

TfSE Partnership Board
29 January 2024 – 13:00-16:00
Minutes
Virtual – Microsoft Teams

Partnership Board Members

Cllr Keith Glazier (Chair)
 Leader
 East Sussex County Council

Cllr Rob Humby
 Leader
 Hampshire County Council

Cllr Trevor Muten
 Chair, Transport &
 Sustainability Committee
 Brighton & Hove City Council

Cllr Phil Jordan
 Leader
 Isle of Wight Council

Cllr David Robey
 Deputy Cabinet Member,
 Highways and Transportation
 Kent County Council

Cllr Simon Curry
 Portfolio Holder for Climate
 Change and Strategic
 Regeneration
 Medway Council
 (on behalf of Cllr Vince Maple)

Cllr Matt Furniss
 Cabinet Member for Transport
 and Infrastructure
 Surrey County Council

Cllr Joy Dennis
 Cabinet Member for Highways
 and Transport
 West Sussex County Council

Geoff French CBE
 Chair
 Transport Forum

Vince Lucas
 Business Representative
 Director (KMEP)
 South East LEP
 (jointly representing LEPs)

Cllr Matt Boughton
 Leader
 Tonbridge & Malling Borough
 Council
 (jointly representing District and Borough
 Councils)

Tim Burr
 Deputy Chair
 South Downs National Park
 Authority
 (Representative from Protected
 Landscapes)

Stuart Kistruck
 Director – Southern Region
 Network Rail
 (on behalf of Ellie Burrows)

Richard Leonard
 Network Planning Director
 National Highways

Guests:

- Nick Harris, National Highways
- Steven Bishop, Steer
- Paul Wilkes, AECOM
- Kate Fairhall, ARUP
- Max Roche, ARUP

Apologies:

- Cllr Gerald Vernon-Jackson, Cabinet Member for Transport, Portsmouth City Council
- Ellie Burrows, Route Managing Director for Southern Region, Network Rail
- Cllr, Vince Maple, Leader, Medway Council
- Daniel Ruiz, LEP

Officers attended:

- Rupert Clubb, Transport for the South East
- Sarah Valentine, Transport for the South East
- Mark Valleley, Transport for the South East
- Keir Wilkins, Transport for the South East
- Jessica Lelliott, Transport for the South East
- Duncan Barkes, Transport for the South East
- Emily Bailey, Transport for the South East
- Jaimie McSorley, Transport for the South East
- Kate Over, Transport for the South East

- Dan Taylor, DfT

- Thomas Cornwell, National Highways

- Mark Prior, Brighton and Hove City Council
- Matt Davey, West Sussex County Council
- Mark Welch, Kent County Council
- Mark Breathwick, Medway Council
- Chris Maddocks, Berkshire Local Transport Body
- Emma Baker, Southampton City Council
- Bartholomew Wren, Tonbridge & Malling
- Lyndon Mendes, Surrey County Council
- Antoinette Antoine, Surrey County Council
- David Stempfer, Surrey County Council
- Martin Randall, Worthing Borough Council
- Dominic McGrath, Hampshire County Council

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 all the guests attending the meeting including Cllr Simon Curry attending on behalf of Cllr Maple and Stuart Kistruck attending on behalf of Ellie Burrows.	
2. Minutes from last meeting	
2.1 The minutes of the previous meeting were agreed. 2.2 KG thanked the Partnership Board for attending the Extraordinary Partnership Board on 18 December. Following that meeting the Business Plan 2024/25 was submitted to the Department for Transport (DfT) on 22 December.	

3. Declarations of interest	
<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>	
4. Statements from the public	
<p>4.1 Cllr Glazier confirmed that no statements from the public have been made.</p>	
5. RIS3 Update	
<p>5.1 KG introduced Nick Harris, CEO, National Highways to the meeting.</p> <p>5.2 NH provided an update to the Board and highlighted some of the risks currently being faced.</p> <p>5.3 NH highlighted the delivery of the RIS2 programme, the second five-year period of road investment. NH said that, the five-year cycles are proving the right way to plan for the future of the Strategic Roads Network. Enabling National Highways to plan with some stability and NH hope that RIS3 will shortly be published.</p> <p>5.4 NH also highlighted maintenance and renewal programme is going well, and they are on target to deliver what was planned for this period despite the challenges of inflation.</p> <p>5.5 NH discussed some of the recent challenges that they have faced, including issues getting development consent orders and the covid pandemic which saw a reduction in traffic levels and the subsequent bounce back in traffic levels which are now higher than before the pandemic, with a greater range mix of traffic. Safety has also been a key issue with delivering on the 50% reduction in killed and seriously injured incidents in this road period is looking challenging.</p> <p>5.6 NH highlighted the progress on delivering biodiversity. At the end of this road period there will be no net loss in biodiversity. Progress is also being made on discharges to watercourses and decarbonisation. Progress is also being made on active Travel with NH being the largest promoter and developer of cycle way schemes.</p> <p>5.8 NH confirmed that National Highways would share RIS3 as soon as it is published.</p> <p>5.9 KG thanked NH for attending and updating the Board on National Highways. KG highlighted the issue of the pausing of works on the A27 Arundel. Cllr Joy Dennis (JD) also noted the stop start nature of the works and asked for clarity on when this will begin again.</p> <p>5.10 NH understood the frustrations recognising the importance of the East West connectivity, highlighting that it is a challenge across the country.</p>	

<p>NH said that he hoped RIS3 will provide clarity about National Highways' plan for the network.</p> <p>5.11 Cllr David Robey (DR) asked about the A229 Blue Bell Hill improvement scheme, seeking out the Board's views on how they can allocate £300k to developing the outline business case (OBC) with local authorities facing financial pressures.</p> <p>5.12 NH recognised the importance of this scheme and its connectivity and will take this away, interested in talking to the DfT about the scheme too.</p> <p>5.13 Rupert Clubb (RC) raised the point of authorities struggling with the costs getting from SOBC to OBC are becoming quite challenging with local authorities facing broader pressures. RC offered to convene a conversation with Kent County Council, the DfT and National Highways to see if we can find a way of moving forward.</p> <p>5.14 Cllr Simon Curry (SC) raised the junction south of Medway, with the local plan emerging, the junction is over capacity already with more houses being built. Looking to square the connection between DfT & DLUHC and have better coordination.</p> <p>5.15 NH recognised the importance of the better coordination between DLUHC and DfT with housing driving the development, it calls for the joined-up thinking.</p>	
<h2>6. Strategic Prioritisation Tool</h2>	
<p>6.1 Sarah Valentine (SV) introduced the item and outlined the purpose of the tool. SV handed over to Steven Bishop (SB) to present to the group.</p> <p>6.2 SB delivered a presentation on the tool's progress. SB highlighted the tool's methodology, inputs calculations and checks.</p> <p>6.3 SV explained the governance for the tool, emphasising that the decision on any prioritisation will remain with the Board.</p> <p>6.4 Cllr Rob Humby (RH) recognised the work that has gone in to the creation of the tool. Asked for clarity on ensuring there is enough flexibility within the tool to adapt it.</p> <p>6.5 SV confirmed that feedback loops are incorporated into the governance to support iterations in prioritisation. SB confirmed that there is strong flexibility within the tool to adapt it to focus on differing factors.</p> <p>6.6 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to endorse the use of the prioritisation tool that has been developed to inform and support prioritisation decisions, and to agree to the governance process by which the prioritisation tool will be deployed.</i></p>	

7. Lorry Parking Study	
<p>7.1 Kate Over (KO) introduced the item and shared the purpose of the study with the Board. KO introduced Paul Wilkes, AECOM to the Board.</p> <p>7.2 Paul Wilkes (PW) presented to the group about the recently completed Lorry Parking Study. PW highlighted the importance of the study, how the study was conducted and presented the findings to the Board.</p> <p>7.3 Cllr Matt Boughton (MB) asked how engagement with critical operators and the freight industry would take place?</p> <p>7.4 KO explained a recently established Wider South East Forum has been established which pulls together freight and logistics operators, business representatives and local authorities.</p> <p>7.5 DR welcomed the report, discussed the parking struggles and welfare facilities for driver.</p> <p>7.6 JD discussed the costs of the facilities faced by drivers, parking, and the issue of making facilities free for drivers.</p> <p>7.7 KO agreed with both points made by DR and JD, noting we are at the preliminary stages of beginning the next steps.</p> <p>7.8 RH noted the excellent piece of work, asked for clarification on TfSE's role in this, with a risk that no one currently has responsibility. Would look to present the findings to DfT.</p> <p>7.9 KO confirmed that TfSE's role is intermediary: raising stakeholders' attention to issues; providing supporting evidence; and facilitating conversations between decision makers to help resolve issues.</p> <p>7.10 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to agree the Transport for the South East Lorry Parking Study Report.</i></p>	
8. Regional Centre of Excellence	
<p>8.1 Emily Bailey (EB) introduced the item to the Board, providing an update on the development of the Regional Centre of Excellence (RCoE). EB shared: the deliverables achieved so far; the engagement that has taken place; and the governance for the RCoE.</p> <p>8.2 EB introduced Kate Fairhall (KF) to the Board who provided an overview of the stakeholder engagement that has been completed and the requirements for the virtual platform that TfSE are developing for the RCoE.</p> <p>8.4 KF introduced Max Roche to the Board (MR) who outlined the different roles for users, partners, and stakeholders with the platform.</p>	

<p>8.5 EB discussed the fiscal benefits of the RCoE setting it out through the ambitions of the Centre of Excellence. EB highlighted the next steps creating the platform including building, testing, and launching and management of the virtual platform.</p> <p>8.6 Dan Taylor (DT) noted TfSE's good work in developing the RCoE, highlighting to importance of TfSE's work with other STBs, as part of the STB Regional Centre of Excellence group that TfSE chairs.</p> <p>8.7 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION:</i> <i>The members of the Partnership Board are recommended to note the progress with the development of the TfSE Regional Centre of Excellence.</i></p>	
9. Audit and Governance Committee Update	
<p>9.1 JD introduced the item and talked the Partnership Board through the paper.</p> <p>9.2 JD highlighted the two reports the Committee reviewed at their recent meeting. The first on how TfSE delivers value for money and the second on the impacts of inflation on schemes and how this is impacting local authorities. Both reports will return to the Committee following additional work that the Committee asked for and will be presented to Partnership Board on 13 May.</p> <p>9.3 JD explained how the Committee reviewed the strategic risk register, noting two new risks that were added by the Committee. JD highlighted the four risks that have high probability and impact after mitigation and nine that have a medium probability and impact after mitigation.</p> <p>9.4 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> <i>(1) The members of the Partnership Board are recommended to note the discussions and actions arising at the meeting of the Audit and Governance Committee;</i> <i>(2) Members are also asked to agree the Strategic Risk Register.</i></p>	
10. Financial Update	
<p>10.1 SV introduced the item and talked the Partnership Board through the paper.</p> <p>10.2 SV outlined the total spend to date, highlighting staffing costs are as expected now here is a full complement of staff recruited to TfSE.</p> <p>10.3 SV highlighted since the Call off Contract has been up and running, we have now commissioned over £1m worth of work through the contract which is supporting us to accelerate work through the technical programme.</p> <p>10.4 SV detailed the forecast of £1.8m of expenditure on the technical programme. Currently envisaging an underspend of approximately £700k highlighting this is a significant reduction on last years amount. SV highlighted of the £700k projected carry forward, £226k is already</p>	

<p>committed as shown in appendix 1. The remaining £475k has been ring-fenced within the business plan for 2024/25 that the Board has signed off and approved in December.</p> <p>10.5 SV shared that following the Board's approval in December the Business Plan has now been submitted to the DfT by the deadline agreed.</p> <p>10.6 DT thanked the team for getting the Business Plan in on time. The Business Plans are currently being reviewed with a view to shortly provide advice to ministers on funding for next year.</p> <p>10.7 SV highlighted the proposal for the local contributions for 2024/25 to remain as they are given the current financial constraints. £58k for County and £30k for unitaries.</p> <p>10.8 RH queried Local Authority contributions, with five STBs drawing and two that do not.</p> <p>10.9 RC confirmed that when TfSE was established the contribution enabled us to secure much greater levels of DfT funding however, we are aware of the pressure our local authorities are under.</p> <p>10.10 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the update on grant funding from the Department for Transport; (2) Agree a revised budget for 2023/24 based on the reduced level of funding awarded; (3) Note the current financial position for 2023/24 to the end of September 2023; and (4) Agree the local contributions amount for 2024/25. 	
<p>11. Responses to consultations</p>	
<p>11.1 Rupert Clubb (RC) introduced the item and talked the Partnership Board through the paper.</p> <p>11.2 RC explained that the consultations do not always align timely with the Board meetings therefore an officer response is submitted subject to endorsement by the board.</p> <p>11.3 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> <i>The members of the Partnership Board are recommended to agree the draft responses to the following consultations:</i></p> <ol style="list-style-type: none"> (1) <i>Govia Thameslink Railway (GTR) – Public engagement on potential changes to Southern's West Coastway services</i> (2) <i>Reading Borough Council – Reading Transport Strategy 2040</i> 	

12. Lead Officer's Report	
<p>12.1 RC introduced the item taking the paper as read.</p> <p>12.2 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to note the activities of Transport for the South East between October – December 2023.</i></p>	
13. Transport Forum Update	
<p>13.1 Geoff French (GF) introduced this item and talked the Partnership Board through the paper.</p> <p>13.2 SV highlighted the first face to face forum meeting will take place Thursday 11 April, with a venue to be confirmed. The first digital engagement will be a Q&A session with Cllr Glazier and Rupert Clubb, being recorded in March. The Advisory Panel is currently being formed of representatives from the thematic groups, the first meeting will take place week commencing 29 April.</p> <p>13.3 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to note the plan for the Forum for 2024 following the recent Transport Forum review.</i></p>	
14. Transport Strategy Refresh Update	
<p>14.1 Mark Valleley (MV) introduced this item highlighting the technical engagement work that is being undertaken as part of the Transport Strategy Refresh.</p> <p>14.2 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to note the progress with the work to refresh the transport strategy.</i></p>	
15. Delivery of the Strategic Investment Plan	
<p>15.1 SV introduced the item highlighting the how we are now supporting the delivery of interventions recommended in the SIP.</p> <p>15.2 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to note the progress of a range of workstreams that support the delivery of the Strategic Investment Plan.</i></p>	

16. Technical Programme Update	
<p>16.1 MV introduced the item highlighting the development of electric vehicle charging infrastructure and the development of the regional active travel strategy. MV provided an update on progress on the delivery of future mobility strategy, freight and logistics work and work on decarbonisation.</p> <p>16.2 Cllr Trevor Muten (TM) asked in relation to the EV charging infrastructure, how the risks associated in terms of capacity and power supply are being addressed.</p> <p>16.3 MV explained we play a convening role, with the working group bringing together a community of people discussing issues and significant challenges.</p> <p>16.4 RH asked how TfSE as an organisation keep up to date with policy changes or announcements that may affect the work being undertaken.</p> <p>16.5 MV confirmed we are well connected through DfT and the joint STB technical liaison group which provides an opportunity to share ideas, knowledge, and reconnaissance with one another. It is also an area of development through the Centre of Excellence.</p> <p>16.6 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> <i>The members of the Partnership Board are recommended to:</i> (1) Note the progress with the work to implement the regional electric vehicle charging infrastructure strategy; (2) Note the progress with the work to develop a regional active travel strategy; (3) Note the progress with the delivery of TfSE's future mobility strategy; (4) Note the progress with the delivery of TfSE's freight logistics and gateways strategy; and (5) Note the progress with the joint work on decarbonisation.</p>	
17. Communications and Stakeholder Engagement Update	
<p>17.1 Duncan Barkes (DB) introduced the item talking the Board through the paper.</p> <p>17.2 KG thanked the team for their work on the podcast, which seems to grow in value.</p> <p>17.3 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION:</i> <i>The members of the Partnership Board are recommended to note the engagement and communication activity that has been undertaken since the last board meeting.</i></p>	

18. AOB	
<p>18.1 KG asked if the Board had any other business to raise.</p> <p>18.2 DR raised the Tilbury to Gravesend passenger ferry which operates across the Thames. The ferry operates with a small subsidy, of £200k a year, Thurrock used to contribute £100k and Kent £100k. DR sought the board's views on how to raise the £100k subsidy.</p> <p>18.3 RC explained TfSE recognise the value of the ferry as it was flagged within the SIP, it would be an area we would want to work with and support enhancement too. Offered TfSE's support in engaging with DfT local transport teams.</p>	
19. Date of Next Meeting	
<p>19.1 The date for the next Partnership Board meeting will be Monday 13 May 2024 – 09:00-12:00, held virtually.</p>	