

Minutes of the Committee Meeting of the Shotley Peninsula Cycling Campaign

Held at Stone Cottage, Chelmondiston, at 9.15 am, on Monday 27th June 2011

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

1. Apologies:

Elaine Purves.

2. Cycle route:

a) Study:

We have now received a revised version of the draft study and paid for it (despite several typos etc still remaining). Lucy Williams at SCC has been very helpful.

Sue Wright of Suffolk Foundation wants to see what progress has been made. MC is to meet her at Shotley Gate, on Friday 8th July, to show her the report and give her a tour of the route. RK has a response form from the Suffolk Foundation to complete and return.

b) Traffic survey:

Andy Morton has not yet responded to MC's request for a supply of standard SCC traffic survey forms and advice on how best to carry out the survey. AW has also been chasing this up. MC will phone him at end of week if still no response.

c) Questionnaire:

RK has put MC's draft questionnaire onto her computer, and will email it to rest of committee.

Questionnaire is all on one side of A4 to keep printing costs down. For same reason, it was agreed that the form should be printed in black only, on yellow paper. RK will find best price for printing them.

Getting the questionnaires out to the maximum number of people on the peninsula:

1. Send it out as a loose insert in the "In touch with" free magazine (RK to do)
2. Ditto in Church News (Harkstead only) (JG)
3. Ditto in Holbrook Parish Papers (CC).
4. Leave forms at Holbrook Co-op / Post Office, Stutton Community Shop, Harkstead Bakers Arms (JG to arrange)
5. Ditto at Chelmondiston PO, and Shotley Surgery (RK).
6. Attend peninsula village events, eg fetes, and get people to fill forms there and then.
7. Ask attendees at AGM / Public Meeting to fill in forms

All forms to be returned by end of September 2011.

3. Publicity and Communications:

a) Website:

Tony Gould has agreed to be our web master.

RK will continue liaising with Paul Warren to ensure that the report and maps are loaded ready for our launch

b) Banner:

RK has produced a mock-up with photos and wording. She will now organise the printing of the banner.

c) Poster:

The generic poster is now ready for use.

MC will print the posters for the AGM and Public Meeting and will then distribute them round the peninsula.

4. AGM:

Invitations have gone out to members, sponsors, parish councils, schools etc.

Convene at Pin Mill Sailing Club at 6.00pm to get room ready for meeting.

RK will provide laptop for showing report, maps, website, etc

RK will organise music vouchers for IHS web designers (£15.00 per girl)

At AGM, ask for volunteers to help with traffic surveys.

5. Schools:

JG has emailed Shotley, Stutton and Tattingstone Primary Schools again, to invite them to join campaign.

6. Treasurer:

JG has made up books to end of financial year (April 30th).

- Income £9872.65
- Expenditure £6063.87
- Surplus £3808.78

Nicky Cordle will “independently examine” our books shortly, in readiness for the AGM.

JG has recently banked £255 (renewed and new members £150, donations £55, returned fee for cancelled hire of Shotley VH £50).

Membership: new members who have joined since start of 2011, and members who have renewed their membership now total approx. 70% of last year`s maximum numbers. JG will email those who have not renewed again. She will also supply CC with a list of non-renewals to target at public meeting.

7. Minutes:

These were approved by the committee and signed as a true record of the meeting.

8. Matters arising:

JG still has to investigate whether renewal by standing order is feasible.

9. Date of next meeting:

Monday 25th July2011, 915am, at Stone Cottage.

There will be the usual agenda items, plus organisation of survey work.