



Minute of Meeting held in Mansion  
House Hotel, Elgin, on 8 April  
2011 at 9.00am.

PRESENT	Mr Duncan Macintyre (Chairman) - Argyll & Bute Council Mr John Laing (Vice Chairman) - The Highland Council Prof David Gray Mr George MacIntyre – Moray Council Mr Okain McLennan Mr Donald Manford – Comhairle nan Eilean Siar Mr Wilson Metcalfe
IN ATTENDANCE:	Mr Dave Duthie – Partnership Director Mr Ranald Robertson – Partnership Manager Mr Frank Roach – Partnership Manager Ms Margaret Mackay – Acting Partnership Secretary Mr Sam MacNaughton – The Highland Council Ms Sarah Jane Fox – Orkney Islands Council Mr Gordon Holland – Moray Council Mr Tony Jarvis – Highlands & Islands Enterprise Mr David Summers – HITRANS Transport Coordinating Officers Group Mr Gareth Williams – Scottish Council Development & Industry Mr Dan Cathcart – AECOM Mr Paul Finch – AECOM Mr Michael Naysmith - Halcrow
APOLOGIES	Mr Jim Foubister – Orkney Islands Council Ms Pip Farman – NHS Highland Mr Mike Mitchell – Partnership Financial Manager Mr Iain MacKinnon – Comhairle nan Eilean Siar Mr Robert Pollock – Argyll & Bute Council

#### MINUTE

Minute of Meeting of 4 February 2011	1	The Minute of Meeting of 4 February 2011 was <b>approved</b> .
Matters Arising	2	There were the following matters arising from the Minute of Meeting of 4 February 2011:-  (i) In relation to Item 8 of the Minute, the Partnership Director informed the meeting that the European Hub Air Link proposal had not as yet progressed towards a conclusion. Therefore the HITRANS contribution cannot be committed from the 2010/11 budget.

**It was agreed to note the update in relation to the European Hub Air Link.**

- (ii) In relation to Item 11, the Partnership Director updated the meeting regarding progress on the upgrade of the A82. The Chair and Partnership Director had attended a meeting chaired by Mr Jim Mather MSP and involving a number of key public sector stakeholders on the issue.

**It was agreed:**

**(1) to issue a press release confirming HITRANS commitment to the A82 upgrade following the Scottish Parliamentary Elections; and**

**(2) to encourage individual Councils to write to Scottish Government in support of a proposed upgrade of the A82.**

- (iii) In relation to Item 12, a proposal in principle has been developed at officer level for AFLOAT and submitted for consideration for Interreg funding. HITRANS has agreed to engage in this project subject to the approval of the final detailed proposal by the Board upon confirmation of Interreg funding support.

**It was agreed to note the update.**

- (iv) In relation to Item 13, the Partnership Director advised that the EFFIPLAT ERDF Project as further developed by partners is not suitable in meeting the Partnership's needs and further options to promote a scheme with similar areas of interest would be investigated.

**It was agreed to note the update.**

#### **FINANCE**

- |                            |               |   |  |
|----------------------------|---------------|---|--|
| Revenue Monitoring 2010/11 | Budget Report | 3 | The Partnership Treasurer submitted a Report detailing the revenue position for the period to 28 February 2011 and details of the projected year end position. The Report indicated that the actual figures to end February 2011 are in line with management expectations and officers were not aware of any anomalies that would distort the overall financial position. The projected year end position predicts an underspend in the region of £17,000 which equates to 2.1% of the total budget. The Partnership Director indicated that the Partnership Treasurer is content that any potential additional underspend at year end resultant from the lack of development of the European Air Hub Link can be managed by making payments against other Partnership commitments prior to the end of the Financial Year. |
|----------------------------|---------------|---|--|

**It was agreed to note the Report.**

#### **STRATEGY DEVELOPMENT**

- |                              |  |   |  |
|------------------------------|--|---|--|
| High Speed Rail Consultation |  | 4 | The Partnership Director submitted a Report with information on the consultation into the development of High Speed Rail (HSR) currently being undertaken. Responses to two current consultations are due in May and at the end of June with the Report highlighting the need for HITRANS to respond on each with regard to the impact of the development of HSR on the Highlands and Islands. |
|------------------------------|--|---|--|

**It was agreed:**

**(1) to delegate to the Chair and Vice Chair the decision on the nature and detail of any individual or combined response to the request for evidence from the House of Commons Transport Select Committee to be submitted by 16 May 11; and**

**(2) to instruct the Partnership Director to present a draft response to the Department of Transport HSR consultation to the Partnership meeting in June.**

- |                |         |   |   |
|----------------|---------|---|---|
| Lorry Strategy | Parking | 5 | Mr Dan Cathcart and Mr Paul Finch, AECOM, gave a presentation in relation to their work on behalf of HITRANS in developing a lorry parking strategy. Their presentation set out their work to date, looking at existing provision, potential new sites, drivers and companies' requirements, bad weather provision. The strategy will be available shortly. Members were afforded the opportunity of asking questions of the AECOM representatives. |
|----------------|---------|---|---|

**It was agreed to note the Presentation.**

Aberdeen Inverness Improvement Update	to Rail	6	The Partnership Manager submitted a Report updating Members on Network Rail's work to date on the Aberdeen to Inverness Rail Improvement. The meeting welcomed the report and the continued liaison between Network Rail and HITRANS on this matter
<b>It was agreed to note the Report.</b>			
Moray Transport Intervention	Taskforce	7	The Partnership Director and Gordon Holland of Moray Council submitted a Report which identified the areas where government investment in transport, following the closure of RAF Kinloss, and the possible future closure of RAF Lossiemouth, is likely to provide the greatest benefit to the future economy of Moray. It is anticipated that Moray Council will resume discussions with Government post-election in order to secure support and funding for the proposals.
<b>It was agreed:</b>			
<p><b>(1) to approve the Report; and</b></p> <p><b>(2) to support Moray Council's efforts working in partnership with the Scottish Government, in enabling delivery of the transport interventions identified in the Study Executive Summary included in the Appendix to the Report.</b></p>			
Draft Travel Audit	Inverness	8	Mr Michael Naysmith, Halcrow, gave a presentation in relation to work on the Inverness Active Travel Audit. His presentation set out the outcomes of the audit to date and identified areas where there are barriers to extending the use of active travel. The audit is not looking at the detailed design and feasibility of measures at this stage.
<b>It was agreed to note the Presentation.</b>			
Conon Station	Bridge	9	The Partnership Manager submitted a Report on the proposal to re-open the Conon Bridge Railway Station. Following representations to the Transport Minister, the sum of £96,000 has been offered towards the completion of the Conon Bridge station. The meeting welcomed this additional funding.
<b>It was agreed to:</b>			
<p><b>(1) note the Report; and</b></p> <p><b>(2) approve HITRANS continuing work with Highland Council and Network Rail to progress the project to tender ready stage.</b></p>			
CHRONOS Cost CIS	Low	10	The Partnership Manager submitted a Report in relation to the CHRONOS project and the use of technology to keep passengers informed on the transport network. His report confirmed that the pre-installation evaluation was complete with the first installation of the rail element due this month in Muir of Ord. The Partnership Manager informed Members that the team behind the technology has received two nominations in the Scottish Transport Awards and a nomination in the Rail Innovation Awards.
<b>It was agreed to approve the Report.</b>			
Highland Passenger Survey	Rail	11	The Partnership Manager gave a presentation on the results from the Highland Rail Passenger Survey which had 1150 respondents and provided user statistics in addition to passenger feedback.
<b>It was agreed:</b>			
<p><b>(1) to note the Presentation; and</b></p> <p><b>(2) to circulate the updated draft report to Members when this is available.</b></p>			

## **PARTNERSHIP**

- Business Plan 2011-12 12 The Partnership Director submitted a Report seeking approval of the 2011-12 Business Plan. The Business Plan includes a proposal to reduce the number of regular Board Meetings from five to four with the flexibility to convene additional meeting if and when required. There was also a proposal that a named substitute for the Permanent Advisors (PA) should now be permitted to attend Meetings when the Permanent Advisor is unavailable.

**It was agreed to approve the one year Business Plan for 2011-12.**

- Risk Management – Risk Register 13 The Partnership Director submitted a Report on the implementation of a more formal risk management approach by the Partnership. Following the approval of the Risk Management Strategy at the February meeting, this report presented the development of the Risk Register which ensures good management of the strategic, management, operational and financial risks faced by the Partnership. The Register will be regularly submitted to the Board as it is updated.

**It was agreed to approve the adoption of the HITRANS Risk Register.**

- Annual Report 2010/11 14 The Partnership Manager submitted a Report which introduced discussion on and requested budget allocation for the publication of the Partnership's Annual Report for 2010/11. The report set out the requirement for an annual report and the proposed structure of the report.

**It was agreed:**

- (1) to approve the Report; and**
- (2) to approve the allocation of £6000 from the Publicity budget to meet the costs of producing the 2010/11 Annual Report.**

## **EUROPEAN FUNDING**

- START Project – Traveline Scotland Smart Phone Application Development 15 The Partnership Manager submitted a Report in relation to the development of Smart Mobile Phone Applications to support the dissemination of public transport information through Traveline Scotland. The Report outlined the opportunity for the Partnership to work with Strathclyde Partnership for Transport, Transport Scotland and Traveline Scotland on this innovative project.

**It was agreed:**

- (1) to note the Report; and**
- (2) to approve the allocation of £12,500 from the HITRANS budget allocation to the START Project.**

## **AOCB**

- Murdo Gray 16 The Members noted that Murdo Gray, Comhairle nan Eilean Siar, had retired from his post and would no longer be the Comhairle's Permanent Advisor to the Partnership.

**It was agreed to invite Murdo Gray to a future meeting in order to thank him for his work with the Partnership.**

## **DATE OF NEXT MEETING**

The next Partnership meeting is scheduled for Friday 3 June 2011 in Nairn.