

TfSE Partnership Board
13 May 2024 – 09:00-12:00
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 Joy Dennis Cabinet Member for Highways and Transport West Sussex County Council	Cllr Paul Fishwick Executive Member for Active Travel, Transport and Highways Berkshire Local Transport Body	Cllr Gerald Vernon-Jackson Cabinet Member for Transport Portsmouth City Council
Geoff French CBE Chair Transport Forum	Daniel Ruiz Business Representative (jointly representing LEPs)	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 Sweet Head of Network Development National Highways	Gary Nolan Strategic Engagement Lead Transport for London

Guests:

- Steven Bishop, Steer
- Kate Fairhall, ARUP
- Max Roche, ARUP

Apologies:

- Ellie Burrows, Route Managing Director for Southern Region, Network Rail
- Cllr Vince Maple, Leader, Medway Council
- Cllr Matt Boughton, Leader, Tonbridge and Malling Borough Council (jointly representing District and Borough Councils)
- Cllr Matt Furniss, Cabinet Member for Transport and Infrastructure, Surrey County

- Council
- Vince Lucas, Business Representative

Officers attended:

- Rupert Clubb, Transport for the South East
- Sarah Valentine, 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
- Kate Over, Transport for the South East
- Joshua Jiao, Transport for the South East
- James Gleave, Transport for the South East

- Dan Taylor, DfT

- Mark Prior, Brighton and Hove City Council
- Chris Maddocks, Berkshire Local Transport Body
- Natalie Wigman, Hampshire County Council
- Felicity Tidbury, Portsmouth City Council
- Pete Boustred, Southampton City Council
- Dave Harris, Medway Council
- Joe Ratcliffe, Kent County Council
- Alex Pringle, South Downs National Park

Item	Action
1. Welcome and Apologies	
<p>1.1 Councillor Keith Glazier (KG) welcomed members to the meeting and noted apologies.</p> <p>1.2 KG welcomed all the guests attending the meeting including Cllr Paul Fishwick representing Berkshire Local Transport Body (BLTB) and Councillor Simon Curry attending on behalf of Councillor Vince Maple.</p> <p>1.3 KG noted the Board's thanks to Councillor Jason Brock who has stepped down as Leader of Reading Borough Council.</p>	
2. Minutes from last meeting	
<p>2.1 Councillor David Robey (DR) asked following the recent Board meeting if there had been any progress with National Highways in relation to the Blue Bell Hill scheme. In response to this question Rupert Clubb (RC) explained no further updates, it will be followed up during the RIS consultation specifically.</p> <p>2.2 The minutes of the previous meeting were agreed.</p>	
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>	
<p>4. Statements from the public</p>	
<p>4.1 Cllr Glazier confirmed that no statements from the public have been made.</p>	
<p>5. Business Plan 2025/26</p>	
<p>5.1 RC introduced the item and talked the Board through the paper.</p> <p>5.2 RC outlined the proposal to engage with members earlier on the Business plan by beginning work on the Business Plan in July, bringing a draft plan to the October Board meeting, and adding in an additional December Board meeting to agree the final draft ahead of submission to the Department for Transport (DfT).</p> <p>5.3 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION:</i> <i>The members of the Partnership Board are recommended to agree to hold an additional Board meeting early December 2024 to ensure approval of the Business Plan for 2025/26</i></p>	
<p>6. Report of the Audit and Governance Committee</p>	
<p>6.1 Councillor Joy Dennis (JD) introduced the item and talked the Partnership Board through the paper.</p> <p>6.2 JD highlighted the three reports presented. The first was the value for money paper which sets out how TfSE delivers value for money through procurement and the second which sets out how TfSE delivers value for partners. The third set out how the impact of inflation on projects and how this is impacting Local Authorities.</p> <p>6.3 The board provided the following comments:</p> <ul style="list-style-type: none"> ○ Social Value figures need to be made clearer in the Value for Money through procurement paper. ○ Clarity on the language for the funding by mode share for Rail funding within the value for partners paper. Stuart Kistruck (SK) will discuss with RC. ○ Within the value for partners paper the funding per capita by STB for funding allocations needs a small change. <p>6.4 JD also highlighted that the Committee reviewed the annual report 2023/24 and the current finance position and budget for 2024/25. JD noted that an extraordinary Audit and Governance Committee meeting will be called if the grant DfT provide TfSE is substantively different than expected.</p> <p>6.5 RC highlighted that the draft TfSE budget has based on the assumptions set out in the Baroness Vere letter.</p> <p>6.6 The recommendations were agreed by the Partnership Board.</p>	

<p>RECOMMENDATIONS: (1) <i>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> (2) <i>The members of the Partnership Board are recommended to agree to publish the reports attached in Appendix 1, 2 on the Transport for the South East website, pending final amendments.</i></p>	
<p>7. Financial Update</p>	
<p>7.1 Sarah Valentine (SV) introduced the item and talked the Partnership Board through the paper.</p> <p>7.2 SV outlined the end of year finance report, noting the £1.36m carry forward, £600k of which is already committed for work which started in 2023/24 but that has not yet been completed.</p> <p>7.3 SV detailed the updated draft budget for 2024/25. This was approved at the December Board meeting but has now been updated to reflect actual (rather than predicted) carry forward. Based on the allocation set out in the Baroness Vere letter of £2.24m DfT grant, £498k local authority contributions, £1.36m underspend and reserves of £406k, this provides an operating budget of £4.5m for 2024/25.</p> <p>7.4 SV noted the budget is still draft pending us receiving the grant funding from the DfT, and that should the actual amount of DfT grant differ significantly from that anticipated, a revised budget would be taken to the Audit and Governance Committee for consideration.</p> <p>7.5 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATIONS: (1) <i>Note the end of year position for 2023/24;</i> (2) <i>Agree the final draft budget for 2024/25</i></p>	
<p>8. Annual Report</p>	
<p>8.1 KW introduced the item and highlighted the work that has been undertaken on the Annual Report with the Audit and Governance Committee.</p> <p>8.2 KW highlighted the two new sections within the report, the analysis of transport for the South East and the analysis through the Centre of Excellence value for money with aims to continue to capture both regularly moving forward.</p> <p>8.3 The recommendation was agreed by the Partnership Board.</p> <p>RECOMMENDATION: <i>The members of the Partnership Board are recommended to sign off the Annual Report 2023/24 and agree to publish it on the Transport for South East website.</i></p>	

<h2>9. Business Representation</h2>	
<p>9.1 RC introduced the item and talked the Partnership Board through the paper.</p> <p>9.2 RC outlined that following the Local Enterprise Partnership (LEP) structure being dissolved, LEP functions have been passed to upper tier authorities. Currently TfSE has our business representation through LEP representatives Daniel Ruiz and Vince Lucas. We want to ensure we keep the representation going and wish to establish a Business Advisory Group.</p> <p>9.3 Daniel Ruiz (DR) noted that this new Group would give us the potential to expand our engagement with businesses across the TfSE region, including business groups.</p> <p>9.4 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> (1) <i>The members of the Partnership Board are recommended to Agree to establish a Business Advisory Group</i> (2) <i>Agree to delegate the development of a Terms of Reference to the Chief Officer in consultation with the current business representatives.</i></p>	
<h2>10. Communications and Engagement Plan 2024/25</h2>	
<p>10.1 Duncan Barkes (DB) introduced the item and outlined the Communications and Engagement Plan for 2024/25.</p> <p>10.2 Councillor Simon Curry (SC) asked for TfSE's support with the relationship with DfT and Department for Levelling Up, Housing and Communities (DLUHC). In response to this KG noted that a letter was sent to Michael Gove, Secretary of State of Levelling up, Housing and Communities, asking for a meeting, to set out how TfSE can support devolution. Dan Taylor (DT) offered support with both conversations.</p> <p>10.3 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION:</i> <i>The members of the Partnership Board are recommended to consider and approve the Communications and Engagement Plan 2024/25.</i></p>	
<h2>11. Regional Centre of Excellence</h2>	
<p>11.1 Emily Bailey (EB) introduced the item and talked the Partnership Board through the paper.</p> <p>11.2 EB highlighted the progress and engagement that has taken place to date.</p> <p>11.3 EB provided an overview of the upcoming launch event for the Centre of Excellence that will take place on Tuesday 18 June, 09:00-</p>	

<p>11:30am, at Great Minister House, London, where a DfT Minister will be invited. The event will help to build momentum, raising awareness and demonstrate the value of the platform to DfT, funders of the Centre of Excellence platform.</p> <p>11.4 In the afternoon of Tuesday 18 June, users of the Centre of Excellence site will be invited to a learning session, where they will be trained on how to use the platform and will also receive bespoke training from third parties, that they requested by the Centre of Excellence capability survey. A session in the afternoon will be held with members and Senior Officers Group on the Transport Strategy Refresh.</p> <p>11.5 DT thanked EB for the work on the Centre of Excellence noting that it was good piece of work and encouraged all Local Authorities to use it.</p> <p>11.6 Councillor Trevor Muten (TM) asked about how the Centre of Excellence will help deliver cost efficiencies for Local Authorities. EB confirmed that this will be work in progress but will aim to capture the efficiencies we enable for Local Authorities within the first year of the Centre of Excellence.</p> <p>11.7 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> <i>The members of the Partnership Board are recommended to:</i> <i>(1) Note the progress of the Centre of Excellence development.</i> <i>(2) Agree the launch of the Centre of Excellence site, including the planned event</i></p>	
12. Analytical Framework	
<p>12.1 Joshua Jiao (JJ) introduced and talked the Partnership Board through the paper.</p> <p>12.2 JJ explained the rationale for developing an analytical framework and highlighted the progress of tasks within the route-map, which was approved at the Board meeting in January 2023. JJ also highlighted the latest reviews of the South East modelling capabilities and capacities, and the data management review, JJ thanked officers who have provided valuable information, which helped us to update the challenges and objectives for the analytical framework and provided additional information for us to further develop the route-map.</p> <p>12.3 JJ noted one of the initiatives, the TfSE modelling and appraisal forum which addresses multiple objectives, with the aim to create an environment for dialogue. Providing the opportunity to leverage existing tools and promote consistencies and accuracies. The first meeting will take place on 10 July, with officers who have expressed an interest.</p> <p>12.4 TM asked how it captures the discussion around rail or road freight, and how does this help us ask the right questions. In response to this JJ confirmed that freight is a key challenge because of the lack of data. Where we have no / limited data we would use a model to</p>	

<p>fill in the data gaps. However, the model needs to be built upon empirical experiences and theories. At TfSE, Kate Over is leading a few studies on freight and what opportunities there are to encourage mode shift in freight movements. Also, DfT is carrying out a study on Freight Analysis and Modelling Environment (FAME) to investigate how to model freight movements better. We will keep the Board updated once we have learned more from these studies.</p> <p>12.5 SC raised the value of this and how it underpins the work we do and fundamentally the evidence for decision making. SC also noted the underpinning with the Centre of Excellence work.</p> <p>12.6 Tim Burr (TB) noted the fact it includes environment and welcomes the greater use of GIS systems.</p> <p>12.2 The recommendations were agreed by the Partnership Board. <i>RECOMMENDATIONS:</i> <i>The members of the Partnership Board are recommended to:</i> <i>(1) Note the progress with the development of the Analytical Framework;</i> <i>(2) Agree the updated route-map for the development of an analytical framework to support business cases and the delivery of the schemes within the Strategic Investment Plan (SIP).</i></p>	
<h3>13. Transport Strategy Refresh</h3>	
<p>13.1 James Gleave (JG) introduced this item and talked the Partnership Board through the paper.</p> <p>13.2 JG provided an overview of the current progress and the engagement that has taken place so far. JG highlighted the ‘Your Voices Survey’ which currently has 858 responses.</p> <p>13.3 JG reviewed the options for the Strategy Refresh framework options with ‘Big Missions’ providing a single coherent narrative.</p> <p>13.4 RC outlined the proposals for the Board to be involved with the Transport Strategy Refresh:</p> <ul style="list-style-type: none"> ○ Tuesday 18th June – after the Centre of Excellence launch, a workshop will take place for members. ○ Monday 22nd July – ahead of the Board meeting, a workshop will take place at 11am. ○ A task and finish group to be established with nominations for five members of the Board to join. <p>RC will email members setting out what we would like the task and finish group to do. Members are to respond if interested.</p> <p>13.5 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> <i>The members of the Partnership Board are recommended to:</i> <i>(1) note the progress with the work to refresh the transport strategy;</i> <i>(2) note the outcomes of an initial scenario planning workshop that identified</i></p>	

<p><i>key drivers of change that will affect how the future could unfold; (3) agree that the strategy should be structured around addressing a number of 'Big Missions.'</i></p>	
14. Responses to Consultations	
<p>14.1 RC introduced this item and talked the Partnership Board through the paper.</p> <p>14.2 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS: The members of the Partnership Board are recommended to agree the draft responses to the following consultations: (1) Peninsula Transport Sub-National Transport Body – Peninsula Transport Strategy (2) East Sussex County Council – Local Transport Plan 4 (3) Transport Select Committee – Call for Evidence: Scrutiny of the Draft Rail Reform Bill (4) Canterbury District Council – Draft Canterbury District Transport Strategy</i></p>	
15. Chief Officer's Report	
<p>15.1 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 January - March 2024.</i></p>	
16. Advisory Panel and Transport Forum Update	
<p>16.1 Geoff French (GF) introduced the item and talked the Partnership Board through the paper.</p> <p>16.2 GF highlighted the first face to face event that took place on Thursday 11 April. GF also highlighted the survey completed by attendees to the event.</p> <p>16.3 GF also highlighted the first Advisory Panel meeting that has taken place and their aims to have a forward programme of focus for their future meetings.</p> <p>16.4 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION: The members of the Partnership Board are recommended to Note the recent work of the Transport Forum and Advisory Panel.</i></p>	
17. Delivery of the Strategic Investment Plan	

<p>17.1 SV introduced the item talking the Board through the paper. SV highlighted the recent updates made to the delivery action plan have been incorporated into the interactive story map. The updates show good progress with the development of many schemes in the region which is testament to the collective hard work of scheme promoters across our LTA's and national delivery partners.</p> <p>17.2 SV also highlighted that two MRN schemes within our region have received approval of their Outline Business Case. Meaning they can conclude the development and statutory processes and move towards final funding approval and construction.</p> <p>17.3 We are awaiting an announcement on the next Roads Investment Strategy (RIS) and STB's have been invited to a briefing session with DfT and National Highways. SV set out that TfSE will continue to advocate for investment within our region.</p> <p>17.3 TB asked about the preparations for statement of future of rural transport. SV explained this sits within the wider technical programme, something that other STBs are leading on, we will continue to work closely with them learning on this to see how it applies within our region.</p> <p>17.4 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>	
<h2>18. Technical Programme Update</h2>	
<p>18.1 Kate Over (KO) introduced the item and talked the Board through the paper.</p> <p>18.2 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</i></p> <ul style="list-style-type: none"> <i>(1) Note the progress with the work to implement the regional electric vehicle charging infrastructure strategy;</i> <i>(2) Note the progress with the work to develop a regional active travel strategy;</i> <i>(3) Note the progress with the delivery of TfSE's future mobility strategy;</i> <i>(4) Note the progress with the delivery of TfSE's freight, logistics and gateways strategy; and</i> <i>(5) Note the progress with the joint work on decarbonisation.</i> 	
<h2>19. Communications and Stakeholder engagement update</h2>	
<p>19.1 DB introduced the item and talked the Board through the paper.</p> <p>19.2 The recommendation was agreed by the Partnership Board.</p>	

<p>RECOMMENDATION: <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>	
<p>20. AOB</p>	
<p>20.1 KG asked if the Board had any other business to raise. 20.2 No other business was raised.</p>	
<p>21. Date of Next Meeting</p>	
<p>21.1 The date for the next Partnership Board meeting is our Annual General Meeting, which will be held on Monday 22 July 2024 – from 14:00-17:00, at the LGA, in London</p>	

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