

Minute of Meeting held in The Chambers, The Town House, High Street, Inverness on Thursday 13 April 2017 at 11.00am.

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 John Cowe, Moray Council Member
 Mr Okain Maclennan, Non-Councillor Member
 Mr Wilson Metcalfe, 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 Richard Gerring, The Highland Council
 Mr Brian Archibald, Orkney Islands Council
 Mr Johnathan Welch, Argyll and Bute Council
 Mr. Fraser Grieve, SCDI
 Mr Rob Clarke, HIE

APOLOGIES

Cllr Robert Macintyre, Argyll and Bute Council Member
 Prof David Gray, Non-Councillor Member
 Mr Iain Mackinnon, Comhairle nan Eilean Siar
 Ms Pip Farman, NHS Highland

IN ATTENDANCE

Mrs. Joanne Gray, Transport Scotland

TRIBUTE

The Chairman indicated that this would be the last Board during the current term and thanked all the Board for their support and contributions.

MINUTES

Minute of Meeting of 3 February 2017 1. The Minute of Meeting of 3 February 2017 was **approved**.

Matters Arising 2. Mr Ranald Robertson provided an update on matters arising since the last meeting. In respect of the A82 Tarbet to Inverarnan Scottish Ministers had confirmed that the improvements would be considered at an event in June and HITRANS would be represented to advocate for a 7.3m wide carriageway. Mr Robertson indicated that the consultation on the Regional Transport Strategy update would commence on 24 April 2017 and the consultation document would include structure plans. Mr Robertson confirmed that representations in respect of the lack of match funding opportunities for Active Travel projects had been made to Scottish Ministers and Transport Scotland.

It was agreed to note the updates.

FINANCE

Revenue Budget Monitoring Report 1 April 2016 to 28 February 2017 3. With reference to item 3 of the Minute of Meeting of 3 February 2017, Mr Mike Mitchell, Partnership Treasurer, submitted a Report which set out the revenue monitoring position for the period to 28 February 2017. 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.

It was agreed to approve the revenue monitoring position for the period to 28 February 2017

PARTNERSHIP

- 2017/18 Draft Business Plan
4. With reference to item 5 of the Minute of Meeting of 15 April 2016 Mr Ranald Robertson, Partnership Director submitted a Report which sought approval of the HITRANS Business Plan for 2017/18. The Business Plan set out how HITRANS would support delivery of Regional Transport Strategy (RTS) during 2017/18, working with constituent councils and stakeholders, with a view to improving transport services across the Highlands and Islands. The Plan included a 2 year Research and Strategy Development Programme. The Draft Business Plan was detailed in the Appendix to the Report,

It was agreed to approve the Business Plan for Financial Year 2017/18 incorporating the comments of Board Members.

- Equalities Duties
5. Mr Ranald Robertson, Partnership Director submitted a Report in relation to the reporting requirements for the Public Sector equalities duties. The Report stated that HITRANS, as a Regional Transport Partnership had a statutory requirement to comply with the requirements of the Equality Act and were required to publish information and progress reports. The Mainstreaming the Equality Duty Report which would demonstrate how HITRANS promoted equality and the Equality Outcome Report detailed the set of outcomes which would enable HITRANS to better perform the general equality duty. The draft progress reports were detailed in Appendix A and B of the Report.

It was agreed to:

- (1) note the contents of the Report; and**
- (2) approve the draft “Mainstreaming of Equality Outcomes” Reports as a basis for publication by 30 April 2107.**

- Scottish Government Review of Ferry Procurement
6. Mr Ranald Robertson, Partnership Director submitted a Report providing an update on a review to be undertaken into procurement processes and state aid requirements for the future funding of Scottish Government Ferry Services. The Report intimated that the review would engage with key stakeholders and look in detail at the implications of the Commission’s response on future tendering, the Teckal exemption and State Aid Rules.

It was agreed to note the Report.

CONSULTATION

- People, Places and Planning Consultation Responses
7. Mr Ranald Robertson, Partnership Director submitted a Report which sought approval to respond to the Scottish Government’s People, Place and Planning Consultation. The Report stated that the consultation paper provided details of proposed changes to the planning system in Scotland, outlined four key areas of change and 20 specific proposals. The Report highlighted the following as being of most relevance to the Regional Transport Partnership:

- Aligning Community Planning and Spatial Planning
- Regional partnership working
- Infrastructure Planning, Funding and Innovation.

The draft final consultation response was detailed at Appendix A the Report.

It was agreed to:

- (1) note the Report; and**
- (2) approve the response detailed at Appendix A.**

- National Transport Strategy Early Engagement Survey Response
8. Mr Neil Macrae, Partnership Manager submitted a Report regarding the National Transport Strategy (NTS) Early Engagement Survey and stated that the review of the NTS would set out the Scottish Government’s vision for transport in Scotland over the next 20 years, look at how to successfully address the strategic challenges facing the transport network and inform the review of the Strategic Transport Project Review (STPR2) by providing a clearly defined set of strategic transport objectives.

The Partnership’s response to Transport Scotland’s Early Engagement Consultation on the National Transport Strategy was detailed in the Appendix to the Report.

It was agreed to note the Report.

RESEARCH AND STRATEGY DELIVERY

- Research/
Strategy/
Development
Programme
2016/17
9. With reference to item 10 of the Minute of Meeting of 3 February 2017 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, changing priorities and funding opportunities identified since approval of the 2016/17 Business Plan at the Partnership meeting on 15 April 2016.

It was agreed to:

- (1) **note the latest budget position for the Research and Strategy Development Programme 2016/17 as detailed in the Appendix to the Report; and**
- (2) **approve the proposal that any underspend in the 2016/17 Research and Strategy Delivery Programme at the end of the financial year be reallocated to Inverness Airport (Dalcross) Station and ERDF Smart Cities projects.**

- Rail Update
10. Mr Frank Roach, Partnership Manager submitted a Report providing information on the various rail workstreams being undertaken by HITRANS. The Report outlined progress and detailed key objectives/outcomes in relation to:
- (1) Train2Ride;
 - (2) Skyefall – Road Rail Solum Sharing on the Kyle Line; and
 - (3) Midnight Train to Georgemas MT2G

It was agreed to note the Report.

- Car Club
Development
11. Mr Neil Macrae, Partnership Manager submitted a Report providing an update on an application to CarPlus for funding of a Development Officer to support the development of existing and new car clubs within the HITRANS area. The Report stated that CarPlus was funded by Transport Scotland to deliver the Developing Car Clubs in Scotland Programme and were currently awaiting final confirmation of 2017/18 funding. As part of the programme, CarPlus proposed to offer funding for Car Development Officers to help establish and support car clubs in new locations in Scotland. The proposed job description was detailed in the Appendix to the Report.

It was agreed to approve the application and proposed remit of the Development Officer together with opportunities for decentralisation of the post.

- Active Travel
Update
12. With reference to item 16 of the Minute of Meeting of 3 February 2017 Fiona Mcnally, Active Travel Officer submitted a Report providing an update of active travel projects. In relation to the Smarter Choices Smarter Places the associated costs for the 'Hltravel umbrella' platform was £10,000 and HITRANS had met with officers in each partner Local Authority and had agreed to pay £5,000 towards the development of the platform, with each authority contributing £1,000. The Report provided an overview of Community Links Applications within the HITRANS area. Funding applications had been submitted in relation to the North Bridge Project and the Inverness Railway Station Improvements Project.

It was agreed to note the Active Travel Update.

- Inverness Airport
(Dalcross)
Station Update
13. With reference to item 13 of the Minute of Meeting of 3 February 2017 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 planning permission for the station had been obtained. A funding gap of £1.3m remained between the £5m Network Rail estimate for construction and the funds raised from local partners and the Scottish Stations Fund and steps were being taken to reduce this.

It was agreed to note the Report.

Bus Passenger Survey – Highlands and Islands Results 14. Mr Neil Macrae, Partnership Manager submitted a Report providing a summary of the Bus Passenger Survey conducted in Autumn 2016 by Transport Focus. The survey had been supported by HITRANS to ensure that a robust sample size was surveyed in the HITRANS area.

It was agreed to:

(1) note the Report; and

(2) approve HITRANS support of the survey in the future as an invaluable evidence base for understanding passenger satisfaction for local bus services and supporting future policy development.

Oban Hub Presentation 15. Mr Frank Roach gave a presentation detailing proposals for the Oban Hub Transport Interchange. Mr Roach detailed visualisations of the Hub and detailed the next steps in developing the proposals.

It was agreed to note the Presentation.

Low Carbon/ Electric Vehicle Strategy 16. Mr Neil MacRae, Partnership Manager submitted a Report seeking the Partnerships comments on the proposed scope for a commission to develop a strategy and action plan in support of the roll out of Electric Vehicles within the HITRANS area. The Report stated that there was an absence of an overarching strategy and policy for supporting the roll out of Electric vehicles and supporting charging infrastructure within the HITRANS area and there was a need for consideration of consistent policies around deployment, operation and maintenance of EV chargers as well as areas such as promotion and marketing.

It was further stated that HITRANS officers had met with partner local authorities to discuss the scope of a commission to develop an Electric Vehicle / low carbon strategy for the area as identified in the draft updated Regional Transport Strategy delivery plan and were liaising with colleagues in Transport Scotland to ensure that there was synergy with any work being undertaken at a national level.

It was agreed to note the Report.

EUROPEAN PROJECTS

SPARA 2020 – Overview & Progress 17. With reference to item 17 of the Minute of Meeting of 3 February 2017 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 intimated in the Report that representatives from HITRANS, Sundsvall, Storuman, SENSEC and RGU had met with Desk Officer Kirsti Mijnhijmer and Head of Secretari at Ole Damsgaard at the NPA Offices in Copenhagen to discuss the ongoing major budget change.

It was agreed to note the Report.

ERDF Smart Cities: the 8th City 18. Mr Neil MacRae, Partnership Manager submitted a Report which sought approval to employ a Project Co-ordinator to assist with the delivery and administration of the ERDF Smart Mobility project being undertaken in partnership with The Highland Council following a successful application to the Smart Cities work stream - a collaborative ERDF funded Strategic Intervention entitled 'Scotland's 8th City – the Smart City'.

It was agreed to support the recruitment of a full-time Project Co-ordinator (Temp contract est. 18 months) to assist HITRANS and the Highland Council with the implementation and delivery of the ERDF Smart Cities – Smart Mobility Project.

Reopening of
Evanton Rail
Station Survey

19. Mr Richard Gerring, The Highland Council, submitted a Report providing an update on the outcome of the public consultation survey for the potential reopening of Evanton Rail Station. The reopening of Evanton Rail Station had been identified as a local priority by the Ross & Cromarty Area Committee of The Highland Council and consultation had taken place with the wider community. A total of 779 responses had been received to the consultation survey and were detailed in Appendix 1 to the Report.

It was agreed to:

- (1) note the content of the Report and the survey summary information; and**
- (2) consider what support HITRANS could offer to the development of a business case for the reopening of Evanton Rail Station potentially alongside the trunk road maintenance works at Cromarty Bridge.**

Highland Council
Update for
Community Links
PLUS 2014
Funding Bid

20. Mr Richard Gerring, The Highland Council, submitted a Report providing an update on the Community Links PLUS funding bid for the Inverness City Active Travel Network project. The Report stated that after the second Community Links PLUS announcement The Highland Council submitted a modified proposal based on feedback previously received. The Inverness City Active Travel Network 2017 Project was one of five projects to successfully go through to the final stage and had been invited to make a final submission by 14 July 2017. The project aimed to deliver a comprehensive active travel network across the City of Inverness that would aim to double the levels of cycling.

A 'Shadow Project Board' (SPB) had been put in place to assist with the project management and governance requirements and it was intended to include a representative from HITRANS on the SPB.

It was agreed to:

- (1) note the Report; and**
- (2) consider what support HITRANS could offer Highland Council through representation on the Shadow Project Board, letter of support from the HITRANS Board, and any other assistance to increase the chances of success for the Inverness City Active Travel Network Project funding bid.**