

Shadow Partnership Board Members

Cllr Warren Morgan, Leader Brighton & Hove City Council	Cllr Michael Payne, Deputy Cabinet Member for Planning, Highways, Transport and Waste Kent County Council (Representing Cllr Paul Carter CBE)	Cllr David Hodge CBE, Leader Surrey County Council
Cllr Keith Glazier, Leader East Sussex County Council	Cllr Alan Jarrett, Leader Medway Council	Cllr Bob Lanzer, West Sussex County Council (Representing Cllr Louise Goldsmith)
Cllr Rob Humby, Executive Member for Environment and Transport Hampshire County Council	Cllr Tony Page, Deputy Leader Reading Borough Council (representing Berkshire Local Transport Body)	Steve Allen, Vice-Chair Coast to Capital LEP
Cllr Ian Ward, Cabinet Member for Infrastructure and Transport Isle of Wight Council	Cllr Jacqui Rayment, Cabinet Member for Environment and Transport and Deputy Leader Southampton City Council (representing Portsmouth and Southampton City Councils)	Dave Lees, Board Member Solent LEP

Apologies:

Cllr Paul Carter CBE, Leader, Kent County Council
Cllr Louise Goldsmith, Leader, West Sussex County Council
Geoff French CBE, Interim Chair, Transport Forum

Observers: Andy Rhind, Deputy Director, Regional Strategies: London and South Division, Department for Transport

Item	Action
1. Welcome and Apologies	
1.1 Rupert Clubb welcomed attendees to the inaugural meeting of the Transport for the South East (TfSE) Shadow Partnership Board and noted the apologies.	
1.2 Rupert explained that he would lead the meeting until the draft Constitution had been agreed and the Chair and Vice-Chair had been elected.	
2. Draft Constitution and Governance	
2.1 Philip Baker introduced the covering paper and thanked colleagues from across the Authorities for their support in the development of the paper and draft Constitution.	
2.2 Philip highlighted that during the shadow period, work will be undertaken to develop more formal proposals and, during this period, there is a degree of flexibility.	

- 2.3 It was noted that Portsmouth and Southampton City Councils have joint membership of the Shadow Board and one vote between them. The arrangement for amending the Constitution, should the partnership between the two Councils come to an end, was discussed: 75% of voting Shadow Board members would be required to agree the change. To ensure the Constitution of the formal Sub-National Transport Body (STB) reflects the wishes of all members, this matter will be discussed further and resolved before the STB is formally constituted.
- 2.4 The budgetary position for TfSE was discussed (specifically in relation to the contributions from member organisations) and it was agreed that a paper on the budget will be tabled at the next meeting of the Shadow Partnership Board. It was highlighted that approval of the budget by the Shadow Partnership Board requires the support of more than 75% of present, voting members to be carried and that an Intra-Authority Agreement will be entered into to govern the budgetary arrangements.
- 2.5 Cllr David Hodge nominated (seconded by Cllr Alan Jarrett) Cllr Keith Glazier to be the Chair of the Shadow Partnership Board. There were no additional nominations and the Board elected Cllr Keith Glazier as its Chair.
- 2.6 Cllr David Hodge nominated (seconded by Cllr Keith Glazier) Cllr Tony Page to be the Vice-Chair of the Shadow Partnership Board. There were no additional nominations and the Board elected Cllr Tony Page as its Vice-Chair.

Secretariat

The Shadow Partnership Board **agreed** to:

- i) Adopt the Constitution set out in Appendix 1;
- ii) Elect Cllr Keith Glazier as Chair and Cllr Tony Page as Vice-Chair for the period of one year;
- iii) The proposed governance structure as set out in the report; and
- iv) Appoint East Sussex County Council as the Lead Authority.

3. Co-opted Membership

- 3.1 Rupert Clubb introduced the item on co-opted membership to the Board.
- 3.2 Rupert outlined how the Board can co-opt people who are not elected Members of the Constituent Authorities and, where desired, can give the co-optees voting rights.
- 3.3 The Board discussed the recommendations set out in the paper and **agreed** that those additional members co-opted to the Board will be appointed for a period of one year. The Board will reconsider the status of co-opted members at the inaugural meeting of the TfSE and at the meeting scheduled nearest to the 12 month anniversary of the inaugural meeting, every year thereafter. The Board **agreed** to amend the Constitution accordingly.
- 3.4 It was clarified that the Transport Forum will bring together the voices of user groups, providers, etc to advise the Shadow Partnership Board and the Senior Officer Group.

Philip Baker

The members of the Shadow Partnership Board **agreed** to:

- 1. Co-opt to the Shadow Partnership Board:
 - I. The Chair of the Transport Forum
 - II. Two people nominated collectively by the Local Enterprise Partnerships
 - III. A person nominated by the National Parks and other protected landscape designations
 - IV. A person nominated by the District and Borough Authorities

<p>2. Allocate voting rights of one vote each to the two Local Enterprise Partnership representatives and the Chair of the Transport Forum</p> <p>3. Appoint Geoff French CBE as Interim Chair of the Transport Forum</p> <p>4. Amend the Constitution to reflect that those co-opted to the Shadow Partnership Board are appointed for a period of one year</p>	
<p>4. TfSE Background – presentation</p>	
<p>4.1 Rupert Clubb gave a brief overview of the background to TfSE. It was noted that there needs to be a clear economic focus and the Transport Strategy will need to ensure economic growth. Copies of the presentation provided are attached to these notes as Appendix 1.</p> <p>4.2 The Shadow Partnership Board recognised the importance of collaboration and welcomed the creation of TfSE.</p>	<p>Secretariat</p>
<p>5. Approach to developing the Transport Strategy</p>	
<p>5.1 The Board discussed the emerging vision, strategic priorities and methodology for the Transport Strategy for TfSE, including:</p> <ul style="list-style-type: none"> • How the vision and priorities need to be as ambitious as possible with a focus on ensuring that interventions are transformative; • The focus of TfSE needs to be on ensuring there is strategic added value (focusing beyond individual Local Authority areas); • Understanding the extent of the role that TfSE can play with rail and support for the creation of Rail South; • Consider the opportunities for ferries within the Transport Strategy; • How walking, cycling and air quality can factor into TfSE priorities; • Business will be looking to TfSE to deliver a transformational vision. Strategic Economic Plans are currently being reviewed and will offer an opportunity to align strategic and operational issues; and • The need for the Transport Strategy to use robust evidence to make the case for how activity/interventions will drive economic growth. <p>5.2 The Board agreed that a workshop will be organised as soon as possible to explore further the priorities and vision for the TfSE Transport Strategy.</p> <p>5.3 Rupert Clubb confirmed that the Topic Papers (circulated with the paper for this agenda item) include more detail on each of the issues, including freight and rail.</p> <p>5.4 The Board agreed that it would exploit the opportunity of the Mayor of London’s consultation on the Transport Strategy for London to provide the collective views/input from TfSE.</p> <p>The Shadow Partnership Board agreed to:</p> <ul style="list-style-type: none"> v) hold a workshop in July 2017 to review the vision and strategic priorities, ensuring they are ambitious and transformational; vi) utilise the outcome of the workshop to inform the development of a specification and associated methodology; and vii) consider a response to the Mayor of London’s Transport Strategy for London. 	<p>Secretariat</p> <p>Senior Officer Group</p>

<p>6. Communications and Engagement</p>	
<p>6.1 Warwick Smith presented the Communications and Engagement paper and proposed Communications Plan. The Plan has been developed through the Communications Working Group.</p> <p>6.2 Following the meeting, it was proposed that there should be a press release. This will be circulated to Shadow Board members for comment, prior to being sent to all press teams for issue. The press release is intended to signal intent to residents and Government.</p> <p>6.3 The Board also agreed to issue a letter, through the Local Authority Leaders, to all MPs in the TfSE area. The letter will contain simple messages to show the intent of TfSE and to set out the work undertaken to date.</p> <p>6.4 The LEP representatives signaled the importance of communicating with the business community. This will be the same messages and LEPs can play an important role in this.</p> <p>The Shadow Partnership Board agreed to:</p> <ul style="list-style-type: none"> i) Approve the proposed Communication and Engagement Plan as a whole, including its suggested arrangements for publicity and stakeholder management; ii) Approve the proposed corporate visual identity for TfSE; and iii) Approve the proposed initial TfSE website, to be activated following the meeting of the Shadow Partnership Board. 	<p>Communication Working Group</p>
<p>7. Road Investment Strategy 2</p>	
<p>7.1 Rupert Clubb introduced the paper on Roads Investment Strategy 2 (RIS2). All STBs have been asked to submit their priorities to the Department for Transport (DfT) for consideration in the development of the RIS2. TfSE has been asked to identify the top 12 strategic schemes for investment during the 2020-2025 period. The Board broadly welcomed the request from DfT as it recognises TfSE as a STB and offers the opportunity to influence national investment decisions.</p> <p>7.2 The 12 priorities have been identified following a prioritisation process and largely reflect the existing priorities from across the area.</p> <p>7.3 Following a discussion about the priority schemes, it was agreed to add the following to the list:</p> <ul style="list-style-type: none"> • M2 Junction 7 Brenley Corner, Kent; • Dualling of the A2 from Lydden to Dover, Kent; • A21 Kippings Cross to Lamberhurst, Kent; and • A21 Flimwell and Hurst Green Bypasses, Kent. <p>7.4 In response to questions about the timing of the preparation of the list of priority schemes (particularly the short turnaround for submission of responses to the DfT and the sufficiency of engagement with businesses), It was confirmed that this is the first stage in a longer process and the list will be used by DfT to help inform a consultation on the priorities later in the year. It was also highlighted that businesses have been engaged through the development of Local Transport Plans. The response from TfSE to DfT will include a number of caveats indicating that the priorities may be updated as the Transport Strategy develops.</p> <p>The Shadow Partnership Board agreed to:</p> <ul style="list-style-type: none"> i) Submit the proposed schemes to the DfT, with the additional M2, A2 and A21 schemes, as the initial priority schemes in the South East for inclusion in RIS 2. The submission will be accompanied by a number of caveats highlighting 	<p>Senior Officer Group</p> <p>Senior Officer Group</p>

<p>that the TfSE priorities may be revised as the Transport Strategy is developed and as further information becomes available through the forthcoming consultation.</p>	
<p>8. AOB</p>	
<p>8.1 Cllr Keith Glazier thanked members of the Shadow Partnership Board and their teams for their support.</p>	
<p>8.2 Dates for future meetings of the Shadow Partnership Board will be circulated following the meeting.</p>	

In Attendance:

Secretariat

Rupert Clubb	Director of Communities, Economy and Transport	East Sussex County Council
Mark Valleley	Communities, Economy and Transport	East Sussex County Council
Rachel Ford	Economic Growth	Surrey County Council

Additional Attendees

Philip Baker	Assistant Chief Executive	East Sussex County Council
Warwick Smith	Head of Communications and Marketing	East Sussex County Council
Barbara Cooper	Corporate Director Growth, Environment and Transport	Kent County Council
Joe Ratcliffe	Transport Strategy Manager	Kent County Council
Ruth Du-Lieu	Assistant Director Frontline Services	Medway Council
Kevin Lloyd	Head of Economic Growth	Surrey County Council
Mark Prior	Assistant Director, City Transport	Brighton & Hove City Council
Matt Davey	Director of Highways and Transport	West Sussex County Council
Alan Cufley	Director of Transport, Environment and Business Support	Portsmouth City Council
Keith Willcox	Assistant Director – Transport	Hampshire County Council
Richard Tyndall	Business Consultant	Berkshire Local Transport Body / Berkshire Thames Valley LEP
Jonathan Sharrock	Chief Executive	Coast to Capital LEP
Stuart Baker	Head of Local Growth	Solent LEP