

<p align="center">Note of Cycle Rail Task Force Meeting held on 3rd July 2009 at ATOC</p>

Present:

David Mapp	ATOC
Alex Veitch	ATOC/ CRIT Secretariat
Philip Darnton	Cycling England (Chair)
Sharon Goodsell	DfT
Anthony Smith	Passenger Focus
Peter McBride	TfL (substitute for Ben Plowden)

Note: Network Rail did not attend because they applied for Cycling Demonstration funding, and as the meeting was primarily to discuss funding bids, they would have had a conflict of interest.

Actions arising from meeting on 03.07.09	
1.	AV to inform all the applicants of the outcome of their application by telephone, with written confirmation to follow as soon as possible.
2.	When writing to unsuccessful bidders, AV to discuss with Cycling England which elements of the bids could potentially be taken forward through other means, e.g. as part of Cycling Demonstration Town activities.
3.	AV to write separate evaluation note on the ScotRail bid and send to Cycling England.
4.	DfT to consider how to procure the required baseline research, working with ATOC and Passenger Focus if required.
5.	AV to work with winning TOCs, DfT and Cycling England to convene inception meetings so that delivery can commence ASAP.
6.	PD to approach Chris Green about CRIT leading the selection process for the 10 major stations to be funded from the additional £5m fund.
7.	AV to arrange next meeting – timing to depend on whether CRIT will involved in selecting the 10 stations for the £5m fund.
8.	AV to liaise with SDG about making presentations on the business case research.
9.	AV to have a summary report on the CRIT produced for circulation and comment.

03.07.01	CYCLING DEMONSTRATION TOC FUNDING
	<p>1.1 PD and AV summarised the Cycling Demonstration TOC application and review process, and presented the recommendations of the bid review team (Paper A). PD also confirmed that the funding allocation from Cycling England could be increased to £4m, allowing four bids to be funded.</p> <p>1.2 After discussion, the CRIT approved the recommendations of the application review team, namely that the following four TOCs receive Cycling Demonstration status, with a funding allocation of up to £1m each over two years:</p> <ul style="list-style-type: none"> i) Southwest Trains ii) Northern Rail iii) Virgin Trains iv) Merseyrail <p>1.3 The CRTF also approved that the funding should be directed to deliver the plans suggested by these four TOCs, rather than setting aside a proportion of the funding for a selection of individual station projects which was at one time considered by CRIT. The winning bids are cohesive programmes of activity, which the review panel believed offer better value for money than individual projects at certain stations.</p> <p>1.4 The issue of Scotrail was discussed. Cycling England cannot fund activity in Scotland, however Scotrail were encouraged to apply, on the basis that if they submitted a strong bid, it would potentially be recommended to Cycling Scotland. In the end the bid was strong, but had room for improvement and was not among the top four.</p> <p>1.5 This was perhaps unsurprising given that Scotrail knew the position regarding funding, and understandably did not spend as much time preparing their bid as the eventual winners. Nevertheless the Cycling England did agree to recommend the bid to Cycling Scotland, with an accompanying note from the CRIT review team explaining the areas that were good, and those that could be improved.</p> <p>1.6 The final issue discussed in relation to the bidding process was the need to capture the good ideas coming out of the unsuccessful bids. Several bids had some excellent suggestions, and it would be a great shame if these were lost altogether.</p> <p>ACTION: AV to inform all the applicants of the outcome of their application by telephone, with written confirmation to follow as soon as possible.</p> <p>ACTION: When writing to unsuccessful bidders, AV to discuss with Cycling England which elements of the bids could potentially be taken forward through other means, e.g. as part of Cycling Demonstration Town activities.</p> <p>ACTION: AV to write separate evaluation note on the ScotRail bid and send to Cycling England.</p>

	<p>1.7 Monitoring was then discussed. All agreed that a baseline survey of current cycle provision and usage at the selected stations should be done ASAP to enable the success of the programme to be evaluated.</p> <p>1.8 Both ATOC and Passenger Focus offered help and support to carry out this monitoring, including the option of letting the research contract on behalf of DfT.</p> <p>ACTION: DfT to consider how to procure the required baseline research, working with ATOC and Passenger Focus if required.</p> <p>1.9 The next steps were agreed as follows:</p> <ul style="list-style-type: none"> i) Through this meeting note, CRIT will formally make their recommendation on which TOCs should be supported to the DfT. ii) SG informed the group that formally, DfT requires Ministerial approval for this funding to be allocated. However this was expected to be a formality. iii) SG also confirmed that the winning TOCs are able to begin detailed discussions with DfT over procurement and delivery, before the formal announcement is made. iv) A formal public announcement will be made as soon as possible, following Ministerial approval. A launch event for the press may be organised later in the year. <p>ACTION: AV to work with winning TOCs, DfT and Cycling England to convene inception meetings so that delivery can commence ASAP.</p>
03.07.02	<p>STATION CHAMPIONS - £5M FUNDING</p> <p>2.1 The CRIT discussed the implications of the additional £5m fund for cycling and rail announced by the Secretary of State Lord Adonis on the 24th of June. 2.2 SG confirmed that the funding is for up to 10 major stations – either Category A or high footfall – and will be determined by the Station Champions, Chris Green and Sir Peter Hall.</p> <p>2.2 DM noted that the Station Champions have an extremely tight deadline and a vast amount of work to get through in terms of station facilities, which is another key element of their work.</p> <p>2.3 AS commented that the CRIT had been looking at these issues for some time, and were well placed to provide guidance on which stations would be good candidates for funding in order to link with other initiatives (Cycling Demonstration TOCs and Towns, Station Travel Plans, NSIP, TfL funding and so forth).</p> <p>2.4. This view was supported by the CRIT. PD noted that he has an upcoming meeting with Chris Green, one of the Station Champions, on the 14th July.</p> <p>2.5 The CRIT therefore asked PD to make an approach to Chris Green at this meeting for the Station Champions to essentially “sub-contract” the job of proposing around a dozen stations to receive the £5m, by the end of the summer.</p> <p>2.6 DM proposed that selection could be carried out through another “challenge”</p>

	<p>exercise, as recently done for the Cycling Demonstration funding.</p> <p>ACTION: PD to approach Chris Green about CRIT leading the selection process for the 10 major stations to be funded from the additional £5m fund.</p>
03.07.03	<p>FORWARD STRATEGY</p> <p>3.1 DM raised the issue of what the CRIT's role should be going forward. Options include winding down; or instead looking at what else could be done. DM further commented that several rail franchises will be re-let in around 2-3 years' time, this would be a good time for the CRIT to make recommendations on cycling and rail to the DfT.</p> <p>3.2 PD stated that he would like to see CRIT take a view about whether it had valuable future work to do; if not then the CRIT could usefully wind down. PD noted that he had been approached by the cycling campaign group CTC with a long list of issues around cycling and rail. PD has asked CTC to write a letter listing these issues, and he will consider which are within the remit of CRIT and which should be directed straight to DfT. PD would then provide the list of suggested actions.</p> <p>3.3 In addition, PD also suggested forward agenda items could also include progress of the Cycling Demonstration TOC programme; business case research (see item 4); and a general discussion about the future of the CRIT.</p> <p>3.4 DM suggested that if the CRIT is to play a role in suggesting stations to receive the £5m cycling funding, then the next meeting should be held soon, in around 4 weeks.</p> <p>3.5 The CRIT agreed to have at least one more meeting, to discuss the above points, and consider how frequently to meet going forward.</p> <p>ACTION: AV to arrange next meeting – timing to depend on whether CRIT will be involved in selecting the 10 stations for the £5m fund.</p>
03.07.04	<p>BUSINESS CASE RESEARCH</p> <p>4.1 PD noted that the business case research is now complete. Hard copies of the final report were distributed at the meeting, and ATOC will circulate a PDF version with the note of the meeting.</p> <p>4.2 PD suggested that Steer Davies Gleave should be asked to produce a concise PowerPoint version of the report, to present to the next CRIT meeting, and which could subsequently be used by CRIT members in their own presentations.</p> <p>4.3 DM proposed that the same presentation be made to the Passenger Demand Forecasting Council.</p> <p>ACTION: AV to liaise with SDG about making presentations on the business case research.</p>

03.07.05	<p>AOB</p> <p>5.1 AS proposed that the CRIT produce a summary paper on what it had achieved to date – ideally a glossy publication.</p> <p>ACTION: AV to have a summary report on the CRIT produced for circulation and comment.</p>
	<p>UPCOMING MEETINGS - TBC</p>