

PARTNERSHIP BOARD MEETING

HELD IN THE SEStran OFFICES, MCDONALD ROAD, EDINBURGH

ON FRIDAY, 20TH APRIL, 2007

10.00a.m. – 11.45a.m.

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Councillor Russell Imrie (Chair)	Midlothian Council
Charles Anderson	Non Councillor Member
Graham Bell	Non Councillor Member
Councillor Neil Calvert	Scottish Borders Council
Councillor Maureen Child	City of Edinburgh Council
Councillor Gordon Edgar	Scottish Borders Council
Councillor Lawrence Marshall	City of Edinburgh Council
John Martin	Non Councillor Member
Councillor Tony Martin	Fife Council
Councillor Jim Philp	Fife Council
Neil Renilson	Non Councillor Member
Councillor Phil Wheeler	City of Edinburgh Council

IN ATTENDANCE:

<u>Name</u>	<u>Organisational Title</u>
John Angell	Falkirk Council
Gillian Bartlett	SEStran Office Manager
Emma Binks	SEStran Receptionist
Pete Collins	East Lothian Council
John Connarty	City of Edinburgh Council (Treasurer)
Elizabeth Cowan	Fife Council (Administrator)

Andrew Dougal	SEStran Communications Officer
Natasha Farrell	Scottish Executive
Andrew Ferguson	Fife Council (Secretary and Legal Adviser)
Iain Henderson	City of Edinburgh Council
Trond Haugen	SEStran Co-ordinator
Keith Irving	SEStran Travel Plan Officer
Ewan Kennedy	City of Edinburgh Council
Alex Macaulay	SEStran Partnership Director
Bob McLellan	Fife Council
Graeme Malcolm	West Lothian Council
Ian Mathie	SEStran Programme Manager
Douglas Muir	Midlothian Council
Alastair Short	SEStran Strategy Manager
Brian Young	Scottish Borders Council

APOLOGIES FOR ABSENCE:

<u>Name</u>	<u>Organisational Title</u>
Councillor Carol Bartholomew	West Lothian Council
Councillor Eddie Carrick	Clackmannanshire Council
Phil Flanders	Road Haulage Association
Councillor Norman Hampshire	East Lothian Council
Councillor Ricky Henderson	City of Edinburgh Council
Andrew Holmes	City of Edinburgh Council
Councillor Allan Jackson	City of Edinburgh Council
Councillor Dave King	West Lothian Council
Jim McFarlane	Scottish Enterprise
Councillor Alice McGarry	Fife Council
Councillor George Matchett	Clackmannanshire Council
Councillor Jim Muirhead	Midlothian Council
Councillor Bishop Shepherd	East Lothian Council
Bob Spears	Falkirk Council
Mac West	Clackmannanshire Council

QUORUM

In terms of Section 6.6.5 of the standing orders it was noted that a quorum of members was not present. Prior to adjourning the meeting to a future date the Chair advised that the Business on the agenda would be discussed in order to inform the future meeting. It was noted that a number of items would be dealt with under delegated powers.

DECLARATIONS OF INTEREST

Councillors Child, Marshall and Wheeler declared an interest as Directors of **tie** Limited.

A1. MINUTES

- (a) **Partnership Board Meeting of 16th February, 2007** - The Minute of the meeting held on 16th February, 2007 was accepted as a correct record. With reference to paragraph 12 regarding fuel prices it was noted that the difference between petrol and diesel fuel prices had dropped significantly.
- (b) **Partnership Board Meeting of 30th March, 2007** - The Minute of the meeting held on 30th March, 2007 was accepted as a correct record subject to Ewan Kennedy and Douglas Muir being shown as "in attendance" and Councillor Jim Dunsmuir as "present".

A2. EDINBURGH - GLASGOW HIGH SPEED LINK

The Board considered a report dated 28th March, 2007 by Trond Haugen, advisor to SEStran, in respect of an outline feasibility study undertaken by consultants with regard to a high speed rail link between Edinburgh and Glasgow. The report outlined the key elements of the Brief, the main findings of the work undertaken with some discussion on these findings. Trond highlighted points in the report, with particular reference to the extensive investment which would be required to provide a complete new build track to provide a high speed service compared to improving the existing line. Concerns were expressed that the recommendation was not to proceed with further investigations into providing a high speed rail link at this time but to limit investigations to improvements to existing services. However, it was noted that implementing a high speed link would cause major disruption to the existing network. Alex Macaulay emphasised that this was only the first step in the process and that all comments would be taken into consideration for future development.

Decision

The Board

- (a) noted the contents of the report and
- (b) instructed the Director to approach relevant partners, including Transport Scotland and SPT, to agree the next steps in investigating possible improvement to the rail services and the network between Edinburgh and Glasgow as indicated in sections 4.3 and 4.4 of the report.

**Alex
Macaulay**

A3. SESTRAN PROJECTS REVENUE BUDGET 2007/08

The Board considered a report dated 2nd April, 2007 by Ian Mathie, Programme Manager, in respect of a revenue budget required to fund a range of studies to begin the process to deliver the Regional Transport Strategy. This budget had been prepared following various consultations and comments made by partner authorities. Some concern was expressed at the sum proposed for the Edinburgh Orbital bus project and it was noted that this would be a study into a major scheme including new build roads if necessary, in addition to alterations to the city bypass and surrounding roads. It was noted that the Scottish Executive had granted funding for the budget and also that a reserve list of projects was contained within the Regional Transport Strategy approved on 30th March, should there be any underspend.

Decision

The Board approved the SEStran Project Revenue Budget for 2007/08.

A4. SUSTAINABLE TRAVEL UPDATE

The Board considered a report dated 22nd March, 2007 by Keith Irving, Travel Plan Officer, advising on progress since 16th February, 2007 on projects for which the Sustainable Travel Liaison Group was currently responsible. These projects included TripshareSEStran, Long Distance Cycling (including the Round-the-Forth Route), Cycle Flow monitoring, Scottish Sustainable Travel Group and School Travel Co-ordinators.

Decision

The Board

- (a) approved the provision of £10,000 on a match funding basis to Clackmannanshire Council for rural traffic calming expenditure in 2007/08 and
- (b) noted (i) the transfer of £15,500 long distance cycling money in 2006/07 from Stirling and Clackmannanshire to Borders Council and (ii) that SEStran were taking responsibility for co-ordination of Round-the-Forth cycle investment.

A5. CONSULTATION ON RAIL LAND SALES

The Board considered a report dated 18th April, 2007 by Alistair Short, Strategy Manager, in respect of a consultation process on the sale of rail land within the SEStran area. Although SEStran had not been notified directly, the constituent councils had been consulted and a draft response had been prepared as outlined in the report. Alistair Short highlighted the main points in the draft response and Alex Macaulay recommended that the words "in consultation with partner Authorities" be inserted into recommendation 1 after the word "Director". Some concerns were expressed that land adjacent to the track at Abbeyhill was for sale. It was noted that this was to be offered exclusively to Railtrack and that there was a general policy in the Edinburgh City Local Plan to protect all rail land for future development. In relation to SEStran not being directly consulted Alex Macaulay advised that the Regional Transport Strategy stated that SEStran would pursue with the Scottish Executive the matter of becoming a statutory consultee on relevant planning applications. Following further discussion it was also noted that Haymarket Platform 0, currently used for the termination of some services, could become permanent in future and that there were no signs at Waverley Station indicating that Fife circle trains departed from Haymarket. Trond Haugen agreed to raise this at the forthcoming meeting with rail operators. Finally concerns were also expressed that a similar situation to Glasgow, with poor transport connections between two railway stations, might be created. However, it was anticipated that the proposed tram service, along with increased bus services, would prevent that occurring.

**Trond
Haugen**

Decision

The Board

- (a) delegated the responsibility for responding to consultations as outlined in the report to the Director, in consultation with partner Authorities.
- (b) agreed that the Property Review Group should be requested to consult directly with SEStran on transport issues and
- (c) approved the proposed outline responses to the current consultation.

**Alex
Macaulay**

B1. MINUTES OF SUB-GROUPS

The Board considered Minutes and a report as follows:-

Chief Officer Liaison Group - 3rd April, 2007

Bus Liaison Group - 3rd March, 2007

Sustainable Travel Liaison Group - 23rd February, 2007

Strategy Liaison Group - 27th February, 2007

Programme Liaison Group - 1st March, 2007 and

Rail Update Report - 9th April, 2007

Decision

The Board noted

- (a) the minutes of the meetings which had been held
- (b) that Cupar Railway Station had been included in the Access for All programme to improve Scottish stations in respect of access for people with physical disabilities and that there was no cost to the Local Authority
- (c) that the additional funding required for the Kirkcaldy Bus/Rail Station pedestrian links was required to fund improvements for pedestrians who required to cross two main roads between these stations and
- (d) that the reference to the "Round the Forth Crossing" in paragraph 2 of the Programme Liaison Group minute should read "Cross Forth Ferry".

B2. 2006/07 CAPITAL/REVENUE BUDGETS

The Board considered a report dated 5th April, 2007 by Ian Mathie, Programme Manager, giving an overview of the capital and non core budget revenue programmes for the 2006/07 financial year. An amended appendix showing the overall monitoring position for the Partnership was circulated. Ian Mathie expressed his thanks to officers of the constituent councils for their help in meeting the targets.

Decision

The Board noted the report.

B3. RTS UPDATE REPORT

The Board considered a report dated 4th April, 2007 by Alistair Short, Strategy Manager, advising that the Regional Transport Strategy and supporting documentation which had been approved by the board on 30th March, 2007 had been submitted to the Scottish Ministers and was awaiting comments/approval, possibly in June/July 2007. The report outlined the proposals for publication and distribution of the strategy document, once approved. Alex Macaulay advised that a protocol for press announcements would be submitted to the next meeting.

**Alex
Macaulay**

Decision

The Board noted

- (a) the contents of the report and

- (b) that hard copies of the report would be available on request but that these would be kept to a minimum in the interests of the environment.

B4. APPOINTMENT OF TRANSPORT PLANNING PROJECT MANAGER

The Board considered a report dated 6th February, 2007 by Ian Mathie, Programme Manager, advising of the appointment of a Transport Planning Project Manager for a temporary period of one year to assist SEStran staff deliver a number of projects funded through the non core revenue budget in the 2007/08 financial year.

Decision

The Board noted the appointment of a Transport Planning Project Manager supplied by the Lindean Partnership.

B5. SCOTTISH EXECUTIVE GRANT-IN-AID AWARD FOR CORE AND ADDITIONAL REVENUE EXPENDITURE 2007/2008

The Board considered a letter dated 29th March, 2007 from the Scottish Executive offering a grant of £1,260,000 to SEStran for core and additional revenue expenditure over the financial year 2007/2008.

Decision

The Board noted the award of grant aid.

B6. SCOTTISH EXECUTIVE GRANT-IN-AID AWARD FOR CAPITAL EXPENDITURE 2007/2008

The Board considered a letter dated 29th March 2007 from the Scottish Executive offering a grant of £14,384,565 to SEStran for capital expenditure in 2007/2008.

Decision

The Board noted the award of grant aid.

B7. FINANCE OFFICERS REPORT

The Board considered a report dated 5th April, 2007 by Donald McGougan, Treasurer, providing an update on the financial position of the Partnership. John Connarty indicated that it was anticipated that there would be around £100,000 of interest in the SEStran account following the production of the final accounts for the 2006/07 year and that this would be used to manage any risks over the following year.

Decision

The Board noted

- (a) the contents of the report
- (b) that it was projected that all expenditure in 2006/07 would

be contained within the approved budgets of the Partnership; and

- (c) that work was ongoing to confirm the final position for 2006/07 and that the financial statements for the year would be presented to the Partnership in June.

B8. HR UPDATE

The Board considered a report dated 5th April, 2007 by Gillian Bartlett, Office Manager, advising on human resource matters relating to recruitment, health and safety, annual pay increase and performance related appraisal.

Decision

The Board noted the report.

B9. RTP CHAIRS MEETING - 29TH JANUARY, 2007

The Board considered a report dated 4th April, 2007 by Alex Macaulay, Partnership Director, advising of business transacted at the meeting of the RTP Chairs held on 29th March, 2007. The report included a number of issues which were to be raised in a letter to the Minister for Transport and gave a brief summary of matters discussed at the joint meeting of the RTP Chairs and CPT representatives which had also been held on 29th March, 2007. There was some discussion regarding the attendance of CPT at Bus Liaison Group meetings with respect to the issue of commerciality.

Decision

The Board

- (a) noted the contents of the report and
- (b) agreed that CPT continue to attend Bus Liaison Group meetings provided there were no commercially sensitive issues under discussion.

B10 SPECIAL LUNCH FOR OUTGOING BOARD

It was noted that a lunch had been arranged for members of the outgoing Board following the meeting.

B11 ANY OTHER COMPETENT BUSINESS

A request was made that a review of the numbers required for a quorum be undertaken. It was also suggested that a reminder be placed in the welcome pack for new members to send a substitute should they be unable to attend Board meetings.

**SEStran
Staff**

Decision

The Board noted that

- (a) a review of the numbers required for a quorum would be undertaken and
- (b) training for new members would be carried out at a date still to be set.

**Andrew
Ferguson**

B12 DATE OF NEXT MEETING

The Chair suggested that the date of the next meeting be changed from 15th June to 29th June. Andrew Ferguson advised on the position regarding the forthcoming elections and the need for additional time for constituent Councils to appoint members to the SEStran Board. The Chair also advised that Natasha Farrell would be moving to Transport Scotland to take up a new post and thanked her for her contribution to the work of the Board, wishing her well for the future. He also expressed his best wishes for the future to all members who were not seeking re-election. Councillor Tony Martin expressed thanks on behalf of all Councillor members to Councillor Imrie for his excellent chairing of the Board and this was seconded by Charles Anderson on behalf of non-Councillor members.

Decision

It was agreed that the next meeting of the Partnership Board would be held on Friday, 29th June, 2007 at 10.00 a.m. in the SEStran Offices.