



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 13 APRIL 2021

SUBJECT: TRANSPORTATION CAPITAL AND REVENUE BUDGET REPORT

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of plans to deliver the capital and revenue programme in Transportation for 2021/22.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

2.1 Committee is asked to:-

- (i) approve the plans to deliver the capital and revenue programme for 2021/22 as contained in this report; and**
- (ii) delegate authority to the Head of Environmental and Commercial Services to apply for grant funding as set out in paras 7.11 – 7.13 of this report.**

3. BACKGROUND

- 3.1 The Transportation team delivers the Council services and duties in relation to public transport, home to school transport, transport development, traffic management, road safety, sustainable travel, car parks, and harbours as well as advising and preparing recommendations to members on matters of transport strategy.

- 3.2 This report sets out the plans of each team within Transportation to deliver those services and duties in line with the approved revenue and capital budgets for the financial year 2021/22.

4. **PUBLIC TRANSPORT UNIT**

The 2021/2022 revenue budget for the Public Transport Unit is £4.9 million. As is customary with the Public Transport Unit, the major element of this relates to the statutory provision of entitled home to school transport. The budget has been factored to 190 school days reflecting the anticipated school calendar and a full return to schooling in mid-April 2021. The major areas of expenditure are set out below.

Category	£k
Home to School Transport	£4255
Infrastructure, Systems and Services	£60
Dial M	£313
Social Care Projects and Day Service	£0 (net position)
Staff Costs (excluding drivers)	£259
Total	£4,887

Home to School Transport

- 4.1 The Council has a statutory duty to provide transport between home and school for entitled pupils to their zoned schools. The service was retendered in February 2019 for five years plus a potential one/two year extension. This is supplied with a blend of external coach, bus and taxi suppliers enhanced by use of the Council's own vehicles. The school routes are designed to maximise efficiency in line with the needs of the individual schools and includes transport for youngsters with Additional Support Needs to enhanced provision centres across Moray. The varying periods of Lockdown in 2020-2021 saw a reduction in expenditure with payments of up to 75% of daily rate to suppliers in line with CoSLA guidance but taking full consideration of other grant payments and savings.
- 4.2 The budget for this service is £4.3m and provides transport for 2,500 pupils per year. We are assuming full school year Covid free attendance from mid-April 2021 after the Easter break. Income of £10k is also budgeted in relation to Privilege Transport (use of the school bus services by pupils who are not entitled to free provision).

Infrastructure, Systems and Services

- 4.3 This area of expenditure covers the statutory maintenance of bus stop and passenger shelter infrastructure plus software licensing and maintenance fees for the Dial M demand responsive booking system and on bus ticket machines.

Dial M

- 4.4 This is the budget allocated to Dial M which includes a proportion of the overall vehicle and property costs associated with delivery of public transport. This line also factors in predicted income, an area of some uncertainty in this financial year depending on how the country opens up post Covid. Budgeted external income is £245,000, made up of Dial M £110,000 (concessionary fare

reimbursement, on bus fares, Bus Service Operator Grant) and Minibus £135,000 (NHS contract and Bus Service Operator Grant)

Minibus Hires and Social Care Transport

- 4.5 The Public Transport Unit provides transport for vulnerable adult social care transport to projects, day care and respite. These costs are charged back to the various social care and project teams. Some income is also generated from hires of minibuses to external sources and this will be dependent on client confidence and post Covid restrictions being eased in this financial year.

Income

- 4.6 The Public Transport Unit generates income from a number of sources including concession fare reimbursement, bus services operator grant (BSOG), NHS Grampian patient release contract and various service users income. As mentioned above, income is also accrued through the sale of Privilege Transport school bus places. The income figure is factored within the Dial M figure.

HARBOURS & DREDGER

- 5.1 The total revenue maintenance expenditure can be split into categories as follows:

Description	£
Dredging services	180,000
Maintenance	103,390
Inspections & surveys	25,000
Port Marine Safety Code compliance	6,500
Total	314,890

Infrastructure Maintenance

- 5.2 This will include the following items, although the full amount is not allocated to enable reactive repairs such as winter storm damage to be carried out:

- Ladder repairs / replacement
- Repairs to pier and harbour surfaces (potholes, storm damage etc.)
- Repairs to safety railings and barriers
- Maintenance and upgrade of all LSA (Life Saving Appliances)
- Upgrade of harbour signage
- Pontoon repairs (including replacement sections, chains, hinges, and decking)
- Refurbishment and painting of quayside furniture and equipment e.g. lighthouses, bollards and toe rails.
- Repairs to and replacement of navigation lights
- Repairs to various items of equipment e.g. fish barrow wheels, chiller doors and curtains, replacement of water hoses
- Harbour property repairs as managed by Estates
- Cleaning and maintenance of ice plant
- Cleaning and maintenance of slipways
- Repairs to harbour lighting in conjunction with Street Lighting
- Pest control, drain clearance

- Replacement of oil spill response equipment
- Maintenance and upgrade to Lifejackets and PPE for staff
- Annual Service and Calibration of Weighbridge at Buckie Harbour
- Annual Service and Calibration of Scales in the Fishmarket building
- Staff medical examinations (ENG 1)
- Repairs to concrete joints on Pier 1 Buckie
- Upgrade and replacement of items of equipment such as VHF radios
- Maintenance of Pilot Boat
- Maintenance of Dredger
- Maintenance of Fork Lift

Inspections & Surveys

- 5.3 Engineering surveys, including underwater work, are carried out periodically by an external contractor to determine the state of the harbour structures. This work is now managed by Consultancy in close co-operation with the harbours team. These detailed surveys of the harbour structures are vital to assist in programming capital works effectively, and are normally carried out every 2 years. The survey plan for the next 6 years is detailed in the following table.

Harbour	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Buckie			Dive			Boat
Burghead	Dive			Boat		
Cullen		Boat			Dive	
Findochty		Dive			Boat	
Hopeman			Boat			Dive
Portknockie	Boat			Dive		

Boat – visual inspection from a vessel

Dive – in water inspection

- 5.4 Bathymetric surveys were carried out in 3 harbours in 2020/21 and the remaining 3 are planned for 2021/22 to link in with dredging activity. It is proposed these surveys will be repeated again and carried out every 2 years in the future. Surveys are also carried out periodically on the harbour estate when required e.g. asbestos, contaminated land.

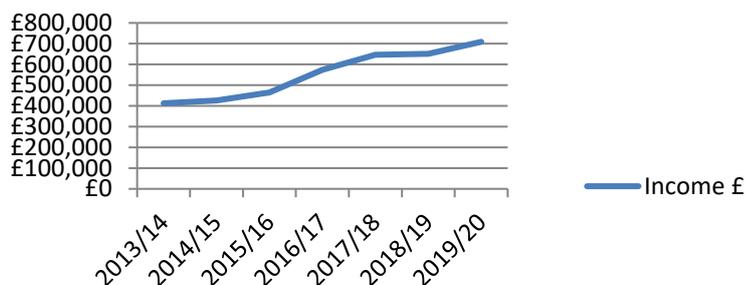
Port Marine Safety Code Compliance

- 5.5 A marine consultant is engaged as Designated Person to ensure that the council is fully compliant with the Port Marine Safety Code, which is the industry guidance document for good practice produced by the Department for Transport and the Maritime and Coastguard Agency. The duty of Designated Person is a prescribed post in the Port Marine Safety Code.

Income

- 5.6 Income generated by harbours has generally been increasing year on year, as detailed in the chart below.

Income £



- 5.7 The 2019/20 income figure used for the graph is a projection based on latest income for February and an estimate for March.
- 5.8 The steady increase is the result of benchmarking and rationalisation of harbour fees and charges, and the hard work put in by the team on the front line to deliver quality services to all our customers.
- 5.9 The outline dredging plan for Moray Council harbours for 2021/22 is as follows:

Days dredging 2021/22							
	Burghead	Buckie	Findochty	Portknockie	Cullen	Hopeman	Total
Budget	90K	39K	24K	9K	6K	12K	180K
Days	30	13	8	3	2	4	60

- 5.10 On average the dredger will load approximately 140 tonnes into the hopper per dig, and aim to carry out 2 digs per day. However, this will depend on the specific gravity of the material being dredged, the tides, and the prevailing conditions on the day - not only at the dredge location but also at the sea disposal site.
- 5.11 Actual days worked at any of the harbours will depend on weather and tide, and availability of crew, vessel and machinery. Therefore the final split of days across the harbours will change over time. The priority of the harbourmaster will always be to maintain the depth of the channel and approaches to the commercial harbours at Buckie and Burghead. Hopeman, Findochty and Cullen are classed as drying harbours. However, the harbour authority has a duty and responsibility to ensure safe passage of vessels to and from their berths. Portknockie always has a good depth of water and needs minimal maintenance dredging. It is the intention to deliver the number of days planned in each harbour over the financial year. The current 3 year dredging licences for the commercial harbours at Buckie and Burghead are valid until 2024. The licences for the leisure harbours at Cullen, Portknockie, Findochty and Hopeman are valid until 2023.
- 5.12 The project in the capital plan for the replacement of Findochty pontoon system which had been identified as life expired. Due to Covid-19 the whole process of this project has been delayed and the works are due to commence on site with the installation of the pontoons around 17 May 2021. The installation is likely to take 10 weeks.

- 5.13 Work at Portknockie Harbour has been significantly delayed by COVID working restrictions. Works had to be suspended in March with a return in autumn. Work was suspended for a second time in January and will start up when current restrictions are lifted. These delays have increased the overall Project budget by £29,892 and work will now be completed in 2021/22. Maintenance works at Burghead were completed in October 2021. This capital budget is held and delivered by the Consultancy Team. Work will also be carried out at Cullen Harbour involving wall repair and site investigations.

6. TRANSPORT DEVELOPMENT

- 6.1 The transport development team has a revenue budget of £35,000 (excluding staffing costs). This is for required system licences such as Geographical Information Systems (GIS) (which has recently increased) and the Trip Rate Information Computer System (TRICS) and a modest amount for commissioning transport studies – principally for runs of the traffic model to support the team’s role in assessing the impact of changes to the road network and to commission specific transportation studies/surveys for which there is no grant funding available. .

7. TRAFFIC

- 7.1 The Traffic team has a net revenue budget of £426k. This covers the statutory duties in relation to road safety, streetworks and road construction consents. The planned expenditure is set out in more detail below.
- 7.2 The revenue budget includes an anticipated income of £264k. This comprises £173k for processing Temporary Traffic Regulation Orders and issuing permits such as Road Opening Permits. £91k is budgeted for income relating to Roads Construction Consent inspections.

The Council has a statutory duty to carry out studies of road accidents and “take such measures as appear to the authority to be appropriate to prevent such accidents”. The Road Safety budget of £130k in the capital plan provides funding to deliver works in priority areas and a small allowance for minor interventions. During 20/21 there was underspend due to the inability to undertake construction activities during the first Covid-19 Lockdown. £65k has been approved to be carried over to this year’s budget giving a total of £233k. This year’s allocation includes £30k skid resistant measures with the balance of £165k for small schemes to improve safety on Moray’s road network, including the relocation of pedestrian crossings on Thornhill Road and in Fochabers (which were delayed due to Covid-19) and improvements to the road markings and signage at the B9013/C19E junction.

- 7.3 The Council has a statutory duty to provide disabled parking spaces near the homes of eligible people when they apply. The Council also receives requests for dropped kerbs to assist people with mobility disabilities and parents/carers with pushchairs at places where they need to cross the road. The Disability Adaption capital budget enables the Traffic Team to deliver appropriate improvements. This £61k budget provision will enable in the region of 80 spaces and approximately 35 dropped kerbs. There is also an

approved carryover of £44k from the 2020/21 budget giving a total of £105k for this year.

- 7.4 The New Road Signs & Markings capital budget of £82k is for the provision of new road signs, markings and the like to allow the Traffic team to react to changes to the road network – often highlighted by communities, elected members and council officers. This will include new signs and road markings replacing life expired elements with a particular focus on the replacement of the rubber mounts of cats-eyes (£20k), and new signing and lining works relating to Traffic Regulation Orders.
- 7.5 There is a small capital allocation of £7k for the maintenance of traffic data equipment. Councils are required to provide Transport Scotland with some data and regularly carry out other surveys to help respond to concerns raised or to influence design decisions. The collection and analysis of data is also a key part of providing an evidence base in relation to the Local Development Plan. The budget will enable the replacement of life expired items such as batteries and for the repair of permanent automatic traffic counter sites.
- 7.6 Moray Council has been awarded £420k for Cycling, Walking and Safer Streets (CWSS), this annual funding is specifically ring fenced with the following purpose:
- “The grant shall be used only for the purpose of undertaking a programme of works for local cycling, walking and safer streets projects. The Council shall consider spending a minimum of 36% (national average spend on cycling) and preferably over 50%, of the grant for the purposes of undertaking a programme of works promoting cycling and walking for both short and long distance journeys and achieving Scotland’s vision that by 2020 10% of everyday journeys will be made by bike, as outlined in the Cycling Action Plan for Scotland (CAPS) 2013.”
- 7.8 The CWSS budget will be used, wherever possible, in combination with other grant funding to maximise income streams for improving cycling and walking facilities and encouraging active travel. It is also proposed to use this budget as match funding for the Low Carbon Travel and Transport project. The CWSS budget will also be used to enable the provision of raised crossings at side road junctions on Morrision Road, Elgin and Grantown Road, Forres to provide priority for cyclists and a new footway in Hopeman, for which there is partial funding secured through Developer Obligations.
- 7.9 Capital provision has been made to forward deliver the Orchard Road signal scheme at a cost of £220k. This scheme was due to take place during the Summer of 2020 however it was delayed due to the pandemic. The scheme will be fully funded by developer obligations. Partial monies have already been received with the balance due from forthcoming development.
- 7.10 An application has been made to the Smarter Choices Smarter Places (SCSP) fund for £87k for support to deliver active travel promotions in relation to schools, including on-going support for the School Streets pilot projects, marketing of the Moray Council operated bus services (particularly in the Speyside area) and for the Moray Bothy project which will focus on promoting accessible and inclusive cycling and walking opportunities to the residents of

Elgin, Buckie, Forres, Keith and Lossiemouth. This fund is for behaviour change activities which promote the use of sustainable transport modes. The fund is allocated to all Local Authorities on the basis of an application which was submitted on 29 January 2021.

- 7.11 Funding from the 'Places for Everyone' fund administered by Sustrans was awarded last year for design support to develop improvements to the pedestrian and cycle networks near Forres Academy (Routes 8e and Z1L of the Forres Active Travel Feasibility Study) and in Lossiemouth alongside Coularbank Road (identified in the Lower Speeds Communities – Lossiemouth community engagement process). Further applications for funding for the implementation of pedestrian and cycle improvements at these locations will be made during the coming financial year. It is requested that delegated authority is granted to the Head of Environmental & Commercial Services to approve these applications which are anticipated to directly follow on from the feasibility studies
- 7.12 In line with the Transportation team's remit to promote road safety, sustainable & active travel and public transport, there can be mid-year opportunities to benefit from grant funding to deliver these priorities. The deadlines often preclude the submission of a report to service committee. It is requested that delegated authority is granted to the Head of Environmental & Commercial Services to approve grant funding applications where these fit with clear 'business as usual' work priorities, and do not require any other unbudgeted expenditure by the council.
- 7.13 The Traffic Team is responsible for a revenue budget for traffic signals, signs and lines for general maintenance and the refreshing of road markings. The delivery of the budget is held by Roads Maintenance Manager and will be reported separately.

8. CAR PARKS

- 8.1 The 2021/22 revenue budget for car parks is £(463)k, taking into account budgeted income of £(915)k. This maintains the car parks in Moray governed by the car park order and funding the enforcement of the regulations governing the use of pay and display in Elgin. The continuing impact of the coronavirus pandemic on travel patterns and parking with no certainty on likely travel patterns in 2021/22 means that there is uncertainty regarding the delivery of the income budget
- 8.2 The infrastructure and maintenance of grounds includes the following items:
- Guardrails & Barriers
 - Grounds Maintenance
 - Gully Emptying
 - General Maintenance
 - Patching & Kerbing
 - Roads Markings & Signs
 - Winter Maintenance
 - Lighting Maintenance

- 8.3 The balance of the expenditure in revenue includes employee costs, rent, rates and energy, car park security, banking charges, car park machines and related costs, clothing and uniform.
- 8.4 The capital budget for car parks to replace lighting and resurfacing is £155k. This budget has been carried forward from 20/21 and 3 schemes have been issued to replace lighting in Orchard Road Forres and Cooper Park Elgin along with a resurfacing scheme in Cooper Park Elgin.
- 8.5 The capital budget for Multi-storey Car Park maintenance is £114,000 per year. £215,000 was rolled forward from 2019/20. No works were completed in 2020/21 due to COVID restrictions. Therefore adding the 2020/21 budget, gives a carry forward of £329,000 into 2021/22, giving a total of £443,000 in the 2021/22 financial year. This budget is held and delivered by the Consultancy Team.
- 8.6 Batchen Lane Car Park, refurbishment scheme will be delivered in spring and summer 2021 with an estimated cost of £380,000.
- 8.7 Potentially serious structural defects were identified in St Giles Car Park during 2020. Detailed structural investigations have been arranged for spring 2021, which will inform the required repair works. The top deck of the car park, and part of level 5 have been closed off to mitigate against any potential safety risk to users pending the structural investigations.

9 SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Carrying out the planned functions of the Transportation team as per the proposed expenditure above enables the fulfilment of statutory duties and contributes towards the council priorities of a growing sustainable economy, healthier citizens and safer communities.

(b) Policy and Legal

Delegated authority to make grant applications is requested in section 7 of the report above, which is a deviation from the Financial Regulations. The Head of Finance has been fully consulted and supports the request.

(c) Financial implications

The CWSS and SCSP budgets are ring fenced grants. CWSS is included in the council's Scottish Government settlement. SCSP is a dedicated fund which the council must apply for which is administered by Paths for All on behalf of Scottish Government.

(d) Risk Implications

The predicted incomes for harbours, traffic and car parks are based on the best available information.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no equalities issues arising from this report. There are various expenditure items which promote equalities and / or have a socio-economic benefit, in particular the spend on road safety and public transport.

(h) Consultations

The Depute Chief Executive (Economy, Environment and Finance), Head of Environmental & Commercial Services; Legal Services Manager, Chief Finance Officer, Principal Accountant (P Connor), Equalities Officer and Committee Services Officer (L Rowan) have been consulted and their comments incorporated into the report.

10. CONCLUSION

10.1 Committee is asked to approve the proposed spend of the capital and revenue budgets for 2021/22.

Author of Report: Nicola Moss, Transportation Manager
Background Papers:
Ref: SPMAN-524542768-356