

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

TIME 15:00 Hrs

DATE: 21st March 2006

PRESENT: -
Elected Members:
 Councillor Janice Hanson [CJH], Councillor Gina Dowding [CGD] and representing Lancashire County Council – CC Jean Yates

Officers:
 Peter Loker [PL], Ron Eckersley [RE] Gary Bowker [GB] part

		ACTION
	MINUTES	
1.0	Apologies for absence There were no apologies	
2.0	Notes of last meeting These were taken as correct	
3.0	Matters arising from previous meeting The following items were discussed: -	
3.1	Previous note on Item 2.1 - Brief notes of the first meeting with Jim Robson and the 'County team were circulated CC Yates to network with CC Martin	CCJY
3.2	Previous note on Item 2.2 -Outstanding from last meeting need to speak again to George Davies	RE/ RS
3.3	Previous note on Item 2.3 – Millennium Bridge gritting cost – need for a cost for treating the cycleway surface from CCS [the price to include priority attention if 3 days continuous clod weather is expected]	RE
3.4	Previous note no Item 3 – The relationship between the 'Board and Steering Group was discussed as needing further tuning.	ALL
4.0	Feedback / Update from Steering Group and Sub-Groups	
4.1	The minutes of the steering group held on the 6 th March were circulated and accepted	
4.2	It was reported that a meeting had taken place on the 15 th March between CDT officers, Barry Cole and Jim Trotman[JT], the subject matter being "The future of Cycling and Tourism". It was agreed that a further meeting might be needed once JT had been able to investigate potential incomes	RE
4.3	No further developments with Lancaster Chamber were reported	RE
4.4	A briefing note was circulated on the "2006 baseline survey of cycling and physical activity". A brief discussion took place and it was agreed that the matter should be reported on again at the next meeting.	RE/GB/ RS
5.0	Decisions following consultation	
5.1	Ala Aldeen and other agency staff had been interviewed with a view to providing support for Gary Bowker who was to lead the Infrastructure development work – it was agreed that this approach would provide the much needed short-term support now that Gordon Maclay had served his notice.	RE
5.2	Ennerdale Avenue approved. Account was taken of people with disabilities and Lancaster/Morecambe Greenway priority system	RE
5.3	Winthorpe Avenue – approved; Councillors Kerr and Wade to be notified of 'Board decision	RE/GB

5.4	Haverbreaks scheme [link to Uni] – Gary and Property services to develop this issue further and Jonathan Sear to step back from the negotiations.	RE/GB
5.5	Morecambe Promenade – David Owen [DO] to continue to develop this initiative and keep Members informed by providing a briefing note, timetable and process “map”. A plan of infrastructure needs for prom to be developed by Gary for David	RE/GB/ DO
5.6	Brook Street - CGD requested to be kept informed as this project developed	RE/GB
6.0	Financial position and programme including Project Plan	
6.1	As intended £230K was claimed for the quarter Jan-March 2006. Andrew Kipling [AK] to be asked to attend the next meeting to report on cash flow for CDT project	RE/AK
6.2	It was reported that the Project Plan was undergoing a substantial revision and as a result further discussions would resume at the next meeting of the Group when the new Plan would be made available.	RE
7.0	Cycling on Promenade	
7.1	Covered under item 5.5 above	
8.0	Any other business	
8.1	Report on up-date on training and Pedal Power	ALL
8.2	Need for awareness raising for everyone involved in CDT	ALL
9.0	Date and time of next meeting	
9.1	16 th May @ 3:30 in Directors conference room, Lancaster Town Hall	ALL

Suggested Agenda for future meeting

1. Apologies for Absence
2. Notes of last meeting
3. Matters arising from previous meeting
4. Feedback/Updates from Steering Group and Sub-Group
5. Decisions following consultations
6. Financial Position and programme including Project Plan
7. Cycling on Promenade
8. Any other business
9. Date and time of next meeting