

**THE MORAY COUNCIL
ENVIRONMENTAL SERVICES DEPARTMENT**

MORAY FORUM TRANSPORT STEERING GROUP – Thursday 3 July 2014, 2pm

VENUE: MORAY COUNCIL ANNEXE – MEETING ROOM 7

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)
 Councillor Fiona Murdoch (FM)
 Lorna Davidson, PA to Head of Direct Services (LD)

APOLOGIES:

Gordon Holland, Transportation Manager (GH)
 Peter Findlay, PTU Manager (PF)
 Ranald Robertson, Director, Hitrans (RR)
 Roddy Huggan, Commissioning and Performance Manager. TMC (RH)
 Catriona Campbell, Research and Information Officer, TMC (CC)
 George McLean, NHS Grampian (GMC)
 Gillian McGarthland, Integrated Transport Supervisor (GM)
 Sheila Fletcher, Scottish Representative, Community Transport Association (SF)
 Jane Mackie, Head of Community Care (JM)

ITEM	SUBJECT	ACTION
1.0	Introduction and Apologies	
1.1	Apologies were received as above.	
1.2	Gordon Holland (Transportation Manager) has retired from the Council. Nicola Moss has been appointed into this post and will start around 15.09.14.	
2.0	Minute from meeting dated 2 May 2014	
2.1	Outcome of Moray Passenger Forum (28.09.13) – Fiona Rolt has the information and will look at putting together a short report.	
2.2	CT Online – Sheila Fletcher to update the next meeting. A reference to CT Online will also go into the transport directory.	
2.3	Remit and Membership of this group – this was sent to all in advance of the meeting. To be discussed at this meeting.	
2.4	Stephen Cooper was to speak to Peter Jones (PPR and	

	<p>Communications officer) about finding advertisers to help fund the cost of the directory. Stephen met with Peter Jones and it was decided that the publishers of the directory would attempt to cover full costs via advertisers.</p>	
2.5	<p>Community Planning Board – the draft directory was discussed at the last meeting and permission was granted for the community planning logo to be used on the transport directory.</p>	
2.6	<p>Stephen Cooper met with Reni Milburn to discuss funding.</p>	
2.7	<p>Future event – Fiona Rolt to put together another remit for an event.</p>	
3.0	<p>Moray Community Transport Guide</p>	
3.1	<p>Comments that were noted at the last meeting, such as moving the telephone numbers to the back of the directory will be done for the next copy.</p>	
3.2	<p>The directory purposely does not have any timetables in the directory so that it does not go out of date too quickly. An online version of the guide will be on the Council website and will be kept up to date without the need to keep re-printing it. Links to the directory will also be on the Community Planning website.</p>	
3.3	<p>Fabio Villani said that once he had received contact details for other transport providers then his staff were happy to contact them to see if they were happy to be included in the directory and on CT online, also to check the accuracy of the description of who they are and what they do and whether they would be interested in exploring the potential for collaboration to maximise the use and impact of available resources. All to send details of any groups they know of to Fabio.</p>	
3.4	<p>The front page will change to have a montage of photos rather than just a picture of a stagecoach bus. All the other photographs throughout the directory will also be updated.</p>	
3.5	<p>Style and colour comments were fed to Peter Jones and Don Toonen (Council Equalities Officer) so these will be taken account of.</p>	
3.6	<p>Maps – Stephen Cooper wondered if the maps were relevant to people reading the directory. Fiona Murdoch thought the maps were useful but Fiona Rolt said there was no ‘key’ in the directory to tell you what the numbers on the maps mean. Anita Milne took the directory to one of the Ball groups and they were confused by the purpose of the maps.</p>	
3.7	<p>It was discussed whether it would be more useful to have one map of Moray and show all the different zones across a double page spread. Agreed that a single map with a key telling you about the different zones would be easier to read.</p>	

3.8	Narrative to explain dial a bus will be featured on the page that precedes the map.
3.9	Page 2 – to be headed up ‘foreword’ rather than ‘the moray forum’ – agreed that the words ‘the moray forum’ should be placed under the name of the chairperson on the same page.
3.10	Page 4 - instead of ‘introduction’ can it say ‘about this guide’. This will need to be changed on the contents page too.
3.11	Page 9 – the paragraph headed ‘who can use dial M for Moray?’ – remove ‘elderly/frail’, ‘disabilities’ and ‘need for assistance’ to leave the wording that people can use the service if they have no bus service available. This will make it clear that people can use the service if they are a tourist or visiting an area and not limited to just people that live in that particular area.
3.12	Page 17 – details for this group to be put in the directory along with details of CT Online.
3.13	A further copy of the guide will be issued to all for final comments before the directory is issued.
3.14	The directory will be distributed to every household in Moray.
4.0	Communications
4.1	Roles and Remits for the group – Gordon Holland, Peter Findlay and Gillian McGarthland will be removed from the list. Gordon’s replacement Nicola Moss will be added to the group once she is in post. Peter Findlay retires on 31 July 2014 and his replacement is not known yet so once that person is in post they will be added to the list.
4.2	Transport to Healthcare Information Centre –Gillian McGarthland is moving to a different job – LD contacted Gillian after the meeting to find out if someone is taking over from her. Gillian advised that the service is being transferred to the Public Transport Unit within Aberdeenshire Council and the contact is: Marion Mackay (Marion.Mackay@aberdeenshire.gsx.gov.uk).
4.3	The other transport groups were discussed and whether it would be a good idea to look at the remit and membership of the different groups with a view to having just one group in the future.
4.4	Remit and Membership of this group – agreed but under remit, second sentence – remove ‘...transport working group and other such groups’ and replace with ‘...in relation to transport’.
4.5	This groups name to be changed from ‘rural bus forum’ to ‘Moray Forum Transport Steering Group’.

5.0	<p>Actions on Way Forward</p> <p>5.1 Another passenger forum event to be organised where we could launch the transport guide. End of September 2014 is suggested but the guide would need to be finalised for then.</p> <p>Fiona Rolt suggested that as well as launching the directory it would be a good idea to break the event up into smaller groups to get views on 'where we go next' and what should follow the directory. It would be useful to get their views on the guide and what their thoughts are.</p> <p>Fiona Murdoch thought it would be useful to have someone there to speak about the different types of transport and how things are changing. It was suggested that Robin Paterson (Council Integration Project Officer) might be a good person to have speak at the meeting. We would be looking at a focus on transport integration. Anita Milne to contact Robin Paterson to ask his thoughts on this idea.</p> <p>Stephen Cooper to ask Reni Milburn if she could attend the event to speak about funding.</p> <p>A representative from THinC to be invited to the event and representatives from the other transport groups.</p>	
6.0	<p>AOCB</p> <p>6.1 Stephen Cooper had a meeting with Jane Mackie, Chris Hall and Peter Findlay (Public Transport Manager) on 2 June 2014 and they discussed joining up transport groups in light of the new health and social care arrangements.</p> <p>6.2 Fire Service would like to put a piece about safety in the guide as do the Council Road Safety team. It was agreed that if they wanted to put something in the guide then they can do this via an advert but there would be a cost.</p> <p>6.3 Fiona Murdoch asked about the whisky festival which is on May day each year. There is no service because it is a public holiday and Chris Hall says that it means paying time and a half. Fiona thought that we might be able to get the festival to pay for the service. Fiona Murdoch to contact the organisers of the festival and ask them to contact Chris Hall.</p>	
7.0	<p>Next Meeting Date:</p> <p>7.1 Agreed that the new version of the directory will be circulated to all and communication through e-mail.</p>	LD