

TfSE Partnership Board
27 January 2025 – 14:00-17:00
Minutes - draft
ICE, Council Room

Partnership Board Members

Cllr Keith Glazier (Chair)
 Leader
 East Sussex County Council

Cllr Simon Curry (Vice Chair)
 Cabinet Member for Climate
 Change and Strategic
 Regeneration
 Medway Council

Cllr Trevor Muten
 Cabinet member for Transport,
 Parking and Public Realm
 Brighton & Hove City Council

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

Cllr Lulu Bowerman
 Executive Member for Highways
 and
 Waste
 Hampshire County Council

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

Geoff French CBE
 Chair
 Transport Forum

Daniel Ruiz
 Business Representative
(Business Advisory Group co-chair)

Vince Lucas
 Business Representative
(Business Advisory Group co-chair)

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

Cllr Sophie Cox
 Leader
 Worthing Borough Council
*(jointly representing District and
 Borough Councils)*

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

Stuart Kistruck
 Network Rail
(on behalf of Ellie Burrows)

Apologies:

- Cllr Joy Dennis, West Sussex
- Cllr Eamonn Keogh, Southampton
- Cllr Peter Candlish, Portsmouth
- Ellie Burrows, Network Rail
- Richard Leonard, National Highways

Officers attended:

- Rupert Clubb, Transport for the South East
- Sarah Valentine, Transport for the South East
- Keir Wilkins, Transport for the South East
- Mark Valleley, Transport for the South East
- Jessica Lelliott, Transport for the South East

- James Boyes, Transport for the South East
- Steven Bishop, Steer
- Dan Taylor, DfT
- Laura Wells, Brighton
- Chris Maddocks, Reading

Item	Action
1. Welcome and Apologies	
1.1 Councillor Keith Glazier (KG) welcomed Members to the meeting and noted apologies.	
1.2 Apologies were noted from Cllr Joy Dennis, Cllr Eamonn Keogh, Cllr Peter Candlish, Richard Leonard and Ellie Burrows.	
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. Next Steps for Transport for the South East	
5.1 Rupert Clubb (RC) highlighted that the consultation on the next steps for Transport for the South East (TfSE) closed on 15 January.	
5.2 RC explained that due to the recent publication of the Devolution White Paper and the current uncertainty for Local Authorities, it is recommended that we take stock until the Devolution picture becomes clearer.	
5.3 KG highlighted the recent meeting attended with the Secretary of State, Heidi Alexander which provided an opportunity to set out who TfSE are and the role of STBs.	
5.4 Dan Taylor (DT) discussed the role of STBs following devolution. DT noted that STBs will provide consistency in a changing landscape and highlighted that STBs were mentioned as an example of regional collaboration in the Devolution White Paper.	

<p>5.5 Cllr Trevor Muten (TM) noted the devolution announcements which are due this week, highlighting that the TfSE role is important and critical in this context.</p> <p>5.6 RC highlighted the support to our Local Transport Authorities noting the Centre of Excellence and that TfSE are here to support our Local Transport Authorities.</p> <p>5.7 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATION: The members of the Partnership Board are recommended to note the responses Transport for the South East has received on its next steps consultation and note the opportunity to consider next steps at the March partnership board meeting.</p>	
6. Business Planning 2025/26	
<p>6.1 Keir Wilkins (KW) provided an overview of the work that has taken place in producing the Business Plan 2025/26 highlighting the workshop that took place in September 2024 and the funding scenarios signed off by members in October.</p> <p>6.2 KW explained that the Business Plan 2025/26 focuses on supporting delivery, whilst demonstrating how we are also delivering on government's missions.</p> <p>6.3 KW discussed the allocation of the carried forward uncommitted underspend which is forecast at £317,435. The four areas for allocation to be recommended are:</p> <ul style="list-style-type: none"> • Electric Vehicle Charging • Centre of Excellence • Strategic Investment Plan Refresh • Scheme Development <p>6.4 Cllr Sophie Cox (SC) asked about the timescales for the scheme development work identified in the uncommitted underspend. In response to this RC explained this piece of work is not a particular engineering solution, work has been undertaken with a number of private investors and early conversations with the DfT about how we can take this work forwards in partnership.</p> <p>6.5 Cllr Simon Curry asked for more information on the Freight workstream. Action: Mark Valleley will provide an update to Cllr Curry on the Freight workstream.</p> <p>6.6 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATIONS:</p>	

<p>The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Review the draft Business Plan for 2025/26, noting the technical work that has been delivered in 2024/25; (2) Agree to submit the draft Business Plan for 2025/26 to the Department for Transport; and (3) Agree to spend our forecast uncommitted underspend of £317,435 on delivering additional technical work. 	
7. Technical Call Off Contract – Third Year Extension	
<p>7.1 Sarah Valentine (SV) highlighted that the current Technical Call off Contract was a two year initial contract with the provision for a one year extension. The paper is seeking to enact this one year extension to July 2026. A contract review has been carried out, which recognised the benefit of being able to direct more resources to completing the technical work programme and less call on TfSE and the host authority resources in procurement exercises. The contract is performing well, with high quality work being produced in a more efficient manner. There has been a vast increase in the amount of work from technical programme that has been able to be completed, and this has resulted in a reduction in our carry forward.</p> <p>7.2 SV explained that as set out within the constitution the extension is above the threshold that can be delegated to the Chief Officer (Rupert Clubb). Therefore, the extension will require the Partnership Board’s approval.</p> <p>7.3 Cllr Trevor Muten asked if the contract extension is affected by the new procurement regulation changes. In response to this SV explained that the contract was in place before the changes, and this is an extension. However, SV will ensure this is checked by the accountable body's procurement team.</p> <p><i>Following the meeting SV has checked with the accountable body procurement team who confirmed, this contract was procured under an ESPO Framework which itself was procured under the Public Contract Regulations 2015. The upcoming extension will be governed by the current regulations rather than any new ones.</i></p> <p>7.4 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATIONS:</p> <p>The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the performance of the technical call off contract with the Steer consortium; and the ongoing need for support to deliver the technical programme; and (2) Agree the allowed for extension of the current technical call off contract for a third year until July 2026. 	
8. Electric Vehicle Charging Infrastructure – impact of the electrification of commercial vehicle fleets	
<p>8.1 Mark Valleley (MV) provided an overview of the paper which highlights the impacts of electrification of commercial vehicle fleets on the demand for</p>	

public charge points. The DfT and the Department for Energy Security and Net Zero's Office of Zero Emission Vehicles tasked STBs with looking at this issue.

8.2 MV highlighted the methodology TfSE adopted which is included in appendix 1 of the paper. We are now intending to move this forward to look at commercial opportunities to provide this specific infrastructure for fleet vehicles.

8.3 MV explained we are seeking the opportunity to obtain additional DfT funding to enable this approach to be replicated across the STB network to provide a consistent approach across England.

8.4 Councillor Keith Glazier asked if any mapping has been conducted to look into the electricity that is available. In response to this MV explained that the Distribution Network Operators (DNOs) have been part of the steering group for this work

8.5 Cllr Trevor Muten raised the requirements for rapid charging points for truck drivers and ensuring they are where they need them.

8.6 Cllr Simon Curry raised how we build the bus fleets up in particular within our town centers.

8.7 Tim Burr raised the need to ensure that the landscape impact aspect of the provision of charging sites for commercial vehicles must be taken into account when these facilities are being planned.

8.8 Daniel Ruiz asked how this piece of work will be taken forwards and what part we can play to ensure uptake is optimal. In response to this MV explained within paragraph 5 it is set out the further work we are undertaking, to look into the commercial opportunities to provide charging infrastructure for fleet vehicles. Work is being undertaken with Brighton and Hove City Council and Slough Borough Council who will act as case studies.

8.9 Cllr Matt Furniss asked if we have seen a successful conversion rate. In response to his MV explained that there is emerging evidence, with the potential positive impacts on the uptake of electric vehicles. MV responded that it was important that success stories were identified.

8.10 The recommendations were agreed by the Partnership Board.

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) **Note** the report on the impacts of the electrification of commercial vehicle fleets on the demand for public charge points;
- (2) **Note** this report followed a request from the DfT's Office of Zero Emission Vehicles (OZEV); and
- (3) **Agree** to explore the opportunity to obtain additional DfT funding to enable this approach to be replicated across the STB network to provide a consistent approach across England.

9. Audit and Governance Committee Update	
<p>9.1 Cllr David Robey (DR) highlighted that the Committee reviewed the draft Business Plan 2025/26 and the uncommitted underspend allocations were reviewed. DR noted that the Committee agreed with the recommended allocation of funding to the additional technical work outlined.</p> <p>9.2 DR highlighted that the Committee reviewed the financial position spend to December 2024.</p> <p>9.3 DR also highlighted that the Strategic Risk Register was reviewed. In light of the current devolution picture new risks were added. The Committee have also asked for devolution to be a standing item on their agenda so that they can monitor the impacts of devolution and ensure TfSE stays ahead of the potential changes.</p> <p>9.4 The recommendations were agreed by the Partnership Board</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to: (1) Note the discussions and actions arising at the meeting of the Audit and Governance Committee; and (2) Members are also asked to agree the Strategic Risk Register.</p>	
10. Financial Update	
<p>10.1 KW provided an overview of the current spend to date (December 2024) noting the current committed and uncommitted carry forward figures.</p> <p>10.2 Cllr Simon Curry asked about the vacancies being held within the TfSE team. In response to this RC explained that we recognise the challenges local authorities are facing, if we choose to recruit, we will look to the redeployment option via the accountable body. As we get more certainty around devolution the position may change.</p> <p>10.3 Cllr Sophie Cox asked about the reduction in communications spend and what the level of communications support is. In response to this RC introduced James Boyes, TfSE's newly appointed Communications and Public Affairs manager. RC noted the breadth of communications and engagement work including MP meetings, social media posts, TfSE's Your Voices campaign and support on the Transport Strategy Refresh.</p> <p>10.4 The recommendation was agreed by the Partnership Board.</p> <p>RECOMMENDATION: The members of the Partnership Board are recommended to note the current financial position for 2024/25 to the end of December 2024.</p>	
11. Responses to Consultations	
<p>11.1 RC provided an overview of the two consultations that TfSE have drafted responses too.</p>	

<p>11.2 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) Agree the draft response to Invest 2035: The UK's modern industrial strategy 2) Agree the draft response to Bracknell Forest: Local Plan Transport consultation. 	
12. Transport Strategy Refresh	
<p>12.1 MV provided an update on the current progress with the Transport Strategy Refresh. Following the Partnership Board approval on 9th December for TfSE to go out to consult the launch webinar took place on 10th December. 153 people attended the launch, the consultation closes on 7 March 2025.</p> <p>12.2 MV highlighted the next steps:</p> <ul style="list-style-type: none"> • Roadshows – will take place across seven locations across the South East: Wokingham, Portsmouth, Southampton, Brighton, Canterbury, Guildford and Isle of Wight. • Wider Comms – a press pack has been shared with Local Authorities comms teams. • Approached by a number of organisations to present on the strategy at their regular meetings. <p>12.3 MV explained that once the consultation has closed a consultation report will be produced to identify any amendments to the Transport Strategy that are needed to reflect the outcome of the consultation. This will be brought to the July Partnership Board meeting, alongside the draft final version of the Transport Strategy and Integrated Sustainability Appraisal.</p> <p>12.4 Cllr Trevor Muten asked for the date for the Transport Strategy event in Brighton and asked for clarification on the invite by the DfT to the Integrated National Transport Strategy (INTS) roadshow in Brighton on 27th Feb. In response to this Mark explained that the Brighton event on the TfSE Transport Strategy will be taking place on 5th February. From what we understand of the emerging themes for the INTS there should be a good overlap with the TfSE Transport Strategy. Any refinements that are needed can be identified at the July Board meeting.</p> <p>12.5 The recommendation was agreed by the Partnership Board.</p> <p>RECOMMENDATION: The members of the Partnership Board are recommended to comment on the progress being made with the consultation on the Draft Transport Strategy.</p>	
13. Business Advisory Group	
<p>13.1 Daniel Ruiz highlighted that the Business Advisory Group (BAG) have met twice following the recent Partnership Board meeting. During each</p>	

<p>meeting the members have the opportunity to raise any challenges and opportunities businesses are facing.</p> <p>13.2 Daniel Ruiz also highlighted that a proposal is being drafted to bring together a wider business group.</p> <p>13.3 Vince Lucas highlighted the top challenges and opportunities that have been raised in the recent meetings:</p> <ul style="list-style-type: none"> • Heathrow Western Rail Access • Transport related Social exclusion • Entry exit system EU • Energy Strategy <p>13.4 Vince Lucas noted the discussions on the purpose of TfSE and the benefits of integration across our region and boundaries.</p> <p>13.5 The recommendation was agreed by the Partnership Board.</p> <p>RECOMMENDATION: The Members of the Partnership Board are recommended to note the recent work of the Business Advisory Group.</p>	
14. Advisory Panel and Transport Forum	
<p>14.1 Geoff French (GF) highlighted that the second in person forum took place on 18th November in Southampton. The forum discussed the emerging draft transport strategy and the next steps for TfSE.</p> <p>14.2 The next Transport Forum will take place 30th January and will have a focus on the draft transport strategy.</p> <p>14.3 The Advisory Panel recently met with a focus on the devolution white paper, the panel recognised the important role TfSE has with its collaborative working.</p> <p>14.4 The recommendation was agreed by the Partnership Board.</p> <p>RECOMMENDATION: The members of the Partnership Board are recommended to note the recent work of the Transport Forum and Advisory Panel.</p>	
15. Delivery of the Strategic Investment Plan	
<p>15.1 SV highlighted the scheme development work, noting that the 7 schemes approved for funding this year now underway, as well as TfSE's role managing the MRN / LLM programmes for the region and the support provided to scheme promoters through the recent Centre of Excellence seminars. TfSE also continues to play a key role in the development of RIS3, and dialogue continues with National Highways and DfT on that.</p> <p>15.2 SV highlighted the work of the analytical framework development, with a real focus on addressing gaps from our partners and adding value across the region. The data gathering for the regional travel survey has been completed, this is undergoing validation before we start analysis, we are</p>	

<p>also supplementing this with mobile network data. This data and insight once ready will be shared with all partners.</p> <p>15.3 SV also highlighted the development of our model which is progressing well. We are looking at how we can expand our capability and capacity. We have advertised a potential Masters dissertation project around the economic impact of transport resilience, and are considering how we can work with Universities to provide analysis and insight from the data we have captured.</p> <p>15.4 SV also noted that state of the region report data analysis is underway to update this with a view to publishing the second report later this year.</p> <p>15.5 Cllr Simon Curry highlighted the Strood Interchange feasibility study within the scheme development work which has been completed. As a result of this project, it has now been expanded to create an integrated transport hub.</p> <p>15.6 The recommendation was agreed by the Partnership Board.</p> <p>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.</p>	
16. Technical Programme Update	
<p>16.1 MV noted the updates with the work as part of the technical programme. MV highlighted in relation to the freight work the study to look at the potential to transfer freight to short sea shipping and a study looking at warehousing supply in the South East. MV noted we are aiming report on these pieces of work at the March Board meeting .</p> <p>16.2 MV also noted the intermodal rail freight study, which is currently ongoing, due to be completed March 2025 with the findings of this to be brought back to the Board at a later date. Cllr Sophie Cox asked if the public or businesses are being asked to contribute to the study. In response to this MV explained that it's a desktop study with a steering group. MV will contact Cllr Sophie cox following the meeting to identify whether specific business in her area could be involved with the study.</p> <p>16.3 The recommendations were agreed by the Partnership Board.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to: (1) Comment on the progress with the ongoing implementation of the Centre of Excellence; (2) Comment on the progress with the work to implement Transport for the South East's electric vehicle charging infrastructure strategy; (3) Comment on the progress with the delivery of the Future Mobility Strategy;</p>	

<p>(4) Comment on the progress with the delivery of the Regional Active Travel Strategy and Action plan;</p> <p>(5) Comment on the progress with the delivery of Freight, Logistics and Gateways strategy;</p> <p>(6) Comment on the work on rail; and,</p> <p>(7) Comment on the progress with work on decarbonisation.</p>	
17. Communications and Stakeholder Engagement update	
<p>17.1 James Boyes (JB) highlighted that we have hit 300 responses to the Transport Strategy Refresh consultation over the weekend. JB has contacted all of the comms contacts in the region, Medway and Portsmouth have responded and are sharing the consultation. JB explained the intention is to contact all comms leads in the region.</p> <p>17.2 JB updated on the MP activity to date and a recent event we attended last week; Future Transport Forum in Southampton where we promoted the consultation.</p> <p>17.3 JB also highlighted the plan for the INTS roadshow on 27th February, noting that invites have been sent.</p> <p>17.4 Cllr Matt Boughton asked to ensure that the consultation has also been shared with District and Borough comms teams too to ensure it is promoted amongst other key organisations.</p> <p>17.5 The recommendation was agreed by the Partnership Board.</p> <p>RECOMMENDATION: The members of the Partnership Board are recommended to note the engagement and communication activity that has been undertaken since the last Board meeting.</p>	
18. AOB	
<p>No matters were raised.</p>	
19. Date of Next Meeting	
<p>19.1 KG noted that the next meeting will take place Monday March 17th, 2pm in London with a venue to be confirmed.</p>	