

Minutes of UKTram Owners/Authorities Group Meeting

Held on Tuesday 2nd October 2018

Hosted by SYPTE
 1st Floor SCR Meeting Room 1
 11 Broad Street West
 Sheffield
 S1 2BQ3NJ

Present:	Tom Beamon– TfGM -	(TB)
	Chris Hopkinson - SYPTE	(CH)
	Danny Vaughan - TfGM	(DV)
	Lorraine George - UKTram	(LG)
	Alan Lowe - TfGM	(AL)
	Stuart Lowrie – Edinburgh CC	(SL)
	Tom Gifford - WYPTE	(TG)
	Peter Adams (MM)	(PA)
	Steve Tough (NCC)	(ST)
	Julia Chesmond - SYPTE	(JC)

ITEM

ACTION

1. Welcome

DV welcomed attendees to Sheffield followed by a brief introductions of themselves to the group.

Apologies and Minutes

1.1 Apologies

Chris Deas	NET	(CD)
Phil Hewitt	TFWM	(PH)
Niall Farrell	Tii	(NF)
Rory O'Neil	TFL	(RO)
George Vincent	Glasgow CC	(GV)

1.2 Review of Minutes from previous meeting 17.04.2018

All attendees agreed the minutes were a true and accurate reflection of the last meeting.

Actions from previous minutes:

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ACTION

All actions completed.

2. UKTRAM ACTIVITIES

2.1 Update on UKTram Activities/Business Plan

LG provided the following update

Recruitment:

The Recruitment process for the Engineering Manager, Operations Manager are still continuing. The Safety Manager Position has been appointed to Mark Ashmore who started in July.

All of the positions will work with all Functional Groups and WG's on deliverables and industry issues. We hope that the other appointments will start soon, but due to the LRTSSB group taking a precedence this has caused some delay.

Media:

QED appointed UKTram Media and Comms partner. We are also working with QED to update our website. We hope to be up and running in October.

Summit:

UKTram held their summit in Birmingham on the 4th of September. Presentations for organisation were held in the morning with the afternoon session being used as a workshop to enable our members to shape the direction of UKTram business plan over the next three years. This information is now being collated and once completed a report will be sent out to all members.

RSP2:

The initial update has now been completed and published on website, work is still continuing on ongoing revisions and updates are being carried out. The document has been renamed TPG (Tramway Principle Guidance). The next review of the document is currently taking place and if members notice any mistakes/amendment in the current revision please contact David Keay.

Subcommittee 1: The group have held two further meetings and are currently compiling the information in the questionnaire. This may mean that they may have to visit some systems for further clarification on some points.

3. Group Work Plan & Activities

3.1 Discussion regarding activities and objectives for 2017/18

The group agreed that their deliverable for 2018 would be the following working groups

3.2 WG27 – Cycles and Tram interfaces

CH advised that the group held a meeting last week in Edinburgh and have complied their terms of reference. They received a response from most systems in regards to their questionnaire and are just waiting on Tyne and Wear and DLR to respond.

They are finding it hard to put together one policy for UKTram to adapt due to the differences in systems fleets and operations. They have a prepared a case study that will be sent out for feedback.

With regard to design guidance, good progress has been made and it is hoped that guidance and technical notes will be added to the next issue of TPG.

3.3 WG28 – TWAO Process Improvement

PA advised that the group had held several meetings, but were finding it hard to maintain the level of work that needs to be done due to member's workloads. However good progress was reported and the discussion centred around how to bring the work to a conclusion.

They are currently exploring several avenues 1) UKTram guidance note (resources and strategy information) and 2) Looking at how to make the process easier e.g. electronically sourcing information.

They will be holding a further meeting with the head of the TWAO unit at the DfT shortly and this will inform the outcome and way forward.

3.4 WG14 – Life Cycle Maintenance Costs

DV had hoped to get Dave Everson assist with this project. But he is currently very busy and doesn't have the resources to spare. DV has spoken to James Hammett about the work of Jay Jaiswal, who is taking forward a piece of work in regards to life cycle of track. DV was also aware of the work that Matthew Taylor, Viaduct has been doing in regards to the "black book" and will be speaking to JH to find the best way to amalgamate these work streams. Given the lack of progress it was proposed at the meeting to terminate this work stream and not take it forward through OAG.

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3.5 Potential New Systems

No further updates

4. Sandilands and LRSSB Update

4.1 System updates on changes implemented or under consideration.

PA – Midland Metro – Work in progress due to the fact they only took over the system in September.

ST – Nott City Council – No update, work being undertaken by the operator.

SL – Edinburgh City Council – No budget set aside. Currently running an innovation project with funding for potential local suppliers of innovation with respect to human factors.

CH – SYPTE - Work being undertaken by the operator. In regards to the recommendations: Rec 1 is being looked at by Tim Bilby, Rec 2 is with Chris Lewis, who is looking for more information on how he can feed into this group, Rec 4 looking at what is currently being used by the industry, Rec5 risk assessment for off street, chevrons and drop down speeds implemented. They are also reliant on the outcome of UKTram's work for Rec 5.

DV – TfGM – Step down speeds on network already, more chevrons put in after incident, looking at driver vigilance and driver advisory system. Have asked Bombardier to looking into glazing and are waiting for outcome of UKTram's work into Rec 5. Likely that Manchester will be first in terms of Atkins risk model implementation but anticipate this will be a lot of work.

4.2 LRSSB Update

DV reminded the group on why the LRSSB was set up and advised that there has also been two formal consultation events, firstly; on 21st May in Birmingham where operators and Authorities were invited to a formal update on the 'Steering Group's' work, recommendations and initial proposals for the formation of the LRSSB.

Secondly; all UKTram members (as well as those who were unable to attend the consultation on 21st May) were invited to a wider industry consultation meeting on 16th July in Manchester, where a similar update of the 'Steering Group' work was given.

The formal consultation period ended on 31st July and UKTram received responses from all of the industry and everyone has now signed up to the agreement.

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Peter Cushing has now been appointed the interim CEO for the LRSSB and is currently working on a three year business plan and the group has been asked to feed into it. The company has also been set up within Companies House.

Atkins have been working with UKTram to produce a risk model which every location will adapt. The first stage has now been completed and the funding has just been agreed for stage two, with their next meeting taking place on the 8th of October.

4.3 Funding and future OAG engagement with LRSSB

The group discussed the need to have a larger voice representing owners in plans going forward with the LRSSB and need to ensure that the decisions made are delivering value. They also believed that the OAG group has a more long term view and a different perspective to operators.

DV advised that there would be a place on the LRSSB Board for a non-exec member representing owners/ authorities and the group agreed that the Chair of the OAG group could be put forward.

The group also felt that they had not received enough information in regards to the LRSSB structure, resources and delivery. The group also wanted clarification in regards to how the OAG will feed into the LRSSB.

The group was also aware of the work the “Heads of Safety” group were doing with the risk model and felt the OAG should be present at their meeting to contribute to their discussions and decisions. **Action: DV to contact chair of group to see if they could extend an invitation to the group.**

Action DV to speak to JH and raise concerns at next LRSSB

The group then went on to watch a third progress presentation from Gary Scanlon on recommendations 3 and 4. A copy of the presentation will be attached to the minutes.

5. Tram Train Update

5.1 Update on Sheffield Rotherham Project

CH advised that they are currently going through shadow running and all is going well and the launch date for Tram Train will be the 25th of October.

5.2 Update on progress and current thinking in Manchester.

The group were provided with a presentation from TB, which will be attached to the minutes.

6 Scheme Updates

6.1 DV – TfGM

The current network is enjoying a continued spell of improving reliability and patronage growth in the region of 6% year on year. Metrolink's fares are moving to a zonal structure in January, simplifying the system for passengers and enabling the rollout of touch-in touch-out contactless payments in March 2019.

Metrolink is also introducing an "early bird" ticketing offer over Christmas with a view to making this permanent in order to ease congestion in the city and spread peak loadings.

The Metrolink Trafford park extension is progressing well and is just over 50% complete, with an estimated opening date early in 2020. A contract has been signed with Bombardier to provide 27 more M5000 trams and smaller projects are underway to upgrade traction power, signalling systems and depot stabling in order to accommodate the bigger fleet.

In the longer term TfGM is preparing a Rapid Transit Strategy in line with its 2040 Strategy and the Greater Manchester Spatial Framework. This doesn't just look at light rail but also consider tram-train, guided busways and in the long term potentially an underground Metro.

The most likely near term projects are a Metrolink extension to Manchester Airport terminal 2, changes to the network to accommodate future HS2 arrival (at the Airport and Piccadilly) and a tram-train pathfinder scheme with a view to making best use of rapid transit corridors in the region.

6.2 PA – Midland Metro

Battery retrofit – on schedule and progressing well to complete by mid-2019.

Birmingham Westside tram works – continuing to progress on schedule, with full closure of Paradise Circus to traffic being implemented in September and turnback of Line 1 trams on single platform at Stephenson Street.

Birmingham Eastside scheme – TWA Order decision still awaited. Problems with WMCA strategic model and issues with HS2

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construction interfaces with tram operation may delay scheme implementation.

Wolverhampton City Centre Extension – Phase 2 of scheme completed in Pipers Row. Phase 3 in Railway Drive awaiting completion of railway station project; demolition of station commenced in September.

Wednesbury to Brierley Hill – some difficulties being experienced with Network Rail over future freight operation and land transfer (despite clear instruction from Secretary of State). TWA Order likely to be considered at local Public Inquiry in March 2019.

East Birmingham – TWA submission planned now for summer 2019.

Coventry Very Light Rail – contract awarded for vehicle development and soon to be awarded for lightweight trackform. Coventry CC working on business case to decide route for pilot project.

6.3 ST – Nottingham

ST reported strong year on year patronage growth at 10%. Two strategic outline business cases are currently being developed for extensions – towards Clifton and to join up with HS2. Nottingham is also developing investment packages in relation to “Transforming Cities” funding.

6.4 SL - Edinburgh

SL updated the group on progress towards a decision regarding the extension, which is at the detailed design stage. SL also reported that Edinburgh had its first tram related first. Investigations are ongoing.

6.5 CH – Sheffield

The TramTrain opening is imminent. Work is close to completion on this year’s rail replacement activities, these works will continue for a further 2 years. Work continues on the development of the SCR Mass transit outline Business Case to the DfT.

This centres on replacement of the existing asset in order to ensure its long term viability. A public consultation exercise is currently underway related to this work.

6.6 TG - Leeds

TG informed the group of the aspiration to publish the mass transit strategy for the region before the end of the year.

7. Any Other Business

PA confirmed that he had now left the employment of WMCA and therefore was resigning from the group's membership and vice-chair position. Phil Hewitt would advise of the replacement in due course; an interim is about to be appointed.

8. Future Meeting Dates

15th January - Manchester

16th April – TBC

3RD July – TBC

1ST October - TBC