



East Suffolk Lines Community Rail Partnership

Ipswich - Lowestoft & Ipswich - Felixstowe

East Suffolk Lines Community Rail Partnership

BOARD MEETING

Minutes

Date:	Thursday 30 th March 2017
Place:	Constantine House, Ipswich
Times:	14:00 – 17.00
Attended:	Aaron Taffera AT – ESLCRP Chairman & Chairman, Line Group South Carolyn Barnes CB - Suffolk Coastal & Waveney District Councils Martin Halliday MH – ESLCRP Community Rail Officer James Steward JS – Abellio Greater Anglia Tracey Vobe TV - Vice Chairman - Suffolk County Council Paul Oxley PO – Abellio Greater Anglia TOC Graham Newman GN – Line Group East Paul Webster PW – Operations Manager ACoRP
Apologies and absences:	Joanna Lymboussis JL – Network Rail Michael Newsham MN - Ipswich Borough Council Helen Greengrass HG – Line Group East John French JF – Transport Regeneration Ltd Graham Elliott GE – Line Group North

Item No.	Item Description	Action
1.	<u>Welcome, introductions and apologies</u> AT welcomed everyone.	
2.	Apologies received as above.	
3.	<u>To receive any conflicts of interest</u> AT Reminded attendees that he was on the board of the Station House (Campsea Ashe) project.	
4.	<u>Approval of minutes of last meeting .</u> Minutes of last meeting agreed.	

<p>5.</p>	<p><u>Matters Arising</u></p> <p>Attendance at meeting by Paul Webster. Paul has taken the role of Operations Manager at ACoRP, the governing body of Community Rail Partnerships. Paul is looking after CRP's in the South and has met AT & MH previously. He has travelled the line and reviewed progress on the canopy installation at Wickham Market, visited and discussed the Lowestoft Project and, as part of a substantially increased team at ACoRP, hopes to assist on a more local level as well as ensuring that any issues requiring support from the DfT or within the rail industry can be addressed more efficiently. He had recently attended a joint meeting which took place between all the CRP's within the Anglia area.</p> <p>Lowestoft Third Crossing request for feedback. ACoRP had forwarded copies of plans relating to the proposed route being taken for the third crossing where it is due to cross Network Rail land. ACoRP are a statutory consultee for Network Rail on such matters where railway land may be used. MH suggested that the route for the link road to the new crossing is set to cross the former coal yard at the end of Denmark Rd (a site mostly vacant for over a decade with no rails in situ) and where it crosses the railway it will be to the western end of the current goods yard, possibly formerly known as Coke Ovens Junction. From the designs seen it does not look likely that any pillars required for the bridge access road or crossing of the railway will cause long term impact to use of the goods yard, docks or passenger services, nor the ability of visiting rail tours to have engines run round, which at present sees the whole train (up to ten carriages) moved up into the goods yard in order for the steam engine or locomotive pulling the carriages to change ends.</p> <p>It was noted that the local authority representatives were unable to make comment on the request as they are involved in the planning and construction process of the third crossing. On advice from JS that the construction will be subject to various caveats including width and height clearances of the railway as standard and that as other key stakeholders such as freight companies and the port were also being consulted, a response that as a CRP we have no objection providing that passenger, port, potential freight operations and the run round facilities for rail tours are not affected. MH to advise ACoRP.</p>	<p>MH</p>
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6. Chair update

AT met with MH, GE and Philip Broadbent-Yale of SusTrans at OBS to talk about the scheme to create a footpath between the station and Dell Road.

Attended a meeting of the Lowestoft Station Group and Andy Savage of the Railway Heritage Trust and about marketing the NR building at Lowestoft.

Attended the Press call at Lowestoft Station for the Arches Scheme for which the CRP provided £1,500 in funding.

Attended the Line Group East meeting in 06 February with MH.

Went to the New Anglia LEP Rail Conference in Ipswich.

Attended the ESTA Spring Meeting in Beccles.

Took part in a meeting of all the Greater Anglia CRPs to talk about joint working. AT said the CRPs plan to hold these on a regular basis.

Participated in 3 of the past 4 ESL Guided walks.

Was appointed to the GA Stakeholder Advisory Board which will meet 3 times a year. AT said a powerpoint presentation on the new trains was impressive along with plans for the transformation of the franchise in 2020. AT said the SAB will be very helpful in providing feedback to GA and also help in galvanising support for rail projects such as the Ely Area Capacity Enhancement Scheme, and further along from CP6 2019 the issue of level crossings and line Speeds along the ESL.

AT and MH attended the ACoRP seminar in Lincoln and learned of a scheme undertaken by Community Rail Lancashire at Rose Grove Station that might work well at Derby Road – at Rose Grove vandalism was an issue until the school children became involved in the scheme. AT also shared some information on a presentation by Michel Huisman who help transform a station in the Netherlands into a green space with flats and shops above.

AT and MH met on a regular basis.

7. Officer Update

MH & AT had met with PO & Jonathan Denby at GA to discuss the new funding arrangements in January. A number of items that needed a steer from GA prior to bringing to board for inclusion within the action plan were discussed.

Attended meetings of all three line groups, the Lowestoft Station working group, Lowestoft Tourism Group.

Had taken part in the Waveney tourist information exchange group.

Met with Suffolk Wildlife Trust to discuss opportunities relating to the Carlton Marshes nature reserve and its proximity to Oulton Broad South station.

Had met with GE and Sustrans to look at possibilities for improvements to OBS access including proposed cycle/footpath through to Dell Rd.

Had attended ESTA meeting at Beccles

Working with the Broads Authority to bring Broads National Park signage to stations within the park, first sign to be unveiled on March 31 at Beccles.

Met with AT, TV and SCC finance team.

Met with AT & TV regarding new walks booklet.

Had completed the new line guide and map which is now being printed. As part of process had obtained photographic images from SCC, IBC, WDC, SCDC and Felixstowe Forward. Further liaison with the East Anglia Transport Museum and TOC.

Attended the Designated Lines Seminar in Lincoln.

Met with Line Group members and TOC at Saxmundham to review condition concerns and opportunities.

Visited new gates recently installed at Halesworth.

Undertaken PR on behalf of the guided walks and attended walk between Brampton & Halesworth. Written up article on walks for GA magazine.

Due to attend meeting with Waveney MP and LEP in April relating to funding opportunities for passenger cover at Lowestoft – having discussed legacy issues with TOC.

Had drawn up provisional media release information on behalf of NR for potential use as part of Trespass & Vandalism prevention scheme in Lowestoft goods yard.

Has been able to work from Lowestoft Station office enabling VIP to be open as much as possible.

Had correspondence with East Of England COOP regarding access routes and signage at Felixstowe.

Obtained adopter tools and lock for OBS.

8..	<p><u>TOC UPDATE</u></p> <p>PO advised that GA has increased funding to its Community Rail Partnerships with double coming to the ESLCRP for the nine year duration of the franchise. In addition CRP's can put forward proposals to share in additional marketing resource and infrastructure funds.</p> <p>GA are currently undergoing a restructure with some experienced managers recently taking retirement. It is planned to add extra capacity in relation to stakeholder engagement with the appointment of a dedicated community rail manager later this year however PO will oversee this role. Further resource is being added in relation to Station Travel Plans and Ed Funnel was to become stakeholder lead in relation to new rolling stock.</p> <p>Positive trip to view new rolling stock being manufactured in Switzerland had been arranged with representatives of disability groups with resulting ideas being incorporated within new designs. Further public consultation to follow.</p> <p>Some CRP matters such as the ESL rover ticket may be delayed pending further new appointments.</p> <p>PO was aware that the new funding and franchise requirements will increase the workload on CRP officers and suggested that the ESLCRP could potentially utilise some of the additional TOC funding to help boost capacity within the officer role. This was being done within the Bittern & Wherry Lines with the creation of a full time post. It was reported that Chris Wood, CRP officer for the Bittern & Wherry Lines (Community Rail Norfolk) had left his role and it is expected the new full time post will be advertised in due course.</p> <p>CB suggested that with the additional workload relating to the forthcoming Lowestoft project, one day per week could be added to the CRP officer role, increasing hours from three to four days per week..</p> <p>MH highlighted the large amount of unpaid work currently being undertaken by the chair and TV suggested that perhaps the CRP should financially contribute the equivalent of one day per week to the chair role. It was agreed that this would make sense, AT to ask those board members not present at the meeting for their agreement.</p> <p>MH & AT to attend forthcoming GA Community Rail and Station Adopters event taking place in Ipswich on behalf of the CRP.</p>	AT
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9.	<p><u>Finance.</u></p> <p>MH & AT had met with TV and SCC accounts to go through the current funds. Any current surplus will be transferred to the reserve to ensure a full twelve months cover is in place. Once the action plan is updated, marketing and specific expenditure items can be updated or committed as required.</p> <p>Additional and current funding from GA due in April.</p>	
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<p>10.</p>	<p><u>Action Plan & Stations Consultation</u></p> <p>AT & MH had met with PO & Jonathan Denby in January with a number of potential activities or opportunities that could be included within a revised action plan. Feedback had not yet been received on some items and it was suggested that these be included in the Action Plan which can then be distributed to board members for comment / approval.</p> <p>MH had in conjunction with AT responded to a request from GA for input relating to possible schemes and potential third party funding in relation to GA stations. Other CRP's were also asked to respond although the window given to respond was particularly tight. MH had responded with the caveat that a formal response should be discussed at board level and involve input from the line groups. PO clarified that the required response was indeed informal as information being gathered at this stage would form the basis of further discussion.</p> <p>AT advised that he had asked the Line Group South for their input.</p> <p>PO also advised that there are plans to create a Station Social and Commercial Development Plan and the GA asset team are currently carrying out an audit of available space. It is hoped income can be derived from commercial lettings but also space may be made available to social schemes, for example local organisations looking for accommodation/space. One station in Essex may host a Doctors Surgery.</p> <p>25k fund may be available to assist with painting at stations.</p> <p>Operationally JS reported that a replica running in board (station sign) for Beccles had been commissioned and the running in board posts had been installed.</p> <p>JS confirmed the adopter access trial in relation to clearance of vegetation to the non operational area of the Ipswich bound platform at Beccles had gone well and he has now been able to extend the trial to another section.</p> <p>On behalf of GE, MH expressed concern over the delay relating to a shelter being installed on the Lowestoft bound platform at Beccles. JS confirmed that the suggested location for the shelter currently has problems with water pooling and the quote received for the required ground works exceeded the budget available. JS is hoping that by moving the proposed location slightly, a shelter can be accommodated, possibly not including a cycle element to save space. It had been noted that the current cycle shelter on the opposite platform was not heavily used therefore the compromise may be to install a slightly smaller shelter in a revised position without cycle provision. MH / JS to investigate at launch of Broads sign on Friday.</p>	<p>MH/JS</p>
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11.	<p><u>Lowestoft Central Project</u></p> <p>MH advised that the funding via ACoRP and the DCRDF was due to open soon and that a change in the funding formula could see the requirement for a 200% match above 10k be reduced to 100%. Although a 200% match would enable the Parcel Office scheme to proceed, with assistance from the RHT in regards to the concourse door restoration and potential match funding from the Network Rail Trespass and Vandalism prevention scheme, the project could be widened to include replacement concourse lighting, flooring and heating within the room. MH is therefore obtaining additional quotes.</p>	
12.	<p><u>Sutton Hoo Saxon Shore Project</u></p> <p>Following communication received from Geoff Butterwick, CB had asked for the possibility of the CRP being involved in a potential bus service from Melton to the National Trust property at Sutton Hoo be discussed.</p> <p>It was clarified that Geof was not acting on behalf of the CRP but on behalf of the Line Group South, having himself raised the matter at the previous meeting.</p> <p>Sutton Hoo is to benefit from substantial funding through the Saxon Shore project and Geof was seeking to investigate some form of bus linking the nearest station at Melton. It was reported that the scheme had not formally requested any financial or logistical support from the CRP and the generous funding secured by the Saxon Shore project along with resources available to the National Trust may be adequate to cover any possible transportation scheme. It was felt important to note that any proposed bus service should not be an extension of any currently proposed route, that requested usage information on similar historic schemes had also not been forthcoming. MH reported that he had written to Geof to clarify the CRP was not a funding body and only if a request was received from the project and that such a request fitted with the aims of the CRP in terms of clearly demonstrating increased use of the East Suffolk Lines, could such a request be considered. MH/CB/AT agreed to attend a meeting with the project management should one be arranged.</p> <p>CB agreed to respond to Geof.</p>	MH/CB/AT
13.	<p><u>Walks Booklet</u></p> <p>TV, MH & AT had met with the designer of the current Walks Booklet with a review to refreshing the design and incorporating more modern maps within the information. The process is time consuming and some concerns had been raised by the author in relation to the inclusion of information such as styles (pedestrian crossings) and other landmarks which were under discussion. Although a straight reprint of the existing booklet is possible, a revised format will be more legible to people new to rambling, modernise the publication and offer the opportunity to launch a new edition. AT agreed to assist the designer with formatting routes etc.</p>	AT

<p>14.</p>	<p><u>Network Rail update</u></p> <p>JL sent an update and her apologies via email.</p> <p>Works at Lowestoft relating to the Trespass and Vandalism issue to the south of the station area are being addressed with a final site visit due to be held next week before any public communication. The works are due to secure the site with new fencing and undertake the clearance of rubbish from the area which is currently unkempt and blighted by anti social behaviour.</p> <p>NR former buffet building at Lowestoft: A paper has been drafted relating to the building, (which the station working group are keen to see a resolution in relation to marketing the site) the paper with be presented to NR route board (internal process). Hoping for an update next week.</p> <p>Melton Station drainage issue is ongoing with an additional survey due to take place after Easter. It can then be ascertained what solution to the issue is required.</p> <p>Ely Area Capacity Enhancement:</p> <p>3.3m in funding confirmed from the New Anglia LEP plus 3.3m funding from GCGP LEP and 2.2m from SFN approved subject to contract for the development of the Ely area scheme to GRIP 1-3A option selection. This is the first funding arrangement of its kind and thank you to ESLCRP for its support.</p> <p>Sadly it was reported that Joanna is moving to a different area within Network Rail in the near future. The board wished to convey their sincere thanks for her input and considerable assistance over the past 15 months.</p>	
<p>15.</p>	<p>Melton Station</p> <p>AT reported he talked talked with Steve Mallett – Senior Building Surveyor for Suffolk Coastal Norse/ Waveney Norse about improvements at Riverside Car Park across the tracks that might be appropriate for Melton station. AT said a modular interlocking grid system called BodPave was utilised which is also permeable; it would allow marking of spaces and elimination of the French drain which occupies the area where the proposed footpath would connect the platform with the A1152, a future zebra-crossing and East Suffolk House.</p>	<p>AT</p>

16. Sizewell C Consultation

In view of the lack of rail related detail, the published joint response from SCC & SCDC being ratified and subsequently published just prior to deadline and input from GA also arriving just prior to deadline, the CRP did not file a formal response to stage 2.

It was suggested that stage 3 will be the most important consultation to respond to in terms of CRP input as more detail is anticipated in relation to freight movements, construction worker movements and potential required infrastructure improvements.

In the meantime AT and MH have been investigating how a similar project on the Cumbrian Coast has enabled investment in the railway and may utilise Workington Port.

MH reported that the Rail Minister had suggested in a Parliamentary reply to Waveney MP Peter Aldous that future investment in the East Suffolk Line should potentially stem from any Sizewell C activity and through the LEP.

<p>17.</p>	<p><u>Saxmundham & Wickham Market Station projects</u></p> <p>AT advised that the proposer of an arts project within the station buildings at Saxmundham had been offered a two year lease on the premises in order to carry out further investigations and work up a funding plan. PO confirmed that the provisional offer of a 24 month lease and peppercorn rent was for the building and not the car park area.</p> <p>It was suggested that any potential funding from local authorities would require a copy of the lease to be made available. Owing to data protection this would need to be provided by the lease holder and not the TOC.</p> <p>MH had met with local resident, Chris Wheeler to discuss concerns he had raised via Line Group South about the condition of the building, car park and other areas at Saxmundham. MH has since convened a productive site meeting with Mr Wheeler, JS and AT.</p> <p>Improvement works to the car park have been proposed, CB to ascertain progress at SCDC and if any funding opportunities exist.</p> <p>At Wickham Market, photographs from the Railway Heritage Trust had revealed progress on the canopy. Paul Webster from ACoRP had taken a look at the outside of the building prior to this meeting. MH advised that a request to release DCRDF monies had been made direct to ACoRP by the project and they had subsequently been advised that this request must come via the CRP and that monies can only be released when the canopy aspect has been completed and in public use.</p> <p>PO advised that he had convened a meeting between Steve Hooker at Network Rail and Mr & Mrs Webb from the project as there had been concerns in relation to delays gaining industry authorisations having had a financial impact.</p>	
<p>18.</p>	<p><u>Line Group East update</u></p> <p>Graham Newman attended the meeting on behalf of the group. AT shared an article on Community Rail activity at Rose Grove Station in Lancashire which may have synergies with Derby Rd.</p> <p>The worsening condition of the buildings at Trimley were noted and GN would seek an update from the preservation group. CB offered to obtain an update from Robert Scrimgeour at SCDC.</p> <p>MH & AT had attended the most recent meeting.</p>	<p>CB/GN</p>

19.	<p>Line Groups North & South</p> <p>Darsham Station: It was reported that the properties surrounding the station including the railway cottages, removal company and former hotel have been sold. A meeting is due to be convened between SCDC and the new owners to progress issues relating to increasing parking provision..</p> <p>Beccles: MH relayed a concern received via GE that land bordering the line approx 100meters west of Marsh Lane (Worlingham) level crossing could not be let as grazing marsh due to a defective fence, a cow being killed by a train nearby last year. JS to report to NR.</p> <p>Oulton Broad South: GE asked via MH to ascertain progress relating to Sustrans project. GA would need a draft outline of a potential project to progress further.</p>	JS
20.	<p><u>AOB</u></p> <p>None.</p>	
21.	<p><u>Date and location of next meeting:</u></p> <p>Thurs 22nd June (2pm-4.30pm) at Beccles Station (ESLCRP AGM).</p>	
	<p>Meeting closed 17.00</p>	