

Community Transport Working Group

Minutes of the Meeting dated 10th January 2024 (Teams Meeting)

Cllr C Martin (Chair)	Present		KCC Cllr Hook	Apology
Cllr BJ Martin	Present		KCC Cllr Lehmann	Present
Cllr Saunders	Present			

Present:

Rob Gibbs (Community Transport and Project Officer)

1. Apologies

An apology was received from Cllr Hook.

2. Declarations of Interest

None.

3. Minutes

It was proposed by Cllr C Martin, seconded by Cllr BJ Martin, and on being put to the meeting, the minutes of the CT Working Group held on 22nd November 2023, were approved as an accurate record of the meeting. It was noted the minutes had been presented to the Full Council on 11th December 2023.

RG provided an update on the current status with delivery of the minibus. London Hire Ltd had the livery design and this would be applied before delivery. London Hire Ltd was waiting for a start date in order to start the lease and prepare the vehicle.

RG reported that the application for a grant from Queenborough Fishery Trust had been rejected on the basis that QFT was already committed to supporting the TS Hazard project. On the suggestion of the Chair, RG has submitted a bid for 50% of the cost to Bensted's Charity and a decision should be forthcoming in February. It was agreed RG would draft a letter on behalf of the Chair to SBC Councillors in the wards served by the route to see if they had Member's Grants funding remaining and could contribute.

4. Volunteer Drivers

RG reported there were now 7 volunteer drivers recruited and the industry standard MiDAS training had been arranged for 6 of them with Compaid on 25th January and 1st February. The theory element of the training was online and practical assessments were carried out at Compaid's premises at Paddock Wood.

An advert for volunteer drivers and some editorial had featured in the Community Ad magazine and a banner stand had been put up in the Visitor Information Centre. Although London Hire Ltd had not had a minibus available before the Christmas period, RG was still hopeful of borrowing one to park in Market Place on a Friday and Saturday as a means of recruiting more volunteers and promoting the service. It was agreed this should wait until the route registration process had been completed.

5. Route Registration with KCC and Traffic Commissioner

RG reported on the process with KCC which had been initiated in December. Route information and timetables were sent to KCC. In mid-December KCC requested the form to be submitted to the Traffic Commissioner and this was almost ready apart from preparation of the maps for the route which were being prepared by the Deputy Town Clerk.

It was agreed that RG would update members via email once the form had been submitted to KCC. Once the maps were ready RG would share them with all Councillors.

6. Parish Council Liaison & Community Engagement

RG reported funding commitments had been received from Lynsted, Oare, and Newnham Parish Councils for the first year. Doddington Parish Council had committed to funding for three years.

The Chair emphasised the importance of liaising with the Parishes once the KCC/Traffic Commissioner process had commenced and a start date had been decided. Additionally, a press release will be sought in the KM Faversham News.

BJM suggested contacting the local Housing Associations for possible promotion, grants, and volunteering opportunities. BJM would provide contact details where possible.

JS suggested parking the bus at the local supermarkets to promote the service and to use the Community Noticeboards.

7. Matters for Report

Driver's Handbook/Internal Processes

RG shared some examples of documents that he had been sent from London Hire Ltd including an example Driver's Handbook, which would be useful as guidance for developing our own.

8. Next Meeting Date

It was agreed to wait until the route registration process had been completed before setting the date for the next meeting.