

Cirencester Parking Demand Project

Meeting notes 8th January 2016

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

1. Attendees: Councillors Nick Parsons, Chris Hancock, Sue Jepson and Mark Harris
Christine Gore, Claire Locke, Christine Cushway, Philippa Lowe, Chris Vickery

2. Minutes of last meeting

Most Actions arising dealt with in Agenda.

ACTION Carried Forward - CG to meet with SJP.

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.

SJP have now taken on car park adjacent to hospital for their staff.

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5. Local Plan Response

Draft response discussed – **ACTION** – CL to meet with Chris Vickery and David Halkyard to discuss.

Green travel plan is best endeavours but no holding to account, not enforceable – will seek to strengthen this through local plan and deal with some specifics through S.106 agreement i.e. footpaths.

Promote health and wellbeing – promote walking to work, walking from out of town car parks. Cllr MH highlighted we could do initiative with CTC who would support this. **ACTION** - CG to speak to Diana Shelton's team & Cllr Sue Coakley.

Also need to improve access to town so people will use Watermoor CP or Abbey Grounds.

Illegal Gypsies/Travellers encampments – there have been two incidents of illegal encampments in the Beeches car park in the last 6 months. The lack of a transit traveller site

to move G/T onto could impact on the Council's ability to legally evict them in the future. CG will raise with GCC.

6. Update on Calculation of Future Parking Spaces required & Waitrose Parking Provision

Work to calculate number of parking spaces is still on-going but should be concluded in January.

Calculation on number of spaces that would be lost if Cirencester car parks were all subject to improvements (as per Forum Improvements in 2014) indicates an estimated 113 spaces would be lost due to improving design, layout, access and providing additional disabled spaces.

Work to calculate number of parking spaces is still on-going but should be concluded in January.

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Waitrose – Planning Permission for this site was granted on Appeal and does not mention staff parking in any detail. The plan shows that there are 294 spaces with 6 staff spaces within the service area. Waitrose have confirmed they have no plans to change their parking policy – staff are not permitted to park onsite on a Friday or Saturday during peak periods (Easter & Christmas). They have around 30 staff cars onsite routinely.

7. Date of next meeting: 4th March 2016

ACTION - invite Cllr Jenny Forde to next meeting

Cirencester Parking Demand Project

Meeting notes 4th March 2016

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- Attendees: Councillors Chris Hancock, Sue Jepson, Mark Harris and Jenny Forde
Christine Gore, Claire Locke, Christine Cushway, Philippa Lowe
Apologies: Councillor Nick Parsons

Councillor Hancock welcomed Councillor Forde who has now joined the Project Board.

2. Minutes of last meeting

Most Actions arising dealt with in Agenda.

(2) ACTION Carried Forward - CG to meet with SJP – meeting planned for next week.

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.

Need for additional cycling provision – businesses need to provide facilities i.e. showers and lockable storage for helmets and other cycling kit. **ACTION - CG & CH will ask SJP what incentives they are offering staff to find alternative modes of transport.**

Could do cross agency bike promotion, tied in with NOCTURN bike race in August.

CDC know how many season ticket holders are from SJP – this data is not collected when tickets are sold. There is no capacity to take additional Season ticket holders (STH). Some car parks are 80% STH so only 20% for others.

Watermoor school site could be used for businesses for temporary parking. **ACTION - CG going to discuss site with GCC.**

Could promote use of Trinity road car park for Waitrose staff on Saturdays.

ACTION Carried Forward – 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.

(5) Local Plan response – CL reported on a meeting with Chris Vickery and David Halkyard who are working on the Local Plan – they have the consultation response from the Board and will look at how the parking issues can be fully embedded in the Local Plan.

(5) Health and wellbeing promotion of walk/cycle to work - ACTION c/f- CG to speak to Diana Shelton's team & Cllr Sue Coakley.

(5) Illegal Gypsies/Travellers encampments – Maria Wheatley, Parking Manager attended a County meeting on illegal encampments in car parks, as a number of authorities have had similar problems – group will look to see if a group approach or collective action is possible.

3. Update on Calculation of Future Parking Spaces required

CL reported that the Toolkit provided by GCC is very generic and does not allow for Cotswold factors such as levels of car ownership, poor bus services etc. Based on the generic toolkit it calculates that we do not have a parking problem and do not need additional provision – this is clearly not the case so we are seeking to development our own bespoke toolkit which will provide an evidence based system for calculating the additional capacity required. This may take some time to deliver so we will need to make some estimates based on existing demand and likely growth.

The Parking Strategy 2010 identified future demand based on national trends but was based on there being some spare capacity and the Local Plan Framework did not identify the extent of residential growth which is now planned. Extract from strategy below:

Surveys suggest that there is currently an average daily space capacity of around 150 spaces in Cirencester, which equate to approximately 10% of the total spaces available. This suggests existing provision could meet increased demand of up to 10%. If estimates of 15 – 20% increase are realised than an additional provision of between 75 – 150 spaces will be necessary by 2026.

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We need to consider Policy wording – conditions need to cover green travel but not just writing a travel plan, there needs to be a condition to the Planning permission i.e. to require bike facilities.

4. Progress Updates

(a) Leaders announcement

Councillor Stowe announced that the Old Memorial Hospital site (OMH), the Old Station and the Waterloo car parks will be offered up to the private sector to enable additional parking to be delivered as soon as possible. We will invite expressions of interest on the 3 sites – there has already been some interest from developers.

Need to be clear what we want as this has inhibited progress previously. Need to clearly identify amount of parking required and any other parameters or constraints i.e. retention of Air Raid shelter and Old Station Building.

The Council could retain Car parks to manage and take income or leave provision to private sector.

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There are multiple options:

- Sites could be split as lots,

Could retain parking or pass responsibility to developer. 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.

- Could long lease site or dispose of site. Martin Searles (Police Agent) meeting with Lynden this afternoon.

ACTION - Develop MOU with Police. Need to inform them of our requirements/ project brief.

ACTION – to come back to Board with a formal proposal for the bid process.

ACTION - Seek pre-app advice even though we don't know what the development will be. If we don't do this then there will be a large resource requirement from developers asking these questions. CC to arrange meeting with PL, Kevin and Sophia

Provision of Temporary Car Parks

In order to meet the short term but immediate need for parking before car park development can be completed and to meet the need for parking when cars are displaced during development, a temporary car park(s) needs to be found. This site could be used with minimal development i.e. no hard standing but grass crete to enable use in wet weather, minimal lighting for health and safety. Have invited interest from land owners and will actively pursue any sites that look suitable.

Also looking at smaller sites – 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.

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6. Any Other Business

Cllr Hancock raised the 'Very Light Railway' and is seeking district support. Feasibility study to introduce rail link using existing line from Kemble. May be funding streams for infrastructure available. Could move Old Station building to serve new line if this became viable.

Board should provide an update on Project in Cotswold News

Need to relaunch MIPermit APP – people don't know they can use it.

CC read out a draft statement on the Brewery development which the developer is seeking to provide some assurance that the Council has no current intentions to remove the car park from this site. It was agreed CC would send the draft statement to Councillor Hancock for Agreement.

CL explained that a report had now been received from our consultant on alternatives to Pay and Display parking. It indicates that there is no strong business case to change machines now but alternatives could be considered when machines need replacement. This is of particular interest to the Board as alternative methods could be considered when new decked car parks are designed.

ACTION – CL to circulate the report to Board.

7. Date of next meeting: 11th April at 1.30 p.m. in the Ermin Room

Cirencester Parking Demand Project

Meeting notes 11th April 2016

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1. **Attendees:** Councillors Chris Hancock, Sue Jepson, Mark Harris, Nick Parsons and Jenny Forde and Christine Gore, Claire Locke, Christine Cushway, Philippa Lowe, Bhavna Patel

2. Minutes of last meeting

Most Actions arising dealt with in Agenda.

CH & CG met with SJP, SJP felt they were accommodating most people they employ through their CP & Hospital site. Won't fill new offices immediately, around 80% capacity at any one time. A lot of staff that will occupy new building are already in Cirencester - will move staff from other sites around the town and ease pressure on current building which is overcrowded. SJP have stated they do what they can to discourage staff parking in public car parks – they have staff registrations and can therefore react to complaints and get staff to move cars. Have around 50 bike spaces and showers in new offices. Have scheme to encourage car sharing. Interested in potential park and stride from Chesterton site or other area. SJP currently occupy Mead House which they would be giving up – we could explore taking on the car park at that site.

Pegasus report that CTC commissioned indicated that there is an inflow of 1700 people into Cirencester each day – need to reach people and encourage them into the shops. Could provide vouchers/loyalty cards to SJP and other businesses which they could give out to staff to encourage them to visit shops.

Watermoor school site – no feedback received to-date.

Engagement with CTC - no specific dialogue with CTC yet.

(5) Health and wellbeing promotion of walk/cycle to work - ACTION c/f- CG to speak to Diana Shelton's team & Cllr Sue Coakley. Also add in need to speak to Martin Conyers, Estate services manager at CTC.

Update on local plan –CL reported on discussions with David Halkyard & Chris Vickery in the Forward Planning team and explained that they need evidence of parking need to be able to include provisions for parking in the Local Plan. The parking team have been undertaking surveys and CL provided copies of data for Feb & March which shows very little capacity within the town.

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ACTION – CL to contact GCC to seek deregulation on-street to increase parking.

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3. Cabinet paper

CC presented draft Cabinet paper seeking agreement to progress with marketing the Sheep Street (OMH), Old Station and Waterloo sites and submit applications for the demolition of the building on the Old Memorial Hospital Site. It highlights that Board would oversee this project. Need to appoint planning consultants to prepare application for demolition. English Heritage critical previously of plans to demolish but there were no plans for site then. Board agreed report which will go to Cabinet 14th April.

4. Decisions report

The following decisions relate to the decision paper circulated with the agenda:

a. Twin tracks approach/forum site

Concern that Police may delay decision or not see it through. Would therefore need to give Police long stop date by which they must agree or we will go out to market. Agree by end of August – would need to agree that we would get Forum site as part of agreement. Some concern about ability to select Police as partner without giving other interested parties an opportunity – advice on this can be sought from consultants.

b. Objectives

Need to add “affordable car parking” (affordable needs to be defined, could look at average within 30 mile radius).

Other Objectives agreed but this document is a work in progress.

c. Lots

Agreed sites would offered as separate Lots.

d. Leasehold/Freehold

Bid on basis of both lease and freehold – the preference is to maintain control.

e. Commercial Offering

Can consider all commercial opportunities, bidders will do their own market research to establish if there is sufficient demand for businesses.

f. Pre-application Planning Advice

Agreed planned approach to seeking pre-app advice once bids received but requesting that bidders seek their own specialist advice in making their submissions.

g. Coach Parking

Agreed coach drop off bays should be provided and would need to be part of requirements specified to bidders.

h. Consultation

Agreed there should be consultation with Police, Together Trust and Town Council.

5. Any Other Business

CL noted she met with the Civic Society but will update the Board at the next meeting.

Date of next meeting: 13th May at 9.15 a.m. in the Ermin Room.

Cirencester Parking Demand Project

Meeting notes 13th May 2016

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1. **Attendees:** Councillors Chris Hancock, Mark Harris, Nick Parsons and Jenny Forde, Claire Locke, Christine Cushway, Philippa Lowe, Marie Whiteman (note taker)
2. **Apologies:** Cllr. Sue Jepson, Christine Gore and Bhavna Patel

3. Minutes of last meeting

Matter Arising

Claire Locke (CL) has been in touch with GCC and has arranged a meeting with Jim Daniels to discuss deregulation for on-street parking. Several options were discussed including removing yellow lines.

Action: CL to meet Jim Daniels

4. Update on approach to projects

Claire had produced a paper on the Project structure and management. Although the objectives remain much the same, there are now separate but linked work streams. The three projects are:

Parking demand project which includes feasibility studies, this project will be managed by Claire Locke and sponsored by Christine Gore; Temporary Parking provision in Cirencester, this will also be managed by Claire and sponsored by Christine. The third project is the redevelopment of the Old Station, Old Memorial Hospital and Waterloo car park sites, this project will be managed by Christine Cushway and sponsored by Frank Wilson as this is more of a property project.

Each project will have its own PID and Project Plan and will be fed back to the Parking Board.

Consultants will be needed to deliver a project of this scale as the Council has limited staff resources. Specialist legal input will be required and we may need to back fill in the legal and property section to free up CDC officers time. A budget has been identified but it may not be enough and we may have to go back to Cabinet if more funds are required.

A discussion took place about the membership of the Board, The Board will be the applicant and CDC is the planning authority so membership of the board needs to be considered so there is no conflict of interest. Claire and Philippa will meet to identify the risks, service issues and agree an approach. The Board must not be seen to be treated differently. A draft protocol will be brought to the next meeting. **Action: Claire and Philippa to identify risks**

5. Appointment of Consultants

Christine Cushway's report to the Strategic Directors was discussed. The Board approved the appointment of Carter Jonas. The Board asked that the Consultants should put the interests of the Council ahead of any other parties they might be dealing with in this project.

They also asked that the person working on the project should be identified at the start of the project. A further tender may be required at a later stage if more work arises.

It was agreed that a Press Release would go out after Christine has spoken to Carter Jonas.

Action: Press release. CL to speak to Bob McNally

6. Update on Temporary sites

Claire has met with the Civic Society; she will present their findings at a later date.

Several temporary sites were discussed, they were:

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Discussions will need to take place with the relevant owners of these sites and also with coach companies. Planning restrictions will also have to be taken into account.

Action: CL will speak to the relevant planning officers about temporary consent.

Increasing Service buses is not included in the project as we are not a bus provider and it would be out of our hands.

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The priority is to arrange something quickly and to give the public a choice. **Action: Christine and Claire will put together a list of possible sites and bring to the next meeting.**

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7. Update on Purley Road site

Cirencester Town Council has acquired this site from GCC for community purposes. It was very unlikely it would have been suitable for car parking as access is difficult.

8. Timescales – Phase 1

There is a lot of pressure on CDC to let the public know the timescales and delivery date of the project. The project has been broken down into phases. The first phase is below:

Cabinet decision to proceed with inviting bids on 3 sites;	21 st April
Review Bid Consultant procurement options and available frameworks;	22 nd April
Bid Board decision to appoint recommended consultants;	13 th May
Employ bid consultants	16 th May
Review work required and timescales for delivery with bid consultants;	31 st May
Produce summary of possible temporary sites identified and hand to bid consultants for next stage of delivery;	9 th May
Follow up on park and ride options;	6 th May
Undertake feasibility study for temporary sites;	
Negotiate with landowners;	
Seek pre-app advice on potential temporary sites;	
Develop legal agreements with landowners/partners for temporary car parks;	
Submit planning application for temporary site.	

In an ideal world the feasibility study would have been done first before the bid project but they will run alongside one another now.

Stage 2 will be influenced by Stage 1 but should be done by August.

As part of the Press Release the Board would like it to say when the feasibility study will be done. The Feasibility Studies will be in support of subsequent planning applications to develop car park sites.

Action: Christine Cushway will speak to the Consultants about getting the Old Memorial Hospital demolished as a priority.

Christine and Cllr. Parsons met with Lord Bathurst last week and discussed some of the Artefacts and the staircase in the building.

9. Illegal encampments

The Boards view was sought on the problem of illegal encampments in the district and the potential solutions.

The third illegal encampment in the last 12 months had taken place in the Beeches car park last week. As the Council has an injunction in place it is able to move the travellers on fairly quickly, usually less than 3 days from arrival.

Decision: The Board discussed the possibility of installing a height barrier at the Beeches car park but agreed that it was probably better to leave things as they are as the Council can manage it through the existing injunction. It was agreed that this should be the subject of a Portfolio Holder decision.

10. Any Other Business

The Civic Society has requested that one of their members joins the Parking Project Board. This isn't possible but a stakeholder meeting for businesses and others will be held. It was suggested that a meeting be held every quarter to keep everyone informed. Claire will organise the first meeting towards the end of June.

A discussion took place on how best to engage with businesses, it was agreed that:

A page on the Website with a question and answer sheet;

Cllr Harris and Cllr Forde to draft a leaflet to be delivered to traders;

An article in CDC Business Matters magazine

The District County Councillors be approached to ask them to put pressure on GCC to deregulate some on street parking.

Claire thanked the members for their help with getting the message out to businesses that we are working on this.

The date of the next meeting is Friday 10th June @ 9.15 a.m.

Cirencester Parking Demand Project Board

Meeting notes 10th June 2016

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Attendees: Councillors Mark Harris, Chris Hancock, Mark MacKenzie-Charrington and Jenny Forde, Claire Locke, Christine Cushway, Philippa Lowe, Marie Whiteman (note taker)

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

Cllr. Harris took over as Chairman and welcomed Cllr. Mark MacKenzie-Charrington to the Project Board.

2. Minutes of last meeting

The minutes of the meeting held on 13th May were approved.

Matters arising from the notes:

Claire Locke will meet with Jam Daniels from GCC on Monday 13th June
Claire and Philippa Lowe met to discuss the Planning Protocol
A Press Release was sent out
Temporary sites – if a temporary site becomes available, discussions will take place with Planners immediately
Comms, List of sites and OMH on the agenda

3. List of temporary sites

Claire and Christine Cushway had compiled a list of temporary and possible permanent sites. The list will be passed to the Consultants but at the moment is confidential as not all land owners are aware that they are on the list. When the list is published it will state that “at this moment in time it is correct but is subject to review.”

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Christine explained that although we are looking at some quick wins, CDC have to look at the bigger picture and a Development brief needs to be done so as not to stifle development, and in particular retail growth, in the town. It is not just about cars, we need to build for the future and do what's best for Cirencester.

Christine and Claire are meeting with the directors next week to discuss all aspects of the parking project, i.e. land, property, resources, medium and long term aspirations for Cirencester.

Other short term solutions discussed were releasing spaces at Trinity Road for season ticket holders and the grassed area at Watermoor School, though it was thought there might be problems with Archaeology on the school site.

The BT building was also discussed

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Action: Speak to St James Place about any archaeology problems they encountered either short or long term.

Action: Claire and Christine to have an in-depth look at the sites list and prioritise the sites to take forward at this time – to be agreed by Board via email.

4. Ideas and quick wins

Again the group looked at the list of temporary sites. The park and ride preferred options are:

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Officers are progressing the installation of cycle racks, there is funding available and Beeches Car park is the preferred location, though other car parks are being looked at.

The Market Place does not have a formal taxi rank and suggestions of where the taxis might stand, following the marketplace redevelopment, was discussed. It is not an easy problem to resolve and we should be supporting the taxi drivers as this forms part of modal shift. If a formal rank with sufficient spaces cannot be provided in a location that is suitable for the taxi drivers, one idea is to have a phone in the Market Place so people can ring for a taxi, it would work on a rota system, so the phone would automatically direct calls to each taxi company in turn. A night time taxi rank may be easier to facilitate – the Brewery car park is one possibility that can be explored.

Modal shift – A document is to be produced which can be shared with other businesses to encourage cycling, walking etc. We need to lead by example.

5. Planning Protocol

Claire had prepared a paper on planning protocol as the Board needs to be seen as open and transparent. Points to note:

- Philippa does sign off planning decisions
- Need to refer to Christine Gore and Portfolio holder as well
- Any property or land CDC owns has to go to Planning Committee
- Board members could speak as an applicant

Claire asked the group to let her know if they wished to add anything else to the protocol.

6. Appointment of Consultants

Cater Jonas have been appointed as the Consultants. They will also be CDC's agent and planning advisors as we don't want to use internal planners. Christine has had an initial meeting with them; they have informed her of their team. Their first priority is the Old Memorial Hospital.

A discussion took place on small bidders as Cllr. Harris has said the Living Memory Society were interested in the air raid shelter, however Claire emphasised that the prime goal was to increase car parking spaces and offering opportunities to small bidders may jeopardise the opportunity for maximising parking. It may therefore be better to leave the developers to work with the small bidders as they have the expertise and to incentivise this through the bid evaluation process.

Cllr. Harris asked for a list of people who would be affected by the development of the Old Memorial Hospital. Christine told the meeting that the major occupiers of the cottages next to the Hospital are moving into Trinity Road.

7. Communications

A paper on frequently asked questions has been produced. Claire asked the Board to take the paper away and read it, and then let Bob McNally know if they wished to add anything to it.

Bob is working on putting a section on the Website where all information that is available is accessible to the public.

A press release was issued before purdah; another will be released after the referendum.

Cllr Harris and Cllr. Forde are preparing a leaflet for businesses and retailers that will encourage everyone to really think about whether they need to use their cars for short journeys.

Action: Bob to run the Q and A paper past SJP before publishing it.

Action: Communications to be a standard item on the agenda and Bob McNally to be invited for that item.

A Stakeholder consultation will take place on 1st July @ 3.30 p.m. A meeting with the Civic Society will take place on 20th June.

The county council originally didn't want to be involved with the Parking project, it is understood that they may now wish to come on board.

Action: Contact GCC to see if they now wish to be involved

Cllr. Harris told the meeting that there is a lot of incorrect information circulating in Cirencester. He was asked about parking permits given to SJP staff. Parking permits are issued to individuals so CDC are not aware of who they are employed by.

8. Update on Local Plan

A discussion took place about the Local Plan, the Chesterton development and references to a survey that said there was a lot of parking capacity in the town, which is inaccurate.

Claire has spoken to the Forward Planning team and it was agreed that Chris Vickery would be invited to the next meeting. In the meantime Philippa would speak to Chris and the Chesterton Development Case Officer.

Action: Philippa to speak to Forward Planning team and Helen Donnelly. Invite Chris Vickery to the next meeting.

9. Any other business

Cllr. Forde asked two questions which were linked. They were:

Are we moving as fast as we can and do we have enough resources?

Claire and Christine said the onus is now on Jonas Carter, but they are meeting with the Directors next week to clarify a few points. CDC may need an additional appointment or Carter Jonas may need to do more. They are aware of the need for speed. Cllr. Hancock had said at the inception of the Board not to skimp on resources.

10. Date of next meeting

The next meeting scheduled is not suitable for everyone. Claire will look for another date.

Post meeting note: The date of the next meeting Monday 18th July @ 9.15 a.m.

Cirencester Parking Demand Project Board

Meeting notes 18th July 2016

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

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

2. Minutes of last meeting

The minutes of the meeting held on 10 June 2016 were approved.

Matters arising from the notes:

Claire Locke updated the Board.

3. List of Priority sites

Christine Cushway and Claire Locke have shortlisted possible sites focusing on the most viable and achievable.

Need to address coach parking, Claire Locke previously advised the Board that she had spoken to the museum who is the main destination for coach parties, the museum stated it is predominantly children visiting by coach. At present the drop off point is by the Leisure Centre, the walk to the museum is relatively safe but there is a need for a designated drop off point, so this will need to be considered. The Waterloo car park would be a better location and safer for the children to walk.

4. TEP Feasibility Report

The Board discussed which sites to put forward to stage 2.

The Waterloo Car Park – take forward.

Chris Vickery said the Environment Agency expressed concern regarding flooding issues in the Local Plan about this site. Philippa Lowe explained the flood zones in Cirencester have changed, the EA state a Zone 1 site is preferential, The Waterloo is Zone 2. Claire Locke contacted Laurence King to look into it and assess the risks and mitigation. Christine Cushway said the previous feasibility report has already been given to Laurence King. There are also concerns from archaeology on this site.

Chris Vickery endorsed the position of The Waterloo and its accessibility from the ring road, it complies with the long term traffic management plan in the Local Plan. Drivers need only to enter the town via the London Road and exit the same way without having to drive further into the heart of the town. It was suggested that we should build as high as possible to maximise the number of spaces, between 3-5 decks, as we need to take into account the future requirements of the town.

It was agreed that The Waterloo site could deliver all the immediate needs of the town and by developing the site the area surrounding it could be improved too particularly the walkway links with the town. A business case will be compiled. CDC hold the assets so it may be that we can provide the investment ourselves.

The Forum Car Park – take forward

Despite this site not being a bid site it was agreed that this site is taken forward to stage 2 and a feasibility study is carried out to see if it can be developed with a decked car park in the future. This site may be a suitable alternative if the Waterloo cannot be developed for some reason.

The Brewery Car Park

This site is complicated by the proposed cinema development and the need to relocate the Bowls Club if this site was to be truly viable for decked parking. Before this site is considered it was suggested that CDC talk to Tesco about their long term plans to remain in the town centre.

It was agreed that it is not the best site to take forward at the moment.

Sheep Street Car Park – take forward

Old Station Car Park - take forward.

Claire and Christine have a meeting tomorrow (19/7/16) with TEP and will recommend these four sites for feasibility studies.

5. Adoption of Strategy for Parking Distribution

Claire Locke has written a strategy which sets out the strategic approach to the allocation of parking by area in Cirencester which identifies the different users and their parking needs and where the parking should be provided.

Short term parking closest to town, long term further afield however it doesn't apply to on street parking and there should be provision in some of the car parks for a 15 minute drop off spaces for parents with school children – ie Abbey Grounds car park. Also need to consider older people and number of disabled parking spaces.

Action: All - Read Parking Distribution Strategy and discuss at next meeting.

If adopted it will be added as an appendix to the Parking Strategy.

6 Updates:

6(i) Park and Ride Site Options

6(ii) Rugby Club

Discussions with the rugby club appear to be favourable and new spaces for a park and stride could be deliverable within a year. By expanding the rugby club car park it would remove the contentious parking on The Whiteway so that traffic could freely drive both sides of the road.

Action: Need to consult with the residents of The Whiteway to get their views before progressing this further.

6(iii) Carter Jonas

Carter Jonas has submitted a number of proposals for areas of work that could be instigated as part of the strategic review of Cirencester.

Carter Jonas is progressing with a Pre-App planning application for the redevelopment of the Old Memorial Hospital Car Park.

The feasibility assessment carried out in 2008 of the Waterloo Car Park needs to be updated. TEP is doing some of this work and the two consultants will be in touch with one another.

Carter Jonas are also looking at the “decant” car parking sites and their delivery.

Christine Cushway recommended that we commission the reports recommended by Carter Jonas as we might come up against unforeseen obstacles with some of the other sites so it would be better to know now.

Claire Locke confirmed the Carter Jonas proposals are within budget.

Action: Christine Cushway will provide a budget spreadsheet for the next meeting.

Carter Jonas were due to attend the next meeting on 9 August to give short informal feedback session and discussion but the Board decided to cancel their invitation until work has progressed further.

6(iv) Bike Racks

Bike racks are being installed by the end of July at the Old Station Car Park and a week or two later at Beeches Car Park, if they are successfully used they will be introduced at other car parks.

6(v) Atkins

Atkins has been asked to undertake three tasks to help identify exactly how much additional parking is required in Cirencester to meet current and future needs:

1 Planning permission review

2 Demand from Chesterton

3 Local Plan development

The report will be based on local plan parking standards and use the ANPR data to establish how much parking the town needs. It was suggested that the Bathurst Estate has been monitoring the traffic with cameras on all junctions using itransport. It was questioned whether we could tap into their data. Cllr Harris said that the value of getting a consultant in is to get a subjective view as we need to show that we need spaces.

It was agreed that CDC would proceed with Atkins and Christine Cushway would put the proposal to Christine Gore.

7 Update on Local Plan

Chris Vickery informed the meeting that policies within the Local Plan are in place to increase parking and provide opportunities to improve parking facilities in the future .

Claire Locke asked whether employers are required to provide enough parking for their employees, i.e. SJP and the new cinema complex (for people using these facilities). Chris Vickery responded the Local Plan has a clear policy that developers meet their own needs for parking.

It was agreed that we need to keep up to date evidence of capacity.

Chris explained until CIL is in place the only way to get contributions for parking is through Section 106s, therefore, it is important to stagger the phasing of the parking improvements so that continuous contributions can be asked for with planning applications. The Planning Department needs to work closely with the Parking Board to ask for funding for specific projects.

8 Funding Opportunity

CDC has received an email from the Government inviting councils to apply for a share of £60 million of new funding to support sustainable travel.

Action: Cllr Harris agreed to look into it and suggested a shuttle bus that would link the town may be a good use of funds if we were successful.

Bids have to be submitted in September.

9 Communications

Bob McNally was thanked for all his hard work with the web pages and press releases. Bob reported he was on schedule with the number of press releases which have been well received by the local press. The website has a page entitled Cirencester Parking Project with a FAQs section with parking data and reference to the TEP report.

Fiona Woodhouse has put an article in Cirencester Scene regarding the “Free after Three” and banners have been placed in the two car parks offering the free parking. A banner has been commissioned for the Phoenix festival. Nick Westwood has created a new parking logo and a leaflet for businesses and retailers has been prepared to encourage people to think about whether they need to use their car for short journeys. It may be distributed throughout the residents of the town too.

It was agreed Bob would put another press release out shortly saying that we are looking to progress The Waterloo, Old Station, Old Memorial Hospital and Forum Car Park sites and between 50-100 new spaces should be delivered by next summer.

Despite all the advertising, people are still paying for car parking after 3pm there is about £10,000 excess it was suggested that the money is used for good causes – possibly a bike scheme where you can borrow a bike and drop it off in another location. It was suggested recycled bikes could be used. Claire Locke also suggested some of this money went to the Kingshill school following the positive interaction on the parking project with young people at school there.

Stakeholder consultation

The consultation went well and it was considered worth doing another one, after the Atkins report once we know the capacity of the town, in November.

10 AOB

The date of the next meeting will be 9 August at 3.00 p.m., Cllr Mark Mackenzie Charrington and Cllr Chris Hancock gave their apologies. The meeting will be a quick catch up and a decision regarding the Parking Distribution Strategy. Cllrs who are unable to attend were

asked to email their comments on the Strategy for Parking Distribution to Cllr Harris or Claire Locke.

Cirencester Parking Demand Project Board

Meeting notes 9th August 2016

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

Attendees: Councillors: Mark Harris, (Chairman) Jenny Forde and Nicholas Parsons; Claire Locke, Christine Cushway, Philippa Lowe, Christine Gore, Bob McNally and Helen Argo (note taker)

1. Apologies: Cllrs: Chris Hancock and Mark MacKenzie-Charrington and Bhavna Patel

2. Minutes of last meeting

The minutes of the meeting held on 18 July 2016 were approved.

Matters arising from the notes:

Cllr Mark Harris and Claire Locke updated the Board.

3. Adoption of Strategy for Parking Distribution

The strategy identifies the allocation of parking by area in Cirencester, the different users, their parking needs and where the parking should be provided. The Board is working towards adopting the strategy however it was agreed that it will not change things straight away, it is designed for determining parking in the future.

It was agreed to put the decision to adopt this strategy on temporary hold until September's meeting as it needs to be clear how decisions are being made and further research is taking place which could be included.

Cllr Harris is setting up a retail forum during the first half of September for businesses in Cirencester to determine what they think is a reasonable time for shoppers to stay in Cirencester.

It was suggested that as we are engaging with retailers do we need to engage with office workers too. Cllr Harris said he intends to survey businesses on the number of employees, where they live and how they travel to work.

Philippa Lowe said that Natalie Blaken has been commissioned to do some work for the Local Plan which could be used.

Parking orders were discussed. The car parks in the Cotswold are all controlled by a legal parking order. A parking order determines the management of the car park rather than the layout. If the price of a ticket, allocation of bays or length of stay is not specified in the parking order it cannot be enforced. Therefore, it is essential that each car park has clear signage if we are going to allow mixed use – for example: flexibility within car parks for parents parking free for 20 minutes during school drop off and pick up times.

Action: Claire Locke to check with Nigel Adams if this strategy needs to go to Cabinet or if it can go to the Portfolio Holder.

4. Updates

(i) Park and Ride options:

• 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.

(ii)

• 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.

(iii) Carter Jonas

Carter Jonas is progressing with a Pre-App planning application for the redevelopment of the Old Memorial Hospital Car Park. It will be for the demolition of the main building and retaining the cottages, air raid shelter and cedar tree. CDC has had a quote from Cotswold Archaeology to provide a Heritage Statement and Archaeological Assessment on the site (£4,150), order to be placed. An ecology report/bat report has been commissioned and work will commence shortly. It is anticipated a planning application will be submitted in November. The LPA has been notified that a pre-application request will be made.

• 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.

Christine Cushway updated the meeting on Atkins appointment. An order has been placed with them for the car parking demand review and the contract is being finalised.

Christine Cushway queried the delegation for decisions:

Cabinet 21st April 2016 minute ref CAB.99 (unconfirmed minutes):

CIRENCESTER PROPERTY – OLD MEMORIAL HOSPITAL, OLD STATION AND WATERLOO CAR PARKING SITES

The relevant Strategic Director, in consultation with members of the Car Parking Demand Project Board, be authorised to take the relevant decisions, within the remit of the project, to complete the appropriate work prior to reporting back to future Meetings on the Cabinet and the Council, as necessary, for formal decisions

It was agreed by Christine Gore (Strategic Director) and Board Members that once overall decisions have been made, for example, the submission of a planning application for the demolition of the Old Memorial Hospital, then works and appointment of consultants etc required to carry out this can be authorised by Christine Cushway or Claire Locke. However, any decisions on new work streams or principles will be taken under the delegation above.

(iv) TEP

Claire Locke met with TEP, the cost of the work commissioned has gone up because of the additional work, however, it is considered to still be good value. Stage 1 £9,000; Stage 2 £19,000 – increased by £10,000.

(v) Funding opportunity – Sustainable Transport

Claire Locke gave Cllr Harris the report. It was agreed that we don't have time to submit a bid to the Government for a share of the £60 million of new funding to support sustainable travel by the deadline of 7 September 2016 however it was agreed that Cllr Harris would write a letter saying we are interested in the future.

(vi) Further updates

• 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.

5. Finance Updates

Christine Cushway has produced a number of finance spreadsheets. Approximately £90,000 of the budget of £150,000 has been committed so far.

6. Communications

Bob McNally has written two press releases:

The cycle racks located at the Beeches car park and Old Station car park are now installed however it has been observed they have yet to be used. The press release ties in with the free bike loan scheme.

The second press release updates the progress with TEP and for the first time mentions the 4 sites being taken forward to stage 2.

7. AOB

A member of the public requested a copy of the Carter Jonas brief, Claire Locke and Christine Cushway have agreed to look at it and will add it to the website.

Christine Gore mentioned that the minutes of the meeting are not published on the website. It is not a public meeting but it was felt that the minutes should go on the website. Helen Argo to redact the confidential parts.

Cllr Harris questioned if the Chamber of Commerce should be invited to the meeting. It was agreed that additional regular meetings with the Chamber of Commerce/stakeholders would be set up instead to bring them up to speed on the work being carried out by the Board.

The Bank Holiday weekend (28 and 29 August) Cirencester will host a 2 day cycling event it was suggested that CDC submit a team to the Twilight event.

The date of the next meeting will be Friday 9 September 2016 at 9:30am.

Cirencester Parking Demand Project Board

Meeting notes 10 October 2016

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

Attendees: Councillors: Mark Harris, (Chairman), Chris Hancock and Jenny Forde, Claire Locke, Christine Cushway, Christine Gore, Bob McNally and Helen Argo (note taker)

1. Apologies: Cllrs: Nicholas Parsons and Mark MacKenzie-Charrington, Philippa Lowe and Bhavna Patel

2. Minutes of last meeting

The minutes of the meeting held on 19 September 2016 were approved.

Matters arising from the notes:

Cllr Mark Harris and Claire Locke updated the Board.

Claire Locke updated adoption of strategy for car parking distribution likely to go to either the November or January cabinet.

The monthly survey of the car parks will be conducted this week to record the daily/hourly usage – the new cycle racks will also be recorded at the same time.

Electric charging points. Two rapid 50 KW charging points were installed in Moreton in Marsh and the Beeches Car Park, Cirencester in the last year they have been used by 194 owners with the amount of use 100% more than anticipated. Although they are problematic to install and cost around £80,000 it was agreed they are well worth it and should be factored in to the build of future car parks.

Action: Bob McNally to write a press release on how well they have been received.

3. Updates

(i) Cabinet paper and printed proposals

Paper going to cabinet in October, the Parking Board is looking for a confidential agreement to progress these four sites:

- 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.

- Beeches Car Park

- 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.

Beeches Car Park

Essential works to surface repairs and reline the car park.

Action: Bob McNally to write press release on the two deliverable sites.

(ii) Old Memorial Hospital

Christine Cushway reported that Carter Jonas' Pre-App application is ready to be submitted to planning as it will not show on the planning portal it was agreed that it will be mentioned on the Council's website. All the appropriate consultations have been sort and the listed staircase will be preserved but at this stage it is not known in what capacity.

(iii) Carter Jonas 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.

(iv) Atkins progress

Christine Cushway has sent all the background information for the parking demand review Atkins is preparing, a meeting is booked for early November to consolidate all the data. It is likely to show that there is more demand than originally thought.

- (v) • 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.

(vi) Taxi provision

The night time taxi rank in the Brewery car park close to Tesco is up and running and Michelle Bignell is looking into the temporary use of Cricklade Street for the taxi drivers during the day until the Market Place is completed.

(vii) Options for Christmas

Christine Cushway contacted planning regarding the laws around providing short term spaces during this period. A field can be used for additional parking facilities but if the land is within the curtilage of a building it cannot be used for temporary parking. Therefore, the Rugby Club cannot be used and we do not want to jeopardise the possibility of future developments.

Christine Cushway to look into freeing up space at Trinity Road and at SJP during December and early January by encouraging staff to work from home.

(viii) Other Updates

Public Bicycles - Cllr Jenny Forde said that Sally Graff is meeting with Geoffrey Clifton Brown on Friday

Cllr Harris said the Town Council has two bikes at its disposal.

Off street parking - Cllr Mark Harris also mentioned he had been asked comment on a planning application within his ward, a property in Gloucester Street has applied for planning permission to create three parking spaces in its back garden with access on to Trafalgar Road. He suggested we explored the option of a policy for creating off street parking.

The Waterloo Car Park – TEP consultants are in the process of obtaining surveys and information to submit a pre-app for planning with a view to submitting a full application at a later date. The brief has significantly changed since they were first instructed.

4 Discussions with Retailers

The Town Council held a meeting for retailers last week. Between 40-50 retailers attended, they were briefed on the progress of the Market Place and the parking situation. They were also given the national statistics that show a monthly reduction from the same period the previous year (except in January 2016) in footfall to towns

and cities in the UK since April 2014. Retailers complained they were not being fully communicated with. Mark collected 230 email addresses from the retailers who would like regular updates. The next meeting will be on 14 November 2016.

5 Communications

Bob McNally reported that he is working on a new Cotswold News with its primary focus on parking. The first draft is due in two and a half weeks with it being signed off by the middle to November.

Bob suggested investing in further banners in the car parks similar to the ones used at the Phoenix Festival saying Cirencester is open for business. Lamppost banners were also discussed with the possible slogan "Keeping Cirencester open for business".

An emagazine similar to "Business Matters" for the parish councils is produced called "Parking Matters"

Advertising in Cirencester Scene.

Following the meeting with Kingshill School Bob received an email publically thanking the Parking Board for allowing the students to participate in the parking project.

They have offered to help with publicity in the future.

It was suggested we could promote the website justpark.com to encourage people to rent out their driveways.

6 Any other business

Cllr Harris has almost completed a leaflet showing how far it is to walk from the various car parks to the centre of town.

The date of the next meeting is Friday 11 November at 9:15, Council Chamber.

Cirencester Parking Demand Project Board

Meeting notes 11 November 2016

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

Attendees: Councillors: Mark Harris, (Chairman), Chris Hancock and Jenny Forde, Officers: Christine Gore, Claire Locke, Christine Cushway, Philippa Lowe and Marie Whiteman (note taker)

1. Apologies: Cllrs: Nicholas Parsons and Mark MacKenzie-Charrington, Bhavna Patel and Bob McNally

2. Notes of last meeting

The notes of the meeting held on 10th October were approved.

Matters arising from the notes:

A press release on Electric Vehicle Charging Points (EVCPs) has been released.

3. Discussion on Waterloo proposals – identifying priorities

Claire updated the meeting on the on-going work that Atkins are doing, we will be able to make this public once the final version of the data on future capacity requirements has been completed.

The Waterloo is the preferred site for decked parking. Cllr. Jenny Forde said we want this to be a lasting legacy and something we can be proud of.

Pre app has been submitted, when advice has been received from the planners, stakeholders can be consulted. It is hoped these will take place in the second week of January.

Need to be clear on what our priorities are. In order to do this we need to be clear on how many spaces are required in Cirencester. The size of the spaces and customer experience is important but will impact on the number of spaces that can be provided. The Board agreed it did not want to maximise spaces to the detriment of the environment. It was felt that four decks would be appropriate. The issue of priorities and design can be refined once we have pre-app advice and can be discussed with Stakeholders. It will also be greatly influenced by the data that Atkins are producing.

We will look at decked parking in other towns and the external design will be guided by Planning, whilst the Parking Board will have a greater influence over the internal configuration and provision of spaces.

4. Initial summary of funding from Atkins – future capacity requirements

Claire Locke and Christine Cushway met with Atkins this week. They are looking at capacity and demand on all the car parks in Cirencester. They should have completed the work by the 12th December. Points raised were:

- We need to consider building going on in Swindon and other outlying towns
- Need to look at the best and worst scenarios in terms of future demand
- All sites should be future proofed
- Need to apply a % uplift for worst case scenarios and also the operation of the car park which requires 5% capacity to allow turnover.
- Need to look long term i.e. beyond the duration of the Local Plan 2031
- Uses for different car parks i.e. long term stay for business and short stay for visitors and shoppers will be shaped by Parking Distribution Strategy. Initial decisions to allocate car parks for long or short stay can be changed if it is found that the balance is not right. This would require changes to the Parking Orders.
- Motorists have come to expect that they can park in central Cirencester however to better manage provision and provide central parking for short stay users there will need to be communications to inform the public that they may have to have a ten minute walk to a car park if they are staying all day.

Action: Ask Forward Planning to pass any work the planners may have done on Historic growth to Atkins. Philippa

5. Retail study – brief update

After several points were raised it was agreed that a meeting would be arranged with Cirencester Town Council to discuss a Town Strategy. Attendees would be Cllr. Harris, and Andrew Tubb from Town Council. Claire Locke, Christine Cushway and Philippa Lowe from CDC.

6. Potential S.106 funding for car park development

Philippa told the meeting that the Planners are currently negotiating S.106 money from the proposed Chesterton Development and would require good evidence that the new development would have an impact on parking in Cirencester. S.106 money cannot be requested unless a timeframe for delivery and funding is in place.

The planning application for the Chesterton development will probably go to the February Planning meeting.

- 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. Opportunities for shared bus services with the Royal Agricultural University

Cllr. Harris met with the RAU last week following a previous meeting where it transpired they run a minibus service from the RAU into town and back via the Chesterton estate.

The purpose of the meeting was to establish whether or not this could be opened up to the public and, possibly, if CDC could support the enhancement of the service or look at ways of working together and understanding their model. It costs them about £50-60K a year to run the service via a company in Chedworth. The University asked CDC to use Simon King as their contact.

Cllr. Harris will contact the bus company which is from Chedworth to see if it's possible to get something up and running before Christmas. This would require funding and it was suggested the income during the Free after 3 pm initiative could be used.

Action: Claire to prepare decision report on Christmas Shuttle bus service.

8. Other updates

- 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. Harris also spoke to Cirencester College about a park and stride, there is a possibility of 50 spaces available at the College.

Cllr. Harris asked if it was possible to have free parking on the Sundays before Christmas. The only car park that charges is the Brewery car park.

Action: Claire Locke will check with Nigel Adams to establish how a decision on this can be taken.

Short Term fixes – Philippa Lowe suggested amendments to the website to make it more user friendly. Bob to work with IT. National Express Coach.

- 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.

The date of the next meeting is Tuesday 6 December at 9:15, Ermin Room.

Cirencester Parking Demand Project Board

Meeting notes 6 December 2016

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

Attendees: Councillors: Chris Hancock (Chairman) and Mark MacKenzie-Charrington
Officers: Christine Gore, Christine Cushway, Philippa Lowe, Bob McNally and Helen Argo (note taker)

1. Apologies: Cllrs: Mark Harris, Nicholas Parsons and Jenny Forde, Bhavna Patel and Claire Locke

2. Notes of last meeting

The notes of the meeting held on 11 November were approved.

Matters arising from the notes:

Philippa to chase James Brain to pass any work the planners may have done on historic growth to Atkins.

Atkins report due today and will be passed on to Helen Donnelly to provide evidence that the Chesterton Development should contribute to additional future parking facilities.

3. Chesterton

Helen Donnelly will set up a meeting with Savills after we have corporately decided what CDC wants in terms of S106 contributions. Philippa said that we need to identify definite projects for contributions otherwise if the money is not used within the five year timeframe we are in danger of losing it. Planning is in the process of drawing up a list of priorities for Section 106. Christine Gore said it needed to be run pass informal cabinet first. The Atkins Report will provide evidence for parking spaces.

4. Christmas Shuttle Bus

Following the suggestion that a shuttle bus be provided for Christmas, this option was explored but most areas in Cirencester were found to have good bus services with The Beeches having the most infrequent bus service in the town with two buses in the morning and two in the evening. We have £6,000 in the pot so can consider how bus services could be supported.

5. Portfolio Decision

- 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.

There is almost £12,000 in the pot from people who have brought tickets on the days and times when they don't need to.

6. Public Transport

There are concerns regarding the bus stop opposite the Forum car park entrance. Complaints should be redirected to Andrew Tubb at the Town Council. The bus stop has been displaced from the Market Place to South Way opposite the entrance to the Forum car park which is causing traffic problems. There is money due from S106s which could be used to put up a temporary bus shelter and/or design the road layout to provide a lay by for the buses.

- 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.

If a temporary bus shelter was provided in South Way it could then be moved at a later date to Watermoor Road outside the tennis courts at St Michaels Park where a bus shelter has planning permission.

- 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.

It was agreed that we need a masterplan for this area and we should engage with a person from County to help with short term advice.

- 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.

Plans are being explored for the Old Station Site to become a railway museum for Brunel.

The drop off for National Express coaches needs to be looked at as the coaches have to circulate town in order to leave Cirencester. We need an easy pick up/drop off point.

Day trip coaches also need a safe drop off point and an area where they can park up during the day– it was suggested a piece of land by the Beeches.

Action – Philippa to have discussion with Town Council regarding a meeting to consider way forward on town centre master plan.

7. Updates

Old Memorial Hospital – a pre app application meeting has been held awaiting formal response from planning. We need to stress it is phase I of the overall scheme for redevelopment of the site and will provide for short term/ decant extra car parking spaces. We need to confirm the air raid shelter and cottages will remain, the plaque on the front of the building will have a suitable new home, along with a new brass plaque from a war memorial conservation society and the proposal for the future relocation of the staircase. A stakeholder meeting in January will be arranged.

Waterloo Car Park – a pre app planning meeting will be held next week.

Atkins Report – this is due today but will not include demand from housing yet to be built nor will it include the upheaval caused from car parks being upgraded.

Carter Jonas Report – Carter Jonas were waiting for information on maintenance costs and parking income prior to finalising report. This has now been provided and reports for Forum and Brewery to be completed shortly.

- 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.

8. Website

Bob has redesigned the website to make it more user friendly. Philippa suggested there is a summary of the achievements of the Board and that the frequently asked questions is now condensed. Bob has sent out 2 press releases, will do a draft one for free after 3 parking and there is a double page spread about the work of the parking board in this month's Cotswold News.

9. AOB

- 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.

Mark MacKenzie Charrington mentioned that he had spoken to Joyce Ward who said that the Market Place disabled parking spaces have disappeared. She said the

disabled parking spaces in the Forum Car Park are too far from the town to be able to carry any shopping back to a car.

Action : Contact Andrew Tubb at the town council re disabled parking

The date for the February meeting (9th) conflicts with another meeting for Chris Hancock. Meeting to be rearranged, but not on 8th February.

The date of the next meeting is Thursday 12 January 9:15 Council Chamber.