

Minute of Meeting held in the Isle of Mull Hotel and Spa, Craignure, Isle of Mull on Friday 16 September 2016 at 8.30am.

PRESENT

Cllr James Stockan (Chair), Orkney Council Member (by tele-conference)
 Cllr John Mackay (in the Chair), Comhairle nan Eilean Siar Member
 Cllr Audrey Sinclair, The Highland Council Member
 Cllr Robert Macintyre, Argyll and Bute Council
 Cllr Graham Leadbitter
 Mr Okain MacIennan, Non-Councillor Member
 Prof David Gray, Non-Councillor Member
 Mr Wilson Metcalfe, Non-Councillor Member

IN ATTENDANCE

Mr Ranald Robertson, Partnership Director
 Mr Frank Roach, Partnership Manager
 Mr Neil MacRae, Partnership Manager
 Mrs. Nicola Moss, Moray Council
 Mr Gavin Barr, Orkney Islands Council
 Mr Iain Mackinnon, Comhairle nan Eilean Siar
 Mr Malcolm Macleod, The Highland Council
 Mrs. Moya Ingram, Argyll and Bute Council
 Mr Fergus Murray, Argyll and Bute Council
 Mr Tony Jarvis, HIE
 Ms Pip Farman, NHS Highland
 Mr. Fraser Grieve, SCDI

APOLOGIES

Cllr John Cowe, Moray Council
 Mr Mike Mitchell, Partnership Treasurer

CONSTITUTION

As the Chair was participating by remote link it was **agreed** that Cllr John Mackay would Chair the meeting as Chair for the Meeting.

Tribute: Mr Duncan Macintyre

The Chair referred to Mr Duncan Macintyre who had recently passed away. Mr Macintyre had been a member of HITRANS over many years and had served as Chair from 2007 – 2012. The Chair paid tribute to Mr Macintyre's contribution to the work of HITRANS and extended his condolences to Mr Macintyre's family.

MINUTES

Minute of Meeting of 28 June 2016 1

The Minute of Meeting of 15 April 2016 was **approved**.

Matters Arising 2

Mr Ranald Robertson indicated that, with reference to item 7 (3), a response from the Minister for Transport had not yet been received.

It was agreed to note the update.

FINANCE

Revenue Budget Monitoring Report – 1 April 2016 to 31 August 2016 3

With reference to item 3 of the Minute of Meeting of 28 June 2016, the Partnership Treasurer submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2016 to 31 August 2016. 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.

Mr Ranald Robertson reported that Mrs. Christine Kendall would be retiring shortly. The Chair, on behalf of the Board, thanked Mrs. Kendall for her contribution to HITRANS and wished her a long and happy retirement.

It was agreed to approve the revenue monitoring position for the year to 31 August 2016.

PARTNERSHIP

Programme of 4
Meetings 2017

Mr Ranald Robertson submitted a Report detailing proposed dates for the Partnership Board and Permanent Advisors meetings in 2017. The Report stated that it was proposed that all meetings within The Highland Council Area would become single day meetings to allow Members to travel to the meeting and return within a single day. With the Local Government Elections in May 2017 it would be necessary to revert to the pre-meeting approach in respect of the meeting scheduled for June 2017.

It was agreed:

- (1) that the HITRANS Partnership and Advisors meet in 2017 on the following dates and locations;

Date	Partnership Meetings	Advisors meetings	Location
19 January 2017		morning	Inverness
3 February 2017	Partnership Board Meeting only		Inverness
6 April 2017		Morning	Inverness
12 April 2017	Partnership Board Meeting only		Inverness
22 and 23 June 2017	Evening meeting followed by full Partnership meeting on Friday Morning	morning	Moray
24 August 2017		morning	Inverness
14 and 15 September 2017	Evening meeting followed by full Partnership meeting on Friday		Orkney
2 November 2017		morning	Inverness
24 November 2017	Partnership Board Meeting only		Inverness

- (2) to approve the proposal to reduce all Inverness Partnership Board meetings to a single day meeting or consider alternatives to this;
- (3) to note that additional meetings may be called if circumstances require the Board to meet; and
- (4) to monitor the impact of the introduction of single day meetings and to consider when determining the timetable of meetings for 2018.

Mr Wilson Metcalf, Mr Okain MacIennan and Prof David Gray declared an interest and left the Meeting during consideration of the following item.

Non-Council Board 5
Members Terms

With reference to item 5 of the Minute of Meeting of 3 June 2014 Mr Ranald Robertson submitted a Report providing details of the clarification from Transport Scotland on the terms of office for "other members" of Regional Partnership Boards. Transport Scotland had confirmed that Scottish Ministers had given consent to appointments that would last four years .

It was agreed to seek ministerial approval for a two year extension for the three Non-Councillor Board Members to provide continuity of Membership beyond the 2017 Local Government Elections.

Draft Minute of RTP 6
Chairs Joint
Meeting 16 June
2016

The Minute of Meeting of the RTP Joint Chairs was noted.

RESEARCH AND STRATEGY DELIVERY

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| Research/Strategy Development Programme for 2016/17 | 7 | <p>With reference to item 7 of the Minute of Meeting of 15 April 2016, 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 2016/17 Business Plan.</p> <p>It was agreed to approve the amendments to the Research and Strategy Development Programme 2016/17 as detailed in the Appendix to the Report.</p> |
| Inverness Rail Station Redevelopment/ Platform4Change | 8 | <p>With reference to item 16 of the Minute of Meeting of 10 April 2015 Mr Malcolm Macleod and Mr Frank Roach submitted a Joint Report providing an update on the proposals to redevelop Inverness Rail Station. The Report stated that design proposals had been developed and a bid had been submitted to the Scottish Stations Fund (SFF). SSF grant would be contingent on third party funding and The Highland Council and HITRANS continued to scope options for securing funding for improvements outwith the public realm of Station Square. The Report further stated that Abellio Scot Rail were tendering for the next phase of design work.</p> <p>It was agreed to:</p> <ol style="list-style-type: none">(1) note the progress with Inverness Rail Station Improvements; and(2) support efforts in drawing down funding and collaborating in the delivery of the Scheme. |
| Hi-Travel Project/Officer | 9 | <p>With reference to item 8 of the Minute of Meeting of 3 June 2016, Mr Neil Macrae submitted a Report in relation to the Hi-Travel Project and the post of Public Transport Information Officer. The Report stated that a shared services approach to public transport information provision had been adopted which had resulted in a number of successful outcomes. The Report further detailed proposals to make the post permanent, funded on the same basis as the Hi-Travel Project.</p> <p>It was agreed:</p> <ol style="list-style-type: none">(1) that the post of Public Transport Information Officer be made permanent based on the existing Shared Services model;(2) to authorise the HITRANS Partnership Director to agree the level of participation that The Highland Council would have within the shared service project going forward; and(3) note the areas relating to Public Transport Information that could still be to improved and consider solutions for addressing them. |
| HUBOB | 10 | <p>With reference to item 14 of the Minute of Meeting of 15 April 2016 Mr Frank Roach submitted a Report</p> <p>It was agreed to note the Report.</p> |

It was agreed that the public, including the press, be excluded from the Meeting during consideration of the following item on the grounds that exempt information as defined in Schedule 7A to the Local Government (Scotland) Act 1973 would be disclosed.

Air Services Scoping Paper	11	<p>Mr Iain Mackinnon, Comhairle nan Eilean Siar, submitted a Report detailing the outcomes from the scoping exercise into regional air services serving the Highlands and Islands. The Report stated that the scoping exercise built upon previous research and available information and proposed that Scottish Ministers undertake a more comprehensive review of Scotland's scheduled internal air services.</p> <p>It was agreed to note the Report and support it being taken forward through the Islands Transport Forum to see a recommendation that Scottish Ministers agree to undertaking of a review of regional air services for the Highlands and Islands, the proposed remit of which was set out in the body of the Report.</p>
Branchliner	12	<p>With reference to item 9 of the Minute of Meeting of 15 April 2016, Mr Frank Roach submitted a Report providing an update on progress with the Branchliner Project. The Report stated the Forestry Commission Scotland had contacted key mills with a view to ascertaining their interest in being directly involved and all five major freight operating companies have indicated a willingness to participate in rail side loading trials.</p> <p>It was agreed to note the Report.</p> <p>It was agreed that the public, including the press, be excluded from the Meeting during consideration of the following item on the grounds that exempt information as defined in Schedule 7A to the Local Government (Scotland) Act 1973 would be disclosed</p>
Skye Air Service Business Case	13	<p>With reference to item 15 of the Minute of Meeting of 15 April 2016 Mr Neil Macrae submitted a Report detailing the Executive Summary for the recently completed Skye Air Services Business Case which detailed the costs and benefits of reintroducing air services between Skye and the Central Belt of Scotland. The Report further detailed a Development Strategy which set out the key steps and timescales.</p> <p>It was agreed:</p> <ol style="list-style-type: none">(1) to note the findings of the Skye Air Business Case(2) that HITRANS officers in partnership with HIE and The Highland Council enter dialogue with representatives of Transport Scotland to establish how the development strategy may be progressed.(3) that any further HITRANS contribution towards the development of the project would be dependent on establishing a commitment towards the capital and operational expenditure required to deliver the scheme at either a local, regional or national level.
Inverness Airport Station Update	14	<p>With reference to item 14 of the Minute of Meeting of 27 November 2015 Mr Frank Roach submitted a Report providing Members with an update on Inverness Airport (Dalcross) Station. The Report stated that the Project Design Team would shortly produce the documents to enable the planning application to be submitted. The Report detailed the current construction cost estimates and indicated that an application to the Scottish Station Fund was being progressed.</p> <p>It was agreed to note the Report.</p>
Active Travel Update	15	<p>With reference to item 11 of the Minute of Meeting of 15 April 2015 Mr Neil Macrae submitted a Report providing an update in relation to active travel. The Report detailed progress with active travel project delivery. The Report stated that detailed proposals for the 2016/17 financial year would be considered at the next Meeting and it was intended to prioritise funding towards those projects and initiatives which would best address the priorities within the Active Travel Strategy.</p> <p>It was agreed:</p> <ol style="list-style-type: none">(1) to note the Report; and(2) that Members would submit potential projects or initiatives to the Partnership Manager for consideration as part of the 2016/17 budget.

Scottish Internal Sleeper	16	Mr Frank Roach submitted a Report detailing discussions which had taken place with Serco Caledonian Sleepers about the possibility of running an overnight rail service from Caithness to the Central Belt.
		It was agreed to develop the business case for an overnight rail service from Caithness to the Central Belt.
		It was agreed that the public, including the press, be excluded from the Meeting during consideration of the following item on the grounds that exempt information as defined in Schedule 7A to the Local Government (Scotland) Act 1973 would be disclosed
ADS Review	17	With reference to item 16 of the Minute of Meeting of 15 April 2016, Mr Iain Mackinnon submitted a Report detailing progress with developing a business case which supported the inclusion of all business travel within the Air Discount Scheme. The Report detailed the findings from the research undertaken to support the business case.
		It was agreed to make representations to Scottish Ministers to support the inclusion of all business travel within the Scottish Government's Air Discount Scheme.
		EUROPEAN
Smart Mobility ERDF Project	18	Mr Neil Macrae submitted a Report detailing a revised timeline for HITRANS funding contributions towards the Smart Cities workstream made in partnership with The Highland Council. The Report stated that, while the application had been successful, HITRANS had been informed that match funding required would have to be provided over three financial years rather than the five envisaged in the project application.
		It was agreed to:
		(1) support the revised timeline for HITRANS match funding contribution towards the project which would amount to £250,000 over the 2016/17, 2017/18 and 2018/19 financial years; and
		(2) support further work to finalise the Project Initiation Document.
		STRATEGY
Regional Transport Strategy Update	19	With reference to item 8 of the Minute of Meeting of 15 April 2016 Mr Neil Macrae submitted a Report in respect of the Regional Transport Strategy (RTS) refresh. The Report provided an update on the responses to the consultation on the Main Issues Report. The Report stated that Members would have the opportunity to agree the objectives for the Regional Transport Strategy against an initial list of projects, initiatives and interventions.
		It was agreed to:
		(1) note the Report; and
		(2) authorise the Partnership Director to finalise the final list of projects, policies and interventions for inclusion within the Regional Transport Strategy and the objectives against which they would be assessed following consideration of the comments from Board Members and Permanent Advisors..