

Odd Down Playing Fields, Youth Cycling, Bath

Minutes of Meeting

24 October 2012

Meeting No. 2012-01

1.0	Attendance	Action
	<p>Lynda Deane – BANES, Operations Manager, Sport & Active Lifestyles – (LD) Jim Imeson – BANES, Cycling Development Officer – (JI) Eugene Kertzman – BANES, Wheels for All – (EK) Sarah Casselden – WESPORT – (SC) Brian Johnston – British Cycling – (BJ) Darren Edwards – Bath Cycling Club – (DE) George Rowntree – Bath Cycling Club – (GR) Andrew Stewart – Bath Cycling Club – (AS) Karina Stewart – Bath Cycling Club – (KS) David Atkinson – Road CC – (DA) Sean Turner – The Hub Club – (ST) Jonathan Arnold – Velo Club Walcot – (JA) Nick Reardon – Velo Club Walcot – (NR) Luke Watson – Velo Club Walcot – (LW)</p>	
2.0	<p>The purpose of the meeting was to establish how youth cycling (under 16 years of age) can be delivered on the cycle track at Odd Down Playing Fields.</p>	
3.0	<p>LD outlined the council’s vision that Odd Down cycling track is operated for the benefit of the whole cycling community within Bath & North East Somerset, with British Cycling affiliated clubs within BANES working together to deliver cycling activities. Operating under a constituted body would enable the cycling clubs to apply for grant funding and provide a structure in which the council and the cycling clubs can work together.</p>	
4.0	<p>ST was introduced from The Hub Club and outlined the intention of The Hub Club to take on the facilities at Odd Down Playing Fields, providing strategic management of the site on behalf of all the sports clubs delivering activities at Odd Down Playing Fields. Discussions between BANES and The Hub Club are on-going and currently BANES are responsible for running the site.</p>	LD / ST
5.0	<p>SC was introduced from West of England Sport Trust (Wesport). Established by Sport England to be the strategic lead for sport in the West of England, Wesport covers the Local Authority areas of Bristol, Bath and North East Somerset (BANES), North Somerset and South Gloucestershire. Wesport can assist in the delivery of training First Aiders, Coach’s, Welfare Officers and volunteers, along with grant funding towards the cost of training.</p>	

6.0	<p>LD outlined the following development programme for the construction of the cycle track:</p> <ul style="list-style-type: none"> • Tenders were invited 5th Oct 2012 • Tender return 2nd Nov 2012 • Start on site by early January 2013 • Completion by 31st March 2013 <p>All dates are subject to receipt of tenders, appointment of main contractor and build programme.</p> <p>LD confirmed award received from British Cycling to fund the full 1.5km circuit (track and fencing only). Final budget subject to receipt of tenders and completion of build contract, but should there be surplus from the budget it will be ring fenced for further investment into cycling at Odd Down Playing Fields.</p>	LG
7.0	<p>LD & BJ stressed the need to have a cycling programme (not restricted to youth cycling) in place in readiness for the completion of the track.</p>	Clubs
8.0	<p>LD explained that participating cycling clubs will be required to enter into a User Agreement with the council by 1st April 2013.</p> <p>The User Agreement may extend beyond the delivery of youth cycling and include other cycling activities such as weekly adult training sessions etc.</p>	LG / Clubs
9.0	<p>BJ and SC explained that in order to deliver youth cycling, the clubs will need to have in place the following personnel:</p> <ul style="list-style-type: none"> • A qualified First Aider at each session • A qualified British Cycling Level 2 Coach at each session • Welfare Officers, preferably one male and one female, • A register of regular volunteers <p>The number of personnel will be specific to each session so as to ensure adequate and safe delivery of the training.</p>	
10.0	<p>First Aiders are required to have completed at least the HSE Emergency First Aid at Work, one day course.</p> <p>Costs for attending the course vary depending on the delivery organisation.</p> <p>First Aiders will require a CRB check.</p>	

11.0	<p>To qualify and operate as a youth British Cycling Level 2 Coach, individuals are required to complete:</p> <ul style="list-style-type: none"> • 2 day British Cycling Level 2 Coach training course, followed by; • Participation in the delivery of 8 training sessions, followed by; • 1 day Safeguarding and Protection Workshop. <p>Coaches are also required:</p> <ul style="list-style-type: none"> • To be British Cycling members. • Have a CRB check in place, which is provided via British Cycling. <p>Coaches will need to complete:</p> <ul style="list-style-type: none"> • At least the HSE Emergency First Aid at Work, 1 day course. <p>http://www.britishcycling.org.uk/coaching/article/coast_level_2_award_programme_b-Level-2-Certificate-in-Coaching-Cycling--0</p>	
12.0	<p>To qualify and operate as a youth Welfare Officer, individuals are required to complete:</p> <ul style="list-style-type: none"> • Safeguarding and Protection Workshop 1 day course. • British Cycling Time to Listen 1 day course. <p>Coaches are also required:</p> <ul style="list-style-type: none"> • To be British Cycling members. • Have a CRB check in place, which is provided via British Cycling. <p>Welfare Officers cannot also deliver Coaching, nor must they be related to or partners of the coach.</p> <p>For the delivery of youth training at Odd Down Playing Fields, at least two Welfare Officers are required, preferably one male and one female who are also not related to or partners of each other.</p> <p>This arrangement does not extend to youth participation within individual clubs, where the individual club will need to have its own Welfare Officer appointments.</p>	
13.0	<p>Volunteers are welcome to assist in the delivery of youth training at Odd Down Playing Fields.</p> <p>Regular volunteers will require a CRB check and a register of attending volunteers will be kept.</p>	

14.0	BJ highlighted the need to have a dedicated resource consisting of the necessary equipment such as bibs, flags, cones, signage etc stored on site at Odd Down Playing Fields.	
15.0	EK outlined the intention to have a stock of 10 road bikes stored on site. These would be standard road bikes that can be adapted for disability riding as required to suit the individual needs.	
16.0	DA to contact bike manufacturers and or distributors to investigate possible supply and or sponsorship of cycles, including maintenance. DA outlined that bike distributors may prefer to supply the cycle via their local stockist, who may in turn be best placed to provide maintenance.	DA
17.0	LD outlined the intention to provide temporary storage by way of steel containers. LD requested the clubs confirm what volume of storage is required.	LD / Clubs
18.0	ST / AS / JA highlighted the need for onsite storage of equipment to be addressed within the overall design proposals for the redevelopment of the site as multiples of steel containers dotted around the playing fields for each of the sports users is not a sustainable solution and will contribute to the run down feel of the area.	LD / ST
19.0	EK & SC confirmed that a grant has been awarded to cover the course fees only (£395 per person) for 4 individuals to undertake the British Cycling Level 2 Coach training as follows: <ul style="list-style-type: none"> • 2 day training course –24th & 25th November 2012 in Bournemouth; • Participation in the delivery of 8 training sessions local to Bath, alongside a qualified Coach; Payment for the course is required up front, with the grant award payable on completion of the course to reimburse participants.	
20.0	EK, AS, KS and either NR or LW were offered the opportunity to take up the 4 British Cycling Level 2 Coach training places.	
21.0	AS, KS and either NR or LW to confirm to EK that they will be attending, by 26 th Oct 2012, to enable grant application details to be confirmed.	EK, AS, KS, NR, LW

22.0	It was agreed that additional Coaches will be trained and further grant applications would be made to cover the course fees.	
23.0	All clubs to confirm list of those wishing to undertake British Cycling Level 2 Coach training.	Clubs
24.0	All clubs to confirm list of those wishing to undertake Welfare Officer training.	Clubs
25.0	All clubs to confirm list of those wishing to undertake First Aid training.	Clubs
26.0	All clubs to confirm list of those wishing to undertake volunteer training.	Clubs
19.0	<p>It was agreed that due to the need make further grant applications under a constituted body and the lack of time available in which to put in place a new organisation, grant applications for 2013 would be made by Bath Cycling Club on behalf of the partnering organisations delivering youth cycling / training at Odd Down playing Fields, in include:</p> <ul style="list-style-type: none"> • Training of First Aiders <ul style="list-style-type: none"> ○ HSE Emergency First Aid at Work, one day course • Training of Coaches <ul style="list-style-type: none"> ○ 2 day British Cycling Level 2 Coach training course ○ 1 day Safeguarding and Protection Workshop • Training of Welfare Officers <ul style="list-style-type: none"> ○ Safeguarding and Protection Workshop 1 day course ○ British Cycling Time to Listen 1 day course • Training of volunteers • Provision of 10 road bikes, including a budget for future adaption to meet individual needs of disability riders • Promotion and advertising • Coaching equipment i.e. bibs, cones, flags, signage 	
20.0	Successful grant awards would be held by Bath Cycling Club and ring fenced for expenditure on youth cycling / training at Odd Down Playing Fields.	
21.0	SC explained that Bath Cycling Club, as the named applicant, would be accountable for the proper expenditure and accounting of successful grant applications.	

21.0	It was agreed that a Memorandum of Understanding be entered into between the partnering organisations (to include British Cycling affiliated clubs within BANES such as Somer Valley Cycling Club and Velo Club Walcot, along with Bath and North East Somerset Council) and Bath Cycle Club to ensure successful grant awards are available to all partners.	All
22.0	It was agreed that partnering organisations can assist in the preparation, submission and expenditure of any grant applications for the delivery of youth cycling / training at Odd Down Playing Fields, as set out in the Memorandum of Understanding.	All
23.0	It was agreed that a quorum be formed, with representatives drawn from each partnering organisation, who would administer the delivery of youth cycling / training at Odd Down Playing Fields, liaise with Bath and North East Somerset Council and The Hub Club.	All
24.0	LW to prepare a draft Memorandum of Understanding for circulation.	LW
25.0	It was agreed that this arrangement would run for the tax year running from April 2013 to March 2014.	
26.0	It was agreed that this arrangement be reviewed by all partnering organisations and that the formation of a new constituted body, formed to deliver youth cycling / training at Odd Down Playing Fields, would be considered.	All
27.0	LD requests that the cycling clubs confirm their proposed calendar for regular activities at Odd Down Playing Fields. This should include both regular youth and adult cycling sessions.	Clubs
28.0	LD confirmed that the council wish to hold a promotion / launch event to publicise the new circuit at Odd Down Playing Fields the weekend of Saturday 15 th and Sunday 16 th June 2013. The cycling clubs are invited to host events, not necessarily restricted to youth cycling.	Clubs
29.0	LD requests a meeting be attended by all user groups with Mark Adams, British Cycling, user groups to confirm preferred date from: <ul style="list-style-type: none"> • 20th, 22nd and 28th November – daytime or evening • 21st November – evening only 	All