



Minutes of the Meeting held on Thursday 17th February 2011

**NHS Richmond, Thames House,
Conference Rooms 1 & 2**

Present:

Nicholas Bailey	SWELTRAC (<i>Chair</i>)
Tess Duffell	Byrne Group
Cathy Winsey	Lensbury
Jo King	Lensbury
Andrew French	LGC
Cllr Clare Head	London Borough of Richmond
Liam Rock	London Borough of Richmond
Anne Kearney	National Measurement Office
Jean Spraggs	National Measurement Office
Colin Lea	National Physical Laboratory
Douglas Fuller	NHS Richmond
Alice Baddeley	Smarter Travel Richmond
Veronica Pinto	Smarter Travel Richmond
Diane McVey	St Mary's University College
Mandy Blennerhassett	St Mary's University College
Fallon Everitt	SWELTRAC
Eddie Cole	Tearfund
Barry Edwards	

Apologies:

Marlon Yearwood	Haymarket
Karen Smith	The IDM
Maggie Burns	LGC
Sarah Davey	LGC
Ben Fryer	London Borough of Richmond
Graham Clarke	Pinewood Group

1. Welcome & Introductions

DF briefly explained the role of NHS Richmond. He advised that a restructure was currently taking place and would be complete by April 2011. This would see the merge of Richmond and Hounslow NHS Trusts, which would create premises savings. The main concern for staff was the pace of the changes. It was estimated there would be a loss of a quarter in the number of staff.

Going forward, the Commissioning Services section would be responsible for travel planning. They were in the process of addressing the travel plan currently in place for Thames House. The Bicycle User group had 40 members and there were 4 pool bikes. They had taken part in the Winter Cycle Challenge and achieved fourth place. They had also run their annual Commuter Challenge, a race which incorporates all transport forms. Over recent years, the “competition” had become increasingly competitive with the current fastest form of transport being an electric pool bike. The electric bikes had been available to trial at the Teddington Bike Week 2010, and would be available for any future Bike Week events.

2. Round the table

NMO: JS advised that their travel plan had been reviewed for the 3rd year running in 2010, after it was first launched in 2007. An in-house sustainability newsletter would be launched the following week.

Tearfund: EC reported that Tearfund was in the process of updating the Travel Plan and there would be a greater emphasis on reducing carbon emissions. The Cycle User Group had 60 members. Individuals have been happy to pay for their own bike maintenance sessions so a new agreement has been reached with Dr Bike, Tony. Tearfund had been pushing for more people to join the Car Share scheme but this had been a struggle. NB advised that Car Share had been linked to the survey and a few more had registered as a result. It had been advertised as the Tearfund scheme, not Teddington-wide.

Barry Edwards advised that the Radnor Gardens Committee were planning a proposal for a ferry from Richmond which would stop at Twickenham, Ham, Radnor Gardens and Teddington. There is an existing ferry but it doesn't stop between Kingston and Richmond. This was met with a positive response from the group.

Cllr H expressed her disappointment at losing the Smarter Travel Richmond and SWELTRAC teams but wanted to maintain the present level of engagement with the businesses in the Borough.

Lensbury: JK and CW advised that the car parking on-site at the Lensbury Club had been reduced. The Safer Neighbourhood team had given all female staff personal alarms and a number of events had been run in the past, and future cycling and walking events were planned. The Energy Committee Group meets every 6 weeks. New lockers would be installed for helmets etc.

LGC: AF reported that the LGC staff survey was underway and 108 responses had been received so far. He warned that anyone entitled to Corporate Scheme funding should contact TfL as soon as possible due to complications with allocation. NB added that he had experience with this and offered to give advice to anyone seeking it. There had been a poor response to the Car Share scheme so far and they were looking into better promotion and incentives. There was little demand due to the adequate parking onsite at this point.

NPL: CL advised that there was little enthusiasm for travel activity outside of existing job descriptions at NPL. The restructuring would mean that there would be no support in the future for travel planning. The car park is usually 20% empty so there is no incentive for

people to change travel habits. Of the 600 employees, about 180 of them already walk or cycle to work. A car park was given to the Royal Parks and is open to the public but remains empty most of the time.

Cllr H agreed that the car park was not well utilised, considering that parking in Teddington is difficult. The car park is DDA (Disability Discrimination Act) compliant and would be better served if used for Teddington Memorial Hospital and local shops.

St Mary's University College: MB and DM advised that they had been working alongside NB and, previously, Jakub Bojczuk to complete the travel plan and they were currently finalising the student and staff survey results. They hoped to achieve a 100% response rate among the 4000 students as the survey was part of the induction process. The survey was partially completed in paper form but they hoped to move towards 100% online completion in the future. The 2010 travel plan would be submitted to Richmond Council shortly.

Green initiatives included a project to extend the cycle shelters, which were fully utilized. More would be installed near lecture areas and halls of residence. The Liftshare scheme had not proved successful among staff but the hope was to create another group for students. A Streetcar was on site and they were looking into getting a mini bus and introducing a car club special offer. The details of the special offer would then be sent to any new student during registration to try and prevent students bringing cars on campus. They had launched an electronic sustainability newsletter which was circulated by email and available online. There was increased demand for lockers to be installed in the cycle shelters but some of the buildings are listed and planning is therefore restricted. DM expressed her gratitude to AB from Smarter Travel Richmond for her excellent support in this project.

Enquiries were made regarding the Streetcar special offer. Annual membership is normally £59, but the St Mary's offer would allow students to receive a 50% discount in addition to £10 of petrol.

Byrne Group: TD reported that the 2nd travel survey had been completed in 2010 and all targets had been met. The Cycle to Work scheme had proved popular with a 300% increase in membership. They had good showering facilities which were DDA compliant and locker and cycle racks on site. They had taken part in the Winter Cycle Challenge and were pleased and surprised to finish as winners. Sustainability was an important issue for the Byrne Group as a construction company and they had been nominated for a sustainability award. Their Go Green accreditation had also been renewed. They ran a bus service from Teddington station to the site between 7.45 and 11.00am and again between 4.00 and 7.00pm.

3. Going Forward

NB presented a few slides on the history of the network, an update on SWELTRAC, an update on Richmond Council and some recommendations for going forward. NB advised that both SWELTRAC and the Smarter Travel Richmond upon Thames programme would be ending on March 31st. After this time there would be very little or no direct workplace travel plan support available from the Council. However, he announced that the Teddington Network had been included in the draft LIP (Local

Implementation Plan) document for Richmond and that there was a desire within the Council to continue to support the network.

Cllr H stressed that she was keen to retain the relationships with the Teddington businesses and that this type of working was the only way to achieve a modal shift. The All in One survey had received a good response rate and 7 out of 10 top issues identified were related to transport and congestion. It was also important to recognise that cycling is not a feasible solution for everyone.

Cllr H welcomed attendees to approach her for help and support. The Teddington Network could be used as an example for other areas and could then be rolled out Borough-wide. Cllr H offered to chair future meetings at the Council Offices and committed to identifying a suitable Council contact.

NB was confident that the group could continue with small input from the Council.

NB agreed to circulate contact details for Moore's Cycles to the group.

Enquiries were made about the Survey Monkey licence and NB advised that he was looking into a contingency plan to allow simple survey links to be set up in the future. He advised that a Survey Monkey license costs \$US299 per year and previous surveys could be transferred from the SWELTRAC licence to company licences – provided that this is done before the end of March. EC suggested that Google offers free survey software.

4. Go Green – Liam Rock

Go Green Richmond upon Thames provides advice and support to businesses that want to go green by making positive improvements to their environmental performance. Businesses can then receive recognition with Go Green Richmond upon Thames Awards.

The aim of the programme is to help organisations improve environmental performance by helping them to understand, control and manage their energy, water etc. use. They are knowledgeable about relevant legislation and the grants, loans and tax breaks available to help businesses.

There is an increasing tendency for businesses to be asked about environmental performance when tendering for work. Businesses are also using information on their environmental performance in marketing. These are just some of the benefits of signing up to the Go Green Richmond upon Thames Awards.

A Council officer will visit your place of work where behaviours will be examined and then a report and action plan with recommendations is produced. Bi-monthly training events are also available with specialised support and high level input.

The Go Green project is funded until the end of 2011 and businesses were encouraged to get in touch.

CL advised that there had been a group in the past associated with Go Green, which had met with businesses to discuss similar issues. LR advised that this group ended before he joined Richmond.

Cllr H offered to invite Cllr Morris (Strategic Cabinet Member for Environment and Planning) to the next meeting.

The Teddington network was strong and shouldn't limit itself to transport issues; the businesses should look to improve and strengthen it. LR agreed to attend future Teddington meetings.

5. Bike Week 2011

NB enquired to the meeting if there was any interest in a third Bike Week and asked if anyone would volunteer to host. Some marketing materials and merchandise were still left over which could be distributed. The first Teddington Bike Week, held in June 2009, had helped to promote TfL's Cycle Challenge and was attended by Moore's Cycles, Dr Bike and the Police, who offer free tagging. This was repeated in 2010, with the Teddington Bike to work Week 2 winning Best Cycling Event at the London Cycling Awards 2010.

BE suggested that the public could also be invited to the event and it could be held on the weekend. Cllr H offered to raise the proposal at the next Cycle Liaison Group at the end of March. The press may be more interested if it's a community event. It was felt by some of the businesses that there would be little interest from staff in a weekend event.

It was also suggested that a weekly cycle race event could be set up, similar to the existing 5k Park Run.

NPL advised that they were happy to host another event; however, there was an issue with staff motivation and support for extracurricular activities.

It was uncertain whether National Bike Week would go ahead. It was felt that national publicity, promoting cycling as a mainstream activity, helped local promotion.

It was suggested that the Olympic cycle road race (passing through Bushy Park) could be used as a precursor to promotion of the event. It could also tie in with the summer TfL Cycle Challenge.

The group would need to be proactive to arrange a third Bike Week. NB has funds if the event is committed to go ahead however, it would need to be confirmed before the 31 March.

Newsletters and Website

Enquiries were made about the future of the electronic newsletters and the website. The newsletters would cease at the end of March and the website licence would expire in October 2011. It was suggested that the Travel Plan content on the SWELTRAC website could be transferred to the Richmond website, as is being done with Smarter Travel Richmond website information.

Cllr H expressed her thanks to NB for organising the meetings and his plan to push things forward.

6. Winter Cycle Challenge – results

NB explained that there had been a fantastic uptake on the winter Cycle Challenge, which took place in November. Sever organisations had taken part (Byrne Group, NMO, Tearfund, NHS Richmond, NPL, St Mary's and LGC), with 123 participants cycling a distance of 5,600 miles. One hundred cycle computers had been allocated initially, with this anticipated to more than cover demand, however a total of 123 people took part so additional computers had been ordered. The lights and high-vis vests had been provided by Smarter Travel Richmond. The event was low cost and could be easily organised again in the future without SWELTRAC to facilitate.

It was felt that the event encouraged regular cyclist's more than inspiring non-cyclists to give it a try. This was identified as a positive as committed cyclist felt that the organisation was "doing something for me". It was suggested that a combined walking and cycling event would encourage even more interest.

Walk to Work Week 2011 would take place between the 9th and 13th of May 2011. There were also free promotional posters as well and the online tool. NB would circulate further details in the next Newsletter.

7. Smarter Travel Richmond update

VP advised that Smarter Travel Richmond (STR) travel plan toolkits had been sent out in December. These were designed to provide information to businesses post-STR with national and regional campaigns contact details.

The STR website content was to be transferred to the Richmond Council site. The Teddington pages (currently hosted on the SWELTRAC site) could also be added.

The STR team were in the process of rolling out cycle parking with over 600 cycle parking spaces going in.

A borough-wide map was being produced with information on public transport and cycle routes etc. The map would be available mid-March.

There were over 100 Smarter Driving lessons left over. The lessons are 1-2-1, 50 minute sessions at your place of work. Anyone interested was advised to speak with VP or NB.

Some concerns were raised regarding a £35 charge which is applied if the appointment is not attended. This was a real deterrent for the businesses. VP advised that she would speak to the Energy Saving Trust as the businesses should not be charged. It was suggested that anyone interested should find a stand-by in case they are unable to attend at the last minute.

AB had been working closely with South West Trains (SWT) on the Try B4 U Buy cycle scheme. The day hire service would end after March but SWT were looking to extend Try B4 U Buy as a corporate loaning scheme. The new scheme would be open to organisations that would pay £50 a month to hire a corporate bike, with the costs including all maintenance.

AB had also been working with DM on cycle parking implementation at the campus.

8. Teddington Car Share Scheme

NB advised that there was some funding available to add additional sub-groups and suggested additional groups for Byrne Group and NMO. Byrne Group already had an established car share scheme and did not feel that joining the scheme would be value for money as many staff need a private vehicle to do regular site visits. JS stated that NMO would like to have their own sub-group set up.

NB enquired if there were any objections to creating a sub group for St Mary's Students. There were no objections and many members felt that this would be a positive step. The proposal to add two additional sub-groups (for NMO and St Mary's students) would therefore be taken forward and NB would be in contact with JS and DM shortly to arrange details.

John Lewis vouchers would be offered to sub-group managers, if requested, as an incentive to encourage new users.

The existing licence for the scheme would expire on 23rd April 2012. From that point the licence would be subject to an annual fee, which would equate to £302.40 per group. This would allow the administration to be done by each business if there was no support from the Council. However, it was felt that the scheme would only become a success if it was kept network-wide and that it was something the council should be looking to support further.

NB had another contact (Karen Dyball) and would circulate her details.

Liftshare is free for individuals to use but business groups are generally more successful. BE suggested that the scheme could expand to include smaller businesses and that it would be something that Cllr H would really like to support. NB advised that it was difficult to get interest from small businesses. NB would speak to Cllr H on how Car Share can continue as a network scheme.

9. AOB

There was a discussion around changes to the HMRC guidelines for Cycle to Work Schemes. This affects the final fair market charge for the bikes, which after one year is suggested to be 18 – 25%, which almost negates any savings. CL stated that NPL keep ownership of the bike for a further two years, thus reducing the fair market value to a lower percentage. NB stated that Cycle Scheme is offering something similar. NB would investigate and circulate details.

10. Future meetings?

The group felt that future meetings should take place in Teddington.

MB offered to host the next meeting in August and suggested that a tour of the new buildings could be incorporated.

It was felt that there should be a meeting before then and the Lensbury offered to host a meeting in May.

NB would confirm dates for these next meetings before end of March.