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To: All Members of the Bus Services Committee: Councillors S Alenshasy, Alex Beaumont, D Brassington, D Biddleston, M Burton, E Cannon and Hal Macfie.

Substitute – Councillor C Davis

cc. All Other Town Councillors

Dear Member

You are requested to attend a meeting of the BUS SERVICES COMMITTEE to be held in the Town Council Office, 15 – 17 Temple Street, Keynsham BS31 1HF on **Thursday 24<sup>th</sup> July 2025 at 10.00 a.m.**

The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", enclosed within a hand-drawn oval.

Dawn Drury  
Town Clerk

17<sup>th</sup> July 2025

#### **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. ELECTION OF CHAIRMAN 2025/2026**

**RECOMMENDATION:**

To elect a Chair of the Bus Services Committee for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDATION:

To elect a Vice Chair of the Bus Services Committee for the Municipal Year 2025/2026.

3. TERMS OF REFERENCE (attached)

RECOMMENDATION:

- (1) To receive and note the Terms of Reference of the Committee.
- (2) To approve the Terms of Reference of the Committee.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence.

5. MINUTES OF LAST MEETING

*RECOMMENDED:*

*That the minutes of the last meeting of the Bus Services Committee held on 6<sup>th</sup> May 2025 be confirmed as a true record and signed by the Chairman.*

6. UPDATE ON KEYNSHAM BUS SERVICE SINCE THE LAST BUS SERVICES COMMITTEE MEETING ON 11<sup>th</sup> MARCH 2025

*RECOMMENDED:*

*To receive a verbal update and feedback on the Bus Service from members of the Committee and the Town Clerk:*

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

7. REPORT FROM THE BUS OPERATOR (Awaiting confirmation of attendance or submission of a written report to follow)

*RECOMMENDED:*

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

8. REPORT FROM DIAL-A-RIDE (Awaiting confirmation of attendance or submission of a written report to follow)

**RECOMMENDED:**

*To receive a report from Dial A Ride on this Community Bus Service.*

9. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF APRIL, MAY & JUNE 2025  
(All documents available at the meeting and in the Councillor SharePoint file).

**RECOMMENDED:**

*To receive and note the information.*

10. SIGNED AND SEALED GRANT OFFER LETTER FOR THE FINANCIAL YEAR  
2025/2026 (Agreement in SharePoint and available at the meeting).

The signed and sealed grant offer letter for the financial year 2025/26 was received by Council on 19<sup>th</sup> June 2025 with apologies for the delay in sending the same.

The amount listed reflects the original grant award amount calculated and may change as a result of further calculations being undertaken and the outcome of the Town Council's change request. If the grant award amount is changed, a new Grant Offer Letter will be supplied.

11. KTC POSTERS FOR K1 BUSES

**RECOMMENDED:**

*To receive that the Town Council Business and Community Engagement Officer produced the posters as requested and these were forwarded to Big Lemon who confirmed that they would print, laminate and display in their buses on the K1 route.*

12. COMPLAINTS AND COMPLIMENTS LOG (attached)

**RECOMMENDED:**

*That Town Council has not received any complaints or compliments since 8<sup>th</sup> May 2025.*

13. RESIDENT'S REQUEST TO RESOLVE THE ISSUES OF PARKING ON WARWICK ROAD  
AND ADJACENT ROADS AFFECTING THE BUS MANOEUVERING IN THIS AREA

**RECOMMENDED:**

*That Councillor Biddleston gives an update in respect of this matter.*

14. YOUTH GUARANTEE TRAILBLAZERS & CARE LEAVERS OFFERS - WESTLOCAL K1,  
P1, Y8, 99, X91, 40 & 2V

Email received from West of England dated 23<sup>rd</sup> June 2025

*"Dear WESTlocal contract holders & operator,*

*We have recently approved the following fare initiatives:*

1. *An offer for free bus travel to young people taking part in the Youth Guarantee Trailblazer programme. The Youth Guarantee provides eligible young adults (age 18-21, not in employment, education or training) with access to skills and employment support, thanks to funding secured by the West of England Combined Authority. Information about the project*

*can be found on the [SkillsConnect website](#) and we anticipate the number of WESTpasses to be distributed via this initiative to be no more than circa 500.*

2. *To extend our offer to young people leaving care up to the age of 25 to be able to travel free on buses in the wider region, thanks to funding secured by the West of England Combined Authority and North Somerset Council. This age range expansion is in addition to the previous agreement to extend the scheme for a second year. This means we are expanding the age range from the current offer (18-21 year-olds), to be inclusive of eligible care leavers aged 18-25 years old.*

3.

*We would like all WESTlocal services to participate in this initiative and will reimburse your scheme for every journey made by a WESTpass passholder throughout the duration of the offers (end date of 31st March 2026). We will follow up with details regarding the reimbursement arrangements in due course and this will be reflected in your grant payments.*

*On this basis, as operators please can The Big Lemon put the correct processes in place to allow WESTpasses for these offers on your WESTlocal services **K1, P1, Y8, 99, X91, 40 & 2V** and please can you confirm that it is possible to enable ticket machines on buses to accept the cards by **26th June**? Drivers should already be familiar with the passes.*

*We will send the exact launch date of the Youth Guarantee Trailblazer offer and the expansion of the Care Leavers offer (22-25 year olds) once our supplier has confirmed, we expect to know this by the end of the month. **Any information around the launch date is strictly embargoed until fully confirmed and then announced by the Combined Authority.***

*The encoding information is below. We will need to be able to differentiate the usage between the Youth Guarantee offer and the Care Leavers offer, despite the WESTpass cards having a consistent design.*

Name	OID	TYP	PTYP	CPICC
Youth Guarantee Period Pass	141	22	1	155

*Our supplier contacts are copied in if you need support with the ticket machine set up.*

*Please do let our WESTlocal communications team know if you have any questions regarding the announcement, on [westlocal.comms@westofengland-ca.gov.uk](mailto:westlocal.comms@westofengland-ca.gov.uk)*

*Thank you for your cooperation”.*

**RECOMMENDED:**

*To receive and note the information.*

**15. DATE OF NEXT MEETING**

**RECOMMENDED:**

*To note that a Doodle Poll will be sent out to ascertain the date and time for a meeting in early September 2025 for the next Bus Services Committee meeting.*

**16. EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDED:**

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda item 13 to progress sensitive issues.

**17. CHANGE REQUEST FOR THE K1 SERVICE (Report in SharePoint)**

**RECOMMENDED:**

*To receive and note the confidential report in respect of the K1 Service Change Request.*