



Community Rail Partnership

Board Meeting Minutes

Date: Thursday 18th March 2021

Place: Online (VIA TEAMS)

Time: 1300-1600

Invited:	<p>Aaron Taffera – (AT) Chair, ESLCRP and Line Group South</p> <p>Andrew Gee-(AG) Suffolk County Council</p> <p>Lewis Boudville – (LB) East Suffolk Council</p> <p>Michael Newsham – (MN) Ipswich Borough Council</p> <p>Claire Kendall – (CK) ESLCRP Officer</p> <p>Graham Newman – (GN) Chair, Line Group East</p> <p>Trevor Garrod – (TG) Acting Chair, Line Group North</p> <p>Alan Neville – (AN) Community and Customer Engagement Manager, Greater Anglia</p> <p>Paul Webster – (PW) Operations Manager South, AcoRP</p> <p>Charles Baker-(CB) Public Affairs Manager Anglia route, Network Rail</p>
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Item	Time	Item Description	Lead
1.	1300	Welcome, Introductions; receipt of apologies Apologies from Michael Newsham, Graham Newman, Charles Baker	AT
2.	1305	Declarations of Interest (if not already previously disclosed) None	AT
3.	1310	Approval of minutes from the meeting 10th Dec 2020 TG proposed, PW seconded. CK to send to AT to publish on website	AT
4.	1315	Matters Arising Ck mentioned necessity for ESLCRP policy review every 2 years. CK asked LB to take over ownership of 'Health & Safety' policy from Carolyn Barnes (left) and AG to take over 'Safeguarding' policy from Tracey Vobe (left). Ck to ask MN to review Risk Management policy (MN not present at meeting). CK to review her 2 policies for the next June board meeting and nominate another 2 for September board meeting so all are reviewed within 2 years as agreed with CRN accreditation agreement.	All
5.	1320	Financial Update -Suffolk County Council's (SCC) Catherine Osbourne supplied figures via AG for our budget. She apologises for delays in payments to various people due to a new internal accounting system. We still have many payments outstanding for a long period of time. There is a great concern by all about this, particularly as some payments are long overdue to a station adopter, this may cause bad feeling. AT has tried to resolve several times but no success as yet. AG will do all he can to rectify this. -PW & AT have been working on putting the ESLCRP budget into the Community Rail Format –useful for partners to be able to compare how we operate and good practice. PW advised that would be simpler if all line groups operated on same financial basis so that funds could be paid out easier rather than going through SCC accounting system, but AT stated that this is not currently possible. PW if SCC will continue to fund the ESLCRP; there is an amount outstanding. AG to clarify & chase up. -We have a healthy operating balance	AT
6	1340	<ul style="list-style-type: none"> • Activity Plan Review <p>1) Festive Train. Postponed as couldn't run December 2020. Thinking about possibility of running it this year. PW warns that many CRPs</p>	AT

are not doing any on-train events this year. AN replied that some local CRPs are planning summer events. We will know more what GA will permit on 8th April marketing meeting. CK feels we could pencil it in and contact people later in the year and if we have to cancel then so be it. We could spend little and late on it when we know if it's viable. This is perhaps a conversation for September board meeting.

- 2) **Dementia Lane Train.** CK was not thinking of trying to run this until 2022 because of working with a potentially vulnerable group although maybe the possibility exists in 2021 if circumstances become more favourable. To discuss in June Board meeting.
- 3) **Rail in The City 2021 (RiTC)** PW advised that RiTC will be very unlikely to be able to take place in London on the 30th June. Instead, he hopes there will be online activity and advises to plan local events for local people. It is thought that this is where a large chunk of GA potential future market will emanate from. Staycations will be huge this year. CK pointed out the ESLCRP is already planning 'Days out in East Suffolk' around that time-Ipswich 26th June & probably 10th July (dates TBC) at Lowestoft. To most of the board It made sense to incorporate them into 'Community Rail Discovery Days... (out in East Suffolk)' to mutually share media and resources. AT, CK & AN wondered about the possibility of doing something at Ely station as there is possible frontage space for this. TG in approval and suggested if not the train station, then perhaps at the large TESCO next door. TG had reservations about a name change to include 'CR Discovery' but all rather felt it would be in the ESLCRP interests to do so. Other suggested locations were Cambridge, Norwich & Colchester which are all possibilities with GA permission and endorsement. LB suggested that train stations are somewhat preaching to the converted and perhaps we could use other areas to target people not already using trains. CK reported that GN was going to make enquiries about using Felixstowe seafront location for another (CR discovery) 'Days out in East Suffolk' in this spirit (TBC). Most present thought this a good idea as greater footfall than in Great Eastern Square (formally proposed) although the downside is that this may be weather dependant. AG advised that Visit Felixstowe may soon have new covered premises on the seafront. CK hopes to use new artwork display banner at all events and any merchandising/leaflets we manage to produce by then. Suffolk Wildlife Trust at Carlton Marshes may be interested in joining in with some events. CK will think of possibilities, suggestions welcomed! Volunteers and contributors welcomed for all events...
- 4) **Heritage Open Days.** CK to research if any will take place, where & if we can link in with them. TG thinks many will still take place at Lowestoft and Halesworth areas. He also advised that Lowestoft team hope to have some sort of commemoration of evacuee trips at the end of July and also the Wherry Line celebrates its 175th anniversary on 3rd May 2022. The WLCRP are planning celebrations. The ESLCRP could be involved to promote our line also.
- 5) **Schools Safety Campaign-** latest lockdown caused it to stall as no schools wanted to participate. CK to chase up with Network Rail who paid for the video starring Becky Crocker (NR, but sadly since left her post), CK & AT. Becky's former boss John is now in charge but with a presumably huge workload (he's covering her role also as NR have a recruitment freeze currently) has not been able to be terribly proactive with this. Learnlive, the broadcasting company who host this video currently are also not terribly proactive either. CK says that to the best of her knowledge the display boards are still with Hudson signs waiting for input. CK needs to round everyone up again and restart and hope for no more lockdowns.

- 6) **Rural Buses & DRT services- KATCH bus**
<https://www.katchlift.com/> - section-what is Electric bus service 12 month trial starts from May 17th, 2021 from Wickham Market train station (at Campsea Ashe)-Wickham Market - Framlingham. Pre-booked journeys only. Operates 0630-2230 (M-S) and 0900-1900 (Sun). Return £7 (A), £3 (C), Single £4 (A), £1.50 (C). Stops will have a green flag to highlight and SCC been working hard to market this. The CRP has funded (through CRN) some of this work. AT has collaborated with Suffolk County Councils Mark Nicholas to market this including designing and arrange 'KATCH bus' signage under Wickham market station running boards. Maps and posterboards to be designed also. CK may help by being in marketing video with her family if circumstances permit.
- 7) **Discovery Days out in East Suffolk** discussed above in point 3)
- 8) **Childrens colouring packs** CK still not had time to complete this although she has tried to mock-up an I-SPY page but unhappy with results so may approach Hudson signs or similar to design this. CK did obtain quote from them a while ago for a drawstring bag, crayons and other bits to give out on trains. CK needs to progress this and obtain fresh quotes for merchandising.
- 9) **Promote Dutch Flier** CK needs to reengage with all after getting nowhere last year with COVID restrictions affecting rail/ferries and also no response of not from Stenaline. Perhaps they may be more enthusiastic this year with less passengers so CK hopes to try again to create a connection.
- 10) **Merchandising** CK has a transportable pop-up billboard type display stand with carry case lectern she purchased herself last year for approx. £60.00. CK may ask for retrospect funding if she can find details as purchased with unconfirmed use at the time. CK asked for Board funding below for new East Suffolk Lines CRP artwork that we could use on display and future merchandising. CK still has boxes of windmills, highlighters and some canvas bags, pencils, pads although some of this was earmarked for the Derby Road Poster campaign above if it is eventually successful. CK would like to try to get more environmentally friendly merchandising if possible, in line with environmental concern agenda, proposals to ESLCRP when artwork completed.
- 11) **Car Parks** No news of any progress anywhere or particular issues
- 12) **Ranger Ticket** AN has provided an update. More news to follow.
- 13) **Walks Booklet** no guided walks still or any plans to re-start just yet. AT is working on putting digitised versions of the ESL walks on the website so that passengers can put them into whichever app they feel comfortable using (as we hope to do with cycle routes eventually). We would like to eventually put both the walks & rides QR codes that link to our website on posters that we could display at stations. PW enthusiastic about this all particularly as no other CRP doing similar so this would be innovative.
- 14) **Timetabling** CRPs and user groups have recently been invited to GA timetabling consultation meetings. AN collated all responses and will publish and disseminate info soon. GA awaiting news of EMRA agreements and Williams review to proceed.
- 15) **First Light Festival cancelled for 2021** Organisers are doing an online event <https://firstlightlowestoft.com/take-part/> if anyone is interested. Hope to reconnect with them in 2022.
- 16) **ESL Cycle Routes** Line Group members and others have kindly volunteered their routes for submission to our eventual publication in whatever format that ends up being. The cycle routes and walks will both be digitised by AT (with help from Mark Nicholas from SCC after KATCH bus launch on 17th May). From their digital format,

which passengers can hopefully access via a poster QR code as mentioned above in 13) and download onto whichever app suits them best, decision can then be made whether or not to print, how much and what. TG has approached Halesworth & Blyth Valley Partnership (CK to correct in Action Plan) for funding for their local routes to be published as and when they get to that stage. TG was concerned about timescales and if Mark Nicholas is able to help as planned. AT said yes and while the ideal may be to have all ready for summer, AT and partner time constraints will mean this is completed as & when possible as already funded projects must come first.

Conversation about merits of printing. LB says ESC minimising printing, SCC similar, PW says some Train Operators no longer publishing paper timetables but he & AN still see merit in small print runs for certain projects as otherwise some people are excluded from accessing information. PW advises most things should be made available online going forward. If & when ESLCRP print, we should look at minimal print runs that can be repeated on an ad-hoc basis if we can find willing printers. TG wants to obtain quotes for small print run when ready to proceed.

- 17) **Rendlesham Revealed interpretation boards** Joint funded by CRN/ESLCRP. AT reports that Boards designed, locations identified, manufacture beginning 16th March & delivered to Wickham Market Station. The CAT scan will happen at same time as installation & Katch running board sign will hopefully be installed at the same time. PW reminds AT/AG to ensure grant from CRN is invoiced & paid.
- 18) **Oulton Broad South Sustrans footpath.** AT had productive meeting this same morning with ESC & SCC to help create more local foot/cycle paths and this project would fit in nicely with their plans. There is a little progress but not much to report yet.
- 19) **Carlton Marshes Nature reserve** CK reported back on 2 productive meetings that herself, TG & AN attended with Suffolk Wildlife Trust (SWT). New visitor centre completed. Marshes have remained opened through pandemic even if indoor facilities closed. Some staff were furloughed or left post. Currently only have a café serving hatch open but they hope to more fully reopen soon in line with the coronavirus roadmap to recovery. They have limited resources and manpower at the moment as they do not have their volunteers back yet so nothing is definite yet but Louise & Vicky who are managers at the new visitor centre are keen to work with us. They are currently designing a new Carlton Marshes leaflet that we can distribute when printed. We have various ideas that we can collaborate on: Free tea/coffee for anyone showing a rail ticket at the new visitor centre café, attendance by SWT at any 'Discovery Days out in East Suffolk' that they can manage, link ups with our proposed cycle route via the visitor centre, Way-marked trail from station to centre with possible guided walks if any volunteers are available as previously arranged (more likely just guided walks around the marshes this year), free-standing Interpretation board at Oulton Broad South, with perhaps ESLCRP/LGN helping to fund, AN has offered to put up add-on signs under current running -in boards saying 'Oulton Broad South- for Carlton Marshes' with their logo on if they wish, Ck has suggested they might like to sometime do an on-train event pointing out local wildlife and POI to kids and engaging with them perhaps with an art/craft project (maybe we need a portable PA & binoculars to enable this and other on train events). SWT will also connect more with their station adopter volunteers and see if they can create seasonal displays or whatever to engage passengers and really use the station to promote themselves which connect us nicely for the future we hope.
- 20) **Halesworth platform signage** Completed and installed. AT/CK to put

		<p>to green on activity plan. TG notes that it is hoped the Ian Carter Memorial bench will soon be finished its refurbishment thanks to husband of a new adopter.</p> <p>21) Folk east Believed to be cancelled for 2021. AT will check and we will reengage in 2022. (** subsequent note- CK checked website after meeting. Folk East is hoping to run in 2021. Tickets on sale Fri 26th March onwards. Details TBC)</p> <p>22) Saxmundham signage AT still has at his house awaiting installation by Saxmundham Town Council</p> <p>23) Saxmundham flower tubs AT reports -Ordered and interpretation board quotes received for funding, location ID'd. Some funding obtained by adopter for garden from Saxmundham TC.</p> <p>24) Wickham Market flower tubs AT reports ordered and awaiting delivery and installation</p> <p>Felixstowe visibility and improvements (**GN unable to attend but sent this report via email)-'We are proceeding with a plan to replace the existing mural at Felixstowe station, using the works of local photographers of prominent Felixstowe landmarks and visitor attractions around a new bi-mode train, on a vinyl covering to the existing board, pending a more competitive and community engaging project.</p> <p>The station totems on lighting columns at Felixstowe have been replaced by Greater Anglia in the new design and look very smart.'</p> <p>25) Ipswich Station planters and garden project-plans still in progress for joint ESLCRP/GA/ Suffolk New College (SNC) venture creating artwork on the old footbridge, planters, photography, mini engineering project at Ipswich station. CK to sort out all permissions & funds needed with much appreciated assistance from AN for helping to make this all happen as a little more complex than anticipated with delays to refurbishment works at Ipswich and COVID causing practical issues to overcome. SNC have now become the official adopters at Ipswich Train station, and we hope to collaborate with them in future projects. This is hopefully the start of a mutually beneficial great connection with a vocational college and created positive press release (GA).</p> <p>26) Westerfield bees, butterflies and Cubs. GA permissions granted and waiting to install already designed and manufactured lectern. AT liaising with fellow CRO Terri to do CAT scan and reports that station adopter is ready to plant seed and install water butt anytime. Hexagonal planter will be installed, part-funded by Line group east, ESLCRP, CRN and Westerfield PC . Adopter would like to have more bee friendly interest created by a creative writing competition. Details to be formulated by CK when time permits.</p> <p>27) Derby Road-wildlife meadow installed in September 2020 by Friends of the Earth, Ipswich Wildlife ranger, station adopters and CK. Positive press from this courtesy of GA press release. CK had very short interview with EADT. Sign explaining collaboration designed and funded by LGE. Permissions sort from GA to install and now awaiting CAT scan. AT liaising with fellow CRO Terri to do this.</p> <p>28) Ongoing education and learning. CK reports that she has attended as many CRN,WiCR courses as possible and would like to do further training if possible to squeeze in her hours but due to homeschooling commitments she has been unable to do as much as she'd have liked over the past few months of lockdown.</p>	
7.	1420	Chair Update. AT shared his report prior to the meeting. All praised work of	AT

		AT under difficult circumstances of late.	
8.	1430	<p>Officer Update CK shared her report prior to the meeting, content is largely in action plan review above. CK worked more limited hours since January lockdown, due to homeschooling commitments, can work more freely from now on.</p> <p>CK made a funding request up to £600 for new ESL artwork for vinyl display/merchandise for events. The board agreed TG proposed, PW seconded. PW advises to check if artist can make it multi-purpose to use on many products. CK states the artwork will be landscape but thinks the artist will be prepared to work on a separate project to turn artwork into portrait image afterwards for posters etc for an additional fee.</p>	CK
9.	1440	<p>Lewis Boudville (East Suffolk Council) requested the following to be added to the agenda.</p> <ul style="list-style-type: none"> • Low impact 'Visitor management' for staycations 2021 (LB) <p>ESC is concerned about high numbers expected at Suffolk beach locations for staycations this summer due to the pandemic and looking at ways to minimise the effect on local roads/car parks and the coastline itself. Looking for ideas on more active travel. Idea about advertising trains on rear of parking tickets-all thought good although by then the car journey has been made but might persuade for subsequent visits. TG commented that shutting down Visitor Information Points does not help the situation. CK asked how we could help & pointed out the connecting bus services Halesworth-Southwold(now not really connected unfortunately), KATCH & Saxmundham-Aldeburgh and ESL cycle routes project we are working on. There are cycle hire businesses along the line but perhaps more could be done. Media coverage of bigger, better trains may encourage people onto rail. LB to arrange meeting with local tourism officer and ESLCRP board/officer. PW also offered assistance.</p> <ul style="list-style-type: none"> • Potential for Wickham Market name change? <p>ESC & SCC have been approached with possibility of changing the station name to Campsea Ashe to reflect its true location. Reason: confusing (and sometimes costly) for passengers when alight expecting to be elsewhere. This will be less of an issue now with the new KATCH bus service from the station-Wickham Market town (takes 5 mins)-Framlingham and runs early-late, 7 days a week. This has been frequently discussed before without resolution and has been taken off ESLCRP action plan. AN responded:</p> <p>For-Less confusion in some ways as would be correct name for correct place and linking buses would all show consistent names.</p> <p>Against- Confusion for others as historically always been called Wickham Market. It would cost approx. £50K-£100k to change and nobody is willing to fund that. Cost comes from changing name in all software and hardware-(physical railway furniture/maps/posters etc.) GA feel this has been explored in depth many times with many people including MP's, but nobody has resolved the funding issue as it was not felt cost efficient. AN also feels that the compromise offered many times and what is currently displayed- 'Welcome to Campsea Ashe for Wickham Market' is perfectly adequate & reflects changes at other stations with similar problems such as 'Audley end for Saffron Walden'. Little desire from anyone to change this currently unless funding is forthcoming.</p>	
10	1455	Greater Anglia Update	AN

		<p>AN praised the magnificent work that station adopters do both physically at stations and by providing a valuable connection with their communities and much appreciated fault reporting at stations to provide a pleasant, welcoming environment for passengers and staff. This will be of utmost importance as people return to the railway as first impressions count. Their work has been proudly featured in press and TV/radio appearances by AN & others. Growth in adopters, now approx. 260 adopters at 116 stations across GA network. Couple of changes of adopters at Wickham Market and Halesworth with some leaving & new people starting. AN praised the hard work and dedication of those who have left and welcomed newcomers.</p> <p>TEAMS meetings have made feeling connected easier, AN has many meetings with CRP's, Coffee mornings with adopters online. The last round was attended by 54 people. GA Marketing/CRP meeting will take place on 8th April for those interested in strategies to help bring people back to rail. Big green, sustainable message will be at forefront. GA will concentrate on offering great value for money and flexible ticketing with innovative products</p> <p>AN's Weekly Brief continues to be circulated to an ever more widening audience (MP's, Councils, employees, adopters, etc) & provides a great place to showcase stories and information. This is particularly useful for adopters to check with GA guidelines on permitted station work during the pandemic (currently a max of 2 together, socially distanced).</p> <p>GA have taken delivery of 200 new posterboards at Norwich station and these will be used to replace any on the ESL's that have become tatty.</p> <p>Saxmundham Town Council have recently donated £500 to the new gardens being planted by station adopters there. AN pleased with their collaboration and hard work there and press release being issued shortly.</p> <p>Cleaning regime on trains/platforms still hugely important to help public perception and prevent infection.</p> <p>Trains still quiet but business slowly picking up. Timetable scaled up in some areas to assist return of schoolkids, who went back with few issues. GA hopes to return to a full timetable soon. Social distancing/mask wearing is largely complied with. CRP work with younger people key to helping create healthy travel habits.</p> <p>DfT/GA ERMA agreement hoped to be replaced by 'Direct award' in September giving GA and everyone more secure and stable operating environment. Business plan currently being written. PW asks what reassurance AN can offer that the Community Rail agenda is definitely being written into this. AN not able to guarantee as JD currently writing it, not him, but he's fairly sure it is as everyone recognises the difference that it makes. PW asks that AN try to keep it in full focus throughout Direct award process. The Williams Review update at the Community Rail conference sounded very positive even though it has not officially been released yet.</p> <p>Reliability/Punctuality great at present and hope this can continue as timetable and passengers return to a more normal state. AG queried date, stating an estimate of 80% commuters hope to return but need regular, reliable train service. AN replied that no date for this yet but hopefully soon. GA think that local centres, such as Cambridge with its tech parks where people have to work in person rather than remotely, will create a growth in travel and be far busier than routes into London.</p>	
11	1515	<p>CRN Update</p> <p>As discussed in Activity plan section. Rail in The City (30th June, or dates</p>	PW

		<p>nearby) will have probably a more local focus reflecting local-centric GA theme and also it is more achievable to create local events rather than arrange for Liverpool Street and have to cancel if pandemic worsens.</p> <p>PW advised CK on CRN training opportunities (which she has already booked). PW also advised about a soon-to-be published, new briefing document about the difference that Community Rail makes. ESLCRP makes a brief appearance in the 'Central/East' section of this publication. This helps us demonstrate to partners the value and benefits we bring.</p> <p>CRN hoping to relaunch Community Rail Development Fund (CRDF) in April as before but yet TBC. Integrated Sustainable Transport Fund is available and may be suitable for part-funding partnership working with East Suffolk Council with managing sustainable transport issues mentioned above. LB/CK to discuss further later as LB already left meeting.</p> <p>PW asked CK to share on minutes https://communityrail.org.uk/integrated-sustainable-transport-in-community-rail-grant-fund-winners-2020-21-announced/</p> <p>Also info RE funding advice: https://communityrail.org.uk/resources-ideas/funding-advice/</p>	
12.	1530	<p>Line Group Updates: East/North/South</p> <p>LGN TG provided minutes of LGN meeting (4th March) which included his work on 3 Lowestoft Town Trails, currently laminated cards but hoped to be digitised soon. AT asks and TG confirms that as these are part-funded by ESLCRP (through LGN) and Wherry Lines both should be mentioned, logos of both used and the ESLCRP can then publicise on our website.</p> <p>LGS No meeting took place in March due to AT being unwell. He has provided updates in activity plan above</p> <p>LGE GN not able to be present at this meeting but had sent out a short update just prior to this meeting - 'We are proceeding with a plan to replace the existing mural at Felixstowe station, using the works of local photographers of prominent Felixstowe landmarks and visitor attractions around a new bi-mode train, on a vinyl covering to the existing board, pending a more competitive and community engaging project.</p> <p>The station totems on lighting columns at Felixstowe have been replaced by Greater Anglia in the new design and look very smart.</p> <p>The Station Adopter (Richard) is now tending a wildlife site opposite the platform which is in railway ownership.</p> <p>Trimley-Nothing to report</p> <p>Derby Road -Claire will report on the excellent work undertaken by the Station Adopters and Suffolk Wildlife Trust in clearing and improving areas</p>	GN/TG/AT
13.	1545	<p>Any other urgent business</p> <p>AG will keep us posted about a replacement for Tracey Vobe, formerly SCC's ESLCRP board representative). AG is currently covering her former role with us. AT asked if AG can continue for the time being as board membership is for the organisation rather than the individual. AG warns TV replacement will</p>	all

		<p>have a considerable handover time so will not be able to commit too much, too soon. AG has agreed to continue with permission from SCC.</p> <p>AN asked PW about CRP re-accreditation date. PW will send us through dates, plan, budgets and anything that will assist the process.</p> <p>CK to arrange invites for TEAMS online AGM/Board meeting for 1300, 10th June (with a comfort break in between as too lengthy otherwise).</p> <p>We hope the next dates 9th September & 9th December 2021 may be able to be in person at Endeavour house, Ipswich. If so CK asked AG if he could possibly book a room.</p>	
14.	1628	Close	