

Cirencester Parking Demand Project

Meeting notes 13th May 2016

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

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:

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.

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.

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 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.