

**York Access Forum**  
**26th July 2023, 10:30–13:00**  
**Hudson Room, West Offices and on Teams**  
**Meeting Minutes**

**Present:**

<b>Name</b>	<b>Organisation (if applicable)</b>
<b>Dave Smith (DS)</b>	Access Officer, City of York Council (CYC)
<b>Lauren Talbot (LT)</b>	YorSensory (Wilberforce Trust)
<b>Scott Jobson (SJo)</b>	MySight York
<b>Anna Baldwin (AB)</b>	Macular Society - York Group
<b>Sian Balsom (SB)</b>	Healthwatch York
<b>Vicky Dixon (VD)</b>	Community Links
<b>Louise Fisher (LF)</b>	BSL Interpreter
<b>Anne Norton (AN)</b>	York Disability Rights Forum
<b>Rachel Barber (RB)</b>	Living 4 Moments
<b>Diane Roworth (DR)</b>	Independent
<b>Hannah Hardcastle (HH)</b>	Accessible Arts and Media
<b>Iain Mitchell (IM)</b>	Thomas Pocklington Trust/York Sight Loss Council
<b>Helen Kane (HK)</b>	Access Consultant, Access Included
<b>Dominic Berry (DB)</b> (part)	Make it York
<b>Rachel Harvey (RV)</b> (part)	Make it York
<b>Srish Jain (SJa)</b>	The Snappy Trust
<b>Will Orpin (WO)</b>	Apprentice, Access Team (CYC)

**Apologies:**

Alison Wheatley	York Carers Centre
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**Minutes**

Jan Tuson (JT)	Support worker to Dave Smith
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No.	Item
<b>1</b>	<b>Welcome and introductions</b>
	<b>DS</b> welcomed all attendees (in person and online via Teams) and everyone introduced themselves.
<b>2</b>	<b>Minutes from last meeting</b>
	<p>Minutes reviewed and agreed as correct.</p> <p><b>Matters arising from the minutes:</b></p> <p><b>Outstanding Actions</b></p> <p><b>JT</b> fed back the response on action 2, agenda item 8 of March 2023 minutes, relating to the group trialling the new interactive map for accessibility. CYC will share the draft materials with groups including the YAF once the online platform has been agreed upon (probably in the autumn).</p> <p><b>Supplementary Planning Group (SPG)</b></p> <ul style="list-style-type: none"> <li>Clarification sought around whether the SPG will be a sub-group of the YAF or stand alone and the interplay between the two. Concern around deferring of authority by the YAF to the SPG for decisions. DS confirmed the SPG will form part of the YAF. This will need to be incorporated into the new Terms of Reference (ToRs) for the YAF.</li> </ul>
<b>3</b>	<b>Presentation – Coney Street Riverside Project – Helen Kane</b>
	<p><b>HK</b> updated the group following the inclusion consultation event at the Hilton on 9<sup>th</sup> May 2023 and thanked everyone for their input. The questions raised are being considered so there is no further definite update. The developer (Helmsley Group) has completed an Equalities Impact Assessment which is available on request.</p> <p>Summary of points raised at the Hilton event:</p> <ul style="list-style-type: none"> <li>Provision of information (including maps, signage, wayfinding, QR codes)</li> <li>Importance of accessible public seating</li> </ul>

- Management and maintenance of an obstacle-free routes, including during events. Developer will ensure circulation routes kept clear
- Circulation route widths and pinch points
- Lighting – clear, including on signage and circulation routes and river front
- Kerb edges, bollards and crossing points
- Accessible parking and charge points
- Cyclist and pedestrian separation
- Ramp and slope gradients
- Lift reliability, weather protection and opening hours
- Accessible and changing places toilets
- Access arrangements – will ensure as level as possible
- Age-friendly cities – seating and public toilets

**HK** confirmed the intention to seek ongoing feedback and consultation all through the project.

**HK** was also asked by the group to consider:

- Audio aspects of the project (e.g. for deaf people to call for help if needed, e.g. in lift – possibly assistive text or BSL interpreter on screen, transcriptions).
- Provision of public (non-student) accessible parking bays

**HK** confirmed the staged nature of the development will address the safety of those with access difficulties. The plan for the staged process will follow later.

**SJo** referred to the RNIB's Key Principles of Inclusive Street Design (containing a ten-point checklist).

### **Actions**

- **All** – if required, please request a copy of the Equalities Impact Assessment from Helen ([helen@access-included.co.uk](mailto:helen@access-included.co.uk)), specifying the format required.
- **HK** to circulate the summary of the May event **Done**
- **SJo** to circulate the link to the RNIB document **Done**

Presentation by **RH** & **DB** of data from the 2022 Xmas Market.

**For 2023:**

- No winter hut outside Marks & Spencer (M&S)
- Outside M&S opened up to provide 3-4 walkthroughs with a 4-5m gap and line of huts to be moved 1m further away from M&S to reduce congestion. Peak congestion is 12-3 at weekends.
- Safety Officers to monitor daily.
- All traders with an open chalet are provided with a yellow highways ramp which should be permanently in situ.

**Points raised for further consideration:**

- Signage – more informative maps, directional signs, quieter routes through the space.
- Provision of a safe/quieter space and related support (not just during the Xmas markets) – venues to be looked at (shops, churches?) and Eboracum to be briefed to support and take people to these places. Previous Safe Spaces Scheme through Independent Living Network. Can we link this in again? Carl Wain previously involved.
- Seating provision – previously only at food units, but opportunities for more seating
- Provision of an 'access table' to encourage those with access needs
- Advertise a quieter hour
- Poor behaviour – needs to be a strong message to potential visitors of standards expected. Positive behaviour message to be shared
- More information in advance so people may prepare to visit
- Issues with routes (incorporating tactile paving) being obstructed (e.g. by trader vans, buskers). If busking area fenced round with a barrier, this may cause another hazard. Could a dedicated area be allocated for entertainers? Requires further thought re solutions.
- Identification of accessible path through (e.g. location of drop kerbs, tactile paving etc.)
- Benches – helpful to see on a site map where these are.
- Contact number/email to raise any issues/concerns during the event.

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>DB/RH</b> to provide summary of points raised at this meeting:</li> <li>• <b>All</b> – to contact Make it York directly with any additional feedback or questions: <a href="mailto:christmas@makeityork.com">christmas@makeityork.com</a></li> </ul>
<b>5</b>	<p><b>Any other business</b></p> <p><b>Closure of railway ticket offices</b> DfT consultation has been extended until the 1 September.</p> <p><b>Blue Badge applications</b> <b>DS</b> shared that Pauline Stuchfield (Director of Communities, CYC) wants a face-to-face discussion to ensure all understand the application (and appeal) process and to discuss individual issues raised. How can the process be made more accessible? How can the appeal process best be changed? <b>DS</b> has requested data from the Blue Badge team (awaited). Intention is to go to the Council Executive to see if the current process can be changed. Noted that this will not be relevant to all YAF members and need to invite those who have (applied for) a blue badge. <b>Agreed:</b> to hold a separate meeting (in September) and feed back to the YAF.</p> <p><b>Ticketless parking meters</b> Graham Titchener (Head of Parking Services, CYC) will come to talk to the group about this at a future meeting.</p> <p><b>Acomb Front Street seating trial</b> The group will be invited to trial the seating soon.</p> <p><b>Blue Badge City Centre access</b> <b>DS</b> updated re four key principles to be consulted upon initially, to be followed by further consultation of the details of how access will be provided. Likely that some routes will affect cafes with pavement licenses, so consultation needs to include wider stakeholders (including also taxi companies). Consultation strategy developed for the Local Transport Plan is to be used to ensure carried out in both digital and non-digital formats and using the list of contacts compiled for that consultation. Decision on agreement of the four principles to be made at the October Council Executive meeting. Subsequent</p>

	consultation on the detail means the process is unlikely to be finalised this year.
<b>11.</b>	<b>Next meeting</b>
	<p>The meetings for the rest of 2023 were confirmed as:</p> <p>19 September 10:30 to 13:00</p> <p>22 November 10:30 to 13:00</p> <p>All at West Offices and online (Teams)</p>