

Notes of meeting

<b>Title of Meeting:</b>	Suffolk Enhanced Partnership Passenger Forum - 3																																																		
<b>Purpose or Mandate:</b>	A collaborative approach to improving passenger transport																																																		
<b>Date:</b>	16 Aug 2022																																																		
<b>Place:</b>	Teams meeting																																																		
<b>Times:</b>	14:00 – 15:30																																																		
<b>Attended:</b>	<table border="1"> <tr> <td>Simon Barnett</td> <td>Suffolk CC</td> <td>Chair</td> </tr> <tr> <td></td> <td></td> <td>Cllr Group &amp; EP Board</td> </tr> <tr> <td>Alexander Nicoll</td> <td>Suffolk CC Cllr</td> <td></td> </tr> <tr> <td>Calum Poole</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Dan Johnson</td> <td>Transport East</td> <td></td> </tr> <tr> <td>Doug Gray</td> <td>Halesworth Area CT</td> <td>CT Group</td> </tr> <tr> <td>Gavin Smith</td> <td>Go East Anglia</td> <td>EP Board</td> </tr> <tr> <td>Katherine Davies</td> <td>Babergh Mid Suffolk DC</td> <td></td> </tr> <tr> <td>Lewis Boudville</td> <td>East Suffolk Council</td> <td></td> </tr> <tr> <td>Mark Wedgwood</td> <td>Suffolk Highways</td> <td></td> </tr> <tr> <td>Michael Newsham</td> <td>Ipswich Borough Council</td> <td></td> </tr> <tr> <td>Oliver Howarth</td> <td>Cambs &amp; Peterborough CA</td> <td></td> </tr> <tr> <td>Paul Horne</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Robert Miller</td> <td>Go East Anglia</td> <td></td> </tr> <tr> <td>Samuel Guiver</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Steve Wickers</td> <td>First EC</td> <td>EP Board</td> </tr> </table>			Simon Barnett	Suffolk CC	Chair			Cllr Group & EP Board	Alexander Nicoll	Suffolk CC Cllr		Calum Poole	Suffolk CC		Dan Johnson	Transport East		Doug Gray	Halesworth Area CT	CT Group	Gavin Smith	Go East Anglia	EP Board	Katherine Davies	Babergh Mid Suffolk DC		Lewis Boudville	East Suffolk Council		Mark Wedgwood	Suffolk Highways		Michael Newsham	Ipswich Borough Council		Oliver Howarth	Cambs & Peterborough CA		Paul Horne	Suffolk CC		Robert Miller	Go East Anglia		Samuel Guiver	Suffolk CC		Steve Wickers	First EC	EP Board
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<b>Minute-taker:</b>	P Horne																																																		

Item No.	Item Description	Relevant business considered, facts noted, the decision taken and its rationale
1	<b>Welcome</b>	
		Simon Barnett welcomed Gavin Smith MD of Go East Anglia to the meeting
2	<b>Highway Maintenance, Network Assurance &amp; Signals engagement</b>	
	Highways Maintenance	Mark Wedgwood, Highways Assessment and Claims Manager.  No issues raised from the meeting.
	Network Assurance	Sam Guiver, Network Assurance Manager.  Flexi permits to be given a trial by Network Assurance, the trial will not be on fixed bus routes. Network Assurance continue to work to minimise disruption due to extensive roll out of ultra fast broadband.
	Traffic Signals	Douglas Cook, Senior Intelligent Transport Systems Engineer.  D Cook did not attend meeting, but actions updated as below.  <b>Action 2/1</b> M Wedgwood – to seek clarification re Norwich Road corridor signal changes, for operators to comment on. – D Cook has confirmed Norwich Rd (Ips) signal configuration has been adjusted to improve bus running time on Norwich R corridor. ONGOING awaiting operator response  <b>Action 2/2</b> M Wedgwood – S Bryce reported failure of bus priority at Norwich Rd signals on 1/7/22 at 18:00, no green light for three cycles, forcing bus to jump red light. This incident to be investigated and reported back to meeting – D Cook has suggested signal activation loop is a distance back from stop line to allow activation before bus reaches signals. It is suggested that buses may be entering bus lane after the activation loop, D Cook will also enable the loop at the stop line as a precaution. These details sent to S Bryce 21/7/22 for any additional comment ONGOING
3	<b>Working Groups feedback</b>	
		Community Transport Group issues raised were around the new CT contracts due to be issued March 2023.  Councillor Group has not met recently, next meeting 23 Sept  Passenger Group issues were on the provision of services to those area with no or minimal bus links and the need for parking enforcement at bus stops.
4	<b>EP Schemes details</b>	

	Infrastructure	<p>Initially an audit of the 6800 bus stops</p> <p><b>Action 1 / 1</b> Simon Barnett to provide pro forma for bus stop asset audit, for distribution. Awaiting the means to populate the data into the pro forma to allow ease of recording/update. ONGOING</p>
	Bus priority	<p>Calum Poole provided progress update. Initial bus priority meeting held 2/8/22. Proposed dates for area meetings circulated to local operators and officers, awaiting responses before dates set.</p> <p>Requirement to review BSIP bus corridors, are these most appropriate? what interventions would apply?</p> <p>Signal priority, D Cook attended the initial meeting and advised of the complexity and potential implications regarding signal priority and the need to assess and review changes.</p> <p>Bus Rapid Transit feasibility study to be progressed in the coming months.</p> <p>Moving Traffic Enforcement, work on the business case continues, significant financial risk recognised due to ongoing revenue cost. Business case to be presented to Cabinet later this year, prior to progressing to DfT to request formal powers.</p> <p>Consideration is being given to using bus lane enforcement as a means of introducing enforcement sooner using existing powers. Initial Ipswich bus lane enforcement considerations - easier to implement in locations without loading considerations (eg Old Norwich Road), potential solution available for Dogs Head Street, but difficult to convert Fore Street or Upper Brook Street to a bus lane, given the access and delivery requirements.</p>
	Brand	<p>Passenger Charter launched on 12/8/22 with "Suffolk on Board" branding as agreed.</p> <p>The branding subgroup to be reconvened by S Barnett. Nominations for representatives from all stakeholder groups welcomed. G Smith proposed Davina Langley from Go East Anglia.</p>
	Ticketing	<p>Multi Operator ticketing meeting held 1/8/22, John Birtwistle provided draft agreement which has been distributed for review. Comments requested from Operators as soon as possible to ensure momentum is maintained on this initiative. S Barnett to issue a reminder with deadline for responses.</p>
4	<b>Opportunities</b>	

	Catch the Bus Month	<p>P Horne requested news re Bus Users UK campaign. S Barnett reported a trial of “meet the councillor on board” in Beccles, but no other initiatives highlighted to S Barnett at present.</p> <p>G Smith advised of plans for Catch the Bus Month which he is happy to share with the meeting.</p> <p>S Wickers proposed branding subgroup should identify a forward programme of promotional events</p>
	Transport East	<p>S Barnett asked if future Forum meetings could have a brief update from Transport East on strategic transport matters. D Johnson agreed to a Transport East agenda item for future meetings</p> <p><b>Action 3/1</b> D Johnson to provide brief agenda item at the next meeting</p> <p>D Gray asked about financial assistance for CT operators for new electric vehicles and charging infrastructure. D Johnson happy to have a conversation on funding opportunities but stressed that Transport East is not a funding body itself.</p>
	Bus stop enforcement	<p>S Barnett asked district/borough officers present for feedback on any bus stop marking and/or enforcement items, to help build a co-ordinated approach to these problems.</p> <p>L Boudville emphasised the need for the necessary lining and plates (as per TSRGD) to be in place to enable enforcement. With regard to termini, there also needs to be consideration of bus stands if buses are to layover for more than 2 minutes.</p> <p>Discussion re Aldeburgh carnival issues included the need for the carnival to have a travel management plan for the future to mitigate some of the problems experience this year.</p> <p>K Davies to investigate and report back any issues.</p> <p>M Newsham advised that IBC have plans to refresh bus stop bays and to upgrade them to new standards. Michael requested that any stops which operators faced problems accessing in Ipswich should be reported for his attention.</p>
	Carr St / Fore St (Ips) restrictions	<p><b>Action 2/3</b> C Poole to investigate and provide feedback to J Wright re moving traffic restrictions on Carr St &amp; Fore St (Ipswich). – C Poole has obtained copies of the documents, these are available to others on request, they reflect the on-road signage. DISCHARGED</p>
	Route tenders	<p>O Howarth highlighted potential route tender opportunities for operators registered to receive notifications</p>
5	<b>Schedule of future meetings</b>	<p>Next Forum to be scheduled for September, with expectation of reduction in frequency going forward</p>
6	<b>Any other business</b>	
		<p>Items raised are captured as opportunities (above)</p>

