

# RESOURCES GROUP NOTE OF 21.05.19 MEETING

- These notes may include any relevant developments subsequent to the meeting
- They also include notes from earlier meetings, if still relevant
- To minimise reading time, I have tried making headings blue if there was significant discussion at the latest meeting. But still look out for your name in red! Black headings mean little change or discussion.

**Present:** Kate, Anne, Rosie, Martin, Mies, Dave **Apols:** Paul, Michaela, David

**Next meeting(s)** NB Spokes dates calendar by Martin <http://tinyurl.com/SpokesCalendar-v1>

- May 29 (Weds) **Resources Group labelling meeting for mailout, 7pm**
- Jun 1 – **Summer mailout**, at McDowell's. Box delivery **to** McDowell's, Friday 31 May, **Martin**. Box collection **from** McDowell's after mailout by **Mies**.
- Next normal Resources Mtg will be after EdFoC week, so not before June 17.

## A. ODDS & BODS

- **Edinburgh Bike Hire**. They contacted us asking for a meeting. **Martin** tried to organise, but no response from Keri of Serco. They will have stall at Bike Breakfast, so speak then. 1. Possibility to promote/ include Spokes maps?? 2. Urge tie-up with City Car Club.
- Council workshop on plans for using **Smarter Choices govt grant** 2019/20. **Martin** to attend once date fixed. **Michaela** also can go if a Friday. No further feedback from Judith at Council. Meeting dropped?
- May 22 **FOE/Transition Edinburgh event on Pollution & Transport** – we were asked for someone to take part in breakout groups. **Rosie** going and will also run a stall – **Mies/Martin** also going.
- June 12 – **Active Travel Conference 2019** This year in Edinburgh. Michaela has booked a stall at the conference. Dave & Martin also attending. **Michaela/Rosie** will look into having a rotating slide display.
- June 15 – Spokes in top 3 nominations for **Cycling UK volunteer group award**. **Michaela** to attend.
- Nov 3 – **Cycling Scotland annual conference**, Murrayfield. **Rosie** has booked stall, individual registrations not yet open.

## B. STALLS - **Kate** [See stalls spreadsheet](#) for all forthcoming dates.

- *See also several stalls at events in A above*
- **Farmers Market** – May 25 (exclude June because canal and/or meadows fest)
- **Suggestion** – stall at Lothian Buses on Doors Open Day – **Martin** has written says huge number of families attend, and there are stalls, including two other bike-related, so thinks we'd be welcome. Kate has emailed, no reply yet – they may only organise things nearer Open Day (September)
- **Local-area festivals/events** – contact Spokes local groups to see if any events planned where a stall might be useful. Apparently Council Localities not doing bike festivals this year. Inverleith Park event likely to happen though – **Kate** will contact them.
- **Tablecloth & banner with Spokes logo** – ordered by **Kate** - delivery problems.
- Hoping to use a **cargo-bike** for Open Streets and other stalls, from Sustrans e-cargobikes library. **Mies, Kate** and several stall volunteers going on Sustrans training course.
- **Open Streets events**, May 5/ June 2/ July 7. Cargo bike worked well on May 5; but we may not have a trained rider for June 2, so possibly no stall. If not, **Mies** and **Martin** will go along to the bike area with the new Bulletin (which will be out June 1<sup>st</sup>).
- Other probable stalls...
  - June 16 [Canal Festival](#)
  - June 23 [Stockbridge summer solstice road-closure festival](#)
  - July 6 – [Meadows – Edinburgh Climate Festival](#)
  - Nov 2 – Eco Fair at OOTB, Leith Walk

## C. OFFICE MATTERS – Anne

- **Keys** – Dave to ask Sandy if could hand over his for Martin, as we think not currently used.
- **Factsheets**
  - **Workplace Cycling** – Low on stocks. David to update its date and any other changes needed, then Dave to arrange printing.
  - **Tenements** – new version should now be at McDowells from printer. Mies (?) will collect some for Farmers Mkt and other stalls. The remainder will come to the office after the mailout.
  - **Family cycling** – revise over the summer if poss. Combine the 2 family factsheets? Everyone – can you look at these and get ideas for combining them? Is an 8-page A5 leaflet sufficient to cover what we need? Our 2 existing f'sheets are at [www.spokes.org.uk/documents/advice/commuting-with-kids](http://www.spokes.org.uk/documents/advice/commuting-with-kids)
  - **School bike bus** – following the success of Blackford/JGPS bike bus, their organiser Ewen is to prepare online materials on how to do it. We may develop a leaflet/flyer summarising and referencing his materials, to have available at stalls. Michaela is our contact with Ewen.
- **40<sup>th</sup> anniversary group photo** – Dave has made numbered chart and corresponding numbered photo, to be mounted in a second frame next to Bryce main photo. Anne to organise framing. Framer recommended by Leo (Dave's son) for reasonable price and good quality is [www.edinburgharts.com](http://www.edinburgharts.com) but Anne may have other knowledge. Decided to get new simple visually compatible frames rather than reuse Bryce ones.
- **Office/ stalls computer.** Anne investigating getting an office portable PC, which could also be used at stalls for slide displays etc. To liaise with Rosie to ensure suitable for stalls – needs to be robust and reliable. Possible advice from Shane.

## D. SPOKES PUBLIC MEETINGS [twitter hashtag #SpokesMtg] Organiser Martin.

- **June 14 (Fri)** [during EdFoC] **City Centre Transformation** -
  - Speakers Daisy, Cllr Chas Booth, Chris paton (spokes planning group)
  - Stall, membership stall, refreshments – What was decided???
  - Martin investigating live streaming now that Andy not wishing to continue.
- **Autumn meeting**
  - **New developments in cycling as city transport** (title?) - Martin to fix date etc.
  - Richard Armitage (Spokes member & head of EU Cycle Logistics Federation) has agreed to speak; Dave has put him in touch with Martin, to agree date & other arrangements. [Later thought – we should also fix up a meeting for him with relevant council officers]
  - Other possible speakers at the meeting (1) Bike Share to say how it is going and get feedback. (2) speaker from Council on cargo-bike investigations/plans. (3) CycleHoop, Edinburgh bike storage contractor. ?? Also a councillor on the panel (Scott Arthur?) even if not as a speaker.
- **Future ideas**
  - **Local action** – invite local spokes groups and individuals [e.g as in [Spokes 133](#), page 7].
  - **Cycling & Health** (NB we had this topic in June 2016). New developments 1. Adrian Davis, new professor of transport & health at Napier (first in the world?) 2. Faculty of Public Health launches Scottish initiative on transport, with Transform Scotland.
- **Public Meeting organiser** – Martin would like an understudy. Dave to put in another member circular.

## E. OTHER SPOKES EVENTS

- **EdFoC, June 6-16** ... 3 Spokes events as below
  - Agreed to sponsor EdFoC as in last few years £500, in exchange for recognition in the programme and 900 copies of the programme for May mailout - were circulated in early May mini-mailout.
  - **Insurance** – Events should also be registered for National Bike Week, which then provides free public liability insurance. Here -->[www.cyclinguk.org/bikeweek/organise-event](http://www.cyclinguk.org/bikeweek/organise-event). Michaela/Kate/Martin to register their events.
  - 1 – public meeting, June 14 – Martin
  - 2 – Bike Breakfast, June 11 – Kate. Police & Lesley Macinnes confirmed. Andy Wightman awaited.
  - 3 – Family Cycle Ride - Michaela & Martin

## F. CARGO-BIKE PROJECT - [Spreadsheet](#)

- **Rosie** has set up the above spreadsheet and will do basic follow-up/reminders to bodies receiving grants or applying, and ensure grantees follow the rules, e.g. photo(s), logo on bike and brief report.
- Bikes for Refugees have got their cargobike, but logo not yet on it – photo for autumn Bulletin?
- Conditions for our grants - [www.spokes.org.uk/documents/papers-documents/cargo-bikes](http://www.spokes.org.uk/documents/papers-documents/cargo-bikes).
- Andrew Thin trust £5000 donation to expand cargo bike project. Dave had discussed with Paul following last meeting. Agreed to up our community groups max grant to £1500 (£1000 Thin, £500 Spokes). No offer for individuals, too tricky but will have a competition prize – see comp para below.
- **Spokes Stickers** – David Gardiner used vehicle-standard stickers on Hearty Squirrel cargo-bike. Supplier - Forrest Hepburn & McDonald, Nicolson Sq. [David says *very sticky* so apply very carefully]. . Contact details also on spokes website, [cargo-bike advice page](#).

## G. SPOKES MAPS

- **Map Group** – Katharine Taylor coordinating maps group. Next stages – Midlothian then Edinburgh & possibly Glasgow.
- **Maps status**
  - **Edinburgh** (2016) Future - big problems about what base map to use. Also, former spokes member Nick McWilliam, OpenStreets specialist, keen to discuss if that can be used as base.
  - **Midlothian** (2015) Our oldest map, and only map on traditional paper. Enough copies left for 2019. Katharine now starting processes of software decisions (Andy Follis, David Gardiner) and surveying (Anne and Midlothian member Robert Simpson to coordinate).
  - **W Lothian** (2018) stocks ok
  - **E Lothian** (210) stocks ok
  - **Glasgow 3rd edition** (2016) developed by Spokes & Go-Bike, 12500 copies paid for by council, free (on ordinary paper) from Glasgow Council, now exhausted. Ian says map side is held by XYZ who could easily update it, and David the front. Ian M says best GoBike volunteer would be Andy Preece. Mies spoke to Glasgow Transport convenor, Cllr Anna Richardson, who would like new edition and might fund it. **Mies** to email Katharine re her discussion with Cllr Richardson.
- **Attacat** – computing company volunteers offer to set up 'professional' map-sales site; free for first year then software license £30 per month. Would sell to shops/bulk as well as individuals. [NB: online map sales already available via EBC & Sustrans – links on Spokes maps page]. **Rosie** has sent holding reply.
- **Shops sales initiative** Paul had suggested we write to all bike shops not stocking it, with free sample map and order form. Also Dave had asked our mailout delivery volunteers to ask at shops when dropping in the envelopes – 2 or 3 shops stocked as a result of this.
- **Surplus old maps** Surplus in **map store** now largely distributed. Surplus in **office** – **Dave** to contact schools via council contacts (each council) and/or tweeting.
- **Maps history**. Now have archive copies at least one of all Edinburgh and Lothians maps. Martin scanned all covers. Ian and Tim producing documents on map history which Dave has now put [on website](#).

## H. COMPETITIONS [previous comps at [spokes.org.uk/documents/odds-and-ends-may-be-exciting/competitions](http://spokes.org.uk/documents/odds-and-ends-may-be-exciting/competitions)]

- **2017 'Low Cost Improvement'** Cllr Chas Booth motion instructs Edinburgh Council Locality officers to consider list – report was at Feb 2019 Transport Cttee.
- **2019 'Cycling Inspiration'** *How I was inspired to start using a bike – or how did I inspire someone else.*
  - **Dave** to finalise entry form and print copies for stalls (bring to labelling mtg) and for new members?
  - **Prizes as below. Important notes ...**
    - prizes must be valid till end 2019, as judging not till September
    - Businesses will be publicised in 2 bulletins (before, as in B131, & after) and website article
  - Agreed we will use £500 of the Thin cargo-bike cash as a cargo-bike voucher prize. Voucher will be non-transferable [i.e. used by the named prizewinner only], must be used in a local bike shop and we will transfer the cash to the shop not the individual.
  - Anne will store the prizes till September – **Anne**, can you check you now have all these?
  - **Dave** – ScotRail, Laidback, EdFoC, Harts
  - **Rosie** – Filmhouse, Boardwalk
  - **Mies** - Camera Obscura, Kalpna, Edinburgh Bicycle
  - **Kate** – Milk cafe (Newhaven, on N Edcycleroute)
  - **Michaela** – Sustrans, Lanterne Rouge cafe (Gifford)

## K. OTHER FINANCE ISSUES

- **Spokes cash surplus, possible uses** (noting that we do not have to use it unless genuinely a worthwhile use of the *cash* and does not require *time* which would be more valuable in other/ existing uses)...
  - **Cargo-bike policy** - increase grant (but see above)
  - **Maps** (see above) – a central element of Spokes
  - **Other groups** - contact other voluntary groups such as Bikes for Refugees or Bike Stn, to see if they have ideas which are on hold due to lack of cash, and which we feel worth supporting
  - **Communications/publicity** developments
  - **Supermarkets** (see above) – offer a small sum towards a pilot bike parking project
  - **Website redesign** – Martin to fix mtg with Stuart Threlfall then Martin/Rosie prepare draft proposal for Resources Group. On back burner due to current busy phase. Needs easily maintainable by Spokes and preserve existing material & links (many documents link to the site, as does Ed Council).

## L. SPOKES LOCAL GROUPS

- **Spokes Local Groups** Spokes Party & South Ed Safe Cycling both active and sent minutes.

## M. TRAFFIC COUNTS

- May 14 count held, data now on website counts page. Roseburn group did A8 at same time.
- **Martin** Possible one-off Princes St/ George St count, to help our CCWEL and Transformation comments. Barbara happy to help organising volunteers and working on the details if/when Planning Gp goes ahead.

## N. MOTORIST AWARENESS CAMPAIGNS

- **Bike Alert Video & leaflet** at [www.spokes.org.uk/videos](http://www.spokes.org.uk/videos). Leaflet taken to driving schools etc, and supplied 15,000 to PC Dominic Doyle for the #OpClosePass Scotland rollout.
- **Young Driver events**. Good pool of helpers from past events; also useful interaction/ contacts with police, bus, tram staff. However, stall not productive – better just to hand out the leaflets and do a presentation.
  - 2018 Edinburgh problem - Martin had arranged speakers, but told on the morning that no Spokes speaking, only video. **Martin** to write to senior level in Council about reasoning.
  - 2019 – Midlothian scrapping their event due to council budget cuts
- **Poor driving by East Lothian Buses** (and other buses recently taken over by Lothian Buses). Have the drivers been given the standard Lothian Buses cycle awareness training? **Martin** to contact them.

## P. MEMBERSHIP ISSUES

- **Clair**, our database computer person, hopes to set up full online membership. The intended software GroupSpaces no longer has technical support but Stuart has suggested new option, CiviCRM.

## Q. SPOKES STATUS

- **Next step** – **David** had reflected on previous discussions and felt it better to draw up a draft constitution (single tier) and get it ok'd by EVOC (or SCVO?) as valid before contacting members further, as this will mean we avoid people querying whether or not it is valid. He is in the process of preparing the draft.
- **Objectives** – [discussed 14.1.19] must cover cycling in overall environmental, health, equalities context, etc, not cycling purely for its own sake, and that political activity still ok (not party-political). Objectives should allow us to use our sub-title, “Lothian Cycle *Campaign*.” FOE Scotland, Cycling Scotland etc use charitable purposes of "advancement of citizenship or community involvement" and "advancement of environmental protection or improvement" . Linlithgow Trust SCIO even uses the word 'lobbying.'

### Background

- AGM 2015 set up working group of Paul, Ian, Sandy, Dave [with power to coopt others] to progress SCIO [www.scvo.org.uk/setting-up-a-charity/decide-on-a-structure/scottish-charitable-incorporated-organisation](http://www.scvo.org.uk/setting-up-a-charity/decide-on-a-structure/scottish-charitable-incorporated-organisation).
- Resources Group decided **single-tier SCIO** is only realistic option – see minutes from 2016. Also the fact that Spokes exists to work towards its objectives rather than to represent a membership [though feedback, e.g. renewal forms, suggests members are very happy]. Single-tier structure is like many charities, e.g. Sustrans, with trustees and supporters (not members in the SCIO sense) and more like we operate now.

## R. POSSIBLE FUTURE PROJECTS

- Decided to drop Supermarket project meantime as too much on. [Details in notes March 2019]