

# Minutes of the Committee Meeting of the Shotley Peninsula Cycling Campaign

Held at Stone Cottage, Chelmondiston, 9.15 am on Monday 6<sup>th</sup> June 2011

Present: Mike Crouch, Cathy Crouch, Jane Goyder, Giles Goyder, Rosie Kirkup, Anthony Wright

**1. Apologies:**

Elaine Purves.

**2. a) Cycle Route Study:**

After missing our agreed deadline by 2 months, Suffolk County Council then sent us an incomplete report. This was returned to them for completion, and although they were asked to send a draft copy for checking it, it was sent back again as the finished version, but still with a number of typos and spelling errors. As the document is read only, no corrections could be made by us. It therefore had to be put back into SCC's hands again. We should get the corrected version by next week. They will also look at the problem with the map icons that none of us could open.

We should be able to have our launch and public meeting, as rescheduled, on the 14<sup>th</sup> July.

**b) Cycle route survey work:**

MC has already produced a draft questionnaire (for the public to respond to), and an on-road survey for volunteers to carry out, but has also contacted Andy Morton at County Highways for advice on how we approach this, but has yet to get a response. AW will speak to him.

We should also get David Wood's support for the survey.

AW suggested that:

- We will need to show car and lorry movements, as well as cyclists (age and gender of cyclists should be recorded), to show the need for a dedicated cycle route.
- 2 volunteers would be needed at any one time / location, that a lorry needs to be available, and high vis. jackets worn.
- We need to survey both ends of route, but make Ipswich end the priority: Suffolk Food Hall junction agreed as suitable location subject to SFH approval.
- A co-ordinator with phone will be needed in case of problems.

Once survey completed, we will also need projections in report (eg. cycling projected to increase by x% once cycle route constructed), based on results from other similar completed schemes elsewhere.

MC will email all committee members for dates when they would be available for survey work.

Questionnaire:

- Ask SALC for advice on how to distribute questionnaire, and how to retrieve completed questionnaires.
- RK will redo MC's handwritten draft survey form on her PC.

**3. Sustrans route:**

AW, MC, and CC will cycle this proposed additional southern route on Tuesday 5<sup>th</sup> July, starting at approx. 10.30am from Shotley Gate, and finishing at Wherstead.

**4. Publicity:**

**a) Website**

RK has sent her and MC's comments on the website to Paul Warren, and has spoken to Jane Gould re. Tony acting as our web-master. He is probably willing.

Website is edging towards completion ready for July launch.  
When report and route have been loaded onto website, website needs to be taken down temporarily or loading delayed until after launch.

**b) Poster**

RK is still trying to perfect the design of our generic poster.

**c) Banner**

RK was asked to get more detailed information about design and cost of pop-up banner.

**4) AGM and Public Meeting:**

MC has already drafted consultation letters to go out to landowners, local councillors etc. to be sent out immediately after the public meeting, plus a press release.

CC will email all members reminding them of AGM as soon as report received back from SCC, and again 1 week before, ie on 7<sup>th</sup> July.

**5) Schools update:**

Shotley, Tattingstone and Stutton have still not responded. CC will let JG have their email addresses, in order to contact them again.

RK has thanked Chelmondiston Primary School for the posters they provided for the fun ride.

**6) Treasurers report and membership update:**

Balance in account: £6,641.64

JG will give a fuller report at next meeting.

Nicky Cordle has agreed to audit our accounts.

Membership now totals 150 (60 households).

Renewals: 20 households (46 members) have so far renewed their membership. Reminders will be sent to those who have not responded. JG will also enquire at the bank re. standing orders.

**7) Minutes:**

The minutes of the last meeting were signed as a true record.

**8) AOB**

The committee is in great need of more members, particularly to help with membership / treasurership, and publicity. This needs to be stressed at the AGM.

It was also agreed to ask Gemma Parker if she could suggest anyone to approach re. publicity.

**9) Date of next meeting:**

Monday 27<sup>th</sup> June 2011, 9.15am, at Stone Cottage.