

## Board Meeting Agenda

**Wednesday 6<sup>th</sup> April 1400 to 1600.**

**Location: Virtual Meeting (Zoom link in calendar invitation)**

1	<b>Introductions – Chair</b>	14.00
2	<b>Minutes and actions from the previous meeting – Chair</b> (See Appendix 1 below, pg.2)	14.05
3	<b>Public Participation – Chair</b> <b>(Paper circulated separately to Board members)</b> <ul style="list-style-type: none"> <li>• Questions or Representations from Members of the public in line with the Board's Public Participation Scheme.</li> <li>• Responses are returned prior to the Board and published retrospectively on the WG STB website. Board to discuss any matters arising.</li> </ul>	14.10
4	<b>Update on Programme –</b> <b><u>Paper A</u> - Nuala Waters</b>	14.15
5	<b>Forward decision plan -</b> <b><u>Paper B</u> – Nuala Waters</b>	14.25
6	<b>Updates from Associate Members – in addition to written updates, verbal updates from the below:</b> <ul style="list-style-type: none"> <li>• DfT – David Glinos</li> <li>• Network Rail - David Tunley, CP7 business plan</li> </ul>	14.35
7	<b>Rural Mobility</b> (Lead Member for Rural Mobility, Cllr Bryan) <b><u>Paper C</u> &amp; Presentation – James White - Peter Ramsey (WSP)</b>	14.45
8	<b>Freight Strategy</b> (Lead Member for Freight, Cllr Rigby) <b><u>Paper D &amp; Appendix</u> &amp; Presentation – Ewan Wilson – Geoff Clarke (Aecom)</b>	15.00
9	<b>Strategic Transport Plan Phase 1</b> (Lead Member for Road Network, Cllr Greene) <b>Presentation – Craig Drennan, WSP</b>	15.15
10	<b>Rail Strategy Investment –</b> (Lead Member for Rail, Cllr Mark McClelland) <b><u>Paper E</u> – James White</b>	15.30
11	<b>Rail: Parking Policy -</b> (Lead Member for Rail Cllr Mark McClelland) <b><u>Paper F</u> - James White</b>	15.40
12	<b>AoB</b> (to be previously advised to Chair, please ( <a href="mailto:mike.greene@bcpcouncil.gov.uk">mike.greene@bcpcouncil.gov.uk</a> )) <ul style="list-style-type: none"> <li>• <b>Location of next meeting TBA (Weds 22<sup>nd</sup> June). Board to discuss whether to hold in-person or as a virtual meeting.</b></li> </ul>	15:55

**Date of next meeting – Wednesday 22<sup>nd</sup> June 2022 – Time 1400-1600, Location TBA**

<b>Actions &amp; Decisions</b>	<b>Allocated to</b>	<b>Target Date:</b>	<b>Update</b>
Forward Plan to become a dedicated agenda item to ensure higher visibility to members.	NW	05/01/2022	CLOSED
Cllr Greene requested that Cllr Pearce be updated after the meeting on Freight to allow political input.	Prog. Management Team	N/A	CLOSED UPDATE: Lead role assigned to Cllr Rigby
Take STP engagement process offline, do not go ahead to follow recommendation to progress, but commit to circulating an alternative to members in the near future. Cllr Greene to ensure all members involved to comment.	MG/ BW/ PJM	ASAP	CLOSED: Take STP engagement process offline, do not go ahead to follow recommendation to progress, but commit to circulating an alternative to members in the near future. Cllr Greene to ensure all members involved to comment.

#### **APPENDIX 1 - Draft Minutes & Actions of last meeting:**

##### **Board Meeting**

##### **Draft Minutes**

**Wednesday 22<sup>nd</sup> September 2021, 1030 to 1230.**

**Location: Virtual Meeting**

<b>Attendees:</b>	
<b>Name</b>	<b>Organisation</b>
Cllr Cherry Brooks	Dorset Council
Cllr David Gray	Gloucestershire County Council, Vice Chair
Cllr Don Alexander	Bristol City Council
Cllr Donald Davies	North Somerset Council
Cllr Dr Mark McClelland	Wiltshire Council
Cllr Mike Greene	Bournemouth, Christchurch and Poole (BCP), Chair
Cllr Manda Rigby	Bath and North East Somerset Council
Cllr Stephen Reade	South Gloucestershire Council
Ben Watts	Gloucestershire County Council
Colin Medus	North Somerset Council
David Trethewey	Bath and North East Somerset Council
Ewan Wilson	Bournemouth, Christchurch and Poole (BCP)
James White	West of England Combined Authority
Julian McLaughlin	Bournemouth, Christchurch and Poole
Nuala Waters	West of England Combined Authority
Parvis Khansari	Wiltshire Council
Peter Mann	West of England Combined Authority
Arina Salhotra	Sphere Marketing
Priscilla Dibble	Sphere Marketing
Sarah Beatrice	West of England Combined Authority, minutes
Wayne Sayers	Dorset Council
Robert Murphy	Wiltshire Council
Andy Whitehead	South Gloucestershire Council
David Glinos	Department for Transport

Daniel Round	Network Rail
Andrew Wiles	Network Rail
Marcus Chick	National Highways (F.K.A. Highways England)
Richard Leonard	National Highways (F.K.A. Highways England)
Jim Stewart	Poole Harbour Commissioners,
Emma Percy	WSP
Paul Byron	WSP
<b>Apologies were received from:</b>	
Mayor Dan Norris	West of England Combined Authority
Cllr Ray Bryan	Dorset Council
Allan Creedy	Wiltshire Council
Andrew Davies	Bristol City Council
Colin Chick	Gloucestershire County Council
Emma Blackham	South Gloucestershire Council
Jack Wiltshire	Dorset Council
Nigel Riglar	South Gloucestershire Council
Jonathan Lovatt	Network Rail
Andrea Davis	Cornwall Council / SW Peninsula STB
Sam Howell	Swindon Borough Council
Matt Haywood	Network Rail
Rob Fulford	Swindon Borough Council
Alice Darley	National Highways (F.K.A. Highways England)
Ben Wills	Department for Transport

<b>Actions &amp; Decisions</b>	<b>Allocated to</b>	<b>Target Date:</b>
Forward Plan to become a dedicated agenda item to ensure higher visibility to members.	NW	05/01/2022
Cllr Greene requested that Cllr Pearce be updated after the meeting on Freight to allow political input.	Prog. Management Team	N/A
Take STP engagement process offline, do not go ahead to follow recommendation to progress, but commit to circulating an alternative to members in the near future. Cllr Greene to ensure all members involved to comment.	MG/ BW/ PJM	ASAP

<b>Item No</b>	<b>Notes / Actions</b>
1	<b>Introductions – Chair</b>
2	<b>Minutes and actions from the previous meeting – Chair</b> Cllr Greene noted the request to delay the stations' parking strategy to next board meeting. Spoken about informal member leads – with members for discussion, to return to next meeting. Cllr Greene thanked officers for providing papers 2 weeks ahead of the meeting.  The July meeting's minutes were approved by the board.
3	<b>Public Participation</b> <ul style="list-style-type: none"> <li>○ Questions or Representations from members of the public in line with the Board's Public Participation Scheme: No public questions/statement were received for this meeting</li> </ul>
4	<b>Associate Member Updates –</b> Jim Stewart was welcomed by the chair, who anticipated he would provide an update at next meeting with

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	<p>freight emphasis. Daniel Round (NR), David Glinos (DfT) &amp; Alice Darley (NH F.K.A. HE) confirmed that written notes had been sent around before the meeting</p>
5	<p><b>Update on Programme including forward decision plan – Paper A - Nuala Waters</b></p> <p><b>Programme Update:</b> Strategic Rail Programme – still needs final agreement from the Rail Leads. And need to pick up with E-W consortium – will return to Board at later date. Proposal from Midlands Connect on the alternate fuels this joint work – positive progressing. Strategic Cycle routes – project to kick off and deliver in this FY Noted the request to delay the Rail Parking Targets due to not being fit for purpose – new model required so date set for next meeting for approval of new strategy. Rural Mobility – tender back from suppliers – progressing towards contract awards, he highlighted the positive collaboration with Midlands Connect and Transport for the East.</p> <p>The Board: I. Noted the update on delivery progress and overall programme II. Approved the request to move update on Rail Parking Targets to December's Board III. Approved the request to note to delegate the closure of the Strategic Modelling Project to the Programme team following the receipt of the finalised technical document. IV. Approved the request to note Transport for East proposal for Joint working on making the case for investment on Rural Mobility.</p> <p>DG welcomed the development to work with TfE on Rural Mobility. Cllr McClelland asked for clarification on how the Programme Team is working with the Dorset/M4 study. NW: to date having monthly meetings looking at the model main as focus. Agreed to essentially share, feedback and bring to SOG/board where necessary. EW updated that so far, within the M4 to Dorset Coast study, to scoping stage has been completed. The model recently updated by WG will be used by National Highways to inform the work within the study. At present NH are also undertaking a review of updated model and we are a main partner within the study.</p> <p>NW – presented the Forward Plan and explained the decisions. <b>ACTION:</b> Forward Plan to become a dedicated agenda item to ensure higher visibility to members. Cllr Greene noted the delegations to the Senior Officer and Technical Officer Group. Happy to note the forward decision plan. DG - in regard to January and placeholder for Business Plan is dependent on DfT being in a position to confirm funding for this date. It may take longer. Cllr Greene noted the delay to next Board in hope that CSR result would be finalised by January meeting. Also regarding the item for next meeting – approval of Freight Strategy. Cllr Pearce has previously indicated interest in Freight. <b>ACTION:</b> Cllr Greene requested that Cllr Pearce be updated after the meeting on Freight to allow political input.</p> <p>The Board: V. Noted the forward decision plan for Senior Officers and the Board</p> <p><b>Financial Update:</b> Rural Mobility tender is returned and within budget, as is the Cycling project. Haven't spent money for Rail as yet - TBA. Alternative fuels/Midlands Connect proposal has been returned in budget. Showing slight underspend in relation to STP Phase 1. To be discussed in a later paper.</p> <p>The Board: VI. Noted the financial update</p>
7	<p><b>Business Plan Paper B – James White</b></p>

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	<p>JW presented slides (to be circulated post-meeting) on the Business Plan.            JW raised that there may be areas that we will wish to take a longer-term perspective on regarding scenario 3.</p> <p>Cllr Greene noted the potential for the STB to work with UAs to help provide better value for money, assisting with bids and taking a strategic view, advising that we should be asking about outcomes.            Cllr Alexander – Ward councillor for Avonmouth - noted that maritime can't be decoupled and Option 3 is very much of interest.</p> <p>Cllr Gray highlighted that financial pressure in government brings an embracing of the strategic. We should be going to DfT with ambitious request for region. Levelling up needs to be nationwide, also address historic lack of investment in infrastructure with transport being a facilitator to sustain both the economy and sustainability. Need to be done in a way that is sustainable and a well-planned transport system is key.</p> <p>Cllr Reade noted that ports are important to incoming raw materials.            Many councillors supported Scenario 3, with Rural Mobility seen as very important.</p> <p>Cllr Reade also noted the need to put in place mechanisms for residents to use public transport. Would like to hear voiced by WG the commitment to work with WECA and vice-versa, noting a lot of overlaps between the areas.</p> <p>Cllr Greene added that the DfT needs to know we are aligned, strategic and will deliver.            Cllr Davies supported the ambition of scenario 3. He noted that Portbury Dock is not supported by electrified rail. Local and strategic transport either side of the river is poor these things stop us from achieving growth.</p> <p>Cllr Greene noted that there is economic potential, requiring investment. Underinvested from transport point of view but the potential for growth in a sustainable manner in the WG region.</p> <p>DG (DfT) provided context on the spending review – will be delivered end October. Expecting it to be very tight. So quantum of funding for STBs going forward isn't expected to increase moving forward. Will take some time after the CSR - £18.4m – for the STB's allocation to come out after this.</p> <p>Following this, process will be required. Expecting to be able to provide an allocation of multi-year funding. Asked for the STB to be ambitious, but settlement might not be what we received. Demonstrate delivering on outputs – key to central government that this is shown. Continue to get local buy-in. Noted WG is steering away from delivering itself, setting up for others to deliver – this is a good space for STBs to be in.</p> <p>Cllr Greene – have to deliver outcomes will show to everyone involved how we are aligned and spending money wisely.</p> <p>The Board agreed:</p> <ol style="list-style-type: none"> <li>I. Approved future role of the STB.</li> <li>II. Approved the preferred scenario for the Business Plan (subject to negotiations with DfT and subsequent funding award).</li> <li>III. Approved the prioritised work programme within each of the Business Plan scenarios subject to funding award.</li> <li>IV. Approved the request to submit preferred Business Plan scenario to DfT for negotiation.</li> <li>V. Approved the request to delegate negotiations with DfT to Senior Officers and the Programme Team</li> <li>VI. Noted that the programme team are recommending that the proposed final Business Plan is presented to the Board in January 2022 following the expected spending review timeline from government.</li> </ol>
8	<p><b>Request to approve the Strategic Transport Plan (STP) engagement plan            Paper C – Ben Watts – Craig Drennan</b></p> <p>Cllr Greene acknowledged that going out to stakeholders and potentially public, to try to get ideas/information to check direction for the STP as clearly the right thing to do. Proposed that the paper submitted is not quite right and contains speculation. Asked BW to talk to the board about possible options.</p> <p>BW noted concerns about the approach/scenarios being presented and confirmed that key stakeholders are being engaged with. He suggested a discussion with these on the contrasting 5 scenarios, to inform</p>

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	<p>officer recommendations. Alternatively, an approach could be to speak to stakeholders, move forward with one preferred scenario, test within the transport model with ability to amend the model. This could provide technical outputs before reaching final preferred strategy. It would be necessary to check the impact on the timescales with others and he asked for confirmation on this approach.</p> <p>Cllr Greene believed that it is important to stick to timescales set out as this is essential. If we delay initial engagement section we can limit to stakeholders at this stage. Rather than asking people around scenarios, he suggested giving guidance and being robust enough to cope with all scenarios.</p> <p>Cllr Greene therefore asked the board for permission to take this item away, use questions or re-structure/re-word. Asked the board that this be delegated, committing to ensuring that all members received it for comment before deciding on the engagement.</p> <p>Jmcl – noted that there is a technical need to have a baseline model, for those who will model the scenarios. There will always be a “steady state” scenario as standard approach. At very least we would require 2 scenarios for comparison (e.g. preferred &amp; steady state).</p> <p><b>ACTION</b> – take STP engagement process offline, do not go ahead to follow recommendation to progress, but commit to circulating an alternative to members in the near future. Cllr Greene to ensure all members involved to comment.</p> <p>The board did NOT:</p> <ol style="list-style-type: none"> <li>I. Approve the publication of the Strategic Transport Plan 2051 public engagement material included in Appendix A.</li> <li>II. Delegate authority to senior officers in consultation with the Chair to action any non-material changes requested by the Board prior to publication.</li> <li>III. Delegate authority to the STB Programme Management Team to undertake the associated design work required before publishing the Strategic Transport Plan 2051 public engagement material included in Appendix A.</li> <li>IV. Approve the launch of a four week public engagement, subject to any non-material changes requested by the board and design work being completed and agreed by the Chair prior to publication.</li> <li>V. Agree for board members to actively support the promotion of the public engagement within their local authority areas.</li> <li>VI. Agree for the STB Communications Lead to actively engage with the Local Authority Communications Teams to help support the promotion of the public engagement both prior to its launch and during the engagement process to maximise public participation.</li> </ol>
	<p><b>Carbon Audit project update</b>  <b>Paper D - Robert Murphy</b>  Paul Byron (WSP) gave a presentation (to be circulated post-meeting).</p> <p>PB noted that the approach and tool function on a bottom-up approach based on evidence to go into a spreadsheet tool, with calculations made in line with best practice. The key advantages being that this is transparent and broken down by different forms of demand segmentation.</p> <p>Cllr Greene gave his support for the project.</p> <p>Cllr Reade asked if the model could be used to infer the effect of interventions, e.g. addition of a park and ride. The model works on traffic volumes, can either do a detailed adjustment, or make a higher level inference and put that figure in. Or you can shift levers e.g. assumption of a percentage reduction.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>I. Noted the process to develop the transport carbon baseline and its key outputs, and the outline process to develop a transport carbon forecast.</li> </ol>

Item No	Notes / Actions
	<p><b>AoB</b> (previously advised to Chair)</p> <ul style="list-style-type: none"> <li>• Request to amend the date of the next meeting from Dec 15th '21 to Jan 19th '22 due to Comprehensive Spending Review. Hope to move the meeting to get funding in place.</li> <li>• JmcL noted that David Carter has left and thanked him for his work. PJM noted that he can pass this on.</li> </ul>

**Date of Next Meeting: Wednesday 19<sup>th</sup> January 2022, 1400-1600. Virtual Meeting (TBA).**