

Tuesday, 3 March 2026

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## EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Main Hall (Memorial Hall, Charlbury) - Charlbury Corner House and Memorial Hall on **Wednesday, 11 March 2026 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Executive

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Hugo Ashton, Rachel Crouch, Andrew Prosser, Geoff Saul, Alaric Smith and Tim Sumner.

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

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

# AGENDA

1. **Apologies for Absence**  
To receive any apologies for absence from Members of the Executive. The quorum for the Executive is 3 Members.
2. **Declarations of Interest**  
To receive any declarations of interest from members of the Executive on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 9 - 20)**  
To approve the minutes of the previous meeting, held on 11 February 2026.
4. **Receipt of Announcements**  
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
5. **Participation of the Public**  
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.

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

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

or by post to:

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

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

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

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

6. **Reports from the Overview and Scrutiny Committee**  
To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 4 March 2026.
7. **Matters raised by Audit and Governance Committee**  
There has been no meeting of the Audit and Governance Committee since the last meeting of the Executive.

8. **West Oxfordshire Local Plan 2043 - Spatial Options Consultation Summary Report and Local Development Scheme (LDS) Update (Pages 21 - 104)**

Purpose:

To consider the Local Plan Preferred Spatial Options Consultation Paper which is proposed to be published for consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Recommendations:

That the Executive resolves to:

1. Note the content of the report.
2. Agree that the Preferred Spatial Options Consultation Summary Report attached at Annex A be published online
3. Agree that the updated Local Development Scheme attached at Annex B be published online and made available in hard copy format in agreed 'deposit' locations across the District.

9. **National Planning Policy Framework: Proposed reforms and other changes to the planning system (Pages 105 - 218)**

Purpose:

To consider the Council's response to the Government's consultation on proposed changes to the National Planning Policy Framework (NPPF) and other aspects of the planning system.

Recommendation:

That the Executive resolves to:

1. Note the content of the report and agree that the suggested draft consultation response attached at Annex A is submitted to Government.

10. **Approach to commissioning 3 year SLA 2027 onwards (Pages 219 - 228)**

Purpose:

To outline the principles, application process and timeline for the commissioning of three-year Service Level Agreements for Community Grants covering the period 2027-2030.

Recommendations:

That the Executive resolves to:

1. Approve the principles and timeline as set out in Sections 3 and 4.
2. Agree an increase to the Base Budget of £53k per annum as part of the 2027-2028 budget setting process, and for subsequent years, bringing the total budget available to £555k over three years.
3. Delegate authority for oversight of the commissioning process to the Director of Place, in consultation with the Executive Member for Stronger Healthier Communities.

11. **Biodiversity duty report (Pages 229 - 274)**

Purpose:

To consider the West Oxfordshire District Council Biodiversity Duty Report, which must be published by the Council before 26 March 2026.

Recommendations:

That the Executive resolves to:

1. Note the content of the West Oxfordshire Biodiversity Duty Report attached at Annex A; and
2. Agree that the report be published before 26 March 2026 in accordance with legislative requirements.

12. **HomeseekerPlus Policy Review (Pages 275 - 294)**

Purpose:

The HomeseekerPlus Policy has been in place since 2016 and was last reviewed in 2022.

Due to legislative and other changes, the policy needs to be updated. It is considered good practice to consult the public and associated stakeholders on the new policy therefore the HomeseekerPlus partnership is seeking approval to consult and implement suggested changes.

Although there is no recommended or set timeframes for how often allocations policies should be reviewed, it is anticipated that this the newly reviewed HomeseekerPlus Policy will remain in place until after the completion of the Local Government Reorganisation.

Recommendations:

That the Executive resolves to:

1. Approve the draft Policy for public consultation.
2. Delegate authority to the Business Manager Housing in consultation with Executive Member for Housing and Social Care and Publica Executive Director – Operations to adopt the new policy following consideration of the consultation results.

13. **Kilkenny Car Park (Pages 295 - 308)**

Purpose:

To add Kilkenny Car Park to the West Oxfordshire District Council (Off-Street Parking Places) Order.

Recommendations:

That the Executive resolves to:

1. Add the Kilkenny Car Park to the West Oxfordshire District Council (Off-Street Parking Places) Order ('the Parking Order') to enable the Council to regulate and manage the use.
2. Delegate authority to the Executive Director for Corporate Services in consultation with the Executive Member for Environment to consider consultation feedback received in respect of the proposed amendments to the Parking Order and decide whether to make the variation to the Parking Order in whole or in part or to abandon the proposal.

14. **Corporate Enforcement Policy (Pages 309 - 346)**

Purpose:

To present Executive with a revised Corporate Enforcement Policy ('The Policy') for approval and adoption.

West Oxfordshire District Council ('the Council') is required to have an effective Corporate Enforcement Policy to enable Officers to investigate and take action to ensure individuals and businesses comply with the law.

The Policy sets out the legislative framework and principles the Council will abide by when undertaking investigations to mitigate the risk of legal challenge in Court.

The Policy demonstrates the Council's consideration of necessity, proportionality and public interest when deciding on enforcement action and demonstrates openness and transparency for residents, Councillors and employees.

Recommendations:

That the Executive resolves to:

1. Approve and adopt the Corporate Enforcement Policy attached to this report as Annex A.
2. Delegate authority to the Director of Governance and Regulatory Services to approve future minor amendments to the Policy, in consultation with the Leader of the Council, Head of Service Counter Fraud and Enforcement Unit, Relevant Heads of Service and the Head of Legal Services.

15. **Quarterly Finance Review Q3 (Pages 347 - 364)**

Purpose:

To detail the Council's financial performance for Quarter Three 2025-2026.

Recommendations:

That the Executive resolves to:

1. Note the Council's Financial Performance for Quarter Three 2025-2026
2. Delegate authority to the Director of Finance, in consultation with the Executive Member for Finance, to review earmarked reserves to mitigate against the financial risks identified in this report. See Sections 2.21 – 2.24.

16. **Quarterly Service Review Q3 (Pages 365 - 430)**

Purpose:

To provide details of the Council's operational performance at the end of 2025-26 Quarter Three (Q3).

Recommendation:

That the Executive Resolves to:

1. Note the 2025/26 Q3 service performance report.

17. **Review of Publica Members Agreement and Service Specifications (Pages 431 - 436)**

Purpose:

The purpose of this report is for the Executive to consider proposals for amendments and an extension to governance arrangements following the conclusion of the Publica Review. This includes the updating of service specifications, service agreements, the members agreement and articles of association.

Recommendations:

That the Executive resolves to:

1. Approve in principle the changes to the governance agreements set out in section 3 below.
2. Delegate authority to the Chief Executive, in consultation with the Leader, to finalise and enact through appropriate legal documentation, the detailed changes to the agreements, in line with principles agreed.

18. **Ubico Service Agreement (Pages 437 - 444)**

Purpose:

The proposal is to move to a single, common service agreement to be adopted by all Ubico shareholder councils and effective from April 2027, with council-specific service specifications appended. This approach will secure the delivery of service beyond the current contract end date on March 2027, retain local flexibility over service scope and standards and introduce consistency in legal structure, definitions, and core contractual provisions across the Ubico Shareholding partnership.

The proposed agreement updates terminology, reflects legislative change, standardises notice periods, and includes specific provisions to ensure continuity of services in the event of local government reorganisation. Importantly, it does not change the Shareholder Agreement or the Council's role as an owner of Ubico.

Adoption of the common Service Agreement will provide greater clarity, resilience and long-term planning certainty while retaining strong council control over service scope, cost and performance, within the existing shareholder governance framework.

Recommendations:

That the Executive resolves to:

1. Approve the Ubico Service Agreement in principle.
2. Delegate authority to Director of Place in consultation with The Leader of the Council, to:
  - a. Agree and approve the final wording of the Service Agreement before the current contract expires at the end of March 2027.
  - b. Agree and approve the final wording of the Lease Agreement
  - c. Agree and approve the updated Service Specification

19. **Response to government consultation on local government reorganisation in Oxfordshire (Pages 445 - 450)**

Purpose:

To seek delegated authority for the Chief Executive, in consultation with the Leader of the Council, to submit a response to the Government's statutory consultation on the three proposed options submitted for Local Government Reorganisation for Oxfordshire and West Berkshire including:

- One Unitary Council covering the whole area of Oxfordshire
- Two Unitary Councils: Oxford and Shires (comprising current areas of Cherwell District, Oxford City and West Oxfordshire District) and Ridgeway (comprising current areas of South Oxfordshire District, Vale of White Horse District and West Berkshire)
- Three Unitary Councils which includes a request to split existing district council areas between the three proposed new councils comprising the current areas of: Greater Oxford Council (Oxford City plus 15 parishes from Cherwell, 25 parishes from South Oxfordshire and 9 parishes from Vale of White Horse), Northern Oxfordshire Council (Cherwell less 15 parishes and West Oxfordshire), and Ridgeway Council (South Oxfordshire less 25 parishes, Vale of White Horse less 9 parishes, plus West Berkshire)

Recommendation:

That the Executive resolves to:

- I. Delegate authority to the Chief Executive Officer, in consultation with the Leader of the Council, to submit a response to the Government's statutory consultation on Local Government Reorganisation for Oxfordshire and West Berkshire on behalf of West Oxfordshire District Council.

(END)