

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 17 NOVEMBER 2016

MEETING: Bicester Strategic Delivery Board DATE AND TIME: 17 November 2016 at 11am VENUE: Meeting Room, 1st Floor, Franklins House, Wesley Lane, Bicester, OX26 6JU		Board Members: Cllr Barry Wood (CDC) (Chairman) Cllr Ian Hudspeth (OCC) Cllr Colin Clarke (CDC) Cllr Lawrie Stratford (OCC) Cllr Michael Waine (OCC) Cllr Jolanta Lis (BTC) Cllr Richard Mould (BTC) Cllr Lynn Pratt (CDC) Cllr Rose Stratford (BTC) Karen Curtin (CDC) Jeanne Capey (Environment Agency) Ben Jackson (Bicester Chamber of Commerce) Adrian Shooter (Bicester Vision) Rosie Rowe (NHS Clinical Commissioning Group) David Warburton (HCA) TBC (DCLG)		
	TOPIC	PURPOSE	RESP.	BY
1.	Apologies and introductions of new members	Rosie Rowe, NHS CCG Adrian Shooter, Bicester Vision - Graeme Laws attending Cllr Rose Stratford David Warburton, Homes & Communities Agency The Chairman welcomed Jeanne Capey from the Environment Agency to her first meeting of the SDB.		
2.	Notes of previous meeting and matters arising	The Board agreed the notes of 28 July 2016 with any updates included in agenda items and comments below: <ul style="list-style-type: none"> P4 – Investment attracted to Bicester – grants and affordable housing information to be brought to the January 2017 meeting. P5 – Sustainable Transport Action Plan 2016/17 – Buckingham Road/Queens Road/Church Avenue noted at the Bicester Town Council's Bicester Traffic Advisory Committee as a block. To be followed up. P7 – AOB – a summary document of the work of the SDB to be compiled from this meeting (November 2017) onwards. 	Bicester Team Bicester Team	26/01/17
3.	Task & Finish Panels	Following the presentation given by the Commercial Director (Bicester) at the July SDB, eight themes were identified with Board members taking on sponsorship roles for the themes. Four Task & Finish Panels have now been set up with the		

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		first meetings having taken place. Updates given below.		
	Task & Finish Panel – Healthy New Town (HNT)	<p>The Bicester Delivery Manager presented the first report and the Healthy New Town (HNT) video was shown.</p> <p>NHS England work on short timescales for the built environment and are looking for deliverables by end December 2016. A Delivery Plan has been written and will be taken to the next HNT Board meeting for approval.</p> <p>Cllr Lynn Pratt and Cllr Lawrie Stratford updated the Board:</p> <ul style="list-style-type: none"> • Helpful Bicester HNT workshop held on 6 October for various organisations. A number of professionals attended but it would have been good to see more volunteers. Topics discussed included obesity, social isolation, depression in all age groups, new models of care, legal agreements for developments to include health provision needs, retrofit Bicester town to meet the standards of the new developments. • Cllr Mould advised pledges were made at the workshop to support the Healthy New Town programme. • A dormant Voluntary Organisations Forum to be revived by Rosie Rowe and Bicester Town Council will look to widen the coverage. <p>The Chairman and Board noted the useful report.</p>		
4.	Task & Finish Panel – Vibrant Town Centre	<p>Councillor Richard Mould and Ben Jackson gave the first update from the panel:</p> <ul style="list-style-type: none"> • Following the Grey4Gold retail work carried out with retailers, the final report of the Retail Success project is currently with CDC for circulation. • Identified tasks are included in the circulated report: communication with independent retailers' group; town centre baseline; quick wins; and marketing. • Bicester Town Council had received a good presentation from CDC's Economic Growth Officer. A positive meeting. • CDC working with landlords of empty properties to encourage short term licences to be made available, to enable a trial by prospective tenants before signing up to a long term lease. 		

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		<ul style="list-style-type: none"> A programme of repeating events would increase the footfall in the town. <p>The Board noted the report.</p>		
5.	Task & Finish Panel – Housing	<p>The Bicester Delivery Manager presented the report, Appendix A showing progress to date for strategic allocations, the Local Plan Housing Trajectory 2011-2031 and a map showing the Bicester Strategic Development sites. The Panel identified four tasks as detailed in the report, to be updated to the Board.</p> <p>The Board noted the report and confirmed the tasks meet the requirements.</p> <p>Comments from the Board:</p> <ul style="list-style-type: none"> Consideration needs to be taken to ensure older planned estates in the town do not squeeze new builds into spaces. Bicester Delivery Team to discuss with officers. The Chairman noted the report and the need to continue the strong relationship with developers to enable housing delivery. The Chairman raised concern that delivery can be held up by development blockages. KC said the role of this Board is to help unblock the blockages. 	Bicester Delivery Team	
6.	Task & Finish Panel – Diverse Employment Base	<p>Cllr Michael Waine and Graeme Laws updated the Board:</p> <ul style="list-style-type: none"> To promote Bicester with a diverse employment base to compliment the housing growth. Use the socio-economic profile, currently being commissioned, to promote Bicester to target businesses. Noted that both secondary schools are able to resource a high level of apprenticeships in the town. <p>Comments from the Board:</p> <ul style="list-style-type: none"> There is also in commuting to Bicester and the need to understand why. To ensure a joint message, no duplication, is given by all organisations representing Bicester (eg Bicester, Vision, Bicester Chamber and the LEPS). To provide opportunities for smaller businesses as well. <p>The Board noted the report.</p>		
7.	LEMUR – Project Report	<p>The Project Officer (Sustainability) presented the report for the Local Energy Mapping for Urban Retrofit (LEMUR) project that has now been completed.</p>		

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		<p>The 15 month Innovate UK funded partnership project was successful with a new service being created and pioneered in Bicester. This success enabled inclusion in the Oxfordshire European Regional development Fund (ERDF) bid to facilitate rolling the service out to multiple areas in Oxfordshire.</p> <p>The Board noted the report.</p>		
8.	Garden Town Studies update	<p>The Garden Town Delivery Manager gave an update on the programme of studies and activities funded from the Government capacity grant.</p> <p>Bicester Masterplan – primarily focussed on revitalising the town centre; how to join new and existing developments together; and better movement around the town. Following a councillor workshop held on 16 November, a baseline has been established for the Masterplan with a public consultation programmed for the New Year. The intention is for the Masterplan to be adopted as a Supplementary Planning Document to Local Plan Part 2.</p> <p>Feasibility of a new motorway junction – technical report to identify and detail a number of option that could help improve the connectivity and relieve congestion across and around Bicester. All options to be fully assessed in the New Year to identify a preferred option. If that justifies the need for a new junction the report findings would be submitted to the Department for Transport (DfT) for inclusion in its work on the Oxford to Cambridge Expressway and/or its next Roads Investment Strategy (RIS2)</p> <p>Socio-Economic Profile of Bicester – an update to the 2007 report has been commissioned to track the change of population growth, employment and employment sectors to help support other projects and use as a funding aid.</p> <p>Future capacity funded studies - to be commissioned following an Investment Prospectus for Bicester; utilities, water, sewage and electric vehicles to assist with air quality issues.</p> <p>Activities</p> <ul style="list-style-type: none"> • SPARK funding programme - was established as a result of the consultation held in March on the Bicester Masterplan and funded by both the Garden 	Maria Curran	

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		<p>Town and Healthy New Town funds. The purpose of the programme to provide small grants to help voluntary groups to grow over a 3 year period which will be delivered in phases.</p> <ul style="list-style-type: none"> • Sheep Street dance event – arranged by Oxfordshire Youth Arts Partnership Trust (OYAP) and part sponsored by Garden Town funding. Held in response to residents' feedback for more cultural activity in the town. • Radio 4 broadcast "Green Cities from Bricks & Mortar" – referenced Bicester and Graven Hill self-build in particular. Was broadcast in October. • DCLG funding – a statement of progress has been provided to DCLG on activities and progress. The Bicester Team have hosted a visit by DCLG with a further visit expected in December. <p>The Board noted the report and progress made.</p> <p>Action: MC to include progress on utilities infrastructure as part of Garden Town report.</p>		
9.	Bicester Project update	<p>The Bicester Delivery Manager presented the report.</p> <p>Actions</p> <ul style="list-style-type: none"> • JB to advise of location of new cycle racks. • SC to resend doc with page 2. 	Jenny Barker Sue Cavalier	
10.	Project bids	<p>The Bicester Delivery Team continue to look for funding opportunities.</p> <p>Since the last meeting, four funding bids have been made:</p> <ul style="list-style-type: none"> • TOE2 – to deliver a wildflower meadow at Bure Park. • Access Fund - sustainable travel bid in partnership with Oxfordshire County Council, Northamptonshire County Council and Bucks County Council. • Innovate UK – citizen engagement and feedback through mobile app • Big Lottery Celebrate funding - to support public launch of Healthy New Town initiative in May 2017. <p>The Board noted the report.</p>		

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11.	Risk Log	<p>The Bicester Delivery Manager presented the Risk Log.</p> <p>Board members requested risk 3e to be raised to 4/4.</p> <p>Action: JB to review risk 3e.</p> <p>The Board noted the report.</p>	Jenny Barker	
12.	Financial Monitoring Statement	The Board noted the report. No comments made.		
13.	Press release summary and agreed communication messages	<p>The Board noted the report and agreed the following communication messages:</p> <ul style="list-style-type: none"> • Open for business discussion and 12 December event. • SPARK grant funding available to voluntary organisations. • Update from Task & Finish Panels and Action Plans. <p>Action: CDC Comms Team to write press releases on the communication messages.</p>	CDC Comms Team	
14.	AOB	Action: Healthy New Town video to be uploaded to the Growing Bicester website.	Bicester Delivery Team	
15.	Forward Plan	<p>Actions:</p> <ul style="list-style-type: none"> • SDB Forward Plan to include activities for the Task & Finish Panels. • Board member request for paper on indications of the military leaving Bicester, eg on employment and housing. 	All	
16.	Date of next meetings	<p>26 January, 2pm; 30 March, 11am; 27 July, 3pm; 19 October, 11am</p> <p>Venue: Franklins House, Bicester</p>		