

**You are hereby summoned to a meeting of the RMBC Transport Liaison Group
to be held on:-**

**Date:- Wednesday, 2 December 2015 Venue:- Town Hall, Moorgate Street,
ROTHAM. S60 2TH**
Time:- 2.00 p.m.

RMBC TRANSPORT LIAISON GROUP AGENDA

1. Apologies for Absence
2. Minutes of the previous meeting held on 23rd September 2015 (Pages 1 - 5)
3. Matters arising from the previous minutes (not covered by the agenda items)
4. Parish Council Representation
5. Updates from the Transport Operators (Pages 6 - 16)
 - 1) First Group
 - 2) Stagecoach
 - 3) South Yorkshire Passenger Transport Executive
 - 4) Rotherham Community Transport
 - 5) Northern Rail
 - 6) Robin Hood Airport - Consultative Committee meeting - minutes of the meeting held on 15 October 2015 (pages 6 to 16)
6. Updates from RMBC Transportation Unit
including a presentation on the draft Rotherham Transport Strategy
7. Any other business
8. Date and time of the next meeting



**Catherine A. Parkinson,
Interim Director of Legal and Democratic Services.**

- Wednesday 16th March, 2016 (2.00pm start)
- Wednesday 29th June, 2016 (2.00pm start)

Transport Liaison Group membership:-

Cabinet Member for Safe and Attractive Neighbourhoods & Combined Authority
Transport Committee Member - Councillor Lelliott (Chair)
Combined Authority Transport Committee Member, Councillor Godfrey
The Leader and the Deputy Leader

One Council Member from each Ward as follows:-

Ward 1 – Jepson	Ward 8 - Cutts	Ward 15 - Cowles
Ward 2 – Alam	Ward 9 – Beaumont	Ward 16 - Rose
Ward 3 – Ahmed	Ward 10 – Whelbourn	Ward 17 - Reeder
Ward 4 – Finnie	Ward 11 – Hughes	Ward 18 – Watson
Ward 5 – Astbury	Ward 12 – Khan	Ward 19 – Atkin
Ward 6 – Pitchley	Ward 13 – M. Vines	Ward 20 – Hoddinott
Ward 7 – Hamilton	Ward 14 – Rosling	Ward 21 – Hunter



**Catherine A. Parkinson,
Interim Director of Legal and Democratic Services.**

RMBC TRANSPORT LIAISON GROUP
Wednesday, 23rd September, 2015

Present:- Councillors Alam, Atkin, Astbury, Cowles, Cutts, Finnie, Hamilton, Hughes, Jepson, M. Vines, Reeder, Rose and Whelbourn.

Also in attendance : Mr. P. Beighton (Stagecoach), Mr. N. Broadhead (SYPTE), Mr. D. Cooper (Rotherham Community Transport), Mr. A. Butler and Mr. S. Savage (Highways and Transportation, RMBC); guest – Parish Councillor J. R. Swann (Woodsetts Parish Council).

Apologies for absence were received from Councillors Beaumont, Godfrey, Hoddinott, Hunter, Khan, Lelliott and Pitchley and from Mr. D. Stevenson (Stagecoach) and Mrs K. Naylor (Robin Hood Airport)

5. APPOINTMENT OF CHAIRMAN FOR THE MEETING

Agreed:- That Councillor A. Atkin be appointed Chairman for this meeting.

(Councillor Atkin in the Chair)

6. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH JUNE 2015

Consideration was given to the minutes of the previous meeting of the Transport Liaison Group, held on 24th June, 2015.

Agreed:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

7. MATTERS ARISING FROM THE PREVIOUS MINUTES

(Minute No. 3(4)) (Northern Rail)

Members were informed that all public transport operators ensure that their staff undertake the necessary training in respect of the safeguarding of children and of vulnerable adults. Reference was made to an apparent increase in the number of cases of sexual harassment on trains. It was confirmed that Northern Rail have training schedules already in place for their staff, about ways of identifying and dealing quickly with these issues.

(Minute No. 3(4)) (Reporting issues concerning public transport)

It was noted that Parish Council representation on this Transport Liaison group is being arranged via the Yorkshire Local Councils Associations. It was also clarified that issues concerning public transport will be able to be reported via the Borough Council's Area Assembly network.

8. UPDATES FROM THE TRANSPORT OPERATORS

(1) First Group – relevant items are included at section (3) below.

(2) Stagecoach – Services at Conisbrough are still being delayed because the maintenance works within the highway are continuing and are expected to be completed soon. Service delays continue to occur at Parkgate and the difficulties of improving traffic flows in that area are widely acknowledged.

(3) South Yorkshire Passenger Transport Executive (SYPTTE)

(i) The Bus Rapid Transit (BRT) between Rotherham and Sheffield – a new link road is due to be opened in June 2016; the new BRT service is scheduled to start operating no later than September 2016.

(ii) The Tram-Train project, to extend the Supertram via the heavy rail route to Rotherham and Parkgate - engineering work is to start imminently and vehicle testing should start in 2016; currently, the planned start date for the operation of services is early 2017.

Members asked for clarification of the date and place on the highway when engineering works will begin. It was clarified that, at present, there will be no impact on the highway network, nor on existing rail services.

(iii) Rotherham Central Railway Station

New ticket machines are to be installed in the next few months. The SYPTTE has been approached by Gallery Town to place some artwork at the Rotherham Central railway station. Discussions have been held with Northern Rail and the Gallery Town about the arrangements for installation of this artwork. This artwork will be unveiled on Friday 23rd October 2015.

(iv) Bus network updates

There have been no significant changes in September.

Rotherham 19B - service rerouted in Dinnington to operate a one-way loop. The change is to improve the punctuality of the 19, 19A and 19B service group. All passengers can still use the service, but some will have to travel via the Interchange first.

Rotherham/Sheffield 71 - Service 71 rerouted via Centretainment and the Meadowhall retail park, following customer requests.

Rotherham 108/109 – the Summer frequency timetable will remain in place and will not alter from September 2015, due to the extra resource required in the Dearne Valley for major electrical replacement works causing delays.

Rotherham X7 – the 0700 journey will no longer operate. Alternative journeys are available earlier (X7, Powells) or later (X13).

The January, 2016, service changes will be known in late November 2015. Councillors will be briefed on all changes by the SYPTTE communication team.

The 'RConnect' ticket prices will reduce from Sunday 1st November 2015, as detailed below:-

Ticket	Mode(s)	Duration/Prices
RConnect (No price review until April 2017)	Bus only (Rotherham)	<ul style="list-style-type: none"> • Day £4.50 (<i>not changed</i>) • 7 Day £15.50 (<i>was £17.00, 9% saving</i>) • 28 Day £54.00 (<i>was £63.75, 15% saving</i>)
TravelMaster Rotherham	Bus and train (Rotherham)	<ul style="list-style-type: none"> • 7 Day £21.10 (<i>not changed</i>) • 28 Day £69.40 (<i>not changed</i>) • Annual £720.00 (<i>not changed</i>)

The new 'RConnect' prices come with a commitment of no price review until April 2017. Councillors will receive confirmation of these details shortly.

Members asked about the SYPTTE survey and consultation process and the arrangements were confirmed. The SYPTTE communications team will issue material about the process both to Borough Councillors and to Parish Councils.

(4) Rotherham Community Transport – the organisation has achieved accreditation from the Dementia Action Alliance, a county-wide scheme in which community transport vehicles will be eligible to display the dementia friendly logo and employees are trained to provide appropriate assistance to dementia sufferers. The 'shopper bus' is being promoted, throughout the Rotherham Borough area, for people who have difficulty accessing the standard bus services; the service is suitable for people who may have a long term injury or illness and there is additional support from Rotherham Intermediate Care.

Members noted that the Sheffield City Region organisation is preparing a bid for funding from the latest round of the Government's Green Bus Fund, although the intended scheme is likely to centre upon the Sheffield City Council area.

(5) Northern Rail - no report.

(6) Robin Hood Doncaster Sheffield Airport - Consideration was given to the minutes of the most recent meeting of the Robin Hood Airport Consultative Committee held on 16th July, 2015. The contents of these minutes were noted. Members were informed that the new link road, from Junction 3 of the M18 motorway to Parrott's Corner, Rossington, Doncaster is due to be opened in early February, 2016.

9. UPDATES FROM RMBC TRANSPORTATION UNIT

(1) Highways schemes scheduled to be delivered as part of the Local Highways Programme 2015/16

(a) Refurbishment of Clifton Lane crossroads – this scheme will include cycle crossings integrated within Toucan crossings, as well as the

creation of a walking route from the Rotherham town centre to Clifton Park; construction works are scheduled to be completed by 31 March 2016.

(b) St. Ann's roundabout improvement works (utilising funding secured from the Sustainably Transport Exemplar Programme) - the traffic signals at the junction of the A630 Centenary Way and Kenneth Street will be removed, facilitating improved traffic flows and bus journey times in the direction of Parkgate and Fitzwilliam Road (and reducing the use of Kenneth Street and Effingham Street as a 'rat run'). A new pedestrian/cycle Toucan crossing will be installed at the roundabout exit onto Fitzwilliam Road. Also, at the Fitzwilliam Road and St. Ann's Road approach to the roundabout (south side), some lengths of the subway will be filled in to facilitate the creation of a walking/cycling path, enhanced by environmental improvements. The traffic signals are to be removed at the St. Ann's Road approach onto the St. Ann's roundabout. These improvement works will benefit pedestrians, cyclist and public transport users.

(c) The walking and cycling route from Masbrough into the Rotherham town centre is being improved, including the widening of the section of footway between the railway station and the town centre.

Members noted that the modern traffic signals, being installed, have a button for blind and partially sighted people to press, to check that it is safe to cross the road. This facility is particularly needed at busy junctions which have separate signals for different route directions, where the audible signals may cause some confusion for blind and partially sighted people.

(2) Highways outside Schools – 20 mph vehicle speed restriction

Members were informed of changes which were taking place, at the instigation of Central Government, which included the relaxation of guidelines and gave Highway Authorities more flexibility to establish 20 mph speed limits on highways in their areas. Reference was made to the Borough Council's own policy in this matter (Minute No. C162 of the meeting of the Cabinet held on 15th January 2014 refers). The policy was being applied and tested in respect of the traffic speed on highways outside a number of schools in the Borough area, as follows:-

: Ravenfield Primary School at B6093 Moor Lane North – a trial scheme had begun in May 2015, which included a part-time advisory 20mph speed limit on this highway which passes the School;

: Thurcroft Junior and Infant School – B6060 Green Arbour Road and also School Road;

: Brinsworth (secondary) Academy – B6067 Brinsworth Road;

: Wickersley Northfield Primary School – Northfield Lane;

: Sandhill Primary Academy - Kilnhurst Road, Rawmarsh;

: Brampton Ellis CE Primary School – Brampton Road and the B6089 Packman Road (this location is still under consideration).

Members noted that the highway and road safety assessments will be undertaken, including surveys of vehicle speeds. Other locations may also be considered for this process and Members would be able to make suggestions of suitable schools and highways. It was noted that this process does not take account of any issues relating to the provision of school crossing patrols, which were being considered as part of the Council's budget deliberations.

(3) East Herringthorpe – introduction of 20 mph speed limit in the area, with minimal traffic calming; the necessary Traffic Regulation Orders have been advertised and design work has begun on this scheme. Construction works are scheduled for completion by 31 March 2016. The scheme has similarities with the previous scheme for the East Dene area, although at East Herringthorpe fewer road humps/cushions will be installed.

10. DATE AND TIME OF NEXT MEETING

Agreed:- (1) That the next meeting of the RMBC Transport Liaison Group be held at the Town Hall, Rotherham on Wednesday, 2nd December, 2015, commencing at 2.00 p.m.

(2) That future meetings of the RMBC Transport Liaison Group take place on:-

- Wednesday 16th March, 2016
- Wednesday 29th June, 2016



ROBIN HOOD DONCASTER SHEFFIELD AIRPORT

AIRPORT CONSULTATIVE COMMITTEE

15 OCTOBER 2015

PRESENT: Alan Tolhurst OBE (Chair)
 Parish Councillor S Crawford (Austerfield Parish Council),
 Parish Councillor N McCarron (Blaxton Parish Council),
 County Councillor C Pearson (North Yorkshire County Council), I Smith (Robin Hood Airport), Parish Councillor J Worthington (Cantley with Branton Parish Council), A Bosmans (FODSA), M Cotterill (Peel Airports Management), Councillor J Cox (Doncaster MBC), Councillor E Hoddinott (Rotherham MBC), Councillor B Mordue (Doncaster MBC), Councillor P J O'Connor (Lincolnshire County Council), Councillor I Saunders (Sheffield City Council) and M McCoolle (South Yorkshire Joint Authorities)

Apologies were received from: J Bamford, P Cole, D Fell, S Gill, P Nears, M Di Salvatore, A Shirt, R Wilkinson, R Wright, Councillor J Blackham, Councillor R Blake, Councillor J P Churchill, Councillor R Franklin, C Harcombe, Councillor J Hart, P Maddison, K Naylor, Councillor H Richards, Councillor P Skelding, K Stow, Councillor C L Strange, Councillor J White and Y D Woodcock

1 **WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the October meeting of the Airport Consultative Committee (ACC).

Apologies for absence were noted as above.

2 **ANNOUNCEMENTS**

None.

3 **MINUTES OF THE MEETING HELD ON 16 JULY 2015**

RESOLVED – That the minutes of the meeting of the Airport Consultative Committee held on 16 July 2015 be agreed as a correct record.

4 **MATTERS ARISING**

i) **Leeds East Airport**

A Tolhurst referred to the recent air display held at Leeds East Airport. The event had proved to be successful, but a great deal of traffic problems had been incurred.

ii) New Member Induction Pack

A Tolhurst commented that he had produced a draft new member induction pack, which included the Committee's Constitution; to be presented to the next Committee meeting. Members were requested to contact A Tolhurst or A Shirt if any additional information was required.

It was noted that arrangements would be made for Members to undertake a yearly visit around the Airport. M Cotterill would look into the possibility of a visit around the cargo facility.

Councillor Mordue requested a copy of the Committee's Constitution.

iii) Pilgrim Fathers

A Tolhurst referred to a recent meeting held at Gainsborough Hall to launch the arrangements being made for the 2020 celebrations of the Pilgrim Fathers journey to the USA. It was not known if anyone from the Airport had been invited to the launch, but there have been talks between the Airport and travel agents in the United States and the proximity of DSA to some of the 2020 celebration venues had been highlighted. Until additional information was known, it would be difficult for the Airport to become further involved.

The Committee noted the importance for DMBC and the Airport to be informed of arrangements from the outset, together with the involvement of as many organisations as possible. It was agreed that involvement with such an important event would benefit Doncaster, DSA and the surrounding areas.

Councillor Crawford commented that some of the Austerfield Parish Council Members were actively involved in the arrangements, and it was hoped to build a Pilgrim Trust Information Centre in Austerfield.

5 MEMBERSHIP UPDATE

RESOLVED – That Members noted that Sheffield City Council had appointed Councillor Ian Saunders to sit on the ACC in place of Councillor Leigh Bramall.

6 AIRPORT ACTIVITIES REPORT

M Cotterill provided the Committee with an update on Airport activities. In summary it was reported that:-

- During the current financial year, up to September 2015, there had been a total of 534,000 passengers at the Airport, which was a 16% increase on the same period in 2014.
- It was noted that 1,200 tonnes of cargo had passed through the Airport, compared to 49 tonnes in the last financial year.

- Cost analysis had been undertaken to compare flights from East Midlands Airport; it was noted that a flight only basis with Thomson would be more expensive in comparison to others, as Thomson was an integrated carrier to sun destinations; Thomson package holidays were no more expensive than holidays from other airports.
- The FARRRS link road was expected to open in February 2016.
- Focus was being given to obtain the Schipol hub route, although it was envisaged that links with the Frankfurt or Charles De Gaulle hubs would be easier to achieve.
- Progress was slowly being made for a railway site initiative at the Airport. The matter would be progressed through GRIP, although it was noted that the establishment of a railway station would not be in place until 2020, when it was envisaged that the passenger throughput would have substantially increased. Nottinghamshire had expressed an interest in extending the Robin Hood line.

A Tolhurst referred to the January Committee meeting where there had been an update on the Airport Master Plan and suggested that a further brief on relevant changes would be welcome at the next ACC meeting. **ACTION: M Cotterill**

The Committee agreed that a greetings card be sent to P Nears, who was undergoing treatment.

7 PRESENTATION ON PASSENGER EXPERIENCE INCLUDING CAR PARKING AND RETAIL FACILITIES IN THE TERMINAL BUILDING - IAN SMITH, COMMERCIAL MANAGER, RHADS

I Smith gave a presentation on the commercial and terminal update 'improving the passenger experience' which included car parking and retail facilities in the terminal building.

Please refer to Appendix A for a copy of the slides.

Members were referred to the car parking situation at the Airport, which included a 15 minute grace period for the collection of individuals. It was noted that drivers were waiting in nearby villages until passengers were ready for collection from the Airport.

I Smith commented that the Committee's comments would be taken on board. A review was underway and a strategy was being drawn up; an update would be provided to a future Committee meeting to determine the car parking parameters and to explain the reasons why this had changed.

A Tolhurst suggested that the review gave consideration to the criteria applied in instances when a PCN fine was issued. Members were reminded not to stop outside of Armstrong House to post mail, as a 'don't stop sign' were displayed at the road side.

A Tolhurst gave thanks to I Smith, for an interesting and informative presentation.

RESOLVED – That the Committee noted the presentation.

8 DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL
SUB-COMMITTEE HELD ON 17 SEPTEMBER 2015

A Tolhurst drew Members' attention to the discussions held at the meeting in relation to car parking issues. Members noted the importance to convey such important messages.

A Tolhurst commented that he would make arrangements for an additional aircraft performance presentation to be given to the Committee.

Parish Councillor McCarron requested that the Committee's thanks be given to K Naylor for circulating the list of all training flights.

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 17 September 2015 be noted.

9 SCHEDULE OF 2016 MEETING DATES

RESOLVED – That the Committee agreed to the following schedule of 2016 meeting dates:-

Airport Consultative Committee

Thursday 14 January (AGM and Ordinary)
Thursday 14 April
Thursday 14 July
Thursday 13 October

All meetings will commence at 10.00 am, in the Blenheim Meeting Room in Heyford House, Robin Hood Airport, unless stated otherwise.

Noise Monitoring and Environmental Sub-Committee

Thursday 17 March
Thursday 23 June
Thursday 15 September
Thursday 1 December

All meetings will commence at 10.00 am, in the Blenheim Meeting Room in Heyford House, Robin Hood Airport, unless stated otherwise.

10 ANY OTHER BUSINESS

Parish Councillor McCarron commented that the hedge rows in the vicinity of the Airport had still not been trimmed.

M Cotterill commented that he would intervene on the matter.

Councillor Worthington requested that the Committee be made privy to the last flight of the Vulcan XH558.

A Tolhurst referred to the high volume of publicity for this final flight, and he suggested that additional car parking areas be opened up within the Airport, to assist with the volume of spectators.

11 DATE AND TIME OF NEXT MEETING

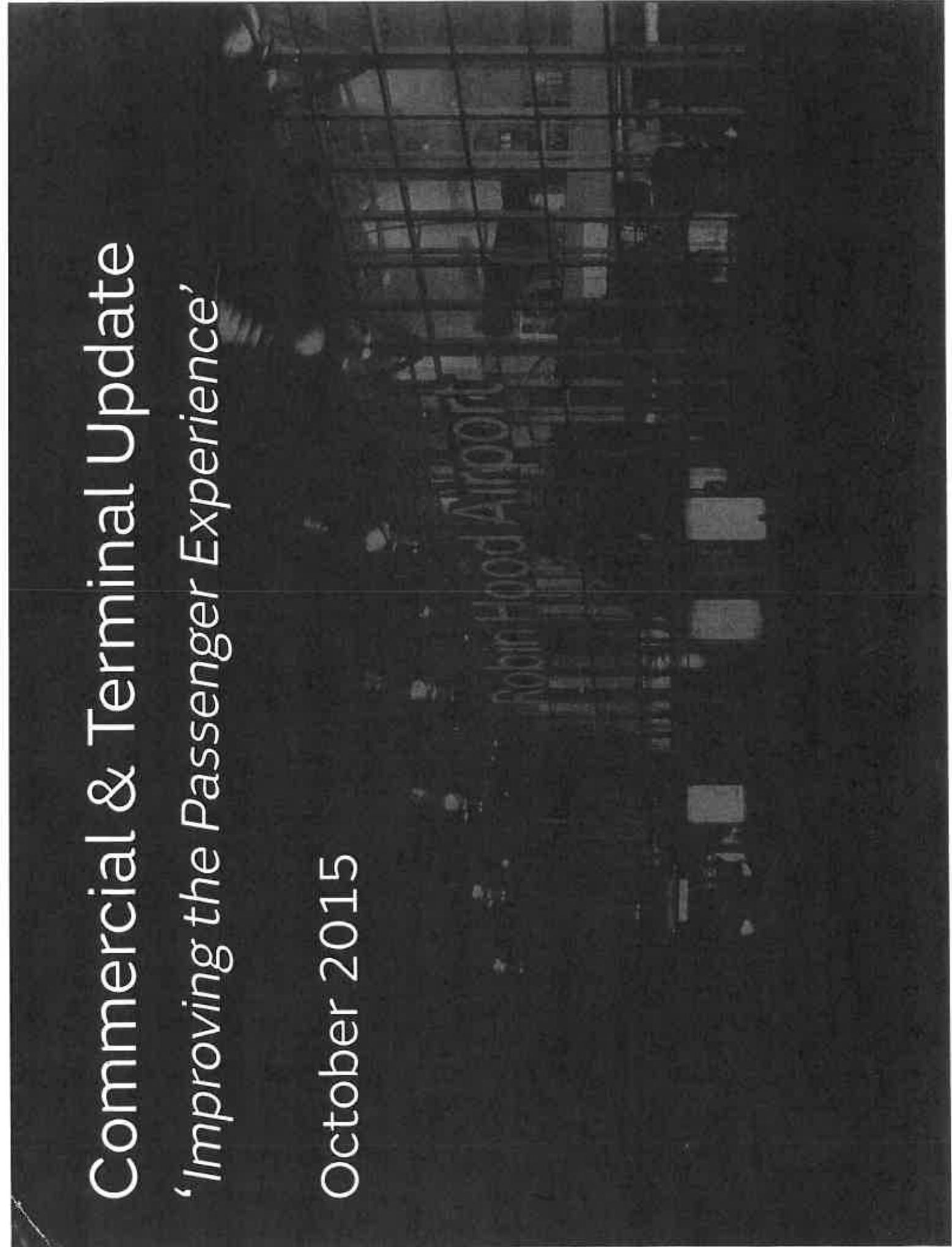
RESOLVED – That the next meeting of the Airport Consultative Committee be held on Thursday 14 January 2016 (Annual General Meeting & Ordinary Meeting) commencing at 10:00 am, in Heyford House, Robin Hood Airport, Doncaster.

CHAIR

Commercial & Terminal Update 'Improving the Passenger Experience'

October 2015

Robinson Hood Airport



DSA Passenger Experience

- **Departures / Security Search Area**
 - Plans are being developed for additional queuing / preparation area pre-Security Search Area. *Central Search will need to be relocated in the mid-term.*
 - Key focus to maintain Passenger Experience and minimise waiting times in this area and encourage passengers through to the departure lounge.
 - Common Check-In now being trialled on Wizzair departures.
 - Introduction of Customer Service Host role - training starts next week.
- **Arrivals**
 - Proposals being developed for external queuing area. Previous solution not adequate for passenger growth and unable to accommodate 'peaks' of current flight schedule.
 - Additional desk now being provided at UKBF to minimise delays in this area.
- **Departure Lounge**
 - Reviewing passenger flows for Summer 2016 and space required.
 - Option to re-open current Viewing Lounge for peak season.
 - Plans are being developed for introduction of DSA Premium Lounge - above World Duty Free.

DSA Retail Developments

- Refurbishment of WHSmith – landside and airside
 - New hot food offer & Nescafe Milano introduced April 2015.
 - Currently highest average spend achieved in regional airports – heavily influenced by Wizzair passengers.
 - Sales currently c.+40% ahead of prior year (landside).
 - Challenges with passenger flows in Airside at peak times.
- World Duty Free
 - Store of the Year Award for 2014. Shortlisted for 2015.
 - Largest source of retail revenue for DSA, although recent legislation changes concerning Tobacco have resulted in some extra challenges.
 - Currently on target to deliver c. £2.5M sales in 2015.
 - A proven retail partner that consistently understands DSA and our passenger profile....
 - Impacted by ‘Boarding Card’ issue throughout Summer and press and media activity.

DSA Retail Developments

- **Food & Beverage**
 - Terms agreed with JD Wetherspoon for extension of agreement on existing airside operation.
 - Surrender of lease of landside unit - The Amy Johnson and Subway due to open imminently.
 - Subway will open during November, with airside options for Summer 2016.
- **‘Experience More’**
 - Focuses on the entire passenger experience, interaction and all retail & service partners working together to deliver outstanding customer service.
 - Programme will continue to be delivered to all key retail partners.
- **Weekly Commercial Pow Wow**
 - Key focus is destination targeting and operational issues that may affect retailer performance and the passenger experience.
 - Forum for planning ad-hoc Retail and in-terminal activity such as Halloween, Bonfire Night, Christmas etc....creating ‘DSA Theatre’.

DSA Car Park Developments

- **New Products**
 - Short Stay Car Park opened successfully in Summer 2014.
 - Introduced Terminal Front Drop-Off & Pick-Up - chargeable option starting at £1.00. *15 minutes FREE remains in Short & Long Stay Car Parks.*
 - Expansion to Premium Car Park recently completed. New 'Premium Families' opens next week.
- **Web Developments**
 - New DSA booking engine successfully launched January 2015.
 - Gatwick, Edinburgh & Stansted Airports currently migrating to this version.
 - Fully responsive for mobiles and tablets.
 - Direct Web Sales growing at c. +33% year-on-year and extremely positive customer reviews.

DSA Car Park Developments

- **Car Park Strategy**
 - Continue to provide outstanding service for passengers and airport users - remaining competitive with our peer group airports.
 - Long-term agreements with third party providers who work with our airline partners (ie Holiday Extras working with TUI).
 - *Price & Availability Parity* across all distribution channels.
 - *Dynamic Pricing* - varies according to demand and available capacity.
 - *Drop-Off & Pick-Up* options continue to be evaluated, together with reviewing the management of the approach roads.
- **Looking Forwards...**
 - Additional capacity will be required for Summer 2016.
 - Evaluation of new products, such as ‘Meet & Greet’ and/or ‘Park & Ride’.
 - Further development of dynamic pricing and automated upgrade options for pre-bookers.
 - Launch of Loyalty Programme for regular travellers.

