

**TfSE Shadow Partnership Board
23 April 2020
Minutes**

Shadow Partnership Board Members		
Cllr Keith Glazier (Chair) Leader East Sussex County Council	Cllr Michael Payne, Cabinet Member for Highways and Transport Kent County Council	Cllr Roger Elkins, Cabinet Member for Highways and Infrastructure West Sussex County Council
Cllr David Monk, Leader, Folkestone & Hythe District Council (jointly representing District and Borough Councils)	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, Business Representative – Transport Sponsor, Coast 2 Capital LEP, (jointly representing LEPs)	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 Adrian Gulvin (sub for Cllr Alan Jarrett), Portfolio Holder Resources, Medway Council
Ross McNally, Director, Enterprise M3 LEP (jointly representing LEPs)	Alice Darley (sub for Liz Garlinge), Regional Network Strategy (South), Highways England	Alex Williams, Director of City Planning, Transport for London
Cllr Daniel Humphreys, Leader of Worthing Council, Adur & Worthing Councils (jointly representing District and Borough Councils)	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 Jacqui Rayment, Cabinet Member for Place and Transport, Southampton City Council	Mike Smith (sub for John Halsall), Strategy & Planning Director London and South, Network Rail	

Apologies:

Liz Garlinge, Network Planning Director, Highways England
John Halsall, Managing Director, Southern Region, Network Rail
Cllr Alan Jarrett, Leader, Medway Council

Observers:

Rupert Clubb, Transport for the South East
 Mark Valleley, Transport for the South East
 Rachel Ford, Transport for the South East
 Rob Dickin, Transport for the South East
 Sarah Valentine, Transport for the South East
 Benn White, Transport for the South East
 Russell Spink, Transport for the South East
 Jasmin Barnicoat, Transport for the South East
 Lucy Dixon-Thompson, Transport for the South East

Mark Prior, Brighton and Hove City Council
 Tristan Samuels, Portsmouth City Council
 Keith Willcox, Hampshire County Council
 Bill Hicks, Berkshire Local Transport Body / Berkshire Thames Valley LEP
 Pete Boustred, Southampton City Council
 Joseph Ratcliffe, Kent County Council
 Alex Pringle, SDNPA
 Kevin Travers, Enterprise M3 LEP
 Savio De Cruz, Berkshire Local Transport Body / Slough Borough Council
 Paul Millin, Surrey County Council

Members of the public

Item	Action
1. Welcome and Apologies	
1.1 Cllr Keith Glazier (KG) welcomed Shadow Partnership Board members to the virtual meeting and noted apologies. 1.2 Cllr Glazier welcomed the members of the public who were also in attendance.	
2. Declarations of interest	
None.	
3. Minutes from Previous Meeting	
3.1 The minutes of the previous meeting were agreed.	
4. Statements from the public	
None.	
5. Transport Strategy Development	
5.1 Lucy Dixon-Thompson (LDT) introduced this item. 5.2 LDT updated the Board on the final outcome of the draft transport strategy consultation including; number of responses, respondent type and percentage of questionnaire respondents who supported and strongly supported some of the key elements in the strategy.	

<p>5.3 LDT outlined the top themes that emerged from the questionnaire, written responses, constituent authority and LEP responses and separately the themes raised from the Friends of the Earth campaign.</p> <p>5.4 LDT outlined some of the key drafting changes including the wording of the net zero carbon commitment and a new paragraph recognising the potential impacts of the Covid-19 pandemic.</p> <p>5.5 The Integrated Sustainability Appraisal was also subject to public consultation and after analysis of comments received, some amendments have been made to this document.</p> <p>5.6 The Board discussed the strategy and highlighted the need to ensure it is flexible and recognises the impact of the current pandemic. It is important that the comments in the foreword around Covid-19 are strengthened and an explanation included around how TfSE can be an important part of the region's recovery. Although the possibility of producing an additional paper identifying the effects of the pandemic was discussed, it was recognised that this will be addressed and analysed in more detail within the area studies.</p> <p>5.7 Some minor wording amendments will also be made as requested including a mention of Reading's AQMA into the strategy text.</p> <p>5.8 The Board agreed that TfSE has made impressive progress with the transport strategy work and that it is important to continue this momentum.</p> <p>5.9 Cllr Glazier proposed an additional recommendation giving the Lead Officer delegated authority to make further minor drafting changes to the draft Transport Strategy in consultation with the Chair.</p> <p>5.10 The recommendations were agreed by all Shadow Partnership Board members subject to strengthening the narrative around the impact of the Covid-19 pandemic and other minor textual amendments.</p> <p><i>RECOMMENDATIONS:</i> The Shadow Partnership Board is recommended to:</p> <ol style="list-style-type: none"> (1) Note the results of the public consultation set out in the Consultation Report; (2) Agree the proposed responses to the main issues raised by those responding to the consultation; and (3) Agree the proposed drafting changes to the draft Transport Strategy, Integrated Sustainability Appraisal and maps, charts and diagrams (4) Agree that the Lead Officer be given delegated authority to make further minor amendments to the Transport Strategy in consultation with the Chair. 	<p style="text-align: center;">MV</p> <p style="text-align: center;">MV</p>
<p>6. Finance report</p>	
<p>6.1 Rachel Ford (RF) introduced this item and guided the Shadow Partnership Board members through the key parts of the paper.</p> <p>6.2 RF outlined the final position for the 2019/20 revenue budget and explained that although the carry forward figure seems high in Appendix 1, a</p>	

<p>large proportion of this carry forward is already committed for activities including completing the Transport Strategy, one Area Study and the Future Mobility Strategy.</p> <p>6.3 Confirmation of grant funding for 2020/21 has still not been received from the DfT so three scenarios have been created which cover the potential for a £1m grant through to a zero DfT grant allocation. The scenarios demonstrate the differing levels of technical programme that could be completed depending on the amount of grant funding available. TfSE will commence the financial year under the zero grant scenario and will provide a further update to the Board in July.</p> <p>6.4 Rupert Clubb (RC) explained that staff in the TfSE team were recruited from September 2018 on 2-year fixed term contracts so they are due to begin expiring from September 2020. However, once staff have been in contract for two years, they become eligible for full employment rights, including redundancy costs. As such, consideration should be given to converting the fixed term contracts to permanent contracts. RC recommended that he should have delegated authority to extend staff contracts as appropriate.</p> <p>6.5 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The Shadow Partnership Board is recommended to:</p> <ol style="list-style-type: none"> (1) Sign off the final accounts for 2019/20; (2) Note the budget scenarios for 2020/21 depending on contribution from the Department for Transport; and (3) Agree that authority will be delegated to the Lead Officer for Transport for the South East to extend staff contracts beyond the initial two-year fixed term basis. 	
<p>FOR INFORMATION <i>(Papers were only discussed if there was a question, a recommendation to agree or an additional statement to make)</i></p>	
<p>7. Lead Officer's Report</p>	
<p>7.1 The recommendation was agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Shadow Partnership Board are recommended to note the activities of Transport for the South East in January – April 2020.</p>	
<p>8. Developing the Proposal to Government</p>	
<p>8.1 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p>	

<p>(1) Note recent discussions and feedback from the Department for Transport; and</p> <p>(2) Note the proposed approach for the submission of the Proposal to Government.</p>	
9. Update on Technical Programme	
<p>9.1 In response to concerns raised regarding the timing of the Area Studies given the current COVID-19 situation, Sarah Valentine (SV) confirmed that the early steps in the Area Studies focus on reviewing data and identifying the gap between the present situation and TfSE's vision for 2050. Therefore, there will be the opportunity to consider how the transport needs of the region may have changed as a result of the COVID-19 response.</p> <p>9.2 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>(1) Note the progress on the procurement process to secure a provider to undertake the five Area Studies;</p> <p>(2) Note that a contract for the development of the Future Mobility Strategy has been awarded; and</p> <p>(3) Note the progress on the scoping work for the Freight, Logistics and Gateways Strategy.</p>	
10. RIS2, MRN and LLM Update	
<p>10.1 Queries were raised as to whether the current COVID-19 situation will alter the Government's position with MRN, LLM and RIS schemes. Local Authorities are facing budgetary pressures and so need to determine whether they make provision for the development and delivery of schemes in their budgets. SV explained that she is in regular contact with DfT officials regarding the schemes submitted by TfSE. SV will liaise with the DfT on these issues and feed back to scheme promoters on the outcome of those discussions.</p> <p>10.2 Cllr Kemp queried the position with a scheme on the A22 in Surrey. The scheme is not currently on the priority list and SV will liaise directly with Cllr Kemp and Surrey County Council on this.</p> <p>10.3 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>The members of the Shadow Partnership Board are recommended to note the implications for the TfSE area of the recent announcement on the second Roads Investment Strategy, Major Road Network (MRN) and Large Local Major (LLM) schemes in the TfSE area.</p>	SV
11. Communication and Stakeholder Engagement	
<p>11.1 The recommendations were agreed by all Shadow Partnership Board members.</p>	

<p><i>RECOMMENDATIONS:</i></p> <p>(1) Note and agree the proposed Communications and Engagement Strategy 2020/21; and</p> <p>(2) Note the engagement and communication activity that has been undertaken in the past 3 months.</p>	
12. Annual Report	
<p>12.1 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>(1) Approve the proposed Annual Report 2019-20; and</p> <p>(2) Note the high-level summary of the proposed Business Plan 2020-21, a final version of which will be put to the board for approval in July 2020.</p>	
13. Transport Forum	
<p>13.1 The recommendations were agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i></p> <p>(1) Note the recent meeting of the Transport Forum;</p> <p>(2) Note and consider the comments received on the Transport Strategy and future area studies; and</p> <p>(3) Note and consider the suggestions and proposed future programme of the Transport Forum.</p>	
14. Consultation responses	
<p>14.1 The recommendation was agreed by all Shadow Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>The members of the Shadow Partnership Board are recommended to endorse the draft response to Highways England's Lower Thames Crossing Supplementary Consultation.</p>	
15. AOB	
<p>15.1 KG confirmed that Margaret Paren, the board representative for national parks and protected landscapes is leaving her position and therefore stepping down from the Shadow Partnership Board. KG and RC thanked Margaret for her contribution and support to TfSE and wished her well for the future.</p> <p>15.2 Cllr Colin Kemp gave an update of the Heathrow Transport Forum meetings he attends on behalf of TfSE. It was confirmed that Heathrow Airport are contesting the decision from the Appeals Court. In addition, the Airport are bringing forward a new area access strategy in relation to just the two current runways. The Airport would like to collaborate with all partners on this new strategy, including TfSE.</p>	

<p>15.3 The Board agreed the Chair should review any further amendments made to the transport strategy, however the Lead Officer will have delegated authority to make decisions around staffing arrangements as is standard practice within local authorities.</p>	
16. Date of Next Meeting	
<p>16.1 The next Shadow Partnership Board meeting will take place on Thursday 16 July 2020, venue to be confirmed.</p>	