

COTSWOLD DISTRICT COUNCIL

Cirencester Parking Demand Project Board

Date: **Monday 20 January 2020, 2.00 p.m.**

Location: **Committee Rooms, Cotswold District Council**

Attendees

Present: Councillors: Mark Harris (**MH**), Jenny Forde (**JF**), Tony Berry (**TB**), Julia Judd (**JJ**), Joe Harris (**JH**)

Officers: Claire Locke (**CL**), Carl Jones (**CJ**), Bhavna Patel (**BP**),

Item:	Minute:	Action(s):
1	Welcome & apologies Apologies were received from Christine Cushway, Andy Dike, Jenny Poole	
2	Minutes of last Project Board meeting (16th December 2019) Agreed with redactions.	
3	OMH <ul style="list-style-type: none">• Works Progress – Phase 2 continuing, completion due end of February - Early March. AD has been working with the contractors to ensure that the project is kept on track and within the budget agreed.• Discussion took place on projects the Council had undertaken and whether appropriate consideration had been given to projects when the budget for projects had been set. Queries such as - what had been budgeted; was there a contingency put in place; did the projects exceed the budget etc. It was suggested that this could be a project for Overview and Scrutiny to review and put recommendations to Cabinet in order to ensure that projects are adequately financed and resourced. MH to speak to the Chair of Overview and Scrutiny Committee	Andy Dike (AD) MH
4	Rugby Club The Tender submission period had ended - 16 January 2020. Six submissions had been received, with five of these being considered, 1 eliminated due to an incomplete submission. Pick Everard, who are managing the tender process, will produce a tender report recommending the preferred contractor. The award is based 60% on price and 40% on quality factors. Discussions have taken place with the Rugby Club on the disposal of spoil. CJ showed the meeting photographs of a 'dip' adjacent to the Rugby pitches, which could possibly be used for the disposal of spoil, with the benefit of levelling off the area for training purposes. CJ is discussing with Planning Officers to ensure the spoil	CJ CJ

	<p>is disposed of appropriately.</p> <p>JJ made a suggestion on whether the top soil could be sold to bring in some income. CJ would consult Pick Everard on whether this was possible.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • Scottish and Southern Electrical (SSE) have been instructed to carry out the connection to provide a power supply for lighting and EVCPs etc. • A stage four report had been received, which was acceptable in terms of the timescale and budget. • A pre-commencement application had been submitted for lighting, archaeology and a construction method statement. These need to be discharged before construction can begin. • The appointment of contractors and the discharge of pre-commencement conditions trigger an ‘unconditional date’ in the lease, which requires the lease to be completed within a calendar month and for rent payment to the Rugby Club to commence 3 months’ hence; this also enables contractors to commence on site. CJ to liaise with all parties to ensure timely lease completion and commencement of works. • Permit holders at the Waterloo and Abbey Grounds to be asked to relocate to Rugby Club car park, informing that they will have a dedicated parking space. • Consideration is being given to raising parking permit prices generally; relocated permit holders may be given a price freeze as an incentive to move to the Rugby Club. 	
5	<p>Waterloo</p> <p>An update was given as follows:</p> <ul style="list-style-type: none"> • A design team meeting (DTM) had taken place (Stripe, TEP, PCH and CDC) with a view to pulling together any outstanding design work ahead of finalising preparations for the Planning submission. CJ informed the DTM that a sustainability assessment would now be required in order to assess the carbon implications of the current design, which will have an as yet unquantified impact on the timing of the Planning submission. • A meeting with Cllr. Coxcoon was due to take place to ensure climate change challenges are taken into account regarding the car park design. The aspiration being to arrive at a carbon neutral (or better) car park. The new Climate Emergency Manager would have input into this process. • The new Climate Emergency Manager to be invited to the next Project Board meeting. • It was suggested that a sustainability assessment of the building may inform the measures and options available to reducing carbon levels resulting from the construction and operation of the building. These options could then be costed to help Members make informed decisions regarding the final car park design. 	CJ

	<ul style="list-style-type: none"> Historic England (HE) had formally responded to the latest Archaeological evaluation (trial trenches) and set out some key issues. Namely; i) the site contains archaeology of national importance ii) big emphasis on consideration of type of foundation - raft versus piled iii) Currently HE would not support an application with a piled foundation and is requesting that a raft foundation is further explored. A meeting has been arranged for 24th January 2020 to discuss the issues raised in the HE response. CJ will also seek a definitive view regarding water attenuation options, i.e. Blue Roof or ground-level tanks. CJ to report back at the next Project Board. 	
6	<p>Sustainability</p> <ul style="list-style-type: none"> BREEAM-type assessment of current Waterloo design is being carried out to provide an initial sustainability evaluation of the proposed car park's current design. CJ to forward to Project Board once received. 	All
7	<p>Any other updates:</p> <ul style="list-style-type: none"> St James' Place update –The move to the Old Kennels would help the parking in the town centre by potentially freeing up 50-60 parking spaces in town. St James' Place would not be reimbursing staff to park in public car parks once The Old Kennels is open. Waterloo Residents' Forum – it was agreed that the meeting should be postponed in order to discuss agenda items which were currently being worked on. New Project Risks – Waterloo: The impact of the sustainability assessment on project timeline and costs. Rugby Club: SSEN yet to provide a confirmed timescale for the electrical connection 	All
8	<p>Communications –</p> <p>Members agreed that there were benefits to finding external PR company to help with the Waterloo project given the various sensitivities and there was a need to do something dynamic and exciting. Cllr. Forde passed Claire Locke information relating to the 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. PR service.</p> <p>The Communications Team were stretched and perhaps did not have the capacity to carry out a project of this size. The Council needs to properly engage with residents and a lot of different groups would need to receive information and interact in different ways.</p> <p>It was explained that the Council were carrying out a mini review of the Communications Team to ascertain the service capacity.</p>	Oliver Somervell
9	AOB, Date of next meeting - 24 th February 2020 (subsequently moved to 28 th)	All

	February).	
10	Close	