

ECO BICESTER STRATEGIC DELIVERY BOARD - NOTES – 4 OCTOBER 2012

<p>MEETING: Eco Bicester Strategic Delivery Board</p> <p>DATE AND TIME: 4 October 2012 at 11:30am</p> <p>VENUE: John Paul II Centre, Causeway, Bicester, OX26 6AW</p> <p>Completed by: Sue Cavalier</p>	<p>Board Members:</p> <p>Cllr Barry Wood (CDC) Cllr Ian Hudspeth (OCC) (Chairman) Cllr Hilary Hibbert-Biles (OCC) Cllr Michael Waine (OCC) Cllr Richard Mould (BTC) Cllr James Porter (BTC) Cllr Dan Sames (BTC) Cllr Norman Bolster (CDC) Cllr Michael Gibbard (CDC) Sally Coble (Environment Agency) Ben Jackson (Bicester Chamber of Commerce) Adrian Shooter (Bicester Vision) Matthew Tait (Oxfordshire PCT) David Warburton (HCA)</p>	<p>Speakers:</p> <p>Jenny Barker (CDC) John Allan (A2D) Gerry Walker (A2D) Ian Inshaw (P3 Eco) Caroline Clapson (CDC) Louise Caves (A2D) Martyn Swann (CDC) Sue Smith (CDC)</p>
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	ISSUE		RESP.	DUE
		The Chairman, Cllr Barry Wood, opened the meeting and welcomed everybody. The Chairman advised all that a meeting had taken place, prior to the board meeting, with Mark Prisk MP on developments in Bicester.		
1.	Apologies	Cllr Norman Bolster (Cllr Debbie Pickford as rep); Cllr Hilary Hibbert-Biles; Cllr Richard Mould; Adrian Shooter (Placi O'Neill-Espejo attended as rep); Matthew Tait	Sue Cavalier	
2.	Notes of previous meeting and matters arising	The Board agreed the notes of 19 July 2012 with the following amendment: Item 2 Review of the Board 2011/12, page 3, paragraph 6 (Relationship to other project management arrangements), should read "in conjunction with the Oxfordshire Local Enterprise Partnership (OXLEP)". Delete reference to the Environment Agency. Updates included in items below.		
3.	NW Bicester – Masterplan programme	Jenny Barker presented the report to update the Board as work continues to enable		

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		<p>start on site. Base line work to be completed and develop options for the masterplan. This will be followed by testing of options before the final masterplan is completed. The detailed workplan will identify workstreams and the staged process will ensure a robust masterplan is developed to accompany an outline application for development of the site.</p> <p>Updates on the NW Bicester development by A2D (A2 Dominion) and P3 Eco:</p> <p>John Allan, Managing Director (South East) A2D – the Judicial Review period ends 10 October. This enables the nominated and preferred constructor to start November/December 2012. A2D are working collaboratively with all parties involved and have also picked up on comments made through the public consultations that have taken place.</p> <p>Gerry Walker, Director of Development, A2 Dominion – to clarify that the overall programme is for 4–5 years with the emphasis on affordable homes for 2015. Working with Willmott Dixon to deliver this in tandem with other housing stock.</p> <p>Gerry Walker also advised that A2D, BioRegional and the NW Bicester team have this week secured £668,000 from the Technology Strategy Board (TSB) to conduct a 4 year programme of improving the building process. This constitutes 50% funding for a £1.3million research programme. The TSB contribution is being matched by the project partners.</p> <p>Members of the design and construction team will collaborate with Loughborough University civil engineering department to map out all the steps, the information flows and the complex inter dependencies that are needed to deliver the exceptionally high performance of these homes.</p> <p>They will monitor and test the homes throughout the 4 year programme and, thanks to this funding, they will have the resources and tools to be able to continuously and iteratively improve the efficiency of how these homes are delivered.</p> <p>Ian Inshaw, P3 Eco – Summarised progress from P3 Eco's perspective.</p> <p>The Chairman raised that from the district council's perspective the need to ensure that social housing is delivered is extremely important and to remember that this is an "exemplar" build. The Board noted the progress made.</p>		
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<p>4.</p>	<p>Local Management Organisation (LMO) – progress report</p>	<p>Caroline Clapson presented the report which provides a summary of progress made. The report is bought at this time given several milestones reached this year.</p> <p>By way of background, to remind the Board that the report is on setting up a governance organisation, initially for NW Bicester, to complement existing democratic structures that would be locally focussed, democratically accountable and could ultimately be responsible for delivering agreed functions within NW Bicester and potentially in time, to a wider area. The purpose of the organisation is to allow local people to directly make decisions on the management and maintenance of community facilities as well as having the ability to generate income to be re-invested for community purposes.</p> <p>There are two key challenges (i) organisations of this type are only as good as the people who participate in them and only maintained successfully if consistent interest is shown from the community; and (ii) a reliable and stable source of income that they can draw on to deliver their various responsibilities is required.</p> <p>It is unwise for exact decisions to be made on what the LMO will do whilst masterplanning is in progress and an LMO cannot be set up until there is enough interest to do it. Against this context work on a proposed LMO is progressing looking at costs involved and funding options. Once the Stage 1 Business Plan is in place, a further report will be bought to the Board and Bicester Town Council on the findings.</p> <p>Caroline introduced Louise Caves, Strategic Partnership Co-ordinator for A2Dominion and Louise updated the Board re stakeholder engagement to date.</p> <p>In February 2012, A2Dominion have undertaken resident and stakeholder engagement in partnership with the Young Foundation (experts in social sustainability). The first seminar looked at the social life of new communities and prioritised stakeholder themes for successful communication. The second seminar raised awareness of the proposal to set up a LMO structure in NW Bicester and scoped the interest of stakeholder participation. Findings included benefits in some way for the whole of Bicester; a good way to integrate the town; and brings together public, private and local interest.</p> <p>Between June and July, nineteen 1-2-1 interviews were carried out with key local stakeholders. The interviews revealed significant support from stakeholders to be</p>		
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		<p>involved in the continued development of a LMO, with all participants expressing an interest to be involved in the first phase Interim Management Board.</p> <p>Between July and September, stakeholder engagement was carried out with each of the parish councils immediately surrounding the development site: Caversfield, Bucknell, Chesterton and Middleton Stoney. The objective was to primarily understand their concerns and needs and plan ways of communication and working within them from now on.</p> <p>For the way forward, 4 decision making workshops will be arranged for later this year and this will enable A2D to work in partnership with stakeholders to: shape the role of the Interim Management Board (IMB); develop an IMB structure and set out clearly what it is going to do; and develop an action plan of how it is going to deliver its planned activity.</p> <p>The Chairman commended officers for the work and progress so far and the work to stimulate volunteerism. He also raised that in its own right the LMO should compliment existing structures and specifically not cut across structures. Integrating existing stakeholders. Anxious that Bicester Town Council is fully engaged as it will be extremely important for them as it will be a pilot.</p> <p>The Board noted and endorsed the approach detailed in the report.</p> <p><i>Cllr Dan Sames – how is it envisaged that we will promote to pioneer residents in the community?</i></p> <p>A2D will have a staffing resource that will exist in the community. All social housing tenants will be made aware and at the point of private sales, buyers will be also be made aware. We do not want the structure to be made before the tenants/occupiers arrive. A “shimmy”, home information device, will be installed in every house which will enable communication direct to householders.</p>		
5.	Affordable housing – update	<p>Martyn Swann presented the update report on the progress of affordable housing and related initiatives within Eco Bicester. The report was compiled in liaison with A2 Dominion (A2D) and the Homes and Communities Agency (HCA).</p> <p>The provision of affordable housing is an important element of the approach to Eco Bicester and updates since the last report in October 2011 are as follows:</p>		

		<p>Affordable homes delivery 2011-12; and 2012-13</p> <p>Bryan House eco demonstration project – remaining units achieved practical completion September 2012 with launch scheduled for 26 October 2012. An Area Lettings Plan has been agreed for Bryan House that gives greater priority to Bicester residents in the allocation of the properties and which has asked future tenants to buy into an Eco Bicester lifestyle. Technology Strategy Board (TSB) funding has been secured for monitoring. This means a comprehensive study of the effectiveness of the design and construction of the homes and of the residents ability to use the technology to reduce bills. Tenant also monitoring own home.</p> <p>South West Bicester Phase A – the first four units of shared ownership have been delivered and are part owned by the Bromford Group. The next six units of shared ownership should be complete in December 2012, whilst the first ten rental units are scheduled for December 2012/January 2013 through the Paradigm Housing Association.</p> <p>London Road Extra Care 20 units – the first Extra Care units in Bicester are complete and are being allocated. This scheme is now called “Centurion House” at the suggestion of older people, and is managed by Bedfordshire Pilgrims Housing Association</p> <p>First Buy initiative – this government funding stream was made available to support First Buy on new developments to help housing applicants get their foot onto the property ladder. The first six units have been delivered in Cherwell – all at SW Bicester – through Bovis Homes and Taylor- Wimpey. Two further completions are expected imminently. The Catalyst Group raise awareness of the scheme as well as undertaking signposting and administration.</p> <p>George Street Garage site, Bicester – four x three-bed houses will be delivered by Sanctuary Group in December 2012.</p> <p>Mortgage Rescue Scheme 2012/13 – two Bicester households were assisted in April 2012 meaning they stayed in their home by converting home ownership into rented units from a Registered Provider.</p> <p>Affordable Homes – 2011-15 and moving forward – continuing to work closely with the Homes and Communities Agency (HCA) and through the Investment Partner status with the HCA, Cherwell District Council is overseeing a Build</p>		
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		<p>programme that will secure self build opportunities across the District up to 2015. One example is the site KM21 at South West Bicester which will provide 21 units built to a water tight shell for “self finish” through a partnership with the developer Leadbitters.</p> <p>SW Bicester affordable housing – delivery starts 2013/-14 as follows 2013/14 – 36 units on parcel KM4; 2014/15 – 33 units on parcel KM12 and 36 units on parcel KM3.</p> <p>Cherwell Local Plan – currently out for consultation, ends 10 October 2012. Document lists the sites which are important for delivery.</p> <p>Other delivery</p> <p>Garden Quarter, Caversfield (north of Bicester) – the HCA is working with City and Country on their bid to Get Britain Building fund to bring forward 145 units.</p> <p>NW Bicester</p> <p>Affordable Housing contributions and a Nominations Agreement and Area Lettings Plan with a supporting Eco Charter have been agreed for the Exemplar scheme. This work has recently secured positive national coverage for Eco Bicester in the Inside Housing publication – as arranged by A2 Dominion.</p> <p>Following Start on Site by the end of this year, the profiling of affordable housing completions has been outlined by A2 Dominion for Phase 1. A total of 119 affordable homes will be provided – 23 shared ownership and 96 affordable rents.</p> <p>Retrofitting – Cherwell District Council has hosted events with Registered Providers (RPs) to consider eco friendly measures for both the structures of their properties and the behaviour and lifestyles of their tenants. The Sanctuary Group has committed to investing in Colne house and Evenlode House and work is currently underway on new boilers and solar pv panels. Following the carbon mapping exercise at Highfield in Bicester run by Oxford Brookes University, the Sanctuary Group have added 70 properties its insulation programme.</p> <p>Community development – recognise the importance of community involvement and Cherwell District Council is enabling greater community involvement on the SW</p>		
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		<p>Bicester site by working closely with a number of partners such as the local church.</p> <p>Insulation programme – over 1,350 homes have benefitted and Southwold Community Centre has also received subsidised insulation through the Eco Bicester project.</p> <p>Green Deal – is the coalition Government’s initiative to support the implementation of energy efficiency measures to households and businesses and is due to be launched in October 2012. Cherwell District Council is a founding member of a Green Deal Community Interest Company set up by the United Sustainable Energy Agency (USEA) and it will operate as a Green Deal Provider. Cherwell DC is involved to ensure good access to the scheme for local residents.</p> <p>Visit by the HCA Chairman in May 2012 – the event was attended by key partners including the Local Enterprise Partnerships, Communities and Local Government and Cherwell District Council. An overview of the Eco Bicester project was presented and he was given a tour of key sites and opportunities, and the need for future HCA support was reaffirmed.</p> <p>Cherwell Housing Strategy 2012-17 – new housing strategy approved earlier this year with principles of the District being “Investment Ready” and customers being “Housing Ready” are integral to the housing strategy. A Cherwell Tenancy has also been produced which provides guidance for Registered Providers operating in the Cherwell District.</p> <p>The Chairman added that Cherwell District Council carry out market research for the district which shows that the priority for residents is affordable housing.</p> <p>Cllr Porter reiterated the Chairman’s comment and noted Cherwell District Council are doing well with housing targets. Also very happy that this is a key issue for A2D and thanks given to the Chairman and Martyn Swann.</p> <p>David Warburton noted that it is particularly exciting that this is the first national housing scheme on this scale. It is important that Bicester is “investment ready” to be able to keep progressing.</p> <p>Cllr Hudspeth highlighted that with good homes, this also brings good health and good education.</p>		
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		The Board noted progress made.		
6.	Bicester Sustainability & Reuse Centre – update	<p>Cliff Jordan, Project Development Manager, presented the report which provides information on the development of the Bicester Sustainability and Reuse Centre.</p> <p>The Bicester Sustainability and Reuse Centre will be a ‘one-stop shop’ providing goods, services and information on all aspects of sustainability. There will be a large element of reuse – selling items diverted from the waste stream - but its unique strength is the combination of different elements. The centre will be an independent social enterprise, led by the local community, providing social and environmental benefits.</p> <p>Progress to date includes completion of the Business Plan and supporting documents, which are attached as Appendices to the report. Several site visits have also been made to comparable enterprises. Funding details are set out in the Business Plan and an application for grant funding has been submitted and others will be made once the enterprise is registered.</p> <p>A stakeholder event took place in September which was attended by representatives from the local authorities, Bicester Vision and potential delivery partners.</p> <p>The next steps include seeking further funding and securing premises with target opening of spring 2013.</p> <p>The Chairman noted the progress made and highlighted the importance of the spring target date and to have premises secured. The Chairman offered the help and support of the board for submitting funding bids and sought the board’s help with business funding and any help they can provide.</p> <p>Sally Coble, Environment Agency, commended this facility and offered advice from a colleague on European Waste laws.</p>	Sally Coble	
7.	Bicester update	<p>Jenny Barker presented the update report on demonstration projects with additional updates:</p> <p>Demonstration building - continue to make good use the building, which has an evolving role. Recent events include – Green Olympics and the Bicester Town</p>		

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		<p>Council's Play Day.</p> <p>Travel behaviour project – cycle loan scheme receiving good feedback. Work on physical improvements taking place – shared walking/cycling path at Banbury Road. A2Dominion's family bike day took place 18 August.</p> <p>Insulation scheme – have worked closely with Housing Services, scheme now closed (30 September) to new applicants. Bicester's insulation deal equated to more than 10% of Bicester's homes. New government initiative, Green Deal to be introduced January 2013. Discussions taking place on a Cherwell wide Green Deal initiative and a Bicester retrofitting project.</p> <p>The Chairman requested an update report on the travel behaviour project at the next Board meeting.</p> <p>Major sites with planning permission - Jenny Barker presented the paper which details sites that are NW Bicester and town wide related. The paper highlights the status of sites that have planning permission and those that do not.</p> <p>The Chairman noted the papers and highlighted to ensure the good news stories are promoted.</p>	Daniel Round	
8.	Risk register	Jenny Barker presented the risk register, with no new areas added. The Board accepted the risk register with no comments made.		
9.	Financial monitoring statement	Jenny Barker presented the budget monitoring spreadsheet. As an outcome of the internal audit report, a budget monitoring spreadsheet to be brought to each Board meeting. As at September 2012 there is no significant change and currently under budget. No new areas to report.		
10.	Forward plan	<p>The Board noted the Forward Plan with the addition of the following report to be added to the 24 January 2013 meeting:</p> <ul style="list-style-type: none"> Update on the travel behaviour project <p>The Chairman also requested that a synopsis of the Board's role, members on it and agendas be forwarded to the Department for Communities and Local Government as part of joined up government.</p>		

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	Key messages	<p>With the agreement of the Chairman, Sue Smith raised the following key messages:</p> <ul style="list-style-type: none"> • Technology Strategy Board funding awarded. • Eco Bicester sustainability and reuse centre – raise awareness. • Local Management Organisation – raising awareness • Bryan House – completion of scheme • Green Deal – new government initiative. 		
11.	Date of Next Meeting	<p>2013 dates – 24 January; 30 May; 25 July; 31 October at 11am</p> <p>Venue: John Paul II Centre, Causeway, Bicester, OX26 6AW</p>	All to note	