

Notes of meeting

<b>Title of Meeting:</b>	Suffolk Enhanced Partnership Project Board																																				
<b>Purpose or Mandate:</b>	A collaborative approach to improving passenger transport																																				
<b>Date:</b>	29 June 2022																																				
<b>Place:</b>	Endeavour House (hybrid meeting)																																				
<b>Times:</b>	14:00 – 15:30																																				
<b>Attended:</b>	<table border="0"> <tr><td>Alexander</td><td>Nicoll</td><td>SCC Cllr &amp; Chair</td></tr> <tr><td>Simon</td><td>Barnett</td><td>SCC</td></tr> <tr><td>Steve</td><td>Bryce</td><td>Ipswich Buses</td></tr> <tr><td>Emma</td><td>Forde</td><td>ARUP/SCC</td></tr> <tr><td>Bill</td><td>Hiron</td><td>Stephensons</td></tr> <tr><td>Paul</td><td>Horne</td><td>SCC</td></tr> <tr><td>Paul</td><td>Martin</td><td>First EC</td></tr> <tr><td>Graeme</td><td>Mateer</td><td>SCC</td></tr> <tr><td>Robert</td><td>Miller</td><td>Go Ahead</td></tr> <tr><td>Calum</td><td>Poole</td><td>SCC</td></tr> <tr><td>Timothy</td><td>Stephenson</td><td>SCC</td></tr> <tr><td>Steve</td><td>Wickers</td><td>First EC</td></tr> </table>	Alexander	Nicoll	SCC Cllr & Chair	Simon	Barnett	SCC	Steve	Bryce	Ipswich Buses	Emma	Forde	ARUP/SCC	Bill	Hiron	Stephensons	Paul	Horne	SCC	Paul	Martin	First EC	Graeme	Mateer	SCC	Robert	Miller	Go Ahead	Calum	Poole	SCC	Timothy	Stephenson	SCC	Steve	Wickers	First EC
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<b>Apologies</b>	Andrew Pursey Border Bus																																				
<b>Minute-taker:</b>	E Forde																																				

Item No.	Item Description	Relevant business considered, facts noted, the decision taken and its rationale
<b>1</b>	<b>Welcome and Introductions</b>	
a		Chair (Cllr Nicoll) provided a general update on other meetings that have taken place (EP Forum and Councillor meeting) to highlight the positive and commonality expressed with a core feature of both the forum and councillor group being to work out how to get people back on buses at a time when the issue of Covid has not gone away.
<b>2</b>	<b>Enhanced Partnership Scheme Updates</b>	
a	Bus Priority	<p><b>Action 1/ 1</b> The EP Board agreed for a sub-group to be formed to evaluate the bus priority interventions to focus and facilitate progress. – meeting initially scheduled for 12 July but agreed to reschedule to accommodate availability of attendees - <b>outstanding</b></p> <p>C Poole demonstrated the interventions dashboard that has been created to facilitate the assessment by the sub-group of the long list of location based issues/ interventions to prioritise which to take forward.</p>

b	Moving Traffic Enforcement	<p>C Poole provided update that baseline surveys of proposed MTE locations are currently being conducted and results will be presented at next EP Forum meeting. Engagement with the Police is ongoing. Engagement with other Local Transport Authorities also continues in relation to best practice.</p> <p>Cllr Nicoll asked if the legal framework is clear and if funds from the penalty charge notices can be ringfenced. G Mateer confirmed funds can be ringfenced. E Forde added caution on the limitations of revenue raising through the scheme highlighting the focus of success will remain keeping buses moving to allow better and more consistent bus journey times.</p> <p><b>Action 2/1</b> In addition to the previous feedback provided, Operators invited to propose locations where services would benefit from enforcement e.g., box junctions to help build the business case. Email T Fisher at <a href="mailto:MTE@suffolk.gov.uk">MTE@suffolk.gov.uk</a> – no feedback received <b>Discharged</b></p> <p><b>Action 2/2</b> T Fisher to provide map of proposed enforcement locations to Cllr Nicoll. – map shared with Cllr Nicoll <b>Discharged</b></p>
c	Passenger Charter	<p>Joint Suffolk &amp; Norfolk passenger charter to be operational July 2022</p> <p>S Bryce suggested that there needs to be a standard format for the charter for operators to display on vehicles.</p> <p><b>Action 3/1</b> to finalise format of charter and appropriate communications for launching the charter – S Barnett to set up a call with operators and M Langford at SCC to discuss launch.</p>
d	Network Review	<p>S Barnett confirmed completed and ready to submit to DfT to meet deadline 1/7/22.</p> <p>Cllr Nicoll recorded thanks to S Barnett and operators in getting this delivered on time and in a professional manner [post meeting – receipt acknowledged 1/7/22 by DfT]</p>
e	Ticketing	<p>S Barnett confirmed that operators have agreed to J Birtwhistle supporting the process of developing a multi operator ticket and a meeting has been arranged for 18 July 2022. To note that Community Transport operators had been invited as well to ensure they were informed of what was discussed.</p> <p><b>Action 2/5</b> S Barnett to facilitate operator in person meeting on multi-operator ticketing - <b>Discharged</b></p>

f	Branding	<p>Broad discussion on feedback from the EP Forum and Cllr meetings that the use of Suffolk on Board as an option for the EP brand should be reconsidered.</p> <p>G Mateer highlighted potential issue if SCC wanted to use Suffolk on Board for initiatives unrelated to the EP.</p> <p>S Wickers highlighted that the process should be that this is left to the marketing sub-group to reconsider.</p> <p><b>Agreement – for the purpose of launching the passenger charter Suffolk of Board alongside all operator logos would be used.</b></p> <p><b>Action 2/6</b> S Barnett to establish marketing sub-group to provide proposals for EP branding to Board, for use on charter, web page etc. First and Ipswich Buses offered marketing expertise for sub-group. Meetings held on 6/6/22 &amp; 10/6/22 – <b>Discharged</b></p> <p><b>Action 3/2</b> S Barnett to reconvene marketing sub-group to consider branding options further.</p>
3	<b>Catch the bus month</b>	
a		<p>Broad discussion on how to support this initiative but also agreement that this should be an ongoing promotional activity to encourage bus use across Suffolk.</p> <p><b>Action 3/3</b> Operators to feedback ideas to S Barnett and T Stephenson to review and identify what can be funded through existing revenue sources.</p>
4	<b>Obligations tracker</b>	
a		<p><b>Action 2/7</b> E Forde to draft an action tracker to monitor progress on EP scheme commitments, for inclusion with future Board papers - <b>Discharged</b></p> <p>Draft action tracker presented and reviewed - items to note (not covered by other items on the agenda:</p> <ul style="list-style-type: none"> <li>• Information - Continue to promote and develop ‘Suffolk on Board’ as the website for clear passenger information – only discussed in relation to branding rather than information – deadline ongoing</li> <li>• Bus Rapid Transit study – not started, deadline December 2022</li> <li>• Instigate and facilitate discussions with lower tier authorities to identify appropriate levers to promote and prioritise bus travel – due October 2022 then ongoing</li> <li>• Develop an engagement strategy to enable bus operators to be engaged at an early stage, and throughout, with any discussions regarding significant planned growth to maximise opportunities – deadline April 2022 then ongoing.</li> </ul> <p><b>Action 3/4</b> E Forde to update action tracker to include RAG system to allow the board to easily identify any early warnings or risks to the EP scheme delivery</p>
5	<b>Meetings</b>	

a	Actions from EP Board meetings not covered in agenda items	<p><b>Action 2/3</b> P Horne to provide the list of passenger group and forum representatives to Cllr Nicoll - <b>discharged</b></p> <p><b>Action 2/4</b> P Horne to add P Martin &amp; S Bryce to Forum invitation for 13/6/22, in addition to S Wickers &amp; H Williams - <b>discharged</b></p>
b		All meeting notes shared on <a href="https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/">https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/</a>
c	Meetings held since last EP Board	<p>Councillors – 21/6/22</p> <p>Passenger Interest - 1/6/22</p> <p>Community Transport – 20/4/22</p> <p>Enhanced Partnership Forum – 13/6/22</p>
d	Date of next meetings	<p>Councillors – tba</p> <p>Passenger Interest - tba</p> <p>Community Transport – 10/8/22</p> <p>Enhanced Partnership Forum – 19/07/22</p> <p>Enhanced Partnership Board – 29/07/22</p> <p>Bus Priority sub-group - tba</p> <p>Marketing sub-group - tba</p> <p>Multi operator ticketing operator meeting – 18/07/22</p>
4	<b>Any Other Business</b>	.
a	Industry accepted elasticity of demand assumptions	<p>C Poole asked operators if there were any industry accepted elasticity of demand assumptions that could be used to support the development of business cases for schemes.</p> <p>Feedback indicated no widely applicable assumptions and local market conditions / factors needed to be considered. First offered to review and comment on any assumptions proposed.</p>