

# RESOURCES GROUP NOTE OF 21.01.20 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 **Apols:** Mies, David, Martin

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

- **Spring mailout:** Sat 22 Feb
- **Resources Xmas meal:** Postponed will now be a 'Spring Meal' in week of Feb 24 (i.e. after mailout)
- **Labelling meeting for mailout:** week of Feb 10
- **Next Resources mtg:** week of Feb 17
- **Dave** to email group members re all the above dates, then pass meal replies to Kate

## A. ODDS & BODS

- **Edinburgh Bike Hire.** Possible meeting – **Martin**. Charles replaced by Alex Macdonald, who Dave contacted re Bulletin advert (and suggested a meeting – no reply yet) Agenda - 1. Promote/ include Spokes maps? 2. Urge tie-up with City Car Club.
- **Changeworks Climate project application.** Changeworks huge Lottery application to work with local communities to help Edinburgh meet its climate targets. We suggested project to assess sites visited by the public (e.g. NHS, Murrayfield, Zoo) to improve bike parking, access and 'How to Get Here' website pages. Hopefully consultants employed (by Changeworks) to do donkey work. **Kate** to help take this forward if application succeeds [NB – Mies was not at last mtg so could not have volunteered]. Euan Renton happy to be lead person, having already done site access work in Planning Group. Other possible ideas were to promote 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, Jan 16, 10-12am to discuss events around COP26. **Martin** to attend. Dave answered SCCS survey re COP26 and put response on resources group website page.
- **June 3 Annual Active Travel** conference. **Mies** has submitted a proposal for a presentation based on our last 2 competitions, as she did the public health conference last autumn.

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

- **Farmers Market** – management is changing, but **Kate** expects we will still be welcomed and is negotiating for dates probably in April & May.
- **Lothian Buses on Doors Open Day** – Kate is on their email list to be notified of 2020 event
- **Open Streets events**, They are problematic because of great deal of work including getting/storing the cargo bike and a long day, but **Kate** will look into it with Sustrans.
- **Neighbourhood Partnership local area events** – **Rosie** receives some notifications on Spokes email and will pass to Kate – one possible soonish in Piershill? If this goes ahead, could invite Spokes Party to provide an additional helper.
- **Balerno Farmers's Market.** **Anne** to investigate possibilities. Local members could be emailed to help.

## C. OFFICE MATTERS – **Anne**

- **Keys** – Anne has purchased keys for Martin and arranged for Sandy's to be disabled.
- **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 circular; Donald Naylor volunteered. **Mies** to speak to Katherine Ivory & Donald - a first meeting was held(???) Hopefully David Gardiner can do artwork, as for tenements one. **Dave** to check with Mies on progress – we are keen to have these at stalls. Our two existing family cycling f'sheets are at [www.spokes.org.uk/documents/advice/commuting-with-kids](http://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.

#### 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 given permission to access relevant folders. Rosie and Dave have password to access the entire spokes dropbox account.
- **Google drive** requires a google account – Martin has set up [spokeslothian@gmail.com](mailto:spokeslothian@gmail.com) and is creating Planning and Graphics folders. **Rosie** and **Martin** to discuss how to 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**.

- **March meeting - Local Campaigning**
  - Augustine booked for Monday 23 March (changed from original March 19)
  - 7 speakers, each to have 5-10 mins, but keeping total below 1 hour as always. **Martin** organising
    - Spokes Party – 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 – speaker not yet confirmed
    - School Bike Buses – Dave found Diana Farrell (Corstorphine bike bus)
    - 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, officers or councillors or mixture??
  - Note CEC draft Mobility Plan which talks of segregated routes on all arterial roads into the city.
  - Need to start tying down the meeting soon as some speakers will be hard to get. **Martin**
- **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

- Last count Nov 12 – disappointing but was wet day. [Website article](#). Next in May.
- **Martin** Possible one-off Princes St/ George St count, to help CCWEL and Transformation lobbying. Barbara happy to help organis volunteers and work on the details if/when Planning Gp goes ahead.

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

- Conditions for our grants - [www.spokes.org.uk/documents/papers-documents/cargo-bikes](http://www.spokes.org.uk/documents/papers-documents/cargo-bikes).
- **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](#).
- **Bikes for Refugees – now have photo with logo on.**
- **Green Team** – they have their cargo bike. **Rosie** to contact them re photo(s) with logo showing
- **Lothian Cycle Training** – Ali Grieve – commercial but major community/voluntary aspect: £1000 offered.
- **Family CargoBikes offer** – Offer made to all spokes members – cargobike (CB) grant support (£1500 max); and also e-bike (EB) grant support (£500 max) for non-cycling or rarely-cycling people nominated and supported by a spokes member. We received 4 CB & 4 EB applications and approved all thanks to more cash from the supporting Trust.
- Dave prepared letters for the applicants and the shops, to reduce risk of fraud, then Rosie sent the form to the successful applicants for completion. So far 3 of the cargobike and 2 of the ebike purchases underway – **Rosie** to circulate spreadsheet to those at tonight's meeting. [Later – **Rosie** – presumably this is a separate spreadsheet to the community grants one? Good idea to keep them separate probably].

## 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)]

- **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](mailto: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. **Dave** to mention the revised edition in next all-member circular or Bulletin.
- **Midlothian** (2015) Software & surveying underway. Enjoyable & useful 15-strong meeting of ML volunteers & map group people held recently in Bilston. Andy Follis, designer, needing a volunteer to help with Adobe Illustrator work. **Dave** to email relevant tick-box people.
- **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 some bulk orders but are not proactive on sales and Maps group has no sales/promotion volunteer. Possibly write to all bike shops, with free sample map and order form?
- **Bulk sales** – Peter Hawkins does annual sales totals; **Dave** to circulate numbers. Recent major order of 350 maps (Ed & Lothians) by Changeworks.

## 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](http://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](http://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