



# Transport & Infrastructure Committee

## Draft Minutes

**Monday 22 July 2024**

Venue:	Civic Suite, Pathfinder House Huntingdonshire District Council.	
Time:	1.00pm	
Present:	Councillor Anna Smith Councillor Alan Sharp Councillor Mohammed Jamil Councillor Neil Shailer Councillor Tom Sanderson* Councillor Chris Seaton Councillor Peter McDonald Mr Andy Williams *substitute member	Chair and Member for Cambridge City Council East Cambridgeshire District Council Peterborough City Council Cambridgeshire County Council Huntingdonshire District Council (as substitute member) Fenland District Council (attending remotely) South Cambridgeshire District Council Business Board Representative
Apologies	Ms Rebecca Stephens Mayor Dr Nik Johnson Cllr Sam Wakeford	Business Board Representative CPCA Mayor Huntingdonshire District Council

### Minutes:

<b>1.</b>	<b>Announcements and Apologies for Absence</b>
1.1	Apologies were received from Rebecca Stephens, Business Board Representative, the Mayor, Dr Nik Johnson and from Cllr Sam Wakeford, who was substituted by Cllr Sanderson.
<b>2.</b>	<b>Declarations of Interest</b>
2.1	Cllr Seaton declared an interest as he was a trustee of FACT Community Transport. This was deemed a non-pecuniary interest and therefore would not affect his participation in items on the agenda.
<b>3.</b>	<b>Minutes of the Previous Meeting and Action Log</b>
3.1	The minutes of the meeting of 13 March 2024 were approved as an accurate record.
3.3	The Action Log was noted.
<b>4.</b>	<b>Public Questions</b>
4.1	Four public questions had been received. These had been circulated to the Committee prior to the meeting and were published as part of the meeting documents.  The first question from Michael Farniloe was read out by the Governance Manager and a response was given by the Chair.

	<p>The second question was asked by Cllr Davenport- Ray on behalf of Mr Tom Watts; both were present at the meeting to address the Committee. In response to a supplementary question which asked how St. Neots residents would be able to find out about the progress with on-going discussions the Executive Director replied that regular updates would be presented at future meetings.</p> <p>The two remaining questions from Mr Carpen and Mr Hollingsworth, were read out by the Governance Manager and a response to each given by the Chair.</p> <p>The responses to the questions would be appended to the minutes and published on the CPCA website.</p>
<p><b>5.</b> 5.1</p>	<p><b>Combined Authority Forward Plan</b></p> <p><u>RESOLVED</u></p> <p>A. That the Combined Authority Forward Plan be noted.</p>
<p><b>6</b> 6.1 6.2         6.3</p>	<p><b>Director's Highlight Report</b></p> <p>The 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.</p> <p>During discussion, the following points were noted:</p> <ul style="list-style-type: none"> <li>a) The launch of the Tiger travel card had been expedited due to the election which had slightly limited advertising opportunities, although the Communications team had contacted secondary schools and colleges in the region. Future campaigns would consider a variety of advertising methods to ensure a wide geographic spread.</li> <li>b) A geographical analysis of Tiger Card usage across the region, using postcode data, would be conducted.</li> <li>c) There was already a strong alignment between the new Government's policies and the CPCA's transport strategies and ongoing engagement with Government would emphasise key regional projects and funding needs.</li> <li>d) Members raised concerns about the perception of funding distribution favouring urban over rural areas. There was, however, a possibility that a distinct budget allocation for rural areas would be explored.</li> <li>e) The importance of aligning transport and economic growth plans was highlighted.</li> <li>f) The Executive Director provided updates on the local growth plan, including a recent meeting with UK Mayors, and the ongoing discussions with the government. A five-page summary was expected by Government by the end of August, covering various aspects such as transport, connectivity, Net Zero initiatives, and infrastructure. The Plan's development would continue, with an emphasis on securing funding and aligning with the comprehensive spending review.</li> </ul> <p><u>RESOLVED</u></p> <p>A. That the Transport and Infrastructure Committee note the report.</p> <p><u>ACTION:</u></p> <ol style="list-style-type: none"> <li>1. Officers to conduct a geographical analysis of the 15000 Tiger Card users to see if the cards are being used across the whole of the CPCA region</li> </ol>
	<p style="text-align: center;">---o0o---</p> <p>The Chair proposed a change to the running order so that item 8 would come at the end of the meeting as its exempt appendices could necessitate moving into private session. In addition, item 11 would be heard as item 8 to accommodate officers who were joining the meeting from abroad. The Committee unanimously approved these changes. The item numbers shown in brackets are the original numbers as shown on the published agenda papers.</p> <p style="text-align: center;">---o0o---</p>

<p><b>7</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>Bus Service Improvement Plan (BSIP)</b></p> <p>The Executive Director for Place and Connectivity introduced the report which set out the revised Bus Service Improvement Plan (BSIP). Mike Holmes from WSP, who had been contracted by CPCA to support the production of the BSIP, joined the discussion online.</p> <p>During discussion, the following points were noted:</p> <ul style="list-style-type: none"> <li>a) Efforts were made in collaboration with Mike and colleagues across constituent authorities to drive forward the ambition of the Improvement Plan, ensuring it not only addressed the current year but also projected ambitious goals for the period 2025 to 2035.</li> <li>b) The importance of accessibility was acknowledged and while it was noted there had been limited time for consultation specifically on the Improvement Plan, (having been requested by the DfT in March for submission in the middle of June) the Local Transport and Connectivity Plan (LTCP) <i>had</i> included extensive consultations, including with disability groups. Future plans would focus more on accessibility, including both physical and non-visible disabilities.</li> <li>c) The Director confirmed that new systems and contracts were being explored for local area Ting services, and updates were expected by late autumn.</li> <li>d) The Chair thanked the officers for their prompt work, particularly Mike, who had played a significant role in the document's preparation despite the short notice from the Department for Transport.</li> </ul> <p><u>RESOLVED</u> (Unanimous)</p> <p>On being proposed by the Chair and seconded by Cllr Jamil, the Transport and Infrastructure Committee unanimously resolved to:</p> <ul style="list-style-type: none"> <li>A. Recommend to the Combined Authority Board that it approves the revised Bus Service Improvement Plan (BSIP), as prepared by the Combined Authority at the instruction of the Department for Transport.</li> <li>B. Recommend to the Combined Authority Board, that subject to approval of the Bus Service Improvement Plan, this be published on the Combined Authority website and a final version to be submitted to the Department for Transport.</li> </ul>
<p><b>8. (11)</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>England's Economic Heartlands' (EEH) Connecting Economies investment brochure</b></p> <p>Naomi Green, Managing Director of EEH, attended the meeting virtually to introduce the report and was accompanied by Adam King, the brochure's author. The report provided an update on the EEH's (EEH) Connecting Economies investment brochures.</p> <p>During discussion, the following points were noted:</p> <ul style="list-style-type: none"> <li>a) The Business Board representative, who had given some quite technical and complex feedback, expressed his support for the document. He considered it a truly interactive document which stressed the importance of the link between transport and economy demonstrating the economic benefit of the transport schemes CPCA were delivering.</li> </ul> <p><u>RESOLVED:</u></p> <ul style="list-style-type: none"> <li>A. That the Transport &amp; Infrastructure Committee note the updated <i>England's Economic Heartlands' Connecting Economies investment brochures</i>.</li> </ul>
<p><b>9.</b></p> <p>9.1</p>	<p><b>A141 &amp; St. Ives Improvement Study – update on progress and engagement</b></p> <p>The Assistant Director for Transport introduced the report which provided an update on the progress of the A141 &amp; St. Ives Improvement Study project to date and the next steps in terms of strategic work and stakeholder engagement including a public engagement exercise.</p>

9.2	<p>During discussion the following points were noted:</p> <p>a) Members acknowledged the efforts and improvements made to the paper and highlighted the positive direction in which the initiative was moving, noting the alignment with the Local Growth Plans recently launched by Government.</p>
9.3	<p><u>RESOLVED:</u></p> <p>A. That the Transport &amp; Infrastructure Committee note the update on A141 &amp; St. Ives Improvement Study project progress and delivery including the need for future public engagement</p>
10.	<p><b>Active Travel Plan 2024/25</b></p> <p>10.1 The Active Travel Lead introduced the report which provided Members with an outline of the Combined Authority's approach to active travel this year, including the development of five priorities whilst the Active Travel Strategy was being developed.</p> <p>10.2 During discussion the following points were noted:</p> <p>a) The Executive Director explained the process used to prioritise projects, noting that some projects, including those in Section 2.4, were deprioritised due to constraints and strategic focus shifts. She assured Members that feedback would be provided to the proposers of the affected projects.</p> <p>b) In conclusion the Chair reiterated the importance of transparent communication with stakeholders regarding project status and prioritisation and emphasised the need of maintaining a clear and agreed-upon project pipeline.</p> <p>10.3 <u>RESOLVED:</u> (Unanimous)</p> <p>On being proposed by the Chair and seconded by Cllr McDonald the Committee unanimously resolved to:</p> <p>A. Note the five active travel strategic aims for 2024/25.</p> <p>B. Recommend to the Combined Authority Board to approve the request for redistribution of Medium-Term Financial Plan (MTFP) Transport revenue funding and the moving of £143,907 from subject to approval to approved. Details of proposed spending can be found in Appendix E.</p> <p>C. Subject to the Combined Authority Board approving recommendation B, approve the use of funds for a community Active Travel Grant.</p> <p>D. Note the contents of the Active Travel Fund 4 (ATF4) Extension bid.</p> <p>E. Recommend to the Combined Authority Board to approve the drawdown of £1.1m from Active Travel Fund 4 Extension funding.</p> <p>F. Recommend to the Combined Authority Board approve the delegation of authority to the Assistant Director, Transport to enter into a Grant Funding Agreement with Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.</p>
11. (12)	<p><b>March Area Transport Strategy (MATS)</b></p> <p>11.1 The Assistant Director for Transport introduced the report which provided an update on the work on March Area Transport Study (MATS) and sought approval for the drawdown of £7,000,000 from the Medium-Term Financial Plan (MTFP) with the expectation that the work would be completed within two financial years.</p> <p>11.2 During discussion, the following points were noted:</p> <p>a) Councillor Seaton stated that he and Fenland District Council were fully supportive of the MAT scheme.</p>

11.3	<p>b) The Committee discussed the economic and strategic importance of the projects and also emphasised their support for growth in March and the Combined Authority's commitment to supporting rural infrastructure.</p> <p><u>RESOLVED:</u> (Unanimous)</p> <p>On being proposed by the Chair and seconded by Cllr Shailer the Committee unanimously resolved to:</p> <p>A. Take note of the progress on March Area Transport Study (MATS).</p> <p>B. Recommend to the Combined Authority Board to approve the MATS Full Business Case 2 (FBC 2).</p> <p>C. Recommend to the Combined Authority Board, approve the drawdown of £7,000,000 of the Medium-Term Financial Plan (MTFP) from subject to approval to approved for the MATS project to be spent in Financial Years 2024/2025 and 2025/2026.</p> <p>D. Recommend to the Combined Authority to delegate authority to the Assistant Director for Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.</p>
12 12.1	<p><b>Work Programme</b></p> <p><u>RESOLVED:</u></p> <p>A. That the Transport and Infrastructure Committee Agenda Plan be noted.</p>
13. (8) 13.1 13.2	<p><b>Bus Reform Outline Business Case</b></p> <p>13.1 The Executive Director introduced the report which asked Members to note the approach of the Combined Authority to the next stages in Bus Reform within Cambridgeshire and Peterborough under the requirements of the Bus Services Act 2017 (the "Act"). The Government's Bus Back Better strategy effectively outlines two delivery options for Mayoral Combined Authorities, such as the Cambridgeshire and Peterborough Combined Authority: a franchise model or an Enhanced Partnership model.</p> <p>13.2 During discussion, the following points were noted:</p> <p>a) The proposal was focused on increasing the Combined Authority's control over the bus network, rather than outlining specific service changes.</p> <p>b) The aim of the upcoming public consultation was to maximise engagement and collect input from as many stakeholders as possible, utilising both paper and electronic formats.</p> <p>c) The recent shift in government policy was highlighted, with an emphasis on extending bus franchising powers beyond mayoral combined authorities to include county councils and other regions. This potential expansion aligned with the recognition of the limitations of the current deregulated market.</p> <p>d) Engagement with the Department for Transport (DfT) was ongoing to understand and align with the new policies.</p> <p>e) The current business case analysis was based on the existing network, with future decisions on network changes to be made if franchising was implemented.</p> <p>f) Decisions regarding the future network would involve assessing its alignment with strategic objectives, value for money, and potential procurement methods. Considerations would include financial affordability, potential government funding, and management requirements</p> <p>g) It was clarified that the adoption of the business case did not pre-commit future budgets. Financial decisions would remain subject to the same governance and budget-setting processes as currently in place.</p> <p>h) The franchising model aimed to provide greater control and stability, particularly in managing surplus and deficit routes whilst an enhanced partnership model would build upon current operations but with limited influence over the wider network.</p> <p>i) The franchising model offered more comprehensive control, including procurement, service standards, and network branding.</p>

13.3	<p>j) Franchising allowed for cross-subsidisation of routes, providing a strategic approach to managing surplus and deficit services.</p> <p>k) If approved, the consultation would start in early August and run for 14 weeks, concluding in mid-November.</p> <p>l) The Overview and Scrutiny Committee had reviewed the business case in detail with key areas of discussion including affordability and the consultation process.</p> <p>m) The consultation would utilise various methods to ensure broad participation, including from those who did not currently use bus services. These methods included electronic platforms, physical locations like bus stops, social media, direct mail and focus groups, and collaboration with Local Authorities.</p> <p>n) Insights from other Authorities' consultations would be utilised to improve the current process.</p> <p>o) A report summarising the consultation responses would be prepared and presented to the Board. The consultation results would also be reviewed by the Committee.</p> <p>p) A decision on franchising could potentially be made in early 2025, with the introduction of franchise services projected for September 2027.</p> <p><b><u>RESOLVED:</u></b></p> <p>On being proposed by the Chair and seconded by Cllr Sanderson, the Committee voted, 4 in favour with one abstention, to:</p> <p>A. Recommend to the CPCA Board to approve the Bus Reform Assessment (also known as the Business Case) dated 1 July 2024, as provided to the independent auditor, in line with approvals received at the 13 September 2023 CPCA board and agree that the Assessment dated 1 July 2024 supersedes Assessment Dated September 2023 Recommend to the Combined Authority Board to approve the MATS Full Business Case 2 (FBC 2)</p> <p>B. Recommend to the CPCA Board to proceed with the proposed bus franchising scheme, by taking the following next steps in the statutory process by: • giving notice of the proposed bus franchising scheme, and to make copies of the proposed bus franchising scheme, consultation document, Bus Reform Assessment and Audit Report available for inspection. • consulting with all statutory consultees as listed under section 123E(4) of the Transport Act 2000, as well as the general public of the region.</p> <p>C. Recommend to the CPCA Board to note the final draft audit letter, as provided to CPCA by the independent auditor.</p> <p>D. Recommend to the CPCA Board to delegate to the Executive Director Place and Connectivity to agree and publish the final Bus reform Assessment and to publish final Audit letter as received from the Auditor.</p>
14 14.1	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting was confirmed as Wednesday 18 September 2024.</p>

Meeting Ended: 12.18pm