

Democratic Services

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21 July 2020

SUMMONS TO ATTEND

MEETING: WEST OXFORDSHIRE DISTRICT COUNCIL
PLACE: TO BE HELD VIA VIDEO CONFERENCING BECAUSE OF SOCIAL DISTANCING REQUIREMENTS AND GUIDANCE (see [note](#))
DATE: WEDNESDAY 29 JULY 2020
TIME: 2.00 PM

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

A G E N D A

- 1. Minutes of the meeting held on 24 June 2020 ([copy attached](#))**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
- 4. Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.
- 5. Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
- 6. Recommendations from the Executive**

Purpose:
To receive and consider [recommendations](#) anticipated to be made by the Cabinet and the Council's Committees in the period since 24 June 2020.

Recommendation:
That the recommendations set out in Annex I to the report be adopted.

7. Reports of the Cabinet and the Council's Committees

To receive the reports of the following meetings of the Cabinet and the Council's Committees. Unless otherwise stated, copies are attached:

- (a) [Finance and Management Overview and Scrutiny Committee](#) 8 July 2020
- (b) [Cabinet](#) 22 July 2020
- (c) [Urgency Committee](#) 22 July 2020
- (d) [Audit and General Purposes Committee](#) 23 July 2020

8. Climate Action for West Oxfordshire: Biannual Report – Report of the Climate Change Manager ([copy attached](#))

Purpose:

To summarise the work, progress and recommendations of the Climate Action Working Group.

Recommendations:

- (a) That the contents of the biannual report on Climate Action for West Oxfordshire be noted; and
- (b) That the recommendations for new Climate Action proposed in the short to medium-term be approved.

9. Garden Village Area Action Plan (AAP) – Report of the Planning Policy Manager ([previously circulated](#)) and Recommendations from Cabinet

Purpose:

To consider the recommendations from Cabinet following its meeting to be held on 22 July.

Recommendations:

- (a) That the previously circulated pre-submission draft Area Action Plan (AAP) be approved for the purposes of formal publication for a statutory period of six weeks in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
- (b) That the Chief Executive be authorised, in consultation with the Cabinet Member for Strategic Planning, to make any minor factual/typographical amendments to the pre-submission draft AAP in conjunction with Officers, prior to formal publication; and
- (c) That, subject to there being no significant issues raised during the statutory six-week period, the pre-submission draft Area Action Plan (AAP) be formally submitted to the Secretary of State in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 including any minor modifications.

NB: The above recommendations reflect those being made to Cabinet. Any variations in the recommendations arising from the Cabinet meeting on 22 July will be included in the Cabinet decisions to be circulated on Friday 24 July. The previously circulated report and draft AAP may be viewed via www.westoxon.gov.uk/meetings.

10. Sealing of Documents ([copy attached](#))

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.



Giles Hughes
Chief Executive

This agenda is being dealt with by Keith Butler, Tel: (01993) 861521;
Email: keith.butler@westoxon.gov.uk

Note: Councillors will be sent an invitation to the meeting via Cisco Webex. Members of the public may view the meeting via [Facebook Live](#). A Facebook account is not required.

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the Meeting of the
West Oxfordshire District Council
held via video conferencing at 2:00pm on **Wednesday 24 June 2020**

PRESENT

Councillors: Harry Eaglestone (Chairman), Jane Doughty (Vice-Chairman), Jake Acock, Joy Aitman, Alaa Al-Yousuf, Richard Bishop, Rosa Bolger, Jill Bull, Mike Cahill, Laetisia Carter, Louise Chapman, Nathalie Chapple, Andrew Coles, Owen Collins, Nigel Colston, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Merilyn Davies, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Jeff Haine, David Harvey, Gill Hill, David Jackson, Ed James, Nick Leverton, Dan Levy, Norman MacRae MBE, Martin McBride, Michele Mead, James Mills, Toby Morris, Kieran Mullins, Neil Owen, Alex Postan, Carl Rylett, Geoff Saul, Harry St John and Ben Woodruff.

Officers: Giles Hughes (Chief Executive); Elizabeth Griffiths (Chief Finance Officer); Frank Wilson (Executive Director Finance); Phil Martin (Group Manager Business Support Services); Will Barton (Business Development Officer); Heather McCulloch (Healthy Communities Manager); Sian Edwards (Waste and Recycling Officer); Keith Butler (Head of Democratic Services); and Amy Barnes (Senior Strategic Support Officer).

11. MINUTES

RESOLVED: That the minutes of the meeting of the Council held on 13 May 2020 be approved as a correct record and signed by the Chairman.

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Luci Ashbourne, Andrew Beaney, Mike Cahill, Richard Langridge and Elizabeth Poskitt.

13. DECLARATIONS OF INTEREST

Councillor Harvey declared an interest in Item 9 – Sealing of Documents because he was a tenant of Newman Court.

Councillor St John declared an interest in Item 9 – Sealing of Documents because he was a Trustee of the Wychwood Project.

14. RECEIPT OF ANNOUNCEMENTS

14.1 Former Councillor Arthur Goffe

The Chairman addressed Members with the sad news of the death of Arthur Goffe earlier in the month. Arthur was first elected to the Council for Bartons Ward in 1994, and served for 20 years, when he did not stand for re-election in 2014.

Arthur had served on a number of committees during his time on the Council, and was a member of the Uplands Area Planning Sub-Committee throughout. Away from his Council duties, Arthur was well known in the farming community, and was a trustee of the Oxfordshire Cricket Association.

Councillor Jackson spoke in his capacity as the current councillor for the Ward. He had not known Arthur well, but noted that he had always been spoken of with fondness and gratitude as a local farmer and Councillor. Arthur was known for his service and the legacy of an area of land in the east of Middle Barton which he had enabled to become a

rural exception site, ensuring affordable rent. Councillor Jackson concluded that Arthur's family must be very proud and passed on his sympathies to them.

Councillor Mills shared his memories of Arthur who had clearly loved West Oxfordshire, was passionate about the Bartons and knew every lane, tree and hedge. He stated that Arthur had been dedicated to serving his community and would be sadly missed.

14.2 Paul Cracknell – Principal Democratic and Committee Services Officer

The Chairman advised that Paul Cracknell had taken the decision to retire at the end of the month. Paul was well known to all Members having served as a Democratic Services Officer for 32 years, since joining the Council in 1988, prior to which he had worked for Castle Point Borough Council in Essex.

The Chairman placed on record the Council's thanks to Paul for all he had done for existing and former Councillors during his time with the District Council. He stated that Paul's knowledge, experience, helpfulness and humour would be greatly missed and he offered him everyone's best wishes for the future.

Councillors Postan, Graham, Enright and Haine echoed the comments made and individually expressed their best wishes to him, thanking him for his help and support which had always been given with respect and kindness.

14.3 Armed Forces week

Councillor Mills reminded the meeting that it was Armed Forces week, culminating in an Armed Forces Day on Saturday. Although it would be a slightly different celebration due to the restrictions of Coronavirus, this was the Council's opportunity to thank all those in the armed forces, particularly those based at RAF Brize Norton, serving locally and abroad. He also expressed his gratitude to the military for their support and assistance during the pandemic.

As the Armed Forces Champion, Councillor Leverton noted that the celebrations would be somewhat muted this year but advised that flag raising at town halls would still take place. He also mentioned the recent charity cycle ride from Chipping Norton to Ypres and thanked the Cabinet for its efforts in supporting charities.

14.4 Black Lives Matter

Councillor Mills addressed Members following the recent outcry relating to the treatment and death of George Floyd. He stated that every person had a responsibility to treat others equally whilst understanding that all areas of history should be acknowledged.

He stated that one way in which West Oxfordshire could recognise the achievements and successes of past black councillors was with the naming of streets. He referred to two particular councillors, Joe Walcott and George Mason.

George had been a member of the RAF, serving in Egypt as well as various UK postings, before making his home in Carterton. He was a great character with a dry sense of humour. Councillor Mills encouraged Members to look at the records held at the Imperial War Museum because they would find a young, 21 year old George Mason being interviewed having arrived with the Windrush generation.

Joe Walcott had also served in the RAF for 30 years had been a local councillor for 18 years and Chairman of this Council and also Mayor of Carterton, and had been awarded an MBE in 2006. He had been a strong campaigner for black and ethnic minorities. Councillor Mills felt that both gentlemen had served their country, West Oxfordshire and Carterton with distinction, which should be recognised formally.

As a gesture of gratitude and thanks to both past Councillors, Councillor Mills stated that two new streets of significance would be named after them in the near future, once discussions had taken place with their families.

Councillor Crossland congratulated Councillor Mills for this announcement and she remembered Joe Walcott as being well loved and larger than life.

Councillor Acock also thanked Councillor Mills for his announcement and hoped that work would continue to encourage candidates from all ethnic backgrounds to stand for election. He also referenced the LGBT events that were taking place across the country and was assured that the 'Pride' flag was flying at the front of the Council offices.

14.5 River Windrush works

Councillor MacRae addressed Members and advised that work was progressing on the breach in the riverbank. He stated that there had been some issues in establishing the temporary dams due to the nature of the riverbed but the work was being monitored on site. The Council had taken the decision to close off the bridge over the river at Jacobs Mill to ensure the safety of all.

15. PARTICIPATION OF THE PUBLIC

There was no participation of the public.

16. RECOMMENDATIONS FROM THE EXECUTIVE

The Council considered the report of the Head of Democratic Services setting out the recommendations made by the Cabinet at its meeting held on 17 June 2020.

Councillor Mills addressed Members and proposed the recommendations as written. With regard to the decision relating to Heylo Affordable Housing, Councillor Mills reminded Members that although there was no single solution to the housing crisis, this was an important addition for the Council to be able to offer.

This was seconded by Councillor Morris.

Councillor Enright supported the recommendations and was pleased that more shared ownership opportunities would be coming forward.

Councillor Morris endorsed the recommendations and highlighted the importance of securing a good growth Deal for West Oxfordshire. He also supported the decision to award the contract for the supply and installation of the sports hall floor at Chipping Norton Leisure Centre, which was particularly important to the health and well-being of local residents.

RESOLVED: That the recommendations made by the Cabinet at its meeting held on 17 June 2020 be approved in relation to:-

- a) Heylo Affordable Housing Funding Request. (Minute No. CT/14 (2020/2021))
- b) Local Development Scheme Update (Minute No CT/15 (2020/2021)) and
- c) Award of Contract for the Supply and Installation of Pulastic Sports Hall Floor at Chipping Norton Leisure Centre (Minute No. CT/18 (2020/2021)).

17. REPORTS OF THE CABINET

The reports of the meetings of the Cabinet held on 27 May and 17 June 2020 were received.

17.1 Leisure Management Contractor Financial Support
Minute No. CT/19 (2020/2021)

Councillor Acock asked Councillor Mead whether, in light of the Prime Minister's announcement the previous day, the Council would be prepared to change its position in relation to providing financial support to the Council's Leisure Management Contractor, GLL Better.

Councillor Mead advised that the Council would continue to support GLL as much as possible. She noted that the government was updating its advice on a daily basis and the financial assistance provided to GLL had covered the previous months' lost revenue. Any request to assist them with future losses would be considered if, or when, they were received.

Councillor Graham queried what conversations the S151 Officer and the relevant Cabinet Members had had regarding the impact on Leisure Centres nationwide.

In response Councillor Morris explained that the Council had adopted a safeguarding position and any financial impact had to be balanced with the need to look after the health and wellbeing of residents. The assistance provided had been in the form of deferred management charges to assist with the four month loss of income and had been taken on the advice that the amount of Business Rates GLL would be liable for was in the region of £300,000.

In response to a question from Councillor Levy, Councillor Mills advised that officers and Members were taking part in regular conference calls with the LGA as well as meeting with other local authorities. With regard to the specific issue of whether other authorities were adopting similar assistance packages, it entirely depended on the relationship that the authorities had with their leisure providers.

Councillor Acock queried the £300,000 business rates evidence and requested that any reports relating to bringing the service in house, be published. In response, Councillor Morris explained that he had asked officers for a Business Rates figure and he had received an answer. There were no reports relating to bringing the service in house.

Councillor Carter made reference to lobbying the government about opening outdoor swimming facilities and advised that Swim England were working hard to achieve this. She encouraged the Cabinet to support opening the lidos in Woodstock and Chipping Norton as soon as possible. Councillor Mead assured the meeting that this would be looked into.

(The Chairman announced a short comfort break and the meeting resumed at 15.00.)

18. COVID 19: COUNCIL RESPONSE AND RECOVERY

The Council received a report and presentation from officers regarding the work that had been taking place over the past three months in response to the pandemic.

The Chief Executive, Mr Hughes introduced the item and reminded the meeting that everyone was living and working in extraordinary times. He referred to the sadness and loss that many residents had endured during a time of great worry and he outlined the new roles and responsibilities that the Council had taken on.

A number of officers presented sections of the report including Heather McCulloch (Shared Healthy Communities Manager), Phil Martin (Group Manager – Business Support Services), Will Barton (Business Development Manager), Sian Edwards (Waste and Recycling Officer), Frank Wilson (Group Finance Director – Publica) and Elizabeth Griffiths (Chief Finance Officer / Deputy Chief Executive).

The report outlined the steps taken to respond to the Covid-19 emergency, working in partnership with other agencies and local groups. The report also detailed the next phase

of work as officers moved into the recovery stage. The intention was to prepare a Local Recovery Plan which would steer the Council's work. The plan would be submitted to Cabinet and Council in October 2020.

The report also laid out plans to establish a Cabinet Advisory Group, with an overall membership of nine members which would help inform the preparation of the plan. Member engagement would also be encouraged via a workshop session.

A framework for delivering the recovery phase was detailed in section 2 of the report along with details of other partners and agencies that the Council would be working with.

At the conclusion of the presentation the Leader, Councillor Mills thanked officers and stated that it had been sobering to see the details laid out. He recognised that there had been a massive effort by staff and Members at all levels and although not always seen, this had been hugely appreciated. Councillor Mills also thanked the Cabinet members for their contributions. He reminded the meeting that there were still reasons to be optimistic because this was a fantastic part of the country, with skilled people and numerous attractions. He therefore proposed the recommendations as laid out.

This was seconded by Councillor Morris who reserved his right to speak at this juncture.

Councillor Graham thanked officers for the report and referred to the challenges surrounding test and trace, whether Care Homes could be put at the forefront of recovery and if the timetable referred to would run concurrently.

In response, Mr Hughes acknowledged the strength of feeling and support for Care Homes and reminded Members that the Director of Public Health was working on Local Outbreak Plans. It was noted that the phases of recovery would need to be fluid.

Councillor MacRae echoed the comments made previously and noted that many residents had appreciated their help with prescriptions and food parcels being delivered. He applauded the volunteers that had come together across the District and recognised the work provided by officers in the waste team to keep the service continuing.

In response to a question from Councillor Davies, Mr Barton advised that it was not certain yet how premises would record data for test and tracing but common sense and simple solutions would work.

Councillor Carter thanked the officers for their assistance with a recent incident involving asbestos in Chipping Norton and for the funding provided to the Community Organisations. She requested that information relating to which organisations had been assisted with funding, be shared with Councillors. She was confident that officers and the Council could continue to work with the businesses in Chipping Norton to help them open and recover.

In response, Mrs McCulloch advised that funding (up to a maximum of £500) had been provided to five community organisations including West Oxfordshire Scouts, Witney Land Army, Charlbury Community Centre, Age Concern in Chipping Norton and Homestart. In addition, there was a pending request from the Chippy Larder.

Mrs McCulloch advised that an example of the work being supported centred on accessing mental health and domestic violence assistance and providing groups with the tools to support friends, family and neighbours. Newsletters to households and information on Covid support groups had also been helped.

Councillor Acock queried whether following the government's announcement, scrutiny meetings would be allowed to take place and asked if officers or the Leader had details on local lockdown measures.

In response, Councillor Mills advised that the Local Resilience Forum would be the group dealing with local lockdown measures and assured Councillor Acock that the Council was working with all authorities across Thames Valley to coordinate any necessary actions.

Mr Hughes also reminded Members that the Director of Public Health was drafting a document detailing Test and Trace measures and with regard to Council meetings, these needed to be dealt with in priority order bearing in mind the staff resources available to support any activity.

Councillor Coles highlighted the benefit that a reduction in vehicle movements had had on pollution levels and air quality and asked when the Witney Town Centre shop would re-open.

Mr Hughes acknowledged that the impact of the lockdown on the environment was very relevant and during the recovery stage it was hoped to be able to capture those benefits for the long term. In response to the query relating to the town centre shop, Mr Hughes advised that he would respond to Councillor Coles outside of the meeting.

Councillor Postan expressed his respect for the staff for their hard work and attitude during the recent lockdown and thanked officers for the presentation. He hoped that bearing in mind the £2 million shortfall in Council finances, the authority would look towards promoting the leisure, motorsport and tourism attractions with a view to raising the profile of the District. Mr Barton assured Councillor Postan that the Council was working with the Oxfordshire Local Enterprise Partnership to highlight these areas throughout the recovery work and into the future.

In seconding the recommendations, Councillor Morris highlighted the first round of grants that had been awarded to local businesses in West Oxfordshire, as detailed in section 2.4 of the report. He commended the dedication of staff who had committed many hours to process the applications.

In conclusion, the Leader reminded the meeting of the intention to establish a Cabinet Advisory Group, with relevant portfolio holders being brought in to cover different areas of work. He thanked the officers for their report and presentation and proposed the recommendations as laid out.

RESOLVED:

- (a) That the report be noted;
- (b) That the Chief Executive be requested to prepare a Local Recovery Plan for West Oxfordshire for consideration at Cabinet and then Council in October 2020; and
- (c) That a Cabinet Advisory Group be established to advise Cabinet on the development of the Recovery Plan, on the basis outlined in paragraph 2.9 of the report.

19. SEALING OF DOCUMENTS

The Council received and noted the report of the Head of Paid Service which gave details of documents numbered 11799 to 11812a sealed since its last meeting.

The meeting closed at 4.45 pm

CHAIRMAN



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Council: Wednesday 29 July 2020
Report Number	Agenda Item No. 6
Subject	Recommendations from the Executive and the Council's Committees
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: james.mills@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To receive and consider recommendations made by the Cabinet and the Council's Committees in the period since the last meeting of the Council.
Annexes	Annex 1 – Schedule of recommendations
Recommendation	That the recommendations set out in Annex 1 to the report be adopted.
Corporate priorities	To support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. The Council is required to consider recommendations made by the Cabinet and the Council's Committees since its last meeting.

2. MAIN POINTS

- 2.1. There are meetings of Cabinet and the Audit and General Purposes Committee to be held on 22 and 23 July respectively. It is likely that these will give rise to recommendations to Council and the text of the [Annex](#) reflects the recommendations contained in the applicable reports. The decisions arising from the Cabinet meeting will be circulated on Friday 24 July. It is hoped that the minutes of the Audit and General Purposes Committee meeting will also be circulated that day.
- 2.2. The recommendations expected from that Cabinet meeting in relation to the pre-submission draft of the Garden Village Area Action Plan are to be considered as a separate agenda item at the Council meeting, and are not repeated/anticipated in this report.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising directly from this report.

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable

6. CLIMATE CHANGE IMPLICATIONS

- 6.1. Whilst there may be climate change implications arising from specific items within the schedule, there are none arising directly from this report.

7. ALTERNATIVES/OPTIONS

- 7.1. The above are as set out in the relevant reports to the meetings of the Cabinet/Committee, and the decisions or minutes of those meetings.

8. BACKGROUND PAPERS

- 8.1. None

	Meeting and Date	Subject and Agenda Item No. or Minute Reference	Recommendations
(a)	Cabinet 22 July 2020	Finance and Service Performance Report 2019/20 Year End Agenda Item No. 6	The recommendation that the Council: (i) approves the carry-forward of capital budget of £12,881,843 as detailed in Annex B to the report to Cabinet; and (ii) approves the transfer of £1,000,000 to Earmarked Reserves, as detailed at paragraph 2.5 of the report to Cabinet
(b)	Audit and General Purposes Committee 23 July 2020	Councillor Gifts and Hospitality Agenda Item No. 5	The recommendation that the Council approves the proposed arrangements relating to the registration of gifts and hospitality by members set out in the Annex to the report, to be effective from 1 September 2020

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Finance and Management Overview and Scrutiny Committee
held via video conferencing at 2 pm on **Wednesday 8 July 2020**

PRESENT

Councillors: Derek Cotterill (Chairman); Alex Postan (Vice-Chairman); Alaa Al-Yousuf, Rosa Bolger, Julian Cooper, Maxine Crossland, Harry Eaglestone, Gill Hill, Richard Langridge, Liz Leffman, Dan Levy, Harry St John and Geoff Saul.

Also in Attendance: Councillors Duncan Enright and Toby Morris.

Officers: Elizabeth Griffiths (Chief Finance Officer and Deputy Chief Executive); Frank Wilson (Group Director – Finance), Jasmine McWilliams (Estates Manager); and Amy Barnes (Senior Strategic Support Officer)

1. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 29 January 2020 be approved as a correct record and signed by the Chairman.

2. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

There were no apologies for absence or temporary appointments.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in matters to be considered at the meeting.

4. PARTICIPATION OF THE PUBLIC

There were no requests received.

5. COUNCIL FINANCES

Members were directed to the follow on papers which had been circulated prior to the meeting. These included an update note on Council Finances following the Covid-19 situation, which was having a significant impact.

The papers contained a diagram detailing the percentage breakdown of pressure areas in the Council's current budget and advised that the most recent MHCLG return submitted forecast an expenditure increase of £1.1m alongside an income reduction of £2m. This was offset by £1.1m grant funding.

The Council's Chief Finance Officer (CFO) outlined the report and reminded Members that this was a worst case scenario. With regard to the financial support being provided to GLL, Mrs Griffiths advised that if the contractor required further assistance in the future, officers would return to Cabinet with a report. In the meantime, the Council was seeking further advice from legal advisors, experienced in working with Leisure Companies. However, it was noted that this was an ever changing situation and the main aim was for the leisure centres and facilities to be open to the public again as soon as possible.

The CFO advised that the first Budget Review meeting had been held recently with some very productive and useful suggestions regarding generating income and cutting expenditure.

Members were assured that Ubico were managing their services well under the current additional pressures and their situation was being monitored closely.

A Treasury Management meeting was due to be held soon and the CFO intended to raise Members' concerns to the Council's advisors, Arlingclose. However, she highlighted that investments that had previously been considered "safe" may not be at present and that she planned to ask Arlingclose to review the current portfolio and advise. With regard to S106 monies, the records were being looked at by the Business Manager – Development Management with a view to trying to pull together the information into a useful and easy to access format. It was hoped that once all the data had been compiled, it would show the amount of monies being held, sums expected in and where it could be used.

Councillor Postan queried whether Arlingclose could be approached about potential opportunities in a similar vein to the advice they provided on the Treasury Management Strategy. With regards to income generation he suggested that a seminar could be held to examine ideas from Members and staff. The CFO advised that officers were working with Business Managers in the first instance regarding income generation.

In response to a question from Councillor Leffman, the CFO advised that the 8% budget pressure relating to Ubico had been based on initial projections as it had been thought that staff numbers would be affected at the company, if individuals had to shield. In reality, only a small number had had to isolate so the impact on their finance had been much lower. She advised that updated figures would be available soon.

Councillor St John queried the length of time it was taking to compile the S106 data. He also asked if the Council was a discretionary client of Arlingclose and whether investment advice could also be sought from other advisors the Council had used previously. The CFO explained that there was a lot of manual work required with the S106 data and officers were about two months away from completion. She advised that different services areas held different parts of information and all of this needed to be drawn together into a usable document. With regard to Arlingclose, she advised that she was due to attend a meeting with internal staff the following week, prior to liaising with Arlingclose but to her knowledge they had always been responsive to any requests for assistance or advice.

Councillor Levy asked if there were any subjects that were 'off the table' and whether West Oxfordshire was out of line with other Councils. He referenced the use of CIL money, the zero rated Garden Village and whether parking charges could be introduced in the District.

Councillor Morris stated that there would always be areas of difference between Councils and he reminded Members that many authorities had been hard hit due to their loss of income from parking since Covid-19. He also recognised that a balance had to be found to encourage cycling, whilst offering attractive parking options in order to get the economy going again. With regard to CIL monies, he advised that this would be discussed at Cabinet for further information.

Councillor Langridge raised a concern that the Council was still providing revenue grants to organisations, asked whether officers were using LGA guidance and noted that it was important to add support to the economy. He was assured that Members were working with their counterparts across Oxfordshire and ensuring that discussions aligned.

Councillor Al-Yousuf addressed Members and was concerned that it was not the right time to be introducing new levies or taxes as businesses and families were struggling. He also asked for clarification on the figures in the diagram. The CFO assured him that the income generation discussions were focused on whether Business Managers felt there

was anything more they could do to deliver their service whilst spending less from their budgets. It was not about introducing new charges or levies but encouraging Business Managers to catch up on lost income or extend current income generating services.

In order to alleviate concerns about a lack of Member involvement, the Group Finance Director, Mr Wilson, explained that the Commercial Strategy was now focused on investment to support recovery. This would follow due process through scrutiny and Cabinet so there would be plenty of opportunity for Councillors to participate.

RESOLVED: That the report be noted.

6. START TIME OF MEETINGS

The Committee received and considered the report of the Head of Democratic Services, which asked it to consider the start time for its meetings for the remainder of the 2020/2021 municipal year.

RESOLVED: That the start time for the remaining scheduled meetings of the Committee in the 2020/21 municipal year shall be 2.00pm.

7. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services which gave Members the opportunity to comment on the Cabinet Work Programme published on 23 June 2020.

Councillor Cooper asked how long the consultation would be on the Woodstock Infrastructure Delivery Strategy. Officers advised they would get back to him via email in due course.

RESOLVED: That the report be noted.

8. MEMBERS' QUESTIONS

There were no questions from Members.

9. EXCLUSION OF THE PUBLIC

RESOLVED: That, in view of the likely disclosure of exempt information, as defined in paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, (information relating to the financial or business affairs of any particular person) the public be excluded from the meeting for the remaining item of business.

10. INVESTMENT PROPERTY UPDATE

The Committee received a report from the Estates Manager, Ms Jasmine McWilliams, updating Members on the property portfolio which the Council held, and which helped to support the revenue budget via investment income.

Since the portfolio had been developed, the investments were monitored annually, with the Committee being due to receive an updated report at this meeting. However, due to the workload pressures in responding to the current pandemic it had not been possible to complete the review. Accordingly, this report sought to provide a high level update for the Committee on the anticipated performance of the portfolio in the current year based upon currently known information.

It was noted that the pandemic had had an impact on businesses and tenants and consequently on anticipated income from rents, and Annex A to the report detailed the rental yield but did not take account of any measures taken as part of the emergency response.

The Estates Manager answered a number of questions from Members who raised concerns about falling rents, closure of small and large businesses and the difficulties the high street had been facing before the pandemic.

The wider issue of the impact on Town Centres was also debated and officers advised that it was still unclear what the future would look like. However, the recovery work streams would look at all options to support and revitalise all of the town centres.

The Portfolio Holder for Finance advised that it did not matter which calendar period the request for support fell under, it was offered when the businesses needed it. He also highlighted that the high street had been changing anyway and a lot of issues had been accelerated by the pandemic. It was still the goal of the Council to make town centres a destination and officers and Members would be working with partners to seek to make that happen.

Councillor Cooper requested specific details about the lease of certain properties and was advised that this information would be emailed to him after the meeting.

Officers assured the Committee that they were liaising with tenants regularly and would continue to update Members as necessary.

RESOLVED: That the report be noted.

The meeting closed at 3.20pm

CHAIRMAN

WEST OXFORDSHIRE DISTRICT COUNCIL

CABINET

Record of decisions taken at the meeting of the **Cabinet** held via video conferencing on **Wednesday 22 July, 2020** at 2.00pm.

PRESENT

Councillors: James Mills (Leader); Toby Morris (Deputy Leader); Jeff Haine, David Harvey, Norman MacRae MBE and Michele Mead.

Also in Attendance: Councillors Joy Aitman, Alaa Al-Yousuf, Rosa Bolger, Jill Bull, Julian Cooper, Derek Cotterill, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Gill Hill, Ed James, Dan Levy, Liz Leffman, Martin McBride, Alex Postan, Carl Rylett and Harry St John.

Officers: Giles Hughes (Chief Executive); Elizabeth Griffiths (Chief Finance Officer); Frank Wilson (Executive Director, Finance); Chris Hargraves (Planning Policy Manager); Melanie Dodd (Biodiversity Officer); Ness Scott (Climate Action Manager); Andrea Clenton (Principal Planning Officer); Keith Butler (Head of Democratic Services) and Amy Barnes (Senior Strategic Support Officer).

20. NOTICE OF DECISIONS

RESOLVED: That the record of the decisions taken at the meeting held on Wednesday 17 June 2020, copies of which had been circulated, be approved and signed as a correct record.

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Richard Bishop, Harry Eaglestone and Elizabeth Poskitt.

22. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to matters to be considered at the meeting.

23. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

24. RECEIPT OF ANNOUNCEMENTS

24.1 Letter from Oxfordshire Leaders to Secretary of State

Councillor Mills advised that a letter had been sent from the Leaders of Oxfordshire's Principal Councils and the Chair of OxLEP to the Secretary of State for Business, Energy and Industrial Strategy, The Rt Hon Alok Sharma MP, regarding the pending Local Recovery and Devolution White Paper. The letter requested a meeting to better understand the options available to Oxfordshire, and to explore options which would further benefit residents and businesses. Councillor Mills advised that he would update Members once a response had been received.

24.2 Oxfordshire / Cambridgeshire ARC

Councillor Mills provided an update on the Oxfordshire / Cambridgeshire ARC and advised that an Executive Group had now been established. The group had held its first meeting, agreeing on membership and the scope of the group.

In response to a query from Councillor Enright, Councillor Mills confirmed which authorities were involved in the ARC and also explained the inclusion of the various Local Enterprise Partnerships, the Business Board for Cambridge and the ten or so Universities, which highlighted the extensive partnership working.

24.3 Hanborough Station Sub-Group

Councillor Mills advised that a Hanborough Station Sub-Group had been established and both himself and Ian Hudspeth, Leader of Oxfordshire County Council, had been appointed as representatives. The group's aim was to support the work of the North Cotswold Line Task Force.

Councillor Leffman asked if the Working Group could bear in mind those residents located further up the train line and consider the Cotswold Line as a whole. She also referred to the impact of reducing the number of trains stopping at Charlbury, resulting in people driving to Oxford Parkway instead.

Councillor Mills advised that the North Cotswold Line Task Force would be looking at the line as a whole and Active Travel were also involved in ensuring there were good connections to the Garden Village. However, the Hanborough Station Sub-Group's particular emphasis was to ensure that the station connected into many other priorities for West Oxfordshire, took pressure of the road system and supported the visitor sector.

In response to a query from Councillor Al-Yousuf regarding a feasibility study for a new cycling bridge, Councillor Mills explained that a positive meeting had been held with Network Rail and he would update Councillor Al-Yousuf outside of the meeting.

24.4 Re-opening of Lower High Street, Witney

Councillor Mills advised that following extensive discussions, it had been agreed to re-open the lower end of High Street, Witney to traffic, following the introduction of the recent Covid-19 Social Distancing Measure. Having held discussions with local businesses and residents it had been apparent that there was a clear split of opinion but the businesses located there were concerned that the closure was having a detrimental effect on their business. He advised that the decision would be kept under close review.

Councillor Bolger queried what evidence had been seen that reopening the lower end of the High Street to traffic would increase footfall, whilst impacting on congestion and air pollution. She also asked Councillor Mills if the impact on the shops in Marriotts Walk had been considered because access by pedestrians and cyclists had increased.

Councillor Mills advised that the businesses spoken to had suffered due to vehicles being unable to park close enough to collect bulky shopping, such as Majestic Wine. He noted the money that had been provided by Central Government to support businesses and felt the authority should do everything it could to help businesses, following a clear plea from them for assistance.

Councillor Enright thanked the Leader for his clear statement and queried how the re-opening might affect the cafés and restaurants with licences to serve outside on the

pavement. He also hoped that the Council was working with the Chamber of Commerce to promote Witney and support the health of businesses.

In response, Councillor Mills advised that each licence would be looked at individually and assured Members that he and officers talked regularly with the Chamber of Commerce and would continue to do so. The aim was to reinvigorate Witney and the Chamber's input was highly valued.

Councillor Levy congratulated the speed at which the High Street had been closed to vehicles in order to get the shops open again and hoped that it would remain partially closed to assist Active Travel with their work. He requested data on who was using High Street to park as he was surprised if shoppers were choosing to park their cars there, rather than in a larger car park.

Councillor Mills advised that there was a marked difference in the footfall figures for the town, pre and post Covid-19. He felt it was important to provide businesses with the opportunity to reopen lower High Street with a view to it reinvigorating their customer numbers. He noted the work achieved by Active Travel and felt there were still opportunities to be explored with them.

24.5 Royal British Legion and 2021 Census

Councillor Mills was pleased to announce that the Royal British Legion had been successful in their campaign 'Count Them In', to include a question relating to military service in the 2021 Census. It had been agreed the question would ask people to identify if they were an active serving member or a veteran of the armed forces. It was hoped that this would help authorities to deliver appropriate services to individuals.

As someone who had served in the RAF, Councillor MacRae expressed his support for the campaign.

24.6 Works to River

Councillor MacRae updated Members on the works to the river bank in Witney. The clear up was due to be finished by the end of the afternoon of this meeting and the compound was hoped to be cleared by the end of the week. Councillor MacRae also read out an email that he had received from a local resident, expressing their thanks to everyone involved as they had finally been able to sit out in their garden and enjoy the sound of running water again.

24.7 Secretary of State – Letter re Sewerage

Councillor MacRae advised that following the motion agreed at Council to write to the Secretary of State for the Environment regarding the dumping of untreated waste into rivers, he had now received a response. Unfortunately, the response did not answer the question asked and Councillor MacRae would be responding, reiterating the question. He also noted the support given by Philip Dunne MP.

25. FINANCE AND SERVICE PERFORMANCE REPORT 2019/20 YEAR END

The Cabinet received and considered the report of the Chief Finance Officer, which provided details of the Council's operational and financial performance at the end of 2019/20; and enabled Councillors to assess financial and operational performance.

The 2019/20 budget for each service and actual expenditure and income for the full year was shown in Annex A to the report and significant variances, and those of particular note, were explained in the main body of the report.

Based upon the positive outturn position, the report recommended that £700,000 of surplus be transferred to the Council Priorities Fund and an additional £300,000 be transferred to reserves to create a provision for timing differences between the payment of housing benefit and the receipt of housing benefit subsidy from Central Government.

A full list of variances by service and cost centre was included in Annex A to the report.

The report provided detail on the Expenditure Variances, Significant Income Variances, Investment Interest, Business Rates Retention Scheme and Pooling and the use of General Fund Balances.

The capital programme was approved by Council as part of the MTFP for 2019/20 and, due to additional slippage agreed as part of the 2018/19 outturn report, there was now a revised total for 2019/20 of £22,569,928. A number of 'In-year changes' to the Capital Programme were listed at section 3.2 of the report, followed by details of the Capital Budget and expenditure which were set out in full at Annex B to the report.

The report highlighted that work on which budgets needed to be carried forward into 2020/2021 was in progress at the time of the meeting, therefore only the budgets listed in the report were known commitments or schemes actively underway. A full breakdown of the schemes for the year and expenditure at 31st March was attached as Annex B to the report.

The report also provided Members with operational performance data and a summary of the indicators and the key tasks was detailed in Annex C to the report. There were twelve indicators in the core basket of which eight (67%) achieved their annual targets.

Performance against the core basket of indicators for 2019/20 was set out in Annex D to the report and the indicators which did not achieve their targets were considered in more detail in section 5 of the report.

Councillor Morris introduced the report and signposted Members to recommendation (b)(ii) which requested approval to transfer £1,000,000 to Earmarked Reserves to support Council priorities and help deliver Covid-19 response and recovery initiatives in 2020/21. He also highlighted the underspend reported by Publica and was confident that the model still delivered savings. Councillor Morris took Members through some of the key expenditure variances and proposed the recommendations as written.

This was seconded by Councillor Mills who reminded Members that the Council needed to look towards the recovery work taking place following the pandemic.

Concern was raised at the level of expenditure taken up by the replacement of faulty recycling bins and the Cabinet Member for Environment, Councillor MacRae, advised that discussions were taking place with Legal officers to ascertain whose responsibility it was to cover those costs. However, processes had been implemented to tighten up on the requests for replacement bins and officers were working closely with Ubico.

Members also raised concerns about the level of investment in ICT being adequate, the lack of work undertaken with regards to CCTV in the area and costs detailed against Building Maintenance.

Councillor Morris explained that the Council was aware that it needed to continue to invest in ICT and it was hoped that a full conditions survey of the Council's buildings would be undertaken in due course.

With regard to CCTV, Councillor MacRae advised that a report would be forthcoming in October and work was taking place to develop a joint strategy with the County Council and Thames Valley Police.

Councillor Mills reminded Members of the successful implementation of the Salesforce system and highlighted the opportunities to improve ICT packages in partnership with Publica.

Concerns were raised regarding the potential for a spike in unemployment figures in the Autumn, following the pandemic and the Leader advised that work was ongoing with partners and the LEP to address this. It was noted that when the furlough scheme changed in due course, unemployment levels were likely to rise but it was also important to get the local economy back on its feet and the Recovery Group would be looking into this as part of its work.

In response to a question from Councillor Cooper regarding the timetable for the Woodstock car parking review, Councillor MacRae explained the reasons for the delay which included the redeployment of staff and changes to the consultation method.

Councillor McBride reinforced the importance of maintaining cyber security and ensuring that sufficient funding was available to keep the systems robust and secure.

DECISIONS:

- (a) That the 2019/20 end of year financial and service performance be noted; and
- (b) That the Council be recommended to:
 - (i) approve the carry-forward of capital budget of £12,881,843 as detailed in Annex B to the report; and
 - (ii) approve the transfer of £1,000,000 to Earmarked Reserves, as detailed at paragraph 2.5 of the report

REASONS: To protect the environment whilst supporting the local economy; to work with communities to meet the current and future needs and aspirations of residents and to provide efficient and value for money services, whilst delivering quality front line services.

OPTIONS: None appropriate.

26. OXFORDSHIRE GROWTH BOARD TERMS OF REFERENCE AND MEMORANDUM OF UNDERSTANDING

The Cabinet received and considered the report of the Chief Executive which, following a review, proposed revised Terms of Reference and Memorandum of Understanding for the Oxfordshire Growth Board.

The Oxfordshire Growth Board ('the Board) had been established in 2014 as a Joint Committee of the six councils of Oxfordshire, together with key strategic partners. It was set up to facilitate and enable joint working on matters concerning economic development, strategic planning and growth.

On 24 September 2019, the Board had agreed to carry out a formal review of its role and function to ensure that the most pragmatic and effective arrangements were in place to

enable collaboration and delivery on Oxfordshire wide priorities. The review welcomed the views of the public, partners and councillors through several engagement exercises including workshops and an online survey; with over 250 contributions received.

As a consequence of the conclusions reached by the review, the revised Terms of Reference and Memorandum of Understanding for the Growth Board had been produced. These documents were matters for decision within the remit of each local authority Cabinet / Executive and were appended to the report for approval. Each local authority had to agree to these amendments before they could take effect.

With regards to the revised Terms of Reference, these now had a clear purpose with an emphasis on sustainable development, the pursuit of a zero-carbon future, and the oversight of delegated programmes of work within the remit as required. The amendments gave greater emphasis on sustainability in the Board's work and reflected the importance of environmental preservation and tackling climate change.

There had also been changes to the name of the Board, the title of non-voting members and there was an inclusion to request a subscription fee from each member of the Board.

As required under the emerging Oxford to Cambridge Arc governance arrangements, provision had been included in the Terms of Reference, for the Growth Board to appoint representatives to relevant bodies as required.

The Memorandum of Understanding between Oxfordshire County Council and the Growth Board had been established in April 2018. This was principally an operational document to support the administration of the Board's work. A revised version was included at Appendix 2 to the report. The amendments aimed to provide greater operational clarity concerning Freedom of Information requests as well as minor changes to the terminology and arrangements included in the Terms of Reference.

Councillor Mills introduced the report and felt that the changes should be welcomed, along with celebrating the £500m of investment into Oxfordshire that partnership working had already secured. He highlighted the reference to protecting the environment and tackling climate change as detailed in paragraph 2.4 of the report and stated that the Local Nature Partnership was an important part of the jigsaw.

Councillor Mills expressed his disappointment at the lack of a West Oxfordshire Business Representative in the membership listed at 2.2 of the Terms of Reference and proposed that this be highlighted to the Growth Board.

The proposal was seconded by Councillor Morris who agreed that the membership should be amended to make the representation fit for purpose.

Councillor Graham requested clarification on paragraph 2.3 which advised that the documents would be kept under regular review but did not specify a time frame. He also asked how the Growth Board would communicate more widely as suggested in paragraph 2.5 of the report and enquired if Councillor Mills was on the Local Nature Partnership.

Councillor Mills confirmed that the Terms of Reference was being worked on and a paper would be forwarded to Council in due course. He also asked the Chief Executive to communicate the point regarding more specific timings for reviewing the documents and advised that he would come back to Councillor Graham with the detail regarding communication methods.

In response to a query from Councillor Postan, Councillor Mills confirmed that he could report back the discussions from Cabinet to the Growth Board Scrutiny Panel.

DECISIONS:

- (a) That the Terms of Reference and Memorandum of Understanding set out in Appendix 1 and Appendix 2 to the report respectively, be approved; and
- (b) That the Chief Executive be authorised, in consultation with the Leader of the Council and the Oxfordshire Growth Board, to make minor amendments to these documents, as required, to support the operational efficiency of the Growth Board's work.

REASONS: The Growth Board brought together all of the Principal Councils in Oxfordshire, together with other key partners, to work cooperatively on strategic issues; it was relevant to all of the key priorities identified in the Council Plan; the documents were matters for decision within the remit of each local authority Cabinet / Executive and each local authority must agree to these amendments before they could take effect.

OPTIONS: The Council could choose to make comment or propose recommendations on the proposed Terms of Reference and Memorandum of Understanding, or not authorise the Chief Executive to make minor amendments but this was likely to create further delay in the process.

27. NAMING OF THE GARDEN VILLAGE

The Cabinet received and considered the report of the Planning Policy Manager, which asked Members to agree the settlement name for the Garden Village site.

Councillor Haine introduced the report and explained that land to the north of the A40 near Eynsham had been allocated in the adopted West Oxfordshire Local Plan as a Strategic Location for Growth (SLG) to accommodate a new garden village of around 2,200 homes with business space and a range of other supporting services and facilities. To date the working title of the garden village site designated as one of Homes England national Garden Communities programme had been the 'Oxfordshire Cotswolds Garden Village'.

The Council, Grosvenor Developments Ltd and the local community had worked together in a series of activities and events, to explore the site opportunities and constraints and to develop a framework plan for the Garden Village. As part of this collaborative approach in May 2019 a public competition was launched asking the public to submit suggestions for a permanent settlement name.

Competition criteria were set out for name submissions and 115 responses were received following the close of the competition on 31 October 2019. Submissions were then filtered using the published criteria and a copy of the submitted names and the criteria used was attached as Appendix A to the report.

The key criteria which echoed the Garden Village principles, was to ensure that the name was specifically linked to the site in some way to reflect uniqueness of place.

The four potential Garden Village names that met the set criteria were sent to key stakeholders (which included but was not limited to Royal Mail, the County Council and the Parish Council) to ensure the shortlisted names did not conflict locally and finally, the four potential names were informally considered by Cabinet. The consequent decision from that meeting was to bring forward the proposed name of Salt Cross for the Garden Village.

The name Salt Cross met all the identified criteria outlined in the report and had a strong local connection which was unique to the site, in that the historic Salt Way (running north to south) and Saxon Way (running east to west) cross within the site. The crossing points of these historic routes formed a cross fairly central to the site as highlighted in the plan at 2.7 of the report.

Councillor Haine read out an email that he had received from Eynsham Parish Council, documenting its disappointment that a more formal consultation had not been carried out with them. The Parish Council did not recall the name 'Salt Cross' being discussed and reiterated its previously submitted names for Members' attention.

Councillor Haine advised that officers had looked into the issues raised and confirmed that communications with the Parish Council had been extensive, with officers attending their meetings and providing them with an extension of time to submit their original responses.

It was noted that the winner of the naming competition was an Eynsham Parish Councillor, Carl Rylett, and as a result, he would receive two adult tickets to Blenheim Palace in due course.

Councillor Haine therefore proposed the recommendations in the report and this was seconded by Councillor Mead.

DECISION: That the name of Salt Cross be approved for the Garden Village.

REASONS: Cabinet considered the representatives appointed in each case would enhance the Council's involvement in community organisations and its aim to encourage partnership working.

OPTIONS: Members could choose an alternative name but this would appear to be against the spirit of the public consultation and competition entries.

28. GARDEN VILLAGE AREA ACTION PLAN

The Cabinet received and considered the report of the Planning Policy Manager, which asked Members to consider and approve the pre-submission draft Garden Village Area Action Plan (AAP) for the purposes of a six-week statutory period of public consultation in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The report reminded Members that as part of the West Oxfordshire Local Plan 2031, land to the north of the A40 near Eynsham was allocated under Policy EVI for the provision of a new, free-standing exemplar Garden Village, the comprehensive development of which would be led by an Area Action Plan (AAP).

An initial 'Issues and Options' consultation was undertaken from June to August 2018 with the issues paper seeking views on a broad range of issues and opportunities for the site. This generated over 200 responses from a variety of individuals and organisations. Following on from this, a range of technical evidence and analysis was commissioned on various subjects including housing need, employment, infrastructure, landscape, ecology, flood risk, drainage, heritage and transport.

This was supplemented by ongoing community engagement through the garden village community forum, including a number of 'study tours' held in early 2019 and a three day design event held in May 2019.

Subsequently, a 'Preferred Options' consultation was held from August to October 2020 and resulted in a good level of response, with 80 respondents partaking with generally positive feedback. The main issues raised at this stage were listed at section 1.6 of the report.

Following the preferred option consultation, further technical evidence and analysis had been prepared on a number of subjects including zero-carbon, underground waste collection systems, transport, infrastructure and options for the creation of a community land trust.

These, along with ongoing stakeholder feedback, fed into the final, pre-submission draft version of the AAP which was attached at Annex A to the report.

The pre-submission draft AAP would be published for a statutory six week period of public consultation, anticipated to take place from August to September 2020. Provided no significant issues were raised during that time, the pre-submission draft AAP would be formally submitted to the Secretary of State in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, including any minor modifications.

At that point, a timetable for the independent examination of the AAP would be agreed.

The report advised that there would be a cost associated with the formal consultation process and examination but this would be met from existing budgets.

Councillor Haine advised that all Councillors would have received a submission from Nigel Pearce who had wanted to address the meeting with his comments. However, the public participation scheme did not permit public speaking on matters that were the subject of statutory consultation. Queries had also been submitted by Councillors Levy and Rylett and the respective officers would be answering their concerns in due course.

Councillor Haine urged all Councillors and members of the public to respond to the public consultation and submit their comments using the appropriate process. He referred to the seven core themes outlined at section 2.2 of the report and reminded Members that many of the 'niceties' cost money. Extensive meetings had taken place with the Parish Council and other interested parties and the proposals had been designed around the wishes of the people. Councillor Haine announced that it had only recently come to light that there was a potential the Government would be asking the County Council to recoup infrastructure costs via S106 monies.

Having outlined the plan and explained the process that the consultation would follow, Councillor Haine proposed the recommendations as written.

This was seconded by Councillor Harvey who was thrilled with the inclusion of Climate Change and he thanked Councillor Haine and all the officers involved.

A number of formatting issues were raised including background colour and missing images. Officers assured Members that the document would be professionally formatted by a draftsman and the relevant images included.

Councillor Mills thanked all parties involved in creating the AAP and reinforced the need to make sure the document was accessible for everyone. He urged Members to submit their thoughts and opinions through the consultation process so that these could be gathered together.

Concerns were raised regarding the six week consultation spanning the summer holidays but it was noted that the process was unlikely to begin until at least halfway through August. Officers also advised that the timeframe could be extended if it was felt that interaction from the public was low. Hard copies of the papers would also be available and officers would be publicising details shortly.

Members added their thanks to officers and were broadly happy with the document subject to the minor formatting already discussed.

The issue relating to S106 agreements and the potential for Government to recoup money was discussed and the Chief Executive provided some clarification on what was known to date.

It was therefore resolved that the recommendations in the report be approved.

DECISIONS:

- (a) That the Council be recommended to approve the pre-submission draft Area Action Plan (AAP) attached at Annex A for the purposes of formal publication for a statutory period of six weeks in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
- (b) That the Council be recommended to authorise the Chief Executive, in consultation with the Cabinet Member for Strategic Planning, to make any minor factual/typographical amendments to the pre-submission draft AAP in conjunction with Officers, prior to formal publication; and
- (c) That the Council be recommended to agree that subject to there being no significant issues raised during the statutory six-week period, the pre-submission draft Area Action Plan (AAP) be formally submitted to the Secretary of State in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 including any minor modifications.

REASONS: Cabinet considered the representatives appointed in each case would enhance the Council's involvement in community organisations and its aim to encourage partnership working.

OPTIONS: No alternative options had been considered because if the Council did not undertake consultation, the pre-submission draft AAP could be found to be 'unsound' when considered at independent examination, the Council would have failed to comply with the relevant legislative requirements in preparing the AAP and/or the Council would not have fulfilled its obligations under the Duty to Co-Operate.

The meeting closed at 4.01 pm

Leader of the Council

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Urgency Committee** held
via video conferencing at 4:05 pm on **Wednesday 22 July 2020**

PRESENT

Councillors: James Mills (Chairman); Toby Morris (Vice Chairman); Joy Aitman; Merylyn Davies, Duncan Enright; Andy Graham; Liz Leffman; Jeff Haine; David Harvey; Norman MacRae MBE and Michele Mead.

Also in Attendance: Councillors Jill Bull, Julian Cooper, Hilary Fenton, Ted Fenton, Gill Hill and Dan Levy.

Officers in Attendance: Giles Hughes (Chief Executive); Elizabeth Griffiths (Chief Finance Officer and Deputy Chief Executive); Frank Wilson (Executive Director, Finance); Keith Butler (Head of Democratic Services) and Amy Barnes (Senior Strategic Support Officer).

1. MINUTES

RESOLVED: That the minutes of the meetings of the Committee held on 22 August 2018 and 15 May 2019 be approved as correct records and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to matters to be considered at the meeting.

4. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

5. EXCLUSION OF THE PUBLIC

RESOLVED: That, in view of the likely disclosure of exempt information, as defined in paragraphs 3 and 5 of Part I of Schedule 12A to the Local Government Act 1972, (information relating to the financial or business affairs of any particular person; and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings), the public be excluded from the meeting for the remaining item of business.

6. RE-OPENING OF LEISURE FACILITIES AND FINANCIAL SUPPORT FOR GLL

The Committee received and considered the joint report of the Chief Executive and the Chief Finance Officer containing exempt information, which (i) addressed issues relating to funding support for GLL; (ii) reviewed the current legal position and the reduction of risk to the Council; and (iii) sought consideration of the mix of leisure centres and facilities which should be included in the initial phasing of the re-opening of services following the coronavirus pandemic.

The Cabinet Member for Health and Leisure, Councillor Mead, outlined the report and explained the circumstances in which the proposals had come about.

Councillor Mead proposed the report as written and this was seconded by Councillor Morris who agreed that it was important to reopen the Leisure Centres as soon as possible to enhance the health and wellbeing of the residents of West Oxfordshire.

Members discussed the options detailed in Annex B to the report, along with the associated costs and the differing costs between reopening dry side and wet side facilities. The proposed reopening timetable of individual centres was also scrutinised, in particular in relation to the facilities at Woodstock and Carterton and although not ideal in some respects, it was accepted that a staggered reopening was understandable and appropriate.

The forecast detailed in the report was also looked at and officers provided assurance that GLL were keen not to lose their customer base but it was not possible to predict uptake until the centres were open.

Members thanked officers for the report, and the Committee -

RESOLVED:

- (a) That the phased re-opening of the District's Leisure Centres as outlined and recommended in the report be approved;
- (b) That the waiver of management fees detailed in the report be approved, with the Chief Finance Officer being authorised to take the further recommendations specified in the report should that prove necessary;
- (c) That a loan be approved with additional authority to the Chief Finance Officer to increase the loan limit should the actuals in coming months be higher than the estimates;
- (d) That GLL Better be requested to agree an amendment to their contract as detailed in the report; and
- (e) That the ongoing impact of the GLL funding requirements be reviewed in the context of the current budget and the Medium Term Financial Strategy.

The meeting closed at 4.30 pm

CHAIRMAN

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Audit and General Purposes Committee** held via video conferencing at **6:00 pm** on **Thursday 23 July 2020**

PRESENT

Councillors: Jane Doughty (Chairman), Andy Graham (Vice-Chairman), Jake Acock, Luci Ashbourne, Andrew Beaney, Harry Eaglestone, Duncan Enright, Gill Hill, Richard Langridge, Dan Levy, Ed James, Martin McBride and Harry St John.

Officers in Attendance: Elizabeth Griffiths (Chief Finance Officer); Philip Alway (Business Manager Finance); Lucy Cater (Assistant Director, South West Audit Partnership); Peter Barber (Engagement Lead, Grant Thornton); Helen Lillington (Senior Manager, Audit, Grant Thornton); Mandy Fathers (Business Manager Operational Services); Keith Butler (Head of Democratic Services and Monitoring Officer) and Amy Barnes (Senior Strategic Support Officer).

1. MINUTES

RESOLVED: that the Minutes of the meeting of the Committee held on 6 February 2020, copies of which had been circulated, be confirmed as a correct record and signed by the Chairman.

2. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillors Rosa Bolger and Suzi Coul, and the following resignation and temporary appointment was notified:-

Councillor Dan Levy for Councillor Elizabeth Poskitt

3. DECLARATIONS OF INTEREST

There were no declarations of interest from members relating to items to be considered at the meeting.

4. PARTICIPATION OF THE PUBLIC AND SECTION 106 AGREEMENTS

A submission from Ms Vicky Gwatkin arising from a freedom of information request relating to section 106 agreements in Witney and also concerning the lack of readily available information on the funds associated with such agreements was read out by the Head of Democratic Services. A copy of the submission, which comprised two emails from Ms Gwatkin to the Head of Democratic Services, is attached as an appendix to the original copy of these minutes.

The Chairman then referred the Committee to previous consideration of Section 106 agreements and funding, including the comments made at its meeting in February 2020, at which the follow-up to the previous audit scheduled for April 2020 had been mentioned, with the associated expectation of an update at this meeting. However, the report to be considered at agenda item no. 6 advised that the report into that follow up audit was in draft only at this stage. In all these circumstances, including the frequently stated view of councillors that the creation and availability of a comprehensive database of Section 106 agreements should be in place, the Chairman proposed, and it was duly seconded, that the Chief Executive be requested to ensure the necessary resources to action and implement this as a matter of urgency.

During lengthy and detailed consideration:

- More information on the content of the freedom of information request was sought, and the Head of Democratic Services summarised it as relating to a range of aspects concerning section 106 agreements in Witney, which was not time limited and where it had been concluded that to provide the information requested would exceed the chargeable limit, meaning that the information had not been disclosed. He further explained that the question of the availability of the information under Fol was a different albeit related point to whether it should be more readily accessible
- The Chief Finance Officer and Deputy Chief Executive updated the Committee on the current position and the complexity of what was required, and the fact that progress had not been as great as would have been hoped, as one of the many consequences of the Council's need to respond to the Covid-19 pandemic. Management was acutely aware of the need to make more progress, and it was hoped that work could be completed within a few months. She further advised that software had been sourced, which was robust and would also provide future proofing in terms of providing a platform for reporting on and monitoring Community Infrastructure Levy when that was in place for the district. The next steps were to access all the data and documents to populate the initial database
- A number of councillors spoke in support of the proposition and underlined the importance of the issue
- Concern was expressed as to the perceived inadequacy of the initial response to the Fol request
- Some councillors did not accept the stated position that progress had been impacted by the Covid-19 situation

Further discussion then took place relating to possible amendments to the proposal which sought a definitive timescale for implementation, and an update at the next meeting of the Committee, currently scheduled for 15 October. During this consideration, the Chief Finance Officer advised the Committee that a full implementation date of 1 October was not likely to be achievable. Councillor Acock considered the advice given to be in breach of the officer code of conduct, in response to which the Monitoring Officer confirmed that the role of officers included giving advice and that it was appropriate for her to do so and for the Committee to decide whether or how to follow such advice, and Councillors acknowledged the point and the honesty of the advice given by the Chief Finance Officer.

Following further discussion it was:

RESOLVED:

- (a) That the submission be noted;
- (b) That the Chief Executive be requested to ensure the necessary resources to action and implement the full database of Section 106 agreements as a matter of urgency;
- (c) That the Chief Finance Officer and Deputy Chief Executive be requested to confirm a definitive date, as close as possible to 1 October 2020, by which the matter will have been implemented; and
- (d) That the Committee be updated on this matter at its next meeting.

5. COUNCILLOR GIFTS AND HOSPITALITY

The Committee received and considered the report of the Monitoring Officer, which sought the approval of proposed arrangements for the registration by councillors of gifts and hospitality accepted by or offered to them in their capacity as a member of the District Council.

Councillor Beaney queried whether the means for Councillors to be able to register any gifts or hospitality could be via an online form, and the Monitoring Officer confirmed that to be the intention, and that it was also intended that Councillors would in future be able to register their disclosable interests and to make any travel or expenses claims electronically. He could not, however, promise that the online option would be available in time for the proposed implementation date of 1 September.

RESOLVED:

- (a) That the Council be recommended to approve the proposed arrangements relating to the registration of gifts and hospitality by members set out in the Annex to the report, to be effective from 1 September 2020; and
- (b) That in the event of the Council adopting the proposals, the Monitoring Officer be requested to notify the arrangements to all councillors and to devise an appropriate means for the reporting and recording of gifts and hospitality by members.

6. INTERNAL AUDIT ANNUAL PLAN 2019/20 AND SUMMARY OF WORK COMPLETED

The Committee received and considered the report of the Chief Finance Officer, which presented a summary of the work undertaken by Internal Audit during 2019/20 and gave an overall opinion on levels of assurance resulting from this work. The report advised that, because of the information contained in the Internal Audit Annual Opinion, it had been deemed unnecessary to submit a separate quarterly monitoring report, and a condensed version of the usual report had been produced as an alternative.

The Chief Finance Officer briefly introduced the report, which related to previous and ongoing work and stated that questions and comments were welcomed; and the Committee was advised of an error on page 5 of Annex A to the report, which should have referred to West Oxfordshire and not to Cotswold District Council.

A number of questions were asked and responses given by the Assistant Director, South West Audit Partnership. In particular she responded in relation to those matters where responses were awaited, and those with revised implementation dates; on the relative levels of assurance and the prioritisation of recommendations arising from audits; and on the process of defining the scope for each audit.

A comment was made about the apparent need for training to be provided and maintained, as well as a request being made for more information in the future about changes to the audit plan; and the Chairman undertook to seek a reply to Councillor Ashbourne arising from a query concerning revenues and benefits.

The Committee thanked the South West Audit Partnership team for its work, and -

RESOLVED: That the report be noted.

7. EXTERNAL AUDIT UPDATE REPORT

The Committee received and considered the report of the Chief Finance Officer, to which was attached an Annex containing the External Audit Plan for 2019/20, which included the key matters, risks and scope of the audit.

Peter Barber (Engagement Lead, Grant Thornton) introduced himself and Helen Lillington (Senior Manager, Audit) who was also in attendance. Mr Barber summarised his background in public sector audit and explained the reasons that there was a new audit team in place for the Council, before going on to introduce the External Audit Plan and highlight some key points. In particular, he mentioned the statutory date changes and delays relating to the approval of the accounts; issues and risks around various financial matters as a consequence of Covid-19, including in relation to land and property and the Council's investment property portfolio; the valuation of pension fund liability; the materiality level of £920,000; value for money; future financial sustainability including the setting and delivery of the Council budget; and the Medium Term Financial Strategy.

He went on to (i) refer to the audit fees, including an extra £4000 which would fund the costs of appointing an auditor expert to provide additional assurance over the carrying value of the Council's Investment Property portfolio; and (ii) explain a number of specific points in the Plan on which questions were asked or clarification sought.

The Chairman thanked the External Auditors for their work, input and explanations, and the Committee -

RESOLVED: That the report be noted.

8. UPDATE ON THE DRAFT STATEMENT OF ACCOUNTS 2019/2020

The Committee received and considered the report of the Chief Finance Officer, which provided an update on the preparation of the Statement of Accounts, advising that the statutory date for the completion of the 'draft' accounts had been moved back by Government from 31 May to 31 August, and that the deadline for the audit and sign-off of the final Statement of Accounts had been moved from 30 September to 30 November.

There was no statutory requirement for the Committee to approve the draft accounts, although that would be considered to be "best practice", and a copy of the draft statement of accounts would be forwarded to members of the Committee on completion.

A comment was made that there might be a need for additional meetings of the Committee in light of the anticipated business and the ongoing impact of Covid-19, and it was suggested and agreed that the Chairman should keep this under review and call an additional meeting(s) if deemed necessary.

RESOLVED: That the report be noted.

9. MISCELLANEOUS LICENSING SUB-COMMITTEE REPORT

The report of the meeting of the Miscellaneous Licensing Sub-Committee held on 23 January 2020, copies of which had been circulated, was received and noted.

10. KPMG LLP REPORT: HOUSING BENEFIT SUBSIDY CERTIFICATION

The Committee received and considered the report of the Group Manager, Resident Services, which reported on the receipt of the Housing Benefit Subsidy Grant Certification

Letter for 2018/19 and to which was attached an exempt appendix, the detailed consideration of which would require the exclusion of the public.

There were adjustments to the claim due to errors found within the administration of housing benefit and the calculations of such claims which had resulted in an overstated subsidy claim of £20,998 which was recoverable and was deducted from the interim subsidy payment due to the Council in February 2020. The audit had not given any recommendations on what the Council should do to improve processes for future claims; however, internal controls including the quality and assurance checking on claims would continue with additional attention being made to the non HRA claims (bed and breakfast claims) and those claims with earnings.

Councillors wished to ask questions in relation to the exempt annex to the report and accordingly the Committee then considered the exclusion of the public.

11. EXCLUSION OF THE PUBLIC

RESOLVED: That, in view of the likely disclosure of exempt information, as defined in paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, (information relating to the financial or business affairs of any particular person) the public be excluded from the meeting for the remainder of the consideration of this item of business.

12. KPMG LLP REPORT: HOUSING BENEFIT SUBSIDY CERTIFICATION

The Committee resumed consideration of this matter, specifically in view of the questions relating to the exempt annex, which were answered by the Business Manager Operational Services, following which it was -

RESOLVED: That the outcome of the housing benefit subsidy certification work be noted.

The meeting closed at 7:50 pm

CHAIRMAN



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Council: Wednesday 29 July 2020
Report Number	Agenda Item No. 8
Subject	Climate Action for West Oxfordshire: Biannual Report
Wards affected	All
Accountable member	Councillor David Harvey, Cabinet Member for Climate Change Email: david.harvey@westoxon.gov.uk
Accountable officer	Ness Scott, Climate Change Manager Tel: 01993 861344; Email: vanessa.scott@publicagroup.uk
Summary/Purpose	<p>This paper presents to Full Council:</p> <ul style="list-style-type: none">• A biannual progress report on the Climate Action taken by West Oxfordshire District Council in response to the climate and ecological emergency. Reporting focuses on progress made during the first six months of a Climate Action work programme and framework, originally presented and agreed at Full Council on 22nd January 2020.• Further details of additional Climate Action being taken forward by the Council and already underway as part of an evolving work programme. Where these projects fall under the umbrella of the Council's forthcoming Carbon Action Plan, Climate Change Strategy and Biodiversity Plan, these interrelationships are described.• New Climate Action proposed for implementation in the short to medium-term, for approval.
Annex	Annex 1: West Oxfordshire's Climate Action Survey, June 2020 – What the numbers have told us.
Recommendation	<p>To note the contents of the biannual report on Climate Action for West Oxfordshire.</p> <p>To agree the recommendations for new Climate Action proposed in the short to medium-term.</p>
Corporate priorities	<ol style="list-style-type: none">1. To protect the environment whilst supporting the local economy2. Working with communities to meet the current and future needs and aspirations of residents

	3. To provide efficient and value for money services, whilst delivering quality front line services
Key Decision	No
Exempt	No
Consultees/ Consultation	Consultation has been carried out by the Climate Change Manager with key Officers and colleagues within West Oxfordshire District Council.

I. BACKGROUND

I.1. This paper presents to Full Council:

- A biannual progress report on the Climate Action taken by West Oxfordshire District Council in response to the climate and ecological emergency. Reporting focuses on progress made during the first six months of a Climate Action work programme and framework, originally presented and agreed at Full Council on 22nd January 2020.
- Further details of additional Climate Action being taken forward by the Council and already underway as part of an evolving work programme. Where these projects fall under the umbrella of the Council's forthcoming Carbon Action Plan, Climate Change Strategy and Biodiversity Plan, these interrelationships are described.
- New Climate Action proposed for implementation in the short to medium-term, for approval.

2. BIENNIAL REPORT ON COUNCIL MOTIONS ASSOCIATED WITH CLIMATE ACTION.

Table 1: Biennial reporting on Council motions associated with climate action and pre-approved work programme.

Notice of Motion	Biennial Reporting Tracker
<p>2.1. Date of Full Council: 26th June 2019 NOTICE OF MOTION – CLIMATE CHANGE <i>“Climate change is one of the most urgent global challenges facing us today and the UK is taking a leading role in addressing this issue. Investing in green industries and decarbonising our economy we will leave the environment in a better state for the next generation. One of the ways in which this has been achieved is by phasing out coal power, leading to the longest time since the Industrial Revolution without using coal to generate electricity. This Council will recognise this achievement of a reduction in the use of fossil fuel, particularly in light of the Climate Emergency accepted by Parliament recently; commits to work towards the reduction of emissions for the benefit of both present and future generations thus fulfilling our Stewardship responsibility for the planet - handing it to subsequent generations in a better state than which it was left to us! To enable the Council to fulfil this aim, this Council adopts the following statements:</i></p> <ol style="list-style-type: none"> 1. West Oxfordshire District Council recognises the serious and accelerating changes to the world caused by climate change and therefore declares a 	<p>A report setting out the framework for how the Council would consult on, plan and deliver a Climate Action work programme for West Oxfordshire was presented and agreed at Full Council on 22nd January 2020.</p> <p>All projects and actions that are not specifically referenced within the January 2020 report, but have evolved as projects being taken forward by the Council in response to the climate and ecological emergency, are introduced outside of this reporting tracker and discussed separately within Section 3.0 to ensure a full and complete commentary of the Council’s work in progress. Actions implemented in the first six months of the Council’s published work programme for Climate Action, are summarised here.</p> <ul style="list-style-type: none"> • Climate Action web content was re-written as part of the Council’s launch of a new website: https://www.westoxon.gov.uk/environment/climate-action • Members of the cross-party Climate Action Working Group have participated in two meetings since January 2020: on 3rd March and 16th June. An interim report was also prepared for the Climate Action Working Group in place of a meeting that had been scheduled on 28th April, but was then cancelled. • Two further meetings have been confirmed. The first is scheduled for 11th August with agenda items to include an NEF presentation on the Cosy Homes Initiative: discussion on the Council’s Carbon Action Plan and the Garden Village Area Action Plan. A further meeting is scheduled for the 1st October with agenda items to include: a presentation from Melanie Dodd on the role of Natural Capital in our forthcoming Biodiversity Plan. • Councillor David Harvey and the Climate Change Manager have met with MP Robert Courts to discuss priorities for Climate Action in West Oxfordshire. MP Robert Courts asked to be kept informed of future visits to innovative net-zero carbon developments and wanted to be kept advised of progress being made. He also expressed the view that meetings between him, Cllr David Harvey and the Climate Change Manager should be held regularly.

Notice of Motion	Biannual Reporting Tracker
<p><i>climate and ecological emergency.</i></p> <p>2. <i>The Council is determined to be carbon neutral by 2030 and to encourage others in the District to follow its example.</i></p> <p>3. <i>The Council will form a panel of residents and create a cross party working group to report back to the Council by January 2020 to assist in the formulation of its Plans. In support of this, Council authorises the Head of Paid Service, in consultation with the Cabinet Member for the Environment, to take the necessary steps to implement the above.”</i></p>	<p>Single Use Plastics (SUPs)</p> <ul style="list-style-type: none"> • A Statement of Principles declaring the Council’s commitment to reducing SUPs was published online in March 2020. A ‘12 Days, 12 Ways’ campaign followed during March to widely promote and communicate the different ways in which people living and working in West Oxfordshire can reduce their own use of SUPs. • The Council has taken action to reduce their own most prevalent source of SUPs and have switched their milk supply from plastic bottles to glass. Staff are also being consulted on whether they have an appetite to move to a more environmentally-sustainable, non-dairy milk alternative to cows’ milk. The internal communications on these changes are now live. <p>Carbon Action Plan</p> <ul style="list-style-type: none"> • The Council’s carbon accounting methodology has been successfully peer-reviewed by an independent consultant, Aether Ltd. A report has been produced by Aether Ltd to inform the scope of Council emissions as the baseline for a Carbon Action Plan and strategy to achieve the Council’s target of carbon neutral by 2030. • The Council’s Carbon Account for 2019/2020, aligning with the recommendations of Aether’s peer review, was completed and then audited for quality assurance at the beginning of July. • One-to-one discussions have been carried out with Officers to inform the emerging Carbon Action Plan for the Council. This method of consultation replaced the Officer workshop originally planned for March which was cancelled as a result of Lockdown. • Timescales for delivering a Carbon Action Plan have been revised to take into account the impact of Covid-19 on the work programme. A Carbon Action Plan is now due to be presented at Full Council in October 2020. <p>Climate Change Strategy</p> <ul style="list-style-type: none"> • The Council’s Climate Action Survey and Young Peoples’ Competition was launched in May and ran for a period of four weeks. • The results of the Council’s Climate Action Survey, and the data captured, are summarised in a leaflet, provided for reference here in Annex I. As supplement to this quantitative dataset, the Council has also captured, as part of the Survey, a wide range of

Notice of Motion	Biannual Reporting Tracker
	<p>ideas and priorities from the 446 people who took part. The results from this far-reaching consultation will now inform the Council's next steps and help to shape both Climate Change Strategy and Biodiversity Plan.</p> <ul style="list-style-type: none"> • Written responses submitted as part of the Survey are currently being reviewed in more detail to inform Officer and Climate Action Working Group discussion. At this stage, there is clear support from the community for priorities aligning with themes on: energy & carbon reduction; biodiversity; green & active travel; water conservation; waste & recycling; development planning; communications and community engagement. • The Climate Action Survey has also provided a database of people who have registered their interest in Council events and news on Climate Action. This provides an opportunity to engage directly with a public-facing network in future and as the Council's strategy work unfolds. Our shift to more virtual means of communication is valid at present and quite possibly in the longer term. The breadth of our recent survey has demonstrated the effectiveness of these digital mechanisms. • Entries to the Council's Young People's Competition are currently being judged by members of the Climate Action Working Group. Our creative winners will be announced and publicised in due course. • A Climate Change Strategy is due to be presented at Full Council in January 2021.
<p>2.2. Date of Full Council: 22nd January 2020 NOTICE OF MOTION – TREE PLANTING RESOLVED: <i>That the Council agrees that inclusion of a request for additional tree planting be incorporated within a revitalised sustainability checklist.</i></p>	<p>Steps taken in development planning as a response to the climate and ecological emergency are discussed in Section 3.0.</p> <p>The work completed during the previous six months will go on to inform standards and key performance indicators as part of a revitalised Sustainability Checklist in Planning.</p> <p>This project is currently work in progress and will capture a requirement to increase tree planting. A longer-term objective would be for applicants to plan tree planting in new developments with reference to the results of an Oxfordshire Woodlands Mapping Project, discussed further in Section 2.4.</p>
<p>2.3. Date of Full Council: 22nd January 2020 NOTICE OF MOTION – LOCAL ELECTRICITY BILL RESOLVED: <i>That West Oxfordshire District</i></p>	<p>Following the notice of motion in January 2020, the Council's Climate Change Manager confirmed with Power for the People that the Council offered their support to the Local Electricity Bill. Councillor David Harvey met with MP Robert Courts to discuss the Bill and is awaiting correspondence from MP Robert Courts on how this is represented through the correct</p>

Notice of Motion	Biannual Reporting Tracker
<p><i>Council offers support to the Local Electricity Bill and writes to organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing this support. In addition, in recognition of the fact that this bill failed in its passage through the last parliament, this Council agrees to write to our MP Robert Courts, in his capacity as Parliamentary Private Secretary to the Secretary of State for Environment, asking him to make every effort to revive this bill and bring it before the House of Commons during this parliamentary session.</i></p>	<p>Parliamentary Procedures. The Local Electricity Bill has been successfully introduced, following its presentation to government under the Ten Minute Rule yesterday (10 June). The Bill was originally supposed to go in front of Parliament in April, but was postponed due to the COVID-19 pandemic. It was unopposed in Parliament, and introduced without a vote. Should it now pass into law, it will allow consumers to purchase energy from local groups, and not just nationally licensed utilities. As such, the new ‘Right to Local Supply’ for energy will allow communities to sell locally generated electricity directly to local households and businesses. The Bill was presented by its lead sponsor, Peter Aldous MP.</p>
<p>2.4. Date of Full Council: 22nd January 2020 NOTICE OF MOTION – CLIMATE ACTION BIODIVERSITY PLAN “The following motion had been received in the names of Councillors David Harvey and Norman MacRae, namely:- “This Council tasks the Climate Action Working Group to come forward with the Climate Action Biodiversity plan to be presented to full council in due course.” In proposing and seconding the motion, Councillors Harvey and MacRae both referred to the need for tree planting, but did not believe that a decision to aim to double the amount of coverage by 2045 would be the best way forward. Consideration by the Climate Change Working Group was considered to be</p>	<p>Since Full Council in January 2020, plans for a Council Biodiversity Plan have been added to the evolving Climate Action work programme. It is now proposed that a Biodiversity Plan is presented at Full Council in March 2021. Steps taken to progress biodiversity action have been taken forward in the meantime and as follows:</p> <ul style="list-style-type: none"> • The views and priorities of respondents to the Council’s aforementioned Climate Action Survey will be used to inform the Biodiversity Plan. <p>Actions taken as a Council.</p> <ul style="list-style-type: none"> • Wychwood Project’s community grant application to WODC was approved at Cabinet in March 2020 and approved core funding of £30k in 2020/2021 in support of their role in West Oxfordshire as a key delivery partner working closely with the Council to take forward biodiversity action in response to the climate and ecological emergency. £5k community revenue grant has also been approved as Council’s continued support in 2020/2021 to the Lower Windrush Valley Project; £2k awarded to Wild Oxfordshire; £10,300 to the Cotswolds AONB; and £4k to the Local Wildlife Sites Project. • The Council will build on its existing relationships with partners and other Councils from across the County to establish a Local Nature Partnership for Oxfordshire.

Notice of Motion	Biannual Reporting Tracker
<p><i>appropriate, as it was a forum which had the capacity to receive detailed advice and look into matters in depth.</i></p> <p><i>Councillor Coles was supportive of the motion, but was nonetheless disappointed because he had highlighted the need for an updated Biodiversity Plan some time previously, and the reaction to that had not been as quick as he felt it should have been.</i></p> <p><i>Councillor Graham proposed an amendment to replace “in due course” with “as a matter of urgency”, which was seconded by Councillor Chapple. Councillors Morris, Harvey and Mills spoke against the amendment prior to it being put to the vote, considering that it was clear to officers that this was regarded as important, and that its urgency was understood.</i></p> <p><i>On being put to the vote, the amendment was defeated.</i></p> <p><i>The motion was then put to the vote and was carried unanimously.</i></p>	<ul style="list-style-type: none"> • Opportunities for biodiversity creation and ecologically-sensitive land management practices of Council-owned public open spaces and commons are being carefully reviewed to inform Council decision-making. • Phase I ecological surveys of these Council-owned sites are currently being carried out by the Wychwood project on behalf of the Council. • Land condition surveys are also being commissioned by the Council and due to begin imminently to confirm necessary works on any structures and hard landscaping. • Draft land management plans for Council-owned public open spaces and commons, incorporating all proposals for landscape and biodiversity enhancement, will be prepared for consideration towards the end of the current financial year. <p>As a District, Oxfordshire Woodlands Mapping Project.</p> <ul style="list-style-type: none"> • In May 2020, Cabinet confirmed the Council’s support as a funding partner in the Oxfordshire Woodlands Mapping Project, contributing to work being undertaken by the Thames Valley Environmental Records Centre (TVERC). • The project was initially endorsed by Oxfordshire’s Lord Lieutenant Tim Stevenson. Whilst in its early stages, the project was driven by a desire to double tree cover across Oxfordshire, the partnership has evolved to include the support of the County, City and District Councils and will look at mapping woodland creation and tree-growing opportunities across the County as a first step. This mapping work will contribute to our local knowledge base and spatial data on woodlands and will be of value to not only tree-growing objectives within a development planning context but also action being taken by the Council to increase woodland under the umbrella of its own Biodiversity Plan.

3. CLIMATE ACTION UNDERWAY

Table 2: A summary of the climate action underway as part of an evolving work programme.

3.1 Planning All work being carried out to raise current standards in new development is a response to the climate and ecological emergency and contributes to a set of high-level objectives taking shape as part of the Council’s Climate Change Strategy.	
3.1.1.	The Council has a large influencing role in the development and implementation of strategic policy at County-level which will consider climate action as a central element of Oxfordshire’s plans for

	<p>growth.</p> <p>The Council is a partner of the OxLEP. Cllr James Mills is Chair of the Clean Growth sub-group which was formed to help delivery of the Oxfordshire Energy Strategy and the Oxfordshire Local Industrial Strategy: two documents that consider climate change, environment and sustainability as central to their strategic objectives.</p> <p>Cllr James Mills is also Chair of the Oxfordshire Growth Board Oxfordshire Plan 2050 Advisory Sub-Group where priorities relating to climate change, sustainable transport, the natural environment, biodiversity, natural resource use and the circular economy, are all being discussed and considered within the context of the Plan.</p> <p>The need to review current design and sustainability standards within new developments of West Oxfordshire was identified early on as a priority by the Climate Action Working Group and has been a focus of climate action since.</p> <p>The following action has been taken by the Council in 2020:</p> <ul style="list-style-type: none"> • Lobbied Government to bring forward the implementation of a Future Homes Standard; • Assessed the viability of net-zero carbon as a standard for the Oxfordshire Cotswolds Garden Village; • Completed research into the viability of Underground Refuse Systems at the Oxfordshire Cotswolds Garden Village, a report consulted on with members of the Climate Action Working Group; • Applied the lessons learned from viability work on net-zero carbon to inform a Draft Affordable Housing SPD (Supplementary Planning Document); • Organised a Councillor site visit to Greencore Construction’s low-carbon development at Springfield Meadows, Southmoor; • Facilitated a Publica-wide presentation for planning officers on the Passiv-haus standard, provided by The Passivhaus Trust. <p>Next steps include:</p> <ol style="list-style-type: none"> i) Completing a revised Sustainability Checklist for planning; and ii) Contributing to the Cotswold District Council-led developer toolkit which will guide applicants on how to achieve ultra-low energy, sustainable design.
<p>3.1.2 Oxfordshire Cotswolds Garden Village, Area Action Plan (AAP)</p>	<p>Project LEO (Local Energy Oxfordshire) led the production of a draft Energy Plan for the Oxfordshire Cotswolds Garden Village and have facilitated a working group including Project</p>

	<p>LEO partners, the Council, local stakeholders and community interest groups. A standard of net-zero carbon development came through as a local ambition and vision from working group members: a standard the Council then went on to fully assess with the expertise of building energy modellers and deep-green engineering specialists.</p> <p>In February of 2020, the Council commissioned Elementa Consulting and consultant team to carry out a site-specific, viability assessment into net-zero carbon for the Garden Village. The lead consultant on this project for Elementa Consulting was Clara Bagenal George, a pioneer of LETI (London Energy Transformation Initiative) and contributor to their recently published, climate emergency design guidance. Elementa's zero-carbon viability assessment report is now included as an expert document informing climate action policies in the draft AAP: https://www.westoxon.gov.uk/gardenvillage</p> <p>Climate Action is a leading and 'golden thread' within the draft AAP. Exemplary standards and key performance indicators requiring ultra-low energy building design and 100% on-site energy supply through renewables are included to ensure the highest standards are achieved.</p> <p>Biodiversity net gain, green infrastructure, water conservation, sustainable urban drainage, allotments and food growing, green and active travel, waste minimisation and circularity have all been given full consideration to ensure a new development is designed to be fit for the future, achieves exemplary design and is underpinned by high standards of environmental sustainability.</p>
<p>3.1.3 Draft Affordable Housing SPD (Supplementary Planning Document)</p>	<p>The Draft Affordable Housing SPD has been developed and will be published for consultation from 10th July to 21st August, 2020. It emphasises the importance of new, affordable housing developments in West Oxfordshire being designed to align with standards and key performance indicators of net-zero carbon.</p>
<p>3.2 Electric Vehicle (EV) Infrastructure & Strategy All work being carried out to facilitate EV infrastructure and strategy across the District and County contributes to a set of high-level objectives taking shape as part of the Council's Climate Change Strategy.</p>	
<p>3.2.1 WODC direct procurement of Electric Vehicle Charging Point (EVCP) in Council-owned car parks</p>	<p>BP Chargemaster is working on behalf of the Council to develop a full costing for the installation of EVCP in, initially, two Council-owned car parks. Applications are currently in with the District Network Operator (DNO) to request costings associated with energy utility and infrastructure requirements for a power supply to the EVCP. With Covid-19 directly impacting the DNO response time to applications, only urgent applications are being prioritised. The application request to the DNO for Woolgate car park in Witney has been escalated to urgent in the first instance.</p>

<p>3.2.2 Innovate-UK funded, Oxfordshire Park and Charge Project</p>	<p>In April 2020, a report was prepared for Cabinet to set out:</p> <ul style="list-style-type: none"> • The partnership structure and project objectives for the Innovate-UK funded, Park and Charge Project which aims to increase EVCP capacity and infrastructure in Council-owned car parks across Oxfordshire; and • Proposals for a collaborative approach with partners of the Park and Charge Project as the route to delivering Phase 2 of this Council’s EVCP project. <p>The report was received positively and endorsed by Cabinet.</p> <ul style="list-style-type: none"> • The Council lead on the Park and Charge Project is the Climate Change Manager and represents the Council at Oxfordshire-wide, working group meetings. • A WODC Project Team of key Officers including Group Manager - Commissioning, Group Manager - Business Support Services, Climate Change Manager, Parking Strategy Manager and Legal Officer has been established to co-ordinate on the project internally. • The iHub Innovation Team at Oxfordshire County Council (OCC) is the strategic partner for the Park and Charge Project. To mark the Councils’ partnership agreement, WODC and OCC recently signed a Financial Agreement. • The iHub Innovation Team at OCC are now appointing an entirely Innovate-UK funded, Co-ordinator within their team centrally to co-ordinate the Park and Charge installation programme in West Oxfordshire. • A Park and Charge project communications group, has also been established to oversee and co-ordinate on joint communications for the project. WODC’s Communications Officer is participant in this group. <p>Next steps include:</p> <ul style="list-style-type: none"> • Appointment of Park and Charge Co-ordinator, by OCC on behalf of WODC. • WODC Project Team meeting with SSE to discuss car park survey and viability assessments.
<p>3.2.3 Oxfordshire EV Infrastructure Strategy</p>	<p>An Oxfordshire-wide EV Strategy is being developed to set a consistent design and technical standard for EV infrastructure across the County. This strategy is being co-ordinated by the iHub Innovation Team at OCC, with partnership involvement and representation from all District Councils.</p> <p>Councillor David Harvey is lead for WODC on the Members Group; the Group Manager – Commissioning and/or the Climate Change Manager represents WODC on the Project Board,</p>

	and the Climate Change Manager/Planning Officers/Parking Strategy Manager represent WODC on the Working Group, dependent on agenda items.
3.3 Energy and Carbon Reduction All work being carried out to facilitate district-wide, energy-efficiency retrofit contributes to a set of high-level objectives taking shape as part of the Council's Climate Change Strategy.	
3.3.1 Better Housing Better Health (BHBH), delivered by the National Energy Foundation (NEF)	<p>The Nation Energy Foundation (NEF) continues to work on behalf of the Council to deliver the BHBH service and a renewal for 2020/2021 has been confirmed.</p> <p>A BHBH Annual Report produced by NEF for 2019/2020 has been received and circulated to members of the Climate Action Working Group. NEF have also recently secured two-year funding of £120k from the Redress Fund to further support their work across Buckinghamshire and Oxfordshire, growing their capacity to deliver the BHBH in both counties and adding further value to recipients of NEF advice in West Oxfordshire.</p> <p>A further complementary project - focusing on energy-efficiency retrofit and tackling fuel poverty - is presented in Section 4.0.</p>
3.4 Covid-19 Recovery Climate Action is a theme within the Council's Recovery Plans. Projects taking shape as part of a Recovery Plan will complement and interlink with the Council Plan and Council's forthcoming Carbon Action Plan, Climate Change Strategy and Biodiversity Plan. It is anticipated that some projects falling under the scope of these strategies will be prioritised as part of the Council's recovery work.	
3.4.1.	<p>The national and local response to the Covid-19 crisis has emphasised the value that local communities place on our natural environment and on the issue of climate change.</p> <p>Natural green spaces and access to nature have provided many with a source of refuge and outdoor relaxation during lockdown, while improvements in local air quality as a result of a reduction in transport emissions have been welcomed not only for their immediate environmental benefit but as an important factor in people's longer-term health and wellbeing.</p> <p>For those able to work from home, there has been a national shift to home working and we have seen transport emissions drop dramatically as a result. Some experts have attributed clearer skies during lockdown to a reduction in air pollution, which then saw UK solar energy breaking the all-time peak generation record. National fossil-fuel consumption also fell during these months as a consequence of solar energy generation levels with news of Great Britain hitting coal-free electricity records making the headlines. The role of clean energy is now well documented as an industry key to our green recovery and economic growth moving forward.</p>

	<p>With lockdown easing, businesses are opening and people travelling to work once more. Many people are returning to their vehicles, some choosing this mode as a safer alternative to public transport. Emissions are on the rise.</p> <p>However the environmental knock-ons experienced as a result of lockdown are still at the forefront of our minds and underlines an opportunity to capture the positive lessons learned; recognise the value our communities place on the associated benefits; and embed environment as a foundation to our green recovery.</p> <p>The UK Government has committed to a recovery package that invests in measures for climate action. A Green Recovery Challenge Fund with £10 million as a Nature Recovery Fund and £30 million as Nature for Climate Funding has been publicised as part of the UK's green recovery.</p> <p>More recently, the Chancellor, Rishi Sunak, announced as part of the summer budget on Wednesday 8th July, a £3b green investment recovery package to decarbonise public buildings and cut emissions from poorly insulated homes. The plan includes £1bn for public buildings and a £2bn scheme to retrofit people's homes.</p> <p>The Council will take steps to secure Government funding being made available to support a green recovery locally.</p>
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4. NEW CLIMATE ACTION PROPOSED

Planning a Green Recovery Following Covid-19

- 4.1. Climate Action is now being considered a part of the Council's Covid-19 Recovery Plan.
- 4.2. Proposals are put forward to prioritise and 'fast track' certain projects as part of the Council's green recovery, with a focus on Council-owned buildings. It is proposed that the Council agrees to implement research ensuring climate action and carbon-reduction targets are a key deliverable in the planning of future work space. To facilitate well-informed and sustainable decisions, the following assessments of Council-owned office spaces are proposed as part of an immediate work package: Building energy modelling, energy audits, research into low- and zero-carbon (LZC) energy solutions with M&E (mechanical and electrical) engineering advice. For a clean transition and ultimate step towards carbon neutrality, all Council-owned buildings must move away from fossil-fuels to electricity-based systems by installing LZC energy in-situ (or combination of solutions where appropriate). Energy performance for Council offices would need to be considered alongside other property management issues, such as building condition surveys. An assessment into water-efficiency measures, waste reduction and recycling, the provisions of safe, accessible and secure cycling storage, would all be reviewed as part of an assessment of office space, informing a set of recommendations being put forward to Council.
- 4.3. This work package is put forward for approval.

A Better Care Fund

- 4.4. A Better Care Fund of £20,000 is proposed as funding from the Council's Climate Change budget as a dedicated grant, supporting energy-efficiency measures and retrofit for those in fuel poverty.
- 4.5. National Energy Foundation (NEF) currently deliver the Better Housing Better Health (BHBH) service on behalf of the Council, a scheme aimed at keeping residents in West Oxfordshire warm and well. NEF manages a Capital Fund for six other Local Authorities across Buckinghamshire and Oxfordshire. The BHBH Helpline is advertised as a first point of contact for residents who are struggling with the costs of keeping warm at home and especially for those who find themselves in cold-related crisis situations. Whilst the helpline enables access to multiple support schemes and funding sources, these often have their own application procedures eligibility, and measures available which can slow down and, in some circumstances, prevent residents receiving the help they require. There is also a gap in funding for simpler solutions and measures that can make tangible differences to the health and wellbeing of residents who are not currently funded, for example heating repairs and replacement windows and doors. A grant would be available to owner-occupier and privately-renting tenants only. NEF would utilise ECO Flexible Eligibility criteria: criteria which has been accepted by all Councils across Buckinghamshire and Oxfordshire and aimed at residents defined to either be living on a low income in a high-cost property or those who have a low income coupled with a particular vulnerability to the cold.
- 4.6. A Better Care Fund would also deliver cross-benefits in terms of a providing winter pressure funding which supports the local health and care system to manage demand on the NHS with particular reference to seasonal winter pressures. A proposed

Better Care Fund is an example of how energy-efficiency measures would lead to outcomes for not only carbon-emissions reduction but also, improved overall health and wellbeing.

- 4.7. Members of the cross-party Climate Action Working Group have supported proposals for a Better Care Fund at a meeting on 16 June 2020 and so this is now put forward for approval.

5. FINANCIAL IMPLICATIONS

- 5.1. The Council's budget proposals include a provision of £200,000 per year for the current 20/21 financial year and subsequent two financial years. As projects evolve, recommendations will be presented to inform the decision-making process on how funding will be allocated.

6. LEGAL IMPLICATIONS

- 6.1. There are no perceived legal implications associated with the proposals within this report.

7. RISK ASSESSMENT

- 7.1. There are no immediate risks considered to be arising from the contents of this report.

8. EQUALITIES IMPACT

- 8.1. The design of projects as a response to the climate and ecological emergency will have an equal impact across Council functions, for all customers and staff.

9. CLIMATE CHANGE IMPLICATIONS

- 9.1. The proposals within this report will have a direct, positive impact on the Council's operations with regard to energy and resource efficiency, water efficiency, waste reduction and recycling and associated carbon reduction. In addition, multiple cross-benefits towards climate change mitigation and adaptation are planned district-wide through work across functions and with partner organisations.

10. ALTERNATIVE OPTIONS

- 10.1. One alternative option is to take no action at all.

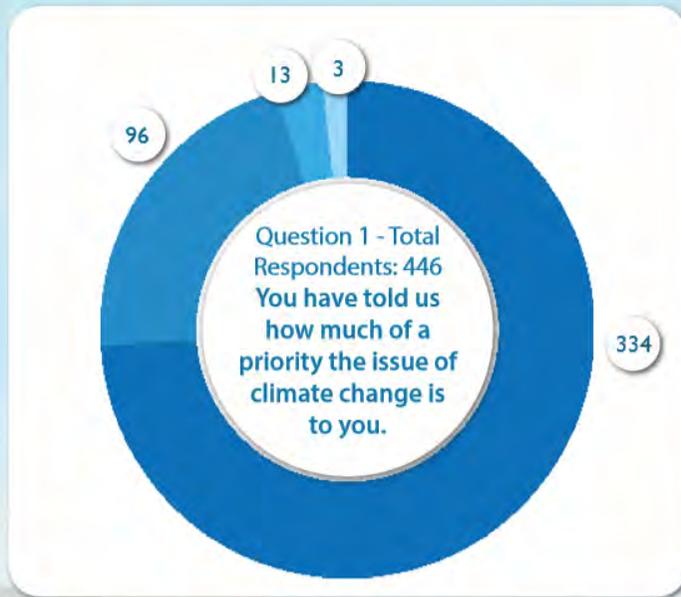
11. BACKGROUND PAPERS

- 11.1. 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:
 - Meeting minutes and motion agreed at Full Council on 26th June 2019.
 - Meeting minutes and motions agreed at Full Council on 22nd January 2020.
- 11.2. These documents will be available for inspection at the Council Offices at Woodgreen during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.

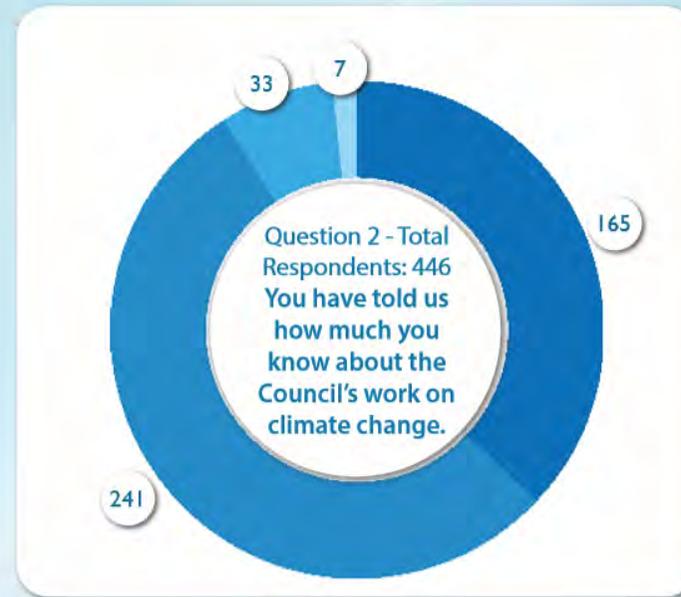
Annex I: West Oxfordshire's Climate Action Survey, June 2020 – What the numbers have told us.

Your Views Survey

West Oxfordshire District Council launched the Climate Action Survey to gather the views of people who live and work in the area. Your engagement was overwhelming. We received a response from an equivalent of 1 in every 250 residents in the District. This far-reaching survey will now inform the Council's next steps in addressing the climate and ecological emergency and go on to help shape the Council's Climate Change Strategy. Here are some of the insights we have taken from your views.



- High priority
- A priority
- Low priority
- Not a priority at all



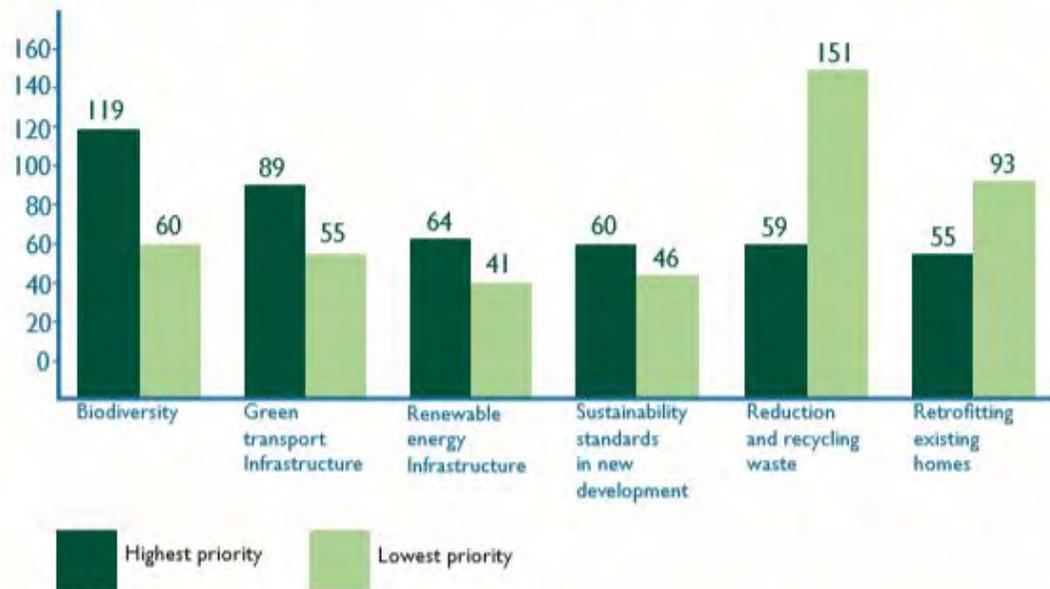
- No knowledge
- Some knowledge
- Good knowledge
- Excellent knowledge

Your Views Survey



Question 3 - Total Respondents: 446

Ranked by your highest and lowest priority, you have told us what areas you believe the Council should focus on. These are presented here in order of your highest ranking priority.

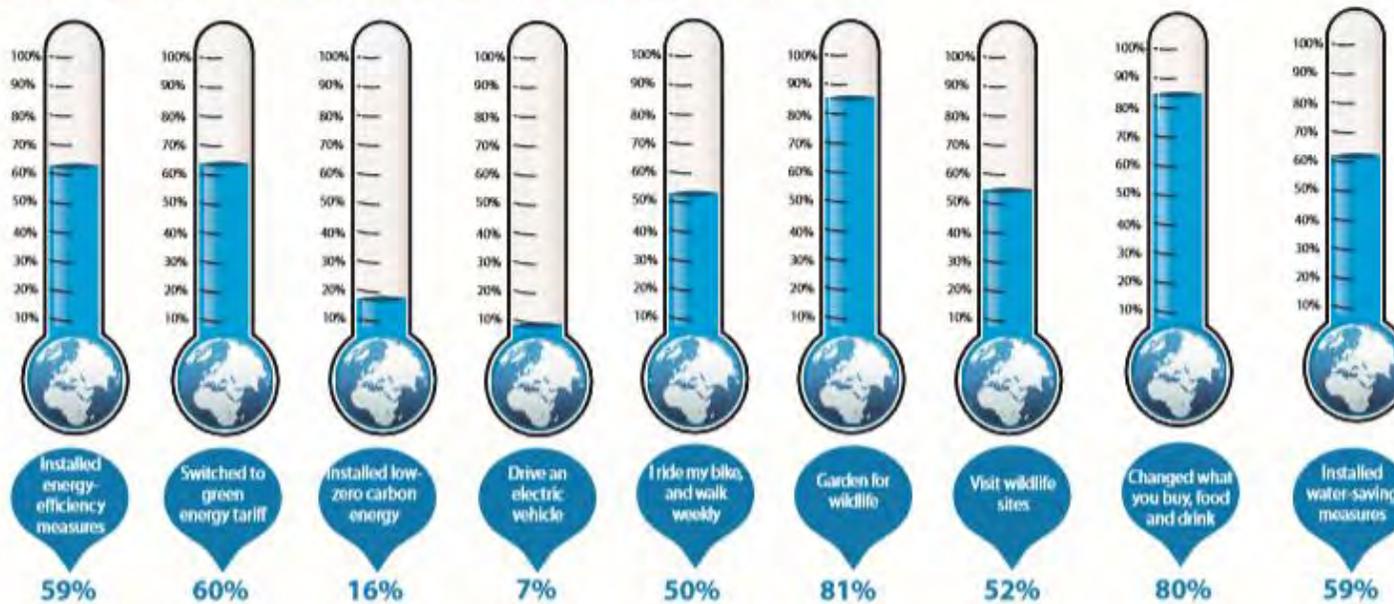


Your Views Survey



Question 5 - Total Respondents: 446

You have told us what action you have already taken to tackle climate change.



Local wildlife photographs courtesy of Lyn Dubs

WEST OXFORDSHIRE DISTRICT COUNCIL

WEDNESDAY, 29 JULY 2020

Schedule of documents sealed out of meeting by the Chairman and the Head of Democratic Services, since the last meeting of the Council.

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
<u>MISCELLANEOUS</u>		
11813	Deed of Variation of 106 Agreement 1-6 The Orchard, Ascott under Wychwood	Greensquare Group Ltd (2) Prudential Trustee Company Ltd (3)
11813a	Duplicate	
11813b	Triplicate	
11814	Funding Agreement – Flats at Lavender Place, Queen Street, Bampton	Cottsway Housing Association (2)
11815	Short Term Garage Lease – Garage, 8 Brook Hill, Woodstock plus plan	Sophia Djili (2)
11816	Deed of Variation of 106 Agreement Old Manor House, Minster Lovell	Rowena Jane Feiden (2)
11816a	Duplicate	
11817	Deed of Variation of 106 Agreement Land West of Shilton Road, Burford plus plans	Lion Court Homes (Development No.1) Ltd (2) HSBC UK Bank PLC (3)
11817a	Duplicate	
11817b	Triplicate	
11817c	Quadruplicate	
11818	509_19 Framework Schedule 3 – Form of Contract and call-off terms. Lot 4	Cotswold District Council, Forest of Dean District Council and WODC (1) Chipside Limited (2)
11818a	Duplicate	