

Item	Subject
Meeting	North Lincolnshire Enhanced Bus Partnership
Date	17 <sup>th</sup> January 2024
Venue	Church Square House
Time	15:00 -16:30hrs
Attendance	<p>Cllr Tim Mitchell (TM) - North Lincolnshire Council (Chair)  Cllr Carol Ross (CR) - North Lincolnshire Council (Deputy)  Kate Robinson (KR) - North Lincolnshire Council  Dave Skepper (DS) - Stagecoach  Ben Gilligan (BG) - East Yorkshire Buses  Karl Robinson (KRob) - Hornsby's Travel  Heather Barratt (HB) - North Lincolnshire Council  Abigail Burridge(AB) - North Lincolnshire Council</p>

## Notes

Item	Subject
1.	<p>Welcome and Introductions  TM welcomed everyone to the meeting. Apologies were received from Lesley Potts.</p>
2.	<p>Notes of Previous Meeting &amp; Outstanding Actions</p> <p>Notes of the last meeting were agreed as a true record.</p> <p>Action: Working group to be set up.  First meeting to take place 25<sup>th</sup> January 2024.</p> <p>Action: NLC to arrange publicity of EP Plan and Scheme.  EP Plan and Scheme were published December 2023.</p> <p>Action: LP to contact Cllr Julie Reed and Cllr John Briggs re extra trip on service 90 to Buzz Bingo.  Outstanding.</p> <p>Action: NLC to produce a flow chart showing process map for decision.  Flow chart has been produced, to be emailed out to operators.</p> <p>Action: Operators to work together and provide staff to deliver the roadshows.  Operators agreed to provide staff for the roadshows which would take place later in the year.</p> <p>Action: KR to set up public transport information subgroup.  Outstanding.</p> <p>Action: NLC to set up a subgroup to identify why people are travelling, places of interest and upcoming events in North Lincolnshire.  Outstanding.</p>

Item	Subject
	<p>Action: LP to speak to NLC Comms Team to do some press around light switch on. Press around Christmas light switch on took place.</p> <p>Action: NLC to set up subgroup to prepare a feasibility proposal for enhancing the environment at Scunthorpe Bus Station. Outstanding.</p> <p>Action: LP to suggest transport representation on Towns Fund Board. Outstanding.</p>
3.	<p>Enhanced Partnership Plan &amp; Scheme KR confirmed that the EP Plan and Scheme had been “Made”, published in December 2023 and had been sent to DfT to secure BSIP+ Funding.</p> <p>Following the consultation process, Transport Focus had sent in their recommendations for the EP Board to consider when updating the Plan in the future. KR ran through the recommendations, most of which were addressed in the Bus Passenger Charter. TM thanked the team for their hard work in producing the EP Plan and Scheme.</p>
4.	<p>BSIP+ Funding Guidance Update from DfT KR shared slides showing the latest BSIP+ funding guidance from DfT, outlining funding release terms in relation to claiming the Phase 2 and Phase 3 Network North BSIP Funding.</p> <p>Phase 2 BSIP+ 2024/25 funding release LTA’s will be required to submit Bus Connectivity Assessments in Spring, which are expected to provide the necessary information to release 2024/25 funding. Information required would include a breakdown of spend of BSIP+ funds so far and further plans for 2024/25. LTA will also be expected to submit information about their bus budgets and updated BSIPs.</p> <p>AB informed the meeting that DfT had issued the new 2024 Bus Service Improvement Plan (BSIP) guidance and the date for DfT to receive updated BSIPs is 12th June 2024. These are not going to be bidding documents but should include performance against original targets and set out a clear vision and plan for improving services in the local area.</p> <p>Phase 3 (Network North) - 2024/25 funding release All Northern and Midlands LTAs have now received their letter stating indicative allocations for 2024/25.</p> <p>KR explained that NLC had received a spreadsheet which needed to be completed and returned to DfT by 29th February 2024. The spreadsheet should outline the LTAs funding proposals and plans for Phase 3 Network North BSIP funding for 2024/25. Once the plans have been approved, the additional Phase 3 funding for 2024/25 will be confirmed. LTAs will receive this alongside the rest of their BSIP funding for that year.</p> <p>Monitoring and Reporting: KR told the meeting that LTA’s will be required to submit Monitoring Data to DfT on a quarterly basis and will also be expected to comply with the Bus Connectivity Assessments co-ordinated by DfT. Guidance on the assessments to be sent out by DfT in the near future.</p>

Item	Subject
	<p>Any funding will be subject to LTAs and operators reporting on a range of issues, including:</p> <p>Any funding will be subject to LTAs and operators reporting on a range of issues, including:</p> <ul style="list-style-type: none"> <li>• Delivery Progress (spend and milestones)</li> <li>• Delivery confidence</li> <li>• Risks and Issues</li> <li>• Changes to the Programme</li> <li>• Communications</li> <li>• Impacts and outcomes</li> <li>• Connectivity</li> <li>• Patronage</li> <li>• Types of service</li> <li>• Innovation</li> </ul> <p>TM told the Board that although the Phase 3 guidance stated that all Phase 3 funding should be used on revenue projects, there was the possibility of using some of the funding for capital projects and encouraged operators to communicate any ideas they may have.</p> <p>KR confirmed that DfT had agreed that with a strong business case, capital funding could be an option.</p> <p><b>Concessionary Fares Scheme</b>            TM raised the question of the concessionary fares scheme, which needs clarification before the financial year end.</p> <p>DS said the calculator takes into account challenges of covid but passenger numbers are still down. To ensure the recovery of the local economy it was essential that the concessionary reimbursement is right for operators going forward.</p> <p>TM said it was important to establish where the support for concessions was going to come from. AB to clarify if BSIP+ funding could be used for concessionary fare payments on the routes paid for by the BSIP+ money.</p> <ul style="list-style-type: none"> <li>• Action: – AB to check if BSIP+ funding can be used for concessionary fare payments on routes funded from BSIP+ money.</li> </ul> <p>BG told the meeting that with the challenges over the last few years due to covid, LAs have maintained full reimbursement or majority. Thankfully the calculator does acknowledge that.</p> <p>DS acknowledged that the guidance and new calculator is a lot more user friendly. The scope for decisions that are made outside of some calculations is tricky. Reducing the amount of reimbursement will have an effect on the wider network.</p> <p>DS stated that we must remember that concessionary fares are a payment for a service. The concessionary reimbursement is worth less now and costs so much more to run.</p> <p>TM acknowledged there was work to be done and discussions should take place with operators individually.</p> <ul style="list-style-type: none"> <li>• Action: – Discussions to take place with operators individually to discuss concessionary fares scheme.</li> </ul>
5.	<p><b>BSIP+ Funding Process and Funding Proposals</b>            KR shared a flowchart which followed the process for implementing proposals into the Enhanced Partnership Scheme.</p>

Item	Subject
	<p>KR confirmed that the process chart had been shared with the DfT who were happy with the process in place. Process chart to be sent out to operators.</p> <ul style="list-style-type: none"> <li>• Action: - Flowchart to be sent out to operators</li> </ul> <p>AB ran through the proposals which had previously been agreed by the Board, outlining when projects will commence, any publicity which has taken place and dates for future photo opportunities:</p> <ul style="list-style-type: none"> <li>• New Saturday c4 service commenced on 2nd December. Publicity took place 16th December 2023.</li> <li>• Extension of service 260 to Immingham incorporating South Killingholme, North Killingholme and East Halton will commence 19th February. Publicity took place 12th January 2024.</li> <li>• Additional Journey on service 350 on Sundays at 07:55 will commence 18th February 2024.</li> <li>• Community Transport on 96/97 service - new 97 timetable will be in place from 29th January 2024.</li> <li>• Bus Disruption Survey - Working group to be set up and incorporated into the Quality Bus Partnership Meetings. Meeting scheduled for 25th January 2024.</li> <li>• Extension to service 4 on Sundays and Bank Holidays, additional journeys on service 10 Monday to Friday and additional evening journeys on service 90 are all due to commence 1st April 2024.</li> <li>• Maintenance of Infrastructure - NLC staff have commenced visiting all stops when updating timetables and recording any maintenance required. Delivery of new flags and cases is expected in February which highways will install. Full audit of remaining bus stops to take place as soon as possible which could be used as evidence to build a business case for capital funding.</li> </ul> <p>KR asked the operators if there was a minimum standard we should expect for bus stops and shelters.</p> <p>BG said a minimum standard would be fairly simple to achieve. They need to be clean and tidy with a case.</p> <p>Hail and Ride            TM brought up the subject of hail and ride and asked the operators if this service was something they provided.</p> <p>Operators confirmed that their services do operate on a hail and ride basis but there are often challenges around safe stopping points and ensuring their buses meet punctuality standards.</p>

Item	Subject
	<p><b>New Proposals</b> AB ran through the new BSIP+ funding proposals to be agreed by the Board. Discussions took place and the following proposals were fully supported.</p> <p><b>Additional Journeys on Service 350</b></p> <p>New timetable for evening services from Scunthorpe Bus Station to Hull hourly commencing at 17:45. Last return journey from Hull at 23:00. Service will run Monday to Saturday.</p> <p>Board agreed that there may be the need for an additional evening journey on service 350 in the future to run at 21:30 from Hull and return at 23:00 from Scunthorpe, Monday to Saturday.</p> <p><b>Addition evening journeys on Service 103</b> Additional teatime service Monday to Saturday on 103 to Kirton in Lindsey at 18:00 and return at 18:30. Extra Friday and Saturday services to Kirton between 19:10 and 21:50.</p> <p><b>Additional teatime journey on Service 57 from Doncaster</b> Teatime service from Doncaster to Isle of Axholme. This will extend the 17:39 from Doncaster to Epworth via the same route as the morning service.</p> <p><b>Provision of Service 6 on Sundays</b> To run service 6 on Sundays hourly between Scunthorpe bus station and Ashby. To commence at 09:00 from Scunthorpe bus station and return. Last bus from Scunthorpe bus station at 17:00.</p> <p><b>Provision of Service 260 on Saturdays</b> Run the 260 service between Immingham and Barton on Saturdays. This will be the same timetable as Monday to Friday.</p> <p><b>Extension of Service 4 on Saturdays</b> To include Normanby Hall into service 4 from Easter until 31st October. Discussion took place around the price of parking at Normanby Hall and consideration to be given to possibly running promotions with Normanby Hall in the future.</p> <p><b>Provision of Services 7 and 8 on Sundays</b> To run services 7 and 8 on Sundays between Scunthorpe bus station and Skippingdale retail park on a Sunday.</p> <p><b>Proposals Deferred until next meeting</b></p> <p><b>Sunday service to Normanby Hall</b> Discussion took place around whether a service was required on a Sunday. AB told the meeting that the footfall for Normanby Hall on a Sunday was a lot higher than that of a Saturday.</p> <p>KRob believed that by running the bus service on a Saturday the footfall would increase. This is something that could be monitored via operator information.</p>

Item	Subject																																								
	<p>Operators to work out the costs for running a Sunday service and revisit at the next meeting.</p> <p>Additional journeys on Service 35 To run two extra journeys to Amcotts on a Saturday. One at 08:00 and one at 17:30 from Scunthorpe Bus Station and return. Currently the first bus is 09:00 and the last bus 15:00. Current 35 tender to be renewed 1 April 2024. There is currently no 360 service on a Saturday.</p> <p>Discussion took place around options for the proposal. One option is for NLC to contact East Riding Council to see if they would be willing to price for a Saturday 360 service to be funded from BSIP+ funding for at least a year. The other option is for operators to tender for service 35 and run the current timetable or include the extra runs on a Saturday. Deferred until next meeting.</p>																																								
6.	<p>Bus Passenger Charter and Performance Monitoring</p> <p>KR shared a slide showing a list of suggested bus charter performance measures to be used as benchmark indicators for the Bus Passenger Charter. The indicators were taken from the National Highways and Transport Annual Survey and are well tested.</p> <p>Bus charter Performance Measures</p> <table border="0"> <tr> <td>1</td> <td>Frequency of bus services</td> <td>11</td> <td>Personal safety at bus stops</td> </tr> <tr> <td>2</td> <td>Number of bus stops</td> <td>12</td> <td>Raised kerbs at bus stops</td> </tr> <tr> <td>3</td> <td>The state of bus stops</td> <td>13</td> <td>The amount of information</td> </tr> <tr> <td>4</td> <td>Whether buses arrive on time</td> <td>14</td> <td>The clarity of information</td> </tr> <tr> <td>5</td> <td>How easy buses are to get on/off</td> <td>15</td> <td>The accuracy of information</td> </tr> <tr> <td>6</td> <td>The local bus service overall</td> <td>16</td> <td>Ease of finding the right information</td> </tr> <tr> <td>7</td> <td>Bus fares</td> <td>17</td> <td>Information about accessible buses</td> </tr> <tr> <td>8</td> <td>Quality and cleanliness of buses</td> <td>18</td> <td>Information to help people plan journeys</td> </tr> <tr> <td>9</td> <td>Helpfulness of drivers</td> <td>19</td> <td>Provision of public transport information</td> </tr> <tr> <td>10</td> <td>Personal safety on the bus</td> <td>20</td> <td>Provision of bus stops</td> </tr> </table> <p>Performance monitoring would take place annually. The Board agreed to use the suggested indicators. KR told the meeting that the results would be turned into a dashboard.</p> <p>TM told the meeting he would like to see complaints monitoring as a standard agenda item.</p> <ul style="list-style-type: none"> <li>Action: To add complaints monitoring as a standard agenda item.</li> </ul> <p>KR asked the operators if it was possible to track the number of services put out and the complaints received and thought it would be a good idea to run through each new service to monitor increased passenger numbers. Each of the measures could be used as a starting point and check if the performance goes up.</p> <p>KRob told the meeting it was possible to separate each run and could give data specifically on services and split it down.</p> <p>DS agreed this could be split by type e.g. adult and concessionary fares.</p>	1	Frequency of bus services	11	Personal safety at bus stops	2	Number of bus stops	12	Raised kerbs at bus stops	3	The state of bus stops	13	The amount of information	4	Whether buses arrive on time	14	The clarity of information	5	How easy buses are to get on/off	15	The accuracy of information	6	The local bus service overall	16	Ease of finding the right information	7	Bus fares	17	Information about accessible buses	8	Quality and cleanliness of buses	18	Information to help people plan journeys	9	Helpfulness of drivers	19	Provision of public transport information	10	Personal safety on the bus	20	Provision of bus stops
1	Frequency of bus services	11	Personal safety at bus stops																																						
2	Number of bus stops	12	Raised kerbs at bus stops																																						
3	The state of bus stops	13	The amount of information																																						
4	Whether buses arrive on time	14	The clarity of information																																						
5	How easy buses are to get on/off	15	The accuracy of information																																						
6	The local bus service overall	16	Ease of finding the right information																																						
7	Bus fares	17	Information about accessible buses																																						
8	Quality and cleanliness of buses	18	Information to help people plan journeys																																						
9	Helpfulness of drivers	19	Provision of public transport information																																						
10	Personal safety on the bus	20	Provision of bus stops																																						

Item	Subject
7.	<p data-bbox="300 235 660 266">Publicity / Bus Consultation</p> <p data-bbox="300 309 1461 371">KR showed a slide outlining the communications plan for proposals implemented into the scheme.</p> <ul data-bbox="344 414 1433 768" style="list-style-type: none"> <li data-bbox="344 414 1433 477">• New Saturday c4 service was launched on 2nd December and photo opportunity took place on 16th December 2023.</li> <li data-bbox="344 519 1433 582">• New 260 service will commence 19th February. Photo opportunity took place at Tesco in Barton on 12th January 2024 to promote the service.</li> <li data-bbox="344 624 1433 687">• Additional 350 service to Barton will commence on 18th February. Photo opportunity to take place on 19th January 2024.</li> <li data-bbox="344 730 1433 768">• Promotions for the new journeys on service 4, 10 and 90 to take place in March.</li> </ul> <p data-bbox="344 810 1441 842">TM would like to see ongoing commitment from operators to publicise their services.</p> <ul data-bbox="344 884 1246 913" style="list-style-type: none"> <li data-bbox="344 884 1246 913">• Action: Ongoing commitment from operators to publicise services.</li> </ul>
8.	<p data-bbox="300 918 687 949">North Lincolnshire Devolution</p> <p data-bbox="300 992 1426 1198">KR gave an overview of the Greater Lincolnshire Devolution proposal setting out the Greater Lincolnshire Deal which is currently out for consultation. If successful a Combined County Authority would be set up. The main aims of the CCA would be to invest in infrastructure, boost growth and innovation, increase highly skilled jobs in key sectors, provide training for new jobs, ensure housing is in the right place and improve transport links.</p> <p data-bbox="300 1240 1243 1272">Further information can be found at <a href="http://www.lincolnshire.gov.uk/devolution">www.lincolnshire.gov.uk/devolution</a></p> <p data-bbox="300 1314 1106 1346">The combined authority would be the local transport authority.</p> <p data-bbox="300 1388 1461 1487">Discussion took place around other authorities who had moved to a CCA. KR told the meeting that rural transport committee would be a focus for the MCCA. NLC would like to hear from businesses with their opinions on devolution, not just households.</p> <p data-bbox="300 1529 1461 1592">DS told the meeting that Stagecoach have a long-standing partnership with all authorities and a good base to build on going forward.</p>
9.	<p data-bbox="300 1601 868 1632">Planning Applications for over 50 Dwellings</p> <p data-bbox="300 1675 1326 1738">There was only one planning application over 50 dwellings which was open for consultation:</p> <p data-bbox="300 1742 1007 1774">PA/2023/1166 - Land off Ings Road, Kirton in Lindsey.</p> <p data-bbox="300 1778 1469 1841">Alterations to the layout, changes to house types and housing mix, increasing the number of dwellings to 90.</p> <p data-bbox="300 1883 863 1915">Consultation end date – 25th January 2024</p>

Item	Subject
10	AOB  TM raised the idea of an “Adopt A Shelter” scheme as a way of improving bus infrastructure.  The operators were supportive and suggested that they would consider sponsorship of the scheme.
	Date and Time of Next Meeting TBA