

Donna Manson  
Chief Executive

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

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

(see below)

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Your ref :  
Our ref :

Date : 28 September 2023  
Please ask for : Hannah Clark 01392 383000

Email: hannah.clark@devon.gov.uk  
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**PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY**

Thursday, 5th October, 2023

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

DONNA MANSON  
Chief Executive

**A G E N D A**

**PART 1 - OPEN COMMITTEE**

1 Apologies for Absence

2 Minutes of the previous meeting (Pages 1 - 4)

To approve the minutes of the meeting held of 5<sup>th</sup> July 2023.

3 Items requiring urgent attention

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

**MATTERS FOR DECISION**

4 Peninsula Transport - Revised Business Plan (Pages 5 - 8)

Report of the Programme Lead seeking approval for the updated Business Plan for 2023/24.

5 Peninsula Transport Update

Update on the STB progress and activities since July 2023.

6 Electric Vehicle Charging Study

Presentation on the Electric Vehicle Charging Study headline results.

7 Project Coral - STB Integrated Ticketing Broker Solution (Pages 9 - 12)

Report of the Programme Lead seeking approval for the integrated ticketing solution letter of support in principle.

8 Communication and Engagement Procurement (Pages 13 - 16)

Report of the Communication and Engagement Lead Officer seeking approval for commencing the procurement process for commissioning Communication and Engagement support from April 2024 onwards.

**STANDING ITEMS**

9 Finance Update (Pages 17 - 18)

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

10 Communications and Engagement Update (Pages 19 - 22)

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

**MATTERS FOR INFORMATION**

11 Peninsula Rail Update

Verbal update from the Peninsula Rail Task Force (PRTF) Chair and Network Rail on recent activities.

12 Co-Opted Members Update

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

13 Public Participation: Questions and Representations

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

14 Dates of Future Meetings

7th December 2023 (County Hall, DCC, Exeter).

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

NIL

15 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.

*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.*

### **MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

<p><b>Membership</b></p> <p>Councillors A Davis Pears (Cornwall Council), M Coker (Plymouth City Council), C Lewis (Torbay Council), M Rigby (Somerset Council), M Haywood, L Bell (Homes England), Lupu (Network Rail), A Robinson, C Turner (Homes England), S Hayes (Homes England), Leesam (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), R Stevens (Plymouth Bus), S Coghlan and E Wilson</p>
<p><b>Declaration of Interests</b></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><b>Access to Information</b></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 <a href="https://democracy.devon.gov.uk/mgCommitteeDetails.aspx?ID=459">https://democracy.devon.gov.uk/mgCommitteeDetails.aspx?ID=459</a></p>
<p><b>Recording or Reporting of Meetings and Proceedings</b></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><b>Public Participation</b></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 <a href="mailto:hannah.clark@devon.gov.uk">hannah.clark@devon.gov.uk</a> 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 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</p>

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

In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.

**Mobile Phones**

Please switch off all mobile phones before entering the Committee Room or Council Chamber

If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: [centre@devon.gov.uk](mailto:centre@devon.gov.uk) or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.



Induction loop system available

## NOTES FOR VISITORS

All visitors to County Hall, including visitors to the Committee Suite and the Coaver Club conference and meeting rooms are requested to report to Main Reception on arrival. If visitors have any specific requirements or needs they should contact County Hall reception on 01392 382504 beforehand. Further information about how to get here can be found at: <https://new.devon.gov.uk/help/visiting-county-hall/>. Please note that visitor car parking on campus is limited and space cannot be guaranteed. Where possible, we encourage visitors to travel to County Hall by other means.

**SatNav** – Postcode EX2 4QD

### Walking and Cycling Facilities

County Hall is a pleasant twenty minute walk from Exeter City Centre. Exeter is also one of six National Cycle demonstration towns and has an excellent network of dedicated cycle routes – a map can be found at: <https://new.devon.gov.uk/travel/cycle/>. Cycle stands are outside County Hall Main Reception and Lucombe House

### Access to County Hall and Public Transport Links

Bus Services K, J, T and S operate from the High Street to County Hall (Topsham Road). To return to the High Street use Services K, J, T and R. Local Services to and from Dawlish, Teignmouth, Newton Abbot, Exmouth, Plymouth and Torbay all stop in Barrack Road which is a 5 minute walk from County Hall. Park and Ride Services operate from Sowton, Marsh Barton and Honiton Road with bus services direct to the High Street.

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

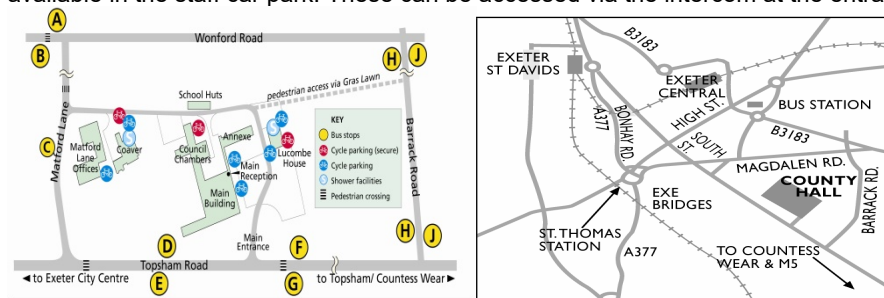
### Car Sharing

Carsharing allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution. For more information see: <https://liftshare.com/uk/community/devon>.

### 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.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB   Denotes bus stops

### Fire/Emergency Instructions

In the event of a fire or other emergency please note the following instructions. If you discover a fire, immediately inform the nearest member of staff and/or operate the nearest fire alarm. On hearing a fire alarm leave the building by the nearest available exit. The County Hall Stewardesses will help direct you. Do not stop to collect personal belongings and do not use the lifts. Assemble either on the cobbled car parking area adjacent to the administrative buildings or in the car park behind Bellair, as shown on the site map above. Please remain at the assembly point until you receive further instructions. Do not re-enter the building without being told to do so.

### First Aid

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