

Committee Meeting No. 5
at the Wellington Public House in Seaford
on 29th July 2009

Present

Andy Lock	Chair
Clive Aberdour	Secretary
David Hestor-Lock	Treasurer
Ian Cairns	Website Manager
Eddie Collicot	Committee Member
Sue Turner	'Women in Cycling' Member

Apologies for Absence

- 1 Apologies from Rod Lambert who was not able to attend this meeting.

Purpose of Meeting

- 2 The main purpose of the meeting was to decide on a series of rides for the rest of the year based on the results of the Bike Ride questionnaire. Also, to review the procedure for organising bike rides and discuss ideas from our invitees.

Minutes of Previous Meeting

- 3 Agreed.

Previous Action Points

- 4 The following action points were discharged:
- 2/10** Prepare a list of campaign issues. [Ian](#).
Done. See also paragraph 20.
- 3/12** Write a description of 3rd party insurance for the website. [Clive](#).
This had been done and sent to David.
David would email this description to members. [AP5/1](#).
- 3/13** To send David the link for 3rd party insurance. [Ian](#).
This AP had been superseded by AP5/1.
- 4/1** To amend procedure for Organising Bike Rides. [Clive](#).
Version C had been produced, see paragraph 10.

- 4/9 To amend the disclaimer on the membership form. [Clive](#).

This had been done as agreed at the previous committee meeting. Also other changes had been made as follows:

a – Postcode had been added to the address space.

b – the words 'a stamped address self-addressed envelope to:' had been deleted as, in future, all membership cards would be collected from Mr Cycles. (The only benefit to members in having a membership card was to get 10% discount at Mr Cycles so they may as well go to the shop to collect their cards).

David would email new members when their membership cards were ready for collection at My Cycles.

c – the words 'without your permission' had been added to the end of the last sentence on the form. This was because members who required 3rd party insurance through the CTC would have to agree to their name and address being sent to the CTC.

The meeting agreed that Date should be added after Signature.

[Clive](#) to add Date and then issue Version 2 of this membership form to committee members. [AP5/2](#).

[Ian](#) to put Version 2 on the website. [AP5/3](#).

The meeting agreed that if completed membership forms were handed to ride leaders on rides/events, then only cheques should be accepted. Membership forms handed in at Mr Cycles could be accompanied by cheques or cash. A receipt to be issued by Mr Cycles for cash.

- 5 The following action points were carried forward:

- 2/2** To contact Ally Preece to find out the latest position on Bike-It. [Clive](#).

Clive had received an email from Ally Preece explaining that she had seen Ben Sherrat (the Bike-It officer for Brighton & Hove). Ben had been trying to get something going in East Sussex and in particular Seaford but his role has now changed slightly. He is therefore contacting his manager with information about Seaford and in September would try to get someone on the case. He is expected to contact Clive to arrange a meeting.

[Andy](#) volunteered to contact the headmaster at Wilkinson Way School to see if he would like to get involved with Bike-It. [AP5/4](#).

- 2/13** Do a press release for Papers. [Andy](#).

Andy will use information about the Bike Workshop (on 6 September) as a basis for the press release.

- 2/14** To invite mayor to 'Women Only' bike ride. [Eddie](#).

A date of 22nd August was agreed by the meeting for a 'Women-only' ride which [Sue](#) would lead. [AP5/5](#).

The ride would probably be from the café at the Martello Tower to the Buckle car park and back.

Eddie would check with the Lady Mayor (Tracey Willis) to see if she would be available to take part in this ride with a view to attracting more women cyclists.

- 3/2** Advise committee of CTC's response to error in their risk assessment. [Clive](#).
There had been no reply to his email from the CTC apart from an automated reply saying the matter would be dealt with in 2 to 3 days. That was in late June, 4 weeks ago. Clive had telephoned the CTC recently but no-one could help in this matter. He would send a letter to the relevant person in the CTC about the issue.
- 3/4** Posters in cycle shops, eg Halfords, Cuckmere Cycles. [Andy](#).
Andy had designed a poster and a flyer/card which he had sent to committee members for comment. [AP5/6](#). Eddie agreed that his tel no. could go on the poster.
- 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.
- 4/2** To contact the Round table about a charity bike ride. [Colin](#).
[Andy](#) said he would contact John Owen, the new president of the Round Table concerning this matter.
- 4/3** To provide preliminary details for a National Bike week event. [Clive](#).
Clive provided brief details to the meeting. National Bike week would be 12-20 June In 2010. He would be happy to organise Cycle Seahaven events for National Bike week. Clive to provide an update at the next meeting.
- 4/4** To insert a link on our website to Seaford Striders' website. [Ian](#).
The meeting agreed that this could be done if Seaford Striders put a link to us on their website.
- 4/5** To keep us informed of developments on 'Bonkers'. [Eddie](#).
Bonkers, the community event planned on Denton Island, round the theme of sustainable living and climate change on Saturday, 26th September. [Andy](#) volunteered to run a Bike Workshop at Bonkers and would make the necessary enquiries. [AP 5/7](#).
- 4/6** To report back on a Children in Need 24 hour charity bike ride. [Andy](#).
Andy thought this AP should be for [Colin Mitchell](#).
- 4/7** To report back on the outcome of the meeting with ESCC re the 'Exceat to Chyngton Lane' (A259) Issue. [Eddie](#).
A meeting was being convened with Rupert Clubb, the Chief Officer at East Sussex County Council responsible for cycling infrastructure, including the proposed route from the Cuckmere into Seaford. Eddie asked Andy and Ian for several possible dates that they could attend a meeting so that he can try to agree a date with Ruper Clubb. [Andy and Ian](#) to provide dates. [AP5/8](#).
- 4/8** To report back at the following meeting with more details of the proposed South Downs Way event. [Colin Mitchell](#).
- 4/11** To investigate producing cycle jerseys for Cycle Seahaven. [Andy](#) to contact Rod.
Andy had contacted Rod who had given him a couple of leads which Andy will follow up.

Bike Rides Questionnaire: Results and Analysis

5 Clive reported that there were completed questionnaires from 34 people of which 24 were club members. This gave a response rate of 65% from members which was very good. The results had been issued to committee members two days before the meeting.

6 There was a problem with the last part of Question 2 concerning Weekdays which Clive had explained in an email to committee members. He suggested that this particular data should be ignored or treated with caution. The data from the following question on the form about Club Night was OK.

7 Andy presented his analysis of the results using Excel on a laptop computer. The initial conclusions were that Saturday and Sunday mornings were the most preferred choice for bike rides. Also, Tuesday and Thursday evenings were the most preferred choice for club nights, starting at 18.30. Andy would study the results further at a later date to see if any more useful information could be gleaned from the data.

Bike Rides

8 The meeting agreed that we should continue with the club night on Tuesday evenings. Also, we should attempt to run rides every Saturday and Sunday morning, possibly MTB/Off-Road on Saturday and On-Road on Sunday. (*The definitions of MTB, Off-Road and On-Road are as on the questionnaire*).

9 Two rides were agreed by the committee for the following weekend, 1st & 2nd August.

- Andy would organise a ride in Friston Forest for Saturday morning. AP5/9.
- Clive would organise a ride for Sunday morning aimed at novice and occasional cyclists from the layby opposite Edinburgh Rd on the seafront to the end of the nature reserve at Denton and back to the start. AP5/10.

Review the Procedure for Organising Bike Rides

10 Version C of this procedure was reviewed. The three points arising from the review of Version B at the previous meeting had been addressed by Version C. These were:

10.1 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.

10.2 The CTC's guidelines for organising bike rides needed to be more explicitly reflected in the procedure. There were now quotes from the CTC fact sheets and the like which were shown in blue in the new version. Also, there were references to the actual CTC document numbers.

10.3 To mention when and how many guests could be included in a bike ride.

11 Some other significant changes had also been made:

- The procedure had been renamed 'Procedure for Organising Bike Rides/Events' as the distinction between Bike Rides and Events had been resolved, as explained in paragraph 3 of the Introduction.
- A note about safety helmets had been included in Section 2, paragraph 27 which included the statement that safety helmets are mandatory for MTB rides.
- A new paragraph about entry forms for events has been added, see para 21 in Section 2.

- a sentence had been added to say that "Photos may prove useful" if there is an incident, see paragraph 37 of Section 2.

12 The meeting agreed that the statement about safety helmets being mandatory for MTB rides should be withdrawn.

13 The meeting agreed that all ride leaders should be registered with the CTC as recommended by them. All the current ride leaders were at the meeting and all agreed to their names and postal addresses being released to the CTC. Clive to write to the CTC to register them. AP5/11.

14 There was discussion about the Risk Assessment part in the procedure.

14.1 The meeting agreed that the word 'formal' should be deleted from paragraph 5.5 of Section 1. The last sentence would now read: "Therefore, our regular club rides where the riders are reasonably experienced and there are no children involved do not require a risk assessment".

14.2 The meeting agreed to a change of wording in the next paragraph (5.6) to read as follows: "Other rides, where there is a greater risk of incidents occurring, will require a risk assessment, eg rides that may attract novice riders and children; also challenging rides. All bike events must have a formal, ie written, risk assessment carried out".

15 The meeting recognised that completing an Organised Ride Attendance Form may prove impractical on club runs. Therefore, the ride leader should make a written note at the start of the event as to who is participating. The Organised Ride Attendance Form must be completed at the start of 'events'. Paragraph 22 in Section 2 to be amended accordingly.

16 The meeting agreed that when an incident occurs, the person who goes to find a landline phone need not necessarily be the ride leader, especially if the ride leader is first aid trained. Paragraph 35 of Section 2 should be amended to "someone searches for a landline phone".

17 The meeting agreed that Clive should amend the procedure as discussed and issue the final version to all ride leaders and committee members. (All ride leaders are currently committee members). AP5/12.

18 The meeting agreed that the procedure could be amended at a later date after we had had experience of using it.

AOB

19 **Appointment** The meeting agreed to the following appointment:

Eddie Collicot (Committee member for Campaign Issues)

Proposed by Andy Lock

Seconded by Ian Cairns.

20 Ian would send Andy the list of the Campaign Issues. AP5/13.

Date of Next Meeting

21 Wednesday 23rd September at 8.00pm at the Wellington.

Action Points

*APs	Para	Action	By
02/02/09	5	Bike-It. To arrange a meeting with Sustrans.	Clive
2/13	5	Do a press release for papers, based on the Bike Workshop.	Andy
2/14	5	To advise the Lady Mayor (Tracey Willis) about a 'women only' ride with a view to her taking part in the ride.	Eddie
3/2	5	Advise committee of CTC's response to error in their risk assessment	Clive
3/4	5	Posters in cycle shops	Andy
3/10	5	Forwarding of emails to Cycle Seahaven email addresses. Andy would ask Ian about linking his email address to info@cycleseahaven.org.uk .	Ian
4/2	5	To contact Round Table (new president) about a charity bike ride	Andy
4/3	5	To provide an update on National Bike week 2010.	Clive
4/4	5	To insert a link on our website to Seaford Striders' website but first need to arrange a reciprocal arrangement.	Ian
4/5	5	To keep us informed of developments on 'Bonkers'.	Eddie
4/6	5	To report back on a Children in Need 24 hour charity bike ride.	Colin
4/7	5	To report back on the outcome of the meeting with ESCC re the 'Exceat to Chyngton Lane' (A259) Issue.	Eddie
4/8	5	To report back at the following meeting with more details of the proposed South Downs Way event.	Colin
4/11	5	To investigate producing cycle jerseys for Cycle Seahaven. Andy to follow up leads from Rod.	Andy
5/1	4	To email CTC 3 rd party insurance description to members	David
5/2	4	Add 'Date' to membership form and issue to committee	Clive
5/3	4	To put Version 2 of the membership form on the website	Ian
5/4	5	To contact headmaster of Wilkinson Way School re Bike-It	Andy
5/5	5	To lead a 'Women-only' ride on 22 nd August	Sue
5/6	5	To comment on Andy's poster and flyer/card	All
5/7	5	To make enquiries about running a bike workshop at Bonkers	Andy
5/8	5	Provide Eddie with possible dates for a meeting with ESCC	Andy/Ian
5/9	9	Organise a ride in Friston Forest on Saturday morning, 1 st August	Andy
5/10	9	Organise a ride to Denton on Sunday morning, 2 nd August	Clive
5/11	13	To register ride leaders with the CTC	Clive
5/12	17	Amend Organising Bike Rides procedure and issue to the committee.	Clive
5/13	20	To send Andy the list of campaign issues	Ian

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