

**TfSE Partnership Board
9 May 2022
Minutes**

Partnership Board Members Attending Virtually

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| Cllr Keith Glazier (Chair) Leader East Sussex County Council | Cllr Tony Page Deputy Leader Reading Borough Council (representing Berkshire Local Transport Body) | Daniel Ruiz Smart Mobility and Transport Lead Enterprise M3 LEP (jointly representing LEPs) |
| Stuart Kistruck (sub for John Halsall) Route Managing Director for the South East, Network Rail | Cllr Rob Humby Deputy Leader and Executive Lead Member for Economy, Transport and Environment Hampshire County Council | Cllr Elaine Hills (sub for Cllr Amy Heley), Chair of the Environment, Transport & Sustainability Committee, Brighton & Hove City Council |
| Cllr Joy Dennis, Cabinet Member for Highways and Infrastructure West Sussex County Council | Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council | Cllr Lynne Stagg Cabinet Member for Traffic and Transportation Portsmouth City Council |
| Richard Leonard Head of Network Development, Strategy & Planning National Highways | Cllr Colin Kemp Portfolio Holder for Infrastructure Woking Borough Council (jointly representing District and Borough Councils) | Geoff French CBE Chair Transport Forum |
| Cllr Matt Furniss Cabinet Member for Transport and Infrastructure Surrey County Council | Cllr Jeremy Moulton Deputy Leader and Cabinet Member for Growth Southampton City Council | Ian Phillips Chair South Downs National Park Authority (Representative from Protected Landscapes) |
| Cllr Phil Jordan Cabinet Member for Infrastructure and Transport Isle of Wight Council | | |

Apologies:

- John Halsall, Route Managing Director for South East, Network Rail
- Cllr David Monk, Leader, Folkestone & Hythe District Council
- Alex Williams, Director of City Planning, Transport for London
- Joint LEP representative
- Cllr Alan Jarrett, Leader, Medway Council

Observers virtual:

Rupert Clubb, Transport for the South East
Rachel Ford, Transport for the South East
Sarah Valentine, Transport for the South East
Emily Bailey, 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
 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
 Tony Middleton, Coast 2 Capital LEP
 Pam Turton, Portsmouth City Council
 Andy Rhind, DfT
 Peter Duggan, DfT
 Alex Pringle, SDNPA

| Item | Action |
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| 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 Elaine Hills who is substitute for Cllr Amy Heley (BHCC). 1.3 Cllr Glazier thanked Martin Harris for his support of TfSE, and wished him a happy retirement. | |
| 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. Budget for 2022/23 | |
| 5.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper. 5.2 RF highlighted to the board that the end of year financial update was outlined in Appendix 1. It was noted that income in 2021/22 was higher than anticipated due to the additional £700,000 being received from the DfT to | |

support local authorities with specific workstreams on Bus Back Better; decarbonisation; local capability and capacity; and electric vehicle charging infrastructure strategy. While procurement is underway for these workstreams, the funding has been carried over into this financial year (2022/23) for spending.

5.3 It was also noted that the salary costs were lower than anticipated for the previous financial year due to a long-term vacancy in the strategy team.

5.4 It was also noted that the SIP and area studies commenced in 2021/22 but have not yet been finalised. The costs associated with these work streams have been carried forward into the current financial year (2022/23).

5.5 RF reminded Board members that at the previous meeting, we had just received our grant funding letter of £1.725million from the DfT for 2022/2023, with an indicative grant for subsequent years to be used for business planning purposes. This is positive news as it allows us to continue our ambitious technical programme.

5.6 RF took the board through the proposed budget featured in Appendix 3. Following the previous Board meeting, an outline budget was circulated to the Board for comment and board members were thanked for their positive comments received on the finance paper that was circulated.

5.7 RF outlined the key takeaways from this paper, such as the increase of staffing costs to reflect the cost of living increases and the need for a staffing complement to put in place capacity and capability to deliver our work programme.

5.8 As outlined in the grant letter from DfT, TfSE will be expected to maintain an appropriate reserve. The budget sets out that TfSE intends to carry a reserve of £361,000 at the end of the financial year. This figure has been identified through discussions with the HR and finance teams at the accountable body.

5.9 RF noted that the intention of the indicative budget for the next two years is to set out to board members how we intend to develop the work programme over the three-year period, with a flexible approach to be able to adapt to emerging priorities set out by the DfT and constituent authorities.

5.10 RF stipulated that we will continue to provide the Board with an annual budget, alongside a business plan annually for approval.

5.11 The recommendation was **agreed** by all Partnership Board members.

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

(1) Agree the end of year budget report for 2021/22;

(2) Ratify the budget for Transport for the South East for 2022/23; and

(3) Agree an outline budget for Transport for the South East for 2023/24 and 2024/25.

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| 6. Business Plan for 2022/23 | |
| <p>6.1 Hollie Farley (HF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>6.2 HF presented the Business Plan to the Board and noted that it will be published on the TfSE website, communicated by our newsletter and social media channels.</p> <p>6.3 The business plan is a requirement of the grant agreement, so will also be submitted to the DfT for approval. It sets out our priorities that we aim to achieve in the next 12 months and goes into further detail about how we are developing our SIP and the launch of its consultation.</p> <p>6.4 It also details the key thematic areas that we will be working on such as decarbonisation; bus back better; electric vehicle charging infrastructure strategy; local capacity and capability; and the freight strategy and its subsequent formation of the freight forum.</p> <p>6.4 It further sets out our collaborative work with other STBs and how we will continue to work with other organisations to seek investment in active travel; rail; buses; and roads.</p> <p>6.5 HF reiterated that the business plan also contains the proposed budget for 2022/23.</p> <p>6.6 The recommendations were agreed by all Partnership Board members.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Agree the draft Business Plan 2022/23 for publication on the TfSE website; and (2) Agree that the Business Plan 2022/23 be submitted to the Department for Transport. | |
| 7. SIP Communications and Engagement | |
| <p>7.1 Hollie Farley (HF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>7.2 HF provided outline and schedule for the full communications campaign to promote the SIP consultation to all audiences on- and offline, describing 30-second video clip to be produced to also promote consultation, confirming social media assets (some adaptable for tailoring by local authorities for promotion to local residents, for some this being first</p> | |

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| <p>time they will have heard of TfSE), newsletter and web copy, press releases. More reminders will be sent out in next few weeks.</p> <p>7.3 HF talked through several events taking place and their future promotion:</p> <ul style="list-style-type: none"> • Parliamentary Reception, Portcullis House – 9-10am, 22nd June 2022 • Connecting the South East: A bold and ambitious plan, G-Live, Guildford – 5th July • SIP virtual engagement sessions – 10-11.30am, 11th July and 6-7.30pm, 12th July <p>7.4 HF gave a summary of confirmed and tentative MP and board attendance at Parliamentary Reception and asked that members contact MPs from their areas to encourage participation.</p> <p>7.5 HF noted a good response to G-Live event, which currently has 75 people registered, despite having not yet announced key note speakers. We hope to see an increase once we are able to confirm speakers and a final agenda. HF provided the Board with a detailed update on the proposed four sessions that will take place on the day.</p> <p>7.6 It was noted that positions within Cabinets and committees may have changed within councils as a result of elections, and Cllr Keith Glazier agreed that new leaders will be informed of actions undertaken by TfSE and recognise how vital it is to keep Board Members up-to-date.</p> <p>7.7 It was requested that invites for the parliamentary reception be forwarded on to Board members, so that they can forward it on to their local representatives.</p> <p>7.8 The recommendations were noted by all Partnership Board members.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) note the engagement and communication activity that has been undertaken since the last board meeting; and (2) note progress on the development of the SIP communications and engagement plan. | |
| <p>8. AOB</p> | |
| <p>8.1 Cllr Glazier (KG) reminded the Board of the importance of the June Board meeting due to it being the AGM meeting. It was reiterated that the Meeting will be held in person at the LGA offices in Smith Square.</p> <p>8.2 No other business was raised.</p> | |
| <p>9. Date of Next Meeting</p> | |

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| 9.1 The next Partnership Board meeting will be held on Monday 13 June, in person at LGA Smith Square from 13:30 – 16:00. | |
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