Members (appointed annually by the Development Control/Strategic Planning Committee), with a quorum of 3 Members.
- 6.8 Council is recommended to amend Constitution Part 3C: Committee Functions, as shown in Annex C, to give effect to the recommended changes to the planning committee structure. No changes are proposed to the responsibilities of the Development Control Committee other than to renaming the committee the Strategic Planning Committee and replacing references to Lowlands and Uplands with Development Management Sub-Committee. It is also recommended that the quoracy requirement is also amended from 4 members to 3 to bring it in line with the quoracy requirements of the Council's other committees. The proposed Development Management Sub-Committee would have the same remit and responsibilities of Lowlands and Uplands but on a district-wide basis.
- 6.9 Full Council is further recommended to agree that in 2026/27 the Development Management Sub-Committee will meet on dates and times earmarked for the Lowlands Area Planning Sub-Committee (generally the second Monday of each month) and that the Uplands dates (generally the third Monday of each month) will be set-aside for "overspill" meetings should the Sub-Committee be unable to complete its business within the time limit of 3 hours and decide to adjourn rather than extend the meeting length (which can be done hourly by a majority vote). This would ensure that any remaining applications not dealt with at the first meeting could be determined in a timely fashion at the overspill meeting, which would be a continuation of the meeting held the previous Monday. It would be unlikely that members of the public would need to attend the second date, CWG commented that applications with public speakers could be dealt with first, as is often the usual practice. The expectation is that the overspill dates would rarely need to be used, especially once the new national scheme of delegation is in place which is expected to significantly reduce the number of applications determined by Members.
- 6.10 If Full Council agrees to change the structure of planning committees it is recommended that the Council requests that its Independent Remuneration Panel (IRP) meets to consider consequential amendments to the Members' Allowances Scheme 2023-27 ('the Scheme'). Currently the Scheme provides that the Chair of the Development Control Committee will receive a special responsibility allowance (SRA) of 0.25x basic allowance and the Chair of an Area Planning Committee will receive an SRA of 1.25x basic allowance. The IRP would consider the issues and make recommendations to the May 2026 Council meeting about what allowances should be paid to planning chairs under the new committee structure.

## **7. PLANNING PROCESS AND ROLES AND RESPONSIBILITIES**

- 7.1 The PAS report made further recommendations for improvements to how planning meetings operate. PAS believe that there should be a clearer process for determining

applications and a clearer demarcation of roles at meetings, specifically between the roles of ward councillors and voting members.

- 7.2 PAS recommended a review of the Members Planning Code of Good Practice to address these issues. The Code of Good Practice within the Constitution (Part 6Q) is a national document which was produced by Lawyers in Local Government (LLG). Rather than amend the content of that document the CWG recommend that two documents produced by officers are appended to it.
- 7.3 Firstly, the Process for Determining Planning Applications attached at Annex D takes the form of a flow chart which is intended to assist chairs and provide clarity to members and the public about the steps that will be followed in determining planning applications. PAS had suggested that the officer presentation is provided in one part rather than two as is currently the case (with public speaking in between). However, the officer working group and the CWG held the view that the current process works well so these stages have not been combined in the flow chart.
- 7.4 Secondly, the Roles and Responsibilities in Relation to Planning Committees attached at Annex E has been produced to clearly set out the different responsibilities associated with the roles of voting members, ward members, chairs and vice-chairs at planning meetings. The intention is to help to ensure that the different roles do not risk becoming blurred and to avoid risks that voting members are perceived to have pre-determined applications.

## **8. OTHER PAS RECOMMENDATIONS**

- 8.1 PAS made a number of other recommendations which relate to operational matters. These were discussed with the CWG but do not require a Full Council decision (e.g. improvements to webcasting, timing of pre-meetings, etc.). Some recommendations were not felt by the OWG and/or CWG as necessary and are not proposed to be taken forwards. For example, PAS had recommended that more time be given to supporters if the Town or Parish Council or Ward Members are objecting to the application (or vice-versa if the Parish Council or Ward Member support the application). This was considered but it was not accepted as the current system provides a sufficient balance of views and is one which is commonly used by many other councils. The proposed change could also cause confusion for speakers as they would not know how much time they had to speak until the day of the meeting.
- 8.2 The full list of PAS recommendations, which was considered by the CWG, is included at Annex B with a comment and any actions provided against each recommendation.

## **9. MEMBER QUESTIONS AT FULL COUNCIL**

- 9.1 CWG was asked to consider whether it was necessary to include any additional rules around member questions at full Council meetings. Currently, Member Questions are included on Council agendas as submitted by members and in the order they were received. There is an ability for questions to be rejected by the Monitoring Officer in certain circumstances but there is no restriction on the length of questions for example. Member questions and responses are taken as read at the Council meeting and a total of 15 minutes

is provided for supplementary questions and responses but there is no restriction on the time taken to ask or respond to individual supplementary questions.

- 9.2 CWG considered options for strengthening the governance around member questions in Part 5A Rule 11 of the Constitution and discussed whether to recommend specific parameters or a broader discretion to officers to edit Member Questions to ensure they are clear and concise. CWG took the former approach of recommending specific parameters.
- 9.3 The majority view on CWG was to introduce a word limit on Member Questions to ensure that they cannot be overly long, as has happened on a small number of occasions in the past. A limit of 250 words per Member Question is recommended.
- 9.4 CWG opted not to recommend the introduction of a limit on the number of questions that can be submitted by a single member at any one meeting of Full Council.
- 9.5 CWG recommend a time limit of 1 minute per supplementary question given that there is an overall time limit of 15 minutes at the meeting and there are often several Member Questions that may result in supplementary questions and answers. CWG opted not to recommend a time limit on the response to a supplementary question.
- 9.6 CWG agreed with the principle of rotating the order of questions by group on the same basis that the order of Motions rotates i.e. any question from the largest political group will be taken first, followed by each other political group in order of size, followed by any question from a member not part of a political group.
- 9.7 Full Council is recommended to agree to the updated version of Part 5A Rule 11, as shown in Annex F with changes in red text, in order to give effect to these proposed changes to the Member Question rules.

## **10. ALTERNATIVE OPTIONS**

- 10.1 Council could decide to not agree the recommendations in this report but that approach is not recommended for the reasons set out in this report.
- 10.2 The alternative to listing the ERS powers in full is to rely on a general delegation. That would be a legitimate approach but would be less transparent than listing the various powers in the Constitution.
- 10.3 If Council decided not to combine the two areas planning sub-committees into a single district-wide sub-committee then it is likely that, once the new national scheme of delegation is in place, there will be a significant increase in the numbers of cancelled and short sub-committee meetings.

## **11. FINANCIAL IMPLICATIONS**

- 1.1. The merger of the two area planning sub-committees would be a more efficient use of Council resources but would not be expected to deliver cashable savings and is not the reason for the recommendation.
- 11.1 The financial implications of any changes to the Members' Allowances Scheme 2023-27 would need to be set out in a future report following consideration by the Council's IRP.

## **12. LEGAL IMPLICATIONS**

**12.1** The Council has a duty to keep the Constitution up to date under S9P of the Local Government Act 2000. There are no other legal implications arising from this report.

## **13. RISK ASSESSMENT**

**13.1** By not regularly considering updates to the Council's Constitution, which sets out how the Council operates, how decisions are taken and the procedures which are followed, there is a risk to ensuring that decision-making is efficient, transparent and accountable to local people.

## **14. EQUALITIES IMPACT**

**14.1** The recommendations in this report are not considered to have any differential impacts on any groups with protected characteristics.

## **15. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**15.1** The proposed merger of the two area planning sub-committees would be expected to result in a slight reduction in emissions associated with travel to and from meetings.

**15.2** There are no other climate and ecological emergencies implications arising from this report.

## **16. BACKGROUND PAPERS**

**16.1** The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- West Oxfordshire District Council Planning Committee Review, September – October 2025

**16.2** These documents will be available for inspection online at [www.westoxon.gov.uk](http://www.westoxon.gov.uk) or by contacting democratic services [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) for a period of up to 4 years from the date of the meeting.

(END)

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#### 4E Functions in relation to Regulatory Matters including Public Health, Environmental Health and Health and Safety

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No.	Function	Act or Statutory Instrument (where applicable)	Responsibility/Decision Maker
1.	Powers of entry, inspection, regulation etc, in relation to animals	Animal Welfare Act 2006 S10, 18, 19	Senior Officer Responsible for Operational Services
2.	Powers with respect to graffiti and fly-posting. Powers to require name and address and to issue fixed penalty notices for graffiti and fly-posting.  Power to serve graffiti removal notices	Anti-Social Behaviour Act 2003 S 43, 52, 68, 79, 85	Senior Officer Responsible for Operational Services
3.	Authority to serve community protection notices and fixed penalty notices in relation to offences in breach of community protection notices.  Authorisation to issue fixed penalty notices in relation to offences in breach of Public Spaces Protection Orders.  Power for local authority representatives to enter premises to fix a copy of a closure notice.  Power of entry and means to secure enforcement of Closure Orders.	Anti-social Behaviour, Crime and Policing Act 2014 s43-s93 (Part 4)	Senior Officer Responsible for Operational Services

4.	<p>Service of notice to address unsatisfactory provision for drainage, to resolve defective drainage and to resolve drainage which is prejudicial to health or a nuisance.</p> <p>Powers of entry, inspection and for the purposes etc., specified.</p>	<p>Building Act 1984 S 59(1), 76, 84, 95</p>	<p>Senior Officer Responsible for Operational Services</p>
5.	<p>Powers of entry, inspection, service of notice, to carry out works, emergency action and for the purposes etc., specified in the Acts.</p>	<p>Caravan Sites Act 1968 All sections</p> <p>Caravan Sites and Control of Development Act 1960 All sections as amended</p>	<p>Senior Officer Responsible for Operational Services</p>
6.	<p>Dealing with offences, rights of entry and inspection, duty to notify occupiers of offences and powers to request information.</p>	<p>Clean Air Act 1993 Parts I, II, IV, V, VII and S 36, 51, 56, 57, 58</p>	<p>Senior Officer Responsible for Operational Services</p>
7.	<p>Authority to serve fixed penalty notices for nuisance parking offences, powers to require names and addresses. Power in respect of graffiti and other defacement</p> <p>Fixed penalty notice for failing to provide key holder details</p> <p>Power to require name and address for fixed penalty notice.</p> <p>Powers of entry, inspection and for the purposes etc., specified.</p> <p>Warrant to enter premises by force.</p> <p>Authority to silence alarms.</p>	<p>Clean Neighbourhoods and Environment Act 2005 S 6, 7, 28-30, 32-34, 73, 76-79</p>	<p>Senior Officer Responsible for Operational Services</p>

Annex A

8.	<p>Authority to serve notice to control noise on construction sites. Authority to give prior consent.</p> <p>Powers of entry, inspection, obtain information and for the purposes etc., specified</p>	Control of Pollution Act 1974 Sections 60, 61, 91, 93	Senior Officer Responsible for Operational Services
9.	<p>Power to require production of authority to transport controlled waste. Seizure of vehicles or its contents</p> <p>Power to serve fixed penalty notices under section 5.</p> <p>Power to seize and dispose of vehicles used for illegal waste disposal if a warrant has been issued.</p>	Control of Pollution (Amendment) Act 1989 S 5, 5A, 5B, 6	Senior Officer Responsible for Operational Services
10.	Powers with respect to electrical safety in private rented sector.	Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 S 4-14	Senior Officer Responsible for Operational Services
11.	<p>Authorised to enforce Minimum Energy Efficiency Standards - Powers of entry, inspection and for the purposes etc., specified.</p>	Energy Act 2011 and The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015	Senior Officer Responsible for Operational Services
12.	<p>Authority to serve an FPN (£5,000) for failure of a letting agent or property manager to belong to a government approved redress scheme.</p>	Enterprise and Regulatory Reform Act 2013 The Redress Schemes for Letting Agency and Property Management	Senior Officer Responsible for Operational Services

		Work (Requirement to belong to Scheme etc.) Order 2014	
13.	Power of entry for the provision of the pollution control enactments. Requisition of information, provision of unobstructed assistance as requested and all other relevant powers of this section.  Power to deal with cause of imminent danger of serious pollution.	Environment Act 1995 S 108, 109 and Schedule 18	Senior Officer Responsible for Operational Services
14.	Power to serve a notice to prevent environmental damage and for the purposes specified.  Power to serve a notice to prevent further environmental damage	Environmental Damage Regulations 2015 S 13, 14, 15, 18, 20, 22, 23, 24, 27, 32	Senior Officer Responsible for Operational Services
15.	Powers for the regulation and inspection of prescribed processes.	Environmental Permitting Regulations 2016. All relevant Sections.	Senior Officer Responsible for Operational Services
16.	Prohibition of unauthorised or harmful deposit, treatment or disposal etc. of waste. Powers to Serve Fixed Penalty Notices.  Duty of Care etc. as respects waste  Powers to Serve Fixed Penalty Notices  Powers to search and seize vehicles.  Authority to serve FPN for offences of leaving commercial industrial or domestic waste	Environmental Protection Act 1990 Section 33, 33ZA 34, 34ZA, 34A, 34B 46A, 47ZA 59/59ZA, Schedule 3 para 2, 2A Section 71(2) 78E 78N,79, 80, 88 88A as amended by the Noise and Statutory Nuisance act 1993.	Senior Officer Responsible for Operational Services

	<p>receptacles on the Highway or road.</p> <p>Power to require removal of waste unlawfully deposited by owner</p> <p>Powers of entry to deal with statutory nuisances</p> <p>Power to serve notice to require information</p> <p>Power to take action to abate nuisances</p> <p>Authority to serve fixed penalty notices for littering</p> <p>Power to require the keeper of a vehicle to pay a fixed (civil) penalty if there is a reason to believe that a littering offence has been committed from the vehicle</p> <p>Authority to issue litter abatement notices, litter clearing notices, litter control notices and serve fixed penalty notices for contraventions</p>		
17.	<p>Authority to serve fixed penalty notices Authority to carry out enforcement action and instigate legal proceedings for offences.</p> <p>Powers of entry, inspection and for the purposes etc., specified.</p>	Health Act 2006 Section 9(1), Schedule 2	Senior Officer Responsible for Operational Services
18. 6	Duty to enforce Chapter 1 and regulations made under it.	Health Act 2006 - Section 10(3)	Senior Officer Responsible for Operational Services
19. 7	Power to authorise officers.	Health Act 2006 - Section 10(5) and paragraph 1 of Schedule 2	Senior Officer Responsible for Operational Services

20. 8	Functions relating to fixed penalty notices.	Health Act 2006 Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 - Paragraphs 13, 15 and 16 of Schedule 1	Senior Officer Responsible for Operational Services
21. +	Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.	Health and Safety at Work etc. Act 1974 (Part I)	Senior Officer Responsible for Operational Services
22. 5	Public Health Protection Activities.	Health and Social Care Act 2008 – Section 129	Senior Officer Responsible for Operational Services
23.	Authorisation under S101 of the Local Government Act 1972 and S19 of the Local Government Act 2000 to exercise powers on behalf of the Highways Authority,	Highways Act 1980	Senior Officer Responsible for Operational Services
24.	Powers to make Survey and examinations, survey or valuation, measuring of rooms.	Housing Act 1985 Part X and XI, S 260, 319, 337, 340, 600	Senior Officer Responsible for Operational Services
25.	Exercising powers and duties including:- Relating to the service of improvement notices and follow up action.	Housing Act 2004 Part 1, CHAPTERS 1-3, 5, Part 2, S 62 64,69,70; S 131, Schedule 3, part 1, part 2 para 4; S 139,144, 234,	Senior Officer Responsible for Operational Services

	<p>Relating to the service of prohibition orders and follow up action.</p> <p>Relating to the service of Hazard Awareness Notices</p> <p>Relating to the enforcement of improvement notices.</p> <p>Relating to the enforcement of prohibition orders.</p> <p>Relating to emergency remedial action and Emergency Prohibition Orders.</p> <p>Relating to the powers to charge for enforcement action and recovery of charges</p> <p>Relating to temporary exemption from licensing</p> <p>Relating to the granting and refusal of HMO licences and the revocation and variation of licences.</p> <p>Relating to management orders; powers of entry to carry out works in default.</p> <p>Relating to overcrowding notices in certain houses in multiple occupation not required to be licensed.</p> <p>Relating to enforcement of management regulations.</p> <p>Requiring production of documents.</p> <p>Relating to survey and examination.</p> <p>Relating to warrant to authorise entry.</p>	<p>235, 239, 240, 241, 255,256; Schedules 3,4,7</p>	
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	<p>Relating to proceedings for obstruction.</p> <p>Relating to HMO declarations and revocations of HMO declarations.</p> <p>Power to take action without agreement.</p>		
26.	<p>Powers and duties with respect to Rogue Landlords and Banning Orders. Powers and duties with respect to electrical safety, accommodation needs, housing regulation (financial penalties, housing information, administration charges, client money protection schemes etc.,</p>	<p>Housing and Planning Act 2016 Parts 2 and 5</p>	<p>Senior Officer Responsible for Operational Services</p>
27.	<p>Service of notices by local authorities etc.</p>	<p>Local Government Act 1972 S 233, 234, 237, 237 ZA and A-F</p>	<p>Senior Officer Responsible for Operational Services</p>
28.	<p>Authority to requisition information.</p> <p>Relating to the service of notices for the removal of obstruction from blocked sewers. Timescale: within 48 hours or longer.</p> <p>Relating to the service of notices for the recovery of costs.</p>	<p>Local Government (Miscellaneous Provisions) Act 1976 S 16, 33, 35</p>	<p>Senior Officer Responsible for Operational Services</p>
29.	<p>Powers of entry, inspection and for the purposes etc., specified.</p>	<p>Local Government (Miscellaneous Provisions) Act 1982 S 29</p>	<p>Senior Officer Responsible for Operational Services</p>

Annex A

30.	Appearance of Officers at Court for legal proceedings, service of notices by local authorities etc.	Local Government and Housing Act 1989 Part VII	Senior Officer Responsible for Operational Services
31.	Right to register a general charge against land in certain circumstances.	Local Land Charges Act 1975 S 6	Senior Officer Responsible for Operational Services
32.	Powers to require the keeper of a cat or dog to have it microchipped.	Microchipping of Cats and Dogs (England) Regulations 2023 Reg 8, 12, 13	Senior Officer Responsible for Operational Services
33.	Power with respect to quarries and the provision of a barrier.	Mines and Quarries Act 1954 S 151	Senior Officer Responsible for Operational Services
34.	Powers of entry, inspection, service of notice, to carry out works, emergency action and for the purposes etc., specified in the Act.	Mobile Homes Act 2013 S 4, 5, 6, 8, 12	Senior Officer Responsible for Operational Services
35.	Powers and duties with respect to inspection and regulation for local authority pollution prevention and control.	Pollution Prevention and Control Act 1999	Senior Officer Responsible for Operational Services
36.	Authority to serve notices, carry out works, recover costs.	Prevention of Damage by Pests Act 1949 S 4, 5, 6, 22	Senior Officer Responsible for Operational Services
37.	Powers to regulate private water supplies, inspection, assessment and sampling against standards.	Private Water Supply Regulations 2016 as amended , Regulation 18	Senior Officer Responsible for Operational Services

38.	Powers to regulate private water supplies, inspection, assessment and sampling against standards.	Private Water Supplies (England) (Amendment) Regulations 2018	Senior Officer Responsible for Operational Services
39.	Powers relating to unlawful eviction and harassment.	Protection from Eviction Act 1977	Senior Officer Responsible for Operational Services
40. 4	Disinfection or destruction of verminous article.	Public Health Act 1936 – Section 37	Senior Officer Responsible for Operational Services
41.	<p>Powers of entry, inspection and for the purposes etc., specified. Relating to the service of notices requiring works to resolve overflowing and leaking cesspools.</p> <p>Relating to the service of notices to resolve defective sanitary conveniences.</p> <p>Relating to the service of notices for the cleansing for the cleansing of filthy or verminous premises.</p> <p>Relating to the service of notices to notify the owner and occupier of verminous premises that gas is to be used in the treatment.</p> <p>Relating to the cleansing or destruction of filthy or verminous articles and the cleansing of verminous persons and their clothing.</p> <p>Powers to deal with pond, pools, ditches etc. and to require repair and cleansing of culverts.</p> <p>Relating to making an order to recover costs for works in default to cleanse a filthy or verminous premises.</p>	Public Health Act 1936 S 45 (1), 48, 50(1), 83, 83 (1) (3), 84, 85, 140, 260, 264, 269(1),284, 287, 291, 293	Senior Officer Responsible for Operational Services

42. 2	Inspection of premises the subject of an application for registration as keeper of a Common Lodging House.	Public Health Act 1936 - Section 283	Senior Officer Responsible for Operational Services
43.	<p>Relating to the service of notices for the repair of drains, private sewers, etc. Timescale: minimum 7days.</p> <p>Relating to the service of notice to remedy blocked drains, private sewers, etc.,. Timescale; within 48 hours.</p> <p>Relating to the powers to remove accumulations for rubbish.</p> <p>Relating to the service of notices on occupiers of verminous premises requiring vacation.</p> <p>Power to deal with accumulations of rubbish.</p>	Public Health Act 1961 S 17(1), 17(3), 22, 34, 36(1)	Senior Officer Responsible for Operational Services
44. 3	Notices to be signed on behalf of the District Council.	Public Health Act 1984 - Section 284  Public Health (Control of Disease) Act 1984 – Section 29	Senior Officer Responsible for Operational Services
45.	<p>Authority to exercise powers contained within the Act, as amended and associated regulations.</p> <p>Powers of entry, inspection and for the purposes etc., specified.</p>	Public Health (Control of Disease) Act 1984 as amended by the Health and Social Care Act 2008. S 48, 61, 62	Senior Officer Responsible for Operational Services

46.	Powers to investigate whether a landlord or agent letting out private rented housing has broken certain laws	Renters' Rights Act 2025 Part 4 Chapter 3	Senior Officer Responsible for Operational Services
47.	Powers to deal with the control of dumping, abandoned vehicles recovery of expenses etc.  Authorisation to serve Fixed Penalty Notices	Refuse Disposal (Amenity) Act 1978 (as amended) by s 10-14 of Clean Neighbourhoods and Environment Act 2005 S 1, 2, 2A, 3-6	Senior Officer Responsible for Operational Services
48.	Powers with respect to fire safety in buildings.	Regulatory Reform (Fire Safety) Order 2005 S 27	Senior Officer Responsible for Operational Services
49.	Powers of entry, inspection and for the purposes etc., specified.	Scrap Metal Dealers Act 1964/ Scrap Metal Dealers Act 2013 Section 16	Senior Officer Responsible for Operational Services
50.	Authority to serve Remedial Notices. Authority to arrange for the remedial action to be undertaken and to appoint an 'authorised person' to carry out any necessary remedial action.	Smoke and Carbon Monoxide (England) Regulations 2015 Part 3 Reg 5, 7 Part 4 Reg 8	Senior Officer Responsible for Operational Services
51. 9.	Power to transfer enforcement functions to another enforcement agency.	Smoke free (Premises and Enforcement) Regulations 2006	Senior Officer Responsible for Operational Services

52.	Powers of entry, service of notice and requiring information about interest in land	Town and Country Planning Act 1990- Part VIII, Chapter 4, S 324-5 & 329-30	Senior Officer Responsible for Operational Services
53. 40.	The determination of Temporary Road Closure applications, where there is no objection from any statutory consultee	Town Police Clauses Act 1847.	Senior Officer Responsible for Operational Services, in consultation with a representative of Legal Services
54.	Powers to require furnishing of waste transfer documents within 7 days.	Waste (England and Wales) Regulations 2011 Reg 35	Senior Officer Responsible for Operational Services
55.	Powers of entry, inspection and for the purposes etc., specified.	Water Industry Act 1991 as amended S 77-85	Senior Officer Responsible for Operational Services

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Annex B: RAG rated PAS review action plan

Rec No.	Recommendation	Responsible Department	Officer Comments	Actions
<b>Red – requires Council decision</b>				
I.1- Committees – Review number, Title and Purpose	Review the title and purpose of the DC Committee, as the ‘DC Committee’ title seems inappropriate and fails to announce its purpose.	Democratic Services	The name of the committee is largely due to historic practices and officers agree with the recommendations to update the name. This will be considered as part of the recommendation to review the need for the two area sub-committees	1. Consult with CWG on renaming the Development Control Committee e.g. Strategic Planning Committee – name tbc based on final committee structure below.
I.2 - Committees – Review number, Title and Purpose	Review the need for 2 area sub-committee with so few applications, amalgamate them to one committee to reduce cost, enable a more efficient planning service and consistent decision making.  Note: refer to PAS modernising planning committees national survey 2025 and technical consultation on reforms to Planning Committees	Democratic Services	The basis for the two are planning sub-committees is that Members can feed in specific knowledge about the north and south of the district (with a key difference being that the north is largely in the Cotswold National Landscape area). However, the PAS guidance strongly discourages councils from having planning committees split by geographic area. In the case of WODC, the peer reviewers did not find this to be a strong enough reason. They were more supportive of retaining a review mechanism in being able to refer	1. Consult with CWG on option to combine the Uplands and Lowlands Planning Sub-Committees into one committee, rename the new body e.g. Development Management Sub-Committee.  2. The Independent Remuneration Panel would need to be consulted on any proposed changes as there would be implications for member allowances i.e. Currently the Chair of Development Control Committee is paid a very small

Annex B: RAG rated PAS review action plan

			<p>applications to a separate/higher body (which is currently the Development Control Committee). It was also noted in the report that many of the sub-committees have had a low volume of applications.</p> <p>Officers agree that combining the two sub-committees into one sub-committee would save taxpayers money (savings made on officer time which could be used elsewhere and member expenses), enable efficiency and more consistency across decision making.</p> <p>Members raised points about local knowledge, distances for site visits, the size of meetings, the 3-hour time limit (option for overspill meetings), and the need for contributions to be disciplined.</p> <p>Members requested data on the length of uplands and lowlands meetings to support decision-making.</p>	<p>allowance but is always the chair of one of the planning sub-committees, which is the majority of the source of their special responsibility allowances.</p> <p>3. Full Council approval of the final committee structure, ideally at the March 2026 meeting.</p>
2.3 – Committee Organisation and Process	Amend the speaker’s protocol to lengthen the time-period available for the applicant/objector	Democratic Services	Officers have considered this proposal and consulted with other authorities through the Association of Democratic Services Officers. The public speaking rules have been reviewed very	<p>1. Consult with the Working Group on officer recommendation that the speaker’s protocol is not changed, or to separate out the</p>

Annex B: RAG rated PAS review action plan

	depending on whether the Parish are supporting or objecting to the application, to ensure balance (timewise) of views are heard by the committee.		recently. Officers consider that the proposal has some merit but also disadvantages and that the current arrangements remain fit for purpose.  Members felt there wasn't an imbalance as applicants have a lot of opportunity to engage with the planning service over and above public participants and members see the written objections/comments.	Applicant/Agent from Supporters (affording 3 mins to each).
2.4 – Committee Organisation and Process	Review Members' Planning Code of Good Practice, introduce a clearer protocol and training regarding role demarcation at committee (voting member, ward councillor).	Democratic Services	There is currently no written protocol for ward members, so one will be put in place.  Members agreed with the need for greater clarity about the role and positioning of ward members at the meeting and the need to avoid perceptions of pre-determination.	<ol style="list-style-type: none"> <li>1. Review Members Planning Code of Good Practice.</li> <li>2. Development a clearer protocol on ward members at planning meetings.</li> <li>3. Consult with CWG on the protocol and whether it should form part of the Constitution.</li> </ol>
2.5 – Committee Organisation and Process	Amend the protocol to ensure that the motion that is being voted upon is clear to all taking part and viewing the item by (i) The Chair clearly sets out the motion that is to be voted upon; (ii) if comments are made or questions asked by members of the Committee before the	Democratic Services	Again, there is currently no written procedure for the order of proceedings at planning meetings so one will be introduced to include this.	<ol style="list-style-type: none"> <li>1. Establish an order of proceedings for planning meetings, informed by PAS and best practice from other authorities.</li> <li>2. Consult with the Working Group on the proposed order of proceedings and whether it should form part of the Constitution.</li> </ol>

Annex B: RAG rated PAS review action plan

	<p>vote, the Chair clearly sets out what is included in the motion and what is not, and repeats the motion immediately before the vote; and (iii) for absolute clarity for those watching, after the vote is taken, the chair clearly states what has been voted on and the decision that has been made.</p>			
<p><b>Amber- officer decision but requires consultation with members</b></p>				
<p>2.2- Committee Organisation and Process</p>	<p>Amend the committee procedures to allow the officers to present the site, surroundings and context of the application but also to follow on immediately to present the proposal and highlight the key issues that have led to the officer recommendation. Members can then be given the opportunity to question the officers to clarify any points in advance of the</p>	<p>Democratic Services</p>	<p>There is currently no written procedure for the order that applications are presented in, but this would help the clarity and flow of the meeting.</p> <p>Members felt that the current approach has merits and were concerned about the optics of presentations being given in full prior to public participation. Also raised the importance of officers having a right to reply.</p> <p>A middle ground e.g. not splitting the presentation but allowing the officers a right to reply to the speakers within the</p>	<ol style="list-style-type: none"> <li>1. Establish an order of proceedings for planning committee, informed by PAS and best practice from other authorities.</li> <li>2. Consult with the CWG on the proposed order of proceedings and whether it should form part of the Constitution.</li> </ol>

Annex B: RAG rated PAS review action plan

	<p>speakers. This will give members a clearer understanding of what is being proposed and what the material planning consideration are at the beginning of the item. Following the speakers officers should be asked to address any matters that have been referred to by the speaker that are not material, or where they feel factual clarification is required, prior to the Members debating the item.</p>		<p>procedure could be explored to address member concerns while still addressing the recommendations.</p>	
<p>2.7 – Committee Organisation and Process</p>	<p>Delegated Decisions- introduce their electronic communication to members, and/or ask for them to be noted en masse and take a questions by exception.</p>	<p>Planning</p>	<p>Members can sign up for electronic public access alerts on the planning portal and select the wards they are interested in. Officers would support publishing a monthly list on the Portal as an alternative to delegated decisions being noted at meetings.</p> <p>Members commented that the delegated decisions take up very little committee</p>	<p>I. Consult CWG on delegated decisions being communicated electronically outside of meetings and/or dealt with by exception at meetings.</p>

Annex B: RAG rated PAS review action plan

			time and members like to see them, so they could be taken by exception rather than paged-through at meetings.	
4.1 - Officer and Member Relationship and Chairing Committees	Pre meetings to take place at least two working days in advance of the committee to enable Chairs (and potentially other Councillors) concerns with the information provided in the report, or need for additional information, to be identified and provided to the committee to aid their decision making.	Planning/Democratic Services	Accepted, as this is largely the existing schedule. Schedule to be set in advance and Chairs to be made aware at appointment.  Members welcomed this approach, which is already current practice.	<ol style="list-style-type: none"> <li>1. Schedule pre-meetings to take place at least two working days in advance of meetings.</li> <li>2. Clarify expectations when communicating with political groups to seek nominations.</li> </ol>
4.2 - Officer and Member Relationship and Chairing Committees	Provide all Chairs and Vice Chairs with specific training and provide Chairs with Peer Support – for example by attending PAS-run leadership essential courses	Planning/Democratic Services	The Council has provided annual planning training which was well attended, as well as ‘chairing skills’ training, which was available to all current and aspiring committee chairs, and has signposted to LGA courses including the PAS leadership essential course.	<ol style="list-style-type: none"> <li>1. Review training and support</li> <li>2. Schedule chairing skills training early in the new civic year.</li> <li>3. Consult A&amp;G on induction and training plans in March 2026.</li> </ol>

Annex B: RAG rated PAS review action plan

Green – officer implementation subject to CWG approval. No further consultation with members is needed.				
2.6 – Committee Organisation and Process	The electronic voting system is an excellent, clear and transparent approach to decision making but more training is required to operate it consistently and for the viewer to see the decision that has been taken the slides need to remain on screen until after the vote is registered electronically.	Democratic Services	The positive feedback on the electronic voting system is welcome and the suggestions for improvements are noted.  The Democratic Services team have had training. While we will be more aware of this issue this is a partial limitation of the system, which requires a lot of manual input to display votes and is sometimes therefore prone to user error. This can be mitigated by ensuring the Chairs of the sub-committees/ a future potential committee are aware of the need to ensure the vote is visible at home.  Members noted the need for voting to be clear to all, including those viewing at home.	<ol style="list-style-type: none"> <li>1. Make chairs aware of the issues around electronic voting and the need for results to be made clear for those watching the webcast.</li> <li>2. Broadcast voting by individuals during live votes.</li> </ol>
2.8 – Committee Organisation and Process	Refer to <a href="#">LGA Probity in Planning</a> , PAS <a href="#">best practice guidance on schemes of delegation</a> and <a href="#">Planning Committee Protocols</a> in undertaking your review of	Planning/ Democratic Services	Accepted.	<ol style="list-style-type: none"> <li>1. Review planning committee protocols.</li> <li>2. Review Members’ Planning Code of Good Practice.</li> <li>3. Consult CWG on any proposed changes.</li> </ol>

Annex B: RAG rated PAS review action plan

	the committee procedures, Members' Planning Code of Good Practice			
3 - Statutory Consultees and Other Responses	Provide specific member training regarding the role of statutory consultees, and the material planning considerations, legislation and Government policy, to avoid straying into other regimes.	Planning/Democratic Services	Annual training already provided, and these topics are covered within that. Training to be made mandatory within constitution yearly.  Members welcomed additional training.	<ol style="list-style-type: none"> <li>1. Continue to provide an annual planning training session for members at the start of the civic year.</li> <li>2. Explore the option of PAS providing a tailored training session for WODC Councillors.</li> <li>3. Hold a mock committee prior to first committee meeting(s) in new civic year.</li> </ol>
4.3 - Officer and Member Relationship and Chairing Committees	Create a regular forum for Officers (Planning, Democratic Services, Legal) and the Chairs of the Planning Committees to discuss issues impacting committee, and improvements, as a feedback loop – including what training is required.	Democratic Services	Members and Officers welcome this suggestion.	<ol style="list-style-type: none"> <li>1. Meetings to be set up on a twice-yearly basis.</li> </ol>
4.4 - Officer and Member Relationship and Chairing Committees	An officer, not the case officer, to proof-read all committee reports.	Planning	Case officers' reports are checked by the Principal Planners and the Principal Planners' reports are checked by the Development Manager.	<ol style="list-style-type: none"> <li>1. Continue current practice.</li> </ol>

Annex B: RAG rated PAS review action plan

5.1 - Review the Legal and Senior Officer Representation at the Planning Committee Meetings	The current legal representation should be reviewed and resources provided for a specialist planning lawyer to attend all planning committees (in person) and be involved in pre committee preparation.	Legal Services/ Planning	The current practice is that specialist planning support is requested via the Head of Legal on a case by case basis. It is not considered necessary or a good use of time for legal services to attend every meeting.  Members supported legal representation at meetings on a case by case basis.	1. Continue current practice of the Planning Service requesting legal support at meetings from the Head of Legal Services on a case-by-case basis.
5.2 - Review the Legal and Senior Officer Representation at the Planning Committee Meetings	Senior Planning officers should review their representation at the Planning Committees, to support more junior officers, and intervene when gravitas, knowledge and/or experience are required	Planning	Senior Officers are currently attending as required. This will be reviewed.  Members welcomed this suggestion.	1. Senior Officer(s) to attend meetings when needed to support colleagues.
7 – Training	Provide planning training for Town and Parish Chairs and Clerks:  <ul style="list-style-type: none"> <li>• PAS - Defensible decision including housing land supply and tilted balance.</li> </ul>	Planning/ Democratic Services	Planning training is currently provided by the Council through the OALC.  Training will be delivered after the elections on standards, and a combined session on these topics will be delivered by WODC officers.	1. Offer planning (and standards) training to town and parish councillors and clerk post-election. 2. Signpost town and parish councillors to PAS and other relevant planning training.

Annex B: RAG rated PAS review action plan

	<ul style="list-style-type: none"> <li>• PAS - Defensible decision case study training.</li> <li>• Policy topic specific training.</li> </ul> <p>Consultations, regulatory roles and the role of statutory consultees in planning. application decision making e.g. Thames Water.</p>		<p>Signposting to PAS training.</p> <p>To consider providing PAS training to WODC members.</p>	
Grey – Paused				
6.1 - Delegation	<p>Review the current scheme of delegation in relation to situations where the Parish/Town Council hold an opposing view to the Head of Planning which results in a significant number of applications going to committee (except Householder and advert applications). Refer to <a href="#">LGA Probity in Planning</a>, and PAS <a href="#">best practice guidance on schemes of delegation</a></p>	Planning	<p>This will be looked at but paused in light of expected Government changes to the national scheme of delegation.</p> <p>Members noted that town and parish councils need to feel heard and requested information on how many applications have been referred to members on this basis.</p>	<p>I. To be reviewed (if still relevant) following the outcome of the government consultation.</p>

Annex B: RAG rated PAS review action plan

	<p>Note: However, this recommendation for action should await the result of the Government Consultation on Planning Committee - <a href="#">technical consultation on reforms to Planning Committees</a> (unless that appears unlikely to happen in the immediate future) and be amended in light of any Government changes.</p>			
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**Extract of Part 3C Committee Functions**

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- 3C.1 Council has established the Committees set out in the table below to discharge certain functions but retains the right to a concurrent and overriding exercise of all functions in the table below. Unless otherwise required by law, a Committee or Sub-Committee may determine not to exercise a function delegated to it and refer that function upwards for determination by Council or the ‘parent’ Committee
- 3C.2 The Council must have at least one Overview and Scrutiny Committee
- 3C.3 A Committee may establish such Sub-Committee(s) as it sees fit to undertake certain of its functions and the Table below include such Sub-Committees. (If applicable)

<u>Strategic Planning</u> <del>Development Control Committee</del> <u>Strategic Planning Committee</u>	
<p>The Council separates its Planning decision making into <del>four</del><u>three</u> areas;</p> <ul style="list-style-type: none"> <li>• decisions which are delegated to officers</li> <li>• <del>decisions in relation to the wards in the Uplands area of the District</del></li> <li>• decisions in relation to <u>all</u> wards in the <del>Lowlands area of the</del> District; and</li> <li>• decisions of the <del>Development Control</del><u>Strategic Planning</u> Committee (such decisions relate to applications which in the opinion of the Senior Officer with Responsibility for Planning, are of significant local importance e.g. major housing development, or where <del>either the Uplands or Lowlands</del> <u>Development Management Sub-Committee</u> propose to make a decision which would be unlawful, seriously undermine policy, set adverse precedent or result in substantial costs being awarded against the Council</li> </ul> <p>The responsibilities detailed below relate to the <del>Development Control Committee</del><u>Strategic Planning Committee</u>.</p>	
1	To determine planning applications, including those of strategic significance that affect the District as a whole, the terms of planning agreements, and the Council’s response to Nationally Significant Infrastructure Projects within the District. The Committee will also consider other planning matters as are considered appropriate from time to time, excluding matters relating to policy.
2	To determine matters relating to planning as a Local Planning Authority excluding strategic planning matters such as the preparation, adoption and review of the Council’s statutory Local

	Development Plan and representation of the Local Planning Authority's view to other bodies as appropriate on strategic planning matters.
3	Without prejudice to the above roles and the Council's Scheme of Delegation, the <del>Development Control Committee</del> <u>Strategic Planning Committee</u> shall be responsible for those matters set out in Part A (Functions relating to Town and Country Planning and Development Control) of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
4	To determine: <ul style="list-style-type: none"> <li>• Applications submitted by or on behalf of the District Council, or for development on Council owned land or where the Council has a direct interest, except where no objections are received or any application required in connection with flood prevention/alleviation schemes. For purposes of clarity, once the principle of development has been established by Committee, subsequent applications to discharge conditions or for minor variations may be determined in accordance with the Non-Executive Officer Scheme of Delegation.</li> <li>• Applications submitted by a serving Member or Officer of the Council or a consultant employed by the Council, or in which they have a beneficial interest (i.e. they own the land or are a prospective purchaser), or submitted by an immediate relative to the above; with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for householder development.</li> </ul>
	<ul style="list-style-type: none"> <li>• Applications, which constitute a significant departure from the most up to date Local Plan that is formally approved or adopted by the Council for Development Management purposes.</li> <li>• Applications which involve an agreement under S.106 of the Town &amp; Country Planning Act 1990, or the proposed variation or discharge of a Section 106 deed, that materially differs from the Council's standard models or departs from the reasons for the original imposition of the obligation.</li> <li>• Applications which are accompanied by an Environmental Statement.</li> <li>• Applications for the felling of a tree(s) protected by a Tree Preservation Order (except where exempted by the Act) and not associated with an application for planning permission, where there are objections received.</li> </ul>
<b>Powers</b>	
5	The <del>Development Control</del> <u>Strategic Planning Committee</u> <del>Committee</del> has the power to: <ul style="list-style-type: none"> <li>• Make recommendations to the Executive on the budget for the Committee;</li> <li>• To report and make recommendations to Council;</li> <li>• Make recommendations to Full Council in terms of the level of delegation to Officers; and</li> <li>• To establish Sub-Committees and Working Groups.</li> </ul>

Membership	
6	<p>There are 24 seats on the <del>Development Control</del> <u>Strategic Planning Committee</u> Committee. Appointments to those seats shall be made by <del>f</del>Full Council in accordance with the regulations regarding political balance, unless a Group Leader confirms to Council that the political group does not wish to take up their allocation of seats.</p> <p>The quorum for a meeting of the <del>Development Control</del> <u>Strategic Planning Committee</u> Committee shall be 6 Members.</p> <p>The <del>Development Control</del> <u>Strategic Planning</u> Committee shall elect its own Chair from its membership. No Member of the Executive may be elected to the position of Chair of the <del>Development Control Committee</del> <u>Strategic Planning Committee</u>, but they may be allocated a seat on the Committee.</p> <p>No Member may have a seat on the <del>Development Control Committee</del> <u>Strategic Planning Committee</u>, whether as a Member of the Committee or a substitute Member, when they meet to determine a planning application, unless they have undertaken mandatory training.</p> <p>Subject to Part 5A paragraph 2.3.8, substitute <del>m</del>Members are permitted from amongst any Elected Members of the Council, subject to compliance with the training provisions.</p> <p>The <del>Development Control Committee</del> <u>Strategic Planning Committee</u> has the power to establish Sub-Committees, and to appoint <del>m</del>Members to those Sub-Committees from the membership of the Committee, and to establish the terms of reference for any such Sub-Committee. Any such Sub-Committee shall elect its own Chair and shall report back to its 'parent' Committee. The powers of any Sub-Committee are also exercisable by its 'parent' Committee.</p> <p>The <del>Development Control Committee</del> <u>Strategic Planning Committee</u> has established <del>12</del> Sub-Committees:</p> <ul style="list-style-type: none"> <li>• <del>The Uplands Sub-Committee, and</del></li> <li>• <del>The Lowlands Sub-Committee</del> <u>The Development Control</u> <del>Management Sub-Committee</del></li> </ul>
<p>The <del>Uplands Sub-Committee</del> <u>Development Control</u> <del>Management Sub-Committee</del></p>	
Powers	
1	<p>The responsibilities detailed below relate to the <del>Uplands Sub-Committee</del> <u>Development Management Sub-Committee</u> who shall have the following power in respect of decisions in relation to <u>all</u> wards in <del>the Uplands area of the District, which includes the Wards of:</del></p> <ul style="list-style-type: none"> <li>• <del>Kingham, Rollright &amp; Enstone</del></li> <li>• <del>Chipping Norton</del></li> <li>• <del>The Bartons</del></li> </ul>

- ~~Stonesfield & Tackley~~
- ~~Chadlington & Churchill~~
- ~~Ascott & Shipton~~
- ~~Charlbury & Finstock~~
- ~~Woodstock & Bladon~~
- ~~Milton-under-Wychwood~~
- ~~Burford~~
- ~~Freeland & Hanborough~~
- ~~Brize Norton and Shilton (Asthall parish area and Swinbrook and Widford parish area only)~~  
~~Hailey, Minster Lovel and Leaford (Leafield parish area only)~~

To determine planning applications, other than those of strategic significance that affect the District as a whole, the terms of planning agreements and such other matters as are considered appropriate from time to time, excluding matters relating to policy.

To refer planning applications to the ~~Development Control Committee~~[Strategic Planning Committee](#) where appropriate.

To determine matters relating to planning as a Local Planning Authority excluding strategic planning matters such as the preparation, adoption and review of the Council's statutory Local Development Plan and representation of the Local Planning Authority's view to other bodies as appropriate on strategic planning matters.

Without prejudice to the Council's Scheme of Delegation, the ~~Uplands~~[Development Management](#) Sub-Committee shall be responsible for those matters set out in Part A (Functions relating to Town and Country Planning and Development Control) of ~~s~~[Schedule I](#) to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000.

To determine:

- Applications submitted by or on behalf of the District Council, or for development on Council owned land or where the Council has a direct interest, except where no objections are received or any application required in connection with flood prevention/alleviation schemes. For purposes of clarity, once the principle of development has been established by Committee, subsequent applications to discharge conditions or for minor variations may be determined in accordance with the Officer Scheme of Delegation.
- Applications submitted by a serving Member or Officer of the Council or a consultant employed by the Council, or in which they have a beneficial interest (i.e. they own the land or are a prospective purchaser) or submitted by an immediate relative to the above; with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for householder development.
- Applications, which constitute a significant departure from the most up to date Local Plan that is formally approved or adopted by the Council for Development Management purposes.
- Applications which involve an agreement under s106 of the Town and Country Planning

	<p>Act 1990, or the proposed variation or discharge of a section 106 deed, that materially differs from the Council’s standard models or departs from the reasons for the original imposition of the obligation.</p> <ul style="list-style-type: none"> <li>• Applications which are accompanied by an Environmental Statement.</li> <li>• Applications for the felling of a tree or trees protected by a Tree Preservation Order (except where exempted by the Act) and not associated with an application for planning permission, where there are objections received.</li> </ul>
	<p><b>Membership</b></p>
<p>2</p>	<p><del>The Uplands and Lowlands sub-committees must have a minimum of 10 members, with the Chair of the Development Control Committee being appointed to both sub-committees and all other members of the Development Control Committee being appointed to either the Uplands or Lowlands sub-committee, depending on the ward they represent. Where wards cross the Lowlands and Uplands boundary the ward member may be appointed to either sub-committee.</del></p> <p><del>There are 12 seats on the Development Management Sub-Committee. Appointments to those seats shall be made by the Strategic Planning Sub-Committee in accordance with the regulations regarding political balance, unless a Group Leader confirms to Council that the political group does not wish to take up their allocation of seats.</del></p> <p>Quorum for meetings of the <del>Uplands Sub-Committee</del> <u>Development Management Sub-Committee</u> shall be <u>34</u> Members.</p> <p>Membership of the <del>Uplands-Development Management</del> <u>Sub-Committee</u> must be from the membership of the <del>Development Control Committee</del> <u>Strategic Planning Committee</u>. Members are allocated to the Sub Committee by the <del>Development Control Committee</del> <u>Strategic Planning Committee</u>. Allocation of seats on the <del>Uplands-Development Management</del> <u>Sub-Committee</u> shall be in accordance with the regulations relating to political balance of Committees and Sub-Committees, unless political groups confirm that they do not wish to take up their allocation of seats on the Sub-Committee. If so, that would allow the <del>Development Control Committee</del> <u>Strategic Planning Committee</u> to appoint to the <del>Uplands-Development Management</del> <u>Sub-Committee</u> without regard to political balance, but only from within its own membership. <del>Usual custom and practice has resulted in appointments being made on the basis of Ward Members of the Uplands area of the District.</del></p> <p>Subject to Part 5A paragraph 2.3.8, substitutes on the <del>Uplands-Development Management</del> <u>Sub-Committee</u> are permitted from any Member of the <del>Council</del> <u>Development Management Sub-Committee</u>. No Member may sit on the <del>Uplands-Development Management</del> <u>Sub-Committee</u>, either as a Member or a substitute Member, unless they have undertaken the mandatory training.</p>

	<p>The <del>Development Management Sub-Committee Uplands Sub-Committee</del> shall elect their own Chair from their membership. An Executive member may not be the Chair of the <del>Uplands Development Management</del> Sub-Committee, but may be a member of that Sub-Committee.</p>
	<p><del>Lowlands Sub-Committee</del></p>
	<p><del>Powers</del></p>
<p>I</p>	<p>The responsibilities detailed below relate to the <del>Lowlands Sub-Committee</del> who shall have the following powers in respect of decisions in relation to <del>Wards in the Lowlands area of the District, which includes the Wards of:</del></p> <ul style="list-style-type: none"> <li>• <del>Hailey, Minster Lovell &amp; Leaffield (except for the Leaffield parish area)</del></li> <li>• <del>Witney Central</del></li> <li>• <del>Witney North</del></li> <li>• <del>North Leigh</del></li> <li>• <del>Brize Norton &amp; Shilton (except for the Asthal parish area and the Swinbrook and Widford parish area)</del></li> <li>• <del>Witney West</del></li> <li>• <del>Witney East</del></li> <li>• <del>Eynsham &amp; Cassington</del></li> <li>• <del>Witney South</del></li> <li>• <del>Carterton North West</del></li> <li>• <del>Carterton North East</del></li> <li>• <del>Carterton South</del></li> <li>• <del>Ducklington</del></li> <li>• <del>Alvescot &amp; Filkins</del></li> <li>• <del>Bampton &amp; Clanfield</del></li> <li>• <del>Standlake, Aston &amp; Stanton Harcourt</del></li> </ul> <p><del>To determine planning applications, other than those of strategic significance that affect the District as a whole, the terms of planning agreements and such other matters as are considered appropriate from time to time, excluding matters relating to policy.</del></p> <p><del>To refer planning applications to the Development Control Committee where appropriate.</del></p> <p><del>To determine matters relating to planning as a Local Planning Authority excluding strategic planning matters such as the preparation, adoption and review of the Council's statutory Local Development Plan and representation of the Local Planning Authority's view to other bodies as appropriate on strategic planning matters.</del></p> <p><del>Without prejudice to the Council's Scheme of Delegation, the Lowlands Sub-Committee shall be responsible for those matters set out in Part A (Functions relating to Town and Country Planning</del></p>

	<p>and Development Control) of schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000.</p> <p>To determine:</p> <ul style="list-style-type: none"> <li>• Applications submitted by or on behalf of the District Council, or for development on Council owned land or where the Council has a direct interest, except where no objections are received or any application required in connection with flood prevention/alleviation schemes. For purposes of clarity, once the principle of development has been established by Committee, subsequent applications to discharge conditions or for minor variations may be determined in accordance with the Officer Scheme of Delegation.</li> <li>• Applications submitted by a serving Member or Officer of the Council or a consultant employed by the Council, or in which they have a beneficial interest (ie they own the land or are a prospective purchaser) or submitted by an immediate relative to the above; with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for householder development.</li> <li>• Applications, which constitute a significant departure from the most up to date Local Plan that is formally approved or adopted by the Council for Development Management purposes.</li> <li>• Applications which involve an agreement under s106 of the Town and Country Planning Act 1990, or the proposed variation or discharge of a section 106 deed, that materially differs from the Council's standard models or departs from the reasons for the original imposition of the obligation.</li> <li>• Applications which are accompanied by an Environmental Statement.</li> <li>• Applications for the felling of a tree or trees protected by a Tree Preservation Order (except where exempted by the Act) and not associated with an application for planning permission, where there are objections received.</li> </ul>
	<p><b>Membership</b></p>
<p>2</p>	<p>The Lowlands and Uplands sub-committees must have a minimum of 10 members, with the Chair of the Development Control Committee being appointed to both sub-committees and all other members of the Development Control Committee being appointed to either Uplands or Lowlands sub-committee depending on the ward they represent. Where wards cross the Lowlands and Uplands boundary the ward member may be appointed to either sub-committee.</p> <p>Quorum for meetings of the Lowlands Sub-Committee shall be 4 Members.</p> <p>Membership of the Lowlands Sub-Committee must be from the membership of the Development Control Committee. Members are allocated to the Sub-Committee by the Development Control Committee. Allocation of seats on the Lowlands Sub-Committee shall be in accordance with the regulations relating to political balance of Committees and Sub-Committees, unless political groups confirm that they do not wish to take up their allocation of seats on the Sub-Committee. If so, that would allow the Development Control Committee to appoint to the Lowlands Sub-</p>

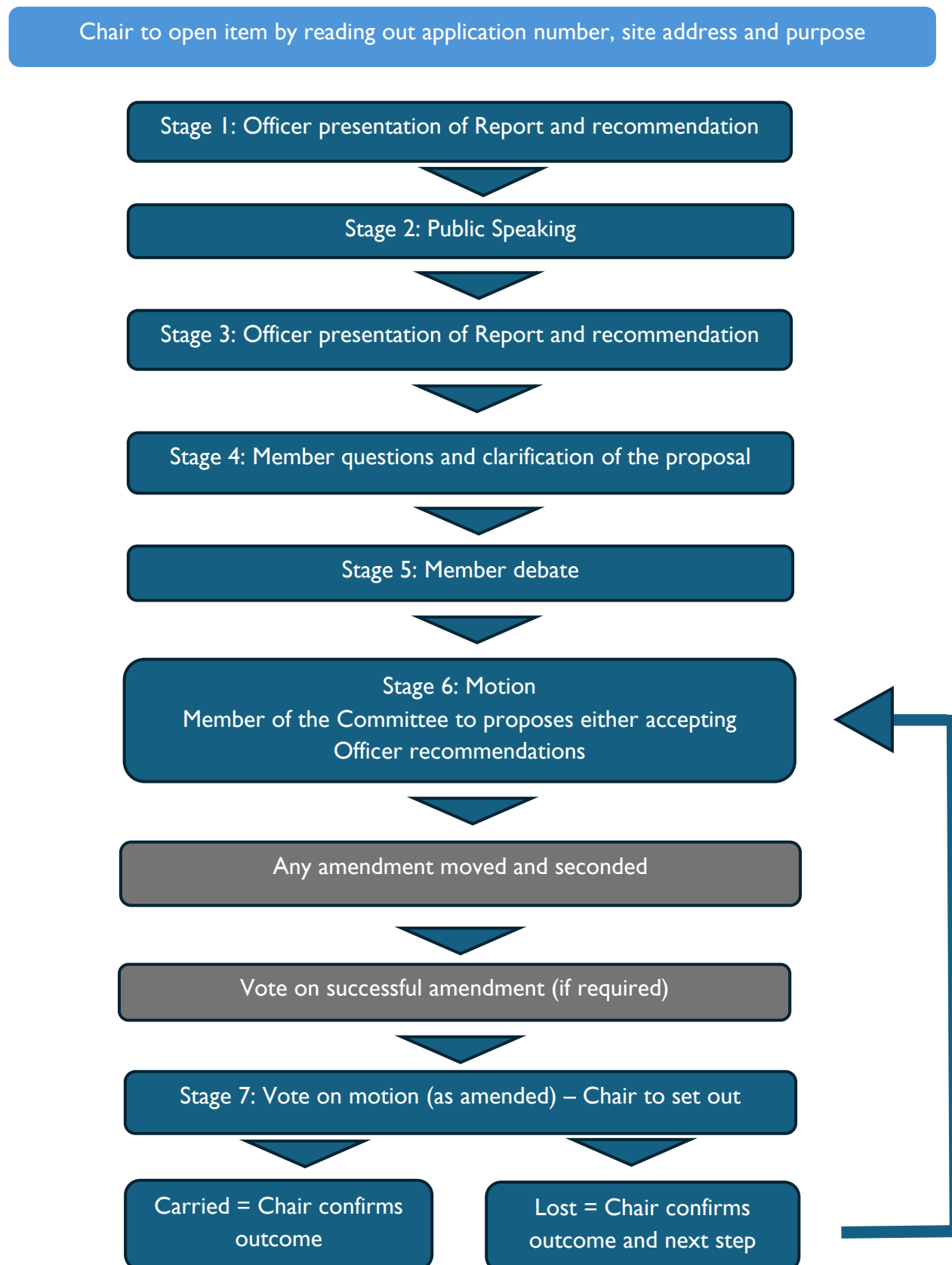
~~Committee without regard to political balance, but still from within its own membership. Usual custom and practice has resulted in appointments being made on the basis of Ward Members of the Lowlands area of the District.~~

~~Subject to Part 5A paragraph 2.3.8, substitutes on the Lowlands Committee are permitted from any Member of the Council. No Member may sit on the Lowlands Sub-Committee, either as a Member or a substitute Member, unless they have undertaken the mandatory training.~~

~~The Lowlands Sub-Committee shall elect their own Chair from within their membership. An Executive Member may not be the Chair of the Lowlands Sub-Committee, but may be a member of the Sub-Committee.~~

## Appendix I of Part 6Q: Process for Determining Planning Applications

The Chair is responsible for presiding over the business of the meeting and ensuring that the process below is followed, as well as the roles and responsibilities in Appendix 2 of Part 6Q of the Constitution.



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## **Appendix 2 of Part 6Q: Roles and Responsibilities at Planning Meetings**

### (Sub-)Committee Members

All Members of planning (sub-)committees are responsible for ensuring that they abide by the Code of Conduct and the rules within the Council's Constitution, including the Members Planning Code of Good Practice and rules on interests and pre-determination.

Members of planning (sub-)committees should ensure that they act with the whole district's interest in mind, and not solely in the interest of their ward. If Members wish to speak in their capacity as a Ward Member, they should do so utilising their separate speaking right as a Ward Member. If speaking as a Ward Member and expressing a view supporting or objecting to an application, the Member should then leave the room for the remainder of the item and should not take part in the decision on the application. This is to ensure that there can be no perception that the Ward Member has influenced the decision after exercising their speaking right as a Ward Member, including through their presence in the room.

Members should not come to the planning (sub-)committee with prepared speeches and seek to be a voting member of the planning (sub-)committee. Instead, they should step down for the item, as the appearance and perception is clearly that of pre-determination (i.e. that the Member has made up their mind on the matter prior to attending the meeting and hearing the presentation, representations and debate). The only exception is if the Member is wishing to exercise their separate speaking rights as a Ward Member, in which case they should then leave the room for the remainder of the item and will not participate in or vote on the matter after exercising their speaking rights.

Under no circumstances should planning (sub-)committee Members meet with developers/landowners (or their advisors) without the presence of a Planning Officer.

### Ward Members

Ward members have a central role in helping to represent the views of local people and other stakeholders within the planning process. Ward members bring strong community leadership and extensive local knowledge to the planning system. However, when they are also Committee Members, Ward Members must take great care to ensure that it is clear in which capacity they are acting and that they do not risk being perceived as having predetermined an application.

Ward members are at liberty to express opinions in support or opposition for the proposals at the meeting if they wish, unless they are also a Member of the planning (sub-)committee, in which case they need to take extra care as doing so may mean that they can be perceived to have pre-determined the application and may need to leave the room.

If a planning (sub-)committee Member is the Ward Member on the application, they need to ensure that they are acting in the whole district's interest, and not just their ward. If a Member wishes to take part in the meeting and is the Ward Member, they should be clear in stating that they are approaching the matter with an open mind. Otherwise, the Member

can speak in their separate capacity as the Ward Member but must then leave the room for the remainder of the item.

Before a planning (sub-)committee meeting Members are encouraged to consider which approach they will take to any applications within their ward (i.e. whether to speak as the Ward Member or attend as a voting planning (sub-)committee Member), and to seek advice from Officers if necessary.

### Chair and Vice-Chair

As well as being ordinary Members of the planning (sub-)committee and following the responsibilities above, the Chair and Vice-Chair have additional responsibilities.

The Chair is responsible for presiding at all meetings of the planning (sub-)committee that they are in attendance for.

The Chair of the meeting shall preside over the business of the meeting and ensure that there is absolute clarity over the business being discussed including the following;

- That the Process for Determining Planning Applications in Appendix I of the Planning Code of Good Practice is followed
- The Chair is to clearly set out the Motion that is to be voted upon;
- If comments are made or questions asked by Members of the planning (sub-)committee before the vote, the Chair clearly sets out what is included in the Motion and what is not, and repeats the Motion immediately before the vote; and
- For absolute clarity for those in attendance or viewing the meeting including members of the public, after the vote is taken, the Chair clearly states what has been voted on and the decision that has been made.

The Vice-Chair shall preside in the absence of the Chair. When the Chair is present, the Vice-Chair may assist the Chair e.g. by alerting the Chair when Members indicate a wish to speak.

Where meetings are webcast, the Chair and Vice-Chair shall ensure that the Protocol for Webcasting Meetings at Part 6N of the Constitution is followed.

The Chair and Vice-Chair are expected to attend pre-meetings with Planning Officers and/or Democratic Services in advance of meeting dates as required. Pre meetings to take place at least two working days in advance of the planning (sub) committee to enable the Chair and Vice Chair to raise concerns with the information provided in the report or need for additional information to be identified and provided to the planning (sub) committee to aid their decision making.

The Chair and Vice Chair will be expected to attend specific 'chairing skills' training sessions in addition to being signposted to relevant externally provided courses.

## Extract of Part 5: Policy and Procedure Rules

### RULE 11: Questions by Members

#### 11.1 Questions on Notice by Members

##### 11.1.1 Notice and Scope

Provided that the Member has given written notice to the Monitoring Officer, via email to [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk), by no later than 12 noon on the seventh working day before the date of the meeting, at a Council meeting, a Member of the Council may ask:

- the Chair;
- a Member of the Executive;
- the Chair of any Committee;
- the Council's representative on any outside body

a question on any matter in relation to which the Council has powers or duties or which affects the District, (subject to Rule 11.2 below). **The word limit for a question on notice is 250 words.**

**Questions will be listed on the agenda in the order in which they were received, subject to the requirement to rotate questions from each political group. Any question from the largest political group will be taken first, followed by each other political group in order of size, followed by any question from a member not part of a political group. This rotation continues until all questions have been listed.**

##### 11.1.2 Urgency

Any Member of the Council may ask a question of the Chair or Leader of the Council where it relates to an urgent matter, which could not have been foreseen 7 working days before the meeting and cannot reasonably be left in abeyance until the next scheduled Council meeting, provided they have the consent of the Chair of the Council, and that notice and a written copy of the question have been provided to the Monitoring Officer, via email to [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk), by no later than 10.00am of the day of the meeting.

##### 11.1.3 Scope

The Monitoring Officer may reject any such question if it relates to:

- A decision of the Development Control Committee or its Sub-Committees on a specific Planning application;
- A decision of the Standards Sub-Committee on a Standards determination;
- A decision of a Licensing Committee on a specific application, review or similar matter;
- A decision on a staffing appointment or appeal relating to an Individual;
- A matter which is substantially the same as a question which has been put to a meeting of the full Council by a Member of that Council within the previous 6 month period.

## Annex F

### 11.1.4 Asking and Responding to the Question

Every question put and answered shall be without discussion.

The question will be included in writing in a briefing document to all Members, published on the Council website, and circulated at least one clear working day prior to the Council meeting.

The person to whom a written question has been put may refer it to another Member for written response.

The response will be in writing. The written response will also be included in the briefing document and circulated to all Members, and published on the Council's website, at least one clear working day prior to the day of the meeting.

Where the desired information is in a publication of the Council or other published work, the written response may simply be a reference to that publication.

### 11.1.5 Supplementary Question

A Member submitting a question under this Council Procedure Rule may ask one supplementary question, without notice, of the Member to whom the first question was put, or of the Member who provided the written response. **The time limit for asking a supplementary question is 1 minute.** The supplementary question must arise directly out of the original question or the response to it. The Member may provide a verbal response or provide a written response to the supplementary question within 3 clear working days. Where a written response is provided, it should be circulated to all Members of the Council.

### 11.1.6 Referral to the Executive or a Committee

In addition, any Member may move that a matter raised by a question be referred to the Executive or a Committee. Once seconded, such a motion will be voted on without discussion.

### 11.1.7 Time Limits

Questions will be taken in the order in which notice was given, save that the Chair may group similar questions together.

There is no time limit for each individual question but 15 minutes shall be allowed in total for Member questions. If the 15 minutes expires during a question or supplementary question, the Chair may allow the question to be heard and responded to, and any supplementary question also to be put and responded to. 15 minutes is also allowed for public questions, and if this has not been used, the remainder of this time may be added to the 15 minutes allowed for Member Questions.

Where a supplementary question cannot be responded to during member question time due to a lack of time, it will be dealt with by way of a written response to be circulated to all Members within 3 clear working days.

### 11.1.8 Record

Part 5A – Council Procedure Rules

Questions asked on notice at Council under this procedure rule will be recorded in the minutes, and published on the Council's website, as will any response provided.

This provision shall apply only at Council meetings.

### **11.2 Questions by Members Without Notice**

A Member may ask a question, at a meeting of Council, without notice as follows:

- (i) A Member of the Council may ask the Leader or the Chair of a Committee any question on an item on the agenda when that item is being considered. Such questions should be raised prior to the item being moved or seconded;
- (ii) A Member of the Council may ask the Chair, Leader, Member of the Executive or the Head of Paid Service, Chief Financial Officer or Monitoring Officer, a question arising from an announcement made at the meeting;

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