

3 Counties Connected
CRP Main Steering Group

Held on Tuesday 18th July 2023 at Caffi Cyfle, Alyn Waters Country Park

Attendees

Nicola Said (NS)

Hanna Clarke (HC)

Josie Rayworth (JR)

Antonio Carrino (AC)

Joe Bickerton (JB)

Jennifer Kinney (Notes)

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

- 1.1.** NS states that this is the first meeting for new members with NS as interim Chair. Formal introductions between members.
- 1.2.** NS states that the Board hopes to establish a working plan for the duration of the partnership and would appreciate thoughts and insights from the Board as part of that.
- 1.3.** Declarations of Interest were invited and the Board. NS is a Trustee at Groundwork North Wales.
- 1.4.** NS recommends that the Board refer to the Terms of Reference before continuing with the Activity Plan and the Agenda, as they have been in place for over a year and may be subject to review.

2. TERMS OF REFERENCE

- 2.1.** In reference to *Section 6.3*, the Board will clarify the position with the stakeholders on whether a vice-chair is necessary for the Steering Group, with the addition of a procedure as to how the vice-chair is voted in, if deemed necessary. **Action: NS/HC**
- 2.2.** The Board agree there will be clarity between *Schedule One and Schedule Two*, where the Terms of Reference should differentiate between the Steering Group's responsibilities and the wider Core Steering Group. **Action: NS/HC**
- 2.3.** NS states JR is the CRP Officer (CRPO) and is employed by Groundwork who is the . NS states that Groundwork will down down the grant funding and ring fence the funding on behalf of the CRP. NS and steering group will be responsible to monitoring income and expenditure. NS will request a quarterly budget report and annual report.
- 2.4.** In response, HC states that Groundwork North Wales is currently finalising their year-end, which includes the CRP account, but that this will be finalised by the next Group. Moreover, that this will cover what the current and new balance of income will be.
Action: HC

3. ACHIEVEMENTS

- 3.1.** JR shares a PowerPoint presentation which discusses the Station Art Projects, to inform the Board to what the CRP has achieved so far in 2023.
- 3.2.** JR shares that the Homeless Shelter Charity has been working as part of the project, in giving a voice to a demographic community and the wider community, that they otherwise do not normally have in these types of projects.

- 3.3.** JR goes on to inform the Group of visits to Wrexham Football Club and to the Miners Rescue Station, to decide on how artwork can be displayed. JR states that these projects have had positive feedback.
- 3.4.** JR goes on to speak on the art project in Wrenbury, where they have been working to provide artwork for shelters within Wrenbury Station, which will be displayed in September 2023.
- 3.5.** JR states that Nantwich Train Station is also part of the project, which will be starting on the 2nd of September 2023. So far, two local schools have been approached to work on the project.
- 3.6.** JR speaks of the Marchweil Makers, who have been providing crochet daffodils and hearts for the project.
- 3.7.** JR speaks of a trip to the National Exhibition Centre in Birmingham, which helped vulnerable individuals get out and about using local trains.
- 3.8.** Next, JR speaks of Brymbo Heritage Centre, who are currently making a mural of the old railways to display in Brymbo.
- 3.9.** JR then discusses a visit to Shrewsbury Museum, organised by Brymbo Enterprise Centre, which was a day trip organised to encourage sustainable travel and tourism.
- 3.10.** JR mentions a walking event from Chirk Station which resulted in positive feedback. There has now been additional walking events planned from the 24th of July 2023 due to the success.
- 3.11.** JR speaks of the event for the 175th anniversary of the Chester to Shrewsbury trainline on the 9th of August 2023.
- 3.12.** In reference to marketing and exposure, HC states that *Wales on Rails* have been contacted to help with promotion and that Anna Pollard (*Marketing and Communications Coordinator for Groundwork North Wales*) has been showcasing the events by inputting

them to the website; organising press releases; and by posting them to Groundwork North Wales social media accounts.

3.13. JB adds that *WCBC* have an open call for new members. **Action: JB to clarify marketing connections with WCBC for the meeting of the Group in September 2023.**

3.14. The Board agrees that they will clarify and establish marketing connections for the next meeting of the Group in September 2023.

4. ACTIVITY PLAN

4.1. In reference to *Major Infrastructure or Operational issues affecting the CRP Line(s)* (page 3), the Board agrees that this will need updating from 2022 to 2023-2025. **Action: NS/HC/JR to ensure the Activity Plan discusses 2023-2025 for the next meeting of the Group in September 2023. JR to attend TFW Stakeholder forum on a quarterly basis update the activity plan with relevant content as appropriate.**

4.2. NS recommends to the Board to attend a meeting in Shrewsbury on sustainable tourism on the 21st of September 2023, which may be key in terms of networking and for producing a tourism strategy.

4.3. Following this, steering group will work on a sustainable tourism plan for Action point 1 of the action plan. **Action: To discuss at a future meeting.**

4.4. The Board agrees that there will be a reviewal of the listed partners on page 5. **Action: NS/HC/JR/AC/JB to review the listed partners for the Wales and Borders Tourism Project for the next meeting of the group in September 2023.**

4.5. The Board agree that CRP documents shall display the overall plans for the three-year duration of the Partnership as an annual plan over three years. **Action: HC to establish a working document to rework the existing plans into an annual plan over three years.**

- 4.6. The Board agree that the CRP shall use social media, websites, photo opportunities and events for the marketing and promotion of the CRP. **Action: HC to provide an update as to how the CRP will use the press for the second meeting of the Group in September 2023.**
- 4.7. In reference to *Engaging with Station Adopter Volunteers recruitment* (page 9), HC has had an email from ML to put this on hold.
- 4.8. In reference to *Developing Links with Other CRPO's Across Wales and the UK* (page 10), HC suggests a quarterly meeting with other Community Rail Partnerships within Wales, with an annual meeting of Community Rail Partnerships outside Wales to establish a working relationship.
- 4.9. In reference to *CRPO Skills Development* (page 11), HC will provide additional training for JR as CRPO, as and when it is necessary.
- 4.10. HC states that it is a possibility to arrange training for JR for *Social Enterprise* and for *Media and Public Relations*, but this has not yet been arranged.
- 4.11. In terms of marketing, the Board will use any pre-existing working relationships (*TfW*) and explore other avenues, such as travel vlogging, in hopes of reaching and influencing a younger audience, to raise awareness and promote the Partnership.(Noting this work is currently undertaken by the train operator, Transport for Wales)

5. AGENDA

- 5.1. In reference to *number 6 of the Agenda* (page 1), the Board will establish well-being walks based on the initial plan for the budget before committing. **Action: HC to establish a spend down plan for existing funding for the CRP.**
- 5.2. The Board is conscious of previous CRP projects being focused in or around Wrexham, so expansion is a priority.
- 5.3. JR would like to submit a Theory of Change to the Board for the meeting of the Group in September 2023. **Action: JR**

- 5.4. In reference to *number 7 of the Agenda* (page 1), HC clarifies that the Partnership has existing funding from Transport for Wales (TfW) and Avanti, but the Partnership must acquire additional funding elsewhere as part of the ongoing CRP resilience plan. **Action: HC to establish a funding strategy with David Boyce and Emma Ellis (Business & Development for Groundwork North Wales) for the next meeting of the Group in September 2023.**
- 5.5. The Board shall consult with the Steering Group in sourcing additional funding.
- 5.6. In reference to *number 8 of the Agenda* (page 8), there has been of £22,000 in funding confirmed by Avanti and TfW for community grants. This applies to community groups within a 5 mile radius of any of the stations along the line of route between Chester - Shrewsbury – Crewe via Wrexham. The funding allows for 10 x £2000 of funding for communities to apply for.
- 5.7. HC confirms that £2,000 of the total amount will go to Groundwork North Wales for providing additional support for JR.
- 5.8. The Board will establish decision-making for the distribution of community grants, which may include the introduction of a decision panel made up of CRP stakeholders. **Action: HC to confer with David Boyce and Emma Ellis to develop a strategy for the distribution of community grants for the next meeting of the Group in September 2023.**
- 5.9. The Board will clarify whether decision making on granting funding will lie with the Steering Group or if this will lie with a separate Group. **Action: NS/HC**
- 5.10. In reference to *number 10 of the Agenda* (page 1), the Board agrees that the only training necessary for now is for each member of the Main Steering Group to understand their role in relation to the CRP.
- 5.11. The Board agree that clarification shall be sought around the working-relationship between the CRP and its' stakeholders to determine a marketing and internal strategy. **Action: NS/HC/JR/JB**
- 5.12. In reference to *number 9 of the Agenda*, the Board agree that the CRP must move for accreditation, which is currently set for early September 2023. NS states that there has been correspondence with Rhiannon Raftery (RR), to clarify the position. **Action: NS to initiate a meeting with RR**

5.13. The Board agree that there must be a summary of achievements, financial accounts, impact report and project budget for 2023. **Action: HC to ensure this is provided for mid August 2023.**

5.14. NS states to the Board that there should be a summary of achievements; financial accounts; project budget; and an impact report for mid-August 2023. **Action: HC**

5.15. HC states that a children and young people policy may be encapsulated in a pre-existing or individual policy by Groundwork North Wales, which can be transferred and adapted for use by the CRP. **Action: HC to provide a Groundwork North Wales policy for children and young people.**

AOB

JR to determine future meeting schedule and invite all attendees

Minutes approved by the Board

SignedNicola Said..... Date30/7/23.....