

# Minutes of Fleet Cycling Committee Meeting

**Date of meeting** 22 April 2024, 20:00 to 21:00  
**Venue** The Oatsheaf, Fleet  
**Minute taker** Andrew Perkins, Secretary  
**Other Attendees** John Crossley, Chair  
 Bryan East, Treasurer  
 Ed Humphrey, Rides Secretary  
 Lisa Chapman, Promotions Officer  
 Malcolm Huson, Wednesday rides representative  
 Sally Swift, Safeguarding Officer  
 Robert Humphrey, assistant for online

**Apologies** George Willoughby, Liaison Officer

**Note:** the sequence of reference numbers below is continued from meeting to meeting, to keep track of actions. Actions closed in or before this meeting are shaded in green, and will not appear in the next meeting's minutes. Items with no actionee are usually decisions or information only, and will also not appear in the next minutes.

Ref	Item	Actionee and any deadline
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Committee Actions from AGM of April 2023 (inserted here for convenience)		
A3	Committee to survey members regarding ride requirements <i>Update 21-Feb-2024: this is being done informally on rides</i>	TBD
A5	Ed will look at Cycling UK's advice on risk assessment, for instance in the ride leader training. He will also determine whether we can have assistant ride leaders, and confirm the maximum size of a group of riders (Malcolm thinks it's 15, if the riders are experienced). He will also review the accident protocol from Cycling UK. <i>Update from Ed's email to the Secretary 21-Feb: Concerning risk assessments, the guidance is broad and generic without much specific practical advice, so if we're looking for specific tasks in the context of training new ride leaders we should write our own. I'd say that generally I've been doing that and my foremost instruction to trainees, before during and after training is that safety is paramount. Concerning rider numbers and ratios to leaders, the Ride Leader Standards Handbook gives clear guidance. The maximum recommended group size is 15, with (for experienced riders) a ratio of 1 ride leader per 8 participants. The guidance on ride planning talks about planning how many volunteers you'll need as part of your preparation. This is obviously difficult for us as we rarely know how many riders will turn up although we generally appoint a back marker when we're dealing with larger groups. Update: Andrew covered this on 16-Mar, in in an email to ride leaders; an update to the quick reference card on the website; and an update to the website page <a href="https://fleetcycling.org.uk/footer-menu/ride-leader-guidance/">fleetcycling.org.uk/footer-menu/ride-leader-guidance/</a></i>	Ed
A6	5.6 Brian Little mentioned etiquette: we should stop in narrow lanes to let traffic by – drivers are often working, while we are not. This was not contested. Andrew added that we should be careful what words we shout after close passes, as we may be submitting camera footage to the police, and they are sadly less inclined to take action if swearwords can be heard on the footage. ACTION: Committee to publicise this guidance  <i>Update from Ed's email to the Secretary 21-Feb:</i>	Andrew

I haven't done anything formal but have encouraged riders to stop more in recent times. We should add this to our briefings and say why we're encouraging the group to lessen delays caused to other road users. Whilst the 'working driver' argument is an issue, lessening delays reduces the likelihood of conflict or bad driving in our vicinity.

Update 21-Feb-2024: **Andrew to include this advice** in leader guidance notes

Update: Andrew covered this on 16-Mar, in an email to ride leaders; an update to the quick reference card on the website; and an update to the website page [fleetcycling.org.uk/footer-menu/ride-leader-guidance/](https://fleetcycling.org.uk/footer-menu/ride-leader-guidance/)

A7	Date of next AGM is to be determined – around the same time next year. Update 21-Feb: <b>Andrew will canvass committee</b> members by email, as we should aim to have all of them attend. We will aim for a date between 12 <sup>th</sup> and 31 <sup>st</sup> May. Update: done via an online Doodle poll. Decided as Monday 13-May at 8 pm.	Andrew
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### Items from meeting of 21 September 2023

197	Riders with medical conditions: Lisa raised the subject of whether leaders should actively ask riders to tell them of any medical conditions, e.g., diabetes, epi-pen. The meeting felt that leaders could do so if they wished, but to actively ask might imply that the leader is taking responsibility for dealing with conditions, and that we are not generally medically trained. Note: after the meeting, Andrew discovered that CUK guidelines (in leaders' manual and online training) is that leaders SHOULD ask this. <b>Andrew will add to the updated guidance</b> which he will send to leaders, along with a note about taking a register, and encouraging leaders to put their names down early – a month to 3 months in advance. Update: done 16-Mar-2024 by Andrew	Andrew
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### Items from meeting of 21 February 2024

200	Agenda item 3: Broad guidelines for leaders planning rides Bryan suggested (by email, before the meeting) that perhaps we need to tell ride leaders that Nov-Feb Tue rides, for instance, should be around 40 miles instead of 50+, because of shorter days, weather, etc Sally, as Rides Secretary, felt that these were not required. She can keep an eye on the routes and lengths that are being posted by ride leaders. <b>Andrew will add to the next ride leaders email</b> a note that leaders can contact Sally for help and guidance on planning rides, including using software. Update: done 16-Mar-2024 by Andrew	Andrew
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201	Agenda item 4: Away Ride Suggestions Sally read out a list of possible away rides, and there were no objections. <b>Sally will also contact</b> Bryan about Clive's proposal of an away ride towards Benson (near Wallingford, Oxon). <b>Sally will pass on to Lisa</b> the list of away rides, for inclusion in the newsletter. Update 22-Apr-2024: done	Sally
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202	Agenda item 5: Empowering someone to act for Fleet Cycling in promoting cycling provision across our area The committee would be happy to appoint George W as "Liaison officer" (provisional title) to work with councils etc regarding planning proposals etc. and the interests of cyclists. George would, of course, be welcome at committee meetings. <b>Andrew will contact George</b> to confirm, and invite him to committee meetings Update: done by Andrew in Feb.	Andrew
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203 Agenda item 6: Follow-up from First Aid course: first aid kits, CPR, defibrillators, blankets

Andrew  
Sally

a) **Andrew will liaise** with other local cycling groups to see if we can share costs for another course, to train the remaining 4-6 leaders.  
*Update 22-Apr-2024: in progress. Item will be closed*

b) We will look to have a shorter (say ½ day) refresher course each year for leaders  
*Update 22-Apr-2024: diarised by Secretary*

c) The emergency blanket was extremely useful when we had a recent incident, so the committee would be happy to follow the example of another local group and purchase around 30 blankets for £30, and give one each to members who would like them, say at the start of a ride. **Sally will purchase and issue.**  
*Update 22-Apr-2024: ordered by Sally, who will issue them*

d) A discussion of first aid kits ensued. Size and weight could be an issue. We decided that leaders and riders could supply and bring their own kits if they wanted them.

e) The Greenbox trainer had mentioned small defibrillators. These are considerably heavier than first aid kits and we had never found a need for them, so the club will not be purchasing defibrillators. Regarding finding one in an emergency, the emergency services would, if called, routinely tell the caller where the nearest defib was located. Apps to locate them are not always up to date.

205 Agenda item 8: Emails received by the secretary, email 1.  
From local manufacturer Handsliding bikes, offering a tour of their facility and asking for a link from our website.  
Lisa will contact them to find out more about the visit they might offer (and whether they might offer coffee and cake 😊).  
Andrew will add a link from our "Bike Shops" page at [fleetcycling.org.uk/footer-menu/bike-shops](https://fleetcycling.org.uk/footer-menu/bike-shops) (done 22-Feb-2024)

Lisa  
Andrew

206 Agenda item 8: Emails received by the secretary, email 2.  
From Hampshire County Council: Future Services Consultation.  
**Lisa will include** a link to this consultation in the next newsletter.  
**Andrew and Robert** will look at the website and decide where/if there is an appropriate place to provide a link to the consultation.  
**John**, as Chair, **will read it and decide** whether to respond as a club.  
*Note: John replied to Andrew the next day saying that he thought it would not be useful. So no response sent.*

Lisa,  
Andrew,  
Robert,  
John

207 Agenda item 8: Emails received by the secretary, emails 2 and 3.  
These were emails from a member raising a number of issues, some personal. The committee agreed that **Andrew, Robert and John will liaise to respond.**  
*Update 22-Apr-2024: done by email. No reply received. Item closed.*

John  
Andrew  
Robert

### Items from meeting of 22 April 2024

213 Fleet Cycling kit: next steps now that Stolen Goat cannot supply us:  
Bryan reported that he had contacted Bioracer, who manufactured the kit for Stolen Goat, and could supply us directly with the same design, without the Stolen Goat logo. We would specify a number of "order window" periods during the year during which members could place orders directly, on line. At the end of each window, Bioracer would manufacture the kit and deliver direct in, say, 6 weeks or so (to be confirmed). Prices are mid-

range, similar to Stolen Goat – more than Decathlon, but less than Rapha and Sigma Sports.

The committee agreed we should progress this further, and we would need a try-out session to confirm sizes – returns are only (as for most suppliers) available for faults, not mis-sizing.

Bryan

Bryan will contact Bioracer again and discuss next steps.

Andrew will issue survey on WhatsApp and possibly Facebook to determine likely demand.

Andrew

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214 John, Ed, Sally, Bryan and Lisa will provide their reports (a few paragraphs) to Andrew by 2<sup>nd</sup> May, for collating into the overall report to the AGM (which Andrew aims to send out around 6-May)

John  
Ed  
Bryan  
Sally

Malcolm and George can also provide reports for inclusion, if they wish.

Lisa  
Andrew

Andrew will provide the usual statistics to Ed for his report

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215 Andrew will include “Ride Safety” as an AGM agenda item. Ed will lead the discussion of it at the AGM.

Andrew

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216 Next committee meeting will be mid-June

Andrew