

# **Shaping Stortford Steering group**

Wed 24<sup>th</sup> October 2018 @ 15:30  
Charringtons House Rooms A & B

## **MINUTES**

<b>Present:</b>	Cllr Gary Jones (GJ)	-	EHC Deputy Leader & Chair
	Helen Standen (HS)	-	East Herts Council
	Anjeza Saliaj (AS)	-	EHC – Project Manager
	Nicci Statham (NS)	-	Chamber of Commerce
	Peter Douglas (PJD)	-	Resident Reference Group
	Karen Burton (KB)	-	BID Chair
	Kevin Steptoe (KS)	-	East Herts Council
	Patsy Dell (PD)	-	Herts County Council
	James Parker (JP)	-	CE of BS Town Council
	Kate Collins (KC)	-	PA (Minutes)
<b>Apologies:</b>	Adam Wood (AW)	-	LEP Representative
	Cllr Colin Woodward (CW)	-	BS Member
	Naomi Holloway (NH)	-	Resident Reference Group

### **1. Minutes of previous meeting – Wed 26<sup>th</sup> September 2018 and matters arising**

1.1 Agreed as an accurate record. All actions complete or in progress unless mentioned below.

#### **Matters arising:**

- 1.1. HS confirmed that she has contacted Trevor Brennon at HCC about S106 funding for the parking strategy. AS is working on getting the funding package secured.
- 1.2. KS to pick up with Stephen Tapper any updates on the BS North travel plans. [post meeting note that BS North Smarter Choice Travel Planning S106 payments due on occupation of 1,000 dwellings] **KS**
- 1.3. Solum are keen to proceed and an implementation meeting took place early last week. KS to feedback on future meetings. **KS**
- 1.4. GJ mentioned the addition of the Residents Reference Group meeting taking place on the second Wednesday of every month. The first meeting took place on 10<sup>th</sup> October and GJ and NH were both present. Below GJ gave a brief summary of the meeting:-
  - Role – input and feedback but don't want to say 'residents group agreed'
  - Cycling – parking uncovered; equivalent covered in Saffron Walden
  - Cycle against Potter Street traffic would be natural route

- Pedestrianisation 10-3 in Hythe, Kent

## 2. Minutes of the last two ORL Delivery Board meetings 2018

- 2.1. September's meeting – AS said that the minutes have not yet been approved and will not be done so until the next meeting in November.
- 2.2. AS mentioned that at September's meeting the board were updated on procurement and that the dialogue stage had commenced with the bidders i.e. (meetings taking place/final bids).
- 2.3. AS gave an update on agreement with LEP and can confirm that two parties have exchanged final agreements.
- 2.4. Update on project plan – October meeting was confidential as it was dealing with legal issues on Northgate End Development.
- 2.5. KB asked AS for an update on bidders. AS updated that EHC had provided brief/vision, constant dialogue and that masterplan will be finalised after the appointment of a developer for the ORL site .
- 2.6. A discussion was had around the placing of shops/units once the developer comes in. KB mentioned some correspondence on a potential meeting with EHC on the retail offer coming forward on ORL. KB mentioned that the BID is keen to know what is going on the ORL site . AS to let KB and the rest of the group know once the preferred bidder has been appointed. **AS**
- 2.7. NS mentioned that the Chamber of Commerce would like to be up to date too.

## 3. Parking Strategy Scope of Work

- 3.1 AS briefed that a proposal had come in from AECOM on the parking strategy brief which had been circulated prior to the meeting. Most of the work will be funded by EHC with HCC contributing. KS mentioned that he has had a couple of meetings with AECOM recently looking at timescales (baselines/challenges/trends/formulation). AECOM are an international company who are very good at what they do.
- 3.2 JP raised a couple of questions. 1) Are AECOM are 100% clear on what their deliverable is and 2) Are we as a group comfortable what they say they will deliver is exactly what we want. AS is happy to discuss this with AECOM and have them present the approach at the next Shaping Stortford meeting. GJ noted that there does need to be Shaping Stortford agreement on this. **AS**
- 3.3 GJ went through East Herts Council's seven parking principles from 2012 which are mentioned in the AECOM brief (summary and bullet points below).
- 3.4
  - We will seek to maintain car parking income at current levels in real terms.
  - We will seek to ensure that users pay for the parking service rather than the council tax payer.
  - We will promote existing and explore new technologies to improve the overall convenience of parking in East Herts.
  - We will seek where possible and appropriate to match parking capacity with demand.

- We will seek to develop and implement parking solutions that reflect local needs.
- We will make the economic vitality of East Herts a core consideration when developing parking services.
- We will continue to work with other partners to look at what additional sustainable transport services may be appropriate and deliverable.

3.6 In respect of the Strategy NS questioned the November deliverable and said that it makes sense to have a deliverable to assess by the group. JP queried on the opportunity to influence the scope of work and suggested that AECOM should bring an outline of what the final report is to cover. AS said that there is not much to present in November as they are starting the work in early November, but they would be able to present the approach, deliverables of each stage and outline final report.

3.7 GJ commented that it would be helpful to know how the parking strategy will tie in with the transport options. AS commented that an executive summary of the transport options has been commissioned but on hold. HS mentioned that we could ask AECOM to clarify the link between the summary, the parking strategy and the transport options. AS to liaise with AECOM..

## **Programme Management Review**

4.1 AS went through with the group the BSTCPF (Bishop's Stortford Town Centre Planning Framework Steering Group– renamed to Shaping Stortford) project breakdown sheet which has the twelve projects listed.

4.2 Work has started on the Transport Strategy (project no 12). GJ suggested setting some dates and inviting Kier to a Shaping Stortford meeting for an update on the Goods Yard (project no 12) and The Empire Cinema and Anchor (project no 9) in 2019 as they are keen to remain in dialogue with us.

**AS**

4.3 GJ mentioned getting a date in the diary for the Mill (project no 7) and to meet with us.

4.4 JP happy to update on River Stort (project no 5).

4.5 KB enquired about Heritage and Shopfronts (project no 6). KS mentioned that there is work in progress on guidelines for shopfronts.

**AS**

4.6 AS to draft a timetable of meetings for 2019.

4.7 Station Road Bridge (project no 11) – PD to look into.

## **Update on Goods Yard**

5.1 KS gave an update on Goods Yard. KS and team have met with Solum and have gone through the various stages of works. Initial preliminary works were set out before planning, testing utilities and piling/ground conditions, changing levels. Phasing plan was also discussed.

5.2 KS mentioned that they are looking to commission various contractors. No issue with phasing north to south: sensible approach keeping level parking at all times. Cycle parking available. JP mentioned enhancing the tow path and Bishops Stortford cycle route signage and how can we get involved. KS confirmed that Canal and Rivers Trust (CRT) is involved and KS will speak to JP on this so he can go back to his

**AS**

contact at CRT.

- 5.3 KB mentioned workforce parking and Kevin confirmed that this hasn't been looked at yet. KS mentioned spoil currently planned to transport on the water **AS**

### **AOB and Items for Future Agenda**

- 6.1 GJ mentioned HCC transport plan LTP4 – 2031 is now finalised. Sustainable travel towns in there. There is a fixed timescale, criteria and bidding process which will be out by the end of November. PD to update
- 6.2 Cllr Colin Woodward sent a question through for GJ re: South Street Route improvements to undertake a feasibility study and modelling to understand the effect of a road closure of both North and South Street to traffic. HCC hoped to have the study completed by March 2019. PD to look into this and bring someone to the next meeting.
- 6.3 GJ mentioned outstanding s106 monies of £57k identified by BS Town Council. Could be used for traffic studies and related to developments in 2010.

**PD**

**PD**

**Next Meeting:** 28<sup>th</sup> November 2018 @ 15:30 held at Charringtons House