

**Transport for the South East
Partnership Board Meeting**

Agenda

23 January 2023 13:00-16:00

Virtual

[Click here to join the meeting](#)

Partnership Board Members Attending Virtually		
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)
Cllr David Monk Leader Folkestone & Hythe District Council (jointly representing District and Borough Councils)	Cllr Alan Jarrett, Leader for Medway Council	Cllr Jamie Lloyd Deputy Chair for the Environment, Transport, and Sustainability Committee Brighton and Hove City Council
Heather Preen, Head of Local Communities and Partnerships Transport for London	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Eamonn Keogh, Cabinet Member for Transport and District Regeneration, Southampton 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
Vince Lucas Director VA Rail LTD (jointly representing LEPs)	Cllr Joy Dennis, Cabinet Member for Highways and Transport, West Sussex County Council	Ian Phillips Deputy Chair South Downs National Park Authority (Representative from Protected Landscapes)
Cllr Matt Furniss, Cabinet Member for Transport and Infrastructure, Surrey County Council	Cllr Phil Jordan, Cabinet Member for Infrastructure and Transport, Isle of Wight Council	John Halsall, Route Managing Director for South East, Network Rail

Apologies:

Cllr Lynne Stagg, Cabinet Member for Traffic and Transportation, Portsmouth City Council
Cllr Rob Humby, Leader for Hampshire County Council

	Item	Who
1	Welcome and Apologies	Cllr Keith Glazier
2	Minutes from last meeting (p1-15)	Cllr Keith Glazier
3	Declarations of interest	Cllr Keith Glazier
4	Statements from the public	Cllr Keith Glazier
5	Lead Officer's Report (p16-18)	Rupert Clubb
6	SIP Next Steps (p19-53) <ul style="list-style-type: none"> - Delivery Action Plan - Monitoring and Evaluation - Common Analytical Framework 	Sarah Valentine
7	Finance Update (p54-64) <ul style="list-style-type: none"> - End of quarter three update - Business Plan - Draft Budget 2023/24 	Rachel Ford
8	Governance Group (p65-71)	Cllr Tony Page
9	Technical Programme Update (p72-83) <ul style="list-style-type: none"> - Future Mobility - Freight, Logistics and Gateways Strategy - Decarbonisation - Bus Back Better - Electric Vehicle Charging Infrastructure Strategy 	Mark Valleley
10	Communications and Stakeholder engagement update (p84-86)	Hollie Farley
11	Transport Forum (p87-89)	Geoff French
12	Responses to Consultation (p90-96)	Rupert Clubb
13	AOB	All
14	Date of Next Meeting 13 March 2023 13:00-16:00	

Officers in Attendance

Rupert Clubb	Transport for the South East
Mark Valleley	Transport for the South East
Rachel Ford	Transport for the South East
Sarah Valentine	Transport for the South East
Benn White	Transport for the South East
Hollie Farley	Transport for the South East
Emily Bailey	Transport for the South East
Lucy Dixon-Thompson	Transport for the South East
Jasmin Barnicoat	Transport for the South East
Alexander Baldwin-Smith	Transport for London
Mark Welch	Kent County Council
Dee O'Rourke	Medway Council
Lyndon Mendes	Surrey County Council
David Stempfer	Surrey County Council
Eric Owens	West Berkshire
Nick Harris	National Highways
Pete Boustred	Southampton City Council
Ellie Williams	Southampton City Council
Felicity Tidbury	Portsmouth City Council
Frank Baxter	Hampshire County Council
James Hammond	Folkestone & Hythe District Council
Andy Rhind	DfT
Peter Duggan	DfT
Colin Rowland	Isle of Wight Council
Adam Bryan	South East LEP
Mark Prior	Brighton and Hove City Council
Matt Davey	West Sussex
Stuart Kistruck	Network Rail
Ernest Amoako	Woking Borough Council

**TfSE Partnership Board
14 November 2022 (Virtual) 13:00-16:00
Minutes**

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)	Daniel Ruiz Smart Mobility and Transport Lead Enterprise M3 LEP (jointly representing LEPs)
Cllr Lynne Stagg, Cabinet Member for Traffic and Transportation, Portsmouth City Council	Cllr Phil Jordan, Cabinet Member for Infrastructure and Transport, Isle of Wight Council	Cllr Jamie Lloyd (Sub for Cllr Elaine Hills), Member of the Environment, Transport, and Sustainability Committee Brighton and Hove City Council
Heather Preen, Head of Local Communities and Partnerships Transport for London	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Eamonn Keogh, Cabinet Member for Transport and District Regeneration, Southampton 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
Vince Lucas Director VA Rail LTD (jointly representing LEPs)	Cllr Joy Dennis, Cabinet Member for Highways and Transport, West Sussex County Council	Ian Phillips Deputy Chair South Downs National Park Authority (Representative from Protected Landscapes)
Cllr Matt Furniss, Cabinet Member for Transport and Infrastructure, Surrey County Council		

Guests:

Steven Bishop, Director, Steer

Apologies:

- Cllr Alan Jarrett, Leader for Medway Council
- John Halsall, Route Managing Director for South East, Network Rail
- Cllr Edward Heron, Executive Lead Member for Economy, Transport and Environment Strategy, Hampshire County Council
- Cllr David Monk, Leader, Folkestone & Hythe District Council, (jointly representing District and Borough Councils)

Officers attending Virtually:

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
 Chris Maddocks, Reading Borough Council
 James Hammond, Folkestone & Hythe District Council
 Pete Boustred, Southampton City Council
 David Stempfer, Surrey County Council
 Lyndon Mendes, Surrey County Council
 Felicity Tidbury, Portsmouth City Council
 Richard Kenny, Hampshire County Council
 Dominic McGrath, Hampshire County Council
 James Hammond, Folkestone & Hythe District Council
 Andy Rhind, DfT
 Alexander Pringle, SDNPA
 Dee O'Rourke, Medway Council
 Colin Rowland, Isle of Wight Council
 Mark Prior, Brighton and Hove City Council
 Stuart Kistruck, Network Rail
 Ernest Amoako, Woking Borough Council

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 Jamie Lloyd who is attending in place of Cllr Elaine Hills today as the Brighton and Hove City Council representative.	
1.3 Cllr Glazier introduced Stephen Bishop (SB), who will be presenting the final SIP.	

<p>1.4 Cllr Glazier also offered apologies from the following Board members:</p> <ul style="list-style-type: none"> ○ John Halsall, Route Managing Director for South East, Network Rail ○ Cllr Alan Jarrett, Leader for Medway Council ○ Cllr Elaine Hills, Member of the Environment, Transport and Sustainability Committee ○ Cllr David Monk, Leader, Folkestone & Hythe District Council, (jointly representing District and Borough Councils) 	
2. Minutes from last meeting	
<p>2.1 The minutes of the previous meeting were agreed.</p>	
3. Declarations of interest	
<p>3.1 Cllr Glazier asked Board Members to declare any interests they may have in relation to the agenda. No interests were declared.</p>	
4. Statements from the public	
<p>4.1 Cllr Glazier confirmed that whilst no statements from the public have been submitted ahead of today's meeting, Members will be aware of letters received from Transport Action Network, South Coast Alliance for Transport and Environment, the South Downs Network and others.</p> <p>4.2 Cllr Glazier noted the recent consultation, that provided an opportunity for stakeholders to make their views known and although the consultation is now closed it is important Board Members consider the correspondence from parties as they consider the SIP.</p> <p>4.3 Cllr Glazier recognises the urgent need to address the climate crisis and that transport is one of the largest contributors to carbon emissions and that we must act now. Cllr Glazier informed the Board that the TfSE team would provide more information on the consultation and how feedback had been incorporated into the draft final SIP under item 6.</p>	
5. Lead Officer's Report	
<p>5.1 Rupert Clubb (RC) took introduced the item and guided the Partnership Board through the paper.</p> <p>5.2 RC noted that the substantive part of this paper reports on the progress of the SIP, which will be addressed within agenda Item 6 more fully.</p> <p>5.3 RC informed the Board of a recent invitation to meet the previous Secretary of State and DfT along with four of the other subnational transport</p>	

<p>bodies (STBs) to discuss issues that are pertinent to STBs and combined authorities.</p> <p>5.4 TfSE are also working with the DfT on how we can address issues concerning capacity and capability, noting that TfSE are already support local authorities via workstreams such as Bus Back Better, which looks to help implementation of bus service improvement plans (BSIPs).</p> <p>5.5 RC commented that there have been meetings with Great British Rail Transition Team (GBRTT), and noted that the legislative timetable has been slowed.</p> <p>5.6 RC further noted the works ongoing with other STBs, such as collaborative works with England’s Economic Heartland and Transport East on Bus Back Better, and on a decarbonisation toolkit. In addition, all seven STBs are working collectively on an additional decarbonisation project.</p> <p>5.7 RC informed the Board of his recent attendance as the Business Service Association (BSA) to talk on the strategic investment plan, and at Highways UK specifically on local roads and maintenance.</p> <p>5.8 Recruitment has been a successful venture, and RC has thanked the Department for Transport (DfT) for their involvement in this process, and for the funding to enable us to improve our internal capacity and capability.</p> <p>5.9 Cllr Tony Page (TP) raised a query regarding the length of time for democratic process approval for the SIP and it was confirmed that it would be a 14-week window, excluding Christmas break.</p> <p>5.10 The members of the Partnership Board noted the activities of transport for the South East between September to November 2022.</p>	
<p>6. SIP Update</p>	
<p>6.1 Rupert Clubb (RC) introduced this item to the Board and provided an overview of the work and progress that has gone into the SIP from all stakeholders, highlighting the extensive background work that has formed the evidence base.</p> <p>6.2 The evidence base has been used to assess how best to create opportunities for active travel, public transport, and road safety.</p> <p>6.3 The interventions alone will not reach a net zero, which is why the global policy initiatives are vital to support the interventions.</p> <p>6.4 RC introduced Lucy Dixon-Thompson (LDT) who took the Board through the high-level statistics of the consultation, noting that TfSE held a public consultation for twelve weeks, which was conducted by our independent engagement specialist, ECF. The consultation had its own dedicated website on Engagement HQ, which was very well received.</p>	

6.5 Of the 641 consultation responses, 422 were completed via the survey platform, 88 were written responses via email or letter, and a further 131 were received via the Transport Action Network (TAN) campaign. Respondents included all constituent authorities, Transport for London (TfL) and England's Economic Heartland (EEH), National agencies, 22 district and boroughs, South East Protected Landscapes (SEPL), 2 local enterprise partnerships, 8 MPs and members of the public.

6.6 LDT provided the Board with quantitative response headlines, presenting the wide geographical reach via a scatter graph, which demonstrates the geographical spread of responses that the consultation received. It was noted that the concentration in London is a result of organisational addresses. LDT also explained that responses were also received by neighbouring authorities and STBs, which do not appear within the map that pictures the south east region only.

6.7 LDT thanked Members and their officers for the works contributed to promoting the consultation via their communication platforms.

6.8 For the qualitative response headlines, LDT introduced Steven Bishop (SB) of Steer, who took Members through the key themes and responses that emerged because of the consultation.

6.9 For clarity, SB began by noting high level amendments that had been made to the SIP, such as offering a clearer explanation on its function such as a new section in the introduction which sets out what the SIP is and what it is not. There has been the addition of signposting to the supporting documents to ensure further details on packages is easily accessed. A revision of monitoring indicators has been undertaken to better reflect the potential role that TfSE would play in monitoring and evaluation of the SIP interventions. Finally, we have expanded on 'Next Steps' to outline how the SIP itself will be taken forward and periodically refreshed.

6.10 Key themes that emerged included decarbonisation, public transport, and active travel to name a few. In addition to the thematic comments, 566 key stakeholder comments have been analysed and responded to on a line-by-line basis. This combined analysis has informed the proposed changes to the SIP.

6.11 SB provided an in-depth presentation on the responses taken to each key theme, to ensure that the narrative accurately reflects the analysis taken from the consultation.

Decarbonisation

For decarbonisation, notable updates include a reiteration of commitment to net zero carbon from travel in the region by 2050, and we have ensured content has been updated to ensure it reflects the urgency given to addressing the climate emergency. Further emphasis has been given to behaviour change, integrated planning and digital technologies.

Public Transport

For public transport, we have reiterated the importance of accessible, affordable, integrated, reliable and attractive public transport in all its forms and offered a clarification on what is meant by 'mass transit'.

Active Travel

We recognise the important role of active travel which must be in both local and regional connectivity, with the SIP identifying several enhancements to the National Cycle Network (NCN) while also supporting and helping better connect local infrastructure improvement schemes such as those contained within Local Cycling and Walking Infrastructure Plans (LCWIPs).

Highways

Highways interventions have been clarified within the SIP, to ensure importance of integrated planning and digital technology reduce the need to travel by motorised methods. It has also been made clearer that the number of interventions within the plan focus on multi-modal, safety improvements, and delivery of freight. It was noted that these will also de-conflict strategic and local traffic around built-up areas, freeing up road space for active travel and public transport.

Connectivity

Our response to the connectivity theme has been to make it much clearer that the greater transport choices is imperative, with an emphasis on improved connectivity needing to be achieved through improved public transport infrastructure and services and active travel infrastructure before private cars, even where these are electric.

Costs and Benefits

Notable updates for the costs and benefits have been rectified to include commentary around the public health and personal wellbeing benefits of SIP interventions have been added. The potential for public transport to deliver benefits related to alleviation of cost-of-living crisis, supporting development and delivering affordable housing, and improving accessibility and reducing deprivation has been more clearly explained.

Rural Transport

Greater clarity has been offered on potential for transport to improve accessibility and help reduce deprivation in rural communities. There has been a commitment to develop a policy statement on rural mobility, which TfSE are engaging with other sub-national transport bodies (STBs) and local partners to understand the evidence underpinning the challenges and opportunities for rural transport and service provision.

Integrated Sustainability Assessment (ISA)

It was noted that while 1% of all comments related to the ISA, it was felt that these should be addressed. The context of the ISA has been updated to reflect the Section 62 of the Environment Act 1995. It was also noted that while some comments state that the document is too scientifically complex, it is a technical document that follows legislative guidance.

General Comments

We have developed a technical document which should provide readers with additional information about the interventions and evidence base used

in development of the SIP and individual proposed projects. Assessment of the deliverability of the plan has been made throughout the development of the SIP and supporting Area Studies programmes. Consideration has been given proportionately to affordability, engineering, feasibility, stakeholder acceptance and associated risks.

6.12 RF informed the membership that the next steps for the SIP will be for members to take it through their democratic processes prior to the March Board, where required. While this is underway, we will be working to update maps and final design work. As a result of the consultation, we will also be doing technical updates to our evidence base to ensure alignment. Finally, we will be presenting the final SIP for sign off in March 2023 and pending approval, will be submitting the final SIP to government.

6.13 Andy Rhind (AR) from the DfT welcomed the SIP, and amplified the purpose of the plan, which is to consider wellbeing, climate challenge, impact on environment, and strategic investment that will change and grow the region. It is not intended to replicate local plans process and delivery but can help with capacity and capability for constituent authorities.

6.14 Cllr Joy Dennis (JD) raised the question regarding the omission of some comments in the first iteration. RC assured Members that all have been incorporated and urged Members to refer to the documents on the TfSE website for the most up-to-date version to ensure completeness.

6.15 Cllr Colin Kemp (CK) supported the idea raised by AR that this strategic plan has added great value to the region, but suggested that an additional document that highlight the changes and responses could be made for local authorities that capture the amendments to the SIP.

6.16 Cllr Dan Watkins (DW) considers changes that have happened nationally and regionally over the last twelve months, such as the long-term funding offered for Bus Service Improvement Plans (BSIPs) and cost of living crisis and how this will shape the strategic investment plan. KG noted that from conversations with the DfT, the recognition to support BSIPs is apparent.

6.17 Ian Phillips (IP), Deputy Chair for South Downs National Park Association, thanks TfSE for the opportunity to consult on this plan and the inclusion of their requests within the integrated sustainability assessment but proposes that decarbonisation and environment have reference to the Environment Act, section 62 included within the SIP. In addition, it would be useful to have a line including the natural capital costs associated with the physical infrastructure projects. IP thanks SB for his consideration to include further narrative within the SIP itself. RC confirms that as schemes are developed into individual business cases, they will have to comply with the Green Book, thus adopting the legislation set out by the Natural Environment and Rural Communities (NERC) Act 2006.

6.18 Geoff French (GF) raises a query for the DfT as to whether funding would be affected as a result of the upcoming budget announcement and cost of living crisis. AR remarked that a long-term plan has been requested

from government, and while the upcoming announcement may alter the prioritisation and delivery of the SIP, it will not alter the content of the plan. In addition, government have renewed their commitment to decarbonisation.

6.19 Councillor Tony Page (TP) supports CK comments on summary documents to demonstrate how consultation responses have been incorporated into the SIP. However, TP raises the recent acceleration of active travel since the Transport Strategy. TP noted that we must recognise those public concerns and offer a robust approach to delivery of schemes to ensure their multi modal ability. TP notes his own local authority are committed to delivering net zero by 2030, and therefore a 2050 ambition for the SIP offers an area of contention for councillors with the same commitment.

6.20 Councillor Jamie Lloyd (JL) noted his positivity for the consultation responses received regarding decarbonisation, active travel and environment. JL suggests collaborative working with Active Travel England and onboarding of the recent policy, Gear Change. RC notes that efforts have been made to onboard Active Travel England, but as they are at their early stages of establishment, we are yet to successfully engage.

6.21 Daniel Ruiz (DR), speaking on behalf of local enterprise partnerships (LEPs), notes that while he recognises that the final iteration of the SIP cannot incorporate consultation responses verbatim, he welcomes the amendments that have been included. DR suggests the SIP foreword could include the importance of balancing capital and revenue investment in terms of our strategies on all levels.

6.22 Vince Lucas (VL) would like tonality reflected in the final version of the SIP to acknowledge that the baseline that has been used is a pre-covid trajectory and wishes us to acknowledge that a post covid trajectory would be a new baseline.

6.23 RC notes in response to the perceived single mode nature of the Lower Thames intervention, that while TfSE support the Lower Thames Crossing in principle, we have outlined our view on the scheme in our consultation response to National Highways.

6.24 Regarding decarbonisation, during our work in developing our Transport Strategy, it was suggested that net zero by 2030 was unachievable. While this is the current trajectory, it is not to say that we are not making every effort to reach this as soon as we can, which is the rationale behind the inclusion of the global policies within the SIP.

6.25 In response to DW comments regarding concerns of public transport funding, RC notes that local transport authorities' engagement via ADEPT for example, offers a communication straight into the DfT, so that government are aware of these messages and strengthen the demand.

6.26 While schemes do include highway interventions, RC clarifies that there are not 50 new road schemes within the SIP. We are reflecting the DfT's expectations on how transport schemes will be developed and recognising moving local traffic through. Evidence of highways being

<p>developed as multimodal corridors is already evident within the MRN and SRN schemes.</p> <p>6.27 SB notes that in addition to the SIP, TfSE have pioneered an additional workstream on a decarbonisation pathway, which demonstrates what is required not just for TFSE, but also for local authorities, private sector and central government.</p> <p>6.28 RF is happy to produce the documents that have been requested by Members. In addition, we support the suggestion of including narrative within the foreword with greater emphasis on the need to steady the network aspects. This will be further strengthened by a covering letter to DfT when we submit the plan to government.</p> <p>6.29 RC reminds the Board that the Transport Strategy will be reviewed next year which will take into account policy changes and the same process will be taken for the SIP. The Board will be integral in every step of the review.</p> <p>6.30 RC thanks all participants across the region that have worked together to form this plan. RC sought approval from the Board for delegation of minor changes in consultation with the Chair, which was agreed.</p> <p>6.31 The recommendations were all agreed by the Partnership Board members, except for Brighton and Hove City Council, who abstained from this agreement.</p> <p>RECOMMENDATIONS:</p> <p>The members of the Partnership Board are 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 Strategic Investment Plan and Integrated Sustainability Appraisal. 	
7. SIP Delivery Plan Development	
<p>7.1 Sarah Valentine (SV) introduced this item and guided the Partnership through the paper.</p> <p>7.2 SV provided the Board with the intended approach to the delivery of the SIP, which will take the work programme from strategy to implementation and will require a wide range of partners working together.</p> <p>7.3 SV presented the delivery action plan development, which has commenced by stakeholder engagement with the different delivery partners, and results of these discussions will be collated into the Delivery Action Plan.</p>	

<p>7.4 In addition to the Delivery Action Plan, the development of an analytical framework is in progress. This is being developed to aid business cases, which will require a suite of analytical tools that will be collectively capable of assessing the impacts, benefits and costs of the schemes to provide the necessary assurance to the DfT and other funding/delivery partners that the schemes are worthy of delivery.</p> <p>7.5 A final development on the SIP next steps will be the monitoring and evaluation plan. This will relate to the key priorities of the SIP, ensuring our aims and objectives are being delivered.</p> <p>7.6 A robust approach is needed to ensure the successful delivery of interventions included in the SIP. A ‘State of the Region’ annual monitoring could add considerable value to TfSE and our partners by providing an annual report which collates and presents several big-picture metrics such as economy, environment, and social inclusion. This will also offer more specific transport-led outputs which are directly linked to the stated objectives of the Transport Strategy and the SIP. This report will set out trajectories for those metrics and demonstrate each year whether those are being met.</p> <p>7.7 The recommendations were all noted by the Partnership Board members.</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1) The members of the Partnership Board are recommended to: Note the outcome of the progress of the Local Capability workstream; and 2) Agree the funding allocation as set out in Option 1. 3) Agree to delegate authority to Lead Officer to undertake discussions with Solent Transport about their proposal and, in the event that the proposal cannot proceed as planned, delegate authority to the Lead Officer to implement Option 2. 4) Note the pipeline of proposals to be explored in more detail as part of the Centre of Excellence or in a future funding round. 	
<p>8. Technical Programme Update</p>	
<p>8.1 Mark Valleley (MV) introduced this item and guided the Partnership through the paper.</p> <p>8.2 MV discussed several work programmes that are being progressed by TfSE:</p> <p><u>Bus Back Better</u> DfT tasked STBs to offer support packages to their local authorities to aid implementation of their Bus Service Improvement Plans (BSIPs),</p>	

irrespective of funding. Reconnaissance work has taken place to identify what support is required. Packages of support captured are set out in appendix 1 of agenda item 8, and will be delivered in phase 2 of the project before the end of the financial year.

Electric Vehicle Infrastructure Strategy

The DfT funded STBs earlier this year to support an additional workstream that would look to develop a regional strategy for electric vehicle charging infrastructure, building on the good work that is already going on in local authorities. It will look at demand and outline potential locations of charging points. It has brought together constituent authorities and key stakeholders via forums to exchange information to encourage progress strategically.

Future mobility strategy

We are progressing with the implementation of this strategy, which was agreed by the Board in 2021, with WSP who are moving forward the action plan which includes servicing the future mobility forum and looking to produce some further technical studies.

Freight and Logistics Strategy

We have recently commissioned AECOM to identify the scale of lorry parking issues that currently exist in the TfSE area and are looking to engage with a supplier to help us move forward with a number of aspects of the action plan for the freight strategy. These include a property market review to identify potential further locations for regional distribution centres in the geography, the potential of coastal shipping in helping us encourage the shift from roads to more sustainable forms of transport. An important initiative to improve relationships between the public and private sector to overcome the freight blindness that public sectors can be accused of having.

Decarbonisation

We have been working with Transport East and England's Economic Heartland to develop a transport decarbonisation assessment tool that will help local authorities in moving forward with their updated local transport plans (LTPs) because of the new guidance, particularly the quantifiable carbon reduction guidance which will be asking local authorities to assess how their LTPs will deliver carbon reduction.

Local Capability

A number of projects are being funded by the grant funding that we received from the DfT earlier this year, to support local authorities capability. Training projects are being offered to Kent, Wokingham and Brighton and Hove. Within the Solent area, a refresh of their transport model is being funded. A further project to refresh guidance is being taken forward by Hampshire, which will support the region and feed into the foundation of a Centre of Excellence.

8.3 Ian Phillips (IP) queried whether the electric vehicle strategy would be looking at implications of providing charging points for terraced housing or private driveways. MV confirmed that the TfSE purpose of the regional strategy is to identify at a strategic level where charge points should be located.

<p>8.4 Geoff French (GF) invited MV to present the progress on these workstreams to the Transport Forum on 20 December 2022. MV welcomed the opportunity to provide an update.</p> <p>8.5 The recommendations were noted by all Partnership Board members.</p> <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to note the progress with:</p> <ol style="list-style-type: none"> 1) Ongoing work to assist local transport authorities with the implementation of their bus service improvement plans (BSIP); 2) Developing an electric vehicle charging infrastructure strategy for the TfSE area; 3) Delivering TfSE’s future mobility strategy; 4) Delivering TfSE’s freight logistics and gateways strategy; 5) The joint work being progressed on decarbonisation; and 6) The work being progressed to develop local capability 	
<p>9. Communications and Stakeholder Engagement Update</p>	
<p>9.1 Hollie Farley (HF) introduced this item and guided the Board through the paper.</p> <p>9.2 Following the close of the draft SIP consultation, the communications and stakeholder engagement managers have been working extensively with ECF and stakeholders to analyse consultation responses and feed them into the final draft SIP.</p> <p>9.3 Further engagement has been undertaken as a result of the additional workstreams via Forums, which is helping to support development of each project.</p> <p>9.4 The University Roundtable meeting took place on 4 October. We presented an update on our SIP consultation and work on the electric vehicle charging infrastructure strategy. The intention is to have a face-to-face meeting in December, which will cover active travel and centres of excellence. Board members are welcome to attend this meeting.</p> <p>9.5 The communications and stakeholder engagement group continue to liaise virtually since the end of the SIP consultation and discuss its outcomes, and we intend to look to the future and discuss next steps for the SIP and its launch. A proposal for this launch will be presented to the Board in January 2023.</p> <p>9.6 A risk of stakeholder fatigue has been identified, so we are working internally to ensure we are operating in the most effective manner. On our database, we currently have 3400 individual stakeholders and 1200 organisations. There are 20 active stakeholder groups, covering everything</p>	

<p>from task and finish technical steering groups to partnership board. In the last two years, 14 task and finish stakeholder groups relating primarily to the area studies work have been initiated and closed. There are approximately 400 individuals involved in our current groups, representing 200 organisations.</p> <p>9.7 The result of this piece of work should mean that everyone is up to date and informed, while avoiding stakeholder fatigue by attendance at numerous TfSE meetings.</p> <p>9.8 For our upcoming events, Councillor Glazier has been invited to the Westminster Forum, which has been postponed to early next year, date to be confirmed.</p> <p>9.9 We are preparing for the second subnational transport body (STB) conference which will be taking place next year.</p> <p>9.10 The recommendations were noted by all Partnership Board members.</p> <p>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.</p>	
<p>10. Financial Update</p>	
<p>10.1 Rachel Ford introduced this item and guided the Board through the paper.</p> <p>10.2 Rachel provided an update to the end of quarter 2 against the forecasted budget and set out the forecast for the remainder of the financial year.</p> <p>10.3 The main expenditure to date relates to the delivery of our technical work programme, including the closure of the area studies. The other main area of expenditure is the TfSE staffing costs.</p> <p>10.4 To date, we have spent just over £1 million and £700,000 has contributed to the technical programme. The forecast has been updated in the paper to reflect the forthcoming onboarding of staff as a result of recent recruitment.</p> <p>10.5 The forecast for end of year expenditure is just under £3.5 million compared with an expected income of £3.9 million, and this disparity will be carried forward to maintain the reserve at the agreed level.</p>	

<p>10.6 For the next financial year, the DfT grant funding for the centre of excellence and common analytical framework has been carried over, at the request of DfT. This is to ensure we work in accordance with all seven STBs, to prevent misalignment. To date, we have made good progress on both of these workstreams, and to maintain momentum we have asked the Department to draw down smaller amounts to undertake some background research to put us in a good position for 2023/24. £40,000 will be used for the centre of excellence, and £20,000 for the common analytical framework.</p> <p>10.7 RF noted that constituent authorities local contributions have supported TfSE since its inception. We would like to continue the local contributions to form the basis of our business plan but recognise the financial strain that constituents face. As a result, we are proposing to keep local contributions at the same level that they have been at for the previous financial years. These are £58,000 for county council authorities and £30,000 for individual and unitary authorities.</p> <p>10.8 Intention is to bring a full budget report to the Board in January which will set out the workplan for 2023/24 for TfSE.</p> <p>10.9 The recommendations were agreed by all Partnership Board members.</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1) The members of the Partnership Board are recommended to 2) Note the current financial position for 2022/23 to the end of September 2022; 3) Note the update on grant funding from the Department for Transport; 4) Note the progress on the recruitment of additional staffing resource; and 5) Agree the local contributions for 2023/24. 	
<p>11. Governance Update</p>	
<p>11.1 Cllr Tony Page (TP) introduced this item and provided a verbal update on progress of the governance subgroup.</p> <p>11.2 Cllr Page noted the recent work undertaken with accountable body legal team to make the amendments to the revised constitution, which will be published onto the TfSE website.</p> <p>11.3 Due to resource pressured within the accountable body's legal team, the revisions to the Intra Authority Agreement (IAA) have been delayed, but the current IAA is still valid.</p>	

<p>11.4 The revised IAA provides additional protection to the accountable body when procuring consultants to offer advice to the partnership. The intention is to have the revised IAA for the January Board.</p> <p>11.5 Works will commence on developing the audit and governance committee with a view to holding the first committee meeting in April. This will be a formal subcommittee of the Board and will replace the current governance sub group.</p> <p>11.6 The recommendations were noted by all Partnership Board members.</p> <p>RECOMMENDATIONS:</p> <p>The members of the Partnership Board are recommended to note the update on the governance work stream.</p>	
<h2>12. Transport Forum</h2>	
<p>12.1 Geoff French (GF) introduced this item and guided the Board through the paper.</p> <p>12.2 GF informed the Board of the recent Forum held on 8 November, which presenting the final draft SIP.</p> <p>12.3 GF reiterated the suggestion of bringing the technical progress update to the subsequent Transport Forum on 20 December, as it will be of interest to the membership.</p> <p>12.4 The recommendations were noted by all Partnership Board members.</p> <p>RECOMMENDATIONS:</p> <p>The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> 1) Note the recent meeting of the Transport Forum; and 2) Note and consider the comments from the Forum 	
<h2>13. AOB</h2>	
<p>13.1 No other business was raised.</p>	
<h2>14. Date of Next Meeting</h2>	
<p>14.1 It was noted that the date for the next Partnership Board meeting will be Monday 23rd January 2023, 13:00-16:00.</p>	

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

Date of meeting: **23 January 2023**

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

Title of report: **Lead Officer’s Report**

Purpose of report: **To update the Board on the recent activities of Transport for the South East**

RECOMMENDATION:

The members of the Partnership Board are recommended to note the activities of Transport for the South East between November - January 2022.

1. Introduction

1.1 The focus of work for TfSE in recent months has been to support the DfT in their additional workstreams, as well as the development of the strategic investment plan’s (SIP) next steps.

1.2 Since the Board met in November 2022, we have issued the final word document of the SIP to local authorities, for them to take through their democratic processes where required. We have also met with local authorities, to develop the SIP delivery plan.

1.3 We have also started our business planning process for 2023/24. The proposals for our work plan for next year build on the work that we have done to date, moving us into the implementation phase of the SIP. We will continue with our thematic studies and will turn our attention to the development of the regional centre of excellence. Board members will have the opportunity to sign off the final Business Plan in March 2023.

2. Work of Transport for the South East

Strategic investment plan

2.1 Our focus for the past two years has been on developing our Strategic Investment Plan, which will be the blueprint for investment over the next 30 years. It has been supported by a considerable and robust evidence base that has come about as a result of our Area Studies and thematic strategies. All works have included extensive stakeholder engagement, to be able to present a strong case to Government.

2.2 The SIP recently went out for public consultation which ran for 12 weeks. In this period, a total of 630 consultation responses were received from a wide range of stakeholders. This feedback has been used to inform and shape the final SIP narrative to reflect the views of the consultees.

2.3 Constituent Authorities that are required to will be taking the final SIP through their democratic processes in advance of the March Board meeting, which will be the final sign off prior to submission to Government.

Joint STB work

2.4 Across the STB organisations, collaborative working is becoming more frequent as a result of the additional workstreams that DfT asked all to consider. These include:

- TfSE, Transport East and England's Economic Heartland joint work on Bus Back Better
- TfSE, Transport East and England's Economic Heartland joint work on producing a decarbonisation toolkit
- 7 STBs working jointly on decarbonisation.

2.5 Our funding for additional workstreams on Bus Back Better, Electric Vehicle Charging Infrastructure Strategy and Local Capacity and Capability was awarded by DfT in January 2022. All projects are now producing outputs, and bus back better has been extended by one month to ensure support packages are delivered in an effective way and alleviating capacity pressures on LTAs.

2.6 Looking forward, DfT have tasked STBs to develop their plans to aid local authorities' capacity and capability via Centres of Excellence. All STBs met on 12 December to set out their proposal for a Regional Centre of Excellence, while also considering the possibility of a national Centre of Excellence, where STBs who are excelling in certain areas could provide expert advice and solutions.

2.7 The seven STB Chief Officers met with DfT on 25 November to discuss emerging priorities following ministerial changes, business planning and centres of excellence development. This is reflected in recent business planning guidance issued to the STBs which will come forward to the March board meeting.

Events

2.8 The team has spoken at a range of events and seminars, including addressing senior managers at Arup on the development of TfSE and the SIP.

TfSE Team

2.9 TfSE received their grant funding from DfT in March 2022 and following approval of the budget at the Board meeting in May we have commenced work on establishing a staffing complement to put in place the capacity and capability to deliver the work programme. Recruitment for several posts have already been successfully filled.

2.10 As a result of further recent recruitment activity, we have been successful in securing three new positions:

- 2.10.1 Mat Jasper as Scheme and Development Manager, who joined the team in December 2022 and will be supporting Sarah Valentine in the delivery of the strategic investment plan.
- 2.10.2 Emily Bailey has recently been appointed as a Centre of Excellence project manager, to undertake the development and delivery of capability and capacity uplift to LTAs, and support this DfT priority.
- 2.10.3 We have successfully recruited a Transport Strategy Manager, who will be joining TfSE on 22 February 2023.

2.11 Hollie Farley, our Communications and Media Manager, leaves TfSE at the end of February. Hollie has been an invaluable member of the team, and we wish to thank her for her work.

3. Conclusions and recommendations

3.1 The Partnership Board is recommended to note the activities undertaken by TfSE between November – January.

RUPERT CLUBB

Lead Officer

Transport for the South East

Contact Officer: Emily Bailey

Tel. No. 07840649245

Email: Emily.bailey@eastsussex.gov.uk

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

Date of meeting: **23 January 2023**

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

Title of report: **Delivery of the Strategic Investment Plan (SIP)**

Purpose of report: **To provide an update on work to support delivery of the SIP**

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) Note the progress with the development of a Delivery Action Plan for the SIP;**
 - (2) Note the progress with the development of a TfSE Monitoring and Evaluation Framework;**
 - (3) Agree the proposed three year routemap for the development of an analytical framework to support business cases and the delivery of the schemes within the SIP; and**
 - (4) Agree the list of short term accelerated activities for the analytical framework and agree that this should be submitted to DfT to request the release of the remainder of the funding allocated for this financial year.**
-

1. Introduction

1.1 This report provides an update on three workstreams that will support the delivery of the Strategic Investment Plan (SIP).

2. Background

2.1 Delivering the SIP will require a number of partners, including TfSE, local transport authorities, National Highways, Network Rail and DfT, to work closely together to develop and deliver the schemes and policy interventions it sets out. A number of different approaches to bring forward schemes will also be required, taking account of the different stages of development that schemes are already at and the resources available to TfSE and the delivery partners to progress the work.

2.2 This report sets out the work that is currently underway to prepare for the delivery of the interventions, ensuring the required analytical tools are available, and for the reporting on benefits realisation arising from both place-based and global interventions included in the SIP.

3. SIP Delivery Action Plan

3.1 The SIP contains 293 multi-modal scheme and policy interventions that are required to be delivered across the South East over the next 28 years, to realise the Vision for 2050 set out in the TfSE Transport Strategy. Delivery of this programme of

interventions will require the input of a number of different partners working together, and the exact arrangements will need to vary from scheme to scheme.

3.2 Work is underway to produce a Delivery Action Plan for the SIP. With a focus on the next 3 years, this will build upon the Area Studies Delivery Plan, and will set out the current position with each of the proposed schemes, detail what the next steps are, confirm the roles of TfSE and delivery partners in undertaking those next steps and identify what resources and analytical tools are available and required. This work is being undertaken as a natural extension to the Area Studies work, supported by Steer, and funded from the Area Studies budget.

3.3 To inform the Delivery Action Plan, a series of workshops to examine all the individual schemes in detail have been undertaken with key delivery partners including constituent authorities, National Highways and Network Rail. The information gathered at these workshops is being collated into a draft report which will then be reviewed and agreed by our delivery partners before being finalised.

3.4 By virtue of their inclusion within the SIP all the schemes have been identified as priorities for the region it needs to be recognised that individual schemes will be delivered through a number of different funding streams and programmes over the long term. Reflecting also that one of the core functions of Sub-national Transport Bodies is to provide advice to Ministers on prioritising transport investment in their area, the plan will also propose a methodology which will enable TfSE to filter the schemes and identify priorities such as “top 10 lists” either overall or based on a range of differing factors, such as funding stream. If the methodology is agreed, then initial lists will be prepared and brought to the Partnership Board for approval.

3.5 The Delivery Action Plan will be published alongside the final SIP, and will also form the baseline from which future monitoring and evaluation of the delivery of schemes within the SIP can be measured. As part of that monitoring the Delivery Action Plan will need to be regularly reviewed and updated so that it remains live.

4. Monitoring and Evaluation Framework

4.1 A clear robust approach to monitoring and evaluation is needed to ensure the successful delivery of the interventions included in the SIP. It will be important to ensure this mechanism provides a clear line of sight from the transport strategy’s vision through to intervention level objectives, via the Strategic Investment Plan. It will also be important to discern the outcomes and impacts of interventions at a regional level to understand how much they contribute to the SIP’s (and wider TfSE) objectives.

4.2 The Transport Strategy set out the strategic priorities and the key performance indicators (KPIs) that are intended to show how the strategy is progressing. The Area Studies built upon this and used the ‘theory of change’ links between the investment or policy input at one end of a logic map through to the expected outputs and impacts/outcomes at the other end.

4.3 To progress the development of a Monitoring and Evaluation Framework a workshop was held recently with our constituent authorities to help inform the approach that we should take. The workshop considered development of a “State of the Region” annual report which would monitor the ‘health’ of the region against a number of key metrics which are linked to the outcomes and impacts the Strategy and SIP are seeking.

4.4 The main outcomes from the workshop were as follows:

- Further consideration needs to be given to the role(s) of TfSE in delivering the SIP and where the responsibility and accountability for delivering the SIP and schemes within it sits.
- It was agreed that TfSE should monitor delivery of the intended outcomes and impacts of the Transport Strategy and SIP via a 'State of the Region' report.
- Further consideration will be given to each metric as to whether or not specific targets should be set or whether monitoring against trajectories is more appropriate.
- We should also monitor progress on the development and delivery of individual schemes within the SIP.
- There was support for schemes to undertake post opening project evaluation (POPE), and an interest in exploring how that could be supported through the development of the Centre of Excellence.

4.5 Further work will now be undertaken to develop the framework further and the monitoring and evaluation framework and the first "State of the Region" report will be completed by March 2023.

5. Analytical Framework

5.1 Regardless of the delivery route or partner, it is likely that the majority of the schemes within the SIP will require a business case to secure their funding. Developing the business cases will require a suite of analytical tools (an analytical framework) that are collectively capable of assessing the impacts, benefits, and costs of the schemes to provide the necessary assurance to DfT and other funding/delivery partners that the schemes are worthy of delivery.

5.2 TfSE's funding settlement for 2022/23 included an allocation of £300,000 towards the development of an analytical framework. The release of this funding was subject to further discussion with DfT about how this element of work will be taken forward. DfT have subsequently agreed to TfSE undertaking an initial small piece of scoping work, the outcomes of which can inform further funding discussions and work on developing the analytical framework. Release of the remainder of the funding is subject to further agreement by DfT following the submission of more detailed proposals being developed through the scoping work.

5.3 The aims of the scoping work were as follows:

- what is required to support delivery of the Strategic Investment Plan at pace;
- what local partners require in broader terms (e.g. LTP development, scheme business case development);
- the extent to which this would align with a Common Analytical Framework or require additional investment; and
- at what pace the framework can and should be developed.

The scoping work has been completed and a report setting out a route-map for the analytical framework development with a focus on the next three years is included at Appendix 1. A table summarising the three year route-map is included at Appendix 2, and Appendix 3 details a preferred list of short term accelerated activities that could be

submitted to government to draw down the remainder of the funding allocated for this financial year.

5.4 Building on the information gathered during the Delivery Action Plan development described in paragraphs 3.2 and 3.3 above, a review has been conducted on all 293 SIP interventions to gain an understanding of the analytical framework requirement for progressing each of them. Consideration was also given to the tools that will be required to support continued delivery of the TfSE technical work programme, and tools that will support our local partners work, such as our constituent authorities with their LTP development and delivery. Through a combination of interviews and questionnaires a review of the analytical frameworks already in place across the TfSE area was also developed. The findings of these reviews together were analysed to identify where there are “gaps” in the analytical framework’s across the TfSE area – instances where the level of analytical framework in place in a certain geography would not be sufficient to progress a SIP intervention in that geography, or to support the wider TfSE technical work programme or constituent authority LTP delivery.

5.5 This “bottom up” analysis identified “gaps” which the analytical framework needs to address. These broadly fit into nine categories as follows:

- Local model data age
- Local model geography
- Local model functionality
- LTAs have insufficient resource to progress projects
- Forecasting the full impact of rail interventions
- National Highways and local partner collaboration
- The need to quantify carbon reduction
- NTEM often does not represent Local Plan aspirations
- Consistency of approach to active travel demand forecasting

5.6 TfSE has previously undertaken other work considering our future analytical needs, and these were also reviewed to provide a “top down” approach which captures the current strategic context. A key consideration within this review was the need to ensure that there is collaboration with the other STB’s and development of a potential STB Common Analytical Framework. This review resulted in 4 potential scenarios for the TfSE analytical framework route map being developed. The scenarios were then assessed both in terms of how the identified “gaps” would be filled, and their strengths, weaknesses, opportunities, and challenges.

5.7 The preferred scenario for development of TfSE’s analytical framework is to combine two of the scenarios. This would include:

- having access to elements of an STB Common Analytical Framework such as the development of consistent data standards;
- opportunities for collaboration across sub-national transport bodies where a consistent approach is required with for example:
 - decarbonisation;
 - consistent approach to active mode demand forecasting; and

- development and evolution of land use/transport modelling capability.
- TfSE leading the development of bespoke tools and approaches tailored to the needs of their schemes; and
- Local Transport Authorities being supported to develop TfSE Strategic Investment Plan interventions where they are best placed to do so.

5.8 The Route Map in Appendix 2 provides a three year business plan for how the preferred scenario would be delivered. It sets out:

- Each of the tasks to be delivered with a description;
- The extent to which a task offers an opportunity for cross sub national transport body collaboration or pooling of resources;
- The extent to which the task offers an opportunity for acceleration and procurement in 2022/23;
- The analytical framework gaps that each task addresses;
- The expected workstream lead on the task; and
- The indicative cost band per year for delivery of the task. The cost bands are the following
 - £ - less than £100,000
 - ££ - between £100,000 and £300,000
 - £££ - more than £300,000

5.9 The Route Map is split into seven sections which contribute to delivery of a number of core objectives:

- Common Analytical Framework includes tasks which progress the development of Common Analytical Framework functionality where there is clear value to be gained from collaboration and pooling of resources;
- Rail, Highway and Mass Transit include tasks which support development of TfSE's priority short and medium term rail, highway and, mass transit projects to their next stage of development within three years as well as support Local Partners in progression of their own programmes including Local Transport Plan development;
- Active travel includes a task to support development of consistent and cost-effective ways of demand forecasting for active travel projects;
- Scheme development tools includes tasks which support the wider impact assessment for projects across all modes and policy areas, supporting progression of TfSE's programme, but also Local Partners and other sub-national transport bodies' programmes;
- TfSE staff resource and licenses sets out the additional costs that would be incurred by TfSE in the delivery of this plan.

5.10 In line with DfT guidance, the funding to deliver the routemap would be programmed across a number of TfSE workstreams as well as an allocation for developing and maintaining the analytical framework as a whole. Further detail would be determined through TfSE's annual Business Plan and budget setting processes.

5.11 The Route Map sets out the tasks to be completed over the next three years in the development of the analytical framework, but there is an opportunity to bring a number of these tasks forward and for their costs to be funded by

Transport for the South East's 2022/23 remaining analytical framework development allocation of £280,000.

- 5.12 A preferred option of analytical framework development tasks that could be brought forward to 2022/23 has therefore been developed and is set out within Appendix 3. This sets out tasks with costs which could be fully funded within Transport for the South East's remaining 2022/23 analytical framework development allocation. The tasks within the preferred option have been selected for the following reasons.
- They are tasks which involve collaboration with central government, Local Transport Authorities and sub national transport bodies to develop a common analytical framework.
 - They are aligned with Department for Transport expectations as to the types of tasks this allocation should be funding.
 - Fast-tracked tasks are in the control of TfSE providing greater certainty over ability to deliver.
- 5.13 Any tasks not within the preferred option (i.e. not brought forward and funded through the remaining 2022/23 allocation) will remain to be included within the route map and budget proposals for the following three years.
- 5.14 Members of the Board are recommended to agree the three year route-map for the analytical framework development. Members are also recommended to agree the list of short term accelerated activities and agree that this should be submitted to DfT to request the release of the remainder of the funding allocated for this financial year.

6. Conclusions

- 6.1 Board Members are recommended to note progress with the development of a Delivery Action Plan for the SIP and a TfSE Monitoring and Evaluation Framework.
- 6.2 Board Members are also recommended to agree the proposed three year routemap for the development of an analytical framework to support business cases and the delivery of the schemes within the SIP.
- 6.3 Members are also recommended to agree the list of short term accelerated activities for the analytical framework and agree that this should be submitted to DfT to request the release of the remainder of the funding allocated for this financial year.

RUPERT CLUBB
Lead Officer
Transport for the South East

Contact Officer: Sarah Valentine
Tel No: 07701 394355
Email: sarah.valentine@eastsussex.gov.uk

Transport for the South East Analytical Framework Review

Introduction

Context

1. Transport for the South East (TfSE) has developed its Strategic Investment Plan, which sets out a number of multi-modal transport interventions to be delivered across the area by 2050. Additionally, TfSE is continuing to undertake a wide-ranging technical work programme, which will include a refresh of its transport strategy. The Department for Transport's guidance sets out that each sub national transport body is responsible for ensuring that it has the data and analytical framework to deliver its workstreams. Steer was commissioned to support in reviewing the specific needs of TfSE and its partners in developing an analytical framework to progress delivery of the Strategic Investment Plan, as well as for future strategy and implementation planning work, and to develop a corresponding route map for delivery of the necessary analytical framework elements.
2. The project involved identification of the specific gaps and shortfalls in the existing analytical framework and how they can be addressed. There was also consideration of opportunities where TfSE could work in partnership with central government, sub national transport bodies and constituent Local Transport Authorities to develop common analytical tools and approaches for the benefit of their partner and other sub national transport bodies.

Aims

3. The aims of this commission were to identify:
 - what is required to support delivery of the Strategic Investment Plan at pace;
 - what local partners require in broader terms (e.g. LTP development, scheme business case development);
 - the extent to which this would align with a Common Analytical Framework or require additional investment; and
 - at what pace the framework can and should be developed.

Method

4. The following method was employed to achieve these aims:
 - **Task 1:** Conduct a workshop with TfSE colleagues to define aims of the analytical framework, priorities, timescales for development, (potential) roles of TfSE, need to align (e.g. Common Analytical Framework) with and support other sub national transport body frameworks.
 - **Task 2:** Review existing or near completion technical work on model development and framework planning.
 - **Task 3:** Identify suitable tool types for scheme and business case development of Strategic Investment Plan interventions as well as potential future studies/strategies and implementation planning.
 - **Task 4:** Incorporate findings from Delivery Action Plan triage meetings with Local Transport Authorities, National Highways and Network Rail to identify existing tools.
 - **Task 5:** Engage with Local Transport Authorities, National Highways and Network Rail to review appropriate tools.
 - **Task 6:** Scope phased delivery pathways for analytical framework development; and
 - **Task 7:** Identify costs and staff resources / expertise required for the delivery of the plan.

TfSE Analytical Framework Triage

5. Through a combination of interviews and questionnaires a review of the Analytical Frameworks in place across the TfSE area has been developed. In Table 1 below the findings are summarised with details about the data age, functionality and geographic scope of strategic transport models from TfSE and its national and local partners.

Table 1: Review of transport models/analytical frameworks

Local Transport Authority	Age of modal data	Model/analytical framework functionality	Model/analytical framework geography
Transport for the South East	2018	South East Economy and Land Use Model (SEELUM) is a transport and land use model that simulates the interaction of transport, people, employers and land-use over periods of time. It forecasts the impacts of improvements in generalised journey time between location. Outputs include change in: trips by mode, population, employment, GVA and carbon emissions	SEELUM's modelling area covers the entire Transport for the South East area in detail with less detailed coverage in the surrounding Local Authorities.
Network Rail		<p>Network Rail uses MOIRA which is an analytical tool designed to forecast the change in rail demand stimulated by improved journey times.</p> <p>Network Rail uses the Governance for Railway Investment Projects (GRIP) process to manage and control investment projects. Projects progress through the stages of the GRIP process with increasing levels of scrutiny and analytical rigour applied to the assessment of scheme impacts.</p>	MOIRA provides coverage across the entirety of the rail network in the Transport for the South East area.
National Highways	2020	<p>National Highways uses South East Regional Traffic Model (SERTM) which forecasts the impact of highways interventions on flows on the Strategic and Major Road Networks.</p> <p>National Highways uses the Project Control Framework (PCF) to manage and deliver major improvement projects. Projects progress through the stages of the PCF with increasing levels of scrutiny and analytical rigour applied to the assessment of scheme impacts.</p>	SERTM's modelling area covers the entire Strategic and Major Road Network in the Transport for the South East area.

Local Transport Authority	Age of modal data	Model/analytical framework functionality	Model/analytical framework geography
Bracknell Forest Council	2019	Highways network model	The Detailed Modelling Area (DMA) covers Bracknell Forest local authority area as well as parts of Wokingham and Windsor and Maidenhead and extends down to the M3 Junctions 3 and 4 in the south, and up to M4 Junction 9 in the north.
Brighton & Hove City Council	Brighton & Hove City Council are currently in the process of developing a new strategic transport model		
East Sussex County Council	2019	The model is primarily highway based but does include a 'light touch' public transport model. A Variable Demand Model, using 24-hour Production-Attraction matrices has also been developed.	Detailed modelling area extends across the whole of East Sussex, with coverage at lower levels of detail outside the County boundary.
Hampshire County Council (South Hampshire covered by Solent Regional Transport Model, North Hampshire covered by North Hampshire Transport Model)	Solent Regional Transport Model 2019	Solent Regional Transport Model The suite of transport models which SRTM is made up of comprises a Main Demand Model (MDM), a Gateway Demand Model (GDM), Road Traffic Model (RTM) and Public Transport Model (PTM) with P&R functionality.	Solent Regional Transport Model The whole of Portsmouth, Southampton and the Isle of Wight, plus the entirety of the districts of Gosport, Fareham, Havant, Eastleigh; the majority of Winchester district (excluding the rural areas in the north) and the parts of Test Valley, New Forest (the Waterside) and East Hampshire which form part of the Solent sub-region.
	North Hampshire Transport Model 2019	North Hampshire Transport Model Highway and PT assignment, with VDM.	North Hampshire Transport Model There is full coverage of the Basingstoke and Deane District Council area, the adjacent eastern part of Test Valley District Council area and the western part of Hart District Council area.

Local Transport Authority	Age of modal data	Model/analytical framework functionality	Model/analytical framework geography
Kent County Council	2019	Highway assignment model Public transport assignment model 24hr production-attraction variable demand model	The detailed model area covers all of Kent County Council and Medway Council areas while a less detailed modelling area covers the wider South East
Isle of Wight Council	Solent Regional Transport Model 2019	Solent Regional Transport Model The suite of transport models which SRTM is made up of comprises a Main Demand Model (MDM), a Gateway Demand Model (GDM), Road Traffic Model (RTM) and Public Transport Model (PTM) with P&R functionality.	Solent Regional Transport Model The whole of Portsmouth, Southampton and the Isle of Wight, plus the entirety of the districts of Gosport, Fareham, Havant, Eastleigh; the majority of Winchester district (excluding the rural areas in the north) and the parts of Test Valley, New Forest (the Waterside) and East Hampshire which form part of the Solent sub-region.
Medway Council	2016	Highways network model	The Medway local authority area as well as parts of Gravesham, Tonbridge & Malling, Maidstone and Swale
Portsmouth City Council	Solent Regional Transport Model 2019	Solent Regional Transport Model The suite of transport models which SRTM is made up of comprises a Main Demand Model (MDM), a Gateway Demand Model (GDM), Road Traffic Model (RTM) and Public Transport Model (PTM) with P&R functionality.	Solent Regional Transport Model The whole of Portsmouth, Southampton and the Isle of Wight, plus the entirety of the districts of Gosport, Fareham, Havant, Eastleigh; the majority of Winchester district (excluding the rural areas in the north) and the parts of Test Valley, New Forest (the Waterside) and East Hampshire which form part of the Solent sub-region.
Reading Borough Council	2015	Highways network model	The model includes the whole of the Reading urban area, therefore covering areas included within Wokingham Borough Council and West Berkshire Council areas.

Local Transport Authority	Age of modal data	Model/analytical framework functionality	Model/analytical framework geography
Royal Borough of Windsor & Maidenhead	Information not provided	Highway model	Detailed coverage of the Slough Borough Council area
Slough Borough Council	Information not provided	Highway model	Detailed coverage of the Slough Borough Council area
Southampton City Council	Solent Regional Transport Model 2019	Solent Regional Transport Model The suite of transport models which SRTM is made up of comprises a Main Demand Model (MDM), a Gateway Demand Model (GDM), Road Traffic Model (RTM) and Public Transport Model (PTM) with P&R functionality.	Solent Regional Transport Model The whole of Portsmouth, Southampton and the Isle of Wight, plus the entirety of the districts of Gosport, Fareham, Havant, Eastleigh; the majority of Winchester district (excluding the rural areas in the north) and the parts of Test Valley, New Forest (the Waterside) and East Hampshire which form part of the Solent sub-region.
Surrey County Council	2019	A multi-modal, regional transport model, with a detailed highway and public transport network and associated public transport services as well as Park & Ride functionality.	Modelling detail is centred on Surrey with an Inner Study Area extending to include key population and employment centres just beyond the county boundary. These include Farnham and Camberley in the west; Horsham in the south; Gatwick Airport and East Grinstead in the south-east; and Croydon, Sutton, and Heathrow Airport on the northern boundary.
West Berkshire Council	2017	Full four stage model comprising a Highway model, Public Transport model and Variable Demand Model all developed in VISUM	The Detailed Modelling Area (DMA) covers the West Berkshire local authority area. Network plan of zones and DMA/FMA boundaries provided. The rest of the Fully Modelled Area (FMA) extends slightly further out, including Reading and M4 Junction 10.

Local Transport Authority	Age of modal data	Model/analytical framework functionality	Model/analytical framework geography
West Sussex County Council A259 / Arun Transport Model	2019	Highway assignment/simulation model with variable demand model	Detailed model area included Arun District and routes to/from Chichester City and to/from A283/A24 Washington, full modelled area extends to Worthing and Adur, plus Chichester City and Manhood Peninsular.
West Sussex County Council Chichester Transport Model	2014	Highway assignment/simulation model.	Detailed model area includes Chichester City and bypass and radial routes to Havant, South Downs, Arundel, Bognor Regis and Manhood Peninsular. Full model extends to Havant and West of Arun District, bounded by A3, A272, A283, A29 & A284 to Littlehampton
West Sussex County Council Crawley Transport Model	2015	Highway assignment/simulation model with spreadsheet mode choice demand forecast model.	Detailed model area includes Crawley Borough, including Gatwick Airport and M23 J9-11. Full model area extends to A264 corridor to edge of Horsham, Rusper, Charlwood, Horley, Smallfield, Copthorne
West Sussex County Council Horsham Transport Model	2019	Highway assignment/simulation model.	Detailed model area includes Horsham District and A23/M23 corridor from Pyecombe to M23J10. Full model area extends to Crawley, A23/M23 corridor A27-J9 and other approaching routes for 5-10Km beyond Horsham DC boundary.
West Sussex County Council Mid Sussex Transport Model	2019	Highway assignment/simulation model.	Detailed model area includes Mid Sussex District and links in/out from A24, A27, A272, A22 and A264. Full model area extends to Crawley, part of Horsham Worthing, Adur and Brighton & Hove east from A24 and north from A27, plus including B2112 and A272 to Uckfield, Ashdown Forest and Lingfield, Smallfield and Horley.

Local Transport Authority	Age of modal data	Model/analytical framework functionality	Model/analytical framework geography
Wokingham Borough Council	2015	Full four stage model comprising a Highway model, Public Transport model and Variable Demand Model all developed in VISUM.	The detailed model area covers the majority of the urban areas of Wokingham, Bracknell Forest, Reading and South Oxfordshire. The full modelled area is bounded by the M40 in the north, by the M25 in the east, by the M3 in the south and by the A339 and A34 in the west.

Gap Analysis

Overview

6. The outputs of the previous section have provided an understanding of the Analytical Frameworks in place across the TfSE area including those of Local Authorities, Network Rail and National Highways, that could potentially be drawn upon to progress the Strategic Investment Plan interventions. A review has also been conducted on all 293 Strategic Investment Plan interventions to gain an understanding of the analytical framework requirement for progressing each of them, alongside considering the requirements to deliver TfSE's technical work programme and to provide support its Local Transport Authorities.
7. The following section sets out the analysis has been conducted bringing the findings of these two reviews together to identify where there are "gaps" in the Analytical Framework's across the TfSE area – instances where the level of Analytical Framework in place in a certain geography would not be sufficient to progress a Strategic Investment Plan intervention in that geography. The next section describes these gaps and gives examples for each.
8. N.B. All models have been developed for specific purposes and none of those purposes was to progress TfSE's Strategic Investment Plan interventions. Therefore, where "gaps" are identified this is gaps in capability to progress TfSE's Strategic Investment Plan interventions rather than necessarily a weakness of the model framework itself.

Local model data age

9. Department for Transport's (DfT) Transport Appraisal Guidance (TAG) suggests that updating that data which sits within a Transport model every 5 years is a good practice approach and helps to ensure the model remains sufficiently representative to provide more analytically robust outputs. A number of the transport models held by the Local Transport Authorities of the TfSE area have models with data that has not been updated since before 2017 and which would benefit from a model data update to enhance analytical robustness.
10. Wokingham Strategic Transport Model is a full four stage model comprising a Highway model, Public Transport model and Variable Demand Model all developed in VISUM. The detailed model area covers the majority of the urban areas of Wokingham, Bracknell Forest, Reading and South Oxfordshire and the full modelled area is bounded by the M40 in the north, by the M25 in the east, by the M3 in the south and by the A339 and A34 in the west. It therefore has very comprehensive functionality and provides a valuable Analytical Framework for progressing projects in the wider Berkshire area such as Reading Mass Transit or the Third River Crossing. However, the model was first developed in 2015 and the model data has not been updated which limits its compliance with TAG.
11. **Investment in updating the model data would enable this analytical framework to be used for the progression of a number of TfSE's priority projects in Berkshire.**

Local model geographical scope

12. Models are often developed for specific purposes whether that be for assessing the impact of transport interventions across a Local Transport Authority, assessing the impact of a single transformational transport scheme on the wider transport network or assessing the impact of Local Plan development on the local transport network. This means that the functionality of a model is often defined by this purpose. For Local Plan models the impacts of new development do not typically stretch beyond the Local Planning Authority boundaries therefore the geographical scope of the model is relatively restricted. This restricted geographical scope limits the ability of the model to capture the full impacts of transport interventions which might have impacts beyond those boundaries.
13. One of the models used by West Sussex County Council is the Crawley Model which is a highway assignment/simulation model with a spreadsheet based mode choice demand forecast model. Its detailed model area covers Crawley Borough, including Gatwick Airport

and M23 J9-11, while the full modelled area includes Horsham, the A23/M23 corridor, A27-J9 and other approaching routes for 5-10Km beyond Horsham District Council.

14. This model was developed for the Crawley Local Plan and its geographical scope and detail is well suited for that purpose. However, for assessing the impacts of West Sussex, Surrey and TfSE's ambitious aspirations for Fastway extensions north to Redhill, south to Burgess Hill and east to Tunbridge Wells, larger geographical scope and detail would be required. This would allow the likely changes in travel patterns from these towns to be more fully captured.
15. **Investment in widening the geographical scope of West Sussex's suite of Local Plan models or developing a county wide model would better support progression of a number of TfSE's priority projects in this area.**

Local model functionality

16. Model functionality is also often defined by the purpose of the model. If a model is developed for the purposes of assessing the impact of a highways scheme which is unlikely to have any material impact on the public transport network or demand for public transport then the development of a multi-modal model may not have been considered to be proportionate. Increasing functionality in models increases their costs but also the complexity of running the model and therefore might not be justifiable when that additional functionality is not seen as necessary.
17. The Reading Transport Model (RTM) is a highway network model. The modelled area includes the whole of the Reading urban area, therefore covering areas included within Wokingham Borough Council and West Berkshire Council areas. Similarly, the Medway Aimsun Model is a highway network model covering the Medway local authority area as well as parts of Gravesham, Tonbridge & Malling, Maidstone and Swale in detail. Neither model has multimodal functionality which means that they would not be suitable for assessing the impact of the ambitious Mass Transit systems proposed in each these areas.
18. **Investment in increasing the functionality of both Medway and Reading's Transport models to include modules which can capture public transport impacts would be valuable for progressing TfSE's priority projects in these areas.**

Many Local Transport Authorities identify that they have insufficient resource to progress projects in their area

19. As part of the review of Local Transport Authority analytical frameworks, stakeholders have identified schemes within TfSE's Strategic Investment Plan which they would like to progress within the next three years, which are not currently in a funded programme, which are not being progressed by Network Rail or National Highways, but which they do not currently have the resource to progress themselves.
20. **Local Transport Authorities are well placed to progress projects in their areas, particularly those on the Local Highway network or Major Roads Network. TfSE providing resource funding to Local Authorities could support progression of its Strategic Investment Plan interventions.**

Forecasting the full impact of rail interventions

21. Moira (Network Rail's demand forecasting tool) is accessible to sub-national transport bodies and allows an understanding of the increase in demand on the rail network that would likely result from rail intervention. This means that initial analysis as to the journey time benefits of a scheme can be conducted quite simply. However, many of the rail interventions in the TfSE area stimulate passenger impacts far beyond improved journey times between stations. This includes benefits such as:
 - reduced crowding;
 - better journey time reliability;
 - rail freight impacts;

- reduced operating costs;
 - decarbonisation and operational impacts of electrification;
 - impacts of new stations and communities being served;
 - stations passenger amenity impacts;
 - station access impacts;
 - public transport network impacts;
 - impacts of transit-oriented development; and
 - visitor economy impacts.
22. Each rail intervention in the TfSE area will stimulate some, but not all of these impacts. There are established methods for forecasting the impacts, but typically tools are developed on a scheme by scheme basis so that the assessment of the impacts can be well tailored to the specific context, increasing the robustness of the analysis.
- 23. There are a number of larger, high priority rail interventions in the TfSE Strategic Investment Plan where developing a full understanding of the likely impacts of the scheme and developing a Strategic Outline Business Case could help to fast track its progress to delivery.**

Opportunity for National Highways and TfSE/LTAs could collaborate more closely in the development of strategic cases and complementary analysis

24. Engagement with National Highways has indicated that TfSE’s highways interventions identified in the Roads Investment Strategy (RIS) 3 Pipeline are being progressed through the Project Control Framework (National Highways’ scheme development process). This engagement has also indicated that their focus will be on assessing the impact of each scheme on the highways and less on developing a compelling strategic case. The decision to proceed or not proceed for many of these projects will need to be supported by the Strategic Case if the initial feasibility and economic case that National Highways presents is not compelling. TfSE is in a strong position to assist in bolstering the strategic case for these schemes given its comprehensive, region wide evidence base and understanding of stakeholder aspirations in the area.
- 25. Investment in the development of enhanced strategic cases for the RIS3 Pipeline schemes in the TfSE area would help to strengthen the case for funding from DfT for their delivery.**

Quantified carbon reduction

26. Increasingly the carbon impacts of transport interventions are a key consideration for case-making. It is expected that the new Local Transport Plan guidance will include a requirement that the carbon reduction enabled by the Local Transport Authority’s programme of interventions is quantified. Additionally, it is understood that a large proportion of the total carbon impacts of transport interventions is from embedded and embodied carbon yet there are few tools which can robustly quantify these impacts.
- 27. Investment in the development of tools to quantify embedded and embodied carbon impacts would help TfSE to strengthen the case for its Strategic Investment Plan interventions.**

The National Trip End Model (NTEM) often does not represent Local Plan aspirations

28. NTEM forecasts the growth in trip origin-destinations (or productions-attractions) up to 2051 for use in transport modelling. The forecasts take into account a number of factors influencing travel demand including population, employment and housing. The national projections for these metrics use Local Plan growth assumptions as a starting point, however, the modelling process results in there often being a misalignment between Local Plans and NTEM growth assumptions.

29. In the TfSE area a number of stakeholders have identified that NTEM projections of population, employment and housing are lower than their Local Plan projections. Population, employment and housing growth are key determinants of the impact of a transport interventions and its performance in economic appraisal, therefore there is a risk that use of NTEM projections rather than Local Plan projections could lead to interventions being undervalued in terms of impacts.
30. **TfSE’s current understanding of Local Plan projections within its geography is out of date and not comprehensive. Investment in strengthening this evidence base would support development of its Strategic Investment Plan interventions.**

Active travel demand forecasting

31. For the development of Highways, Rail and Mass Transit interventions there are well established approaches to demand forecasting with clear requirements for the generation of robust demand forecasting set out in DfT’s TAG. For active travel interventions there is less prescriptive guidance for demand forecasting which has resulted in less consistency of approach for the development of active travel interventions than for other modes. DfT has developed the Active Mode Appraisal Toolkit (AMAT) which has brought consistency to appraisal development, but this tool is still reliant upon the quality of demand inputs which are being put into it. Typically bespoke approaches are taken to active travel demand forecasting bringing together a mix of benchmarking to other similar schemes and use of tools such as the propensity to cycle toolkit to forecast the expected demand impacts of a scheme. These demand benefits will be supplemented by wider impacts of cycling such as health and wellbeing impacts and environmental impacts.
32. TfSE’s Strategic Investment Plan identifies a number of opportunities where high quality active travel infrastructure could have a material impact on travel patterns, inducing substantial levels of demand particularly between areas relatively closely located and with high propensity to cycle, such as Woking and Guildford.
33. **The analytical frameworks in place in the TfSE area require further development to capture the full impact of the introduction of high quality active travel infrastructure proposed in the TfSE Strategic Investment Plan.**

Literature Review

Overview

34. In addition to the “bottom up” exercise of identifying gaps in TfSE’s Analytical Framework and identifying ways in which those gaps could be filled, a literature review has been conducted to capture the current strategic context. This literature review has included the following documents:
 - *Transport for the South East: Outline Technical Plan (ANSA Digital, 2021)*
 - *Transport for the South East: Common Analytical Framework Scoping (WSP, 2022)*
35. This section provides a brief summary of these two documents.

Transport for the South East: Outline Technical Plan (ANSA Digital, 2021)

36. This sets out a template for a comprehensive analytical framework for the Transport for the South East across strategy development, early stage project progress and through to full business case development. It proposes a suite of models and tools to support the development and promotion of TfSE’s Strategic Investment Plan interventions including strategic rail and highway assignment models and demand models, a freight mode choice model and a decarbonisation tool.
37. The analytical framework route map it sets out is similar to that which has been pursued by Transport for the North, but it would be a newly built analytical framework developed in collaboration with TfSE and local partners to ensure it was applicable to the area.

38. **The proposal set out here is a substantial investment in a comprehensive analytical framework which enables the development of transport schemes of all sizes, scales and types. It draws on Transport for the North's route map which has been well suited to progressing a programme including a number of transformational transport interventions. There is a risk that a lot of the functionality included in this proposed analytical framework would be surplus to TfSE's requirements.**

Transport for the South East: Common Analytical Framework Scoping (WSP, 2022)

39. This report aims to establish the Strategic and Economic case for the development of a Common Analytical Framework (CAF) that could be adopted by England's Sub-National Transport Bodies. This report uses TfSE as a test case and provides detail on how a CAF using Transport for the North's Analytical Framework as a starting point could be applied.
40. Transport for the North's analytical framework is made up many modules and the report explains that its modular nature means that a sub national transport body can utilise as many of the modules as it desires. This interchangeability means that a sub national transport bodies can use all of the modules, some of the modules or none. Each of the modules would be maintained and updated centrally though it is likely that adaptations would have to be made to each module for use in developing TfSE schemes.
41. The report sets out a number of CAF options that TfSE could adopt:
- **TfSE Full CAF:** A Full CAF scenario would see TfSE seek to use the all of the modules in Transport for the North's analytical framework. A key feature of this scenario would be that TfSE would be consistent with other sub national transport bodies up to and including the demand forecasting stage of scheme development. Under a Full CAF the high level of consistency could be a disadvantage to TfSE as it may reduce TfSE's flexibility to respond to specific regional circumstances or requirement.
 - **TfSE Partial CAF:** The TfSE Partial CAF scenario would allow TfSE to select their required modules from Transport for the North's analytical framework and also develop their own modules based on local requirements. TfSE would still be able to draw upon the Data Hub.
 - **TfSE No CAF:** The No CAF scenario would allow TfSE develop its own Analytical Framework in isolation from the other sub national transport bodies with existing levels of collaboration. While this means that TfSE can develop its analytical framework to deliver the level of detail to meet TfSE's requirements, the requirement to consider appraising using the DfT's common analytical scenarios would lead to duplication of effort across the sub national transport bodies.
42. **This report sets out a framework for identifying an approach to use of the CAF that can be tailored to the needs of each sub national transport body. It also clearly articulates the benefits of collaboration with other sub national transport bodies in analytical framework development, where appropriate and where it offers value for money. The Partial CAF option would allow TfSE to use the elements of Transport for the North's analytical framework which are of most use to it while developing bespoke tools and approach where that fits the need of the projects better.**

Scenarios

Overview

43. On the basis of the literature review set out above, four analytical framework scenarios have been developed. These are aligned with the different route maps explained in ANSA Digital's Technical Outline Report and WSP's Common Analytical Framework Scoping Report. Each of these scenarios is described below. In the next section the scenarios are assessed in terms of how the analytical framework gaps would be filled and assessed in terms of their strengths, weaknesses, opportunities, and strengths.

Scenario Descriptions

- **Scenario A - CAF+:** The scenario described in the *Technical Outline Report* - this involves new build of a comprehensive analytical framework including full suite of region wider transport models and functionality to develop project to full business case stage.
- **Scenario B₁ - Full CAF:** One of the scenarios described in the *Common Analytical Framework Scoping Report* – this involves TfSE adopting Transport for the North's analytical framework using all modules to develop its Strategic Investment Plan interventions.
- **Scenario B₂ - Partial CAF:** Another of the scenarios described in the *Common Analytical Framework Scoping Report* – this involves TfSE using modules from Transport for the North's analytical framework which best serve progressing its Strategic Investment Plan interventions, but where the development of more bespoke tools is more appropriate this approach can be taken. This scenario also involved TfSE developing tools which could support development of a Common Analytical Framework.
- **Scenario C - TfSE Bespoke:** A scenario in which TfSE develops analytical framework separately from other sub national transport bodies, leading scheme development where appropriate, but supporting Local Authorities to enhance their local models and progress schemes where they are best placed to do so.

Scenario Assessment

44. Scenario assessment has been conducted in two dimensions. Firstly Table 2 shows the assessment of each scenario in terms of how the analytical framework gaps would be addressed. Secondly Table 3, 4, 5 and 6 present the strengths, weaknesses, opportunities, and challenges related to each of the scenarios.

Table 2: How Gaps are addressed in each scenario

Gap	Scenario A: CAF+	Scenario B₁: Full CAF	Scenario B₂: Partial CAF	Scenario C: TfSE Bespoke
Local model data age	Data inputs would be updated at least every five years across the whole suite of models and tools.	Data updates to the CAF would be cascaded to all modules and all STBs	Data updates to the CAF would be cascaded to all modules and all STBs	TfSE would support Local Transport Authorities to update their in-house analytical frameworks.
Local model geography	The whole TfSE area would be covered in full detail.	The whole TfSE area would be covered at a consistent level of granularity. This may include more detail in urban areas and less in rural areas.	The whole TfSE area would be covered at a consistent level of granularity. This may include more detail in urban areas and less in rural areas.	TfSE would support Local Transport Authorities to enhance the geographical coverage of their models where required.
Local model functionality	Comprehensive model functionality would be in place across the whole TfSE area to allow assessment of any size, scale or type of transport intervention.	Adapted versions of TfN's suite of models would be in place across the whole TfSE area to allow assessment of any size, scale or type of transport intervention.	TfSE could make use of modules from the analytical framework relevant to the schemes it wishes to progress.	TfSE would support Local Transport Authorities to enhance the functionality of their models where required
Local Transport Authorities have insufficient resource to progress projects	All projects would be progressed within this analytical framework managed by TfSE.	All projects would be progressed within this analytical framework managed by TfSE.	Project would be delivered as a collaboration between TfSE and Local Partners drawing on modules from the CAF and developing bespoke approaches as appropriate.	TfSE would support Local Transport Authorities in progressing projects where they are best placed to do so. This support may be through resource funding or through provision of access to TfSE evidence base and analytical tools.
Forecasting the full impact of rail interventions	South East Rail Modelling System (SERMS) would be developed. Further bespoke tools are still likely to be required.	An adapted version of Transport for the North's rail model would be in place but would be reliant upon the collation of a more comprehensive evidence base.	An adapted version of Transport for the North's rail model would be available as module to be used, but it would be more likely that MOIRA and bespoke tools would be used on a scheme by scheme basis.	Rail modelling tools would be developed on a scheme by scheme basis bespoke to the intended impacts of the schemes.
National Highways and	This would offer a comprehensive and up to	This would offer a comprehensive and up to date evidence base, but	This would offer a comprehensive and up to date evidence base, but	TfSE would draw on its own evidence base and develop

Gap	Scenario A: CAF+	Scenario B ₁ : Full CAF	Scenario B ₂ : Partial CAF	Scenario C: TfSE Bespoke
local partner collaboration on strategic case development	date evidence base, but the compelling narrative would still need to be developed.	the compelling narrative would still need to be developed.	the compelling narrative would still need to be developed.	enhanced strategic cases to support its schemes on the Strategic Road Network.
The need to quantify carbon reduction	There is an integrated Decarbonisation tool.	An adapted version of Transport for the North's Decarbonisation tool would be in place.	An adapted version of Transport for the North's Decarbonisation tool would be available, but a bespoke TfSE tool might be more appropriate.	TfSE would develop its own decarbonisation tool bespoke to the schemes in its area.
NTEM often does not represent Local Plan aspirations	Local Plan datasets would be regularly updated through periodic analytical framework maintenance.	An adapted version of Transport for the North's Trip End mode would be in place to capture expected transport demand growth. Local data collection would be required to capture Local Plan aspiration.	An adapted version of Transport for the North's Trip End mode would be available, but it is more likely that this data collection would be led locally.	TfSE would update its Local Plan database and make it more comprehensive.
Consistency of approach to active travel demand forecasting	Integrated, TAG compliant, active travel demand forecasting functionality would be in place, but would be reliant upon the collation of a more comprehensive evidence base.	Transport for the North's has not yet developed an Active Mode model, but demand can be partially captured in the variable demand model. This would be reliant upon the collation of a more comprehensive evidence base and development of an Active Modes model may be desirable in the future.	Transport for the North's has not yet developed an Active Mode model, but demand can be partially captured in the variable demand model. This would be reliant upon the collation of a more comprehensive evidence base and development of an Active Modes model may be desirable in the future.	TfSE would lead development of bespoke active mode modelling tools for supporting consistency across its area.

Table 3: Scenario A: CAF+ Strengths Weaknesses Opportunities and Challenges

Scenario A: CAF+	
<p>Strengths</p> <ul style="list-style-type: none"> Provides a comprehensive analytical framework across the entire TfSE area capable to supporting progression of a wide range of project. 	<p>Weaknesses</p> <ul style="list-style-type: none"> Expensive Provides a lot of functionality that is not required by TfSE
<p>Opportunities</p> <ul style="list-style-type: none"> TfSE would be in full control of this analytical framework so could be involved in designing it to its own needs. 	<p>Challenges</p> <ul style="list-style-type: none"> While the framework is based on Transport for the North's analytical framework it is a new build analytical framework so does not draw on work already done and encourage collaboration.

Table 4: Scenario B₁: Full CAF Strengths Weaknesses Opportunities and Challenges

Scenario B ₁ : Full CAF	
<p>Strengths</p> <ul style="list-style-type: none"> Provides a comprehensive analytical framework across the entire TfSE area capable to supporting progression of a wide range of project. 	<p>Weaknesses</p> <ul style="list-style-type: none"> Expensive Provides a lot of functionality that is not required by TfSE
<p>Opportunities</p> <ul style="list-style-type: none"> This is an opportunity to optimise the benefits of an analytical framework which has already been developed reducing risk of TfSE conducting duplicative work. This approach will encourage greater collaboration between sub national transport bodies. 	<p>Challenges</p> <ul style="list-style-type: none"> Adaptations to Transport for the North's modules will need to be made to make them fit for purpose for progressing TfSE's projects. Some components of the Transport for the North's Analytical Framework are untested beyond the schemes they were designed for (e.g. NoRMS)

Table 5: Scenario B₂: Partial CAF Strengths Weaknesses Opportunities and Challenges

Scenario B ₂ : Partial CAF	
<p>Strengths</p> <ul style="list-style-type: none"> A proportionate analytical framework can be developed through an approach of using Transport for the North modules when they are useful and developing bespoke approaches when appropriate. Good value for money 	<p>Weaknesses</p> <ul style="list-style-type: none"> May require more resources at a TfSE level.
<p>Opportunities</p> <ul style="list-style-type: none"> TfSE would be in full control of their analytical framework so could be involved in limiting its functionality just to its own needs reducing inefficiency. Access to modules, but also developing bespoke tools reduces risk of TfSE conducting duplicative work. There would remain opportunities for sharing knowledge and collaboration across sub national transport bodies. 	<p>Challenges</p> <ul style="list-style-type: none"> New tools will have to be developed for progressing schemes in the TfSE where Transport for the North's analytical framework would not be appropriate.

Table 6: Scenario C: TfSE Bespoke Strengths Weaknesses Opportunities and Challenges

Scenario C: TfSE Bespoke	
<p>Strengths</p> <ul style="list-style-type: none"> • An analytical framework that is tailored to the needs of the TfSE area would be developed. • There are few elements of Transport for the North’s analytical framework that would support a proportionate approach to progressing TfSE’s projects. • Good value for money. 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Will require more resources at a TfSE level. • Does not take advantage of elements of the CAF which would bring benefits such as common data standards.
<p>Opportunities</p> <ul style="list-style-type: none"> • TfSE would be in full control of their analytical framework so could be involved in limiting its functionality just to its own needs reducing inefficiency. • Local Transport Authorities can be supported to enhance their own local models where they are best placed to progress schemes. 	<p>Challenges</p> <ul style="list-style-type: none"> • New tools will have to be developed for progressing schemes in the TfSE area. • This would result in there being limited opportunities for collaboration across sub national transport bodies.

Preferred scenario

45. Transport for the South East sees particular benefit in pursuing a Common Analytical Framework in a modular way, adopting those tools and approaches that are appropriate to the development of schemes within its Strategic Investment Plan, but recognising that there will still be a need for some bespoke analysis. This has framed the way in which the preferred scenario has been identified.
46. On the basis of the scenario assessment set out above the following observations have been made:
 - Scenario A and B₁ are options which offer disproportionate and expensive proposals for analytical framework development. They will address the majority of analytical framework gaps, but also provide a surplus of functionality which is not required by TfSE.
 - While TfSE can help to scope Scenario A to make it appropriate to the regional context, it does not make best use of Transport for the North’s analytical framework, rather it is new build so does not align with Department for Transport’s guidance to collaborate across sub national transport bodies in development of analytical frameworks.
 - Scenario B₂ and C offer a good value for money option which allows proportionate and flexible development of an analytical framework to be pursued.
 - Scenario B₂ and C are not mutually exclusive and many of the weaknesses and challenges of each can be addressed by the other.
47. The preferred scenario for development of TfSE’s analytical framework is to combine scenarios B₂ and C. This would include:
 - having access to elements of the CAF such as the development of consistent data standards;
 - opportunities for collaboration across sub-national transport bodies where a consistent approach is required with for example:
 - decarbonisation;
 - consistent approach to active mode demand forecasting; and
 - development and evolution of land use/transport modelling capability.
 - TfSE leading the development of bespoke tools and approaches tailored to the needs of their schemes; and
 - Local Transport Authorities being supported to develop TfSE Strategic Investment Plan interventions where they are best placed to do so.

Route Map

48. The Route Map in **Table 7** provides a three year business plan for how the preferred scenario would be delivered. It sets out:
- Each of the tasks to be delivered with a description;
 - The extent to which a task offers an opportunity for cross sub national transport body collaboration or pooling of resources;
 - The extent to which the task offers an opportunity for acceleration and procurement in 2022/23;
 - The analytical framework gaps that each task addresses;
 - The expected workstream lead on the task; and
 - The indicative cost band per year for delivery of the task. The cost bands are the following
 - **£** - less than £100,000
 - **££** - between £100,000 and £300,000
 - **£££** - more than £300,000
49. This Route Map is split into seven sections which contribute to delivery of a number of core objectives:
- **Common Analytical Framework** includes tasks which progress the development of Common Analytical Framework functionality where there is clear value to be gained from collaboration and pooling of resources;
 - **Rail, Highway and Mass Transit** include tasks which support development of TfSE's priority short and medium term rail, highway and, mass transit projects to their next stage of development within three years as well as support Local Partners in progression of their own programmes including Local Transport Plan development;
 - **Active travel** includes a task to support development of consistent and cost-effective ways of demand forecasting for active travel projects;
 - **Scheme development tools** includes tasks which support the wider impact assessment for projects across all modes and policy areas, supporting progression of TfSE's programme, but also Local Partners and other sub-national transport bodies' programmes;
 - **TfSE staff resource and licenses** sets out the additional costs that would be incurred by TfSE in the delivery of this plan.
50. In line with DfT guidance, the funding to deliver the routemap would be programmed across a number of TfSE workstreams as well as an allocation for developing and maintaining the analytical framework as a whole. Further detail would be determined through TfSE's annual Business Plan and budget setting processes.

Tasks to be brought forward to 2022/23

51. The Route Map sets out the tasks to be completed over the next three years in the development of the analytical framework, but there is an opportunity to bring a number of these tasks forward and for their costs to be funded by Transport for the South East's 2022/23 remaining analytical framework development allocation of £280,000.
52. **Table 8** sets out the analytical framework development tasks that could be brought forward to 2022/23. The costs of these tasks total £450,000 which is in excess of available funds. A preferred option has therefore been developed and is set out in **Table 9**. This sets out tasks with costs which could be fully funded within Transport for the South East's remaining 2022/23 analytical framework development allocation. The tasks within the preferred option have been selected for the following reasons.
- They are tasks which involve collaboration with central government, Local Transport Authorities and sub national transport bodies to develop a common analytical framework.
 - They are aligned with Department for Transport expectations as to the types of tasks this allocation should be funding.

- Fast-tracked tasks are in the control of TfSE providing greater certainty over ability to deliver.
53. Any tasks not within the preferred option (i.e. not brought forward and funded through the remaining 2022/23 allocation) will remain to be included within the route map and budget proposals for the following three years.

Table 7: Analytical framework development route map

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	2023/24	2024/25	2025/26
Common Analytical Framework Development								
CA1: Quantified Carbon Reduction	Development of an embedded carbon tool in Year 1 and development of carbon trade-off tools (e.g. UDM Lite) in Year 2 and Year 3.	✓✓✓	✓✓✓	7	Cross STB Collaboration	£	££	££
CA2: Common data standards	A key feature of the CAF is the Data Hub. A large amount of the data used in transport modelling and appraisal comes from national (and therefore common) datasets. This includes open source datasets produced by 3rd party public sector organisations including the Department for Transport and the Office of National Statistics. TfSE would contribute to the maintenance and updating of the data hub.	✓✓✓	✓✓✓	9,6,8	Cross STB Collaboration	£	£	£
CA3: Northern Rail Modelling System (NoRMS) Proof of Concept	NoRMS is the rail model developed for Transport for the North. It has been used to assess the impacts of Northern Powerhouse Rail. There is a suggestion that this modelling system could be developed to enable assessment of rail schemes in other sub-national transport bodies. To understand the feasibility of this proposal the functionality of the model could be tested with other schemes in the Transport for the North area which are more similar in scale to the interventions proposed in TfSE's Strategic Investment Plan.	✓✓✓	✓✓✓	5	Cross STB Collaboration	£	£	£
Rail								
R1: Priority rail scheme Strategic Outline Business Cases	Developing TfSE's 10 to 15 largest, priority rail schemes planned for delivery before 2040 to Strategic Outline Business Case Stage. This will include running MOIRA (rail demand forecasting tool) as well as developing appropriate, bespoke analytical tools to fully capture the intended benefits of each project. The output will help to make the case for scheme being included on Network Rail's Rail Network Enhancement Pipeline (RNEP)	✓	✓✓✓	3,5	TfSE	££	£££	£££
Highways								
H1: Strategic Studies for a select few, larger, highways interventions	There are a small number of SIP interventions which are SRN, but not RIS3 Pipeline which are not currently considered in National Highways' strategic planning. E.g. (A27 Worthing Long Term Solution, A3 Guildford). Studies would involve case making as well as development of a corridor model, adding detail to SERTM, to assess the benefits of interventions.	✓	✓	6	TfSE	£	££	££
H2: Strategic case development for RIS3 Pipeline schemes	Used to support the work National Highways are doing TfSE's RIS pipeline scheme. National Highways won't be doing the Strategic Case in any real detail. TfSE are in a better position to build that case. Assumption of 8 RIS pipeline scheme strategic cases developed.	✓	✓✓✓	6	TfSE	££	££	-
H3: Resource to improve functionality of analytical framework for promotion of non-SRN interventions	Analytical framework development to support progressing projects as part of H4.	✓		1,2,3	Local Transport Authority	£	££	££
H4: Resource for feasibility studies / business case developments to SOBC for promotion of non-SRN interventions	Funding provided to Local Highways Authorities to develop non-SRN interventions. Funding assumption is based on progressing highest priority projects from Delivery Action Plan Triage.		✓✓	4	Local Transport Authority	£££	£££	£££

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	2023/24	2024/25	2025/26
Mass Transit								
MT1: Resource to improve functionality of analytical framework for promotion of Mass Transit Projects	Analytical framework development to support progressing projects as part of MT2.	✓	✓✓✓	1,2,3	Local Transport Authority	£	£	££
MT2: Resource for feasibility studies / business case to SOBC for promotion of Mass Transit Projects	Funding provided to Local Highways Authorities to develop Mass Transit interventions. Funding assumption is based on progressing highest priority projects from Delivery Action Plan Triage.	✓	✓✓	9	Local Transport Authority	££	£££	£££
Active Travel								
AT3: Research study to support consistent Active Travel demand forecasting	The main barrier to more consistent and robust demand forecasting of active travel schemes is the cost of data collection. Funding would go towards researching more cost effective approaches to more consistent data collection relating to active mode demand.	✓✓✓		4	Cross STB Collaboration	-	£	-
Scheme Development Tools								
SD1: SEELUM Wider Economic Benefits Tool	Learning lessons from what Steer is doing with TfN on NELUM, increase functionality of SEELUM to allow it to forecasts DfT compliant wider economic benefits. This would mean SEELUM could support SOBC development. Split into two tasks: Adaptations to model to ensure it aligns with DfT's requirements for national constraints and Development of wider economic benefits tool. If we can use TfN's technology and systems then this can be done a lower cost and more quickly.	✓✓✓	✓✓✓	3,5,6	TfSE	£	-	-
SD2: SEELUM analysis to support SOBC development	As TfSE's priority projects are taken forward detail around their outputs will become more refined. This additional detail will result in an accurate representation of the scheme in SEELUM. The new functionality of SEELUM can also support identification of wider economic benefits to be included in the SOBC.	✓	✓✓	3,5,6	TfSE	£	£	£
SD3: SEELUM Update	Three strands of update to SEELUM. The economic and land use inputs, the scenario coding and update to transport data and consequent recalibration. The first two are higher priority as the initial coding used data from before the pandemic which has changed materially. The third should be done no later than 2024 (TAG recommends that base years are updated every five year and the SEELUM base year is currently 2018).	✓	✓✓✓	3,5,6	TfSE	£	£	-
SD4: SEELUM Carbon Emissions Inventory	This increases the functionality of SEELUM enabling it to dynamically forecast the carbon emissions resulting from the location and density of new development stimulated by transport intervention. This gives a more complete picture of the carbons emissions of transport investment.	✓✓	✓✓✓	3,7	TfSE	£	-	
SD5: Local Plan data update	A workstream which develops an up to date understanding of TfSE Local Plans growth levels.	✓✓	✓✓✓	8	TfSE	£	£	£

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	2023/24	2024/25	2025/26
TfSE Staff Resource and Licenses								
SR1: Additional TfSE staff resource	Support for management and delivery of increased workload - Year 1 1 FTE / Year 2 and Year 3 2 FTEs.	✓	-	All	TfSE	£	££	££
SR2: Licenses	High level assumption for one MOIRA and one SERTM license a year.	✓	✓	5,6	TfSE	£	£	£
SR3: Maintenance of analytical framework	No assumptions for maintenance costs under this scenario beyond SD3 above for SEELUM Update.	-	-	-	TfSE	-	-	-

Table 8: Analytical framework development tasks that could be brought forward to 2022/23

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	Potential Allocation in 2022/23
Common Analytical Framework Development						
CA1: Quantified Carbon Reduction	Development of an embedded carbon tool in Year 1 and development of carbon trade-off tools (e.g. UDM Lite) in Year 2 and Year 3.	✓✓✓	✓✓✓	7	Cross STB Collaboration	£50,000
CA2: Common data standards	A key feature of the CAF is the Data Hub. A large amount of the data used in transport modelling and appraisal comes from national (and therefore common) datasets. This includes open source datasets produced by 3rd party public sector organisations including the Department for Transport and the Office of National Statistics. TfSE would contribute to the maintenance and updating of the data hub.	✓✓✓	✓✓✓	9,6,8	Cross STB Collaboration	£25,000
CA3: Northern Rail Modelling System (NoRMS) Proof of Concept	NoRMS is the rail model developed for Transport for the North. It has been used to assess the impacts of Northern Powerhouse Rail. There is a suggestion that this modelling system could be developed to enable assessment of rail schemes in other sub-national transport bodies. To understand the feasibility of this proposal the functionality of the model could be tested with other schemes in the Transport for the North area which are more similar in scale to the interventions proposed in TfSE's Strategic Investment Plan.	✓✓✓	✓✓✓	5	Cross STB Collaboration	£25,000
Highways						
H3: Resource to improve functionality of analytical framework for promotion of non-SRN interventions	Analytical framework development to support progressing projects as part of H4.	✓		1,2,3	Local Transport Authority	£50,000
Mass Transit						
MT1: Resource to improve functionality of analytical framework for promotion of Mass Transit Projects	Analytical framework development to support progressing projects as part of MT2.	✓	✓✓✓	1,2,3	Local Transport Authority	£50,000
Scheme Development Tools						
SD1: SEELUM Wider Economic Benefits Tool	Learning lessons from what Steer is doing with TfN on NELUM, increase functionality of SEELUM to allow it to forecasts DfT compliant wider economic benefits. This would mean SEELUM could support SOBC development. Split into two tasks: Adaptations to model to ensure it aligns with DfT's requirements for national constraints and Development of wider economic benefits tool. If we can use TfN's technology and systems then this can be done a lower cost and more quickly.	✓✓✓	✓✓✓	3,5,6	TfSE	£50,000
SD3: SEELUM Update	Three strands of update to SEELUM. The economic and land use inputs, the scenario coding and update to transport data and consequent recalibration. The first two are higher priority as the initial coding used data from before the pandemic which has changed materially. The third should be done no later than 2024 (TAG recommends that base years are updated every five year and the SEELUM base year is currently 2018).	✓	✓✓✓	3,5,6	TfSE	£50,000
SD4: SEELUM Carbon Emissions Inventory	This increases the functionality of SEELUM enabling it to dynamically forecast the carbon emissions resulting from the location and density of new development stimulated by transport intervention. This gives a more complete picture of the carbons emissions of transport investment.	✓✓	✓✓✓	3,7	TfSE	£50,000
SD5: Local Plan data update	A workstream which develops an up to date understanding of TfSE Local Plans growth levels.	✓✓	✓✓✓	8	TfSE/LTA	£50,000

Table 9: Preferred option for analytical framework development tasks to be brought forward to 2022/23

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	Allocation in 2022/23
Common Analytical Framework Development						
CA1: Quantified Carbon Reduction	Development of an embedded carbon tool in Year 1 and development of carbon trade-off tools (e.g. UDM Lite) in Year 2 and Year 3.	✓✓✓	✓✓✓	7	Cross STB Collaboration	£50,000
CA2: Common data standards	A key feature of the CAF is the Data Hub. A large amount of the data used in transport modelling and appraisal comes from national (and therefore common) datasets. This includes open source datasets produced by 3rd party public sector organisations including the Department for Transport and the Office of National Statistics. TfSE would contribute to the maintenance and updating of the data hub.	✓✓✓	✓✓✓	9,6,8	Cross STB Collaboration	£25,000
CA3: Northern Rail Modelling System (NoRMS) Proof of Concept	NoRMS is the rail model developed for Transport for the North. It has been used to assess the impacts of Northern Powerhouse Rail. There is a suggestion that this modelling system could be developed to enable assessment of rail schemes in other sub-national transport bodies. To understand the feasibility of this proposal the functionality of the model could be tested with other schemes in the Transport for the North area which are more similar in scale to the interventions proposed in TfSE's Strategic Investment Plan.	✓✓✓	✓✓✓	5	Cross STB Collaboration	£25,000
Scheme Development Tools						
SD1: SEELUM Wider Economic Benefits Tool	Learning lessons from what Steer is doing with TfN on NELUM, increase functionality of SEELUM to allow it to forecasts DfT compliant wider economic benefits. This would mean SEELUM could support SOBC development. Split into two tasks: Adaptations to model to ensure it aligns with DfT's requirements for national constraints and Development of wider economic benefits tool. If we can use TfN's technology and systems then this can be done a lower cost and more quickly.	✓✓✓	✓✓✓	3,5,6	TfSE	£50,000
SD3: SEELUM Update	Three strands of update to SEELUM. The economic and land use inputs, the scenario coding and update to transport data and consequent recalibration. The first two are higher priority as the initial coding used data from before the pandemic which has changed materially. The third should be done no later than 2024 (TAG recommends that base years are updated every five year and the SEELUM base year is currently 2018).	✓	✓✓✓	3,5,6	TfSE	£50,000
SD4: SEELUM Carbon Emissions Inventory	This increases the functionality of SEELUM enabling it to dynamically forecast the carbon emissions resulting from the location and density of new development stimulated by transport intervention. This gives a more complete picture of the carbons emissions of transport investment.	✓✓	✓✓✓	3,7	TfSE	£50,000
SD5: Local Plan data update	A workstream which develops an up to date understanding of TfSE Local Plans growth levels.	✓✓	✓✓✓	8	TfSE/LTA	£30,000
Total						£280,000

Appendix 2: Three year analytical framework development route map

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	2023/24	2024/25	2025/26
Common Analytical Framework Development								
CA1: Quantified Carbon Reduction	Development of an embedded carbon tool in Year 1 and development of carbon trade-off tools (e.g. UDM Lite) in Year 2 and Year 3.	✓✓✓	✓✓✓	7	Cross STB Collaboration	£	££	££
CA2: Common data standards	A key feature of the CAF is the Data Hub. A large amount of the data used in transport modelling and appraisal comes from national (and therefore common) datasets. This includes open source datasets produced by 3rd party public sector organisations including the Department for Transport and the Office of National Statistics. TfSE would contribute to the maintenance and updating of the data hub.	✓✓✓	✓✓✓	9,6,8	Cross STB Collaboration	£	£	£
CA3: Northern Rail Modelling System (NoRMS) Proof of Concept	NoRMS is the rail model developed for Transport for the North. It has been used to assess the impacts of Northern Powerhouse Rail. There is a suggestion that this modelling system could be developed to enable assessment of rail schemes in other sub-national transport bodies. To understand the feasibility of this proposal the functionality of the model could be tested with other schemes in the Transport for the North area which are more similar in scale to the interventions proposed in TfSE's Strategic Investment Plan.	✓✓✓	✓✓✓	5	Cross STB Collaboration	£	£	£
Rail								
R1: Priority rail scheme Strategic Outline Business Cases	Developing TfSE's 10 to 15 largest, priority rail schemes planned for delivery before 2040 to Strategic Outline Business Case Stage. This will include running MOIRA (rail demand forecasting tool) as well as developing appropriate, bespoke analytical tools to fully capture the intended benefits of each project. The output will help to make the case for scheme being included on Network Rail's Rail Network Enhancement Pipeline (RNEP)	✓	✓✓✓	3,5	TfSE	££	£££	£££
Highways								
H1: Strategic Studies for a select few, larger, highways interventions	There are a small number of SIP interventions which are SRN, but not RIS3 Pipeline which are not currently considered in National Highways' strategic planning. E.g. (A27 Worthing Long Term Solution, A3 Guildford). Studies would involve case making as well as development of a corridor model, adding detail to SERTM, to assess the benefits of interventions.	✓	✓	6	TfSE	£	££	££
H2: Strategic case development for RIS3 Pipeline schemes	Used to support the work National Highways are doing TfSE's RIS pipeline scheme. National Highways won't be doing the Strategic Case in any real detail. TfSE are in a better position to build that case. Assumption of 8 RIS pipeline scheme strategic cases developed.	✓	✓✓✓	6	TfSE	££	££	-
H3: Resource to improve functionality of analytical framework for promotion of non-SRN interventions	Analytical framework development to support progressing projects as part of H4.	✓		1,2,3	Local Transport Authority	£	££	££
H4: Resource for feasibility studies / business case developments to SOBC for promotion of non-SRN interventions	Funding provided to Local Highways Authorities to develop non-SRN interventions. Funding assumption is based on progressing highest priority projects from Delivery Action Plan Triage.		✓✓	4	Local Transport Authority	£££	£££	£££

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	2023/24	2024/25	2025/26
Mass Transit								
MT1: Resource to improve functionality of analytical framework for promotion of Mass Transit Projects	Analytical framework development to support progressing projects as part of MT2.	✓	✓✓✓	1,2,3	Local Transport Authority	£	£	££
MT2: Resource for feasibility studies / business case to SOBC for promotion of Mass Transit Projects	Funding provided to Local Highways Authorities to develop Mass Transit interventions. Funding assumption is based on progressing highest priority projects from Delivery Action Plan Triage.	✓	✓✓	9	Local Transport Authority	££	£££	£££
Active Travel								
AT3: Research study to support consistent Active Travel demand forecasting	The main barrier to more consistent and robust demand forecasting of active travel schemes is the cost of data collection. Funding would go towards researching more cost effective approaches to more consistent data collection relating to active mode demand.	✓✓✓		4	Cross STB Collaboration	-	£	-
Scheme Development Tools								
SD1: SEELUM Wider Economic Benefits Tool	Learning lessons from what Steer is doing with TfN on NELUM, increase functionality of SEELUM to allow it to forecasts DfT compliant wider economic benefits. This would mean SEELUM could support SOBC development. Split into two tasks: Adaptations to model to ensure it aligns with DfT's requirements for national constraints and Development of wider economic benefits tool. If we can use TfN's technology and systems then this can be done a lower cost and more quickly.	✓✓✓	✓✓✓	3,5,6	TfSE	£	-	-
SD2: SEELUM analysis to support SOBC development	As TfSE's priority projects are taken forward detail around their outputs will become more refined. This additional detail will result in an accurate representation of the scheme in SEELUM. The new functionality of SEELUM can also support identification of wider economic benefits to be included in the SOBC.	✓	✓✓	3,5,6	TfSE	£	£	£
SD3: SEELUM Update	Three strands of update to SEELUM. The economic and land use inputs, the scenario coding and update to transport data and consequent recalibration. The first two are higher priority as the initial coding used data from before the pandemic which has changed materially. The third should be done no later than 2024 (TAG recommends that base years are updated every five year and the SEELUM base year is currently 2018).	✓	✓✓✓	3,5,6	TfSE	£	£	-
SD4: SEELUM Carbon Emissions Inventory	This increases the functionality of SEELUM enabling it to dynamically forecast the carbon emissions resulting from the location and density of new development stimulated by transport intervention. This gives a more complete picture of the carbons emissions of transport investment.	✓✓	✓✓✓	3,7	TfSE	£	-	
SD5: Local Plan data update	A workstream which develops an up to date understanding of TfSE Local Plans growth levels.	✓✓	✓✓✓	8	TfSE	£	£	£

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	2023/24	2024/25	2025/26
TfSE Staff Resource and Licenses								
SR1: Additional TfSE staff resource	Support for management and delivery of increased workload - Year 1 1 FTE / Year 2 and Year 3 2 FTEs.	✓	-	All	TfSE	£	££	££
SR2: Licenses	High level assumption for one MOIRA and one SERTM license a year.	✓	✓	5,6	TfSE	£	£	£
SR3: Maintenance of analytical framework	No assumptions for maintenance costs under this scenario beyond SD3 above for SEELUM Update.	-	-	-	TfSE	-	-	-

Appendix 3 - Preferred option for analytical framework development tasks to be brought forward to 2022/23

Item	Description	Opportunity for cross STB collaboration or pooling of resources	Opportunity for 2022/23 procurement / acceleration	Gaps Addressed	Workstream lead	Allocation in 2022/23
Common Analytical Framework Development						
CA1: Quantified Carbon Reduction	Development of an embedded carbon tool in Year 1 and development of carbon trade-off tools (e.g. UDM Lite) in Year 2 and Year 3.	✓✓✓	✓✓✓	7	Cross STB Collaboration	£50,000
CA2: Common data standards	A key feature of the CAF is the Data Hub. A large amount of the data used in transport modelling and appraisal comes from national (and therefore common) datasets. This includes open source datasets produced by 3rd party public sector organisations including the Department for Transport and the Office of National Statistics. TfSE would contribute to the maintenance and updating of the data hub.	✓✓✓	✓✓✓	9,6,8	Cross STB Collaboration	£25,000
CA3: Northern Rail Modelling System (NoRMS) Proof of Concept	NoRMS is the rail model developed for Transport for the North. It has been used to assess the impacts of Northern Powerhouse Rail. There is a suggestion that this modelling system could be developed to enable assessment of rail schemes in other sub-national transport bodies. To understand the feasibility of this proposal the functionality of the model could be tested with other schemes in the Transport for the North area which are more similar in scale to the interventions proposed in TfSE's Strategic Investment Plan.	✓✓✓	✓✓✓	5	Cross STB Collaboration	£25,000
Scheme Development Tools						
SD1: SEELUM Wider Economic Benefits Tool	Learning lessons from what Steer is doing with TfN on NELUM, increase functionality of SEELUM to allow it to forecasts DfT compliant wider economic benefits. This would mean SEELUM could support SOBC development. Split into two tasks: Adaptations to model to ensure it aligns with DfT's requirements for national constraints and Development of wider economic benefits tool. If we can use TfN's technology and systems then this can be done a lower cost and more quickly.	✓✓✓	✓✓✓	3,5,6	TfSE	£50,000
SD3: SEELUM Update	Three strands of update to SEELUM. The economic and land use inputs, the scenario coding and update to transport data and consequent recalibration. The first two are higher priority as the initial coding used data from before the pandemic which has changed materially. The third should be done no later than 2024 (TAG recommends that base years are updated every five year and the SEELUM base year is currently 2018).	✓	✓✓✓	3,5,6	TfSE	£50,000
SD4: SEELUM Carbon Emissions Inventory	This increases the functionality of SEELUM enabling it to dynamically forecast the carbon emissions resulting from the location and density of new development stimulated by transport intervention. This gives a more complete picture of the carbons emissions of transport investment.	✓✓	✓✓✓	3,7	TfSE	£50,000
SD5: Local Plan data update	A workstream which develops an up to date understanding of TfSE Local Plans growth levels.	✓✓	✓✓✓	8	TfSE/LTA	£30,000
Total						£280,000

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

Date of meeting: **23 January 2023**

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

Title of report: **Financial Update – Quarter 3**

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

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) Note the current financial position for 2022/23 to the end of December 2022, including the forecasts for end of year spend;**
 - (2) Note the position on funding discussions with the Department for Transport for 2023/24;**
 - (3) Note that work has commenced on the business plan and annual report for 2023/24.**
-

1. Overview

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

1.2 The paper provides an update on the financial position for 2022/23 to the end of December 2022, including forecasts for the projected spend at the end of the financial year.

1.3 The paper also provides an update on the discussions with the Department for Transport on grant funding for 2023/24.

2. Quarter 3 – Budget Update

2.1 Appendix 1 sets out the spend position to the end of December 2022 against the agreed budget.

2.2 The main elements of expenditure relate to delivering the technical programme, supporting delivery of the Strategic Investment Plan and staffing costs. Expenditure to date is just over £1.4m.

2.3 Staffing costs are slightly lower than expected at just under £500k. This is due to delays in recruiting the full complement of staff.

2.4 To date, the main technical programme expenditure has focused on the strategic investment plan and the additional work streams from the DfT, including local capacity, electric vehicle charging infrastructure strategy and bus back better. To date more than £900k has been spent, with further spend expected against ongoing activities by the end of the financial year. The current forecast highlights that just over £1.8m is likely to be spent on the technical programme by the end of March 2022. The forecast will be continually reviewed as the financial year end approaches and reported to the Board at the March 2023 meeting.

2.5 The Partnership Board has previously been updated on discussions with the DfT around the funding for the centre of excellence and common analytical framework projects. TfSE included provision for both work streams in the 2022/23 business case but were asked by DfT to pause the work to enable the department to consider the approach STBs should take. It was initially proposed that the funding would roll forward into 23/24 to be drawn down as part of the funding settlement for next financial year. However, DfT have recently confirmed that they expect the funding to be released this financial year. As such, the budget has been updated to reflect this funding in the income line and TfSE will continue to work with DfT to ensure the evidence is provided to support the release of the funding to TfSE by the end of March 2023.

2.6 The budget also makes provision for operational costs and communications and engagement activities, including events, website development and stakeholder management tools.

2.7 At present, there is just under £1.2m of technical programme spend that is expected to be carried forward to 2023/24. This includes the funding for centre of excellence and the analytical framework that is not expected to be made available to TfSE until March 2023. The vast majority of the carry forward will be for existing work streams and will be ringfenced for specific activities in the budget for next financial year. Up until this point, our funding settlements have been provided in-year which has been difficult to plan for. Now that we have been allocated indicative funding settlements for future years, we expect the level of carry forward to reduce in the next financial year. There is a small amount of non-committed carry forward which will be allocated in the development of the 2023/24 budget and will be reported to the Board in March 2023.

3. Grant funding bid for 2023/24

3.1 The DfT provided a multi-year indicative funding allocation in March 2022. This was intended to be used for business planning purposes and the department have confirmed that STBs should use their settlements as the basis for business planning for 2023/24.

3.2 The indicative allocation for TfSE is £2.065m. The funding is not yet confirmed and TfSE will be required to submit a business plan to DfT as part of the funding discussions. Appendix 2 includes a draft high level budget for how this allocation will be used in 2023/34.

3.3 Following the Autumn Statement the detail of funding allocations within the Department is undergoing review. The detail of this will take some time for the department of work through and we remain in dialogue with the DfT about any potential changes. In the event that STBs are asked to take account of any budget reductions, we will report back to the Board in March 2023.

4. Business Plan and Annual Report

4.1 In line with previous years, it is intended that TfSE will publish both a retrospective annual report and a forward-looking business plan at the start of the new financial year. Final drafts of both documents will be provided for Partnership Board approval at the next meeting in March 2023. The documents are being designed in 'digital first' format; they will be hosted on the TfSE website and shared proactively with stakeholders as part of our communications and engagement activity.

4.2 The **Annual Report 2022-23** provides clarity around Transport for the South East's structure, role, vision and purpose alongside a summary of achievements in 2022-23, as well as information on governance structures, finances and the team. Success will be measured against the objectives set out in last year's Business Plan. A summary outline of the Annual Report 2022-23 is attached as Appendix 3.

4.3 The **Business Plan 2023-24** will be a focused document setting out TfSE's work programme for the coming year and clear objectives. Although the final budget is awaiting confirmation, there are clear priority areas for Transport for the South East for 2022-23. These are:

- Submitting our Strategic Investment Plan for the South East to Government and begin delivery;
- Develop and implement our regional centre of excellence;
- Continue to support the DfT's priorities including; Electric Vehicle Infrastructure Strategy, Local Capability, Bus Back Better Support and Transport Decarbonisation;
- Develop our analytical framework and monitoring and evaluation approach;
- Work with partners to support work on LTPs, BSIPs, LCWIPs
- Enhancing our governance, including the implementation of our audit and governance committee.
- Providing advice to Ministers on prioritising transport investment

4.4 An outline structure for the Business Plan 2023-24 is attached as Appendix 4.

5. Conclusions and recommendations

5.1 The Partnership Board are recommended note the financial position to the end of December 2022/23 and the end of year forecast.

5.2 Members are asked to note the current position on grant funding for 2023/24. Members are also asked to note the proposed approach to the development of the Annual Report and Business Plan.

RUPERT CLUBB
Lead Officer
Transport for the South East

Contact officer: Rachel Ford
Tel. 07763 579818
Email: rachel.ford@eastsussex.gov.uk

Appendix 1: TfSE finance update – end of Quarter 3

	Budget	Actual YTD	Forecast
EXPENDITURE			
Salaries (including on-costs)	850,000	495,661	773,027
STAFFING	850,000	495,661	773,027
Transport Strategy	80,000	10,000	20,000
Area Studies	563,407	449,528	563,407
Strategic Investment Plan	147,293	107,827	128,485
SIP consultation	40,000	24,000	24,000
SIP publication	30,000	0	22,000
Thematic studies	200,000	0	66,144
Decarbonisation Pathways	41,400	30,450	30,450
BBB - analytics	12,590	12,590	12,590
Project View	20,000	0	20,000
Future Mobility	24,000	20,129	20,129
Freight and Logistics	55,350	49,597	55,350
Analytical Framework	300,000	8,000	20,000
EV Charging Strategy	100,000	25,000	50,000
Bus Back Better	300,000	76,321	300,000
Local Capacity and Capability	300,000	57,663	300,000
Supporting DfT priorities	530,000	14,015	137,015
Other costs	30,000	22,685	30,000
Centre of Excellence Development	250,000	0	40,000
TECHNICAL PROGRAMME	3,024,040	907,805	1,839,570
Events	30,000	10,946	15,000
Communications	40,000	0	30,000
Website	10,000	542	6,000
Stakeholder Database	6,000	0	7,000
Media Subscriptions	2,500	1,692	2,500
COMMUNICATIONS/ENGAGEMENT	88,500	13,180	60,500
TfSE Governance	45,000	0	30,000
Operational expenses	25,000	24,345	26,000
OTHER	70,000	24,345	56,000
TOTAL EXPENDITURE	4,032,540	1,440,991	2,729,097
FUNDING			
22/23 Contributions	498,000	497,999	498,000
DfT Grant	1,725,000	1,175,000	1,725,000
Brought Forward From 21/22	2,170,792	2,170,792	2,170,792
TOTAL FUNDING	4,393,792	3,843,791	4,393,792
CARRY FORWARD			
TfSE Reserve	361,252		361,252
Funding Carried Forward			1,303,443

Appendix 2: Proposed Draft Budget 2023/24

EXPENDITURE	2023/24
STAFFING	1,261,000
Transport Strategy	100,000
Thematic studies	200,000
Project View	12,000
Analytical Framework	300,000
Supporting DfT priorities	200,000
Centre of Excellence	250,000
Other costs	30,000
TECHNICAL PROGRAMME	1,092,000
Events	35,000
Communications	40,000
Website	10,000
Stakeholder Database	7,000
Media Subscriptions	2,500
COMMUNICATIONS/ ENGAGEMENT	94,500
TfSE Governance	45,000
Operational Expenses	30,000
OTHER	75,000
TOTAL EXPENDITURE	2,522,500
FUNDING	
Local Contributions	498,000
DfT Grant	2,065,000
c/f Tech Programme	0
c/f Non Tech	0
TOTAL INCOME	2,563,000
TfSE Reserve	
c/f	355,344
Add to Reserve	40,500
	395,844

N.B. Carry forward for technical programme to be confirmed in final budget presented to the Partnership Board in March 2023.

Annual report

1. Chairman's welcome

- Climate change, cost of living, changes in central Government
- Successes; SIP, EV forum, launch of the FLAGS strategy, inaugural STB conference, two HoC events, relaunch of the future mobility forum, expanding the TfSE team as we move to delivery of the SIP, EV strategy
- Next steps – SIP delivery, monitoring and evaluation
- Thanks to partners, DfT, Board Members

2. Lead Officers Foreword

- Reflect on last 12 months
- Looking ahead – delivering the SIP/SIP launch event, TfSE team
- Thanks

3. Year in focus

May – Freight, Logistics and Gateways strategy launched / STB conference

June – Launched public consultation on the SIP

July – Connecting the South East event / FM forum relaunch

Sept – First EV Forum

Nov – PB approval revised draft of the SIP (pending minor amends)

Dec – Launch of BBB packages of support

March – Published the first draft of the EV strategy / Final approval of the SIP / Submit SIP to Government

4. About TfSE

5. Developing our Strategic Investment Plan

- Update on conclusion of area studies
- Developing the Strategic Investment Plan
- Consultation
- Developing the delivery plan
- Submission to Government

6. Collaborating to build a better future

2022 has seen collaboration across many workstreams whether working closely with other STBs and the DfT or with wider organisations and key players through our forums and working groups.

Future Mobility Strategy

- FM forum relaunched in July – more detail to be added on current activities

Freight, Logistics Gateways strategy

- Launched at ITT Hub, relaunched the freight forum
- Alt fuels strategy (EEH and Transport East)
- Lorry parking strategy

Electric Vehicle Charging Infrastructure Strategy

- Successfully launched EV forum
- Published EV Strategy

Bus Back Better

- 11 packages of support
- Working with EEH and Transport East

Decarbonisation

- Decarb pathway report published
- Decarb forum continues
- Working with EEH and Transport East on Decarbonisation Assessment tool

Project View

- New data sets added (SIP data, local plan data refresh) expanding capabilities within the software as a result of feedback from LTA users

7. Investing in our region's transport

This section will cover funding coming into the region and in particular money that has been awarded to constituent authorities in support of the following:

- MRN scheme investment
- BSIP's
- Rail
- Active Travel

8. Strengthening our relationships (comms and engagement activity)

- Chair's engagement sessions
- Universities
- Districts and Boroughs
- MP reception
- Private sector groups
- Environment groups, special interest groups

- STBs – STB conference

9. Finance

- Multi-year funding proposal
- Four additional work streams

10. Our Board

11. Our Team

12. Looking ahead

Priorities as in Business plan for 2023-24

Business plan

1. About us

2. 2023-24 priorities

- i. Begin delivery of our strategic investment plan
- ii. Deliver four workstreams to support the DfT's priorities including; Electric Vehicle Infrastructure Strategy, Local Capability, Bus Back Better Support and Transport Decarbonisation.
- iii. Develop and implement a Centre of Excellence for the South East

3. Delivering our strategic investment plan

- SIP delivery plan
- Analytical framework
- Monitoring and evaluation

4. Moving faster and further: driving forward our work in key thematic areas

- Bus back better
- Local capability (ref CofE)
- EV infrastructure
- Freight
- Future mobility

5. Decarbonisation

- Recognise climate emergency
- Ongoing decarb forum
- Decarb pathway report
- Working with EEH and Transport East on a Decarbonisation Assessment tool

6. Centre of Excellence

- Working with LA's and DfT to assess what support is out there, what is required, identify/develop examples of best practice
- Collaboration and knowledge sharing
- Developing a virtual platform to support the CofE and host documents

7. Driving sustainable investment in our region's transport network

Reference how we have/are working to strengthen relationships and supporting work on LTPs, BSIPs, LCWIPs.

- Supporting investment in active travel – build better relationships with Active Travel England
- Investing in buses and railways
- Investing in our roads

8. Resources

- Income - Update from last year following financial settlement
- Our budget
- Our team – expanding to support implementation of the SIP

9. Looking to the future – from Cllr Glazier

- Round up on submission of SIP to Govt
- Building relationships with operators to deliver on the SIP
- Monitoring and evaluation
- Reference climate change, need to do more to encourage modal shift to more sustainable modes
- Cost of living crisis and impact on people's travel choices

Report to: **Partnership Board –Transport for the South East**
Date of meeting: **23 January 2023**
By: **Cllr Tony Page**
Title of report: **Governance Sub-Group Update**
Purpose of report: **To provide an update on the Governance sub-group**

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 high level changes to the Intra Authority Agreement, subject to further discussions with Senior Officers;**
 - (3) Agree the Terms of Reference for the Audit and Governance Committee;**
 - (4) Appoint members to the Audit and Governance Committee; and**
 - (5) Agree the Audit and Governance Committee will lead a review of the Transport Forum in 2023/24.**
-

1. Overview

1.1 At the January 2022 Partnership Board meeting it was agreed that the governance sub-group should be reconvened, with the first meeting taking place in March 2022.

1.2 The Partnership Board subsequently agreed the Terms of Reference for the sub-group in March 2022. It was agreed that the group should have a focus on ensuring that the governance arrangements for Transport for the South East (TfSE) remain robust and appropriate to support the implementation of the Strategic Investment Plan (SIP).

1.3 Membership of the sub-group is as follows:

- Berkshire Local Transport Body
- Kent County Council
- Brighton and Hove City Council
- Hampshire County Council
- Enterprise M3 LEP
- Chair, Transport Forum

1.4 The governance sub-group met on 12 January 2023. This paper provides a progress report on the key issues discussed and sets out the proposed next steps.

1.5 The ongoing support from the accountable body's legal team is recognised and welcomed.

2. TfSE Constitution

2.1 The Partnership Board agreed an amended version of the TfSE constitution in September 2022. The revised constitution contains the following key changes:

- Status – it clearly sets out that TfSE will operate as a partnership body, whilst recognizing the ambition to achieve statutory status at the appropriate time;
- Statutory officers – the previous Constitution sets out that TfSE, as a statutory body, would have its own Chief Officer, finance officer and monitoring officer. The revised draft recognises that the accountable body will take on those responsibilities whilst TfSE operates in partnership form;
- Scheme of delegations – the scheme of delegations have been updated to reflect the policies and procedures of the accountable body;
- Functions – the revised Constitution retains the general functions of an STB as set out in the Cities and Local Government Devolution Act 2016. However, it is clear that TfSE requires the formal consent of its constituent authorities if it were to submit a proposal for statutory status.
- Audit and Governance Committee – as agreed at the last meeting of the Partnership Board, TfSE will establish an Audit and Governance Committee. This reflects the increased financial responsibility that the partnership has as a result of the increased grant funding from Government. The Audit and Governance Committee will be established following the publication of the SIP. The revised Constitution sets out the proposals for this new committee.

2.2 In recognition of the comments provided at the Partnership Board meeting in September 2022, a further appendix has been added to the Constitution setting out more details on the co-opted Board members. The constitution has now been made available on the TfSE website.

3. Intra Authority Agreement

3.1 TfSE's Intra Authority Agreement (IAA) was put in place in 2019, with a view to TfSE obtaining statutory status in 2020. It set out arrangements to formalise the partnership and share the risks across the 16 constituent authorities.

3.2 As part of the general governance review, it is timely to review the IAA to ensure that the arrangements remain appropriate in light of the ongoing partnership arrangements and the changed landscape from what had been anticipated in 2019/20.

3.3 Working with the accountable body, it is proposed that two changes are required to the IAA to reflect the current partnership status of TfSE:

- Hold Harmless clause – this will be a new clause in the agreement, which will ask all constituent authorities to agree to hold harmless the Lead Authority in respect of any liabilities that could arise, either under a Third Party Contract,

or otherwise. For example, a number of authorities are currently undertaking work on behalf of TfSE through the local capability work stream. These entail the use of consultancy advice and the outputs of the work will be shared more widely across the TfSE partnership. Under the proposed clause, any authority undertaking work on behalf of TfSE would be protected from legal challenge from another authority within the partnership.

- Clarity over the role of the Lead Authority in entering into Third Party Contracts – to clarify the existing clause around the status of the Lead Authority as the contracting party on behalf of TfSE.

3.4 Board members are asked to agree, in principle, these proposed changes. TfSE will work through the Senior Officer Group to finalise the proposed text and to obtain legal sign off from all 16 constituent authorities. The Partnership Board will be updated on progress at the next meeting.

4. Audit and Governance Committee

4.1 As previously agreed by the Board, and recommended by the Member sub-group, TfSE will establish an Audit and Governance Committee in in 2023/24. This recognises the increasing responsibilities that TfSE holds for fiscal management of government grant funding.

4.2 TfSE works closely with colleagues in the accountable body for financial, legal and audit responsibilities. This includes Section 151 (s151) officer oversight of financial decisions. These arrangements will continue and will form the basis of the reporting framework to the new Committee.

4.3 It is proposed that the Audit and Governance Committee will ensure an independent, high-level focus on audit, assurance and reporting issues underpinning financial management and governance arrangements for TfSE. It will provide independent review and assurance to Members on governance, risk management and control frameworks. It will oversee financial reporting and audit, to ensure efficient and effective assurance arrangements are in place and will assist the Partnership Board in providing leadership, direction and oversight of the overall risk appetite and risk management strategy.

4.4 The Committee will become operational in April 2023. The proposed membership will comprise local authority representatives and Partnership Board members will want to consider the role of co-opted Board members. The governance sub group has discussed membership of the new committee and proposes that the Partnership Board to consider and agree the membership of the Committee to include:

- Cllr Tony Page, Reading Borough Council, representing the Berkshire Local Transport Body;
- Cllr Rob Humby, Hampshire County Council;
- Cllr Dan Watkins, Kent County Council;
- Geoff French, Transport Forum Chair; and
- One other constituent authority representative.

4.5 Draft Terms of Reference for the Committee were included in the Constitution that the Board agreed in September 2023. These have been extracted and are included as Appendix 1 for approval.

5. Transport Forum

5.1 The Transport Forum was convened in 2017 with the purpose of providing expert advice and guidance to the Partnership Board on the development of the Transport Strategy. Membership of the Forum has expanded and includes representatives from a wide range of stakeholder groups.

5.2 Following the forthcoming publication of the Strategic Investment Plan in spring 2023, it is considered timely to review the operation of the Forum and ensure that it continues to provide expert advice and guidance to the Partnership Board. There are also a number of other TfSE thematic groups, e.g. decarbonisation, future mobility, etc, and consideration should be given to how the Forum operates alongside these.

5.3 The governance sub-group proposes that the newly created Audit and Governance Committee leads a review of the Transport Forum operation in the next financial year. The review will need to engage existing members of the Forum to seek their views. The Partnership Board are asked to agree that the Audit and Governance Committee undertake a review of the Transport Forum and its operation.

6. Conclusions and Recommendations

6.1 The Partnership Board are recommended to note the progress of the sub-group and agree, in principle and subject to discussions with senior officers, the proposed changes to the Intra Authority Agreement.

6.2 Members are also asked to agree the Terms of Reference for the Audit and Governance Committee and appoint five local authority members to the Committee.

CLLR TONY PAGE
Deputy Chair
Transport for the South East

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

Transport for the South East: Audit and Governance Committee Terms of Reference

1.1 Statement of Purpose

The Audit and Governance Committee is a key component of corporate governance providing an independent, high-level focus on the audit, assurance and reporting framework underpinning financial management and governance arrangements for TfSE. Its purpose is to provide independent review and assurance to Members on governance, risk management and control frameworks. It oversees financial reporting and internal and external audit, to ensure efficient and effective assurance arrangements are in place and assists the TfSE Partnership Board in providing leadership, direction and oversight of the overall risk appetite and risk management strategy.

1.2 Membership

1.2.1 Membership of the Audit and Governance Committee comprises five members (drawn from the members appointed by the Constituent Authorities in accordance the TfSE Constitution).

1.2.2 The members of the Audit and Governance Committee shall appoint from among them a Chair of the Committee.

1.2.3 A representative of the Department for Transport (DfT) will be invited to attend meetings of the Audit and Governance Committee.

1.2.4 An independent expert may be invited to attend and inform the Audit and Governance Committee where the Chief Officer and the Chair of the Committee agree that specialist skills are required.

1.3 Terms of Reference

The core functions of the Audit and Governance Committee are to:

1.3.1 approve TfSE's Accounts;

1.3.2 recommend approval of the annual statement of accounts for TfSE;

1.3.3 governance, risk and control;

1.3.4 review corporate governance arrangements against the Code of Corporate Governance and the good governance framework;

1.3.5 monitor the effectiveness of arrangements to secure value for money;

1.3.6 be satisfied that the assurance framework adequately addresses risks and priorities including governance arrangements in significant partnerships;

1.3.7 Monitor TfSE's risk and performance management arrangements including

review of the risk register, progress with mitigating action and the assurance map;

1.3.8 Consider reports on the effectiveness of internal controls;

1.3.9 Monitor the anti-fraud strategy, risk-assessment and any actions;

1.3.10 Make recommendations to the Chief Finance Officer and Monitoring Officer in respect of Part 6 of the Constitution (Financial Regulations).

1.4 Frequency and Quorum

1.4.1 The Audit and Governance Committee shall comprise five (5) members of whom at least four (4) shall be representatives of the Constituent Authorities. The quorum shall be three (3) of whom at least two (2) shall be representatives of the Constituent Authorities.

1.4.2 The Audit and Governance Committee shall meet quarterly or at such intervals as the Chair of the Committee may decide.

1.5 Accountability Arrangements

The Audit and Governance Committee shall report to its findings, conclusions and recommendations on the effectiveness of governance, risk management and internal controls to the Partnership Board on an annual basis, with quarterly update reports.

1.6 Voting

Voting at the Audit and Governance Committee shall be on the basis of one member one vote.

1.7 Miscellaneous

1.7.1 The Audit and Governance Committee may invite any individual, whether internal or external, to attend all or part of its meetings in whatever capacity as the Chair deems appropriate in order to assist the Audit and Governance Committee in its duties.

1.7.2 The Audit and Governance Committee will meet privately with the external auditor at least once a year, without the presence of TfSE Officers.

Report to: **Partnership Board – Transport for the South East**
Date of meeting: **23 January 2023**
By: **Lead Officer, Transport for the South East**
Title of report: **Technical Programme Progress Update**
Purpose of report: **To provide a progress update on the ongoing work to deliver the technical work programme set out in the 2022/23 business plan**

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) note the progress with the ongoing work to assist local transport authorities with the implementation of their bus service improvement plans (BSIP);
- (2) note the progress with the development an electric vehicle charging infrastructure strategy for the TfSE area;
- (3) note the progress with the delivery TfSE's future mobility strategy;
- (4) note the progress with the delivery TfSE's freight logistics and gateways strategy;
- (5) note the progress with the joint work being progressed on decarbonisation;
- (6) note the progress with the work being progressed to develop local capability; and
- (7) Agree:
 - to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of the second stage of the electric vehicle infrastructure strategy
 - to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of further future mobility strategy and freight strategy related study work

1. Introduction

1.1 The purpose of this report is to provide a progress update on delivery of the TfSE technical work programme.

2. Bus Back Better

2.1 As reported to the Board In November 2022 TfSE is leading a joint project with Transport East and England's Economic Heartland, to identify and deliver the support needed to assist local transport authorities (LTA) with the delivery of their BSIPs and EPs. The value of the bid was £100,000 per STB area, with a total project value of £300,000.

2.2 The work is being overseen by a steering group consisting of officer representatives from the three STBs and DfT. The first stage of the work involved a questionnaire surveys and a workshop, involving LTA officers and bus operators

(grouped by STB area) to identify and prioritise the additional capability support it was felt LTAs needed to deliver their BSIPs. This engagement activity was also used to identify the preferred methods for delivering the support work. Options included, webinars, small group sessions, written advice and 1-2-1 sessions with individual LTAs. A prospectus setting out the support that is to be provided and the timetable for its delivery has been developed with information available on the support programme on the TfSE website and bi-weekly newsletters. A table showing the scope of the support to be provided is included in Appendix 1.

2.3 Delivery of the support packages has now commenced as part of the second stage of the project which is due to be completed by the end of April 2023. A further progress update on the work will be provided to the Board at their meeting in March 2023.

3. Electric Vehicle Charging Infrastructure Strategy

3.1 As reported to the Board at their meeting in November 2022 TfSE has been awarded £100,000 to develop an EV charging infrastructure strategy with Arcadis having been appointed to undertake the work. To date, Arcadis have produced several technical working papers which include information on the current status of EV infrastructure rollout for across the south east. An EV baseline has been established for the TfSE area which incorporates a review of the existing level of EV uptake and charging point provision. Work is currently underway on producing forecasts for the likely uptake of EVs across the TfSE area and demand for charge point infrastructure.

3.2 A key component in the development of the strategy focuses on engagement with a wide range of stakeholders. An EV Charging Infrastructure Strategy Steering Group has been set up in order to review and validate the deliverables of the strategy. The second meeting of the EV Charging Infrastructure Forum has taken place to bring together and facilitate dialogue between LTAs, Distribution Network Operators (DNO), Charge Point Operators (CPO) and fleet operators to assist the roll out of public charge points across the TfSE area. At this meeting of the forum, attendees were invited to share feedback on the current challenges and barriers that they are facing with EV infrastructure rollout across the south east.

3.3 Later stages of the work will involve finalising the forecasting element of the strategy before the process of drafting the formal strategy and action plan commences.

3.4 A methodology to enable the impact of the electrification of vehicle fleets on electric charge point provision and power supply to be determined is also being developed in consultation with a representative group of vehicle fleet operators and their representative organisations. A further stage of the work to be commissioned separately will involve the application of this methodology. Members of the Partnership Board are recommended to agree to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of this second stage of the development of the electric vehicle infrastructure strategy

3.5 A final draft of the strategy and accompanying action plan will be presented to the Partnership Board in March 2023 for approval.

4. Future Mobility Strategy

4.1 The implementation of the future mobility strategy is being supported by WSP consultants. The arrangement for their contract extension into 2023 had been agreed with the accountable body. They will be providing the following support to TfSE to continue to progress the implementation of the future mobility strategy until May 2023:

- organising and supporting the meetings of the future mobility forum (next meeting in early February);
- setting up and supporting a working group on future mobility in rural areas;
- providing advice and support in key technical areas including the development of an approach to monitoring and evaluation and the development of pilot projects.

4.2 WSP will also be preparing specifications for the following future mobility-related technical work and studies identified as priority work areas in the future mobility strategy:

- a shared knowledge hub;
- mode propensity tool;
- future propulsion strategy.

Members of the Partnership Board are recommended to agree to delegate authority for the procurement of these studies to the Lead Officer, in consultation with the Chair.

4.3 Updates on progress with this work will be provided at the March 2023 meeting of the Partnership Board.

5. Freight, Logistics and Gateways Strategy

5.1 Following the launch of the freight strategy at the ITT Hub event at Farnborough in May 2022, work is underway to begin implementing the strategy. Work recently started on a small study to quantify the scale of the lorry parking issue across the South East and how this could be addressed. This work was awarded to AECOM and will extend the work that AECOM have recently completed for the Department for Transport (DfT) and National Highways identifying the scale of the lorry parking problem on the Strategic Road Network. Phase 1 of the project has commenced.

5.2 The TfSE freight forum that was originally established to oversee the development of the freight strategy, is to be reinvigorated. Following consultation with procurement specialists from the accountable body, arrangements have been put in place to request quotations from suitably qualified consultants to manage a future programme of freight forum meetings and support the work of the forum and associated sub-groups between those meetings. As part of this work, specifications

are also to be drawn up for further technical studies that will take forward the implementation of the freight strategy including:

- a property market review to provide greater insight into the impact of current trends on logistics land and property provision and to provide some forecasting of likely future demand in the TfSE area.
- a study on the future role of coastal shipping and inland waterways for freight transport.
- develop of an initiative to address public sector “freight blindness” and ensure a greater level of awareness of the needs of the freight sector amongst public sector bodies; and
- production of a freight consolidation guide to provide clear, evidence-based guidance on the benefits of consolidation, including lessons learned from previous experience.

Members of the Partnership Board are recommended to agree to delegate authority for the procurement of these studies to the Lead Officer, in consultation with the Chair.

5.3 TfSE is currently participating, along with England’s Economic Heartland and Transport East, in a study investigating where there will be a need across the highway network for alternative fuelling stations providing both EV charging and hydrogen for the road freight vehicles. The work has been procured by Midlands Connect, who have already had the same work completed in their own area. The first phase of the work is currently under way and will provide base data and a spreadsheet model to be used to identify possible locations to offer these alternative fuels. A questionnaire has been issued to freight operators in the region to understand the benefits and challenges associated with a shift to alternative fuels and technologies as well as gathering insights from fleet operators about freight movements across the East and South East of England. Analysis of the questionnaires is due to be completed before Christmas 2022. The questionnaire results will be presented by Atkins/ Cenex in their report before Christmas 2022.

5.4 The second phase of this work will consider how to begin to identify more specific locations suitable for new facilities. This will be undertaken with a range of stakeholders, including local transport and planning authorities. A further update on progress with this work will be provided to the next meeting of the Partnership Board in March 2023.

6. Decarbonisation

6.1 As was reported to the Board in November 2022, the Government’s Transport Decarbonisation Plan (TDP) published in July 2021, places a requirement on local transport authorities to identify how their Local Transport Plans (LTPs) will deliver ambitious, quantifiable carbon reductions in transport to achieve net zero emissions. The STBs joint workstream on decarbonisation - led by England’s Economic Heartland - seeks to help local transport authorities with their decarbonisation work. This activity has focused on two aspects. Firstly, how the carbon reduction potential of both individual interventions and broader programmes associated with updated

Local Transport Plans (LTP) can be quantified. Secondly, the development of a decarbonisation assessment tool that LTAs can easily use to determine the decarbonisation potential of the policy tools and levers available to them.

6.2 TfSE, Transport East (TE) and England's Economic Heartland (EEH) are working collaboratively to develop a decarbonisation assessment tool. A consortium consisting of WSP, City Science and Steer have been appointed to undertake the work. Work to identify baseline carbon emissions and trajectories to net zero emissions in each of LTAs in the three STB areas is underway. Work is also progressing on the development of the carbon assessment tool which LTAs will then be able to use to assess the carbon reduction potential of the proposals to be included in their local transport plans.

6.3 The draft guidance on the development of Local Transport Plans, incorporating guidance on how LTAs should assess the carbon reduction impacts of their proposals, was due to be published for consultation before the end of 2022. The timetable for releasing the final version of this guidance is yet to be finalised and a verbal update on this will be given at the Board meeting on 23 January 2023. The aim is to have the carbon assessment tool ready for use by LTAs once the final version of the guidance is published in the first quarter of 2023.

7. Local capability

7.1 TfSE was awarded funding from the Department for Transport (DfT) in January 2022 with the aim of identifying the support that LTAs need to accelerate the delivery of their Local Transport Plans and related programmes. Following competitive tendering, Arup were appointed to undertake the work. The first phase of work sought to identify local transport authority capability gaps and how these could be addressed.

7.2 Following extensive engagement with local transport authorities to identify gaps and solutions, Board members considered the proposals at the September 2022 Board meeting agreeing that the following proposals would be supported.

7.3 The projects that are being taken forward include communications training for Wokingham Borough Council (£30,000) and strategic optioneering and communications training for Brighton and Hove City Council (£40,000).

7.4 A joint proposal was submitted by the Solent authorities (Isle of Wight Council, Portsmouth City Council, Southampton City Council and Hampshire County Council). This aims to support the delivery of their existing Solent Regional Transport Model (SRTM) through a scoping study to understand the requirements for future modelling and to undertake an update of model reference cases to help with business case development. The project has been awarded £102,000 of funding.

7.5 A proposal from Kent County Council for training on the production of quantifiable carbon assessments has also been funded. It proposes that the training places would be made available to authorities from across the region and funding of £18,000 will be made available. This equates to 40% of the original proposal. Mark

Welch is engaging with local authorities in the TfSE area to encourage sign up to a course of the officer's choosing.

7.6 Hampshire County Council submitted a proposal to develop guidance and advice documents to support the delivery of local transport plans. Discussions with Hampshire indicated that the proposal was scalable to fit with the quantum of funding available. Hampshire has been allocated £60,000 as a pilot to progress some initial work on the guidance documents. TfSE would be involved with scoping the work and setting parameters for the guidance, but delivery of the work will need to be resourced by Hampshire County Council and made available through the Centre of Excellence to all authorities in the region. The remainder of the Hampshire proposal could be progressed through the Centre of Excellence in collaboration with TfSE in future years.

7.7 Funding for each project must be committed by March 2023. All the projects will be monitored by Transport for the South East and with progress being reported to the DfT. TfSE is currently working with the accountable body to issue grant funding agreements. An update on the progress of the local capability projects will be provided at the Board meeting in January 2023.

8. Financial considerations

8.1 The Bus Back Better, EV charging Infrastructure strategy, decarbonisation and local capability work are being funded from the additional in year funding awarded to TfSE in January 2022. The future mobility and freight strategy implementation work are being funded from the DfT grant funding for 2022/23.

9. Conclusions and recommendations

9.1 The Partnership Board is recommended to note the progress that has been made with the various elements of the TfSE technical programme set out in this report. They are also recommended to agree to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of the second stage of the electric vehicle infrastructure strategy and further technical studies related to the delivery of the both the future mobility strategy and the freight strategy. A further progress update report will be presented to the Board at their meeting in January 2023.

RUPERT CLUBB

Lead Officer

Transport for the South East

Contact Officer: Mark Valleley

Tel. No. 07720 040787

Email: mark.valleley@eastsussex.gov.uk

Appendix 1 – Prioritised Bus Back Better Support Areas

Table showing Support Packages to be delivered, high level summary of content and delivery mechanisms

Support package	Content	Delivery mechanisms
Fares and ticketing	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • gain an increased level of understanding of best practice and a greater competence on bus fares and ticketing issues, including; <ul style="list-style-type: none"> – fare levels (affordability vs revenue) – fare structures – ticketing models – benchmarking fare levels and structures/models – concessionary fares – revenue modelling • work closely with bus operators and increase their confidence in developing and implementing fares and ticketing schemes • to confidently proceed with development of fares and ticketing improvement schemes in their local area, which can be captured in their Enhanced Partnership plans and schemes 	<ul style="list-style-type: none"> • Fares and ticketing advice note w/c 30 January 2023 • Fares and ticketing webinar w/c 6 February 2023 • Dedicated follow up time w/c 13 and 20 February 2023
Data and analysis, monitoring, and evaluation	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • understand which data metrics to use in different circumstances e.g. to build a convincing business case, or to measure a project against its objectives. • understand how to monitor <ul style="list-style-type: none"> – the number of users by day/service/individual journey – service 	<ul style="list-style-type: none"> • Toolkit w/c 27 March 2023 • Advice note w/c 27 March 2023 • Webinar w/c 3 April 2023 • Dedicated follow-up time w/c 10 and 17 April 2023

Support package	Content	Delivery mechanisms
	<ul style="list-style-type: none"> – behaviours and perceptions of bus and non-bus users • identify the right data sets particularly where information already exists or where primary data collection is required • identify the most cost-effective methods of collecting data and the common pitfalls • understand when qualitative data should be used • set relevant SMART objectives to enable success to be evaluated • improve the quality of future BSIP submissions and funding requests and evaluate existing BSIP performance 	
Low cost and quick wins	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • identify effective quick win and or low-cost schemes that enable an increase in the number of bus initiatives to be delivered • develop a communication strategy that can be applied to a range of schemes that deliver bus improvements • establish appropriate criteria for evaluating and monitoring the success of quick win schemes • identify and evaluate low cost schemes that can be delivered through a better allocation of existing capital or revenue budgets or make the best use of established funding sources (for example S106 contributions) 	<ul style="list-style-type: none"> • Group discussions x 3 w/c 12 and 19 December 2022 • Webinar w/c 13 February 2023 • One-to-one sessions (1hr) x 8 February and March 2023 • Advice note mid-March 2023
Building a strong case	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • develop a clear understanding of the importance of road-space reallocation in improving bus service 	<ul style="list-style-type: none"> • Webinars • One-to-one sessions w/c 28 January 2023

Support package	Content	Delivery mechanisms
	<p>reliability and journey times and how these drive increases in patronage</p> <ul style="list-style-type: none"> • communicate and demonstrate benefits of reallocating road space to bus services using a suite of materials including; copy, graphics, graphs, charts and tables that can be used on LTAs' own materials into the future • demonstrate the benefits of improved bus services for regional communities • understand typical key players in local communities and how to address their concerns effectively • develop greater skills in influencing and negotiating with stakeholders 	<ul style="list-style-type: none"> • Advice note w/c 13 February 2023
Bus Infrastructure guidance	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • explore alternative, compliant design solutions to help implement road infrastructure that aligns with the BSIP priorities • examine competing demands for road space and identify an approach to assessing where bus infrastructure improvements should be prioritised, within the context of emerging local transport plans • identify realistic delivery time frames for the implementation of different types and scales of bus infrastructure • develop a checklist of requirements to build a clear evidence base on the benefits and impacts of proposed bus infrastructure 	<ul style="list-style-type: none"> • Briefing with LTAs w/c 13 February 2023 • Technical note w/c 6 March 2023 • Webinar w/c 13 March 2023
Demand Responsive Transport	<p>This support package will help LTAs:</p>	<ul style="list-style-type: none"> • Technical note, covering: <ul style="list-style-type: none"> – How typical DRT schemes

Support package	Content	Delivery mechanisms
	<ul style="list-style-type: none"> • develop a better understanding of demand responsive transport (DRT) scheme design through case studies in urban/suburban and rural areas. • increase their knowledge on how to create a commercially successful scheme. 	<p>operate in a range of scales and contexts</p> <ul style="list-style-type: none"> • Case study examples of DRT and community schemes with a particular focus on: <ul style="list-style-type: none"> – Scope, including geographical extent and areas services (urban or rural) – Fares and ticketing arrangements, including fare structure and booking system, financing arrangements and lessons learned during implementation
Rural hubs and integration	<p>This will support package will help LTAs:</p> <ul style="list-style-type: none"> • examine a set of examples of rural transport hubs that reflect a variety of mode interchange and levels of service that can be used as a strategic basis for future proposals within their areas • develop a list of requirements when writing proposals for future interchange hubs • see first hand what is achievable through pursuit of lowest-possible-cost implementation of rural interchange hubs 	<p>A technical note covering:</p> <ul style="list-style-type: none"> • best practice multi-modal interchanges for small rural settlements of various sizes and typologies, from small villages to coastal settlements • typical infrastructure requirements and specifications in multi modal rural interchanges • cost effective approaches to developing multi-modal rural interchanges and integrating rural transport services
Funding mechanisms	This support package will help LTAs:	Technical note covering:

Support package	Content	Delivery mechanisms
	<ul style="list-style-type: none"> • increase their awareness and understanding on the range of bus service and infrastructure funding types available • improve their approach to successful bid writing for individual funding streams through written guidance provided in the Technical Note with advice on accessing multiple funding streams outlined • broaden their understanding of the range of potential bus infrastructure improvement proposals they could pursue through scheme funding applications 	<ul style="list-style-type: none"> • different funding mechanisms that have been utilised for different bus systems, to understand more about the respective suitability for different types of funding mechanisms for LTAs and operators • case studies of successful bids for various funding mechanisms, including bids to government funding streams as well as funding acquired via private initiatives
Collaborative working and bus forums	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • collaborate via regional quarterly forums with LTAs across STB geographies learn from each other by providing clear structures of responsibility and accountability of bus services, and communicating how and when different forums are occurring • develop an appropriate approach to engaging with bus Operators, to build collaborative and long-term working relationships around delivering bus improvements (in conjunction with a wider Communications Strategy developed as part of Support Package 3 Low Cost and Quick Wins). 	<ul style="list-style-type: none"> • First quarterly bus forum w/c 23 January • Second quarterly bus forum w/c 17 April
Marketing	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • better understand travel needs (e.g. identifying potentials users based on market segmentation) and provide imaginative marketing based on aspects that 	<p>Technical note that will cover:</p> <ul style="list-style-type: none"> • different case studies that explore successful marketing schemes, looking at pre-journey marketing (such as market segmentation and

Support package	Content	Delivery mechanisms
	<p>would appeal (e.g. price, journey time and convenience)</p> <ul style="list-style-type: none"> • identify data, research and best practice to better understand the bus market • overcome widespread poor perceptions of bus use and considering how lapsed or first time bus users could be attracted • identify connections between potential users and their local services to explain how bus services could be beneficial to them e.g. demonstrating positive comparisons with car use (e.g. avoiding car parking, overcoming delays, comparable end-to-end journey times, fares and true car cost calculators.) • design branding to fulfil these requirements 	<p>how to target certain elements of bus travel to different groups)</p> <ul style="list-style-type: none"> • case studies of well designed bus branding
Alternative/low emission fuels	<p>This support package will help LTAs:</p> <ul style="list-style-type: none"> • increase their understanding of a range of alternative fuels available and how applicable they are for their specific region/network; This will be done through over the course of the programme outlining guidance related to Hydrogen, CNG, Electric and Biofuel with a discussion being held on the relative appropriateness for these different types in the region • increase their understanding of appropriate funding and procurement mechanisms including understanding issues around state aid. This will look to cover both leasing and outright purchasing options. The appropriateness of different mechanisms will be indicated in the written guidance 	<p>A webinar and technical note that will cover:</p> <ul style="list-style-type: none"> • specialist advice in relation to the availability and maturity of fuel and technology options • different specifications and requirements for vehicles based on different fuel types • bus fleet, network and operational considerations • funding and procurement models • governance and workforce requirements and integration with wider fleet vehicles (eg, waste vehicle fleets)

Support package	Content	Delivery mechanisms
	<ul style="list-style-type: none"> • be able to work with operators to establish their roles and responsibilities when transitioning to alternative and low emission fuels • Improve their understanding of the steps required to transition their whole bus network to alternative / low emission vehicles 	

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

Date of meeting: **23 January 2023**

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

Title of report: **Communications and Stakeholder Engagement update**

Purpose of report: **To update the board on communications and stakeholder engagement activity**

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.

1. Introduction

1.1 This paper provides an update on recent communications and engagement activity including support provided to technical projects, work towards the SIP launch and upcoming events.

2. Recent communications and engagement activity

2.1 We have been planning how we will launch the final SIP document and formally submit it to Government post March 2023 Board meeting. An overview of this will be provided as a verbal update at the Board meeting.

2.2 Presentations to cabinet and committee colleagues on the development of the SIP continued to the end of the year with presentations given to Councillors who haven't been closely involved, covering the development process and content of the SIP. The aim is to enable a smoother sign off procedure as the final plan is taken through Councils' democratic processes.

2.3 A communications and engagement plan supported by web content and a targeted newsletter has been developed as the host platform and main communications and engagement tool for the Bus Back Better project. As this is a joint project these assets have been shared with Transport East and England's Economic Heartland.

3. Ongoing stakeholder engagement

3.1 Engagement work is ongoing in relation to our additional work streams, with stakeholder meetings held for the bus back better, electric vehicle charging

infrastructure and freight and logistics projects. We are working with the lead consultants for each project to develop and support further engagement opportunities as the projects progress.

3.2 We continue to work with our neighbouring STB colleagues to explore opportunities to collaborate around stakeholder engagement opportunities and minimise the risk of stakeholder fatigue. We are currently exploring whether there might be the opportunity to work together further on freight and bus engagement activity, where interested parties and major operators tend to operate across multiple regions.

3.3 A face to face meeting of the Universities group will be held at Brighton University on 25th January at 11am. Presentations and discussions will cover active travel and Centres of Excellence. As always, board members are welcomed and encouraged to attend this interesting forum if they would like to.

3.4 The next meeting of the private sector stakeholder group will be held on 31st January 2023 at the Burges Salmon offices in London.

3.5 An introductory meeting has been held with parish councillors who are keen to strengthen the relationship between the numerous town and parish councils in the region and TfSE. We are currently exploring how best this can be facilitated, most likely via a small number of representatives sitting on the transport forum, on behalf of the relevant area association for local councils.

4. Upcoming events and speaker slots

4.1 Previous events/speaker slots

- 2-3 November 2022, TfSE participated in panel discussions at Highways UK
- 24 November, Lucy Dixon-Thompson attended a roundtable hosted by Wera Hobhouse, the [Liberal Democrat Spokesperson for Energy and Climate Change and Transport](#), about decarbonising public transport.

4.2 We are developing a continually evolving forward plan for events and speaker slots that would provide beneficial engagement for TfSE – so far confirmed are:

Future events/speaker slots

- 17 January 2023 – South Coast Development Conference (Sarah Valentine)
- February 2023 – Westminster Forum conference (date TBC)
- 5 June 2023 – STB conference

5. Conclusion and recommendations

5.1 In conclusion, we will continue to keep our communications and engagement activities under review using virtual or physical meetings as appropriate at the time.

5.2 The Partnership Board are recommended to note and agree the engagement and communication activity that has been undertaken since the last Partnership Board meeting.

RUPERT CLUBB

Lead Officer

Transport for the South East

Contact Officers: Hollie Farley / Lucy Dixon-Thompson

Tel. No. 07701 394917 / 07702 632455

Email: hollie.farley@eastsussex.gov.uk / lucy.dixon-thompson@eastsussex.gov.uk

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

Date of meeting: **23 January 2023**

By: **Chair of the Transport Forum**

Title of report: **Transport Forum Update**

Purpose of report: **To summarise the Transport Forum meeting of 20 December 2022 and inform the Board of the Transport Forum’s recommendations.**

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.**
-

1. Introduction

1.1 The purpose of this report is to update the Partnership Board on the most recent meeting of the Transport Forum.

1.2 The meeting took place virtually on Tuesday 20 December 2022 and was attended by more than 30 members of the Forum. The Forum welcomed two new members, Cllr Robert Franklin and Cllr Sarah Barker, who will be representing town and parish councils and demonstrates the continued interest in engaging with the work of TfSE.

1.3 The Chair, Geoff French, clarified a question raised regarding the approach to the minutes for the Forum and the report that is given to the Board. It was noted that voices of the entire Forum are to be represented in the feedback to the Board that moving forward we will consider how the broad range of comments can be recorded.

1.4 In the next financial year, it will be proposed that a review of the Transport Forum’s operation will be undertaken to ensure it is fit for purpose, as TfSE moves from strategy to delivery of the SIP.

2. SIP Delivery action plan

2.1 The Forum were reminded of our extensive work, developing our strategic investment plan. Sarah Valentine set out the proposed approach to deliver the 30-year investment blueprint for the South East.

2.2 Delivery of the schemes that sit within the SIP will require input from a wide range of partners, all working in collaboration, with arrangements varying from scheme to scheme. Sarah offered an overview of the intention and approach for this phase of the SIP.

2.3 Sarah continued by setting out the intention to develop a common analytical framework, which will assist local authorities with their business cases when requesting funding for schemes.

2.4 Finally, the monitoring and evaluation strand of the SIP delivery was presented. It was raised to highlight the importance of having a clear and robust approach to ensure successful delivery of the interventions of the SIP. IT will offer a clear line of sight from the transport strategy's vision through to intervention level objectives via the SIP.

2.5 For more information on the three workstreams for the SIP delivery, please see item 6.

3. Thematic workstreams update

Electric Vehicle Charging Infrastructure Strategy

3.1 The Forum were informed of the recent progress of the EV charging infrastructure and reminded of the intention of the commission, which was awarded to Arcadis earlier this year. In response to a query raised regarding engagement, Mark Valleley confirmed that extensive engagement will be undertaken with local authorities so that we can address gaps in supply and creating policy engagement will be undertaken in future workstreams.

Bus Back Better

3.2 The Forum were informed on the development on the bus back better DfT priority workstream, which is now moving in to Phase 2, which will see the delivery of support packages to aid bus service improvement plans (BSIPs) and enhanced partnerships (EPs) being implemented throughout the TfSE region. A key component of this workstream is to improve collaboration and engagement between bus operators and local authorities.

Freight and Logistics Strategy

3.3 Alan Jones informed the Forum of the development of an action plan which brings together tangible actions to execute TfSE's Freight Strategy. Alongside this, TfSE are commissioning a project that will address the measures of action plan, manage the Freight Forum, produce technical studies and take forward the implementation of the strategy.

3.4 The Forum were additionally informed of the collaborative study with Transport East and England's Economic Heartland to investigate where there will be a need across the highway network for alternative fuelling stations. Engagement with John Lewis was confirmed as a result of this presentation.

Future Mobility

3.5 Katie Lamb set out the intention for this workstream, and the progress that has been made so far. For the future of this workstream, it has been split into 3 areas: engagement, technical and briefs. Depending on the development of activities in the action plan, there will be a consideration given to whether the briefs or technical documents will be used when working on pilot projects and future propulsions.

Decarbonisation

3.6 Mark Valleley informed the Forum on the three workstreams that are currently being developed regarding decarbonisation: quantifiable carbon reduction (QCR), carbon assessment tool and a decarbonisation pathways report. In response to a query raised regarding engagement with National Highways and emissions on the Strategic Road Network (SRN), Mark Valleley noted that it is important to distinguish between carbon emissions from trips originating within each local transport authority area, against those from through traffic over which the local transport authority have no control.

3.7 Responding to a query raised regarding the Freedom of Information (FOI) request relating to the national decarbonisation strategy, and whether it will effect the outcomes of the tool, Mark noted that the release of the tool will be coordinated to be delivered at the same time as the final version of the QCR guidance.

Future Technical Work Programme

3.8 Katie Lamb provided an interactive session on Active Travel, to understand the Forum's views on its barriers. The highest ranked of the options was infrastructure, followed by safety, distance and disability. These responses will be used when forming the foundation for the brief. Engagement has taken place with England's Economic Heartland and Western Gateway, to further strengthen our proposal.

3.9 The Transport Strategy refresh was also presented to the Forum as a planned future workstream, to adhere to our commitment.

3.10 More information on these workstreams can be found in agenda item 9.

4. Summary of forum comments for the Board

4.1 The Chairman thanked the membership for their involvement, and acknowledged concerns regarding the process of feedback to the Board.

4.2 The Forum were invited to contact TfSE in order to suggest future agenda items.

5. Conclusions and recommendations

5.1 It is recommended that the Board note the meeting of the Transport Forum and the important communication link this provides TfSE with its key stakeholders.

5.2 The Forum members welcomed the opportunity to see in some detail, the technical work programme that has been developed by TfSE over the past 8 months.

5.3 It is recommended that the Board note and discuss the comments regarding the Forum's feedback on the progress of the technical programme, and the future business plan.

GEOFF FRENCH
Chair of the Transport Forum
Transport for the South East

Contact Officer: Emily Bailey
Tel. No. 07840649245
Email: emily.bailey@eastsussex.gov.uk

Report to: **Partnership Board - Transport for the South East**

Date of meeting: **23 January 2023**

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

Title of report: **Responses to consultations**

Purpose of report: **To agree the draft responses submitted in response to various consultations**

RECOMMENDATIONS:

The members of the Partnership Board are recommended to agree the draft responses to the following consultations:

- (1) East Sussex County Council – Local Transport Plan 4 initial consultation**
 - (2) National Highways – A27 Arundel Bypass supplementary consultation**
-

1. Introduction

1.1 Transport for the South East (TfSE) has prepared responses to a number of recent consultations. This paper provides an overview of the responses to the following consultations:

- East Sussex County Council – Local Transport Plan 4 initial consultation
- National Highways – A27 Arundel Bypass supplementary consultation

2. East Sussex County Council – Local Transport Plan 4 initial consultation

2.1 East Sussex County Council (ESCC) launched an initial consultation on their proposed priorities as they develop their fourth Local Transport Plan (LTP4). The consultation sought views on priorities for travel and transport, key transport issues and opportunities for improving travel across the county.

2.2 The officer level response that was submitted is contained in Appendix 1. The consultation response encouraged ESCC to consider the TfSE Transport Strategy, SIP and Area Studies work as they develop their LTP4, and welcomed that the overarching themes that will inform the development of the LTP align well with the strategic goals and priorities identified in the TfSE Transport Strategy and with the investment priorities set out within the SIP. Members of the Partnership Board are recommended to agree the response to this consultation.

3. National Highways – A27 Arundel Bypass supplementary consultation

3.1 In November 2022, National Highways sought views on changes they have made to the design of the A27 Arundel bypass scheme as a result of feedback received in the earlier consultation that ran from January to March 2022.

3.2 This consultation closed on 16 December 2022 and the officer level response that was submitted is contained in Appendix 2. The response reconfirms that TfSE supports the need for the scheme as part of a holistic solution to the A27, and welcomes the focus given to addressing the environmental challenges. Members of the Partnership Board are recommended to agree the response to this consultation.

4. Conclusion and recommendations

4.1 The members of the Partnership Board are recommended to agree the responses to the consultations that are detailed in this report.

RUPERT CLUBB
Lead Officer
Transport for the South East

Contact Officer: Benn White
Tel. No. 07714 847288
Email: benn.white@eastsussex.gov.uk

Emailed to:

Jon Wheeler, Team Manager - Infrastructure Planning & Place
East Sussex County Council
jon.wheeler@eastsussex.gov.uk

14 December 2022

Dear Jon,

Transport for the South East response to East Sussex Local Transport Plan 4 initial consultation

I am writing to you in connection with the East Sussex Local Transport Plan 4 initial consultation.

Transport for the South East (TfSE) is a sub-national transport body (STB) which represents sixteen local transport authorities in the South East of England. These are Brighton and Hove, East Sussex, Hampshire, Kent, Medway, Surrey, West Sussex, the Isle of Wight, Portsmouth and Southampton, and the six Berkshire unitary authorities. These authorities are represented on the Partnership Board along with representatives from the region's five Local Enterprise Partnerships, district and borough authorities, protected landscapes, National Highways, Network Rail and Transport for London.

TfSE provides a mechanism for its constituent authorities to speak with one voice on the transport interventions needed to support sustainable economic growth across its geography. High-quality transport infrastructure is critical to making the South East more competitive, contributing to national prosperity and improving the lives of our residents.

TfSE welcomes the opportunity to comment on the development of the East Sussex Local Transport Plan 4. As you will be aware TfSE published a thirty-year transport strategy for the South East in July 2020, which sets out an ambitious vision for our area in 2050. As you are also aware, we have recently consulted on our draft Strategic Investment Plan (SIP), which provides a framework for investment in strategic transport infrastructure, services, and regulatory interventions across the South East in the coming three decades. As one of our constituent authorities, East Sussex County Council has been fully involved in the development of our strategy and we very much value the contribution that has been made to the development of the strategy as well as your ongoing support for the wider work of TfSE.

TfSE's SIP sits at the regional planning level, bridging the gap between national and local government. This approach includes increasingly close alignment between the TfSE Transport Strategy and SIP with local transport plans to ensure individual community needs are well understood and that projects at every scale complement each other, avoiding waste and duplication of effort wherever possible. Whilst the updated government guidance for LTP development is still awaited, we hope that it will indicate that the relevant STB transport strategy should be taken in account during the development of LTP's.

You will also be aware of our Area Studies work that sets out the key issues, challenges and opportunities across the area, and shows how targeted interventions will enable TfSE and its partners including East Sussex County Council to deliver TfSE's Transport Strategy. East Sussex features in three of the four area studies (Solent and Sussex Coast, London to Sussex Coast and Kent Medway and East Sussex) and we would encourage you to consider this work as you develop your LTP.

We are pleased to see that the overarching themes that will inform the development of your LTP and the future of transport in East Sussex, align well with the strategic goals and priorities identified in our Transport Strategy and with the investment priorities set out within our SIP.

Our transport strategy and SIP seek to deliver sustainable economic growth that achieves the right balance between the economic, social and environmental pillars of sustainable development. This means that any intervention in the area's transport networks to address connectivity challenges must ensure that the environment is protected and where possible enhanced and that opportunities to improve the health, wellbeing and quality of life for everyone are realised.

Transport is the single biggest contributor to greenhouse gas emissions in the south East and across the UK. This needs to change, so our transport strategy includes a commitment to meet the Government's target of achieving net zero carbon emissions by 2050. To achieve this and our wider 2050 vision, we need to make better use of the infrastructure we already have – reducing the need to travel through increased investment in digital and other technology and providing alternative ways for people to go about their business through increased investment in public transport and active travel. However, there will still be a need for targeted investment on our congested road and rail networks to relieve pinch points.

We look forward to working together with you as you undertake the development of your LTP, and we would be happy to discuss any opportunities for further collaboration and sharing of data to our mutual benefit. This will help ensure that our strategy and SIP, and your emerging LTP, align.



300 3309474

tfse@eastsussex.gov.uk

transportforthesoutheast.org.uk

Transport for the South East, County Hall,
St. Anne's Crescent, Lewes, BN7 1UE

This is an officer response. The TfSE Shadow Partnership Board next meets on 23 January 2023 when it will consider this response. A further iteration of it may follow after that meeting.

Yours sincerely,

Sarah Valentine
Head of Analysis and Appraisal
Transport for the South East



Emailed to:

Andrew Jackson
Programme Leader, A27 Arundel Bypass, RIP South East
a27arundelbypass@nationalhighways.co.uk

16 December 2022

Dear Andrew,

Transport for the South East (TfSE) response to National Highways A27 Arundel bypass consultation

I am writing to you as Head of Analysis and Appraisal for [Transport for the South East](#) (TfSE) in response to the A27 Arundel Bypass Scheme Supplementary pre-application consultation – your ref: TR010045/S42(1)(b).

TfSE is a sub-national transport body which represents sixteen local transport authorities in the South East of England. These are Brighton and Hove, East Sussex, Hampshire, Kent, Medway, Surrey, West Sussex, the Isle of Wight, Portsmouth and Southampton, and the six Berkshire unitary authorities. These authorities are represented on the Partnership Board, which is its decision-making body, along with representatives from the region's five Local Enterprise Partnerships, district and borough authorities, protected landscapes, National Highways, Network Rail and Transport for London.

TfSE provides a mechanism for its constituent authorities to speak with one voice on the transport interventions needed to support sustainable economic growth across its geography. High-quality transport infrastructure is critical to making the South East more competitive, contributing to national prosperity and improving the lives of our residents.

In 2020 TfSE published a thirty-year transport strategy for the South East that sets out an ambitious 2050 vision for the area. We have undertaken a programme of area studies to identify multimodal packages of interventions that will be needed to deliver the transport strategy. The outputs from the area studies have been brought together in a draft Strategic Investment Plan (SIP) that we published for consultation in June 2022.

TfSE welcomes the opportunity to comment on the A27 Arundel Bypass consultation.

The A27 is the only major east-west trunk road south of the M25 and links a number of the cities and ports that are critical to the UK economy. Our transport strategy confirmed the A27 as a key orbital transport corridor across our area whilst recognising that it suffers from significant areas of congestion and that sections of single carriageway road limit capacity. The poor performance of this corridor represents a significant barrier to fostering sustainable growth along the South Coast.



300 3309474

tfse@eastsussex.gov.uktransportforthesoutheast.org.uk

Transport for the South East, County Hall,
St. Anne's Crescent, Lewes, BN7 1UE

Our Outer Orbital area study sets out a strategic vision for the area, that by the year 2050 the two conurbations of the Outer Orbital area, South Hampshire and Sussex Coast will be served by world class urban mass transit systems and will be an attractive environment for active travel. It also envisages that both conurbations will be joined together by high quality rail and highway infrastructure that are sensitive to the area's outstanding natural and historic environment. This will deliver sustainable and equitable economic growth for the area's residents and businesses to join the two major conurbations of Solent/South Hampshire and Brighton/Sussex Coast. Improving the A27 at Arundel is key to achieving this vision as the A27 is struggling to perform a strategic role of connecting the two largest conurbations on the South Coast. Therefore TfSE support the need for the scheme as part of a holistic solution to the A27 to deliver high-quality east – west connections for freight, private and mass transit vehicles that de-conflict local and longer-distance traffic.

Our transport strategy seeks to deliver sustainable economic growth that achieves the right balance between the economic, social and environmental pillars of sustainable development. This means that any intervention in the area's transport networks to address connectivity challenges must ensure that the environment is protected and where possible enhanced and that opportunities to improve the health, wellbeing and quality of life for everyone are realised. We welcome the focus given to addressing the environmental challenges and your objective to deliver a scheme that minimises environmental impact and seeks to protect and enhance the quality of the surrounding environment through its high-quality design..

This is an officer response. The TfSE Shadow Partnership Board next meets on 23 January 2023 when it will consider this response. A further iteration of it may follow after that meeting.

Yours sincerely,

Sarah Valentine

Head of Analysis and Appraisal
Transport for the South East



300 3309474

tfse@eastsussex.gov.uk

transportforthesoutheast.org.uk

Transport for the South East, County Hall,
St. Anne's Crescent, Lewes, BN7 1UE