

Meeting Minutes for Cleaner Air for Scotland Governance Group

Location: Scottish Government, Victoria Quay, Commercial Street, Edinburgh, EH6 6QQ
Date: 7 April 2017
Time: 10:00 – 13:00

Present

Janet Brown, JB (City of Edinburgh Council)	Martin Marsden, MM (SEPA)
Lorna Bryce, LB (SEPA)	Vincent McNally, VM (Glasgow City Council)
James Curran, JC (Scottish Environment Link)	Eleanor Pratt, EP (SEPA/SG)
Gillian Dick, GD (Heads of Planning Scotland)	Colin Ramsay, CR (Health Protection Scotland)
Colin Gillespie, CG (SEPA)	Neil Ritchie, NR (Scottish Government)
Emilia Hanna, EH (Scottish Environment Link)	Tom Stirling, TS (Dundee City Council)
Drew Hill, DH (Transport Scotland)	Andrew Taylor, AT (Scottish Government)
Bruce Kiloh, BK (SPT)	Stephen Thomson, ST (Transport Scotland)

Chair

Neil Ritchie (Scottish Government)

Apologies

Graham Applegate, GA (SEPA)	Janice Milne, JM (SEPA)
Aileen Brodie, AB (Aberdeen City Council)	Iris Whyte, IW (Dundee City Council)
David Kernohan, DK (SG Health Protection)	

Item	Title	Action
1.	<p><u>Welcome and introduction</u></p> <p>Tom Stirling was welcomed as standing in for Iris Whyte.</p> <p>It was noted that some changes to the original agenda had been made. The meeting was asked to consider wider 2018 LEZ options for other vehicle types to inform ongoing advice to ministers.</p> <p>It was also noted that there is a need to broaden CAFS GG meetings to focus on wider CAFS issues and actions beyond the 2018 LEZ and NLEF.</p>	
2.	<p><u>Glasgow National Modelling Framework (NMF) paper</u></p> <p>To help inform discussion on wider vehicle types for consideration for the 2018 LEZ, CG presented a paper summarising the Glasgow NMF work done to date as an example. Glasgow has the most well developed evidence base for establishing appropriate LEZ interventions. The paper summarised the various scenarios already run for buses, cars and freight. Buses were shown to have the single biggest impact on air quality at city centre locations. CG highlighted the need to consider impacts on congestion when running various scenarios. The NMF Glasgow model is now ready to look at further detailed scenarios.</p> <p>Discussion followed on the importance and definition of ‘residential receptors’ versus other categorisations, compliance with domestic objectives, and a focus beyond this to wider exposure which goes beyond</p>	

	<p>meeting legal limits, to placemaking/amenity. Use of the Place Standard Tool as a means to define the base level of amenity and how it may be improved by an LEZ was flagged (discussed further during workshop session – see below).</p> <p>There was agreement that air quality needs to be improved to meet legal requirements, but also to reduce general exposure and improve amenity/place (and to tie into existing legislative requirements associated with Traffic Regulation Orders). However it was noted that there was varying levels of understanding of what the various domestic and EU objectives, limit values etc. are, how they are defined, and progress towards meeting them. It was agreed that there is a need for this group to have a better shared understanding of these issues.</p> <p>Action 1: Next meeting of CAFS GG to include session focussed on domestic/EU obligations. AT to produce paper in advance summarising requirements, definitions, indicators etc.</p>	
<p>3.</p>	<p><u>2018 LEZ Discussion</u></p> <p>MM highlighted the different approaches to projects that can be taken. A ‘waterfall’ approach (such as that adopted for road building projects) aims to work out the exact specification of what’s required before beginning, and takes a linear sequential approach to developing the product. An alternative is an ‘agile’ approach (often taken for the development of IS systems) where rather than extensive planning and design up front, sufficient information is gathered to establish the direction of travel, then an iterative approach to developing the work is taken, feeding back to users and allowing changes in requirements to be incorporated.</p> <p>It was noted that the CAFS Management group has suggested a move to a more ‘agile’ approach to managing development of the 2018 LEZ process, to ensure a focus on action is maintained, given the short timescales involved. The 2018 LEZ (NLEF v.1) guidance document will be written in parallel with work being carried out to implement the 2018 LEZ, which will then inform further iterations of both the NLEF guidance document and any LEZs post 2018.</p> <p>The CAFS GG was asked to participate in a workshop session to define key tasks for the various organisations to lead on to begin action. The first 2018 LEZ area will be defined after the LA elections in May; this session was intended to determine streams of work, and evidence gathering required, which will be followed by location-specific discussions.</p> <p>The workshop intended to:</p> <ul style="list-style-type: none"> - Provide high-level suggestions for types of measures to apply to different vehicle classes. This is vital to allow the modellers to begin testing these scenarios via the NMF to define the resulting air quality improvements for various areas. 	

- Clarify that a range of measures across multiple vehicle types are being considered, not necessarily all for full delivery by 2018, but must at least determine the benefits, and understand what is required/practical to deliver by 2018 and beyond.
- For each of these, define key tasks and allocate these to various organisations.
- Actions/tasks and lead organisations will then be developed into a project plan for feedback to the CAFS Governance Group.

Discussion on the high-level objectives of the 2018 LEZ confirmed that the conditions within it will achieve compliance with statutory requirements (EU and domestic) perhaps over a phased approach in tandem with non-technical solutions such as traffic management. The 2018 LEZ should also outline details of what actions will be delivered when, and when compliance is expected to be achieved based on what is technically practicable.

We should be seeking to put the most ambitious options on the table for consideration, particularly given commitments in various party manifestos to LEZs.

EH re-stated that in order for her to continue to represent Scottish Environment Link on the CAFS GG, that there would need to be reassurance provided that the 2018 LEZ will not initially focus only on buses, but would cover a variety of vehicle types from the outset, based on the modelling evidence, to ensure buses are not 'demonised', but are seen as part of the solution.

It was confirmed that while the statutory processes needed to enforce restrictions on these wider vehicle types will not necessarily be fully in place by 2018, the mechanisms to support those wider restrictions (Traffic Road Orders, infrastructure etc.) must be well developed by 2018 (if not in place in an ideal world). The 2018 LEZ process will support delivery of these wider measures, based on evidence from the modelling, in addition to the suggested Traffic Regulation Condition approach for buses. E.g. if the NMF and traffic modelling shows that tackling buses and HGVs will achieve compliance, the 2018 LEZ will cover both of these elements, but may need a phased approach based on what is practically possible to deliver following set statutory processes – e.g. by 2018 TRCs in place for buses and TROs for freight well developed, if not completed. The 2018 LEZ must also contain the conditions to improve public and active transport, in tandem with traffic management solutions to address issues such as congestion.

The workshop discussion was then held to define key tasks for the various organisations to lead on to begin action.

Key actions for immediate progression included:

- **Action 2: Clarifying the situation around LEZ legislation and enforcement using TROs (Transport Scotland and Scottish**

	<p>Government Legal Directorate).</p> <ul style="list-style-type: none"> - Action 3: Refining the list of scenarios for different vehicle types to be run for the Glasgow NMF model initially and beginning work on these (SEPA). - Action 4: Defining potential LEZ areas for each city using development plans and LAQM information, supplemented with NMF evidence (LAs, SEPA). Linked to use of Place Standard Tool. - Action 5: Running the Place Standard Tool for potential LEZ areas in Glasgow (GD/VM/SPT) to define baseline, and potential changes to, amenity, and developing a one pager for Environmental Health representatives to use when discussing use of the tool in potential LEZ areas in other cities (GD). - Action 6: Review/development of transport models linked to air quality models to allow impacts/benefits of scenarios on congestion and other parts of the fleet to be defined for all four cities (Transport Scotland). Meeting between Transport Scotland and SEPA modellers to discuss this for Glasgow to be set up in next 2 weeks (ST). <p>This discussion was captured and turned into a ‘key tasks’ list, circulated with papers from this meeting, and will be further developed into a project plan. It was acknowledged that as we move closer to defining and declaring the first LEZ that it is critical to move forward more swiftly to gather evidence, define the benefits and develop the process to implementation.</p> <p>Action 7: Key tasks list to be circulated to CAFS GG for feedback, then turned into 2018 LEZ project plan. Above actions to be progressed ASAP.</p>	
4.	<p><u>Transport Work</u></p> <p>ST provided a summary of ongoing work:</p> <ul style="list-style-type: none"> - A meeting between Transport Scotland, SEPA, Scottish Government, local authorities and RTPs to discuss requirements for the 2018 LEZ was held on 21 March – this was focussed mainly on the possible TRC approach for buses. A note is available (to be circulated with minutes of this meeting). - New team members will be recruited to support ST, including a manager, corresponding officer and administrator (a temporary administrator is already in place). ST now solely responsible for air quality for Transport Scotland, rather than the wider ‘environment and sustainability’ remit which covers noise, climate change adaptation etc., allowing him to focus solely on air quality. - Engagement on bus voluntary agreements to support the TRC approach and potential for workplace parking levies is continuing; potential for a short life commission to look at these. Discussions are 	

	<p>being held with Brighton and Oxford on their approach to developing a TRC-based LEZ for buses, and with Nottingham regarding workplace parking levies.</p> <ul style="list-style-type: none"> - Sniffer will be running engagement workshops on the proposed TRC approach with bus operators, Regional Transport Partnerships (RTPs) and manufacturing/retrofitting companies. There will be four city workshops taking place in Glasgow, Edinburgh, Dundee and Aberdeen. Transport Scotland is engaging with RTPs, LAs and bus stakeholders for invitees. - Ongoing updates to NLEF taking on board comments received to date. - Internal Transport Scotland discussions taking place on LEZ enforcement and back-office set up in relation to other areas of enforcement such as traffic cameras, and beginning to consider procurement approach to support LAs. - Questions were raised around the NLEF consultation. NLEF version 1 (covering the 2018 LEZ process) will be developed in parallel with progressing the actions defined above. This approach will be based upon, and will help inform, the NLEF technical guidance document which should be issued for consultation during the summer. 	
5.	<p><u>Reflection/Key Decisions</u></p> <ul style="list-style-type: none"> - It was noted that clarity around the language being used to describe this work is required (non-compliance with standards, description of 2018 LEZ etc.). - Links to active/public transport/LAQM must be made in NLEF v1 - Placemaking was brought in more strongly during this meeting. <p>Action 8: CAFS GG meeting on 26 June to focus on Place – strategic CAFS place actions, LEZ links, and links to planning review.</p> <ul style="list-style-type: none"> - Attendees reassured by workshop to more clearly define 2018 LEZ tasks and approach beyond buses. - Possibly time to review Terms of Reference for the group, and consider quarterly strategic forums – to be discussed further. 	
6.	Thanks and Close	