

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Council Chambers, Old Viewforth, Stirling on Tuesday 25 September 2018 at 10.30am.

Present: Provost Ronnie Proctor (Angus Council); Councillors Mark Flynn (substitute for Councillor Will Dawson), Brian Gordon and Lynne Short (Dundee City Council); Councillors David Illingworth and Andrew Parrott (Perth & Kinross Council); Councillor Jim Thomson (Stirling Council); Bob Benson, Mark Craske, Trudi Craggs and David Scotney (Members).

In Attendance: T Flanagan (Director); G Brown, N Gardiner, N Moran, J Padmore, A Roger and M Scott (Tactran); G Taylor (Secretary) and S Hendry (Secretary Designate); W Scott (Angus Council); E Gourlay (Dundee City Council); S Walker (Treasurer), D Coyne, J Salisbury and A Deans (Perth & Kinross Council); D Hopper and K Argue (Stirling Council); C Windeatt (KPMG) for item 3; S Prentice and E Tait (ScotRail) for item 5.

Apologies for absence were received from: Councillor Bill Duff (Angus Council); Councillor Will Dawson (Dundee City Council); Councillor Alasdair Bailey (Perth & Kinross Council); Councillor Danny Gibson (Stirling Council); and Gavin Roser (Member).

1. **DECLARATIONS OF INTEREST**

None.

2. **MINUTE OF MEETING OF 26 JUNE 2018**

The minute of the meeting of the Tayside and Central Scotland Transport Partnership of 26 June 2018 was submitted and approved as a correct record.

3. **2017/18 AUDITED ANNUAL ACCOUNTS**

There was submitted a joint report by the Treasurer and Director (RTP/18/29) presenting the Partnership's 2017/18 Audited Annual Accounts (unsigned) in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

The Treasurer outlined the audit process and findings and thanked KPMG colleagues for their work over the last few months.

C Windeatt was pleased to report that the 2017/18 Audit was unqualified and summarised the audit and areas of significant risk identified as detailed in Appendix 1 to the report. He also thanked the Partnership's officers for their assistance in undertaking the audit.

Resolved:

- (i) To note the contents of KPMG's Draft Annual Audit Report for the year ended 31 March 2018, as attached at Appendix 1 to report RTP/18/29;
- (ii) To approve the 2017/18 Audited Annual Accounts at Appendix 2 to report RTP/18/29 and authorise the Partnership Chair, Director and Treasurer to sign them.

C Windeatt left the meeting at this point.

4. LOCAL ISSUES PRESENTATION: STIRLING

There was a [presentation](#) by K Argue, Transport Development Team Leader, Stirling Council on the Viewforth Link Road and City Centre Parking Policy & Community Parking Management Plans.

The Viewforth Link Road project is a long identified strategic aim of Stirling Council. A Strategic Transport Appraisal Guidance (STAG) process was undertaken which identified the potential of both the link road and a package of active travel/placemaking improvements to address traffic and placemaking issues to the south of the city centre. The Active travel element is being taken forward utilising the Active Travel Audits developed by Tactran and working in conjunction with Sustrans to develop applications for grant funding for these elements.

The Local Transport Strategy (LTS) is underpinned by 8 strategies, one of which is the Council's Parking Policy Framework which was approved by Committee on 7 June 2018. Consultations are now underway for Stirling City centre and Dunblane Community Parking Management Plans.

T Craggs asked which stakeholders are represented on the parking policy steering groups. K Argue confirmed various key stakeholders including community councils, elected members and members of the public. T Craggs asked how agreement regarding the plans is expected to be reached. K Argue noted that it would be likely that all parties needed to compromise in order to make improvements. T Craggs asked if the plan would be approved by Council before implementing the TRO process. K Argue advised he did not anticipate this would be required unless significant change was required. T Craggs wished Stirling Council all the best with the process and hoped that the process that had been adopted would ensure agreement could be reached.

The Chair thanked K Argue for his presentation.

5. SCOTRAIL SERVICE IMPROVEMENTS 2018 AND 2019

There was a [presentation](#) from Scott Prentice, Head of Business Development, ScotRail on Service Improvements in 2018/19.

S Prentice advised that the new trains had arrived and reports to date had been positive. He provided an overview of the new rolling stock, outlining the introduction of new Electric Multiple Units (EMU) to be introduced between Glasgow and Edinburgh and north to Dunblane and High Speed Trains (HST) which will be introduced on intercity services.

S Prentice provided an overview of the new timetable to be introduced between December 2018 and December 2019 and the benefits this will provide in improving journey times on intercity services, more local services and an increase in passenger seating capacity. A series of regional events will commence shortly in which ScotRail will inform RTPs and key stakeholders regarding the timetable improvements from December 2018 – December 2019. In order for the timetable change to be implemented, he advised the railway between Larbert and Dunblane will close Sunday 14 October to Monday 22 October to enable essential electrification work to be completed. Replacement buses would be provided between Falkirk Grahamston and Perth stations during this period.

The Chair thanked S Prentice for his presentation and invited questions.

Provost Proctor hoped that lessons had been learned from the experiences in England in timetable implementation, suggested promoting parking at stations and he was very pleased with ScotRail's expertise, help and professionalism during the recent Open golf tournament at Carnoustie. S Prentice advised the issues in England had been accounted for and that the recent Open had the highest passenger numbers in rail travel for any event in Scotland.

Councillor Short asked if the ticket pricing would be reviewed. S Prentice advised fares are regulated by the Government and are not being reviewed.

Councillor Parrott was pleased with the update and wondered if there would be scope for the inclusion of Stirling – Edinburgh and Falkirk High – Edinburgh/Glasgow routes in the intercity network. S Prentice advised there are capacity constraints at Edinburgh Waverley that currently prevent this. However, there is a project in the next funding cycle to address Edinburgh Waverley capacity issues. An Express brand is being launched for the Falkirk High – Edinburgh/Glasgow service.

Councillor Thomson said from a Stirling perspective that he was pleased that ScotRail recognised issues at Bridge of Allan. He asked about the wait time regarding the interchange for Polmont/Linlithgow, S Prentice advised 15 minutes in December 2018 timetable, but by the end of 2019 this will drop to 5 – 10 min. However, with on-train journey times being faster, the added interchange time will result in a similar overall journey time.

N Gardiner noted that while being very supportive of the timetable improvements, care would need to be taken for the interim period. For example, during this time Broughty Ferry passengers who currently have direct services to Perth, Stirling and Glasgow will be required to interchange at Dundee, with significant journey time increases. This is likely to affect around 50 of the total 140 daily journeys currently made to/from Broughty Ferry. N Gardiner also asked if there was any progress on the Highland Main Line timetable regarding a pre 9am morning peak arrival from the north at Perth. S Prentice agreed with N Gardiner and would be in contact regarding the management of the journey changes and ScotRail are in discussion with partners and stakeholders regarding the pre 9am service arrival at Perth station.

Councillor Flynn asked if the number of carriages would be increased. S Prentice advised that the timetable has been designed to be scalable, as passenger demand grows, so can the number of carriages.

Councillor Short asked what assistance ScotRail needed from Tactran. S Prentice advised that the ScotRail Communications teams are preparing packs on the timetable changes which will be circulated and will focus on regional communications. The ask is for Tactran to promote the changes and regional events and that any complaints from constituents should be referred to ScotRail if required but hopefully the communication packs will explain the decisions behind changing the timetables.

The Chair thanked S Prentice for his helpful and informative presentation.

6. TRANSPORT (SCOTLAND) BILL 2018

There was submitted a report by the Director (RTP/18/30) seeking the Partnership's approval for the proposed consultation responses to the Scottish Parliament's Rural Economy and Connectivity Committee's call for views on the content of the Transport (Scotland) Bill, and the Scottish Parliament's Finance and Constitution Committee's call for views and questionnaire on the Bill's Financial Memorandum.

The Director gave a [presentation](#) on the main elements of the Bill and outlined the Tactran view on each section.

The Chair thanked the Director for the presentation.

Councillor Short enquired that with the changes proposed as part of the Tay Cities Deal whether an amendment regarding the funding guidelines was required. The Director advised that the financial change was to correct an anomaly from 2005 Act which would help the RTPs going forward until the outcomes of the National Transport Strategy are finalised.

T Craggs stated that she considers the Bill is seeking to centralise powers and duties with Scottish Government and was adding another layer of legislation which could cause more confusion. She also noted that the bus franchising proposals within the Bill would need to be monitored as would the financial commitment to the Scottish Roadwork Commissioner's role.

Resolved:

- (i) To note the introduction of the Transport (Scotland) Bill to the Scottish Parliament on 8 June 2018; and
- (i) To approve the proposed responses to the call for views in respect of the proposed Bill and associated Financial Memorandum, attached at Appendices A and B to Report RTP/18/30.

7. RTS MONITORING FRAMEWORK 2018 PROGRESS REPORT

There was submitted a report by the Senior Strategy Officer (RTP/18/31) asking the Partnership to approve further amendments to the RTS Monitoring Framework and to note progress against the indicators included in the RTS Monitoring Framework 2018 Progress Report.

T Craggs asked why there appears to have been little change in modal share, and why the respective indicators suggested that the numbers walking seemed to be in decline. J Padmore noted that whilst there are some positive trends with some sustainable modes, these improvements are proportionately small in the bigger picture and therefore, currently, appear to be having little effect on the overall mode share. In response to the specific question on numbers walking, J Padmore responded that he didn't know why there appeared to be a decline in the numbers walking and suggested that further investigation of the subject would be useful, perhaps paying regard to trends in how far people travel etc. He noted that walking however remained, proportionally, a significant mode of travel.

T Craggs asked if traffic has increased in Dundee, why CO2 emissions have gone down. J Padmore advised that there were likely to be a number of factors including increase in newer model vehicles, with cleaner engines and lower CO2 emissions.

Mark Craske left the meeting at this point.

Councillor Short stated that Park & Ride in Dundee should be investigated. N Gardiner advised Park & Ride facilities on approaches to Dundee are part of a project proposal included within the Tay Cities Deal submission, with the outcome of this awaited.

B Benson said that for there to be real equality, there needed to be equal access for both disabled and non-disabled people and that confidence and reassurance around travel is required. As soon as people move away from major road networks, access starts to decline; these are issues that affect communities in all aspects, not just travel. B Benson also noted that Rannoch station usage has declined by almost 25% over the period and, although most

remote stations are not accessible enquired why usage declined. Walking and cycling strategies for these areas should be considered to integrate with stations in remote areas to improve access to facilities as well as tourism, to support the overall regeneration of these rural areas. J Padmore agreed that while the majority of the population in the Tactran region do have good accessibility, there are some remote areas where issues such as, poor public transport, access to a car and longer drive time mean that accessibility is particularly difficult and consideration needs to be given on how this can be addressed.

Provost Proctor agreed that there are particular accessibility issues that need to be addressed in rural and remote areas and also agreed that a Park & Ride facility on the northern approach to Dundee City centre should be considered.

Resolved:

- (i) To approve amendments to the RTS Monitoring Framework as set out in paragraphs 3.6 - 3.11 of this report;
- (ii) To note the report on progress against the refreshed Regional Transport Strategy Monitoring Framework as presented in the report and Appendix A to Report RTP/18/31; and
- (i) To endorse further consideration, in association with appropriate partners, be given to promoting the collection of information which measures the ability and confidence of people with mobility difficulties to undertake the whole journey.

8. PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORTING 2017/18

There was submitted a report by the Senior Partnership Manager (RTP/18/32) seeking to update and inform the Partnership on the Partnership's Public Sector Climate Change Duties and seeking approval to remit officers to complete the Public Sector Climate Change Reporting Template for 2017/18 for submission to the Sustainable Scotland Network.

Resolved:

- (i) To agree to note the terms of Report RTP/18/32 and the requirement to report on the Partnership's activities and policies in respect of Climate Change Duties; and
- (ii) To remit to officers to complete and submit the Public Sector Climate Change Reporting Template for 2017/18 to the Sustainable Scotland Network (SSN).

9. LOCAL RAIL DEVELOPMENT FUND

There was submitted a report by the Senior Partnership Manager (RTP/18/33) informing the Partnership of award of grants from Transport Scotland's Local Rail Development Fund (LRDF) for two Transport Appraisals; asking the Partnership to endorse the procurement strategy for the Appraisals and to delegate authority to the Director and Treasurer to award contracts.

Councillor Short requested that a bid be submitted to consider a feasibility study into providing a second floor to the current car park at Queen Street, Broughty Ferry which would enable consideration of a rail Park & Ride system. N Gardiner noted that a second call for applications to the Fund is anticipated and confirmed Tactran would liaise with Dundee City Council colleagues to develop an application for funding.

T Craggs congratulated the team on the success of the applications and asked if consultants SYSTRA had the capacity to resource both the Tay Cities Regional Transport Model and the LRDF appraisals. N Gardiner confirmed SYSTRA is a large consultancy firm with sufficient resource capacity and that quality and availability of staff will be evaluated as part of the procurement process.

Resolved:

- (i) To note and welcome the award of grants from Transport Scotland for two Local Rail Development Fund transport appraisal projects, as outlined within Report RTP/18/33;
- (ii) To endorse the proposed procurement strategy as set out within Report RTP/18/33; and
- (iii) To delegate authority to approve award of contracts for undertaking Local Rail Development Fund Transport Appraisals to the Director and Treasurer.

10. TAY CITIES REGIONAL TRANSPORT MODEL

There was submitted a report by the Strategy Officer (Strategic Connectivity) (RTP/18/34) asking the Partnership to note progress on the development of a regional transport model covering the Tay Cities area and to agree to receive update reports at future meetings.

T Craggs asked if Tactran officers had been surprised at the increase in the cost of this development work. N Gardiner advised the initial £350k estimate had been made when developing the Strategic Outline Case for the Tay Cities Deal and although professional judgment had been used, there was recognition that it was an initial estimate, based on consultation work with local authorities, other RTPs and Transport Scotland. As there has not been a previous regional model for the Tay Cities area, the estimate was based on other regional models such as for Aberdeen City region and Strathclyde area costs.. However, these areas had existing models to build on whereas Tay Cities does not. In addition, the overall costs include a number of variables, such as availability of existing data, new data required to be collected, cost of auditor etc., as well as model development costs.

T Craggs asked where in the range estimate between £417k and £466k was the final cost expected to lie. N Gardiner noted that there were weekly project meetings and monthly financial monitoring meetings in place to manage costs and programme, with the current estimate in the middle of the range given in the report and that the cost estimate included a contingency of approximately £30k.

T Craggs asked whether the on-going maintenance cost of £50k per annum was part of the SYSTRA contract. N Gardiner confirmed it was not.

Resolved:

- (i) To note the progress on the development of a regional transport model covering the Tay Cities area as set out in report RTP/18/34; and
- (ii) To agree to receive update reports at future meetings.

11. ACTIVE TRAVEL PROGRESS UPDATE

There was submitted a report by the Strategy Officer (Sustainable Transport) and the Cycle Training and Development Officer (RTP/18/35) seeking the approval of the award of funding from the 2018/19 Tactran Active Travel Grant Scheme and updating the Partnership on progress with Active Travel projects and initiatives across the region.

Councillor Short noted that the toucan crossing at Arbroath Road, Dundee referred to in Paragraph 3.9 was being funded through participatory budgeting as part of Dundee Decides initiative and sought clarification on the application to the Scheme. N Gardiner advised that the Active Travel Grant application was to fund an adjoining shared use cycling and walking path on the south side of the Arbroath Road to connect the toucan crossing to the wider network. The participatory budget funding of the toucan crossing by Dundee Decides initiative provides an element of match funding for the Active Travel Grant project.

Councillor Short was disappointed that not much walking was mentioned in active travel report, especially since the new walk from Dundee Airport to Broughty Ferry had opened. She also asked if focus on travel to work outside the 9am and 5pm peaks could be considered when working with larger employers within the region. N Gardiner advised that Tactran works with many organisations promoting travel planning through the Travelknowhow website. Also work has recently completed with NHS Tayside and NHS Forth Valley regarding scoping of sustainable staff travel options to major health locations and discussions are ongoing regarding taking this forward with the NHS, bus operators and other active travel organisations.

Resolved:

- (i) To approve the award of grant funding from the 2018/19 Active Travel Grant scheme, as detailed in Report RTP/18/35;
- (ii) To delegate authority to the Director and Treasurer to approve further award of grant funding as discussed in Report RTP/18/35 ;
- (iii) To note progress on the development of a Regional Active Travel Development Fund as outlined in Report RTP/18/35:
- (iv) To note progress on various active travel activities undertaken by the Strategy Officer (Sustainable Transport) and Cycle Training & Development Officer, and:
- (v) To note the Active Travel Task Force Report published by Transport Scotland on 7 June 2018.

12. 2018/19 BUDGET AND MONITORING

There was submitted a joint report by the Director and Treasurer (RTP/18/36) providing an update on the Partnership's Revenue and Capital expenditure for 2018/19.

T Craggs asked why the changes to the financial signing limits were required. The Treasurer confirmed that the change was for practical reasons as the monthly salary bill had increased to over £30k.

Resolved:

- (i) To note the position regarding Core Revenue expenditure as at 31 July 2018 as detailed in Appendix A to Report RTP/18/36;
- (ii) To note progress on and approve the 2018/19 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendix B to Report RTP/18/36;
- (iii) To note progress on the 2018/19 Capital Programme and related expenditure as discussed within the report and detailed in Appendix C to Report RTP/18/360 ; and
- (iv) To agree that the signatory limits in the Partnership's Financial Regulations be revised to amend the limits as follows –
 - Partnership Treasurer – between £10,000 and £40,000;
 - Both Partnership Director and Treasurer – over £40,000.

13. GENERAL CONSULTATIONS

There was submitted a report by the Senior Partnership Manager (RTP/18/37) asking the Partnership to delegate authority to the Executive Committee to consider and approve a response to a Department for Transport consultation on Cycling and Walking Investment Strategy safety review: proposals for new cycling offences and informing the Partnership of consultation responses approved for submission by the Executive Committee under delegated authority.

N Gardiner advised that the UK Government had announced last week that a "route and branch" review of rail franchising is to be undertaken. As a consequence the refranchising of Cross Country Passenger Rail service will not go ahead in 2019.

Resolved:

- (i) To delegate authority to the Executive Committee to consider and approve a response to the Department for Transport's consultation on 'Cycling and Walking Investment Strategy safety review: proposals for new cycling offences';
- (ii) To note the response to the National Council of Rural Advisors consultation on the Future of the Rural Economy in Scotland as approved by the Executive Committee in July 2017, as shown in Appendix A to Report RTP/18/37;

- (iii) To note the response to the Department for Transport consultation on the next Cross Country Passenger Rail Franchise, as approved by the Executive Committee in August 2017, as shown in Appendix B to Report RTP/18/37; and
- (iv) To note the joint response by the RTPs to the Department for Transport consultation on the next Cross Country Passenger Rail Franchise, as shown in Appendix C to Report RTP/18/37.

14. DIRECTOR'S REPORT

There was submitted a report by the Director (RTP/18/38) providing updates on the Councillors Code of Conduct; the Stirling/Clacks and Tay Cities City Deals; activity and engagement through the RTP Chairs Forum including proposed meeting with the new Cabinet Secretary; latest news on the National Transport Strategy and Strategic Transport Projects Review; Active Travel funding for RTPs; an update on Cyber Security and other matters of interest and relevance to the Partnership.

The Director advised that following the previous decision by the Partnership to recruit to the non-councillor vacancy, no applications had been received by the closing date of 28 August 2018. After discussion it was agreed to continue with 4 members for the next 12 months and give consideration on whether to re-advertise in summer 2019.

Councillor Short mentioned the 50% funding of the PKC Graduate Placement and asked if Dundee City Council or Angus Council could have a similar arrangement. The Director advised there was not sufficient budget left to be allocated this financial year to support further graduate placements but this could be considered in future, possibly on a rotation basis with each local authority.

B Benson welcomed the Communications Strategy and Directors' Blog.

Resolved:

- (i) To note the outcome of the advertising process for the non-councillor member vacancy and to continue with 4 members for the next 12 months and give consideration on whether to re-advertise in summer 2019.
- (ii) To note the confirmation of the adoption of the revised Code of Conduct for Councillors by the Scottish Parliament that came into force on 9 July 2018;
- (iii) To note the positive progress regarding the Partnership's request for inclusion on the Tay Cities Joint Committee and the proposed offer of a non-voting co-opted position for the Tactran Chair;
- (iv) To note the ongoing work on the proposed Terms of Reference for the Regional Transport Working Group for the Stirling & Clackmannanshire City Deal;
- (v) To note the proposed meeting date of 24 October 2018 for the Chair to meet with the new Cabinet Secretary;

- (vi) To note the opportunity to recruit to a Graduate Placement position in partnership with the Transport Planning Team at Perth & Kinross Council and endorses the proposal to share 50% of costs with a contribution from the RTS unallocated budget contingency;
- (vii) To note progress on the reviews of the National Transport Strategy and Strategic Transport Projects Review;
- (viii) To agree the Communications Strategy attached at Appendix E to Report RTP/18/38;
- (ix) To note the items discussed at the recent meeting of the Forum of RTP Chairs on 5 September 2018;
- (x) To note the update on Cyber Resilience, the testing of third party web sites and consequent actions to ensure compliance

15. MEMBERS' ISSUES AND AOCB

Invitation to Cycle Around Perth

The Chair advised that an invitation had been received from Dr Sam Bird inviting members of Tactran to cycle round Perth. Councillor Illingworth and M Scott expressed an interest in participating.

16. DATES OF FUTURE MEETINGS

10.30 am on Tuesday 18 December 2018 in Forfar

17. VALEDICTORY – GILLIAN TAYLOR, SECRETARY

The Chair thanked the Secretary for her commitment and dedication to the Partnership over the years and wished her a long, happy and well deserved retirement.

The Secretary expressed her gratitude to Partnership staff and members for their support over the years.