



# Community Rail Partnership

## Board Meeting minutes

Date: Friday 20<sup>th</sup> March 2020

Place: Online VIA SKYPE

Time: 1330

Invited:	<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  Charles Baker-(CBaker) Network Rail</p>
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Item	Time	Item Description	Lead
1.	14:00	<u>Welcome, Introductions; receipt of apologies</u> -CBaker sent apologies. No contact from MN	AT
2.	14:03	<u>Declarations of Interest</u> -TG chair of ESTA	AT
3.	14:05	<u>Approval of minutes from the meeting December 2019</u> -All fine with CB's revised version sent round during meeting. CB recommends CK to use PDF version in future if possible, AT to assist	AT
4.	14:10	<p><u>Matters Arising</u>  -All express sympathies with difficulties for everyone during Coronavirus outbreak. PW, TG &amp; AN suggest using time to plan and complete admin tasks that never enough time for ordinarily eg signs, posters and leaflets. Perfect time to ensure all digital tasks completed-website and social media. Important time to plan to help reignite local economy/society in future and create good news stories.</p> <p>CK suggests she start up a Facebook group for any adopters or interested parties who want to join to help target loneliness and isolation in these troubled times.</p> <p>AN-GA will use time to complete their outstanding tasks eg Derby Road waiting shelters, station upkeep at various. He hopes to still run summer station adopter meetings (June/July) and encourages all to try to re-engage customers to use trains ASAP when restrictions lift and to do all we can to improve mood.</p>	All

5.	14:15	<b>Financial Update</b> -TV to ask Catherine Osbourne to create update, TV to circulate	TV
6.	14:20	<b>Chair Update</b> -AT circulated update beforehand. TV commented that he was doing a great job.	AT
7.	14:25	<b>Officer Update</b> -CK circulated Jan/Feb officer reports beforehand. -CK reported Dementia Lane Train postponed until safe to run -CK reported idea to engage Rosehill school children (next to Derby Road Station) for a walk/picnic/train ride. CK was hoping to organise before summer hols but with current national crisis, she thinks to do a 'Back to school' version instead of 'schools out' summer trip. -CK asked board to fund printing costs of up to £650 for a banner/postcards for her display stand (that she has purchased herself) and will use at Community Rail in The City when it happens (currently postponed we think until September 2020). The board were happy to contribute this. CK will ask LGE's separately if they will fund the artwork/design of approximately £450. -CK to check the ESLCRP retains copyright and artist 'relinquishes copyright' as CK would like to use on future merchandising -CK may need to work slightly reduced hours during coronavirus outbreak to share childcare with partner.	CK
8.	14:30	<b>Greater Anglia Update</b> (including some of AN's later comments in here for ease of reference)  <b>TRAINS</b> -Performance had improved dramatically before National coronavirus crisis -Miles per causality on both the 3 and 4 car Stadler trains have improved greatly -Software issues mainly easing after team from Switzerland have solved many problems -Last of legacy fleet left forever in February 2020 -5 of the new intercity trains running Norwich-Liverpool Street -New 720 set 1 <sup>st</sup> trip to Southend and back this week -Introduction of new commuter trains from Bombardier are behind schedule with only 2 out 111 with GA, 4 are in the workshop and the rest in Derby already built or under construction. -Cleaning improved greatly due to Coronavirus outbreak. Café bars are currently closed on the mainline, both due to lack of demand and staff-redeployment to extra cleaning duties, especially on high-touch areas eg door handles etc. -train frequency is having to be reduced due to lack of demand and staffing issues if have to self-isolate etc. Info on GA website. -talks on-going with DFT to maintain financial stability of all train companies. <b>ADOPTERS</b> -7 or 8 new adopters this year so far	AN

- Sandy at Westerfield working with Bee Trust and creating a new garden area
- Sally at Saxmundham very proactive at station to help shape its future development
- 4 very successful coffee mornings achieved before lockdown, attended by landscape/cleaning/waste management representatives used by GA helped inform adopters and was an opportunity to ask questions on these important subject areas.
- CK to re engage with Nigel (station adopter at Ipswich) to look at future plans for adopter garden development at the station

#### OTHER

-Wickham Market name change. AN had sent CB an email, which she's then forwarded to Bob and Rosamund at The Station House, Wickham Market Station, detailing the only modern day example of a proposed name change he could find which was for White Hart Lane - approximately £14 million. This does not include any changes to infrastructure. AN concedes this is perhaps a more extreme version of a name change proposition, but after extensive research he cannot find any other such change of an still open station that has recently had its name changed (in contrast to Angel Road to Meridian Water which happened after AR shut). He states that he helped Audley End change to 'Audley end for Saffron Walden' on the signage, but there was no change to CRS codes (Computer Reservation Codes that the industry uses for all their ticketing, tracking and software). This example was low cost as it was just signage (National Express, the operator at the time, paid for the signs and the local council funded the design of the associated roundels ). All feel this type of low-cost change is the only practical way forward on the Wickham Market signage issue. 'Wickham Market at Campsea Ashe' signage at the station was suggested as something that the CRP could potentially fund dependant on costs. However, the board await input from the Station House team at Wickham Market before moving forward with this.

#### **REDUNDANT FREIGHT PATHS ON THE IPSWICH-LOWESTOFT LINE**

- AN still perusing and this was something to ask Network rail at our next meeting if C. Baker can attend 11<sup>th</sup> June Board meeting (1315)
- CB says they are being retained in case Sizewell C goes ahead.
- AT commented the speed of Freight (20mph) as opposed to Passenger services (50mph) and the flask train (50-55mph) would cause problems for timetabling Sizewell C freight on single line on the single line, Melton-Saxmundham

#### **TIMETABLING**

-TG asks about consultation on 2021 timetable and if the ESLCRP can contribute to this discussion. AN thinks so and will let us know when consultation will take place

		<p>GN asked about timetabling for the Felixstowe line as he says with the dwell time at Westerfield and Trimley especially, the new trains seem like they could do the journey in approximately 18 minutes. AN said this is something that could be looked at in the consultation for future timetabling, he will let us know when this is.</p> <p><b>CAR PARKING</b>          -Saxmundham car park work has been commenced (and new surveys on burnt out buildings)          -still being reviewed by GA and NCP</p>	
9.	14:45	<p><b><u>ACoRP Update including accreditation</u></b></p> <p>PW informed that ACoRP is changing its name to the Community Rail Network (CRN) as of 6<sup>th</sup> April 2020. No change to procedures etc, just the name change to make it more relevant and up to date. This is after a period of consultation with marketeers and others.</p> <p>-ACORP/CRN awards still plan to go ahead in Southampton (1-2<sup>nd</sup> October). Entries open 13<sup>th</sup> April possibly until mid June (TBC due to coronavirus outbreak).</p> <p>PW advises all to keep in touch with volunteers online and use increased time now available to plan/admin tasks.</p> <p>CK to consider whether anything qualifies and complete application form</p> <p>CK &amp; AT to send all policies to PW to check through He would like all to take ownership of 1 or more policies to review periodically</p> <p>CK to assemble ESLCRP board Action Plan with feedback from Line Groups (they are responsible for maintaining their separate action plans still) and any new projects. The 3 lines groups should be displayed under 3 different subsets. Take out green 'completed activities' and place in 'good news' section unless reoccurring.</p> <p>Ck-Put on Halesworth bus sign on activity plan</p> <p>TV to organise financial input including this period which is outstanding</p> <p>Accreditation meeting needs to involve CK, AT,AN, PW &amp; ideally TV. Possibly via Skype or online meeting platform. PW needs to check all policies in place beforehand.</p> <p>The CRP need to provide an annual report (currently online),</p>	PW

		possibly also a printed version that could be sent out to stakeholders. CK & AT to work on this together.	
10.	15.00	<p><b><u>Constitution and policy review</u></b>  Constitution amendments sent out prior to meeting. All agreed to implement changes. AT &amp; CK have been reviewing policies and CK has sent all relevant policies to PW to check through content. CK will then send to board to review also.</p>	AT/CK
11.	15.15	<p><b><u>Line Group Updates: East/North/South</u></b>  <u>LGE (16<sup>th</sup> March 2020 meeting cancelled but GN summed up main points of interest)</u>  -GN explained problems meeting at the moment due to coronavirus outbreak. Will attempt to remedy perhaps via an online meeting platform.  -GN reports that obscured sign at Felixstowe now unobscured due to storm Denis kindly removing problem tree and sign has now been cleaned by GN.  -Welcomes AN's new about Derby Road shelter finally being installed this summer.  -No news from Trimley  <u>LGN (report from 5<sup>th</sup> March meeting)</u>  -TG reported on new bus link leaflets which are currently being printed. Although they are ESTA projects, the ESLCRP has part funded and will therefore be credited. TG will store until ready crisis over and then distribute.  -TG reports that IBC Town Hall (IPS) will hopefully let us re-book ESLCRP tourism event as paid out £90 to book 18<sup>th</sup> April 2020, which has had to be postponed. Lowestoft Parcels office event on the 4<sup>th</sup> April will also have to be postponed. LGN to pay for room hire at Lowestoft (LWT). TG to re-book these when possible  -AT suggested to split costs of events between all LG's.  -CK suggested to make it fairer, perhaps we should consider doing the same at Felixstowe (FLX) so there would be 3 events: LWT, IPS, FLX. All think this a good idea and GN has connections with co op Felixstowe where he hopes we could display inside/outside in foyer area from the station. GN will enquire. CK and GN to work on this together  -Discussion on dates for events. General consensus seems to favour post-July. CK has holidays booked in Holland until and including 8<sup>th</sup> Aug, which could be cancelled due to Coronavirus threat. If not, CK has said she might be able to devote a few days networking etc in the Netherlands whilst on her holiday. CK will probably only be available for essential tasks over the summer holidays. CK would also consider helping with a couple of 1 day events and associated prep as above.  -CK suggests a focus on Autumn/winter activities and opportunities  <u>LGS (report from 4<sup>th</sup> March meeting)</u>  Nothing extra to report or ask from AT's circulated meeting minutes.</p>	GN/TG/AT

12.	15.30	<p><b><u>Activity Plan Review</u></b></p> <p>-'<u>Dementia Lane Train</u>' postponed until it is safe to do so. CK has purchased some small things towards this already but will save them for new date. CK to re-book when possible</p> <p>-'<u>Schools out</u>' trip had not been planned or started yet that CK had considered for July, but she hopes to maybe organise a 'Schools Back' trip for September with a local school, possibly incorporating some rail safety. CK to organise</p> <p>-<u>Folk East</u> (end August). All hope it can go ahead 2020. CK checked procedure followed in previous years. Organisers of event usually approach ESLCRP for funding for bus link from Wickham Market to venue. We also usually display their posters/leaflets for them.</p> <p>-<u>Festive Train</u>. CK asks board whether they advise to charge extra for festive train in December 2020. All agree to keep as a low-cost feel-good freebie to thank passengers, increase brand awareness and attract new custom. PW suggests to keep to one coach again but put up signs in other coaches to inform passengers. CK asks if she could purchase a portable PA system but then obviously it has very limited capacity. CK asks AN if she could possibly use the on-train PA system to inform passengers about why/where/who/what/when/how event details as otherwise its hard to explain what is going on without addressing the whole train. AN will try to help make this happen and perhaps supply her with a spare cab key for such events. CK is obviously aware of cab security and procedures from her former train guard role and will act in a highly responsible manner if so entrusted. (on this note, GN asked AN about the PA system and why it cuts out on occasion. AN says that GA is investigating this and trying to rectify).</p> <p>-<u>Felixstowe Mural</u>-After initial interest waining, GN to re-start talks with school again when possible who he hopes will produce artwork for a mural.</p> <p>-<u>Oulton Broad South</u>. AT had meeting with Sustrans recently and reports they are drawing up plans for accessible footpath to road bridge. CK and TG report no news from Michael Strand from SWT despite emails but busy time as they were due to open visitor centre about May. CK to investigate further and try to re-open dialogue about train walks (if they can go ahead with coronavirus outbreak), interpretation boards and signage.</p> <p>-<u>Melton</u> footpath. Awaiting feedback from Councillor Smith-Lyte.</p>	All
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		<p><u>-Car parks</u>-Beccles forecourt stalled, Saxmundham car park re-build has started (station buildings awaiting survey's). Step free access there is not possible but AT suggested an alternative is possible on the ESC car park side.</p> <p><u>-Ranger ticket</u> TG says the leaflet needs re-doing asap for exhibitions/ promotions etc so we display correct info. AT says that he is awaiting GA to re-do with more 2 for 1 offers included and correct pricing.</p> <p><u>-Dutch Flier</u> TG and CK are still trying to meet effective contact with Stena and TG is trying to see if we could do a mutual exchange of information across the water. Ck suggested a railshow either side of the Chanel promoting tourism activities in relevant country that ferry passengers are travelling to. Perhaps on the ferry itself (captive market). CK asks about the possibility of twining train stations after meeting a fellow station adopter Michel from Deune. CK said, it is rather far south near Eindhoven but he is definitely a beneficial contact to pursue a relationship with. CK thanked PW/AN for various introductions at the recent CRP conference. TG suggests CK check which towns are already twinned with each other</p> <p><u>-Line Guide</u> printed and distributed.</p> <p><u>-Carlton Marshes</u> As stated above, CK and TG to pursue.</p> <p><u>-Connecting Communities (CC) and demand responsive buses (DRT)</u> AT reports that a CC bus is now re-branded to create a more branded look with leaflets/posters. CK &amp; AT will pursue matter further when the time is appropriate.</p> <p><u>-Heritage Open Days (10 days, usually mid-sep. events usually at Lowestoft, Halesworth and Felixstowe).</u> CK asked procedure. Informed that usually we advertise events online. Organisers usually give us posters and leaflets to distribute</p>	
13.	16.00	<b>Any other urgent business</b>	All

Close of Meeting

Next meeting 1315, 11<sup>th</sup> June 2020 at Endeavour House, Ipswich or via Skype if not possible in-person