1. Welcome and Apologies

Nick welcomed the group. Apologies received from Will Bramhill (Paul Avison representing),

It was noted by the group that Bus Operators and Taxi representatives had not attending recent meetings. It was agreed that they are an important part of the
group as they would be able to supply/offer figures around the Objectives, particularly I and 4.

It was agreed to re-double efforts to secure the attendance of representative on a regular basis
Moved to previous Minutes and Actions

<table>
<thead>
<tr>
<th>2. Previous Minutes/Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Revised Trial Update/AL</th>
</tr>
</thead>
<tbody>
<tr>
<td>The wording of the press release was circulated to the group. It is expected that the reintroduction will commence from early October, with a Sunday start. The advert is currently being prepared for the press. Once a firm date is known an e-mail will be sent to the group in advance of any press notification.</td>
</tr>
</tbody>
</table>

For further clarification ANPR cameras are being installed and a white list is being put together. Baseline traffic counts will be taken prior to the reintroduction and another after implementation. Existing furniture will remain in place for the time being.

BF – why are the bus lanes 24/7?
AL – The experimental order had 24/7 bus lane and these are element being reinstated from that original order. This maintains consistency and helps avoid some of the confusion experienced before.

BFr – will the collected traffic data be available
AL – any available data will be circulated in due course

There was some debate around the effect on residents, both negative and positive. AL – stated that the experiment will continue to be monitored.

RW – data following the suspension was never seen and there was no indication of numbers for the Dutch Quarter prior to the experiment
AL – Data will be made available and new monitors will include West Stockwell St

MR – has been contacted by Priory St residents who are unhappy with the no right turn from the High St into Queen St. also, by North Hill businesses who have expressed concerns and by the Castle Pub. HD asked for contact details in order to make contact

BF – there will be U turns into Lewis Gardens, especially HGVs. Can there be a no right turn into this street? Could there not be a traffic calming measure used in Cowdray Crescent rather than bollard the area off?
JH – it is not easy to turn a large vehicle on the roundabout at the bottom of East Hill
AL – there is a need for monitoring of these matters and that will be part of the process. It is important that delivery vehicles are aware of the changes and change their rotas accordingly.
MR – asked if rising bollards could be a solution at Cowdray Crescent
AL – anything will be looked at
AL – explained that visiting coaches or buses would not appear on a white list, but
this would be picked up when the number plate details were received back from the DVLA
PA – asked about foreign plates and whether they were liable to prosecution whilst ignoring a camera.
AL – suggested he thought from 1/4/13 European details were available, but would check
ND – suggested there should strong publicity around the changes, in order to let visitors know too. ND had received a request that the meeting consider a communications strategy around the changes, to avoid mis-understanding and minimise negative comment. Communication is being issued regularly

RW – relocating the Dutch Quarter bollards was not reintroduced, why have the Cowdray Crescent bollards
AL – as much around safety as anything, with cars using the Crescent to make a right turn.
JH – thought this group should have had input as this had come up regularly at meetings
AL – All reintroduced elements will be monitored as part of the order
RL – what about a left turn only from Cowdray Crescent
AL – this would require an additional order
RL – could start this order now though
AL – Cowdray Crescent without a bollard set up poses a Highway risk

SM – lets give things a go then monitor.

ND concluded that the meeting should record that a number of the group has misgivings about the introduction of bollards – but that the predicted impacts could be monitored within the trial period

4. Performance Indicators and Monitoring Methods/ND discussion

Objective One
MR presented the plan put together by her sub group of MR/DE/DB/IW/RT. This looked at monitoring objective one and included traffic monitoring and economy monitoring (see attached)

ND – asked “what was the reasoning behind measuring 1”. Traffic flows around town and on peripheral.
MR – The reasoning behind the traffic monitoring was to calculate the time taken to get to town and how easy it was to get to town car parks, to enter the town centre to shop/work/visit.
ND – asked for a brief explanation of the CACI measure.
MR – this is a recognised ‘league table’ of commercial centres – based on retail spending. The group agreed it was a useful indicator - one of several ways of assessing town centre retail spend. The group were also keen to encourage the larger stores to recommence their original plan to make comparisons with other like stores (Fenwick/Debenhams and M&S). It was agreed that Lorraine Barnett should be invited to the group organised by MR

MR – asked whether the pedestrian element of the traffic lights at the Castle could be changed to ‘on demand’
AL – no change planned, but moving toward P&R there may be changes. The lights in this location are not new and that means that tweaks like this are difficult.
ND – asked if the baseline traffic data would available to the group at the next meeting
AL – Yes

Objective Three

ND – asked that an update on the strategy requirements was needed
BS – The Council is about to start work on the baseline for emission strategy. This looks at all pollutants, with data received from the NO2 tubes, plus data from ECC. All this data will be put into a model, currently under construction. This will give information about AQMA hotspots. Once the baseline model is clear then different scenarios can be feed into it, for example P&R. it will take approx 4 months to construct the model. Day to day collection will continue.
RT – to confirm then the raw data is available but the model is not.
BS – yes data is available for 2012, 2013 and the model will be ready in Feb 14.. preliminary results will be available in April '14 and then September ‘14

Objective Three

ND – reducing street clutter on the High Street will go a long way to improving the public perception of it.

CBC has undertaken some prior public realm strategy street audit work – which Howard agreed to circulate to the group
AL- Much of the clutter is Highway clutter, plus the A-Frame, tables and smoking areas. ECC have a policy in this regard and the local authority implement their take on the overarching policy. CBC are grappling with this currently

SM – some of this highway clutter removal has taken place on St Botolph’s Street

The group agreed that the original audit could be updated by a small team carrying out a walk round Head St/High St and Queen St as a pilot study Head St, High St, Queen St
ND to provide an outline brief

Objective Five

JH – the meeting which included JH/CCVS and HD had not happened as JH had been ill
JH - that the reintroduction proposed did not have the same impact on this group. There is no planned change to the parking. However, there would be a change to some peoples route as there was a no right turn from the High Street into Queen Street, but this means a change of habit for some..

Agreed that CCVS would continue to collect data from their volunteer drivers about the route changes – throughout the period of the revised trial

It was suggested that the group should try and meet to discuss how this can be collected and shown, in advance of the next monitoring group meeting

Objective Four

AL – ECC have points where they monitor cycle counts which he can supply.

Was there any mileage in carrying out pedestrian day counts? ECC are not
| intending to carry out pedestrian counts |
| BF – could we carry out a monitoring process through Lion Walk? |
| ND – re-iterated the need for engagement with the bus operators – increases in bus patronage and journey reliability are key elements of the trial. |
| MR – said it might be more useful to arrange something with the press, but it depends on the readership |

**4. Next Meeting**

*Date of next meeting – 6 November 2013 1.30pm Town Hall*