

# Agenda



Listening Learning Leading

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## A MEETING OF THE

# Cabinet

**WILL BE HELD ON THURSDAY 1 DECEMBER 2016 AT 6.00 PM**

**MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,  
OX14 4SB**

### Members of the Cabinet

Member	Portfolio
John Cotton (Chairman)	Leader of the Council and Cabinet member for corporate strategy, and strategic policy (including the local plan)
Anna Badcock	Cabinet member for leisure, arts, communications, health and well-being, and community safety
Elizabeth Gillespie	Cabinet member for development/building control, housing and grants
Will Hall	Cabinet member for the corporate plan
Tony Harbour	Cabinet member for waste, grounds maintenance, food safety and environmental health
Lynn Lloyd	Cabinet member for IT, HR, customer services and the corporate services contract
Jane Murphy	Deputy Leader of the Council and Cabinet member for finance, legal and democratic services, and licensing
Robert Simister	Cabinet member for property, economic development and technical services

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## ***ITEMS TO BE CONSIDERED WITH THE PUBLIC PRESENT***

Reports considered with the public present are available on the council's website.

### **1 Apologies**

### **2 Declaration of disclosable pecuniary interest**

### **3 Minutes of the previous meeting** (Pages 3 - 7)

To adopt the minutes of the Cabinet meeting held on 6 October 2016 as a correct record and agree that the chairman signs them as such.

### **4 Public participation**

#### **CABINET DECISION**

### **5 Removal of Section 157 restriction**

To consider the report of the head of HR, IT and technical services.

**TO FOLLOW**

### **6 Berinsfield community investment scheme**

To consider the report of the interim head of development and regeneration.

**TO FOLLOW**

#### **RECOMMENDATION TO COUNCIL**

### **7 Council tax base** (Pages 8 - 11)

To consider the head of finance's report.

MARGARET REED

Head of Legal and Democratic Services

# Minutes

OF A MEETING OF THE

# Cabinet



Listening Learning Leading

**HELD ON THURSDAY 6 OCTOBER 2016 AT 6.00 PM  
MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,  
OX14 4SB**

**Present:**

John Cotton (Chairman), Anna Badcock, Elizabeth Gillespie, Will Hall, Lynn Lloyd, Jane Murphy and Robert Simister

**Apologies:**

Tony Harbour tendered apologies.

**Officers:**

Gerry Brough, Steve Culliford, Adrian Duffield, Clare Golden, David Hill, Alice Lynch, Margaret Reed and Sally Truman

**Also present:**

Simon Hewings (Capita)

## **59 Declaration of disclosable pecuniary interest**

None

## **60 Minutes**

**RESOLVED:** to approve the minutes of the meeting held on 7 April 2016 as a correct record and agree that the Chairman sign them as such.

## **61 Public participation**

Democratic Services read out the following question on behalf of Helena Whall of Need not Greed Oxfordshire:

"Need not Greed Oxfordshire notes and supports the findings of the Scrutiny Committee, which proposed deferral of a formal response to the SEP [Strategic Economic Plan] refresh pending consideration by Council. In addition to the Committee's concerns about infrastructure, lack of business endorsement and the overly narrow spatial focus of the SEP, we believe there are broader issues that should also be raised. These include failure to consider the implications of Brexit, a lack of consideration given to the overall social and environmental impacts and the need to re-consider priorities for action – i.e. how to provide affordable housing for existing local residents, rather than seeking to attract ever more people into the area

making the jobs versus housing balance worse. These are significant issues which deserve serious consideration by all our elected representatives. Will Cabinet therefore support the findings of the Scrutiny Committee and refer the SEP Refresh to Council?"

This matter was discussed under the next item, minute 62 refers.

## **62 Oxfordshire Strategic Economic Plan**

Cabinet considered the report of the interim head of development, regeneration and housing. This summarised the revised draft Oxfordshire Strategic Economic Plan, which the council had been asked to comment on by its author, the Oxfordshire Local Enterprise Partnership. The report highlighted the key points in the document, outlined issues that had already been raised during the formal consultation that had not been fully addressed in the revised draft, and recommended a response to the Local Enterprise Partnership. The Joint Scrutiny Committee had also considered the revised draft plan and suggested a number of improvements. The committee had also recommended that Cabinet referred the plan to the Council for debate.

Cabinet concurred with the suggestions that the revised draft plan should be subject to a Council debate before the leader submitted his formal response to the consultation. Cabinet suggested that the chief executive of the Local Enterprise Partnership should be invited to address Council to answer some of the key points made in the report.

**RECOMMENDED** to Council to endorse the decision of Cabinet to:

- (i) welcome some of the changes made to the Oxfordshire Strategic Economic Plan which seek to make it "shorter and clearer", and acknowledges that this has largely been achieved;
- (ii) support the broad thrust of the Oxfordshire Strategic Economic Plan document in terms of the stated vision, identified strengths weaknesses, opportunities and threats, and proposed actions; and
- (iii) believe the document would be more robust if it:
  - more fully addressed the issues highlighted in the body of the Cabinet report,
  - more clearly linked actions to identified issues, and confirmed where responsibility lies for implementing these various actions,

and to note that the Leader will take account of points raised at Council in responding to the consultation.

## **63 Allocation of Didcot Garden Town Grant**

Cabinet considered the report of the interim head of development, regeneration and housing. This suggested how the £1.02 million Department of Communities and Local Government section 31 grant should be spent to realise the vision of the Didcot Garden Town project.

Cabinet supported the proposed budget allocation appended to the report, and noted that this would be subject to audit and close scrutiny both within the council and by the government department.

**RESOLVED:** to authorise the Head of Development, Regeneration and Housing, in consultation with the head of legal and democratic services, if necessary as an

exception to contract procedure rules, to use the £1.02m to establish budgets, employ staff and commission and pay for works necessary to deliver the core objectives of the “Didcot Garden Town” project – in accordance with the proposed budget allocation set out in Appendix 1a to the report to Cabinet on 6 October 2016.

## **64 Future maintenance of open space at Great Western Park, Didcot**

Cabinet considered the report of the interim head of development, regeneration and housing. This set out a proposal from The Land Trust to manage the public open space at Great Western Park, Didcot.

The Cabinet member reported that this was the best option financially to manage these open spaces and would provide cost-effective long term maintenance compared to the in-house or contracted out management options. Cabinet considered The Land Trust was experienced in managing open spaces.

### **RESOLVED: to**

- (a) support implementation of the proposed management and maintenance arrangement for open spaces at Great Western Park, Didcot, as outlined in Option 2 of The Land Trust’s proposal (attached as Appendix 1 to the report to Cabinet on 6 October 2016); and
- (b) authorise the Head of Development, Regeneration in consultation with the relevant Cabinet members to take whatever action is required, to expedite this proposal as soon as practically possible and to negotiate terms for the disposal of the land and enter into all necessary documents.

## **65 Devolution**

Cabinet considered the report of the chief executive, updating on the development of a devolution deal following an independent study into the options for local authority reform in Oxfordshire, conducted by PricewaterhouseCoopers (PwC).

Cabinet noted that the government was looking for consensus between councils on the future of local government in Oxfordshire. Although consensus had not been reached, leaders of the districts, city, and county councils had agreed to focus on identifying areas for collaborative working and the reshaping of a devolution deal that did not incorporate proposals for the reform of local government within Oxfordshire at this time. Cabinet considered that the commissioning of the study had proved valuable in that it had identified areas for collaborative working and potential significant savings.

Cabinet noted that the leaders of the five Oxfordshire districts were due to issue a letter to explain their position. Cabinet asked that this was sent to all parish councils, with a copy sent to all councillors first.

### **RESOLVED: to**

- (a) receive the independent study of PricewaterhouseCoopers (PwC) into options for local government reform in Oxfordshire, including the proposition of the

district and city council leaders' in respect of their preferred model arising from that study; and

- (b) note that following discussions with the Department of Communities and Local Government, the leaders of the districts, city, and county councils have agreed to focus on identifying areas for collaborative working and the reshaping of a devolution deal that does not incorporate proposals for the reform of local government within Oxfordshire at this time.

## 66 Design guide

Cabinet considered the head of planning's report that proposed a new design guide to replace the 2008 guide. The report set out the draft design guide and its technical documents, a summary of the consultation responses and showed how the council had responded to these. Cabinet was asked to approve the new guide as a supplementary planning document.

The Cabinet member for development management welcomed the new guide and thanked the officers for their work on it. It was noted that officers would edit the document under delegated authority to include better illustrative photographs. Cabinet supported the guide's adoption but asked that the 'character areas' section included a reference to the Areas of Outstanding Natural Beauty.

**RESOLVED:** to adopt the new South Oxfordshire Design Guide 2016 (set out in Appendix A to the report to Cabinet on 6 October 2016) as a Supplementary Planning Document to the adopted South Oxfordshire Core Strategy 2012, with effect from 1 November 2016.

## 67 Sonning Common Neighbourhood Plan

Cabinet considered the head of planning's report on the Sonning Common Neighbourhood Plan. The plan had been subject to a referendum on 29 September 2016, when the majority supported it.

Cabinet noted that the council had a duty to make the neighbourhood plan part of the development plan unless the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). Officers reported that the neighbourhood plan was compatible with the current EU obligations and recommended that the council 'make' the neighbourhood plan part of the council's development plan. Cabinet also supported the neighbourhood plan.

**RECOMMENDED:** to Council to make the Sonning Common Neighbourhood Plan part of the development plan for South Oxfordshire.

## 68 Treasury management outturn 2015/16

Cabinet considered the head of finance's report on the outturn of the council's treasury management activity in 2015/16.

The Cabinet member for finance reported that the Joint Audit and Governance Committee had considered the same report and concluded that it was satisfied that the treasury activities in 2015/16 had been carried out in accordance with the

treasury management strategy and policy. The performance during the year had exceeded the target but the Cabinet member expressed caution for the current year in the light of any consequences from the EU Referendum result.

**RECOMMENDED:** to Council to:

- (a) approve the 2015/16 treasury management outturn report to Cabinet on 6 October 2016; and
- (b) approve the actual 2015/16 prudential indicators within the report.

The meeting closed at 7.02 pm

Chairman

Date

# Cabinet Report



Listening Learning Leading

Report of Head of Finance

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To: CABINET on 1 December 2016

To: Council on 15 December 2016

## Council tax base 2017/18

### Recommendations

1. That the report of the head of finance for the calculation of the council's tax base and the calculation of the tax base for each parish area for 2017/18 be approved
2. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by South Oxfordshire District Council as its council tax base for the year 2017/18 be 55,557.2
3. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by South Oxfordshire District Council as the council tax base for the year 2017/18 for each parish be the amount shown against the name of that parish in Appendix 1 of the report of the head of finance to Cabinet on 1 December 2016

### Purpose of Report

1. The purpose of this report is to ask Cabinet to recommend the council tax base for 2017/18 to Council for approval.

### Corporate Objectives

2. The calculation of the tax base is a legal requirement and an essential part of the tax setting process which helps to achieve the council's corporate objective of effectively managing its resources.



## Background

3. Before the council tax can be set by the council, a calculation has to be made of the council tax base, which is an estimate of the taxable resources for the district as a whole and for each parish area.
4. The council tax base for the district has to be notified to Oxfordshire County Council and the Police and Crime Commissioner by 31 January 2017. Each parish and town council is also notified of the figure for its area.
5. The legislation requires that the council tax base is approved by full council or a non-executive body with delegated powers. No such delegation exists, so cabinet is therefore asked to recommend to council the schedule set out in **Appendix 1** as the council tax base for the district as a whole and for each parish area.

## Calculation of the tax base

6. The starting point for the calculation is the total number of dwellings and their council tax band.
7. The council then allows for the following information, for each band:
  - (a) dwellings which will be entirely exempt so no tax is payable (e.g. those occupied entirely by students)
  - (b) dwellings which will attract a 25 per cent reduction (e.g. those with a single adult occupier)
  - (c) dwellings which will attract a 50 per cent reduction (e.g. those where all of the adult residents qualify for a reduction)
  - (d) dwellings which will be treated as being in a lower band because they have been adapted for a severely disabled person. The regulations provide methodology to take account of the reduction available to those in band A dwellings
  - (e) dwellings which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year
8. Each band is then converted into "band D equivalents" by applying the factor laid down by legislation. For example, a band A dwelling is multiplied by 2/3 to arrive at the band D equivalent figure, whilst a band H dwelling is multiplied by two. All these are then added together to give a total of band D equivalents.
9. A final adjustment is required to allow for non-collection. The council is required to decide what its collection rate is likely to be and apply this to its council tax base. For the 2016/17 tax the council assumed 98 per cent would eventually be collected and it is proposed to use 98 per cent again in 2017/18.

## Taxbase for 2017/18

10. Based on the assumptions detailed above the council tax base for 2017/18 is 55,557.2.

11. Similar calculations are required for each parish in order to calculate the proportion of the district's tax base which relates to its area. A schedule of the tax base for each parish is set out in **Appendix 1**.
12. To calculate the council tax amounts payable per property band for the council, its council tax requirement (i.e. the amount of council tax to be raised) is divided by the Band D equivalent (taxbase). This will be finalised during January and February, culminating in the council tax being set by council on 16 February 2017 (this date is subject to the council being notified of the major precepting authorities' council tax requirements).

### **Financial Implications**

13. These are set out in the body of the report.

### **Legal Implications**

14. These are set out in the body of the report.

### **Risks**

15. The council's methodology for calculating the taxbase involves basing the calculation on actual dwellings at a certain point in time, rather than forecasting on potential new dwellings that may be built in the future. Because of this the risk exposure is considered to be low.

### **Background Papers**

None

# Agenda Item 7

## PARISH COUNCIL TAX BASES - 2017-18

PARISH/TOWN COUNCIL	NUMBER OF DWELLINGS 2017-18	PARISH TAX BASE 2017-18	PARISH TAX BASE 2016-17	PARISH/TOWN COUNCIL	NUMBER OF DWELLINGS 2017-18	PARISH TAX BASE 2017-18	PARISH TAX BASE 2016-17
Adwell	14	12.6	12.5	Sandford on Thames	581	487.8	489.6
Aston Rowant	348	425.0	426.5	Shiplake	728	979.9	971.8
Aston Tirrold & Upton	223	256.1	253	Shirburn	54	58.5	53.7
Beckley & Stowood	250	270.6	266.9	Sonning Common	1,613	1,599.1	1,592.7
Benson	1,749	1,693.4	1,692.5	South Moreton	131	129.9	125.8
Berinsfield	1,101	633.4	637.6	South Stoke	216	222.8	224.4
Berrick Salome	123	165.2	161.8	Stadhampton	323	324.6	322.5
Binfield Heath	276	311.1	313.9	Stanton St John	190	220.6	219.8
Bix & Assendon	257	325.9	321.5	Stoke Row	267	316.1	313.0
Brightwell Baldwin	82	102.7	100.3	Stoke Talmage	22	26.5	27.1
Brightwell cum Sotwell	618	647.2	640.9	Swyncombe	117	134.7	131.5
Britwell Salome	86	99.7	101.9	Sydenham	148	158.6	160.3
Chalgrove	1,132	1,054.1	1,046.1	Tetsworth	293	297.9	299.2
Checkendon	208	233.5	232.1	Thame	5,178	4,434.4	4,352.2
Chinnor	2,606	2,421.9	2,406.1	Tiddington with Albury	276	266.8	267.2
Cholsey	1,699	1,504.5	1,469.6	Toot Baldon	58	69.3	69.8
Clifton Hampden	252	281.1	283.0	Towersey	178	178.1	179.8
Crowell	47	58.4	58.7	Wallingford	3,608	2,941.6	2,884.3
Crowmarsh	708	673.3	671.5	Warborough	437	476.3	477.7
Cuddesdon & Denton	200	162.6	163.8	Waterperry with Thomley	77	86.5	83.8
Culham	171	171.4	170.7	Waterstock	38	42.1	45.3
Cuxham with Easington	60	62.9	63.8	Watlington	1,224	1,157.4	1,152.4
Didcot	11,852	9,023.6	8,733.0	West Hagbourne	112	120.6	122.2
Dorchester	483	542.7	542.4	Wheatfield	11	15.2	13.8
Drayton St Leonard	117	131.5	129.1	Wheatley	1,855	1,696.1	1,696.0
East Hagbourne	495	498.3	493.6	Whitchurch on Thames	336	394.5	397.7
Elsfield	48	56.6	55.7	Woodcote	1,051	1,043.8	1,026.5
Ewelme	426	366.7	370.8	Woodeaton	28	37.3	38.0
Eye & Dunsden	148	180.8	179.5				
Forest Hill with Shotover	368	328.6	325.7	<b>TOTAL</b>	<b>59,463</b>	<b>55,557.2</b>	<b>54,965.0</b>
Garsington	771	684.0	677.6				
Goring	1,522	1,693.2	1,688.7				
Goring Heath	494	586.7	583.6				
Great Haseley	239	249.3	250.5				
Great Milton	338	312.2	306.4				
Harpsden	169	231.1	227.7				
Henley on Thames	5,780	5,668.7	5,660.9				
Highmoor	134	161.4	160.4				
Holton	159	176.9	171.5				
Horspath	614	609.6	607.4				
Ipsden	154	162.4	162.8				
Kidmore End	521	666.5	669.8				
Lewknor	288	306.7	307.1				
Little Milton	206	212.1	212.9				
Little Wittenham	28	34.0	34.0				
Long Wittenham	362	349.6	349.6				
Mapledurham	130	124.0	125.5				
Marsh Baldon	115	122.2	121.1				
Moulsford	216	244.9	242.7				
Nettlebed	339	360.8	361.3				
Newington	49	58.9	57.4				
North Moreton	155	191.2	190.0				
Nuffield	218	233.3	233.5				
Nuneham Courtenay	93	99.8	98.2				
Pishill with Stonor	142	183.8	185.6				
Pyrton	92	111.4	110.8				
Rotherfield Greys	155	204.7	201.7				
Rotherfield Peppard	683	905.4	903.5				