

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

TIME 13:00 Hrs

DATE: 28<sup>th</sup> February 2006

**Elected Members:**

Councillor Janice Hanson [CJH], Councillor Gina Dowding [CGD] and representing Lancashire County Council – CC Jean Yates

**PRESENT: -**

**Officers:**

Peter Loker [PL] had to leave early from this meeting and so the agenda was not taken in the published order so that a decision on the support worker for Rachel could be taken, Ron Eckersley [RE]

		<b>ACTION</b>
	<b>MINUTES</b>	
<b>1.0</b>	<b>Apologies for absence</b> These were received form 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 Reported that these improved arrangements were now in place and to that end a meeting arranged through Jim Robson had taken place early in the day with other officers from Lancs County to explore common ground and mutual benefit.	<b>PL/RE</b>
<b>3.2</b>	Outstanding from the last meeting – the need to speak with George Davies Reported that contact had been made with George D with a view to sharing information of local businesses and the green travel plans Outstanding for last meeting – the need to cost out gritting the cycle routes	<b>RE RE/RS</b>
<b>3.3</b>	Reported that this issue had been looked-at superficially and the costings were proving to be prohibitively high – needs further research, public information notices, web site fact sheet.	<b>PL/RE</b>
<b>4.0</b>	<b>Feedback / Update from Steering group and Sub-Groups</b>	
<b>4.1</b>	The minutes of the last steering group were circulated and accepted	<b>RE</b>
<b>4.2</b>	It was reported that PL and RE had met Barry Cole on the 20 <sup>th</sup> Feb to discuss cycling and Tourism. RE to report back further developments	<b>RE</b>
<b>4.3</b>	It was reported that Lancaster Chamber had expressed interest in knowing more about CDT at the scheduled meeting on the 21 <sup>st</sup> Feb. RE to report back to a future meeting	<b>RE</b>
<b>5.0</b>	<b>Financial Position</b>	
<b>5.1</b>	It was reported that a meeting had taken place on the 23 <sup>rd</sup> Feb with Finance to conclude the bid request for the first quarter Jan – March 2006 and that this request was in accordance with the forecasted expenditure	<b>RE/AK</b>
<b>6.0</b>	<b>Project proposals agreed with Cycling England</b>	
<b>6.1</b>	A discussion took place around the main strands of the bid - Morecambe promenade, link to the University, the Lancaster Morecambe spinal link and Lancaster Town Centre developing network plus the supporting public information and training	<b>ALL</b>
<b>7.0</b>	<b>CDT Launch</b>	
<b>7.1</b>	Thought to have gone well and encouraging	<b>ALL</b>
<b>8.0</b>	<b>Project Management Issues</b>	
<b>8.1</b>	An update on how PM was being considered using the Manchester method	<b>RE</b>

was provided

<b>9.0</b>	<b>Project Plan</b>	
<b>9.1</b>	A copy of the draft project plan was tabled and agreed to be an appropriate was forward for PM. That a more accurate version should be developed with linkage to other cycling projects presently underway	<b>RE</b>
<b>10.0</b>	<b>Cycling on the Promenade</b>	
<b>10.1</b>	Following a discussion it was agreed that a further request be made for a "two page" guidance note from David Owen on the major issues and pitfalls	<b>RE</b>
<b>11.0</b>	<b>Any other business</b>	
<b>11.1</b>	Approval for the project assistant to help Rachel Scott – Rachel to develop the issue further and feed information through PL	<b>RE/PL</b>
<b>11.2</b>	Need to develop links with Darlington and others on signing	<b>RE/GB/R S</b>
<b>11.3</b>	Need for further discussions with University on the BTPing	<b>PL/RE</b>
<b>11.4</b>	'Board needs to come to a conclusion about how much money it is going to spend on the various headings	<b>ALL</b>
<b>12.0</b>	Date and time of next meeting <b>21<sup>st</sup> March @ 2 o'clock</b>	

### **Suggested Agenda for next 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