

Notes of meeting

<b>Title of Meeting:</b>	Suffolk Enhanced Partnership Passenger Forum																																																																																												
<b>Purpose or Mandate:</b>	A collaborative approach to improving passenger transport																																																																																												
<b>Date:</b>	13 June 2022																																																																																												
<b>Place:</b>	Teams meeting																																																																																												
<b>Times:</b>	14:00 – 15:30																																																																																												
<b>Attended:</b>	<table border="1"> <tr> <td>Simon Barnett (SLB)</td> <td>Suffolk CC</td> <td>Chair</td> </tr> <tr> <td>Alexander Nicoll</td> <td>Suffolk CC Cllr</td> <td>Cllr Group</td> </tr> <tr> <td>Andrew Pursey</td> <td>Border Bus</td> <td></td> </tr> <tr> <td>Bill Hiron</td> <td>Stephensons</td> <td></td> </tr> <tr> <td>Calum Poole</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>David Boden</td> <td>Stagecoach</td> <td></td> </tr> <tr> <td>Douglas Cook</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Douglas Gray</td> <td>Halesworth Area CT</td> <td>CT Group</td> </tr> <tr> <td>Emma Forde</td> <td>ARUP</td> <td></td> </tr> <tr> <td>Graeme Mateer</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Heath Williams</td> <td>Ipswich buses</td> <td></td> </tr> <tr> <td>James Wright</td> <td>Rushmere St Andrew PC</td> <td>Passenger Group</td> </tr> <tr> <td>Katherine Davies</td> <td>Babergh Mid Suffolk</td> <td></td> </tr> <tr> <td>Lewis Boudville</td> <td>East Suffolk Council</td> <td></td> </tr> <tr> <td>Linda McCord</td> <td>Transportfocus</td> <td></td> </tr> <tr> <td>Lynn Butler</td> <td>Coastal Accessible Transport Services</td> <td>CT Group</td> </tr> <tr> <td>Martyn Simonds</td> <td>Simonds</td> <td></td> </tr> <tr> <td>Martyn Washbourne</td> <td>Norfolk CC</td> <td></td> </tr> <tr> <td>Michael Newsham</td> <td>Ipswich Borough Council</td> <td></td> </tr> <tr> <td>Oliver Howarth</td> <td>Cambridge Peterborough CA</td> <td></td> </tr> <tr> <td>Paul Horne</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Paul Martin</td> <td>First EC</td> <td></td> </tr> <tr> <td>Rick Martin</td> <td>Coach Services</td> <td></td> </tr> <tr> <td>Robert Miller</td> <td>Go EA</td> <td></td> </tr> <tr> <td>Samuel Guiver</td> <td>Suffolk CC</td> <td></td> </tr> <tr> <td>Sara Noonan</td> <td>West Suffolk Council</td> <td></td> </tr> <tr> <td>Sarah Cooper</td> <td>Stutton PC</td> <td>Passenger Group</td> </tr> <tr> <td>Steve Bryce</td> <td>Ipswich Buses</td> <td></td> </tr> <tr> <td>Suzanne Buck</td> <td>Transport East</td> <td></td> </tr> <tr> <td>Timothy Stephenson</td> <td>Suffolk CC</td> <td></td> </tr> </table>			Simon Barnett (SLB)	Suffolk CC	Chair	Alexander Nicoll	Suffolk CC Cllr	Cllr Group	Andrew Pursey	Border Bus		Bill Hiron	Stephensons		Calum Poole	Suffolk CC		David Boden	Stagecoach		Douglas Cook	Suffolk CC		Douglas Gray	Halesworth Area CT	CT Group	Emma Forde	ARUP		Graeme Mateer	Suffolk CC		Heath Williams	Ipswich buses		James Wright	Rushmere St Andrew PC	Passenger Group	Katherine Davies	Babergh Mid Suffolk		Lewis Boudville	East Suffolk Council		Linda McCord	Transportfocus		Lynn Butler	Coastal Accessible Transport Services	CT Group	Martyn Simonds	Simonds		Martyn Washbourne	Norfolk CC		Michael Newsham	Ipswich Borough Council		Oliver Howarth	Cambridge Peterborough CA		Paul Horne	Suffolk CC		Paul Martin	First EC		Rick Martin	Coach Services		Robert Miller	Go EA		Samuel Guiver	Suffolk CC		Sara Noonan	West Suffolk Council		Sarah Cooper	Stutton PC	Passenger Group	Steve Bryce	Ipswich Buses		Suzanne Buck	Transport East		Timothy Stephenson	Suffolk CC	
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<b>Minute-taker:</b>	P Horne

<b>Item No.</b>	<b>Item Description</b>	<b>Relevant business considered, facts noted, the decision taken and its rationale</b>
<b>1</b>	<b>Welcome</b>	
a		Simon Barnett welcomed people to the meeting
<b>2</b>	<b>Introduction &amp; purpose of meeting</b>	
a		Simon Barnett explained the Enhanced Partnership (EP) governance structure and purpose of the Forum as outlined in the EP. The Suffolk Enhanced Partnership Forum will provide opportunities for discussing issues of all kinds affecting the Suffolk bus network, consulting with and building consensus across the various stakeholders and making recommendations to the Suffolk EP Board. It will oversee the delivery of EP scheme initiatives and review progress.
b		Simon Barnett, as EP Manager, introduced Cllr Nicoll (Chair of the EP Board) and the Suffolk County Council team structure committed to supporting the delivery of the EP including the following who support the bus network and will attend the Forum to provide updates on their work and take questions.
	Traffic Signals	Douglas Cook, Senior Intelligent Transport Systems Engineer responsible for overseeing the effective deployment and management of traffic signals to support the delivery of efficient traffic flow across the County
	Network Assurance	Sam Guiver, network assurance manager. Sam's team handles the booking and monitoring of road space by utility companies, Suffolk Highways and others who wish to work in the highway.
	Highways Maintenance	Mark Wedgwood, Highways Assessment and Claims Manager was unable to attend due to an urgent operational issue. Mark reports to the meeting on maintenance issues. In his absence he provided a written reminder of the highways fault reporting system <a href="https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue/">https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue/</a> and reminded bus operators of the guidance for reporting overhanging branches. This guidance available for re circulation if required please contact bus.strategy@suffolk.gov.uk
<b>3</b>	<b>Schemes obligations</b>	
		The Enhance Partnership contains statutory obligations on the partnership. Simon Barnett provided a brief overview and invited Forum members to act as spokesperson for one of the obligations at future Forum meetings

a	Infrastructure	<p>Initially an audit of the 6800 bus stops to identify what is needed to refurbish the stops and provide evidence for potential future bids.</p> <p>James Wright &amp; Doug Gray offered to audit stops in their locality.</p> <p><b>Action 1 / 1</b> Simon Barnett to provide pro forma for bus stop asset audit, for distribution</p> <p>Lewis Boudville (via chat) highlighted need to ensure bus stop clearways are provided where necessary, these locations to be raised via reporting system as described on the EP web page <a href="https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/">https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/</a>. The audit should also ensure clearways are compliant with – Traffic Signs Regulations and General Directions to ensure they are enforceable.</p> <p>Paul Martin (via chat) suggested that the bus stop audit included latitude and longitude data to ensure the stops are in the correct locations. [This data is held in the SCC bus database and available for the audit]</p>
b	Bus priority	<p>Emma Forde provided an update on this obligation and described the approach to undertaking a review of the long list of proposed interventions that have been generated as part of the Ipswich QBP process and BSIP and EP stakeholder engagement meetings. Location based site meetings will be used to consider individual or corridor based bus priority measures to agree which schemes should be developed initially ready for future funding opportunities.</p>
c	Information	<p>Suffolk on Board web site to continue to be developed as source of bus travel information.</p>
d	Passenger Charter	<p>A joint Suffolk/Norfolk charter has been prepared with both Essex and Cambridge/Peterborough authorities developing their charter from the same source. The Charter describes what passengers should expect from a bus service and scheduled to be ready for use in July.</p>

e	Brand	<p>The EP Board established a sub-group to suggest options for a brand to represent the partnership and presented some initial concepts.</p> <p>David Boden nervous at the branding suggestion, did not want the use of an “obscure word” for branding and proposed it is returned to the Board for reconsideration</p> <p>Sarah Cooper suggested retaining the SCC Suffolk on Board brand for the new partnership</p> <p>Alexander Nicoll emphasised the Board not wishing to impose a solution and it will be taken back to the Board to consider options to identify a shorthand means of presenting a collective partnership view for future funding bids and documentation by the EP.</p> <p>James Wright noted the potential for a brand such as “Flow” and suggested it might be appropriate to take branding forward at a later date to demonstrate the EP when measures are introduced.</p>
f	Socially necessary services	<p>Potential to increase the integration of school and public service buses, especially with future contract renewals.</p> <p>David Boden suggested contact is made with Paul Belotti re similar activity in East Riding.</p>
g	Network review	<p>Simon Barnett has spoken to operators to meet DfT 1/7/22 review target to understand level of service which can be expected when Covid support funding ends in October 2022.</p>
h	Bus rapid transit	<p>Suitable corridors to be proposed for study</p> <p>Oliver Howarth highlighted Cambridge to Haverhill Bus Rapid Transit proposals</p>
i	Engagement	<p>Engagement with stakeholders required to examine the levers to promote bus travel on existing trips and when planning new developments.</p>
j	Ticketing	<p>Multi Operator ticketing to be pursued to provide an improvement for the travelling public.</p> <p>Doug Gray raised concerns at cost for set up and running was beyond smaller operations. Timothy Stephenson highlighted central government plans to provide a centralised back office and SCC would seek to bid for equipment.</p> <p>Encouraging debate regarding need to promote plus bus ticketing options to really address integration across modes – David Boden offered his help with working towards multi modal ticketing</p> <p>Lynn Butler asked for funding for options for sect 22 concessionary passes. Timothy Stephenson to investigate options for this.</p>
4	<b>Funding opportunities</b>	

a	Levelling up	<p>Calum Poole summarised a bid to government being developed for capital improvements to include a scheme to redevelop the area occupied by Sudbury bus station and provide town centre on street bus facilities.</p> <p>Doug Gray and Sarah Cooper referenced the transport challenges faced by rural residents to access medical services, education, and onward rail travel.</p>
5	<b>Contacts</b>	
a		<p>Web site <a href="https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/">https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/</a></p> <p>Email <a href="mailto:bus.strategy@suffolk.gov.uk">bus.strategy@suffolk.gov.uk</a></p>
6	<b>Schedule of future meetings</b>	
a		The next meeting will be arranged for late July, invite to be issued shortly. Initially meetings to take place monthly while the EP is established.
7	<b>Any other business</b>	
a		James Wright questioned if Ipswich Buses would consider using Ipswich rail station forecourt stops. Steve Bryce confirmed this would be a possibility if signal priority could be obtained for buses leaving the forecourt.
b		Sara Noonan emphasised WSC interest in attending meetings to discuss cross boundary working.