

Minute of Meeting held in the  
HITRANS Office, Inverness  
Airport, on Friday 7 July 2006  
at 9.30am.

PRESENT

Mr Charlie King (Chairman) – Highland Council  
Mr Robert Sclater (Vice-Chairman) – Orkney Islands Council  
Mr Duncan MacIntyre – Argyll and Bute Council  
Mrs Roma Hossack – Moray Council  
Mr Donald Manford – Comhairle nan Eilean Siar  
Mr Wilson Metcalf

OFFICIALS IN ATTENDANCE

Mr Jeremy Baster – Orkney Islands Council  
Mr Gordon Holland – Moray Council  
Mr Dave Duthie – Argyll and Bute Council  
Mr Murdo Gray – Comhairle nan Eilean Siar  
Mr Sam MacNaughton – Highland Council  
Mr Frank Roach – Highland Rail Partnership  
Mr Iain Duff - SCDI  
Mr Tony Jarvis – Highlands and Islands Enterprise  
Mr Howard Brindley – HITRANS  
Mr Ranald Robertson – HITRANS  
Mr Katie Cunningham - HITRANS  
Mr Ian Kernohan, Scottish Executive  
Mr Douglas Forson, Scottish Executive  
Ms Naomi Coleman - SDG

APOLOGIES

Mr Donald MacNeill  
Ms Louise Smith  
Mr Sandy Ritchie – Moray Council  
Mr David Summers – HIPTF  
Mr Mike Mitchell – Highland Council

The Chairman welcomed Mr Douglas Forson, Mrs Katie Cunningham, Mr Gordon Holland and Mr Tony Jarvis to their first meeting of HITRANS.

**MINUTES**

Highlands and  
Islands Transport  
Partnership

1

The Minute of Meeting of 2 June 2006 was **approved**.

**FINANCE**

HITRANS Revenue  
Budget 2007/08

2

Mr Howard Brindley submitted a Report in relation to the funding formula for council contributions towards HITRANS. The Report detailed the current funding formula and highlighted a number of possibilities for establishing a new funding formula.

**It was agreed that Mr Howard Brindley would prepare a draft funding formula based on the combination of voting weight/population and that the formula would be circulated to local authority Directors of Finance for their comments prior to consideration by HITRANS.**

## REGIONAL TRANSPORT STRATEGY

Network Hierarchy - Map 8 Ms Naomi Coleman, SDG submitted a Report in relation to the Network Hierarchy which would act as an important enabler for the Regional Transport Strategy. The Hierarchy would allow for the establishment of nationally, regionally and locally relevant links that comprise the transport network. Members were offered the opportunity to comment on the Network Hierarchy.

**It was agreed that Ms Naomi Coleman and Mr Howard Brindley would circulate a revised map of the Network Hierarchy incorporating the agreed changes and including details of locally significant routes.**

Adequacy of Network Infrastructure – Table 9 Ms Naomi Coleman submitted a Report in relation to the adequacy of the Highlands and Islands transport network. Members were circulated with copies of network adequacy tables which detailed each of the parts that made up the regions transport network and assessed the issues/adequacy of each link in turn. Members were offered the opportunity to comment on the report.

**It was agreed that Ms Naomi Coleman would amend the Report taking on board the comments made by members.**

Regional Transport Strategy - Work Programme 2006/07 10 Mr Howard Brindley submitted a Report in relation to the preparation of the Regional Transport Strategy. The Scottish Executive's guidance contained a model timetable which included an eight week period for public consultation. The Report detailed a proposed programme for development of the Regional Transport Strategy.

**It was agreed:**

- (1) to approve the work programme for the Regional Transport Strategy as detailed in the Report; and**
- (2) that the post of HITRANS Co-ordinator would be extended into the first six months of the new partnership following the Local Government elections in May 2007 in order to give continuity.**

## FERRY SERVICES

Ferry Users Consultation Arrangements 11 Mr Howard Brindley submitted a Report in relation to the Public Transport Users Committee for Scotland and the arrangements to be put in place for ferry users Consultation. The report stated that the Transport Minister had indicated that he would not set up a separate Ferry Consultation Committee but that the Public Transport Users Committee would be free to determine its own approach to ferry issues as the need arose.

**It was agreed that Mr Howard Brindley would circulate a draft note to all Members on proposed consultation arrangements for ferry users. Following the receipt of comments the note would be submitted to the next meeting of the Chairman of the Regional Transport Partnerships.**

Lochboisdale – Mallaig Ferry Route 12 Members were informed of a meeting with the Transport Minister which had been organised by Alasdair Morrison MSP in relation to the Lochboisdale-Mallaig ferry service. Mr Morrison had invited the local Members to attend the meeting and the Minister had asked that HITRANS make official representations highlighting options for delivery of the service.

Mr Charlie King, seconded by Mr Donald Manford moved that HITRANS make representations to the Transport Minister requesting that the Lochboisdale-Mallaig ferry service be included as an option in the tender documents for west coast ferry services.

Mr Duncan Macintyre in moving an amendment and failing to find a seconder requested that his dissent be recorded in the Minute.

The motion became the finding of the meeting.

Response to Cairngorms Draft National Park Plan 18 Mr Howard Brindley circulated a draft letter which would be submitted to the Cairngorms National Park Authority and which sought to implement discussions between the Park Authority and Regional Transport Partnerships in relation to the development of the National Park Plan.

**It was agreed to forward the letter to the Cairngorms National Park Authority.**

Travel Plan Officer 19 Mr Howard Brindley submitted a report following the interviews to appoint a Travel Plan Officer in order to prepare the Travel Plan Strategy, co-ordinate best practice research and promote travel plan benefits. The Report stated that, although one of the candidates had pulled out prior to interview but the remaining candidate was well qualified and an appointment had been offered. The candidate had requested that he be contracted on a consultancy basis.

**It was agreed to appoint the Travel Plan Officer on a consultancy basis with the proviso that fees do not exceed £34K per annum.**

Liaison between HITRANS, NESTRANS and the Shetland Partnership 20 The Chairman updated Members on current liaison between transport authorities with specific reference to the requirement for joint working between HITRANS, NESTRANS and the Shetland Partnership. The meeting was informed that, at the last Chairman's meeting a proposal had been put forward for the Chair's meetings to be run on a formal basis but that this had been opposed by the majority of Members and a Memorandum of Understanding had been agreed.

**It was agreed that:**

- (1) **Mr Howard Brindley would organise a meeting between HITRANS, NESTRANS and the Shetland Transport Partnership following the next meeting of the Regional Transport Partnership Chairmen and the Transport Minister;**
- (2) **Mr Howard Brindley would circulate a copy of the Memorandum of Understanding which had been agreed by the RTP Chairs.**