


## Leicestershire Enhanced Bus Partnership Board

### Minutes of meeting held on 29th July 2024 at 10am via MS Teams

<b>Present</b>			
David Taylor (DT)	Chair / Independent Consultant	Emma Odabas (EO)	LCC
Toby France (TF)	Arriva	Andrew Jeffreys (AJ)	LCC
Ross Hitchcock (RH)	trentbarton (Wellglade)		
David Brookes (DB)	Centrebus	Bijel Mistry (BM)	Leicester City
Barry Allitt (BA)	CT4N		
David Conway (DC)	NCT		
<b>Also attending</b>			
Sarah Chetwyn (SC)	LCC	Clare Waldron (CW)	ITP
Jenna-Mai Smith (JS)	LCC	Matthew Tough (MT)	ITP
<b>Apologies</b>			
Liz Hopwell	Charnwood BC		

	<b>Item</b>	<b>Lead</b>
<b>1</b>	<p><b>Welcome and introductions</b></p> <p>Members introduced themselves and to AJ who is the new member of the LCC Sustainable Travel team responsible for supporting the EP going forward in place of ITP.</p>	DT / All
<b>2</b>	<p><b>Action from previous Board and Forum meetings</b></p> <ul style="list-style-type: none"> <li>EP Forum 8th February 2024</li> <li>EP Board 14th March 2024</li> </ul> <p>DT advised that all actions from both of these meetings are substantially complete.</p>	DT
<b>3</b>	<p><b>EP Governance Arrangements</b></p> <p> 3_LEICESTERSHIRE ENHANCED BUS PAR</p> <p>DT noted that the draft EP Governance Review document had been shared with members ahead of the postponed June meeting. This reflected comments at the EP Forum and AGM in May that no review had taken place since the initial EP Plan was produced in 2022. The proposed changes are summarised in the slide deck (attached) but do not affect the role, frequency or voting arrangements for the Board and Forum.</p> <p>The key changes are:</p> <ul style="list-style-type: none"> <li>To move to a 2-year fixed term for the Chair of both bodies to be selected by Forum members</li> <li>Formalise the inclusion on the Board of 2 x officers from neighbouring authorities</li> </ul>	DT

	<ul style="list-style-type: none"> <li>• Recognise the formation of the Passenger Transport User Group and the inclusion of representatives from public health, business and special interest groups as key stakeholders of the Forum</li> <li>• Operators to self-nominate or nominate others for Board membership every 2 years</li> <li>• Where the number of operators from each group is limited to two operators, they should endeavour to rotate officers representing their group</li> <li>• Board and Forum minutes to be circulated in draft 2 weeks after meetings and final, agreed versions published no later than 4 weeks after meetings</li> </ul> <p>The Board was asked to approve these changes to be incorporated into the updated EP Plan. DB suggested, and BA supported, that the Chairs should be selected by the Board rather than the Forum and this amendment was <b>agreed</b> by a show of hands. Changes to the Chair appointment, Board and Forum membership will come into effect following the AGM in May 2025. All other changes were accepted although the scope to rotate operator membership was felt to be relatively limited to the existing pool albeit well-intentioned.</p>	
4	<p><b>Refresh of EP Plan and Scheme</b></p> <p>LCC had been keen to move forward quickly on this and plan for the next 12 months but had spoken with the DfT on Friday, 26th July, for advice on proceeding with the EP refresh. DfT has said to hold back on any substantive work until the beginning of October when there will be more clarity about the intentions of the new Government in relation to its policy commitments on buses. The EP refresh will now take place over the autumn into winter.</p>	EO
5	<p><b>Wider funding update</b></p> <p>As some of the first tranche of BSIP+ funding will not be spent by the October deadline, LCC will request to DfT for this to be carried forward into the next grant year submission which is being compiled and submitted in September. Some of this money has been earmarked for pilot fare schemes and other promotions that are planned for October half-term, December, January, February and looking ahead to the Easter holidays. These and any other ideas will be taken forward through the Fares T&amp;F Group.</p> <p>DB asked for an update on available funding, expiry dates and spend to date. EO said that LCC is developing a live BSIP+ tracker, as well as for other grant funding streams and s106 contributions, to provide all relevant information in summary form to operators. This will also enable the Task &amp; Finish groups to easily monitor what is available and when, how and on what it must be spent so as to identify the best timing for specific initiatives. The operators welcomed this but asked if this could be staged so that BSIP+ data was made available first rather than delay in order to add s106 commitments which are more complex and specific. EO assented to this.</p> <p><b>ACTION: LCC to circulate trackers to operators when available</b></p>	EO

<p><b>6</b></p>	<p><b>BSIP refresh</b></p> <p>A working draft of the BSIP24 refresh was submitted to the DfT by the 12th June deadline. This is now being tweaked into a design version that LCC will circulate to all operators and stakeholders shortly to allow any further input before the final document is presented to Cabinet on 13th September for approval and publication.</p> <p><b>ACTION: LCC to share design version of BSIP24 submission to operators for comment when available</b></p>	<p>EO</p>
<p><b>7</b></p>	<p><b>PT Network review</b></p> <p>ITP had contacted operators for data to feed into this review. Melton is in Phase 1 and will be followed by Charnwood although the earliest LCC will be able to share options for Charnwood will be from the beginning of 2025. Once options have been finalised, LCC will get in touch to discuss with affected operators and to build on meetings that have already taken place.</p> <p>LCC is continuing to develop a series of sustainable travel roadshows to complement the review through a minimum of 3 drop-in sessions for each area – starting in October for Phase 1 – where the public can view and discuss the potential options. The sessions are also an opportunity to showcase multi-modal travel so LCC will be inviting operators to attend and / or to provide any literature or promotional material. More details of the roadshows will be circulated shortly.</p> <p><b>ACTION: LCC to provide schedule and time / place information of roadshows to operators</b></p>	<p>EO</p>
<p><b>8</b></p>	<p><b>Feedback on youth fares pilot and plans for summer scheme</b></p> <p>The youth fares pilot took place over the Easter 2024 holiday period and received a lot of positive feedback by users and to operators although outcomes in terms of increased patronage was more mixed with some operators reporting an increase and others not seeing much difference from normal traffic. There were also some operational issues around driver clarity of the pilot area and applicability on cross-boundary services.</p> <p>This experience as well as other known barriers to usage, understanding, and eligibility have prompted the summer 2024 scheme to adopt operators’ suggestions to highlight the journey opportunities provided by the £2 fare cap to visit places of tourist and leisure interest across the county and promote young people’s independence and incentive to travel rather than being focussed on the reduced fares offer.</p> <p>The LCC team will be travelling on buses over the summer to obtain passenger feedback on their knowledge of the campaign, why they are using the service, bus usage pattern and other insight to inform promotions later in the year and into the Christmas period. Operators were invited to let LCC know of any other ideas or best practice they have been involved in or know about to support with this.</p> <p><b>ACTION: Operators to email LCC with ideas for subsequent promotion activity</b></p>	<p>EO</p>

9	<p><b>Update on marketing and branding working group</b></p> <p>EO noted that it had been intended to give Board members a vote at this meeting on the branding concepts that had been taken through the T&amp;F group but this had been delayed as a further set of concepts that are felt to better emphasise the Leicestershire Buses brand had been developed. Once these had been cleared internally, they would be shared with operators through a separate (online) meeting.</p> <p><b>ACTION: LCC to circulate the revised concepts and set up a meeting to vote on the preferred design</b></p>	EO
10	<p><b>Standing items</b></p> <ul style="list-style-type: none"> <li>Operator issues and feedback RH raised the issue of late notification of road closures requiring buses to be diverted and other impacts on operator planning. It would be helpful to operators to be involved as early as possible to minimise risks and help to scope any mitigations as had been attempted for the current Kegworth closure. EO apologised and asked to be provided with details of any instances where information had not been available to ensure that operators and LCC could manage closures more effectively.</li> </ul>	All operators
11	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Loughborough access issues RH asked to revisit the previous survey completed by operators now CT4N were now also serving the town and to see what needs moving forward. Illegal parking is still being raised by his local team as an issue. CW noted that, on the back of the report compiled by ITP on operator responses, a meeting had been held with Charnwood BC officers but the main issue was felt to be enforcement to prevent delivery drivers and taxis obstructing access to bus stops and so more for LCC to implement. Some of these could potentially be picked up by the pinch point work and EO confirmed that the pinch points would be considered at each phase of the network review. Another option is to see where priority schemes can be supported by Local Transport Plan funding over the next 2 years.</li> </ul> <p>TF noted that, in addition to this work, there were wider aspirations by operators for Loughborough to return buses to the High Street and that this should be formally documented in the BSIP refresh and developed as an EP scheme to get wider buy-in from stakeholders including at political level – this has been the experience in other BSIPs that Arriva has seen. Historically, operator objections to the Loughborough pedestrianisation scheme had been countered by promised mitigations that had never been implemented.</p> <p>EO noted the operators' position and commented that care had to be taken not to focus the BSIP which is county-wide on one specific scheme but that the detail could be set out in a scheme. However, a wide range of factors had to be taken into consideration to understand the justification for pedestrianisation and whether the outcomes had met its objectives. This would inform future conversations with all relevant stakeholders involved.</p>	DT

	<ul style="list-style-type: none"> <li>• DT and members expressed appreciation to CW and MT for all their work in supporting the EP to date.</li> <li>• AJ noted that he would like to meet operators outside of Board business to build relationships going forward as he takes over from ITP; TF said he would let AJ know of a suitable opportunity and date.</li> </ul>	
<b>12</b>	<b>DoNMs</b> <ul style="list-style-type: none"> <li>• PTUG – 12th September 2024</li> <li>• EP Forum – 26th September 2024</li> <li>• EP Board – 7th November 2024</li> </ul>	DT