

## Cycling England Demonstration Town Project - Steering Group Meeting

Monday 19<sup>th</sup> December 2005, 10.00am  
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
John Whitelegg	(JW)	Lancaster City Council
David Stirzaker	(DS)	Cumbrian Industrials
Jason Kennedy	(JK)	Planning & Building Control, Lancaster City Council
Rachel Scott	(RS)	Economic Development, Lancaster City Council
Dawn Groundsell	(DG)	Communications, 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. Introductions

The group was welcomed by RE to the first of the Cycling England Demonstration Town Steering Group Meeting and introductions were made.

RS reported that somebody from the Primary Health Care Trust had been invited but had been unable to attend today. AK asked whether schools and local businesses should also be represented.

Ron informed the group that there were currently two groups meeting regarding the Project - this group and the Board which consists of Councillors Janice Hanson and Gina Dowding, Peter Loker and Ron Eckersley. The Board has met two times and looked at the links between Lancaster City Council and Lancashire County Council with regard to the Local Transport Plan. County Councillor Jean Yates also attended the last meeting. It is anticipated that the board will meet monthly.

### 2. Background

GM reported that he had submitted the initial bid to Cycling England and, therefore, the work that is agreed upon must reflect on what was put in the bid document and what was presented to the Cycling England panel at the shortlist stage.

We need to look at what we have, what we would like to have, and what we can realistically achieve with the funding - to the benefit of the district.

The group asked if a copy of the bid document could be circulated.

### 3. Current Position

The Agreement from Cycling England and Department for Transport has not yet been received (which will need to be reviewed by Legal and Finance) - no work can start until this document has been received and agreed.

RS and GM recently visited Birmingham to see "Bike-It" in action and Lancaster will be advertising for a Bike-It Officer. AP informed the group of the work that Pedal Power are currently involved in with local schools and she asked if the Bike-It Officer (when in post) would be in a position to spend some time with them during their working week.

Co-ordination with so many professionals will be vital and it was suggested that perhaps a small "skills" group could be created that could then report back to the Steering Group. Concerns were raised about the Steering Group splitting into smaller groups to discuss separate issues (infrastructure and promotion & development). However, it was felt that sub-groups of the Steering Group would be useful as it would allow smaller groups to meet to discuss issues, for example, finer details of cycle routes to be built, that not everybody needs to be involved in.

#### 4. Immediate Issues

JW stated that we need to look at what we are trying to achieve before the finer details are worked on.

This will include a Terms of Reference for this Steering Group, how this group fits into the Board and making sure that enough staff time is being allocated to the project. RS reported that she will be giving 2 days per week to the project.

JW felt that the way forward would be:

- a) circulation of the bid document to the group
- b) write a "vision" (what we want, what we need, how we do it)
- c) identify Targets and Objectives
- d) identify a clear programme of work
- e) delivery in detail

It is important to get the vision right as this will then lead to us achieving what we want. Once agreed, the vision will need to be taken to the Board.

JK informed the group that the Cycling Strategy is only 3 years old and the vision in that document was discussed. It was agreed that the Cycling Strategy Vision was a good place to start with some slight changes - it was agreed that we want to encourage existing cyclists as well as new cyclists. RS felt that the Cycling Strategy Vision could be adopted and amended slightly to include "increase cycling to work and school; encourage leisure use and utility use."

#### 5. Actions before next meeting

- Copy of bid document to be circulated
- Presentation to Cycling England Shortlist group to be put on the internet - RS
- Copy of Peter Loker's presentation to Lancaster District Sustainable Transport Group to be circulated
- Copy of Board Meeting notes

#### 6. Actions at next meeting

- Agree Vision and Terms of Reference
- Discuss potential actions
- Discuss possible future presentations by group members with a view to sharing expertise and experience

#### 7. Date and time of next meeting

Wednesday 4<sup>th</sup> January 2006, 1pm - 4pm  
Reception Room, Lancaster Town Hall

(The meeting closed at 12.15pm)