

**TfSE Partnership Board
24 January 2022
Minutes**

Partnership Board members attended virtually		
Cllr Keith Glazier (Chair) Leader East Sussex County Council	Cllr Rob Humby Deputy Leader and Executive Lead Member for Economy, Transport and Environment Hampshire County Council	Cllr Tony Page Deputy Leader Reading Borough Council <i>(representing Berkshire Local Transport Body)</i>
Stuart Kistruck Director of Planning & Franchising-Southern Region Network Rail <i>(Deputising for John Halsall)</i>	Ian Phillips Chair South Downs National Park Authority <i>(Representing protected landscapes)</i>	Richard Leonard Head of Network Development, Strategy & Planning Highways England
Cllr Phil Jordan Cabinet Member for Infrastructure and Transport Isle of Wight Council	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Joy Dennis Cabinet Member for Highways and Infrastructure West Sussex County Council
Cllr Colin Kemp Borough Council <i>(jointly representing District and Borough Councils)</i>	Cllr Lynne Stagg Cabinet Member for Traffic and Transportation Portsmouth City Council	Cllr Jeremy Moulton Deputy Leader, Cabinet Member for Growth Southampton City Council
Alex Williams Director of City Planning Transport for London	Cllr Alan Jarrett Leader Medway Council	Geoff French CBE Chair Transport Forum
Cllr David Monk Leader Folkestone & Hythe District Council <i>(jointly representing District and Borough Councils)</i>	Martin Harris Business Representative – Transport Sponsor Coast 2 Capital LEP <i>(jointly representing LEPs)</i>	Cllr Amy Heley Chair of the Environment, Transport & Sustainability Committee Brighton & Hove City Council

Guests (virtual):

Chris Douglas, WSP, Technical Director – Freight Transport

Apologies:

- John Halsall, Route Managing Director for South East, Network Rail
- Daniel Ruiz, Smart Mobility and Transport Lead, Enterprise M3 LEP *(jointly representing LEPs)*
- Cllr Matt Furniss, Cabinet Member for Transport, Surrey County Council

Observers virtual:

Rupert Clubb, Transport for the South East

Rachel Ford, Transport for the South East
 Sarah Valentine, Transport for the South East
 Jasmin Barnicoat, Transport for the South East
 Emily Bailey, Transport for the South East
 Elan Morgan, Transport for the South East
 Tiffany Lynch, Transport for the South East
 Benn White, Transport for the South East
 Hollie Farley, Transport for the South East
 Mark Valleley, Transport for the South East

Ernest Amoako, Woking Borough Council
 Andrew Bull, Medway Council
 Mark Prior, Brighton and Hove City Council
 Matt Davey, West Sussex County Council
 Nikki Nelson-Smith, Highways England
 Joseph Ratcliffe, Kent County Council
 James Hammond, Folkestone & Hythe District Council
 Pete Boustred, Southampton City Council
 Simon Duke, Surrey County Council
 Tony Middleton, Coast 2 Capital LEP
 Pam Turton, Portsmouth City Council
 Andy Rhind, DfT
 Peter Duggan, DfT
 Alex Pringle, SDNPA

Item	Action
1. Welcome and Apologies	
1.1 Cllr Keith Glazier (KG) welcomed Partnership Board members to the meeting and noted apologies. 1.2 Cllr Glazier welcomed Cllr Colin Kemp who has taken over from Cllr Daniel Humphreys as one of the District and Borough Partnership Board representatives. 1.3 Cllr Glazier welcomed Emily Bailey who has joined TfSE as a Project Manager covering Jasmin Barnicoat's maternity leave.	
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 submitted ahead of today's meeting.	

5. Future roles and responsibilities of TfSE	
<p>5.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>5.2 RC presented the final report into the future development of Transport for the South East (TfSE) and proposed the next steps to support the implementation of the findings.</p> <p>5.3 In response to queries raised regarding the expansion of the TfSE team, RC confirmed that this was linked to the Comprehensive Spending Review bid where a small expansion of a couple of additional team members would be required to provide the capacity and capability to take the work forward. However, the proposal from the Arup report to conduct a wider organisation development exercise to develop the operating model and required staffing structures would not be taken forward at this time but will be reviewed following the DfT's decision on a multi-year funding settlement for TfSE. RC iterated that recruitment would not take place without funding in place</p> <p>5.4 In response to queries regarding expanding the scheme of delegation, it was confirmed that the Governance Member Sub-Group would provide an appropriate oversight of the development of this and will ensure the Board are content with future arrangements. The Board requested an earlier re-establishment of the Governance Member Sub-Group to ensure adequate time to align any proposed changes to governance arrangements with the development of the SIP and also to provide appropriate oversight of any potential changes in responsibility due to any imminent Government announcements.</p> <p>5.5 The Board were content to re-establish the Governance Member Sub-Group with the following members:</p> <ul style="list-style-type: none"> ▪ Cllr Rob Humby ▪ Cllr Tony Page ▪ Geoff French ▪ Daniel Ruiz ▪ Cllr Dan Watkins ▪ Cllr Amy Heley <p>5.6 Mark Valleley (MV) confirmed that TfSE are keeping in touch with the work of constituent authorities, especially around Mobility as a Service (MaaS) to ensure work is not duplicated and to establish opportunities where TfSE can provide support.</p> <p>5.7 The recommendations were agreed by all Partnership Board members <i>(with the amendment that the Governance Member Sub-Group will meet before the next Board meeting in March 2022)</i>.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</p>	

<p>(1) Note the findings of the independent review into the potential future roles, responsibilities and structures for TfSE;</p> <p>(2) Agree to adopt the organisational objectives, future activities and areas for focus identified in the transport value chain and the proposed road map to move to the implementation of the Strategic Investment Plan;</p> <p>(3) Note the future capability requirements and agree to delegate authority to the lead officer, in consultation with the Chair, to develop staffing structures to support this, as appropriate;</p> <p>(4) Note the findings on the current governance structures; and</p> <p>(5) Agree to re-establish the Governance Member Sub-Group from summer 2022, to lead a review into the constitution and governance arrangements to ensure they are fit for purpose for the implementation of the Strategic Investment Plan.</p>	
6. Freight, Logistics and International Gateways Strategy	
<p>6.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>6.2 MV outlined why the freight strategy was developed and its purpose. MV introduced Chris Douglas (CD), WSP Technical Director – Freight Transport to present the detail. CD explained the development of the strategy, the stakeholder engagement, the content of the document and highlighted some of the key outputs.</p> <p>6.3 In response to a query as to whether Network Rail (and the successor body of Great British Railways (GBR)) are happy with the content of this strategy, MV confirmed TfSE have a great working relationship with Network Rail and also have good communication links with the GBR Transition Team. Both MV and Stuart Kistruck (Network Rail) confirmed that Network Rail were involved in developing this strategy and TfSE has also assisted Network Rail with work they are undertaking in this area too.</p> <p>6.4 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to agree the draft Freight, Logistics and Gateways Strategy.</p>	
7. Lead Officer’s Report	
<p>7.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>7.2 RC highlighted the national policy papers and guidance that are expected to be released in the coming weeks/months. RC also briefly detailed some of the ongoing joint STB work that is occurring, including regular joint (and individual) communication with the DfT.</p> <p>7.3 The recommendation was agreed by all Partnership Board members.</p>	

<p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the activities of Transport for the South East between October 2021 - January 2022.</p>	
<p>8. Finance Update – Quarter 3</p>	
<p>8.1 Cllr Keith Glazier (KG) reiterated a note sent last week to Board members confirming the successful outcome of TfSE’s bids for additional workstream funding. KG invited Andy Rhind (AR) from the DfT to comment on this and the Comprehensive Spending Review (CSR) funding outcome. AR confirmed the successful bids were testament to the work of TfSE and the regarding which the organisation is held by the DfT. AR also confirmed the CSR breakdown for STBs will be agreed and announced soon.</p> <p>8.2 Rachel Ford (RF) guided the Partnership Board members through the key parts of the paper.</p> <p>8.3 RF detailed TfSE’s financial position at quarter 3 and the forecast spend for the rest of this financial year. RF also outlined the detail on the successful workstream bids.</p> <p>8.4 RF confirmed the proposals for the local contributions for 2022/23 to remain at the current amounts of £58,000 for county authorities and £30,000 for unitary authorities.</p> <p>8.5 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note the current financial position for 2020/21 to the end of December 2021, including the forecasts for end of year spend; (2) Note the position on funding discussions with the Department for Transport for 2022/23; (3) Note the funding decision for the additional Department for Transport / STB work streams and agree to delegate authority to the lead officer, in consultation with the Chair, to progress the procurement exercises for these areas; (4) Agree the local contributions for 2022/23; and (5) Note that work will be commencing on the business plan and annual report for 2022/23.</p>	
<p>9. Area Studies Progress Update</p>	
<p>9.1 Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>9.2 SV gave a brief update on the progress of the area studies and confirmed all five studies are entering the final stages of the technical work.</p>	

<p>SV thanked officers and Board Members for their engagement and contribution on these studies to date.</p> <p>9.3 KG reiterated that the engagement and feedback sessions with members have been really useful, and encouraged Board members to feedback to the team as soon as possible if they do have any further comments on the studies.</p> <p>9.4 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the progress made with work on the area studies.</p>	
10. Strategic Investment Plan Progress Update	
<p>10.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>10.2 RF gave a brief update on the process to procure consultants to develop the SIP and confirmed that a consortium of Steer and KPMG have now been appointed. RF also confirmed the procurement process has been completed for the engagement specialist to lead the consultation of the SIP, the successful bidders were ECF (Forestville Communications Ltd).</p> <p>10.3 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note the outcome of the procurement exercise; (2) Note the progress on the procurement exercise to appoint a consultation specialist; and (3) Note the progress with the Strategic Investment Plan to date.</p>	
11. Technical Programme Update	
<p>11.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>11.2 MV outlined briefly the progress on the Bus Back Better regional evidence base work, Future Mobility Strategy implementation work and the technical work currently underway on decarbonisation.</p> <p>11.3 In response to a query raised regarding the recent notification of reduced funding for bus service improvement plans, RC and Andy Rhind (AR) confirmed as per a recent letter from the DfT, the high aspirations of all the local transport authorities mean the DfT will need to prioritise the funding allocated for this work.</p>	

<p>11.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note the progress with ongoing work on defining the future ambition for bus services in the TfSE area; (2) Note the work that has been initiated on the implementation of TfSE's Future Mobility Strategy; and (3) Note progress with TfSE's ongoing decarbonisation work.</p>	
12. MRN / LLM Update	
<p>12.1 Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>12.2 SV outlined two announcements relating to TfSE priority Major Road Network (MRN) schemes since the last Board meeting.</p> <p>12.3 On 27 October 2021, the DfT announced that the A259 Bognor Regis to Littlehampton scheme in West Sussex had been approved to progress to the next stage of development. It was also announced that to help the scheme progress to the next stage, the Department would make a contribution of £849,000 towards the costs of developing an Outline Business Case (OBC).</p> <p>12.4 On 7th December 2021, the DfT announced that the A28 Birchington, Acol and Westgate-on-Sea Relief Road scheme in Kent had been approved to progress to the next stage of development. It was also announced that to help the scheme progress to the next stage, the Department would make a contribution of £750,000 towards the costs of developing an OBC.</p> <p>12.5 SV also made the Board aware that since the report was written, a letter has been received from the DfT explaining that they are reviewing the MRN and LLM programme due to not having sufficient funding to cover all the schemes in the programme, but also since 2019, there have been changes to Government policy on transport investment, carbon impacts, impacts of new forecasts and the impact of Covid-19 on delivery and future demand.</p> <p>12.6 The DfT have therefore asked STBs to review all their MRN and LLM schemes and re-prioritise them accordingly. SV will have further conversations with the DfT and scheme promoters on this development and will update Board Members in due course.</p> <p>The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note that two TfSE priority Major Road Network schemes that were at Strategic Outline</p>	

<p>Business Case stage have been granted approval to proceed to their next stage of their development and that both have received confirmation of development funding from DfT towards the costs of developing their Outline Business Cases.</p>	
<p>13. Communications and Stakeholder Engagement</p>	
<p>13.1 Hollie Farley (HF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>13.2 HF confirmed the variety of engagement that has taken place in the past few months and the engagement planned for the next few months including MP engagement via a parliamentary reception and virtual engagement sessions.</p> <p>13.3 TfSE are keen to involve Board members in the communications activity and would welcome input from Board members as to how we can best work together.</p> <p>13.4 Cllr Keith Glazier (KG) reiterated that Board members should liaise with HF on ideas for future engagement and also to be involved, if you can, in the MP and district and borough engagement sessions.</p> <p>13.5 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <p>(1) Note the engagement and communication activity that has been undertaken since October 2021; and (2) Note and agree the communications and engagement plan for the SIP development process, attached as Appendix 1.</p>	
<p>14. Transport Forum Update</p>	
<p>14.1 Geoff French (GF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>14.2 GF confirmed the Transport Forum met on 14 December 2021 where the main agenda items were a presentation from the Great British Railway Transition Team and a thorough update on TfSE's freight strategy.</p> <p>14.3 GF also confirmed that further to a discussion with Forum members, it was agreed that the meetings will continue virtually with the option to hold an in person meeting possibly once a year.</p> <p>14.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p>	

<p>(1) Note the recent meeting of the Transport Forum; and (2) Note and consider the comments from the Forum.</p>	
<p>15. Responses to consultations</p>	
<p>15.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>15.2 RC highlighted the main detail contained in the consultation response on the 'Whole industry strategic plan (WISP) for rail - call for evidence' due to its significance, and welcomed comments from Board Members on all consultation responses.</p> <p>15.3 Board members welcomed TfSE's response to the WISP and also the approach taken by TfSE in responding to Gatwick Airport's consultation. RC confirmed as STBs, TfSE does not have a view on air transport policy, with a focus for the organisation on surface transport to the airports.</p> <p>15.4 In response to a query, RC confirmed what positive elements TfSE are looking for when responding to local transport plan consultations – namely, planning for people and places and not cars.</p> <p>15.5 KG will confirm to Cllr Dan Watkins who represents Kent County Council on the Gatwick Airport Limited (GAL) stakeholder board meetings.</p> <p>15.6 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to agree the draft responses to the following consultations:</p> <p>(1) Great British Railways Transition Team - Whole industry strategic plan for rail; call for evidence; (2) Department for Transport - Future of Transport Regulatory Review Consultation; (3) Gatwick Airport Limited – Northern Runway Proposals Consultation; (4) Transport East – Draft Transport Strategy for the East Consultation; (5) West Sussex County Council and Surrey County Council - Local Transport Plan Consultations; (6) All-Party Parliamentary Group for the South East - Inquiry: financing the future - what does Levelling-up mean for South East England?; and (7) Office of Rail and Road – Consultation on the Office of Road and Rail's role and approach to road investment strategy 3 (RIS3).</p>	<p>KG</p>
<p>16. AOB</p>	
<p>16.1 Cllr Rob Humby questioned the wider impacts of TfSE's work on society and health (incl mental health) and how the Board could take a lead on this and the impact the Board can have. RC explained that it is important</p>	

<p>for TfSE’s work to understand and quantify the social and environmental benefits as well as the economic benefits. TfSE and the Board have an important role in reiterating the benefits of planning for people and places and how local authorities and regional bodies have a responsibility to look at these things differently.</p>	
<p>17. Date of Next Meeting</p>	
<p>17.1 The next Partnership Board meeting will be held on Monday 21 March 2022, 13:00 – 16:00 and it will be held virtually.</p>	