

# Cirencester Parking Demand Project Board

## Meeting notes 10<sup>th</sup> June 2016

**Please note - these notes are available to the public except any sections shown in yellow which must remain confidential.**

**Attendees:** Councillors Mark Harris, Chris Hancock, Mark MacKenzie-Charrington and Jenny Forde, Claire Locke, Christine Cushway, Philippa Lowe, Marie Whiteman (note taker)

1. Apologies: Cllr. Nick Parsons, Christine Gore and Bhavna Patel

Cllr. Harris took over as Chairman and welcomed Cllr. Mark MacKenzie-Charrington to the Project Board.

### 2. Minutes of last meeting

The minutes of the meeting held on 13<sup>th</sup> May were approved.

Matters arising from the notes:

Claire Locke will meet with Jam Daniels from GCC on Monday 13<sup>th</sup> June  
Claire and Philippa Lowe met to discuss the Planning Protocol  
A Press Release was sent out  
Temporary sites – if a temporary site becomes available, discussions will take place with Planners immediately  
Comms, List of sites and OMH on the agenda

### 3. List of temporary sites

Claire and Christine Cushway had compiled a list of temporary and possible permanent sites. The list will be passed to the Consultants but at the moment is confidential as not all land owners are aware that they are on the list. When the list is published it will state that “at this moment in time it is correct but is subject to review.”

**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.**

Christine explained that although we are looking at some quick wins, CDC have to look at the bigger picture and a Development brief needs to be done so as not to stifle development, and in particular retail growth, in the town. It is not just about cars, we need to build for the future and do what's best for Cirencester.

Christine and Claire are meeting with the directors next week to discuss all aspects of the parking project, i.e. land, property, resources, medium and long term aspirations for Cirencester.

Other short term solutions discussed were releasing spaces at Trinity Road for season ticket holders and the grassed area at Watermoor School, though it was thought there might be problems with Archaeology on the school site.

The BT building was also discussed

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**Action: Speak to St James Place about any archaeology problems they encountered either short or long term.**

**Action: Claire and Christine to have an in-depth look at the sites list and prioritise the sites to take forward at this time – to be agreed by Board via email.**

#### **4. Ideas and quick wins**

Again the group looked at the list of temporary sites. The park and ride preferred options are:

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Officers are progressing the installation of cycle racks, there is funding available and Beeches Car park is the preferred location, though other car parks are being looked at.

The Market Place does not have a formal taxi rank and suggestions of where the taxis might stand, following the marketplace redevelopment, was discussed. It is not an easy problem to resolve and we should be supporting the taxi drivers as this forms part of modal shift. If a formal rank with sufficient spaces cannot be provided in a location that is suitable for the taxi drivers, one idea is to have a phone in the Market Place so people can ring for a taxi, it would work on a rota system, so the phone would automatically direct calls to each taxi company in turn. A night time taxi rank may be easier to facilitate – the Brewery car park is one possibility that can be explored.

Modal shift – A document is to be produced which can be shared with other businesses to encourage cycling, walking etc. We need to lead by example.

#### **5. Planning Protocol**

Claire had prepared a paper on planning protocol as the Board needs to be seen as open and transparent. Points to note:

- Philippa does sign off planning decisions
- Need to refer to Christine Gore and Portfolio holder as well
- Any property or land CDC owns has to go to Planning Committee
- Board members could speak as an applicant

Claire asked the group to let her know if they wished to add anything else to the protocol.

## **6. Appointment of Consultants**

Cater Jonas have been appointed as the Consultants. They will also be CDC's agent and planning advisors as we don't want to use internal planners. Christine has had an initial meeting with them; they have informed her of their team. Their first priority is the Old Memorial Hospital.

A discussion took place on small bidders as Cllr. Harris has said the Living Memory Society were interested in the air raid shelter, however Claire emphasised that the prime goal was to increase car parking spaces and offering opportunities to small bidders may jeopardise the opportunity for maximising parking. It may therefore be better to leave the developers to work with the small bidders as they have the expertise and to incentivise this through the bid evaluation process.

Cllr. Harris asked for a list of people who would be affected by the development of the Old Memorial Hospital. Christine told the meeting that the major occupiers of the cottages next to the Hospital are moving into Trinity Road.

## **7. Communications**

A paper on frequently asked questions has been produced. Claire asked the Board to take the paper away and read it, and then let Bob McNally know if they wished to add anything to it.

Bob is working on putting a section on the Website where all information that is available is accessible to the public.

A press release was issued before purdah; another will be released after the referendum.

Cllr Harris and Cllr. Forde are preparing a leaflet for businesses and retailers that will encourage everyone to really think about whether they need to use their cars for short journeys.

**Action: Bob to run the Q and A paper past SJP before publishing it.**

**Action: Communications to be a standard item on the agenda and Bob McNally to be invited for that item.**

A Stakeholder consultation will take place on 1<sup>st</sup> July @ 3.30 p.m. A meeting with the Civic Society will take place on 20<sup>th</sup> June.

The county council originally didn't want to be involved with the Parking project, it is understood that they may now wish to come on board.

**Action: Contact GCC to see if they now wish to be involved**

Cllr. Harris told the meeting that there is a lot of incorrect information circulating in Cirencester. He was asked about parking permits given to SJP staff. Parking permits are issued to individuals so CDC are not aware of who they are employed by.

## **8. Update on Local Plan**

A discussion took place about the Local Plan, the Chesterton development and references to a survey that said there was a lot of parking capacity in the town, which is inaccurate.

Claire has spoken to the Forward Planning team and it was agreed that Chris Vickery would be invited to the next meeting. In the meantime Philippa would speak to Chris and the Chesterton Development Case Officer.

**Action: Philippa to speak to Forward Planning team and Helen Donnelly. Invite Chris Vickery to the next meeting.**

## **9. Any other business**

Cllr. Forde asked two questions which were linked. They were:

Are we moving as fast as we can and do we have enough resources?

Claire and Christine said the onus is now on Jonas Carter, but they are meeting with the Directors next week to clarify a few points. CDC may need an additional appointment or Carter Jonas may need to do more. They are aware of the need for speed. Cllr. Hancock had said at the inception of the Board not to skimp on resources.

## **10. Date of next meeting**

The next meeting scheduled is not suitable for everyone. Claire will look for another date.

Post meeting note: The date of the next meeting Monday 18<sup>th</sup> July @ 9.15 a.m.