



# Transport & Infrastructure Committee

## Draft Minutes

**Wednesday 13 March 2024**

Venue:	Cambridge City Council, The Guildhall, Market Square, Cambridge CB2 3QJ	
Time:	10.00 to 13.00	
Present:	Councillor Anna Smith Councillor Alan Sharp Councillor Gavin Elsey Councillor Neil Shailer Councillor Sam Wakeford Councillor Chris Seaton Councillor Peter McDonald Ms Rebecca Stevens Mr Andy Williams	Chair and Member for Cambridge City Council 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	Mayor Dr Nik Johnson	CPCA Mayor

### Minutes:

<b>1</b>	<b>Announcements, Apologies for Absence and Declarations of Interest</b>
1.1	Apologies were received from the Mayor, Dr Nik Johnson
1.2	Cllr Seaton declared an interest as he was a trustee of FACT Community Transport. This was deemed a non-pecuniary interest and therefore did not affect his participation in items on the agenda.
<b>2</b>	<b>Draft Minutes and Action Log</b>
2.1	The minutes of the meeting of 15 November 2023 were approved as an accurate record.
2.2	The action log was noted.
<b>3</b>	<b>Public Questions</b>
3.1	Six public questions had been received. These had been circulated to the Committee prior to the meeting and can be found, together with the responses given, on the website here: <a href="#">CMIS &gt; Meetings</a> under additional meeting documents.
3.2	Questions 1,2,3, 5 and 6 were read out by the Governance Manager and responses to each were given in turn by the Chair.
3.3	Sarah Hughes from the Cambridgeshire Travel Alliance attended the meeting to ask her question in person. Following the response from the Chair, Ms Hughes asked a supplementary question on whether officers had approached Voi to see if they could consider expanding their range of bikes to include e-cargo bikes. In response officers confirmed that they had had discussions with Voi but this was not something they were considering at the moment. The CA would continue to explore other possible options.

<p><b>4.</b></p> <p>4.1</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>5</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>Director’s Monthly Highlight Report – January 2024</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. It also provided information on some key developments, risks and opportunities that had emerged.</p> <p>During discussion the following points were noted:</p> <ul style="list-style-type: none"> <li>a) The date for the proposed Transport Summit was likely to be 7 June rather than 14 June as stated in the paper.</li> <li>b) Network Rail (NR) had made the point to a number of MPs that they still had not seen the amount of money or timeframes around the Ely Area Capacity Enhancement (EACE) project and therefore could not start their work until they received confirmation from the Department for Transport (DfT). They would continue to press on this point.</li> <li>c) There would be further work done on advancing the potential Alconbury Railway Station, as part of the development of the Alconbury Weald site.</li> <li>d) The Chair wanted it put on record that as a Committee they were urging Government to make a public commitment to the funding of these strategic projects and to confirm the figures attached so that work could start on them.</li> <li>e) A brochure was being developed by England’s Economic Heartland (EEH) which looked at the connectivity between Peterborough, Northampton, Corby and through to Oxford and this would be used to lobby Government about the need for investment in this corridor</li> <li>f) The CA was in discussion with National Highways to champion the safety issues on the stretch of the A1 that fell within its area including the proposed flyover at Wittering to replace the junction which was a major accident blackspot.</li> </ul> <p><u>RESOLVED</u></p> <p>A. That the Transport and Infrastructure Committee note the report.</p>
<p><b>6</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b>E-Scooter Trial Update</b></p> <p>The Transport Programme Manager introduced the report which set out the rationale for extending the e-scooter trial to 31 May 2026, seeking a recommendation to the Combined Authority Board for approval. The report also sought approval in principle for a boundary change to be submitted to the Department for Transport for their consideration and approval.</p> <p>During discussion the following points were noted:</p> <ul style="list-style-type: none"> <li>a) The Chair reminded members and the public that the report was about the trial of the licensed hire scooters rather than the use of private scooters which was not within the remit of the CA.</li> <li>b) DfT intended to introduce legislation around the hiring of e-scooters as well as looking at the regulation of private use scooters, taking some of the learning from the licensed trial eg. the size of the wheels and the capping of the speed limits. The timescales for this were not known.</li> <li>c) The Police had run educational sessions for users on improving the safety of personal use e-scooters.</li> <li>d) The CA was looking at developing a Micromobility Strategy and, in the LTCP report at item 7 on the agenda, would be asking the Committee to approve a drawdown of funding for this.</li> <li>e) The Chair felt that it was incumbent on Transport Committee Members to feed back to their member councils on where the no-go or go-slow zones were.</li> <li>f) Part of the guided bus lane was already in use for e-scooters and there was a traffic regulation order in place that allowed scooters to use bus and cycle lanes.</li> </ul> <p><u>RESOLVED (UNANIMOUS)</u></p> <p>On being proposed by the Chair and seconded by Cllr MacDonald, it was resolved to:</p>

- A. Recommend to the Combined Authority Board to approve the extension of the e-scooter trial to 31 May 2026.
- B. To seek approval in principle to submit to the Department for Transport (DfT) a proposed boundary change to the existing trial area.

**7 Local Transport and Connectivity Plan and its associated strategies/workstreams**

7.1 The Acting Transport Strategy and Policy Manager introduced the report which provided an update on the Plan and the next steps to the follow-on strategy and work streams that needed to be undertaken to deliver the objectives of the Plan.

7.2 During discussion the following points were noted:

- a) Digital Connectivity was one of the biggest improvements that could be made to get cars and transport off the roads and therefore it should run through all of the strategies like a golden thread.
- b) Connecting Cambridgeshire would be presenting at the September meeting to update the Committee and talk about the review process for the Plan as it was due for renewal in 2025.
- c) The sub-strategies would be presented to the Committee as they were prepared and worked through so Members would have an opportunity to comment on them.
- d) Members urged officers to consider other possibilities for active travel, such as the use of the waterways and river boats, and the utilisation of disused rail lines for light railways or trams.
- e) The CA would undertake research and development into innovative transport and connectivity solutions such as autonomous pods, trackless trams and emerging technologies.
- f) The LTCP provided a framework and a toolbox of measures from which to cherry pick different solutions for different locations within the CPCA area.

7.3 **RESOLVED: (UNANIMOUS)**

On being proposed by the Chair and seconded by Cllr Elsey, it was resolved to:

- A. Note the update on the Local Transport and Connectivity Plan (LTCP) and associated strategies and workstreams.
- B. Recommend the Combined Authority Board approve the reprofiling of the approved funding across the next 3 financial years as set out in 3.2.
- C. Recommend to the Combined Authority Board to delegate authority to the Executive Director in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council to develop the strategies for 2024/25.

**8 Transforming Cities Fund**

8.1 The Transport Programme Manager introduced the report which provided an update in relation to the Transforming Cities Fund (TCF) and sought agreement for the additional works that would be undertaken to utilise project underspend.

8.2 During discussion the following points were noted:

- a) The CPCA was in a positive position as it had retained all of its TCF allocation of £95m with the DfT affirming that there were no significant concerns with the CA's programme and projects and that it had a high level of confidence in the CA's ability to deliver the entirety of the programme in a timely and effective manner.
- b) The Wisbech Access Strategy had been funded by the TCF programme, but it had gone as far as it could do within the TCF framework. Officers now needed to explore what other funding opportunities there were so that further work could be implemented.
- c) Whilst on the subject of funding, the Chair took the opportunity to commend the team on the £167m of transport funding secured by the CPCA over the last two years.

8.3	<p><b><u>RESOLVED (UNANIMOUS)</u></b></p> <p>On being proposed by the Chair and seconded by Cllr Shailer it was resolved;</p> <p>A. To note on the progress in the Transforming Cities Funds (TCF) projects and recognise the positive feedback from central government.</p> <p>B. Recommend that the Transport and Infrastructure Committee approve the projects listed at paragraph 3.10 of the report, as these projects have approval within the MTFP.</p> <p>C. Recommend to the Combined Authority to delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to sign change requests with Cambridgeshire County Council and Peterborough City Council concerning TCF projects.</p> <p>D. Recommend to the Combined Authority to delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to agree change of deeds to the Grant Funding Agreement with Cambridgeshire County Council and Peterborough City Council concerning TCF projects.</p> <p>E. Note the progress in managing the overarching TCF programme and recognise the positive feedback from central government.</p>
<p><b>9</b></p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><b>A141 – Update On Progress and Engagement</b></p> <p>The Transport Programme Manager presented the report which provided an update on the progress of the A141 project to date and the next steps to the follow on in terms of strategic work and stakeholder engagement.</p> <p>During discussion the following points were noted:</p> <p>a) Officers would update the Member for Huntingdon on the governance of the project and the timelines for decisions to make sure it aligned with the work being done at a local level.</p> <p>b) Work was progressing on the revalidation of the SOBC (Strategic Outline Business Case) which needed to be signed off before any work was done on building in any emerging technical solutions and changes.</p> <p><b><u>RESOLVED</u></b></p> <p>A. To note the update on A141 project progress and delivery including future engagement.</p>
<p><b>10</b></p> <p>10.1</p> <p>10.2</p>	<p><b>Bus Network Update</b></p> <p>The Assistant Director, Public Transport Services, introduced the report which outlined the work that has taken place to deliver the investment in bus services, the investment in bus stops/shelters and the implementation of the £1 youth fare scheme for Under 25s. The report also set out network changes to which the authority is responding following announcements by Stagecoach.</p> <p>During discussion the following points were noted:</p> <p>a) At the time of publication of the Committee’s agenda, work was still ongoing into the analysis of the investment into bus services. The Assistant Director therefore referred Members to Appendix 1 of the Bus report in the CA Board papers (<a href="#">Document.ashx (cmis.uk.com)</a>) which had been published the day before and which gave the latest updated position.</p> <p>b) The table shown in the appendix was a high-level metrics table that demonstrated each service improvement, the main points served, the type of service, an estimate of the population catchment, the trip catchment and some operational characteristics The table was still in the design phase and was therefore a draft that would be updated in due course.</p> <p>c) The £1 concessionary fare would be included as part of any tendering process for new services.</p> <p>d) In an update to Members of the Committee who had expressed their concerns about the cuts to Route 9, officers confirmed that they had undertaken an accelerated tender exercise to provide a contracted solution to restore as much of the service as possible. Officers would keep Members updated on progress.</p> <p>e) Officers were still to finalise the Cambridge to Huntingdon service, looking at the hospital and railway as main stops, but advised Members that it was intended as an express service so if more stops were included it would increase the journey time.</p>

- f) The Member for Fenland District Council (FDC) informed the Committee that his Council had passed a motion at their full Council meeting on 26 February which called upon the Mayor to review the LTCP and proposed bus service provision in order to address the needs of residents in Fenland. The motion cited the lack of public transport as contributing to social isolation, health inequality, and employment and educational disadvantage in the rural communities in Fenland and argued that the three-fold increase in the Mayoral precept to pay for wholly inadequate bus service improvements could not be justified.
- g) Officers were very mindful of the needs of rural transport because of its investment link to the precept and the services proposed and they were working hard to ensure that residents had access to the right services and did not suffer rural isolation.
- h) The Executive Director reassured the Member for FDC that a written response to the motion that had been passed was being prepared and stressed that the CPCA shared FDC's ambition to tackle the connectivity challenges that existed across the rural area and the impact that they had on people being able to access employment and educational opportunities. The CPCA would work collaboratively with FDC to address these issues.
- i) The peak vehicle requirement (as shown in the Report Summary table) would drive cost and this could be approximated to make sure it fitted within the budget envelope. In addition, there was a gateway review to check that the design phase also fitted within the budget.
- j) The East of England was one of the lowest funded areas in the Country for public transport and Members agreed with the Chair that there was a real need for increased funding from central Government.
- k) Officers would look to see how they could increase parish engagement on this issue; suggestions included engaging with CAPALC (Cambridgeshire and Peterborough Association of Local Councils) and taking learning from South Cambridgeshire District Council who had an established parish forum.

10.3 **RESOLVED**

- A. To receive and consider the initial development work on the precept funded investment in bus services and demand responsive transport services
- B. To receive and consider the initial development work on the £1 youth fare scheme
- C. To note the update on network changes from commercial operators and CPCA's proposed approach
- D. To note the proposed methodology for improvements to targeted bus stops/shelters.

**11 Bus Reform**

11.1 The Executive Director, Place and Connectivity and the Assistant Director, Public Transport Services, provided a verbal update for the Committee regarding the work being carried out around Bus Reform.

11.2 During discussion the following points were noted:

- a) The Executive Director thanked members for accepting a verbal update. Bus Reform was a priority and work on it had been on-going until the last moment as officers wanted to report on the most up to date position. Members were therefore once again referred to item 10 of the [CA Board Agenda](#) which had been published the day before.
- b) The Audit stage of the process for introducing a franchise scheme had yet to be completed so a decision would be brought to the CA Board in the summer, with the full findings of the Auditor and a revised Business Case, to request a move to a public consultation.
- c) The three components required for the update to the BSIP (Bus Service Improvement Plan) were an update to the baseline, details of the improvement programme and a pipeline of prioritised proposals. Additional resource was being commissioned to support this work but officers were confident that the deadline given by the DfT would be met. Regular meetings with DfT were taking place to support this process.
- d) In the interim parallel tracking would be done whereby Interim Enhanced Partnership (IEP) work would be done alongside the franchising work. Officers would be conducting a check and challenge of the process along the way which would mean they were confident that all the necessary steps to jump through the franchising audit process were in place and that when further timelines were provided they could be confident that they would be met.
- e) Manchester and Liverpool were the only two places in the country that had got a franchise system in place and these were both urban environments. As a rural environment with a rapidly growing

young population the CPCA area had a different demography which impacted on the economic and financial modelling that needed to be done.

- f) Value for Money continued to be a focus of the work being done as the Section 73 officer needed to be confident in this when presenting the report to Board.
- g) Officers would continue to work with auditors on the necessary timings with the intention that all of the necessary steps be brought through the Committee before going to Board. The Chair requested that, if the revised Business Case and the full finding of the Auditors did not fit with the formal TIC meeting schedule then a separate, additional briefing for Members be organised.
- h) The IEP model was being advanced as a steppingstone towards delivering the maximum amount of benefit at the earliest opportunity whilst progressing the longer-term vision of bus franchising.
- i) The Mayor had sent a note to the bus companies to inform them of the recent update to the Bus Reform process. Officers had also been working with the bus operators' forum so the bus companies were fully aware of the complexity of the audit process.

ACTION:

- 1. A briefing session for the Committee to be arranged before the revised Business Case and the full findings of the Auditors are presented to the CA Board.

**12 Budget and Performance Report**

12.1 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 budgets, up to the period ending January 2024.

12.2 RESOLVED:

- A. Note the financial position of the Transport Division for the financial year 23/24 to January 2024.

**13 Transport & Infrastructure Committee Agenda Plan**

13.1 RESOLVED:

- A. That the Transport and Infrastructure Committee Agenda Plan be noted.

**14 Date of Next Meeting**

14.1 The date of the next meeting was confirmed as Wednesday 26 June 2024.

Meeting Ended: 12.18pm