

**Cycling England Demonstration Project  
Board Meeting– Engineering Services Conference Room**

TIME 15:30 Hrs

DATE: 17<sup>th</sup> January, 2006

**Elected Members:**  
Councillor Janice Hanson [CJH], Councillor Gina Dowding [CGD]

**PRESENT: -**

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

		<b>ACTION</b>
<b>MINUTES</b>		
<b>1.0</b>	<b>Apologies for absence</b> These were received from County Councillor Jean Yates [CCJY] PL to check with CCJY on the timing of these meetings	<b>PL</b>
<b>2.0</b>	<b>Notes of last meeting</b> These were taken as correct	
<b>3.0</b>	<b>Matters arising from previous meeting</b> The following items were discussed: -	
<b>3.1</b>	Maximising the benefits of Lancashire County Council involvement	<b>PL &amp; RE</b>
<b>3.2</b>	Outstanding from the last meeting – the need to speak with George Davies	<b>RE</b>
<b>3.3</b>	Outstanding from last meeting – the need to cost out gritting the cycle routes RE to speak with Gordon Maclay and Gary Bowker with a view to developing a cost estimate.	<b>RE</b>
<b>4.0</b>	<b>Department of Transport and Cycling England agreements</b> Signing agreements with CE and DfT – need to circulate the finalised	
<b>4.1</b>	agreements to Board members and to confirm with Finance and Legal that these documents are acceptable before PL signs.	<b>RE</b>
<b>5.0</b>	<b>Report of Steering group and sub-group</b>	
<b>5.1</b>	Steering group membership – a discussion took place on the membership of the group and the functioning of the sub-groups.	<b>ALL</b>
<b>5.2</b>	<u>Infrastructure sub-group</u> – the recommendations of the sub-group were approved for the period January to March 2006. Of these schemes only the Canal route provided matched funding but this one project provided the leverage necessary to free the remaining small schemes in this group. The need for some caution was thought necessary though with the canal project at this early date in the CDT calendar.	<b>RE/GML</b>
<b>5.3</b>	The <u>Promotions and Development</u> sub-group recommendations were tabled and approved as follows for the period from January to March <ul style="list-style-type: none"> <li>• Promotion and Development – the recommendations of this group were approved for the period January to March 2006.</li> <li>• Web site – approved – circa £3000</li> <li>• Logo – needs to be developed further to enhance branding with perhaps links to ‘County and emphasis on “City Coast and Countryside theme</li> <li>• Training,</li> <li>• Community chest</li> <li>• other providing specialist services,</li> <li>• Publicity and promotion</li> </ul>	<b>RE/RS</b>
<b>6.0</b>	<b>Guidance on Awarding Contractors and Grants</b>	
<b>6.1</b>	The major issue of training was discussed. It was thought useful that Pedal Power had the necessary Government qualification but some concern was	<b>ALL</b>

expressed that there might be capacity problems and so the need to explore other opportunities was thought necessary such as advertisement and discussions with 'County Road Safety group.

<b>7.0</b>	<b>Way Forward</b>	
<b>7.1</b>	Development of a Project Plan	<b>RE/GML/ RS</b>
<b>8.0</b>	<b>Any other business</b>	
<b>8.1</b>	Police on bikes – Rachel tp investigate further	<b>RE/RS</b>
<b>8.2</b>	Publicity and Promotion – it was agreed that this had started well and that the proposals should be formalised to aid clarity and maximise opportunities of making links to other initiatives	<b>RE/RS</b>
<b>8.3</b>	Tony Russell – training – Rachel to find out more	<b>RE/RS</b>
<b>8.4</b>	Meeting with John Grimshaw was discussed and also the need to write to the University to ensure a high level commitment to develop their own BTP	<b>PL</b>
<b>8.5</b>	Bikes for staff – tax free bikes – need to be investigated – need to contact Richard Tulej	<b>RE/GMC L/RS</b>
<b>9.0</b>	<b>Date and time of next meeting</b>	
<b>9.1</b>	13:00 hours on 28 <sup>th</sup> February 2006 @ Morecambe	

(The meeting closed at 17:00 pm.)