

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Draft Guidance Document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