



# Minutes of ACT Travelwise London and South East Joint Regional Meeting University of Westminster, Room C180, Bond Street at 11.00am on 14<sup>th</sup> March 2017

## Present

Stefan Dimic (Chair)	Let it Be Marketing & Promotion	South East
Anthony McNamara (Chair)	WestTrans	London
Amanda Tobin	AECOM	South East & London
Anna Mahoney	Motion	South East
Emily Shovlar	Rail Delivery Group	London
Kate Mouncher	LEPT	London
Amanda Morris	Portsmouth City Council	South East
Jonathan Burns	NHS	London
Gareth Elphick	Amey/Kent County Council	South East
Rui Marcellino	Southampton University Hospital	South East
Dan Blanchet	Act TravelWise	London
Becca Denglar	Buckinghamshire County Council	South East
Mark Strong	Transport Initiatives	South East & London
Craig Barrack	Carbon Heroes	South East
Annette Smith	Systra	London

## 1. Welcome and apologies

SD welcomed everyone to the meeting and apologised for the late start, which was due to a misunderstanding about the venue. Attendees gathered at the Regent Street campus as instructed, although it transpired that the meeting room was at the Baker Street campus. SD noted that it was very good to see three Act Travelwise Board members in attendance.

Apologies were received from Andy Mouland (illness).

## 2. Minutes of the last meeting

The minutes of the previous meeting were agreed.

## 3. National activity

The Board is planning some special events and awareness days in September/October where members can all take part and send out the same messages. More details to follow.

The Board is also trying hard to form good business networks with organisations such as Heathrow Airport, Sky, and Astra Zeneca etc. for better integration.

There are still problems with the web site - mostly to do with access for existing members. However, e bulletins and Linked-in are still being received by all.

Talks with the LGA and TfL (Mayor of London) are in hand to ascertain any sustainable policies and solutions i.e. air quality, health, European finance, current bidding processes and schemes. Budgets are in place and about £20,000 in funds.

A message from Dan Blanchet (Treasurer, Act TravelWise) regarding the UK's continued membership of EPOMM is appended to these minutes.

**ACTION: All to ensure 2017 subscriptions are paid.**

#### 4. Regional activity – updates from members

Those present gave a brief update on recent and planned activities and initiatives. A summary of these updates can be found at the end of these minutes.

The group discussed the recent DfT Access Fund bids and agreed there was a need to look at both successful and failed bids, and perhaps hold a special training event in future to analyse.

Funding, staffing and future changes are all of concern but once web site is fully accessible these can be shared and, hopefully, solved.

A very important point to note is that, although membership is good, and on the increase, we need to make contact with some who seem to have fallen silent (e.g. Kent CC, Gatwick Airport, and Highways England). SD agreed that he and Andy Moulard would chase up these organisations. It was also noted that Liftshare has recently renewed its membership.

**ACTION:** All to forward pro formas to [andy.moulard@westsussex.gov.uk](mailto:andy.moulard@westsussex.gov.uk) for appending to these minutes.

#### 5. Dates and venues for future meetings

Suggested venues for the next meeting included Southampton Hospital and Gatwick Airport, although it was noted that London is popular and central for many. The next meeting will be in September (date tbc) and may be another joint meeting with London region.

SD stated that the last two national conferences were very good. Both were held in January at the MacDonald Burlington Hotel in Birmingham. It is a good idea to hold these in January every year, preferably in the same venue. Board members agreed this was cheaper and seemed to be attractive to most.

**ACTION:** AM to secure a venue send out invitations

#### 6. Topics for presentations and future meetings and any other business

Suggested topics were: air quality, health, and bidding for available funding. Stefan suggested that we also have a “live” access session during meeting where we all access the Act Travelwise web site.

SD stated that the enthusiasm and belief that we can (and do) make a change to travel habits, and acting ‘Travelwise’, is very strong. It is good to see the Board making progress. SD conveyed his thanks to Board members on behalf of the group.

**ACTION:** All to email [andy.moulard@westsussex.gov.uk](mailto:andy.moulard@westsussex.gov.uk) with contact details for potential speakers

#### 7. Lunchtime presentation

Propensity to Cycle Tool – Dr Rachel Aldred, University of Westminster

There being no other business the meeting closed.

Site visit to Midtown Cycle Vault in Bloomsbury Square

Updates from members overleaf

## **UK's Continued membership of EPOMM - a message from Dan Blanchet, Treasurer – Act TravelWise**

In 2013 we took over the mantle of the UK's membership of EPOMM (European Platform on Mobility Management <http://www.epomm.eu/index.php> ) from LEPT (London European Partnership for Transport <http://www.londoncouncils.gov.uk/services/london-european-partnership-transport-lept> ). This was agreed as part of an EU project Endurance which Act Travelwise delivered. As part of this project Act Travelwise funded those years' 15,000 Euro membership contributions. The UK is the only member country that does not currently have the fees paid directly to EPOMM by the appropriate central government department:

2006-2009: DfT, in partnership with the London European Partnership for Transport were full members of EPOMM

2009-2012 paid by Mersey Travel (there was some sort of agreement between them and LEPT, but I do not know any details)

2013: Act TravelWise funded UK membership

2014: Act TravelWise funded UK membership

2015: DfT, in partnership with Act TravelWise, funded membership.

2016: Membership pending

2017: Membership pending

The role of Act Travelwise is to provide a member for the EPOMM board to attend various meeting and help determine the strategy for EPOMM across Europe, facilitate information exchange and produce documents with recommendations for the EC. We also fulfil two roles to do with networking across Europe and determining content/ evaluating papers for the annual ECOMM event.

In 2015 we appealed to the DfT for financial support in paying the fees and, as they had funded the membership in previous years, they agreed to pay for 2015. Since this time we have been unable to get a definitive answer from them regarding further funding and the 2016 fees remain outstanding, 2017 fees are also now due. Act Travelwise has not got the funds to continue to pay for the UK's membership and we need help finding a sponsor.

We have sent letters to the Transport Minister via our contact at the DfT and to the Mayor's office but with little response – I've attached the letters we sent for your information. We also approached the Urban Transport Group and Transport Scotland, also to no avail.

From Act TravelWise's perspective there are a number of reasons why maintaining a working relationship with Europe is vital, particularly during Brexit, a few of these are:

- Our Business members feel it is crucial to avoid isolation from continental Europe
- Many sustainable transport projects are funded by EU money
- EPOMM have agreed that bidding for funding to deliver projects through the members is an important part of their recruitment/ retention strategy
- Many of the UK's commitments and targets are linked to our EU membership
- The UK has great knowledge and expertise in the sustainable transport field which we should ensure can be exported to continental Europe
- The UK should have access to the resources EPOMM makes available and the knowledge exchange program central to its function

At the last EPOMM board meeting I negotiated a holding period for the UK to allow time to try and find a sponsor. This expires on the 5th April 2017.

In many cases across the rest of the EPOMM member nations it is through the actions of a particular city Mayor that have brought about the countries commitment and support for EPOMM.

Please contact me if you have any questions.

Regards

Dan

Treasurer Act Travelwise

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<b>Organisation:</b>	West Sussex County Council
<b>Reporter:</b>	Andy Moulard
<b>Walking &amp; Cycling Strategy</b>	<p>Walking and Cycling Strategy covering 2016-2026 now available to download from <a href="#">our website</a> and a map of the 300+ suggested schemes can also be viewed.</p> <p>We have arranged meetings with district and borough councils to introduce the strategy in order to:</p> <ul style="list-style-type: none"> <li>• Explain WSCC's priorities for investment</li> <li>• Understand and identify priorities for DC and BC investment</li> <li>• Embed the strategy in to local planning policies</li> </ul> <p>The list/map of potential schemes is already helping to inform responses to planning applications and secure obligations/contributions.</p> <p>The strategy will also support bids for LEP funding.</p> <p>Three of the schemes have been prioritised for 2017/18 feasibility studies from WSCC'S Local Transport Improvement Plan (LTIP) funding mechanism, with progress on approximately 20 other routes being made through other mechanisms such as our Strategic Infrastructure Improvement Plan (STIP), our Community Highways application process, and developer-led schemes.</p> <p>The three schemes are:</p> <ul style="list-style-type: none"> <li>• Ifield Avenue, Crawley – upgrade of existing footway to shared use path</li> <li>• A24 North of Worthing Phase 1 (Findon Valley to Findon village) – upgrade of existing footway to shared use path</li> <li>• Various contraflows in Horsham, plus facilitating cycling in the pedestrianised town centre</li> </ul> <p>The strategy is due to be review in June ahead of a progress report to the Environmental and Community Services Select Committee in October. Work will shortly begin on identifying priorities for 2018/19 feasibility work.</p> <p>The Travelwise and Behavioural Change team now has a new focus on delivering local transport improvements over promotion of behavioural change initiatives. Smarter travel promotion remains part of the team's role.</p>
<b>Access Fund Bid</b>	<p>Our Access Fund for Sustainable Travel bid, which was developed in partnership with the South Downs National Park and Crawley Borough Council, was unsuccessful. The bid aimed to:</p> <ul style="list-style-type: none"> <li>•Use the South Downs National Park as a resource for encouraging walking and cycling and to encourage new/returning walkers and cyclists to use these for utility trips as well as for leisure.</li> <li>•Reduce commuting by car in the target areas through workplace engagement and linking with South Downs National Park initiatives.</li> <li>•Increase the level and frequency of cycling to schools in the Adur, Worthing and Arun districts (a scheme already exists in Crawley).</li> <li>•Establish car clubs in Worthing, Shoreham and Crawley. Car clubs can help to alleviate parking pressures in these towns by reducing reliance on owned private cars (and second cars). Car club members tend to walk, cycle, and use public transport more than private car owners.</li> </ul> <p>However the national 'Walk to' bid, which WSCC is a partner in, was successful. This will enable Living Streets to continue their work to increase level of walking to schools and to workplaces, for a further three years (previously funded through the LSTF and Sustainable Travel Transition Year).</p>
<b>WSCC Staff Travel Plan</b>	<p>Our new Chief Executive has instigated a review of business travel and car parking and a working group has been set up. The group is considering a range of issues including:</p> <ul style="list-style-type: none"> <li>• Who needs to travel and how?</li> <li>• Should a journey booking/authorisation system be introduced?</li> <li>• Should private mileage rates be reviewed?</li> <li>• Should our pool car charges be reviewed?</li> <li>• Should our pool cars be converted to car club vehicles?</li> <li>• Who should be able to park on site, and how can we ensure our parking policy is consistent at all our sites (currently only staff based at County Hall in Chichester pay to park)</li> </ul> <p>A business case for transformation is expected by the end of March, with the outcome expected in May.</p> <p>New pool bikes will be available at our Parkside office in Horsham from April. Horsham District Council shares the building and their staff will be able to access the bikes too. Double deck cycle racks have been installed in the</p>

	<p>basement car park, and a new shelter for visiting cyclists has been provided near the main entrance. We are currently promoting this (and Ride to Work Week) to staff via our Intranet. We are also promoting the 'Dutch Reach' to employees who drive on business journeys (and indeed for other reasons).</p>
<b>Road Space Audits</b>	<p>Following a successful pilot in Chichester last year Road Space Audits (RSAs) are proposed for Crawley, Burgess Hill and possibly Worthing in 2017/18. The RSA is a conceptual tool that supports existing economic, planning and transport policies and strategies through the collection of data that enables more efficient management of parking and use of road space. Reconfiguring parking provision and pricing can mitigate local development and loss of off-street parking (which are sometimes linked). It can also be an enabler for public transport and active travel infrastructure improvements, and improve the attractiveness of the town centre environment.</p> <p>Following the pilot work in Chichester a package of measures is to be developed for the city that will enable the concept to become a reality. RSAs could be rolled out in other towns (and potentially villages) that have an associated vision for the place, although the current focus is on growth areas.</p>

<b>Organisation:</b>	AECOM
<b>Reporter:</b>	Amanda Tobin
<b>Workplace Travel Planning</b>	<p><b><u>Travel Plan:</u></b></p> <ul style="list-style-type: none"> <li>Discovery Park (255,314m<sup>2</sup> reoccupation of existing employment buildings, 120,000m<sup>2</sup> of new employment space, 500 homes, 1,000m<sup>2</sup> retail and 200 bed hotel)</li> <li>Instro at Discovery Park (3,392m<sup>2</sup> manufacturing space and 770m<sup>2</sup> office)</li> <li>Stone Hill Park (2,500 homes, 85,000m<sup>2</sup> employment, 3,100m<sup>2</sup> retail, 120 bed hotel, 9,617m<sup>2</sup> education)</li> <li>St Mary's Hospital, Phase 1 Outpatients Building (17,000m<sup>2</sup> new medical building)</li> <li>111 Westminster Bridge Road (234 bed hotel led mixed use development, 336m<sup>2</sup> restaurant, 1,357m<sup>2</sup> office and 325m<sup>2</sup> retail unit)</li> </ul> <p><b><u>Travel Plan Co-ordinator:</u></b></p> <ul style="list-style-type: none"> <li>Horton Kirby, Kent (8 commercial units)</li> <li>Hatfield Business Park (development comprises c1,600 residential dwellings, 200,000m<sup>2</sup> of mixed business and industrial land uses, a new district centre and the University of Hertfordshire's De Havilland campus, which caters for c5,000 students, per year)</li> <li>Rolls-Royce, Scylla Road, Heathrow (9,750m<sup>2</sup> B1 / B2)</li> </ul>
<b>Travel Awareness Campaigns</b>	<ul style="list-style-type: none"> <li>Ebbsfleet Development Corporation Baseline Travel Survey</li> </ul>
<b>Car Clubs</b>	<p><b><u>Zipcar:</u></b></p> <ul style="list-style-type: none"> <li>Pulse &amp; Rhythm, Colindale (up to five spaces, three vehicles provided)</li> <li>Victoria Way, Charlton (one vehicle)</li> </ul> <p>Car clubs proposed for:</p> <ul style="list-style-type: none"> <li>Anchor Point, Salter Road, Rotherhithe (one vehicle - Zipcar)</li> <li>Gants Hill, Ilford (two vehicles - Hertz)</li> <li>Gayton Road, Harrow (up to two vehicles - Zipcar)</li> <li>St James Road, Southwark (one vehicle – Zipcar) associated with Chevron development</li> </ul>
<b>Other</b> Please use this space and continue overleaf if required. Topics could include bids for funding that you are involved with, new policies that your organisation has implemented, research that you are undertaking, or organisational changes etc.	<p><b><u>Residential Travel Plan:</u></b></p> <p><i>Fairview New Homes</i></p> <ul style="list-style-type: none"> <li>Park Royal, Brent (c.800-900 units)</li> <li>Victoria Way Phase 2 (368 units)</li> </ul> <p><i>London Legacy development Corporation</i></p> <ul style="list-style-type: none"> <li>Hackney Wick (874 units, 4,493m<sup>2</sup> retail, 29,000m<sup>2</sup> employment, 2,318 m<sup>2</sup> community)</li> </ul> <p><i>Taylor Wimpey</i></p> <ul style="list-style-type: none"> <li>415 Wick Lane (180 units)</li> </ul> <p><i>Middlewater Trading and Investment Ltd</i></p> <ul style="list-style-type: none"> <li>Long Street (119 residential units plus 6 commercial units)</li> </ul> <p><b><u>Travel Plan Co-ordinator:</u></b></p>

*Fairview New Homes*

- Pulse & Rhythm, Colindale (1,228 units)
- Victoria Way, Charlton (212 units)
- Connect, Chingford (93 units)
- Meridian Village, East Grinstead (74 units)
- Anchor Point, Salter Road, Rotherhithe (103 units)
- Claremont Village, Hendon (135 units)
- Edition (Former British Library), Colindale (388 units)
- Gants Hill (105 units)
- Gayton Road, Harrow (355 units) Phoenix Works, Tower Hamlets (143 units)

**Event Travel Plan**

- Harlequins FC – Travel plan to support two concerts at The Stoop Stadium.

**Oxfordshire Infrastructure Strategy**

- Prioritisation of strategic infrastructure, including walking and cycling to deliver growth in Oxfordshire.

**Hertfordshire Growth and Transport Plans**

- A series of growth and transport plans for regions within Hertfordshire.

**'Turn up and go' assistance**

- Research for the Office of Rail and Road to provide evidence that the rail industry's obligations for assistance to passengers with disabilities are being met.

**Improving Air Quality in Putney High Street**

- Review of options to improve air quality, streetscape and urban realm on Putney High Street.