

CTC National Council and Charitable Trust - Council for Scotland  
Minutes of the meeting held at 10:30 am on Saturday 7th May 2011  
at The Eric Liddell Centre, 15 Morningside Road

#### **CTC Scotland**

Peter Hayman (PHy)  
Peter Hawkins (PHk)  
Bruce Logan (BL)  
Mike Harrison (MH)

#### **CTC Staff**

Suzanne Forup (SF)  
Chris Peck (CP)  
Chris Williamson (CW)

**1 Chair's Welcome** - SF was thanked for arranging the venue.

#### **2 Apologies**

Mike Gray (MG)

Nick Fish (NF)

**3 Declarations of 'Conflicts of Interest' (Club and Trust)** - None

#### **4 Minutes of the previous meeting held on 12,02,11 - Glasgow**

The Minutes were approved by CfS. Noted that the draft minutes had been circulated to Council, along with CfS Remit and CycleTalk. There were no adverse comments to these. Notes of the CfS workshop held 29,03,11 had been circulated by MG and SF.

**5 Notification of Any Other Business (Club and Trust)** - None

#### **6 Matters arising**

It was agreed that minutes should be kept by a staff member. CP made notes of the meeting. PHk established Spokes Newsletter will accept CTC Scotland (CTC-S) flyers at a small cost.

- *PHk to be arranged distribution of CTC-S DL flyers using CTC-S publicity fund.*

#### **7 Reports**

**7.1 CTC Scotland** - This item was combined and dealt with under 7.2.1.

##### **7.2 Campaigning report**

###### **7.2.1 Volunteers and delegates**

PHy ran through the list of the groups and organisations in Scotland at which CTC have been represented or could be. It was colour coded to show which are covered by CTC staff, which by CTC-S members and which needed to be considered further by CfS. These included:-

- whether CTC should look to have a seat on the CAPS Delivery Forum (CAPSDF). This would be to continue the role on CAPS of speaking for NGO cycling groups and interests.

CW said that in general CTC staff could not be involved unless there was funding in place or likely to become available.

- CTC are engaged with Cycling Scotland (CS) and Developing Mountain Biking in Scotland to establish membership of The National Cycling Interest Group (NCIG). Ian Findlay of Paths for All has funds to run NCIG, which will compliment the CAPSDF and give a voice to mainly independent cycling interest and delivery bodies, including an advocacy role to promote cycling to the Scottish Government (SG). The NCIG remit is being finalised.
  - *PHy to use CTC-S MG network to investigate potential NCIG member organisations.*
  - *PHy to circulate finalised NCIG remit to CfS members*
- PHy reported on Cycle Tourism Forum meeting at CS. This cycle tourism consortium has now grown to include private sector providers with a funded manager. CTC is still the one with Cyclists' Touring in its name. CTC staff would no longer support this initiative.

- *Phy to circulate a report on the Cycle Tourism Forum of 05,05,11.*
- Identifying and supporting CTC-S members on Local Access Forums (LAF) was considered and it was thought best to be part of a Right to Ride upgrade, along with Laura Brooks.
  - *PHk as Right to Ride Scotland Co-ordinator [on-road] to look at progressing this.*
- Ewan Grant attended a Scottish Natural Heritage (SNH) Recreational User Groups meeting for CTC. He was willing to be on a 'Scotland's Great Trails' paths workshop.
  - *Phy to contact Ron McCraw SNH about CTC-S involvement in off-road initiatives.*

#### **7.2.2 National office** - CP's report noted.

CP raised CTC's contribution to a traffic signals review for cyclists – this is part of a wider, slow moving effort to liberalise traffic regulations to help cycling. CP was thanked for help with the Scottish 'Vote Bike' circulation, although other pressures meant this was rather late in the day.

- *PHk to draft welcome letter to First Minister for consideration by CfS*
- *CP to report on usage of the online letter-writing to CfS*
- *CP to arrange all quarterly reports to have relevant period included in heading*

### **7.3 Development report**

#### **7.3.1 Bike club** - SF's report noted.

~Both Bike Clubs well ahead of targets. £65,000 transferred to clubs; over 300 children taking part so far. Better weather will mean more activities taking place. ~Some connection with MGs made. ~Victoria Leiper (VL) running a Glasgow East End Cycle Projects collaboration -19 May ~Glasgow City Chambers Satinwood Suite secured through Councillor Matt Kerr for 'One Year On' event - Tuesday 30 August. CfS members to be invited. ~A group is specifically tackling physical activity amongst teenage girls. *CW recommended Juliet Jardine's work in Sefton.* ~A film made in Glasgow may help show Bike Club outcomes when seeking continued funding.

#### **7.3.2 MTB** - Amy Hickman's (AH) report noted

Private MTB centre developers have been given Ian Warby's name to make a CTC contact.

- *AH to circulate finalised Tayside & Fife development cluster plan to CfS*
- *AH to co-ordinate work on Core Paths and LAFs with PHk, as above.*
- *AH to circulate developments for an August MTB Jam in Fife, to MGs.*

#### **7.3.3 Cycle training** - CW's report noted.

~A CS minute of the last Cycle Training Standards and Delivery Group (CTSDG) meeting [prior to the last CfS] and a CS paper about Bikability Scotland was also circulated. ~The next CTSDG will be 17 May. ~AH attended a stakeholder event to explore voluntary delivery of cycle training in Scotland. Concerns were expressed about the usefulness of this event.

- *CW to express concerns to CS's Ian Aitken about what this event achieved*

~Scottish Cycle Training Scheme [Road Safety Scotland, cycle proficiency] was relaunched as Bikeability Scotland on 11,03,11. CTC were not there and publicity seems to be low key so far.

~MG had tabled his report investigating cycle training potential among CTC-S membership. This highlighted the pockets of activity which were already known about. ~Aberdeen Cycle Trainers, a mostly voluntary body, was very active. ~Without any set up to join, only a handful of others seemed interested. ~Some figures in MG's conclusions point to a potential for CTC to either advocate and run paid training or adopt the Darren Mirfield pattern of professionally trained volunteers on a limited contract. In MG's absence the discussion was held over

- *MG to be thanked and asked to continue with his work for the next meeting*

#### **7.4 Membership and marketing report** - NF's report noted

~Jon Sharpe, deputed to CfS, has left CTC. Nick Fish is currently recruiting a replacement.

~2000 CTC-S DL flyers were delivered for local use. The costs given where queried at 11.7p each, as was the design charge, as MH had provided printer ready artwork. ~With a further 20 thousand needed to match previous years the new promotion budget will restrict promotions.

- *NF to revisit costs and establish if future printings can be inserted mechanically.*
- *PHy to circulate initial batch of flyers to MGs.*
- *CW to request from CTC Commercial help, experience or methodology to attract more new members to CTC in Scotland.*

##### **7.4.1 Promotional Activity**

MH noted promotional activity in Lothians DA used to be done by hand, ensuring that personal contact was made with existing membership who don't take part in events or ride.

- *CW to ensure MH receives all email addresses of CTC-S membership*

##### **7.4.2 Web site**

CP outlined some of the relevant features being tested, but this is still in progress. No update.

##### **7.4.3 Events**

~PHy reported on the first Scottish Bike Show, which was generally considered a success by the 45 exhibitors and 5000+ visitors. Mark Kiehlmann had CTC material on his stand. Agreed that CTC-S take part in next year's three day show, set for 13-15 April 2012 in a bigger hall.

~SF suggested that a small working group of volunteers be formed to co-ordinate future events, keep track of promotional materials and volunteer attendance.

- *SF with CfS to recruit a volunteer or group to manage CTC presence at events*
- *AH/VL to compile a list of community events relevant for a CTC involvement.*

**POST MEETING NOTE** - *SF confirmed high cost of stand at last year's Pedal for Scotland (Pfs) This year Bike Club will share space with CTC-S. VL is bringing a Bike Club event to the finish.*

##### **7.4.4 Member groups**

New member sub groups are forming. This is healthy, but imaginative communication with dormant and potential members is needed to make up for the falling overall membership.

- *see Action Point above requesting help from CTC Commercial department.*

#### **7.5 Finance and operational** - Account and financial commentary noted

MG submitted a joint CfS and CTC-S budget. This supports a claim lodged at National office for combined expenses of £3,000 for next financial year (excluding CTC-S publicity funds).

**8 Relations with other organisations (Club and Trust)** - dealt with in body of minutes.

**9 Any other business** - none

**10 Date of next meetings:** 13,08,11 Edinburgh (Drill Hall - tbc)  
19,11,11 Stirling (Baptist Church - tbc)