

Minute of Meeting held in the
HITRANS Office, Building 25,
Inverness Airport on 5
February 2010 at 9.30am.

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| PRESENT | Mr John Laing (Vice Chairman, in the Chair) – Highland Council Mr Donald Manford – Comhairle nan Eilean Siar Mr Jim Foubister – Orkney Islands Council Mr Graham Leadbitter – Moray Council Mr Wilson Metcalfe Mr Okain MacIennan |
| IN ATTENDANCE | Mr Dave Duthie – HITRANS Mr Ranald Robertson - HITRANS Mr Frank Roach – HITRANS Mr Sam MacNaughton – Highland Council Mr David Summers – Highlands and Islands Transport Coordinating Officers Group Mr Gordon Holland – Moray Council Mr Derek Mackay – Comhairle nan Eilean Siar Mr Mike Mitchell – Highland Council Ms Pip Farman – General Health Advisor Mr Donald Macrae – Comhairle nan Eilean Siar Mr Tony Jarvis – Highlands and Islands Enterprise Mr Andy Law – Argyll & Bute Council Mr Douglas Forson – Scottish Government Mr Tom Matthew - REC |
| APOLOGIES | Mr Duncan Macintyre (Chairman) – Argyll and Bute Council Mr George McIntyre – Moray Council Ms Louise Smith Mr Gareth Williams - SCDI |

MINUTES

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| HITRANS | 1 | The Minute of Meeting of 4 December 2009 was approved . |
| Matters Arising | 2 | Mr Sam MacNaughton updated Members in relation to proposals for the Ground Investigation and Feasibility Study in relation to the proposed improvements at Berriedale Braes. Discussions had taken place with the Minister and £40k had been identified for the Ground Investigation Study, with £20k coming from HITRANS. Mr Dave Duthie confirmed that the workshops for HITRANS Board Members in relation to the delivery of transport services in the Highlands and Islands had taken place. |

It was agreed to note the matters arising from the Minute.

FINANCE

Revenue Budget Monitoring Report 2009/10 3 The Partnership Treasurer submitted a Report detailing the revenue monitoring position for HITRANS to 31 December 2009. The Report stated that income and expenditure were broadly in line with the budget outturn target.

It was agreed to note the Report together with the schedule detailing the revenue monitoring position for the period to 31 December 2009.

Revenue Budget Proposal 2010/11 4 The Partnership Treasurer submitted a Report detailing HITRANS revenue budget 2010/11 which would cover the Partnerships running costs and the Research and Strategy Development Programme costs. The Report detailed the funding formula for Partner Council contributions and confirmed that the Scottish Government would continue to provide to support funding towards the Partnerships revenue costs.

It was agreed to note the Report.

Travel Plans Programme 2009/10 5 The Partnership Manager submitted a Report detailing progress with the delivery of the Travel Plans Programme 2009/10. The Report stated that the Programme sought to increase the number of employees, visitors and suppliers from local authorities and health boards using more sustainable modes of transport. Members were informed that discussions had taken place with officers from Moray Council in order to progress a scheme which would encourage the use of public transport by Moray Council staff and Orkney Islands Council had been successful in accessing SMART Funding for Active Travel Audits.

It was agreed to:

- (1) **note the Report;**
- (2) **approve the allocation of £45,000 from HITRANS to match fund the Active Travel measures listed in Table 1; and**
- (3) **make representations to the Chancellor and First Minister seeking their support for a less restrictive interpretation of the criteria for approval of salary sacrifice schemes developed to encourage employees to use public transport, thus promoting modal shift and supporting both Governments' carbon reduction agendas.**

STRATEGIC DEVELOPMENT

Air Services Review 6 The Partnership Director submitted a Report detailing the outcome of the stakeholder consultation on the draft Highlands and Islands Air Services Review which had been commissioned in partnership with ZetTrans. The Report detailed the suggested interventions that had been identified as part of the consultation process.

It was agreed that the Air Advisory Group would consider the proposed interventions and report back to the Board.

Ferry Service Development Through Oban Hub Study 7 The Partnership Manager submitted a Report in relation to the Study on Ferry Service Developments through the Oban Hub. Mr Tom Matthews, Reference Economic Consultants, gave a presentation on the outputs from the Study. Mr Matthews highlighted a number of transport interventions which were appraised in terms of their contribution to supporting the objectives identified for each of the islands, performance against STAG criteria, operational feasibility, cost to Government and public acceptability. Members were afforded the opportunity of asking questions of Mr Matthews.

It was agreed to:

- (1) **note the Report; and**
- (2) **approve the Study as a source of information to be used in preparation of HITRANS response to the Scottish Ferries Review Consultation.**

Presentation – Ferry Service Development Through Uig and Oban Hub Studies 8 Mr Tom Matthews, Reference Economic Consultants, gave a presentation in relation to the Study on Ferry Development through the Uig Hub. The Study had identified a number of transport interventions and Mr Matthews commented on the benefits and constraints in relation to each intervention. Members were invited to comment on the interventions.

It was agreed that Reference Economic Consultants would take on board the comments made by Members and produce a final Report for further consideration by the Board.

STRATEGY AND DELIVERY

Research, Development and Delivery Programme for 2010/11 9 The Partnership Manager submitted a Report detailing the provisional programme for Research, Development and Delivery activities to be taken forward in 2010/11.

It was agreed to:

- (1) approve the overall budgetary allocation of £371,000 for Research, Development and Delivery in 2010/11;**
- (2) approve the provisional programme as detailed in the Report with the inclusion of £5k to support initial work on a Fixed Link/Renewable Energy Study, this allocation being achieved by reducing the allocation for STPR project development by the equivalent amount; and**
- (3) consider how HITRANS funding could best add value to local authority input in support of STPR project development to help make the strongest case for early action on the strategic network.**

EUROPEAN FUNDING

START Project – End Of Year 1 Update 10 The Partnership Manager submitted a Report in relation to progress on the ERDF Interreg IVB START Project. The Report stated that the Project is a transnational project relevant to cities and regions throughout the Atlantic area and dealt with the broad issue of the improvement of accessibility and internal links by promoting inter-operability and continuity of existing transport networks and sea/road/rail/air inter-modality.

It was agreed to note the Report.

Sustainable Transport in Rural Tourism (STIR) Proposal 11 The Partnership Manager submitted a Report in relation to proposals for HITRANS to participate in the submission of a funding application for the Trans Tourism Project with partners from Sweden, Ireland and Iceland. The Project, should the bid be successful, would consist of developing a web based timetables and itineraries system to enable visitors to browse at home and then commit to a public transport based trip in the Highlands and Islands as detailed in the Report.

It was agreed to:

- (1) approve HITRANS involvement in the Project and submit a proposal with the other Partners for ERDF funding through the Interreg 1VB Northern Periphery Programme, subject to HIE agreeing their element of support funding; and**
- (2) authorise to the Chair and Vice Chair to agree variations to the HITRANS element of the bid, on the basis of HITRANS committing a maximum contribution of £60k to achieving an overall Project specific cost of £150k, should this be necessary following discussions between European Partners prior to formal submission for funding.**