

## **Cycling UK Oxfordshire Annual General Meeting 2019**

held at 14:00 on Sunday 9th November 2019  
at the Kings Head & Bell, Abingdon, Oxfordshire, OX14 5EA

### **Minutes**

Approved at 2021 AGM

#### **1. Opening and Minutes of 2018 AGM**

- *Present were Peter Hallowell (Chairman), Robin Tucker (Secretary), Neil Warner (Treasurer), James Dawton (Campaigns Officer), Rick Carter and Ros Hallowell. We noted the meeting was not quorate and major decisions would require confirmation with National Office.*
- *Election of a Minutes Taker – Robin Tucker was elected nem con*
- *Apologies for absence – Apologies were received from Kevin Arnold, Tom Bowtell, Andy and Christine Ellis, Dave Gilbert, Patrick Hardiman, Stephen Lee, Monica Mehers, Steve and Lorna Swanton, David Townsend, Peter Wood*
- *Approval of Minutes of the 2018 AGM – The Minutes were approved nem con*
- *Matters arising from previous minutes*
  - *Steve Swanton joined the Committee*

#### **2. Annual Reports for the year to September 2019**

- *Chairman's report – The Chairman introduced the Secretary's report saying he had little to add.*
- *Secretary's report – See below*
  - *Members noted they had problems accessing the website or linking to it from Facebook. Robin would mention this to Chris or we would try to find an alternative solution.*
  - *We had a discussion about the future operation of the group and agreed that 2-3 meetings a year would be good, particularly over the winter to plan the year ahead. They need not be as formal as previous years but should have a link to action!*
- *Treasurer's report – See below*
  - *Neil and Peter noted that the transfer of Treasurer role had not been fully completed but Peter had kept the reporting going.*
  - *The Accounts have been Audited by Stephen Lee*
  - *In addition we have committed about £150 to assist the Oxford Blind Association with refurbishment of their tandem to be spent in 2019/20.*
- *Welfare Officer's report – No report, we are not of any welfare issues in the year.*
- *Campaigning report – See below*

#### **3. Informal Member Group Annual Reports**

- *Wallingford – See below*
- *Witney – See below*

#### **4. Annual Business: Informal Groups, Volunteers and Auditor**

##### **4a. Ratification of Informal Member Groups, and election of their Co-ordinators to the Committee**

- *Wallingford*

- Witney

*Discussion: These groups are our main sources of riding activity so we want to help them expand (or in Witney's case remain viable). We should offer more assistance and financial resources to help. Richard (Rick) is happy to help as 'boots on the ground' in Witney.*

*Proposed: James Dawton, Seconded: Neil Warner, Approved nem con*

#### **4b. Ratification of Cycling UK Oxfordshire volunteers**

*Proposed: Robin Tucker, Seconded: Richard Carter, Approved nem con*

#### **4c. Appointment of Auditor**

*Once again we thank Stephen Lee for his diligence and he offers to be Auditor for a further year.*

*Proposed: Peter Hallowell, Seconded: James Dawton, Approved nem con*

### **5. Motions to the AGM**

**Motion 1: The Committee shall review during the year whether to hold a Special General Meeting with the intent of dissolving Cycling UK Oxfordshire Formal Member Group.**

- Proposer: Peter Hallowell, Robin Tucker

*Reasons for motion from Proposer*

1. Last year there was a motion to dissolve the Group, that was only narrowly defeated. So it is appropriate to keep the question under review.
2. During the year, we have operated the Group with much reduced effort, but also with lower output. The Group's campaigning and ride activities could be performed under other labels. The most important function of the Group is as an umbrella for Wallingford and Witney – we do not wish to leave them in the lurch, but must consider if the Oxfordshire Group is viable. The Group could also enable future Cycling UK Informal Groups, which has future potential value – although this would depend on efforts of a future Committee.

*We discussed further and agreed that we accepted the Motion but there was no reason to disband the Group at the moment. We think there are advantages to maintaining the Group:*

- 1) *In supporting Informal and other Groups, the successful CTC Wallingford, helping CTC Witney to regain traction, possibly supporting changes in Bicester.*
- 2) *In delivering rides that complement the local rides programme, not least the Annual Century Ride and other longer rides*
- 3) *In providing a 'base' and access to Cycling UK resources for campaigning as the Oxfordshire Cycling Network*

*These points are expended further in our 'Purpose and Strategy' attached below.*

*The Motion was put to a vote and Approved by all 6 Members present.*

### **6. Election of Committee Members**

All posts were uncontested

- Chair\* – *Peter Hallowell*
- Secretary\* – *Robin Tucker*
- Treasurer\* – *Neil Warner*
- Registrar† – *Peter Hallowell (though role is largely obsolete)*
- Welfare Officer† – *Paul Thompson*
- Publicity Officer† – *Robin Tucker*
- Campaigns Officer – *James Dawton*
- Webmaster – *(Not a Committee role, appointed by the Committee) Chris Thompson*

- Other Committee Members – *Steve Swanton, Richard Carter, we also agreed to invite Tom Bowtell to join the Committee if he wishes to.*

Nominations for these positions may be notified to the Chair or the Secretary before or on the day. Each nominee requires a Proposer and a Seconder.

\* Obligatory Position

† Obligatory Role (may be held by someone with another position or role)

## **7. Any Other Business**

*Peter and Robin agreed to meet Steve and Tom soon after the AGM to discuss where we are and ideas for taking us forward.*

## **8. Close of Formal AGM**

The AGM closed at 3:49pm

After the meeting, members are encouraged to stay on for a drink and an informal chat.

### ***New Committee and their roles***

<b>Position</b>	<b>Current Member</b>	<b>Role description</b>
Chair	Peter Hallowell	Presides over and facilitates committee meetings and General Meetings.
Secretary	Robin Tucker	Organises committee meetings, General Meetings and the Annual Report and Returns to Cycling UK National Office. The official point of contact for the Group.
Treasurer	Neil Warner	Holds and accounts for the Group's funds.
Registrar	Peter Hallowell	Receives information about Cycling UK Members who live in the Group's area of operation, sends out welcome letters/emails. Oversees the Group's email distribution list.
Welfare Officer	Paul Thompson	Helps members to address issues and complaints.
Publicity Officer	Robin Tucker	Promotes Cycling UK and the activities of the Group. Prepares emails that are distributed to members.
Campaigns Officer	James Dawton	Campaigns for cycling and represents the Group and cyclists to bodies making planning decisions concerning transport and the built environment that affect cyclists.
Other Committee Members	Steve Swanton, Richard Carter	Can range from informal input to organising specific activities for the Group. (e.g. Training, Social Media)
<b>Member Group Co-ordinators</b>		
Wallingford	Patrick Hardiman	Points of contact and representatives for these Informal Member Groups that operate within Cycling UK Oxfordshire
Witney	Kevin Arnold	

The position of Webmaster is co-opted by the Committee, and is currently Chris Thompson. The position of Auditor is appointed at the AGM, and is currently Stephen Lee.

## Officers' Reports

### ***Secretary's report – Robin Tucker***

Let's start with the big picture from my perspective. This year started with the intention to reduce the Committee workload by removing Committee meetings. This has worked, but we are achieving less.

There are certainly five less Committee Meetings in the year, and the preparation and follow-up that went with them is not missed by me.

But we have achieved a lot less. We have essentially run two big rides this year, the 75 mile ride and the Tri-vets Century. The first essentially a regular ride organised by Steve, and could have been a Wantage ride. The Tri-vets came about when Steve and I decided to 'Just do it' about a month before-hand. It was by necessity and by design a lot simpler than the previous iterations. We only had capacity for half the number of riders, but that was exactly the number that signed-up, and it was very well well-enjoyed by all. As ever, we could not have done this without the ride leaders and sweepers, including John Tranter who stood in for me as I wasn't well enough on the day.

We also did not get far with spending our cash reserves. Due to the lack of meetings and the general lack of response from the Committee members to emails, it proved too difficult to develop plans or even get a consensus about proposals that came to us. The one exception was a donation to fund repairs to the Oxford Blind Association's tandem, but even that took 6 months to agree.

Then we have my underlying work of the Group Secretary as the contact point for the Group and in this year as Publicity Officer.

The most enjoyable part is the contact work, mostly people calling or emailing to find a riding group or advice. I have been happy to point at least half-a-dozen people in the right direction over the year.

The least enjoyable part has been the struggle with the ad-ware on the website. I'm not an expert in this and our Webmaster has been unreachable but has not actually stood down. But I did spot strange icons embedded in the text while editing web pages and removing these fixed the site temporarily. These icons I am sure represent malicious code. They kept springing back a few days after I removed them. Eventually, I discovered them also lurking not just in every page, but in every event, post and location. I spent a whole evening clearing them out and I'm glad to say that the problem has not recurred since.

The email publicity is much easier now I am using Cycling UK's web-based tool. This is linked to the national email list, so we don't need to maintain a separate list which saves lots of time. And, it is quite easy to set up and launch an email – certainly no harder than MailChimp. Currently we are reaching about 1300 email addresses with each message.

We now need to look forward. We have shown we can run the Group without a lot of admin. But the group will only thrive if we have a team who want to develop the group to add something to Oxfordshire's cycling scene. Maybe it's a new ride series. Maybe it's a new local group. Maybe it's using our money in a creative way. I think this group can add something and I'm happy to keep contributing, but I can't do it on my own.

We need a few new people on the Committee, and we need meet up at least a couple of times or things won't happen. I'm happy to continue as Secretary if we have a Chair, and I'm happy to Chair if we have a new Secretary. But note the differences in the roles: the

Secretary has more defined tasks, but the Chair should be setting the agenda and leading the Group.

### ***Treasurer's Report – Neil Warner (and Peter Hallowell)***

<b>Accounts of CyclingUKOxfordshire</b>					
<b>Period 1/10/2018 to 30/9/2019</b>					
	<b>2017/18</b>		<b>2018/19</b>		
<b>Income</b>					
NO Grant	£200.00		£200.00		
Sale	£50.00				
Interest	£17.41		£24.11		
		<b>£267.41</b>		<b>£224.11</b>	
<b>Expenditure</b>					
Web site	£73.99		£84.00		
Stationery	£37.49		£0.00		
Sale (Petrol)	£10.00		£0.00		
Wallingford Lights	£12.00		£0.00		
		<b>£133.48</b>		<b>£84.00</b>	
Surplus		<b>£133.93</b>		<b>£140.11</b>	
<b>Assets:</b>					
<b>CTC Oxfordshire:</b>					
Cash	-£68.39		-£68.39		
Current Account	£88.52		£88.52		
Deposit Account	£3,920.24		£4,060.35		
<b>Outstanding Liabilities</b>					
None					
<b>Total</b>		<b>£3,940.37</b>		<b>£4,080.48</b>	
Fixed Assets	£51.65		£25.00		Depreciation
Stock	£195.35		£195.35		Sales
<b>Total</b>		<b>£247.00</b>		<b>£220.35</b>	
<b>Grand Total</b>		<b>£4,187.37</b>		<b>£4,300.83</b>	

### ***Campaigning Report – James Dawton***

#### **Yvonne Constance visit to Waltham Forest ("Mini Holland").**

Yvonne is head of Environment, that covers transport. She went on a visit to Waltham Forest (where I/others visited last year). She was impressed by what she saw, and has apparently 'seen the light' – "It doesn't go up and down in the driveways here".

Suzanne Bartington continues to put cycling issues to those at the top of the Council, so has good access to places we don't get to that often. This included the County Council unanimously passed a motion to support Active Travel.

### **Connecting Oxford**

Finally and most excitingly, on 18<sup>th</sup> September Oxford City Council and Oxfordshire County Council launched 'Connecting Oxford'. This is a bold proposal for 6 new Traffic Restrictions ("bus gates") and a Workplace Parking Levy in east Oxford.

### **A 40 improvements.**

The A 40 "improvements" plan is gradually creeping forward, but the bid for money for the B4044 cycle track was withdrawn from the A 40 revamp bid – apparently due to DfT bidding guidelines. Ian Hudspeth (head of the County Council) had 700 or so e mails in his inbox within about 3 days complaining about this.

The County have since explored other avenues to help fund the B 4044 funding.

The proposals were improved by retaining the south side path and widening the cycle bridges. The crossing at the Eynsham roundabout is still poor due to the space available and we have not yet convinced them to give cyclists priority across fossil fuel station entrances and exits

### **Barton Park**

More phases of construction happening. Examining one of the planning applications showed totally impractical indoor parking layouts, some residents would have to lift their bike over other people's parked bikes to get theirs out. You have to look at these things in great detail, this problem was only noticed when looking at the drawing zoomed in by a large amount.

### **Botley Rd (Eynsham Rd – Binsey Lane).**

A redraft of the plans were put out for consultation, much improved on the previous version, but still inadequate designs on the fine details of side road junctions.

### **Botley Rd railway bridge.**

We had a meeting in December with the County on the design details. Network Rail had asked the County what their requirements were for the road underneath, and the County asked for our thoughts. We came to an agreed position. It looks like the shared use (cycle/pedestrian) tracks each side of the road will be 4m, not 3m wide, and the road only 2 lanes wide (rather than 2 plus a median strip down the middle).

Construction pencilled in for April – December 2023.

### **Access to Headington**

Still continuing, over budget and late. Many construction details unsatisfactory. Graham Smith still beaver away on this, as much to get the system to do better in future.

### **Oxford North (Wolvercote/Pear Tree etc.)**

Designs/planning application progressing, for roads being constructed from new, the cycle infrastructure designs are disappointingly out of date.

### **South East Corridor study.**

The County applied for funding to carry out a design study on this. No construction funds available yet, but outline designs are now ready to help with future funding bids.

A huge amount of work even when the work was divided between about 6 or 7 people (drawings covered Abingdon Rd/Iffley Rd/Cowley Rd/Weirs Lane/Donnington Bridge Rd/Between Towns Rd/Barnes Rd, the eastern ring road from BMW to Kennington roundabout and the A 4074 as far as Oxford Business Park).

Basically a good concept design as long as the fine design/construction details are got right.

### **City Centre (signage) St Ebbe's/Queen St/Cornmarket St./New Inn Hall St signage revision).**

My proposal for resigning this area in a clearer and less confusing manner made in (via the City Council signs man) to someone in the County Council who thought the proposal was "too confusing". Something to follow up.

A chance to improve it has also appeared, as the County consulted on permitting commercial cargo bikes to use Queen St during the day, so something might come of this. Permitting commercial cargo bikes during the day needs careful signing (ref private cargo bikes, and commercial normal bikes (Deliveroo etc.), as the signs would need DfT approval.

### **Oxford Cycle Survey.**

This was part of the Local Cycling and Walking Infrastructure Plans (LCWIPs) for Oxford, Bicester and Didcot.

Thank you to all those who responded to this, with over 3000 responses, it is the most responded to County survey ever. Results/analysis not yet out.

### **Science Vale**

The main development in Science Vale is a plan to improve the Wantage to Harwell Campus route, which is already funded. This would be different to the existing NCN route in that much more would be traffic free and the surfaces would be better. It includes a foot/cycle/equestrian bridge across Ginge Brook. An enabling decision to prohibit motor vehicles on parts of the route has recently been made by the Cabinet Member for Environment (Cllr Constance).

### **Meetings with the roadworks/maintenance team.**

These have continued and have proved useful for getting the message over – and sometimes not!

The maintenance budget is up! It is now about twice what it was. The extra funding is from borrowing money against expected income from future developments. This allows some roads to be repaired sooner than otherwise, which makes the repair cheaper. There has been a noted move away from filling small holes to repairing larger areas of road, which is more cost effective.

The County have moved from a giving notice of road works to an applying for a permit system. So to do roadworks, contractors/utility companies now have to apply for a permit. If the works over run, they get fined £100 - £2,500 per day. The proceeds from these fines are planned to be used for more inspection of works, so improving quality of repairs.

### **Coming up.**

#### **Closure of Walton St at the Beaumont Street end.**

This has been closed for some time due to sink holes in Walton St taking a long time to repair (including extricating a repair lorry that sank some of its wheels into a new sink hole. The County have proposed to make this closure last for a trial period of 18 months (I think the sink holes are now repaired). Residents have said how much better Walton St has been without the rat running commuters. If the 18 months trail is deemed a success, they plan to make it permanent. The County also say it will be a trial before bringing in road closures in other neighbourhoods to deter rat running through residential streets.

#### **Kennington railway bridge (ring road).**

They plan to rebuild this in 2023 assuming they find the money (cost is approx 1 or 2 years County road maintenance budget for the whole County). Reconstruction is further complicated by adjoining flood channel works and 1m diameter water main in the central reservation.

So, over all, things gradually improving, but considering air quality, congestion, public health, climate change, not improving fast enough.

As always, it isn't just Robin and I, there is a whole lot of us in numerous organisations who all contribute to all this work.

## **Informal Groups' Reports**

### ***CTC Wallingford – Patrick Hardiman***

#### 1. Year's Summary

Slight fall in rider numbers year on year, with some new riders (8) although not many of these have become regulars (24 existing riders).

One of our leaders is no longer available, however one new leader has organised a ride.

#### 2. Ride Statistics

8 new riders, we didn't organise any introductory 10-15 mile rides this year due to lack of leaders.

24 Sunday rides organised by 5 leaders, 2 rides cancelled due to bad weather. Rides were generally in the afternoon, although since the summer we've been experimenting with morning rides. It's not yet clear whether the change of time has increased rider numbers, although it doesn't seem to have reduced them.

- 10 'easy'-paced (20-something mile) rides
- 12 'medium'-paced (30-something mile) rides.

32 different riders took part.

Average attendances were slightly lower than in previous years:

- Overall – 4.6
- 20-something miles – 5.2
- 30-something miles – 4.0

Gender balances (male/female) were broadly similar to previous years:

- Overall – 78/22
- 20-something miles – 75/25
- 30-something miles – 81/19

Estimated ages were similar to previous years:

- Overall – 50s
- 20-something miles – 50s
- 30-something miles – 50s

78% of participants were Cycling UK members, again similar to previous years.

#### 3. Plans for next Year

Ride schedule of one easy ride and one medium ride per month will continue, with possible introductory rides if we have enough leaders.

### ***CTC Witney – Kevin Arnold***

I am out of the country at the moment and will not be able to make the AGM.

In Witney, our Sunday rides have been more sporadic this year. One of our number has emigrated and we no longer have a critical mass. The remainder are now all retired and able to join the mid week ride when we want to. Sunday is no longer the preferred day for rides.

We still maintain our Google groups web site but again, this has only been added to on a few occasions.

As a rough estimate I would say 25 [rides in the year,] with an average of 3 riders.

*David Townsend added 3<sup>rd</sup> Dec 2019: Thursday rides based around Witney were twice a month from March to October. So 16 all day rides – average numbers per ride 3, all male.*

# **Purpose and Strategy of Cycling UK Oxfordshire**

## ***Purpose***

Our overall purpose is to encourage more people to go cycling more of the time, both Cycling UK Members and the general public.

Our scope is centred on Oxfordshire, and we will work with other groups and coordinate action across the county. We also encourage riders and rides beyond Oxfordshire's borders.

## ***Measures of success***

1. The number of participants in rides and events organised by us, or groups we have founded. (Measured as per our Annual Return)
2. The overall rate of cycling in Oxfordshire (Measured by the Sport England Active People Survey, fraction of adults cycling at least once a month)

## ***Strategy***

We will do this by:

### **1. Creating and supporting Groups**

- We recognise that most people's riding community is focused around their local group, so the groups are our main point of action.
- We have a defined role in supporting our Informal Groups (including funding and a conduit to National Office) and also wish to gain better national support for them. We support these Groups growing over time into Formal Groups.
- In addition to existing Groups, we have identified the potential for a Cycling UK Group in Banbury and to expand the group in Witney.

### **2. Helping our members to organise and participate in rides and events with a county-wide appeal**

- We help Cycling UK Members in the county or visiting to find appropriate rides or routes.
- We will ask and support the local Informal Groups to organise rides and events with appeal to riders across the county.
- We will ask and encourage local members to develop their own ideas for rides and events with county-wide appeal, and support these where helpful with publicity, Committee support or funding.
- As a Committee, we will organise a few events that fill clear 'gaps' in the plans of other groups in the county. (e.g. An Annual Century ride)

### **3. Campaigning for better facilities and more cycling across the county**

- Covering all forms of cycling: encouraging new people into cycling including minority and disadvantaged groups, making it easier and safer for existing cyclists, on-road and off-road.
- Supporting the Oxfordshire Cycling Network, for example with publicity for the campaign
- Inputting and responding to issues under our own name
- Linking with other groups where useful, both cycling and others (for example Local Authorities, walking and horse-riding groups)

### **4. Supporting other cycling-related activities**

- We may support other cycling groups and initiatives where they are local, non-commercial and non-competitive, and when the Committee believes Cycling UK Oxfordshire has the resources and support of its local members.
- Any such support is most likely to include connecting people and groups across the county, and help to plan and publicise rides and events that appeal to members in the county.