



## **West Way Square Community Liaison Group (CLG) – Meeting 15**

**Venue:** Virtual meeting via Microsoft Teams

**Date:** 24 August 2020, 6.30 pm

**Attendees:** , Lorna Berrett (LB), Mary Gill (MG), Stephen Evans (SE)

**Project team attendees:** David Banks, MACE (DB); Neil Sillitoe SDC (NS); Lisa Himpson Savills (LS); Peter Sandercock, SDC (PS) - Chair

**Apologies:** Viv Smith, Debby Hallett, Caroline Kellner, Cllr Caroline Potter, David Kay, Cllr Emily Smith, Cllr Judy Roberts, Grant Nightingale, Darren Blasé, Tom Harbottle

### **Welcome**

PS opened the meeting and welcomed all to the online meeting. Lisa Himpson introduced herself and explained that she would be managing the day to day running of the estate and would be happy to field any queries or concerns as they arise.

Lisa is regularly on site and may be contacted on [lisa.himpson@savills.com](mailto:lisa.himpson@savills.com)

### **Minutes of Last Meeting No 14 on 22<sup>nd</sup> June 2020**

Agreed as correct.

### **Construction Update**

NS provided an update on progress advising this remains on track with handover of the student accommodation to GRM taking place on Wednesday 26<sup>th</sup> August.

Works to the Premier Inn are due to complete by the end of September for handover to Premier Inn and their fitout works to the kitchen and restaurant.

Paving of the Central Boulevard is due to be complete by mid September at which point the construction fencing will be moved back to the face of Block E (the building immediately behind Elms Parade)

NS presented a preliminary plan showing the proposed access routes that will be in place following closure of the Chapel Way access to site to and from Westminster Way which takes effect on Monday 7<sup>th</sup> September. (A copy of the plan to be effective from Monday 7<sup>th</sup> September is attached and will be posted with signage on site ahead of the road closure)

An updated plan will be shared once finalised showing the site access routes following the relocation and opening of Lloyds chemist and Chancellors in their new units effective from w/c Monday 28<sup>th</sup> September at which point there will be no public access to the car park situated between Elms Court and the former Grant Thornton building.

### **Management of the Completed Development**

**Student and Residential Lettings** – LB asked about the flats in Block E which DB advised are being marketed through their retained agents, Chancellors.

MG queried which college / university the students would be from and DB advised the lettings are being handled through CRM and students are expected to be from a variety of Oxford colleges. CRM contact is Victoria based in Block C reception, contact details to be shared LB explained that the parish council were keen to make contact with the new residents, including students, welcoming them to Botley. DB pointed out that student bookings will be at their peak over the next few weeks and it may be better to make contact through CRM once this has passed.

### **Pedestrian Area Restrictions**

LB & MG tabled a number of queries and concerns that had been shared with them locally and as follows:-

Traffic Access and Signage – DB explained that it was part of the servicing and delivery strategy that required the pedestrian zone to be accessible to vehicles and that the hours of access had been agreed with the Vale of White Horse (VoWH) district council as part of planning process. Agreed delivery hours are included in the tenant servicing agreements. Any request for variation would need to be referred to VoWH planning.

In recognition of the apparent ambiguity of the current signage the reference to 24hrs will be removed. The vehicle access restrictions apply 7 days a week.

Parking outside Tesco – DB highlighted that there is no provision for parking in this area as it is a loading / service bay only for the use of Tesco and Iceland. This will be monitored by Savills and pavement signs are to be placed as a reminder.

Vehicle Access generally – ANPR cameras are now all in place, managed by Smart Parking. Whilst there has been an initial period of grace for any infringements penalty notices will be issued from next month onward. Smart Parking have access to the DVLA database for identification of any offending vehicles and fines will be enforceable. The ANPR cameras track all vehicle movements on and off site and it will be possible to interrogate vehicle movement data to facilitate future discussions for the possible revision of restrictions.

Safety and Security -The site roads and pedestrian areas are on private land and are monitored via CCTV. CRM will have a security presence 24/7 and CCTV cameras are monitored overnight. Any antisocial behaviour will be dealt with either via site security or, if necessary, the police.

Concerns have been shared around the dangers associated with cars exiting the car park onto Westminster Way across the pavement and NS confirmed that signage and a 5mph speed bump were to be placed at the car park exit to warn pedestrians and slow vehicles down.

Parking Charges – agreement has been reached in principal with planning to allow free parking from 6pm until midnight and a formal application for a variation of the planning condition has been submitted.

Curbs and Ramps – the question was asked about curb heights, visibility and potential trip hazards. DB confirmed that all have been designed, placed and approved in accordance with the relevant design standards. There are to be 3 ramps in addition to steps between levels in the central boulevard area.

Cyclists and cycle racks – MG asked if there were any restrictions applicable to cyclists. DB confirmed that there was no specific signage although it was expected that cyclists would dismount when in the pedestrian area. This will be monitored and pavement signs can be provided as reminders should this prove necessary.

MG also asked whether the cycle racks were for student use or anyone and how they were accessed. DB advised they could be used by anyone including students and access could be via the car park or pedestrian entrances. Students are catered for separately with dedicated cycle racks on the upper car park deck managed by CRM.

### **Commercial Lettings**

DB was unable to provide any updates although did confirm MACE were in discussion with a restaurant taking space in Block E although no further information would be available until heads of terms have been signed.

Discussions were also underway with regard to a Farmers Market and whilst this was expected to proceed it is again too soon to confirm when this may open until terms have been agreed.

DB asked that any proposals for pop up stalls, festivals etc should be referred to LH (Savills) allowing at least 1 months prior notice for agreement.

### **Community Update**

PS shared key statistics from the Q2 Community Engagement Plan report submitted last month with key metrics for employment and procurement remaining as the last report:-

- 16% of the total project hours worked by operatives living with an Oxford post code
- 14% of the project procurement value has been awarded to businesses within 30 miles of the site

### **Phase 2 Update**

DB advised there was nothing further to report. Feedback had been submitted following closure of the consultation period and it was with the planning authority to determine the revised application.

### **Any Other Business / Questions**

**Damage to Grass Verges on St Paul's Crescent** Viv Smith via LB wished to remind SDC these works remained outstanding which was acknowledged. PS confirmed that SDC's groundworks team would review and attend.

**Community Building (Block F) WiFi Connection** LH confirmed she is dealing with the service providers now that the BT connection is in place.

**Elms Parade** SE asked when the ANPR and Parking Charges would be operational to the front of Elms Parade. DB reported that the pay machine should be operational from next week onward.

SE also raised the matter of 2 waste bins to the front of Elms Parade and DB confirmed that these were with SDC to action

**Phase 1 Formal Opening** DB confirmed that whilst it had been hoped to have a formal opening ceremony this was on hold pending any relaxation of Covid restrictions allowing a public event to take place.

### **Further Meetings**

Unless there was a specific need and with construction of Phase 1 almost complete DB suggested that this would be the last meeting of this series chaired by SDC.

A similar forum is planned for Phase 2 once that receives the go-ahead

LH confirmed that site information will be shared via a public website once this has been set up. Details to be communicated.

DRAFT