

**TfSE Shadow Partnership Board
11 December 2019
Minutes**

Shadow Partnership Board Members		
Cllr Keith Glazier Leader East Sussex County Council	Cllr Michael Payne, Cabinet Member for Highways and Transport Kent County Council (Representing Cllr Roger Gough)	Cllr Roger Elkins, Cabinet Member for Highways and Infrastructure West Sussex County Council
Cllr Anne Pissaridou Chair of the Environment, Transport & Sustainability Committee Brighton & Hove City Council	Cllr Lynne Stagg Cabinet Member for Environment and Transport Portsmouth City Council	Cllr Tony Page, Deputy Leader Reading Borough Council (representing Berkshire Local Transport Body)
Martin Harris (representing LEPs) Coast 2 Capital LEP	Margaret Paren, Chair, South Downs National Park (Representing protected landscapes)	Geoff French CBE Interim Chair Transport Forum
Cllr Rob Humby, Deputy Leader, Hampshire County Council	Cllr Colin Kemp, Deputy Leader, Surrey County Council	Cllr Rupert Turpin, Portfolio Holder for Business Management, Medway Council
James Waight, Head of Strategic Planning (Wessex Route), Network Rail	Nikki Nelson Smith, Regional Network Strategy (South), Highways England	

Apologies:

Ross McNally, Enterprise M3 LEP (jointly representing our five LEPs)
Cllr Alan Jarrett, Leader, Medway Council
Cllr Ian Ward, Cabinet Member for Infrastructure and Transport, Isle of Wight Council
Cllr Jacqui Rayment, Cabinet Member for Place and Transport, Southampton City Council
Cllr Daniel Humphreys, Leader of Worthing Council, Adur & Worthing Councils
Cllr David Monk, Leader, Folkestone & Hythe District Council

Observers:

Nikki Nelson Smith, Regional Network Strategy (South), Highways England

Item	Action
1. Welcome and Apologies	
1.1 Cllr Keith Glazier welcomed Shadow Partnership Board members to the meeting and noted apologies.	
2. Notes from Previous Meeting	
2.1 The notes of the previous meeting were agreed. 2.2 Cllr Glazier informed members that an actions tracker has now been produced by TfSE in order to capture actions from all future SPB meetings.	
3. Lead Officer's Report	
3.1 Rupert Clubb (RC) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper. 3.2 RC informed Board members that the 7 sub-national transport bodies in England are working closely together to bring a unified national voice. The Lead Officer from TfSE chairs quarterly meetings between the STBs. 3.3 Board members were reminded that the public consultation on the TfSE draft Transport Strategy will close on Friday 10 January 2020. 3.4 Board members thanked RC and TfSE Officers on the high level of work that has been completed to date. 3.5 The recommendations were agreed by all Shadow Partnership Board members. <i>RECOMMENDATIONS:</i> The members of the Shadow Partnership Board are recommended to note the activities of Transport for the South East in September to December 2019.	
4. Proposal to Government	
4.1 Rupert Clubb introduced this item and guided the Shadow Partnership Board members through the key parts of the paper. 4.2 RC explained to members that a total of 99 consultation responses were received from a wide range of stakeholders. Overall comments from respondents showed a high level of support for the need of a STB across the region. 4.3 RC reiterated the importance of the support and engagement that TfSE has received from George Freeman MP in recent months. In October, George Freeman MP attended the draft Transport Strategy launch event and the TfSE Parliamentary Reception.	

<p>4.4 Board members discussed the most suitable plan of action for TfSE to submit the Proposal to Government. It was agreed that the Proposal should be submitted at the same time as the final Transport Strategy is completed. Furthermore, Board members agreed that final documentation should be submitted and signed off by the Board prior to a submission to Government.</p> <p>4.5 Board members raised concerns around the apparent lack of joined-up thinking between transport planning and spatial planning within the Department for Transport and other government departments. It was agreed that TfSE should support the need for a more joined-up approach across departments.</p> <p>4.6 Board members highlighted the importance that transport infrastructure should have when considering plans to increase housing development. It was agreed that TfSE should engage with the Housing Minister, as well as the Transport Minister, to improve connectivity between transport planning and land use planning.</p> <p>4.7 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note recent discussions and feedback from the Department for Transport; (2) Agree that the draft proposal should be finalised for submission to Government in April 2020; and (3) Ask constituent authorities to provide their formal consent to the proposal in advance of the April 2020 meeting of the Shadow Partnership Board. 	
<p>5. Governance</p>	
<p>5.1 Cllr Page introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>5.2 Cllr Page explained to members that the TfSE Governance Sub-Group has now met on two occasions, the last meeting taking place on 18 November 2019.</p> <p>5.3 Board members agreed that the Governance Sub-Group should meet again in January 2020 to discuss the outcome of the General Election and next steps for TfSE in submitting the Proposal to Government document.</p> <p>5.4 Board members also discussed the potential for holding an additional Board meeting before the next scheduled meeting in April 2020. It was</p>	

<p>agreed that an extraordinary Board meeting should be organised for February 2020. This would allow discussions to begin earlier around TfSE's submission of the Proposal to Government and its alignment with the final Transport Strategy.</p>	
<p>5.5 Action: TfSE to organise an extraordinary Shadow Partnership Board meeting for February 2020.</p>	TfSE Secretariat
<p>5.6 Board members discussed the proposals for the creation of a Governance and Audit Committee and a Scrutiny Committee to support TfSE as it moves towards becoming a statutory body. In addition to this, it was agreed that the proposed policies and procedures would be formally adopted.</p>	
<p>5.7 Action: TfSE to issue register of interest forms to all Board members to complete for inclusion on the TfSE website.</p>	TfSE Secretariat
<p>5.8 Board members noted that preparatory work will be needed to prepare TfSE for possible statutory status, including consideration of the possible operational models and structures. It was agreed that the remit of the member sub-group will be expanded to include this piece of work. A report will be made to the Shadow Partnership Board in July 2020.</p>	
<p>5.9 The recommendations were agreed by all Shadow Partnership Board members.</p>	
<p><i>RECOMMENDATIONS:</i></p>	
<p>The members of the Shadow Partnership Board are recommended to:</p>	
<p>(1) Note the progress of the governance review, which has been led by the member sub-group;</p>	
<p>(2) Note the progress on the draft constitution for the statutory body;</p>	
<p>(3) Discuss the possibility of holding an Extraordinary Shadow Partnership Board meeting in February 2020 to discuss the Proposal to Government submission;</p>	
<p>(4) Agree the proposed approach for the scrutiny and audit and governance committees, to be implemented once TfSE has obtained statutory status;</p>	
<p>(5) Agree the proposed approach for the policies and procedures that TfSE will adopt and that these should be implemented whilst in shadow operation; and</p>	
<p>(6) Agree that the remit of the member sub-group should be expanded to consider the organisational model that TfSE should adopt upon securing statutory status.</p>	

6. Transport Strategy Development	
<p>6.1 Rob Dickin (RD) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>6.2 RD reminded members that a public consultation on the draft Transport Strategy is currently underway. Once the consultation closes, responses from stakeholders will be analysed and required changes to the draft Transport Strategy and Integrated Sustainability Appraisal will be identified. A report on this public consultation will be presented at the next Shadow Partnership Board meeting in April 2020.</p> <p>6.3 RD confirmed that the final version of the TfSE Transport Strategy document will be presented to members for sign off at the April 2020 Board meeting.</p> <p>6.4 Martin Harris confirmed that he is pleased to see that a strong working relationship has been built between Transport for the South East and the LEPs.</p> <p>6.5 RD updated members on the work being carried out in relation to the area studies procurement. Members were reminded that at the last Board meeting, TfSE were authorised to begin the procurement process for undertaking five area studies across the region. These area studies will consist of three radial studies and two orbital studies. RD informed members that a priority for TfSE is to ensure that carbon reduction is embedded into the area studies.</p> <p>6.6 On completion of the area studies, TfSE will begin to develop a Strategic Investment Plan which will set out the transport infrastructure investment required across the South East up to 2050.</p> <p>6.7 RD gave a brief update on the latest work being carried out on the thematic studies. Following on from Board approval for TfSE to develop a Future Mobility Strategy and Freight Strategy, TfSE have held three future mobility workshops with key stakeholders. The purpose of these workshops was to support the development of a draft of a brief for the future mobility strategy.</p> <p>6.8 RD confirmed that three potential suppliers have been approached to provide a quote for scoping work on the future TfSE Freight Strategy. Similar to the future mobility work, the freight scoping task will consist of a series of workshops that will help prepare a draft brief for the Freight Strategy.</p> <p>6.9 The recommendations were agreed by all Shadow Partnership Board members.</p> <p>RECOMMENDATIONS: The members of the Shadow Partnership Board are recommended to: (1) Note the progress on the draft Transport Strategy public consultation;</p>	

<p>(2) Note the progress on the procurement process to secure professional services to undertake the five area studies and Strategic Investment Plan (SIP);</p> <p>(3) Note the progress on the scoping work for the Future Mobility Strategy and the Freight Strategy; and</p> <p>(4) Agree to commence the procurement activity for the Future Mobility Strategy and the Freight Strategy following completion of scoping work</p>	
<p>7. MRN & LLM Update</p>	
<p>7.1 Sarah Valentine (SV) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>7.2 SV reminded Board members that STBs have been tasked with providing advice to the Department for Transport on the priority MRN and LLM schemes in their regions. These schemes will be considered for funding in the period 2020 – 2025.</p> <p>7.3 Since TfSE submitted its top priority MRN and LLM schemes to Government earlier this year, DfT have been assessing the scheme business cases and have provided helpful feedback to scheme promoters. Scheme promoters have been tasked with responding to DfT’s feedback on their respective schemes by 5 December 2019. SV informed members that all authorities have been efficient in providing information to the DfT in a timely manner.</p> <p>7.4 SV explained that three key themes are worth noting from the DfT feedback. These themes are applicable to all schemes and should be considered by all constituent authorities throughout scheme development.</p> <ul style="list-style-type: none"> - Scheme promoters should ensure that appropriate cycling and walking measures are incorporated into their scheme. - DfT expect to see consideration for public transport measures, specifically bus priority measures to feature in business cases. - DfT still expects Local Authorities to contribute a minimum of 15% towards the total cost of their scheme. <p>7.5 A number of announcements have been made on schemes across the country, including two pre-SOBC schemes within the TfSE area. Both the A28 Birchington, Acol and Westgate on Sea Relief Road (Kent CC MRN scheme) and the West Quay Road Realignment (Southampton CC LLM scheme) were approved to progress to SOBC stage. SV informed members that these two schemes were identified as the TfSE top priority MRN pre-SOBC and LLM pre-SOBC schemes respectively in our submission to Government.</p> <p>7.6 Cllr Glazier praised TfSE for the impressive work that has been carried out to date. Cllr Glazier reiterated the importance of celebrating the meaningful work TfSE have carried out on MRN and LLM schemes.</p>	

<p>7.7 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>The members of the Shadow Partnership Board are recommended to note the progress with the Major Road Network (MRN) and Large Local Major (LLM) schemes in the TfSE area.</p>	
<p>8. Finance</p>	
<p>8.1 Rachel Ford (RF) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper. It was confirmed that the finance paper has been officially signed off by the East Sussex County Council Finance Team.</p> <p>8.2 Appendix 1 of the paper was highlighted to Board members. The appendix provided information on the current spend against the TfSE budget, plus the forecast of expenditure to the end of the current financial year.</p> <p>8.3 RF explained that TfSE has been working closely with the DfT to secure funding for the next financial year. To date, TfSE have been receiving positive feedback from the DfT on this topic and will have a more informative update at the next Shadow Partnership Board meeting.</p> <p>8.4 RF informed members that the DfT wishes to see funding contributions from local authorities continue into the next financial year. It has been suggested that funding contributions from authorities remain at the same values as the 2019/20 financial year. RF expressed her thanks on behalf of TfSE for the local contributions received to date.</p> <p>8.5 In terms of the 2020/21 proposed budget, RF explained that TfSE has based the estimates on a £1m grant contribution from DfT. RC reiterated that this figure is a rough estimate based on dialogue with the Department for Transport so far. The final budget for 2020/21/ will be confirmed at the next Shadow Partnership Board meeting.</p> <p>8.6 RF confirmed that in the current financial year, TfSE have not incurred any costs as part of the bid for statutory status. However, once the Board confirms they are content with TfSE submitting the Proposal to Government documentation, additional work will need to be completed in order to consider various options for a future TfSE operational model.</p> <p>8.7 Board members agreed that TfSE should speak to the LEPs from the region and note the lessons they learnt from the process of establishing as a company. RF confirmed that TfSE would be keen to also speak with Transport for the North regarding this topic.</p> <p>8.8 RF informed the Board that TfSE will be producing an Annual Report</p>	

<p>for 2019/20, plus a 2020/21 Business Plan document. Finalised Annual Report and Business Plan documents will be presented to the Board for sign off at the April 2020 Shadow Partnership Board meeting.</p> <p>8.9 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The Shadow Partnership Board is recommended to:</p> <p>(1) Note the current budget position for 2019/20 as at the end of November 2019;</p> <p>(2) Note the Department of Transport position on grant funding for 2020/21;</p> <p>(3) Agree to set a local contribution, subject to individual constituent authority budget setting, of £58k for county authorities and £30k for individual unitary authorities for the 2020/21 financial year;</p> <p>(4) Agree the outline budget for 2020/21 financial year;</p> <p>(5) Delegate authority to the Lead Officer to recruit an additional technical post funded through DfT grant funding; and</p> <p>(6) Note the outline Annual Report for 2019/20 and the draft Business Plan for 2020/21.</p>	
9. Communications & Stakeholder Engagement	
<p>9.1 Russell Spink (RC) and Jasmin Barnicoat (JB) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>9.2 RS provided Board members with an update on the ‘Connecting the South East’ draft Transport Strategy launch event that took place on Thursday 10 October at Farnborough International. Over 200 stakeholders attended the event from across both the public and private sector. Transport Minister George Freeman MP provided the keynote speech at the event, highlighting the significant synergies between the TfSE draft Transport Strategy and the Government’s objectives around decarbonisation, disconnection and digitalisation.</p> <p>9.3 In addition to the launch event, TfSE organised five regional stakeholder engagement events that also took place in October. These events were organised in partnership with local authorities and LEPs to support the ongoing Transport Strategy public consultation. In total, 382 people attended the events that had taken place in October with feedback being overwhelmingly positive. RS took the opportunity to thank constituent authorities and LEPs for their support in delivering these stakeholder events.</p> <p>9.4 JB updated Board members on the Parliamentary reception which took place on Tuesday 15 October. The event, hosted by Huw Merriman</p>	

<p>MP, provided TfSE Board members with a valuable opportunity to engage with MPs from across the region.</p> <p>9.5 TfSE attended Highways UK for the second consecutive year in November. The focus of attending the event was to further promote the TfSE draft Transport Strategy and the future work programme of TfSE. JB took the opportunity to thank Cllr Glazier and Cllr Kemp for supporting TfSE at the Highways UK event.</p> <p>9.6 Board members praised TfSE for the work that has been carried out to date around communications and stakeholder engagement on the draft Transport Strategy consultation. Cllr Glazier wanted to also thank TfSE for reaching out and engaging with the universities from across the region.</p> <p>9.7 Board members discussed the need for improving engagement with Boroughs and Districts from across the TfSE region. It was agreed that improving stakeholder engagement with Boroughs and Districts should remain high on the TfSE agenda.</p> <p>9.8 Board members requested that TfSE informs the constituent authorities if contact is made with MPs and large businesses from their respective area.</p> <p>9.9 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Shadow Partnership Board are recommended to:</p> <p>(1) Note the high level of engagement and communication activity that has been undertaken in the past 3 months; and</p> <p>(2) Note the proposed outline for post-election political engagement activity.</p>	
<p>10. Transport Forum Update</p>	
<p>10.1 Geoff French (GF) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>10.2 GF explained that the Forum had the opportunity to discuss and share their views on the draft Transport Strategy and consultation question. The Forum also shared their thoughts on what they think should be included in future area studies and asked for the board to consider these.</p> <p>10.3 The Forum also identified topics for the future work programme and they wanted to emphasise to the board how important they feel the links are between planning and transport. They believe these relationships need to be strengthened.</p> <p>10.4 GF outlined Forum sub-group's recommendations and the actions</p>	

<p>taken to date, which have included expanding the membership of the Forum to include environmental groups, user groups and health.</p> <p>10.5 The next TfSE Transport Forum meeting will be held on Tuesday 31 March 2020. Venue to be confirmed.</p> <p>10.6 The recommendations were agreed by all Shadow Partnership Board members.</p> <p>RECOMMENDATIONS: The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the recent meeting of the Transport Forum; (2) Note and consider the comments received on the Transport Strategy and future area studies; (3) Note and consider the suggestions and proposed future programme of the Transport Forum; and (4) Review and agree the recommendations and action taken to date for the operation of the Transport Forum. 	
11. Consultation Responses	
<p>11.1 Rupert Clubb introduced this item and guided the Shadow Partnership Board members through the key parts of the paper. RC explained to members that TfSE have submitted two officer level responses to public consultations since the September Shadow Partnership Board meeting.</p> <ul style="list-style-type: none"> - Coast to Capital's Local Industrial Strategy Draft Economic Profile - Highways England's A27 Arundel Bypass Further Consultation <p>11.2 Cllr Payne raised concerns around the lack of detail in TfSE's response to Coast to Capital's LIS consultation. RC explained that the response focuses on the importance of ensuring that the Coast to Capital LIS document should align with TfSE's Transport Strategy.</p> <p>11.3 The recommendations were agreed by all Shadow Partnership Board members.</p> <p>RECOMMENDATIONS: The members of the Shadow Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Endorse the draft letter of support for Coast to Capital's Local Industrial Strategy Draft Economic Profile consultation; and (2) Endorse the draft response to the Highways England A27 Arundel Bypass further consultation. 	

12. AOB	
<p>12.1 Following a brief discussion, it was agreed that future TfSE meetings will continue to take place around the Gatwick and Crawley area.</p> <p>12.2 KG thanked members for their continued support from across the whole TfSE region.</p>	
13. Date of Next Meeting	
<p>13.1 The next Shadow Partnership Board meeting will take place on Thursday 23 April 2020 at the Hilton Hotel, Gatwick Airport.</p> <p>13.2 An extraordinary Shadow Partnership Board meeting will take place on Wednesday 26 February 2020 at the Hilton Hotel, Gatwick Airport.</p>	