

## EAST LOTHIAN CYCLE FORUM

Notes from meeting held on Thursday 29<sup>th</sup> February 2024

14.00 – 16.00

Microsoft Teams

### Present:

Cllr Shona McIntosh (SMc) – Chair  
 Chris Milne (CM) – ELC Sustainable Transport Officer – Active Travel Infrastructure (Note taker)  
 Simon Law (SL) – ELC Project Officer Active Travel infrastructure  
 Richard Kerr (RK) – ELC Project Officer Active Travel  
 Niall Deans (ND) – ELC Sustrans Embedded Officer  
 Mark Holling (MH) – Cycleforth  
 Brett Walker (BW) – North Berwick Coastal On the Move  
 Derek Williams (DW) – Musselburgh area active travel  
 Mark James (MJ) – Sustaining Dunbar  
 Philippa Barber (PB) – ELC Associate Instructor Outdoor Learning / Bikeability Scotland lead  
 Nick Morgan (NM) – ELC Access Officer  
 Nicola McNeill (NMc) – Longniddry area member  
 Ralph Averbuch (RA) – Pencaitland area member  
 Beth Harley-Jepson (BHJ) – SEStran  
 Steve Wands (SW) – ELC Club & Community Sports Development Officer  
 Paul Huish (PH) – ELC Club & Community Sports Development Officer  
 Geoff Burns (GB) – Charles River Laboratories / North Berwick member  
 Hedvig Ponten (HP) – ELC Graduate Intern – Sustainable Workplace Travel  
 Cheyne Hamm (CH) – ELC Sustainability & Climate Change Officer  
 Simon Bradshaw (SB) – Cycling Scotland  
 Graeme Brown (GBr) – Ethos Consultancy  
 Katherine Henebry (KH) – Sustrans / Wallyford member  
 Robin Edgar (RE) – ELC Team Manager Policy & Strategy  
 Angus Rodney (AR) – Love to Ride

### Apologies:

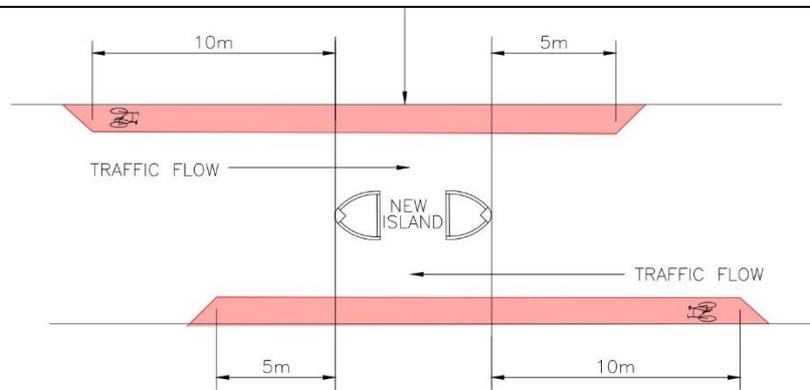
John McMillan, Liz Hunter, Tim Harding, Jill Mackay, Gordon Webber, Paul Ince

		Action
<b>1.</b>	<b>Welcome &amp; Apologies</b> Councillor McIntosh welcomed everyone to the meeting. Apologies were noted.	
<b>2.</b>	<b>Notes of Previous Meeting held on 30<sup>th</sup> November 2023</b> Meeting notes had been circulated prior to the meeting. These were accepted as an accurate record.	
<b>3.</b>	<p><b>Matters Arising</b></p> <p><b>MJ</b> asks if there is any update on plans for shared residential cycle hangars. <b>CM</b> confirms that ELC are still keen to support some initial work on this when external funding re-opens. This is likely to be in the new financial year. In the meantime, ELC Roads will look to work with housing providers in developing standards and the appropriate policy and planning procedures. ELC have joined an ongoing working group with City of Edinburgh, Dundee and Glasgow Council's to learn from their experience.</p> <p><b>RA</b> notes Pencaitland Community Council's experience of using a cycle hangar for their community ebike scheme, highlighting the cost. It would be ideal if future housing developments included these as standard. <b>MH</b> echoes this, particularly for smaller dwellings without garages. <b>PB</b> would like to see secure ebike storage and charging for new developments, as well as locations such as schools, health hubs and community hubs.</p> <p><b>MJ</b> asks if maps or map links can be used in future versions of the project update, as it will make it clearer to people which locations each update refers to. <b>MJ</b> also asks if the project updates can be added to the Cycle Forum website. <b>CM</b> agrees that the updates should go on the cycle forum webpage and will add those in the coming weeks. <b>CM</b> would like to add map locations for future</p>	<b>CM</b>

	<p>versions of the project update but has been pressed for time in the past. ELC need to be careful about how certain projects are identified on a map given sensitivities around private land ownership.</p> <p><b>RA</b> shares examples of the type of maps that Pencaitland area use, below:</p> <p><a href="https://www.google.com/maps/d/edit?mid=13LLc4sbFyf8AS1KrvxgdDiXsnf-CftO&amp;usp=sharing">https://www.google.com/maps/d/edit?mid=13LLc4sbFyf8AS1KrvxgdDiXsnf-CftO&amp;usp=sharing</a></p> <p><a href="https://www.google.com/maps/d/edit?mid=1h1o0Ah0uuTZRXAk0O4jDGkvZAgS0jlmG&amp;usp=sharing">https://www.google.com/maps/d/edit?mid=1h1o0Ah0uuTZRXAk0O4jDGkvZAgS0jlmG&amp;usp=sharing</a></p>	
<p><b>4.</b></p>	<p><b>Local Development Plan update</b></p> <p><b>RE</b> provides a presentation on ELC’s progress towards a new Local Development Plan (LDP). ELC, like all Council’s, are starting to produce a new 10-year plan. This will be a statutory document that is used in planning decisions.</p> <p>There are three main stages to the LDP: Evidence, Plan and Deliver. ELC are currently towards the end of the evidence stage. Consultation was carried out in 2023 to gather evidence, including through events and online feedback. The Evidence Report from that consultation exercise goes to ELC Committee in April 2024. The Plan itself will be drafted for Committee in early 2025, with a view to it being adopted in 2026.</p> <p>During the evidence gathering stage Area Partnerships and towns asked people to provide scoring based on the Place Standard Tool, highlighting areas that are good or are in need of improvement.</p> <p>The Evidence Report will include views on local issues, infrastructure capacity, environmental capacity, trends and demographics. It will also include Housing Land Requirement e.g. how much land needs to be available for housing development.</p> <p>Feedback showed that key areas include climate change, encouraging sustainable travel and sustainable living.</p> <p>Local Place Plans can feed in to the LDP and any that are underway within communities should be prepared for May 2024 to fit in with the Plan element of LDP.</p> <p><b>KH</b> asks if data from the Place Standard Tool, particularly on ‘feeling safe’, is disaggregated based on gender. <b>RE</b> confirms that it has been and that this can be shared if required. <b>SMc</b> notes that similar feedback will also have been provided as part of the Household Survey.</p> <p><b>RE</b> notes that feedback during the evidence stage shows strong support for access to services; environmental protection; local living and variety of housing types.</p> <p>After the Evidence Report has gone to ELC Committee it will be sent for Gate check in May 2024. The Reporter will decide whether there is sufficient evidence to move to the next stage. This will then lead to the Plan in early 2025, which will include a Spatial Strategy.</p> <p><b>BW</b> asks if the public can make representation to the Gate check Reporter. <b>RE</b> cannot say as this process has not been followed before, however it is unlikely that public representation will be possible. There is potential for a hearing involving ELC and developers.</p> <p><b>KH</b> asks if all communities will complete Local Place Plans. <b>RE</b> confirms that invites were issued to all alongside the offer of training, but it is ultimately up to community organisations. <b>DW</b> asks if it is up to Community Council’s to prepare those as he is not aware of one being in development for Musselburgh. <b>SMc</b> confirms that Musselburgh Community Council is interested but was waiting to see if support was available. <b>RA</b> notes that Local Place Plans were widely discussed by the Association of Community Councils in East Lothian, with approximately 6 out of 20 likely to be preparing one. It is onerous for Community Council’s to complete one, which may explain why these numbers are low – resource is required. <b>MJ</b> talks about East Lammermuir Community Council who are preparing one as they have funding from local wind farm development to employ someone to complete it. <b>RE</b> notes that if members live in an area where a Local Place Plan is being developed then it will be possible to feed in opportunities for active travel via Community Councils.</p> <p><b>SMc</b> asks if there will be other opportunities for Cycle Forum members to feed in to the LDP. <b>RE</b> confirms that the proposed plan will go out for a minimum 12-week public consultation period if approved by committee. This will allow the public to object or request modifications.</p>	

	<p><b>RE</b> notes that the Spatial Strategy will include a county-wide strategy, alongside Area Partnership and Settlement level. Part of the policy for this plan is to deliver and improve access routes alongside development and on-site facilities.</p> <p><b>NM</b> thanks RE for the presentation and notes his appreciation that access and active travel are being considered. NM flags up how difficult it is to request developers to put in access paths where there are neighbouring landowners. Will the new LDP offer a solution to this? RE notes that there should be opportunities to investigate further before sites are allocated.</p> <p><b>SMc</b> agrees with NM and notes how path access is treated differently to road access. RE talks about practicalities from road access, which allow in emergency services and delivery vehicles. RK notes accessibility requirements and the importance of people without a car being able to travel to and from where they live. NM notes that this is led by developers and who are less likely to value paths and public access.</p>	
<p><b>5.</b></p>	<p><b>Active Travel Infrastructure Plan</b></p> <p><b>GBr</b> introduces himself and Ethos Consultant's before providing an update on work that they are currently undertaking for ELC. This recognises that the active travel funding landscape is changing, with the need for a new infrastructure-focused plan that can demonstrate ELC's readiness for future funding.</p> <p>The work being undertaken by Ethos focuses on active travel infrastructure needs and has identified an initial portfolio of around £75m for projects in East Lothian to date, which is likely to rise as further opportunities are identified. One of the key considerations is how such a substantial scale of works can be delivered.</p> <p>The plan being developed considers previous and current strategy documents, including local plans such as those covering Dunbar and North Berwick. It focuses on infrastructure improvements that will support functional everyday journeys, as opposed to travel for tourism, using the existing ELC scoring methodology, shared with the Cycle Forum in 2023.</p> <p>The final result will be a list of projects mapped on to a GIS file, alongside high-level cost estimates, timescales and potential funding routes for each.</p> <p><b>SMc</b> asks if the Cycle Forum will see this. GBr confirms that an abbreviated version will be made available when all works are complete.</p>	
<p><b>6.</b></p>	<p><b>Bikeability update</b></p> <p><b>PB</b> provides an update on Bikeability training in schools. While East Lothian achieved 100% last year, numbers will be a bit lower this year. One of the main challenges will be changes to Cycling Scotland funding and active travel funding more broadly, with no certainty yet on what funding will be available next year. PB asks if members can think creatively about how Bikeability can be delivered with lower levels of external grant funding in future.</p> <p><b>DW</b> asks if PB relies on volunteers to deliver training. PB confirms that each session is usually supported by 3 trained volunteers, 1 teacher and 1 parent / carer, so there is a clear need for volunteer support. DW asks where costs come from if so much of the training is supported by volunteers. PB notes that trained staff are paid a day-rate to lead the sessions. Where there are less volunteers, there becomes more reliance on teaching staff, who have limited capacity beyond their own class. The ideal scenario would be a cohort of parent / carer volunteers at each school.</p> <p><b>PB</b> further emphasises the importance of imbedding the behaviours learned during Bikeability training at primary school age.</p> <p><b>SMc</b> asks if Area Partnerships can be approached for volunteers and funding. PB confirms that they have been approached but the difficulty is that this would offer one-off support where regular and consistent support is needed to secure the programme. PB notes that the number of children unable to ride by P6 is rising. Rosehill has the only cycling programme out of the secondary schools in East Lothian.</p> <p><b>PB</b> confirms that training is free, so it's the people that PB's team are interested in accessing as volunteers.</p>	

	<p><b>CM</b> offers to put out a call for volunteers via the wider Cycle Forum mailing list and will contact PB for wording.</p> <p><b>SMc</b> wonders if it could be highlighted at the Climate Hub event at Queen Margaret University on 16<sup>th</sup> March. PB confirms that they plan to be there.</p>	<b>CM</b>
7.	<p><b>Local Access Forum update</b></p> <p><b>NM</b> wants to make sure that the Cycle Forum is aware of the work of the Local Access Forum. This statutory forum has around 15 members and is attended by groups such as Ramblers, National Trust, horse users and land agents. NHS Scotland and Nature Scot are also corresponding members.</p> <p>The Local Access Forum advises ELC on how to exercise access rights appropriately, as well as discussing disputes. This group has also resolved objections on things like the core paths plan.</p> <p>The forum is a very way to endorse the work that NM does as Access Officer, by bringing together different groups of people to discuss key issues. Planning is often high on the agenda of the Local Access Forum, including 'retrofitting' issues that have arisen due to previous housing development.</p> <p>NM spends around 95% of his time on paths for walking, including paths such as Tynninghame to Binning Wood. In this case we now have a route through negotiation with landowners. The local community crowd funded two gates, meaning that this cost ELC nothing beyond some labour.</p> <p><b>DW</b> asks how far ELC will push landowners on lack of access, citing access to Dalkeith Country Park from Old Craighall, which is currently gated off. NM does not feel that the estate there is compliant with the Land Reform Act and is working with ELC's Legal team to take this forward, however he also notes that this is a long-standing issue and that he is the third different member of staff to look at it. MJ notes that the new chair of the Local Access Forum is a Land Agent, emphasising that it is worthwhile getting onside with people who manage the land.</p>	
8.	<p><b>Lining for cyclists at refuge islands and signalised junctions</b></p> <p><b>CM</b> talks to slides on lining for cyclists at both refuge islands and signalised junctions. ELC are keen to reassure members that these have been discussed and are being looked at. The slides will outline a general position on each, as well as some proposed next steps. CM thanks DW and MH for bringing these items forward at previous meetings.</p> <p><u>Refuge islands</u></p> <p>ELC are generally very supportive of providing protective lining at refuge islands. Each location will be considered on a case-by-case basis. In some cases, such as those where the running width of the lane exceeds 5m, ELC's engineering team may not deem there to be any requirement for lining. Where locations are deemed suitable ELC will look to progress those, subject to funding being available, however traffic Management will be a consideration, as works that are required on much busier roads may be delayed and proceed to coincide with parallel works, to avoid multiple road restrictions.</p> <p>Signage will be considered, mindful of limiting the number of signs to prevent clutter. That would mean providing one sign at the beginning of a run of multiple refuge islands, as opposed to one sign at each.</p> <p>ELC appreciate the previous discussion and feedback on recommended width of lining at refuge islands, but the preference of the Roads team is to stick with 2/3<sup>rd</sup> of the road width. This offers a very high degree of visible road marking and removes ambiguity making it easier to provide to contractors as a consistent standard.</p> <p>A further part of the standard on refuge island lining is highlighted in a drawing which shows recommended lengths for lining in advance of an island, as below.</p>	



A further note of the recommended signage was provided, as below.



#### Advanced stop lines (ASL's) at signalised junctions

ELC are broadly supportive of lining for cyclists at signalised junctions, however there are a number of factors that need to be considered as each junction represents a different set of conditions. There will therefore not be a set of standardised drawings, like we have for refuge islands. Instead ELC are likely to broadly follow Cycling by Design in situations where ASL's are feasible.

ELC's preference is for locations that allow for a left-hand filter lane. This is a recommended standard that makes it easier for less experienced cyclists to access the ASL box. This may not be possible in many locations in East Lothian so areas with low traffic volumes could potentially be considered without the need for a filter lane, assuming all other conditions are favourable.

The key factors that would be considered by Engineers when designing junction layout and suitability for ASL's are:

- Road width – can a filter lane be accommodated? What is the running width of the road? How many lanes are there?
- Volume of daily traffic – the recommendation within Cycling by Design is junctions with a traffic flow not exceeding 5000 vehicles per day, with a maximum of two approach lanes.
- Junction Intervisibility – how will junction visibility be impacted if the vehicle stop line is brought back?

ELC have developed an appropriate standard for refuge island lining, as this has not already been established elsewhere. In the case of ASL's we would be looking to follow Cycling by Design. This includes a recommended depth of 4m – 7.5m for the ASL box itself, depending on the location.

Regarding enforcement, where vehicles encroach in to filter lanes or ASL boxes, this is covered in the Highway Code, however this allows for a number of exceptions. For encroachment to be enforced each location would require a Traffic Regulation Order and dialogue with Police Scotland to ensure that they are in a position to take enforcement action.

#### Next steps

The plan is for potential locations for lining work, either refuge islands or signalised junctions, to be logged and assessed on a case-by-case basis, as ELC resources allow. Decisions on whether those locations can be progressed would be communicated via written updates to the cycle forum, providing a note of the reason for decision making in each case.

	<p>Any locations deemed suitable for lining work would be progressed as and when funding becomes available. As local authority budgets are under pressure ELC are likely to rely on some external funding to progress works such as this in future. Funding for the financial year 2024/25 has yet to be decided and communicated to ELC, but once that decision is made, a request will be considered for funding towards these works.</p> <p>Further information will be added to the ELC website in due course.</p> <p><b>NMc, DW and MH</b> note their appreciation for the progress made on these topics and are happy to see that future decisions will be systematically tracked through the Cycle Forum.</p> <p><b>SMc</b> is pleased to see the 10m length on lead-in to refuge islands and hopes that lining encourages cyclists to adopt the primary position.</p>	
<b>9.</b>	<p><b>Pump Track project update</b></p> <p><b>SW</b> talks about ELC's Pump Tracks project, noting that Pump Tracks provide world-class facilities which inspire young people to cycle, scoot, and skateboard, focused on being part of 20-minute neighbourhoods.</p> <p>ELC's <a href="#">Pump Track</a> website outlines the 6 potential locations under consideration. Over 50% of responses to consultations on these locations were from women and girls.</p> <p>Ormiston Pump Track was installed 3 years ago and has been very successful. ELC Sports Development are keen on partnerships which can support these locations, such as on signposting, as it would be ideal if families could travel actively to each site.</p> <p>There are potential links to partner projects such as Love to Ride to encourage female participation. Initial design briefs have already considered how each space can be safe for female users.</p> <p>ELC are actively looking at whether clubs and cycle hubs can be developed around each facility to build in community resilience. 3<sup>rd</sup> sector partnerships will be key to this, particularly in enhancing access to bikes.</p> <p>SW presents location plans for each site, which were developed with input from local residents. These note that accessibility is a key consideration, particularly for wheelchair users. Biodiversity is also being actively considered.</p> <p>While some funding has been secured, there is currently a shortfall for the full programme, which ELC is speaking to partners about.</p> <p><b>CH</b> highlights the importance of adaptation and making sites safe against issues such as flooding in future. SW notes that the current designs score very high for drainage.</p>	
<b>10.</b>	<p><b>AOB</b></p> <p><b>MJ</b> notes that it would be great to change the gender balance at Cycle Forum meetings. SMc agrees and wonders if we can change the time of meetings around to help. There is also an opportunity to promote the forum at events such as the Climate Hub gathering on 16<sup>th</sup> March.</p> <p><b>DW</b> feels it was an excellent meeting and thanks everyone for their contributions.</p>	
<b>11.</b>	<p><b>Date of next meeting</b></p> <p>The next meeting will be held at John Muir House, 14.00 – 16.00 on Thursday 23<sup>rd</sup> May 2024.</p>	

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