

Bus Advisory Board

Thursday 16 December 2021

10.00 am



To: The Members of the Bus Advisory Board

Cllr J Woodman (Chair)

All Somerset County Council Members are invited to attend meetings of the Cabinet and Scrutiny Committees.

Issued By Scott Wooldridge, Monitoring Officer and Strategic Manager - Governance and Democratic Services on 8 December 2021.

For further information about the meeting, please contact Michael Bryant at mbryant@somerset.gov.uk or Democratic Services via email: democraticservices@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda.

This meeting will be open to the public and press, subject to the passing of any resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers



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AGENDA

Item Bus Advisory Board - 10.00 am Thursday 16 December 2021

***Annexe - Meeting Guidance Notes**

Guidance for meeting procedures

1 Apologies for Absence

To receive apologies for the meeting.

2 Minutes of the Previous Meeting

To approve the minutes of the meeting held on 23rd November 2021.

3 Public Question Time

Public questions should be submitted in writing no later than three clear working days before the meeting to democraticservices@somerset.gov.uk.

4 Updated Board Attendees (Pages 7 - 8)

To review the updated list of Board attendees.

5 Update on Enhanced Partnership Process

To receive the verbal update.

6 Formal Consultation Process

To receive the verbal update.

7 Update on Bus User and Stakeholder (BUS) Group

To receive the verbal update.

8 Any Other Business

To discuss any other business.

General Guidance notes for Somerset County Council virtual committee meetings

1. **Virtual Council Public Meetings**

Please be advised that this committee meeting is not subject to the 1972 Local Government Act and therefore can continue to take place virtually.

2. **Inspection of Papers**

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticservices@somerset.gov.uk or telephone 01823 357628.

They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers.

3. **Members' Code of Conduct requirements**

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed on the council website at [Code of Conduct](#).

4. **Minutes of the Meeting**

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

5. **Public Question Time**

If you wish to speak, please contact Democratic Services by 5pm 3 clear working days before the meeting. Email democraticservices@somerset.gov.uk or telephone 01823 357628.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered.

At the Chair's invitation you may ask questions and/or make statements or comments about any matter on the Committee's agenda – providing you have given the required notice. You may also present a petition on any matter within

the Committee's remit. The length of public question time will be no more than 20 minutes in total.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chair may adjourn the meeting to allow views to be expressed more freely. If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, to three minutes only.

In line with the council's procedural rules, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

6. **Meeting Etiquette**

- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

7. **Exclusion of Press & Public**

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

8. **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Committee Administrator so that the relevant Chair can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

A copy of the Council's Recording of Meetings Protocol is available from the Committee Administrator for the meeting.

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Bus Advisory Board Attendees:

Somerset County Council Transport Authority and Highway Authority

Cllr John Woodman, Cabinet Member for Highways & Transport **(Chair)**
Mike O'Dowd-Jones, Strategic Manager, Commissioning – Highways & Transport
Natasha Bates, Service Manager, Commissioning – Highways & Transport
John Perrett, Service Manager, Transporting Somerset
Christopher Parkinson, Public Transport Manager, Transporting Somerset
Tom Woodhams, Senior Lawyer

Supported by representatives from WSP:

Mike Holmes, Director – Transport Planning
Tim Reynolds, Associate

Planning Authority representation as necessary on specific matters

Alison Blom-Cooper, Somerset West & Taunton District Council
Julie Reader Sullivan, Mendip District Council
Nick Tait, Sedgemoor District Council
Peter Paddon, South Somerset District Council
Dan James, Exmoor National Park

Bus Operators who are subject to the Somerset EP requirements (operating registered bus services)

Buses of Somerset – Simon Goff/Marc Morganhuws
First West of England – Doug Claringbold
Southwest Coaches – Peter Fairey
FromeBus – Andy Young
Libra Travel – Chris Higgs
Hatch Green – Nick Hutt
Bakers Dolphin – Max Fletcher
Ridlers – Mark Jamieson
SCC In-house Fleet – Lee Jones
Southwest Community Transport – Victoria Butcher
Mendip Community Transport – Tim Blackburn
AtWest – Brian Worrall
Faresaver – Daniel Pickford
Stagecoach – Mike Watson

Express Coach Operators

Berrys Coaches – James Berry
National Express- Charlotte Ritchie

Rail Operators in Somerset

Great Western Railway – Matthew Barnes
South Western Railway – Andrew Ardley
Cross-country Trains – Richard Gibson
Network Rail – David Northey

Neighbouring Transport Authorities where there are cross boundary routes

Dorset – Deborah Fiddik
Devon – Damien Jones
Wiltshire – Phil Grocock
WECA – Andy Strong
North Somerset – Carl Nicholson

Chair of the Bus User and Stakeholder (BUS) Group

Vacant – to be elected at a future BUS Group Meeting

Bus Passenger Representative(s) covering geographies to be determined (possibly one per district area)

Vacant but in the interim period:

David Redgewell – Campaign for Better Transport
Peter Travis – Somerset Bus Partnership Co-Chair
Cllr Glenda Burrows - Somerset Bus Partnership Co-Chair
Tony Reese - Somerset Bus Partnership Co-Chair
John Hassall - Somerset Bus Partnership Co-Chair