

## Minutes

## HaskoningDHV UK Ltd. Mobility & Infrastructure

Present: David Taylor (DT) Chair & Independent Consultant  
 Emma Odabas (EO), Hina Gadhia (HG), LCC  
 Lee Quincey (LQ)  
 Nicola Tidy (NT) Nottingham City Transport  
 Bruce Wakley (BW) Campaign to Re-Open the Ivanhoe Line  
 Steve Jones (SJ) Harborough Transport Action Group  
 Toby France (TF) Arriva  
 Adam Hemingway (AH) Vectare  
 Ian Trigg (IT), Ashley Holland (AH) Roberts  
 Ross Hitchcock (RH) Kinchbus  
 David Bott (DB) First Bus  
 Liz Hopwell (LH) Charnwood Borough Council  
 Richard Gibson (GB) Cross Country Trains  
 Barry Allitt (BA) CT4N  
 Patrick Stringer (PS) Stagecoach  
 David Brookes (DB) Centrebus  
 Clare Waldron (CW), Matthew Tough (MT) ITP

Apologies: David Jones, Cross Country Trains  
 Bijel Mistry, Leicester City Council

From: Matthew Tough

Date: 09 May 2024

Location: MS Teams

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Classification: Personal

Enclosures: N/A

**Subject: Leicestershire EP Forum / AGM**

Number	Details	Action
1	<p><b>Welcome</b></p> <p>DT opened the meeting, advising that it would be split between the formal business of the AGM, followed by the Forum sections.</p> <p>DT summarised that the main aim of the AGM is the election of a new EP Chair and Board members. All roles are appointed annually via nominations, followed by elections as appropriate, which are overseen by the Council.</p>	
2	<p><b>Results of Election of EP Chair</b></p> <p>EO announced that four nominations had been received, all of which were for David Taylor. One suggestion of having a new</p>	

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	<p>Chair was made, although this did not go as far as nominating an individual.</p>	
3	<p><b>Results of Election of EP Board members</b></p> <p>CW advised that bus operator representation on the Board comprises 2 large, 2 medium and 2 small operators, based on mileage operated in Leicestershire.</p> <p>The two large operators - Arriva and Wellglade (the group which includes Kinchbus and Trent Barton) - and two medium operators (Centrebus and Stagecoach), had confirmed their willingness to continue to serve on the EP Board.</p> <p>Nicola Tidy from Nottingham City Transport, one of the small operator members of the Board, confirmed that she would be happy to continue to serve on the Board. Adam Hemingway from Vectare indicated that he would be happy to continue unless another small operator wished to nominate themselves. Barry Allitt from CT4N nominated himself to serve as one of the small operators on the Board and Adam Hemingway confirmed that on that basis, he would be happy to stand down.</p> <p>BA praised AH for his role in representing small operators on the Board for the previous year, and stated that he was looking forward to continuing the good work.</p> <p>DT thanked BA, AH, and those who nominated him for re-election to another year as EP Chair.</p>	
4	<p><b>EP Governance Issues</b></p> <p>DT highlighted that the EP governance arrangements in the EP Plan are over three years old and it may be worth considering alternative ways of nominating people to the Board. He stated that he will come up with some alternative ideas at the next EP Board, emphasising his main point that the process needs updating.</p>	
5	<p><b>Actions from last AGM</b></p> <p>The minutes of the previous meeting were accepted as a true record, with no actions still outstanding. DT reminded members that going forward, the minutes of Forum meetings will be shared with Forum members within two weeks of the meeting taking place. Forum members will have two weeks to respond with any comments ahead of the minutes being published on the EP website.</p>	
6	<p><b>BSIP Refresh update</b></p> <p>EO outlined the original deadline for submitting the BSIP refresh was 12<sup>th</sup> June, but that the Council has agreed with DfT to submit a working draft by this deadline. The final submission</p>	

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	<p>will be made in September following Cabinet approval. Operators will have time to submit data within this timeframe. The draft will be circulated to relevant stakeholders in advance of the later deadline, meaning operators who have not yet received a data request shouldn't worry.</p>	
7	<p><b>Local bus network review update</b></p> <p>EO outlined the approach the Council is taking to the network review, currently looking at Phase 1 - Melton and Phase 2 - Charnwood. The timeline is from now until the end of the financial year, but there is some scope for changes should it be needed.</p> <p>She stated the review is currently looking at data for all supported services in the county. After looking at the data, we will develop proposals, based on feedback from operators as well as neighbouring LTAs so we make appropriate provision for each area. There will be public engagement in the form of sustainable travel roadshows, where people can drop in and learn about all the transport options within the area, including buses. This approach will be adopted in preference to formal public meetings. The Council will develop and circulate a comms plan for the promotion and engagement activities that are proposed and encourage any community groups that support sustainable travel to make contact with the council. Bus operators will also be encouraged to provide literature about service changes, promotions, etc which can be shared at the roadshows.</p> <p>PS queried whether existing local bus contracts will be continued until the review is complete. EO replied that all operators of contracted / de minimis funded services that will expire this summer will receive a letter soon to request an extension of up to 12 months, to enable the review to take place without disruption to provision.</p> <p>RH asked whether the Council would be looking at existing commercial routes which could be changed to pick up some areas currently covered by supported services. EO replied they would, and that as the review progresses and we look at solutions, there will be greater consultation with operators of commercial services.</p> <p>DB asked if the network review lasts until the end of the year, how this will tie in with the Network North funding. EO replied that some of the Network North funding does have to be spent by the end of the year, but in terms of supporting services and</p>	

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	the network review, we can carry the Network North funding forward to the next financial year.	
8	<p><b>Youth fares pilot</b></p> <p>EO highlighted that there is a fares task and finish group meeting on 14<sup>th</sup> May. The findings from the pilot which operated over the Easter holidays showed that there was a large number of website and social media clicks and positive engagement from the public. LCC will continue to look at future youth fares promotions, based on lessons learnt from the pilot.</p> <p>In terms of usage, uptake was lower than anticipated although it was difficult to predict demand as many young people have switched to buying an adult £2 ticket as part of the DfT funded scheme, rather than paying a child / youth fare. The poor weather over the Easter holidays may also have suppressed demand. EO reported that there was some confusion amongst drivers regarding the location of the county boundary, but this was mainly restricted to the first few days of the pilot.</p>	
9	<p><b>EP Branding Update</b></p> <p>DT advised that the date of the next branding meeting is yet to be determined. The intention is to ramp the work up over the next month. He highlighted that what the branding task and finish group didn't want from a brand had been established, but there was less agreement over what the brand should entail. He continued that the group decided to use the 'Choose How You Move' section of the LCC website to promote the brand rather than create a new website. The preferred brand name was Leicestershire buses, with the possibility of a tagline promoting the partnership also appearing below the logo when appropriate. Comms officers at LCC are designing logos which it is the intention to share at the next meeting.</p> <p>Organise next branding task and finish group meeting when a date/time has been agreed</p>	ITP / DT
10	<p><b>AOB – questions / Discussion</b></p> <p>HG highlighted that a proforma for new de minimis requests will be circulated along with the de minimis terms and conditions, signalling a new approach for operators to request de min support in the future.</p> <p>Circulate de minimis requests proforma and terms and conditions to all operators of local bus services in the county</p>	HG
	<p><b>Next Meetings</b></p> <p>EP Board 20<sup>th</sup> June 10:00 – 11:30            EP Forum 26<sup>th</sup> September – 13:30 – 15:00            PTUG – 5<sup>th</sup> September 18:00 – 19:30</p>	