

RESOURCES GROUP NOTE OF 05.11.19 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, Rosie, Dave, Kate, Ellie, Martin **Apols:** Mies, Michaela

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

- Next Resources meeting: Weds 4 December

A. ODDS & BODS

- **Edinburgh Bike Hire.** Possible meeting – **Martin**. Discuss with them at public meeting. They seem more pro-active now that Charles [Keri replacement?] is a contact there. Agenda - 1. Possibility to promote/ include Spokes maps? 2. Urge tie-up with City Car Club.
- Nov 4/5 – **Cycling Scotland annual conference**, Murrayfield. Successful stall and events
- Nov 6 – **SPARC (public health) conference**. **Mies** presenting a poster and paper based on Spokes 2018 and 2019 competitions, showing inspirations which have got people to cycle. **Dave** to put on website.

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

- **Farmers Market** – next year dates to be booked in new year
- **Lothian Buses on Doors Open Day** – unfortunately no stalls at the event this year
- **Open Streets events**, No stall Nov 3 & Dec 1 but may have one fairly early 2020, and occasional others.
- **Cargobike grants for community groups** – Kate spoke to other stall holders at OOTB, one may follow up. **Dave** to send link of new European cargobike booklet to Kate, to pass to this organisation.

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. **Anne** to check with Bob what keys we have.
- **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 a first meeting was held(???) Hopefully David Gardiner will be able to do the artwork, as for the tenements one. Our 2 existing family cycling fsheets are at www.spokes.org.uk/documents/advice/commuting-with-kids
 - **Cycling Inspiration** – based on 2019 comp – real life stories of different inspirations to start cycling or to cycle regularly e.g. for work. Printed in centre of Bulletin 135 and also to be printed standalone.
- **St Martins Centre** – letter asking if Spokes would like a member on the Board. Normally 3 meetings a year. It is not essential but they would like us to if possible. Anyone interested?
- **Membership form** – New form includes Maps group and removes non-existent Pathways group. Now on website membership page, and paper copies at the printer. Database software updated by Clair.

D. TRAFFIC COUNTS

- Next routine count – Nov 12.
- **Martin** Possible one-off Princes St/ George St count, to help our CCWEL and Transformation lobbying. Barbara happy to help organising volunteers and working on the details if/when Planning Gp goes ahead.

E. 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.
- Currently Spokes submissions are stored on the website; but membership and orgs databases are on a personal dropbox account owned by Clair and map data on Andy F's home PC.
- Proposed future arrangements...

Storage location	Dropbox	Google Drive	Website
Type of content	Internal, confidential or not intended for outside access	General Spokes use; e.g. documents being developed	Public documents e.g. final versions of submissions
Intended main users	Relevant individuals only	Active members, particularly group members	Anyone
Main top level folders (initially)	Databases; maps; office	To be decided, possibly include: Graphics; Planning	Documents\submissions; Documents\advice

- Important to ensure storage is organised with clear structure - e.g. top level folders as above, then suitable carefully thought-out lower level folders.
- A **Dropbox** account is owned by an email account, and Rosie has set this up under Spokes email address. The Clair databases, office files and probably maps files can then be moved there, with same people as now retaining access by being given permission to access relevant folders. Rosie and Dave will have the password to access the entire spokes dropbox account.
- **Google drive** requires a google account(??) which Spokes does not have. If we set one up it should probably be called SpokesLothian. **Rosie** and **Martin** to discuss how to set up the account and structure it. Currently much planning group material is on Martin's personal google drive, but not very structured. Rosie also intends to store spokes pictures here, intended primarily for access by anyone within spokes.
- **Website** – public-access documents already reasonably structured within the two folders in table above.

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

- **Autumn meeting, Fri 15 Nov - New Cycling Solutions for Edinburgh**
 - **Richard Armitage** (Spokes member & executive of EU Cycle Logistics Federation) has agreed to speak, can give an overview of opportunities and experience elsewhere.
 - Also (1) **Bike Share** to say how it is going and get feedback. (2) **CycleHoop**, the Edinburgh bike storage contractor. (3) **Cllr Macinnes** from Council on **cargo-bike** investigations/ plans.
 - Article and poster now on website, tweeted, facebook and member email circular all done; also circular to press & relevant organisations
 - **Chair** – Caroline again. She was excellent and is interested in this particular topic.
- **March meeting - Local action** – invite local spokes groups and individuals [e.g [Spokes 133](#), page 7].
 - **Martin** to circulate to Resources a list of possible speakers for comment. We could probably have around 6 people, with 7-8 mins each. Remember gender balance.
 - Possibles suggested so far ... Spokes Party; Spokes South Edinb; Henry Whaley; Roseburn support group; Michaela (Gorebridge community, Midlothian); W Lothian Bike Library; Drem path campaign (E Lothian); Blackford Safe Routes (school bike bus group).
 - [Later suggestion] – to chair the QA, Spokes member Cllr Scott Arthur. It would be good to have a councillor present, to take back ideas, and Scott is also very active and supportive of local action.
 - **Martin** to book venue, so we have a known date – suggest week beginning March 17.
- Future meetings
 - **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.
 - **The Bike Trade, local and national**. Suggested by Graham Hart, who would like to speak. Also Mies suggested it could be expanded to include other types of local bike business e.g. bike station.
 - **Council developments**. When there is anything useful to be presented by Council, and discussed.
 - **Other ideas?**

G. CARGO-BIKE PROJECT - [Spreadsheet](#) of applications and their progress [Rosie]

- **Bikes for Refugees** have got their cargobike, but logo not yet on it – photo hopefully in spring Bulletin. Dave has organised high resolution artwork via David Gardiner for the logo sticker they are ordering.
- **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](#).
- Excellent application from **Green Team** – granted – delay as they are awaiting another grant.
- Our community groups max grant is now £1500 (£1000 Thin Trust, £500 Spokes).
- Conditions for our grants - [www.spokes.org.uk/documents/papers-documents/cargo-bikes](#).
- **Spokes competition** – Our £500 cargo-bike grant was chosen by one of the prize-winners, Hazel ??? She is getting a Nihola from Laidback Bikes.
- **Still not getting many applications** – We will make an offer to all spokes members - cargobike grant support (£1000 max) for 2 households; and also e-bike grant support (£500 max) for 2 non-cycling or rarely-cycling people who needn't be members but are nominated and supported by a spokes member. **Dave** to circulate draft wording for comment. *Later* – **Rosie** will do the admin for applicants.

H. 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](#)
 - Resulting factsheet in centre page of B135 and to be printed separately, (C) above.
- **Future ideas**
 - **Cycling recipes** – [possibly with some sort of eating event] previous competition on this was 2006
 - **My regular bicycle journey** [possibly with max number of words; or ask for all words & pics to fit one A4 page]. Entries could focus on route itself, or practical issues (clothes, gears etc) or emotional, or whatever – or any combination.
 - **My campaigning success (or failure?)** - something the person has done with or without others; their experience, the outcome, lessons for others, etc, etc.
 - **Other ideas??**

J. 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.
- **Edinburgh map** (2016) Updated reprint expected in December – now at printer
- **Midlothian** (2015) Oldest map, and only map on traditional paper. 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.
- **Shops sales initiative** We receive occasional bulk orders but are not proactive on sales. Possibly write to all bike shops not stocking it, with free sample map and order form - now on hold pending discussion at maps group. But maps group does not have a sales/promotion volunteer at present. Dave asked 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 sent Mies the info about how maps can be used in schools.
- **Surplus laminated Ed map, previous edition** - we have tweeted and notified members of these free maps, but still a lot left. **Anne** to get 10 copies for any uses in office. Remainder could be offered to Mark Symonds along with previous bullet point (**Mies**); otherwise will have to be recycled.

K. 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].

L. 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 – We did not attend as emphasis is wrong, but our Bike Alert leaflets and video were used. **Martin** to contact Council to ask for changes for 2020.
 - **Midlothian** – events were held at 4 schools (other schools attending). Robert did these events.
 - **East Lothian** - *2Moro's Driver* Aug 28 – Mark James + Martin. Organiser Iain Reid keen to have more on walk/cycle next year.
 - **W Lothian** *West Drive* Event scaled down due to cuts. Police 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.

M. SPOKES STATUS

- **Next step** – David circulated draft single-tier SCIO constitution. Next step - those interested to meet and agree constitution (with any modifications) as a draft, and initiate next steps. **David** to organise. We should invite anyone interested from Spokes groups, though few likely to attend. Also 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.scvo.org.uk/setting-up-a-charity/decide-on-a-structure/scottish-charitable-incorporated-organisation.
- Resources Group decided **single-tier SCIO** is best option, with trustees and supporters (not 'members'). See minutes from 2016. Single-tier is more like we operate now. Spokes works towards its objectives rather than representing a membership [though feedback, e.g. renewal forms, suggests members are happy].

N. WEBSITE

- **Ellie** outlined a consultation process to decide purpose and nature of content of a website, and will circulate a draft QA for the public meeting; **Dave** will print it once any comments incorporated/edited.
- Existing website material could be accessed by redirecting addresses and/or possibility of having 2 linked sites serving different purposes/audiences.

P. POSSIBLE FUTURE PROJECTS

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