

Cycling England Demonstration Town Project - Steering Group Meeting

Wednesday 4th January 2006, 1.00pm
Reception Room, Lancaster Town Hall

Present

Jonathan Sear	(JS)	Estates Management, Lancaster University
Alison Page	(AP)	Furniture Matters
Mike Hutchinson	(MH)	Lancaster CTC
Alistair Kirkbride	(AK)	Dynamo
John Leach	(JL)	Dynamo
Alasdair Simpson	(AS)	Lancashire County Council
Gina Dowding	(GD)	City Councillor - Cabinet Member/Green Party
Peter Loker	(PL)	Corporate Director (CS), Lancaster City Council
Jason Kennedy	(JK)	Planning & Building Control, Lancaster City Council
Rachel Scott	(RS)	Economic Development, Lancaster City Council
Ron Eckersley	(RE)	Engineering Services, Lancaster City Council
Gordon Maclay	(GM)	Engineering Services, Lancaster City Council
Tracy Hopkins	(TH)	Engineering Services, Lancaster City Council

1. Apologies

John Whitelegg	(JW)	Lancaster City Council
Gill Haigh	(GH)	Lancaster City Council
Jim Robson	(JTR)	Lancashire County Council
Jacqui Thompson	(JT)	Morecambe Bay Primary Care Trust

PL opened the meeting and welcomed everybody. He provided some information about timings and the role of the Board Meeting group - the Board Meeting has the ability to make decisions so their meetings will take place after the Steering Group and to streamline the process PL will chair both meetings. Any additional sub-groups that are formed will make recommendations to the Steering Group who will then consider and pass on, as appropriate, those recommendations to the Board who will make the executive decisions.

2. **Notes of the last meeting: 19 December 2005** - agreed as an accurate record.

3. Matters arising (not on the agenda)

3.1 RS advised that the advert for the Bike-It Officer is due to will appear shortly in the Guardian and when recruited they will be invited to attend this meeting.

3.2 The idea of a school sub-group had been discussed at the last meeting. It was agreed that a role of the Bike-It Officer would include working with schools and any information could be fed through the Bike-It Officer. In addition, JL queried whether cycle retailers would have a role and, again, it was felt that it may be useful of have them attend appropriate sub-groups and link into the Bike-It Officer.

AK suggested looking at other projects going on that might link into CDT, ie, schools, places of work. Things like this could be discussed in sub-groups and then fed back into this group.

3.3 RS circulated a draft Communications Strategy document and a list of revenue spends (activity), ie, promotion, etc. It was agreed that a Communications sub-group would meet to discuss ways of dealing with the local press, publicity, media. Two-way communication, collation of other events and portfolio, action plan. AK will take the idea of a Communications sub-group back to Dynamo and liaise with RS.

AK felt that these were all good ideas and to keep the "aim" in mind - to increase number of people cycling.

AK - within the list drafted by RS, it may be useful to consider these 4 categories when looking at the list:

- Get on with it.
- We should do it - somebody can do it.
- It should be done and it is important but we need to find somebody to do it.
- A lot of work involved, expensive, high risk

The items on RS' list were discussed in detail. RS will take away comments and adapt before distributing to group. A sub-group (including RS, AP, JL, JS, AK) will meet to discuss the activities sheet on Tuesday 10th January 2006, 11am, Palatine Hall.

- 3.4 PL queried whether a Lancashire County Council person should be invited to this group. County Councillor Jean Yates (on behalf of CC Tony Martin) had attended the first half of the Board Meeting. GM highlighted the fact that Lancashire County Council are the Authority for highway matters and it was agreed that Jim Robson, Area Manager (North) would be invited to future meetings of the Steering Group.
- 3.5 Draft agreements have been received from Department for Transport and Cycling England. Comments have been sought from Legal and Financial Services. The Board agreed that Peter Loker can be signatory when all agreed.
- 3.6 The first "claim date" to Cycling England is 28th February 2006.

4. Vision

The draft Vision document had been circulated and the group discussed additions/amendments. Any further comments should be forwarded to RS by the end of the week. The updated draft will be re-circulated next week.

5. Terms of Reference

The circulated draft Terms of Reference were discussed at length and various suggested amendments discussed. An amended draft will be re-circulated next week.

6. Targets & Objectives

- 6.1 With regard to the cycle routes we would be looking to build, RE explained that we need to identify priority routes. GM circulated and talked through a score-type sheet for the various "desired" routes. It was noted that these 16 routes are a "wish list" and may not actually be possible (due to planning, etc) even if favoured.

AK felt that more information was required to enable people to score the schemes and also enquired whether there are schemes that had not been included on the "wish list" just because they are not possible.

It was agreed that the group would be provided with the following:

- List of schemes not included in the list of 16.
- List of routes being looked at outside of this project (ie, No 17 should be Access into Lancaster Town Centre. It is noted that some work will be covered by other money - EDZ and Review of Pedestrian Zone).
- Annotated map.

- Other information about suggested routes, including why some routes might be good routes.
- Agree to explore which university route may be best (as having one is a priority).

6.2 From the "wish list" - the first claim (work up to March 2006) - we need to identify routes costing up to £300K. Routes 1-5 were considered for this first bit of spend. It was agreed that a sub-group (JL, JS, AP, GM) will meet on Monday 9th January 2006, 11am, Committee Room A, LTH to discuss the priority routes to be done before March 2006. Anybody who is not able to attend but who wishes to contribute can send their comments to RE.

7. Any Other Business

- 7.1 It is hoped that on-street parking (surplus) income will start coming through in the next 18 months and it may be possible that via Lancashire Locals some money could be spent on cycling issues.
- 7.2 Queries: it was agreed that the first point of contact should be RS.
- 7.3 Implementation: JL expressed concern about things getting disjointed and lost. The Steering Group will monitor how things are going but should there be somebody whose primary job is CDT work. There was a lengthy discussion and it was noted that RS spends two days per week doing Project Co-ordinator work. PL agreed that this issue will be put aside until such a time that "jobs" are been agreed upon.
- 7.4 Monitoring Cycle Use: "counting" will take place in the spring. This might include counting people using cycle routes, people cycling on the roads, automatic counters, along with, for example, number of bikes "parked" at schools. Included in this will be our own evaluation of how many people have received training, how many bike racks have been installed, etc.
- 7.5 Lynne Sloman is coming to Lancaster on Thursday 26th January 2006. It is anticipated that this will be a two-way meeting for sharing information. Open invite - so please contact RS if interested in attending.
- 7.6 The next Board meeting will take place on Tuesday 17th January 2006. Anything from that meeting will be fed back to RS.

8. Date and time of next meeting

Monday 6th February 2006, 1pm, Council Chamber, Morecambe Town Hall

★PLEASE NOTE CHANGE OF VENUE★

(The meeting closed at 16.20)