

**TfSE Partnership Board
22 July 2021
Minutes**

| Partnership Board Members | | |
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| Cllr Keith Glazier (Chair) Leader East Sussex County Council | Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council | Cllr Joy Dennis Cabinet Member for Highways and Infrastructure West Sussex County Council |
| Cllr Rob Humby Deputy Leader and Executive Lead Member for Economy, Transport and Environment Hampshire County Council | Cllr Lynne Stagg Cabinet Member for Traffic and Transportation Portsmouth City Council | Cllr Tony Page Deputy Leader Reading Borough Council <i>(representing Berkshire Local Transport Body)</i> |
| Martin Harris Business Representative – Transport Sponsor Coast 2 Capital LEP <i>(jointly representing LEPs)</i> | Cllr Rupert Turpin Portfolio Holder for Business Management Medway Council <i>(Sub for Cllr Alan Jarrett)</i> | Geoff French CBE Chair Transport Forum |
| Ian Phillips Chair South Downs National Park Authority <i>(Representing protected landscapes)</i> | Cllr Matt Furniss Cabinet Member for Transport Surrey County Council | Cllr David Monk Leader Folkestone & Hythe District Council <i>(jointly representing District and Borough Councils)</i> |
| Cllr Colin Kemp Executive Member for Leisure and Cultural Services Woking Borough Council <i>(jointly representing District and Borough Councils)</i> <i>(sub for Cllr Daniel Humphreys)</i> | Richard Leonard Head of Network Development, Strategy & Planning Highways England | Daniel Ruiz Smart Mobility and Transport Lead Enterprise M3 LEP <i>(jointly representing LEPs)</i> |

Guests:

Giles Perkins, WSP

Apologies:

- John Halsall, Route Managing Director for South East, Network Rail
- Cllr Phil Jordan, Cabinet Member for Infrastructure and Transport, Isle of Wight Council
- Alex Williams, Director of City Planning, Transport for London
- Cllr Daniel Humphreys, Leader of Worthing Council, Adur & Worthing Councils
(jointly representing District and Borough Councils)

- Cllr Amy Heley, Chair of the Environment, Transport & Sustainability Committee, Brighton and Hove City Council
- Cllr Alan Jarrett, Leader of the Council, Medway Council
- Cllr Jeremy Moulton, Deputy Leader, Cabinet Member for Growth, Southampton City Council

Observers:

Rupert Clubb, Transport for the South East
 Mark Valleley, Transport for the South East
 Rachel Ford, 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
 Elan Morgan, Transport for the South East
 Tiffany Lynch, Transport for the South East

Nikki Nelson-Smith, Highways England
 Alex Pringle, SDNPA
 Peter Ramsey, WSP
 Joseph Ratcliffe, Kent County Council
 Mark Prior, Brighton and Hove City Council
 Martin Randall, Adur & Worthing Councils
 Pete Boustred, Southampton City Council
 Andrew Bull, Medway Council
 Peter Duggan, DfT
 Lee Parker, Surrey County Council
 Stuart Kistruck, Network Rail
 Felicity Tidbury, Portsmouth City Council
 Chris Maddocks, Reading Borough Council
 Kate Martin, Southampton City Council
 Simon Matthews, Berkshire Thames Valley LEP
 Dominic McGrath, Hampshire County Council
 Ross McNally, Enterprise M3 LEP

| Item | Action |
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| 1. Welcome and Apologies | |
| 1.1 Cllr Keith Glazier (KG) welcomed Partnership Board members to the virtual meeting and noted apologies. | |
| 1.2 Cllr Glazier introduced the new board members; <ul style="list-style-type: none"> ○ Cllr Dan Watkins, Deputy Cabinet Member for Highways and Transport, Kent County Council (<i>replacing Cllr Michael Payne</i>) ○ Cllr Phil Jordan, Cabinet Member for Infrastructure & Transport, Isle of Wight Council (<i>replacing Cllr Ian Ward</i>) ○ Cllr Jeremy Moulton, Deputy Leader and Cabinet Member for Growth, Southampton City Council (<i>replacing Cllr Steve Leggett</i>) ○ Cllr Matt Furniss, Cabinet Member for Transport & Infrastructure, Surrey County Council (<i>replacing Cllr Colin Kemp</i>) | |

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| <ul style="list-style-type: none"> ○ Cllr Joy Dennis, Cabinet Member for Highways and Infrastructure, West Sussex County Council (<i>replacing Cllr Roger Elkins</i>) <p>1.3 Cllr Glazier also confirmed the LEP representatives approved by the Chairs of all 5 southern LEPs are Martin Harris and Daniel Ruiz.</p> | |
| <p>2. Minutes from last meeting</p> | |
| <p>2.1 The minutes of the previous meeting were agreed.</p> | |
| <p>3. Declarations of interest</p> | |
| <p>3.1 Cllr Glazier asked Board Members to declare any interests they may have in relation to the agenda. No interests were declared.</p> | |
| <p>4. Governance</p> | |
| <p>4.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the process for nominating a Chair for the TfSE Partnership Board.</p> <p>4.2 Members of the Partnership Board nominated Cllr Keith Glazier to be elected as the role of Chair for the next year. Cllr Glazier thanked members of the Partnership Board for their continued support.</p> <p>4.3 Members of the Partnership Board nominated Cllr Tony Page to be elected as the role of Vice-Chair for the next year.</p> <p>4.4 Members of the Partnership Board nominated Geoff French to be elected as the role of Chair of the Transport Forum for the next year.</p> <p>4.5 Members of the Partnership Board agreed to co-opt two representatives from the LEPs and allocate voting rights. Martin Harris and Daniel Ruiz will be the LEP representatives on the TfSE Partnership Board.</p> <p>4.6 Members of the Partnership Board agreed to co-opt two representatives from the district and borough authorities and allocate voting rights. Cllr Daniel Humphreys and Cllr David Monk will continue in their roles of District and Borough representatives on the TfSE Partnership Board.</p> <p>4.7 Members of the Partnership Board agreed to co-opt a representative from the national parks and protected landscapes and allocate voting rights. Ian Phillips, Chair of the South Downs National Park Authority will continue in the role of representing protected landscapes on the TfSE Partnership Board.</p> <p>4.8 Members of the Partnership Board agreed that the representation from Highways England, Network Rail and Transport for London should continue to be co-opted to the TfSE Partnership Board without voting rights.</p> <p>4.9 The Board discussed re-convening the governance member sub-group and agreed this should occur in the autumn, once the final report on</p> | <p>Board Members</p> |

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| <p>the future development of TfSE had been received. Members who would like to volunteer for this sub group are asked to contact the TfSE secretariat.</p> <p>4.10 The Board discussed arrangements for holding future board meetings, either in person or virtual. The benefits of holding the meeting in both forms were discussed, and the Board agreed that they were content to proceed with holding meetings in both formats and the agenda items could determine which format would be best. It was agreed that the September workshop and the October board meeting will be in held in person.</p> <p>4.11 Cllr Glazier clarified the procedure for Members to declare any interests. He confirmed that Board Members will shortly be contacted to either refresh their previous declaration, or submit a new declaration.</p> <p>4.12 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Nominate and elect a Chair and Vice-Chair for the period of one year; (2) Agree to co-opt for a period of one year to the Partnership Board: <ol style="list-style-type: none"> a. The Chair of the Transport Forum; b. Two people nominated collectively by the Local Enterprise Partnerships; c. A person nominated by the National Parks and other protected landscape designations; d. Two people nominated by the District and Borough Authorities; and e. A representative from Highways England, Network Rail and Transport for London. (3) Allocate voting rights of one vote each for the two Local Enterprise Partnership representatives, the Chair of the Transport Forum and the nominated representatives of the district and borough authorities and the protected landscapes; (4) Appoint for a period of one year the Chair for the Transport Forum; (5) Note the proposals for the governance member sub-group; (6) Consider future meeting arrangements for Partnership Board; and (7) Note the request for members of the Partnership Board to complete the register of interests forms. | |
| <p>5. Statements from the public</p> | |
| <p>5.1 Cllr Glazier confirmed that no statements from the public have been submitted ahead of today's meeting.</p> | |
| <p>6. Future Mobility Strategy Report</p> | |
| <p>6.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>6.2 MV introduced Giles Perkins (GP) from WSP to present the key findings of the strategy.</p> | |

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| <p>6.3 The Board discussed the challenges and opportunities with future mobility, the possible unintended consequences and the role TfSE could have in this area.</p> <p>6.4 Overall the Board were pleased with the strategy, however they recognised the big challenges ahead in how this is implemented. They see a key role for TfSE in bringing the key partner organisations together to ensure the effective roll out of future mobility initiatives across the South East.</p> <p>6.5 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to agree the future mobility strategy.</p> | |
| 7. Lead Officer's Report | |
| <p>7.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>7.2 RC highlighted the recent changes to board membership and also that since this report was drafted, a further publication has been released by the Government, the Transport Decarbonisation Plan.</p> <p>7.3 RC also thanked Russell Spink and Rob Dickin for their time as part of the TfSE Team. Cllr Glazier echoed Rupert's thanks.</p> <p>7.4 Board members reiterated the need to ensure they are given enough time to take any reports through their appropriate democratic processes.</p> <p>7.5 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the activities of Transport for the South East between January - July 2021.</p> | |
| 8. Finance Update | |
| <p>8.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>8.2 RF detailed the main features of the end of year 2020/21 budget report; including salary costs, technical expenditure and the lower than budgeted operational expenses (due to impact of Covid-19). RF also outlined the proposal for the 2021/22 budget including how the DfT grant will be used.</p> <p>8.3 The Annual Report 2020-21 and Business Plan 2021-22 were outlined and advised they will be uploaded to the TfSE website.</p> <p>8.4 The recommendations were agreed by all Partnership Board members.</p> | |

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| <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ul style="list-style-type: none"> (1) Agree the year end budget report for 2020/21; (2) Agree the budget proposal for 2021/22; (3) Note the current financial position for 2021/22 to the end of June 2021; and (4) Agree the final annual report and business plan for 2021/22. | |
| 9. Area Studies Update | |
| <p>9.1 Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>9.2 SV highlighted the recent progress in the area studies programme as all studies have now been mobilised. SV detailed the stakeholder engagement programme for the studies as this has been a key feature of how the studies are being taken forward, in a collaborative way.</p> <p>9.3 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the progress made with work on the area studies.</p> | |
| 10. Strategic Investment Plan | |
| <p>10.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>10.2 RF explained what the Strategic Investment Plan (SIP) is and how it will complement the other pieces of technical work.</p> <p>10.3 RF outlined the timescales and plan for the SIP, including a 12 week consultation and plenty of time for constituent authorities to take it through their sign off processes.</p> <p>10.4 The SIP procurement process of 'request for quote' was explained including the intention to procure this work in autumn. RF confirmed that SOG members will be involved in the procurement of this work and an update will be given at the October Board meeting.</p> <p>10.5 In response to a question raised, RF confirmed protected landscapes are a core consideration in all of TfSE's work as are rural issues, so these will be reflected in the SIP. RF reassured the board that the creation of a strong, compelling narrative will be one of the top 'asks' of the SIP consultants and the Board and SOG will be involved in the development of this.</p> | |

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| <p>10.6 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note the proposed approach to developing the Strategic Investment Plan; (2) Agree the expected outcomes from the Strategic Investment Plan; (3) Agree to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of the Strategic Investment Plan; and (4) Note that funding for the development of the Strategic Investment Plan has been awarded in the grant from the Department for Transport in financial year 2021/22.</p> | |
| 11. Technical Programme Update | |
| <p>11.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>11.2 MV confirmed work is underway on the freight strategy and it will be brought to the October Board meeting for review.</p> <p>11.3 The ProjectView data mapping tool that has been developed alongside the Transport Strategy has been very well received by the constituent authorities and district and borough authorities and more training and user group sessions are being arranged. A query was raised regarding the use of the tool for authorities creating their bus service improvement plans (BSIPs). MV confirmed it does contain some relevant, helpful datasets and although not its main intention when it was launched, some authorities are utilising these datasets in the development of their BSIPs.</p> <p>11.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note progress on the development of the freight, logistics and gateways strategy; and (2) note the progress with the rollout of ProjectView to constituent authorities and other key partners.</p> | |
| 12. MRN and LLM Schemes Update | |
| <p>12.1 Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>12.2 SV gave an update on progress with the development of the TfSE priority MRN and LLM schemes. SV also drew Board members' attention to two further announcements made recently by DfT relating to the TfSE priority MRN schemes. Redbridge Causeway MRN scheme has been</p> | |

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| <p>granted Programme Entry status and received confirmation of up to £13.4m funding towards the scheme (estimated cost of £15.8m) and the A284 Lyminster Bypass MRN scheme has also been granted Programme Entry status and received confirmation of up to £11.792m towards the scheme (estimated cost £21.634m).</p> <p>12.3 The Board welcomed these two funding announcements.</p> <p>12.4 The Board also discussed the roads schemes and that there can be a perception is that TfSE has a bias towards roads. SV confirmed this work is the outcome of a specific ask of Government to STB's in 2019 to identify and prioritise highway schemes in their areas. However, the ongoing technical work programme does take a multi modal approach and that TfSE continue to make the case to Government for a move away from siloed funding pots for individual modes, towards a far more integrated approach to transport funding.</p> <p>12.5 The Board discussed roads funding in comparison with other transport funding and the challenge with how different transport schemes are appraised economically and for carbon emissions.</p> <p>12.6 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note that two TfSE priority MRN schemes have been granted Programme Entry and have received confirmation of funding from DfT.</p> | |
| 13. Communications and Stakeholder Engagement | |
| <p>13.1 Lucy Dixon-Thompson (LDT) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>13.2 LDT confirmed that the majority of stakeholder engagement at the moment is focused on supporting the technical programme.</p> <p>13.3 A regional transport decarbonisation forum has been established which met for the first time in June. This provides a forum for practitioners involved with the development of policy, strategy and action plans relating to the decarbonisation of surface transport in the South East.</p> <p>13.4 LDT outlined that a transport decarbonisation data gathering survey has been developed by TfSE on behalf of all STBs, the results of which will be passed to the DfT.</p> <p>13.5 A targeted engagement exercise is also currently underway for all district and borough authorities, with each of the five county areas receiving geographically targeted briefing sessions.</p> <p>13.6 LDT also outlined events held recently and those planned for later in the year.</p> | |

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| <p>13.7 In response to questions raised regarding MP engagement and activity, LDT agreed it is important and it will feature in the SIP comms and engagement plan.</p> <p>13.8 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the engagement and communication activity that has been undertaken since January 2021.</p> | |
| 14. Transport Forum Update | |
| <p>14.1 Geoff French (GF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>14.2 GF explained that there is a balance to be had with the Forum as sometimes discussions lead to issues that are not particularly relevant to the work of TfSE, but to the constituent authorities.</p> <p>14.3 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note the recent meetings of the Transport Forum; (2) Note and consider the comments from the Forum; and (3) Note and consider the topics to be discussed at future Forum meetings.</p> | |
| 15. Responses to consultations | |
| <p>15.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>15.2 Board members requested clarification on how decisions are reached on what consultations TfSE will respond to. RC and MV confirmed that due to resource, some consultation responses are prioritized, however, TfSE are not always aware of all the potentially relevant consultations taking place.</p> <p>15.3 If Board members are made aware of any relevant consultations taking place in the future, please do let TfSE know, just in case it has not been identified.</p> <p>15.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to endorse the draft responses to the following consultations:</p> | |

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| <p>(1) Department for Transport - Future of Transport: Rural Strategy - Call for Evidence;</p> <p>(2) The Transport Select Committee – Zero emission vehicles and road pricing inquiry;</p> <p>(3) Kent County Council – Vision Zero: The road safety strategy for Kent;</p> <p>(4) Crossrail to Ebbsfleet (C2E) Partnership - Consultation on fast public transport connecting Ebbsfleet, Dartford, Slade Green, Erith and Belvedere with Abbey Wood;</p> <p>(5) Institution of Civil Engineers (ICE) - ICE consultation and discussion paper: UK strategic infrastructure planning – a post-National Infrastructure Strategy review;</p> <p>(6) Hampshire County Council - Spatial Framework for Hampshire’s Natural Environment and Infrastructure;</p> <p>(7) Hampshire County Council – Local Transport Plan 4 (LTP4) Consultation;</p> <p>(8) Letter of support – Kent County Council’s case for further investment in highspeed rail services connecting to north and east Kent; and</p> <p>(9) Letter of support –London Borough of Sutton’s bid to upgrade the Belmont Loop.</p> | |
| <p>16. AOB</p> | |
| <p>16.1 Cllr Humby raised his concerns with ‘tech risk’ and the speed of advancement of technology. It is important to consider how we adopt certain transport technology now but understand how to provide for future technology that has not been developed yet. It is important to keep this in mind as we move forward with transport plans, especially with technology linked to decarbonisation.</p> <p>16.2 In response to a query regarding access to ports, it was confirmed that they are seen as strategically important to the transport network in the South East and through our different technical workstreams, TfSE are ensuring the ports are integrated with the transport network.</p> <p>16.3 Cllr Glazier thanked attendees for their ongoing support towards Transport for the South East.</p> | |
| <p>17. Date of Next Meeting</p> | |
| <p>17.1 The next Partnership Board meeting will be a workshop on the future roles and responsibilities of TfSE that will take place in person on Monday 13 September 2021.</p> <p>17.2 The next official Partnership Board meeting will be on Monday 18 October 2021. Venue TBC.</p> | |