

Minutes of Monthly Meeting of Lewisham Cyclists (LC)

held at Lewisham Civic Centre, Catford

Wednesday 21st October 2015 6.30pm

- 1) **Present:** Tim Collingridge (Secretary), Jane Davis (Co-Ordinator), John Phillips (Treasurer), Brian Turpin, Paul McQuillen, Rik Andrew.

Apologies: Roger Stocker, Alex Raha, Stewart Whitworth.

- 2) **Minutes of last meeting and matters arising:** Minutes agreed. Responses to Actions not covered in main Agenda as below:

a) **'Cycling Champion' councillor.**

Previously we discussed if London Borough of Lewisham (LBL) should have a 'Cycling Champion' Councillor. Cllr Mark Ingleby indicated he would be happy to fulfil this role. Jane has previously sent a letter and a number of emails to the Mayor's Office to formally request this. In a Twitter exchange with Alex Raha recently Cllr Alan Smith declared himself to be the 'Cycling Champion' Councillor.

Action: Jane to follow up with Cllr Smith what our expectations would be for the Cycling Champion and asking whether he is prepared to take on those responsibilities in terms of attending our meetings and working with us on developing cycling projects for the borough.

b) **Stansted Road/Brockley Rise junction alterations: TfL Consultation.**

Action: Jane to prepare and submit response on this asap.

3) **Current issues & projects:**

a) **Lewisham Gateway (LG) development issues.**

There are two elements to this issue – 1) Safe management of cyclists during the ongoing development of the new junction layout. 2) The specifically cycling related features of the final design and cycle safety of the road configuration.

As a result of LC campaigning South London Press online edition recently carried an article 'Road junction labelled lethal' <http://www.southlondon-today.co.uk/article.cfm?id=1973&headline=Road%20junction%20labelled%20%E2%80%998lethal%E2%80%99&searchyear=2015>

Unfortunately this wasn't in the free paper, possibly because their photographer failed to turn up to our scheduled meeting at the Gateway a couple of weeks ago!

It was agreed that the following campaigning approaches on the LG development should be explored further:

- 1) Get a Councillor to raise a question to the LBL Transport Sub-Committee
- 2) Organise a site meeting with Cllr Kevin Bonavia (and other local Councillors)/TfL/LC to review the plans for the off and on carriageway cycle provision in and around LG.
- 3) Investigate the procedure for asking a Lewisham Mayoral question.
- 4) Contact 'Stop Killing Cyclists' organisation re a possible demo at LG.

Action: Brian to take those approaches forward.

b) **A20 Lewisham to New Cross highway proposed changes – TfL Stakeholder Consultation ends 1st November.**

Agreed we should object to the removal of pedestrian crossings and in particular the removal of the uphill advisory cycle lane on Loampit Vale. Although sub-standard in width many members have complained about the removal as they still value the protection it provides.

Action: Jane to prepare and submit response before the consultation deadline.

c) **LC Annual General Meeting (AGM) planning.**

The November meeting will be the AGM and we are planning to hold it in the Civic Centre.

Action: Tim to make sure the room is booked and is a suitable size.

Jane has contacted the following to attend/speak at the AGM: Caroline Pidgeon (Leader of the Liberal Democrat London Assembly Group, Deputy Chair of the London Assembly's Transport Committee and potential Lib Dem Mayoral candidate), Andrew Gilligan (TfL Cycling Commissioner) and Nick Harvey (LBL Cycling Programme Manager). To date only Nick Harvey has confirmed he will attend.

Jane also contacted Nic Fripp from Waltham Forest to attend and brief us on their mini-Holland plans but he didn't seem to be keen to attend.

Action: Jane to invite Tracy Lord, who is a Green Member who recently contacted us, to the AGM.

d) **LCC Local Groups draft constitution.**

John presented the draft constitution to the meeting – see Appendix B with his annotations in red. A number of amendments were agreed at the meeting as follows:

- 1) Clause 6 - remove the word 'official'.
- 2) Remove clause 8 altogether as too specific and already covered by clauses 6 and 7.
- 3) Clause 14 – this was discussed but it was felt that prior agreement from LCC was OK and was unlikely to be withheld.
- 4) Clause 15 – prefer to go for 18 months as a maximum elapsed time between AGMs.
- 5) Clause 19 – meeting was happy that seven is sufficient extra members.
- 6) Clause 28 – add words along the lines of 'subject to the individual having 4(?) weeks prior notice of said meeting'
- 7) Clause 40 – increase limit to £150. Include the extra clause that Amy suggested in a recent email.

It was agreed that the amended version would be presented at the AGM for endorsement by that meeting and once agreed be sent to LCC.

Action: John to prepare amended version for approval at AGM.

e) **Cycle Superhighway 4 provisional plans.**

Nick Harvey has informed us that the TfL Stakeholder Consultation is due to take place in November. Jane has already contacted Aaron Rosser (at TfL) to say that we would have liked to be involved earlier in the project development. Apparently LBL are letting TfL do the design work for their part of CS4, probably due to lack of in-house staff, whereas Southwark are doing that work in-house. Southwark therefore have better control over the design and are able to specify a higher standard of solution.

Action: Jane to contact Andrew Gilligan regarding the poor standard of the CS4 provisional plans in Lewisham referring back to their previous email exchange where Andrew showed support for the idea of a properly segregated solution over the majority of the route.

f) **LC Mend & Ride Xmas event at Young Lewisham Project (YLP).**

We're planning a social event for Saturday 12th December @ 15:00hrs at YLP to raise its profile. Bike jumble, mince pies, mulled wine etc. To be promoted using the next edition of the Email Bulletin. All help welcomed.

g) **LC periodic Email Bulletin – general views and distribution list.**

It was agreed that the first mail-out had been very good and achieved our communication objectives.

Stewart provided the following summary of the mail-out results:

- The newsletter was sent to 861 recipients in total.
- 85 emails bounced due to the accounts being inactive; 60 of these were from the Yahoo list.
- Around 45% of those who received the email opened it.

- Around 10% of those who received the email went on to click links in it.
- Only 6 people unsubscribed; none were from the yahoo list.
- By far the most popular link to click was that for Lewisham Gateway (46 recipients).
- The Facebook, Twitter & Yahoo group email links barely received any clicks.

We discussed whether to continue to use Mailchimp, as used for the first mail-out, or move to the LCC platform 'Engaging Networks'. It was agreed to continue with Mailchimp for now although we will need to periodically update the address list by requesting the latest members' list from LCC.

As noted above 25 of the emails sent out to LCC members and 60 of the emails sent out to LC Yahoo Group members were non-deliverable.

Action: John to send out a follow-up email to the 60 non-deliverable members of the Yahoo Group and if still non-deliverable remove them from the Yahoo Group.

Action: Stewart et al to prepare the next edition of the Email Bulletin for late November to include notice of the LC Xmas Party and Draft LBL Cycling Strategy (see below) and other topical items.

4) **A.O.B**

Cycling Strategy for Lewisham Borough.

Alex has produced a draft strategy – see Appendix A. Ideally we would like to develop this strategy and present an updated draft to the AGM.

Action: Brian & Jane to work with Alex on the strategy. Also aim to include a paragraph about the development of the strategy in the next Email Bulletin prior to the AGM.

Lewisham Local Plan - First Stage Consultation ends 20th November.

Action: Jane and Brian to review the Local Plan and prepare a response before the Consultation deadline.

Lewishamcyclists.org.uk domain renewal

Action: Tim to renew this domain.

Meeting closed around 8.30pm.

Next LC Meeting will be the AGM on Wednesday 18th November at 6:30pm. Venue to be confirmed, but expected to be Lewisham Civic Centre.

Appendix A – draft Cycling Strategy for Lewisham Borough

Lewisham Borough Cycling Strategy

Lewisham Cyclists are preparing a new Cycling Strategy to set out our plans and aspirations for cycling over the next decade.

There is an urgent need for the council to adopt a coherent cycling and walking strategy so that those living, working and visiting the borough can do so in a sustainable, safe manner which improves the overall well-being of everyone.

We want Lewisham to be one of the easiest and safest places to cycle in London, making cycling the natural choice of transport for most people so they can be healthier and benefit from a less congested and polluted road network.

To deliver this vision we have established three key principles to guide future cycling projects:

1. Safer Cycling
2. A fully joined up cycle network including a fully segregated route connecting Deptford, Lewisham and Catford.
3. Cycling for everyone from ages 1 to 100.

The new Strategy sets out a number of pledges to be delivered which together will contribute to reaching four over-arching targets:

To double the volume of cyclists in the borough by 2025

To increase the proportion of residents cycling to work to 10% by 2025

To reduce the risk of cycle accidents by 40% by 2025

To increase number of children cycling to school by 25% by 2022

By applying all the actions in the strategy and with sustained investment, these targets can be achieved in Lewisham. High rates are already being achieved on some of the principal commuter routes such as Lee High Road and Part of Lewisham High street. With the right support and facilities, large number of trips by people other than commuters will be able to be made by bike.

Benefits of cycling.

The main reason people give for cycling is that it is the quickest way from A to B. An important part of the cycling strategy will be to improve the convenience of cycling - making cycling trips quicker so that cycling is even more attractive.

But cycling has many other benefits, including:

- Reducing congestion – cycling is the most space efficient form of transport
- Health – cycling is a form of exercise that is easily incorporated into daily routine
- Air quality – cycling causes no air pollution
- Sustainability – cycling causes very few CO2 emissions
- Crime – more people cycling means more people on the street providing natural surveillance and a feeling that people are around

- Social inclusion – cycling can provide cheap, reliable access to jobs and facilities especially for young adults

The council has no previous strategy document specific to cycling, although previous documents regarding transport strategy in a wider context have mentioned cycling, such as LIP applications and the Lewisham Town centre plan.

Please send comments via email: Lewishamcyclists@gmail.com .

Appendix B – Lewisham Cyclists Constitution

Constitution

1. This is the constitution and governing document of Lewisham Cyclists (“the Group”).

Who We Are

2. The name of the Group is Lewisham Cyclists

3. The Group is registered with the Office of the London Cycling Campaign (a charitable company, registered number 01766411; registered charity number 1115789) as a Group of the London Cycling Campaign (LCC), according to the terms of the Articles of Association of the LCC. The Group has also been registered with the LCC as the official LCC Borough Group for the London Borough of Lewisham.

4. The Group is a constituent part of the LCC and is bound by the Articles of Association of the LCC, and will comply with all policies of the LCC as determined by the Board and General Meetings of the LCC, and abide by all decisions of the LCC Board.

5. The Group must also comply with all legal and regulatory obligations that are placed upon charities.

What We Do

6. The Group’s aims are the furtherance of the charitable objectives of the LCC in Lewisham. In particular, the Group is responsible for determining and representing the official view of LCC to the London Borough of Lewisham in relation to the borough’s policies as relating to cycling and activities.

7. The Group is locally governed and will manage its campaigns, finances and other activities autonomously, provided it does so in full compliance with the policies and procedures of the LCC, as defined by the Board or LCC General Meetings.

8. Through its local activities, the Group will pursue the campaigning priorities and other priorities of the LCC as set by the Board and LCC General Meetings, and contribute to the recruitment of new members to the LCC.

9. Activities of the Group, including campaigning, are generally covered by the LCC’s Public Liability insurance. The Group will not undertake activities that are not covered by this insurance unless by arrangement with the LCC office.

Membership of the Group

10. Membership of the Group is open to any LCC member whose address (as registered with the LCC office) is within the London Borough of Lewisham or who has advised LCC of their wish to be allocated to this Group.

Membership of the Group is open to any LCC member whose address is within the London Borough of Lewisham or who has advised LCC that they wish to be allocated to this group for whatever reason. [Bear in mind that about 8% of our members don’t have a Lewisham boro. address]

11. The Group may also invite people who are not members of the LCC to participate in meetings and activities of the Group. They shall not, however, be classed as members of the Group in terms of rights and obligations as specified in this constitution.

12. All members of the group must act in accordance with this constitution as a condition of membership.

Assets and Liabilities of the Group

13. While under local control and management, the assets of the Group are ultimately under the control of the LCC. These assets include, but are not necessarily limited to, the Group's funds, all monies in its bank accounts, website and its URL, any social media presence, visual identity/logo, and physical materials.

14. The Group shall not take on any liabilities, or series of liabilities, such as debt or contractual obligations for any sum greater than £500 other than by prior agreement with the LCC office, and in compliance with LCC policy (for example in relation to Health and Safety).

Could there be any problems here with the Mend & Ride scheme or any succeeding schemes where relatively large sums of money are involved?

Governance

15. An Annual Meeting of the Group will be held each year, with no fewer than 9 months and no more than 15 months elapsing between two Annual Meetings.

Perhaps go for 18 rather than 15 months just to be on the safe side.

16. The Officers of the Group shall be its Co-ordinator, Treasurer and Secretary, who must all be members of the LCC. Roles can be shared by two individuals where necessary, for example as 'Joint Co-ordinators'. A Co-ordinator or Treasurer may need to undertake the additional role of Secretary if this position is unfilled.

17. Groups may also elect a Chair of the Group, who shall also be an Officer.

18. The Co-ordinator of the Group shall be the main point of contact between the Group and the LCC office (or one of the Officers if the Co-ordinator is unavailable).

19. Day-to-day management of the Group shall be by a Management Committee, comprising of the three Officers plus up to seven more members of the Group.

Is seven more sufficient?

20. All persons on the Management Committee must be members of the LCC.

21. Election of the Officers and of the remainder of the Management Committee shall take place at the Annual Meeting by a show of hands of those present who are members of the Group. The term of office of the Management Committee shall be until the next Annual Meeting.

22. Those wishing to stand for election to the Management Committee must nominate themselves at the Annual Meeting. If they are unable to attend the Annual Meeting, candidates may be nominated by other members of the group attending the Annual Meeting. However, these members must present written confirmation to the Annual Meeting that the absent member consents to be nominated.

23. In the event of an Annual Meeting being inquorate, the Management Committee shall continue its term of office until the next Annual Meeting.

24. The Management Committee will meet and conduct business as necessary or as directed by the Annual Meeting.

25. The Co-ordinator shall call meetings of the Management Committee and the Secretary shall ensure all its members are given proper notice of them. Meetings may be held by phone or electronically.

The original proposal wanted up to six weeks' notice and had to be by individual emails which was thus probably unworkable. This revised requirement is much more fluid.

26. In the event that an Officer resigns from office, then the remainder of the Management Committee shall elect a replacement from their number to serve until the next Group meeting, at which a new election for that post can be held. The person elected at the Group meeting shall remain in office until the next Annual Meeting.

27. In the event that someone who is not an Officer resigns from the Management Committee, then the post will stay vacant until filled by election at the next Group meeting.

28. Officers and other Management Committee members may be removed from post during their term of office by majority vote of those present at a quorate meeting of the Group.

Is this desirable in its present form? Obviously there needs to be a mechanism or procedure to remove any individual who is say, repeatedly absent or acting in an off-the-rails manner. However as it stands this paragraph would seem to permit a bunch of sufficiently ill-motivated individuals (and who are LCC members) to turn up en masse, vote out the existing members and install themselves.

Perhaps though it is necessary in its present form – whilst the present committee is composed of persons of unquestionably saintly character – a situation could arise where they (we) have all gone and others of dubious reputation have taken over and need to be ousted. If you doubt this scenario – the bad guys taking over - the author of this note can advise you that he has seen this happen with a local community group. That situation was resolved by Lewisham Council stopping the group's funding.

Duties of the Officers

29. The Co-ordinator will: chair meetings of the Group (unless a separate Chair has been appointed by the Group); be responsible for maintaining proper communication with the LCC office; and be responsible (via the Secretary, if necessary) for disseminating relevant information from the LCC office to members of the Group.

30. The Treasurer will: be responsible for the finances of the Group; keep accounts to recognised standards and under regulations set by the Board of the LCC; prepare and present the accounts for the preceding financial year to the Annual Meeting for approval.

31. The Secretary will: keep a record of decisions reached at all meetings of the Group and Management Committee; be responsible for convening all meetings, and ensuring members are kept properly informed of the Group's business and activities.

Meetings of the Group

32. The Group will hold at least three meetings a year in addition to an Annual Meeting. Four members will form a quorum for both these meetings and the Annual Meeting.

33. The Annual Meeting will be held with not less than four weeks' notice, which will be presumed given by notification in the magazine of the LCC and/or any other media considered appropriate.

34. Other meetings will be held with not less than one week's notice, that will be presumed given by notification in any media considered appropriate. The notice period may only be shorter in exceptional circumstances.

35. Meetings will usually be held in the evening on a weekday.

36. Extraordinary Meetings may be called at one week's notice with the agreement of at least half of the Management Committee.

Finance

37. The Group will comply with all financial reporting procedures established by the LCC Board. It shall in any case send annual accounts for the financial year just ended, plus a budget for the new financial year to the LCC office for filing.

38. The Group may hold funds in designated accounts for the above aims. Funds are to be spent in accordance with any financial regulations agreed by the Management Committee.

39. The details of all bank accounts held must be notified to the LCC office.

40. All items of expenditure made on the Group's behalf must be authorised by the Treasurer. In the case of expenditure of more than £50, the Co-ordinator must also give authorisation.

A bit worried about this paragraph. This requirement could be clumsy if not sometimes impractical to operate under certain conditions. What if either the Co-ordinator or Treasurer were sick, on holiday or otherwise unavailable? Should not a majority decision by committee be binding and that neither the Co-ordinator nor Treasurer should have what appears to be an effective power of veto over expenditure. Advice and clarification is being sought from LCC on this matter and will be reported back.

41. No member of the Group will receive any salary, emoluments or stipends. However, members may receive reimbursement of authorised expenses.

42. The Group may not take anyone into paid employment unless by prior authorisation by the LCC office and under arrangements agreed with the LCC office.

Changes to this Constitution

43. This constitution can only be changed by a resolution made by a majority of those group members (see "Membership of the Group" above), present at a quorate Annual Meeting of the group.

44. At least four weeks' notice of the proposed change must be given to the Group's members. Notice will be presumed to have been given by publication via media considered appropriate. If this has not occurred, then any decision on such a change made at an Annual Meeting of the Group shall be invalid. Proposed amendments to this proposed change may be tabled at the Annual Meeting, but these shall not change the substantive parts of the proposed change

45. All changes to this Constitution must be sent to the LCC office for approval by the Company Secretary, and will not come into force until such approval is notified to the group.

Resolution of Disputes

46. Disputes regarding the application of this constitution, the proper functioning of the Group, the conduct of Management Committee members, the use of the assets of the Group or any other serious matter, shall be formally resolved by the Group itself. Where this is not possible, the matter may be referred to the LCC office with a request that the LCC's Dispute Resolution Procedure be used to resolve the matter.

Dissolution of the Group

47. The LCC Board may dissolve the Group if no Annual Meeting has been held for twenty-four months, or for other good and just cause.

Adopted: [insert date]

Signed: Chair and Secretary