



# Transport & Infrastructure Committee Draft Minutes

**Wednesday 13 September 2023**

Venue:	Civic Suite, Pathfinder House, Huntingdon PE29 3TN	
Time:	10.00 to 12.00	
Present:	Councillor Anna Smith Mayor Dr Nik Johnson Councillor Alan Sharp Councillor Nigel Simons Councillor Alex Beckett Councillor Sam Wakeford Councillor Chris Seaton Councillor Peter McDonald Ms Rebecca Stevens Mr Andy Williams	Chair and Member for Cambridge City Council CPCA Mayor East Cambridgeshire District Council Peterborough City Council Cambridgeshire County Council Huntingdonshire District Council Fenland District Council South Cambridgeshire District Council Business Board Representative Business Board Representative
Apologies	Councillor Neil Shailer	Cambridgeshire County Council

## Minutes:

<b>1</b>	<b>Announcements, Apologies for Absence and Declarations of Interest</b>
1.1	The Chair announced that she would be changing the running order of the items on the agenda so that items that required a vote could be heard first as she was conscious that some members might have to leave the meeting early. [These minutes are therefore laid out in the revised order with the numbers in brackets referring to the original agenda item number as published on the website]
1.2	Apologies were received from Cllr Neil Shailer. Cllr Beckett attended as his substitute
1.3	Cllr Seaton declared an interest as he was a trustee of FACT Community Transport and also Chairman of Hereward Community Rail Partnership. These were deemed non-pecuniary interests and therefore would not affect his voting rights.
<b>2</b>	<b>Draft Minutes and Action Log</b>
2.1	The minutes of the meeting of 12 July 2023 were approved as an accurate record.
2.2	The Action Log was noted.

<p><b>3</b></p> <p>3.1</p>	<p><b>Public Questions</b></p> <p>Four public questions had been received and had been circulated to the Committee prior to the meeting. The first two questions from Mr Carpen and Mr Hollingsworth were read out by the Governance Manager and a response given by the Chair. Ms Sue Magill and Ms Sarah Hughes were present at the meeting to address the Committee and asked their questions which the Chair responded to. The questions and their responses can be found on the website here: <a href="#">CMIS &gt; Meetings</a> under additional meeting documents:</p>
<p><b>4 (6)</b></p> <p>4.1</p> <p>4.2</p>	<p><b>Electric Vehicles</b></p> <p>Emma White, Transport Programme Manager introduced the report which provided an update on the work on Electric Vehicle (EV) and drawdown of £403,440 of the LEVI Capability Fund.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> <li>a) A mayoral power outlined in the Constitution at 3.3.3 stated that the Mayor may '<i>exercise their power to ask the Secretary of State for Transport to make regulations under Section 11 of the Automated and Electric Vehicle Act 2018 requiring large fuel retailers and service area operators to provide public charging points</i>'. The Mayor however was unable to pursue this option as there had not been any new secondary legislation to grant this power. Officers were working with the Monitoring Officer, and were in contact with the Secretary of State, to see how progress on this issue could be influenced.</li> <li>b) One of the biggest barriers to Local Authorities being able to progress the EV work was a lack of resources. The Department for Transport (DfT) had therefore provided Capability Funding to allow authorities to skill up in this area. The money being drawn down from this fund would pay for EV officer resource in both Peterborough and Cambridge as well as the CPCA. The money would also cover some consultancy work to map out where EV chargers were currently sited and where they were needed, and who had on and off-street parking.</li> <li>c) Next year officers would bid for £5m of funding from a separate pot of money. Working with the charge point operators, these monies would be used as leverage for private investment in order to make the most of the funding.</li> <li>d) Officers would be progressing a freight strategy which would examine how deliveries were made, both in rural and urban areas, and which would also consider the use of consolidated charging centres.</li> <li>e) The CA would work with constituent councils not only on the development of the Strategy but also the implementation of it, being mindful of the different approaches needed for urban and rural areas.</li> <li>f) The development of the EV Strategy was key to influencing how the EV infrastructure would look in the CPCA area. A consultation exercise would be carried out with all key stakeholders; councillors, members of the public and both the private and public sectors to determine the best way forward in terms of the siting, ongoing maintenance and updating of the equipment.</li> <li>g) The Strategy would be a joined up one to cover all electric vehicles including bikes.</li> </ul> <p><b><u>RESOLVED</u> (UNANIMOUS):</b></p> <ul style="list-style-type: none"> <li>1. To note progress on the delivery of the Electric Vehicles and Local Vehicle Infrastructure (LEVI) fund.</li> <li>2. To recommend to the CPCA Board, (subject to confirmation of receipt of funding) to approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in Financial Years 2023/2024 and 2024/2025</li> <li>3. To recommend to the Combined Authority to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.</li> </ul>

	<p>4. To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme.</p>
<p><b>5 (8)</b></p> <p>5.1</p> <p>5.2</p>	<p><b>Bus Network Review</b></p> <p>Neal Byers, Transport Consultant, introduced the report which set out the initial findings of the Bus Network Review and set out recommendations for services to be retained and the further work required to complete the review.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> <li>a) Members welcomed the introduction of a review as it would avoid the short-term threats to bus services, and the subsequent alarm to residents that relied on them, as had happened last year.</li> <li>b) Officers would look at introducing a Demand Responsive Transport Service (DRT) for villages such as Wittering, Castor, Aylesford and Wansford which were poorly served by public transport. Residents and ward councillors of these villages had made strong representations to the CPCA and the Chair, and the Mayor, had undertaken site visits to assess the situation.</li> <li>c) The Review provided an opportunity to assess the current access to network hubs and the places that people needed to get to as well as the routes which would drive additional patronage. Members were reminded however that one of the constraints the tendered network faced was that it was not able to compete with commercial services and therefore was left to pick up the gaps in the commercial network. A balance would also have to be found between the provision of a useful service and what was financially viable.</li> <li>d) Officers would provide members with more detail on the Bus Service Improvement Plan (BSIP) funding and BSIP+. The CPCA had been unsuccessful in securing funding for its BSIP when first submitted but the Government had subsequently taken a decision to allocate funding for all authorities who had not received funding in the first round and this was known as BSIP+.</li> <li>e) Separate to the BSIP+ funds there would be an opportunity to apply for further Zero Emission Bus Regional Areas (ZEBRA) funding.</li> <li>f) Additional reviews would need to be undertaken if the CPCA pushed forward with its Bus Reform policies as this would create a completely new landscape.</li> <li>g) The Mayor thanked officers for their commitment and work on this review which had made a clear declaration on the CPCA's planned direction of travel for improvements to the Network. The work had been very challenging and complicated as the current situation was based on decades of underinvestment in the bus network by all parties since deregulation in the eighties.</li> <li>h) The Chair highlighted the concern of residents about the proposed changes to the Stagecoach operated Histon Road Bus Route A service.</li> <li>i) Where existing routes had been reduced, but not withdrawn, the first step would always be to work with contractors to explore options to make it a more attractive and viable rather than for the CPCA to take on the burden of providing the service themselves.</li> <li>j) Offices reassured Members that there would be extensive consultation with councillors and community leaders to get the Review right and their contributions would be greatly valued. Discussion would not only be about the 18 services identified for review but also about how the other 51 services could be improved. In addition, there needed to be a collective effort to market buses as something everyone wanted to travel on.</li> <li>k) Demand Responsive Transport (DRT) service was not the answer for every place but had been shown to be successful in complementing a reliable scheduled service. DRT services allowed for the aggregation of passengers onto shared journeys to get them to places where they could make onward connections, or to places of interest.</li> <li>l) Operators had been very positive in their engagement on the work that was being undertaken and officers thanked them for their co-operation. They had recognised the need to renew and consider changes to the network because ultimately they wanted to see people using their services.</li> </ul> <p><b><u>RESOLVED:</u></b></p> <p>1. To recommend to the CPCA Board the extension of 51 Bus Service contracts to March 2025.</p>

2. To recommend 18 services are reviewed and that discussions with relevant local communities take place to help identify options for improvements (noting that 7 services have yet to be assessed). Also to request that further recommendations are brought back to TIC and the CPCA Board on these services alongside any new service or enhanced service proposal.
3. To recommend to the CPCA Board the extension of the Ting contract to March 2024 and for CPCA officers to undertake a review of the Ting service
4. To present options and recommendations for investing BSIP+ funding to TIC and CPCA Board in November 2023.
5. To instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

**ACTION:**

1. Officers to provide members with additional information on BSIP funding and the costings for the extension of the Ting Contract until the end of the year.

**6 (9) Bus Reform**

6.1 Neal Byers, Transport Consultant, introduced the report which updated the Committee on the approach of the Cambridgeshire and Peterborough Combined Authority (CPCA) to the next stages in Bus Reform within the region under the requirements of the Act.

6.2 The following points were raised in discussion:

- a) Members were happy to remain in public session and not to refer to the information contained in the exempt appendix but felt that that there could have been a public document that summarised a lot of the useful information that was contained in the exempt appendix but which was not sensitive.
- b) The Chair clarified that the Committee were not being asked to make a decision on whether the CPCA moved to a franchised or enhanced partnership system but instead were making a decision on whether to recommend to Board to go to audit so that due diligence was carried out in order to make an informed decision at a later date.
- c) The context of the discussion was about the introduction of a new system rather than addressing any perceived faults of the operators
- d) The size of the opportunity, and the costs associated with it, would not be known until due diligence had been carried out but the potential to have a much greater degree of control, working alongside the operators, was to be welcomed.
- e) The Business community wanted to see a confidence in the audit work undertaken that the introduction of a world class bus network, with all its associated costs, would lead to a reduction in congestion by 15%. It was congestion that hampered productivity as well as affecting quality of life which in turn had an impact on recruitment.
- f) There was rarely disagreement from residents or members that something needed to be done to improve the public transport system in the area. Undertaking the necessary due diligence work would ultimately allow the Committee to take a very significant step in this improvement process.

**RESOLVED:**

That the Transport and Infrastructure Committee:

1. Receive and consider the Bus Franchising Scheme assessment ("Assessment") as presented in the exempt Appendix A to this report. Note that the Assessment recommends the introduction of a franchising scheme as the proposed scheme, which assumes the medium level of investment as described in the Assessment having compared that to alternative realistic options, subject to review by an independent auditor and statutory consultation pursuant to the Bus Services Act ("Act").
2. If the CPCA wishes to proceed with the proposed franchising scheme, recommend to the CPCA Board to delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Assessment in accordance with the provisions of the Act.
3. Request that the findings of the auditor's report are brought back to the TIC and CPCA Board.
4. Note that the assessment of Bus Reform options remains subject to further development and refinement.
5. Instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

7 (10)

**Depot for Electric Buses - Peterborough**

7.1

Nick Sweeney, Residential Development Manager, introduced the report which updated members on proposals to utilise funding secured from DLUHC (Department for Levelling Up, Housing and Communities) to provide a depot for electric buses in Peterborough. Jim Newton, Service Director for Infrastructure and Environment at Peterborough City Council (PCC) and Jon Sawyer a Consultant for PCC were also in attendance to answer Members' questions and explain how Peterborough City Council intended to take the project forward.

7.2

The following points were raised in discussion:

- a) The brief for PCC officers had been to find a suitable and viable site for a replacement bus depot and to that end they had gone through a process to work out what the parameters should be and in particular whether it should be a stand-alone facility or whether it should be combined with other aspirations that the City Council had. The process had been completed and there was now a good understanding of the size of site needed and the broad location of it. Funding was now being requested to undertake more detailed work as it was an iterative process where options were discounted but more detail then needed to be added to make sure that the city ended up with the right site in the right location, at the right time and brought in on budget.
- b) The proposal was conceptually straightforward but commercially complicated and needed to be given careful thought especially if undertaken in the context of a bus franchise sector. Any commercial structure therefore needed to be flexible for all parties.
- c) The user experience of electric buses from residents of Cambridge was very positive.
- d) There would be positive implications for public health if the project went ahead as there would be huge improvements in air quality.
- e) The Chair highlighted para 9.2 of the report which stressed that the success of the bus depot project was inextricably linked with the approval of the Local Transport and Connectivity Plan (LTCP).
- f) The member for Peterborough reassured members that PCC was fully committed to the project.
- g) There was consensus from members to note and accept the amended recommendations as follows:

**RESOLVED (UNANIMOUS)**

1. To note arrangements to progress delivery of a depot facility to accommodate electric buses in Peterborough.

2. ~~To authorise the Executive Director of Place and Connectivity to commit funding of up to £200k~~  
To recommend to the Combined Authority Board to approve the drawdown of £200,000 from the 'subject to approval' budget to the 'approved budget' to meet expenses yet to be incurred by Peterborough City Council (PCC) to commission further feasibility work, investigate governance and funding models, establish site infrastructure requirements, and formulate a site specification.

**ADDITIONAL RECOMMENDATION:**

3. To recommend to the Combined Authority Board to delegate authority to the Executive Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer, to enter into a grant funding agreement with PCC for the feasibility study.

8 (12)

**ITSO approved Contracts for English National Concessionary Travel Scheme (ENCTS)**

Tim Bellamy, Interim Head of Transport, introduced the report which evaluated whether the ENCTS service could be brought in-house and whether the scheme could be extended to other groups outside of the ENCTS criteria set by DfT.

The following points were raised in discussion:

- a) Although it was noted last time that it was unlikely to be brought in-house because of the level of expertise needed, members were grateful that due diligence had been carried out as consideration of the issue had provided assurance that the best service was being provided for residents.

**RESOLVED (UNANIMOUS)**

1. To note the evaluation in the appendix to this report and recommend to the CPCA Board that the HOPS (Host Operator Processing System) and Smartcard Services continue to be outsourced; and
2. To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer, to:
- a) approve the procurement of replacement HOPS and Smartcard services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024;
- b) award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework; and
- c) enter into and execute the contract or contracts for HOPS and Smartcard Services.
3. To note that officers will continue to investigate ticketing schemes for non-ENCTS residents as a separate project in 2024/25

9 (7)

**Connecting Cambridgeshire Digital Connectivity Progress Update**

Ceren Clulow, Programme Director – Connecting Cambridgeshire introduced the report which gave a summary of progress on the delivery of the Cambridgeshire and Peterborough Digital Connectivity Strategy for 2022-23 and set out future priorities for digital connectivity in the area.

The following points were raised in discussion:

- a) The ability to work on trains and busses with excellent wifi coverage would support the argument for using sustainable transport and not the car.
- b) In collaboration with the Oxford and Cambridgeshire Arc area a bid for 5G had recently been submitted to Government which included a case for a pilot project covering East-West Rail.

- c) Members cited the lack of notice from contractors when they started work digging up the roads and the problems that this caused for residents. Officers would work more proactively and share information with communities and the contractors to try and overcome this issue.
- d) The first target was to get everywhere covered and the second target was to get everywhere covered with choice.
- e) Connecting Cambridgeshire provided the infrastructure and innovation but its role was also to support the take up of digital so that investment from the commercial operators came back to the region. Digital adoption was therefore Connecting Cambridgeshire's next target.
- f) Officers were working on finding the best single data management platform for all of their 'Internet of Things' (IoT) projects and then would look to see how this could be shared and interpreted centrally. At the moment all the data was collected by the sensor providers in separate locations.
- g) The single biggest impact on congestion and the reduction of CO2 would be getting everyone online.

**RESOLVED:**

1. To note the content of the report and Appendix A.

**10 (11) Budget and Performance Report**

10.1 Tim Greenwood, Finance Manager, introduced the report which provided an update of the financial position for 2023/24 and an analysis against the 2023/24 budget up to the period ending July 2023. It also provided the Committee with an opportunity to review the multi-year budgets within their remit and provide a steer to be considered as part of the development of the 2024-25 Medium Term Financial Plan.

The following points were raised in discussion:

- a) September marked the start of the financial planning and budgeting to develop a re-costed Medium-Term Financial Plan (MTFP). Officers were working with Leaders and Members to shape the development of the budget and asked for a steer on any opportunities, investments or savings before reporting back to the Committee with an updated MTFP in November.
- b) Due to time constraints, Members were asked to contact the Finance team directly with any questions or suggestions that they might have.
- c) Government were consulting on the use of concessionary fares to change the legislation to allow their use before 9.30am. This proposed change could impact the budget going forward.

**RESOLVED:**

That the Transport and Infrastructure Committee:

1. Note the financial position of the Transport Division for the financial year 23/24 to July 2023.
2. Review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme

**11 (5) Place & Connectivity Monthly Highlight Report –August 2023**

11.1 Steve Cox, Executive Director – Place and Connectivity, introduced the report which provided the Committee with a general update on the key activities of the Place and Connectivity Directorate in relation to Transport and Infrastructure, which were not covered in other reports to this meeting. It also provided information on some key developments, risks and opportunities that had emerged.

11.2 The following points were raised in discussion:

	<p>a) The Director flagged to Members a recent meeting with the Traffic Commissioner (who was responsible for the regulation of local bus services) in which he highlighted the CPCA's Bus Network Review so that they were fully aware of the possible changes coming forward that may need to be signed off on.</p> <p><u>RESOLVED</u></p> <p>1. That the Transport and Infrastructure Committee note the report.</p>
<b>12 (4)</b>	<p><b>Combined Authority Forward Plan</b></p> <p><u>RESOLVED</u></p> <p>1. That the Combined Authority Forward Plan be noted.</p>
<b>13</b>	<p><b>Transport &amp; Infrastructure Committee Agenda Plan</b></p> <p><u>RESOLVED:</u></p> <p>1. That the Transport &amp; Infrastructure Committee Agenda Plan be noted.</p>
<b>14</b>	<p><b>Date of Next Meeting</b></p>
14.1	<p>The date of the next meeting was confirmed as Wednesday 15 November 2023.</p>

Meeting Ended: 12.38pm