

## HARROGATE CYCLE FORUM

### MINUTES OF MEETING 6 JUNE 2017 AT 12:00 HOURS Held at Council Offices Crescent Gardens

**PRESENT:** Councillor Rebecca Burnett (Chair), Tom Horner HBC, Kevin Douglas HDCA, Gia Margolis HDCA, Malcolm Margolis HDCA, Tom Horner HBC, Yvonne Skelton, Martin Weeks HDCA. Late arrival Melissa Burnham NYCC.

**APOLOGIES:** Rupert Douglas Sustrans, Andrew Norman HBC, Councillor Don Mackenzie NYCC.

**MINUTES OF PREVIOUS MEETING** were approved and signed. TH will ensure the Minutes are posted on the Council website. **ACTION TH.**

#### **MATTERS ARISING**

1. GM expressed concern that not all actions from the previous meeting had been actioned. Furthermore no updating was being provided. Better communication was needed.

#### RB Actions:

2. Para 1 - Local Plan. This was discussed as a separate item on the Agenda.
3. Para 9 - Relief Road. RB has asked Councillor Philip Ireland whether sustainability options are included on the consultant's brief on the Relief Road. **ACTION RB.**
4. Para 24. Car Parking on grass verges on Hookstone Road and Oatlands Drive is blocking the cycle way. Parking have said they will monitor. It was agreed that the best solution would be to make the cycleway mandatory rather than a facility, then parking would be prohibited. RB will propose this. **ACTION RB.**

#### AN/TH Actions:

5. Para 2 - Unfortunately the bid for funding from DEFRA was unsuccessful, outcomes should have been more quantifiable.
6. Para 25 - Pat Kilburn, Parks, is in agreement with cycle racks on the Stray. AN is following this up. **ACTION AN.**
7. TH to forward the maintenance schedule to GM. The Army Foundation college is keen to help. MB will need to input these works into the existing schedule. **ACTIONS TH/MB.**

#### MB's Actions:

8. Para 3 - The recruitment process for the Sustainable Transport Officer was unsuccessful and NYCC will have to re-advertise. MB to keep the Forum advised of progress. **ACTION MB**
9. Para 5 - Request for LTP4 to be amended. MB has not yet approached Andrew Bainbridge. This becomes even more crucial to amend, with new recruits working on the draft cycling schemes. **ACTION MB**
10. Para 15 - Request to ensure that developers incorporate sustainable transport schemes alongside the new road structure for a new development. MB has not yet actioned this. It is also

hoped that Travel Plans will be taken on by the new Sustainable Transport team, because at the moment the plans are not being monitored. **ACTION MB.**

11. Para 27 - LEP Funding. No money has been applied for through the next financial year for cycling infrastructure schemes. MB has yet to raise this with NYCC officers. **ACTION MB.**

12. Funding from S106 monies. MB asking to have a pot of funding in her Area Office budget for this so she can access the funds directly. **ACTION MB.**

13. YS Para 18 - Financial Statement of Funding for Projects. This has been added to the Agenda.

### **The Maintenance of Cycling and Walking Routes in Harrogate**

14. The £60,000 committed to cycleway improvements by NYCC is from the Parking surplus and is not for delivery of schemes but match funding for design and development of future schemes so that they are ready for funding as and when the opportunity arises.

### **General**

15. RB said that actions arising from the Minutes need to be actioned and progress fed back to the Group as it happens, without waiting for the next meeting. **ACTION ALL.**

### **FEEDBACK FROM HDCA AGM - KD**

16. Arising out of the HDCA AGM, KD fed back to the Forum the frustration that so many cycling related opportunities have been missed by NYCC, and now HBC. Even where there is funding there has been no progress, and funding lost through indecision. There is no County or District-wide Cycling Strategy as was promised in the LTP. We must get some joint action.

### **ACCESS FUND**

17. No update from Fiona Ancell at NYCC. Once the Mouchel brief is complete there will be meetings with stakeholders on 26th June. The Mouchel team is being led by David Wildman. Other parts of the Access Fund will be led by Fiona and the officers to be appointed. Fiona should report back to the forum. **ACTION RB/FIONA ANCELL.**

18. YS to keep this on the Agenda to ensure an update at every meeting. **ACTION YS.**

19. Access Fund Schemes: We have no funding but there are no plans so it will be opportunistic. The aim is to have a signature scheme to work around and to come up with a package to link to the Local Plan.

### **PUBLIC TRANSPORT IMPROVEMENTS AND DEVELOPER CONTRIBUTIONS - LEEDS EXAMPLE**

20. TH and AN had circulated the Leeds Document in relation to Developments and contributions to Public Transport Investment Contributions. This relies on a percentage contribution per dwelling. There was discussion on whether this could help with sustainable transport contributions.

21. MW said that NYCC practice is based on Section 106. What about the Community Levy? TH said a lot of work is still being done to understand what the District infrastructure needs are. In

the interim NYCC are focussing on clusters of sites to try to get sustainable transport routes. If this falls down, individual contributions will be needed. The cumulative impact would work quite well - regardless of the number of homes.

22. The Forum agreed that a charging formula is better because it is not negotiated, gives developers clarity so they know what their bill is, and would be more efficient use of time for officers.
23. It was decided to make a recommendation from the Forum. RECOMMENDATION: The threshold is 50 but we need a lower threshold in Harrogate. This would be relevant to most of the urban sites but not the rural. Perhaps two or three thresholds are required to suit the locality. TH and AN will look at this with MB and NYCC. **ACTION TH/AN/MB.**
24. In response to the question as to whether work will be split into public transport and/or sustainable transport, TH said he would like to see it all-encompassing.

### **HARROGATE TO KNARESBOROUGH CYCLE SPINE - OUTLINE BUSINESS CASE BRIEF**

25. Comments from the Forum would be welcome. The knowledge share between HBC and Consultants should include knowledge share with the Forum. **ACTION TH.**
26. It was suggested Cycle Spine name needs to be more marketable, for example Leeds uses "City Connect". There needs to be a business case to support funding applications. Economic growth would seem to be most appropriate basis for a business case. **ACTION RB/TH.**

### **FOLLIFOOT UNDERPASS UPDATE**

27. Sustrans first-draft design will be sent to members. ALL let TH know if any comments to make. The proposal is to have some segregation between horse riders and cyclists. HBC funding with £10,000 from NYCC. Total bill will be £35-45,000 depending on the solution. **ACTION ALL.**
28. MW asked for a construction completion target. TH said this was not possible because funding from the HBC smaller themes pot has not yet been allocated. TH was insistent that a process needs to be followed before funding could be allocated. TH said the continuing process will be:
  - a) Sustrans first draft to Members
  - b) Members Approve
  - c) First draft goes out for stakeholder consultations including Follifoot Riding School.
  - d) Consider Stakeholder responses.
  - e) Report back to Cabinet Member at the Traffic Budget Meeting
  - f) Question still remains as to whether any other scheme is more valuable than the underpass.
29. This scheme has still not been completed after many years, and should now be finalised. TH gave assurance that the Scheme will be put to Cabinet Members in the next 2/3 weeks, when TH should be able to give a construction date. **ACTION TH.**
30. The point was made that developers got away extremely lightly by paying only £10,000 of the £35-45,000 because of the way it was handled by NYCC.

### **HARLAND WAY RESURFACING UPDATE**

31. There is now a maximum of £50,000 available from NYCC for this scheme, but £200,000 is required. TH/AN are to approach Sport England and WREN for funding. Much of the benefit is

for Wetherby residents so might get some money from Leeds City Council. There is another development at Spofforth from which a linking connection might be made.

## **RDPE FUNDING FOR RURAL ROUTES**

32. RDPE funding relates to rural tourism. TH said we have schemes which could fit this funding. For example:

- The gap between spofforth and Harrogate to link with the underpass.
- Ripon Greenway out to Fountains Abbey.
- Greenway to Pateley Bridge.
- Route out of Knaresborough to Arkendale. MW to contact TH on this. ACTION MW.
- The Hammerton Greenway could be a possibility.

33. RD will have some schemes that could attract funding. TH to contact RD. ACTION TH.

34. Forum members will be happy to assist with delivering this work. ACTION TH.

35. RDPE Funding has an end of expressions of interest as March 2018. If they get a good application they won't wait until March.

## **DEVELOPER CONTRIBUTIONS - UPDATE FROM NYCC - MB**

36. MB will put a crib sheet together and send it to the Forum by 9th June. YS to add to the Agenda as regular item. ACTION MB/YS

## **RECENT PLANNING APPLICATION COMMENTS**

37. AN will continue to up-date the Forum with his comments on planning applications. There were lots of requests for electric plug ins and cycling parking, why not cycle paths? TH said he needs to sit with Pam/MB's team to set out a working procedure as there could be legal issues if the requests did not come from the HA. We need to get schemes from the local plan fed in, and therefore finishing work on the Local Plan was key. ACTION TH/MB.

38. YS to add to Planning application comments to regular Agenda. ACTION YS.

## **LOCAL PLAN**

39. Recent work has indicated that revisions are required to the Local Plan on the basis that more housing is required. This will need AN to re-do the highway modelling. A draft, once available, will be shared with the Forum. ACTION AN.

40. With regard to new sites, it was agreed that AN will share these with the Forum in a Sub-Group. ACTION AN in June/July. ACTION KD to nominate members of the Sub-Group.

## **FINANCIAL STATEMENT OF FUNDING FOR PROJECTS**

41. Now a standard Agenda item (ACTION YS). There have been no substantial changes to this since the last meeting, and TH will re-circulate an up-to-date Financial Statement. . It will be sent to the Forum on a regular basis prior to meetings. ACTION TH.

42. MM was concerned that budget will be lost as time goes on and there is no evidence of spending. This has already happened in recent years with a large funding allocation where another pressing need was found on highways. This could happen again with a change to political leadership. It is paramount that urgency is brought into progressing the schemes. ACTION AN.

**ANY OTHER BUSINESS**

43. **Cycle Facility FOIs:** HBC have had a couple of FOIs re cycling facilities on Otley Road.

44. **Bond End:** MM asked what sustainable aspects Mouchel are looking at? MB advised that designs still being worked on re options 3 and 1. Once modelling work is finished it will move on to the design stage. There is also an Action Plan group HBC meeting at end of July when air quality action plan team will be looking at sustainable options. GM would like sight of the consultation document. ACTION MB.

45. **Air quality at Bus station.** MM said Friends of the Earth had been taking air quality samples. The air quality is considerably worse than Bond End. TH advised that because it is not residential it does not count. However RB said that the development of the Station area will include residential buildings when air quality will have to be taken into account. MM will ask Friends of the Earth if they will share monitoring air quality information with RB and HBC. ACTION MM

**DATE OF NEXT MEETING AND FUTURE ARRANGEMENTS**

46. RB advised that the Forum should meet every 3 months, the Forum agreed the next meeting either a Monday or Tuesday in September. YS TO ACTION.

Signature of Chairperson .....

Date .....

**ACTION POINTS ARISING FROM THE MINUTES  
IN SUBJECT ORDER**

<b>ACTION BY</b>	<b>PARA</b>	<b>DESCRIPTION</b>
		<b>GENERAL</b>
ALL	15	Actions arising from the Minutes to be actioned and progress fed back to the Group as it happens.
TH		Ensure Minutes are posted on the HBC website.
YS	18&38	Add Access Fund, Planning Application Comments, Developer Contributions Update and Financial Statement of Funding for Projects as standard items to the Agenda.
YS	46	Arrange next meeting either a Monday or Tuesday in September.
		<b>LOCAL PLAN</b>
RB	1	Get a time frame for detailed study of the Proposed Development Areas.????
AN	39	Share up-dated highway modelling draft with the Forum.
AN/KD	40	Share new sites with a forum Sub-Group formed by KD.
		<b>NEW DEVELOPMENTS</b>
TH/AN/MB	23	Developer Contributions: Reference Leeds example: Recommend a lower threshold than 50 houses.
TH/MB	37	Agree a working procedure between HBC & NYCC for inclusion of cycling paths in Planning Application comments.
MB	10	Ensure developers incorporate sustainable transport schemes alongside new road structures.
MB	12	Funding from S106 monies - request own pot of funding.
MB	36	Developer Contributions update - will send crib sheet to the forum by 9th June.
		<b>CYCLE SPINE</b>
TH	25	Include Forum in knowledge share between HBC and Consultants.
RB/TH	26	Propose marketable alternative name of the Cycle Spine.

ACTION BY	PARA	DESCRIPTION
		<b>FUNDING</b>
TH	41	Financial Statement of Funding for Projects. TH to send Forum up-to-date statements on a regular basis and prior to meetings.
TH	33	Contact RD for further proposals for RDPE rural tourism funding.
TH	34	RDPE: Ensure Forum members are given the opportunity to assist with delivery of funding.
MW	32	RDPE: Provide TH with details of route from Knaresborough towards Arkendale.
AN	42	Ensure funding for projects is spent before it is lost to Highways budget.
RB/FA	17	Access Fund - require that Fiona Ancell give an update.
MB	8	Access Fund - sustainable Transport Officers - an update on recruitment.
MB	11	LEP Funding - follow up on LEP funding for cycling infrastructure schemes.
		<b>OTHER</b>
RB	3	Relief Road - Response from Councillor Philip Ireland whether sustainability options included in the Consultant's Brief.
RB	4	Propose a mandatory cycle way on Hookstone Road and Oatlands.
TH	29	Follifoot Underpass - TH to send Sustrans first draft to members. ALL to let TH have any comments. TH to advise ALL of construction date for the Underpass.
MB	44	Bond End - send GM Mouchel consultation document.
MM	45	Air Quality at Bus Station - Ask Friends of the Earth if they will share monitoring air quality information with RB and HBC.
MB	9	Require that LTP4 be amended to remove statement detrimental to drawing up cycling proposals.
TH/MB	7	Maintenance Schedule: TH eMail to GM. MB input this with existing schedule.
AN	6	Cycle Racks on The Stray: AN to follow-up on Pat Kilburn's agreement.