

Board Meeting Draft Minutes

Wednesday 6th April 2022, 1400 to 1600.

Location: Virtual Meeting

Attendees:	
Name	Organisation
CLlr David Gray	Gloucestershire County Council, Vice Chair
CLlr Don Alexander	Bristol City Council
CLlr Donald Davies	North Somerset Council
CLlr Kevin Daley	Wiltshire Council
CLlr Mike Greene	Bournemouth, Christchurch and Poole (BCP), Chair
CLlr Manda Rigby	Bath and North East Somerset Council
CLlr Ray Bryan	Dorset Council
CLlr Stephen Reade	South Gloucestershire Council
Allan Creedy	Wiltshire Council
Andrew Davies	Bristol City Council
Andrew Wiles	North Somerset Council
Andrew Whitehead	South Gloucestershire Council
David Land	Gloucestershire County Council
Colin Medus	North 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
Peter Mann	West of England Combined Authority
Wayne Sayers	Dorset Council
Steve Thorne	North Somerset Council
Sophie Broadfield	Bath and North East Somerset Council
Arina Salhotra	Sphere Marketing
Sarah Beatrice	West of England Combined Authority, minutes
Alice Darley	National Highways
Ben Wills	Department for Transport
Daniel Round	Network Rail
David Glinos	Department for Transport
Craig Drennan	WSP
Geoff Clarke	Aecom
Apologies were received from:	
Mayor Dan Norris	West of England Combined Authority
Colin Chick	Gloucestershire County Council
CLlr Dr Mark McClelland	Wiltshire Council

Emma Blackham	South Gloucestershire Council
Jack Wiltshire	Dorset Council
Parvis Khansari	Wiltshire Council
Jim Stewart	Poole Harbour Commissioners, WG Transport & Business Forum
Nigel Riglar	South Gloucestershire Council
Andrea Davis	Cornwall Council / SW Peninsula STB
Sam Howell	Swindon Borough Council
Matt Haywood	Network Rail
Rob Fulford	Swindon Borough Council

Actions & Decisions	Allocated to	Target Date:
Send STP presentation to the Board members	CD / SB	08/04/2022

Item No	Notes / Actions
1	Introductions – Chair
2	Minutes and actions from the previous meeting – Chair Cllr Greene – actions all completed. The Board approved the draft minutes with one amendment to Andrew Wilde's organisation (correct: North Somerset Council).
3	Public Participation– Chair <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>No matters arising.</p>
4	Update on Programme – Paper A - Nuala Waters NW was pleased to note the 3 year allocation received from the DfT, with increased funding, subject to performance and agreement on scope with the Dept. Role of the STB in terms of delivery programme – need the Board to confirm whether any change to Governance is required (to be discussed offline). Resourcing for the STB to ensure delivery of tangible results – propose to hold a review session with other STBs to look at resourcing models. Primary focus to be on additional technical staff required to deliver the programme. Noted forward work programme, items included in the meeting are for 21/22 (not 22/23) as Board was moved to April from March. Strategic Transport Plan - Seeking offline delegation to approve baseline reports of the STP. Carbon Audit project is progressing, delays to additional technical information to be fed into the model but will be brought to the next Board.. Freight and Strategic Rail both to be discussed at meeting. Finances reporting an underspend for the STB of approx. £17k on the WG budget, NW proposed to roll forward to next year. The underspend reported against DfT fund – not drawn down, largely due to conservative estimating. Cllr Greene noted para. 1.10 (WG's role as an STB) – this role is more important than ever, reflected in funding increase.

Item No	Notes / Actions
	<p>Regarding resources, we will look to use this conservatively. Additional money should go to expanded programme of work on the projects rather than more administration. There is an overspend on projects and underspend on resourcing, which is the right way around. The small underspend is not surprising in these times. NW noted that the STB will be looking at FTCs and secondees rather than full time employees.</p> <p>Cllr Greene moved the recommendations, Cllr Gray seconded all the recommendations. The Board:</p> <ol style="list-style-type: none"> I. Noted the contents of the recent Department for Transport's funding allocation letter. II. Approved continued annual member contribution of £20,000 per authority and agreed to provision this in their respective budgets for the next three years. III. Approved the suggested approach to updating our three-year business plan and its offline approval from the Board, subject to meeting the conditions set out in this paper. IV. Reconfirmed the role of the STB and advised on any amendments to existing arrangements with member authority cabinets and or committees, which would be required in order for the STB to carry out its function. V. Delegated resourcing and capacity arrangements to the Senior Officers Group. VI. Noted the update on delivery progress and overall programme. VII. Noted the financial update and permitted the STB to roll forward the Western Gateway STB underspend - £16,549
4	<p>Forward decision plan - Paper B – Nuala Waters Cllr Greene thanked NW for setting out the forward work programme in the preferred format.</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Noted the contents of the Forward decision plan and advised the programme team of any issues or additional briefings required.
5	<p>Updates from Associate Members – in addition to written updates, verbal updates from the below:</p> <p>Cllr Greene thanked DR from Network Rail on his written update.</p> <p>DfT – David Glinos 31 areas in the country were chosen to receive Bus Service Improvement Plan (BSIP) funding. Spring statement – announcement made on Round 2 of the Levelling Up fund, to include transport schemes. Applications to be submitted by 6th July. Electric Vehicle Infrastructure Strategy was released recently. .Gov website has details of the new Local EV infrastructure fund (https://www.gov.uk/guidance/apply-for-local-electric-vehicle-infrastructure-levi-pilot-funding). Active Travel England – this is a new department, will provide training and support to local authorities so that they can deliver transformational schemes. ATE's spatial planning scheme have published a survey, closes next week 13th April. ZEBRA – £200m funding was awarded to add 1000 green buses across England. He expected there will be another competition further down the line. Western Gateway STB's 3 year funding: STBs are supported by ministers at DfT. Would like to hear what STB plans to do in next 2 years. Acknowledged it will be a very busy period.</p> <p>Cllr Greene noted a mixed range within the WG area of those who received funding for BSIPs. Bus priority measures in congested areas, with the large capital involved, were expected.</p>

Item No	Notes / Actions
	<p>He hoped that that funding would reflect the need to have EV charging in the connective areas. Funding from commercial partners also hoped for those who can't charge vehicles at home or are visiting.</p> <p>Cllr Bryan expressed his great disappointment on the funding for BSIPs in his Dorset area.</p> <p>Cllr Greene – all have political difficulties in putting forward measures such as active travel, good to know the DfT supports this. He advised the group to be clear in showing DfT how you are delivering on their objectives.</p> <ul style="list-style-type: none"> • Network Rail - David Tunley, CP7 business plan Wales & Western Region. Network Rail is undergoing a periodic review process, being manage by the Office for Rail and Road (ORR). Stakeholder engagement is ongoing. Core themes: a clear need for affordability, value for money, punctuality, reliability, environmental sustainability, adapting infrastructure to become more resilient. Own contributions towards net zero. Whole industry strategic plan – broader proposals for resilience (along with the work by GBRTT). Progressing towards a strategic business plan. <p>Cllr Greene noted the importance of rail as part of the board's work and offered to put DT in touch with lead member for rail (Cllr McClelland).</p>
7	<p>Rural Mobility (Lead Member for Rural Mobility, Cllr Bryan)</p> <p><u>Paper C & Presentation – James White - Peter Ramsey (WSP)</u></p> <p>Cllr Bryan introduced the Rural Mobility Strategy, with pilots to be trialled across the region. JWh (technical lead for WG STB) noted that much work has been undertaken behind the strategy. PR spoke to the presentation.</p> <p>Cllr Greene noted that “priority locations” means “location types”, It is really important to differentiate, and ensure it is clear there are competitions to go through. He thanked Ray Bryan for his work (looking at the 99 page strategy) to have a lead member to work with officers and consultants in detail on this is very important.</p> <p>Cllr Reade flagged that pockets of deprivation exist even in affluent areas. He asked who was spoken to in SGC. Rural isolation is a concern if reducing the need to travel. The reference to strengthening strong rural areas tends to concentrate on small rural towns and misses smaller locations. SGC has a push for mobility hubs. What is the definition of these? He couldn't disagree with the aspirations. Noting the phrase of “rural proofing” and the involvement of local authorities, he asked if this also included the Combined Authority. Trials are bigger than he imagined and asked what the timescales are for receiving feedback that could be used in local plans.</p> <p>Cllr Greene agreed that LAs should include the West of England Combined Authority. He asked PR - If pilots give us an indication that we want to do something more widespread, when would we get the understanding? Are results most likely to be in 24/25, i.e. could the results influence local plans? PR - Pilots operate for at least a year, but you learn as you go along, so some results could come sooner. Also need to understand if it is commercially viable.</p> <p>Cllr Davies noted issues around digital connectivity in rural areas being a key driver. He highlighted the high amount of transport related to the public sector. Need to be creative going forward having multi-use vehicles that can provide more than one service. Should we be looking that the specifications of vehicles to be more multi-use. E.g. can meals on wheels vehicles also act as transport.</p> <p>Cllr Davies also commented on the psychological need to get the idea out soon that rural mobility is</p>

Item No	Notes / Actions
	<p>changing. Old systems don't work anymore and we need to work on the wording as expectations that another bus will be provided needs changing.</p> <p>Cllr Gray – outside of the scope of the project, we need to address the need for wider joining-up. How we engage across geography and communities in a way that is sustainable. Outside of the scope of piloting.</p> <p>PR noted that there are 2 levels within the strategy – there are those that can be piloted and mobility hubs. But three are also underlying wider issues and longer term policy issues which are part of broader framework. These require cross-sectional working on economics, planning and transport.</p> <p>Cllr Bryan moved the recommendations, Cllr Green seconded.</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Approved the Rural Mobility Strategy. II. Officers are delegated to continue to develop the Rural Mobility Strategy to: <ol style="list-style-type: none"> a. Work with key major stakeholders across the region to secure their support and seed funding for the pilots, b. Identify a shortlist of actual places to act as the pilots to be brought back to the Board for approval. c. Develop a prospectus for the pilots and launch a competition for Expressions of Interest for initial proposals for potential pilots. d. Select from the Expressions of Interest a shortlist of projects to receive initial exploratory STB funding and specialist rural mobility consultancy support to develop the outline business cases for their pilots. Please note the allocation of STB funding is subject to the Business Plan prioritisation exercise.
8	<p>Freight Strategy (Lead Member for Freight, Cllr Rigby)</p> <p><u>Paper D & Appendix</u> & Presentation – Ewan Wilson – Geoff Clarke (Aecom)</p> <p>Cllr Rigby introduced the work and paid credit to the officers and noted that she was very pleased with the document. Huge strides are being made in understanding how WG as a group and come together to address these issues. As a group we can achieve far more that can be achieved at an individual level.</p> <p>EW – presented to slides to give an overview of the Freight Strategy. MG thanked all involved in producing an excellent strategy.</p> <p>Cllr Davies – delivery of moving heavy freight. Strategy doesn't address the single point of failure (one road, one rail line), the WG area is exposed due to a lack of infrastructure. He asked if we could do anything to future-proof the network. Nothing in the strategy about other ways of moving things if either main freight route is out of commission. He noted the work being done by Bristol Port and other projects, using maritime to move heavy freight, there is much to be learned from this.</p> <p>Cllr Greene picked up on MG Hinkley Point work – learning from areas of excellence and asked if this could be taken on board.</p> <p>EW acknowledge that resilience on the strategic road network and limited rail network is an issue. He noted that Network Rail has done a significant amount of work around the Dawlish area to improve resilience. There are other studies ongoing, particularly with NH on journey times and resilience as a key objective (e.g. the M4 to Dorset). Issues raised are massive issues for the area. Geoff Clarke added that moving goods by more than one mode gives better resilience in the network.</p> <p>Cllr Greene noted the change to Recommendation II. to be amended to “Delegate the approval of the Freight Strategy to the Chair and the Lead Member for Freight, in collaboration with the relevant officers and subject to no material changes.”</p> <p>Cllr Rigby moved the recommendations, Cllr Greene seconded.</p> <p>The Board:</p>

Item No	Notes / Actions
	<p>I. Approved the Freight Strategy.</p> <p>II. Delegated the approval of the Freight Strategy to the Chair and the Lead Member for Freight, in collaboration with the relevant officers and subject to no material changes:</p> <ul style="list-style-type: none"> a) Work with key major stakeholders across the region through the proposed Freight Steering Group to secure their support and prioritise freight projects, b) Continue to work with Peninsula Transport on wider freight issues, coordinate business case development and support private and public sector stakeholders in partnership working.
	<p>Strategic Transport Plan Phase 1 (Lead Member for Road Network, Cllr Greene)</p> <p>Craig Drennan, WSP</p> <p>CD briefly updated the Board on the Strategic Transport Plan. Coming to the close of Phase 1, developing an evidence base. Reports in draft form seek to gather the evidence base for the 4 strategic corridors (Midlands to South Coast, Midlands to South West, South East to South West and South East to South Wales). Those reports are split into having information on: Demographic data, economic profile, environmental data (constraints), existing travel issues and current and planned growth. Alongside Phase 1 work, there has been the development of a WG-specific transport model. National Highways have accepted the use of this transport model to undertake the Phase 2 technical assessment work. This will be used to see what the impact on the road network is. Phase 2 technical assessment – ongoing. Form evidence based to analyse impact, plus use of the decarbonisation model. Updating this and using information from the WG Strategic model, with standardised information across the region.</p> <p>Timescales to note: June to issue information – do something BAU. End July / Aug – emerging forecast to SOG, for review and comment. Sept 22 presentation of results to the WG Board and seek approval to go to consultation on the STP</p> <p>Cllr Greene is the lead member working on this and will seek to ensure that all are well sighted on the STP when ready. ACTION – send presentation to the Board members. CD/SB.</p>
	<p>Rail Strategy Investment – (Lead Member for Rail, Cllr Mark McClelland)</p> <p><u>Paper E</u> – James White</p> <p>JWh introduced the report and noted a budget of £65k for 21/22. The Williams-Shapps Plan superseded the need to do a station audit and the rail-related work was refocussed on taking forward outputs from Network Rail’s Strategic Corridor Studies, specifically The Bristol to Birmingham and Bristol to Exeter study. The WG has focussed on developing designs and feasibility for Cheltenham Spa – proposals for a new South-facing bay platform. These are first steps towards increasing capacity for the network to enable enhanced service levels as recommended by the WG Rail Strategy. Work on designs is approximately 2 weeks behind schedule. It recognises the need for 4 trains per hour between Bristol and Glos. Other schemes still under development. More detailed information to come to the next Board meeting. Many studies are being undertaken by Network Rail, some are completed, others ongoing. These are included in the report as potential studies to fund outputs of, subject to Board’s approval as part of a 3-year programme. JWh also noted that the WG STB is now a member of the East West Rail consortium. At their recent Board they noted the need to look westward (e.g. Bristol and the South Coast links to Oxford) and the potential benefits of this. The Rail Strategy recommended 5 task forces, but this has proved difficult in reality to resource. A more pragmatic approach is being taken, with a central Rail Officer Group (ROG) constituted of WG authority officers, bringing in specific additional expertise where needed.</p>

Item No	Notes / Actions
	<p>JWh also flagged the work being done by the Western Gateway powerhouse, which has commissioned work to map rail aspirations to 2050. JWh represents the WG on this working group.</p> <p>Cllr Greene highlighted that it is the workstreams rather than the task forces that we wished to concentrate on, so as long as these are still being focussed on he was happy to proceed with one taskforce.</p> <p>Cllr Reade – Westerleigh Junction is a pinch point. Can it be kept in the papers for future reference (government/industry) - JWh noted and agreed.</p> <p>Cllr Daley moved the recommendations, Cllr Greene seconded.</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Noted progress on the Cheltenham Spa station bay platform scheme. II. Approved opening discussions with Network Rail on developing the Strategic Outline Business Case for Cheltenham Spa. III. Approved opening discussions with Network Rail, the Peninsula Sub-national Transport Body and the East West Main Line Partnership on taking forward rail corridor proposals. IV. Reduced the number of Rail Strategy task forces and used the Rail Officer Group as the main task force with ad hoc sub-groups to pick up other rail issues.
	<p>Rail: Parking Policy - (Lead Member for Rail Cllr Mark McClelland)</p> <p><u>Paper F</u> - James White</p> <p>Cllr Greene introduced the item and reminded members that the adopted strategy looked at passenger flow and took a percentage increase recommendation, where some numbers did not work.</p> <p>JWh – The ROG looked at the 76 stations in WG area were looked at on a case-by-case basis. Conclusions show potential need to increase stations in 10 locations. Generally these act as either regional hubs or there is development expected in the areas. There are an additional 3 stations to be kept under review.</p> <p>Recommendations are around the delegations ...(1.51)</p> <p>Cllr Greene noted this is the pragmatic approach that was sought. For clarify there were different percentages that were mandated. He confirmed that the percentage of car spaces for disabled parking, to be serviced by EV point and cycle parking spaces to match car parking remain unchanged from the original.</p> <p>Cllr Reade – noted the wording around Severn Beach may need adjusting - JWh to get an update before publication as wording is in past tense.</p> <p>NOTE: a change may be made to Severn Beach (delegated to WG officers) .</p> <p>Cllr Daley moved the recommendations, MG seconded.</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Approved the revised Rail Strategy station car parking policy as set out in sections 3.1 to 3.4. II. Delegated to the Western Gateway Programme Team to make the appropriate changes to the Rail Strategy.
	<p>AoB (to be previously advised to Chair, please (mike.greene@bcpcouncil.gov.uk))</p> <ul style="list-style-type: none"> • Location of next meeting TBA (Weds 22nd June). Cllr Greene requested that this meeting remain as a virtual meeting.

Date of Next Meeting: Wednesday 22nd June, 1400-1600. Virtual Meeting