

Agenda

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City Executive Board

Date: **Tuesday 17 April 2018**

Time: **5.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

John Mitchell, Committee and Member Services Officer

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Details of how City Councillors and members of the public may engage with this meeting may be found on page 7 of this agenda.

As a matter of courtesy, if you intend to record the meeting please let the Committee Services Officer know how you wish to do this before the start of the meeting.

City Executive Board

Membership

Chair	Councillor Susan Brown	Customer and Corporate Services
	Councillor Tom Hayes	Community Safety
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Bob Price	Corporate Strategy and Partnerships
	Councillor Mike Rowley	Housing
	Councillor Dee Sinclair	Culture and Communities
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford
	Councillor Marie Tidball	Young People, Schools and Public Health
	Councillor Ed Turner	Finance and Asset Management

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

Copies of this agenda

Reference copies are available to consult in the Town Hall Reception. Agendas are published 6 working days before the meeting and the draft minutes a few days after.

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- subscribed to electronically by registering online at mycouncil.oxford.gov.uk

AGENDA
PART ONE
PUBLIC BUSINESS

Pages

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
- 3 **ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC**
- 4 **COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA**
- 5 **COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES**
- 6 **ITEMS RAISED BY BOARD MEMBERS**
- 7 **SCRUTINY COMMITTEE REPORT ON HEALTH INEQUALITIES**

At its meeting on 05 April 2018 the Scrutiny Committee considered an update on progress in relation to the recommendations it had previously made to the City Executive Board concerning health inequalities in the City. As a result of that consideration the Committee agreed that further recommendations should be made to the Board which will be published as a supplement to this agenda.

- 8 **DISPOSAL OF KICKABOUT, CRESCENT ROAD**

9 - 62

Lead Member: Finance, Asset Management (Councillor Ed Turner)

The Interim Director of Major Projects has submitted a report seeking the City Executive Board's approval to the disposal of the Crescent Road Kickabout.

Recommendations: That the City Executive Board resolves to:

1. **Approve** the disposal of the Kickabout under the terms set out in the confidential appendix and that the Interim Director of Major Projects be delegated authority to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable; and
2. **Delegate** to the Interim Director of Major Projects the consideration of any objections received in response to the public notices relating to the disposal.

9 MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT

63 - 86

Lead Member: Culture and Communities (Councillor Dee Sinclair)

The Head of Community Services has submitted a report which seeks the City Executive Board's project approval for and permission to start the Museum of Oxford Hidden Histories Project, following award of £1.63 million from the Heritage Lottery Fund (HLF).

Recommendations: That the City Executive Board resolves to:

1. **Grant** Project Approval and permission to start the Museum of Oxford Hidden Histories Project, following award of £1.63m from the Heritage Lottery Fund;
2. **Authorise** capital expenditure of £2.65m capital and £362k revenue, to be financed by capital receipts, prudential borrowing and revenue (paragraph 22), over the life of the project;
3. **Delegate** authority to Head of Community Services, in consultation with the Heads of Finance and Law and Governance, to enter into any necessary funding agreements to secure the external funding for the scheme; and make any necessary in year budget adjustments; and
4. **Delegate** authority to Head of Community Services, in consultation with the Heads of Finance and Law and Governance, to appoint and award any contracts that are necessary for the successful delivery of the project.

10 EXTENSION OF COMMUNITY GRANTS PROGRAMME

87 - 108

Lead Member: Customer and Corporate Services (Councillor Susan Brown)

The Head of Finance has submitted a report to seek the City Executive Board's approval of an extension of the OxLEP Community Grants programme.

Recommendation: That the City Executive Board resolves to:

Approve the proposed extension of the OxLEP Community Grants programme.

11 MINUTES

109 - 118

Recommendation: The City Executive Board NOTES the minutes of the meeting held on 20 March 2018 as a true and accurate record.

12 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 22 May
- 13 June
- 11 July
- 14 August

All meetings start at 5pm.

13 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART TWO **MATTERS EXEMPT FROM PUBLICATION**

14 CONFIDENTIAL APPENDIX RELATING TO DISPOSAL OF THE CRESCENT ROAD KICKABOUT

119 - 120

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Member's Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CITY EXECUTIVE BOARD

Addresses and questions by members of the public, (15 minutes in total)

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (executiveboard@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Board member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

Councillors speaking at meetings

Oxford City councillors may, when the chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

Councillors speaking on Neighbourhood issues (10 minutes in total)

Any City Councillor can raise local issues on behalf of communities directly with the Board. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Board within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Items raised by Board members

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Board decision. Any item which requires a decision of the Board will be the subject of a report to a future meeting of the Board

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To: City Executive Board
Date: 17 April 2018
Report of: Interim Director of Major Projects
Title of Report: Disposal of Crescent Road Kickabout

Summary and recommendations	
Purpose of report:	To approve the disposal of the Crescent Road Kickabout
Key decision:	Yes
Executive Board Member:	Councillor Ed Turner Board member for Finance and Asset Management
Corporate Priority:	A Vibrant and Sustainable Economy An Efficient and Effective Council
Policy Framework:	None.
Recommendations: That the City Executive Board resolves to:	
1.	Approve the disposal of the Kickabout under the terms as set out in the confidential appendix and that the Interim Director of Major Projects be delegated authority to vary those terms on condition that the revised terms continue to represent the best consideration reasonably obtainable; and
2.	Delegate to the Interim Director of Major Projects the consideration of any objections received in response to the public notices relating to the disposal.
Appendices	
Appendix 1	Site Plan
Appendix 2	Not for Publication Appendix – sensitive and financial information
Appendix 3	Report and Minutes of Cowley Area Committee held on 3 October 2007
Appendix 4	Report and Minutes of Cowley Area Committee held on 2 December 2009
Appendix 5	Report and Minutes of Cowley Area Committee held on 3 March 2009
Appendix 6	Risk Register

Introduction and background

1. The Kickabout was built by Oxford Brookes when the Crescent Halls were constructed. The site is shown on the attached plan at Appendix 1.
2. The planning consent for these Halls required, under the Section 106 Agreement dated 8 October 1990, that the Kickabout be constructed and the freehold be transferred to the City Council for the sum of £1. This transfer to the City Council was dated 14 May 1997.
3. Concerns from local residents led to the site being discussed at the Cowley Area Committee meeting on 3 October 2007 (Appendix 3) with the recommendation that the options to sell the site be explored along with the facility being relocated to another site.
4. A further paper dated 2 December 2009 (Appendix 4) to the same committee recommended that the site be disposed of to Oxford Brookes University. A further committee report was submitted on 3 March 2010 which is attached as Appendix 5.
5. At that stage terms could not be agreed with Oxford Brookes University but the dialogue has continued and terms for a disposal to them have now been agreed, the detail of which is set out in Not for Publication Appendix 2
6. The close proximity of the facility to housing and the access means that if this land continues to be used as a sports facility then it is likely that the issues highlighted in appendix 3 would continue to happen.
7. As part of the planning process, requirement for any contribution towards local leisure facilities will need to be considered

Consultation and communications

8. The site will be advertised for disposal in the Oxford Times for two consecutive weeks as detailed in paragraph 10 below

Financial implications

9. A capital receipt will be received as indicated in the Not for Publication Appendix 2

Legal issues

10. The Council's powers to dispose of land comprised within the General Fund are contained in Section 123 of the Local Government Act 1972 and, unless the Secretary of State's consent has been obtained, must be for best consideration. Furthermore, as this land is still used for public recreation and constitutes open space as defined by section 270 of the Local Government Act 1972 and s336 of the Town and Country Planning Act 1990, any proposed disposal will need to be advertised for two consecutive weeks in the local press and any objections received must then be considered by the Council pursuant to section 123(2A) of the 1972 Act.

Level of risk

11. Risk register attached as appendix 6

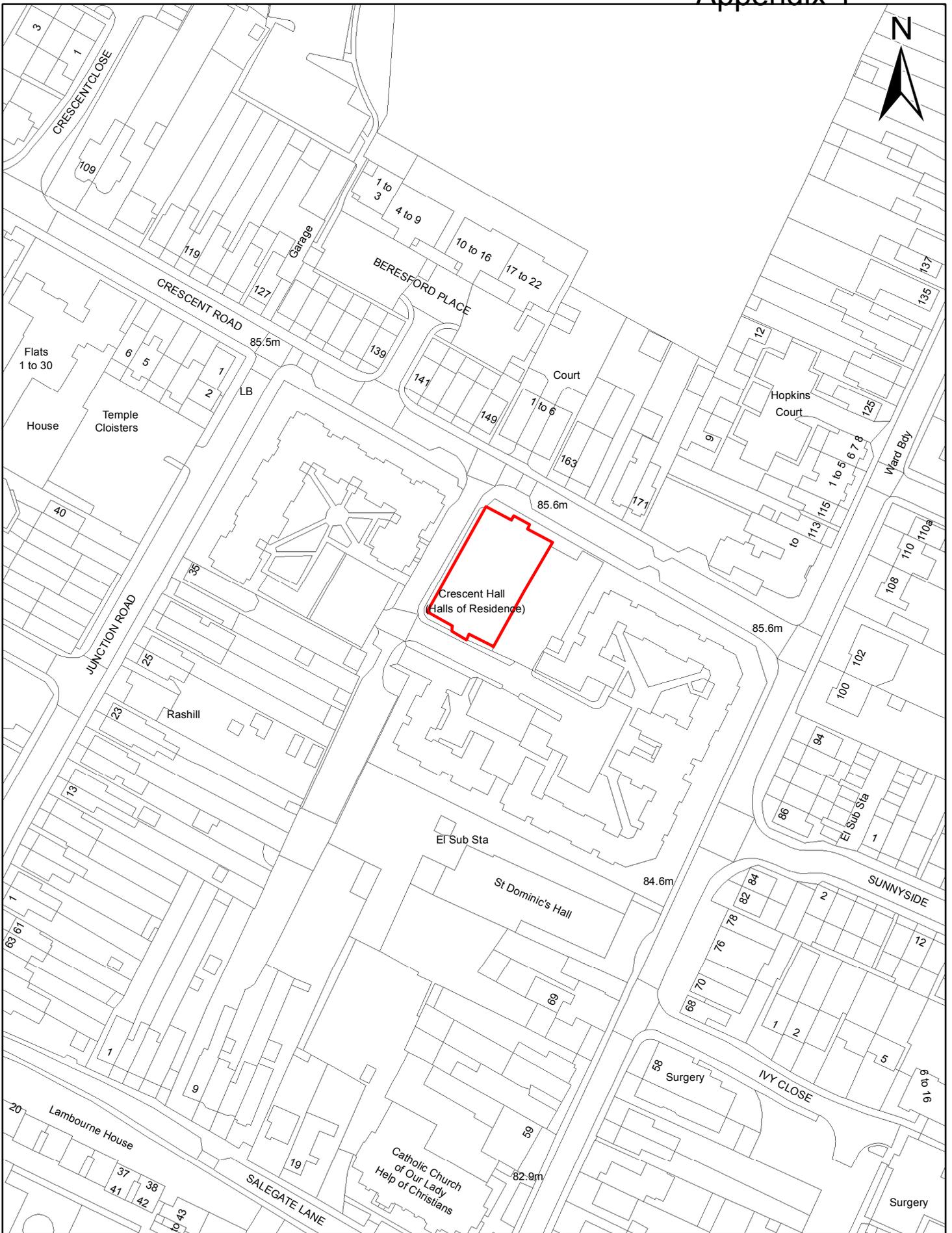
Equalities impact

12. As a land transaction there is no equalities impact

Report author	Julia Castle
Job title	Surveyor
Service area or department	Regeneration and Major Projects
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Background Papers: None

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Report of: Angela Cristofoli, Area Co-ordinator

To: Cowley Area Committee

Date: 3rd October 2007

Item No:

Title of Report : Longer-term options for Crescent Road kickabout area

Summary and Recommendations

Purpose of report: To inform Cowley Area Committee of the longer-term options for Crescent Road kickabout area and for the Area Committee agree an option to take forward

Key decision: No

Portfolio Holder: Councillor Caroline Van Zyl

Scrutiny Responsibility: Community

Ward(s) affected: Cowley Marsh

Report Approved by

Legal: Daniel Smith, Legal Services

Finance: Andrew Collett

Planning: Felicity Byrne, Planning Officer

Leisure and Cultural Services: John Wade, Parks Manager

Policy Framework: improve Oxford's environment, economy and quality of life

reduce and prevent crime and anti-social behaviour

be an open, intelligent and responsive organisation

Recommendation(s): Cowley Area Committee is requested to comment on and agree the preferred option to take forward:

- (i) **Option A: Facility remains as at present**
- (ii) **Option B: Facility improvements to site.** This would require revenue funding from Cowley Area Committee of between £7,140 and £17,140.
- (iii) **Option C: Move facility to another location and sell the site for development.** This option would require further time to develop and report back to Area Committee on the outcome

Background

1. The all weather pitch is located in Crescent Road adjacent to the Oxford Brookes Halls of Residence (see Appendix 1)
2. It is sited in a residential location and residents in the immediate vicinity have reported increasing amounts of anti-social behaviour.
3. Residents have raised the issue through Cowley Area Committee and some remedial actions have been addressed:
 - a. There have been increased patrols by the Police and Park Rangers.
 - b. The fencing around the pitch has been repaired to reduce the problem of balls hitting resident's houses.
 - c. New signs have been put up clearly identifying a code of conduct and when the facility closes.
4. A report on the options for short-term solutions to improve the situation for the residents was taken to the Cowley Area Committee meeting on 1st August 2007.
5. The Area Committee agreed to continue with the current locking arrangements, whereby Oxford Brookes University in partnership with the City Council locked the facility as a gesture of goodwill. The Parks Manager was asked to investigate the possibility and cost of providing netting to cover either end of the facility, the whole facility or one end of the facility to prevent balls being kicked over the fencing.

Assessing the present facility

6. The Area Co-ordinator arranged a meeting in May with Officers from Parks, Planning, Asset Management to discuss possible options for the site.
7. There was also a site visit in April with the Parks Manager, ward councillor, Area Co-ordinator and representatives from Oxford Brookes to discuss both the security arrangements for the site and also potential ideas for any site development.
8. From the discussions there were some ideas and issues that need to be followed up in order to develop options for the future.

Options

9. **Option A: Facility remains as at present** - do nothing. Because of the proximity of the site to residential housing, there is the potential of an ongoing issue related to anti-social behaviour. There are also costs associated with patrolling the site on a regular basis and dealing with any repairs to the site.

10. **Option B: Facility improvements to site** – several options were presented to Cowley Area Committee in August. These included:
 - (i) Lock up the facility at 8.00pm. The cost of locking the facility under this arrangement would be £140.00 per week. The cost per year would be £7,140.

 - (ii) Increase the height of the fencing to 4 metres would require planning permission. The estimated cost would be £9000.

 - (iii) Replace the existing side fence sections with new mesh using the same grade that was recently installed at the ends. The estimated cost would be £10,000.

11. Following the Cowley Area Committee meeting in August, the Parks Manager has reported back that after seeking advice from RoSPA, they are of the opinion that it would be unsafe to put a net over the area because there is a very high risk of injury from items falling through the net onto people using the area below. Items will not only get caught on the net from natural causes but there is a very high possibility that items will be thrown onto the net from youths etc. They explained that they were aware of some Parish Councils that have installed netting on sites that they inspect and the above situation occurs. Added to this, on these sites the Councils have had additional expense in putting in extra supports to take the straining wires required to keep any net taut.

12. Overall Option B could cost Cowley Area Committee between £7,140 and £17,140. The current revenue budget for Cowley Area Committee is £33,136 for 2007/08 and the committed expenditure is £26,477 leaving an available £10,019 to spend this financial year.

13. **Option C – Move facility to another location and sell the site for development.** The current location of this all weather pitch is close to student residential accommodation and also private residences. There has been a site meeting to explore the potential for moving the pitch and redevelopment of the site and also discussions with relevant Officers (paragraphs 6 and 7).

14. The Local Plan 2001-2016 has Policy SR.2 related to the protection of open air sports facility. This states that:

Planning permission will not be granted for development that would result in the loss of open-air sports facilities, including school playing fields, where there is a need for the facility to be retained in its current location, or the open area provides an important green space for local residents.

Where this is not the case, planning permission will only be granted where there is no need at all for the facility for the purposes of open space, sport or recreation, or where:

- a. there is a need for the development;
- b. there are no alternative non-greenfield sites; and
- c. the facility can be replaced by either:
 - i. providing an equivalent or improved replacement facility; or
 - ii. upgrading an existing facility.

Open-air sports facilities are identified on the Proposals Map.

15. The all weather pitch is not identified as a protected open-air sports facility on the proposals map. However in order to address the rationale of this policy and satisfy planning criteria, there needs to be evidence for a suitable replacement of the pitch area.
16. The Parks Department have indicated that a suitable site could be found within Cowley Marsh ward. This would be within Cowley Marsh recreation ground and close to the other sports/play amenities. There could also be other opportunities to explore e.g. the Lord Nuffield Sports and Social Club, Crescent Road.
17. Development of the site would need planning permission and further work with Parks, Asset Management and Planning Officers is required to develop this option.

Recommendation

18. Cowley Area Committee is requested to comment on and agree the preferred option to take forward:
- a. **Option A: Facility remains as at present**
 - b. **Option B: Facility improvements to site.** This would require revenue funding from Cowley Area Committee of between £7,140 and £17,140.
 - c. **Option C: Move facility to another location and sell the site for development.** This option would require further time to develop and report back to Area Committee on the outcome.

Name and contact details of author: Angela Cristofoli, Area Co-ordinator.
Tel; 01865 252688. Email: acristofoli@oxford.gov.uk

Background papers:

1st August 2007. Cowley Area Committee. Crescent Road all weather pitch short-term options. Dave Reeve, Assistant Parks Manager.

Oxford City Council Local Plan 2001-2016.

Appendix 1



Title: R191-CRESCENT ROAD,ARTIFICIAL FOOTBALL PITCH
Scale: 1:1250; Map Reference: SP5404NE

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OXFORD CITY COUNCIL
Financial & Asset Management

COWLEY AREA COMMITTEE

Wednesday 3rd October 2007

COUNCILLORS PRESENT FOR THE WHOLE OF THE MEETING: The Chair (Councillor Bryan Keen), Councillors Mohammed Niaz Abbasi, Sabir Hussain Mirza and Bob Timbs

COUNCILLORS PRESENT FOR PART OF THE MEETING: Councillor Shah Jahan Khan

COUNTY COUNCILLORS PRESENT FOR THE WHOLE OF THE MEETING: County Councillors Barbara Gatehouse and John Sanders

OFFICERS PRESENT FOR THE WHOLE THE MEETING: Angela Cristofoli (Area Co-ordinator), and Mathew Metcalfe and Daniel Smith (Legal and Democratic Services)

OFFICERS PRESENT FOR PART OF THE MEETING: Felicity Byrne (Planning), John Wade (Leisure and Cultural Services), and Kate Stratford (city Works)

63. APOLOGIES FOR ABSENCE

Apologies were received from City Councillor Sajjid Malik and County Councillor Olive McIntosh-Stedman.

64. DECLARATIONS OF INTEREST

No declarations of interests were made.

65. NOTIFICATION OF URGENT BUSINESS

The Chair agreed to certify as urgent business a note of the Planning Services Business Manager which details the planning appeals received and decided during August 2007 (minute 73 refers).

66. OPEN SESSION

(1) Yellow lines at the entrance to the Barns Road Allotments

The Committee agreed to pass a request received from Sid Castle for the double yellow lines to be refreshed at the entrance to the Barns Road Allotments to the City Works Business Manager and request that he liaise with the Oxfordshire County Council on marking 'Keep Clear' signage on the road.

(2) Charging young people for football pitch hire

Sid Castle felt that it was wrong to charge young people for the hire of football pitches. In response John Wade said that the charge covered the cost of marking out the pitches each week, repairing the pitches following games and the maintenance of the changing rooms. He added that the fees had been agreed by full Council, when it set the budget for the 2007/08 financial year.

The Committee agreed to note the position.

(3) Cars parked outside Cowley St. James School, Oxford

David Cook a local resident said that there was a major problem with parents parking their cars outside the Cowley St. James School, which was blocking residents of the area from getting in or out of their streets. He also said that there was no School Crossing Patrol person to help the children cross the road.

County Councillor John Sanders said that he was continuing to pursue the making of a County wide traffic order so that the zig-zag lines outside of schools could be enforced, but there was a resource and funding issue with this at the County Council.

The Committee was informed by the Police, that the enforcement of parking restrictions in the area, especially where the double yellow lines were, was the responsibility of Control Plus, who were the contractors for the County Council. The Police only became involved if the cars were causing an obstruction or were dangerously parking.

The Committee agreed to note that the enforcement of the restrictions were the responsibility of Control Plus.

(4) Oxford Wheels Project

Jack Richens from the Oxford Wheels Project informed the Committee that a petition was being collected seeking support for a Skate Park in the area and that he would be meeting with Parks Officers and Planning Officers to discuss further the proposal for a Skate Park.

The Committee agreed to note the position.

(5) Ridley Road Recreation Ground

Gus Bianchini said that mothers and children were afraid to use the Ridley Road Recreation Ground due to its dilapidated state and that the entrances were overgrown. He asked when would the Recreation Ground be brought up to a usable condition so that users could feel safe again.

The Committee agreed to pass these concerns to the Parks Manager for investigation and action where necessary and to request details of the costs associated with replacing the goal posts in the Recreation Ground.

(6) Cycle Way between Horspath Road and The Slade

Gus Bianchini said that it appeared that the general tidy up and erection of dog bins along the cycle way had not yet taken place and wondered when this would happen.

The Committee agreed to pass the issue to the Parks Manager for further investigation.

(7) Hollow Way – Parking issues

The Committee agreed to note a request for the Oxfordshire County Council to look again at the parking restrictions by the shops in Hollow Way and as this was not a City Council responsibility, to note that County Councillor Gatehouse agreed to take the issue, back to Oxfordshire County Council Highways Officers.

67. RESPONSE TO THE CONSULTATION ON THE PROPOSED RELOCATION OF HIGHWAYS GATE IN COWLEY

The Area Co-ordinator submitted a report (previously circulated now appended) which informed the Area Committee of the outcome of the local consultation on the location of the highways gate in Phipps Road and asked for agreement on a formal response to be forwarded to the Oxfordshire County Council.

Angela Cristofoli introduced the report and said that the normal response rate for a postal survey was approximately 24%, however the response to this survey was 55% which was an extremely good result. She said that once the results were analysed, it should be that 54% of the respondents wanted the highways gate relocated.

Councillor Jahan Khan said that he was very pleased with the result and that it was very important that the actual residents were surveyed rather than seeking the views of the users of the road as they may not have lived there.

The Committee agreed:

- (a) To welcome the high response rate to the survey which was 55%;
- (b) To note that the majority of the residents who responded to the survey (54%) were in favour of relocating the highways gate to the end of Phipps Road at the Bailey Road end;
- (c) To reiterate that the Cowley Area Committee had previously agreed to fund the costs associated with the relocation of the gate at its meeting on 1st November 2006;

- (d) To highlight that the original Oxfordshire County Council Traffic Survey report had stated that there might be some merit in relocating the highway gate to remove rat-running, to improve the environment for residents and that there was a high level of vehicles exceeding 30mph and to reiterate these findings again to the Oxfordshire County Council Transport Decision Committee;
- (e) To pass the recommendations above to the Oxfordshire County Council Transport Decision Committee as the formal response from the Oxford City Council Cowley Area Committee stating that the Cowley Area Committee supported the majority view from the survey that the highways gate should be relocated.

68. COWLEY MARSH PLAY AREA

The Interim Leisure and Cultural Services Business Manager submitted a report (previously circulated now appended) which sought the Area Committees approval to upgrade the equipment in the new Cowley Marsh Play Area.

The Committee agreed to approve additional S106 Developer Contribution funding being used to upgrade the play equipment in the new play area in the Cowley Marsh Recreation Ground.

69. LOCKING OF FLORENCE PARK

The Interim Leisure and Cultural Services Business Manager submitted a report (previously circulated now appended) which provided details of the current position with regard to the financial situation of the Parks Service and also provided options for reducing service provision in Florence Park to enable the park to be locked within existing budget resources.

John Wade introduced the report and that he had met with Ward Councillors and the Friends of Florence Park and he was asked to submit options on how the locking of the Park during the evening at weekends could be achieved. He said that Parks Officers wanted to lock the Park in the evening over the weekends, however there was simply not the budget to do this without cutting back on other area of service provision such as the planting of the flower beds. He also said that the option of having the Friends of Florence Park lock the Park in the evening on weekends was ruled out on insurance and health and safety reasons.

Chris Gould said that to remove the flowerbeds to fund the locking of the park would destroy the Park, but not to lock the Park would be a danger to local residents whose properties bordered the Park. He said that he is not just worried about the funding implications for this year, but for next year and the years after that.

John Todd said that the Park remained beautiful due to the fact that it was locked in the evenings. To stop locking the Park would lead to its ruination and that the Parks budget would end up being used to repair damage caused because the Park was not locked. He added that not locking the gates could also affect the surrounding estate as it could become a magnet for crime and people will move away.

John Wade in response to comments again said that Officers wanted to lock the Park in the evenings at weekend, but there was no budget. He said that whether the Park was locked or not, vandalism could still occur as happened recently during a weeknight when the Park was locked and that the income from the Family Centre which was £3500 per year was used to maintain Park, however there was a budget shortfall on income from such facilities. He said that it took a minimum of 1 hour for lock the Park, ensuring that it was empty before the gates were locked. He added that he had produced the report at the request of Ward Councillors and the Friends of the Park into the options available, but the fact still remained that he was limited on options available as the funding was just not there.

County Councillor Gatehouse said that the Park was a beautiful Park and it would be sacrilege to remove the flowerbeds and does not think that any Parks should be left unlocked in the evenings.

Councillor Jahan Khan said that he disagreed with the report on a number of points as he felt that not all of the options, which had previously been raised, had been looked at despite the time available to do so. He requested a complete breakdown of what the £9k paid for, what sponsorship opportunities had been investigated and why was the locking/unlocking was for one night (Friday) and Saturday and Sunday mornings.

In response John Wade said that sponsorship had been looked at, however as the Park was not on a main road and clearly visible, interest had not been great, however a local school did sponsor one of the flower beds. He added that there was an error in the report and that Park was locked on Friday/Saturday/Sunday nights and unlocked on Saturday and Sunday mornings.

Councillor Jahan Khan said that there had to be other ways of dealing with the locking issues and asked if the Parks Rangers could be used. In response John Wade said that there were only 6 Parks Rangers to cover the whole city and that they tried to undertake as much as possible, but there was not enough of them and that it was becoming impossible to keep providing the same levels of service with less funding.

Councillor Keen said that one option would be for the Friends of Florence Park to unlock the gates on a morning and City Council staff to lock the Park on an evening. He said that this could reduce the cost by up to 40%. He said that sponsorship should again be looked at and that the report was not satisfactory, as not all of the options had been considered.

Angela Cristofoli in response to comments on the use of Area Committee Revenue funding said that this funding was not meant may for this type of service and that if it was the provision would have to be made each year, which would reduce the amount of funding available to be used on other projects in the area.

The Committee agreed:

- (a) To note the current budget situation within the Parks Service;

- (b) To note that Florence Park was currently locked during the evening at weekends following the Cowley Area Committees request at its meeting on 6th June 2007, and that this was now a budget pressure of £9k on the Parks budget;
- (c) That the Cowley Area Committee would fund the locking of the gate from the 4th October 2007 up to the end of the 2007/08 financial year, with a contribution from the Area Committee Revenue Budget, subject to final details of the costs from the Parks Manager;
- (d) To request the Parks Manager to provide details to Ward Councillors, The Friends of Florence Park and the Area Co-ordinator on the other options such as the Friends of Florence Park unlocking the gates in the mornings, sponsorship etc. and budget information directly related to services provided by Parks for Florence Park including income;
- (e) To note that Councillors would pursue the issue of sponsorship with local businesses/organisations in their Wards;
- (f) To request the Executive Board to include in its base budget for 2008/09 and future years, the cost, which currently was £9k per year, the locking of the Florence Park gates in the evenings at weekends.

70. HORSPATH DEPOT 1, CITY WORKS, HORSPATH ROAD, OXFORD – 07/01959/CT3

The Planning Services Business Manager submitted a report (previously circulated now appended) which detailed an application for the relocation of entrance doors and canopy.

The Committee agreed to grant planning permission subject to the following conditions:

- (i) Development begun within time limit
- (ii) Deemed in accordance with approved plans

71. BMW UK MANUFACTURING LTD GARSINGTON ROAD, OXFORD – 07/01955/FUL

The Planning Services Business Manager submitted a report (previously circulated now appended) which detailed an application for the erection for temporary period of mirror tent for theatre productions with portable buildings for use in association with the theatre use.

The Committee agreed to grant planning permission subject to the following conditions:

- (i) Development begun within time limit
- (ii) Develop in accordance with approved plans
- (iii) Permission to expire 18th January 2012
- (iv) October to January

- (v) Starting times
- (vi) Gate 7 access only
- (vii) Cycle parking

72. 53 PHIPPS ROAD, OXFORD – 07/01966/FUL

The Planning Services Business Manager submitted a report (previously circulated now appended) which detailed an application for a single storey rear conservatory extension.

The Committee agreed to grant planning permission subject to the following conditions:

- (i) Development begun within time lime
- (ii) Develop in accordance with approved plans
- (iii) Materials - matching

73. PLANNING APPEALS RECEIVED AND DECIDED DURING AUGUST 2007

The Planning Business Manager submitted two tables (previously circulated and now appended) which detailed planning appeals received and decided during August 2007 which the Chair agreed to certify as urgent business.

The Committee agreed to note the information.

74. COMMUNITY CENTRES AND COMMUNITY DEVELOPMENT FINANCIAL COSTINGS

The Neighbourhood Renewal Business Manager submitted a report (previously circulated now appended) which identified the true costs of the Community Centres and Community Development in the Area Committee area.

Angela Cristofoli introduced the report in the absence of Craig Buckby who was unable to attend the meeting. She said that this was a first report on budgets associated with Community Centres, and that the management of Community Centres, were the responsibility of Area Committees.

The Committee agreed:

- (a) To request that the Asian Cultural Centre was moved from the maintenance list for the Cowley Area Committee area, as this facility was not in the area, but in the East Area Parliament area;
- (b) To request the Community Development Regeneration Manager to supply detailed information on what exactly the work programme was within the Cowley Area Committee area for community development, regeneration, social inclusion, community cohesion, play and youth development, well being, the Active Communities Partnership and local food development as this was not included in the report;

- (c) To note that the figures in the maintenance backlog were the costs to keep the various facilities maintained, not for refurbishment costs.

75. BUS SHELTERS

The City Works Business Manager submitted details (previously circulated now appended) of a presentation that was given to the Area Committee on the replacement of bus shelters across the City.

The Committee agreed:

- (a) To note the presentation;
- (b) To note that a list of sites would be circulated to Councillors in due course for their comments;
- (c) To thank Kate Stratford for attending the meeting.

76. CRESCENT ROAD ALL WEATHER PITCH – LONG TERM OPTIONS

The Area Co-ordinator submitted a report (previously circulated now appended) which informed the Area Committee of the longer-term options for the Crescent Road all weather pitch/kickabout area.

Angela Cristofoli introduced the report and in response to comments said that should the Committee decide dispose of the site the facility would have to be provided at another location in close proximity and that any sale proceeds would fund this.

The Committee agreed:

- (a) To relocate the facility to another site and to offer the Crescent Road site for sale;
- (b) To note that following recommendation (a), that Officer would no develop this option and report back to the Area Committee on progress made.

77. SECTION 42 HIGHWAYS WORKS - BIDS

City Works are preparing estimates for highway schemes to be submitted to the Oxfordshire County Council in November 2007 and the Cowley Area Committee was invited to submit suggestions for possible schemes in the Cowley Area Committee area.

The Committee agreed to suggest the following locations for inclusion in the bid to the Oxfordshire County Council, as they required re-surfacing due the road surfaces being pot-holed:

- (i) St. Lukes Road
- (ii) Coleridge Close
- (iii) Ridgefield Road

78. MINUTES

The Committee agreed the minutes (previously circulated) of the meeting held on 5th September 2007.

79. MATTERS ARISING FROM THE MINUTES

- (a) Minute 51(3) – Open Session – Gaisford Road Recreation Ground and Bartholomew Road - Fencing

The Committee agreed to note that a land search had been carried out and that Officers were continuing to establish ownership/responsibility of the fence as the land search did not clearly show who was responsible.

The meeting started at 6.30 pm and finished at 8.40 pm

20 members of the public were present at the start of the meeting with 0 present at the end.

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To: Cowley Area Committee

Date: 2nd December 2009 **Item No:**

Report of: Interim Head of Property & Facilities Management

Title of Report: Crescent Rd Kickabout area –proposed disposal

Summary and Recommendations

Purpose of report: To confirm approval to the principle of disposal of the Crescent road kickabout area on terms to be agreed.

Key decision No

Executive lead member: Councillor Antonia Bance, Social Inclusion and Young People.
Councillor Oscar Van Nooijen - Service Transformation
Councillor Bob Timbs - Leisure

Report approved by: Mel Barrett, Executive Director, City Regeneration

Finance: Anna Hedges
Legal: Daniel Smith

Policy Framework: Improve the local environment, economy and quality of life.
Transform Oxford City Council by improving value for money and Service Improvement

Recommendation(s): Area Committee is recommended to:

1. Note the report
2. To approve the freehold disposal of approximately 0.067 hectares (0.166 acres) shown edged red on the plan attached at Appendix A to Oxford Brookes University on detailed terms and conditions to be approved by the Interim Head of Property & Facilities Management.

Background

1. This report concerns the proposal to dispose of the land shown edged black on the plan appended. It has an area of 0.067 hectares (0.166acres). The land was transferred to the City Council in 1997 by Oxford Brookes University ('Brookes') following the completion of Crescent Hall. It is currently used as an unsupervised informal games/kickabout area .
2. At its meeting on 3 October, 2007, the Cowley Area Committee considered a report on future options for the site. This followed representations from nearby residents and from Brookes about increasing anti-social behaviour from users of the facility, and the ensuing problems in managing the site.
3. The Area Committee resolved that the facility should be moved to another location and the site should be sold for redevelopment

Report

4. The Head of City Leisure is in the course of undertaking a review of sports, recreation and open spaces and is charged with reporting on this by the end of 2009. This will set the context within which any replacement facility (if any) should be provided, and it will also consider what improvements should be made to other facilities in the Cowley area.
5. Pending the outcome of the review, discussions have taken place with Brookes on the possible sale of the site, (which adjoins its Crescent Hall student accommodation.) Brookes controls the vehicular access to the Councils land, and furthermore the land is subject to a covenant restricting its use to a play area, which cannot be discharged without Brookes' agreement .
6. Terms have provisionally been agreed with Brookes for the sale of the site, subject to planning consent. These terms assume that any planning consent will trigger a number of S106 payments, one of which will reflect the cost of providing a new equivalent replacement facility,
7. In addition to any receipts from s106 payments the Council will receive a capital receipt upon grant of planning permission, with provision for an additional payment if permission is granted for a development comprising more than 36 student units.

Environmental Implications

8. There are no direct environmental implications arising out of this report. Any new development on the site will be constructed in accordance with planning and building regulation requirements.

Planning Implications

9. This transaction is conditional upon planning consent being granted for a redevelopment incorporating a minimum of 36 student units.

Financial Implications

10. The capital receipt will be utilised to address required capital expenditure within the Capital Plan.
The Council will save the costs of managing and maintaining the facility

Legal Implications

11. The Council's powers to dispose of land comprised within the General Fund are contained within Section 123 of the Local Government Act 1972 for best consideration. Furthermore, as this land is still in use as open space, (as defined under Section 270 of the Local Government Act 1972 and Section 336 of the Town and Country Planning Act 1990,) the any proposed disposal will need to be advertised for two consecutive weeks in the local press, and any objections received must then be considered by the Council

The transaction is also conditional on Brookes being satisfied that any earlier covenants affecting the site have been discharged

Equalities Implications

12. There are no direct equalities implications arising out the contents of this report.

Risk Implications

- 13 A risk assessment has been undertaken and the risk register is attached at Appendix 2..

Recommendations

14. Note the contents of this report.

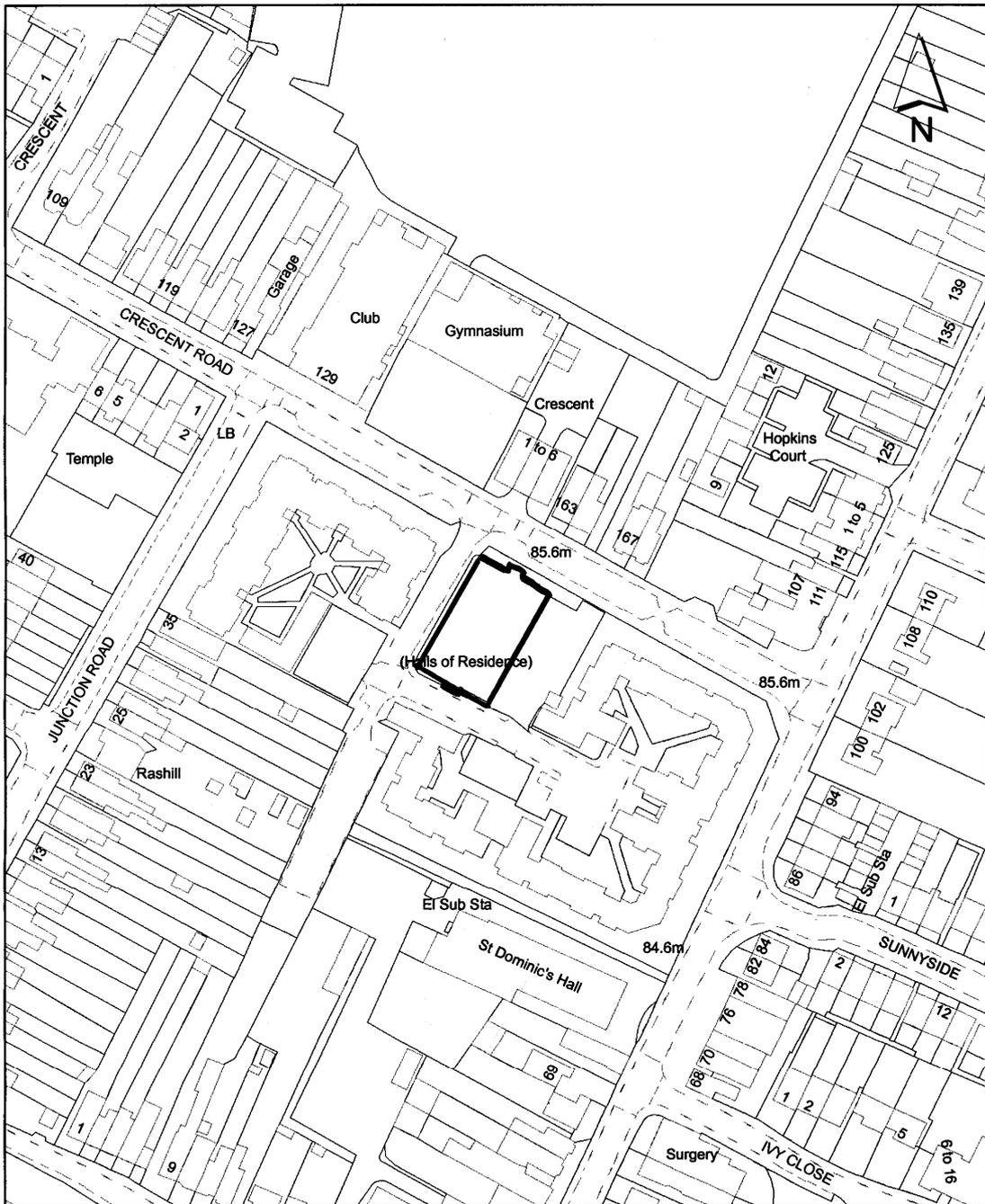
- | |
|---|
| <ol style="list-style-type: none">15. To approve the freehold disposal of approximately 0.067 hectares (0.166 acres) shown edged red on the plan attached at Appendix A to Oxford Brookes University on detailed terms and conditions to be approved by the Interim Head of Property & Facilities Management. |
|---|

Name and contact details of author: Martin Lyons

List of background papers: None

Version number: 6

APPENDIX 1



<p>Crescent road Kickabout area</p>	 <p>OXFORD CITY COUNCIL</p>
<p>Scale: 1:1,250</p>	
<p>Reproduced from the Ordnance Survey Mapping with the permission of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence: LA100019348</p> <p>Financial & Asset Management</p>	

Appendix 2 - Risk register

CEB Report Risk Register

Risk Score	Impact Score: 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain
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No.	Risk Description Link to Corporate Objectives	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk	
		I	P							Q	Q	Q	Q	I	P
1	Planning permission for site development scheme not forthcoming	4	3	Objections to planning application	Mitigating Control: Brookes and OCC property officers to maintain communication with all parties Level of Effectiveness: Medium	3	2	Action: maintain dialogue with all parties. Action Owner: M Lyons Mitigating Control: Regular monitoring meetings Control Owner: M Lyons	Outcome required: Milestone Date:	1 ☹ ☺	2 ☹ ☺	3 ☹ ☺	4 ☹ ☺		
2	Challenge to decision to continue disposal of open space	3	2	Objection to disposal of open space	Mitigating Control: Brookes and OCC property officers to maintain communication with all parties Level of Effectiveness: Medium			Action: maintain dialogue with all parties Action Owner: M Lyons Mitigating Control: Regular monitoring meetings Control Owner:	Outcome required: Milestone Date:						

3	Challenge to development from former owners of site	3	2	Existence of covenant predating OCC ownership	Mitigating Control: Further negotiations with third parties ,if required following legal advice Level of Effectiveness: Medium			Action: Maintain dialogue,if rquired Action Owner: M Lyons Mitigating Control: regular meetings Control Owner: M Lyons	Outcome required: Milestone Date:								
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COWLEY AREA COMMITTEE

Wednesday 2nd December 2009

COUNCILLORS PRESENT FOR THE WHOLE OF THE MEETING: The Chair (Councillor Bryan Keen), the Vice-Chair (Councillor Bob Timbs), Councillors Mohammed Niaz Abbasi, Sajjad Malik and Sabir Hussain Mirza.

COUNCILLOR PRESENT FOR PART OF THE MEETING: Councillor Shah Jahan Khan.

COUNTY COUNCILLORS PRESENT FOR THE WHOLE OF THE MEETING: County Councillor Sajjad Malik.

COUNTY COUNCILLORS PRESENT FOR PART OF THE MEETING: County Councillors Sarah Hutchinson and Richard Stevens.

OFFICERS PRESENT FOR THE WHOLE THE MEETING: Angela Cristofoli (Communities and Neighbourhood Manager/Area Co-ordinator), and Mathew Metcalfe (Law and Governance)

OFFICERS PRESENT FOR PART OF THE MEETING: Shaun Hatton (Streetscene), Andrew Murdock (City Development), Martin Lyons (Property and Facilities Management), Joanne Clegg (Oxfordshire County Council) and Inspector Graham Sutherland (Thames Valley Police).

57. APOLOGIES FOR ABSENCE

Apologies were received from County councilors John Sanders and Val Smith.

58. DECLARATIONS OF INTEREST

Councillors declared the following interests:

Councillor Abbasi declared a personal interest in agenda item 8(c) 19 Belvedere Road, Oxford – 09/01584/FUL – Planning application as he knew of the applicant (minute 66 refers)

Councillor Malik declared a personal interest in agenda item 8(c) 19 Belvedere Road, Oxford – 09/01584/FUL – Planning application as he knew of the applicant (minute 66 refers)

59. NOTIFICATION OF URGENT BUSINESS

None notified.

60. OPEN SESSION

(a) General Open Session

(1) Traffic issues in Ridgefield Road, Temple Road and Crescent Road

Councillor Malik raised issues concerning speeding traffic in Ridgefield Road near to the Regal Community Centre and of traffic using Temple Road and Crescent Road as a rat-run. He asked that the Area Committee write to the Oxfordshire County Council on these issues.

The Committee agreed to request the Head of Law and Governance to write to the Oxfordshire County Council requesting surveys are carried out into traffic calming measures for Ridgefield Road and measures to prevent rat-running in Temple Road and Crescent Road.

(2) Various issues raised by the Horspath Area Residents' and Tenants' Association (HART)

Gus Bianchini from the HART informed the Committee that at a recent meeting of HART the following issues were raised:

- (i) Cycle track between the David Lloyd Centre and Horspath Road, large amounts of litter and broken glass along the cycle track;
- (ii) Road sign for Hollow Way broken;
- (iii) Broken Utility box;
- (iv) Street lights in the subway to the Cowley Retail Park not working;
- (v) Overgrown hedge at 101 Horspath Road blocking the footpath.

The Committee noted that most of the issues raised were the responsibility of the Oxfordshire County Council, but requested the Streetscene Manager at the Oxford City Council for investigate further the issues which the City council had responsibility for and to forward t the relevant Officers at the County Council, those issues which the County Council were responsible for.

61. THAMES VALLEY POLICE 2ND QUARTER 2009/10 REPORT

The Neighbourhood Policing Officer submitted a report (previously circulated, now appended), which provided an overview from Thames Valley Police on local crime statistics, neighbourhood policing activities and other Police activity for the 2nd quarter of 2009/10.

Inspector Graham Sutherland, Thames Valley Police, attended the meeting and presented the report.

Graham Sutherland said that 3 priorities had been identified in the Cowley area thought the Neighbourhood Action Group (NAG) and these were anti-social behaviour, traffic and drugs.

With regard to anti-social behaviour Graham Sutherland said that the main issue in the area around anti-social behaviour regarded prostitutes. He said that a great deal of work had been done on this issue working in partnership with various agencies, such as the Sex Workers Intervention Panel and that progress was being made. Some prostitutes had been issues with Acceptable Behaviour Contracts (ABC's) and if these were broken then they would receive Anti-Social Behaviour Orders (ASBO's). Officers had also been looking into an initiative that was taking place in Reading, where funding had been gained for work in prostitution and preventing it etc.

With regard to traffic, the main issue was speeding and cars parked on the highway that were for sale. Graham Sutherland said that Officers initially were unable to deal with the parked cars for sale on the highway as long as they were taxed etc., however the situation had now changed and there was now the possibility of taking action under street trading legislation if adopted by the Local Authority, as had happened in Banbury. He added with regard to speeding, Officers had in the first instance been trying to educate motorists who had been stopped during Speed Identification Exercises (SID's), however this approach did not mean that speeding tickets were not issues, these still were.

With regard to drugs, Graham Sutherland said that Officers relied on intelligence provided by members of the public. Recently there had been a number of successful operations in the area that had resulted in large amounts of Class A drugs with a considerable street value being found and arrests and prosecutions being made.

Graham Sutherland on a general note following Halloween and Bonfire Night said that additional resources had been provided with additional patrols to allay any fears that residents had.

Mandy Keen raised the issue of cycling on pavements which she felt was a Police issue, as was cyclists riding with no lights etc. In response Graham Sutherland said that Officers tried to address the issue through educational campaigns and fines. Operations were conducted at random whereby cyclists riding with no lights were stopped, spoken to and issued with a ticket, which if they produced a receipt for lights within a certain amount of time, was voided. With regard to cycling on pavements, he said that there were a number of shared use pavements and both cyclists and pedestrians tended to become confused.

County Councillor Stevens with regard to the maintenance of footpaths said that the County Council did not have a dedicated Cycling Officer and that sometimes too much attention was given to, were or were not doing.

Gus Bianchini said that people lacked confidence in policing as they did not see Police Officers on the street and that a recent incident were a non-emergency call

for Police assistance was made, resulted in a delay of over an hour and a Police Officer coming from Witney. In response Graham Sutherland expressed extreme surprise that Officers had come from Witney. With regard to calls, he said that the call receiver graded the call and that Officers had up to an hour to respond to a call, however this was always subject to resources being available.

Graham Sutherland said that under the Police Pledge which had recently been launched there was a target of 80% visibility of Police Community Support Officers (PCSO's), however he did have some concerns on how this was to be measured.

Other issues that were raised included:

- (i) More attention from PCSO's on Bartholomew Road near to the school, which suffered from extreme traffic congestion by parents in the morning and afternoons parking on the zig-zag lines and on the corners of neighbouring streets;
- (ii) Drug issues around the John Allen Centre;
- (iii) Greater publicity required of meetings and surveys that the Police were holding and undertaking.

The Committee agreed:

- (a) To welcome the Thames Valley Police 2nd Quarter 2009/10 update report;
- (b) To note the issues raised;
- (c) To thank Inspector Graham Sutherland for attending the meeting.

62. LOCAL TRANSPORT PLAN 3 – 2011-2030

The Local Transport Team at Oxfordshire County Council had submitted a briefing note (previously circulated, now appended), the purpose of which was to inform the Committee of the progress that had been made on the development of the County Council's third Local Transport Plan (LPT3) and explained the opportunities available for involvement in developing the Plan.

Joanne Clegg, Project Manager, Local Transport Plan, Oxfordshire County Council attended the meeting and gave a presentation to accompany her report.

Following the presentation, County Councillor Stevens felt that the prioritisation was wrong for Oxford and that he did not feel that it was possible to achieve to key priorities by the County Council without having a dedicated Cycling Officer.

Councillor Malik felt that the footpaths in Oxford were in a bad state of repair, especially in east Oxford and that cycle lanes needed to be safe for cyclists to use. He also commented on how many of the possible projects would be affected by the recent announcement of possible budgets cuts at the County Council.

Councillor Timbs said that while the ideas etc. were listed and put forward, he wished to see funding actually being put forward.

In response to comments, Joanne Clegg said that there were a lot of issues regarding maintenance and this was the first time that maintenance had been included as an objective and that it was felt that this was a good move in the right direction. She agreed that cycle lanes etc. had to be safe and that the County Council did not employ a dedicated Cycling Officer, however it was felt that all Officers who worked on transport should promote cycling and walking on all schemes that they were involved with.

Joanne Clegg said with regard to possible budget cuts said that the Government had not yet provided the County Council with details of its grant settlement for 2010/11, however the response to this consultation had to be submitted prior to when the details of the settlement being known. She added that a prioritized list of possible schemes would be published in March 2010 and that there would be further opportunities to comment, the consultation at this stage was about raising ideas for schemes.

The Committee agreed:

- (a) To forward comments made by the Committee to the Oxfordshire County Council;
- (b) To thank Joanne Clegg for attending the meeting.

63. FLORENCE PARK MANAGEMENT PLAN 2009 REVIEW

The Head of Leisure submitted a report (previously circulated, now appended), which informed the Committee that the Florence Park Management Plan 2007-2017 had been reviewed and updated.

Comments were raised by Councillors and John Todd from the Friends of Florence Park, that Officers had not been keeping the Friends of Florence Park as up to date as they should, for example 2 lime trees had been felled, but no one had been informed.

The Committee agreed:

- (a) To welcome the review;
- (b) To request that the Head of Leisure meets with the Friends of Florence Park to discuss further the action points in the Action Plan to establish what the priorities of the Friends of Florence Park were;
- (c) To request the Head of Leisure to submit a report to the February 2010 meeting of the Area Committee following the meeting with the Friends of Florence Park detailed in recommendation (b);
- (d) To thank Caroline Chanides for attending the meeting.

64. UNITS 2A, 2B, 3 AND 4 TEMPLARS SHOPPING PARK, BETWEEN TOWNS ROAD, OXFORD – 09/01944/FUL

The Head of City Development submitted a report (previously circulated, now appended), which detailed an application for the refurbishment of retail units to include:

- (i) External alterations to elevations, relocated entrances etc. to Units 3 and 4;
- (ii) New entrance features to Units 2A to 4 and removal of signage boxes to Units 2A and 2B;
- (iii) Reconfigured footways (including ramp), parking and additional cycle parking;
- (iv) Removal of part of bund to rear service area;
- (v) New tree planting;
- (vi) Provision of 395SqM Mezzanine in Unit 3 and provision of additional 1228Sq M mezzanine in Unit 4 (amended description)

The Committee agreed to grant planning permission subject to the following conditions and informatives:

Conditions

- (1) Development begun within time limit
- (2) Samples of materials
- (3) Tree protection measures

Informative

- (1) Restrict use

65. SHOTOVER VIEW CENTRE, CRAUFORD ROAD, OXFORD – 09/01774/FUL

The Head of City Development submitted a report (previously circulated, now appended), which detailed an application for the demolition of existing building. Construction of 53 extra care residential flats (19x1 bed, 34x2 bed) plus ancillary and communal facilities on 1, 2 and 3 floors. Provision of 22 car parking spaces, 2 service lay-bys, drop-off point, cycle parking and landscaped garden.

The Committee agreed not to grant planning permission for the following reasons:

- (1) the proposed development, by reason of its size, bulk, and orientation, and consisting of architectural elements and materials uncharacteristic of the locality would give rise to an overbearing and over-dominant development disproportionate in scale and out of keeping with the residential area in which it is located, contrary to policies CP1, CP7 and CP8 of the adopted Oxford Local Plan 2001-2016;

- (2) The proposal is considered to constitute overdevelopment of the site due to the increase of coverage of the site by buildings and other physical works, the number of units proposed, the excessive size and proximity to properties on Craufurd Road and the relationship of these units to the parking areas. As such the development would be out of keeping with the general context of the area and contrary to policies CP1, CP6, CP7, CP8, CP10 and HS19 of the adopted Oxford Local Plan 2001-2016;
- (3) The proposed building would adversely affect the amenities of the residents of 4-8 (even nos.) Craufurd Road, by reason of its excessive scale, size, bulk, height and proximity to these properties. The application is therefore contrary to policies CP1, CP8, CP10 and HS19 of the adopted Oxford Local Plan 2001-2016;
- (4) The proposal would result in a new access and parking area adjacent to properties on Craufurd Road. This access together with the parking and maneuvering area would introduce a level of noise and disturbance that cumulatively would result in a loss of amenity to the residents of 6-18 (even nos.) Craufurd Road. This would be considered contrary to policies CP1, CP9, CP10, CP12 and HS19 of the adopted Oxford Local Plan 2001-2016;
- (5) That the applicant failed to provide sufficient evidence to demonstrate that the proposal would not have a detrimental impact upon protected species, protected by Law and therefore would be contrary to policy NE21 and NE22 of the adopted Oxford Local Plan 2001-2016.

66. 19 BELVEDERE ROAD, OXFORD – 09/01584/FUL

The Head of City Development submitted a report (previously circulated, now appended), which detailed an application for the removal of existing garage and erection of part 2 storey and part single storey building comprising 3x1 bed self-contained dwellings.

Councillor Abbasi declared a personal interest as he knew of the applicant.

Councillor Malik declared a personal interest as he knew of the applicant.

The Committee agreed to grant planning permission subject to appropriate conditions.

67. PLANNING APPEALS RECEIVED AND DECIDED DURING OCTOBER 2009

The Head of City Development submitted notes and tables (previously circulated, now appended), which detailed the planning appeals received and decided during October 2009.

The Committee agreed to note the information.

68. CRESCENT ROAD KICKABOUT AREA – PROPOSED DISPOSAL

The Interim Head of Property and Facilities Management submitted a report (previously circulated, now appended) which sought the approval to the principle of the disposal of the Crescent Road Kickabout area on terms to be agreed.

The Committee agreed:

- (a) To note the report;
- (b) To approve in principle to the freehold disposal of approximately 0.067 hectares (0.166 acres) of land to Oxford Brookes University on detailed terms and conditions to be approved under delegation by the Interim Head of Property and Facilities Management subject to the capital receipt being used to provide sport and recreational facilities in the Cowley Marsh Ward in line with the Sport and Physical Activity Strategy.

69. MINUTES

The Committee agreed the minutes (previously circulated) of the meeting held on 2nd November 2009.

70. MATTERS ARISING FROM THE MINUTES

- (a) Minute 27(a)(1) general Open Session – Petition for Kersington Crescent to be made one-way – Cowley Area Committee 2nd September 2009 – Response from County Council

The Committee agreed to note the response (previously circulated, now appended) received from the Oxfordshire County Council in response to a request from the Committee.

- (b) Minute 49 – Grant application from the Barns Court Allotment Association

The Committee note that the trial of the mowers by the Barns Court Allotment Association had taken place and that further updates would be provided.

The meeting started at 7.00 pm and finished at 10.00 pm

22 members of the public were present at the start of the meeting with 1 present at the end.

To: Cowley Area Committee

Date: 3 March 2010 **Item No:**

Report of: Interim Head of Corporate Assets and the
Head of Law and Governance.

Title of Report: Crescent Rd Kickabout area –proposed disposal

Summary and Recommendations

Purpose of report: To inform Area Committee on the proposed disposal of the Crescent Road kickabout area on terms to be agreed.

Key decision No

Executive lead member: Councillor Antonia Bance, Social Inclusion and Young People.
Councillor Oscar Van Nooijen - Service Transformation
Councillor Bob Timbs - Leisure

Report approved by: Mel Barrett, Executive Director, City Regeneration

Finance: Gillian Chandler
Legal: Daniel Smith

Policy Framework: Improve the local environment, economy and quality of life.
Transform Oxford City Council by improving value for money and Service Improvement

Recommendation(s): Area Committee is recommended to:

1. Note the report
2. Decide whether to make a request to Executive Board and Council to consider proposals for improvements to outdoor facilities in the Cowley Area for inclusion in the 2010/2011 Capital Plan,

Background

1. At its meeting on 2 December 2009, the Committee considered the attached report.
2. The Committee resolved (Min 68)
 - (a) To note the report;
 - (b) To approve in principle the freehold disposal of approximately 0.067 hectares (0.166 acres) of land to Oxford Brookes University on detailed terms and conditions to be approved under delegation by the Interim Head of Property and Facilities Management subject to the capital receipt being used to provide sport and recreational facilities in the Cowley Marsh Ward;

Report

3. The qualification regarding the uses to which the receipt is to be put, as set out in paragraph (b) falls outside the delegation to Area Committees. This would be a departure from the Capital Plan which is set by City Executive Board and full Council.
4. However , it would be open to this Committee make a request to Executive Board and Council to consider proposals for improvements to outdoor facilities in the Cowley Area for inclusion in the 2010/2011 Capital Plan,

Environmental Implications

5. There are no direct environmental implications arising out of this report. Any new development on the site will be constructed in accordance with planning and building regulation requirements.

Planning Implications

6. This transaction is conditional upon planning consent being granted for a redevelopment incorporating a minimum of 36 student units.

Financial Implications

7. A significant capital receipt will be generated..
The Council will save the costs of managing and maintaining the facility

Legal Implications

- 9 The Councils powers to dispose of land comprised within the General Fund are contained within Section 123 of the Local Government Act 1972 for best consideration. Furthermore, this land is still in use for public recreation, therefore under S.270 Of the Local Government Act 1972 and s 336 of the Town and Country Planning Act 1990, any proposed disposal will need to be advertised for two consecutive weeks in the local press, and any objections received must then be considered. by the Council

The transaction is also conditional on Brookes being satisfied that any earlier covenants affecting the site have been discharged

Equalities Implications

10. There are no direct equalities implications arising out the contents of this report.

Risk Implications

11. A risk assessment has been undertaken and the risk register is attached at Appendix 2.

Recommendations

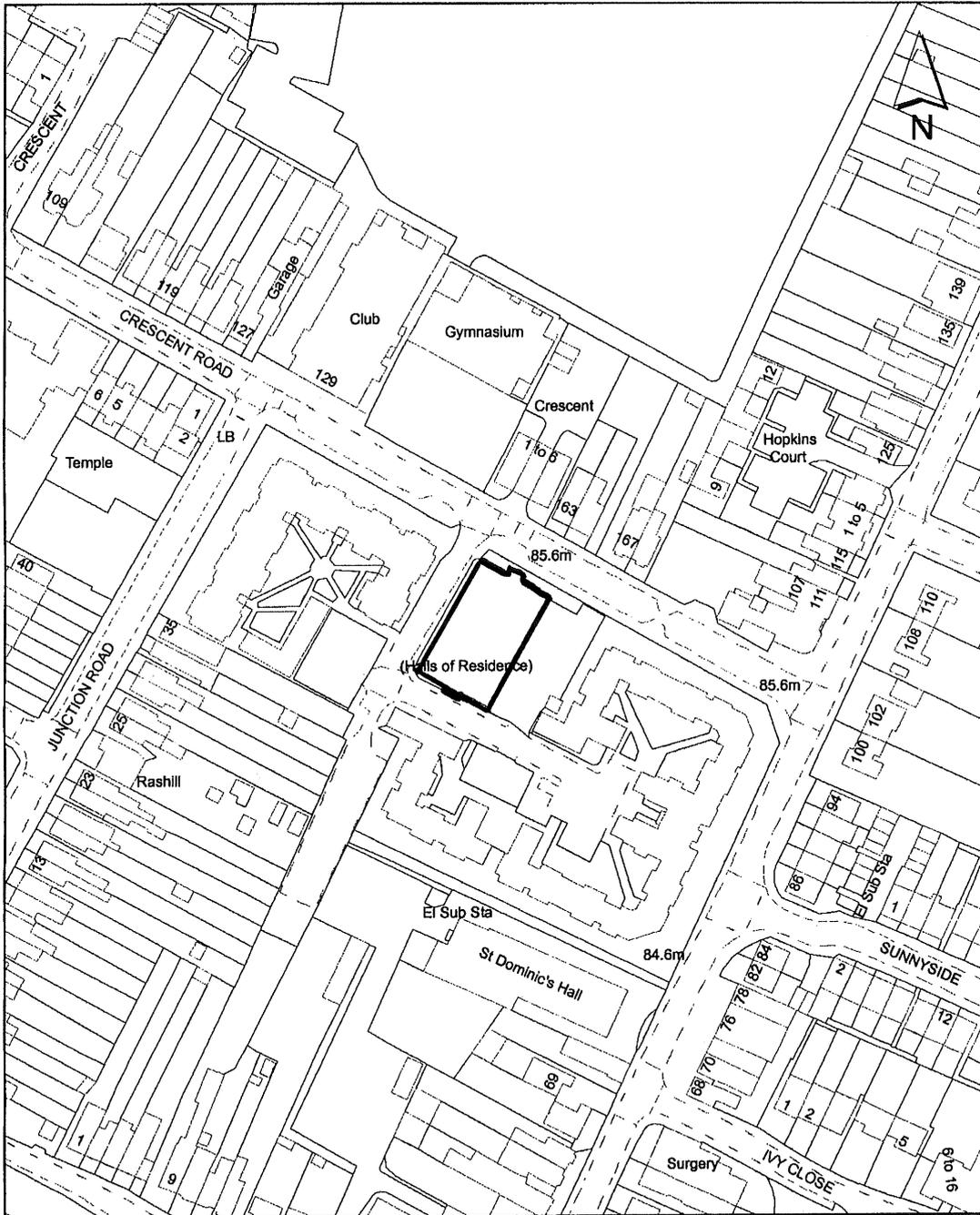
12. (i) To note the contents of this report, and ;
(ii) To decide whether to make a request to Executive Board and Council to consider proposals for improvements to outdoor facilities in the Cowley Area for inclusion in the 2010/2011 Capital Plan,

Name and contact details of author: Martin Lyons

List of background papers: Previous report to Committee
December 2009 (attached)

Version number: 4

APPENDIX 1



Crescent road Kickabout area		 OXFORD CITY COUNCIL
Scale: 1:1,250		
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Appendix 2 - Risk register

CEB Report Risk Register

Risk Score Impact Score: 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic
 Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

No.	Risk Description Link to Corporate Objectives	Gross Risk	Cause of Risk	Mitigation	Net Risk	Further Management of Risk: Transfer/Accept/Reduce/Avoid	Monitoring Effectiveness	Current Risk
1	Planning permission for site development scheme not forthcoming	I 4	Objections to planning application	Mitigating Control: Brookes and OCC property officers to maintain communication with all parties Level of Effectiveness: Medium	3	Action: maintain dialogue with all parties. Action Owner: M Lyons Mitigating Control: Regular monitoring meetings Control Owner: M Lyons	Q 1 ☹️ Q 2 ☹️ Q 3 ☹️ Q 4 ☹️	I P
49								
2	Challenge to decision to continue disposal of open space	3	Objection to disposal of open space	Mitigating Control: Brookes and OCC property officers to maintain communication with all parties Level of Effectiveness: Medium		Action: maintain dialogue with all parties Action Owner: M Lyons Mitigating Control: Regular monitoring meetings Control Owner:		

3	Challenge to development from former owners of site	3	2	Existence of covenant predating OCC ownership	Mitigating Control: Further negotiations with third parties ,if required following legal advice Level of Effectiveness: Medium	Action: Maintain dialogue,if rquired Action Owner: M Lyons Mitigating Control: regular meetings Control Owner: M Lyons	Outcome required: Milestone Date:				
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To: Cowley Area Committee

Date: 2nd December 2009 **Item No:**

Report of: Interim Head of Property & Facilities Management

Title of Report: Crescent Rd Kickabout area –proposed disposal

Summary and Recommendations

Purpose of report: To confirm approval to the principle of disposal of the Crescent road kickabout area on terms to be agreed.

Key decision No

Executive lead member: Councillor Antonia Bance, Social Inclusion and Young People.
Councillor Oscar Van Nooijen - Service Transformation
Councillor Bob Timbs - Leisure

Report approved by: Mel Barrett, Executive Director, City Regeneration

Finance: Anna Hedges
Legal: Daniel Smith

Policy Framework: Improve the local environment, economy and quality of life.
Transform Oxford City Council by improving value for money and Service Improvement

Recommendation(s): Area Committee is recommended to:

1. Note the report
2. To approve the freehold disposal of approximately 0.067 hectares (0.166 acres) shown edged red on the plan attached at Appendix A to Oxford Brookes University on detailed terms and conditions to be approved by the Interim Head of Property & Facilities Management.

Background

1. This report concerns the proposal to dispose of the land shown edged black on the plan appended. It has an area of 0.067 hectares (0.166acres). The land was transferred to the City Council in 1997 by Oxford Brookes University ('Brookes') following the completion of Crescent Hall. It is currently used as an unsupervised informal games/kickabout area .
2. At its meeting on 3 October, 2007, the Cowley Area Committee considered a report on future options for the site. This followed representations from nearby residents and from Brookes about increasing anti-social behaviour from users of the facility, and the ensuing problems in managing the site.
3. The Area Committee resolved that the facility should be moved to another location and the site should be sold for redevelopment

Report

4. The Head of City Leisure is in the course of undertaking a review of sports, recreation and open spaces and is charged with reporting on this by the end of 2009. This will set the context within which any replacement facility (if any) should be provided, and it will also consider what improvements should be made to other facilities in the Cowley area.
5. Pending the outcome of the review, discussions have taken place with Brookes on the possible sale of the site, (which adjoins its Crescent Hall student accommodation.) Brookes controls the vehicular access to the Councils land, and furthermore the land is subject to a covenant restricting its use to a play area, which cannot be discharged without Brookes' agreement .
6. Terms have provisionally been agreed with Brookes for the sale of the site, subject to planning consent. These terms assume that any planning consent will trigger a number of S106 payments, one of which will reflect the cost of providing a new equivalent replacement facility,
7. In addition to any receipts from s106 payments the Council will receive a capital receipt upon grant of planning permission, with provision for an additional payment if permission is granted for a development comprising more than 36 student units.

Environmental Implications

8. There are no direct environmental implications arising out of this report. Any new development on the site will be constructed in accordance with planning and building regulation requirements.

Planning Implications

9. This transaction is conditional upon planning consent being granted for a redevelopment incorporating a minimum of 36 student units.

Financial Implications

10. The capital receipt will be utilised to address required capital expenditure within the Capital Plan.
The Council will save the costs of managing and maintaining the facility

Legal Implications

11. The Council's powers to dispose of land comprised within the General Fund are contained within Section 123 of the Local Government Act 1972 for best consideration. Furthermore, as this land is still in use as open space, (as defined under Section 270 of the Local Government Act 1972 and Section 336 of the Town and Country Planning Act 1990,) the any proposed disposal will need to be advertised for two consecutive weeks in the local press, and any objections received must then be considered by the Council

The transaction is also conditional on Brookes being satisfied that any earlier covenants affecting the site have been discharged

Equalities Implications

12. There are no direct equalities implications arising out the contents of this report.

Risk Implications

13. A risk assessment has been undertaken and the risk register is attached at Appendix 2..

Recommendations

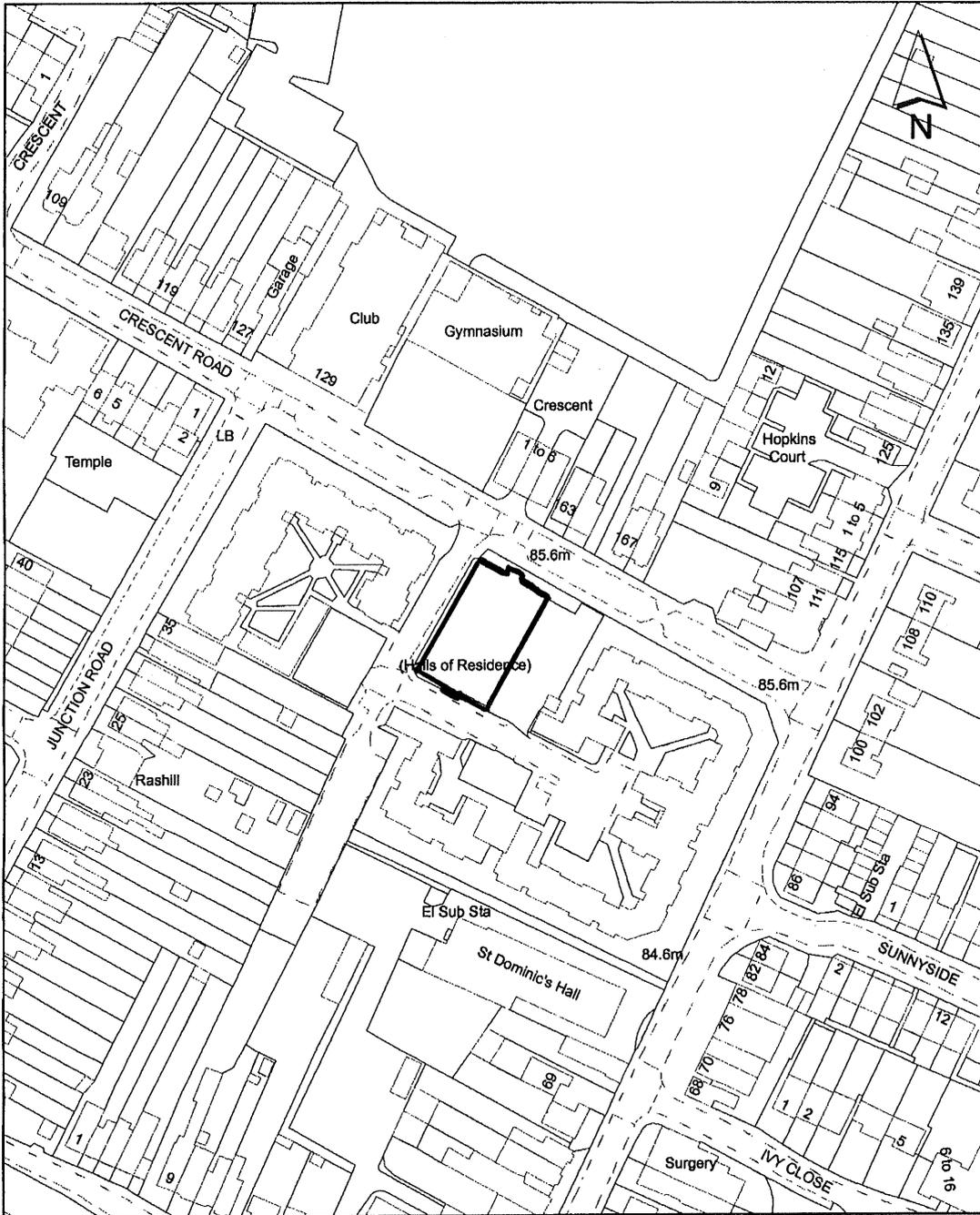
14. Note the contents of this report.
15. To approve the freehold disposal of approximately 0.067 hectares (0.166 acres) shown edged red on the plan attached at Appendix A to Oxford Brookes University on detailed terms and conditions to be approved by the Interim Head of Property & Facilities Management.

Name and contact details of author: Martin Lyons

List of background papers: None

Version number: 6

APPENDIX 1



<p>Crescent road Kickabout area</p>	
<p>Scale: 1:1,250</p>	
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Appendix 2 - Risk register

CEB Report Risk Register

Risk Score	Impact Score: 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain
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No.	Risk Description Link to Corporate Objectives	Gross Risk		Cause of Risk	Mitigation	Net Risk	Further Management of Risk: Transfer/Accept/Reduce/Avoid	Monitoring Effectiveness					Current Risk
		I	P					Q 1	Q 2	Q 3	Q 4	Q 5	
1	Planning permission for site development scheme not forthcoming	4	3	Objections to planning application	Mitigating Control: Brookes and OCC property officers to maintain communication with all parties Level of Effectiveness: Medium	3	Action: maintain dialogue with all parties. Action Owner: M Lyons Mitigating Control: Regular monitoring meetings Control Owner: M Lyons	Q 1 ☹️	Q 2 ☹️	Q 3 ☹️	Q 4 ☹️	Q 5 ☹️	I P
55							Outcome required: Milestone Date:						
2	Challenge to decision to continue disposal of open space	3	2	Objection to disposal of open space	Mitigating Control: Brookes and OCC property officers to maintain communication with all parties Level of Effectiveness: Medium		Action: maintain dialogue with all parties Action Owner: M Lyons Mitigating Control: Regular monitoring meetings Control Owner:						

3	Challenge to development from former owners of site	3	2	Existence of covenant predating OCC ownership	Mitigating Control: Further negotiations with third parties ,if required following legal advice Level of Effectiveness: Medium		Action: Maintain dialogue, if required Action Owner: M Lyons Mitigating Control: regular meetings Control Owner: M Lyons	Outcome required: Milestone Date:						
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COWLEY AREA COMMITTEE

Wednesday 3rd March 2010

COUNCILLORS PRESENT FOR THE WHOLE OF THE MEETING: The Chair (Councillor Bryan Keen), the Vice-Chair (Councillor Bob Timbs), Councillors Mohammed Niaz Abbasi, Shah Jahan Khan, Sajjad Malik and Sabir Hussain Mirza.

COUNTY COUNCILLORS PRESENT FOR THE WHOLE OF THE MEETING: County Councillors Sajjad Malik, John Sanders and Val Smith.

OFFICERS PRESENT FOR THE WHOLE THE MEETING: Angela Cristofoli (Communities and Neighbourhoods Manager), and Mathew Metcalfe (Law and Governance).

OFFICERS PRESENT FOR PART OF THE MEETING: Shaun Hatton (Streetscene) and Caroline Chanides (Parks).

81. APOLOGIES FOR ABSENCE

Apologies were received from County Councillors Richard Stevens and Sarah Hutchinson.

82. DECLARATIONS OF INTEREST

No declarations of interests were made.

83. NOTIFICATION OF URGENT BUSINESS

None notified.

84. OPEN SESSION

(a) General Open Session

(1) Proposed closure of Temple Cowley Pools

Nigel Gibson a local resident from Dean Road wished to raise awareness of the issue of the proposed closure of Temple Cowley Pools, which the City Executive Board had agreed to formally consult on. He said that local residents and users were raising a petition against the closure and said that there was concern at the lack of consultation especially with the Temple Cowley Pool Users Group. He further said that in excess of 160,000 people used the pool and that people would not travel to a new competition pool in blackbird Leys, further more the environmental costs were noting being looked at and the whole focus of the area would shift should the pool close.

In response, Councillor Timbs (Board Member) said that the City Executive Board did listen to comments and were in the process of collecting comments following the approval of the City Executive Board to undertake a survey and full consultation on the proposals. He added that talk of 40 houses being built on the site was part of a forward plan which looked at possibilities for the site should the pool close. It was not definite that houses would be built on the site.

In response to further comments concerning the gym equipment at the Temple Cowley Pools, Councillor Timbs said that no equipment would be transferred to the new Barton Pool Gym as this would have new equipment. He added that gym equipment had a life span of roughly 3 years and once the Barton Pool gym was operational, the equipment at Temple Cowley Pools would be older than 3 years.

Councillor Malik said that he shared the concerns of the local residents and users, however it was important that the feasibility study was carried out.

Councillor Abbasi was also concerned about the issue and said that he would do his best to keep the facility in the area. Councillor Mirza also added that this was the only facility of its type in East Oxford and he would strongly oppose the closure.

The Committee agreed to thank Nigel Gibson for his comments.

85. THAMES VALLEY POLICE 3RD QUARTER 2009/10 REPORT

The Neighbourhood Policing Officer submitted a report (previously circulated, now appended) which provided an overview from Thames Valley Police on local crime statistics, neighbourhood policing activities and other Police activity from the 3rd quarter of 2009/10.

Inspector Graham Sutherland attended the meeting and presented the report. He highlighted each of the Cowley Neighbourhood Action Groups (NAG) three priority areas and gave updates in each of them.

The following issues/comments were made/raised by Councillors:

- (i) Traffic management issues on the Cowley Road near the Central Mosque, especially on a Friday between 1.40pm and 2.00pm;
- (ii) Parking issues in Temple Road around St. Christopher's School;
- (iii) Drinks Delivery Service operating from the Big Yellow Warehouse – Could this be part of a “test purchase” operation?
- (iv) Dog fouling;
- (v) Transport Way, drivers parking on double yellow lines, blocking the views of other motorists driving along that road.

In response to the issues/comments, Graham Sutherland said that he would forward the traffic management issues to Inspector Linsdall who was responsible for this. With regard to parking in Temple Road he would forward this to the Police Community Support Officers (PCSO's) in the area. With regard to the Drink Delivery Service, he said that this was an important issue and that any complaints needed to be forwarded to the Police and that along with other establishments it could be part of a test purchase operation and with regard to dog fouling, in order for a ticket to be issued, the Police Officer had to witness the dog fouling.

Graham Sutherland then informed the Committee that this would be his last visit to the Cowley Area Committee as he was retiring shortly. He thanked the Committee and Officers for all their help and wished it and the area well for the future. He introduced Karen Hanks would be taking over from hi.

The Committee agreed:

- (a) To thank Inspector Sutherland for his update and to thank him for all his work for the Cowley Area Committee area and to wish him a very happy retirement;
- (b) To note the report.

86. 138 OXFORD ROAD, COWLEY, OXFORD – 09/02734/FUL

The Head of City Development submitted a report (previously circulated, now appended) which detailed an application for the erection of two-storey side3 extension to provide new retail unit on ground floor and self-contained 1xbed flat on first floor. Erection of two storey rear extension to provide extension to existing retail unit on ground floor and enlarged accommodation for existing 3 bed flat on first floor. Provision of off street parking, bin and cycle storage and enclosures.

The Committee noted that the applicant had withdrawn the application prior to the meeting and therefore was not considered at the meeting.

87. PLANNING APPEALS RECEIVED AND DECIDED DURING JANUARY 2010

The Head of City Development submitted notes and tables (previously circulated, now appended), which detailed the planning appeals received and decided during January 2010.

The Committee agreed to note the information.

88. CRESCENT ROAD – KICK-ABOUT AREA – PROPOSED DISPOSAL

The Interim Head of Corporate Assets and the Head of Law and Governance submitted a report (previously circulated, now appended) which informed the Committee of the proposed disposal of the Crescent Road Kick-about area on terms to be agreed.

The Committee agreed to note the report.

89. BARRACKS LANE GARDEN PROJECT

The Head of Community Housing and Community Development submitted a report (previously circulated, now appended), which informed the Committee of an application for funding from the Barracks Lane Garden Project.

The Committee agreed not to support the grant application from the Barracks Lane Garden Project.

90. MINUTES

The Committee agreed the minutes (previously circulated) of the meeting held on 3rd February 2010.

91. MATTERS ARISING FROM THE MINUTES

- (a) Minute 73(a)(2) – Open Session – General Open Session – Rymers Lane – unauthorised parking of cars

The Committee was informed that the bollards to stop unauthorised parking on grassed areas would be installed before the end of March 2010.

The Committee agreed to note the position.

The meeting started at 7.00 pm and finished at 8.10 pm

3 members of the public were present at the start of the meeting with 1 present at the end.

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To: City Executive Board
Date: 17th April 2018
Report of: Head of Community Services
Title of Report: Museum of Oxford Hidden Histories Project

Summary and recommendations	
Purpose of report:	To seek project approval for and permission to start the Museum of Oxford Hidden Histories Project, following award of £1.63 million from the Heritage Lottery Fund (HLF).
Key decision:	Yes
Executive Board Member:	Councillor Dee Sinclair, Board Member for Culture and Communities
Corporate Priority:	Stronger and Active Communities, Vibrant and Sustainable Economy, Efficient and Effective Council, Cleaner Greener Oxford
Policy Framework:	Culture Strategy 2015-18, Oxford City Council Corporate Plan
Recommendations: That the City Executive Board resolves to:	
<ol style="list-style-type: none"> 1. Grant Project Approval and permission to start the Museum of Oxford Hidden Histories Project, following award of £1.63m from the Heritage Lottery Fund; 2. Authorise capital expenditure of £2.65m capital and £362k revenue, to be financed by capital receipts, prudential borrowing and revenue (paragraph 22), over the life of the project; 3. Delegate authority to Head of Community Services, in consultation with the Heads of Finance and Law and Governance, to enter into any necessary funding agreements to secure the external funding for the scheme; and make any necessary in year budget adjustments; and 4. Delegate authority to Head of Community Services, in consultation with the Heads of Finance and Law and Governance, to appoint and award any contracts that are necessary for the successful delivery of the project. 	

Appendices	
Appendix 1	Designs Drawings and Artists Impression
Appendix 2	Project Benefits
Appendix 3	Museum Costs and Funding Sources
Appendix 4	Museum of Oxford Risk Log
Appendix 5	Equalities Impact Assessment

Introduction & Background

1. The Oxford Museum is called the People’s Museum. It is the only museum where visitors can learn about the history of Oxford’s people, communities and businesses.
2. The Museum has a strong community programme, working with young people and schools.
3. Currently the Museum is located in two small rooms at the front of the Town Hall, called the Explore Oxford Galleries. Up until 2011, it extended into the full front right quarter of the Town Hall, using both the ground floor and basement.
4. Public demand and a clear vision about the role of a larger museum and the associated income generating opportunities has provided the impetus for Oxford City Council to push forward with redeveloping the old museum spaces.
5. The redevelopment project called *Oxford's Hidden Histories* will triple the size of the existing Museum of Oxford and will increase the number of exhibits on display from 286 to 750.
6. Existing spaces (unused and current) will be connected to create two new galleries on the ground floor with flexible displays and interpretation that uses digital media to tell the story of Oxford and the history of the City. In the basement a new state of the art learning space will provide space and resources for schools and communities to create exhibitions. See Appendix 1 for the design drawings and artist impression images of how the new Museum will look.
7. There will also be a new shop and reception desk, forming a much improved welcome area for the Museum, accessible from the entrance of the Town Hall and improved facilities for the museum’s 100+ volunteers.
8. A community activity plan is an important part of the project. It supports additional staff to deliver 278 events to 13,497 people; targeting young people and communities in socially deprived and regeneration areas.
9. As the Town Hall is a Grade II* listed building, Listed Building Consent is required for this project and this was obtained in January 2018.
10. The Council uses a robust project “Gateway” process for monitoring, governing and assuring capital projects and associated expenditure. The MoOHH is currently

moving to Gateway 3; this means a procurement strategy has been approved and contractors have been selected. The project can formally move into Gateway 3, once it has project approval from CEB. Contractors can then be appointed to start delivery of the project.

11. Oxford Direct Services Limited (ODS) will be the contractor for the main build which our estimates show to be £1.1m. Provided the ODS quote provides value for money; and is within 10% of the independent quantity surveyor estimate, prices will be fixed and they will be awarded the construction contract in May 2019. If this is not the case we will look for ways to reduce the costs, and if we are not able to do so then we will obtain quotes from the market.
12. The project designs are now fixed; they incorporate advice and feedback from Property Services, Professional Consultants, the Local Planning Authority Conservation Officer, Historic England and results from building survey work undertaken.
13. Three rounds of value engineering were undertaken to make sure that the designs present best value for money and meet the council and HLF outcomes
14. Technical design is due to start in May 2018 and construction will start in July 2019, with the new museum opening in summer 2020.
15. To get HLF approval and 'Permission to Start', proof of partnership funding must be provided. This CEB report asks for confirmation that Oxford City Council will grant project approval, allowing draw down of HLF Funding and allowing this project to move into the delivery phase.

Project Benefits

16. The main benefits of the project are outlined below:
 - a. Customers visiting the Town Hall and Museum will have a much better experience finding a redeveloped museum with 3 x the space and number of exhibits; including modern interactive and digital displays.
 - b. Social benefits include more space and improved facilities for targeted community engagement work, alongside a legacy of community led exhibits.
 - c. Collections will be managed to national standards.
 - d. Staff and volunteers will benefit from a new training plan.
 - e. The Museum will be more flexible and better able to generate income, utilising the new space for events etc. The business plan shows 36% of its expenditure will be offset with income by 2025/26 (currently at 19%).
 - f. Regeneration of part of the Town Hall, including, removing over £187k of backlog maintenance requirement in the Town Hall.
 - g. Potential to support the income generation of the Town Hall.
17. A full list of benefits is shown in Appendix 2.

Financial implications

18. The total cost of the project is £3.2m. The remaining costs for 'Delivery' of the Museum project are £3,015,508, of which £2,653,148 is capital and £362,360 revenue. Appendix 3 shows the capital and revenue costs of the project together with proposed funding. Delivery of this project will be funded by HLF, fundraising, Council capital and Council Town Hall maintenance budget.
19. CEB authorisation is sought for the total costs for delivering the scheme, this is because the council will initially pay all invoices in relation to the project, reclaiming HLF funding as the project progresses. This is represented in the Council's Medium Term Strategy (CEB, February 2018) which shows underwriting all of the capital required for the project at a value of £2,653,148.
20. On 28th February 2018, HLF confirmed their contribution of £1,634,700 towards the project. They have already committed £142k towards development, making their total contribution £1.77million – which is a stake of 55%. The Museum of Oxford has a separate charitable Development Trust and is working to fundraise £451k; to date £94k has been secured.
21. The minimum capital contribution from Oxford City Council for delivery would be £926,764. Using today's fundraising total of £94k, the maximum contribution would be £1,283,764.
22. The capital expenditure will be financed from prudential borrowing which would carry an additional revenue cost of 2% per annum plus a minimum revenue provision (MRP) charge to revenue for repayment of debt of approximately £45,000 per annum.
23. Any remaining unspent funding from the Development Phase (2017/18) will be reallocated to the Delivery Phase.

Legal issues

24. When delivering this project the Council must adhere to relevant Building control regulations, Listed Building Consent (Grade II*), security requirements under Town Hall Asset Insurance for all entrance/ exits doors (Blue Boar Street).
25. When spending monies secured externally the Council must adhere to the terms and conditions under which monies have been provided.

Level of risk

26. A risk log for the project is included in Appendix 4.

Equalities impact

27. A full Equalities Impact Assessment was undertaken in 2016 on the project and reviewed by Jarlath Brine. (See Appendix 5).
28. Oxford's Hidden Histories will make the Museum service more accessible and relevant to more local people and visitors to Oxford.

Conclusion

This is a once in a lifetime opportunity, to significantly enhance the museum, so it will be a real asset for the city for many a year to come; utilising more than 50% external funding.

Report author	Tina Mould
Job title	Capital Programme Project Manager
Service area or department	Sustainable City
Telephone	01865 252082
e-mail	tmould@oxford.gov.uk

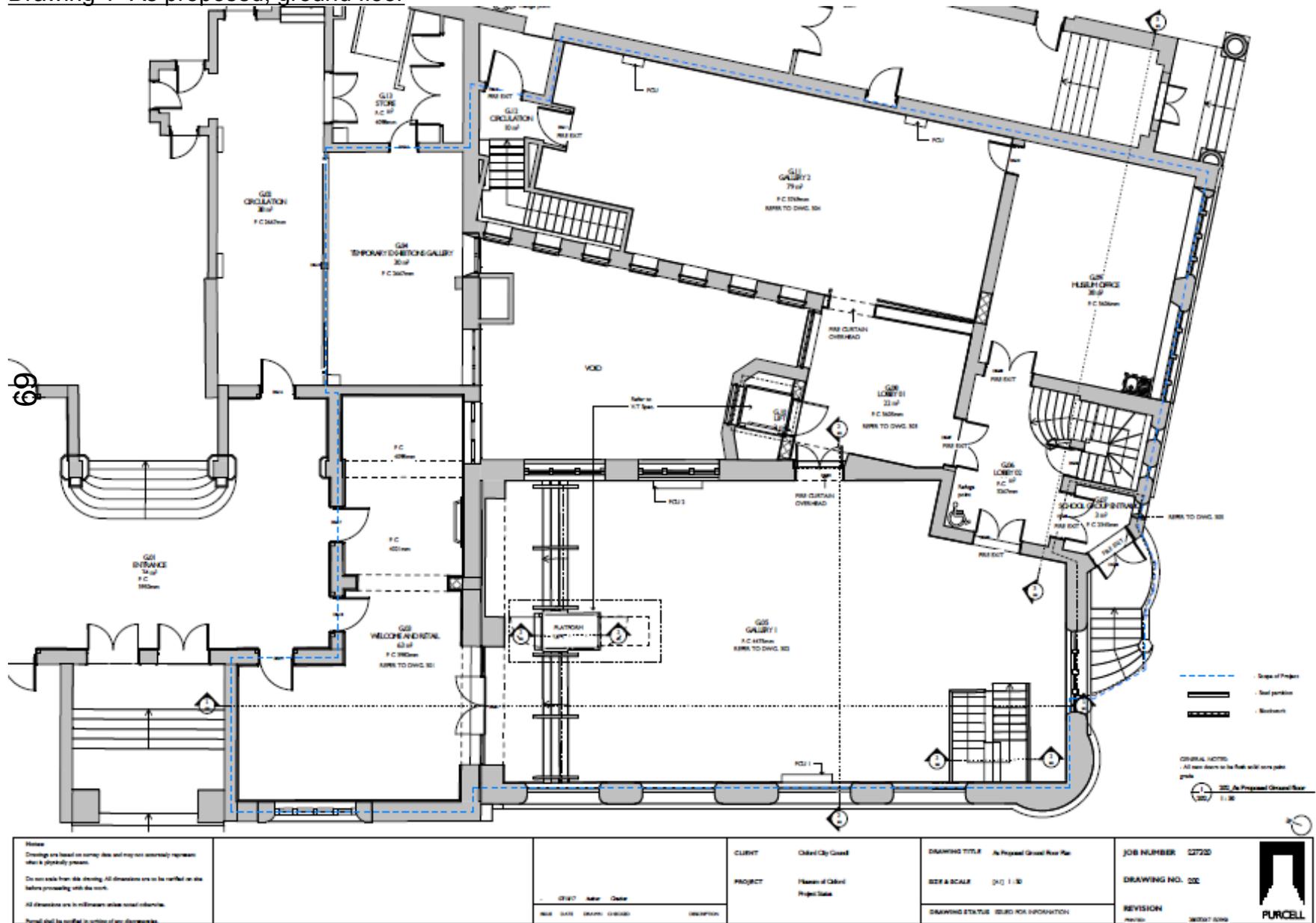
Background Papers:	
1	CEB 21 st November 2017 – Museum of Oxford Hidden Histories Redevelopment Project

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Appendix 1- Drawings and Plans

(Please see background papers for the full set of high resolution original drawings and plans, along with a fly through video)

Drawing 1- As proposed, ground floor



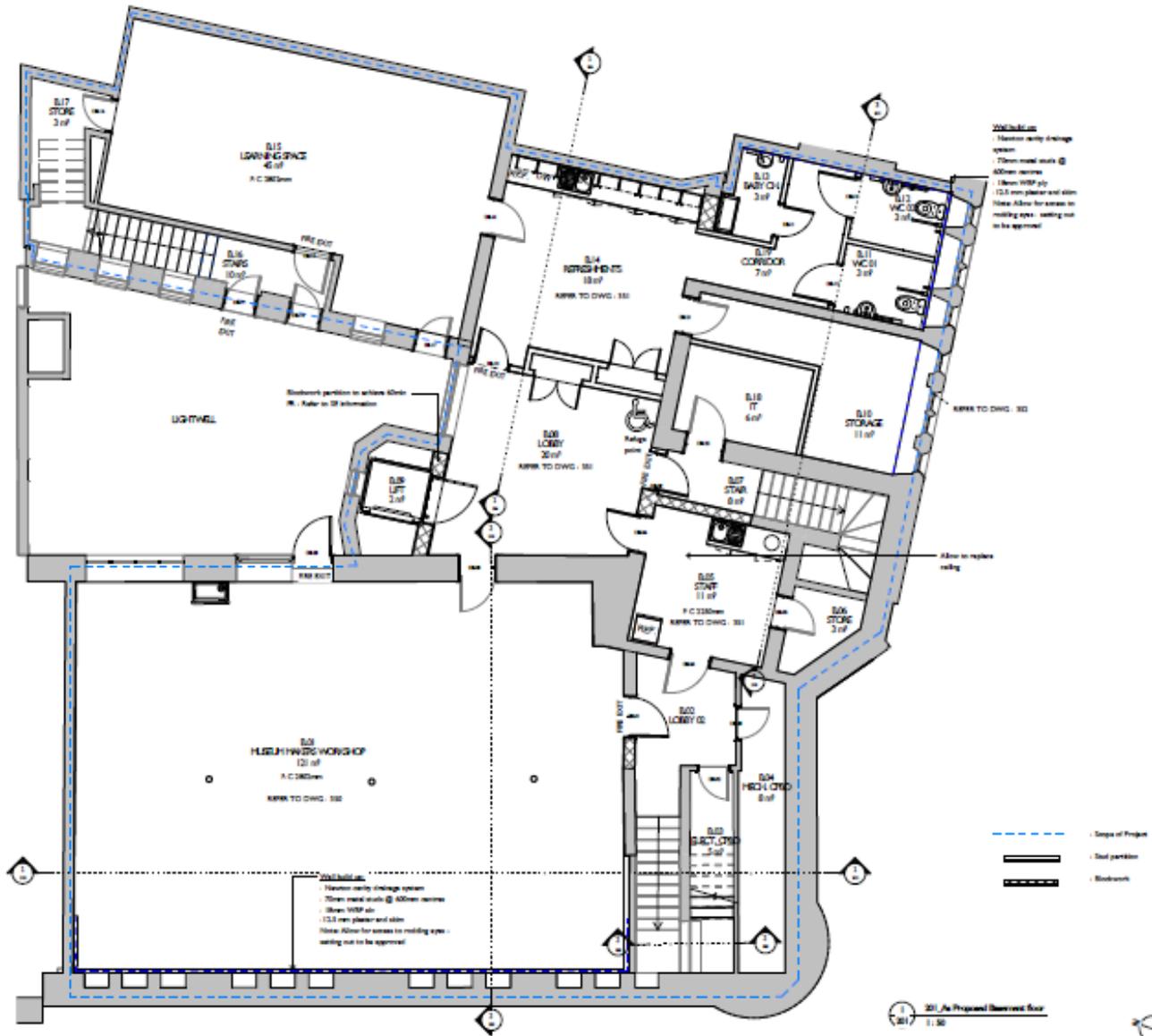
Notes
 Drawings are based on survey data and may not accurately represent what is physically present.
 Do not rely on this drawing. All dimensions are to be verified on site before proceeding with the work.
 All dimensions are in millimeters unless noted otherwise.
 Detail shall be verified in accordance with your discipline.

CLIENT: Chelms City Council PROJECT: Phase 1 of Chelms City Council Project Data	DRAWING TITLE: As Proposed Ground Floor Plan SIZE & SCALE: (A3) 1:50 DRAWING STATUS: ISSUED FOR INFORMATION	JOB NUMBER: 12720 DRAWING NO.: 002 REVISION: 1/2024
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CLIENT: John Gutter NAME: John Gutter DESIGN: John Gutter DESCRIPTION:	CLIENT: Chelms City Council PROJECT: Phase 1 of Chelms City Council Project Data	DRAWING TITLE: As Proposed Ground Floor Plan SIZE & SCALE: (A3) 1:50 DRAWING STATUS: ISSUED FOR INFORMATION	JOB NUMBER: 12720 DRAWING NO.: 002 REVISION: 1/2024
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PURCELL
 ARCHITECTS
 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200

Drawing 2- As proposed, basement



70

Notes
 Drawings are based on survey data and may not accurately represent what is physically present.
 Do not build from this drawing. All dimensions are to be verified on site before proceeding with the work.
 All dimensions are in millimeters unless noted otherwise.
 Details shall be verified in section of any discrepancies.

NO.	DATE	DESIGN	CHANGED	DESCRIPTION

CLIENT	Oldfield City Council	DRAWING TITLE	As Proposed Basement Plan
PROJECT	Phase 1 of Oldfield Project Site	SIZE & SCALE	(A3) 1:50
DRAWING STATUS: ISSUED FOR INFORMATION		JOB NUMBER: 127220 DRAWING NO. 201 REVISION: 001/01/2020	


 PURCELL

Drawing 4- Exhibition fit out design, basement



DO NOT REMOVE ANYTHING FROM THE EXHIBITION WITHOUT THE PERMISSION OF THE CURATOR. THE CURATOR IS RESPONSIBLE FOR THE CONTENTS OF THE EXHIBITION. THE CURATOR IS RESPONSIBLE FOR THE CONTENTS OF THE EXHIBITION. THE CURATOR IS RESPONSIBLE FOR THE CONTENTS OF THE EXHIBITION.

Storage for theater puppets and book case

Objects arranged chronologically and from handling collection, remembrance collection and acquisition process - coloured labels indicate which

Storage and display of clothing

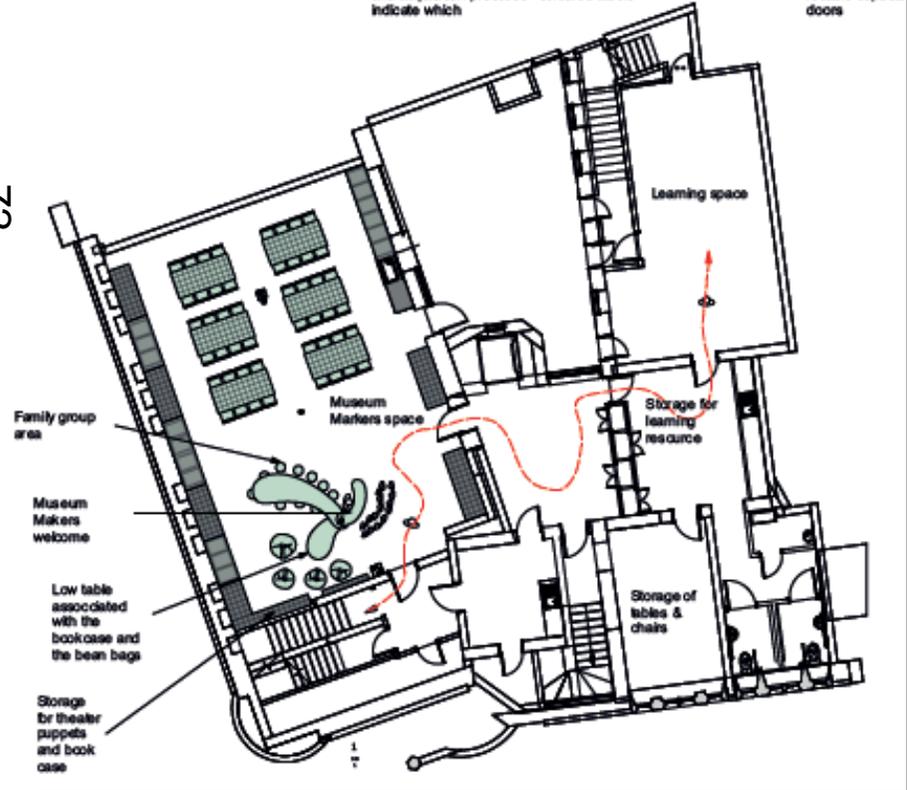
Worktop with activity trays behind locable cupboard doors

Open display shelves & locable glass doors

Removable boxes contain activity objects

Larger open display objects placed on tops of cabinets

72



OCC
 Museum of Oxford
 Basement
 March 2017
 MO_MM_1
 Scale 1:100 at A3
 SIMON LEACH DESIGN
 0161 730 2647
 simonleach@stud.co

Artist impression- Gallery 1, ground floor



Artist impression- Gallery 2 and lobby, ground floor



Appendix 2- Project Benefits

Benefit	Baseline	Target							
		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Increase the m2 of high quality museum gallery spaces.	60m2	(museum closed)	(museum closed)	274m2	274m2	274m2	274m2	274m2	274m2
Increase the number of objects on display that our audiences can interact with.	286	(museum closed)	(museum closed)	750	750	750	750	750	750
To achieve Accreditation from the Arts Council England.	Not accredited	(museum closed)	(museum closed)	Accredited	Accredited	Accredited	Accredited	Accredited	Accredited
Increase the number of people from our target audiences that we involve in the process of creating our new permanent galleries.	0	50	<i>Increasing to 100</i>	<i>Increasing to 200</i>	-	-	-	-	-
Increase the number of people from our target audiences that are reached by our programme of activities.	0	(museum closed)	<i>Increasing to 2,000</i>	<i>Increasing to 4,000</i>	-	-	-	-	-
Increase and retain the number of volunteers prior to reopening.	100	120	140	150	-	-	-	-	-
To achieve local, regional or national awards for Hidden Histories galleries or activities programme.	0	0	0	2	-	-	-	-	-
Increase general visitor numbers to the museum.	75,000	21750	37500	85313	106313	111628	107163	109306	111492
Increase formal group visitor numbers to the museum	1500	0	0	1350	2625	3150	3245	3342	3442
Increase visitor numbers on Town Hall tours.	150	150	150	281	300	360	432	518	622
Increase visitor numbers to events.	1500	0	0	2250	3000	3450	3554	3660	3770
Increase visitor numbers hiring museum spaces.	3400	0	0	3188	4250	5313	5472	5636	5805
Increase visitor numbers reached by outreach programme.	3600	3780	4536	5443	5552	4164	4164	4164	4164
To increase the % of Museum of Oxford expenditure offset by income.	19%	(museum closed)	(museum closed)	27%	36%	36%	36%	36%	36%

Appendix 3 - Museum Costs and Funding Sources							
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total
	£	£	£	£	£	£	£
Delivery Phase							
Capital							
Construction				1,887,961			£ 1,887,961
Fees			390,254	12,661			£ 402,915
Contingency				247,727			£ 247,727
Inflation				114,545			£ 114,545
Total Capital	-	-	390,254	2,262,894	-	-	£ 2,653,148
Revenue							£ -
Activity Costs			55,034	146,848	95,544	45,934	£ 343,360
Publicity & Promotion			2,000	4,000	2,000		£ 8,000
Evaluation			2,000	2,000	3,000	4,000	£ 11,000
Total Revenue	-	-	59,034	152,848	100,544	49,934	£ 362,360
Total Delivery Phase							£ 3,015,508
Development Phase							£ -
Development Phase Costs	100,537	89,119					£ 189,656
Total Development Phase	100,537	89,119	-	-			£ 189,656
Total Scheme Cost (Development & Delivery)	100,537	89,119	449,288	2,415,742	100,544	49,934	£ 3,205,164
Funding							£ -
HLF	59,000	83,000	1,634,700				£ 1,776,700
OCC Capital		46,656	300,000				£ 346,656
OCC Maintenance			50,700				£ 50,700
Friends of Museum		1,000					£ 1,000
Fundraising target			450,000				£ 450,000
Additional OCC Funds Request			580,108				£ 580,108
Total Scheme Funding (Development & Delivery)	59,000	130,656	3,015,508	-			£ 3,205,164
Total (Maximum) Council Capital Contribution (Fundraising target - excluding £94k raised to date)							£ 1,283,764
Total (Minimum) Council Contribution (assuming £451 raised)							£ 926,764

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**Museum of Oxford 'Hidden Histories'
Project Risk Register
Top 5 - Residual Risk**

08 March 2018

Risk Category	Description of the Risk	Current Gross Risk Rating			Mitigating Actions	Action Due Dates	Action owner	Residual Risk Rating			Status (Open / Closed)	Date of last update
		P	I	Score				P	I	Score		
Economic, financial & market	Costs increase due to changes in inflation, procurement and construction industry causing programme delay, cost increases.	4	4	16	Construction contingency has been set at 10%, Revenue 5%. Inflation set at 6% for capital and 2% for revenue. Faithful & Gould to keep inflation and construction trends under review. OCC Procurement to advise on procurement changes.	Sep-18	OCC/ Faithful & Gould	3	3	9	Open	03-Mar-18
Economic, financial & market	Contingency set at 10% which is the HLF minimum recommendation. Risk that project will run out of contingency mindful of historic building context	4	4	16	Three sets of value engineering have been completed to date. One set of value engineering during construction has been incorporated into the architects costs (if further cost saving is required).	Sep-18	OCC	3	3	9	Open	03-Mar-18
Technical, operational & infrastructure	Unknown hidden building defects and conditions, causing delays and/or increased costs.	3	3	9	Surveys were done during the development phase but the ability to undertake intrusive surveys during this phase is limited. Past designs have been reviewed but there are unrecorded works that make it difficult to predict what will be found. Once the museum stock has been decanted in 2018, it will be easier to assess any unknowns.	Sep-18	Purcell	3	3	9	Open	16-Aug-17
Organisational, human & management	Reputational damage to OCC if it does not approve project at CEB on 17th April 2018, having received HLF funding of £1.6M.	4	4	16	The council has been committed to the MoOHH project, the budget is in the forward plan (as of Feb 2018). It is unlikely that the project will not go ahead.	30-Apr-18	OCC	2	4	8	Open	03/03/2018
Economic, financial & market	Project does not go ahead - council would still need to fund £187K of maintenance over the next few years.	5	3	15	The council has been committed to the MoOHH project, the budget is in the forward plan (as of Feb 2018). It is unlikely that the project will not go ahead.	01-May-18	OCC	2	3	6	Open	04/03/2018

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Appendix 5- Equalities Impact Assessment



Form to be used for the Full Equalities Impact Assessment

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Service Area: Community Services	Section: Culture	Date of Initial assessment: 28/01/2016	Key Person responsible for assessment: Vanessa Lea	Date assessment commenced: 28/01/2016	
Name of Project to be assessed:		Museum Development Project – Oxford’s Hidden Histories			
1. In what area are there concerns that the project could have a differential impact		<i>Race</i>		<i>Disability</i>	
		<i>Gender</i>		<i>Religion or Belief</i>	
Other strategic/ equalities considerations		<i>Safeguarding/ Welfare of Children and vulnerable adults</i>		<i>Mental Wellbeing/ Community Resilience</i>	
2. Background: Give the background information to the policy and the perceived problems with the policy which are		<ul style="list-style-type: none"> • There are no perceived problems with the project in relation to Equalities Impact as Oxford’s Hidden Histories will make the Museum service more accessible and relevant to more local people and visitors to Oxford. • The Museum of Oxford’s development project, Oxford’s Hidden Histories, will develop Museum spaces, collections and displays, work with local community groups and target 			

<p>the reason for the Impact Assessment.</p>	<p>audiences, recruit new members of staff and work with consultants.</p> <ul style="list-style-type: none"> • The purpose behind the project has come from consultation with local people and visitors to the museum. • Targeted engagement work with communities in the City’s regeneration zones will encourage new and different sorts of people to take part. • Our interpretation and visitor offer will be shaped to meet the needs of each of our identified target groups to ensure a wider range of people engage effectively with our themes and storylines. • The Museum will, physically, become fully accessible with a lift and ramps. • Hearing loops (permanent or portable) available. • An accessibility audit during the development phase of the project will be carried out to consider the best ways of designing the museum to meet accessibility needs. • Best practice guidelines from HLF on museum interpretation will be followed, including recommendations for accessibility for those users with sensory barriers • Overcoming barriers to engagement are highlighted and addressed through our Interpretation Framework, which will guide the design of the Museum as well as the activity we provide.
<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and what sources of data</p>	<ul style="list-style-type: none"> • No groups are perceived as being disadvantaged by this proposal and it is perceived to have a positive impact on local people and visitors to Oxford. • Consultation with museum visitors, local community groups and target audiences through questionnaires and feedback forms • Focus groups with volunteers, museum staff, excluded youth and an over 50s non-academic research group. • Residents' surveys highlight the Museum of Oxford as among the highest ranked of all Council services.
<p>4. Consultation</p> <p>This section should outline all the</p>	<ul style="list-style-type: none"> • We have taken part in planning workshops, supported by Cultural Consulting Network (CCN), to shape our heritage and project vision, identify barriers to learning and our strengths, weaknesses, opportunities and threats.

<p>consultation that has taken place on the EIA. It should include the following.</p> <ul style="list-style-type: none"> • Why you carried out the consultation. • Details about how you went about it. • A summary of the replies you received from people you consulted. • An assessment of your proposed policy (or policy options) in the light of the responses you received. • A statement of what you plan to do next 	<ul style="list-style-type: none"> • Our extensive work with community groups has shown us that the current layout of the Museum is not a comfortable social place to meet with friends/new people and share ideas. • Comments on the current Museum space show that visitors understand that while the <i>Explore Oxford</i> galleries are an excellent introduction to the City’s heritage, they are not enough: “Much more space needed! Ridiculously small for a historic city.” • The proposed project looks to expand the museum and offer new spaces accessible so community groups can meet and share ideas within comfortable surroundings • The Museum of Oxford is a free museum and the current project will hope to ensure other revenue streams (through a business and fundraising plan) continue to allow the Museum to operate as such. • The proposed project will offer more opportunity for people to become involved with their heritage through an engaging activity plan.
<p>5. Assessment of Impact:</p> <p>Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p>	<ul style="list-style-type: none"> • We perceive that the project will have a positive impact on the equality strands. • We currently know that local Oxford residents underuse our permanent exhibition spaces. Because of the expanded spaces, with a chance for local people to directly engage with the creation of exhibitions and projects, it is perceived that there will be more engagement and buy in to the museum. • From consultation we wish to work with and involve the following target audiences: <ul style="list-style-type: none"> ○ Local families with children under 11 years ○ Local older people ○ Local primary schools ○ Young people (13 – 18 years) ○ Community groups from the City’s regeneration areas ○ Volunteers – 100 existing and 50 new ○ Tourists visiting the area ○ Virtual users – online collections information and website

	<ul style="list-style-type: none"> • The development of the physical museum space and exhibits will improve physical access (installation of ramps and lifts) as well as intellectual and sensory (through designs, lighting, and supporting interpretation/material). • A Museum Makers Space/Object Storage will allow for community groups, local people and visitors to work on museum projects carry out local history research, access selected archival documents and collections. • A new learning space will allow for greater capacity to work with local schools and new school sessions, relating to the developed museum displays, will allow for greater educational engagement • The activity plan, in line with Heritage Lottery Fund (HLF) guidance, will involve targeted audiences and groups focussing on opportunities for groups in regeneration areas.
<p>6. Consideration of Measures:</p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	
<p>6a. Monitoring Arrangements:</p> <p>Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p>	<ul style="list-style-type: none"> • Evaluation of the project's impacts will be supplied regularly throughout the project to HLF at key milestones.

7. 12. Date reported and signed off by City Executive Board:						
8. Conclusions: What are your conclusions drawn from the results in terms of the policy impact						
9. Are there implications for the Service Plans?		NO	10. Date the Service Plans will be updated		11. Date copy sent to Equalities Officer in HR & Facilities	
13. Date reported to Scrutiny and Executive Board:			14. Date reported to City Executive Board:		12. The date the report on EqlA will be published	

Signed (completing officer)

Vanessa Lea

Signed (Lead Officer) Ian Brooke

Please list the team members and service areas that were involved in this process:

Organisational Development & Learning Advisor/ Equalities – Jarlath Brine
 Communities - Capital Programme Project Manager - Tina Mould
 Vanessa Lea – Museum and Heritage Operations Officer
 Ian Brooke – Head of Community Services

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To: City Executive Board
Date: 17 April 2018
Report of: Head of Finance
Title of Report: Extension of OxLEP Community Grants Programme

Summary and recommendations	
Purpose of report:	To seek approval of an extension of the OxLEP Community Grants programme.
Key decision:	Yes
Executive Board Member:	Councillor Susan Brown, Customer & Corporate Services
Corporate Priority:	Strong and Active Communities
Policy Framework:	Financial Inclusion Strategy
Recommendation: That the City Executive Board resolves to:	
1. Approve the proposed extension of the OxLEP Community Grants programme	

Appendices	
Appendix 1	Community Grants Prospectus
Appendix 2	Summary of funded projects
Appendix 3	Case Studies
Appendix 4	Risk Register

Introduction

1. In May 2016, the Education and Skills Funding Agency (ESFA) awarded Oxford City Council the contract to deliver the Oxfordshire Local Enterprise Partnership's (OxLEP) Community Grants Programme. The contract's value is £430,000 and is provided by the European Social Fund (ESF), and match funded by the ESFA. £390,909 of the funding is to be provided as grants, with the remaining £39,091 available for the costs of administering the programme. The programme has been run by the Council's Welfare Reform Team.
2. The ESFA have recently announced an extension of the programme which had been due to end on 30 June 2018, but will be extended until 31 March 2019 and

will be making up to an additional 50% of the original funding award available. The amount will be confirmed in April, but as this is likely to increase the total project value to more than £500,000, this report seeks CEB approval to proceed with the project extension, as required by the Council's Constitution.

3. The aim of the grants programme is to make small grants to community based organisations in Oxfordshire, operating in areas of economic and social deprivation to help disadvantaged and unemployed people into work or training. Given the high levels of employment in the county (80.2% against a national average of 74.5%), and high numbers of job vacancies, most people not in work have complex barriers to overcome in order to access the labour market. As such the programme's main objective is to help people overcome these barriers.

Background

4. The Welfare Reform Team bid to run the Community Grants Programme ("the Programme") in order to influence the way in which the funding was used across the County. The Team's experience of providing employment support to residents on low incomes means that they understand the different challenges faced by target participants of the Programme, and the types of interventions that could be successful. Although the Programme is county wide, there are more potential project participants in Oxford, so the Programme represented an opportunity to ensure that appropriate provision was funded in the City. The Programme also contributes to meeting the Income and Skills themes of the Council's Financial Inclusion Strategy.
5. In 2015 the Welfare Reform Team successfully delivered an ESF funded project, so the team had experience of managing the high levels of compliance associated with the ESF. The Team have utilised this experience to support third sector organisations to benefit from ESF funding, which would otherwise be challenging for them to access.
6. The Community Grants Programme has a target of delivering 325 Individualised Learner Records (ILRs). This requires 325 separate participants to engage in a learning process of some kind. There are no targets in relation to specific types of training or employment outcomes. However, these outcomes are being captured in order to properly evaluate the effectiveness of the Programme.

Programme Operation

7. Funding from the Community Grants Programme has been disbursed through three funding calls. Each funding call was advertised countywide through existing community and voluntary group networks, and organisations were invited to apply for funding. The funding calls were carried out in November 2016, January 2017 and July 2017. Further details about the structure of the funding calls can be found in the Grants Prospectus at Appendix 1.
8. Grants awards have been determined by a panel comprising the Welfare Reform Manager and Revenues and Benefits Programme Manager at Oxford City Council, the Strategy Manager at OxLEP, an OxLEP Network Navigator for Social Enterprise and a representative of South Oxfordshire District Council and Vale of White Horse District Council. West Oxfordshire District Council and

Cherwell District Council were also invited to participate, but have been unable to attend.

9. The Programme received 34 applications for funding, and 16 awards have been made totalling £392,591, which is slightly in excess of the budget of £390,909. This is possible because by the time of the third funding call, underspends had been identified in projects funded in the first funding call.
10. A wide range of projects have been funded both in terms of the types of participant targeted, and the range of activities on offer. For example, Film Oxford and Fusion Arts are offering training with industry professionals which will involve participants in planning and running one of the performance stages at the Common People Festival in May this year. Incredible Edible Oxford are delivering horticultural, agro-ecology and eco-building skills courses through activities catering to a range of interests and abilities, to help participants acquire the skills to be ready for professional work in this field. A summary of all of the awards and projects can be found in Appendix 2. Two case studies are also provided at Appendix 3.
11. Grant funded organisations have reported that 201 individuals have participated in their projects, up until the end of January 2018. Of these, 98 are Oxford residents. Outcomes for participants at the end of projects are not usually received until the end of the project, and so these have only been received for a small number of participants so far, and are as follows:
 - 31 completed basic skills course in English and/or Maths
 - 10 of the above 31 moved on to further English and/or Maths courses
 - 2 moved into Volunteering/mentoring
 - 2 completed a Level 1 Food Safety & Hygiene course
 - 2 moved into other Education or Training opportunities

Options

12. The only two options are to proceed with the extension to the project, or not. The additional funding which comes with the project extension represents new money coming into Oxford and Oxfordshire, to spend on supporting disadvantaged people into training and employment. If we do not proceed with the extension, the funding will remain in the ESF and ESFA, and will not be spent locally. As such the City Executive Board is recommended to approve the project extension.

Financial implications

13. A separate cost centre has been established to manage the funding of the Programme. This is managed in accordance with ESF rules to ensure that funding that has been disbursed isn't clawed back by the ESFA. The programme has been subject to 5 audit and compliance visits from the ESFA which have all been successful, with no funding being clawed back.

14. Project administration costs of £39,091 have been provided by the programme. Funding for administration of the project extension will also be available. This will be 10% of the additional amount provided for grants.

Legal issues

15. Organisations which are awarded funding enter into contracts with the Council. The form of these contracts has been agreed with Legal Services.

Level of risk

16. A risk register is attached at Appendix 4.

Equalities impact

17. The OxLEP Community Grants Programme is designed to support people from disadvantaged groups and so an impact assessment is not required.

Report author	Paul Wilding
Job title	Revenues & Benefits Programme Manager
Service area or department	Welfare Reform Team
Telephone	01865 252461
e-mail	pwilding@oxford.gov.uk

Background Papers: None



Oxfordshire Local Enterprise Partnership

ESF Community Grants

Programme Prospectus



Community Grants Prospectus

Oxford City Council has been awarded the contract to deliver the Oxfordshire Local Enterprise Partnership's (OxLEP) ESF Community Grants Programme from 2016-18. This prospectus outlines the background to the commissioning of the programme, the detail of the programme's themes, expected outcomes, and the schedule of funding calls.

Background to OxLEP ESF Community Grants Programme

Oxfordshire is in practice a full employment labour market, with 0.4% JSA claimants – fewer than 2,000 residents, but also with a substantial number of people on long term sickness or disability benefits, some 15,000 claiming ESA. Long term unemployed residents are to be found across the county, although with concentrations in Oxford City itself and around the county's other towns.

The challenge of virtual full employment is the ability of employers to find and recruit suitably qualified staff, especially in professional (level 4 and above) and technical and associate professional level business sectors (level 3 and above) where over 7,500 vacancies exist with fewer than 600 people seeking those roles. Similar labour shortages exist in skilled trade occupations – with c1, 150 vacancies registered against 500 people seeking them. Only 86,400 Oxfordshire residents – 20.4% of working age people – were economically inactive between July 2014 2012 and June 2015, a far lower proportion than the national average (22.5%). A relatively high share of economic inactivity is accounted for by students and retired people, meaning there is little 'hidden' unemployment compared to other parts of the country. Unsurprisingly, economic inactivity is highest in Oxford City.

In this situation, those out of work, particularly for any length of time, must be significantly disadvantaged or have major barriers to finding employment. OxLEP's ESIF programme therefore targets precisely those furthest from the labour market for particular attention. With skills shortages in many sectors, the programme will seek to channel unemployed residents towards those sectors with the most appropriate opportunities for them.

Oxfordshire's labour market is forecast to grow significantly over the coming decades. Research to inform the county's strategic housing market assessment concluded a likely increase of some 88,000 jobs up to 2031, 4,400 per year (1% pa), an increase in annual growth of 25% over the previous decade. This projection is based on taking into account all likely sources of growth, including those planned from developments such as the Science Vale Oxford Enterprise Zone, Oxfordshire City Deal, NW Bicester Eco Town, the redevelopment of the Westgate shopping centre in Oxford city centre and other planned infrastructure investment. The county's goal of growth through innovation is based on economic growth, but clearly is expected to bring with it employment growth too, and from a LEP and local authority point of view employment growth is equally important as a goal for Oxfordshire. This will bring with it a number of implications relevant for the use of EU funds, including:

- Greater need to match labour market supply and demand, and opportunities to bring the more disadvantaged into work
- More pressure on the skills base and greater needs to ensure the right mix of types and skills is available
- In-migration including from overseas with associated need for ESOL provision

Community Grants Programme

OxLEP's ESIF Strategy includes a number of programmes to address the above themes. However the scale of these projects makes them inaccessible to smaller community based organisations. The Community Grants Programme has been commissioned to ensure that any gaps in ESIF provision are addressed, whether by geography or demography, and to enable smaller organisations to access ESIF funding in a manageable way.

All community, voluntary and faith organisations in Oxfordshire, including those in Oxford city, the rural areas and in market towns where there is demonstrable evidence of local social and economic deprivation will be able to apply for a Grant of between £5,000 and £50,000.

The Community Grants Programme aims to ensure that a diverse range of community organisations are able to access ESIF funding. As such, no single organisation will be awarded more than one grant across the entire programme when applying as a single organisation. No organisation will receive more than one grant in each funding round when applying as part of a partnership.

Projects funded by Grants must address one of three core priorities:

1. Increase social inclusion by supporting residents towards and into sustainable employment, and promoting employment opportunities.

Projects under this priority will include those that help the long-term unemployed and involuntarily workless move closer to the labour market, employment and training programmes, which equip residents with skills needed to achieve employment, and those that support first generation migrant women to access skills training and job opportunities. This may include access to volunteering, work placements, intermediate labour markets and other activities offering opportunities to participate and demonstrate commitment.

2. Help residents become better qualified and raise educational aspirations.

Activities could include educational programmes for young people who are NEET, and adults, youth engagement and youth leadership projects, mentoring, community education projects aimed at raising aspirations and projects that support family learning. Recipients are not required to offer accredited qualifications but should demonstrate willingness to help move participants towards the acquisition of skills and qualifications needed in the labour market.

3. To actively promote and engage in partnership working with other local key stakeholders within communities.

Recipients will need to demonstrate that they will work with other organisations, especially those operating in their communities, to get the maximum impact for the beneficiaries. Organisations might include local children's centres, youth hubs, health centres and other appropriate settings. The overall aim of the Oxfordshire ESIF Strategy and Implementation Plan, is to make sure existing a new provision aiming to increase social inclusion within community, communicate and join up with each other as far as possible so that services (and their promotion) are perceived as 'seamless' by those who use them. Recipients should also demonstrate an ability to engage positively with Oxfordshire's labour market including

public, private and third sector employers so as to ensure activities are founded on a realistic and aspirational understanding of where opportunities lie.

Target groups and outcomes

Recipients should identify and demonstrate the needs of the target groups they wish to support based on local circumstances. Projects should support different groups, particularly where social exclusion is concentrated in particular localities and may impact on people with different characteristics. The target groups for Grant funded projects would therefore be drawn from:

- Individuals who are homeless or vulnerable to homelessness
- Offenders on release from custody and individuals with a recent offending history
- ESA claimants (for whom employment is appropriate, such as in the WRAG 1 cohort)
- Individuals affected by chronic ill-health and anxiety and depression
- Over 50s
- Ex-service personnel and family members
- Individuals recovering from drugs and alcohol addiction
- Individuals with ESOL needs
- Refugees who qualify to work in the UK
- Single parents, particularly those entitled to free childcare
- Young people NEET – age at start of activity
- Troubled Families adult clients
- Work Programme returners
- Individuals who are long-term unemployed or in a cycle of temporary contract, low skilled employment and need intensive support to increase self-esteem, self-confidence and core employability skills such as ICT, literacy, CV development.

Programme Outcomes

The required outcomes for the programme, are for 325 Individualised Learner Records(ILRs) to be completed. With a total of £387,000 available in grant funding, this equates to £1,190 per outcome. There are also targets for supporting particular groups of individuals outlined below. Applicants must show how their project will contribute to meeting one or more of these targets:

- | | |
|----------------------------|---------|
| • Over 50s | min 14% |
| • Ethnic groups | min 25% |
| • Disability/health issues | min 22% |
| • Female | min 36% |
| • Offenders/ex-offenders | min 29% |

Funding Call Schedule

There will be three funding calls intended to allocate the total funding amount of £387,000. The calls will open in October 2016, January 2017 and March 2017. If these funding calls do not allocate all the grant funding, a final funding call will be arranged in Spring 2017. The first three funding calls will have a number of themes attached to them as outlined below. The programme has been structured in this way to maximise the diversity of funded projects. However organisations may have a good reason for targeting groups outside of the allocated

funding call. In such an event, there is a space on the application to explain the reason for doing so.

Funding Call 1:

- Individuals who are homeless or vulnerable to homelessness
- Offenders on release from custody and individuals with a recent offending history
- Individuals recovering from drugs and alcohol addiction
- Individuals with ESOL needs
- Refugees who qualify to work in the UK

Funding Call 2:

- ESA claimants (for whom employment is appropriate, such as in the WRAG 1 cohort)
- Individuals affected by chronic ill-health and anxiety and depression
- Single parents, particularly those entitled to free childcare
- Troubled Families adult clients

Funding Call 3:

- Over 50s
- Ex-service personnel and family members
- Young people NEET – age at start of activity
- Work Programme returners
- Individuals who are long-term unemployed or in a cycle of temporary contract, low skilled employment and need intensive support to increase self-esteem, self-confidence and core employability skills such as ICT, literacy, CV development

CVs, interviews, and to find and sustain appropriate volunteering/work placements, training or jobs. This includes supporting refugees and ESOL learners to match their skills and experience to more appropriate work or find accreditation/recognition for existing skills/qualifications.

EMBS - Enabling pathways to employment for refugees and ESOL learners

EMBS's role in this project is to engage learners from BAME and refugee backgrounds who have pre-entry ESOL needs. This is achieved through targeted outreach and referrals from partners, support with childcare and travel costs and accessible venues. Participants are supported to improve their English Language skills of those at pre-entry level, to build confidence and enable them to progress to funded higher level ESOL or other education provision.

WEA – Enabling pathways to employment for refugees and ESOL learners

WEA have a similar role to EMBS in this project. They are running pre-entry ESOL classes varying from 4 to 8 hours per week to meet different needs. Classes will include embedded employability skills, including numeracy and IT and will support learners to progress.

EMBS & Partners – Take 2

EMBS are working with a range of partners to engage young people not in education, employment or training, in order to raise educational and employment aspirations and put them on appropriate pathways. Engagement activities include opportunities in creative arts, music, film, radio, photography, woodwork, retail, upcycling and community projects.

Farmability – Doing, Belonging, Becoming

Farmability helps young people (16-25) with ASD and/or moderate to severe learning disabilities to make a successful transition to active adulthood, with a purposeful connection to the local community, living as independently as possible, functioning effectively in a meaningful environment, and with some clear aspirations for their future.

Their project encourages school students and young people with ASD and/or learning disabilities to challenge themselves through participation in a programme of outdoor, purposeful activities in farming and horticulture. While learning new skills, building confidence and improving health and wellbeing, participants will prepare to find a meaningful occupation that matches their abilities and potential.

Film Oxford & Fusion Arts – iCreative

iCreative is an innovative programme of training, production and mentoring for disadvantaged or excluded young people (16 -24) looking to work in the local Creative industries. There are 3 key stages:

- Website - building the i-Creative portal/website of information on local training and work opportunities in the Creative Industries
- Training - Running a 10 day pilot programme of training and production for 20 young people - contributing to Oxford City Council Christmas Light Festival 2017
- Mentoring – a six month period of support on personal pathways into further training or work.

Film Oxford & Fusion Arts – iCreative 3: Common People

Following the successful completion of the first i-Creative project, Film Oxford successfully bid for a second project in the programme's third funding call. This new project engages with young asylum seekers, refugees, migrants and those who have disengaged from education. This programme will offer 10 days of training with industry professionals leading up to the planning, co-ordination, promotion and running of the iCreative Stage at the Oxford City Council supported Common People festival at the end of May 2018.

Incredible Edible Oxford

Incredible Edible has developed an innovative programme of skills training and volunteering which will enable economically excluded people to access the expanding green jobs market. The programme focuses on delivering practical horticultural, agro-ecology and eco-building skills through activities catering to a range of interests and abilities. Initial taster courses mobilise new learners and provide the confidence and experience to progress to advanced accredited courses. The advanced courses are tailored towards developing concrete knowledge and expertise in an area of the green labour market.

Leys News – Community Learning & Training

Working with Thames Valley Community Rehabilitation Company and the Ley Community Drug & Alcohol Rehabilitation, their project provides training for two distinct groups of vulnerable adults, ex-offenders and people recovering from drug abuse. The course incorporates personal development planning (PDP) and community journalism elements, to support, guide and direct participants into further education and employment.

The PDP element of the course allows for reflective thinking and personal development planning, while journalism provides a practical vehicle for involving trainees in a community based project and provide skills in writing, research and photography as well as improved literacy and communication skills. Trainees build up a solid portfolio of work which will help in their career development, help reduce the incidence of re-offending and provide opportunities for ongoing volunteering in both print and online media services.

Oxfordshire Play Association – Get Qualified

OPA are delivering accredited Playwork qualification, the QCF Level 2 Diploma in Playwork, to 2 cohorts of 10 learners (total of 20 learners). They are working with people over the age of 50, Work Programme Returners, and long term unemployed or people in a cycle of temporary , low skilled employment.

The QCF Level 2 Diploma in Playwork will qualify learners to work as a Playworker in a wide range of roles including After School Clubs, Breakfast Clubs, Adventure Playgrounds, Soft Play Areas, Family / Children Centres, Holiday Play Schemes and Hospitals and Junior Youth Clubs.

South Oxfordshire Housing Association & Employment action Group (Berinsfield) – Launchpad

Launchpad is an employment mentoring and training project. It will support residents with upskilling (training & gaining qualifications), progressing towards employment or better employment and coping with budgetary constraints. This includes 1:1 Employment support, Digital Inclusion, and Training which is tailored to the participants' needs.

Start Up – Breaking the Cycle 2

Start Up works with and represents disadvantaged women, primarily ex-offenders and those under 25 who are vulnerably housed in urban centres in Oxfordshire. Their project delivered life skills coaching, and, training to improve employability potential, underpinned by peer mentoring from Startup beneficiaries who share their own experiences in turning their lives around. By mutual consent, this project was terminated early due to the incompatibility of Start Up's operating model, with the requirements of ESF funding.

The Porch – Steppin' Forward

This project provides vocational skills training alongside personal development support to homeless or vulnerably housed people with enduring or complex needs that require considerable support. This will help them to develop job related skills that will give them a

realistic opportunity to find part-time work or engage in a positive volunteering role, as the next step in moving towards the labour market.

Participants are assessed by project workers and sign up to develop their employability skills by enrolling in a vocational training programme run by mentors with experience of working with the client group. Training options comprise either an IT course lasting 6 weeks (each class will be 2 hours long) or kitchen catering training (choice of café food preparation, preserve/chutney making, or kitchen cleaning/hygiene).

Yellow Submarine and Friends of Hill End – Can Do

A formal training and work experience programme has been created at Hill End Centre, suitable for a broad spectrum of service users, including those who are affected by chronic ill health, anxiety and depression. Its 185 bed residential facility is used to run a training programme to teach the skills needed in a hotel for the cleaning and presentation of bedrooms. This will target local employers, such as University colleges who have appropriate vacancies when their sites are used as B&B style facilities out-of-term time. The project makes use of the Hill End site grounds, and skilled staff, to deliver training and work experience in horticulture and landscaping. Yellow Submarine supports the creation of retail and catering training opportunities on the site via a pop-up café and shop to coincide with big public-facing event days.

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Appendix 3 Case Studies

Case Study 1

Organisation: Yellow Submarine

Project: 'Can Do' at Hill End Centre

Person C. This student has been in care and was in the process of changing his life completely as he was nearly eighteen and moving into adult care system. He was therefore in a very vulnerable state.

He arrived very eager to please and could communicate with adults in a polite fashion. Once settled he focused on the willow maze restoration. He was able to follow directions well but did require gentle support to ensure he felt secure.

On the second week we were working as a pair, he was willing to take a lead, remembering what had to be done and could be independent in his tasks.

He spotted additional tasks such as a broken post, we repaired it.

He was unable to attend the third week as he suffers from anxiety. He was able to phone in and explain, realising the need to do this.

During the fourth week he had a difficult week due to very difficult and confidential procedures happening in his life and was unable to come on his usual day. However, the impact of the course was such that he chose to come on Wednesday to work and worked well. The feedback via his support network was that Hill End was one of his safe places where he felt supported and there were no challenges to his concerns. Short, personal conversations seem to settle him. He joined all the volunteers at lunch and although quiet he was able to be part of the group by listening and staying in the room.

After half term he arrived happy and worked in the maze again, alongside another student. He was having problems with his hearing aid and needed a Drs appointment which had been booked. He was able to work independently and showed initiative during the morning. Again, the fact that he wanted to be at the centre despite a hearing problem was a positive action of his.

Starting November: the morning was spent working as part of a team clearing around a conference centre. He was able to work alongside other members jointly clearing the paths. He was then able to work independently back at the maze, and clearing away all the tools and equipment. He was able to report back on what he had achieved. He was showing signs of becoming an independent worker who required direction and support but making great progress.

He responded well during the training, chatting with other students, telling them about his previous experiences with trimmers. When it came to use them he was reluctant to go first and stood back. He told me he didn't like being watched, his insecurity was evident. Once he was going, he can use the machines. It was also a successful day as he was fully integrated in the day with all the students on the course.

The following week he was the only person attending which gave us the opportunity to work together. We used the trimmer and he was able to go slowly through the set up and refilling of the trimmer. As I was able to work on a task nearby it was easy for him to refer to me as questions of what and where to trim came up. The session allowed him the chance to become more confident.

At this time the student reached an age when his accommodation had to change and the level of support he received also changed. Confidential issues changed bringing a long-term

situation to a close. He has a new home now and was able to sign on with Aspire, his first job. Positive feedback from his key workers suggest that involvement in the project was a factor in assisting him to increase his self-confidence and raise his skill levels.

Case Study 2

Organisation: Ark - T

Project: Our Voice is Our Power

'Our Voice is Our Power' is a creative learning programme for vulnerable and disadvantaged adults who are furthest from the workplace. The project is based at the Ark -T arts and community centre in Cowley, East Oxford. Participants attend regular sessions with a tutor and editor and work together as a team to research, write, and distribute a quarterly edition of a community newspaper, The Cowley News.

AG attended the first round of 5 weeks training beginning in June 2017 going on to complete a further 5 weeks of training in round 2 and contributing to both the Summer and Autumn editions of Cowley News.

AG has experienced long-term unemployment and saw an advert for the community reporter training course in the Job Centre and his support worker suggested he come along. He said "I thought it would be a good idea because I have always been interested in the local community and community work."

"I have really enjoyed the group sessions and having guest speakers coming in like Deborah Glass-Woodin to talk about housing in Oxford, and the team working together to produce an article for the paper. Having access to the Camarados café and other Ark T resources is an added bonus!"

"Coming on the Cowley News training has helped me progress towards producing a similar paper or publication based around my union work. Since completing the training, I have continued to be part of the Cowley News Team, attending regular team meetings and supporting new trainees as a mentor."

Recently AG supported another member of the team – KK, who has a mild learning disability and struggles with literacy, to work on a story for the paper about 'The Porch and Stepping Stones' homelessness charity; they were able to do the interview with AG taking notes. KK said "knowing I didn't have to do the writing made it much easier!"

KK has had a long standing connection with this charity and many of its members which undoubtedly helped established a good rapport with an often hard to reach group within the community, supported by AG together they were able to interview staff and service users as a team producing an article for the next issue of Cowley News and potentially developing partnerships with the Porch Stepping Stones, who also work closely with Grendon Underwood Prison rehabilitation service for further work or news stories in the future.

AG said that "One of the best things about the training programme was its flexibility – the way the activities and programme were adapted to suit the interests of the group; like inviting various speakers in or taking us off to an exhibition at Modern Art Oxford or wherever!"

"The support has been great, both the group work and individual attention has been great and handled very well, for instance, talking to you like this means so much more than a certificate or a lanyard with a press card!"

"When I came on the course I was hoping to gain more experience in my writing and presentation skills for my union and community work, and this training has definitely helped with

that, I now feel much more confident talking about and presenting the work I do in the community with the Trade Unions Council and Cowley News, that said it would be great to have a workshop on presentation skills maybe?"

"Other things I have gained that I wasn't expecting are increased sociability, making new friends and reconnecting with old ones. I've also challenged myself in a good way and feel able to get going and keep on with my Union and community work. I'd never really seen myself as a community worker but coming on this course has made me realise that this is what I have been doing all my life without realising it regardless of being 'employed' or not!"

"I think everyone I know would benefit from coming on this course and I'd promote it to them any way I could!"

Since attending 2 rounds of the training in the Summer and Autumn AG has increased his confidence and has continued to be an active member of the Cowley News Team, contributing copy, fact finding and mentoring fellow team members. He also helps distribute the paper and is developing potential sponsorship opportunities through his Trades Union and community contacts.

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Appendix 4

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Clawback of funding	Programme funding not accounted for in accordance with ESF rules, resulting in clawback.	Threat	ESF rules are complex and require high levels of verification of expenditure and participant details	Funding can be clawed back and small errors can be extrapolated across all similar expenditure resulting in large penalties	1/5/16	Paul Wilding	4	3	4	2	4	2		Appropriate resource allocated to managing the programme. All engagement with grant recipients emphasises the need to account for funding in accordance with ESF rules	31/3/19	In Progress	75	Paul Wilding
Take-up of grants	Low levels of interest in grants programme	Opp	Insufficient publicity about the programme	Low numbers of applications received	1/5/16	Paul Wilding	3	3	3	2	3	2		Publicity undertaken through normal city council channels as well as those of OxLep and OCVA	1/7/17	Completed	100	Geoff Foulkes
Quality of applications	Applications for funding are of a low quality	Opp	Lack of understanding of the programme objectives, and operation of ESF funding	Applications are of a poor quality, and are unsuccessful	1/5/16	Paul Wilding	3	3	3	1	3	1		Digital toolkit developed which explains the aim of the programme and provides guidance for each question. Pre-application events held for interested organisations	1/7/17	Completed	100	Geoff Foulkes

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Minutes of a meeting of the CITY EXECUTIVE BOARD on Tuesday 20 March 2018

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Committee members:

Councillor Brown (Chair)	Councillor Hayes (Deputy Leader)
Councillor Hollingsworth	Councillor Price
Councillor Rowley	Councillor Sinclair
Councillor Smith (Deputy Leader)	Councillor Tanner
Councillor Tidball	Councillor Turner

Officers:

Gordon Mitchell, Chief Executive
Caroline Green, Assistant Chief Executive
Tim Sadler, Executive Director Sustainable City
Nigel Kennedy, Head of Financial Services
Anita Bradley, Monitoring Officer
Dave Scholes, Housing Strategy & Needs Manager
Frances Evans, Strategy & Service Development Manager
Rachel Lawrence, Rough Sleeping and Single Homelessness Manager
Tom Morris, Principal Planner
Martin John, Electoral Services Manager
Shaun Hatton, Highways and Engineering Manager
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Andrew Gant, Liberal Democrat Group Leader
Councillor Mark Ladbrooke

Apologies:

None

165. Declarations of Interest

None.

166. Addresses and Questions by Members of the Public

None.

167. Councillor Addresses on any item for decision on the Board's agenda

Cllr Gant, speaking as a local Member and in respect of the decisions to be made in respect of the Summertown and St Margaret's Neighbourhood Plan later on the agenda (item 10) wanted to take the opportunity to record thanks for the work of community leaders, and volunteers who, over a long period of time, had brought the project to this point. The project had commanded wide local support and fitted well with the Council's emerging Local Plan. He noted in particular the contributions of the two Chairs of the Neighbourhood Forum, Martin Roberts and Sam Clarke, and Tom Morris, Principal Planner.

The Chair added her thanks, on behalf of the Board, to all those involved in this important project for the City.

168. Councillor Addresses on Neighbourhood Issues

None.

169. Items raised by Board Members

None.

170. Scrutiny Committee Reports

Report of the Oxford Living Wage Review Group

Cllr Ladbrooke, Chair of the Review Group, introduced the report with a reference to the campaign group 'Jubilee 2000' which sought to end third world debt and the then Chancellor, Gordon Brown's decision to provide debt relief to some of the world's poorest nations. This had, in turn, led to development of both the notion and importance of a "living wage", something which had won "hearts and minds" and for which there was now widespread acceptance. If employers are required to ensure the national minimum living wage, then why not encourage them to go one step further and adopt a living wage, something which would not only assist their employees but was likely, also, to benefit their standing in the community?

The group's report was necessarily focussed on the matter of the living wage and did not explore a number of other factors such as the evident impact of ill health, gender, disability, and ethnicity, on low pay.

The introduction of an Oxford Living Wage (OLW) would not provide a "silver bullet" for the challenges faced by those on low pay but it had the potential to make a significant contribution.

He saw the Council as having a critical role in demonstrating leadership in the promotion of the OLW, seeking to both embed it and celebrate success wherever it may be found. A lot of good work in relation to the OLW happened "under the radar"

and was not well documented. It was important to do everything possible to record and celebrate progress.

Summing up he said that the work of the group had been a hugely positive experience, the introduction of a living wage was an idea whose time had come and was, evidently, of great benefit to the poorer members of the community.

The Chair thanked Cllr Ladbrooke for his eloquent introduction and confirmed that he should be the Council's champion for the OLW, until the Council elections in May, when, regrettably, he would be standing down. After the elections there would be an opportunity to consider how best to continue the work set in train by the group.

In relation to the group's recommendation 8 which had been agreed in part (re maintaining a list of local employers paying the OLW) she noted the difficulties of ensuring an up-to-date and accurate list but agreed that more thought should be given to how this might be achieved.

Cllr Smith added that such a list (in parallel with logos for employers adopting the OLW) was important to enable consumers to make informed choices about those companies/organisations they wished to support.

Cllr Price noted that the Oxford Economic Growth Steering Group had identified this matter as a key priority for 2018/19 and one which would be taken forward by a task and finish group.

Cllr Hayes thanked all those who had contributed to it for an excellent report and was particularly supportive of recommendation 15 and the response to it (identification of a portfolio holder to lead on the OLW). He was keen that the work going forward should provide the opportunity for the low paid themselves to have a voice.

The Chair concluded by thanking all those who had contributed to this valuable report.

171. Allocation of Homelessness Prevention Funds 2018/19

The Head of Housing Services had submitted a report seeking the City Executive Board's approval to the allocation of homelessness prevention funds with the purpose of helping meet the objectives of the Homelessness Strategy.

Cllr Rowley, Board Member for Housing, introduced the report, noting the intention of ensuring that the probable savings from the 2018/19 are carried forward for use in support of homelessness services and so continuing to meet the challenges faced by those who are homeless or rough sleepers. He was pleased to be able to highlight an increase of £300k for supported accommodation and that the City's, current, assessed need is for 150 beds and that in 2018/19 and 2019/20 there will be provision for 170 and 167 respectively.

The Rough Sleeping and Single Homelessness Manager drew attention to the £150k made available to facilitate work the ongoing City Conversation on Rough Sleeping and flowing from the inauguration event on 28 November. This had initiated a programme of

work involving collaboration between a wide range of organisations and individuals who have a role to play in helping to address the issues of homelessness and rough sleeping. An interim steering group has been set up to take this programme of work forward which has met twice. The group will be chaired by Jane Cranston, currently High Sheriff of Oxfordshire, and convened and coordinated by the Oxfordshire Community Foundation.

Details about how this additional resource would be used were still being worked up but some funds had already been committed to employing an additional member of staff. This role will focus on communication; ensuring effective co-ordination between the many parts of the Council which provide services which touch upon the lives of those who are homeless or rough sleeping; and assembling and making available high quality data about the issue and related matters (it was hoped that the first quarter of 2018/19 would see the first batch of these data). The impact of the work being done by the Council, commissioned services and other local homelessness organisations was not always visible, with some 300 successful interventions having been made by the Oxford SPOT, the Council's commissioned outreach team, over the last year and an effective Severe Weather Emergency Programme which had provided nearly 800 nights of accommodation to vulnerable people and given shelter to around 130 people so far over the winter.

She went on to note that rough sleeping had been all but eradicated nationally in 2008 and there is every reason why, with the support of partners, we should hope to achieve this eradicated again. At the same time, it was recognised by all present that the underlying causes of homelessness were, for the most part, a consequence of recent government policies over which the Council had no control and which had a particularly profound effect on the most vulnerable members of the community.

The Housing Strategy and Needs Manager spoke briefly about the Council's Trailblazer project, as one of just 20 authorities which had received such funding in recognition of the City's good track record in tackling homelessness and rough sleeping.

It was agreed that the City's reputation as a good provider of services for those who are homeless and rough sleeping was well deserved. Assembling meaningful comparative data was however difficult. Establishing links with other cities which experienced similar levels of homelessness would be beneficial as well as assembling the data referred to above so as to have a better understanding of the reasons for people presenting as homeless in the Oxford. The attraction of Oxford, given the quality of its provision, as compared with neighbouring authorities was noted. At the same time it was noted that some of those who were homeless or rough sleepers and in the City were reluctant to engage with the provision available.

Cllr Rowley concluded the discussion by noting the significant number of successful interventions every year and the support offered which had a positive impact via, for example the Welfare Reform Team and Advice Centres. There were three principal ways in which the Council could address this complex issue: through direct provision of services provided by the Council; the facilitation of provision by others (via the City Conversation); and lobbying central government. A sustainable solution would only be achievable with the cessation of those policies which drove people onto the street.

The Chair thanked all those involved who worked to support this important area of work, including Council officers, commissioned service providers, local homelessness organisations and volunteers.

The City Executive Board resolved to:

1. **Approve** the allocation of Homelessness Prevention funds to commission homelessness services in 2018/19 as outlined in paragraph 41 and Appendix C of the report;
2. **Recommend** to City Executive Board and the Chief Finance Officer that any savings from 2017/18 budget allocations for Homelessness Prevention activities are considered to be carried forward at the end of the financial year in order to fund necessary services in 2018/19 and 2019/20 as outlined at paragraphs 28-30 of the report; and
3. **Delegate** to the Head of Housing in consultation with the portfolio holder the discretion to revise the intended programme if required.

172. Draft Tenancy Strategy and Tenancy Policy 2018-2023

The Head of Housing Services had submitted a report to request that the City Executive Board approves the Draft Tenancy Strategy and Tenancy Policy 2018-2023 (and associated appendices) as draft documents to be published for a period of public consultation.

Cllr Rowley, Board Member for Housing, introduced the report by reminding those present that the current versions of the Tenancy Strategy and Tenancy Policy were due for renewal in 2018. He explained that in the absence of Government guidance on mandatory use of Flexible Fixed term Tenancies, the new drafts before the Board set out a continued commitment for the Council to offer only lifetime (secure) tenancies unless there is a legislative change or grant funding requirement to offer an alternative tenancy term. Should there be a need to update the Tenancy Strategy/Policy in relation to implementation of mandatory Flexible Fixed Term Tenancies, a further report and revised Tenancy Strategy and Policy will be presented to the City Executive Board.

The City Executive Board resolved to:

Approve the Draft Tenancy Strategy and Tenancy Policy 2018-23 (and associated appendices) as draft documents to be published for a period of public and stakeholder consultation.

173. Summertown and St Margaret's Neighbourhood Plan

The Head of Planning, Sustainable Development and Regulatory Services had submitted a report seeking the City Executive Board's endorsement of the consultation draft Summertown and St. Margaret's Neighbourhood Plan as required by Regulations.

Councillor Alex Hollingsworth, Board Member for Planning, Sustainability & Regulatory Services, introduced the report and added his thanks to those previously noted for all those who had contributed so much to this valuable project.

Cllr Price noted that what was proposed aligned well with the vision set out for the City in "Oxford 2050".

The City Executive Board resolved to:

1. **Agree** that the legal tests have been met and to proceed with the consultation stage;
2. **Endorse** the Draft Summertown and St. Margaret's Neighbourhood Plan for consultation; and
3. **Proceed** with the neighbourhood plan process by submitting the consultation responses and the draft plan for independent examination.

174. Ward Boundaries

The Electoral Registration Officer had submitted a report to brief the City Executive Board on the ward boundary review and ask it to recommend a ward scheme to the Local Government Boundary Commission for England.

Cllr Tanner asked for thanks to be recorded for the work of Officers and Members in preparing the report.

The City Executive Board resolved to:

Propose a new scheme of wards based on a council size of 48 councillors to the Local Government Boundary Commission for England.

175. Integrated Performance Report for Quarter 3

The Head of Financial Services and Head of Business Improvement had submitted a report to update Members on Finance, Risk and Performance as at 31st December 2017.

Councillor Ed Turner, Board Member for Finance & Asset Management, introduced the report. He was pleased to report the headline position that the budget was on track. Issues in relation to losses associated with errors in payment of Housing Benefit were

being successfully addressed. There was some minor slippage in the Capital Programme. The target for the number of people using leisure centres had not been met (but the City's performance was strong on the basis of national comparators) and steps were being taken to improve the position.

The introduction of Universal Credit had had significant knock on consequences for the processing of information relating to entitlement of benefits such as Housing Benefit, Council Tax Reduction and Discretionary Housing Payments. Representations had been made to Government by the Leader and local MP but no response had been received. It was agreed that this should be pursued.

The target for the amount of employment floor space for development had not been met. This indicator had, however, been subject to a previous discussion during which its appropriateness had been questioned and its deletion recommended; to be revisited.

The City Executive Board resolved to:

Note the projected financial outturn and current position on risk and performance as at the 31st December 2017.

176. Highways Maintenance

The Executive Director Sustainable City had submitted a report to seek authority to enter into an Agency Agreement with Oxfordshire County Council to provide highway maintenance services on the classified road network in the City, in addition to the works already undertaken on minor roads under section 42 of The Highways Act 1980.

Councillor Alex Hollingsworth, Board Member for Planning, Sustainability & Regulatory Services, introduced the report. The proposal that the City Council should take over responsibility for highway maintenance on the classified road network in the City would result in better value for money than hitherto, and be good for road users and tax payers. The Council was particularly well placed to undertake this responsibility having its own depot in the City. It was important to note that, while very beneficial, the new arrangements did not represent a panacea for the poor condition of the City's road as the money available for road improvement/repair was still finite.

The particular importance of ensuring safe road surfaces for cyclists was noted.

The City Executive Board resolved to:

1) **Authorise** the Executive Director Sustainable City, in consultation with the Portfolio Holder, Monitoring Officer and Section 151 officer, to negotiate and enter into an agency agreement with Oxfordshire County Council under which Oxford City Council would be appointed to carry out certain highway maintenance on the classified road network in the City as the agent of Oxfordshire County Council, in accordance with the provisions of s101 Local Government Act 1972 and other enabling legislation;

2) **Authorise** the proposed Service Contract with Oxford Direct Services Ltd be extended to cover the provision of these works as the sub-contractor of Oxford City Council;

3) **Note** that in entering into the proposed contract with Oxfordshire County Council, up to three members of Oxfordshire County Council staff may be subject to the TUPE regulations, and thus would transfer their employment to Oxford Direct Services Ltd; and

4) **Recommend** to Council the inclusion of a gross expenditure and gross income budget of £1.56 million for the year 2018-19 i.e. nil cost to the Council

177. Minutes

The Board resolved to APPROVE the minutes of the meeting held on 13 February as a true and accurate record.

178. Dates of Future Meetings

Meetings are scheduled for the following dates:

- 17 April
- 22 May
- 13 June
- 11 July
- 14 August

All meetings start at 5pm.

179. Matters Exempt from Publication

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

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

180.Highways Maintenance - confidential appendices

There was no substantive discussion of these appendices except to note that the confidential status of Appendix 4 should be withdrawn as soon as possible (subject to agreement of Oxford County Council and removal of figures).

The meeting started at 5.00 pm and ended at 6.30 pm

Chair

Date: Tuesday 17 April 2018

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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