**Shaping Stortford Steering Group**

**Charringtons House**

**Wednesday 22nd July 2020 | Zoom conference call | 14:30 - 16.30**

**MINUTES**

**Present**

Helen Standen

EHC Deputy Chief Exec

HS

Georgia Adamson

EHC PA (Minutes)

GA

Cllr Colin Woodward

HCC (SSSG Chair)

CBW

Cllr George Cutting

EHC

GC

Cllr Graham McAndrew

EHC

GMc

Cllr Chris Wilson

EHC

CW

James Parker

BS Town Council CEO

JP

Gina Thomas

BID Manager

GT

Trevor Brennan

HCC

TB

Paul Dean

BSCF

PD

Jess Khanom-Metaman

EHC

JKM

Robert Mayo

EHC

RM

Anushia Vettivelu

HCC

AV

**Apologies**

Adam Wood

LEP Representative

AW

Karen Burton

BID Chair

KB

CBW welcomed all to meeting, including Robert Mayo as the new Project manager, and above apologies noted. The meeting was held as a teleconference due to the COVID-19 restrictions.

1. **Minutes ~ 27th May 2020 Meeting Colin Woodward**

CBW and SSSG Members reviewed previous meeting minutes.

Agreed meeting minutes verified as true and accurate record of meeting held. CBW then asked TB to clarify 9.1 as it was not actually the case that if speeds are more, “than 20mph then the 20mph zone will be implemented”, as previously Minuted.

1. **Northgate End (Multi Storey car Park)/Car Park Capacity Jess Khanom/ Robert Mayo**

**JK gave an update on parking**

We are now in the fourth week of the re-introduction of the parking charges. Occupancy of the car parks is being monitored on a weekly basis. The week on week change has been a 10% increase in usage. Jackson Sq car park is up to 75% occupancy, with all other BS car parks at approximately 50% occupancy. Long stay tariffs have suffered with occupancy as low as 15%. However ,the “1hour” tariff is almost back to the “normal” compared to stats from this time last year. Loss of revenue is an issue for finances.

**RM gave an update on Northgate End (MSCP)**

RM updated the meeting on progress with the Northgate End development, where machinery arrived on-site on 13th July, and the piling rig is programmed to arrive at the end of the month. The pre-cast concrete frame for the MSCP will arrive in August and is programmed to take six months to erect. The development is programmed to end in February 2022. RM would like to increase provision for electric vehicle charging, and is looking into the possibility of adding a further seven charging points to the ground floor disabled bays. Asked about cycle storage RM responded that none was planned due to it being unsafe to use the same entrance as cars and there should be adequate provision nearby once ORL completed. Suggestions were made about some covered provision at the rear of MSCP using different access and the need for more places to include secure style cycle parking. **Action:** RM agreed to review and to note that cycle parking finance for MSCP shouldn’t be lost.

1. **ORL update Robert Mayo**

Cityheart has been appointed as developer for the Old River Lane project. The various legal documents are currently being negotiated and drafted. Cityheart and their architects will contribute towards the development of the Supplementary Planning Document and the masterplan. A planning application will follow the SPD, and is expected to be submitted in March or April 2021.

Action: RM to invite City Heart to present at next SSSG

1. **Hertfordshire Highways ‘Social distancing – South St TrevorBrennan/JamesParker**
* £250m was allocated to the UK Local authorities. HCC were allocated 8.5m in the first stage.
* Currently in process of identifying 13 sites for immediate attention
* Traffic management around St Street
* Bishop Stortford was one of the13 sites
* Cycle parking has moved forward at pace
* Vegetation clearance on existing cycle ways – money allocated
* Station Rd bridge widening the footway trial - Further confirmation this week that the scheme will go ahead but is one of a handful of schemes that is in phase 1
1. **Working Group Updates from Lead Members:**

 **5. 1.Sustainable Travel Support (STS) – James Parker**

* Walking survey has been completed **Next steps: feasibility study by HCC ~6k**
* Walking survey undertaken, feasibility excellent. Proposal for signage and one traffic management intervention now completed. **Next steps: Feasibility study by HCC ~6K**
* Warwick Road Maintenance Association opposed on grounds of potential liability & establishment of RoW. CBW stressed the desire to work collaboratively with WRMA but establishing the legal status of the road would resolve years of debate. Next steps - can we mitigate their concerns or over-rule them on the grounds that RoW already exists.

**Action: Trevor Brennan to pursue with HCC Legal and advise next SSSG meeting.**

* Town Centre and Station cycle parking review: complete. Adequate cycle parking available except in North Street and High Street.Additional added by Police Station. Signage required which has been purchased and has been deployed. Locations for new stands identified and permissions gained for hardware on order. Locations identified for North Street, permissions being sought from Highways but delayed due to Covid-19.

Action: CBW to inform local County Cllr, Wylie and thereby identify officer to approve locations.

JP reported the Town Council, BID is confirmed and agreed for the HCC funding i.e., BSTC £15k; HCC £8k; BID £2k, to be put on hold and ring-fenced.

**5.** **2. Schools & 20mph – Graham McAndrew**

No engagement with schools through Covid-19 and no progress with 20mph, (beyond the mapping draft shared previously). Though CBW mentioned he is pursuing Highways Locality Budget project for 20mph in new Town area and his Highways officer has identified the roads.

 **AOB**

TB gave an update on Thorley bus lane and Warwick Road. Action: TB to resolve status of both with HCC Legal for next meeting

**Written update received from Simon Dunlop (Solum) on Goods Yard as previously emailed to members:**

1. Block A – we (Solum) understand Bellway are targeting a restart on site at the beginning of September
2. MSCP
	1. Planning conditions – have now been discharged permitting occupation
	2. Final fitout works – Greater Anglia are carrying these works out at present before they are in a position to formalise agreements between themselves and Network Rail and open the new car park.  Greater Anglia have yet to confirm the timing for completing the works although we (Solum) are pressing.
	3. Brief summary for Goods Yard related activities during 2020:
* Infrastructure works have paused, partly due to covid and also in response to the current phasing of the development.  The contractor will resume on site once the next phase of the development starts to come forward
* Bellway started on their site at the beginning of the year with the first block of residential although paused due to covid.  We understand they are in the process of reviewing remobilisation.
* Bellway are also delivering the second block of residential.  Work on this phase may well start before year end although that is largely within their control.  However, in order to facilitate, the MSCP is required to be operational, which is our current primary focus.
* MSCP:

Solum built the MSCP on behalf of Network Rail, for which it remains their asset, to be leased to Greater Anglia (GA).  GA were undertaking internal fitout works prior to covid and subsequently paused.  GA have yet to confirm timing to remobilise and complete.  We are certainly interested for it to open, to release an element of the existing surface car parking.

-Planning conditions.  Aside from the outstanding GA fitout works and legal formalities completing, there are two outstanding pre occupation conditions.  We are liaising directly with EHDC & HCC with information with a view to confirm their discharge within the next couple of weeks.  Specifically in relation to Condition 53, a new application has been submitted which proposes increasing the EV active provision to 10% across the site, with 14 active spaces available from day one in MSCP 01.  Day one provision has been restricted by existing network capacity; however, future resilience will be expanded as the site will benefit from additional sub stations.

**Date of Next Meeting**

**Charringtons House/Zoom**

**Wednesday 23rd September 2020**

**Mtg Rm. A&B**

**14.30 - 16.30**