

# East Suffolk Lines Community Rail Partnership

## BOARD MEETING Notes

<b>Date:</b>	Thursday 10 June 2021
<b>Place:</b>	On-Line Meeting via Microsoft Teams
<b>Times:</b>	14.30 – 16.20
<b>Invited:</b>	Aaron Taffera – AT- Chair of ESLCRP Board & Chair, Line Group South Lewis Boudville – LB - East Suffolk District Council Trevor Garrod – GE - Acting Chair, Line Group North Michael Newsham – MN – Ipswich Borough Council Alan Neville – AN - Greater Anglia TOC Graham Newman – GN - Chair, Line Group East Andrew Gee – AG - Suffolk County Council Kerry Allen – KA – Suffolk County Council Paul Webster – PW - Community Rail Support Manager South – Community Rail Network

Item No.	Item Description	Action
	<b>Quarterly Board Meeting</b>	
	<b>Welcome and Introductions; receipt of apologies</b>  AT opened the meeting at 14.30 and welcomed everyone.  Apologies were received prior to the meeting but not recorded from: Timothy Stephenson – Head of Passenger Transport – Suffolk County Council	
1.	<b>Approval of minutes from the Board meeting 18 March 2021</b>  GN advised that he was not at the meeting. Proposed by TG. Seconded by PW	

2.	<p><b>Wickham Market Station – Name change</b></p> <ul style="list-style-type: none"> <li>- KA circulated a report regarding the background and ongoing discussion with this subject. She then gave a more detailed verbal update with the political and cost implications. There was considerable discussion -with this subject.</li> <li>- AN then gave the latest view on behalf of Greater Anglia to re-iterate the large amount of work and costs involved to change the station name. One of the issues was passengers arriving at the station and expecting to be at Wickham Market. It was agreed since the introduction of the SCC sponsored Katch bus service that operates 7 days a week to Wickham Market via the station to Framlingham this would minimise any 'lost' passengers.</li> <li>- AG checked at the meeting and confirmed that the Katch bus is a trial and finishes at the end of March 2022. TG advised that more publicity was required to promote the service including on board train announcements and publicity at more stations in the network. LB also proposed methods of publicity. AT to contact Mark Nicholas at SCC for further ideas including Framlingham Castle and social media.</li> <li>- AN agreed to meet the promoters of the name change at Wickham Market at Campsea Ashe station to explain the reasons why it was not viable, unless they or another party are able to significantly contribute towards the costs. KA requested to be kept informed of dates due to involvement by County Councilors</li> </ul>	
3.	<p><b>CRP officer vacancy</b></p> <p>See Item 4</p>	

4.	<p><b>CRP structure / administration / minutes</b></p> <p>Items 3 and 4 were discussed together.</p> <ul style="list-style-type: none"> <li>- AT outlined that the resignation of the previous CRP Officer has highlighted the duties with this role and how the structure and admin works. The taking of minutes was noted as role that could be undertaken as an ad-hoc function (per meeting basis) with a person brought it purely for this.</li> <li>- TG has since offered to take minutes of future meetings through the end of 2021.</li> <li>- There was discussion about the whether a future officer should be recruited for 6 month period, self-employed or an employee. One of the issues with an employee could be by which employer and ensuring that there were enough finances available to fund any possible redundancy payment.</li> <li>- PW advised that the CRP finances are healthy and already allow for this type of situation.</li> <li>- AG stated that he did not believe that redundancy applied unless until after two years of service has been completed. (This has since been confirmed and there is a sliding scale of payment, subject to length of service and based on the number of hours per week). PW advised that different CRP have different structures so there is no clear template of preference how a CRP offer is contracted in the role.</li> <li>- It was agreed that AG would discuss the matter the options with Timothy Stephenson at SCC to obtain his views and report back to the Board.</li> <li>- <b>Update:</b> On Tuesday 22<sup>nd</sup> June AG and AT held at Teams Meeting with Timothy Stephenson to discuss the above options / proposals. He shared his experience from working with other CRPS. He will discuss with HR at SCC and revert.</li> </ul>	AG / AT
5.	<p><b>CRP accreditation / policies.</b></p> <ul style="list-style-type: none"> <li>- PW advised about the renewal of the CRP accreditation. With policies LB has completed the Health and Safety document. AT to review the Privacy and Data Policy for the next meeting in September</li> </ul>	AT
6.	<p><b>Chair Update</b></p> <ul style="list-style-type: none"> <li>- The report from AT has been previously circulated top Board members</li> </ul>	
7.	<p><b>Action Plan Review</b></p> <ul style="list-style-type: none"> <li>- It was noted that IBC was not able to provide details on the reopening of the town hall in time for the planned 26/6 event which will now be postponed.</li> <li>- A Felixstowe event is planned for 3/7 and the Lowestoft event set for 10/7</li> </ul>	
8.	<p><b>Line Group Updates: East/North/South</b></p> <ul style="list-style-type: none"> <li>- AT Submitted his LGS report prior to the meeting</li> <li>- There were no additional items from LGE and LGN not covered in the above item 7</li> </ul>	

9.		<b>Any other urgent business</b>  None	
10.		<b>Next Meeting</b>  - The next board meetings are planned for Thursday 9 <sup>th</sup> September 9th and 2 <sup>nd</sup> December 2021  - The meeting closed at 16.20	