FORTH BRIDGES AREA TOURISM GROUP MEETING
(CO-ORDINATING GROUP)

28TH FEBRUARY 2020

NOTE OF MEETING

Attending: Sandra Montador-Stewart (Chair), Allan Watt, Fife Council; Caroline Warburton, VisitScotland; Michael Dineen, Transport Scotland; Stewart Ness, West Lothian Council; Derek Christie, Network Rail; Ian Heigh, Network Rail.

Apologies: Miles Oglethorpe, Historic Environment Scotland; Frank Little, City of Edinburgh Council; Elin Williamson, City of Edinburgh Council

1. NOTE OF PREVIOUS MEETING

MD to confirm whether the notes of meetings are to be posted online.
Following discussion on HES funding contribution it was agreed that MD would confirm amount and SMS to send in invoice to Transport Scotland as soon as possible.

2. DELIVERY PLAN UPDATE

SMS provided an update on the priority actions that are being taken forward:

- Updating North and South Queensferry Orientation and Signage Strategy
- Funding applications for delivery of North and South Queensferry Orientation and Signage Strategy
- Delivery of Forth Bridges Tourism Business Event
- Establish a Forth Bridges Tourism Business Forum
- Facilitate engagement and regular communication with community councils and communities
- Development of digital platforms eg website, social media etc
- Develop guidelines for the appropriate use of Forth Bridges

SMS updated on discussions with Chris Waite at Amey and it was noted that there may be an opportunity for the Forth Bridges Tourism Group to take on the tourism element of the forthbridges.com website. AW to follow up with Chris and report back to next meeting.

MD is leading on the branding and will develop the required guidelines – timescale to be agreed.

3. TOURISM BUSINESS EVENT

Following discussion, it was agreed that a date towards the end of April would be the preferred option and that the final version of the event programme would be circulated to the Group.
4. NORTH AND SOUTH QUEENSFERRY ORIENTATION AND SIGNAGE STRATEGY

AW provided an overview of the North and South Queensferry Orientation and Signage Strategy. The next step will be to seek funding for the implementation of those projects looking at Heritage Lottery Funding in the first instance.

5. RISK REGISTER

AW outlined some of the risks that had been identified initially and further risks were agreed for inclusion including:

- Withdrawal of member organisation funding.
- Managing public expectations (linked to reputational risk).

CW agreed to provide any examples of risk register related to VisitScotland tourism strategies/operating plans. A final version will be circulated by AW.

6. ANY OTHER BUSINESS

- MD confirmed that all arrangements were now in place for the 130th Anniversary of the Forth Bridge.
- AW agreed to send the final version of the North and South Queensferry Orientation and Signage Strategy to all Group members – this would be by drop box or similar as the high resolution version cannot be sent via email.
- DC advised that the northern approach to the Forth Rail Bridge was due to be painted in the near future.
- SMS agreed to speak to SNH representative.

7. DATE OF NEXT MEETING – 28 May 2020 2.00-4.00 at Fife House, Glenrothes.

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