

Donna Manson
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 : 8 July 2024
Please ask for : Chelsea Randall 01392 383000

Email: chelsea.randall@devon.gov.uk
:

PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

Monday, 15th July, 2024

A meeting of the Peninsula Transport Shadow Sub National Transport Body is to be held on the above date, at 11.00 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 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

- 3 Appointment of Peninsula Transport Board Chair and Vice Chair (Pages 1 - 4)
- 4 Appointment of Peninsula Rail Task Force Chair (Pages 5 - 8)
- 5 Dates of Future Meetings

Thursday 3rd October @ 10:00. To be held on Microsoft Teams.

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

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

Membership
Councillors A Davis (Devon County Council), R Pears (Cornwall Council), M Coker (Plymouth City Council), A Billings (Torbay Council), R Wilkins (Somerset Council), M Haywood (Network Rail), B Lupu (Network Rail), A Darley (Highways England), D Glinos (Department for Transport), N Blackler (Peninsula Transport), H Shrimpton (Peninsula Transport), E Wilson (Peninsula Transport).
Declaration of Interests
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.
Access to Information
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
Recording or Reporting of Meetings and Proceedings
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. 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.
Public Participation
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. 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 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 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).

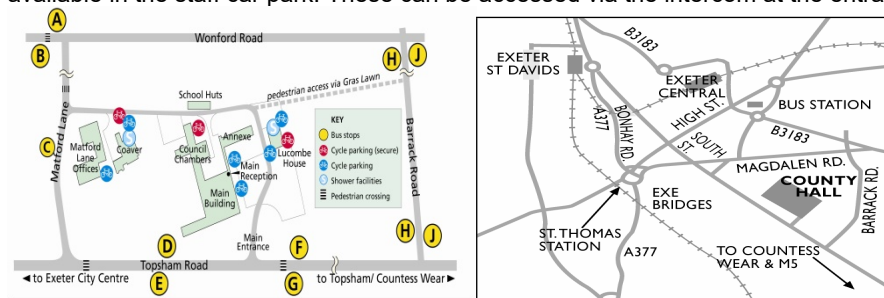
Car Sharing

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.

APPOINTMENT OF PENINSULA TRANSPORT BOARD CHAIR

15 July 2024

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

RECOMMENDATION

It is recommended that:

- a) The Board notes the process for appointment of the STB Chair and Vice Chair as set out within the Peninsula Transport Constitution, as appended to this note.
- b) The Board thanks the Member for Devon County Council, Cllr Andrea Davis for undertaking the role of Chair for the last three years and acknowledges her hard work and support provided to the STB during that time;
- c) The Board approves the appointment of the Member for Plymouth City Council, Cllr Mark Coker, as the incoming Chair of Peninsula Transport;
- d) The Board approves the appointment of the Member for Somerset Council, Cllr Richard Wilkins, as the incoming Vice Chair of Peninsula Transport.

1. Background

The role of Peninsula Transport Chair has been undertaken by Cllr Andrea Davis since 2021. Cllr Davis' contribution has been invaluable in developing the STB over this time and achieving the significant milestone of publishing a regional Transport Strategy. Cllr Davis has also been central to maintaining the investment in the resilience work required at Dawlish which has seen this now develop into the South West Rail Resilience Programme, which aims to address the wider impacts of climate change on the rail network within the peninsula. The Board and Peninsula Transport Team would like to thank Cllr Davis for her hard work, support and guidance during this period.

The Peninsula Transport Chair and Vice-Chair (Cllr Mark Coker), as set out in the STB constitution, are elected for a term of two years within the Local Authority representation on the STB Board. The Chair and Vice-Chair appointments will rotate once every two years amongst the elected members, defined alphabetically.

Due to the General Election on July 4th, the appointment of a new Chair and Vice Chair for Peninsula Transport has been delayed until the end of the pre-election period.

2. Chair Responsibilities

The role of Peninsula Transport Chair is to provide leadership to the Sub-National Transport Board; ensure Board meetings are run effectively and inclusively; and be an effective advocate and representative for Peninsula Transport.

The Chair will manage and lead Board meetings on a quarterly basis, and any additional meetings when required. Informal Member Briefings are arranged as required between formal Board meetings and will also be chaired by the Chairman. These informal meetings are intended to provide Members and Senior Officers with the opportunity to be briefed on key issues and topics ahead of any decisions required at Board level.

The Chair will represent Peninsula Transport at regional and national events as required. This will be agreed with the Peninsula Team and Lead Officer.

The Peninsula Transport core team will provide regular updates and briefings to the Chair and Vice Chair to provide guidance and leadership.

3. New Role Appointments

In line with the constitution, it is proposed that the role of Chair transfers to the Plymouth City Council elected Member, Cllr Mark Coker.

In line with the constitution, it is proposed that the role of Vice Chair transfers to the Somerset County elected Member, Cllr Richard Wilkins.

4. Financial Considerations

The transfer of Board Chair does not have any financial implications for the STB and the accountable body.

5. Environmental Impact Considerations

There are no environmental considerations associated with this paper.

6. Equality Considerations

There are no equality considerations associated with this paper.

7. Legal Considerations

There are no specific legal considerations associated with this paper.

8. Risk Management Considerations

The Programme Director maintains and manages a Risk Register covering all aspects of the operation of the STB. The transfer of Chair and the potential impacts is reflected within the risk register.

9. Public Health Impact

There are no public health impacts associated with this paper.

10. Summary/Conclusions/Reasons for Recommendations

In line with the STB constitution, the transfer of chair and vice chair roles is recommended to proceed as recommended.

APPENDIX A – DFT GRANT FUNDING LETTER MAY 2024

Agenda Item 3

PENINSULA TRANSPORT

APPENDIX B – PENINSULA TRANSPORT BUSINESS PLAN 2024/25

APPOINTMENT OF PENINSULA RAIL TASK FORCE CHAIR

15 July 2024

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

RECOMMENDATION

It is recommended that:

- a) The Board notes the process for appointment of the Peninsula Rail Task Force (PRTF) Chair as set out within the Terms of Reference, a copy of which is attached at Appendix A.
- b) The Board approves the appointment of a new Chair for PRTF taking into account the responsibilities and workload set out in this report.

I. Background

Peninsula Rail Task Force (PRTF) was originally set up in 2013 following severe storms that caused significant disruption to rail lines through the region. The task force has representation from all peninsula local authorities, rail infrastructure provider and train operating companies. The aim of the PRTF, as set out in the Terms of Reference, is to ensure an enhanced rail network is delivered, that will achieve an increased rate of passenger growth across the South West peninsula, realising economic benefits and increasing competitiveness with other parts of the country through improved connectivity.

The PRTF meets on a quarterly basis with membership consisting of senior officers from the constituent local authorities, the Chair (elected Member of Peninsula Transport Board) and the Chair or Vice Chair of the Peninsula Transport STB Stakeholder Group. Representatives from Network Rail and the three main Train Operating Companies are also invited to attend meetings.

Due to the General Election on July 4th, the appointment of a new Chair of PRTF was delayed until the end of the pre-election period to allow for the Chair and Vice Chair of the STB to also be appointed.

At the previous Board, the Peninsula Transport team presented a paper setting out changes to the management of PRTF. This reflects the challenging time as we move towards Great British Rail and associated Rail Reform in coming months. These changes will also encompass updates to the Terms of Reference for the PRTF that do not suit the environment we find ourselves in.

2. Chair Responsibilities

The role of PRTF Chair is to provide leadership to the Task Force, engage with authorities and relevant stakeholders on rail issues, be an effective advocate and representative for rail schemes and proposals across the peninsula. There are a number of responsibilities of the role, as set out below:

- Manage and lead PRTF meetings on a quarterly basis, as well as attend any additional meetings when required;
- Provide regular updates to the Peninsula Transport Board on the work of the PRTF in delivering the Peninsula Rail Strategy.
- Signing off and endorsing letters and consultation responses on all rail-related matters, in consultation with Officers;

- Represent PRTF at regional and national events as required and agreed with Peninsula Transport Lead Officer;
- Attend regular briefings from the PRTF team and relevant authority officers on specific rail issues as they arise;
- Regular liaison with Network Rail and Train Operating Companies in relation to new schemes, service enhancements and the implications of rail reform for the peninsula area
- Lead advocacy sessions with MPs and attend meetings with Rail Ministers in London or elsewhere across the country.

The PRTF, facilitated and supported by Peninsula Transport, will be responsible for preparing relevant papers and reports with recommendations referred to the STB Board with agreement through consensus of PRTF members.

3. New Role Appointments

The Terms of Reference state that the Chair of the PRTF will rotate biennially between the elected membership of the Peninsula Transport Board and that the rotation will be defined alphabetically by Local Authority. However, based on previous experience, the Chair has been appointed based on the time elected members have available to fulfil the role, taking into account the requirement to continue to be the lead member for transport within their respective local authorities. Over the 12-months, it is expected that key decisions will be taken on how the railways are run, the level of regional input to the setting of service standards and prioritisation of investment. It is therefore important that the Member taking on the role can commit the time required to fulfil the responsibilities and tasks as set out in the paper and ensure that the key decisions taken reflect the needs of the peninsula.

At a practical level, the Terms of Reference for PRTF are in the process of being updated to reflect that the management and secretariat support for the group is now fulfilled by the Peninsula Transport team.

4. Financial Considerations

The transfer of Board Chair does not have any financial implications for the STB and the accountable body.

5. Environmental Impact Considerations

There are no environmental considerations associated with this paper.

6. Equality Considerations

There are no equality considerations associated with this paper.

7. Legal Considerations

There are no specific legal considerations associated with this paper.

8. Risk Management Considerations

The Programme Director maintains and manages a Risk Register covering all aspects of the operation of the STB and PRTF. The transfer of Chair and the potential impacts is reflected within the risk register.

9. Public Health Impact

There are no public health impacts associated with this paper.

10. Summary/Conclusions/Reasons for Recommendations

This paper sets out the process for appointing and responsibilities of the Chair of the PRTF.

.

Agenda Item 4

PENINSULA TRANSPORT

APPENDIX A – PRTF TERMS OF REFERENCE