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## SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 30 June 2017  
at 2.00pm, Council Hall, Council Offices, Dumfries, DG1 2DD

### Present

### Members

<b>Andrew Wood</b> (Chairman)	-	Dumfries and Galloway Council
<b>Richard Brodie</b>	-	Dumfries and Galloway Council
<b>John Campbell</b>	-	Dumfries and Galloway Council
<b>Jim Dempster</b>	-	Dumfries and Galloway Council
<b>Alistair McKinnon</b>	-	Scottish Enterprise
<b>David Stitt</b>	-	Dumfries and Galloway Council

### Officials and Advisers

<b>Douglas Kirkpatrick</b>	-	Lead Officer
<b>Claire Rogerson</b>	-	Secretary to the Board
<b>Josef Coombey</b>	-	Policy and Projects Officer
<b>Kirsty Dunsmore</b>	-	Policy and Projects Officer
<b>Janet Sutton</b>	-	Finance Officer

### Apologies

<b>David Bryson</b> (Vice-Chairman)	-	NHS Dumfries and Galloway
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### Observers

<b>David Anderson</b>		
<b>June Hay</b>	-	Outdoor Access Forum
<b>Sharon Ogilvie</b>	-	Dumfries and Galloway Third Sector
<b>Graham Whiteley</b>		

### In Attendance

<b>Willie Bone</b>	-	Thornhill Station Action Group
<b>Martin Brown</b>	-	Beattock Station Action Group
<b>Christopher Craig</b>	-	Thornhill Station Action Group
<b>Peter Dreghorn</b>	-	Beattock Station Action Group
<b>John Holroyd</b>	-	Thornhill Station Action Group
<b>Peter Jeal</b>	-	South West Scotland Community Rail Partnership
<b>Kenny Laidlaw</b>	-	Stagecoach
<b>Ron McLean</b>	-	Beattock Station Action Group

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## 1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF SWESTRANS

### Decision

The Board:-

**AGREED** to appoint Andrew Wood as Chairman of the SWestrans Board.

**PROCEDURE** – Andrew Wood assumed the role of Chairman.

**AGREED** to appoint David Bryson as Vice-Chairman of the SWestrans Board.

## 2. SEDERUNT AND APOLOGIES

6 Members present, 1 apology.

## 3. DECLARATIONS OF INTEREST

**NONE** declared.

## 4. MINUTES OF MEETING ON 10 MARCH 2017

### Decision

The Board **HOMOLOGATED** the decision of the Lead Officer to approve the minute in consultation with the Chairman and Vice-Chairman on 3 April 2017.

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## 5. BOARD MEMBERSHIP

### Decision

The Board **NOTED** the current membership of the SWestrans Board being: Richard Brodie, John Campbell, Jim Dempster, David Stitt, Andrew Wood, Alistair McKinnon and David Bryson with two substitute Board members being Sean Marshall and Archie Dryburgh.

## 6. ADOPTION OF STANDING ORDERS

### Decision

The Board **AGREED**

6.1 to adopt the Board's current Standing Orders as detailed at the Appendix to the report; and

6.2 to remit the Secretary of the Board to consult appropriately with Members to undertake a review of Standing Orders and to report back within six months the outcome of the review.

## 7. CODE OF CONDUCT

### Decision

The Board **AGREED** to reaffirm and comply with the requirements of the Code of Conduct.

## 8. CALENDAR OF MEETINGS

### Decision

The Board:-

8.1 **NOTED** the cancellation of the scheduled Board meeting on 14 July 2017;

8.2 **AGREED** the Calendar of meetings as follows:-

<b>2017/18</b>		
22 September 2017	Stewartry	Castle Douglas
10 November 2017	Annandale & Eskdale	Lockerbie
12 January 2018	Nithsdale	Thornhill
9 March 2018	Wigtown	Newton Stewart
<b>2018/19</b>		
11 May 2018	Stewartry	New Galloway
13 July 2018	Annandale & Eskdale	Langholm

8.3 **NOTED** that a review of Board meeting frequency and location would be undertaken.

## 9. OBSERVERS UPDATE

### Decision

The Board:-

### **NOTED**

9.1 the Observers appointed to the Board being: David Anderson, Beverley Armstrong (Dumfries and Galloway College), Frazer Durie (Network Rail), June Hay (Outdoor Access Forum), Audrey Laidlaw (Network Rail), Hugh McCreadie (Lochside and Woodlands Community Council), John McCutcheon (Stranraer Town and Rural Trust), Sharon Ogilvie (Dumfries and Galloway Third Sector), Frazer Smith (Stagecoach Scotland), Ian Walker (Accessible Transport Forum) and Graham Whiteley;

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9.2 that a review on the role of Observers would be included as part of the review of governance arrangements;

### **APPROVED**

9.3 the appointment of Christopher Bradberry Craig on behalf of Thornhill Station Action Group to the Board for 4 years; and

9.4 the appointment of Rhian Davies on behalf of Sustrans as an Observer to the Board for 4 years.

## **10. REPRESENTATION ON OUTSIDE BODIES**

### **Decision**

The Board **AGREED**:-

10.1 to appoint Richard Brodie as the SWestran's representative on West Coast Rail 250;

10.2 not to appoint a Board Member to the Glasgow Prestwick Airport Consultative Committee noting that the scheduling of these meetings has tended to coincide with SWestrans Board meetings, and that officer attendance should be investigated as an option;

10.3 that Swestrans would continue to be represented on the Dumfries and Galloway Strategic Partnership by the Chairman of the SWestrans Board; and

10.4 **NOTED** that as the Lead Officer had recently been advised that SAYLSA the Community Rail Partnership for Carrick and Wigtownshire no longer existed that no nomination was required.

## **11. REVENUE BUDGET MONITORING REPORT 2017/18 FOR THE PERIOD ENDING 31 MAY 2017**

### **Decision**

The Board **NOTED** the forecast outturn for the revenue budget as at 31 May 2017.

## **12. CAPITAL EXPENDITURE PROGRAMME 2016/17 OUTTURN REPORT**

### **Decision**

The Board **NOTED** the outturn position on the 2016/17 SWestrans Capital Programme as detailed in section 4 of the report.

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### 13. CAPITAL EXPENDITURE PROGRAMME 2017/18 - UPDATE

#### Decision

The Board **NOTED** the update on the Capital Programme for 2017/18 as outlined in the report and in the Appendix of the report.

### 14. DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2016/17

#### Decision

The Board **NOTED** the unaudited Annual Accounts for the financial year ended 31 March 2017 which will be submitted to the Board's external auditors for review.

### 15. RECORDS MANAGEMENT PLAN

#### Decision

The Board:-

15.1 **NOTED** Dumfries and Galloway Council's intention to adopt SWestrans onto the Dumfries and Galloway Council Records Management Plan;

15.2 **AGREED** that SWestrans adheres to the requirements set out in Dumfries and Galloway Council's Records Management Plan; and

15.3 **NOTED** the intention of Dumfries and Galloway Council to submit a revised Records Management Plan (along with supporting evidence) to the Keeper of the Records of Scotland for approval.

### 16. SCOTTISH STATIONS FUND STAG APPRAISALS PROGRESS

#### Decision

The Board:-

16.1 **NOTED** the completion of the STAG Part 1 Appraisals for the Beattock, Eastriggs and Thornhill areas; and

16.2 **AGREED** the progression of the Eastriggs and Thornhill areas to STAG Part 2 Appraisal **NOTING** that the opportunity for Beattock to go forward this financial year would be subject to the outcome of the required procurement process.

### 17. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION

#### Decision

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The Board **NOTED** that there was no other business deemed urgent by the Chairman due to the need for a decision.

**PROCEDURE** – The Board **AGREED** to consider the following item of business in private and excluded the press, members of the public and observers from the meeting given that the report contained confidential or exempt information as defined by the Local Government (Scotland) Act 1973.

### **13. LOCAL BUS SERVICE – CONTRACT**

Summary of Report – This report was considered exempt as it contained contractual information, and sought agreement to the award of a local bus contract following the termination of a contract awarded in January 2017.

#### **Decision**

The Board **AGREED** to award the contract shown as the recommended award in the report.

### **14. RAIL STATION IMPROVEMENTS – LOCKERBIE PHASE 2 AND PHASE 3**

Summary of Report – This report was considered exempt as it contained information relating to the valuation of land. The report advised the Board on the current position with phases 2 and 3 of a capital project which sought to provide additional car parking at / around Lockerbie Station. Phase 2 being the reconfiguration of the existing car park and Phase 3 being the investigations of further car parking at two sites being High Street / Bridge Street and Sydney Place. The report then sought agreement to a course of action to progress the phases of the project.

#### **Decision**

The Board:-

14.1 **NOTED** the current position with Phases 2 and 3 of the capital project seeking to provide additional car parking at / around Lockerbie Station;

#### **AGREED**

14.2 to continue progressing Phase 2 in partnership with Dumfries and Galloway Council and other organisations, with a view to looking at all funding streams available to ensure that any work undertaken was both cost effective and sustainable;

14.3 not to progress Phase 3 - High Street / Bridge Street in the best interest of the public purse; and

14.4 to continue progressing Phase 3 –Sydney Place in partnership with Dumfries and Galloway Council and other organisations, with a view to looking at all funding streams available to ensure that any work undertaken was both cost effective and sustainable.