



Willoughby City Council

## **MINUTES**

# **BICYCLE CONSULTATIVE COMMITTEE MEETING No. 3/ 2017**

**8 August 2017**

**6:00PM TUESDAY 8 AUGUST 2017  
BANKSIA ROOM  
LEVEL 6, 31 VICTOR STREET, CHATSWOOD**



## **WILLOUGHBY CITY COUNCIL BICYCLE CONSULTATIVE COMMITTEE TERMS OF REFERENCE – NOVEMBER 2016**

### **Objectives**

The objectives of the Committee are:

- To develop strategies to increase the modal share of cycling to help achieve Council's objectives of:
  - Increasing the use of alternative modes of transport to the motor vehicle, and,
  - Reducing the impact of private motor vehicles on the city and region.
- To develop partnerships with Cycling Groups, Police, Roads and Maritime Services and within Council to enable the provision of improved cycle facilities and increased rates of cycling;
- To extend both on road and off road facilities where possible within the Willoughby LGA to provide a comprehensive and connected bicycle network that meets the needs of cyclists of all competencies and ages and links with the wider metropolitan network;
- To create a safe environment for cycling within the Willoughby LGA;
- To assist Council to integrate cycling into transport and land use planning;
- To actively promote Council's existing cycleway network and services and to raise the community's awareness of cycling and its uptake for both recreation and as an alternative mode of transport;
- To champion the needs of cyclists within the Willoughby LGA with respect to the provision of services and infrastructure;
- To achieve the integration of Council's bicycle program across Council's operational areas i.e. Open Space, Engineering Services, Development & Strategic Planning and Community Services etc; and
- To provide feedback on Council's performance in the delivery of cycling infrastructure, services and promotion.

### **Membership**

The membership of the Committee to consist of:

- A minimum of 1 Councillor;
- 5 to 8 community representatives (including at least 2 representatives from bicycle user groups and 1 representing pedestrian interests, for example a member of the Access Committee); and
- 1 representative of the Willoughby City Council Traffic & Transport Group (in advisory/administrative role).

The quorum for the Committee is half the actual number of Community representatives plus one. Attendance at meetings by at least one Councillor, to act as Chair, is mandatory.

### **Meeting Frequency**

The Bicycle Committee will meet 4 times per year with each meeting to have an over-riding theme. Meeting duration to not exceed 2 hours.



# **WILLOUGHBY CITY COUNCIL BICYCLE CONSULTATIVE COMMITTEE**

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## WILLOUGHBY BICYCLE COMMITTEE

### MINUTES

#### WELCOME AND INTRODUCTIONS

##### 1. PRESENT

Councillor Wendy Norton	Chair
Cotter Erickson	Community Delegate
Yaffa Gould	Community Delegate
Carolyn New	Community Delegate
David Sung	Design Services Manager
Gordon Farrelly	Traffic and Transport Team Leader

##### 2. APOLOGIES

Isabelle Connolly	Community Delegate
Russ Webber	Bike North
Tony Richards	Community Delegate
Nada Curac	Royal North Shore Hospital Health Promotions Officer
Joanne Vear	Willoughby Access Committee
Noah Van Raaphorst-King	Sustainable Projects Officer – Transport

#### Withdrawal of membership of the Bicycle Consultative Committee

Isabelle Connolly advised in an email dated 8 August 2017 that she would no longer be able to be a Community Delegate for the Bicycle Consultative Committee.

##### 3. DISCLOSURES OF INTEREST – Councillors, Staff and Community Representatives

Refer Code of Conduct:–  
Code of Conduct - Community Representatives  
Code of Conduct - Councillors and Council Staff

There were no disclosures of interest for the attendees.

##### 4. MINUTES OF MEETING OF 9 MAY 2017

The meeting of the Bicycle Consultative Committee on 9 May are **attached** for the information of members.

**Officers Recommendation:** That the Bicycle Consultative Committee note the minutes of the previous meeting of 9 May 2017 as a true and accurate record of that meeting.

#### Discussion

Members noted the minutes from the meeting of 9 May 2017.

## **Committee Recommendation**

The Committee accept the minutes for the meeting on 9 May 2017 as a true and accurate record.

**Moved** by Councillor Norton.

**Seconded** by Cotter Erickson.

**CARRIED** unanimously.

## **5. MATTERS ARISING FROM MINUTES**

### **5.1 Artarmon to St Leonards Route Assessment report by GTA Consultants**

Council has allocated \$20,000 in 2017/18 in its Active Transport program for the Artarmon to St Leonards Bicycle route. The funding will contribute to project development and delivery of infrastructure works.

A report will be developed to prioritise and identify a strategic cost estimates for outstanding projects. Council will be requested to approve funding to deliver all the works identified in the route assessment following completion of the report.

**Officers Recommendation:** That the information be received and noted.

### **Discussion**

The Committee noted that Council has allocated \$20,000 in 2017/18 in its Active Transport program for the Artarmon to St Leonards Bicycle route. It was noted that more funding is likely to be required to complete all works identified.

The Committee will be provided an opportunity to comment on Council's report for the Artarmon to St Leonards Bicycle route that will prioritise outstanding projects. The report will form the basis of a funding submission for Council's approval to deliver all the works.

### **Committee Recommendation**

- That the information be received and noted.
- That Council provide the committee members a copy of its project assessment and prioritisation report for the Artarmon to St Leonards Bicycle route for comments prior to finalising the report.

**Moved** by Yaffa Gould.

**Seconded** by Carolyn New.

**CARRIED** unanimously.

### **5.2. PRESENTATION AND REVIEW OF THE WILLOUGHBY CITY COUNCIL 2017 BIKE PLAN UPDATE INFRASTRUCTURE ASSESSMENT**

The Willoughby City Council 2017 Bike Plan Update was received from GTA Consultants on the 17<sup>th</sup> February 2017 and GTA Consultants provided a presentation at the 9 May 2017 meeting. The report was intended to audit the progress with implementation of the 2012 Willoughby City Council Bike Plan Review. Its objectives were to:

- Review the status of completion of the bicycle network in the adopted Willoughby Bike Plan and list outstanding works, including missing links, with preliminary cost estimates;
- Audit the condition of existing bike route infrastructure, identifying maintenance needs and cost estimates;
- Prioritise outstanding works in accordance with likely availability of funds;
- Update the Bicycle Plan so Council can make funding applications for works implementation to RMS.

Council has allocated \$50,000 in 2017/18 in its Active Transport program for planning and development activities for 2017 Bike Plan.

A report will be developed to prioritise and identify a strategic cost for outstanding projects in the Bike Plan. Council will be requested to approve funding to deliver all the works identified in the Bike Plan following completion of the report.

**Officers Recommendation:** That the information be received and noted

### **Discussion**

The Committee note that Council has allocated \$50,000 in 2017/18 in its Active Transport program for planning and development activities for 2017 Bike Plan. It was noted that more funding is likely to be required to complete all works identified.

The Committee will be provided an opportunity to comment on Council's report for the Bike Plan that will prioritise outstanding projects including estimating strategic costs. The report will form the basis of a funding submission for Council's approval to deliver all the works.

### **Committee Recommendation**

- That the information be received and noted.
- That Council provide the committee members a copy of its project assessment and prioritisation report for the 2017 Bike Plan for comments prior to finalising the report.

**Moved** by Cotter Erickson

**Seconded** by Councillor Norton

**CARRIED** unanimously.

## **5.3 CYCLING WITHOUT AGE**

The *Cycling Without Age* initiative was discussed at the Bicycle Consultative Committee on 9 May 2017. Cycling Without Age provides the opportunity for elderly members of the public with limited mobility to experience the joys of bicycle riding. Cycling Without Age is an organisation which provides material and a framework for volunteers (pilots) to take elderly members of the public for bicycle rides. There are over 225 chapters of Cycling Without Age that operate around the world, where the elderly are given an opportunity to be given a ride on an electric powered trishaw, which is piloted by a volunteer from the community.

There is no commitment to Council's involvement in the *Cycling Without Age* initiative at this time. A study will be undertaken to understand the merits, risks and impact including financial, infrastructure and management relating to Council's role and support for the *Cycling Without Age* initiative. There is no currently no funding available from the 2017/18

financial year to fund any studies, therefore any investigation will need to occur at Council officer level.

Carolyn New recently attended the *Cycling without Age* International Summit in Copenhagen has offered to provide her insights from the Summit. In addition, she will provide feedback from the activities of the Sydney Chapter of *Cycling without Age*.

**Officers Recommendation:** That the information be received and noted.

### **Discussion**

- Clarification of Council's issues regarding the *Cycling Without Age* initiative and the need for a study to inform Council's involvement was discussed. It was agreed that Council undertake a study to identify and clarify risks, issues, opportunities and consequences so that positive and negative impacts on Council of this initiative are better understand.
- It was agreed that Council should investigate suitable cycle route (s) for a trial of *Cycling Without Age* cycles. The committee suggested that the shared paths in Hallstrom Park and surrounding Willoughby Leisure Centre could be used.
- Carolyn New provided a presentation on the *Cycling without Age* International Summit in Copenhagen.

### **Committee Recommendation**

- That the information be received and noted.
- The Committee endorse a study to identify and understand risks, issues, opportunities and constraints of running a *Cycling Without Age* chapter, in order to inform Council on future decisions on this initiative.
- That a cycle route be identified for a trial of *Cycling Without Age* cycles.
- Carolyn New be thanked for her informative presentation.

**Moved** by Yaffa Gould.

**Seconded** by Carolyn New.

**CARRIED** unanimously.

## **6. PROMOTIONAL, EDUCATION AND AWARENESS PROGRAM**

Nil

## **7. NEW BUSINESS**

### **7.1 BICYCLE ACCESS ALONG CASTLE COVE DRIVE, CASTLE COVE**

Councillor Norton has received representations from the local community concerned about safety of children who ride along Castle Cove Drive between Deepwater Road and Eastern Valley Way. Children use Castle Cove Drive to ride to a bus stop located on Eastern Valley Way near Smith Street. Cllr Norton advised that the current footpath along the southern side of Castle Cove Drive between Deepwater Road and Eastern Valley Way is variable in width and condition. It can also be impacted by parked vehicles.

Councillor Norton has requested Council investigate the potential for the provision of a shared path in Castle Cove Drive between Deepwater Road and Eastern Valley Way.

NSW Road Rules state that children under 12 and older riders who are supervising them may ride on footpaths unless signs specifically prohibit it. Children over 12 may not ride on footpaths unless they are shared footpaths.

Council has undertaken a preliminary investigation of Castle Cove Drive to assess the feasibility and implications of providing bicycle facilities along the corridor (road and footpath).

#### Castle Cove Drive Carriageway

- Castle Cove Drive is narrow and parking has made it difficult for passing traffic particularly in the case of buses and trucks.
- There is no kerb on the southern side of the road
- Given the narrowness of the road pavement, it would be unsafe to provide any marked on-road bike paths from the roundabout to Eastern Valley Way without significant road widening at high costs and environmental impacts.

#### Castle Cove Drive Southern Footpath

A 1.2m approximately wide patterned concrete footpath exists along the southern side of the road.

It is considered that the only feasible option for bicyclists is to convert the existing footpath on the southern side of Castle Cove Drive into a shared path. The width of the shared path would need to be from 2.0m (min) to 2.5m (preferred).

It is considered that there is potential to provide a 2.0 - 2.5m shared path along the southern side of Castle Cove Drive west of Deepwater Road to a point approximately 120m east of Eastern Valley Way. However, the path would encounter intermittent pinch points such as trees, handrails and steep embankments. At these pinch points, it would be necessary for the shared path to weave around these obstacles and possibly, also require a narrowing to the shared path width, which would result in it not complying with design standards. Hazard reduction/minimisation would be achieved in these circumstances using warning signs.

The strip of land which contains the footpath narrows down considerably for the last (approximately) 120m before it meets Eastern Valley Way. At this point, harsher measures involving the removal of mature trees and the construction of soil retaining structures would be necessary if the shared path is to continue towards Eastern Valley Way. The implementation of a shared path in this location has significant environmental and financial implications.

A short term cost-effective solution would be to designate the last 120m to leave as a footpath and require cyclists to dismount. This is not an acceptable solution for cyclists, but may have to suffice as an interim measure. A longer term option is to provide a standalone structure such as a cantilevered path over Scotts Creek or a separate 'bridge' adjacent to the existing road bridge in Eastern Valley Way.

It is anticipated that concept design work for this project will be completed with internally by Council, however Willoughby City Council has allocated \$10,000 funding for this project in the case that external consultants are required to complete the design.

A preliminary concept design is attached (Attachment B)

Council will provide a presentation on the results of its investigations.

### **Officers Recommendation:**

- That the information be received and noted.
- That approval is given for Council to undertake concept design of a 2.0 - 2.5m shared path along the southern side of Castle Cove Drive west of Deepwater Road to a point approximately 120m before it meets Eastern Valley Way.

### **Discussion**

- Councillor Norton outlined the issues raised by local residents and the problem with the current design of the road and footpath along Castle Cove Drive between Deepwater Drive and Eastern Valley Way.
- Councillor Norton advised that there is potential to fund improvements to the footpath on the southern side of Castle Cove Drive between Deepwater Drive and Eastern Valley Way through Council's Section 94 and developer contributions.
- Information on the use, design and engineering constraints of the existing footpath between Deepwater Drive and Eastern Valley Way were discussed. It was noted that the nature strip including the footpath has variable alignment and widths and a major infrastructure solution on the western section of Castle Cove Drive is likely due to the steep drop off on the southern side of the existing footpath.
- It was agreed that Council should progress investigations to develop a concept design plan for a shared path on the southern side of Castle Cove Drive between Deepwater Drive and Eastern Valley Way.

### **Committee Recommendation**

- That the information be received and noted.
- Council is requested to undertake investigations and develop a concept design of a 2.0 - 2.5m shared path along the southern side of Castle Cove Drive between Deepwater Drive and Eastern Valley Way.
- The concept design target provision of a shared path within the existing nature strip and only consider alternate design options where it is not feasible to do so such as between a point approximately 120m east of Eastern Valley Way to Eastern Valley Way.

**Moved** by Councillor Norton.

**Seconded** by Carolyn New.

**CARRIED** unanimously.

## **7.2 REDDY GO BIKE SHARING SCHEME INTRODUCED IN WILLOUGHBY CITY COUNCIL**

Reddy Go Bike Sharing is a private company that supplies bicycles on a fee for use arrangement. The operator provides the bicycles across the council and can monitor their use and location. Users unlock the bicycles via a smartphone app.

It is understood that around 50 bicycles will be introduced in Willoughby City Council. Reddy Go Bike Sharing will provide 'rangers' to locate bicycles left in isolated locations and return them to locations more likely to attract use.

Council has agreed to Reddy Go operating in the Willoughby City Council LGA. The operation will be undertaken in accordance with *Guidelines for Bike Sharing* released by Council.

Council will at this stage be providing no funding or infrastructure linked for the provision and operation of Reddy Go bike share.

### **Committee Recommendation**

- That the information be received and noted.
- The introduction of the Reddy Go Bike Sharing scheme is supported by the Committee for operation based on Council's *Guidelines for Bike Sharing*
- That the Committee support the Reddy Go Bike Sharing scheme commencing on 11 August 2017.

**Moved** by Carolyn New.

**Seconded** by Cotter Erickson.

**CARRIED** unanimously.

## **8. STATUS OF REQUESTS FROM PREVIOUS MEETINGS**

This section of the business paper is to provide feedback on issues and requests made by Committee members at meetings. These requests are logged in Council's customer request system.

The issue and requests register is provided in Attachment A.

**Officers Recommendation:** That the information be received and noted.

### **Discussion**

Council projects currently in progress and to be commenced were reviewed. The Thomas Street Car Park project was highlighted for consideration and it was requested that this project be completed as soon as practicable.

### **Committee Recommendation**

- That the information be received and noted.
- The table is updated and provided as every Bicycle Consultative Committee meeting.
- The Thomas Street Car Park project be completed as soon as practicable

**Moved** by Councillor Norton.

**Seconded** by Carolyn New.

**CARRIED** unanimously.

## **9. GENERAL BUSINESS**

### **9.1 VELO-CITY 2017**

Carolyn New recently attended the Velo-city 2017 held in Arnhem-Nijmegen, Netherlands and associated excursions to other Netherlands cities. Carolyn has offered to provide her insights from the event.

**Officers Recommendation:** That the information be received and noted.

## **Discussion**

Carolyn New provided a presentation on the Velo-city 2017 held in Arnhem-Nijmegen, Netherlands and associated excursions to other Netherlands cities.

## **Committee Recommendation**

- That the information be received and noted.
- Carolyn New be thanked for her informative presentation.

**Moved** by Yaffa Gould.

**Seconded** by Cotter Erickson.

**CARRIED** unanimously.

## **10. MEETING DATES FOR 2017**

The next Bicycle Consultative Committee will be held on **Tuesday 14 November 2017**

**Officers Recommendation:** That the information be received and noted.

## **Discussion**

The next meeting dates were noted.

## **Committee Recommendation**

- That the information be received and noted.

**Moved** by Councillor Norton.

**Seconded** by Yaffa Gould.

**CARRIED** unanimously.

## **ATTACHMENTS:**

- A. Bicycle Consultative Committee Issue and Requests Register
- B. Castle Cove Dr Concept Plan

**ATTACHMENT A: Issue and Requests Register**

<b>MEETING DATE</b>	<b>ISSUE AND REQUEST</b>	<b>COMMENTS</b>	<b>STATUS</b>
Aug 2016	Completion of works at 38 Albert Avenue, Chatswood. The Committee enquired about the status of works associated with a recent development. This includes line marking and signage to link Claude Street with Albert avenue, through the development, thence via Spring street to Victoria Avenue.	Design details are being investigated to enable this link to be completed.	On-going
Aug 2016	Mowbray Road at Beaconsfield Avenue. The Committee enquired about a squeeze point on Mowbray Road at the signalised intersection.	Resolution of this matter will be explored as part of a review of the signals and turn bans at this intersection.	On-going
Aug 2016	Quarry Road/ Marks Street/ Hamilton Lane – Road Safety.	Council is currently investigating safer traffic arrangements for vehicles and pedestrians in Quarry Street.	On-going
Aug 2016 and May 2017	Thomas Street Car Park – Status of Bicycle Facilities.	Bicycle facilities were recently implemented to Council's specification as part of the development of the former Council at-grade car park. A review of Governance arrangements and resourcing for the future administration of the facility is being undertaken.	On-going
Oct 2016	Explore new opportunities for bike paths between Wollstonecraft and St Leonards to be investigated.	This is currently being investigated in conjunction with North Sydney Council.	On-going
May 2017	Bicycle Counts	A report will be developed to prioritise and identify a strategic cost for a data collection program. Council will be requested to approve funding to deliver a data collection program following completion of the report.	Not started
May 2017	Cycling Without Age	A study will be undertaken to understand the merits, risks and impact including financial, infrastructure and management relating to Council's role and support for the <i>Cycling Without Age</i> initiative.	Not started
May 2017	Mowbray Road West	A report will be developed providing Council's position on	On-going

		the role of Mowbray Road West in its bicycle network including strategic costs of works either to remove or provide facilities Council will be requested to approve funding to deliver all the works in identified in the route assessment following completion of the report.	
May 2017	Investigation of bicycle lanterns on eastern valley way	A report will be developed to identify a strategic cost for the provision of bicycle lanterns at traffic control signals along Eastern Valley Way. Council will be requested to approve funding to deliver a bicycle lanterns program following completion of the report.	Not started

**[Attachement B – Castle Cover Drive Concept Plan](#)**