

# ECO BICESTER STRATEGIC DELIVERY BOARD - NOTES – 26 APRIL 2010

<p><b>MEETING: Eco Bicester Strategic Delivery Board</b></p> <p><b>DATE AND TIME: 26 April 2010 at 2pm</b></p> <p><b>VENUE: Oxfordshire County Council</b></p> <p>Completed by: Sue Cavalier</p>	<p>Attendees: Councillor Keith Mitchell, OCC; Councillor Michael Waine, OCC; Councillor Ian Hudspeth, OCC; Huw Jones, OCC; Chris Cousins, OCC; Frances Fernandes, OCC; Councillor Barry Wood, CDC (Chairperson); Councillor Michael Gibbard, CDC; Councillor Norman Bolster, CDC; Mary Harpley, CDC; John Hoad, CDC; Jenny Barker, CDC; Andrew Bowe, CDC; Councillor Debbie Pickford, Bicester Town Council; Councillor James Porter, Bicester Town Council; Councillor Richard Mould, Bicester Town Council; Sue Mackrell, Bicester Town Council; Graham Johnson, P3 Eco; Ian Inshaw, P3 Eco; Gerry Walker, A2 Dominion; John Allan, A2 Dominion; Rachel Faulkner, Bicester Vision; Sonia Mills, Oxfordshire PCT; Jodee Katalanos, HCA; Caroline Clapson, HCA</p> <p>Apologies: Chris Farthing, GOSE; Rachel Faulkner, Bicester Vision</p>
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	ISSUE	STATUS/ACTION REQUIRED	RESP.	DUE
	<b>Welcome</b>	<p>Councillor Barry Wood welcomed all to the first meeting of the Strategic Delivery Board. BW briefly outlined the purpose of the Board (to provide strategic direction and successful delivery of the NW Bicester eco town).</p> <p>Membership - would be subject to change as the project progresses, bringing in key people as and when required.</p> <p>Documentation – would be PRINCE2 “lite” using appropriate documents.</p>		
1.	<b>Working Arrangements for the Board</b>	<p>Caroline Clapson (HCA) outlined the circulated paper entitled “Protocol for Partnership Working through the NW Bicester Strategic Delivery Board”. This document was based on the outcome of the informal start up workshop for the Board (31 March 2010). It was explained that this Protocol was designed to capture practical understandings about how partners would seek to work together. It supplements the document previously agreed through the Eco Town Programme of Development (POD) (funding bid) submission entitled “<u>NW Bicester Eco Development Delivery and Governance - Notes on Proposed Arrangements</u>”</p> <p>The protocol details 5 sections (i) Approach; (ii) Operation; (iii) Details of Membership; (iv) Responsibilities of Individual Board Members; and (v) Key Tasks. It was highlighted that the key tasks list is not exhaustive but provides a clear focus for the early stages of the project.</p>		

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		<p><b>Agreed:</b> The Protocol was approved subject to –</p> <ul style="list-style-type: none"> <li>• Meeting Arrangements - under section (ii), that SDB meetings be open to the public, unless there are items that need to be discussed which are of a commercially or operationally sensitive nature. It was highlighted that the SDB meetings are not however a public forum and that there would be no arrangements for public speaking. SDB meetings to be advertised in advance on CDC's website and papers to be made available 5 days in advance of the meeting. These formal meeting arrangements would be managed as part of CDC's normal committee meetings management system. Details of the system and document access would be provided to Board members in due course. Arrangements for access to any confidential papers would be via the Projects Administrative Officer</li> <li>• Key Tasks List - to be rationalised into two groups – strategic; and managerial, and be detailed in future project plans and progress reports in order to highlight priorities.</li> <li>• Project budget - the Key Tasks list should include establishing a project budget and financial monitoring arrangements. Further details at item 2d.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Informal progress meetings – to be arranged between the Chairman; CDC Chief Executive as Project Sponsor; Project Manager; and OCC eco town lead officer.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Membership – a correction to reflect that, although a current OCC Cabinet Member is a Bicester resident, this cannot always be ensured and is not a requirement of membership on the Board.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Project title - the title of the project and of the Board to be “Eco Bicester”</li> </ul>		
		<ul style="list-style-type: none"> <li>• Governance diagrams and organisation of workstreams - that an update of the governance diagrams, including a full workstream structure diagram to supplement be provided to SDB members. (The following workstreams have been started: Housing; Community Infrastructure and Education;</li> </ul>	JB	

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		Transport, Access and Movement; Economy, Retail and Employment; Environmental Sustainability; and Waste and Energy.)		
<b>2.</b>	<b>Progress Updates</b>			
	<b>2a. NW Bicester Update by P3 Eco Bicester and A2 Dominion</b>	Ian Inshaw, Chairman of P3 Eco Bicester and Gerry Walker, Regional Director, from A2 Dominion updated the Board on progress to date. The matters highlighted are listed below:		
		Land acquisition – currently have an option of 80 acres of land which is sufficient for the exemplar and Phase 1 being the balance of 800 -1200 homes against the PPS standards. P3 Eco Bicester have high expectation to secure further land. Heads of Terms currently with Thames Valley Police. Heads of Terms also lodged with another major private landowner and discussions continuing with another landowner’s agent which would cover all of the land area to the north of the railway line.		
		Exemplar development planning application – progress has been delayed due to ongoing discussions with the landowners. Have been working on design outcomes. Arups have completed the initial surveys and are ready to do the full EIA. SDB and P3 Eco are jointly engaging Bio Regional to cover sustainability “challenge”. A full time Project Manager will be in place shortly. Initial work is underway on the link to an outline application for the whole site. All necessary consultancy work will be formally commissioned this week (w/c 26 April 2010). P3 Eco Bicester are confident to submit the application and supporting information on whole site Masterplan by 31 August 2010 with an outline application for the whole site by December 2010.		
		Employment strategy – two strands being investigated – (i) construction of innovation centre managed by Oxford Innovation; and (ii) the enhanced technology development with a green theme on the site. A draft proposal is being prepared which draws links to the wider Bicester economy. There is potential for an extensive programme to be built up.		

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		<p>Early employment options – a care home company want to build on the site. Advised by OCC that it is unlikely there will be placements from the County Council. However noted that there is a shortage of private sector care homes. Also in discussion with the Co-op to build a village store and pharmacy. Intend to work with local suppliers for their produce to be sold via their outlets. Waste and energy may provide further early opportunities.</p>		
		<p>Timber frame housing / clay board factory – ongoing search for site to build a clay board factory which will also give job creation. Intend to use clay board factory and timber factory to supply the SE of the country. Will be sustainable and expand over time. P3 Eco requesting assistance from CDC to highlight any available sites. Noted clayboard manufacturing is a very dusty process and ideally located away from houses. P3 Eco to advise MH if factory is likely to be situated outside Bicester.</p>		
		<p>Section 106 – detailed thinking underway from developer side. There is a willingness to commit land to provide a school site early in the development, but funding the construction of the school through the exemplar development will not be possible. The site of the school to be built on in a modular basis. A2 Dominion will be providers of social and affordable housing and this will be a priority in the planning agreement. They will take up all of the exemplar and 10% of the private site.</p>		
		<p>Energy – this is still subject to further work. A proposal for some form of energy centre is to be submitted with the exemplar application. The aim is to be operational for the first houses to be built. One new option is use of bioglycerine. AD plants take longer to build but will provide heat and power and use waste from local farms and the Co-op contract. Sewage will go through the plant but given lead time and speed to fill the site it is unrealistic that this will be current with the exemplar.</p>		

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		Consultation – Pall Mall have produced a framework strategy which will dovetail into CDC’s strategy but will also stand alone for P3 Eco’s purposes. Consultation to start after the election in May. Will also link with the demonstration house.		
		Project management team – appointed.		
		Environmental Impact Regulations (EIR) ecology element – a meeting is currently ongoing to appoint consultants covering the whole range of EIA work, but to ensure seasonal deadlines are met Arup have been appointed to undertake ecological investigation. This will ensure there is no overall timetable slippage.		
		BioRegional – intent is to engage, jointly funded with public sector to provide sustainability and environmental challenge. This follows through on CLG advice and the bid intent, but allows costs to be shared.		
		<p>Training / skills – P3 eco are progressing private initiatives, but need public sector support to make this successful (particularly colleges and employers). The Vision is that Bicester could be a centre for eco training (to include central Bicester as well as the NW Bicester development). Initial focus is on construction, but this could be broadened. Currently working with education providers. CDC to forward college training contact details to P3 Eco. Tim Fenn has a graduated list of qualifications from various agencies in order to build up the skills level. Also in discussion with Oxford Innovation, the colleges and Oxford Brookes University. JB liaising with Sandra Hicks to building in apprenticeship training for 14-19 age group.</p> <p><b>Agreed:</b> Councillor Michael Waine (County Education lead) and MH (OCV College governor) would be able to offer to facilitate a meeting with local education partners to assist with progress.</p>	SN	MH/ Cllr Waine
		<p>Cemetery site – Bicester Town Council sought early opportunity to access the land via P3 Eco for the Environment Agency to test the land to identify the best possible sites. This is important as any land has to undergo one year of testing to establish its suitability.</p> <p><b>Agreed:</b> JB to facilitate as far as possible given the current land acquisition position - through P3 Eco and the Environment Agency.</p>		JB

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		The Chairman thanked P3 Eco for their comprehensive report and highlighted the value of P3 Eco and A2 Dominion as regular attendees to give progress reports.		
		A number of issues were raised by Board Members as a result of the discussion with P3 Eco:		
		Clarification sought P3 Eco's definition of the exemplar / "Phase 1". Size was a key issue.		
		May not be able to achieve August planning deadline if P3 Eco's transport consultant appointment is not finalised soon.		
		Strategic transport issues should be addressed early. Need to tie on site proposals to transport demonstrator plans.		
	<b>2b. Eco Town Programme update</b>	CABE Design Review Panel set up and have an initial draft report on Farrells initial Masterplan thinking. Positive feedback received and areas of further work have been identified. BioRegional Challenge / Workshop report received and to be emailed to Board members.	AB	Completed
		Wider Consultation Strategy – to draw Board members attention to a possible planning weekend event (with P3 Eco) at end May based on. "Planning for Real" and "Enquiry by Design" techniques. For information, the Draft Core Strategy consultation period has closed, but this is the current context for Eco Bicester consultation.		
	<b>2c. Demonstration projects</b>	Reference was made to update circulated.  Demonstration house - progress good though opening now likely to be August due to need to negotiate lease and practical site plans.		
		Bryan House – planning permission granted. Sanctuary HA making bid for affordable housing funding.		
	<b>2d. Finance monitoring spreadsheet</b>	Eric Meadows, Service Accountant at CDC, for eco town project tabled a summary spreadsheet which will be used to budget for and monitor the CLG funding. The spreadsheet identifies the initial bid and funding against projects. As funding received is lower than the original bid, priority projects need to be identified to allocate budgets accordingly. The Chairman requested future reporting to be focussed on variances against the individual project's budget. Final funding award		

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		<p>awaited which will effect prioritising projects and certain key deliverables.</p> <p>A number of points were noted: Consultancy – figure shown on spreadsheet identifies approx amount for skills not already in house between Oxfordshire County Council, Cherwell District Council and Bicester Town Council.</p> <p>Project and budget management – any urgent funding decisions would be taken by officers under normal CDC delegation arrangements and would not need to wait for next Strategic Delivery Board meeting. If necessary, an additional special meeting to be convened if Board recommendation required.</p> <p>Spending profile – mechanism required to agree key areas once the final figure has been advised.</p> <p><b>Agreed:</b> The accountancy reporting framework was approved.</p>		
3.	<b>Vision for Bicester</b>	<p>“Developing a Shared Vision for Bicester” paper tabled detailing purpose, outlining the vision and next steps. Will draw on a number of existing documents across various organisations. To include town and district level strategies. The aim would be to review current position, look at consultation about vision and PPS and to bring back to the Strategic Delivery Board. A workshop session would be needed to agree a vision for Bicester that the Board and partners can sign up to. Bicester Town Council also tabled their vision for Bicester paper outlining Bicester Town Council’s priorities for Bicester for the next five years.</p> <p><b>Agreed:</b> The proposal was approved</p>		
4.	<b>Any Other Business</b>	<ul style="list-style-type: none"> <li><b>Agreed:</b> as requested by Bicester Town Council, the NW Bicester Strategic Delivery Board be renamed to Eco Bicester Strategic Delivery Board.</li> </ul>		
		<p>All items for discussion at future meetings will be discussed under item headings. There will be no AOB items.</p>		

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5.	<b>Date Of Next Meeting</b>	Wednesday, 21 July at 10am at the Littlebury Hotel, Bicester	ALL	
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