

# Minutes of Meeting

Monday 5<sup>th</sup> December 2016

University of Dundee

## Attendees:

|                    |                                    |                      |
|--------------------|------------------------------------|----------------------|
| Clara Boeker       | EAUC                               | Secretary            |
| Emma Crowther      | University of Edinburgh            |                      |
| Trudy Cunningham   | University of Dundee               | EAUC TSN Convenor    |
| Allison Dixon      | Robert Gordon University           |                      |
| William Dove       | NHS Fife                           |                      |
| Lara Fahey         | University of St Andrews           | Speaker              |
| Kathryn Firth      | Robert Gordon University           | Speaker              |
| Chris James        | University of Aberdeen             | Speaker              |
| Valentin Jeanjean  | University of the West of Scotland | Speaker              |
| Tom Kemsley        | Queen Margaret University          |                      |
| Orsolya Keri       | University of Stirling             |                      |
| Adam Kesby         | Sustrans                           |                      |
| Emma Louise Lawrie | Energy Saving Trust Scotland       |                      |
| David Nicolson     | Robert Gordon University           |                      |
| Alistair Macleod   | University of St Andrews           |                      |
| Allie Page         | Carplus                            | Speaker              |
| Andrea Partridge   | Paths for All Partnership          |                      |
| Spela Raposa       | University of Strathclyde          |                      |
| Merry Scott        | Merry Scott Consulting             | ACT TravelWise Chair |
| Mhairi Summers     | South Lanarkshire College          |                      |
| Kelly Wiltshire    | Nestrans                           |                      |

## Apologies:

|                |                                       |
|----------------|---------------------------------------|
| Clare Strain   | Strathclyde Partnership for Transport |
| Mark Craske    | NHS / Tacran                          |
| John Pinkard   | Anson Consulting                      |
| Viola Retzlaff | University of Glasgow                 |
| Guy Harewood   | Stirling Council                      |

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| 1 | <p><b>Welcome and Introductions</b><br/> <i>Trudy Cunningham, EAUC Travel &amp; Transport Convenor and ACT TravelWise Vice- Chair</i></p> <p>Everyone was welcomed to the meeting and introduced themselves.</p>   |  |
| 2 | <p><b>Previous Minutes and Matters Arising from Meeting on the 19<sup>th</sup> May 2016</b><br/> <i>Trudy Cunningham, EAUC Travel &amp; Transport Convenor and ACT TravelWise Vice- Chair</i></p> <ul style="list-style-type: none"> <li>• See Minutes – <a href="#">here</a>.</li> <li>• No discussion of previous minutes necessary as mainly people present who were not at the last meeting.</li> <li>• TSN convener and ACT TravelWise Chair open for suggestions for upcoming Travel and Transport TSNs and Act TravelWise meetings.</li> <li>• Next TSN might potentially involve a workshop on travel aspects of BREEAM policy required by universities and colleges.</li> <li>• TSNs are a great opportunity for exchanging information in the travel and transport sector.</li> </ul>  |  |
| 3 | <p><b><a href="#">Liftshare</a> – see presentation <a href="#">here</a>.</b><br/> <i>Merry Scott, Chair of ACT Travelwise (Scotland)</i></p> <ul style="list-style-type: none"> <li>• Liftshare is a social enterprise which enables organised car-sharing by connecting people travelling in the same direction, thereby reducing congestion and air pollution and sharing costs.</li> <li>• Liftshare offers packages for different kind of groups within institutions and provides insights into different opportunities for car sharing.</li> <li>• Liftshare helps to promote a culture shift towards car sharing and is a helpful tool for saving money on business travels.</li> <li>• Liftshare offers tool for personalising travel plans with the ‘My Personal Travel Plan’ tool, which hives people every option available for their travel, including public transport and car share options</li> <li>• My PTP is helpful for institutions to provide information on various options for employees’ traveling options (uses postcodes and vehicles to create travel strategies), which also helps to reduce overuse of car parks.</li> <li>• Organisations can buy travel plans for their employees with a minimum of 1000 participants. Opt-out approach helps to get staff engaged, as once they are signed up they are unlikely to sign out of it. Having Liftshare introduced at the beginning of the term and during inductions further promotes user rates.</li> <li>• Liftshare is a cost-effective tool to make change happen and helps with monitoring and reporting on successful measures for reducing carbon footprint. See presentation and case studies.</li> <li>• Merry Scott is now the Liftshare Scotland contact person.</li> </ul> |  |
| 4 | <p><b><a href="#">Carplus</a> – see presentation <a href="#">here</a>.</b><br/> <i>Allie Page, Car Club Development Officer</i></p> <ul style="list-style-type: none"> <li>• Carplus is a UK wide charity to help promote car clubs and shared mobility. In Scotland it is fully funded by Transport Scotland.</li> </ul>  |  |

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|   | <ul style="list-style-type: none"> <li>• Car clubs are member based organisations which give people the opportunity to rent cars by the hour. There are many different models of car clubs with different pricing systems. There are 27 car clubs in Scotland with 30 different locations.</li> <li>• Carplus sees car clubs as an enabler for behavioural change and a move towards a sharing economy with positive impacts for the environment as the car club cars emit less CO<sub>2</sub> and members tend to give up secondary cars as well as reducing their carbon footprint. Another benefit is the outsourcing of resources as the need for maintenance and repair is omitted.</li> <li>• Universities can become corporate members of Carplus and hence promote shared mobility to their staff and students.</li> <li>• There are many different benefits for staff and students when institutions are members of Carplus, see presentation.</li> <li>• Carplus can help with advice on how universities can tender for national operators if there are no local car clubs</li> <li>• Bikeplus is the equivalent organisation for bikes, and represents bike sharing schemes in the public sector and works together with Cycling Scotland. Bikeplus is trying to link up all the different operators and present best practice.</li> <li>• Different car clubs need to talk to each other and work closer together to make car sharing more accessible for inter-city journeys. Also, at the University of Dundee the car club scheme is well used by students who are under the age limit for regular car hire. Many students share car journeys for trips to the super market or train stations.</li> </ul>  |  |
| 5 | <p><b><u>Cycling Scotland: Reflections on the Internship Program</u></b><br/> <i>Paul Wright, Cycling Scotland / Chris James, University of Aberdeen / Kathryn Firth, Robert Gordon University / Lara Fahey, University of St Andrews / Valentin JeanJean, University of the West of Scotland</i></p> <ul style="list-style-type: none"> <li>• Cycling Scotland is a Scottish charity aiming to promote cycling as an accessible and practical lifestyle option. It has around 400 employees and has undergone a recent shift in their workforce.</li> <li>• Cycling Scotland is particularly putting stress on safer cycle paths to bring behavior change forward. <ul style="list-style-type: none"> <li>• 16<sup>th</sup> December deadline for cycle friendly employer grant application → has to be spent on improving facilities (capital investment)</li> <li>• <a href="http://www.cyclinghub.scot/cycle-friendly/employer">http://www.cyclinghub.scot/cycle-friendly/employer</a></li> </ul> </li> <li>• A recent project of Cycling Scotland is the ‘Cycle friendly Campus’, which involved the creation of an Internship Programme, which has proven to be a fantastic experience for everyone involved.</li> <li>• EAUC-Scotland helped to promote the Internship Programme and it has been a fantastic learning journey for Cycling Scotland as well as giving Cycling Scotland the opportunity actually providing universities and colleges with resources to make cycling a more viable option for them rather than just preaching it.</li> <li>• Cycling Scotland hopes that universities and colleges see the benefits in having someone dedicated to cycling through the internship and these roles will be perpetuated.</li> </ul> <p><b>Kathryn Firth – Cycling Officer at Robert Gordon University and Chris James – Cycling Officer at University of Aberdeen – see presentation <a href="#">here</a>.</b></p> |  |

- Even though Aberdeen should be ideal for cycling due to its size, only 0.05% of the population use cycling as primary way of transport.
- In a survey carried out by Chris 70% stated it was too dangerous to cycle in Aberdeen.
- Both universities are not ideal for cycling due to their location with a dangerous roundabout nearby and no cycling infrastructure and this is something, which cannot be changed through a five month internship. However, creating awareness of cycling issues is the main priority.
- Despite there being good cycling facilities at the campuses there needs to be more cycling focused.
- So far Chris did a survey on cycling opinions at University of Aberdeen, has done maintenance work on bicycles, raised awareness among staff and students, ran two doctor bike sessions, designed a cycle safety campaign 'Ride Right and Ride Bright' which included the handing out of bike lights and visibility vest.
- Kathryn has worked on the 'Go Green' campaign, which is funded by Keep Scotland Beautiful. One of the projects is a bike hire scheme with 32 functional bikes on the road. However, this does not cover the demand from students. Kathryn is also working with the estates team to get bike workshops set up at campus to help students fix their own bikes.
- Cycling Scotland Internship Programme is great experience for networking in cycling sector and to create some change.

**Lara – Cycling Officer at University of St Andrews – see presentation [here](#).**

- Within three months:
  - 267 bikes were fixed,
  - donated bikes refurbished,
  - bike maintenance volunteers trained and help provided to others to fix their own bikes,
  - work done on making cycling safer through films and campaigns,
  - cooperation with many different stakeholder groups,
  - engagement with students through different campaigns,
  - collect data for improving condition of biking
- Also noted was that food draws volunteers in!

**Valentin – Cycling Officer at University of the West of Scotland – see presentation [here](#).**

- Currently half way through the internship programme.
- UWS is a new university consisting of four campuses with 16 thousand students. There are already various initiatives for cycling in place but not a single sustained approach to cycling policy.
- At UWS there is a general lack of awareness of cycling facilities/services, which means there needs to be more communication at UWS, however this is difficult due to the four different campuses and the present cycling facilities.
- In order to improve the situation, cycling needs to be embedded in the sustainability strategy of UWS along with a development of a support network to promote cycling.
- The Funding from Cycling Scotland and Cycling UK helps to run various events to get students involved such as Doctor Bike sessions.
- Overall the Internship is a great experience for network support and exchanging ideas, but communication to the students has been the most challenging part.

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| 6 | <p><a href="http://Travelknowhowscotland.co.uk">Travelknowhowscotland.co.uk</a> – see presentation <a href="#">here</a>.<br/> Merry Scott Chair of ACT Travelwise (Scotland)</p> <ul style="list-style-type: none"> <li>• Travelknowhowscotland.co.uk is a travel plan website tool to facilitate travel planning for organisations and help them to take ownership of their own travel plan by offering a variety of easy to use and free resources on communication and marketing. It is open to everyone in Scotland.</li> <li>• There are over 60 organisations signed up for travelknowhowscotland.co.uk voluntarily.</li> <li>• Organisations need support in implementing feasible travel plans to avoid creating plans which are there to tick boxes rather than actually useful.</li> <li>• Travelknowhowscotland.co.uk also provides links to regional transport partnerships and BREEAM information</li> <li>• There are also tools available for organisations to run their own initiatives and events with the possibility to personalise marketing material to save money</li> <li>• The monitoring tool and calendar are particular useful for organisations.</li> <li>• It is important for institutions to look at their traveling plans and thus helpful to use travelknowhowscotland.co.uk to implement travel plans for organisations. It is difficult though to get the different groups of people together and share mobility.</li> <li>• People need to think outside the box to improve cycling participation and feed into local area and consultations</li> <li>• Cycling is picking up with fuel costs and parking.</li> </ul> |  |
| 7 | <p><b>Thanks and Close</b><br/> Trudy Cunningham, EAUC Travel &amp; Transport TSN Convener/Merry Scott, Chair of ACT Travelwise (Scotland)</p> <p>Everyone was thanked for their participation and invited to stay for lunch.</p>   |  |
|   | Lunch   |  |

Minutes prepared by: Clara Boeker  
EAUC-Scotland Communications and Events Intern  
December 2016