

## **Cirencester Parking Demand Project Board Meeting notes 19<sup>th</sup> 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 20<sup>th</sup> 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.

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 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.

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.