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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 **Tuesday 6th May 2025 at 10.00 a.m.**

The agenda for the meeting appears below.

Dawn Drury
Town Clerk

29th April 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 11th March 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 11th 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.*

4. 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.

5. 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.

6. COMPLAINTS AND COMPLIMENTS LOG (attached)

RECOMMENDED:

To receive and note the complaints and compliments log.

7. QUERY REGARDING POSSIBLE TWO HOURLY ROUTE SERVICE

Email received from the Bus Operator dated 20th March 2025.

“We would be happy to explore any ideas you and the council in respect of new bus routes, my only concern is that if you reduce the service to 2 hourly, then you may lose or slow your current passenger numbers as historically services that have a more regular frequency tend to be more popular.

RECOMMENDED:

To receive and note the information.

8. Q4 WESTLocal Highlight Report (attached)

RECOMMENDED:

To note that the Q4 Highlight report that was approved at Council on Tuesday 15th April 2025 has been submitted to WECA.

9. NEW SERVICE COMMUNICATION

The Town Council received an email from the WESTLocal Team dated 27th March 2025 stating the following:

“New applications for WESTlocal funding are no longer being accepted. We are monitoring the success of the current WESTlocal bus services and may consider new applications in the future, subject to funding.

However, if you were in a position to provide brief details of your proposal for a second service, such as key areas to be served, operating days and a proposed frequency we will add this to a list of requests for future funding.

There is still the possibility to make changes to existing WESTlocal services in September subject to budget availability, value for money and a change request being submitted in good time”.

RECOMMENDED:

To note that the Town Clerk is working with Cllr MacFie on a couple of possible new routes and route maps. These will be shared with WESTLocal and B&NES and a site visit is to be held to look at possible location of bus stops that will not conflict with existing bus services.

10. EMAIL COMMUNICATION FROM PRINCIPAL TRANSPORT OPERATIONS OFFICER, WECA.

Email date 20th March 2025.

We've noticed that the K1 registration is incorrect as it does not identify that the service operates as hail and ride along certain sections of the route. Please can a revised registration be uploaded to WEBRA and the £60 charge for this can be added to the March invoice.

RECOMMENDED:

To note that this has been actioned, and the £60 charge has been taken from the Bus Operator.

11. INCORRECT BILLING BY THE BUS OPERATOR

There was some confusion by the Bus Operator Manager and the starting figure used to deduct the income from (during the invoice process) was inadvertently increased to £14,147.00 from £13,893.21 and the invoices had to be re-issued for the months of January and February.

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

RECOMMENDED:

To receive and note the information.

13. BUS GATE – UPDATE

RECOMMENDED:

To receive any updates on the Bus Gate at Bilbie Green.

14. 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 July 2025 for the next Bus Services Committee meeting.