

RESOURCES GROUP NOTE OF 04.09.19 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, Martin, Ellie **Apols:** David, Rosie

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

- **Next Resources meeting: Weds 9 October**
- Comp judging meeting [see below]: Sept 11
- Labelling meeting: Week beginning Oct 14 [date to be fixed]
- Autumn mailout: Sat 26 October

A. ODDS & BODS

- **Edinburgh Bike Hire.** Contacted us asking for a meeting. **Martin** in touch with Katherine Soane [Keri has left]. Agenda - 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, Martin** likely to go and possibly **Ellie**. Please book & reclaim from treasurer. **Mies** expects to be there, paid for by Bike Station and 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. **Martin** to attend and run a stall (we have the ebike factsheet, our cargo bike grants, and cargo bike article in summer spokes bulletin).

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

- **Farmers Market** – Sep 28, Oct 26
- **Lothian Buses on Doors Open Day** – unfortunately no stalls at the event this year
- **Open Streets events**, Stall Oct 6 – using cargo bike again. Probably no stall Nov 3 & Dec 1.
- Other stalls...
 - Aug 8 - CEC cycle to work day, bike breakfast, 7-10. Few customers at stall.
 - Sep 18 – West Pilton Bike Breakfast – **Mies** to organise stall
 - 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 to pass his to Martin, but can't find them – **Martin** to ask if has found them.
- **Factsheets**
 - **Family cycling** – Aim to combine the 2 family factsheets into an 8-page A5 leaflet like the tenements one. Dave requested volunteers in 7.8.19 member circular and Donald Naylor volunteered. **Mies** to speak to Katherine Ivory & Donald and possibly do it together as a subgroup. Hopefully David Gardiner will be able to do the artwork later in 2019, as for the tenements one. Our 2 existing family cycling f'sheets are at 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?
- **St Martins Centre** – letter asking if Spokes would like a member on the Board. What did we decide?

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.
- Probably a role both for Spokes dropbox and google drive accounts. **Dropbox** more as a depository for files not needing online updating (e.g. the database files) and **google drive** where interactivity/ online updating is useful. In both cases we must ensure they are organised with clear structure (e.g. top level folders: databases, maps, planning, etc, then suitable carefully thought-out lower level folders).
- A **Dropbox** account is owned by an email account, so this should be possible under the Spokes email address. **Rosie** runs Spokes email so should be able to do this. The Clair databases can then be moved there (with the same people as now retaining access). Other top-level folders can be added as needed, and with appropriate permissions, e.g. if it is used as a repository for the maps group.
- **Google drive** requires a google account, which Spokes does not have. If we set one up it should probably be called SpokesLothian.

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. **Martin** to confirm with Katherine Soane. (2) **CycleHoop**, the Edinburgh bike storage contractor. **Ellie** to phone. (3) **Clr Macinnes** from Council on **cargo-bike** investigations/plans.
 - Need to remember **gender balance** on panel when fixing speakers.
 - **Dave/Rosie** to start publicising the date as soon as speakers confirmed – Website, twitter, FB, email list, etc. *Needs to start soon to get in diaries and avoid meeting clashes!*
 - **Chair** – forgot to discuss this. Possibly ask Caroline again? She was excellent and is interested in this particular topic. **Martin??**
- **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](#) of applications and their progress [**Rosie**]

- **Bikes for Refugees** have got their cargobike, but logo not yet on it – photo for autumn Bulletin? BfR tell Rosie they are having difficulty getting a sticker/transfer of the logo – **Dave** has organised higher resolution artwork via David Gardiner, which should solve the BfR problem.
- One further application received – **Green Team** – very professional application, granted.
- Conditions for our grants - 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** – (1) **Kate** chat to relevant community groups at events like the 2 November OOTB eco-fair. (2) **Mies** chat to Bike Station who are considering buying a cargo bike.
- **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.

G. COMPETITIONS [previous comps at 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
 - **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** – 42 entries, good, but ~25 arrived in last 10 days, so is difficult to plan publicity.
 - **Dave** will put the entries together online and send to judges asap after 1st September
 - **Judging meeting** – Sept 11, 6.30pm at Mies's house.
 - **Judging panel** – Dave, Kate, Mies. Ideally need one more: **Dave** to circulate Spokes working groups.
 - **External judge** – Graham McQueen, from Paths for All. They distribute approx £2m govt cash to community groups to encourage people to cycle – Graham runs that programme.
 - **Prize distribution** – **Mies** in charge; 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).

H. SPOKES MAPS email, maps-spokes@spokes.org.uk for maps group. Katharine Taylor coordinator.

- **Map Group** next stages – Midlothian complete revision and Edinburgh reprint. Also possibly Glasgow.
- **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.
- **Edinburgh map** (2016) We are running unexpectedly low (300 left?), so will reprint existing, with any known updates, but not re-surveying.
 - Discussed **how to list bike shops** – we suggest to maps group to list local bike businesses with a heading “*Support your local bike shop*” and list national bike chains separately and less prominent.
- **Midlothian** (2015) Oldest map, and only map on traditional paper. Still enough copies for 2019. Andy converting Tim's files in parallel with start of surveying (Anne & Robert Simpson coordinating).
 - **Anne** organising Midlothian surveyors social – we agreed **Spokes** could donate towards refreshments.
- **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 but 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 (maybe await Edinburgh map reprint). 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 now largely distributed. Still 200+ copies of 2010 Edinburgh edition in office. **Mies** to contact Mark Symonds at Edinburgh council re use for schools, but will keep 20 or so in office for any other educational requests. **Dave** to send Mies the info about how maps can be used in schools.

J. TRAFFIC COUNTS

- Next routine count November. *Later* – Barbara has fixed Nov 12.
- **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.

K. MOTORIST AWARENESS CAMPAIGNS - Martin

- **Bike Alert Video & leaflet** at www.spokes.org.uk/videos. Police Scotland uses leaflet for #OpClosePass.
- **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** - *Edinburgh Young Drivers* Sep 30 to Oct 3 – **Martin** to email Council after unsatisfactory 2018 arrangements, so we may not attend this year, and ask for earlier involvement in 2020.
 - **Midlothian** - scrapping their event due to council budget cuts
 - **East Lothian** - *2Moro's Driver* Aug 28 – Mark James + Martin. Robert dropped out as ill. Organiser Iain Reid keen to have more on walk/cycle.
 - **W Lothian** *West Drive* Event to be scaled down due to cuts. Police had wanted Spokes involvement but event went ahead without us being informed of the date!
- **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.

L. SPOKES STATUS

- **Next step** – David circulated a draft single-tier SCIO constitution. In David's absence we didn't discuss the draft, but agreed next step would be for those interested, to meet and agree the constitution (with any modifications) as a draft to take forward, and initiate next steps. **David** (we think) happy to organise this? In addition to anyone from Resources Group, we should consider inviting anyone interested from Planning and Maps groups, though probably few likely to attend. Might also be useful to invite potential trustees.
- **Possible trustees** – These suggestions are long-standing spokes members (they have not been contacted). Should we also ask other long-standing members to nominate themselves if interested? Constraints to be considered: total number of trustees; reasonable gender balance (should be specified in constitution?)
 - **David M** (initiator); **Paul** (treasurer); **Ian Maxwell** (extensive experience of Spokes & of charities); **David Somervell** (former Ed Uni Sustainability Manager; very involved in transition/climate issues; many contacts); **Kirsty Lewin** (Porty Spokes group initiator; former Sustrans UK trustee); **Katharine Taylor** (maps group coordinator; former senior Sustrans staff); **Anne Douglas** (office manager); **Planning Group person** (Martin? Sandy? Chris?); **Ewan Jeffrey** (Spokes longstanding bike/rail officer); a **politician?** (Chas Booth, Scott Arthur, Sarah Boyack; Maureen Child); **Lothians person?**
- **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 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.sevo.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.

M. SPOKES LOCAL GROUPS

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

N. POSSIBLE FUTURE PROJECTS

- **Supermarket project** – drop meantime as too much on. [Details in notes March 2019]
- **Website redesign** – 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).
- **Online membership** - Software GroupSpaces no longer has technical support but possibly CiviCRM? Less urgency now as the self-completion online pdf membership form created by Clair is being well used.
- **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