

# RESOURCES GROUP NOTE OF 07.08.19 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:** Anne, Mies, Dave, Kate **Apols:** Michaela, David, Ellie, Rosie, Martin

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

- Next main meeting: Sept 2 or 4
- Comp judging meeting [see below]: Sept 11, 12, or 13.

## A. ODDS & BODS

- **Edinburgh Bike Hire.** Contacted us asking for a meeting. **Martin** tried to organise, but dates unsuitable pre-holiday 1. Possibility to promote/ include Spokes maps? 2. Urge tie-up with City Car Club.
- Nov 4/5 – **Cycling Scotland annual conference**, Murrayfield. **Rosie** has booked stall, individual registrations not yet open. **Dave** likely to go. Anyone else interested? **Mies** expects to be there, paid for by Bike Station, but can probably help at stall.
- Oct 7 – **Napier TRI annual EV conference** – important conference, Transport Minister speaking. This year for the first time includes several e-bike/cargo-bike items on agenda. Possibility that **Mies** will attend, in which case we could have a stall (we have the ebike factsheet, our cargo bike grants, and cargo bike article in summer spokes bulletin). Anyone else interested? Not sure if they have a limit on spaces and may close to further bookings.

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

- **Farmers Market** – Sep 28, Oct 26
- **Suggestion** – stall at Lothian Buses on Doors Open Day – **Martin** says huge number of families, and stalls included two bike-related. **Kate** chasing up.
- **Local-area festivals/events** – none by Council this year. **Mies** enquiring if an Inverleith bike festival.
- **Open Streets events**, Re-start Oct 6? [no council announcement yet] Probably won't have stall at all, but will at this first one – using cargo bike again.
- Other stalls...
  - Aug 8 - CEC cycle to work day, bike breakfast, 7-10
  - Aug 18 – Linlithgow Canal Fun Day, 12-4
  - Aug 31 – Linlithgow Active Travel Festival, 10-3
  - ?Nov 2 – Eco Fair at OOTB, Leith Walk
- Aug 23 - Police Bike Event, Princes St gdns – we won't have a stall but Kate will supply leaflets to police

## C. OFFICE MATTERS – **Anne**

- **Keys** – **Dave** asked Sandy if could pass his to Martin, but can't find them – **Dave/Martin** to ask if has found them.
- **Factsheets**
  - **Tenements** – new version – Rosie organised publicity, appeared on TRI website & social media.
  - **Workplace Cycling** – Low on stocks. **Dave** has ordered, delivery to Mies.
  - **What is Spokes** – as for Workplace Cycling
  - **Family cycling** – Aim to combine the 2 family factsheets into an 8-page A5 leaflet sufficient like the tenements one. **Mies** to speak to Katherine Ivory and possibly do it together as a subgroup. Dave has also requested volunteers in 7.8.19 member circular. Hopefully David Gardiner would be able to do the artwork later in 2019, as for the tenements one. 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)

- **Cycling recipes** – running low. A very old document. **Dave** to reprint meantime on coloured paper, but we should consider revising it into a glossy factsheet like our others. Possibly 2020 competition?
- **40<sup>th</sup> anniversary group photo** – now framed and on office wall, together with names key.
- **Office/ stalls computer.** **Anne** has purchased office portable PC  
*Software...* Anti-virus: Windows Defender; Office software: Libre Office open-source (MS-compatible).  
*Initial uses...* (1) Spreadsheet for the Spokes office of money and membership new/renew that come through the office. (2) slideshows at events.

#### D. SPOKES SHARED ONLINE STORAGE?

- Important spokes files should in general be permanently stored on Spokes space (with passwords and permissions as appropriate - in case anyone with material on their home PC gets run over by a bus etc). Obviously people will sometimes do current work on home PCs.
- Many files/documents are stored on the website, which serves this purpose.
- The membership and orgs databases are on a dropbox account owned by Clair.
- All our map data is currently on Andy F's home PC and he is keen for final versions to be in cloud storage.
- We should set up a Spokes dropbox account. The Clair databases can then be moved there (with the same people as now retaining access) and a separate folder created there for the maps archive (with access by maps people). Other top-level folders can be added as needed, and with appropriate permissions.
- A Dropbox account is owned by an email account, so this should be possible under the Spokes email address. We will await **Rosie's** return (Rosie runs Spokes email) to discuss going ahead with this.

#### E. SPOKES PUBLIC MEETINGS [twitter hashtag #SpokesMtg] Organisers **Martin + Ellie**.

- **Autumn meeting**
  - **New Cycling Solutions for Edinburgh** as probable title.
  - Augustine booked for Fri 15 Nov.
  - Richard Armitage (Spokes member & head of EU Cycle Logistics Federation) has agreed to speak, can give an overview of opportunities and experience elsewhere - Dave put him in touch with Martin.
  - Other speakers invited (1) **Bike Share** to say how it is going and get feedback. (2) **CycleHoop**, the Edinburgh bike storage contractor. (3) speaker from Council on **cargo-bike** investigations/plans – Cllr Macinnes or an officer. No replies yet from any of these 3.
  - If no councillor as a speaker, could ask a councillor to be on the panel, to ensure feedback to Council (Claire Miller or Scott Arthur?). Need to remember gender balance on panel when fixing speakers.
- **Future ideas**
  - **Local action** – invite local spokes groups and individuals [e.g contacts as in [Spokes 133](#), page 7].
  - **Cycling in and to the more distant suburbs and the Lothians** [could tie in with the above]
  - **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.

#### 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? [*Later:* BfR tell Rosie they are having difficulty getting a sticker/transfer of the logo, but still trying]
- One further application received – **Green Team** – very professional application, granted.
- 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, so our community groups max grant is now £1500 (£1000 Thin, £500 Spokes). Still not getting many applications – we could chat to relevant community groups at events like the OOTB eco-fair.
- **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 (& downloadable artwork) also on spokes website, [cargo-bike advice page](#). **Mies** to follow up, given Bikes for Refugees problem above.

## G. MOTORIST AWARENESS CAMPAIGNS - **Martin**

- **Bike Alert Video & leaflet** at [www.spokes.org.uk/videos](http://www.spokes.org.uk/videos). Police Scotland (Lothians?) requested more copies of the leaflet for #OpClosePass events.
- **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.
  - **Edinburgh** - Sep 30 to Oct 3 – Martin liaising with Council after unsatisfactory 2018 arrangements.
  - **Midlothian** - scrapping their event due to council budget cuts
  - **East Lothian** - Aug 28 – Mark James & Robert Simpson
  - **W Lothian** ??
- **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.

## 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)]

- **2019 'Cycling Inspiration'** *How I was inspired to start using a bike – or how did I inspire someone else.*
  - Article and entry form on website [www.spokes.org.uk/2019/07/spokescomp-my-cycling-inspiration](http://www.spokes.org.uk/2019/07/spokescomp-my-cycling-inspiration)
  - **Prizes as below** -
    - 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.
    - 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)
  - **Getting entries** – As at 6 August, only 9 entries, some not very prize-worthy. Most usually arrive late, but important to encourage more. **Dave** will remind previous prize-winners. Also tweeting and Rosie put on facebook. **Mies** to encourage entries via Bike Station. **Dave** post more forms to Mies.
  - **Dave** will put the entries together online as usual once comp closes on Aug 31.
  - **Judging meeting** – Sept 11, 12 or 13 at Mies's house.
  - **Judging panel** - Any interested Resources member welcome to be on the judging panel.
  - **External judge** – **Dave** to invite Paths for All (who distribute govt cash to encourage people to cycle). If no luck we will try Stella from South Ed Safe Cycling (assuming isn't entering the comp herself!)
  - **Prize distribution** – **Mies** in charge, may seek help from Kate or others if needed. **Anne** to send Mies a list of prizes and how to handle each one (e.g. vouchers by post; or for emailed prizes we email the prize donor and cc the winner).

## J. SPOKES MAPS

- **Map Group** – Katharine Taylor coordinating maps group. Next stages – Midlothian complete revision then Edinburgh & possibly Glasgow.
- Martin has set up a google group email, [maps-spokes@spokes.org.uk](mailto:maps-spokes@spokes.org.uk) for maps group.
- **Later:** maps group has started operating – current maps status below
  - **Lothians maps** – Tim has now passed over the files to our new technical person, Andy Follis. Tim no longer holds a copyright on the maps – in future they will be *copyright Spokes* only.
  - **Base maps** – All the maps comprise cycling facilities added onto a base map of streets etc. Andy is investigating which base maps to use in future – there are many factors to consider. Dave emailed all members who offered computing help and 3 or 4 with relevant skills have contacted Andy.
  - **Edinburgh map** (2016) We are running unexpectedly low (300 left?), and shouldn't run out of our premier map if possible. Decided to reprint existing, with any known updates, but not re-surveying.
  - **Midlothian** (2015) Our oldest map, and only map on traditional paper. Enough copies left for 2019. Andy converting Tim's files in parallel with start of surveying (Anne & Robert Simpson coordinating).
  - **W Lothian** (2018) stocks ok
  - **E Lothian** (2017) stocks ok
  - **Glasgow 3rd edition** (2016) developed by Spokes & Go-Bike, 12500 copies paid for by council, free 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 GoBike maps contact would be Andy Preece. Mies spoke to Glasgow Transport convenor, Cllr Anna Richardson, who would like new edition and might fund it.

- **Attacat** – computing company volunteers had offered 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 sent holding reply.
- **Shops sales initiative** We receive occasional bulk orders are not proactive on bulk map sales. We had considered writing to all bike shops not stocking it, with free sample map and order form. However, now on hold pending discussion at maps group. However, maps group does not have a sales/promotion volunteer at present. Dave had asked our mailout delivery volunteers to ask at shops when dropping in the envelopes – 2 or 3 shops stocked as a result.
- **Surplus old maps** Surplus in **map store** now largely distributed. In office, 200+ copies of the old (2010) Edinburgh edition. **Mies** to contact Mark Symonds at Edinburgh council re use for schools.
- **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](#).

## K. SPOKES LOCAL GROUPS

- **Spokes Local Groups** Spokes Party & South Ed Safe Cycling both considering applying for Sustrans cash for local cycle route feasibility projects [Sustrans feasibility grants don't require match-funding].

## L. TRAFFIC COUNTS

- Next routine count November
- **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.

## M. 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

## N. MEMBERSHIP ISSUES

- At some point we should try to set up full online membership. The intended software GroupSpaces no longer has technical support but possible new option, CiviCRM. However, less urgency now as the self-completion online pdf membership form created by Clair is being well used.

## P. 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. **David** 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.

## Q. POSSIBLE FUTURE PROJECTS

- Decided to drop **Supermarket project** meantime as too much on. [Details in notes March 2019]
- **Website redesign** – also on back burner due to other activities. Needs easily maintainable by Spokes and preserve existing material & links (many documents link to the site, as does Ed Council).