

Board Meeting

Agenda

Wednesday 4th March 2020 - 14:00 to 16:00

Kennet Room, Wiltshire Council, Trowbridge, BA14 8JN

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1	Welcome and apologies	14:00 to 14:05
2	Minutes and actions from the previous meeting	14:05 to 14:10
3	Public Participation ○ Questions or Representations from Members of the public in line with the Board's Public Participation Scheme	14:10 to 14:25
4	Joint STB Liaison Meeting update ○ Verbal update – Allan Creedy – Wiltshire Council	14:25 to 14:30
5	2020/21 Work Programme and proposed changes to the STB Structure ○ Paper A – David Carter - WECA	14:30 to 14:50
6	STB Board chairing arrangements for 2020/21	14:50 to 15:00
7	Rail Strategy ○ Paper B – Alexis Edwards – BCP Council	15:00 to 15:10
8	Port Access Study ○ Paper C – Ben Watts – Gloucestershire County Council	15:10 to 15:20
9	Strategic Transport Plan update ○ Paper D – Ben Watts – Gloucestershire County Council	15:20 to 15:30
10	Communications Update ○ Verbal update – Arina Salhotra – Sphere Marketing	15:30 to 15:35
11	Update from Associate Members ○ DfT ○ Highways England ○ Network Rail ○ Peninsula ○ Transport & Business Forum Chair	15:35 to 15:55
12	Any other business	15:55 to 16:00

Date of next meeting – Thursday 18th June – 14:00 to 16:00, Wiltshire Council, Trowbridge.

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Western Gateway - Sub-national Transport Body

Minutes

<i>Meeting</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
WGSSTB Board meeting	Wednesday 18 th December 2019	14.00-16.30	Kennett Room, County Hall, Trowbridge
Attendance:			
Present:	Cllr Bridget Wayman, Wiltshire Council (chair) Cllr Nigel Moor, Gloucestershire County Council Cllr James Tonkin, North Somerset Council Cllr Stephen Reade, South Gloucestershire Council Cllr Andy Hadley, BCP (Bournemouth, Christchurch and Poole) Council Cllr Joanna Wright, Bath and North East Somerset Ben Watts, Gloucestershire County Council and Technical lead for the WG STB Allan Creedy, Wiltshire Council Colin Chick, Gloucestershire County Council - <i>Item 4</i> David Carter, West of England Combined Authority Colin Medus, North Somerset Council Emma Blackham, South Gloucestershire Council Andrew Davis on behalf of Nuala Gallagher, Bristol City Council Julian McLaughlin, BCP (Bournemouth, Christchurch and Poole) Council Wayne Sayers, Dorset County Council David Tunley, Network Rail Nick Evans on behalf of Tim Bowles, West of England Combined Authority Mike O'Dowd-Jones, Somerset County Council and Technical lead for Peninsula Transport Ben Wills, Department for Transport Arina Salhotra, Sphere Marketing Julian Phatarfod, WSP - <i>Item 6</i> Steven Keeley, Atkins - <i>Item 7</i>		
Apologies:	Cllr Geoff Brown, Cornwall Council Jim Stewart, Chair for Dorset LEP and Chair of Western Gateway STB Business & Transport Forum Cllr Ray Bryan, Dorset Council		

<i>Summary of Actions & Decisions</i>	<i>Allocated to</i>
<p><i>Western Gateway (Powerhouse)</i></p> <ul style="list-style-type: none"> - BCP and Dorset members to discuss with cabinet members to consider the Powerhouse so that the geography of the Western Gateway STB and the English side of the Powerhouse align together so that plans drawn up by the Western Gateway STB could be seamlessly applied. - Cllr Wayman will ask Dorset to discuss this with their cabinet. - An extraordinary board meeting may be required to confirm this as the next board meeting isn't until March 2020. The STB will seek to resolve this issue with the Powerhouse as quickly as possible. 	<p><i>Cllr Andy Hadley BCP, Cllr Ray Bryan Dorset Cllr Bridget Wayman</i></p>
<p><i>MRN / LLM scheme updates</i></p> <ul style="list-style-type: none"> - Board members noted the current status of the MRN / LLM 	

scheme priorities.	
<p>Rail strategy update</p> <ul style="list-style-type: none"> - All agreed the partnership working approach with Network Rail during the development of the Western Gateway's rail strategy and noted the progress to date on the rail strategy. 	
<p>Transport Strategy update: Paper C</p> <ul style="list-style-type: none"> - Ben to circulate slides so that board members can look at the hubs and corridors. - Members to provide feedback before 15th January 	Ben Watts and all board members
<p>AOB</p> <ul style="list-style-type: none"> - Discussions regarding which organisation becomes the accountable body for 2020/2021 will need to take place at the next board meeting. 	

Item No	Notes / Actions
1.	<p>Welcome and apologies Noted above</p>
2.	<p>Minutes and actions from previous meeting Cllr Wayman signed off the minutes and no objections were raised.</p>
3.	<p>Public participation There were no members of the public present and the chair had not received any questions in advance of the board meeting.</p>
4	<p>Western Gateway Powerhouse – Presentation from Colin Chick</p> <ul style="list-style-type: none"> - On 1 November, a press release announced the formation of the UK's newest economic Powerhouse stretching from Swindon to Swansea and Western-super-Mare to Tewkesbury. - The Powerhouse currently has a different geography to the Western Gateway STB. The Powerhouse was originally called The Great Western Powerhouse, but 'Powerhouse' was dropped because Government didn't want another Northern Powerhouse. Members and leaders agreed on the name 'The Great Western Gateway' but unfortunately central government requested the Powerhouse to only have two names e.g. Midlands Engine & Northern Powerhouse. Furthermore, Welsh authorities realised there wasn't a word in Welsh to translate 'great' which resulted in the Welsh Office removing the word 'Great' and referenced the Powerhouse as Western Gateway in their press release. - The Powerhouse's aim is to focus on turbo charged, clean, inclusive growth, and unleashing potential to create new opportunities. - The Powerhouse is looking to work closely with the Western Gateway STB, to complement its work, and work as a stretch target and stretched offer to government. - The Powerhouse has 3 key ambitions: <ul style="list-style-type: none"> - <i>Accelerate agglomeration benefits in modal shift through sustainable and regional connectivity.</i> This means that locations within the geography of the Powerhouse can be reached within one hour by public transport. - <i>Drive exporting investment led growth.</i> This is predominately aimed at driving economic growth with zero carbon and to be exemplars for that. - <i>Catalyse cross sectorial innovation in our distinct hi-tech sectors such as universities and R&D.</i> This means bringing together the universities which have a high education attainment and then using research centres to help drive the economy at a greater rate including areas in advanced manufacturing, advanced

	<p>engineering and cyber technology.</p> <ul style="list-style-type: none"> - Next steps for the Powerhouse include conducting a governance review and developing a vision statement. - Colin Chick suggested that there would be benefits to Dorset and BCP joining the Powerhouse so that the English side of the Powerhouse would include all of the authorities in the Western Gateway STB area and this would mean plans drawn up by the STB could be seamlessly applied. NB: Transport in Wales is managed by Transport for Wales and not individual authorities. - Cllr Wayman explained that it would be useful if the Powerhouse geography could make up the STB. - Andy Hadley explained that he will take this information back to his cabinet and will consider this. - Ben Wills believes that there are good opportunities here for the STB as he has seen the Powerhouse and STB work well in the midlands. - Cllr Wayman asked what sort of roles would the STB provide to the Powerhouse? In the long term, the STB would be the traffic/transportation arm of the Powerhouse. - Cllr Wayman suggests that if the STB authorities agree to be part of the Powerhouse it would then make sense for Western Gateway STB to be a subgroup or provider for the Powerhouse. - Part of the Powerhouse's objective is to deliver 100,000 houses. This is not in addition to each council's regional work of new houses. - David Carter suggests that the STB's role would be about brokering with Network Rail and Highways England and being the conduit as well as talking to transport for Wales because the Powerhouse is relying on the existing infrastructure from key organisations: Network Rail, Highways England and Transport for Wales. - It was identified that if BCP and Dorset join the Powerhouse then Swindon would be the only authority on the English side of the Powerhouse's geography that is not part of the STB. David Tunley suggested the STB could invite Swindon to be an associate member to the STB to rectify the misalignment matter.
<p>5.</p>	<p>MRN / LLM scheme updates: Paper A - Update from Ben Watts.</p> <p>Progress of the MRN and LLM schemes:</p> <ul style="list-style-type: none"> - For the three OBC business case submissions, the DfT has gone back to the scheme promoters for any clarification with the submission bid. This is predominately in relation to modelling. - It is understood that any announcements of schemes being progressed to the next stage will be made in spring 2020 at the earliest. - For SOBC and pre-SOBC business case submissions a DfT panel discussion was held on 24th September and all of our schemes were assessed. The A38 Bristol access improvements schemes has been classified as good to proceed to the next (OBC) stage, and North Somerset has been invited to progress with their business case and has been awarded funding to undertake this. - Cllr Wayman has received a letter from BCP withdrawing their Wessex fields scheme. BCP has requested that the Western Gateway STB formally writes to the DfT and let them know that the scheme has being withdrawn.
<p>6.</p>	<p>Rail strategy update: Paper B - Presentation from Julian Phatarfod (WSP).</p> <p>An update on the progress of work:</p> <ul style="list-style-type: none"> - WSP has been capturing as much information across different stakeholders. - Two workshops have been held. The first in Poole which included a geographical focus around the Dorset area and the second workshop was held in Bristol. Interviews with stakeholders who couldn't make the workshops have also been

	<p>undertaken. Feedback received has come from local authorities, bordering STB's, and train operating companies including Network Rail and DfT.</p> <ul style="list-style-type: none"> - The top five objectives include: <ul style="list-style-type: none"> - <i>Choice</i> - <i>Decarbonisation</i> - <i>Social mobility</i> - <i>Productivity</i> - <i>Growth</i> - This process aligns closely to the way TfN undertook their rail strategy. - Next steps include identifying the conditional outputs to help deliver the five objectives in early 2020. - Mike O'Dowd-Jones explained that the Exeter to Bristol corridor is missing from the Peninsula's strategy and they are looking to undertake some work in this area, and it would be important that the two pieces of work are joined up to ensure a coherent plan. - Colin Chick emphasised that the conditional outputs need to be realistic and within the timeframes available, otherwise they will work against us. - Andy Hadley supports the view of being realistic, but also stressed that we also need to challenge ourselves. - The Econsultation comes to an end in 2019.
7.	<p>Port Access study update - Presentation from Steven Keeley (Atkins). An update on the airports and ports access study, and the emerging themes which are coming out:</p> <ul style="list-style-type: none"> - Steven explained that it is important to look at the ports and airports as economic assets and their wider strategic role of exporting and importing elements of the Western Gateway economy. - Aktins has been looking at key documents, including the National Policy Statement for ports and maritime 2050 strategy, and the transport infrastructure report, published in 2018. From these key documents, ports could become centres of innovation, and the role of smaller locations could result in them becoming test beds for new technology e.g. automated shipping. - Stakeholder engagement is ongoing and meetings with LEP's and ports will be carried out, and their inputs will be included as part of the conclusions. - Several key themes are emerging from the engagement undertaken, these include access and the wider economy, and opportunities at improving safety and efficiency. - Next steps include working on a report and a final version of the report will come to the March board.
8.	<p>Transport Strategy update: Paper C - Presentation from Ben Watts. Presentation on officer discussions to set the foundations for the Strategic Transport Plan:</p> <ul style="list-style-type: none"> - The STB is aiming to adopt its Strategic Transport Plan by September 2020. - The Strategic Transport Plan will help the STB to articulate what funding it requires and why. - The first Strategic Transport Plan will be a high-level document capturing the vision and role of the STB, along with narrative on the strategic corridors, and next steps which will then be covered in the next iteration of the Strategic Transport Plan. - At the next Board meeting in March members will be presented with a draft strategy and consultation. - In addition to the existing objectives for the Western Gateway STB, officers have suggested that the STB could address key issues which are too big for local authorities to address individually e.g. transport decarbonisation, electric vehicle

	<p>infrastructure, rail and digital connectivity.</p> <ul style="list-style-type: none"> - A substantial difference between the Western Gateway STB and other STB's is the West of England Combined Authority (WECA). WECA has a different role to local authorities because it has a direct link to government. Therefore, it is suggested that the STB amends its existing travel corridors to hub areas. One of the hubs could then represent the West of England area and enable WECA to deal with issues specific to the hub direct with government. - Ben explained that we could reshape the 15 corridors into hubs: <ul style="list-style-type: none"> - <i>the northern hub</i> would include the emerging city region in Gloucestershire - <i>the central hub</i> would include the West of England area - <i>the southern hub</i> would include the city region in BCP. - Mike O'Dowd-Jones explained that the draft illustrative map doesn't explain the importance of the A303 corridor and would welcome working on this further with officers to illustrate the importance of this corridor for the Peninsula. - As we develop our regional narrative, we really need to clarify our identity and are beginning to see that People, Place and Environment are key issues. - Cllr Wayman emphasised the Western Gateway's importance is predominantly centred on connectivity between Wales, the north and the southwest. - Cllr Wayman suggested including homes under figure E as this is a significant point.
9	<p><i>Update from associate members.</i></p> <p><u>Network Rail</u></p> <ul style="list-style-type: none"> - With alliance partners across the Western Railway, Network Rail has launched its new timetable. Overall the timetable structure looks to be performing well. - There have been over 100 volunteers supporting passengers. - The new timetable is performing well and services have been bouncing back strongly against distributions. - There are positive social media messages from the public regarding the superfast service from Bristol. <p><u>Peninsula STB</u></p> <ul style="list-style-type: none"> - The Peninsula has made good progress with their MRN and LLM schemes. <ul style="list-style-type: none"> - pleased that the joint A38 scheme has development funding and are working with North Somerset to progress this. - development funding has been received for Plymouth Phase 1 (MRN) and A38 Manadon Interchange (LLM). - the A382 Newton Abbott is the Peninsula's top priority MRN scheme, it was submitted as an OBC, and is currently being scrutinised by the DfT. - schemes in Cornwall and Somerset were re-submitted at the end of Nov to clarify points in the business cases. Feedback from DfT has been positive. - A final funding ask to DfT was submitted to support technical work and local authority partners have agreed to fund contributions to the body for the next financial year. - Progress on economic connectivity study: (Aecom and Connected Economics) is as follows: <ul style="list-style-type: none"> - the study is largely finalised, and a draft summary document has been prepared. - the Peninsula Area Traffic Model (Based on HE SWRTM) has been created and there are five strategic scenarios: <ul style="list-style-type: none"> - decarbonisation

	<ul style="list-style-type: none"> - digitisation (app-based systems, automation etc) - flexible Lifestyles (home working) - the world of work (changing patterns of employment growth). - urbanisation. <ul style="list-style-type: none"> - The Peninsula has taken an initial look at a possible regional EV charging network which could be a joint project going forward. - Transport Strategy: Discussing with broad member of including a vision setting document. Officers are meeting with Cabinet members in the new year to discuss the approach to developing the strategy and key themes. <p><u>Department for Transport</u></p> <ul style="list-style-type: none"> - The DfT ministerial team remains unchanged from before the election. - The DfT has received Western Gateway's funding bid (£500,000) and they are currently taking advice from ministers. It is anticipated that STB funding will be announced in the new year. - The Conservative party manifesto included a commitment to a devolution White Paper. It is anticipated that MHCLG will take this forward and that the DfT would be asked to feed in. The DfT see this as an opportunity to re-articulate STB policy.
	<p>AOB</p> <ul style="list-style-type: none"> - Discussions regarding which organisation becomes the accountable body for 2020/2021 will need to take place at the next board meeting. <ul style="list-style-type: none"> - Nick Evans explained that WECA would be happy to have a conversation about taking being the accountable body. - Gloucestershire have also explained that they are happy to continue as the accountable body
<p>Date of next meeting: Wednesday 4 March, 2pm - 4pm, Kennet Room, Wiltshire Council, Trowbridge, BA14 8JN</p>	

Western Gateway Sub-National Transport Body

Board Meeting

Paper A

Date **4th March 2020**

Title of report: **2020/21 Work Programme and proposed changes to the Western Gateway Sub-national Transport Board Structure**

Purpose of report: **To update the Board on the work priorities for 2020/21 and how this will be best managed.**

Recommendations:

The members of the Board are recommended:

- i. To welcome the prospect of funding from the Department for Transport
- ii. To note the proposed work priorities for 2020/21
- iii. To note the formation and make-up of the Programme Management Team
- iv. To agree to the proposed updates to the Western Gateway Sub-national Transport Body Constitution to allow for the creation of the Programme Management Team and accept the offer from WECA to take on the Secretariat and Accountable Body responsibilities
- v. To agree to review how the Western Gateway Sub-National Transport Body is managed in 12 months time to understand if the proposed structure remains fit for purpose.

Introduction

- 1.1 In November 2020 the Western Gateway Sub-National Transport Body (WGSTB) submitted a funding ask to the Department for Transport (DfT) for revenue funding to support with the production of it's Strategic Transport Plan and an enhanced regional evidence base. The funding request covered the period 2019/20 and 2020/21.
- 1.2 At the time of writing this report it has not been confirmed if this funding request of the DfT has been successful, although indications are positive that the £500k sought will be approved. Regardless of the outcome of the funding request the WGSTB needs to review how it is currently structured in terms of officer involvement to ensure there is sufficient capacity to meet the expectations of its members, stakeholders and government.

- 1.3 This paper outlines the views of the Senior Officer Group (SOG) regarding the formation of a new WGSTB Programme Management Team who would be responsible for the day to day operation of the WGSTB. This would remove the need for programme discussions at the Senior Officer Group meetings and enable more time to focus on strategic guidance.

2020/21 Funding

- 1.4 The total local authority contribution for 2020/21 will continue to be £180,000 as it was for 2019/20. In addition any underspend from 2019/20 will be carried forward into 2020/21. The scale of underspend will be confirmed to the board at the next meeting in June 2020.
- 1.5 The decision to fast-track production of the Inaugural Strategic Transport Plan by September 2020 has not required the scale of budget reallocation previously anticipated. This is primarily linked to local authority officers being more involved with the production of the strategy. This has now created a larger underspend than previously anticipated. Table A summarises this information.

Table A – 2019/20 Financial Year – Actual spend to the end of January 2020

	Income	Actual spend	Forecast spend	19/20 Budget	Budget Variance
Local authority contribution					
Total	180,000.00				
Underspend 2018/19	21,160.00				
Total	203,660.00				
Staff costs including Accountable Body					
Accountable Body		12,500.00	15,625.00	15,000.00	-625.00
Technical lead		8,200.00	10,200.00	20,000.00	9,800.00
GCC - on costs		3,105.00	3,873.75	0.00	-3,873.75
Technical Support		0.00	1,500.00	15,000.00	13,500.00
Comms support		12,605.00	14,605.00	16,000.00	1,395.00
Communications Strategy		0.00	0.00	10,000.00	10,000.00
Transport & Business Forum		1,285.00	1,285.00	5,000.00	3,715.00
Printing (Brochure)		186.62	186.35	0.00	-186.35
Total		37,881.62	47,275.10	81,000.00	33,724.90
MRN / LLM submission					
Executive Summary		20,792.00	20,792.00	20,000.00	-792.00
Maps and images		3,555.00	3,555.00	0.00	-3,555.00
Total		24,347.00	24,347.00	20,000.00	-4,347.00
Regional Evidence Base					
Rail Strategy - Phase 1		47,879.00	52,879.00	78,500.00	25,621.00
Rail Strategy - Phase 2		0.00	0.00	0.00	0.00
Review of port access		0.00	20,000.00	0.00	-20,000.00
SRN priorities		0.00	0.00	0.00	0.00
Strategic Transport Plan		0.00	8,942.90	0.00	-8,942.90
Total		47,879.00	81,821.90	78,500.00	-3,321.90
Contingency		0.00	50,216.00	24,160.00	-26,056.00
Grand Total		110,107.32	203,660.00	203,660.00	0.00

2020/21 Work Programme - Priorities

- 1.6 The overriding priority for 2020/21 is the adoption of the Western Gateway's Inaugural Strategic Transport Plan in September 2020. The Plan will cover the period 2020 to 2025 and will be based on the WGSTBs existing evidence base. Other than design and consultation costs it is not anticipated that any additional costs will be required during 2020/21 for the production of the document.
- 1.7 The second phase of the Rail Strategy is also considered essential to inform the Strategic Transport Plan. It is estimated that this will cost £35,000.
- 1.8 Members at the December board noted the proposed changes to the number of Strategic Travel Corridors that the Strategic Transport Plan would focus on. 15 corridors had previously been identified and this number has reduced to four. To commence preparation of the next Strategic Transport Plan (2025-2030) an expanded evidence base is required. It is proposed that four Strategic Corridor Partnership Groups are formed with the aim of identifying the long-term sequencing of investment priorities post 2025.
- 1.9 It is proposed the partnership groups meet on a quarterly basis and each is chaired by a Senior Officer. The membership of the group will include neighbouring STBs and strategic infrastructure providers. Updates can then be provided to the Board and the Senior Officer Group. Each group would need a terms of reference to ensure its remit is clear from the start and how it feeds into the wider WGSTB. This approach also allows for the views of the Western Gateway Powerhouse to be included within the work of the STB.
- 1.10 Table B outlines each corridor and the proposed local authority lead. At this stage the costs of administrating these groups is not known, but it is anticipated it will be largely resourced by Local Authority officers.

Table B – New WGSTB Strategic Corridor Partnership Groups

Corridor	Lead Authority
V1 - Midlands to South West	Gloucestershire County Council
V2 - Midlands to South Coast	Wiltshire Council
H1 - South East to South Wales	West of England Combined Authority
H2 - South East to South West	BCP Council and Dorset Council

- 1.11 Communication and stakeholder engagement will be essential during 2020/21 to deliver the identified work programme priorities. During 2019/20 this resource will be provided by consultants and they will be responsible for delivering the associated Communication Strategy.

- 1.10 It is proposed that the 2020/21 local authority contribution to the WGSTB and any underspend from 2019/20 would be used to fund the work programme priorities and any staff costs associated with administering this programme.

2020/21 – Work Priorities – subject to Department for Transport funding

- 1.11 Within the November funding submission to the DfT (£0.5m) the WGSTB requested funding for the following projects:

- a Decarbonisation Strategy,
- an Electric Vehicle Infrastructure Strategy and
- production of a Western Gateway model.

Alongside locally funded strategies covering; Bus and Coaches and last Mile access to and from key passenger transport termini.

- 1.12 Since our submission and subsequent discussions at the national STB liaison group work has progressed, with greater collaboration between STBs on transport decarbonisation and modelling. As the details of these are being considered at a national STB level, it is proposed that our commissions are scaled back. This would enable funding to be re-allocated to the following projects. The number of projects commissioned will be linked to the DfT funding allocated.

- 1.13 The below work streams are subject to DfT funding:

- Input into the National Decarbonisation Strategy
- Electric Vehicle Infrastructure Strategy
- Understanding Sub-National Modelling Requirements
- Strategic Corridor Studies
- Freight Strategy
- Future Mobility options for Rural Transport
- Strategic Bus and Coach Strategy
- Last Mile Access strategy to key passenger transport termini
- Strategic Cycle Routes.

Formation of a new Programme Management Team

- 1.14 The existing informal resourcing and management arrangements of the WGSTB are no longer fit for purpose as the expectations for the STB grow, and if Government funding is forthcoming. The WGSTB currently operates through the following governance structure:

- STB Partnership Board
- Senior Officer Group (SOG)
- Transport Officer Group (TOG)

- 1.15 In addition, a Transport & Business Forum enables the STB to engage with business communities across the region and seek their views and advice on investment priorities.
- 1.16 As the WGSTB work programme expands and the expectations of the DfT and other key stakeholders are raised, the demands on the SOG and TOG will increase. It is therefore proposed that a Programme Management Team is formed to coordinate the work programme and manage the day to day operation of the WGSTB. The proposed composition of the WGSTB Programme Management Team includes:
- National STB Liaison and Partnership Lead
 - Secretariat Lead
 - STB Programme Manager
 - Technical Programme Lead(s)
 - Communications and Stakeholder Engagement Lead
- 1.17 Table C outlines the duties associated within each role within the team. These roles are all part-time and it is estimated that no-more than two days a week would be required. The team would be accountable to the SOG and meet on a fortnightly basis in Bristol.

Table C – Summary of the roles and duties for the WGSTB Programme Management Team

Roles	Primary Duties
National STB Liaison and Partnership Lead	<ul style="list-style-type: none"> • Provide oversight of the technical programme and advise Technical Programme Leads • Attend Western Gateway Programme Management Team meetings and Senior Officer Group • Represent Western Gateway STB at national STB liaison meetings • Ensure appropriate arrangements are in place to manage the core STB and DfT funding and secure the overall resourcing of the work programme (Programme Manager, Technical Leads etc) • Oversee the periodic review and update of the Constitution • Develop new processes governing regional partnerships
Secretariat Lead	<ul style="list-style-type: none"> • Ensure DfT is kept up to date on progress with the programme • Arrange and administer meetings in accordance with the STB governance (Partnership, Officer and Project Boards) • Attend Western Gateway Programme Management Team and Senior Officer Group • Oversee the periodic review and update of the Constitution • Work as the Accountable Body representative, ensuring appropriate arrangements are in place to manage the core STB and DfT funding and secure the overall resourcing of the work programme (Programme Manager, Technical Leads etc) • Arrange for the recruitment to Western Gateway roles as appropriate

	<ul style="list-style-type: none"> • Manage central contact point for Western Gateway communications, including email address
STB Programme Manager	<ul style="list-style-type: none"> • Coordinate the Western Gateway work programme liaising with Technical Programme Leads on commissions, access to the WECA Professional Services Framework and progress of each workstream • Attend SOG and, where required, Partnership Board meetings to provide a progress update on the work programme
Technical Programme Lead(s)	<ul style="list-style-type: none"> • Manage the Forward Plan for Board and SOG meetings • Attend and prepare update reports for Board meetings and SOG meetings • Manage and chair monthly TOG meetings • Provide assurance to DfT regarding existing MRN & LLM schemes • Project Manage the following: <ul style="list-style-type: none"> ○ Adoption of Inaugural Strategic Transport Plan by September 2020 ○ Rail Strategy (phase 2) • Manage and attend Strategic Corridor Partnership quarterly meetings • Prepare project briefs, commission and project manage the following (Subject to funding): <ul style="list-style-type: none"> ○ Input into the national Decarbonisation Strategy ○ Electric Vehicle Infrastructure Strategy ○ Understanding Sub-National Modelling Requirements ○ Corridor Study - Strategic Corridor V2 – Midlands to South Coast Study ○ Freight Strategy ○ Future Mobility options for Rural Transport ○ Strategic Bus and Coach Strategy ○ Last Mile Access strategy to key passenger transport termini • Attend national meetings to represent Western Gateway • Attend Western Gateway Programme Management Team meetings • Attend neighbouring STB meetings • Prepare 2021/22 DfT funding submission • Adhoc tasks
Comms & Stakeholder Engagement Lead	<ul style="list-style-type: none"> • Manage consultation process for the Inaugural Strategic Transport Plan • Develop and manage communication sign-off process • Produce annual communications plan • Manage content Western Gateway webpage • Develop new Western Gateway website • Manage external communications including press releases and email enquires • Manage Business and Stakeholder Forum • Attend national STB communications liaison meetings • Attend Board and Senior Officer meetings and provide written and verbal updates • Manage STB attendance at conferences and events • Manage consultations • Attend Western Gateway Management Team meetings

1.18 A requirement of the DfT funding submission is a commitment not to use any monies received from DfT to employ staff. There is an agreement that where a staffing need is identified this should be met through local funding contributions only. The combined local contribution budget for 2020/21 is £180,000. Table D outlines the expected costs associated with financing the Programme Management Team. As the roles of National STB Liaison Lead and Secretariat Lead will be likely to be undertaken by senior officers from SOG it has been agreed that for 2020/21 no costs shall be recharged for undertaking these duties.

Table D – Estimated cost of WGSTB Programme Management Team

Roles	Estimated number of days duties required	Estimated Annual Cost
National STB Liaison and Partnership Lead	1 day per week	£ -
Secretariat Lead	1 day per week	£ -
STB Programme Manager	1.5 days per week	£ 20,000.00
Technical Programme Leads	2 programme managers working 2 days per week	£ 50,000.00
Project Admin Assistant	1 day per week	£ 10,000.00
Comms & Stakeholder Engagement Lead	1 day per week	£ 25,000.00
On costs including ICT @ 15% of officer costs		£ 15,750.00
Sundries (Inc. Travel)		£ 9,250.00
Communications plan		£ 30,000.00
Contingency		£ 20,000.00
Total		£ 180,000.00

1.19 The team would draw from the expertise within the existing SOG and TOG and its associated resource base (including consultants). Table E identifies officers to undertake the WGSTB Programme Management Team roles during 2020/21.

Table E – Proposed Structure of the WGSTB Programme Management Team during 2020/21.

Role	Officer identified for role during 2020/21
National STB Liaison and Partnership Lead	<ul style="list-style-type: none"> Allan Creedy – Wiltshire Council
Secretariat/Accountable Body Lead	<ul style="list-style-type: none"> Peter Mann – WECA
STB Programme Manager	<ul style="list-style-type: none"> WECA
Technical Programme Lead(s)	<ul style="list-style-type: none"> Ben Watts – Gloucestershire County Council TBC – Dorset Council / BCP officer
Comms & Stakeholder Engagement Lead	<ul style="list-style-type: none"> Consultancy support

Changes to the existing STB Constitution

1.20 To incorporate the formation of the WGSTB Programme Management Team and the duties it will undertake, it is necessary to update the WGSTB constitution. Appendix A includes an updated Constitution. Changes include:

- Removal of references to the WGSTB being a 'Shadow' body.
- A new section 13 to reflect the role of the Secretariat / Accountable Body and removal of references to a lead authority.
- A new section 14 outlining the due diligence process regarding the use of public funding.

1.21 It is proposed that the Constitution remains under review and the WGSTB structure proposed within this paper is reviewed after 12 months to ensure it remains fit for purpose.

Consultation, communication and engagement

2.1 SOG has been fully consulted during the drafting of this paper and is in full agreement regarding the proposed work programme and the creation of the WGSTB Programme Management Team.

Equalities Implications

3.1 No adverse impact on any protected groups.

Legal considerations

4.1 The WGSSTB remains an informal non-statutory partnership.

Financial considerations

5.1 All costs considerations are outlined within this paper. These will be monitored by the WGSTB Programme Management Team and formally reported to the Board on a quarterly basis.

Conclusion

6.1 The Board is recommended to note the proposed work priorities for 2020/21, the formation of the Programme Management Team and the officers identified to fulfil the roles.

6.2 The Board is recommended to agree the proposed updates to the WGSTB Constitution and to review how the WGSTB is managed in 12 months time to understand if the proposed structure remains fit for purpose.

Contact Officer

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THE CONSTITUTION OF THE WESTERN GATEWAY SUB-NATIONAL TRANSPORT BODY

1. Introduction

- 1.1. The Cities and Local Government Devolution Act makes provision for the establishment and constitution of Sub-National Transport Bodies (STB) for any area in England (outside of Greater London).
- 1.2. The role of a STB is to prepare a regional transport evidence base for an area which would set out proposals for strategic transport investment in infrastructure and services.
- 1.3. This Constitution will govern the running of the shadow Body and will form the basis of the development of a regional transport evidence base.

2. Constituent Authorities

2.1 The Constituent Authorities are the following Local Transport Authorities:-

- Bath and North East Somerset Council
- BCP Council (Bournemouth, Christchurch and Poole)
- Bristol City Council
- Dorset Council
- Gloucestershire County Council
- North Somerset Council
- South Gloucestershire Council
- West of England Combined Authority (WECA)
- Wiltshire Council

3. Area covered

3.1 This will be the administrative area of the Constituent Authorities.

4. Name

4.1 The name of the body will be Western Gateway Sub-National Transport Body (WGSTB).

5. Functions of the Terms of Reference

- 5.1. The Appendix to this Constitution sets out the Terms of Reference of the WGSTB. This complements the Board's formal list of functions set out in 5.2 below. For the avoidance of doubt, the Board's formal list of functions will be exercised in accordance with the clause 11 (Decision Making Arrangements).
- 5.2. The WGSTB Board will:
 - a) Develop and publish a Strategic Transport Plan for the Western Gateway area
 - b) Develop a regional transport evidence base for the Western Gateway to identify and prioritise scheme delivery for consideration by the Department for Transport

- c) Enable a more effective and meaningful engagement with the Department for Transport, infrastructure agencies (including Highways England and Network Rail), service providers (such as bus and rail operating companies) and Homes England
- d) Provide the focal point for discussions with Government on strategic transport and infrastructure investment decisions within the Western Gateway area
- e) Agree the sequencing of priorities/schemes with Highways England and Network Rail to ensure there is a joint approach to the development and delivery of strategic infrastructure
- f) Provide the opportunity to share technical expertise and resources across the Constituent Authorities to assist with the development and assessment of proposals
- g) Develop proposals for responsibilities and accountabilities (including their delegation) for the WGSTB Board including governance and assurance arrangements. Any amendments required to the shadow Board's Constitution as a result will be subject to the approval of the Constituent Authorities

6. Membership

- 6.1. Each Constituent Authority will appoint one person as a member of the WGSTB Board. Should the local authority governance arrangements in any local transport authority area change, the WGSTB Board will review the membership to accommodate the changes. The person appointed by each Constituent Authority will be the elected Cabinet Member.
- 6.2. New membership applications will be considered and determined by the WGSTB Board.
- 6.3. Each Constituent Authority will appoint another senior councillor or a senior officer as a substitute to act as a member of the WGSTB Board in the absence of the person appointed. Continuity of membership is an imperative during the shadow stage of the operation hence the need to appoint a named councillor or an officer as a substitute.
- 6.4. Constituent Authorities of the WGSTB are free to take associate (co-opted) membership of other STBs.
- 6.5. The WGSTB Board may choose to appoint one of its Constituent Authority representatives to represent the views of the Board at other STBs.

7. Associate Members

- 7.1 The WGSTB Board can appoint representatives of other organisations as associate members of the WGSTB Board where their participation is seen as adding value.
- 7.2 It is anticipated that representatives of the following organisations will be invited to participate as associated members of the WGSTB Board to establish a collaborative partnership and enable a single co-ordinated conversation:

- a) The chair of the stakeholder group created by the Board to represent local stakeholders
- b) One representative each from the Department for Transport, Highways England, Network Rail and Homes England
- c) One representative from each neighbouring STB

7.3 Organisations with associate membership status will be able to appoint a substitute to act as a member of the WGSTB Board in the absence of the person appointed. Substitutes should have an equivalent level of representation and authority to the appointed member.

7.4 Applications to become an associate member of the WGSTB Board must be submitted in writing and will be considered by the Board on an individual basis.

8. Election and role of Chair and Vice-Chair

8.1 The Chair and Vice-Chair will be elected from the Local Transport Authority representatives on the WGSTB Board. The first election will take place at the first formal meeting of the WGSTB.

8.2 The initial term will last for 12 months. Arrangements for the role of Chair and Vice-Chair will be reviewed prior to end of this initial term to ensure continuity.

8.3 In the absence of the Chair, the Vice-Chair will Chair the meeting. In the absence of the Chair and Vice-Chair, the voting members present will appoint a Chair for the duration of the meeting from within the Constituent Authority elected member representation.

9. Voting

9.1 Each member of the WGSTB Board as set out in 6.1 shall be entitled to one vote. Substitutes appointed by the Constituent Authorities shall also be entitled to one vote when substituting for the named representative at a meeting of the Board.

9.2 Associate members shall be non-voting members of the WGSTB, except to the extent that the voting members of the Board resolve that Associate Members shall have voting rights.

9.3 There is a presumption that decisions of the WGSTB Board are normally by consensus of the voting members present. In exceptional circumstances where consensus cannot be achieved, a formal vote shall be taken. Where a formal vote is required the matter shall be decided by a simple majority of those members present and entitled to vote as agreed by the Board.

9.4 Where there are equal votes, the Chair of the meeting will have the casting vote.

9.5 The Board's quorum shall be four voting members of the Constituent Authorities.

10 Meeting requirements of the WGSTB Board

10.1 Meetings of the WGSTB Board will be held in accordance with the Local Government Access to Information rules. Accordingly:

- a) Meetings will be held in public although the public may be excluded from

meetings of parts of meetings where a report contains confidential or exempt information of where members' debate may lead to disclosure of confidential or exempt information

- b) At least five clear working days' notice will be given, in writing, to each member of every ordinary meeting of the Board, to include an agenda and accompanying reports relating to the business to be transacted at the meeting. Late items will only be considered in exceptional circumstances, with agreement of the Chair and in accordance with the Access to Information rules
- c) Meetings of the WGSTB Board will be held at least quarterly with meeting arrangements including dates and times agreed by the lead authority in consultation with the Constituent Authorities
- d) Agendas, minutes and reports of the WGSTB Board will be published on-line. The only exception to this relates to confidential or exempt information.

10.2 Where required, extraordinary meetings can be held with the agreement of the Chair.

10.3 Subject to the contents of this Constitution, meetings of the WGSTB Board will be held in accordance with the Constitution and Standing Orders of the Lead Authority.

10.4 Stand alone scrutiny arrangements will not be established for the shadow body. During the shadow phase of operation each of the Constituent Authorities will use their own scrutiny arrangements for assessing the performance of the WGSSTB Board.

10.5 Individual members of the WGSTB Board will be responsible for ensuring their organisation is kept briefed on the work of the Board.

10.6 WGSTB Board recommendations to the Constituent Authorities for decision will be made via a single template report to ensure consistency for reporting and decision making. In addition to the decision report, regular update reports about the work of the Board will be submitted to the Constituent Authorities for information.

10.7 The WGSTB Board may invite third parties to participate in meetings of the board and/ or be members of project teams established by the Board.

10.8 Third parties may request to address the WGSTB Board on a specific issue or proposal. The Chair of the Board will determine whether to grant the request.

11 Decision-making

11.1 The WGSTB will not operate formal statutory executive arrangements. Instead, each member of the Board will retain their existing accountabilities and responsibilities for transport for their Constituent Authority. The assumption is that individual transport authority representatives have a consistent level of delegated authority from their Council Leader to participate in the business of the Board.

11.2. The WGSTB Board has full decision-making responsibility for the functions set out in paragraph 5.2 above, subject to the following requiring approval for the

constituent authorities:

- a) Strategic Transport Plan for the Western Gateway area
- b) The criteria to inform strategic priorities for investment
- c) Any additional budget contributions required to support the work of the Board beyond the agreed operating budget of the Board
- d) Any changes recommended to the Board's Constitution

11.3 The functions of agreeing a budget and the Strategic Transport Plan will not be delegated functions and will only be determined at a meeting of the full Board.

11.4 The WGSTB Board may delegate the discharge of agreed functions to the officers of the Constituent Authorities as set out in the terms of reference as set out the Appendix.

11.5 The WGSTB Board may delegate the discharge of its functions to a Working Group or officer, or to another Local Authority. As such, the WGSTB Board may establish a sub-group (s) to discharge any functions, subject to 11.2 above.

12 Governance Structures

12.1 The officer support structure for the WGSTB Board is as follows:

- **WGSTB Board** – this is the decision-making body of the STB.
- **WGSTB Senior Officer Group** – this will comprise senior officers from the Constituent Authorities. It will provide expertise and recommendations to the Board and will oversee delivery of the programme.
- **WGSTB Transport Officer Group** – this will comprise of transport officers from the Constituent Authorities. It will provide technical insight during the delivery of the work programme and maintain local representation is provided during the production of the regional evidence base.
- **WGSTB Stakeholder Group** (Transport and Business Forum)– this will be an advisory body to the Senior Officer Group and shadow Board, comprising a wider group of representatives including but not limited to; the CBI, LEPs, Universities, public transport operators and port authorities, as well as Government and National Agency
- **WGSTB Programme Management Team** - will comprise officers from the Constituent Authorities. This will be kept under review and may vary according to the work programme and funding available. As a minimum the Team will include:
 - National STB Liaison and Partnership Lead
 - Secretariat / Accountable Body Lead
 - STB Programme Manager
 - Technical Programme Lead(s)
 - Communications and Stakeholder Engagement Lead

12.2 The officer groups will maintain an overview of the activities taken forward as part of the Board and ensure that the work programme adopted by the Board is delivered and appropriate decisions taken by the Constituent Authorities.

12.3 The Board may establish sub-groups where this is appropriate in order to address specific issues: sub-groups may be either time-limited in their duration or standing sub-groups where the issue is on-going.

13 The Secretariat/Accountable Body

13.1 The WGSTB will not be able to enter into contracts or employ staff in its own right. The WGSTB Programme Management Team will coordinate the WGSTB work programme and manage the day to day operation of the WGSTB, in summary it will arrange to:

- a) Co-ordinate and administer the meetings of the WGSTB Board
- b) Manage the budget for, and the sound financial management of the WGSTB. The budget will be allocated in accordance with the decisions of the WGSTB Board and ensure its budgets are managed in accordance with the terms of any external funding provided;
- c) Claim, draw down and account for all funds due from the Constituent Authorities and any other body;
- d) Keep appropriate accounting and operational records;
- e) Procure on behalf of the Constituent Authorities such external support, advice or consultancy services that are considered necessary by the WGSTB Board or the Senior Officer Group; and
- f) Prepare a communications and marketing strategy for the WGSTB for the approval of the WGSTB Board and then to implement the strategy.

14 Due Diligence

14.1 Due Diligence checks will be undertaken by WGSTB Programme Management Team, but principally by the local authority appointed as Secretariat for all projects approved by the WGSTB Board. These checks will be in addition to Secretariat's role in providing accounting and reporting support to the WGSTB Board and any external funding provider as well as responsibilities for requests under the Freedom of Information Act, dealing with complaints, and the provision of legal and other advice e.g. environmental, equalities, conflicts of interest etc.

14.2 The Due Diligence process presumes that all projects requiring WGSTB Funds will have undergone an appraisal as part of the project management approval process. The prioritisation and programming of the projects is a matter for the WGSTB Programme Management Team, although WGSTB Senior Officer Group will provide advice on any implications of the project.

14.3 Prior to any projects being commissioned, the following areas (also known as the Five Cases Methodology) will be examined as part of the Due Diligence process.

- Strategic
- Financial
- Economic
- Delivery

- Management

a) Strategic

The rationale behind the need and demand for the project will be examined, confirming the contribution to the WGSTB's formal list of functions and identifying any changes since the project was approved that might otherwise affect the consideration and approval of funds.

b) Financial

The latest detailed cost and funding profiles will be established and documented. Checks will be made on the organisation's own accounting and audit arrangements. It may be appropriate to verify assumptions made for any income streams that could impact on a project's viability, as well as examining any ongoing revenue costs and funding.

c) Economic

Here the process will ensure that the preferred project has emerged from a robust consideration of alternative options (including do nothing) with clear and reasonable assumptions underpinning the identification of outputs and outcomes.

d) Delivery

The latest timetable for the project will be examined with key milestones identified for inclusion in the Commissioning brief. The procurement process will be examined to ensure that this meets with UK rules. The contribution to social value and the environment will be reviewed. The existence of a risk register and the arrangements for keeping this up to date will also be examined.

e) Management

Checks here will determine the nature of the Organisation receiving funding as well as financial checks as part of the Know Your Customer (KYC) principles. The resources and skills of the delivery team will be examined to satisfy the ability to deliver the project or multiple projects. Roles and responsibilities will be examined, including authorisation and delegation levels to individual officers, and the reporting arrangements. In the absence of a formal communications or marketing strategy the arrangements for publishing progress to stakeholders, client base and general public will be examined. Finally, the arrangements for capture and measure of both financial and economic benefits will be examined along with the reporting of these as part of a transparent and ongoing monitoring process, together with how these will be used in the evaluation of the project post completion.

- 14.4 The Due Diligence report resulting from the above will summarise the key components of cost/funding, key milestones underpinning the critical path for delivery of the project, and outputs/outcomes of the project. The template for this report is provided overleaf:

General	
Project	Name of the project
Contact	Name, email, telephone of primary contact for the project
Location	Physical location and/or geographic cover of the project
Description	Brief description of the project
Strategic	
Rationale	What is the rationale for the project? - Why is public funding necessary?
Need/Demand	What is the need and demand for the project?
Aims	Which WGSTB objectives does the project address?
Fit	What other strategies does the project fit?
Financial	
Funding	Identify full costs of the project
Accounting	Set out the accounting arrangements e.g. how payments made (invoices or claims), who certifies for payment, where records are held, treatment of VAT etc
Post Project	Are there on-going cost implications and if so how will these be funded?
Economic	
Options	What other options were considered?
Outputs	What are the expected project outputs?
Outcomes	How will these support the Strategic Transport Plans identified outcomes?
Delivery	
Timetable	Confirm project timetable identifying key milestones
Procurement	Outline the procurement strategy ? Basis for contractor selection?
Risk	Set out Risk management strategy including allocation/transfer Confirm Risk register in place and arrangements for maintaining
Management	
Capability	Does the delivery team possess the necessary skills and resources to deliver the project? Are there multiple projects that are the responsibility of the same team, and if so how managed with the project?
Governance	Are there clearly defined role responsibilities including authorisation and delegation levels? What are the reporting arrangements?
Communication	How will the project communicate with stakeholders? Is there a marketing strategy?
Monitoring	What are the arrangements for monitoring for both finance and economic benefits?
Evaluation	How will the completed project be evaluated?
Summary	
Total Cost	Total cost of the project
Milestones	Key dates for the critical path for delivery and implementation

Appendix

Western Gateway Sub-National Transport Body

Terms of Reference

1. Purpose

- 1.1 These terms of reference concern the Western Gateway Sub-National Transport Body (WGSTB) and its associated sub-groups.

2. Sub-National Transport Bodies (STBs)

- 2.1 Local authorities across England are embracing the new legal powers and duties set out under the Cities and Local Government Devolution Bill to form Sub-National Transport Bodies (STB).
- 2.2 These bodies will advise Government on the strategic investment priorities across their functional economic geographies to further economic growth.

3. The Western Gateway

- 3.1 The WGSTB is formed by an alliance of local authorities that have made a commitment to work together to drive innovation, maximise economic growth, housing delivery and improve industrial productivity by strengthening strategic travel connections to local, national and international markets.
- 3.2 There is firm consensus across the South West region that the formation of two STBs will be the most efficient and effective way to deliver infrastructure that keeps pace with the accelerated growth programmes.
- 3.3 The Gateway area is home to over 3 million people and is set for a step change in prosperity and productivity through an ambitious growth agenda over the next 20 years delivering 300,000 new homes and over 190,000 new jobs. It is both a highly desirable destination as well as a facilitator of movement through nationally significant travel corridors. The Gateway area links England's South Coast to the Midlands; London and the South East to South Wales and the South West Peninsula to the rest of the UK.
- 3.4 The role of a WGSTB is to provide the strategic leadership by providing one single voice when discussing strategic transport infrastructure requirements with Government. These conversations will be supported by the production of a regional evidence base and a long-term Strategic Transport Plan.
- 3.5 The collaborative development and management of both STBs will continue to be discussed by Senior Officers attending the South West ADEPT Board.

4. Statement of Purpose

- 4.1 The functions of the WGSTB are set out in section 5 of the Constitution.
- 4.2 Through fulfilling these functions the WGSTB will be able to:

- Identify and maintain a single overview of strategic transport priorities in liaison with stakeholders as appropriate
- Manage the resources available to establish project teams as a means of providing the leadership required to develop strategic proposals, including engagement with business and wider community
- Establish joint teams to undertake and commission work to secure investment funding to enable the delivery of strategic proposals
- Work with Government and its agencies to co-design nationally delivered transport investment programmes
- Utilise the joint view of investment priorities for the Western Gateway area to influence funding processes including: Highways England's Road Investment Strategy; The National Road Fund (Major Road Network and Large Local Majors); and Network Rail's Control Periods

4.3 The WGSTB will enable the partners to realise:

- An accelerated growth programme, raising productivity across the region above the projected local and national baseline
- Greater added value through sharing knowledge, skills and resources
- More efficient operation of strategic and major road networks
- Improved resilience and reliability of the transport system, particularly during periods of disruption (both planned and unplanned)
- More effective engagement with, and influence over decision making at the national level
- Enhanced job opportunities and accelerated housing delivery enabled through improved strategic transport systems
- Improved national and international connection in to, out of and across the Western Gateway Area
- Improved links to our ports and airports enabling freight and goods to move more efficiently

Western Gateway Sub-National Transport Body

Board Meeting

Paper B

Date **4th March 2020**

Title of report: **Rail Strategy**

Purpose of report: **To provide an update on the Rail Strategy for Western Gateway Sub-National Transport Body**

Recommendations:

The members of the Board are recommended:

- I. To note the emerging conditional outputs identified within Phase 1 of the Western Gateway Rail Strategy
- II. To note the scope of works outlined within the proposed Phase 2 of the Western Gateway Rail Strategy.

Background

- 1.1. At the Western Gateway Sub-National Transport Body (STB) Partnership Board meeting of 19th June 2019, members of the Board agreed for offices to pursue “production of an area wide rail strategy”. To meet that objective, a commission was awarded to WSP for the Phase 1 of the Rail Strategy.
- 1.2. At the STB Board meeting of 8th December 2019, members of the Board were informed of the progress in developing the draft strategy and the outcome of the stakeholder consultation.

Draft Rail Strategy

- 1.3. Since the last Board meeting a draft strategy has been developed and is currently with stakeholders ahead of finalising Phase 1 of the strategy by the end of March. A copy of the draft strategy can be provided to Members upon request. It is important to note that the need for change is clearly articulated in the document and the base line conditions of existing services are equally well defined as these elements will feed into the Western Gateway Strategic Transport Plan.
- 1.4. The Rail strategy Phase 1 has a clear vision; with the five themes supported by focussed objectives and priorities. These objectives and priorities were

developed and defined by the stakeholder engagement exercises and have since lead to a series of Conditional Outputs under each theme, Figure 1.

Choice	Decarbonisation	Social Mobility	Productivity	Growth
<ul style="list-style-type: none"> • C1: Frequency • C2: Interchange • C3: Performance • C4: Timetable • C5: Services • C6: Freight 	<ul style="list-style-type: none"> • D1: Carbon Reduction • D2: Demand Management • D3: Network Efficiency • D4: Freight Growth • D5: Freight Capture 	<ul style="list-style-type: none"> • M1: Station Access • M2: Modal Integration • M3: Regional Catchment • M4: Fares Influence • M5: Ticketing Solutions • M6: Accessibility 	<ul style="list-style-type: none"> • P1: Journey Time • P2: Capacity Management • P3: Hub Station Focus • P4: International Gateways • P5: Freight Capacity 	<ul style="list-style-type: none"> • G1: Policy Management • G2: Mobility Hubs • G3: Network Resilience

Figure 1: Conditional Outputs

- 1.5. The Conditional Outputs form the focus of the Rail Strategy Phase 1 and are not schemes per se but rather are the target aspirations or minimum standards. Thereby giving the Western Gateway, the constituent Local Authorities, and industry stakeholders the tools to achieve the vision and measure its success. The specific infrastructure scheme(s) or train service specification(s) that deliver the Conditional Outputs will be developed as part of the Rail Strategy Phase 2.
- 1.6. Three strategic definitions have been used against which some of the Conditional Outputs are framed: Service designation, hub definition, and accessibility definition. Service designation attempts to categorise services and flows within four categories; Urban / Metro, Suburban, Regional, and Intercity. Hub definition relates to interchange and journey speeds at key locations i.e. line with the emerging Strategic Transport Plan three hubs. Accessibility definition relates to two distinct areas; Access to Stations i.e. the journey to the station, and Access for All i.e. within the station and aboard the train.
- 1.7. As the development of the Conditional Outputs is symbiotic to that of the scheme identification most of the Conditional Outputs do not have draft figures or targets and so will be finalised as part of Phase 2.

Phase 2

- 1.8. Phase 2 of the Rail Strategy is principally focussed on two elements; firstly, the Identification of potential schemes to deliver the Conditional Outputs and, secondly the delivery timescales. As referred above the draft figures for the Conditional Outputs will be finalised. A supplementary section on future mobility is also included in response to emerging government policy.
- 1.9. It is important to note that any future schemes identified, or train service specification will only be an outline indication of the magnitude of cost and

approximately location or approximate timetabling and will have to be taken forward for further development by Network Rail, as the asset owner, through the Rail Network Enhancements Pipeline or by the Train Operating Companies and DfT as part of any future franchise agreement. Nonetheless the schemes identified should provide a clear future investment strategy for the Western Gateway, support the Strategic Transport Plan and inform Local Plan production in the relevant authorities.

Consultation, communication and engagement

- 2.1 The draft Rail Strategy has been developed with input from industry stakeholders. Three workshops across the Western Gateway area and an eConsultation were held with the constituent authorities, Network Rail, Train Operating Companies and Freight Operating Companies. Once finalised the Rail Strategy will be published on the Western Gateway website.

Equalities Implications

- 3.1 No adverse impact on any protected groups.

Legal considerations

- 4.1 The Western Gateway SSTB is an informal non-statutory partnership.

Financial considerations

- 5.1 WSP are within the anticipated spend profile for the Rail Strategy Phase 1. An updated brief for Phase 2 has provided, Appendix B.
- 5.2 The Senior Officer Group will consider the scope of Phase 2 and commission the study once the Western Gateway's 2020/21 financial position is confirmed. It is anticipated that this decision will take place in March 2020.
- 5.3 Failure to proceed will mean the strategy remains inconclusive on specific scheme interventions and delay timely delivery of rail infrastructure to support the Western Gateways growth aspirations as well undermining the successful development of the Transport Strategy.

Conclusion

- 5.4 The Board is recommended to note the emerging conditional outputs as part of the overall draft Rail Strategy, and the scope of work outlined within Phase 2 of the Rail Strategy.

Contact Officer

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Appendix A – Phase 2 brief

Phase 2

Workstream	Elements to be delivered
<p>How? Identification of Potential Schemes to deliver the Conditional Outputs</p>	<p>Identification of schemes at a high level (not including timetabling or design) to deliver the conditional outputs for each strategic corridor. Name, location, description, cost range (estimate) for each scheme.</p> <p>3 workshops (to be agreed with client) to refine the conditional outputs and develop interventions that would allow the conditional outputs to be delivered.</p> <p>This will also include further engagement with Network Rail to ensure interventions align with current CMSP thinking.</p>
<p>When? Delivery</p>	<p>We will then explore and recommend any packaging or prioritisation of these schemes including:</p> <ul style="list-style-type: none"> ▪ Timing, funding. ▪ Short term, Medium term, Long term priorities. ▪ What and when. Mechanisms for change. Next steps.
<p>Future Mobility</p>	<ul style="list-style-type: none"> • High-level commentary on major global and national trends, disruptions and challenges that could affect the Gateway (economic, political, wellbeing, environmental, mobility and technology) and the rail network. • Focussed consideration for particular user groups within the Gateway. • Creation of typical “personas” (commuter, shopper, tourist etc). <p>While presented here as a different line item, this will be run in parallel and interwoven into the identification and development process of the interventions. This includes:</p> <ul style="list-style-type: none"> ▪ Experian MOSAIC data analysis Using the Experian MOSAIC datasets, conduct detailed demographic analysis to outline key people and personas within each WG area. ▪ Ideation workshops WG stakeholders test the complete, validated list of personas against the conditional outputs, RAG rate them, and propose interventions ▪ Focus groups: engage representatives of each persona type to test conditional outputs, e.g. youth councils, interest groups, people with particular impairments ▪ Mobility hub typology exercise to identify new station, service, and/or public realm models Using the Experian data and the workshop outputs to understand customers’ needs in any given area, and develop Mobility Hub frameworks for different station types, to aggregate wider uses and optimise modal interchange, thereby eliminating the need for additional trips and increasing the likelihood of modal shift to rail.

Western Gateway Sub-National Transport Body

Board Meeting

Paper B

Date **4th March 2020**

Title of report: **Port Access Study**

Purpose of report: **To provide an update on the Review of Multi-modal Access to Ports and Airports study within the Western Gateway area**

Recommendations:

The members of the Board are recommended:

- I. To note the emerging conclusions and next steps identified in the draft report.

Background

- 1.1 At the Western Gateway Sub-National Transport Body (STB) Partnership Board meeting of 19th June 2019, members of the Board requested officers to examine multi-modal access to ports and airports within the Western Gateway area. This commission was awarded to Atkins and is due to finish at the end of March 2020.
- 1.2 At the STB Board meeting of 8th December 2019, members of the Board were informed of the progress of the study. This report is intended to provide members with a summary of the emerging conclusions of the study. A copy of the draft report can be provided to members upon request.
- 1.3 Following formal sign-off by the Senior Officer Group it is intended for the Port Access Study to be published on the Western Gateway webpage, used to inform the Inaugural Strategic Transport Plan and identify future commissions that might extend the regional evidence base and inform the next interaction of the Strategic Transport Plan.

Draft Port Access Study

- 1.4 The study provides a review of multi-modal access to the ports and airports in the Western Gateway area as detailed in Figure 1 below.

- 1.5 In a post-Brexit economy international trade and the role of the Western Gateway's ports and airports will become ever more important as international gateways and commercial centres.
- 1.6 The report provides a review of national and local policy to determine the current challenges facing the UK's ports and airports, and identifies what local and national schemes are in place to mitigate any challenges identified.
- 1.7 The study did this by undertaking a stakeholder engagement exercise with Local Enterprise Partnerships and operators of international gateways to better understand current and future issues.

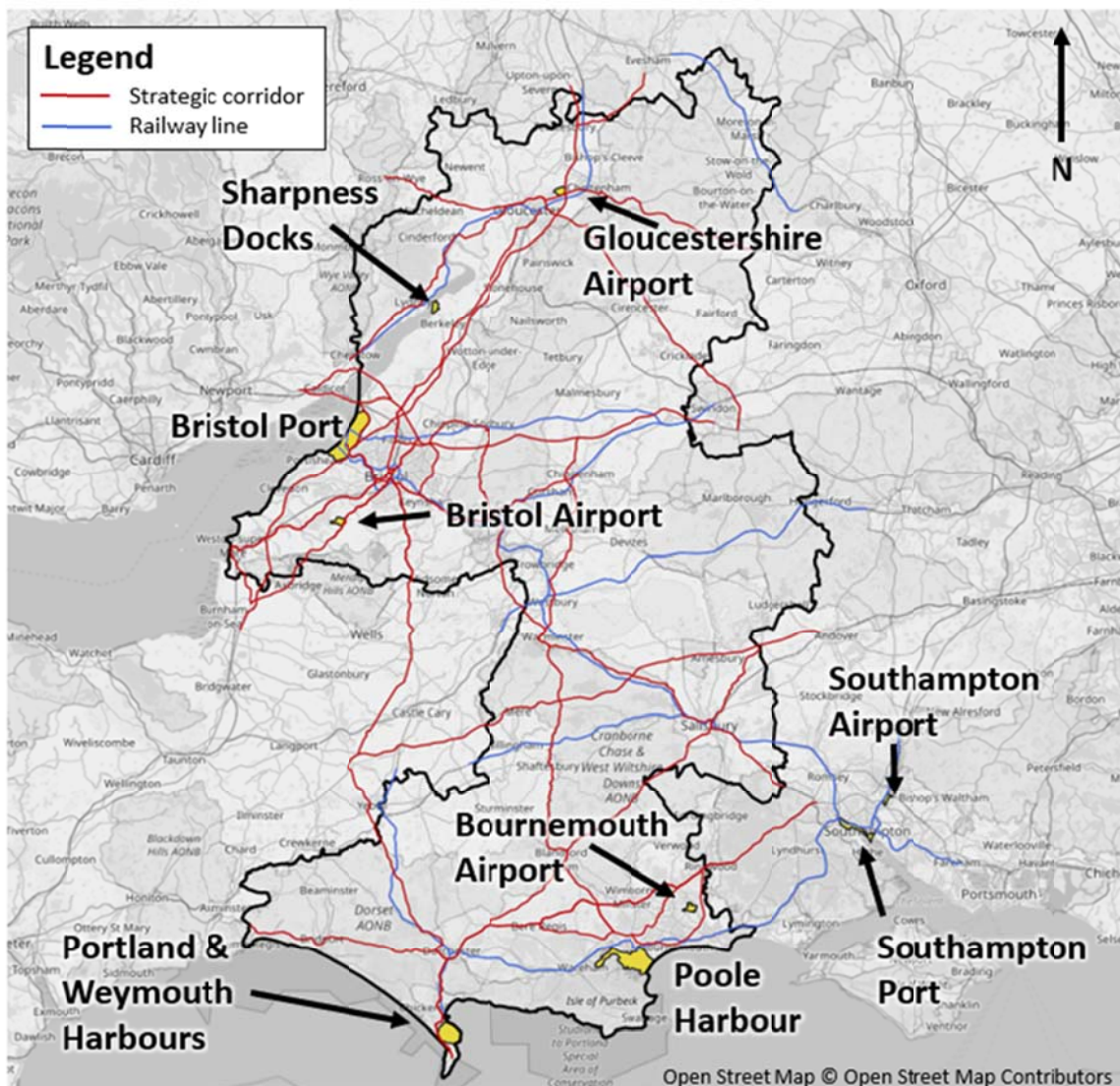


Figure 1 – Ports and Airports included within the study

- 1.8 An executive summary of the draft report is provided in Appendix A.

Conclusions

- 1.9 The Government has made clear its position on the importance of the UK's ports to the economy; the recent £10m Port Infrastructure Resilience and Connectivity Fund, as well as funding for specific projects, speaks to the necessity of preserving their function after Brexit, and the economic opportunities that exist within Britain's maritime and aviation industries.

Digitisation and technological connectivity

- 1.10 One of the common themes throughout the national policies, as well as many of the local, port-specific policies, is the need for innovation and technological change in the aviation and maritime industries. As autonomous vehicles are set to make a major impact on the automotive industry, the same technology will be introduced to improve the efficiency and expediency of ports by using Vehicle to Vehicle (V2V) and Vehicle to Infrastructure (V2I) communication. Access to real time data will become a significant asset for transporting goods and keeping up with demand; how ports react to this need will be indicative of their future success.

Sustainability and mode shift

- 1.11 Sustainability and the environment are coming increasingly to the forefront of the political agenda, and the need to make strides towards 'greener, cleaner' port operation will dictate many of the strategic decisions made over the coming years. As the industry is some way off running electric aeroplanes and ships, the major focus is encouraging a modal shift for passengers and staff, to encourage them to use sustainable methods of transport to access ports rather than private vehicles. Many local authorities are funding mass transit schemes to connect airports with city centres via bus links.
- 1.12 Upgrading the railway to allow for increasing freight transportation capacity will also be a consideration in the future as HGV traffic and its contribution to congestion has been cited as an issue across the board.

Infrastructure renewal

- 1.13 The stakeholder engagement and the various surface access strategies and transport plans highlight the issue of congestion, lack of capacity and roads being unfit for use as part of a strategic freight network. The increase in HGV traffic and little change in freight moved by rail has put pressure on many of the major roads leading out of the Western Gateway's ports. Airports are generally moving away from significant freight movements, resulting in the majority of overseas freight arriving by ship.
- 1.14 Several of the local authorities and ports have suggested upgrades to road infrastructure alongside improvements in rail and rapid transit connectivity. These improvements will be necessary to deal with future rise in demand for goods handled at ports in the UK and support the onward journey of goods leaving the ports either through congestion relief on the local network or enabling greater use of rail freight.

Regeneration and change of use for small ports

- 1.15 Small ports in the Western Gateway area such as Weymouth and Sharpness are likely to focus more on regeneration and attracting tourists and potential

residents to the area for the harbour environment rather than economic opportunity. These smaller gateways, including Gloucestershire Airport, are unlikely to have a major economic impact going forwards, and as such their need for connective infrastructure will decrease.

Next Steps

1.16 The outcomes of this report will now inform the Inaugural Strategic Transport Plan and inform future commissions. Areas of future work identified within the study include:

- Research into the feasibility of improved North-South rail connectivity as part of research into the future demands of the A350 transport corridor;
- Development of a freight strategy to understand the challenges faced by hauliers and the capacity for changes in the way freight is moved around the UK and Western Gateway;
- Develop a greater understanding of the potential and capacity of maximising the leisure market in the Western Gateway area. The growth in the cruise and tourism industry presents unique challenges; a better understanding of the transport implications of this growth could help to provide a strategic perspective on connectivity requirements;
- Investigations of post-Brexit capacity issues at Dover and what this could mean for ports on the south coast;
- Develop and evolve the role of the STB in providing better highway and rail integration for the ports within the study area – an integrated strategic approach to strategic rail and highway access could help to balance the demand for movement and assist the movement of goods from the ports and airports; and
- Integration of port access within the Strategic Transport Plan. This includes the development of relationships with neighbouring STBs where access requirements and transport aspirations overlap to ensure strategic priorities across STB's are funded and prioritised.

1.17 It should be noted that the last two bullet points will be addressed by the Inaugural Strategic Transport Plan and the proposed formation of the Strategic Corridor Partnerships.

Consultation, communication and engagement

1.2 The Port Access Study has been developed with input from industry stakeholders. Once finalised the study will be published on the Western Gateway website.

Equalities Implications

3.1 No adverse impact on any protected groups.

Legal considerations

4.1 The Western Gateway SSTB is an informal non-statutory partnership.

Financial considerations

5.1 There are no financial considerations to consider. Where decisions are taken regarding the Strategic Transport Plan or future commissions these will be considered separately.

5.2 The cost of producing this study were allocated within the 2019/20 Western Gateway budget and the study was produced within budget.

Conclusion

6.1 The Board is recommended to note the emerging conclusions and next steps identified in the draft report.

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Appendix A

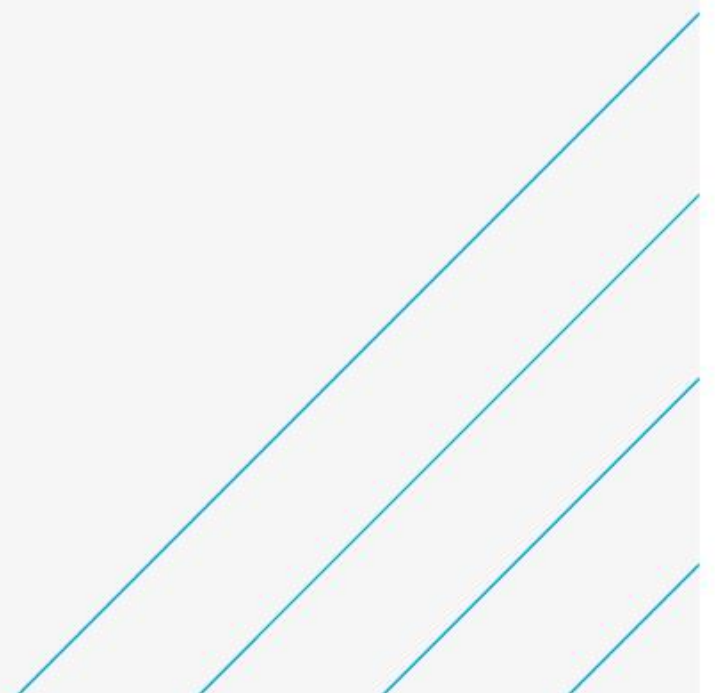
Executive Summary: Review of Multi-modal Access to Ports and Airports

Western Gateway

Executive Summary: Review of Multi-modal Access to Ports and Airports

Western Gateway

24 February 2020



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This document has 7 pages including the cover.

Document history

Document title: Executive Summary: Review of Multi-modal Access to Ports and Airports

Document reference:

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
Rev 1.0	Executive Summary	AD	SK	SK	SK	25/02/2020

Client signoff

Client	Western Gateway
Project	Review of Multi-modal Access to Ports and Airports
Job number	5189707
Client signature/date	

1. Executive Summary

1.1. Introduction

Western Gateway Sub-National Transport Body (SNTB) are committed to maximising economic growth by improving transport links across the area from Gloucestershire in the north down to Dorset and the south coast. Ports and airports are valuable assets to the regional and UK economy, providing both national and international connections for businesses and passengers.

Ports and airports need to be considered within an international context driven by the demand for goods and personal travel. Western Gateway aims to make best use of these assets by ensuring that they are well-connected to national and international transport networks. This will help to ensure the gateways continue to play a key role in a changing economy by facilitating international trade whilst also acting as focal points for both economic development and technological innovation.

Western Gateway commissioned Atkins to undertake a study of the overall connectivity of ports and airports in the Western Gateway area detailed in Figure 1-Figure 1-1. Southampton port and airport have also been included due to their proximity and influence on the Western Gateway area. This study aims to explore the current and future transport deficits experienced by the ports and airports, as well as other future challenges which may affect the way they operate. The findings of the study aim to influence and inform the development of the Western Gateway forward programme and Strategic Transport Plan.

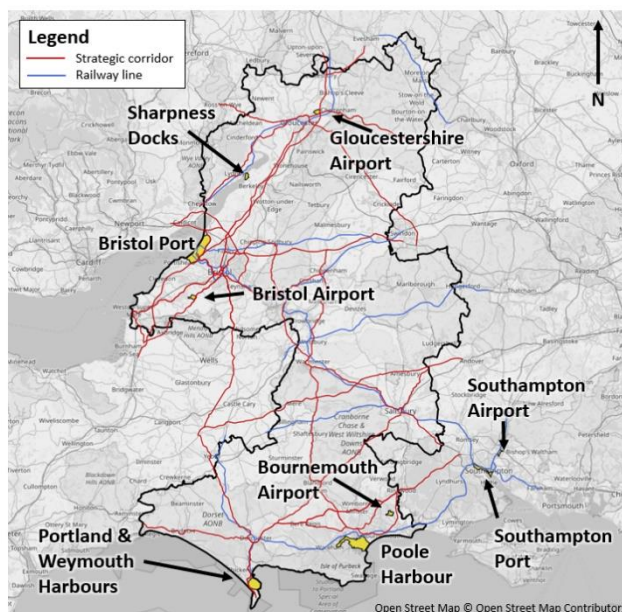


Figure 1-1 - Ports and strategic corridors in the Western Gateway area

1.2. Overview of project

In delivering the project, a series of work packages were established to help develop a detailed understanding of national, regional and local policy issues. In order to supplement this, a comprehensive stakeholder engagement exercise with ports, airports and Local Enterprise Partnerships (LEPs) was undertaken to ensure a detailed understanding of current and future opportunities, challenges and risks was established. The study process is summarised in **Figure 1-2** below.



Figure 1-2 – Overview of Study process

1.3. Transport challenges

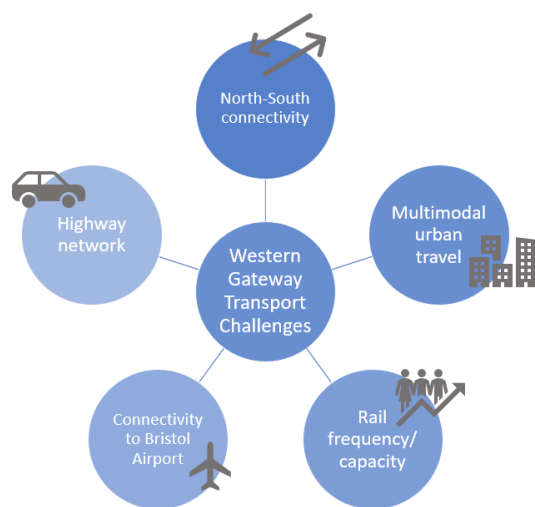


Figure 1-3 - REB Transport Challenges

The transport challenges facing the Western Gateway ports can be summarised under the five challenges from the Regional Evidence Base (see Figure 1-3).

Many ports have experienced bottlenecks and issues on the highway in the immediate areas surrounding the port and the wider strategic links across the area. Roads in Dorset, for example, can be unsuitable for HGVs with connectivity hindered by the lack of dual carriageway roads and motorway network; this coupled with congestion in the BCP urban area results in delays to onward freight movements. The lack of north-south connectivity is also an issue for ports on the south coast due to delays in accessing the Strategic Road Network and the constraints of the A350 corridor resulting in longer journey times for vehicles travelling north-south.

The need for a mass transit solution for the Western Gateway hubs has also been highlighted as a priority for several LEPs and port operators. This could take the form of a bus rapid transit or light rail network. This would support the productivity of the area by improving

inter-urban journeys and connecting urban areas with the region’s international gateways. In a heavily car-dependent part of the country it would also help manage congestion and free up road space for freight movements.

Similarly, rail frequency and capacity were highlighted as potential solutions for the movement of people and freight by helping to reduce the volume of HGV traffic in the Western Gateway hubs and corridors. Improvements to north-south passenger rail connectivity was highlighted as a current gap. In any attempt to increase rail freight tonnage, conflicts between increases in both freight and passenger rail was noted as an issue that needs to be considered within any future freight and rail strategy. However, it was noted that the viability of transferring freight from road to rail is dependent on the demand for longer range movements to locations such as Birmingham and beyond and was therefore not appropriate in all circumstances. Some of the ports expressed an interest in developing rail freight further by making better use of existing infrastructure. However, this needs to be balanced against the physical space to locate a freight terminal and the potential financial implications of lost revenue to other economic activity within the port’s footprint. Optimising the economic footprint of the ports will continue to be a key theme as post-Brexit policy emerges including opportunities such as Port Economic Partnerships (PEPs) and possibly free ports.

Finally, connectivity to Bristol Airport is key as a major economic asset to the Western Gateway area. Currently the airport can only be accessed via a single-carriageway A38. The airport plans to double passenger numbers in the next 30 years, therefore the current level of surface access will not be sufficient to accommodate this growth. Bristol Airport are in support of a mass transit system that would allow dedicated bus or light rail routes to bring passengers to the airport from across the airport catchment area. The current provision is a commercial challenge for the airport as the lack of access may be a factor in persuading potential customers to use London airports instead. This will have an environmental impact through the additional distances travelled by customers accessing airports further afield.

1.4. Future challenges

A lack of transport solutions is not the only challenge affecting how ports operate in the south west. During conversations with LEPs and port authorities other future demands were highlighted and are summarised in Table 1-1.

Table 1-1 - Future challenges for ports and airports in the Western Gateway area

Challenges	Issues	Requirements
Brexit	<ul style="list-style-type: none"> • Uncertainty surrounding the UK's future relationship with the EU is an opportunity and a risk. • A decline in economic performance could affect demand for passenger ferries whilst additional demands could be placed on immigration requirements • The current balance of Non-EU and EU trade does not expose the Western Gateway ports to the same level of risk as EU dependent ports such as Dover • However, additional Roll on-Roll off (Ro-Ro) demand for Western Gateway ports could be generated due to capacity constraints at Dover 	<ul style="list-style-type: none"> • Further national guidance on post- Brexit trade, people movement and transport policy. • Businesses will need to adapt to the new economic climate and be responsive to the economic opportunities of initiatives such as Port Economic Partnerships. • Ports to evolve and ensure masterplans remain responsive to economic environment changes e.g. Freeports
Climate change	<ul style="list-style-type: none"> • Local authorities have declared a climate emergency • Potential for damage to property through rising sea levels and severe weather • General reliance on markets and legislation to direct climate action • Conflict between growth and expansion vs local authority climate agenda 	<ul style="list-style-type: none"> • Clarity on attitudes to port expansion from local authorities and how to manage growth appropriately • Greater partnership working to ensure stakeholder objectives are balanced around port and airport expansion. • Maximise the economic opportunities to develop and enhance technological improvements to planes and boats and new operational technology e.g. AI. • Funding for infrastructure and repairs from weather damage
Planning permission	<ul style="list-style-type: none"> • Stakeholders view the planning system as slow and cumbersome. Decisions take a long time to be made which inhibits the delivery of growth plans. 	<ul style="list-style-type: none"> • A 'golden thread' of planning policy running from the national to local level that supports and enables growth for ports and airports. • Develop new partnership approaches to gateway expansion which balances economic and environmental objectives e.g. Port Economic Partnerships.
Technology	<ul style="list-style-type: none"> • Aviation and maritime technology presents a significant opportunity for economic development, job creation and investment. • Research and adoption of technology is very varied. The development of smart ports is mostly focused on larger ports and is influenced by the commercial viability of developing and delivering new technologies. • Technology and sustainability go hand-in-hand, so ports with low capacity for adoption could fall behind. 	<ul style="list-style-type: none"> • Target funding for research and development to promote the uptake of new technology (e.g. Autonomous vehicles, AI and shore to ship charging to reduce idling emissions). • Smaller ports to explore the opportunities associated with trialling new technology.

1.5. Next steps

The conclusions drawn in this report have highlighted the issues facing the ports and airports in the Western Gateway area. The outcomes of this report will feed into the new Strategic Transport Plan and help inform future work packages. Based on the findings of the study there are a range of options available to the Western Gateway for future work. The recommendations for future work are as follows:

- Research into the feasibility of improved North-South rail connectivity as part of research into the future demands of the A350 transport corridor;
- Development of a freight strategy to understand the challenges faced by hauliers and the capacity for changes in the way freight is moved around the UK and Western Gateway;
- Develop a greater understanding of the potential and capacity of maximising the leisure market in the Western Gateway area. The growth in the cruise and tourism industry presents unique challenges; a better understanding of the transport implications of this growth could help to provide a strategic perspective on connectivity requirements;
- Investigations of post-Brexit capacity issues at Dover and what this could mean for ports on the south coast;
- Develop and evolve the role of the STB in providing better highway and rail integration for the ports within the study area – an integrated strategic approach to strategic rail and highway access could help to balance the demand for movement and assist the movement of goods from the ports and airports; and
- Integration of port access within the Strategic Transport Plan. This includes the development of relationships with neighbouring STBs where access requirements and transport aspirations overlap to ensure strategic priorities across STB's are funded and prioritised.

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Western Gateway Sub-National Transport Body

Board Meeting

Paper D

Date **4th March 2020**

Title of report: **Strategic Transport Plan update**

Purpose of report: **To update the Board on changes to the Strategic Transport Plan adoption timetable.**

Recommendations:

The members of the Board are recommended:

- i. To agree with a one stage public consultation process for the Inaugural Strategic Transport Plan
- ii. To note the timeframe of the proposed six week public consultation period and planned stakeholder engagement (Monday 11th May to Sunday 21st June 2020)
- iii. To delegate authority to the Senior Officer Group to approve the publication of the draft Strategic Transport Plan ahead of the six week public consultation period

Introduction

- 1.1 At the December 2019 Board meeting officers outlined a proposed adoption timetable for the Inaugural Strategic Transport Plan. This included a proposed two stage consultation process and a commitment to provide the board with a draft Issues and Options consultation document at the March 2020 Board meeting.
- 1.2 At the request of constituent authority members, the adoption timetable previously outlined to the Board needs to be altered. As a consequence the planned two-stage consultation process has also been amended to a one stage process.
- 1.3 Approving the Inaugural Strategic Transport Plan in September 2020 is critical to enhancing the Western Gateway's case with the Department for Transport (DfT) to attract future funding. Funding post 2021/22 will be essential to expand the regional evidence base for the next iteration of the Strategic Transport Plan (2025-2030).

- 1.4 The Western Gateway STB is a non-statutory partnership so the plan when adopted will carry no material weight in terms of formal decision making. It will however demonstrate how the Local Authority members see the STB operating and provides the Department for Transport greater assurance regarding future decision making as part of a wider devolution agenda.
- 1.5 Within the December 2019 Board paper it was stated that two rounds of formal consultation are planned during the plan making process. The first round was intended to capture issues and options for the Strategic Transport Plan in terms of strategic connectivity. This consultation was planned to commence in spring 2020 and then a second round of consultation was planned during the summer period, which would also be over a six week period. The second consultation intended to capture views and opinions on the draft Strategic Transport Plan ahead of formal agreement in September 2020.
- 1.6 The proposed consultation timetable outlined in December 2019 had been identified to allow the board to review and agree each consultation document before commencing the public consultation.
- 1.7 In preparing the issues and options consultation document concerns were raised in relation to the timings of the first public consultation. A request was made by the West of England authorities to delay this until after their Members had the opportunity to formally consider their Joint Local Transport Plan 4. In addition, Bristol City Council's Democratic Services Team had also raised concerns regarding the planned consultation taking place during their election purdah period.
- 1.8 In response to these concerns officers initially considered how the two-stage consultation process could still be accommodated while achieving the September 2020 deadline. However, this was far from optimal and would have required the second stage of the consultation to take place during August. This may have resulted in criticism from stakeholders due to the limited availability to comment on the draft plan and would have significantly impacted officer's ability to update the plan in response to comments received before presenting the final document to the board in September.
- 1.9 Officers considered these potential risks too great as they would have potentially undermined the soundness of the plan. It is now considered that a single round of public consultation on the draft plan would deliver an optimal outcome.

Proposed changes to the Strategic Transport Plan consultation process

- 1.10 It is now proposed to remove the Issues and Options consultation and undertake a single round of consultation on the draft plan. This would be for

six weeks and take place between Monday 11th May and Sunday 21st June 2020. After the consultation round a summary report will be produced by officers and shared with the board. It should be noted that due to the timings this would not be available at the June board meeting, but it is proposed that a verbal update is provided.

- 1.11 Ideally officers would seek authority from the board before commencing any public consultation. This is not possible following the proposed single consultation process due to the timings of the quarterly board meetings. While recognising this, the benefits of avoiding Bristol City Council's purdah period and increasing the available time for officers to make changes to the draft document post consultation is considered preferable.
- 1.12 It is proposed that authority to commence the consultation is delegated to the Senior Officer group at the planned meeting on the 6th May 2020.
- 1.13 The draft Inaugural Strategic Transport Plan will be produced using existing evidence only and will reflect existing strategic transport priorities. The structure of the document is outlined in Appendix A and the proposed adoption timetable is outlined in Appendix B.
- 1.14 To compensate for the reduced opportunities for stakeholders to engage in a single consultation round, it is now proposed that in addition to the planned Transport and Business Forum, three local stakeholder events are held within each of the strategic hubs during the consultation period. This will help to maximise the opportunity for stakeholders to provide input.

Consultation, communication and engagement

- 2.1 The views of the Senior Officer Group have been captured within this report.
- 2.2 Views on the role of the Western Gateway Sub-national Transport Body within the local context and the expected outcomes of the Western Gateway's Strategic Transport Plan were discussed with stakeholders at the Business and Transport Forum on the 15th January 2020. Stakeholders were also encouraged to highlight any strategic connectivity issues within the four strategic travel corridors. The outcome of these discussions can be provided upon request.

Equalities Implications

- 3.1 No adverse impact on any protected groups.

Legal considerations

- 4.1 The WGSSTB remains an informal non-statutory partnership.

Financial considerations

- 5.1 A budget of £10,000 has been allocated to support the production of the inaugural Strategic Transport Plan. This allocation will cover consultancy costs linked to the production of the strategic narratives outlined in the plan and the costs of delivering the consultation events and document design costs. There will also be additional officer costs linked to the plan production and delivering the consultation strategy. These will be covered under costs linked to the Programme Management team.

Conclusion

- 6.1 The Board is recommended to agree with the one stage public consultation process for the Inaugural Strategic Transport Plan between Monday 11th May and Sunday 21st June 2020) and to delegate authority to the Senior Officer Group to approve the publication of the draft Strategic Transport Plan.

Contact Officer

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Appendix A

Proposed document structure of the Western Gateway Inaugural Strategic Transport Plan

Section	Title	No. of pages	Outline of content
0	Executive summary	2	
1	Foreword	1	<ul style="list-style-type: none"> • Written by the Chair of the STB Board
2	Introduction to the Western Gateway	4	<ul style="list-style-type: none"> • Description about the area • Review content of Regional Evidence Base (REB) – why have we come together
3	Role of the STB	4	<ul style="list-style-type: none"> • Define strategic transport • Define role of all stakeholders • Define STBs role in the decision making process • Use existing officer thoughts and feedback from Business Forum
4	Vision and long-term strategy aims	2	<ul style="list-style-type: none"> • Review existing aims within REB and MRN / LLM submission • Review outputs from the Rail and Port Study • Outline scheme appraisal process
5	Travel Hubs – <ul style="list-style-type: none"> • Northern • Central • Southern 	6 (2 pages per Hub area)	<ul style="list-style-type: none"> • Description of each hub and it's functional economic area • Identify suitable headline transport statistics • Review RIS 1 & RIS 2 programme • Review Network Rail Control Period plans • Summary of short-term strategic transport priorities – (2020-25) • Summary of emerging long-term strategic transport priorities – (2025+)
6	Strategic Corridors – V1 – Midlands to South West V2 – Midlands to South Coast H1 – South East to South Wales H2 – South East to South West	16 (4 pages per corridor)	<ul style="list-style-type: none"> • Produce an investment narrative for the corridor, – including : <ul style="list-style-type: none"> ○ Its key function/s and the areas it serves ○ How the corridor may emerge in response to planned growth ○ What the key issues are for the corridor – what needs to be addressed? ○ How this corridor may change in a post Brexit world • Use outputs from Economic Connectivity Study • Use information outlined within existing corridor profiles within the July REB

			<p>submission</p> <ul style="list-style-type: none"> • Look at outputs from the forum & Rail and Ports studies • Look at HE route studies • Review RIS 1 & RIS 2 programme • Review Network Rail Control Period plans • Identify suitable headline transport statistics • Provide a summary of short-term strategic transport priorities – (2020-25) • Provide a summary of long-term strategic transport priorities – (2025+)
7	Summary of Short-term strategic transport priorities	2	<ul style="list-style-type: none"> • An STB map illustrating the locations of strategic priorities (2020-2025) across the hubs and corridors • Profile schemes under mode (or funding route) • Brief summary of each scheme • Brief demonstration of scheme appraisal linked to objectives
8	Next steps	2	<ul style="list-style-type: none"> • Outline future work programme – including setting out strategic corridor working groups • Outline steps to expanded REB • Outline when the next Strategic Transport Plan will be produced and why the timing is important

Proposed adoption timetable for the Western Gateway Inaugural Strategic Transport Plan

17/02	<ul style="list-style-type: none"> • WG – Transport Officer Group <ul style="list-style-type: none"> ○ Agree consultation strategy
04/03	<ul style="list-style-type: none"> • WG – Board Meeting <ul style="list-style-type: none"> ○ Delegate SOG authority to approve draft Strategic Transport Plan
25/03	<ul style="list-style-type: none"> • WG – Transport Officer Group <ul style="list-style-type: none"> ○ Draft Strategic Transport Plan presented ○ Circulated to officers for comment
09/04	<ul style="list-style-type: none"> • Deadline for Transport Officer comments
20/04	<ul style="list-style-type: none"> • WG – Transport Officer Group <ul style="list-style-type: none"> ○ Agree draft of the Strategic Transport Plan for consultation
06/05	<ul style="list-style-type: none"> • WG – Senior Officer Group <ul style="list-style-type: none"> ○ Approve draft Strategic Transport Plan for consultation
11/05	<ul style="list-style-type: none"> • Consultation launched
02/06	<ul style="list-style-type: none"> • WG – Transport and Business Forum
19/06	<ul style="list-style-type: none"> • Consultation closes
29/06	<ul style="list-style-type: none"> • Consultation report circulated
06/07	<ul style="list-style-type: none"> • WG – Senior Officer Group <ul style="list-style-type: none"> ○ Consultation report presented & agree changes
15/07	Strategic Transport Plan updated and circulated for comment
22/07	<ul style="list-style-type: none"> • WG – Transport Officer Group <ul style="list-style-type: none"> ○ Approve Strategic Transport Plan ○ Circulate to Senior Officers
04/08	<ul style="list-style-type: none"> • WG – Senior Officer Group <ul style="list-style-type: none"> ○ Approve Strategic Transport Plan ○ Circulate to Board
07/08	<ul style="list-style-type: none"> • Circulate Strategic Transport Plan to Board
28/08	<ul style="list-style-type: none"> • Deadline for comments from the Board
02/09	<ul style="list-style-type: none"> • Identify any proposed changes and circulate to Senior Officer Group for consideration
07/09	<ul style="list-style-type: none"> • WG – Senior Officer Group <ul style="list-style-type: none"> ○ Present final Strategic Transport Plan ○ Authorise presentation to the Board
09/09	<ul style="list-style-type: none"> • Strategic Transport Plan circulated to the Board
16/09	<ul style="list-style-type: none"> • WG – Board <ul style="list-style-type: none"> ○ Adoption of Strategic Transport Plan