

**Transport for the South East
Extraordinary Shadow Partnership Board**

The venue location is:
The Hilton Hotel,
Gatwick Airport - South Terminal

Agenda

26 February 2020, 10:00 – 13:00

Hilton London Gatwick Airport, Gatwick Airport – South Terminal, Gatwick, RH6 0LL

Shadow Partnership Board Members

Cllr Keith Glazier, Leader, East Sussex County Council	Cllr Michael Payne, Cabinet Member for Highways and Transport, Kent County Council	Cllr Tony Page, Deputy Leader, Reading Borough Council (representing Berkshire Local Transport Body)
Cllr Rob Humby, Executive Member for Environment and Transport, Hampshire County Council	Cllr Jacqui Rayment, Cabinet Member for Environment and Transport and Deputy Leader, Southampton City Council	Cllr Ian Ward, Cabinet Member for Infrastructure and Transport, Isle of Wight Council
Cllr Anne Pissaridou, Chair of the Environment, Transport & Sustainability Committee, Brighton & Hove City Council	Cllr Lynne Stagg, Cabinet Member for Traffic & Transportation, Portsmouth City Council	Cllr Colin Kemp, Deputy Leader, Surrey County Council
Cllr Roger Elkins, Cabinet Member for Highways and Infrastructure, West Sussex County Council	Cllr Rupert Turpin, Portfolio Holder for Business Management, Medway Council	Geoff French, Interim Chair, TfSE Transport Forum
Martin Harris, Coast to Capital LEP	Margaret Paren, Chair, South Downs National Park (representing protected landscapes)	Ross McNally, Enterprise M3 LEP
Cllr David Monk, Leader, Folkestone & Hythe District Council	Cllr Daniel Humphreys, Leader of Worthing Council, Adur & Worthing Councils	Liz Garlinge, Network Planning Director, Highways England
Alex Williams, Director of City Planning, Transport for London		

Apologies:

Cllr Anne Pissaridou, Chair of the Environment, Transport & Sustainability Committee,
Brighton & Hove City Council;
Liz Garlinge, Network Planning Director, Highways England;
Cllr Jacqui Rayment, Cabinet Member for Environment and Transport and Deputy Leader,
Southampton City Council

Item		Who
1	Welcome and Apologies	Cllr Keith Glazier
2	Public Participation in Meetings – see Paper 1	Rachel Ford
3	Initial Report on Transport Strategy Public Consultation	Lucy Dixon-Thompson / Mark Valleley
4	Finance – see Paper 2	Rachel Ford
5	AOB <ul style="list-style-type: none"> • Dates of future Board meetings 	All

Officers in Attendance

Secretariat

Rupert Clubb	Lead Officer	Transport for the South East
Mark Valleley	Technical Manager	Transport for the South East
Rachel Ford	Programme Manager	Transport for the South East
Rob Dickin	Transport Strategy Manager	Transport for the South East
Sarah Valentine	Transport Strategy Manager	Transport for the South East
Benn White	Project Officer	Transport for the South East
Russell Spink	Communications Manager	Transport for the South East
Lucy Dixon-Thompson	Stakeholder & Engagement Manager	Transport for the South East
Jasmin Barnicoat	Executive Officer	Transport for the South East

Additional Attendees

Joseph Ratcliffe	Transport Strategy Manager	Kent County Council
Ruth Du-Lieu	Assistant Director Frontline Services	Medway Council
Mark Prior	Assistant Director, City Transport	Brighton and Hove City Council
Matt Davey	Director of Highways and Transport	West Sussex County Council
Tristan Samuels	Director of Regeneration	Portsmouth City Council
Wendy Perera	Assistant Chief Executive and Director of Strategy	Isle of Wight Council
Keith Willcox	Assistant Director – Transport	Hampshire County Council
Bill Hicks	Head of Infrastructure	Berkshire Local Transport Body / Berkshire Thames Valley LEP
Jonathan Sharrock	Chief Executive	Coast to Capital LEP
Pete Boustred	Strategic Transport Manager	Southampton City Council
Ruth Harper	Deputy Director - London, South, East and Housing, Regions, Cities and Devolution Directorate	DfT

Report to: **Shadow Partnership Board –Transport for the South East**

Date of meeting: **26 February 2020**

By: **Lead Officer, Transport for the South East**

Title: **Public Attendance and Participation in Meetings**

Purpose: **To agree the processes and procedures for public attendance at Shadow Partnership Board meetings**

RECOMMENDATIONS:

The Shadow Partnership Board is recommended to:

- (1) Note the arrangements for public attendance at meetings of the Shadow Partnership Board; and**
 - (2) Agree the proposed approach to public participation at meetings of the Shadow Partnership Board.**
-

1. Background

1.1 Transport for the South East (TfSE) was established as a shadow sub-national transport body in June 2017. Meetings of the Shadow Partnership Board are public meetings and therefore open to attendance from members of the public.

1.2 The constitution for TfSE as a shadow body does not include any provisions for public participation at meetings. As the Transport Strategy progresses there is likely to be increased interest in attending meetings of the Shadow Partnership Board and it is appropriate to put in place a procedure for dealing with public attendance and participation.

2. Public Attendance at Meetings

2.1 Transport for the South East (TfSE) operates in a manner that promotes and encourages transparency in its operations. As the Transport Strategy progresses there is likely to be increased interest in attending meetings.

2.2 TfSE welcomes public interest in its business. Meetings of the Shadow Partnership Board are public meetings. Details of the meetings will be made available on the TfSE website and papers will be published 5 working days in advance of the meeting.

2.3 Public attendance is subject to the Local Government Access to Information rules, which permit the board, when considering an item of business on the agenda, to exclude the press and public in circumstances where there is the likelihood of the release of exempt information (e.g. commercially sensitive information) as defined under the Local Government Act 1972.

2.4 Members of the public may use social media including Facebook, Twitter and blogs to report on proceedings of the meeting. Anyone wishing to film part of or all of

the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so. As a matter of courtesy, anyone wishing to film proceedings will need to advise the Secretariat Officer in attendance so that those present may be made aware.

2.5 Members of the public will be treated with respect and courtesy when attending meetings of the TfSE Shadow Partnership Board. It is expected that members of the public listen to the proceedings and respect the views and discussion of the Shadow Partnership Board members.

2.6 TfSE will ensure that there is space at meetings for public seating, however due to constraints in the size of the rooms used this will be limited and made available on a 'first come, first served' basis. TfSE will consider security measures in instances where we are aware that there are likely to be large number of public attendees.

3. Public Participation at Shadow Partnership Board Meetings

3.1 It is proposed that, whilst operating in shadow form, members of the public will have the opportunity to make a statement at formal meetings of the TfSE Shadow Partnership Board. Statements must relate to the remit of the TfSE.

3.2 Formal statements must be submitted five clear working days in advance of the meeting date and the TfSE Chair and secretariat will consider whether the statement is relevant to the meeting. A member of the public who has submitted a statement will be allowed to make oral representations at the meeting to introduce their statement. Statements will be no longer than three minutes each and there will be up to 15 minutes at the start of every agenda allocated to this. In the event of more than five applications the time permitted per statement shall be reduced accordingly.

3.3 The Secretariat will respond to the member of the public in advance of the relevant meeting to confirm whether the representation is relevant or not to the meeting.

3.4 Where statements are received, but are not considered to be relevant to the board the relevant Local Authority officer shall be identified by the Accountable Body and the representation forwarded to the relevant authority to respond

3.5 The proposed procedure is attached at Appendix 1. The procedure will be implemented from the April 2020 meeting of the Shadow Partnership Board and these arrangements will be reviewed once TfSE gains statutory status.

RUPERT CLUBB
Lead Officer
Transport for the South East

Contact Officer: Rachel Ford
Tel. No. 07763 579818
Email: rachel.ford@eastsussex.gov.uk

Appendix 1: Procedure for public participation at Transport for the South East Shadow Partnership Board Meetings

Can I attend a meeting?

Formal meetings of the Transport for the South East (TfSE) Shadow Partnership Board are open to the public who may attend to observe and may participate. Public attendance is subject to the Local Government Access to Information rules, which permit the board, when considering an item of business on the agenda, to exclude the press and public in circumstances where there is the likelihood of the release of exempt information (e.g. commercially sensitive information) as defined under the Local Government Act 1972.

Members of the public may use social media including Facebook, Twitter and blogs to report on proceedings of the meeting. Anyone wishing to film part of or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so. As a matter of courtesy, anyone wishing to film proceedings will need to advise the Secretariat Officer in attendance so that those present may be made aware.

Members of the public will be treated with respect and courtesy when attending meetings of the TfSE Shadow Partnership Board. They will be listened to and everyone who has registered will be able to be speak on the subject raised in their written statement without interruption.

It is expected that members of the public listen to the proceedings and respect the views and experiences of other people contributing.

Public Participation

Members of the public who wish to raise an issue at the Shadow Partnership Board are required to submit a statement at formal meetings of the Shadow Partnership Board. Statements must relate to the remit of TfSE.

Are there any restrictions on the statement that can be made?

A statement can be refused if the statement:

- is largely the same as one made in the last six months;
- is defamatory, frivolous or offensive;
- will require the disclosure of confidential or exempt information; or
- is already subject to separate appeal, adjudication, litigation, mediation or dispute resolution.

The Chair may disallow or terminate any public participation which discloses confidential or exempt information or is inappropriate, abusive, indecent, discriminatory, frivolous, irrelevant or otherwise unacceptable.

A member of the public may only submit a single statement at any meeting of the TfSE Shadow Partnership Board. If more than one statement is received, then only the first statement will be accepted.

You may not be able to make a statement at a special meeting of the Shadow Partnership Board as these meetings are called to discuss either a single matter or time sensitive matters and are held in addition to ordinary meetings.

How do I submit my statement?

Formal statements must be submitted in writing (by letter or email) before 12 noon on the fifth working day before the date of the meeting (i.e. if the meeting is on a Friday then the submission must be made by the preceding Friday, taking into account any Bank Holidays). The contact details for the Secretariat are available online (<https://transportforthesoutheast.org.uk/>)

Where you submit a statement relating to a report on an agenda for a meeting and that report is not available by this time you may nonetheless be entitled to make a statement in certain circumstances.

The Secretariat will respond to the member of the public at least three working days in advance of the relevant meeting to confirm:

- a) whether the representation is relevant or not to the meeting; and
- b) the allocated time for the statement.

Where statements are received, but are not considered to be relevant to the board the relevant Local Authority officer shall be identified by the secretariat and the representation forwarded to the relevant authority to respond.

All statements will be listed in the order received and will be circulated to everyone at the meeting.

When a statement is submitted it would be beneficial if a telephone number could also be supplied. This will enable the Secretariat to make contact with the member of the public should any clarification regarding the statement be necessary.

Can I speak at the meeting?

A member of the public who has submitted a statement will be allowed to make oral representations at the meeting to introduce their statement. Only one speaker will be permitted to speak on behalf of an organisation.

Representations will be limited to three minutes. While your views and comments may be acknowledged by the Chair of the meeting, you will not receive detailed 'answers' to any points included in your statement.

On arrival and before the start of the meeting speakers should register with the TfSE Secretariat.

The Chair will invite the speaker formally to put the statement to the meeting.

If a member of the public interrupts a meeting or otherwise behaves irregularly, improperly or offensively, the Chair may request that he leave the room or order that he is removed. In the event of a general disturbance, the Chair may suspend the meeting or direct that the public be excluded from it. No one so removed or excluded will be permitted to return to the meeting.

How much time is allowed for public participation?

A maximum of 15 minutes in total is allowed at the start of each meeting for public participation. If your statement cannot be dealt with in that time then you will be sent an acknowledgement by letter or email after the Board meeting. The Chair has the discretion to extend the period allowed for public participation in exceptional circumstances.

If I submit a statement do I have to attend the meeting?

No you do not have to attend the meeting if you submit a statement. If you cannot attend the meeting, your statement will be published online at <https://transportforthesoutheast.org.uk/> with the minutes of the meeting together with your name.

Is there a limit on the length of any statement?

Your statement should be no more than one side of A4. A further two pages of supplementary information is permitted – these can include photographs, graphs, statistics, etc. Supplementary information must be submitted alongside the written statement.

How will I know what is on the agenda for a meeting?

Agendas are normally published one week in advance of the meeting and are available online at <https://transportforthesoutheast.org.uk/>

Report to: **Shadow Partnership Board –Transport for the South East**

Date of meeting: **26 February 2020**

By: **Lead Officer, Transport for the South East**

Title: **Financial update for 2019/20**

Purpose: **To update on the budget position for Transport for the South East**

RECOMMENDATIONS:

The Shadow Partnership Board is recommended to:

- (1) Note the current budget position for 2019/20 as at the end of January 2020;**
 - (2) Note the position on Department of Transport position on grant funding;**
 - (3) Agree the revised budget for 2019/20, subject to DfT approval for the variation of the grant agreement.**
-

1. Financial Overview

1.1 The purpose of this report is to update the Shadow Partnership Board on the revenue budget for Transport for the South East (TfSE) for 2019/20.

1.2 The paper also provides an update on the proposed use of the DfT grant for 2019/20 and sets out the terms for a proposed variation of the grant conditions.

2. 2019/20 Budget Update

2.1 In June 2019 TfSE was awarded £500k grant funding from the DfT, with stipulations in the grant agreement that the funding was to be used for area studies (£425k) and for a freight strategy (£75k).

2.2 The intention was to procure this work following publication of the draft Transport Strategy in December 2019, with a view to work commencing in spring 2020. However, since the publication of the draft Transport Strategy it has become clear that additional enabling work is needed to support the delivery of the Area Studies. This work can be completed alongside the Area Studies, but is essential to ensuring that the evidence base is robust.

2.3 TfSE has submitted a bid to the Department for additional funding in 2019/20 to support the Area Studies. The decision on this is forthcoming, but it is proposed that a variation to the existing grant agreement would enable us to deliver the additional tasks alongside the procurement for the Area Studies without significant delay to our work programme. The additional tasks all support the delivery of the Transport Strategy and Area Studies.

2.4 Due to ongoing work on the preparation of the specification for the freight strategy, including stakeholder engagement, it is proposed that the timescale for the

freight strategy is delayed until 2020/21. However, TfSE does intend to accelerate the delivery of the future mobility strategy, the costs of which will be delivered through a combination of the remainder of the £1.1m grant that TfSE received from DfT in 2018/19 and a small proportion of the £500k grant in 2019/20.

2.5 Appendix A details how the DfT grant funding from 2018/19 has been used to date to support the delivery of the Transport Strategy, as well as the proposed variation for 2019/20 funding. This will allow the enabling work for the Area Studies to commence alongside the procurement exercise for the five Area Studies.

2.6 The variation request has been submitted to DfT in January 2020. A decision is expected early March 2020.

2.7 In September 2019, the Shadow Partnership Board agreed the revised budget for 2019/20. This included revised figures for the Transport Strategy to enable TfSE to deliver area studies that add considerable value to the evidence base, but are achievable within the overall budget envelope.

2.8 Appendix B sets out the current spend against the budget to the end of January 2020 and the forecast expenditure to the end of March 2020. This assumes that the variation to the grant conditions will be successful.

2.9 Based on the analysis undertaken of current levels of spend and the expected expenditure in the next two months, it is forecast that TfSE will have a small carry forward of approximately £87k. This is subject to change as the work programme is finalised in March 2020.

2.10 It is intended to maintain the level of reserves at the amount forecast at the beginning of the year. This will cover expenses in the event of winding up TfSE and it is considered a prudent use of reserves to ensure we can meet our liabilities. Any additional costs associated with the closure of TfSE would be covered through the Intra-Authority Agreement.

3. Update on DfT funding position

3.1 We are continuing to work with the DfT to secure funding for the next financial year. However, the timing for announcements has been delayed and it is expected that the position will be clearer following the Budget in March 2020.

3.2 We continue to stress the importance of early confirmation of the DfT grant allocation, as this will allow TfSE to mobilise for activity starting in April 2020.

4. Conclusions and Recommendations

4.1 It is recommended that the Board notes the financial position for 2019/20, including the revised forecast to the end of March 2020. Discussions with the DfT are underway regarding the grant variation for 2019/20, a bid for underspend in 2019/20 and the grant settlement for 2020/21.

RUPERT CLUBB
Lead Officer
Transport for the South East

Contact Officer: Rachel Ford
Tel. No. 07763 579818
Email: rachel.ford@eastsussex.gov.uk

Appendix A: Update on DfT grant expenditure and proposed expenditure

£1.1m Grant awarded in 2018/19		£500k Grant awarded in 2019/20	
Lot A - Transport Strategy	812,281	Carbon Calculator	50,000
Cambridge econometrics (Modelling work)	30,895	SEELUM outputs	20,000
Lot B - Freight	67,018	Future mobility analysis	30,000
Lot C - Future Mobility	29,945	Area study x1 (inc first/last mile)	350,000
Lot D - Smart Ticketing	25,870	Modelling analysis	6,000
Freight and logistics scoping work	25,000	Project view annual cost	12,000
Future mobility scoping	5,000	Strategy contingency - consultation analysis and final design work	15,115
Future mobility strategy (to be procured by end of March 2020)	68,115	Spec for Strategic Investment Plan	10,000
Print and design	17,000	Future mobility strategy (shortfall)	6,885
Financing work	3,500		
Strategy Events	4,000		
Rooms/operational expenses	6,500		
MRN - Atkins	4,876		
Total	1,100,000	Total	500,000

Appendix B: TfSE Budget position to end of January 2020

Budget Monitoring - January 2020				
	Budget	Actual YTD	Forecast	Variance
EXPENDITURE				
Salaries (including on-costs)	503,000	386,568	484,989	18,011
Travel Expenses	13,000	13,732	16,471	-3,471
Subsistence	0	0	0	0
Training	1,800	494	1,800	0
Staff costs	517,800	400,793	503,260	14,540
Transport Strategy	733,603	739,899	1,348,227	-614,624
Corridor Studies	500,000			500,000
Smart Ticketing	0			0
Freight, Logistics and Gateways	75,000			75,000
Integrated Transport Technology	65,880			65,880
Strategy Design and Publication	15,000			15,000
Strategy (all under 33000)	1,389,483	739,899	1,348,227	41,256
Proposal to Government	25,000	0	0	25,000
Events	25,000	15,582	22,000	3,000
Advertising & Publicity	13,000	6,280	10,000	3,000
Website	7,000	1,342	5,000	2,000
Stakeholder Database	5,000	0	6,000	-1,000
Licenses / Subscriptions	2,500	1,625	2,500	0
Communications and Engagement	77,500	24,829	45,500	32,000
Operational expenses	21,860	16,647	22,228	-368
TOTAL EXPENDITURE	2,006,643	1,182,169	1,919,215	87,428
INCOME				
Brought forward	-1,388,530	-1,388,530	-1,388,530	0
19/20 Contributions	-382,000	-324,000	-382,000	0
DfT Grant	-500,000	-500,000	-500,000	0
TOTAL INCOME	-2,270,530	-2,212,530	-2,270,530	0
TfSE Contingency/Reserve	263,887		263,887	0
Carry Forward	0		-87,428	87,428



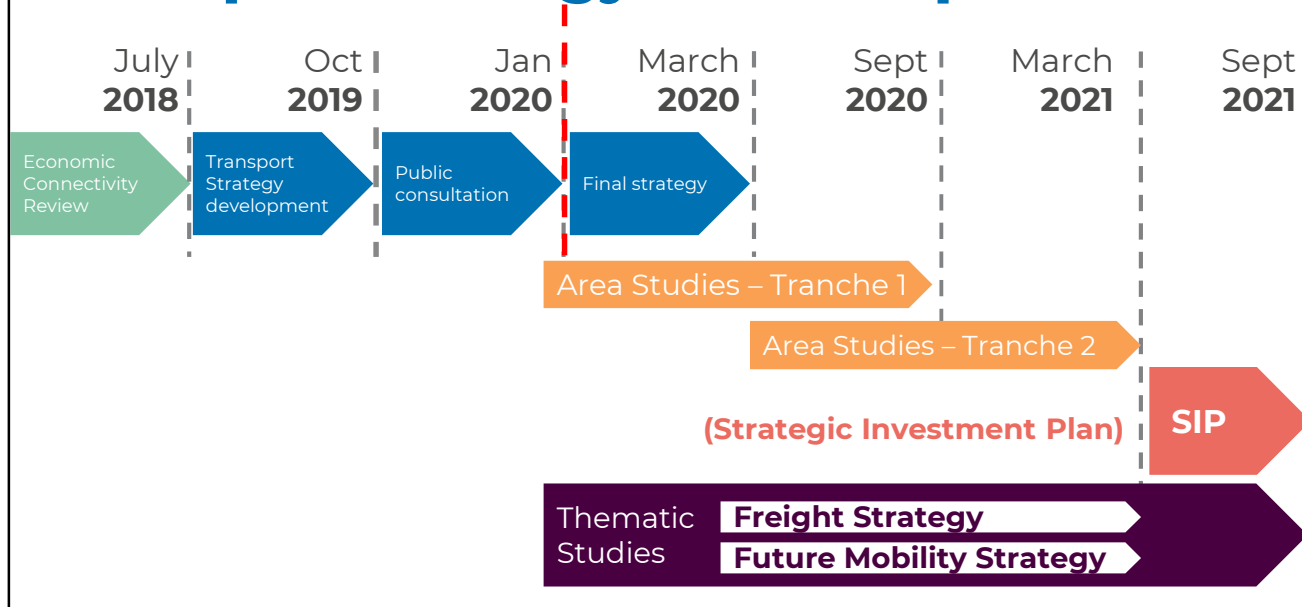
Draft Transport Strategy Initial Consultation Results

**Extra-Ordinary Shadow Partnership Board
26 Feb 2020**

Lucy Dixon-Thompson
Stakeholder & Engagement Manager



Transport Strategy route map



Consultation format

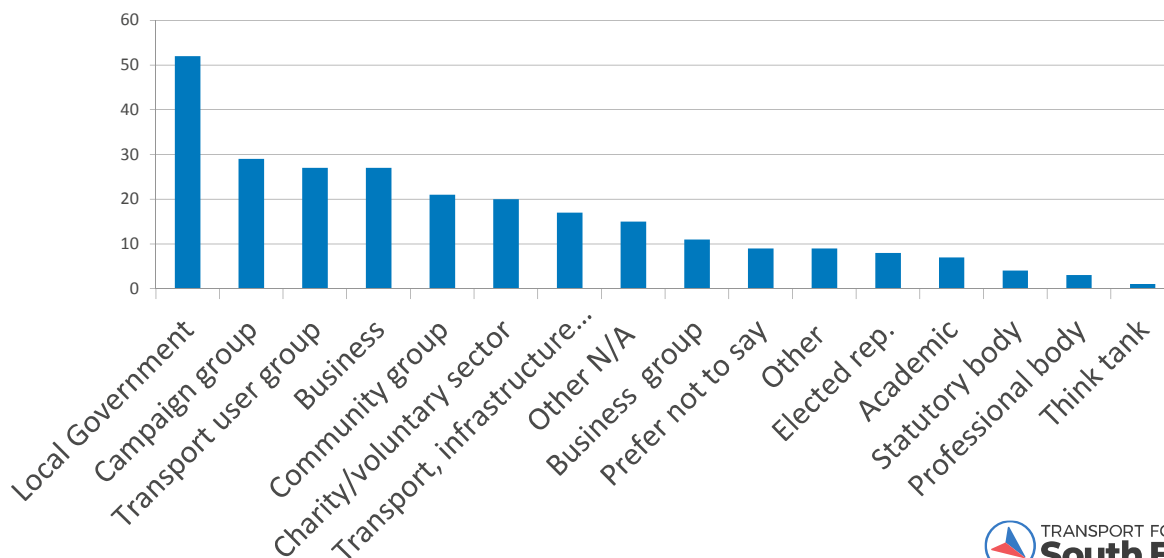
- Consultation 7 Oct '19 to 10 Jan '20
- Launch event at Farnborough on 10 October 2019 attended by 200 delegates
- Parliamentary reception on 15 October attended by 14 MPs
- Five regional events in Reading, Woking, Canterbury, Brighton and Southampton attended by 382
- Positive support from partners

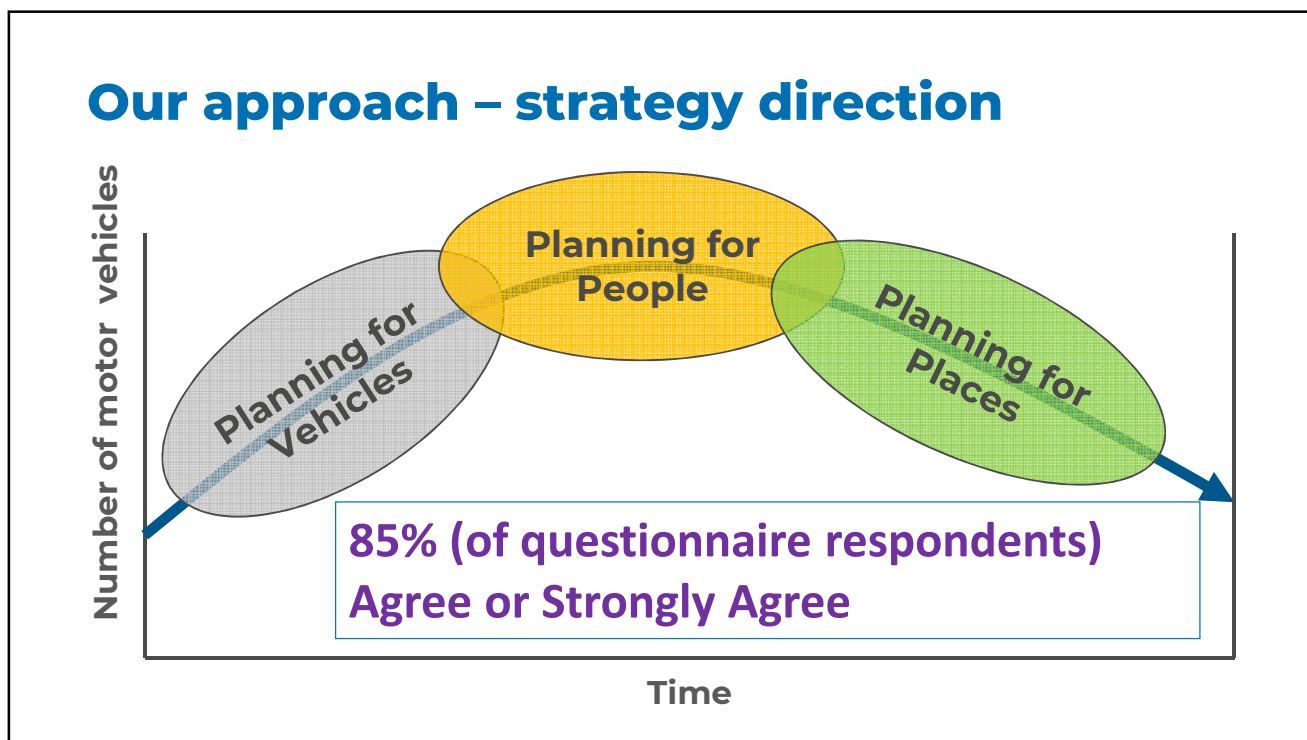
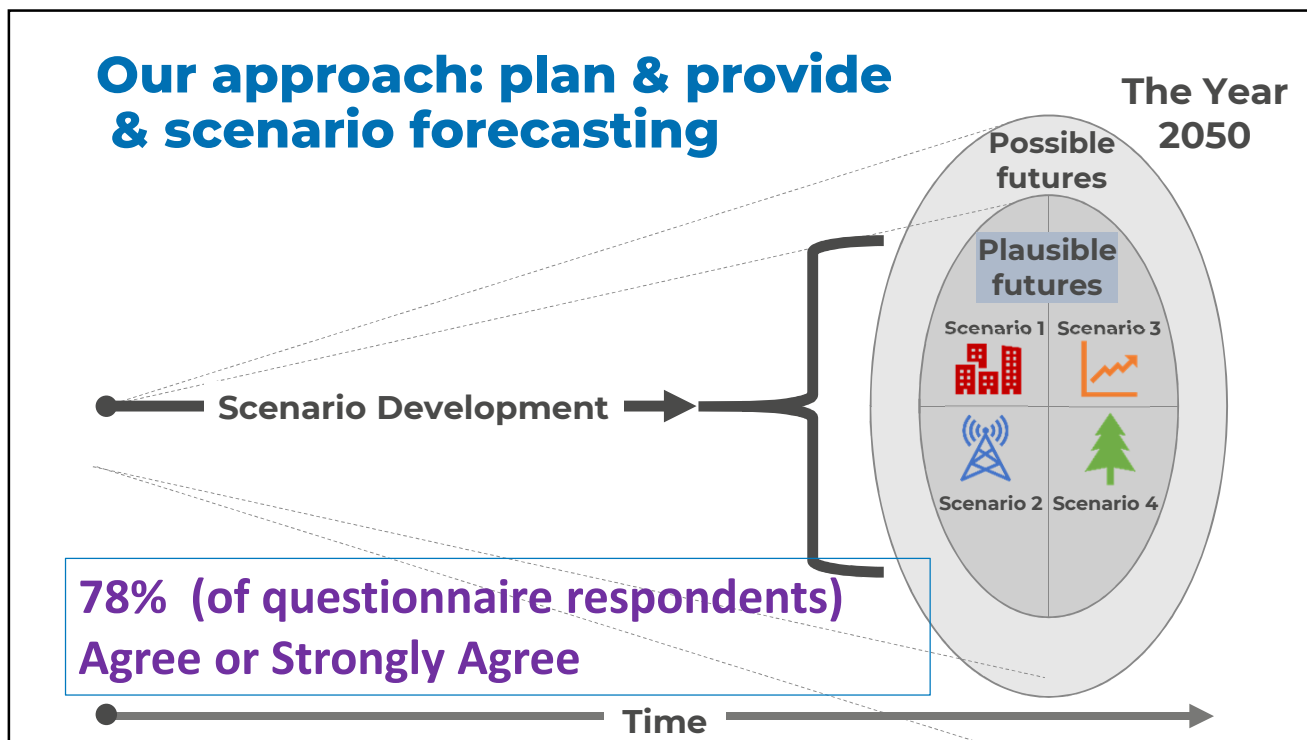
Response to consultation

Response type	Number
Questionnaire	473
Letter or Email	126
Friends of the Earth	3076
Total	3675

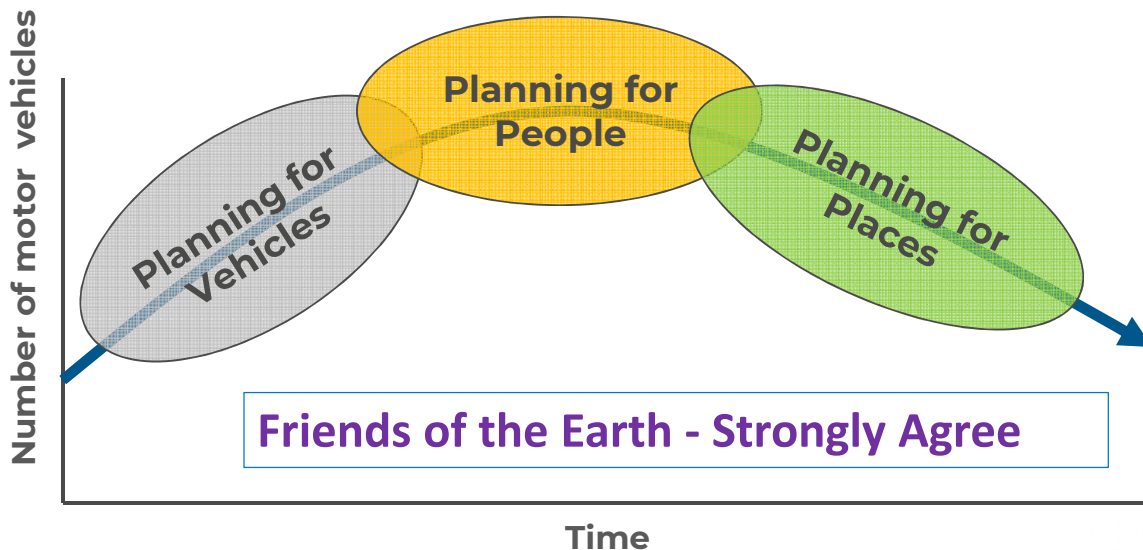
Response to consultation

Respondent type - online questionnaire n = 260





Our approach – strategy direction



Scenario 1: The London Hub

Higher than expected growth in London with the dormitory

- High
- Incre
- Low
- Incre

Scenario 3: Route to Growth

The South East makes more of its unique assets, by



A Sustainable Route to Growth

- Reduced inequality
- More local employment
- Growth of priority sectors
- Highly productive economy
- Focus on protecting and enhancing the environment
- Investment in sustainable transport to support cross-regional travel
- Demand management policies
- Faster adoption of digital technology and CAVs
- Less need for business travel
- Demand Management policies

Scenario

Digital rate

- Cony
- High
- Labo
- Less
- Faster adoption of CAVs

mental

rowth

ment



Vision

A Sustainable Route to Growth

By 2050, the South East of England will be a leading global region for net-zero carbon, sustainable economic growth where integrated transport, digital and energy networks have delivered a step change in connectivity and environmental quality.

A high-quality, reliable, safe and accessible transport network will offer seamless door-to-door journeys enabling our businesses to compete and trade more effectively in the global marketplace and giving our residents and visitors the highest quality of life.



Vision

A Sustainable Route to Growth

By 2050, the South East of England will be a leading global region for net-zero carbon, sustainable economic growth where integrated transport, digital and energy networks have delivered a step change in connectivity and environmental quality.

A high-quality, reliable, safe and accessible transport network will offer seamless door-to-door journeys enabling our businesses to compete and trade more effectively in the global marketplace and giving our residents and visitors the highest quality of life.

**84% (of questionnaire respondents)
Support or Strongly Support**



Vision

A Sustainable Route to Growth

By 2050, the South East of England will be a leading global region for net-zero carbon, sustainable economic growth where integrated transport, digital and energy networks have delivered a step change in connectivity and environmental quality.

A high-quality, reliable, safe and accessible transport network will offer seamless door-to-door journeys enabling our businesses to compete and trade more effectively in the global marketplace and giving our residents and visitors the highest quality of life.

Friends of the Earth – Strongly support but want net zero carbon target brought forward

Overall view of Draft Transport Strategy

To what extent do you agree or disagree that the draft Transport Strategy provides the mechanism that will enable Transport for the South East to achieve our mission of growing the South East's economy by delivering a safe, sustainable and integrated transport system that makes the region more productive and competitive, improves the quality of life for all residents and protects and enhances its natural and built environment?

**63% (of questionnaire respondents)
Strongly Agree or Agree**



Top ten themes raised by respondents* (questionnaire and written responses)

- Support for mode shift to more sustainable transport options
- Road improvement suggestions (specific schemes)
- Need to improve rail connectivity
- More integration between land use and transport planning
- Cycling/ walking/ active transport to be encouraged/ prioritised
- The environment and tackling climate change should be the priority
- Rail improvement suggestions (specific schemes)
- General support for the Strategy
- 2050 timeline is too late for net zero carbon
- Need to reduce public transport fares/costs

*These are the top ten themes in descending order, raised by respondents to questionnaire and those submitting written responses by email and letters. Excludes Friend of the Earth responses – which are shown on separate slide



Key themes raised by constituent authorities & LEPs (n=19)

- Supportive of TfSE & its ability to influence national policy
- Would like environmental priorities strengthened
- Most would like the 2050 timeline brought forward to 2030
- Reiteration of collaborative ethos of the partnership (tackling the challenges of wider strategic importance)
- Comfortable with further exploration of demand management options (with caveats)
- Importance of connecting transport and land use planning
- Clarity re. expected influence of strategy on other plans



Themes raised in Friends of the Earth responses (n=3076)

- Agree with move away from planning for vehicles to planning for people and places
- Strongly support vision
- Net zero carbon emission should be achieved before 2050
- Carbon assessment is missing
- Focus should be on reducing road traffic
- Strategy must prioritise low cost, low impact travel



Key themes for discussion*

- More integration needed between land use and transport planning
- Cycling/ walking/ active transport to be encouraged/ prioritised
- The environment and tackling climate change should be the priority
- 2050 timeline is too late for net zero carbon
- Need to reduce public transport fares/costs
- Need more structure/ milestones/ targets
- Rural transport/ places need to be considered
- Need to be clearer/more specific on priorities
- Reduce the need to travel

*These are the themes raised by more than 50 respondents (to questionnaire ,letter and email) where discussion is needed about the response and what ,if any, amendments should possibly be made to the draft Transport Strategy.



