

Minutes of Spokes Maps Group Meeting, via Zoom, 28 July 2025

ATTENDEES: Anne Douglas, Dave du Feu, Peter Hawkins, Ian Maxwell, Robert Simpson, Katharine Taylor

APOLOGIES: Andy Follis, Nigel Mead

MEETING NOTES

Help in Spokes Office

In opening discussion, it was noted, with gratitude, that Celia MacIntyre has volunteered to assist Anne in the Spokes office, meaning that Anne can reduce the number of times she has to travel in. As she initially expressed interest in helping with maps, Celia will deal with map orders that come into the office and contact Peter about invoices, as well as general admin. Celia is still working part-time, but may be able to help more next year. She was unable to attend this meeting, but we hope to welcome her to future meetings.

Distribution of maps

Katharine had circulated a draft proposal on the role of Hustlers in map distribution in advance of the meeting. This was discussed and the following points were agreed:

- There will be four hustlers in Edinburgh, each responsible for 8 – 10 shops each
- There will be at least one hustler in each of East Lothian, West Lothian and Midlothian.
- Robert has four volunteers who previously agreed to be 'enhanced' hustlers in Edinburgh.
- Existing hustlers who are not one of the four can assist the main hustler, but it will be up to the individuals to arrange and let Robert know. The main hustler for an area will have overall responsibility for communication, stock and deliveries.
- It was suggested that hustlers be asked to visit shops at specific times of year – eg, October, March and June – although they could contact them at other times as well.
- The hustlers will collect maps from the maps store and each hold a stock of maps in their own premises and deliver to the shop themselves.
- The hustlers will inform both Robert and Peter when they receive and fulfil an order.
- Peter will raise and issue the invoices and deal with finances.

Action: Robert to write up new instructions to be issued to hustlers, using the draft proposal document as the basis, and to contact all hustlers across the Lothians to confirm the change in their role.

Proposed hustlers for each area

Edinburgh – Elaine Appleby, Joan Carter, Rosanna Rabaeijs, Cath Shearing

East Lothian – Mark Holling (Robert suggested that another existing hustler could cover Musselburgh)

West Lothian – Stuart Waugh. (Eric Ingram has informed Robert that he wants to stand down, so we may look for a second hustler to help cover West Lothian.)

Midlothian – Robert Simpson

Key Holders for Jenners Depository

Currently, Peter Hawkins, Ian Maxwell, Mies Knottenbelt and Anne Douglas hold keys to the map store. Peter will usually arrange to meet hustlers at the store to give them stocks of maps. The other key holders can deputise for Peter if he is away or unwell – one or all of them should be copied into any requests, in case Peter is unable to respond. A method of recording what maps are given out and to whom must be devised, understood and used by all key holders.

Map Hustlers email group

A new email group will be set up – suggested name 'map-hustlers'. When requests for maps come into the office on office@spokes.org.uk or the general contact address spokes@spokes.org.uk, Anne and Rosie will send these requests to the map hustlers group only. This group will then communicate among themselves

and the most appropriate person, usually the hustler for the area, will deal with the request and let the rest of the group know that they have done so. Only issues and problems with shops and orders need to be reported to the whole Maps Group.

Action: Rosie or Martin to be asked to set up this group. It was agreed that it would be useful if anyone was able to email this group, not just members of the group.

Titles for Roles involved in Map Distribution

Katharine suggested that it would be useful for roles to have titles, rather than only naming individuals in procedure documents (which won't mean much to newcomers to the group).

Suggested titles are:

Maps Stock Controller – Peter Hawkins (who also deals with finance)

Deputy Maps Stock Controller – anyone who is a store key holder

Maps Links coordinator – Robert Simpson (Hustler-Hustler)

Hustlers – as named above

Office staff – Anne Douglas, Rosie Bell, Celia MacIntyre

Current Situation

Due to uncertainty over what system was to be used, there has been a hiatus in hustler visits to shops.

There have been several requests from shops for maps and enquiries from individuals about availability of the new Edinburgh map. Peter has now delivered to the Bike Coop, Tiso and Toppings. Robert will organise for the hustlers to visit all remaining shops soon.

Display Stands

Robert asked for this to be discussed ahead of its order on the agenda, as he had to leave the meeting early. There was some debate over whether shops wanted display stands – Peter said that we had tried to give them out before and shops weren't interested, but there was agreement that point of sale display can encourage sales. Peter and Robert agreed to take photos of existing map stands they'd seen in cycle shops, so that we could show retailers what types are available. We'll review feedback and decide how to proceed.

Action: Robert to ask hustlers to ask retail outlets if they would be interested.

Sales and Finance

Katharine asked for a quick summary before Robert left the meeting. Peter said that maps sales from shops were down this year. However, Dave reported that sales at festivals (about 80) and through the office (about 60) were the highest for a long time. There is a healthy amount in the maps account. Peter pointed out that this is because Andy Follis is doing the cartography for free, whereas, previously, most of the maps income had gone to pay the designer. Some of the map funds have been used to provide grants for cargo bikes. What to do with any excess funds is a topic for future debate.

[Robert left the meeting.]

Roles and Responsibilities in Spokes

Katharine asked if it would be helpful to new members of committees, etc, if there was a list of who does what available. Dave said that most roles were described on the Spokes website, under Documents > Internal Matters. Ian said that work was underway for Spokes to become a SCIO which will result in changes, including the setting up of a board of Trustees, so there was no need or point to make changes to the maps group information yet.

Action: KT to look at info on maps group to see if any amendments or updates are necessary.

Online Sales

Ian has spoken to Ben Seven of EDI Bike. Ben advised that, to enable online sales through the Spokes website, changes would have to be made to make it compliant. Ian has asked for a proposal from Ben detailing what can be done and the likely cost. We would also need to develop a process for dealing with online orders.

Action: Ian to pursue with Ben.

Promotion to Students

At the April meeting it was suggested that we could promote the maps to students in the autumn term. This could involve, for example, information in packs for new students. Universities and colleges might also order maps. Contacting the Active Travel officers in institutions across Lothian might be the most effective approach. Peter said that he had contacts with AT officers. The hustlers could also be involved in visiting campuses and delivering maps. As noone at the meeting felt they could take this on, was this something that the Resources Group could do?

Action: Anne offered to raise it at the Resources Group meeting the next evening, 29 July.

Maps at Stations

It was noted that Andy Follis may need to produce location specific maps for some stations.

Action from last meeting: Katharine to contact Network Rail about replacing three maps in Waverley Station. Also to contact Saartje Drijver (EL volunteer) and then ScotRail about installing maps in other stations in the Lothians

Funding from WLC and Sustrans

Dave said that WLC had placed an advance order for (1000?) maps via Andy. Katharine had attempted to contact Sustrans Scotland, but had received no response. Sustrans has reduced staff due to the cut in their funding and may not have funds to support maps now. Dave suggested that as SEStran now held funding for active travel and had produced a report on cross-Lothian cycle routes a couple of years ago, perhaps they should be referenced on the map? But he stressed that the WL map should not be delayed by this.

Old Maps to newsagents in West Lothian

Peter suggested selling remaining stock of the 2018 WL Cycle maps to newsagents in West Lothian at possibly £1 each. Dave agreed to offer maps to Linlithgow shops. We could also offer heavily discounted old maps to schools, youth groups, community groups.

Action: Katharine to ask Robert to ask WL hustlers if they would be willing to offer old maps to newsagents and other organisations in other areas of WL.

AOB

Launch of new West Lothian map.

The map should be published in September. Dave reported that David Liddell was happy to hold the launch at the Bike Library premises in Livingston. Details will be arranged later, once we can set a launch date. The Bike Library sign includes a large blow up version of our map, which will need to be renewed.

Action: KT to ask AF to send .pdf to David L when it is finalised.

Flat map postage costs

Anne said that she had recently had several requests for flat versions of the Edinburgh map. The cost of a cardboard tube and postage was about £4.20. We agreed that a charge should be made for postage of flat maps.

Date of next meeting

Date to be arranged.

Items for next meeting agenda arising from this meeting:

- West Lothian map launch event
- Thank you event for volunteer surveyors on WL map
- Distribution of maps – how is new system working?
- Sales and Finances
- Online sales – proposals?
- Promotion to students - update
- Maps at stations - progress
- Display stands - update

KT 31 July 2025