

**THE MORAY COUNCIL  
ENVIRONMENTAL SERVICES DEPARTMENT**

**MORAY FORUM TRANSPORT STEERING GROUP**

**Monday 6 February 2017, 10am**

**VENUE: Moray Council Annexe – Meeting Room 1**

**ATTENDEES:**

Anita Milne, Moray Transport Working Group (AM)  
Councillor Fiona Murdoch (FM)  
Nicola Moss, Transportation Manager (NM)  
Angela Sutherland, Forres Area Forum (AS)  
Donald MacRae, Public Transport Manager (DM)  
Stevie Robertson, Planning Officer Community Transport (SR)  
Iain Catto, Elgin Community Council (IC)  
Leah Rossvoll, Babs Dial a Bus (LR)

**APOLOGIES:**

Craig Woodall, Stagecoach (CW)  
Sheila Fletcher, Scottish Representative, Community Transport Association (SF)  
George McLean, NHS Grampian (GMC)  
Julie Cromarty, Public Transport Information Officer (JC)  
Fabio Villani, Chief Officer, tsiMoray (FV)  
Linda McDonald, Buckie Area Forum (LM)  
John MacDonald, Community Transport Association (JM)

<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.0	<b>Introductions and Apologies</b>	
1.1	Apologies were noted. Introductions were carried out for Leah Rossvoll who is representing Babs Dial a Bus and Linda McDonald.	
1.2	Sheila Fletcher advised the chair by e-mail that she was leaving the Community Transport Association and that she would no longer be attending these meetings. The group thanked Sheila for her contribution and wished her well for the future.	
2.0	<b>Minutes of Previous meeting Dated 22 November 2016 &amp; Matters Arising</b>	
2.1	1.1 – Mike Whelan - Anita agreed to contact Pam Gowans to find a replacement for Mike Whelan.	<b>AM</b>
2.2	3.1 – Speyside Car Share Scheme – Donald to contact Randal Robertson from Hitrans to set up a meeting to discuss the Highlands and Islands travel scheme and the wider issue with appointment times and reimbursement of costs.	<b>DM</b>

2.3	3.2 – Donald advised that the funding had been received from Hitrans for their contribution towards the catering for the last transport seminar.	
2.4	3.3 – BABS meeting – meeting has not taken place but will be organised for after this meeting and before the next meeting.	
2.5	3.4 – Vintage Tea Days – the tea days have been successful so far. The next on is in Buckie 23.2.17. Leah said that she would inform their members of the event. Stevie said that it had been worthwhile attending and has been a good opportunity to advise attendees about the dial a bus. Anita agreed to speak to Ann Griffin about an event in Speyside, it was agreed that it would be better held somewhere like Craigellachie which would be a fair location for Aberlour and Dufftown residents. Discussion about asking the likes of Walkers to provide support in terms of funding/refreshments.	<b>AM</b>
2.6	4.1 – Seminar Notes – Fiona has finished writing up the notes and has sent to Anita and Donald for a first look. Donald agreed to ask the Councils Graphics Officer to provide some bright graphics for the document.	<b>DM</b>
2.7	5.3 – Moray Transport Guide – Stevie confirmed that a link to the last guide has been sent to community councils, area forums and community halls to ask for their updates for producing a new guide. It was agreed that most groups would probably prefer to have some hard copies of the guide rather than a link. It was agreed that Stevie would arrange to have hard copies printed. Iain advised of a joint community council meeting on 9.2.17 and would like some hard copies left in the chamber for distribution. Anita advised of a joint area forum meeting coming up on 13.2.17 and would also like some hard copies to distribute.	<b>SR</b>
2.8	5.5 – Maps – Stevie had a look through historical documents to see if he could find the underground type map that was discussed at the last meeting but he couldn't find anything even similar. After a discussion about the different types of maps that could be produced to show the dial a bus routes it was agreed that Nicola would find out how much it would cost to have this work done by a company that specialises in this type of work.	<b>NM</b>
2.9	8.2 – Turner Hospital and Chalmers Hospital – Donald agreed to find out the number of patients that may be experiencing difficulties being discharged from both hospitals and if the dial a bus might be an alternative to the ambulance service.	<b>DM</b>
2.10	8.4 – MiDAS Training – a venue has been booked in March but unsure what will happen now that Sheila Fletcher is leaving the	

	Community Transport Association. Donald is waiting to hear back from the association to see if anyone else can do the training.	<b>DM</b>
2.11	9.2 – Anita is still to speak to the Buckie area forum about a Saturday morning tea and information event (like the one in Portgordon 28 October 2016).	<b>AM</b>
2.12	9.3 – Anita is waiting to hear back from Pam Gowans about meeting to discuss tying in appointment times with transport options (i.e. someone from this area receiving an appointment in Aberdeen very first thing when public transport times won't allow for that).	<b>AM</b>
3.0	<b>The Way Forward – Plans and Priorities for 2017</b>	
3.1	Fiona asked the group for opinions on how the group should move forward.	
3.2	Fiona said she would like to see this group and more providers in the community getting involved together. Thinks this group could be run as a business and could even take over the running of the dial-a-bus in the future.	
3.3	Leah said that she could see the potential and need for this group across the community. Suggested that this group could have a representative from each of the forums and someone from different organisations like babs for example. Also suggested there could be a different targeted meeting for each of the areas.	
3.4	Iain asked the group if they had thought about being constituted with their own bank account etc. Anita reminded the group that a 'draft project plan for 2015 – 2020' was written and handed out copies. Fiona said that although the objectives and actions were good, it would be good to achieve actions through this group	
3.5	All agreed that they didn't want this group just to be about 'talking' and that everyone wanted to achieve the actions/objectives.	
3.6	Nicola said that although the Council view would be to support the group if they wanted to be constituted, she would check on what the Council's role would be and whether a report would be required to go to Committee.	
3.7	Group numbers and membership would need to be looked at to ensure the size of the group is right to be effective and that the right members are around the table.	
3.8	Iain agreed to share a document on the pros and cons of being a constituted group. Agreed that everyone would provide feedback on this at the next meeting. If it was agreed to be constituted a	<b>IC</b>

	small working group could be set up and agreement sought at the next transport seminar.	
4.0	<b>Transport Updates</b>	
4.1	Public Transport – Donald said that Stagecoach wanted to reinstate quarterly meetings with the public transport unit (these used to take place before dropping down to meetings as and when there was an issue to discuss).	
4.2	Transport for Health and Social Care – It was noted in the last minute that the Public Transport Unit were in the process of a service level agreement with Dr Grays to provide patient transport. Nicola and Donald updated the meeting to advise that a report was being submitted to the Council’s Policy and Resources Committee on 7 February 2016 to formalise the arrangement. Leah said that Babs would also be keen to support the Council in any way that they could.	
4.3	Dial M – Stevie provided an update for the meeting advising that there is an average of 29 customers per month with new customers mainly from Keith/Elgin and Forres routes. Trends seem to be similar to previous years. Speyside is still a concern and numbers have dropped more than previous years. Could be down to bad weather putting people off, day service transport being available etc. One reason for the decline in Forres numbers could be the changes to the stagecoach bus now passing the medical centre on an hourly basis rather than 2 hourly.  Future areas to address could include the bus being available mornings and afternoons where they are currently used for school runs.	
4.4	Community Transport –  BABS – Leah said that they were quite steady just now. Leah has been employed as Office Manager (since last October) and has been trying to attend as many events etc as possible to raise the profile of Babs. They have 5 vehicles and are in the process of replacing 1 of the older buses. An external booking system is being looked at that would provide a text message service to remind about bookings etc.	
4.5	Hopeman minibus – Anita will find out how the bus is doing.	<b>AM</b>
4.6	Keith/Strathisla minibus – Leah has heard that the bus is doing well with church runs etc and will be able to find out more this week and report back to the group.	<b>LR</b>
4.7	The Council’s PTU issue section 19 permits and Donald/Stevie	<b>DM/SR</b>

	agreed to check the list of those issued so that the group could be aware of other buses available for community use.	
5.0	<b>AOCB</b>	
5.1	Angela said that the bus timetable at St Leonards church in Forres is wrong – Donald advised that this will be changed.	
5.2	Nicola said that the Council is working with Hitrans to apply for funding for technology that would provide an app with real time booking information. Anita informed the group that Hitrans had asked this group to sign a letter of support for the application. This was agreed by all.	
6.0	<b>Next Meeting</b>	
6.1	Tuesday 28 March 2017 – 10am – Venue TBC	<b>ALL TO NOTE</b>