MINUTES

Market Square Liaison Group Meeting

Date: Wednesday 29 June 2022

Time: 09:30-11:30

Venue: Microsoft Teams Video Call

Attended		Apologies	Others invited	
Alison Oughton	Jon Finney	Cllr Alice Gilderdale	Ann Xu-Xu	Hannah Copley (Cllr
Alison Stanley	Kati Preston	Ian Sandison	Arts Theatre	James Lankfer
Bill Brogan	John Preston	Mark Scarlata	Ben Hoadley	Jean Glasberg
Cath Conlon	Kim Emmerson	Richard Preston	Bill Proud	John Latham
Christian Brady	Margaret Johnston	Toby Williams	Cameron Clark	Katie Porrer (Cllr)
Claire Sunderland	Robert Gardiner	Phil McIntosh	Carly Thomson	Keith Carne
Cllr Naomi Bennett	Sarah French	Adam Thomson	Carol Aston	Jinzhao Li
Cllr Olaf Hauk	Sarah Nicholas	Cllr Rosy Moore	Charis Sutehall	Rebecca Harris
Cllr Tim Bick	Tim Jones		Cheyney Payne (Cllr)	Susie Wood
Fiona Bryant	Wendy Blythe		Daniel James	Rebecca Harris
Glenys Self	Pauline Smit (note taker)		Dave Griffin	Susie Wood
James Littlewood			Debbie Brown	
Jane Wilson (Chair)			Edward Charlesworth	
Jeremy Lovell			Gareth Hughes	
Joel Carré			Ginny Ashcroft	

1.	**Introduction & Meeting rules**	
	The Executive Cllr, Cllr Moore, was unable to attend, so the meeting was chaired by Jane Wilson, Director of Neighbourhoods and Communities. The Chair introduced the proposed principles for the meeting (included in slide 1 of the presentation attached).	
2.	**Liaison Group terms of reference**	
	The purpose of the task and finish group is to share information, discuss issues and provide input to the Market Square Project. Membership of the group consists of many stakeholders and a maximum of two representatives from each group will be permitted to attend/join the meeting. Frequency of the meetings will be agreed at a later stage. The key thing is that the group meets sufficiently regularly to be able to hear key information and provide their input as the project goes on. This group does not have any decision-making powers. **Membership currently includes:** BID, CPPF, Market Traders Representatives, Adjacent businesses/Agents, Market Square Neighbours including Colleges, Great St. Marys Church, St. Edward, King and Martyr Church, Arts Theatre, Ward Councillors, Opposition Spokes, Friends of Cambridge Market, GCP, CCC Highways, FECRA, Transition Cambridge, Cambridge Living Streets, Police DOC Designing Out Crime Team, Phone Co-Operative The membership may vary depending on the stage of the project. Not all stakeholders will form part of this group and the team will be meeting other	

	stakeholders as part of the process. The project team may also meet with those represented on the group individually as well as within the group setting, and there will be key stakeholders (e.g. technical experts) who we will meet with regularly, who may never form part of the Liaison Group, but who will be working closely with the project team, and may also be asked to present at Liaison Group meetings.	
3.	**Presentation – Project and Workstream update**	
	Fiona Bryant, Director of Enterprise and Sustainable Development for the Council, gave a presentation covering the background and updates on progress on the project. The presentation is attached. Slides included a reminder of the latest approved draft vision, and a summary project brief. The Council remains committed to a 7-day market in the Square. The Director reminded group members of the report to the Environment and Communities committee in March 2022 which gave the Council's intention to pause and reset the development project. Whilst the work that went into the original concept design proposals and the feedback from the 2021 summer consultation will be considered in developing future proposals, the specific design and proposals put forward for consultation will change following further work and the feedback. The consultation analysis report is available to everyone on the project web page cambridge-market-square-project . The Council acknowledged issues with the way some of the questions were posed making quantitative evaluation more complex but free text commentary allowed the Council to do a much more in-depth analysis of the comments to understand more precisely which elements of the proposals were supported and which caused more concerns. Two critical interdependent projects have also informed the decision to reset the project. Both may, depending on the outcome of consultation and feasibility studies, require works to the Market Square, and it is critical for the Square, its businesses and customers/visitors, that any disruption is managed within a single period. The 2 projects are: **District Heat Network** The urban heat network offers a solution to decarbonising the heating of the Council's building, such as the Guildhall and Corn Exchange, but it will also help reduce emissions in the city. The Council have a target of net zero carbon emissions for their assets by 2030. In May 2022 the Council in partnership with the University of Cambridge submitted a grant funding bid to the Government's Heat Network Delivery Unit (HNDU). A decision is expected at the end of Summer. If it is successful, it will be used to commission a feasibility study to explore options for a city centre heat network, including the possible routes and locations of it, heat pumps and bore holes. The initial report is expected in early 2023.	

Road Network Hierarchy Consultation

Transport is a key issue in the city. There are approximately 260 000 vehicle movements a day in and out of the city, and approximately 58 000 commuters crossing the city as well. Greater Cambridge Partnership's current consultation is outlining proposals to help address this through a review of the road network hierarchy. The consultation is due to report back on its current consultation at the end of summer or in the autumn. We need to align the outcomes with the project development.

There are also other construction projects planned which may need to be taken into consideration

The Director also gave a brief update on the current project workstreams:

Planning and Design

- A series of meetings have been held with the Historic Environment and Conservation Team and with historic England and a walkabout has been done to look at the listed assets.
- Proposed work that needs to be done requires listed building consent (setts, fountain, railings etc are listed).
- Oxford Archaeology East undertook a photogrammetric survey of the setts and the paving of the market square last year and the Council has also had a specialist heritage engineering consultant (Wright Consulting Ltd) who is in the process of completing a report, setting out the heritage and engineering considerations and possible options for the setts and the fountain.

Stall Design Options

- The current stalls at the market square are of an age and would need to be replaced. The team has spent a lot of time looking at types of stall and canopies used by our own and other markets and one thing they want to do is utilise canopies that offer both weather protection and possibly solar power generation. There may need to be an interim option for canopies dependent on project timing.

- There may be an option to make flexible use of stalls to be used as part of a seating plan for the evenings.

- Safety also needs to be looked at considering the orientation and connectivity with the surrounding streets.

- Options assessment criteria include current trader stall set up, feedback from trader engagement and the public consultation and NABMA best practice guidance.

- **Post Meeting Note**

  Following incidents taking place within the square, the Police have provided some specific advice and recommendations to the team. These are likely to require some short-term improvements but will also need to be taken into account within any future proposals for the development project.

Market Powers

- The Council is to amend its Market Powers to enable the Council's Markets to operate under the provisions of the Cambridge Act 1985 and Part iii of the Food Act 1984.
- This will allow amendments to be introduced to market operational policies, to relocate the market during any construction phase and enable the Council to control the holding of other markets in and round Cambridge.
- Council to consult on updating its market license terms and consolidating the General and Sunday Market Regulations.
- The team are doing a separate piece of work on improving the market operations although elements of it will also be needed to support the development project.
- A specialist could attend a version of the meetings going forward to explain a bit more detail about this project.

Interim Market Relocation Options

- The Council acknowledges the level of interest on the interim market relocation options and the impact it has on the market traders. They have been looking at a number of sites using a wide range of criteria e.g. location, size, site access for traders and customers, infrastructure and services requirements, site ownership, legal considerations and costs. The proposals cannot evolve much further until any development proposals and the timing of potential works are nearer decision.

Market Waste Management

- The Council is in the process of developing detailed proposals and a management plan for the Market Square project that will be in line with the City Litter Strategy. Several options for management of the residual waste are under investigation.

	• In the Concept Design a proposed location underground for waste storage bins was identified however there are several constraints, including accessibility for larger waste lorries and handling equipment for underground bins. • Future road arrangement may impact on the waste lorry routes within the Market Square. • Alternative locations for underground waste storage for both market and other businesses are also being explored. **Events** • Following consultation and other feedback it is clear that there is a desire to see better use of the space outside of market hours, but that there are also concerns about noise, frequency etc. • There are certain constraints on other areas in the city which does make the Market Square pertinent for some of the small-scale events. • The key objective of the project is to integrate and support Cambridge's wider city centre economic and social activity, including help to animate the 'High Street' and attract and sustain visitor footfall. • The aspiration is for the square to sustain a vibrant, diverse and commercially successful daily local market, whilst enabling flexible use of the available space for other events outside the market where practical. • Options under consideration as identified in a paper prepared by the Council's Cultural Team are based on a sustainable and manageable programme of events and activity minimising disruption to the daily needs of the Traders and the Market Square.	
4.	**Question and Answer session**	
a	Q. There was a question raised about the use of the term "appropriate", in particular in association with Council proposals on elements such as events. There was concern that the language might give too wide a scope. A. It was explained that the use of the term was more likely to relate to known constraints. The team agreed to qualifying the word in relation to any given situation.	
b	Q. The concern was raised around the understanding that the proposals may include a single surface to the square and the danger this may represent. A. The Director responded that the March Committee report had not actually proposed a totally level surface across the square and had also stated that there needed to be minimum kerb levels to support the safety of pedestrians, especially those with sight and mobility vulnerabilities. The	

	project team continues to work closely with County and GCP colleagues on the relevant parameters for such works, with the intention of improving accessibility for all whilst also addressing safety concerns. A suggestion was made ref the possibility of using an asphalt art project which will be very appropriate to a heritage site like this to delineate surfaces, which would also cost considerably less.	
c	Q. There was a proposal that the group should include student representation. A. It was agreed that the opinion and input of students was important, but that we do have University Colleges on the group, who confirmed that they can and do represent their students' views and interests. The Council will pick up the discussion further with the Colleges. Students can also respond directly to wider engagement	
d	Q. There was a concern raised about the consultation report and that there was no analysis in the report. A. The Director responded that there was analysis in the report where the questions had resulted in direct responses. Where the questions had been more complex and the additional narrative had provided further breakdown of people's views the outcomes were given in narrative because the free text responses had often included a range of views on different aspects of the project, and therefore you couldn't simply put free text answers into any one analysis box. The Director agreed to see if there was any further breakdown that could be given. Post meeting note: On further consideration the Council find that there is no further helpful analysis to add to the report, given the analysis already done and reported in the narrative in the report and the time that staff have already spent in going through the free text responses. Additionally, as the concept design and proposals on which the consultation was carried out are no longer the direct basis on which the project is being developed, it is concluded that there is no major benefit in further analysis of the multiple views.	
e	Q. There was a query around the level of cycle parking proposed in the concept design A. The Director stated that, whilst information from the previous concept design would be used, it was not the intention to take forward that design, and that cycle parking would be an important consideration	
f	Q. There was a question raised around Council engagement with Market Traders and rebuilding trust	

	A. The Council uses a number of routes to engagement with key stakeholders. For the Traders, representatives are invited to the Liaison Group from both CMTA and NMTF. If other representation at the group is required, please contact the Director (fiona.bryant@cambridge.gov.uk). As can be seen from the list above, the stakeholder numbers for this project are wide ranging and we need to manage those to a certain extent, to allow wide contribution in group meetings. We therefore do not feel that it would be right to widen it to everyone from one particular stakeholder group but are happy to discuss further if Traders feel that additional representation can be justified. The role of the Trader representatives attending the Liaison Group is to attend the meetings and then feedback to Traders as widely as they can. The Director has also offered bilateral meetings with the Trader representatives and to attend other Trader meetings. Please contact the Director to plan dates/times. The Director has already been invited to attend local business group meetings to provide updates and is very happy to do the same for Traders. Aside from the Liaison Group and other direct engagement, there will be opportunities through the workstreams to contribute and there will also be wider specific stakeholder/public consultation on emerging new proposals, both on a voluntary basis as well as under the statutory consultation requirements, for any project taken forward.	
g	Q. A member raised concerns over the dependency between what happens in the Market Square and the road hierarchy plan which affects a large number of streets in a very wide area surrounding the Market Square and may/will impact on the way in which people can reach the market. The group member is deeply concerns about the Civic Street descriptor as the proposal disenfranchises the transport of many thousands of residents in the middle of Cambridge and the many staff that work in the central areas A. The Council and its partners are committed to making improvements to the transport issues in Cambridge ensuring that it is easier for people to get in and round the city where possible by walking, cycling or, if not, using public transport where possible. The design of the streets means that not all can be adapted for safer cycling and pedestrian access and an efficient public transport service will depend on some reduction in private vehicle use and congestion. The proposals will clearly not please everyone, but the consultation out now is high level, and any more detailed planning will need to take account of access, loading, deliveries etc.	

	All members of the group were encouraged to take part in the consultation that Greater Cambridge Partnership are running and provide their views.	
h	Q. Concerns about the delegated authority part of the committee report in March A. The Council have a corporate programme office and all projects are run through that but the individual projects or the key ones have their own Project Boards. They have a senior responsible owner and have a lead director. All key decisions are taken to Scrutiny Committee before the Executive Councillor makes the decision. The Council is very clear on its consultation and engagement plans for projects.	
i	Q. There was a question on the Heat Network Process. To what extent is the work on that informed by the work going on with specialist engineers looking at the heritage side of the market square development and whether they are going to take into account the compatibility of getting the boreholes in along with managing the underground waste. Also, the issue of access to repair or modify a heat network once installed and the durability of the insulation and whether the Square would need to be dug up again for the heat network. A. The reason why the two projects are being aligned is so that all the interdependencies are considered so that the Square would not be dug up more than once. The feasibility study is, however, only the first element in the Heat project, and if it is deemed feasible, there will still be a lot more detail to consider.	
j	Q. Given that Environmental health have objected to residential use of space above businesses around the square on noise grounds, how will the proposals to increase events in the square comply with this concern. A. An assessment on likely noise, levels, time and impact etc will form part of the work to be done in developing proposals	
k	Q. There was a question around the mention of the paper on Events from the Council's events team and whether it was publicly available A. A summary of the paper was included in the report to committee in March, but the paper was an internal working paper which will not be published. As proposals for events in the Square are developed in future, taking feedback into account, the team will provide further information and may ask the authors to come and present to the Liaison Group at the relevant time.	
l	Q. There was a query about the underground space around the square. A wine merchant in central Cambridge had visited a member of the group with concerns around the district heating scheme project and how it might affect cellars underneath the square.	

	A. The Council are aware of the space under the square. It is one of the reasons why a heat project, if it is found to be feasible, may include vertical rather than horizontal placement. At the moment the Council do not know for certain that they will be granted the funding to do even the feasibility study. If they are, the high-level feasibility summary will not report until March 2023. At that point, if there is feasibility, a separate project will be set up with its own stakeholders, and people will have the opportunity to provide their views. The Council will ask the project manager to come and present the summary of the report to the Liaison Group.	
m	Q. A member of the group raised a question about the Combined Authority confirmation of funding for the project Portrait of a City and was wondering if this was coming into play in this project. A. The Director responded that the City Portrait is not directly related to this project but is a piece of work proposed by the Council covering the whole city. It is intended to provide a baseline, outcome and metrics-based approach to supporting the future City vision, so we know where the city is and where it needs to get to in delivery of the vision. The current funding is for the work to establish such a portrait. It will cover the full sustainability range and will potentially draw on other frameworks like Doughnut Economics, UN Sustainable Development Goals, Bennett Institute Six Capitals and other evidence of City performance, such as that from the Legatum Institute There was a follow up question about the Portrait coverage of inequality - and it was confirmed that it is very much a core part as it is a key issue in the city.	
5.	**Indicative Project Timing**	
	• Heat District Network feasibility reporting March 2023, assuming funding is received. • Difficult to give precise timing until interdependent projects report. • Other key areas such as Procurement options also need to be considered and securing capital investment. • We have a funding bid in for some further work on understanding more coherently the socio-economic benefits of the marketplace on the city.	
6.	**Date of Next Meeting** To be confirmed but likely to be in November 2022	