



REPORT TO INFRASTRUCTURE SERVICES COMMITTEE – 10 MAY 2018

STRATEGIC TRANSPORT UPDATE

1 Recommendations

The Committee is recommended to:

- 1.1 Endorse the progress and developments taken through Nestrans and acknowledge the activities and developments being taken forward by external agencies and stakeholders as outlined in the report; and
- 1.2 Agree to accept further updates on the progress of both the implementation and delivery of the Aberdeenshire Local Transport Strategy (LTS) as appropriate.

2 Background/Discussion

- 2.1 Since the last report to the Infrastructure Services Committee on 25 January 2018 (Item 10), the Nestrans Board met on 14 February 2018 and 18 April 2018. The approved minutes of the meeting of 14 February 2018 can be accessed at:

<http://www.nestrans.org.uk/about-nestrans/board-meetings/>
- 2.2 Attached to this report as **Appendix 1** is the Local Transport Strategy Action Update covering the period from January 2018 to April 2018. This shows progress made against identified categories, i.e. Travel Less, Travel Actively, and Travel Effectively. Supplementary documents to the update are attached as further Appendices.
- 2.3 Council officers have been progressing a number of projects and initiatives, including work to reinstate a railway station at Kintore, worked with Transport Scotland on proposed Transport (Scotland) Bill, construction and development of shared use cycle schemes and started a review of off-street car park operations and tariffs.
- 2.4 Over 200 attendees visited a public exhibition on 14 March 2018 to view the draft plans for Kintore rail station. A planning application is due to be submitted with a view to being determined in summer 2018. Further details are available in **Appendix 1**.
- 2.5 Transport Scotland are working to introduce the revised Transport (Scotland) Bill that is to be laid before ministers as a Year 2 Bill. As part of this process, Aberdeenshire Council are liaising with colleagues in Transport Scotland to assist with the preparation of the Bill and associated Financial Memorandum. Further details are available in **Appendix 1** and a further report on the

Transport (Scotland) Bill will be presented to a future meeting of the Committee.

- 2.6 Construction of shared use cycle paths has been progressed at Huntly (Deveron Road), Ellon (Riverside to Formartine and Buchan Way) and on the A96 between Kintore Business Park and Thainstone. Council officers have submitted bids for Community Links funding from Sustrans for a number of projects in 2018/19 financial year. Further details are available in **Appendix 1**.
- 2.7 Council officers are continuing to develop a series of 'Treasure Trail' maps of Aberdeenshire towns. These are walking maps with a series of clues users can follow to complete the trail. A sample draft cover design is included as **Appendix 2**.
- 2.8 A Member/Officer Working Group (MOWG) has been established to review the operation and tariffs at Aberdeenshire Council's off street car parks. The principal aim of this working group is to ensure that a balanced budget for the provision of off street car parking can be achieved. Further details are available in **Appendix 1** and the Terms of Reference for the MOWG is included as **Appendix 3**.
- 2.9 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

- 3.1 The Committee is able to consider and take a decision on this item in terms of Section F1.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as the Committee shall have full powers to decide on all policy issues and resource matters (within agreed budgets) relating to all functions related with the Transportation Service.

4 Implications and Risk

- 4.1 An equality impact assessment is not required because there will be no differential impact, as a result of this report, on people with protected characteristics. All of the specific interventions, strategies, projects and policies referred to in the report will be separately assessed against the relevant legislation.
- 4.2 There are no staffing and financial implications.
- 4.3 As this report details events which have already occurred there is no risk identified in terms of the Corporate or Service Risk Registers.

- 4.4 Some of the activities outlined in this report have taken, or will take, place in key Aberdeenshire towns. A Town Centre First Impact Assessment has not been conducted in the preparation of this report however as the interventions, strategies, projects and policies referred to in this report will be separately assessed.

Stephen Archer
Director of Infrastructure Services

Report prepared by Anthony Robertson, Strategy Development Officer
Date 25 April 2018

APPENDIX 1

Local Transport Strategy Action Update – January 2018 to April 2018

Travel Actively

Community Links Funded Cycle Routes

Huntly – Deveron Road: The Local Roads Team have agreed to deliver the shared use cycle path scheme which will provide an off road shared use link to the Gordon Schools from the west side of Huntly. Work is underway with this route and is likely to be completed Spring 2018.

Ellon – Riverside to Formartine and Buchan Way: The Local Roads Team have agreed to deliver this scheme. Work commenced on 2 April and is expected to be completed by the end of May 2018.

Sauchen to Cluny: Consultancy support has been contacted to support a re design of a shared use route linking the settlements of Sauchen to Cluny. Draft drawings and contract documents to be reviewed in 2018 and a contract for construction posted then taken forward.

Officers have also submitted bids to Sustrans for funding through financial year 2018/19 to support the following projects:

Design

- Huntly – bus parking area to rear of Gordon Schools
- Strategic route Ellon to Balmedie (Phase 1 Ellon to Newburgh)
- Strategic route Portlethen to Wellington Road
- Strategic route Kintore to Blackburn

Construction

- Fraserburgh Links Road to Seaforth Street
- Inverurie South link to Academy
- Portlethen Cookston Road
- Portlethen Muirend Road to Badentoy Road

Cycle Parking

Officers continue to progress the plan to install cycle parking at workplaces through the funding provided by the Cycle Friendly Employer Development Fund.

Quotes have been obtained via Public Contracts Scotland to provide three shelters at office locations: Gordon House, Viewmount and Woodhill House and one to support staff at the Newtonhill Library and adjacent Community Centre.

Work for these is expected to commence on 16 April and to continue for the following two weeks.

Discussions are ongoing with Planning colleagues regarding the proposed shelter to be located at Viewmount to ensure the shelter meets local requirements.

Funding for cycle parking in Schools will be released by Sustrans in Spring 2018 providing match funding for local authorities. In financial year 2017/2018 £42k of cycle parking was installed in local schools. A similar amount is expected to be available this financial year. Schools who meet certain criteria need to apply to Aberdeenshire Council's Strategy Team to be considered for inclusion.

I-Bike Project

Sustrans' I Bike project works with selected schools in Scotland delivering practical solutions to two specific issues associated with cycling to school:

- The drop-in cycling levels when children move from primary to secondary school.
- The gender gap that sees fewer girls than boys cycling to school.

It also aims to:

- Increase the number of children cycling to school.
- Increase the number of children cycling in their leisure time.
- Create a positive pro-cycling culture within participating schools with a legacy of long term behaviour change within the school communities.

The I-bike project is currently in year 2. Report for academic year 2016/17 – year 1 for Aberdeenshire is now available to read as **Appendix 2**.

I-Bike is working with 300 schools across 12 local authorities. I-bike demonstrates great links into the Curriculum providing further learning opportunities. I-bike does not only provide an opportunity for pupils to develop cycling and scooting skills but also provides a new means of transport to travel to locations for further learning opportunities. For example, links have been made in Fraserburgh with the local ranger whereby pupils travelled to the beach on scooters and were give a lesson on rock pools. In Huntly similar projects have taken place, with the forestry commission providing geography sessions to S2 pupils who travelled to the Bin forest by bike.

- Statistics from the project showing a change in cycling levels:

After Year One:

- Pupils who 'usually cycled' to school remained stable at a 0.4% increase to 7.1%.
- Regular¹ cycling to school increased by 1.5 % from 8.5% to 10%.
- Pupils who 'sometimes' cycling to school increased by 3.7% from 22.2% to 25.9%.
- The proportion of pupils never cycling to school fell 5.1% from 69.2% to 64.1%.

¹ The term 'regular' travel is defined as journeys made by the same mode at least once a week. This information is derived from the question 'How often do you cycle to school?' and the response of 'weekly'

Year 2 showed higher increases in cycling for local authorities who have completed this stage.

- It should also be noted that 47.8% of parents from schools involved in I-bike projects reported an increase in cycling from their children, for other journeys or for leisure.

Park Smart Campaign

Park Smart is Aberdeenshire Council's programme to reduce problems of inappropriate parking and congestion near primary schools. It is one of our Road Safety and Active Travel Initiatives which aim to enable children to travel to school safely, sustainably and healthily.

Park Smart communicates directly with pupils and parents/carers to encourage responsible behaviours. It aims to challenge the behaviour of parents/carers that choose to drive right to the school gate, or park irresponsibly near the school. The Council and schools recognise the time and other pressures that many parents/carers face, and that most do drive and park responsibly, but Park Smart will:

Encourage parents/carers to use alternatives to driving if they can, but if they must drive then:

- They must park in appropriate locations a short distance from the school and walk (park and stride).
- They should never park or wait in illegal or inappropriate locations.

It will tell parents/carers that by doing these things they can:

- Reduce road safety risks for all members of the school community, including their own children.
- Have some quality time with their children on the journey to and from school.
- Enable them and their children to get more exercise, making them all healthier and children better able to focus in class.

The Park Smart campaign is currently being trialled in Kellands School, Inverurie where a 12 month campaign has been developed. This allowed a slow trickle of information, continuously over a long period. The campaign started with in-class workshops being conducted with all classes to educate pupils. Clearly branded materials including homework and leaflets have been sent home to all families. This will be followed up by other activities including a park smart pledge, school gate banners and further homework activities. Partnership discussions with Police Scotland and Community Safety Partnership have been ongoing with regards to who will provide support to the project.

Feedback from the school will help us progress this project and roll this out further to other schools in Aberdeenshire.

Travel Effectively

Liftshare Promotion

Following on from the promotional activities in November 2017, the Strategy Team are investigating ways to support greater uptake of lift-sharing among Aberdeenshire Council staff.

Some of the measures recommended by Liftshare are:

- Dedicated car-sharing spaces close to the building entrance
- Enforcement of these dedicated spaces to discourage abuse
- A guaranteed lift home scheme for users whose lift share is for whatever reason unable to give them a lift home

Although there are dedicated car-sharing spaces already at Woodhill House, no enforcement action currently takes place and the spaces are further from the doors than a number of standard spaces, providing little incentive for staff to car-share.

Officers will be looking into this further over the coming months. Some re-allocation of existing parking spaces will likely need to be considered and buy-in from Facilities will be required in order to ensure that any spaces designed for car-sharing are properly enforced.

If the Council wished to commit to a guaranteed lift home scheme then budget would need to be found to support this, and responsibility designated to a specific department.

Walking and Cycling

Walking and cycling maps have been produced for the following towns and are available from local outlets as well as the Council's Transportation pages:

- Banchory;
- Banff;
- Macduff;
- Oldmeldrum;
- Stonehaven; and
- Westhill.

Work is also ongoing to develop the Treasure Trail maps for the above towns. Officers are working on a communications plan to support the official launch of both sets of maps, which is scheduled for spring 2018.

A sample of the proposed cover design for these maps is available in **Appendix 2**.

Electric Vehicle Charge Points

Installation of a 22kW charging unit at the Banchory Bellfield car park is scheduled for April 2018. This unit has been funded entirely through Aberdeenshire Council's Strategy and Initiatives budget.

Under Transport Scotland's Plugged In Places programme, 22kW charge points are to be installed in the following locations:

- Ballater;
- Braemar; and
- Laurencekirk.

Funded from the Renewable Energy Reserve, 22kW charge points are also to be installed at the following Council depots:

- Aboyne (1x);
- Inverurie (3x);
- Macduff (2x); and
- Mintlaw (2x).

Following a competitive tendering process, a contractor has been appointed for the installation work. Work is progressing on these units.

Discussions have also taken place between the Transport Strategy and Planning teams regarding installation of a new 22kW charging unit in Banff. There is agreement between both teams that Bridge Street car park in Banff is the preferred location. Discussions are also under way with SSE regarding the addition of a new power supply to this site.

Refurbishment of the Bridge Street car park is planned as part of the regeneration of the Bridge Street area. The regeneration work is likely to require a site compound and storage area, with the car park also being the preferred location for this. Therefore, although this has been identified as a potential site for a new charging unit, installation of such will be dependent on the progress of the regeneration works.

Colleagues in Fleet Services and Facilities are to meet to discuss second phase proposals, future maintenance implications and additional training for fleet mechanics.

Work progresses on connection of the charging units at Ellon Park and Ride. The works required to connect up the chargers has now been completed. Works to carry out the required upgrade to the nearby transformer by SSE were delayed due to poor weather conditions, however it is expected these will recommence in April 2018.

Scottish Workplace Journey Challenge

Throughout the month of March 2017 Aberdeenshire Council participated in the Scottish Workplace Journey Challenge (<https://scotland.getmeactive.org.uk/>).

This initiative encourages participants to record their journeys to, from or for work during the challenge period. All journeys made by sustainable modes count towards the challenge, including car-sharing and even instances where a journey could have been made but was not (for example, working from home or tele-conferencing). The challenge is managed by Sustrans Scotland and is free to enter for all employers or individuals.

Over the course of the challenge

- 1,268 journeys logged by Aberdeenshire Council staff (totalling 14,071 miles).
- 3,842 kg CO² saved compared with making these journeys by single-occupancy car trips (£4,899.25 financial saving).
- Aberdeenshire Council placed tenth overall for organisations with more than 1,000 employees (out of 53 in category).

Arnhall (Westhill) Travel Planning

Aberdeenshire Council have commissioned consultants to work with firms based in the Arnhall Business Park in Westhill.

The idea is to engage with the various employers in the area, find out more about the travel needs of these firms' employees, and raise awareness of the available alternatives to travelling by car.

The consultants have completed their travel survey on staff working in the area and have produced a draft report which has been made available to officers for approval. Once any required changes have been made and the draft has been approved, the final report will be made available to the Committee.

A travel guide to the Arnhall Business Park and wider Westhill area is currently under development. This guide will show public transport routes and timetables, walking and cycling routes, and resources showing where users can find out further information. The guides will use the 'GetAbout' graphical style and branding and will hopefully serve to further increase awareness and recognition of the brand.

A travel plan meeting is to be held involving Council officers, the consultants, and employers. Around the same time the travel maps will also be launched, and we also intend to host an event promoting electric vehicles.

Area Office Travel Guides

Work is ongoing to develop a set of travel guides to each of Aberdeenshire's main Area Offices, in the following locations:

- Alford;
- Banff;
- Ellon;
- Inverurie;
- Stonehaven; and
- Peterhead.

Maps are also being developed for:

- Woodhill House;
- Deveron Community and Sports Centre;
- Myrus Community and Sports Centre; and
- NHS Grampian Inverurie Hospital.

These maps will follow a very similar style to the aforementioned one in development for the Arnhall Business Park and will also incorporate the GetAbout graphical style.

Laurencekirk A90 Grade Separated Junction

Officers of Aberdeenshire Council, Nestrans and members of the Laurencekirk Partnership Group continue to work in partnership on this Transport Scotland-led project, funding for which was announced alongside the City Region Deal commitments in 2016.

Consulting Engineers have been appointed by Transport Scotland to undertake route option assessment work and develop a preferred junction option, in accordance with the Design Manual for Roads and Bridges (DMRB).

DMRB Stage 2 work is currently underway. Following an exhibition on possible junction layout options in October 2017, the project team are working towards a further public exhibition in June where the outcomes of the consultation work and engineering assessments undertaken to date will be presented. It is anticipated that a preferred option will be identified later in 2018.

Thereafter, DMRB Stage 3 assessment will commence, involving the development and detailed assessment of the preferred option, culminating in publication of the Draft Orders in 2019 for formal comment.

Kintore Station

A public exhibition on the proposed plans for the new Kintore Station and transport interchange was held on 14 March at the Bothy in Kintore. More than 200 attendees (including residents, landowners and Elected Members) viewed the draft plans and were given an opportunity to provide feedback.

A formal planning application for the transport interchange and car parking elements was submitted by Aberdeenshire Council at the end of March, and it is anticipated that Network Rail will be submitting their application for construction of the station itself imminently.

Assuming planning consent is granted in summer 2018, the conveyancing period will occur late summer/early autumn, allowing access to the land from mid-autumn for site clearance and compound establishment. This then enables the ramping up of construction activity during spring 2019, ready for main construction during the rail blockade, required for the wider Aberdeen to Inverness rail improvement project, from May 2019. It is anticipated that the station will be operational from December 2019 in time for the biannual timetable change.

City Region Deal

Consultants Jacobs continue to progress the STAG (Scottish Transport Appraisal Guidance) Pre-Appraisal element of the Strategic Transport Appraisal, investigating problems and opportunities with current strategic transport provision in Aberdeen City and Aberdeenshire. Following the completion of stakeholder engagement exercises, with an Elected Members workshop and youth engagement events taking place in early 2018, some key themes have emerged, and these are currently being developed into draft objectives. It is anticipated that a second Members' workshop will take place in early summer to summarise the work undertaken to date and introduce the draft objectives to Elected Members. Thereafter, reports will be presented to the relevant Aberdeen City Council and Aberdeenshire Council Committees and the Nestrans Board to seek agreement on these objectives and thus effectively set the course for further appraisal stages, including the identification of options later in 2018.

Led by Aberdeen City Council, the 'External Transport Connections to the Bay of Nigg' study, which seeks to identify and appraise transport improvements that could maximise the benefits of the harbour expansion for the wider region, is also continuing, with stakeholder engagement underway. The approach combines a 'macro' level analysis of the future prospects for each of the potential sectors of activity at the harbour with detailed local insights from consultations to develop a narrative for the future of the harbour. From these will flow a set of transport requirements and hence a set of potential problems, and it is the resolution of these problems against which the options will be tested and appraised. The STAG Pre-Appraisal and Part 1 Appraisal elements of the study are due to be complete during summer 2018.

AWPR

The project continues to progress and an update can be found via the following link.

<https://www.transport.gov.scot/projects/aberdeen-western-peripheral-route-balmedie-to-tipperty/>

A96 Dualling

Officers from Aberdeenshire Council, Aberdeen City Council and Nestrans continue to work with Transport Scotland and its consultants to ensure the successful delivery of this project.

Regarding the Eastern Section (east of Huntly to Aberdeen) Transport Scotland and its consultants Amey Arup are continuing with the DMRB Stage 2 assessment of options.

Following discussion at the Banff and Buchan, Formartine, Garioch and Marr Area Committees in March, a Position Statement on the future assessment of options for the Eastern Section was considered by Aberdeenshire Council and its meeting on 26 April, essentially requesting that all route options, including those north of Inverurie as far as the A920 and A97, remain under consideration at this stage and are assessed in a robust and equitable manner.

It is anticipated that a preferred option for the Eastern Section will be consulted on by the end of 2018 and a preferred route identified by the end of 2019. The target date for completion of the entire Inverness to Aberdeen dualling is 2030.

Fraserburgh, Peterhead and Ellon to Aberdeen Strategic Transport Study

The findings of the feasibility studies into potential road and rail upgrades along the A90(T) and A952 corridors were considered by both Aberdeen City Council and Aberdeenshire Council (Infrastructure Services Committee) in January 2018 and comments submitted to Nestrans.

The Nestrans Board, at its meeting in February 2018, agreed to instruct officers to:

- a) Commission further work on the rail elements, to gain a better understanding of potential and likely impact on other regional rail aspirations;
- b) Enter into discussion with Transport Scotland to engage with them on both rail and roads prospects and how to best progress the schemes; and
- c) Ensure that the options are fully considered in the City Region Deal Strategic Transport Appraisal.

Further updates will be provided to this Committee as they become available.

Review of Car Park Operations and Tariffs

It was agreed at the ISC on 25 January 2018, that a Member Officer Working Group be established to provide guidance on taking forward the proposals to manage car parking in Aberdeenshire. The principal aim of the group is to review the operations and tariffs at Aberdeenshire Council's off-street car parks to ensure a balanced budget position. Currently the car park budget is operating at a deficit. The Parking Management Member Officer Working Group (PMMOWG) first met on 3 April 2018. Reports will be presented to each of the Area Committees in May/June to allow Members to consider and discuss the options and provide feedback to the PMMOWG and ISC.

Car Park Capacity/Demand at Mearns Stations

Consultants AECOM have been appointed by Nestrans, with support from Aberdeenshire Council, to look into future forecasts for railway station usage in the Mearns area (Laurencekirk, Stonehaven and Portlethen) in the context of the "Revolution in Rail" proposals, to identify areas where car parking demand is likely to exceed capacity in future years and to devise solutions for coping with this.

Stakeholder consultation and car parking and passenger surveys are taking place during April and May, in advance of option development and appraisal in June. The study is due to be complete in July.

Monitoring, Reporting, Promoting

Transport (Scotland) Bill

Transport Scotland are working to introduce the revised Transport (Scotland) Bill that is to be laid before ministers as a Year 2 Bill.

Aberdeenshire Council officers are working with Transport Scotland to provide feedback on the proposed Bill, in particular through the Parking Standards Working Group, the Roadworks Policy Development Group and with aspects involving bus services through the Association of Transport Coordinating Officers (ATCO).

A full report on the Transport (Scotland) Bill will be presented to ISC in autumn 2018.

Awards

Aberdeenshire Council has been successfully shortlisted for a CIHT award for its work around developing active and sustainable travel for school pupils. The 'Developing Youth Active Travel' project will be judged under the CIHT / Costain Sustainable Transport Award on 14 June 2018, London. This is the Council's first CIHT award submission and will support efforts to raise the profile of Aberdeenshire Council's commitment to active and sustainable travel at a national level.

The Scottish Transport Awards continue to play a part in Aberdeenshire Council seeking recognition for its work in Transportation and we have been shortlisted under the category 'Contribution to Sustainable Transport' for the Council's development of EV charging infrastructure and promotion. Awards ceremony being held in Glasgow on 14 June 2018.

Non-Motorised User (NMU) Surveys

A contractor has been appointed and surveys are expected to take place in each of the ten ITTs plus Peterhead during April and May 2018. Notification will be provided to Elected Members, schools and Police Scotland of precise dates and locations when these have been finalised.

It is expected that the current contractor will conduct the surveys during 2018 only. A further procurement exercise will be carried out to tender surveys for 2019, 2020 and 2021.

Grampian Health and Transport Action Plan (HTAP)

Partner organisations continue to develop areas of collaboration in line with the strategic aims of the Health and Transport Action Plan (HTAP).

The HTAP Annual Report (2016-2017) has now been circulated to the three Grampian Community Planning Partnership Boards and partner organisations.

The THInC (Travel to Health and Social Care Information Centre) project continues to give advice to residents on transport options for appointments. The project has been promoted on local radio through advertising funded by Nestrans.

Consultants commissioned by Nestrans to produce an options appraisal for the THInC: Transport in the City project have produced a final report. The report informed a paper to the Aberdeen Integrated Joint Board which resulted in a decision to continue their funding of the transport service. Part of the options appraisal exercise included a survey of passengers who indicated a high level of satisfaction with the booking service provided by THInC and the transport provided by Buchan Dial-a-Community-Bus. Partner organisations will now undertake to consider the future of the project beyond the current funding commitment.

Deeside Community Transport Group (DCTG) have secured funding through the Marr Area Health and Wellbeing Fund to deliver a small pilot providing transport to Aboyne Hospital. The service will operate on Tuesday, Wednesday and Thursday each week. The funding makes it possible for DCTG to achieve greater utilisation of their existing vehicle. Consistent with the HTAP aims of supporting community transport and access to health it has been possible to agree that THInC will handle passenger booking for the pilot. The pilot commenced on the 5 February 2018.

A Travel Planning pilot has been running alongside the construction of a new Health and Care Hub in Inverurie on the grounds of Inverurie Hospital. Travel Planning Guidance for developers of new Health and Care facilities has been produced which includes a copy of the approved Travel Plan for the Inverurie Health and Care Hub. A Travel Guide for the Hub is also being developed.

Nestrans have commissioned a revised Travel to Aberdeen Royal Infirmary Guide.

In line with the recommendations of the 2011 Audit Scotland report "Transport for Health & Social Care" partners have collated spending on transport for health and social care and have undertaken to maintain this on an annual basis.

A cross sector HTAP themed networking event has been arranged for 1 May 2018. The event will bring together managers from a variety of relevant health and transport organisations. Presentations will be made by managerial representatives of Aberdeenshire Council's Passenger Transport Unit, the Scottish Ambulance Service Scheduled Care Service, Moray Council's Transportation Service, NHS

Grampian Public Health, Road Safety North East Scotland and Aberdeen Health and Social Care Partnership.

Disability Equality Scotland held an Accessible Transport Summit in Aberdeen on the 20 of March. The event was hosted by Northlink Ferries and was attended by the HTAP Programme Manager, the HTAP Public Representative, representatives from Nestrans, Aberdeen Health and Social Care Partnership, Stagecoach, Aberdeen Airport, groups representing people with disabilities and individuals. The issues highlighted included disability awareness within the transport system, accessible travel information, accessible vehicles, the role of community transport and the role of Access Forums.

DRAFT

APPENDIX 2

Sample Cover Design for Treasure Trail Map (Draft)



Appendix 3

Aberdeenshire Council Member Officer Working Group Management of Parking in Aberdeenshire

Terms of Reference

Purpose:

Infrastructure Services Committee agreed at a meeting of 25 Jan 2018 that as per the set budget that the costs of providing and operating Off Street Car Parks should be fully recovered. At present car parks expenditure exceeds income and therefore the core purpose of this Member Officer Working Group (MOWG) is to consider and recommend solutions that allow the provision of Off Street Car Parking on a full cost recovery basis.

Timing:

The MOWG is due to convene from March 2018 in order to prepare for any changes to tariffs in Off Street Car Parks to be in place for financial year 2019/20.

Membership:

The Member Officer Working Group will be chaired by Councillor Argyle. The membership of the group as confirmed by the Administration and Opposition Spokesperson is as follows;

Councillors Argyle (ISC), Roy (B&BAC), Ewenson (GAC), Mollison (K&MAC), Aitchison (ISC), Petrie (MAC), Ingram (BAC) and Forsyth (FAC).

The Officers on the group will be Janelle Clark (Area Manager Representative), Ewan Wallace (Head of Service – Transportation), Martin Hall (Strategy Manager – Transportation), Lorna Hogg (Parking Officer), Martin Ingram (Senior Solicitor – Advice and Governance), Alison Alexander (Accountant, Finance).

The following have also agreed to be called upon as required:

Gordon Lyon (Marketing and Communications Officer, Customer Communication & Improvement)

Expectations of the Working Group

1. Meetings of the group will be arranged as required throughout the term of the project but particularly, at key decision-making stages.
2. Whilst the Working Group will not be a decision-making body (this will remain with Area Committees and Infrastructure Services Committee) the group will:
 - Monitor the progress of the project against the agreed project plan
 - Receive regular reports and provide any comments and/feedback on these reports
 - Provide feedback and comments throughout the project.

- Where possible agree on a recommended approach to be taken back to the Policy and Area Committees

It is expected that Members will:

- Act as the 'voice for the constituents' within Aberdeenshire to ensure that community views can be taken into account where required;
- Give advice and suggestions on ways in which the community can be engaged with to ensure that the community are thoroughly informed and involved in the project;
- Consider the Strategic, Policy and Budgetary aspects of the options presented to them;
- Acts as 'champions' for the successful delivery of the project within their respective parties by ensuring that the progress of the project is regularly reported back to all party Members.

Key activities of the MOWG

The group will work towards the achievements of the following activities:

1. Providing a tariff structure proposal which should achieve full cost recovery
2. Consider and suggest other changes to fees and charges relating to Off Street Parking Orders
3. Consider other potential amendments to Off Street Parking Orders and the management of Off Street Parking.
4. Ensure issues considered and recommended approaches are well communicated internally and externally
5. Review the On Street Parking situation within Aberdeenshire, although any decision on proceeding with Decriminalised Parking Enforcement (DPE) through the current process, would need to be referred back to ISC.

Anticipated outcomes

To have revised Off Street Parking Orders in place for 2019/20 financial year, with associated tariff structure, which will provide full cost recovery of car parks provision.

Key references

To assist the members in fulfilling their roles on the group, the following are some of the key references to assist:

- [Infrastructure Services Report – Item 12 – 25 Jan 2018](#)
- [Off Street Parking Orders \(2014\)](#)
- [Road Traffic Regulation Act 1984](#)
- [Corporate Charging Framework](#)

Proposed MOWG members

Core members:

Cllr P J Argyle	ISC Chair
Cllr David Aitchison	ISC Vice Chair

Cllr Michael Roy	Banff & Buchan Area Committee
Cllr Marion Ewenson	Garioch Area Committee
Cllr Ian Mollison	Kincardine & Mearns Area Committee
Cllr Gwyneth Petrie	Marr Area Committee
Cllr Jim Ingram	Buchan Area Committee
Cllr Alastair Forsyth	Formartine Area Committee
Janelle Clark	Area Manager, Marr
Ewan Wallace	Head of Service, Transportation
Martin Hall	Strategy Manager, Transportation
Lorna Hogg	Parking Officer, Transportation
Martin Ingram	Senior Solicitor – Advice and Governance
Alison Alexander	Accountant, Finance

As required:

Gordon Lyon	Marketing and Communications Officer
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