

Item:

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Minute of Meeting held in  
HITRANS Office, Inverness on  
Tuesday 2 June 2015 at  
11.00am.

PRESENT	Cllr. James Stockan (Chair), Orkney Council Member Cllr. John Mackay, Comhairle nan Eilean Siar Member Prof. David Gray, Non-Councillor Member Mr Wilson Metcalfe, Non-Councillor Member Mr Okain Maclennan, Non-Councillor Member (in the Chair)
IN ATTENDANCE	Mr Ranald Robertson, Partnership Director Mr Frank Roach, Partnership Manager Mr Neil MacRae, Partnership Manager Mr Mike Mitchell, Partnership Treasurer Mr Derek Mackay, Partnership Secretary Ms Fiona McNally, HITRANS Ms Julie Cromarty, HITRANS
APOLOGIES	Cllr. Thomas Prag (Vice-Chair), The Highland Council Member Cllr. John Cowe, Moray Council Member Cllr. Robert Macintyre, Argyll and Bute Council, Substitute Member Mr Iain Mackinnon, Comhairle nan Eilean Siar Mr Fergus Murray, Argyll and Bute Council Mr Fraser Grieve, SCDI Ms Pip Farman, NHS Highland Mr Gavin Barr, Orkney Islands Council Mr Steven Cooper, Moray Council Mr Tony Jarvis, HIE
PRESENT	Cllr. James Stockan (Chair), Orkney Council Member Cllr. John Mackay, Comhairle nan Eilean Siar Member Prof. David Gray, Non-Councillor Member

### CONSTITUTION

- 1 As the Chair was participating by remote link it was **agreed** to appoint Mr Okain Maclennan as Chair for the Meeting.

### MINUTES

- |                                       |   |  |
|---------------------------------------|---|--|
| Minute of Meeting of<br>10 April 2015 | 1 | The Minute of Meeting of 10 April 2015 was <b>approved</b> . |
| Matters Arising                       | 2 | There were no matters arising.                               |

### FINANCE

2014/15 Unaudited 3  
Accounts

The Partnership Treasurer submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2014 to 31 March 2015. The Report detailed the final outturn financial position for the year ended 31 March 2015. The figures detailed an underspend of £15,997, which equated to 0.1% of the total budget. The year to date figures represented the transactions for the year ended 31 March 2015 and were in line with management expectations. The audit of the annual accounts was about to commence, and the underspend was unlikely to change. Current legislation in relation to Regional Transport Partnerships does not allow them to retain reserves, however there was scope to carry forward small underspends on committed expenditure but not incurred at the end of the financial year. This would allow HITRANS to meet its legal obligation of breaking even for 2014/15.

**It was agreed to approve the final outturn revenue monitoring position for the year ended 31 March 2015.**

The Partnership Treasurer advised the meeting a copy of the unaudited accounts would be emailed to all Board Members later today, after the conclusion of the meeting. The Partnership Treasurer also informed the Board a signed copy of the unaudited accounts would be emailed to all Board Members after the accounts were signed. Members are to note that they have received a copy of the accounts, and to note the accounts will be presented to Audit Scotland by the prescribed date of 30 June 2015.

**RESEARCH AND STRATEGY DELIVERY**

Research 4  
Development  
Budget Update  
2015/16

With reference to item 7 of the Minute of Meeting of 10 April 2015 Mr Ranald Robertson submitted a Report providing an update on progress on delivering 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 to:**

- 1) approve the amendments to the Research and Strategy Development Programme 2015/16 as detailed in the Appendix to the Report.**
- 2) make representations to Drew Hendry, SNP spokesperson for Transport, in relation to the Programme**

ScotRail Franchise 5  
Agreement Review

With reference to item 12 of the Minute of Meeting of 10 April 2015, Mr Frank Roach provided an update on the ScotRail Franchise Agreement between Abellio, who took over the franchise on 1 April 2015 and Scottish Ministers. The Report detailed those specific schemes affecting the HITRANS area which were included in the Franchise Agreement. The Report further stated that, apart from the Highland Main Line and Inverness-Aberdeen enhancements, there were no other commitments for additional services and the Partnership would continue to make the case for service improvements with Transport Scotland.

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

Smarter Cities Project	6	<p>Mr Neil Macrae submitted a Report in relation to the Smart Cities workstream. Scotland's Cities, led by Glasgow City Council, were undertaking a collaborative ERDF funded Strategic Intervention entitled 'Scotland's 8<sup>th</sup> City – the Smart City. The Strategic Intervention's outcomes included developing innovative city services, opening up data sets, and increasing citizen engagement. The Strategic Intervention would receive £10m of ERDF funding over the period 2015-20, of which £1.8m was ring-fenced to be used in Inverness and the Highlands and must be supported by match funding. The Report stated that The Highland Council had developed a number of projects in outline form including areas such as Energy Monitoring, Digital Health and Transport. The ERDF contribution to these transport related projects would be £500k while the same amount was required in match funding. It was proposed that HITRANS and The Highland Council each contribute 25% which would involve a contribution from HITRANS in the order of £50,000 each year over the 5 years of the project.</p> <p><b>It was agreed to:</b></p> <ol style="list-style-type: none"> <li><b>(1) support an application in partnership with The Highland Council to the Smart Cities workstream under a collaborative ERDF funded Strategic Intervention; and</b></li> <li><b>(2) support further work to finalise the project detail and costings before a second stage application was submitted for ERDF resources.</b></li> </ol> <p><b>Arising from consideration of this matter it was agreed to consolidate the potential sources of external funding the Partnership was preparing bids for into Gantt Charts that could be presented to future Partnership Meetings.</b></p>
SCARBIKE Project	7	<p>Ms. Fiona McInally submitted a Report in relation to a potential EU project opportunity encouraging active travel, in particular cycling, as a mode of transport in rural areas. The project goals, funding streams and aims were detailed in the Report together with potential project partners.</p> <p><b>It was agreed to note the Report.</b></p>
Branchliner	8	<p>With reference to item 9 of the Minute of Meeting of 6 February 2015 Mr Frank Roach submitted a Report in relation to the Branchliner Project. Branchliner 1 received an STTS award of £20k matched with £5k from each of HITRANS and FCS in order to investigate rail from the Flow Country. Over the next 10-15 years the timber industry needed to transport 4 million tonnes of timber from the wider Flow Country catchment to distant markets. This would have consequences for the fragile public road network, the environment and the neighbouring communities. The storm on 8 January 2015 had created a new urgency for the supply of Flow Country timber with over 325k tonnes of wind blow in addition to the regular movements. To harvest this while it still had value created demand for up to 50 loaded trucks per day on the public road. Within a short space of time HITRANS believes that there will be a need to create a viable rail project based on Kinbrace loading bank with lineside loading in the first instance, but HITRANS would also explore the costs and feasibility of :</p> <ul style="list-style-type: none"> <li>• developing the loading bank to permit more efficient stacking of material and therefore potentially longer trains; and</li> <li>• establishing a more permanent solution with sidings connected to the mainline with a Non-Intrusive Crossover System (NICS) or a permanent connection to mainline.</li> </ul> <p><b>It was agreed;</b></p> <ol style="list-style-type: none"> <li><b>1) to note progress with the Branchliner Project; and</b></li> <li><b>2) to give consideration to the inclusion of a measurement which details the reduction of CO2 emissions as part of the Project outputs.</b></li> </ol>

Innovate UK – 9  
Enhancing  
Customer  
Experience in Rail  
Travel

Mr. Frank Roach submitted a Report in relation to the proposed FASTRAIL project-FreightArranger. The Project was focussed on widening access to intermodal rail freight by making it available to potential less-than-train-load customers who were currently excluded through not having a container, both within UK and through the Channel Tunnel. Web-based backhaul opportunities for rail freight would be enabled for the first time, helping rail compete in service quality with its road competitors, increasing income and profit for the rail industry while reducing CO2 emissions and road congestion. The ultimate vision was collaborative logistics, beneficially empowered by the internet, to bring together different providers to create new and improved freight services for multiple web-based clients.

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

#### **EUROPEAN**

European Funding 10  
Update

Mr. Ranald Robertson submitted a Report indicating that the European Commission formally adopted the Operational Programme (OP) for the ERDF 2014-2020 Programme. The Report stated that Transport Scotland would act as Lead Partner to deliver three interventions which come under the key activity of a 'shift to low carbon economy' which was one of the eleven thematic objectives within the OP, namely:

- Low Carbon Transport Hubs which would provide reliable low carbon refuelling services, enabling an increasing number of sustainable connections between the places where people want to live, work and do business;
- active travel hubs which would provide focal points for cycling and walking routes; and
- National Smart Ticketing Scheme.

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