Shaping Stortford Steering Group

# Minutes

**Charringtons House**

**Wednesday 22nd January 2020 | Meeting Room: A&B | 14:30 - 16.30**

**Present**

Helen Standen EHC Deputy Chief Executive HS

James Gardner EHC Project Manager JG

Georgia Adamson EHC PA - Minutes GA

 Cllr Colin Woodward SSSG Chair / HCC CBW

 Richard Cassidy EHC RC

 Cllr George Cutting EHC GC

 Cllr Chris Wilson EHC CW

 James Parker BS Town Council CEO JP

Gina Thomas BID Manager GT

 Peter Douglas Residents Reference Group PD

 Trevor Brennan HCC TB

 Adam Wood LEP Representative AW

 Stephen Tapper EHC ST

 Paul Dean BSCF

**Apologies**

 Cllr Graham McAndrew EHC GMc

Sara Saunders EHC SS

Sally Andrews EHC Parking Manager SA

 Patsy Dell Hertfordshire County Council PD

CBW welcomed all to meeting and all apologies noted.

## Previous Meeting Minutes – 27th November 2019 (ALL)

CBW and SSSG Members reviewed previous meeting minutes. CBW reminded that at the November meeting he had asked for: EHC to specifically review and report on the issues and any potential for optimisation of Jackson Square car park, as it gives rise to much frustration and comment on social media. It would be good to know that aside from Marshalls and the recognised issue with the external traffic lights, more radical long term options i.e. further entrance/exit and internal traffic flows have at least been considered, even if ultimately discounted.

Agreed meeting minutes verified as true and accurate record of meeting held.

## Jackson Square car park update (HS)

HS gave an update on behalf of GMc and SA. SA comment: the problems with Jackson Square are caused by factors on the highway and this is beyond our control. GMc comment; it is the external traffic that is causing the congestion within Jackson Square. GMc has been talking to officers at HCC and looking at solutions to be implemented. Work is being carried out with County Cllr John Wyllie to re-evaluate road markings. GT mentioned could the bus stop potentially be moved as an option?

Cllr Wyllie will be using Highways locality budget to undertake a vehicle survey. Outcome will then be analysed.

Jackson Square has been reviewed on many occasions and we (EHDC) have done about as much as is possible within the inside of the car park. The year after opening, EH’s changed the directional traffic movement to alleviate traffic flow within the car park and two years after opening, planning permission was granted to add the second exit which again made a big difference. Ultimately, the problems in the car park are due to the roads surrounding Jackson Square. All traffic that has to leave the car park has to go through the Adderley Road traffic lights along with all other through traffic. Tony Welsh has approached HCC Highways to request an extra 5 seconds more green time on these lights but was told this would not be possible as Causeway is the main road through the town and therefore requires priority on the lights.

1. Section 106 obligations (ST)

 ST circulated a paper to discuss BSN s.106 obligations for Sustainable Transport.

The main focus is on Stortford Fields. Triggers for the obligation payments need to be seen in the context of the Consortium’s current housing trajectory

200 occupations by December 2019

450 occupations by December 2020

700 occupations by December 2021

950 occupations by December 2022

  The development could take between 8 and 10 years to complete, which will influence the timing of the receipt of the financial contributions and therefore the distribution of funds .

It was noted that the sustainable transport obligations are within the HCC agreement and are paid over to them for the purposes stated in the agreement.

It was confirmed that there will be a contribution of £60K for offsite footway (footpath) and cycle links. This is to be paid in full prior to 250 occupations.

The Public transport contribution of £950K is payable annually in seven tranches from the 100th occupation onwards. It is for the purpose of subsidising a bus service to and from the town centre and train station, which was initiated on 5 January 2020 (service 311). New residents will have a free bus pass for the service when they move in to encourage sustainable travel. The agreement makes provision for an additional contribution of £100K in the event that at the time of the final occupation the bus service(s) serving Stortford Fields are running at a loss.

There is a contribution of up to £500K for mitigation of road congestion in the event that traffic movements exceed the targets set out in the 2013 transport assessment. This will help to ensure the Consortium undertakes travel planning and encourages modal shift.

Smarter Choices Marketing & Administration Contribution £500,000

A Smarter Choices campaign is designed to encourage modal shift away from the car. It would encourage school and workplace travel plans, the promotion of pedestrian and cycle routes and of public transport

The first tranche of £167,000 is to be paid before 1,000 occupations. The balance is payable in two tranches over the following two years.

Smarter Choices Complementary Works Contribution £450,000

This is required to ensure that when the marketing campaign is undertaken there are better quality bus services, cycle routes and footpaths in place to make modal shift practical and attractive. The first tranche of £150,000 is to be paid before 1,000 occupations. The balance is payable in two tranches over the following two years. It is to be used for works that promote non-car modes of travel, including buses, improved town centre pedestrian routes, safe routes to school, cycle facilities and the Station Road bridge widening.

It was noted that the Patmore Close site is now owned by Persimmon Homes and Taylor Wimpey and reserved matters are likely to be submitted this year. The outline permission is for up to 163 dwellings and the sums quoted in ST’s paper have therefore been calculated with a multiplier of 163.  Talks are being had with Taylor Wimpey to bring the development forward.

## ORL/Northgate End update (JG)

JG gave the meeting an update. The Judicial Review was found in favour of EHDC this has allowed the project to move forward in certain areas. JG advised there was a delay with the contractors due to closures over Christmas but this is now back on track. JCT (Contract) needs to be completed within the next few weeks. Timelines beyond depends on this contract finalisation.

ORL winder scheme, the developer has now re engaged and now looking at reopening key parts of work to complete Master plan and planning process. KB asked if a provision has been put in place to offset the spaces at the Northgate End Carpark that will be unavailable during the MSCP construction. JG advised options being considered by the parking team and comms on these would be made public soon.

## Project updates South Street,

## STS and schools and MPH restrictions (JG, JP)

JG gave an update on South Street Pedestrianisation; a meeting was held in December on approach for funding. Specification was agreed but has subsequently been widened by HCC to include some additional modelling. HCC have agreed to cover the additional £4k of expenditure this will be.

This needs to go to full Council in two weeks’ time. 1st April we will have £15k funding for feasibility study.

PK14 north i.e. Package 14 North– Surveyed by volunteer team, would this be wide enough to put a cycle lane on the verge. Issues with this towards railway end as small footpath up to “Cyclist Dismount” sign. Sign post this area (cycle route) and put in cyclist dismount signs. 2 stages, stage 1 put up signage and stage 2, is feasibility study on footpath to cycle lane. Stage 1 to be potentially done in 2020.

PK07 –Warwick road requires clarification of highway designation. Meeting set up with resident group for discussion of potential use.

Pk05 –TB currently working on the bus lane ownership issue and will confirm what options we have. No reply as yet from attempts to contact private land owner.

PK14 – East/West, full survey done - two possible routes mostly made up of shared public footpaths. Surveyors suggested both routes to be put in - feasibility study to be complete with a cost of c. £10k per route, and work can be outsourced if HCC do not have capacity. Currently drawing up specification for both routes.

North of Sworder’s Field - Lighting through the park is an issue,  Cllr Wilson asked if it is a possibility for solar power lights that come on when people walk past.

Helen gave update on Graham’s behalf. Dates are being finalised to visit the Heads of all Secondary and Primary schools within the Bishop’s Stortford area. Visits will take place accompanied by both county and district officers encouraging Green Travel Plans and modal shift. This is with a view to BS gaining Sustainable Travel town status. A similar exercise is being conducted simultaneously across the other side of the district so all schools within East Hertfordshire will be given the opportunity to make a contribution. A meeting with the Heads of Hertford & Ware primary schools has already been held with a number of school signing up for Green Travel Plans.

**20mph Zones**

Meeting held on Friday 10th January between county councillors Wyllie, Woodward and Cllr McAndrew along with officers from HCC discussing BS wide 20mph zones as below:

* HCC will identify current 20 mph zones on a colour coded map within the bypass
* HCC will refer to their colleagues for new developments to be 20 mph zones
* HCC will identify areas (zones) where 20 mph can be implemented at minimum cost
* HCC are currently exploring some potential areas

CBW – gave update on feasibility studies already being carried out on his Division Bishop’s Stortford West. Two schools have an Advisory zones inputted.

BS North apparently has no 20mph and CBW suggested that this is pursued.

CBW advised All Saints Primary were out doing road training last week and that there were 9 schools that did bike training in 2019.

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| **Hillmead** | **East Herts** | **216** | **29/04/2019** | **5** | **L1 & 2** |
| **Summercroft** | **East Herts** | **227** | **03/06/2019** | **5** | **L1 & 2** |
| **Summercroft** | **East Herts** | **227** | **10/06/2019** | **5** | **L1 & 2** |
| **Thorley Hill** | **East Herts** | **211** | **24/06/2019** | **6** | **L1 & 2** |
| **Northgate Primary** | **East Herts** | **206** | **15/07/2019** | **6** | **L1 & 2** |
| **St Michaels, Bishop Stortford** | **East Herts** | **208** | **15/07/2019** | **6** | **L1 & 2** |
| **St Joesph's** | **East Herts** | **207** | **23/09/2019** | **5 & 6** | **L1 & 2** |
| **St Michael's, Bishop Stortford** | **East Herts** | **208** | **18/11/2019** | **6** | **L1 & 2** |
| **Windhill21** | **East Herts** | **209** | **25/11/2019** | **6** | **L1 & 2** |

## Terms of Reference (ToR) (HS)

HS gave update and is awaiting The Leader to sign off. Will add final version to website

## Update (as our exchange c23/12) on the Anchor St Leisure centre situation (HS)

 HS gave an update. Geoff Hayden Corporate Property Service Manager has met with the development surveyor from Keir a few months ago. Confirming that a disposal of our freehold was not our preferred option and that we would be happy to look at regearing the lease, extending and allowing a change of use subject to suitable rental compensation. There was some basis draft heads of terms exchanged prior to Christmas, which did not contain any details about their proposals or any further information on the rental compensation basis.

## AOB (ALL)

Sustainable Travel Town pre application

PD asked if Residence Reference Group will be set back up. HS advised she will liaise with JG to set up dates.

GC gave an update on towpath. GC has been engaging with Mill property manager Adam Smith, confirmed works will be starting as soon as the repair works have been done to the wall and supporting piers have been placed. Works are to be confirmed.

PD mentioned Station Road Bridge and there have been coincidental road closures by utility company and CBW had flagged this for consideration of traffic impact aligned with the temporary bridge narrowing trial proposed by SSSG. TB gave an update and explained the procedure for the trial narrowing of the road. Programmed to go ahead in March but not confirmed.

ST confirmed there are two planning applications submitted for Stortford Fields.

1. Discharge of condition, this was agreed that is not a new application. The design principal’s document can be found on the website, master plan for the Eastern Neighbourhood also. Reference number for application is X190518CND
2. Western neighbourhood centre, there was a gap in the overall design for the centre to fit into. A proposal has been submitted. This is a full application with a primary care centre included in the proposal. Reference number for application is 3/19/2626/FUL.
3. Manor link development for 165? Houses have been accepted by the Council.

**Date of Next Meeting**

**Charringtons House**

**Wednesday 25th March 2020**

**Mtg Rm. A&B**

**14.30 - 16.30**