



East Suffolk Lines Community Rail Partnership

Ipswich - Lowestoft & Ipswich - Felixstowe

East Suffolk Lines Community Rail Partnership

BOARD MEETING

Date:	Thursday 21 September 2017
Place:	Suffolk County Council, Endeavour House, Ipswich, Suffolk
Times:	14:00 to 16:15
Attended:	Aaron Taffera – AT Chair of Board & Chair, Line Group South Carolyn Barnes – CB Suffolk Coastal & Waveney District Councils Graham Elliott – GE Chair, Line Group North Michael Newsham – MN Ipswich Borough Council Paul Oxley – PO Greater Anglia TOC Paul Haynes – PH Greater Anglia 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)

Item No.	Item Description	Action
1.	Welcome and Introductions. Receipt of apologies: No apologies received.	
2.	Declarations of Interest: AT stated that he was on the management team of Station House Community Connections. GN stated he was a councillor and chair of Felixstowe Travel Watch.	
3.	Approval of notes from last meeting: Approved, with minor amends suggested by CB.	
4.	Matters Arising: AT welcomed Paul Haynes, New in post Community Partnerships Manager for GA.	
5.	Financial Update: A few items had not been included in time for the meeting and clarification as to whether GA had forwarded their payment was not available. AT to liaise with TV to update.	TV AT
6.	Chair update AT had circulated his update prior to the meeting.	

7.	<p>ESLCRP officer update:</p> <p>Attended North, South & East Line Group Meetings. Visited Derby to view new rolling stock. Attended Lowestoft Station Steering Group. Updated Lowestoft Business Improvement District on plans for Lowestoft. Prepared information for Peter Aldous in relation to potential LEP support for future Lowestoft Station improvements. Met with Graham Elliott regarding potential planting scheme at Beccles. Attended Bittern Line CRP anniversary event. Undertook PR for ESL Guided Walks. ‘Observed’ ESL OBS – Low walk. Ongoing discussions with GA relating to Beccles Shelter. Met with COOP surveyor at Felixstowe regarding signage linking station through car park. Met with Mid Suffolk Light Railway regarding possible support and ideas for promotion. Met with new GA Community Engagement Manager. Visited Halesworth, Darsham, Saxmundham & Woodbridge during bus replacement service. Visited Trimley station. Visited Halesworth Museum as part of possible future plans for 2019 Anniversary. Undertook further promotion of Folk East Rail – Bus Link. Visited Wickham Market station to review Folk East Bus – Rail Link operation. Met with GA Stakeholder Manager. Met with CRN Officer. Assisted with CRN officer induction and preparations for Bittern Line anniversary. Supplied ESL publicity material for Norfolk Show. Operated from Visitor Information Room at Lowestoft enabling room to open more often during summer. Continued regular contact with ESTA chair. Distribution of ESL publicity material. Visited Woodbridge Regatta (ESL print on ESTA stand) to investigate future CRP presence. Regular meetings with CRP chair. Ongoing Lowestoft Parcel Office Project preparation, met with GA team to discuss painting, lighting and door restoration. Met with two potential vintage style lighting suppliers to draw up specifications. Met with GA re car park at South of Lowestoft Station. Secured station adoption of Oulton Broad North on behalf of GA. Undertook two cycle audits on behalf of GA. Arranged travel for October awards event in Derby. Suggested to GA method to record for posterity re-signalling project and modernisation. Assisted recruitment of new roving adopter role for ESL. Attended Norwich & Ipswich GA station adopter coffee mornings. Liaised with GA and their distribution company regarding ESL publicity at multiple stations across the region. Experienced first hand the joys of the Felixstowe Rail Replacement Bus.</p> <p>Following the update, A brief discussion took place regarding MH & AT recent experience of the Felixstowe bus replacement service.</p>	
----	---	--

7.	<p>TOC Update Strategic:</p> <p>PO Introduced PH, PH has recently joined and has a background in aviation, business development and marketing. Paul has met with MH and AT and would be continuing to liaise with them on a regular basis.</p> <p>PO updated on the RMT industrial action, confirming that GA intends to operate a full service during the dispute.</p> <p>The tour of the new train mockup at Derby took place in early September. The stock on display will primarily work on commuter routes south of Ipswich. Feedback had been generally positive with some comments being incorporated in the designs moving forward.</p> <p>It was confirmed that MN would be attending the forthcoming Intergrated Transport Conference. MH & AT are attending a presentation on the signalling upgrade of the Wherry Lines on the same day.</p> <p>At the recent GA stakeholder forum AT had requested a copy of the GA planned maintenance schedule and information on timescales relating to rollout of information screens/TVM and CCTV at stations as this would be helpful to have when looking for match funding and informing adopters of forthcoming works. He has been promised this in November.</p>	
8.	<p>TOC Update Operational:</p> <p>Following a request for a minimum two car train during the Felixstowe Armed Forces Weekend, GA had managed to bolster the service with a two car unit and a supplementary bus. Take up was actually lower than anticipated</p>	
9.	<p>Action Plan:</p> <p>The Action plan (content agreed at AGM) has been drafted and PO, MH, PH and AT would be meeting soon to clarify estimated timescales where projects are dependent on GA input.</p> <p>The Line Group South have now adopted a similar format for their Action plan, AT to share format with GE & GN in order that LGE & LGN can be added.</p>	MH/AT/PO/PH
10.	<p>Lowestoft Central Project – update:</p> <p>The project is ready to go, with suppliers and contractors currently on hold pending formalisation of the lease arrangements.</p> <p>GA require a lease to be signed but as the ESLCRP is not a legal entity, AT had asked GA if there was a way around this or if CRN would be prepared to take the lease for an interim period. It seems likely that a not for profit company limited by guarantee may need to be formed to take on the lease. MH confirmed he had provisionally found people to do this, having explored other options such as the BID area.</p> <p>It is not felt the 100k project is at risk but delays agreeing a lease arrangement could potentially push the project back and to obtain the grant support, the project does need to be fully realised by the end of March 18.</p> <p>PO/PH to peruse this with GA asset team and JD as a matter of urgency.</p>	MH/PO/AT/PH

<p>11.</p>	<p>Additional Projects:</p> <p>Beccles Shelter:</p> <p>Despite obtaining the funding over twelve months ago , there has been no progress. It was agreed the delay is not acceptable and could potentially cause bad press locally. It was noted that some discussion had taken place relating to a previous delay caused by potential platform drainage issues – which are believed to have been provisionally overcome with the agreement to move the shelter position slightly. MH had sought an update prior to the meeting but none received. GE and MH have discussed a suitable planter to go in place of the current shelter – this may be suitable for match funding through ACORP.</p> <p>Derby Rd improvements:</p> <p>Information as to when a shelter would be installed at Derby was requested. It was understood that the previous shelter was removed following vandalism and would be reinstated once CCTV had been installed. CCTV had been in place for over a year but still no shelter. MN confirmed that IBC may be able to support improvements at Derby Rd but would need information from GA. PH to follow up.</p> <p>GA confirmed that shelter, signage, long line PA, TVM and help point are all planned but no date for implementation available.</p> <p>Melton Station Garden:</p> <p>AT confirmed that the project to re-plant and tidy the garden platform area is underway with Norse removing the concrete posts. SCDC have offered 700.00 to the scheme with a DCRDF grant totalling 945.00 and LGS giving further support. It is understood that staff from the SCDC office opposite are prepared to assist with planting and should a solution not be found to the guttering/water butt issue, water will be available from the SCDC offices too. The Melton TVM is expected to be installed near to the buffer stop.</p> <p>Melton Connecting Pathway: this project is pending further progress on any new road crossing, AT has discussed this with Chris Hawkins in the GA asset team.</p> <p>Oulton Broad South - Sustrans, Information / help point:</p> <p>Sustrans require a letter of support in order to draw up a provisional scheme which can be presented to GA and NR. AT to write in support.</p> <p>The information screen/help point has returned after repair. The footbridge steps identified as dangerous and reported to SCC have not been attended to.</p> <p>Poster boards:</p> <p>To complete the roll out of the ESLCRP maps a further six poster boards are required, one at each of the following locations: Trimley, Oulton Broad South, Westerfield, Beccles, Brampton and Derby Rd. A planned second board branded in a similar way will enable CRP and local information to be added and these can be updated as necessary by adopters, CRP officer and the recently appointed 'roving adopter' to complete this project and the map boards. The estimated cost of these (including the map boards would be around £3k). MH had had a positive discussion with the head of GA marketing in relation to this and it was hoped that GA may have a suitable budget that could be utilised. MH was happy to compile information relating to potential sites and positioning and if GA could not support would investigate grant funding (which may still require a match). PH to investigate if GA can support.</p>	<p>PH</p> <p>AT</p>
------------	---	---------------------

12.	<p>Line Group Updates:</p> <p>North: Beccles Sign still not installed – awaiting date and details from JS. Brampton Onward travel poster now has correct Brampton. GE has found someone to coordinate music and possibly story and poetry trains – MH to meet this person and as swapped details. Cautioned that lack of rolling stock men’s a two or three car unit deemed essential to the service cannot be guaranteed at present.</p> <p>EAST: FTW Seaside Special not as successful this year due to weather conditions on first event and poor bus service coordination on second day resulting in many missing the bus.</p> <p>Trimley sign (running in board) may be replaced as part of the new GA corporate signage project, PH / MH to investigate.</p> <p>The missing chrome Trimley map board (AOONB coast and heaths) which was removed some time ago by GA has not returned. This was funded by The CRP and investigation needed as to current location, reason for removal and replacement.</p> <p>Planters at Felixstowe station - GN to investigate alternative ones for locating near phone box, possible opportunity for match funding.</p> <p>East: Darsham Car Parking – it is understood a meeting has taken place between the new owner and DCC. AT to enquire as to progress.</p> <p>Folk East Bus had been successful with a 34% increase in useage from 2016. It is hoped to include more information about the service at an early stage should the CRP continue support into 2018.</p>	<p>MH</p> <p>PH/MH</p> <p>PH/MH</p> <p>GN</p> <p>AT</p>
13.	<p>Network Rail Communication:</p> <p>It was reported that communication and interaction with NR since Joanna Lymbousis had changed rolls had been disappointing with no NR representative attending CRP meetings or supplying updates. A new person has now been appointed to the role now and PH to meet informally with the new postholder in the hope this will be rectified. MH will approach Alex Maltby at CR awards if appropriate.</p>	PH/MH
14.	<p>Update from ACoRP (Community Rail Governing Body)</p> <p>More people have been recruited to the ACORP team, the latest being a researcher.</p> <p>Community Rail Awards in Derby, Oct 5. ESL is finalist in categories of most improved station (WM) and best marketing campaign.</p>	
16.	<p>Line Walks & Walks Booklet revision update:</p> <p>The walks booklet revision is progressing with the aim of publication in the spring. The most recent guided walk (a shorter length including local history) from OBS to Lowestoft via the lighthouse had been very successful with positive media coverage resulting in some 85 people joining the walk. The next (longer) excursion is Sept 30 from Wickham Market. All east walking routes have now been way marked with ESL branding.</p>	
17.	<p>Any Other urgent business:</p> <p>Suffolk and Essex Rail Conference is due to take place on Nov 10, location and detail TBA.</p>	
18.	<p>Date and location of next meeting: Thurs 21 Dec, Endeavour House, Ipswich. (14.00-16.30) NB: Meeting subsequently rescheduled to Tues 19 Dec 11.00 -13.00 (Same location)</p>	
	Close	