

**Project Name:**  
Waverley Park  
Collective Liveable  
Neighbourhoods

**Subject:** Stage 0  
Steering Group

**Job number:** 1675

**Location:** Teams

**Held on:** 11<sup>th</sup> January 2021

**Attendees:**

GCC - CF, JT

Sustrans - SV

WPC - AM, JJ, EW

CE - IJ

Cc:

Ref	Item	Action
1.0	<b>Governance structure - Project Delivery Team and Project Board</b>	
1.1	CF noted that GCC should not be noted as a CDM designer and should be in an advisory capacity only. WPC to amend note within governance documents	WPC
2.0	<b>Project Board gateway approvals format</b>	
2.1	IJ noted that stage 0 report draft is being worked on now with a view to circulating with the updated engagement strategy included. Report due to be issued W/C 18/01/21	Note
2.2	IJ noted that the animating Spaces funding was unsuccessful.	Note
3.0	<b>Programme progress and risks</b>	
3.1	Covid-19 implications are in flux currently with schools closed and strict social distancing in place which will impact on face-to-face engagement. However, the design team can continue to work on digital engagement tools and as point 2.1 the stage 0 report is due to be issued on programme week commencing 18/01/21 with a revised engagement strategy. WPC/CE will continue to review Covid-19 restrictions and their potential programme implications	Note
3.2	JT noted that the temporary interventions that were suggested in December by CE would be discussed this week and it was agreed a further technical meeting should be arranged W/C 18/01/21.	IJ/JT

Ref	Item	Action
4.0	<b>Baseline data collection</b>	
4.1	Due to the current restrictions, it was decided that there was little value in carrying out further traffic/parking surveys and counts as it was not representative of typical use in the current circumstances. It was felt that enough data existed to allow the temporary measures to be put in place as sufficient evidence existed of the rat run and speeding problems.	Note
5.0	<b>Stage 1 Engagement - format, messaging and timings</b>	
5.1	AM noted that the current plan for website and engagement launch is end of January – CF/SV requested notification before going live.	WPC/CE
5.2	CF and SV to confirm organisational contacts for comms/ media releases. Notification of releases to be provided to by WPC for information/ comment from GCC/ Sustrans	CF/SV
5.3	CF confirmed that direct contact from WPC to Councillors can continue. WPC will continue to forward copy to CF	WPC
6.0	<b>Co-ordination with Spaces for People (SfP) interventions</b>	
6.1	CF noted that the - temporary interventions as part of Spaces for people would need to be advertised as a GCC/Sustrans project as opposed to community led due to the requirements of the funding. CF will confirm any communication protocols.	CF
6.2	Sustrans to confirm with GCC that the SfP proposals from GCC meet the fund objectives (specifically modal filters if these are included in the GCC proposals)	SV
7.0	<b>Budget considerations from taking forward stages 3 to 6</b>	
7.1	WPC requests that a further conversation with Board members is held regarding the funding of post-Stage 2 steps towards construction to ensure that momentum is maintained	Note
8.0	<b>AOB</b>	
8.1	CF noted that Steve Scott in GCC parks was the best person to discuss the access of the triangular park. CF will put in touch with IJ	CF/IJ