

Minute of Meeting held in The Chambers, The Town House, High Street, Inverness on Friday 3 February 2017 at 10.30am.

PRESENT

Cllr James Stockan (Chair), Orkney Council Member
 Cllr John Mackay (Vice-Chair), Comhairle nan Eilean Siar Member
 Cllr Audrey Sinclair, The Highland Council Member
 Cllr Robert Macintyre, Argyll and Bute Council Member
 Cllr John Cowe, Moray Council Member
 Mr Wilson Metcalfe, Non-Councillor Member
 Prof David Gray, Non-Councillor Member
 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 Malcolm Macleod, The Highland Council
 Mr Gavin Barr, Orkney Islands Council
 Mr Iain Mackinnon, Comhairle nan Eilean Siar
 Mrs. Moya Ingram, Argyll and Bute Council
 Ms Pip Farman, NHS Highland

APOLOGIES

Mr Okain MacIennan, Non-Councillor Member
 Mr. Fraser Grieve, SCDI
 Mr Tony Jarvis, HIE

IN ATTENDANCE

Brian Fulton, CalMac Ferries Ltd
 Blair Moglia, CalMac Ferries Ltd
 Mr Andy Anderson, Transport Scotland
 Euan Nicolson, CH2MHILL Fairhurst
 Mr Lindsay Robertson, Grant Thornton

MINUTES

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| Minute of Meeting of 25 November 2016 | 1 | The Minute of Meeting of 25 November 2016 was approved . |
| Matters Arising | 2 | Mr Ranald Robertson indicated that, in respect of item 22, a meeting had been held with Transport Scotland to discuss match funding opportunities in respect of the Low Carbon Travel and Transport Fund. |

It was agreed to note the update.

FINANCE

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| Revenue Budget Monitoring Report 1 April 2016 to 31 December 2016 | 3 | With reference to item 4 of the Minute of Meeting of 25 November 2016, Mr Mike Mitchell, Partnership Treasurer, submitted a Report which set out the revenue monitoring position for the period to 31 December 2016. The Report stated that income and expenditure was broadly in line with the budget out-turn target and that based on financial performance to date it was predicted a balanced budget would be delivered at the end of the financial year. |
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It was agreed to approve the revenue monitoring position for the period to 31 December 2016.

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| Revenue Budget Proposal 2017/18 | 4 | <p>Mr Mike Mitchell, Partnership Treasurer submitted a Report detailing the proposed Revenue Budget for 2017/18 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.</p> <p>It was agreed:</p> <p>(1) to approve the 2017/18 Budget as detailed in the Report; and</p> <p>(2) that initial Revenue Budget Proposals would be an item for the November/ December Meeting each year.</p> |
| HITRANS External Audit Plan | 5 | <p>The Chairman welcomed Mr Lindsay Robertson, Grant Thornton to the Meeting. Mr Robertson submitted the External Audit Plan for the year ended 31 March 2017.</p> <p>It was agreed to note the Report.</p> <p>PARTNERSHIP</p> |
| CalMac Ferries Ltd Community and Stakeholder Engagement Presentation | 6 | <p>The Chairman welcomed Mr Brian Fulton and Mrs Blair Moglia, Calmac Ferries Ltd to the Meeting. Mr Fulton and Mrs Moglia gave a presentation on the proposed stakeholder and community engagement within the Clyde and Hebrides Ferry Services Contract. At the conclusion of the presentation Members were afforded the opportunity of asking questions.</p> <p>It was agreed to note the Presentation.</p> |
| Far North Line Review Team | 7 | <p>Mr Frank Roach, Partnership Manager, submitted a Report providing information on the establishment of the Far North Line Review Team. The Report indicated that the Rural Economy and Connectivity Cabinet Secretary, Fergus Ewing, announced the establishment of the Far North Line Review Team at the HITRANS Rail stakeholder conference in Inverness on 16 December 2016. The Report stated that the Far North Line Team existed to provide assurance to the Cabinet Secretary for Rural Economy and Connectivity that realistic plans were in place to improve performance and journey time on the line and to identify rail related initiatives that sought to exploit the economic and social value of the line to the communities it served.</p> <p>It was agreed to note the Report.</p> |
| A82 Tarbet to ~Inverarnan Presentation | 8 | <p>The Chairman welcomed Mr Andy Anderson, Transport Scotland and Euan Nicolson, CH2MHILL Fairhurst to the Meeting. Mr Anderson and Mr Nicolson gave a presentation on the route and design options for the upgrade of the A82 from Tarbet to Inverarnan. At the conclusion of the presentation Members were afforded the opportunity of asking questions.</p> <p>It was agreed:</p> <p>(1) to note the Presentation; and</p> <p>(2) to make representations to Scottish Ministers reinforcing HITRANS view that there should be a minimum 7.3m carriageway width on the A82 Tarbet to Inverarnan route.</p> |
| National Transport Strategy 2 Process | 9 | <p>With reference to item 15 of the Minute of Meeting of 5 February 2016 Mr Ranald Robertson, Partnership Director, submitted a Report providing an update on timelines and process following the announcement of a full collaborative review of the National Transport Strategy. The Report stated that the National Transport Strategy (NTS) had been refreshed in January 2016. It carried forward the vision, high level objectives and key strategic outcomes from the original Strategy. The Report highlighted that the main aim of the review of the NTS was to build upon NTS 2006 and the refreshed NTS 2016 to produce and publish 'NTS2', setting the strategic direction for transport in Scotland for the next twenty years. The Report indicated that officers would continue to update the Partnership Board as the NTS2 process progressed.</p> <p>It was agreed to note the Report.</p> <p>RESEARCH AND STRATEGY DELIVERY</p> |
| Research/ Strategy/ Development Programme 2016/17 | 10 | <p>With reference to item 7 of the Minute of Meeting of 25 November 2016 Mr Ranald Robertson, Partnership Director submitted a Report which provided an update on progress on delivering the Research and Strategy Development programme and sought approval of amendments to the programme to reflect commitments made and changing priorities and funding opportunities identified since approval of the 2016/17 Business Plan at the Partnership meeting on 15 April 2016.</p> <p>It was agreed to note the latest budget position for the Research and Strategy Development Programme 2016/17 as detailed in the Appendix to the Report.</p> |

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| Research Development and Delivery Proposed Programme 2017/18 | 11 | <p>With reference to item 6 of the Minute of Meeting of 5 February 2016 Ranald Robertson, Partnership Director submitted a Report to facilitate discussion on what Research, Development and Delivery activities were to be taken forward by HITRANS in 2017/18. The Report provided details of a provisional programme but highlighted that there was still scope for further projects to be included and budget allocations to be adjusted. The Report stated that the Programme would be finalised within the 2017/18 Business Plan. A draft version of the Business Plan would be considered at the next Partnership Meeting on 12 April 2017. The Report indicated that the provisional project programme for Research, Development and Delivery in 2017/18 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.</p> <p>It was agreed to:</p> <ol style="list-style-type: none"> (1) approve the budgetary allocation of £555,000 for Research, Development and Delivery in 2017/18 which represented a commitment of £345,000 from core funds with the balance being Sustans partnership funding and SPARA 2020 ERDF; (2) include provision of £2k for a Study into the benefits of extending ADS to students travelling into the Highlands and Islands; and (3) include a Study evaluating the revenue and maintenance costs for charging points. |
| Regional Transport Strategy Update | 12 | <p>With reference to item 11 of the Minute of Meeting of 25 November 2016 Neil Macrae, Partnership Manager submitted a Report providing an update on the Regional Transport Strategy Refresh and seeking approval for the overarching vision/objectives of the Strategy and timetable for the statutory consultation on the final draft document. The Report highlighted the Regional Transport Strategy's vision "To deliver connectivity across the Highlands and Islands which enables sustainable economic growth and helps communities to actively participate in economic and social activities".</p> <p>The Report stated that the high-level objectives and transport objectives for the RTS were to:</p> <ul style="list-style-type: none"> • Support sustainable economic growth across the region • Reduce barriers to participation in employment, learning, social, leisure, health & cultural activities • Reduce journey times and improve journey reliability & resilience. • Improve/maintain the safety of transport and travel. • Tackle capacity constraints across the network. • Improve the quality, accessibility, affordability and integration of travel. <p>It was agreed to:</p> <ol style="list-style-type: none"> (1) approve the Regional Transport Strategy Vision and the Objectives as set out in the Report and in the final draft version of the document which was included as appendix to the Report, incorporating the comments made at the Meeting; and (2) authorise the Partnership Director and HITRANS Chair to approve any final changes to the document in advance of issuing a draft for public consultation in March 2017. |
| Inverness Airport (Dalcross) Station Update | 13 | <p>With reference to item 14 of the Minute of Meeting of 25 November 2016 Frank Roach, Partnership Manager submitted a Report providing an update of progress on the Inverness Airport Dalcross station. It was intimated in the Report that a planning application in respect of Dalcross would be presented to the South Planning Application Committee in February 2017.</p> <p>The Report stated that Network Rail had been asked to seek a tender price from contractors BAM. Following the announcement of the 60% support from Scottish Stations Fund (£3.34m), the project partners had identified further local funding towards the project. The initial shortfall for the £5.6m project was circa £1.5m and through a series of joint initiatives an additional £250k had been sourced, raising the total of local contributions to £930k leaving a shortfall of £1.3m. A request to the Minister had been made seeking to fund the shortfall.</p> <p>It was agreed to note the Report.</p> |

Value of Transport Study 14 With reference to item 15 of the Minute of Meeting of 25 November 2016 Mr Neil Macrae, Partnership Manager submitted a Report providing an update on the commissioning of a study to evaluate the wider socio-economic value of the transport network and services within the HITRANS area.

It was agreed to note the Report.

Online Ferry Availability Review April – October 2016 15 Mr Neil Macrae, Partnership Manager submitted a Report in respect of the draft Online Ferry Availability Report (April-October 2016) which had been undertaken in partnership with Comhairle nan Eilean Siar, Argyll & Bute Council and Outer Hebrides Tourism (OHT). The Report intimated that Outer Hebrides Tourism had carried out research on the availability to book car spaces on the CalMac website on selected routes to and from the Western Isles. A draft summary from the work undertaken by Outer Hebrides Tourism was detailed in the Report

The Partnership commend the work undertaken by Outer Hebrides Tourism in recent years which had helped provide an evidence base on a number of pertinent issues on the Clyde and Hebrides Ferry Services network and assist HITRANS and its partner Councils in discussions relating to strategic planning of the network as well as the ticketing and booking systems of the contract operator.

It was agreed that a similar Study would not be undertaken in 2017 but would be reviewed again in future years where the data collected to date would provide invaluable information on trends across the Clyde & Hebridean Ferry Services network.

Active Travel Update 16 With reference to item 22 of the Minute of Meeting of 25 November 2016 Fiona McNally, Active Travel Officer submitted a Report providing an update of active travel projects, in particular the upcoming round of funding for the ERDF 2014-2020 Programme: Low Carbon Transport and Travel (LCTT) Strategic Intervention which was administered by Transport Scotland as Lead Partner. It was intimated in the Report that Transport Scotland had been awarded up to £13.9m until the end of 2018 under the European Regional Development Fund (ERDF) 2014-2020 Programme to deliver a Strategic Intervention with a deadline of 28 February 2017 for submissions.

It was agreed:

- (1) **to note the Active Travel Update; and**
- (2) **to authorise the Partnership Director to make a written response on behalf of HITRANS in advance of the ERDF: LCTT application deadline to highlight the concern of partners that the unavailability of suitable match funding may result in the fund being undersubscribed.**

EUROPEAN PROJECTS

SPARA 2020 – Overview & Progress 17 With reference to item 23 of the Minute of Meeting of 25 November 2016 Ms Jayne Westbrook, European Project Officer submitted a Report providing an update on the Smart Peripheral and Remote Airports (SPARA) 2020 INTERREG IVB Northern Periphery Programme project. It was intimated in the Report that funding had been secured from the Northern Periphery and Arctic Area INTERREG Programme with HITRANS as Lead Partner.

The Report summarised the Progress of the following projects:

- Low Carbon Solutions;
- Non-Aeronautical Services;
- Technology-Driven Solutions;
- Enduring Innovation Network; and
- Social, Culture and Economic.

It was agreed:

- (1) **to note the Report; and**
- (2) **to make joint representation with ZetTrans to the Minister for Transport and the Islands and to Highland and Islands Airports Limited requesting that the Regional Transport Partnerships are included in the route review process.**

G-PaTRA Green Passenger Transport in Rural Areas 18 Julie Cromarty, Public Transport Officer submitted a Report providing an overview of the full stage 1 application to Interreg VB North Sea Region Programme priority: Promoting Green Transport and Mobility. The Report stated that the Partnership had applied for a project worth €466'000 over 3 years, commencing Summer 2017. The intervention rate was 50% from the NSR InterReg programme, and 50% of match funding would be required to be met through contributions from HITRANS and the local authority where the pilot project would be implemented.

It was agreed to note the Report.

CONSULTATION

Climate Change Plan 19 With reference to item 21 of the Minute of Meeting of 25 November 2016 Ranald Robertson, Partnership Director submitted a Report providing an update on the draft Climate Change Plan which was laid before the Scottish Parliament in January and detailed how the Partnership might choose to respond to the related Call for Evidence. The Report summarised the main targets of the Climate Change Plan and the measures that Scottish Government would look to implement in regards to transport to meet the aims of the Plan.

It was agreed:

- (1) To note the Report; and**
- (2) That a joint Regional Transport Partnership response would be made in respect of the draft Climate Change Plan.**

Rail Infrastructure Strategy 20 Frank Roach, Partnership Manger submitted a Report detailing a draft HITRANS response to Transport Scotland's consultation on its Rail Infrastructure Strategy. The Strategy had been designed to inform Scottish Ministers' High Level Output Statement (HLOS) which set out the outputs they wished to purchase from Network Rail in SP6 2019-24, backed by the Statement of Funds Available (SOFA).

It was agreed to authorise the Partnership Director to respond to the consultation on the Rail Infrastructure Strategy on the basis of the draft response and the comments from Board Members.