

Minute of Meeting held in the
Stotfield Hotel, Lossiemouth on
Friday 23 June 2017 at 9.00am.

PRESENT

Cllr Uisdean Robertson, Comhairle nan Eilean Siar Member
Cllr John Cowe, Moray Council Member
Cllr Graham Sinclair, Orkney Islands Council Member
Cllr Allan Henderson, The Highland Council Member
Mr Wilson Metcalfe, Non-Councilor Member
Prof David Gray, Non-Councilor Member
Mr Okain McLennan, Non-Councilor Member

IN ATTENDANCE

Cllr James Stockan, Orkney Council Member, Substitute Member
Cllr Gordon Cowie, Moray Council, Substitute Member
Mr Ranald Robertson, Partnership Director
Mr Neil MacRae, Partnership Manager
Mr Mike Mitchell, Partnership Treasurer
Ms Jayne Westbrook, European Projects Officer
Mr Derek Mackay, Partnership Secretary
Mr Johnathan Welch, Argyll and Bute Council
Mr David MacLeod, Orkney Islands Council
Mrs. Nicola Moss, Moray Council
Mr Brian Archibald, Orkney Islands Council
Mr Richard Gerring, The Highland Council
Ms Pip Farman, NHS Highland
Mr Rob Clarke, HIE
Mr Daniel Lafferty, Transport Scotland

APOLOGIES

Cllr Kenneth Macleod, Comhairle nan Eilean Siar, Substitute Member
Cllr Roderick McCuish, Argyll and Bute Council
Cllr John Armour, Argyll and Bute Council, Substitute Member
Cllr Hugh Morrison, The Highland Council, Substitute Member
Cllr Gordon Cowie, Moray Council, Substitute Member
Mr Frank Roach, Partnership Manager
Mr Iain Mackinnon, Comhairle nan Eilean Siar
Mr Fraser Grieve, SCDI

APPOINTMENT OF CHAIR AND VICE-CHAIR

- | | | |
|------------------------------|---|---|
| Appointment of
Chair | 1 | <p>The Partnership Director Chaired the Meeting and called for nominations for Chair of the Partnership Board. Mr Okain McLennan, seconded by Mr Graham Sinclair, moved the appointment of Mr Allan Henderson.</p> <p>There being no further nominations, the Partnership Director declared that Mr Allan Henderson had been duly elected as Chair of the Partnership Board.</p> |
| Appointment of
Vice-Chair | 2 | <p>The Chair called for nominations for Vice-Chair of the Partnership Board. Mr David Gray, seconded by Mr Wilson Metcalfe, moved the appointment of Mr John Cowe.</p> <p>There being no further nominations, the Chair declared that Mr John Cowe had been duly elected as Vice-Chair of the Partnership Board.</p> |

MINUTES

- | | | |
|---|---|--|
| Minute of Meeting
of 3 February 2017 | 3 | <p>The Minute of Meeting of 3 February 2017 was approved.</p> |
|---|---|--|

- | | | |
|-----------------|---|---|
| Matters Arising | 4 | <p>Mr Ranald Robertson indicated that:</p> <ul style="list-style-type: none"> • an announcement in respect of the A82 carriageway width between Tarbet and Inverarnan was expected shortly; • a meeting with Transport Scotland in respect of the Low Carbon/Electric Vehicle strategy had been held; • the bid for Community Links Plan Funding by The Highland Council had been successful; and • HITRANS and The Highland Council would discuss options for the reopening of Evanton Station before undertaking some work on the business case for the proposed station. |
|-----------------|---|---|

It was agreed to note the update.

FINANCE

- | | | |
|----------------------------|---|--|
| 2016/17 Unaudited Accounts | 5 | <p>Mr Mike Mitchell submitted a Report detailing the unaudited Annual Accounts for 2016/17. The Report stated that the Accounts summarised transactions and provided the year end position as at 31 March 2017. The Accounts detailed a balanced budget which allowed HITRANS to meet its legal obligation of breaking even over the financial year.</p> |
|----------------------------|---|--|

It was agreed to approve the Unaudited Accounts for the year ended 31 March 2016.

- | | | |
|--|---|---|
| Revenue Budget Monitoring Report 1 April 2016 to 31 May 2017 | 6 | <p>Mr Mike Mitchell submitted a Report detailing the final outturn revenue monitoring position for the year end to 31 March 2017. The Report stated the annual budget had been approved at the Board Meeting of 5 February 2016 and had subsequently been amended for the inclusion of the 2015/16 underspend of £7,231 and the North Bridge to the UHI Inverness Campus Grant as part of the Community Links Project. The Report detailed the major issues and variances and indicated that the final outturn figure detailed an underspend of £6,610.</p> |
|--|---|---|

It was agreed to approve the final outturn revenue monitoring position for the year to 31 March 2017

PARTNERSHIP

- | | | |
|-----------------------------|---|--|
| National Transport Strategy | 7 | <p>Mr Daniel Lafferty, Transport Scotland, gave a presentation on the Scottish Governments National Transport Strategy. Mr Lafferty detailed the approach to engagement and provided an overview of the key findings from the early engagement survey. Members were afforded the opportunity of asking questions of Mr Lafferty.</p> |
|-----------------------------|---|--|

It was agreed to note the presentation.

RESEARCH AND STRATEGY DELIVERY

- | | | |
|---|---|--|
| Research/ Strategy/ Development Programme 2017/18 | 8 | <p>Mr Ranald Robertson submitted a Report providing an update 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 the approval of the 2017/18 Business Plan. A summary of the delivery of the Programme was provided in the Appendix to the Report. The Report summarised the key Programme changes as follows:</p> |
|---|---|--|

- Introduction of a new item with a budget of £75,000 after confirmation of HITRANS securing an award to that value from the Community Links fund for community engagement, feasibility and design of active travel enhancement associated with Inverness Station Redevelopment.
- Introduction of a new budget item of £5,000 as match funding for a project led by HIAL to look at the economic case for developing more lifestyle air services to supplement existing lifeline networks.
- Introduction of a new budget item of £5,000 as match funding with Argyll and Bute Council and potentially HIE to investigate the business case for improved air links to Oban.

- Increased budget for Regionally Significant Project Development from £30,000 to £50,000. Projects identified within this budget included a number of significant pieces of work including STAG related research on the following Transport Planning Objectives – Corran Crossing Options; Argyll Internal Ferry Services; Scoping / option appraisal work will also be carried out on Short Sea Crossing Opportunities and Oban Interchange Development.
- Increased budget for Regional Transport Strategy development from £5,000 to £7,500.

It was agreed:

- (1) **to approve the amendments to the Research and Strategy Development Programme 2017/18 as detailed in the Appendix to the Report;**
- (2) **the Partnership Director would examine the options to ensure effective engagement in relation to transportation with the Convention of the Highlands and Islands; and**
- (3) **to note that the outcomes of the study on the value of transport would form part of the response to the National Transport Strategy.**

Smart Islands – Transport Opportunities	9	Mr Ranald Robertson submitted a Report detailing the opportunity Islands offered as Transport Living Labs for the development of SMART Projects. The Report stated that this would reflect on the potential for similar work in our Islands as the pioneering “Scotland’s 8 th City – The SMART City” work being led by Scottish Cities Alliance. A range of SMART Islands Projects were suggested in the Report many of which would be transferable among island communities.
---	---	---

It was agreed to note the Report.

Rail Update	10	Mr Ranald Robertson introduced a Report providing a summary a number of rail work streams being undertaken by HITRANS: The report detailed the key objectives, outputs and action plans for the following projects: <ul style="list-style-type: none"> • Train2Ride • Skyefall – Road Rail Solum Sharing in the Kyle Line • Midnight Train to Gerogemas MT2G • Inverness Airport Dalcross • Oban Hub
-------------	----	---

It was agreed to note the Report.

Skye Air Service Progress update	11	Mr Neil MacRae submitted a Report providing an update on progress with the work of HITRANS and its partners, The Highland Council and Highlands and Islands Enterprise to re-introduce scheduled air services between Skye airport and the central belt. The Report stated that HITRANS had approved the Executive Summary and Development Strategy within the Skye Air Services Business Case in September 2016.
-------------------------------------	----	---

The Report further stated that the Skye Airport Working Group, comprising Officers from the partners, engaged transport consultants to undertake a survey of the airport to inform the capital expenditure figures within the overall Business Case. The Working Group met with representatives from transport Scotland and HIAL who would review the Business Case and provide feedback to the Group. The Working Group would work with other key agencies to identify if there were any opportunities to deliver services in partnership.

It was agreed to note the progress report on reintroducing air services to Skye and support the Working Group in implementing the Development Strategy.

Active Travel Update	12	Mr Neil MacRae presented a Report providing an update on Active Travel Projects within the area. The Report stated that as part of a partnership between HITRANS and Sustrans, HITRANS received a grant of £100,000 from the Community Links programme which Sustrans managed on behalf of Transport Scotland to develop Active Travel Projects within the HITRANS region. The Report highlighted that to date these had included providing funding for a number of feasibility of specific active travel routes, installation of cycle shelters and other small infrastructure improvements. It had also funded active travel counters to each Local Authority in the region and supported a number of marketing and promotional initiatives across the area. A summary of the outline spend for 2016/17 was outlined within the Report.
-------------------------	----	---

It was agreed to note the Report.

Transport Integration 13 Mr Ranald Robertson submitted a Report in respect of multi modal transport integration work at ferry terminals and steps that might be taken to introduce improvements. The Report stated that good quality transport systems that integrated well with one another ensuring seamless journeys with the minimum of barriers would optimise the journey experience. The Report indicated that ferry operators faced a particular challenge in balancing the needs of a diverse customer base with differing priorities and while the easiest way to serve all market segments was offered by high frequency other factors such as effective transport interchange and smart ticketing would also be required. The Report further stated that a process ensuring multimodal integration being considered in all aspects of timetable planning should be developed and Regional Transport Partnerships could support this process in partnership with Local Authorities, Transport Scotland and operators.

It was agreed to note the Report.

Air Discount Scheme – Appraisal of Extending Student and Business Eligibility 14 Mr Neil MacRae submitted a Report detailing the summary and conclusions of a Report commissioned by HITRANS, appraising the extension of student eligibility within the Air Discount Scheme, which was undertaken by Reference Economic Consultants. The Report stated that the Air Discount Scheme (ADS) was introduced in 2006. In 2011 Scottish Government restricted eligibility with ADS only applying to non-business trips. It was indicated in the Report that this was relaxed somewhat in July 2012 when ADS was reinstated for business trips made by those working in the third sector. Further, in April 2015 the level of discount was raised from 40% to its current level of 50%. The Report further stated that in 2016, HITRANS, ZetTrans, Comhairle nan Eilean Siar, Orkney and Shetland Islands Councils, The Highland Council and Argyll and Bute Councils commissioned research to explore the potential benefits, costs and feasibility of reintroducing ADS for all types of business users.

The Report detailed that HITRANS had commissioned Reference Economic Consultants to undertake research with the objective being to assess the feasibility, benefits and cost to Scottish Government of extending ADS to individuals studying in the eligible area but whose main residence, at the time of being offered a place, is elsewhere. The summary and the conclusions from the research were detailed in the Appendix to the Report

It was agreed to approve the summary and conclusions of the Appraisal of Extending Student Eligibility within the Air Discount Scheme Report.

Car Club Development Update 15 Mr Neil MacRae submitted Report to update Members of a partnership between HITRANS and CarPlus which had enabled HITRANS to fund a Development Officer to support the development of existing and new car clubs within the HITRANS area over the following ten months. The Report stated that CarPlus was funded by Transport Scotland to deliver the Developing Car Clubs in Scotland programme.

It was agreed to note the Report and that the opportunities for the new Development Officer to explore during the period of this partnership with CarPlus would include the UHI Inverness Campus.

EUROPEAN PROJECTS

SPARA 2020 Project Report 16 Ms Jayne Westbrook submitted a Report which provided an update on the SPARA 2020 INTERREG IVB Northern Periphery Programme project that had secured funding from the Northern Periphery and Arctic Area INTERREG Programme with HITRANS as Lead Partner. The Report stated that Smart Peripheral and Remote Airports (SPARA2020) was a 3 year, €2.4 million Northern Periphery and Arctic Programme Project, designed to address the challenges facing peripheral & remote airports. It was highlighted in the Report that SPARA aimed to maximise revenues at these peripheral and remote airports, and increase their self-sufficiency and resilience long-term.

The Report stated that the Northern Periphery and Arctic Programme 2014-2020 was co-funded by the ERDF. It was indicated in the Report that HITRANS was the lead partner of the project and the project activities were detailed within the Report.

It was agreed

(1) to note the Report; and

(2) that Mr Ranald Robertson would circulate the Robert Gordon University Report on the social and cultural importance of remote airports.

INCLUSION Project Report 17

Ms Jayne Westbrook submitted a Report which provided an update on HITRANS involvement in the recently approved Horizon 2020 project, INCLUSION. The Report stated that INCLUSION was approved in May 2017 and focused on more accessible and inclusive mobility solutions for European prioritised areas. It was highlighted in the Report that the project aimed to understand, assess and evaluate the accessibility and inclusiveness of transport solutions in these areas, identify gaps and unmet needs, propose and experiment a range of innovative and transferable solutions, ensuring accessible, inclusive and equitable conditions for all and especially vulnerable user groups. The Report indicated that INCLUSION was led by Softeco, based in Italy, and included 13 project partners from across Europe.

The Report further stated that Innovative solutions would be trialled through real-life experiments, titled Innovation Pilot Labs. It was indicated in the Report that the focus and objectives of the Innovation Pilot Lab could include:

- Feasibility and project development with stakeholder engagement to support enhanced mobility amongst prioritised groups
- Governance issues related to mobility management
- Development and implementation of traveller information strategies for vulnerable groups
- Development of a central application programming interface to capture multiple information sources presented as open data
- Integrated ticketing between rail and bus
- Lift sharing scheme or car club

It was agreed to note the Report.

G-PaTRA Green Passenger Transport in Rural Areas 18

Mr Neil MacRae submitted a Report which provided an update on a successful application to Interreg VB North Sea Region Programme Priority 4: Promoting Green Transport and Mobility for the project G-PaTRA that sought to deliver a number of Green Passenger Transport solutions in rural areas. The Report stated that following an initially unsuccessful application, a revised application was submitted for the project G-PaTRA Green Passenger Transport in Rural Areas with a new consortium led through Robert Gordon's University as lead partner. The key objectives of the project were to:

- (1) Enhance the capacity for authorities to reduce CO2 from remote, rural and Island transport by embedding more zero emission vehicles in rural transport systems and improving, optimising and better integrating available passenger resources.
- (2) Identify green, innovative, integrated transport services and new organisational and ownership models to allow transport operators to deliver on the project aims of providing a sustainable rural public transport network.

The main goals of the Project were highlighted as follows:

- Reduce greenhouse gas emissions
- Enhance access, mobility and social inclusion
- Reduce per passenger subsidy costs
- Modal shift

The Report further stated that HITRANS had applied to undertake projects up to a value of €466,000 over the following three years with the primary project involving the deployment of an electric bus on a local service within the Moray area of the Cairngorms National Park. The intervention rate from the North Sea Region Interreg Programme was 50% and required 50% match funding to be met through contributions from HITRANS and the local authority where the pilot project would be implemented. HITRANS would seek to use the successful application to draw in additional match funding that could be used to enhance the core deliverables identified in the project and to offset the level of local contribution required.

It was agreed to note the Report.

Mr Neil MacRae submitted a Report which provided an update on the ERDF Smart Mobility project being undertaken in partnership with The Highland Council following a successful application to the Smart Cities workstream – a collaborative ERDF funded Strategic Intervention entitled 'Scotland's 8th City – the Smart City'. The Report stated that Inverness was a member of the Scottish Cities Alliance (SCA) along with Aberdeen, Dundee, Edinburgh, Glasgow, Perth and Stirling and the Scottish Government. The Report highlighted that the SCA focused on three workstreams including low carbon, infrastructure and smart cities. It was indicated that Smart Cities used data and technology to enhance the delivery of city services, promote economic growth, increase sustainability and engage more actively with its citizens. The Report further stated that to further the Smart Cities workstream Scotland's Cities were undertaking a collaborative ERDF funded Strategic Intervention entitled 'Scotland's 8th City – the Smart City'.

The Report stated that, at the HITRANS Partnership Meeting in September 2016, approval was given to support the £1,000,000 Smart Mobility project for the Inverness City Region which included a number of Intelligent Transport solutions which were detailed in the Report. The Report indicated that It was hoped to appoint a Smart Mobility Project Officer in July 2017 who would assist HITRANS and Highland Council Officers in the implementation of the project and its administration including submitting financial claims.

It was agreed to note the Report.