

Agenda



Listening Learning Leading

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Date: 30 May 2018
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A MEETING OF THE

Cabinet

WILL BE HELD ON THURSDAY 7 JUNE 2018 AT 6.00 PM

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

Members of the Cabinet

Member	Portfolio
Jane Murphy (Chairman)	Leader of the Council and Cabinet member for communications
Felix Bloomfield (Vice-Chairman)	Deputy Leader of the Council and Cabinet member for planning
Anna Badcock	Cabinet member for legal and democratic
Kevin Bulmer	Cabinet member for corporate services
David Dodds	Cabinet member for finance
Paul Harrison	Cabinet member for development and regeneration
Lynn Lloyd	Cabinet member for community services
Caroline Newton	Cabinet member for housing and environment
Bill Service	Cabinet member for partnership and insight

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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 for absence

To record apologies for absence.

2 Minutes (Pages 3 - 16)

To adopt and sign as correct records the minutes of the Cabinet meetings held on 20 March, 5 April and 10 May 2018.

3 Declaration of disclosable pecuniary interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4 Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

5 Public participation

To receive any questions or statements from members of the public that have registered to speak.

CABINET DECISIONS

6 Proposed volunteering grant scheme one-year pilot (Pages 17 - 24)

To consider the report of the head of corporate services.

MARGARET REED

Head of Legal and Democratic



Listening Learning Leading

Minutes

OF A MEETING OF THE

Cabinet

HELD ON TUESDAY 20 MARCH 2018 AT 9.00 AM

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

Present:

Cabinet members: Councillors John Cotton (Chairman), Felix Bloomfield, Elizabeth Gillespie, Tony Harbour, Lynn Lloyd, David Nimmo-Smith and John Walsh

Officers: Adrian Duffield, Harry Gable, Susan Harbour, Simon Hewings, Holly Jones, Ian Price, Margaret Reed and Mark Stone.

Apologies:

Robert Simister tendered apologies.

Also present:

Councillors Anna Badcock, Lorraine Hillier, Jeanette Matelot, Jane Murphy, Richard Pullen and David Turner.

73 Declaration of disclosable pecuniary interest

None.

74 Urgent business and chairman's announcements

None.

75 Public participation

The following members of the public had registered and spoke on the South Oxfordshire Local Plan.

1. Christian Leigh of Leigh & Glennie Limited, on behalf of the residents of Rofford and Little Milton, adjoining Chalgrove Airfield.
2. Ken Glendinning of Homes England.
3. Caroline Baird, resident of Culham Parish.
4. Professor Richard Harding on behalf of CPRE Oxfordshire.

5. Ian Goldsmith, Chairman of Cuxham with Easington Parish.
6. Toby PejkoVIC, on behalf of Culham Parish Council.
7. Paul Boone on behalf of the Chalgrove Airfield Action Group.
8. Ian Hill, Chairman of Watlington Parish Council.
9. Ann Pritchard, Chairman of Chalgrove Parish Council.

District Councillors

1. Councillor David Turner, member for Chalgrove.

76 South Oxfordshire Local Plan

The Chairman of Cabinet agreed to extend the public speaking time, allowing each public speaker three minutes. The key points of each speaker are summarised below.

Christian Leigh, on behalf of the residents of Rofford and Little Milton, adjoining Chalgrove Airfield.

- The Chalgrove site is not deliverable due to the presence of the aviation ejector seat manufacturer, Martin-Baker, who require the entire airfield site for their testing activities which include pyrotechnics. The site is also used by the military for training flights and by the NHS for organ transportation.
- Martin-Baker consider this to be the only suitable site for their ejector seat development.
- An application for a Compulsory Purchase Order (CPO) of this site by Homes England would be vigorously contested.

Ken Glendinning of Homes England.

- Homes England own much of the Chalgrove site.
- They are committed to the site and to the delivery of sustainable housing, including transport and highway improvements and 40 per cent affordable housing, and other fully funded infrastructure improvements including health centres and schools.
- The development would also provide employment opportunities.
- Associated infrastructure improvements would include the Stadhampton bypass, the Watlington edge road, improvements at Chislehampton and the Cuxham and Benson edge roads.
- Homes England would continue to work with Martin-Baker on the site to come to terms of agreement.
- The CPO is the power of last resort.

Caroline Baird of Culham Parish

- The green belt is in place to protect the openness and distinctiveness between urban areas.
- The Culham site is unsuitable, as it is on a green belt site.
- The Local Plan was likely, as it stood, to be found unsustainable by a planning inspector.

Professor Richard Harding on behalf of CPRE

- The current Plan is undeliverable. The population growth rate is not sufficient to justify the original Strategic Housing Market Assessment (SHMA) figures, which are flawed.
- There is a fourth option: to rework the plan in line with new government housing policy which would reduce South Oxfordshire's housing need figures and Oxford City's

unmet housing need figures which would make the Chalgrove and Culham Sites unnecessary.

- There could also be a reduction of housing density.

Ian Goldsmith on behalf of Cuxham with Easington parish.

- Would like the Cabinet to choose Option 2 as the impact on Cuxham of development at Chalgrove would be negative.
- The Chalgrove site is technically undeliverable and a CPO would likely fail which would mean that the entire Local Plan was undeliverable.
- The transition period into building the site would negatively impact on Cuxham because of the traffic disruption.
- Suggest waiting for the new SHMA figures.

Toby PejkoVIC on behalf of Culham Parish Council

- Culham is in protected green belt land
- The new Objectively Assessed Housing Need figures (OAN) will reduce South Oxfordshire and Oxford City's requirement for building houses.
- Would prefer the Cabinet not to make a decision until after the new National Planning Policy Framework (NPPF) and new OAN have been published by the government.

Paul Boone on behalf of the Chalgrove Airfield Action Group

- The Action Group have had a lot of input into the Local Plan, but feel that their contributions have been ignored.
- They are not satisfied with the input of Homes England.

Ian Hill, Chairman of Watlington Parish Council

- Watlington is adjacent to Chalgrove
- Infrastructure money from the Chalgrove development has been earmarked for Watlington's bypass. Watlington needs a bypass whether or not the Chalgrove development goes ahead as it is needed to improve air quality and traffic congestion in Watlington.
- Would like an area wide assessment of the implications of the likely additional traffic on the entire area.

Ann Pritchard, Chair of Chalgrove Parish Council

- The airfield is not disused, it is used by Martin-Baker, RAF Benson and as an emergency landing strip for the area.
- Homes England have not been successful in acquiring the lease for part of the airfield.
- The land for development was not available at the time of inclusion of the plan.

District Councillor David Turner, ward member for Chalgrove.

- Martin-Baker are not holding out for more money, they do not wish to move from the site.
- The airfield is also used for RAF training and as an emergency landing centre.
- It is used by the NHS for emergency distribution of organs.
- This site is not preferred by Oxfordshire County Council, the Local Enterprise Partnership (LEP) or the Oxfordshire Growth Board.
- The Chalgrove site is not deliverable.
- Chalgrove is 12 miles away from the centre of Oxford and the facilities it provides.
- Supports Option 2.

Holly Jones, the Planning Policy Manager, introduced the report from the Head of Planning.

South Oxfordshire District Council had approved its Local Plan in September 2017 and this had been sent out for statutory consultation. The intention had been to submit the Plan to the planning inspectorate for examination in January or February 2018. However, during the period of the consultation, Homes England, who own much of the Chalgrove Airfield site which has been allocated for 3000 homes, confirmed that they had been unable to secure an agreement with their tenant, Martin-Baker, to relocate their business. Martin-Baker are an international ejector seat manufacturer for aircraft. They use the airfield not just for the manufacture of the ejector seats, but also for test flights. Their business involves the use of pyrotechnics.

Due to this issue, officers were bringing three options before Cabinet and Council to decide between before submitting the Plan. Cabinet were requested to consider the options and to recommend one of them to Council.

The government were in the process of consulting on a revised NPPF. The transitional arrangements would be in place for six months after the final document was published, which is scheduled for summer 2018. This meant that a local plan submitted within the transitional period will be assessed under the current NPPF, rather than the new framework.

The Objectively Assessed Housing Need (OAN) was expected to decrease from its current level of 775 houses delivered per year to 617 per year for South Oxfordshire, once national guidance on methodology for calculation was issued following the publication of the new framework.

South Oxfordshire, together with the other four districts in Oxfordshire and Oxfordshire County Council, had agreed the Oxfordshire Housing and Growth Deal which promised to deliver 100,000 houses over the Plan period, which would mean that South Oxfordshire would not be able to benefit from the lower OAN numbers without compromising the Growth Deal. The Growth Deal brought significant benefits for South Oxfordshire, and the rest of the county including: £60 million, for affordable housing across the county to deliver more than 1,300 affordable homes, at least half of which will be for social rent and £150 million for transport infrastructure, such as bridges, roundabouts and roads, across the region. In order for the Housing and Growth Deal to go ahead the Local Plan would need to be submitted by 31 March 2019.

Option 1.

This was the “no change” option. It relied on Homes England either being successful in its negotiations with Martin-Baker, or being successful in the exercise of its CPO powers. The Local Plan could be submitted in May 2018, but was subject to the risk of the Inspectorate considering it as undeliverable as it relied on the unknown outcome of these negotiations/ exercise of powers. This option ran the further risk that the Planning Inspectorate could make modifications to the Plan and steer the timetable, reducing the control over the process by the council.

Option 2.

This was the most radical option which involved revisiting sites previously not preferred as replacement/s for the Chalgrove site. This would add a delay of at least 12 to 18 months as it involved a significant amount of additional work and at least two further rounds of

consultation under Regulations 18 and 19. This would put the council beyond the transitional arrangements and beyond the deadline of 31 March to secure the Housing and Growth Deal. This would also leave the district vulnerable to speculative development during the extended period of not having an up to date Local Plan.

Option 3.

This was the officers' preferred option. This retained Chalgrove but added (an) additional reserve site(s) in the event that Chalgrove airfield does not come forward in a timely manner. Officers would need to revisit sites which had previously been made available and come back through the full democratic process and undertake a second Regulation 19 public consultation. The decisions on which alternative site(s) should be considered would remain in the hands of the council. This option would be likely to be submitted by December 2018, within the transitional arrangements for the NPPF, but this would be finely balanced and would require significant additional work by officers, and further rounds of the committee cycle (as opposed to Option 1). It could also make it more difficult for Homes England to secure a CPO for the site and leave the reserve site(s) vulnerable to speculative development.

The chairman thanked the public speakers on sites other than Chalgrove, but reminded the Cabinet that the focus of this meeting was to concentrate on making a recommendation to Council on the Chalgrove site.

At the request of the Chairman of Cabinet, all members confirmed that they were not in favour of Option 2, so this was set aside.

Councillor Cotton moved Option 1 for Cabinet's further consideration on the grounds that it was the best option, whilst accepting that is not risk free. This is because:

- It is already the site assessed as the most suitable under the Local Plan.
- All options contained risks.
- Homes England were committed to the site and to securing it, together with the necessary infrastructure.
- Bringing forward other sites would both make the other sites potentially vulnerable and make it more challenging for Homes England to successfully negotiate with Martin-Baker or acquire a CPO.
- The Local Plan could be submitted to the Inspectorate the most quickly and, if accepted, would put the council in the strongest position to guard other sites against speculative development.

He considered Option 3 to be less favourable because:

- It would further delay the submission of the Local Plan which would create uncertainty and could lead to continued speculative planning applications.
- This change of direction would undo the good progress made and potentially lead to greater threats to the countryside.
- The delay and changes would maintain and increase uncertainty about how the Housing Delivery Test and Objectively Assessed Need might impact upon the housing land supply for South Oxfordshire.
- A delay to the Local Plan could result in the deadline for the Growth Deal (31 March 2019) being missed and for all partners to the Growth Deal losing out on Government infrastructure money.
- Reserve sites were equally likely to have deliverability issues.

On being put to the vote, Cabinet voted in favour of recommending Option 1 to Council.

RECOMMENDED (to Council on 27 March 2018) to:

- a) retain Chalgrove Airfield as a proposed allocation in the South Oxfordshire Local Plan;
- b) adopt Option 1, set out in the report of the Head of Planning to Cabinet on 20 March 2018, and to proceed to formal submission of the South Oxfordshire Local Plan for independent examination; and
- c) authorise the Head of Planning, in consultation with the Cabinet member for the Local Plan, to make any necessary minor amendments and corrections; including the identification of any saved policies as considered appropriate prior to the submission of the South Oxfordshire Local Plan to the Secretary of State for the purpose of independent examination and leading up to and during the examination.

The meeting closed at 11.15 am

Chairman

Date

Minutes

OF A MEETING OF THE

Cabinet



Listening Learning Leading

HELD ON THURSDAY 5 APRIL 2018 AT 6.00 PM

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

Present:

Cabinet members: Councillors John Cotton (Chairman), John Walsh (Vice-Chairman), Felix Bloomfield, Elizabeth Gillespie, Tony Harbour, Lynn Lloyd, and David Nimmo-Smith

Officers: Samantha Allen, Karen Brown, Steve Culliford, Diane Foster, Liz Hayden, Holly Jones, Ian Price, Mark Stone, and Christopher Wheeler

Other councillors: Toby Newman

77 Apologies for absence

Councillor Robert Simister had sent his apologies for absence.

78 Minutes

RESOLVED: to approve the minutes of the Cabinet meeting held on 12 February 2018 as a correct record and agree that the Chairman signs them as such.

79 Declaration of disclosable pecuniary interest

None

80 Urgent business and chairman's announcements

The chairman reported that Gerry Brough, the former interim head of housing and development, was leaving the council. The chairman recorded his thanks for Mr Brough's work for the council.

81 Public participation

None

82 Public spaces protection order for Thame

Cabinet considered the head of housing and environment's report that sought approval of a public spaces protection order for Thame.

As a legal requirement, the new order would replace the existing Designated Public Places Order. The new order would allow the police to tackle a wider range of offences, not just alcohol-related offences but also to stop groups of people causing alarm, distress, harassment or a nuisance in a public place, and improve the quality of life for local residents. In drafting the order, the council's community safety team had worked in partnership with the police, Thame Town Council, and other stakeholders such as the council's environmental protection team. The consultation exercise had resulted in strong support for the public spaces protection order in Thame.

The options open to Cabinet were to:

1. approve the Public Spaces Protection Order for Thame;
2. request changes to the order;
3. reject the order, resulting in the Designated Public Places Order automatically converting into a Public Spaces Protection Order but covering alcohol offences only;
4. reject the order and when the Designated Public Places Order automatically converted into a Public Spaces Protection Order ask for the Public Spaces Protection Order to be discharged immediately.

Cabinet supported option 1, to approve the public spaces protection order for Thame, believing this would:

- support the police in continuing to tackle alcohol-related anti-social behaviour in public places around the town;
- provide the police with an additional tool to tackle groups of people causing alarm, distress, harassment or a nuisance in a public place;
- demonstrate that anti-social drinking and anti-social behaviour was unacceptable and would not be tolerated in Thame's public places;
- help residents, businesses and visitors feel safe in the town; and
- protect the economic viability of the town.

Officers would review the effectiveness of the order and would review whether orders would assist in other towns.

RESOLVED: to

- (a) approve the Public Spaces Protection Order for Thame to take effect from 1 May 2018, as set out in Appendix A to the head of housing and environment's report to Cabinet on 5 April 2018; and
- (b) instruct the head of housing and environment to publish the order on the council's website and ensure the necessary signage is installed in the town to publicise the order.

83 Wallingford Conservation Area appraisal and boundary review

Cabinet considered the head of planning's report on the Wallingford Conservation Area. The report summarised the representations received during consultation and set out

proposed changes to the Conservation Area Appraisal document and to the Conservation Area boundary.

The consultation exercise had resulted in support for the documents, with some suggesting changes. The officers had proposed changes to update the appraisal document, adding information to provide further evidence of the historical and communal value of the Conservation Area, and adjusting the boundary to include or exclude buildings or land.

The options open to Cabinet were to:

1. agree that the proposed extended Conservation Area was of special architectural or historic interest and the character or appearance of which was desirable to preserve or enhance; or
2. agree that the proposed extended Conservation Area was not of special architectural or historic interest and the character or appearance of which was not desirable to preserve or enhance; or
3. agree that there was an area of special architectural or historic interest and the character or appearance of which was desirable to preserve or enhance but that the boundary should be different to that proposed.

Cabinet agreed with option 1, that the proposed extended Conservation Area was of special architectural or historic interest and the character or appearance of which was desirable to preserve or enhance.

RESOLVED: to

- (a) adopt the Wallingford Conservation Area boundary as shown in appendix 1 to the head of planning's report to Cabinet on 5 April 2018;
- (b) adopt the Wallingford Conservation Area Appraisal, as amended following public consultation as set out in appendix 3 to the head of planning's report to Cabinet on 5 April 2018, as part of the development plan evidence base and as a material planning consideration; and
- (c) delegate authority to the head of planning, in consultation with the Cabinet member for planning, to make minor changes, typographical corrections or non-material amendments to the Wallingford Conservation Area Appraisal and associated documents prior to formal publication, and to undertake the necessary statutory actions to implement Cabinet's resolutions.

84 Dorchester-on-Thames Neighbourhood Development Plan

Cabinet considered the head of planning's report on the Dorchester-on-Thames Neighbourhood Development Plan. The report sought Cabinet's recommendation to Council to make the plan part of the council's development plan.

The council's options were limited by statute. It 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.

The referendum on 15 March 2018 had resulted in 95 per cent support for the neighbourhood plan. Therefore, the Cabinet member for planning recommended that Cabinet supported a recommendation to Council to make the neighbourhood plan part of this council's development plan. Cabinet supported the recommendation.

RECOMMENDED to Council to:

- (a) make the Dorchester-on-Thames Neighbourhood Development Plan so that it continues to be part of the council's development plan; and
- (b) delegate authority to the head of planning, in agreement with the Qualifying Body (Dorchester-on-Thames Parish Council), to correct any spelling, grammatical, typographical or factual errors, together with any improvements from a presentational perspective.

The meeting closed at 6.20 pm

Chairman

Date

Minutes

OF A MEETING OF THE

Cabinet



Listening Learning Leading

**HELD ON THURSDAY 10 MAY 2018 AT 4.00 PM
MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, OX14 4SB**

Present:

Cabinet members: Councillors Jane Murphy (Chairman), Felix Bloomfield (Vice-Chairman), Kevin Bulmer, David Dodds, Paul Harrison, Lynn Lloyd, Caroline Newton and Bill Service

Officers: Steve Culliford, Andrew Down, Adrian Duffield, Holly Jones, Ian Price, Margaret Reed, and Christopher Wheeler

Other district councillors: David Turner and Ian White

85 Declaration of disclosable pecuniary interest

None

86 Apologies for absence

Councillor Anna Badcock had submitted an apology for absence.

87 Urgent business and chairman's announcements

None

88 Public participation

Cabinet received addresses from nine members of the public.

- (1) Paul Boone spoke on behalf of Chalgrove Airfield Action Group expressing disappointment that the airfield had not been removed from the housing site options under consideration. He reported that Martin Baker, a business tenant at the site, and the Chalgrove Airfield Action Group would oppose any attempt by Homes England to compulsorily purchase the site. Legal advice suggested that planning permission was a pre-requisite of compulsory purchase and he believed this proposal was likely to fail. The development would also cost more than estimated. He urged Cabinet to support option 2: removing the Chalgrove Airfield housing allocation from the local plan.

- (2) Ian Goldsmith, the chairman of Cuxham and Easington parish, spoke against the inclusion of the Chalgrove Airfield site in the local plan as the traffic from the new housing would adversely impact on his village. He urged Cabinet to support option 2: removing the Chalgrove Airfield housing allocation from the local plan.
- (3) Caroline Baird spoke on behalf of Save Culham Green Belt, reminding Cabinet that the council had a five-year housing land supply, and the government now required lower housing numbers. She urged Cabinet to review the local plan and remove the Culham strategic housing site. There were no exceptional circumstances to build on the Green Belt and the existing road and rail infrastructure was insufficient for the proposed development site.
- (4) Ken Glendinning spoke on behalf of Homes England, in support of retaining the Chalgrove Airfield site as a strategic housing allocation in the local plan. Homes England was continuing to negotiate with Martin Baker over relocation of its business and land for a new runway. If agreement could not be reached, the last resort would be compulsory purchase of the airfield site to allow the housing development to proceed. Homes England had been allocated funds to provide new infrastructure in the first phase of the development.
- (5) Richard Turner, spoke on behalf of Taylor Wimpey, supporting the inclusion of its site at East Hagbourne in the local plan as a strategic housing allocation. This was a sustainable location for housing. Also, it was not in the Green Belt, which should only be developed in exceptional circumstances. He believed that currently the local plan was unsound and urged Cabinet to approve option 3: retaining Chalgrove Airfield but adding another strategic housing site, such as Hagbourne Fields, and sites on the edges of existing settlements at Thame and Wallingford.
- (6) Gill Bindoff, a Watlington resident, urged Cabinet to review its local plan and make it sound as it was damaging neighbourhood development plans.
- (7) Christian Leigh, on behalf of the residents of Little Milton, spoke opposing the inclusion of Chalgrove Airfield as a local plan strategic housing site. He believed that Martin Baker needed the whole airfield to run its business and it would not agree with Homes England's proposals. He queried the variation in legal advice on this matter and urged Cabinet to remove Chalgrove Airfield housing allocation site from the local plan.
- (8) Graham Bell, a Chalgrove resident, applauded the Council's decision to reject Cabinet's previous proposals. He believed that the evidence was still against including Chalgrove Airfield in the local plan. There was inadequate evidence that the impact of such a development would be mitigated. He believed that Martin Baker would not surrender its lease of the site. Pursuing this site as a strategic housing allocation was risking the local plan being found unsound, which would put the whole district at risk of development. He urged Cabinet to remove Chalgrove Airfield from the local plan.
- (9) Ann Pritchard, a Chalgrove parish councillor, spoke against the inclusion of Chalgrove Airfield as a strategic housing allocation site. She believed that Martin Baker would no longer engage with Homes England and would contest the compulsory purchase of the airfield site. She did not believe that houses should be close to runways. There would be no community benefit from this development

unless new infrastructure was built. She urged Cabinet to remove the Chalgrove Airfield site.

The chairman thanked the speakers for their contribution.

89 South Oxfordshire Local Plan

David Turner, the local ward councillor for Chalgrove, addressed Cabinet. He reported that Martin Baker needed the whole of the Chalgrove Airfield site to operate it business. To develop even part of the site would compromise its business. Apart from local opposition, the development of this site was opposed by the county council and other partnerships in Oxfordshire. The infrastructure funding offered by Homes England was disappointing at £90 million. He urged Cabinet to remove the Chalgrove site from the local plan.

Cabinet then considered the head of planning's report on the South Oxfordshire Local Plan. The Cabinet member for planning introduced the report. He reminded Cabinet that when it considered a report on 20 March 2018, there were three options:

1. to submit the plan without change;
2. to remove Chalgrove Airfield as a strategic housing allocation and replace it with a site or sites;
3. to retain Chalgrove Airfield as a strategic housing allocation in the plan, but to add a reserve site or sites.

Cabinet had recommended option 1 to Council on 27 March 2018 but Council had rejected this, referring the matter back to Cabinet to reconsider options 2 and 3 and bring recommendations back to Council.

The report now before Cabinet had been updated since 20 March to provide more detailed timetables for both options 2 and 3, to provide further information regarding the process for considering alternative or additional sites and to reflect that the council could now demonstrate a five-year housing land supply.

The Cabinet member for planning believed the council needed to progress the local plan to ensure a supply of housing land to meet the needs of its communities and help its neighbouring city council. In addition, and despite a three-year land supply threshold for a limited period expected this summer as a consequence of signing the Oxfordshire Housing and Growth Deal, the council needed a suitable supply of housing land in the longer term to sustain the government's requirement of a five-year housing land supply.

The Cabinet member for planning considered that option 1 was too high a risk to secure a sound local plan. However, he proposed a fourth option, which would enable the council to reconsider all sites and would provide officers additional opportunity to work with partners and the Ministry of Housing, Communities and Local Government to mitigate against the potential loss of planning freedoms and flexibilities attached with the Growth Deal, should the local plan be submitted after March 2019. He suggested that the council should review all sites capable of forming a strategic housing or regeneration allocation promoted through the local plan process up to the end of the Regulation 19 publication period. This should include all the strategic sites proposed in the October 2017 Regulation 19 document and that these sites should also be reassessed based on the latest evidence and information.

Given the uncertainty of not meeting the Growth Deal timelines, which was one of the risks attached to option 2, he suggested that the council should also seek confirmation from the Ministry that submission of the local plan in January 2020 would not have a significant impact on the Growth Deal or the freedoms and flexibilities proposed as part of it. If this confirmation could not be provided, then the council should revert to option 3 as the preferred option to progress the local plan. This would ensure that the council was not adversely affected if the Growth Deal target could not be changed.

The Cabinet member for planning clarified that there were 15 sites which would need to be assessed under this fourth option. These included the previously proposed strategic or regeneration allocations of Culham, Wheatley, Berinsfield and Chalgrove. It also included those sites previously considered but not taken forward of Thornhill, Wick Farm, Lower Elsfeld, Grenoble Road, Northfields, land at Great Western Park Didcot, and Harrington. It also included sites submitted late in the local plan process, being land at Emmer Green Reading, Reading Golf Club, Play Hatch Reading, and land off Thame Road, North Weston.

Cabinet supported the fourth option, to reassess the 15 sites for potential allocation for housing in the local plan, with the fall-back position of option 3 (to retain Chalgrove Airfield as a strategic housing allocation in the plan, but to add a reserve site or sites), and recommended this to Council for consideration at a special meeting on 15 May 2018.

RECOMMENDED to Council:

- (a) subject to the Ministry of Housing, Communities and Local Government confirming that submission of the South Oxfordshire Local Plan in January 2020 would not significantly impact on the Oxfordshire Housing and Growth Deal or the freedoms and flexibilities proposed as part of it, to ask officers to reassess all sites capable of forming a strategic allocation promoted through the local plan (to 2033) process up to the end of the Regulation 19 publication period (including all strategic sites proposed in the October 2017 Regulation 19 document) and to bring a draft Regulation 18/Regulation 19 document (as required) to Cabinet and Council to seek approval for publication for consultation; and
- (b) in the event that such confirmation from the Ministry of Housing, Communities and Local Government is not forthcoming to the satisfaction of the head of partnership and insight and the head of planning, in consultation with the leader of the council and the Cabinet members for planning and partnership and insight by no later than completion of the site filtering exercise (expected July 2018), to adopt option 3, set out in the head of planning's report to Cabinet on 10 May 2018, and to ask officers to bring the Regulation 19 (October 2017) document including proposed additional reserve site(s) to Cabinet and Council to seek approval for publication for consultation.

The meeting closed at 4.55 pm

Chairman

Date

Cabinet Report



Listening Learning Leading

Report of Head of Community Services

Author: Suzi Wild

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Wards affected: All wards

Cabinet member responsible: Lynn Lloyd

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E-mail: Lynn.Lloyd@southandvale.gov.uk

To: CABINET

Date: 7 June 2018

Proposed volunteering grant scheme one-year pilot

RECOMMENDATIONS

That Cabinet:

- (a) approves the grant policy to support volunteers with some of the costs of volunteering, attached at appendix 1.
- (b) delegates the authority to release payments of up to £750 to the head of service with responsibility for community grants.

PURPOSE OF REPORT

1. The purpose of the report is to seek cabinet's approval for the volunteering grants policy attached at appendix 1 and to agree a delegation to the head of service with responsibility for community grants to release any payments.

CORPORATE OBJECTIVES

2. Introducing a pilot grant scheme to support some of the costs associated with volunteering, will contribute to the council's corporate priority 'Build thriving communities'. In particular, the three actions relating to this priority are;
 - To provide additional support to voluntary and community groups to help them to find the volunteers they need, to provide vital services to residents, including a website to link potential volunteers with volunteering opportunities.
 - To increase the number of people volunteering in the district.

- To promote, create and support volunteer roles and opportunities for sports volunteering within the local community.

BACKGROUND

3. In February 2017, the council approved its budget, which included a revenue growth bid of £25,000 for a pilot grant scheme in 2017/2018 to support volunteer costs.
4. Following discussions with the cabinet member for community services, officers have developed a draft grants policy to encourage more South Oxfordshire residents to volunteer more of their time in their local community by contributing to the costs associated with volunteering. We will keep the decision-making process simple, clear, transparent and justifiable.
5. The intention is to operate the scheme as a pilot in 2018/19 and then evaluate its success before deciding whether to continue it in the future.
6. To launch the new scheme in August we need to approve the policy in June to give the community enablement team sufficient time to set up the application and decision-making processes and to promote the scheme.

FINANCIAL IMPLICATIONS

7. Full council approved a one-off growth bid of £25,000 in 2017/2018 to fund a volunteering grants scheme, which has been carried forward into 2018/19 to fund this pilot.

LEGAL IMPLICATIONS

8. The Council is using its general powers under Chapter 1 Localism Act 2011 to offer this funding.
9. The head of service with responsibility for community grants will need delegated authority to release payments of up to £750 in accordance with the decisions of the relevant council officer. Officers will ensure the policy is complied with and the necessary procedures are in place to ensure decisions are taken in accordance with the policy. In addition the terms of the grant will be embodied in a grant offer letter and acceptance form that the grant recipient must sign and return to accept the grant and our terms.

RISKS

10. There is a reputational risk that the council could receive criticism if council officers make awards that are outside of the policy. To mitigate this risk details of all grant applications and decisions made, will be published on the council's website.
11. Following councillors feedback on the draft scheme, officers have refined the eligibility criteria to encourage and enable smaller grass roots organisations to apply.
12. To mitigate against the risk of grant misuse and reputational risk to the council, we will require organisations to complete an online declaration confirming the appropriate insurance, safeguarding policies/procedures and financial arrangements are in place for the project/activity. Officers will also carry out additional eligibility checks on every

fifth application received and any organisations who have not received funding from the council in the last 12 months.

CONCLUSION

13. The council has £25,000 set aside in the 2018/19 revenue budget for a volunteering grant scheme; the next step is to consider and approve a policy for delivering this scheme.
14. Cabinet is asked to approve the recommendations which will enable the head of service with responsibility for community grants to award up to £750 per successful organisation.

Appendix 1 - Volunteering grant scheme 2018/19

POLICY AND PROCEDURES

South Oxfordshire District Council is committed to supporting communities to help themselves. We want to encourage and support more South Oxfordshire residents to volunteer. We have decided to introduce a new grant scheme to support some of the costs of volunteering.

Key rules of the scheme

- Any small voluntary, community or social enterprise sector organisations (with a whole revenue turnover of less than £100,000 per year) operating in South Oxfordshire can apply.
- The grant scheme is open from August 2018 until January 2019 with a series of decision rounds programmed within this period.
- Volunteering must take place in South Oxfordshire and specifically benefit residents of the district.
- The scheme is designed to help fund new volunteers and increase volunteering and sports coaching hours across the district.
- Usually eligible organisations can apply for one grant within the year at the council's discretion.
- Grants can only cover agreed volunteering expenditure costs, as detailed below and in the application.

Who's eligible?

This fund is for small voluntary, community or social enterprise sector organisations (with less than £100,000 turnover per year) operating in South Oxfordshire and whose purpose is to benefit the people/communities of South Oxfordshire. These can include but not limited to;

- Local action groups – young people, environmental, community associations.
- Sport organisations/clubs.
- Scouts, guides or similar young people's organisations.
- Religious groups, but only if the project offers wider community benefit and does not include specific religious activities.
- Local disability or other minority support groups/organisations.
- Town and parish councils and parish meetings.
- Organisations can apply for costs relating to volunteers who are also South Oxfordshire District Council employees/councillors, so long as their volunteering activities are delivered outside of their council duties and the individuals declare the benefit received to the council.

Who's not eligible?

- Other local authorities/public sector bodies (for example Oxfordshire County Council, NHS trusts or schools/colleges – including academies, free schools and private schools).
- Individuals.

- Profit-based businesses (private businesses).
- Political and lobbying groups.
- Organisations who give grants to/fund other not-for-profit organisations.
- Organisations with an annual revenue turnover of over £100,000 per year.
- Organisations not operating within South Oxfordshire.

Eligibility criteria

In addition to providing a copy of their organisation's latest bank statement applicants must confirm the following are available **on request**:

- A suitable governing document (for example, a constitution, club rules, articles/memorandum of association).
- Appropriate financial records (minimum income and expenditure records).

Organisations to complete an online declaration to confirm that:

- They have a bank account in the name of the organisation.
- They have suitable insurance in place for staff, volunteers, users and activities.
- The applicant has permission from the organisation to make the application.
- They have the appropriate policies and procedures in place to safeguard children, young people and vulnerable adults and volunteers (as relevant for their organisation).
- They have an equality and diversity policy/statement.
- The information in the application is accurate and not misleading.

As a council we see the value in having volunteering statements/policies for organisations, volunteers and users. We will encourage organisations without existing volunteering policies/statements to adopt one, and will offer ongoing support to help achieve this. Support could include officer time, draft policies and guidance materials.

How much will we fund?

Usually the minimum grant amount in one year will be £250 to a maximum of £750.

Eligible costs

Usually only the items outlined below are eligible and to a set limit/contribution;

- Cost of protective clothing/ specialist equipment.
- Refreshments and meals whilst volunteering.
- DBS checks, if appropriate.
- Travel to and from the place of volunteering – public/own transport.
- Additional insurance needed to be a volunteer driver.
- Gaining coaching qualifications and associated courses.
- Accessibility support – costs associated with a volunteer's physical and other impairment that prevents or limits them from volunteering will be considered eligible.

What's not funded?

- Retrospective funding for previous volunteering costs.
- Any revenue costs, like salaries, rent, rates, repairs and maintenance.
- Hire fees for machinery or equipment.
- Community festivals and event costs.
- Political activities, lobbying or campaigning.

- Exclusively religious/faith activities (although faith groups can apply towards projects that will bring wider community benefit, if the activity is not religious).
- Volunteering programmes which, in the assessment of South Oxfordshire District Council, show actual or potential unlawful discrimination within the terms of the Equality Act 2010.
- Statutory activities/requirements that either the council or other public-sector bodies should deliver (including education and healthcare).

OPENING AND CLOSING DATES

The scheme will **open** in August 2018 unless there is a district council election that year, when we will not open until after the election has taken place.

Applications to the scheme will be online www.southoxon.gov.uk/grants.

There will be regular decision rounds until the scheme **closes** in January 2019.

We will publish each successful organisation on our website, together with details of all grants.

We will usually make our **decisions** within 10 weeks of receiving the online application.

CRITERIA, APPLICATION AND AWARD PROCESS

Criteria – what are we looking for in applications?

The volunteering activities must start within three months of the award and support the following scheme priorities;

- The grant will directly result in new volunteers to the organisation.
- The grant will result in extra sports activities/opportunities for South Oxfordshire residents to participate in.
- The grant will lead to an increase in the number of volunteering/sports coaching hours within the organisation.

Within the decision-making process, we will map the locations of organisations applying to ensure a fair geographical spread across the market towns and rural communities of South Oxfordshire.

Application

Organisations apply using the council's online grants management system ('the system'), accessible from our website www.southoxon.gov.uk/grants. Applicants should read the guidance notes on our website before completing an application.

Once submitted, the appropriate council officer will receive an email notification that there is a new application to determine using the system.

The council officer will use the system to complete their evaluation to confirm the application's eligibility, any additional grant conditions and noting any declarable interests. The officer may contact the applicant to complete their evaluation.

Evaluated applications will then be put forward to a decision round and the council officer will share the recommendation with the head of service for consideration and approval.

Award process

Once the head of service has made their decision the officer will either;

- a) send a grant offer letter and acceptance form to the applicant that will include our standard (and any additional) conditions.
- b) inform the applicant that they were unsuccessful and why.

The council officer will publish all decisions for this scheme on our website.

The applicant must sign and return the grant offer to the council officer, confirming they will meet all our conditions and the bank details for their organisation.

On receipt the council officer will release the grant payment. The council officer will only make payments by BACs to accounts in the name of the organisation.

Throughout the grant period council officers will monitor the project/activities to confirm the organisation has met the grant conditions.

Receiving a one-off grant does not guarantee successful future applications.

OFFICER ELIGIBILITY CHECKS

Checks for every application

- Confirm they have provided a recent bank statement (no more than two months old) in the organisation's name
- Confirm the project costs add up and seem reasonable.
- Confirm that the application meets the grant scheme criteria.

Checks for applications selected for detailed eligibility checks (every fifth application and any groups who have not received councils grants/funding in the last 12 months)

- Confirm the organisation has a suitable governing document and that their listed objectives/activities allow them to complete the project under consideration.
- Detailed financial records (minimum income and expenditure log)
- If applicable, confirm all necessary permissions/approvals are in place.
- Confirm they have relevant policies in place for any necessary areas (e.g. Safeguarding, Health and Safety).

It is the responsibility of the organisations receiving funding to ensure that all required permissions, insurances and safeguarding arrangements for children, young people and vulnerable adults are in place prior to the start of the volunteering opportunities, and that adequate health and safety risk assessments are in place, if they are necessary.

STANDARD CONDITIONS FOR SUCCESSFUL ORGANISATION

- They must start the agreed volunteering activity within three months of the award date and spend the grant/ complete the volunteering activity within one year of the award date.
- They must agree to return a proportionate amount of the grant (if requested) if the volunteering costs are less than expected or the full grant if the volunteering activity does not complete within one year of the award.
- They will consult the council officer before making significant changes to the project/work covered by the grant.
- Agree to acknowledge the council's support in any press, publicity or promotion of the project (consulting our communications team beforehand).
- They have all necessary permissions, insurances, safeguarding arrangements (for children and vulnerable adults), adequate health and safety risk assessments and other relevant policies in place for the project.
- If the organisation does not currently have a volunteering policy/statement they will adopt one before the expiry date for this grant. Officers will offer help to achieve this condition, including their time, draft policies and guidance materials.

MONITORING THE GRANTS

Throughout the period officers will request monitoring updates from the organisation, asking for the following:

- Confirmation that volunteer(s) have started and how many extra volunteering hours this has resulted in.
- If the volunteering role(s) have not started the organisation must either repay the grant in full or formally request an extension (after one year) giving clear reasons why they were unable to complete (or at least start) volunteering within the deadline agreed on their acceptance form. The head of service with responsibility for community grants has delegated authority to decide whether to agree to an extension.
- Copy of invoices or evidence of expenditure.

If repayments are received in the same financial year and before January, the money will go back into the grant scheme for re-allocation.

If repayments are received after January in the financial year they were awarded the money will return to the council's general reserves.

MONITORING THE GRANT SCHEME

Officers will review the scheme after four months and at the end of the financial year.

ADVICE

For more information about the scheme please contact:

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01235 422171.