



# East Suffolk Lines Community Rail Partnership

Ipswich - Lowestoft & Ipswich - Felixstowe

## East Suffolk Lines Community Rail Partnership Annual General Meeting and Board Meeting Minutes

<b>Date:</b>	Thursday 22 June 2017
<b>Place:</b>	Beccles Station Ticket Office, Beccles, Suffolk
<b>Times:</b>	14:00 – 16.15
<b>Attended:</b>	Aaron Taffera AT – ESLCRP Chairman & Chairman, Line Group South Carolyn Barnes CB - Suffolk Coastal & Waveney District Councils Martin Halliday MH – ESLCRP Community Rail Officer Tracey Vobe TV - Vice Chairman - Suffolk County Council Paul Oxley PO – Abellio Greater Anglia TOC Graham Newman GN – Line Group East Paul Webster PW – Operations Manager ACoRP Maggie Tan MT – Community Rail Norfolk Philip Broadbent-Yale PBY – SUSTRANS Graham Elliott GE – chair, Line Group North
<b>AGM Line Group Guests</b>	Trevor Garrod – Line Group North Malcolm Smith – Going Green Geof Butterwick – Line Group South
<b>Apologies and absences:</b>	Michael Newsham MN - Ipswich Borough Council Helen Greengrass HG – Line Group East James Reeve – Greater Anglia

Item No.	Item Description	Action
1.	<p><u>Welcome, introductions and apologies</u></p> <p>AT welcomed everyone including guests from the Line Groups and introduced Philip Broadbent-Yale from Sustrans and Maggie Tan, new in post officer at Community Rail Norfolk.</p> <p>It was requested that any questions from the line group guests be held until AOB at the end of the meeting.</p>	
2.	<p>Apologies received as above.</p>	
3.	<p><u>To receive any conflicts of interest</u></p> <p>AT Reminded attendees that he was on the board of the Station House (Campsea Ashe) project.</p> <p>GN Stated he was attending the meeting as Chair of Line Group East but was also Chair of Felixstowe Travel Watch and a local councillor.</p>	
4.	<p><u>AGM, Election of officers</u></p> <p>At this point in the meeting Chair (AT) and Vice Chair (TV) stepped down.</p> <p>MH called for nominations for the role of Chair, AT was nominated and was unanimously elected.</p> <p>MH called for nominations for Vice Chair, TV was nominated and was unanimously elected.</p> <p>TV clarified that it would be Suffolk County Council technically in the chair role, for which she undertook the role on behalf of the authority.</p> <p>AT stated it had been an honour to serve as chair over the past year.</p>	
5.	<p><u>Approval of minutes of last meeting.</u></p> <p>Minutes of last meeting agreed.</p>	
6.	<p><u>Matters Arising</u></p> <p>MH reported that Ted Gadsden, former chair of the Bittern Line Community Rail Partnership had recently passed away following a short illness. His memorial service was due to take place on Friday 23<sup>rd</sup> June at North Walsham Parish Church.</p>	

<p>7.</p>	<p><u>Guest presentation from Sustrans – possible access improvements at Oulton Broad South Station.</u></p> <p>AT asked that the agenda be modified slightly to accommodate this item in order that the guest speaker could leave prior to the meeting.</p> <p>Philip Broadbent-Yale, CEO of Sustrans gave a short presentation on a draft proposal to improve access from Oulton Broad South Station through to Dell Rd and the eastern side of Bridge Rd which would link to the current footbridge.</p> <p>Earlier this year, PBY had met GE, MH and AT on site to look at a possible scheme now that the allotment and garage situated under the station bridge were no longer in use.</p> <p>Sustrans owns a small parcel of land which, subject to planning permission could accommodate the building of a dwelling and subsequently help fund the scheme. The proposal seeks to utilise some land within the current TOC lease area and subject to specific permissions would allow access under the road and pedestrian bridges linking a path for pedestrians and cyclists to and from the station.</p> <p>Further enhancement could be possible in terms of the west access to the current station to include additional parking and safer pedestrian route in the area formally leased to the station house as an allotment. (Now disused)</p> <p>Additional benefits from the scheme would be the inclusion of way marking and possible walking/cycle route to the west of the site linking with the Carlton Marshes Nature Reserve and Nicholas Everitt Park.</p> <p>The presentation was well received and PBY asked if a letter of support for the proposals could be given by the CRP (agreed). A question was raised in relation to possible funding opportunities and members would investigate this in relation to their relevant organisations.</p> <p>CB Asked if the proposed scheme would tie in with proposals for access currently being explored around Lake Lothing, GE confirmed this as he had been in discussions with Justin at Waveney District Council.</p> <p>PO promised to consult the GA asset team on any proposal.</p>	
<p>8.</p>	<p><u>Annual Report presentation</u></p> <p>AT had prepared a video presentation highlighting a busy and successful year for the CRP including events such as the Folk East Bus, Visitor Centre at Lowestoft Station, opening of Wickham Market Station House including the construction of a replica canopy facilitated in part by a DCRDF Grant obtained via the CRP, the opening of new community facilities at Beccles Station, the celebration events held to mark HM Queen’s 90<sup>th</sup> Birthday and 50<sup>th</sup> anniversary of the Beeching Reprieve which subsequently won first prize at the 2016 ACoRP Awards, and participation in the Suffolk Walking Festival. The board conveyed their thanks to AT and MH for their efforts.</p>	

9. Chair update

AT said he took part in the ESL Guided walks in April and May the latter which he lead as part of the Suffolk Walking Festival. He and Roger Wolfe waymarked the Brampton Circular route, Trimley to Felixstowe (via Deben coast), the Alde Valley Snape Loop, and renewed the waymarkers between Saxmundham and Darsham. AT said he had assisted Mark Nicholas with the ESL Walks booklet update by producing digitised versions for some of the walks.

Site visit with Paul Webster of ACoRP at Melton to look at the route of a proposed connecting footpath and the garden scheme. Requested Steve Mallett – Senior Building Surveyor Suffolk Coastal Norse/Waveney Norse to quote for the costs of designing and constructing the footpath between Melton station platform and the A1152. Obtained costs for the garden scheme, received commitments for funding from LGS and SCDC; AT said he planned to apply for an ACoRP small grants fund for the garden scheme. Site visit with Toni Cini from SC Services concerning disposal of concrete posts at Melton as part of the garden scheme

Site visit with Graham Newman and Suffolk Highways concerning placement of a Double Arrow totem on High Road West in Felixstowe – obtained a quote for design, construction, and installation. Attended the Line Group East meeting in Felixstowe.

AT met with Paul Oxley and Martin Halliday in Ipswich to discuss Clare Palmier’s plans for The Art Station. Site visit with James Reeve, Martin, and Clare Palmier in Saxmundham to talk about her plans. Attended a Virtual Reality event put on by The Art Station at the Station.

Following 18 months of pursuing a better rail / bus interchange at Saxmundham with Iain Rankine – Network Manager for First Bus Norfolk/Suffolk - AT confirmed the 64 bus will be re-timed (:16 and :35) to meet the trains (:54 and :57) from 3rd July. AT asked Alan Neville at GA to follow up on the proposed through-ticketing scheme that was discussed with Iain and Geraint Hughes.

Attended the Greater Anglia Community Rail Conference at ITFC.

Attended a joint CRPs meeting in Ipswich.

Attended the GA Adopter Coffee Morning at Ipswich with a later site visit to Trimley station.

Attended the ESTA AGM in Halesworth.

Participated in Community Rail in the City at Liverpool Street promoting destinations in EA accessible via the rail network; also attended ACoRP’s launch of the Scenic Rail Britain site at King’s Cross.

Attended the Railway Heritage Trust plaque dedication at Wickham Market station.

Site Visit with Martin and Network Rail to discuss the new fencing installed on the south side of Lowestoft station.

Site Visit to see the Stadler train mock-up at Crown Point depot in Norwich

Produced eight short videos for the ESL Facebook page including the Halesworth – Southwold rail/bus link, Wickham Market plaque dedication, Stadler mock-up, Halesworth barrow crossing and newly refurbished Class 170 train.

10. Officer Update

In addition to regular meetings with AT & PO

**MARKETING:**

New line guide, posters and pull up banner completed and received.

Distribution of guides across rail network in process.

Quotes received for wider distribution.

Community Rail In The city event at London Liverpool Street, shared stand with Bittern/Wherry and Essex CRPs. Approx 15k flyers, line guides and other publicity material including Norfolk & Suffolk attraction discount books sourced and distributed.

Roll out of new station posters complete (to number of boards currently available)

Media Release and press call arranged for 2017 Folk East Bus.

Asked by TOC to produce new line guide, map and poster for Bittern & Wherry Lines (completed in own time).

Attended North Norfolk Railway Steam Gala (with joint CRP stand)

**LOWESTOFT STATION**

Lowestoft Central Project:

Site visit with Network Rail, land clearance and security fencing now complete.

Met with Railway Heritage Trust, subsequently received increased grant offer to 26.5k

Submitted new application and budget to DCRDF, subsequently received grant of 50k

Met with additional prospective suppliers/contractors to refine electrical quotes, include flooring and heating.

Met with Peter Aldous MP regarding possible LEP involvement in new shelter for concourse.

Two volunteers trained to operate Visitor Centre.

**AWARDS:**

Submitted seven award applications for ACORP relating to Artworks, Station Improvements, Small Projects, Marketing and Involving Young People.

**ACoRP:**

Met with Paul Webster to discuss opportunities and action planning, met with

**COMMUNITY RAIL NORFOLK::**

Met with Chair of Bittern Line to share best practise in marketing and event management.

11. TOC UPDATE

PO Advised that a restructure of operational teams has led to James Steward looking after Ipswich, Colchester and Stowmarket with branch line services in Norfolk and Suffolk now being managed by James Reeve working from Norwich Station. MH and AT had met briefly with James at Saxmundham and MH had met James at Lowestoft for which he had previously been responsible for too. It is hoped AT and MH would be able to visit all ESL stations with James in due course. James will be supported in his role by Alan Trett who knows the ESL very well having previously supported James Steward at Ipswich.

The mock up of the new FLIRT Trains at Norwich Crown Point depot had been visited by a number of user groups, CRP members, station adopters and disability groups (who also viewed the units in Switzerland). Feedback had been received from users and some views and ideas will be incorporated in the production. A similar taster event is being planned for the Bombardier Units which are due to be constructed and this is likely to take place in Derby.

All stations on the ESL have undergone a deep clean by contractors, Carlisle Ltd.

A new advanced purchase scheme is being launched enabling tickets to be obtained via the web and app up to ten minutes prior to use.

PO thanked MH and AT for their contribution towards Community Rail in the City event which took place at Liverpool Street Station.

GA had submitted an entry to the ACoRP awards for the Train Decals – this is in addition to the seven entered by MH for the ESL and some joint ESL / Wherry Lines.

Dunwich Dynamo Cycling Event, once again bicycles will not be permitted onboard ESL services over the weekend of July 8/9. This would be well publicised in advance.

<p>12.</p>	<p><u>Finance</u></p> <p>TV distributed the out turn for 2016/17 and it was confirmed that payments relating to GA increased and backdated funding had now been received.</p> <p>There was a surplus from 2016/17 for which it was proposed a proportion would be included within the reserve taking the reserve to around 18K. It was agreed that it was good practise to maintain a healthy reserve and that with a number of schemes proposed for 2017/18 there would not be a need to increase any reserve held substantially in subsequent years as the reserve would now reflect an annual running cost.</p> <p>AT asked the board that the sum of 1k unspent from previous allocation to the Line Group East be carried forward in addition to the 1k allowance from 2016/17 and current year. This would give LGE a starting point of 3K as it moves forward and was a gesture to assist the newly re-constituted group to move forward and develop schemes. This was agreed and the 2016/17 carry over for LGN and LGS confirmed.</p> <p>TV gave apologies as due to another appointment she needed to leave the meeting at this point.</p>	
<p>13.</p>	<p><u>Action Plan</u></p> <p>Prior to the meeting MH distributed a comprehensive list of items and opportunities which could form the basis of a new Line/Action Plan. Discussions on the feasibility of some ideas had been held with GA since January as it was felt important to receive a steer from the company in relation to proposals involving on train or at station events prior to proceeding. MH &amp; AT felt it important that the ideas and initiatives for the coming year be shared in advance and subsequently discussed at board rather than devising a plan without consultation.</p> <p>Guidance from ACoRP and the DfT had also been reflected in terms of Community Rail priorities. A few questions were raised in relation to officer capacity, helped by the addition of an extra day per week since April and with board approval AT &amp; MH will now transfer these into a new living document which will include appropriate targets, timescales and outcomes once elements reliant on GA input are confirmed. Subsequent advice has been that CRP's should identify one major annual or ongoing project per annum – with the ESLCRP selecting improvements at Lowestoft Station as its current major initiative.</p>	

14.	<p><u>Lowestoft Central Project</u></p> <p>MH advised that his recent bid to the DCRDF had been successful and a 50K had been agreed. The Railway Heritage Trust have provisionally increased their grant from 13K to 26K. MH has met with contractors with regard to ascertaining a construction start date and this is hoped will be in mid September. MH and PO to arrange meetings with GA property and asset teams in the hope of gaining any required permissions in time. MH was hopeful that GA may look at commencing their own station refresh to run in tandem with the Parcel Office works. With the inclusion of sponsorship and recent Trespass and vandalism prevention works carried out by Network Rail within the match funding and a change to the original requirement for 200% funding match to 100%, MH had been able to revise the scheme to include a contingency for any unforeseen issues relating to the building structure, equipment purchase for the events aspect of the wider project and heating and flooring. The station concourse lighting can also now be included, with the aim of installing Victorian style carriage lamps, more in keeping with the heritage of the station. Initial feedback received from the application to the DCRDF was that the funders were impressed with the amount of detail in terms of costings and specific elements of the building work and equipment to be procured. It is hoped that subject to GA approval, work can commence in Mid September with the possibility of part completion in time for December and a regular programme of events to commence in spring 18. MH confirmed the principle building contractor is a registered supplier with Suffolk County Council. MH had also been liaising with Peter Aldous MP in respect of working with the LEP on a scheme to provide better shelter at the station although discussions had been put on hold pending the general election. Full costings in relation to the funding and expenditure including pricing relating to specific works were distributed to the board however for commercial reasons they would not be shared further.</p>	
15.	<p><u>ACoRP Update</u></p> <p>PW introduced the board to Maggie Tan, who is has taken on the role of CRP officer for the Bittern &amp; Wherry Lines. MH had met with Maggie prior to the meeting and will do so regularly with the opportunity to continue some joint working between the Norfolk and Suffolk based CRPs. Maggie will primarily be based from Norwich but will be able to utilise the office resource at Lowestoft Station when necessary.</p>	
16.	<p><u>Walks Booklet</u></p> <p>It was reported that the revision to the current booklet format will include a digital element and enable those with mobile phones to access the walking routes from the exact locations. So far 18 routes have been converted and it is likely the new format will be published in early 2018. It may also be possible to include a copy of specific walks on a display at individual stations and that individual walks will be available in either a downloadable or possible printed format too although this was now being investigated further. AT continuing to assist the designer in this project.</p>	



17. Network Rail update

As reported at the last meeting Joanna Lymbousis has now moved to a different area within Network Rail and although some Andrew Tustin is covering some aspects of her role on an interim basis we did not receive any update or apologies in advance of the meeting.

MH reported that Alexander Maltby, who looks after some strategic community rail matters for Network Rail had been in communication relating to the match funding elements for the Lowestoft Station project and he and AT had met on site with the operational team, helping to foster a working relationship at a more local level.

18.	<p><u>Line Group updates</u></p> <p>GE was concerned at the delays associated with installation of the new shelter at Beccles. MH reported that he had been assured by GA this would be undertaken soon and that they had requested written confirmation of the funding from SCC which TV had supplied along with contact details for Simon Barnett who will be the SCC contact. (GA being in attendance at CRP meetings when this had been discussed). GE was pleased that the CRP board had been able to hold its meeting at Beccles Station and view the new community facilities and work undertaken by the adopter team.</p> <p>MH advised that a new 'roving station adopter' for the ESL who could help out when required with items such as updating publicity material had been identified and he hopes to agree this role with GA in due course.</p> <p>AT advised that the project at Wickham Market including the creation of community facilities and café is now complete. The CRP facilitated grant towards creation of the replica canopy had resulted in a very successful project and the Railway Heritage Trust are to supply funding for new Great Eastern Railway style platform benches. The new café opened to the public today.</p> <p>MH confirmed plans to launch the Folk East Rail – Bus link at the station on Thurs 29<sup>th</sup> June.</p> <p>AT had met with PW at Melton to discuss possible DCRDF funding for an enhancement scheme for the station entrance and car park. This could potentially link with plans for a new pedestrian crossing and other developments in relation to East Suffolk House.</p> <p>East:</p> <p>The Line Group East is now meeting regularly with GN elected as chair.</p> <p>MH has been in contact with the COOP in relation to improving access and signage from Felixstowe Station and dialogue has been positive with agreement reached to maintain an out of hours access route and double arrow symbol on current COOP signage.</p> <p>Concerns were raised about lack of shelter at Derby Rd. GN to discuss further with MN at IBC.</p> <p>Trimley, it was reported that the hoardings at the station around the derelict building now look as bad as the building itself. A small project to convert the lamp room into a coffee and bike hire facility as an opportunity to market test the viability of a larger scheme for the main station buildings are under discussion. It was confirmed that a small grant from ACoRP may be possible with match funding.</p>	AT
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19.	<p><u>AOB</u></p> <p>At this point guest Geof Butterwick sought to raise a point of order:</p> <p>Could ESLCRP Action plans be added to the CRP Website?</p> <p>It was agreed that a summary of aims and aspirations for the coming year could be added online however the full plan may contain personnel, commercially sensitive or other detail inappropriate to publish therefore a summary would be published once all details for the plan are agreed.</p>	
20.	<p><u>Date and location of next meeting:</u></p> <p>The meeting in September will be held at Endeavour House, Ipswich on Thursday 21 September (14.00-16.30).</p>	
	<p>Meeting closed 16.00</p>	