

# Agenda

## Oxfordshire Growth Board

Date: **Thursday 26 April 2018**

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Time: **2.00 pm**

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Place: **The Old Library, Town Hall**

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For any further information please contact:

**Jennifer Thompson**

✉: [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk) ☎: 01865 252275

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### **Voting Members 30/06/2017-30/06/2018**

<b>Chair - Executive Member of Oxford City Council</b>	<b>Councillor Bob Price</b>
<b>Vice-Chairman - Leader of South Oxfordshire District Council</b>	<b>Councillor John Cotton (to 19 April To be advised (after 19 April))</b>
Leader of Cherwell District Council	Councillor Barry Wood
Leader of Oxfordshire County Council	Councillor Ian Hudspeth
Leader of Vale of White Horse District Council	Councillor Matthew Barber
Leader of West Oxfordshire District Council	Councillor James Mills

### **Non-voting Members 30/06/2017-30/06/2018**

Chairman of OXLEP	Jeremy Long
Vice Chairman and Skills Board Representative	Adrian Lockwood
Universities Representative	Professor Alistair Fitt
OXLEP Business Representative – Bicester	Phil Shadbolt
OXLEP Business Representative – Oxford City	Richard Venables
OXLEP Business Representative – Science Vale	Andrew Harrison
Homes England Representative	Catherine Turner
Oxfordshire CCG Representative	Louise Patten (Chief Executive)
Environment Agency Representative	Lesley Tims

*Note: Members of the Board may be accompanied at the table by senior officers from their organisation.*

As a matter of courtesy, if you intend to record the meeting please let the Committee Services Officer know how you wish to do this before the start of the meeting.

# AGENDA

## PART ONE PUBLIC BUSINESS

### Pages

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST**

3 **MINUTES OF THE LAST MEETING**

9 - 16

**Purpose:** to confirm as a correct record the minutes of the meeting of the Oxfordshire Growth Board held on 27 March 2018.

4 **GROWTH BOARD: CHAIR'S ANNOUNCEMENTS**

**Purpose:** to receive communications from the Chair.

5 **GROWTH BOARD: PUBLIC PARTICIPATION**

Members of the public may ask questions of the Chairman of the Growth Board, or address the Growth Board on any substantive item at a meeting, subject to the restrictions set out in the public participation scheme.

The total amount of time allowed for public participation at a meeting shall not exceed 30 minutes unless the Chairman consents to that in the interests of the proper conduct of the business of the Board.

A person speaking to the Board may speak for up to 3 minutes. The Board members may ask questions for clarification.

**Asking a question**

Questions (in full and in writing) must be received before 5pm on Friday 20 April 2018.

A written or verbal answer will be provided by the Chairman at the meeting. The questioner may ask a supplementary question directly related to either the original question or the reply received.

**Addressing the Board**

Notice of a wish to address the Board must be received before noon on Wednesday 25 April 2018.

## **Petitions**

Petitions on matters directly relevant to matters in which the Board has powers and duties must be received before 5pm on Friday 20 April 2018. The representative of the petitioners may speak. Petitions are referred without discussion to the next meeting.

Questions, petitions and notice of addresses must be submitted to the committee secretary at [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk) or delivered/ posted to the Chief Executive at Oxford City Council, c/o Committee and Members Services (Law & Governance), Oxford City Council, St. Aldate's Chambers, St. Aldate's, Oxford OX1 1DS.

### **6 PRESENTATION ON THE OXFORDSHIRE ENERGY STRATEGY**

**Purpose:** to consider and discuss a presentation from the Chief Executive of OxLEP.

### **7 NPPF CONSULTATION BRIEFING**

**Purpose:** to consider and discuss a presentation from officers.

The Draft revised National Planning Policy Framework can be found here: <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

### **8 HOUSING AND GROWTH DEAL - APPROVAL OF DRAFT STATEMENT OF COMMON GROUND**

17 - 28

**Purpose:** To outline the draft Statement of Common Ground that has been prepared in line with the commitments made by the Oxfordshire partners through the Oxfordshire Housing and Growth Deal.

#### **Recommendations:**

That the Growth Board note the report and the attached draft Statement of Common Ground.

### **9 APPROVAL OF PLANNING FREEDOMS AND FLEXIBILITIES CONSULTATION INCLUDING THREE YEAR HOUSING LAND SUPPLY**

29 - 34

#### **Purpose:**

The Oxfordshire Housing and Growth Deal contained a commitment from Government to explore the options for time limited planning flexibilities, subject to consultation where appropriate. Following discussion with the Ministry of Housing, Communities and Local Government (MHCLG) a package of proposed freedoms and flexibilities has been developed.

This report sets a consultation paper on one part of this proposed package and provides an update on progress of discussions with MHCLG.

**Recommendations:**

That the Growth Board approve the publication for public consultation of the attached paper on the proposed Oxfordshire planning freedoms and flexibilities: specifically the introduction of a three year housing land supply requirement.

**10 APPROVAL OF REVISED GROWTH BOARD TERMS OF REFERENCE**

35 - 46

**Purpose:**

The Oxfordshire Housing and Growth Deal included a commitment to review the Growth Board Terms of reference by April 2018 to reflect new responsibilities for oversight of delivery of the Oxfordshire Housing and Growth Deal (the Deal).

This report sets out the key changes that result from that review and the revised Terms of Reference.

**Recommendations:**

That the Growth Board endorse the revised Terms of Reference for the Oxfordshire Growth Board (the Joint Committee) contained in the report.

**11 MATTERS ARISING FROM OXLEP INCLUDING IMPLEMENTATION OF PRODUCTIVITY STRAND AND LIS**

**Purpose:** to consider a presentation and update from the Chief Executive of OxLEP.

**12 OXFORDSHIRE AND CROSS CORRIDOR TRANSPORT UPDATE**

**Purpose:** to consider a verbal update from officers.

**13 UPDATES ON MATTERS RELEVANT TO THE GROWTH BOARD**

Growth Board members and officers may verbally update the Board on progress on matters previously before the Board for consideration, listed in the work plan, or relevant to the Board's future decisions.

This is for the sharing of information and no decisions will be taken.

## **14 DATES OF NEXT MEETINGS**

### **Dates for future meetings are:**

From 2.00pm to 4.00 pm in the Old Library in Oxford Town Hall.

11 June 2018

Then hosted by South Oxfordshire District Council – venue to be confirmed

### Dates provisionally set as:

31 July 2018

25 September 2018

27 November 2018

29 January 2019

26 March 2019

4 June 2019

## **Councillors' duties on declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Member's Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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## **Minutes of a meeting of the OXFORDSHIRE GROWTH BOARD on Tuesday 27 March 2018**

### **Voting members of the Committee present:**

<b>Councillor Bob Price</b>	<b>Chair - Executive Member of Oxford City Council</b>
<b>Councillor John Cotton</b>	<b>Vice- Chairman - Leader of South Oxfordshire District Council</b>
Councillor Barry Wood	Leader of Cherwell District Council
Councillor Ian Hudspeth	Leader of Oxfordshire County Council
Councillor James Mills	Leader of West Oxfordshire District Council

### **Non-Voting members of the Committee present:**

Professor Alistair Fitt	Universities Representative
Kevin Bourner	Homes England Representative
Louise Patten	Oxfordshire CCG Representative
Lesley Tims	Environment Agency Representative

### **Officers:**

Paul Staines	Oxfordshire Growth Board Partnership Programme Manager
Nigel Tipple	Chief Executive, OXLEP
Gordon Mitchell	Chief Executive, Oxford City Council
Caroline Green	Assistant Chief Executive, Oxford City Council
Patsy Dell	Head of Planning, Sustainable Development & Regulatory Services, Oxford City Council
Peter Clark	Chief Executive, Oxfordshire County Council
Giles Hughes	Head of Strategic Planning, West Oxfordshire District Council
Bev Hindle	Strategic Director, Oxfordshire County Council
Sue Halliwell	Director for Planning and Place, Oxfordshire County Council
Andrew Down	Head of Partnership and Insight, South Oxfordshire and Vale of White Horse District Councils
Jennifer Thompson	Committee and Members Services Officer, Oxford City Council

### **Apologies:**

Councillor Matthew Barber	Leader of Vale of White Horse District Council
Jeremy Long	Chairman of OXLEP
Adrian Lockwood	Vice Chairman of OXLEP and Skills Board Representative
Richard Venables	OXLEP Business Representative – Oxford City
Andrew Harrison	OXLEP Business Representative – Science Vale
Phil Shadbolt	OXLEP Business Representative – Bicester

## **65. Declarations of interest**

## **66. Minutes of the last meeting**

The Board confirmed as a correct record the minutes of the meeting of the Oxfordshire Growth Board held on 1 February 2018 (with minor corrections to acronyms).

## **67. Chair's Announcements**

The Chair announced:

- The Board welcomed the Government's confirmation that two of Oxfordshire's bids to the Housing and Infrastructure Fund (HIF), Didcot Garden Town and West Oxfordshire Garden Village, near Eynsham, have progressed to the next stage and detailed business plans will now be developed.
- The Housing and Growth Deal and the delivery plan had been agreed by all 6 local authorities and with government. Work on the delivery plan was underway as were the appointments of an overall programme director, programme leads for each delivery strand and other key staff.

## **68. Growth Board: Public Participation**

In accordance with the public participation scheme the Chair invited those who had submitted questions or registered to give an address to speak to the Board.

The Board had before then:

- written questions submitted by
  - Sue Haywood on behalf of Need not Greed Oxfordshire
  - Michael Tyce on behalf of CPRE Oxfordshire
- and written responses from the Chair.

Sue Haywood read her submitted question, the Chair read the response, she asked a supplementary question and the Chair responded.

Michael Tyce read his submitted question, the Chair read the response, he asked a supplementary question and the Chair responded.

Oxford City Councillor Andrew Gant addressed the Board.

Oxfordshire County Councillor Charles Mathew addressed the Board.

Full details of the written questions and responses and summaries of the supplementary questions and responses and the addresses are in the supplement to these minutes.

## 69. National Infrastructure Commission (NIC) Update and Oxford to Cambridge corridor

Matt Stafford (Project Director for the Ox-Cam Expressway, Highways England) gave a presentation to the Board on the Oxford to Cambridge Expressway project; key milestones, and strategic objectives.

In his presentation he:

- outlined the strategic context for the expressway as a whole and the ‘missing link’ 50km (30 mile) connection between the M4, M40 and M1, emphasising the scale of this scheme;
- outlined the strategic objectives, as the scheme had to provide value for money and significant benefits:
  1. connectivity and creation of an integrated corridor
  2. economic growth and improving access to employment and facilities
  3. future-proofing including innovative and sustainable technology
  4. and wider economic and environmental benefits including separating through and local traffic, providing adequate links to local destinations, and supporting transport modes other than private petroleum fuelled car;
- outlined the assessment criteria: resilience, reliability, shortened journey times and reduced congestion, support for potential growth along the corridor, impact on environment;
- outlined the consultation and desk-top evidence gathering undertaken to this point (a third of the way through the process for establishing the business case) including understanding traffic movements and geographical/ geological/ statutory designation/ land use constraints and features;
- explained that stakeholder and public views would be taken into account but were not given disproportionate weight in the evidence;
- described the options for the corridors through which the expressway would pass, with common areas from the M4 to Abingdon and then east from the M1, and three options for the section from Abingdon to the M1;
- explained the consultation phases and timetable for the project: the corridor being chosen mid-2018; formal public consultation on the shortlist of proposed routes within the chosen corridor in Autumn 2019 with an announcement in Autumn 2020; and construction from 2025 to 2030, subject to funding;
- explained engagement with several stakeholder groups and special interest groups (including a forum and stakeholder reference group) and the relevant All Party Parliamentary Group; and the request for considered feedback from local authorities along the wider corridor area.

The Chair permitted questions from Michael Tyce, CPRE representative, as set out below.

1. Are the options for the corridors now restricted to only those shown with all other options outside these areas shown in the presentation now rejected? For example has the original option ‘S4’ which ran south of option A been rejected?  
A: The only corridor routes now under consideration are as shown in the presentation.

2. How is the 'preservation of the rural character' taken into account as this has not been discussed explicitly?  
A: the rural character is part of the consideration, and is one of the objectives when assessing the wider environmental impact of each corridor.
3. Will the A34 form part of the expressway, as the treatment of this in the the maps is unclear about the inclusion of the A34 and the stretch over Boars Hill?  
A: we are still considering the inclusion of the A34 – there is no decision as yet but if corridor routes B or C are chosen then all options for the A34 are still available.

The Chair invited questions from the Board as set out below.

1. The Housing and Growth Deal recognises the whole of Oxfordshire as a single economic area. Will you take OxLEP's evidence about the whole economic area into account? Is this project also considering the entirety of Oxfordshire as a single area?  
A: We will undertake an economic analysis across the full study area that will not be based on county boundaries.
2. Have you revisited the data gathered for the route choice of the M40 through Oxfordshire, especially on the geography and microclimate, and established the impact on the Ministry of Defence's fuel line crossing this area? This data is the reason for the M40 bending round to avoid the fuel line and frequent fogs on Otmoor.  
A: We are looking at all historic data and consulting with the utilities but have not spoken to the MoD about the impact on their supply lines.
3. When is the Stage 2 consultation and engagement happening?  
A: Autumn 2019, on a smaller number of route options within a single corridor. The corridor will be chosen without a formal consultation stage.
4. Are health services and health service planners involved in the consideration of the corridor?  
A: We are working with the ambulance service. We will check that we have involved other health services and service planners.

## **70. Housing and Growth Deal Delivery Plan update report March 2018**

The Board considered a report on progress with the Oxfordshire Housing and Growth Deal (the Deal), agreed between Government and the Oxfordshire partners and the proposed year one programmes for infrastructure and affordable housing.

Caroline Green introduced the report and the Year 1 infrastructure and affordable housing delivery plans and milestones agreed by the partner authorities.

She reported in her presentation and in answer to questions that:

- the Deal was now moving into the implementation phase, and the first posts to create the capacity and resources to deliver this were advertised and appointments made;
- the delivery plan would be updated to take account of the outcome of the Housing Infrastructure Fund bids and other future funding deals, which if

- successful (so financing became available for those currently allocated Deal monies) would allow projects lower down the list to be funded by the Deal;
- the Year 1 plan was based on the criteria in the report and the agreed OXIS projects and deliverability and some funding was allocated to enhance projects already scheduled or underway to ensure early gains from the Deal programme;
  - a more fully balanced 3-year programme would be developed
  - the draft Statement of Common Ground for the JSSP would be presented to the April meeting: this would remain draft until the new NPPF was in place and then, subject to any consequential changes, would be put to each district council for adoption;
  - alongside this the outcome of work with MHCLG on planning freedoms and flexibilities would be presented to the Board and adopted by partner councils in July;

Kevin Bourner, Homes England, noted that this was the first such Growth Deal. Homes England was conducting high-level 'due diligence' on the delivery plan and would undertake an agreed monitoring role, including understanding the links between OXIS and housing delivery and how these affected milestones.

Board members commented:

- There was an absence of any measure of success or measure of identifying the specific benefits arising from the Deal, and noted that internal and public targets for delivery and achievement would be set.
- In terms of mitigating the impact of developments, the detailed relationship between S106 agreements, CIL, and subsidy from the Deal and other funding needed to be understood: but it was noted that at a general level this this could not be set out in detail as it depended on individual scheme's negotiations.
- It was crucial to have the correct skill and knowledge in place to ensure delivery was possible.

**The Growth Board resolved:**

- i. to note the progress towards the Housing and Growth Deal Milestones as set out in the Delivery Plan; and
- ii. to endorse the year one programmes for affordable housing and infrastructure delivery as agreed by the Oxfordshire Partners.

## **71. Matters arising from OXLEP**

Nigel Tipple, Chief Executive of OxLEP, reported:

1. Discussions had taken place with BEIS and MCHLG on the productivity strand of the growth deal
2. OxLEP were working on their Local Industrial Strategy (LIS) over the course of 2018 to develop a unique proposal based on the county's strengths in response to the government industrial strategy for adoption in March 2019.

3. A review of the LEP itself had shown that oversight and statutory compliance was up to date and adequate: new members of the Board had been appointed to replace two members standing down;
4. The Harwell link road opened on Friday 28 March; improvements at Didcot station were well underway;
5. Work on the STEM skills and innovation centres was progressing well.

The Board noted the update.

## **72. Growth Board Forward Plan**

The Board noted the Forward Plan and list of decisions to come to future meetings.

## **73. Oxfordshire Local Plans progress report**

The Board noted the update on progress on each district council's Local Plan.

## **74. Sub-national Transport Body (STB) proposals**

Bev Hindle, Oxfordshire County Council, gave an update from the recent STB meeting and ongoing work and answered questions, making the following points:

- Discussion covered innovation, activity and transport across the whole region, and the requirement to emphasise the necessity of including the whole M4-A34-M40 link stretch in consideration of the proposed expressway route.
- The Board discussed the difficulty of providing views as a transport body on proposed options, without the full evidence base, and in light of the immediate disquiet of local residents.
- Highways England had not updated their processes to adequately reflect the existence of the STB.
- The emerging route of the expressway would have an impact on the emerging JSSP, although the timetables for these did not correspond.
- Currently Network Rail and Department for Transport were developing the rail connectivity study in isolation as a technical study without considering the wider economic case. The STB and Growth Board's representatives continued to press the need for involvement in this: the Growth Board could take a pro-active role in the study.

Councillors commented that

- The A34 was the route with the highest impact on all areas: Highways England's stated wish to separate local and through traffic on this route was welcomed.
- If the county was expected (as seemed to be the case) to match-fund rail improvements, then the whole county should benefit. Rail improvements would unlock economic opportunity but there was a need for more local as well as central stations to achieve this.

The Board noted the update.

**75. Oxfordshire Rail Connectivity update**

The Board noted there were no updates.

**76. Updates on matters relevant to the Growth Board**

There were no updates.

**77. Dates of next meetings**

The Board noted the meeting dates including that of 26 April 2018.

**The meeting started at 4.00 pm and ended at 5.45 pm**

Chair .....

**Date: Thursday 26 April 2018**

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Growth Board 26th April 2018

Agenda item – Statement of Common Ground

Contact: Giles Hughes, Head of Planning and Strategic Housing, West Oxfordshire District Council

E- mail: giles.hughes@westoxon.gov.uk

## **REPORT TO OXFORDSHIRE GROWTH BOARD STATEMENT OF COMMON GROUND**

### **REPORT PURPOSE**

1. To outline the draft Statement of Common Ground that has been prepared in line with the commitments made by the Oxfordshire partners through the Oxfordshire Housing and Growth Deal.

### **RECOMMENDATIONS**

- i. That the Growth Board note the report and the attached draft Statement of Common Ground.

### **BACKGROUND**

2. The Government's proposed changes to the National Planning Policy Framework include a requirement for plan making authorities to prepare and maintain one or more Statements of Common Ground. These will document any cross-boundary matters being addressed with neighbouring authorities and the progress in co-operating to address these. This is to strengthen the application of the current 'duty to co-operate'. The suggested National Planning Policy Framework changes are currently the subject of consultation.
3. The Oxfordshire Housing and Growth Deal Delivery Plan, signed in March 2018, include a requirement for a Statement of Common Ground. The subsequent Delivery Plan set an early deal milestone (end March 2018) for the production of a draft Statement of Common Ground in order to outline the future work on the Oxfordshire Joint Statutory Spatial Plan. This milestone was met and the attached draft Statement of Common Ground was submitted to the Ministry of Housing, Communities and Local Government last month.
4. The document has been prepared as a draft, reflecting the stage the Joint Statutory Spatial Plan project is at and the current status of the draft revised National Planning Policy Framework. The document is intended to work dynamically, being updated over time to reflect the progress of the Joint Statutory Spatial Plan, national planning legislation and the Oxfordshire partners joint working arrangements.
5. The draft Statement of Common Ground sets out that the Joint Statutory Spatial Plan will address the following key strategic planning matters:
  - An overall strategy for the pattern and scale of development in Oxfordshire to 2050

Growth Board 26th April 2018

Agenda item – Statement of Common Ground

Contact: Giles Hughes, Head of Planning and Strategic Housing, West Oxfordshire District Council

E- mail: giles.hughes@westoxon.gov.uk

- Identify the number of new market and affordable homes and level of economic growth needed across Oxfordshire.
  - Identify an appropriate spatial strategy and strategic locations for new development based upon an understanding and appreciation of both the environmental quality and natural capital of Oxfordshire.
  - Outline the strategic transport and other infrastructure that needs to be provided to support sustainable growth.
6. The draft Statement of Common Ground indicates that while the Growth Board will maintain oversight of the Joint Statutory Spatial Plan work programme, as required by the Deal, formal decisions will be required by each constituent local planning authority at the preferred option (Regulation 18 Town and Country Planning Act (Local Planning) (England) Regulations 2012), submission (Regulation 19), and adoption (Regulation 26) stages.
7. The intention is that the draft Statement of Common Ground is published on the Growth Board website as one of the first stages in the preparation of the Joint Statutory Spatial Plan.

# OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN

## DRAFT STATEMENT OF COMMON GROUND

APRIL 2018



OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN

DRAFT STATEMENT OF COMMON GROUND

PARTIES:

Cherwell District Council

Oxford City Council

Oxfordshire County Council

South Oxfordshire District Council

Vale of White Horse District Council

West Oxfordshire District Council

DRAFT

March 2018

## 1. Introduction

- 1.1. This Statement of Common Ground (SoCG) has been prepared by the Parties to assist them in establishing the areas of common strategic interest within which they will work together, and the methodology that they will use to reach agreement.
- 1.2. This statement includes matters that are relevant to the delivery of the Oxfordshire Housing and Growth Deal, in particular focussing on the preparation of the Joint Statutory Spatial Plan (JSSP) for Oxfordshire. The SoCG is an agreed milestone as set out in the Oxfordshire Housing and Growth Deal, with a draft to be completed by 31 March 2018.
- 1.3. There are likely to be further statements prepared and agreed between parties as work to support the Deal progresses.

## 2. The Oxfordshire Housing and Growth Deal

- 2.1. The Oxfordshire Housing and Growth Deal is recognition by government both of the track record of successful joint working in Oxfordshire and of its potential to contribute towards the successful sustainable growth of the country. In return for guaranteed funding for affordable housing, infrastructure and economic growth the Deal places commitments upon the constituent Oxfordshire Authorities to ensure that the following is undertaken:
  - Plan for and support the delivery of 100,000 new homes to 2031
  - All of the current suite of Local Plans submitted by April 2019
  - Work to secure additional public and private funding to plan for and support the delivery of 100,000 homes by 2031
  - The submission of a JSSP for Oxfordshire by March 2020.
  - Work with Government to explore further opportunities to drive innovation in partnership, design and construction.
  - Consideration of a Strategic Infrastructure Tariff (SIT)
- 2.2. For the JSSP, the award of Government funding is dependent on meeting a series of milestones.

Action	Date
Draft Statement of Common Ground	31 March 2018
Establishment of JSSP Project Board	July 2018
All Local Plans submitted for examination	1 April 2019
Draft Joint Statutory Spatial Plan	30 October 2019
Submission of Joint Statutory Spatial Plan	31 March 2020
Adoption of plan (Subject to examination)	March 2021

### 3. Description, justification and responsible Plan Making Authorities

- 3.1. The JSSP is a Spatial Plan for Oxfordshire covering the administrative areas of Cherwell, Oxford City, South Oxfordshire, Vale of White Horse and West Oxfordshire District Councils, and Oxfordshire County Council. It will provide a positive vision for the future of Oxfordshire, a framework for addressing housing needs and other economic, social and environmental priorities and set out principles of excellent place making.
- 3.2. This geographical area reflects the existing Local Authority boundaries, and the recognised housing market and economic area. The Oxfordshire Authorities, in partnership with the Oxfordshire Local Enterprise Partnership (OxLEP), also have a long history of working together to address strategic cross boundary issues. This culminated in the successful negotiation of the Oxfordshire City Deal in 2014 and the establishment of a governance framework to oversee its delivery. To support this, a County wide Oxfordshire Growth Board was established in 2014. The 2017 Oxfordshire Housing and Growth Deal is the latest stage in that history of joint working and delivery and partnership with government.
- 3.3. The Oxfordshire Growth Board is a joint committee of the six local authorities, together with key strategic partners - including Oxfordshire's two universities and OxLEP, which was set up to both oversee the delivery of the commitments in the City deal but to also take a wider remit and to facilitate and enable joint working on economic development, strategic planning and growth, including housing.
- 3.4. The coverage of the JSSP is shown on the map below:



#### **4. Strategic matters**

- 4.1. Oxfordshire is uniquely placed within the south east at the juncture of main routes between the capital and Birmingham, and anchors one end of the Central Government recognised Oxford-Milton Keynes- Cambridge Growth Corridor.
- 4.2. The ambitious growth agenda for the wider region will also require joint working amongst the councils to deliver high quality planned growth. As such the partners recognise that this SoCG will require regular periodic review to ensure that it encapsulates the breadth of ambition for Oxfordshire, both for itself and its place within the wider growth agenda.
- 4.3. The scope of the JSSP will comprise of the following key strategic planning matters:
  - An overall strategy for the pattern and scale of development in Oxfordshire to 2050
  - Identify the number of new market and affordable homes and level of economic growth needed across Oxfordshire.
  - Identify an appropriate spatial strategy and strategic locations for new development based upon an understanding and appreciation of both the environmental quality and natural capital of Oxfordshire.
  - Outline the strategic transport and other infrastructure that needs to be provided to support sustainable growth.

#### **5. Delivery and governance arrangements for the JSSP**

- 4.4. The JSSP will be prepared by a project team which may include the commissioning of external consultants headed by a JSSP Programme Lead.
- 4.5. The Project Team will report to a JSSP Project Board, established under Section 28 of the Planning and Compulsory Purchase Act 2004.
- 4.6. The Project Board will be responsible for the delivery of the JSSP and will report to the Growth Board who will oversee progress on the JSSP, approve its budget and review the achievement of milestones as part of an annual review.
- 4.7. The Growth Board will maintain oversight of the JSSP work programme as required by the Deal but agrees that the adoption of the JSSP will require formal decision by each constituent council at the preferred option stage (Regulation 18 Town and Country Planning Act (Local Planning) (England) Regulations 2012), submission (Regulation 19), and adoption (Regulation 26) stage.

#### **6. Housing requirements in Oxfordshire**

- 6.1 The Oxfordshire authorities are committed to planning to meet the 100,000 housing requirement for Oxfordshire, as set out by the Oxfordshire Strategic Housing Market Assessment (SHMA) by 2031.

- 6.2 The existing and emerging suite of Local Plans for the District Planning Authorities sets out their approach to meeting both their own local housing needs and those unmet housing needs arising from Oxford.
- 6.3 Currently there are adopted Local Plans in place in Cherwell and for Vale of White Horse and partial reviews are underway to address their agreed apportionment of Oxford's unmet housing need. There is a recently examined Plan in the case of West Oxfordshire and new Local Plans underway for Oxford City and South Oxfordshire.
- 6.4 The housing numbers being planned for in each individual Local Planning Authority within Oxfordshire is in Table 1 below. These figures include the commitment to addressing the housing need identified in the SHMA.

**Table 1:**

<b>Council</b>	<b>Proposed Housing Supply</b>
Cherwell	<b>27,240</b>
City	<b>TBC</b>
SOxon	<b>TBC</b>
Vale	<b>24,748</b>
WOxon	<b>15,950</b>

**7. Distribution of housing with JSSP area and process for agreement for further distribution**

- 7.1 The Parties agree that the JSSP will be founded on a robust and proportionate evidence base prepared for Oxfordshire as a whole to give a clear understanding of housing and economic needs, infrastructure capacity constraints and opportunities and environmental constraints and characteristics. Evidence base reports will be commissioned, with the input of District officers and external consultants where necessary.
- 7.2 Notwithstanding the commitment to deliver 100,000 new homes by 2031, the preparation of the JSSP, for the period up to 2050, will include the calculation of new housing need figures based upon the Government's finalised methodology for calculating local housing need, taking account of the implications of the Oxford – Milton Keynes - Cambridge corridor and other relevant growth factors as may be determined.
- 7.3 The JSSP will identify broad locations for strategic housing and economic growth within each Local Planning Authority area and taking account of the opportunities offered by infrastructure investment, environmental constraints and economic growth forecasts.



- 7.4 The JSSP will set out the identified housing requirement for Oxfordshire and the apportionment for each Local Authority area.
- 7.5 The JSSP will also identify high level strategic employment opportunities and locations across the County.
- 7.6 The JSSP will address strategic infrastructure priorities including opportunities for growth offered by the Oxford – Milton Keynes – Cambridge growth corridor, including East –West Rail and the proposed Oxford-Cambridge express way (preferred corridor / route of which is yet to be announced).
- 7.7 Parties will work together to define a monitoring framework to track the implementation of the JSSP, affordable housing and wider growth deal commitments against indicators and milestones.
- 7.8 Parties agree that the JSSP will be shaped by early, proportionate and meaningful engagement with communities, local organisations, businesses, infrastructure providers and statutory consultees. Methods and timescales will be set out in the Statement of Community involvement (SCI)<sup>1</sup>.
- 7.9 The Parties are currently investigating the scope of the JSSP and the level of detail it will go into, as well as its relationship with individual Local Plans.

## **8. Record of Agreement**

- 4.8. The partners have agreed through the Housing and Growth Deal that they will in future complement the development of Local Plans with one strategic overarching plan (the JSSP) for the county that will consider the following:
  1. Housing and economic growth opportunities
  2. Transport and other key infrastructure
  3. Environmental concerns and green infrastructure
  4. The impact of planned growth upon utilities including water requirements for growth
- 4.9. The JSSP will be formally adopted by each of the Local Planning Authorities at the preferred option stage (regulation 18) and the statutory approval points (regulations 19 and 26 of The Town and Country Planning (Local Planning) (England) Regulations 2012).
- 4.10. Whilst the JSSP will be a jointly prepared and adopted strategic planning framework each Oxfordshire LPA will maintain responsibility for preparing its own Local Plan to guide more detailed planning decisions at a local level, together with facilitating the preparation of related Neighbourhood Plans.

- 4.11. The parties agree there is a need to look beyond 2031 to 36 timescales of adopted/emerging Local Plans to maximise benefits which flow from development of the Oxford - Milton Keynes – Cambridge growth corridor and to secure long term investment in supporting infrastructure. The JSSP will provide the framework and allow Oxfordshire to plan positively beyond the timeframe of the existing and emerging Local Plans taking account of developments in other geographical areas and will include an assessment of housing need for the period 2031-50.
- 4.12. It is necessary to prepare a Statement of Common Ground, to;
- a) demonstrate that effective joint working has taken place between parties on strategic cross boundary issues, as required by the NPPF tests of soundness.
  - b) increase certainty and transparency, early in the plan-making process, as to where effective co-operation is required.
  - c) encourage all Oxfordshire Planning Authorities, regardless of their stage in plan-making, to co-operate effectively and seek agreement on strategic cross-boundary issues, including planning for Oxfordshire’s housing need.
  - d) help local planning authorities demonstrate evidence of co-operation by setting clearer and more consistent expectations as to how co-operation in plan-making should be approached and documented.
- 4.13. The Parties agree on the following matters relevant to the preparation of the JSSP:
- a) There is a commitment to plan for 100,000 homes up until 2031
  - b) The current round of Local Plans will be submitted by April 2019.
  - c) The geographical coverage of the JSSP will be housing market and functional economic area of Oxfordshire.
  - d) Individual Local Plans and the JSSP will take account of the emerging Local Industrial Strategy, the Environmental Investment and any updates to the Local Transport Plans for Oxfordshire.
  - e) The JSSP will determine the likely scale of housing need to be planned for up to 2050, including the need for affordable housing, recognising that there will be greater certainty for the early years of the JSSP.
- 4.14. As part of the management of the JSSPs delivery the partners will regularly review and consider relevant risks to the project and will report these to the Project Board as appropriate.
- 4.15. The partners agree that the SoCG will be a dynamic document that will require periodic review to ensure it encapsulates the requirements for joint working that will arise as the partners work collectively on their ambitions for Oxfordshire and the wider area.
- 4.16. Work undertaken by the Oxfordshire Growth Board collectively has resulted to date in:
- The development of an ambitious Strategic Economic Plan
  - The completion of a countywide Strategic Housing Market assessment (SHMA)

- The Oxfordshire Infrastructure Strategy (OxIS) a countywide assessment of the counties strategic infrastructure requirements to support Oxfordshire's expected growth to 2040
- Allocation of Oxford's unmet need.

4.17. The outcome of the post SHMA programme was the identification of a working assumption of Oxford's unmet need and a Growth Board resolution proposing an apportionment of the assumption, supported by a Memorandum of Understanding (MoU) between the councils. All councils have signed the MoU, save for South Oxfordshire who have committed to review their local plan upon confirmation of the unmet need figure through the examination of Oxford's local plan.

4.18. Continuing this track record of joint working Oxfordshire has successfully secured local and national funding to rise to the challenges of planned growth, through the 2014 City Deal process, Local Growth Fund, developer contributions, current bids to the Housing Infrastructure Fund and most recently through the agreement of the Oxfordshire Housing and Growth Deal.

DRAFT

Signed:

Signed:

Name:

Name:

Position:

Position:

Date:

Date:

DRAFT

Growth Board 26th April 2018

Agenda item – Growth Deal Planning Flexibilities and Freedoms

Contact: Giles Hughes, Head of Planning and Strategic Housing, West Oxfordshire District Council

E- mail: giles.hughes@westoxon.gov.uk

## **REPORT TO OXFORDSHIRE GROWTH BOARD GROWTH DEAL PLANNING FLEXIBILITIES AND FREEDOMS – INTRODUCTION OF THREE YEAR HOUSING LAND SUPPLY FOR OXFORDSHIRE**

### **REPORT PURPOSE**

1. The Oxfordshire Housing and Growth Deal contained a commitment from Government to explore the options for time limited planning flexibilities, subject to consultation where appropriate. Following discussion with the Ministry of Housing, Communities and Local Government (MHCLG) a package of proposed freedoms and flexibilities has been developed. This report sets a consultation paper on one part of this proposed package and provides an update on progress of discussions with MHCLG.

### **RECOMMENDATIONS**

- i. That the Growth Board approves the publication for public consultation of the attached paper on the proposed Oxfordshire planning freedoms and flexibilities specifically the introduction of a three year housing land supply requirement.

### **BACKGROUND**

2. The Oxfordshire Housing and Growth Deal Delivery Plan, signed in March 2018, identifies two specific time limited planning flexibilities and freedoms: a three year housing land supply requirement for Oxfordshire, and agreement on a bespoke Oxfordshire Housing Delivery Test (HDT) % to apply from November 2020.
3. In many parts of the County unplanned speculative development in relatively unsustainable locations is raising significant community concerns, contributing relatively little to infrastructure, and diverting planning resources away from the delivery of planned strategic sites. A framework of planning freedoms and flexibilities will allow the Councils to focus on plan preparation and proactive action on housing delivery, and provide confidence to the community that the growth of Oxfordshire is being effectively managed.
4. The proposed Joint Statutory Spatial Plan for Oxfordshire will investigate long term growth options. The proposed planning freedoms and flexibilities will allow the Councils to focus on the preparation of this Joint Plan and on the associated individual Local Plans.
5. The milestones attached to the work on the Joint Statutory Spatial Plan are contingent on securing the planning flexibilities.

6. The proposed flexibilities need to be subject to consultation. The housing delivery test is dependent on the Government's proposed changes to the National Planning Policy Framework and National Planning Policy Guidance which are still out to consultation, with final versions anticipated in July.
7. Officers have been in discussion with MHCLG officials over the Oxfordshire bespoke HDT level but these talks remain to be concluded. At this stage, because of the need to start work on the JSSP it is important to proceed with the consultation on the three year housing land supply flexibility, whilst discussions continue on the HDT issue in parallel. Officers expect to have concluded these discussions in coming weeks, in time to report to the June Growth Board. A further round of consultation will need to be undertaken on the HDT proposition but because of when it would take effect (November 2020); this is slightly less time critical and more important to ensure that all implications of the bespoke level across Oxfordshire have been considered first.
8. Consultation on the three year land supply flexibility needs to start in May in order to enable the housing land supply planning flexibilities and freedoms to be able to be implemented in July, subject to the finalisation of the National Planning Policy Framework changes, and Ministerial approval through a Written Ministerial Statement.
9. The Consultation will run for six weeks and will be open to everyone. Responses will be accepted on line or by post.

## **APPENDIX 1 - PROPOSED PLANNING FLEXIBILITIES CONSULTATION PAPER**

### **Oxfordshire Housing and Growth Deal**

#### **Planning Freedoms and Flexibilities**

##### **Consultation**

### **1. Introduction**

- 1.1 The Oxfordshire Housing and Growth Deal contained a commitment from Government to explore the options for time limited planning flexibilities, subject to consultation where appropriate. This consultation seeks views from any interested parties on a proposal. A package of freedoms and flexibilities is being developed to help the Oxfordshire Councils put in place an effective plan led approach for delivering the housing needs of Oxfordshire.
- 1.2 This consultation seeks views from any interested parties on the proposed flexibility to housing land supply agreed to under the Deal.

### **2. Background**

- 2.1 The Oxfordshire authorities are committed to planning to meet the 100,000 housing requirement for Oxfordshire set out by the Oxfordshire Strategic Housing Market Assessment (SHMA) by 2031. Local Plans are taking shape with adopted Local Plans in place in Cherwell and for Vale of White Horse which are being followed by partial reviews to address unmet housing need, a recently examined Plan in the case of West Oxfordshire, and new Local Plans underway for Oxford City and South Oxfordshire. This has led to a substantial release of land for new housing and employment. As a consequence, housing delivery in the last 3 years across the County has been more than double the delivery in the previous three-year period.
- 2.2 However, there is a need to look beyond the 2031/36 timescales of the adopted and emerging Local Plans in order to maximise the local, regional, national and global economic benefits which flow from the development of the Oxford– Milton Keynes – Cambridge Corridor and to secure longer term investment in strategic infrastructure to support growth. There is also a need to continue to raise housing delivery rates and bring forward the delivery of a portfolio of new strategic sites which will be undertaken through a Joint Statutory Spatial Plan and future Local Plan reviews.
- 2.3 In many parts of the County unplanned speculative development in relatively unsustainable locations is raising significant community concerns, contributing relatively little to infrastructure, and diverting planning resources away from the delivery of planned strategic sites. A framework of planning freedoms and flexibilities

will allow the Councils to focus on plan preparation and proactive action on housing delivery, and provide confidence to the community that the growth of Oxfordshire is being effectively managed.

### **3. Oxfordshire Housing and Growth Deal Delivery Plan**

3.1 The Oxfordshire Housing and Growth Deal Delivery Plan, signed in March 2018, outlined the following proposed freedoms and flexibilities, which are the subject of the current consultation:

- Land supply requirements – for the duration of the development (from commencement of s 28 process to adoption) of the Joint Statutory Spatial Plan a 3-year land supply would apply in Oxfordshire.
- Bespoke Housing Delivery Test measures for Oxfordshire would apply for 3 years following submission of the Joint Statutory Spatial Plan. The rates for November 2018 and November 2019, which are 25% and 45%, and which trigger the presumption in favour of sustainable development would remain as set nationally, but the figure from November 2020 would be a bespoke Oxfordshire figure subject to the submission of the Joint Statutory Spatial Plan by March 2020.

3.2 These arrangements are dependent on the Government’s proposed changes to the National Planning Policy Framework and National Planning Policy Guidance in order to secure the flexibilities set out above. These proposed changes are currently the subject of public consultation which closes on the 10<sup>th</sup> May 2018. Para 213 of the draft text for the National Planning Policy Guidance states that the Government will continue to explore with individual areas the potential for planning freedoms and flexibilities, for example where this would facilitate an increase in the amount of housing that can be delivered.

3.3 The proposed Joint Statutory Spatial Plan for Oxfordshire will investigate long term growth options. The proposed planning freedoms and flexibilities will allow the Councils to focus on the preparation of this Joint Plan and on the associated individual Local Plans.

3.4 The milestones attached to the work on the Joint Statutory Spatial Plan are contingent on securing the planning flexibilities.

3.5 The Government supports the completion of the current suite of Oxfordshire Local Plans, and the deal includes a requirement for the outstanding Local Plans to be submitted by 1st April 2019.

3.6 Detailed proposals for a bespoke Housing Delivery Test to apply from November 2020 are being developed and will be subject to a further consultation.



#### **4. Consultation Proposal**

- 1) A 3-year land supply to be applied in Oxfordshire for the duration of the development (from commencement of s 28 process to adoption) of the Joint Statutory Spatial Plan.

- 4.1 This measure would be assessed on an individual District basis. It is dependent upon the Government's proposed changes to the National Planning Policy Framework and National Planning Policy Guidance. The measure would be delivered through a Ministerial Statement following the finalisation of the revised National Planning Policy Framework.

#### **5. Consultation Arrangements**

- 5.1 The consultation will open on the xx May and close on the xx June at 23:45 pm. This consultation is open to everyone. We are keen to hear from a wide range of interested parties from across the public and private sectors, as well as from the general public.
- 5.2 For any enquiries about the consultation please contact: xxxxx@xxx.gov.uk
- 5.3 Consultation responses should be submitted by online survey: [www.xxxxxxx/xxx/xxx](http://www.xxxxxxx/xxx/xxx)
- 5.4 Or sent to: Growth Board Programme Manager, Town Hall, St Aldate's, Oxford, OX1 1BX

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Growth Board 26th April 2018

Agenda item – Growth Board Terms of Reference

Contact: Caroline Green, Assistant Chief Executive, Oxford City Council

E- mail: cgreen@oxford.gov.uk

## **REPORT TO OXFORDSHIRE GROWTH BOARD GROWTH BOARD TERM OF REFERENCE**

### **1) REPORT PURPOSE**

The Oxfordshire Housing and Growth Deal included a commitment to review the Growth Board Terms of reference by April 2018 to reflect new responsibilities for oversight of delivery of the Oxfordshire Housing and Growth Deal (the Deal). This report sets out the key changes that result from that review and the revised Terms of Reference.

### **RECOMMENDATIONS**

- i. That the Growth Board endorse the revised Terms of Reference for the Oxfordshire Growth Board (the Joint Committee)

### **2) BACKGROUND**

- 2.1) The Housing and Growth Deal delivery plan confirms that the Growth Board Terms of Reference will be reviewed by April 2018 to reflect new responsibilities for oversight of the deal.
- 2.2) The report on the Oxfordshire Growth Deal agreed by each of the Oxfordshire Councils in February, delegated authority to the Chief Executive/Head of Paid Service/Cabinet\*, in consultation with the Leader and the Growth Board, to review the Terms of Reference of the Growth Board and agree both any amendments and any appropriate inter-authority agreements required to support the delivery of the Deal.
- 2.3) This paper reflects Chief Executives' agreed recommendations on the changes to Growth Board Terms of Reference that are required to ensure successful delivery of the Deal. The review has been undertaken with input from the Executive Officer Group of the Growth Board, the Monitoring Officers and Heads of Finance from all the Oxfordshire Councils and in consultation with the Leaders of the Oxfordshire Councils.

### **3) HOUSING AND GROWTH DEAL GOVERNANCE**

3.1) The Oxfordshire Housing and Growth Deal Delivery Plan confirms that:

- 3.1.1) Once approved by the constituent authorities, delivery of the Deal will be overseen by the Oxfordshire Growth Board.

- 3.1.2) The Oxfordshire Growth Board will make all decisions on the use of the Deal grant funding agreed in the Delivery Plan by Government and approved by all constituent authorities, as well as other funding necessary for the purposes of the Deal.
- 3.1.3) Recommendations to the Oxfordshire Growth Board on funding decisions and reporting on programmes will come from officer Programme Groups, via the Executive Officer and Chief Executive Groups reporting into the Oxfordshire Growth Board.
- 3.1.4) The terms of reference for the Oxfordshire Growth Board will be reviewed and amended by April 2018 to include oversight of the delivery of the Deal, to include:
  - a) Prioritisation and allocation of funding from the Deal and from the accountable body to the body responsible for delivery of projects
  - b) approve and monitoring of the implementation of a detailed work programme for delivery for each strand of the Deal (including infrastructure, affordable housing funding, and capacity funding)
  - c) Oversight of a productivity strand work programme, to be delivered by OxLEP
  - d) Oversight of the Joint Statutory Spatial Plan work programme (recognising that the draft plan will be subject to examination and that the adoption of the plan will require a decision by each constituent council at the end of the process)
  - e) Establishment of Workstream Governance Groups for Infrastructure Funding and Affordable Housing, and the establishment of a Joint Statutory Spatial Plan (JSSP) Project Board to guide the preparation of the JSSP

#### **4) Key elements of the revised Terms of Reference**

- 4.1) **Purpose and function-** The revised Terms of Reference have updated the purpose and functions of the Growth Board to reflect responsibility for oversight of the Deal as outlined in the Delivery Plan and set out above [section 3 and section 7].
- 4.2) **Voting arrangements-These** remain as they were with one vote for each constituent local authority member, although members intend to vote on a majority basis where possible. The accompanying protocol for voting has been amended to establish that where a proposition would give rise to contractual or financial implications for a constituent authority that they do not wish to support,

they may opt out of the proposition before a vote is taken but this will not prevent other parties proceeding with the proposition [section 5].

- 4.3) **Advisory Sub Groups** - The Terms of Reference enable the Growth Board to establish advisory sub groups to the Board as required and specifies three sub groups to oversee delivery of work programmes to meet the key milestones and targets set out in the Deal relating to Infrastructure Funding, Affordable Housing and the Joint Statutory Spatial Plan. [Section 7.4.5].
- 4.4) The establishment of the sub groups will help to manage the increased work for the Board resulting from the Deal and will involve a wider group of members from the constituent authorities in the work of the Growth Board. The Boards will be advisory and decision-making will remain with the Growth Board Joint Committee (or constituent councils in the case of key decisions on the JSSP).
- 4.5) **Scrutiny Arrangements** – Given the increased Growth Board responsibilities for allocation of funding streams under the Deal, new arrangements will be put in place to ensure effective scrutiny of Growth Board functions and decisions. A Scrutiny Panel for the Growth Board will be established to enable the constituent authorities to coordinate Scrutiny activity to avoid duplication and multiple scrutiny processes. Membership will be three representatives from each constituent authority, to be determined by that authority. The Scrutiny panel will be non-statutory to enable flexibility for the constituent councils to align with the membership of local scrutiny committees. The ability of individual authority Scrutiny Committees to scrutinise the Growth Board will remain, but it is intended that a coordinated approach will be normal practice. The Terms of Reference and working arrangements for the Scrutiny Panel will be developed with input from the Scrutiny Committees of each of the individual authorities.
- 4.6) **Resources, capacity and support arrangements**
- Section 151 and Monitoring Officer roles for the GB will continue to be provided to the Committee by Oxfordshire County Council as Accountable Body.
  - Democratic Services will continue to be provided by the chairing authority for the main Growth Board meetings
  - Policy advice and support will continue to be provided by the Growth Board Executive Officers Group reporting to the Chief Executives of the constituent local authorities.
  - Resources and capacity required to deliver the Deal will be agreed by the Chief Executives group.
- 4.7) The structure for governance and officer support arrangements is included as an appendix to the Terms of Reference.

## **Oxfordshire Growth Board Joint Statutory Committee**

### **Terms of Reference (revised April 2018)**

#### **1.0 Governance**

- 1.1 The Oxfordshire Growth Board (the Joint Committee) includes the local authorities within Oxfordshire 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 transport infrastructure matters then Network Rail and Highways England will have the right to attend the Oxfordshire Growth Board as non-voting partners.
- 1.3 The Oxfordshire Growth Board is a Joint Committee under s101 (5), 102 Local Government Act 1972 (LGA 1972) and s9EB Local Government Act 2000 (LGA 2000) and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 1.4 The Joint Committee will meet in public subject to the provisions of s100 LGA 1972 as amended by the Local Government (Access to Information) Act 1985 (LGAIA 1985).<sup>15</sup> The Joint Committee will be hosted under local government arrangements and this will be rotated in accordance with the arrangements for the Chairman (see Section 9.1).
- 1.5 The Joint Committee will establish advisory sub groups (Sub Groups) in accordance with the principles set out in Section 8.0.
- 1.6 The governance and officer resource structure for the Joint Committee is set out in Appendix 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 in accordance with the prevailing Memorandum of Understanding between Oxfordshire County Council and the Growth Board.
- 2.2 The County Council's Director of Finance (Section 151 Officer) will provide the Growth Board with quarterly financial reports for funding Oxfordshire County Council has been allocated directly as the Accountable Body as well as funding streams allocated to the Oxfordshire Local Enterprise Partnership (OxLEP). These reports 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 the relevant Section 151 Officer will provide the financial and programme performance information to the County Council's Section 151 Officer to enable a complete picture to be presented to the Growth Board.

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

- 3.1 To facilitate and enable collaboration between local authorities and OxLEP on economic development, strategic planning and growth.
- 3.2 To deliver cross-boundary programmes of work including the Oxfordshire Housing and Growth Deal, City Deal, and Strategic Economic Plan programmes, within government timescales, including agreeing the detailed contents of specific priorities, plans, projects and programmes.
- 3.3 To coordinate collective engagement of Oxfordshire Growth Board Partners with other national, regional and sub-regional bodies on growth, infrastructure and strategic planning matters.
- 3.4 To use the Housing and Growth Deal Assurance Framework as the basis on which the appraisal, assessment and prioritisation for programmes and projects within the Housing and Growth Deal will be undertaken.
- 3.5 To approve and monitor the implementation of a detailed work programme for the Oxfordshire Housing and Growth Deal, Local Growth Fund as laid out in the City Deal, Strategic Economic Plan and any future Growth Deals, funding streams or other programmes as agreed.
- 3.6 To monitor the preparation of a Joint Statutory Spatial Plan under Section 28 of the Planning and Compulsory Purchase Act 2004.
- 3.7 To bid for the allocation of resources and investment to support the above purposes.
- 3.8 Each constituent Authority shall retain the capability to exercise all non-executive functions in addition to executive functions generally and specifically in relation to economic development including where applicable provision of housing, strategic spatial planning and strategic transport planning.

### **4.0 Membership**

- 4.1 As the Joint Committee may discharge 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 The Joint Committee will appoint a Chair and Vice Chair of its choice each year.
- 4.4 Other non-voting members as required for good linkages with OxLEP shall be a single named-position representative as detailed below:
- Chairman of OxLEP
  - Chair, Oxfordshire Skills Board
  - Universities Representative
  - OXLEP Business Representative-Bicester
  - OXLEP Business Representative-Oxford City
  - OXLEP Business Representative-Science Vale
  - Homes England Representative
  - Oxfordshire Clinical Commissioning Group
- 4.5 When considering transport infrastructure matters then a single representative of Network Rail and Highways England will have the right to attend the Growth Board as non-voting partners.
- 4.6 The Joint Committee with the agreement of the voting members will be able to co-opt other non-voting representatives to the Growth Board where it is considered conducive to the effective consideration of any matter.
- 4.7 The Joint Committee will appoint a representative of the Growth Board to the Sub-national Transport Board and any other outside bodies of which the Growth Board has membership.

## **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 Joint Committee on a majority basis, would give rise to contractual or financial implications for a constituent authority that it does not support then a protocol will be established whereby that authority may opt out of participation in that proposition in so far as it affects their authority before the/any vote is taken but this will not prevent the



other parties proceeding with the proposition. In respect of other matters, all other voting will be on a normal majority basis.

## **7.0 Functions**

7.1 The opportunity provided by the Growth Board is to streamline governance arrangements under a single governing body, which may include cross-boundary and cross-corridor representation on behalf of the Joint Committee at a sub-regional level.

7.2 The functions of the Growth Board are as follows:

### **General Functions**

- 7.2.1 To provide a partnership forum for the discussion, agreement and advancement of a comprehensive growth strategy for Oxfordshire, in particular:
- 7.2.2 To oversee the local government aspects of the City Deal, Local Growth Fund and any future funding streams and programmes.
- 7.2.3 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.
- 7.2.4 To provide a forum for the identification of priorities, development of investment strategies and strategic economic plans for Oxfordshire;
- 7.2.5 To lead and co-ordinate liaison with the relevant Government agencies on collective Oxfordshire strategies and priorities.
- 7.2.6 To bid for and secure allocation of investment and resources needed to progress identified strategies and priorities.
- 7.2.7 To have the role of prioritising infrastructure 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.

### **Strategic Planning functions**

- 7.3.1 To oversee joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate under S33A of the Planning and Compulsory Purchase Act 2004 and wider national planning policy;
- 7.3.2 To assess whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this
- 7.3.3 To monitor the production of collective spatial plan studies as determined by the Board (including the Joint Statutory Spatial Plan)

- 7.3.4 To provide, when relevant comment on wider proposals, consultations, and funding investment decisions from national agencies, where these have a strategic impact on Oxfordshire.

### **Oxfordshire Housing and Growth Deal Functions**

- 7.4.1 To oversee and ensure delivery of the Oxfordshire Housing and Growth Deal (from this point referred to as “the Deal”), including:

- 7.4.1 To prioritise and allocate all funding from the Deal and from the Accountable Body to the body responsible for delivery of projects
- 7.4.2 To approve and monitor the implementation of a detailed work programme for delivery of the Deal (including infrastructure, affordable housing funding and capacity funding)
- 7.4.3 To oversee the delivery of a productivity stream work programme to be delivered by OxLEP
- 7.4.4 To monitor the production of a Joint Statutory Spatial Plan and associated work programme (recognising that the draft plan will subject to examination and that the adoption of the plan will require a decision by each constituent council at major decision points).
- 7.4.5 To establish advisory sub-groups to oversee delivery of work programmes to meet the agreed milestones and targets set out in the Deal relating to Infrastructure Funding and Affordable Housing, and the establishment of a Joint Statutory Spatial Plan Project Board to guide the preparation of the JSSP. The common principles of the advisory sub groups are set out in section 8 below.
- 7.4.6 To receive monitoring reports as set out in the Deal Delivery Plan to monitor delivery of the Deal.
- 7.4.7 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;
- 7.4.8 To agree and maintain as part of the programme of work a joint communications strategy in respect of the Growth Board’s activities.

### **City and Growth Deal Functions**

- 7.5.1 To oversee the delivery of all of the local government aspects of the City Deal, and the Oxfordshire Housing and Growth Deal (where local authorities are the delivery partners).
- 7.5.2 To lead and coordinate liaison with OxLEP on Oxfordshire wide issues and the identification of priorities and development of investment strategies and economic plans for Oxfordshire.

## **8.0 Advisory Sub Groups**

- 8.1 The Joint Committee can establish advisory sub groups to oversee work programmes as required and membership will be appointed by the members of the Joint Committee. This will include Sub Groups identified to oversee delivery of the Oxfordshire Housing and Growth Deal.
- 8.2 The Sub Groups will meet in private and the meetings will not be subject to the provisions of s100 LGA 1972 as amended by the The Local Government (Access to Information) Act 1985 (LGAIA 1985).
- 8.3 The Chair of each Sub Group will be appointed by the Growth Board and normally drawn from the voting membership of the Joint Committee.
- 8.4 The secretarial and officer support to the Sub Groups will be provided from the constituent local authorities as agreed by the Chief Executives of the constituent authorities.

## **9.0 Meetings**

- 9.1 The Chair and Vice-Chair of the Growth Board will be elected at the first meeting of the annual cycle.
- 9.2 The lead authority for convening meetings will be that of the elected Chair unless otherwise agreed and it will provide Secretary/Clerk/Democratic Services support to the Board. Meetings shall usually be held on a bi-monthly basis, meetings may be called as and when required to ensure that critical timescales are met.

## **10.0 Secretariat and Support**

- 10.1 The policy advice and support will be provided by the Growth Board Executive Officer Group reporting to the Chief Executives Group of the constituent local authorities. Other investment partners will be involved as appropriate, e.g. Homes England , Environment Agency, Highways England and Network Rail; to advise on the investment and work programme.
- 10.2 Resources and capacity required to deliver the work Programmes agreed under the Oxfordshire Housing and Growth Deal will be agreed by the Chief Executives Group. The officer support structures for the Deal are set out in Appendix 1 as referred to in Section 1.6 above.

## **11.0 Scrutiny Arrangements**

- 11.1 A Scrutiny Panel of the Growth Board will be established to enable the constituent authorities to coordinate Scrutiny of the Joint Committee decisions and functions.
- 11.2 The Scrutiny Panel will not be strictly constituted in accordance with the statutory provisions of the LGA 2000.

11.3 The Scrutiny Panel will be established through a protocol agreed by all constituent local authorities with involvement of a Scrutiny Chair from each authority which will include common agreement that:

11.3.1 Membership will be three representatives per constituent authority, to be determined by that authority.

11.3.2 The Scrutiny Panel will be able to review any decisions and make recommendations on reports to the Growth Board

11.3.3 The Scrutiny Panel will meet in public.

11.3.4 The Scrutiny Panel will mirror the Call in provisions of the LGA 2000 and the LGAIA 1985.

11.4 The secretarial and officer support to the Scrutiny Panel will be provided from the constituent local authorities as agreed by the Chief Executives of the constituent authorities.

11.5 The establishment of the non-statutory Scrutiny Panel will not impact on the statutory scrutiny roles or responsibilities of the constituent authorities under the LGA 2000.

11.6 The Terms of Reference and Procedure Rules for the Scrutiny Panel will be set out in a document to accompany Growth Board Terms of Reference.

## **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

Growth Board 26th April 2018

Agenda item – Growth Board Terms of Reference

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### **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 then 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 Chair shall have a casting vote.
4. Where the effect of a particular proposition, if adopted by the Joint Committee on a majority basis, would give rise to contractual or financial implications for a constituent authority that it does not support then a protocol will be established whereby that authority may opt out of participation in that proposition before the/any vote is taken in so far as it affects that authority but this will not prevent the other constituent authorities proceeding with the proposition.

### **Status**

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

APPENDIX 1 – Oxfordshire Housing & Growth Deal Governance and resource structure

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