**TfSE Partnership Board**

**13 June 2022**

**Minutes**

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| **Partnership Board Members** | | |
| Cllr Keith Glazier (Chair)  Leader  East Sussex County Council | Cllr Tony Page  Deputy Leader  Reading Borough Council  (representing Berkshire Local Transport Body) | Ian Phillips  Chair  South Downs National Park Authority  (Representative from Protected Landscapes) |
| Cllr David Monk Leader Folkestone & Hythe District Council  (jointly representing District and Borough Councils) | Cllr Eamonn Keogh  Cabinet Member for Transport and District Generation  Southampton City Council | Cllr Elaine Hills (sub for Cllr Amy Heley), Brighton & Hove City Council |
| Cllr Joy Dennis  Cabinet Member for Highways and Transport  West Sussex County Council | Cllr Dan Watkins  Deputy Cabinet Member for Highways and Transport  Kent County Council | Vince Lucas  South East LEP  (jointly representing LEPs) |
| Richard Leonard  Head of Network Development, Strategy & Planning  National Highways | Geoff French CBE  Chair  Transport Forum | Alex Williams,  Director of City Planning  Transport for London |

**Apologies:**

* John Halsall, Route Managing Director for South East, Network Rail
* Cllr Alan Jarrett, Leader, Medway Council
* Cllr Phil Jordan, Cabinet Member for Infrastructure and Transport, Isle of Wight Council
* Cllr Lynne Stagg, Cabinet Member for Traffic and Transportation, Portsmouth City Council
* Cllr Amy Heley, Chair of the Environment, Transport & Sustainability Committee, Brighton & Hove City Council
* Cllr Edward Heron, Executive Lead Officer for Transport and Environment Strategy, Hampshire County Council
* Daniel Ruiz, Smart Mobility and Transport Lead Enterprise M3 LEP (jointly representing LEPs)
* Cllr Colin Kemp Portfolio Holder for Infrastructure Woking Borough Council (jointly representing District and Borough Councils)
* Cllr Matt Furniss, Cabinet Member for Transport and Infrastructure Surrey County Council

**Guests:**

John Hall, Director Regions, Cities and Devolution, DfT

Steven Bishop, Director, Steer

Ben Carlton Jones, KPMG

Kate Fairhall, Andrew Steele, Rob Goodall Arup

Judith Hewitt, Account Director, ECF

**Officers attending:**

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

Hollie Farley, Transport for the South East

Mark Valleley, Transport for the South East

Lucy Dixon-Thompson, Transport for the South East

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

Peter Duggan, DfT

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| **Item** | **Action** |
| 1. **Welcome and Apologies** |  |
| * 1. Cllr Keith Glazier (KG) welcomed Partnership Board members to the meeting and noted apologies.   2. Cllr Glazier welcomed John Hall from DfT, Director for Regions, Cities and Devolution.   3. Cllr Glazier introduced Cllr Eamonn Keogh, who replaces Cllr Jeremy Moulton as Board Member for Southampton City Council.   4. Cllr Glazier also introduced Vince Lucas, from the South East LEP and will be the LEP representative at the Board today.   5. Cllr Glazier welcomed Cllr Elaine Hills who is substitute for Cllr Amy Heley (BHCC). |  |
| 1. **Minutes from last meeting** |  |
| * 1. The minutes of the previous meeting were agreed. |  |
| 1. **Declarations of interest** |  |
| * 1. Cllr Glazier asked Board Members to declare any interests they may have in relation to the agenda. No interests were declared. |  |
| 1. **Governance** |  |
| * 1. Rupert Clubb (RC) introduced this item and asked the Board to agree the recommended appointments of the Chair.   2. It was agreed by the Board that Cllr Keith Glazier be elected as Chair, who subsequently led the appointments for the Vice-Chair, Chair of the Transport Forum and co-opted Board Members.   3. Appointments and voting rights were agreed by the Board as per the recommendations.   4. The Board discussed arrangements for holding future board meetings, either in person or virtual. The benefits of holding the meeting in both forms were discussed, and the Board agreed that they were content to proceed with holding meetings in both formats and the agenda items could determine which format would be best.   5. It was noted that Partnership Board Members will be issued their register of interest forms by TfSE secretariat.   ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:   1. Nominate and elect a Chair and Vice-Chair for the period of one year; 2. Agree to co-opt for a period of one year to the Partnership Board:    1. The Chair of the Transport Forum;    2. Two people nominated collectively by the Local Enterprise Partnerships;    3. A person nominated by the National Parks and other protected landscape designations;    4. Two people nominated by the District and Borough Authorities; and    5. A representative from National Highways, Network Rail and Transport for London. 3. Allocate voting rights of one vote each for the two Local Enterprise Partnership representatives, the Chair of the Transport Forum and the nominated representatives of the district and borough authorities and the protected landscapes; 4. Appoint for a period of one year the Chair for the Transport Forum; 5. Consider future meeting arrangements for Partnership Board; and 6. Note the request for members of the Partnership Board to complete the register of interests forms. |  |
| 1. **Statements from the public** |  |
| * 1. Cllr Glazier confirmed that no statements from the public have been submitted ahead of today’s meeting. |  |
| 1. **Area Studies Update** |  |
| * 1. Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.   2. SV reminded members that at previous Partnership Board Meetings, Board Members received an update on the progress of the Area Studies. Since then, the Strategic Progress Outline Cases (SPOCs), draft Area Study documents, including the thematic papers and geographical based documents, have been reviewed by local transport authorities and other key partners.   3. SV further informed that as the area studies have been nearing completion, they have been used to feedback into the SIP and form a crucial part of the evidence base to underpin the draft document.   4. The recommendations were **noted** by all Partnership Board members.   ***RECOMMENDATION:***  The members of the Partnership Board are recommended to note the progress made with work on the area studies. |  |
| 1. **Working towards a Strategic Investment Plan** |  |
| 7.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.  7.2 RC reminded the Board that the Strategic Investment Plan (SIP) forms the final part of the Transport Strategy, which was published in June 2020. It brings together the outputs from the area studies and the thematic strategies to make a compelling case for investment in the South East. It is supported by a significant body of evidence, including the area studies, future mobility strategy, freight strategy and thematic papers.  7.3 RC updated the Board on the progress of the SIP and noted that the intention of today’s SIP presentation was to seek Partnership Board approval, so that TfSE may proceed with their three-month public consultation.  7.4 RC invited Steven Bishop (SB) of Steer and Ben Carlton-Jones (BCJ) of KPMG to present the final draft SIP for the purposes of consultation.  7.5 SB presented the Board with an overview of the draft SIP, including the case for investment in the South East, the packages of interventions and the costs and benefits. BCJ provided further information on the funding and financing approach.  7.6 RC led the Board through the governance requirements of the SIP. This is linked to the evolution of TfSE as an organisation to focus on business case development, scheme development, advocacy, securing funding and building capacity within our local areas.  7.7 The Board had opportunity to discuss the SIP and the following comments were put forward.  7.8 It was noted that the SIP does include some schemes that are aimed at improving existing roads and that this is essential to increase multi-modal opportunities such as public transport and active travel. It was further noted that through the global policy of road user charging, though an ambitious plan, addresses the disparity in cost between public transport and private vehicle usage.  7.9 A further comment raised was a request for a baseline to be included as part of the business-as-usual statistics, to clearly demonstrate that while there are positive increases for modes such as public transport.  7.10 While it was suggested to have the total cost of the SIP disaggregated by mode, SB noted that it would prove disadvantageous as some modes have overlap ie, highways improvements support mass transit and that the SIP has a focus on showing multi-modal solutions. It was further noted that a clear breakdown of cost it is featured in Table 1 of the executive summary and also features in the area studies, which will be published on the TfSE website.  7.11 Regarding the Integrated Sustainability Appraisal (ISA), it was suggested that it should go further and consider opportunities. The ISA was seen as a positive, which offers opportunity for natural corridor developments, and to pull this through in the narrative.  7.12 It was further suggested that the ISA refers to Section 62 of the Environment Act in terms of the duty that public bodies have.  7.13 Additionally, the narrative should have a heavier focus on public health benefits, in that reduction of car dependency will improve air quality and increase active travel. This will lead to a healthier population, cities and region. It was noted that while health is a huge theme within the SIP, it needs to consider whether it goes far enough.  7.14 It was noted that there is a gap between land use planning and transport planning, recognised by DLUHC, which is why it is imperative that TfSE work with local authorities and their local transport plans.  7.15 It was confirmed that we will be engaging with MPs and there will be a parliamentary reception held at Portcullis House on Wednesday 22 June.  7.16 While decarbonisation is a key component of the SIP, it was noted that the packages of interventions alone cannot get us to net zero carbon alone. The incorporation of the global packages recognises that we need national policy to help us get there. Further, it was noted that the SIP is not a route map to net zero. It tests measures so when there are new developments (such as rollout of new technologies) which sit outside of the TfSE region, they can sit alongside the plan to reach net zero together.  7.17 It was noted that the publication of the SIP will be timely to be able to feed into RIS evidence bases, to aid translating this into local transport plans.  7.18 The recommendations were **agreed** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:  (1) Note the progress on the tasks associated with the development of the Strategic Investment Plan; and  (2) Agree that the draft Strategic Investment Plan and associated Integrated Sustainability Appraisal (ISA) is approved for a three month consultation period. |  |
| **8. SIP Consultation** |  |
| 8.1 Lucy Dixon-Thompson (LDT) introduced this item and guided the Partnership Board Members through the paper.  8.2 LDT presented the proposed consultation approach with Judith Hewitt (JH) of ECF, and explained the rationale behind the approach to the survey.  8.3 The Board were reminded of the timeline for the consultation of the SIP, highlighting that during the period between June and September, constituent authorities will have the opportunity to take their consultation responses through their democratic processes if required.  8.4 Once the consultation closes, responses will be analysed and reviewed, with the revised final draft SIP presented to the Partnership Board on 14 November.  8.5 Pending approval, constituent authorities will then have the opportunity to take the final SIP through their democratic process, ahead of it being formally adopted at the Partnership Board meeting on 13 March and submitted to government before the end of the month.  8.6 It was further noted that the Board will receive a communications pack, so that they may publish the consultation on their social media channels and websites.  8.7 The recommendations were **agreed** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:  (1) Approve the approach outlined within this paper to the public consultation on the SIP, and;  (2) note the engagement and communication activity that is planned to support the SIP consultation. |  |
| **9. SIP Communications and Engagement** |  |
| 9.1 Hollie Farley (HF) introduced this item and guided the Partnership Board Members through the paper.  9.2 HF provided the Board with an update on recent communications and engagement activity, including preparation for our forthcoming consultation on the draft SIP, and other activities.  9.3 HF informed the Board on the progress of TfSE’s upcoming events, including the MP reception at Portcullis House and the SIP launch event on 5 July in Guildford. It was noted that TfSE have obtained good support for the MP reception on 22 June and encouraged members to promote the event to their local MPs.  9.4 The recommendations were **agreed** by all Partnership Board members.  ***RECOMMENDATION:***  The members of the Partnership Board are recommended to note the engagement and communication activity that has been undertaken since the last board meeting. |  |
| **10. Local Capability** |  |
| 10.1 Emily Bailey (EB) introduced this item and guided the Partnership Board Members through the paper.  10.2 EB reminded the Board of the bid for funding earlier this year, where we were successfully granted £300,000 to support the DfT in their priority workstream: Local Capacity and Capability.  10.3 EB noted that after discussions with the DfT, that the focus of the work should be given to the capability gaps in local authorities.  10.4 EB introduced Kate Fairhall (KF) of Arup, to outline the approach that was taken to identify capability gaps in the region. An initial workshop was held with the local transport authorities to identify gaps in capability, to enable us to inform a survey that would later be issued for completion.  10.5 An assessment methodology was used to rank importance of skills and existing capability on the surveys returned. It was realised that local authorities felt that all skills were both important, but that they already have high capability in those areas.  10.6 KF detailed that while a number of proposed solutions to capability gaps were identified, seven proposals have the potential to be taken forward to solution phase and put forward to a work programme. It was noted that there was high support for a regional centre of excellence to be established in order to support these capability gaps.  10.7 Finally, it was noted that TfSE would be presenting the findings of the survey to the Department for Transport (DfT) on 14June, to seek approval for the proposed work programme, and authorisation to commence development on the centre of excellence platform.  10.4 The recommendations were **agreed** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:   1. Note the outcome of the procurement exercise; 2. Note the outputs of findings from the survey engagement with Local Authorities within the TfSE geography; and 3. Agree the proposed work programme. |  |
| **11. Responses to Consultations** |  |
| 11.1 Rupert Clubb (RC) put forward to the Board the proposed responses to consultation that TfSE intend to respond to.  11.3 The recommendations were **agreed** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to agree the draft responses to the following consultations:   1. Port of London Authority - The Thames Vision: Consultation Spring 2022; 2. Department for Transport and Office for Zero Emission Vehicles – Consultation on ending the sale of new, non-zero emission buses, coaches and minibuses; and 3. Hampshire County Council – Local Transport Plan (LTP4) |  |
| **The following items were taken as read:** |  |
| **12. Lead Officer’s Report** |  |
| 12.1 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATION:***  The members of the Partnership Board are recommended to note the activities of Transport for the South East between March-June 2022 |  |
| **13. Financial Update** |  |
| 13.1 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to  (1) Note the current financial position for 2021/22 to the end of May 2022; and  (2) Note the progress on the recruitment of additional staffing resource. |  |
| **14. Additional Workstreams** |  |
| 14.1 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATION:***  The members of the Partnership Board are recommended to note the progress that has been made with the four additional Department for Transport / STB work streams on decarbonisation, local capacity and capability, bus back better and electric vehicle infrastructure strategy development. |  |
| **15. MRN/LLM Update** |  |
| 15.1 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:  1) note that the revised list of priority schemes agreed at the March 2022 Board meeting was submitted to the Department for Transport  2) note that the DfT’s MRN Programme review is ongoing and no announcement on the outcome has yet been made |  |
| **16. Technical Programme Update** |  |
| 16.1 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:  (1) Note the progress with ongoing work on defining the future ambition for bus services in the TfSE area;  (2) Note progress with TfSE’s ongoing decarbonisation work;  (3) Note the progress with the launch of TfSE’s Freight Logistics and Gateways Strategy; and  (4) Note progress with the work that has been initiated on the implementation of TfSE’s Future Mobility Strategy**.** |  |
| **17. Governance Sub-Group Update** |  |
| 17.1 Cllr Tony Page (TP) introduced this item and guided the Board through the paper.  17.2 It was noted that the group would continue its meetings for the foreseeable, while the constitution is reviewed by ESCC’s legal team.  17.3 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:  (1) Note the discussions at the recent meeting of the Governance sub-group;  (2) Agree the proposed amendments to the constitution, a final version of which will be presented to the Board for agreement in autumn 2022; and  (3) Note the support from the accountable body’s legal team. |  |
| **18. Transport Forum** |  |
| 18.1 The recommendations were **noted** by all Partnership Board members.  ***RECOMMENDATIONS:***  The members of the Partnership Board are recommended to:   1. Note the recent meeting of the Transport Forum; and 2. Note and consider the comments from the Forum. |  |
| **19. AOB** |  |
| 19.1 No other business was raised. |  |
| **20. Date of Next Meeting** |  |
| 20.1 It was noted that the date for the next Partnership Board meeting will be the 26th September 2022, 9:00-12:00pm. |  |