



**Executive Board – Meeting No: 44 Tuesday 6<sup>th</sup> January 2015**

**MINUTES**

<b>Board Members Present:</b>	Margaret Coles, Cllr John Cotton, Sally Dicketts, Adrian Lockwood, Alistair Fitt, Andrew Harrison, Cllr Ian Hudspeth, Cllr Barry Norton, Cllr Bob Price, Phil Shadbolt, Adrian Shooter (Chairman), Richard Venables, Ian Wenman (Vice Chairman),
<b>Substitutes:</b>	Phil Clare, Calvin Bell
<b>Apologies:</b>	Cllr Matthew Barber, Bob Bradley, Ian Walmsley, Cllr Barry Wood, Lorna Baxter
<b>Minutes:</b>	Beryl Manners
<b>In attendance:</b>	Richard Byard, Steve Cowley, David Edwards, Hal Painter (BIS), Sue Scane, Nigel Tipple (CEO), Mike Wiltshire (BIS) Part of the Meeting: Craig Bower, Peter Day, Steve Henderson, Chris Kenneford,

<b>Item</b>	<b>Action</b>
<b>1. Apologies</b>	
See above	
<b>2. Declarations of Interest</b>	
No new declarations of interest were registered.	
<b>3. Minutes of Executive Board meeting 43</b>	
Minutes of the last meeting were agreed as a true record.	
<b>4. Minerals and Waste Local Plan</b>	
<p>PD and CK outlined the proposed Minerals and Waste Local Plan through to 2031. The new plan observes a duty to co-operate and feedback is being sought from the LEP to the final draft Core Strategy in advance of it going out to a final round of consultation before being submitted for examination.</p> <p><u>Future Minerals Supply</u> The Local Aggregate Assessment was approved by OCC Cabinet in November 2014 recognising the need to increase sand and gravel extraction to match areas of development and rebalance supply in West and Southern Oxfordshire particularly from recycled materials.</p> <p><u>Waste</u> To ensure sufficient provision of waste management facilities within County to process municipal waste, commercial and construction.</p> <p><u>Comments:</u> The Board noted and questioned the rationale for the 5% landfill forecast and scope for further reduction. It was noted that the remaining 5 % related to waste requiring incineration and or landfill.</p> <p>Further clarification was sought regarding the expected increase in sand and gravel supply which appeared inconsistent with a ten year rolling average, further clarification would be provided. The board noted that following independent advice OCC had concluded that the scale of extraction and increase in housing/commercial demand in county was in</p>	

<p>balance. Cllr Norton wished it to be noted that approval by the LEP would not be misunderstood as his District Council approval.</p> <p><b>Recommendations - Agreed</b> The Board:</p> <p>a) Support the approach being taken by Oxfordshire County Council in the emerging Oxfordshire Minerals and Waste Local Plan: Part 1 – Core Strategy to the planning of minerals and waste development in Oxfordshire over the period to 2031 as being consistent with economic objectives and the growth agenda for the county;</p> <p>b) Support the levels of provision, based on the Oxfordshire Local Aggregate Assessment 2014, and the planning strategy for aggregate minerals supply in Oxfordshire in the emerging Core Strategy;</p> <p>c) Support the levels of provision and the planning strategy for the management of waste in Oxfordshire in the emerging Core Strategy.</p>	
<p><b>5. LGF Skills Capital Funds</b></p>	
<p>The Board noted that the LGF round 1 allocation agreed in December 2014 related to the SFA skills capital funding for the following two projects:</p> <ul style="list-style-type: none"> <li>• City of Oxford College – Oxfordshire centre for technology and innovation (£4.5m)</li> <li>• Abingdon and Witney College – advanced engineering and technology skills centre (£4m)</li> </ul> <p><b>Recommendation - Agreed</b></p> <p>i) That the Board provisionally endorses LGF skills capital funding to the two projects as profiled above subject to assessment as set out at section 2.</p> <p>ii) That the Board delegate authority to the CEO and nominated representatives of the Oxfordshire Skills Board to formally assess the applications based on detailed feedback from the SFA.</p>	<p><b>NT/RB</b></p>
<p><b>6. Enterprise Zone Broadband</b></p>	
<p>Following the Boards agreement to support £2m of Growing Places Fund investment into the Science Vale Enterprise Zone (EZ) further broadband negotiations with BDUK proved successful in securing an additional £2m which would be used to enhance provision to additional prioritised business locations across Oxfordshire. Following initial modelling work BT advised they could accommodate connection to :</p> <ul style="list-style-type: none"> <li>• 543 Additional Businesses within the EZ business parks</li> <li>• 5,032 across the rest of the county</li> </ul> <p>The Board were advised that with the investment proposed alongside the main programme role out up to 97% of premises would be able to access superfast broadband coverage. It was noted that the additional programme funding would be delivered</p>	

<p>through the main contract and timing to be confirmed. Clarification was sought as to the project management costs associated with delivery SES confirmed these were included in the costs and no further funding was needed. JC noted that in the original programme additional project management costs had been requested, both SES and CB reiterated that these were built into the programme.</p> <p><b>Recommendation: Agreed</b> To note the proposals and approve in principal the programme subject to final detailed programme information being presented to a future meeting.</p>	<b>CB/SES</b>
<p><b>7. Tri-Counties Combined Authority Proposal</b></p>	
<p>Cllr Hudspeth provided an update on the proposed Combined Authority discussions with Buckinghamshire and Northamptonshire. Following the press launch on 16 December at Silverstone the three LEPs had sought further clarification and engagement to better understand the scope and scale of proposals.</p> <p>Cllr H advised that it was unlikely that any significant progress would be made before May elections.</p> <p>The Board noted the following matters:</p> <ul style="list-style-type: none"> <li>• Buckinghamshire and Northamptonshire are not the only adjoining counties and alternative collaboration should not be ruled out at this stage.</li> <li>• Not enough information to make a judgement, would like pros and cons of this particular grouping against other possible alliances.</li> <li>• Worked very hard with City Deal etc and concerns over what has already been achieved being diluted.</li> <li>• Would not want to prejudice existing co-operation between other counties, LEPs such as the GTV 6 collaboration.</li> </ul> <p>The Chairman asked Board Members to consider if they would like engage in discussions where appropriate going forward.</p> <p><b>Recommendation :</b></p> <p>i) Board Members to advise CEO if interested in engaging in the development of collaborative proposals.</p> <p>ii) Further update report to the July Board</p>	<b>Board NT  NT/BM</b>
<p><b>8. Incorporation Update</b></p>	
<p>The Chief Executive has produced and circulated a first draft of Articles of Association which is based on two documents; the one used by Thames Valley Berkshire and URC models. Draft is with Blake and Morgan solicitors for review. Further work needs to be done and will incorporate feedback from the Board.</p> <p><u>Next steps</u></p> <ul style="list-style-type: none"> <li>• Amend Articles by mid-February with aim to sign off at March</li> </ul>	

<p>Board.</p> <ul style="list-style-type: none"> <li>• Clarification on Tax implications.</li> </ul> <p>Board Members were being asked to note progress and invited to offer further comments. Appreciation was noted for early site of the document Request that further circulation of updated draft should show amendments as "mark-up".</p> <p><b>Recommendation: Agreed</b></p> <p>Draft final document/s to March Board for sign-off</p>	<p><b>NT</b></p>
<p><b>9. Chief Executives Report</b></p>	
<p>The report provides updates since the last Board meeting on the following:</p> <ul style="list-style-type: none"> <li>• Key Successes</li> <li>• 20124-15 Operating Plan</li> <li>• Communications Update</li> <li>• Finance update</li> <li>• Inward Investment</li> </ul> <p><u>Key Successes</u></p> <ul style="list-style-type: none"> <li>• Agreed new branding now implemented</li> <li>• Appointment of new website supplier – working towards suite of interactive websites linking together under one umbrella – on-going</li> </ul> <p><u>Comms update</u></p> <ul style="list-style-type: none"> <li>• Growth Deal signing – new date of 22 January with possible venue of Abingdon College, will let Board know details as soon as confirmed</li> </ul> <p><u>Western Routes Study Consultation</u></p> <ul style="list-style-type: none"> <li>• NT flagged up deadline of 9 January. Working with County Colleges to submit a single response which would also incorporate comments from South/Vale.</li> </ul> <p><b>Recommendation : Agreed</b></p> <p>To note the report and actions</p>	
<p><b>10. Mobility Oxford</b></p>	
<p>Phil Shadbolt ( PS) presented a short paper updating the Board on the Mobility Oxford ( MoBox) project, started with a grant from TSB ( now innovate UK) just over a year ago. The project explores urban transport mobility problems and solutions.</p> <p>The group leading this project includes: Oxford County Council, Oxford University, Oxford Brookes and three Oxfordshire SME's following a positive pilot phase the project sponsors have been encouraged to bid for stage 2 funding through the Innovate UK programme. PS sought the Boards endorsement for the approach and support to identify potential project partners who may be able to bring expertise and match funding to the project. Following a broad discussion Steve Cowley ( SC) suggested that either IBM or Google may be interested in Oxford as a pilot project. SC to forward contact detail to PS.</p> <p><b>Recommendation: Agreed</b></p> <p>To note and endorse the approach</p>	<p><b>PS/SC</b></p>
<p><b>11. Business Networking</b></p>	
<p>Richard Venables (RV) presented a report following his consultation exercise and review of the Business support network landscape in Oxford and Oxfordshire following discussion at the last Board meeting prompted by the visit to Cambridge. RV noted that greater engagement of businesses particularly in the City was important and that the potential</p>	

<p>existed to have a similar structure of organisation to that developed in Bicester. RV also noted that the key issues being raised were:</p> <ul style="list-style-type: none"> <li>• Infrastructure Problems,</li> <li>• Economic growth</li> <li>• Planning/Green belt review.</li> </ul> <p>Further discussions were planned with representative groups and a proposal would come back to the Board at a future meeting. RV to discuss structures with Bicester Vision.</p> <p><b>Recommendation :Agreed</b></p> <p>To note the report and to receive a future report with proposals following discussions with both existing group and Business support sub group.</p>	<p><b>RV</b></p>
<p><b>11. Dates of the Next Meetings</b></p>	
<p>Tuesday 3<sup>rd</sup> March 2015 – Committee Room 1, West Oxfordshire District Council, Woodgreen Offices, New Yatt, Witney OX28 1PB</p> <p>Tuesday 12<sup>th</sup> May 2015 – HR Wallingford, Howbery Park, Wallingford OX10 8BA (4pm Tour 5pm Board)</p> <p>Tuesday 7<sup>th</sup> July 2015, Abbots Diabetes Care Limited, Range Road, Witney , Oxon OX29 0YL</p> <p>Tuesday 8<sup>th</sup> September 2015, Town Hall, Oxford City Council, St Aldates, Oxford, OX1 1BX</p> <p>Tuesday 3<sup>rd</sup> November 2015, Committee Room 2, County Hall OX1 1ND</p> <p>Tuesday 5<sup>th</sup> January 2016 - TBC</p> <p>Tuesday 8<sup>th</sup> March 2016 - TBC</p>	