

Committee Meeting No. 4
at the Wellington Public House in Seaford
on 15th July 2009

Present

Andy Lock	Chair
Clive Aberdour	Secretary
Eddie Collicot	Committee Member
Sue Turner	
Colin Mitchell	

Apologises for Absence

1 Apologises from Rod Lambert, Ian Cairns, David Hester-Lock and Colin Homan who were not able to attend this meeting. Colin had advised Andy Lock that he was resigning from the committee. Steve and Mandy Walford had been invited but sent an email indicating that may not be able to attend.

Quorum

2 The meeting went ahead as there was a quorum, ie 50% of the committee members (3 out of 6) were in attendance.

Purpose of Meeting

3 The main purpose of this committee meeting was to review the procedure for organising bike rides, discuss ideas from our invitees and agree on some future events.

Minutes of Previous Meeting

4 Agreed.

Previous Action Points

5 The following action points were discharged:

3G/7 To organise a club night. Colin Mitchell.
There had been several club nights on Tuesday evenings.
See paragraphs 16 to 18 concerning Club Nights.

2/8 To organise a 'Women Only' ride. Ashley Howitt (resigned and returned to USA).
Sue Turner volunteered to organise a 'Women Only' ride. Andy would assist.
Also, paragraph 6, AP2/14 concerns the 'women only' ride.

2/9 Send ideas to Ian for Advice section on website. All committee members.
Andy and Clive had sent information to Ian.

- 2/11** Contact Downs leisure Centre about running a workshop there. Andy.
Andy had organised a meeting, to take place soon, with the appropriate person at Downs Leisure Centre.
- 3/1** Draft a Bike Rides Questionnaire. Clive. Also, *see paragraph 20.*
- 3/3** Write the procedure for organising bike rides. Clive.
Procedure reviewed, see paragraphs 7 and 8.
- 3/5** Fun day at Downs Leisure Centre had been and gone.
- 3/6** Website address on membership cards. Andy had contacted Rod.
- 3/7** Contact Seaford Gazette about website address. Andy.
- 3/8** Fitness for cycling, to copy another club's membership form to committee members. Clive.
The health and safety notice on the Phoenix Cycling Club's membership form was considered, see paragraph 22.
- 3/9** Check the number of non-members on one-off events. Clive.
According to the CTC's '2009_03_01_Insurance_Fact_Sheet-Affiliates.doc':
"There must not be more than 5 non-members on any one ride, nor should a non-member participate in a ride more than 5 times. This limitation does not apply to one-off events".
- 3/11** To seek out another person for the 'Women in Cycling' role. Andy.
See paragraph 21.

6 The following action points were carried forward:

- 2/2** Clive to contact Ally Preece to find out the latest position on Bike-It.
- 2/10** Prepare a list of campaign issues. Ian.
Sue and Eddie would send Ian their ideas.
- 2/13** Do a press release for Papers. Andy.
- 2/14** To invite mayor to 'Women Only' bike ride. Colin Homan (had recently resigned).
Eddie would advise the Lady Mayor (Tracey Willis) about a 'women only' ride with a view to asking her to be linked with the ride so as to attract more women cyclists.
- 3/2** Advise committee of CTC's response to error in their risk assessment calculation. Clive. To urge CTC for a response.
- 3/4** Posters in cycle shops, eg Halfords, Cuckmere Cycles. Andy.

- 3/10** Forwarding of emails to Cycle Seahaven email addresses. Ian
Andy would ask Ian about linking his email address to info@cycleseahaven.org.uk.
- 3/12** Write a description of 3rd party insurance for the website. Clive.
In progress.
- 3/13** To send David the link for 3rd party insurance. Ian.
Depends on AP 3/12 above.

Review Procedure for Organising Bike Rides

- 7 The procedure was largely agreed but the following amendments were required.
- 7.1 Regular club rides that comprise adults only would not require a formal risk assessment. However they must be led by one of the ride leaders approved by the committee.
- 7.2 The CTC's guidelines for organising bike rides needs to be more explicitly reflected in the procedure.
- 7.3 To mention when and how many guests can be included in a bike ride.
- 8 Clive to amend procedure and issue to committee members before the next meeting in preparation for it's approval at that meeting. **AP4/1**.

Ideas

- 9 **Charity Bike Ride** Colin would contact the Round Table about the possibility of Cycle Seahaven working with them to organise a charity bike ride next Summer. Colin had been involved with the organising of charity bike rides with the Round Table in previous years. **AP4/2**.
- 10 **National Bike Week** Clive would organise a bike ride for National Bike Week next year (it's usually in late June) which would be aimed at novice/inexperienced cyclists. Clive would provide some preliminary details at the following meeting. **AP4/3**.
- 11 **Seaford Striders** The meeting agreed to Colin's suggestion that there should be a link on our website to Seaford Striders' website. **AP4/4**. Ian.
(Should there be a reciprocal arrangement? Clive)

Bonkers

- 12 Eddie had issued an email to committee members on 8th July explaining about Bonkers, the community event planned on Denton Island, Newhaven, around the theme of sustainable living and climate change on Saturday, 26th September.
- 13 The meeting agreed that we should have an involvement. Eddie will keep us informed of developments. **AP4/5**.
- 14 A 24 hour charity bike ride for Children in Need was mentioned. Andy would report back at the next meeting. **AP4/6**.

The 'Except to Chyngton Lane' (A259) Issue

- 15 This item would be kept on the agenda for future committee meetings. A meeting was being arranged with the Chief Officer at East Sussex County Council responsible for cycling infrastructure to discuss this issue. Eddie, Ian and Andy would be attending. Eddie would report back at the following committee meeting. **AP4/7**.

Club Nights

16 The meeting agreed that we should continue with the Tuesday evening club-nights on a regular basis. They should continue to start at the White Lion pub in Seaford at 6.45pm and finish at the same pub.

17 Colin explained that he would not always be available to lead such rides due to work commitments. Andy would lead the ride for the following Tuesday, 21st July.

18 Andy would be the point of contact for club nights. People should contact him if there were doubts of the ride taking place because of bad weather. They should text him on 07894 734447.

Future Rides

19 **South Downs Way** Colin offered to organise a ride from Eastbourne to Winchester along the South Downs Way. It would be a two day event over a weekend with an overnight stop possibly at Amberley. It would be for members only and would be in September this year, possibly the weekend of 19/20 September. Colin would report back at the following meeting with more details. [AP4/8](#).

20 **Other Rides** These would be decided at the following meeting on the basis of the results of the Bike Rides Questionnaire which would be issued to everyone on the Cycle Seahaven emailing list that week by Clive. [AP4/9](#).

AOB

21 **Appointments** The meeting agreed to the following appointments:

Sue Turner ('Women in Cycling' committee member)

Proposed by Andy Lock

Seconded by Clive Aberdour.

Clive Aberdour (Ride Leader for 'Road' bike rides and events)

Proposed by Andy Lock

Seconded by Eddie Collicot.

22 **Health & Safety Notice** The meeting agreed to the following wording (from the Phoenix Cycling Club membership form) to be used in the disclaimer on the Cycle Seahaven membership form.

"It is your responsibility to ensure you are fit for any cycle ride in which you participate and that there is no medical reason that could prevent you from fully taking part in it".

Also, the other points in the health & safety notice may be used for entry forms to 'events'.

Clive to amend the membership form and issue to committee members for approval at next meeting. [AP4/10](#).

23 **Cycle Jerseys** Andy would contact Rob to investigate producing cycle jerseys for Cycle Seahaven. [AP4/11](#).

Date of Next Meeting

24 Wednesday 29th July at 8.00pm at the Wellington.

25 The main purpose of that meeting would be to decide on a series of rides for the rest of the year based on the results of the Bike Ride questionnaire.

Action Points

*APs	Para	Action	By
2/2	6	To contact Ally Preece to find out the latest position on Bike-It.	Clive
2/10	6	Prepare a list of campaign issues. Sue and Eddie would send their ideas to Ian.	Ian
2/13	6	Do a press release for papers	Andy
2/14	6	To advise the Lady Mayor (Tracey Willis) about a 'women only' ride with a view to asking her to be linked with the ride.	Eddie
3/2	6	Advise committee of CTC's response to error in their risk assessment	Clive
3/4	6	Posters in cycle shops	Andy
3/10	6	Forwarding of emails to Cycle Seahaven email addresses. Andy would ask Ian about linking his email address to info@cycleseahaven.org.uk .	Ian
3/12	6	Write a description of 3 rd party insurance for the website	Clive
3/13	6	Ian to send David the link for 3 rd party insurance	Ian
4/1	8	To amend procedure for Organising Bike Rides.	Clive
4/2	9	To contact Round Table about a charity bike ride	Colin
4/3	10	To provide preliminary details for a National Bike week event.	Clive
4/4	11	To insert a link on our website to Seaford Striders' website.	Ian
4/5	13	To keep us informed of developments on 'Bonkers'.	Eddie
4/6	14	To report back on a Children in Need 24 hour charity bike ride.	Andy
4/7	15	To report back on the outcome of the meeting with ESCC re the 'Exceat to Chyngton Lane' (A259) Issue.	Eddie
4/8	19	To report back at the following meeting with more details of the proposed South Downs Way event.	Colin
4/9	20	To issue the Bike Rides Questionnaire to everyone on the Cycle Seahaven emailing list.	Clive
4/10	22	To amend the disclaimer on the membership form.	Clive
4/11	23	To investigate producing cycle jerseys for Cycle Seahaven. Andy to contact Rod.	Rod

**The first number of the action point refers to the committee meeting no.*