WEST OXFORDSHIRE
DISTRICT COUNCIL

Tuesday, 1 September 2026

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 9 September 2026 at 2.00 pm.**

Phil Martin
Chief Executive

To: Members of the Executive

Councillors: Andy Graham (Chair), Duncan Enright (Vice-Chair), Sandra Coleman, Liz Leffman, Andrew Prosser, Geoff Saul, Alaric Smith, Tim Sumner 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 from Members of the Executive. The quorum for the Executive is 3 Members.

2. **Declarations of Interest**
   To receive any declarations of interest from members of the Executive on any items to be considered at the meeting.

3. **Minutes of Previous Meeting** (Pages 7 - 26)
   To approve the minutes of the previous meeting, held on 15 July 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**
   Anyone who lives, works, or studies in West Oxfordshire is eligible to ask one question at the meeting, for up to three minutes, directed at the Leader of the Council or any Executive Member on any agenda item or on any issue that affects the district or its people.

   All questions must be no longer than three minutes long.

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

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

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

6. **Reports from the Overview and Scrutiny Committee**
   To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 2 September 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. **2026/27 Quarterly Service Review Q1** (Pages 27 - 74)

Purpose:

To provide details of the Council's operational performance at the end of 2026-27 Quarter One (Q1).

Recommendation:

That the Executive resolves to:

1. Note the 2026/27 Q1 service performance report.

9. **2026/27 Quarterly Finance Review Q1** (Pages 75 - 88)

Purpose:

To detail the Council's financial performance for Quarter One 2026-2027.

Recommendation:

That the Executive resolves to:

1. Note the Council's Financial Performance for Quarter One 2026-2027.

10. **Marriotts Walk Car Park** (Pages 89 - 98)

Purpose:

To propose a change of stay times in the Marriotts Walk Car Park

Recommendations:

That the Executive resolves to:

1. Agree to enter into consultation to increase the stay times on levels 6, 7 and 8 to 12 hours maximum stay at Marriotts Walk Car Park.
2. Agree to enter into consultation to extend the boundary line of the plan identifying the location of the Marriotts Walk Car Park attached to West Oxfordshire District Council (Off-Street Parking Places) No. 1 Order 2021, to now include a small area of pavement.
3. 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 variation to the existing Off Street Parking Order and decide whether to make the variation to this Order is to be in whole or in part or to abandon the proposals.

11. **Review of Commissioning – Housing, Welfare and Debt Advice Services** (Pages 99 - 122)

Purpose:

This report proposes an extension by waiver to the current contract

Recommendations:

That the Executive resolves to:

1. Agree a three-year extension to the current contract for Housing, Welfare and Debt Advice
2. Agree that the extension is covered by a 'waiver,' signed by the Section 151 Officer and Assistant Director Shared Legal Services; and,
3. Agree that the cost of a three-year extension, including a year-on-year inflationary increase as per paragraph 4.3, is factored into the draft budget and medium term financial strategy as part of the 2027/28 budget setting process.

12. **Developing a Carterton Area Regeneration Framework** (Pages 123 - 178)

Purpose:

The report updates the Executive on the development of a regeneration framework for the Carterton area sitting alongside and complementing the new West Oxfordshire Local Plan 2043. Specifically, it includes draft strategic priorities aligned to the new Local Plan and initial feedback on these from stakeholder engagement undertaken during the summer.

A new partnership governance structure is proposed in the report as a means of bringing a wide range of organisations and sectors together. This includes a new Place Board that would oversee the development and delivery of the framework.

The report also outlines a number of early projects that are being developed to deliver the ambitions set out in the framework.

Recommendations:

That the Executive resolves to:

1. Endorse the overall content set out in the draft regeneration framework at Annex B.
2. Agree to support the establishment of a new Place Board for the Carterton Area, to be chaired initially by the Executive Member for Planning and Infrastructure.
3. Note the approach to developing initial projects and the early ideas for these set out in section 5.

13. **Civil Penalty Policy** (Pages 179 - 236)

Purpose:

To renew the Civil Penalties and Enforcement Policy for Private Sector Housing Enforcement.

Recommendation:

That the Executive resolves to:

1. Approve the updated Housing Civil Penalties Policy.

14. **Exclusion of Press and Public**

If the Executive wishes to exclude the press and public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities ((Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972.

15. **Write off in excess of £5,000** (Pages 237 - 242)
Purpose:
To seek approval for the writing off a council tax debt in excess of £5,000

Recommendation:
That the Executive resolves to:
1. Approve the write off £9,841.84 as detailed within the report.

16. **Proposal for transfer of land in Chipping Norton** (Pages 243 - 274)
Purpose:
To request authority for the Council to transfer land at Walterbush Road in Chipping Norton to the Chippy Community Land Trust Ltd on the terms detailed in the report.

Recommendations:
That the Executive resolves to:
1. Approve the transfer of the land at Walterbush Road in Chipping Norton to the Chippy Land Trust Ltd on the terms detailed in the report;
2. Delegate authority to the Director of Finance, in consultation with Executive member for Finance and the Executive Member for Housing and Community Safety to approve the final terms of the transfer of the land.
3. Approve the award of £190,000 of additional grant from West Oxfordshire in order for the scheme to be delivered as 100% Social Rent tenure

17. **Options for Investment Property in Carterton - Recommendation for Lease of Unit in Carterton Industrial Estate** (Pages 275 - 282)
Purpose:
To request approval for the Council to grant a lease of an Industrial Unit in Carterton

Recommendations:
That the Executive:
1. Approve the lease on the terms detailed in the report.
2. Delegate authority to the Director of Finance, in consultation with the Executive Member for Finance, to approve the final terms of the lease.

(END).