

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

**Meeting of Friday, 28 June 2019 at 10.30am, Cargen Tower, Garroch
Business Park, Dumfries, DG2 8PN**

Members of the Board

Andrew Wood (Chair)	- Dumfries and Galloway Council
David Bryson (Vice-Chair)	- NHS Dumfries and Galloway
Richard Brodie	- Dumfries and Galloway Council
John Campbell	- Dumfries and Galloway Council
Adam Wilson	- Dumfries and Galloway Council
David Stitt	- Dumfries and Galloway Council
Alistair McKinnon	- Scottish Enterprise

Future Meetings

20 September 2019

15 November 2019

Douglas Kirkpatrick

Lead Officer, South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 28 June 2019 at 10.30am, Cargen Tower, Garroch
Business Park, Dumfries, DG2 8PN

1. **SEDERUNT AND APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF MEETING ON 10 MAY 2019 – FOR APPROVAL**
4. **REVENUE BUDGET OUTTURN REPORT 2018/19** – Recommendation - note the draft financial outturn for 2018/19 and that a break-even position was achieved.
5. **REVENUE BUDGET MONITORING REPORT 2019/2020 FOR THE PERIOD ENDING 31 MAY 2019** – Recommendation - note the forecast outturn for the revenue budget as at 31 May 2019.
6. **DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2018/19** – Recommendation - note the unaudited Annual Accounts for the financial year ended 31 March 2019 which will be submitted to the Board's external auditors for review.
7. **CAPITAL EXPENDITURE PROGRAMME 2018/19 OUTTURN REPORT** - Recommendation - note the outturn position on the 2018/19 SWestrans Capital Programme.
8. **STAG APPRAISALS UPDATE** – Recommendation – note the update on the work towards developing potential rail station re-opening bids.
9. **RAIL UPDATE** – Recommendations – (i) note the intention to present draft applications for the Local Rail Development Fund at this meeting; and (ii) note the Dumfries Station Travel Plan for Dumfries rail station as attached as Appendix 2.
10. **CALENDAR OF MEETINGS** – Recommendation – agree the calendar of meetings for 2019/20 as detailed in Table 1.
11. **REGIONAL TRANSPORT PARTNERSHIPS CHAIRS MEETING 6 MARCH 2019** – Recommendation - note the minutes of the Regional Transport Partnerships Chairs meeting of 6 March 2019.
12. **ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION**

It is recommended that Members of the South West of Scotland Transport Partnership Board agree to consider the following item of business in private and exclude the Press, members of the public and Observers from the meeting given the report contains confidential or exempt information in respect of paragraphs 6, 8, 9 and 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

13. FUTURE TRANSPORT GOVERNANCE – Recommendations – Members of the Board are asked to consider the recommendations as set out in the report (to be circulated separately to members of the Board only).

14. LOCAL BUS TENDERS 2020 – Recommendation – Members of the Board are asked to consider the recommendations as set out in the report (to be circulated separately to members of the Board only).

Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership

Claire Rogerson
Secretary to the Board
South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 10 May 2019
at 10.30am, Cargen Tower, Garroch Business Park, Dumfries, DG2 8PN

Present

Members

Andrew Wood (Chairman)	-	Dumfries and Galloway Council
David Bryson (Vice-Chairman)	-	NHS Dumfries and Galloway
John Campbell	-	Dumfries and Galloway Council
Alistair McKinnon	-	Scottish Enterprise
Davie Stitt	-	Dumfries and Galloway Council
Adam Wilson	-	Dumfries and Galloway Council

Officials and Advisers

Douglas Kirkpatrick	-	Lead Officer
Claire Rogerson	-	Secretary to the Board
Josef Coombey	-	Policy and Projects Officer
Janet Sutton	-	Finance Officer

Apologies

Richard Brodie	-	Dumfries and Galloway Council
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Observers

David Anderson		
Christopher Bradberry Craig	-	Thornhill Station Action Group
June Hay	-	Outdoor Access Forum
Frazer Smith	-	Stagecoach Scotland

1. SEDERUNT AND APOLOGIES

6 Board Members present and 1 apology.

2. DECLARATIONS OF INTEREST

Adam Wilson declared an interest in item 5 – Transport (Scotland) Bill Stage 1 – by virtue of the fact that he worked for Colin Smyth MSP who is on the Rural Economy and Connectivity Committee but determined that his interest was such that there was no need to leave the meeting for consideration of this matter.

3. MINUTE OF MEETING OF 8 MARCH 2019**Decision**

APPROVED.

4. CAPITAL EXPENDITURE PROGRAMME 2019/20 - UPDATE**Decision**

The Board:-

4.1 **AGREED** to the sale of the electric bus powered asset; and

4.2 **NOTED** the update provided on progress with the Capital Expenditure Programme 2019/20.

5. TRANSPORT (SCOTLAND) BILL – STAGE 1**Decision**

The Board **NOTED** the progress of the Transport (Scotland) Bill.

6. BUS PASSENGER SURVEY 2019**Decision**

The Board:-

6.1 **NOTED** the Transport Focus Bus Passenger Survey Autumn 2018 results for the South West of Scotland, a presentation of which was included as the Appendix to the report; and

6.2 **AGREED** to write to Dumfries and Galloway Council concerning the Board's dis-satisfaction regarding the condition of the bus shelters and the potential opportunities for improvement linking with the Council's Clean DG initiative.

7. STAG APPRAISALS UPDATE**Decision**

The Board **NOTED** the update on the work towards developing potential rail station re-opening bids.

8. RAIL UPDATE**Decision**

The Board **NOTED** the update on the rail developments on the Local Rail Development Fund, the Williams Review and Transport Scotland's funding during Control Period 6.

9. INFRASTRUCTURE COMMISSION – CALL FOR EVIDENCE**Decision**

The Board **AGREED** the response to the Infrastructure Commission for Scotland – Initial Call for Evidence and Contributions as outlined in Appendix 2 of the report.

10. SCOTLAND'S CLIMATE CHANGE ADAPTATION PROGRAMME 2019-2024 – A CONSULTATION DRAFT**Decision**

The Board **AGREED** the response to Scotland's Climate Change Adaptation Programme 2019-2024 – A Consultation Draft as outlined in the Appendix of the report.

11. REGIONAL PARTNERSHIPS CHAIRS MEETING 5 DECEMBER 2018**Decision**

The Board **NOTED** the minutes of the Regional Transport Partnerships Chairs meeting of 5 December 2018.

12. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION**Decision**

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

REVENUE BUDGET OUTTURN REPORT 2018/19

1. Reason for Report

This report provides Members of the Board with information on the monitoring of the revenue budget for the year ending 31 March 2019.

2. Background

The Scottish Government provide revenue funding to SWestrans with Dumfries and Galloway Council match funding the core costs. SWestrans also requisitions funding from Dumfries and Galloway Council in respect of payments required for public bus service contracts.

3. Key Points

- 3.1 **The Appendix** shows the detailed financial summary for SWestrans for 2018/19.
- 3.2 The expenditure for 2018/19 was £4,899,366. This was funded by:
- Grants from the Scottish Government totalling £259,250 for core costs and the progression of the Regional Transport Strategy;
 - Dumfries and Galloway Council also contributed £100,000 to the core running costs, £349,722 towards depreciation of assets and £3,395,741 in respect of payments made to Bus Contractors and £232,660 capital grant; and
 - Other contributions totalling £561,993 which included Dumfries and Galloway College (£191,668), Strathclyde Passenger Transport (£215,723), Scottish Borders Council (£78,970), NHS Dumfries and Galloway (£70,000) and Barony College (£5,632).
- 3.3 SWestrans achieved a break-even budget position at the end of the financial year.

4. Consultations

The Proper Officer has been consulted and is agreement with the terms of this Report.

5. Recommendation

Members of the Board are asked to note the draft financial outturn for 2018/19 and that a break-even position was achieved.

Janet Sutton - Report Author
Tel: 01387 260105

Date of Report: 3 June 2019
File Ref: SW2/meetings/2019

Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership
Cargen Tower
Garroch Business Park
Dumfries
DG2 8PN

APPENDIX - Revenue Budget Monitoring as at 31 March 2019.

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP
REVENUE BUDGET MONITORING AS AT 31 March 2019

	FINAL OUTTURN 2017/18 £	PUBLISHED BUDGET 2018/19 £	BUDGET ADJUSTMENTS 2018/19 £	ADJUSTED BUDGET 2018/19 £	ACTUAL EXPENDITURE TO 31/03/19 £	VARIANCE 2018/19 £
EXPENDITURE						
Staff Costs	105,545	110,848		110,848	110,924	76
Property Costs	50	700	-700	0	0	0
Supplies & Services	958	960	-760	200	191	-9
Transport Costs	18,357	2,104	-2,104	0	0	0
Administration Costs	25,243	20,193	454	20,647	20,647	0
Payments	4,282,464	4,125,234	247,528	4,372,762	4,372,890	128
Central Support	45,128	48,750	-3,758	44,992	44,992	0
Capital Charges	331,603		349,722	349,722	349,722	0
Total Expenditure	4,809,348	4,308,789	590,382	4,899,171	4,899,366	195
INCOME						
Scottish Government Funding	259,250	259,250		259,250	259,250	0
D&G Council Funding	217,040	100,000		100,000	100,000	0
Other Contributions	4,333,058	3,949,539	590,382	4,539,921	4,540,116	195
Total Income	4,809,348	4,308,789	590,382	4,899,171	4,899,366	195
NET EXPENDITURE	0	0	0	0	0	0

REVENUE BUDGET MONITORING REPORT 2019/2020 FOR THE PERIOD ENDING 31 MAY 2019

1. Reason for Report

To provide the Board with an update on the Partnership's 2019/20 monitoring and forecast outturn position based on the period ending 31 May 2019.

2. Background

The Scottish Government provide revenue funding to SWestrans, with Dumfries and Galloway Council also providing funding. SWestrans requisitions funding from Dumfries and Galloway Council in respect of payments required for public bus service contracts.

3. Key Points

3.1 The **Appendix** shows the revenue budget summary for SWestrans. The published expenditure budget for 2019/20 of £4,308,789 was agreed by the Board on 10 March 2019. It is vital to the economic wellbeing of the Partnership and its stakeholders that the financial resources are managed effectively and expenditure and income is delivered in line with the approved budget.

3.2 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Partnership is acknowledged, understood and quantified on a regular basis. It provides assurance to the members of the Board that resources are being managed effectively and allows corrective action to be taken where necessary.

3.3 Board Members will note that based on the financial performance to date, it is forecast that a balanced budget will be delivered.

4. Consultations

The Proper Officer has been consulted and is in agreement with its terms.

5. Implications	
Financial	As laid out in the report
Policy	None.
Equalities	None.
Climate Change	None.

6. Recommendation

Members of the Board are asked to note the forecast outturn for the revenue budget as at 31 May 2019.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 3 June 2019 File Ref:	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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APPENDIX - Monitoring Report 2019/2020 for the period ending 31 May 2019.

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP
REVENUE BUDGET MONITORING AS AT 31 March 2019

	FINAL OUTTURN 2018/19 £	PUBLISHED BUDGET 2019/20 £	BUDGET ADJUSTMENTS 2019/20 £	ADJUSTED BUDGET 2019/20 £	ACTUAL EXPENDITURE TO 31/05/19 £	PROJECTED OUTTURN 2019/20 £	VARIANCE 2019/20 £
EXPENDITURE							
Staff Costs	110,924	110,848		110,848	0	110,848	0
Supplies & Services	191	960		960	207	960	0
Transport Costs	0	2,104		2,104	0	2,104	0
Administration Costs	20,647	20,193		20,193	7,480	20,193	0
Payments	4,372,890	4,125,934		4,125,934	779,310	4,125,934	0
Central Support	44,992	48,750		48,750	-3,328	48,750	0
Capital Charges	349,722			0	57,523	0	0
Total Expenditure	4,899,366	4,308,789	0	4,308,789	841,192	4,308,789	0
INCOME							
Scottish Government Funding	259,250	259,250		259,250	58,650	259,250	0
D&G Council Funding	100,000	100,000		100,000	0	100,000	0
Other Contributions	4,540,116	3,949,539		3,949,539	0	3,949,539	0
Total Income	4,899,366	4,308,789	0	4,308,789	58,650	4,308,789	0
NET EXPENDITURE	0	0	0	0	782,542	0	0

DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2018/19

1. Reason for Report

The purpose of this report is to ensure compliance with the Local Authority Accounts (Scotland) Regulations 2014, which state that the Proper Officer shall ensure that the draft accounts are submitted to the Board by no later than the 30 June following the relevant financial year-end.

2. Key Points

2.1 A parallel paper is presented to the Board on this agenda that reports the Board's financial performance. These accounts present the financial performance in a different format; which is to comply with International Financial Reporting Standards and proper accounting Practice.

2.2 The Local Authority Accounts (Scotland) Regulations 2014, state that the Proper Officer shall ensure that the unaudited accounts are submitted to the Board by no later than the 30 June following the relevant financial year-end.

2.3 SWestrans unaudited Annual Accounts for the financial year 2018/19 are being presented to this meeting to ensure compliance with the above requirements. The accounts will then be submitted to Grant Thornton, the Boards External Auditors, prior to the statutory deadline of 30 June 2019.

2.4 Following the submission of the unaudited accounts, the working papers supporting the accounts will also be provided to the Board's external auditors, who will then undertake the statutory audit of the accounts starting from 30 June 2019.

2.5 To comply with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts will be made available for public inspection for a 3-week period from 1 July to 21 July 2019.

2.6 During this period members of the public will be entitled to review the accounts and to request access to supporting backup documentation.

2.7 At the 20 September 2019 meeting of the Board, Grant Thornton will provide a report on the audit of the accounts. The external auditors report will highlight issues arising from the audit ranging from detailed technical accounting issues to commentary on wider aspects of the Board's affairs including governance and performance management issues. The report will include an Action Plan covering any areas for improvement.

2.8 Following that Board meeting, Grant Thornton will finalise their report for presentation to the Controller of Audit prior to the statutory deadline of 30 September 2019. The Partnerships annual accounts will then be signed by the Proper Officer and Grant Thornton and posted on the SWestrans website before 31 October 2019.

3. Consultations

3.1 The Proper Officer has been consulted as part of the preparation of this report and agrees with its terms.

3.2 The External Auditor is required to audit SWestrans financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission.

4. Implications	
Financial	As laid out in the report.
Policy	None.
Equalities	None.
Climate Change	None.

5. Recommendation

Members of the Board are asked to note the unaudited Annual Accounts for the financial year ended 31 March 2019 which will be submitted to the Board's external auditors for review.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 3 June 2019 File Ref:	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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APPENDIX – Unaudited Annual Accounts for the financial year ended 31 March 2019.

Annual Accounts



2018/2019

Unaudited

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Membership of the South West of Scotland Transport Partnership Board

Andrew Wood (Chairman) (Dumfries and Galloway Council)
David Bryson (Vice –Chairman) (NHS Dumfries and Galloway)
Richard Brodie (Dumfries and Galloway Council)
John Campbell (Dumfries and Galloway Council)
Alistair McKinnon (Scottish Enterprise)
David Stitt (Dumfries and Galloway Council)
Adam Wilson (Dumfries and Galloway Council)

The Council members have substitutes being:-

Ian Carruthers
Archie Dryburgh
Andrew Giusti
Sean Marshall
Ronnie Tait

Management Commentary

Introduction

The Management Commentary is intended to assist readers of the annual accounts through providing an insight into the activities and priorities of the organisation and also through providing an analysis of financial performance as reflected in the following statements.

The South West of Scotland Transport Partnership (SWestrans) was set up under the Transport (Scotland) Act 2005 and Dumfries and Galloway Council's public transport functions were transferred to the SWestrans under a Transfer of Functions Order on 7 November 2006.

The Financial Statements following this present the South West of Scotland Transport Partnership's (SWestrans) financial position for the year ended 31 March 2019. These statements have been prepared in accordance with proper accounting practice as set out in the CIPFA/ LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

The purpose of these Accounts is to provide clear information about the Transport Partnership's financial position and this foreword is intended to give the reader an easily understandable guide to the most significant matters reported in the Accounts.

Activities during 2018/19

The South West of Scotland Transport Partnership continued to balance service provision through its revenue budget, and service development through capital budgets during 2018/19. The Partnership's officers and Board members have continued to participate in the development of local, regional and national initiatives including the review of the National Transport Strategy, the Transport (Scotland) Bill 2018 and the second Strategic Transport Projects Review.

The five Councillor Board members for SWestrans were Andrew Wood, John Campbell, Adam Wilson, David Stitt and Richard Brodie. These Councillor Boards members are joined by two external Board members from NHS Dumfries and Galloway (David Bryson) and Scottish Enterprise (Alistair McKinnon). External Board members are appointed for 4 years, with the Scottish Enterprise position due for renewal in December 2018. Scottish Enterprise confirmed they wished Alistair McKinnon to continue as their nomination and the Chairman with support from the Secretary to the Board and Policy Officer undertook the required appraisal prior to submission and receipt of Ministerial approval for this nomination.

Management Commentary (continued)

The continued provision of the local bus services funded by SWestrans proved extremely challenging for the Board throughout 2018/19 with reports to each of the seven Board meetings. Confidential reports on significant and critical sustainability issues raised by operators on the fragile position of the local bus network were considered at a special Board meeting in April 2018, followed by further reports to the meetings in May 2018, October 2018, January 2019 and March 2019. The fragility of the network will continue to be a focus of the Board for the coming year.

A particular challenge during the first part of 2018/19 was the replacement of the 101/102 local bus service from Dumfries to Edinburgh. At its meetings on 17 April 2018 and 8 May 2018, the Board received reports on the tender exercise for the service and was made aware of concerns on future deliverability due, in the main, to a £100K per year reduction in funding by Scottish Borders Council (previous contribution was £135K per year). This decision by Scottish Borders meant that retaining the current level of service was unaffordable and, following a procurement process, the Board at its meeting in June 2018 reluctantly agreed the best value alternative which provided a reduced level of service. The service provided from August 2018 now finishes earlier in the evening and the number of through journeys between Dumfries and Edinburgh reduced from six to four each day.

The Board received a detailed report to its May 2018 meeting on the position with the two phases (Phase 2 and Phase 3) of the capital project which seeks to improve car parking issues at/around Lockerbie Station, this is a project that is being taken forward in partnership with Dumfries and Galloway Council. Agreement was given, in principle, to develop an option of Phase 3 which would provide a draft layout of 125 spaces at Sydney Place / Bridge Street, noting that the progression of Phase 3 first would alleviate the impact of any progression of Phase 2 in the future. All the options for Phase 2 (current Station car park) are to be the subject of an engagement with the local community before determining which to progress. At its meetings in September and October 2018, the Board were informed of progress being made with the Council and that the Council's Strategic Asset Board had determined to:

- agree the acquisition of the land at Sydney Place for the purpose of providing car parking for Lockerbie Rail Station; and
- agree the acquisition of land at Bridge Street, subject to the successful acquisition of land at Sydney Place, for the purpose of providing car parking for Lockerbie Rail Station.

Work continues on the potential development of new rail stations for Dumfries and Galloway. Updates have provided to the Board throughout 2018/19 on the three STAG 2 Appraisals for the Thornhill, Eastriggs and Beattock areas with all three due to be complete in the early part of 2019/20. These Part 2 Appraisals require a more detailed appraisal of options taken forward from Part 1 and include detailed analysis of an option's performance against:

- Transport Planning Objectives;
- STAG Criteria (Safety; Economy; Integration; and Accessibility and Social Inclusion);
- Cost to Government; and
- Risk and Uncertainty.

The STAG appraisals are multi-model and seek to identify and evidence the transport problems and opportunities within each of the study areas, and the most appropriate opportunities for addressing them through the consideration of all sustainable transport modes. A completed and robust transport appraisal in line with STAG provides evidence for decision-makers to inform transport investment decisions.

SWestrans continued to be a key partner in the development and delivery of the Social Transport Public Social Partnership (PSP) which is seeking to improve the design of transport services delivered on behalf of the regions transport commissioners (SWestrans, Dumfries and Galloway Council, NHS Dumfries and Galloway) and to develop the capacity of the social/community transport sector. Progress reports were presented to the Board at its meetings in June 2018, October 2018 and March 2019. A number of projects were developed and are at an advance stage in 2018/19:

- Out of region health appointments in Annandale and Eskdale;
- Demand Responsive Transport (DRT) for hospital appointments by postcode;
- Community Transport (CT) involvement in low-use local bus routes in Stewartry and in Annandale and Eskdale;

Management Commentary (continued)

- Low-use bus routes transition to DRT;
- After-school activities access;
- Develop a Health and Social Care Transport Hub; and
- Implementation of a Quality Framework for CT in Dumfries and Galloway similar to the West of Scotland CT Network.

SWestrans continued its initiatives during 2018/19 on:

- the improvement and replacement of bus shelter infrastructure;
- the purchase of fully accessible buses for use by local bus companies operating on contracted journeys; and
- the progression of walking and cycling infrastructure linking communities.

In its wider strategy and policy role SWestrans continues to lobby and respond to a number of consultations across all transport modes and on a wide range of other issues at national and local level. These included responses to consultations on “A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Connections”, the use of section 19 and section 22 permits for road passenger transport in Great Britain and a Call for Evidence on the Transport (Scotland) Bill. SWestrans also submitted its 2017/18 Climate Change Duties Report in the required reporting format to the Sustainable Scotland Network.

Comprehensive Income & Expenditure Statement

SWestrans' Comprehensive Income & Expenditure Statement for the year ended 31 March 2019 is shown on page 8 of these accounts. Income received totalled £4.550Million with Scottish Government grants and requisitions from Dumfries & Galloway Council being the main contributors to this total.

SWestrans' financial results for the year, compared against budget are shown below. This presentation differs from that shown in the Comprehensive Income & Expenditure Statement, which is a more summarised version.

Budget Performance Statement

	2017/18		2018/19	
	Budget £000	Actual £000	Budget £000	Actual £000
Staff costs	106	106	111	111
Property costs	0	0	0	0
Supplies & services	1	1	0	0
Transport costs	18	18	0	0
Administrative costs	25	25	21	21
Payments to other bodies	4,282	4,282	4,373	4,373
Central Support costs	45	45	45	45
Capital charges	332	332	350	350
Gross Expenditure	4,809	4,809	4,899	4,899
Government Grants	259	259	259	259
Other income	4,550	4,550	4,640	4,640
Gross Income	4,809	4,809	4,899	4,899
Net Expenditure	0	0	0	0

SWestrans achieved a breakeven position for the financial year. The major item of expenditure which created the main budget pressure was the subsidies in respect of the local bus network, which totalled £4.1 Million. However, through tight spending controls and active budget management, SWestrans achieved a breakeven position.

SWestrans is not allowed to retain any General Fund balances at the year-end so it cannot show a surplus. If SWestrans is in deficit then it can requisition the shortfall from Dumfries & Galloway Council. Therefore, income and expenditure will always net to zero, excluding accounting entry requirements, and the budget has been set to take account of this requirement.

Balance Sheet

SWestrans' Balance Sheet is shown on page 10 of the accounts and provides details of SWestrans' assets and liabilities as at 31 March 2019.

Cash Flow Statement

The Cash Flow Statement is shown on page 11 of the accounts and shows the changes in the cash & cash equivalents of the Partnership during the course of the year.

Andrew Wood
Chairman

Douglas Kirkpatrick
Lead Officer

Paul Garrett
Treasurer

Statement of Responsibilities for the Statement of Accounts

The Transport Partnership's Responsibilities

The Transport Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Transport Partnership, that officer in the year to 31 March 2019 was the Treasurer (who was also the Section 95 Officer of Dumfries & Galloway Council);
- to manage its affairs, to secure economic, efficient and effective use of resources and safeguard its assets;
- to approve the Statement of Accounts.

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Transport Partnership's statement of accounts in accordance with proper practices as set out in the CIPFA/ LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the local authority Code.

The Treasurer has also:

- kept proper accounting records which are up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Accounts provides a 'true and fair view' of the financial position of the Partnership at the accounting date and its income and expenditure for the year ended 31 March 2019.

Paul Garrett
Treasurer

Annual Governance Statement

1. This statement is given in respect of the statement of accounts of the South West of Scotland Transport Partnership. I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.
2. The system of internal financial control can provide only reasonable and not absolute assurance that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.
3. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including the segregation of duties), management supervision and a system of delegation and accountability. Development and maintenance of the system is undertaken by the Board of the Transport Partnership. The system currently includes regular financial reports to the Board and management.
4. The Transport Partnership currently uses the financial systems and resources of Dumfries & Galloway Council. The Internal Audit section of Dumfries & Galloway Council has reviewed these systems and has determined that reasonable assurance can be placed upon the adequacy and effectiveness of the systems.
5. My review of the effectiveness of the system has been informed by the work of managers in the Transport Partnership, the work of Internal Audit and reviews by External Audit.
6. In my opinion, based on the above information, reasonable assurance can be placed upon the adequacy and effectiveness of the Transport Partnership's internal financial control system in the year to 31 March 2019.
7. The Transport Partnership's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

Paul Garrett
Treasurer

**Independent auditor's report to the members of the South West of Scotland
Transport Partnership and the Accounts Commission**

(To be inserted once audit complete)

Comprehensive Income & Expenditure Statement

This statement shows the accounting costs in the year of providing services in accordance with generally accepted accounting practices.

2017/18				2018/19		
Gross Expenditure £000	Income £000	Net Expenditure £000		Gross Expenditure £000	Income £000	Net Expenditure £000
4,810	(4,478)	332	Roads and Transport Services	4,900	(4,550)	350
4,810	(4,478)	332	Net Cost of Services	4,900	(4,550)	350
		(347)	Taxation & Non Specific Grant Income capital grants & contributions			0
		(15)	(Surplus) or Deficit on the Provision of Services			350
		0	Other Comprehensive Income & Expenditure			0
		(15)	Total Comprehensive Income & Expenditure			350

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Transport Partnership, analysed into usable reserves – i.e. those that can be applied to fund expenditure – and unusable reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Transport Partnership's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance.

	Usable Reserves	Unusable Reserves			Total Reserves
	General Fund Balance £000	Capital Adjustment Account £000	Revaluation Reserve £000	Total Unusable Reserves £000	£000
Balance at 31 March 2017	0	(1,774)	(25)	(1,799)	(1,799)
Movements in Reserves during 2017/18					
(Surplus) or Deficit on provision of services	(15)	0	0	0	(15)
Total Comprehensive Income & Expenditure	(15)	0	0	0	(15)
Adjustments between accounting basis & funding basis under regulations					
- charges for depreciation of non-current assets	(332)	332	0	332	0
- capital grants & contributions applied	347	(347)	0	(347)	0
	15	(15)	0	(15)	(0)
Overall Increase in year	0	(15)	0	(15)	(15)
Balance at 31 March 2018 carried forward	0	(1,789)	(25)	(1,814)	(1,814)
Movements in Reserves during 2018/19					
(Surplus) or Deficit on provision of services	350	0	0	0	350
Total Comprehensive Income & Expenditure	350	0	0	0	350
Adjustments between accounting basis & funding basis under regulations					
- charges for depreciation of non-current assets	(350)	350	0	350	0
- capital grants & contributions applied	0	0	0	0	0
	0	350	0	350	350
Overall Increase in year	0	350	0	350	350
Balance at 31 March 2019 carried forward	0	(1,439)	(25)	(1,464)	(1,464)

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by reserves held by the Partnership. Reserves are reported in two categories. The first category of reserves are usable reserves which can be used to help fund services. The second category of reserves is those that the Partnership is not able to use to provide services. This category of reserves includes those that hold unrealised gains and losses where the amounts would only become available to provide services if the assets were sold, and reserves that hold timing differences shown in the Movement in Reserves Statement line "adjustments between the accounting basis and funding basis under regulations".

31 March 2018 £000		31 March 2019 £000	Note
1,814	Property, Plant & Equipment	1,464	7
1,814	Long Term Assets	1,464	
	Short Term Debtors		
37	- Central Government bodies	30	
173	- Other entities & individuals	160	
210	Current Assets	190	
	Short Term Creditors		
(210)	- Other entities & individuals	(190)	
(210)	Current Liabilities	(190)	
1,814	Net Assets	1,464	
1,814	Unusable Reserves	1,464	9
1,814	Total Reserves	1,464	

The Unaudited Accounts were issued on 28 June 2019.

Paul Garrett
Treasurer

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Transport Partnership during the reporting period. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Transport Partnership are funded by way of grant income or from recipients of services provided by the Transport Partnership.

2017/18 £000		2018/19 £000
(15)	Net (surplus) or deficit on the provision of services	350
(332)	Adjustment to net (surplus) on the provision of services for non-cash movements	(350)
(347)	Net cash flow from or used in operating activities	0
	Investing activities	
347	- Purchase of property, plant & equipment	0
0	Net (increase) or decrease in cash and cash equivalents	0
0	Cash and cash equivalents at the beginning of the period	0
0	Cash and cash equivalents at the end of the reporting period	0

Notes to the Accounts

1. Summary of Significant Accounting Policies

a) General Principles

The Annual Accounts summarise the Partnership's transactions for the 2018/19 financial year and its position at the year end of 31 March 2019. The Partnership is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014, which sets out that they require to be prepared in accordance with proper accounting practice. These practices are the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the Code), supported by International Financial Reporting Standards (IFRS). They are designed to provide a 'true and fair view' of the financial performance and position of the Council.

The accounts are prepared on a going concern basis. The accounting convention adopted in the Annual Accounts is principally historic cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

b) Accruals of Income & Expenditure

Activity is accounted for in the year it takes place, not simply when cash payments are made or received. In particular:

- suppliers' invoices paid in the two weeks following the year-end have been analysed and included together with specific accruals in respect of further material items provided the goods and services were received in 2018/19,
- all known specific and material sums payable to the Partnership have been included. Revenue for the sale of goods or the provision of services is recognised when it is determined that the service has been provided,
- supplies are recorded as expenditure when they are consumed. When there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet,
- where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge is made to revenue for the income which will not be collected.

c) Cash & Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with an insignificant risk of changes in value.

d) Changes in Accounting Policies and Prior Period Adjustments

Changes in accounting policies are only made when required by proper accounting practice or the change provides more reliable or relevant information about the effects of transactions, other events and conditions on the Partnership's financial position or financial performance. Where a change is made it is applied retrospectively (unless otherwise stated) by adjusting opening balances and comparative amounts for the prior periods as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

e) Charges to Revenue for Non-Current Assets

The Partnership is charged with the following amounts to record the real cost of holding non-current assets during the year:

- depreciation attributable to the assets used by the Partnership,
- revaluation and impairment losses on assets used by the Partnership where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

Notes to the Accounts (continued)

f) Events After the Balance Sheet Date

Events after the Balance Sheet date are those events which occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. The Statement of Accounts is adjusted for events which provide evidence of conditions that existed at the end of the reporting period. The Statement of Accounts is not adjusted for events which are indicative of conditions which arose after the end of the reporting period. However, where such events would have a material effect, a disclosure is made in the Notes to the Accounts of the nature of the event and the estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

g) Exceptional Items

When items of income and expenditure are material, their nature and amount is disclosed separately either on the face of the Comprehensive Income and Expenditure Statement or in the Notes to the Accounts, depending on how significant the items are to an understanding of the Partnership's financial performance.

h) Grants & Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions & donations are recognised as due to the Partnership when there is a reasonable assurance that:

- the Partnership will comply with the conditions attached to the payments, and
- the grants or contributions will be received.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as grants in advance. Where conditions are satisfied, the grant or contribution is credited to the relevant service line (revenue grants) or Taxation & Non Specific Grant Income (capital grants) in the Comprehensive Income & Expenditure Statement.

Where capital grants are credited to the Comprehensive Income & Expenditure Statement, they are reversed out of the General Fund balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Amounts in the Capital Grant Unapplied Account are transferred to the Capital Adjustment Account once they have been applied.

i) Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the asset from the lessor to the lessee. All other leases are classified as operating leases.

The Partnership as Lessor

Operating leases

The Partnership has entered into leases relating to the operational use of vehicles, which are accounted for as operating leases. Where the Partnership grants an operating lease over a vehicle the asset is retained on the Balance Sheet.

j) Overheads and Support Services

The costs of Central Support departments, such as Financial Services, Legal Services and accommodation, are procured from Dumfries & Galloway Council. The cost of these is based on services provided to SWestrans during the year.

k) Property, Plant & Equipment

Assets which have a physical substance and are held for use in the provision of services, for rental to others or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant & Equipment.

Notes to the Accounts (continued)

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant & Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits associated with the asset will flow to the Partnership and the cost of the item can be reliably measured. Expenditure that does not add to an asset's potential to deliver future economic benefits or service potential is charged as an expense when it is incurred.

Measurement

Assets are carried on the Balance Sheet at fair value, determined as the amount that would be paid for the assets in its existing use.

Revaluation

All assets are formally revalued at least once every five years and the revised amount is then included in the Balance Sheet. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Where decreases in the value are identified these are accounted for by:

- writing down any balances on the Revaluation Reserve for that asset up to the accumulated gain,
- where there is no or insufficient balance on the Revaluation Reserve, the loss is charged against the relevant service line in the Comprehensive Income & Expenditure Statement.

Impairment

Assets are reviewed at each year end as to whether there is an indication that an asset may be impaired. Where indications exist, the recoverable amount of the asset is estimated and where this is less than the carrying amount, an impairment loss is recognised. Impairment losses are accounted for by:

- writing down any balances on the Revaluation Reserve for that asset up to the accumulated gain,
- where there is no or insufficient balance on the Revaluation Reserve, the impairment loss is charged against the relevant service line in the Comprehensive Income & Expenditure Statement.

Depreciation

Depreciation is provided on all Property, Plant & Equipment, on a straight line basis over the expected life of the asset. Where an item of Property, Plant & Equipment has major components whose lives are different and whose costs are significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

l) Reserves

Reserves are categorised under accounting regulations into two broad categories:

- usable reserves, which are available to support services,
- unusable reserves, which are required to facilitate accounting requirements.

SWestrans is statutorily unable to hold balances on its usable reserves at the year end.

m) VAT

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenues & Customs (HMRC) and all VAT paid is recoverable from it.

2. Remuneration Report

SWestrans does not employ any staff; therefore, a Remuneration Report is not required for 2018/19.

Notes to the Accounts (continued)

3. Accounting Standards Issued & Not Yet Adopted

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted.

IFRS 16 leases has been issued to come into effect on 1 January 2019. Following the consultation on this standard CIPFA have deferred its adoption into the 2020/21 edition of the Accounting Code.

There are no other accounting standards issued and not yet adopted that will have a material impact on the 2019/20 Annual Accounts.

4. Critical Judgements in Applying Accounting Policies

In applying the Accounting Policies in note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- all leases involving the Partnership as lessor have been reviewed and it has been determined that the Partnership is not party to any finance leases.

5. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

The Statement of Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

There were no items in the Balance Sheet at 31 March 2019 for which there is a significant risk of material adjustment in the forthcoming financial year.

6. Events After the Balance Sheet Date

The unaudited Statement of Accounts were issued by the Treasurer on 28 June 2019. Events taking place after this date are not reflected in the financial statements or notes. There have been no material or non-material events since the date of the Balance Sheet, which have required the figures in the financial statements and notes to be adjusted.

Notes to the Accounts (continued)

7. Property, Plant & Equipment

The following table contains details on the movements on the Property, Plant & Equipment assets contained in the Balance Sheet.

	2017/18 Vehicles £000	2018/19 Vehicles £000
Cost or Valuation		
At 1 April	3,128	3,475
Additions	347	0
At 31 March	3,475	3,475
Accumulated Depreciation at 1 April	(1,329)	(1,661)
Charge for year	(332)	(350)
Accumulated Depreciation at 31 March	(1,661)	(2,011)
Net Book Value at 31 March	1,814	1,464

Depreciation

Depreciation has been provided for on non-current assets with a finite useful life, which can be determined at the time of acquisition or revaluation. The depreciation methods and useful lives used within each category of non-current assets have been determined on an individual asset basis in line with the Royal Institute of Chartered Surveyors (RICS) recommended practice. Vehicles are depreciated on a straight-line basis over up to 12 years.

8. Usable Reserves

Movements in the Transport Partnership's usable reserves are detailed in the Movement in Reserves Statement, the Partnership do not hold any usable reserves.

9. Unusable Reserves

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income & Expenditure Statement. The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2017/18 £000	2018/19 £000
Balance at 1 April	(1,774)	(1,789)
Depreciation of non-current assets	332	350
Capital grants & contributions credited to the Comprehensive Income & Expenditure Statement	(347)	(0)
Balance at 31 March	(1,789)	(1,439)

Notes to the Accounts (continued)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant & Equipment. The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost,
- used in the provision of services and the gains are consumed through depreciation,
- disposed of and the gains are realised.

	2017/18 £000	2018/19 £000
Balance at 1 April	(25)	(25)
Balance at 31 March	(25)	(25)

10. Payments to Members

No payments were made to Members of the SWestrans Board during 2018/19 or 2017/18.

11. Audit Fees

The external audit fee payable for 2018/19 was £9,790 (£9,500 in 2017/18).

12. Grant Income

The Partnership credited the following grants and contributions to the Comprehensive Income & Expenditure Statement:

	2017/18 £000	2018/19 £000
Credited to Taxation and Non Specific Grant Income		
Capital grants & contributions	(347)	(0)
Total	(347)	(0)
Credited to Services		
Scottish Government grants	(259)	(259)
Dumfries & Galloway Council service funding	(3,618)	(3,728)
Total	(3,877)	(3,987)

13. Related Parties

The Transport Partnership is required to disclose material transactions with related bodies – bodies or individuals that have the potential to control or influence the Transport Partnership or to be controlled and influenced by the Transport Partnership.

Central Government

Central Government is responsible for providing the statutory framework, within which the Transport Partnership operates, provides some of its funding in the form of grants and prescribes the terms of many of the transactions that the Transport Partnership has with other parties. Details of Central Government Grants received are contained in Note 12 (grant income).

Other Public Bodies

Dumfries & Galloway Council is responsible for providing the funding for the day-to-day operation of the Transport Partnership under the Transport (Scotland) Act 2005. In 2018/19, the Council provided £100k (£100k in 2017/18) as match funding to a Scottish Government grant for core running costs, a capital grant of £233K (£117k 2017/18) and a further £3.395 Million (£3.401 Million in 2017/18) was requisitioned by the Transport Partnership to cover the operating costs for 2018/19. SWestrans does not employ its own staff and during 2018/19 Dumfries & Galloway Council charged SWestrans £167k (£167k in 2017/18) in respect of staff support, supplies and other support services.

14. Leases

Partnership as Lessor

SWestrans purchased 0 buses in 2018/19 (3 buses in 2017/18) and the buses are leased to private bus operators as part of specific route tenders. No income is received from these operating leases.

CAPITAL EXPENDITURE PROGRAMME 2018/19 OUTTURN REPORT

1. Reason for Report

To advise the Board of the outturn position on the 2018/19 SWestrans Capital Programme.

2. Background

2.1 The funding allocation for SWestrans as agreed by Dumfries and Galloway Council on 27 February 2018 was £800,000 for 2018/19 to 2020/21 within an indicative 10 year Capital Investment Strategy.

2.2 At its meeting on 8 March 2018, the Board agreed allocations for the capital expenditure programme 2018/19. The agreed capital expenditure programme is shown in Table 1 below:

<u>SWestrans Capital Programme 2018/19</u>	Total Budget Allocated 2018/19
Purchase of Accessible Buses	230,000
Bus Infrastructure	50,000
Rail Station Parking	300,000
STAG Studies re. potential rail station openings	20,000
Active Travel Projects	200,000
TOTAL	800,000

Table 1 – SWestrans agreed Capital Programme 2018/19

2.3 At its meeting on 31 October 2018, the Board were informed of an indication from Transport Scotland that each Regional Transport Partnership would receive a direct allocation of funding for Active Travel projects subject to match funding allocation. The Board agreed that the match-funding required was to be allocated from the Active Travel Project element of the 2018/19 capital programme. The projects are shown in Table 2:

Active Travel Scheme	Scottish Government Funding	SWestrans Match funding
Dumfries Learning Town	£25,000	£25,000
Active Travel Hub	£10,000	£10,000
Strategic Minor Works	£35,000	£35,000
Cycle Route Signage	£4,000	£4,000
Bike Interchanges	£25,000	£25,000
Strategic Signage	£10,000	£10,000
Cycle - Railway Station	£10,000	£10,000
Disabled Programme	£10,000	£10,000
Total	£129,000	£129,000

Table 2 – Active Travel Scheme Proposed Funding Allocation 2018/19

3. Key Points

3.1 The outturn position for the financial year 2018/19 which achieved a total net spend of £600,764 is shown at the **Appendix**, and a summary is shown in Table 3 below:

<u>SWestrans Capital Programme 2018/19</u>	Total Budget Allocated 2018/19	Net Expenditure 2018/19
Purchase of Accessible Buses	230,000	230,000
Bus Infrastructure	50,000	30,032
Rail Station Parking	300,000	46,374
STAG Studies re. potential rail station openings	20,000	10,000
Active Travel Projects	200,000	284,359
TOTAL	800,000	600,764

Table 3 – SWestrans Capital Programme 2018/19 outturn.

3.2 A short commentary on each element of the programme is given in the succeeding paragraphs.

3.3 Purchase of Accessible Buses – spend of £230,000. The Board agreed the provision of a grant of £230,000 to purchase two low floor accessible buses at its meeting on 17 April 2018.

3.4 Bus Infrastructure – spend of £30,032. A number of bus shelters and associated infrastructure within the agreed bus shelter renewal/replacement programme were completed. Due to a delay in shelter delivery in March 2019 full spend was not achieved.

3.5 Rail Station Parking – spend of £46,374. The Board at its October 2018 meeting received a written and verbal update on progress with the stages required to progress parking options at Lockerbie Station and agreed to proceed with the acquisition of land with this decision being intimated to Dumfries and Galloway Council. Negotiations continued with the landowner(s) and the Board were informed at their January 2019 meeting that spend on this element of the programme would not meet the allocation of £300K and agreed that £250K would be carried forward to the next financial year 2019/20.

3.6 STAG Studies – spend of £10,000. Full spend was not required on this element.

3.7 Active Travel Projects – net spend of £284,359. A number of walking/cycling infrastructure opportunities to improve functional active travel were progressed with works completed including a path from Stranraer to Lochans, new path infrastructure within Dumfries and Newton Stewart, new dropped kerbs and other associated improvements.

3.9 A total spend of some £180,582 was achieved against the direct funding provided by Scottish Government with £90,291 reclaimed as grant, this is summarised in Table 4

below. The works undertaken from this funding included improvements relating to Dumfries Learning Town, Strategic Minor Works and the Active Travel Disability Fund. Due the lateness of receipt of grant, it was not possible to achieve spend to the maximum amount available of £129,000.

Active Travel Scheme	Scottish Government/ SWestrans Funding	Gross Expenditure 2018/19
Dumfries Learning Town	£50,000	£57,998
Active Travel Hub	£20,000	£0
Strategic Minor Works	£70,000	£97,617
Cycle Route Signage	£8,000	£0
Bike Interchanges	£50,000	£0
Strategic Signage	£20,000	£0
Cycle - Railway Station	£20,000	£0
Disabled Programme	£20,000	£24,966
Total	£258,000	£180,582

Table 4 – Active Travel Scheme Grant Funding outturn 2018/19

4. Implications	
Financial	Total net spend of £600,764 was achieved against a budget of £800,000 with £199,236 carried forward to 2019/20.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

5. Consultation

The Proper Officer (Finance) has been consulted and their comments incorporated.

6. Recommendation

Members of the Board are asked to note the outturn position on the 2018/19 SWestrans Capital Programme.

Douglas Kirkpatrick – Report Author Tel:01387 260136 Date of Report: 3 June 2019 File Ref: SW2/Meetings/2019	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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Appendix – Capital Programme Outturn 2018/19

SWestrans Monitoring Capital Programme 2018/19

	Total Revised Budget Allocated 2018/19	Actual Gross Spend Through the Ledger 31/03/19	Income Through Ledger 31/03/19	Actual Net Spend 31/03/19	Variance 2018/19	(Slippage to) / Acceleration from 2019/20
Purchase of Accessible Buses	230,000	230,000		230,000	0	0
Bus Infrastructure (including shelters, PUDOs and RTI)	50,000	30,032		30,032	-19,968	19,968
Cyclepath Development (Lochmaben - Lockerbie / Portpatrick - Stranraer)	0	0		0	0	0
Rail Station Parking	300,000	46,374		46,374	-253,626	253,626
Rail Station Improvements (Lockerbie phase 3)	0	0		0	0	0
STAG Studies re. potential rail station openings	20,000	10,000		10,000	-10,000	10,000
Active Travel Projects	200,000	374,649	-90,291	284,359	84,359	-84,359
TOTAL	800,000	691,055	-90,291	600,764	-199,236	199,236

2018/19 Funding Summary

Swestrans Allocation as per Full Council 27 February 2018	800,000
Add Slippage 2017/18	246,155
Less Reprofiling of Budget to 2019/20	-246,155
Total Allocation 2018/19	800,000

STAG APPRAISALS UPDATE

1. Reason for Report

To update the Board on the work towards developing potential rail station re-opening bids.

2. Background

2.1 SWestrans and Dumfries and Galloway Council have aspirations for the re-opening of the following stations:

- Thornhill
- Eastriggs
- Dunragit/Glenluce
- Beattock

2.2 At its meeting on 22 September 2017, the Board agreed to progress with Scottish Transport Appraisal Guidance (STAG) Part 2 (Detailed Options Appraisal) studies for the Thornhill, Eastriggs and Beattock areas. Peter Brett Associates (PBA) were commissioned to undertake this work.

2.3 At its meeting on 10 November 2017, the Board agreed to receive updates on the STAG 2 progress at each Board meeting.

2.4 At its meeting on 10 May 2019, the Board received a briefing paper outlining the potential options available to progress this work once the studies were complete. The Board were also informed that the three reports would be presented at the SWestrans Board meeting on 28 June 2019.

3. STAG Studies

3.1 PBA have completed three STAG Part 2 studies and have provided a draft report for each study area.

3.2 It was hoped that the reports would be finalised in time to enable their presentation to this Board meeting. However, an assessment of the work required to reach final sign-off would suggest that it will be a few weeks until this point is reached.

3.3 Once signed off the reports will be made available as planned to Board Members, Station Action Groups and to the public through the SWestrans website before being presented to the next SWestrans Board meeting on 20 September 2019.

4. Implications	
Financial	No financial implications at this stage.
Policy	No change in policy. This work fulfils SWestrans and Dumfries and Galloway Council policy objectives.
Equalities	Opportunities to enhance travel choice and experience for those with protected characteristics will emerge from the study findings.
Climate Change	Opportunities for modal shift will emerge from study findings.
Risk Management	Continuation and completion of STAG 2 studies relates to two known risks: R02 – Public image R05 – Failure to progress RTS Delivery Plan

5. Recommendation

Members of the Board are asked to note the update on the work towards developing potential rail station re-opening bids.

Report Author: Josef Coombey SWestrans Policy & Projects Officer	Approved by: Douglas Kirkpatrick SWestrans Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 14 June 2019 File Ref: SW2/Meetings/2019	

RAIL UPDATE

1. Reason for Report

To update Members of the Board on the following rail developments:

- Local Rail Development Fund
- Station Travel Plans

2. Background

2.1 Rail policy for the South West of Scotland has been developed in a number of key documents, including The Regional Transport Strategy (RTS) and RTS Delivery Plan. Members of the Board have, at various times, agreed responses to a number of consultations and addressed emerging issues concerned with rail issues.

2.2 The region is served by three railway lines:

- The Glasgow and Southwestern Line (GSWL) which runs down the Stranraer Line which connects the far west of the region into the Central Belt network at Ayr, and with services on to Kilmarnock.
- The Glasgow and Southwestern Line (GSWL) which runs down the Nith Valley. Stations in Dumfries and Galloway include Kirkconnel, Sanquhar, Dumfries, Annan, and Gretna.
- The West Coast Main Line (WCML) passing through the east of the region, with a station at Lockerbie.

3. Local Rail Development Fund

3.1 Transport Scotland's Local Rail Development Fund (LRDF) is a £2 million fund which enables local promoters, such as Regional Transport Partnerships and others, to appraise and potentially bring forward proposals aimed at tackling local rail connectivity issues.

3.2 The fund (which has a remaining balance of up to £1.3 million) has been re-opened for further applications.

3.3 The Board noted, at its meeting on 10 May 2019, the update on the LRDF which stated that potential bids would be presented at this meeting for decision on submission to Transport Scotland. The deadline for any bids to be submitted is 28 June 2019.

3.5 Match funding is not an essential criterion. However, proposals which include a degree of match funding may be looked upon favourably.

3.6 Successful applicants will be offered a Scottish Government grant to carry out the transport appraisal. The grant letter will include the conditions of the award and the timescales for completion. Payment can only be made once the recipient has accepted the conditions and signed the grant letter.

3.7 Any application must be a unique proposal; that is, funding cannot be requested for a project which is already being addressed through an ongoing study/project. Further information on how applications will be assessed is attached as **Appendix 1**.

3.8 Officers are considering a number of projects and are awaiting feedback on these before any application is completed for submission. This feedback will inform what projects are eligible for submission to the Fund.

3.9 A draft application for those projects that are eligible will be presented to the Board at this meeting for agreement before submission to Transport Scotland. The financial implications of any bids being successful will be highlighted to the Board to ensure any decision can be made with the fullest information.

4. Station Travel Plans

4.1 The Board, on 21 September 2018, noted the commencement of Station Travel Plan work for Dumfries rail station; and agreed SWestrans officers undertake similar work on a Station Travel Plan for Lockerbie rail station.

4.2 Station Travel Plans (STPs) are a tool designed to establish a package of measures to improve access arrangements and promote sustainable forms of travel to and from a railway station. They are intended to complement and inform local plan making processes, whilst delivering objectives to support sustainable growth in rail patronage and increased passenger satisfaction.

4.3 Dumfries rail station was selected by ScotRail as one of the 30 stations across the ScotRail network that they would produce a STP for as part of their franchise obligations.

4.4 ScotRail has completed and published a Dumfries Station Travel Plan, which is attached to this report as **Appendix 2**. The Plan identifies the problems and opportunities and sets out an action plan which includes a number of interventions. It is proposed that SWestrans is a lead stakeholder for a number of these, including:

- Strategic Communications
- Onward Travel Information
- Bus and Community Transport Connectivity
- Bike hire promotion and E-bike station
- Cycling Infrastructure
- Investment in network/route to increase tourism
- Encouraging Local Station Use

4.5 It is proposed that that a Dumfries Station Travel Plan Management Group is created that is responsible for the implementation, development and monitoring of the Travel Plan, and that SWestrans is an 'owner' of the Plan alongside ScotRail, Dumfries and Galloway Council and Visit Scotland.

4.6 Given the links between Dumfries rail station and Lockerbie rail station and many of the STP triggers applying to Lockerbie, SWestrans agreed to undertake an STP for Lockerbie station. This work is still ongoing.

5. Implications	
Financial	It is suggested that a 50% match funding be included in any LRDF application. Implications to the current capital programme will be highlighted to the Board to ensure any decision can be made with the fullest information.
Policy	No change in policy. This work fulfils SWestrans policy objectives.
Equalities	Opportunities to improve and enhance travel choice and experience for those with protected characteristics will emerge from this work.
Climate Change	Opportunities for modal shift will emerge from this work.
Risk Management	This work relates to two known risks: R02 – Public image R05 – Failure to progress RTS Delivery Plan

6. Recommendations
Members of the Board are asked to:
6.1 note the intention to present draft applications for the Local Rail Development Fund at this meeting; and
6.2 note the Dumfries Station Travel Plan for Dumfries rail station as attached at Appendix 2.

Report Author: Josef Coombey Tel: 01387 260372	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries, DG2 8PN
Date of Report: 14 June 2019 File Ref: SW2/Meetings/2019	

Appendix 1: Transport Scotland Local Rail Development Fund Application

Assessment: How to Assess Criteria Guide

Appendix 2: ScotRail Dumfries Station Travel Plan

Local Rail Development Fund Application Assessment: How to Assess Criteria Guide

1a) Transport problem clearly explained	1b) Approach alignment with STAG	2 Tackling local issues and promotion of economic growth in communities	3 Alignment with SG priorities for Transport	4 Unique Proposal	5 Good governance	6 Match funding
<p>0- Transport problem(s) not (properly) identified, poor/lacking in sufficient explanation to constitute a transport problem (and/or transport opportunity).</p>	<p>0 – Approach does not align with the STAG guidance, principles and methodology</p>	<p>0 – No or little evidence provided of how problem and approach will genuinely tackle local issues, economic growth, and social benefits, in communities. No fit with local development plan(s)/; local/regional transport strategy/s and relevant community planning evidence. Does not meet criteria.</p>	<p>0 - No or little evidence provided of alignment with NTS, Rail Investment Strategy HLOS, and or complementary strategies – e.g. rail freight strategy Does not meet the criteria.</p>	<p>Check with TS; Strategic Planning team, Rail Policy and Network Rail</p>	<p>Rail Finance Team to confirm</p>	<p>0 - Organisation cannot provide any match funding</p>
<p>1 - Partial or limited explanation of a transport problem(s) and/or opportunity. There is some partial or limited information related to a transport problem(s) (and/or opportunity) giving a small degree of confidence that an evidence-based transport problem(s) is likely to emerge through STAG.</p>	<p>1 - Partial alignment of approach with STAG guidance, principles and methodology. Some evidence given (50% plus). Some areas are unclear/less detailed</p>	<p>1 - Partial evidence provided of tackling local issues and promoting local economic growth and social benefits in communities. Some evidence of this given (50% plus) which may be directly related to local development plan(s) and local/regional transport strategy/s and relevant community planning evidence. Some aspects are unclear/less detailed. Partially meets the criteria.</p>	<p>1 - Partial evidence of alignment with overarching strategies referenced above. Lower-level of confidence of alignment and understanding. Partially meets criteria.</p>			<p>1 - Organisation can provide up to and including 49% funding contribution</p>
<p>2 – Adequate explanation of transport problem(s) and/or opportunity. There is adequate coherent information to identify a clear transport problem(s) (and/or transport opportunity). There is a reasonable degree of confidence that an evidence-based transport problem(s) is likely to emerge through STAG.</p>	<p>2 – Approach clearly aligns with STAG, strong evidence (75% plus) of a sound understanding of the application of STAG methodology. High-level of confidence that the applicant clearly understands the approach in line with STAG and that the information provided has not simply been copied and pasted.</p>	<p>2 - Adequate evidence provided of tackling local issues and promoting local economic growth and social benefits in communities. Sufficient evidence of this given which may be directly related to local development plan(s) and local/regional transport strategy/s and relevant community planning evidence. Criteria met with an adequate level of evidence.</p>	<p>2 -Meets the criteria with adequate evidence provided of alignment with strategies above. Medium-level of confidence that process and alignment are sound and with sufficient insight. It is clear that the text has not simply been copied and pasted.</p>			<p>2 - Organisation can provide a significant funding contribution – 50% or above</p>
<p>3 – A very clear and robust explanation of the transport problem(s) (and/or opportunity). It is immediately clear what the transport issue is and the focus for the application. There is a high-degree of confidence that an evidence-based transport problem(s) is likely to emerge through STAG.</p>		<p>3 - Significant evidence of promoting local economic growth and social benefits in communities. Significant evidence of this given which may be directly related to local development plan(s) and local/regional transport strategy/s and relevant community planning. High level of confidence here. Criteria met with significant and robust evidence.</p>	<p>3 - Significant evidence provided of alignment with strategies above. High level of confidence. Criteria met with a significant level of evidence.</p>	<p>Simple Pass or Fail answer</p>	<p>Simple Pass or Fail answer</p>	

Dumfries Station Travel Plan

February 2019



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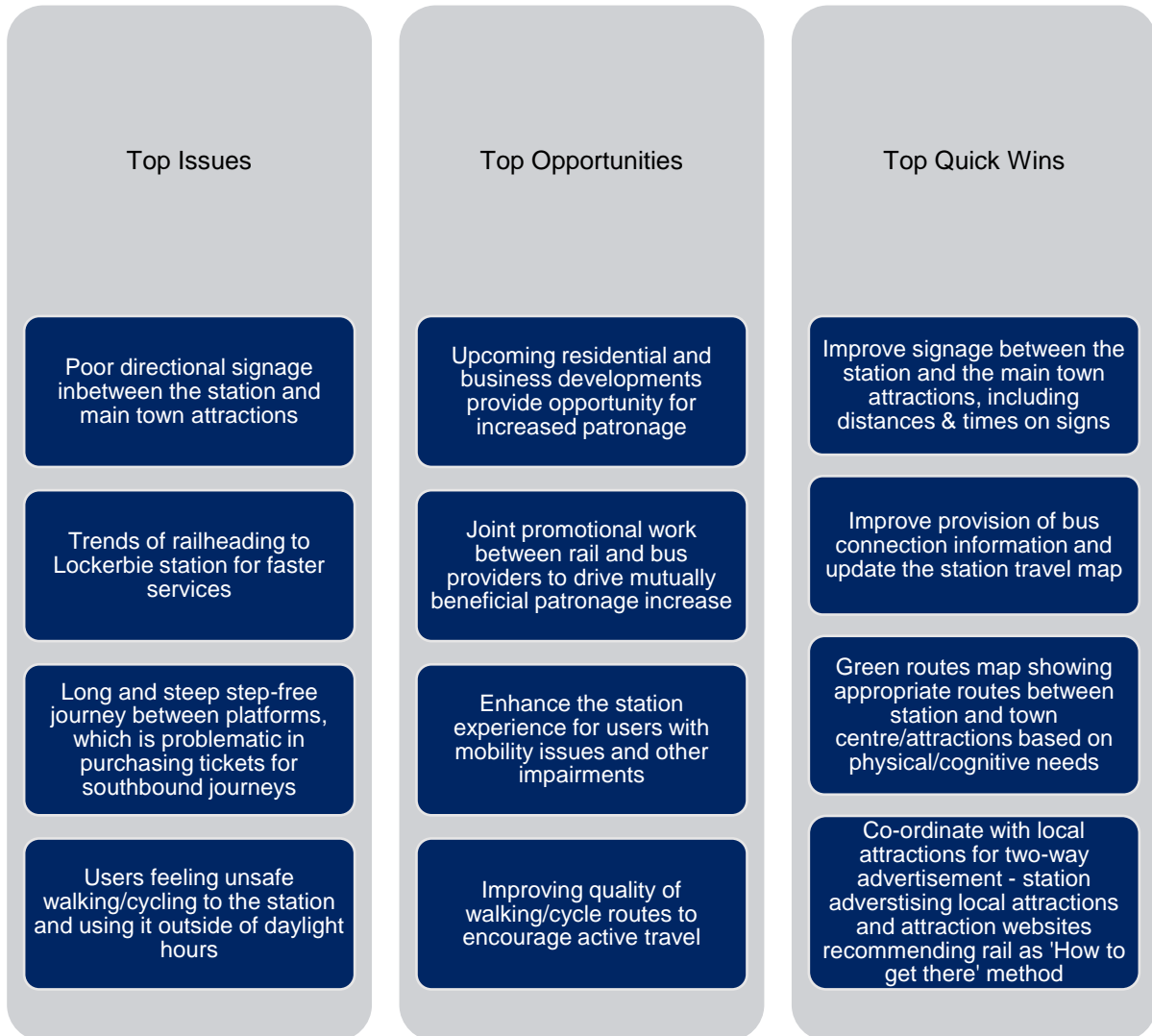
1 Executive Summary

This document sets out the Station Travel Plan for Dumfries, which is being delivered through ScotRail’s Station Travel Plans programme. The programme aims to improve station patronage, deliver enhancements to rail station facilities and onward connectivity and promote and facilitate the role of rail stations in driving forward economic development, supported by strong community involvement.

1.1 Key Issues and Opportunities

The Dumfries Station Travel Plan is underpinned by a comprehensive evidence base that has been developed based on a station/site audit, passenger travel surveys, stakeholder engagement and desktop research. From the evidence examined, the key issues and opportunities that the Station Travel Plan can help to address have been identified. These are detailed in **Chapter 7** and are split into: key issues that the Station Travel Plan can help to address, key opportunities for the Station Travel Plan, and quick wins, as summarised in **Figure 1**.

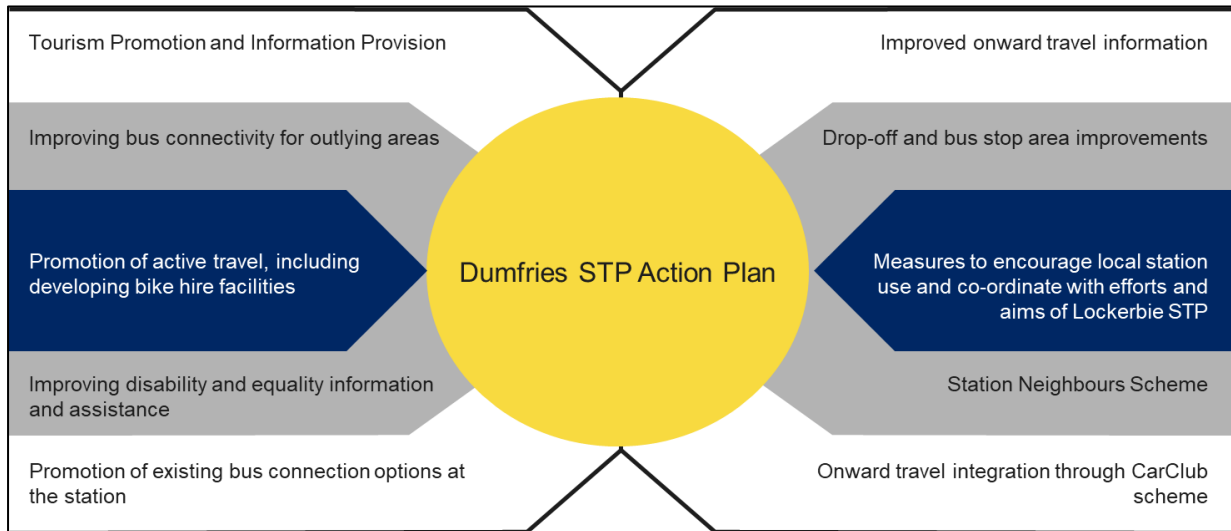
Figure 1: Key Issues, Opportunities and Quick Wins



1.2 Action Plan

A detailed Action Plan has been developed (details in **Chapter 8** and **Appendix H**), which sets out the measures that will be implemented through the Station Travel Plan to address the key issues and achieve its key objectives. An overview of some of the measures and key themes of the action plan are shown in **Figure 2**.

Figure 2: Action Plan Overview



For any Station Travel Plan to be effective, it is essential that a robust ongoing management and monitoring regime is put in place. The ScotRail Station Travel Plans programme places significant emphasis on stakeholder and wider community involvement and ownership, and it is intended that this document becomes a living plan that is implemented by a Dumfries Station Travel Plan Management Group that takes responsibility for monitoring and refreshing the objectives and measures annually.

2 Station Travel Plan Overview

2.1 What is a Station Travel Plan?

Station Travel Plans are a tool designed to improve connectivity to and from a rail station, setting out a package of behavioural, operational and infrastructure measures to promote and facilitate effective access, with a focus on sustainable modes such as walking, cycling and public transport. Importantly, they also perform a much wider role in recognising the importance of a rail station in driving forward sustainable economic and community development, particularly in areas where there is forecast growth in the residential, employment and visitor markets. More information can be found in **Appendix A**.

3 Strategic Objectives

A series of strategic objectives have been developed for the Dumfries Station Travel Plan, which provide a basis for identifying the proposed measures. These have been developed based on consideration of the strategic context of the station, the passenger markets it serves, and wider development proposals in the town and other initiatives where there are opportunities to add value and enhance the role that the Travel Plan will play in the ongoing development of Dumfries. The objectives were discussed, refined and agreed during the stakeholder workshop, as shown in **Figure 3**:

Figure 3: Dumfries STP Objectives



4 Strategic Context

4.1 Introduction

This chapter provides a brief overview of the local and strategic context of Dumfries station. Further information about the station location and services, patronage, local transport networks, station access and facilities, and the role of the station in the local area can be found in **Appendix B**.

4.2 Location, Services and the Role of the Station in the Wider Area

Dumfries is the main town in Dumfries and Galloway; it has a population of 49,000 (2011 Census). It lies within the Dumfries and Galloway Council area and is one of the most highly populated towns in the South of Scotland. It is a hub for business and residents and generates a significant volume of trips to Glasgow, Edinburgh and Carlisle. The rail station is located on the Glasgow to Carlisle Line, as shown in **Figure 4**, and is managed by ScotRail. Services stopping at the station are also operated by ScotRail and from December 2017 the station has benefitted from 5 additional trains in each direction to and from Carlisle, to give a near hourly service.

Figure 4: Station Location/Network Map



Interaction with Lockerbie

There is a perceived issue of railheading in the area, with passengers travelling to Lockerbie, which has a faster service to Glasgow and Edinburgh, instead of using Dumfries. Lockerbie station is managed by ScotRail, however the services stopping there are operated by TransPennine and Virgin.

Research has been undertaken both as part of the Dumfries STP, and as part of an ongoing STP for Lockerbie which is being undertaken by SWestrans. There is a need for co-ordination across the delivery of the Dumfries and Lockerbie STPs with a specific focus on measures which encourage local station use.

Developments

The development due across the region could have a significant impact on the population within the station's catchment area, which must be accounted for within the STP and presents an opportunity to increase patronage and station popularity. Development sites allocated for housing in the local development plan include a total of 2700 houses in Dumfries up to 2029. The most significant of these are the Marchfield masterplan (1000 units), located approximately 1.5 miles northeast of the station, Ladyfield (489 units) located 2 miles south of the station, and Catherinefield Farm (374 units) located approximately 3 miles northeast of the station.

The Dumfries town centre regeneration project is a comprehensive urban design study to transform the town centre and improve wayfinding. This project will tie in with the Whitesands masterplan, which aims to regenerate the area on the banks of the River Nith, adjacent to the town centre.

The Dumfries Learning Town project aims to bring together all schools across Dumfries together to deliver education on a 'whole town' basis. The focus on improving active travel routes between the schools and the new Learning Town sites as part of the project presents an opportunity for an increase in active travel throughout Dumfries, with the potential for attracting new trips to the rail station if infrastructure is improved, particularly for cyclists.

Tourism

There are several tourist destinations in the Dumfries area such as castles, museums, the Robert Burns House, and adventure farms. The new attraction of the Moat Brae Peter Pan house due to open in 2019 also has potential to boost rail travel and tourism within Dumfries.

Borderlands Partnership

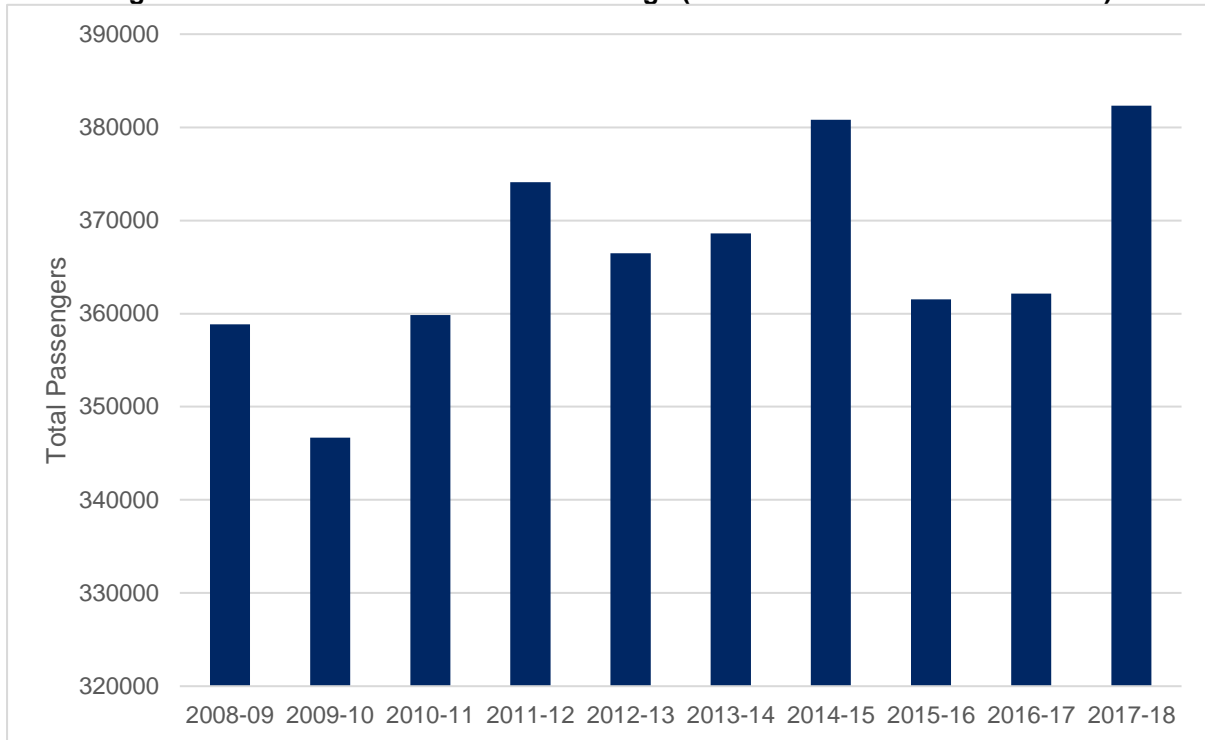
The Borderlands Partnership is a cross-borders group bringing together local authorities in the Scottish and English borders to promote sustainable economic growth in the area. As the major town in its local authority area, Dumfries and its rail station will be key to unlocking this aspiration for economic development. It is therefore essential that the STP supports this and maximises the connectivity to the station, and therefore between the five local authorities that are a part of the group. Within the Borderlands Partnership's strategy is a focus on supporting sustainable transport projects, such as rural bus services, electric car infrastructure and integrate/smart ticketing, which align closely with the aims of a Station Travel Plan, at a more strategic level.

In March 2019, it was announced that £345m of funding from the UK and Scottish governments would be granted as part of the Borderlands growth deal.

4.3 Patronage

Figure 5 shows the trend in patronage for Dumfries station from 2008 to 2018. The full data can be found in Appendix B. The data shows that the general trend at Dumfries has been an increase in patronage over the 10-year period. From 2008 to 2018 patronage increased by 7%, which is likely due in part to the service enhancements from December 2017.

Figure 5: Dumfries Station Annual Patronage (Source – Office of Rail and Road)



4.4 Local Transport Network

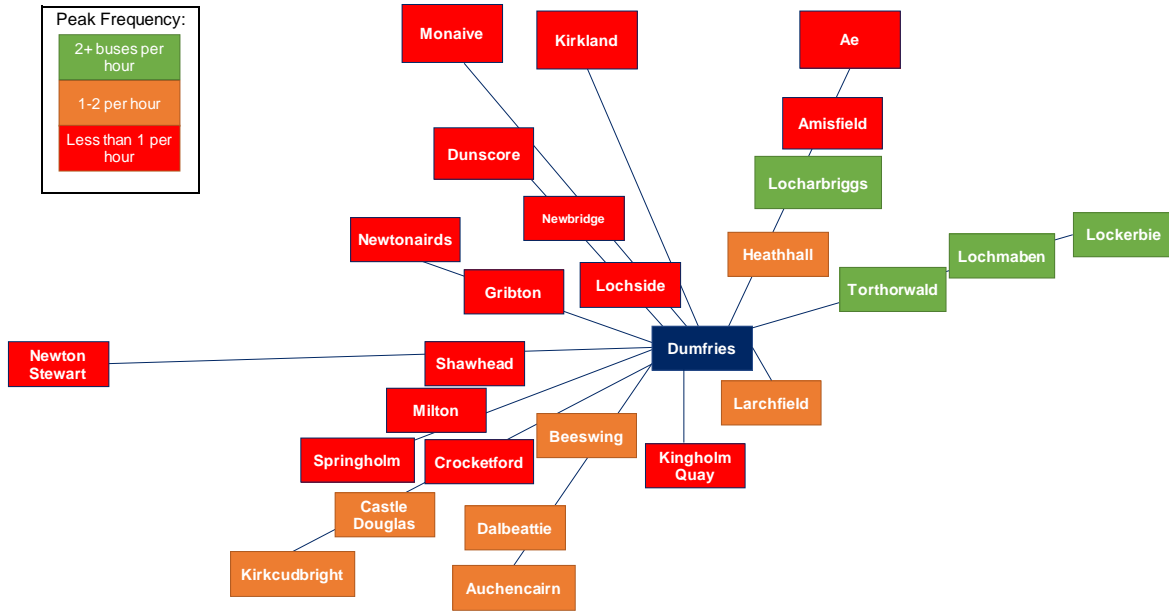
4.4.1 Walking and Cycling

There are multiple cycleways available for use around the station and Dumfries; however, cycling was not found to be a popular mode of transport to the station. Lockerbie Road, to the South-East of the station is very busy and could be considered dangerous for cycling along. The recent renovation of a disused viaduct for pedestrians and cyclists has improved station access from the North-West of the town; however, arrival from the North-West of the station involves passing through an industrial estate which is particularly unappealing for pedestrians. Further figures are included in **Appendix B**.

4.4.2 Bus

The nearest connections to bus routes at Dumfries station are located on Station Road outside the station building on Platform 1, with further services stopping at Lover’s Walk, a short walk from the station. Services stopping here are predominantly local. The key local destinations reachable via these services are shown in **Figure 6**, along with an indication of the peak (0700-0900) frequency. This indicates that although service coverage may be considered good, there are issues with service frequency for connecting to the station, particularly from areas to the west of Dumfries.

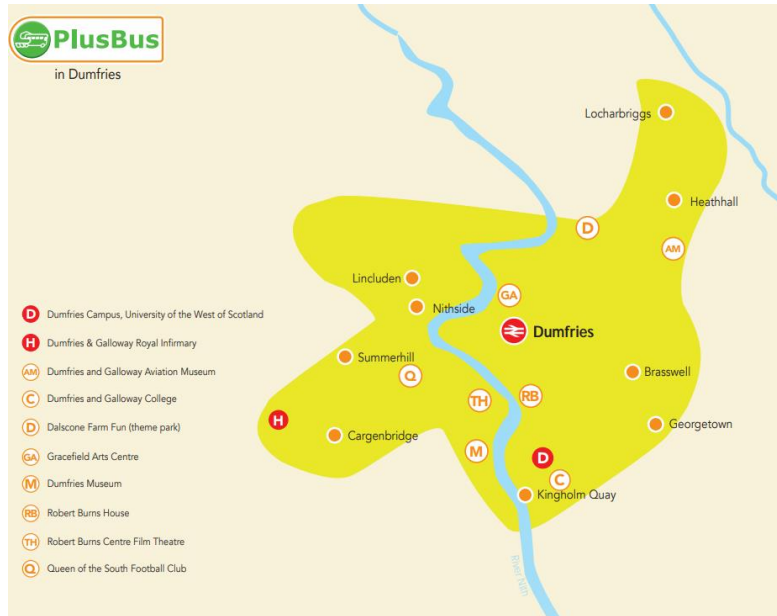
Figure 6: Bus connections from Dumfries



There are additional local services in Dumfries town centre which do not stop at or near the station. Longer distance services to Glasgow and Edinburgh can also be accessed from the town centre. Further information on the services in Dumfries are in **Appendix B**.

Feedback from the inception meeting suggested that, although there are several bus stops throughout Dumfries town centre, there is a downward trend in bus use in the region, with one issue being co-ordinating bus and train timetables. A key aim of the Dumfries STP should therefore be to improve integration between bus and rail services. The PlusBus ticket for multi-modal ticketing across rail and bus services is also available in Dumfries. The coverage map for PlusBus ticket acceptance is shown in **Figure 7**.

Figure 7: Dumfries PlusBus Map



4.4.3 Car Club

Enterprise Car Club have expressed an interest in providing vehicles at the station to create onward travel for rail customers.

4.4.4 Car Share

A car share scheme is available in Dumfries via DGtripshare, with dedicated groups for Dumfries and Galloway Council, Dumfries and Galloway College, and the NHS. DGtripshare currently has approximately 500 users.

4.5 Station Access and Facilities

A review of access and station facilities is provided in the station audit report (**Appendix C**). **Figure 8** shows a layout of basic station facilities at Dumfries Station.

Figure 8 : Dumfries Station Layout Plan (Source – National Rail)



Dumfries station is served by three car parks; the car park outside the main entrance, the car park adjacent to Platform 1 and the car park outside the Platform 2 station building. The facilities provided are shown in **Table 1**. The car parking facilities at the station charged at 50p per day for rail users, and £2 per day for non-rail users.

Table 1: Parking facilities at Dumfries Station

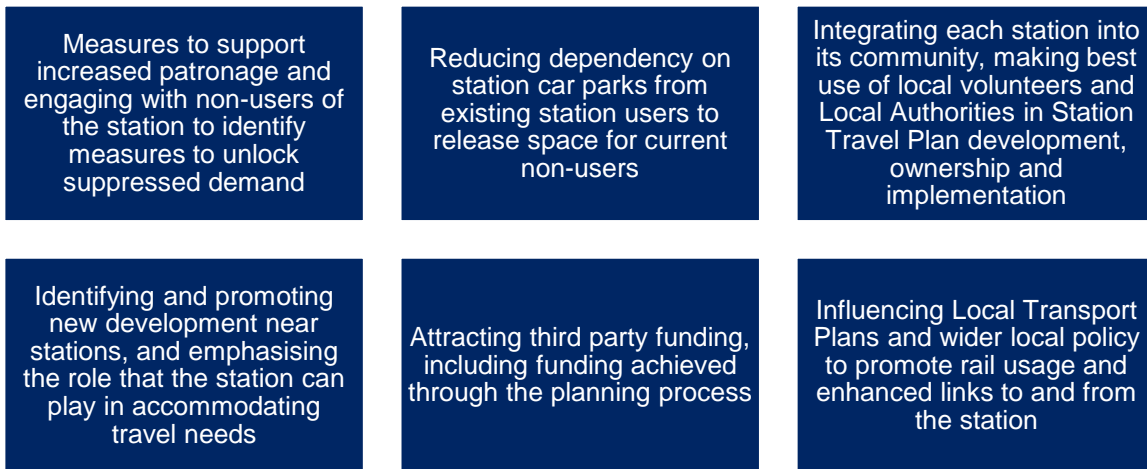
Parking Facility	Car Spaces	Accessible Spaces	Electric Vehicle Spaces	Bicycle Parking	Car Club
Main entrance	16	2	2	0	1
Platform 1	30	0	0	42	0
Platform 2	59	3	0	10	0
Total	105	5	2	52	1

5 Station Travel Plan Drivers

5.1 ScotRail’s Commitment to Station Travel Plans

As part of the ScotRail franchise awarded to Abellio in 2015, Abellio committed to the delivery of 20 Station Travel Plans over the period to March 2019. The Dumfries Station Travel Plan is being brought forward in 2019 as part of a package of ten Station Travel Plans in accordance with a framework and toolkit developed through the preparation of pilot plans for Motherwell and Johnstone stations in 2016, and eight Station Travel Plans delivered throughout 2017. Rather than simply adopt a traditional Station Travel Plans approach which focuses on encouraging and facilitating sustainable travel to and from the station, the Abellio programme has a much wider focus on the role that a Station Travel Plan can play in supporting growth and development, and in helping local communities to take ownership of that development in a sustainable way. The drivers for the Station Travel Plans programme are shown in **Figure 9**.

Figure 9: Station Travel Plan Programme Drivers



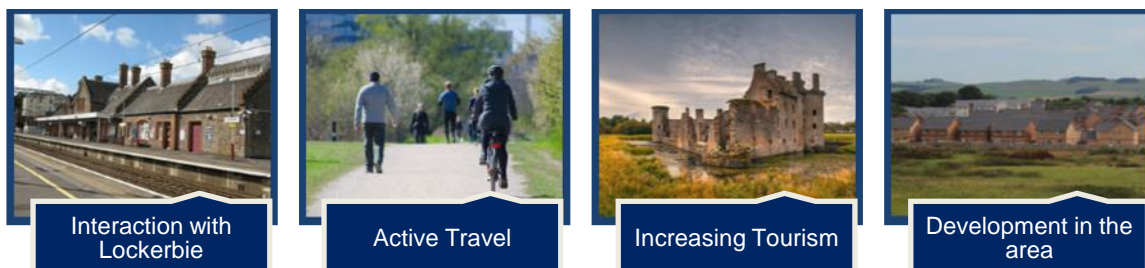
5.2 Policy Drivers

It is vital that measures developed as part of the action plan for the Station Travel Plan adhere to transport and land use policy, in order to leverage funding and co-ordinate schemes. A review of the national, regional and local policy documents relevant to the Station Travel Plan has therefore been undertaken, and is summarised in **Appendix D**.

5.3 Local External Drivers

Figure 10 illustrates the local drivers for the Dumfries Station Travel Plan.

Figure 10: Local Station Travel Plan Drivers



6 Research and Emerging Themes

6.1 Overview

The evidence base for Dumfries Station Travel Plan has been developed based on the following key activities:

- Desktop research, comprising policy review, identification of wider development proposals and schemes and research into station patronage data;
- A station site and area audit undertaken on 31st August 2018;
- Online public surveys published throughout November 2018;
- Stakeholder interviews undertaken over the period August 2018 to October 2018; and
- A stakeholder workshop undertaken on 26th November 2018.

The full methodology and results of each of the data collection activities can be found in accompanying appendices.

Figure 11: Evidence Base Summary



6.2 Station Audit

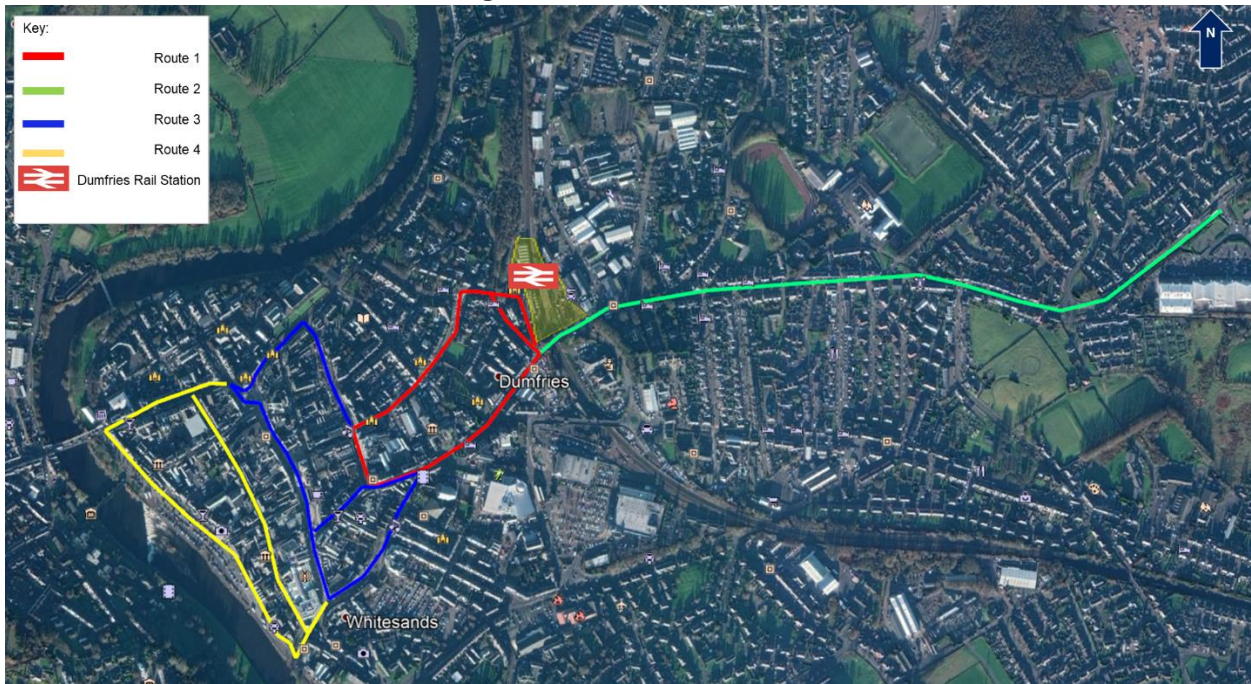
6.2.1 Purpose

The purpose of the station audits was to assess access to and from the station and last mile routes to identify gaps and barriers to access for people with mobility issues, and to consider other social, physical and psychological factors.

6.2.2 Audit Scope

The audit focused on the station area and key ‘last mile’ routes. **Figure 12** shows the routes assessed as part of the audit for the Dumfries Station.

Figure 12: Audit Routes



6.2.3 Audit Findings

Figure 13 and **14** summarise some of the key observations of the audit for the station area and the last mile and key routes. The full audit report can be found in **Appendix C**. These key findings have helped form the focus of some of the measures developed as part of the action plan for the station, particularly looking at improving directional signage along popular routes, improving access and facilities available for users with mobility issues or impairments, and psychological factors associated with the routes to and from the station.

Figure 13: Audit Observations - Station Area



Figure 14: Audit Observations – Last Mile and Key Routes



6.3 Public Surveys

6.3.1 Purpose

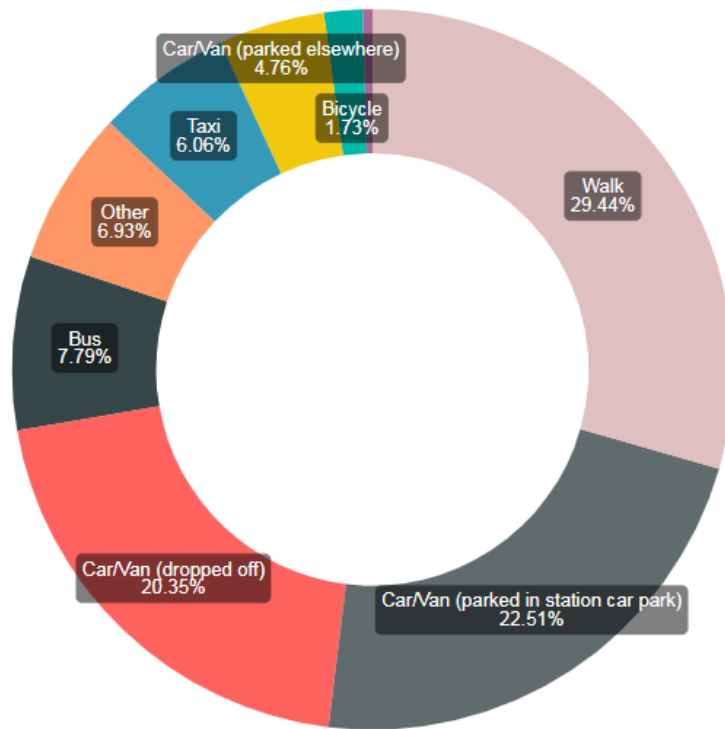
The purpose of the surveys was to gather data from users and non-users of the station about some of the reasons behind their travel choices, what could influence them to change them, and what improvements could be made to Dumfries Station. Quantitative passenger surveys were received from the South-West Scotland Transport Study undertaken by Aecom/Peter Brett and these were supplemented with more qualitative passenger surveys, which were published online and shared via the Dumfries and Galloway Council social media platform in November 2018. In total, the supplementary surveys generated **761 responses**, with approximately 90% of these from people who use Dumfries station. Getting input from people who do not use the station proved to be challenging and has therefore somewhat limited the conclusions to be drawn from the data.

6.3.2 Results

The full survey report including results from each question can be found in **Appendix E**. Some key results from both surveys are analysed below.

Figure 15 shows the mode share of the station users. The highest proportion of respondents indicated that they walk to the station. Whilst this is a positive indication, this has potential to be improved further with enhanced walking routes and promotion of active travel. The low mode share of bicycle travel to the station presents an issue that the STP should look to address by supporting measures to improve the accessibility of the station by bike. Better integration between bus and rail services should also be a key target of the STP, in order to increase the low mode share of bus for travel to and from the station.

Figure 15: Survey Responses – Mode Share (Source: Aecom/PBA)

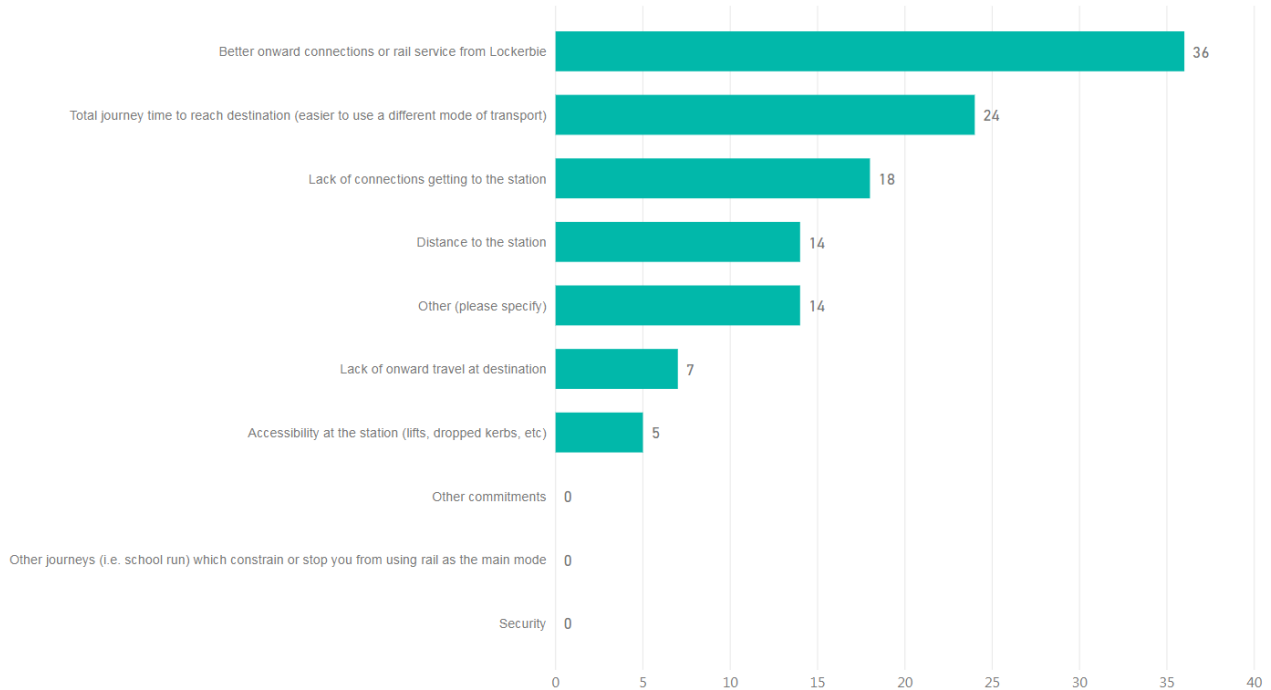


Case Study: Walking Made Easy

Barriers to walking and cycling can be many and varied, and can include lack of good quality infrastructure, but also perceptions about distance and travel time if alternatives to the car are used. Initiatives such as ThinkTravel in Gloucestershire seek to break down some of these barriers by showing walking and cycle travel time for key journeys, such as between the station and employment locations, in a simple and accessible format. Projects like this can be easily replicated by local community groups and can form one part of attempts to change behaviour, and to demystify alternatives for those who are regular car commuters.

The main reasons for respondents not using the station were identified by the online survey carried out by Arcadis, with the results breakdown displayed in **Figure 16**. The main reason stated for not using the station was ‘better onward connections or rail service from Lockerbie’. This result aligns with existing data highlighting the railheading trend to Lockerbie. The second most common response was ‘total journey time to reach destination’, which could reflect the slower train service at Dumfries compared with Lockerbie for some journeys, or that the journey can be made more quickly by car or another mode. Lack of connections getting to the station and distance to the station were also found to be significant influences. This could again indicate potential for increased or re-routed bus services for access to Dumfries Station.

Figure 16: Survey Responses – Reasons for not using the station (Source: Arcadis Survey)



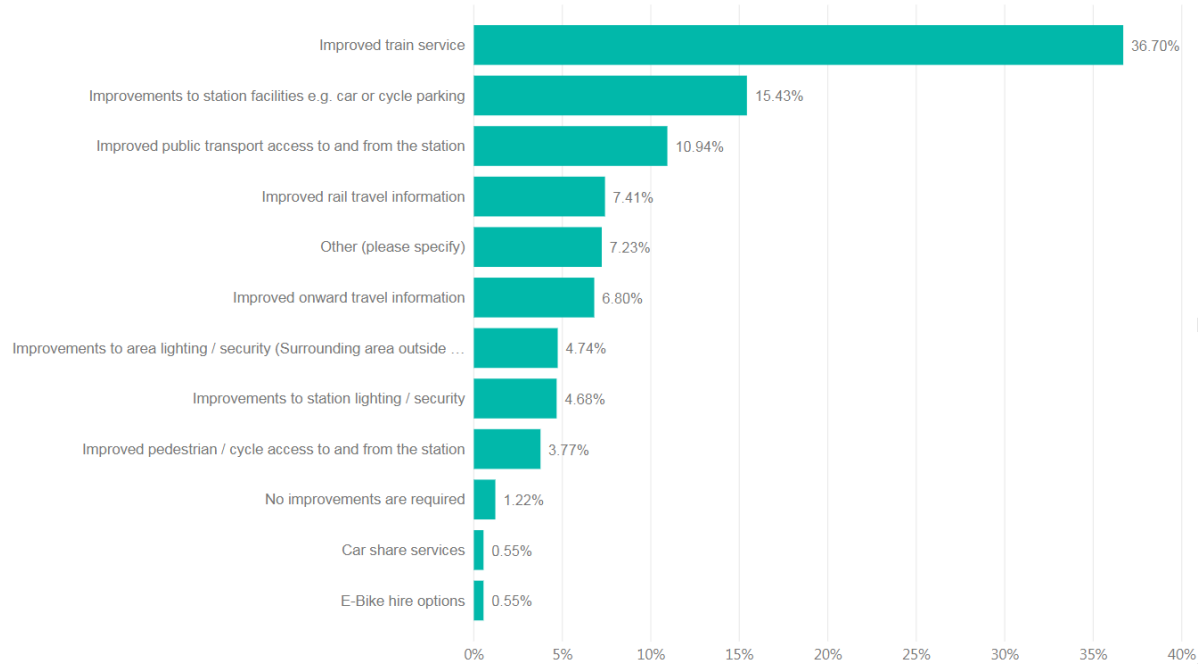
Case Study – Bus and rail working together

In some parts of the UK, serving the station is a key market for local bus operators and they are keen that this is widely known, and advertised on buses. The example below is in Oxford, showing a bus with National Rail vinyls and “catch me to the station” wording on the front above the main destination display. As well as promoting a key market for bus travel, these small measures can also help to reassure those who currently drive to the station, and who may see these buses every day on their commute. Crucially, they can help plant the seed that there are viable, high quality alternatives to the car for trips to the station.

Figure 17 shows the most desired improvements to the station. The most common response was 'Improvements to train service'. 'Improvements to station facilities' was next, specific examples cited including updating the toilet facilities, improving the heating in the waiting room and providing a parking ticket meter and ticket machine on both platforms.

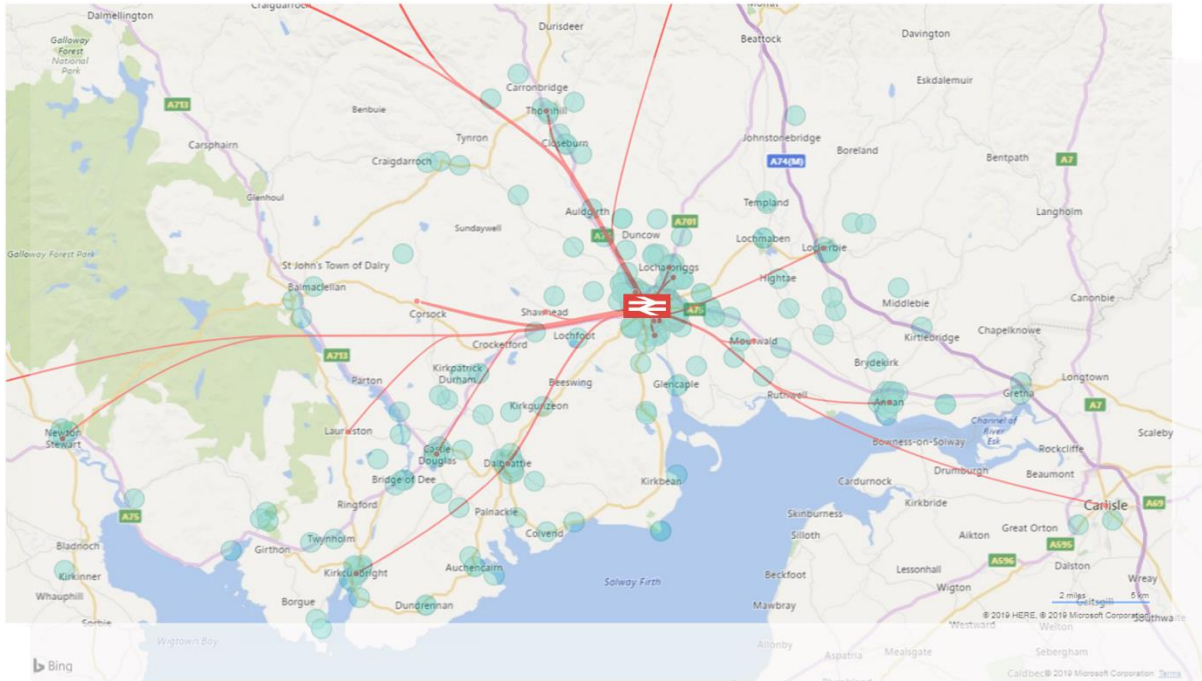
Improved public transport access to and from the station was also found to be a popular option. It was identified in the stakeholder workshop that access to the station via bus was associated with time-consuming detours which are often unattractive. Solutions to address this problem may be something considered by the Travel Plan Management Group and could involve, for example, crowd driven demand responsive transport.

Figure 17: Survey Responses – Improvements Needed (Source: Arcadis Survey)



The map in **Figure 18** shows the home location of the survey respondents (green circles), some who use Dumfries station, and including the 10% who did not use the station, as well as the key bus connections to/from Dumfries, shown by the red lines. This map includes bus connections from Dumfries town centre as well as at the station. As expected, there is a significant population of users from Dumfries, however there are also several smaller user hubs in Dalbeattie, Castle Douglas, Locharbriggs and Kirkcudbright amongst others. Many of these currently have bus services connecting to Dumfries, so a focus should be on maximising bus mode share for these journeys to the station and understanding what barriers might stand in the way of this.

Figure 18: Home post code map of station users and key local bus connections (Source: Arcadis Survey)

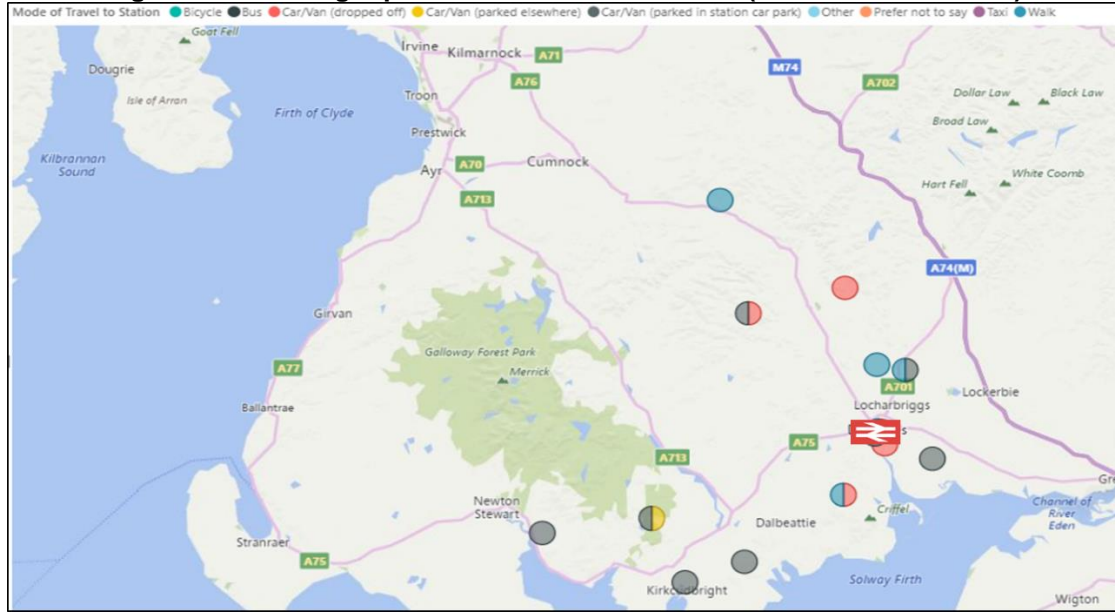


Considering this map in combination with the information received from the South-West Scotland Transport Study passenger survey, the grey areas (indicating car drivers) shown in **Figure 19** with multiple passengers identified in **Figure 18** may indicate the areas which would potentially benefit most from improved bus options or demand responsive community transport.

Case Study: Bus and Rail Working Together

In some cases, quite minor and low-cost interventions can improve the awareness of connections available between rail and other modes and provide customers and potential customers with reassurance. In the example shown, from Basingstoke station, the Traveline logo has been included on the bus stop flagpole, as well as the well-recognised National Rail logo. Minor interventions like this can raise the profile of bus-rail integration and reinforce the sense of both modes working together.

Figure 19: Passenger postcode and travel method (Source: Aecom/PBA)



6.4 Stakeholder Engagement Summary

6.4.1 Purpose

Stakeholders played a key role in the identification and validation of existing issues and opportunities at the station and will also be a vital part of the implementation and monitoring phase of the STP process. A wide variety of stakeholders were targeted as part of the engagement exercise, via telephone interviews, face to face meetings and emails, in order to gain vital local knowledge and appreciation of the issues facing different user groups.

6.4.2 Stakeholders Engaged

Key individuals and organisations were engaged throughout the STP process, starting with the inception meeting on 27th July 2018, with more stakeholders engaged through subsequent interviews and at the stakeholder workshop. **Figure 20** shows the organisations that were involved in the engagement process. Full details of the engagement process and organisations consulted can be found in **Appendix F**.

Figure 20: Stakeholders Engaged



6.4.3 Key Feedback

The key feedback from the stakeholder engagement is summarised in Table 2.

Table 2 – Stakeholder Engagement Key Feedback

Bus/Rail Integration
Adding bus stops to allow some routes closer to the station is impractical due to the associated increase in journey time from navigating through the area
Expanding the bus route to the hospital to directly link with the station has been previously considered but currently has insufficient demand
Opportunity to introduce bus stances/a bus station opposite the train station for improved transport connectivity, but difficult to implement
Bus service timetabling dependent on other factors such as school hours therefore not always compatible with rail service times
Wayfinding/ Information Provision
Signage between the station and the town centre/attractions is considered poor and confusing for visitors, relies heavily on local knowledge of the area
Travel map in station previously useful but now in need of updating
Cycle Facilities
Some cycle routes are not well lit, discouraging their use in the early morning or evenings
Lockerbie road, the main access route from North-East of the station is not believed safe for cyclists
Lack of cycle provisions between station and colleges
Access
The re-opening of a dis-used viaduct for pedestrian and cycle traffic has improved station access for some parts of town
Car club currently set up at Dumfries station due to be withdrawn due to insufficient demand
Confusing signage for car and pedestrian access outside Platform 1
Social/Psychological Factors
Some users reported 'feeling unsafe' at the station - possibly due to unstaffed platform after arrival of the late train, or neighbouring industrial areas
Some users choosing to drive due to poorly lit, or 'unsafe' walking routes through certain parts of town
General perceptions of the Dumfries line being slow and out-dated

6.5 Stakeholder Workshop

6.5.1 Purpose

The purpose of the stakeholder workshop was to offer a chance for the STP evidence gathering process to be presented to key stakeholders to seek feedback over the main issues and opportunities identified to date. The intended outcome of the workshop was to identify 'quick wins' that the STP can deliver through the action plan and to facilitate collaboration between stakeholders to be carried over to the implementation phase of the action plan.

6.5.2 Key Outcomes

The stakeholder workshop for Dumfries station was held on Monday 26th November at The Station Hotel in Dumfries.

Following a presentation on the issues and opportunities identified in the evidence gathering process, the following quick wins were identified (**Figure 21**):

Figure 21: Stakeholder Workshop Quick Wins

Station Neighbours

- Identify suitable businesses to be designated Station Neighbours, where passengers can go late at night to seek shelter or make phonecalls if needed

Green Routes Map

- A map showing different routes between the station and the town centre/attractions based on physical and cognitive considerations

Tourism Map

- Maps showing connections/services from the station to local tourist attractions

Tourist Signage

- Improved signage provision along popular routes to and from the station e.g. town centre, colleges, tourist attractions, with walking distances included

Car Park Signage

- Improved road painting to highlight where cars are permitted and define a clear pedestrian crossing point

Joint promotion of rail-bus interchange

- Work with local bus service providers to promote rail-bus interchange- rail station provide bus service information, buses serving station advertise rail connection

Promotion partnerships with local attractions

- Work with local attractions to encourage rail as the method of travel- advertise attractions in Dumfries station, include rail travel and walking route from station on attraction website's 'how to get there'

Dementia-friendly station

- Seek advice from experts in how to achieve a dementia-friendly station at Dumfries

7 Key Issues and Opportunities

7.1 SWOT Analysis

The key issues and opportunities we have identified through the research methods detailed above, were collated into a SWOT (Strengths, Weaknesses, Opportunities, Threats) for the station and interchange facilities, and for the last mile and key routes to and from the station. See **Appendix G**.

7.2 Research Summary

Following the development of the SWOT analysis, and feedback at the stakeholder workshop, the top issues, opportunities and quick wins were determined. These are shown in **Figure 22** to **Figure 24**.

Figure 22: Top Issues



Figure 23: Top Opportunities

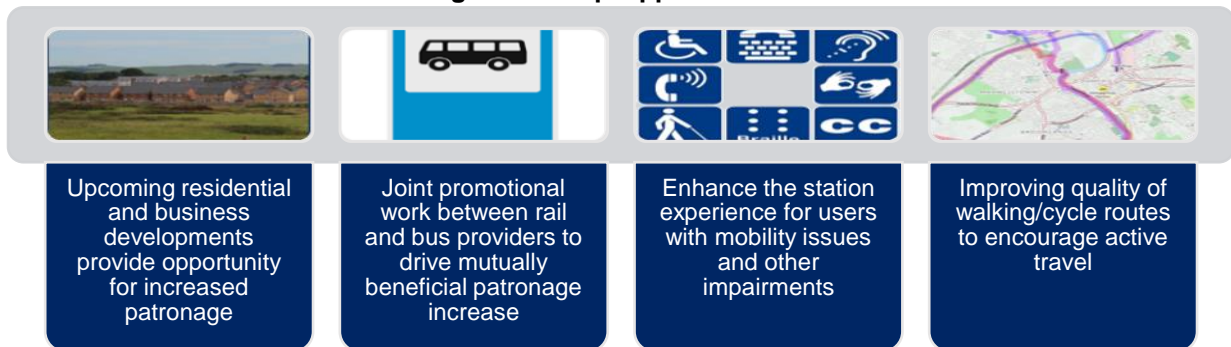
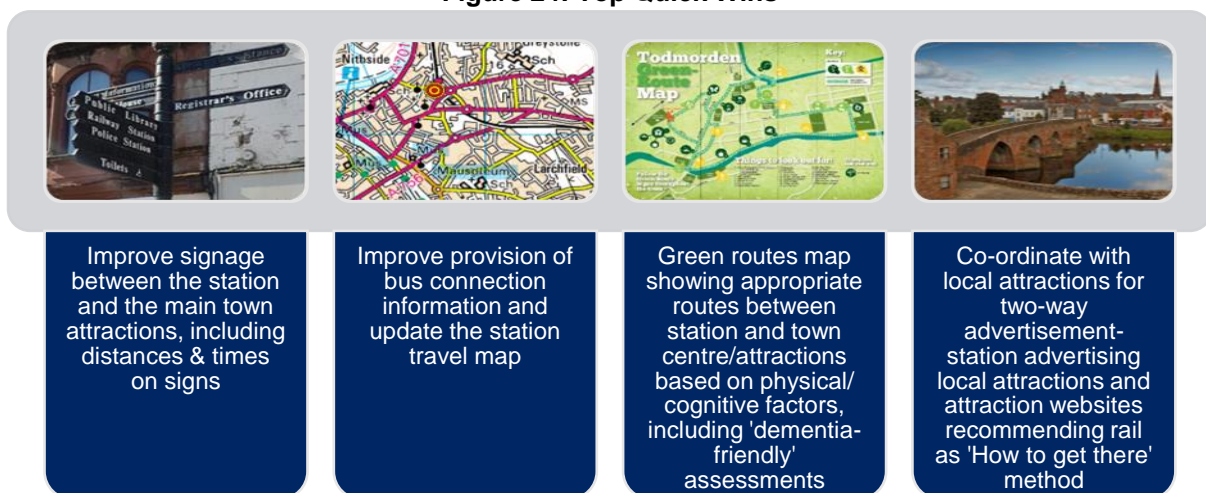


Figure 24: Top Quick Wins



8 Action Plan

8.1 Overview

An Action Plan has been developed based on the key issues, opportunities and emerging themes identified during the evidence collection and research phase. It covers the current ScotRail franchise period, which runs until March 2022.

The Action Plan is a starting point and forms the basis for turning the Station Travel Plan into a living document. It is envisaged that stakeholders will, through the STPMG, wish to further assess and refine the actions and turn them into fully SMART objectives (specific, measurable, attainable, relevant and time-based).

The full Action Plan is provided in **Appendix H**, and a summary version is provided in **Table 3**.

Funding for a number of these measures could come from, where applicable, developer contributions through Section 75 agreements, Station Improvement Fund, Network Rail funding programmes such as Access for All, local Council funding as part of active travel strategy, community volunteer work and through Sustrans Community Links funding and other grant applications.

Table 3: Action Plan Overview

No.	Name	Detailed Intervention	Lead Stakeholder(s)
1	Strategic Communications	Building on the stakeholder workshop, ensure strategic communications between travel plan stakeholders and the development of strong partnerships to drive efficiency and collaboration across all proposed improvements. There is also the need to co-ordinate across Dumfries and Lockerbie STPs	All Station Travel Plan Stakeholders, led by ScotRail
2	Onward Travel Information	Provision of enhanced onward travel information at the exit to the station, comprising a route map and accompanying information on walking, cycling, car hire, public transport, and taxis, including designated walk/cycle routes and how to reach key locations such as the town centre and nearest bus stop	ScotRail / D&G Council / SWestrans
3	Tourist/visitor signage	With reference to Transport Scotland brand guidelines for station signage, consider installing 'Welcome to Dumfries - Alight here for Robert Burns House' and include historical display board signage at station to complement the enhanced onward travel information. Clearer signage for tourists to town centre	ScotRail / Network Rail
4	Station Neighbours Scheme	Identify businesses to join the Station Neighbours Scheme to offer a place of refuge for passengers who need a place of shelter or somewhere to contact someone to assist/pick them up	ScotRail / Local businesses
5	Promotion of Dumfries as tourist destination	Promotion of Dumfries as a tourist destination, with information in the station informing visitors about the tourist attractions in Dumfries. Also promote day trips from Glasgow, Edinburgh, Carlisle, via an online campaign and on-train advertising, as well as cross promotion at Carlisle, due to the major passenger flow between Carlisle and Dumfries	ScotRail / D&G Council

No.	Name	Detailed Intervention	Lead Stakeholder(s)
6	Bus and Community Transport Connectivity	Work with bus operators and other stakeholders to identify options to improve the connectivity to the station for outlying areas, including existing services which pass through Dumfries without stopping at the station and options for demand responsive community transport	D&G Council / Stagecoach/SWestrans/Community Transport Providers
7	Public Transport Promotion	Undertake promotion of public transport focused on highlighting benefits and new features available. Make clearer which buses serve the station and where nearest bus stop is located, awareness of contactless option on buses, clear maps and displays for services and routes stopping at the station, and information on travel time to station and other locations to encourage more travel to the station by bus; include consideration for users of reduced mobility	ScotRail/D&G Council/Stagecoach
8	Bike hire promotion and E-bike station	Cycle hire facility at the station, particularly for tourists. Consider opportunity to introduce E-bike scheme as part of the facility	ScotRail / SWestrans / D&G Council
9	Bus/ Rail Timetable Coordination	Examine the feasibility of better coordinating bus and rail timetables to allow better connection times for inter-modal trips, as part of a coordinated effort between operators	ScotRail / Stagecoach
10	Bus Stop and Drop-off area Improvements	Traffic zones to be marked and defined clearly to assist desire lines and avoid crossing road at random points. Zones for bus, drop off area, bike lanes, and taxis. Establish clear hierarchy for modes and put paint on the road to help define zones	D&G Council, ScotRail, Stagecoach, Local taxi firms
11	Green Routes Map	Produce 'Green Routes' map showing appropriate routes from the station to the town centre and around Dumfries itself for users of differing mobility/cognitive needs	ScotRail / D&G Council (Health and Social Work) / Local access panel
12	Cycling infrastructure	Promote NCN Route 7 & 10 proximity and integrate upgrades in line with SWestrans plans. Prioritise key routes. Address safety fears around station and on key routes, by prioritising cycle lanes.	D&G Council, SWestrans, ScotRail
13	Dementia 'friendly' assessment	Work with Health and Social Work Partnership to establish if Dumfries Station dementia 'friendly' through a variety of (dementia-friendly) environmental assessments	Health & Social Work Partnership / ScotRail
14	Enterprise Car Club	Work with Enterprise to deliver onward travel integration through possible designated parking spaces at the station. Co-operative cross promotion of rail/Car Club services	Enterprise Car Club / ScotRail / D&G Council
15	Investment in network/route to increase tourism	Investment in network to increase tourism, similar to Borders Railway, opening up area, increasing patronage, and options for days out in the area	Visit Scotland, D&G Council, SWestrans, External investors, Stagecoach
16	Car park markings	Improved road painting to highlight where cars are permitted and define a clear pedestrian crossing point	D&G Council / ScotRail

No.	Name	Detailed Intervention	Lead Stakeholder(s)
17	Encouraging Local Station Use	Working in combination with the Lockerbie STPMG, identify ways to encourage local station use through, for example, adjusting ticket options to create equivalence between tickets for both stations	ScotRail / TransPennine / Dumfries and Lockerbie STMPG's

8.2 Monitoring & Management

It is essential that the Station Travel Plan is implemented effectively and continually managed and monitored to ensure it maintains its effectiveness and achieves the objectives set. One of the key challenges with any Travel Plan is to embed legacy into the process, to ensure that the Travel Plan continues to remain relevant and effective over the longer term.

To that effect, it is proposed that a Dumfries Station Travel Plan Management Group (STPMG) is created that is responsible for the implementation, development and monitoring of the Travel Plan. This should include representatives from ScotRail, Dumfries and Galloway Council, South West Scotland community rail partnership, SWestrans and Network Rail, supported by transport organisations such as Sustrans and other groups such as Capability Scotland and Stagecoach West Scotland.

Local community groups in particular have a key role to play in ensuring that the Station Travel Plan remains current and responsive to the needs of the local community, helping to lobby for funding and undertaking future audit work in partnership with organisations such as Living Streets.

As well as using the Station Travel Plan as one of the inputs to the wider station and area master planning process, the STPMG should actively identify and capture opportunities to add value to wider travel planning activity, particularly in the case of the Lockerbie Station Travel Plan where there will be an overlap in the individuals and organisations in the STPMG for both stations.

Table 4 illustrates the main stakeholders or 'owners' of the Station Travel Plan, who have responsibilities for its continued development, implementation and management.

Table 4: Station Travel Plan 'Owners'

Stakeholder	Strategic/Local	Owner/Consultee	Role Comments
ScotRail	Strategic	Owner	As commissioner of the STP and operator of the station, will be actively involved in measures which directly impact upon the station
D&G Council	Local	Owner	Will have a key role in progressing many of the measures

Stakeholder	Strategic/Local	Owner/Consultee	Role Comments
SWestrans	Strategic	Owner	As the Regional Transport Partnership, will have a key role in progressing many of the measures.
Visit Scotland	Strategic	Owner	Will play a key role in measures aimed at increasing the tourism market in Dumfries
Network Rail	Strategic	Consultee	Will require consultation/co-operation for any measures that require access to or alterations to NR controlled land or building or operational matters
NHS Borders	Local	Consultee	Major employer for whom the role of the station can play a key role for its staff and patients
Sustrans	Strategic	Consultee	Already actively involved in promoting, designing and funding active travel schemes and promotion of National Cycle Network and links to rail.
Stagecoach	Strategic	Consultee	Major bus operator in the region and will be a key element of measures aimed at improving bus and rail integration, and connectivity from outlying areas
South West Scotland Community Rail Partnership	Local	Consultee	Key consultee in connecting communities to the station and delivering social benefit
Borderlands Partnership	Strategic	Consultee	As D&G Council are a member, the link between the STP and wider economic growth plans should be considered at council and partnership level

The progress of each measure, as identified in the Action Plan, will be monitored and assessed against predicted timescales, costs, key measurable outputs and impacts. Where appropriate, measures should be refined and amended in line with new sources of information and funding, and to reflect any new residential developments and population increase, which could put pressure on current travel services in the local area.

Effective monitoring and management of the Dumfries Station Travel Plan will help achieve a legacy arising from the implementation of the proposed measures and set a precedent for the development and implementation of similar Travel Plan schemes.

8.3 Indicators

Table 5 sets out the ten main indicators against which the implementation of the Dumfries Station Travel Plan will be monitored. These indicators are standard across each of the ten Station Travel Plans being prepared during the current phase of ScotRail's Station Travel Plan programme and have been developed to capture each of the main aims and objectives of the programme.

It is recognised that the focus of each Station Travel Plan will differ; for example, for some stations the main issues and opportunities identified may focus on the station itself and associated facilities, whereas for others the focus may be on the last mile and supporting links to and from the station. Each Station Travel Plan will contribute to all ten indicators in some way; and a rating system has been developed to indicate where the focus areas lie. The rating system is as follows:

- Green – highest priority area
- Amber – medium priority area
- Grey – low priority area (however, the Station Travel Plan will still support the indicator to some extent)

The priority ranking has been derived based on the evidence collected on the key issues and opportunities and the actions set out in the Action Plan.

Table 5: Dumfries Station Travel Plan Indicators

1.	Mode Shift	Green
2.	Peak Spreading / Re-Timing Journeys	Grey
3.	Overall Passenger Experience	Amber
4.	Interchange Experience	Grey
5.	Improving Patronage	Green
6.	Local Station Usage	Green
7.	The Last Mile	Amber
8.	Active Travel	Green
9.	Economic Growth & Development	Amber
10.	Access for All	Green

8.4 Legacy

The Station Travel Plan document should serve as a means of providing a robust evidence base to pursue funding opportunities to implement each of the proposed measures. A simple way to progress this is through a funding matrix, identifying possible funding requirements and sources which will help drive an appropriate application process and identify the need for any further evidence gathering and analysis.

The continued involvement of stakeholders identified in **Table 4** is essential in maintaining momentum in the STP process and maximising the chances that measures will be implemented, to ensure that the legacy of the STP is a positive one, which leads to genuine improvements in the station and a positive impact on sustainable travel options in the area.

CALENDAR OF MEETINGS

1. Reason for Report

This report provides the Board with further meeting dates for approval.

2. Background

2.1 At the first board meeting, following the Local Government election, on 30 June 2017, the board agreed a calendar of meetings which included the frequency and the locations. The board also noted that a review on the frequency and location would be undertaken.

2.2 At the Board meeting on 10 November 2017 the Board agreed to receive a further report on the calendar of meetings at its next meeting. This report included options moving the timing of the meetings away from the usual Friday mornings.

2.3 On 17 January 2018 the Board agreed the current calendar of meetings recognising that the timing of meetings met business need.

2.4 On 29 June 2018 the Board agreed that meetings should be held in Dumfries whilst recognising that there may be circumstances where it would be necessary to move the meeting to improve public accessibility when there are prevalent local issues on the agenda.

3. Key Points

3.1 The Board meetings dates until November 2019 were agreed on 17 January 2018. The table below provides proposals for meetings for 2020. The below dates have been checked for availability with the Dumfries and Galloway Council.

Future meeting date	Location	Comments
20 September 2019	Dumfries	Agreed
15 November 2019	Dumfries	Agreed
24 January 2020	Dumfries	To be agreed
20 March 2020	Dumfries	To be agreed
19 June 2020	Dumfries	To be agreed
18 September 2020	Dumfries	To be agreed
20 November 2020	Dumfries	To be agreed

Table 1 – Calendar of meetings 2019/20.

3.2 The above dates follow a pattern of being the third Friday of the month. It is proposed that that there is no meeting in May, recognising that moving from six to five meetings a year better meets the business needs of the Board. The Board is required to meet in June to consider the unaudited accounts. Therefore, unless there is a pressing business need it is proposed that the May meeting is no longer required.

3.3 It is proposed that the timing and the location of the meetings remain as current practice – 10.30 start, at Cargen Tower, Garroch Business Park, Dumfries.

4. Consultations

This is a procedural report and the Lead Officer is in agreement with its terms.

5. Implications

Financial	None.
Policy	None.
Equalities	None
Climate Change	None
Risk Management	None.

6. Recommendation

Members of the Board are asked to agree the calendar of meetings for 2019/20 as detailed in Table 1.

Report Author: Claire Rogerson
Tel: 01387 260024

Date of Report: 13 June 2019
File Ref: SW2/Meetings/2019

Approved by: Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership
Cargen Tower
Garroch Business Park
Dumfries
DG2 8PN

REGIONAL TRANSPORT PARTNERSHIPS CHAIRS MEETING 6 MARCH 2019

1. Reason for Report

To report on the minutes of the Regional Transport Partnerships (RTP) Chairs meeting held in Edinburgh on 6 March 2019.

2. Background

The Chairman, Councillor Andrew Wood, represents SWestrans at the RTP Chairs meetings.

3. Key Points

3.1 The Chairman attended the meeting with support from the Lead Officer.

3.2 The minute of the meeting held on 6 March 2019 is attached as the **Appendix**.

3.3 The Board is aware of a number of issues detailed within the minute from previous reports. The draft Minute was approved by the Chairs at their meeting on 5 June 2019 in Dundee. The draft Minute of the Chairs meeting on 5 June 2019 will be approved at the next meeting of the Chairs in September 2019 and will be provided in the papers for a future Board meeting.

4. Implications

Financial	There are no financial implications.
Policy	There are no policy implications.
Equalities	There are no equalities implications.
Climate Change	There are no climate change implications.
Risk Management	There are no risk implications.

5. Recommendation

Members of the Board are asked to note the minutes of the Regional Transport Partnerships Chairs meeting of 6 March 2019.

Report Author: Douglas Kirkpatrick Lead Officer Tel: 01387 260136 Date of Report: 8 June 2019 File Ref: SW2/Meetings/2019	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Towers, Garroch Business Park Garroch Loaning, Dumfries DG2 8PN
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Appendix: Regional Transport Partnerships, Minute of Meeting RTP Chairs, Held in the Edinburgh on 6 March 2019.

Regional Transport Partnerships
Meeting of the RTP Chairs
Decision Note
Edinburgh, Wednesday 6th March 2018

Present Cllr Gordon Edgar, SEStran (Chair)
 Cllr Peter Argyle, Nestrans
 Cllr Martin Bartos, SPT
 Cllr Andrew Wood, Swestrans
 Cllr Robbie McGregor, ZetTrans
 Cllr Alan Henderson, Hitrans

In Attendance Mr Jim Grieve, SEStran
 Mr Rab Dickson, Nestrans
 Mr Bruce Kiloh, SPT
 Mr Neil MacRae, Hitrans
 Mr Tom Flanagan, Tactran
 Mr Michael Craigie, ZetTrans
 Mr Douglas Kirkpatrick, Swestrans
 Ms Nicola Laird, Nestrans
 Mr Ewen Milligan, Transport Scotland
 Ms Rowena Roche, Health Directorate, Scottish Government
 Mr Lewis Campbell, Scottish Ambulance Service
 Mr Stuart Stevens, Scottish Fire & Rescue

Apologies Cllr Stephen Heddle, COSLA
 Mr Robert Nicol, COSLA
 Mr Ranald Robertson, Hitrans
 Mr Derick Murray, Nestrans
 Cllr Trudi Craggs, Tactran

Item		Action
1	Welcome & Apologies	
	Gordon Edgar welcomed everyone to Edinburgh and gave apologies.	
2	Discussion with Scottish Fire & Rescue, Health Directorate and Scottish Ambulance Service	
	<p>Rowena Roche of the Health Directorate gave a short presentation. This was followed by discussion.</p> <p>Access to facilities in light of centralisation of services was highlighted as an ongoing issue. Congestion in cities and response times in remote rural locations were also discussed.</p> <p>Utilisation and integration between passenger transport services was also discussed.</p> <p>The Transport Bill was discussed with regards to the proposed blanket pavement parking ban and concerns regarding access by emergency vehicles.</p>	

	<p>There was discussion on the use of new technology by the emergency services and any fleet improvements that have been made to reduce the impact of future LEZs.</p> <p>It was identified that more information could be provided to the Chairs regarding the transport aspects during redesigns and extensions of services and facilities, and that the Health Directorate would consider whether this is adequate.</p> <p>Secretariat to pass email address for invitees to the Chairs for individual discussions as appropriate</p>	<p>Rowena Roche</p> <p>NL</p>
3	Minute of the RTP Chairs Meeting on 5 December 2018 & Matters Arising	
	<p>Minute approved subject to spelling correction p.1</p> <p>Jim Grieve to chase up redundancy modification order as not heard back.</p> <p><u>The Chairs Resolved: -</u></p> <p>To approve the minute</p>	JG
4	National Transport Strategy & STPR	
	<p><i>a) Roles & Responsibilities</i></p> <p>Bruce Kiloh provided an update. The update from TS noted that the Cabinet Secretary is supportive of the recommendations although he provided some comments.</p> <p>Cabinet Secretary is now to get views from peers. Consultation from individual RTP Boards to follow as a confidential item. Await guidance from TS regarding timescales for this.</p> <p>Public consultation likely to be over summer on NTS & R&R.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report</p>	
	<p><i>b) Regional Transport Working Groups</i></p> <p>Bruce Kiloh provided an update. Letter presented a number of challenges but took view purpose of group purely to evidence next STPR.</p> <p>RTPs broadly supportive of arrangements, although some concerns were noted.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
	<i>c) Transport Bill</i>	

	<p>It was highlighted that the key issue is the potential inclusion of a workplace parking levy. Amendment to likely come forward as part of Stage 2.</p> <p>Stage 1 is nearing completion but awaiting report from Rural E&E Committee before taking forward.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
	<p><i>d) Planning Bill</i></p> <p>Bruce Kiloh provided an update.</p> <p>Bill is through Stage 2 and now looking at Stage 3. It was noted that a number of amendments were made at Stage 2. Lots of issues to resolve. Suggestion made to submit an updated financial memorandum for the Bill based on the amendments made at Stage 2.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
5	Consultation Responses	
	<p><i>a) Williams Rail Review</i></p> <p>Consultation is open until 31st May 2019.</p> <p>ECMA also to provide a response to this.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report</p>	
6	RTP Chairs Work Programme	
	<p><i>a) Future Invitees to Chairs Meetings</i></p> <p>TF provided an update. Regarding the suggestion for an air transport representative; there will be a national aviation strategy for Scotland as an addition or a section in the NTS. It was suggested that due to this, Gary Cox or Michael Bradshaw may be good choices to attend a future meeting.</p> <p>It was agreed that due to recent LEZ work with SEPA, they should be invited to a future meeting. Agreed to be in 2019 if possible.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report and add SEPA to list of invitees.</p>	NL
7	Stakeholder & Modal Updates	
	<p><i>a) East Coast Mainline Authorities</i></p> <p>Jim Grieve provided an update. To continue to invest in ECMA for another year and continue to ensure that Scottish interests are reflected.</p>	

	<p>New Azuma trains to be rolled out by LNER. To be fully introduced by the end of 2020. Roll out to start in Edinburgh in June 2019.</p> <p><u>The Chairs Resolved: -</u></p> <p>To agree to continue to support ECMA.</p>	
	<p><i>b) West Coast Rail</i></p> <p>Bruce Kiloh provided an update.</p> <p>The West Coast Mainline will be impacted by HS2, the future of high-speed rail and how it integrates with rest of the network.</p> <p>West Coast Rail 250 is the equivalent group to ECMA. Very supportive of high-speed rail and the benefits it could bring. Currently SWestrans are a member and other RTPs have been invited to be members at a discounted rate.</p> <p>Lead Officers and Chairs to consider individual/collective membership.</p> <p>To get an update on high-speed rail at the next meeting.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	<p>All</p> <p>BK</p>
	<p><i>c) Low Emissions Zones</i></p> <p>Bruce Kiloh provided an update. LEZ now live in Glasgow under a transport regulation condition given that the Transport Bill hasn't yet been approved. Currently only condition 1 has been accepted. To see how this goes before the next one is considered.</p> <p>Condition 2 to be in place by end of the year. Glasgow City Council have agreed for SQP to not continue after end of year.</p> <p>Concerns regarding the progress of retrofitting were discussed, as was the need to ensure that focus is maintained on the role buses have in moving people.</p> <p>The potential issue for fleet reallocation to other areas was discussed as it could lead to negative consequences elsewhere.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
8	Scottish Islands Passport Update	

	<p>Neil MacRae provided an update. Collaborative leader application over 5 local authorities submitted for £280,000. At the moment Hitrans is still leading on the project.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
9	Transport Future Technologies	
	<p>Bruce Kiloh provided an update. There is a gap between aspirations and the current reality of issues that needs to be met.</p> <p>Noted meetings in March on MaaS as an opportunity to get a better understanding of funding and allocation/implementation.</p> <p>Hitrans met with TS regarding MaaS fund. Meeting focused on considering outputs rather than administrative process to better allocate the fund.</p> <p>It was asked whether there was any more information on the structure of the fund. Still at scoping stage so no further information.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
10	Communication with Partners & Stakeholders	
	<p><i>a) SCOTS Active Travel Group</i></p> <p>The recent discussions on active travel funding at SCOTS were discussed. As funding is primarily accessed through other organisations, a concern was raised previously about how RTPs and local authorities engage with charities if funding is to continue to flow through them in this way. It was noted that the meeting to discuss this was positive and a number of action points were taken away.</p> <p>There was discussion regarding what constitutes success of a scheme and how this should be measured. It was agreed there needs to be a continued conversation over how funds are allocated and how success is measured.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report.</p>	
	<p><i>b) Heads of Planning Scotland</i></p> <p>TF provided an update. It was noted that it is important for transport to be taken into account in sustainable development terms and for it to be included in the planning process.</p> <p><u>The Chairs Resolved: -</u></p> <p>To note the report. Secretariat to follow up proposed meeting with HOPS.</p>	NL

11	AOB	
	Cllr Edgar updated on the NTS Board. Noted that after being deferred a number of times it is now to take place on 15 th May 2019. It was agreed to raise the question of why NTS Board is not being treated as a priority. Concern also raised with communications as no official message has been distributed regarding the need for updated Regional Transport Strategies.	Cllr Edgar
15	Date of Next Meeting	
	<i>Next meeting set for 5 June 2019 to be hosted by Tactran</i>	