

Phil Norrey
Chief Executive

To: The Chair and Members of the
Peninsula Transport Shadow
Sub National Transport Body

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(see below)

Your ref :
Our ref :

Date : 26 August 2020
Please ask for : Hannah Clark 01392 383000

Email: hannah.clark@devon.gov.uk
:

PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

Thursday, 3rd September, 2020

A meeting of the Peninsula Transport Shadow Sub National Transport Body is to be held on the above date, at 10.00 am as a Digital Meeting via Microsoft Teams to consider the following matters.

PHIL NORREY
Chief Executive

A G E N D A

PART 1 - OPEN COMMITTEE

1 Apologies for Absence

2 Minutes of the previous meeting (Pages 1 - 6)

To approve the minutes of the meeting held on 5 March 2020 (attached).

3 Items requiring urgent attention

Items which in the opinion of the Chair should be considered at the meeting as matters of urgency.

4 Chair and Vice-Chair Arrangements (Pages 7 - 8)

Report of the Governance Lead Authority seeking approval to retain the existing Chair and Vice-Chair arrangements for a further year.

STANDING ITEMS

5 Peninsula Transport Update (Pages 9 - 14)

Report and presentation of the Technical Lead Authority on the latest progress and activities of Peninsula Transport, including seeking approval for the Department for Transport funding allocation for 2020/2021 financial year and associated work plan implications.

6 Finance Update (Pages 15 - 18)

Report of the Finance Lead Authority on the latest financial position.

7 Communications and Engagement Update (Pages 19 - 22)

Report of the Communications and Engagement Lead Authority on the latest communications and engagement activity.

8 Peninsula Rail Task Force Update (Pages 23 - 32)

Verbal update from the Chair of the Peninsula Rail Task Force (PRTF) on recent activities in addition to a report seeking the approval for the integration of PRTF into the Peninsula Transport governance arrangements.

9 Climate Change Emergency Update

Verbal update on the Climate Change Emergency from the Chair of Peninsula Transport Sub-National Transport Board.

10 Co-Opted Members Update

Co-opted Members to provide updates and feedback from their organisations.

Notice has been given that a presentation from Highways England on the A303 Corridor will be given. *[Presenters scheduled to join at 11:15]*

MATTERS FOR INFORMATION

11 Public Participation

Questions or Representations from Members of the public in line with the Board's Public Participation Scheme.

12 Dates of Future Meetings

All meetings to be held digitally via Microsoft Teams until further notice -

4 December 2020 at 14:00

Please use link below for County Council Calendar of Meetings;

<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

13 Exclusion of the Press & Public

RECOMMENDATION that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely the financial or business affairs of persons tendering for the provision of council goods or services and of the County Council, in both cases, and in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

14 Department for Transport Funding Allocation & Work Plan 2020/2021

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).

Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Clerk at the conclusion of the meeting for disposal.

<p>Membership</p> <p>Councillors A Davis (Devon County Council), G Brown (Cornwall County Council), M Coker (Plymouth City Council), M Morey (Torbay Council), J Woodman (Somerset County Council), K Bourner (Homes England), G Caplin (Cornwall and Isles of Scilly LEP), A Darley (Highways England), C Dryden (Isles of Scilly), D Glinos (Department for Transport), I Harrison (Heart of the South West LEP), J Jackson (Homes England), I Knight (Homes England), D Northey (Network Rail), D Ralph (Heart of the South West LEP), A Rhind (Department for Transport), D Round (Network Rail), R Stevens (Plymouth Bus), B Watts (Western Gateway SSTB), J Whaley and B Wills (Department for Transport)</p>
<p>Declaration of Interests</p> <p>Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.</p>
<p>Access to Information</p> <p>Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Hannah Clark on 01392 383487 Agenda and minutes of the Committee are published on the Council's Website at https://democracy.devon.gov.uk/mgCommitteeDetails.aspx?ID=459</p>
<p>Recording or Reporting of Meetings and Proceedings</p> <p>Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Officer in attendance so that all those present may be made aware that is happening.</p> <p>Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.</p>
<p>Public Participation</p> <p>Any member of the public resident in the administrative area of the Peninsula Transport Authorities may submit a formal written question to the Board which relates to the functions of the Board. Questions must be submitted to the officer named above hannah.clark@devon.gov.uk by 12 noon 4 working days before the meeting takes place. The name of the person asking the question will be recorded in the minutes.</p> <p>Alternatively, any member of the public who lives in the area served by the Peninsula Transport</p>

Authorities may make oral representations on any matter relating to the functions of the Board. Such representations will be limited to three minutes, within an overall time allowed of 30 minutes. If you wish to make a representation, you should, via email or letter submit a brief outline of the points or issues you wish to raise before 12 noon, 4 working days before the meeting takes place. The name of the person making the representation will be recorded in the minutes.

For further information please contact Hannah Clark 01392 383487

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Induction loop system available

NOTES FOR VISITORS

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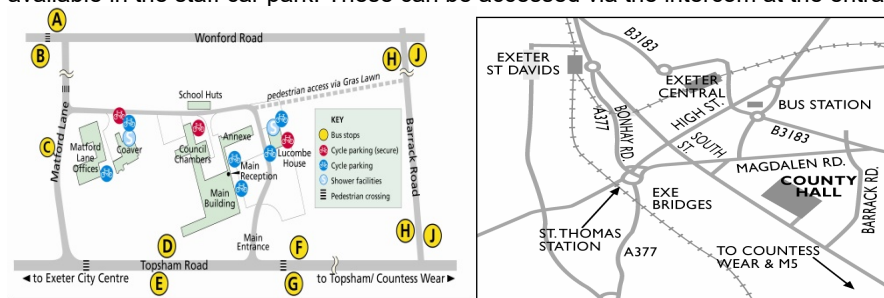
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Car Parking and Security

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

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NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.

PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

5 MARCH 2020

Present:-

Members

G Brown (Cornwall Council), A Davis (Devon County Council), M Coker (Plymouth City Council), J Atiya-Alla (Torbay Council), P Hewitt (Somerset County Council)

Co-opted Members:-

A Darley (Highways England), D Glinos (Department for Transport), I Harrison (Heart of the South West LEP), D Ralph (Heart of the South West LEP), A Ardley (Transport Forum), M Koops (Cornwall and Isles of Scilly LEP) and D Round (Network Rail)

Apologies:-

Councillor J Woodman (Somerset County Council), G Caplin, B Watts and J Whaley

34 Minutes of the previous meeting

It was **MOVED** by Councillor Coker, **SECONDED** by Councillor Davis, and

RESOLVED that the minutes of the meeting held on 28 October 2019 be approved as a true record.

35 Items requiring urgent attention

There were no matters raised as urgent items.

36 Peninsula Transport Update

The Board considered the presentation of the Technical Lead Authority on the latest progress and activities of Peninsula Transport.

The Board heard that the future role of Peninsula Transport and sub-national transport bodies nationally has been considered, with an aim to establish a core set of functions which they will be required to perform.

Short term funding has been sought from the Department for Transport and is expected to be confirmed as part of the forthcoming budget announcements. The funding allocated will be linked to the delivery of specific outputs by the STB, with ongoing liaison with the Department for Transport. The local authorities will be expected to cover functional costs including staff and resources.

The Board were presented with the approach to be undertaken in order to develop a transport strategy for Peninsula Transport including setting visions and goals, developing scenarios, undertaking specific workstreams, producing a draft and consultation. It was agreed that a low carbon future must be at the heart of the strategy.

Members discussed the potential overlap with work packages being undertaken by Western Gateway STB and identified the possibility for joint working.

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PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY
5/03/20

37 Finance Update

The Board received the Report of the Finance Lead Authority on the latest financial position.

The Board noted that there has been significant progress during the 2019/2020 financial year, with development funding secured for 2 Major Road Network schemes and 1 Large Local Major scheme. The Economic Connectivity Study has been progressed, as has early work for the Peninsula Transport Strategy. Partnership working with Western Gateway has continued, with the first joint stakeholder meeting held in September 2019.

It was noted that technical and programme management support has been provided by AECOM and Communications support by Seashell Communications.

The Board heard that Peninsula Transport has remained within its budget. The Chair thanked officers for their work in ensuring this was achieved and noted the positive progress made by the STB to date.

It was **MOVED** by Councillor Davis, **SECONDED** by Councillor Coker and

RESOLVED that

- (a) The financial information presented in the Finance Update Report be approved
- (b) The budget for 2020/2021 be approved

38 Communications and Engagement Update

The Board received the Report of the Communications and Engagement Lead Authority on the latest communications and engagement activity.

The Board noted that the website has been further developed, including links to the Peninsula Rail Task Force and other STBs. The core stakeholder forum was held in November, with a further meeting planned for 19 March 2020. A wider stakeholder event is being planned for June 2020 to cover a broader range of stakeholders across the South West Peninsula. Peninsula Transport attended Highways UK as part of the STB Hub in November 2019.

Work with other STB colleagues has been ongoing to ensure there is a single voice talking to government about strategic issues. The Board also welcomed the new ministers in February.

Members commented that initial responses from the Secretary of State for Transport indicates that he is happy with the 2 sub-national transport body set up in the South West.

It was **MOVED** by Councillor Davis, **SECONDED** by Councillor Coker and

RESOLVED that

- (a) The information presented in the Communications and Engagement Update Report be approved.

39 Peninsula Rail Task Force Update

The Board received the Peninsula Rail Task Force update from Councillor Andrea Davis, Chair of the Peninsula Rail Task Force.

The Board noted that a letter has been sent to CrossCountry with regards to the issues with Voyager trains. The 2019 timetable changes have been received well and this has been fed back to Network Rail. The South West MPs met with the Chair of Peninsula Rail Task Force and the key points of resilience, reliability and connectivity was discussed.

It was noted that current timetabling in some locations does not suit local working patterns, and this has been communicated to Great Western Railway.

40 Climate Change Emergency

The Board received the Climate Change Emergency update from Councillor Geoff Brown, Chair of Peninsula Transport Sub-National Transport Body.

The Board noted that all 5 authorities have declared Climate Change Emergencies and are developing policies and action plans to respond to this. Peninsula Transport will support the authorities to achieve this.

Peninsula Transport is committed to reducing transport emissions and is investing in understanding the decarbonisation challenge across the transport network. Peninsula Transport will have an important role in encouraging behaviour change to reduce emissions from transport through the development of its transport strategy.

It was agreed that an update on the Climate Change Emergency will be a standing item on the agenda going forwards.

41 Co-Opted Members Update

The Chair exercised his discretion in varying the order of business at the meeting and brought this agenda item forward to be taken immediately following item 4.

The Board received verbal reports from the Co-opted Members on matters of interest arising from their respective organisations.

The Department for Transport reported on the change of the ministerial team and the future of STB funding. A number of funding opportunities have been launched, including Restoring Your Railway Fund (a budget of £500m split into 3 streams: Ideas Fund, Accelerating Existing Proposals and Proposals for New and Restored Stations), New Station Fund, Access for All (including Lostwithiel Station), Better Deal for Buses, £5bn bus and cycling routes funding and Bikeability. The Better Deal for Bus Transport workshop is being held on Friday 6 March in Exeter. There have also been announcements on further Major Road Network announcements, including 2 schemes in Wiltshire.

The Board stated the ongoing importance of the A303 corridor to the Peninsula Transport area. It was also noted the importance of considering rural and urban isolation, and welcomed the announcement relating to walking, cycling and bus announcements with potential to address this. The Board asked whether there was any additional funding planned for potholes.

Network Rail advised that corridor studies will be progressed, starting with Bristol to Exeter. Western Gateway will also have representation in the officer group working on this. It was advised that the Parsons Tunnel to Teignmouth consultation closed on 1 March 2020, and the responses are to be analysed. The following rail closures were advised: Taunton to Castle Cary (14 March – 3 April) to be diverted via Bristol and Crediton to Barnstaple (13 March – 15 April), rail replacement to be provided.

The Board noted the Cowley Bridge section has coped well with the poor weather recently.

The Heart of the South West LEP reported that the Growth Deal programme is drawing to a close, with over half of the schemes complete. There is one remaining scheme waiting for its final approval.

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PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

5/03/20

The Board heard that Western Gateway are continuing work on their 2020 - 2025 Strategic Transport Plan, with an aim of consulting during May and June 2020, with a number of associated workstreams underway.

Highways England advised that the strategic delivery plan will follow the RIS2 announcement, detailing how they will deliver it as well as looking ahead to RIS3. There is a sub-national transport body workshop being held covering this, which will be attended by a Peninsula Transport officer.

42 Major Road Network Scheme Update

The Board considered the report seeking the withdrawal of the A361 Glastonbury & Pilton Pinchpoints Improvements scheme from the Major Road Network priorities list due to limited local support.

It was **MOVED** by Councillor Davis, **SECONDED** by Councillor Coker and

RESOLVED that

- (a) The Glastonbury and Pilton MRN scheme is to be removed from the list of MRN investment priorities

43 Public Participation

In accordance with the Council's Public Participation Rules, the relevant Board Members responded to 1 question from Members of the public on the A361 Glastonbury and Pilton MRN scheme.

[NB: A copy of the questions and answers are appended to these minutes and are also available on the Council's Website at <https://democracy.devon.gov.uk/ieListMeetings.aspx?CId=459&Year=0>]

44 Dates of Future Meetings

Board Members noted the dates of future meetings as:

4 June 2020

All meetings to be held at County Hall, Exeter, EX2 4QD at 10:00am.

Please use link below for County Council Calendar of Meetings;
<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

The Meeting started at 10.15 am and finished at 11.30 am

PUBLIC PARTICIPATION QUESTIONS & STATEMENTS

5 March 2020

I. STATEMENT FROM ROBERT MACBETH (NOT IN ATTENDANCE)

As the Glastonbury/Pilton pinch point proposals are to be recommended for withdrawal from the Major Road Network priorities list, would the Board now give consideration to a scheme to lower the road at Lydford railway bridge on the A37 to allow all HGVs to use this sparsely populated route. This would be a far more cost effective way of improving the flow of heavy traffic through central Somerset, and improving the quality of life of the many people living with high numbers of HGVs on the A361 through Pilton, West Pennard and Glastonbury.

REPLY BY COUNCILLOR BROWN

Peninsula Transport hopes to undertake a series of corridor studies and assessments, subject to securing appropriate Government funding, to develop an evidence base from which investment priorities for future investment will be developed.

The deadline for submissions of Major Road Network schemes to the Department of Transport elapsed in July 2019. However, it is possible that at some point there will be a future tranche of Major Road Network funding. Whilst we anticipate a future tranche of Major Road Network funding post March 2025, we are not able to revisit the MRN priorities before then. As the A37 is part of the Major Road Network, it will be for Somerset County Council to consider the development of a pipeline scheme.

Agenda Item 2

PENINSULA TRANSPORT CHAIR AND VICE-CHAIR

3 September 2020

Please note that the following recommendation is subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The current Chair (Cllr Geoff Brown) and Vice-Chair (Cllr Andrea Davis) retain their current roles until the first Board meeting following the 2021 local elections.

1. Background/Introduction

This paper recommends extending current arrangements for Chair and Vice-Chair until an appropriate date in 2021 due to the exceptional circumstances caused by the Covid-19 situation.

2. Main Text/Proposal

The Constitution of the Peninsula Transport Shadow Sub-National Transport Body sets out procedures for election and the role of Chair and Vice-Chair; stating in paragraphs 8.1. to 8.3 that:

- *The Chair and Vice-Chair will be elected for a term of one municipal year from within the Local Transport Authority representation on the SWPSSTB Board.*
- *The first election will take place at the inaugural meeting of the SWPSSTB Board and at the meeting scheduled nearest to the 12 month anniversary of the inaugural meeting, every year thereafter.*
- *The Chair and Vice-Chair appointments will rotate annually amongst the elected members of the SWPSSTB Board. The rotation will be defined alphabetically by Local Authority with no single organisation holding the chair for successive years. The Vice-Chair will become the Chair in the subsequent year.*

The Peninsula Transport Constitution was adopted by the partner authorities prior to the inaugural meeting of the Board in November 2018, with the Chair and Vice-Chair formally confirmed at the inaugural meeting in line with the Constitution.

The rotation of the Chair and Vice-Chair appointments did not take place at the meeting scheduled nearest to the 12-month anniversary, and a subsequent meeting was cancelled due to Covid-19.

Given that we are now some way into the second year of the partnership and local elections will take place in May 2021 which may result in a change in local authority Cabinet Member representation at the Board; it is recommended that the rotation of Chair and Vice-Chair is deferred until the first available meeting following the 2021 local elections.

When the rotation takes place, the Cabinet Member from Devon County Council, will become Chair and the Cabinet Member from Plymouth City Council will become Vice-Chair in line with the Constitution.

3. Options/Alternatives

The option to rotate the Chair and Vice-Chair appointments at this September 2020 meeting was considered and discounted due to the possibility that Member representation may change following local elections in May 2021, and the desire to avoid unnecessary disruption given the current pressures created by Covid-19.

4. Consultations

The proposal has been discussed informally with the local authority partners prior to being considered formally by the Board. No public or community consultation is considered necessary regarding this procedural matter.

5. Other Considerations

This report has no specific equality, sustainability, risk management, public health or legal implications.

6. Reasons for Recommendations

To ensure that the Governance arrangements for the Peninsula Transport Shadow Sub-National Transport Body have been actively considered and approved by the Board at the first available opportunity.

DEPARTMENT FOR TRANSPORT FUNDING ALLOCATION 2020/2021

3 September 2020

Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Board approves the £425,000 funding allocation, and its associated principles of agreement, from the Department for Transport
- (b) The Board approves the updated Work Plan for 2020/2021; and
- (c) The Board approves the 'Funding and Governance Agreement', subject to minor changes, between Peninsula Transport and the Department for Transport;
- (d) The Board notes that the agreement will be formalised between Plymouth City Council, as Peninsula Transport accountable body, and Department for Transport.

1. Background/Introduction

Following the submission of a request for programme funding support in December 2019, the Department for Transport have allocated £425,000 to Peninsula Transport for the 2020/2021 financial year. The letter accompanying the funding allocation stipulates a number of conditions that must be met in order for the funding to be received. This report seeks to obtain Board approval for these elements to enable Peninsula Transport to proceed with the programme management arrangements with the Department for Transport.

2. Main Text/Proposal

To date, Peninsula Transport has been solely funded by the local authorities collectively committing £160,000 each financial year. This local contribution has been used to produce the Regional Evidence Base, prioritisation of MRN and LLM schemes, provide technical assistance, establish the Transport Stakeholder Forum, manage the Peninsula Transport Board, produce the Economic Connectivity Study and engage with other STBs and wider networks through meetings, conferences, media and public relations work.

Although the STB does commission specialist technical support, it employs no members of staff and operates with a lean governance structure; local authority officers support Peninsula Transport by absorbing their time into their existing local authority duties.

However, in order for the STB to develop a detailed transport strategy for the South West Peninsula within an appropriate timescale, external funding support must be secured. As such, Peninsula Transport made a submission to the Department for Transport in December 2019 seeking programme funding support totalling £960,000 for work packages procured in the period up to the end of March 2022 (2019/20 - £250,000; 2020/21- £430,000; 2021/22 - £280,000)

Peninsula Transport were delighted to receive a letter on 6 August 2020 from Baroness Vere, Transport Minister for Roads, Buses and Places, confirming the allocation of £425,000 for the 2020/2021 financial year. Although this funding does not cover the full ask of the December 2019

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financial proposal of £960,000, it does allow Peninsula Transport to produce a substantial number of the work packages required to support the delivery of the detailed regional strategy.

There are, however, a number of terms that must be met in order to secure the funding.

Scope of Funding

The funding can be used for the development of the following planned work packages:

- Strategic Economic Corridor Studies
- Carbon Transition Strategy
- Technology and Electric Vehicle Strategy
- Rail Strategy
- Freight Study
- International Gateway Study
- Detailed Transport Strategy

It should be noted that the release of funding is subject to the agreement on the scope of the proposed carbon transition strategy and any further transport strategy work in relation to decarbonisation. Peninsula Transport have commissioned a scoping exercise relating to the Carbon Transition Strategy and will provide this to the Department for Transport for consideration.

Funding and Governance Agreement

Appended to the letter are the proposed terms of the 'Funding and Governance Agreement'. These are intended to be proportionate and reasonable. However, there are a number of minor amendments that are required; such as amending the accountable body for Peninsula Transport to Plymouth City Council as the financial lead authority rather than Somerset County Council.

Peninsula Transport have also sought an extension to the 1 September 2020 deadline to enable the key deliverables requested by the Department for Transport to be approved by the Board. These are:

- The work plan, detailing planned outputs and profiled spend for 2020/2021;
- The approach to internal governance of the STB with DfT;
- Comprehensive risk register.

Work Plan

Peninsula Transport have assumed a five-year delivery window from 2018 to 2023, resulting in the publication of the detailed transport strategy by 2023. However, this would be extremely challenging to achieve with only the local authorities ongoing financial commitments to invest in studies. The confirmation of funding from the Department for Transport means that an enhanced work programme for the current financial year can be undertaken. This will accelerate the progress Peninsula Transport is able to make on a number of individual work packages and will lead into the scoping of a detailed transport strategy by the end of the financial year.

The combined cost of the work packages that can be supported by the Department for Transport funding is between £491,000 (low forecast) and £685,000 (high forecast)ⁱ. These items are included in the itemised table in the part II report. To date Peninsula Transport has managed to keep its costs nearer lower estimates and so the Department for Transport funding is anticipated to allow significant progress towards the production of the detailed Regional Transport Strategy.

The Board should note that the Department for Transport have not identified this funding as suitable for functional/administrative costs or communications costs, which the Local Authorities have been funding to date.

The value of the Department for Transport contribution is not sufficient to enable the completion of all work packages identified within its scope. As such, it will also be necessary to postpone the production of the International Gateway Study to next year to ensure we have some headroom in the budget.

There are also a number of work packages that are not included in this list to be funded by Department for Transport monies – the Rural Mobility Study and a revised Regional Evidence Base for future MRN bids. Further decisions will be required in the future regarding these work packages depending on funding availability.

The revised Work Plan as a result of the Department for Transport funding is:

- Regional Evidence base – complete
- Prioritisation mechanism – complete
- Economic connectivity Study – complete
- High Level Strategy – in progress
- Strategic Economic Corridor Studies – 2020/21
- Carbon Transition Strategy – 2020/21
- Technology and Electric Vehicle Strategy 2020/21
- Rail Strategy -2020/21
- Freight Study – 2020/21
- Detailed Transport Strategy – 2020 to 2022
- International Gateway Study – subject to funding 2021/22
- Rural Mobility Study - subject to funding 2021/22
- Regional Transport Model and options testing – subject to funding 2021/22
- Updated Regional Evidence Base – 2022/23

It should be noted that it is expected that whilst the work packages will be committed this financial year, there may be some requirement for the funding to be spent in 2021/2022. In addition, the Department for Transport contributions do not cover the full cost of the Peninsula Transport work plan, which is intended to take place over more than one financial year. It will still be necessary to either seek further financial contributions from the Department for Transport and other parties in future years to complete the outstanding work or reduce the scope of the work to provide the detailed Strategy. This will be kept under review.

The deliverables enabled through securing Department for Transport funding will focus on informing the Detailed Transport Strategy, offer value for money, tackle regional issues and provide clear guidance for investment priorities.

Internal Governance

At the inaugural STB Board meeting, a constitution and collaboration agreement was adopted. The Governance structure of the STB is consistent with other STBs with a board meeting quarterly and consisting of representatives of each constituent authority, neighbouring STBs and co-opted members. In addition, Peninsula Transport has two officer groups; the Directors group meets quarterly and provides expertise and recommendations to the Board and oversees the delivery of the work programme. The Transport Officers Group meet monthly and is responsible for delivering the work programme.

The lead authority roles are shared by the constituent authorities; Cornwall Council is the Technical Lead, Devon County Council provides the Secretariat, Plymouth City Council is the Accountable Body and Communications Lead and Somerset County Council provides the Governance Lead.

In addition, there is also a Transport Stakeholder Forum that has been established as an advisory body to the Officer Group and Board. It comprises of a wider group of representatives.

It is also recognised that it is set out in the Peninsula Transport Constitution that a Programme Management Group will be formed at an appropriate time. The Department for Transport grant offers a suitable opportunity to trigger the formulation of this group and to agree the structure with the Department for Transport. Given the success of the collaboration so far, it is recommended that the existing governance arrangements are agreed with the Department for Transport with few amendments.

Risk Register

A comprehensive risk register has been developed covering the programme management of the Peninsula Transport work packages. It is recommended that this is viewed as a living document, with updates provided as a key part of the Programme Management Group meetings.

This will be provided to the Department for Transport by Peninsula Transport's accountable body alongside the Work Plan and 'Funding and Governance Agreement'.

3. Options/Alternatives

Should the Board not approve the updated work programme and other associated deliverables requested by the Department for Transport, Peninsula Transport risks losing all of its external funding for this financial year. Without the £425,000 allocated by the Department for Transport, the work programme will be limited to an annual review of what is affordable through the local contribution. For the current financial year, only the Strategic Economic Corridor Study will be commissioned.

The Transport Strategy will be significantly delayed and the South West Peninsula risks falling behind other regions in terms of informing strategic transport investment consultations ahead of the next round of Major Road Network (MRN) funding and Highways England's Roads Investment Strategy (RIS 3) funding both starting in 2025 and the next Network Rail Control Period CP7 starting in 2024.

4. Equality Considerations

The 'Funding and Governance Agreement' stipulates that "*in developing their transport strategy, Peninsula Transport will have regard to the Public Sector Equality Duty as if they were a local authority*". This conforms with current thinking for the high-level transport strategy already commissioned by Peninsula Transport which commits to the development of an integrated impact assessment for the strategy.

5. Reasons for Recommendations

Peninsula Transport has operated since its formation with financial support only from the constituent authorities. However, in order to make expeditious progress towards the development of a Detailed Transport Strategy for the region, it is essential that external funding support is secured.

The Department for Transport's allocation of £425,000 for the 2020/2021 financial year towards the development of a number of work packages will enable significant acceleration for Peninsula Transport. However, it is subject to the agreement of a number of criteria with the Department. It is recommended that the Board approve the following to enable the approval of the 'Funding and Governance Agreement' between the Peninsula Transport accountable body and the Department for Transport:

- **The work plan:** includes a realistic range of deliverable work packages within the scope of the funding that will provide valuable evidence for the Detailed Transport Strategy;
- **The internal governance arrangements:** subject to minor amendments to the existing documentation and the formation of a Programme Management Group;
- **Risk Register:** to be regularly updated and maintained.

ⁱ Estimated costs from external consultancy

FINANCE UPDATE Financial Update Report

3 September 2020



Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Board note the revised financial information for 2020/21 as set out in this report
- (b) The Board approve the revised total budget for 2020/21 of £647,343.

1. Background/Introduction

To date this year the Economic Connectivity Study has been completed and the scoping is complete for the majority of the remaining work packages previously agreed by this board last year in its financial proposal to the Department for Transport (DfT) in December 2019. The Strategic Economic Corridor Studies and the High Level Strategy have also begun to take shape following the scoping exercise.

This financial report therefore reflects the progress of work completed within the current 2020/21 financial year and a new financial offer to Peninsula Transport of £425,000 from the DfT.

There was an accrual from 2019/20 into 2020/21, which reflects financial prudence on the part of the Sub-national Transport Body (STB) to manage the uncertainty regarding external funding at that time and the need to ensure that enough funding would be available within 2020/21 to progress the High Level Strategy.

The Local Authorities agreed last year to provide local contributions at the same level as that agreed in 2018/19 and 2019/20, although it should be noted that this decision only applies to the 2020/21 financial year.

2. Main Text/Proposal

Financial Contributions

The Financial Contributions for 2020/21 from Peninsula Transport partnership Local Authorities are set out in table I below.

Table I: Financial contribution from Peninsula Transport Local Authorities

Name of Party	Type of Authority	Population	% cost share	Budget
Cornwall Council	Unitary	536,000	23.9%	£38,240
Devon County Council	County	779,000	34.7%	£55,520
Plymouth City Council	Unitary	262,400	11.7%	£18,700
Somerset County Council	County	530,00	23.6%	£37,760
Torbay Council	Unitary	134,400	6.0%	£9,600
Total		2,241,800	100%	£159,820

In addition there was an accrual from 2019/20 of £62,523

The DfT contribution adds a further £425,000.

This makes a revised total budget for 2020/21 of £647,343

Budget position to date

Clearly, with the financial contribution of £425,000 from the DfT, the revised financial position is much more favourable than that reported at the end of the last financial year. The financial contribution from the DfT will allow a significant number of the remaining work packages to be completed to progress the Detailed Transport Strategy and it is recommended that the Board approves this change to the budget.

It should be noted, however, that this is less than the original Peninsula Transport Financial Proposal submitted to the DfT in December 2019 with a combined ask of £960,000 over a three year period (2019/20 - £250,000; 2020/21 - £430,000; and 2021/22 - £280,000).

The funding to be provided by the DfT can only be used to produce specified work packages

- Strategic Economic Corridor Studies
- Carbon Transition Strategy
- Technology and Electric Vehicle Strategy
- Rail Strategy
- Freight Study
- International Gateway Study
- Detailed Transport Strategy

The partnering Authorities will therefore be required to fund any work packages that it wishes to complete but which have not been included in the specific list. It may also be prudent to consider delaying work packages that could be funded by the DfT but which may not be affordable within 2020/21 (refer to separate DfT Funding Report for specific recommendations).

This also means that for the foreseeable future Peninsula Transport will be required to fund its functional, administrative, and communications costs from local contributions. A further decision will therefore be required at the end of the 2020/21 financial year to agree Local Authority contributions for 2021/22.

It was agreed at the outset of the STB that each of the technical leads would retain an amount to undertake the internal activities associated with their technical work-stream. It was noted that these were an estimate at the time and could be subject to change. In 2020/21 each partner authority agreed to forego this retained amount in order to be able to progress the work packages and produce a detailed strategy by the end of 2021/22.

Revised planned expenditure for 2020/2021

All work stream estimates have continued to remain within or under the agreed budget from our technical support and communications organisations. In addition the costs of communications for the Peninsula Rail Task Force were incorporated into the STB budget last year.

The work packages being progressed are modular and a costed programme is set out in a separate part II paper for approval. Based on the assumptions in the part II paper for the work packages and the STB's functional/administrative and communications costs for 2020/21, the anticipated expenditure is £622,264.

Therefore there is a budget proposed of £647,343, an anticipated expenditure of £622,264 and a remaining headroom of £25,079.

The risk of an over-spend can be controlled by postponing work packages if necessary and utilisation of the headroom, should this be required. The budget position, although still tight to achieve everything PT needs to compete nationally, is much improved.

3. Summary/Conclusions/Reasons for Recommendations

Board Members are asked to note that the planned expenditure is affordable and within budget.

Board Members are asked to approve the revised budget of £647,343 for 2020/21.

COMMUNICATIONS & ENGAGEMENT

Update Report

3 September 2020

Please note that the following recommendation is subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Communications and Engagement report is noted

1. Background

The Board at its meeting in March 2019 approved the Communications Strategy and the proposals for the Transport Forum. This report provides an activity update for the period March 2020 to September 2020 and a look forward to upcoming activities.

2. Communications and Engagement Update

2.1 Website

The website www.peninsulatrtransport.org.uk helps to explain the purpose and work of Peninsula Transport and provides links to schemes, minutes, governance arrangements and news. Following the March meeting, the Glastonbury Pilton Major Road Network scheme was removed from the site and a news item issued noting it is no longer one of the Peninsula Transport schemes. Fresh video content has been added to the home page. National Bike week 8-14 June was promoted via the website and the full and summary versions of the Economic Connectivity Study have been published on the site.

Board meeting papers for 3 September and rules for virtual meetings have also been added.

The website has been used throughout Covid-19 to allow Peninsula Transport to reinforce Department for Transport messaging around stay at home, bank holiday travel and return to work with a series of news items issued and shared on social media.

2.2 Social Media

The Twitter account @PensTransport is used to help share news, build awareness with stakeholders and drive traffic to the website. The account is also used to share information from other stakeholders such as the Peninsula Rail Task Force Great South West, Department for Transport and Network Rail Resilience Forum. This has started to build engagement with a range of audiences. The social media account has been used heavily throughout Covid-19 to reinforce government and Department for Transport messaging as well as local transport partner messaging.

2.3 Media

Regular news items are posted on the website, sent to local media and comment given to reporters as and when appropriate such as welcoming announcements on additional transport funding. The publication of the Economic Connectivity Study report was shared with media in July.

2.4 Publications

The summary and full versions of the Economic Connectivity Study have been published to the website.

2.5 Transport Forum

The Transport Forum due to be held on 19 March was cancelled due to Covid-19 and the first virtual forum was held on Tuesday 25 Aug with a presentation on the published ECS which Transport Forum members had contributed to in November 19. This was followed by discussion around the vision for the high-level Transport strategy with participants.

A database of stakeholders who are interested in the work of Peninsula Transport is being built so that when we are in a position to consult on a high-level Transport Strategy for the Peninsula we will have an effective method of engaging stakeholders.

2.6 Stakeholder briefings

MPs are sent regular briefings on the work of PT with a briefing sent after the March 20 meeting and one sent during summer recess to update MPs on the publication of the ECS.

A letter was sent from the Peninsula Transport Chair welcoming the new Shadow Minister for Transport and providing information on the work of PT to date. In addition, a letter providing feedback from PT on the Western Gateway draft Transport Strategy was sent at the end of July as part of Western Gateway's consultation.

2.7 Joint STB Communications and events

Regular teleconferences have been undertaken with the Communication leads for the other Strategic Transport Bodies (Transport for the North, Midlands Connect, Transport for the South East, Transport East, Western Gateway) to discuss approaches to areas of shared interest. The Innovation in Technology and Transport (ITT) conference planned for Farnborough in May, where a shared stand with other STBs had been planned, was cancelled due to Covid-19 but planning is being undertaken for the virtual Highways UK conference jointly with other STBs following last year's successful event. Joint messaging between STBs on the key role the organisations play has been agreed and a meeting sought with the Secretary of State.

3. Next Quarter

Looking forward the key activities for the next three months are to:

- Complete building the PT stakeholder database;
- Produce a stakeholder engagement plan for the high level Transport Strategy;
- Engage stakeholders on the high level Transport Strategy through events and online;
- Produce MP briefings in September following this meeting to provide an update.

4. Financial Considerations

Costs are within the agreed financial envelope.

5. Summary

The Communications and Engagement are being delivered in line with the agreed strategy.

PROPOSAL TO INTEGRATE PENINSULA RAIL TASK FORCE INTO PENINSULA TRANSPORT STB

3 September 2020

Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) the Peninsula Rail Task Force (PRTF) becomes an integrated part of the Peninsula Transport Sub-National Transport Body governance arrangements;
- (b) the amended PRTF terms of reference be approved as set out in Appendix I.

1. Background/Introduction

This paper recommends integrating the Peninsula Rail Task Force (PRTF) within the Peninsula Transport Sub National Transport Body (PTSTB) governance arrangements. The successful partnership working of the five constituent local authorities and two Local Enterprise Partnerships through the PRTF provided the platform for establishing the PTSTB overarching organisation and it logically sits as a thematic sub-group of the STB. There are advantages in doing this as it will deliver further efficiencies with reduced duplication, including decision-making processes, communications activities and stakeholder engagement.

2. Main Text/Proposal

The PRTF was formed in response to the severe weather incidents of 2012, 2013 and 2014, which brought into sharp focus the vulnerability of the South West Peninsula mainline railway. The task force brought together the 5 local authorities of Cornwall Council, Plymouth City Council, Devon County Council, Torbay Council and Somerset County Council and the Cornwall and Isles of Scilly and Heart of the South West Local Enterprise Partnerships to produce a 20-year blueprint plan, 'Closing the Gap'. This document made the case for investing in rail to achieve a more resilient and better-connected railway, with greater capacity and comfort on services. The ability to speak with a single voice and engaging positively with rail industry leaders, stakeholders and Government with support from its MPs provided the strong foundation for establishing the Peninsula Transport Sub National Transport Body (PTSTB).

The PTSTB has now been operational since November 2018, with responsibility for developing the sub region's transport vision and strategy; prioritising interventions for its geographic area, and overseeing the budget for all its activities. PRTF and PTSTB currently have separate decision-making boards, separate communications activities and different stakeholder engagement forums, which slightly confuses the structure. There is duplication and inefficiencies, which could be addressed if PRTF was formally integrated as a thematic sub-group of the PTSTB.

PRTF would continue to meet as it is a well-established brand and recognised as the key forum for rail industry partners engaging with the peninsula on strategic rail matters. Responses to consultations, communications and meetings with Ministers/MPs will still be headed up by an elected member (Chair

of PRTF). The Chair of PRTF will be supported by local authority senior officers, the Local Enterprise Partnerships and the Chair or Vice Chair of the PTSTB core stakeholder group ('Transport Forum'). With the exception of Torbay Council, the elected members who represent the constituent authorities on the PRTF and PTSTB boards are the same portfolio holders so there is logic for key decisions on strategic rail matters to be escalated to the PTSTB Board rather than the PRTF Board¹. The proposed responsibilities of the group are set out in the revised terms of reference in Appendix I.

There will be further efficiencies through the commission of a single communications contract to oversee all strategic transport activities of the PTSTB, rather than the current separate arrangements for PRTF and PTSTB. The PRTF will also be able to draw upon the PTSTB Transport Forum for any input to strategic rail matters.

3. Options/Alternatives

'Do nothing' was considered where the two separate board processes for PRTF and the PTSTB would continue to co-exist; however, this did not seem the most efficient way to operate.

The option to abolish PRTF is also not recommended. PRTF has established a strong brand, a position of recognition and traction within the rail industry and wider government. This is an asset which would be lost if abolished. PTSTB will include rail and freight strategies within the transport strategy for the South West Peninsula. Integration of PRTF and PTSTB will ensure that the strategic rail and freight issues are presented with 'one-voice' for the region.

In structure terms, the PRTF sits comfortably as a sub-group of the PTSTB which has a wider remit for all strategic transport matters. By adopting this formal arrangement there is potential for future modal sub groups to be set up as the PTSTB develops. Unlike on the PTSTB, the Local Enterprise Partnerships are able to vote on PRTF Board matters; however, LEP representatives will continue to influence all recommendations / papers put forward by PRTF to the PTSTB Board as agreement will be reached through consensus by PRTF members.

4. Consultations

This proposal was discussed at the PRTF Board on 23 January 2020, where the relationship between the modal focus of the PRTF and the wider remit of the PTSTB as the overarching strategic transport organisation was explained. Members recognised the need to retain the PRTF brand but could see the sense in simplifying the decision-making processes and combining the communications activities to cover all strategic transport activities of the PTSTB. PRTF activities are already funded and managed through the PTSTB.

5. Financial Considerations

There are expected to be financial efficiencies, particularly through combining the two separate PRTF and PTSTB communications activities into a single commission.

6. Environmental Considerations

At the current time, with the COVID19 restrictions in place, virtual meetings are in place, delivering carbon emission savings through a significant reduction in the need to travel. This is likely to continue

¹ in Torbay Council the Cabinet Member for Infrastructure, Environment and Culture sits on PTSTB and Climate Change Member Champion sits on PRTF

for the foreseeable future. In the event of a return to physical, face-to-face meetings, the proposed changes will reduce the number of meetings elected members need to attend, thereby reducing the need to travel. As membership of the PTSTB extends from Cornwall to Somerset, attendance at meetings can involve long distances so there will be some carbon emission savings as a result of this.

7. Other Considerations

This report has no specific equality, sustainability, risk management, public health or legal implications.

8. Reasons for Recommendations

The establishment of the PTSTB created an overarching strategic transport body responsible for developing and prioritising its strategic transportation plans across the Peninsula geographic area. The PRTF has a rail focus and therefore sits naturally within the PTSTB governance arrangements as a modal sub-group but it currently has separate decision-making and communications activity functions. By incorporating it within the PTSTB framework, it would retain the PRTF brand, which is well established with industry partners, MPs and Government. Through formalising these arrangements in line with Appendix I it would create a clearer structure and would deliver efficiencies in decision-making, communications activities and through future stakeholder engagement.

Appendix I

Peninsula Rail Task Force

Terms of Reference

1 Purpose

- 1.1 These terms of reference concern the Peninsula Rail Task Force (PRTF), which is a sub-group of the Peninsula Transport Sub National Transport Body (STB). It has specific responsibility for working with the rail industry to develop a prioritised investment plan for strategic rail improvements that support the rail objectives of the Peninsula's Regional Transport Strategy.

2 Introduction

- 2.1 PRTF was formed in 2013 to campaign for greater rail investment and create a 'fit for purpose' railway that would ensure the South West economy can thrive and grow. PRTF comprises the 5 Local Authorities of Cornwall Council, Plymouth City Council, Devon County Council, Torbay Council and Somerset County Council and the Cornwall and Isles of Scilly and Heart of the South West Local Enterprise Partnerships.
- 2.2 A series of severe weather incidents, culminating in the severance of the railway at Dawlish in February 2014, brought into sharp focus the vulnerability of the South West Peninsula mainline with significant economic impacts affecting business, commuting, leisure, retail and education travel into and out of the South West Peninsula.
- 2.3 The South West Peninsula is an important economy with a population of 2.2m, with 1.1m jobs, contributing over £36bn of GVA to the national economy. The Peninsula has significant opportunities for sustained growth; however, improvements to the rail network to enhance resilience, connectivity and address capacity constraints are fundamental if the sub region is to fulfil its economic potential.
- 2.4 In 2016 the PRTF produced its 'Closing the Gap' 20 year Strategic Rail Plan, which is a blueprint that sets out the Peninsula's rail improvements to achieve the following objectives –

- A resilient and reliable railway
- Faster journey times and better connectivity
- Sufficient capacity and better comfort.

2.5 Following publication of the PRTF's Strategic Rail Plan, the Government and rail industry track and train partners have been successfully working with the PRTF to identify priority projects, which has seen significant investment and delivery of resilience, connectivity and capacity improvements across the geographic area.

2.6 This document sets out the revised terms of reference for the PRTF, following its recent inclusion within the Peninsula Transport STB governance arrangements.

3 Role

3.1 The PRTF will:

- Adopt a strategic role. It will coordinate local stakeholders, provide overall direction and identify options for schemes of strategic importance to the South West Peninsula economy. The PRTF will have regard to local rail improvement schemes current, scheduled or required in the future.
- Be responsible for the preparation of strategic rail plans in support of the STB Regional Transport Strategy and associated development workstreams. Responsibility for promoting local rail, travel to work area service enhancements remains with the constituent local authorities; however PRTF should include them.
- Ensure that future strategic rail priorities align with the relevant Peninsula Transport STB regional transport priorities as stated in reports and evidence base, i.e. the Vision / Transport Strategy, Carbon Transition Strategy, Freight Study etc.
- Commission analysis, business case development and technical assessment work for all elements of the existing and future Peninsula Strategic Rail Plans, including inputting to and supporting Network Rail's Continuous Modular Strategic Planning (CMSP) work. The current plan will likely need a refresh as the STB develops its transport

vision and strategy and the PRTF will be responsible for overseeing this work.

- Regularly engage with rail industry partners to keep informed of latest rail developments (i.e. franchise announcements, reviews, consultations etc.) so that the PRTF can influence future plans and programmes.
- Prepare and submit responses to Government consultations on rail industry issues.
- Will secure a broad consensus on its strategic rail plans through a programme of consultation and engagement to ensure that the views of key stakeholders including Members of Parliament are taken into account and reflected in plans for the future of railway services to and from the south west peninsula. This will involve utilising the Peninsula Transport STB Stakeholder Group, which has representatives from major business and education institutions and transport operators and bodies across the geographic area.
- Use a robust evidence base on which to lobby for the required funding to deliver the Peninsula's Strategic Rail Plan improvement schemes and projects through Network Rail's Rail Network Enhancement Pipeline (RNEP) process.

4 Aim and Objectives

4.1 PRTF aim

Through the Peninsula Transport's Rail Strategy ensure an enhanced rail network is delivered, that will achieve an increased rate of growth across the South West Peninsula, realising economic benefits and increasing competitiveness with other parts of the country through improved connectivity.

4.2 PRTF objectives

The PRTF's 'Closing the gap' 20-year plan for investment sought to close the growing gap between the South West and the rest of the UK and gain Government agreement for the delivery of schemes that achieve incremental improvements to resilience, journey times, connectivity, capacity and comfort as quickly as possible. The PRTF has been and will continue to work closely with the Department for Transport, Network Rail and train operating companies to oversee delivery of the following; however, these are likely to be reviewed with the emerging refresh of the rail strategy, a greater emphasis on decarbonisation and reflecting upon the impacts of COVID19 impacts on

rail services:

4.3 Resilience and reliability

- Full protection of the coastal route via Dawlish
- Enhanced resilience of track and equipment at vulnerable locations, including north of Cowley Bridge and the Somerset levels
- Increased capacity on diversion routes, for example the West of England mainline
- Improvements to rolling stock to enable all year round services running during poor weather conditions on the seawall

4.4 Reducing journey times and better connectivity

- Upgrade signalling
- Increasing line speeds
- Reducing dwell times through better technology, including automatic doors, better passenger information about vacant seats etc
- Opportunities for discrete electrification

4.5 Increasing capacity and comfort

- Higher frequencies
- Increasing the amount of rolling stock available for service and ensuring
- Revised calling patterns
- Availability of continuous mobile connectivity to enable work whilst travelling

5 Membership

5.1 The membership for the PRTF will consist of the following–

Members

No. of Members

Agenda Item 8

Peninsula Rail Task Force Chair (Cabinet Member elected by Peninsula Transport STB)	I
Cornwall Council (Senior Officer)	I
Devon County Council (Senior Officer)	I
Plymouth City Council (Senior Officer)	I
Somerset County Council (Senior Officer)	I
Torbay Council (Senior Officer)	I
Cornwall and Isles of Scilly Local Enterprise Partnership (representative)	I
Heart of the South West Local Enterprise Partnership (representative)	I
Chair or Vice Chair of Peninsula Transport STB Stakeholder Group	I
Total	9

5.2 Appointments to the PRTF will be made through the usual governance procedure of constituent organisations.

6 Chair

6.1 The Chair of the PRTF will rotate biennially amongst the elected membership of the PT Board. The rotation will be defined alphabetically by Local Authority with no single organisation holding the chair for more than two successive years.

6.2 A year is defined as the municipal year of the host local authority.

7 Decision Making

7.1 The Chair of the PRTF will be responsible for signing off letters / consultation responses on all rail-related issues, in consultation with officers and Communications support contractors and will continue to consult with and meet Ministers / MPs.

7.2 The PRTF will be responsible for preparing the relevant papers / reports with recommendations referred to the Peninsula Transport STB Board with elected Members entitled to vote in accordance with section 9 of the

Peninsula Transport STB Constitution. Such recommendations will be agreed through consensus of the PRTF Members listed in section 5.1.

8 Meeting Administration and Support

- 8.1 Secretariat support will be provided by Plymouth City Council.
- 8.2 Written notice of meetings, along with the agenda and associated papers will be sent to members at least five clear working days in advance of any meeting. Late items will be distributed or tabled only in exceptional circumstances with the agreement of the Chair.
- 8.3 Officer technical support for the PRTF will be provided by Local Authority staff, representatives of the Local Enterprise Partnerships and the communications support team. Such officers will be required to attend meetings of the PRTF as necessary.

9 Agenda

- 9.1 The agenda of the PRTF will normally be prepared by the PRTF secretariat support officer in consultation with the Chair. Members of the PRTF will be invited to propose agenda items which are relevant to the priorities of the PRTF. Partner organisations proposing agenda items will be responsible for the production of all relevant reports and papers relating to that item.
- 9.2 Members of the PRTF may, from time to time, arrange for other individuals to attend meetings of the partnership in a supporting or advisory capacity with the approval of the Chair. Other officers or individuals may be invited to attend PRTF meetings to provide information or advice about specific matters, at the discretion of the Chair.

10 Frequency of meetings

- 10.1 The PRTF will meet quarterly to receive updates from rail industry partners and discuss any matters relating to its role set out in section 3. The date and time of the meetings will be fixed by the secretariat in consultation with constituent organisations.
- 10.2 Where required, extraordinary meetings can be held with the agreement of the Chair.

11 Conduct

- 11.1 Members of the PRTF will be expected to adhere to any code of conduct that applies to them.

12 Access to Information

- 12.1 The PRTF will be subject to access and procedure rules as set out in the constitution of the host local authority.

13 Communications

- 13.1 Communications support for PRTF will be managed by Plymouth City Council who are the lead authority for finance and communications for the Peninsula Transport STB. This will include responsibility for commissioning any specialist external communications support for website management, stakeholder engagement and lobbying activities.