



Minutes of ACT Travelwise South East and London Joint Regional Meeting Mott MacDonald, 8-10 Sydenham Road, Croydon

Present

Stefan Dimic (SE Chair)	Let it Be Marketing & Promotion
Andy Moulard (SE Secretary)	West Sussex County Council
Li Huang (Host)	Mott MacDonald
Sarah Cherry (London Region)	Mott MacDonald
Katie Daniels (North West Region)	Mott MacDonald
John Henderson	Highways England
Mark Strong	Transport Initiatives
Amanda Morris	Hampshire County Council
Anna Mahoney	Motion
Daniel Bianco	Brighton & Hove City Council
Fiona Ahmed	AECOM
Peter McDonald	Croydon Council
Matthew Morbin	Freebike
Emily Shovlar	WestTrans

1. Welcome and apologies

SD welcomed everyone and thanked LH for hosting the meeting. SD welcomed Katie Daniels who has been supporting the North West region. Apologies were received from:

Tim Rigby (Surrey County Council)
Rui Marcelino (University Hospital Southampton NHS Foundation Trust)



2. Minutes of the last meeting

The minutes of the previous meeting were agreed. AM was unable to obtain a list of members from Randall (possible GDPR issue).

3. National activity

As no Board members were able to attend the meeting the group was unable to receive an update on national activity. However, SD reflected that several good things have happened in the years since ACT and NTWA merged to form Act TravelWise. The free workshops and places at the annual conference are a particularly useful benefit for members. There was a general feeling that the website (member's area) had not been updated for some time and was therefore becoming less useful

AM was interested to know what the latest information was regarding the application for charitable status. DB asked whether Act TravelWise has (or will have) Trustee insurance.

Amanda M thought it would be useful if members could purchase additional places at the annual conference for a discounted price, rather than the full price. Other conference providers usually offer discounted additional places and this might help to increase membership.

ACTION: AM to ask Randall about updating the Member's Area (e.g. presentation slides, minutes etc), Trustee insurance and discounts for additional places at the annual conference

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.

ACTION: All to email completed Pro Formas to AM for appending to the minutes.

The South East regional has always been quite active and held regular meetings. However, the group were concerned that this does not seem to be the case in several regions (e.g. Eastern, North West, London etc). London Borough membership of Act TravelWise was thought to be low – possible because they are networking through other regular meetings with TfL and Travel Plan resources/personnel are limited.

The group came up with the following suggestions that might encourage more London Boroughs to join the organisation:

- A bigger discount for public sector organisations (particularly smaller bodies such as Boroughs)
- TfL to fund (or subsidise) membership for Boroughs
- Borough to form sub-regional partnerships (e.g. WestTrans), which would mean they would only pay one fee. Similarly, an existing London-wide network (should one exist) could become a member of Act TravelWise
- TfL to require Boroughs to join Act TravelWise as part of their quality assurance for Travel Plans (Boroughs would then have access to training workshops etc)

ACTION: SD to discuss reinvigorating other regional networks with Dan Blanchet and Randall Ghent.

AM reminded the group that, in order to comply with GDPR requirements, contact regarding SE regional business must go through the Freelists website. In order to receive future agendas and copies of the minutes it is essential that members register with Freelists. Those present were encouraged to subscribe to the Act TravelWise South East list by sending email to act-travelwise-southeast-request@freelists.org with 'subscribe' in the Subject field or by visiting the list page at <http://www.freelists.org/list/act-travelwise-southeast>.

ACTION: All to subscribe to the Act TravelWise South East list on freelists.org

5. Dates and venues for future meetings

A Morris suggested that a presentation by Arriva Click (demand responsive bus service) would make for an interesting workshop training event.

The next meeting should take place in the second week of May (avoiding half term and local elections). JH offered to host at Highway England's office in Guildford.

The autumn meeting should be held in Nov/Dec in London.

ACTION: JH to book meeting room at HE's Guildford office and advise AM of the date.

ACTION: AM to ask Andy Winmill re: hosting the autumn meeting at WSP's London office.

6. AOB

The feedback from this morning's training workshop on MaaS was excellent. It was noted that the format of a workshop in the morning followed by a regional meeting in the afternoon worked well and was a good use of time.

There was a brief discussion about public transport provision for new developments. MS recommended that those present attend the [Transport for New Homes event](#) on 22nd January 2019.

There being no further business SD closed the meeting.

Organisation:	Mott MacDonald (North West Region)
Reporter:	Katie Daniels
Workplace Travel Planning	<p>Travel Planning for the Transforming Cancer Care Project in Liverpool</p> <p>Supporting the Clatterbridge Cancer Centre NHS Foundation Trust with the move of Clatterbridge Cancer Centre from Birkenhead in the Wirral to Liverpool City Centre (Royal Liverpool Hospital Campus)</p> <p>Commissioned to update the staff travel plan. Carried out a number of staff engagement focus groups to inform the travel survey, results of which will be used to form Travel Plan Action Plan measures</p> <p>Issues</p> <ul style="list-style-type: none"> • Concerns amongst staff regarding move to City Centre- nature of city centre • Safety concerns- personal safety walking to and from car parks/public transport hubs- the need to support the 'The Last Mile' • Increased cost of travel • Parking • Nature of staff members working day limits opportunities for public transport- travel between a number of NHS sites, often required to transport expensive heavy equipment <p>Opportunities</p> <ul style="list-style-type: none"> • Staff engagement showed staff were willing to leave cars at home if public transport was an efficient attractive option • Shuttle bus from existing site to new site • Travel protection extended to all staff not just staff who have been at Clatterbridge for more than 2 years • Knowledge Quarter in Liverpool- lots of investment in public transport and active travel going in to this area of Liverpool. Including enhanced walking and cycling links and rapid transit routes between the site and key rail stations Therefore, opportunities to team up with other organisations don't just have to think of solutions for themselves. • A joint transport stakeholder has been set up for the Knowledge Quarter to support development proposals- we have made the trust aware of proposals which are developing in the area and invited them to attend future joint stakeholder group transport workshops
Public Transport Investment	<p>Transforming Cities Fund (TCF)- Mersey Ferries New Vessels</p> <ul style="list-style-type: none"> • Government funding to invest in new local transport infrastructure to boost productivity by improving public and sustainable transport connectivity • The Liverpool City Region (LCR) has secured £134 million in capital grant from the Transforming Cities Fund for local transport investment over a 4-year period. The funding forms part of the wider Strategic Investment Fund (SIF). • The Combined Authority has agreed that the commissioning process, via Merseytravel, is commenced. • Mott MacDonald are supporting Merseytravel in their application to the SIF/TCF for the purchase of new vessels to enhance the operation of ferries and make them attractive for commuters • Current vessels making services unreliable and unattractive • Unique public transport opportunity for the LCR to support cross river commuters and continue to grow the tourist/leisure market • Low carbon engines to improve environmental performance • Will need to be supported by other measures identified in the Mersey Ferries Long Term Strategy such as marketing
Other	<p>Transport for Greater Manchester's Streets for All initiative, UK</p> <ul style="list-style-type: none"> • Transport for Greater Manchester's (TfGM) emerging approach to examining the critical role that streets across the region play in creating sustainable, healthy and resilient places, with a focus on people rather than vehicles alone. • It will see investment from a range of sources, including the Department for Transport's £243 million Transforming Cities Fund. • A consortium led by Mott MacDonald and including Broadway Malyan and PJA has been appointed by Transport for Greater Manchester (TfGM) to develop proposals for two major

	<p>routes around the conurbation, one of the first projects to come forward under its Streets for All initiative.</p> <ul style="list-style-type: none"> • The consortium will examine the orbital road network along the northern and eastern routes around Greater Manchester between Ashton-under-Lyne, Oldham, Rochdale, Bury, Bolton and Wigan. • Identify a range of interventions aimed at addressing key priorities such as improving connectivity, tackling congestion and air pollution, revitalising town centres and enabling housing growth. • Opportunity to rebalance the transport mix and provide 21st century infrastructure for public and active modes. • Inspiration from London's on-going Healthy Streets initiative by approaching streets as places for people, not just traffic lanes. • Recommendation expected early 2019
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Organisation:	Croydon Council
Reporter:	Peter McDonald
Workplace Travel Planning	<p>Active programme had minimised so now focus on work in central Croydon and engaging with businesses through a Travel Demand Management promotion which Mott Mac are coordinating. This is need for period of considerable construction disruption in next 3 – 5 years. PMcD seeing this as a potential route to enable more businesses in the town centre.</p> <p>Review Travel Plans for new planning applications. Do now have sufficient funds to employ someone. Working out how to structure that within the organisation and team and experience from Act TravelWise is likely to be very helpful.</p>
School Travel Planning	With road safety. Is a big issue, with a big effect on traffic congestion and travel habits. Many new schools. Limited number of schools are active on Travel Planning, and council has limited resource to enable change.
Personal Travel Planning	None directly
Public Transport Information and Marketing	TDM
Travel Awareness Campaigns	Growth Zone
Car sharing	None
Car Clubs	Proposing expanding beyond the council pool car scheme with Zipcar.
Teleworking, Teleconferencing and Home Shopping	<p>London has seen significant reduction in public transport, and physical shopping trips.</p> <p>As part of Go Ultra Low City scheme Croydon and Sutton have a project for leasing electric vans to local firms, with a view to encouraging last mile deliveries by EV. In reality the first 2 vans are with Croydon council. Commercial fleets still want a van able to do a whole days work without charging. In outer London that is not yet feasible. Vehicles are improving all the time though.</p>
Other	Larger initiatives are programme for cycle route infrastructure, and for 400 public charging points for electric vehicles.

Organisation:	Brighton & Hove City Council
Reporter:	Daniel Bianco – transport planner
Workplace Travel Planning	<ul style="list-style-type: none"> Engaging with 25-30 workplaces since Access Project commenced Engaged with 1500-2000 employees across Brighton & Hove since Access Project commenced 40+ Travel events held at workplaces since Access Project commenced and 5/ 6 planned for new year Sustainable transport match-funding for Brighton and Sussex Uni and 9/ 10 workplaces Next Partnership meeting Spring 2019
School Travel Planning	<p><u>Schools</u> After a very busy September, October and early November supporting schools with events, assemblies and meetings we are consolidating this work with 'follow-ups', building on the good relationships that we have established with these school communities. We are currently engaged with 9 schools (plus working with 2 more close to area). The School Travel Planning project also included an Air Quality project regarding vehicle anti-idling</p> <p><u>Early Years</u></p> <ul style="list-style-type: none"> There are 28 x EY settings in the Access Year 2 area and 8 slightly outside the area. There are about 150 EY settings across the whole city. See here for lists The aim is to work with at least 4 new settings to achieve Bronze Modeshift STARS, and to work with already accredited settings to help them achieve Silver/Gold STARS Currently 12 STARS accredited settings across the city: 5 Bronze, 4 Silver, 3 Gold (all but one of these settings are in/close to Access areas 1-3) 3 other nurseries actively working on STARS
Personal Travel Planning	Targets 59% complete after 56% time available for the project (20/36 months).
Travel Awareness Campaigns	<ul style="list-style-type: none"> Junction Aware campaign – Share the Roads 9 – developed and implemented, Autumn Be Bright, Be Seen campaign run Safer Urban Driving course – courses active
Other	<ul style="list-style-type: none"> <u>Brighton Bikeshare</u> Bikeshare Headline figures: <ul style="list-style-type: none"> 4,089 new subscribers in Sept. 58,781 total subscribers in first year of scheme. 35,760 rents in Sept, 388,755 total rents to date. Average rental length 22 mins Total distance cycled 763,579 Miles 97-98% of all users subscribe to the Easy Rider (pay as you go) plan. Annual membership riders consist of 2-3% of the user base, but account for 20% of the trips. The average rental length is 22 minutes. 84% of trips are under 30 minutes. 62% are between 15 and 30 minutes. Headline figures from Recent COMO (UK Shared Transport Mode Forum) survey of users: <ul style="list-style-type: none"> 2018 survey: 959 responses from Brighton & Hove 61% of respondents now cycle more or much more often 37.9% of respondents use BTN BikeShare to commute to work at least once a month 263 respondents (32%) now use the car less or much less as a result of using the scheme More than 800 either agree or strongly agree that the bikeshare scheme is an enhancement to the city's public transport system. Adult cycle training & maintenance – on-going Love to Ride – Stats so far since Access commenced: 169 orgs, 3216 people, 603 new riders, 1m+ miles, 133,334 rides – includes three to four cycle campaigns each year. BHCC contract Ltr for the duration of the Access Project. On-line cycle map being up-dated Very Successful shared learning event held with the East Sussex County Council Access fund team Rob Dickin (Access Project Manager) has left BHCC for TfSE Access Project proceeding generally well Local Cycling & Walking Infrastructure Plan (LCWIP) currently being developed for the city (we were unsuccessful in our request for technical support from DfT) Sustrans Partnership Manager has recently started in post, fully funded by Sustrans and co-

	<p>hosted by BHCC and East Sussex County Council. The post broadly covers the geography of the Coast to Capital LEP area</p> <ul style="list-style-type: none"> Greater Brighton application for the Transforming Cities Fund (TCF) was unsuccessful
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Organisation:	AECOM
Reporter:	Fiona Ahmed
Workplace Travel Planning	<p>Workplace and residential</p> <p>Development planning projects</p> <ul style="list-style-type: none"> Northern Arc, Burgess Hill Besson Street, London Civic Quarter, Farnborough Eltham TP Romford YMCA TP <p>Other</p> <ul style="list-style-type: none"> Croydon office TP Travel Co-ordinator for Hatfield Business Park in Hertfordshire <ul style="list-style-type: none"> Occupier audit and staff travel survey to inform a Travel Forum and Monitoring Report
Public Transport Information and Marketing	<ul style="list-style-type: none"> Nine Elms Pimlico Bridge - pedestrian and cycle bridge proposed between the Nine Elms opportunity area in Wandsworth and Pimlico in Westminster <ul style="list-style-type: none"> Appointed by Wandsworth to carry out appraisal of alternative locations for the bridge, with a view to moving forward with the preferred location in the next stage. Carrying out PC
Car sharing	<ul style="list-style-type: none"> Travel Co-ordinator - Eureka Business Park, Ashford <ul style="list-style-type: none"> Administering the site car share scheme (via liftshare)

Organisation:	West Sussex County Council
Reporter:	Andy Mouland
Workplace Travel Planning	<p>Adur & Worthing Councils are investigating potential to establish an easitNETWORK in the area using developer contributions.</p> <p>Comments provided on 34 Travel Plans for new development sites so far this year (compared to 26 in the whole of 17/18). Slightly more workplaces than residential sites.</p>
School Travel Planning	<p>The new permanent site for Chichester Free School opened in September. New bus laybys, a shared cycleway footway linking to the A27 overbridge, and a new toucan crossing outside the school entrance were installed over the summer.</p> <p>We are continuing to roll-out our programme of Safer Routes to School, School Safety Zone, and School Keep Clear projects. We are also part of the 'Walk To' Access Fund project that is being delivered by Living Streets. Janey Bray recently replaced Kate Hampson as the Project Officer for West Sussex. Janey will also be working on a pan-Sussex campaign commissioned by Sussex Air to reduce engine idling outside schools.</p>
Public Transport Information and Marketing	<p>Over the past 18 month Metrobus - which predominantly operates in the north east of the county - has been working on a zero emission fleet project. Metrobus engineers decided that hydrogen fuel cell electric is the only means of power that will enable them to deliver intensive levels of service for up to 24 hours a day. Metrobus has been looking at ways of filling the huge funding gap that currently exists - hydrogen buses currently cost just over double the price of low emission diesels. Last year Metrobus secured nearly £3m of EU funding and earlier this year submitted a bid to the UK Government for the additional £5m required. Metrobus will add a further £11m to purchase 20 of the new hydrogen buses, which will replace and upgrade the fleet on Fastway services 10 and 20. The buses on routes 10 and 20 will be totally emission free, emitting nothing but water vapour.</p>

Travel Awareness Campaigns	<p>The two Cabinet Members with responsibility for cycling have requested that a 'Think, Share, Be Aware' campaign should be run during the summer of 2019 to encourage road and path users to be more aware and considerate of each other. Closing passing of cyclists by cars, and of pedestrians by cyclists (e.g. along certain sections of NCN2) is an issue locally. In support of the campaign we intend to install additional signage and logo patches on the surface at various locations on NCN2. We also hope to provide some cycle repair stations as part of the project.</p>
Car Clubs	<p>Crawley Borough Council is investigating the scope to establish an electric car club in the town. This would complement the c£15m Crawley Growth Fund investment package.</p> <p>Chichester District Council is looking to expand the existing scheme in Chichester (currently 6 vehicles)</p>
Walking and Cycling	<p>In August we officially opened a new 4.5km stretch of National Cycle Network Route 2 between Flansham and Climping. The route, which is parallel to the A259, completes a missing link between Bognor Regis and Littlehampton and is likely to be popular.</p> <p>Six of the schemes listed in the West Sussex Walking and Cycling Strategy 2016-2026 are currently the subject of feasibility and design work. One of these has been paused due to high construction cost estimates although we intend to make a business case for this scheme as part of our LCWIP development work. Two of the schemes are expected to be constructed in 2019/20 year and a further three feasibility studies will also commence.</p> <p>The DfT awarded a partnership of 7 West Sussex Authorities 60 days of technical support to assist with developing LCWIPs. We are in tranche 3 of the support, which began in September, and will be aiming to publish LCWIPs for: Chichester, Crawley, Horsham, Shoreham and Worthing by the end of 2019. WSCC and the South Downs National Park will also use the process to refine the priorities of their existing walking and cycling strategies, and to support the development of business cases for priority schemes. In addition to the 60 days each authority has been granted £70k from the Business Rates pot to support walking and cycling.</p> <p>Oxfordshire County Council has given approval for us to use their Cycling Design Standards as a basis for our own document. We expect to circulate a draft to stakeholders (e.g. cycle forums) in February for comments prior to adoption.</p> <p>We recently began working with the West Sussex Cycle Forum to develop another West Sussex Cycling Summit for 2019 following successful events in 2016 and 2017.</p>
Other 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>WSCC has acquired 4 x Renault Zoe electric cars and charging points have been installed at County Hall, Chichester. The intention is to expand the fleet and introduce charging points at the Council's other main hub offices in the future. Colleagues in our Sustainability Team are currently conducting a survey about EV use to gauge future demand and help shape our charge point strategy.</p> <p>Dedicated room-to-room video conference facilities have been installed at County Hall in Chichester and our Parkside office in Horsham (also shared with Horsham District Council). These will allow up to 15 people at each location to meet via video link.</p> <p>Staff parking arrangements at County Hall, Chichester will be changing next year. Currently, permit holders pay £10 per month (deducted from salary) and there are concessions for car sharers. Under the new arrangements, some qualifying staff will be able to park free of charge and the remaining spaces will be subject to a £1 per day charge (pay and display). Similar arrangements were introduced at our Parkside office in Horsham earlier this year.</p> <p>We continue to part fund the U7 Stagecoach bus services in partnership with the University of Chichester. The contract for the circular service - which links the Bognor Regis and Chichester campuses of the University and links our Durban House office in Bognor Regis with County Hall, Chichester – is due to be retendered in 2019. The WSCC contribution is funded from staff car parking charges.</p> <p>Due to the expected reduction in revenue support funding it is likely that there will be another restructure in 2019.</p>

Organisation:	Hampshire County Council – Travel Planning Team															
Reporter:	Amanda Morris – Senior Travel Planner (Workplaces, Residential +)															
Workplace Travel Planning	<p>Community Travel Plan for Whitehill & Bordon Healthy New Town – have been asked to deliver the CTP for 15 years - focus on active travel for local journeys and working in partnership (Public Health, community and voluntary sector).</p> <p>Writing Travel Plans: for a site in Horsham, Fareham Innovation Centre Phase II,</p> <p>Delivering Travel Plans for developers: –in Farnborough, upcoming site(s) in South Hampshire; increasing being asked to deliver travel plans for developers</p> <p>Working one day a week at the University of Portsmouth to help them deliver selected travel plan actions until the end of March 2019.</p> <p>Have been asked to revitalise the Hampshire County Council travel plan.</p> <p>Have been asked to use Modeshift STARSfor tool to deliver light touch travel planning to workplaces in Hampshire (eg Basingstoke, Winchester)</p>															
School Travel Planning	<p>The majority of the team are School Travel Planners working throughout Hampshire, including Southampton, where they have recently introduced a Street Closure outside a school which has proved to be very popular.</p> <p>Won the following Modeshift awards (as you can see for two school projects – winning in Hampshire and the Region and now going forward to the National awards!). As mentioned the Forest Park School is a Special Educational Needs school – which is close to achieving the gold level accreditation!</p> <ul style="list-style-type: none"> • Hampshire STARS SEND School of the year 2019 – Forest Park School • Hampshire STARS Primary school of the year 2019 – Sarisbury CoE Junior School • 2019 STARS SEND School of the Region – Forest Park, Hampshire • 2019 STARS Primary School of the Region – Sarisbury CoE Junior School <p>The team do well in getting press coverage, including one of the most recent for a scooter loan scheme in Whitehill & Bordon. https://www.itv.com/news/meridian/2018-11-23/children-and-adults-are-scooting-to-school/</p>															
Public Transport Information and Marketing	See below Air Quality project															
Travel Awareness Campaigns	<p>Our team have been asked to support an Air Quality project in Fareham to reduce NOx (with travel planning and marketing) - coming in 2019.</p> <p>Travelwise week – promoted it internally to HCC staff using an online poll on our landing page (see results below). It was a way to promote Travelwise week, suggest travel options to try and find out if they would consider changing the way they travel.</p> <p>It's Travelwise week, would you consider changing the way you travel?</p> <table border="1"> <thead> <tr> <th>Option</th> <th>Total Votes</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>No</td> <td></td> <td>41%</td> </tr> <tr> <td>I already travel sustainably</td> <td></td> <td>32%</td> </tr> <tr> <td>Some of the time</td> <td></td> <td>14%</td> </tr> <tr> <td>Yes</td> <td></td> <td>12%</td> </tr> </tbody> </table>	Option	Total Votes	%	No		41%	I already travel sustainably		32%	Some of the time		14%	Yes		12%
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Car sharing	Liftshare Hantscarshare is no longer being supported by HCC so we do not have a scheme to promote either to staff or more widely – the costs and models seem prohibitive															

Organisation:	Motion
Reporter:	Anna Mahoney
General summary	<p>Travel Plans (i.e. including targets and monitoring) and Travel Plan Statements produced for a mixture of development types (covered in sections below) as submission with planning documents and at the implementation stages in line with planning conditions and/or S106 requirements.</p> <p>Larger-scale, longer-term development proposals supported through delivery of discussion in developmental stages relating to incorporation of active and/or sustainable travel, car parking arrangements, parking permit policy, understanding travel opportunities associated with the site, etc.</p> <p>Options covered are site- and development-specific and include consideration of measures such as additional bus services – to serve occupants of the development and/or the public; car club provision; financial incentives for the promotion of active and/or sustainable modes; appropriate inclusion of charging for electric vehicles; etc.</p>
Workplace Travel Planning	Retail, office, business park, children’s nurseries, health, research, leisure, warehousing.
School Travel Planning	Children’s nurseries.
Public Transport Information and Marketing	Consideration of measures such as additional bus services – to serve occupants of the development and/or the public.
Car Clubs	<p>As above in ‘General summary’.</p> <p>Negotiation of car club scheme in London for development of c.700 residential units.</p>