

**TfSE Shadow Partnership Board  
16 July 2020  
Minutes**

<b>Shadow Partnership Board Members</b>		
Cllr Keith Glazier (Chair) Leader East Sussex County Council	Cllr Michael Payne, Cabinet Member for Highways and Transport Kent County Council	Cllr Roger Elkins, Cabinet Member for Highways and Infrastructure West Sussex County Council
Mike Smith (sub for John Halsall), Strategy & Planning Director London and South, Network Rail	Cllr Lynne Stagg Cabinet Member for Environment and Transport Portsmouth City Council	Cllr Tony Page, Deputy Leader Reading Borough Council (representing Berkshire Local Transport Body)
Martin Harris, Business Representative – Transport Sponsor, Coast 2 Capital LEP, (jointly representing LEPs)	Ian Phillips, Chair, South Downs National Park Authority (Representing protected landscapes)	Geoff French CBE Interim Chair Transport Forum
Cllr Jacqui Rayment (sub for Cllr Steve Leggett), Cabinet Member for Place and Transport, Southampton City Council	Cllr Colin Kemp, Deputy Leader, Surrey County Council	Cllr Alan Jarrett, Leader, Medway Council
Ross McNally, Director, Enterprise M3 LEP (jointly representing LEPs)	Richard Leonard, Head of Network Development, Strategy & Planning Highways England	Richard McGreevy (sub for Alex Williams) Strategy & Planning Manager, Transport for London
Cllr Daniel Humphreys, Leader of Worthing Council, Adur & Worthing Councils (jointly representing District and Borough Councils)	Cllr Ian Ward, Cabinet Member for Infrastructure and Transport, Isle of Wight Council	

**Apologies:**

Cllr Rob Humby, Deputy Leader, Hampshire County Council  
 Cllr Steve Leggett, Cabinet Member for Green City and Place, Southampton City  
 Council  
 Cllr David Monk, Leader, Folkestone & Hythe District Council  
 John Halsall, Managing Director, Network Rail  
 Alex Williams, Director of City Planning, Transport for London  
 Cllr Anne Pissaridou, Chair of the Environment, Transport and Sustainability  
 Committee, Brighton & Hove City Council

**Observers:**

Rupert Clubb, Transport for the South East  
 Mark Valleley, Transport for the South East  
 Rachel Ford, Transport for the South East  
 Rob Dickin, Transport for the South East  
 Sarah Valentine, Transport for the South East  
 Benn White, Transport for the South East  
 Russell Spink, Transport for the South East  
 Jasmin Barnicoat, Transport for the South East  
 Lucy Dixon-Thompson, Transport for the South East

Steven Bishop, Steer  
 Alex Pringle, South Downs National Park Authority  
 Alice Darley, Highways England  
 Andy Beattie, South Downs National Park Authority  
 Bill Hicks, Berkshire Local Transport Body / Berkshire Thames Valley LEP  
 Colin Rowland, Isle of Wight  
 Felicity Tidbury, Portsmouth City Council  
 James Hammond, Folkestone & Hythe District Council  
 Joseph Ratcliffe, Kent County Council  
 Keith Wilcox, Hampshire County Council  
 Mark Prior, Brighton and Hove City Council  
 Martin Randall, Adur & Worthing Councils  
 Matt Davey, West Sussex County Council  
 Michael Edwards, Medway Council  
 Paul Millin, Surrey County Council  
 Pete Boustred, Southampton City Council  
 Peter Duggan, Department for Transport

Item	Action
<p><b>1. Welcome and Apologies</b></p> <p>1.1 Cllr Keith Glazier (KG) welcomed Shadow Partnership Board members to the virtual meeting and noted apologies.</p> <p>1.2 Cllr Glazier welcomed the members of the public who were also in attendance.</p> <p>1.3 Cllr Glazier informed attendees that the planned meeting with Baroness Vere has now been postponed until Thursday 23 July.</p>	
<p><b>2. Minutes from last meeting</b></p> <p>2.1 The minutes of the previous meeting were agreed.</p> <p>2.2 Cllr Kemp (CK) highlighted a comment he raised at the last Shadow Partnership Board meeting. CK requested an update from Transport for the South East on why the A22 MRN scheme continues to not be included in the pipeline for upcoming schemes. Sarah Valentine (SV) informed CK that she has been in conversation with officers at Surrey County Council regarding this scheme. SV ensured CK that confusion around this scheme has now been cleared up and that it will be included within the MRN schemes pipeline going forward.</p>	

<b>3. Declarations of interest</b>	
<p>None.</p> <p>3.1 Cllr Glazier thanked members for returning completed Declaration of Interest forms and asked those who have not done so to return them to the secretariat as soon as possible. It was explained that completed forms will be published on the Transport for the South East website.</p>	
<b>4. Governance – Paper 1</b>	
<p>4.1 Rupert Clubb (RC) introduced this item and guided the Shadow Partnership Board members through the process for nominating a Chair for the TfSE Shadow Partnership Board.</p> <p>4.2 RC invited nominations for the role of Chair of Transport for the South East. Cllr Jacqui Rayment nominated Cllr Keith Glazier for this role. The nomination was seconded by Cllr Michael Payne. All Board members agreed with this decision. Cllr Glazier thanked members of the Shadow Partnership Board for their continued support.</p> <p>4.3 Cllr Glazier invited nominations for the role of Vice-Chair of Transport for the South East. Cllr Glazier nominated Cllr Tony Page for this role. The nomination was seconded by Cllr Jacqui Rayment. All Board members agreed with this decision.</p> <p>4.4 Cllr Glazier invited nominations for the role of Interim Chair of the Transport Forum for the next year. Cllr Glazier nominated Geoff French for this role. The nomination was seconded by Cllr Tony Page. All Board members agreed with this decision.</p> <p>4.5 Members of the Shadow Partnership Board agreed that two representatives from the LEPs would be coopted to the Board, with allocated voting rights. The Board noted that this continue to be Martin Harris, Coast to Capital, and Ross McNally, Enterprise M3.</p> <p>4.6 Members of the Shadow Partnership Board agreed two representatives from the district and borough councils would be coopted to the Board, with allocated voting rights. Cllr Daniel Humphreys and Cllr David Monk will continue in their roles of District and Borough representatives on the TfSE Shadow Partnership Board.</p> <p>4.7 Members of the Shadow Partnership Board agreed that a representative from the protected landscapes would be coopted to the Board, with allocated voting rights. The Chair of the South Downs National Park Authority will continue in the role of representing protected landscapes on the TfSE Shadow Partnership Board.</p> <p>4.8 Members of the Shadow Partnership Board agreed that the representation from Highways England, Network Rail and Transport for London should continue to be part of the TfSE Shadow Partnership Board.</p>	

<p>4.9 Members of the Shadow Partnership Board agreed that an additional member from a constituent authority should be added to the TfSE Governance Member Sub-Group. It was agreed that this position will remain open until a confirmed member from Brighton and Hove City Council can take on this role.</p> <p>4.10 RC confirmed that all of these appointments will be for the period of twelve months.</p> <p><b>RECOMMENDATIONS:</b> The members of the Shadow Partnership Board are recommended to:</p> <ul style="list-style-type: none"> <li>(1) Nominate and elect a Chair and Vice-Chair for the period of one year;</li> <li>(2) Agree to co-opt for a period of one year to the Shadow Partnership Board: <ul style="list-style-type: none"> <li>a. The Interim Chair of the Transport Forum;</li> <li>b. Two people nominated collectively by the Local Enterprise Partnerships;</li> <li>c. A person nominated by the National Parks and other protected landscape designations;</li> <li>d. Two people nominated by the district and borough authorities; and</li> <li>e. A representative from Highways England, Network Rail and Transport for London.</li> </ul> </li> <li>(3) Allocate voting rights of one vote each for the two Local Enterprise Partnership representatives, the Interim Chair of the Transport Forum and the nominated representatives of the district and borough authorities and the protected landscapes;</li> <li>(4) Appoint for a period of one year an Interim Chair for the Transport Forum; and</li> <li>(5) Agree to extend the membership of the governance member sub-group.</li> </ul>	
<p><b>5. Statements from the public</b></p>	
<p>5.1 Cllr Glazier (KG) introduced this item and welcomed Vic lent from South Downs Society to make his statement.</p> <p>5.2 Vic lent (VI), Policy Officer at the South Downs Society, introduced himself to the TfSE Shadow Partnership Board. VI explained that his statement is an appeal for focusing on transport in the countryside and improving rural connectivity issues.</p> <p>5.3 Cllr Glazier thanked VI for taking the time to submit a statement for today's meeting. Cllr Glazier responded to the statement by acknowledging that a large proportion of the TfSE area is rural in nature and that this is very much a challenge that TfSE takes seriously. It was also highlighted that the forthcoming programme of area studies and the TfSE Future Mobility</p>	

<p>Strategy will seek to identify realistic interventions to improve access for those in rural areas.</p> <p>5.4 Cllr Glazier reiterated that TfSE will continue to work very closely with its constituent local transport authorities to support their work aimed at addressing the transport challenges in rural areas.</p> <p>5.5 Cllr Kemp (CK) acknowledged that the issue of transport in rural areas is a very valid point, but one that Transport for the South East is aware of. CK took the opportunity to reassure VI that local transport authorities have recognised the issues for those in rural areas and conversations are taking place on this topic.</p> <p>5.6 Ian Phillips (IP) acknowledged that rural connectivity issues are changing all the time and many challenges will occur in the future. IP confirmed that the South Downs National Park Authority remain very supportive of TfSE’s Transport Strategy document and thanked KG and CK for their reassuring responses to this issue.</p> <p>5.7 Geoff French (GF) suggested that this subject could be a valuable discussion for an upcoming TfSE Transport Forum. Ross McNally (RM) stated from a LEP and economic point of view, he fully recognises the need for supporting the rural areas and would welcome the opportunity to support this subject at an upcoming Transport Forum.</p> <p>5.8 Rupert Clubb (RC) took the opportunity to highlight a piece of correspondence to the attention of Board members. RC explained several Board members received an email yesterday evening from Becky Reynolds, who represents Bicycles asking them not to approve the Transport Strategy because of its potential impact on future levels of cycling and walking. RC provided detail to Board members on the results of the transport modelling work that had been undertaken on the future transport scenarios considered as part of the transport strategy. Although the modelling results indicated a decrease in the levels of people cycling and walking, positive action would be taken to ensure this did not come to fruition. Cllr Glazier thanked Becky Reynolds for taking the time to submit the statement.</p> <p>5.9 Cllr Glazier invited Peter Duggan (PG) to give an update on the DfT grant funding for 2020/21. PG confirmed that TfSE will receive a letter in a few days from ministers that will confirm funding for 2020/21. Cllr Glazier thanked Peter for progressing this matter within the DfT.</p>	
<p><b>6. Lead Officer’s Report – Paper 2</b></p>	
<p>6.1 Rupert Clubb (RC) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>6.2 RC confirmed that on behalf of Transport for the South East, he is delighted to hear the news around funding from the Department for Transport.</p>	

<p>6.3 RC took the opportunity to thank the Transport for the South East team for the hard work that is been put in to get TfSE to this stage. RC also thanked officers from constituent authorities and partners for their support.</p> <p>6.4 The recommendation was <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>The members of the Shadow Partnership Board are recommended to note the activities of Transport for the South East between April – July 2020.</p>	
<b>7. Covid-19 Response – Paper 3</b>	
<p>7.1 Mark Valleley (MV) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>7.2 MV reminded Shadow Partnership Board members of the concern voiced at April’s Shadow Partnership Board meeting about the the transport strategy having been produced in a pre-Covid world. In responding to this call to action, MV explained that Steer have been commissioned to undertake work to try and understand what the potential recovery of Covid-19 will look like under several different scenarios. The outcomes of this work will help TfSE develop the upcoming area studies workstream. MV explained that this piece of work is currently ongoing, and a final report will be produced by the middle of August.</p> <p>7.3 Steven Bishop (SB) delivered a presentation to Shadow Partnership Board members on the work that is being undertaken by Steer. The presentation will be shared with attendees following on from this meeting.</p> <p>7.4 Cllr Kemp thanked SB for the work Steer have produced on this topic and confirmed that this information will be very useful to the regional authorities. Cllr Kemp felt that the one element missing from this work so far is the topic of airports and how they will impact travel on the road around the TfSE area. SB confirmed that consideration is being given to the aviation industry and that Steer are aware of the challenges being experienced by economic hubs, such as Crawley.</p> <p>7.5 Martin Harris (MH) highlighted the importance of ensuring that data being included within the work remains up to date due to the situation evolving rapidly. MH explained that the number of passengers using public transport is increasing faster than previously expected. SB responded by informing attendees that Steer are enthusiastic to continue working closely with transport operators in order to ensure that the evidence and data being used is as up to date as possible around transport capacity and transport demand.</p> <p>7.6 Cllr Rayment (JR) agreed with the point raised by MH. JR also raised a point around the need for a new narrative to convince the public to use public transport again. SB confirmed he agreed with JR on the point she raised. SB highlighted that the upcoming area studies work will need to</p>	

<p>grapple with the situation of a new narrative being required around the importance of public transport and active travel.</p> <p>7.7 The recommendation was <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>The members of the Shadow Partnership Board are recommended to note the progress with the work that is being undertaken to assess the potential impacts of the Covid-19 pandemic on future travel behaviour in the Transport for the South East area.</p>	
<p><b>8. Transport Strategy Development – Paper 4</b></p>	
<p>8.1 Mark Valleley (MV) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>8.2 MV confirmed that amendments have been made to the draft final version of the Transport Strategy following on from the comments Shadow Partnership Board members submitted to TfSE at the Shadow Partnership Board meeting in April.</p> <p>8.3 MV took the opportunity to thank Steven Bishop and Steer colleagues for the work they have produced for Transport for the South East’s Transport Strategy document.</p> <p>8.4 Cllr Glazier thanked all constituent bodies for taking the time to respond to this work. Cllr Glazier praised the consistent collaborative approach that has been taken to get this work to this stage.</p> <p>8.5 Cllr Payne (MP) confirmed that the decision has been taken by the Leader of Kent County Council to approve the strategy, but this could not be confirmed until the period for potential call in finished on 17 July 2020.</p> <p>8.6 Cllr Humphreys (DH) confirmed that the draft Transport Strategy has now been circulated to all Districts and Borough, with feedback received being very positive.</p> <p>8.7 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> <li>(1) Note the further amendments that have been made to the strategy;</li> <li>(2) Note the outcomes of the approval processes that have been pursued by Hampshire County Council and Kent County Council; and</li> </ol>	

<p>(3) Agree the final version of the transport strategy and integrated sustainability appraisal, subject to the subsequent endorsement of Kent County Council and Hampshire County Council.</p>	
<b>9. Proposal to Government – Paper 5</b>	
<p>9.1 Cllr Page (TP) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>9.2 TP thanked colleagues who have been heavily involved in the development of TfSE’s proposal to Government.</p> <p>9.3 TP explained that due to the situation with Covid-19, the recommendations of the Williams Rail Review are being reconsidered. Government has suggested that a response from the review will be published in the autumn.</p> <p>9.4 The meeting between Cllr Glazier, Chair of the TfSE Shadow Partnership Board, and Baroness Vere is now rescheduled for the morning of Thursday 23 July. TP explained that members of the TfSE Governance Sub-Group agree that a submission of TfSE’s proposal to Government should be submitted as soon as possible.</p> <p>9.5 Cllr Glazier praised the work of the TfSE Governance Member Sub-Group for progressing the development of the TfSE Proposal to Government.</p> <p>9.6 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> <li>(1) Agree the final version of the proposal to Government;</li> <li>(2) Note the position on formal consent from constituent authorities and letters of support from partner organisations;</li> <li>(3) Agree that the proposal will be submitted to Government alongside the Transport Strategy in September 2020, subject to the receipt of formal consent from all of the constituent authorities; and</li> <li>(4) Agree the proposed communications and engagement approach for key stakeholders and MPs.</li> </ol>	
<b>10. Technical Programme Update – See Paper 6</b>	
<p>10.1 Rob Dickin (RD) and Sarah Valentine (SV) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>10.2 Members were reminded that WSP, supported by Steer, have been awarded the contract for this piece of work which aims to develop a Future</p>	

Mobility Strategy and Action Plan for the TfSE area. A further update on this workstream will be presented to members at the next Shadow Partnership Board meeting.

10.3 RD updated the Shadow Partnership Board on the Carbon Assessment work that TfSE have recently undertaken. At the Board meeting in April, members were advised that additional enabling work was required to ensure a robust evidence base is in place for the area studies workstream. Steer was commissioned through the existing Transport Strategy Development contract to carry out this work. Workshops were held in June to help develop new scenarios which would allow net-zero to be met by 2050. The results of this work will be used through the development of the upcoming area studies. A further update on this work will be presented to members at the next Shadow Partnership Board meeting.

10.4 Members were reminded that AECOM have been commissioned to carry out a piece of scoping work which focused on the content of a Freight Strategy for the TfSE area. The final report for this piece of work is almost complete and will be shared following formal sign-off from the TfSE secretariat. SV informed attendees that the procurement for a Freight Strategy is dependent on funding from a DfT grant. A further update on this workstream will be presented to members at the next Shadow Partnership Board meeting.

10.5 SV updated the Shadow Partnership Board on the area studies workstream. It was confirmed that following on from the Invitation to Tender process in April 2020, TfSE, with support from officers of the Transport Strategy Working Group, carried out the evaluation of 3 returned tenders. SV confirmed that following on from the evaluation process, the contract has now been awarded to Steer, who have subcontracted WSP and Atkins to support the work.

10.6 SV confirmed that the area studies work programme is spaced over several financial years and is dependent on DfT grant funding. Once the grant funding has been confirmed, TfSE will begin to finalise the work programme with the support of Steer, WSP and Atkins. The Outer Orbital will be the first area study to begin and is due to commence in the next couple of weeks. A sequence for the remaining area studies is yet to be determined and is subject to discussion.

10.7 Cllr Payne (MP) highlighted a concern around the district areas of Dover and Thanet being omitted from the Outer Orbital area study. MP reiterated the importance of these areas being included within the plans for this area study. SV confirmed that TfSE have been made aware of this issue previously and that one of the early pieces of work for TfSE and Steer will be to more clearly define the area study boundaries. SV confirmed that the boundaries presented in the agenda pack for this meet are not finalised.

10.8 Cllr Kemp (CK) raised a question around whether the two orbital area studies could be completed simultaneously as was previously planned. CK reiterated the importance of this work and advised that if the issue is based on available funding, then the TfSE secretariat should talk with the involved constituent authorities as they might be able to feed into the work. SV

<p>explained that area study work programme will very much be led by the DfT grant. Once this has been received, TfSE will be able to look at the work programme and plan available resources to carry out the workstream.</p> <p>10.9 Cllr Elkins (RE) highlighted that if funding is available for additional area studies to take place, constituent authorities will need to ensure that they have the capacity to input effectively into these studies.</p> <p>10.10 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> <li>(1) Note the progress on the procurement process to secure a provider to undertake the five area studies;</li> <li>(2) Note progress on the development of the future mobility strategy;</li> <li>(3) Note the progress on the scoping work for the freight, logistics and gateways strategy; and</li> <li>(4) Note the progress on the carbon emissions assessment work.</li> </ol>	
<p><b>11. Financial Update – See Paper 7</b></p>	
<p>11.1 Rachel Ford (RF) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>11.2 RF confirmed that some of the information provided in this paper will be out of date once TfSE receive information from the DfT on grant funding allocation. A revised budget will be shared with Board members once the grant allocation letter has been received.</p> <p>11.3 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> <li>(1) Agree the amended budget proposal for 2020/21;</li> <li>(2) Note the current financial position for 2020/21 to the end of June 2020;</li> <li>(3) Note the update on the position from the Department for Transport; and</li> <li>(4) Agree the final business plan for 2020/21.</li> </ol>	
<p><b>12. Communications and Stakeholder Engagement – See Paper 8</b></p>	

<p>12.1 Lucy Dixon-Thompson (LDT) and Russell Spink (RS) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>12.2 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> <li>(1) Note and agree the proposed summer/autumn campaign plan;</li> <li>(2) Note and agree the supporting ‘at a glance’ document; and</li> <li>(3) Note the engagement and communication activity that has been undertaken in the past 3 months.</li> </ol>	
<b>13. Transport Forum – See Paper 9</b>	
<p>13.1 Geoff French (GF) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>13.2 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> <li>(1) Note the recent meeting of the Transport Forum;</li> <li>(2) Note and consider the comments from the Forum on the carbon assessment methodology; and</li> <li>(3) Note and consider the topics to be discussed at future Forum meetings.</li> </ol>	
<b>14. Responses to Consultations – See Paper 10</b>	
<p>14.1 Rupert Clubb (RC) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>14.2 The recommendation was <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Shadow Partnership Board are recommended to endorse the draft responses to the following consultations:</p> <ol style="list-style-type: none"> <li>(1) Department for Transport - Legalising rental e-scooter trials: defining e-scooters and rules for their use;</li> <li>(2) Department for Transport – Freeports consultation;</li> </ol>	

<p>(3) Reading Borough Council - Reading Transport Strategy 2036;</p> <p>(4) Department for Transport - Future of transport regulatory review: call for evidence on micromobility vehicles, flexible bus services and mobility as a service; and</p> <p>(5) Department for Transport – Consultation on ending the sale of new petrol, diesel and hybrid cars and vans.</p>	
<p><b>15. AOB</b></p>	
<p>15.1 Cllr Kemp (CK) reminded attendees that he represents Transport for the South East on the Heathrow Airport Transport Forum and provided a brief update on the most recent meeting of the forum. CK informed attendees he continues to reiterate the importance for Heathrow Airport to communicate with the local authorities which surround the airport. Cllr Glazier took the opportunity to thank Cllr Kemp for finding the time to represent Transport for the South East on this forum.</p> <p>15.2 Richard Leonard (RL) informed attendees that Highways England’s Strategic Business Plan and Delivery Plan is expected to be published in the next month. RL confirmed that Highways England would be willing to provide a briefing to members at the next Shadow Partnership Board meeting.</p> <p>15.3 Cllr Glazier thanked attendees for their ongoing support towards Transport for the South East.</p>	
<p><b>16. Date of Next Meeting</b></p>	
<p>16.1 The next Shadow Partnership Board meeting will take place on Thursday 22 October 2020, venue to be confirmed.</p>	