ScotFLAG Urban Freight Sub-Group Meeting

Victoria Quay, Edinburgh, EH6 6QQ

Tuesday 29 August 2017 13:30-15:30

Note of meeting

Present:

Chris MacRae, Freight Transport Association (Chair)
Stuart Hay, Living Streets
Justin Kirkhope, Co-Op
Chris Little, Road Haulage Association
Pam Stott, Transport Scotland
Bob Bridges, Transport Scotland

Apologies:
Jamie Rodden, Glasgow City Council
Martin Reid, Road Haulage Association

Welcome and Introductions

1. Welcome and introductions made. Apologies noted from Jamie Rodden.

Draft Guidance Document

2. Key points were:

- Text of document is generally ok.
- Rose Street photograph a bit dated.
- Additional text needed to highlight varying delivery restrictions on Rose Street.
- Produce infographic for cover page.
- Need to avoid images which may date the document relatively quickly.

Publication Process

3. Key points were:

- Clear document with ScotFLAG.
- Invite comments from ScotFLAG members.
- Sub-group members clear with their own organisations.
- Covering email text will be prepared for personalisation before circulation.
- Put to RTP group for comment.
- Put to Cosla for comment.
Communication Strategy

4. Key points were:
   - Include article/link in trade press.
   - Sufficiently newsworthy for a press release and quote from the Minister?
   - Outline presentation for use by members to discuss with colleagues.
   - Need to filter down what information needs to be included.

Actions agreed

**Action 1:** Source up to date photograph of Rose Street. (Stuart Hay)
**Action 2:** Provide additional text for varying delivery restrictions on Rose Street. (Stuart Hay)
**Action 3:** Draft text for circulation of draft document to colleagues. (Pam Stott)
**Action 4:** Pass guidance document to RTP group for comments. (Pam Stott)
**Action 5:** Contact Robert Nicol, Cosla, to seek views on guidance document. (Stuart Hay)
**Action 6:** Prepare outline presentation slides for members’ use. (Pam Stott)
**Action 7:** Draft article for publication in Transport News. (TS)

Date of Next Meeting

It was agreed no further meetings were required. Future business to be conducted by correspondence.

6 September 2017