

Cirencester Parking Demand Project Board

Meeting notes 22 January 2018

Please note these notes are available to the public except any sections shown in yellow which must remain confidential.

Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Chris Hancock, Cllr. Mark MacKenzie-Charrington, Cllr. Jenny Forde, Officers: Claire Locke, Christine Cushway, Bob McNally, Bhavna Patel, Philippa Lowe, and Helen Argo (note taker)

1 Apologies: Christine Gore, Jenny Poole and Cllr Nick Parsons

2 Notes of the Last meeting

The notes of the meeting held on 4 December were approved.

Any matters arising will be addressed during the meeting.

3 Rugby Club

Progress has been made with the Rugby Club an exclusivity agreement has been signed and we are in a position to go public with it. Claire Locke asked to see the original press release and to pass it to the Rugby Club to get their approval before release. Have decided to call it a Formal Agreement for simplicity reasons.

Work needs to commence on the TRO on The Whiteway. Discussion with residents about what changes may be appropriate and their concerns.

Need to address:

- Traffic speed
- Safety of pulling out of driveways – clearer vision up and down the road
- Insufficient room for cars to pull in to pass
- Suggestion to reduce the parking to 4 hours to prevent people from parking on the road all day.

New parking in the Rugby Club will provide permit parking only – each space will be allocated to a permit holder. When the Waterloo closes all its permit holders will have to be relocated here.

Next step will be to start working on the planning application – Carter Jonas is currently looking at a proposal for planning.

Claire Locke said there is a report going to Corporate Management Team tomorrow asking for funding for a new role – project manager – a permanent position with the first 12 months working on parking issues both at West Oxfordshire and here at CDC.

Claire Locke to produce a Project plan for the Rugby Club and Waterloo car parks.

Bob McNally to do a “where are we now” update for the website – what’s the next stage and how are we getting there.

4 Stripe/Waterloo

Claire Locke contacted Hill Canon but had no response, she has been unable to identify any other companies who would be able to support with the design stage. As we have been unable to procure three quotes and has been given disposition to appoint Stripe. A conference call has been booked with Stripe to see how best to proceed. They will be asked to look at the architects brief before it is sent to the RIBA.

There has been some interest from local architects already but it was agreed that a press statement would be sent out to welcome them to send in their design recommendations also contact Parking News and Parking Matters for a wider distribution.

5 OMH Staircase

Christine Cushway reported that Cabinet has approved the relocation of the staircase to Limerick; Bob McNally is preparing a press release.

6 Other Updates

Cllr Jenny Forde reported a new column in the Standard by John Light who commented that there were always spaces available in the Waterloo car park but it needs better sign posting. Agreed to respond with a letter to the Standard (Bob to prepare). Also to look at changing the sign post to say ‘Town Centre Parking’ at the traffic light junction and to update the walking signs to and from the town. Claire has meeting with Jim Daniels from the County later this week and will see what can easily be changed.

7 Comms

Waitrose offer for staff to park at CDC at weekends – no response from Waitrose.

The idea of a short video which could be downloaded to YouTube as well as put on our parking page of the website introducing a new cartoon character to get across the message of where we are at. Bob to talk to Rachael Orchard as she did a similar short video for Publica. Possibly getting the primary schools involved by launching a competition to come up with a new character.

8 AOB

On Street Parking review. The Town Council and Nigel Adams both wrote to the County to ask for a new review. The response from Nigel Moore to the TC was that as we did not take up the recommendations of the last review if we want a new one we will have to fund half the costs of the previous one. Nigel Adams had a more positive response.

Electrical Charging Points. Claire Locke reported that she would like to add additional charging points in the district. In Tetbury and another one in Cirencester and possibly Moreton. One at the Council offices for staff and one at Ubico for their fleet vehicles. It was reported that the electric car charging industry has moved on rapidly since we installed the one at the Beeches Car Park. There is

a website called zap-map.com which shows all the charging points in the district and how efficient they are.

There are 11 identified charging points within the Cotswolds:

Hare and Hound Hotel, Westonbirt
The Close Hotel, Tetbury
Calcot Manor, Tetbury
Premier Inn, Cirencester
Beeches Car Park, Cirencester
Barnsley House, Barnsley
Co-op, Bourton on the Water x3
Hotel Number 4, Fosseway
Daylesford Farm, Daylesford
Old Marketway Car Park, Moreton in Marsh
Cotswold House Hotel, Chipping Campden

There was talk that a café with charging points is being planned near Bourton on the Water.

Text has been deleted to protect confidential information relating to specific negotiations with site owners, site purchase and lease negotiations and financial data which cannot yet be made public.

Masterplan – Agreed that we need to make it a priority. Have set up a meeting on Thursday 1 February, to identify a mission statement. Core representatives to include, Christine Gore, Bhavna Patel, Philippa Lowe, Claire Locke, Christine Cushway, Cllr Mark MacKenzie-Charrington, Cllr Mark Harris, Cllr Chris Hancock, Cllr Nick Parsons along with Nigel Robbins, Stuart Tarr and Andrew Tubb from Cirencester Town Council. Later to invite representatives from the County, Highways officers, blue light services, the Civic Society and Geoffrey Clifton Brown.

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9 Date of next meeting

The date of the next meeting will be Monday 26 February 2pm in the **Committee Rooms**.

Cirencester Parking Demand Project Board

Meeting notes 19th March 2018

Please note these notes are available to the public except any sections shown in yellow which must remain confidential.

Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Chris Hancock, Cllr. Mark MacKenzie-Charrington, Cllr. Jenny Forde, Officers: Christine Gore, Jenny Poole, Claire Locke, Christine Cushway, Bob McNally, Bhavna Patel, Philippa Lowe, and Marie Whiteman (note taker)

1 Apologies: Cllr Nick Parsons

2 Notes of the Last meeting

The notes of the meeting held on 20th February were approved.
Any matters arising will be addressed during the meeting.

3 Rugby Club

A traffic assessment will be required to support the Planning Application which will consider the impact of any development on The Whiteway and surrounding transport networks. Information on existing traffic flow and where motorists using the Whiteway travel from will help inform the assessment. Specialist consultants will be required for this work and it is recommended that Atkins are used as they have historic data from parking surveys they conducted in Cirencester and are already familiar with the issues. They can be procured via ESPO Framework.

Recommendation:

Appoint Atkins via an ESPO Framework to undertake the work set out, subject to satisfactory cost estimates which can be met through existing budget allocations for the Rugby Club planning application preparation.

The Board approved the recommendation

Rugby Club – Resources for project

Carter Jonas will progress the Planning application, the brief for the site is almost complete. Work on the transport assessment will feed into the Planning application.

We are waiting for the draft legal document from the Rugby Club, £2,500 was given to the Rugby Club towards the legal documents, they are now asking for a further £2,500.

The Board approved the further £2,500 requested.

Jenny Poole to check whether CDC can reclaim the VAT

4 Waterloo – Progress with Stripe Consulting

Stripe is the consultants that will get CDC to the Planning Application stage of the decked car park. A figure of £15m was quoted in the press for the development; however this is simply a marker in the budget and not an accurate cost. A more detailed brief is required by the Consultants. A valuation on the technical and design process needs to be undertaken, we need to set out our requirements for the design so that everyone's needs are met.

A job description has been done for the Project Manager's position, it will be a joint post between Cotswold and West Oxfordshire, this is a resource that is needed to drive this project forward. The Rugby Club car park needs to be operational before the Waterloo development can start.

Waterloo permit holders and permit holders from other car parks to be relocated to the Rugby Club. Additional temporary parking still required as Rugby Club won't accommodate all.

Transport studies required – local plan evidence could be used
Transport Consultancy on board
Signage and Pedestrians - STRIP Consultancy

It was suggested that an advertising board be placed in the car park or at the pedestrian exit.

5. Cirencester Masterplan – Agree strategic approach and project set up

- Provisional scoping is being undertaken to:
 - establish key dependencies; define work streams;
 - critical path analysis; stakeholders' matrix; etc.
- A team of Forward Planning officers is being put together to lead the project in partnership with key stakeholders,
 - including Cirencester Town Council,
 - Gloucestershire County Council,
 - CDC Property Services
 - Cirencester Chamber of Commerce,
 - Civic Society, etc.

It is critical that all stakeholders have clearly defined roles and responsibilities; hence, there is a need to establish a clear communications plan.

- An analysis of existing material has been undertaken to establish guiding principles for reviewing the Town Centre Strategy; any relevant information; and identifying evidence gaps.
 - While the list is not exhaustive, it is fairly comprehensive and does not seek to include material that has been superseded or is out of date/ no longer relevant.
- Ownerships of key sites throughout the town centre are being investigated, A site visit (including at least one DM officer) around the town centre to understand the key issues. Locations, etc.

Christine Cushway asked if she could be included in the site visit.

Philippa will report back to the next meeting on progress.

Text has been deleted to protect confidential information relating to specific negotiations with site owners, site purchase and lease negotiations and financial data which cannot yet be made public.

6 OMH – Planning application

The Board agreed that CDC should press forward for a planning application to demolish the Old Memorial Hospital.

OMH – Staircase

The Staircase at the Old Memorial Hospital has been removed and an order has been placed for the transportation to Limerick in Ireland.

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7 Other Updates

None

8 Comms – cartoon designs for discussion

Bob introduced the designs that the Print room had produced. The Board expressed their thanks to them.

After some discussion it was agreed that we would go with a generic Hare.

9 Date of next meeting

The date of the next meeting will be Monday 16 April @ 2pm in the Committee Rooms.

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Cirencester Parking Demand Project Board

Meeting notes 16 April 2018

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Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Chris Hancock, Cllr. Mark MacKenzie-Charrington, Cllr. Nick Parsons. Officers: Christine Gore, Jenny Poole, Claire Locke, Christine Cushway,, Bhavna Patel, Philippa Lowe, James Brain and Helen Argo (note taker)

1 Apologies: Cllr Jenny Forde, Bob McNally

2 Notes of the Last meeting

The notes of the meeting held on 19 March were approved with a few small suggested tweaks regarding the OMH staircase.

Any matters arising will be addressed during the meeting.

3 Rugby Club

Traffic Assessment

Claire Locke has been talking to Atkins regarding the Traffic Assessment for the Planning Application. Atkins has appointed two of its team, one who has good local knowledge, having worked on the Cirencester Review commissioned by the County Council in 2012 and another who is a planning expert. Claire is providing the background information so they are aware of the whole picture and are able advise what studies and assessments are necessary to support the planning application.

Atkins had asked whether we could provide data on the town/village permit holders travelled from (anonymised to just show numbers travelling from each settlement)as this would assist with work to consider the impact on the highway network. Claire looked into what information we hold on current permit holders but unfortunately the information is not accurate as home address is not provided and a number of offices in Cirencester buy the permit holders for their staff so there are no personal records. It may be that some useful data can be retrieved from historic survey carried out in 2012 which identified where vehicles travelling into Cirencester were registered, using data from the DVLA (again anonymised to simply record for example X number of cars are registered in Northleach).

Christine Cushway to meet with Carter Jonas next week, 25th April for update.

There is a meeting being arranged between Council officers, Atkins and Carter Jonas to agree timescales, ensure clarity of roles and ensure we are not doubling up on work nor do we miss anything.

Gates to reduce speed on The Whiteway

It was noted that gates have been installed on the A345 at Rendcomb to reduce the speed through the parish. It was thought this may be a positive way to demonstrate the Board's commitment to the residents of The Whiteway. The cost is roughly £3,000.

Action: Cllr Mark Harris to approach appropriate County Councillor and discuss with Cirencester Town Council

Agreed that it should be a 20mph speed limit along The Whiteway until the end of the gates. The Town Council operate several traffic calming speed detectors that record your speed with either a smiley or unhappy face. The detectors have restrictions on the length of time it can be put in situ on a road and how frequently they can be used.

FAQ for the Public

Following an email to Claire Locke from a member of the public asking for information on what is happening with this area of Cirencester, Claire has prepared a preliminary list of questions and answers that will go on the website. Claire requested any suggestions/comments before asking Bob to add it to the website parking page.

Proposal for Public Consultation

It was noted that this has not been previously discussed before and that the Board should be upfront about a consultation prior to planning permission being sought. It was agreed that it should be held at the Rugby Club at the appropriate time, to discuss detailed proposals, so that it is handy for those who will be affected the most.

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4 Masterplan

Philippa introduced James Brain, CDC Forward Planning Manager to the meeting.

James identified 4 areas where the town could be re-generated, he and his team will deliver various options within the next two months to discuss.

Agreed there should be a Masterplan Board to include members of the Parking Board and a plan for engaging with stakeholders. Suggestions that the terms of the Parking Board is changed to include the work of the Masterplan Board however it was pointed out that various topics covered by the Parking Board are confidential and should not be discussed in front of outside organisations. Possibly have two meetings, one following the other.

Mark Harris suggested organising another update on the progress of the Parking Board for stakeholders once we have further progress to relay.

5 Other updates

Waterloo

No new updates.

OMH

The staircase will be transported shortly and installed in Limerick.

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6 Communications

The amended hare design was adopted by the Board as the logo for communication about parking in order to create a positive brand.

7 AOB

Beeches Car Park Electric Charging point

A motorist with an electric car had contacted the council seeking additional electric charging points at the Beeches. Claire Locke produced figures to show how frequently the electric charging point has been used in the last month, it was felt with the way electric car sales is going that we should provide another dedicated parking space for charging at the Beeches and possibly at Moreton for another electrical charging point. The machine is designed to take two chargers so it will not cost the council to add the additional cables.

8 Date of next meeting

Monday May 21 at 2pm in the Committee Rooms.

Cirencester Parking Demand Project Board

Meeting notes 21 May 2018

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Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Nick Parson, And Cllr Jenny Forde. Officers: Jenny Poole, Claire Locke, Christine Cushway, Bhavna Patel, Andy Dike, Philippa Lowe, James Brain, Bob McNally and Helen Argo (note taker)

1 Apologies: Cllr. Chris Hancock, Christine Gore

2 Notes of the Last meeting

The notes of the meeting held on 16 April were approved.

Any matters arising will be addressed during the meeting.

3 Project resources

Cllr Mark Harris recorded that the Parking Board is coming up to its third birthday and questioned whether we have sufficient resources to implement the number of projects currently on the go and are we going as fast as we can. Claire Locke responded saying they are currently recruiting a project manager to be shared with West Oxfordshire who will be responsible for the Waterloo car park and other parking related jobs at CDC. (If no one suitable applies they will recruit a consultant for the short term.) Bhavna Patel reported that Andy Dike has been recruited to the Parking Board with a view of overseeing parking delivery and will be the point of contact for the consultants, Stripe. Christine Cushway will continue to manage Estates and Susie Barton will also join the team to further boost support.

Mark Harris asked for clarification of names and responsibilities.

Claire also confirmed she is putting together a project plan for the three projects, the Waterloo, Rugby Club and OMH using Microsoft Office with names, job titles and responsibilities.

Jenny Poole said there is a report being taken to cabinet next month to release the small amount of underspend from last year's budget.

4 OMH

The staircase is now in Ireland and partly installed. Bob McNally asked to do a press release.

It was reported that we now have evidence to support a planning application to demolish the building for an additional 20 car parking spaces. Atkins will provide some support regarding traffic assessment. It is hoped the new pre-app will be submitted in the next few weeks and a full planning application to demolish the building will be submitted and taken to October's Planning Committee.

There was some debate if the front facade could be preserved but this would increase the costs and delay the demolition. As soon as planning has been granted the building will be demolished.

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Jenny Poole said that a business case will need to be put in front of Full Council because of the costs to demolish.

Andy Dike will procure costs for the demolition.

5 Rugby Club

Following a meeting this morning, Carter Jonas will prepare a planning application. Atkins will prepare a traffic assessment to support the planning application and include everything to support a TRO. It is intended that Atkins is used for further traffic assessments of the Waterloo, OMH and masterplan as much of the work will overlap so significant efficiencies can be gained by using one consultant.

Carter Jonas has drawn up four different designs for the parking on the Rugby Club.

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It was agreed that we want to make the most of the space with the most number of allocated spaces. There will be no disabled permit holder spaces at the rugby club due to its distance from town. Provision for disabled people will be made in locations better suited to meet their needs. A pre app will be submitted in the next 4 – 6 weeks, it may require an ecology assessment which may hold the procedure up as it is the wrong time of the year. Claire to check if we require flood zone, permeability and CBR surveys too. Subject to it not being held up, a planning application could be submitted by the end of July and it going to committee in October.

6 Waterloo

Discussions with Stripe have highlighted that it would be beneficial for them to do more of the work previously assigned to TEP and the proposed architects. As well as designing the internal parking spaces, Stripe will work out the shadowing and shading and mechanical and electrical elements we have not yet undertaken. This will cost an additional £85,000 but this can be taken out of the architect and TEP budgets. Stripe will decide on size and number of decks.

Christine Cushway will collate the prices and bring a report to Christine Gore to sign off.

Board AGREED that subject to procurement rules being satisfied, we proceed with Stripe undertaking this work.

Philippa Lowe suggested that Building Control is engaged early to see if there are any hidden costs.

Andy Dike will take over the work on the Waterloo development going forward.

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7 Local Plan/ Masterplan update

Christine Cushway reported that the work undertaken by the Board to identify parking need and future demand has now been embedded in the local plan and the 347 figure of car parking spaces has been approved in policy.

James Brain reported that he will be setting up and co-ordinating three groups for the Masterplan–

- Stakeholder group
- Technical working group of officers
- Local programme board working group

James will collate all information from people who have expressed an interest.

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9 Communications

The “Hare” was used in an advert in the Standard. Bob McNally suggested redoing the posters for the Phoenix festival using the hare logo. He has also updated the FAQs on the website. There has been a number of shares on Facebook of the “free after three”.

10 AOB

CLlr Mark Harris did not have an update regarding the proposed white gates on the Whiteway from the Town Council.

11 Date of next meeting

Monday June 18 at 2pm in the Committee Rooms.

Cirencester Parking Demand Project Board

Meeting notes 18 June 2018

Please note these notes are available to the public except any sections shown in yellow which must remain confidential.

Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Nick Parson and Cllr Jenny Forde. Officers: Jenny Poole, Claire Locke, Christine Cushway, Bhavna Patel, Andy Dike, Philippa Lowe, James Brain, Bob McNally and Helen Argo (note taker)

1 Apologies: Cllr. Chris Hancock, Christine Gore

2 Notes of the Last meeting

The notes of the meeting held on 21 May were approved. Christine Cushway agreed to rewrite parts of the redacted meeting notes regarding the Waterloo.

Any matters arising will be addressed during the meeting.

3 Masterplan

James Brain reported that the paper is going to cabinet on 21 June to allow officers to work on the Masterplan and draw down the budget of £60,000. A working group has been formed. The work has been divided into two sections, an evidence review followed by an appraisal of the options.

Both pieces of work will be put together to form the basis of a consultation.

There will be a communications plan establishing the membership of stakeholder groups.

Work on the Masterplan will commence when the Local Plan is formally adopted.

Cllr Mark Harris joined the meeting.

4 Project Resources

A Project Manager has been recruited to be shared with West Oxfordshire. He should be in post by the next meeting.

5 Waterloo

Christine Cushway reported the cost of consultancy to undertake internal design work and associated Scheme preparation will be in excess of £100,000 so a report will go to Cabinet in July. This will not hold up current work.

Income generation: Options for income generation within the car park could be considered such as a car cleaning business, although this would need to be incorporated into the design and build.

It was discussed that an office space could be assigned to the Cirencester parking enforcement officers within the new car park and it would also increase the presence of staff within the car park.

Toilets – it was agreed that they should be included in the architects brief although they are expensive to run. It may be possible to close some other public conveniences in town if new facilities are opened. The local plan has a new policy which states all new toilet facilities have to provide a disabled adult changing room with a hoist.

It was agreed that we should look at ways of reusing grey water and solar energy.

A shop mobility scheme was discussed but Claire Locke said the one in Witney is very expensive to run and labour intensive – it has a very low customer base and a significant cost to the taxpayer. In many areas this type of facility is funded and run by shopping centres rather than the local authority.

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5 Other updates:

Rugby Club: Christine has met with the Chairman of the Rugby Club and is progressing with the pre-app. The current delay is with the Rugby Club's solicitor. It was noted that the local residents would like regular updates; Mark Harris agreed to attend a meeting to update them on the progress.

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Old Memorial Hospital: Work is progressing with the planning application. Andy Dike mentioned the asbestos issues. He queried whether we wanted to remove the asbestos now or to include it in the demolition costs. He estimated that to remove the asbestos by a licensed contractor would cost approximately £87,000 - a further £26,000 for a soft strip out of the building. There will be further smaller costs for electrical removals. Jenny Poole said that there will have to be a full procurement exercise before it can go to full Council for funding. It was agreed that Andy could go out to tender.

6 Communications

The "free after three" banner is ready for the Phoenix festival. The hare adverts have been well received. There is no update on the installation of the OMH staircase.

7 AOB

Jenny Forde enquired about the additional electrical charging posts and when will they be installed. Claire Locke said that all three councils are procuring a joint framework so each authority could go for a different funding option.

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8 Date of next meeting

Monday July 16 at 2pm in the Committee Rooms.

Cirencester Parking Demand Project Board

Meeting notes 16 July 2018

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Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Chris Hancock and Cllr Jenny Forde. Officers: Claire Locke, Christine Cushway, Andy Dike, John Janus, Philippa Lowe, James Brain, Bob McNally and Helen Argo (note taker)

1 Apologies: Cllr. Nick Parsons, Christine Gore, Jenny Poole, Bhavna Patel

2 Notes of the Last meeting

The notes of the meeting held on 18 June were approved.

Any matters arising will be addressed during the meeting.

3 New Project Manager

The board welcomed the new Parking Development Project Manager.

4 Rugby Club

Adkins conducted a traffic survey last week before the schools holidays. The data will be used to assist the pre application and in the longer term will be used as part of the traffic assessment.

CDC previously agreed to pay the legal costs incurred by the Rugby Club up to £4,000 including VAT in putting an agreement in place.

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It was agreed that until the two legal agreements are in place no further work beyond the planning pre-application can be carried out on this site, as the Council could incur abortive costs.

There was a discussion around supplying electrical charging points within the car park. The car park is ear marked as a long term stay so it will be problematic for electric vehicle users who will have to return to their car after a few hours to move them to allow another car to use the facilities. Claire Locke to look at the feasibility of costs of electrical supply and how it could work.

5 Masterplan

James Brain reported that he has met with Andrew Tubb of the Town Council who is under the impression that the SPD Town Centre Masterplan will be asset driven. The Town Council is going to do their own Neighbourhood Development Plan which will incorporate the whole of Cirencester and

its residents' needs. The Masterplan will look at the centre of the town and the regeneration of the business areas; it will take about 6 months to complete. The Neighbourhood Plan could take 2+ years to complete.

Mark Harris said the impression Cirencester residents have is that the District Council is not acting in the best interests of the residents.

James Brain questioned whether both pieces of work are necessary. In addition Sir Geoffrey Clifton Brown has a Task Force looking at improvements to the town centre.

James to meet again with the Town Council again in the next couple of weeks to find a way to work together and later in the month there is a member/officer meeting.

The Town Council could benefit from the findings of the Masterplan in the Neighbourhood Plan.

6. Text has been deleted to protect confidential information relating to specific negotiations with site owners, site purchase and lease negotiations and financial data which cannot yet be made public.

7 Waterloo

Waiting for the Cabinet decision on appointing Stripe Consulting.

8 OMH

A pre-app has been submitted for the demolition. Atkins is working on the Traffic Statement.

9 Communications

Bob McNally said that his recent press release about progress so far had been well received.

10 AOB

Chris Hancock said that he had not been getting any emails.

11 Date of the next meeting:

It was agreed that an update report would be emailed on 13 August as so many people are on annual leave.

The next meeting will be Monday 17 September 2pm in the Committee Rooms.

Cirencester Parking Demand Project Board

Meeting notes 17 September 2018

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Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Nick Parsons , Cllr. Chris Hancock and Cllr Jenny Forde. Officers: Claire Locke, Jenny Poole, Andy Dike, Carl Jones, Philippa Lowe, James Brain, Bob McNally and Helen Argo (note taker)

1 Apologies: Christine Gore, Bhavna Patel, Cllr. Mark MacKenzie-Charrington, Christine Cushway.

2 Notes of the Last meeting

The notes of the meeting held on 16 July were approved.

Any matters arising will be addressed during the meeting.

3 New Project Manager

The board welcomed the new Parking Development Project Manager Carl Jones.

4 OMH

Bat Report

It was reported that the first of three stages of the bat survey has been completed . A bat has been identified so it is likely that a licence will be needed to remove the roost.

Pre-App

A pre app has been submitted to planning.

Demolition

Andy Dyke has a verified estimate by Carter Jonas for the demolition of the OMH building, £685,400. It was felt it was very high and he is going to negotiate parts of it. Claire to put report to cabinet and full council outlining the whole picture including comparative costs to renovate the building. Need to show that an empty site has a higher value in the long term and not just to be viewed as an additional 20, or so, spaces for the town. Currently the OMH has 77 spaces. It is planned to submit a planning application and procurement of contractors simultaneously once demolition costs have been approved. Claire suggested a drawing of what the proposed car park with the soft landscaping and park bench is included in a press release if cabinet agree to demolition costs so that the public can visualise the car park without the OMH building.

5 Rugby Club

Rugby Club is progressing slowly, a pre-app has been submitted but the legal agreement is being held up as the covenant issue has not been resolved.

6 Waterloo

Carl and Andy meeting with Stripe tomorrow to discuss the time line of the Waterloo car park. Carl will produce a project plan that incorporates the Rugby Club and Sheep Street car parks. Cllr Mark Harris asked for a timeline that can be shared with the public when the car park will be built. Carl and Bob to produce a public version with a press release.

James Brain reported that he is kicking off the Town's Masterplan with a seminar/conference for key businesses in November. It will be organised by LEP for the three councils and will be run by Simon King and with the addition of Anthony Keown. They are looking at designing a website to collate all the information and suggestions and to see where businesses look to grow in the future.

7 AOB

BPA conference - Cllrs Mark Harris and Jenny Forde would like to attend this year – suggested Andy Dyke could also attend.

Westminster Briefing - suggested one person attends as expensive.

James Brain requested that unconfirmed minutes are not passed on to third parties before they are approved.

The white gates on the Whiteway is still with the Town Council – Mark Harris to chase.

8 Communications

Bob keeps reiterating the “free after three” and “free parking at the council offices and at SJP at the weekends”. Suggested that Bob tweets the parking numbers each week. James Brain suggested that a logo is designed so that people can identify that we are all working together, the car parks redevelopment, the parking board and town masterplan and all under one umbrella.

9 Date of next meeting

Tuesday 16 October 11am – Claire – please note I am on holiday

Cirencester Parking Demand Project Board

Meeting notes 16 October 2018

Please note these notes are available to the public except any sections shown in yellow which must remain confidential.

Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Chris Hancock and Cllr Jenny Forde. Officers: Claire Locke, Carl Jones, Andy Dike, Christine Gore, Bhavna Patel, Bob McNally and Marie Whiteman (note taker)

1 Apologies: Christine Cushway. Jenny Poole, Philippa Lowe

2 Notes of the Last meeting

The notes of the meeting held on 17 September were approved.

Claire explained to the meeting that Cllr. Parsons wouldn't be attending anymore Parking Board meetings as he will concentrate on the Local Plan Programme Board. Cllr. MacKenzie-Charrington will be a member of both Boards. The Local Plan Board will be the strategic drive and the Parking Board will deliver. There will be a standing item on both agendas. Officers will write the Terms of Reference for both groups.

3 Old Memorial Hospital

The Ecological Appraisal has been received from BSG Ecology. A licence will be required if the building is to be demolished.

The Transport statement has been received from Atkins. There were no surprises in it. Demolition cost is estimation of: £682,700, to refurbish it would be £1.8m; we are still waiting for the cost of part refurbishment. The disposal of Asbestos is increasing the costs. It is the Parking Board objective to create more parking spaces in the short term. The Local Plan Board will look at the long term future of the site.

Claire will be taking a report to Cabinet in November. Indicative timings are for the Planning application to be submitted in December for determination at February/March Planning committee, and demolition and car park works completed by the end of the summer 2019.. It was suggested that the planning application and procurement could be run in parallel.

5 Rugby Club

An amendment is required for the Covenant relating to 'Permitted Use', suitable wording has been forwarded to the Rugby Club's lawyers. The Chairman of the Rugby Club is away until the end of the month so hope to get it sorted when he returns. The pre application has been submitted, there were no objections from archaeology or ERS. There is an issue with traffic over capacity at the traffic lights at the crossroads, but this may be a phasing issue. It is anticipated that work will be completed by end of 2019

A discussion took place about running the procurement in parallel with the planning application as the benefits outweighed the risks. **The Board approved this action.**

6 Waterloo

The Environmental Impact Assessment – Screening opinion letter from The Environment Partnership (TEP) and the Technology and Management report from Stripe were discussed. Claire told the meeting our approach had changed since the last meeting and we needed a very transparent process for the Waterloo car park. Carl Jones will be pulling all the reports together and keeping a log of the procurement route. Everything will need to be recorded very clearly from the outset.

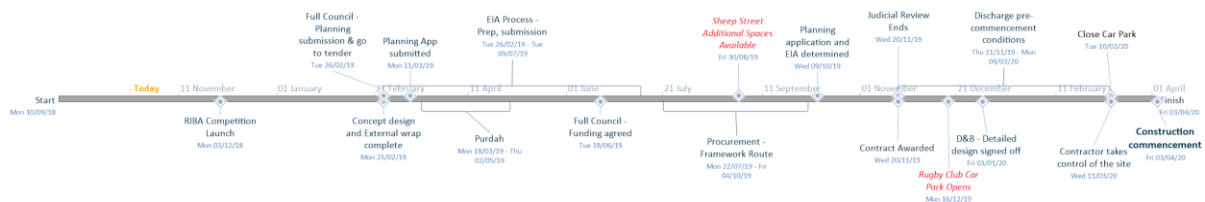
Cllr. Harris raised the issue of the Air Quality as many residents in the area had concerns about this. He asked that when the results were known if they could be shared with the residents as they sometimes get lost in the planning application. Bob McNally will do a press release when they are known.

Cllr. Harris will attend the meeting with Stripe Consulting next week along with Carl and Andy to put pressure on them to respond quicker.

Points raised on technical issues:

- Need to be as current as possible
- Size of spaces
- Electric charging points and how we could fund them – government funding has to be used in the current year.
- No of spaces available

Programme and keys risks



Key risks:

- Stripe Consulting, no one else was interested, very few specialists in the field.
- Planning permission
- Outcome of surveys
- Risk of decamp options
- Compound for construction elements
- Contractors parking
- With sheep Street and Rugby club – still 60 spaces short

Text has been deleted to protect confidential information relating to specific negotiations with site owners, site purchase and lease negotiations and financial data which cannot yet be made public. Cllr. Forde asked that a risk register is taken to every meeting.

6. Any Other updates

Framework is the preferred option for the tender scheme.

Carl will email the Terms of Reference before the next meeting. They will be focused on delivery. Cllr. MCKenzie-Charrington asked if these could be forwarded ahead of his meeting with the MP

7. Communications

A public meeting about the Master Plan which was planned for November is going to be put back until early 2019 so it doesn't interrupt the Christmas business.

The competition launch will be embedded in the Architects brief.

A discussion took place about how best to inform the residents and businesses of the Waterloo about the timeline and to ask them if they had any other concerns as well as the ones that were highlighted at the last meeting with them. It was agreed that Bob would write to them with the bullet points of the concerns that are known and asking if there are any further issues. It is very important that we listen to the residents and take on board their concerns.

Press releases should be issued on a regular basis. Cotswold News is being published in November to be delivered first week of December. Bob will draft an article and also a note to go to residents and send to the Board for comments.

Claire to send Bob bullet points from the last consultation.

Bob will send a flyer to Waitrose reminding them of free parking at Trinity Road on Saturday and Sunday.

8. Any other business

Cllr. Harris attended the British Parking Association Conference and said that people that design car parks don't run them.

Things we need to be aware of are:

- Adapting to future needs
- Mapping curves
- Technology has taken over from people
- Money may be available to trial technology

A lady in Stroud has developed an app called En route parking – it was suggested that we invite her to a future meeting of the Board.

The date of the next meeting is Thursday 22nd November 2018 @ 1100 in the Fosseyway Room

Cirencester Parking Demand Project Board

Meeting notes 22nd November 2018

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Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Chris Hancock and Cllr Jenny Forde. Officers: Claire Locke, Carl Jones, Andy Dike, Bhavna Patel, Bob McNally, James Brain and Marie Whiteman (note taker)

1 Apologies: Christine Cushway.

2 Notes of the Last meeting

The notes of the meeting held on 16th October were approved. Item No. 6 Waterloo – the programme and key risks chart needs to be enlarged before the minutes are put on the Website.

3 Old Memorial Hospital

The Old Memorial Hospital report went to Cabinet 15th November and was approved; it will go to Full Council in December.

When the hospital is demolished the air raid shelter will stay in its present position, the large tree is also staying. Total no. of car park spaces once OMH is demolished will be 113 spaces.

4 Rugby Club

Carl, Andy and Anne Marriott met with Nick Theaston from the Rugby Club. The key outstanding issue is the Chester Master covenant, restricting permitted use at the site. The agreement for lease and lease are also yet to be finalised. This needs to be resolved by December 19th as the exclusivity period expires after this date.

Claire is meeting with Jim Daniels from GCC and will raise the matter of the TRO and the speed limit/on-street parking. – the Traffic Assessment will provide additional info relating to these areas. It will be best if any TROs are addressed separately from the planning application as they can take in excess of 6 months to resolve.

Pre-app - planners are supportive; Timescales – application to be submitted before Purdah (subject to the legals being completed)

Pre-commencement conditions are a concern, as they can extend project timescales significantly. Most likely that pre-commencement conditions will relate to GCC Highways requirements.

Claire will bring a locality of parking and charging policy to the Board with a communication plan for mixed use, this will be part of a distribution strategy. A workshop to be held, which forward Planning would like to be involved in.

Forward Planning did a survey recently and 53% of people questioned said provision and availability of car parking was the biggest issue.

The latest update from the Gloucestershire LEP is that our relationship with the car is going to change.

The site does not require an Environmental Impact Assessment as it is under 0.7 hectares.

5 Waterloo

- Environmental Impact Assessment (EIA) to be proportionate. Completion in Feb 2019. EIA will be based on 800 vehicle movements and 4 storeys.
- Traffic assessment at 5 ways junction found an additional 600 vehicle movements can be accommodated.
- Stripe: Layout sketches expected w/c 3/12/18
- Some concerns with Stripe and the service they are providing. Slippage in the programme has occurred, which impacts on taking a report to Full Council (Feb 2019) before purdah, seeking permission to submit the planning application. Consultant's capacity appears to be an issue. Special Council before Purdah might provide an opportunity to seek permission with a briefing note on Masterplan.
- Claire to speak to Nigel Adams about the possibility of a Special meeting mid-March.
- With the current rate of slippage, the earliest planning application submission date would be April 2019 – determination Oct 2019 With contractors on site March 2020.
- Cllr. Harris concerned about delays, although the end date hasn't changed, there will be delays along the way. He is keen to inform the public of progress.

6. Any Other updates

Procurement – A meeting has taken place with two framework providers – both can provide what we need. A Matrix is being created to compare them and to arrive at a preferred provider. This will be circulated in the next couple of weeks for decision

Project Risks – Carl will forward the risk register to the Parking Board. The main concern at the moment is STRIPE. Stripe's limited capacity is affecting Group's ability to get full council decision before purdah – HIGH RISK.

Decant Parking is another High Risk. Other sites discussed:

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Space between the leisure centre and the Park Surgery

Dollar Street/Park – formerly used by SJP. Building becoming neglected. Permission to convert to flats.

Discussion that concluded with limited opportunity.

7. Communications

Waterloo Car Park Leaflet - available in two weeks to be issued to residents and businesses around the Waterloo. It will mention the Masterplan work.

Suggestions to make it easier to read, to add a map and a picture were taken on board. .

For future communications the Cirencester Futures logo will be used as it is in all Programme Board communications.

Cllr. Harris will let Bob have a copy of the Christmas message from the Town Council.

Officer technical meetings now take prior to Programme Board and Parking Board.

Press release for Old Memorial Hospital on hold.

8. Items for Local Plan Programme Board

- Any alteration to fees and charges will have to go to Full Council
- Update on timescales
- Distribution strategy and parking charging schedule need to be fed into Masterplan process.
- Full council will need to consider parking schedule.
- Timescales shared.

8. Any other business

- Overall strategy - locate short stay parking in town centre (e.g. Abbey Grounds). Business parking outside TC (Rugby Club);
- Claire will prepare a paper (and in time - draft a new parking policy) showing how Council will guide different users to different car parks. E.g. shoppers close to town; workers further out. Although there may need to be parking exceptions at each car park.
- James will send out an email to Members about Cirencester Futures
- A survey has been sent to several retailers to form part of the conference/workshop in January. Parking is a big issue.
- Lot of interest in the Rackhams site.

Terms of Reference - Terms of reference were distributed to the Board with the agenda and other papers. A question was asked as to how the Chairman is Elected. . The Board is made up of two representatives from the Conservative party and two from the Liberal Democrats along with the relevant officers.

Date of next meeting: 17/12/2018.

Cirencester Parking Demand Project Board

Meeting notes 17 December 2018

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Attendees: Councillors: Cllr. Mark Harris, (Chairman), Cllr. Chris Hancock and Cllr Jenny Forde.
Officers: Claire Locke, Bhavna Patel, Andy Dike, Carl Jones, Bob McNally and Helen Argo (note taker)

1 Apologies: Cllr. Mark MacKenzie-Charrington, Christine Cushway.

2 Notes of the Last meeting

The notes of the meeting held on 19 November were approved. It was agreed to add that an information note was submitted to the Standard in response to the Park and Ride article.

It was agreed to produce an action table, circulated to all.

Bob McNally agreed to update the Parking Board minutes on the website.

Any further matters arising will be addressed during the meeting.

3 OMH

Andy Dike said that Council gave its approval for the demolition of the building. There was a discussion about retaining the air raid shelter and erecting some railings around it as well as an interpretation board outside. It was agreed to include railings and interpretation board in the specification of works.

4 Rugby Club

Legal – Chester-Masters agreed to provide a side letter to the covenant, which is yet to be received, and provide a certificate for consent as requested by CDC.

The draft lease was sent to the Rugby Club's solicitors (17/12/18) for approval, ahead of signing. Legal Team looked at the lease – CDC will be entitled to a renewal of the lease after 10 years - however it will not be automatic.

The solicitor's costs have increased to c.£10,000, an increase of £6,000. Claire said that she will need to apply for the additional costs from the Executive Board. If the Parking Board recommends the additional expenditure then Exec Board should approve. The Parking Board agreed to the additional costs.

Traffic Assessment update – Atkins met with Highways: a Traffic Regulation Order (TRO) is not on Highways radar and they have no concerns about the speed of traffic or the parking on the Whiteway at the moment. We won't necessarily know if Highways will require a TRO until the

planning application has been submitted. Bhavna suggested that if a TRO is required, it should be separated from the planning application and treated as a Reserved Matter so it doesn't hold up the planning application (as the TRO could take up to 6 months).

White gates have been installed on the Whiteway to try to slow the traffic down.

5 Waterloo

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Schedule Monument consent is required for the soil investigation. Nichols Colton has been appointed to test the soil. Three boreholes will be dug 20 metres deep in the car park in the New Year. It was agreed that Bob would do a press release to let the public know what is happening. The cost will be a lot more than previously agreed as we require a CCTV inspection of the drains too. Bob to sort out signs on site to let the public know what is happening.

Design Aspects:

It was agreed that parking should be a good experience; the spaces have been recommended to be 2.5m wide, 10cm wider than the standard parking space. The board questioned the number of disabled and parent and child parking spaces proposed and agreed to decide the number once the total number of spaces has been confirmed.

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It was decided that we should say yes to all the other ancillary facilities; parcel collection centre, changing facilities, office space, showers, cycle hub, drop off /waiting area. As we work out the costs we can decide whether to include the ancillary facilities.

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Roof – agreed car park should have a roof.

Vehicle Movement Options. – agreed to go with Option A (this option is similar to the current vehicle movement in and out of the car park).

Timeline – Carl explained the timeline and said that as things currently stand, we should be in a position to close the car park and start work by April 2020.

6 Any Other updates

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Temporary Decking Costs – these have been looked at in the past but the Board has received a new request from Cllr Tony Berry to see if the Old Station car park could be utilised. It was thought that planning permission would be needed - Claire to ask. It was thought that the process would take too long before it could be used.

Project Risks – Carl updated the risk log.

Accumulative Discount Scheme – Mark Harris and Mark MacKenzie Charrington met with WPS about working with the Town's retailers - the more you shop the more you save on parking.

7 Communications

Jenny Forde recommended that the members should be updated on the Board's progress - agreed to a presentation to members straight after the Full Council Meeting on 26 February .

Bob McNally prepared a leaflet about the progress of the Waterloo Car Park to be distributed to the town and residents close by.

Bob to instigate more press releases from the timeline.

8 AOB

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The Argos building is currently up for sale but there is a restrictive covenant with Waitrose.

A planning application has been submitted for the flats above the Old Benson's Beds building to convert into an additional 15 bedrooms for the Kings Head Hotel. *Text has been deleted to protect confidential information relating to specific negotiations with site owners, site purchase and lease negotiations and financial data which cannot yet be made public.*

9 Date of next meeting Monday 21 January 2019 2pm Committee Rooms.