

**Minutes of Meeting  
Friday 2<sup>nd</sup> May 2014  
Dundee University, Dalhousie Buildings**

**Present:**

Merry Scott (Chair)  
William Dove  
Trudy Cunningham  
Clive Brown  
Donald Kent  
Dave Kinnaird (DKD)  
Kate Fitzpatrick  
Jenny Muir  
Chris Osbeck  
Hanna Plant  
Kate Thornback  
John Pinkard  
Judith Logan  
Neil McRae  
Mason Holden  
Emma Crowther

Tactran  
NHS Fife  
University of Dundee  
City of Edinburgh Council  
Nestrans  
Liftshare  
SRUC  
Sustrans  
University of Aberdeen  
EAUC-Scotland  
SRUC  
Ansons Consulting Ltd  
Robert Gordon University  
Hitrans  
Admium/ Glasgow School of Art  
University of Edinburgh

**Apologies:**

No Apologies

## 1. Welcome

MS welcomed all to the meeting and gave thanks to Dundee University for hosting the ACT Travelwise Scotland Meeting.

## 2. Matters Arising

No matter arising from previous minutes.

## 3. Separate Group Meetings

The members then separated in to the following groups:

- Regional Transport Partnerships (RTP), ACT Travelwise, NUS, SME's
- EAUC, HE & FE institutions

## 4. Feedback from Groups

TC gave the group an update on behalf of HE & FE institutions group. This was summarised to the following points:

MS then gave the group an update on behalf of the RTP and ACT Travelwise Group.

### HE- FE update:

- There is a new android application called 'Essential Cycling Skills' which TC has recommended to anyone looking to renew or develop their knowledge of cycling safely on the roads. Available to download on Playstore and Apple App Store. More information available [here](#).
- TC shared a new case study on University of Dundee reducing Grey Fleet mileage by 70%. Available to view [here](#).
- Uni of Dundee has calculated that if a staff member does a journey more than 50 miles then it is cheaper for the University if staff use a hire car. There are some institutions that use a financial incentive to ensure this happens.
- Cycle Friendly Campus Award: Cycling Scotland has launched a new Cycle Friendly Campus Award initiative. They are taking applications from institutions to be involved in the pilot to launch this initiative. Funding available to improve your cycle friendly campus. For information and to apply, please see [here](#). **Deadline for applications: May 30<sup>th</sup> 2014.**
- Sustrans are giving institutions/ organisations the chance to apply for new cycling parking (Sheffield Stands) that would be used as part of the Common Wealth Games. For more information and to apply, please see [here](#). **Deadline for applications: Friday the 23<sup>rd</sup> May 2014.**
- Credit licence agreements. Due to new regulations on spending, you now have to apply for a new credit licence scheme for the cycle to work scheme. Any spend over £1000 will require a consumer credit licence. From application, TC

recommended it should take 2-3 months to come through. For more information on the consumer credit licence, please see [here](#).

- RouteMonkey are a good software package to monitor mileage and fuel costs of Grey Fleets. This software will do a logistics report for you. It is more appropriate for business than HE. For more information on RouteMonkey, see [here](#).
- SRUC are currently doing a business travel survey. SRUC are struggling to get people on board to participate and would like to see an example of a successful business travel policy. If you have one, please email to [hplant@eauc.org.uk](mailto:hplant@eauc.org.uk). Some good ideas can be found on this website: <http://www.chooseanotherway.com/index.php>
- To encourage staff to book travel through the University travel service (making business travel easier to monitor), at the University of Edinburgh, anything above £300 has to be booked through the uni and they do not supply staff credit cards.
- Fuel efficient driving training is available free of charge from the Energy Saving Trust. **For more information and to apply for this service, please see [here](#).**
- Staff bus tickets/ cycle scheme from [Eden Red](#)- you can now get a monthly ticket on salary sacrifice, you nominate your chosen route but loophole is you can use it on any other route. For every person that signs up, it gets cheaper.

#### **Regional Transport Partnerships (RTP), ACT Travelwise, NUS, SME's discussion update:**

- WD reported that NHS Fife has had their car parking re-configured with blue badge parking and are awaiting the result/impact.
- NHS Fife has also had 116 bikes purchased through the cycle to work scheme.
- The census noted that in general, there has been a jump of people working from home from about 5-10% of the workforce.
- CB reported 20 mile an hour zones introduced in Edinburgh has been justified through accident reduction statistics and further speed limits will encourage people to walk and cycle more.
- NM reported that Inverness council have a Sustrans officer and are rolling out a community links service, a bus investment fund of 700k with bus priority and improved information.
- TACTRAN have recruited a Sustrans officer which will lever funding for walking and cycling schemes. They are due to start in July.
- The Sustainable Grant Funding has been popular, albeit small amounts. Tactran has provided active travel funding in 2012/13 and 2013/14. Funding for 2014/15 is currently being considered but is likely to be in conjunction with the Sustrans Officer and their associated funding.
- A discussion followed surrounding Salary Sacrifice for Public Transport. JL noted that she now has a pass which was feasible through a "loop hole" in the HMRC conditions. First Group have provided the pass through Edenred. WD has concerns that this may not be legitimate and may still result in organisations being relocated to undertake. JL will pass on contact details from Edenred and MS will obtain more information.

#### **5. Presentation from Mason Holden and colleagues from 'Admium':**

*Admium are a student social enterprise who design and fit safe locking mechanism for bikes, whilst also acting as an LCD advertising space.*

- Presentation will be available [here](#).
- Scotland wants cycling to increase. Lack of cycling in the UK is largely due to bicycle theft. 533k bike thefts a year. 24% of these thefts stop cycling all together.
- A lot of issues with lock and rack in terms of security. There is a need to find a way to find a better looking and more secure free-standing bike racks. During testing, their model couldn't be broken during testing- thus exceeded gold criteria.
- They want to have a co-creation stage to pilot with universities and colleges in Scotland. Free to install with potential for significant income generation from the advertising space.
- For more information, please see [www.admium.co.uk](http://www.admium.co.uk)

#### **6. Presentation and update from Dave Kinnaird, LiftShare:**

Presentation available [here](#).

#### **7. Update from Trudy Cunningham**

- Trudy Cunningham-At recent Ecosse workshop 'Scotland's Roadmap to widespread adoption of plugged in places was released—copies here: <http://urbanforesight.org/scottish-governments-plug-in-vehicle-roadmap.html>
- First electric taxi fleet in Dundee, 30 Nissan leafs will be running in Dundee next month and will be expanded to 100 within the year. All taxi drivers will receive free charging and be saving 9-10k a year on fuel costs.
- If looking to order a fleet of electric vehicles, enquire on whether local authorities are making an order of electric vehicles. Consider ordering alongside other public sector organisations
- Edinburgh College are offering a tracking system for vehicles- however there is a cost to trial this starting at £300/annum. Through electric vehicle charge points, Trudy can log in at the point and find out which vehicles have charged up and how much. Funding from Vehicle Scotland stopped Jan 2014.
- Most electric vehicles can't go 50 miles without passing a rapid charge point. There is now a rapid charge point within 50 miles of most locations in Scotland. <http://www.greenerscotland.org/greener-travel/electric-vehicles/charge-point-map> It is not recommended to buy bottom of the range Nissan Leaf- as they can't take rapid charge and tend to break down easily. Middle of the range [Nissan Leaf's](#) will take a rapid charge (range approx 80m). New Nissan Leaf vans are being released this week which have a 90 mile range.
- Automotive leasing – free trial for 3 or six months to those organisations interested,

#### **8. Update from Don Kent**

- Don Kent (ACT TravelWise Board)- only major update is that a replacement for their Managing Director has been recruited for but it is yet to be confirmed as to who has the position.

## **9. Close & AOB**

- No AOB.
- Next meeting – September TBC.