

**THE MORAY COUNCIL
ENVIRONMENTAL SERVICES DEPARTMENT**

MORAY FORUM TRANSPORT STEERING GROUP – Tuesday 27 October 2015, 2pm

VENUE: Moray Council HQ Committee Room

ATTENDEES:

Councillor Fiona Murdoch (FM)
 Chris Hall, Planning Officer, Community Transport (CH)
 Anita Milne, Moray Transport Working Group (AM)
 Nicola Moss, Transportation Manager (NM)
 Fabio Villani, Chief Officer, tsiMoray (FV)
 Fiona Rolt, Admin Support, Moray Transport Forum (FR)
 Julie Cromarty, Public Transport Information Officer (Hitrans) – (JC)
 Sheila Fletcher, Scottish Representative, Community Transport Association (SF)
 Iain Catto, Leader Programme Co-ordinator (IC)
 Lorna Davidson, PA to Head of Direct Services (LD)

APOLOGIES:

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)
 Jane Mackie, Head of Community Care (JM)
 Donald MacRae, Public Transport Manager (DM)
 Tracie Wills, Senior Commissioning Officer (TW)
 Sandi Pick, Joint Commissioning Officer (SP)

Item	Subject	Action
1.0	Apologies	
1.1	Apologies as above.	
1.2	<p>Notes:</p> <p>Roddy Huggan will be removed from the distribution list and replaced by Tracie Wills (Senior Commissioning Officer).</p> <p>Ranald Robertson will be removed from the distribution list and replaced by Julie Cromarty.</p> <p>Sandi Pick (Joint Commissioning Officer) would like to be removed from the group.</p> <p>Catriona Campbell (Research and Information Officer) would like to remain on the distribution list but may not attend meetings.</p>	FOR NOTING

2.0	Minute of Previous Meeting Dated 28 August 2015	
2.1	2.2 – Nicola, Donald and Chris are continuing discussions about marketing and PR.	NM/DM/CH
2.2	3.1 – Funding of £500 from Stagecoach and £500 from Hitrans has been secured for the seminar on 21 November 2015.	
2.3	3.3 – Fiona Murdoch has obtained a copy of the video showing disabled users giving their experiences on film. Nicola agreed to watch the video with the Council's Equal Opportunities Officer Don Toonen and report back to the next meeting on whether it was suitable for distribution.	NM
2.4	3.4 – Steve Walker (Managing Director, Stagecoach North Scotland) is attending the next meeting on 14 December 2015 to discuss accessibility issues on buses.	
2.5	3.6 – Nicola has an outstanding action to contact Pam Gowans (Chief Officer, Health and Social Care).	NM
2.6	6.3 – Fiona Rolt to obtain terms of reference from Heather Day (Aberdeenshire Council).	FR
3.0	Future Forum Plans – Application for Funding and Project Worker Job Description	
3.1	Fiona Murdoch, Fiona Rolt and Anita met with Ellie from tsiMoray and following this meeting the draft application for funding and project worker job description were circulated to all.	
3.2	A discussion was held about whether the post should be advertised as self employed or not.	
3.3	It was agreed that all members of the group should send comments to the group members by 9 November 2015.	ALL
3.4	Fiona Rolt, Nicola Moss and Iain Catto would meet to discuss the wording of the job description and the costs prior to submitting the final papers to Ellie.	FR/NM/IC
4.0	Annual Transport Seminar – Proposed Date of 21 November 2015	
4.1	Discussion was held about the format and questions for the next seminar on 21 November 2015.	
4.2	Julie will let Fiona Rolt and Anita Milne know if she (or another representative from Hitrans) is available to attend as a speaker for one of the ten minute slots.	JC

4.3	Nicola Moss to let Fiona Rolt and Anita Milne know if she can attend the event.	NM
4.4	All to think about questions that could be used for the discussion group and e-mail group members with suggestions.	ALL
5.0	Transport Updates	
5.1	Low floor buses – Chris advised that the Council are replacing 2 of the 30 seater buses and 4 minibuses with low floor alternatives.	
5.2	The Tomintoul to Grantown service will continue throughout the winter and is still being advertised. Fiona Murdoch recommended another advert be placed in the THISTLEdown.	CH
5.3	The Keith to Dufftown route has commenced.	
5.4	Findhorn Car Share Scheme (Moray Carshare) – Anita said that she was arranging a meeting with someone from the scheme and would report back once the meeting had taken place.	AM
5.5	Keith and Dufftown Railway – Anita is arranging a meeting with them and will report back once the meeting has taken place.	AM
5.6	Car Clubs – general discussion was held prompted by the Committee Report that went to Economic Development and Infrastructure Services Committee on 20 October 2015. Available from the Council website here: http://www.moray.gov.uk/minutes/data/DC20151020/Item%207-Car%20Clubs%20in%20Moray-R.pdf	
5.7	Dial-a-bus Branding – Chris informed the group that they might be rebranding the dial-a-bus and will be trialing this over the next short period.	
5.8	Duffus Heights Elgin – a bus service starts 2 November 2015 and following that a service for New Elgin will also start (funded from developer contributions).	
6.0	AOCB	
6.1	Sheila Fletcher noted that she is a member of the Mobility and Access Committee for Scotland.	
6.2	Access for All (a major programme improving accessibility at train stations nationwide by installing lifts and ramps) – Elgin will benefit from a share of government funding to improve access at Elgin Station for disabled passengers.	

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p>	<p>Press and Journal Competition (to win a minibus) – the Hopeman community won the minibus. Sheila Fletcher informed the group that she has been invited to a meeting with the community on 10 November 2015 and will report back to the next meeting.</p> <p>Chris noted that in September dial-a-bus had its best revenue to date.</p> <p>Nicola informed the group that the Public Transport Unit had been shortlisted for a Council star award (employee recognition awards).</p> <p>Nicola also informed the group that the dial-a-bus had been put forward for a COSLA (Convention of Scottish Local Authorities) Excellence Award. An awards ceremony is being held in March 2016.</p> <p>Planning for Real Dufftown – copies of the booklet have been put through each residential door in Dufftown. The process involves allowing residents to register their views on a range of issues to work together with local agencies to identify priorities and develop an action plan. Fiona Murdoch noted that there were some inaccuracies in the document.</p> <p>Community Transport Association Conference 3 November 2015 in Edinburgh (titled: community transport – moving with the times).</p> <p>Laich of Moray – the group are still looking for a contact.</p> <p>Leader Funding – Iain noted that the next programme for funding has 3 themes out of 6 that are of interest to this group. Any application for funding has to meet at least one of those and it has to be a new project. Iain will update the group further on this matter at future meetings.</p>	<p>SF</p>
<p>7.0</p> <p>7.1</p>	<p>Next Meeting</p> <p>Monday 14 December 2015, 10am – Moray Council Annexe (Upstairs Meeting Room Number 6).</p>	<p>ALL</p>