

**Cycling England Demonstration Project
Board Meeting– Director Conference Room**

TIME 12:00 Hrs

DATE: 6th December , 2005

PRESENT:-
Elected Members:
Councillor Janice Hanson [CJH], Councillor Gina Dowding [CGD] and County Councillor Jean Yates [CCJY] - [part]

Officers:
Peter Loker [PL], Ron Eckersley[RE]

ACTION

MINUTES

This meeting was conducted in two parts: -

1. Briefing for County Councillor Jean Yates and
2. Main body of meeting after the County Councillor has left

1 Briefing

PL outlined the aspirations for the project and the need to forge good links with the County Council at both Member and Officer Level was stressed as this demonstration project had National, Regional and local impacts where the need of right-first-time was important.

CCJY agreed and confirmed that she would represent Lancashire County Council interests rather than CC Martin at any future meeting

At officer level Alisdair Simpson[AS] would be the main liaison officer but additionally and through the Joint Transportation Group chaired by Ray Worthington [RW] other linkages would be sought

2 Other matters discussed

2.1 Need to talk to Bristol, Cambridge and Oxford where cycling issues are well advanced and it may be beneficial to save abortive work **RE/GML**

2.2 Need to talk to George Davies regarding BTP's – Rachel Scott[RS] / Brian Abraham[BA] **RE/RS/B
A**

2.3 Cathedral School / Quarry Road – to look again at the entrance –exit route in the interests of safety – Gordon Maclay [GML] and Gary Bowker **RE/MCL**

3 Main body of meeting – conducted through published agenda: -

3.1 Delivery of Project through Prince2 and Project Initiation Document [PID] PL introduced Prince2 and the requirements of the Cabinet Report [12th November '05] to deliver this project through this project management tool. It was mentioned that links with Manchester City Council who are part of the NW Centre of Excellence has been contacted to seek advice in this regards. A skeleton PID was tabled and discussed. It was agreed that this document should be further developed with small amendments to the titles for the two main strand and the inclusion of adoption to the proposed infrastructure work S1 to become Promotion and Development and S2 to become Infrastructure to include adoption [on completion through Lancs County **RE**

Council

- 3.2** Draft programme and roll-out strategy
A discussion on how this would be presented to future meeting using SMART methodology was agreed **RE**
- 3.3** Scheme selection process
A discussion on how schemes would be selected took place and it was agreed that a template needed to be developed that aided transparency and highlighted a priority score. A sample sheet [attached] was used to illustrate how this might be done and it was agreed that this approach should be used by both major strand of the delivery to aid decision making. **RE/RS/GML**
- 3.4** Meeting frequency for Project Board
Following a discussion on the topic it was agreed that these meetings should be arranged to synchronise with Cabinet Briefing. That Tracy Hopkins [TH] should form part of the steering group to aid communications by taking minutes and aiding the development of Communications generally through the issue of working papers. Agendas and minutes as necessary along with a basic coordination roll so that the team and members were kept informed as necessary and in the case of Board meeting to issue the necessary information to board members one week before the arranged meeting date **RE/TH**
- 3.5** Future agenda formats and reporting from Steering Group

This item was rolled into the previous one but in summary it was agreed that a formal minutes of the Steering Group and Board meeting were thought to be appropriate although reporting to the Board of the various work elements from the strand need not be more than either a briefing note of a verbal report.
- 3.6** **A.o.B.**
- 3.6.1** Need to check with Steph the composition of the original draft list for the proposed Steering Group **RE**
- 3.6.2** Name for group below Board was discussed and agreement was reached that Steering Group was probably the most suitable title but that for future meeting efficiencies would be gained by having meetings in two parts under the headings of Promotion and Development followed by Infrastructure **RE**
- 3.6.3** Use of a Community Chest was discussed where circa £30k would be available for worthwhile initiatives. Agreed that this and other ideas and opportunities should be developed through the Promotion and Development Strand. This proposition needs developing further and reporting back. **RE/RS**
- 3.6.4** A local travel shop was offered as a suggestion and again it was felt that the matter should be researched through the Promotion and Development Strand. This proposition needs developing further and reporting back **RE/RS**
- 3.6.5** Gritting of cycle route – agreed that this aspect needs further consideration. This proposition needs costing and reporting back through Infrastructure **RE/BA/GML**
- 3.6.6** Through Customer Call Centre a log of complaint /observations and requests needs to be collated and developed as a back office database. This proposition needs developing further and reporting back through Infrastructure **RS/GML**

3.6.7 Digital display cycle counter was suggested. This approach would aid the monitoring of growth in cycling. The Millennium Bridge was thought to be a useful first choice in a prominent position that would heighten public awareness. This proposition needs developing further and reporting back through Infrastructure

**RE/GML/
GB/AS**

3.6.8 The use of a "Bike-it" officer was thought to be on offer under a separate stream. This needs further investigation through Promotion and Development

RE/RS

(The meeting closed at 13.30 pm.)