

Minute of Meeting held in the  
Caberfeidh Hotel, Stornoway on  
Friday 7 October 2011 at 9.00 am.

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| PRESENT        | <p>Mr John Laing (Vice - Chairman) - The Highland Council<br/>         Mr George MacIntyre – Moray Council<br/>         Mr Donald Manford – Comhairle nan Eilean Siar<br/>         Mr Jim Foubister – Orkney Islands Council<br/>         Mr Okain McLennan<br/>         Mr Wilson Metcalfe<br/>         Prof David Gray</p>   |
| IN ATTENDANCE: | <p>Mr Dave Duthie – Partnership Director<br/>         Mr Ranald Robertson – Partnership Manager<br/>         Mr Frank Roach – Partnership Manager<br/>         Mr Derek Mackay – Partnership Secretary<br/>         Mr Mike Mitchell – Partnership Financial Manager<br/>         Mr John Mackay - Substitute Member, Comhairle nan Eilean Siar<br/>         Mr Robert Pollock – Argyll and Bute Council<br/>         Mr Sam MacNaughton – The Highland Council<br/>         Mr Iain MacKinnon – Comhairle nan Eilean Siar<br/>         Mr David Summers – HITRANS Transport Coordinating Officers Group<br/>         Mr Tony Jarvis – Highlands &amp; Islands Enterprise<br/>         Mr Duncan Edmundson – Steer Davies Gleave</p> |
| APOLOGIES      | <p>Mr Duncan Macintyre (Chairman) - Argyll &amp; Bute Council<br/>         Ms Pip Farman – NHS Highland<br/>         Mr Gordon Holland – Moray Council<br/>         Mr Gareth Williams – Scottish Council Development &amp; Industry<br/>         Mrs Shona Croy – Orkney Islands Council</p>  |

**MINUTE**

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| Minute of Meeting of<br>3 June 2011 | 1 | The Minute of Meeting of 3 June 2011 was <b>approved</b> .   |
| Matters Arising                     | 2 | <p>The Partnership Director indicated that discussions with key transport stakeholders had taken place to establish current transport issues in Caithness and the extent that they were not reflected in the Regional Transport Strategy. A Study into the provision of internal transport links in Caithness to support the renewable energy sector would be discussed at item 9 of the Agenda.</p> |

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

**FINANCE**

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| Revenue Budget<br>Monitoring Report | 3 | <p>The Partnership Treasurer submitted a Report detailing the revenue position for the period to 31 August 2012. The Report indicated that income and expenditure was broadly in line with the budget out-turn target and officers were not aware of any anomalies that would distort the overall financial position.</p> |
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**It was agreed to note the Report.**

HITRANS 2010/11 Audit Report 4 The Partnership Treasurer introduced Audit Scotland's Report, "The Audit of the Financial Statements and Governance Performance within HITRANS". The audit had concluded with an unqualified opinion being issued on the Financial Statements for 2010/11 and found that a sound corporate governance framework, commensurate with the size of the Partnership had been adopted.

#### **RESEARCH AND STRATEGY DELIVERY**

Travel Disruption Information System (Road) 5 Mr Ranald Robertson submitted a Report detailing progress made in delivering the Travel Disruption Information System Project. The Project sought to provide real time information on traffic conditions which would be relayed to the public as well as officers managing the network and this data could be used to modify traffic signal timings to maximise capacity and reduce delays to public transport by giving priority to late running vehicles. The Report detailed the locations under consideration for the siting of live eye cameras within the Highland Council area and other Authorities within the HITRANS area could utilise the web portal to facilitate the viewing of live eye CCTV camera travel alerts on roads within their areas.

**It was agreed to approve the allocation of £40,000 from the Research and Development Budget to support the development by The Highland Council of the Travel Highland web portal with live eye cameras at locations in Highland, Moray and other Council areas, if appropriate locations can be identified, and match funding agreed by other partner Authorities.**

Research and Development Update 2011/12 6 The Partnership Director submitted a Report in relation to the Research and Development Programme 2011/12. The Report sought approval of amendments to the Programme to reflect commitments made and changes in priorities as funding opportunities were identified. The revisions sought to focus expenditure on actions that supported the Scottish Government and Local Authorities in delivering the Scottish Government's overall purpose of sustainable economic growth by supporting transport improvements across the HITRANS area that would deliver the Regional Transport Strategy.

Arising from this item, Members considered the potential detrimental economic impact of the withdrawal of the Air Discount Scheme for business travel.

#### **It was agreed:**

- (1) to approve the amendment to the Research/Strategy Development Programme 2011/12 as detailed in the Appendix to the Report.**
- (2) that HITRANS, in conjunction with partner Authorities, would make representations to the Scottish Government seeking the retention of business travel under ADS, and;**

Value of Community Transport Analysis 7 Mr Ranald Robertson submitted a Report detailing the findings of the Value of Community Transport Economic Analysis work which was undertaken on behalf of HITRANS by DHC and TAS Partnership. The Study sought to quantify the benefits that community transport brought to different sectors and aimed to identify the social benefits, both financial and non-financial, of a small sample of Community Transport Projects in the HITRANS area. The Report summarised the key findings within the Study.

#### **It was agreed to:**

- (1) note the Report and;**
- (2) issue a press release to publicise the findings in the Study.**

Snowcamdubh 8 Mr Frank Roach submitted a Report in relation to the Snowcamdubh System which sought to provide Network Rail Staff with information on rail conditions during periods of extreme weather. The proposal would see the installation of cameras along Network Rail routes and would help provide information to enable Network Rail to decide whether to allow trains, close routes or deploy snow ploughs, thus providing greater reliability and surety of service for rail passengers.

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

Caithness – 9 The Partnership Director submitted a Report in relation to a proposed Study into the  
Transport Internal constraints that poor internal transport connectivity within Caithness was placing on  
Connectivity Study the growth of the developing economies of Caithness and the Orkney Isles. The  
Report stated that the Study would look in particular at the impacts on the renewable  
energy and energy generation sectors and the decommissioning of Dounreay.

**It was to agreed to proceed with the Study.**

Bus Route 10 Mr Ranald Robertson submitted a Report detailing progress made delivering the Kick  
Development Start Bus Route Development Project to upgrade the Scottish Citylink bus service  
from Campbeltown to Glasgow. The Report stated that the Project had delivered  
improvements in terms of service frequency and vehicle quality with the number of  
journeys during the Summer season increased from three to five covering the whole  
route with an additional late afternoon journey between Glasgow and Ardrishaig. The  
Report highlighted the impacts in terms of passenger growth which had been  
recorded for the early Summer period.

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

UK Aviation Scoping 11 The Partnership Director submitted a Report providing an update in relation to the UK  
Consultation and Government's Aviation Strategy Scoping Consultation. The Report provided an  
Peripheral Regions update on discussions between peripheral regions of the UK containing a regional  
Input airport, and indicated that HITRANS and NESTRANS had been discussing common  
issues. Both Regions were concerned that the impact of the framework which would  
be developed following the Consultation could be significant for their areas and it  
would be important to emphasise in the strongest possible terms to the UK  
Government the economic importance for peripheral regions of good access to  
London and connectivity through the hub airports at Heathrow and Gatwick to the rest  
of the world.

**It was agreed to:**

- (1) approve the proposal to participate in any Peripheral Regions Group with a view to a common approach by the Peripheral Regions in their responses to the UK Governments Aviation Strategy Consultation process;**
- (2) approve the HITRANS response to the Consultation taking on board the views expressed by members, and agree to submit this by the due date of 17 October 2011, and;**
- (3) authorise the Partnership Director to take such actions as necessary, including partnership working with other Regional Transport Partnerships, to ensure that the needs of the North of Scotland were reflected within proposal for high speed rail links.**

Active Travel Audits 12 Mr Frank Roach submitted a Report providing an update on the Active Travel Audit  
Up-date Programme. The Report stated that each Audit had produced a master plan for  
increasing the level of cycling and walking together with standard mapping that had  
assisted in procuring funds for specific Projects including Kirkwall Smarter Choices  
Smarter Places (£1.5 million), Elgin Urban Freedom (£1 million) and Highland Green  
and Active Travel (£500k).

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

DRT/BSOG 13 The Partnership Director submitted a Report detailing a proposed response to the  
Consultation Scottish Government's consultation exercise on extending Local Bus Registration and  
Bus Service Operator's Grant to Demand Responsive Transport. As the deadline for  
receipt of the response had occurred before the date of the Meeting the Partnership  
Director, in consultation with the Permanent Advisors, had submitted a response on  
behalf of the Partnership.

**It was agreed to homologate the actions of the Partnership Director in submitting HITRANS response as detailed in the Appendix to the Report.**

**EUROPEAN PROJECTS**

START Update Project 14 Mr Ranald Robertson submitted a Report detailing progress with delivery START Project actions within the Highlands and Islands. The Report stated that in addition to the budget secured from ERDF, HITRANS had allocated £25k from the Research and Development Budget to support activities that matched the START Project criteria and this funding had allowed a number of new schemes to be introduced which would deliver real benefits to passengers.

**It was agreed to**

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

**(2) that HITRANS would be represented at the START Project Transnational Forum by the Chair, Mr Donald Manford, the Partnership Director and Partnership Manager.**

Giant Puffin Update 15 Mr Frank Roach submitted a Report providing an update on the web based Giant Puffin Itinerary/Journey Planning Project. The Report stated that Steer Davies Gleave had been appointed to carry out the technical development of the website and it was planned to launch the website in February 2011 with a high profile marketing campaign.

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

Food Port Project 16 Mr Ranald Robertson submitted a Report in relation to the Food Port Project. The Report stated that the Project aimed to develop the North Sea region as the best food cluster and hub in Europe for food products delivered via efficient and sustainable transport systems, HITRANS had been alerted that a partner in the Project had withdrawn and their budget was being made available for new UK partners.

**It was agreed to:**

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

**(2) approve an officer level investigation of the opportunity presented by the Food Port Project with a view to identifying a Project that would allow HITRANS to apply for part of the available budget and to report back to the February 2012 Meeting.**

Invercity Study 17 The Chairman welcomed Mr Duncan Edmundson, Steer Davies Gleave who gave a presentation on the Invercity Study. Members were offered the opportunity to ask questions of Mr Edmundson

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

**PARTNERSHIP**

Programme of Meetings 2012 18 The Partnership Director submitted a Report detailing proposed meeting dates for HITRANS for 2012.

**It was agreed:**

**(1) that the HITRANS Partnership and Advisors would meet in 2012 on the dates and at the locations identified in the table below; and**

**2 and 3 February 2012, Inverness  
12 and 13 April 2012, Argyll and Bute Council  
14 and 15 June 2012, Inverness  
4 and 5 October 2012, Inverness**

**(2) to note that additional Meetings may be called if circumstances arise that so warrant.**