



Community Rail Partnership Board Meeting Final Minutes

Date: Thursday 12th December 2019

Place: Millicent Fawcett Room, Endeavour House, Russell Road, Ipswich, IP1 2BX

Time: 14.00 to 16.00

-Present	<p>Aaron Taffera – (AT) Chair, ESLCRP and Line Group South Tracey Vobe - (TV) Suffolk County Council, Vice Chair, ESLCRP Carolyn Barnes – (CB) East Suffolk Council Michael Newsham – (MN) Ipswich Borough Council Claire Kendall – (CK) ESLCRP Officer Graham Newman – (GN) Chair, Line Group East Trevor Garrod – (TG) Acting Chair, Line Group North Alan Neville – (AN) Community and Customer Engagement Manager, Greater Anglia Paul Webster – (PW) Operations Manager South, ACoRP</p>
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Item	Time	Item Description	Lead
1.	14:00	Welcome, Introductions; No apologies	AT
2.	14:03	Declarations of Interest GN chair of Felixstowe Travel Watch, TG chair of ESTA and others	AT
3.	14:05	Approval of minutes from the meeting 5 September 2019, Agreed by TV & seconded by CK	AT
4.	14:10	Matters Arising CK raised the issue of the need for the ESLCRP to have public Liability Insurance, employer liability insurance and possibly the need for professional indemnity. CK said she was advised by the same company who insure ACoRP that the CRP must have it rather than herself as she is working under their instructions. AT to investigate. CB also recommended another company to be asked for a quote as a comparison.	All
5.	14:15	Financial Update TV provided financial update (attached). CB suggested changing the lay out so it was more user friendly Healthy balance with most discrepancies for the Lowestoft project now reconciled. ESLCRP & Wherry Lines CRP contributed £4K each; SCC to check if Wherry Line's contribution received. PW said some funds from ACoRP have not yet been claimed for poster cases along the ESLs (£3,560). AT asked TG if it was easier to keep LGN's £1k allocation in ESLCRP's coffers and for them to pay (via SCC) for Sustrans	TV

		design work at OUS. TG agreed. LGN is therefore not to be sent their grant from ESLCRP budget this year.	
6.	14:20	<p>Chair Update</p> <p>Circulated prior to meeting and no issues with content (attached). Many commented how very useful & busy AT has been.</p> <p>TG asked AT about the car park at SAX. AT said that GA are considering matters.</p> <p>AN stated that he would like SAX car park to be as environmentally friendly as possible and have a wildflower area possibly tended by the very keen nice new station adopter Sally.</p> <p>TG asked about new ESL guides, AT brought samples.</p>	AT
7.	14:25	<p>Officer Update</p> <p>CK circulated report prior to meeting (attached).</p> <p>TG & CK discussed Dutch flier campaign and TG will continue to push for tourism campaign promoting the ESL in the Netherlands and will perhaps check out bike hire facilities to promote to tourists so they are incentivised NOT to bring large Dutch bikes with them but hire at their destinations instead.</p> <p>PW mentioned that Michael Linterman was an adopter of Deurmeih station in the Netherlands and we may be able to link up with him for tourism purposes. PW will introduce TG the to him via email to discuss possibilities. TG also to investigate if any of our ESL towns are twinned with counterparts in NS.</p> <p>Oulton Broad South-CK mentioned that Martin Halliday (MH) had contacts to provide vinyls on 'call to action' signs at the station for approx £600. AN & PW to discuss with MH at a subsequent meeting. CK to contact GA's brand manager to discuss when time allows.</p> <p>CK discussed festive train planned for 21st December 2019. Recent poor service has made people wary of committing to this, so it has a question mark over it for the moment. AN to update CK asap about feasibility.</p> <p>CK said she would like to do a springtime trip (or double trip) along the Felixstowe line, targeting people who are older &/or suffering with dementia but will have to consider risks associated with this, how to progress and will need advice and assistants. AN suggested contacting station adopter Dave as source of some advice. AN also suggested talking to Rebecca Richards whose role includes accessibility and dementia training. PW suggested looking at the Bentham Line for inspiration around dementia friendly railways.</p> <p>CK asked for ideas for Community Rail in the City for May 2020.</p>	CK

		<p>AT suggested building something from Lego. PW said there are companies who will build it for you and suggested landmarks from around the ESL, or perhaps just a FLX Martello tower. Perhaps with kids getting the chance to do in miniature alongside. Also could couple with SWT if they're wanting to promote Carlton Marshes and Trimley. CK to investigate & book place. GN will ask Helen Greengrass to see if they might want to participate if a spotlight on Felixstowe this year.</p>	
8.	14:30	<p>Greater Anglia Update</p> <p>AN read out recent statement from GA explaining and apologising for recent poor service. Problems will hopefully improve before type 90's and 156's have to be returned to various companies. Unsure of source of signalling problems yet, possibly lighter trains/leaf fall affecting. GA awaiting results from investigations as to how to proceed. Rail replacement bus services on standby and being used in as many places as possible. Questions over whether hourly service can proceed from the 15/12/19 as planned.</p> <p>Single car class 153's trains have all gone, only one 2-car class 170 still remains in service.</p> <p>New bi-mode trains have been running without problems until now on all lines except Ipswich – Peterborough which is having test trains on it. New 12 car intercity trains are expected to enter service over the next few weeks.</p> <p>Punctuality averaged 89.71%, 2 points up from last year. Performance has generally improved in period up until last Saturday (end period). 8/10 periods over last year have shown an improvement.</p> <p>Mainline & West Anglia have generally had a good (low impact) leaf fall season.</p> <p>AN also commented about recent station adopters meeting at Ipswich IPS & said how well attended it was with new, enthusiastic adopters.</p>	AN
9.	14:45	<p>ACoRP Update including accreditation</p> <p>PW said we need to go through process by March but no major difficulties. AT & CK to review some policies in Jan to put them into an acceptable format. TV to review budget format which should show that finances are sustainable for at least the next 12 months.</p> <p>PW checked with AN that GA is happy for us to proceed with seeking accreditation. AN agreed.</p> <p>PW talked about Impact Assessment Tool which is an online mobile friendly app allowing station adopters and interested</p>	PW

		<p>parties to upload pictures and time spent working at the station etc. It could show customer feedback, future plans for the station and any other relevant info.</p> <p>PW also talked about a Station Traveller Toolkit. An integrated map using 'Mapping for Change' ideas from ACoRP Islington Seminar.</p> <p>PW also said that there will be a big focus on sustainable integrated transport stemming from the climate emergency.</p>	
10.	15.00	<p>Line Group Updates: East/North/South LGE-GN stated healthy balance of approx £3k. Mural at station. GN in talks with Art on the Prom organiser as well as Felixstowe academy 6th form art department to renew with something up to date, made with sturdy long-lasting materials. GN wants in place by mid-June for start of summer season. GN said the Landguard Fort Association is interested in having information displayed on a poster-board at the station.</p> <p>Heritage trail needs some ESL branding on signs.</p> <p>Trimley going to apply for Heritage Lottery funding. CK & AT have met and provided some contacts for Adrian Reynolds. Possibly they will seek to do more with Trimley Station Trust in the new year.</p> <p>Trimley station car park hardly ever used by commuters now and all pushed out onto nearby roads/adjacent car parks. Melton station car park now less than half full. Several commented that their stations need a '20 min waiting bay' sign up to allow passengers to pick up/drop off with confidence.</p> <p>Derby Road - Flooding on Felixstowe-bound platform mentioned and previously reported to AN at station adopters meeting, GA are investigating. AN also said that the waiting shelters are to be installed in spring/summer 2020</p> <p>GN asked AN to ensure that staff in information points and ticket offices know about Local Easements on open-return tickets from Felixstowe to Liverpool Street, allowing them to travel back on selected peak services</p> <p><i>(Below is what CK has copied from GA ticket restrictions on app, BUT this is not easy to find and does not appear when one searches through on the usual ticket selector screen on either GA or NR websites-</i></p> <p><i>'Off-Peak tickets are also valid at all times on the following services from Liverpool St:</i></p> <p><i>16:30, 16:32 and 18:30, to stations on the Felixstowe branch</i></p>	GN/TG/AT

		<p><i>only.')</i></p> <p>GN asked if GA can ensure Felixstowe is mentioned on the next promotional leaflets about visiting the coast in East Anglia as it was missed off last time. CK will endeavour to ask GA for this to happen.</p> <p><u>LGN</u></p> <p>James Hewett has put a proposal to LGN to promote tourism along the line. Using LWT station parcels room as 1st venue, bring together tourism & interested parties to advertise wares on stalls from each station on the ESL. Discussed. All like the idea. MN asked if we could do similar at Ipswich, possibly using the town hall or Christchurch mansion. He will investigate and report back costs/availability. Need to fix dates. ESL ranger re-launch good time to promote ESL tourism. CK suggested name 'Tourism on tour railshow'. AT asked TG to put proposal together. TG considers April best time to action tour. 04/04/20 or 18/04/20 proposed. TG to contact the DMO - Destination Management Organisation to investigate links with them.</p> <p><u>LGS</u></p> <p>AT circulated his report prior to the meeting</p>	
11.	15.15	<p>Activity Plan Review Felixstowe</p> <ul style="list-style-type: none"> • heritage trail ESL branding & mural to be auctioned by LGE • Double arrow rail stn sign. Wetherspoons reapplying for license so good time to ask them to locate it on their premises <p>Oulton Broad South</p> <ul style="list-style-type: none"> • AT trying to help things along with Sustrans footpath <p>Melton</p> <ul style="list-style-type: none"> • AT trying to get some funding for car park design <p>ESL Ranger ticket</p> <ul style="list-style-type: none"> • AT-Leaflets getting reprinted by GA in Jan with new increased prices <p>Folk East</p> <ul style="list-style-type: none"> • AT- all in favour of re-doing buses but this time making sure reciprocal marketing on their part exists. Action for AT. <p>Colouring Packs</p> <ul style="list-style-type: none"> • CK has purchased ESL branded highlighter pens and some colouring pencils and printed off 100 images to colour in for festive train trip but will look to get something more 	All

		<p>professional looking at a later date, possibly looking to team up with Suffolk Wildlife Trust (SWT) as Norfolk have with Norfolk Wildlife Trust to provide colouring in leaflet and stickers.</p> <p>Carlton Marshes</p> <ul style="list-style-type: none"> • CK, AT & AN have met with Michael Strand from SWT a couple of times and arranged for him to attend LGN meeting. SWT is putting together a proposal for way-markers from the station to Carlton Marshes, interpretation boards at the station, call to action signs under station signs to be re-branded with 'for Carlton Marshes' perhaps and possibly artwork at a much later date. Michael has also arranged for once monthly guided walks from the train station to the reserve. CK will try to pursue relationship between ESLCRP & SWT. <p>Clock-face timetabling</p> <ul style="list-style-type: none"> • AT has tried to pursue this at a recent GA stakeholder meeting with perhaps some progress. NR to liaise with GA <p>Sizewell</p> <ul style="list-style-type: none"> • East Suffolk Council pushing for rail-led option <p>Level Crossing and journey times</p> <ul style="list-style-type: none"> • No progress to report <p>Bus integration</p> <ul style="list-style-type: none"> • TG to re-publish 3 leaflets covering bus links with new artwork/graphics, possibly 1 also funded by Bungay about Bungay. AT reports that Kerri Worrall (GA) to help with publishing leaflet explaining how to get from rail to sea using bus links <p>Community Rail in the City (13/05/20)</p> <ul style="list-style-type: none"> • CK to book. Asked for ideas, expressed above. CK to investigate options for promoting ESLCRP effectively. Possibly with a focus on FLX, it may be beneficial to have members of LGE/station adopters participation if possible? • CK to purchase another banner with 'Explore the East Suffolk Lines' leaflet cover on. To discuss with AT. 	
12.	15.55	<p>Any other urgent business</p> <ul style="list-style-type: none"> • AT to ask TV for possible future meeting dates as dependant on room availability • PW advises that it may be best to allow 2 & half hours as currently too rushed and suggested 1345-1615 to allow things to be discussed in greater detail. 	All
	16:00	Close	