

## CHESTER CYCLING CAMPAIGN

### DRAFT Minutes of the Meeting held on Wednesday 1<sup>st</sup> December 2021

**Present at the meeting:** Simon Brown (SB), Cathey Harrington (CH)(Chairperson), Stephen Perry (SP), Ian Slater (IS) (Minutes), Peter Williams (PW), Steve Pemberton (SLP),.

**Present via Zoom:** Andy Hamill (AH), Eileen Morgan (EM), Monica Robinson (MR), Craig Steeland (CS), Roger Hones (RH), Nic Siddle (NS)

**Apologies:** Ashley McCraight (AM), Arnold Wilkes (AW), John Violet (JV), Ken Thomas (KT), John Holiday (JH)

We welcomed new members Howard Jennings and Anna Manning and Anna's guide dog. Howard and Anna ride tandem together and have many stories to share of their adventures. Welcome Howard and Anna.

- 1. Minutes of the last meeting, held on 3<sup>rd</sup> November 2021.** The meeting minutes were approved. Cathey has done a great job in compiling all the input and summarising the meeting itself such that they form a very useful record.

**Action:** CS to post on website.

### 2. Matters Arising.

- **'Taking You for a Ride'.** P Walthery ran a post-ride review meeting with all CCC members who took part. CH, IS, AH, SB & NS had ridden one or more of these rides. The rides were well-received by the (few) councillors who took part. There was good information exchange with e.g. the Highways Officer (Andy Bithell) who came out with us. The conclusion is that we should repeat the exercise, reaching out to those who didn't ride with us and who might prefer a walking option.

- **Mid-Cheshire Community Rail Partnership (MCCRP).**

As per his action, PW rode the proposed Cuddington Station Cycle Ride route including the Whitegate Way and found some stretches to be on rather busy roads, probably not well-suited to less-confident cyclists. Certain other stations on the mid-Cheshire line are not fully accessible (Northwich for example). It was suggested that other stations e.g. Greenbank, might be more useful.

**(POST MEETING NOTE:** Not specifically discussed at the meeting but perhaps a small working group could review the existing routes and options for the future, together with CNC and Sarah Morgan, before she leaves her role. Any volunteers? IS would like to be part of this!)

- **ISST (SP) (see [report](#))**

SP will continue to represent CCC with regard to Active Travel. SP has reported on the first meeting of the revamped working group incorporating the Sustainable Transport Task Force and the Active Travel Forum. The pilot groups have been disbanded. The SE Chester pilot group still has a role if mini-Holland goes ahead and with respect to Saughton Camp S106 spending. There will be a follow-up meeting in 10 days. New Highways and Transport Director, Rose McArthur, is open to new ideas and keen to make changes. She is very keen on data and evidence-led actions. She is looking for no-cost and low-cost interventions. The lack of progress on the LCWIP was discussed and the plan will be reviewed with the aim of building on the past investigations.

### 3. Treasurer's Report. (see [report](#))

Trevor Jenkins has said that, after a number of years performing the role, he would like to hand over the role at the next AGM. Anyone interested?

There is a healthy surplus in the bank thanks to increasing membership income and continued

support from Bartletts Solicitors. Members are invited to suggest ways of using our surplus for the good of the campaign.

SB suggested an improved, collapsible promotional display for use at events.

**Action:** SB and AH to discuss and make a proposal.

NS suggested that we purchase display stands that we can offer to those outlets that stock CYCLING MATTERS so that they can be made more visible. Design to include re-ordering contact details.

**ACTION:** NS and SB to discuss and make a proposal.

New member, Howard Manning (HM), suggested filming short clips of people trying to deal with 'challenging' cycling infrastructure. The A-frames on the Dee were mentioned. EM is the best contact for latest info on progress there. HM is interested in whether we have good contacts in Flintshire County Council, who are responsible for that hardware.

### **Webmaster Update (CS).**

CS summarised his report (see [report](#) **Webmaster's update (report submitted by Craig)**)

#### **Payments**

Since the last meeting I have set up a Stripe account for us as an additional payment processor. This allows us to now offer both one-off and recurring annual payments, as well as a range of payment methods: PayPal, debit card or credit card. All payments take place within the membership web page, making the process simpler and quicker for those joining or renewing.

The majority of payees have opted to cover our payment processing fees for us, so the Campaign is financially better off despite the small additional fee that we pay to Donorbox for the integration of this good stuff into our website.

#### **Databases**

All Campaign databases have now been moved onto the Airtable cloud platform - Cycle Buddies, Bike Checks and the Membership database. Ease of use and security are two of the main benefits of this move. Access to any or all of these databases can be granted to any Campaign member who needs access to this information - either to view it or to edit it. Our membership secretary, Ian, has quickly got to grips with Airtable and has done a sterling job in helping me with the data migration of our membership records.

I have also entered into a Data Processing Agreement with Airtable on behalf of the Campaign. This agreement provides the legal basis for the storing of personal data outside of the UK, as Airtable is based in California.

4. ). The new payment system and the membership database are now operational. Thanks were expressed to Craig for his stalwart efforts. HM complimented CS on the quality of the website.

#### **5. Membership Secretary Update (IS). (see [report](#))**

Membership dropped back to 190 at the end of September, when renewals fell due. They have since recovered to 210 – a combination of renewals and new members. My experience so far is that most memberships are the result of individual in-depth conversations and less due to our other advertising materials. I'm running out of contacts to bully into joining up so I'd ask others to reach out again to their contacts.

Whilst the website is a very useful archive of information the current trend is that more communication takes place via Social Media. We should perhaps consider the website as an archive for resources and work harder to generate new traffic via Facebook and Twitter.

The proposed Facebook marketing campaign has yet to commence. SB noted that Facebook marketing requires continuous drip-feeding (funding) and it is for that reason that we have set a budget for a trial campaign. **(POST MEETING NOTE:** Angus King has been in touch with IS and suggested we wait until Spring comes around, when interest in cycling picks up again. IS has agreed with this.)

#### **6. Planning Report (NS). See NS's pre-meeting [report](#).**

- Consultation on the Supplementary Planning Documentation (SPD) finishes on 13th December. NS requested more input/reactions to the SPD to create momentum.

- SP and NS will work together on an approach to Rose McArthur about e.g. the new housing development at canal side and the future for the link from Westminster Road to the railway station.
- NS is compiling a submission to the upcoming Lidl development on Caldley Valley Road in Great Boughton.
- it was suggested that the relevant councillors be copied in on CCC's planning queries/responses.

## 7. Inclusivity Officer (EM) (see [report](#))

EM reports that the issue of constricted access due to A-frames is a nationwide issue. **(Eileen – do Sustrans not have some recommended approach to dealing with councils on this topic e.g. recommended replacement infrastructure?)**

SLP reported that the CNC Spacehive proposal (Frodsham & Helsby T2 scheme) is £700 short of its target. Various funding routes were suggested. It was agreed that CCC would fund this Spacehive project proportionally to the same extent that we supported EM's successful project. **(POST MEETING NOTE: £77 donated by the Campaign to SLP's Spacehive project. It is likely that the Rotary Club will also contribute £500.)**

## 8. AOB.

- One City Plan update. Drop-in sessions taking place on 3<sup>rd</sup> and 4<sup>th</sup> December to allow people to see the work done by 'Good For Nothing' to consult with the public and then share with CWAC on how the One City Plan might evolve.
- CCC Library proposal – a new, member-only benefit. Without thinking too hard how this would work, nor prejudging how successful it might be, it was agreed that we should give it a go. IS will take the lead and make some proposals before the next meeting. **ACTION: IS.**
- Annual objectives. Review against targets. CH said that it is good practice to look back on our progress against objectives before the AGM! At this stage, her summary is that we are doing pretty well and there are no major concerns.
- Land Action Plan – it was agreed that there should be a CCC response. RH volunteered to work on this. SP will assist. **ACTION: RH and SP.**
- ZOOM practicalities. Whilst the hybrid style of meeting is working better and better at each meeting, there are still communication issues that mean that the Zoom participants remain at a disadvantage. There was discussion about getting a better microphone for the room and a wider angle webcam. It was felt that CCC member Sam Marshall may have useful knowledge. EM also has insights on e.g. noise cancelling hardware to improve the experience for those joining remotely. **ACTION: EM to review what hardware might be useful to improve comms.**
- CYCLING MATTERS bulletin is nearly ready for printing.
- CYCLING BUDDIES SCHEME – 2x pairings so far. CH has reached out to Chester Zoo, Countess Hospital and Chester University to advertise this offering.
- A representative of CRAG (Community Residents' Action Group) was strongly in favour of a CAR FREE SUNDAY event – expressed at the ISST meeting. **ACTION: SP to discuss at a future meeting (planned for 14<sup>th</sup> December) with CRAG.**
- RH has agreed to be our next letter writer.

**Next Meeting: Wed 5<sup>th</sup> January at 7-30pm at Bowling Green Court (Members can also join via Zoom)**

## Reports submitted prior to the meeting

**Integrated Sustainable Transport Taskforce (ISTT)** ATF +STTF = ISTT Stephen's report, + comments from Ian & Peter:

### **Active Travel Forum (ATF) and Sustainable Transport Task Force (STTF) becomes the new Integrated Sustainable Transport Taskforce (ISST)**

The inaugural meeting of the ISST was held by MS Teams on Tuesday 23<sup>rd</sup> November. Invitees to this meeting included the proposed Core Team members (based mainly on the STTF core team, plus a few additions), local parish councillors and a few CW&C officers. The meeting was chaired by Cllr Karen Shore, with Professor Garfield Southall as deputy chair. The new CW&C Director of Transport and Highways Rose McCarthur was the main CW&C Officer speaker, with support from Kristy Littler.

Several members of the CCC also attended, including John Violet, Cathey Harrington, Roger Hones, Peter Williams and myself.

**Draft Terms of Reference** were presented and discussed in detail. Many constructive suggestions were made to improve the draft TOR and a further special meeting to review and update the TOR will be arranged soon. *See my comments below*

The other key item on the agenda was feedback on a number of open items, mainly carried forward from the STTF. The updates were as follows:

- **Mini-Holland Expression of Interest**, submitted by CW&C in August 2021, to improve the A5117 and A51 through Great Boughton and on to the Barrs Roundabout. Despite several attempts to chase the DfT for feedback none has yet been received. Rose McCarthur hopes to meet with key DfT officers in the next few weeks to push for progress on this decision. The good news is that CW&C are still in the running.
- **Experimental Active Travel Lanes**: those involved in this work have received no formal feedback at all, but Rose explained that she intends to get guidance from the DfT when she meets them as to what options would be acceptable. She also plans to raise the question as to what is happening with Tranche 3 Active Travel funding
- **GP Prescribing** (for promotion of the health benefit of Active Travel). This fund was made available a few months ago from the DfT and a submission was made by CW&C for Ellesmere Port. CW&C's submission has got through to the final round
- **CW&C's LCWIP** is going to be submitted to a 'health check' to bring it more into line with the directions given by 'Gear Change' and TLN 1/20. It is not clear what this will entail. *I plan to write to Rose to get a clearer picture of what the review process will involve and to make sure that the cycling community is properly represented in this review.*
- **Bus Service Improvement Plan**, every borough that wants to get ongoing DfT support to their bus services was obliged to submit a BSIP within the last few months. CW&C has submitted their BSIP with a request for £32m support.
- **Saighton Camp 106 money**; there have been several community requests for Section 106 spending in the last year or so but few have been successful. I do not fully understand the detail of all of these application nor the review and evaluation process that is involved, but Rose explained that she will be applying a review process based on three factors: 'Network Creation, Capacity Generation and Behavioural Change' - *I'm not very sure what all this means.*
- **CW&C's local Transport Plan** is also in need of a refresh and Rose will be looking to the ISST to help with this.

In response to these subjects I commented in the meeting and subsequently sent an email to Rose and Karen expressing the following views

### **Reference the update on recent initiatives**

- *As mentioned at the meeting, I feel we need to dedicate some time to giving an update to each of the STTF project teams, based on the feedback given by Kevin Riley set against CW&C's defined priorities. I think that those that contributed to these projects need to know what will happen next (if anything) and also get a general understanding of:*
  - *What CW&C learnt from the projects and process*
  - *What experiences were positive and which were negative*

- *I also feel that we have to make evident the link and continuity that you wish to create between what has happened in the past and what we hope to happen in the future.*

### **Comments of the TOR**

- **Background and Remit:** *I hope my point raised at the meeting was clear, in that many of the words used in sections 2 and 3 seem to emphasise that CW&C will **identify ideas** for improvement and the ISTT will **review and shape these**. I do not have a problem with this but the process was the other way around in the STTF and if this difference is intended we need to make the change explicit. If not maybe the wording needs to be adapted.*
- *If the intention is as defined above, then we must also consider how community-led initiatives can be raised and maybe put through a vetting process by CW&C in order for them to be seriously considered..*
- **Engagement:** *As also mentioned in the meeting, Engagement needs also to include a statement that underlines the fact that we have to learn to work better between the CW&C Officer/Councillor community and the volunteer community. This is a two-way issue and we all need to understand and learn how to adapt. This will require a significant cultural change.*
- *Engagement should also embrace better and more open communication of priorities, targets, projects, progress etc. - ideally via the CW&C website*

### **Finally**

- *It does feel to a large extent that the **ATF** is being absorbed into the greater STTF, and although the nature and structure of the ISST may align better with that of the new ISTT we need to understand what is being lost in this process. Unlike the STTF, the ATF never managed to established a range of 'Working Group' initiatives that we hoped would develop, but it was a helpful environment in which to get feedback on CW&C led projects and initiatives and for members to raise question and points of concerns. These operational elements need to be covered in some future forum or process.*

It is proposed that the ISTT will meet on a quarterly basis with other sub groups meeting on a more frequent basis. However there was no time left in the meeting to define this in any more detail.

### CCC Accounts (report submitted by Trevor)

Below is a statement of our accounts to around mid November, there will probably be some additions by the close of the year - Ian may have a better idea. As you can see the accounts look very healthy, boosted by the increase in membership fees and the continuing support from Bartletts. On the debit side we do have increased payments - for the hire of Bowling Green Court and the annual Zoom subscription, amounting to £380 for the year. Assuming Bartletts continue with their support I can see the balance increasing further throughout 2022.

The reason for the email is to flag up a possible question from the membership as to what we are going to spend the money on. Unlike members of, say, a tennis club where their subscription contributes to a tangible asset, our members are effectively providing a donation. I'm not suggesting we spend the money on anything at this stage; if we lose Bartletts support I estimate the printing of Cycle Matters would be of the order £800 - a sizeable chunk of money. It was just to highlight something which could possibly arise at the AGM when the accounts are published. I've purposefully restricted the circulation of the email, since, if not, I'm sure we would be inundated with suggestions as to what we could spend the £3000 on.

As a final point, I'm sure you are aware I've stepped back from my involvement with CCC, and would hand over the treasury role if someone was interested. I don't expect any of you to volunteer since you are all fully occupied, but if you do know of anyone please let me know. If not I'm happy to continue with the role.

Kind regards,  
Trevor

#### Bank Account

Year Start Bank Balance £2,538.81

<b>Credit</b>	<b>Amount</b>	<b>Debit</b>	<b>Amount</b>	
Membership fees & Donations	£1,181.65	Expenses-Land Registry	£ 6.00	
		Cycling UK Affiliation	£ 82.00	
T-Shirt and Tabard sales	-	Annual Web Hosting	£ 60.20	
		Annual Domain Name Registration	£ 37.36	
		Website: Bi Annual SSL Encryption	£ 48.00	per year
		Blommers CCC Activist software	£ 10.34	
		Stationary	£ 10.00	
		Annual Zoom Subscription	£ 143.88	
		Hire of Bowling Green Court	£ 60.00	£240 per year
		Postage and business cards	£ 37.92	
		Additional Web Software	£ 22.21	one off purchase
		Donation Walking Wheelchair Trike Hire	£ 50.00	
Total Credit	£1,181.65	Total Debit	£ 567.91	

**Year End Bank Balance £ 3,152.55**

## Webmaster's update (report submitted by Craig)

### Payments

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## Membership Secretary update (report submitted by Ian)

### MEMBERSHIP STATUS (IS)

- There were 145 members at the time of the last AGM.
- Happily, 31 lapsed members rejoined after I wrote to them.
- 41 new members have joined and I think 30 of them were 'influenced' by me (70%).
- We have three Corporate Members - I claim all of them
- We had 226 members as at end of September, when subscriptions fell due.
- We have 211 paid-up members as at 20th November.
- There have been 8 new members joining since end September.
- 29 former members have yet to renew. **This is the annual 'churn' that we experience.**
- The drop off in numbers at renewal time (end September) may be lessened in the future as Craig has introduced an annual subscription option. Those former members who have yet to re-subscribe have already been taken off the monthly bulletin circulation list and any Activists will also be taken off the Activists list by end November.
- I know that some of you have reached out to your contacts to try to get them to sign up and I see clear pockets of interest clustered around postcodes of keen members. **Thanks for your efforts.**
- My feeling though is that our offering is not readily attracting converts.
- This data may be useful when we discuss Trevor's point about what we intend to do with our healthy bank balance and what we tell potential members if they ask "What will you do with my subscription?"
- **FOR DISCUSSION:** If we want growth (I'm assuming we do?) then we need to review what we offer so that it sells itself more rather than waiting on us as individuals to reach out. Clarity over what we do with the subscriptions will help that narrative.

## Planning update. Report No. 14 submitted by Nic.

### CCC Report on Planning application submissions for December 2021 meeting

1. Update on Land Registry enquiries.  
Ellesmere Port disused railway lines. CWaC have advised that they have no further ownership of any land on North Road above what has already been advised. Other than that known to be with Vauxhall, it is likely that the rest is with MSC (Peel), except that it is thought that they have sold some off to other companies. It is unknown who is responsible for the tar pit which has CWaC warning signs on it, but which is not owned by them.
2. The new proposed SPD (Supplementary Planning Document) on Parking is out for consultation (open until 13 December). It is not possible to see on the website what others may have submitted (bizarrely, CWaC say that all comments will only be loaded after the consultation has closed, despite there being a 'see what others' say tab). I expect that there will be/ have been push back from the bigger developers. What is proposed gives us quite a bit of what we suggested. Could I please ask everybody to submit a contribution, even if only to say that you approve the proposed changes – the more support we show, the more likely it is to go through. Link to survey:- <https://consult.cheshirewestandchester.gov.uk/kse/event/36566>. My own comments, covering the main points, are in my email to Activists dated 23<sup>rd</sup> Nov.
3. Garage conversions. Garages of sufficient size (6x3m) are deemed to have adequate cycle parking. Many plans are submitted with smaller garages (typically 5.5 x2.5). Such plans are often approved with a condition about cycle storage, but I suspect that nobody checks once the build is complete.  
Some Planning approvals have been given for conversion a garage to habitable space without compensatory cycle storage. I raised the issue with Nick Smith/Rob Charnley some time ago, but neither has responded.
4. LIDL Proposed store at Caldley Valley. Consultation is open for pre-application comment. My email to Activists dated 17 Nov includes my and Ian's comments already lodged. Cathey has submitted hers too. The survey website was problematic, but there is probably still time to email any comments to [matt@royalpilgrim.com](mailto:matt@royalpilgrim.com).

### Some Recent Planning Decisions of monitored applications

(Outcomes:- green OK, peach mixed, red not so good, lilac uncertain).

21/03889/FUL	Erection of a detached dwelling with associated access, garaging, parking, gardens and external works (resubmission of 21/00335/FUL)	Land Adjacent To Swanlow Lane Winsford	Refused	Edward Bannister	CCC-garage issue not addressed - still too small	Officer report says that cycle store could be secured by condition, but application refused on other grounds
21/02421/FUL	Alterations to front elevation, garage conversion, addition of window and door to side	1 Barn Meadow Northwich Cheshire CW8 4XD	Approved	David Cowell	too late to submit - email to Nick Smith re principle of garage conversion storage space loss	
21/02218/FUL	Change of use from Church to yoga studio	Welsh Baptist Church Gorse Stacks Chester Cheshire	Awaiting decision	Edward Shepherd	CCC-no bike stands	Bike stands conditioned into approval

21/02180/FUL	Erection of 14 no. residential units, including 4 no. affordable dwellings, with associated infrastructure and landscaping	Land Adjacent 613 Chester Road Cuddington Northwich Cheshire	Refused	Karl Spilsbury	Unsafe location- suggested SUP for length of frontage. Also reconfigured refuge with pedestrian lights and cycle storage for the 'affordables'.	Refused on multiple grounds including safety of main road crossing
21/02000/FUL	Change of use from a residential dwelling house to a healthcare facility, offering autism diagnoses and other psychological interventions with associated administration office space and parking	Brookside Farm Cottage Parkgate Road Mollington Chester Cheshire CH1 6JS	Approved	Helen Jameson	cycle pkg not specified	10 cycle Bike Doc Solns BSC1 (2110) Code: BDS0022 rack specified in permission
20/04808/LDC	Use of annexe as separate dwelling	The Bungalow 34A Well Street Winsford Cheshire CW7 1HW	Approved	Robert Lester	CCC - no cycle storage	Cycle storage conditioned
20/02442/FUL	Demolition of the existing building and erection of a 3 storey building containing 6 flats (4 x 1 bed and 2 x 2 bed) with associated landscaping and parking.	Gittins Warehouse Brook Street Neston	Approved	Robert Lester	shortfall in cycle storage? and position of same	In officer report:- "Adequate cycle parking would be provided on site", but no condition in permission. Suspect that delivery will be of something totally inadequate
20/01038/FUL	Homer House Station Road Chester CH1 3DU	Refused	Jo Redmond	CCC Neutral - inadequate cycle parking	refused on grounds of lack of car parking, and not demonstrating non-viability of Live Music venue	

The complete list of applications monitored is at:-

[https://docs.google.com/spreadsheets/d/1dM\\_1NQWdqGosuktDSDxuimTrqd7F2w3NaG4p3SeD3Cg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1dM_1NQWdqGosuktDSDxuimTrqd7F2w3NaG4p3SeD3Cg/edit?usp=sharing)

## Inclusivity Officer update (EM)

1. My crowdfunding campaign was successful and I will be placing the order for the mountain trike as soon as the funds are available. It takes about 12 weeks to supply so I'm hoping everything will be ready by the Spring. Articles were printed in The Standard and on social media with the help of Tom. Thanks to everyone for your support.

2. 'A' frames . It's over a year now since Sally Buttifant, a trike cyclist who works for the council, and I have been communicating with those responsible for dealing with this issue. Gruff Owen ([Gruffudd.S.Owen@cyfoethnaturiolcymru.gov.uk](mailto:Gruffudd.S.Owen@cyfoethnaturiolcymru.gov.uk)) said he was looking into the situation with regards regulations for fitting the frames to standard wheelchair measurements. As I have pointed out however, there are no standards for the size of a wheelchair user and wheelchairs come in many sizes. I did ask for a copy of the regulations in January but have yet to receive it. I had a zoom meeting this Friday gone with the London Wheels for Wellbeing disabled cycling group and they agreed that there are no standards for wheelchairs. These type of frames cause problems across the country and we need to take action to remedy the issue and many other issues which cause problems for disabled and other wheelers. Wheels for Well-being (WfW) have invited me to join a group of regional disabled activists. As a larger group we hope will have more influence in government policies. I have also been asked to do a blog for them regarding the Mountain trike hire service. I have left a message for Gruff to ask for an update regarding the A frames by this evening.

3. I attended the first ISTT virtual meeting on which Stephen has reported. With regards the section on terms of reference I did ask that we add 'wheelers' to 'walking and cycling' reference. I feel that those who use wheelchairs, rollers and pushchairs are not being considered. It is something I brought up at the active travel meeting. The London Group WfW have produced a useful definition and symbolic poster of 'wheelers' and I hope we will also use this.

## Walking, Wheeling, and Cycling



<https://wheelsforwellbeing.org.uk/walking-Wheeling-and-Cycling-definitions/>

4. Work with the railway is ongoing with virtual meetings regarding station improvements. I will update when we have some news of definite plans.

**Bicycle Book Library** or maybe Cycling Books Library? (IS proposal)

**BICYCLE BOOK LIBRARY.**

Triggered by the prospect of getting access to some good reading material, relevant to the cause, IS thought a small library of books could be appropriate. IS would be happy to take on the role of librarian and keep track of a small stock of books (say up to 40 to begin with) for the use of members. We could make the monthly meeting the time to exchange books. Keeping track of the books could be done via the excellent Airtable tool that is now used for membership records (thanks Craig). Any interest from members? Any books you'd like to give to the librarian?