

**WEST OF LANCASHIRE COMMUNITY RAIL PARTNERSHIP  
TERMS OF REFERENCE AND CODE OF CONDUCT  
(To be read in conjunction with the annual Activity Plan)**

**1. Aims**

- 1.1 To develop the Preston to Ormskirk (Liverpool) and the (Liverpool) Southport to Wigan (Manchester) lines as showpiece regional railways with a high level of community involvement, attractive station facilities, good co-ordination with other forms of transport and a service that meets the needs of local people and visitors.
- 1.2 To work with stakeholders to deliver the 4 pillars of the Community Rail Development Strategy (2018).
- 1.3 To develop links with other Community Rail Partnerships especially the South East Lancashire CRP, the East Lancashire CRP, the South Fylde Line CRP and share best practice with them.
- 1.4 To work closely with Community Rail Lancashire, the Community Rail Network, the railway industry and other appropriate bodies.

**2. Objectives**

**2.1 Rail Services and Facilities**

- 2.1.1 Support the provision of enhanced station facilities.
- 2.1.2 Support the provision of improved information and signage for users and visitors.
- 2.1.3 Support improved train/train and bus/rail co-ordination.
- 2.1.4 Support the improvement of walking and cycling routes to stations.
- 2.1.5 Support studies and initiatives to improve rail services and frequencies.
- 2.1.6 Support initiatives to improve journey times

- 2.1.7 Develop stations as gateways to/from their local community.
- 2.1.8 Develop links with tourism initiatives.
- 2.1.9 Develop links with environmental projects.
- 2.1.10 To work closely with Community Rail Lancashire to implement its 'Four Year Strategic Education Plan'.

## **2.2 Community Involvement**

- 2.2.1 To encourage community participation, particularly at stations.
- 2.2.2 To develop guided walk programmes.
- 2.2.3 To support and encourage the work of line user groups.
- 2.2.4 To support and/or establish 'station friends wherever possible.
- 2.2.5 To encourage community art initiatives at stations.
- 2.2.6 To engage with local schools, colleges, universities, community, faith groups etc.
- 2.2.7 To encourage local railway staff involvement in the CRP.
- 2.2.8 Develop funding bids to support the above (see Activity Plan).

## **2.3 Communication**

- 2.3.1 To work closely with Community Rail Lancashire on the development of <https://communityrailancashire.co.uk/>
- 2.3.2 To work closely with Community Rail Lancashire to develop social media links using Facebook, Instagram etc.
- 2.3.3 Develop appropriate literature to market and promote the lines (see Activity Plan)
- 2.3.3 Contribute to CRL's Annual Report.
- 2.3.4 Issue press/media releases.

## **3. Management of the Community Rail Partnership**

### **3.1 Management Group**

- 3.3.3 This group will be composed of the following people to be nominated by the named body:

- 1 representative from Lancashire County Council
- 1 representative from Community Rail Lancashire Ltd
- 1 representative from Community Rail Network
- 1 representative from Merseytravel
- 1 representative from West Lancashire Borough Council
- 1 representative from Sefton Metropolitan Borough Council
- 2 representatives from Northern (of whom one should be the RCSM (Regional Community and Sustainability Manager))
- 1 representative from Network Rail
- 1 representative from Merseyrail
- 1 representative from Avanti West Coats
- 1 representative from TransPennine
- 1 representative from Transport for Greater Manchester
- 1 representative from OPSTA (Ormskirk Preston Southport Travellers' Association)
- 1 representative from the Friends of Burscough Stations.
- 1 representative from the Friends of New Lane station
- Other representatives may be invited to join the group

3.1.2 In addition, the Community Rail Development Officer and / or Community Rail Education Development Officer will be ex officio members of the group.

3.1.3 Northern's station managers to attend as ex officio members of the group.

#### **3.1.4 Remit**

- To set and guide the strategic framework for the CRPs.
- To set the agenda for the line's development in terms of building business cases for rail service developments and enhancements; interchange developments; station developments and infrastructure improvements in partnership with the railway industry.

- To monitor and review the annual Activity Plan and Strategic Education Plan.
- To take on and manage appropriate staff to undertake the agreed Action Plan targets.
- To meet at least every 3 months or more frequently if the volume of business requires. A meeting of the Management Group will be quorate if there are 4 members of the Group present.
- The Management Group will appoint a Chairman, Vice - Chairman and Secretary and other officers as required. All officers to be appointed on an annual basis with an AGM to be held between April and May each year.
- The Management Group may establish sub groups to bring forward projects for implementation. Any sub groups that are established will be issue focused and will use the specialist knowledge of the individuals within the particular sub group. Sub groups will work within the terms of reference of the West Lancashire Community Rail Partnership.

#### **4. Code of conduct for the CRP**

I/We will at all times:

- Promote positive relationships to deliver positive outcomes and discussions.
- Champion diversity and inclusion, aiming to ensure that community rail is welcoming, engaging and respectful of everyone.
- Value others by listening and not making assumptions.
- Challenge bullying, harassment, intimidation and report all negative behaviour.
- Never act in a manner that could bring community rail into disrepute.