

Minute of Meeting held in the  
Glenmoriston Townhouse  
Hotel, Inverness on Friday 5  
February 2016 at 9.30am.

PRESENT	<p>Cllr. John Mackay (Vice Chair), Comhairle nan Eilean Siar Member Cllr. Robert G Macintyre, Argyll and Bute Council Cllr. John Cowe, Moray Council Member Cllr Audrey Sinclair, The Highland Council Member Prof. David Gray, Non-Councillor Member Mr Okain Maclennan, Non-Councillor Member</p>
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IN ATTENDANCE	<p>Mr Ranald Robertson, Partnership Director Mr Frank Roach, Partnership Manager Mr Neil MacRae, Partnership Manager Mr Derek Mackay, Partnership Secretary Mr Mike Mitchell, Partnership Treasurer Mrs Nicola Moss, Moray Council Mr Iain Mackinnon, Comhairle nan Eilean Siar Mr Fergus Murray, Argyll and Bute Council Mr Gavin Barr, Orkney Islands Council Mr Malcolm Macleod, The Highland Council Ms Pip Farman, NHS Highland Mr Tony Jarvis, HIE Mr Fraser Grieve, SCDI Mrs Naomi Bremner, Eyland Skyn Mr Michael Nimmo, AECOM</p>
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APOLOGIES	<p>Cllr. James Stockan (Chair), Orkney Council Member Mr Wilson Metcalfe, Non-Councillor Member</p>
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### MINUTES

Minute of Meeting of 27 November 2015	The Minute of Meeting of 27 November 2015 was <b>approved</b> subject to the textual amendments detailed at the Meeting.
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Matters Arising	There were no matters arising.
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### FINANCE

Revenue Budget Monitoring Report 1 April 2015 to 31 December 2015	<p>With reference to item 4 of the Minute of Meeting of 27 November 2015, the Partnership Treasurer submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2015 to 31 December 2015. The Report stated that income and expenditure were both in line with the budget outturn target and it was predicted that a balanced budget would be delivered at the end of the financial year.</p>
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**It was agreed to approve the revenue monitoring position for the period 1 April 2015 to 31 December 2015.**

Revenue Budget  
Proposal 2016/17

The Partnership Treasurer submitted a Report detailing the proposed Revenue Budget for 2016/17 which covered HITRANS running costs and Research and Strategy Development Programme costs and was funded from income from Partner Local Authorities and the Scottish Government. The Report stated that, as the core Scottish Government Grant had remained the same, it was not proposed to increase Constituent Authorities contributions.

**It was agreed to approve the 2016/17 Budget as detailed in the Report.**

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

Research/ Strategy/  
Development  
Programme 2015/16

With reference to item 5 of the Minute of Meeting of 27 November 2015, Mr Ranald Robertson submitted a Report providing an update on progress with delivery of the Research and Strategy Development Programme 2015/16 and seeking approval of amendments to the Programme to reflect commitments made, changing priorities and funding opportunities identified since the approval of the 2015/16 Business Plan.

**It was agreed:**

- (1) to approve the amendments to the Research and Strategy Development Programme 2015/16 as detailed in the Appendix to the Report; and**
- (2) that details of the breakdown of cruise liner traffic growth would be circulated to partner organisations.**

Research  
Development and  
Delivery Proposed  
Programme 2016/17

Mr Ranald Robertson submitted a Report in relation to the Research, Development and Delivery activities to be taken forward by HITRANS in 2016/17. The Report stated that a provisional Programme had been included within the current Business Plan but there was scope for further projects to be included and budget allocations to be adjusted. As with previous years the Programme was projecting an overspend on estimated budget to allow for the contingency of a number of projects not progressing due to changes in circumstances over the year. The Report further stated that the Programme would be finalised within the 2016/17 Business Plan which would be considered by Members at the next Partnership meeting in April 2016.

**It was agreed to:**

- (1) approve the budgetary allocation of £1,195,000 for Research, Development and Delivery in 2016/17; and**
- (2) consider the provisional programme detailed in the Report.**

Online Ferry  
Availability Report

With reference to item 15 of the Minute of Meeting of 10 April 2015, Mr Neil MacRae submitted a Report detailing the draft Online Ferry Availability Report 2015 and inviting Members to consider a proposal to continue the work undertaken in partnership with Comhairle nan Eilean Siar, Argyll & Bute Council and the Outer Hebrides Tourism Industry Association (OHTIA) in 2016. The work undertaken by the OHTIA in 2015 and previous years had helped to highlight significant issues relating to capacity and the lack of online booking availability for vehicles on several routes operated by CalMac during the peak summer months. The Report indicated that the work had helped to inform key stakeholders of both the current capacity constraints and likely future demands on the Clyde and Hebridean Ferry Services (CHFS) network.

**It was agreed:**

- (1) to support the proposal to fund a study of a similar scope and scale for 2016 in partnership with Comhairle nan Eilean Siar and Argyll and Bute Council;**
- (2) that HITRANS officers to engage with Transport Scotland, CMAL and operator of the CHFS contract to undertake a more comprehensive review of RET on different islands infrastructure and services; and**
- (3) the study would be extended to include the Mallaig – Armadale route.**

Branchliner

With reference to item 9 of the Minute of Meeting of 27 November 2015, Mr Frank Roach submitted a Report in relation to the Branchliner Project. The Report detailed the potential site locations and options for the layout of the loading facility. The Report detailed the next steps in relation to project development.

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

Active Travel Update

With reference to item 11 of the Minute of Meeting of 27 November 2015, Mr Neil MacRae submitted a Report providing an update in relation to active travel. The Report stated that transport consultants AECOM were appointed to support the development of a Regional Active Travel Strategy which would seek to identify where investment to address the actions within the seventeen Masterplans should be prioritised set out those parts of the strategic network where walking and cycling facilities need improved, aligning this with the aspiration for developing a National Cycling and Walking Network in National Planning Framework 3. The Report further stated that, at the Cycling Scotland Conference on 12th December 2015, Derek Mackay MSP announced a new innovative design competition involving a staged application process for local authorities and statutory bodies to conceptualise design and deliver exemplar, high profile and inspirational cycling projects. The Highland Council and Moray Council respectively, were both successful in advancing to the next stage which could result the award of £30k of additional funding to work up detailed for the projects.

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

HubOb – Oban  
Interchange

With reference to item 12 of the Minute of Meeting of 27 November 2015, Mr Frank Roach submitted a Report in respect of potential developments at Oban's Railway Pier. The Report stated that expansion of CalMac traffic with the introduction of RET and a second Ferry on the Mull service from Summer 2016 coming soon after the doubling of rail frequency (in May 2015), together with smart ticketing initiatives on rail and bus provided a renewed focus for improving connectivity between modes. In order to understand opportunities for development and gain a good understanding of the current layout including barriers to integration HITRANS commissioned Robert Gordon University (RGU) to undertake a Scanning and Engagement study of Oban Harbour, Rail Station and Bus Stance area. The Report further stated that RGU would be producing visuals on what the pier might look like and examine options for making the ferry terminal and railway station operate more effectively, while ensuring that rail capacity could meet future needs, the most immediate being the diversion of the Caledonian Sleeper to Oban during engineering works north of Crianlarich.

**It was agreed to note the report and consider future funding options.**

Air Services Scoping  
Paper

Mr Neil MacRae submitted a Report providing an update on the preparation of an Air Services Scoping Paper which was being developed on behalf HITRANS, ZetTrans, Comhairle nan Eilean Siar, Orkney Islands Council, Argyll and Bute Council and Shetland Islands Council. The Report stated that, at a meeting of the Island Areas Ministerial Working Group held on 2nd June 2015 in Kirkwall, a number of issues relating to air services between the island local authorities and the Scottish mainland were raised and it was agreed that the first phase of any review of air service provision should involve the development of a scoping paper, which would be led by HITRANS, in order to establish evidence and data around a number of the key issues which had been identified including the affordability and reliability of the services. The Report detailed the areas that would be covered by the scoping paper. A copy of the final Air Services Scoping Paper would be presented to a future HITRANS Partnership Meeting and at the next Islands Transport Forum.

**It was agreed:**

- (1) **to note the Report and approve the increase of the HITRANS contribution towards the development of the Air Services Scoping Paper; and**
- (2) **to engage with Transport Scotland to get agreement in relation to the scope, aims and objectives of the Scoping Paper.**

Active Travel Strategy  
The Chairman welcomed Mr Michael Nimmo, AECOM, who gave a presentation in relation to the Active Travel Strategy. Members were afforded the opportunity to ask questions of Mr Nimmo.

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

Regional Transport Strategy Update  
With reference to item 10 of the Minute of Meeting of 27 November 2015, Mr Neil MacRae submitted a Report in respect of the Regional Transport Strategy (RTS) refresh. The Report stated that Elyand Skyn were appointed to assist HITRANS in undertaking a number of Work Packages to update the RTS. The consultants had begun reviewing the wider policy context for the RTS and updating the transport baseline. The intention was to have developed a Main Issues Report with which to consult more widely by the end of February 2016. Following this there would be an eight week public consultation on the draft RTS and associated documents, after which final versions of the full documents incorporating any subsequent revisions would be developed for submission to the Transport Minister for approval.

**It was agreed to note the report and support the proposed extension of the work to incorporate a Low Carbon Action Plan as an element of updating the Regional Transport Strategy.**

### **EUROPEAN PROJECTS**

SPARA 2020 Project Report  
With reference to item 16 of the Minute of Meeting of 27 November 2015, Mr Ranald Robertson submitted a Report detailing progress made in developing the SPARA 2020 INTERREG IVB Northern Periphery Programme Project. The Report stated that the Project would include work on innovative technologies to improve airport performance and control cost, involving a close examination of remote air traffic and remote security technologies as well as distributed training, benefitting in essence from broadband and communication technology advances. The Report further stated that the Project also intended to examine the distinct socio-cultural role that airports played in the Northern Periphery and Arctic area and also to refine and improve economic impact assessment methodologies of SPARA airports with a view to better guide future public investment.

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

### **PARTNERSHIP**

National Transport Strategy Refresh  
With reference to item 10 of the Minute of Meeting of 27 November 2015, Mr Ranald Robertson submitted a Report in relation to the Scottish Governments refresh of the National Transport Strategy (NTS). The NTS set the long term vision for national transport policies and was first published in 2006 after the Scottish Government consulted the public, interested individuals and a wide range of organisations on their views for the future of transport in Scotland. The NTS was refreshed in 2015 when it was recommended that a fuller, collaborative review take place during the next Scottish Parliamentary term. The Report detailed the strategic outcomes within the NTS together with details of the Delivery Plan.

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

### **CONSULTATION**

Delivering the Goods – Consultation towards Scotland's Rail Freight Strategy  
Mr Frank Roach submitted a Report detailing HITRANS response to Transport Scotland's consultation document in respect of Scotland's Rail Freight Strategy. The Report stated that the consultation document primarily focused on the opportunities and actions for growth in new and existing rail freight markets, and outlined the positive contribution that the industry made to Scotland's economic growth and social wellbeing. It also placed an emphasis on the need for the rail freight industry, its partners, customers and the Scottish Government to work together to create the right environment for a sustainable, vibrant future for the industry.

**It was agreed to note the response to Transport Scotland's Consultation Document on Scotland's Rail Freight Strategy submitted on behalf of HITRANS by the Partnership Director.**

Network  
Scotland  
Study

Rail's  
Route

Mr Frank Roach submitted a Report in relation to Network Rail's Scotland Route Study. The Report stated the purpose of the Study was to provide an evidence base that would inform funders in Scotland when considering rail industry investment choices and was one of a new generation of Studies across Great Britain which would set out how forecast growth could be met through to 2043. The Report further stated that the Study contained a Market Study which forecasted demand for passenger journeys undertaken wholly within Scotland and had been combined with the Market Studies for Long Distance (Anglo Scottish) Passenger and Freight flows, to consider the potential roles that the railway could play in supporting the Scottish economy through to 2043, together with identifying opportunities to enable the network to meet the future needs of the people of Scotland. The Report indicated that a draft response would be circulated for comments prior to the submission date.

**It was agreed:**

- (1) to note the Report;**
- (2) that a Report on Inverness Station Works would be submitted to the next Meeting; and**
- (3) that HITRANS would continue to lobby in relation to the capacity issues and required improvements in respect of the West Highland Line.**