

# Agenda

www.oxford.gov.uk



## City Executive Board

Date: **Tuesday 18 December 2018**

---

Time: **6.00 pm**

---

Place: **The Old Library - Oxford Town Hall**

---

For any further information please contact:

**John Mitchell, Committee and Member Services Officer**

Telephone: 01865 252217

Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

---

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

<b>Chair/ Leader</b>	Councillor Susan Brown	Leader of the Council, Board Member for Economic Development and Partnership
<b>Vice Chair/ Deputy Leader</b>	Councillor Linda Smith	Deputy Leader (Statutory), Board Member for Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Board Member for Finance and Asset Management
	Councillor Nigel Chapman	Board Member for Customer Focused Services
	Councillor Mary Clarkson	Board Member for Culture and City Centre
	Councillor Tom Hayes	Board Member for Safer, Greener, Environment
	Councillor Alex Hollingsworth	Board Member for Planning and Transport
	Councillor Mike Rowley	Board Member for Housing
	Councillor Christine Simm	Board Member for Supporting Local Communities
	Councillor Louise Upton	Board Member for Healthy Oxford

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.

All agendas, reports and minutes are available online and can be:

- viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- downloaded from our website
- viewed using the computers in the Customer Services, St Aldate's, or
- subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://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 REPORTS

9 - 20

At its meeting on 4 December 2018, the Scrutiny Committee considered a report about the impact of the Westgate redevelopment on the City Centre, since it opened one year ago. The Committee's resultant report and the Board Member's response to it are attached.

At its meeting on 12 November 2018, the Scrutiny Committee's Housing Panel considered a report concerning preparations being made for the Severe Weather Emergency Protocol (SWEP). The Committee agreed that the report and its recommendations should be submitted to the Board. The report and the Board Member's response are attached.

8 DRAFT CONSULTATION BUDGET 2019/20

21 - 148

**Lead Member:** Deputy Leader - Finance and Asset Management  
(Councillor Ed Turner)

The Head of Financial Services has submitted a report to propose a Medium Term Financial Strategy and the 2019/20 Budget for consultation.

**Recommendations:** That the City Executive Board resolves to:

**1. Approve** the 2019-20 General Fund and Housing Revenue Account budgets for consultation and the General Fund and Housing Revenue Account Medium Term Financial Plan as set out in Appendices 1-9, noting :

a) the Council's General Fund Budget Requirement of £24.175 million for 2019/20 and an increase in the Band D Council Tax of 2.99% or £8.94 per annum representing a Band D Council Tax of £307.80 per annum (subject to the assumption in paragraph 22)

b) the Housing Revenue Account budget for 2019/20 of £43.162 million and a reduction of 1% (£1.03/wk) in social dwelling rents from April 2019 giving a revised weekly average social rent of £102.26 as set out in Appendix 4

c) the General Fund and Housing Revenue Account Capital Programme as shown in Appendix 6.

**2. Agree** the fees and charges shown in Appendix 7

**3. Delegate** to the Section 151 Officer in consultation with the Board Member for Finance and Assets the decision to determine whether it is financially advantageous for the Council to enter into a Business Rates Distribution Agreement as referred to in paragraphs 29-30 below; and

**4. Ratify** their decision to implement the Premium Council Tax of 100% for properties that have been empty for more than 2 years and approve the escalated rate of premium council tax when permitted to do so, as referred to in paragraphs 13- 16 below.

## **9 ANNUAL MONITORING REPORT 2017-2018**

149 - 248

**Lead Member:** Planning and Transport (Councillor Alex Hollingsworth)

The Acting Head of Planning Services has submitted a report asking the City Executive Board to approve the Annual Monitoring Report for publication.

**Recommendations:** That the City Executive Board resolves to:

**1. Approve** the Annual Monitoring Report 2017/18 for publication; and  
**2. Authorise** the Acting Head of Planning Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

## 10 SUMMERTOWN AND ST MARGARET'S NEIGHBOURHOOD PLAN

249 - 460

**Lead Member:** Planning and Transport (Councillor Alex Hollingsworth)

The Acting Head of Planning Services has submitted a report to consider the Examiner's Report, approve modifications to the Summertown and St. Margaret's Neighbourhood Plan and agree that the Summertown and St. Margaret's Neighbourhood Plan is submitted to a referendum.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** the Modifications to Policies in the Summertown and St. Margaret's Neighbourhood Plan as recommended by the Examiner's Report (September 2018);
2. **Approve** the factual modifications that have been made for the purpose of correcting errors and approve the factual modifications relating to textual changes in the introductory chapters or in terms of the justification for the policies in the Summertown and St. Margaret's Neighbourhood Plan; and
3. **Agree** that the Summertown and St. Margaret's Neighbourhood Plan (as modified in the form at Appendix 4) is submitted to a referendum.

## 11 MARSH ROAD CAR PARK

461 - 466

**Lead Member:** Planning and Transport (Councillor Alex Hollingsworth)

The Executive Director of Sustainable City has submitted a report to introduce a parking tariff at Marsh Road Recreation Ground.

**Recommendations:** That the City Executive Board resolves to:

1. **Introduce** a pay & display parking scheme at Marsh Road Car Park;
2. **Add** Marsh Road Car Park to the existing Off-Street Parking Order;
3. **Agree** that the level of penalty charges is kept in accordance with all other City Council operated car parks;
4. **Agree** the tariff level and hours of operation at the car park as set out in the report; and
5. **Delegate** to the Executive Director of Sustainable City the consideration of any consultation responses in consultation with the Portfolio holder for Planning and Transport and to take any steps necessary to confirm the parking order.

## 12 STREET NAMING AND NUMBERING

A report on street naming and numbering will follow as a supplement to this agenda.

**13 MINUTES**

467 - 470

**Recommendation:** The City Executive Board resolves to APPROVE the minutes of the meeting held on 29 November 2018 as a true and accurate record.

**14 DATES OF FUTURE MEETINGS**

Meetings are scheduled for the following dates:

22 January 2019  
12 February 2019  
13 March 2019  
10 April 2019

All of which will start at 6pm.

**15 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.

**PART TWO**  
**MATTERS EXEMPT FROM PUBLICATION**

## **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](mailto: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