



Minutes of Act TravelWise South East Highways England, 1 Walnut Tree Close, Guildford at 1.00pm on 15.05.19

Present

Andy Moulard (SE Secretary)	West Sussex County Council
John Henderson (Host)	Highways England
Li Huang (SE Rep)	Mott MacDonald
Emily Shovlar	WestTrans/Act Travelwise
Ian Skinner	Transport and Environmental Policy Research/Act TravelWise
Anna Mahoney	Motion
Amanda Morris	Hampshire County Council
Emily Harrup	Colchester Borough Council
Mark Strong	Transport Initiatives
Peter Hardy	Integrated Transport Planning
Matt Thompson	Brighton & Hove City Council

1. Welcome and apologies

Andy M welcomed everyone and thanked JH for hosting the meeting. Andy M welcomed Emily Harrup from Eastern region which has not met for some time, but can hopefully be reinvigorated. Andy M also welcomed Ian Skinner of TEPR, who is a new Board Member based in the South East. Ian has over 20 years' experience in the sustainable transport sector and will be a great asset to the organisation and our region.

Apologies were received from:

Stefan Dimic (SE Chair)

Daniel Bianco (Brighton & Hove City Council)

2. Minutes of the last meeting

The minutes of the previous meeting were agreed. The following actions from the previous meeting were reported:

1. Andy M 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.

The SE regional page of the Act TravelWise website was last updated in January and now features minutes of previous meetings and any associated presentation slides. Members can also make use of the Members Area (log-in required).

The association's application for charitable status was not successful.

A reduced rate is available for additional places at the annual conference (£85). IS will seek clarification from Randall/the Board regarding similar discounts for regional workshops. MS suggested that the DfT might be able to provide a subsidy for public sector organisations.

2. All to email completed Pro Formas to AM for appending to the minutes. **ACTIONED**
3. SD to discuss reinvigorating other regional networks with Dan Blanchet and Randall Ghent.

This will be a topic for discussion at the national meeting on 11th June (see agenda item 3).

4. All to subscribe to the Act TravelWise South East list on freelists.org. **ACTIONED**

5. JH to book meeting room at HE's Guildford office and advise AM of the date. **ACTIONED**

6. Andy M to ask Andy Winmill re: hosting the autumn meeting at WSP's London office. **CARRIED**

3. National activity

IS reported that a new Board was now in place consisting of:

Ian Skinner (TEPR)

Sean Ford (WSP)

Gill Hunt (TfWM)

Don Kent (National Co-ordinator – TravelWise Week)

Emily Shovlar (WestTrans)

The Board was currently reviewing the organisation's position and how things might be done better. A regional reps meeting is being held in Birmingham on 11th June, although all members are welcome to attend or dial in (LH attending). Following the meeting there will be a wider discussion about the out-facing elements of the business strategy (e.g. Business Forum and NHS Forum) and the strategy will be reviewed and shared with members for comments.

As there are currently only five Board members additional members are being sought. Ideally these will be people with expertise in areas of the strategy where there are currently gaps.

Regional reps are also being recruited. There is a need to reinvigorate some regions, which will be another area of focus on 11th June.

The application for charitable status was unsuccessful. The Board now needs to review the implications of the decision, understand the reasons for it, and consider how things are taken forward.

TravelWise Week will take place from 16th to 22nd September (European Mobility Week). Official participation has been declining for many years and so there is a need to reinvigorate the event. Branded artwork and information is available to download from the Act TravelWise website (see also European Mobility Week website).

There followed a group discussion about TravelWise Week. Lack of staff/financial resources was a potential issue for members. JH suggested that it may be better to piggy-back on one large event taking place in the region. MT mentioned the school streets closure campaign run by Sustrans – there may be an opportunity to link to TravelWise Week.

The theme for European Mobility Week is 'Walk with us'. Anna M suggested that Timpson's may wish to sponsor the event. Amanda M also suggested ATWA works in partnership with Living Streets

IS informed the group about some forthcoming sustainable travel events (see PowerPoint slides on our regional page).

ACTION: All to email ian.skinner@tepr.co.uk or Li.Huang@mottmac.com with suggestions to reinvigorate regions. If you intend to take part in TravelWise Week or would like more information please email don@acttravelwise.org

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.

5. Dates and venues for future meetings

Andy M reported that Andy Winmill had previously indicated that WSP may be able to host our next meeting, which should be a joint meeting with London (outstanding action for Andy M to follow-up).

MT agreed in principle to host the spring 2020 meeting at Brighton and Hove City Council.

6. AOB

The feedback from this morning's training workshop on DRT was excellent. Those present reaffirmed 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.

IS highlighted the forthcoming TPM meeting in Oxford.

There being no further business AM closed the meeting.

Updates from members overleaf

Organisation:	Colchester Borough Council
Reporter:	Emily Harrup
Workplace Travel Planning	<p>We host Colchester Travel Plan Club, which is funded by local member organisations both large and small such as the hospital and University, various private hospitals, private companies and art organisations. The group network to share experience and best practice and the club is coordinated by 1 FTE who help and support the members with the development of their Travel Plans and collective initiatives to promote sustainable travel.</p> <p>Essex County Council is the Highway Authority but Colchester Borough Council has its own Transport & Sustainability team. We request Travel Plans and comment on all Travel Plans and request contributions for infrastructure improvements, we work closely with colleagues at ECC. CBC have had a Travel Plan in place since 2005.</p>
School Travel Planning	One of the Travel Plan Coordinators is working with Essex County Council and Sustrans on a community led design project in Stanway, where there are a cluster of existing schools with new schools and extensions being built putting additional pressure on an already congested area. The community led design project will look at what is needed to enable more journeys to be active.
Public Transport Information and Marketing	We are looking at innovative solutions to expand the availability of bus services in north Colchester, where there is a lot of new development. We have a business park that is looking at the potential for a Business Improvement District as a way of tackling traffic congestion who are interested in DRT as well as a huge area being developed by a number of different developers for residential, leisure and commercial. There is no bus service in this area at the moment.
Car sharing	As a legacy project from a previous Defra grant to promote eco driving and car sharing we have Loveurcar car share bays in the main car parks in Colchester. Customers still have to pay to park but get access to slightly larger bays in prime parking locations if they car share. They have to apply to be part of the scheme and get a permit to put in their windows. Interestingly we have done little to promote the scheme, but it has proved immensely popular with many members saying they are motivated to car share for environmental and congestion busting reasons.
Car Clubs	<p>Building requirement for car clubs into new developments that are close to the town centre but none are at the build stage yet. Looking at potential for car club cars to be based at the council officers for day time use by officers and out of hours use by the community. However, there is the desire for the cars to be electric and a suitable electrical supply is currently a barrier. Financial viability also a concern.</p> <p>We are installing one electric charge point in a town centre car park as a trial. There are other privately installed electric charge points around Colchester.</p>
Other	<p>We have just secured £249k from Defra for an air quality behaviour change project in Colchester. Objectives are to encourage walking and cycling for short journeys and wide spread adoption of no idling at traffic lights, junctions and when parked. Bottom up approach focused on community engagement to raise awareness, then explore myths, barriers, concerns around impact of air quality and changing behaviour before developing a marketing campaign and messaging. We will work with University of East Anglia to further test messaging around social norms, health and kin as triggers for personal action specifically around No Idling. We will also develop an image/logo as a mental trigger to switch off the engine.</p> <p>Also work with 4 schools, 1 resident group and legacy projects to build capacity of local volunteer group Clean Air Colchester to continue campaign once funding finished and to embed some semi/permanent messaging around air quality into the streetscape.</p>

Organisation:	Brighton & Hove City Council – Access Active & Sustainable travel grant funding Year 3
Reporter:	Matt Thompson
Workplace Travel Planning	<p>E-bike lunch time taster sessions – run by local Independent. Bike dealers in workplaces; E-cargo bike project for autumn at scoping stage – hoping to work with larger supermarket or large delivery business. Interested in Sainsbury's and Co-op trials in London Boroughs.</p> <p>Staff Travel events for businesses; Partnership meeting/ forums bringing employers together; Workplace travel plan update/ renewal support.</p> <p>Love to Ride cycling 'gamefication' app. Cycle challenges for groups; indivs; Prizes awarded via national and local retailers – Ride to work week and Cycle September events.</p>
School Travel Planning	<p>STT working in Access Year 3 area. Offers to 12 schools - SEN, Independent and State – of standard active travel initiatives – events, assemblies, Dr Bike sessions. £500 grants for STP renewal/ updates and additional support.</p> <p>ST officer focused on Early Years settings across city – Events for parents, visits; Modeshift Stars For Travel plans. Grants for Buggy storage, cycle parking etc.</p>

	<p>Additional Sustrans Bike it officer working across all three Access areas – after school clubs, whole school events and small groups. Also working with Sussex Wildlife Trust.</p> <p>School streets initiative led by Sustrans with STT support – St Luke’s Primary trial very successful. Looking to expand programme for March 20 and to look at permanent road closures outside selected schools.</p>
Personal Travel Planning	Door knocking in Area 3 using Mosaic data to focus on most deprived areas – targeting job seekers with offer of £300 detailed help packages – walking, cycling/bikeshare; public transport ; Promoting active and sustainable travel with residents.
Travel Awareness Campaigns	Share the Roads 9 – focus on distraction for pedestrians SUD courses for HGV drivers on cyclist awareness.
Car Clubs	Enterprise cars have a presence in the city and have done for several years.
Other	<p>BTN Bikeshare E-bike trials for scheme run with Hourbike</p> <p>Focus on demographics under-represented in cycling.</p> <p>Looking at barriers such as distance and topography.</p> <p>Looking to bid for innovation funding to trial new technology and looking at innovative solutions to challenges of e-bike servicing and charging. Major barrier is cost of ground power to hubs. Looking at rapid and fast charging EV points and potential for ‘piggy-backing’ e-bike hubs.</p>

Organisation:	Transport and Environmental Policy Research (TEPR)
Reporter:	Ian Skinner
Other	<p>TEPR is in the process of finalising online guidance on cycling, which is targeted at local authorities. The guidance is being developed within a project that is being taken for the European Commission and which also involves Ricardo and Austrian consultancy FGM. The aim of the guidance is not to replicate existing guidance, but rather to bring together in one place links to – and summaries of – existing guidance documents, supported by case studies (one of which was Brighton) undertaken specifically for the project. The aim of the guidance is to support local authorities – that are at any stage of the implementation of cycling measures – to learn from what others are doing and to enable them to access a wide range of relevant documentation. The guidance covers a range of different cycling measures and has a page on each, which includes a summary, case study examples and links to other relevant guidance documents. When the guidance has been published – which should be within the next month or so – I will inform Randall of the link, so that it can be included in an Act TravelWise e-Bulletin.</p> <p>TEPR is also involved in a consortium, again with Ricardo and FGM and which also includes the Polis city network, Italian consultancy TRT and Ecorys, to administer the Commission’s Eltis portal. As part of the same contract, we organise the EU’s annual conference on Sustainable Urban Mobility Plans. The focus of Eltis is sustainable urban mobility. The portal contains examples of good practice from around Europe; local authorities are able to submit their own good practice examples, as well as learn about others’ work. The portal also contains weekly news items and other information on different aspects of sustainable urban mobility. The portal can be found at: http://www.eltis.org/.</p>

Organisation:	West Sussex County Council
Reporter:	Andy Mouland
Workplace Travel Planning	<p>easitADUR AND WORTHING launched earlier this year. There are now four easit networks in West Sussex covering five of the seven districts/boroughs.</p> <p>AM provided comments provided on 47 Travel Plans for new development sites during 2018/19 – an 81% increase y-o-y. Has this trend been observed elsewhere?</p>
School Travel Planning	<p>Roll-out our programme of Safer Routes to School, School Safety Zone, and School Keep Clear projects is ongoing and forms part of our Local Transport Improvement Programme.</p> <p>We are also part of the ‘Walk To’ Access Fund project that is being delivered by Living Streets. Year 3 priorities due to be discussed next month.</p>
Travel Awareness Campaigns	As reported at the last meeting we will be running a ‘Think, Share, Be Aware’ campaign during the summer to encourage road and path users to be more considerate of each other. Close 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 are investigating scope to provide some cycle repair stations as part of the project.
Car Clubs	At the last meeting we reported that Crawley Borough Council and Chichester District Council were looking at developing or expanding car clubs in their areas. Adur and Worthing Councils are now also looking to scope to introduce a car club. Cars are also going in at new resi developments (e.g.

	West Durrington, Roussillon Park in Chichester).
Walking and Cycling	<p>We are continuing to make progress with our Walking & Cycling Strategy. 5.8km of new facility was provided in 2018/19 – slightly exceeding the target of 5.75km. The target for 2019/20 is 6.61km and we have made a good start to the year with the opening of a 3.0km route between RSPB Pagham Harbour and Medmerry Nature Reserve.</p> <p>Our LCWIP partnership of five West Sussex local authorities and the South Downs National Park is due to publish LCWIPs in November. LCWIP development is ongoing with on-site training on the Route Selection tool and Walking Route Assessment Tool being held next week.</p> <p>Following a recent stakeholder consultation exercise we hope to adopt a new Cycling Design Guide shortly.</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>Following the acquisition of 4 x Renault Zoe electric cars last year, and the installation of charging at County Hall, the County Council has taken delivery of an electric van, with a second van due for delivery shortly.</p> <p>A new cycle cage was installed at County Hall last month, with secure parking for 29 cycles (swipe card access).</p> <p>The County Hall car park was resurfaced earlier this year and parking bays reconfigured in line with standards. This work will allow for Pay & Display machines to be installed over the summer and for a new staff parking regime to be introduced. Members of the public will also be able to pay to park outside of office hours.</p> <p>The U7 bus service (operated by Stagecoach and jointly funded by the University of Chichester and WSCC as part of their Travel Plans) is due to be retendered shortly. WSCC and the university will continue with their existing partnership with the County Council's contribution funded from staff car parking revenue.</p>

Organisation:	WestTrans
Reporter:	Emily Shovlar
Travel Planning	I have combined workplace, school and personal travel planning into one category. Our Travel Plan Monitoring programme continues successfully. Our TP MO has recently left and we are covering with a consultant on secondment until a permanent replacement can be found. Harrow have joined the programme so we have all six West London boroughs on board. For the new role, we are planning to shift the scope slightly to focus less on the monitoring itself and more on building relationships with sites, which can lead to better results.
Other	<p>Our work with colleges and universities saw a big success in March. Brunel University had crowd-funded over £86,000 and Santander had match-funded for the development of a docked cycle scheme. This scheme opened in March and quickly became the most successful Nextbike scheme in the country, with over 2,000 hires in the first fortnight. There are 50 bikes, located across five docks at Uxbridge tube station, Hillingdon Hospital and Brunel's campus.</p> <p>We are currently finalising our work programme for 2019/20. Work will include:</p> <ul style="list-style-type: none"> - Vision Zero (the Mayor's goal to eliminate all road deaths by 2041). WestTrans will be looking at motorcycle safety in this context, given the high numbers of KSIs - Continuing our e-bike trial with businesses and other sites across West London - Looking at 'healthy stations', putting stations into the context of healthy streets, potentially including public transport access and step-free facilities - Continuing our work on freight, including Delivery and Servicing Plans (DSPs) - Delivering London By Cycle events at university and college campuses, in partnership with the London Cycling Campaign - Producing guidance for the boroughs on a range of topics, in line with our role as a sharer of knowledge and best practice for the sub-region - Supporting the West London Alliance as they further the work on the West London Orbital railway.

Organisation:	Hampshire County Council – Travel Planning Team
Reporter:	Amanda Morris amanda.morris2@hants.gov.uk Team Number: 09162 845638
Workplace Travel Planning	<p><u>Submitting bids to deliver travel plans for developments (mainly larger hybrid developments atm)</u></p> <p><u>Writing travel plans to support developments;</u></p> <p>Horsham Enterprise Park – prepared TP for mixed use site in WSCC. HCC asked to do both a TA and</p>

	<p>TP. Recently been contacted about travel plans for Care Homes</p> <p><u>University of Portsmouth (UOP)</u> completed a 6 month contract in mid April. Delivering selected actions from their Travel Plan inc. negotiating free month Park & Ride passes, reviewing cycle parking and changing facilities, implementing a new bus ticket purchase scheme;</p> <p><u>HCC Corporate Travel Plan</u> – proposal to review and deliver the dormant TP has been submitted. Living Streets are also working with HCC to deliver their new service ‘Walking Works’ https://www.livingstreets.org.uk/products-and-services/projects/walking-works . Initial consultation with report to follow – LS will work through this with us.</p> <p>Representing HCC at the <u>Winchester Travel Plan Network /Forum</u> (new group initiated due to Winchester Movement Strategy) – opportunity to work with large and small organisations to encourage more workplace travel plans in Winchester.</p> <p>Working with HCC Public Health Service in workplaces with regards to improving <u>AQ in Hampshire</u> (HCC, Winchester, Fareham & Gosport, Basingstoke)</p>
School Travel Planning	<p>Very active School Travel Planners working in Hampshire, including Southampton schools with funding from the Access Fund, some examples below:-</p> <p>Walk to School Week Scooter Challenge week Air Your Views – film competition – entries from schools Think First 8 VR goggles trial with students (1 driver 3 passenger in a car crash)</p> <p>School Streets – working with Southampton City Council in a number of schools – Southampton actively supporting school street closures https://myjourneysouthampton.com/news/sustrans-school-streets-southampton</p> <p>Worked with students to produce two books (see below / copies circulated) Winchester School of Art (graphics); Winchester University (creative writing) – one for infant and one for junior level</p> <div style="display: flex; justify-content: space-around;">   </div> <p>Support from Living Streets and Sustrans (we have one officer from each organisation sitting in our team)</p> <p>Air Quality – No Idling campaign – concerns about idling taxi drivers and ice cream vans.</p>
Personal Travel Planning	Looking at using the Liftshare My PTP feature which can be used as a widget on a website – pay for x number of credits to be used by residents or employees for a journey search. The search will show all modes of travel including lift sharing.
Public Transport Information and Marketing	HCC investigating DRT options for a large development at Whitehill & Bordon (Passenger Transport)
Travel Awareness Campaigns	Air Quality in Gosport / Fareham – JAQU (Joint Air Quality Unit) funding for marketing campaign and cycling officer (who might sit within our team) – have permission to submit orders.
Car Clubs	Enterprise Car Club presentation – v interesting – anyone using them for car club vehicles?
Other	Transforming Cities Fund HCC working with Southampton and Portsmouth – our team involved with this.

Organisation:	Motion – transport consultancy www.motion.co.uk
Reporter:	Anna Mahoney, Travel Planner
Small residential sites at which zero car parking was proposed supported by there being car club provision already established in the area local to the development.	

Shuttle bus strategies have been secured for workplaces (Lidl HQ in Tolworth and Grove Business Park in Oxfordshire), with another private shuttle bus scheme being provided to fill the gap evident in public transport provision.

Successful negotiation with Highways England to agree **re-use of bridge over motorway to create formal Right of Way** that Hampshire County Council will adopt, linking the proposed residential development and the wider Funtley village with employment, retail, etc. uses in Fareham.

Necessary **consideration of the draft new London Plan** in terms of the implications for transport delivery:

- evolving application of the Healthy Streets Approach;
- higher cycle parking standards – how positive/practical are these?;
- variation in extent to which London Boroughs are already applying that Plan, or not;
- Blue Badge car parking provision – requirement for future provision (i.e. following implementation of approved development) being increased to 10% of the applicable standard where would these spaces go?

Discussion no longer viable regarding **cycle docking station provision** being offered as an alternative to on-site cycle parking.

Two **London schemes consented with cycle parking provision below the minimum prescribed in London cycle parking standards** were subject to planning conditions requiring that use of cycle parking be monitored so as to determine if provision needed to be increased in the future.

The developer of the site at which provision in line with standards equated to hundreds of cycle parking spaces decided to provide all those spaces.

The developer of the other site, at which provision in line with standard equated to tens not hundreds of cycle parking spaces, assigned a landscaped area that could be used for cycle parking in the future, if needed.

Prominent, high-quality provision is being made for cyclists at a central London location as part of the developer's strategy supporting cycling. The site is next to a Cycle Superhighway so a Safety Audit was undertaken in recognition of the need to consider and accommodate pedestrians in concert with cyclists leaving the Superhighway to access the development. The cyclists' access will be at the front of the building to promote use of that mode and be a clear indication of the high regard within which cyclists are being held. A formal **Cycle Access Management Strategy** has been produced for the development occupants.

The criteria for a **staff parking permit policy** are being reviewed to support site operations as well as staff commuting journeys and the travel options they have available to them.

A couple of proposals currently going through the **Appeal process** are for **car-free developments**:

- Development proposed as being car-free development in line with the National Planning Policy Framework ambition that car parking provision be reduced where possible, and particularly in sustainable locations. The development sits within a controlled parking zone (CPZ) meaning there is little or no opportunity for on-street parking thereby reducing the attractiveness of car ownership to site residents. There is a railway station nearby as well as bus stops from which numerous services operate. Should the residents need car parking it was determined that there is capacity in a nearby multi-storey car park. Local Planning Authority wanted 1 car parking space per unit. The outcome of this Appeal is awaited.
- The other car-free development proposal is again in a highly accessible location – close to a well-connected railway station and numerous bus services. The site is a 10-minute walk through the outskirts of the neighbouring town into the centre where there are a host of practical and leisure amenities. Nearby towns are also within reach when travelling by bicycle, and as the facility is intended to be tailored to occupation by University students, the journey to the nearby University was also assessed as a non-car journey, which can be made in 35 minutes using a combination of walking with bus and/or train travel. Overspill parking around the site is unlikely due to on-street constraints meaning occupants are unlikely to bring a car to the development.

There are several **existing business parks** at which **expansion proposals** are being developed. These are building on **feedback provided by tenants** and based on the park management staff resourcing a two-way conversation about the fact that more **car parking will not necessarily be forthcoming**. Ways in which to **get people from the outer edges of the parks** to other facilities on-site are being looked at, as well as what facilities could/should be provided on-site to **contain trips**, e.g. food and refreshment outlets, exercise facilities, childcare facilities, shopping delivery/collection points, etc. **Useful data** are derived where there are **existing shuttle bus services**, informing the strategy being devised. In some cases, the **nature of park occupants** is changing, e.g. call-centres that are high-density in terms of floor area per person, meaning there are more people on-site than in the past.