

M E E T I N G N O T E S

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| Subject: | LTP ACCESSIBILITY PARTNERSHIP | | | | | | | | | | | | | | | | | | | | |
| Date of meeting: | Friday 10 October 2008, 10.00 | | | | | | | | | | | | | | | | | | | | |
| Location: Present: | <p>Metro, Wellington House, Leeds</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">John Henkel (Chair)</td> <td>Metro (WY Passenger Transport Executive)</td> </tr> <tr> <td>Fiona Limb</td> <td>Bradford Council (Transportation)</td> </tr> <tr> <td>Peter Vincent</td> <td>JobCentre Plus</td> </tr> <tr> <td>Phillip Hunter</td> <td>Learning and Skills Council</td> </tr> <tr> <td>Tim Harvey</td> <td>Leeds City Council</td> </tr> <tr> <td>Erica Ward</td> <td>Metro (WY Passenger Transport Executive)</td> </tr> <tr> <td>Steve Heckley</td> <td>Metro (WY Passenger Transport Executive)</td> </tr> <tr> <td>Steven Leigh</td> <td>Mid Yorkshire Chamber of Commerce & Industry</td> </tr> <tr> <td>Ian Goldthorpe</td> <td>Wakefield Council (Transportation)</td> </tr> <tr> <td>Clare Davies</td> <td>West Yorkshire Rural Transport Partnership / Metro</td> </tr> </table> | John Henkel (Chair) | Metro (WY Passenger Transport Executive) | Fiona Limb | Bradford Council (Transportation) | Peter Vincent | JobCentre Plus | Phillip Hunter | Learning and Skills Council | Tim Harvey | Leeds City Council | Erica Ward | Metro (WY Passenger Transport Executive) | Steve Heckley | Metro (WY Passenger Transport Executive) | Steven Leigh | Mid Yorkshire Chamber of Commerce & Industry | Ian Goldthorpe | Wakefield Council (Transportation) | Clare Davies | West Yorkshire Rural Transport Partnership / Metro |
| John Henkel (Chair) | Metro (WY Passenger Transport Executive) | | | | | | | | | | | | | | | | | | | | |
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| Peter Vincent | JobCentre Plus | | | | | | | | | | | | | | | | | | | | |
| Phillip Hunter | Learning and Skills Council | | | | | | | | | | | | | | | | | | | | |
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| Item | LTP Accessibility Partnership | 10 October 2008 | Action |
|------|---|-----------------|--------|
| | <p>Apologies for absence</p> <ul style="list-style-type: none"> • David Smith - AWYA • Roz Hall - Bradford Council • Paul Jones - Community Transport Calderdale • Mark Duggleby - GOYH • Peter Godfrey - Highways Agency • Anne Sykes - Job Centre Plus • Anne Craven - Learning and Skills Council • Andrew Hall - Leeds City Council • Louise Stewart - Leeds City Council • Kevin Westwood - Making Leeds Better Programme • Liz Bailey - Wakefield PCT • Jonathan Brown - Yorkshire Forward • James Nutter - Yorkshire Forward <p>1 Minutes of previous meeting</p> <p>Minutes of the meeting of 3 July 2008 were agreed.</p> | | |

2 Matters arising

- **Item 4 (Review of Transport Governance).** EW had already provided contact details for Atkins who are undertaking the review and have been seeking views from stakeholders.
- **Item 6 (Future delivery of accessibility and role of the Accessibility Partnership).** The SWOT analysis has been amended as a result of the discussions at the last meeting. Terms of reference have been updated.

3 Revised Terms of Reference

The Terms of Reference for the Accessibility Partnership have been slightly amended to include a sixth objective, 'Develop practical examples of accessibility planning and share best practice amongst partners and externally'.

The Terms of Reference were accepted by the partners, though it was accepted that the Partnership needs to be better at scrutinising the work which it is doing (objective 3).

4 Health update

1. Sub Group

The sub-group last met on 4 September. The work of the sub-group is currently focussed on two key areas of work, the Hospital Access Audits and the Travel to Health Information Strategy.

A future area of work could be support for NHS travel plans. All NHS Trusts should have a Board approved, trust-wide, sustainable travel plan in place by 2010. Partners could benefit from sharing best practice.

2. Audit

Two students were employed during the summer to carry out accessibility audits at 13 hospital sites in West Yorkshire. They looked at public transport services, infrastructure, information and physical accessibility. The report, which identified areas of good practice and areas for improvements, has been sent to each Hospital Trust and the District Councils. Meetings are being held during November to discuss recommendations and agree actions.

3. Information Strategy

A consultant has produced a report which describes the current picture and identifies gaps and responsibilities. The report also describes best practice examples which could be introduced in West Yorkshire.

The meetings with the Hospital Trusts and Districts will also include a discussion about information. Meetings will also be arranged with Primary Care Trusts. An action plan will be compiled before the next health sub-group meeting which will take place on 29th January 2009.

Metro is already investigating:

- Production of a pilot site-specific hospital leaflet.
- Pilot of a multi bus stop real time display in a hospital reception.

4. Win-Win

The health sector was not represented at the meeting so this wasn't discussed in detail. There is still a need to identify funding – e.g. include infrastructure for hospitals in the LTP capital budget. It was agreed that partners need to measure the impact of any interventions.

It was recognised that the approach which has been taken with the health sector could work with other partners.

Job Centre Plus Update

The Travel for Work Project partnership is proving very successful. Travel tickets are provided for people who experience financial barriers to initially accessing jobs.

There is a development of self service channels (e.g. job points in job centres, internet access, information in local communities). It is important that people looking for jobs through these channels have access to the journey planner.

J Henkel mentioned a pilot in London where public transport information is included on interview invitation letters.

From November there will be changes regarding lone parents. Those with children over the age of 12 will have to look for employment. It is anticipated that many of these individuals will need access to public transport information.

5 Accessibility Planning Models

J Henkel provided a presentation about the current and proposed models.

CURRENT MODEL

- WY Strategy & Target
- Thematic health group and activity
- Input to other planning processes
- District Council area local action plans

JH to find out more about the pilot

PROPOSED MODEL

It is proposed to keep the Strategy and Target but increase the number of thematic groups and identify more local accessibility issues.

Thematic groups – there is already a health sub-group. It is proposed that the partnership tries to set up other thematic groups to identify local accessibility issues e.g. employment, training, rural, young people, mobility. Should we have a group to anticipate future changes which may impact on accessibility planning e.g. demographic changes, rising energy costs?

Engaging with Area Committees / Forums

These engagement mechanisms exist in all district except Wakefield and could be used to identify local accessibility issues. The proposed approach is:

- Desktop work
 - mapping, existing data
- Local engagement
 - Reality check, gap analysis
- Prioritisation
 - e.g. planning for real exercise
- Implementation/review

The proposal is that the three key accessibility issues for each area are decided through these groups. Funding could be devolved to solve the key accessibility issues. The possible projects would be resource constrained but Area Committees and other partners would be asked to contribute funding to increase the amount available.

It is proposed that the model is trialled in a pilot area and Shipley has been suggested.

Issues -

- **Staff Resources** - we could use the expertise and resources of the Area Coordinators.
- **Engagement in Wakefield** - Ian Goldthorpe said that he has tried to engage with the Local Strategic Partnership to identify local issues but has struggled to make progress. Wakefield Speaks is a community engagement mechanism but is not geographically based. J Henkel offered help to move forward the issue with identifying local accessibility issues in Wakefield.

JH to help Wakefield Council if necessary

It was suggested that the Partnership should also consider the fit of LAA indicators as part of the desktop study. Although none of the districts have chosen a transport indicator many of the indicators include accessibility elements. Need to engage with LAA Officers.

Partners were happy with the proposals. J Henkel to develop further.

JH to develop further

S Heckley said that he will present the model to the LTP Overview meeting next week. We are now half way through the current LTP so it is a good time to consider progress to date and delivery of future work.

SH

6 Any Other Business

Sharing best practice

A number of initial suggestions were made:

- Make more organisations aware of the Accession mapping software.
- The LTP website is currently being refreshed. There is an opportunity to make better use of the resource and provide best practice examples, links to partner websites etc. <http://www.wyltp.com>
- There has been greater emphasis on the health sector to date. Do any other partners want to organise a joint accessibility event?
- Organise an event for Area Coordinators.

Partners were asked to think of further ideas. This item will be discussed in more detail at the next meeting.

Partners to feedback ideas to Metro

Kickstart

The Department for Transport has recently announced that there will be a new round of Kickstart funding, with £25 million available for the provision of new or enhanced bus services with a potential to become commercially or otherwise sustainable.

The guidelines have not yet been released but Metro is already starting to identify any new routes which could be developed in partnership with bus operators. It is likely that applications for the competition will be worked up early next year. Stakeholders were asked to think of ideas and feed them through to Metro.

Next meeting:

Thursday 12th February 2pm-4pm

Committee Room A, Wellington House, Leeds.