



# East Suffolk Lines Community Rail Partnership

Ipswich - Lowestoft & Ipswich - Felixstowe

## East Suffolk Lines Community Rail Partnership

### BOARD MEETING Minutes

<b>Date:</b>	Tuesday 19 December 2017
<b>Place:</b>	Suffolk County Council, Endeavour House, Ipswich, Suffolk
<b>Times:</b>	11.00 – 13.00
<b>Invited:</b>	<p>Aaron Taffera – AT Chair of Board &amp; Chair, Line Group South          Carolyn Barnes – CB Suffolk Coastal &amp; Waveney District Councils          Graham Elliott – GE Chair, Line Group          Michael Newsham – MN Ipswich Borough Council          Paul Oxley – PO Greater Anglia TOC          Paul Haynes – PH Greater Anglia          Joseph Chroston-Bell – JCB Network Rail representative          James Reeve – JR Greater Anglia TOC          Tracey Vobe TV- Suffolk County Council          Martin Halliday - MH ESLCRP Officer          Graham Newman – GN Chair, Line Group East          Paul Webster – PW Operations Manager South, ACoRP (Association of Community Rail Partnerships)</p>

Item No.		Item Description	Action
1.	11.10	<p>Welcome and Introductions. Receipt of apologies.</p> <p>Apologies received from MN and Paul Webster (ACoRP)            AT welcomed JCB from Network Rail.</p>	
2.		<p>Declarations of Interest</p> <p>GN stated that he was a County Councillor and Chair of Felixstowe Travel Watch            GE stated that he was a Councillor on Waveney District Council</p>	
3.		<p>Approval of notes from last meeting</p> <p>Approved with one amend submitted in advance by MN.</p>	
4.		<p>Matters Arising</p> <p>AT advised that Transport Regeneration Ltd has decided not to continue as a member of the CRP.</p>	

5.		<p>Financial Update</p> <p>MH &amp; AT to meet with TV and Catherine in the new year with a view to re-profiling some headings.</p> <p>A line within the accounts referred to a design job for the Wherry Line. It appears that an invoice had been processed by SCC in error as the supplier had forwarded an incorrect invoice, the sum shown would be reduced accordingly and it had been agreed provisionally with the supplier that the balance would be used as a credit against design works in the new year, with the credit to be shown appropriately within the CRP budget. It was agreed that future design works utilising this credit can be agreed in view of forthcoming works to expand the CRP map and notice board roll out and that we would continue to obtain best value for the CRP in matters of procurement.</p> <p>The project at Lowestoft has attracted significant funding and will also have a number of lines of expenditure, a separate finance report to be created at SCC to support this.</p> <p>A grant to expand the roll out of the CRP poster guides and branded information boards had been received from ACORP following an offer of part funding from GA. The grant includes funds to purchase a suitable printer for insert material, this project would also require a separate budget line to be set up.</p> <p>It was confirmed that GA has provided an additional 10k towards CRP initiatives, this has included match funding for the poster frame grant application and the legal costs involved in setting up the company required to obtain the lease at Lowestoft. Once both elements are complete (these items are being paid directly by GA), the balance figure will be advised and upon invoice the balance will be paid to the CRP with the CRP able to utilise funds as it sees fit.</p>	TV/M H/AT
6.		<p>Chair update</p> <p>AT circulated his update in advance of the meeting.</p>	
7.		<p>ESLCRP officer update</p> <p>MH circulated his update in advance of the meeting.</p>	

8.	<p>TOC Update</p> <p>PO advised that four more strike days had been announced by the RMT, one on Dec 27 and the remainder during January.</p> <p>The RSSB had agreed to continued GA use of interim staffing enabling services to continue as normal, as had been the case during previous industrial action.</p> <p>It was advised that the final design for the new Stadler Bi-Mode trains which will serve East Suffolk Lines has been signed off with a test unit now in production.</p> <p>A suggestion via the CRP to utilise the extensive goods sidings at Lowestoft for storage of redundant or new rolling stock was being given serious consideration.</p> <p>PH advised that GA had undertaken a number of CRP initiatives in support of CRPs including marketing workshops, sharing of GA branding guidelines and the recent multi CRP Santa Train event.</p> <p>Paul Wilkinson has been appointed to the role of Integrated Transport Manager and this role would include opportunities to explore integrated ticketing, a meeting to discuss this with AT &amp; MH has been scheduled in the New Year.</p> <p>Rebecca Richardson who had previously managed GA's extensive station adopter network has moved to a new role at GA dealing with Education and Alan Neville has taken on the adopter role in addition to dealing with some station access, customer service and maintenance issues.</p> <p>The GA virtual reality events held around the region to showcase the new rolling stock and seating may be extended, currently investigating opportunities to hold similar public events at stations in our CRP area with MH.</p> <p>Car Parking:</p> <p>A number of issues relating to car parking were discussed these included the ongoing situation at Beccles, where a recent meeting had seen positive dialogue and potential to reach a conclusion on various complicated historical land issues. This meeting had been attended by all interested parties including GA, NR &amp; SCC with a further meeting to be held soon.</p> <p>It was noted that parking across East Suffolk Lines stations was an issue with rail users often unable to park. A number of options, ideas and potential solutions are under discussion.</p> <p>At Wickham Market Station Car Park problems relating to non rail users include residential parking and a car share in which four vehicles arrive and three park at the station before the fourth drives away were highlighted. It was advised that SCDC are working to review enforcement options at the site. Following a consultation exercise a plan to limit parking to 18 hours had been revised to 36 hours although there remains a question over enforcement.</p> <p>At Woodbridge SCDC need GA approval for some potential changes to tariffs etc, PO to follow this up with CB. It was advised that recent press coverage suggesting that rail users were unwelcome in the station car park was a result of a reported media mis quote. A further 80 spaces were due to come on stream at The Avenue, a</p>	<p>MH/PH</p> <p>PO/CB</p>
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9.		<p>Action Plan</p> <p>The recently updated action plan had been distributed prior to the meeting, as a 'living document' this would be updated as progress is made.</p> <p>Car parking was subject to a prior discussion as above.</p> <p>Melton Station: Planting may be postponed until the new year, potential new pathway connecting platform with main road at south end of car park may be on hold following plans for additional development in the local plan.</p> <p>Lowestoft Central Project: Hoped to have legal issues relating to lease concluded early in the new year with potential late Feb start date for construction works.</p>	
10.		<p>DfT Community Rail Strategy Consultation</p> <p>Groups and individual responses are encouraged, a substantial seminar had been presented by the DfT in November attended by PH, MH, PW &amp; AT.</p> <p>It was agreed that due to the differing membership of the CRP a draft would be circulated to the board prior.</p> <p>GA would be preparing its own response, MH can respond as a CRP Officer, AT as chair, organisations such as Station House had also been encouraged to submit a response.</p>	
11		<p>Line Group Updates South,East,North</p> <p>GE raised an issue in relation to a potential pedestrian / cycle path and bridge over NR land east of Oulton Broad North Station which is being promoted by Waveney District Council. GE to forward further info to JCB and MH to engage with Wherry Lines CRP officer.</p> <p>The condition of Trimley Station Building was raised, it is hoped that an update on potential projects can be obtained from the Friends Group as there could be safety issues. PO to discuss with GA property team.</p> <p>It was hoped that an organisation can be found to obtain a licence for a new roadside double arrow at Felixstowe, GA investigating options.</p> <p>Site visits have been undertaken at Oulton Broad South and in order to access the area in which a proposed Sustrans project could take place, GA had kindly cleared debris and vegetation facilitating two site meetings. The north line group have offered a financial contribution to the preparation of initial plans.</p>	<p>PO</p> <p>GE / MH</p>

12.		<p>Network Rail Update</p> <p>JCB advised that additional surveys continue to highlight misuse of the Halesworth pedestrian crossing and further surveys are due to be undertaken.</p> <p>A public enquiry is scheduled for January in relation to aspects of works proposed on the Felixstowe Line. Other preparatory works are underway.</p> <p>It was understood the activation point for the level crossing at Westerfield may be moved to enable ESL trains to trigger the point earlier therefore negating the need to slow or stop at the station. JCB to report back.</p> <p>JCB investigating the impass relating to drainage issues at Melton would update as appropriate.</p>	JCB
13.		ACoRP Update	
14.		Any other urgent business	
15.		<p>Dates and location of 2018 meetings</p> <p>It was agreed dates should where possible mirror 2017 with a proposal that the March meeting be held at Wickham Market (Campsea Ashe) MH to enquire as to availability and liaise with TV regarding use of SCC meeting rooms.</p>	MH
		Close	