

**THE MORAY COUNCIL
ENVIRONMENTAL SERVICES DEPARTMENT**

MORAY FORUM TRANSPORT STEERING GROUP – Tuesday 23 September 2014

VENUE: MORAY COUNCIL HQ, MEETING ROOM 224

ATTENDEES:

Stephen Cooper, Head of Direct Services (SC)
 Chris Hall, Planning Officer, Community Transport (CH)
 Anita Milne, Moray Transport Working Group (AM)
 Fabio Villani, Chief Officer, tsiMoray (FV)
 Fiona Rolt, Admin Support, Moray Transport Forum (FR)
 Peter Jones, PPR and Communications Officer (PJ)
 Nicola Moss, Transportation Manager (NM)
 Sheila Fletcher, Scottish Representative, Community Transport Association (SF)
 Lorna Davidson, PA to Head of Direct Services (LD)

APOLOGIES:

Ranald Robertson, Director, Hitrans (RR)
 Donald MacRae, Public Transport Manager (DMc)
 Councillor Fiona Murdoch (FM)
 Roddy Huggan, Commissioning and Performance Manager. TMC (RH)
 Catriona Campbell, Research and Information Officer, TMC (CC)
 George McLean, NHS Grampian (GMc)
 Jane Mackie, Head of Community Care (JM)

Item	Subject	Action
1.0	Apologies	
1.1	Noted, as above.	
1.2	Introductions were made for Nicola Moss as this is her first meeting of the group.	
2.0	Minute of Previous Meeting Dated 3 July 2014	
2.1	Outcome of moray passenger forum – still to be done by Fiona Rolt and will be summary format.	FR
2.2	CT online – not completely live yet but reference will feature in the guide.	
2.3	Remit and membership of other transport groups with a view to combining groups – SC met with Jane Mackie and with Laurence Findlay (Acting Director, Education and Social Care) and it was felt that with the changes to health and social care that are ongoing that this was not a current priority. All to raise this issue with their respective groups at some point and feedback thoughts to this group.	ALL

<p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>Funding – SC spoke to Reni Milburn (Moray Council Principal Development Officer) and she agreed to attend a future event.</p> <p>Whisky Festival – Fiona Murdoch raised the issue of no transport services when the festival is on as it is a public holiday. Fiona was to talk to the festival organisers to see if they could pay for it. Chris Hall has not heard anything further and this will be followed up by Nicola Moss. Nicola will arrange to meet with Cllr Murdoch.</p> <p>Nicola informed the group that Donald MacRae has taken up the post of Public Transport Manager after Peter Findlay retired.</p>	<p style="text-align: center;">NM</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Moray Community Transport Guide</p> <p>Latest draft circulated to all.</p> <p>Some pictures still to be added and this may include replacing some of the photos with advertisements.</p> <p>Layout agreed.</p> <p>Last page: McDonald spelt wrong – should be MacDonald.</p> <p>CT online – Sheila’s contact details to be added.</p> <p>It was noted that the Equal Opportunities officer had reviewed the guide.</p> <p>Front page: montage of photos to be added.</p> <p>Forward: okay and date has been added at the end.</p> <p>Caveat to be added to the guide to say that ‘all details correct at time of print’.</p> <p>Contents page: new maps will change it slightly.</p> <p>Page 7: use the blank space for 2 advertisements.</p> <p>Findhorn car share scheme: Chris Hall has not received any information. It is a ‘pool car’ scheme rather than a community sharing scheme. Chris will follow up on finding out the details.</p> <p>Page 8: Dial M for Moray wording (also features on page 15). Suggestion that ‘for more information see page....’ is added.</p> <p>Page 13: highlands and islands transport scheme (covers parts of Moray) and is considered quite important to have included in the guide. Chris and Sheila to agree some wording to be added.</p>	

Page 16: Doctors surgeries and health centres: agreed that this should be removed.

Maps: Chris said the new map that is to be added doesn't need a key as the different areas will be shaded a different colour and there will only be one large map.

Back page: try to move this information into the body of the document. The back page could then be used for an advertisement.

Services for each town: all agreed with the general layout.

Alves: add dial M reference.

Dallas: add dial M for moray Elgin area.

Dufftown: put reference to Keith and Dufftown railway lower down the priority list.

Duffus: add dial M for Elgin.

Findhorn: Osprey bus was not put into the directory as they said that they did not want to be featured in the directory.

Garmouth: Chris to find out if babs should be added.

Hopeman: dial M to be added.

Keith: add something about the Keith and Dufftown railway.

Kinloss: add Osprey.

Roths: spelling of Cabrach is wrong.

Tomintoul: spelling of Cabrach is wrong.

Page 33: make reference to Lossiemouth senior citizens.

Sheila will check each telephone number for the services to double check that the numbers are valid.

Headings – throughout document font and size to be checked.

All other comments to be sent to Peter Jones/Chris Hall by close of play on Thursday 25 September 2014.

Peter explained that the advertising has only generated about £1800, printing cost net of advertising is about £4,000. Cost can

ALL

	<p>be taken down by increasing advertising revenue. Distribution cost is about £3,500 - £4,000. Peter explains that the amount of guides printed could be taken down to 20,000 and using a distribution service other than Royal Mail and not to every household in Moray could decrease cost.</p> <p>3.4 A discussion is held about using the Community Council distribution list (i.e. if they are distributing their own newsletter for example they could include the guide free of charge). Peter says that the guide can be added to the Council app and social media free of charge.</p> <p>3.5 Peter has spoken to a company from Glasgow who currently deliver phone directories in the area and they will supply Peter with a quotation. Using the Northern Scot is discussed but the number sold is down to about 15,000 copies so maybe not ideal. Using the dial-m areas or school catchment groups is also discussed.</p> <p>3.6 The original transport guide was not delivered to every household, it only went to health centres, doctor surgeries etc.</p> <p>3.7 Agreed that all would like to stick to the original plan of distributing to every household in Moray.</p> <p>3.8 Fabio suggests that if the Council paid for the printing then the cost for distribution could be found from the change fund and NHS Grampian. Fabio to find out about the change fund and Peter will speak to Robin Paterson regarding some funding. Anita to contact all area forums regarding a donation.</p>	FV/PJ/AM
<p>4.0</p> <p>4.1</p>	<p>Next Event</p> <p>Date has been decided as Saturday 1 November 2014.</p> <p>Venue has previously been Lhanbryde and food has been provided (there is good access to a kitchen). Elgin Town Hall is discussed but it may not be open on time after being refurbished. Around about 50 people attend the event along with Elected Members.</p> <p>Same format as the January Lhanbryde event.</p> <p>Introduction from Anita (to include what has happened since 2011 and a talk about where we are now).</p> <p>Nicola Moss will do a 'state of the nation address' to confirm where we are with transport across Moray.</p> <p>Robin Paterson will do a talk on the integration of health and social care.</p>	

	Then break into small groups and there will be questions and discussions or might task each group with a subject or set of questions to discuss.	
4.2	SC to speak to Peter about press coverage at the event.	SC
4.3	Stagecoach and Network Rail have been invited to the event in the past. Nicola will make contact with Scotrail for future events.	NM
4.4	The transport guide will be launched at the event.	
4.5	Community Transport Group meeting – Reni to be invited to the next event that is planned rather than the November event.	
5.0	Next Meeting	
5.1	Future dates to be agreed for meetings every 8 weeks or so. LD to issue some dates for consideration.	LD