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To: All Members of the Bus Services Working Party: Councillors Alex Beaumont, D Brassington, D Biddleston, E Cannon and A Greenfield

Substitutes – Councillors C Davis and M Burton

cc. All Other Town Councillors

Dear Member

You are requested to attend a meeting of the BUS SERVICES WORKING PARTY to be held in MakeSpace, 2 Riverside Terrace, Keynsham BS31 1HF on **Monday 11th November 2024 at 10.00a.m.**

The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", is written over a light blue circular stamp.

Dawn Drury
Town Clerk

4th November 2024

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds you must evacuate the building by the exit and proceed to the assembly point: grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF LAST MEETING

RECOMMENDED:

That the minutes of the last meeting held on 24th September 2024 be confirmed as a true record and signed by the Chairman.

3. RESIGNATION OF THE CHAIR OF THE BUS SERVICES WORKING PARTY

RECOMMENDED:

- (i) To note that Councillor Alex Beaumont has tendered his resignation from the position of Chair to the Bus Services Working Party.*
- (ii) To appoint a Chair for this meeting.*

4. BUS SERVICES WORKING PARTY

RECOMMENDED:

- (i) To note the resolution of the full Council that the Bus Services Working Party be dissolved and a Committee be formed.*
- (ii) That membership of the Bus Services Committee be agreed at the next full meeting of the Council.*
- (iii) That external membership of the Committee be considered at the next meeting of the newly formed Committee.*

5. DRAFT BUS SERVICES COMMITTEE TERMS OF REFERENCE

NAME OF WORKING PARTY	BUS SERVICES COMMITTEE
MEMBERSHIP WITH VOTING RIGHTS	7 Members of the Town Council (2 substitutes)
MEMBERSHIP WITHOUT VOTING RIGHTS	B&NES Transport Officer Dial-A-Ride Representatives. WECA Representatives. Other community representatives
TERMS OF REFERENCE	(i) To consider transport solutions to extend the K1 Community Bus Service (when the time permits) and introduce a second K2 service, if finances permit. Also, to look at possible improvements to existing services.

Bus Services Working Party

	(ii) To make recommendations to the Town Council on future community transport arrangements in Keynsham
DELEGATED POWERS	None – reports and makes recommendations to full Town Council
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	As required until successful solutions have been identified

6. TOWN COUNCIL MINUTE NUMBER 169 – K1 BUS SERVICE

RECOMMENDED:

To note resolutions from the full Council on 15th October 2024 as follows: -

- (i) That a copy of the survey results submitted to B&NES Council be forwarded to a resident that requested a copy of the same and note that these were sent to him on 18th October 2024.*
- (ii) That the residents at the meeting on 15th October 2024 be kept informed of future plans affecting the K1 service and together with information on any additional services in the future.*
- (iii) That the resident be given an indication of when a Bus Service will be in place as a result of Sec.106 funding from Minsmere Road development. To note that this information has been forwarded to the resident.*

7. ACTION POINTS FROM PREVIOUS MEETINGS

RECOMMENDED:

To clarify whether the following actions have been undertaken:-

- (i) The Chair of the Bus Working Party writes to the Bus Operator and WECA requesting more accurate bus usage data and brings it back to this meeting.*
- (ii) The Chair of the Bus Working Party write to the Bus Operator requesting that their drivers undertake training on accessibility to their buses for disabled drivers, including use of ramps.*
- (iii) The Chair of the Bus Working Party contacts WECA communications and the bus operator to seek permission to get logos on the K1 bus.*

8. UPDATE ON KEYNSHAM BUS SERVICE SINCE THE LAST MEETING ON 24th SEPTEMBER 2024

RECOMMENDED:

To receive a verbal update and feedback on the Bus Service from members of the Working Party and the Clerk.:

Bus Services Working Party

- *Infrastructure issues.*
- *Use of the Bus Service.*
- *Promotion of the Bus Service.*

9. REPORT FROM THE BUS OPERATOR (To follow)

RECOMMENDED:

To receive a report from our Bus Operator on the service.

10. COMPLAINTS AND COMPLIMENTS LOG (Attached)

RECOMMENDED:

To receive and note the K1 Bus Service complaints and compliments log.

11. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF SEPTEMBER INVOICE (Attached)

RECOMMENDED:

- (i) *To receive and note the information.*
- (ii) *To note that the monthly financial information will be presented at every Bus Service Committee meeting going forward for noting only.*

12. DATE OF NEXT MEETING

RECOMMENDED:

- (i) *To note that a Doodle Poll will be sent out to ascertain a date and time of the Bus Service Committee's next meeting - early January 2025.*