



Notice of Meeting of

## **BUS ADVISORY BOARD**

**Tuesday, 17 October 2023 at 10.00 am**

### **Virtual**

To: The members of the Bus Advisory Board

Chair: Cllr Mike Rigby

All Somerset Council Members are requested to attend.

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For further information about the meeting, including how to join the meeting virtually, please contact Democratic Services

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: [democraticservicesteam@somerset.gov.uk](mailto:democraticservicesteam@somerset.gov.uk) by **5pm on Wednesday, 11 October 2023**.

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

The meeting will be webcast and an audio recording made.

Issued by (the Proper Officer) on Monday, 9 October 2023

# **AGENDA**

**Bus Advisory Board - 10.00 am Tuesday, 17 October 2023**

**Public Guidance Notes contained in Agenda Annexe** (Pages 5 - 6)

**Click Here to View Online Meeting** (Pages 7 - 8)

**1 Welcome and Apologies for Absence**

To welcome attendees and receive any apologies for absence.

**2 Minutes** (Pages 9 - 16)

To approve the minutes of the meetings held on 18 July 2023 and 25 July 2023 as an accurate representation of the meetings.

**3 Public Question Time**

To receive any public questions or statements submitted three clear working days in advance of the meeting.

**4 Coordination of Bus Timetable Changes** (Pages 17 - 20)

Report attached.

**5 Update from Operators on Taunton £1 Fare, Government £2 Fare and Service Updates**

To receive any updates from operators.

**6 ZEBRA 2**

To receive a verbal update.

**7 Somerset's Bus Information Strategy**

To receive a verbal update.

**8 Passenger Satisfaction Survey**

To receive a verbal update.

**9 Update from the Chair of the Bus User and Stakeholders Group**

To receive a verbal update.

**10 Any Other Business**

To raise any other relevant issues from the Chair or Board members.

**11 Date of Next Meeting**

To note that the next meeting is scheduled for Tuesday 6<sup>th</sup> February 2024 at 10.00am.

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## Guidance notes for the meeting

### Council Public Meetings

The legislation that governs Council meetings requires that committee meetings are held face-to-face. The requirement is for members of the committee and key supporting officers (report authors and statutory officers) to attend in person, along with some provision for any public speakers. Provision will be made wherever possible for those who do not need to attend in person including the public and press who wish to view the meeting to be able to do so virtually.

#### 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 [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) or telephone 01823 357628.

They can also be accessed via the council's website on [Committee structure - Modern Council \(somerset.gov.uk\)](#)

### 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 at: [Code of Conduct](#)

### 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.

### Public Question Time

If you wish to speak or ask a question about any matter on the Committee's agenda please contact Democratic Services by 5pm providing 3 clear working days before the meeting. (for example, for a meeting being held on a Wednesday, the deadline will be 5pm on the Thursday prior to the meeting) Email [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) or telephone 01823 357628.

Members of public wishing to speak or ask a question will need to attend in person or if unable can submit their question or statement in writing for an officer to read out, or alternatively can attend the meeting online.

A 20-minute time slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. Each speaker will have 3 minutes to address the committee.

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 an item on the agenda is contentious, with many people wishing to attend the meeting, a representative should be nominated to present the views of a group.

### **Meeting Etiquette for participants**

Only speak when invited to do so by the Chair.

Mute your microphone when you are not talking.

Switch off video if you are not speaking.

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.

There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

### **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.

### **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.

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Minutes of a Meeting of the Bus Advisory Board held virtually on Tuesday, 18 July 2023 at 10.00am

**Present:**

Cllr Mike Rigby (Chair)

Natasha Bates

James Eustace

Mike O'Dowd Jones

David Redgewell

Josh Strickland

Phil Wright

Ian Bell

Lee Jones

John Perrett

Tim Reynolds

Peter Travis

**Also in attendance:** Cllr Dave Mansell and Andy Strong

The Chair opened the meeting and advised that unfortunately issues had arisen outside of the control of Somerset Council which meant that the Board was unable to fully discuss some of the planned agenda items. He said that it would be possible to cover the full agenda at a further meeting the following week and therefore proposed to adjourn this meeting and re-convene on Tuesday 25th July to enable the full agenda to be covered in detail.

He apologised for any inconvenience and assured members of the Board that all options had been explored, however, the Terms of Reference for the Board meant that the meeting could not be deferred at short notice. Somerset Council were extremely keen that a full and transparent discussion should take place about all matters that the Board had been put in place to consider, so felt that this was the best option in the circumstances.

The proposal made by Cllr Mike Rigby to adjourn the meeting to Tuesday 25 July 2023 at 10.00am was seconded by James Eustace.

A vote was taken and there were 12 votes in favour and 0 against.

It was therefore resolved that the meeting of the Bus Advisory Board be adjourned to Tuesday 25 July 2023 at 10.00am.

**(The meeting ended at 10.04 am.)**

Minutes of a Meeting of the Bus Advisory Board held virtually on Tuesday, 25 July 2023 at 10.00 am

**Present:**

Andrew Ardley	James Eustace
Peter Fairey	Luke Farley
Simon Goff	Phil Grocock
John Hammond	John Hassall
Dan James	Phil Wright
David Redgewell	Josh Strickland
Peter Travis	Mike O'Dowd-Jones
John Perrett	Ian Bell
Adam Ozdowski	Tim Reynolds
Lee Jones	

**Also in attendance:** Alex Halett, Cllr Dave Mansell, Tom Roberts, Linda Snelling, Pam Turton, Richard Morgan, Fiona Gourley, Stuart Radford, Stuart Moon

**13 Welcome and Apologies for Absence - Agenda Item 1**

Apologies for absence were received from Cllr Mike Rigby (Chair) and Natasha Bates. Mike O'Dowd-Jones chaired the meeting in the absence of Cllr Rigby.

**14 Minutes of the Previous Meeting - Agenda Item 2**

The minutes of the meeting held on 25 April 2023 were approved.

**15 Public Question Time - Agenda Item 3**

A statement had been submitted from Andy Strong. In his absence the Chair read the statement aloud. He said work still needed to be done to attract non-bus users including comprehensive information such as timetables and maps on display. He recommended Somerset Council to work with bus operators and passenger groups to develop a Bus Information Strategy as a matter of urgency, and to assume responsibility for providing comprehensive information - recharging operators for costs associated with their commercial services.

John Perrett, Operational Services Manager thanked Mr Strong for his suggestions. He agreed there was a lot of work to do on bus timetables. The Council would need to look at its resources to see how it could support a better co-ordinated service. He

would report any progress back to the Board.

The Chair thanked Mr Strong for his contribution.

**ACTION:**

**It was agreed the council would look at its resources to see how it could support a better co-ordinated bus service through an improved information strategy and report to the Board.**

**16 Enhanced Partnership (EP) Scheme - Setting Fixed Dates for Timetable Changes - Agenda Item 4**

John Perrett, Operational Services Manager, introduced a report which addressed the requirement for those in the Enhanced partnership (EP) Scheme at paragraph 4.3 of the Scheme “that operators will work towards a system of agreed timetable change dates across the local bus network in Somerset”.

The report made four recommendations for the Board to consider.

During the discussion that followed Members said it was important to make sure seasonal services and the school timetable were taken into account whenever timetables were changed.

The Operators accepted the recommendations in the report and agreed the following:

- i. Adopt two key periods in the year, from 2024, when timetable changes will be implemented. These are recommended as:**
  - Easter (dates will vary depending on when Easter falls)**
  - Beginning of September (in time for the start of the new academic year)**
- ii. Agree that the exact dates for the subsequent year will be decided at each Autumn Board meeting. With the 2024 dates being agreed at the 17 October 2023 meeting.**
- iii. Agree that flexibility will be maintained for seasonal timetable changes and emergency/unforeseen circumstances. These will be by exception and not the ‘norm’ and will need to be discussed/agreed with the Local Transport Authority’s Public Transport Team.**

- iv. **Agree that where dates of seasonal changes are known in advance, these will where possible, be registered at the same time as the Easter and September changes, although the implementation of the change will fall at a later date.**

**ACTION:**

**2024 dates to be agreed at the next Board meeting in October.**

**17 Update from Operators on Taunton £1 Fare, Government £2 Fare and Services Updates - Agenda Item 5**

Simon Goff of Buses of Somerset was invited to give an update. He apologised that it had been necessary to adjourn the meeting for one week. The reason for this had been the imminent announcement of the closure of the Bridgwater Depot by First Buses. He confirmed the depot would close at the end of September 2023. However, all bus services would continue to operate.

The closure would see some services relocated to other depots ie Taunton, Minehead or Wells.

He said whilst some routes were performing well and had recovered following the Pandemic, the closure of the Bridgwater Depot was necessary to ensure the long term sustainability of the bus service.

With regard to the £1 fares in Taunton, he reported there had been significant growth in trips made. And 45.5% of all journeys were being made as £2 single way trips.

Overall passenger recovery had been good. However, they were not quite back to pre-covid levels.

Stuart Radford, also of Buses of Somerset was invited to speak. He said there had been changes to the timetable and he offered to send a copy of the new timetable with the Board.

During the discussion the following key issues were highlighted:

- It was very important that everyone including the Council, the operators and campaign groups work together to promote the bus service. Especially as fares were as low as they had been for some time. The public should be encouraged to use the service.
- The £2 scheme would increase to £2.50 from November 2023.
- The 20-21 corridor, Weston-super-Mare to Taunton. It was suggested this

service had run better when it was one service rather than two.

- It was suggested the 77 bus service be returned to Wells
- Changes to timetables need to be joined up across the Somerset network. It was important for the service providers to provide a seamless service across the whole county.
- It was suggested that a spare bus be kept at Minehead as part of the recovery plan.
- It was further suggested that a service like the easy rider buses be introduced.
- Ideally, the Bus Advisory Board should have been consulted on about the closure of the Bridgwater Depot in advance of the public announcement.
- Concern for the welfare of drivers who had been used to using the Bridgwater Depot for breaks.
- Stuart Moon asked Ian Bell to contact him at [info@dartline-coaches.co.uk](mailto:info@dartline-coaches.co.uk) to discuss statistics on the use of £1 and £2 fares.
- Concern for spikes in sickness. However, it was noted sickness levels were coming down and reliability would improve as a result.

The Chair thanked the participants. He said the statistics were encouraging. However, this was a very challenging time for the service. He clarified that the Council has agreed in principle to provide some of its BSIP+ funding to offset the need for the bus operator to reduce the level of service on some routes which would otherwise be at risk, and noted that specific publicity campaigns will be needed to ensure passengers are aware these services will be at risk in the future if people don't use them. He committed to working with First group on an appropriate publicity campaign for these specific routes.

The update was noted.

**ACTION:**

**Buses of Somerset will provide a copy of the new bus timetables to the Board. Buses of Somerset to work with Somerset Council on a joint campaign to promote public use of routes that are likely to be at risk of reduced service.**

**18 Update on Digital Demand Responsive Transport (DDRT) - Agenda Item 6**

John Perrett confirmed that the DDRT contract had been awarded to Pedam Mobility to deliver the driver and passenger apps, the booking website and the back-office system. He said that alongside this technology it would still be possible for the public to ring up and make bookings by telephone.

The Council had consulted with the Somerset Bus Partnership and elected Councillors were currently being briefed on the service and how it would work.

The aim was to introduce the new apps in the early Autumn to coincide with the delivery of the new vehicles.

They were currently looking for staff to run the app, and interviews were being carried out.

There were no questions, and the update was noted.

## **19 Passenger Satisfaction Survey - Agenda Item 7**

Tim Reynolds, WSP Associate, said they had been working with Queenswood to set up a passenger satisfaction survey which would be available in September 2023. The results of the survey would be reported to service providers so that improvements in service could be made.

In response to queries Tim Reynolds said the survey would include questions about the bus stations and infrastructure as well as the quality of the buses, the drivers and the service. The questions would be similar to those used by Devon County Council, where the response to the survey had been good.

It was suggested that paper versions of the questionnaire be handed out people who use buses but were not on a bus journey that day.

## **20 Update from the Chair of the Bus User and Stakeholders Group - Agenda Item 8**

Peter Travis, Chair of the Bus User and Stakeholders Group was invited to speak. His points included the following:

- It was important for the Council, the bus operators and the bus users to work together to improve the services.
- The bus user group was in a unique position to be able to announce unforeseen changes to bus schedules. He asked the bus operators to let them have new timetables as soon as possible.
- September would be very busy for the bus services because of the changes to the timetables and the return of schools and colleges.
- They noted the success of the £1 and £2 fares.
- They were pleased to note a new bus services in the north of the county.
- There had been problems with the regularity of buses in Burnham on Sea.

The Mayor of Burnham would like to meet with the bus operators to see how improvements could be made particularly to the 21 and 21a services.

- Disruption to bus services had also been experienced in other parts of the county too. For instance, in the Taunton area.
- It was disappointing that the Bridgwater Depot was closing. It was noted that Bridgwater would need a reliable bus service especially now there was to be a new factory in the area.
- It was suggested that the Council display the bus service charter more prominently on its website.
- Somerset Buses had been shortlisted in the Campaign of the Year for the National Transport Awards.
- Members were interested to know what the closure of the railway ticket office would have on the bus service. The Council would give a response once it had the results of the consultation on the closure of the ticket office.
- The Board noted the Council was working with North Somerset Council to resolve the 126 service and a draft timetable should be ready next week.

**ACTION:**

- 1. Peter Travis requested that Cllr Lesley Millard, Mayor of Burnham meet with Simon Goff and John Perrett to discuss the bus services in Burnham on Sea.**
- 2. With regard to the closure of railway ticket offices, John Perret agreed to send the Council's response to the consultation.**

**21 Any Other Business - Agenda Item 9**

Members said they were desperate to get the Taunton Bus Hub reopened. They noted proposals were being made for a new layout for the building. Information on this should be available soon.

Members were concerned about the issue of travellers at the Taunton park and ride. The Council was developing proposals to resolve this issue.

Member suggested that a bus be made available to bring passengers back from Bishop's Lydeard to the Taunton Railway Station for onward journeys.

**22 Date of Next Meeting - Agenda Item 10**

The Chair confirmed the next meeting would be held on 17<sup>th</sup> October 2023.

**(The meeting ended at 11.45 am)**

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**CHAIR**



## Bus Advisory Board – 17<sup>th</sup> October 2023

### Item 4 - Coordination of bus timetable changes

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#### 1. Background

- 1.1 At the Bus Advisory Board meeting in July 2023, members agreed to two main timetable change dates per year, with flexibility maintained for unforeseen/emergency operational issues and seasonal changes where it is not possible to confirm the changes at the two main agreed dates.
- 1.2 The date changes were agreed for Easter and the beginning of September, with exact dates to be agreed at each October Board meeting.
- 1.3 The table below sets out the proposed timetable for bus service changes, registrations, consultation, and Board meetings for 2024.

#### 2. Recommendation:

##### 2.1 That the operators subject to Somerset's EP agree:

- **The specific dates for timetable changes and associated consultation/registration periods in 2024 as set out in table 1 below.**
- **To use the proforma (Appendix A) for presenting proposed timetable changes at future Board Meetings to ensure clarity on any changes being suggested.**

**Table 1**

<b>Date</b>	<b>Event/Action</b>	<b>Comments</b>
5 <sup>th</sup> Feb – 3 <sup>rd</sup> Mar 2024	Consultation period	28 days for consultation with Somerset Council, the Bus Advisory Board and Key Stakeholders.
<b>6<sup>th</sup> February 2024</b> (re-arranged from 23 Jan)	<b>Bus Advisory Board Meeting (Q1)</b>	<b>Operators to introduce changes to the Board for consideration/discussion.</b>
4 <sup>th</sup> Mar – 14 <sup>th</sup> April 2024	Registration period	42-day registration period (no further changes can be made during this time)
<b>Monday 15<sup>th</sup> April 2024</b> <b>(Easter Hols 29<sup>th</sup> Mar – 12 Apr)</b>	<b>Service changes take -effect</b>	<b>Change Date 1 for 2024</b>
<b>23<sup>rd</sup> April 2024</b>	<b>Bus Advisory Board Meeting (Q2)</b>	
24 <sup>th</sup> June – 21 <sup>st</sup> July 2024	Consultation period	28 days for consultation with Somerset Council, the Bus Advisory Board and Key Stakeholders.
<b>25<sup>th</sup> June 2024</b> (re-arranged from 16 July)	<b>Bus Advisory Board Meeting (Q3)</b>	<b>Operators to introduce changes to the Board for consideration/discussion.</b>
22 <sup>nd</sup> July – 1 <sup>st</sup> Sept 2024	Registration period	42-day registration period (no further changes can be made during this time)
<b>Monday 2<sup>nd</sup> September 2024</b>	<b>Service changes take -effect</b>	<b>Change Date 2 for 2024</b>
<b>15<sup>th</sup> October 2024</b>	<b>Bus Advisory Board Meeting (Q4)</b>	Agree specific date changes for 2025

**Timetable change proforma – for presentation at the Bus Advisory Board**

Operator:	
Date of proposed change(s):	<b>SC to complete for agreed dates</b>
Consultation period:	<b>SC to complete</b>
Registration period:	<b>SC to complete</b>
Board Meeting Date:	<b>SC to complete</b>

The following change(s) to bus services are proposed below. These will be considered and discussed at the Bus Advisory Board ahead of the registrations being submitted.

<b>Service No.</b>	<b>Route</b>	<b>Proposed changes and anticipated impact e.g. increased/reduce frequency by XX minutes</b>

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