

## [Shadow] Oxfordshire Growth Board

Friday 12 September 2014, 2.00pm

WODC; Committee Room 1; Woodgreen Offices, Witney, OX28 1NB

### Agenda

1. Apologies for absence and substitute members
2. Declarations of interest
3. Matters arising from previous LEP meeting on 2 September Nigel Tipple
4. Minutes of SPIP Board meeting held on 29 May 2014 David Neudegg  
([attached – pages nos. 2 to 4](#))
5. Terms of reference and framework for future meetings David Neudegg  
([attached – pages 5 to 15](#))
6. Terms of reference of the Growth Board Executive Group David Neudegg  
([attached – pages nos. 16 to 18](#))
7. Local Transport Board Sue Scane  
([attached – pages nos. 19 to 25](#))
8. Growth Board Work Programme David Neudegg  
([attached – pages nos. 26 to 35](#))
9. Oxfordshire Growth Deal Nigel Tipple  
([attached – page no. 36](#))
10. Post SHMA work- update David Neudegg  
([attached – pages nos. 37 to 38](#))
11. LEADER Programme and European Structural investment Fund- Nigel Tipple  
update ([attached – pages nos. 39 to 52](#))
12. Minerals and Waste Local Plan - Core Strategy Sue Scane  
([attached – pages 53 to 56](#)).
13. Proposed dates for future meetings David Neudegg  
(see Appendix B to the report at agenda item no. 5)
14. Any Other Business

# Spatial Planning and Infrastructure Partnership Board

**Thursday 29 May 2014, 11:45**

**Committee Room One, South Oxfordshire District Council Offices**

**Present:**

Councillor Ann Ducker (AD), Leader of South Oxfordshire District Council  
Councillor Barry Norton (BN), Leader of West Oxfordshire District Council  
Councillor Barry Wood (BW), Leader of Cherwell District Council  
Councillor Bob Price (BP), Leader of Oxford City Council  
Councillor Ian Hudspeth (IH), Leader of Oxfordshire County Council  
Councillor Matthew Barber – Chairman (MB), Leader of Vale of White Horse District Council

**In attendance:**

Anna Robinson (AR), South Oxfordshire and Vale of White Horse District Councils  
Beth Teal (BT), South Oxfordshire District Council  
Carolyn Organ (CO), SPIP Programme Manager  
David Edwards (DE), Oxford City Council  
David Neudegg (DN), West Oxfordshire District Council  
Jon Mansbridge (JM), Environment Agency  
Mark Jaggard (MJ), Oxford City Council  
Nigel Tipple (NT), Local Enterprise Partnership  
Sue Scane (SES), Oxfordshire County Council  
Sue Smith (SS), Cherwell District Council

**Apologies:**

Adrian Shooter (AS), Local Enterprise Partnership  
Andrew Tucker (AT), West Oxfordshire District Council  
Anthony Powell (AP), Highways Agency  
Calvin Bell (CB), Cherwell District Council  
David Buckle (DB), South Oxfordshire and Vale of White Horse District Councils  
David Warburton (DW), Homes and Communities Agency  
Peter Lerner (PL), Oxfordshire County Council  
Peter Sloman (PS), Oxford City Council  
Sally Coble (SC), Environment Agency

**1. Draft minutes of SPIP Board meeting on 27 March 2014**

1.1 The draft minutes from the SPIP Board meeting on 27 March 2014 was agreed to be an accurate record of the meeting.

**2 HCA Program Update**

2.1 The second item on the agenda was not covered due to DW having sent his apologies prior to the meeting.

**3 Update on Oxford City Capacity Work and Critical Friend Advice**

3.1. CO introduced the third item on the agenda. Oxford City will be progressing their capacity study without jointly commissioning this work but that a joint steering group

function has been offered. It is therefore up to the other councils to decide what actions to take, if any, in regards to undertaking work on engaging, checking or challenging the Oxford City work. MJ updated that Oxford City Council have been open in commissioning their capacity study, have used independent consultants, and they intend to have the same steering group as was used for the SHMA. In response to MJ, AD commented that district councils had been opposed to Oxford City Council commissioning the study as its conclusions will inevitably have an impact on the other districts and therefore it would be prudent for the whole of Oxfordshire to be equally involved.

- 3.2. AD updated that South Oxfordshire will be undertaking their own study to assess Oxford's capacity. MB updated that Vale of White Horse would like to undertake this work jointly. BW noted that Cherwell District Council is currently taking officer advice. BN stated that West Oxfordshire District Council is undecided whether to jointly commission a capacity study with other Oxfordshire districts.
- 3.3. CO gave the Board an overview of the progress of gaining Critical Friend Advice, she noted that she had met with representatives from DCLG. They had said that they need more clarity on the advice that Oxfordshire requires from each critical friend but are confident that they will be able to assist. CO explained that a note outlining what advice is needed will be given to the DCLG. She stated that the DCLG had made it clear that they can only advise on the post-SHMA process, not endorse it.
- 3.4. CO also updated to the group that the House Builders Federation had attended an OPPO meeting to discuss the Strategic Housing Market Assessment (SHMA) and the duty to cooperate. She explained that they were positive about the actions taken by Oxfordshire but had suggested that a deadline of when to accommodate Oxfordshire's unmet need within local plans would be beneficial.

**Actions:**

- CO to draft a note outlining what advice is needed from DCLG/PINS/PAS in regards to the post-SHMA process and send this to them.

**4 Responding to the draft alterations to London Plan and unmet need implications for South East authorities**

- 4.1 AR stated that PL had wanted the authorities to agree to sending a letter in response to London's possible unmet housing need, however as he was unable to attend today's meeting the Board could agree to the principle. This was discussed by the Board.
- 4.2 BP expressed concern that sending a letter was too hasty and perhaps unnecessary as Oxfordshire may not need to help accommodate London's unmet housing need. MB suggested that it should be investigated whether Oxfordshire is included in the letter which highlights London's unmet need to Bedfordshire. He added that if Oxfordshire had been referenced, then a letter in response could be agreed outside of meetings. AR summarised the discussion stating that unless Oxfordshire is found to be specifically noted in the letter, that no action would be taken; this was agreed.

**Actions:**

- PL to investigate whether Oxfordshire is referred to in the letter regarding London's possible unmet housing need to Bedfordshire. If Oxfordshire is not referred to no further action needs to be taken. If Oxfordshire is referred to then PL will produce a response letter and circulate this to partners for comments.

**5 Report on SHMA by CPRE Oxfordshire for note**

- 5.1 AR introduced the fifth item on the agenda, she stated that it was appropriate for the Board to be aware of and consider the report on the Oxfordshire SHMA by Campaign to Protect Rural England (CPRE) Oxfordshire.
- 5.2 CO indicated that one of the concerns expressed by CPRE was that the SHMA study did not account for development constraints. She stated that this was intentional and in accordance with government guidance, as the SHMA should be seen as an evidence document which informs the plan making process. CO further explained that it is the purpose of the local plan process to assess the housing need identified within the SHMA against development constraints to create deliverable housing targets.
- 5.3 All indicated that their planning officers had been provided with the report and were considering the issues raised as part of the plan making process.

**6 Update on SPIP Program Manager recruitment**

- 6.1 DN provided the Board with an update on the recruitment of a SPIP Programme Manager and outlined the interim arrangements whilst the recruitment process is undertaken.
- 6.2 BP thanked CO for her work as SPIP Program Manager over the past year.

**7 AOB**

- 7.1 No other business was raised in the meeting.

**Next meeting: 14 July, 2-3pm, West Oxfordshire District Council Offices**

## Oxfordshire Growth Board Joint Statutory Committee

### Draft Terms of Reference

#### 1.0 Governance

- 1.1 The Oxfordshire Growth Board (the joint committee) includes the local authorities within the Oxfordshire LEP comprising, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council.
- 1.2 It will also include co-opted non-voting named members from those organisations listed at [4.4 below](#). In addition, when considering matters that sit under the purview of the Local Transport Board then Network Rail and the Highways Agency will have the right to attend the Growth Board as non-voting investment partners.
- 1.3 The Oxfordshire Economic Growth Board is a Joint Committee under s101 (5), 102 Local Government Act 1972 and s9EB Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 1.4 The Committee will be hosted under local government arrangements and this will be rotated in accordance with the arrangements for the Chairman (see [Section 8.1](#)).

#### 2.0 Accountable Body

- 2.1 The Accountable Body for the Growth Board is Oxfordshire County Council which will provide Section 151 and Monitoring Officer roles to the Committee.
- 2.2 The County Council's Chief Finance Officer (Section 151 Officer) in conjunction with the LEP Chief Executive will provide the Growth Board with a quarterly financial report. This report will provide the Board with an overview of the funds spent, funds committed against funds allocated
- 2.3 Programme management will be provided by the Growth Board Programme Manager and will include milestones and outcomes achieved and where necessary, ensure that action plans are put in place to address any concerns.
- 2.4 For those programmes and funding streams where another local authority is the Accountable Body, e.g. the Enterprise Zone, the relevant Section 151 Officer will provide the financial and programme performance information to the County Council's Chief Finance Officer to enable a complete picture to be presented to the Growth Board.
- 2.5 The Local Transport Board Assurance Framework will be the basis on which the appraisal, assessment and prioritisation for proposed Local Growth Fund projects and future growth programmes will be undertaken, which may be revised by the Growth Board as wished, subject to approval by the DfT.

### **3.0 Purpose of the Oxfordshire Growth Board**

- 3.1 To facilitate and enable collaboration between local authorities on economic development, strategic planning and growth.
- 3.2 To deliver cross-boundary programmes of work including City Deal, Growth Deal, Strategic Economic Plan and Local Transport Board programmes, within government timescales, including agreeing the detailed contents of specific priorities, plans, projects and programmes.
- 3.3 To approve and monitor the implementation of a detailed work programme as laid out in the City Deal, Strategic Economic Plan and Local Transport Board programmes together with any future Growth Deals or other programmes as agreed.
- 3.4 To bid for the allocation of resources to support the above purposes. For the avoidance of doubt these terms of reference are not to be read as incorporating any non-Executive functions and each constituent Authority shall retain the capability to exercise all executive functions generally and specifically in relation to economic development, strategic spatial planning and strategic transport planning. Further, these terms of reference are not to be read as entitling the Board to bind, either financially or contractually, any constituent Authority.”

### **4.0 Membership**

- 4.1 As the Joint Committee is discharging executive functions then the appointed person must be from the Executive. There should be one member from each constituent authority.
- 4.2 Each constituent authority shall appoint a substitute (also being an executive member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 4.3 Subject to the legal right of the Joint Committee to appoint a Chairman and Vice Chairman of its choice each year the proposed protocol is that there will be a rotating Chairman and Vice Chairman as set out in table [8.2 below](#).
- 4.4 Other non-voting members as required for good linkages with the Local Enterprise Partnership shall be a single named-position representative from the bodies as detailed below:
  - LEP : Chairman
  - Oxford University
  - Skills Board
  - Harwell/Diamond Light Source
  - LEP Business Rep
  - LEP Oxford City Business Rep
  - Homes and Communities Agency
- 4.5 When considering matters that sit under the purview of the Local Transport Board then a single representative of Network Rail and the Highways Agency

will have the right to attend the Growth Board as non-voting investment partners

## 5.0 **Voting**

5.1 One member one vote for each constituent authority member although members intend to agree matters on a unanimous basis where possible.

5.2 Normal rules as to declarations of interest to be applied to local authority members in accordance with the respective Council's Code of Conduct.

## 6.0 **Quorum & Safeguard**

6.1 The quorum for a meeting shall be four voting members.

6.2 Where the effect of a particular proposition, if adopted by the Committee, would be to give rise to contractual or financial implications for any constituent authority, then a protocol will be established where the expectation would be that the vote of the member appointed by that constituent authority, in favour of the proposition, would be required. In respect of other matters, all other voting will be on a normal majority basis.

6.3 When considering matters that sit under the purview of the Local Transport Board, this protocol will apply to the vote of the member appointed by the County Council.

## 7.0 **Functions**

7.1.1 The opportunity provided by establishing the Growth Board and aligning the strategic meetings including SPIP and the LTB is to streamline the governance arrangements and incorporate the combined terms of reference under a single governing body:

### From the Spatial Planning & Infrastructure Partnership

- To provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure issues arising at regional and sub-regional level;
- To lead and co-ordinate liaison with the Local Enterprise Partnership on Oxfordshire wide issues and support the LEP in the identification of priorities and development of investment strategies and economic plans for Oxfordshire;
- To lead and co-ordinate liaison with the Homes and Communities Agency (HCA) to develop plans to enhance Oxfordshire share of HCA development programmes and contribute to any related interaction with Government agencies;
- To lead on production of joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate and wider national policy;

- To lead and coordinate the Homes and Communities Agency (HCA) process on regeneration and housing issues leading to the production of the Local Investment Plan (LIP) and contribute to any related interaction with Government agencies;
- To seek agreement on local priorities and targets and advise partners on matters of collective interest in the fields of activity listed above;
- To seek agreement on alignment between national and regional and local funding streams in the fields of activity listed above and prioritise competitive funding bids;
- To assess whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this.

#### From the Local Transport Board

- To have the role of prioritising transport schemes to be funded from devolved funding sources, not already within the remit of the Local Transport Authority, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders;
- To have the ability to comment on wider consultations, such as the Local Transport Plan, and funding investment decisions from national agencies, e.g. Network Rail, Highways Agency, where these have a strategic impact on the local transport network;

#### From the City Deal and Growth Board

- To oversee the delivery of all of the local government aspects of City Deal, Growth Deal (where local authorities are the delivery partners) and to have oversight of the LEP Work Programme;
- Prioritisation of the investment in the Escalator Hubs, the allocation of funding from City Deal and the accountable body for each project;
- Establishing the City and relevant Growth Deal projects infrastructure programme and agreement of the contribution level from either retained business rates or the proposed funding streams;
- Responsible for prioritising the delivery of schemes to be funded through the City Deal infrastructure fund, for transport, housing or economic development schemes;
- Agreement to the work programme for the City Deal, relevant Growth Deal projects and in support of the Strategic Economic Plan..

## **8.0 Meetings**

- 8.1 The Chairman and Vice-Chairman of the Growth Board will be elected at the first meeting but are expected to follow the arrangements as set out in paragraph 8.2.



8.2 The lead authority for convening meetings will be that of the elected Chairman and it will provide Secretary/Clerk support to the Board. Meetings shall be held on a bi-monthly basis, meetings may be called as and when required to ensure that critical timescales are met.

<b>Year</b>	<b>Chairman</b>	<b>Vice chairman</b>
2014/15	West Oxfordshire District Council	Cherwell District Council
2015/16	Cherwell District Council	Oxfordshire County Council
2016/17	Oxfordshire County Council	Oxford City Council
2017/18	Oxford City Council	South Oxfordshire District Council
2018/19	South Oxfordshire District Council	Vale of White Horse District Council
2019/20	Vale of White Horse DC	West Oxfordshire DC

## **9.0 Secretariat and Support**

9.1 The secretariat and support will be provided by the existing SPIP Executive Officer Group, now known as the Growth Board Executive. Other investment partners will be involved as appropriate, e.g. Homes and Communities Agency, Environment Agency, Highways Agency, Network Rail; to advise on the investment and work programme.

9.2 The Group will be chaired by the lead authority (as in previous SPIP arrangements). In the first instance this will be West Oxfordshire.

## **10.0 Scrutiny Arrangements**

10.1 Decisions made by the Committee shall be subject to the scrutiny arrangements of each constituent authority.

## **Annex**

### **Protocol**

This protocol has been incorporated into the Terms of Reference for Oxfordshire Growth Board, a statutory Joint Committee.

The Parties to this Protocol are those referred to in the Terms of Reference.

The Parties wish to record the basis on which they propose to undertake their decision making function as a Joint Committee.

### **General principles**

The Parties agree to support the purposes of the Joint Committee by ensuring that in their decision making, they:

- Collaborate and cooperate with each other
- Are open and accountable to each other
- Adhere to all relevant statutory requirements
- Deploy appropriate resources
- Act in good faith

### **Voting arrangements**

1. Only Joint Committee Members (or their substitutes) shall be designated as Voting Members and shall be entitled to one vote on items of business considered by the Joint Committee.
2. Every question shall be determined by the voices of those Voting Members present, provided that if there is a Voting Member who indicates dissent to this procedure than a vote by show of hands shall take place. A simple majority shall be required.
3. In the event there being an equal number of votes for and against a particular proposition, the Chairman shall have a casting vote.
4. Where the effect of the particular proposition, if adopted by the Joint Committee, would be to give rise to contractual or financial implications for any part of one of the Parties, then in addition to the normal requirement for a simple majority of votes, the Parties will seek to ensure that the vote of the Member of the effected Party, in favour of the proposition, will be obtained.

### **Status**

This protocol is not intended to be legally binding, and no legal obligations or rights shall arise between the Parties from this protocol.

## **Arrangements for the Oxfordshire Growth Board**

### **I. Dates/venues**

The Oxfordshire Growth Board is to meet every two months, on the same day as the Oxfordshire Leaders' meeting.

Dates already in diaries are:

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday 12th September (A Shadow Board meeting)	2-4pm	WODC
Thursday 20th November	2-4pm	WODC
Thursday 26th February	2-4pm	WODC
Thursday 23rd April	2-4pm	WODC
Thursday 25th June	2-4pm	WODC

Meetings are proposed to take place in alternate months to meetings of the Local Enterprise Partnership

The Oxfordshire Leaders' meeting (Local Authorities only to do other business) will take place immediately prior to the Growth Board meetings, with a working lunch provided.

### **II. Joint Statutory Committee**

The Growth Board is a joint statutory committee. Meetings will therefore be held in public.

The authority that holds the chairmanship will be responsible for organising, circulating and publishing agendas/papers etc. (i.e. WODC for 2014/15)

Best practice is to ensure that any decision to be made by the Board features across all local authority forward plans, with future meetings listed on websites, ideally with links to the relevant paper work

### **III. Membership**

Chairman: Cllr Barry Norton, WODC

#### **Voting Members ('To')**

<b>Organisation</b>	<b>Role</b>	<b>Name</b>	<b>Prev membership of SPIP/LTB</b>	<b>Contact details</b>
Cherwell District Council	Leader/ Executive Member	Cllr Barry Wood	SPIP & LTB	Barry.wood@cherwellandsouthn orthants.gov.uk
Oxford City Council	Leader/ Executive Member	Cllr Bob Price	SPIP & LTB	bprice@oxford.gov.uk
South Oxon District Council	Leader/ Executive Member	Cllr Anne Ducker	SPIP & LTB	Ann.ducker@southandvale.gov.uk
VOWH District Council	Leader/ Executive Member	Cllr Matthew Barber	SPIP & LTB	Matthew.barber@southandvale.gov.uk

Organisation	Role	Name	Prev membership of SPIP/LTB	Contact details
West Oxon District Council	Leader/ Executive Member	Cllr Barry Norton	SPIP & LTB	Barry.norton@westoxon.gov.uk
Oxfordshire County Council	Leader/ Executive Member	Cllr Ian Hudspeth	SPIP & LTB	ian.hudspeth@oxfordshire.gov.uk

### Non-Voting Members ('To')

Note: these non-voting members are as described in the governance of the City Deal agreement. The list in the Terms of Reference for the Growth Board as agreed by the local authorities was incorrect. An amendment to the terms of reference will be required at the first meeting of the Board.

Nigel Tipple to arrange appropriate representation from the LEP to cover the organisations identified below (as per the City Deal agreement).

Organisation	Role	Name	Previous membership of SPIP/LTB	Contact details
Oxfordshire LEP	Chairman	Adrian Shooter	SPIP & LTB	adrianshooterltd@gmail.com
University representative		Alistair Fitt		afitt@brookes.ac.uk
Science / research institution representative		Andrew Harrison		andrew.harrison@diamond.ac.uk
Business rep 1 - Oxfordshire Skills Board	Chairman	Adrian Lockwood		alockwood@uvintegration.com
Business rep 2		Phil Shadbolt		phils@thezetagroup.com
Business rep 3		Richard Venables		r.venables@vslandp.co.uk
Network Rail <sup>1</sup>			LTB	
Highways Agency <sup>2</sup>			LTB	
Environment Agency	Regional director	John Mansbridge	LTB	jon.mansbridge@environment-agency.gov.uk
Housing and Communities Agency	Area Director	David Warburton		David.Warburton@hca.gsi.gov.uk
Other				

<sup>1</sup> When considering matters that sit under the purview of the Local Transport Board

<sup>2</sup> When considering matters that sit under the purview of the Local Transport Board

Organisation	Role	Name	Previous membership of SPIP/LTB	Contact details
agencies as required and invited				

**Papers will also be circulated to:**

**Officers in attendance ('CC')**

Organisation	Role	Name
Cherwell District Council	Chief Executive	Sue Smith
Oxford City Council	Chief Executive	Peter Sloman
South Oxon/VOWH District Council	Chief Executive	David Buckle
West Oxon District Council	Chief Executive	David Neudegg
Oxfordshire County Council	Chief Executive	Joanna Simons
Oxfordshire LEP	Chief Executive	Nigel Tipple
Oxfordshire County Council	Chief Finance Officer	Lorna Baxter
<b>Also CC:</b>		
Oxford City Council	Partnership Development Manager	Val Johnson
Oxfordshire County Council	Head of Policy	Maggie Scott
	Members of the Oxfordshire Growth Board Executive Officer Group	

**IV. Rotation of Chairmanship, and responsibility for supporting the Growth Board**

Please note that responsibility for support of the Growth Board meetings – including venue arrangements, catering, and circulating papers and agendas – will rest with the Chairman's authority. They will need to liaise with OCC regarding arrangements for the Leaders' meetings that will immediately precede the Growth Board meetings.

Year	Chairman	Vice chairman
July 2014 – June 2015	West Oxon District Council	Cherwell District Council
July 2015 – June 2016	Cherwell District Council	Oxfordshire County Council
July 2016 – June 2017	Oxfordshire County Council	Oxford City Council
July 2017 – June 2018	Oxford City Council	South Oxon District Council
July 2018 – June 2019	South Oxon District Council	VOWH District Council

**V. Programme Office & Support**

**Oxfordshire Growth Board Executive Officer Group**

Chairman: David Neudegg (Chief Executive of Lead authority)

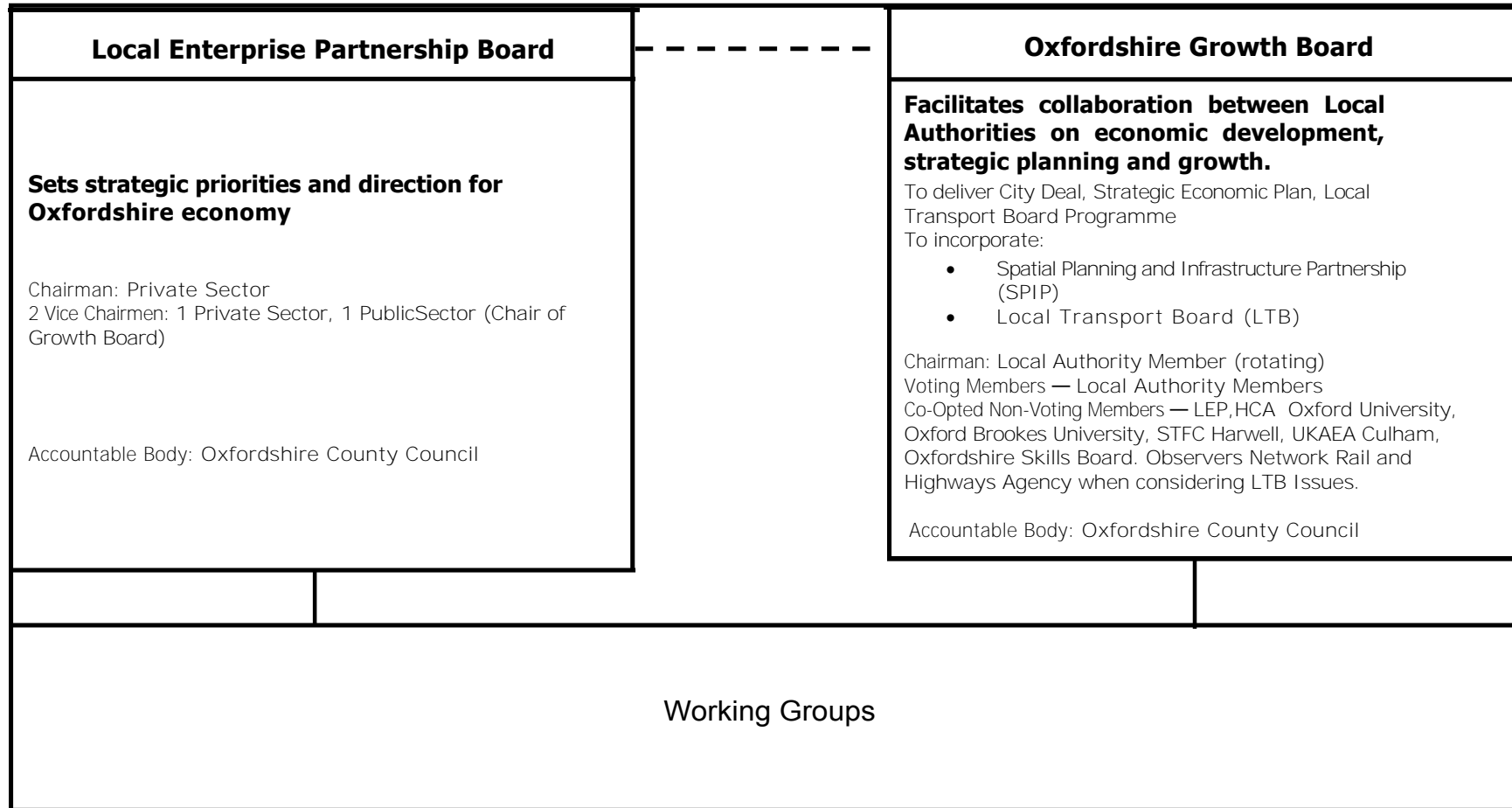
Growth Board Programme Manager (to be in post by the end of August 2014)

<b>Organisation</b>	<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Cherwell District Council	Director of Development	Calvin Bell	Calvin.bell@cherwellandsouthnorthants.gov.uk
Oxford City Council	Executive Director, City Regeneration	David Edwards	dedwards@oxford.gov.uk
South Oxon/VOWH District Council	Strategic Director	Anna Robinson	Anna.robinson@southandvale.gov.uk
West Oxon District Council	Strategic Director	Andrew Tucker	Andrew.tucker@westoxon.gov.uk
LEP	Chief Executive	Nigel Tipple	ChiefEXEC@oxfordshireLEP.com
Oxfordshire County Council	Director for Environment & Economy	Sue Scane	Sue.scane@oxfordshire.gov.uk
Oxfordshire County Council	Deputy Director – Strategy & Infrastructure Planning	Bev Hindle	Bev.hindle@oxfordshire.gov.uk
Oxfordshire County Council	Service Manager - Economy & Skills	Richard Byard	Richard.byard@oxfordshire.gov.uk

All reports for the Growth Board should be considered first by the Officer Group which will meet on a pre-scheduled basis to enable timely clearance of Board reports in a meeting that will be structured to cover the business of the Growth Board.

# Oxfordshire Governance Structure

(Item 5, Appendix B)



## **Oxfordshire Growth Board Executive Group: Draft Terms of Reference**

### **The Purpose of the Group**

- 1.1 To provide officer advice and support for members of the Oxfordshire Growth Board on the range of functions that they cover (see Annex1).
- 1.2 To facilitate and enable cooperation and collaboration between local authorities and other relevant agencies on economic development, strategic planning and growth.
- 1.3 To deliver cross-boundary programmes of work including City Deal, Strategic Economic Plan and Local Transport Board programmes, within government timescales, including agreeing the detailed contents of specific priorities, plans, projects and programmes.
- 1.4 To monitor the implementation of a detailed work programme as laid out in the City Deal, Strategic Economic Plan and Local Transport Board programmes together with any future Growth Deals or other programmes as agreed.
- 1.5 To provide or sign off written reports and to make recommendations to the Oxfordshire Growth Board, as required.
- 1.6 To liaise with other partnerships as relevant, such as the European Structural Investment Fund Partnership and the Leader Programme.
- 1.7 To bid for the allocation of resources to support the above purposes.

### **Membership**

- 2.1 Each constituent local authority will be represented by the relevant Director, although substitutes may be made if necessary.
- 2.2 The Chair will be appointed by the Chief Executives.
- 2.3 Additional representatives from constituent bodies or other agencies can be invited to attend for specific items where relevant, e.g. :
  - Oxfordshire Skills Board
  - Housing and Communities Agency
  - Environment Agency
  - Network Rail
  - Highways Agency
  - Utility Companies

### **Meetings**

- 3.1 The Chair's authority will convene meetings and provide Secretary/Clerk support to the Oxfordshire Growth Executive Group. Meetings shall be held on a bi-monthly basis to ensure timely clearance of reports to the Board meetings may also be called as and when required to ensure that critical timescales are met.



## **Role of the Programme Manager**

- 4.1 The work of the Oxfordshire Growth Board Programme Manager will be overseen by the Chair's authority. They will:
- Co-ordinate and support the work of the Oxfordshire Growth Board Executive and the Oxfordshire Growth Board ensuring effective monitoring of related programmes, plans and strategies
  - Prepare and circulate reports to Oxfordshire Growth Board Executive, Growth Board and the LEP, as and when required
  - Lead on coordinating and progressing work arising from the outcome of the SHMA.
  - Provide support to any task groups that are required.

## **Protocol of working**

- 5.1 The members of the Growth Board Executive agree to support the Oxfordshire Growth Board by ensuring that in their discussion and decision making, they:
- Collaborate and cooperate with each other
  - Are open and accountable to each other
  - Adhere to all relevant statutory requirements
  - Deploy appropriate resources
  - Act in good faith
  - Respect each other's views
- 5.2 Decisions should be based on consensus. Adequate time should be allowed for consultation and there should be clear deadlines. Where areas of consensus is not possible these will be clearly set out in reports to the Board.
- 5.3 Meetings will generally be held in private.

### **Annex 1: Focus of the Oxfordshire Growth Board**

- To provide a liaison forum on spatial planning, economic development, housing, transport, and general infrastructure issues arising at regional and sub-regional level;
- To lead and co-ordinate liaison with the Local Enterprise Partnership on Oxfordshire wide issues and support the LEP in the identification of priorities and development of investment strategies and economic plans for Oxfordshire;
- To lead and co-ordinate liaison with the Homes and Communities Agency (HCA) to develop plans to enhance Oxfordshire share of HCA development and regeneration programmes and contribute to any related interaction with Government agencies;
- To lead on production of joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate and wider national policy;
- To seek agreement on local priorities and targets and advise partners on matters of collective interest in the fields of activity listed above;
- To seek agreement on alignment between national and regional and local funding streams in the fields of activity listed above and prioritise competitive funding bids;
- To ensure that regional policy development, the Local Transport Plan and joint working through the Oxfordshire Partnership and District Local Strategic Partnerships on service planning and community development is appropriately linked to the decision making role of the Local Planning Authorities on Local Development Frameworks and related infrastructure planning;
- To put into place arrangements which will integrate spatial planning, infrastructure and public services, in defined localities e.g. Science Vale Enterprise Zone, Bicester Eco Village, Northern Gateway.
- To have the role of prioritising transport schemes to be funded from devolved funding sources, not already within the remit of the Local Transport Authority, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders;
- To have the ability to comment on wider consultations, such as the Local Transport Plan, and funding investment decisions from national agencies, e.g. Network Rail, Highways Agency, where these have a strategic impact on the local transport network;
- To oversee the delivery of all of the local government aspects of City Deal and to have oversight of the LEP Work Programme;
- Prioritisation of the investment in the Escalator Hubs, the allocation of funding from City Deal and the accountable body for each project;
- Establishing the City Deal infrastructure programme and agreement of the contribution level from either retained business rates or the proposed funding streams;
- Responsible for prioritising the delivery of schemes to be funded through the City Deal infrastructure fund, for transport, housing or economic development schemes;
- Agreement to the work programme for the City Deal and in support of the LEP Growth Strategy.

## **Oxfordshire Local Transport Board Transport Scheme Funding Update**

### **1. Background.**

- 1.1. Over the last year Oxfordshire has been successful in gaining allocations for transport funding under a number of Government programmes. The Local Transport Board (LTB) has previously overseen the prioritisation of transport schemes, approved for allocated LTB funding and put forward for competitive Local Growth Funding (LGF) as part of the Oxfordshire Strategic Economic Plan (SEP) submission earlier this year.
- 1.2. This note provides a summary update of recent transport funding announcements covering City Deal, LTB, LGF and Local Sustainable Transport Fund (LSTF). The note also provides an overview of LGF schemes that were not funded in this round and options for those schemes that still remain in the long list of approved Strategic Economic Plan LGF schemes. It also seeks guidance on the development of new schemes.

### **2. City Deal**

- 2.1. Oxfordshire City Deal was successful in attracting £22.1 million of funding for three transport packages (See [Appendix 1](#)). The City Deal provided a baseline for development of the wider Strategic Economic Plan and valuable experience in the development of business cases for government approval.
  - Access To Enterprise Zone - £6.1 Million funding approved
  - Oxford Northern Gateway - £7.3 Million funding approved
  - Science Transit Hinksey Hill - £8.7 Million funding approved

### **3. Local Transport Board (LTB) – Local Major Transport Funding**

- 3.1. Following on from the recommendations at the LTB last year, the three schemes proposed for LTB allocations, as detailed below, were submitted to last year to inform their budget setting and allocation for the LTB period from 2015 to 2019.

#### **Oxfordshire LTB agreed local major transport scheme funding allocations:-**

- A40/Northern Gateway Cutteslowe Junction with an allocation of up to £3.8 million
  - Wantage Eastern Link Road with an allocation of up to £4.5million
  - Bicester London Road crossing at least £2.3million and up to £6.8 million
- 3.2. Oxfordshire has an approved allocation of £10.6 million allocated under LTB, with a funding profile of:
    - £6.5 million 2015/16
    - £4.1 million 2016/17
  - 3.3. This funding will now be delivered as part of the wider LGF funding allocations for each year, DFT have informed the LTB programme office that the Growth Board will have flexibility to utilise this funding to support scheme delivery programming along with the wider LGF funding it will manage.

### **4. Local Growth Funding**

- 4.1. The LTB approach to prioritising and informing the development of LGF projects led to 20 transport projects being submitted for funding, as part of the SEP (See [Appendix 2](#)). The utilisation of the LTB assessment and prioritisation framework approach, as well as guidance provided in developing transport business cases put Oxfordshire schemes in a good position for approval by DFT.

- 4.2. 5 schemes were approved with a 2015/16 start and one pipeline project with a provisional 2017/18 start, with a total competitive LGF allocation of £38.5 million a breakdown of costs and funding for LGF, LTB and City Deal approved schemes is shown in [Appendix 1](#).
- 4.3. The following schemes were jointly-agreed between OxLEP and Government to start in 2015: (The indicative LGF profile is subject to DFT approval in line with the National Local Major Transport scheme funding profile for all LGF approved and previously approved “tail-end” schemes).

### **Headington Phase 1 and Eastern Arc Transport Improvements**

- 4.4. After discussions with DFT two complementary LGF projects were combined. This scheme is a package of junction and local road improvements to support growth in Headington area and which is a centre for medical research and the location of the bio-escalator at Oxford University Old Road campus, which was part funded by the Oxford City Deal.

**Lead: Oxfordshire County Council**

**Total project value: £12.5m**

**Total LGF allocation: £8.2m**

**2015/16 LGF budget allocation: £0.96m**

**Source/value of match: Private -CIL/S106/£4.3m**

### **Science Vale Cycle Network Improvements**

- 4.5. A sustainable transport scheme providing greater connectivity between Science Vale and the newly improved Didcot train station by bicycle.

**Lead: Oxfordshire County Council**

**Total project value: £5.9m (£4.9m Capital works + £1m LSTF)**

**Total allocation: £4.52m**

**2015/16 budget Allocation: £0.84m**

**Source/value of match: Public – LGF/LSTB/£0.4m**

- 4.6. This scheme was linked to a separate Local Sustainable Transport Fund bid, submitted by the County Council, which was successful and will provide £1million of funding, from 2015, for a range of supporting measures to increase use of this infrastructure and support modal choice measures in Science Vale.

### **Didcot Station Car Park Expansion (Foxhall Road)**

- 4.7. Package of measures for car park expansion including; construction of a deck access car park on the existing Foxhall Road car park, Part of the expansion and improvement of Didcot station as a key gateway to Science Vale high technology cluster and the Enterprise Zone.

**Lead: Network Rail**

**Total project value: £23m**

**Total allocation: £9.5m**

**2015/16 allocation: £0.62m**

**Source/value of match: Private/13.35m**

**Oxfordshire County Council/£0.15m**

### **Bicester London Road – Level Crossing**

- 4.8. Supplementary bid to support the previously approved LTB funding for enhanced pedestrian/cycle crossing to provide sustainable access into Bicester town centre, required for the more intensive train service as part of the East West Rail project.

**Lead: Oxfordshire County Council**

**Total project value: £3.6m**

**Total LGF allocation: £ 1.3m**

**2015/16 LGF allocation: £0.83m**

**Source/value of match: Oxfordshire County Council – LTB / £2.3m**

- 4.9. Government has agreed provisional allocations for the following transport projects starting in 2016/17 and beyond:

### **Oxford Science Transit Phase 2 – A40 Public Transport Improvements**

- 4.10. Local Growth Fund support will be used to expand the integrated public transport system along the Knowledge Spine, delivering major enhancements to the A40 strategic route between Oxford, Northern Gateway and Witney and connecting centres of innovation and economic growth with Oxfordshire's universities.

**Lead: Oxfordshire County Council**

**Total project value: £40m**

**Total provisional allocation: £35m**

**Provisional 2017/18 allocation: £1.75m (to pick up where City Deal funding ends)**

**Source/value of match: Private and CIL/S106 £5m**

## **5. Future LGF/Growth Deal allocations**

- 5.1. Negotiations for the 16/17 LGF round are expected to commence in September 2014 with the focus being on further developing schemes from the existing long list. It is envisaged that negotiations will continue through to early January with 16/17 LGF awards being announced in early 2015, pre- election.
- 5.2. Whilst new schemes and priorities will undoubtedly emerge it is not envisaged that schemes outside of the previously agreed long list will be negotiated for the 16/17 LGF round, unless a highly credible and persuasive case is made. Opportunities to reflect new priorities will emerge in later LGF rounds (c17/18 onwards) - not least as new Government departmental funding streams are potentially included in the LGF process moving forward.

### **Oxfordshire SEP long list transport schemes currently unfunded with potential for 2016/17 LGF**

- **Bicester Charbridge Lane**
  - Had 2015/16 start with spend in 2016/17
- **Bicester Pedestrian Cycle connectivity**
  - Spread 2015-19 spend
  - Further Detailed work could look at revised project with start in 2016/17
- **Didcot Science Bridge**
  - Start 2015 – spend to 2020

- Needs further detail and revised programme examine potential for 2016/17 start or possibly later.
- **Oxford City Transport – West End**
  - Had 2015/16 start
  - Option to revise start date back a year – needs to fit with wider work programmes in areas as well
- **Oxpens Pedestrian Bridge**
  - Start Date 2016/17
  - Enhance business case with for 2016/17 project
- **Access to EZ-A417**
  - Start Date 2016/17
  - Some elements now included within Access to EZ City Deal scheme - review existing outline business case – update as required.

#### **A34 Improvements including Seacourt –**

- Start 2016/17 (For Seacourt) spend to 2019 –
- Scope to put forward Seacourt separately for 2016/17 project and work with HA on developing A34 project with 2017/18 start.

5.3. It is recommended that projects with a post 2017/18 start date are updated where appropriate and business case information enhanced if possible schemes can then be resubmitted as part of the LGF long list along with any new schemes that are appropriate for post 2017/18 funding, via the OxLEP LGF review process that will start soon.

#### **Long Term LGF submitted projects**

- Bicester Peripheral Road start 2019/20
- New Access to Culham Start 2018/19
- Didcot Station Northern Entrance 2018/19
- Didcot Jubilee Way improvement Start 2018/19-20
- Improving access to Carterton and RAF Brize Norton – Start 2017/18

#### **6. LTB/Growth Board Recommendations**

6.1. LTB/Growth Board to note the approved schemes as detailed in the report and the attached tables. Also, to note that OxLEP has now launched the LGF Round 2 Project Group meetings.

6.2. In that context, Board Members views are welcome on:-

- The proposal to update and resubmit schemes that already appear on the LGF long list for 2016/17.
- Focus on new schemes with start date post 2017/18 alongside those previously submitted, via OxLEP LGF review process and LTB/Growth Board approval.

Oxfordshire Growth Board/LTB  
DRAFT

Agenda Item x Oxfordshire Local Transport Board Transport Scheme Funding update

**Appendix 1: Approved City Deal/LGF/LTB Schemes along with supporting Innovation schemes**

	Private sector/ Developers	Universities	Local Authority Inc LIF	Local Transport Board	LGF	BIS	City Deal DfT Grant	Other Grant	Total
	Private		£m	Grant Funding					£m
£m	£m	£m		£m	£m	£m	£m	£m	
<b>INNOVATION</b>									
Harwell Innovation Hub	3.100		4.000			7.000			14.100
Culham Advanced Manufacturing Hub	11.400		2.000			7.800			21.200
Oxford Bio Escalator	7.000	3.000				11.000			21.000
Begbroke Innovation Accelerator		7.000				4.200			11.200
Oxford Innovation Support Programme	5.000							2.000	7.000
<b>Sub Total Innovation</b>	<b>26.500</b>	<b>10.000</b>	<b>6.000</b>	<b>0.000</b>	<b>0.000</b>	<b>30.000</b>	<b>0.000</b>	<b>2.000</b>	<b>74.500</b>
<b>TRANSPORT</b>									
<b>City Deal</b>									
Oxford Northern Gateway (and assoc works)	1.600		10.200	3.800			7.300		22.900
Science Transit system (Hinksey Hill) phase 1			4.813				8.700		13.513
Access to Enterprise Zone phase 1	1.000		22.100				6.100		29.200
<b>LGF/LTB</b>									
Headington Phase 1 & Eastern Arc Transport Improvments	4.300				8.200				12.500
Bicester London Road - Level Crossing - phase 1 Cycle/Ped Crossing			0.200	2.300	1.300				3.800
Science Vale Cycle Network Improvements			0.400		4.500			1.000	5.900
Didcot Station Car Park Expansion (Foxhall Rd)	13.350		0.150		9.500				23.000
Wantage Eastern Link Rd			9.500	4.500					14.000
Oxford Science Transit Phase 2 - A40 Public Transport Improvements	3.000		2.000		35.000				
<b>Sub Total Transport</b>	<b>20.250</b>	<b>0.000</b>	<b>49.363</b>	<b>10.600</b>	<b>58.500</b>	<b>0.000</b>	<b>22.100</b>	<b>1.000</b>	<b>124.813</b>
<b>TOTAL</b>	<b>46.750</b>	<b>10.000</b>	<b>55.363</b>	<b>10.600</b>	<b>58.500</b>	<b>30.000</b>	<b>22.100</b>	<b>3.000</b>	<b>199.313</b>



**Appendix 2: Local Growth Fund Connectivity ask as submitted in 2014 SEP****Innovative Connectivity**

Schemes	Match Funding	LGf ASK	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Total Cost	Lead LEP
Bicester Chiarbridge Lane Railway crossing	1.25	7.50	3.75	3.75	-	-	-	-	8.75	Oxfordshire
Bicester improvements to peripheral routes	12.50	22.50	3.21	-	-	-	6.43	12.86	35.00	Oxfordshire
Bicester London Road - Level Crossing - phase 1 Cycle/Ped Crossing	2.30	1.30	0.63	0.47	-	-	-	-	3.60	Oxfordshire
Bicester - Pedestrian/Cyclist Connectivity	2.40	2.00	0.36	0.36	0.36	0.92	-	-	4.40	Oxfordshire
Headington Phase 1	1.30	3.20	0.98	1.39	0.85	-	-	-	4.50	Oxfordshire
Eastern Arc Transport Improvements	3.00	5.00	-	3.12	1.88	-	-	-	8.00	Oxfordshire
Oxford City Transport - West End	4.20	4.60	2.72	0.94	0.94	-	-	-	8.80	Oxfordshire
Oxpens pedestrian and cycle bridge	0.40	3.60	-	3.60	-	-	-	-	4.00	Oxfordshire
Didcot Station Car Park Expansion (Foxhall Rd)	13.50	9.50	0.62	8.88	-	-	-	-	23.00	Oxfordshire
Science Vale Cycle Network Improvements	0.39	4.52	0.84	2.76	0.92	-	-	-	4.91	Oxfordshire
New access road to Culham Science Centre via B4015	1.00	12.00	-	-	-	1.38	2.77	7.85	13.00	Oxfordshire
Didcot Station Additional Platforms	10.30	-	-	-	-	-	-	-	10.30	Oxfordshire
Didcot Station Northern Entrance	5.00	13.00	-	-	-	0.36	4.33	8.31	18.00	Oxfordshire
Didcot Jubilee Way improvement schemes	3.25	3.25	-	-	-	0.25	1.00	2.00	6.50	Oxfordshire
Didcot Science Bridge	15.00	19.90	1.14	1.65	2.85	7.13	6.56	0.57	34.90	Oxfordshire
Access to EZ - A417 improvements	1.00	3.00	-	1.35	1.65	-	-	-	4.00	Oxfordshire
Wantage Eastern Link Road	14.00	-	-	-	-	-	-	-	14.00	Oxfordshire
Countywide Superfast Broadband	40.00	25.00	9.71	3.16	4.85	7.28	-	-	65.00	Oxfordshire
Improving access to Carterton & RAF Brize Norton	0.22	5.73	-	-	2.87	2.86	-	-	5.95	Oxfordshire
A34 improvements Phase 1 (Including Seacourt P&R)	2.30	21.32	-	3.26	9.03	9.03	-	-	23.62	Oxfordshire
Oxford Science Transit Phase 2 - A40 Public Transport improvements	5.00	35.00	-	-	1.75	6.12	18.38	8.75	40.00	Oxfordshire



**Appendix 3 Growth Deals Transport Spend Profiles**

**Spend profiles pending confirmation from DfT**

**A. Schemes commencing in 2015/16:**

	Competitive LGF contribution (£m)						Total LGF contribution (£m)	pre-committed LTB contribution (£m)	Other Government contribution	Other local contribution (£m)	Third Party Contribution (£m)	Total Scheme Cost (£m)
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21						
<b>Scheme name:</b>												
Headington Phase 1 & Eastern Arc Transport Improvements	1.0	2.5	4.7				8.2			4.3		12.5
Bicester London Road - Level Crossing - phase 1 Cycle/Ped Crossing	0.8	0.5					1.3	2.3		0.2		3.8
Science Vale Cycle Network Improvements	0.8	2.8	0.9				4.5		1.0	0.42 (1.89 pre2015/16)		7.4
Didcot Station Car Park Expansion (Foxhall Rd)	0.6	8.9					9.5			0.2	13.5	23.2
	<b>3.25</b>	<b>14.63</b>	<b>5.62</b>				<b>23.52</b>					<b>46.81</b>
<b>LTB (Estimated Spend 2015-17)</b>												
A40 Northern Gateway - Cutteslowe R'bout improvement	3.80											
Bicester London Rd		2.30										
Wantage Eastern Link	2.70	1.80										
<b>LTB Total</b>	<b>6.50</b>	<b>4.10</b>					<b>10.6</b>					

**B. Pipeline schemes (commencing in 16/17 and beyond):**

	Competitive LGF contribution (£m)						Total LGF contribution (£m)	pre-committed LTB contribution (£m)	Local contribution (£m)	Third Party Contribution (£m)	Total Scheme Cost (£m)
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21					
<b>Scheme name:</b>											
Oxford Science Transit Phase 2 - A40 Public Transport improvements		0.0	1.0	6.8	18.4	8.8	35.00		3.50	1.50	40.00

**[C. (Where relevant) LA majors "tail" schemes approved by DfT]**

N.A

## **Growth Board Work Programme**

### **Purpose of the report**

1. To provide the Growth Board with an update on its work programme.

### **Background**

2. The Growth Board work programme, attached as an appendix to this report, demonstrates the programmes whose responsibility for delivery rests with the Growth Board.
3. The projects are labelled as either;



**i. Projects needing action**



**ii. Projects requiring monitoring**



**iii. Projects on track and requiring no action**

4. There are no projects requiring action at this stage, those that are being monitored by the Executive are as follows.
5. **Skills/Apprenticeship Programme** - Lack of base data from Skills funding Agency (SFA) is making reporting against City Deal offers difficult. However the contract with the SFA has now been signed and the City Deal targets agreed. Consequently officers expect to be able to derive base data from the SFA and give first quarter reports in November.
6. **Employability skills training to be delivered through pre 16 work experience placements** – A Pilot scheme will take place September/October, delayed due to software development.
7. **Chilton Slips scheme** - Delays in planning and potential enquiry affecting delivery timetable.
8. **Accelerate the delivery of 7500 homes across the county** - The Growth Board Executive have committed to reviewing all agreed sites and profile delivery in the light of the final agreed City Deal

### **Conclusion**

9. This report represents officer's first attempt to build a programme report for the Board and developments are required to ensure that both the Executive and Board receive appropriate information. A similar report will be presented at each Board meeting to track progress.
10. Also attached after the Appendix, is a table detailing the Growth Deal funds awarded to Oxfordshire (see [page 32](#)).

# Oxfordshire Growth Board Programme Report September 2014

Funding stream	Local authority delivery partner	Strategic Status				Operations				
		Project	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Achievements to Sept 2014	Comments	Status of project RAG
CITY DEAL	COUNTY COUNCIL	<b>Skills Programme</b> 150 more employers engaged with traineeships  SARAH CULLIMORE	Up-skill identified cohorts	Tackling pockets of unemployment	Oxfordshire Skills Board  Economy and Skills team	Development and contract management of job clubs in Banbury and Oxford's most deprived wards.	150 unemployed individuals engaged with traineeships		Lack of data from SFA is making reporting against City Deal offers difficult. We expect to be able to give first quarter reports in September	
CITY DEAL	COUNTY COUNCIL	<b>Apprenticeship Programme</b>  525 apprenticeships for young people (16-23)  SARAH CULLIMORE	Drive better employability skills in young people	Increase the number of apprenticeships	Economy and Skills team NAS	Supporting making sense of apprenticeships for employers. Delivering 'apprenticeship' events aimed at young people and parents. Engagement with secondary schools to increase awareness of apprenticeships. Co-ordinating National Apprenticeship week activity 3-7 March 2014	Additional 525 apprentices per year  14/15 – 125 15/16 - 200 16/16-200	It has not been possible to assess success in 2013/14, stats on numbers of apprenticeships are not yet available from the National Apprenticeship Service.  The action plan is due to be presented to the skills board on 1/5  The Oxfordshire apprenticeship website is due to be launched in June 2014	Lack of data from SFA is making reporting against City Deal offers difficult. We expect to be able to give first quarter reports in September	
CITY DEAL	COUNTY COUNCIL	<b>Apprenticeship Programme</b> 300 apprenticeship grants for employers (AGE) grants targeted at SME in the growth sector  SARAH CULLIMORE	Drive better employability skills in young people	Increase the number of apprenticeships	Oxfordshire Skills Board  Economy and Skills team		300 AGE grants targeted at SME in the growth sector		Lack of data from SFA is making reporting against City Deal offers difficult. We expect to be able to give first quarter reports in September	
CITY DEAL	COUNTY COUNCIL	<b>Apprenticeship Programme</b>	Drive better employability skills in young people	Increase the number of apprenticeships	Oxfordshire Skills Board  Economy and Skills team		1850 more employers with a raised awareness of apprenticeships		Lack of data from SFA is making reporting against City Deal offers difficult. We expect to be able to give first quarter reports in September	

# Oxfordshire Growth Board Programme Report September 2014

Funding Stream	Local Authority Delivery partner	Strategic Status				Operations				
		Project and lead officer	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Progress to Sept 2014	Comments	Status of project RAG
<b>COUNTY COUNCIL/CITY DEAL</b>	<b>COUNTY COUNCIL</b>	Increase the number of people entering training in Science, Technology Engineering and Manufacturing  <b>SARAH CULLIMORE</b>	Support for sector specific skills needs	Mismatch of skills with current and projected employment	Economy and Skills team.  Oxfordshire Skills Board	Promotion of value of STEM as a career/training option through delivery of activities/events	20% increase from baseline in all ages entering STEM courses	Two projects are underway to increase uptake of STEM subjects in schools.  -Science clubs in schools  -Website to showcase advantages of STEM sciences	Too early to measure the impact of these projects.  Officers will work to develop SMART targets for this project against which the success can be measured and report at next board meeting	
<b>COUNTY COUNCIL/CITY DEAL</b>	<b>COUNTY COUNCIL</b>	Ensure skills provision meets employer demand – now and projected  <b>SARAH CULLIMORE</b>	Policy, Research and Labour	Mismatch of skills with current and projected employment	OSB Economy and Skills team	Through City Deal develop an Oxfordshire funding methodology to ensure the majority of Skills Funding Agency resource addresses employers current and projected needs	15% increase in SFA funding supporting STEM activities and employers		Interviews are taking place for a post to develop this role on 24 <sup>th</sup> June	
<b>CITY DEAL</b>	IAG Programme  Develop a virtual network that better links and co-ordinates information, advice and guidance,  <b>HELEN HAINES</b>	Drive better employability skills in young people	Address the mismatch of skills with the current and projected demand	Oxfordshire Skills Board  Economy and Skills team	Map existing provision – understand who does what – where the gaps are Create 'hub' around which existing provision orbits –	Model mapping completed by December 2013  Model developed by March 2014	Model and action plan for the skills section agreed by the OSB.			

# Oxfordshire Growth Board Programme Report September 2014

Funding stream	Local Authority Delivery partner	Strategic Status				Operations				
				to Growth Targets	partner and role		Targets	to Sept 2014		of project RAG
<b>CITY DEAL</b>	<b>OXFORDHIRE COUNTY COUNCIL</b>	<b>Access to enterprise zone</b> <b>SUSAN HALIWELL</b>	Improve access to enterprise zone to make site more attractive to potential investors	Will lead to improvement in jobs in the knowledge economy by making the site more attractive to investors	Oxfordshire County Council	The current activity phase is to finalise the preliminary scheme design and start liaison with land owners.	Completion by 30 <sup>th</sup> September 2014	Preliminary design work started with a spend of £424,663 as of 1 <sup>st</sup> April.	Second quarter reporting will be available for the November Board report	
<b>CITY DEAL</b>	<b>OXFORDHIRE COUNTY COUNCIL</b>	Improvements to Northern Gateway <b>SUSAN HALLIWELL</b>	To relieve congestion and deliver growth to a key growth area	Will lead to improvement in jobs in the knowledge economy by making the site more attractive to investors	Oxfordshire County Council	Options for improving Cutteslowe and Wolvercote roundabouts are being assessed.  The feasibility design for the A40 –A44 link road is being developed.	Selection of preferred option for each junction by 30 April 2014  For link road only, planning permission by Nov 2014	Approx. £20k spent as of 1 <sup>st</sup> April 2014	Second quarter reporting will be available for the November Board report	
<b>CITY DEAL</b>	<b>OXFORDHIRE COUNTY COUNCIL</b>	Hinksey Hill- Science transit <b>SUSAN HALLIWELL</b>	First stage of improvements to transport links across the knowledge spine	Will lead to improvement in jobs in the knowledge economy by making the site more attractive to investors	Oxfordshire County Council	Feasibility design work underway	Feasibility report by August 2014	Approx. £5k spent as of 1 <sup>st</sup> April 2014.	Second quarter reporting will be available for the November Board report	
<b>LOCAL AUTHORITY PINCH POINT FUNDING</b>	<b>Chilton Slips scheme</b> <b>PAUL FERMER</b>	To deliver South facing Slips at the A34 Interchange	To relieve congestion and deliver growth to a key growth area	Will lead to improvement in jobs in the knowledge economy by making the site more attractive to investors	Oxfordshire County Council	To develop a feasibility study for the Chilton Slips transport scheme. Progress with detailed design and implementation of scheme.	Feasibility work completed. Full scheme cost now secured (£10.883m). Detailed design work being completed. Construction programmed for Nov 2014. LEP committed £5.883m of Future Business rates retention income towards scheme.	Due to Parish Council objection the Highways Agency have started the Public Inquiry process. The county council will try to resolve this locally with the Parish but if not successful the PI is expected to be held in the new year.		

# Oxfordshire Growth Board Programme Report September 2014

	Local authority Delivery partner	Project and lead officer	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Progress to Sept 2014	Comments	Status of project RAG
<b>LOCAL AUTHORITY PINCH POINT FUNDING</b>	<b>Milton Interchange</b> <b>PAUL FERMER</b>	To enhance road improvements	Will lead to improvement in jobs by making the area more attractive to investors	Will lead to improvement in jobs in the knowledge economy by making the site more attractive to investors	Oxfordshire County Council	Delivery of proposed junction improvements.	£1,600,000 scheme to undergo due diligence. Funding is anticipated to be released in 2014/15	Tender process completed. Contractor awarded. Project on progress.		
<b>LOCAL PLANNING AUTHORITIES</b>	<b>GROWTH BOARD EXEC</b>	<b>SHMA</b> GB Programme manager	A county wide Strategic Housing Market assessment is completed and approved by the district planning authorities	Commit to deliver the necessary sites to meet the housing needs identified in the SHMA	Growth Board Executive	Development and approval of a county wide SHMA according to Government guidance	Document completed by April 2014	SHMA has been completed	Once approved the growth identified in the SHMA will be allocated by SPIP to the districts. Achievement against this will be monitored by SPIP and reported to the Board	
<b>CITY DEAL</b>	<b>GROWTH BOARD EXEC</b>	<b>Accelerate the delivery of 7500 homes across the county</b> GB Programme manager	7500 homes agreed in the existing Local plans have delivery accelerated tbc by 2018	Commit to deliver the housing necessary to underpin the SEP	Growth Board Executive	Accelerate the delivery of agreed housing sites across the county	7500 additional homes by 2018	The SPIP Executive have committed to reviewing all agreed sites and profile delivery in the light of the final agreed City Deal. In addition officers in districts will review any other sites that have come forward to build a revised profile.		
<b>CITY DEAL</b>	<b>GROWTH BOARD EXEC</b>	<b>Land holding uploaded onto e-pims</b> GB Programme manager	All land holding in council ownership declared	Commit to deliver the necessary sites to meet the housing needs identified in the SHMA	Growth Board Executive	Working with the Government Property Unit and to list their asset on e-PIMS	All public held land uploaded onto database			
<b>CITY DEAL</b>	<b>GROWTH BOARD EXEC</b>	<b>Sharing expertise and accumulated experience</b> GB Programme manager	Simplified and robust county wide planning procedures that are easier for users to understand	Develop a simplified planning package	Growth Board Executive	More effective joint working	More effective joint working	No progress to date	It is very early days with this project and no project plan or outcomes have yet been developed by the Growth Board exec for his outcome	

# Oxfordshire Growth Board Programme Report September 2014

Funding stream	Local Authority Delivery partner	Strategic Status				Operations					
		Project and lead officer	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Progress to Sept 2014	Comments	Status of project RAG	
GROWTH DEAL	OXFORD CITY COUNCIL	flood risk management scheme	Implementation of the flood risk strategy		Oxford County Council/Env. Agency	a comprehensive package of measures to mitigate the risks of damage to homes, businesses and transport connections caused by excessive flooding.					
GROWTH DEAL	OXFORD CITY COUNCIL	Upstream flood storage at Northway	Implementation of the flood risk strategy		Oxford County/City Council/Env. Agency	a comprehensive package of measures to mitigate the risks of damage to homes, businesses and transport connections caused by excessive flooding.					
GROWTH DEAL	OXFORDHIRE COUNTY COUNCIL	Headington Phase 1; Eastern Arc	Improved road connectivity		Oxfordshire County Council	Headington Phase 1 & Eastern Arc Transport Improvements - a package of junction and local road improvements to support growth in the Headington area of Oxford - a centre for medical research and the location of the bio-escalator at Oxford University Old Road campus, which was part-funded via the Oxford City Deal					
GROWTH DEAL	OXFORDHIRE COUNTY COUNCIL	Didcot Staion Car park	Increased car park capacity to aid expanded use of the station		Oxfordshire County Council	packages of measures for car park expansion including construction of a deck access car park on the existing Foxhall Road car park. Part of the expansion and improvement of Didcot station as a key gateway to Science Vale high tech cluster and the Enterprise Zone.					



# Oxfordshire Growth Board Programme Report September 2014

<b>GROWTH DEAL</b>	<b>OXFORDHIRE COUNTY COUNCIL</b>	Science vale Cycle network Improvements			<b>Oxfordshire County Council</b>	a sustainable transport scheme providing greater connectivity between Science Vale and the newly improved Didcot station by bike				
<b>GROWTH DEAL</b>	<b>OXFORDHIRE COUNTY COUNCIL</b>	Bicester London road Level crossing			<b>Oxfordshire County Council</b>	a pedestrian / cycle crossing to provide sustainable access into Bicester town centre, required for the more intensive train service as part of the East West Rail project.				

## DEVELOPMENT OF KEY STRATEGIES

### 1. Strategic Economic Plan

Funding Stream	Strategic Status				Operations				
	Project and lead officer	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Progress to June 2014	Comments	RAG
<b>LEP DIRECT FUNDING /COUNTY COUNCIL/PARTNERS</b>	Develop a Strategic economic plan that provides a clear positive narrative about Oxfordshire and a clear set of high level ambitions within which more detailed programmes and projects can be developed  <b>NIGEL TIPPLE</b>	Final approval of strategy		Oxfordshire County Council/LEP	Development of a strategy that provides a positive narrative for Oxfordshire and knits together the ambitions of the City Deal, Transport and infrastructure plans, Skills and ESIF strategy.	Final approval of strategy by 30/6/2014	Final draft being completed, expected completion by 30/6/14		



# Oxfordshire Growth Board Programme Report September 2014

## 2. European Structural Investment Fund

Funding Stream	Strategic Status				Operations				
	Project	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Progress to June 2014	Comments	RAG
<b>ESIF FUNDING</b>	<b>Finalising ESIF strategy</b> <b>DAWN PETTIS</b>	Final approval of strategy		Oxfordshire County Council/LEP		Final approval by government and EC summer 2014	We submitted a copy on 16 May for an informal review before and CLG have reported that as the strategy is very good and all the feedback points have been addressed, we do not have to submit a further iteration	Money has been approved. Once final strategy is completed project plans will be completed and governance arrangements finalised – see latest report on progress	

## 3. Transport Strategy

Funding Stream	Strategic Status				Operations				
	Project and lead officer	Outcome	Contribution to Growth Targets	Lead partner and role	Core Activity	Outputs Targets	Progress to June 2014	Comments	RAG
<b>COUNTY/LTB</b>	<b>Development of Transport Narrative and Prospectus to Support SEP</b> <b>TOM FLANAGAN</b>	Prospectus agreed / referenced as part of final SEP submission	Identification of Transport Policies, Strategy and Infrastructure priorities to support growth, in particular Local Growth Fund Bids	OCC as Highway Authority, Local Transport Board	informal transport input into draft SEP for December 2013 submission	Transport narrative to support draft SEP submission	Scope of narrative developed, Project brief developed, in line with wider LTP programme. Localities developing project list for submission by 31 <sup>st</sup> March 2014. Project List from LTB and City Deal to provide initial baseline. Early draft wording developed for February 2014.	Draft completed and submitted. Will be fine-tuned as SEP is finalised	

## Oxfordshire Local Growth Fund Schemes

Project or Programme Name & Brief Summary	Theme of Project or Programme	Sources of funding	Funding Type [Capital or Resource]	Profile (£m)							Delivery Body
				2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Total	
Centre for Applied Superconductivity	Enterprise	Match Funding-University		1.61	0.12	0.12	0.12	0.04		<b>2.01</b>	University
		LGF - Competitive LGF	CAPITAL	0.88	0.88	0.88	0.88	0.97		<b>4.49</b>	
Oxfordshire Centre for Technology and Innovation	People	Match Funding - SFA/Activate		3.34						<b>3.34</b>	Activate
		LGF - Competitive LGF FE Capital	CAPITAL	3.50	1.00					<b>4.50</b>	
Oxfordshire Flood Risk Management Scheme	Place	Match Funding		1.00	1.25	1.00	4.25	20.00	35.00	<b>62.50</b>	Environment Agency/OCC
		LGF - competitive LGF	CAPITAL	1.00	1.25	1.00	4.25	18.35		<b>25.85</b>	
Upstream flood storage at Northway centre playing field and Court Place Farm Park	Place	Match Funding		1.30						<b>1.30</b>	Environment Agency/OCC
		LGF - competitive LGF	CAPITAL	0.60						<b>0.60</b>	
Headington Phase 1 & Eastern Arc Transport Improvements	Connectivity	Match Funding-s106/CIL; OCC Capital		0.39	2.44	1.47				<b>4.30</b>	OCC
		LGF - Competitive LGF	CAPITAL	0.96	4.51	2.73				<b>8.20</b>	
Bicester London Road - Level Crossing - phase 1 Cycle/Ped Crossing	Connectivity	Match Funding - LTB		1.47	0.83					<b>2.30</b>	OCC
		LGF - Competitive LGF	CAPITAL	0.83	0.47					<b>1.30</b>	
Science Vale Cycle Network Improvements	Connectivity	Match Funding - s106/OCC		0.07	0.24	0.08				<b>0.39</b>	OCC
		LGF - Competitive LGF	CAPITAL	0.84	2.76	0.92				<b>4.52</b>	

Didcot Station Car Park Expansion (Foxhall Rd)	Connectivity	Match Funding - Private sector		0.88	12.62					13.50	First Great Western/OC
		LGF - Competitive LGF	CAPITAL	0.62	4.88	4.00				9.50	
Advanced Engineering and Technology Skills Centre (ASC)	People	Match Funding - SFA/Abindon & Witney College		0.69	0.97	0.24				1.90	Ab & Witney College
		LGF - Competitive LGF FE Capital	CAPITAL		2.00	2.00				4.00	
Oxford Science Transit Phase 2 - A40 Public Transport improvements	Connectivity	Match Funding - s106/CIL/OCC/Private (bus company)				0.25	0.88	2.62	1.25	5.00	OCC
		LGF - Competitive LGF	CAPITAL			1.75	6.12	18.38	8.75	35.00	
<b>TOTAL</b>				<b>19.98</b>	<b>36.22</b>	<b>16.44</b>	<b>16.50</b>	<b>60.36</b>	<b>45.00</b>	<b>194.50</b>	
<b>Total Match Funding</b>				<b>10.75</b>	<b>18.47</b>	<b>3.16</b>	<b>5.25</b>	<b>22.66</b>	<b>36.25</b>	<b>96.54</b>	
<b>Total LGF Funding</b>				<b>9.23</b>	<b>17.75</b>	<b>13.28</b>	<b>11.25</b>	<b>37.70</b>	<b>8.75</b>	<b>97.96</b>	
<b>Previous Transport Funding - Local Transport Board</b>				<b>6.50</b>	<b>4.10</b>					<b>10.60</b>	
<b>Total LGF Funding</b>				<b>15.73</b>	<b>21.85</b>	<b>13.28</b>	<b>11.25</b>	<b>37.70</b>	<b>8.75</b>	<b>108.56</b>	

<b>Local Transport Board Funding</b>											
Bicester London Road (Match Funding element of scheme above)				1.47	0.83					2.30	
Cutteslowe Roundabout (City Deal)				3.80						3.80	
Wantage Eastern Link Road				1.23	3.27					4.50	
<b>Total</b>				<b>6.50</b>	<b>4.10</b>					<b>10.60</b>	

## **Oxfordshire Growth Deal**

### **Purpose of Report**

1. To advise colleagues of the timetable for the next round of Growth Deal Submissions and the proposed approach to submitting bids.

### **Background**

2. The Board will recall the Government's commitment to negotiate a growth deal with every Local Enterprise Partnership (LEP). The Oxfordshire Deal secured £108m over the period 2015/16 – 2021, this represents a significant allocation in addition to the positive City Deal agreement of £55m.
3. The growth deal offer allows us to plan proactively and bring forward schemes such as the Science Transit Phase 2- A40 which secured an allocation of up to £35m over a 3 year period from 2016/17.
4. The submitted draft identified a prioritised list of 58 projects covering the period 2015 – 2021. Due to the scale of national programme oversubscription all LEPs were required to further prioritise and/or rank projects in our case we flagged 20 projects which were essential/high priority of the prioritised list.
5. Since the announcement of our deal, we have had a series of meetings with officials and ministers regarding delivery and monitoring requirements. We are now therefore working with project sponsors to review project profiles, delivery timetables and phasing which will feature in future operating plan monitoring and will feature as a priority in the forward Growth Board work plan. We have been advised that ministers wish to formally sign the deals with individual LEPs sometime in September but to date there are no details relating to timing or specific arrangements.

### **2016/7 Growth deal Negotiations**

6. At the time of writing of this report the LEP anticipates that the next round of growth deal negotiations for 2016/17 will take place over the next 3 months with programmes being negotiated prior to the end of December and announcements in advance of the General election purdah period likely to commence on the 1st April 2015.
7. The LEP have therefore taken steps to reconvene the Local Growth Fund core working group to review and develop the next submission which will be based on our 2015 – 21 prioritised programme.
8. The group will use the original list of 58 projects and will seek to develop business cases to support these. This will be crucial as feedback from government is that the process will become increasingly competitive and without a robust business case demonstrating clear strategic alignment, outcomes and value for money and bids will not succeed.
9. The group will bring regular reports to the Executive and Growth Board on progress with development of our submissions.

## **Post-SHMA work update**

### **Purpose of the report**

1. The purpose of the report is to provide a brief update on the advice being sought from independent 'critical friends' on the most appropriate way forward for dealing with unmet housing need arising from the findings of the Oxfordshire Strategic Housing Market Assessment (SHMA).

### **Background**

2. The Oxfordshire SHMA was published in April 2014 and identifies a high level of housing need across the County, in particular Oxford City (28,000 homes in the period 2011 - 2031).
3. Work is currently ongoing to determine the likely capacity for additional housing within Oxford City's administrative boundaries and the outcome of that work is not yet known. It is clear however that there will be a significant element of 'unmet' housing need arising from Oxford City that will need to be accommodated elsewhere within the housing market area (i.e. the county).
4. The process for dealing with the issue of unmet need is complex and likely to be highly contentious. As such, it was previously agreed through SPIP that independent advice would be sought on the most appropriate and expedient way forward.

### **Advice received to date**

5. A meeting was held with Keith Holland one of the Planning Inspectorate's senior Planning Inspectors on 28<sup>th</sup> July 2014. Representatives of all Oxfordshire local authorities were present.
6. The advice given was of an informal nature and is not necessarily definitive, however it did provide some useful pointers on the way forward including the nature and extent of technical work needed, stakeholder consultation and the potential timescales that may be involved.
7. A note of the meeting was prepared and has since been agreed and circulated to the local authorities accordingly.

### **Further advice expected**

8. A further workshop has been arranged with an independent planning consultant Catriona Riddell to be held on 4 September 2014. It is anticipated that following the workshop, a short report will be produced setting out a suggested way forward for the post-SHMA process.

### **Next steps**

9. Following on from the independent advice received, an agreement will need to be reached on the proposed way forward for addressing unmet housing need within Oxfordshire.
10. This will involve detailed consideration of the precise extent and nature of technical work needed as well as stakeholder consultation, resource requirements and overall timescales.
11. Some initial work planning has already been carried out through the Oxfordshire Planning Policy Officer (OPPO) Group and this will need to be revisited and updated accordingly.

12. Some of the technical evidence needed can also start to take shape. A draft brief for consultancy advice in relation to Sustainability Appraisal (SA) and Habitat Regulations Assessment (HRA) has already been prepared and subject to any necessary refinement following the critical friend advice received, should be able to be published soon. Other elements of work may also be able to be kicked-off in the short term.
13. A further report setting out the proposed way forward will be brought back to the Growth Board in November 2014.

## **European Structural and Innovation Fund Strategy**

### **Purpose of the report**

1. This report is to introduce the Growth Board to the progress of the Oxfordshire European Structural Investment Fund Strategy, and in particular the proposed arrangements in place around the sources of matched funding for the two distinct programmes, namely:
  - **The Oxfordshire Business Support Programme** using European Regional Development Funds (ERDF) – open calls for projects whereby organisations bidding will be expected to supply all matched funding from local and or national private or public sources; and
  - **The Labour Market and Community Development Programme** using European Social Funds (ESF) – whereby OxLEP has selected to 'opt in' to offers from national public bodies who will supply matched funding at source, meaning that local organisations wishing to bid for funding will not have to do so.
2. This report will:
  - Bring the Board up to date on work underway to prepare for the first round of calls
  - Suggest potential organisations to be represented on the shadow Oxfordshire Area ESIF Committee, and the process for inviting them to become members.
  - Set out the progress on the LEADER Local Development Strategies (LDS) impacting on rural Oxfordshire that will need to be endorsed by the OxLEP Board.

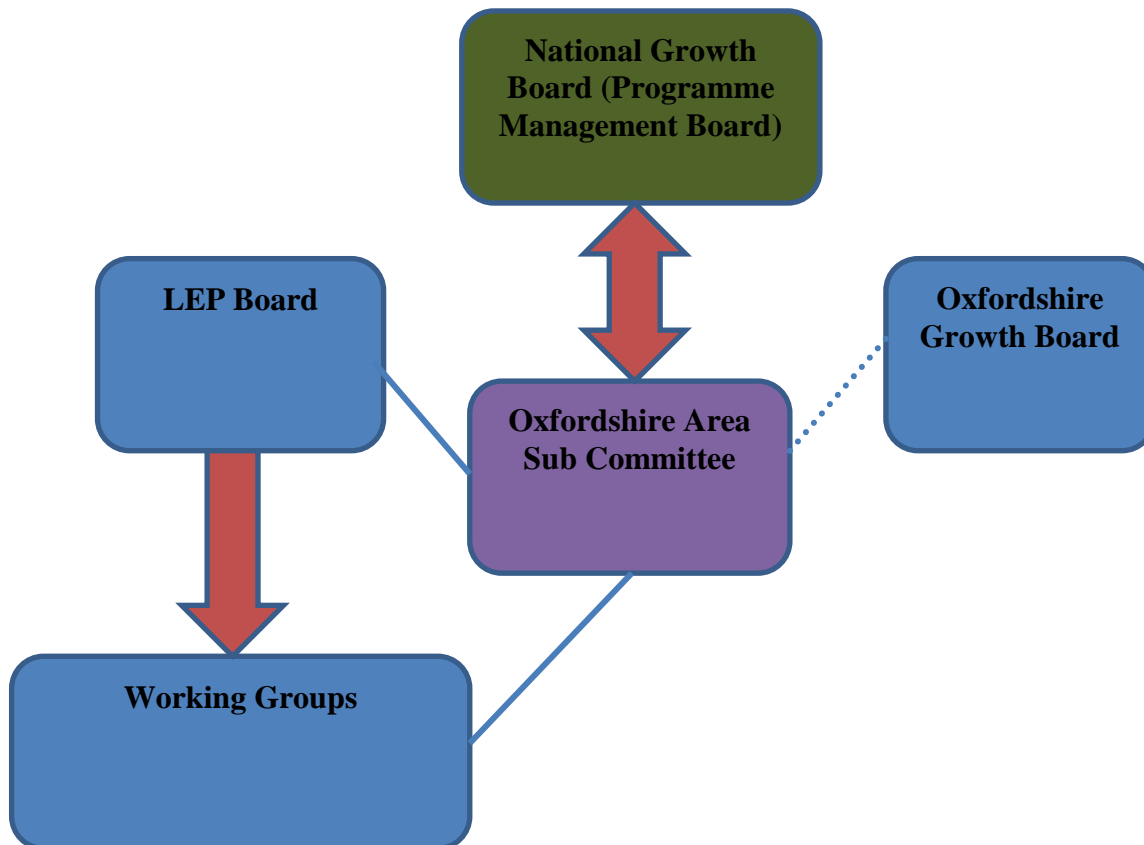
### **Arrangements for the first round of project calls**

3. The government, as Managing Authority (MA), is now working with LEPs and national organisations to develop the next phase of the programme. There are three key areas:
  - Anticipated outputs (what LEPs want to achieve) at the LEP area level need to be allocated to an Investment Priority. This information is necessary as the MA enters into negotiation with the EC on the ERDF and ESF Operational Programme for England
  - Indicative expenditure at LEP area level at key dates
  - To make a start on describing the first round of calls in more detail.
4. The aim is to have this work completed by the end of September, and is a modification of the work already done on the ESIF strategy and is designed to give the MA enough information to inform the next stage of the Operational Programme discussions.
5. To this end, a series of workshops were arranged to be held during September to identify the projects the LEP would like to see progressed in early 2015 and beyond.
6. The outcomes of these workshops will provide the information needed by the MA for the end of September, recognising that more work will need to be done during the winter months for the whole six-year programme to be articulated in the Implementation Plan from November.

### **The Shadow Oxfordshire Area ESIF Committee**

7. The development of the Implementation Plan and the continuing operation of the programme will be overseen by an Area ESIF Committee. The Oxfordshire Area ESIF Committee will be a sub-committee of the national Programme Monitoring Committee (Growth Programme Board) and will represent partners at a LEP Area level. Terms of Reference have been issued but these will remain in draft form and will only be formally constituted when the Programme Monitoring Committee endorses them after the Operational Programme for England has been agreed. These Terms of Reference are attached at [Annex 1](#).

8. LEPs have been asked to work with the MA to bring together suitable partners into the Area ESIF Committee in an open and transparent way. The organisations suggested for the Oxfordshire ESIF Committee are in [Annex B to Annex 1](#).
9. The proposed process for inviting organisations onto the Oxfordshire Area ESIF Committee would be for OxLEP to formally write to each and ask them to put forward the most appropriate person if they wish to do so. The draft Terms of Reference would be sent with the letter.
10. The diagram below shows the inter-relationship between the LEP Board, Growth board and the National Growth Board (Programme Monitoring Committee).



## LEADER

11. LEADER is a well-established method of providing Rural Development Programme (RDP) funding at the local level. LEADER is a (French) acronym which roughly translates as 'Liaison among Actors in Rural Economic Development'. Defra is the Managing Authority for the Rural Development Programme in England.
12. A LEADER Local Action Group (LAG) is made up of local public, private and civil society representatives that have delegated powers to bring forward and fund projects in line with their Local Development Strategy (LDS) and RDP objectives. An LDS is a document which is created by the LAG for a given area. This document will be assessed by Defra as part of the open and competitive LEADER application process. The LDS describes what the LAG aims to achieve based on locally identified priorities and actions. The geographical area covered by a LEADER programme will contain no more than 150,000 population.
13. The overall RDP budget allocated to LEADER for 2014 to 2020 in England is £138M. 80% of the funding is required to be devoted to economic growth and job creation. Areas have been asked to submit an LDS to Defra on 5 September, with final decisions on which is successful in gaining funding being made in December.



14. The RDP sets out six national priorities for LEADER strategies:
  - Support for increasing farm productivity
  - Support for micro and small enterprises and farm diversification
  - Support for rural tourism
  - Support for rural services
  - Support for cultural and heritage activity
  - Support for increasing forestry productivity
15. There are four potential LEADER LDSs in preparation that cover some of Oxfordshire's rural areas:
  - Oxfordshire (mainly covering southern Oxfordshire with extensions into small areas of Cherwell and West Oxfordshire)
  - Chilterns Area of Outstanding Natural Beauty (AONB)
  - Cotswolds AONB
  - North Wessex Downs AONB
16. [Annex 2](#) contains a summary of each of the draft Local Development Strategies.
17. All LDSs have to be in general conformity with, and support the priorities of, the Strategic Economic Plan and the European Structural Investment Fund Strategy in a given area.

## **Annex 1 - Area sub Committee Draft Terms of Reference**

# **Terms of Reference for Growth Programme Board's European Structural and Investment Funds 2014 -2020 - Area Sub-Committees Oxfordshire Area ESIF Committee**

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These terms of reference set out the core elements of how a Local ESIF Committee should function. The Chair of the Committee and Managing Authorities can develop and agree supplementary working practices in a way which meets local need provided this can demonstrate compliance with EU regulations, fit with the national OP and conformity with these guidelines.

Annex A sets out descriptions of the roles of:

- The Chair
- The Deputy Chair
- The Secretariat

These terms of Reference will be regularly reviewed by the Growth programme Board (PMC).

### **A. Governance and purpose of the Oxfordshire ESIF Committee**

The Growth Programme Board is the Programme Monitoring Committee (PMC) for both the ERDF and the ESF Operational Programmes in England. It will assume the formal role of PMC once the Operational Programmes for the relevant Funds are agreed by the EC.

The local sub-Committee, hereafter the Oxfordshire ESIF Committee, is responsible for the strategic oversight of local investments of both the Structural and EAFRD Growth Programme Funds and their operational delivery in line with the Operational Programme. It reports directly to the Growth Programme Board (PMC).

The national PMC will be supported by a number of national thematic and functional sub-committees. The local sub-committees report directly to the PMC, but where relevant will be directed by the national sub-committees as remitted by the PMC.

### **B. Objective of Committees**

1. The Oxfordshire ESIF Committee is responsible for the development and delivery of the Oxfordshire ESIF strategy, ensuring that local strategic aims are considered alongside national strategic and operational objectives and that maximum impact is achieved through the Funds, thereby contributing to delivery of the overall national Operational Programmes. It is responsible for ensuring operational delivery of activity supported by the Funds, overseeing the development of an appropriate pipeline of proposals; agreeing investments; and monitoring performance against targets at the Oxfordshire level.

### **C. Status and accountability of the LEP Area ESIF Committee**

2. The Oxfordshire ESIF Committee is an integral part of the governance structure required to deliver the England 2014-2020 ERDF and ESF Programmes through its management of the Oxfordshire ESIF strategy and demonstrates England's commitment to delivery of ERDF and ESF Programmes and allocated EAFRD in the spirit of the partnership principle that is embedded in the Common Provisions Regulations.
3. The role of the Oxfordshire ESIF Committee is detailed in the Implementing Provisions chapter of the England ERDF and ESF Operational Programmes. The Oxfordshire ESIF Committee will act as a sub-committee of the Growth Programme Board (Programme Monitoring Committee) and on its behalf in any formally delegated areas of business.
4. Oxfordshire ESIF Committee decisions will be taken using a consistent and transparent process.

5. Agreed minutes and relevant documents (such as details of calls, opt-in arrangements, reports and case studies) will be published on a publicly accessible site or location.
6. Reports and decisions agreed by the Oxfordshire ESIF Committee will be reported to the Growth Programme Board (and/or its relevant national level sub-committees) and, where appropriate, the EAFRD PMC by the Managing Authorities. Decisions by the GPB and its sub-committees will be reported back to the Oxfordshire ESIF Committee.
7. The Oxfordshire ESIF Committee will set up and make publicly available a fair and transparent process for dealing with complaints.
8. These Terms of Reference form the basis for shadow operation of the Oxfordshire ESIF Committee. Once the Operational Programmes for Funds for which local ESIF committees are responsible are adopted by the European Commission, Terms of Reference and, thereby, the Oxfordshire ESIF Committees will be formally ratified by the Growth Programme Board (as formal PMC).
9. The EAFRD PMC will be the PMC for all EAFRD funds. The Oxfordshire ESIF Committee will not be a sub-committee of the EAFRD PMC but will assist the EAFRD Managing Authority by performing the activities set out in paragraph 10 where those activities are relevant to EAFRD spend which is part of the EU Growth Programme.

#### **D. Oxfordshire ESIF Committee Functions**

10. The Oxfordshire ESIF Committee will act in accordance with the regulations governing ESIF operations and as directed by the Growth Programme Board (PMC). It will support delivery of the Operational Programmes at the local level in the following ways, having due regard to the impact on equalities throughout in accordance with the Public Sector Equality Duty, and making recommendations as to mitigating measures, where appropriate:
  - a. Develop and agree an Implementation Plan with the Managing Authorities (MAs) – a rolling plan reviewed annually setting out how the local ESIF strategy will be delivered and how it will contribute to the Operational Programmes, including any cross-boundary working with other LEP areas.
  - b. Develop and agree with the MAs the entry routes into the Programme and how progress will be tracked, including (1) type of calls for operations, timing of calls, scope and fit with local priorities as identified in the Oxfordshire ESIF Implementation Plan; and (2) delivery through Opt In organisations, and scope and fit with local priorities as identified in the Oxfordshire ESIF Implementation Plan. This will reflect a clear understanding of the types of project which will attract funding.
  - c. Agree work with the MAs to develop local promotion and publicity for the opportunities that the Funds provide for economic growth. The MAs will also promote calls for investment as part of their MA function. Such promotion must be directed towards all relevant local partners and the Committee must monitor its effectiveness.
  - d. Develop a pipeline of operations that meet local needs in line with the Operational Programmes, Oxfordshire ESIF strategy and Implementation Plan.
  - e. Discuss and agree with the MA arrangements for oversight of procured provision with Opt In organisations and wider engagement.
  - f. Assess potential operations (and Opt Ins) at outline and full application stage against the Oxfordshire ESIF strategy for their strategic fit, value for money, fit with overall ESIF objectives, alignment with relevant local strategies, policies and context and complementarity with interventions funded through local private and public sector sources in an open and transparent manner. Local intelligence will be provided by committee members and, with the agreement of the Oxfordshire ESIF Committee, through written assessment focussing on the above. Any local assessments must use a methodology which is open, fair and transparent and agreed by the Committee.

- g. Use any local assessment under f (above) and the MAs' appraisal to make recommendations and agree with the MAs: the selection of operations and Opt Ins, especially in regard to prioritisation, additional opportunities, and the fit with local needs.
- h. Agree oversight of delivery of operations and outputs, including working with Opt-in organisations to ensure alignment of procured and competitively selected provision with local priorities and leading discussions with the MAs where performance of operations at a local level is falling behind.
- i. Agree with the MAs the level and detail of information required to monitor the progress of ESIF implementation against spend, milestones, cross-cutting themes, outputs and results agreed in the Oxfordshire ESIF strategy and Implementation Plan, recommending remedial actions where necessary and relating progress to local indicators.
- j. Report progress and feed in to national processes as directed by the Growth Programme Board as appropriate (PMC).
- k. Inform and oversee programme evaluation as appropriate at the local level which will be agreed with and carried out on its behalf by the MAs, including a mid-term review in 2018, in line with the national Evaluation Strategy.
- l. Ensure there are clear governance and /or working arrangements agreed with the MA for the operation of CLLD and SUD within their local area where they are using these instruments to ensure that all activities supported by the ESIFs are complementary in planning and execution.
- m. Have the power to form partnerships with other ESIF committees where both Committees, including the MAs, decide this would be appropriate to secure the delivery of projects.
- n. Have oversight of delivery of programme objectives through Financial Instruments where investment in these has been agreed by the Oxfordshire ESIF Committee and receive reports on their performance.
- o. Fulfil other functions as appropriate commissioned by the Growth Programme Board or as outlined in the published business process and guidance.
- p. Commission major ERDF and ESF projects before submission to the Growth Programme Board. Major ERDF and ESF projects agreed at Growth programme Board (PMC) level will be submitted for a decision by the European Commission.
- q. Consider and influence the contribution which other European programmes in the programme area are making to the overall strategy for the Structural Funds. Complementary actions between the ESI Funds Growth programme and other European programmes will be considered and pursued via the official routes as appropriate.

## **E. Membership**

11. The composition of the Oxfordshire ESIF Committee will reflect the breadth of partners specified in Article 5 of the Common Provisions Regulations and the Code of Conduct on Partnership, and be representative of the population of the geographic area covered by the Oxfordshire ESIF strategy. In putting together the Oxfordshire ESIF Committee, the LEP and Government will have due regard to the Public Sector Equality Duty, taking account of the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people with and without a protected characteristic.
12. Partners to be represented (- each below should ideally be represented with a separate individual to minimise potential conflicts of interest. Members may represent more than one grouping in agreement with the Local Enterprise Partnership and the Managing Authority):
  - Local Enterprise Partnership
  - Local Authority
  - Business partners (including small businesses and community, voluntary and social enterprise as appropriate to the Oxfordshire area.)
  - Voluntary & Community Sector
  - Equalities and non-discrimination

- Environment (with relevant expertise in e.g. sustainable development)
- Trade Union and employer representation
- Higher Education
- Education, skills & employment
- Rural
- CLLD Local Action Group(s) where appropriate to Oxfordshire area.
- Managing Authorities for each of the ESI funds and BIS local
- Others as wanted/needed by the Oxfordshire ESIF Committee - for example, the Committee will want to consider how equality and diversity advice needs are met. If the Committee so wish, they may also invite representation from the European Commission as an advisory member. (It will be up to the European Commission to decide how to respond to any such requests).

See annex 2 for potential Oxfordshire Partners

13. The number of representatives per sector can vary by area, but must be a balanced representation (individual Terms of Reference to specify numbers and any additional organisations) and in line with the European Code of Conduct on Partnership. Members need to be clear about who they are representing and how. All partners selected should be representative of their sector and/or relevant stakeholders and able to demonstrate accountability to their constituencies.
14. The Membership recruitment process will be led by the Oxfordshire Local Enterprise Partnership with involvement of partners and agreement of the Managing Authorities. The process will be in line with European Code of Conduct on Partnership, open, fair and transparent and should encourage the nomination of a diversity of representatives reflective of the cultural, ethnic, age and gender mix of the population.
15. Membership will be for a three year term. The Oxfordshire ESIF Committee will review its membership in 2017 to ensure its composition of skills remain relevant to investments still to come forward through the Programme. Where members leave before that time, representatives will be sought again from the sector/organisation they are representing. Membership will also be refreshed as needed to reflect any changes in relevant EU and national regulations (and policy) as directed by the Growth Programme Board (PMC).
16. By agreement with the Chair it is possible to invite expert guidance to specific meetings to assist consideration of a specialist proposal.

#### Roles within the Oxfordshire ESIF Committee

17. Successful delivery of funds within the EU Growth Programme will depend on close working between the MA and Local Enterprise Partnerships and wider partners. This will be based on a clear split of roles and responsibilities and the Oxfordshire ESIF Committee will provide a formal basis for this relationship. For the Oxfordshire ESIF Committee, the LEP will convene local partners on a fully inclusive basis consistent with the good practices and principles in the European Code of Conduct on Partnership
18. The Chair will be selected from amongst members of the Oxfordshire ESIF Committee by consensus. The LEP will organise the selection process, supported by the Managing Authority. In the absence of a candidate or in the absence of a consensus decision being reached the ERDF or ESF Managing Authority will undertake the role of Chair until such a consensus is reached at which time the consensus candidate will take office and the ERDF or ESF Managing Authority representative will stand down into the Deputy Chair role.
19. The Managing Authorities are responsible for managing the Operational Programmes in accordance with the principle of sound financial management. The ERDF or ESF MA will act as Deputy Chair, unless the Oxfordshire ESIF Committee has appointed the Managing Authority as Chair. The other Managing Authorities (ERDF or ESF and EAFRD) will be members of the committee.
20. All Members should:

- Be empowered to speak on behalf of their sector and its constituencies, providing the agreed position in relation to issues discussed at meetings
- Have an understanding of the economic context in Oxfordshire
- Understand local investment priorities and have knowledge of the local conditions, needs and opportunities to bring forward operations that meet the strategy and objectives set out in the national Operational Programmes;
- Be familiar with the Oxfordshire ESIF including Cross Cutting Themes and the outputs and results sought
- Work collectively to identify solutions or innovative ways to deliver Programme aims within EU Regulations
- Understand the strategic context for investment decisions taken and be able to take part in discussions around project investment
- Offer analytical input to the issues / investments under discussion
- Access a wider network for advice on specific issues.

## **F. Principles of Engagement**

21. The Oxfordshire ESIF Committee chair will ensure members are aware of their obligations relating to data protection, confidentiality and conflict of interest.
22. Members will be required to complete a register of relevant interests (including pecuniary and non-pecuniary, personal or other interests, and declaring any gifts or hospitality received in their capacity as Member). Members will also be required to declare an interest in any agenda items where a decision is required and the decision may cause a direct material impact, financial or otherwise, either personally or to the organisation or institution they are representing. In such circumstances it will be a matter for the Chair to decide if the member can attend and/or contribute to the discussion, but Members may also choose to absent themselves for the duration of that discussion to avoid actual or any appearance of undue influence. Conflicts of interest should be identified to the Chair and minuted. At least once in every 12-month period, all Members must review the information relating to him or her contained in the register of interests and declare that the information is correct or make a further declaration if necessary.
23. Members must also report any suspicions of fraud or malpractice to the Committee so that this can be escalated to the MA and GPB as appropriate.
24. The Oxfordshire ESIF Committee will objectively review proposals for their ability to deliver the aims of the Operational Programmes, the ESIF strategy and value for money, and their alignment with relevant national policies.
25. The Managing Authorities cannot agree to the selection of operations that do not fit the Operational Programmes and/or are non-compliant with the regulations governing the Programme. They are obliged to overturn advice from the Committee to invest where a proposal cannot demonstrate compliance with EU Regulations or fit with the national Operational Programmes.
26. The Managing Authorities will not approve any operations that have not been agreed by the Oxfordshire ESIF Committee as meeting the ESIF strategy for which the Oxfordshire ESIF Committee is responsible.
27. Collaboration is key to driving economic growth regardless of administrative boundaries, so the Oxfordshire ESIF Committee will commit to investigating opportunities for delivering activity in collaboration with other areas in England where sensible and appropriate.
28. Decisions will be taken by consensus; by exception dissent from a majority decision will be recorded in the minutes. (The Chair does not hold a deciding vote where consensus is not reached.)
29. All meetings and decisions will be minuted. Minutes will normally be circulated no later than 10 working days after a meeting for approval by members (with a nil response taken as endorsement). Minutes will be agreed by the Oxfordshire ESIF Committee as confirmation of a true record of a meeting.

30. Members must be able to attend regularly and be able to devote necessary time to any preparatory work. Members missing more than 30% of meetings in a twelve month period or three meetings in a row may be asked to step down by the MA in its role as Secretariat after consultation with the Chair.
31. Recommendations of the Oxfordshire ESIF Committee in relation to individual investments remain confidential until such time as the MA informs members that a formal decision has been made.

### **G. Meeting Arrangements**

32. Meetings will typically take place quarterly, but may be required more frequently. Meeting dates for each calendar year will be provided in advance.
33. The ERDF/ESF Managing Authority will provide the secretariat for the Oxfordshire ESIF Committee, managing dates, venues, minute taking, recording decisions and collating and circulating papers, working closely with the Committee and the Chair.
34. Agendas will be agreed between the Chair and the lead Managing Authority. Members may propose agenda items via the Chair.
35. Papers will be electronically circulated a minimum of 5 working days in advance of a meeting. Any paper not so circulated will not be considered without a majority of the Committee agreeing to do so on a case by case basis.
36. The Managing Authorities will provide and present:
  - a. Appraisal reports and recommendations
  - b. ESIF level performance progress report, identifying any issues for consideration
  - c. Messages from Growth Programme Board (PMC) and, where appropriate, its national level sub-committees
  - d. Minutes of last meeting for approval; decisions will be made publicly available.
  - e. Other items as agreed in advance with the Chair.
37. The Chair may, where necessary, circulate papers or proposals to members via the Secretariat for agreement by written procedures, with two weeks allowed for comment, unless exceptional circumstances dictate otherwise. Nil responses will be taken as endorsement. It should be assumed that such comments will be considered unless Committee members are advised otherwise.
38. Members unable to attend are not permitted to send a substitute unless the substitute has been agreed in advance by the Chair; it is suggested that all members should nominate a deputy for this purpose. Members who cannot attend may either write to the Chair through the Secretariat prior to the meeting expressing views to be taken into account, or mandate their deputy to give views on their behalf.
39. Meetings of the Oxfordshire ESIF Committee may proceed without a quorum of members present, but in those circumstances in principle decisions will be made for ratification at the next quorate meeting or in writing by the full Oxfordshire ESIF Committee. For these purposes a quorum is considered to be not less than 60% of the total number of Group members. It is for the Chair to be satisfied that the quorum constitutes a sufficient cross-section of member interests.
40. The organisation that the member represents shall be responsible for reimbursing any reasonable expenses incurred in attending meetings of the Oxfordshire ESIF Committee by that member.

### **H. Dispute Resolution**

41. Where the Committee is unable to reach a consensus or is not acting in accordance with the Terms of Reference or the Code of Conduct, such that members wish to escalate this to the Growth Programme Board (PMC), the national level [Performance management] Sub-Committee will be the mechanism for resolving such disputes.

*NB: "Operation" is the term used in the EU regulations to cover a project or group of projects or investment.*

## **Annex A: Roles of Chair, Deputy Chair and Secretariat**

### **Chair**

#### Role

The Committee Chair will be chosen by the partnership.

The role of the Chairperson is to:

- Ensure that the Oxfordshire ESIF Committee acts in accordance with the regulations governing ESIF operations, and that it fulfils its commitments, including any obligations to the Growth Programme Board and the Managing Authorities, Operational Programme, Local ESIF Strategy and local area, and as outlined in the published business process and guidance.
- Agree the agenda, papers and minutes of meetings
- Ensure that the Oxfordshire ESIF Committee is efficient, effective and inclusive.
- Chair and direct the Oxfordshire ESIF Committee meetings in accordance with the Terms of Reference.
- Ensure that all partners are able to express their views so that the Oxfordshire ESIF Committee is able to make balanced and considered decisions.
- Take soundings from the different parties, both within and outside the meetings of the Oxfordshire ESIF Committee, to aid its decision making.
- Commission the Secretariat and/or other partners to undertake specific pieces of work in support of the Committee, as necessary to the running of the Committee, the fulfilment of its functions or as agreed by the Committee at meetings.
- Act as described within the Terms of Reference.

### **Deputy Chair**

#### Role

The Deputy Chair will be from the Managing Authority for ERDF or ESF unless the partners have appointed the MA representative to be Chair of the Committee (in which case the Deputy chair will be appointed from within the other members). Their role is to ensure the proper conduct and delivery of the programme within the framework of European legislation. As such they have authority to veto any proposal which does not meet eligibility criteria or contravenes the legislative framework. But, whilst they will be able to advise, they do not have authority to override or reject decisions on local strategic fit and value for money taken by the Committee or any form of casting vote in so doing.

The role of the Deputy Chair is to:

- Chair those meetings of the Oxfordshire ESIF Committee at which the election of the substantive Chairperson of the Oxfordshire ESIF Committee is an item, chairing the meeting whilst such elections take place, and relinquishing the chair when a substantive Chairperson is elected and takes office, unless the MA concerned is elected Chair.
- Chair the committee meetings in the absence of the appointed Chairperson or chair specific agenda items where the Chairperson deems it is more appropriate for the Deputy Chair to do so (For example, but not limited to, discussions where the Chairperson has declared a conflict of interest.)
- Contribute to decisions and actions of the committee ensuring compliance with EC and national rules and regulations, advising the Chair and committee members accordingly
- Advise the Chair so that the Oxfordshire ESIF Committee acts in accordance with the regulations governing ESIF operations, and that it fulfils its commitments, including any obligations to the Growth Programme Board and the Managing Authorities, Operational Programme, Local ESIF Strategy and local area, and as outlined in the published business process and guidance. (In particular, briefing the Chair about any issue that might be material to the proper future discharge by the Oxfordshire ESIF Committee of any of its functions and responsibilities).
- Act as described within the Terms of Reference.



## **Secretariat**

The Secretariat will provide administrative support for the LEP Area ESIF Committee. The Secretariat will be drawn from either or both of the ERDF or ESF Managing Authority. In fulfilling this role it will work closely with the Committee and the Chair.

Its responsibilities will include:

- Advising the Committee on governance arrangements.
- Organising meetings, preparing or commissioning agendas and papers for the meetings as agreed with the Chair and lead MA.
- Circulating papers and agendas in advance of meetings.
- Ensuring that all decisions of the Oxfordshire ESIF Committee are accurately recorded so that there is a clear audit trail.
- Writing minutes of all meetings of the Oxfordshire ESIF Committee, getting initial approval of the minutes from the Chair, distributing them to members and, once agreed, making them available on the public site.
- Briefing the Chair on any issues relating to discussions.
- Providing/commissioning the Management Information reports on behalf of the different Managing Authorities (standard reports) and/or the provision/commissioning of particular reports or papers for the committee.
- Supporting the Chair, Committee and MA (in their role as Chair or Deputy Chair) in communicating progress and feeding in to national processes as directed by the Growth Programme Board (PMC) and, where relevant, the EAFRD PMC.
- Supporting communication between the GPB and its national level sub-committees and the Oxfordshire ESIF committee.
- Maintain a record of all the interests of the members of the Oxfordshire ESIF Committee.
- Acting as described within the Terms of Reference.

## **Other.**

### Selection of Chair

- The Committee Chair will be chosen by a simple majority vote taken by the LEP ESIF Subcommittee in a quorate session and will chair the LEP ESIF Subcommittee from the moment that majority vote for election is achieved. Unless elected as chair, the MA acting chair will step down into the Deputy Chair role.

### Local Enterprise Partnership

- The Membership recruitment process will be led by the Oxfordshire Local Enterprise Partnership with involvement of partners and agreement of the Managing Authorities. The process will be, in line with European Code of Conduct, open, fair and transparent and should encourage the nomination of a diversity of representatives reflective of the cultural, ethnic, age and gender mix of the population.
- The Chair will be selected from amongst members of the Oxfordshire ESIF Committee by consensus. The LEP will organise the selection process, supported by the Managing Authority. In the absence of a candidate or in the absence of a consensus decision being reached the ERDF or ESF Managing Authority will undertake the role of Chair until such a consensus is reached at which time the consensus candidate will take office and the ERDF or ESF Managing Authority representative will stand down into the Deputy Chair role.

### Lead Managing Authority (and the MA acting as Chair /Deputy Chair if different)

- The Lead Managing Authority (and the MA fulfilling the MA functions of the Deputy Chair role above if different) will be responsible for ensuring that the other MAs are consulted and have agreed papers as appropriate where these affect the administration of the different ESI Funds.

## Annex B – Oxfordshire partners

Sector	Local Organisation
Local Enterprise Partnership	OxLEP Chief Executive
Local Authorities	All six Oxfordshire LAs
Business Partners	Oxfordshire Business Support
Voluntary & Community Sector	Oxfordshire Community & Voluntary Action (OCVA)
Equalities and non-discrimination	Oxfordshire Stronger Communities Alliance
Environment	Wild Oxfordshire
Trade Union and employer representation	Oxfordshire branch of Unison
Higher Education	Oxford Brookes University and the University of Oxford
Education, skills and employment	Oxfordshire Skills Board, Activate
Rural	Oxfordshire Rural Community Council
CLLD and LEADER Local Action Groups	To Be Confirmed
MA representation from BIS, CLG and DEFRA	

Dawn Pettis to attend as Oxfordshire ESIF Programme Manager

## Annex 2 – Summary of LEADER Local Development Strategies for Oxfordshire

Area	The Chilterns	The Cotswolds **	North Wessex Downs	Southern Oxfordshire
<b>Funding</b>	Not provided	£2m (£2.5 m E)	£1.863	£1.899
<b>Area and population</b>	Not provided	Xx square miles and 191,123 population ( <b>Extra</b> ) Xx square miles and 147,982 population ( <b>Small</b> )	769 square miles and 132,600 population	Xx square miles and £150,000 population
<b>Vision statement (summary)</b>	Not provided	Not provided	For the NWD to be an area renowned for: Its thriving and sustainable local businesses, quality as a destination for sustainable and responsible tourism, well managed farmland and woodland and vibrant and cohesive communities	Not provided
<b>Outcomes (numbers)</b>	Projects - <b>65</b> New jobs - <b>69</b> Safeguarded jobs - <b>156</b> Businesses benefitting – <b>23</b> Communities benefitting - ?	Projects – E – <b>90, S - 70</b> New jobs – E - <b>130, S - 105</b> Safeguarded jobs – E - <b>55, S - 55</b> Businesses benefitting – E - <b>500, S - 350</b> Communities benefitting – E - <b>100, S - 100</b>	Projects - <b>77</b> New jobs - <b>65</b> Safeguarded jobs – <b>80 +</b> Businesses benefitting – <b>135</b> Communities benefitting - <b>20</b>	Projects - <b>60</b> New jobs - <b>37</b> Safeguarded jobs - <b>85</b> Businesses benefitting – <b>60</b> Communities benefitting - <b>32</b>
<b>Priority areas for investment</b>	<ul style="list-style-type: none"> <li>○ Food and farming</li> <li>○ Local food</li> <li>○ Forestry/woodland</li> <li>○ Sustainable rural leisure and tourism</li> <li>○ Broadband</li> <li>○ Climate change</li> <li>○ Business support</li> </ul>	<ul style="list-style-type: none"> <li>○ Increasing farm productivity</li> <li>○ Micro and small enterprises and farm diversification</li> <li>○ Rural tourism</li> <li>○ Increasing forestry productivity</li> </ul>	<ul style="list-style-type: none"> <li>○ Farming, including farm diversification</li> <li>○ Micro and small enterprises</li> <li>○ Rural tourism/visitor economy</li> <li>○ Forestry</li> <li>○ Rural services and</li> </ul>	<ul style="list-style-type: none"> <li>○ Revive the river Thames</li> <li>○ Get growing, get selling, get eating more local food</li> <li>○ Unlock the potential of woodland</li> <li>○ Vibrant villages –</li> </ul>

Area	The Chilterns	The Cotswolds **	North Wessex Downs	Southern Oxfordshire
	<ul style="list-style-type: none"> <li>○ Community support</li> <li>○ Skills and training</li> </ul>	<ul style="list-style-type: none"> <li>○ Rural services</li> <li>○ Culture and heritage</li> <li>○ General, including rural skills provision</li> </ul>	<ul style="list-style-type: none"> <li>○ connectivity</li> <li>○ Culture and heritage</li> </ul>	<ul style="list-style-type: none"> <li>○ more economic activity</li> </ul>
<b>Alignment with Strategic Economic Plan and European Structural Investment Fund Strategy</b>	- Supports SEP and ESIF in terms of sustainable tourism in rural areas, broadband, business support and skills development priorities	- supports SEP and ESIF in terms of focus on localities, rural dimension, tourism	<ul style="list-style-type: none"> <li>-SEP supports innovative projects including land-based and environmental sectors</li> <li>-Supports the ESIF business support programme</li> <li>-Supports ESIF EAFRD focus on small scale renewable energy projects</li> <li>-Supports the ESIF EAFRD focus on rural tourism, leisure and recreation</li> <li>-Supports LEP objectives around Innovative Place including capitalising on dynamic rural communities</li> </ul>	<ul style="list-style-type: none"> <li>-Supports SEP and ESIF</li> <li>- Focus on SVUK</li> <li>-LEADER will prioritise funding to innovative projects that increase economic activity and productivity and link with low carbon and renewable initiatives</li> <li>-Tourism</li> <li>-Broadband provision</li> </ul>
<b>Governance arrangements</b>	Not provided in draft LDS	Strategic Management Group supported by a Grants Panel, Advisory Network and a LEADER delivery team. Cotswolds Conservation Board is accountable body	Local Action Group supported by advisory and technical input. Programme Management Team will run day-to-day operations. Wiltshire CC is accountable body.	Local Action Group supported by Local Action Network and Executive Decision-making Group. SODC is accountable body

*\*\*The Cotswolds Conservation board have prepared two separate strategies: one relating to a population of over 150,000 (E) and one under (S)*

## **Oxfordshire Minerals and Waste Local Plan: Core Strategy** **Main issues arising from consultation on draft plan and** **possible way forward**

### **Purpose of report**

1. The purpose of the report is to advise the growth Board on the issues arising from the recent consultation on the draft Minerals and Waste Local Plan

### **Background**

2. The Oxfordshire Minerals and Waste Local Plan: Core Strategy – Consultation Draft February 2014 was published on 28 January 2014 for a 6 week period of consultation. The Draft Plan is on the County Council's website at:  
<https://www.oxfordshire.gov.uk/cms/content/minerals-and-waste-core-strategy>
3. Responses to the Consultation Draft Plan were received from 154 organisations and individuals, including all five Oxfordshire City / District Councils and 23 Parish Councils. These respondents made a total of 641 separate comments on the draft plan.

### **Main Minerals Issues Arising from Consultation**

4. The following issues have been considered by the County Council's Minerals and Waste Cabinet Advisory Group and the current thinking set out below takes into account the discussions and informal views of the Group.

#### **Overall approach to planning for minerals and waste development**

5. The consultation draft plan was based on an intention to produce a Core Strategy only, with a broad locational strategy but not including sites for development. It identified areas of search for mineral working (policy M3) and a broad area for strategic waste management facilities (policy W5), within which proposals (planning applications) for mineral working or waste management facilities that met the other relevant policies of the plan would be permitted.
6. Whilst it would have provided considerable flexibility in the way the plan was implemented, this approach was criticised for making it less certain where development would take place, promoting piecemeal development, potentially over-providing and being contrary to national planning guidance.
7. Our current thinking is that the approach should be changed and that the plan should instead be prepared in two parts:
  - A Core Strategy establishing the overall requirements for minerals and waste development over the plan period and setting out a broad locational strategy plus strategic policies; and
  - A Site Allocations document, following on from the Core Strategy, identifying specific sites for minerals and waste developments with related policies.

### Plan period

8. The consultation draft plan covered the period to 2030. Our current thinking is that, to tie in with the latest population and housing forecasts and the plan horizons of other emerging new local plans, the plan period should be extended to 2031. This would also ensure that the plan would still have a clear 15 year life after its adoption, scheduled for December 2015.

### Provision for Working Aggregate Minerals

9. Policy M2 of the draft plan established the amount of provision to be made for working aggregate minerals (sharp sand & gravel; soft sand; limestone & ironstone) over the plan period. It stated that:

*i. 'Provision will be made to enable the supply of aggregate minerals from land-won sources within Oxfordshire to meet the requirement identified in the most recent Local Aggregate Assessment.'*

10. The Local Aggregate Assessment (LAA) is an annual assessment of the demand for and supply of aggregates in the county. The LAA figures were not included in the policy itself but in the supporting text. This approach was criticised as creating uncertainty and not being in line with national planning policy (NPPF) and guidance.
11. Our current thinking is that this approach should not be changed as the government's requirement for LAAs to be prepared annually means that the figures are liable to change and a policy containing figures could quickly become out of date. We believe this approach is consistent with the NPPF and planning guidance.
12. The NPPF requires the LAA to be 'based on a rolling average of 10 years sales data and other relevant local information'. The LAA figures in the draft plan are the 10 years sales average figures (2003 – 2012). We have recently appointed consultants to advise us on preparation of a new LAA for 2014 that accords with the NPPF and planning guidance. This will take into account recent population forecasts, the Oxfordshire SHMA and the Strategic Economic Plan. As yet we do not know whether or to what extent this work may indicate any change to the amount of provision for mineral working that the plan should make.

### Locational strategy for aggregate mineral working

13. Policy M2 of the draft plan included a statement that a broad balance in sharp sand and gravel production capacity between western and southern Oxfordshire will be sought. This was criticised as being unclear as to its meaning and in how it would be achieved.
14. Our current thinking is that this part of policy M2 expresses an objective of the plan and should therefore be taken out of the policy. The objective of locating mineral working in relation to where it is needed in order to minimise transport distances should be incorporated into the plan objectives and included as one of the criteria to be used for identifying sites for mineral working in the subsequent Site Allocations document.

15. Policy M3 of the draft plan specified areas of search for mineral working, which were identified on maps. A large number of objections were made to these areas, but many of these related to uncertainty over where mineral working would take place and concerns about this approach promoting piecemeal development and overprovision. Criticism has been made of a lack of justification for selection of the areas of search and of the inclusion of areas of environmental constraint and residential properties within them.
16. Alongside a change to a two-part plan, with Core Strategy and Site Allocations document, our current thinking is that the geographically defined “areas of search” should be replaced by a more general indication of “strategic resource areas”, within which specific sites for mineral working would subsequently be identified. The following strategic resource areas, which would generally encompass the draft plan areas of search, are being considered:

Sharp sand and gravel

The Thames, Lower Windrush and Lower Evenlode Valleys area from Standlake to Yarnton;  
The Thames and Lower Thame Valleys area from Kennington to Cholsey;  
The Thames Valley area from Caversham to Shiplake.

Soft sand

The Corallian Ridge area from Oxford to Faringdon;  
The Duns Tew area.

Crushed rock (limestone)

The area north west of Bicester;  
The Burford area south of the A40;  
The area east and south east of Faringdon.

Locations for working aggregate minerals

17. Policy M4 of the draft plan included criteria relating to the consideration of planning applications for mineral working within the areas of search. If the overall minerals strategy approach is changed to a two-part plan without areas of search, this policy will also need to be changed. It would instead set out the criteria against which potential mineral working sites would be assessed for suitability for inclusion in the subsequent Site Allocations document.
18. This policy would thereby change from being reactive to one that would help positively to direct where new development should take place. In this way, the mechanism for achieving a balance of aggregate mineral supply that better reflects the location of demand across the county would be through the identification of sites for working for inclusion in the plan, rather than through the determination of planning applications.

## **Waste Issues**

19. Work on possible changes to the waste part of the plan is not as far advanced as that on minerals, but the issues to be considered are of lesser significance. Whilst there will be on-going requirements for further waste management facilities,

particularly for recycling or treatment of commercial & industrial waste and construction, demolition & excavation waste, the infrastructure needed for diversion of municipal waste from landfill is now largely in place. The main waste issues that we are currently considering are set out below.

20. The quantities of waste of different types that will arise over the plan period and whether forecasts need to be revised in the light of new population forecasts, the Oxfordshire SHMA and the Strategic Economic Plan.
21. The extent to which provision should be made in Oxfordshire for the management of waste from outside the county, particularly from London and Berkshire. Large quantities of waste from those places have been landfilled in Oxfordshire in recent years.
22. The amount of new waste management capacity that will be required over the plan period taking into account forecasts of waste arisings, movements of waste in and out of the county and the capacity of existing and already permitted waste management facilities.
23. Locations for waste facilities in relation to the main sources of waste and the transportation network, taking into account future growth locations and major planning constraints such as AONBs and Green Belt. As with minerals, our current thinking is that the Core Strategy should broadly indicate where new waste facilities should be located and set criteria for site selection, with specific sites being identified in the subsequent Site Allocations document.

## Timetable

24. The timetable for the Core Strategy that we are now working to is:

County Council Cabinet	25 November 2014
Full County Council	9 December 2014
Publish / consult on revised plan	Jan/Feb 2015
Submit revised plan for examination	April 2015
Examination hearings	July 2015
Inspector's report received	October 2015
Plan adopted by County Council	December 2015

## Next steps

25. The views of the Growth Board Executive on these issues would be welcomed and would be helpful to us in considering how the plan should be changed. It is intended that this paper will also be put to the meeting of the Growth Board on 12 September.