

Minute of Meeting held in the Willow Room, Cabarfeidh Hotel, Stornoway on 8 October 2009 at 9.30am.

PRESENT	<p>Mr Duncan Macintyre (Chairman) – Argyll and Bute Council          Mr Donald Manford – Comhairle nan Eilean Siar          Mr Jim Foubister – Orkney Islands Council          Mr George McIntyre – Moray Council          Mr Wilson Metcalfe          Mr Okain McLennan</p>
IN ATTENDANCE	<p>Mr Dave Duthie – HITRANS          Mr Ronald Robertson - HITRANS          Mr Frank Roach – HITRANS          Mr Sam MacNaughton – Highland Council          Mr David Summers – Highlands and Islands Transport Coordinators Group          Ms Naomi Coleman – Orkney Islands Council          Mr Donald Macrae – Comhairle nan Eilean Siar          Mr Gordon Holland – Moray Council          Mr Tony Jarvis – Highlands and Islands Enterprise          Mr Gareth Williams - SCDI          Mr Derek Mackay – Comhairle nan Eilean Siar          Mr Mike Mitchell – Highland Council</p> <p>Mr John Mackay – Comhairle nan Eilean Siar – Substitute member          Mr Murdo Gray – Comhairle nan Eilean Siar</p>
APOLOGIES	<p>Mr John Laing (Vice-Chairman) – Highland Council          Ms Louise Smith          Ms Robert Pollock – Argyll and Bute Council          Ms Pip Farman – General Health Advisor          Mr Douglas Forson – Scottish Government          Mr Michael Craigie – ZetTrans          Mr Alistair Watson - SPT</p>

#### MINUTES

HITRANS	1	The Minute of Meeting of 5 June 2009 was <b>approved</b> .
Matters Arising	2	<p>Mr Sam MacNaughton updated Members in relation to the Transport Scotland Project at Berriedale Braes. A recent options report had identified the potential for a moderate scheme and funding was being sought from the Decommissioning Authority for a full Ground Investigation and Feasibility Study which would be taken forward by Transport Scotland.</p> <p>Ms Naomi Coleman provided an update on the Orkney Ferry Services Review and Mr Jim Foubister provided an update on the Fixed Links Conference which had taken place in Norway in July 2009.</p>

#### It was agreed:

- (1) to note the updates; and
- (2) that HITRANS would support the Orkney Islands Council's position in relation to the review of Orkney Ferry Services

## FINANCE

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| Final Outturn Revenue Budget Monitoring Report – 1 April 2008 to 31 March 2009 | 3 | <p>The Partnership Treasurer submitted a Report detailing the final Outturn Revenue Monitoring Position for HITRANS for the year to 31 March 2009. The Report stated that expenditure was within budget with savings on property costs meeting the shortfall on Travel Plan Grants and the publicity underspend had been utilised for further research and strategy development work.</p> <p><b>It was agreed to note;</b></p> <ul style="list-style-type: none"><li><b>(1) the Report; and</b></li><li><b>(2) the schedule appended to the Report showing the final outturn revenue monitoring position for the year ended 31 March 2009</b></li></ul>  |
| Audited Statement of Accounts - 2008/2009                                      | 4 | <p>The Partnership Treasurer submitted a Report in relation to the Audited Statement of Accounts 2008/2009. Mrs Mary Bowman, Audit Scotland addressed Members in relation to the Statement of Accounts. Mrs Bowman stated that Transport Partnerships were required to produce an annual Statement of Accounts by 30 June each year which must prescribe all accounting standards and statements of recommended practice. Mrs Bowman indicated that the Statement of Accounts for the Partnership had required no adjustments and the Audit Report was unqualified with only one matter arising.</p> <p><b>It was agreed to</b></p> <ul style="list-style-type: none"><li><b>(1) note the Report together with the Auditor's Clearance Report on the Statement of Accounts for the year ended 31 March 2008; and</b></li><li><b>(2) homologate the actions of the Chair and Vice Chair in approving the draft "Report to Members and the Controller of Audit on the 2008/09 Audit" on behalf of the Partnership.</b></li></ul> |
| Revenue Budget Monitoring Report – 1 April 2009 to 31 August 2009              | 5 | <p>Mr Mike Mitchell submitted a Report detailing the Revenue Monitoring Position for the Period to 31 August 2009. The Report stated that income and expenditure was in line with the budget outturn target and it was predicted that a balanced budget would be delivered by the end of the financial year.</p> <p><b>It was agreed to note;</b></p> <ul style="list-style-type: none"><li><b>(1) the Report; and</b></li><li><b>(2) the schedule appended to the Report showing the revenue monitoring position for the period to 31 August 2009.</b></li></ul>  |
| Travel Plans Programme 2009/10   | 6 | <p>The Partnership Manager submitted a Report detailing progress with delivery of the Travel Plans Programme 2009/10. The Programme sought to increase the number of employees, visitors and suppliers in local authorities and health boards using more sustainable modes of transport. The Report highlighted the allocation of the 2009/10 grant and outlined the targets against which progress in achieving objectives/expected outcomes would be monitored.</p> <p><b>It was agreed to note the Report.</b></p>  |
| Review of HITRANS Financial Regulations and Contract Standing Orders           | 7 | <p>The Partnership Director submitted a Report in relation to the review of the Partnerships Financial Regulations and Contract Standing Orders which had been undertaken by the Partnership Director and Finance Manager. Proposed changes to the Regulations and Contracts Standing Orders were detailed in the Report.</p> <p><b>It was agreed to approve the changes to the Financial Regulations and Standing Orders as detailed in the Report.</b></p>   |

## RESEARCH

Delivery of Transport Services Review	8	<p>Mr David Scotney, Atkins gave a presentation in relation to the Review of the Delivery of Transport Services. The Report detailed the emerging recommendations from the Review and indicated that option generation and assessment was being undertaken with a view to reporting to the December 2009 Meeting of the Partnership. Members were afforded the opportunity of asking questions of Mr Scotney.</p> <p><b>It was agreed to note the presentation.</b></p>
Air Services Review	9	<p>Mr Laurie Price, Mott Macdonald, gave a Presentation on the Review of Air Services in the Highlands and Islands. Mr Price outlined the objectives of the Review, the key issues to be addressed and highlighted recommendations to address the problems identified through the Review. Members were afforded the opportunity of asking questions of Mr Price.</p> <p><b>It was agreed that the Draft Review Document would be issued for consultation and that the outcome of the consultation would be reported back to a future Meeting.</b></p>
Regional Access Scoping Study	10	<p>The Partnership Manager submitted a Report detailing the Regional Access Scoping Study which had been undertaken by Transport and Travel Research Ltd. The Study summarised the findings of a Review of Public Transport Services and information provision for some key defined tourist routes in the Highlands and Islands Region of Scotland and investigated whether existing Public Transport and Information Services were suitable for marketing to tourists.</p> <p><b>It was agreed to;</b></p> <ol style="list-style-type: none"><li><b>(1) note the Report</b></li><li><b>(2) approve Regional Access Scoping Study findings and recommend their implementation by Member Councils; and</b></li><li><b>(3) approve the Regional Access Scoping Study for publication on the HITRANS website.</b></li></ol>
Active Travel Audit Update	11	<p>The Partnership Manager submitted a Report in relation to Active Travel Audits. The Report stated that Audits for Dunoon, Fort William and Thurso had been completed and that the audit for Oban was underway and would be followed by Alness – Invergordon. The Audits would identify a number of small capital projects which could be considered for support by Developers, HITRANS and Partner Authorities subject to funding availability and which would enable some of the barriers to increasing cycling and walking to be overcome.</p> <p><b>It was agreed to note the Report.</b></p>
Freight Capability Study	12	<p>The Partnership Manager submitted a Report indicating that HITRANS were seeking expressions of interests from consultants to carry out a review of the Highland and Islands Rail Freight Network.</p> <p><b>It was agreed to note the Report.</b></p>
Car Parking Strategy Response	13	<p>The Partnership Manager submitted a Report detailing a proposed response to the consultation and Station Car Parking Policy in Scotland.</p> <p><b>It was agreed to approve the HITRANS response to the consultation on Station Car Parking Policy in Scotland.</b></p>

## STRATEGY DEVELOPMENT AND DELIVERY

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| Mid Term Review of Research/Development Programme         | 14 | <p>The Partnership Director submitted a Report detailing progress with the Research/Strategy Development Programme. The Report detailed proposed amendments to the Programme in order to reflect changing priorities and funding opportunities identified through the year.</p> <p><b>It was agreed;</b></p> <ol style="list-style-type: none"><li><b>(1) to note progress on the Research/Strategy Development Programme for 2009/10;</b></li><li><b>(2) to approve the amendment to the Research/Strategy Development Programme 2009/10 as detailed in the Appendix to the Report;</b></li><li><b>(3) that the Partnership Director would liaise with ScotEuropa, START Partners and Transport Scotland in relation to identifying European funding opportunities; and</b></li><li><b>(4) that a study would be instigated to investigate the possibility of utilising shared services among Local Authority partners, with the initial phase establishing the level of skills and experience currently available within partner organisations.</b></li></ol>   |
| Highland Wide Local Development Plan – Main Issues Report | 15 | <p>The HITRANS Co-ordinator submitted a Report in relation to Highland Councils Local Development Plan. The Plan would develop guidance for development of the key growth areas in the inner Moray Firth and Caithness as well as policies to guide development across the Highland Council Area. HITRANS as a key agency were invited to comment on the Development Plan.</p> <p><b>It was agreed;</b></p> <ol style="list-style-type: none"><li><b>(1) that Members be invited to submit comments on the Highland wide Local Development Plan to the Partnership Director; and</b></li><li><b>(2) the Partnership Director be authorised to submit a response on behalf of HITRANS</b></li></ol>  |
| Concessionary Travel Schemes                              | 16 | <p>The Partnership Director submitted a Report providing an update in relation to the provision of Concessionary Travel within the HITRANS area following the recent completion of the review of the national bus concessionary travel scheme by the Scottish Government. The Report indicated that the application on Concessionary Travel across the HITRANS area was delivered and funded by both Scottish Government and Local Authorities depending on the mode and nature of travel involved and the benefits of the current schemes were detailed.</p> <p><b>It was agreed to;</b></p> <ol style="list-style-type: none"><li><b>(1) note the current arrangements for provision of Concessionary Travel within the HITRANS area;</b></li><li><b>(2) consider supporting the case for extension of eligibility in the National Concessionary Travel Scheme to cover all local and regional ferry travel by passengers, and journeys using Community and Demand Responsive Transport in areas where minimum levels of bus services are not available; and</b></li><li><b>(3) consider the matter further at the December 2009 Meeting.</b></li></ol> |

Inverness-Aberdeen Additional Services 17 The Partnership Manager submitted a Report indicating that HITRANS and NESTRANS have engaged timetable consultants to examine options for improving the frequency of Sunday Services on the Inverness – Aberdeen Route. Economic Analysis of extra Sunday Services was undertaken and demonstrated a positive benefit cost ratio with potential passenger uplift of 3.9% in Sunday demand. The Report further stated that HITRANS and NESTRANS have each made provision for £25k revenue support for an experimental first year of operation and Transport Scotland were currently evaluating the proposal.

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

High Speed Rail 18 The Partnership Manager submitted a Report in relation to proposals for the introduction of High Speed Rail across the network. Network Rail have produced a Study to enable it to plan for future growth once current network capacity had been reached and the Study proposed a high speed route to Scotland via Preston with terminals in Edinburgh and Glasgow. The Report detailed the implications for the Highlands and Islands area.

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

Cycling Action Plan for Scotland 19 The Partnership Manager submitted a Report detailing a proposed response to the Scottish Government Cycling Action Plan for Scotland.

**It was agreed to respond to the consultation on the basis of the Report and the comments made by Members.**

#### **EUROPEAN FUNDING**

Cearcall na Gaidhlig ERDF Application 20 The Partnership Manager submitted a Report in relation to the Cearcall na Gaidhlig Tourism Marketing Initiative which sought to create an authentic Gaelic based cultural tourism experience along routes through the Hebridean Islands and West Coast Mainland of Scotland. The Report stated that Comhairle nan Eilean Siar had acted as lead partner in the development and management of Cearcall na Gaidhlig and an ERDF Application had been prepared and submitted on behalf of the steering group.

**It was agreed to;**

- (1) note the Report.**
- (2) approve the continuation of HITRANS support to Cearcaill na Gàidhlig with £15,000 being allocated by HITRANS each year in 2010/11, 2011/12 and 2012/13 from the Partnership's Research and Development budget; and**
- (3) approve HITRANS continued membership of the Cearcaill na Gàidhlig Steering Group until 2012/13.**

START Project – Publicity Dissemination and Brochure 21 The Partnership Manager submitted a Report in relation to the START Project Brochure which had been produced by Transport and Travel Research. The Report stated that START was a trans-national project relevant to cities and regions throughout the Atlantic area and dealt with the broad issue of 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;**

- (1) to note the Report; and**
- (2) that the Permanent Advisors would arrange to circulate the brochure within their respective organisations.**

START Project - Elgin to Inverness Airport JET Service 22 The Partnership Manager submitted a Report in relation to the development and delivery of an extension to the JET bus service to Inverness Airport which would include hourly links to Elgin. The enhanced service would be subject to the same management and monitoring that was already in place for the services funded through the original bus route development scheme and Stagecoach would add this information to the monthly reporting invoicing processes.

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

START Project – Argyll Real Time Information Project 23 The Partnership Manager submitted a Report detailing progress made in the development and delivery of the extended coverage of real time passenger information in Argyll and Bute. The Report detailed the project timescales for delivery of the project.

**It was agreed to;**

**(1) note the Report; and**

**(2) approve the project scope and delivery timescale.**

#### **PARTNERSHIP**

Annual Report 2008/09 24 The Partnership Director circulated the HITRANS Annual Report 2008/09.

**It was agreed to approve the draft content of the HITRANS Annual Report 2008/09.**

Programme of Meetings 2010 25 The Partnership Director submitted a Report detailing proposed meeting dates for 2010.

**It was agreed that the Programme of HITRANS Board Meetings for 2010 would be as follows, with additional Meetings called should circumstances warrant;**

<b>Date</b>	<b>Location</b>
<b>4 and 5 February 2010</b>	<b>Inverness</b>
<b>8 and 9 April 2010</b>	<b>Oban</b>
<b>3 and 4 June 2010</b>	<b>Inverness/Orkney (TBC)</b>
<b>2 and 3 September 2010</b>	<b>Inverness/Orkney (TBC)</b>
<b>2 and 3 December 2010</b>	<b>Inverness</b>