

**TfSE Shadow Partnership Board  
22 October 2020  
Minutes**

**Shadow Partnership Board Members**

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
Cllr Amy Heley, Chair of the Environment, Transport & Sustainability Committee, Brighton and Hove City Council.	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 Steve Leggett, Cabinet Member for Green City and Place, Southampton City Council	Cllr Matt Furniss (sub for Cllr Colin Kemp), Cabinet Member for Transport, 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	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 Ian Ward, Cabinet Member for Infrastructure and Transport, Isle of Wight Council	Cllr David Monk, Leader, Folkestone & Hythe District Council (jointly representing District and Borough Councils)
Cllr Rob Humby, Executive Member for Economy, Transport and Environment, Hampshire County Council		

**Apologies:**

Cllr Colin Kemp, Deputy Leader, Surrey County Council  
John Halsall, Route Managing Director for South East, Network Rail

**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
<b>1. Welcome and Apologies</b>	
1.1 Cllr Keith Glazier (KG) welcomed Shadow Partnership Board members to the virtual meeting and noted apologies.  1.2 Cllr Glazier informed attendees that today's meeting is attended by a new member of the TfSE Shadow Partnership Board. KG welcomed Cllr Amy Heley, Chair of the Environment, Transport & Sustainability Committee, Brighton and Hove City Council to the meeting.	
<b>2. Minutes from last meeting</b>	
2.1 The minutes of the previous meeting were agreed.	
<b>3. Declarations of interest</b>	
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.	

<b>4. Statements from the public</b>	
<p>4.1 Cllr Glazier confirmed that no statements from the public have been submitted ahead of today's meeting.</p>	
<b>5. Brief update from the Chair</b>	
<p>5.1 Cllr Glazier took the opportunity to provide Board members with a quick update regarding the Department for Transport formal responses to TfSE's Transport Strategy and Proposal to Government submissions.</p> <p>5.2 Members should now have seen a copy of the responses to both submissions that TfSE received from the Department for Transport. With regards to the Transport Strategy, TfSE received a very positive and supportive response from Baroness Vere. The response highlighted how the strategy aligns with Government objectives around physical connectivity, carbon reduction and sustainable economic growth. Most importantly, the letter states that the DfT will have regards to the TfSE Transport Strategy when developing new policies.</p> <p>5.3 In terms of the Proposal to Government response, Cllr Glazier highlighted that whilst the Government isn't inclined to grant statutory status at the current time, there was still a large amount of positivity towards Transport for the South East within the Secretary of State's response to the submission.</p> <p>5.4 Cllr Leggett thanked Cllr Glazier for the update. Regarding the letter from the Secretary of State, Cllr Leggett also felt there was a lot of positivity towards the work being carried out by Transport for the South East and highlighted the importance of continuing to speak with one voice across the entire TfSE area.</p> <p>5.5 Rupert Clubb reiterated to members that it is now crucial for TfSE to continue focussing on the area studies work as this will lead into the development of a Strategic Investment Plan, plus the other thematic workstreams. The proposal could be revisited at the appropriate time alongside the Strategic Investment Plan.</p> <p>5.6 Carly Freeston reiterated that the Secretary of State did recognise the very strong relationship between the Department for Transport and Transport for the South East.</p>	
<b>6. Lead Officer's Report – Paper 1</b>	
<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 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 July - October 2020.</p>	
<b>7. Update on Proposal and Statutory Status – Paper 2</b>	
<p>7.1 Rupert Clubb (RC) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>7.2 RC reminded attendees that this paper was dispatched before the formal response was received from the Secretary of State. The major point to note from this paper is that the Secretary of State has said that the DfT will have regards to the TfSE Transport Strategy when developing policy going forward.</p> <p>7.3 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) Note the update on the submission of the proposal to Government; and</li> <li>(2) Note the expected timeline for feedback from the Department for Transport.</li> </ol>	
<b>8. Area Studies Update – Paper 3</b>	
<p>8.1 Sarah Valentine (SV) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>8.2 SV reminded attendees that a team led by Steer, with support from WSP and Atkins, have been awarded this commission to carry out the five area studies.</p> <p>8.3 SV provided information to Shadow Partnership Board members on the governance for this workstream. SV explained that each area study will have its own Area Study Steering Group and an Area Study Forum. The individual Area Study Steering Groups will provide technical leadership to the study. The Transport Forums will focus on wider stakeholder input for each of the areas.</p> <p>8.4 Cllr Humby raised a concern around the interrelationship and interaction of the five area studies. Cllr Humby requested for clarification around how TfSE will report back on the Outer Orbital area study, when none of the other studies have been completed. SV explained that the different area studies are focused on different directions of movement. The orbital studies will predominantly focus on movement from east to west, whilst the radial studies will focus on movement to and from the TfSE area to London and the wider UK. The whole picture for the TfSE area won't become clear until all five studies have been completed. Cllr Humby thanked SV for the explanation but was still a little concerned as to how the area studies will all join up.</p>	

8.5 Cllr Leggett thanked SV for the detailed report. Cllr Leggett asked a question about when TfSE would expect to hear about the funding for the two later area studies. SV explained that the proposed start date for the South West and South East area studies is tentative. SV would hope to hear on the funding allocation for the next financial year by March 2021.

8.6 Cllr Payne confirmed that he was content with the sequencing of the five area studies. Cllr Humby added that his point did not relate to the sequencing of studies but wanted assurance that all area studies will have consideration of each other.

8.7 Martin Harris requested a little more clarity around the approach and nature of the engagement with airports in the TfSE area. SV confirmed that representatives from airports and international gateways are invited to the relevant Area Study Forum meetings. In addition to this engagement, the consultation team would very much welcome 1 to 1 discussions with the airports at the appropriate time in the programme.

8.8 The recommendations were **agreed** by all Shadow Partnership Board members.

**RECOMMENDATIONS:**

The members of the Shadow Partnership Board are recommended to:

- (1) Note the progress on the area studies programme;
- (2) Note the geographies for each study;
- (3) Approve the governance structure for the overall programme and each area study; and
- (4) Approve the sequencing of the five studies.

**Post Meeting Note:** We are very conscious of the need to ensure that within the programme of area studies, the overlap and relationships between the areas are carefully considered. The approach that is being taken of managing the studies as a programme rather than as 5 separate pieces of work will ensure that where areas overlap or join, issues are neither overlooked nor double counted. We have determined the geographies of the area based on our earlier work and this is focussed around the strategic corridors identified in the transport strategy and the movement patterns to, from and between the major economic hubs and gateways, so very much focussing on how the transport network operates. The orbital and radial studies have different focuses to avoid duplication, the orbital studies will focus on predominantly E-W movements, whilst the radial studies focus more on travel between our economic hubs and gateways, London, and the wider UK. The TfSE and consultant team involved in delivering these studies, along with the wider stakeholder group will be common to several of the studies (Hampshire for example is part of 3 studies) and so this will also help ensure that issues are not missed or duplicated. Development of the Strategic Investment Plan will bring together

<p>the outputs of all five studies and so will also present an opportunity to cross check the individual studies.</p>	
<b>9. Technical Programme Update – Paper 4</b>	
<p>9.1 Rob Dickin (RD) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>9.2 Members were reminded that WSP, supported by Steer, have been awarded the contract for the development of a Future Mobility Strategy. This piece of work which aims to develop a Future Mobility Strategy and Action Plan for the TfSE area. RD confirmed that this workstream remains on track to be completed by the end of January 2021. A further update on this workstream will be presented to members at the next Shadow Partnership Board meeting.</p> <p>9.3 RD confirmed that the TfSE secretariat are currently finalising the procurement tender documentation for a Freight, Logistics and Gateway Strategy. The aim is to begin the procurement process of receiving supplier quotes for this work by the end of the year. A further update on this workstream will be presented to members at the next Shadow Partnership Board meeting.</p> <p>9.4 RD updated attendees on the recent carbon emissions assessment work that TfSE commissioned Steer to complete earlier this year. RD confirmed that TfSE have now received the final report and this has been shared with the Transport Strategy Working Group.</p> <p>9.5 RD updated attendees on the recent Covid-19 work that TfSE commissioned Steer to complete earlier this year. TfSE have now received a draft copy of the final report. This will now be reviewed by the TfSE secretariat and will be shared with the Transport Strategy Working Group in due course.</p> <p>9.6 Alex Williams informed TfSE that Transport for London have carried out detailed work on what Covid-19 could mean in terms of long term demands for Transport in London and the South East. If TfSE would like a discussion with technical colleagues in TfL regarding this subject, then it can be arranged.</p> <p>9.7 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 progress on the development of the future mobility strategy;</li> <li>(2) Note the progress on the process for securing a consultant to develop the freight, logistics and gateways strategy;</li> <li>(3) Note the progress of the carbon emissions assessment work; and</li> <li>(4) Note progress on the Covid-19 impact assessment work.</li> </ol>	



<b>10. Finance Update – Paper 5</b>	
<p>10.1 Rachel Ford (RF) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>10.2 RF reminded members that TfSE have recently been awarded a £1.225 million grant from the DfT. Conditions are attached to this grant, but it does allow for the recruitment of two 2-year fixed term posts to support and deliver the TfSE technical programme. Because of this grant, two additional area studies can also be started in the current financial year as well as a freight strategy for the TfSE area.</p> <p>10.3 The paper presented the TfSE submission for Comprehensive Spending Review, which was due to be announced in autumn 2020. However, it had been announced prior to the Board meeting that the spending round would now only cover one year. The TfSE team will continue discussions with the DfT to understand the implications of this for future funding and report back to the next Board meeting.</p> <p>10.4 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) Agree the amended budget proposal for 2020/21, which is based upon receipt of the £1.225m grant from the Department for Transport;</li> <li>(2) Note the current financial position for 2020/21 to the end of September 2020, including the forecasts for end of year spend; and</li> <li>(3) Note the submission to Treasury for consideration in the forthcoming Spending Round.</li> </ol>	
<b>11. Communications and Stakeholder Engagement – See Paper 6</b>	
<p>11.1 Russell Spink (RS) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>11.2 Cllr Leggett informed members that he attended the TfSE conference on the 14 October and felt the event was very professional and informative. Cllr Glazier reminded members that the conference can be viewed on YouTube.</p> <p>11.3 The recommendations were <b>agreed</b> by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Shadow Partnership Board are recommended to note the engagement and communication activity that has been undertaken in the past three months.</p>	

<p><b>12. Transport Forum Update – See Paper 7</b></p>	
<p>12.1 Geoff French (GF) 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> <ul 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 rural mobility; and</li> <li>(3) Note and consider the topics to be discussed at future Forum meetings.</li> </ul>	
<p><b>13. Responses to consultations – See Paper 8</b></p>	
<p>13.1 Rupert Clubb (RC) 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 endorse the draft responses to the following consultations:</p> <ul style="list-style-type: none"> <li>(1) Department for Transport - Transport Decarbonisation Plan</li> <li>(2) Network Rail - Unblocking the Croydon Bottleneck</li> <li>(3) Western Gateway - Draft Strategic Transport Plan 2020 – 2025</li> <li>(4) Highways England – Lower Thames Crossing</li> <li>(5) England’s Economic Heartland – Draft Transport Strategy</li> </ul>	
<p><b>14. AOB</b></p>	
<p>14.1 Cllr Glazier thanked attendees for their ongoing support towards Transport for the South East.</p>	
<p><b>15. Date of Next Meeting</b></p>	
<p>15.1 The next Shadow Partnership Board meeting will take place on Thursday 28 January 2020, via Microsoft Teams.</p>	