

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 13 JULY 2016 – 10.00am

PRESENT:

Cllr S Hirst	Marshal Scott
Cllr I Brown	John Heap
Cllr T Hill	Colin Hirst
Cllr M Robinson	Jane Pearson
	Craig Matthews

APOLOGIES

None

BRIEFING/UPDATE

Colin reported that the developers had now submitted formal pre-application proposals. An exhibition open to members of the public would take place on 22 and 23 July in the Council Chamber where the plans and developers would be available. He would ask Barnfield to ensure that Clitheroe Town Council, the Chamber of Trade and the Civic Society are aware of the event so that their members could attend. This exhibition would then move to the Council Offices where it would be available to the public for a couple of weeks. He would also be meeting with representatives from the market traders. It is important to note that this process was completely separate to the planning process.

It was hoped an application would be formally submitted by the beginning of September. Colin had asked for an updated development timetable.

Colin showed the working group the up-to-date floor plans for the proposals and highlighted the main differences since the last meeting

- Ground Floor - more substantial market hall – fixed and flexible units
- Mezzanine levels on some of the retail units but not over the market
- 1st floor over the market – atrium plus fixed and flexible units
- Retail unit with terrace (market café)
- 1st and 2nd floors of 'L' shape is hotel

The development is likely to take place over 3 phases – current car park (into new market building), new car park and then hotel & retail.

It was acknowledged that there would be issues to deal with during the development period in particular with parking; market traders and neighbours to the site.

Members were shown artist impressions from the pre-app brochure and felt it was important that the development complements the rest of the town.

Colin was meeting with Barnfield PR with a possible press launch on 22 July 2016.

The meeting closed at 11.15a.

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 16 SEPTEMBER 2016 – 11.00am

PRESENT:

Cllr Terry Hill (Chair)	Marshal Scott
Cllr Ian Brown	
Cllr Sue Hind	Colin Hirst
Cllr Maureen Fenton	

APOLOGIES

Received from Cllr S Carefoot, John Heap and Jane Pearson

CHAIR'S WELCOME

Cllr Terry Hill welcomed the new members to the working group and gave a brief update on the current position. He referred to the confidentiality of some of the issues to be discussed.

CURRENT POSITION

Marshal referred to the petition received at Policy & Finance committee and the strength of feeling from the public to the plans for the market re-development that had led to the re-forming of the working group.

He reminded members that it had been a long process to the point of choosing a preferred development partner that had included a detailed procurement process. The pre-planning consultation carried out by Barnfield had caused a lot of concern not only about a lack of consultation but about the content of the development proposed.

He highlighted the 2 options available to the Council, namely to seek to amend the scheme or to abandon the scheme altogether.

There are 3 elements to the development

- Market
- Car park
- Retail & Leisure

- with the Council having 3 hats to wear

- Planning Authority
- Owner of site
- Operator of the market

He informed the members that as a Council in his view we need to be broadly in agreement with the scheme before it goes out to consultation. This scheme must be an amended version of the development proposals and not going back to the drawing board. Barnfield are currently waiting for feedback from the Council.

The group felt that there was a need to get the people 'on-side' with any amended proposals and that as wide a range as possible should be consulted. It was acknowledged that the market area needed a re-vamp and that it wouldn't be possible to please everyone. It was important that people got the chance to have their say and put their ideas forward under a

structured, facilitated consultation process where questions would be asked with specific reference to the 3 elements of the proposals. This may be better done as a 'planning for real' exercise for which there may be a cost.

Alternative designs for the market element were currently been drawn up that could be considered. Barnfield would also be asked to amend their drawings to something more realistic rather than 'architects blocks'.

Members had a wide ranging and useful discussion on how the consultation exercise could be carried out.

It was agreed that officers would consider how to implement the way to move forward in readiness for the next meeting.

TERMS OF REFERENCE

It was agreed that the Terms of Reference of the group were to

1. Consider the scope of the proposed consultation, and
2. Advise on the arrangements for carrying it out.

DATE OF NEXT MEETING

To be arranged.

The meeting closed at 12.45am

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 19 OCTOBER 2016 – 4.00pm

PRESENT:

Cllr Terry Hill (Chair)	Marshal Scott
Cllr Ian Brown	Jane Pearson
Cllr Sue Hind	John Heap
Cllr Maureen Fenton	Colin Hirst
Cllr Stuart Carefoot	
Cllr Sue Knox	

The Chair reminded members of the Terms of Reference of the group which were to

3. Consider the scope of the proposed consultation, and
4. Advise on the arrangements for carrying it out,

and that this remit had come from the Policy & Finance committee and all members should endeavour to adhere to it.

APOLOGIES

Received from Cllr Allan Knox

MINUTES OF MEETING HELD ON 16 SEPTEMBER 2016

The minutes had been previously circulated and several comments had been received about additional inclusions. The Chairman reminded members that minutes were not taken verbatim. However, it was agreed that a minor change should be made with regard to 'people being on-side with the proposals' not being those of the current ones of Barnfield but amended ones after consultation.

CONSULTATION PROCESS AND SURVEY

Colin informed members that the Council had asked Infusion; a LA funded partnership who are an independent research specialist to develop 2 questionnaires – one for business and one for the wider public.

These would be delivered

- On line
- Paper copies in buildings
- Via the Citizen's Panel (600 electronic)
- Street interviews x 200 plus businesses
- Random postal survey borough wide – 2000

The survey was designed so that more than yes/no answers were required but without leading questions and was based upon the current Barnfield proposal.

The members considered both surveys and Colin explained why specific questions would be asked. The business consultation would also include HQ's for corporate businesses such as WH Smith and Café Nero's.

To give a 6 week period it was anticipated the consultation would run until 23 December 2016.

Members asked for clarification about specific questions on the survey and it was agreed that the 'retail' space should identify 'café/shops' and that the wording around 'retaining a car park' should be altered slightly on question 13.

Members were pleased that the survey will give people the opportunity to make their views known – especially those who are less vocal in public. It was important that a cross section of views were collected including those who want the re-development.

The street interviews would take place in a variety of places around the town (Clitheroe) as well as outside the town.

Members asked that an awareness campaign be carried out to include the surrounding area. They were informed that an article had already been included in RV News which was delivered to every household in the Borough inviting people to get involved. Press releases would also be done.

Infusion will do the analysis of all completed surveys.

FOCUS MEETINGS

Colin informed members that a series of meetings would be set up with specific groups using the survey as a format. A consistent way of recording these sessions would be established but the participants would also be encouraged to complete individual surveys. He and his team would do these during November.

These would include

- Clitheroe Chamber of Trade
- Market traders
- Clitheroe Civic Society
- Students from local high schools
- Neighbouring residents – although the meeting format would need to be different as the issues will relate to specific properties

It was also felt that a plenary session bringing the representative groups together in order to understand each other might be useful.

MEETING WITH BARNFIELD

Marshal gave members confidential feedback from a recent meeting with Barnfield.

Members were reminded that a rigorous procurement exercise had been gone through up to choosing Barnfield as our preferred development partner and that care must be taken so as not to get a challenge from any of the other contenders in the process.

DATE OF NEXT MEETING

To be arranged.

The meeting closed at 5.35pm

MINUTES OF MARKET RE-DEVELOPMENT WORKING GROUP HELD ON 2 NOVEMBER 2016 – 4.00pm

PRESENT:

Cllr Stuart Carefoot (Chair)	Marshal Scott
Cllr Ian Brown	John Heap
Cllr Sue Hind	
Cllr Maureen Fenton	Colin Hirst
Cllr Sue Knox	

APOLOGIES

Received from Cllr Terry Hill and Jane Pearson

MINUTES OF MEETING HELD ON 19 OCTOBER 2016

The minutes were approved as a correct record.

Marshal reported that subject to the working group's agreement he had asked Infusion to analyse the survey prepared by Councillors Brown and Hind. This would be done separately from the main Council survey. The working group agreed with this course of action.

UPDATE ON IMAGES

Colin reported that the revised CGI images were being prepared by Barnfield and would be available next Monday. These were to be used on the website alongside the survey but could also be made into panels for use in displays. There was a worry that they wouldn't look any different than the last set however it was pointed out they are based on the same proposal including the hotel and market hall and would hopefully improve how it might look.

The Working Group will look at the pictures on Tuesday before they are released to the press. Gareth Smith, Project Manager for Barnfield would be invited to attend.

FOCUS MEETINGS

Colin informed members that a series of meetings would be set up with specific groups using the survey as a format. He and his team would do these during November and early December. Adam Pearson from Infusion would have input into the briefings for the team. A proforma would be produced in order to achieve a consistent way of recording the sessions that could be fed into the analysis but the participants would also be encouraged to complete individual surveys.

It was agreed that working group members could attend the focus groups if they wanted. Colin stressed it was important that the invitees were not 'led' in any way by staff. The purpose of the focus groups was to discover attendees' views on the Redevelopment and the Market site.

Marshal said that it was important that the message delivered at the focus sessions was what could be realistically achieved on the site and not a fundamental change from the brief or that we were starting over.

The sessions would be run in the Council Chamber. There would be no overall presentation – just facilitation of discussion around the questionnaire. If someone could not make the arranged dates then it would be possible to attend another session but this would be monitored.

Contact had been made with 4 secondary schools and these sessions would be held in each school.

After all the initial sessions had been done a plenary session bringing the representative groups together would be held.

NEIGHBOUR CONSULTATION

This would be done on a similar basis as for a planning application in that the same array of near neighbours would be consulted. This would not be done as a focus group but as individual dialogue. Arrangements are still being fine-tuned.

MARKET TRADERS

A separate meeting would be held with the market traders as well as a focus group to allow them to discuss other issues than those on the questionnaire.

IT WAS AGREED that the focus groups be arranged on the basis above.

DATE OF NEXT MEETING

Tuesday 8 November at 10am in the meeting room, Level D of the Council Offices

The meeting closed at 5.00pm