**Attendees:** AN (Chair) RB, MG, MW, JWi, TR, MB, DK, AD (notes).

1. **Apologies:** received from JB.
2. **WCA News / Upcoming Events**

Election debate went well, and Youth social media campaign doing well – lots of hits on website.

An election survey has been put together to be completed by all candidates, by around 25th April. Responses will be analysed and scorecards published. Conservatives have agreed not to participate.

Royal Wootton Bassett had had their hustings, went well. BoA one to come, perhaps won’t be well attended. Salisbury Transition City’s debate can be viewed via link on their Facebook page [here](https://www.facebook.com/transitionsalisbury).

1. **Notes from 18/3/21**  
   There are a couple of corrections – MG written in place of MW – AD to correct. **[Update: now corrected].**
2. **GENERAL – ACTION UPDATES (from last meeting notes)  
     
   Meeting with Parvis Khansari**  
   PK’s PA has recently replied to offer some dates. AN, DK & JB to attend. See 8 c) below. **[Update: date now confirmed as 17 or 21 May].  
     
   List of E-bike suppliers** MG to enquire with ‘Bikes and Boards’ shop in Devizes – check if they offer E-bikes and if so have they got stock, and do they do test rides. **Action: MG**DK supplied details on chat of [E-Motion in Swindon](https://e-motionevc.co.uk/store/index.html), who do e-bike test rides and have a good range and stock. **Action: AN to compile, including shops near but not in Wiltshire**

**Overall roadmap (‘Cycle Path’) to 2030 for Wiltshire**

DK reported that time commitments were making it very difficult for him to work on this large and complex task. Keep under review. **[Also carried forward from previous months]:** **Green Paper on On-road and Off-road cycling vision for Wiltshire** – AN still finalising this. AN to prepare paper for next meeting on what off-road network should include. Help wanted. **Action: DK, AN, others?**

MB asked who is looking at cycling in Chippenham = [Cycle Chippenham](https://www.cyclechippenham.org/about) (formerly Chippenham Cycle Network Development Group), coordinated by NM. MW reported that they are meeting WC in mid-May, which may help inform overall approach – ask NM for some info about this.

1. **PROCESS FOR GROUP**

The appended document below was considered. This has now been updated with suggestions and decisions made at the meeting **(in purple)**.

AD to communicate changes to wider group via next Mailchimp communication.

AD to convert Word documents sent out to PDF as these may work better for mobiles. **Action: AD**

1. **ACTIONS DISCUSSIONS**
   1. **Public Transport – Buses (‘Bus Back Better’)**   
      Some of the group had attended one or two of the recent meetings of Melksham group ‘[Option 24/7](http://option247.uk/)’ which is lobbying WC for prompt, appropriate action in response to the Government’s call for reinvigoration of bus services (£3bn fund). They are trying to work in a similar vein as they did with rail/buses previously – produce a package of recommendations to ask WC to push forward.

They are calling for local knowledge from all 18 community areas, and very keen for our members help to coordinate this.

Government seem to be asking councils to jump through hoops to access different pots of money quickly, which makes getting to comprehensive plan first more challenging. WC need to decide before June what sort of funding needed, then provide detailed proposal by Sept – very tight schedule. The current funding and how/when Local Transport Authorities (and partners) can apply is outlined [here](https://www.gov.uk/government/news/multi-million-pound-scheme-for-zero-emission-buses-across-england-launched).

24/7 group have started work with WC, and other LAs – good explanation of the group’s approach in context, and slides of presentations so far [[[here](file:///C:\Users\sonjakuratle\Downloads\14-09%20Steering%20Group%20Actions.docx).](http://option247.uk/faq.html)](http://option247.uk/faq.html)

Current funding is separate to grant scheme on ‘all-electric towns’ - now closed. May be repeated. May be an approach to request first for areas which have air quality management issues / routes that go through Clean Air Zones. Wiltshire AQ management areas listed [here](https://www.wiltshireairquality.org.uk/air-quality/air-quality-management-areas).

As 24/7 group is already in effective dialogue with the Council team, it seems unnecessary and perhaps unhelpful for WCA to duplicate. WC has some good people in the team who will be under pressure.

MB asked how to help in Chippenham. She (and possibly AD) will attend a 24/7 meeting with a view to helping supply local information, though agreed this is a big task. Difficulty understanding what routes people travel/ need to travel and whether these are optimal routes. Suggestions to tackle this: using Nextdoor or local Facebook to ask community. TR suggested ‘[Traveline](http://www.travelinesw.com/)’ which has regional bus/rail route planning tool and logs planned journeys as reports. Most bus companies don’t release similar information as it’s commercially sensitive. Bus companies may be asked to get involved, it would be in their interests. **[Update: bus operator is in Option24/7]**

2011 census data has been used for cycling and walking.

Members to contact 24/7 group and offer local input. **Action: MB / AD? /MG / All who can**

AN invited TR (who has experience in the industry) to give some insights about potential for improving services. RTPI (Real Time Passenger Information) is key, and the technology is there/improving, but has had teething problems where adopted (e.g. Salisbury). Lots of available systems, but bus operators are hesitant to change ways, and have to shoulder the burden of making this transition.

RTPI is reliant on operators enabling centrally, plus individual driver input and other factors aligning – often failures to provide input result in updates not being made available to passengers – only scheduled time, not time expected. At the moment because not everyone uses a phone there is a need for external displays of information, sometimes subject to vandalism or failure. Mobiles will eventually take over.

MW commented that in Salisbury it’s been over 4 years since RTPI introduced but it’s still not reliable. Council should monitor and drive through – to date they have been hands off and left it to operators.

**Public Transport – Rail**

MG tasked to look at SWLEP Rail Strategy (on TTG Public Transport web pages [here](https://www.wiltshireclimatealliance.org.uk/transport-publictransport)) to understand/ assess progress against plan for Devizes station. **Action: MG  
[Post-meeting note: need to look at Corsham, and Porton vs Wilton – Wilton is being promoted by WC cabinet members, but Porton rates better in the Rail Strategy. Action: AN; MW?]**

* 1. **Roads – no discussion**

* 1. **Cycling**

The group meeting PK of WC plan to raise the mismanagement of the pop-up cycle lanes and the consultation that saw some removed at the first opportunity. The group want to impress the need for helpful, unbiased consultations, and can show that the consultation clearly favoured non-cyclist views.

The A420 Chippenham is in the Council’s cycle lane strategy, so its withdrawal has ramifications.

The LCWIP\* is said to be being prepared for release in June, but there isn’t enough engagement with local cycling groups. \*Local Cycling and Walking Infrastructure Plan.

MW told the group that COGS have felt frustrated with lack of contact with WC for over a year, and in the corresponding time Council have pressed on with plans the group said would not work, and thus added poorly designed routes, and had to remove some due to unpopularity.

There seems a long way to go on cycling for WC to be really able to deliver on cycle lanes that work. ‘Putting a cycle logo on a road doesn’t make a cycle lane!’

[Update: COGS is going to meet Cycle Chippenham on 20 May to compare notes about WC]

* 1. **Other (walking, accessibility, e-bikes etc)**

See 2 above (e-bikes shops).

**[Update: AN and LW still working on amending BoA one-way scheme, now with others]**

1. **Date of Next Meeting – Thursday 27th May 7.00 – 8.30pm [was proposed but now TBC, as this will clash with WCA Steering Group which wants to meet on “last Thurs”!]**
2. **AOB**

AN reported that he may not be able to lead meetings etc for a few months over the summer due to disruptive building work at home. MB commented that we can all pitch in to help manage meetings over this time.

**APPENDIX (for Item 7)**

**Notes on Process [with Updates from Meeting Discussion]**

AN and AD swapped problems/challenges/difficulties. Both are heavily committed volunteers.

**Task List**

... is out of date, neglected but potentially useful, complementing the notes and agendas.

Can members access it and take a look? (in Google Drive below)

Is this useful, or what would be?

We do need a clear mechanism to monitor actions and progress. Use this / minutes / both?

**Agreed we will discontinue the Task List. AD to review / check with members and make a record of tasks remaining on it, to perhaps rethink, re-allocate or leave for time being. Action AD**

**Agreed we’ll use a traditional method of running through outstanding actions at meetings and bring forward incomplete actions on meeting notes, to keep track. Action AD**

**Google Drive**

Now holds Task List, via this link: [**https://drive.google.com/drive/folders/16znK3awZb\_9CFwreInohj330uMCZ1R2I?usp=sharing**](https://drive.google.com/drive/folders/16znK3awZb_9CFwreInohj330uMCZ1R2I?usp=sharing)

Can we access (have most of us got a Google account to sign into)?

Use to hold docs we are working on together / subgroup folders?

**All at the meeting could access this so far.**

**Zoom**

Don't want a repeat of past problem(s)! AN to contact BJ [done], sort out host code: for consistent host privilege, to enable screen sharing etc.

Or (plan B) another group member to host.

**BJ needs to join start of meeting to pass on host/ enable screen sharing. DK and MW have own Zoom accounts. Keep under review. Action AD/AN**

**Regular Cycle**

Meetings 4th Thursday of each month as regular slot, at Steering Group’s request.

***[UPDATE: 27th May, and other 4th Thursdays will clash with WCA Steering Group which needs to meet on “last Thursdays”!]***

*After meeting:*

AD drafts group Notes by Monday after (if Julian/others write notes, can also circulate on chat).

AN (& others?) have until Thurs am to revise/comment.

AD sends out anyway on Thurs night (1 week after mtg).

*In between:*

Actions are taken(!)

*A week before mtg:*

agenda discussed, developed Mon-Tues

By Wed am before meeting: AD sends out Zoom link and agenda, any related docs.

Time to catch up / prompt for last-minute actions.

**Group agreed the above schedule.**

**Glossary and group member names**

AD to build a standard glossary to add to Notes: acronyms / well-known names etc.

**Agreed – AD to go through minutes so far (with help from other sample AN provided) and build up Glossary to supply with meeting notes, and on website. Action: AD**

AD to append group member names (to decode the initials in the minutes), and their locations.  **DONE**

Published minutes on the website will continue to have members initials for privacy.

**New members and regular members taking local action**

* Listen to them - to feel heard, share their ideas/good practice, record actions
* Ask them to be a liaison between Transport TG and their local group(s)
* Possible mini-Zooms to bring up to speed on subtopics, share actions
* Phone call if need be to familiarise and swap views.

**Subtopics**

Potential to appoint 'leads' within the group - experienced specialists on cycling, roads, etc. – could convene ad-hoc mini-zooms to move actions along / break down bigger tasks.

Buses – liaise with / attend the Melksham Option 24/7 group as opposed to own sub-group?

Subtopic groups / teams drive agenda and actions - report back to main group etc?

**Some regular members expressed that their time was already stretched, but would consider ad-hoc Zooms to deal with bigger tasks – case by case.**

**Deputy**

Possible idea of a "deputy" so group process is supported by three instead of two.  **Not discussed**

**Newsletter**

Possible idea of an ad hoc transport newsletter by AN (+ others?). AD to send out via Mailchimp.

**Not ruled out but other ways suggested for disseminating relevant news – e.g. recommending good mailing lists for members to join; AN/MB using WCA Facebook page to share individual news stories as they occur. [Update: AN and MB liaising with BJ and social media team. Feasible.]**