

Agenda



Listening Learning Leading

Contact Officer: Steve Culliford
Tel: 01235 422522
E-mail: steve.culliford@southoxon.gov.uk
Date: 19 June 2019
Website: www.southoxon.gov.uk

A MEETING OF THE

Cabinet

WILL BE HELD ON THURSDAY 27 JUNE 2019 AT 6.00 PM

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

Members of the Cabinet

Member	Portfolio
Sue Cooper (Chair)	Leader of the Council, Cabinet member for legal and democratic and Didcot Garden Town
David Turner (Vice-Chair)	Deputy to the Leader (statutory deputy leader to act in the Leader's absence) and Cabinet member for finance
Pieter-Paul Barker	Cabinet member for partnership and insight
Robin Bennett	Cabinet member for economic development and regeneration
Maggie Filipova-Rivers	Cabinet member for community services
Andrea Powell	Cabinet member for corporate services and communications
Leigh Rawlins	Cabinet member for planning
Sue Roberts	Deputy to the Leader (to represent the Leader at external meetings and to deputise as requested by the Leader) and Cabinet member for climate and ecological crisis response
David Rouane	Cabinet member for housing and environment

Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.

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 - 6)

To adopt and sign as a correct record the minutes of the Cabinet meeting held on 9 April 2019.

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 Henley Leisure Centre - refurbishment works to the dry side changing facilities (Pages 7 - 9)

To consider the head of community services' report.

7 Thame Leisure Centre - refurbishment to the dry side toilets (Pages 10 - 12)

To consider the head of community services' report.

8 Park Sport Centre, Wheatley - appointment of contractor to undertake roof refurbishment work (Pages 13 - 16)

To consider the head of community services' report.

MARGARET REED

Head of Legal and Democratic

Minutes

OF A MEETING OF THE

Cabinet



Listening Learning Leading

HELD ON TUESDAY 9 APRIL 2019 AT 9.00 AM

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

Present:

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

Officers: Charlotte Cottingham, Steve Culliford, Andrew Down, Adrian Duffield, Dylan Evans, Liz Hayden, William Jacobs, Suzanne Malcolm, Adrianna Partridge, Donna Pentelow, Margaret Reed, Ricardo Rios, Mark Stone and David Turner

Also present:

Councillor David Turner

Apologies:

Anna Badcock tendered apologies.

76 Apologies for absence

Councillor Anna Badcock had sent her apologies for absence.

77 Minutes

RESOLVED: to approve the minutes of the meeting held on 31 January 2019 as a correct record and agree that the Chairman sign them as such.

78 Declaration of disclosable pecuniary interest

Councillor Jane Murphy declared personal interests in the Cholsey Neighbourhood Plan, as she had been a member of the group preparing the plan, and the East Hagbourne Neighbourhood Plan, as she had helped the neighbourhood plan group.

79 Urgent business and chairman's announcements

None

80 Public participation

None

81 Developing a health and wellbeing strategy

Cabinet considered the head of community services' report, which sought agreement to develop a strategy that set out the council's aspirations and ambitions for improving the health and wellbeing of its communities.

David Turner welcomed the development of the strategy but asked for confirmation that the council would develop a joint strategy with the Vale of White Horse and that the council had the necessary budget.

In response, the Cabinet member reported that the Vale had already supported the development of a joint strategy. Cabinet noted that the council had allocated sufficient budget to develop the strategy and consult on it, but further budget might be necessary to implement the strategy. Cabinet welcomed the proposal.

RESOLVED: to

- (a) agree to developing a health and wellbeing strategy for South Oxfordshire District Council that sets out the council's aspirations and ambitions for improving the health and wellbeing of its communities, in partnership with key stakeholders, partners and residents, using data and insight to inform its priorities;
- (b) agree to consider developing a joint strategy with Vale of White Horse District Council, should the opportunity present itself; and
- (c) note that the head of community services, in consultation with the Cabinet Member for community services, will engage with key stakeholders to inform the draft strategy.

82 Thame Leisure Centre boiler replacement

Cabinet considered the head of community services' report, which proposed the award of a Joint Contracts Tribunal Design and Build Contract to carry out the works to replace the two boilers at Thame Leisure Centre.

Cabinet noted that the boilers needed replacement as part of the centre's maintenance programme and supported the proposal.

RESOLVED: to agree to award a Joint Contracts Tribunal Design and Build Contract to Oxford Direct Services to carry out the works to replace the two boilers at Thame Leisure Centre at a cost of £130,466.

83 Cholsey Neighbourhood Plan

Councillor Jane Murphy, Chairman, declared a personal interest in this item and left the room during its consideration. Councillor Felix Bloomfield, Vice-Chairman, took the chair for this item.

Cabinet considered the head of planning's report on progress with the Cholsey Neighbourhood Plan. Cabinet noted that the plan met the requirements of the Localism Act 2011 and The Neighbourhood Planning (Referendums) Regulations 2012. The plan had also received support at the referendum. Cabinet welcomed the plan.

RECOMMENDED: to Council to

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

84 East Hagbourne Neighbourhood Plan

Councillor Jane Murphy, Chairman, declared a personal interest in this item and left the room during its consideration. Councillor Felix Bloomfield, Vice-Chairman, took the chair for this item.

Cabinet considered the head of planning's report on progress with the East Hagbourne Neighbourhood Plan. Cabinet noted that the plan met the requirements of the Localism Act 2011 and The Neighbourhood Planning (Referendums) Regulations 2012. The plan had also received support at the referendum. Cabinet welcomed the plan.

RECOMMENDED: to Council to

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

85 Pyrton Neighbourhood Plan

Cabinet considered the head of planning's report on progress with the Pyrton Neighbourhood Plan. Cabinet noted that the plan met the requirements of the Localism Act 2011 and The Neighbourhood Planning (Referendums) Regulations 2012. The plan had also received support at the referendum. Cabinet welcomed the plan.

RECOMMENDED: to Council to

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

86 Exclusion of the public

RESOLVED: to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1 to 3 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

87 Minutes

Cabinet adopted the exempt minutes of its meeting held on 31 January 2019.

Cabinet Report



Listening Learning Leading

Report of Head of Community Services

Author: Jan Smith

Telephone: 01235 422243

E-mail: jan.smith@southandvale.gov.uk

Wards affected: Henley-on-Thames

Cabinet member responsible: Councillor Maggie Filipova-Rivers

Tel: 07850 141623

E-mail: Maggie.Filipova-Rivers@southoxon.gov.uk

To: CABINET

Date: 27 June 2019

Henley Leisure Centre - refurbishment works to the dry side changing facilities

Recommendations

- (a) To approve commencing the procurement process to select a contractor to refurbish the dry side changing facilities at Henley Leisure Centre.
- (b) To delegate authority to the Head of Community Services, in consultation with the Cabinet Member for Community Services, to award the contract to the winning tenderer, if the tendered sum is within the approved budget of £100,000 and the works comply with the required specification.

Purpose of Report

1. To seek the appropriate approvals to procure for and award a contract for the refurbishment of the dry side changing facilities at Henley Leisure Centre.

Corporate Objectives

2. This project will contribute towards the strategic objective of “Sustainable communities and wellbeing” and corporate priority of ensuring that “we will increase participation in sport and leisure”, specifically by “improving accessibility and availability of leisure facilities in South Oxfordshire

Background

3. The council is seeking to procure a suitable contractor to undertake the refurbishment of the Henley Leisure Centre dry side changing facilities showers and toilets.

4. Water from the dry side showers is seeping into the sports hall from adjoining walls and degrading the structure of those walls and possibly the sports hall floor. This is due to the poor laying of the floor tiles and the grout used to waterproof the area.
5. At its meeting on 20 December 2018 Council agreed the recommendations of Cabinet, made at its meeting on 18 December 2018, to use the surplus budget from Henley Leisure Centre changing room budget for the refurbishment of the dry side facilities at Henley Leisure Centre and resolved to create a new capital scheme within the council's approved capital programme. Council also agreed to vire £19,000 from the existing wet side changing room refurbishment budget into the new capital budget.
6. The total budget available for this project is £100,000, made up of £81,000 from the general repairs and maintenance capital budget and £19,000 from surplus budget that has been vired from the completed wet change refurbishment project completed at Henley leisure centre in 2017.
7. Officers anticipate that all the works can be achieved from this budget, however, cost certainty will be determined once tender evaluation has been completed. The evaluation is based on the approved corporate process of awarding 60% of the evaluation marks for price and 40% of the marks for quality. Each tender will be marked by a number of officers to ensure best value is obtained.
8. To ensure that the appointment of the contractor is taken in a timely manner consistent with the corporate Capita procurement process and timetable, officers are seeking Cabinet approval for the decision to award the contract to be taken by the Head of Community Services in consultation with the Cabinet Member for Community Services.
9. This appointment will only take place if the tender matches the specification for the works required and the cost for those works falls within the approved capital budget of £100,000.
10. Officers are planning for these works to be started at the earliest opportunity and if possible, undertaken during the school summer holidays when the customer footfall is lower and the impact on the other service areas can be minimised. This will mean that the centre can continue to provide an effective level of service to its customers. It is possible that the works could take up to ten weeks to complete however once a contractor is appointed discussions can be held to confirm the final works programme which could be considerably shorter than ten weeks. Should the summer holiday period not provide sufficient time contingency plans are ready to continue the service when the schools return.

Options

11. The impact of not undertaking these essential refurbishment works will mean that customers are increasingly dissatisfied with the facilities and overall customer experience that in time could lead to a reduction in usage and loss of revenue.
12. Failure to deliver the improvements to the dry side change area showers and toilets at Henley Leisure Centre will lead to further deterioration of the floor tiles and grouting in the showers, allowing more water ingress into the adjacent sports hall walls and potentially causing further damage to other parts of the facility including the sports hall floor.

Financial Implications

13. An Individual Cabinet Member decision (ICMD) in July 2018 approved the transfer from the provisional capital programme to the approved capital scheme. The report anticipated that £100,000 was estimated for these works, funded from the approved capital budget.
14. At its meeting on 20 December 2018 Council agreed the recommendations of Cabinet, made at its meeting on 18 December 2018, to use the surplus budget from the Henley Leisure Centre changing room budget for the refurbishment of the dry side facilities at Henley leisure centre and resolved to create a new capital scheme within the council's approved capital programme to refurbish dry side changing rooms at Henley Leisure Centre. Council also agreed to vire £19,000 from the existing wet side changing room refurbishment budget into the new capital budget.
15. Therefore, with the virement of the surplus budget, the anticipated funding from the approved Leisure Centre – Capital Works budget will be £81,000 bringing the total budget to £100,000. The balance will remain in the approved capital budget.

Legal Implications

16. The appointment of the contractor to undertake the works to the dry side changing facilities will be made through a suitable procurement contract.

Risks

17. To minimise or negate risks, the provision of Risk Assessments and Method Statements (RAMS), a Project Lifetime and a Construction Phase Plan is a requirement within the contractor's submission.

Other Implications

18. Officers have consulted relevant stakeholders on opportunities to minimise energy usage and the project will include new LED lighting.

Conclusion

19. The procurement and appointment of a suitable contractor to undertake the refurbishment of the dry side changing facilities will bring the dry side toilets and shower areas up to the consistent high standard that customers expect at Henley Leisure centre.

Background Papers

- Virement of surplus capital budgets for refurbishment works at Henley and Thame Leisure Centres, Cabinet 18 December 2018 and Council 20 December 2018.
- Individual Cabinet Member Decision July 2018 - transfer of capital scheme from provisional to approved programme.

Cabinet Report



Listening Learning Leading

Report of Head of Community Services – Donna Pentelow

Author: Ian Burtenshaw

Telephone: 01235 422255

E-mail: ian.burtenshaw@southandvale.gov.uk

Wards affected: Thame

Cabinet member responsible: Councillor Filipova-Rivers

Tel: 07850 141623

E-mail: Maggie.Filipova-Rivers@southoxon.gov.uk

To: CABINET

Date: 27 June 2019

Thame Leisure Centre – refurbishment works to the dry side toilets

Recommendation

To delegate authority to the Head of Community Services in consultation with the Cabinet Member for Community Services, to procure for and award a contract for the refurbishment of the dry side toilets at Thame Leisure Centre to a contractor selected through the council's procurement process, subject to the tendered sum being within the approved budget of £54,560 and the works complying with the required specification.

Purpose of Report

1. To seek Cabinet's approval to use delegated authority to procure for and award a contract to carry out the dry side toilet refurbishment works at Thame Leisure Centre.

Corporate Objectives

2. This project will contribute towards the strategic objective of "Sustainable communities and wellbeing" and corporate priority of ensuring that "we will increase participation in sport and leisure", specifically by "improving accessibility and availability of leisure facilities in South Oxfordshire".

Background

3. The dry side toilet facilities at Thame Leisure Centre are in poor state decoratively. They are the original cubicles and fittings from when the centre was built in the 1980's.

Refurbishing the dry side toilet facilities at Thame will improve the overall customer experience consistent with other areas of the centre.

4. At its meeting on 20 December 2018 Council agreed the recommendations of Cabinet, made at its meeting on 18 December 2018, to use the surplus budget from the existing Thame wet side changing room refurbishment project for the refurbishment of the dry side toilets at Thame Leisure Centre. Council resolved to create a new capital scheme within the council's approved capital programme and agreed to vire £22,000 from the existing Thame wet side changing room refurbishment project into the new capital budget.
5. Officers had initially anticipated that the improvement works would be completed from the underspend from the Thame wet side changing room project. To maximise the benefits of a full refurbishment programme officers estimated that the costs of the works will be in the region of £55,000. To undertake this project £32,560 has been secured from Section 106 funding to supplement the existing £22,000 budget for the works, bringing the total budget to £54,560.
6. Cost certainty cannot be confirmed until the project has been competitively tendered. Award of contract would only take place if the tender matches the specification for the works required and the price for those works falls within the approved capital budgets. The evaluation is based on the approved corporate process of awarding 60% of the evaluation marks for price and 40% of the marks for quality.
7. To ensure that the appointment of the contractor is taken in a timely manner, officers are seeking Cabinet approval to delegate authority to the Head of Community Services in consultation with the Cabinet Member for Community Services.
8. Officers have consulted relevant stakeholders on opportunities to minimise energy usage and the project will include new LED lighting.
9. Officers are planning for these works to be completed at the earliest opportunity and, if possible, undertaken during the school summer holiday when the footfall is lower and the impact on the other services areas can be minimised. This will mean that the centre can continue to provide an effective level of service to its customers. It is anticipated the works will last for six weeks.

Options

10. Not undertaking these essential refurbishment works will mean that the facilities will continue to deteriorate resulting in a reduction in customer satisfaction and a reduction in people using the facilities. There is also an increased risk of incurring additional costs to address these works at a future unplanned date.

Financial Implications

11. The total budget for this project is £54,560 which will be met by existing approved budgets for Thame Leisure Centre – Dry side Changing room refurbishment budget and approved section 106 funding.

Legal Implications

12. The appointment of the contractor to undertake the refurbishment works will be made through a suitable building contract.
13. To minimise or negate risks, the provision of Risk Assessments and Method Statements (RAMS), a Project Lifetime and a Construction Phase Plan is a requirement within the contractor's submission. The works will be carefully monitored to ensure the project is carried out in accordance with the contract specification, timescales and budget.

Other implications

14. None

Conclusion

15. The procurement and appointment of a suitable contractor to undertake the refurbishment of the dry side toilets will bring them up to the consistent high standard that customers expect at Thame Leisure Centre.

Background Papers

- Virement of surplus capital budgets for refurbishment works at Henley and Thame Leisure Centres, Cabinet 18 December 2018 and Council 20 December 2018.
- Individual Cabinet Member Decision July 2018 - transfer of capital scheme from provisional to approved programme

Cabinet Report



Listening Learning Leading

Report of Head of Community Services

Author: Jan Smith

Telephone: 01235 422243

E-mail: jan.smith@southandvale.gov.uk

Wards affected: Wheatley

Cabinet member responsible: Councillor Filipova-Rivers

Tel: 07850 141623

E-mail: Maggie.Filipova-Rivers@southoxon.gov.uk

To: CABINET

Date: 27 June 2019

Park Sport Centre, Wheatley - appointment of contractor to undertake roof refurbishment work

Recommendation

To authorise the award of a contract to Fergal Contracting to carry out the refurbishment work of the mansard roof at Park Sport Centre, Wheatley at a cost of £126,294.

Purpose of Report

1. To seek Cabinet's approval to appoint Fergal Contracting to undertake the mansard roofing works at Park Sport Centre, Wheatley.

Corporate Objectives

2. This project will contribute towards the strategic objective of "Sustainable communities and wellbeing" and corporate priority of ensuring that "we will increase participation in sport and leisure", specifically by "improving accessibility and availability of leisure facilities in South Oxfordshire".

Background

3. Park Sport Centre, Wheatley is one of the council's leisure centres based on a school site operated jointly with Oxfordshire County Council.

4. The district council have a legal agreement with Oxfordshire County Council (OCC) called a Joint Use Agreement. Under this agreement Wheatley Park School have use of some of the facilities within the sports centre. As such the responsibilities for costs and use of the building are the district and county councils.
5. OCC are the owners of the sports centre building and under the joint use agreement the district and county council share the operating costs of the facility including the repairs and maintenance costs. The agreement has a split of these costs which requires the district council to pay 68 per cent and OCC to pay 32 per cent of any repairs or maintenance to the building.
6. Officers noted missing vertical slate tiles on the mansard roof at the Park centre during routine building inspections. Upon further investigation it was found that where the tiles were missing, water had been entering the roof space and causing internal damage to the building fabric.
7. This also has highlighted that the general design of the roof is not suitable, where heavy vertical slate tiles can be dislodged and potentially fall causing a health and safety concern for pupils, staff and the general public.
8. Officers appointed a specialist roofing project management company to formulate a specification that would fall within planning regulations and make the roof safer for the school pupils, public, and protect the internal building fabric from water ingress.
9. The recommended solution is to install a robust metal sheet panel system that has a similar visual appearance as the existing slate tiles consistent with planning requirements and would prevent any loose tiles falling from the roof, thereby minimising any future risk to customers, pupils and the general public.
10. Officers have consulted internal and external energy consultants and OCC officers in considering opportunities for energy efficient initiatives including upgrading the insulation in the areas where the replacement works are being undertaken.
11. Officers tendered the project in accordance with the council's procurement process. Following the evaluation of the tenders, officers recommend that Fergal Contracting will be the most suitable contractor and that they should be appointed based on providing the most economically advantageous tender and their experience in delivering similar works. The evaluation details relating to the seven submitted tenders can be found in appendix A which demonstrates the split of marks awarded to each contractor based on 60% on the marks given for price and 40% for quality.
12. Officers anticipate works will start within six weeks of signing of the contract and works to be completed within 14 weeks subject to suitable weather conditions. There will be no impact on the operational service provided by the leisure centre and school operations as all the works are outside of the centre and will be suitably fenced off to prevent access to the work area.

Options Considered

13. Officers have considered only replacing the affected broken tiles, but this does not reduce the risk of further tiles causing a continuing health and safety risk to the public and water continuing to penetrate the building. This option was discounted.

Financial Implications

14. The works will be funded from the approved Leisure Centre – Capital Works budget and with the appropriate contribution from OCC as required under the Joint Use Agreement which equates to 32% or £40,414 of the cost of the works. There are sufficient funds within the leisure centre capital works budget to fulfil the district council's contribution to undertake these works.

Legal Implications

15. The appointment of the contractor would be made through a suitable building contract which would be finalised with the legal team.

Risks

16. To minimise or negate risks, the provision of Risk Assessments and Method Statements (RAMS), a Project Lifetime and a Construction Phase Plan formed part of the Request for Quotation Employers Requirements in the procurement process. The works will be carefully monitored to ensure the project is carried out in accordance with the contract specification, timescales and budget.

Other implications

17. None

Conclusion

18. Officers agree that this design is the best solution and the most economically advantageous tender and request that Cabinet approve the appointment of Fergal Contracting to deliver the project at Park Sport Centre.

Background Papers

- Individual Cabinet Member Decision July 2018 - transfer of capital scheme from provisional to approved programme

Appendix A

Contractor	Quality	Cost	Overall	Standing
A-	26%	41% - £186,166	67%	4
B-	27%	60% - £126,294	87%	1
C-	26%	45% - £167,797	71%	3
D-	24%	32% - £235,279	56%	6
E-	13%	46% - £165,530	59%	5
F-	20%	25% - £307,480	45%	7
G-	26%	60% - £126,980	86%	2