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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: TRANSPORTATION CAPITAL AND REVENUE BUDGET 2020-  
2021**

**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 2020/21.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2), (F) (15), (17), (18), and (25) of the Council's Scheme of Administration in relation to the consideration of Capital and Revenue Budgets and long term financial plans.

**2. RECOMMENDATION**

**2.1 Committee is asked to**

- (i) **approve the plans to deliver the capital and revenue programme for 2020/21 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 2020/21.

#### **4. PUBLIC TRANSPORT UNIT**

- 4.1 The 2020/2021 revenue budget for the Public Transport Unit is £4.7 million. As in previous years, the major element of this relates to the statutory provision of entitled home to school transport. The budget has been factored up to include five more school days in this financial year compared with 2019 - 2020. The major areas of expenditure are set out below.

<b>Category</b>	<b>£k</b>
Home to School Transport	£4,161
Infrastructure, Systems and Services	£60
Dial M	£264
Social Care Projects and Day Service	£0 (net position)
Staff Costs (excluding drivers)	£250
Income	£-235
<b>Total</b>	<b>£4,500</b>

##### **Home to School Transport**

- 4.2 The Council has a statutory duty to provide transport between home and school for entitled pupils to their zoned schools. The entire service was retendered in February 2019 with a continued mix of external coach, bus and taxi suppliers supplemented 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.
- 4.3 The budget for this service is £4.2m and provides transport for 2,600 pupils per year. 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**

- 4.4 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**

- 4.5 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.

##### **Minibus Hires and Social Care Transport**

- 4.6 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.

## Income

- 4.7 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.

## 5. 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
<b>Total</b>	<b>314,890</b>

## 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 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
- Renewal of dredging licences (2 commercial harbours)
- 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

### 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	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Buckie		Boat			Dive	
Burghead			Dive			Boat
Cullen	Dive			Boat		
Findochty	Boat			Dive		
Hopeman		Dive			Boat	
Portknockie			Boat			Dive

Boat – visual inspection from a vessel

Dive – in water inspection

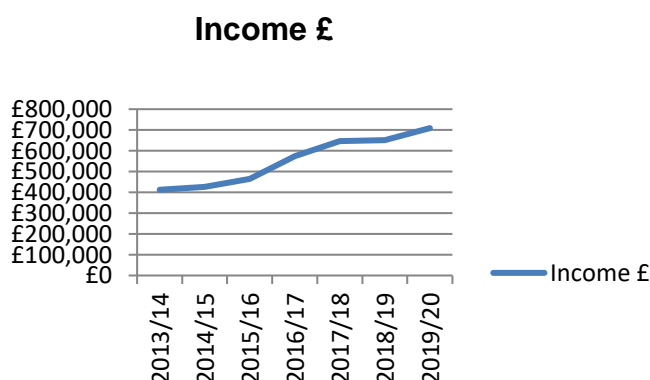
- 5.4 Bathymetric surveys are planned for all 6 harbours to link in with dredging activity, again carried out every 2 years. Surveys are also carried out periodically on the harbour estate when required e.g. asbestos, contaminated land.

### 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.



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 2020/21 is as follows:

Days dredging 2020/21							
	Burghead	Buckie	Findochty	Portknockie	Cullen	Hopeman	Total
<b>Budget</b>	90K	39K	24K	9K	6K	12K	180K
<b>Days</b>	30	13	8	3	2	4	60
OUTLINE PLAN							
<b>April</b>	2	0	0	3	2	2	9
<b>May</b>	0	0	8	0	0	2	10
<b>June</b>	10	0	0	0	0	0	10
<b>July</b>	3	7	0	0	0	0	10
<b>Aug</b>	10	0	0	0	0	0	10
<b>Sept</b>	0	0	0	0	0	0	0
<b>Oct</b>	0	0	0	0	0	0	0
<b>Nov</b>	5	0	0	0	0	0	5
<b>Dec</b>	0	6	0	0	0	0	6
<b>Jan</b>	0	0	0	0	0	0	0
<b>Feb</b>	0	0	0	0	0	0	0
<b>Mar</b>	0	0	0	0	0	0	0
<b>Total</b>	30	13	8	3	2	4	60

	Days
<b>Q1</b>	29
<b>Q2</b>	20
<b>Q3</b>	11
<b>Q4</b>	0
<b>Total</b>	60

Notes:

Internal dredging targeted during spring & summer

External dredging allowed for during autumn months

No plans for 4Q to allow for contingency

Extra dredging possible at Findochty for new pontoon project

5.10 On average the dredger will load approximately 180 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 2021. The application process for renewing these licences has begun. The licences for the leisure harbours at Cullen, Portknockie, Findochty and Hopeman are valid until 2023.

- 5.12 There is £250k in the capital plan for the replacement of Findochty pontoon system which had been identified as life expired. Life extension works had previously been carried out to the pontoons in line with the council's make do and mend policy, however, recent storm weather has resulted in the pontoons being closed for public access due to the damage. Project delivery of a new pontoon system will take a minimum of six months from project approval due to the length of the marine licensing process. At the time of writing the potential for any short term repairs pending installation of a new pontoon system is being assessed, and a verbal update can be provided.

## **6. TRANSPORT DEVELOPMENT**

- 6.1 The transport development team has a revenue budget of £32,500 (excluding staffing costs). This is for required system licences such as Geographical Information Systems (GIS) 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 providing input into the Local Development Plan.

## **7. TRAFFIC**

- 7.1 The Traffic team has a net revenue budget of £300k. 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 £260k. This comprises £166,345 for processing Temporary Traffic Regulation Orders and issuing permits such as Road Opening Permits. £93k is budgeted for income relating to Roads Construction Consent inspections.
- 7.3 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. This year's allocation includes £30k skid resistant measures with the balance of £100k for small schemes to improve safety on Moray's road network, including the relocation of pedestrian crossings on Thornhill Road and in Fochabers and alterations to the road humps in Mosstodloch.
- 7.4 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 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 £6k budget provision will enable in the region of 80 spaces and approximately 35 dropped kerbs.

- 7.5 The New Road Signs & Markings capital budget of £57k 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.
- 7.6 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.
- 7.7 Moray Council has been awarded £264k 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.”*

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 to deliver the signage and road markings associated with the School Streets pilot project and for use as match funding for the Low Carbon Travel and Transport project (should the funding be allocated see paragraph 7.11 below). The CWSS budget will also be used to enable the provision of a new footway in Hopeman, for which there is partial funding secured through Developer Obligations.

- 7.8 Capital provision has been made to forward deliver the Orchard Road signal scheme at a cost of £220k. The scheme will be fully funded by developer obligations. Partial monies have already been received with the balance due from forthcoming development.
- 7.9 An application has been made to the Low Carbon Travel and Transport Fund for the upgrading of the Speyside Way between Carron and Cragganmore. This application was approved by this Committee at its meeting on 21 January 2020 (para 8 of the minute refers).
- 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, with specific support for the School Streets project, marketing of the Moray Council operated bus services (particularly in the Speyside area) and for support in developing the Moray Council Headquarters Travel Plan. 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 31 January 2020.

- 7.11 Funding from the 'Places for Everyone' fund administered by Sustrans has been awarded 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.
- 7.12 A Switched on Towns and Cities Feasibility Study, which is currently being carried out by the energy Savings Trust on behalf of the council, will support applications for Electric Vehicle (EV) charging infrastructure and the electrification of the Moray Council fleet. It is requested that delegated authority is granted to the Head of Environmental & Commercial Services to approve future applications for EV related funding.
- 7.13 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.
- 7.14 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. 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 SPSC budgets are ring fenced grants. CWSS is included in the council's Scottish Government settlement. SPSC 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.

**9. CONCLUSION**

**9.1 Committee is asked to approve the proposed spend of the capital and revenue budgets for 2020/21.**

Author of Report: Nicola Moss, Transportation Manager  
Background Papers:  
Ref: