

## Board Meeting Agenda

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

**Location: Virtual Meeting (see calendar invitation for link)**

1	<b>Introductions – Chair</b>	10.30
2	<b>Minutes and actions from the previous meeting – Chair</b> (See Appendix 1 below, pg.3)	10.35
3	<b>Public Participation – Chair</b> (Paper circulated separately to Board members) <ul style="list-style-type: none"> <li>• Questions or Representations from Members of the public in line with the Board’s Public Participation Scheme.</li> <li>• Responses published on the WG STB website. Board to discuss any matters arising.</li> </ul>	10.40
4	<b>Associate Member Updates –</b> <ul style="list-style-type: none"> <li>• Verbal updates from associate members in attendance.</li> <li>• NB Written updates may be circulated in advance of the meeting</li> </ul>	10.45
5	<b>Update on Programme including forward decision plan –</b> <b><u>Paper A - Nuala Waters</u></b> <ul style="list-style-type: none"> <li>• Request to move the update on Rail Parking Targets to Decembers Board</li> <li>• Request to note the successful completion and closure of the Strategic Modelling Project</li> <li>• Request to note the Transport for East proposal for Joint Working on making the case for investment on Rural Mobility</li> <li>• Request to note the forward decision plan for Senior Officers and the Board</li> <li>• Request to note the financial update</li> </ul>	10.55
6	<b>Business Plan</b> <b><u>Paper B – James White</u></b> <ul style="list-style-type: none"> <li>• Request to approve future role of STB.</li> <li>• Request to approve the preferred option for the Business Plan (subject to negotiations with DfT and subsequent funding award.)</li> <li>• Request to approve the prioritised work programme within each of the Business Plan options subject to funding award.</li> <li>• Request to submit preferred Business Plan option to DfT for negotiation.</li> <li>• Request to delegate negotiations with DfT to Senior Officers and the Programme Team.</li> </ul>	11.10
7	<b>Request to approve the Strategic Transport Plan (STP) engagement plan</b> <b><u>Paper C – Ben Watts – Craig Drennan</u></b> <ul style="list-style-type: none"> <li>• Plan engagement to proceed and outputs of work to date</li> </ul>	11.40
8	<b>Carbon Audit project update</b> <b><u>Paper D - Robert Murphy</u></b>	12.05
9	<b>AoB (previously advised to Chair)</b>	12.20

	1. Request to amend the date of the next meeting from Dec 15 <sup>th</sup> '21 to Jan 19 <sup>th</sup> '22 due to Comprehensive Spending Review.	
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**Date of next meeting – Wednesday 15<sup>th</sup> Dec 2021 – Time 1400-1600, Location TBA**

**ACTIONS & DECISION FROM PREVIOUS MEETING:**

Actions & Decisions	Allocated to	Target Date:	Update
WG Powerhouse. The Board requested that officers provide assistance in discussions regarding Dorset and BCP joining the Powerhouse.	SOG	22/09/21	08/09: PJM has met with James Cooke & director Joanna Dalley. Positive talks, agreeing to check in regularly, compare notes and avoid duplication. PJM & JWh to organise meeting early-mid Sept. Request Powerhouse share their programme for alignment.
Prog Team to send to members in briefing note on the Forward Plan in the next month (by end Aug).	Prog Team	31/08/21	08/09: Propose to close at Sept Board - included with board papers to members 08/09/21.
Officers to draft a revised Parking Strategy to return to board in September.	JWh	08/09/21	08/09: Work on Business Plan and inception of existing work programme was prioritised over parking targets. Request to delay paper highlighted in Paper A – to December Board.
JL to pick up with Cllr Reade offline regarding his question on Westerleigh Junction.	JL	n/a	TBC by Cllr Reade/ JL
Programme Team to draft a letter of thanks to Cllr Wayman and send to Chair for sign-off.	Prog Team	06/08/21	Open – draft letter supplied to Cllr Greene.
Members to email Cllr Greene to register their interest in leading on workstreams. SB to circulate Cllr Greene's email address after meeting. Add <i>informal member leads</i> to agenda of September meeting.	Cllrs	06/08/21	TBC by Chair
Cllr Greene requested discussions with Senior Officers ahead of the next Board meeting to discuss the Western Gateway STB programme, public participation and governance arrangements.	DC	31/08/21	Closed
Make item AOB item previously advised to the Chair	Prog Team	08/09/21	Closed
Papers for Sept meeting to be issued to members a week earlier (2 weeks before Board).	Prog Team	08/09/21	Closed

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

**MINUTES**

**Wednesday 21<sup>st</sup> July 2021, 1400 to 1600.**

**Location: Virtual Meeting**

<b>Attendees:</b>	
<b>Name</b>	<b>Organisation</b>
Cllr Cherry Brooks	Dorset Council
Cllr David Gray	Gloucestershire County Council, Vice Chair
Cllr Don Alexander	Bristol City Council
Cllr Kevin Daley	Wiltshire Council
Cllr Manda Rigby	Bath and North East Somerset Council
Cllr Mike Greene	Bournemouth, Christchurch and Poole (BCP), Chair
Cllr Ray Bryan	Dorset Council
Cllr Sarah Warren	Bath and North East Somerset Council
Cllr Stephen Reade	South Gloucestershire Council
Cllr Steve Pearce	Bristol City Council
Allan Creedy	Wiltshire Council
Andrew Davies	Bristol City Council
Ben Watts	Gloucestershire County Council
Colin Chick	Gloucestershire County Council
Colin Medus	North Somerset Council
David Carter	West of England Combined Authority
David Trethewey	Bath and North East Somerset Council
Ewan Wilson	Bournemouth, Christchurch and Poole (BCP)
James White	West of England Combined Authority
Julian McLaughlin	Bournemouth, Christchurch and Poole
Nuala Waters	West of England Combined Authority
Parvis Khansari	Wiltshire Council
Peter Mann	West of England Combined Authority
Sarah Beatrice	West of England Combined Authority, minutes
Alice Jennings	South Gloucestershire Council
Kingsley Hampton	Wiltshire Council
Wayne Sayers	Dorset Council
Robert Murphy	Wiltshire Council
Daniel Round	Network Rail
Alice Darley	Highways England
Ben Wills	Department for Transport
Lydia Palmer	Highways England
Jonathan Lovatt	Network Rail
<b>Apologies were received from:</b>	
Andrew Davies	Bristol City Council
Cllr Donald Davies	North Somerset Council
Cllr Dr Mark McClelland	Wiltshire Council
Elizabeth Mills	West of England Combined Authority
Emma Blackham	South Gloucestershire Council

Jack Wiltshire	Dorset Council
Mayor Dan Norris	West of England Combined Authority
Nigel Riglar	South Gloucestershire Council
Peter Anderson	Bristol City Council
Priscilla Dibble	Sphere Marketing
Andrea Davis	Cornwall Council / SW Peninsula STB
Mike O'Dowd-Jones	Somerset Council / SW Peninsula STB
David Glinos	Department for Transport
Jim Stewart	Poole Harbour Commissioners
Sam Howell	Swindon Borough Council
Matt Haywood	Network Rail
Rob Fulford	Swindon Borough Council

Actions & Decisions	Allocated to	Target Date:	Update
WG Powerhouse. The Board requested that officers provide assistance in discussions regarding Dorset and BCP joining the Powerhouse.	SOG	TBA	
Prog Team to send to members in briefing note on the Forward Plan in the next month (by end Aug).	Prog Team	31/08/21	
Officers to draft a revised Parking Strategy to return to board in September.	JWh	08/09/21	
JL to pick up with Cllr Reade offline regarding his question on Westerleigh Junction.	JL	n/a	
Programme Team to draft a letter of thanks to Cllr Wayman and send to Chair for sign-off.	Prog Team	06/08/21	
Members to email Cllr Greene to register their interest in leading on workstreams. SB to circulate Cllr Greene's email address after meeting. Add <i>informal member leads to agenda</i> of September meeting.	Cllrs	06/08/21	
Cllr Greene requested discussions with Senior Officers ahead of the next Board meeting to discuss the Western Gateway STB programme, public participation and governance arrangements.	DC	31/08/21	
Make item AOB item previously advised to the Chair	Prog Team	08/09/21	
Papers for Sept meeting to be issued to members a week earlier (2 weeks before Board).	Prog Team	08/09/21	

Item No	Notes / Actions
1	<p><b>Elect New Chair &amp; Vice Chair – Peter Mann, Secretariat (PJM)</b></p> <p>PJM opened the meeting and invited nominations for Chair.</p> <p>Cllr Mike Greene was nominated for the position of Chair by Cllr Ray Bryan, the nomination was seconded by Cllr Stephen Reade. There were no further nominations.</p> <ul style="list-style-type: none"> <li>- An overall majority of voting members supported the nomination and <b>Cllr Greene was duly elected Chair.</b></li> </ul> <p>PJM handed over the meeting to the new Chair.</p>

Item No	Notes / Actions
	<p>Cllr Greene nominated Cllr David Gray as Vice Chair; the nomination was seconded by Cllr Stephen Reade. There were no further nominations.</p> <ul style="list-style-type: none"> <li>- An overall majority of voting members supported the nomination and <b>Cllr Gray was duly elected Vice Chair.</b></li> </ul>
2	<b>Introductions – Chair</b>
3	<p><b>Minutes and actions from the previous meeting – Chair</b></p> <p><b>Actions</b> – Cllr Greene requested an update on the Communications Protocol wording discussed at the March meeting.  NW confirmed that this is being amended in line with the wording in our funding letter from DfT and will be circulated to the Senior Officer Group.</p> <p>Cllr Reade requested an update on Network Rail's electrification programme.  MH responded that National Rail has been awaiting the Government's Decarbonisation Strategy and Network Rail should be in a position to update at the next board meeting.</p> <p><b>Points of accuracy were agreed</b> with minor amendments: Cllr Brown amend to Cllr Bryan; Cllr Green amend to Cllr Greene.</p>
4	<p><b>Public Participation</b></p> <ul style="list-style-type: none"> <li>o Questions or Representations from members of the public in line with the Board's Public Participation Scheme:  Questions/statements were received and responses are available as part of the combined meeting papers on the website <a href="https://westerngatewaystb.org.uk/about/board-meetings-and-minutes/">https://westerngatewaystb.org.uk/about/board-meetings-and-minutes/</a></li> </ul> <p>Public participation was noted, and members confirmed that responses have been sent.</p> <p>Cllr Greene requested that Board participants introduce themselves when speaking for the benefit of members of public.</p>
5 8	<p><b>*Urgent Item* (moved to above item 8)</b></p> <p><b>Publication of Government's Decarbonising Transport Plan – James White.</b></p>
6	<p><b>Strategic Transport Plan – Ben Watts (Gloucestershire) / Craig Drennan (WSP) <i>Presentation</i></b></p> <ul style="list-style-type: none"> <li>• “Explanation of Corridor Scenarios” was presented by Ben Watts.</li> </ul> <p>Cllr Greene asked for clarification on the process to whittle down scenarios from 5 to 3.  BW responded that the type of questions we will be asking will aid comparison, and key stakeholders will be inputting their views. The type of responses received will be considered in the context they are provided. He noted the need to control feedback in order to aid comparison and that, at this stage, he was not able to suggest would be taken forward, although the “do minimum” will likely remain.</p> <p>Cllr Pearce asked for clarification on the merging of scenarios due to commonality, noting that there is merit in this. Covid has speeded up some things that were already in evidence.  He commented that some, bearing in mind the recent floods in Germany etc, there should be a potential “disaster” scenario.  BW was in agreement that some “worst-case” scenario was needed.</p> <p>Cllr Reade noted that the work is evolving well and asked how does this interface with the Spatial Development Strategy (SDS) being developed by WECA?</p>

Item No	Notes / Actions
	<p>BW not sure of the dates but hoping once this plan is approved, it can be used to shape strategic travel within the West of England plan.</p> <p>DC confirmed that the evidence base for the Strategic Transport Plan (STP) included all the existing and emerging transport plans. The SDS includes looking at measures to change behaviour, which is part of the STP. Ideally there would be some statutory weight behind the STP, which would then flow into local spatial plans. At the moment, all we know is that it will be taken into consideration in HE and NR's plans, as a policy consideration.</p> <p>Cllr Reade noted that his unitary authority is talking about 15 minute not 20 minute neighbourhoods.</p> <p>Cllr Bryan raised a concern about the Western Gateway Powerhouse. BCP &amp; Dorset council only feature in one of the two existing Western Gateway bodies. It is a known fact that for funding, the Powerhouses will now receive more attention than others seeking funds. He noted the importance of the STB being seen to be as big as possible and asked the Chair to progress this, noting that this has already been asked of the Powerhouse previously.</p> <p>Cllr Greene endorsed the comments and recognised that the STBs should be geographically aligned in order to maximise bid opportunities.</p> <p><b>ACTION:</b> WG Powerhouse. The Board requested that officers provide assistance in discussions regarding Dorset and BCP joining the Powerhouse.</p>
7	<p><b>WGSTB Programme &amp; Finance Update</b></p> <p><b><u>Paper A – Nuala Waters &amp; James White (West of England Combined Authority)</u></b></p> <p>NW gave a brief update on delivery programme:</p> <ul style="list-style-type: none"> <li>• <b>Strategic Modelling</b> project due to deliver in Sept, this will be shared with HE to inform thinking.</li> <li>• <b>Carbon Audit</b> - project start was delayed to wait for the DfT's Transport Decarbonisation Plan; however, it was subsequently agreed to proceed with Senior Officers. The Board were asked to note the delay to start. Next steps is to complete the final deliverables in conjunction with the Combined Authority Decarbonisation project. Officers are working with WSP to establish how this tool can be used by local authority officers and where it will be stored.</li> <li>• <b>Freight</b> – in discussions with DfT and Peninsula, SOG have agreed to conduct a joint study with Peninsula STB. Feedback received is that this makes sense to freight operators as well as SOs. Workshops being held. Key input into our STP. The Board was asked to endorse the joint strategy and allow the programme team to proceed with this work.</li> <li>• <b>Rail</b> - government work has superseded our planned station audit work; to be covered in Paper B.</li> <li>• <b>Alternative Fuels</b> - this work maps out alternative fuel depot sites for freight. We are working jointly with Midlands Connect on this. Also in discussions with DfT, to align thinking in relation to alternative fuels. DfT are also working on an Electric Vehicle strategy. The Board was asked to allow delay to the start of the Alternative Fuel study until after the Electric Vehicle Strategy is published. The Board was asked to allow the Programme team to proceed with the Midlands Connect Freight element of work.</li> <li>• <b>Strategic cycle routes</b> – conducting work with Sustrans and cycling officers from WG technical officers. Project brief to be circulated shortly to senior officers for approvals. This also needs to align with the DfT's policy as part of our funding agreement. Work will focus on cycling and active travel and the rise of e-bikes/scooters.</li> <li>• <b>Bus and Coach Strategy</b> – recommendation is for the Bus element to be removed from this due to the requirement for each Local Transport Authority to prepare its own Bus Service Improvement Plan by 31<sup>st</sup> October. Coach strategy work to starting October subject to approval from the Board.</li> <li>• <b>Rural Mobility</b> – should be a large project (£100k), to date working with the DfT to understand how the National RM strategy is being progressed, as well as Peninsula STB, so that before we issue the brief we don't supersede or duplicate any work. Expect to issue this brief in the next week. If approved, aim to start in September.</li> </ul>

Item No	Notes / Actions
	<p>NW noted that we need to: ensure alignment with the DfT's national strategies, liaise with the DfT's policy leads and conduct due diligence to include any member authorities' work already undertaken to avoid duplication. She confirmed that these are all being conducted.</p> <p>Cllr Greene highlighted the conflicting directions of travel around strategic cycling (promotion of cycling versus niche/weather dependent element) and asked for general opinions on the extent of the activity around this subject.</p> <p>JWh agreed the point that it can be niche/weather dependent. Larger urban areas get all-round use in recent years. The cycling work provides a unique angle for the STB, with potential to provide a network that does join up via hubs, noting a lot of potential in the work. However, it does require further evidence behind it.</p> <p>Cllr Warren commented that in places like Bath, with a large workforce outside of city and rural bus services not very regular, alternatives to the car need to be provided for commuting. She noted that we need to give options and that it is vital to have this infrastructure.</p> <p>Cllr Greene asked how much of this is truly strategic as far as the WG STB is concerned for making bids for funds?</p> <p>JWh responded that WG can take a cross-border view and noted the importance of the value of taking a strategic view on this, to strengthen this in a cohesive network with a single funding bid.</p> <p>Cllr Reade agreed with Cllr Warren &amp; JWh, giving the example of the missing link between SGC &amp; BANES at Keynsham. Eastern Bristol/South Glos need the missing link to access Keynsham Station. He asked whether this is strategic, or a pairing of authorities, considering it to be both.</p> <p>DC noted that a WG strategy on this could help deal with the lack of cross-border planning whilst funding could come from many sources (e.g. major road schemes). We can clarify the problem which we wish to solve in a cycling strategy.</p> <p>AD added (via chat function): As well as positioning the STB to be able to bid for funds, STBs can have opportunity to influence the design of funding programmes in central government. So influencing at a policy end rather than just aligning your evidence to have a compelling case for investment.</p> <p>CM noted the value of long-distance cycle routes attracting visitors to the area. Thinking about this opportunity for leisure and tourism; this is an opportunity to add value to local economy and we have good assets to attract visitors.</p> <p>Cllr Greene noted the addition of destination management in the conversation.</p> <p>Cllr Pearce asked about the coach industry and looking for some comfort that waiting until October won't be the end of them. Timings could be too late for the industry.</p> <p>NW noted the suggestion is in order to maximize officer time, given that they are currently focusing on returns to DfT for October (work on the Bus Service Improvement Plans).</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>I. Noted the update on delivery progress and overall programme</li> <li>II. Agreed to revise the scope of the Bus and Coach Project to focus on Coach elements only, following issue of the National Bus Strategy</li> <li>III. <b>AMENDED:</b> Agreed to rephrase the delivery of the Alternative Fuels project, <del>subject to</del> <b>following</b> the issue of the Department for Transport's Decarbonisation Plan <b>and subject to</b> the Electric Charging Vehicle Strategy.</li> <li>IV. Agreed to revise the Rail programme scope following issue of the Williams-Shapps Plan for Rail – Paper B</li> <li>V. Agreed to revise the parking targets in the Rail Strategy – Paper B (<i>Note the revision to this recommendation in item 10</i>)</li> <li>VI. Ratified the request to work jointly with the Peninsula STB to produce a joint Freight Strategy</li> <li>VII. <b>AMENDED:</b> Agreed to delegate any amendments to scope to the Senior Officers Group based on the outcomes of discussions with National STB group and following the publication of the Department for Transport's Decarbonisation, Electric Vehicles, Rural Mobility Strategies <b>in consultation with the Chair and Vice Chair who will be acting on behalf of the body.</b></li> </ol>

Item No	Notes / Actions
	<p>NW presented the Financial Update, grant received for 2021 of £425k, pending receipt of elements of the grant and noted the draw down process set out by the DfT and confirmed a drawdown has been requested of £262.5k. Other funding sources are from local authority contributions of which most have been received, plus an underspend from last year.</p> <p>Projects are progressing to plan.</p> <p>Noted the increased budget for Freight from £60k to £72.5k, taking this from Alternative Fuels and replacing with an expected underspend on the STP.</p> <p>Cllr Greene – noted the need to take funds from Alt. Fuels, noting that the figures were showing at £80k budget and forecast. NW confirmed she was waiting for approval before adjusting this.</p> <p>Cllr Greene highlighted outstanding £20k contributions and asked all LAs to settle this payment.</p> <p>AJ confirmed that SGC have raised the PO for this this week.</p> <p>The Board: VIII. Noted the financial update</p> <p>Cllr Greene suggested that current thinking on forward plan be taken away for consideration by the Board. NW agreed input from Cllrs on the work programme is vital.</p> <p>Recommendation <b>POSTPONED</b>: IX. Provide views and input into shaping the forward work programme for the next 3 years. <b>ACTION</b> Prog Team to send to members a briefing note on the Forward Plan in the next month (by end Aug).</p>
8	<p><b>*Urgent Item* - moved to above Item 8.</b></p> <p><b>Publication of Government’s Decarbonising Transport Plan – James White. Presentation</b></p> <p>JWh gave brief highlights from the Plan and flagged that potential compulsory consolidation centres could change the whole way that our towns and cities operate.</p> <p>Cllr Greene noted the welcome alignment of the Government’s plan with our own .</p>
9	<p><b>WGSTB Carbon Audit – Rob Murphy (Wiltshire) Presentation</b></p> <p>Update on Carbon Baseline &amp; Forecasting</p>
10	<p><b>WGSTB Rail Update: Paper B – James White (West of England Combined Authority)</b></p> <p>JWh: Noted that the first part of the plan relates to the Williams-Shapps plan for rail, highlighting the potential role for the STB to explore options for involvement. He highlighted the proposed re-allocation of funding away from the proposed station audit, since superseded by the W-S Plan for rail (which includes national Accessibility Strategy and &amp; Station Audit) and the plan to reallocate funding for this year towards taking forward the outputs that are coming out of the National Rail corridor studies (Item 11).</p> <p>Cllr Greene flagged as a key question whether to change the existing parking strategy, noting the need to recognise that there will be times that people want to drive to a station. He noted the importance of first/last mile, preferring to steer toward using the train rather than driving a whole journey and asked the Board to recognise that the existing strategy is not suitable, requesting officers come back with an alternative.</p> <p><b>ACTION:</b> Officers to draft a revised Parking Strategy to return to board in September.</p> <p>Cllr Reade raised a concern about using the phrase “regional hubs”. E.g. Charfield Station which should be upgraded, not currently classed as a regional hub. Over next few years there will be significant developments so it will become an important hub; we need to leave scope for a case-by-case approach. We should be providing the vision to park e-bikes/e-scooters.</p>



Item No	Notes / Actions
	<p>Cllr Greene agreed the need to revise the wording and making travel more sustainable across the WG area, doesn't mean in some cases there is not car parking and suggested a revision to Recommendation III.</p> <p>The Board:</p> <p>I. Delegated to the Rail Officer Group to explore options for the STB to take a greater role in the area's rail network.</p> <p>II. <b>AMENDED:</b> Agreed to reallocate the £65,000 rail strategy funding for 2021/22 to taking forward the outputs from Network Rail's strategic corridor studies with delegation to the Senior Officers Group, <b>in consultation with the Chair and Vice Chair</b>, to confirm the programme.</p> <p>III. <b>AMENDED:</b> Agreed to <del>delete</del> <b>revise</b> the car parking at stations target and <del>revise</del> the supporting text in the Rail Strategy as set out in Appendix Two, <b>subject to return to this Board</b>.</p> <p>IV. Agreed to delegate to officers to:</p> <p>a) work closely with EWRC on developing the business case for Bristol to Oxford and Oxford to Southampton services.</p> <p>b) confirmed membership of the EWRC.</p> <p>c) agreed to the Western Gateway STB logo being added to the EWRC Prospectus.</p>
11	<p><b>Network Rail Study Updates - Jonathan Lovatt (Network Rail) Presentation</b></p> <ul style="list-style-type: none"> <li>• Bristol to Birmingham Corridor</li> <li>• Bristol to Exeter Corridor</li> </ul> <p>Johnathan Lovett – NR WG Strategic Planning.</p> <p>JL hoped that that the information provided would assist the provision of a regional evidence base towards one of the WG's strategic corridors (Midlands to the South West). He noted that WG officers have been closely involved in developing the studies over the last few years.</p> <p>Cllr Pearce noted his pleasure at the good news the studies provided and asked if electrification would be going into the ports.</p> <p>JL confirmed that NR will be exploring further through regional decarbonisation work (in progress) and the Greater Bristol study just commenced. Keen for freight development, for example Avonmouth is a good candidate for electrification, bearing in mind the need to change the traction technology, for the last mile, but this is being overcome in other locations. Portbury &amp; Avonmouth – how this interface with passenger service uplift – there were questions he is keen to explore in upcoming work.</p> <p>Cllr Greene commented this fits well with freight being important in the decarbonisation work.</p> <p>Cllr Reade noted a key pinch point is Westerleigh junction, what is the timescale for this one.</p> <p><b>ACTION:</b> JL to pick up with Cllr Reade offline regarding his question on Westerleigh Junction.</p>
12	<p><b>A.O.B.</b></p> <p><b>The Chair, Cllr Mike Greene:</b></p> <ul style="list-style-type: none"> <li>• Requested to write on behalf of the Board to thank the previous Chair, Cllr Bridget Wayman.</li> <li>• <b>ACTION –</b> Programme Team (TBC) to draft a letter of thanks to Cllr Wayman and send to Chair for sign-off.</li> <li>• Noted that it may be necessary to add in extra meetings to cover all business. No objections.</li> <li>• Noted the request to move next meeting to morning of 22/09. No objections.</li> <li>• Suggested the benefits to holding meetings in person - possibly the December meeting should happen in person. No objections although some board members noted that virtual meetings work better for them.</li> <li>• Highlighted the importance to get the opportunity to see items in better time and requested earlier issue of papers <b>2 weeks in advance of the meeting date as the norm</b>.</li> <li>• <b>ACTION –</b> Papers for Sept meeting to be issued to members a week earlier by 08/09.</li> <li>• Suggested that elected members might take up more active roles in particular areas, for example freight, rail, alt' fuels, strategic cycling, coach strategy, rural mobility. He asked if members would like</li> </ul>

Item No	Notes / Actions
	<p>to nominate themselves as informal leads and added that pre-sight of papers would help them develop and ensure elected members have input that residents should be expecting. Add as an item at next board meeting.</p> <p><b>ACTION</b> – members to email Cllr Greene to register their interest – SB to circulate email address after meeting. Add informal member leads to agenda of September meeting.</p> <p>DC suggested whether Chair and Vice Chair could have a discussion with Senior Officers to discuss and arrange before the next meeting. Chair confirmed that the meetings would not have to be with all Senior Officers.</p> <ul style="list-style-type: none"> <li>• <b>ACTION</b> - Cllr Greene requested discussions with Senior Officers ahead of the next Board meeting to discuss the Western Gateway STB programme, public participation and governance arrangements.</li> <li>• <b>ACTION</b> - Make item AOB item previously advised to the Chair</li> </ul>

**Date of Next Meeting: Wednesday 22<sup>nd</sup> September 2021 – 1030-1230, Virtual Meeting.**

Guidance for press and public attending this meeting:

The Openness of Local Government Bodies Regulations 2014 mean that any member of the public or press attending this meeting may take photographs, film or audio record proceedings and may report on the meeting including by use of social media (oral commentary is not permitted during the meeting as it would be disruptive). This will apply to the whole of the meeting except where there are confidential or exempt items, which may need to be considered in the absence of the press or public. If you intend to film or audio record this meeting, please contact the Democratic Services Officer named on the front of the agenda papers beforehand, so that all necessary arrangements can be made. Some of our meetings are webcast. By entering the meeting room and using the public seating areas you are consenting to being filmed, photographed or recorded. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. An archived recording of the proceedings will also be available for viewing after the meeting. The Combined Authority may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters. To comply with the Data Protection Act 2018, we require the consent of parents or guardians before filming children or young people.