



THE HIGHLANDS AND ISLANDS STRATEGIC TRANSPORT PARTNERSHIP

Minute of Meeting held in the  
HITRANS Office, Inverness  
on Friday 5 October 2007 at  
10.00am.

PRESENT	Mr Duncan Macintyre (Chairman) – Argyll and Bute Council Mr John Laing (Vice-Chairman) – Highland Council Mr Jim Foubister – Orkney Islands Council Mr George McIntyre – Moray Council Mr Donald J Macsween – Comhairle nan Eilean Siar Mr Wilson Metcalfe
IN ATTENDANCE	Mr Dave Duthie – HITRANS Mr Howard Brindley – HITRANS Mr Ranald Robertson - HITRANS Mr Andrew Capes – HITRANS Mr Frank Roach – Highland Rail Partnership Mr Mike Mitchell – Highland Council Mr Derek Mackay – Comhairle nan Eilean Siar Mr Sam MacNaughton – Highland Council Ms Naomi Coleman – Orkney Islands Council Mr Murdo Gray – Comhairle nan Eilean Siar Mr Gordon Holland – Moray Council Mr Blair Fletcher – Argyll and Bute Council Mr Douglas Forson – Scottish Government Mr Iain Duff - SCDI Mr Roy Pedersen – Highland Council (Substitute Member)
APOLOGIES	Mr Donald Manford – Comhairle nan Eilean Siar Mr Donald MacNeill Ms Louise Smith Mr David Summers – HIPTF

#### MINUTES

HITRANS	1	The Minute of Meeting of 3 August 2007 was <b>approved</b> with the inclusion of Douglas Forson, Diane MacLafferty and Alasdair Mitchell in the list of those in attendance.
Matters Arising	2	The Partnership Director indicated that the Minister for Transport had confirmed that a study would be undertaken by the Scottish Government identifying the socio-economic impacts of the Air Discount Scheme. While a client group would not be formed to co-ordinate the study HITRANS would be consulted as part of the process. The Director indicated that Halcrows would be undertaking a meeting with key stake holders on 24 October in Inverness in relation to the RET study. Members were informed that, at the previous meeting of the Chairs of the Regional Transport Partnerships concerns had been made at the lack of approval of the Regional Transport Strategies. Members had been informed that approval would not be given until the Strategic Spending Review had been completed and it was agreed that the Chairs of the Regional Transport Partnerships would make a joint submission to the Minister for Finance and Sustainable Growth detailing the key role RTP's played in delivering improvements in transport.

**It was agreed to note the matters arising.**

## FINANCE

Audited Accounts 3 The Partnership Treasurer indicated that HITRANS Accounts 2006/07 had been audited by Audit Scotland and were approved with no qualifications. The Accounts would be submitted to the next meeting of the Partnership.

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

Capital Programme 2007/08 4 The Partnership Programme Manager updated members on delivery of the Partnerships 2007/08 Capital Programme. The Report highlighted the list of projects being delivered through the Public Transport Network Programme and verbal reports were provided by the Permanent Advisors in respect of slippage on a number of projects.

**It was agreed:**

- (1) to note the Report;**
- (2) that a further update on the Capital Programme 2007/08 would be submitted to the next meeting.**

Capital Programme 2007/08 – Reserve Bank of Projects 5 The Partnership Programme Manager Submitted a Report in relation to the development of a reserve bank of capital projects to ensure full expenditure in the Capital Programme. The Report highlighted proposed schemes which had been submitted by the Permanent Advisors for consideration as part of a reserve list of projects. The financial contribution from HITRANS in respect of each project was detailed.

**It was agreed that the projects detailed in the report, with the exception of the Quality Bus Corridor Bus Stop Poles and the Replacement Canopy for Elgin Bus Station be included on the reserve List of Capital Projects 2007/08 and the projects be progressed with immediate effect to ensure delivery of the Capital Programme by 31 March 2008. It was further agreed to give consideration to funding part of the overspend on the Spinal Route (North Uist) Scheme from the Capital Programme 2007/08.**

HITRANS Recognition in Capital Investment 6 The Partnership Programme Manager submitted a report in relation to the level of recognition given to HITRANS input in the financing of large capital projects. The report stated that HITRANS branding should be more prominent on projects that have received a significant contribution to funding in order to ensure that HITRANS role in the delivery of Schemes across the Highlands and Islands was recognised.

**It was agreed:**

- a) that it be made a condition of future Grant Applications that details of how HITRANS funding would be acknowledged on completion of the project be confirmed;**
- b) that Permanent Advisers would forward details to the Programme Manager of how they proposed to distinguish HITRANS role in funding 2007/08 projects;**
- c) that the Permanent Advisers, in consultation with the Partnership Programme Manager, develop a standard for recognising HITRANS input into projects; and**
- d) to note that the Partnership Programme Manager would circulate options for branding of buses funded by HITRANS.**

Revenue Budget 2007/08 7 The Partnership Treasurer submitted a Report detailing the revenue monitoring position up to 31 August 2007. The Report indicated that income and expenditure was broadly in line with the budget outturn target and transactions were in line with management expectations.

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

Members Allowances 8 The Partnership Director submitted a Report detailing a proposed Scheme of Member's Allowances and Expenses. The Report stated that HITRANS was required to publish information on member's allowances and payments in respect of the previous year in a standard format by June each year. This information would include details of costs reimbursed together with any cost for transport or subsistence or other costs which have been booked or provided by the Partnership.

**It was agreed to approve the Scheme of Member's Allowances and expenses as detailed in the report.**

#### **COMMUNITY PLANNING**

Involvement in the Community Planning Process 9 The Partnership Director submitted a Report in relation to HITRANS engagement within the Community Planning Process. The Report stated that Community Planning was focussed at Local Authority level with each Council having a duty to lead Community Planning within its area. The Report further stated that, to ensure HITRANS was fully aware of the issues and needs as they developed across the region and participated in delivering effective solutions, HITRANS should actively engage with Community Planning Partnerships.

**It was agreed that HITRANS would apply to become full members of the five Community Partnerships within the HITRANS area with the Local Authority board member representing the Partnership at Community Planning Meetings.**

#### **PASSENGER TRANSPORT**

Demand Responsive Transport 10 The Partnership Director submitted a Report in relation to the Scottish Governments Proposals to simplify the current funding streams for Rural Passenger Transport Grants, the Rural Community Transport Initiatives and Demand Responsive Transport. The Report stated that confirmation from the Scottish Government was awaited in relation to the level of funding to be distributed and the mechanism to be used for allocation between the seven Regional Transport Partnerships.

**It was agreed:**

- (1) to note the report;**
- (2) to continue to support the existing arrangement for allocation of funds in 2008/09 within the three current funds being dissolved, to a level of current funding together with an inflationary increase;**
- (3) invite applications from Community Transport Groups for funding through the new Demand Responsive Grant Scheme on the same terms as those applied through the Rural Community Transport Initiative;**
- (4) to further consider the distribution of Grants between sectors once details were available from the Scottish Government of the levels of funding to be provided in 2008/09; and**
- (5) to establish a Demand Responsive Steering Group with the remit to assess applications, make recommendation to the Board and that Mr John Laing, Mr Jim Foubister and Ms Louise Smith, together with the Partnership Director, the Partnership Programme Manager and the five Local Authority Permanent Advisers be appointed to the steering group. (should Ms Louise Smith decline the appointment to the Steering Group, Mr Wilson Metcalfe would be appointed in her stead).**

Inverness Airport Rail Halt Service 11 Mr Frank Roach updated members on the latest position with regard to the Inverness Airport Rail Halt Service. Mr Roach indicated that funding for Invernet 1 would run until March 2008 and First Scotrail would mainstream these services at that time. Mr Roach further indicated that, in relation to the North Highland Recast, confirmation was awaited from the Minister in relation to service enhancements but it was expected that the new services would start in December 2008.

**It was agreed to note the report**

Response to DFT Consultation on Emissions Cost Assessment 12 The Partnership Director submitted a Report in relation to the Department for Transport's consultation on the Emissions Cost Assessment. The Report commented on the consultation document and highlighted the objectives and consultation questions. A draft response on behalf of HITRANS was detailed in the Report.

**It was agreed that the Partnership Director be authorised to respond to the Department for Transport's Consultation on Emissions Cost Assessments on the basis of the response detailed in the Report.**

**Arising from consideration of this item it was agreed that the partnership director would seek a meeting with Loganair Ltd in order to clarify the intentions for future services in the Highlands and Islands network.**

Congestion and Urban Issues in the Moray Firth Area 13 The Partnership Coordinator submitted a Report in relation to proposals for a study of park and ride and bus priority options within the Inner Moray Firth area. The Report stated that it had previously been agreed to make a financial contribution of up to £30k towards the work being undertaken by Highland and Moray councils in relation to park and ride bus priority in Inverness and Elgin. A brief for the study which would now be led by HITRANS was detailed in the report.

**It was agreed to approve the study brief for the congestion and urban issue in the Inner Moray Firth area as detailed in the report and that the brief would be published in "Public Tenders" and would be forwarded a list of suitable consultants as agreed by the Permanent Advisors.**

Freight Potential of the Caledonian Canal 14 The Partnership Coordinator submitted a Report in relation to proposals for a joint study with the British Waterways Board and Highlands and Islands Enterprise in order to identify the potential for freight on the Caledonian canal. The Report highlighted a proposed brief for the study.

**It was agreed to approve the Brief for the Freight Potential on the Caledonian Canal Study and that the Brief be published in "Public Tenders" and forwarded to a list of suitable consultancies as agreed by the funding partners.**

#### **TRAVEL PLAN**

Travel Plan Progress Report 15 The Travel Plans Officer submitted a Report detailing progress within the HITRANS area in relation to the preparation of Travel Plans. The Report stated that there was considerable variation in the take-up of opportunities for Travel Plan preparation within the five local authority areas within the Highlands and Islands.

**It was agreed:**

- (1) note the report:**
- (2) that representations would be made to each of the Community Planning Partnerships within the HITRANS area that Travel Plans be part of their consideration**

Travel Plans Budget Proposals 16 The Travels Plan Officer submitted a Report detailing the outline budget for HITRANS travel plans for 2006 – 08. The Report highlighted areas of expenditure to April 2008.

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

#### **GENERAL**

Clim-atic Project 17 The Partnership Coordinator submitted a Report in relation to proposals from the European Commissions Northern Periphery Programme to develop partnership initiatives around the theme of adapting to climate change. The Report stated that the UHI Centre for Mountain Studies had been preparing a project entitled Clim-atic, which would seek to identify the potential impacts of climate change in peripheral rural communities and implement a number of adaptation demonstration.

**It was agreed that HITRANS would become a funding partner of the clim-atic project to help develop an innovative Community Transport Project in the Cairngorms area.**

Programme of Meetings 2008 18 The Partnership Director indicated that the next meeting would take place on Friday 30 November 2007 in Rothesay. The programme of meetings for 2008 would be considered at the next meeting.

**It was agreed to note the report**