

# Cirencester Parking Demand Project Board

## Meeting notes 21 January 2019

**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, Mark MacKenzie-Charrington, Tony Berry and Officers: Claire Locke, Jenny Poole, Bhavna Patel, Andy Dike, Carl Jones, Christine Cushway, Bob McNally and Helen Argo (note taker)

**1 Apologies:** Cllr Jenny Forde.

### **2 Notes of the Last meeting**

The notes of the meeting held on 17 December 2018 were approved with a number of items to be redacted. Carl Jones to send to Bob McNally final version for website.

Any further matters arising will be addressed during the meeting.

### **3 Temporary Decking**

Claire Locke prepared some indicative costs based on the previous quote we received in 2017. Based on the temporary decking creating an additional 100 spaces, the initial start-up costs would be in the region of £710,000, a further £22,000 for planning consent, additional costs to business rates £13,500 and further costs for project management support (unknown). It was agreed that we need to look at the whole picture of the town and take into account future developments. Need to speak to planning about the best site for temporary permission. Agreed it would be best positioned on the south side of town, possibly the Old Station car park. Due to the cost the council will need to seek a formal procurement process to obtain 3 quotes. It was suggested that as we are already using Perfect Circle (for professional services via Scape framework) they may be interested in providing the project management support.

It was agreed that the decking should be in position for about two years, once we have the planning permission in place. There is a 6-month lead time from the award of the tender to completion of the work (even though, the actual erection is only a matter of a week or two). The car park chosen for the decking would only be out of action for a minimum period. In theory, the decking could be installed before work commences on the Waterloo. Claire Locke worked out that on average each car parking space creates £1,250 revenue for the Council each year.

Jenny Poole commented on the revenue position outlining it is very challenging. The medium term strategy has £15 million in its account and could be allocated between two projects. The unknown is the cost of the Waterloo.

The Parking Board agreed to support the temporary decking. Officers to write a report for cabinet on 14 February to obtain costs for the procurement and work involved in applying for planning permission and then take to Full Council on 26 February. Cllr Berry said "we must have parking and soon".

#### 4 OMH

The current planning application will be taken to planning committee in either February/March. Perfect Circle has been appointed to oversee the professional services with the contractor Kia. Ecology has requested a second mitigation licence for the bats. Archaeology has raised some concerns. Communication boards and railings to be sourced now before work starts.

#### 5 Rugby Club

The lease has been finalised and passed on but not signed. Chester Masters have asked for a fence to be erected between the car park and Harebush woods and for any rubbish that may have been dropped in the car park to be cleared from Harebush woods.

We are still awaiting the side letter to the covenant that states that the land may be used for public car parking. Davey Law to chase solicitors for Chester Masters. We cannot move forward with this project until the side letter is received, reviewed and agreed. This is the key reason for the delay in this project.

Davey Law has asked for an additional fee of *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.*

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for completion of the lease

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contingency fund in case the application goes to appeal

Legal are concerned that this additional fee is unjustified – Cllr Berry to have a discussion with Peter Davies of Davey Law to see how this might be best addressed.

Agreed to hold a joint consultation with the Rugby Club for residents and interested parties, Carl Jones to co-ordinate an evening during the last week of February. *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.*, a resident who lives near the entrance, has requested to see the pre app advice; Rugby Club has given permission for this to be shared.

If the legal issues were resolved by 25<sup>th</sup> Jan, the planning application could be submitted mid-March and could be determined by 13 June planning committee meeting.

#### 6 Waterloo

The soil Inspection has been pushed back. Cllr Joe Harris asked if it is likely to be noisy, as they will be boring down 20 metres – yes it is. CCTV inspection of the drains was scheduled to take place 4/5 February causing little disruption. A topography survey was scheduled to take place 28 January.

EIA deadline for consultation is 21<sup>st</sup> January. The EIA scoping document that sets out the proposed scope and content of the EIA Environmental Statement, produced by planning consultants, TEP

seems to be meeting with approval of the statutory consultees. Planning consultant ready to commence the Environmental Statement in the next couple of weeks.

RIBA – has appointed an architect to help with the recruitment of the wrap architect competition.

Contractor and Professional Services – Perfect Circle to provide fee proposals for the suite of professional services required for the pre-construction and construction phases of the project.

Design Progress - Stripe will produce 3D images of the proposed multi-storey car park to provide an initial impression of the scale and 'massing' in relation to the surrounding area..

Until we get more developed designs (which can't progress until the Soil Inspection is carried out), we won't be in a position to know the likely cost of building the multi storey. We will be meeting prospective contractors in the next couple of weeks and will ask if they have indicative costs for the build and external wrap.

## 7 Any Other updates

*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.*

**Brewery Car Park/development** – no update *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.*

**Beeches Car Park** – it was reported that one of the electrical charging points is not working. Claire thought it had been fixed over the Christmas period but she will chase.

### Project Risks -

**Planning fee** for the temporary deck car park will be in the region of £22,000.

**Electric substation** - Stripe has flagged that the substation may not have sufficient capacity for electric charging points in the new Waterloo car park and may need to be upgraded at an approximate cost of £80,000.

## 8 Communications

Bob McNally to compile a database of comms; emails received and who has responded.

Final tweaks to Bob's Waterloo leaflet.

Bob to send out a press release regarding the bore hole drilling and current Waterloo permit holders will be allowed to park in the Abbey grounds car park whilst a section of the car park is cordoned off.

Forward Planning has organised a “Cirencester Futures meeting” Cllr Berry attending, Bob will produce a press release after the event.

The Yellow Bus has requested a place to store excess blankets etc. Ivan looking to see if there is somewhere at Trinity Road.

## **9 Items for Local Plan Board**

Temporary decking and site suitability.

## **10 AOB**

Cllr Mackenzie Charrington said he has been in correspondence with *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.*, a resident, regarding the number of disability parking spaces in Cirencester. The number of disabled spaces provided in a car park is not a statutory requirement; they are just guidelines. As and when we upgrade the car parks we are increasing the number of disabled spaces. The Forum and Beeches car parks have had a couple of extra spaces created, The Brewery and Old Station are short of approximately 10 spaces but these will be reviewed when the car parks are next refurbished. GCC is looking at disabled parking in the Market Place in Cirencester.

**11 Date of next meeting:** Monday 25 February 2019 2pm Committee Rooms.

# Cirencester Parking Demand Project Board

## Meeting notes 25 February 2019

**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, Mark MacKenzie-Charrington, Tony Berry, Jenny Forde and Officers: Claire Locke, Bhavna Patel, Andy Dike, Carl Jones, Bob McNally and Helen Argo (note taker)

**1 Apologies:** Jenny Poole, Christine Cushway.

### **2 Notes of the Last meeting**

The notes of the meeting held on 21 January were approved.

Any further matters arising will be addressed during the meeting.

### **3 OHM**

The planning application will be going to committee on 13 March. There have been objections from the consultees, Historic England, War Memorial Trust and Conservation. Tree officer and Highways have no objections. Carter Jonas will attend committee. The contractor, Kier, has provided a high level costings and feasibility report - worst case scenario costings approximately *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.* but Andy Dike is confident this figure will be less. It is anticipated that work will start in early May and completion in December. The area surrounding the building will be boarded up with minimum loss to car parking spaces during this period. The reconnection works to the cottages and pay machines have commenced. Cllr MacKenzie-Charrington questioned if we could save money by project managing the demolition ourselves instead of using Perfect Circle to oversee the contractor, Kier, but it was agreed that it could work out more costly.

### **4 Rugby Club**

Cllr Harris received an email from *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.* which he read out but it doesn't address the reasons for the additional charges. He will forward email to Legal officers to take up with Davy Law. The draft lease amendments have been agreed with Chester Masters and the Rugby Club. Once we have final sign off there will be a 6 week lag before the planning application is submitted due to the completion of surveys, reports etc.

A local consultation with neighbouring residents is planned for Wednesday 27 February, Mark Harris, Claire Locke, Jenny Forde and Mark MacKenzie Charrington to attend. Atkins (Transport Consultants) has produced a summary of its traffic survey which shows there could be a slight delay created by cars turning right into the car park. The traffic lights on the A417 are due to be upgraded

at some point in the future with a system that extends the 'green light' time in response to the peak demand traffic direction. *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.* we will "champion a Traffic Regulation Order (TRO) for the Whiteway but we cannot control it". A TRO is not required for the planning application.

## 5 Waterloo

Soil inspection may commence on 11 March, subject to final sign-off by Secretary of State; planning consultants are chasing this up. It will be conducted over 6 days – three days one week and three the following week.

Historic England has said it doesn't fully understand the archaeology and waterlogged deposits beneath the Waterloo. HE has indicated it will refuse consent if the soil inspections uncover problems. They have offered a Pre App Service which will cost between *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.* - it was considered advisable and would be money well spent.

It was recommended that we carry out a Geophysical survey to help direct further archaeological exploration to establish what is under the surface of the car park – cost *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.* and can be carried out overnight.

### Contractor Evaluation

The Board was ill-informed by RIBA regarding its two stage architects' competition for the cladding of the new car park as it falls below the £108,000 services threshold. Via the procurement framework providers, Scape, officers met with three developers: *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.* *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.* Willmott Dixon and *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.* to establish their experience of running such a competition Willmott Dixon to be appointed as our preferred contractor.

### 3D Massing views

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## 6 Any other updates

Claire Locke came up with three possible schemes:

1. Remove the charging on Sundays in the Brewery car park *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.* loss in revenue.

2. 'Free after three' scheme introduced to all car parks we own on Saturdays (excluding The Chippings, Tetbury and the car parks in Chipping Campden ) - *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.* loss in revenue.

3. Offer the large towns 6 free parking days per year for events such as Christmas lights turn on. This, assuming they don't all opt for 6 Christmas shopping days, would result in *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.* loss in revenue.

A further suggestion was "more after 4" meaning more free parking in other car parks after 4pm.

It was suggested we promote the "En Route Parking" company– they offer alternative parking spaces if you want to leave your car on route to a destination and share with someone for the rest of the journey E.g. in a public house car park

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## **7 Project Risks**

Carl updated the log.

## **8 Communications**

Bob to send out a press release regarding the limited access to the Brewery car park on 3/10/17 March due to the resurfacing of Ashcroft Road.

Bob to add a link to "Enroute Parking" on our parking web page.

**8 Date of the next meeting:** Monday 25 March 2019 2pm Committee Rooms

# Cirencester Parking Demand Project Board

## Meeting notes 25 March 2019

**Attendees:** Councillors: Cllr. Mark Harris, (Chairman), Cllr. Chris Hancock, Cllr. Mark MacKenzie-Charrington, Cllr. Tony Berry, Cllr. Jenny Forde, Cllr. Joe Harris and Officers: Claire Locke, Christine Cushway, Andy Dike, Carl Jones, Bob McNally and Helen Argo (note taker)

**1 Apologies:** Jenny Poole, Bhavna Patel.

### **2 Notes of the Last meeting**

The notes of the meeting held on 25 February were approved.

Any further matters arising will be addressed during the meeting.

### **3 OMH**

The planning application went to Planning Committee on 13 March and was approved; it is now with the Secretary of State and may take several weeks before it is signed off. The final stage of the rerouting of the electrical cables is currently being carried out. We will have to apply for a bat licence prior to demolition commencing; and we also need to carry out a site survey ASAP to understand the number of nesting birds within the building.

CDC met with the contractors, and we raised a number of issues, including costs and the need to close the car park completely during the demolition stage. It was felt that unless we can resolve these issues then we may have to engage a new contractor.

Cllr Joe Harris said the neighbouring residents need to be kept up to date.

### **4 Rugby Club**

All the legal documents are signed. We are waiting for the copy of the covenant from Chester Masters and the letter of consent. The planning consultants have been instructed to prepare the planning application. In consultation with local residents, noise, air quality and light assessments will be carried out. A traffic assessment is underway. It was agreed to have a follow-up meeting with residents during the first week of June and we will invite a transport consultant to answer public questions. Following this meeting we will submit the planning application. The traffic lights at Whiteway are currently being upgraded.

### **5 Waterloo**

### **Soil Inspection**

Three test pits were dug to assess the archaeology prior to the drilling of the 20 metre deep boreholes. The work should be completed by 27 March. One of the pits revealed possible significant archaeological remains. Historic England will require additional information and a geophysical survey of the whole car park is to be undertaken in the coming weeks. The geo-archaeology results from the soil samples, the field work results from the test pits and the geophysical survey results will all be passed to Historic England in the coming weeks,. This will inform whether additional archaeological work is required.

Further advice from Historic England will be via a paid for extended pre-application advice service.

### **Layout and Massing.**

The Project Board considered three initial design options for the proposed car park which were prepared by Stripe Consultants.

Option 1 574 spaces

Option 2 487 spaces

Option 3 482 spaces

After much debate it was agreed we would ask Stripe to prepare an Option 4 based on Option 1 but scaled back at the upper-most tier on the north side of the car park. We agreed to ask Stripe along to the next meeting if available. It was felt that a minimum number of spaces would be required to build a business case. We need to agree the core design before the architects' competition can proceed beyond the initial short-listing stage.

### **Design Competition**

We have a long list of 100 architects. This will be reduced to a medium list of architects with some car park and external wrap design experience. . It will then be further reduced to a shortlist of max. 5 practices that will each come up with a concept design for the external wrap. They will be asked to make a presentation and then reduced to 3 – the public will then be involved in choosing two finalists and the Council will have the final decision.

Public Drop in – decided to schedule this after the 2 May local elections.

## **6 Any other updates**

Christine Cushway asked the Board if it was still their intention to provide hand car washing facilities at the new Waterloo –we agreed to keep it as an optional item –drainage will need to be considered if this service is to be offered.

## **7 Project Risks**

Carl updated the log.

## **8 Communications**

Bob McNally has taken photos of the exterior of OMH for the records. He has tidied up the website and put the different projects in sections and also posted the public presentations on the website. He has been promoting "Enroute Parking" on social media. The car park at Magesbury Road is currently out of action. He discovered that when households sign up to 'no junk mail' Cotswold News is not being delivered to their addresses – we may have to consider a different delivery system.

## **9 AOB**

Cllr MacKenzie Charrington said he will update the Local Plan Board about this Parking Board meeting.

Cllr Berry asked for an update on the plan to install temporary decking at another Cirencester car park during the Waterloo development, Claire Locke will update him.

Cllr Joe Harris said that councillors were not being informed on decisions being made generally within the Council. The Members' briefing email is no longer produced, and it would be useful to receive it again.

Carl Jones agreed to produce a note to update the Town Council on progress with the car parking project.

**10 Date of the next meeting:** Monday 15 April 2019 2pm Committee Rooms.

# Cirencester Parking Demand Project Board

## Meeting notes 15<sup>th</sup> April 2019

**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. Tony Berry, Cllr. Jenny Forde, and Officers: Christine Cushway, Andy Dike, Carl Jones, and Helen Argo (note taker)

Fiona Petch, architect from Stripe joined the start of the meeting to discuss the Waterloo.

**1 Apologies:** Jenny Poole, Bhavna Patel, Cllr. Joe Harris, Claire Locke, Bob McNally.

**2 Notes of the Last meeting**

The notes of the meeting held on 25 March were approved.

Any further matters arising will be addressed during the meeting.

**3 Waterloo**

Fiona Petch of Stripe, showed the Board two designs for the layout and massing of the proposed car park. Within each design there were two options showing the spaces 2.4 metres wide (national Standard) and 2.5 metres wide.

Option A was designed specifically for the site with two-way up and down levels, maximising the size of the car park in terms of the area and the number of car spaces.

2.4 wide spaces provides total of 528 spaces.

2.5 wide spaces provides total of 495 spaces.

Option B was designed on previously successful designs using a figure of 8 and half storey steep ramps with the parking on a slight incline. The footprint has been cut back.

2.4 wide spaces provides a total of 513 spaces.

2.5 wide spaces provides a total of 497 spaces.

The Board preferred Option B 2.5 as it is cleaner and gives a total of 235 extra spaces with 2 more disabled spaces than at present.

The external wrap/cladding can be used imaginatively to help break up the 'massing' effect of the car park. Parking spaces could be marked with colour pads rather than lines, with smart car parking

with lights above the parking spaces to identify empty spaces and avoid motorists circulating continually ; these will have budgetary implications however.

Next step is to take these latest designs to Planning.

We now have all the necessary information and permission to launch the architect design competition for the external wrap. Willmott Dixon is contacting several of the RIBA-approved list of 100 architects, Carl to contact local architects. Expressions of Interest are required by 3 May .

### **Soil Inspection Survey**

This was completed on 28 March, and the lab results are due .

The geophysical survey will take place overnight on 23 April. .

Historic England will determine what happens next regarding the Scheduled Ancient Monument application.

## **4 OMH**

The planning application was recommended for approval by CDC's Planning Committee. but is still being considered by the Secretary of State for final approval; there is no timescale on a response.

The second phase of the power is being installed currently.

Tender costings from *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* are unexpectedly high; Pick Everard's Quantity Surveyor advised that these costs can be reduced by going to the open market rather than using the contractor via Scape. It was decided to go out to open market and the Board agreed to a full procurement exercise. Andy Dike to put together a tender package.

In the meantime we are still waiting for a second survey of bats and nesting birds. We will require a licence to deal with the pigeons as they are protected by DEFRA.

## **5 Rugby Club**

The planning application is progressing. The noise and air pollution assessment and light assessment have been carried out. The date of the next public meeting will be 5 June at 7:00 pm.

## **6 Any Other Updates**

### **Temporary Decking**

A pre app has been submitted on our behalf by our consultants for a temporary decked car park at 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.*

### **Grey Water Collection**

It was agreed that it would be beneficial to collect grey water from the new build Waterloo car park for car washing or possibly watering one of the walls; not suitable for loos. Need to also look at putting solar panels on the roof.

### **Park-Ex and Traffic-Ex**

Cllrs Forde, Mackenzie-Charrington and Harris all went to the NEC exhibition. Jenny Forde said that Cornwall is being more proactive in their parking by using parking attendants rather than enforcement officers. They are seen as more positive and helping customers to pay for the extra half an hour if they exceed their ticket time rather than being seen as 'the enemy' by issuing a fine.

### **The Old Kennels**

Planning application is in and it is anticipated that the proposed car park will be built by Christmas. Of the 250 spaces 200 will be leased to St James's Place which should free up some of our SJP permit holders spaces in the Station Car Park. 50 of the remaining spaces will be leased to CDC on a temporary basis.

### **Parking Tricks**

Cllr Tony Berry says he has seen office workers deliberately moving their cars into the Brewery and Forum car parks around 2:30pm and paying for half an hour to park free for the rest of the afternoon.

### **Cllr Hancock**

Cllr Harris thanked Cllr Hancock for his time and input into the Parking Board as he is standing down as a councillor at the elections.

## **7 Project Risks**

Carl updated the log.

## **8 Communications**

Bob McNally on leave but we are currently restricted by purdah.

## **9 Local Plan Board**

Cllr MacKenzie Charrington said he will update the Local Plan Board about this Parking Board meeting.

## **10 Date of the next meeting:**

TBC due to local elections





phase. From surveys carried out so far there is no indication of significant archaeology on the site. Work on the trenches is anticipated to take ten days. The car park will not be closed, but the trenching areas will be cordoned off and there would be signs to explain to the public what is happening. TEP, Planning consultants, will produce the report in November 2019 for submission to Historic England

Design Competition –

- (a) Design Charrette to take place on 19<sup>th</sup> September. The remaining 2 architects will be assessed on the technical compliance and costings of their designs.
- (b) Councillors asked officers to make more information available for the public, e.g. core designs, layouts and elevations. A residents' meeting is taking place on 30 September and more information will be available for that meeting.

Carl Jones

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Carl Jones

Business Case considerations –

- (a) Car Park Charging Options – a paper prepared by the Shared Parking Manager was circulated and will require further consideration.
- (b) Advertising – Indicative advertising revenue is being investigated

Carl Jones

The residents' meeting will take place on 30 September and Councillors wanted this to be open to other interested residents. They commented that there are concerns about the height of the design.

Councillors commented that the Council had voted on the motion at Full Council to declare a climate emergency and there is a lot of work to be done going forward and for officers to be aware when consultants/contractors are carrying out the works that they are ordering goods that fit in with the Council's priority.

350 new car parking spaces will need to be provided as a result of the Chesterton development and officers should speak to planning officers regarding this.

6.	<p><b>Any other updates:</b></p> <p>(a) Project documents/reports for public viewing should be available online. Councillor Harris requested that the plans of the Waterloo car park should be put on line. This would be done by Monday 9 September 2019.</p> <p>(b) EOI Project Submission to GFirst – Officers had submitted an expression of interest, the initial document setting out the project and demonstrating how the project can add value for the county, creating jobs and bringing in tourists.</p> <p>(c) Project Risks – Officers showed the updated Risk Log.</p>	Carl Jones / Cllr Harris
7.	<p><b>Communications –</b></p> <p>(a) The Communications Service Manager, Sean Ranson introduced himself and explained that recruitment had taken place and a communications officer would be based in Cirencester and the priority will be work on the Waterloo car park.</p> <p>(b) Councillors requested that Members and staff are aware of the projects and progress.</p> <p>(c) Scripts will be prepared for customer services as this will be the first point of contact for the public for car park project queries.</p> <p>(d) Officers had met with colleagues from Cambridge City Council’s business development manager to ascertain how they had carried out their project and how they had communicated everything to the public constantly.</p> <p>(e) Officers to keep Councillors updated.</p>	Carl Jones / Sean Ranson
8.	<p><b>Items for Local Plan Programme Board –</b> this item will be removed from the agenda as a standing item.</p>	
9.	<p><b>AOB, Date of next meeting –</b> 23 September 2019, 2.00 pm, Committee Rooms, Cirencester</p> <p>Officers explained that although the Waterloo project was over budget, funds from the OMH and Rugby Club projects were underspent.</p>	
10.	<p><b>Close –</b> 4.00 pm.</p>	

**COTSWOLD DISTRICT COUNCIL**

**Cirencester Parking Demand Project Board**

Date: **Monday 21 October 2019, 2.00 p.m.**

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

Attendees

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

Officers: Andy Dike **(AD)**, Claire Locke **(CL)**, Carl Jones **(CJ)**, Sean Ranson **(SR)** Jenny Poole **(JP)**(left the meeting at 15.15)

<b>Item:</b>	<b>Minute:</b>	<b>Action(s):</b>
<b>1.</b>	<b>Welcome and Apologies</b> Apologies were received from Christine Cushway.	
<b>2.</b>	<b>Minutes of last Project Board meeting (6 September 2019)</b> Following discussion regarding permit holders at the Abbey Grounds car park and parking at the Rugby Club, which could accommodate people waiting for permits, the minutes were agreed.	N/A
<b>3.</b>	<b>OMH</b> (a) Work in progress. Internal stripping was due for completion on 21 October, although more asbestos has been found and the question of whether it can be removed within an hour under 'one hour rule', was being investigated. (b) Excavating duct works are taking place for the lighting scheme. There is a revised entrance plan and lighting spec. Finalisation of entrance and electrical designs is taking place. BT have a power line across the road to the old hospital building opposite. With the current risks – looking for a completion date of 14 December 2019, this would be subject to information on asbestos. <b>(MH)</b> requested that if work continues in the run up to Christmas, people should know they can still use the Council Offices car park and advertising should be undertaken, and signs placed at the Sheep Street entrance to say people can park at the Council Offices. (c) Electric charging points are not being installed in Sheep Street car park, but these are being considered for other main car parks. (d) <b>(JH)</b> asked that officers talk to the communications team.	<b>Andy Dike</b>
<b>4.</b>	<b>Rugby Club</b> (a) Planning Decision – Next Steps - <b>(CJ)</b> Explained that planning permission had been granted, there were 21 conditions and conversations with the case officer and legal officers had taken place to ensure smooth running of the project. (b) Four electric vehicle charging points (EVCPs) will be installed and ready to use when the car park opens. (c) A procurement framework has been set up that EVCP suppliers can be appointed to. Three Lots on the framework - Lot 1 – CDC fully funds EVCP provision, Lot 2 – CDC partially funds, Lot 3 - Supplier funds. Some of the sites which are commercial, may be attractive to suppliers,	<b>Carl Jones</b>  <b>Claire Locke</b>

	<p>although the Council Offices would not attract suppliers. A question was asked whether the Council has information on potential revenue from the charging points. The demand is uncertain, the Council does have one charging point in a car park in Cirencester and Moreton. The Council is charging on a basis of covering costs. Officers should investigate further on what the market can offer, it is important to have infrastructure and decide whether to invest or hand it over to a supplier.</p> <p>(d) Detailed/Technical Design Phase (RIBA Stage 4) – Technical designs are being prepared and the tender phase will follow the completion of the technical designs. The cost plan is being updated. 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. The cost plan will include a ‘risk’ sum to cover any unforeseen costs associated with the construction phase. A report will be presented to Cabinet in December seeking additional funds, with approval being sought by Full Council in January 2020.</p>	<p>Claire Locke / Carl Jones</p>
<p>5.</p>	<p><b>Waterloo Car Park</b></p> <p>(a) Façade Design: Architects have been appointed for the façade design and are now working closely with the project.</p> <p>(b) Planning and Conservation have been consulted and a meeting with the architects has taken place. Sketches have been requested to incorporate the views of the meeting Planning and Conservation officers.</p> <p>(c) Once the designs have developed further, the architect should be invited to a future Residents’ Forum.</p> <p>(d) CJ to invite Board Members to a meeting to discuss the updated concept designs.</p> <p>(e) Historic England requirements - Trial trenching complete. The Cotswold Archaeology (CA), the archaeologists unearthed a roman wall, but it is not believed, at this stage, that they to be anything significant. CA’s report is expected in the next few weeks, which will set out their findings. TEP, the Planning/Heritage consultants will review the report prior to it being forwarded to Historic England (HE) for assessment. This is the final stage of the evaluation process and will result in HE’s recommendation as to whether they will approve a full Scheduled Ancient Monument Consent for the construction of the MSCP.</p> <p>(f) 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. Blue roof/Attenuation tanks – there are pros and cons to these two approaches to dealing with rain water. CJ to pull together a document setting out pros and cons and relative costs of each option.</p> <p>(g) A Council decision had previously been taken that the business case for the MSCP is to be approved prior to the submission of the planning application. Project Board discussed whether this decision required a re-visit. It was felt that the business case will be informed by wider implications relating to the Master Plan and as such agreed to decouple the business case from the planning application so that the planning application submission is not unduly delayed. CJ to record the</p>	<p>Carl Jones</p>

	<p>decision in the project decision log.</p> <p>(h) <b>CL</b> introduced a task in order for the Board to understand who the car park customers are and to consider their different parking needs/requirements, eg:</p> <ul style="list-style-type: none"> <li>- Person on an errand</li> <li>- The shopper</li> <li>- The worker</li> <li>- The business</li> <li>- The visitor</li> <li>- The parent/carer</li> <li>- The resident</li> </ul> <p>Below are some ideas raised during the exercise:</p> <p>(a) Parent/carer – easy to pay, children safe, park quickly.</p> <p>(b) Shopper - dump bags, find space, payment methods, experience, happy to park closer to centre.</p> <p>(c) Business – flexible tariff, parking restrictions, guaranteed space.</p> <p>(d) Visitor – location of car park, good signage, varying payment methods.</p> <p>(e) The worker – guaranteed parking – nice route into work, safe and secure, availability, pleasant , accessible.</p> <p>(f) Resident – available, safe and secure, close to home, wellness, green access method of payment, not too far from home available – preventing antisocial behaviour.</p> <p>Car parking is a discretionary function for the Council and is important to protect the viability of the town.</p> <p>Different groups of people want different things from being able to park. Need to clarify where the differences are and whether some things align and some do not.</p> <p>There is a need to consider customer needs going forward. Some businesses may pay for a dedicated space, and consider how many spaces would be released for businesses and how to manage the spaces.</p> <p><b>CL</b> to collate ideas and circulate to the Board.</p> <p>It was considered that this would be a good exercise to do with the residents.</p> <p><b>6. Any other updates</b></p> <p>(a) Expression Of Interest (EOI) Project submission to GFirst for potential funding assistance for the MSCP – GFirst confirmed that they won't take the EOI forward</p> <p>(b) Waterloo Residents' Forum - Environmental aspects – ensure that local residents engage as much as possible before the planning application is submitted. The environmental impact assessment will be made public prior to submission alongside the planning application. This is to enable residents the opportunity to comment. <b>CJ</b> explained that the e-mail address, which has been set up for the residents is regularly checked . Anything requiring a technical response may take a few days but every query is answered. <b>CJ and AD</b> were asked to keep communication with residents as a priority, which will help to ensure the smooth process of</p>	<p><b>Carl Jones</b></p>
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	<p>the planning application.</p> <p>(c) Advertising - Ad smart gave advice on how advertising within the MSCP could be managed. Officers had also spoken to Cambridge City Council who manage advertising at car parks themselves. Ad Smart consider it is potentially worthwhile, <b>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.</b> They cautioned that some places are more desirable for advertising than others and couldn't say if the Waterloo is a desirable location. Officers were asked to include set up costs of screens, panels etc. within the car park costs.</p> <p>(d) Sustainability considerations – Planning consultants have indicated that this will need to be included in the planning application. Officers were asked what work is currently being undertaken on this, as the climate emergency implications are a priority.</p>	
<p><b>7.</b></p>	<p><b>Communications</b></p> <p>SR explained that the Comms team are looking at the communications. Care needs to be taken within the messages and challenges relating to the Waterloo Car Park with feedback on how the design was chosen. When in a position to announce the chosen design there should be a list of FAQs, with a social media plan and a pitch to local radio.</p> <p>The Board requested that an interpretation board be installed at the Waterloo car park and when appropriate, a press release should be sent out explaining the trenching works and what was found. If Historic England respond with a decision which is not expected, there would be a need to communicate that to the public.</p> <p>The key issue is to have as many 'touch points' with the public as possible demonstrating what is being done and the result at the end of the process.</p> <p>The Council website is being updated with progress and improvements being visible by the end of the year. There is a need to do a full review of the parking pages on the website:</p> <ul style="list-style-type: none"> <li>• Review historic informtion</li> <li>• include timeline – once we have the design agreed</li> <li>• make more accessible to the public.</li> </ul> <p>Officers were requested to install an interpretation board outside the OMH – enhancing the importance of the air raid shelter.</p>	<p><b>Sean Ransom</b></p>
<p><b>8.</b></p>	<p><b>Any Other Business, Date of next meeting</b></p> <p>There was no other business Date of next meeting – 18 November 2019</p>	<p><b>Carl Jones</b></p>
<p><b>9.</b></p>	<p><b>Close – 16.13pm.</b></p>	

**COTSWOLD DISTRICT COUNCIL**

**Cirencester Parking Demand Project Board**

Date: **Monday 18 November 2019, 2.00 p.m.**

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

Attendees

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

Officers: Andy Dike **(AD)**, Claire Locke **(CL)**, Carl Jones **(CJ)**, Bhavna Patel **(BP)**, Oliver Somerville

<b>Item:</b>	<b>Minute:</b>	<b>Action(s):</b>
<b>1.</b>	<b>Welcome and Apologies</b> Apologies were received from Christine Cushway,	
<b>2.</b>	<b>Minutes of last Project Board meeting (21 October 2019)</b> Agreed with redactions.	N/A
<b>3.</b>	<b>OMH</b> (a) Work in progress. An updated report is awaited from the contractors, changes to the cost related to extra asbestos; revised spaces; lighting and structural specification. Final planting schemes have been submitted to the contractor, there are unknown ground conditions and resurfacing and drainage will be carried out by February 2020. Officers explained that the car park would not open before Christmas as it would be dangerous. Four display boards would be put up for the public to see what is happening. It was unable to save the plaque above the front door to the building, it was lath and plaster and was only fixed through timbers in the building. Demolition would take 8-10 days, which had started and it was stated that the car park would open February 2020.	<b>Andy Dike</b>
<b>4.</b>	<b>Rugby Club</b> (a) Detailed/Technical Design Phase (RIBA Stage 4) – It was expected that works would be completed in May 2020. A soil inspection had been carried out along with a compression test, which were required to enable detailed designs to be finalised. A report is being presented to Cabinet requesting 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. Increased cost is due to a landscape-led design rather than 'minimal development' as had originally been estimated. Additionally, the electricity supply connection will be at the Whiteway junction, which will require significantly more trenching than Pick Everard had initially anticipated. The planning permission and lease on the land is for 10 years. . It will be a permit holder only car park operating Mon-Fri. In relation to Electric Vehicle Charging Points (EVCPs) spaces, there would be 4, anymore may require a sub-station. It was considered that there would be a risk with only putting 4 EVCP spaces in as time moves on, more people would probably need more	<b>Carl Jones</b>

	EVCPS.	
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<p>5.</p>	<p><b>Waterloo Car Park</b></p> <p>(a) Façade Design: Officers displayed the updated designs. There would be additional cost implications for the greening and the tower , although increased biodiversity would be gained from it. Officers were asked to obtain costings for the additional items for the building, including the blue roof. Working towards a launch of the finalised design in January 2020.</p> <p>(b) Residents meeting was due to take place on Monday 25 November 2019. It was agreed to show the latest designs.</p> <p>(c) Officers were asked to move the designs forward to the development stage (for Planning submission) stage. The need for communication was highlighted in order to show the journey that the project had taken for residents to be able to understand why this design had been chosen.</p> <p>A request was made for a Member briefing in the New Year</p> <p>It was agreed that officers could work towards submitting a planning application subject to costings. It had previously been agreed to decouple the business case from the application.</p> <p>(d) Historic England (HE) – TEP, the Planning consultants indicated that there was nothing significant for the site to be a scheduled ancient monument, although the finalised report from the recent trenching was awaited. This will be forwarded to HE so that a decision can be made whether HE will support development at the site.</p> <p>(e) Next steps –</p> <ul style="list-style-type: none"> <li>- Updated Cost Plan and mitigation strategy.</li> <li>- Blue roof/Attenuation tank – pros and cons – 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 - for attenuation tank. The advantage of a blue roof would be that water could be used for flushing toilets and could be used elsewhere e.g. green wall irrigation (officers are investigating if this might also be the case for attenuation tanks) Green roof would be a biodiversity gain. Members commented that due to climate change, water would be a scarce commodity and wherever water could be caught and re-used it should be done. Officers explained that they could seek advice on these issues. West Oxfordshire had recently appointed a Climate Change Manager who it was considered officers could seek advice. Cotswold were due to interview for this post. It was agreed that officers should put a consultation document together and circulate to the project board.</li> </ul> <p>(f) Assessment of visual impact – An environmental impact assessment is being carried out and it was explained that the MSCP, even at G+4 would not be visible from the market place. The highest point – 21.7metres, top of the stair/lift core and roof level – 17.8metres. It was considered that a 3d visualisation of the project would be advantageous for people to see what the building would look like.</p>	<p><b>Carl Jones</b></p>
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	<p>(g) Timeline of Planning submission – Contractors would be instructed today (16<sup>th</sup> November) to develop the latest façade designs, which will be completed by mid- January 2020. A report may be taken to Full Council in January seeking the go-ahead to submit the Planning application.</p> <p><b>6. Sustainability</b></p> <p>(a) EVCP provision – Officers explained that electric vehicles generally in use had doubled since last year. It was considered that a maximum amount should be installed and officers should seek advice on what would be possible before having to have an extra sub-station. Although the balance between having too many charging points which would not be used and not enough would be difficult. Technology can also change, the risk would be that EVCP’s would not be used as first thought. Officers were asked to ascertain the number of spaces needed to enable the need for another sub-station.</p> <p>(b) Summary of considerations for Waterloo MSCP – of concrete construction, so it would be difficult to make it carbon neutral, although this may be recycled as rubble at the end of the car park life.</p> <p><b>6. Any other updates</b></p> <p>(a) Christmas Parking – closure of OMH may be offset by the Rugby Club. Costs of providing temporary Christmas parking include <b>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.</b> Security, legal costs and signage are being finalised. . A mail drop would be required to let residents know what is happening and why, explaining disruption will be kept to a minimum and the Council would ask permit holders to park there.</p> <p>(b) Members asked Officers to speak to Cirencester College regarding extra parking and again encourage permit holders to park there during the Christmas period.</p> <p>(c) Waterloo Residents’ Forum – Was due to take place on Monday 25 November 2019. Officers would run through the designs and TEP would present the latest on the Environmental Impact Assessment. .</p> <p>(d) Project Risks - run through any new/updated risks to gain public reaction to design.</p>	<p><b>Carl Jones</b></p>
<p><b>7.</b></p>	<p><b>Communications</b> Concern was expressed that the level of communication to the public surrounding this project.</p>	<p><b>Sean Ransom</b></p>
<p><b>8.</b></p>	<p><b>Any Other Business, Date of next meeting</b> Date of next meeting – 16 December 2019</p>	<p><b>Carl Jones</b></p>
<p><b>9.</b></p>	<p><b>Close – 4.00 pm.</b></p>	