

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)

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(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.

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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

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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.