

Minute of the MORAY FORUM TRANSPORT STEERING GROUP held on Tuesday 19 January 2016.

VENUE: Moray Council Committee Room

ATTENDEES:

Anita Milne, Moray Transport Working Group (AM)
 Fiona Rolt, Admin Support, Moray Transport Forum (FR)
 Chris Hall, Planning Officer, Community Transport (CH)
 Donald MacRae, Public Transport Manager (DM)
 Iain Catto, Representing Elgin Community Council (IC)
 Cllr Fiona Murdoch, Moray Council (FM)
 Craig Woodall, Stagecoach (CW)
 Fabio Villani, Chief Officer, tsiMoray (FV)
 Mike Alexander, Commissioning Team, Moray Council (MA)

APOLOGIES:

Nicola Moss, Transportation Manager (NM)
 Julie Cromarty, Public Transport Information Officer (Hitrans) (JC)
 Tracie Wills, Senior Commissioning Officer (TW)
 Jane Mackie, Head of Community Care (JM)
 Sheila Fletcher, Scottish Representative, Community Transport Association (SF)

Item	Subject	Action
1.0	Apologies and Introductions	
1.1	Apologies were noted as above.	
1.2	Catriona Campbell to be removed from the list of invitees. Anita suggested that we should try to obtain a copy of Catriona's research as it would be relevant to future discussions. Mike agreed to try to track a copy down.	MA
1.3	As there were a number of new faces introductions were made.	
2.0	Minute of Previous Meeting dated 14 December 2015	
2.1	Errata:- Item 6.2 last sentence should read "invite Stacey Lynch to a future meeting". With this amendment the minutes were noted and approved.	
3.0	Matters Arising	
3.1	There are a number of outstanding actions:- <ul style="list-style-type: none"> • Nicola has yet to meet with Pam Gowans • Fiona has still to follow up with Heather Day • Anita has not as yet met with Findhorn Car Share Scheme • Iain still to meet with Keith and Dufftown Railway 	NM FR AM IC
3.2	6.1 Donald has been in contact with Network Rail re bus going into Elgin Station when travelling south as there is no suitable bus stop at the station. Craig expressed concern that there might not be enough room for buses to turn and the right turn to exit the station. It was agreed to arrange a site meeting involving	DM/CW/ IC

3.3	Donald, Craig and Iain. It was noted that Network Rail was holding a consultation meeting regarding the alterations to the station on Friday 29 January 2016 in the Laichmoray Hotel. Iain will be attending on behalf of Elgin Community Council but is happy to report back to this group too.	IC
3.4	It was agreed to invite Stacey Lynch to the next meeting. Donald will deal with this.	DM
4.0	Report on Transport Seminar – 21 November 2015	
4.1	The report had been previously circulated. The main issue with the seminar is that the date needs to be set earlier and the event held earlier in the year. It was agreed that the date for the next seminar will be set at the next meeting.	All
4.2	It was agreed that a press release would be beneficial and that use should be made of the Council's Facebook page and tsiMoray's newsletter. Posters on buses would be useful to catch the travelling public. Craig thought that this should be possible and will confirm.	CW
4.3	From the report – improvements to Elgin Bus Station. It was suggested that SPICE might be approached with a view to them taking on visual improvements at the station. Iain offered to speak to the secretary of SPICE.	IC
4.4	Chris put forward the proposal that bus shelters could be adopted by the communities they serve. It was agreed that Chris, Donald, Anita and Iain draft a project proposal spelling out what can and can't be done to the shelters and which ones could be adopted. This proposal could be circulated round the various community groups via the usual routes	CH/ DM/ AM/ IC
4.5		FR
4.6	Ref the report. It was agreed to delete "small" from Outcomes point 2. Fabio requested that the collated evaluation forms be included in the report and this was agreed.	FR
5.0	Application for funding to Moray Health and Social Care Partnership for Project Worker	
5.1	The application was not completed in time for the December meeting of the Integration Fund Group.	
5.2	Fabio reported that the group was due to meet again in February but doesn't know if they are accepting applications as they want to make sure that any funding allocated is to projects which fit the strategic plan. Anita will check with Eildh.	AM
5.3	Anita will also undertake the redrafting of the application and will call on others for support.	AM
5.4	Anita, Fiona and Donald to meet with Mike to discuss how this project could be taken forward.	AM/FM/DM/ MA
5.5	Fiona will raise the transport agenda at the development day for the Integrated Board for Health and Social Care as it doesn't appear in any of the plans.	FM
5.6	With regard to the Project Worker's post - it was agreed that this would be hosted by the Moray Forum and would be advertised as a self-employed position. Fabio offered the services of tsiMoray should	

	it be necessary to employ this person. He stated that this would incur costs which would need to be built into the application if this was the case.	
6.0	Transport Updates	
6.1	<ul style="list-style-type: none"> Public Transport – Craig reported that he is still finding out where his buses go as he has only been in post for two weeks! 	
6.2	<ul style="list-style-type: none"> Dial M – Donald reported that the service was being rebranded as Moray Dial-a-Bus and some of the newer buses already carry the new name and telephone number. It was noted that more information needs to be distributed to Garmouth and Kingston to let people know that they can use the Dial-a-Bus service to get to Mosstodloch and Fochabers. Information is also required in the Spey Bay area. 	
6.3	<ul style="list-style-type: none"> Community Transport – no report. 	
7.0	AOCB	
7.1	Iain asked about the status of minutes of this group. It was agreed that they were not confidential and could be circulated to others. It was also agreed that they should go on “your moray’s” website.	
7.2	Donald and Anita’s liaison! Donald explained that ATCO was the coordinating body for transport officers. Through Transport Scotland they had been approached seeking assistance in the development of a Travel Plan for Scotland. Donald noticed that there seemed to be no third sector involvement and suggested that Anita’s name be put forward to sit on this group. A letter is to be sent offering the services of a third sector representative i.e. Anita. The meeting endorsed this move.	DM
7.3	Craig was asked if he would be able to attend meetings of the Transport Steering Group as his input would be extremely helpful. He thought that this would be in order.	
7.4	Mike will let the Group know if it will be him or Tracie who will attend on behalf of Health and Social Care.	MA
7.5	Fiona Rolt intimated that she was stepping down from the Transport Steering Group and wished everyone well. Fiona was thanked for her input to the Group and her work on the Transport Seminars.	
8.0	Date, time and venue of next meeting	
7.1	Tuesday 22 March 2016, 10.00am – Meeting Room 1, Moray Council Annexe.	ALL