

NOTE OF CYCLING ENGLAND DEMONSTRATION TOWN PROJECT BOARD MEETING

WEDNESDAY 23 AUGUST 2006

COMMITTEE ROOM A, LANCASTER TOWN HALL

PRESENT: Councillor Gina Dowding (GD)
County Councillor Jean Yates (JY)
Peter Loker (PSL)
Ron Eckersley (RE)
Gary Bowker (GB)
Rachel Scott (RS)
Beverley Harding (BH)
Martin Keyes (MK) (Items 1 to 6 only)
Steph Lucas (Notetaker)

1.

APOLOGIES

Apologies were received from Councillor Janice Hanson

2.

NOTES FROM 20 JUNE MEETING

Accepted as a correct record, but with amendments to Item 5.1 – Community Project Bids (see later in notes)

3.

MATTERS ARISING

Funding Stream for University (3.1)

Collette Wall has confirmed to JY that there was £30,000 and it is understood that £10,000 has been allocated to the University. PSL to check how much funding will be available to the University from County.

Sustrans Survey (3.4)

GB had emailed the Group with information on Sustrans survey results. This will help set the baseline data along with the figures from the cycle counters.

Bobbies on Bikes (3.5)

Current position is that there has been a delay in supplying all the bikes – there will be 3 bikes at Lancaster (1 being electric), 2 at Morecambe, and 2 at West End (1 being electric). Once all received there will be a launch arranged. JY suggested that the West End Partnership may wish to have separate publicity. RS to circulate a summary of usage, areas covered etc. RS has requested that the Police provide a six monthly feedback on usage.

ACTION

PSL

RS

Cycling Theme Merchandise (3.7)

RS has ordered a small selection of good, which include T Shirts, Pencils, Water Bottles, High Visibility Vests.

Cycling on the Promenade (3.8)

RE and GB explained that the bid had been accepted by GONW and had been included within their wider bid, so at present we did not know if there was going to be funding available. This would not hold up the work because this is being paid for from CDT monies. Should further funding be gained, then we could embellish the project.

PSL reported that Legal Services are still awaiting advice from the Department of Communities and Local Government (DCLG) on final wording of the Byelaw. PSL to ask Legal Services to chase DCLG.

PSL

Consideration of Community Project Bids (5.1)

RS gave an update. Trumacar – still awaiting information on breakdown of figures re Fun Day. Hala – still waiting a reply to email. Budgie Bikes – PSL is writing to Budgie Bikes explaining why the Board had requested further information.

Referring to sheet attached to the minutes, JY suggested the entry of zero against Trumacar in the "Approved" column indicates that we are not giving them anything, rather than the position that we are awaiting further information. It was agreed that the sheet should be amended to show £500 against Trumacar and Hala, but subject to further information and agreement.

RS

Role of Steering Group (7.1)

PSL ran through the existing Terms of Reference for the Steering Group which had four main areas. GD queried the communication between the Board and the Steering Group. This had been helped by the clear dates set for each meetings and the fact that both the minutes from the Steering Group and Project Board are now on the website. It was agreed that the Steering Group Minutes should be placed on the Project Board's agenda for information.

PSL

4. **FINANCIAL UPDATE**

MK circulated a sheet which showed expenditure as at 22 August 2006 split between Revenue and Capital. It was suggested that we need to show profile spend to-date against the budget.

MK/GB

JY requested that an end column could be added which showed the actual budget. MK to include this.

MK

RE warned that the figures were not up-to-date because of the staff sickness absence.

RS circulated a draft Promotion/Revenue Activities summary as at 18 August 2006. RS also circulated a copy of the Cycling England – Cycling Demonstration Towns Progress Update Report – Quarter 1 – April-June 2006. GB reported that John Grimshaw has said we could

	<p>“overspend” this year by bringing forward next year’s spend if required. PSL requested that GB obtain this approval in writing. PSL confirmed that we are spending according to the profile budget.</p>	<p>GB</p>
	<p>Document Retention – MK is currently on a Working Group which is developing a guidance on document retention and in particular in relation to external funding projects. It is important because of future audit trails that we comply with the document retention requirements which the funders set (these may be different from the City Council’s requirements). RS/GB to write to DfT/CDT to clarify their document retention requirements. It was also stressed that original documents should be kept.</p>	<p>RS/GB</p>
<p>5.</p>	<p>UPDATE ON PROJECT PLAN</p> <p>Agreed that this item be deferred until the next Board Meeting.</p> <p>Bike Buddy - GD asked for an update. RS said that there are approximately 10 Buddies and flyers had gone out last week and publicity in the local newspapers.</p> <p>Target of Doubling Cyclists - GD asked if targets were built into the criteria of the projects so we could know if the projects were being successful and cost effective. PSL agreed it was a valid point, but where, for example, counters could show an increase in use, it doesn’t give the reason for the increase. Survey work would give more information. PSL agreed that this should be built into survey work.</p>	<p>RE/GB</p> <p>PSL</p>
<p>6.</p>	<p>CYCLE AWARENESS TRAINING</p> <p>The report outlined two options available for procuring the training and the feedback from the Steering Group. GD stressed the importance of the careful selection of trainees. It was agreed that PTRC be asked to run two half day sessions and if necessary extend the invitation to include hospitals, St Martins, The Chamber, etc. RS to find a date and draw up a provisional list of trainees and possibly include the newspapers. RS to liaise with Nigel Parrish.</p>	<p>RS</p>
<p>7.</p>	<p>LANCASTER UNIVERSITY CDT PROMOTION PROPOSAL</p> <p>It was noted that the funding request was for £3,200 and not £3,500 as shown on the first page. The request was for funding for promotional project to encourage Lancaster University staff and students to cycle to the University from the City Centre and the Forest of Bowland. JY declared an interest, as she Chairs the Forest of Bowland AONB Board.</p> <p>It was agreed that £3,200 be approved from the marketing budget and that the University be requested to let us have feedback from their questionnaire survey. In addition, it was requested that we be able to use their photographic displays.</p>	<p>RS</p>

8. **WORKPLACE ACTION PLAN**

Correction – (Approximate) Total Cost: delete “Year 1” against £35,000

Discussion on how BH’s work links into staff travel plans and is this part of her work? BH to liaise with George Davies, but logically her work should help to action the cycling parts of those plans.

It was **agreed** that £35,000 be allocated and that BH reports back to the Board.

RS/BH

9. **BIKE IT TRAINING PROGRAMME**

Report requested £35,000 for providing training to the Bike It Schools for 2006/07. RE, GB and RS suggested that the training be split between the two training organisations and Kathy Bashford was OK with this. It was **agreed** that £35,000 be approved and the training be split equally between the two training organisations.

RS

10. **BIKE IT SUPPORT FROM CDT**

Funding request from Kathy Bashford for £80,000 in order to expand the range of activities that can be offered to schools. It was **agreed** that £80,000 be allocated from the revenue budget.

RS

11. **NOTE FROM JOHN GRIMSHAW’S MONITORING VISIT – 14/07/06**

GB reported that the main action from the notes was the surface dressing on the canal route. The paper was noted.

12. **ANY OTHER BUSINESS**

(i) PSL read out an email forwarded by GD from Councillor Stamp which was addressed to the Board and Steering Group. Councillor Stamp did not support the Dorrington Road route because of the objections from the allotment holders and favours the Haverbreaks option. **Agreed** that Haverbreaks is the preferred route and negotiations were continuing with land owners.

(ii) GD had noted that Jason Kennedy had left the Planning Service and queried future planning support. Engineering are now part of the Planning Service and RE/GB confirmed that this was being considered within the Service.

(iii) GD asked for an update on the meeting regarding Lancaster Station. RE reported that he had met representatives from Network Rail and Virgin along with GB, RS and Jim Trotman from Tourism Services on the 19 July. There is no money

available, but RE/GB are pursuing the issue with the Railway Estates people. A meeting is arranged to view the rooms available at the Station. RE intend to speak with NWDA Tourist people to see if money is available.

- (iv) GD referred to the Dynamo newsletter and suggested that an item be placed on the next Steering Group agenda and invite the Dynamo representative to speak to that item.

PSL

13. **NEXT MEETING**

It was agreed that the next meeting be held at Lancaster Town Hall at 9.30 am on Tuesday 17 October 2006.