

# Craignure Pier Development (CPD) Working Group

## Terms of Reference

### Background to the Craignure Pier Development Project

The Islands Connectivity Plan outlines transport connectivity as safe, reliable, and efficient movement of people, goods and services to support sustainable communities and populations. As part of the ICP, local authorities and private operators who are statutory harbour authorities and are responsible for ferry services and infrastructure assets are encouraged to adopt the ICP Vision and Priorities. As such the existing pier and passenger facilities at Craignure are life expired and new infrastructure will support the deployment of new vessels on the route and wider ferry network.

### Membership & Purpose of the Craignure Pier Development Working Group

This group brings together representatives from Argyll & Bute Council, Transport Scotland, CMAL and CalMac to input to the delivery of improved pier facilities for the Craignure-Oban route, at Craignure Pier.

### Chair and Secretariat

This group will be chaired by Argyll & Bute Council Marine Operations, with secretariat provided by Turner & Townsend (T&T).

### Project Scope & Objectives

The Project Scope is defined in the Employer's Requirements document for the project (a working document at OBC stage), this defines the infrastructure scope, performance and capacity requirements. The objectives of the proposed development are to:

- Replace the existing terminal infrastructure, parts of which are in poor condition, deteriorating or have limited structural capacity.
- Increase berth capacity at the new ferry terminal to allow the full range of design vessels to be safely accommodated.
- Ensure vessels can reliably berth year-round at the new ferry terminal, including in challenging weather conditions and overnight, to reduce weather-related cancellations and improve the winter timetable.
- Increase resilience of the new ferry terminal operations.
- Allow safe and efficient embarkation and disembarkation for both vehicles and foot passengers, including those with impaired mobility and wheelchair users.
- Increase capacity of the new vehicle marshalling yard in line with industry standards, addressing congestion on the A849.
- Provide a new terminal building with modern facilities, meeting staff and passenger demand.
- Provide access for RNLI lifeboat, which is used for medical evacuations from Mull to the mainland; and
- Maintain the operational ferry service during construction works, avoiding and minimising disruption to the ferry service as far as possible.

## Project Governance

Governance	Responsibilities
<b>Argyll &amp; Bute Council.</b>	Funding Decisions (Project Sponsor). Programme delivery.
<b>Craignure Pier Development Working Group</b> Membership: Argyll & Bute Council, Transport Scotland, CMAL, CalMac, Project Development Group.	Project level direction. Design co-ordination. Technical support & advice. Project joint communications.
<b>Project Development Group</b> Membership: consultancy & design team (Turner & Townsend, Ramboll UK), Argyll & Bute Council, and consultation with other relevant parties as required.	Production of Outline Business Case. Design development. Updates to Argyll & Bute Council.
<b>Reference Group</b> - Craignure Marine Infrastructure Liaison Group (CMILG). Membership: Council Officers, Elected Members, Argyll & Bute Council, Transport Scotland, CMAL, CalMac, Local community representatives, Project Development Group. Details of the Reference Group Terms of Reference (TOR) are recorded in the latest version of the "Craignure Marine Infrastructure Liaison Group TOR" document	Local Stakeholder and community engagement to provide perspective to the work managed by the Craignure Pier Development working group.

### Craignure Pier Development Working Group Objectives

1. Provide project input for papers to the Argyll & Bute Harbour Board via the Marine Operations Manager covering progress and programme.
2. Requests for strategic direction and project scoping guidance will also be made if required.
3. Assist the Project Development team in maintaining robust and auditable project governance.
4. To provide a forum for: project design collaboration; ferry service collaboration and facilitating central decision making, based on the information available to the relevant parties at the time.
5. Bring together the parties who are accountable and responsible for decisions on separate work streams affecting service provision between Craignure and Oban.
6. To ensure all parties are made aware of, or involved in, the decisions that affect each other's work streams.
7. To agree, manage and maintain clear communication strategy and plans.
8. To develop the strategy for stakeholder engagement through the Craignure Marine Infrastructure Liaison Group.
9. To feed in substantive views from CMILG, via the Chair of the CMILG.

## Meetings, Communication and Document/Information Management.

Venue and frequency: meetings will be held every 4-6 weeks via teleconference (MS Teams) where appropriate.

Agenda, preparatory questions and actions to relevant parties and relevant documentation will be distributed 5 working days in advance of the meeting via email.

Minutes and actions will to be recorded and distributed to the Working Group members within 10 working days, with a view to being agreed/closed at the following meeting.

Communications out-with the Working Group meeting are planned to be via email, or in a further meeting setting with minutes taken.

Issuing of documents will be via email, with a document issue record completed by T&T, on behalf of A&BC.

Minutes of this working group will be made publicly available on the Argyll & Bute Council website as soon as practicable after responses are received from working group members.