

DORSET CYCLISTS' NETWORK

CONSTITUTION approved by the Annual General Meeting July 2007

1. NAME

The name of the organisation is the "Dorset Cyclists' Network" which may be abbreviated to DCN

2. OBJECTIVE

The objective of DCN shall be to promote cycling in the County of Dorset in any legal manner.

3. MEMBERSHIP

(a) Membership is open to all, with the reservation that the County Committee has the power to refuse or cancel membership if it appears to them to be in the interests of DCN to do so.

(b) Membership data may be made available to members of the County Committee for administrative use, but otherwise is confidential.

4. MANAGEMENT

a) The organisation shall be managed by a County Committee which may set up Branches throughout the County. Branches will each be responsible for the DCN objective in their areas.

b) Rules for the management of Branches shall be decided by the County Committee.

5. COUNTY COMMITTEE

a) Each DCN Branch shall be entitled to one place on the County Committee.

b) The County Committee shall be elected at a County Annual General Meeting.

c) If a majority of those present at an AGM agree, officers and Committee members may be elected to serve for one, two or three years.

6. OFFICERS

a) The County Committee will elect a Chairman and Treasurer. These may be additional to the Branch representatives.

b) It may also elect a General Secretary, Membership Secretary and other officers as necessary.

c) Specific functions may be assigned to committee members as necessary.

7. COOPTED COMMITTEE MEMBERS

The County Committee may co-opt additional members, but they shall not be entitled to vote on committee decisions.

8. COUNTY COMMITTEE RESPONSIBILITIES

The County Committee shall be responsible for

a) Finance, including approving expenditure, setting the level of subscriptions and overseeing other sources of income.

b) Deciding DCN general policy on cycling issues

c) DCN publicity and advertising

d) Communication with members, including newsletter and web site

e) Giving support to Branches in carrying out their functions

f) Giving support to individual members where no Branch exists

g) Communication with the press and outside bodies on general cycling issues

9. DECISION MAKING

a) Decisions of the County Committee may be arrived at by meetings or by telephone, e-mail or other means of communication.

b) Decision will be made by a majority vote of those attending a meeting or being consulted by other means.

c) At least one such meeting or other form of discussion shall take place annually in addition to the annual general meeting.

d) For a decision to be taken, there must be a quorum of at least half the County Committee membership.

e) All members of the committee must be notified of proposals requiring a decision at least one calendar month beforehand.

10. ANNUAL GENERAL MEETING

a) The County Annual General Meeting shall be held in May or June and shall be open to all members and the general public.

b) Only fully paid-up members may vote.

c) The date and place of the AGM shall be notified to members at least 14 days before the meeting. This may be done through a newsletter or other means.

d) Nominations for County Committee members shall contain the consent of the person nominated and shall be in the hands of the Chairman or County Secretary at least seven days before the meeting.

e) If there are vacancies, nominations may be made at the meeting to fill them.

f) No resolution shall be adopted at the County AGM unless notice of the motion has been lodged with the Chairman or General Secretary at least 7 days before the meeting.

g) The Chairman shall call an Extraordinary County General Meeting at the request of any member who has the support of thirty or more households on the current paid-up membership list. The request must be made by letter to the Chairman and shall state the purpose of the meeting and no other business shall be discussed.

11. FINANCIAL MANAGEMENT

a) The Treasurer shall keep accounts of income and expenditure and shall submit a balance sheet, audited independently of the County Committee, to the annual general meeting.

b) The Treasurer shall open a suitable account, approved by the County Committee, in which shall be deposited all money not required for immediate needs.

c) The County Committee may authorise the Chairman, Treasurer or other Officer to sign cheques.

d) In the event of DCN ceasing to exist, any outstanding money and other assets shall be disposed of to the benefit of other groups campaigning for cyclists, at the discretion of the Committee.

DCN POLICY STATEMENTS (page 1 of 2)

DCN policy is made by the County Committee under Constitution paras 8 and 9.

Additions and amendments can be proposed by a DCN member through any Branch or direct to the County Secretary.

Policy Statements as amended by the County Committee
on 6 May 2008

Policy Statements approved by the County Committee
on 4 October 2006

Promotion of Cycling by DCN Members

When representing DCN, members must act in accordance with our objective: to promote cycling in the County of Dorset in any legal manner; and

- promote DCN policy statements;
- cooperate with other DCN members and branches;
- work proactively with other affinity groups;
- agree (where possible) joint responses with other affinity groups on consultations from local Highways Authorities;
- be familiar with the National Cycling Strategy and Local Transport Notes 1/04, 2/04 and 3/04; and
- promote integration rather than segregation in accordance with our policy statement on shared use of footpaths and separate cycle paths.

DCN and the National Cycling Strategy

DCN supports the National Cycling Strategy and its Key Objectives:

- increase cycle use
- establish a consensus of support for the thrust of the National Cycling Strategy
- take action: planning for sustainable access, integration with other modes, improve cycle safety, create a cycle-friendly infrastructure, provide for cycle parking, reduce theft, shift travel incentives, raise public awareness

DCN advocates Dorset Highways Authorities to seek to save money by engaging with DCN at the design stage of all road projects. DCN will work with them to help promote cycling, to change the way they think about cyclists and to help unlock resources for appropriate provision for cyclists.

Planning and Design for Cycling and Walking

DCN supports Local Transport Note 1/04, published by the Department for Transport, which sets out common design principles for pedestrian and cyclist provision:

- an overarching principle that any new measures proposed for pedestrians and cyclists should represent a real improvement over the existing situation, particularly in terms of accessibility, and, where practical and appropriate, offer users a positive advantage over motor traffic;
- the role of land use planning in enabling users to undertake more journeys on foot or by cycling;
- a hierarchy of users (which includes four categories of cyclist), which can assist in prioritising the needs of different transport modes where there are conflicting demands on carriageway space, or there is incompatibility in the highway layouts suiting different modes;
- hierarchies of provision, which provide a systematic approach to determining the best engineering solution for pedestrians and cyclists at a particular site;
- minimum requirements which should be met if the infrastructure is to be Convenient, Accessible, Safe, Comfortable and Attractive for pedestrians and cyclists;
- the various needs of different "design cyclists" and "design pedestrians" which should be considered when planning appropriate infrastructure; and
- the need for monitoring and evaluation to ensure that measures are fulfilling their intended purpose.

This should be read in conjunction with DCN's Policy Statement on Shared Use of Footpaths and Separate Cycle Paths on page 3.

Safety advice

Cyclists can help themselves to be safe

The idea that cycling is not safe puts some people off cycling, but despite the risk of accident, cyclists can generally expect to live longer than less active people thanks to the health and fitness benefits that regular cycling brings. It is nevertheless true that roads in Britain, which have been designed almost exclusively for motor traffic, can be dangerous for the inexperienced cyclist. Here are some tips on how to cycle safely on today's roads

- Maintain your bike well. Learn to do safety checks and servicing yourself, and take your bike to a cycle shop for more difficult maintenance and repairs. (Contact DCN for details of our free cycle clinics at school fetes, police station open days etc.)
- Be assertive and maintain a good position in the road, well out from the kerb and giving a wide berth to parked cars. Think ahead, and get into the right lane early, not at the last moment
- Wear bright or fluorescent clothing
- Take extra care in the rain and in poor light
- Use front and rear lights. These are a legal requirement after dark
- Observe the Highway Code. This also helps the reputation of cycling in general
- Use cycle lanes and advanced stop lines where possible
- Do not creep up the nearside of stationary traffic unless you are certain you are visible and no one is going to turn left
- Fit a bell or other warning instrument and use it to alert pedestrians to your presence
- Encourage children to do a cycling proficiency course
- Get off and walk if you are not confident about a difficult junction
- Don't be aggressive or try to cycle too fast
- Helmets are recommended for children under 12 and they must be correctly fitted. They give limited protection to adults, but do not remove the need to observe all the points above
- Do not attempt to retaliate when drivers have put you in danger. This can lead to a fatality

(continued on page 3)

DCN POLICY STATEMENTS (page 2 of 2)

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Safety advice - continued

How drivers can help

Motorists can improve road safety for themselves and cyclists by if they

- Keep within speed limits and drive smoothly
- Think Bike: expect to see cyclists, and take care, especially where the presence of cyclists is indicated by triangular warning signs
- Give cyclists at least a car's width, never try to squeeze past when the road ahead is not fully visible, and slow down for cyclists where necessary
- Expect cyclists to wobble especially in windy weather or change direction suddenly because of a bad road surface not easily visible to drivers
- Signal with the left indicator when leaving roundabouts
- Do not overtake cyclists if you intend to turn left soon after - or right in a one-way street
- Remember that right-turning cyclists need space and time
- Park considerately, and check for cyclists before opening a car door
- Dip headlights at night for cyclists as well as motorists

Cycling on the footway

1. DCN deplores the behaviour of cyclists who ride dangerously and without consideration for others, whether on foot, on bikes, or in cars. We support concerted police action against riding without lights and with ineffective brakes.

2. Riding dangerously is the issue, regardless of whether it is on a footway. DCN believes that if you can be absolutely sure there is no danger to pedestrians, it is sometimes safer to ride on the footway than on the road

Shared use of footpaths and separate cycle paths

DCN believes the proper place for cyclists is on the carriageway, and that the safety of cyclists on the carriageway should always be an important planning consideration. However, separate cycle paths, lanes or tracks can be convenient in appropriate cases, and may be felt to be safer by less confident cyclists. DCN advises that cyclists should be able to use such routes at their discretion, but their use should not be mandatory

Bells

DCN strongly recommends that cycles should have a warning instrument fitted at all times

Accident liability

DCN welcomes the EU proposal that liability for an accident between a motor vehicle and a cyclist should be presumed to fall on the motorist's insurance in the absence of evidence to the contrary. However, DCN believes that each accident should be dealt with on its merits and that cyclists should not escape criminal or civil liability if there is evidence of fault by them

Helmets

DCN encourages cyclists, especially children, to use well-designed and properly fitted helmets at all times. They can reduce head injuries in minor collisions. However, we do not support the compulsory wearing of helmets by cyclists because this would cause a serious decline in utility cycling and increase car use. On 15 April 2004 DCN Committee agreed to support the National Cycling Strategy Board's policy on helmets.

Use of mobile phones while driving

DCN supports strong enforcement against the use of mobile phones while driving

Speeding by motor vehicles

DCN supports campaigns to reduce traffic speeds where justified by actual, potential or perceived danger

Insurance

DCN does not believe that cyclists should have compulsory 3rd party insurance as it would be likely to cause a serious decline in cycling, and increase car use especially for short journeys.

DCN - FUNCTIONS OF BRANCHES

FUNCTIONS OF BRANCHES

This list is not part of the constitution and can be changed by the County Committee.

(a) *Essential functions*

1. Holding at least one meeting a year for local cyclists
2. Participation with local authorities and other local bodies on LTPs and transport planning where cycling is a concern
3. Acting on behalf of local members with specific cycling problems
4. Participating in DCN County Committee decision-making
5. Providing news and diary events for newsletter and web site
6. Publicity and communication with press and outside bodies on local cycling issues

(b) *Discretionary functions (according to local resources)*

1. Regular contact with local members
2. Recruiting for DCN
3. Fund-raising
4. Organising Bike Clinics
5. Organising rides
6. Attending local events with DCN display

DORSET CYCLISTS' NETWORK

BIKE CLINIC REPORT (page 1 of 2)

This report is given free by DCN volunteers.
We do not do repairs or adjustments.
If we show possible faults overleaf,
please get a cycle shop or experienced person to deal with them

About DCN

DCN promotes cycling as environmentally-friendly transport because it improves health and reduces congestion and pollution. We try to use a bike whenever possible instead of our cars.

We work with local authorities trying to get improved conditions for cyclists

We specially represent people who cycle to work, school, the shops and other essential short journeys.

DCN supports cyclists - please support DCN!

Family membership is £6.00 a year.

Benefits include:

Discounts at cycle shops

Special terms for cycle insurance and breakdown rescue

Help and advice with cycling issues

Cycle rides, including some for the less experienced

Regular 24-page newsletter (by post or from web site)

Optional monthly newsletter by e-mail

Comprehensive website of cycling information

Access to cycle insurance, including 3rd party and cycle rescue at special rates

Opportunity to influence local transport policy regarding cycling

To join

Visit www.dcn.org.uk and go to "Membership"

or go to "Contact DCN in your part of Dorset"
and phone your local DCN Coordinator

or ring Chairman DCN 01202 880966
or Secretary DCN 01929 554550



DCN BIKE CLINIC REPORT (page 2 of 2)

Bike owner

Bike make and type
Frame number

Part examined

✓ or ✗

Comments

Wheel rotation

Spokes

Tyre pressures

Does bike run smoothly?

Do brakes work?

Do brake levers travel no more than 1/3 towards handlebar?

Condition and position of brake pads

Any free play in chain?

Any free play in bottom bracket / cranks?

Chain wheel (bent/missing teeth?)

Do pedals turn smoothly?

Frame: dents, bends or twists?

Handlebars correct height?

Saddle correct height?

Saddle firmly fixed?

General condition of bike

Reflectors (rear is compulsory)

Lights fitted / available?

Clothing - light coloured / reflective ?

Warning instrument?

Helmet - correctly worn?

Is bike postcoded or marked for identification?

Is bike insured?

EXAMINER

DATE

SPECIMEN LETTERS

The letters below have actually been used, mainly successfully. They are intended purely as a guide to writing to councils and businesses asking for cyclists' needs to be included in planning, road engineering etc. Not all letters will need to be as long. Compose letters in simple language, get them checked by a colleague if possible to help judge whether the way they are worded might annoy or put the reader on the defensive, or otherwise cause a reaction different from the one you intended. Never adopt an emotional or adversarial tone. Where relevant refer to legislation, government guidelines and local planning strategies.

Dear

I'm writing both as Chairman of DCN, as a National Trust member and as someone who tries whenever possible to use a bike instead of a car for environmental reasons, in the hope that you might be able to help find a way to provide safer access to Kingston Lacy for cyclists.

As far as I am aware, there is only one entrance, on the B3082 Wimborne-Blandford Road. I notice that new signs have been erected by the Abbott Street entrance making it clear the public cannot enter that way.

The B3082, between Kingston Lacy and Wimborne is narrow with many bends, and is known locally to be a dangerous stretch for motor traffic. It is even more so for cyclists, which discourages both local people and tourists from attempting to visit the house and park by bicycle.

Some years ago, in about 1992, I attended a meeting at Wimborne Town Hall about cycling provision in and around the town. We were addressed by a National Trust representative from Kingston Lacy, who told us that access by bicycle was being studied, but nothing more has been heard. I know from the NT magazine that on other estates, positive steps are being taken to encourage more people to visit by bike. Do you think we could get together with the County and District Councils to see what might be possible for Kingston Lacy?

I look forward to hearing from you.

Yours sincerely

Dear Sir,

Canford Bridge (Poole Road, Wimborne and Oakley Hill, Merley)

I understand that the Technical Appendix to the Annual Progress Report 2003 on the Bournemouth, Poole and Christchurch Local Transport Plan contains information that a survey of the bridge identified cracking that is likely to lead to a substantial financial bid early in the programme of the next Local Transport Plan for 2006 - 2011 and that it is likely that the footway will have to be replaced and the bridge provided with a new waterproof deck. Apparently options being considered include an independent footway and /or cycleway bridge.

This is of tremendous importance to cyclists, many of whom use this busy route for commuting to work and other local journeys. Furthermore, it is part of National Cycle Route 25, and therefore of

strategic importance to the success of Local Transport Plans and the integrated transport policies of both councils.

However, DCN is even more concerned about the danger of cycling over Canford Bridge. This has been the most frequent complaint I have received from people who cycle in the Wimborne and Merley areas since the foundation of DCN in 1992. According to the HMSO book "Cyclecraft", cyclists should maintain a position in the centre of the carriageway when approaching a hazard, thus preventing anything from overtaking. But the fact is that some motorists even then try to squeeze past them, only to come face to face with oncoming traffic as they reach the brow of the hill over the bridge, whereupon they swerve to the left into the path of the cycle they have just overtaken. This has caused many frightening moments for the cyclists concerned, and is a factor preventing many people from using bicycles for short journeys and using the car instead.

We therefore strongly urge Poole Borough Council and Dorset County Council to take this opportunity to improve road safety by providing separate provision for cyclists when repair work is done to Canford Bridge. Meanwhile I would be grateful if they would keep us informed of developments so that I can communicate them to our members.

Yours sincerely

Dear Manager

Cycle Parking at xxxxx

I refer to my letter of last December, a copy of which is enclosed.

I have not had a reply to it.

The following article has been submitted to me for publication, but before I decide whether to use it you might like the opportunity to respond to me as I would prefer to publish something more positive.

The deadline for amending the article is Monday 5 October.

Yours sincerely

Draft article

Last December a complaint was made to the manager of xxxxxx about the lack of proper cycle parking. He didn't bother to reply, but they installed two miserable little "butterfly" wheel clips. As you can see from the photo, one customer or employee doesn't mind the risk of a

buckled wheel or the frame and front wheel being nicked, but most bikes are still sensibly chained to the railings as before.

Dear

Proposed development of food store in xxxx

I write on behalf of people who use bicycles for transport (rather than for pleasure or sport) in this county, and the local Branch of DCN has over 200 members in addition to those who cycle into the town from elsewhere.

We cooperate closely with Dorset County, East Dorset District and Wimborne Minster Town Councils, and with the police, on traffic and transport issues concerning cyclists, and were advised by them of this proposed development.

We wish to ensure that whatever shape it takes, full account will be taken of cyclists' needs for access to the proposed store and safe secure cycle parking, and also to take advantage of any opportunity the development may afford to open up new short cycle routes in the town to avoid dangerous roads.

If your company were prepared to include such features in the development, it would be in line with the government's National Cycling Strategy. I would be grateful if you would let me know whether you are prepared to discuss with us those aspects of the development that might be of concern to local cyclists.

Yours sincerely

cc xxxx District Council

xxxx Town Council

Dorset County Council Cycling Officer

EQUIPMENT, STATIONERY AND OTHER SUPPLIES

Finance for local purchases (see also page 9)

Each Branch has an allocated budget decided at intervals by the County Committee. This can be spent at the discretion of the Branch as long as it is on purposes which conform to the DCN Constitution.

The treasurer holds all funds and must be told as soon as possible after each purchase, making it clear that the amount is to be taken from the local branch budget.

It is the responsibility of each Branch Coordinator to make sure he or she knows how much is in the local budget at any time.

If more is required locally than is in the budget, the Coordinator should ask the secretary to put the item on the agenda of the next meeting for a decision by the whole committee. In urgent cases the Secretary will arrange for a decision to be arrived at by phone or e-mail to other committee members.

Headed notepaper

As far as practicable, Coordinators should use standard DCN headed stationery for letter writing. Templates can be obtained by e-mail from the Chairman or Secretary.

E-mail

When communication with outside bodies by e-mail, use your dcn.org.uk address. You can either configure your e-mail client to let you show this in the "From" box, but if this is not possible, add a signature with your dcn address.

Business cards

Each coordinator can be supplied from central DCN funds with 250 business cards at a time. These are obtained free (except for postage) from Vistaprint. They are normally acquired by asking the Chairman DCN to order them, and will be posted direct to the Coordinator in question.

If you prefer to buy direct from Vistaprint or another company offering free cards, please ensure that you include **Dorset Cyclists' Network, Campaigning for a cycle-friendly Dorset** and www.dcn.org.uk in addition to your personal details.

Display equipment. Having a display at local fairs and other events has been found to give good publicity to DCN and in increasing membership.

Velcro table-top boards are held by the Coordinators at Wimborne, Wareham and Dorchester and are available to other branches on request.

A **free-standing display set** plus a set of small stationery items (scissors, Velcro tape, marker pens etc) is held at Wimborne.

A selection of **laminated A4 posters** is available at Wimborne, and copies can be e-mailed to Branches. Branches can make their own providing our name, logo and slogan are used whenever practicable.

A **laminating machine** is held at Wimborne, which can cut down the cost of encapsulating A4 sheets.

A **plastic gazebo** is held at Dorchester.

DCN leaflets. A large stock is kept by Chairman DCN. Branch.

Coordinators should keep a small stock and seek to display them at cycle shops, town halls, libraries, community centres etc.

Leaflet holders, marked with a yellow DCN sticker, should be supplied by DCN if the shops etc cannot provide one, and the cost claimed from central DCN funds.

Yellow DCN stickers are obtainable from the Membership Secretary.

FINANCE

Finance is governed by para 11 of the DCN Constitution (Page 1 of this handbook)

A financial report is made by the Treasurer to every committee meeting.

An estimated expenditure budget is agreed annually by the committee, at the meeting preceding the AGM.

Coordinators wishing to make proposals affecting the DCN Budget should therefore submit them to the Treasurer, with a copy to the Secretary, before that committee meeting.

The annual budget will include consideration of how much should be allocated for local branch budgets.

Branch coordinators, and other members doing authorised voluntary DCN work, may claim reasonable expenses direct from the Treasurer, who may ask for more information in the case of unusual or unexpected expenditure. Examples of claimable expenses would be for items such as hire of halls for meetings, stationery, postage, phone calls and travel at the cheapest available rates on DCN business including attendance at committee meetings.

ADMINISTRATION

Administration of DCN is coordinated by the DCN Secretary who is responsible for:

Drawing up agendas together with Chairman DCN, and notifying Coordinators, in respect of committee meetings and AGMs
Making, distributing and filing minutes of committee meetings and AGMs.

Negotiating with Councils on consultation and cycle training issues.

Such other tasks as the committee may ask, as far as the secretary is able to.