



Forth Bridges Forum - Meeting 23

9 May 2017

Meeting Room 1.15, FRC contact and Education Centre, South Queensferry

MINUTE

Attendees

Hugh Gillies (HG) (Chair)	Transport Scotland
Lawrence Shackman (LS)	Transport Scotland
Scott Lees (SL)	Transport Scotland
Michael Dineen (MD)	Transport Scotland
Miles Oglethorpe (MO)	Historic Environment Scotland
Craig Bowman (CB)	Network Rail
Eddie Lebida (EL)	Network Rail
Sandra Montador-Stewart (SMS)	Fife Council
Ken Gourlay (KG)	Fife Council
Manuela Calchini (MC)	Visit Scotland
Mark Arndt (MA)	Amey
Chris Waite (CW)	Amey
Ewan Angus (EA)	Amey
Gillian Laurie (GL)	Amey (Secretariat)

1. Welcome & Introductions

- 1.1. The Chair welcomed all attendees to Meeting 23 of the Forth Bridges Forum.
- 1.2. The Chair invited all members to introduce themselves.
- 1.3. Thanks to Michelle Russell, who has moved to a new post, for her work with the Forum. MD will assist GL with forum work.

2. Apologies, Minutes of Previous Meeting and Actions

- 2.1. Apologies were received from: David Dickson, Network Rail, Ben Edwards, Network Rail; Ewan Kennedy, CEC; Mirka Vybiralova, CEC; Graham Malcolm, West Lothian Council; Alan Shirley, Transport Scotland; Mark Dunlop, Transport Scotland; Rebecca Jones, HES; Campbell Docherty, BIG Partnership
- 2.2. The minutes of the previous meeting held on 28 February 2017 were agreed and subsequently published.
- 2.3. Action points were reviewed and updated as follows:

Action 21.2 – Open action
Action 21.3 - Ongoing
Action 21.4 - Ongoing – CD to issue final version of the Engagement Plan to the group via email. This should close out this action.
Action 22.3 – Action closed
Action 22.4 – Ongoing
Action 22.6 – Ongoing
Action 22.7 – Ongoing – should be actioned by the Tourism Strategy.
Action 22.8 – Closed
Action 22.9 – Closed – however HG will reach out to CEC and has requested a meeting with E Kennedy. MC will highlight the need for cover while Wendy Liu is on maternity leave.

3. Forth Bridges Forum – Update

- 3.1. Forum Public Meeting – Public Forum event on 25 April 2017 was very well attended and successful providing good, positive engagement. HG thanked all who contributed to this meeting. All speakers agreed the questions from the floor were relevant. LS gave an overview of the Committee meetings and subgroups for the events team working towards QC opening ceremony and walking and charity events. Uncertainty over actual dates but will know more when the Forum next meets. Any doubts over opening events please see LS.

Action – GL to add Queensferry Crossing Update to next Forum agenda

Action – Agree next Public Meeting date at next Forum meeting - ALL

- 3.2. Events Planner Update – Planner is being updated by GL and used by all Forth Bridges Forum and subgroups. MO suggested the Forum and Subgroup meeting dates are added to this list and use colour coding for easy reference. Content in this planner must be relevant and useful.

4. World Heritage Management Group – Update by MO

- 4.1. The World Heritage day and events went well, with a large forum turnout for the event at Kelvingrove Museum, MO thanked those who attended.
- 4.2. 3D Forth Bridge Project is being linked with Fife Schools to develop educational material. MO would like to observe a school visit at CEC and was advised to contact Elaine Barry to arrange.
- 4.3. MO would like to join Forth Bridge Heritage site with the other four sites to Route of Industrial Heritage. MO will contact SL about this
- 4.4. Plaque locations were discussed, one will be South Queensferry at viewpoint, one North Queensferry and MO will keep 2 in reserve. MD suggested a plaque placed at the top of the Rail Bridge to be viewed by public during the visitor experience. HG suggested the unveiling ceremony take place between 8th and 26th June 2017.

Action – MO to plan plaque unveiling event date

- 4.5. MO gave a World Heritage Co-ordinators Briefing. MO has been carrying out this role until now but a dedicated Co-Ordinator should now be considered and in post ideally by the end of this financial year. HES is not the natural host of this role, it could be taken forward by TS with some integration with Network Rail. The role is expected to be around 2 days per week at approx. £20k per annum. The postholder should have knowledge of World Heritage, with an Industrial Heritage background and understand reporting requirements for UNESCO. MO added the logical extension is to keep role within the realms of this forum as the nomination was driven by the forum. HG is concerned that the wrong message is sent to UNESCO if this site does not have this role while other sites do. HG asked MO to provide a job/role description and have some further correspondence on this before the forum next meets.

Action – MO provide further details to HG

5. Tourism Project Group – Update by SMS

- 5.1. GL Hearn is the appointed consultants for the Tourism Strategy. Online survey for businesses and consumers is on FBF website <http://forth-bridges.co.uk/news/50-forth-bridges-forum-news/247-forth-bridges-area-tourism-strategy.html> and a workshop has been arranged for 2nd June 2017 with GL Hearn, Forth Bridges Tourism Group and stakeholders.
- 5.2. Digital Experience - 1 required at viewpoint. HG asked if kiosks may be best placed at Railway Stations rather than on shoreline. SMS advised the Tourism Strategy will plot this through signage and interpretation and this will be detailed in GL Hearn's report which is expected in July/August 2017. HG would like this Forum group to receive the report to comment and ratify.
- 5.3. MC advised that a new Scott's Restaurant is planned for Port Edgar.

6. Communications Group – Update by CW

- 6.1. Coordination and Master plan required for viewing area including car park to avoid any conflicts with Architects. This would include consideration for all items at viewing area including World Heritage plaques, monuments, digital kiosk, plaque for QC opening on obelisk. CW asked that no decisions should be made in isolation as a coordinated approach must be taken. EA suggested the masterplan should be presented at this forum. LS added that the plaque for QC opening could be relocated after official opening.
- 6.2. CW Forth Bridges Brand – Trademark application has been accepted in principle and should be approved by end June / start July 2017 unless challenged. Launch is on hold until further info on QC opening date.
- 6.3. Quarterly report was issued prior to meeting, stats show a positive upward continuous trend.
- 6.4. Engagement Plan is almost complete. Campbell Doherty will update group at next meeting. MO acknowledged the need to support CD as the work of the Communication group is important to the Forum.

7. Network Rail – Update by CB

- 7.1. Visitor Experience – Funding approved through Network Rail with verification required from Transport Scotland. David Dickson at NR is to provide further information on the Forth Bridge Project to enable Transport Scotland to offer verification. Once verified, funding will allow start of planning process. Meeting held in South Queensferry and North Queensferry to update on visitor experience and press release went well. Project has been updated on website.

Actions – CB / EL to provide further information on Forth Bridge Project to TS.

- 7.2. Purchase of property at South Queensferry Forts progressed. Property will be vacant from end of May 2017. Some local concerns over property while vacant so will likely be leased out for a short period.
- 7.3. Arup produced CAD drawings of walk in 3D model which are excellent. Looking to develop this and offer to stakeholders during consultation and to the public more broadly.
- 7.4. North side plans – Strong enthusiasm, especially in Fife Council, for the North-side Visitor Experience was noted, with questions asked at the recent Forum Public meeting. The hope is that the forthcoming tourism strategy will give this some direction. Meanwhile, it was noted that a temporary staircase has been erected up the inside face of the North tower. This is due to statutory requirements from tightened Health & Safety regulations relating to access to track level on the Bridge. MO stated that UNESCO wouldn't need to be notified due to the temporary nature of the structure.

Actions – MO, EL, CB continue dialogue for UNESCO requirements

- 7.5. Flying Scotsman planned on Sunday 14th May, will cross Forth Bridge twice. A large turnout is expected.

8. AOB

- 8.1. SL asked how the Forth Bridges branding will be used. HG advised the trademark is with this Forum and we must be clear on our objectives with Branding. Is it revenue? Could funds be generated with commercial agreement? We have full control over this branding and this opportunity could be very successful. MC said that most visitor centres have good quality, high value goods authentic to the area and Visit Scotland have a retail team which looks at this. SMS agreed that the Tourism Strategy will take this into account. MC advised there is a Tourism Strategy Workshop on Friday 2nd June 2017 in the Exhibition room of the Contact and Education Centre.

Actions – MD/ SL to liaise with MC regarding retail team and discuss best use for the Branding

- 8.2. 360 degree camera images have been shared with a select few. There are some resolution and panning changes to be made then this will be handed

over to CW. CW said that this will be the main video on the website. SL will share link to GL to share with the group.

Actions – SL to pass link to the camera to GL when ready.

- 8.3. LS informed group that a user's guide is being produced including a walking / cycling map.
- 8.4. Funding to be discussed at the next meeting.
9. Date of next meeting –**Tuesday 27th June 2pm**– Contact & Education Centre, Queensferry