

Minutes of the Heritage Tramways Committee Meeting 20, held on Tuesday 10th April 2019 at the National Tramway Museum, Crich.

Present: Geoffrey Claydon [GBC] (Chairman), James Hammett [JH] (Secretary), Keith Whitmore [KW] (Heaton Park Tramway), Rob Jones [RJ] (Merseyside Tramway Preservation Society), Tony Williams [TW] (National Tramway Museum), Mike Crabtree [MC] (Heritage Railway Association), Dan Hill [DH] (UKTram), Alan Pearce [AP] (Light Rail Transit Association), Neil Jones [NJ] (Great Orme Tramway), Andrew Smith [AS] (Manchester Transport Museum Society), Gary Scanlon [GS] (Ian Rowe Associates), Gareth Richards [GR] (Seaton Tramway), Jan Barratt [JB] (National Tramway Museum), Lee Taylor [LT] (Seaton Tramway), Mark Ashmore [MA] (UKTram), Paul Jarman [PJ] (Beamish), Simon Lomax [SL] (RAIB), Tim Major [TM] (East Anglia Transport Museum).

HTC 20/1 CHAIRMAN'S OPENING REMARKS & INTRODUCTIONS

GBC opened the meeting at 12:00 and requested TW welcome all members. TW welcomed and thanked everyone for attending and advised that after the meeting there would be the opportunity to visit the workshop.

GBC welcomed everyone to Crich and expressed it was nice to see such a good turnout, showing strength of the organization. GBC invited all members to introduce themselves and state their positions within each organisation they were representing. GBC explained the safety procedures and house rules. GBC extended a special thank you to Jan Barratt and Gary Scanlon for attending the meeting and taking the time to present to the group.

HTC 20/2 APOLOGIES FOR ABSENCE

GBC advised the meeting of the following apologies that had been received:

Bryan Lindop [BL] (Blackpool Transport)

Ian Longworth [IL] (Isle of Man Transport)

Stuart Strong [SS] (Volks Electric Railway)

David Craig [DC] (Summerlee Museum)

HTC 20/3 MINUTES OF MEETING No. 18 held on Saturday 13th October 2018

GBC asked the group if the minutes of the meeting held on Saturday 13th October 2018 at Summerlee Museum of Scottish Industrial Life, were a true and accurate account of the meeting.

The minutes were approved as a true and accurate reflection of meeting, AP proposed this, seconded by KW.

HTC 20/4 PRESENTATION ON SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS – JAN BARRATT

Jan Barratt, Safeguarding Coordinator, from the National Tramway Museum provided a presentation on Safeguarding of Children and Vulnerable Adults to the group.

Safeguarding

- Safeguarding is different from Child Protection, overarching policy procedure
- A Governance responsibility – your job to ensure it
- Who is responsible? – Everyone is responsible. Everyone has a duty of care and everyone needs to be aware of the Safeguarding policy. JB suggested issuing all colleagues with a copy of the Safeguarding Policy
- Everyone needs to be aware of how to raise a concern and who they should report this to
- Final responsibility lies with the trustees/directors.

JB Produced a Safeguarding Policy Document, available from the NSPCC website (link to be included in email) and the National Tramway Museum Risk Assessment. JB advised that the museum's safeguarding policy documents are reviewed once a year in January, and any updates to legislation or contacts are included.

JB advised that she holds 'Raising Safeguarding Awareness' sessions at the museum. These are mandatory and all staff and volunteers have to attend. Each session roughly lasts about forty five minutes. Once the awareness session is completed, this won't need to be carried out for another 3 years. JB informed the group that she keeps a record of who has attended the awareness sessions and when. JB advised that the easiest way to ensure everyone attends the sessions is to add it to the individual's induction.

JB suggested filling in a form if any concerns are raised and to complete the form by hand, and not typed. This is so the form cannot be edited in anyway as it could potentially be used as evidence. JB advised that all documents are locked away and kept forever and any completed forms are filed and placed in a private confidential envelope.

GBC thanked JB for all the information and the presentation she provided to the group and congratulated her on leading the way on Safeguarding at the museum.

HTC 20/5 PRESENTATION ON HAZARD PERCEPTION BY GARY SCANLON

Gary Scanlon from Ian Rowe Associates provided a presentation/demonstration on Hazard Perception to the group.

Following on from the demonstration of the Hazard Perception simulator, JH asked the group what their thoughts were on the simulator, and would it be something that each system would be interested in purchasing. JH remarked that originally the group had decided on producing a Hazard Perception DVD, but after speaking with Ian Rowe Associates, this was something they had already created for second generation trams and could be used for Heritage as well. JH stated that if this was something that the whole group would be interested in purchasing, then UKTram could match fund to help keep costs down. The group agreed that this would be something that they would potentially be interested in purchasing, and requested more information on costings etc. before they fully agreed. GS agreed to prepare a report with costings etc. to be circulated to the group prior to the next meeting.

HTC 20/6 MATTERS ARISING FROM THE LAST MEETING NOT ON THE CURRENT AGENDA

No matters were raised.

HTC 20/7 UPDATE ON THE HTC & UKTRAM MEMBERSHIP AND STRUCTURE

Light Rapid Transit Shadow Safety Body (LRSSB):

The Board has now been appointed with Jonathan Fox (TfL) and Bob Morris (TfGM) representing Owners & Authorities, Carl Williams (MML) and David Nichols (KAM) representing Operators and is currently being chaired by Phil Hewitt

Following the announcement from the Minister in February, we have now been awarded funding for the first year of operation of the LRSSB. The LRSSB were under the impression that we would receive the full amount as one lump sum, which has not been the case and the Board have now written to the Minister to ask for an explanation.

Risk Model:

MA informed the group that the industry Risk Model work being undertaken by Atkins is progressing well, with Manchester being utilised as the test bed. This has now been imbedded at Manchester. Data can be imported and fed into the Risk Model, which can provide the industry with data trends.

Tramway, Accident & Incident Reporting (TAIR):

All operators had submitted the requested information in relation to common indexes to enable population of the database relevant to individual system requirements.

Further development and modification to the database design was also progressing following feedback received from individual operators, allowing TAIR to be modified to suit individual system asset references and data collection requirements in addition to the adding of the near miss module to the system. Two training days had also been held on the 26th and 28th of March in Birmingham.

RM3:

UKTram are also hosting the Risk Maturity Model RM3: 2019 launch workshop on the 10th of April that will be facilitated by the ORR. The aim of RM3: 2019 launch workshop is to inform the light rail industry of the updated RM3 model and to allow the ORR and duty holders to explore the best ways to use the model to drive excellence in risk management within the industry. A few places are still available, please contact Mark Ashmore if you would like a place.

Recruitment:

We have now successfully interviewed and appointed our Engineering Manager Craig O'Brien, Operations Manager, Steve Duckering and Commercial/Marketing, Jamie Swift. Julia Whittaker from The Big Solution will also be leading on training and careers for UKTram.

Geoff Inskip will also be standing down as Chair of UK Tram and are in the process of recruiting a new chair

Relocation:

UKTram and LRSSB have now relocated into our own office area within 16 Summer Lane and with the move into our new office we have procured and set up video conferencing facilities.

Training and apprenticeships:

Midland Metro Alliance Construction operative apprenticeship (supported by UKTram) successfully through submission stage and is now in its funding phase. Our Driver apprenticeship is now ready and available and awaiting sign up to the course.

Events:

UKTram sent Mark Ashmore to the Annual Yarra Tram conference in Australia in February and will be sending Steve Duckering to the Light Rail and Tramcar conference in New Jersey in April so that we are able to start sharing international best practice.

UKTram Summit:

The summit will be held on the 10th of September at Birmingham City Football like last year, Invites and more information to follow shortly and we are looking for ideas on topics or speaker that you would like showcased at the event.

HTC 20/8 UPDATE ON MoU BETWEEN ORR – UKTRAM AND ORR – HRA RESPECTIVELY

JH advised that now the LRSSB has been fully formed, all safety related guidance notes will be transferred to the LRSSB. All non-safety related guidance notes will still remain on the UKTram website.

HTC 20/9 SHADOW BODY UPDATE - LRSSB

Already covered in section 20/7.

HTC 20/10 ORR/RAIB REPORTS & UPDATES

MC provided the group with a report, detailing a number of RAIB reports and updates, which the group discussed. MC advised that in total, there are 19 investigations in progress, one of which is related to second generation trams regarding the recent incident in Edinburgh. There are currently no investigations into Heritage trams.

HTC 20/11 UPDATES ON LEGAL ISSUES

GBC informed the Committee that progress on the legislation to allow volunteers under the age of 16 to work on heritage lines was still hampered because of the preoccupation with Brexit. Requested by Lord Faulkner (President of the HRA), GBC had drafted a private member's Bill (the Heritage Railways and Tramways (Voluntary Work) Bill), which had had its first reading in the House of Lords last July. JH advised that UKTram are looking to raise the profile of youngsters working in the industry, by working with schools and colleges.

HTC 20/12 NEW ISSUES

Horse Tram

GBC suggested MC send his question regarding whether there was a need for adequate training of the person or persons occupying the front platform of the car when it was in operation, to PJ to review as PJ had already produced a detailed report on the Horse Tram operation. Once PJ has reviewed, there may be a request of support to help produce a report.

Best Practice

MC raised that in other group meetings such as the Light Rail Engineers Group (LREG), they host Best Practice Days which have proven to be very successful and beneficial with members who attend them. MC suggested reviewing the structure of future HTC meetings and picking out hot topics and potentially discussing these at future HTC Best Practice Days.

JH raised that depending on what hot topics are picked for discussion, some of the new UKTram managers could help support these Best Practice Days. GBC requested that all members suggest 3 hot topics that they would like to be discussed at future BP days and forward to DH by Wednesday 17th April.

Drug and Alcohol Testing

MC asked the group what do they have in place and the majority of the group agreed that they would call the police. TM raised that in Carlton Colville, they had an incident outside of opening hours and called the police, but due to being out of hours they had no jurisdiction.

Asbestos

MC asked how members manage to deal with asbestos as he had recently had issues with a contractor. Most of the group agreed that they use local contractors to deal with it. RJ advised that the Isle of Man go on a

Specific training course and at the Wirral they use a yellow warning sign, permitting only authorised personnel.

Fire Alarms

MC raised that the fire alarm will go through to a call centre, but Fire Brigade will only attend if there is a confirmed fire. GBC requested everyone go back to their organisations and review what their current process is.

OLE

JH stated that Brecknell Willis had offered to create a bespoke training course around OLE, but at a cost. MA also raised that Border Rail have carried out several OLE Training courses in the UK and suggested creating a collective standardised programme for Heritage, although there may be some differences with each organisation being different.

HTC 20/13 UPDATES ON OTHER ISSUES – i) HRA, ii) UKTRAM

No updates provided on other issues.

HTC 20/14 HTC WORK STREAMS UPDATE

These had already been covered.

HTC 20/15 MEMBERS REPORTS

Heaton Park Tramway

Extending the season to the end of November 2018 allowed more familiarisation driving for new drivers and completion of guard training.

In 2019 the line re-opened mid-February with a Sunday service. Whilst most often offering a two car service the ridership has been hit by poor weekend weather.

Renovation work continues on Stockport 5 and Blackpool 619.

National Tramway Museum

2019 season has started, but closing early (16.30) for the present.

Run-round at Glory Mine was re-laid and realigned over the winter, but the overhead realignment has not yet been completed.

Good progress continues with LCC 1 (Bluebird). It is now structurally complete, but with the wiring and general fitting out still to be completed.

The restoration of Newcastle 102 has commenced. This car needs new axles, which are in the process of being manufactured.

A heavy overhaul of LT 1622 has revealed major problems with the traction motors. Both the armatures and field windings were found to be seriously defective.

The upgrade of the DC traction supply and switching arrangements has largely been completed.
The Traverser was taken away to be refurbished over the winter months, and is now back in use.

Merseyside Tramway Preservation Society

Tramcar mileages may be of interest for year ending December 6 electric cars did a total of 1116 miles, Income per car mile was £4.2.

We now have a tea room (we only serve beverages hot and cold and packets of biscuits/ crisps) that appears to be making more profit than our small sales shop, this is mainly due to the amount of stock that we are currently carrying.

The fifteen year restoration of the Warrington tram is coming to a close however funds are not sufficient to remake the truck so the completion will be further delayed until such time as we have the funding, current estimate £31,000. The design will be one of only three like it, one in Birmingham museum and one at Beamish.

Driver training proceeding and some new guards/ conductors have been passed out.

HTC 20/16 DATE & TIME OF MEETINGS IN 2019

The 2019 meeting dates are as follows:

Saturday 12th October 2019 – Wirral Transport Museum, Birkenhead

HTC 19/16 ANY OTHER BUSINESS

KW raised that the HRA should produce an awards for Tramways.

Meeting closed at 15.35

Signed **Dated** / /