

# Cirencester Parking Demand Project Board

## Meeting notes 12 January 2017

***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. Nick Parson, Cllr. Mark MacKenzie-Charrington, Cllr. Chris Hancock and Cllr. Jenny Forde, Officers:, Frank Wilson, Claire Locke, Christine Cushway, Philippa Lowe, Bob McNally and Marie Whiteman (note taker)

**1. Apologies:** Christine Gore and Bhavna Patel

### **2. Notes of last meeting**

The notes of the meeting held on 6<sup>th</sup> December were approved.

### **3. Pre – app advice and next steps (including consultation with neighbours) on**

#### **(a) Old Memorial Hospital site**

Formal responses have been received from the Planning officer and Historic England.

Key issues raised were as follows:

- *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.*
- If demolished it would create a larger open area with a view of the back of Tesco which would not be desirable
- We have to prove that we have looked at all other options
- Air raid shelter is an issue
- Civic Society is happy to move Air Raid shelter to another site
- Front of building is an issue as many people want it kept in situ

**Action: The Board agreed that we should work towards total demolition. A supplementary planning document needs to be pulled together. Claire, Christine and Philippa will meet outside of the meeting to discuss. Existing Consultants will be used as they have greater knowledge of the town.**

#### **(b) Waterloo**

A pre app meeting with Planners took place and they are supportive.

Key issues raised at the meeting were as follows:

- It is agreed that the Waterloo is the best place for a decked car park
- Good customer experience needs to be balanced with number of spaces
- Lighting system saying where spaces are available should be considered
- Design should be innovative
- Good opportunity for Architects – need to get an article in the press to attract Architects, especially local ones
- Different façade from different directions may be appropriate
- Maintenance issues i.e. large scale planting in design
- Environment Agency has concerns about flooding which will need to be addressed

A Business case will be taken to Cabinet and Council in February. If it isn't ready for February meetings a special Council will be arranged as it cannot wait until the May Council.

Consultants will be required to pull the Planning Application together. The preferred Consultants would be one ones that did the pre app advice.

Additional budget will be required for the Planning Application preparation.

Cllr. Forde said she would like to be able to announce publically where we are in the next couple of weeks.

**Action: The Board agreed that a Business Case should be taken to Cabinet and Council in February requesting funding to go ahead with the planning application for a decked car parking in the Waterloo Car Park. The Board agreed that a Press Release could be done saying same. The business case will include a timetable.**

#### **4. Atkins Parking Study update**

The Atkins Parking Study has been circulated to the Board; *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 document needs legal status so that it can be adopted as an Appendix to the Parking Strategy.**

The issue of Operational Capacity in car parks was raised. This relates to the number of empty spaces needed to allow free flow of motorists leaving and entering spaces. If all spaces are occupied, so 100% capacity, there will be queuing

**Action: The Board agreed it should be set at 90% but will monitor and review.**

#### **5. Retail Study update**

Atkins is aware of the retail study and the crossover with CDC. The retail study and car parking documents complement each other.

#### **6. Stakeholder event in February**

**Action: Claire Locke and Cllr. Mark Harris will do a presentation to stakeholders in February and also to the residents and businesses in the Waterloo along the lines of the last one.**

## **7 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.*

Although this time of year is quiet the option of a park and ride may still be required when visitors start arriving in Spring/summer.

**Action: Claire and Christine will discuss**

## **8 Communications**

Bob McNally told the Board that the Christmas concessions had been well accepted.

**Action: Bob will check the P.R. on the continuation of free after 3.00p.m. in the Brewery and Forum car parks and speak to Claire about the minutes going on the Website**

## **9. Any Other Business**

### **Chesterton**

Money from the S106 may be available from the Chesterton development to help with parking.

**Action: The Board agreed to pursue this with BDL and other schemes in the Cotswolds. Atkins will be instructed to work up a proposal which the Planning Officer requires in the next month.**

**When the document is complete speak to the planners to see how they could use it for other developments.**

# Cirencester Parking Demand Project Board

## Meeting notes 9 February 2017

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**Attendees:** Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Chris Hancock and Cllr. Jenny Forde, Officers:, Christine Gore, Claire Locke, Christine Cushway, Philippa Lowe, Bob McNally and Marie Whiteman (note taker)

**1. Apologies:** Cllr. Nick Parsons

**2. Notes of last meeting**

The notes of the meeting held on 12<sup>th</sup> January were approved.

**3. Cabinet report – for Waterloo development**

**A report will go to Cabinet next week. The recommendations are as follows:**

That Cabinet agrees to make recommendations to Council to:

- (a) Develop detailed designs and surveys to enable a Full Planning Application to be progressed for a decked car park on the Waterloo site, Cirencester, at the request of Parking Board.
- (b) Allocate up to £225,000 from the Councils Priorities Fund for the necessary work to enable the submission of a full planning application for the site
- (c) Delegate authority for the Strategic Director in consultation with the Car Parking Demand Project Board to procure an Architect to design a suitable scheme to enable submission of a Full Planning Application for development of a decked car park.
- (d) Receive a further report to approve the principles for a detailed planning application and the business case for the development, prior to the Planning Application submission.
- (e) Approve the appointment of consultants, The Environment Partnership to carry out and provide the necessary services to progress a full planning application for a decked car park at the Waterloo, Cirencester.

When the report has been approved by Cabinet the residents and businesses will be invited in to a presentation and to get feedback from them.

Media coverage was mixed – residents of Waterloo not happy but Editorial in the Wilts and Glos Standard was positive. We need to let the residents know why the Waterloo was selected.

Philippa stressed that the planning application will need to evidence the site selection process, set out how the decked car park at the Waterloo fits in with the bigger strategic picture for the town including traffic direction/flow.

The Atkins report will become an addendum to the Parking Strategy so it can be referred to as part of our strategy and for any further applications.

**Action: Christine Cushway will circulate a copy of the report to the Board. Cllr. Hancock requested a hard copy.**

Cllr Harris thanked the Officers for their commitment to the project.

*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 BT site was discussed. Carter Jonas has tried to speak to them but at present they are not interested.

A Master Plan of the town is required. A Workshop will be arranged with CDC officers, Town Council officers, Consultants, planners and others to get this project started.

#### **4. Update on other sites**

**Cirencester Rugby Club** – Cllr Harris to meet with the Rugby Club next week, Christine will attend with him.

Could be used as a decant site and afterwards as a car park for season ticket holders. Rugby Club 10 minutes walking distance from Town Centre.

**Cirencester College** – It was agreed that we would approach Cirencester College again. A discussion took place on how to promote walking to work and walking from a car park just outside town. Points raised were:

- Cycle path
- Loan a bike
- Traffic lights at roundabouts
- Make it easier and pleasant to do so
- Pedometer challenge
- Health benefits

#### **Royal Agricultural University**

- Park and ride
- Approach the County Council about the use of buses
- Suggested survey on why people didn't walk to work – will consider the benefits of doing a survey

*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.*

**Stratton Garage site** – Carter Jonas have contacted the owners – would be ideal as a decant site.

**St. James's Place** - A discussion took place about St James's Place and how they could help with parking and it was agreed they would be invited to a future meeting.

**Action: Christine and Claire**

Other issues discussed were “intelligent parking” and “parking apps” for the car parks.

## **6 Communications**

Bob said there had been a lively exchange of views on the Standard Website. Although the front page ran a negative story from a Waterloo resident, the editorial was very positive.

A statement that covered all the key points was required to go on the Website. A response to letters was also required with bullet points covering the main issues.

**Action: Bob McNally**

## **7. Any Other Business**

Someone called Ballymore from Ireland has been in touch with Claire Locke in connection with the staircase at the OMH. Claire replied but hasn't heard back from them yet.

Consultants TEP and officers are meeting with Historic England to discuss the Waterloo site.

Beeches Car Park – will be closed on 20/21<sup>st</sup> February for resurfacing. Communications is needed to let everyone know.

## **8. Date of next meeting**

The next meeting will take place on Monday 13<sup>th</sup> March 2017 @ 09.15 a.m. in the Committee Rooms

## Cirencester Parking Demand Project Board

### Meeting notes 13 March 2017

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**Attendees:** Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Chris Hancock and Cllr. Jenny Forde, Officers: Claire Locke, Christine Cushway, Philippa Lowe, Bob McNally and Helen Argo (note taker)

**1. Apologies:** Cllr. Nick Parsons, Christine Gore

### **2. Notes of last meeting**

The notes of the meeting held on 9 February were approved.

Christine Cushway reported that she has a meeting with Carter Jonas arranged re the Brewery and Forum car parks and she has approached the Police regarding funding a feasibility study as it would be positive for both parties.

Philippa Lowe confirmed a masterplan has been arranged.

The RAU has been approached about doing a survey “Why people don’t walk to work”.

The BT substation within the Forum car park was discussed – it is not feasible to move it.

Stratton Garage site – Fish Brothers own site but rented to Mitsubishi until August 2017. Discussed possibility of using it as an additional car park site as it is on a flood plain site. Agreed it was too far out for shoppers but it could be for permit holders from Gloucester Street.

### **3. Public Engagement**

It was agreed that there would be two meetings:

#### **Established Stakeholders Group**

This would consist of a short presentation on the work we have completed and details of the Waterloo site and invite feedback.

#### **Waterloo Residents and Businesses**

This was deemed to be a more difficult meeting as largely people are against it. Philippa Lowe suggested it was an informal session with information boards so that people could speak on a one to one basis.

It was agreed this would be split into two meetings:

An informal meeting - Mike from CJ Hole who owns the estate agency overlooking the car park has offered to host an informal drop in with the main objectors. Suggested 5-6pm on Friday 24 March/ or Monday 27 March Cllr Harris and Claire Locke agreed to attend. A Formal Public Meeting on Monday 10 April afternoon and early evening - possibly at the community Room in the Bingham Gallery - Bob to do press release to invite everyone who has an interest in it.

4 Mr Peter Noest

Mr Noest contacted Cllr Harris about coming along to the Parking Board meetings. It was agreed that they are not public meetings and if he wants to contribute to the meeting he can do so in Writing. Christine Cushway acknowledged we already have the information he is offering.

**A report will go to Cabinet next week. The recommendations are as follows:**

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When the report has been approved by Cabinet the residents and businesses will be invited in to a presentation and to get feedback from them.

Media coverage was mixed – residents of Waterloo not happy but Editorial in the Wilts and Glos Standard was positive. We need to let the residents know why the Waterloo was selected.

Philippa stressed that the planning application will need to evidence the site selection process, set out how the decked car park at the Waterloo fits in with the bigger strategic picture for the town including traffic direction/flow.

The Atkins report will become an addendum to the Parking Strategy so it can be referred to as part of our strategy and for any further applications.

**Action: Christine Cushway will circulate a copy of the report to the Board. Cllr. Hancock requested a hard copy.**

Cllr Harris thanked the Officers for their commitment to the project.

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The BT site was discussed. Carter Jonas has tried to speak to them but at present they are not interested.

A Master Plan of the town is required. A Workshop will be arranged with CDC officers, Town Council officers, Consultants, planners and others to get this project started.

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**Action: Christine and Claire**

Other issues discussed were "intelligent parking" and "parking apps" for the car parks.

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A statement that covered all the key points was required to go on the Website. A response to letters was also required with bullet points covering the main issues.

**Action: Bob McNally**

## **7. Any Other Business**

Someone called Ballymore from Ireland has been in touch with Claire Locke in connection with the staircase at the OMH. Claire replied but hasn't heard back from them yet.

Consultants TEP and officers are meeting with Historic England to discuss the Waterloo site.

Beeches Car Park – will be closed on 20/21<sup>st</sup> February for resurfacing. Communications is needed to let everyone know.

## **8. Date of next meeting**

The next meeting will take place on Monday 13<sup>th</sup> March 2017 @ 09.15 a.m. in the Committee Rooms

# Cirencester Parking Demand Project Board

## Meeting notes 24 April 2017

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

### 1 Apologies:

Cllr Nick Parsons, Christine Gore and Bob McNally

### 2 Notes of the Last meeting

The notes of the meeting held on 13<sup>th</sup> March were approved.

Any matters arising will be addressed during the meeting

### 3 Public Engagement –

#### Feedback from informal meeting with Waterloo Residents

Cllr. Mark Harris and Claire Locke were invited to attend a meeting at CJ Hole with some residents from the Waterloo. The meeting was well received. The residents expressed their concerns which included loss of light, fumes, noise and impact on property values. They also said they weren't aware that decked car parking in the Waterloo was in the Local Plan.

Some people felt that if the car park was wrapped in flats or retail it would be more acceptable. The Environment Agency are not supportive of this view.

Two additional story boards will be done for the public meetings. 1. Why aren't we building the decked parking out of town? and 2. Why has it taken so long?

A feedback card will also be distributed at the public consultation, possible questions are: What concerns you and What would a good development look like.

The initial concerns and feedback from the planned consultation will be fed into the design process.

It is possible to create a design where the car park would look like flats. The right design could also allay residents' fears of the car park being used by homeless people and drug dealers.

Philippa stressed that it was important to communicate stages of the process to map out what has happened and what will happen next.

A purpose of consultation statement is needed.

**Action: Claire to speak to Bob McNally about a decision making timeline to Waterloo.**

## **Planned Waterloo public event meeting in May**

Due to a General Election being called on 8<sup>th</sup> June, Nigel Adams is speaking to Counsel to clarify whether public consultation can go ahead. When a date is agreed it will be published in the Wilts and Glos Standard, on the Website and anywhere else to aid getting the message out to the public.

**Action: Claire to notify the group as soon as she can arrange a date.**

## **4. Updates**

### **Waterloo development**

TEP are doing the work we have appointed them to do including:

Quotes for the structural work;

Tree survey

Topographical study

A draft brief for the Architect will be ready by the end of the week. Procurement will follow.

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### **OMH Staircase**

Christine is still waiting to hear back from Ballymore.

**Action: Christine to chase. .**

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### **Chesterton**

Atkins has been asked to consider the potential value of a contribution that could be requested from the developer of the Chesterton site towards additional town centre car parking in Cirencester.

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### **Brewery**

CDC are still committed to the development but waiting for Wildmoor to come back to us. The former Vegetable shop has a 'To let' sign in the window. CDC has the freehold of this building.

## **5.**

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## **6. Communications**

Bob McNally was unable to attend the meeting but had updated Claire. A press release had been issued about the Waterloo car deck and proposed building of a decked car park.

The website has been updated and the missing minutes have been put on.

## **6. Any Other Business**

Cllr. Harris is holding a Retail Forum on 8<sup>th</sup> May. Sales in Cirencester during March have been down even though footfall was up.

Claire told the meeting that the cost of a temporary decked car park would be in the region of £180k one off cost and £240k per year revenue cost (primarily lease costs). This would provide 100 spaces. To purchase it outright would cost £850k plus costs for a monthly inspection. This option to be kept in mind...

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...to provide enough spaces during the construction of the decked car park in the Waterloo.

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## **8 Date of next meeting**

The next meeting will take place on Monday 22<sup>nd</sup> May 2017 @ 09.15 in the Committee Room.

# Cirencester Parking Demand Project Board

## Meeting notes 22 May 2017

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**Attendees:** Councillors: Cllr. Mark Harris, (Chairman), Cllr. Mark MacKenzie-Charrington, Cllr. Jenny Forde, Officers: Christine Gore, Christine Cushway, Philippa Lowe, Bob McNally and Marie Whiteman (note taker)

**1 Apologies:** Cllr. Chris Hancock, Cllr. Nicholas Parsons and Claire Locke

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

The notes of the meeting held on 24<sup>th</sup> April were approved.

Any matters arising will be addressed during the meeting

### **3 Public Engagement**

A public engagement meeting has been arranged for Tuesday 27<sup>th</sup> June from 1530 – 1830. A venue has still to be arranged.

The meeting is open to anyone and everyone and lots of publicity is needed to make everyone aware of the meeting. Press release is ready to go.

### **Updates**

#### **Waterloo development and specification for appointing Architect.**

A lengthy discussion took place about the Waterloo and the appointment of an Architect for the preparation for a detailed planning application for the proposed decked car park. The report for an Architect had been circulated beforehand. This document will be about submitting a planning application for the external building.

Issues discussed included the following:

- Sensitivity of the site
- The design will be a catalyst site
- Environment Agency advise that it must be a standalone car park due to flooding – lines of building should be vertical – look for pictures of good car parks
- How to create a sense of place – Cirencester
- What was discounted and why – it would be useful to know
- Long term maintenance – from a cost point of view the maintenance of the site needs to be taken into account
- Consultation must help shape it
- Engage people as part of the whole development

- Architects to be part of the consultation
- Consultation should not be an opportunity to say we don't want a decked car park
- Parent and child spaces -adjustable spaces - need to investigate options
- Electrical charging points should be installed at the outset
- Signage/lighting to show vacant spaces – Noticeboards at entrance to Cirencester to show where spaces are available
- Need to build a “smart” building – sustainable energy – solar panels – may need to consider extra consultants to support that consideration
- Speak to car park operators to find out about latest technology
- Speak to other Council i.e. Oxford, Swindon to find out what they would have done differently and what worked really well
- Ask selected Architects to speak to the Civic Society
- There will not be a design competition
- Discuss with Highways as traffic studies can take time
- When the report goes to Council to approve the budget it will need to include things like electrical points
- Design for car park link into town being done

If any members of the Board has any more ideas please contact Christine Cushway.

#### **4. Updates**

**Waterloo development** – see above

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#### **Chesterton development**

To get contributions from the Chesterton developers towards town centre parking is very complicated. Discussions are taking place and we are taking legal advice as there are lots of technicalities. Christine Gore will let the Board know as soon as she can.

#### **Other updates**

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**Action: Christine Cushway will speak to Laurence King's team about possible flooding issues.**

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## **5. Communications**

1. Bob told the meeting that everything was ready for the engagement meeting when he got the go ahead.
2. Waterloo leaflets have been distributed
3. New banners are needed in the Brewery and Forum car parks to advertise the free parking after 3. The present ones are tatty and falling done. It was suggested that boards would be better than banners.
4. Signs saying "If this car park is full, please try the Waterloo car park"
5. Horizontal banners on lampposts would also be beneficial

**Action: Bob to speak to the Car Park team about items 3, 4 and 5 and to find out how many people visit the car park project board page on the Website.**

## **6. Any other business**

Cirencester Town Council are going to make a "cycle path" a priority

A measurement survey of the Waterloo car park will take place on a Sunday - date to be advised. The car park will be closed for the day.

## **7. Date of next meeting**

The next meeting will take place on Monday 19<sup>th</sup> June 2017 @ 09.15 in the Committee Room.

# Cirencester Parking Demand Project Board

## Meeting notes 19 June 2017

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**1 Apologies:** Cllr. Nicholas Parsons, Christine Gore, Philippa Lowe

**2 Notes of the Last meeting**

The notes of the meeting held on 22 May 2017 were approved.

Any matters arising will be addressed during the meeting

**3 Signage for Car Parks**

Bob McNally reported that the Parking Team has arranged with the print room to replace the banners at the Forum Car Park similar to the more rigid ones at the Brewery car park. The Parking Team has arranged for 6 additional free standing signs which will be placed beside the ticket machines at both car parks and has a quote for plastic coated signs which can be attached to the railings of the Forum car park. They will visit the car park and see how many are needed.

Claire Locke said she visited Salisbury recently the banners outside the car parks offer free parking on Sundays and Bank Holidays in addition to after 3, agreed to look into how much revenue would be lost if we followed suit.

Banners on lampposts would require planning permission.

**4 Public Engagement**

A public engagement meeting has been arranged for Tuesday 27<sup>th</sup> June from 15:30 – 18:30 at the Bingham Gallery with in Cirencester Town Council building in Dyer Street.

The meeting is open to anyone and everyone. A press release and advert was placed in the Standard last week however it was noted that the wrong address was put on the advert. Bob McNally quickly amended the website and wrote a new press release and a new advert has been put in the paper for this week.

A further press release will go out a couple of days before the event.

The posters have been finished and Bob envisages they will be displayed on the Forward Planning boards mounted on tables in the Bingham Gallery.

Action: HA to contact Bingham Hall and ask for a poster to be put on the door to redirect anybody.

5.

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## 6 Updates

### Waterloo development

The Board want to be able to compare and consult on the Architect designs. They have asked for outline designs as part of the bid. A shortlist will be put to public consultation.

Action: CC and CL to speak to procurement and check how we procure on this basis.

Feedback on architect spec:

- Some headings under key principles
- Add how we want people to feel ie “people are surprised how good it is”
- Remove number of EVCPs
- Para before Project budget – add technology changes and future use of structure ie if declining car use

Topographical survey – TEP have appointed consultant and should be carried out in next month. The car park will be closed on a Sunday – have checked if there are any events using the car park and we will have to advertise the temporary closure.

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### Old Memorial Hospital

Christine Cushway is meeting someone tomorrow regarding the removal of the OMH staircase. Will check with Nigel Adams regarding decision process.

### Stakeholders

Stakeholders group needs to be arranged and invited to the Waterloo meeting.

## 7 Any other business

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Meetings to be rescheduled to 3pm on Mondays to allow for Cllr Nick Parsons to attend.

## **8 Date of next meeting**

The next meeting will be on **Monday 24 July at 3pm** followed by a Stakeholder consultation at 4:30pm in the Committee Rooms.

Forthcoming dates for the rest of the year have been pencilled in for :

3pm Committee Rooms

21 August

18 September – **ERMIN ROOM**

23 October

20 November

18 December

22 January 2018

19 February 2018

19 March 2018

16 April 2018

21 May 2018

# Cirencester Parking Demand Project Board

## Meeting notes 24 July 2017

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Officers: Claire Locke, Christine Cushway, Philippa Lowe, Bob McNally and Helen Argo (note taker)

**1 Apologies:** Cllr. Nicholas Parsons, Cllr. Mark MacKenzie-Charrington, Christine Gore.

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

The notes of the meeting held on 19 June 2017 were approved. Bob McNally asked for his name to be replaced with the Board regarding Signage for Car Parks.

Any matters arising will be addressed during the meeting

### **3 Procurement of Architect for Waterloo Car Park**

Prior to the meeting Christine Cushway distributed a proposal to all Board members with 3 options - after considering each option it was agreed to go down the 2 stage route with the support of the RIBA. Board are keen to have a design competition so that we can ensure the selected architect will come up with suitable designs. Board accepted that the Council does not have the experience or resources to run this two stage OJEU procurement and doing so would expose us to risk of challenge. Therefore if we wish to have this procurement option we need to employ RIBA to oversee it. The cost would be just under £60,000 for this which was not budgeted for when the funding was originally sought for preparing a planning application.

Philippa suggested the Board involves the support of a planning officer trained in urban planning as part of the decision determining panel.

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### **6 Communications**

The consultation was well received and there were many positive comments and some of the negative ones offered constructive alternative solutions. The information boards went down well

and it was suggested they are placed in the foyer of the next Chamber of Commerce meeting. Cllr Mark Harris to arrange.

The press releases and adverts for the consultation were well received.

## **7 Date of next meeting**

The next meeting will be on **Monday 18 September at 3pm**. Ermin Room.

Some of the times of the forthcoming meetings and rooms have been changed to:

16 October 2pm Ermin Room

20 November 2pm Ermin Room

18 December 3pm Committee Rooms

22 January 3pm Committee Rooms

The Parking Board meeting was followed by a Stakeholders Meeting and a presentation by Claire Locke and Cllr Harris.

# Cirencester Parking Demand Project Board

## Meeting notes 18 September 2017

**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. Nicholas Parsons.  
Officers: Claire Locke, Christine Gore, Christine Cushway, Bob McNally and Helen Argo (note taker)

**1 Apologies:** Cllr. Mark MacKenzie-Charrington, Cllr. Jenny Forde, Philippa Lowe,

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

The notes of the meeting held on 24 July 2017 were approved.

Any matters arising will be addressed during the meeting.

3. *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.*

### **4 Police Station/Old Magistrates Building**

The meeting discussed a request from the Standard to comment on plans by the Police and Crime Commissioner to possibly allow the redevelopment of the Old Magistrates building in keeping with future plans for the town centre which could include an alternative location for a cinema. It was agreed that we should respond as follows:

‘We cannot comment on future plans for the police station location – that is a matter for the police.

Regarding your suggestion about ‘handing back’ the old court house to the town, we believe that this is a matter for the Town Council and the police.

Progress on plans for a cinema are a matter for the developer, although information on planning applications is available on our Planning Portal.

More generally, we can assure you that if sites in Cirencester become available for development, we would work with the Town Council and other interested parties to consider the best strategic use of the site for the benefit of town.’

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### **5 OMH Staircase**

Christine Cushway reported that it will cost CDC £7,000 to remove the staircase from the Old Memorial Hospital. She is waiting for shipping costs. Recommended a report goes to Cabinet to apply for costs, there is no requirement to make a planning application for the removal of the staircase however we will be required to make an application for the demolition of the building itself.

Suggested we contact the Standard with the story justifying the demolition with the need of extra spaces from the decampment of the Waterloo.

## **6 Waterloo**

It has been agreed that £500,000 from the S106 of the Chesterton application will be allocated towards the build of the Waterloo decking car park. This follows significant work by the Parking Board to put together a justification for this allocation with evidence of parking need. S.106 money can only be allocated for parking where there is a viable scheme so the fact the Waterloo proposal is progressing has meant we are able to seek funding from this source.

## **7 Communications**

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**Travellers** – Occasional occurrence. A direct comparison with the previous year of parking income during periods when travellers have camped have shown that there is a slightly higher level of income in the Beeches, so there is no obvious financial impact. Permit holders who are unable to park at the Beeches car park are allowed to park at other car parks when there is an illegal encampment .

**Phoenix Festival** - Banners “free after three” were well received.

**Christmas** - A brief update about parking during the festive period will be in put in The Cotswold News – text needs to be sent to the publisher by early November.

## **8 AOB**

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## **9 Date of next meeting**

The next meeting will be on **Monday 16 October at 2pm**. Ermin Room.

# Cirencester Parking Demand Project Board

## Meeting notes 16 October 2017

**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. Jenny Forde, Officers: Claire Locke, Christine Cushway, Philippa Lowe, Bob McNally and Helen Argo (note taker)

**1 Apologies:** Cllr. Nicholas Parsons, Christine Gore,

**2 Notes of the Last meeting**

The notes of the meeting held on 18 September were approved.

Any matters arising will be addressed during the meeting.

**3** 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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**4 Brewery Court**

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There are a number of pre commencement conditions which have still to be sorted out, ie: drainage and parking.

Bob McNally reported that the Wilts and Glos Standard has raised the fact the planning permission is expiring soon and has suggested that it will automatically be extended. Kevin Field has been asked to respond officially.

**5 BPA conference**

Cllrs Harris and Forde attended the recent British Parking Association (BPA) conference. They reported back on a number of useful discussions and workshops. The aim of a good car park is to get the traffic off the highways as quickly as possible and parked within 5 minutes. (We will need to work with Highways regarding the phasing of the traffic lights on the cross roads at the Waterloo.) The BPA is looking at drawing up a "Parking Standards" guidance. The Councillors were shown various case studies, an award winning car park in Cambridge which finished ahead of time and within budget, the Council was credited with the best public consultation. It was suggested that we contact them for advice. The internal design of the car park can be constructed fairly cheaply, the expense occurs in the wrap of the building.

The life cycle of the car park needs to be taken in to account, ie what will happen to it in 30 years' time. What might be relevant now may not be in the future so we need our new car park to be able to adapt to future needs, new decks added or lower levels transformed into shops/offices depending on demand. If the car park is carefully designed it can regenerate an area. In Norwich the car park reflects the surrounding area and doesn't look like a car park.

We need to make it as easy as we can for people to pay. Various new ways of paying are being looked at by the BPA, camera recognition, cars fitted with a chip or a toggle system - it's like a sophisticated form of the London congestion charge. Cars need to register for a toggle and payment is automated by direct debit.

Wide parking spaces are deemed to be much safer and mini ramps to guide when reversing into spaces are a good idea.

Within 15 years electric vehicles will become more prevalent, induction charging where a vehicle drives over a box to charge itself. We need to be aware of the progression of cars; autonomous vehicles that park themselves, and self-driving cars. We need to allow for at least 5% of the car park for electric vehicles.

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It was suggested that we get a parking expert consultant on board first before instructing an architect. Christine Cushway said that the car park will be designed by TEP, an architect will only design its wrapping and its integration with its surrounds. One of the big problems around car parks are the anti-social behaviour they attract. A parking expert would be able to advise us in getting the design right. Jenny Forde shared a number of parking expert contacts with Claire Locke with the possibility of them pitching for the business at the next meeting.

There is no target date for the completion of the decked Waterloo car park but Claire is putting together a project plan to identify a timescale.

## **6 On Street review of parking in Cirencester**

It was agreed that Cirencester should have a new review of on street parking. It was stated that a resident in Purley Road parked outside their house for three years without buying a permit as residential permit areas are not checked by the APCOA contractors working for OCC.

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## **9 Communications**

The Wilts and Glos Standard has contacted CDC regarding the New Homes Bonus and where the money will be spent, Bob McNally has responded by saying some of this money will be spent on the Waterloo, following the bid that was submitted detailing the parking demand created by the housing development and the viability of the Waterloo scheme to meet that demand.

Bob will be producing a 4 page Cotswold News before Christmas, any contributions need to be with Bob by the end of October with the final draft by the second week of November.

A summary of the parking conference will go on the Parking Board website and closer to Christmas a press release on "7 ways to park in Cirencester".

## **9        AOB**

Cllr Harris requested the minutes are distributed earlier next month.

## **10       Date of next meeting**

The next meeting will be on **Monday 20 November at 2pm**, Ermin Room due to the Local Plan Examination.

# Cirencester Parking Demand Project Board

## Meeting notes 20 November 2017

**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. Jenny Forde, Cllr. Nicholas Parsons, Officers: Claire Locke, Christine Cushway, Philippa Lowe, Bob McNally, Bhavna Patel, Christine Gore, Jenny Poole and Helen Argo (note taker)

**1 Apologies:** No apologies

**2 Notes of the Last meeting**

The notes of the meeting held on 16 October were approved.

Any matters arising will be addressed during the meeting.

**3 On Street Parking**

It was reported that Nigel Adams is writing to Gloucestershire Highways on behalf of the Parking Board requesting a new review of on-street parking within Cirencester.

**4**

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Claire will obtain some additional quotations for specialist parking project management support.

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**7 Communications**

An update has been printed in Cotswold News on the work of the Parking Board.

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There will be a parking concession for turning on the lights on Saturday 2 December. It was agreed there will be no free parking on the Saturdays before Christmas.

**8 A presentation by Cambridge City Council followed.**

Sean Cleary, Commercial Operations Manager and James Elms, Head of Commercial Services informed the Board of the car parks that have been regenerated and redesigned within Cambridge. The council own 85-90% of all the parking within Cambridge and generate £11 million from charges, with £3million of surplus general fund.

Cambridge used Stripe Consulting for their most recent project and was happy with the way the project went, it was built within budget and on time. They stressed we needed a good communications strategy ensuring the public are made aware of forth coming changes in advance and for how long the disruption would last.

## **9 Date of next meeting**

The proposed new date of the next meeting will be Monday 4 December 4pm in the Committee Rooms.

# Cirencester Parking Demand Project Board

## Meeting notes 4 December 2017

**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. Jenny Forde, Cllr. Nicholas Parsons. Officers: Claire Locke, Christine Cushway, Bob McNally, Bhavna Patel, Jenny Poole and Helen Argo (note taker)

**1 Apologies:** Philippa Lowe, Christine Gore

**2 Notes of the Last meeting**

The notes of the meeting held on 20 November were approved.

Any matters arising will be addressed during the meeting.

**3 Brewery update**

At Claire's request Christine Cushway updated the Board on the progress of the Brewery Cinema Development. Following a Special Licencing and Planning committee meeting on Thursday 23 November the conditions of planning application 14/01529/FUL have been discharged enabling the development to proceed. Subsequently the building formally housing Jungle clothes shop has been demolished and there is a temporary fence around it with cars parked on the flattened site. Although this means technically in planning terms that the development has started it does not guarantee that the scheme will be built.

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Cllr Mark Harris said Wildmoor should be contacted to ask that they better maintain the properties that will be demolished in the future, to improve the visual impact of the area. It was suggested boards could be erected on empty shops to let the public know what is planned.

**3**

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**4 Updates**

Claire Locke reported that there are very few specialist companies that can support us in the project management of the Waterloo car park. There are lots of companies who refurbish car parks. She named two possible companies: Hill Canon and Project Centre. We require three quotes. The Board suggested Claire contact the BPA British Parking Association for suggestions of companies that build car parks. Claire Locke to write some valuation criteria that satisfies our needs.

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The Waterloo will more than likely deliver the need for an additional 347 parking spaces identified in the Adkins report prepared for local Plan up to 2031. It was discussed that the Waterloo will only be part of the overall solution and we will need a better balance of distribution of parking spaces around the town.

Bob McNally reported the free parking at the Council's car park is being under-utilised so suggested that he writes to Waitrose to invite their staff to use our car park at the weekends.

GCC have stated that an on street parking review will be conducted in March 2018.

## **5 Date of next meeting**

The date of the next meeting will be Monday 22 January 2pm in the Ermin Room.