

**From:** Wareing, Janet on behalf of Kirby, Mike  
**Sent:** 24 March 2015 14:50  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station - Management Procurement.

Hi Jacqueline

Mike has asked if you could make the arrangements for this meeting. Mike is available on:

Monday 20 April @ 2.30pm or  
Wednesday 22 April (any time)

Please let me know as soon as you have firmed this up.

Thank you.

Janet

Janet Wareing  
PA to Mike Kirby  
Environment Directorate  
Lancashire County Council

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**From:** Day, Jacqueline  
**Sent:** 24 March 2015 12:40  
**To:** Kirby, Mike  
**Cc:** Anslow, Chris  
**Subject:** Rawtenstall Bus Station - Management Procurement.

Dear Mike

Chris asked me to get some dates from Stuart Sugarman to discuss the Management of Rawtenstall Bus Station. Stuart Sugarman, Phil Seddon and Stephen Jackson are available on:

Wednesday 15<sup>th</sup> April 2:00pm at Rossendale BC offices  
Monday 20<sup>th</sup> April 2.30pm  
Wednesday 22<sup>nd</sup> April.

Hope this helps. Please let me know if you would like me to make the arrangements and let me know what would be best for you.

Thanks,

Jacqueline Day  
Transportation Officer  
Sustainable Transport

P O Box 100  
County Hall  
Preston  
PR1 0LD

-----Original Appointment-----

**From:** Phil Seddon |

**Sent:** 07 April 2015 13:49

**To:** Day, Jacqueline

**Subject:** Tentative: Rawtenstall Bus Station - Management of the Bus Station

**When:** 22 April 2015 14:00-16:00 (UTC) Dublin, Edinburgh, Lisbon, London.

**Where:** Preston County Hall

Jacqueline

Should this be for me or the MD of Rossendale Transport Ltd – Phil Smith?

Phil

**From:** Phil Seddon  
**Sent:** 07 April 2015 16:08  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station - Management of the Bus Station

OK many thanks. Who else will be in attendance?

Phil

**Philip Seddon**

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**From:** Day, Jacqueline  
**Sent:** 07 April 2015 13:53  
**To:** Phil Seddon  
**Subject:** RE: Rawtenstall Bus Station - Management of the Bus Station

Dear Phil

No its for you. Susan Robinson asked me to invite you too, presumably at the request of Stuart Sugarman.

Thanks

Jacqueline Day  
Transportation Officer  
Sustainable Transport  
Lancashire County Council  
Room D1

## RAWTENSTALL BUS STATION

### OFF-PEAK DEPARTURE MATRIX FOR ONE SAMPLE HOUR

SERVICE GROUP	00:01 – 00:10	00:11 – 00:20	00:21 – 00:30	00:31 – 00:40	00:41 – 00:50	00:51 – 00:00
464 EASTBOUND						
464 WESTBOUND						
X43 SOUTHBOUND						
X43 NORTHBOUND						
482/483 BURY						
482/483 BURNLEY/BACUP						
LOCAL 11/12/465	2 DEPARTURES					
10/244/273						
STANDS OCCUPIED DURING TEN- MINUTE TIME FRAME	8	8	1	7	6	0

The above table is for a sample hour in the middle of the day. It is broken down into ten-minute time slots.

The main bus routes serving Rawtenstall are listed. The higher frequency services are shown individually with lower frequency services grouped together. Each box coloured red shows that there is a departure on that service, or group of services, in that ten-minute time slot.

The table shows that there are two ten-minute time slots in the hour where the requirement is for eight stands to be available.

It should be noted that extra services operate at certain times. For example, X43 increases to every 10 minutes from every 15 minutes during the main peak.

There are other occasional services that are not shown, including school services.

The above illustrates that an eight stand bus station is required and that this capacity will also give operational flexibility for the future.

**From:** Anslow, Chris  
**Sent:** 04 August 2014 12:05  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station - No of Departures.  
**Attachments:** Rawtenstall busn departure matrix1.docx

Matrix attached as discussed.

Chris

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**From:** Day, Jacqueline  
**Sent:** 01 August 2014 16:17  
**To:** Anslow, Chris  
**Subject:** Rawtenstall Bus Station - No of Departures.

Dear Chris

I would suggest something quite brief as it will be read along side your matrix. However, we could also but in your description of the services as further information.

See you Monday.

Jacqueline Day  
Transportation Officer  
Sustainable Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR5 5LU

Thu 16 April 2015 – AM or PM  
Fri 17 April 2015 – AM or PM  
Mon 20 April 2015 – AM or PM  
Tue 21 April 2015 – PM  
Wed 22 April 2015 – PM

Thank you,

Jacqueline Day  
Transportation Officer  
Sustainable Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

**From:** Susan Robinson  
**Sent:** 24 March 2015 11:33  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station . Management of:

Hi Jackie,

If the meeting is to be held here Stuart, Phil Seddon and Stephen Jackson would be available at 2.00 on the 15<sup>th</sup> April.

They would also be available on the 20<sup>th</sup> April at 2.30 and the 22<sup>nd</sup> April.

Can you please confirm where the meeting would be held.

Thank you.

Susan Robinson

**To:** Anslow, Chris

**Subject:** Rawtenstall Bus Station Capacity Assessment

Chris

Was there an operational capacity assessment done to inform the design brief for Rawtenstall Bus Station?

Neil suggested that one would be required within the TA when I spoke to him earlier. Given the tight timescales it would be useful if you could share this with us for inclusion if available.

Regards

Walter Aspinall



**From:** Aspinall, Walter (Capita)  
**Sent:** 26 November 2014 09:30  
**To:** Anslow, Chris  
**Cc:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Capacity Assessment

Chris

By my reckoning there are approximately 40 services an hour during peak periods requiring access to the bus station. Roughly speaking that would be 5 per stand every hour. This would give an average a 12 minute allowance per bus per stand.

I appreciate this is crude but isn't this almost double what is typically required? From memory we applied 6 min intervals (10 buses per hour) in our assessment for Blackburn Station.

As things stand I propose including some narrative in the TA to reflect your comments and if Neil is insistent we can pull something together post planning. Are you okay with this approach?

Regards

Walter Aspinall

---

**From:** Anslow, Chris  
**Sent:** 26 November 2014 08:49  
**To:** Aspinall, Walter (Capita)  
**Cc:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Capacity Assessment

Good morning Walter

Yes, we looked very carefully at the number of stands required to cater for existing service levels and also to give future flexibility and capacity for new services/new operators that might come along over the 30+ years that it should be operational. However, we have not produced a capacity assessment for inclusion within the TA for any other scheme, certainly not for Accrington, which I've just had a look at to remind me (both the 2009 and 2012 submissions). The effect of a new bus station in a new location is generally to alter the pattern of PSV trips on the network rather than increase them in total. We could produce something if it's really needed, but I don't see the relevance to the TA?

Chris

---

**From:** Aspinall, Walter (Capita)  
**Sent:** 25 November 2014 18:26

**From:** Anslow, Chris  
**Sent:** 26 November 2014 08:49  
**To:** 'Aspinall, Walter (Capita)'  
**Cc:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Capacity Assessment

Good morning Walter

Yes, we looked very carefully at the number of stands required to cater for existing service levels and also to give future flexibility and capacity for new services/new operators that might come along over the 30+ years that it should be operational. However, we have not produced a capacity assessment for inclusion within the TA for any other scheme, certainly not for Accrington, which I've just had a look at to remind me (both the 2009 and 2012 submissions). The effect of a new bus station in a new location is generally to alter the pattern of PSV trips on the network rather than increase them in total. We could produce something if it's really needed, but I don't see the relevance to the TA?

Chris

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**From:** Aspinall, Walter (Capita)  
**Sent:** 25 November 2014 18:26  
**To:** Anslow, Chris  
**Subject:** Rawtenstall Bus Station Capacity Assessment

Chris

Was there an operational capacity assessment done to inform the design brief for Rawtenstall Bus Station?

Neil suggested that one would be required within the TA when I spoke to him earlier. Given the tight timescales it would be useful if you could share this with us for inclusion if available.

Regards

Walter Aspinall

**Subject:** Rawtenstall Bus Station Meeting  
**Location:** County Hall, E1 - Architect's Small Break Out Area

**Start:** Thu 19/03/2015 13:30  
**End:** Thu 19/03/2015 16:30  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Fergie, John  
**Required Attendees:** Anslow, Chris; Day, Jacqueline; Ray, Andy; Hewins, Tony; 'Donald Lomax & Partners Limited'

**From:** Hadfield, Susan  
**Sent:** 05 March 2015 11:22  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Meeting today 14:00 D36

Hi Jacqueline

Pls could you give me brief directions to room CH D36 – I have remembered meeting today!!

Many thanks Sue

---

**From:** Day, Jacqueline  
**Sent:** 05 March 2015 11:00  
**To:** Fergie, John; Hadfield, Susan; Anslow, Chris  
**Subject:** Rawtenstall Bus Station Meeting today 14:00 D36

Look forward to seeing you all this afternoon.

Jacqueline Day  
Transportation Officer  
Sustainable Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

---

**From:** Rimmer, Jill (OCE) **On Behalf Of** Kirby, Mike  
**Sent:** 22 April 2015 08:07  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Hi Jacqueline

Mike is now located in CCP, he has office 313 on the 3<sup>rd</sup> floor, which is not a large room. If you are expecting more than 4 (5 at the very most) at the meeting his new office will not be big enough, therefore, his old office which is still empty can be used.

Thanks.

*Jill*

Jill Rimmer  
Executive Support Officer for  
Ian Young, Director of Governance, Finance and Public Services  
and  
Mike Kirby, Director of Corporate Commissioning  
Lancashire County Council

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**From:** Day, Jacqueline  
**Sent:** 21 April 2015 16:54  
**To:** Kirby, Mike  
**Cc:** Anslow, Chris  
**Subject:** Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Dear Janet

Can you confirm which office Mike is now in, for tomorrow's meeting.

Thank you,

Jacqueline Day  
Transportation Officer  
Public and Integrated Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

**From:** Rimmer, Jill (OCE) on behalf of Kirby, Mike  
**Sent:** 22 April 2015 10:21  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Hi Jacqueline

I have already spoken with Mike and he is quite happy to use his old room (he is actually in there for a meeting this morning!). Will you be meeting the external people attending to show them up to Mike's office?

Thanks.

*Jill*

Jill Rimmer  
Executive Support Officer for  
Ian Young, Director of Governance, Finance and Public Services  
and  
Mike Kirby, Director of Corporate Commissioning

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**From:** Day, Jacqueline  
**Sent:** 22 April 2015 10:10  
**To:** Kirby, Mike  
**Cc:** Anslow, Chris  
**Subject:** RE: Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Dear Jill

There will be 6 people at the meeting, including Mike. Could we please use Mike's old room?  
Could you let Mike know.

Thank you

Jacqueline Day  
Transportation Officer  
Public and Integrated Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

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**From:** Rimmer, Jill (OCE) On Behalf Of Kirby, Mike  
**Sent:** 22 April 2015 08:07  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Hi Jacqueline

Mike is now located in CCP, he has office 313 on the 3<sup>rd</sup> floor, which is not a large room. If you are expecting more than 4 (5 at the very most) at the meeting his new office will not be big enough, therefore, his old office which is still empty can be used.

Thanks.

*Jill*

Jill Rimmer  
Executive Support Officer for  
Ian Young, Director of Governance, Finance and Public Services  
and  
Mike Kirby, Director of Corporate Commissioning  
Lancashire County Council

---

**From:** Day, Jacqueline  
**Sent:** 21 April 2015 16:54  
**To:** Kirby, Mike  
**Cc:** Anslow, Chris  
**Subject:** Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Dear Janet

Can you confirm which office Mike is now in, for tomorrow's meeting.

Thank you,

Jacqueline Day  
Transportation Officer  
Public and Integrated Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

Thanks

Gareth

---

**From:** Day, Jacqueline [mailto: ]  
**Sent:** 22 April 2015 10:05  
**To:** Gareth Smith  
**Cc:** Anslow, Chris; Ray, Andy  
**Subject:** Rawtenstall Bus Station.

Dear Gareth

I have just tried to call you but I understand that you are out of the office until Thursday (tomorrow).

I have though been speaking with Kelly Holt and I understand that Walter Aspinall (Capita) has been in contact with her to discuss the highway issues in relation to the planning permission application.

At our last meeting, however, you said that it was your intention to invite Chris Anslow to this meeting and as of yet Chris has not been contacted with regard to his attendance.

I would be grateful if you could contact Chris and confirm his attendance. I am on leave from tomorrow until May 4<sup>th</sup> 2015.

Also please let me know as soon as you are in a position to map out bus apron area, as I will need to let make arrangements with Transdev. Please be aware that Transdev will need some notice to ensure that all the buses are removed from the area.

Thank you for your help,

Jacqueline Day  
Transportation Officer  
Public and Integrated Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD



**From:** Hassan Ahmed  
**Sent:** 27 April 2015 10:27  
**To:** Gareth Smith; Day, Jacqueline  
**Cc:** Anslow, Chris; Ray, Andy; Gareth Hayhoe; Aspinall, Walter (Capita)  
**Subject:** RE: Rawtenstall Bus Station.  
**Attachments:** L-00-210 - Bus Apron Setting-out.pdf

Hi Gareth

Ahead of tomorrow's meeting, please find attached co-ordinates for the bus apron. Please let me know if you require any additional station points.

Kind regards

**Hassan Ahmed**

---

**From:** Gareth Smith  
**Sent:** 25 April 2015 16:50  
**To:** Day, Jacqueline  
**Cc:** Anslow, Chris; Ray, Andy; Gareth Hayhoe; Hassan Ahmed; Aspinall, Walter (Capita)  
**Subject:** RE: Rawtenstall Bus Station.

Hi All,

The meeting was set up without my knowledge and as such I cancelled it as we were not ready to meet with Kelly.

I am meeting the team here on Tuesday to go through the design elements and as such following that a date will be circulated for all to consider when to meet. I may be helpful if from LCC's side you could all liaise and agree a date for the week after next ( I say this as I believe Kelly is away this coming week) if you and Kelly could agree dates then all LCC reps are covered that would be really helpful.

On the mapping out Hassan from Day Architectural will bringing the plans and coordinates form me on Tuesday. As soon as I have these we will be in contact to organise the setting out and the bus test.

**To:** Anslow, Chris; Hadfield, Susan  
**Subject:** RAWTENSTALL BUS STATION QUERIES

Chris / Sue,

Sorry it's a bit last minute but I've tabulated our queries and comments from our meeting on 20/01/15 which will inform our discussions this afternoon.

A copy is attached but I'll bring hard copies with me in case you don't get time to run it off.

John

John Fergie  
Head of Building and Quantity Surveying  
Building design & Construction  
Lancashire County Council,

---

**From:** Ray, Andy  
**Sent:** 21 November 2014 11:49  
**To:** John Threlfall  
**Cc:** Anslow, Chris; Day, Jacqueline  
**Subject:** Re: Rawtenstall Bus Station trial - request to use Intack facility...

Hi John

Hope you're ok, not seen or spoken to you for quite a while?

I'm just getting in touch at the request of Chris Anslow...

Chris is currently involved with Rossendale BC in the new Bus Station development for Rawtenstall which is part of a bigger development on the site formerly occupied by the Valley Centre and Town Hall.

The Architect has drawn up plans and done the associated tracks for a new 8 Bay DIRO facility but as you know; it is always better to do a real life size bus trial based on the drawings to be a 100% certain that the drawings and tracks are indeed fit for purpose.

You will no doubt remember that we did a life size trial of the Accrington Bus Station facility at your Intack Depot a couple of years or so back.

Chris was wondering if you would now be agreeable for us to undertake a life size trial for Rawtenstall at the Intack Depot preferably sometime in the next couple of weeks or so or whenever it is convenient for you?

Like last time, we would need to borrow an experienced driver and a 12 metre vehicle.

Please could you let me and Chris now if this would be acceptable to Transdev?

Regards

Andy Ray

**From:** Ray, Andy  
**Sent:** 27 April 2015 07:34  
**To:** 'Gareth Smith'; Day, Jacqueline  
**Cc:** Anslow, Chris; Gareth Hassan Ahmed  
Aspinall, Walter  
**Subject:** RE: Rawtenstall Bus Station.

Morning Gareth,

Please note that Jacqueline Day is now on leave until Tuesday 5<sup>th</sup> May and will therefore not be able to organise or attend any bus trials involving Transdev until after this date.

Please also note that I'm on leave 2<sup>nd</sup> – 17<sup>th</sup> May inclusive and will therefore be unavailable between these dates.

Regards,

Andy

**From:** Ray, Andy  
**Sent:** 22 April 2015 10:42  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station.

Oh, one other rather important thing I forgot to mention – how long it all takes!

Basically, it's a two day job; the 1<sup>st</sup> day is spent by the surveyor mapping all the coordinates on site and marking them out with painted yellow crosses, this is the time consuming bit and I actually helped the surveyor do this.

The 2<sup>nd</sup> day is then an early start spent marking out the site coordinates with cones (you'll need to order a large pallet of cones from Whalley Depot) & then actually undertaking the trial which only actually takes a couple of hours.

You need to insist that the driver undertakes all the most difficult movements, however unlikely they are to do them in real life and if I were you, I'd insist the architect is present also.

Hope that helps.

Cheers - Andy

---

**From:** Day, Jacqueline  
**Sent:** 22 April 2015 10:28  
**To:** Ray, Andy  
**Subject:** RE: Rawtenstall Bus Station.

Thanks Andy

That's very useful.

Jacqueline Day  
Transportation Officer  
Public and Integrated Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston

**From:** Ray, Andy  
**Sent:** 22 April 2015 10:25  
**To:** Day, Jacqueline  
**Cc:** Anslow, Chris  
**Subject:** RE: Rawtenstall Bus Station.

Morning Jacky,

Thank you.

Jacqueline Day  
Transportation Officer  
Sustainable Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston

**From:** Rimmer, Jill (OCE) on behalf of Kirby, Mike  
**Sent:** 22 April 2015 08:07  
**To:** Day, Jacqueline  
**Subject:** RE: Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Hi Jacqueline

Mike is now located in CCP, he has office 313 on the 3<sup>rd</sup> floor, which is not a large room. If you are expecting more than 4 (5 at the very most) at the meeting his new office will not be big enough, therefore, his old office which is still empty can be used.

Thanks.

*Jill*

Jill Rimmer  
Executive Support Officer for  
Ian Young, Director of Governance, Finance and Public Services  
and  
Mike Kirby,  
Lancashire County Council

---

**From:** Day, Jacqueline  
**Sent:** 21 April 2015 16:54  
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**Cc:** Anslow, Chris  
**Subject:** Rawtenstall Bus Station Meeting Wednesday 22 April 2015 - 14:00

Dear Janet

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Jacqueline Day  
Transportation Officer  
Public and Integrated Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

**From:** Anslow, Chris  
**Sent:** 18 February 2015 12:20  
**To:** Fergie, John; Hadfield, Susan  
**Cc:** Day, Jacqueline  
**Subject:** RE: RAWTENSTALL BUS STATION QUERIES

John

When we met we also discussed a number of other issues that I believe need to be addressed before Cabinet Member sign-off.

As I understand it, the County Council will not be the owner of the building but will be granted a long-term peppercorn lease by the owner of not less than 100 years. The owner will take commercial rentals on the office and retail space in the building.

A number of questions arise such as:

Who will ultimately be the owner of the building?

Landlord/tenant (i.e LCC) responsibility for items such as repairs and maintenance (who is responsible if the roof blows off comes to mind!).

What arrangements need to be in place that protect the County Council's position/investment should the building owner become insolvent?

What happens should the County Council no longer want to use the bus station element of the building?

These are the type of issues that to my mind need to be addressed before the Cabinet Member is finally asked to authorise the scheme and there are probably more questions than I have listed to be asked and resolved.

Chris





**From:** Day, Jacqueline  
**Sent:** 10 March 2015 16:49  
**To:** Fergie, John; Hadfield, Susan; Anslow, Chris  
**Subject:** Rawtenstall Bus Station.

Dear All

Please see my notes for our meeting last week.

Andy Wray isn't in the office until next week but I will speak to him then about the Information system costs.

Thank you.

Jacqueline Day  
Transportation Officer  
Sustainable Transport  
Lancashire County Council  
Room D1  
P O Box 100  
County Hall  
Preston  
PR1 0LD

**From:** Ray, Andy  
**Sent:** 22 April 2015 10:25  
**To:** Day, Jacqueline  
**Cc:** Anslow, Chris  
**Subject:** RE: Rawtenstall Bus Station.

Morning Jacky,

Just to let you know, John Threlfall at Transdev gave us permission to use Intack for a bus trial back in November last year & the two chaps you need to liaise with at Transdev are Alan Isherwood (Ops Manager) and Carl Weall (Engineering Manager).

Transdev will ask you to arrange the trial during the middle of the day – when there's less movements & more space on the apron between the morning & evening peaks – we did this for Accrington and Transdev were very helpful.

I'd give Transdev as much notice as possible to source the correct size wheelbase vehicle you want and more importantly, a driver who has a few hours to spare!

Cheers - Andy

---

**From:** Day, Jacqueline  
**Sent:** 22 April 2015 10:05  
**To:** Gareth Smith  
**Cc:** Anslow, Chris; Ray, Andy  
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Thank you for your help,

Jacqueline Day  
Transportation Officer

# Meeting Minutes



**Planning  
Sustainability  
Development**

Update colours on public realm drawings to be more realistic including changing the green path.	One
The bus lanes will be Hardicrete.	One
Calculate final existing and proposed car parking numbers and provide to team including disabled bays and cycle parking.	Capita
One Associates to circulate up to date base plan to DAY and Capita. Capita to update.	One Capita
Capita to provide tracked bus station plan to LCC.	Capita
Capita to produce plan setting out areas for Stopping Up, S38 and S278. This is not required for planning.	Capita
Capita to arrange meeting with Neil Stevens, Chris Anslow and Gareth Smith to discuss proposals and the plan set out above. This should be before Christmas if possible.	Capita
Buller Street bollards are to be moved to the entrance of the road.	Capita DAY
Remove No Entry signs from entrance adjacent to the Mansard Club.	Capita
One Associates and Capita to check parking correlates.	One Capita
Capita to update plans to show drainage form the building- foul and surface water.	Capita
Road Safety Audit due Thursday. It must be provided to Chris Anslow.	Capita
NJL to send Heritage Assessment to Gareth Smith.	NJL
NJL to create Planning Application Submission folder in Dropbox.	NJL
DAY to create a Bacup Road elevation for submission.	DAY

# Meeting Minutes



**Planning  
Sustainability  
Development**

**Client:** RTB Partnership  
**Job No:** 2014-148  
**Job Name:** Rawtenstall Bus Station  
**Date:** 02 December 2014  
**Time:** 10.00am  
**Title of Mtg:**

**NJL Consulting**  
**Unit 8**  
**Ashbrook Office Park**  
**Longstone Road**  
**Heald Green**  
**M22 5LB**  
**Tel: 0845 362 8202**  
**e-fax: 0870 130 5579**

**Attendees: (list)**

Gareth Smith, Barnfield Construction  
Natalie Sarabia-Johnston, DAY  
Gareth Hayhoe, DAY  
Hassan Ahmed, DAY  
James Brewer, One Associates (One)  
Sion Williams, Capita  
Rashid Mubiru Bbosa, Capita  
Annabel Partridge, NJL  
Chris Anslow, LCC  
Jacqueline Day, LCC  
Alison Wilkins, RBC

Note	Action (Initials)
Amend red line to include pedestrian crossing to the east.	DAY
Existing plans- Change blue line to green.	DAY
Proposed plan – Remove blue line.	One
Desk area for computers will be inserted into the bus station manager's office, along the wall adjacent to the WC. The door will be moved to accommodate this.	DAY
Insert door from Drivers Mess to main bus station area.	DAY
Change names of retail kiosk and café to 'retail unit' on plans.	DAY
Share up to date floorspace schedule.	DAY
Remove internal layout of offices apart from the lift and stairs.	DAY
Creation of new louvered door to outside form plant room.	DAY
Move Green Vale's entrance door to main elevation.	DAY
Provide NJL with existing floorspace for the site.	DAY
Remove internal details of buildings within the wider Masterplan area in the public realm Masterplan.	One
Insert consultation images as part of the D&A.	DAY
Reduce descriptions of materials on One Associates plans.	One
Remove all existing trees. D&A to include text to justify why.	DAY One
Bacup Road car park – insert bollards at the west end with kerbs. Include a turning head at right.	One DAY
Public realm plans- remove furthest east tree opposite the Mansard Club.	One
Bacup Road screen – Minimum height of 1.4m. Stone ends with feature fence in between. Fence will sit within an area of vegetation. Signage zones to be included within this area. One Associates to update plan to include this and to produce indicative elevation.	One
Landscaping either side of the bus lanes to be brought right up to the entrance/exit.	One
Update names of Public Realm Drawings to Proposed Phase 1 Public Realm etc	One



**From:** Annabel Partridge  
**Sent:** 02 December 2014 15:22  
**To:** Natalie Sarabia-Johnston; Gareth Hayhoe; Hassan Ahmed;  
Sion.Williams rashidMubiru James Brewer  
**Cc:** Anslow, Chris; Day, Jacqueline; Alison Wilkins; Gareth Smith  
**Subject:** Rawtenstall Bus Station  
**Attachments:** Meeting Minutes

Hi All,

Please find attached the minutes from this morning's meeting which set out the actions.

Please note that Chris Anslow wants to see the Road Safety Audit before submission and would like a copy of the tracking plan.

The application plans must be finalised by Thursday but all reports must be with me by the end of Wednesday at the latest for final review.

Can all finalised plans please be uploaded to Dropbox folder 'Planning Application Submission'. Capita, please send to me to upload.

Kind Regards,

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**Annabel Partridge**

**From:** Annabel Partridge  
**Sent:** 10 November 2014 15:08  
**To:** gareth Gareth Hayhoe; Natalie Sarabia-Johnston;  
Aspinall, Walter Williams, Sion Hassan Ahmed; Anslow, Chris  
**Cc:** Mark Saunders  
**Subject:** Note of meeting 5 Nov 2014  
**Attachments:** S20C-414111016090.pdf

Hi All,

Thank you for attending the meeting to discuss the Bus Station project last Wednesday. It was really helpful and allowed us to make some big steps forward in the project. I set out below the key actions that arose and decisions that were made, so that everyone is clear. The people with actions are highlighted in bold:

Key decisions:

1. Chris advised that Option 1 is the preferred option for the James Street/Bacup Road junction.
2. A number of changes to the road signage proposals are required. These are set out on the plan attached.
3. The application will assume all bus routes are the same as existing with the exception of the X43 which will stop at the bus station and not on Bank Street.
4. The bus station must have 160mm kerbs. The bus lanes must be 3.5m minimum width and the canopy above must be a minimum of 5m.
5. Phase 1 will result in more car parking on site than existing.
6. The application will assume that the offices have no dedicated car parking.
7. Spaces for taxis will be provided outside of the red line for Phase 1.

Key actions:

1. **DAY** will provide Capita with the most up to date Masterplan to insert the tracking.
2. LCC will require the insertion of a crash barrier in front of each bus, as well as the wheel bar and high kerb. LCC has provided details of the barrier required. **DAY** to work out the best approach to including the barrier, whilst retaining the integrity of the design.
3. **Walter** will arrange a pre-application scoping meeting with LCC as soon as possible to agree the scope of the TA.
4. **DAY** will consider how to incorporate the required kerbs into the design.
5. Car parking – **Walter** to advise of the number of disabled car parking spaces required.
6. Cycle parking – **Walter** to confirm the type and number of cycle parking spaces required.
7. The Stopping Up of Lord Street will take about 3 months. It will be necessary for **Capita** to engage with statutory consultees earlier on in the process to speed it up.
8. **NJL** to ask Dave Hodgkinson to liaise with Bethan Frost and Steve Jackson of Rossendale BC to ensure the Heritage Statement meets their requirements.
9. **NJL** to organise a date for a site visit with Bethan Frost and Stephen Stray.
10. Ownership details – **NJL** to liaise with Alison Wilkins and Steve Jackson to obtain details.

I trust that this provides a brief summary of the key points from the meeting but please let me know if you have any queries.

Kind Regards,





**From:** Stuart Sugarman  
**Sent:** 13 October 2014 09:41  
**To:** Anslow, Chris  
**Subject:** FW: lcc bus station

Hi

Are you around today for a quick chat about this email from Gareth?

Thanks

Stuart

Stuart Sugarman,

From: Gareth Smith  
Sent: 13 October 2014 08:09  
To: Cllr Alyson Barnes; Stuart Sugarman; Helen Lockwood  
Cc: Stephen Jackson  
Subject: lcc bus station

Hi All,

We seem to have hit the buffers with regard to sign off of the LCC deal. Whilst I am sure that this is only a formality the reality of having a planning submission ready to go in on the 1st of December is fading fast. This means that we will struggle to gear up and get on to site for next March.

Please can you do what you can as really I need a signed letter of intent this week to still try and hit the dates albeit cannot promise now due to lead in times for reports et all.

Stuart as an aside has any progress been made in drafting agreements or are we waiting for this letter to be signed?

Thanks

Gareth Smith