

PARTNERSHIP BOARD MEETING

HELD IN THE SEStran OFFICES, MCDONALD ROAD, EDINBURGH

ON FRIDAY, 17TH AUGUST, 2007

10.00 a.m. – 12.40 p.m.

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Councillor Russell Imrie (Chair)	Midlothian Council
Charlie Anderson	Non Councillor Member
Councillor Donald Balsillie	Clackmannanshire Council
Graham Bell	Non Councillor Member
Councillor Neil Calvert	Scottish Borders Council
Councillor Eddie Carrick	Clackmannanshire Council
Councillor Maureen Child	City of Edinburgh Council
Councillor Martyn Day	West Lothian Council
Phil Flanders	Road Haulage Association
Councillor Craig Martin	Falkirk Council
John Martin	Non Councillor Member
Councillor Tony Martin	Fife Council
Councillor Greg McCarra	West Lothian Council
Councillor Mark McInnes	City of Edinburgh Council
Neil Renilson	Non Councillor Member
Councillor Mike Rumney	Fife Council
Sandy Scotland	Non Councillor Member
Councillor Connor Snowden	City of Edinburgh Council
Councillor Phil Wheeler	City of Edinburgh Council

IN ATTENDANCE:

<u>Name</u>	<u>Organisational Title</u>
Gillian Bartlett	SEStran Office Manager
Pete Collins	East Lothian Council
John Connarty	City of Edinburgh Council (Treasurer)
Elizabeth Cowan	Fife Council (Administrator)
Andrew Dougall	SEStran Communications Officer
Andrew Ferguson	Fife Council (SEStran Secretary and Legal Adviser)
Trond Haugen	SEStran Advisor
Keith Irving	SEStran Travel Plan Officer
Alex MacAulay	SEStran Partnership Director
Bob McLellan	Fife Council
Graeme Malcolm	West Lothian Council
Ian Mathie	SEStran Programme Manager
Douglas Muir	Midlothian Council
Brian Sharkie	City of Edinburgh Council
Alistair Short	SEStran Strategy Manager
Mac West	Clackmannanshire Council
Brian Young	Scottish Borders Council

APOLOGIES FOR ABSENCE:

<u>Name</u>	<u>Organisational Title</u>
John Angell	Falkirk Council
Councillor Wilma Chalmers	Midlothian Council
Councillor Ian Chisholm	Fife Council
Councillor Jim Fullarton	Scottish Borders Council
Jim Grieve	City of Edinburgh Council
Councillor Ricky Henderson	City of Edinburgh Council
Councillor Joe Lemetti	Falkirk Council
Jim McFarlane	Scottish Enterprise
Councillor Paul McLennan	East Lothian Council
Derek O'Neill	Scottish Executive

ORDER OF BUSINESS

The Chair advised that additional items of business would be taken at Item A11 - Provision of a new Forth Crossing and Item B12 - East Coast Franchise. He also advised that Councillor Ian Chisholm was unable to attend the meeting due to recent health problems and the Board expressed their best wishes for a speedy recovery.

DECLARATIONS OF INTEREST

Councillors Day, Tony Martin, McInnes, Rumney and Wheeler declared an interest as Members of FETA and Councillor Wheeler also declared an interest as a Director of **tie** Limited.

A1. MINUTES

Partnership Board Meeting of 29th June, 2007 - The Minute of the meeting held on 29th June, 2007 was accepted as a correct record.

A2. MATTERS ARISING.

(i) **A13 - Competition Commission: Saltire Cross Express Bus Network -**

Further concerns were raised regarding the outcome of the investigation by the Competition Commission regarding the Saltire Cross Express Bus Network and the action taken by SEStran. The Chair suggested that representation be made to the Transport Minister raising the concerns of Members in regard to the possible effects on public transport users.

Decision

The Board agreed that a representation be made to the Transport Minister expressing concerns in regard to the outcome of the investigation.

Partnership
Director

(ii) **A14 - Relationship with FETA**

It was reported that, following a meeting the Minister regarding the removal of tolls on the Forth Road Bridge, confirmation had been received that the Scottish Executive would fund the removal works and any redundancy costs required as a result of closure. The Minister had also confirmed that neighbouring Councils would still be involved in future management and maintenance of the bridge but that no decision had yet been made on the management of

any future Forth Crossing. The Minister assured SEStran's representatives at the meeting that priority would be given to buses in the redesign of the toll plaza.

(iii) **Appointments to Performance & Audit Committee**

Charles Anderson and Sandy Scotland confirmed their acceptance of their nominations to the Performance & Audit Committee.

(iv) **A6 - Bus Passenger Information Strategy**

In response to a question regarding powers of SEStran to recover costs from bus operators, Alex Macaulay advised that these were being sought.

(v) **B7(iii) - Visit by Scottish Ministers**

Alex Macaulay advised that an invitation had been issued to the Transport Minister to attend the October meeting of the Board.

A3. KIRKNEWTON LEVEL CROSSING

The Board considered a report dated 7th August, 2007 by the Programme Manager in respect of proposals to improve rail safety at Kirknewton Level Crossing. The report outlined discussions which had been held regarding funding of the project and gave indicative funding allocations, including a grant of £100,000 from SEStran in financial year 2007/08 with additional funding from the Scottish Executive and West Lothian Council.

Decision

The Board agreed that £100,000 be granted towards the costs of this project.

Programme
Manager

A4. EDINBURGH ORBITAL BUS PROJECT: RESULT OF TENDER

The Board considered a report dated 8th August, 2007 by Trond Haugen, Advisor to SEStran, detailing the outcome of a tender for a study into the potential of an Edinburgh Orbital Bus Project. Trond Haugen expanded on points in the report and answered questions from Members regarding the tender process.

Decision

The Board approved the appointment of Halcrow Group Limited to undertake this study at a fixed price of £79,793.39 plus V.A.T.

Trond
Haugen

A5. CAPITAL AND REVENUE BUDGETS 2007/08

The Board considered a report dated 7th August, 2007 by the Programme Manager presenting an overview of the Capital and Non-Core Revenue Programmes for the 2007/08 financial year. It was reported that, due to an over allocation in capital funding, some smaller projects had been delayed and it was suggested that, should there be sufficient underspend, some of the cycling projects could be reinstated to the programme. With reference to the Sheriffhall Park and Ride Project it was noted that this had also been delayed due to infrastructure problems but that it should be completed in the near future. It was also reported that the park and ride areas at Ingliston and Hermiston Gate were regularly full by lunchtime and it was noted that additional sites would be developed when funding became available. Alex Macaulay confirmed that a number of projects were listed for inclusion should there be any underspend on the programme.

Decision

The Board

- (a) noted the report; and
- (b) agreed that £600,000 be granted to Midlothian Council to enable the Sheriffhall Park & Ride Project be completed. Programme Manager
- (c) authorised the Partnership Director to manage the spend profile of the Straiton Park & Ride, Seafield Roundabout signalisation and the Sherriffhall Park & Ride Projects. Programme Manager/
Partnership Director

A6. EAST COAST MAINLINE ROUTE UTILISATION STRATEGY (RUS): DRAFT FOR CONSULTATION

The Board considered a report dated 8th August, 2007 by Trond Haugen, Advisor to SEStran, outlining the key elements of the East Cost Mainline Route Utilisation Strategy consultation document and recommending responses to a number of points in the strategy. Trond Haugen highlighted points in the report and responded to questions from Members.

Decision

The Board

- (a) agreed that the Partnership Director submit a formal response to the consultation document along the lines indicated in the report subject to additions to emphasise the need for improvements to train services to the south to encourage increased railway usage; and Partnership Director

Action by

- (b) noted that any other comments could be submitted to the Partnership Director within the next two weeks for possible inclusion in the response. Membership

A7. THE LOCAL AUTHORITIES' TRAFFIC ORDERS (PROCEDURE) (SCOTLAND) AMENDMENT REGULATIONS 2007

The Board considered a report dated 27th July, 2007 by the Partnership Director advising of a consultation from the Scottish Executive on a revision of The Local Authorities' Traffic Regulation Order (Procedures) (Scotland) Regulations 1999 and recommending that SEStran express support for the proposed changes.

Decision

The Board

- (a) noted the proposed changes to the Local Authorities' Traffic Regulation Order (Procedures) (Scotland) Regulations 1999; and
- (b) remitted it to the Partnership Director to respond to the consultation expressing SEStran's support for the proposed changes. Partnership Director

A8. ACOUSTIC SOLUTION PROPOSAL

The Board considered a report dated 6th August, 2007 by the Partnership Director advising on investigations into the provision of a speaker/ microphone system for the SEStran Board Room.

Decision

The Board agreed that firm quotations be sought on a delegate microphone station system and that this be funded from any underspend in the current financial year. Office Manager

A9. SESTRAN MEETINGS SCHEDULE 2007/2008

The Board considered a report dated 7th August, 2007 by the SEStran Administrator advising of a conflict of meetings on the day of the 19th October Board Meeting and suggesting dates for partnership Board Meetings in 2008.

Decision

The Board agreed;

Action by

- (a) that the meeting on 19th October, 2007 be postponed until 26th October; and Office Manager/ Secretary
- (b) the 2008 dates suggested.

A10 DEMAND RESPONSIVE TRANSPORT OFFICER

The Board considered a report dated 2nd August, 2007 by the Strategy Manager advising that the responsibility for the management of Demand Responsive Transport grant monies would be transferring to SEStran along with the Rural Community Transport Initiative and Rural Public Transport Grant Scheme as a combined project, operational from 1st April, 2008. To enable management of this budget it was recommended that a full time Demand Responsive Transport Officer be appointed and that personnel from MVA be seconded to provide professional expertise on a part-time basis until the end of the current financial year. Alex McAulay highlighted points in the report and responded to questions from Members regarding the need for additional resources.

Decision

The Board

- (a) approved
- (i) the appointment on a full time basis of a Demand Responsive Transport Officer to establish and manage an operational system for the allocation and dispersal of grants relating to DRT and address accessibility issues; Partnership Director
- (ii) the part-time secondment of a consultant from MVA develop and utilise the "Accession" model to analyse accessibility to health facilities and employment in the SEStran area and identify where future resources should be focused; and
- (b) noted that the remaining monies allocated to Accessibility Analysis in the current revenue budget should be used to fund the Demand Responsive Transport Officer post prior to April, 2008 and that funding beyond this would come from the administrative element of the grants being devolved from the Scottish Executive.

A11 PROVISION OF A NEW FORTH CROSSING

The Board considered a report dated 16th August, 2007 by the Strategy Manager providing an update on the development of proposals for a new Forth crossing and providing a basis for responding to a consultation which would be commencing on 20th August. Alex Macaulay highlighted points in the report and advised that the word “bridge” in the final line of paragraph 5.3 should be replaced with “multi-modal crossing”. He also confirmed that the response to the consultation would be based on the Regional Transport Strategy.

Decision

The Board

- (a) noted the report; and
- (b) agreed that it should form the basis of a response to the consultation being carried out by Transport Scotland on the provision of an additional Forth crossing, in line with paragraph 5.3 of the report and in consultation with SEStran partners and the Chair.

Partnership
Director

B1. FINANCE OFFICER’S REPORT

The Board considered a report dated 9th August, 2007 by the Treasurer giving details of the financial position of the Partnership in respect of the Revenue Budget and Capital Programme.

Decision

The Board noted that

- (a) it was projected that all expenditure in 2007/08 would be contained within the approved budgets of the partnership;
- (b) all income and expenditure would continue to be monitored closely with updates reported to each Partnership meeting; and
- (c) a further report would be made on suggestions for the use of the £95,000 underspend.

Treasurer/
Programme
Manager

B2. CRAMOND BRIDGE FEASIBILITY STUDY REPORT

The Board considered a report dated 7th August, 2007 by the Travel Plan Officer advising that, following the result of a tender procedure, JMP Consultants had been appointed to carry out a feasibility study into providing a bridge for pedestrians and cyclists

Action by

over the River Almond at Cramond on the west side of Edinburgh as part of the Round the Forth Cycling Route.

Decision

The Board noted the appointment of JMP Consultants to carry out the Cramond Bridge Feasibility Study. Travel Plan Officer

B3. PROPOSED NEW SCOTLAND - NORWAY FERRY SERVICE

The Board considered a report dated 7th August, 2007 by the Partnership Director advising of a proposed new Scotland - Norway Ferry Service and of the steps being taken to seek to ensure that the southern landing point be Rosyth to ensure the maximum benefit for the SEStran area. Representations had been made to the Zetland RTP and the Scottish Executive to request that SEStran be involved in future discussions.

Decision

The Board noted the contents of the report and the proposed action to ensure that SEStran's interests were promoted as part of the proposal. Partnership Director

B4. HOVERCRAFT TRIAL, 16-27 JULY, 2007

The Board considered a report dated 7th August, 2007 by the Communications Officer giving initial results of the trial hovercraft service between Kirkcaldy and Portobello which had been carried out between 16th and 27th July, 2007. Alex Macaulay advised that, following analysis of the statistics and the results of the passenger survey which had been carried out, a further report would be submitted to the Board for consideration. This would include more detailed information, a possible business case and give details of any subsidies which might be required should the service be provided on a permanent basis.

Decision

The Board noted the contents of the report and that a further report would be submitted to a future meeting. Communications Officer

B5. RTP CHAIR'S NOTES

The Board considered the note of meeting of the Regional Transport Partnership Chairs on 28th June, 2007.

Decision

The Board noted the note of meeting.

B6. SCOTTISH MINISTERS HIGH LEVEL OUTPUT SPECIFICATION (RAIL)

The Board considered a report dated 7th August, 2007 by Trond Haugen, Advisor to SEStran, detailing the information required by the Scottish Ministers to allow the Office of Rail Regulation to undertake a review of rail access charges.

Decision

The Board noted the report.

B7. CROSS COUNTRY FRANCHISE

The Board considered a report dated 7th August, 2007 by Trond Haugen, Advisor to SEStran, advising on the outcome of the tendering process for the Cross Country Rail Franchise. Concern was raised regarding a lack of consultation with Falkirk Council regarding the train service between Falkirk and London and Trond Haugen agreed to raise this at a meeting with the rail operators which was to take place the following week.

Trond
Haugen

Decision

The Board noted the outcome of the Cross Country Franchise tender procedure.

B8. HIGH SPEED GROUND TRANSPORT

The Board considered a report dated 9th August, 2007 by the Strategy Manager advising of the SEStran response to a request from the SPT that SEStran support the promotion of a study into a high speed ground transport link between Edinburgh and Glasgow. It was also requested that SEStran become a funding partner and contribute £50,000 towards the total cost of the study. SEStran had indicated conditional support for the proposal subject to a number of points.

Decision

The Board noted the SEStran response to the request from SPT regarding a high speed ground transport study.

B9. MINUTE OF SUB-GROUPS

The Board considered minutes of the following meetings:-

Sustainable Travel Liaison Group - 13th July, 2007

Action by

Chief Officers Liaison Group - 31st July, 2007
Programme Liaison Group - 31st July, 2007

During consideration it was suggested that Cycling Scotland be invited to attend the Sustainable Transport Group meetings.

Decision

The Board noted

- (a) the minutes
- (b) that Keith Irving would contact Cycling Scotland.

Travel Plan
Officer

B10 ANY OTHER COMPETENT BUSINESS

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There was no other business raised.

B11 DATE OF NEXT MEETING

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It was noted that the next meeting of the Partnership Board would be held on Friday, 26th October, 2007 at 10.00 a.m. in the SEStran offices.

B12 EAST COAST FRANCHISE

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The Board considered a report dated 16th August, 2007 by Trond Haugen, Advisor to SEStran, advising that the Inter City East Coast Rail Franchise had been awarded to National Express and detailing some of the key elements of the franchise bid.

Decision

The Board noted that the Inter City East Coast Rail Franchise had been awarded to National Express.