

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 10 MARCH 2016

MEETING: Bicester Strategic Delivery Board DATE AND TIME: 10 March 2016 at 1pm VENUE: Littlebury Hotel, Bicester		Board Members: Cllr Barry Wood (CDC) (Chairman) Cllr Ian Hudspeth (OCC) Cllr Lawrie Stratford (OCC) Cllr Michael Waine (OCC) Cllr Richard Mould (BTC) Cllr Rose Stratford (BTC) Cllr Jim French (BTC) Cllr Norman Bolster (CDC) Cllr Michael Gibbard (CDC) Karen Curtin, Commercial Director (Bicester) (CDC) Sally Coble (Environment Agency) Ben Jackson (Bicester Chamber of Commerce) Adrian Shooter (Bicester Vision) NHS Clinical Commissioning Group rep David Warburton (HCA) TBA (DCLG)		
	TOPIC	PURPOSE	RESP.	BY
1.	Apologies	Sally Coble, Environment Agency Cllr Jim French, Bicester Town Council Cllr Michael Gibbard, Cherwell District Council Cllr Richard Mould, Bicester Town Council – Cllr Lynn Pratt attending as rep Adrian Shooter, Bicester Vision David Warburton, Homes & Communities Agency		
2.	Notes of previous meeting and matters arising	The Board agreed the notes of 8 October 2015 with the following query raised and updates included in agenda items: Item 3 – Garden town update – Cllr Waine highlighted that a discussion had taken place at the last meeting changing the name of the Board to the “Bicester Strategic Delivery Board”. The Chairman advised this would be reviewed as part of the Terms of Reference in item 3.		
3.	Eco Bicester One Shared Vision Steering Group report	One Shared Vision Steering Group <ul style="list-style-type: none"> Franklins House – CDC’s LinkPoint office and the library will be open from 11 April. An official opening will be held in July to coincide with a week of events. Inward investment report – Montagu Evans to be asked to update the report to the current position. 		

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		<ul style="list-style-type: none"> • Innovation Hub - discussions ongoing with Bicester Vision for a possible hub to be situated at Franklins House, the Eco Business Centre at NW Bicester or The Garth. <p>Action</p> <ul style="list-style-type: none"> • Bicester Delivery Team to arrange for Montague Evans report to be updated. <p>Workshop - 14 January A Board member workshop was held on 14 January to review the Terms of Reference of the Board.</p> <p>Councillor Waine highlighted that a news item on the growth of Bicester was shown on Channel 3 on 9 March.</p> <p>Actions</p> <ul style="list-style-type: none"> • KC to refine the Terms of Reference (as detailed in the presentation) and circulate to Board members for comments along with the draft Action Plan and proposed KPIs. • CDC Comms Team to obtain a copy of the Channel 3 news item. • DCLG rep to attend the next meeting in July. • KC to circulate Metro article “All about Bicester” to Board members. <p>The Board noted the update.</p>	AB KC CDC Comms JB KC	
4.	Garden Town update	<p>Updates as follows:</p> <ul style="list-style-type: none"> • Funding – across 2017/18 and 2018/19, DCLG have allocated £19m capital funding to Bicester Garden Town subject to milestones being achieved. Second tranche capacity funding of £750,000 is due to be received imminently and will be used to commission feasibility studies for infrastructure requirements. • Bicester Future Vision exhibition – public consultation 10 – 12 March. Over 300 responses received to date for the Bicester resident questionnaire; low responses to the Bicester business questionnaire. Liaising with Bicester Vision to promote the questionnaire. The questionnaires can be found at http://www.ecobicester.org.uk/cms/node/397#.VvqabahdWXA. 		

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		The Board noted the update.		
5.	NW Bicester Steering Group report	<p>Updates as follows:</p> <ul style="list-style-type: none"> • Elmsbrook Exemplar Development - good progress being made, healthy sales demonstrate appetite of house buyer to higher sustainability standards. • Gagle Brook Primary School (NW Bicester) - The Department for Education and Oxfordshire County Council (OCC) has confirmed that the school will open in September 2017. There were not enough children to make the school viable for operation this year. Instead the building will be used for community and education benefit, managed by OCC and The White Horse Federation, which will run the school when it is open. The activities will be compatible with the building's zero carbon status. • Supplementary Planning Document for NW Bicester – progressed to adoption so now strong local policy framework which enshrines the Eco Town standards to guide development of the site • Outline applications - all submitted been before planning committee, drafting and completion of legal agreements ongoing - CDC working closely with OCC to achieve this. • Ongoing challenges to ensure such a large and complex development comes forward in a timely manner with the necessary key infrastructure in place to support the town's growth. <p>The Board noted the content of the report.</p>		
6.	Eco Bicester Project update	<p>Updates on:</p> <ul style="list-style-type: none"> • Garth Park - playground – now complete with grand opening in summer. • Garth Park – eco café – shell and roof completed, fitting out ongoing. Café opening on Good Friday. • Apprenticeship Training Agency– Skills Funding Agency approved and recruitment to Board underway. • Tools for planning and evaluating green infrastructure – successful funding bid partnered with Oxford Brookes University. • Heat Network – first phase now delivered. Additional funding received for 		

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		<p>phase 2 study. Expected completion late 2016.</p> <ul style="list-style-type: none"> • Bicester Grid – ongoing liaising with SSE regarding the substation. CDC received planning application but was withdrawn on minor issues. • Bicester wayfinding scheme – review and audit of existing cycle and walking signage across the town. Currently drafting strategy and procurement brief. <p>Action: GK to circulate the biomass boiler implementation dates with the Board meeting notes.</p>		
7.	Bicester Moves	<p>The Chairman welcomed Michael Esvelt, Oxford Brookes University, academic partner in the Bicester Moves project, run by Bicester Green.</p> <p>Michael Esvelt presented the findings from the project which ran from April – December 2015. The project objectives were to reduce carbon from waste and energy by focussing on home movers in Bicester. Promotion of the project included a map which detailed reuse opportunities in the town and bin hangers left on residents bins to encourage resident take up. Good use of Bicester's Friday market achieved very positive interaction and feedback.</p> <p>Lessons learned – established repeated events were more successful than one off events; and transport issues particularly with regard to larger items need to be overcome. Depending on the size of a town, this model could also be used in other areas.</p> <p>Following the end of the project, Bicester Green has incorporated the outcomes into their own business model.</p> <p>Action: SC to circulate the presentation.</p>	SC	
8.	Risk Log	<p>Updates as follows and shown in red:</p> <ul style="list-style-type: none"> • Risks 2, 9 and 17 are now greyed out due to the mitigation control. • Risk 4 - changed from yellow to amber after the mitigation control to reflect the need to keep a close watch on the new substation to be built in the 		

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		<p>north of the town.</p> <ul style="list-style-type: none"> Risk 13 – changed from yellow to amber after the mitigating control to reflect the fact that the Community Solar Project is currently stalled due to the recent changes in the FITs regime. <p>The Board noted the report.</p>		
9.	Project bids	<p>Project bid submissions by the Bicester Delivery Team. Updates shown in red:</p> <ul style="list-style-type: none"> Fuel Cell System Study – funding received for feasibility study to explore opportunities in Bicester. Project kick off in April. ESIF European funding – Growing the Low Carbon Economy and Low Carbon Innovation – decision awaited. Healthy New Towns bid – Bicester selected as one of ten healthy new towns. A support officer has been assigned from NHS England to help work up a detailed proposal. Bicester partnership group meeting on 23 March to clarify proposals and discuss the governance structure. Will bring a co-ordinated approach with NHS groups for discussions. <p>The Board noted the report.</p>		
10.	Financial Monitoring Statement	<p>The financial monitoring statement was tabled which shows expenditure to date.</p> <p>The Board noted the statement.</p>		
11.	Press release summary and agreed Communication Messages	<p>The Board noted the press releases issued since the last Board meeting.</p> <p>Three key communication messages agreed as:</p> <ul style="list-style-type: none"> Bicester selected as a Health New Town. Bicester Moves project and the benefits achieved from the project and how to promote further. Promotion of the Garth Park new playground and eco café and other benefits to residents. 		
12.	Spotlight on: Vision for Bicester	<p>Consultation on the vision for Bicester taking place in Crown Walk:</p> <ul style="list-style-type: none"> Thursday, 10 March: 11.30am to 5.30pm Friday, 11 March: 2pm to 8pm Saturday, 12 March: 10am to 5pm 		
13.	AOB	<p>A week of events, organised by OCC, to promote arts, culture, music and literature is proposed for July 2016.</p>	All	

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14.	Date of next meetings	2016 dates: 28 July, 27 October	All to note	
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