

**Cycling Demonstration Town Steering Group  
Notes of meeting held on Friday 15<sup>th</sup> September  
Council Chamber, Lancaster Town Hall**

Present:	Mike Hutchinson	(MHC)	CTC
	Richard Hammond	(RH)	Cultural Services, LCC
	Matt Hodges	(MH)	CTC
	Paul Darlington	(PD)	Cycle Aid
	John Leach	(JL)	Dynamo
	Anna Redfearn	(AR)	Pedal Power
	Jonathan Sear	(JS)	Lancaster University
	John Whitelegg	(JW)	Sustainable Transport Advisor
	Claire Drury	(CD)	MBPCT
	Kathy Bashford	(KB)	Sustrans
	Gary Bowker	(GB)	Planning Services, LCC
	Mark Cassidy	(MC)	Planning Services, LCC
	Peter Loker	(PL)	Corporate Director (Community Services), LCC
	Alasdair Simpson	(AS)	Lancashire County Council
	Rachel Scott	(RS)	Economic Development, LCC
	Beverley Harding	(BH)	Economic Development, LCC

		<b>Action</b>
1.	<p><b>APOLOGIES FOR ABSENCE</b>            Ron Eckersley, Engineering Manager, LCC            Alison Page, Pedal Power            Donald Read, MBPCT            Councillor Gina Dowding, Cabinet Member - Partnerships/Sustainability            Steph Lucas, LCC</p>	
2.	<p><b>MINUTES OF 03 JULY MEETING</b>            No amendments</p>	
3.	<p><b>MATTERS ARISING</b></p> <p><b>Minutes</b> - Minutes of CDT board meetings to go on celebrating cycling website.            Unapproved minutes of Steering Group to be circulated quickly after meeting.</p> <p><b>Cycling on the Promenade</b> - Still awaiting decision from DCLG re approval of by-law (this is due to the addition of new wording relating to reckless cycling). This was due to be on the agenda for the next full Council but will be deferred to December.</p> <p>For information Derek Twigg MP has now moved to the Ministry of Defence – his replacement is Tom Harris.</p> <p><b>Gritting</b>- No meeting of CDT group until October. GB to circulate an email to the other CDT towns via Sally Killips to research how they deal with Winter Maintenance.</p> <p><b>Cycle Awareness</b> - PTRC will be running 2 sessions of Module 1 on Wednesday 18<sup>th</sup> October at Lancaster Town Hall for Councillors and other stakeholders. Please advise RS with suggestions of people to invite.</p> <p><b>Cycle Routes To University</b> - GB apologised that no up-to-date information on this scheme. He has not yet received a formal response from Storey Hall, and is awaiting feedback from the latest meeting of the Haverbreaks Estate Roads Committee.</p>	<p>GB</p> <p>ALL</p>

4.	<p><b>PLANNING CONDITIONS AND ENFORCEMENT AND MONITORING OF THE CONDITIONS</b></p> <p>MC talked about how cycling fits in with the role of the Planning Service. The recent award of further Planning Delivery Grant monies has allowed them to reorganise both the Development Control and Planning Control (Enforcement) Teams, which will hopefully lead to improvements to cycle parking/infrastructure. The newly-created post of Planning Compliance Officer will monitor planning conditions, including those requiring cycling infrastructure or facilities. Cycling is now at the forefront of planning applications. MC made reference to recent applications at Lidl (Westgate) and Nightingale Hall where cycle network improvements have been negotiated. This will continue to be the case in the future where the improvements are considered necessary to facilitate the proposed development".</p> <p>The level of financial contributions required via the County Council's Accessibility Questionnaire is considered to be overly onerous and often results in what appears to be excessive financial demands, which can be difficult to justify to developers. The situation is not helped by the failure to provide a breakdown of estimated costings for each highway work/measure requested. The Planning Service would welcome further discussion with the County Planning and County Highways Departments regarding this matter.</p> <p>A question was asked with regards LCC adoption of this guidance. MC said there is currently no process in place to adopt the guidance.</p> <p>GB notes that planning gain is a major source of match funding for the CDT project so it is imperative that this be maximised.</p> <p>JW suggested we should use Section 106 agreements to deliver the CDT objectives. He furthered this by proposing that when people apply for planning we need to look at their whole site and what the cycle parking and access is like before we agree to the planning proposal</p> <p>RS suggested planning officers should refer to and distribute the Sustrans cycle parking leaflet for guidance / information.</p> <p>JL questioned when the Lancaster cycle strategy and district plan would be updated. MC responded stating that the District Plan is in progress - now called the Local Development Framework - and groups are to be consulted next year with a formal consultation at a Steering Group Meeting next year. He agreed that the Cycle strategy dated November 2002 was out of date but that it would be updated as part of the this process.</p>	RS
5.	<p><b>ROLE OF STEERING GROUP</b></p> <p>JW referred to the German CDT project from 1979 drawing from it that we need to introduce a traffic restraint/speed control similar to Portsmouth whose town centre is now a 20mph zone. This then encourages cycling in a safer environment.</p> <p>The group agreed to support an initial proposal to the CDT Board for a 20mph town centre which can then be pursued with the County Council as the Highway Authority.</p> <p>CD told the group that Accident Prevention group would most likely support this proposal</p>	PL to report to CDT Board
6.	<p><b>CDT STEERING GROUP CONTACT LIST</b></p> <p>Any amendments to be forwarded to Steph Lucas (SL)</p>	ALL

7.	<p><b>PUBLICATION OF MINUTES</b></p> <p>MH stated that he had had problems accessing the minutes on celebrating cycling website. Directions to find them from the homepage are More info – CDT – CDT Admin. Instructions will be included with the next set of minutes.</p>	SL
8.	<p><b>SCHOOLTRAVEL PLANS</b></p> <p>KB stated how she is helping 5 Bike It schools with their travel plans (STPs). The other Bike It schools have already developed an STP. KB also described the scheme that Lancashire County Council use for monitoring STPs.</p> <p>RS stated that she would seek to find out current progress on the replacement for Claire Evans (Lancaster funded STP Co-ordinator )</p> <p>MH asked for an update on Dallas Road and it's issue with only 24 cycle permits. GB and KB said they were looking into options</p> <p>The group also asked for clarification on the proposed Dallas Road 20mph zone, and if this had gone to Lancashire Locals – Lancaster District for implementation.</p> <p><b>Bike It</b> KB explained that the schools training was to be provided by Pedal Power and Lancashire County Council (50% each).</p> <p>Discussions took place re Bikeability (the new name for the national standards). The pilot was recently launched in Merseyside and will be rolled out across England in Spring 2007. More information at <a href="http://www.bikeability.org.uk">www.bikeability.org.uk</a></p> <p>The group had asked for clarification of Bikeability and local input from trainers such as Pedal Power. They also noted that perhaps all CDT towns should have been first to pilot the Bikeability Scheme.</p> <p>KB offered to produce a quarterly update at CDT Steering Group Meetings</p>	<p>RS</p> <p>GB/KB</p> <p>GB</p> <p>KB/RS</p> <p>KB</p>
9.	<p><b>PROPOSED CYCLE INFRASTRUCTURE TO BIKE IT SCHOOLS</b></p> <p>The group agreed GB should go ahead with design of the proposed infrastructure works, but formal approvals need to be by the CDT Board.</p> <p>JW noted that there needs to be some form of monitoring and evaluating process in place to make sure that schools aren't doing anything to cancel out the gains provided by the infrastructure</p>	<p>GB reports to CDT Board</p>
10	<p><b>SAFE ROUTES TO SCHOOL</b></p> <p>JL raised issue that there needs to be more done to help young people cycle to secondary schools e.g. safe routes from the Millennium Bridge to Secondary Schools in the area. This could be via separately produced maps or just blown up sections of the existing cycling map highlighting route.</p> <p>KB noted that Our Ladies are not promoting cycling until the infrastructure is sorted but that this would be an option for the Royal Grammar.</p> <p>KB and RS to produce publicity and look at potential for Bike Buddies at Royal Grammar</p>	<p>KB/RS</p>

11	<p><b>CROSS CITY CENTRE BIKE ROUTES AND GYRATORY PROGRESS</b></p> <p>JW proposed a network of cross city cycle lanes linking, for example, Primrose with the train station.</p> <p>GB said that his team have not got the capacity to take this on and the County were also reluctant. It was suggested that a suitable way forward would be to appoint a Consultant to carry out a review and come up with options. Mayer Brown were put forward as they had recently completed a report for the Penny Street bridge junction.</p> <p>JL proposed asking county council to commission a strategy rather than GB commissioning as there is a need for County ownership of the report once completed</p>	GB Report to CDT Board on options
12	<p><b>PRIORITY AT JUNCTIONS AND CYCLING ON PAVEMENTS</b></p> <p><b>Priority at Junctions-</b> Various issues were raised as to why some traffic has priority at junctions e.g. a quiet road crossing a busy cyclepath. GB agreed to put proposals forward to County for approval. MH noted that the sightline at Denny Beck junction is poor. GB to ask lengthsman to clear some vegetation</p> <p>GB said he will investigate a request for left turn filter at traffic lights. Although he is still awaiting guidance from CE re meeting with DFT re non-prescribed signs</p> <p><b>Cycling on Pavements</b> JW referred to a police 'sweep' project that had recently taken place in the West End. He felt that it is important that authorities are fair and even handed regarding infringements of law; cycling on pavements is probably quite low especially compared to speeding cars and cars parked on pavements etc).</p> <p>AR offered to give information on cycle safety when people buy a bike from Pedal Power.</p>	GB  GB  AR
13	<p><b>CYCLE PARKING IN LOCAL SHOPPING AREAS</b></p> <p>JL proposed promoting the implementation of cycle parking outside every shopping cluster. GB said that finding space on the adopted highway or City Council land for siting stands was a problem</p> <p>RS asked JL to provide her with a list of his recommended shops/sites. RS can then refer them to the Bike Aid scheme.</p>	JL / RS
14	<p><b>SUPPORT FOR CULTURAL SERVICES - Cycling &amp; Walking Development Officer</b></p> <p>RH asked for £11,000 (match funding) to support the above role which costs c. £100,000. RH has submitted a bid to BIG Lottery Funding and hopes to start April 2007.</p> <p>Group agreed to support the bid and forward to Project Board. RH to draft report.</p> <p>At next meeting RH to discuss current proposal to BCF for developing track at Salt Ayre.</p>	RH report to CDT Board
15	<p><b>HEALTH MONITORING</b></p> <p>Deferred to next meeting</p>	

16	<p><b>PROPOSED LINK BETWEEN MORECAMBE PROM AND TOWPATH AT HESTBANK</b></p> <p>GB sought approval to continue working on the proposed link in light of consultation with residents throwing up a number of objections. JL and AS raised issues re parking in Rushley Drive.</p> <p>The group agreed to go ahead and pursue this new route</p>	GB
17	<p><b>CYCLE FLOW DATA</b></p> <p>AS described the data and his overview was that cycle flow is increasing year on year by 5% but that he'd like to see it higher at say 25%</p> <p>JL requested more in depth data showing days and times of the week. AS to provide.</p> <p>MH questioned accuracy of counters and how they show internal cycling, i.e., cycle to local shop. GB explained technology accurate enough to distinguish a pram from a bicycle</p> <p>AS to provide 6 monthly updates for evaluation purposes</p> <p>TravelSmart data to be provided on completion of TravelSmart project</p>	AS
18	<p><b>LONG DISTANCE CYCLE ROUTES</b></p> <p>Group agreed to support the development of Route 69 from Morecambe to Grimsby.</p>	GB/AS
19	<p><b>USE OF VOLUNTEERS TO HELP WITH MAINTENANCE ON CYCLE TRACKS</b></p> <p>The Group agreed that a need for this type of work had not been identified in the area. RS suggested should there be a future need it could be provided by schools community project or community work projects. CD noted that BTCV offer this type of support for c. £150 per day.</p>	
20	<p><b>PURSUING OUTSIDE FUNDING</b></p> <p>AS described lottery funding available to part fund cycle schemes through Greenspaces and/or Living Landmarks. Asked the group if there were any schemes we wanted to submit</p> <p>Group supported Alasdair's intention to submit the bridges over the railway line in Morecambe at Schola Green Lane and Oxcliffe Road</p> <p>AS to make submission of scheme</p>	AS
21	<p><b>CYCLING PROJECTS</b></p> <p>JL suggested an evaluation of 'community chest' projects when up and running.</p>	RS
22	<p><b>ITEMS FOR FUTURE MEETINGS</b></p> <p>None.</p>	

23	<b>DATE AND TIME FOR NEXT MEETING</b>  It was agreed that the next meeting would be held on Friday 17 November 2006 at 10.00 am, Committee Room B, Lancaster Town Hall	
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