

Board Meeting Minutes

Wednesday 7th December 2022, 14:00 to 16:00.

Location: County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ

Attendees:	
Name	Organisation
<i>Cllr David Gray</i>	<i>Gloucestershire County Council, Vice Chair</i>
<i>Cllr Don Alexander</i>	<i>Bristol City Council</i>
<i>Cllr Steve Pearce</i>	<i>Bristol City Council</i>
<i>Cllr Mike Greene</i>	<i>Bournemouth, Christchurch and Poole (BCP), Chair</i>
<i>Cllr Stephen Reade</i>	<i>South Gloucestershire Council</i>
<i>Cllr Ray Bryan</i>	<i>Dorset Council</i>
<i>Cllr Dr Mark McClelland</i>	<i>Wiltshire Council</i>
<i>Allan Creedy</i>	<i>Wiltshire Council</i>
<i>Louise McBride</i>	<i>West of England Combined Authority</i>
<i>Andrew Whitehead</i>	<i>South Gloucestershire Council</i>
<i>David Land</i>	<i>Gloucestershire County Council</i>
<i>Pam Turton</i>	<i>Bath and North East Somerset Council</i>
<i>Ewan Wilson</i>	<i>Bournemouth, Christchurch and Poole (BCP)</i>
<i>James White</i>	<i>West of England Combined Authority</i>
<i>Julian McLaughlin</i>	<i>Bournemouth, Christchurch and Poole</i>
<i>Guido Meloni</i>	<i>West of England Combined Authority</i>
<i>Arina Salhotra</i>	<i>Sphere Marketing</i>
<i>Michaela Bushell</i>	<i>Sphere Marketing</i>
<i>Alice Darley</i>	<i>National Highways</i>
<i>Krystyna Pitt</i>	<i>West of England Combined Authority, minutes</i>
<i>Daniel Round</i>	<i>Network Rail</i>
<i>David Glinos</i>	<i>Department for Transport</i>
<i>Colin Chick</i>	<i>Gloucestershire County Council</i>
<i>Gemma Dando</i>	<i>North Somerset</i>
<i>Nisha Devani</i>	<i>Peninsula Transport STB</i>
<i>Jake Pryor</i>	<i>Bristol City Council</i>
<i>Jason Hones</i>	<i>National Highways</i>
<i>Tali Diamont</i>	<i>Atkins</i>
<i>John Lynn</i>	<i>Atkins</i>
<i>Louis Devenish</i>	<i>Sustrans</i>
<i>Sam Howell</i>	<i>Wiltshire Council</i>

<i>Kingsley Hampton</i>	<i>Wiltshire Council</i>
<i>Rob Murphy</i>	<i>Wiltshire Council</i>
<i>Wayne Sayers</i>	<i>Dorset Council</i>
<i>Richard Leonard</i>	<i>National Highways</i>
Apologies were received from:	
<i>Mayor Dan Norris</i>	<i>West of England Combined Authority</i>
<i>Mike O'Dowd Jones</i>	<i>Somerset Council</i>
<i>Andrew Davies</i>	<i>Bristol City Council</i>
<i>Cllr Sarah Warren</i>	<i>Bath and North East Somerset Council</i>
<i>Sophie Broadfield</i>	<i>Bath and North East Somerset Council</i>
<i>Cllr Manda Rigby</i>	<i>Bath and North East Somerset Council</i>

Actions & Decisions	Allocated to	Target Date:
Presentation slides to be uploaded onto the website	Prog Team	21/12/2022
To amend the references in the Alternative Fuels report from Wiltshire County Council to its current name Wiltshire Council	Prog Team / Atkins	14/02/2023

Item No	Notes / Actions
1	<p>Chair and Vice Chair</p> <p>Cllr Greene initiated the meeting with the election of Chair and Vice Chair as written in the constitution. Elections are required to take place every year, however this was missed at the last juncture and therefore Cllr Greene asked whether members are content to continue with current positions of Chair and Vice Chair.</p> <p>Cllr Pearce moved the motion and Cllr Reade seconded.</p> <p>Cllr Greene thanked Cllrs Pearce and Reade, and confirmed that current positions will be held until July.</p>
2	<p>Introductions – Chair</p> <p>Members of the Board introduced themselves.</p>
3	<p>Minutes and actions from the previous meeting – Chair</p> <p>Cllr Greene outlined the actions resulting from the September Board.</p> <ul style="list-style-type: none"> Cllr Alexander and Cllr Gray to meet with the Programme Team to discuss recruitment <p>Cllr Greene thanked Cllr Alexander and Cllr Gray for their work in the recruitment process.</p> <p>Cllr Gray updated the board on the progress that has been made in the recruitment of the Lead Officer post. The key result of the meeting is that a job description has been put forward for which to go out to market. The West of England Combined Authority (WECA) will be the recruiting authority and the role will be advertised over the coming weeks.</p> <p>Cllr Greene noted that there is a role for STBs to become more prominent in the coordination between funding bids for constituent authorities and this post will be important in making the case to DfT.</p> <p>Cllr Gray agreed that recruitment of the Lead Officer is consistent with our ambitions and in order to attract the level of support and interest in the work that we do, it is appropriate to attract someone with the calibre to bring on board and progress our ambitions.</p> <ul style="list-style-type: none"> Review STP timetable in light of the National Highways initial report due end Oct/ early Nov

Item No	Notes / Actions
	<p>Report has been pushed back and will be covered later in the meeting</p> <p>The Board approved the draft minutes</p>
4	<p>Public Participation– Chair</p> <ul style="list-style-type: none"> • Questions or representations from Members of the public in line with the Board’s Public Participation Scheme. • Responses were returned prior to the Board and published on the WG STB website. <p>Cllr Greene confirmed that we have received a number of Questions from David Redgewell. These are on the website, along with the answers.</p>
5	<p>Alternative Fuels Paper D Report – James White</p> <p>JW introduced the report and reminded the board of the commission to research into locations for hydrogen refuelling and electric vehicle charging, jointly with Peninsula looking at the network across the whole of the south west.</p> <p>JW introduced Tali Diamant from Atkins who is one of the authors of the report.</p> <p>Presentation – Alternative Fuels for Freight Strategy TD introduced herself and spoke to the slides.</p> <p>Cllr Greene thanked Tali for her presentation and noted the difficulties that were seen by the operators, most importantly for the Western Gateway STB, was the negative opinion on the current and planned infrastructure. This is an important way for the STBs to contribute to getting the ball rolling and building the confidence of the operators and achieving the investment into the region.</p> <p>Cllr Reade noted that there is a considerable amount of work required in rural areas. What vision do you have for this to feed into this piece of work?</p> <p>TD recognised the necessity of doing this work. The information used is publicly available however there is no information available on rural facilities as most EV sites will be privately owned. The requirement would be to do some direct research including onsite surveys to identify the take up, but also with the private small businesses themselves (e.g. What vehicles do they use etc).</p> <p>Cllr Greene noted that individual local authorities may be able to help with this information.</p> <p>Cllr Bryan asked whether Atkins approached vehicle manufacturers?</p> <p>TD confirmed that this was not done as part of this survey as Cenex had already received this from their own research. There was some contact with manufacturers.</p> <p>Cllr Bryan noted that there was no mention of marine or coaches in this report which are likely to turn to hydrogen so this needs to be part of this discussion. Many of our members include coastal areas so there is a need to discuss marine. There still seems to be a big push for electric vehicles, but there are concerns over the future of this due to the poor availability of lithium and cobalt. This is missing in the report.</p> <p>ACTION - Presentation slides to be uploaded onto the website</p>

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	<p>Cllr Greene thanked Cllr Bryan and agreed with the points made. He suggested it might be useful to consider the placement of refuelling of alternative fuels at a port due to the necessity to queue for the boat. He also noted that there are several of our constituent local authorities with ports and was surprised that these weren't included in the report.</p> <p>TD confirmed that this study was road based and maritime would be a useful point to consider in addition to this.</p> <p>Cllr Greene stated that our freight study, jointly with peninsula, showed that much of our freight arrives by ship.</p> <p>TD agreed and pointed out that one of the assumptions underlying the locations is that there will be private depots at ports. We do need to look more carefully at this.</p> <p>Cllr Greene added that along with maritime, that this also extends beyond the strategic road network onto the main road network which may produce some other locations.</p> <p>Cllr Pearce agreed with Cllr Bryan. We will have to decarbonise maritime fleets, and in the interest of having anchor customers, having areas where vehicles can fill up around ports and docks whilst they are waiting for their ship makes sense. There is government policy around the Coastal highway and there seems to be a policy alignment here. Many larger ports have freight and rail freight terminals. We need to consider the opportunity to decarbonise rail freight by hydrogen powered freight locomotives as many electric freight locomotives were taken out of front line service. This provides another decarbonisation and core customer opportunity. The issue of potential planning gain and blight needs consideration. There is a large gap in north Devon which will be a concern for businesses there. Maritime and rail are things that we need to look at.</p> <p>Cllr Greene asked Tali whether she was happy to consider the points raised? Everything points towards interconnection, multimodal and hub activity so it would make sense that we would be doing the same. In addition, the point around anchor customers is very important when it involves maritime, and the major rail locations.</p> <p>Cllr Bryan indicated that at the NFU conference, farmers questioned what the future market for fuel will be like. We need to consider where we already produce hydrogen. The truck industry won't move until we have facilities or the plan for facilities in place.</p> <p>Cllr McClelland advised that Wiltshire County Council is now Wiltshire Council. He noted that the map has a west to east feel and wondered if this needs to flex and amend following the soon to be released M4 to Dorset coast road study (National Highways).</p> <p>ACTION – to amend the references in the report from Wiltshire County Council to its current name Wiltshire Council</p> <p>Cllr Pearce noted that some farmers are generating their own power and whether they could be self-sufficient. Information on production capacity for solar or wind turbines may be useful.</p> <p>Cllr Greene asked about the distribution of locations between Peninsula and Western Gateway. The numbers show that the demand from Western Gateway is significantly higher but fewer sites are suggested. Does this mean that we are now looking to identify further sites in the Western Gateway to ensure that this works?</p> <p>TD confirmed that the location points make up part of the cluster in the Western Gateway region.</p>

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	<p>Cllr Greene asked what work is being done to make sure that the queue times are not going to be too significant?</p> <p>TD confirmed that embedded in the model for capacity of recharging and how many at each location are assumptions on this. We've discussed that they will be rapid charging facilities. There are assumptions but it is based on current and future usage and technology including the size of batteries, turnover over and time or a limit on queue number. Partly because of this, there are so many sites required along the key corridors.</p> <p>Cllr Greene thanked TD and JW.</p> <p>AD advised that one of the key points that she noted in the report was around the higher capacity.</p> <p>Cllr Greene emphasized the need to include all stakeholders to feedback further on this.</p> <p>Cllr Greene noted that members have made contributions to this and therefore assuming officers will take on board the comments made and generally agreed, the Board would be happy to grant the delegation and approve the three recommendations.</p> <p>The Board subject to consultation with the Chair:</p> <ol style="list-style-type: none"> I. Approved the report on Alternative Fuels for Freight. II. Approved the next step to undertake the shortlisting of potential locations for hydrogen refuelling and electric vehicle charging stations with the work to be undertaken by Midlands Connect STB on behalf of the Department for Transport. III. Officers be delegated to take forward the shortlisting of potential locations for hydrogen refuelling and electric vehicle charging stations.
6	<p>Strategic Cycling Network – Dave Land</p> <p>DL introduced report which sets up the case for Western Gateway Strategic Cycling Network, linking key settlements, providing rural connections, and enables longer distance cycling within the region. He noted that local authorities have their own existing Local Plans and priorities and this report is designed to fill in the gaps. It aligns with local transport environmental policies including E-bikes and electric mobility. The report has some high level interventions provided for several routes within the network which scored well using a prioritisation criteria developed with the local authorities within the Western Gateway. This was not Western Gateway criteria but brought together through working closely with local authorities. This is a living document that may need to change as time goes on.</p> <p>DL introduced John Lynn from Atkins and Louis Devenish from Sustrans who are two of the authors of the report.</p> <p>Presentation – Summary of the final report - John Lynn (Atkins) & Louis Devenish (Sustrans)</p> <p>Cllr Greene thanked JL and LD for their presentation. He noted that the board particularly welcomes the opportunity to look at the strategic network across the Western Gateway and how this work sits alongside, and compliments the current work with the LCWIPs in each local authority.</p> <p>Cllr Greene expressed his agreement that E-bikes will be critical and beneficial in the development of the strategic cycling network and cycling, particularly of longer distances. He noted that the report noted the potential for a long distance challenge route which is a useful tool for attracting tourism.</p> <p>Cllr Greene detailed his concern over the spread of the prioritised routes as they seem to be clustered on a small strip of the Western Gateway around Bristol. It is important in our shared ambition that more people across the Western Gateway get on their bikes. Cllr Greene added that as a Strategic Transport Body, we are not presenting something that reflects our desire across the whole area. It seems to indicate that good routes will become excellent routes rather than improving the poor routes to an adequate state</p>

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	<p>to increase the overall spread. He suggested that the spread of interventions should be agreed upon before any further financial spend going forward.</p> <p>Cllr Reade thanked JL and LD for their useful presentation and affirmed his support of the aims of the report. In a recent briefing from Sustrans to South Gloucestershire Council, Cllr Reade noted his alarm that part of the strategic cycle network in South Gloucestershire had been downgraded as it doesn't meet the design level. Agreeing with the point raised by Cllr Greene, he added that perhaps we should be looking at the poor routes and bringing them up to an acceptable level before looking at new lengths.</p> <p>Cllr Alexander noted the point made by Cllr Greene, however added that there is often a tension in strategy documents between aspiration and what is fundable according to DfT metrics therefore not able to be funded under the current mechanism. It is also important to note that the cost of maintenance for rural cycle paths is enormous and invites daily complaints.</p> <p>Cllr Gray agreed with Cllr Greene and was surprised that around Tewkesbury, Gloucestershire, and Cheltenham to see the absence of high level interventions in the report. He wondered whether it was because the methodology reflected their success in attracting funding as there is already funding in place for a 26 mile corridor here. Cllr Gray suggested that part of the reason for this report is to build on this, otherwise it seems to concentrate on certain areas. Looking at the rural and tourism perspective, there seems to be a lack of ambition. We don't have the same ambition for cycling as we do for walking as shown in the rural walking trails. It is understandable in terms of numbers, but economically tourism is important to a large part of the rural sector and he is surprised to see that there's nothing for rural connectivity.</p> <p>Cllr Greene thanked Cllr Gray and added that there are several parts of the Western Gateway that will make beautiful tourism opportunities and to omit rural routes would be a missed opportunity. Cllr Greene would like to see a balance between Cllr Alexanders point and the need to be able to attract funding with the need to spread out. The fear is that Western Gateway and others are treated as second rate to other larger urban areas across the country. If we are looking to encourage a modal shift towards cycling, then we will need a greater geographical spread.</p> <p>RL confirmed that National Highways (NH) are looking at an active travel strategy and an active travel investment plan for the next RIS. In addition, through designated funds NH are funding enhancements on the network to include cycling and active travel, and there are examples in Cornwall of significant investment into cycle paths on the network.</p> <p>DR added that Network Rail (NR) are doing much in terms of rail integration. If we can refine this report, we can really join up where we have identified opportunities to make it a multimodal report. Happy to talk further offline to refine the report.</p> <p>Cllr Pearce added that we need to ensure we connect with peninsula so as not to miss any cross border opportunities that may be a useful addition to the network.</p> <p>Cllr Bryan noted that we need to ensure that if we start something we need to finish it. There are plenty of cycle ways but with gaps in between paths and we need to ensure consistency in both the routes and messaging to get people on to bikes.</p> <p>Cllr Pearce noted the gap geographically that needs filling.</p>
7	<p>Updates from Associate Members – in addition to written updates, verbal updates from those attending where relevant.</p> <p>Cllr Greene thanked DG for his support and added that Western Gateway is ready to recruit for the Lead Officer role in alignment with suggestion from DG.</p> <p>DG added that it is welcome news to be resourcing in order to deliver the ambitious programme.</p> <p>DfT – David Glinos</p>

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	<p>DG gave an update from DfT highlighting some of the main points of the paper as submitted.</p> <p>Cllr Greene thanked DG</p> <p>Network Rail - Daniel Round DR gave an update from Network Rail highlighting some of the main points of the paper as submitted.</p> <p>Cllr Greene thanked DR and noted that it is clear that all parts of the Western Gateway benefit from the work that is being done.</p> <p>National Highways - Alice Darley</p> <p>AD gave an update from National Highways highlighting some of the main points of the paper as submitted.</p> <p>Cllr Greene thanked AD for the update.</p> <p>Cllr Bryan congratulated National Highways on the project.</p> <p>JH Introduced himself and added that he looks forward to working with the Western Gateway STB.</p> <p>Cllr Greene thanked our associate members for their updates.</p>
8	<p>Work Programme and Financial Update – Guido Meloni Paper A</p> <p>Cllr Greene confirmed with Guido that the finances are in order, and that funding under the coach project is the only thing outstanding, as noted in previous meetings.</p> <p>Freight Forum – Ewan Wilson EW gave an update on the Freight forum work, highlighting that there has been high participation and interest within the main group and the three sub-groups. The consultant AECOM has been retained and this has been agreed in conjunction with peninsula.</p> <p>Cllr Greene thanked EW and added that it is great to see that it is progressing</p> <p>EV Charging – James White JW confirmed that officers from Dorset Council are leading on this work. They are working on a regional demand assessment from the DfT EV <i>'Taking Charge Strategy'</i> setting out demand assessment and regional requirements for Western Gateway STB. Alongside this is a piece of work to identify what is going on in the Western Gateway area to include an officers workshop in early 2023.</p> <p>Rail Strategy – James White JW confirmed that we are almost at the point to commission Network Rail to undertake the Strategic outline Business Case for the Heart of Wessex line and services between Westbury and Weymouth, as well as work for Cheltenham Spa station. It is a very positive close working relationship with Network Rail and Great Western Railway.</p> <p>Cllr Greene thanked JW.</p> <p>Cllr Pearce recommended that passive provision needs to be considered.</p> <p>Cllr Greene added that the board support this aim.</p> <p>Carbon baseline – Rob Murphy</p> <p>RM Spoke to the slides.</p>

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	<p>Cllr Pearce noted that the ability to get the answers from this tool will be very powerful.</p> <p>Cllr Gray added that this tool will be important to show what the payback will likely be on different interventions.</p> <p>Cllr Pearce added that this will make requests to the minister easier as the information and evidence will be there.</p> <p>Cllr Greene acknowledged that people are excited about this and added that this is a great example of how the Western Gateway has been able to help the local authorities and as this develops, will be an incredibly powerful tool.</p> <p>Cllr Reade asked whether this has been validated or will we need to do live validation as we use it?</p> <p>RM confirmed that it has been validated to a certain degree. There are a lot of assumptions built into the tool so there will be a level of beta testing.</p> <p>Cllr Reade asked whether there is a mechanism to feedback real data (actual outputs) as its produced?</p> <p>RM responded that it does provide a facility to change the inputs and some of the criteria</p> <p>Cllr Greene thanked RM</p> <p>The Board</p> <ol style="list-style-type: none"> I. Noted the contents of the programme update report. II. Approved the alternative fuels strategy, and the next steps to undertake the shortlisting of locations; delegation to officers to take forward the shortlisting. Propose to take recommendations on Paper D instead. IV. Approved the STP, the structure for the issues and options paper, Strategic Transport Plan engagement strategy. (see recommendations under paper C) <p>The members of the Board are unable to approve recommendation three:</p> <ol style="list-style-type: none"> III. Approval of the strategic cycling strategy. <p>Further iteration and member oversight required to progress this forward.</p>
9	<p>Forward decision plan – Guido Meloni Paper B</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Approved the contents of the Forward Decision Plan and advised the programme team of any issues or additional briefings required.
10	<p>Update on Strategic Transport Plan – James White Paper C</p> <p>Cllr Greene asked JW to outline any changes and detail what our proposal is now.</p> <p>JW noted that this paper outlines an expanded version of the September board paper. In particular it sets out proposals for going out to engagement on the issues and options paper to go out early next year - Appendix 1 (Engagement Strategy). Other key things to note are the proposed outline support producing the issues and options paper and an outline of how the draft strategic transport plan might look. In both cases, the emphasis is to try to make them short, high level, engaging, colourful, useful and strategic. This is a plan to help guide and steer local authorities. More up to date data is now being used following concerns raised by the DfT. JW briefly outlined the timetable which has not changed and will bring the final piece of work to the Autumn board for adoption.</p>

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	<p>Cllr Greene thanked JW. He noted that the important thing is that it looks up towards Westminster but also down to local authorities and provides that structure to link local transport plans to ensure that they fit in as best as possible. A huge amount of work has gone into this and despite the necessary delay, we will come out with a strategic transport plan that is applicable to us as a region for a long period of time.</p> <p>Cllr Gray agreed that the pitching of the document needs to be balanced but noted that it is such an important document to get right that we need to ensure that the board can consider this in detail.</p> <p>Cllr Greene as the lead member for the STP is happy for Cllr Gray as vice Chair to join the conversation and return to the board.</p> <p>The Board:</p> <ol style="list-style-type: none"> I. Approved the proposed structure for the Issues and Option paper and the draft Strategic Transport Plan. II. Approved the Engagement Strategy for the Issues and Options paper as set out in Appendix 1.
11	<p>AOB (to be previously advised to Chair, please (mike.greene@bcpcouncil.gov.uk))</p> <p>Cllr Greene noted one AOB item; South Gloucestershire MRN schemes.</p> <p>Cllr Reade noted that MRN Scheme <i>'The A417 junction improvements'</i> proposed several through-abouts. One was built and has been live for around one year but took a long time to construct. In the intervening period that this has been open, the data has demonstrated that it has been beneficial, and to such an extent that at this point in time, further funding is now not required for the other six through-abouts so the decision has been made to cancel and further defer. South Gloucestershire Council have advised the DfT of the decision to withdraw and so the allocated funding can now be returned.</p> <p>Cllr Greene thanked Cllr Reade and noted that it is an important point to bring this up as an AOB. As an STB we put forward projects for improvement, but we need to ensure that we continue to offer value for money in the schemes that we are bidding for. We need to ensure that we are acting as responsible partners to DfT, Network Rail, and National Highways to make sure that they are also not spending resource on projects that are not a priority for us.</p>

Date of Next Meeting: Tuesday 28th February, 1400-1600

Venue: Online (Teams)