

NOTICE OF ATTENDANCE

Meeting of the Bus Issues Task Force

At London TravelWatch's offices, 6 Middle Street, London, EC1

On Monday December 19th 2005 commencing at 15:00hrs

Attendees at the S&ST meeting on November 22nd 2005 will recall that it had been agreed for a Task Force (similar to LTUC's Surface Transport Sub-Group) to discuss bus issues had been created. As sufficient members of the Sub-Committee were unavailable at this meeting to agree a standing task force, members are asked to volunteer to attend this meeting, which has been arranged for the date given above.

Members of the Streets & Surface Transport Sub-Committee are kindly requested to complete and return this form **as soon as possible**, as to whether they wish to attend this meeting, or respond via email, telephone or fax.

- a) I shall/shall not* be attending the meeting.
- b) Members wishing to raise items of other business are requested to provide the Secretariat with at least 24 hours notice (prior to the meeting) – but please note that the Chairman of the Task Force has sole discretion on whether or not the item will be tabled and discussed at this meeting.

Members wishing to place an item(s) on this agenda, under 'Any other business' are invited to use this form:

I have the following items of ANY OTHER BUSINESS that I would like to place on the agenda:

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Members wishing to raise points on any of the information items are asked to note that 24 hours prior notice of the wish to do so should be given to the Committee Administrator. This is to try to ensure that the issue can be dealt with at the meeting and not deferred. The 24 hours notice allows the Secretariat an opportunity to address whatever issues are raised.

Please note that the papers for this meeting will be despatched about a week prior to the meeting date.

FROM: (Member's name).....

Please return this form to Adam Kirkup at London TravelWatch by post or

Fax: 020 7505 9003, telephone: 020 7726 9966 or email: adam.kirkup@londontravelwatch.org.uk