

RESOURCES GROUP NOTE OF 04.12.19 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, Martin **Apols:** Paul, David, Michaela

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

- **Resources Xmas meal:** Wed 8 Jan, 6.30 [please tell Kate if you can come, katesturrock63@gmail.com]
- **Next Resources mtg:** Tue 14 Jan

A. ODDS & BODS

- **Edinburgh Bike Hire.** Possible meeting – **Martin**. They seem more pro-active now that Charles is contact there. Agenda - 1. Possibility to promote/ include Spokes maps? 2. Urge tie-up with City Car Club. Also discussed email from a cyclist asking for support for [Boycott Just East Cycles](#). We won't support this - many good projects such as bike hire now unfortunately come under an arm of a conglomerate which has other arms in morally dubious activities.
- **Changeworks Climate project application.** Changeworks preparing huge grant application aiming to work with local communities to help Edinburgh meet its climate targets, and seeks involvement from groups such as Spokes. We discussed various ideas, and main interest is a project to assess sites visited by the public (e.g. NHS, Murrayfield, Zoo) to try to improve bike parking, access and their 'How to Get Here' website pages. Hopefully consultants could be employed (by changeworks) to do the donkey work. **Kate** and **Rosie** interested in being on a small group to take this forward if someone from PG also involved and ideally taking a lead. **Dave** to email PG and particularly Euan Renton. Other possible ideas were to promote use of family cargo bikes, or to investigate/act on low bike ownership & use in low income areas.
- **COP 26 Glasgow Nov 9-20, 2020.** Around 30,000 people expected, Scotland's biggest ever conference. SCCS is encouraging/ coordinating activity around COP26 by Scottish environmental groups. Possibility of international visitors who could speak at a spokes public mtg on cycling development. SCCS meeting at Edinburgh ECCI, 10-12am to discuss events around COP26. **Martin** to attend. **Dave** has answered SCCS survey re COP26 and will put response on resources group website page with these minutes.

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** – Kate is on their email list to be notified of 2020 event
- **Open Streets events**, No stall Nov 3 & Dec 1 but may have one fairly early 2020, and occasional others.

C. OFFICE MATTERS – Anne

- **Keys** – Sandy says his permanently lost. **Anne** to tell Bob to disable it and purchase new for Martin.
- **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. **Dave** to order standalone copies.
- **St Martins Centre** – no one interested in being on the Board.
- **Membership form** – Revised forms now in the office and on website.

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 tend to do current work on home PCs.
- New 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. Clair databases & office files now moved there. Maps files awaited. Same people as now retaining access by being given permission to access relevant folders. Rosie and Dave have the password to access the entire spokes dropbox account.
- **Google drive** requires a google account – Martin has set up spokeslothian@gmail.com and is creating folders for Planning and for Graphics. **Rosie** and **Martin** to discuss how to set up the account and structure it further. Currently much planning group material is on Martin's personal google drive, but not very structured. Rosie also 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.

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

- **Autumn meeting, Fri 15 Nov.** Great success. [Report on website](#).
- **March meeting - Local Campaigning**
 - Augustine booked for Thurs 19 March.
 - Aim to get local spokes groups and individuals [e.g [Spokes 133](#), p7] with varied approaches.
 - Agreed 7 speakers, each to have 5-10 mins, but keeping total below 1 hour as always. **Martin** to invite them soon, as below.
 - Spokes Porty – Kirsty Lewin
 - Spokes South Edinb - Stella Thomson
 - Spokes Planning Group – David French
 - Roseburn support group - Henry Whaley
 - Drem path campaign - Iain Monk
 - City Cycling Edinburgh, CCE online forum – **Rosie** to investigate a speaker, F if possible
 - School Bike Buses – **Dave** to investigate a speaker, F if possible
 - QA CHAIR – Spokes member Cllr Scott Arthur - good to have a councillor present, to take back ideas, and Scott is also very active and supportive of local action.
- **June meeting** – Provisionally **Cross Boundary cycling provision**
 - Anna Herriman, SEStran, on cross-boundary planning [SEStran preparing a new report on this]
 - One speaker each from the 3 Lothians. Campaigners or councillors or both??
- **November meeting** – Provisionally **International Cycling comparisons** – see (A) COP26 above.
- 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?**

F. TRAFFIC COUNTS

- Count Nov 12 – disappointing but was wet day. [Website article](#).
- **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.

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.
- Conditions for our grants - www.spokes.org.uk/documents/papers-documents/cargo-bikes.
- **Family CargoBikes offer** – In view of slow organisations take-up, we made an offer to all spokes members – cargobike (CB) grant support (£1500 max) for 2 households; and also e-bike (EB) 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. Circulated to all members in Spokesworker and a [30.11.19 circular](#).
- We received 4 CB & 4 EB applications. Dave then approached the trust, who gave us an additional £5K (!) so all applications can be granted.
- **Dave** to prepare draft letters for the applicants and the shops, to reduce risk of fraud, for comment by **Rosie & Paul**; then **Rosie** to notify applicants and send them the form for completion.

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

- **2020 comp** – decided on **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.
- **Future ideas**
 - **Cycling recipes** – [possibly with some sort of eating event] previous competition on this was 2006
 - **My campaigning success (or failure?)** - something the person has done with or without others; their experience, the outcome, lessons for others, etc, etc.

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** (2019 update) Updated reprint received, 2000 copies. Peter has taken original 2016 copies (only 100 or so?) to the store to use if the reprint runs out, else give to schools when 2021 map out.
- **Midlothian** (2015) Oldest map, and only map on traditional paper. Software & surveying underway.
- **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.
- **Surplus laminated Ed map, previous edition** - we have tweeted and notified members of these free maps, but still a lot left. Peter has bundled them into 10s.

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** Police wanted Spokes but went ahead without us being told 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 – **Kate** to given Martin the contact at LB.

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's** QA circulated to members and on chairs at public mtg; also facebook & twitter.
- 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