

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 28 JULY 2016

MEETING: Bicester Strategic Delivery Board		Board Members:		
DATE AND TIME: 28 July 2016 at 2pm		Cllr Barry Wood (CDC) (Chairman)	Karen Curtin, Director (Bicester) (CDC)	
VENUE: Meeting Room, 1st Floor, Franklins House, Wesley Lane, Bicester, OX26 6JU		Cllr Ian Hudspeth (OCC)	Sally Coble (Environment Agency)	
		Cllr Colin Clarke (CDC)	Ben Jackson (Bicester Chamber of Commerce)	
		Cllr Lawrie Stratford (OCC)	Adrian Shooter (Bicester Vision)	
		Cllr Michael Waine (OCC)	Rosie Rowe (NHS Clinical Commissioning Group)	
		Cllr Jolanta Lis (BTC)	David Warburton (HCA)	
		Cllr Richard Mould (BTC)	TBC (DCLG)	
		Cllr Lynn Pratt (CDC)		
		Cllr Rose Stratford (BTC)		
	TOPIC	PURPOSE	RESP.	BY
1.	Apologies and introductions of new members	Adrian Shooter - Bicester Vision - Graeme Laws attending David Warburton - Homes & Communities Agency - Stephanie Ainsworth attending Sally Coble - Environment Agency Cllr Jolanta Lis – Bicester Town Council Introductions were given by Board members.		
2.	Notes of previous meeting and matters arising	The board agreed the notes of 10 March 2016 with any updates included in agenda items.		
3.	Review of Board and Terms of Reference	Presentation given by the Commercial Director (Bicester) updating the Board following on from the January workshop. In summary, the current structure to move to Task and Finish Panels with Boards members taking on sponsorship roles for identified themes; membership to continue as per the agenda; a Business Plan to be based on the Forward Plan; and key priorities as identified in the presentation. Maria Curran and Jenny Barker to work with members and will arrange resources. Board members volunteered as follows: <ul style="list-style-type: none">• Choice and affordability in housing – Cllr Colin Clark and Stephanie Ainsworth.• Diverse employment base – Cllr Michael Waine and Graeme Laws.		

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		<ul style="list-style-type: none"> • Green places to enrich daily life - to be confirmed. • Innovative design that creates distinctive places – to be confirmed. • Vibrant town centre – Cllr Richard Mould and Ben Jackson. • Well connected community – to be confirmed. • Sustainability part of everyday life – to be confirmed. • Healthy living – Cllr Lynn Pratt and Cllr Lawrie Stratford. <p>Board members agreed the new structure.</p> <p>Action</p> <ul style="list-style-type: none"> • Copy of the presentation to be circulated to Board members. 	SC	Sent 28/07/16
4.	Bicester / Bure Park Wayfinding Project - update	<p>Presentation given by Project Officer (Sustainability) (CDC) and Senior Transport Planner (OCC) to update on the Wayfinding Project.</p> <p>Action</p> <ul style="list-style-type: none"> • OCC to follow up removal of the St Edburg's School sign (located where the new hospital is). • Copy of the presentation to be circulated to Board members. 	OCC SC	ASAP Sent 28/07/16
5.	Bicester Masterplan	<p>Garden Town Delivery Manager introduced the consultants, JMP Consultants Limited, who have been commissioned to deliver a single comprehensive masterplan framework for Bicester. The project is funded from garden town capacity funding from Government and will focus:</p> <ul style="list-style-type: none"> • strategic framework and movement masterplan to stitch the whole of Bicester together both existing and proposed; • detailed guidance for the revitalisation and improvement of Bicester town centre. <p>The Garden Town Delivery Manager advised that JMP have already spoken to Grey4Gold, the consultants who are currently progressing retail work with businesses in Bicester, and highlighted that the Grey4Gold work reinforces the research JMP have carried out.</p>		

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		<p>Final report expected end 2016.</p> <p>Action</p> <ul style="list-style-type: none"> Copy of the presentation to be circulated to Board members. 	SC	Sent 28/07/16
6.	Bicester One Shared Vision Steering Group report	<p>The Commercial Director (Bicester) advised the One Shared Vision Steering Group (OSVSG) met on 14 July 2016 to review key projects. Following Board approval for the new structure of the Bicester SDB, the OSVSG will be disbanded. Funding opportunities previously taken to the OSVSG will be reported to this Board (Bicester Strategic Delivery Board).</p> <p>The Board noted the updated and the disbanding of the One Shared Vision Steering Group.</p>		
7.	NW Bicester Steering Group report	<p>The Bicester Delivery Manager presented the circulated paper which sets out progress on the development at NW Bicester.</p> <p>Key highlights include:</p> <ul style="list-style-type: none"> first occupations have taken place in the first phase – Elmsbrook; primary school construction nearing completion with discussions ongoing with A2D for local community use until the school opens in 2017; progressing the local centre discussions with A2Dominion which includes the Eco Business Centre in the first phase; 14/01675/OUT - commercial land application refused. Discussions to commence with the applicant to resolve the issues; 14/01968/F - detailed application for the realignment of Howes Lane granted planning permission subject to completion of a legal agreement; <p>Noted the development is a challenge to co-ordinate the applications across the site and securing key infrastructure along with the realignment of Howes Lane and resolving issues re the railway tunnel are ongoing.</p> <p>Following Board approval for the new structure of the Bicester SDB, the NW Bicester Steering Group will be disbanded.</p>		

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		The Board noted the progress and disbanding of the NW Bicester Steering Group.		
8.	London Road Level Crossing update	OCC's Senior Transport Planner presented the circulated report which updates on the London Road level crossing. The Board noted the content of the report.		
9.	Garden Town update	The Garden Town Delivery Manager presented the circulated report which provides a progress update on ongoing Garden Town work including use of capacity funding from Government and findings from consultations. Key highlights include: <ul style="list-style-type: none"> • March consultation event feedback will be uploaded to the Growing Bicester website; • Bicester Masterplan work, as updated in item 5, will include input from the Grey4Gold retail work Action Plan and incorporate strategic actions. The Board noted the content of the report.		
10.	Investment attracted to Bicester	The Bicester Delivery Manager presented the circulated report which updated on a paper previously brought to the SDB in April 2014. The total amount of property led inward investment delivered in 2014 and 2015 is estimated at £150 million, with 450 residential units completed in Bicester at an estimated value of approximately £125 million. The Board noted the findings. Action: The Board requested an update on private sector investment to Bicester.	JB	
11.	Sustainable Transport Action Plan 2016/17	The Bicester Delivery Manager presented the circulated report and Action Plan 2016/17 which updates the Board on progress to deliver the Bicester Sustainable Transport Strategy (STS) and sets out an Action Plan. The STS is now available on CDC's website and is feeding into the Local Transport Plan and Local Plan Part 2 process. An officer group between OCC and CDC has also been set up to move the Action Plan forward. Progress to date includes with detailed in the		

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		<p>report:</p> <ul style="list-style-type: none"> • Feasibility studies prepared for Buckingham Road, Churchill Road and Queens Avenue. • Improvements planned. • Provision of six further cycle stands in Pioneer Square progressed with the Manager of Sainsbury's. • New train service to London from Bicester Village station began late 2015. • New E1 Elmsbrook bus service to North West Bicester development began early summer 2015. • Car club and bike scheme recently launched at Elmsbrook. • Bicester Green continues to run the bike loan scheme. <p>The Bicester Delivery Team continue to submit bids for capital works in the town centre; and revenue projects for walking and cycling but to date have not been successful.</p> <p>The Board highlighted that the E1 Elmsbrook bus is running empty. The Bicester Delivery Manager advised that the recommendation was to introduce the bus early to encourage the new residents to change their habits as soon as they move in. The bus runs on a half hourly timetable and if additional stops are added the timetable will not be kept to.</p> <p>The derestriction of the Traffic Order for Sheep Street, to allow cycling outside core business hours, was discussed, with Cllr Lawrie Stratford and Cllr Rose Stratford opposed to the derestriction. OCC's Senior Transport Planner advised at this stage the proposal was to consult on the order and representations received would then be considered.</p> <p>The Board noted the content of this report.</p>		
12.	Bicester Project update	<p>The Project Officer (Sustainability) presented the circulated report with the following highlighted:</p>		

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		<ul style="list-style-type: none"> McKay Trading Estate has been purchased by Bicester Village (Value Retail?). Discussions ongoing between the trading estate tenants and Bicester Village. Events – members of the Bicester Delivery Team attended the Annual Bicester Bike Day in July. Boiler scheme phase 2 – scheme now closed which has replaced 160 boilers. LEMUR (Local Energy Mapping Urban Retrofit) – a feasibility study to combine publicly available information and then use it to a mass retrofit. A small pilot in Bicester is proposed to test the service. Eco Bicester Living Lab event – took place in June ATA (Apprenticeship Training Agency) – the first board meeting took place 19 July. <p>The Board note the content of the report.</p> <p>Action: The Board requested the coloured formatting on the report be reduced.</p>	SC	By next meeting
13.	Risk Log	<p>The Bicester Delivery Manager presented the circulated Risk Log with all new updates in bold text and no changes to risk status:</p> <ul style="list-style-type: none"> 2 new risks added relating to Brexit at lines 2 (Bicester related) and line 7a (NW Bicester related) No 11 Preparation of SPD Masterplan for NWB - now greyed out <p>The Board noted the content of the report</p>		
14.	Project bids	<p>The Bicester Delivery Manager presented the circulated report which provides the current position on project bids submitted by the Bicester Delivery Team. Updates:</p> <ul style="list-style-type: none"> European funding – Growing the Low Carbon Economy – have received preliminary funding offer. SEMLEP Local Growth Fund bids have been unsuccessful. TOE2 wildflower meadow project bid for Bure Park nature reserve – gathering information to submit a bid in the autumn 2016. Sustainable Travel Transition Year Revenue Competition 2016/17 – 		

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		<p>unsuccessful on first submission but have an opportunity to improve bid and resubmit.</p> <p>The Board noted the content of the report.</p>		
15.	Financial Monitoring Statement	<p>The Bicester Delivery Manager presented the circulated financial monitoring statement which provides the position of the DCLG eco town grant funding at the end of the financial year.</p> <p>The Board noted the report.</p>		
16.	Press release summary and agreed communication messages	<p>The key communication messages agreed:</p> <ul style="list-style-type: none"> • Bicester Masterplan and London Road improvements • Events – Annual Bicester Bike Day • Inward Investment report • Apprenticeship Training Scheme <p>The Board noted the report.</p>		
17.	AOB	<p>Cllr Lawrie Stratford requested a summary document on the work of the Board.</p> <p>Action: KC</p>	KC	
18.	Date of next meetings	<p>Action: SC to rearrange next meeting on 27 October due to clash with CDC Planning Committee which several Board members attend.</p>	SC	