



JL/DB

8 August 2008

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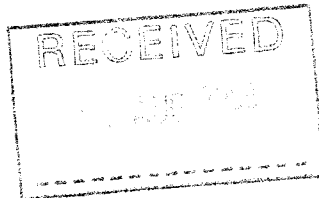
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Dear Granville Bantick,

Thank you for your reply to my letter of 19 June and for helping to clarify your involvement with community rail activities in Sussex. We have had responses back from almost all the organisations approached and now have a much better picture of the commitment to this initiative. I have been in discussion with the Chairman of the Sussex Community Rail Partnership, Tim Sparrow, and with the senior management of Southern, the main Train Operating Company serving Sussex. As a result Tim and I are in a position to suggest a way forward.

The key findings from the responses have been:

- A great deal of commitment exists with the individual members currently serving on the CRP and at local level to the Line Groups and individual station initiatives that they support. Volunteer support is key to this and requires nurturing.
- Many of the statutory organisations approached are supportive but their engagement has been through the initiative of these individual members, not as organisations. Therefore many of those approached didn't know of recent developments or felt they had not been involved in them.
- Most of the local authorities who responded suggest that financial support for this initiative may only be possible on a local project by project basis.
- Southern are keen to continue to support community rail activity on all their lines but are concerned about becoming a sole funder of initiatives that are intended to create wider community benefits.

There is clearly much goodwill for community rail activity and the contribution it can make to helping people take the decision to leave the car at home and use other transport options.



Sussex Rural Community Council is a charity and company limited by guarantee
Charity Reg N° 1035401
VAT Reg N° 587 4943 79
Company registered in England N° 2907172
Presidents:
Mrs Phyllida Stewart-Roberts OBE,
Lord Lieutenant of East Sussex and
Hugh R Wyatt, Lord Lieutenant of West Sussex
Chief Executive: J J Leggett
Member of the ACRE Network

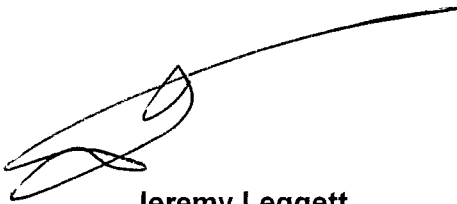
We therefore propose that a Sussex Community Rail Partnership Steering Group is formed with formal terms of reference to operate until a newly constituted organisation can be set up. We are very keen to ensure that all major active partners, particularly the local authorities are fully engaged in the CRP and have enclosed draft terms of reference for the Steering Group and an outline timetable to give an indication of task ahead. If agreed the Group will organise the formation of the Not for Profit, Limited Liability Company to act as the engine room of the CRP, employing line officers and accounting for monies received and expended.

We would be very grateful if your organisation were able to review the terms of reference and let us know whether you would want to be kept informed of progress with a view to future involvement. As you will see from the proposed terms of reference we envisage a new organisation that will have a small Board but a wider stakeholder group built on the strong foundations of the local Line Groups.

It would be especially useful to know whether you would like to nominate someone to the Steering Group within the framework suggested.

Our aim is to strengthen the Sussex CRP so as to help Partners achieve those aspects of their own plans, targets and objectives where a rail-related solution makes sense. We hope you will be able to affirm your support for this initiative and join us in taking it to the next level.

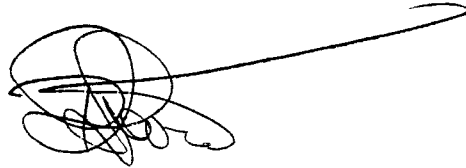
Yours sincerely



Jeremy Leggett

Chief Executive

Action in rural Sussex



Tim Sparrow

Chairman

Sussex Community Rail Partnership

Action in rural Sussex

Community Rail in Sussex

Short life steering group terms of reference

Purpose	To guide the consolidation of governance and constitutional arrangements for Community Rail initiatives in Sussex.
Version and status	Draft for adoption by Southern, AirS, the current Chair of the Sussex CRP and the Chairs of the Sussex CR Line Groups <i>CRPToRAug08v2</i>
Accountability	Until a new constitution is in force the Steering Group will be responsible for Community Rail activity in Sussex and will advise Action in rural Sussex on the use of resources and direction of staff committed to this work
Geographic scope	Sussex, with links into local government areas connected to Sussex by railway lines
Initial Membership	Southern, AirS, Chair of current Sussex CRP, Chair or representative from each CR Line Group, 2 x County Council Officers, 2 x District Council Officers, 1 x Tourism officer ie 1066
Responsibilities of members	Members of the Steering Group will need, at a minimum, to have as clear a mandate as possible from their organisation (or informal group) to make decisions and commit time to achieving the outcomes below. In order to keep the Steering Group to a manageable size it would be helpful if local authority and tourism officers were able to establish lines of communications to enable the view of local government and tourism interests properly to be represented
Outcomes	<ol style="list-style-type: none"> 1. Renew and articulate a vision for community engagement in rail over the next five years, ensuring that this vision is relevant at local and strategic level to the range of stakeholders involved. Current stated aims are reproduced below, annex 1. 2. Identify and evaluate options for constituting and organising community rail activity in Sussex, both at individual line group level and across Sussex. 3. Develop an outline, five year, costed, development plan demonstrating how the organisational structure and funding could achieve the vision identified. 4. Identify the wider group of stakeholders who may want to play a part in community rail, consult them on the development plan and ensure that the constitutional arrangements make provision for the level of involvement that they want. 5. Draw up constitution(s) taking account of consultations on the above and register as necessary 6. Identify Directors to make up a shadow Board(s) who are both able and willing to become the full Board(s) 7. Organise the first full meeting of Board(s), the formal business to be conducted and a proposed action plan for the new Board to discuss and/or adopt
Timetable	To be agreed by the Steering Group .

Jeremy Leggett/Tim Sparrow
August 2008

Action in rural Sussex

Annex 1

Vision for community engagement in rail in Sussex

“to work to improve accessibility for communities particularly by rail and with a clear remit to assist in the process of improving public (including community) transport and other sustainable systems such that the increase in car usage can be contained without detriment to the way of life of communities, particularly the young, the old and those who are handicapped in any way.”;

The current five objectives for Community Rail in Sussex are:

1. Further improve the provision of safe, comfortable, timely and reliable rail services that suit the needs of the communities and visitors.
2. Achieve improved safe and informed access to and from stations at the times needed by communities and visitors by walking, cycling, private car, taxi, community bus and public bus as appropriate to the location.
3. Achieve more productive use of rail buildings and land not required for operational reasons, with priority to encouraging local communities to make use of such assets.
4. Increase access by local communities and visitors to leisure activities and other places of interest near to the railway stations.
5. Preserve for future use and/or exploit as appropriate any freight potential that the lines might provide.

Action in rural Sussex

Annex 2

Promote and float plan for the Sussex Community Rail Partnership

Draft action plan developed by Jeremy Leggett (JL), CEO AirS and Tim Sparrow (TS) Chair of the Sussex CRP

What	Why	Who	When (to be agreed by Steering Committee)
Draft membership for a Steering Group to float the Sussex CRP as an independently constituted organisation.	A robust and accountable decision making process needs to be in place to represent the interests of all relevant stakeholders	By 1 st August	
Draft terms of reference for the Steering Group to be drawn up, copy attached prepared by Jeremy Leggett and Tim Sparrow	The Steering Group needs formally to take responsibility for advising the potential partners on the setting up of the new organisation. Members of this Steering Group must be clear of the scope of their responsibilities and to whom they are accountable.	By 1 st August	
Identification of deliverables for the existing service agreement between the AirS and Southern incorporating an explicit role for the Steering Group both in steering the formation of the new organisation and directing community rail activity in Sussex	In order to ensure that there is clear accountability in the funding relationship between Southern, AirS and the Steering Group up to the point at which the new organisation is floated This will ensure the continuation of the local line work, give continuity of employment to staff and support the "promote and float" process for SCRCP with maximum stakeholder engagement.	August	
Clear communication to all stakeholders of the draft next steps forward, draft vision for the SCRCP in the longer term and draft terms of reference of the Steering Group	Both interest and concern has been generated from the events of the last two months and this needs to be positively capitalised upon.	By 8 th August	
The above Steering Group, with new Terms of Reference, to meet and seek to bring a clear resolution to differing perspectives on the management, direction and relationships between CRP and other parties. Agreement to this to be explicitly sought.	The troubled history of public sector investment in rural transport partnership work has left a confused picture that needs to be cleared away before progress can be made.	September	
Sussex CRP to contribute to any proposals drawn up by AirS for a broader rural transport initiative, working with the LAAs and Rural Partnerships in both Counties, into which the new Sussex CRP will contribute a strong community rail perspective.	The new SCRCP needs to focus on practical initiatives to support the Line Groups but also needs strategic linkages to other strategies to bring about modal shift.	September	
Steering Group to discuss options and agree a model of governance that can be captured in a draft M&A. This should take	SCRCP will provide an umbrella for several Line Groups and these must be embedded in its partnership constitution whilst also capitalising appropriately	September	

Action in rural Sussex

What	Why	Who	When (to be agreed by Steering Committee)
account of providing a legal framework for the Line Groups and their local partnerships and also a forum for wider stakeholder involvement beyond the eventual Board of the SCRPs.	on public sector and local interest and volunteers		
Steering Group to consult potential stakeholders on the proposed governance model and opportunities for involvement / funding including definition of scope for guarantor members to elect Directors	To ensure that all those committed to community rail both are, and feel, fully involved in developments from this point on.	September/October	
Steering Group to identify initial subscribers, consenting members of a Shadow Board and registered office	In order to move from a Steering Group to a fully accountable Board of Directors with any changes in personnel that this may involve	October	
Registration of the new SCRPs organisation	Needs to be in place before next steps can be taken	October/November	
Initial Board meeting, agreement of timetable for drawing up company policies and procedures and completion of registration of Directors	Needs to be in place before next steps can be taken	November/December	
Service agreement between Southern and AirS to end and a new one established with the new organisation			