

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Wallace Room, Viewforth, Stirling on Tuesday 12th September 2017 at 10.30am.

Present: Provost Ronnie Proctor and Councillor Lynne Devine (substitute for Councillor Bill Duff) (Angus Council); Councillors Brian Gordon and Lynne Short (Dundee City Council); Councillors Alasdair Bailey, Andrew Parrott and David Illingworth (substitute for Councillor Bob Brawn) (Perth & Kinross Council); Councillor Evelyn Tweed (Stirling Council); Trudi Craggs, Mark Craske, Doug Fleming and David Scotney (Members).

In Attendance: E Guthrie (Director); N Gardiner, A Roger and M Scott (Tactran); G Taylor (Secretary); S Walker (Treasurer); E Gourlay (Dundee City Council); C Robertson (Perth & Kinross Council); A Shaw (KPMG); S Prentice and M MacKenzie (ScotRail); R Tricker (ARUP).

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

VALEDICTORY

The Chair noted thanks to Doug Fleming as this would be his last meeting, commenting that Doug's wealth of experience and knowledge would be missed and he thanked Doug for his valuable contribution to Tactran over the years as a member and as Deputy Chair.

1. DECLARATIONS OF INTEREST

Trudi Craggs declared an interest in Item 6 due to membership of the Board of Forth Valley College and in Item 9 having been an reporter to the Scottish Government in relation to the Places, People and Planning Position Statement.

2. MINUTE OF MEETING OF 13 JUNE 2017

The minute of meeting of the Tayside and Central Scotland Transport Partnership of 13 June 2017 was submitted and approved as a correct record.

In relation to Item 10 – Appointment of Non Councillor Members, the Director expressed officer thanks to Doug Fleming for his helpful support and advice during his term as Partnership member and provided an update on progress on appointing to the resultant vacancy. The position had been advertised with 2 applications received, which the Secretary and Director had reviewed against the criteria for appointment and agreed that both should be interviewed. A date was being sought for the Executive Committee to meet to

carry out the interviews. He also advised that the necessary appraisals had been carried out in relation to extension of the appointments of Mark Craske and Gavin Roser and that these had been submitted to Scottish Government for Ministerial endorsement.

3. LOCAL ISSUES PRESENTATION: STIRLING

D Hopper gave a [presentation](#) on Transforming Stirling's Transport Systems which updated progress on the Stirling Local Development Plan, City Region Deal, Programme for Government, Low Emission Zones, Park & Choose, Parking Strategy and adopting an integrated approach to achieving significant modal shift towards more sustainable modes. The City Deal included a strategy for development of peripheral Park & Choose sites around Stirling and 15 kms of new/enhanced Active Travel network linking with the Park & Choose sites and key destinations in and around the City.

The Chair asked for clarification on the strategy for influencing public opinion, including the role of parents in influencing how children travel to/from schools. D Hopper confirmed that increasing the numbers of children walking & cycling to school in Stirling and other communities was a fundamental element of the strategy and that the Council was committed to working with schools, parents and communities to get that part right.

Councillor Devine questioned the concept of shared paths for cyclists and pedestrians noting that, in many instances, current pavements are too narrow to accommodate both. D Hopper advised that he had met with authorities in Denmark regarding this and the principle there was not to mix pedestrians and cyclists. In Stirling the aim is to get both elements right and then consider the car improvements.

M Craske thanked D Hopper for the presentation and suggested early engagement with bus operators in terms of maximising the role and potential of public transport within the strategy, through the possible use of "kick start" initiatives, and also commended the plans for electric vehicles.

D Fleming noted that, although emissions will reduce with the wider introduction of electric vehicles, there may not be enough public funding for the expansion of necessary public and private charging and other infrastructure to be in place and it is, therefore, important that both private and public sectors work jointly to develop the necessary infrastructure and supporting facilities.

The Chair thanked D Hopper for his informative presentation which highlighted a number of challenges for every town and city in Scotland.

4. SCOTRAIL TIMETABLE 2018 PRESENTATION

S Prentice, (Head of Business Development), ScotRail gave a [presentation](#) on the Revolution in Rail programme. He outlined the benefits in the Tactran area and provided details of the new trains that would be introduced. He

advised it would take 2 years to fully implement and integrate the new timetable.

The Chair thanked S Prentice for his presentation and invited questions. Councillor Bailey asked when the new services and timetable material would be in the public domain. S Prentice advised the announcements of the new services would be made by the Minister for Transport as the changes were being funded by Transport Scotland. He confirmed the improvements would begin in May 2018. To enable full implementation the new InterCity trains need to be fully working and infrastructure improvements made first, which is expected by the end of 2019.

Provost Proctor asked if progress could be made towards a more simplified ticketing system. S Prentice confirmed the current system was historical and that plans are being put in place to implement smart ticketing. This means a different suite of tickets will be introduced and the electronic system will calculate the cheapest tickets, however, this technology is 3 – 4 years away.

Councillor Parrott said he was delighted to see the refurbished High Speed Trains (HSTs) coming to Scotland and hoped the trains would be refitted to a high standard. S Prentice confirmed the carriages were being fully refurbished which included more effective and comfortable passenger and increased luggage space.

M Craske suggested the bus industry be consulted in relation to the new timetables to ensure continuing and improved bus/rail integration and S Prentice advised that discussions with the bus industry had already commenced and were moving forward with input from the RTPs.

The Director noted that Tactran has been actively engaged with S Prentice and ScotRail throughout the Revolution in Rail process, with the Partnership's own Tay Estuary Rail Strategy informing this, and that officers are continuing to work with the industry and other RTPs on emerging timetable proposals. He advised of the intention is to re-establish the Regional Rail Forum in the autumn, which will be an opportunity for stakeholders to be engaged in the process. He also advised that the issue of Smart & Integrated Ticketing is being taken forward by Transport Scotland, with development of the national strategy for that having been consulted and reported upon previously.

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

5. 2016/17 AUDITED ANNUAL ACCOUNTS

There was submitted a joint report by the Director and Treasurer (RTP/17/18) presenting the Partnership's 2016/17 Audited Annual Accounts (unsigned) in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

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

A Shaw was pleased to report that the 2016/17 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.

T Craggs suggested that reference to the Auditors concurring with the adoption of the going concern assumption in the preparation of the Annual Accounts, as identified in page 7 of Appendix 1, should also be noted in the Financial Position Key Messages in the Executive Summary on page 3 of Appendix 1 and A Shaw agreed to make this amendment before submission of the signed accounts to the Controller of Audit.

Resolved:

- (i) To note the contents of KPMG's Draft Annual Audit Report for the year ended 31 March 2017, as attached at Appendix 1 to the report; and
- (ii) To approve the 2016/17 Audited Annual Accounts at Appendix 2 to the report and to authorise the Partnership Chair, Director and Treasurer to sign these accordingly.

6. ACTIVE TRAVEL PROGRESS UPDATE

There was submitted a joint report by the Active Travel Officer and Cycle Training and Development Officer (RTP/17/19) seeking approval of award of funding from the 2017/18 Active Travel Grant scheme and providing a general update on Active Travel activity undertaken by the Active Travel Officer and Cycle Training and Development Officer.

The Director noted that, as addressed in the separate report on Partnership Staffing, Nina Gillespie had recently left the post of Active Travel Officer to embark on a course of full-time higher education. The Chair and Director commended the excellent work and contribution Nina had made during her time with Tactran.

Resolved:

- (i) To approve award of grant funding from the 2017/18 Active Travel Grant as detailed in the report;
- (ii) To note the award of grant funding from the 2017/18 Active Travel Grant under delegated authority, as detailed in the report; and
- (iii) To note the progress on various active travel activities undertaken by the Active Travel Officer and Cycle Training & Development Officer as outlined in the report.

7. ACTIVE TRAVEL AUDITS

There was submitted a report by the Active Travel Officer (RTP/17/20) providing the Partnership with an update on the completion of Phase 1 of the Active Travel Audits programme and on proposals for undertaking a second phase.

Reginald Tricker from Ove Arup & Partners gave a [presentation](#) on the Phase 1 Active Travel Audits, which provided an overview of the audit processes employed, main findings and recommendations using Arbroath as an example of the work undertaken in all 8 settlements audited during phase 1 of the programme. As a result of the audits, each settlement now has an Active Travel Report and background information, including comprehensive analysis and mapping of the current and potential active travel networks, along with proposed action plans setting out potential measures and opportunities to inform future active travel investment, including bidding for development and delivery funding through Community Links and other relevant funding programmes. It was noted that, since publication of the report, the Scottish Government had announced a doubling of active travel funding to £80 million per annum for the lifetime of the current Parliament.

The Chair thanked R Tricker for his comprehensive and informative presentation.

Resolved:

- (i) To note the completion of Phase 1 of the programme of Active Travel Audits; and
- (ii) To agree to receive a further report on a second phase of the programme of Active Travel Audits as detailed in the report, to a future meeting.

8. 2017/18 REVENUE BUDGET AND PROGRAMME

There was submitted a joint report by the Director and Treasurer (RTP/17/21) providing the Partnership with a monitoring update on revenue expenditure and seeking approval of a revised 2017/18 Revenue Programme.

Whilst noting and welcoming the proposed allocation of funding towards supporting the development of a Regional Transport Model for the Tay Cities region, T Craggs suggested that a specific budgetary allocation should also be made for supporting the Stirling City Deal. The Director advised that officer discussions on supporting development of the Stirling & Clackmannanshire City Deal were at an early stage, pending conclusion of which the revised Revenue Programme proposed within the report retained an unallocated Contingency provision of approximately £32,000, which would be available to support emerging City Deal and other proposals once these were clarified.

Resolved:

- (i) To note the position regarding Core Revenue expenditure as at 31 July 2017 as detailed in Appendix A to the report;
- (ii) To note progress on the 2017/18 RTS Revenue Programme and related expenditure as discussed in sections 3.3 – 3.45 of the report; and
- (iii) To agree the revised 2017/18 RTS Revenue Programme as detailed in Appendix B to the report.

9. GENERAL CONSULTATIONS

There was submitted a report by the Senior Partnership Manager (RTP/17/22) seeking the Partnership's endorsement of an officer response to consultation by Transport Scotland on Improving Parking in Scotland; noting a joint RTPs response to a Scottish Government consultation on Places, People and Planning Position Statement; seeking approval of a response to a Scottish Government consultation on The Socio-Economic Duty; and asking the Partnership to delegate authority to the Executive Committee to consider and approve a response to a Scottish Government consultation on Free Bus Travel for Older and Disabled People and Modern Apprentices. N Gardiner also advised of the recent publication of a further Transport Scotland consultation, Building on Scotland's Low Emission Zones, which had a deadline of 28 November 2017 for responses.

Provost Proctor indicated his strong support for the parking consultation response, which highlighted the need for policy and procedures to reflect the differing circumstances and needs of urban and rural areas, and looked forward to effective legislation being put in place following the consultation.

T Craggs asked whether the other RTPs were responding to the Socio-Economic Duty consultation. The Director confirmed that this has been discussed at a recent RTP Chairs meeting when all RTPs has indicated the intention to respond requesting the inclusion of RTPs amongst the listed public authorities to be bound by the proposed Socio-Economic duty.

Councillor Devine expressed support for the proposed extension of the free bus travel scheme to include modern apprentices, to provide support for those living in rural areas who may be struggling with the costs of travelling to work and apprenticeships.

Resolved:

- (i) To endorse the officer response to Transport Scotland's Improving Parking in Scotland – A Consultation, as detailed in Appendix A to the report;
- (ii) To note the joint RTP Chairs response to The Scottish Government's Places, People and Planning Position Statement, as detailed in Appendix B to the report;
- (iii) To agree to respond to the Scottish Government's Socio-Economic Duty – A Consultation, as discussed in sections 3.10 – 3.15 to the report;
- (iv) To delegate authority to the Executive Committee to consider and approve a response to Scottish Government's Consultation on Free Bus Travel for Older and Disabled People and Modern Apprentices; and
- (v) To delegate authority to the Executive Committee to consider and approve a response to the Scottish Government's Building Scotland's Low Emission Zones consultation.

10. DIRECTOR'S REPORT

There was submitted a report by the Director (RTP/17/23) updating members on various policy and other matters of interest and relevance to the Partnership and seeking approval to delegate authority to deal with various matters to the Executive Committee.

Resolved:

- (i) To agree to delegate authority to the Executive Committee to consider and approve any representations to the Dundee Local Development Plan 2 and accompanying Environmental Report and Supplementary Guidance for submission by 9 October 2017;
- (ii) To agree to delegate authority to the Executive Committee to consider and approve the Partnership's Public Sector Climate Change Reporting 2016/17 for submission to the Sustainable Scotland Network by 30 November 2017;
- (iii) To note the position regarding input to the development of Community Planning Partnership Locality Outcome Improvement Plans and to agree to receive a detailed report on these to the next Partnership meeting on 12 December 2017; and
- (iv) To note the various other updates and information provided in the report and accompanying appendices.

11. MEMBERS ISSUES AND AOCB

None.

12. DATES OF NEXT MEETINGS

10.30am on 12 December 2017 in Forfar.

The Partnership resolved to exclude the press and public during consideration of the following item of business.

P1 PARTNERSHIP STAFFING

There was submitted and considered a report by the Director (RTP/P4/17) updating the Partnership on progress in implementing previously approved revisions to the Partnership's staffing establishment; seeking approval of a further revision to the approved staffing establishment; confirming the Partnership Director's intention to retire by 1 April 2018; and discussing potential succession planning arrangements.

Resolved:

- (i) To note progress on implementing the previously approved staffing structure as outlined in the report and Appendix A;
- (ii) To approve the revised staffing structure as detailed in Appendix B to the report;
- (iii) To agree to allow the Partnership Director to retire by 1 April 2018; and

- (iv) To remit the Director to continue discussions with the constituent Councils on the Partnership's management arrangements for the transition following the Director's retiral and to report back with details of proposed management arrangements to the December meeting of the Partnership at the very latest, with a special meeting of the Partnership to be held in November 2017 if required, to ensure that appropriate arrangements are in place by 31 March 2018.