

Bishops Stortford Town Centre Steering Group

Wednesday 22 March @ 15:30
Charringtons House Room A & B

MINUTES

Present:	Cllr Gary Jones	-	EHC Deputy Leader & Chair
	Jan Hayes – Griffin	-	HCC – Ass Director, Strat Planning
	James Parker	-	BSTC Chief Executive
	Anjeza Saliyaj	-	Project Manager
	Helen Standen	-	EHC Director
	Kevin Steptoe	-	EHC Head of Planning
	John Rhodes	-	President - BS Civic Federation
	Adam Wood	-	LEP Infrastructure & Delivery Manager
	Cllr Colin Woodward	-	Town/District/County Councillor

Also Present : Jo Vottariello – Minutes
Stephen Tapper, EHC/ John Tricker, Phil Jones Associates – Item 8

1. Introductions & Apologies

No apologies received.

- 1.1 GJ suggested that we can invite guests as required and review membership if we feel it appropriate.
- 1.2 GJ is in discussion with a senior figure in a local business and the Chamber of Commerce for a person to attend to represent local business.
- 1.3 AW suggested we seek opinion from the local airport (Stansted) about its relationship with the town and possibly invite a senior figure to a future meeting. GJ will discuss with them.

GJ

2. Terms of Reference / Governance

- 2.1 HS explained that the TOR were agreed by EHC at its Executive meeting 7 Feb 2017 and asked if anyone had any comments.
- 2.2 JHG would like clarity of who makes the final decisions. GJ agreed we need to make it more explicit and is happy to amend.
- 2.3 JR asks if we are looking to formally endorse the A&M report. KS says this should be taken through EHC Executive but certainly as a Steering Group we should look to endorse it. JR concluded that he would have particular difficulty endorsing the report as he has specific issues with the ORL site and would like the developments at the other end of town to also have a spotlight.
- 2.4 GJ would like amendments made to the TOR and further draft for this meeting to be on the next agenda for agreement. KS explained the

importance of not restricting the TOR to having an input to what we are doing as activity can change.

Action : draft TOR for this group to come to next meeting.

HS

- 2.5 JHG asks if we are able to send reps to this meeting if members are not available for a particular meeting. GJ would like to keep to current membership to help build relationships although exceptions will be accepted if they are able to bring their authority and represent the views of the person they replace.

3. **Project Management**

- 3.1 AS is keen to identify different projects and join them up to enable up to date information for each project separately and provide an overview. **AS**
- 3.2 Interviews took place this morning for the ORL property consultants which went well and EHC hope to have a decision soon.
- 3.3 Demolition works are due to start on No.1 the Causeway on 3 April and complete in June.
- 3.4 AS focus will be to get outline business cases prepared and identify where particular projects will be managed and directed.
- 3.5 Page 3 – agenda item 2 – HS confirms we should discuss at the next meeting; membership for the projects and will ask for feedback on who people think should lead on the individual projects.

4. **A&M Report**

- 4.1 GJ hopes that A&M will attend the meeting at some point to address specific points.
- 4.2 JP suggests that the A&M report is broken down to identify a list of projects with an aim to prioritising. This will help AS with project management. JHG suggested we have a critical path due to the projects having impacts on others. This will also help to identify 'quick wins' and a communication strategy.
- 4.3 CW reminded the board that the A&M report is not an EHC document and has not yet been endorsed as such.

5. **Waterside Stortford**

- 5.1 JP provided the document and gave an overview of content. A more detailed report will be available in approx. three months time.
- 5.2 Many partners have been involved and first phase of work has already started in Castle Park which is the springboard for receiving £2m from the Heritage Lottery Fund.
- 5.3 The document has been formally adopted by BSTC with a view to getting it formally adopted by the other partners associated with it.
- 5.4 BSTC meeting in July will look at all current projects in the making and provide a breakdown.
- 5.5 JHG asked if s106 money has been secured for this project. KS

confirmed there is s106 money available and it is hoped we will be able to secure a figure soon.

- 5.6 JP advised that the BSTC hope by the end of this year, to have identified workable projects and quick wins and be looking for external funding streams in addition to BSTC funding.

6. **ORL Update**

- 6.1 AS provided an update and HS gave an overview of how we are going to get cross referenced by sharing minutes between each meeting of ORL and this meeting.
- 6.2 JR asked what the plan is long term for action. GJ confirmed we need to get the A&M report formally approved and the timeline agreed. One priority is to provide multi-storey car parking to release surface carparks for development and discussions are ongoing as to where it might be. Planning permission will be required. HS advised that there is a great deal of specialist advice that will be sought with all sites that are being considered which will in turn influence the final decision.
- 6.3 GJ confirmed the only decision EHDC have made is that No. 1 The Causeway will be demolished for temporary parking. Options requiring a decision will be shared with this group as soon as reasonably possible.
- 6.4 JR asked once No.1 Causeway has been demolished can the piling be re-used? HS will find out. **HS**
- 6.5 Best estimates around start of developments will be around 2023.

7. **Goods Yard Update**

- 7.1 Application for the Goods Yard has now been in for 1 year. A special meeting had been organised for 23 March but the applicant has now requested more time to address some of the issues that have been raised regarding scale and scope of the site so they have the ability to achieve a quality build for the location with concentration on Phase 1 with Phases 2 – 4 being only outline. Now looking for a date in May to be agreed.

8. **Traffic Modelling Update**

- 8.1 John Tricker from Phil Jones Associates provided an overview of the traffic modelling and advised brief detail on the public consultation and results of the difference in all three scenarios.
- 8.2 John advised that a letter from the flour mill raised the question that JR asked regarding the flow of traffic being restricted to one way to enable the trucks to pass. JR asked about the possibility of changing the direction of traffic which could be considered but very unlikely.
- 8.3 JHG showed concern that the modelling did not take the longer term view incorporating changes beyond 2023. ST advised that this is the view up to 2021 and future stats can provide more detail to configure

and inform for the next few years.

8.4 Further discussions are needed with Solum about their current plans and how they can be adaptable to incorporate future changes.

8.5 JHG would like a further meeting between John Tricker and HCC before a report is prepared. ST to collate additional requests for modelling and assess which can be funded and when the work can be undertaken.

ST

9. **AOB**

Feedback on future agenda items and housekeeping matters to be sought after the meeting.

Next Meeting: 26th April 2017 @ 15:30 held at Charringtons House