

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 26 JANUARY 2017

MEETING: Bicester Strategic Delivery Board DATE AND TIME: 26 January 2017 at 2pm 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) <div> Karen Curtin (CDC) Jeanne Capey (Environment Agency) Ben Jackson (Bicester Chamber of Commerce) Phil Shadbolt (Bicester Vision) Rosie Rowe (NHS Clinical Commissioning Group (CCG)) TBC (HCA) As and when required (DCLG) </div>		
	TOPIC	PURPOSE	RESP.	BY
1.	Apologies and introduction of new member	Cllr Michael Waine (OCC); Rosie Rowe (NHS, CCG), Cllr Colin Clarke, David Warburton (HCA), Jeanne Capey (Environment Agency)	Cllr Barry Wood	
2.	Notes of previous meeting and matters arising – 17 November 2016	Item 4 – Grey4Gold final report of the Retail Success project - the Garden Town Delivery Manager to check if the report is ready to circulate. Item 8 – Bicester Masterplan and new motorway junction – progress to be reported at the March Board meeting.	Bicester project Team	
3.	Task & Finish Panel – Healthy New Town	Cllr Lynn Pratt presented the report previously circulated which highlights: <ul style="list-style-type: none"> Programme funding extended to March 2019 and the programme has been developed to reflect these timescales. Director of Strategy for NHS England, Michael MacDonnell, is attending the next Bicester Healthy New Town (HNT) Partnership meeting. HNT presentations given at Bicester Vision's AGM to develop a 'Wellbeing at Work' scheme. Employers have since contacted the Bicester HNT Programme Director to take up this scheme; Bicester business breakfast; and Oxfordshire County Council's (OCC) Highways Department to review road cycling and walking. 		

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		<ul style="list-style-type: none"> Community forum proposed for voluntary groups on 31 March in partnership with Bicester Town Council. Funding awarded of £9,945 from the Big Lottery for HNT programme launch event and £75k allocated from NHS England for diabetes projects. Social isolation and loneliness will also be addressed as part of the HNT work. Official launch of the HNT Programme on Saturday, 13 May with an event for primary schools on Friday, 12 May. Bicester Vision's Executive group has agreed to match fund the 'Wellbeing at Work' programme. <p>The Board noted the report.</p>		
4.	Task & Finish Panel – Vibrant Town Centre	<ul style="list-style-type: none"> Cllr Richard Mould updated as follows: Task & Finish Panel met last week to discuss the Grey4Gold Retail Success report and reviewing to see how traders can get involved in town events. A meeting with the traders, Bicester Vision, Bicester Chamber of Commerce and the Bicester Town Centre group is proposed. Establishing a baseline re ownership, rent levels, type of economies – day/night, to progress work on vacant premises. Looking to research data from Thame as a comparable town. <p>The Board noted the report.</p>		
5.	Task & Finish Panel – Diverse Employment Base	<p>The Garden Town Delivery Manager gave the following updates:</p> <ul style="list-style-type: none"> The Task & Finish Panel met last week and have agreed 4 tasks: (i) establish employment baseline; (ii) produce a marketing prospectus – to be commissioned before the end of this financial year; (iii) compile a calendar of events of business events and opportunities to attend; and (iv) how to strengthen the relationship with landowners and developers – joint approach with CDC's Development Management Team. CDC's Economic Growth Team is producing a business guide as a searchable 		

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		<p>database for business to business and business to customer.</p> <p>The Board noted the update.</p>		
6.	<p>Task & Finish Panel – Choice and affordability in Housing – HCA funding opportunities</p>	<p>The Assistant Director, Bicester, presented an update note provided by Stephanie Ainsworth, Homes & Communities Agency (HCA):</p> <ul style="list-style-type: none"> • The HCA are undergoing reorganisation, which may bring possible changes to membership of this Board. • How funding for affordable housing schemes can be accessed. • A range of funds announced to support delivery of housing. Delivery of housing noted as a high priority for Government and the HCA, who are keen to work with Bicester especially on starter homes. • Housing White Paper is expected shortly. <p>The Board noted the update.</p>		
7.	<p>Apprenticeship Training Agency</p>	<p>Paddy Patterson, Director, of the Apprenticeship & Training Company, tabled an information sheet on the company:</p> <ul style="list-style-type: none"> • The Apprenticeship & Training Company is an Apprenticeship Training Agency (ATA) formally approved by Government. • Currently not enough skills locally to meet the need with only 4% of apprentices in Oxfordshire starting in construction. This is a national issue not just for Bicester. • Apprentices will be managed locally and will be kept local even if the construction company has a vacant role further away. • Ongoing meetings with construction companies, with 3 clients currently on board. Potential to widen apprenticeships to other sectors. • Building links with schools and colleges with apprentices also likely to come from job clubs and training providers. 		

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		<ul style="list-style-type: none"> • Stumbling block is parental perception of the construction industry and a 'construction family day' in Bicester is planned. • Will be presenting to Bicester Vision next week. <p>The Board noted the update.</p>		
8.	Funding and Investment attracted to Bicester	<p>The Assistant Director, Bicester, presented the previously circulated report, which is an update on previous reports to the Board.</p> <p>Over £690m of investment in the town to date from Government grant funding and investment, local authority investment, investment in infrastructure and private sector investment such as house builders and developers as well as other businesses.</p> <p>The Board noted the report.</p>		
9.	Garden Town Studies update	<p>The Garden Town Delivery Manager presented a progress update on the Garden Town programme of studies and activities funded from the Government capacity grant:</p> <ul style="list-style-type: none"> • Bicester Masterplan Garden Town Capacity Funding – slight further delay with public consultation on draft to take place late spring. • Feasibility of a new motorway junction – moved to stage 2 appraisal of options. A full assessment of the best performing options to be completed by in March. • Socio-economic profile of Bicester – liaising with OCC on a joint new residents' survey. • SPARK grant scheme – financed by both Garden Town and Healthy New Town funds of £40k total over 3 years. First round closed December with 8 applications received and 4 potential projects to progress. Officers from CDC's Community Services Team are helping the remaining 4 bids with support. A second round of funding will be available, closing date 6 March with publicity to be arranged. 		

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		<ul style="list-style-type: none"> Business rates – following public consultation last year and the feedback that business rates are high, CDC are reviewing the bills of 217 retail units in the town centre to determine if they qualify for a reduction or relief. The Business Rates Team is assisting businesses with their applications for review. The Chairman asked for the net result of the Business Rates review to be circulated when known. Continuing to support residents' community events and activities with Garden Town funding. LS queried whether the number of empty units in the town centre has changed <p>The Board noted progress made.</p>	Maria Curran	
10.	Communications & Engagement Strategy	<p>The Bicester Engagement & Liaison Officer presented the circulated report, Strategy and Action Plan for 2016-18.</p> <p>The strategy sets out the types and methods of engagement and consultation working in partnership with other CDC departments, Bicester Town Council and various community groups. The strategy refers to the formation of a new group working with the third/voluntary sector and Healthy New Town proposals, with the first meeting proposed for end March.</p> <p>Following a survey with residents, a new residents' consultation group has been formed to gain feedback on various issues. The first meeting was held on 12 December 2016 and discussed plans for a cultural festival, partly funded from Bicester Village Section 106 contributions, and how to engage more widely with the town.</p> <p>The Board noted the report and advised to engage with the Town Centre Group already in place.</p>	Bicester Delivery Team to note	
11.	Bicester Project update	<p>An update report to show progress on projects in Bicester.</p> <p>The Board noted the report.</p>		

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12.	Project bids	An update report on project bid submissions by the Bicester Delivery Team. The Board noted the report.		
13.	Risk Log	An update report with changes shown in bold type. The Board noted the report.	Maria Curran	
14.	Press release summary and agreed communication messages	Agreed as: <ul style="list-style-type: none"> Funding attracted to Bicester. Latest funding re Healthy New Town and projects supporting it. ATA progress and promotion. To liaise with Paddy Patterson. SPARK funding for supporting local projects and its availability. 	Jemma Callow	
15.	AOB	None raised.	All	
16.	Forward Plan	The Board noted the Forward Plan.	All	
	Date of next meetings	Venue: Franklins House, Bicester 30 March, 11am; 27 July, 3pm; 19 October, 11am	All to note	