

Eco Bicester Strategic Delivery Board

Briefing Note for Agenda Item 6 – will be circulated with minutes of the meeting.

1. Purpose

1. To consider the terms of reference and membership of the 2 steering groups established at the April 2014 board meeting.
2. To review the proposed headline action plans of the steering groups for 2014/15 and the process to be undertaken to finalise these and how they then feed into the Board's 2014/15 Action plan.
3. To consider the feedback from the working group (consisting of 2 nominated Board members and Director (Bicester)) on the proposed 2014/15 Action Plan for the Board.

2. Background

At the April 2014 meeting the Board endorsed a revised project management structure that underpins the Strategic Delivery Board as detailed in Appendix 1. These steering groups have now been established and this report considers their purpose and key actions for 2014/15.

The Board also nominated 2 Board members Cllr James Porter of Bicester Town Council and Placi O'Neill-Espejo representing Bicester Vision to work with the Director (Bicester) to develop an action plan for the Strategic Delivery Board for 2014/15.

3. Terms of reference and working arrangements of the NW Bicester Steering Group

Purpose of the NW Bicester Steering Group

The overarching purpose of the NW Bicester Steering Group is to ensure the successful progress of the NW Bicester development as a national exemplar of sustainable development, to the agreed timescales and in line with all strategic developments in and immediately adjacent to the town, so that they progress in a logical and coherent manner to the ultimate benefit of the town.

Terms of Reference

The steering group will:

- Ensure delivery of the final masterplan
- Monitor progress of its delivery
- Problem solve and take appropriate action to maintain delivery
- Manage resources appropriately and within approved limits
- Provide monthly update reports to the One Shared Vision Steering Group

Operation

The Director (Bicester) will coordinate and chair meetings. The steering group will meet at least monthly and proposed 2014 meeting dates are set as:

Date	Time
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w/c 28th April	TBA
w/c 11th May	TBA
04/06/2014	10-12 noon
02/07/2014	10-12 noon
06/08/2014	10-12 noon
03/09/2014	10-12 noon
01/10/2014	10-12 noon
05/11/2014	10-12 noon
03/12/2014	10-12 noon

Details of Membership

Director (Bicester)
 NW Bicester Delivery Manager
 NW Bicester Implementation Officer
 A2 Dominion Regional Development Director North
 A2 Dominion Project Director
 Farrells Masterplanner
 A2 Dominion Planning Consultant (Barton Wilmore)
 Communications Officer CDC
 Communications Officer A2D

Membership of the steering group will be regularly reviewed to ensure the membership remains relevant and active. Members of the various supporting workstreams will be invited by the steering group to attend meetings to present papers and give updates as necessary.

Key Actions for 2014/15

The first meeting of the Steering Group scheduled for w/c 28th April 2014 will finalise the detailed outcome focussed action plan for the 2014/15 year and this will then be circulated to all Strategic Board members in May 2014 for comments. The first monitoring statement will be presented to the board on July 24 2014 together with any amendments to the action plan arising from comments from Strategic Delivery Board Members.

The key actions will include:

- 1) Monitor the delivery of the Exemplar project
- 2) Completion of the Masterplan
- 3) Submission of outline planning application
- 4) Progress delivery of the Eco Business Centre

4. Terms of reference and working arrangements of the One Shared Vision Steering Group

Purpose of the One Shared Vision Steering Group

To take an over view of the development in, and impacting on, Bicester with particular regard to the contribution it could make to the achievement of the One Shared Vision. To identify opportunities for regeneration and development of a low carbon community within the town and monitor progress of projects to achieve this objective.'

Terms of Reference

The steering group will:

- Ensure a cohesive delivery of the objectives of the Bicester One Vision objectives.
- Problem solve and take appropriate action to maintain delivery of the outcomes focussed action plan
- Monitor progress of achievements against the 4 themes:
 - Community first - people and places
 - Economy
 - Transport and movement
 - Environmental sustainability
- Monitor progress of the NW Bicester Steering Group 2014/15 Action Plan
- Monitor the outputs of the key strategic development sites in Bicester
- Manage resources appropriately and within approved limits
- Provide update reports to the Bicester Strategic Delivery Board

Operation

The Leader of Cherwell District Council will chair meetings and the Director (Bicester) will coordinate agendas. The steering group will meet at least quarterly and meeting dates will be co-ordinated to fit in with the Strategic Delivery Board meetings. The aim being that this steering group should meet at least 3 weeks ahead of SDB meetings to ensure agenda and papers are focussed on delivering the requirements of the Action Plan (formerly Forward Plan). The proposed 2014 meeting dates are set as:

Date	Time	Strategic Delivery Board
w/c 11th May	TBA	
10/07/2014	10-12 noon	24/07/2014
09/10/2014	10-12 noon	23/10/2014
w/c 12th January 2015	10-12 noon	TBA

Details of Membership

Leader Cherwell District Council
Director (Bicester)
NW Bicester Delivery Manager
Bicester Sustainability Project Officer
OCC Locality Lead Officer
Representative Oxfordshire County Council
Representative Bicester Town Council
Representative P3 Eco
Communications Officer

Membership of the steering group will be regularly reviewed to ensure the membership remains relevant and active. Members of the various supporting workstreams or NW Bicester Steering Group will be invited by the One Shared Vision steering group to attend meetings to present papers and give updates as necessary.

Key Actions for 2014/15

Initial meetings have taken place between the Leader of Cherwell District Council and Director (Bicester) to consider the terms of reference of the group and key areas to focus on in 2014/15. The first meeting of the Steering Group is scheduled for w/c 28th April 2014 where the steering group members will finalise the detailed outcome focussed action plan for the 2014/15 year and this will then be circulated to all Strategic Delivery Board members in May 2014 for comments. The first monitoring statement will be presented to the board on July 24 2014 together with any amendments to the action plan arising from comments from Strategic Delivery Board Members.

The key actions will include:

- 1) Deliver a Sustainable Travel Strategy
- 2) Development of an Action plan to address the objectives and funding requirements of the Sustainable Travel Strategy
- 3) Maximise the identification of funding opportunities to deliver the One Vision Objectives
- 4) Delivery of retrofitting and energy efficient projects and where appropriate arrange for these to be showcased to the Strategic Delivery Board
- 5) Monitor the NW Bicester Steering Group Action Plan
- 6) Engagement in producing the Bicester Master Plan (subject to CDC Local Plan process)
- 7) Update the One Vision website
- 8) Develop a Communication Plan including the use of social media
- 9) Monitor key strategic developments in the Town and arrange for these to be showcased to the Strategic Delivery Board
- 10) Provide an outcomes focussed visual update of Action Plans to the quarterly Strategic Delivery Board

5. Strategic Delivery Board 2014/15 Action Plan

A meeting was held on 8 April 2014 to consider the views of the 2 nominated Board members and Director (Bicester)) on the proposed 2014/15 Action Plan and items on the Forward Plan. (Agenda Item 14)

As a result of these discussions it is recommended that the 2014/15 Action Plan is updated to accommodate the detailed action plans of the 2 steering groups and then cross referenced to the objectives of the One Vision to ensure the 2014/15 action plan is comprehensive and based on realistic timescales.

It is recommended that the reports to the Board should be concise and focussed on the delivery of outcomes. It is recommended that a visual dashboard is presented with the update report to show progress against the objectives and timescales.

It is also recommended that each Board Meeting should include a main agenda item that looks to showcase one of the 4 themes of the Vision and / or a presentation on one of the key strategic developments or sustainability projects in the town.

If the Board supports these suggestions then it is recommended that this working group meets again in May 2014 to finalise the 2014/15 Action Plan and develop a visual template to be used to monitor progress which would be presented to the Board in July 2014.

6. Recommendations

The Board is recommended to;

1. To comment on and agree the proposed terms of reference for the NW Bicester and One Vision Steering Groups
2. To note the proposed membership and meeting timetables of the 2 steering groups
3. Ask that nominated organisations with representatives on the One Shared Vision Steering group forward nominated names to Director (Bicester) by end of April 2014.
4. To note the headline actions for each of the steering groups in 2014/15 and process for finalising these plans.
5. To note the comments from the working group and endorse the proposed way forward for 2014/15 action plan and future meetings.

7. Background Papers

- A. SDB Structure (April 2014)