

Cirencester Parking Demand Project Board

Meeting notes 22nd November 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. Chris Hancock and Cllr Jenny Forde. Officers: Claire Locke, Carl Jones, Andy Dike, Bhavna Patel, Bob McNally, James Brain and Marie Whiteman (note taker)

1 Apologies: Christine Cushway.

2 Notes of the Last meeting

The notes of the meeting held on 16th October were approved. Item No. 6 Waterloo – the programme and key risks chart needs to be enlarged before the minutes are put on the Website.

3 Old Memorial Hospital

The Old Memorial Hospital report went to Cabinet 15th November and was approved; it will go to Full Council in December.

When the hospital is demolished the air raid shelter will stay in its present position, the large tree is also staying. Total no. of car park spaces once OMH is demolished will be 113 spaces.

4 Rugby Club

Carl, Andy and Anne Marriott met with Nick Theaston from the Rugby Club. The key outstanding issue is the Chester Master covenant, restricting permitted use at the site. The agreement for lease and lease are also yet to be finalised. This needs to be resolved by December 19th as the exclusivity period expires after this date.

Claire is meeting with Jim Daniels from GCC and will raise the matter of the TRO and the speed limit/on-street parking. – the Traffic Assessment will provide additional info relating to these areas. It will be best if any TROs are addressed separately from the planning application as they can take in excess of 6 months to resolve.

Pre-app - planners are supportive; Timescales – application to be submitted before Purdah (subject to the legals being completed)

Pre-commencement conditions are a concern, as they can extend project timescales significantly. Most likely that pre-commencement conditions will relate to GCC Highways requirements.

Claire will bring a locality of parking and charging policy to the Board with a communication plan for mixed use, this will be part of a distribution strategy. A workshop to be held, which forward Planning would like to be involved in.

Forward Planning did a survey recently and 53% of people questioned said provision and availability of car parking was the biggest issue.

The latest update from the Gloucestershire LEP is that our relationship with the car is going to change.

The site does not require an Environmental Impact Assessment as it is under 0.7 hectares.

5 Waterloo

- Environmental Impact Assessment (EIA) to be proportionate. Completion in Feb 2019. EIA will be based on 800 vehicle movements and 4 storeys.
- Traffic assessment at 5 ways junction found an additional 600 vehicle movements can be accommodated.
- Stripe: Layout sketches expected w/c 3/12/18
- Some concerns with Stripe and the service they are providing. Slippage in the programme has occurred, which impacts on taking a report to Full Council (Feb 2019) before purdah, seeking permission to submit the planning application. Consultant's capacity appears to be an issue. Special Council before Purdah might provide an opportunity to seek permission with a briefing note on Masterplan.
- Claire to speak to Nigel Adams about the possibility of a Special meeting mid-March.
- With the current rate of slippage, the earliest planning application submission date would be April 2019 – determination Oct 2019 With contractors on site March 2020.
- Cllr. Harris concerned about delays, although the end date hasn't changed, there will be delays along the way. He is keen to inform the public of progress.

6. Any Other updates

Procurement – A meeting has taken place with two framework providers – both can provide what we need. A Matrix is being created to compare them and to arrive at a preferred provider. This will be circulated in the next couple of weeks for decision

Project Risks – Carl will forward the risk register to the Parking Board. The main concern at the moment is STRIPE. Stripe's limited capacity is affecting Group's ability to get full council decision before purdah – HIGH RISK.

Decant Parking is another High Risk. Other sites discussed:

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.

Space between the leisure centre and the Park Surgery

Dollar Street/Park – formerly used by SJP. Building becoming neglected. Permission to convert to flats.

Discussion that concluded with limited opportunity.

7. Communications

Waterloo Car Park Leaflet - available in two weeks to be issued to residents and businesses around the Waterloo. It will mention the Masterplan work.

Suggestions to make it easier to read, to add a map and a picture were taken on board. .

For future communications the Cirencester Futures logo will be used as it is in all Programme Board communications.

Cllr. Harris will let Bob have a copy of the Christmas message from the Town Council.

Officer technical meetings now take prior to Programme Board and Parking Board.

Press release for Old Memorial Hospital on hold.

8. Items for Local Plan Programme Board

- Any alteration to fees and charges will have to go to Full Council
- Update on timescales
- Distribution strategy and parking charging schedule need to be fed into Masterplan process.
- Full council will need to consider parking schedule.
- Timescales shared.

8. Any other business

- Overall strategy - locate short stay parking in town centre (e.g. Abbey Grounds). Business parking outside TC (Rugby Club);
- Claire will prepare a paper (and in time - draft a new parking policy) showing how Council will guide different users to different car parks. E.g. shoppers close to town; workers further out. Although there may need to be parking exceptions at each car park.
- James will send out an email to Members about Cirencester Futures
- A survey has been sent to several retailers to form part of the conference/workshop in January. Parking is a big issue.
- Lot of interest in the Rackhams site.

Terms of Reference - Terms of reference were distributed to the Board with the agenda and other papers. A question was asked as to how the Chairman is Elected. . The Board is made up of two representatives from the Conservative party and two from the Liberal Democrats along with the relevant officers.

Date of next meeting: 17/12/2018.