

Board Meeting Minutes

Monday 11th July 2022, 14:00 to 16:00.

Location: Virtual Meeting (Zoom)

Attendees:	
Name	Organisation
<i>Cllr David Gray</i>	<i>Gloucestershire County Council, Vice Chair</i>
<i>Cllr Don Alexander</i>	<i>Bristol City Council</i>
<i>Cllr Steve Pearce</i>	<i>Bristol City Council (Representing the WECA Mayor)</i>
<i>Cllr Steve Hogg</i>	<i>North Somerset Council</i>
<i>Cllr Mike Greene</i>	<i>Bournemouth, Christchurch and Poole (BCP), Chair</i>
<i>Cllr Manda Rigby</i>	<i>Bath and North East Somerset Council</i>
<i>Cllr Ray Bryan</i>	<i>Dorset Council</i>
<i>Cllr Dr Mark McClelland</i>	<i>Wiltshire Council</i>
<i>Owen Clark</i>	<i>Dorset Council</i>
<i>Allan Creedy</i>	<i>Wiltshire Council</i>
<i>Andrew Davies</i>	<i>Bristol City Council</i>
<i>Jim Stewart</i>	<i>Poole Harbour Commissioners, WG Transport & Business Forum</i>
<i>Andrew Whitehead</i>	<i>South Gloucestershire Council</i>
<i>David Land</i>	<i>Gloucestershire County Council</i>
<i>Pam Turton</i>	<i>Bath and North East Somerset Council</i>
<i>Ewan Wilson</i>	<i>Bournemouth, Christchurch and Poole (BCP)</i>
<i>James White</i>	<i>West of England Combined Authority</i>
<i>Julian McLaughlin</i>	<i>Bournemouth, Christchurch and Poole</i>
<i>Nuala Waters</i>	<i>West of England Combined Authority</i>
<i>Peter Mann</i>	<i>West of England Combined Authority</i>
<i>Philip Martlew</i>	<i>Swindon Council</i>
<i>Colin Chick</i>	<i>Gloucestershire County Council</i>
<i>Arina Salhotra</i>	<i>Sphere Marketing</i>
<i>Sarah Beatrice</i>	<i>West of England Combined Authority</i>
<i>Alice Darley</i>	<i>National Highways</i>
<i>Krystyna Pitt</i>	<i>West of England Combined Authority, minutes</i>
<i>Daniel Round</i>	<i>Network Rail</i>
<i>David Glinos</i>	<i>Department for Transport</i>
<i>Craig Drennan</i>	<i>WSP</i>
Apologies were received from:	
<i>Mayor Dan Norris</i>	<i>West of England Combined Authority</i>
<i>Cllr Stephen Reade</i>	<i>South Gloucestershire Council</i>
<i>Cllr Simon Gibson</i>	<i>Dorset Council</i>

<i>Mike O'Dowd Jones</i>	<i>Somerset Council</i>
<i>Sam Howell</i>	<i>Swindon Borough Council</i>
<i>Cllr Andrea Davis</i>	<i>Devon Council / SW Peninsula STB</i>
<i>Sean Walsh</i>	<i>National Highways</i>

Actions & Decisions	Allocated to	Target Date:
September Board agenda to include a response to the publication of the National Highways draft report	Prog. Team	14/09/2022
Programme Team to ensure Business Plan is published on the website	Prog. Team	14/09/2022
Business Plan to be submitted to the DfT	NW	Completed
The role of the Secretariat and who will be carrying out recruitment should be discussed in September Board.	Prog. Team	14/09/2022
Link to final rail report to be provided by Programme Team	JWh	25/07/2022

Item No	Notes / Actions
1	<p>Introductions – Chair Cllr Steve Pearce, Bristol City Council confirmed his representation for Mayor Dan Norris, West of England Combined Authority.</p>
2	<p>Minutes and actions from the previous meeting – Chair Cllr Greene – actions all completed. The Board approved the draft minutes</p>
3	<p>Public Participation– Chair</p> <ul style="list-style-type: none"> • Questions or Representations from Members of the public in line with the Board’s Public Participation Scheme. • Responses were returned prior to the Board and published retrospectively on the WG STB website. <p>The Chair outlined the guidelines of the Public Participation Scheme and reminded participants of the limited resource for responding to enquiries. The public has the opportunity for involvement and the programme management team can respond thoroughly to any questions from the public specifically regarding the responsibilities of the WGSTB. Enquiries not directly relating to the work of the WGSTB should be referred to the relevant Local Authority.</p> <p>Questions were received from David Redgewell – South West Transport Network and Rail Future Severnside. The team have responded to the most pressing questions and the response has been published on the website.</p>
4	<p>Updates from Associate Members – written updates were supplied by National Highways, DfT and Network Rail. In addition, Alice Darley gave a brief verbal update:</p> <p>AD gave an update from National Highways highlighting the main points of the paper as submitted.</p> <ul style="list-style-type: none"> • RIS 3 operations, work is continuing at pace. The timescale on the publication of the initial report alongside the masterplan for SRN and the 17 route strategies draft versions to be published in the autumn. Formal stage of engagement will commence after publication. • Scheme updates – A358 Taunton to South-fields dualling scheme - this falls outside the WG area, but impacts the A303 corridor. Consultation on this has concluded. DCO application expected later this year. The A417 scheme is awaiting recommendation from the Planning Inspectorate and subsequent approval. Construction to start at the beginning of 2023 subject to approval. • Work is ongoing to promote good design on the road network.

Item No	Notes / Actions
	ACTION - September Board agenda to include a response to the publication of the National Highways draft report
5	<p>Update on Programme – Financial Update – for noting Paper A – Nuala Waters</p> <p>NW was happy to note that the WGSTBs finances are in a good position having rolled forward some of the budgets and is on target with all projects coming at or under budget.</p> <p>The Chair noted that the variances are very low and congratulated the programme management team.</p> <p>DG thanked and congratulated the team for continuing to drive value out of the programme as many of the projects are coming under expected budgets.</p>
6	<p>Forward decision plan - Paper B – Nuala Waters</p> <p>NW noted that the Forward Decision Plan will return for discussion at the next Board meeting in September with more detail, following engagement with supply chain.</p> <p>The Strategic Transport Plan was due to be completed and returned to this July Board for discussion but this has been delayed. Mitigating plans are in place to ensure that the overall programme delivery is still on track for March 2023 target. To return for discussion at the September Board.</p> <p>Business Plan – NW flagged that there are additional REDS on the RAG status due to Strategic Cycling and Carbon audit. The Strategic cycling has been delayed to enable further consultation with project stakeholders. The Carbon audit is delayed due to supply chain issues.</p> <p>Cllr Greene noted that there has been some change to priorities following discussions at the Board and deadlines have been updated as necessary and that timescales in the forward plan may need to change accordingly.</p> <p>Cllr Grey - In terms of the delays and issues of inputs, is the financial overrun related to this? Is our success in coming under budget reflected in the speed of outcomes?</p> <p>NW explained that the budget has not been reset and therefore the plan will be return as outlined in Paper A. In terms of the budget, a faster spend and delivery was expected but this has been delayed (as outlined in paper A) however, the programme remains on track with regards to budget.</p>
7	<p>Delivering the 3-Year Business Plan – Paper C – Nuala Waters & James White</p> <p>Cllr Greene introduced and gave a background to the item. He noted that - through various different discussions at government level and jointly with DfT - the decision to increase funding to the STBs was made to accelerate the work at a strategic level. Within the WG there has been a difficulty in delivering to full potential within the available finances and staffing levels. Additional funding will allow the structure of our STB to be revised to provide best value and deliver faster and better for the region.</p> <p>NW outlined the paper and areas for discussion. Regarding the funding levels, agreement is sought to allocate funding for this financial year. Any future amendments to the budgets would be returned to the Senior Officer Groups (SOG) and the Board for agreement on further prioritisation.</p> <p>DG (DfT) confirmed that proposals from the WG broadly align with the expectations of the DfT. Rail at £150,000 is at the top end of what is acceptable spend for DfT within the STBs budget framework. The Rail National</p>

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	<p>Enhancement Pipeline folio (RNEP) will outline potential enhancement funding for railways moving forward and give extra context to this. He asked for the Business Plan to be with DfT ASAP (by Friday 15th July).</p> <p>Cllr Greene emphasised the desire to share best practice across the STBs. DG confirmed that the DfT is keen to see collaborative working with the neighbouring and national STBs regarding common areas and interests of work.</p> <p>Members agreed the outlined thematic split for the 22/23.</p> <p>NW spoke to the resource approach comparing current levels of resources to a proposed new approach following the confirmed increased funding from the DfT. NW recommended the new proposal to the Board with increased in-house resource to provide the best value as opposed to bringing resources in (e.g. consultants). The proposal also outlined a Lead Officer to provide strategic direction and liaison with the DfT, other STBs and the Western Gateway Powerhouse. It included taking responsibility for driving the programme forward and accountability to the Board and Senior Officers. A small increase in resources outlined in the proposed approach has been directed to project management and project support, to support the work of the programme. Technical leads are also sought to deliver the programme.</p> <p>Members approved the proposed increase in resource spend.</p> <p>DG confirmed that this is exactly the structure that the DfT expects and it compares very well with other STBs. He also noted that it is imperative that the resources are in place to enable delivery and the structure will enable this.</p> <p>AD noted her support for the proposed structure.</p> <p>Cllr McClelland fully supported the need to increase the resources asking whether we have any further details on what other STBs are doing on this.</p> <p>Cllr Greene confirmed that from discussions at the STB conference, this approach puts the WG in line with other STBs. The ratios between the Lead Officer, technical work and support work aligns well with others.</p> <p>Cllr Greene outlined how WG is working in partnership with its constituent authorities in putting forward projects which have a benefit to communities across the region. Collaborative working is encouraged where projects have a wider value across boundaries.</p> <p>Cllr Green made a personal suggestion that officers from the WGSTB could provide additional assistance to constituent local authorities with the development of OBCs. He asked officers whether WG is suitably resourced to provide this extra resource to LAs which are trying to develop OBCs themselves. If this is not the case, can we advise in a future meeting how the WGSTB would be able to offer this.</p> <p>Cllr Bryan underlined that an increase to in-house resource, as outlined in the plan, would provide better value for money given the difference in cost with using consultants compared to in-house staffing.</p> <p>AD suggested publishing the Business Plan on website.</p> <p>ACTION – Programme Team to ensure Business Plan is published on the website.</p> <p>NW stated that the Business plan will need to be formalised once it has been approved by the DfT and ministers. Costs are expected to vary as the WG STB looks for resources and will continue to utilise SOG for minor variations to the plan. Any major variations will come back to the Board for approval.</p> <p>DG added that the sooner the WG STB is able to provide full submission of the business plan, the sooner we can provide secure ministerial clearance prior to September.</p> <p>ACTION – Business Plan to be submitted to the DfT.</p>

Item No	Notes / Actions
	<p>NW requests the support of Senior officers in taking recruitment forward. She also brought to the attention of the Board the decision whether the Combined Authority will take forward the role of the secretariat for the life on the business plan or whether this should be revisited.</p> <p>ACTION – Suggestion that the role of the Secretariat and who will be carrying out recruitment should be discussed in September Board.</p> <p>Cllr McClelland focused on the point in the appendix regarding roads and asked whether there will be any further detail on this and what the future of this might be with the contingency funding.</p> <p>JWh responded by noting that other STBs are currently looking to review their road policy for both current and future schemes. WG may need to also revisit the aims of some of the schemes for improvement or enhancement. This item is to prepare for potential pieces of work looking into how road schemes fit into the overall strategic transport plan and the other objectives.</p> <p>Cllr Greene moved the proposal and Cllr Bryan seconded.</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Approved the outlined resource model and Business Plan II. Delegated recruitment to senior officers. With the inclusion of a member of the Board included in the interview process when appointing a Lead Officer.
8	<p>Rail Report – Cheltenham Spa and Gloucester - link to be provided to final technical report.</p> <p><u>Paper D – James White</u></p> <p>JWh spoke to the report and noted the complex set up at Gloucestershire Station, improving capacity at Cheltenham Spa, four tracking between Temple Meads and Parson street and improvements between Worle Junction and the single line to Weston Super Mare. The WG funding focussed on the Cheltenham Spa element with Network rail funding the other elements. The final report has been received.</p> <p>JWh noted the study recommendations presented in Table 1. The Bristol to Birmingham Strategic corridor study is recommending up to four trains an hour between Bristol and Gloucester, but to be able to do this the capacity needs to increase and different options were explored to do this. On the Bristol to Exeter Strategic Corridor, there is a need to increase the capacity to run the services and the Bristol South West package between Bristol Temple Meads with Parson street as the starting point. The final element is Worle Junction to Weston Super mare which is currently a single line with capacity issues. Westerleigh Junction is a key scheme to increase the capacity of the line, but due to its scale, and its national significance, it is something that Network Rail and DfT will take forward.</p> <p>Cllr Greene noted the question from AD in the meeting chat regarding the STB rail investment into Cheltenham Spa platform. Is this being taken forward as this was not a National Rail priority, therefore the STB funding enables it to be accelerated?</p> <p>JWh confirmed that Network Rail are keen to take forward proposals in partnership with other organisations, recognising that Network Rail’s own resources are going to be stretched. In order to move things forward, the WG is helping this progress with seed funding.</p> <p>AD responded that she welcomed this approach and noted that from a National Highways perspective there could be an appropriately similar approach.</p> <p>Cllr Gray questioned the idea that the Gloucester scheme is too problematic and wondered what the future solution might be. Is there a risk that no one wants to fund this project?</p>

Item No	Notes / Actions
	<p>JWh understands that this is still very much a priority for Network Rail, and it is key to improving the services through Bristol into the Midlands and south Wales.</p> <p>DR commented on this from Network Rail’s point of view. Within the current envelope the land is not available to enable this to happen, but it is a long-term priority. What is required is greater amount of funding and a more detailed investigation to reach the right conclusion. WG has enabled additional funding through collaborative working relationships.</p> <p>CC stated that one of the ongoing problems at Gloucester is the need to update the signals. Are Network Rail also looking at signal improvements?</p> <p>DR confirmed that this is the case and that the study will look at the system as a whole.</p> <p>ACTION – Link to final rail report to be provided by Programme Team</p> <p>Cllr Greene moved the recommendations; Cllr McClelland seconded all the recommendations</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Noted the findings of the Birmingham to Exeter Rail study II. Approved taking forward the Cheltenham Spa bay platform to Strategic Outline Business Case III. Provided funding through the Business Plan for developing the Strategic Outline Business Case for Cheltenham Spa
<p>9</p>	<p>Freight – Lead Member : Cllr Rigby</p> <p><u>Paper E – Ewan Wilson</u></p> <p>EW gave a verbal update on the status of the Freight Strategy and related work. The DfT and NR have provided comments on the final draft of the Freight Strategy. All of the comments have been supportive and with no changes requested. It was noted that DG had complimented the freight strategy as consistent with the DfT’s ‘Future of Freight’ strategy. The Freight Strategy has not yet been published on the website, due to awaiting the approval from Peninsula Board at their Board meeting tomorrow (Tuesday 12th July).</p> <p>The first South West Freight Forum with Peninsula Transport is due to take place on Thursday 14th July where recommendations within the strategy will be prioritised. Terms of Reference have been circulated to the Board and it is hoped that they will be agreed at the Freight Forum this week.</p> <p>Cllr Rigby commented on how much she valued the work of the officers. The Freight Forum invitees include a very broad range of public and private sector organisations which will add to its value.</p> <p>Cllr Pearce (representing the Metro Mayor) and endorsed the document, particularly regarding international links through Maritime Strategy as well as the decarbonising benefits that are associated with this.</p> <p>Cllr Greene gave his support to the Terms of Reference.</p>
<p>10</p>	<p>AOB (to be previously advised to Chair, please (mike.greene@bcpcouncil.gov.uk) No matters arising</p>

Date of Next Meeting: Wednesday 28th September, 1400-1600. Venue TBC