

**TfSE Partnership Board
23 January 2023 (Virtual) 13:00-16:00
Minutes**

Partnership Board Members

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)
Ian Phillips Deputy Chair South Downs National Park Authority (Representative from Protected Landscapes)	Cllr Phil Jordan, Cabinet Member for Infrastructure and Transport, Isle of Wight Council	Cllr Elaine Hills, Deputy Chair of the Environment, Transport, and Sustainability Committee Brighton and Hove City Council
Heather Preen, Head of Local Communities and Partnerships Transport for London	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Matt Furniss, Cabinet Member for Transport and Infrastructure, Surrey County 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 Joy Dennis, Cabinet Member for Highways and Transport, West Sussex County Council	Cllr David Monk, Leader Folkestone & Hythe District Council (jointly representing District and Borough Councils)	Cllr David Brake, Medway Council (sub for Cllr Alan Jarret, Leader for Medway Council)
Cllr Eamonn Keogh, Cabinet Member for Transport and District Regeneration, Hampshire County Council		

Guests:

Steven Bishop, Director, Steer

Apologies:

- Cllr Alan Jarrett, Leader for Medway Council
- Vince Lucas, Director VA Rail LTD, (jointly representing LEPs)
- Cllr Rob Humby, Leader of the Council, Hampshire County Council
- Cllr Lynne Stagg, Cabinet Member for Traffic and Transportation, Portsmouth City Council
- John Halsall, Route Managing Director for South East

Officers attending Virtually:

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
 Hollie Farley, Transport for the South East
 Mark Valleley, Transport for the South East

Matt Davey, West Sussex County Council
 Nick Harris, National Highways
 Chris Maddocks, Reading Borough Council
 James Hammond, Folkestone & Hythe District Council
 Pete Boustred, Southampton City Council
 David Stempfer, Surrey County Council
 Lyndon Mendes, Surrey County Council
 Felicity Tidbury, Portsmouth City Council
 Frank Baxter, Hampshire County Council
 Dominic McGrath, Hampshire County Council
 James Hammond, Folkestone & Hythe District Council
 Joseph Ratcliffe, Kent County Council
 Andy Rhind, DfT
 Alexander Pringle, SDNPA
 Dee O'Rourke, Medway Council
 Mark Prior, Brighton and Hove City Council
 Mark Welch, Kent County Council
 Stuart Kistruck, Network Rail

Item	Action
1. Welcome and Apologies	
1.1 Cllr Keith Glazier (KG) welcomed Partnership Board members to the meeting and noted apologies.	
1.2 Cllr Glazier welcomed Cllr David Brake who is attending on behalf of Cllr Alan Jarret, Medway Council.	
1.3 Cllr Glazier introduced Stephen Bishop (SB), who will be presenting the SIP delivery plan.	

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 made.	
5. Lead Officer's Report	
<p>5.1 Rupert Clubb (RC) took introduced the item and guided the Partnership Board through the paper.</p> <p>5.2 RC noted that the strategic investment plan was considered at the previous Board meeting, and constituent authorities are taking it through their democratic processes if required.</p> <p>5.3 RC welcomed the current collaboration between TfSE and neighbouring STBs, such as the decarbonisation project that sees all seven STBs working together for a shared outcome.</p> <p>5.4 RC noted that TfSE are eagerly anticipating the local transport planning guidance.</p> <p>5.5 There has also been the joint work on developing Regional Centre's of Excellence, which sets out what support can be offered to local transport authorities to deliver their local transport plans.</p> <p>5.6 RC welcomed Mat Jasper as Scheme Development Manager who will be supporting Sarah Valentine with analysis and appraisal.</p> <p>5.7 Emily Bailey has recently been appointed as dedicated project manager for Centre of Excellence.</p> <p>5.8 RC informed the Board that we have been successful in our recent recruitment for a Transport Strategy manager, which will commence end February.</p> <p>5.9 RC thanked Hollie Farley for her work within TfSE and wished her luck in her new role.</p>	

6. SIP Next Steps	
<p>6.1 Sarah Valentine (SV) introduced this item and provided the Board with insight into the delivery plan for the strategic investment plan.</p> <p><u>Delivery Action Plan</u></p> <p>6.2 SV noted that the SIP contained some 280 multi-modal scheme and policy interventions that are required to be delivered in the South East over the next 28 years to realise the vision set out in the Transport Strategy.</p> <p>6.3 Delivery of these interventions will require input from a number of different partners working in collaboration, and the exact arrangements will vary from scheme to scheme.</p> <p>6.4 A series of workshops with key delivery partners have been undertaken, which examined individual schemes in detail. The results of these discussions are being collated into a Delivery Action Plan for the SIP, setting out when, how and by whom the schemes will be progressed.</p> <p>6.5 This document will be regularly reviewed and updated and will form the baseline from which future monitoring and evaluation of the SIP can be measured.</p> <p>6.6 The development of this has been progressed to identify which schemes need to progress in the next three years and what support is needed to enable partners to deliver. While all schemes are priorities, we will begin to look at a prioritisation list of the SIP.</p> <p>6.7 Due to external events and changing fiscal circumstances, we need to be able to respond to government priorities rapidly. All STBs are preparing to provide prioritised, evidenced advice across all modes of transport, should investment demands change in the future. Consequently, we are developing processes whereby we can identify 'Top 10' schemes either from the SIP in its entirety, or specifically for a particular mode or funding stream.</p> <p>6.8 It was noted that the SIP delivery action plan will be delivered simultaneously in March with the strategic investment plan itself, which have involved extensive engagement with partners who are responsible for each scheme.</p> <p>6.9 The process of the delivery will follow the format of the Transport Strategy, as this was established as the baseline.</p> <p>6.10 SV iterated the importance of the alignment of schemes with new government priorities such as levelling up, but also with authorities' local transport plans (LTPs) and their particular targets and ambitions.</p> <p><u>Monitoring and Evaluation</u></p> <p>6.11 A clear robust approach to monitoring and evaluation is needed to ensure the successful delivery of the interventions included in the SIP. It will be important to ensure this mechanism provides a clear line of sight from</p>	

the transport strategy's vision, through to the Strategic Investment Plans delivery. It will also be important to discern the outcomes and impacts of interventions at a regional level to understand how much they contribute to the SIP's (and wider TfSE) objectives.

6.12 The Transport Strategy sets out the strategic priorities and the key performance indicators (KPIs) that are intended to show how the strategy is progressing. The Area Studies built upon this and used the 'theory of change' links between the investment or policy input at one end of a logic map through to the expected outputs and impacts/outcomes at the other end.

6.13 To progress the development of a Monitoring and Evaluation Framework a workshop was held recently with our constituent authorities to help inform the approach that we should take. The workshop considered development of a "State of the Region" annual report which would monitor the 'health' of the region against a number of key metrics which are linked to the outcomes and impacts the Strategy and SIP are seeking.

6.14 The main outcomes from the workshop were for further consideration to be given to the role(s) of TfSE in delivering the SIP, and whether targets per scheme should be set. There was support for schemes to undertake a post opening project evaluation (POPE), and there was an interest in exploring how this could be included as part of the development of a Centre of Excellence.

Common Analytical Framework (CAF)

6.15 SV set out the intention for development of a common analytical framework (CAF) for the Board. Regardless of the delivery route or partner, it is likely that many of the schemes within the SIP will require a business case to secure their funding.

6.16 TfSE have recently engaged with other STBs to look at how the tools that TfN have developed could be applicable to not only TfSE, but other STBs too.

6.17 We have £300,000 allocated to this workstream in 2022/23, and recently commissioned £20,000 to Steer, to support TfSE in reviewing the analytical framework required to progress the SIP, as well as for future strategy and implementation planning work. SV introduced Steve Bishop (SB) to the Board for a detailed update on progress.

6.18 SB presented the aims of the study for the Board. It looked to identify what support is required to deliver the SIP at pace, what local partners require, to what extent it can align with the CAF, and to what pace the framework can be developed.

6.19 SB informed the Board of the approach to the review, which was initiated via a scoping workshop, which subsequently reviewed analytical requirements and gap analysis, and concluded with an action plan.

6.20 The gap analysis highlighted 9 key areas. Examples are local modelling, resource constraints and carbon reduction.

6.21 After a literature review was conducted, four scenarios were identified for how TfSE could progress its analytical framework, working in partnership with LTAs, government and its national bodies, and other STBs. These were presented to the Board and can be found in supporting documents on our Partnership Board page.

6.22 An action plan has been developed to set out the investments and tasks to be pursued over the next three years to develop the analytical framework in line with the preferred scenario. It sets out seven work areas, a summary of the tasks, the workstream lead for each work area, whether delivery of the work can be brought forward in the current financial year, and the indicative cost.

6.23 SV set out the intention for the remaining £280,000 which is set out in Appendix 3 for this item. These are split out between common analytical framework development, and also scheme development tools.

6.24 SV notes that there is support for a common analytical framework which is used by all seven STBs, but recognise that there will be the need for bespoke work.

6.25 Andy Rhind (AR) puts forward the DfT's support for the current progress on the analytical framework.

6.26 Daniel Ruiz (DR) queries whether TfSE would be precluded from any future modules developed by STBs on a shared common analytical framework. SV confirms that while STBs may lead on bespoke tools for their LTAs needs, all modules will become a shared resource. This will avoid excessive divergence.

6.27 DR further queried the intention for procurements for the remaining £280,000. SV confirms that there will be consultation with the other STBs to ensure best value for money on joint procurements, but also to commission STBs themselves to develop tools. Furthermore, Steer will be direct awarded for smaller pieces of work to ensure continuity and consistency on work streams linked to bespoke tools, such as SEELUM. RC assures that procurements will be completed in line with the accountable body standing orders..

6.28 Cllr Page (TP) asked for clarity on the focus of the analytical framework from the DfT. AR confirmed that TfSE are able to utilise existing tools, where provided by other STBs, and are welcome to adapt it to fit the gap analysis discovered by TfSE's LTAs.

6.29 TP welcomes the upcoming quantifiable carbon reduction (QCR) guidance, and notes it is an important issue. TP queries whether the promotion of new electric cars is factored into the embedded carbon trajectories for this guidance. AR assures that the guidance will include assessments of the embedded carbon, and will confirm at future Board meetings.

<p>6.30 AR confirms that he will pick up those queries raised with Rupert Clubb (RC) and revert to the Board with a formal response.</p> <p>6.31 RC informed the Board of recent engagement with DfT and STBs, where they discussed challenges on resourcing. Workstreams across all STBs are being engaged to ensure alignment and knowledge sharing where possible to remove the risk of duplication. Consideration is being given to new avenues, such as technical apprenticeships, to prepare for the future.</p> <p>6.32 Geoff French queried what safeguarding is in place for future budgets. RC noted that all schemes will have to go through their respective business case, which will then seek funding and be subsequently programmed.</p> <p>6.33 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the progress with the development of a Delivery Action Plan for the SIP; (2) Note the progress with the development of a TfSE Monitoring and Evaluation Framework; (3) Agree the proposed three year routemap for the development of an analytical framework to support business cases and the delivery of the schemes within the SIP; and (4) Agree the list of short term accelerated activities for the analytical framework and agree that this should be submitted to DfT to request the release of the remainder of the funding allocated for this financial year. 	
7. Finance Update	
<p>7.1 Rachel Ford (RF) introduced this item and guided the Partnership Board through the paper. The three aims of this paper are to; update the current spend to the end of December 2022 including forecasts for end of year spend, note the position on funding discussions with the Department, and development of the business plan and annual report for 2023/24.</p> <p>7.2 RF turned attention to Appendix 1 of the Finance paper, which sets out the financial position to the end of December, as well as the forecast to the end of March.</p> <p>7.3 A substantive amount of the finance spend to date covers the technical programme. We are forecasting a spend of £1.8million on the technical work programme by end of March 2023. This will be continually reviewed until the end of financial year.</p> <p>7.4 Our staffing costs are currently under forecast, due to delays in recruiting the full complement of staff.</p> <p>7.5 We anticipate a £1.2 million technical programme spend to be carried forward into 2023/24, which includes the £260,000 for centre of excellence</p>	

<p>and £280,000 for the analytical framework, which we are waiting to draw down from DfT.</p> <p>7.6 The vast majority is reserved for existing workstreams, and ringfenced for specific activities, or already committed.</p> <p>7.7 We expect the levels of carry forward to reduce in future years as a result of the indicative funding allocations set out by the Department.</p> <p>7.8 The indicative funding allocation for 2023/24 is £2,065,000 as set out in the funding agreement letter from Baroness Vere last financial year. This will be confirmed by DfT in funding discussions, pending business plan approval.</p> <p>7.9 RF drew the Board's attention to appendix 3 is the proposed skeleton outline of the annual report, and appendix 4 is the proposed skeleton outline of the business plan.</p> <p>7.10 Daniel Ruiz (DR) asked for clarity on discrepancies between the budget and the forecast. RF informed the process for funding the centres of excellence and analytical framework, noting that the DfT requested us to submit proposals for these two workstreams in order to draw down funding.</p> <p>7.11 RF also clarified the four additional workstreams; electric vehicle charging infrastructure strategy, decarbonisation, bus back better and local capability. TfSE should have received this funding October 2021, with the intention of spending concluding by March 2022. As a result of this delay, the additional £700,000 has rolled into future funding allocations. RF notes that with a full staffing complement we are prepared to fulfill the carry forward and future budget.</p> <p>7.12 The recommendations were noted by the Partnership Board.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the current financial position for 2022/23 to the end of December 2022, including the forecasts for end of year spend; (2) Note the position on funding discussions with the Department for Transport for 2023/24; (3) Note that work has commenced on the business plan and annual report for 2023/24. 	
<p>8. Governance Group Update</p>	
<p>8.1 Cllr Tony Page (TP) introduced this item and guided the Partnership Board through the paper.</p> <p>8.2 TP informed the Board that the governance group met on 12 January to review the revised intra authority agreement and to discuss the audit and governance committee, which this group will evolve to.</p>	

<p>8.3 TP sought agreement for the five nominated members (to include Cllr Joy Dennis, who is currently not featured in the paper) to form the audit and governance committee as set out in the Board paper.</p> <p>8.4 RF clarified the intra authority agreement (IAA) revisions for the Board. The two high level changes are:</p> <ol style="list-style-type: none"> 1. Hold harmless clause: new clause which asks all constituent authorities to hold harmless the lead authority in respect of any liabilities that could arise under a third party contract. This also protects TfSE from legal challenge from another authority within the partnership 2. Clarity over the role of the Lead Authority in entering into Third Party Contracts: to clarify the existing clause around the status of the Lead Authority as the contracting party on behalf of TfSE. <p>8.5 Ian Phillips (IP) queried the possibility of a local enterprise partnership joining the audit and governance committee. It was agreed that this would be raised at the first audit and governance committee meeting to consider the addition of a LEP representative.</p> <p>8.6 DR welcomes the support of a LEP representative at the audit and governance committee and notes his and Vince Lucas' (VL) willingness to join if required.</p> <p>8.7 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the discussions at the recent meeting of the Governance sub-group; (2) Agree the proposed high level changes to the Intra Authority Agreement, subject to further discussions with Senior Officers; (3) Agree the Terms of Reference for the Audit and Governance Committee; (4) Appoint members to the Audit and Governance Committee; and (5) Agree the Audit and Governance Committee will lead a review of the Transport Forum in 2023/24. 	
<p>9. Technical Programme Update</p>	
<p>9.1 Mark Valleley (MV) introduced this item and guided the Partnership Board through the paper.</p> <p>9.2 MV informed the Board on the recent progress of the Bus Back Better workstream. Phase one included a programme of engagement to identify support topics that could be used to aid local authorities implementation of their bus service improvement plans (BSIPs), which was successful in identifying 11 areas and has now concluded. Now in phase two, the implementation of support packages is being delivered to local authorities, to help achieve their bus service improvement plans, irrespective of funding. Engagement is ongoing with constituent authorities, to keep them up to date on upcoming webinars and circulating outputs that are delivered per support package.</p>	

9.3 TfSE are developing an electric vehicle charging strategy, supported by Arcadis. The works completed to date include a policy review, to understand progress made by our constituent authorities. Baseline forecasts of current uptake of electric vehicles have been produced. Future forecasts of uptake have also been created to support the roll out of the electric vehicle charging. The final work package is the strategy and action plan document, which has commenced. To accelerate the roll out, an extensive programme of engagement has been established.

9.4 MV provided the Board with an update on delivery of TfSE's future mobility strategy. The future mobility forum has been reinvigorated, supported by WSP, and a working subgroup is being established to look at future mobility in a rural context. WSP are currently developing further technical briefs, which looks at a shared knowledge hub, a propensity tool and future propulsion strategy.

9.4 In 2022, the freight strategy was endorsed by the Board. Since then, we have undertaken a study to look at the provision of lorry parking facilities in the south east and the existing infrastructure.

9.5 There is a request for quote due to be issued to reinvigorate the Freight Forum, while supporting the development of the freight strategy. This commission will also include preparing briefs for further study work reviewing provision on warehouse facilities and what needs to be done to increase supply, the potential role of coastal shipping, overcoming the issue of public freight sector blindness and freight consolidation.

9.6 There is a further study looking at alternative fuels for freight, and where these sites could exist, while remaining agnostic about the fuel type. This will support local authorities, as well as the freight sector, understand where implementation may be required.

9.7 MV updated the Board on recent decarbonisation progress. Collaborative works with England's Economic Heartland and Transport East has been established to develop a decarbonisation toolkit to enable local authorities to respond to the forthcoming local transport guidance and quantifiable carbon reduction guidance. This will inform local authorities on a consistent basis, and support them in developing plans to enable them to reach net zero.

9.8 On local authority capacity building, an extensive programme of engagement was undertaken between LTAs and TFSE, to help local authorities identify their local transport priorities. Several support topics have been identified and are now being delivered. These can be found in item 9.

9.9 Ian Phillips (IP) queried whether air traffic or shipping are being considered within the decarbonisation workstream, and if they are not, are they being considered elsewhere. MV confirmed that TfSE focus on surface transport and that aviation and shipping is looked at nationally. RC notes that aviation and shipping decarbonisation remains with the Department.

9.10 The recommendations were agreed by the Partnership Board.

<p>RECOMMENDATIONS:</p> <p>The members of the Partnership Board are recommended to:</p> <p>1) note the progress with the ongoing work to assist local transport authorities with the implementation of their bus service improvement plans (BSIP);</p> <p>(2) note the progress with the development an electric vehicle charging infrastructure strategy for the TfSE area;</p> <p>(3) note the progress with the delivery TfSE’s future mobility strategy;</p> <p>(4) note the progress with the delivery TfSE’s freight logistics and gateways strategy; (5) note the progress with the joint work being progressed on decarbonisation;</p> <p>(6) note the progress with the work being progressed to develop local capability; and</p> <p>(7) Agree:</p> <ul style="list-style-type: none"> - to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of the second stage of the electric vehicle infrastructure strategy - to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of further future mobility strategy and freight strategy related study work. 	
<p>10. Communications and Stakeholder engagement update</p>	
<p>10.1 Hollie Farley (HF) introduced this item and guided the Partnership Board through the paper.</p> <p>10.2 HF informed the Board for the planned engagement for the strategic investment plan subsequent to the March Partnership Board. The intention is for the SIP to be handed to government, pending approval with the Board, and a formal launch event to take place in the autumn of 2023. More detail will be shared when available.</p> <p>10.3 Engagement has been continuing for the additional DfT workstreams, including electric vehicle charging infrastructure forums, freight reinvigoration and development on the future mobility. The Bus Back Better workstream has called for a newsletter and website to be developed to promote upcoming webinars and materials for the support packages. This copy and asset is being shared with England’s Economic Heartland and Transport East as they are working jointly on this project, to ensure the same reach is provided across the neighbouring STBs.</p> <p>10.4 Universities meeting on Wednesday 25 January is now being held virtually. This will cover future mobility, active travel and centres of excellence. Board Members are welcome to join this event.</p> <p>10.5 HF noted that the next private sector stakeholder meeting is held on 31 January in London.</p>	

<p>10.6 Sarah Valentine spoke the south east's development conference where she joined a panel session on boosting inclusive growth through major infrastructure projects.</p> <p>10.7 HF informed the Board of the STB conference which will be held 5 June 2023 at the Vox in Birmingham. More detail will be shared when available.</p> <p>10.8 The members of the Partnership Board noted the engagement and communication activity that has been undertaken since the last board meeting.</p>	
<p>11. Transport Forum</p>	
<p>11.1 Geoff French (GF) introduced this item and guided the Partnership Board through the paper.</p> <p>11.2 GF noted that to date, the Transport Forum has provided a good way of keeping a wide range of people over a wide range of modes informed via discussion and presentations.</p> <p>11.3 There has been consideration given to the future of this Forum, to ensure it remains fit for purpose. We want to keep conversations at the appropriate level, and offer attendees the opportunity to attend alternate meetings where they are able to discuss topics of their interest at a more in depth level.</p> <p>11.4 The refresh of the Transport Forum will be discussed at future audit and governance committees.</p> <p>11.5 RC recalled 2017 Board meeting, which formally established the Transport Forum. Since then, it has been used to consult on many workstreams that TfSE has developed. The Forum has evolved, and diversified over the years, and thanked the Forum Chair for balancing those differing views and bringing them back to the Board.</p> <p>11.6 Five years on, and with TfSE moving into its next phase, it is timely to consider the future structure and terms of reference for this group. Cllr Keith Glazier (KG) requests a paper be brought to future Board to set out this intention and ask Members to formally agree.</p> <p>11.7 The Partnership Board noted the recent meeting of the Transport Forum and considered the Chair's comments.</p>	
<p>12. Responses to consultations</p>	
<p>12.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board through the paper.</p> <p>12.2 RC informed the Board of the first consultation response listed in the papers, which is East Sussex County Council's initial consultation on their local transport plans. RC noted that TfSE have completed a number of these responses to local authority consultations, principally encouraging authorities who are taking forward their next phase of their transport plans to</p>	

<p>have a line of sight to the transport strategy, as it has robust evidence to support them.</p> <p>12.3 TfSE's response to the Arundel A27 supplementary consultation reaffirms TfSE's support for this scheme to be part of a broader solution for the A27.</p> <p>12.4 The recommendations were all agreed by the Partnership Board members, except for SDNPA, who abstained from this agreement.</p> <p>RECOMMENDATION: The members of the Partnership Board are recommended to agree the draft responses to the following consultations: (1) East Sussex County Council – Local Transport Plan 4 initial consultation (2) National Highways – A27 Arundel Bypass supplementary consultation.</p>	
<p>13. AOB</p>	
<p>13.1 No other business was raised.</p>	
<p>14. Date of Next Meeting</p>	
<p>14.1 It was noted that the date for the next Partnership Board meeting will be 13 March 2023, 13:00-16:00 in person at LGA, 18 Smith Square, London.</p>	