

Scrutiny Committee Agenda



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Date: 4 December 2014
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A meeting of the
Scrutiny Committee
will be held on Thursday, 18 December 2014
at 7.00 pm
Lockinge, The Beacon, Portway, Wantage, OX12 9BY

Members of the Committee:

Councillors

Jim Halliday (Chairman)
Charlotte Dickson (Vice-chairman)
Eric Batts
Tony de Vere
Jason Fiddaman
Debby Hallett

Mohinder Kainth
Sandy Lovatt
Julie Mayhew-Archer
Fiona Roper
Alison Thomson
Richard Webber

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A handwritten signature in black ink, appearing to read 'M Reed', written in a cursive style.

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's Vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Notification of substitutes and apologies for absence

To record the attendance of substitute members, if any, who have been authorised to attend in accordance with the provisions of standing order 17(1), with notification having been given to the proper officer before the start of the meeting and to receive apologies for absence.

2. Minutes

To adopt and sign as a correct record the minutes of the committee meetings held on 18 September 2014 and 25 September 2014 (already circulated and published) and 27 November 2014 (to follow).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests, or other relevant 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. Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

Any statements and/or petitions from the public under standing order 32 will be made or presented at the meeting.

6. Action List

To review actions taken since previous meeting and any outstanding actions (circulated

separately/ tabled at meeting).

7. Preparation for the 2015 district, parish and parliamentary elections and progress on the elections action plan

(Pages 4 - 11)

To receive the report of the head of legal and democratic services.

8. Abbey Meadows outdoor pool - review of 2014 season

(Pages 12 - 16)

To receive the report of the head of economy, leisure and property.

9. S106 Planning Obligations Monitoring Report 2014

(Pages 17 - 36)

To consider the report of the head of planning.

10. Indicative Scrutiny work programme

(Pages 37 - 41)

To review the attached scrutiny work programme. Please note, this is an indicative programme only, and all items are subject to being withdrawn or dates rearranged without further notice.

11. Dates of meetings

To note the dates of the remaining committee meetings for the civic year:

- 15 January 2015
- 11 February 2015
- 26 March 2015

All meetings to be held in The Beacon in Wantage, unless otherwise notified.

Exempt information under Section 100A(4) of the Local Government Act 1972

None

Scrutiny Committee Report



Report of Head of Legal and Democratic Services

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To: Scrutiny Committee

Date: 18 December 2014

Preparation for the 2015 district, parish and parliamentary elections and progress on the elections action plan

Recommendation: to note the progress on the preparations for the 2015 district, parish and parliamentary elections and on the election action plan.

Purpose of Report

1. To consider progress on the preparations for the district, parish and parliamentary elections in May 2015 and on the implementation of the scrutiny committee's recommendations on the review of the 2011 local elections.

Background

2. This report fulfils the recommendation agreed by the committee in August 2011 for a report in November 2014. In light of a number of conflicting projects, including the implementation of Individual Electoral Registration (IER), which requires each person to register to vote individually rather than by household, the chairman agreed a request to delay the submission of a report by a month to this meeting. Appended to this report is a table setting out the recommendations of this committee agreed at its meeting in August 2011 and the progress in addressing each recommendation. The body of the report includes further detail on a number of issues.

Progress on implementation of recommendations

3. Since 2011 the elections team has successfully delivered a number of by elections at county council, district council and parish council level, the Police and Crime Commissioner elections in 2012, Oxfordshire County Council elections in 2013, the European Parliamentary elections in 2014 and two neighbourhood plan referendums in South Oxfordshire. These elections have allowed the team to further address the actions identified in the review, improve their project

management/risk management processes and importantly identify how best to deliver the 2015 elections.

4. The **attached** schedule provides an update on the status of the committee's recommendations.
5. The schedule shows progress against the recommendations and where applicable identifies arrangements for 2015. The following paragraphs expand on a number of important issues for the delivery of the elections.

Appointment of printers (postal vote issues)

6. Printing issues formed a major part of the review undertaken in 2011 and were identified as a major factor that contributed to the issues encountered at the 2011 elections including incorrect ballot papers and the non-delivery or incorrect delivery of postal packs. David Buckle, in his capacity as returning officer (RO) appointed an alternative printing firm which successfully delivered a number of by-elections, annual canvass registrations and the Police and Crime Commissioner Elections in 2012. However, in 2013 the RO took the decision to undertake a full procurement exercise to test the market and ensure the council had a contract in place setting out service delivery expectations and which would offer both him and the council a means of redress in the event of the non-delivery of service.
7. Officers undertook the procurement exercise in accordance with the council's procurement processes and with support of officers within the procurement team. The council invited proposals from companies who had extensive proven electoral and electoral registration work experience. Three companies submitted proposals which were scored in accordance with the advertised process. The contract was awarded to the company who had undertaken work for the RO and council since the 2011 elections. To date the company has delivered an excellent service offering regular communication with officers and attending meetings at the council offices prior to the delivery of major elections.

Purchase and performance of new software

8. Committee members will be aware that since the IER go-live date of 10 June the council's previous electoral management system was beset by problems which delayed the introduction of IER during the summer. Because of ongoing problems the chief executive, in his capacity as electoral registration officer, took the decision to seek an alternative software provider with a proven track record in the delivery of IER. On 10 October the deputy leader of the council took an urgent decision to award the contract to an alternative software provider. The council is now successfully delivering IER albeit behind schedule. Officers are confident that this new software will positively contribute to the delivery of the 2015 elections.

Project management arrangements and resource plans

9. The 2011 review identified the need for activities to be undertaken by staff outside the core team. Officers considered the option of engaging a project manager from outside the core team for major elections to provide a fresh perspective and an independent challenge. Officers agreed to implement this approach for the delivery of the IER project with the appointment of an officer with proven project management experience from outside the service managing both the project plan and risk register elements of the project – a move welcomed by the Cabinet Office. In light of the success of this approach the RO has appointed the officer as project

manager for the delivery of the 2015 elections. He will commit up to two days a week to the project from now until February and then commit more time nearer the election. The project will be run in accordance with the council's project management procedures and comprise both a project team and project board to oversee the successful delivery of the project.

10. In addition to the appointment of a project manager external to the service the RO is seeking to appoint a consultant with extensive experience in the delivery of elections from the Association of Electoral Administrators as a critical friend to review the project plans and preparations in general. The appointee will be expected to attend the project board meetings.
11. This report and appendix sets out a number of ways in which existing council staff resources will be deployed to assist with the delivery of the 2015 elections. In addition to this the elections team comprising a team leader, officer, trainee and a four person administrative team will be supported by an additional temporary member of staff from January until 30 June 2015.

Count arrangements for 2015 elections

12. The 2011 review recommended an assessment of suitable count venues. The Leisure and Tennis Centre in Abingdon was successfully used as the count venue for the Police and Crime Commissioner Elections in 2012 and the Oxfordshire County Council elections in 2013. The successful delivery of these elections and the subsequent European Parliamentary elections in 2014 at the same venue has reinforced the returning officer's view that this is the most suitable venue across both South Oxfordshire and Vale for the delivery of the combined elections in 2015.
13. In light of the scale of next year's elections the RO has appointed Clare Kingston, Head of Corporate Strategy, as count venue manager to oversee this element of the project. She is currently scoping the project and will appoint appropriate support staff to undertake specific roles.
14. All ballot boxes will be returned to the count venue for verification at the close of poll on Thursday 7 May. The three parliamentary constituency counts will be held immediately following the completion of the verification with the announcement of results by the morning of Friday 8 May. The RO is currently finalising arrangements for the timing and location of the district and parish council counts. Current proposals involve holding the district council counts on Friday 8 May at the Leisure and Tennis Centre in Abingdon. The final timing will be dependent on the availability of staff and provision of a reasonable rest period for those staff who would have worked on election day and through the night.
15. At the 2011 elections a number of parish councils requested that future parish council election counts be held in the community. In light of this request the RO is exploring the possibility of holding the parish council counts on Saturday morning in regional count venues. A meeting to discuss these arrangements with the proposed venues is scheduled for 10 December 2014.

16. Officers are aware that other authorities intend to hold district counts on Saturday and parish council counts on Monday. In light of this officers are currently undertaking a survey of authorities within the South East to gain a picture of how other authorities are approaching this major exercise. The RO will make a final decision in light of this survey and the meeting referred to in paragraph 15 above.

Call handling by Capita

17. The elections team was not prepared for the number of telephone calls received in 2011 and was overwhelmed by the number it received when issues arose. Whilst additional staff resources were made available during subsequent elections, officers continued to explore other options to increase resilience and relieve the pressure on the core team. With the introduction of IER, and in anticipation of the high volume of routine phone calls, arrangements were made for Capita to undertake electoral services call handling on behalf of the council. Due to the success of this exercise officers are currently working on an extension of this agreement to allow Capita to answer more general electoral questions from customers. We anticipate that this arrangement will be in place for the 2015 elections.

Engaging with stakeholders for 2015 elections

18. The appendix to this report contains recommendations to improve the communication with those involved in the election process (for example parish councils and agents). Such communication has improved at the elections held since 2011. The RO and elections team will ensure this is maintained and enhanced for the 2015 elections. Officers are currently finalising a 2015 election webpage which will include relevant information and sign post customers to other relevant information held with other organisations – for example the Electoral Commission. On 2 December, the RO had his first meeting with election agents. As stated in recommendation vi of the appendix to this report officers have attended a meeting of parish clerks to offer guidance on the electoral process.

Financial Implications

19. None arising from this report.

Conclusion

20. At its meeting in March 2012 the committee considered an update report on the implementation of its recommendations, agreed at its meeting in August 2011, for suggested improvements for the future management of elections. This report provides an update on the delivery of those recommendations and the preparations for the delivery of the 2015 combined elections. The committee is asked to note progress to date and make any observations.

Background Papers: Report to committee meetings held on 21 July 2011 and 22 March 2012. Minutes of the scrutiny committee meetings held on 21 July and 24 August 2011 and 22 March 2012.

Update on status of committee's recommendations

	Recommendation	Status comment
1		
i	exercise to identify and select a suitably experienced printing firm be undertaken	See paragraphs six and seven of main report
ii	a suitable local printer be identified to deal with small scale elections printing and to provide back up in the crucial period immediately prior to an election	A local printer identified and agreed to provide back up for printing ballot papers.
iii	a communications strategy be developed for all elections using the councils' facilities and a wide range of media and in particular consider the use of adverts in the printed media	The elections team works closely with the communications team and specifically their identified 'communications buddy' during all elections. A full communications strategy is in place for 2015.
iv	during the nominations process <u>frequent</u> communication take place with agents	Agents are now regularly updated on developments (issue of poll cards/postal votes etc and advised of any problems).
v	the nomination process be reviewed to ensure a more efficient and effective use of resources and eliminate use of paper records	Officers will explore the feasibility of this with the new electoral software package.
vi	clerks of parish and town councils should be advised that they are not required to handle completed nomination papers	Guidance note to parish clerks has been amended to reflect this and will form part of written instructions to parish clerks for future elections. Officers attended the Society of Local Council Clerks on 25 November to brief clerks on arrangements for the elections.
vii	analysis take place to identify those activities which must be carried out by the core team and those which are peripheral and could be carried out by other parts of the organisation but shaped by the elections team	<p>Non-core team officers are trained and administer the postal vote opening sessions.</p> <p>The training of presiding officers and poll clerks is delivered via an online session followed up with a short briefing session from the RO when staff collect their ballot boxes. This releases elections staff from the resource intensive process of delivering numerous training sessions.</p> <p>Non-core team officers from the department's business support unit will be on standby to assist with telephone queries and any other duties as required.</p> <p>See paragraphs nine, 10, 13 and 17 of main report.</p>

	Recommendation	Status comment
viii	during the election period the project plan and risk register be regularly updated to form part of short and focussed meetings of the core elections team chaired by the returning officer (or a deputy authorised to act on his behalf) to oversee progress	RO continues to hold monthly update meetings with core team. Project board meetings have been scheduled for the 2015 elections.
ix	the two separate IT systems used by the elections team be integrated as soon as possible	Joint data base system in place and operating successfully. No issues identified with new electoral software.
x	data be supplied to the printer in a timely manner so that majority of postal vote packs are in future provided to Royal Mail on the day after the postal vote deadline	A change in legislation now requires postal votes to be issued to electors as soon as is practicable, which in practice means at any time after the details to be printed on the ballot papers have been confirmed – deadline for withdrawals. A second issue is made for new applications received by the registration deadline date.
xi	the Online Business Account be used by both the printer and the elections staff in a timely manner to check the quantities of documents supplied to Royal Mail against the data file supplied to the printer and that future printing contracts specify exactly what regular reports are to be made to the council and when;	Officers receive data from the printers on the number of data files received, poll cards and postal vote packs produced and supplied to the postal service and from Royal Mail on the number of packs received from the printers and entering the mail system. For each election the election team ensures it has a named contact at Royal Mail to follow up on any issues that may arise.
xii	an exercise be carried out to identify colleagues outside the core elections team who can support the process in a variety of roles such as overseeing postal votes, inspecting polling stations, count supervision having received appropriate training;	As noted in vii non core team officers manage the postal vote opening/verification work for major elections. Non-core elections officers act as polling station supervisors and count supervisors. Appropriate briefing/training sessions are held and updated to reflect each type of election.
xiii	all options for count venue(s) in 2015 be considered and each potential count venue be subject to a detailed written assessment and that a named person holds responsibility for the preparation of the selected venue(s);	See paragraphs 12 and 13 of main report.
xiv	a training course be developed for count supervisors encompassing all aspects of their role;	Comprehensive briefing sessions held for count supervisors. These will be repeated for the 2015 elections.

	Recommendation	Status comment
xv	the 'combination method' is not a recognised means of counting 'split votes' and should not be used;	Officers agree the count method before each election, train and instruct staff accordingly and explain the process to agents. The 'block vote' method of counting is a valid option in appropriate circumstances, for example where four candidates stand for two seats.
xvi	the returning officer review the method used for counting 'split votes' and inform all agents of the method to be used in the future;	As above. Procedures to be determined for each count.
xvii	all staff employed by the returning officer be paid by BACS through the payments system; use of cheques becoming an exception;	Due to the timing of the PCC elections staff were not paid by BACS due to concerns that payments would not be received before Christmas as favoured by the Home Office. However, payments have been made via BACS for all subsequent elections. This form of payment is now necessary to ensure the RO complies with the Real Time Information (RTI) directive. Officers are currently assessing the options offered by the new elections software package to provide further payroll efficiencies.
xviii	the allocation of polling stations be reviewed in the light of the electorate and turnout figures;	A polling district and places review completed and agreed by Council at its meeting in December 2011. Officers are currently undertaking a further review in accordance with the requirements of the Representation of the People Act 1983, as amended by the Electoral Administration Act 2013 to undertake a review before 31 January 2015.
2	the returning officer shall provide a report to the scrutiny committee in six months and in November 2014 setting out progress on implementing these recommendations, and the scrutiny committee should regularly monitor progress on implementation;	The committee received a report in March 2012. This report fulfils the second part of the recommendation.
3	That the Electoral Commission, the Association of Electoral Administrators, and the two local Members of Parliament be asked to press: (a) for a statutory despatch date for all postal votes (except those granted for late illness, etc.); (b) that in future no more than	Completed. See x above for update on postal vote despatch. The RO has stated that no neighbourhood plan

	Recommendation	Status comment
	two elections/referenda take place on the same day;	referendums will take place from March until after the May 2015 elections.
4	That the election team's annual self-assessment for the 2011 elections be presented to the committee as soon as it is written;	As reported in March 2012 the Electoral Commission no longer require the submission of an annual self assessment. This has been replaced by the submission of data and information during an election. No issues have been raised by the Electoral Commission during the delivery of elections since 2011 and none were raised by Oxfordshire County Council's returning officer in 2013 or the Regional Returning Officer who oversaw the delivery of the European Parliamentary elections in 2014. Paragraph 10 of this report states that the RO is seeking to appoint an AEA consultant to ensure the preparations for 2015 are fit for purpose.
5	That a small task group of four Scrutiny Committee members be set up to review how the 2011 elections were planned and delivered by the council's staff with the terms of reference to be agreed by the committee. The task group to report back before/at the February 2012 committee meeting, and that the Leader and the Leader of the Opposition be asked to nominate two councillors each;	A task group was established. Officers provided information on request.
6	the elections task group be requested to consider the best way of commissioning, while being mindful of the cost, a report from the Association of Electoral Administrators or SOLACE Enterprises analysing best practice across a range of other councils to assure this council that it is using the best model for allocating and discharging the role of returning officer in delivering elections.	The task group met several times in Autumn 2012. It concluded that some of the problems in 2011 arose from project management and resourcing issues which it noted had also been identified by the independent review for example items viii and xii. The task group reported its conclusions directly to the Leader and the Leader of the Opposition, and noted that the committee was already scheduled to receive a further report about preparations for the 2015 elections. The task group suggests that performance of the 2015 elections should be formally reviewed in Autumn 2015, when if necessary best practice from other councils could also be reviewed.

Scrutiny committee report



Report of head of economy leisure and property

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To: SCRUTINY COMMITTEE

DATE: 18 December 2014

Abbey Meadows outdoor pool - review of 2014 season

RECOMMENDATION

That the committee considers the report on the 2014 season for the Abbey Meadows outdoor pool.

PURPOSE OF REPORT

1. The report outlines the performance of the outdoor pool and associated interactive water feature and kiosk situated in Abbey Meadow, Abingdon, during the 2014 season.

STRATEGIC OBJECTIVES

2. The review of the outdoor pool helps ensure the Vale of White Horse District Council is achieving its strategic objectives in the following area:
 - excellent delivery of key services: deliver high performing services with particular emphasis on ensuring good quality sports and leisure provision.

BACKGROUND

3. The pool opened to the public on Saturday 24 May 2014 and closed to the public on Sunday 31 August 2014. The pool was managed by Soll (Vale) (referred to within the report as Soll) in accordance with the Abbey Meadow outdoor pool management contract, which was in its final year.

4. As the contract with Soll has now ended and the staff who managed the facility are no longer employed by Soll, they were not available to input into the writing of this report or to be present at this meeting. Therefore, the report is based solely on the experience of officers who were involved directly with the delivery of the service through Soll.
5. The preparation works for the 2014 season began after quite significant flooding had subsided. The main problem to be tackled was the build up of algae on the water feature, which looked unattractive but was not a health hazard, and unfortunately this proved to be a continual problem throughout the season. In addition, the council carried out further repairs to the pool promenade and minor works to the pool, snack kiosk and water feature, all of which were completed in time for the opening. Soll commissioned the normal pre-opening works required to prepare the facilities for opening.
6. The major pre-season project for officers was co-ordinating the painting of the external facades of the pool building with the Friends of Abbey Meadows Outdoor Pool. This resulted in considerable practical input from the leisure team and improvements to the appearance of the building. The cost of materials for these works was some £550.
7. Abingdon Town Council provided revenue funding towards the opening and running of the facility for the 2014 season in accordance with its agreement with the Vale Council. However, this agreement also ceased at the end of the season. The facility is included within the new joint leisure management contract with Greenwich Leisure Limited (GLL).

MONITORING

8. Due to the seasonal nature of the facility and its dependence on good weather, officers monitored the contract on a weekly basis. Each visit was unannounced and followed a detailed check list, which was completed by a monitoring officer during each visit. Areas that required immediate improvement were notified to Soll before the officer left the site and a full report detailing all findings was issued to Soll within two days of the inspection.
9. This report was issued to Soll's general manager of the facility, who was then accountable for distributing that information to the appropriate senior officers within Soll. On the same basis, the monitoring officer reported back on any exceptional items or areas where previously identified items had not been rectified, and these matters were then taken up by the facilities development (leisure) officer with the appropriate Soll counterpart.
10. Whilst there are always issues to deal with, there was co-operation between both Soll and the Vale Council to achieve the desired outcomes.

OPERATIONAL OVERVIEW

11. Any routine issues were dealt with by Soll staff or in conjunction with the appropriate Vale Council officers.
12. A number of repairs took place throughout the season carried out by Soll and the Vale Council, and these included:
 - operational failures on the newly refurbished water feature
 - refurbishment works to the safety surface of the water feature

- tiling works to showers
- concrete works
- manhole cover levelling
- painting to externals of building.

The cost of these works was over £16,000

13. The areas that caused most work related to the continual growth of algae in the main pool due to the continuing deterioration of the tank surface, which allowed spores to grow and cause large patches of staining on the pool tank. Although these patches looked unsightly, they were not a health hazard.
14. Accidents were minimal in number and severity, and most of them arose from injuries sustained outside of the pool compound, with customers coming to the pool for assistance.
15. Soll had difficulties at the start of the contract with dirty changing rooms, especially first thing in the mornings. This matter was eventually resolved. However, as the season progressed and user numbers were at maximum, there were further adverse comments regarding cleanliness. These were due primarily to the pressure of large numbers of customers going through the changing rooms in a very short space of time, making it impossible or very difficult for staff to clean while customers were still present.
16. Soll's advertising of the facility was limited and late in its delivery, and comprised of leafleting and posters around the Abingdon area. The Soll, Friends group and Vale Council's websites also contained all of the relevant information for the pool.
17. Throughout the season and especially during the hottest evenings, there was some unauthorised use of the facility arising from people climbing over the two metre high perimeter fence, which resulted in minor damage and inconvenience. Where appropriate, the police were called and crime numbers were obtained.

USER INFORMATION

18. The weather this season was generally hot and dry, with July and August proving to be very hot. On this basis, we would have expected significantly larger numbers of attendances for the year. However, despite consistently good weather, especially when the children were on holiday from school, it is disappointing that attendances this year were recorded as lower than in 2013.
19. Officers challenged Soll over the validity of its user figures for August 2014, as officers considered that the actual figures did not fully reflect the numbers evidenced on their routine visits and so was under representing the true figures. Soll was unable to provide any revised figures; however, officers are reasonably confident that attendances were higher than demonstrated by the attendance figures provided.
20. Soll continued with its free swimming initiative for all children under the age of 16, which it introduced in 2011. By enrolling onto a registration scheme, children could swim as often as they wanted at the pool throughout the season for free.

21. Appendix 1 attached to this report provides a comparison of user groups over the last three years (see Table A) and the monthly breakdown of figures for the 2014 season (see Table B). It is clear that, until the schools broke up in July, attendances were low and that once families go away on holiday then usage of the facility declines, despite the good weather. Anecdotal feedback from the site manager was that there were only a few occasions this season when there was a queue or waiting list to gain entry.

FINANCIAL INFORMATION

22. Abingdon Town Council contributed £44,702.82 towards the revenue costs of operating the pool for the 2014 season. The balance of the expenditure was provided by the Vale Council either in the form of officer time or expenditure budgets.

	2012/13 actual	2013/14 actual	2014/15 estimates
Repairs and maintenance to land and buildings	1,307	4,099	9,111
Repairs and maintenance to fixtures and fittings	0	0	7,621
Electricity	0	0	0
Water rates	0	0	0
Grounds maintenance services	3,027	3,117	3,250
Premises insurances	133	170	180
Leisure facilities management contract	32,440	30,720	30,720
Staff costs	6,000	6,500	4,000
Support services	2,000	2,191	2,200
Capital works	0	11,500	0
Total Expenditure	44,907	58,297	57,082
Other reimbursements	-2,665	0	0
Reimbursements - Town Council	-40,272	-45,350	-44,702
Total Income	-42,937	-45,350	-44,702
Net Expenditure	1,970	12,947	12,380

CONCLUSION

23. Although the weather over the summer was consistently good, the user figures were lower than we would have anticipated. Soll encouraged junior visitors to the pool with the continuation of the free swimming offer again this season.

24. Soll responded to the demands placed upon it by both the Vale Council, the town council and customers in a positive way. There was a period early in the season where a number of comments were received from customers regarding the cleanliness of the changing rooms, which were sometimes difficult to address during peak periods. The issues relating to the algae persisted and although the algae looked unattractive it did not compromise the water quality, which remained excellent, or public health.

25. The committee is asked to note the performance of Abbey Meadows outdoor pool and associated interactive water feature and kiosk during the 2014 season.

APPENDIX 1

TABLE A

Season comparisons of user groups

	2012	2013	2014
Adult swim	2510	3940	2218
Junior swim	2357	850	952
Concessions	537	598	760
U16 - Free swim	2,810	5,699	6,741
Inflatable sessions	691	0	0
Access to Leisure Pass	8	41	1
Season pass	321	292	383
TOTAL SWIM	9,234	11,420	11,055

TABLE B

Monthly attendances for 2014 season

	Adult	Junior	Concession	Access to Leisure Pass	Under 16's	Season pass	TOTAL
May	69	11	53	0	85	2	220
June	452	222	281	0	271	110	1336
July	1331	580	312	0	5554	96	7873
Aug	366	139	114	1	831	175	1626
TOTAL	2218	952	760	1	6741	383	11055

Scrutiny Report



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Paper for Vale Scrutiny on: 18 December 2014

S106 Planning Obligations Monitoring Report 2014

Recommendation

That scrutiny committee considers and provides comments to the cabinet member for planning (Development Management) on the progress in setting up monitoring of s106 obligations.

Purpose of Report

1. This report aims to update councillors on;
 - actions taken since the October 2013 report to Scrutiny
 - ongoing work relating to S106 Monitoring
 - annual S106 report for the financial year 2013/14 including a summary of financial sums received, spent and current balance
 - progress made to date in the financial year 2014/15
 - our next steps on the wider infrastructure delivery work

Background

2. Planning obligations under S106 of the Town and Country Planning Act 1990 are commonly known as S106 agreements. They provide a formal legal mechanism to secure measures that help make development proposals acceptable in planning terms. S106 agreements are our current method for securing developer contributions for infrastructure to mitigate the development impacts.
3. Under S106 agreements developers and landowners are legally obliged to make the required contributions. The agreement sets out the obligations of the developer in terms of what contributions are to be made and at what stage (triggers) of the development they are required. For the council, the agreement sets out what the contribution is to be spent on and the timeframe for it to be delivered.
4. Under S106 agreements developers are normally required to notify the council when they reach key stages of a development and in response, where these stages trigger a financial obligation, we will invoice for the due amount (index linked).
5. The signing of an agreement does not guarantee the funds. As S106 agreements are to mitigate impacts of development they are only paid if a development occurs and the triggers have been reached. A significant proportion of planning permissions are never implemented. As a result a proportion of contributions agreed never come to fruition. Where a development does proceed contributions will be paid at key stages such as a certain levels of occupation, e.g. 50th dwelling. On large developments these triggers may not occur for several years, which impact on infrastructure delivery.
6. There are some instances where developers pass trigger points, don't advise the council and delay or fail to pay contributions due. For this reason we require a robust S106 monitoring system.
7. Our S106 audit review in 2010 made a number of recommendations (Appendix 2) to improve the way we work and monitor receipts and expenditure.
8. As set out in the October 2013 report to Scrutiny, significant work has been completed to develop and improve the S106 monitoring system, including the introduction of the S106 module in Ocella, our computer database. Regular reports on S106 finance can now be made.

Developments since the last report

9. The staff resource has been temporarily expanded and currently includes a joint S106 Officer and two Community Infrastructure Officers (one at each council).

10. Since the last report to Scrutiny in October 2013, the following progress has been made:

- All historic S106 agreements are now entered into the Ocella database.
- New S106 agreements are entered weekly to keep our records up to date.
- A register of historic S278 agreements (legal agreements for work to the highway) has been created.
- The legal agreement files have been re-organised and the references updated to provide a consistency in approach at both South and Vale.
- A full audit of S106 payments has been carried out, which has identified several outstanding payments that may be outstanding.
- A webpage providing details of Legal Agreements entered into and monies collected has been created.

Forthcoming S106 monitoring work

S106 PARTNERSHIPS AND PROCESS PROJECT

11. A project team with officers from South, Vale and Oxfordshire County Council has carried out a full review of the S106 process from the pre-application stage through negotiation, monitoring, expenditure to the final discharge of the S106 from the land register. This project is being managed by the S106 Officer. Workshops have been held with town/parish councils, councillors and developers in order to fully understand their perspective on the existing process and how it can be improved.
12. As part of this work a review of information provided on our website has been carried out, including how we pull both our and Oxfordshire County Council's S106 information into one place, the aim being to make the process and access to information easier for third parties including developers, town/parish councils, community groups and the general public. Website improvements have been identified under the S106 web page which will go live in January. Further work is required to provide OCC's data online.
13. This work is part of an overall programme to (a) review our working practices, including better working with town and parishes; where at the June Town and Parish Forum we launched the Development Forum (attached Appendix 3), (b) to develop a S106 SPD and progress the Community Infrastructure Levy and (c) review of S106 process.
14. The proposed internal changes to S106 working practices have been agreed and we will be commencing implementation in accordance with the plan. In addition, as one of the options to improve the speed of the S106 process we will be piloting at least two planning applications with S106 agreements without OCC being a signatory to the agreement. The current practice is two agreements; one for each council with two sets of solicitors. This pilot will mean we will collect any OCC contributions and pass them on when appropriate. We are in discussion with OCC to improve our working arrangements.

OCELLA UPGRADE

15. A significant upgrade is planned to our existing Ocella database, to enable it to fully store information relating to S106 agreements. The upgraded database will store information on indexation, pooling, payments in kind and additional financial information. It is expected that the upgrade will take place by March.

COLLECTION OF OVERDUE PAYMENTS

16. Following the entry of all S106 agreements into Ocella, we initially carried out a high level review of payments collected, which we reported to Scrutiny last October. We have now undertaken a more detailed assessment of expected income. A comparison was made between S106 payments that have yet to be made, and developments that are recorded as being either started or completed. A number of payments due, appear to be outstanding and we are investigating our financial records, case by case. Where appropriate we are requesting developers for the outstanding payment.

Vale S106 Account Balance

17. As of 31 October 2014 there was a balance of £1,843,684 in S106 funds in the Council's accounts.

Monies secured/received/spent

FINANCIAL YEAR 2013/14

18. During the financial year 2013/14, a total £18,618,765 (£14,752,840 OCC, £3,865,925 VOWH) was secured by S106 agreements for new development permitted within the Vale.
19. A total of £71,145 was collected during the same financial year. Up to 31 October this financial year £646,140 had been received, with an additional £509,005 invoiced and awaiting payment.
20. A total of £312,873 was spent or allocated to capital projects, revenue streams and third parties. Projects that were funded during 2013/14 included:
 - Chilton Village Hall (£240,910)
 - Tennis courts at Letcombe Tennis Club (£27,443)
 - Public art (£5,809)
21. The remaining £38,711 was transferred to the relevant council revenue budgets to fund the maintenance of open space, waste facilities and street signage.

FINANCIAL YEAR 2014/15 – UP TO 31 OCTOBER

22. Up to 31 October in this financial year (2014/15) a total of £19,056,300 (£14,768,986 OCC, £4,287,314 Vale) has been secured by S106 agreements.
23. Up to 31 October this financial year (2014/15) £580,239 had been received, with an additional £574,706 invoiced and awaiting payment.

24. Upon receipt of S106 funds any relevant third parties, including towns and parishes are contacted swiftly and the money transferred as soon as possible. Due to an increase in funds received this financial year we are currently in the process of creating reports on funds available for key services areas and town and parish councils.

25. Up to 31 October this financial year (2014/15) the following projects have been funded through S106 contributions:

- Wilts and Berks Canal Restoration (£41,480)
- Faringdon car parking survey (£20,000)

26. The table below provides a summary on S106 contributions secured, collected and spent by Vale of White Horse (excluding Oxfordshire County Council Contributions) each financial year from 2005/06 to 2013/14:

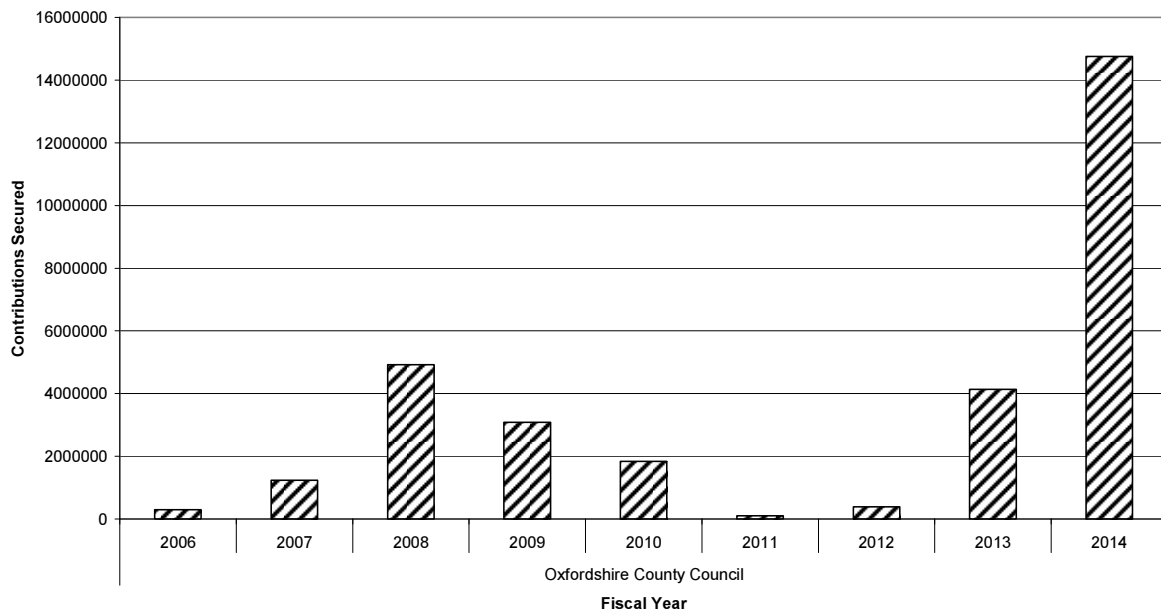
S106 Funds	Fiscal Year									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	TOTAL
Secured	£93,700	£334,113	£1,041,368	£549,596	£728,080	£351,922	£84,914	£1,128,253	£3,874,539	£8,186,485
Received	£29,590	£208,787	£797,247	£548,873	£641,699	£150,000	£40,153	£214,759	£106,146	£2,737,254
Spent	£0	£137,507	£196,228	£432,506	£240,910	£0	£24,000	£0	£1,730	£1,032,881
Balance	£29,590	£71,280	£601,019	£116,367	£400,789	£150,000	£16,153	£152,762	£95,585	£1,633,545

27. In addition to the S106 funds shown in the above table, a balance of £116,461 is held under agreements entered into prior to 2005/06.

28. As mentioned above a significant proportion of planning permissions are never implemented. Our data at present does not provide sufficient information on how much of the S106 funds that have been secured but not collected relate to lapsed permissions. Work is progressing to assign each S106 agreement with a status so that lapsed and superseded permissions can be identified, and the next annual report will include the outcome of this work.

29. The following chart shows S106 contributions secured by year from 2005/06 to 2013/14 by Oxfordshire County Council. The collection and spending of these contributions has not previously been monitored by our council, which is under review as part of the S106 improvement project.

**S106 Secured by Vale of White Horse on behalf of Oxfordshire County Council
(no data available on funds received/spent)**



30. Examples of the breakdown of contributions secured, received and spent by each parish are provided in Appendix 3.

Policy development

31. Work is progressing on the development of policy, in response to the introduction of the CIL Regulations 2010 (as amended). These regulations enable local authorities to create and charge CIL, as well as placing limitation on the use of S106 after April 2015.
32. The Community Infrastructure Officer for Vale is currently developing a CIL Charging Schedule and the Preliminary Draft Charging Schedule is currently out to public consultation. We are also developing a complimentary S106 supplementary planning document (SPD), that clarifies what we are seeking under CIL or S106 and how. The timetable for this work is set out in Appendix 6.
33. The CIL Regulations place a limit on the use of pooled S106 agreements from April 2015. After this date no more than five contributions can be pooled towards each type of infrastructure or project. Once our Ocella system has been upgraded, we will be able to better record information regarding S106 pooling.

Conclusion

34. In summary, we can conclude the following:

- A monitoring system is successfully in place which addresses the recommendations made following the 2010 audit.

- S106 agreements are being regularly monitored and infrastructure funding is being received and spent.
 - A comparison of S106 monitoring data with other data sources has identified a number of potentially outstanding payments. These sums are being investigated and any outstanding payments pursued.
 - Data is available on our website which increases transparency and enables town and parishes to easily access information.
 - Work is underway on a policy review and the introduction of CIL and associated S106 SPD.
 - Significant progress has already been made on our S106 review, but it is work in progress. More work is needed to fully streamline the S106 process. This work has been programmed and is being progressed.
 - Annual reports will continue to be produced to report on progress.
35. Any comment on our progress is welcomed and will be considered by the Cabinet Member for Planning (Development Management).

Appendices

1. Legal Framework of S106 agreements
2. S106 Audit review 2010
3. Parish breakdown of S106 transactions
4. Development Forum
5. CIL/S106 SPD Timetable

Legal framework for collecting developer contributions through S106 agreements

Planning obligations under S106 of the Town and Country Planning Act 1990, commonly known as S106 agreements, are a mechanism to secure measures to help make development proposals acceptable in planning terms. S106 agreements are our current method for securing developer contributions for infrastructure to mitigate the development impacts. They can also be used to secure affordable housing, restrict development or uses of land.

The agreements are legally binding on each party and become a charge on the land. The agreement sets out the obligations of the developer in terms of what contributions are to be made and at what stage (triggers) of the development they are required. For the council, the agreement sets out what the contribution is to be spent on and the timeframe for it to be delivered.

There are legal tests as set out in the Community Infrastructure Levy Regulations 2010 and also in the National Planning Policy Framework (NPPF), which need to be satisfied before securing a S106. These tests are:

1. necessary to make the development acceptable in planning terms
2. directly related to the development, and
3. fairly and reasonably related in scale and kind to the development.

In order to secure a financial obligation sufficient evidence to justify the request must be available and supported by an appropriate planning policy (Development Plan). Even if parties are in agreement over planning obligations, if an appeal occurs the planning inspector will review the agreement and its obligations. In addition developers can appeal an obligation after five years, which has recently been reduced to three years (until 2015). In the current economic climate and as set out in the NPPF, development viability is important and we need to be flexible about obligations to prevent planned development being stalled. A recent change to the regulations also means that developers can renegotiate agreements where they include affordable housing and there is a risk of scheme viability.

The Community Infrastructure Levy (CIL) remains the government's preferred vehicle for the collection of developer contributions; however S106 is likely to retain an important role, even subsequent to any adoption of CIL. We need to demonstrate past performance and future use of S106 to deliver infrastructure. This information will also form a vital component of a CIL evidence base when we progress our charging schedule to Examination. We intend to progress our CIL charging schedule parallel to the emerging local plan, as we need an up to date local plan and infrastructure delivery plan to support CIL.

S106 Audit review 2010

The recommendations of the S106 audit review undertaken in 2010, were:

- Creation of a central database of S106 agreements using Ocella
- Review the balance from historic agreements to ensure funds are spent in accord with terms of agreements
- Regular reviews of S106 records for commitments, receipts and expenditure
- Implement formal processes for securing, monitoring, receiving and spending S106 monies,
- Create a proactive monitoring system to ensure prompt payments by developers
- Implement a formal reporting mechanism for agreements including income, expenditure and future amounts due
- Implement a secure, transparent process for release of S106 funds to third parties

Parish Breakdown of S106 Transactions

Please note, although S106 funds have been, and are still being collected from agreements entered into prior to 2005/06, these funds are not included in the tables below. Any outstanding balance from legal agreements dated before 2005/06 is stated at the end of the example parish summary tables.

The town and parish Summary Table below shows S106 amounts secured, received and spent in Vale of White Horse between 2005/06 to 2013/14 (financial years). It excludes data from Oxfordshire County Council S106 agreements.

Detailed breakdowns of town and parish contributions are also available. Examples of the eight towns and parishes with the highest level of contributions secured by Vale of Which Horse are provided, with other parishes breakdowns available on request from the S106 Officer.

Town and Parish Summary Table

Parish	S106 Secured, Received and Spent in Vale of White Horse (excluding Oxfordshire County Council contributions)			
	Secured	Received	Spent	Balance
Abingdon	£659,233	£71,604	£35,800	£35,804
Appleford-on-Thames	£0			£0
Appleton with Eaton	£0			£0
Ardington and Lockinge	£0			£0
Ashbury	£40,176	£3,832		£3,832
Baulking	£0			£0
Besselsleigh	£0			£0
Blewbury	£142,606			£0
Bourton	£0			£0
Buckland	£0			£0
Buscot	£0			£0
Charney	£0			£0
Childrey	£0			£0
Chilton	£711,173	£621,087	£240,910	£380,177
Colehill	£0			£0
Compton Beauchamp	£0			£0
Cumnor	£329,869	£175,855	£104,575	£71,280
Denchworth	£0			£0
Drayton	£0			£0
East Challow	£197,388	£126,952	£0	£126,952
East Hanney	£2,550			£0
East Hendred	£10,190	£10,893		£10,893
Faringdon	£694,625	£569,485	£432,506	£136,979
Fernham	£0			£0
Frilford	£0			£0
Fyfield and Tubney	£0			£0
Garford	£0			£0

Parish	S106 Secured, Received and Spent in Vale of White Horse (excluding Oxfordshire County Council contributions)			
	Secured	Received	Spent	Balance
Goosey	£390			£0
Great Coxwell	£0			£0
Grove	£644,355	£46,724		£46,724
Harwell	£786,230	£57,103	£24,000	£33,103
Hatford	£0			£0
Hinton Waldrist	£0			£0
Kennington	£0			£0
Kingston Bagpuize	£715,258	£27,930	£1,730	£26,200
Kinston Lisle	£0			£0
Letcombe Bassett	£0			£0
Letcombe Regis	£227,500	£249,734	£93,307	£156,427
Little Coxwell	£0			£0
Littleworth	£0			£0
Lyford	£0			£0
Marcham	£516,176	£8,831		£0
Milton	£39,412			£0
North Hinksey	£421,484	£91,587	£0	£29,590
Pusey	£0			£0
Radley	£0			£0
Shellingford	£0			£0
Shrivenham	£274,280	£17,552		£17,552
South Hinksey	£0			£0
Sparsholt	£0			£0
St Helen Without	£0			£0
Stanford In The Vale	£300,056			£0
Steventon	£128,149			£0
Sunningwell	£150,000	£150,000	£0	£150,000
Sutton Courtenay	£228,869			£0
Uffington	£0			£0
Upton	£0			£0
Wantage	£922,810	£525,035	£100,053	£424,982
Watchfield	£758,651			£0
West Hanney	£83,657			£0
West Hendred	£0			£0
Woolstone	£0			£0
Wootton	£0			£0
Wytham	£0			£0

Example Town and Parish Breakdowns

Abingdon

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£76,461			£0
	Community safety	£12,600			£0
	Environmental Services	£28,235			£0
	Highways	£10,000			£0
	Housing	£37,827			£0
	Leisure and Eco Dev	£491,596	£71,604	£35,800	£35,804
	Public Access	£1,906			£0
	Social Services	£608			£0
VOH Total		£659,233	£71,604	£35,800	£35,804
OCC	Combined Infrastructure	£740,147	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£337,395			
	Environmental Services	£17,514			
	Highways	£930,997			
	Leisure and Eco Dev	£3,856			
	Libraries	£51,389			
	Social Services	£26,513			
OCC Total		£2,107,811			

There is £39,423.25 available from S106 agreements entered into prior to 2005/06.

Chilton

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Leisure and Eco Dev	£711,173	£621,087	£240,910	£380,177
VOH Total		£711,173	£621,087	£240,910	£380,177
OCC	Combined Infrastructure	£129,417	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,250,614			
	Highways	£387,038			
OCC Total		£1,767,069			

There are no funds available from S106 agreements entered into prior to 2005/06.

Faringdon

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£120,000	£120,000	£100,000	£20,000
	Environmental Services	£5,609	£572		£572
	Leisure and Eco Dev	£569,016	£448,913	£332,506	£116,407
VOH Total		£694,625	£569,485	£432,506	£136,979
OCC	Combined Infrastructure	£164,895	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,011,055			

	Environmental Services	£4,594	
	Highways	£539,255	
	Leisure and Eco Dev	£15,140	
	Libraries	£78,974	
	Social Services	£62,963	
OCC Total		£1,876,876	

There is £14,062 available from S106 agreements entered into prior to 2005/06.

Grove

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£75,381			£0
	Community safety	£16,930			£0
	Environmental Services	£34,000			£0
	Housing	£2,254	£2,421		£2,421
	Leisure and Eco Dev	£515,790	£44,303		£44,303
VOH Total		£644,355	£46,724		£46,724
OCC	Combined Infrastructure	£2,572,981	No data available as funds collected and spent by Oxfordshire County Council		
	Highways	£15,778			
OCC Total		£2,588,759			

There is £11,976 available from S106 agreements entered into prior to 2005/06.

Kingston Bagpuize

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£884			£0
	Community safety	£24,380			£0
	Environmental Services	£47,430			£0
	Highways	£47,725	£1,730	£1,730	£0
	Leisure and Eco Dev	£594,839	£26,200		£26,200
VOH Total		£715,258	£27,930	£1,730	£26,200
OCC	Combined Infrastructure	£809,951	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,183,432			
	Highways	£381,207			
OCC Total		£2,374,590			

There are no funds available from S106 agreements entered into prior to 2005/06.

Harwell

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£747,230	£16,950		£16,950
	Leisure and Eco Dev	£39,000	£40,153	£24,000	£16,153
VOH Total		£786,230	£57,103	£24,000	£33,103
OCC	Combined Infrastructure	£1,477,691	No data available as funds collected and spent by Oxfordshire County Council		
	Highways	£110,419			
OCC Total		£1,588,110			

There are no funds available from S106 agreements entered into prior to 2005/06.

Watchfield

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£1,680			£0
	Community safety	£20,010			£0
	Environmental Services	£50,706			£0
	Leisure and Eco Dev	£686,255			£0
VOH Total		£758,651			£0
OCC	Combined Infrastructure	£1,030,708	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£76,796			
	Highways	£200,480			
	Housing	£1,428			
	Leisure and Eco Dev	£73,049			
OCC Total		£1,382,461			

There are no funds available from S106 agreements entered into prior to 2005/06.

Wantage

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£10,000	£10,140	£10,140	£0
	Community safety	£10,100			£0
	Environmental Services	£26,858	£6,409	£6,409	£0
	Housing	£301,600	£305,000		£305,000
	Leisure and Eco Dev	£524,252	£203,486	£83,504	£119,982
	Planning	£50,000			£0
VOH Total		£922,810	£525,035	£100,053	£424,982
OCC	Combined Infrastructure	£362,616	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,903,423			
	Environmental Services	£33,635			
	Highways	£351,160			
	Leisure and Eco Dev	£5,447			
	Libraries	£65,321			
Social Services	£31,023				
OCC Total		£2,752,625			

There is £51,000 available from S106 agreements entered into prior to 2005/06.

Development Forum: Community engagement on major planning applications

Purpose

This document sets out how the Council expects developers to engage with the local community, and describes the actions the council will take to facilitate a Development Forum. It refers particularly to engagement with ward councillors and the towns and parish councils, during the pre- application and full application process for major development. It will apply to major pre-application and full application submissions submitted after 1 July 2014.

Context

The Council's Statement of Community Involvement (SCI) encourages applicants and developers to discuss their proposal with neighbours, and to consult with the wider community in respect of planning applications that are likely to have a significant impact.

In line with the Council's SCI, and under the Localism Act, the developer should carry out a public consultation for all major applications ¹ prior to submitting an application.

Sometimes the Council is informed about the public consultation; however, there are occasions when the Council only becomes aware of the consultation at the same time as the wider community.

The Council encourages developers to have pre-application discussions with us, offered as a chargeable service, although we cannot require them to do this.

Our proposed new process

We want communities to have an input into proposed major development in their area at the earliest possible stage to help shape the development and to start the process of identifying infrastructure needs.

To aid this dialogue, the Council will set up a 'Development Forum', when pre-application proposals are received for large scale major development ² or where the

1

major applications are defined by Government as comprising 10 or more dwellings, sites for residential development over 0.5ha, other developments comprising 10,000 sq metres or over of floor space or the site area is one hectare or more or change of use exceeding the above thresholds.

size of the proposed development is significant in relation to the size of the existing community (i.e. where the increase in households would represent a ten per cent or greater increase on the current household level (based on 2011 Census). It will not apply to developments which are permitted development or fall within the 'Other' or 'Minor' category of planning applications.

Some developers require these discussions to be confidential for commercial reasons and where they do, we cannot compel them to take part in a forum, although we will make every effort to convince them to do this.

Where a developer does not enter into pre-application discussions with us we will hold a forum as soon as a formal planning application is registered. The forum does not remove our requirement to carry out formal consultation on applications.

What will a Development Forum do?

The forum, chaired by a senior council officer, will include:

- an explanation of the pre-application proposal by the developer to aid understanding by the local community of the scheme, prior to submission. The community includes town and parish councils and other community representatives.
- an explanation by council officers of national and local planning policies and guidance.
- an explanation by officers of the procedures for the funding of infrastructure and facilities, including developer contributions under S106 of the Planning Act (1990 as amended) and the Community Infrastructure Levy (when appropriate).
- an opportunity for all parties to raise issues and provide constructive feedback about development proposals and associated infrastructure.
- a mechanism to ensure we carry out more meaningful public engagement on large scale major applications and those applications that are significant in relation to the size of the existing community.
- a record of the actions from the forum
- the provision of on-going feedback to the local community on progress with the application.

² large scale major applications are defined as comprising 200 or more dwellings, sites for residential development of four hectares or more and developments comprising 10,000 sq metres of floor space or the site area is two hectares or more

Who will be involved in the Development Forum?

As a general rule the meeting, which is by invitation only, will involve:

1. The Planning Committee
2. the ward councillor(s)
3. up to two parish councillors from each relevant parish
4. the parish clerk
5. up to three representatives from the developer
6. the planning officer and other council officers as appropriate, for example, representatives from leisure, housing and economic development
7. Oxfordshire County Council and other statutory organisation representatives where appropriate
8. up to two representatives of a recognised community organisation

How will the meeting work in practice?

- a senior officer from the District Council will chair the meeting
- the Council will agree the venue for the meeting with the relevant town/parish. This can be at the District Council offices, the parish hall or any other suitable venue (minimal cost).
- the meeting will usually take place during normal working hours, between: 09:00-17:00 Monday to Friday.
- the planning officer will email an agenda and submitted pre-application plans and documents, a week before the meeting.
- within ten days following the Forum, the planning officer will send a brief summary of the issues discussed at the meeting, any action points and timescales and let all parties know the next steps.

Conclusion

The Council believes that implementing a Development Forum will lead to greater transparency and foster improved communications between the Council and the local community.

The Forum will ensure there is an opportunity for a robust and consistent mechanism to engage key stakeholders early in the development process for major developments.

CIL / S106 SPD Timetable

Vale of White Horse District Council	2014										2015														
	M	J	J	A	S	O		N	D		J		F		M	A	M	J	J	A	S	O		N	D
Local Plan Part 1 (LLP1)								P	P						S				E						
Delivering Infrastructure Strategy		CB	CBT	P																					
Planning Obligations SPD										CB	CBT		P	P	P				*			CB	CBT		
Community Infrastructure Levy (CIL)				MW		CB	CBT	P	P	CB	CBT	C	P	P	S				E	R	CB	CBT			

S106 Planning Obligations SPD KEY	
	Prepare Planning Guidance for Planning Obligations (S106 Planning Obligations SPD, for adoption following introduction of CIL)
CB	Cabinet Briefing (review and decision on S106 Planning Obligations SPD for adoption and draft version for consultation)
CBT	Cabinet Meeting (review and decision on S106 Planning Obligations SPD for adoption and draft version for consultation)
P	Public Consultation on draft S106 Planning Obligations SPD
	Consider responses for S106 Planning Obligations SPD
E	Examiner will consider S106 Planning Obligations SPD in relation to CIL – submitted as a background document to CIL to show the relationship between S106/CIL
CB	Cabinet Briefing (review and decision on S106 Planning Obligations SPD)
CBT	Cabinet Meeting (review and decision on S106 Planning Obligations SPD)
A	Adoption of S106 Planning Obligations SPD

CIL KEY	
	Preparation, analysis, development of evidence gathering (infrastructure requirements, costs, funding gap, viability study)
MW	Key decision: consider approach to secure infrastructure S106 vs. CIL/ payment in kind. Rate setting workshop with Members
CB	Cabinet Briefing (review and decision on Preliminary Draft Charging Schedule)
P	Public Consultation on Preliminary Draft Charging Schedule (6 weeks)
	Consider responses, develop Draft Charging Schedule
CB	Cabinet Briefing (review and decision on Draft Charging Schedule)
CBT	Cabinet Meeting (review and decision on Draft Charging Schedule)
C	Council (review and decision on Draft Charging Schedule)
P	Public Consultation on Draft Charging Schedule (4 weeks)

S	Submission of Draft Charging Schedule
E	Examination of the Draft Charging Schedule and supporting documents
R	Receipt of Examiner's Report
CB	Cabinet Briefing (review and decision on CIL Charging Schedule for adoption)
CBT	Cabinet Meeting (review and decision on CIL Charging Schedule for adoption)
A	Adoption of CIL Charging Schedule by Council
I	Implementation of the Charging Schedule

Notes:

Following submission, the timetable to progress CIL to examination and adoption is subject to the LPP1 examination. It is expected that a CIL examination will take place immediately after the LPP1 examination - subject to confirmation by the Planning Inspectorate



SCRUTINY WORK PROGRAMME



containing scrutiny work to be undertaken 1 DECEMBER 2014 – 1
DECEMBER 2015

The scrutiny work programme belongs to the council's Scrutiny Committee and sets out a schedule of scrutiny work due to be carried out over during period shown above. It is a rolling plan, subject to change at each Scrutiny Committee meeting; however, the scrutiny work programme and changes to it are subject to the council's approval.

Representations can be made on any of the following issues before an item is considered by the Scrutiny Committee. Representations must be made to the relevant contact officer shown below by 10am on the day the Committee is due to meet. The meeting dates are shown below.

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
37 Elections	Scrutiny Committee 18 Dec 2014	Steven Corrigan Tel. 01491 823049 Email: steven.corrigan@southandvale.gov.uk	Matthew Barber, Cabinet member for legal and democratic		To receive an update on the planning for the 2015 elections and an update on the implementation of the scrutiny committee's recommendations on the review of the 2011 local elections	

Agenda Item 10

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
S106 Planning Obligations Monitoring Report	Scrutiny Committee 18 Dec 2014	Adrian Duffield, Head of Planning	Roger Cox, Cabinet member for development management	At the request of the Scrutiny Committee	To consider and provide comments to the Cabinet member for development management on the progress in working with developers and the internal management and monitoring of planning obligations.	
Review of Abingdon outdoor pool	Scrutiny Committee 18 Dec 2014	Chris Tyson, Head of Leisure Economy and Property	Elaine Ware, Cabinet member for economy, leisure and property	To review the 2014 season		
Councillor Development Programme	Scrutiny Committee 15 Jan 2015	Sally Truman, Policy and Community Engagement Manager	Matthew Barber, Cabinet member for corporate strategy	To review the pilot programme and make recommendations to the project board		
New Homelessness Strategy	Scrutiny Committee 15 Jan 2015	Phil Ealey, Housing Needs Manager phil.ealey@southandvale.gov.uk	Roger Cox, Cabinet member for health and housing	At request of Scrutiny Committee	Council's response to homeless people to whom it has a legal duty	

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Community Safety Partnership, Review & Future	Scrutiny Committee 15 Jan 2015	Liz Hayden liz.hayden@southandvale.gov.uk	Matthew Barber, Cabinet member for Corporate Strategy			
Abbey Meadow and Pool	Scrutiny Committee 15 Jan 2015	Trudy Godfrey trudy.godfrey@southandvale.gov.uk	Elaine Ware, Cabinet member for economy leisure and property			
CIL charging schedule	Scrutiny Committee 15 Jan 2015	Adrian Duffield, Head of Planning adrian.duffield@southandvale.gov.uk	Mike Murray, Cabinet member for the Corporate Plan			
Review the council tax reduction scheme	Scrutiny Committee 11 Feb 2015	Paul Howden	Matthew Barber, Cabinet member for finance	ensure the admin cost is less than the savings; county council and police meeting share of costs; review complaints		
Review of final draft budget	Scrutiny Committee 11 Feb 2015	William Jacobs, Head of Finance william.jacobs@southandvale.gov.uk	Matthew Barber, Cabinet member for finance			
Performance of Housing Associations	Scrutiny Committee 26 Mar 2015	Debbie Taylor, Head of Housing debbie.taylor@southandvale.gov.uk	Roger Cox, Cabinet member for housing	To scrutinise the work of major HAs within the Vale		

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Brief for the review of the leisure strategy	Scrutiny Committee 26 Mar 2015	Sophie Horsley sophie.horsley@southandvale.gov.uk	Mike Murray, Cabinet member for planning policy			After its last consideration of this item the committee requested to: "add this item to the scrutiny work programme for a further review after the local plan is approved."
Temporary Accommodation Strategy	Scrutiny Committee 26 Mar 2015	Debbie Taylor, Head of Housing debbie.taylor@southandvale.gov.uk	Roger Cox, Cabinet member for housing			
Annual Review of Waste Contract: Biffa	Scrutiny Committee 26 Mar 2015	Ian Matten ian.matten@southandvale.gov.uk	Reg Waite, Cabinet member for waste			
Annual Review of Horticulture Contract: Sodexo	Scrutiny Committee 26 Mar 2015	Ian Matten ian.matten@southandvale.gov.uk	Reg Waite, Cabinet member for parks			
Review of The Beacon Wantage	Scrutiny Committee 25 Jun 2015	Jo Paterson	Elaine Ware, Cabinet member for property, leisure and economy	To review the success of The Beacon, one year on from rebranding. To assess performance against KPIs		

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Financial outturn 2014/15	Scrutiny Committee 1 Sep 2015	William Jacobs, Head of Finance	Matthew Barber, Cabinet member for finance	Annual report to Scrutiny on the financial outturn or the previous year.	To make recommendations to Cabinet.	
Financial Services Contract: Capita	Scrutiny Committee 1 Sep 2015	William Jacobs, Head of Finance	Matthew Barber, Cabinet member for finance.	The committee undertakes an annual monitoring of the financial services contract.	To review the contractor's performance and to make any recommendations to the Cabinet member.	
WiFi in Vale Towns	Scrutiny Committee					Requested by Scrutiny committee.