

SECURITY PROTECTED – NOT FOR CIRCULATION

City Centre Security Steering Group

Tuesday 17 August 2021 – 12.30 pm

Notes

Attendance:

Lynda Deane
Daniel Noad
Steve Froggatt
Louise Maden
Gary Peacock
Alison Bethell
Paul Garrod
Wendy Maden

Apologies: Simon Thomas, Annemarie Strong and Andrew Dunn

1. Draft Governance Structure – City Centre Security Programme Board

- a. In response to members request, governance around the project. Programme Board to be set up, to allow Cabinet Members for Resources and Transport to be briefed, alongside Chris Major, Director of Place Management, with delegated powers to make decisions, as per the cabinet report
- b. GP talked through the Governance arrangements, including role of steering group
- c. First Programme Board – 14 September – Steering Group on 8 September
- d. Scope of Works:
 - i. Avoid creep of project
 - ii. **Action: SF and WM to provide details**
- e. Louise – service user involvement to help shape implementation and their involvement. This needs to be captured in the Governance structure and identify how we are going to engage with accessibility and residents' groups.
 - i. **Action: GP to update governance and scope of works and circulate link**

2. Parklets/Seating

- a. Communication – if successful and we can move forward, we will be undertaking collaborative design workshop on the final design with accessibility groups **Action: WM to liaise with AB and LM**

3. Draft Orders

- a. Inner
 - i. Awaiting tiles from Kris Gardom
 - ii. Managed Access List – **Action: DN to confirm to AMS**

- iii. TRO Report 1 x 3 – **Action: SF to send to PG for approval**
 - iv. Advertise 16 September
 - b. Outer
 - i. Agreed to advertise at the same time as the Inner
 - ii. **Action: Narrative to explain the difference – Action: AB to work with DN**
 - iii. **Action: Tiles and TRO Report 1 to be completed and sent to AMS**
- 4. **Communication Plan**
 - a. Meeting with Web Team on 19.08.21 to have webpages up and ready for 16 September
 - i. **Action: SF/ST to provide narrative for webpages**
 - ii. **Action: New map required to suit website**
 - iii. **Action: PG to advise AB on content for webpages**
 - b. Blue Badge – hybrid mail:
 - i. PG within 14 days of the TRO being made, we have to write back to anyone who comment
 - ii. Include on TRO consultation timeline for decision
 - iii. Kris G will have sample letter for TRO consultation
 - iv. Need to consider lead in times to ensure simultaneous release
 - c. Press Release – drafted to coincide with ‘go live’ date
 - d. Consultees/stakeholders/residents – TRO consultation to go to all stakeholders **Action: AB to liaise with LM**
- 5. **Vault Survey Works Update:**
 - a. All vaults surveyed for sliding bollards, with one left in Hetling Court
 - b. Raxon Day info, along with older surveys – problem with Upper Borough Walls – at the north – concrete sat on top of flat roof cellar – needs to be explored further
 - c. Statutory undertakers – going out end of this week – 4 weeks to respond – end of September/beginning of October
 - d. Complete design – not known until end of December/beginning January
- 6. **Budget Update – PID**
 - a. SF drafting PID for submission to CSG
- 7. **Proposed HVM solution, VMS system Update**
 - a. ST meeting with company from Bristol – 18.08.21
- 8. **Revised timeline for delivery**
 - a. SF revising alongside PID process
- 9. **Operational Management Process Update**
 - a. DN to meet with Parking and council connect
- 10. **Scheme signage**
 - a. Legal requirements and limit number as far as possible
- 11. **Access to private car parks**
 - a. DN to pick up with ST