

Minutes of Meeting

Wednesday 14th October 2015

University of Dundee

Attendees:

Gary Bell	GB	Paths for All Partnership	
Clive Brown	CB	Edinburgh City Council	
Trudy Cunningham	TC	University of Dundee	EAUC Convenor
William Dove	WD	NHS (Fife)	
Ceri Griffin	CG	Cycle Solutions	
Don Kent	DK	NESTRANS	Acting Chair
Stewart Kerr	SK	University of Dundee	
George King	GK	University of St Andrews	
Dave Kinnaird	DK2	Liftshare	
Iain Leith	IL	Dundee City Council	
Linda McCabe	LM	Dundee City Council	
Caley McDowall	CM	JMP Travel Consultants	
Eden Morrison	EM	Independent	
Jenny Muir	JM	Sustrans	
Rebecca Petford	RP	EAUC	EAUC Coordinator
John Pinkard	JP	Ansons Consulting	
Marta Ramage	MR	Fife Council	
Shona Rawlings	SR	SPT	
Esmond James Sage	ES	Transition University of St Andrews	
Merry Scott	MS	TACTRAN	
Jim Storrie	JS	Queen Margaret University	
Mark Walmsley	MW	Pindar Creative	
Paul Wright	PW	Cycling Scotland	

Apologies:

Tim Rees Cycle Solutions

1) Welcome and Introductions – Don Kent

DK welcomed everyone to the meeting and invited everyone to introduce themselves to the room.

2) Previous Minutes and Matters Arising from Meeting on 27th May 2015 – Don Kent

Previous Minutes available [here](#).

DK has been acting as Chair and Secretary while MS is preparing for Maternity leave, but leaving NESTRANS, although he will be volunteering with ACT TravelWise post retirement. DK happy to continue to do the administration for the group but would like someone to step into the role of Chair, who must be a member of ACT TravelWise. The group also need a secretary. Return to this at the end of the meeting.

No other action points from the previous meeting.

3) Cycle Solutions – Ceri Griffin, Business Development Manager

Presentation available [here](#). Website available [here](#). Contact Ceri on cerig@cyclesolutions.co.uk or on 07794532118.

- Bike retailer that offers a cycle to work scheme
- Scheme designed to work well for a public sector organization
- Team of bike experts to provide support and advice
- 140+ brands available, 6-7,000 bikes, UK's widest range of bikes, suit all needs
- Online solution and local stores with 24 hour support line
- End of scheme process managed on behalf of the organization
- No hidden costs and simple sign-up with dedicated account management
- Third party finance is possible to make it cash neutral
- Savings of up to 42% (Up to 48% for EAUC members, as 10% discount for scheme and private purchases, and a 10% discount for students. 18 month warranty for EAUC Members too)
- Variety of organisations already engaged – London Fire Brigade, Stagecoach, Universities
- Currently on Health Trust Europe and ESPO framework agreements
- Wide range of co-branded marketing available – free and bespoke
- Roadshows possible for bikes and equipment meaning potential purchasers can pop in with limited time or experience
- You can place order with a local store to support them and have it processed by Cycle Solutions (store needs to join the network, which has a growing list of independent retailers)
- Bespoke website and URL for each organisation – shows savings, costs etc.
- Customer satisfaction survey alongside management information for organisation to include total orders, average spend, demographics, location of orders etc.
- Details of process of signing up within pack handed out to all attendees
- Orders online, over the phone, face-to-face, roadshows and local stores. Reply within 48 hours and check bike ordered is suitable to their needs.
- Authorisation process for employer within scheme order process
- If bikes are ordered through Cycle Solutions they are built to order and delivered to them next day – 3-4 day timeframe – very fast compared to others

- People pay in arrears – get the certificate before paying the bill
- Ride Mapper phone app open to all, allowing users to plan routes, monitor achievements in terms of calories, CO₂ and money. Designed for employers too with collated stats able to be presented on an organisational dashboard. Uses Cycle Streets maps.
- End of scheme – similar to Cycle Scheme – Cycle Solutions manage the process
- Employer benefits – improved employee engagement, money savings, minimal administration, compliant, good management info, Ride Mapper app, dedicated account manager
- Brompton folding bikes not sold by Cycle Solutions but can be sourced from stores
- Electric bikes available on scheme under the price limit for all bikes of £1,000
- Student publicity provided – flyers at roadshows, website, can provide info for Student Unions

4) Cycling Scotland – Paul Wright

Website available [here](#).

- Cycle Friendly Campus is a new award, recently launched for Colleges and Universities trying to promote cycling as a healthy, sustainable and affordable transport option
- 5 pilot projects (Edinburgh, Dundee, Glasgow Caledonian and Heriot-Watt Universities, and Fife College) at the end of last year to test assumptions on the barriers which exist for colleges and universities and prioritise addressing them.
- Consultation process on the award with a number of meetings
- Taking a baseline assessment of cycling is a fundamental part of the award
- Generally working with facilities staff, but also sometimes sports centres
- Basic information in A5 fold-out handout, with full information on the award within Handbook
- Meet the criteria to earn the Cycle Friendly Campus Award, with exceptional performance awarded Cycle Friendly Campus Award with Distinction
- Covers: Strategy and Governance; Promotion and Communication; Services and Facilities; Monitoring and Evaluation
- Cycling Scotland team come out and meet those signing up, and discuss with them their current provision and plans. Financial support from Cycling Scotland to move things forward.
- Want a coordinated approach to improving cycling provision
- Performance threshold within each of the 4 areas for pass (meet all for pass) and for distinction (meet pass in all and distinction within at least 2)
- Each action is marked out of a set number (mostly 10/20/30), as outlined in Handbook
- Peter Brett Associates supported monitoring and evaluation for pilot projects – hopeful that templates and learning from this can support in the future as this is an expense Cycling Scotland cannot meet for all projects. Development fund may be able to support monitoring.
- Looking at correlations between local authority counts and counts on campuses currently
- Award now live, with first self-assessments coming in now – hope first few will be awarded by the end of the calendar year
- Goal is to see more people on bikes – want 20% of journeys on bikes by 2020
- Awards now for through ages and stages, from schools to tertiary education and employers
- Development fund application form now easier and available online

- Key partners – Sustrans, Tactran, Transport Scotland and EAUC

5) JMP Travel Plan Consultants – Caley McDowall (for Tim Steiner)

Slides available [here](#).

- JMP do travel plans for local authorities, but more recently also for Universities and Colleges. Have also worked on several large NHS sites.
- Interesting time for travel planning – public sector budget pressures with sustainable travel having more priority and exposure at all levels – benefits to health and wellbeing and town centres, and also cost of accessing services including educational campuses
- Divergence between organisations and how they approach travel planning
- Making the case – site accessibility, health and wellbeing of students/staff, carbon and CSR targets, relief of car parking pressures, saving money from business travel (some travel plans still weak on this)
- Opportunities for change on travel planning: applying academic expertise and innovation to own operations; ‘Smarter Choices, Smarter Places’ programme; growing comfort with access rather than ownership; big data to understand when, where and how people travel; social media as a proven and powerful means of communication
- Biggest search engines – Google, YouTube, Twitter. Social media important to consider within travel planning – need to keep pace with new technology
- Trend in all industries is for organisations to not own but share – Uber with taxis, Airbnb with accommodation – need to allow for this in future planning
- Technology is supporting alternative travel options
- Smarter Choices, Smarter Places – colleges and universities can join up with local authorities and access additional funding, but the bid has to be led by councils

6) Community Partnership Assistance for Travel Plans – Don Kent

- Aberdeen area has a 25 year span of local planning, but travel planning is starting to surface up through companies themselves. Prime Four business park near Aberdeen insist on active travel plans as part of tenancy agreement, and support the businesses to do it. Aker Solutions (ordinary company) developed office block near airport to provide accessories for staff as well as working space, with a good travel plan. Wood Group want to provide a travel planner for the entire industrial estate for 3 years to support travel for the whole industrial estate to improve working conditions – will be helped by Smarter Choices, Smarter Places money. Airport also proactive in their travel plan promotions.
- Strategic Transport Fund worked on by NESTRANS team – all developments in Aberdeen City and Shire area have to pay a percentage of the cost of the development into a strategic transport fund, to be allocated into roads, railways, public transport, park and ride etc. Developer now taking it to court which will test the system’s robustness.
- Community involvement – managed to present at a range of events
- Car Free Day for 3rd year in a row closed streets in Aberdeen – now city development team want car access restricted during the day at all times to allow pavement cafes etc.

- Keystone event was In Town Without My Car Day, with 29 events over 6 weeks – EV Street and Electric Carnival also on that day. On the day 1,200 people entered the information tent, and around 4,000 people attended the event in total (estimate). Urban waterslide at the end of the street – luckily it was warm!
- GetAbout truck with advertising on car sharing in the space, with Energy Savings Trust eco-driving simulator within it
- Facebook page for event reached 32,000, and 400 said they were going to come
- 16,123 impressions on Twitter
- Around 65,000 people reached over 6 week period in total – fantastic!

7) AOCB

Useful Resources – Trudy Cunningham

- You can never get enough advertising out!
- Facebook vs. Twitter – Twitter you get so many people through just one post
- Liftshare schemes good for safety – a higher and further education super-group now exists, helping people find lifts but also taxi queue buddies and bike buddies with additional safety controls.
- [GoToo website](#) is great with lots of useful information and links, including city cycle maps and info on winter route closures etc.
- Mapping your local area is easy using commons software

ACT TravelWise Leadership of Group – Don Kent

- We need a new Chair for the ACT TravelWise group to arrange these meetings
- CB happy to stay as Vice-Chair and support but can't be Chair at this time
- TC will take the Chair on for a year with MS returning in a year, as TC already convenes the group from the EAUC side
- EAUC staff attendee will continue to do the minutes

Thanks and Close – Trudy Cunningham, Don Kent, Merry Scott

- Thank you to MS for being chair for 9 years! Thanks to DK for his input over the years.
- Thanks to TC for hosting and providing lunch at University of Dundee
- Minutes will be shared with links to presentations shortly

Minutes prepared by: Rebecca Petford
EAUC-Scotland Programme Coordinator