

Meeting Minutes for Cleaner Air for Scotland Governance Group

Location: Edinburgh City Chambers, High Street, Edinburgh, EH1 1YJ

Date: 24 Jan 2018

Time: 10:00 – 13:00

Present

Graham Applegate (SEPA)	Janice Milne (SEPA)
Aileen Brodie (Aberdeen City Council)	Eleanor Pratt (SEPA)
John Bynorth (Environmental Protection Scotland)	Neil Ritchie (Scottish Government)
Shauna Clarke (City of Edinburgh Council)	Yvette Sheppard (Transport Scotland)
Colin Gillespie (SEPA/NMF)	Kirsty Steven (Perth and Kinross Council)
Jamie Landwehr (Dundee City Council)	Andrew Taylor (Scottish Government)
Andrea Mackie (City of Edinburgh Council)	Iris Whyte (Dundee City Council)
Vincent McNally (Glasgow City Council)	

Chair

Neil Ritchie (Scottish Government)

Apologies

Lorna Bryce (SEPA)	Bruce Kiloh (SPT)
James Curran (Scottish Environment Link)	Martin Marsden (SEPA)
Gillian Dick (Heads of Planning Scotland)	Colin Ramsay (HPS)
Emilia Hanna (Scottish Environment Link)	Stephen Thomson (Transport Scotland)
David Kernohan (SG Health Protection)	

tem	Title	Action
1.	<p><u>Welcome/Introduction</u></p> <p>New members were welcomed - John Bynorth, Policy and Communications officer for Environmental Protection Scotland (EPS), and Jamie Landwehr, Dundee City Council, who will be replacing Iris Whyte when she retires in March.</p>	
2.	<p><u>Minutes/Actions from Last Meeting</u></p> <ul style="list-style-type: none"> - ALL to come back to EP with further suggestions for CAFS GG membership. Previous suggestion made that business representation could be sought from Federation of Small Business/Chamber of Commerce, which ST was going to explore. After further discussion it was agreed that business representation is likely to be more appropriate within the LEZ governance structure as part of stakeholder engagement, although representatives from these groups would be welcome to attend a CAFS GG meeting in the future if felt to be useful. - EP to progress SAQ website CAFS updates further with AT/Ricardo, including initial update to CAFS page. A basic update will be made to the CAFS page on the SAQ website later this month. LEZ information will also be included. Group advised content should be kept simple. Action 1: EP to circulate list of planned content/documents. 	EP
3.	<p><u>Meeting schedule</u></p> <p>It was agreed to reduce meeting frequency to 8-weekly, to allow more time for issuing papers, and to reflect that sub-groups covering other workstreams are coming on line.</p> <p>Action 2: EP to issue new CAFS GG meeting appointments.</p>	EP
4.	<p><u>EPS introduction</u></p> <p>John Bynorth, the new policy and communications officer for EPS was introduced, who has extensive journalism and media experience. EPS will be coordinating Clean Air Day (CAD) 2018 (Thursday 21 June 2018) on behalf of Scottish Government, working with Global Action Plan (UK organisers), local authorities, and CAFS partners. Last year 1 in 3 local authorities were involved, despite a short lead-in time. It is hoped that the longer lead-in time in 2018 with</p>	

	<p>associated press and count down events will result in greater involvement across Scotland. It was noted that CAD will be important day in supporting the CAFS objectives, increasing public awareness and behaviour change around air quality.</p> <p>It was queried whether there would be any LAQM action plan funding available to support local authority actions on CAD. It was stated that this will be included in the invitation to application letters which will go out shortly.</p> <p>Action 2: EP to schedule more detailed NCAD discussion at next CAFS GG meeting. JB to feedback on NCAD timescales once confirmed.</p>	EP/JB
5.	<p><u>Placemaking actions</u></p> <p>EP provided a summary of the work supporting the CAFS Placemaking actions. An air quality focussed ‘technical version’ of the Place Standard tool has been developed to enable better conversations within local authorities and communities around air quality improvement measures, low emission zones etc. This will be tested to ‘sense check’ the revised questions, and then trialled, hopefully in a number of different settings including Glasgow. The technical version of the tool will also be included in a mobile version of the Glasgow Science Centre, with launch planned around Clean Air Day 2018. The air quality training package for planners is now in the final stages of development by SEPA. A trial run will be held internally with SEPA planners in the next month, after which the training will be rolled out to local authority land use and transport planners.</p> <p>KS noted that Perth and Kinross Council are progressing with their LAQM action planning, and could consider accommodating the technical version of the Place Standard in this process if helpful. EP will follow-up after the meeting.</p> <p>EP proposed a dedicated Placemaking subgroup be convened to oversee these various pieces of work, and feed into the ongoing updates to Scottish Planning Policy (SPP) as part of the outcome of the planning review.</p> <p>Action 3: EP/GD to draft Terms of Reference and membership list for CAFS Placemaking subgroup in advance of next CAFS GG meeting.</p>	EP/GD
6.	<p><u>National Low Emission Framework (NLEF)/Low Emission Zones</u></p> <p>The LEZ consultation analysis report is due out mid-February. The draft budget was published on 14 December 2017, and includes £10m to support delivery of LEZs in 2018/19, as well as funds to support the delivery of the Green Bus Fund. A Transport Scotland/Energy Saving Trust funding scheme (The Scottish Bus Emissions Abatement Retrofit (BEAR) programme) to support the first phase of bus retrofitting is going live shortly.</p> <p>A paper detailing the provisional timeline for updating the NLEF guidance was circulated by Transport Scotland in advance of the meeting. The draft guidance needs to be updated to take account of Programme for Government (PfG) commitments, and to align more closely with the LAQM action planning process. The NLEF steering group will be reconvened to feed into the update. The timetable for engaging with non-city authorities on PfG commitments in relation to LEZs is also under consideration.</p>	
7.	AOCB (none)/Close	