

Target of Doubling Cyclists (Item 5)

Discussion on how to monitor/measure this target. Annual Sustrans workplace survey being undertaken – although RS to feedback negative comments about the length of the survey and the relevance of questions to this area.

RE reported that Jane Hunter, who works with GB, is doing analysis work on surveys as part of her PhD, which would be very useful.

GD queried the position regarding visible monitoring on roads (as per Exeter). GB reported that his was not high priority work, and DfT have indicated that approval for this would be difficult. GB to recheck this with DfT. JY suggested the use of the poster-boards on Caton Road for advertising to motorists the benefits of commuting by cycle. RS to raise with David Owen.

GB

RS

Cycle Awareness Training (Item 6)

The training is taking place on 18 October, but there had been a disappointing take up. Ways of cascading the information from the training to be looked at. An evaluation of the training to be brought to the next Board meeting.

RS
PSL

Lancaster University CDT Promotion Proposal (Item 7)

JY had been told that this was very successful and looked forward to seeing the feedback and photographic displays.

Workplace Action Plan (Item 8)

No update, but BH has list of companies to target and a report will be brought back to next meeting.

RS/BH

There was a discussion on Planning Conditions which require a Workplace Action Plan be produced and how these are monitored. PSL suggested that Beverley Harding look at how we can encourage companies to produce an Action Plan. Also, look at how to improve the planning conditions to ensure it is enforceable. GD agreed to write to Councillor Pat Quinton, as Chair of Planning Policy Cabinet Liaison Group, requesting the Group look at the monitoring of these conditions.

RS/BH

GD

Bike It Training Programme (Item 9)

Noted difference of opinion between the County Council's Road Safety Officer and Kathy Bashford. It was agreed that Health and Safety Risk Assessments needed to be undertaken by/for the schools and that it was the decision of the individual schools on how/when the training is carried out.

Dynamo Newsletter (Item 12 (iv))

PSL had spoken to John Leach and agreed that Dynamo would support and advise the Steering Group, but also had a role outside of this.

4.	<p>FINANCIAL UPDATE</p> <p>The spreadsheet circulated with the agenda was indicative of works done so far and approved future projects. It was noted these works exceed the budget by approximately £350,000. PSL reiterated that it was OK to plan ahead, but we cannot commit to expenditure we do not have. It was noted that the City Council's Capital programme is under pressure and that the deadline for requests for this coming year had passed. It was agreed that we need to pick this up for the next round for future years. Other sources of potential funding needed to be investigated.</p> <p>GB was asked to prioritise the list of projects and report back to the next Board meeting.</p> <p><i>County Councillor Jean Yates left the meeting at this point.</i></p>	<p>RS/GB</p> <p>GB</p>
5.	<p>ITEMS REFERRED FROM THE STEERING GROUP:</p> <p>(i) 20mph Zone Town Centre John Whitelegg had reported to the Steering Group on traffic restraint/speed control similar to that introduced by Portsmouth who now have a 20mph city centre zone. The Steering Group had agreed to support an initial proposal to the Board for a 20mph city centre which could be pursued by the County Council as Highway Authority.</p> <p>GD reported that the Sustainability Partnership had also agreed to push this concept via a request to Cabinet to consider this as a priority.</p> <p>It was agreed that more information was needed on this and RE suggested that this work could be included in the Mayer Brown package. It was agreed that RE be asked to request County to take this on board and look at Portsmouth example.</p> <p>It was confirmed that the route to take this forward, once research work had been done, was through the Cabinet Transport Liaison Group and then through Lancashire Locals – Lancaster District.</p> <p>(ii) Proposed Infrastructure at “Bike It” Schools GB's report was considered but the schemes had to link with the budget available. GB would identify the strategic fit of the routes.</p> <p>(iii) Options for Cross City Centre Bike Routes and Gyratory The Board supported the proposal to appoint Mayer Brown Consultants to carry out the review. The Board requested a presentation by Mayer Brown.</p>	<p>RE</p> <p>GB</p> <p>RE/GB</p>

(iv) **Request for support for Cultural Services Cycling and Walking Development Officer**
Cultural Services had submitted a bid to the Big Lottery Fund Well-being Programme for funding to establish a Cycling and Walking Development Officer post. The post would focus on engaging with and activities for young people. Cultural Services were looking for £11,000 to support this post. The Board agreed to the request for £11,000.

RS

6. **INFORMATION ON PROGRESS SO FAR**

It was agreed that the reports were a useful overview of progress and were noted.

7. **REQUEST FROM COLIN POOLEY, LANCASTER UNIVERSITY, FOR RESEARCH WORK**

Colin Pooley works in the Geography Department at Lancaster University and was undertaking qualitative surveys regarding changes in people's travel behaviour. He was looking for £5,000 as a contribution and access to the Steering Group and Board Members for interviews. This item has not been discussed at the Steering Group.

The Board agreed to a nominal contribution of £5,000, but that RS should write to Cycling England to see if they could contribute this direct in view of the national use of the research.

RS

8. **ANY OTHER BUSINESS**

(i) **Promotion/Revenue Activities Summary**
RS circulated a summary sheet as at 12/10/06 for information. It was noted that we have committed the bulk of the funding available.

(ii) **Meeting with Tom Harris MP – 12 December**
GB reported that the DfT would be issuing an invitation to the Chief Executive for two people to attend a meeting in London with Tom Harris MP on 12 December between 11.30 and 14.00. PSL and GD had attended the previous meeting. It was noted that this date clashed with a Cabinet meeting which both GD and JH attend. RE also reported that he was already in London on the 12th for other meetings.

PSL

GB reported that Tom Harris MP had been impressed when he visited Exeter and it was suggested that we invite the Minister to Lancaster, ideally before the 12 December meeting. PSL to write to the Minister.

PSL

(iii) RS reported that Richard Hammond, Cultural Services, was still looking for people to join the "Lantern Ride" on Sunday 22 October. Contact Richard direct if interested.

(iv) RS had emailed Members with information from Cycling England who were looking at a forum for supporting Elected Members. There was general support for this from the Board, but RS to check with JH and JY.

RS

(v) **Staff Cycling Parking at Lancaster Town Hall**
GB reported that he had received various quotes for 20 bike lockers outside Lancaster Town Hall and queried whether funding was available from CDT. It was noted there would be a need to move the Budgie Bike lockers, which would result in the loss of a car parking space and consequent income. It was agreed that this would be discussed at the next Business Travel Plan meeting. GB to bring back to next Board meeting.

GB

9. **NEXT MEETING**

It was agreed that the next meeting be held at Lancaster Town Hall at 9.30 am on Tuesday 19 December 2006.