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To: All Members of the Bus Services Committee: Councillors S Alenshasy, D Biddleston, D Brassington, M Burton, E Cannon (Chair), A Halliday and H Macfie.

Substitute – Councillor Alex Beaumont and 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 **Tuesday 2nd September 2025 at 6.00 p.m.**

The agenda for the meeting appears below.

Dawn Drury
Town Clerk

26th August 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. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF LAST MEETING

RECOMMENDED:

That the minutes of the last meeting of the Bus Services Committee held on 24th July 2025 be confirmed as a true record and signed by the Chairman.

3. UPDATE ON KEYNSHAM BUS SERVICE SINCE THE LAST BUS SERVICES COMMITTEE MEETING ON 24th JULY 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.*

4. REPORT FROM THE BUS OPERATOR (Attending via Teams)

RECOMMENDED:

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

5. BIG LEMON UPDATE

The following email contents were received from Big Lemon on 7th August 2025

'Good afternoon

Some of you may or may not be aware that the company had to attend a Public Inquiry, yesterday in front of the Traffic Commissioner in regards to an audit that was undertaken by DVSA in November 2024, and a subsequent follow up assessment in July 2025.

This information is freely available, and as you may hear the outcome of this hearing is that we have had 2 Operator Licences suspended for a period of 21 days from 1st September 2025.

We are currently in discussions with WECA, and have submitted several options to ensure your service will operate as normal over this 3 week period'.

RECOMMENDED:

To receive and note the information.

6. 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.

7. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF JULY 2025 (All documents available at the meeting and in the Councillor SharePoint file).

RECOMMENDED:

To receive and note the information.

8. COMPLAINTS AND COMPLIMENTS LOG

RECOMMENDED:

That Town Council has not received any complaints or compliments since 24th July 2025.

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

RECOMMENDED:

- (i) To note that this matter is deferred from the July meeting.*
- (ii) To receive an update from Councillor Biddleston in respect of this matter.*

10. LETTER TO WECA REGARDING INCREASED FUNDING FOR BUS OPERATOR

The Town Clerk produced a letter from the Chair of the Bus Service Committee regarding this matter.

RECOMMENDED:

- (i) To note that to date no response has been received.*

11. LETTER TO B&NES COUNCILLORS WARREN AND HODGE REGARDING DIAL-A-RIDE ISSUES (Report attached)

RECOMMENDED:

To receive and note the report.

12. CONCESSIONARY FARE SCHEME

In response to an email sent by the Town Clerk she has received an email from the Principal Transport Operations Officer, Transport Operations Team, WECA on 23rd July 2025 as follows:

"Thank you for your email. The concessionary fare scheme is managed by the MCA, as WESTlocal is also funded by the MCA, the income is internally transferred from one budget to the other. There is a lag in the concessionary fare calculations and therefore for our supported services we don't include this income when calculating the cost per passenger journey (CPPJ) and we don't include this for WESTlocal either. Some of the groups have asked for concessionary fare income to be taken into account but in terms of the MCA looking at the success of the project it doesn't affect anything. Your current CPPJ is £7.17 which is in line with our other supported services which range from £8.27 to £2.43. I hope this helps, but please do let me know if you need anything else".

The Clerk's research finds the following:

Mayoral combined authorities are responsible for managing concessionary fares schemes, including reimbursement to bus operators and potentially expanding benefits beyond the national scheme. They may also be involved in setting fare caps, and promoting affordable fares, alongside improving bus infrastructure.

Here's a more detailed breakdown:

- **Reimbursement:** Mayoral Combined Authorities (MCAs) **are responsible for reimbursing bus operators for the revenue they lose by carrying concessionary pass holders.** This is often calculated based on the number of concessionary journeys and the fares that would have been charged.

Reimbursement

Local authorities are responsible for [reimbursing bus operators](#) for journeys made by passengers with a bus pass. The UK Government funds English local authorities for the reimbursement of journeys made under the ENCTS, as part of the [main revenue support grant](#) to local authorities.

RECOMMENDED:

To consider whether WECA should be reimbursing the actual bus operator or WestLocal.

This is asked because if Council were to run a second K2 service with Sec 106 funding would B&NES have to fund the concessionary fares or would the fares come directly to the Town Council to pass onto the bus operator... This is something that needs to be researched further.

13. 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.

14. 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 items 15-16 to progress sensitive issues.

15. 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.

16. POSSIBLE K2 SERVICE

- (i) To receive a verbal update from the Town Clerk.
- (ii) To make recommendations to full Council.