

**Note of Cycle Rail Task Force Meeting
held on 24th February 2011 at ATOC**

Present:

David Mapp	ATOC
Conrad Haigh	ATOC / CRIT Secretariat
Isobel Stoddart	Cycling England
Philip Darnton	Cycling England (Chair)
Simon Chapman	Network Rail
Bob Richards	DfT
Ameena Berkowitz	DfT
Adrian Lord	Arup
Alexandra Goodship	TfL

Apologies

Anthony Smith	Passenger Focus
Ben Plowden	TfL
Anne Dawson	Passenger Focus

	<p>Notes of last meeting (10th December 2010)</p> <p>Rearrange ministerial meeting for September to in order to report Bike N' ride Findings to the Minister.</p> <p>ACTION BC \ AB</p> <p>The group agreed the minutes as a true record of the meeting, and all actions were completed.</p>
	<p>CRIT renaming</p> <p>It was agreed the Cycle Rail Working Group (CRWG) was more appropriate. This was adopted.</p>
	<p>GROUP Terms of Reference</p> <p>It was suggested that the Terms of Reference were to be reordered.</p> <p>Action CH</p> <p>Terms of Reference should be checked back against work plan and "12 Issues" in the White Paper.</p> <p>ACTION CH</p>
	<p>Groups Role</p> <p>Agenda – should reflect the terms of reference</p> <p>ACTION CH</p> <p>The previous SRA cycling document to be updated.</p> <p>ACTION CH</p> <p>Confirm in writing the continued existence of the group to Government Minister and DfT to create wider understanding and legitimisation. Letter to be sent to Government Minister.</p> <p>ACTION CH\ DM\ PD</p> <p>Construct the list of topic and topic areas that the group will look to address and put together a proposed work plan for the following. This should be done by next meeting.</p> <p>ACTION CH</p>
	<p>Composition of Group</p>

	<p>A representative of cycle campaign \ stakeholder groups to attend part of each CRWG meeting in on a rotational basis to provide presentation \ discussion. This will be designated to the first 30 mins of each meeting. In addition, one annual meeting would be organised where wider stakeholders could attend.</p> <p>ACTION CH</p>
	<p>Network Rail update and details of £7M cycling fund Develop a draft suggestion as criteria for the Access Fund that is simple and easy to administrate and provide it to SC. ACTION IS\ CH\ BR</p> <p>Review and finalise the Access Fund criteria and provide this to the next meeting of CRWG for its approval. ACTION SC</p> <p>Initial lists of Cycle Hubs to be provided to CRWG before next meeting. ACTION SC</p> <p>The group to help in selection of Cycle Hubs and to approve provisional list at next meeting. ACTION ALL</p>
	<p>Local Sustainable Transport Fund To be added as an agenda item on ATOC Commercial Board March 31st away day. ACTION CH\DM</p> <p>Ask Jessica Mathews to present: a 30 min slot 15 min presentation plus Q&As. Presentation to be provided a week in advance for distribution. ACTION AB\ BR</p> <p>DfT to provide LSTF contacts from workshops focused on bid writers, for distribution to TOCS. ACTION AB\ BR</p>
	<p>BIKE N RIDE update IS and AL spoke about the written update provided.</p> <p>Risk assessment issues around Brompton Dock at Manchester Piccadilly SC to help resolve as a matter of urgency. ACTION SC</p> <p>Brompton Doc evaluation document to be sent out to group for review. ACTION IS\ CH</p>
	<p>AOB The group expressed thanks to Phillip Darnton and the Cycling England team who have been a great supporter in the evolution and continuing development of cycle-rail integration. Particular thanks for their contributions were given Bob Richards, Isobel Stoddart and Adrian Lord, who will no longer be part of the new CRWG. Bob Richards, who is retiring from DfT, was presented with a token of the group's thanks.</p>
	<p>DATE OF NEXT MEETINGS: 7th June 2011, 7th October 2011</p>