

## **New Park Centre Redevelopment Project**

### **Consultation Process Report**

#### **Introduction**

A fundamental element of the project has always been and continues to be consultation with beneficiaries, partners and stakeholders to ensure decisions regarding the Centre meets the needs of the changing community it serves.

The Management Board of New Park Community and Arts Association (NPCAA) is committed to securing the necessary governance and management changes to ensure wider representation in the near future. A key part of this process is the appointing of Board members as portfolio holders, a focal portfolio is that of Consultation with overall responsibility to ensure inclusive ongoing consultation is a key element of the decision making process. The Vice Chairman has taken on the responsibility for this portfolio. Monthly Board Meetings include updates on the development and consultation process.

New Park Centre is located in the ward of greatest social and economic deprivation in Chichester. An analysis of the 2001 Census information determined it was the ward with the highest % of: ethnic minority population, unemployment, welfare benefit claimants, limiting long term illness and it also has the highest crime rate in the City Centre.

It is also the area with the largest and a growing proportion of Social Housing, including the current Bastion House development by Dominion Housing Association.

#### **Consultation to date**

During 2005 detailed research and consultation was undertaken to produce Business Plans for both NPCAA and Chichester Cinema @ New Park, one of the Centre's longest and most significant user groups, as a key element of the early development of the project.

This included:

- A need and demand assessment covering analysis of the catchment area, review of competing and complimentary facilities and consultation with user groups.
- A cinema audience survey and analysis of postcodes of cinema visitors to determine the profile of the audience and where they travel from.

In 2007 a Feasibility Study was conducted to confirm the need for the project and that it had the capacity to raise the required funds. This included one-to-one consultations with a number of beneficiaries.

The Study identified the requirement for the project to evolve and aspirations of the Centre to respond to the changing needs in the City – the lack of affordable, accessible space being the consistent factor, the emerging need for a community information hub being the key element to serve all the potential as well as existing beneficiaries.

Subsequently further detailed research and consultation has been conducted to update the business plans and inform the schedule of accommodation and architects brief to take the project forward.

- Consultation with some 20 local potential beneficiary groups – local third sector group – to identify space and facility needs.
- Audit of all 27 local community buildings to assess capacity and unmet demand.

In addition to this we have undertaken:

- An analysis of Centre user postcodes.
- Public and user group consultation regarding the draft schedule of accommodation, launched on 30<sup>th</sup> October 2007, which has been used to inform the architects brief – *results summary attached as appendix 1 pages 4 &5*
- Meeting with Dominion Housing Association – a key beneficiary to determine their future resident profile and needs.
- Thursday 13<sup>th</sup> December 2007 – NPCAA AGM and launch of outline plan consultation – *results summary attached as appendix 2 page 6&7.*
- Friday 18<sup>th</sup> January – Site visit to Bromley-by-Bow Centre Rod Fennell, Bill Jutton (NPCAA Board Members) Sharon Gregory (New Park Centre Manager), Carol Godsmark (Cinema Board Member – Catering portfolio), Kate Scales & Caroline Hedicaker (C&D CVS), Tracey Richardson (SM Consultants), David Boyd (LCE Architects)
- January 2008 – Individual beneficiaries and user group meetings as part of preparation of planning application submission.  
 Kate Scales and Tony Sneller (Chief Executive & Chairman C&D CVS)  
 Jacqueline Wetter (Chairman Saturday Venture Association and representative, West Sussex Association for Disabled People)  
 David Underwood (Mind Western Community Interest Company)  
 Lynne Marriner (Dominion Housing Association/Bastion House)  
 Clare Skerritt & Dianne Pearse (West Sussex County Council Child Care Support)  
 Barbara Teasdale (Chairman Chichester Access Group), Terry Studd (Vice-Chairman CAG)  
 Margrith Hose (Chichester Transport Group & CAG)  
 Mark Stables (WSCC Adult Learning with Difficulties – Adult Services )  
 Mike Foyle (NPCAA Chairman), Bill Jutton (NPCAA Vice-Chairman) & Sharon Gregory (Manager New Park),  
 Tony Ryan, Paul Wilson & David Brown (Cinema Board members), Walter Francisco (Cinema Manager) & Roger Gibson (Cinema Artistic Director)  
 Christine Fleming & Carol Williams (Chichester Players)  
 Linda Ward (Upholstery Group Teacher)  
 Roger Rose (New Park Artists)  
 Jennie King (Chichester Oil Painters, Learning to Draw & Paint))  
 Peter Barnett, Darren Homan, Gary & Jacob Snook (Judo)  
 Alan & Jacqui Prior (Karate)  
 Heather Harris (Taekwondo)  
 Jeremy Bushell (CDC Planning) & Henry Whitby (CDC Planning –Trees)  
 Paul Jackson-Cole (WSCC Highways)  
 Tracey Richardson & Sarah Mansell (SM Consultants)  
 Daniel Treagust (Boxall Sayer – QS)
- Monthly meetings of Project Development Board from mid-January onwards.

- Tuesday 22<sup>nd</sup> January – VAT Update  
Rod Fennell & Richard Gregory (NPCAA Board members, project co-ordinator and treasurer respectively) met David Huyton (Constable VAT Services Ltd)
- Thursday 24<sup>th</sup> January – C&D CVS AGM
- Tuesday 5<sup>th</sup> February – Chichester College Catering Dept. Deborah Bagnell and Liz Taylor with Kate Scales (C&D CVS)
- Tuesday 12<sup>th</sup> February – NPCAA User and Potential User Group Forum – *results summary attached as appendix 3 pages 8-10*
- February 2008 - Individual beneficiaries and user group meetings as part of preparation of planning application submission – *results summary attached as appendix 4 pages 11-14*
- Andy Moreman – WSCC Children's Services
- March 2008 - Individual beneficiaries and user group meetings as part of preparation of planning application submission - – *results summary attached as appendix 4 pages 11-14*  
Alistair Russell (Deputy Manager New Park Centre)  
Michael Steward (Hornet and St Pancreas Residents Association)  
Daniel Treagust (Boxall Sayer)  
Sharon Gregory (Manager New Park Centre)  
Jeremy Bushell (CDC Planning Dept.)  
Chris Smith/Jane Honour (The Model Making Company)  
Sarah Mansell/Tracey Richardson (SM Consultants), Dan Tregust (Boxall Sayer), Michael Foyle/Bill Jutton (NPCAA Board Members)
- Wednesday 12<sup>th</sup> March – Chichester City Council Planning Committee
- Thursday 13<sup>th</sup> March – Chichester Society Representatives
- Thursday 13<sup>th</sup> March – Chichester Conservation Area Advisory Committee
- Thursday 18<sup>th</sup> March – Presentation to NPCAA & Cinema Boards followed by NPCAA Board Meeting

### **Consultation next stage**

- Monday 31<sup>st</sup> March – Submission of Planning Application, issue of Press Release and update mailing to all NPCAA members, friends, user groups, donors, responders to previous consultation.

Throughout the life of the project to redevelop New Park Centre the NPCAA Board continues to be committed to consulting fully with partners, users and the community at large. Using a variety of methods from one-to-one to open meetings, exploiting the use of the media and virtual consultation the Board are determined to ensure decisions made will create a New Park Centre that is fit-for-purpose meeting the needs of all its potential beneficiaries.

Rod Fennell  
NPCAA Board Member and Project Co-ordinator

Tracey Richardson  
SM Consultants

Wednesday 26<sup>th</sup> March 2008

## **New Park Centre Redevelopment Project** **Consultation Feedback Report**

### **Public and User Group Consultation – launched 30<sup>th</sup> October 2007**

#### **Introduction**

NPCAA is committed to consulting with stakeholders, users, members, Friends of New Park and the general public at each key stage of the New Park Centre redevelopment project.

To this end the latest phase of consultation was launched on Tuesday 30<sup>th</sup> October with a media announcement – published in the Chichester Observer on 1<sup>st</sup> November and letters to 1,000 users, members and Friends of New Park and Chichester Cinema @ New Park, all 27 other community facilities in the area and potential user groups previously consulted.

The announcement was accompanied by an update on the development and a proposed draft schedule of accommodation being posted on the Centre's and CDC's websites inviting dedicated email or postal responses to four structured questions by Monday 12<sup>th</sup> November.

#### **Detailed Response**

Volume - 35 emails and 24 letters = 59 responses.

48 (81%) were from users of the centre at least 75% of these are cinema goers.

3 Potential user groups responded:

Diabetes UK Chichester & District Voluntary Group, interested in holding meetings  
Saturday Venture Association – interested in opportunities for physically disabled groups to use the facilities.

Mind Western Community Interest Company, a social enterprise in the area who is enthusiastic to talk about the possibilities of being involved with the Community Car/Bar

Existing users also mentioned other groups they are members of possibly using the Centre in future, including U3A, Bridge Club, Art Activities and Music. There is also reference to the current difficulties of the Regnum Club and its potential to relocate to New Park.

Existing User Group responses came from:

The Swing Dance Company  
Chichester Local Historical Society  
Chichester & District Archaeological Society  
Chichester Players  
Chichester WEA  
Yoga Class Teacher

All very positive with the assurance that their current needs will still be met and with some additional requests that have been anticipated in the detailed schedule of accommodation – for example sufficient storage, improved heating, sprung floor for dancing, reduced noise pollution between rooms and natural light for art groups.

One response from CDC Councillor Derek C James concerning reduction in car parking, Bill Jutton and Rod Fennell have already arranged a meeting later in November.

One offer of help next year from a locally based film maker.

Key Responses:

Without exception the feedback is supportive of the proposals, including many encouraging comments for example:

“An excellent idea just what we need”

“I like the proposals and think this will be good for the city and its residents”

“The proposals outlined in the Consultation Document are imaginative and capable of meeting a wide range of community needs”

And messages of encouragement:

“Keep up the good work”

“Thanks to the Board for all the hard work done so far to bring this imaginative and much needed plan into being”

There is also considerable praise for the consultation process itself and enthusiasm to attend the AGM and see the plans. Over 90% of respondents wish to be kept informed of progress.

Two major concerns:

1. Reduction in car park spaces (almost all responses mentioned this)
2. Maintaining the unique look/feel/atmosphere of the old building, although the need to modernise is recognised and there is general agreement that the HND/Jazz Hall need replacing.

Cinema goers, enthusiastically praise the quality of programming and the unique benefit to the local cultural scene provided by Chichester Cinema @ New Park. Generally supportive of provisions of an extra screen including a suggestion as to the style this should embrace. One expression of concern that the Cinema can sustain two screens, which is balanced with limited concern that other groups having greater access to use one of the screens will inhibit Cinema growth - these have been supplied to Paul Wilson in advance of the Cinema Board meeting taking place on 14/11/07.

Additionally there is substantial support and encouragement for the concept of an extended Community Café/Bar.

**Summary**

The consultation process has been a success in that it has not produced any surprises. The affection for New Park Centre and the Cinema in particular is considerable and should be harnessed as the project progresses. NPCAA next needs to thank respondents for their participation and answer their concerns. This will be addressed in the press statement w/c 19<sup>th</sup> November and first edition of the development newsletter.

Detailed questions from individuals and user groups will need to be addressed separately by NPCAA and Chichester Cinema @ New Park Boards.

SM Consultants  
14<sup>th</sup> November 2007

NB copies of individual responses available on request.

**New Park Centre Redevelopment Project**  
**Consultation Feedback Report**

**AGM 13<sup>th</sup> December 2007**

**Introduction**

NPCAA continues its commitment to consulting widely at each key stage of the New Park Centre redevelopment project.

To this end the latest phase of consultation was launched on Thursday 13<sup>th</sup> December at the NPCAA AGM.

A progress report and the outline plans for the Centre's development were presented. Copies of the report and plans were distributed to attendees and subsequently to invitees, members/Friends and those who had asked to be kept informed from the first stage of consultation launched on 30<sup>th</sup> October.

The plans and feedback forms were on display at the Centre and available via the Centre, CDC and West Sussex Voluntary Organisation Liaison Group websites from 14<sup>th</sup> December; this was promoted via the Chichester Observer and Spirit FM.

The deadline for feedback was extended from 31<sup>st</sup> December to the 14<sup>th</sup> January in response to initial feedback and to ensure the widest possible participation.

This report covers the feedback received subsequent to the AGM. The instantaneous response and questions raised at the AGM is covered separately in the meeting minutes.

**Detailed Response**

Volume - 28 emails and 3 letters = 31 responses.

24 (77%) were from users of the centre almost 60% of these are cinema goers.

4 Potential beneficiary groups responded:

Diabetes UK Chichester & District Voluntary Group, interested in holding meetings

Chichester Access Group

Chichester Transport Group

Emerson House – courses/training for teachers and parents of dyslexic children

2 Bar volunteers

Existing User Group response came from the Chichester Players

2 respondents asked for Friends details and one couple were interested in information relating to volunteering

**Key Responses:**

The feedback continues to be supportive of the proposals, especially for the concept of a Community Hub, but there is considerable concern re the loss of parking – examples include:

*I think the idea of a community hub is superb, we have been waiting for this for some time. I will certainly support the proposal.*

*Your plans look impressive and well thought out. We can also see why parking is a concern. We are particularly impressed by your determination to broaden your scope – to lift your horizons – to plan on a wider scale. You have our loyal support.*

*Overall proposals seem excellent and inclusive, covering most needs. Better bus services in Chichester would help!*

*Thank you for asking for comment on the proposed development.....  
The plans look interesting and attractive from what can be gleaned from the plans but the huge issue is where are your customers going to park?*

*In principle I think the proposals look excellent, but I am extremely concerned about the lack of parking spaces. If I cannot continue to park reasonably easily I am unlikely to continue to use the Centre.*

Some respondents found the plan difficult to interpret especially when downloading from a website, a point which will be taken into account for future consultation. All the respondents wish to be kept informed of progress.

Three main concerns:

3. Reduction in car park spaces at the Centre and the fact that this is compounded by the reduction in capacity of the adjacent public car park (almost all responses mentioned this) and the impact this could have on both existing users and attracting new groups to the Centre
4. Sufficient facilities and access for disabled users
5. Maintaining the unique look/feel/atmosphere of the Centre, although the need to update is appreciated.

Cinema goers, continue to praise the quality of programming provided by Chichester Cinema @ New Park and are generally supportive of provisions of an extra screen, however there were 2 expressions of concern that the Cinema can sustain two screens.

**Summary**

The consultation process continues to be a success in that it is engaging both existing users and increasingly potential users. There is some disappointment in the low volume of response, but the plans at this stage were quite challenging to interpret. This is reinforced by the quality of feedback and ideas derived from the individual consultations with beneficiaries and user groups which has been conducted since the beginning of the year. The next stage of consultation to be launched at the Beneficiaries and Users Forum on 12<sup>th</sup> February will use clearly drawn 1:100 plans with the aim of increasing the volume of response.

The comments regarding facilities for the disabled have been taken up through individual consultation with the Chichester Access Group and will be incorporated in the next set of more detailed drawings

The concerns expressed regarding the loss of parking has been taken extremely seriously by the NPCAA Board who have instigated discussions with WSCC Highways Department, Chichester Community Transport representatives and appointed an independent consultant to conduct a Transport Survey.

Detailed questions from individuals and user groups will continue to be addressed separately by NPCAA and Chichester Cinema @ New Park Boards.

SM Consultants  
29<sup>th</sup> January 2007

## **New Park Centre Redevelopment Project** **Consultation Feedback Report**

### **User and Potential User Group Forum - Tuesday 12<sup>th</sup> February 2008**

#### **Introduction**

NPCAA continues its commitment to consulting widely at each key stage of the New Park Centre redevelopment project.

To this end the latest phase of consultation took place on Tuesday 12<sup>th</sup> February at the NPCAA Forum.

A progress report covering the consultation programme, updates on the design and planning for the project, fundraising strategy and the outline timeline for the project was presented.

The Chichester & District CVS as key partners in the project gave a brief overview of how the concept of a Community Information and Support Hub would work as a major new service based at New Park to benefit the whole community.

Existing and potential user groups gave brief reports on their current activities and aspirations for the future aligned with the new development at New Park.

This report covers the feedback at the Forum and subsequently received.

#### **Attendance**

40 people attended, representing the following groups/organisations:

NPCAA – Board, management and volunteers

#### **User Groups**

Chichester Judo

Chichester Cinema @ New Park

U3A

U3A – Film Studies

Chichester Players

Young Embroiderers

Focus of Fitness

CSAC

Chichester & District Archaeological Society

New Park Artists

Sub Aqua Club

Karate

#### **Potential Users**

Chichester Access Group

C&D CVS

Chichester District Council – ward councillor and officer from Communities Team

West Sussex County – ward councillor

#### **Funders**

Trustee - Woodger Trust, major doner for project development phase

#### **Consultants**

SM Consultants – Strategic planning and fundraising

### **Key Responses:**

The feedback continues to be very supportive of the proposals, especially for the concept of a Community Hub, but there is still considerable concern re the loss of parking and the potential impact this may have on usage of the Centre by existing and new groups and the importance of maintaining the unique atmosphere of the Centre.

### **User Group Reports:**

**Judo** The club has been at New Park Centre 40 yrs and currently has 60 - 70 youth students from age 5yrs and 25 adults, the oldest being 74yrs. The club is thriving and is excited at the prospect of a new regional standard dojo. This will enable high quality training and attract more members.

**Chichester Players** also 40yrs at the Centre with both youth and adult membership 5yrs to 80yrs. Currently rehearse in Jazz Hall and look forward to new facilities not least a new stage left entrance, plus improved workshop, wardrobe and changing facilities.

**Sub Aqua** Sub Aqua many years at NPC group is smaller in numbers than in the past but active with many projects including Harbour archaeology and wreck studies, diver training.

**Karate** is ongoing successful group. Improved facilities would attract more members.

**Chichester Cinema @New Park** Cinema society is very excited at the prospect of a second screen will improve screening patterns and improvement of facilities will attract new audiences. Digital projection will make possible special sub title and description facilities for visual and hearing impaired. The Hub will expand the Centre's community involvement to the benefit of all users. Current Film studies and film discussion groups could expand in new facilities.

**U3A Film studies** NPC is a safe place to visit on your own, you at feel at home. Bar volunteers were thanked for refreshments and hope is in new facilities snacks and sandwiches would be available. Others echoed thanks to bar volunteers.

**Focus On Fitness** 3 sessions of 'keep fit' in dojo a week for the over 50s. Mats are very useful. The room is not well heated – heating is noisy. Concerned at reduced parking will deter people. New changing rooms would be welcome.

**Art Classes** meeting in the HND x 16 artists. The general layout of the new plan is good. There is the prospect of good light for oil painters. Concern over parking and access with easels and wet canvasses – will need transport close by.

**Young Embroiderers** meet in the Jazz Hall. Concern over access when carrying heavy sewing machines. Children must be brought into the room by parents and collected.

Other reps inc. Judo and Chi Players echoed the need to observe adequate child protection procedures.

**Bar volunteer** Concern over reduced car parking – it could be a major disincentive. Many elderly and disabled members appreciate the safety of New Park. Many come to the cinema on their own and will not relish walking from the cattle market after dark or against the elements. Any use of buses will need to be included in any business plans.

### **Feedback Forms**

2 received to date:

#### **Chichester Access Group**

Wishes to be kept informed of progress (contact on file)

Is a current user of the centre (film & Fitness)

The most beneficial aspect of the development project – accessibility to entire site

Of great concern – the loss of car parking will leave insufficient spaces

#### **U3A film goer**

Wishes to be kept informed of progress

Is a frequent current user of the centre (film & film studies in portacabin)

Would continue to use the centre after development

The most beneficial aspect of the development project – becoming an active community centre and improved cinema facilities.

Of great concern – the loss of car parking

#### **Issues:**

Car Parking - the project team confirmed the appointment of a specialist Transport Consultant to investigate the full implications of the reduction of car parking adjacent to the Centre and explore solutions to overcome this ensuring the Centre remains accessible. Attendees with particular concerns were invited to join working party being instigated to work with the consultant.

Centre's look and atmosphere – attendees were reassured having looked at the revised layout plans that these concerns were being addressed.

#### **Summary**

The consultation process continues to be a success in engaging both existing users and increasingly potential users.

The next stage of consultation will be launched to the wider public on completion of the layout plans and elevations.

SM Consultants

15<sup>th</sup> February 2008

## New Park Centre Redevelopment Project Consultation Feedback Report

### Additional Consultations

#### **Thursday, 28<sup>th</sup> February (RF)**

**16.00** Andy Moreman – WSCC Children’s Services

- Responsible for two types of service – “**generic**” & “**targeted**”.
- Generic provision is largely catered for in Chichester by youth club provision on the school campus to the south, the Boys’ Club refurbishment in the Centre and proposed new facilities on Graylingwell to the north. (Working with Dave Hyland on the Graylingwell project)
- Targetted provision is more of a problem. Mainly specific projects aimed at groups between 12-20. Often time limited. Many of these services are currently provided at Fernleigh. Formal announcement of Fernleigh closure imminent because of high overheads. Not known whether WSCC intend to reinvest all or part of capital receipt in new provision. 60 groups likely to be displaced. No information to those groups as yet. Likely to be homeless and certainly in need of short-term and probably long-term rehousing. Not all youth services, other groups as well e.g. AA meetings, young people counselling, educational courses.
- Need for alternative provision. Prime requirements 1:1 rooms, small groups, space for “tea and a chat”, and for large groups or large annual meetings (100-200). Essential provision is **affordable**.
- Very interested in proposed provision at New Park which meets many of his identified needs.
- Problem of timing as major problems in near future when closure date for Fernleigh is confirmed. Users to be issued with alternative contacts including New Park Centre. Suggested liaison with Sharon to see if New Park can assist in the short-term.
- Thought “Information Hub” was a very sensible and much needed facility for the City. Interested in the possibility of its early introduction and possible role in assisting in the relocation of the Fernleigh groups.
- Parking not seen as a major problem as current users of Fernleigh do not have ready access to car parking. Many groups use own transport so drop-off space important.
- Would like to be kept informed of and participate in future meetings. Keen on corporate, integrated approach to youth, social and community provision which is currently lacking.
- Contact details:  
Email: [andrew.moreman@westsussex.gov.uk](mailto:andrew.moreman@westsussex.gov.uk) Telephone 01243 789500

#### **Wednesday, 12<sup>th</sup> March (BJ/RF)**

**17.15** Chichester City Council Planning Committee (6 Councillors) (Venue: Assembly Rooms)

- Disappointed no elevations shown
- Relationship to the City Walls. Closeness and impact on trees

- Status of presentation and query when formal application is to be submitted
- Envisaged construction period?
- Concern about availability of parking. Transport Consultant investigation explained and Cllr. James explained CDC Parking Policy under review
- Clarification of “green” credentials
- Hope that one of the auditoria could be used for things like fringe theatre performances
- **Concern that plan showed retention of portacabin and stores as they currently exist.** Opportunity should be taken to tidy up whole site
- Clarification sought on pedestrian routes and access to and links with the open park area to the north
- Reason for and nature of proposed changes to access and egress of the site

### Thursday, 13<sup>th</sup> March (DB/RF/BJ)

12.00 Elevations

13.00 Alistair Russell (New Park Centre) – Plan

- New configuration of bar/kitchen/store satisfactory
- Storage issue discussed and in particular the need for adequate room for the trolleys and moveable seats in the main auditorium. Possibility of using space under fixed ramp of Second Screen identified as a suitable location.
- Need for easy access and storage for groups with heavy equipment (e.g. artists & upholsterers discussed. Need for externally accessible Film Store also needs to be identified.
- Need for running water in community rooms flagged.
- Easy internal access to administrative office needed.

14.00 Michael Steward (Hornet and St.Pancras RA) [Richard Griffiths \(Rector – St. Pancras Church\)](#) did not attend the meeting

- Supported proposals
- Principal of improvement of community facilities supported
- Main concern was the parking and related transport issues
- **Could a bus lay-by be provided on the eastern side of New Park Road site either on the New Park site or the park area immediately to the north?**
- **Is it necessary to have a separate access and egress?**
- Important to link with changing parking strategy especially if it involved park and ride. Ensure access to the area focussed on visitors and users of the facilities and businesses in the area. Exclude commuters.
- Contact details:  
Email: [mike@littenho.demon.co.uk](mailto:mike@littenho.demon.co.uk) Telephone 01243 774503

15.00 Chichester Society (Tony Dignum, John Pavitt, & John Templeton)

- Support principle of improved community facilities
- Had long supported retention of Victorian building
- Recognised area was facing significant change and New Park Site in important location between the hard urban townscape and the parkland
- How is the Victorian building going to be upgraded to meet modern standards?
- Concern about eastern elevation in particular. **Did not like curved windows shown on Jazz Hall which are not a typical Chichester feature. Would**

**be better if gable on Jazz Hall replacement were the same as the school building.**

- **Would be happy to include article in the next Chichester Society Newsletter.** Copy (770 words) + c.2Visuals would need to be with Tony Dignum by first week in May (Discuss with TR/MF)
- Contact details:  
Email: [tonydignum@btinternet.com](mailto:tonydignum@btinternet.com) Telephone 01243 538585

**16.00** Dan Treagust (Boxall Sayer) – Revised Plans & Elevations/Elemental Cost Plan/Visuals/Timetable

### **Thursday, 13<sup>th</sup> March (DB/RF)**

**18.30** Chichester Conservation Area Advisory Committee (13 Representatives) (Venue:East Pallant House)

- Parking seen as vital issue. Easy access to the improved and enlarged facilities was vital if the project was to be successful
- The success of the project will be dependent on the provision of adequate alternative access facilities. In the circumstances would it make sense to reduce all parking on site and only address needs of disabled/staff/transport access. **Such an approach would allow the landscaping to be extended and wrap round the centre creating a building in rather than adjacent to the park?**
- Reason for changes to access and egress
- Landscaped garden shown is a potential litter trap. Ensure it is low maintenance
- Area between the rear of the building and City Walls had potential. Seating?
- **Is the building as designed too self-effacing? Could it be more adventurous? If it was a well designed modern building it would provide an effective counterpoint to the Victorian Building. “Wow” factor important – be bold!**
- Make main entrance more transparent?
- **The detailing of the building is extremely important. Chichester is essentially a brick city with some stone. Do not over-do the use of flint-work.**
- Important that careful consideration is given to the treatment of the pedestrian accesses, the material used and associated lighting and use of spotlights to accentuate key features
- Make sure adequate provision for bicycles
- Adequate disabled access also essential, including provision for users of motorised scooters
- **Is the proposal a needed facility in the wrong location?**
- Contact details:  
Email: Richard Cole (Chairman) [labrcole@waitrose.com](mailto:labrcole@waitrose.com) or Keith Warren (Secretary) [kawccaac@warren76.myzen.co.uk](mailto:kawccaac@warren76.myzen.co.uk)

### **Tuesday, 18<sup>th</sup> March (DB/RF)**

**12.00** Sharon Gregory (New Park Centre)

- Alistair Russell's comments (See above) endorsed
- Problem of storage, particularly of seats and tables discussed. Issue for next stage

- Access to external storage examined and need for direct access from the converted dojo stressed.
- Configuration of male/female WC's discussed. **Desirable that there should be four cubicles in the female toilets and two + trough urinal in the male toilet.**
- **Larger space needed for information hub and desirability of some screening of the area to separate from bar noted**
- **Remove store shown in central admin block and provide access door on southern wall. Increase space to maximise flexibility**
- Important to maximise ability to use social/foyer areas
- Need to re-examine stair access to new Projection Box
- Configuration of Player's areas, possible links to the projection box. fire escape routes discussed
- Disabled provision, access and parking discussed. **Additional disabled parking desirable and essential scheme is DDA Compliant**

#### 14.30 Jeremy Bushell – Chichester Planning Dept

- No adverse comments made about revisions to floor plan and elevations since previous meeting
- Car parking options discussed. Suggested that it was important to have some, even if limited car parking on site, and that the assessment of alternative parking and access options would be an important consideration as part of the assessment of the application.
- Issue of signing/totem discussed. Likely to be a conditioned matter. External rather than internal lighting essential.
- **Agreed that the long-term proposals for the old toilet block , portakabin and storage sheds should be included in the application, suitably annotated to ensure the continued use of these facilities until appropriate replacement can be funded. Elevations need to be included as part of application.**
- Other external structures, for example the storage for refuse bins, would probably be conditioned if not shown in detail on the submission.
- **Agreed that possible suggestions for the park area to the north should be shown. Essential that the annotation makes it clear that the proposals are not part of the application.** Any decision on the future of this open parkland would need to be the subject of advice from Paul Over (Director of Employment & Prosperity) and consideration by the Council.
- Provision for disable access and checks that the new scheme is DDA Compliant should be checked with Gary Goacher, CDC Building Control.
- Police would be consulted when application submitted to ensure there were no concerns about dead areas and possible consequent social issues.
- Transport Consultant was producing advice on compliance with Highway Requirements. **Architect would be responsible for production of Design and Access Statement to accompany the application.**
- **Shaw Colegate measured drawings should be submitted for information as part of the application.**
- Attention was drawn to the increase in application fees and the requirement of a checklist of accompanying reports as from early April 2008

#### 16.00 Chris Smith/Joan Honour (The Modelmaking Company Limited) – Visuals for planning Application

- Production of two visuals to accompany application discussed.

- First to be a view from north-east showing new extension in the foreground and Victorian Building and Kier/Shippam Developments behind
- Second to be drawn from the City Walls looking eastwards showing the new roofscape
- Quotation for production of model at next stage to be provided

**16.30** Sarah Mansell/Tracey Richardson (S M Consultants)/Dan Treagust (Boxall Sayer)/Michael Foyle/Bill Jutton

- Update

### **Tuesday, 18<sup>th</sup> March (DB/RF)**

**17.30** Presentation to NPCAA & Cinema Boards (Venue: Jazz Hall)

- Updated plans and elevations discussed, including issues of parking, signing, future of external storage facilities and possible access to improved parkscape to the north discussed

### **Tuesday, 18<sup>th</sup> March**

**19.00** NPCAA Board Meeting (Venue: Portacabin)

- Plans and elevations signed off
- Project Co-ordinator authorised to agree final changes of details with architect
- Final planning submission to be cleared by Project Co-ordinator in consultation with Chairman and Vice-Chairman
- New Park and Cinema Boards to be advised if any significant changes are made
- Revised plans and elevations to be circulated when available
- **Essential submission is made by 31<sup>st</sup> March 2008**
- Press Release to be made concurrently with submission. George Appleby to approach Peter Homer for help on this front.
- Plans and elevations to be put on display in Centre.
- Need for presentation to User Forum to be examined

Revised/RF 19.3.08