TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Committee Room 1, City Square, Dundee on Tuesday 19 March 2019 at 10.30am.

Present: Provost Ronnie Proctor (Angus Council); Councillors Will Dawson, Richard McCready and Lynne Short (Dundee City Council); Councillors Alasdair Bailey, David Illingworth and Andrew Parrott (Perth & Kinross Council); Councillor Jim Thomson (Stirling Council); Trudi Craggs (Chair), Bob Benson, Mark Craske and David Scotney (Members).

In Attendance: T Flanagan (Director); G Brown, N Gardiner, A Low, N Moran, J Padmore, A Roger and M Scott (Tactran); S Hendry (Secretary); W Scott (Angus Council); R Presswood, N Gellatly and E Gourlay (Dundee City Council); D Coyne and A Deans (Perth & Kinross Council); K Argue (Stirling Council); C Windeatt (KPMG for Item 6).

Apologies for absence were received from: Councillor Danny Gibson (Stirling Council).

Prior to the start of the meeting, T Craggs read a eulogy for Councillor Brian Gordon who sadly passed away the previous month and a minutes silence was held.

1.   DECLARATIONS OF INTEREST

T Craggs declared a non-financial interest in Item 14 as she is a Planning Reporter for the Scottish Government and Item 9 due to her involvement with Forth Valley College.

2.   MINUTE OF MEETING OF 18 DECEMBER 2018

The minute of the meeting of the Tayside and Central Scotland Transport Partnership of 18 December 2018 was submitted and approved as a correct record.

3.   LOCAL ISSUES PRESENTATION: DUNDEE

There was a [presentation](#) by P Blakeman, Urban Foresight on Dundee MILL (Mobility Innovation Living Lab). N Gellatly said the main topic was Mobility As A Service (MAAS).

N Gellatly said implementing MAAS was very challenging for the council but it was a long held aspiration of Dundee City Council.

Councillor Short asked if the programming data will be open to all to use? P Blackman confirmed all the data from the trails will be made available through Dundee City Council's open data platform which can be linked to other data

platforms. N Gellatly confirmed one of the main aims of the Scottish Cities Alliance was that the data be shared with all 7 cities.

Provost Proctor advised Angus Council has introduced cashless car parking which seemed to cause great reticence and he enquired how Urban Foresight saw cashless systems progressing in the future?   P Blackman advised the normal practice is to incorporate with local shops to make payments, as currently there are only 20% payments that are cashless.

B Benson asked about measures of success and evaluation and are Urban Foresight confident the targets set are achievable. P Blakeman said the aim is to balance the projects, some are innovative and are likely to leave a lasting legacy. Modal shift is a key aspiration and currently considering how to implement that based on the findings of the pilot. Also considering the cost of travel and fleet maintenance and working closely with national entitlement card to make integrated.

M Scott asked if Bike Share platforms could be integrated? P Blakeman advised Car Clubs have been linked and the aspiration is there for bike share, however, it depends on the willingness of operators to share data.

Councillor Parrot said real development would be to implement free public transport for all. N Gellatly said big policy decisions would require to be made at a national level.

The Chair found the presentation very interesting and hoped Urban Foresight achieved the support and funding levels required to enable progress forward and thanked P Blackman for his presentation.

4.   **LIFTSHARE PROMOTION AND SCOPING**

There was a [presentation](#) by Merry Scott, Client Engagement Manager, Scotland, Liftshare. Merry Scott explained her role within Liftshare and gave details of the new products available through Liftshare and promotional tips on encouraging staff/organisations to travel smarter to work.

Councillor Short asked if Liftshare could be promoted on every organisations intranet service, and could Liftshare not be added onto that? Merry Scott confirmed that is the aim but getting relevant contacts within those organisations can be challenging. Councillor Short advised she is a strong supporter of park and choose, especially EV chargers and wondered if Liftshare would be interested in working in conjunction, Merry Scott confirmed yes as Liftshare's goal is to reduce congestion by any means.

The Chair asked if Liftshare is about changing behaviour, if people don't complete the surveys, is there a means of identifying the behaviour change? Merry Scott confirmed each organisation with a Liftshare licence has a dashboard which details the statistics.

M Craske asked if Liftshare will work alongside the Dundee MILL project to consider ways for data to work, clever ways to integrate? M Scott said Liftshare have engaged with Urban Foresight.

Councillor Illingworth asked about inclusion of smaller employers or businesses. M Scott advised Liftshare is open to everyone and the main website is open to general public but it needs advertising and promotion. Councillor Illingworth then asked about safety issues and concerns. M Scott said this is not usually an issue and Liftshare are becoming more social and interactive e.g. MyPTP can link to social media etc. There is also guidance issued when you log in and sign up, which suggests ways to meet the person for the first time.

5.   **REVIEW OF RISK REGISTER**

There was submitted a report by the Director (RTP/19/03) presenting the Partnership's Risk Register for annual review and approval.

The Chair suggested in section 3, item 3.1 should be downgraded now a full complement of staff was employed, the Director agreed it could be downgraded. The Chair also asked within section 3, item 3.2, was Tactran fully compliant with Cyber Security, the Director confirmed yes, as all IT function was provide by Perth and Kinross Council and therefore, was fully compliant.

Resolved:
(i)   To approve the Risk Register which forms Appendix A to the report; and
(i)   To agree to receive a further report reviewing and updating the Risk Register not later than March 2020.

6.   **AUDIT STRATEGY 2018/19**

There was submitted a report by KPMG, External Auditors (RTP/19/04) detailing the Audit Strategy for the Financial Year ending 31 March 2019. C Windeatt spoke to report and detailed the key points within the Strategy.

Resolved:
(i)   To approve the Audit Strategy for 2018/19.

7.   **CITY REGION DEALS UPDATE**

There was submitted a report by the Director (RTP/19/05) providing an update to the Partnership on the progress made with the Stirling/Clackmannanshire and Tay Cities City Region Deals.

Councillor McCready asked for more details on why HIAL want to move the air traffic control to Inverness. The Director advised a key issue was surveillance which could cause difficulty in landing. HIAL intend to upgrade the radar kit, extending the apron and develop routes by being in a position to

bid for Heathrow slots. There is an Aviation 2050 report currently out for consultation, which Tactran will draft a response to and submit by June 2019.

Provost Procter asked whether City Deal monies could be allocated to the Montrose ring road. R Presswood advised the industrial regeneration section is being led by Scottish Enterprise who are consulting with the four councils to complete a pro forma to develop a programme. The budget is £10m.

Councillor Short commented that in her view, all four of the local authorities within the Tay Cities region should be contributing funding towards investment in Dundee Airport.

Resolved:
(i)   To note the progress made with the Stirling/Clackmannanshire City Region Deal and the Regional Transport Working Group;
(ii)   To note the progress made with the Tay Cities Region Deal and the continuation of Tactran leadership of the projects approved under the Connected Tay theme; and
(iii)   To support the allocation of £10k from the Strategic Connectivity budget for the Tay Cities Aviation Study and endorses the proposed commission in order to inform the Outline Business Case for the draw-down of £9.5m investment in aviation facilities for the region.

8.   **TRAVEL PLANNING UPDATE**

There was submitted a report by the Strategy Officer (Sustainable Transport) (RTP/19/06) providing an update to the Partnership on progress with Travel Planning projects and initiatives across the region

Councillor Short asked about the profile of www.GoToo.com and whether it was something Tactran should be involved in? N Gardiner explained the history behind GoToo and advised that Tactran was in the process of developing a Digital Strategy which was considering all Tactran's Digital Communications and the best way to take this forward. Councillor Bailey said data which detailed the number of visitors for each of the Tactran websites would be good and requested this be collated.

Resolved:
(i)   To note the Travelknowhow Scotland travel planning toolkit submission to Transport Scotland for 2019/20 and to delegate authority to the Director and Treasurer to engage with Shona Drummond Marketing to take forward any additional funding for the 2019/20 programme;
(ii)   To note the revisions on the applications to the Sustainable Travel Grant Scheme 2018/19;
(iii)   To note the funding award from Paths for All for the regional Liftshare promotion; and
(iv)   A further report to be brought back to the Board providing more detailed statistical information regarding visitor numbers as part of the initiative.

9. ACTIVE TRAVEL PROGRESS UPDATE

There was submitted a report by the Strategy Officer (Sustainable Transport) and the Cycle Training and Development Officer (RTP/19/07) asking the Partnership to note progress with various Active Travel initiatives including the Regional Active Travel Development Fund, Mode Share Monitoring, Active Travel Grant, Active Travel Audits; and to approve the draft 2019/20 Tactran Active Travel Grant guidance and criteria and to delegate authority to the Executive Committee to approve the finalised criteria; and to delegate authority to the Director and Treasurer to progress projects arising from Transport Scotland Sustainable Transport budget.

B Benson asked about the overlap between sustainable transport/active travel and the public health agenda and if a wider more sustainable view/work could be developed to mitigate this. J Padmore advised Tactran were working with NHS Tayside and the Stirling Community Planning Partnership covering the issues referred and could bring a summary to the next Board.

Provost Proctor felt cycling from a young age should be promoted and encouraged, especially during the school run. M Scott advised a lot of schools have travel plans and Cycling Scotland require schools to have these to be awarded cycle friendly status.

M Craske said Play on Pedals was a good initiative which had had a lot of uptake and would this continue to be supported? M Scott confirmed Play on Pedals initiatives provide the fleet of bikes, if the uptake continues at current levels, additional support may be required from the Education sector.

Councillor Bailey left the meeting.

Councillor Dawson asked how collaborative working with the Scottish Ambulance Service was progressing. The Director advised there was a recent meeting with the RTP Chairs which was attended by SAS where was a willingness to work together and benefits of doing so was recognised.

Resolved:
(i)   To note progress in taking forward the Regional Active Travel Development Fund, Mode Share Monitoring and Active Travel Grant;
(ii)   To note the potential award of funding from Transport Scotland's 2018/19 Sustainable Transport budget unallocated funding and delegates authority to the Director and Treasurer to progress projects arising from this opportunity for implementation by end of June 2019;
(iii)   To approve the draft 2019/20 Active Travel Grant Scheme criteria and guidance and delegates authority to the Executive Committee to consider and agree final revised 2019/20 ATG criteria;
(iv)   To note progress on various active travel activities undertaken by the Strategy Officer (Sustainable Transport) and Cycle Training & Development Officer; and

(v)   A summary report to be submitted to the next meeting of the Board regarding sustainable transport / active travel and the public health agenda.

10.   LOCAL RAIL DEVELOPMENT FUND UPDATE

There was submitted a report by the Senior Strategy Officer (RTP/19/08) providing an update to the Partnership on Transport Scotland's Local Rail Development Fund.

Resolved:
(i)   To note the progress of the Stirling Strategic Park & Ride study and the Bridge of Earn Transport Appraisal; and
(ii)   To endorse officer discussions with constituent councils and community groups to identify any potential bids to the second call for Local Rail Development Funding.

11.   2018/19 BUDGET AND MONITORING

There was submitted a joint report by the Director and Treasurer (RTP/19/09) providing a monitoring update on the Partnership's Revenue and Capital expenditure.

Resolved:
(i)   To note the position regarding Core Revenue expenditure as at 28 February 2019 as detailed in Appendix A;
(ii)   To note progress on the 2018/19 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B & C; and
(iii)   To note progress on the 2018/19 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D;

12.   2019/20 CORE REVENUE BUDGET

There was submitted a joint report by the Director and Treasurer (RTP/19/10) updating the Partnership on Scottish Government and partner Council contributions towards the Partnership's 2019/20 Revenue Budget and seeking approval of a revised 2019/20 Core Revenue Budget and proposed 2019/20 RTS Revenue and Capital Programmes.

B Benson asked for a breakdown of the funding and how much other partners commit. N Gardiner confirmed he would source the information.

Resolved:
(i)   To note partner Councils' approval of requested Revenue contributions towards the 2019/20 Core Budget;
(ii)   To note the confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2019/20;
(iii)   To approve a revised 2019/20 Core Budget as detailed in Appendix A;

(iv) To approve an initial 2019/20 Revenue Programme budget as detailed in sections 3.7 – 3.34 of the report and agrees to consider approval of a finalised 2019/20 Programme at the Partnership's next meeting on 18 June 2019; and

(v) To note the potential 2019/20 Capital Income and to agree to receive a further report at its next meeting.

13.   **GENERAL CONSULTATIONS REPORT**

There was submitted a report by the Senior Strategy Officer (RTP/19/11) asking the Partnership to approve a response to the Scottish Government's consultation on 'Climate Ready Scotland: Scottish Climate Change Adaptation Programme 2019-2024'; to delegate authority to the Executive Committee to consider and approve responses to the Infrastructure Commission for Scotland consultation 'Initial Call for Evidence and to the Department for Transport's 'Aviation 2050 –the future of UK aviation'; to note responses submitted to Transport Scotland's 'Transportation Noise Action Plan (TNAP) 2019-2023', Office of Road and Rail's 'Improving Assisted Travel – A consultation on changes to guidance for train and station operators on Disabled People's Protection Policy' and Perth & Kinross Council's consultation on a draft 'Crieff Air Quality Action Plan'.

Provost Proctor left the meeting.

B Benson asked J Padmore for clarification on the response to question 6 of the Climate Change Adaptation Programme. J Padmore confirmed he would be happy to amend the response.

Resolved:
(i)   To approve the response to the Scottish Government's consultation on 'Climate Ready Scotland: Scottish Climate Change Adaptation Programme 2019-2024', as detailed in Appendix A;

(ii)   To delegate authority to the Executive Committee to consider and approve a response to the Infrastructure Commission for Scotland consultation 'Initial Call for Evidence and Contributions' consultation;

(iii)   To delegate authority to the Executive Committee to consider and approve a response to the Department for Transport's consultation 'Aviation 2050 – the future of UK aviation';

(iv)   To note the response to Transport Scotland's 'Transportation Noise Action Plan (TNAP) 2019-2023' consultation, as detailed in Appendix B;

(v)   To note the response to the Office of Road and Rail's 'Improving Assisted Travel – A consultation on changes to guidance for train and station operators on Disabled People's Protection Policy', as detailed in Appendix C; and

(vi)   To note the response to Perth & Kinross Council's consultation on a draft 'Crieff Air Quality Action Plan', as detailed in Appendix D'.

14.   **DEVELOPMENT PLANNING CONSULTATIONS**

There was submitted a report by the Senior Strategy Officer (RTP/19/12) asking the Partnership to approve the proposed representations to the Cairngorms National Park Local Development Plan 2020 Proposed Plan; approve the proposed representations to the Supplementary Guidance on Developer Contributions being consulted on by Stirling Council; endorse the proposed representations to the Supplementary Guidance on 'Air Quality and Planning', 'Placemaking' and 'Housing in the Countryside' being consulted on by Perth & Kinross Council; and note the officer comments provided to Dundee City Council and Stirling Council in relation to projects contained with the Tactran Delivery Plan.

T Craggs asked if the Elsick (Aberdeenshire) decision had been taken into account in Stirling Council's proposed Supplementary Guidance on Developer Contributions. J Padmore confirmed that it had.

Resolved:
(i)   To note the current status and next key stages of all seven Development Plans within the Tactran region, as outlined in Appendix A;
(ii)   To approve the proposed representations to the Cairngorms National Park Local Development Plan 2020 Proposed Plan, as contained in Appendix B;
(iii)   To approve the proposed representations to the Supplementary Guidance on Developer Contributions being consulted on by Stirling Council, as contained in Appendix C; and
(iv)   To endorse the proposed representations to the Supplementary Guidance on 'Air Quality and Planning', 'Placemaking' and 'Housing in the Countryside' being consulted on by Perth & Kinross Council, as contained in Appendix D;
(v)   To note the officer comments provided to Dundee City Council and Stirling Council in relation to projects contained with the Tactran Delivery Plan.

15.   **DIRECTORS REPORT**

There was submitted a report by the Director (RTP/19/13) providing updates on the NTS Review; the proposal for consultation on STPR2 via Regional Transport Working Groups; the emerging proposals for High Speed Rail Scotland; the proposals for engagement with RTPs from the Youth Parliament; activity and engagement through the RTP Chairs Forum and other matters of interest and relevance to the Partnership.

Resolved:
(i)   To note the progress made with the NTS2 Review and the draft Vision & Outcomes statement;
(ii)   To note the proposal from Transport Scotland for the formation of Regional Transport Working Groups to take forward consultation on STPR2;
(iii)   To note the items discussed at the RTP Chairs Forum;

(iv)   To note the recommendations of the Scottish Youth Parliament's 'All Aboard' report and specifically the recommendations pertaining to RTPs;

(v)   To note the update on High Speed Rail Scotland and supports the request from transport Scotland to develop the business case for both east and West routes; and

(vi)   To note the progress made on the MaaS Playbook and request a presentation at the next Partnership meeting on proposals to bid into the MaaS Scotland Fund.

16.   MEMBERS ISSUES AND AOCB

None

17.   DATES OF FUTURE MEETINGS

The dates for 2019 were approved as follows:

18th June in Perth
17th September in Stirling
17th December in Forfar