

Cycling Demonstration Town Project

Board Meeting

Date: 16th May 2006

Time – 3:30 PM

Venue – Directors Conference Room

Present: -

Elected Members:

Councillor Janice Hanson [JH],

Councillor Gina Dowding [GD]

County Councillor Jean Yates [JY]

Officers:

Peter Loker [PL],

Ron Eckersley [RE]

Gary Bowker [GB]

Andrew Kipling [AK] part

Item 1 – Apologies for absence - there were no apologies

Item 2 - Notes of last Meeting – no changes needed

Item 3 – Matters arising

3.1 Under previous item 4.2 CGD felt that 2 or 3 action points ought to be included in the Tourism Strategy report which was scheduled **PL to speak to John Donnellon**

3.2 Under previous item 4.3 it was agreed that **PL should write a thank you letter to the 'Chamber**

3.3 Under previous item 4.4 GB mentioned that discussions and correspondence had taken place with Andy Cope [Sustrans] and details agreed about monitoring. It was reported that £20,000 had been allocated for this work from within the overall grant. **GB/RS**

Item 4 – Feedback/Updates from Steering Group and Sub Groups

4.1 The general feeling was that future feed-back and reports from Steering Group and Sub-Groups should be though page numbered documents for future meetings to aid reference and discussion. Decision reports should be clearly distinguished from performance reports **RE/GB/RS**

Item 5 – Report from Rachel Scott

The reports provided by RS were discussed and the following agreed: -

- 5.1 **Mainstreaming Cycling** – Rachel to provide a good practice guide **RS**
- 5.2 **Bike Library** - to go to Steering group first **RS**
- 5.3 **Buddy Scheme** - agreed that a risk assessment was needed along with a report from Alasdair Simpson and that this initiative should go to Steering group first **RS/AS**
- 5.4 **Bobbies on Bikes** - approved but CDT logo needs to be added to bikes **RS**
- 5.5 **Merchandising** – GD expressed the view that presently she was not happy with this proposal and that more bike related ideas were needed. GB volunteered to find more out about costings and samples. **GB/RS**
- 5.6 Colour of brochure – agreed **ALL**

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Item 6 – Decisions following consultation

- 6.1 Proposed training Programme – approved that Pedal Power should be the appointed trainer for 2006/7. Other organisations, e.g. County Council could be considered in the future once they have trainers to the National Standard **RS**
- 6.2 Funding proposals, Bike Week 2006
- (a) Dr Bike, £2,000 – approved **RS**
- (b) Bike Festival, £1,000 – approved **RS**
- (c) Bike Week flier - £500 **RS**

Item 7 – Financial Position and Programme

- 7.1 AK outlined the situation with expenditure on this project and concluded that presently the financial forecasting and actual levels of expenditure were not causing concern. It was agreed that for future meeting a standardised format of reporting should be developed **AK/RE**
- 7.2 GD expressed the need to move the £70,000 earmarked for monitoring and presently set against revenue over to infrastructure **RE/GB/SR**

Item 8 – Cycling on Promenade

- 8.1 It was agreed that the passage through O & S of this item had delayed the process and that more work was needed before full Council. David Owen to collect more support information from Cycling England, Government Office NW and the public generally to allay fears and generally provide a balanced and factual basis to help make the final decision at Council on 14 June 2006 **ALL**

Item 9 – Notes from 20th April CDT meeting with Minister and MP's

- 9.1 This was provided for information only and PL to consider how to raise the profile and process especially for Item 8 above **PL**

Item 10 – Any Other Business

- 10.1 Approval of Specific Cycleway Schemes - PL to write to Tony Wade to explain process following some criticisms on clarity, but it was agreed not to invite Ward Members personal attendance at Board meetings where funding approval for specific schemes was being considered. However written representations would continue to be considered. **PL**
- 10.2 County support to University cycling schemes - It was suggested that the University funding has been greatly reduced but full details were not known presently but needed to be investigated **JY**
- 10.3 LSP Travel Plan Officer – Monies from last year and this year were thought to be available [circa £1,500] but all information was not presently available. Martin Galloway to be contacted and matter reported back **GD**
- 10.4 Documenting work place and schools cycling needs to be developed further and this linked to evaluating projects by providing clear outcomes **RE/GB/RS**

Item 11 – Date and time of next meeting

- 11.1 20th June @ 2 o'clock, Committee Room A, Lancaster Town Hall **ALL**