

Title of Meeting:	Suffolk Enhanced Partnership Forum meeting
Purpose or Mandate:	A collaborative approach to improving passenger transport
Date:	18 th July 2023
Place:	Teams Meeting
Time:	1000 - 1100
Attendees:	<p>Simon Barnett (SB) – (Chair) SCC John Russell - DVSA Doug Gray - HACT Paul Horne (PH) – SCC Piers Marlow (PM) – First Barry Pope – DVSA Dan Bassett – Ipswich Buses Rob Crawford – Coach Services Justin Wythe – Ipswich Buses Dan Johnson (DJ) – Transport East Calum Poole (CP) – SCC Sam Guiver (SG) – Suffolk Highways Network Assurance Katherine Davies – Babergh/Mid Suffolk DC Gavin Smith – Go East Anglia Martyn Washbourne – Norfolk CC Charlton Thornhill (CT) - Stagecoach Michael Newsham – Ipswich Borough Council Graeme Mateer – SCC Martyn Simonds - Simonds</p>
Apologies:	<p>Cllr Alexander Nicoll – SCC Linda McCord – Transport Focus Andrew Pursey – Borderbus Alan Neville – Greater Anglia James Wright – Rushmere St Andrew Parish Council Louis Boudville – East Suffolk DC Tim Stephenson – SCC Mark Wedgwood – Suffolk Highways Bill Hiron – Stephensons</p>
Minute taker:	Robert Kemp - SCC

Agenda item	Description	Information/Reports/Comments
1.	Highways update	<p>SB – have asked Mark Wedgwood from Suffolk Highways whether if some BSIP money could be allocated could they do some proactive tree/hedge cutting.</p> <p>SG – no issues raised. New Highways contract from 1 October so lots of work ongoing surrounding that. Review of traffic sensitive streets – will contact operators to get feedback and to understand number of buses p/hr use particular sections of road. £100m of funding for broadband in rural areas, so there will be work involved in doing this. Incentive to upgrade rural road network through surface dressing/re-surfacing. Works will ramp up during the winter months into the new year. At every opportunity reminding DfT to get information our asap to help operators.</p>
2.	BSIP update	<p>CP – delivery of the bus lane on West End Road, Ipswich. This is an experimental trial which had been delayed for several months. Consultation opens on 1 August - https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/west-end-road-ipswich-bus-lane</p> <p>The impact of this will be monitored against the baseline data that we already have. Appraisal method for pipeline schemes will need to use data from operators.</p> <p>SB – Traffic enforcement will be an October application. Multi-operator ticket is still in the background but on hold whilst the £2/£2.50 fare caps are in place.</p>
3.	Transport East update	<p>Full Transport East update below.</p> <p>PH – any idea of when the brokerage system will be in place?</p> <p>DJ – no timeframe has been given. Business case development stage which is supported by DfT. There will be an assessment of operating systems and associated costs.</p>
4.	DfT Funding	<p>SB – T&C's for the BSIP+ funding have not yet arrived but we do know that the funding is revenue focused but if there is a good, small enough capitol scheme then it may be possible to convert. Tap on/tap off could be seen as a revenue scheme even though it's a capitol purchase.</p> <p>PM – BSIP+ money is good and hope to work with Suffolk on that. £2 extension was a surprise but have seen some passenger growth. Not certain on conditions of £2.50 cap.</p>

		BSOG funding went up but BRG went down which means that there are possibly services under threat.
5.	Fares & ticketing	SB – looking at a combined bid for upgrading ticket machines, tap on/off and back office software. Would be helpful if operators could provide us on current fleet size and ticketing system used.
6.	Service change notice period	<p>SB – other EP’s are looking at extending the notice periods for members. What are operators views if this was requested for Suffolk?</p> <p>PM – no objections, good idea but there possibly needs to be an emergency clause.</p> <p>CT – needs to work both ways if LA’s want changes made. Does it need to be an informal pre-discussion about service changes or something more formal? Be mindful of cross boundary services with conflicting notice periods.</p>
7.	AOB	SB – looking at re-structuring future EP meetings but will be in touch during the summer.
8.	Date of next meeting	19 th September 2023 at 1000

Transport East Briefing – Suffolk EP Forum

Date: 18 July 2023
Subject: Bus Back Better Update
Report by: Suzanne Buck
Contact: Suzanne.buck@suffolk.gov.uk

Bus Back Better workstream

1. The proposal submitted to the DfT for the additional in year funding was for a joint STB project to identify and deliver support needed to assist local transport authorities with the delivery of their Bus Service Improvement Plans and Enhanced Partnerships.
2. The project covers TE, EEH and TfSE STB regions and is led by TfSE. Each STB received £100,000 to contribute to this work.
3. To date two regional forums have been held, the last one on 21 April. Two further forums are planned for this year.
4. Eight technical documents were produced in response to challenges raised in workshops with LTA Passenger Transport teams across the three regions. These are listed below.
 - Fares and ticketing
 - Data and analysis toolkit
 - Low cost and quick wins
 - Bus infrastructure guidance and road space design
 - Demand Responsive Transport technical advice note
 - Funding mechanisms
 - Marketing
5. For information the DfT Bus Centre of Excellence has recently been launched, the link to the site is [About — Bus Centre of Excellence](#)

Integrated Ticketing

6. Integrated Ticketing – the challenge:
 - Each operator has purchased their own technical solution for contactless bank card acceptance.
 - The contactless bank card solutions purchased by operators cannot communicate with each other.
7. Integrated Ticketing – the solution:
 - STBs, led by Midlands Connect, are supporting the development and delivery of a single, nationwide solution to enable the integration of the back offices of different bus operators.
 - Work is underway to develop an Outline Business Case with Confederation of Public Transport (CPT) and Transport for West Midlands (TfWM) to develop a national ‘broker’ system subject to a satisfactory case being made.

- A broker would enable operators, participating in ticketing schemes arranged through their EPs, to apply multi-operator pay-as-you-go (PAYG) fares capping and apportion revenue between participants.
- Individual back offices may require minor upgrades to enable fares capping.
- STBs will be developing guidance and materials to help LTAs and operators in their preparations for integration into the broker solution once it is ready for deployment.
- A call for a letter of support for the proposal to support the business case will likely be circulated in the short term by TfWM. TE will provide further information and notification of the call out in advance.

8. Rural Mobility Centre of Excellence

The rural access survey results are now available in a dashboard on the [TE website](#). This includes a page which gauges the view of parish councils about public transport (bus, rail, and community transport). This is published alongside a comprehensive literature review of rural transport solutions and a summary report highlighting outputs of the survey.

The first in a series of roundtables was on the 11th July, hosted by the University of Hertfordshire. The focus of the event was the future of public transport in rural areas, with speakers from Norfolk County Council, Cornwall County Council, Padam & Hertfordshire County Council and Roger French. The outputs of the events will be summarised in a report once all four have been delivered.

Public Transport, in particular community and demand responsive transport is a common theme that is raised in many conversations across the region by a range of stakeholders. The RCoE has been ensuring that these conversations are shared with TE senior officers to maximise the value of the workstreams and minimise crossover or duplication of effort.

9. A summary of the current TE work programme is provided below. All reports and documents can be found here [Our Documents - Transport East](#)

10. Acronyms

1. Unfortunately, the transport field is heavily invested in acronyms. The table below summarises those used in this update.

Acronyms	
TE	Transport East
BSIP	Bus Service Improvement Plans
EEH	England's Economic Heartland
TfSE	Transport for the South East
STB	Sub-national Transport Board
MC	Midlands Connect
TfWM	Transport for West Midlands
CPT	Confederation Public Transport
PAYG	Pay-as-you-go
RCoE	Rural Centre of Excellence

END

Transport East Programme Update

June 2023

Ref	Budget Fund	Project	Project Description	Project team	Completion date	Update May 2023
11	2022/23 DIT Main	Connectivity Studies	A multi-modal review of the six core strategic corridors identified within the Strategy. To identify opportunities and challenges and develop the SP.	Steer / Arup	March 2024	Two scenario workshops held Work commenced on updating ABM (BERTIE) to support the connectivity work.
12	2022/23 DIT Main	Rail Plan	To develop regional plans to set out the challenges, opportunities, ambitions and investment needs for the TE region. Following completion of the Strategic State of Rail report to develop the Regional Rail Plan.	Steer	March 2024	Rail scoping workshop held TE/LTA meeting with NR to discuss potential approach to short term improvements Rail connectivity to be included as part of the multi-modal connectivity work.
1	2021/22 DIT Main	Alternative Fuel for Freight Phase 1	To undertake a study to identify potential locations of refuelling/recharging stations based on the predicted regional uptake of alternative fuels by 2040. This will consider the SRN, MFRN and A road network in the region. This work is also being undertaken across EEH and TISE to ensure cross boundary needs are addressed and is in line with work undertaken by MC in 2019/20.	MC / Atkins & CENEX	July 2023	Initial Phase 1 work to be enhanced to provide additional insight into the potential location of refuelling and recharging infrastructure.
J1	2021/22 DIT Additional	Alternative Fuel for Freight - Phase 2	A joint STB project to be led by MC. This will use the output from Phase 1 to develop a tool that will enable the longest of potential refuelling and recharging locations to be shortlisted for further consideration.	MC / Atkins & CENEX	July 2023	Work ongoing due for completion June 2023 The additional outputs from Phase 1 will need to be added. There will be a workshop to take LTAs through this work.
J2	2021/22 DIT Additional	Decarbonisation Analysis Toolkit	Standardisation of carbon baselines across the three STB geographies: An agreed standardised baseline and approach to understanding transport carbon emissions based on work already commissioned by the three STBs to determine where and how much carbon is being emitted from the transport network across the three STBs and the required trajectories to achieve net zero in line with UK national policy. This will include an "accelerated CCC pathway" to reflect TE and EEH 2040 net zero ambition.	EEH Leading w/SP	July 2023	Development of a multi-regional model base to provide improved granularity of decarb model ongoing. This work is closely aligned with the MC/EEH Decarb Playbook work. Both pieces of work presented to joint DIT meeting on QCR Wednesday 17 May.
15	DIT Main	Regional Evidence Base	To provide an updated REB to include local plan information and further interpretation of the ABM outputs from existing model runs to provide more detailed information of Trips in the region.	Arup	July 2023	Scope being confirmed following review by LTAs Completion date to be confirmed on commission.

Transport East Programme Update

June 2023

Ref	Budget Fund	Project	Project Description	Project team	Completion date	Update May 2023
5	2021/22 DIT Additional	Travel and behaviour data	This work will establish a statistically robust approach to data collection to understand current and future travel behaviour and needs and attitudes to changing travel mode. This will ensure that the data is robust at LTA and regional level. This project is linked to (3) and (4).		August 2023	Brief being confirmed to optimise benefits with wider TE programme.
6	2021/22 DIT Additional	EV Model and Market Place Assessment	To identify and address the significant regional challenges related to the co-ordination and delivery of EV infrastructure across the Transport East and England's Economic Heartland regions and to accelerate delivery supporting the region's 2040 net zero ambitions and the UK's EV Infrastructure Strategy.	VSP - EV modelling City Science - private sector and LTA engagement	March 2023 - Phase 1 August 2023 - Phase 2	EV tool available to LTAs Webinar held 17 May to support LTA use of tool EV Tool launch event 26 June Confirming scope for remainder budget - options include inclusion of API in tool to provide automatic EVCP updates and a LA/ICPD event.
9	2022/23 DIT Main	Strategy Hub	The Strategy Hub would provide the region with the opportunity to explore some of the issues raised in the DIT inquiry in greater detail and to develop potential policy recommendations, addressing topics such as higher-than-average car dependency with the hub structure.	TBC	October 2023	Commissioners confirmed and 2 meetings held Call for evidence to go out end of May, with a survey.
10	2022/23 DIT Main	Mapping Platform	To provide additional data to support in year workstream or to deliver a new IT platform and mapping base.	Transport East / Arup	July 2023	Awaiting SCC IT sign off for ESRI GIS platform ahead of purchase.
J3	2021/22 DIT Additional	BSP Support	Improve delivery of BSPs and Enhanced Partnerships, and support to local transport authorities who have not received Government funding in the current round. This will include: enhanced evidence base, knowledge sharing and targeted technical support.	TISE Leading Mott MacDonald & Arup	April 2023 Minor ongoing support	Technical work completed Funding to provide consultant support for two more regional bus forums Scope to be agreed for remainder of funding to look at legislation around DRT and CT service provision.
16	DIT Main	Rural Centre of Excellence	To develop a programme of work to support ongoing rural work for TE and across STB regions.	Arup Uni of Herts	March 2024	Uni of Herts undertaking 3 Rural workshops sponsored by TE. Programme of work being developed Work also to support Strategy Hub Rural webinar on survey and dashboard Rural survey analysis now available on the TE website.

Transport East Programme Update

June 2023 Completed projects

Ref	Budget Fund	Project	Project Description	Project team	Completion date	Update May 2023
2	2021/22 DIT Main	Strategic Rail	To produce a State of Rail report for the TE region, to understand current constraints and opportunities on the network that will impact the TE region, with a focus on the regions ports and airports. Identify gaps in evidence. It will then review best practice from other STB rail plans and develop the scope for the TE rail plan. This will be developed separately this financial year.	Steer Group	December 2022	Work complete
3	2021/22 DIT Main	Data Discovery	To enable TE to develop a technical evidence base to support future investment in the region for all partners and monitor the progress of the strategy, we need to understand the data we have and develop the capability to model policy, strategy and scenarios. This work will identify opportunities to take advantage of economies of scale, align procurement and encourage consistency across authorities. It is the first phase in setting up a long term data strategy for TE.	Ove Arup & Partners	November 2022	Work complete
4	2021/22 DIT Additional	ABM - A new people-focussed approach to transport modelling	This approach to modelling looks at how and why people travel rather than the traditional vehicle focussed modelling approach. It enables the complexity of peoples' lives to be considered. This modelling approach can test how people change their travel mode or behaviour in response to policy and network changes, informing the development of strategy at a local and regional level. This is supported by the (3). SCC are contributing £35k to this work.	Ove Arup & Partners	November 2022 Additional work March 2023	Technical work complete Webinar on LTA data packs 26 May
7	2021/22 DIT Additional	Rural Mobility - Centre of Excellence	Through the recruitment of a dedicated resource, identify new models of working, adapt best practice, provide better data and analysis, and enhance the private sector to roll out new innovation ultimately delivering better outcomes for our rural communities. This work forms part of the DIT monitoring and evaluation programme.	Recruitment completed	March 2023	Centre of Excellence established Work continues as part of main workstream
13	2022/23 DIT Main	Strategic Advice RIS	To provide formal strategic advice from the region, using TE's evidence base, to communicate our strategic priorities for RIS3, RIS4 and a potential MRINZ programme.	Peter Molyneux Consulting	January 2023	Work complete
14	DIT Main	Strategic Advice RIS	Using the ABM to run a scenario to assess the impact on the SRN/MRN programme within the region. This will look at 2040.	Ove Arup & Partners	December 2022	Work complete
J4	2021/22 DIT Additional	Rural Case for Investment	To develop and summarise the case for investment in rural and coastal communities across England. This document will enable discussions with DIT, MPs, LTA members and organisations about the challenges found in these areas and the need for investment.	W/GPT Leading w/SP	December 2023	Work complete