



**Partnership Board Meeting
Friday 17th June 2016
B5.4 Sustainable Transport Forum Minutes**

SESTRAN SUSTAINABLE TRANSPORT FORUM

10:00AM TUESDAY 3RD MAY 2016

SUSTRANS OFFICES, ROSEBERY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH

Present

Sandy Scotland (Chair)	Non Cllr Member
Gillian Bathgate	Midlothian Council
Nikki Boath	SEStran
Heather Cowan	Transport Scotland
Judith Cowie	City of Edinburgh Council
Mark Craske	NHS Forth Valley
Emma Crowther	University of Edinburgh
Graeme Curran	Scottish Government
Matt Davis	Sustrans
Kirsty Davison	WSP
William Dove	NHS Fife
Lisa Freeman	SEStran
Hanne-Mary Higgins	SEStran
Andy Keba	Sustrans
Dave Kinnaird	Liftshare
Stuart Lockhart	One-Ticket Ltd
Catriona Macdonald	SEStran
Chris McGhee	Scottish Government
Gordon Manson	Home Energy Scotland
Amber Moss	East Lothian Council
Deborah Paton	West Lothian Council
Lynn Slavin	Falkirk Council
Keith Stark	Enterprise Car Club
Rebecca Taylor	Scottish Government
Laura Watling	Liftshare
Paul Wright	Cycling Scotland

Apologies

Cllr Jim Fullarton	Scottish Borders Council
Cllr Bill Henderson	City of Edinburgh Council
Cllr Adam McVey	City of Edinburgh Council
Charlie Anderson	Non Cllr Member
Caroline Barr	
Gary Bell	SCSP
Stephen Bird	Falkirk Council
Lesley Deans	Clackmannanshire Council
Pauline Donaldson	Forth Valley College
John Geelan	Steer Davis Gleave
Christine McDougall	Edinburgh College

Cecilia Oram
 Jamie Pearson
 Iain Shaw
 Martin Wanlees

Sustrans
 Napier University
 City of Edinburgh Council
 Scottish Borders Council

Ref.		Actions
1.	Introduction/Apologies	
	Mr Scotland welcomed the group and conducted round table introductions. Mr Scotland reported that Alex Macaulay, SEStran Partnership Director has retired and announced that George Eckton will become the new Partnership Director on 1 June 2016.	
2.	Minutes of Last Meeting	
	The minutes of the last meeting were approved.	
3.	Matters Arising	
	There were no matters arising.	
4.	Sustrans – Community Links	
	Mr Keba gave an update on the Community Links project. Main points as follows: <ul style="list-style-type: none"> • 2015-16 has been very successful year in SEStran area. Grand total for completed projects was £13 million which was spread over 80 projects. • Number of applications for 2016-17 is very similar to 2015-16. Sustrans will wait until after new Government is formed before they announce the successful projects. <p>Mr Scotland queried if Sustrans were involved with Community Links Plus. Mr Keba reported that this a separate programme.</p>	
5.	Transport Scotland – ERDF Funding for Low Carbon and Active Travel	
	Ms Cowan gave a presentation on ERDF Funding. <p>Ms Cowan agreed to forward the presentation slides to Lisa Freeman for distribution to the group. The presentation slides are attached.</p> <p>Ms Cowan also agreed to send a link with the presentation regarding private sector funding.</p>	Heather Cowan/Lisa Freeman
6.	Tripshare Update	
	Mr Kinnaird gave an update on Tripshare. Main points as follows: <ul style="list-style-type: none"> • Tripshare membership is continuing to grow • Some of the Tripshare schemes now operating in SEStran area are Edinburgh University, NHS Borders, Heriot Watt University, NHS Forth Valley, Scottish Government. • A few NHS hospitals have set up car sharing spaces on their sites. • Tripshare have redesigned customers websites • Event management is available to promote Tripshare within companies • Promote Personalised Travel Plans to company employees <p>Mr Dove commented that Victoria Hospital in Dunfermline now operates a Tripshare Budi scheme. The Car Parking Policy has also been rewritten.</p>	
7.	Smarter Choices Smarter Places 2016/17	
	Lisa Freeman gave an update of Smarter Choices Smarter Places due to	Lisa

	Gary Bell's absence. Lisa Freeman advised that she will circulate the update to the Forum. Update attached.	Freeman
8.	Real-Time Passenger Information	
	<p>Miss Macdonald, SEStran, gave an update on Real-Time Passenger Information. Main points as follows:</p> <ul style="list-style-type: none"> • Bustracker SEStran now has live bus times for all Stagecoach and First services within SEStran area and timetabled information for smaller operators is due to be added to the system soon • An objective for this year is to upgrade smaller operators machines to GPS enabled machines in order to be added to the real time system • RTPi Digital Signage now has all live bus, train and tram times. 	
9.	One-Ticket Smart App Launch	
	Mr Lockhart summarised One-Ticket Ltd. Mr Lockhart brought to the attention of the Forum the launch of the One-Ticket Smart App. He highlighted that this is a bus only product. The product is due to be launched imminently.	
10.	SEStran Grant Schemes for 2016/17	
	<p>Ms Freeman summarised the grant scheme that is currently being run by SEStran:</p> <ul style="list-style-type: none"> • The sustainable and active travel grant is open for applications and is aimed at organisations looking to encourage sustainable travel. The grant is worth £25,000 and is 50% match funded. Applications are on a first come, first served basis. <p>Miss Higgins summarised the Sustrans grant scheme that is currently being run by SEStran and highlighted some of the projects that have benefited from this scheme:</p> <ul style="list-style-type: none"> • Feasibility Study on A71 • Cycle Super Highway • Young Scot project <p>This grant is worth £25,000.</p>	
11.	AOCB	
9.1	Gordon Manson – Home Energy Scotland. Mr Manson summarised his role within Energy Saving Trust.	
9.2	Gillian Bathgate – Midlothian Council. Ms Bathgate reported that Midlothian Council have installed new Active Travel consoles at new Borders railways station and these have now gone live.	
9.3	Lynn Slavin – Falkirk Council. Ms Slavin reported that Falkirk Council are focussing on Smarter Choices, Smarter Places projects.	
9.4	Amber Moss – East Lothian Council. Ms Moss reported that East Lothian Council have submitted their Smarter Choices, Smarter Places bid. Ms Moss also reported that the development of Active Travel improvement plan is underway.	
9.5	Judith Cowie – City of Edinburgh Council. Ms Cowie reported that Edinburgh Council have submitted their Smarter Choices Smarter Places bid.	

9.6	Emma Crowther – Edinburgh University. Ms Crowther reported that Cycling Scotland have assisted Edinburgh University through their Cycle Friendly Campus Award with the Student Bike Hire scheme which hires out bikes to students on a semester basis. Ms Crowther also commented that this scheme will be widened to offer staff the same opportunity over the summer. Edinburgh University have a partnership with the Wee Spoke Hub and as a result of this staff will be offered cycle training and lead cycle rides.	
9.7	Paul Wright – Cycling Scotland. Mr Wright reported that Cycling Scotland have also undertaken the Cycling Friendly Campus Award over the past year and have rolled this out to other universities and colleges and these have been very successful. The deadline for bids is 3 May 2016. Cycling Scotland are also hoping to launch an internship programme for a Cycling Officer this year.	
9.8	William Dove – NHS Fife. Mr Dove reported Fife Council have received 4 RTPI screens for Fife hospitals.	
9.9	Keith Stark - Enterprise Car Club. Mr Stark reported that Enterprise Car Club was formerly City Car Club.	
9.10	Mark Craske – NHS Forth Valley. Mr Craske reported that NHS Forth Valley have appointed Enterprise Car Club and now have 2 cars onsite.	
9.11	Andy Keba – Sustrans. Mr Keba highlighted that cycling parking is currently being dismantled from Abellio stations. This equipment is being offered free of charge to anyone who is interested. The racks will be reinstalled free of charge also.	
9.12	Lisa Freeman – SEStran. Ms Freeman reported that SEStran currently have 2 European Projects which are Social Car and SHARE-North.	
9.13	Deborah Paton – West Lothian Council. Ms Paton reported that West Lothian Council have adopted their Travel Plan. West Lothian Council are also involved in Smarter Choices Smarter Places projects.	
9.14	Scottish Government Team reported that their Cycle to Work scheme begins on 3 May and runs until the end of the month. Scottish Government have also been running Sustainable Transport events for their staff. In December 2015, Scottish Government launched their Sustainable Travel Strategy. Scottish Government have installed 3 Bustrackers at their Victoria Quay site. Also there is a Sustrans cycle counter based at Victoria Quay. Scottish Government team also highlighted that they are operating a Liftshare scheme of which there are approx 100 members.	
10.	Close	
	Mr Scotland thanked attendees for their time and stated that the next meeting of the forum would be held in October 2016.	