

KEYNSHAM TOWN COUNCIL

Minutes of the Bus Services Working Party meeting held on
Monday 11th November 2024 at 10.00 a.m.
in MakeSpace, 2 Riverside Terrace, Keynsham

PRESENT: Councillors A Beaumont, D Brassington, D Biddleston, E Cannon and A Greenfield

IN ATTENDANCE: Dawn Drury - Town Clerk and Cllr M Burton.

To note that unfortunately Jason Freeman was unable to join this meeting due to IT issues on the part of the Town Council.

23. APOLOGIES FOR ABSENCE

RESOLVED:

That apologies be received and accepted from Tom Druitt (Big Lemon Bus Operator) and Jason Freeman (Big Lemon Bus Operator).

24. MINUTES OF LAST MEETING

RESOLVED:

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

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

RESOLVED:

- (i) To note that Councillor Alex Beaumont has tendered his resignation from the position of Chair of the Bus Services Working Party.*
- (ii) To note that thanks were expressed to Cllr Beaumont for his input in getting the K1 service up and running.*
- (iii) That Councillor E Cannon be appointed to Chair this meeting.*

26. BUS SERVICES WORKING PARTY

RESOLVED:

- (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.*

27. DRAFT BUS SERVICES COMMITTEE TERMS OF REFERENCE

RESOLVED:

- (i) *To receive the draft Bus Services Committee Terms of Reference and consider the same.*
(ii) *To note the following amendment - under Terms of Reference add the words 'to maintain' before the word extend.*
(iii) *To note the following amendment – Under Frequency of meeting amend to Bi-monthly.*
(iv) *To recommend to Full Council to approve the Terms of Reference with the amendments.*

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) <i>To consider transport solutions to maintain and 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.</i> (ii) <i>To make recommendations to the Town Council on future community transport arrangements in Keynsham</i>
DELEGATED POWERS	None – reports and makes recommendations to full Town Council
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	Bi-monthly

28. TOWN COUNCIL MINUTE NUMBER 169 – K1 BUS SERVICE

RESOLVED:

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.*

29. ACTION POINTS FROM PREVIOUS MEETINGS

RESOLVED:

To receive and note the following actions have been undertaken:-

- (i) The Chair of the Bus Services 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 Services 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 Services Working Party and Clerk work together to contact WECA communications team and the bus operator to seek permission to get logos on the K1 bus.*

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

RESOLVED:

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

- *Infrastructure issues.*

Currently the bus stops and is then waiting in the bus gate on Bilbie Green, which is permitted but a resident has complained. As the Service is still under review for the first six months signage cannot be put in place, that will clearly delineate the zone as a bus gate. The Clerk will make a diary note to take this up with B&NES & WECA once the 6 month review has happened in March 2025.

- *Use of the Bus Service.*

The Bus Operator has reported that he is happy with the numbers, which were an increase on the number of users in September.

Councillors reported that they had received some positive comments. Going forward Keynsham Town Council need to decide on what it thinks is a successful service and how we judge this together with how we encourage more use of the service (to be considered at the first meeting of the Bus Services Committee).

A question was asked as to what criteria WECA would be judging success of the Service on.

Looking at the data the vast majority of trips by people were those with concessionary bus passes provided by B&NES. A question needs to be asked whether the income from these bus passes is going directly to B&NES. It was suggested that Paulton are approached and asked if they know what happens in respect of their concessionary bus pass funding.

Wellsway School to be contacted requesting that parents do not park in the bus stop. The Clerk will make contact.

Looking at the bus stop statistics, on the eight round trips on average there are 9 users per journey. It was reported that the bus has 13 seats in total.

RESOLVED:

- (i) That the Clerk request details from WECA on their criteria for judging the Bus Service success.*
- (ii) That Cllr Edmund and the Town Clerk seek clarification from B&NES in respect of concessionary bus pass funds.*

- *Promotion of the Bus Service.*

The Clerk reported that there was a box of timetable flyers in the office. Councillors were encouraged to hand these out along with the programme for the Winter Festival, These can be handed out at anytime that is convenient as the recent planned Farmers Market Stall had been cancelled.

Posters to be displayed in the Noticeboards.

Additional points as per minute number 29 (iii) above.

The Bus Services Working Party are aware that we have lost Sec.106 funding in respect of the Bloor estate approximated at being in the region of £165,000. There is a similar

amount of money associated with the Persimmon estate, and we need to pursue the whereabouts of these funds before it is lost. The funds could be used to support the infrastructure of this service and others going forward.

That the future Bus Services Committee look at infrastructure requirement going forward.

Write to community organisations and schools asking them to promote the Bus Service. Also, to have regular socials promotions from the Town Council office on social media.

There are timetables missing from some bus stops, the Grounds Maintenance team will be asked to check these regularly.

It was suggested that a survey should be conducted on the existing service to find out why people are using?, are they finding it useful? and why others are not using the Service?. The details of this should be considered by the Committee in January.

RESOLVED:

That this matter be referred to the Finance and Policy Committee for them to enquire of B&NES if the Persimmon Sec106 funding still exists and if so can the Town Council have an application form to apply for funding to support the K1 service and future planned local Bus Services in Keynsham.

31. REPORT FROM THE BUS OPERATOR

RESOLVED:

To receive and note the Bus Operator's reports for October.

32. COMPLAINTS AND COMPLIMENTS LOG

RESOLVED:

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

33. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF SEPTEMBER INVOICE & CHANGE IN WECA AGREEMENT FUNDING

RESOLVED:

- (i) To receive and note the information.*
- (ii) To note that the monthly financial information will be presented at every Bus Services Committee meeting going forward for noting only.*
- (iii) To note the change in the WECA agreement grant offer (30th September 2024) funding £280,441.48. Year one 2024/2025 £101,969.00 for 7 months and Year two 2025/2026 £178,472.48 for 12 months, funding conditional on review of the scheme after six months.*

To note the change in the WECA agreement grant offer (7th November 2024) funding £281,305.68. Year one 2024/2025 £102,283.42 for 7 months and Year two 2025/2026 £179,022.26 for 12 months, funding conditional on review of the scheme after six months.

34. DATE OF THE NEXT MEETING

RESOLVED:

That a Doodle Poll will be sent out to ascertain the date and time of the Bus Services Committee's next meeting - early January 2025.

The meeting finished at 10.53 a.m.

Signed (Chairman) Dated

DRAFT