

Cirencester Parking Demand Project Board

Meeting notes 21 May 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 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.

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.

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.