

**TfSE Partnership Board
21 March 2022
Minutes**

Partnership Board Members Attending Virtually		
Cllr Keith Glazier (Chair) Leader East Sussex County Council	Cllr Tony Page Deputy Leader Reading Borough Council (representing Berkshire Local Transport Body)	Daniel Ruiz Smart Mobility and Transport Lead Enterprise M3 LEP (jointly representing LEPs)
Stuart Kistruck (sub for John Halsall) Route Managing Director for the South East, Network Rail	Cllr Rob Humby Deputy Leader and Executive Lead Member for Economy, Transport and Environment Hampshire County Council	Cllr Jamie Lloyd (sub for Cllr Amy Heley), Chair of the Environment, Transport & Sustainability Committee, Brighton & Hove City Council
Alex Williams, Director of City Planning Transport for London	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Lynne Stagg Cabinet Member for Traffic and Transportation Portsmouth City Council
Richard Leonard Head of Network Development, Strategy & Planning National Highways	Cllr Colin Kemp Portfolio Holder for Infrastructure Woking Borough Council (jointly representing District and Borough Councils)	Geoff French CBE Chair Transport Forum
Cllr Matt Furniss Cabinet Member for Transport and Infrastructure Surrey County Council	Cllr Jeremy Moulton Deputy Leader and Cabinet Member for Growth Southampton City Council	Ian Phillips Chair South Downs National Park Authority (Representative from Protected Landscapes)
Cllr Phil Jordan Cabinet Member for Infrastructure and Transport Isle of Wight Council	Cllr Alan Jarrett Leader Medway Council	

Apologies:

- John Halsall (Network Rail)
- Cllr Amy Heley (BHCC)
- Cllr Joy Dennis (WSCC)
- Lee Parker (SCC)
- Cllr David Monk, Leader, Folkestone & Hythe District Council
- Martin Harris – Business representative, Transport Sponsor, Coast 2 Capital LEP

Observers virtual:

Rupert Clubb, Transport for the South East
Rachel Ford, Transport for the South East
Sarah Valentine, Transport for the South East
Emily Bailey, Transport for the South East

Tiffany Lynch, Transport for the South East
 Benn White, Transport for the South East
 Hollie Farley, Transport for the South East
 Mark Valleley, Transport for the South East

Ernest Amoako, Woking Borough Council
 Andrew Bull, Medway Council
 Mark Prior, Brighton and Hove City Council
 Matt Davey, West Sussex County Council
 Nikki Nelson-Smith, Highways England
 Joseph Ratcliffe, Kent County Council
 James Hammond, Folkestone & Hythe District Council
 Pete Boustred, Southampton City Council
 Tony Middleton, Coast 2 Capital LEP
 Pam Turton, Portsmouth City Council
 Andy Rhind, DfT
 Peter Duggan, DfT
 Alex Pringle, SDNPA

Item	Action
1. Welcome and Apologies	
<p>1.1 Cllr Keith Glazier (KG) welcomed Partnership Board members to the meeting and noted apologies.</p> <p>1.2 Cllr Glazier welcomed Cllr Jamie Lloyd who is substitute for Cllr Amy Heley (BHCC).</p> <p>1.3 Cllr Glazier welcomed the funding letter from the Department for Transport (DfT), that announced Transport for the South East's funding settlement of £1.75 million, with a projection of funding for 2023/24 and 2024/25. Rupert Clubb (RC) noted that a budget will be set and suggested this be agreed virtually by the Board, and then ratified at the following Board meeting, to be able to enter the financial year with the Board having agreed notionally.</p>	
2. Minutes from last meeting	
2.1 The minutes of the previous meeting were agreed.	
3. Declarations of interest	
3.1 Cllr Glazier asked Board Members to declare any interests they may have in relation to the agenda. No interests were declared.	
4. Statements from the public	
4.1 Cllr Glazier confirmed that no statements from the public have been submitted ahead of today's meeting.	

5. Lead Officers Report	
<p>5.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>5.2 RC gave a brief update on the collaboration work with the six other STBs to the Board, highlighting that TfSE are working across boundaries to ensure that we are speaking to DfT with once voice and noted that this has been extremely useful.</p> <p>5.3 RC reflected on the parliamentary reception that was held on 1 February with Huw Merriman and Baroness Vere attending as keynote speakers. RC also noted the APPG evidence session for Levelling Up and what this means for the southeast.</p> <p>5.4 RC provided the Board with the recent outcome of our CSR submission and noted that TfSE would be receiving 1.75 million, which was just short of our 1.8million bid. A subsequent business plan will be provided to the Board at their meeting in May.</p> <p>5.5 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 2022 – March 2022.</p>	
6. Financial Update	
<p>6.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>6.2 RF iterated to the Board of an error that features in paragraph 2.3, and that the year end expenditure on the technical program amounts to just under £1.05 million as opposed to the 1.5 million that is printed. RF outlined that this spend is mainly on the area studies, the future mobility strategy and the freight and logistics strategy.</p> <p>6.3 RF provided a brief update of work streams that commenced within this financial year, which includes the strategic investment plan and the area studies but noted that this will not conclude until the next financial year.</p> <p>6.4 RF reminded the board of the additional workstream funding that was awarded to TfSE earlier this year by the DfT, which saw some £700,000 provided to support activity against four areas; decarbonisation, buses, EV charging strategy and local capability. Procurement for these works are currently underway but will not commence until next financial year.</p>	

<p>6.5 We are currently forecasted to have spent £1.2 million on the technical programme by the end of March, subject to change.</p> <p>6.6 It was highlighted that we are proposing to maintain a reserve of £341,000 at the end of March, which includes the ring fence amount of £97,000 for two fixed terms staffing posts.</p> <p>6.7 RF proposed to the Board that with the welcome news of the grant settlement from the DfT. It was proposed that an outline budget for 2022/23 would be circulated virtually for approval following this meeting, with the final budget and a three-year business plan ratified at the next meeting in May 2022.</p> <p>6.8 Hollie Farley (HF) was introduced to provide the Board with detail on the Annual Report. HF informed the Board that this will be finalised now we have received our comprehensive spending review (CSR) grant and will be published onto our website.</p> <p>6.9 In response to a question regarding carry forward of the area studies budget, RF informed the board that the area studies budget amounted to just under £1.8m and we are carrying just under £500k forward to the next financial year. The funding has been fully committed and will be spent by the end of May 2022. The budget report breaks down the five study areas, some have not yet concluded. It was further explained that we expect the final payments should be completed in May, and progression of the SIP will continue.</p> <p>6.10 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>(1) Note the current financial position for 2021/22 to the end of February 2022, including the forecasts for end of year spend;</p> <p>(2) Note the position on funding discussions with the Department for Transport for 2022/23; and</p> <p>(3) Agree the Annual Report for 2021/22.</p>	
<p>7. Governance Update</p>	
<p>7.1 Cllr Tony Page (TP) introduced this item and guided the Partnership Board members through the key parts of the paper. The governance sub-group was re-established as per the request of the Board at the previous meeting on 24 January.</p> <p>7.2 TP noted the actions of the Governance Subgroup Meeting that was held on the 7 March 2022. It was agreed by members of the group that TP be elected Chair going forward.</p> <p>7.3 TP guided the Board through the appendices which detailed the updated terms of reference and the workstreams.</p>	

<p>7.4 TP informed the board that the next Governance Group meeting will be held on 9 May 2022.</p> <p>7.5 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <ol style="list-style-type: none"> 1) Note the discussions at the recent meeting of the Governance sub-group; 2) Agree the Terms of Reference for the sub-group; and 3) Agree the proposed work programme. 	
<p>8. MRN / LLM Update</p>	
<p>8.1 Sarah Valentine (SV) guided the Partnership Board members through the key parts of the paper.</p> <p>8.2 SV informed the Board that on 1 February 2022, the DfT announced the A326 waterside improvement scheme has been approved and can therefore progress onto the next stage of development. This announcement also comes with 1.254 million worth of funding towards the development of their outline business case, which shows evidence of our schemes progressing.</p> <p>8.3 SV points the board to Appendix 1, a letter from DfT stipulating the purpose of the review of MRN and LLM programs was to clarify which schemes would have planned works beyond the funding period (March 2025). Assistance was asked for by all STBs to carry out an initial review of all schemes. Of the 17 schemes that had been put forward by TfSE in 2019, 2 have subsequently secured funding through other routes. 2 further schemes were identified as no longer meeting the requirements of the MRN program so were also removed. The first was the A249 Stockbridge Overbridge scheme in Kent, which has been de-coupled from the larger scheme being taken forward by National Highways. The second was the New Thames Crossing, which was unlikely to meet the March 2025 deadline. However, SV highlighted that this is still of importance to our region and so recognises that it could be held as a pipeline scheme by TfSE, should there be further rounds of funding.</p> <p>8.4 A further three schemes that are unlikely to meet the March 2025 deadline are the A229 Bluebell Hill junction upgrades, A31 Farnham corridor and West Quay Road realignment in Southampton. This is due to their size and scale. SV emphasises however that they must continue to be developed and should in the program, although we acknowledge their risks to delivery., TfSE will continue to engage in discussions with DfT regarding the programme including whether there will be further MRN and LLM funding rounds.</p> <p>8.5 SV noted that a draft response had already been sent to DfT to meet their deadline of 2 March 2022, but that following this meeting a final response would be sent to reflect the Boards decision.</p>	

<p>8.6 SV notes that it is imperative for scheme promoters to keep the DfT updated on development of their schemes</p> <p>8.7 Cllr Page acknowledged that the New Thames Crossing scheme could not meet the required timescales but also stressed it's importance as strategic priority for the region. He suggested an amendment to paragraph 4.11 of the report, and it was agreed to read as follows:</p> <p>“We recognise a New Thames Crossing scheme East of Reading cannot be delivered in the timescales set out in current MRN/LLM programme. However, this scheme has potential economic and connectivity benefits and should be considered again if there is a subsequent MRN/LLM programme. This is incumbent on further scheme development by the promoters.”</p> <p>8.7 Cllr Watkins flagged that the Bluebell Hill scheme has links to the Lower Thames Crossing project and that therefore the Bluebell Hill needs to happen in conjunction with that timeline.</p> <p>8.8 RC responded to a query raised by Cllr Kemp on the A22 corridor package being noted as an East Sussex scheme, when there is also a Surrey section. The East Sussex scheme features within the MRN list as in 2019 it was determined to be one of the priority schemes, whereas the Surrey element was held as a potential pipeline scheme and should continue in development for consideration should there be a second round of funding.</p> <p>8.9 It was discussed that there needs to be a discussion with DfT, because some schemes add value to others and while they may not be deliverable by March 2025, they should continue to be developed. RC reminded the Board of the DfT grant funding that was awarded to TfSE for Local Capability, this could help build a pipeline of schemes that can then take advantage of new funding opportunities as are presented.</p> <p>8.10 With the addition of the words in paragraph 8.7 above into the report, the recommendations were agreed by all Partnership Board members.</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1) note that a further TfSE priority Major Road Network scheme that was at Strategic Outline Business Case stage has been granted approval to proceed to the next stage of their development and the confirmation of development funding from DfT towards the costs of developing the Outline Business Case. 2) note the request from DfT for STB's to review their Major Road Network and Large Local Major Schemes programmes and 3) agree a revised list of priority schemes for the TfSE area. 	
<p>9. DfT/STB priority workstreams procurement update</p>	
<p>9.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p>	

<p>9.2 MV gave a brief update on the progress of TfSE’s procurement activities on our four additional workstreams. The first is the electric vehicle infrastructure strategy which we were awarded £100,000 and the brief is currently being produced.</p> <p>9.3 MV reminded the board that Local Capability was awarded £300,000 to assist in improving the capability of local transport authorities were required in terms of EV infrastructure charging rollout, LTP delivery or decarbonisation. The brief for the first stage of the work was issued on 14 March as a request for quote, with a deadline on 4 April.</p> <p>9.4 MV informed the Board on the Bus Back Better workstream, for which TfSE were awarded £300,000 in a joint proposal with England’s Economic Heartlands (EEH) and Transport East (TE). TfSE is the lead on this workstream, and a brief is being produced to go out to tender which can be expected around mid-April. The Bus Back Better workstream will give due consideration to rural public transport, which will be able to be better determined once the outcome of the BSIPs has been announced.</p> <p>9.5 MV detailed the final additional workstream, decarbonisation. This was a further joint bid by TfSE, EEH and TE. In this instance, EEH are leading, with the main output of work being a tool to help local authorities assess the potential decarbonisation impacts of the development of their local transport plans. In addition, there is a smaller decarbonisation project that all 7 STBs are working on to try and coalesce the desktop research that has been done today.</p> <p>9.6 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the current position on the additional Department for Transport / STB work streams.</p>	
<p>10. Area Studies Progress Update</p>	
<p>10.1 Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>10.2 SV explained the progress of the area studies, informing the Board that there will be 11 reports coming out of the study collectively, which is the reason behind why they have not been concluded yet. SV added that there is now an additional chapter for Bus Back Better, so to please disregard the note of 5 thematic chapters under paragraph 4.2, as there are now 6, as we recognise it as a key government priority.</p> <p>10.3 SV informed the Board of the stakeholder engagement that has been held for the area studies, which included several engagement sessions with District and Boroughs, Councillors, Officers and MPs. The last of the area study forums has been held, as they will now be combined into one group for efficiency as the studies draw to a close. The last of the working group</p>	

<p>was also held, which had technical officers attending from our constituent authorities such as National Highways and South Downs National Park Association. TfSE are very grateful for the input that officers have given us.</p> <p>10.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to note the progress made with work on the area studies.</p>	
11. Strategic Investment Plan Update	
<p>11.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>11.2 RF reminded the Board that TfSE appointed a consortium of Steer and KMPG in September 2021, to lead on the development of the SIP. The intention is for a final SIP to be presented to the Board in March 2023.</p> <p>11.3 RF noted that TfSE are intending to run a public consultation throughout June until September of this year.</p> <p>11.4 RF highlighted the progress that has been made so far in the 5-stage approach and noted that we are now at Stage C, SIP development, which will run until June. Work is now underway, and we have held a series of engagements to help shape the narrative. KPMG have recently started the funding and financing element for the SIP. It is our intention to provide the Board with a Draft SIP in June 2022, prior to the launch of our consultation period.</p> <p>11.5 Regarding engagement, we have commissioned ECF in January 2022 who will be working closely with Steer and KMPG to develop the consultation approach. Their current focus is on; stakeholder mapping, identifying key lines of enquiry and to start to develop the questions and tools that will be utilised through the Engagement Hub. ECF will be attending the next Partnership Board meeting to present the consultation approach.</p> <p>11.6 RF informed the Board that the consultation on the SIP will be launched on 5th July in Guildford, at which Baroness Vere is confirmed as the key note speaker. Invites for this event will be issued shortly. A range of other engagements are being arranged and the board will be updated at the next Partnership Board meeting.</p> <p>11.7 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to note the progress in the development of the Strategic Investment Plan.</p>	

12. Technical Programme Progress Update	
<p>12.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>12.2 MV provided the Board with an update on the three areas of technical work that are ongoing: Bus Back Better, Future mobility and decarbonisation.</p> <p>12.3 MV explained that the Bus Back Better work that has been commissioned is focused on developing an evidence base to support the development of local transport authorities BSIPs. It will set out what the potential for buses are in terms of their ability to carry more passengers across a wider part of the geography and the costs associated with it.</p> <p>12.4 For future mobility, MV reminded the board that WSP are working on this strategy and while there have been some contractual issues, they have been resolved and can now start to progress. In addition to this, with the announcement of the CSR funding, we will now look to see how we can take this forward further into the future.</p> <p>12.5 Lastly, on decarbonisation, we have some technical work ongoing to identify decarbonisation trajectories for the southeast. This will also look to assess the impact of the different interventions that are available to local transport authorities to drive forward. Further updates will be provided at the next Partnership Board meeting, but that technical reports will also be issued to officers in advance of this. It was also confirmed that this piece of work will cover the entirety of the TfSE region.</p> <p>12.6 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>(1) Note the progress with ongoing work on defining the future ambition for bus services in the TfSE area;</p> <p>(2) Note the work that has been initiated on the implementation of TfSE's Future Mobility Strategy; and</p> <p>(3) Note progress with TfSE's ongoing decarbonisation work.</p>	
13. Communications and Stakeholder Engagement	
<p>13.1 Hollie Farley (HF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>13.2 HF reiterated the communications and engagements that have taken place since the last Board meeting in January 2022. HF notes that we have now concluded with presentations on emerging outputs from the area studies to a range of stakeholders between November and March.</p>	

13.3 HF went on to mention that as a team, TfSE have arranged and delivered 23 targeted engagement sessions: 15 of these with constituent authorities and Board members, 3 with district and boroughs and five for MPs. This has a total of over 160 individuals, comprising of 15 MPs (or their representatives), 37 senior local politicians and 86 officers. HF highlighted TfSE's appreciation to Board Members for their support during these engagements.

13.4 HF reminded the Board that in January 2022 Board meeting, the freight strategy was approved, and this will be formally launched at the ITT Hub in May. To promote the event, TfSE have been invited to participate in a podcast with Leon Daniels and at the event TfSE will host a wider roundtable discussion with industry experts to encourage private sector engagement in the delivery of the strategy.

13.5 TfSE also met with universities to discuss the impacts of COVID-19 on staff and student travel. The next meeting will be on 1 July and will discuss the SIP consultation, as well as electric vehicle infrastructures, with presentations from the TfSE technical team.

13.6 It was also noted that the communications and engagement officer group met in February, where we are updated on progress to date and they continue to be extremely supportive. The next meeting for this will be held on 31 March and will share more detail on the communications and engagement plans as we move towards our SIP consultation.

13.7 HF also reminded the Board of the STB conference on 26 May, which will be the first of its kind. It will be hosted at the Vox in Birmingham and the event details can now be viewed on the website.

13.8 HF informed the Board that, with the support of Sally-Ann Hart MP, we have booked the Attlee Suite at Portcullis House on 22 June from 9:00-11:00am. This will be to show MPs the localised information within the SIP, before receiving a short presentation on the regional investment, followed by a Q&A.

13.9 HF explained that the launch event on the 5th July will be aimed at 200 senior stakeholders and will host an array of speakers. As mentioned, Baroness Vere has been confirmed as the key note speaker.

13.10 On the 11th and 12th July, HF informed the Board that there will also be 2 webinar sessions that will deliver presentations on the SIP.

13.11 In addition to these events, we will be promoting our consultation via a wide range of marketing campaigns, using not only our own channels, but we also hope that our constituent authorities will do so too.

13.12 HF asked the Board that in addition to their attendance to these events where possible, we would also ask for your ongoing support in promoting these events of our work, particularly to your MPs.

<p>13.13 HF confirmed that we would be happy to provide the Board with any conversations or infographics that may be required to fulfil this request.</p> <p>13.14 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> (1) note the engagement and communication activity that has been undertaken since January 2022; and (2) note the communications and engagement plan for the SIP development process, attached as Appendix 1.</p>	
<p>14. Transport Forum Update</p>	
<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 confirmed the Transport Forum met on 8 March 2022 with 35 attendees, with the main item on the agenda being the development of the SIP. The forum continues to be seen by attendees as an important communication link with its key stakeholders.</p> <p>14.3 GF informed the Board that when the forum was consulted on what they would like to see at forthcoming meetings, there was a key focus on active travel and sustainability. There were further suggestions around the connection of land use planning and transport planning, which were taken on board.</p> <p>14.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> (1) Note the recent meeting of the Transport Forum; and (2) Note and consider the comments from the Forum.</p>	
<p>15. Responses to consultations</p>	
<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 RC highlighted the main detail that features within the consultation responses, which were welcomed by the Board in the approach that TfSE had taken.</p> <p>15.3 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to agree the draft responses to the following consultations:</p>	

<p>(1) National Infrastructure Commission – Second National Infrastructure Assessment: Baseline Report;</p> <p>(2) Surrey County Council – Surrey’s 2050 Place Ambition (Draft Version 2);</p> <p>(3) National Highways – A27 Arundel Bypass Statutory Consultation; and</p> <p>(4) House of Lords Built Environment Committee - Call for evidence on public transport in towns and cities</p>	
<p>16. AOB</p>	
<p>16.1 Cllr Glazier (KG) asked the Board to agree an extraordinary Board Meeting on 9 May, as the development of the SIP is moving at pace.</p> <p>16.2 KG further asked the Board for comment on the possibility of holding the AGM meeting in person in London. The Board approved of this request and details of the location will be circulated imminently.</p>	
<p>17. Date of Next Meeting</p>	
<p>17.1 The next Partnership Board meeting will be held on Monday 9 May 2022, 14:00 – 16:00 and it will be held virtually.</p>	