

TfSE Partnership Board
13 March 2023 - 13:00-16:00

Minutes

In Person – 18 Smith Square, LGA, London

Partnership Board Members

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| Cllr Keith Glazier (Chair) Leader East Sussex County Council | Vince Lucas Director South East LEP <i>(jointly representing LEPs)</i> | Daniel Ruiz Smart Mobility and Transport Lead Enterprise M3 LEP <i>(jointly representing LEPs)</i> |
| Richard Leonard Head of Network Development, Strategy & Planning National Highways | Cllr Phil Jordan Cabinet Member for Infrastructure and Transport, Isle of Wight Council | Cllr Elaine Hills Co-Chair of the Environment, Transport, and Sustainability Committee Brighton and Hove City Council |
| Geoff French CBE Chair Transport Forum | Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council | Cllr Matt Furniss Cabinet Member for Transport and Infrastructure Surrey County Council |
| Cllr Joy Dennis Cabinet Member for Highways and Transport West Sussex County Council | Cllr David Monk Leader Folkestone & Hythe District Council <i>(jointly representing District and Borough Councils)</i> | Cllr Gary Hackwell Portfolio Holder for Business Management Medway Council <i>(sub for Cllr Alan Jarret)</i> |

Guests:

- John Hall, Director, Regions, Cities and Devolution Department, Department for Transport
- Steven Bishop, Director, Steer
- Kim Chambers, Project Manager, Arcadis
- Daniel Parr, Head of EV Strategy, Arcadis
- Kate Fairhall, Associate, Arup
- John Collins, Associate Director, Arup

Apologies:

- Cllr Alan Jarrett, Leader for Medway Council
- Cllr Rob Humby, Leader of the Council, Hampshire County Council
- Cllr Lynne Stagg, Cabinet Member for Traffic and Transportation, Portsmouth City Council
- Cllr Tony Page, Deputy Leader, Reading Borough Council, (representing Berkshire Local Transport Body)

- Ellie Burrows, Route Managing Director for Southern Region, Network Rail
- Cllr Colin Kemp, Portfolio Holder for Infrastructure, Woking Borough Council, *(jointly representing District and Borough Councils)*
- Ian Phillips, Deputy Chair, South Downs National Park Authority, *(Representative from Protected Landscapes)*
- Heather Preen, Head of Local Communities and Partnerships, Transport for London
- Cllr Eamonn Keogh, Cabinet Member for Transport and District Regeneration, Southampton City Council

Officers attended:

- 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
- Jasmin Barnicoat, Transport for the South East
- Benn White, Transport for the South East

- Darryl Hemmings, West Sussex County Council
- Chris Maddocks, Reading Borough Council
- Lee Parker, Surrey County Council
- Mark Prior, Brighton and Hove City Council

| Item | Action |
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| 1. Welcome and Apologies | |
| 1.1 Cllr Keith Glazier (KG) welcomed Partnership Board members to the meeting and noted apologies. 1.2 Cllr Glazier welcomed Cllr Gary Hackwell who is attending on behalf of Cllr Alan Jarrett, Medway Council. 1.3 Cllr Glazier welcomed all the guests attending the meeting. | |
| 2. Minutes from last meeting | |
| 2.1 The minutes of the previous meeting were agreed. | |
| 3. Declarations of interest | |
| 3.1 Cllr Glazier asked Board members to declare any interests they may have in relation to the agenda. No interests were declared. | |
| 4. Statements from the public | |

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| <p>4.1 Cllr Glazier confirmed that no statements from the public have been made.</p> | |
| <p>5. Strategic Investment Plan</p> | |
| <p>5.1 Rupert Clubb (RC) introduced the item and guided the Partnership Board through the paper.</p> <p>5.2 RC outlined the journey to reach this point in the production of the SIP and thanked partners for their support. RC confirmed that following feedback from Board members, some minor amendments have been made since the November 2022 Board meeting, and the document has been intensively proof-read.</p> <p>5.3 Board members expressed their support for the SIP and understand how it will help them to achieve their authorities' transport and carbon reduction goals.</p> <p>5.4 Cllr Elaine Hills (Brighton & Hove City Council) confirmed that although her authority do not fully support all schemes in the document, they are welcoming of the active travel and carbon reduction proposals. They also do appreciate that the road schemes in question are not located within their authority and that some sit outside of TfSE's control (National Highways). BHCC therefore do support the SIP and welcome a strategic document that will enable authorities to work together and all benefit from it.</p> <p>5.5 Cllr Joy Dennis (West Sussex County Council) confirmed support for the SIP but expressed disappointment that the A27 improvement works have been pushed back. It is important to have joined up thinking for schemes.</p> <p>5.6 John Hall (JH) (DfT) confirmed that the news on some of the road schemes is disappointing and they will be working through this with local authorities. JH confirmed the DfT think the SIP is a good piece of work and are pleased with how TfSE works with the department and with other STBs. They are looking forward to receiving the SIP submission.</p> <p>5.7 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the minor amendments that have been made to the final Strategic Investment Plan; (2) Note the outcomes of the approval processes that have been pursued by a number of constituent authorities; and (3) Agree the final Strategic Investment Plan and Integrated Sustainability Appraisal. | |

| 6. SIP Communications Plan | |
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| <p>6.1 Hollie Farley (HF) introduced the item and guided the Partnership Board through the paper.</p> <p>6.2 HF outlined the planned communications for the publication of the SIP including the media release, social media promotion and the autumn event. HF confirmed hard copies of the SIP are available on request, but stakeholders will be sent a copy electronically or a link to the SIP on the TfSE website.</p> <p>6.3 HF outlined the factsheets that will be sent to MPs (copying in the relevant Board members) and will be made available on the TfSE website.</p> <p>6.4 In response to a question regarding the factsheets, HF confirmed that District and Borough authorities will be contacted with appropriate information about the SIP.</p> <p>6.5 HF also confirmed to Cllr Dan Watkins that localised template social media messages can be supplied to Board members too.</p> <p>6.6 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Approve the approach to communicating the final sign off of the Strategic Investment Plan; (2) Agree the letter to the Department for Transport presenting the Strategic Investment Plan; and (3) Agree the example factsheet for communicating with MPs the packages of interventions within the Strategic Investment Plan and their benefits. | <p>LDT / TS</p> <p>TS</p> |
| 7. SIP Delivery | |
| <p>7.1 Sarah Valentine (SV) introduced the item and guided the Partnership Board through the paper.</p> <p>7.2 SV explained that work is underway to produce a Delivery Action Plan for the SIP and workshops were held with key delivery partners to examine all the individual schemes in detail and identify potential methods for prioritising schemes. The plan was due to be brought to this meeting, however it became evident that there are a number of issues to be worked through in determining a prioritisation process and it is important to get that process right and ensure it is robust.</p> <p>7.3 SV invited Richard Leonard (RL) from Highways England to comment on the recent announcement that some major road schemes will be delayed into RIS 3. RL confirmed that for both the A27 and Lower Thames Crossing schemes, the work has been delayed to RIS3 to allow further work to be undertaken as part of the Development Consent Order (DCO) process. RL</p> | |

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| <p>explained that the support for the schemes is still there. RC confirmed it is important to recognise the strategic corridor and the work TfSE are doing to look at long term solutions.</p> <p>7.4 SV continued by outlining the proposal to work with a couple of neighbouring STBs to consider how we are able to influence rail reform in the wider south east as well as the delivery of rail services and infrastructure.</p> <p>7.5 The Board discussed Key Performance Indicators / metrics and what needs to be considered when identifying these. SV agreed that these do need a lot more thought, and this is why the plan has been delayed to ensure we get these right.</p> <p>7.6 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the progress with the development of a Delivery Action Plan for the SIP; (2) Agree the Lead Officer develops proposals in conjunction with two other Sub-national Transport Bodies to ensure the wider South East is clearly represented in the reform process as well as the delivery of rail services and infrastructure, for consideration at the July Board meeting; (3) Note the progress with the development of a TfSE Monitoring and Evaluation Framework; and (4) Note the progress with the development of an analytical framework to support business cases and the delivery of the schemes within the SIP. | |
| 8. Financial Update | |
| <p>8.1 Rachel Ford (RF) introduced the item and guided the Partnership Board through the paper.</p> <p>8.2 RF confirmed that year to date expenditure on the technical programme amounts to just under £1.3m, including the SIP, completion of the area studies and ongoing thematic work. A number of workstreams have commenced in 2022/23 and will conclude in the next financial year. The residual budget will be carried forward and ringfenced for their completion.</p> <p>8.3 Forecasts are currently that approximately £1.8m will be spent from the technical programme by the end of March 2023. However, this is subject to change and final expenditure figures will be reported to the Board at the next meeting.</p> <p>8.4 RF confirmed that as the 2023/24 grant funding letter has not yet been received from the DfT, TfSE have been asked to use the indicative funding allocation for 2023/24 (£2.065m) that was noted in 2022's grant funding letter. This has formed the basis of the draft budget presented today and the business plan for 2023/24.</p> | |

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| <p>8.5 With regards to the annual report and business plan, once agreed by the Board, these will be submitted to the DfT and made available on the TfSE website. The business plan details the priority areas for TfSE to work on over the next 12 months.</p> <p>8.6 In response to questions from the Board on the spend that will be occurring in March 2023 to reach the forecasts from the Feb 2023 spend, RF confirmed that there are some high spends forecast for March as TfSE are due to receive some supplier invoices in the next couple of weeks.</p> <p>8.7 The Board requested slightly more detail in the narrative to explain the differences between forecast, budget and year to date figures in future Board reports to make it easier to understand the reasons for any anomalies.</p> <p>8.8 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the current financial position for 2022/23 to the end of February 2023, including the forecasts for end of year spend; (2) Note the position on funding discussions with the Department for Transport for 2023/24; (3) Agree the outline budget for 2023/24; (4) Agree the Business Plan for 2023/24; and (5) Agree the Annual Report for 2022/23. | |
| 9. Electric Vehicle Charging Infrastructure Strategy | |
| <p>9.1 Benn White (BW) introduced the item and guided the Partnership Board through the paper.</p> <p>9.2 BW explained the background to this piece of work, what was commissioned and how it has relied on support from all of TfSE's key partners, for which we are very grateful.</p> <p>9.3 BW introduced Kim Chambers (KC) and Daniel Parr (DP) (both from Arcadis) to give a presentation on the Electric Vehicle Charging Infrastructure (EVCI) Strategy.</p> <p>9.4 KC outlined the study aims and objectives, the programme, stakeholder engagement and the policy and operational context. DP explained the baselining and forecasting.</p> <p>9.5 DP also detailed the EVCI locate tool that has been developed for local transport authorities to use to identify how suitable an area is for electric vehicle charging.</p> | |

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| <p>9.6 DP outlined the work that is still in progress to develop a methodology for vehicle fleet forecasting for EV infrastructure demand. In addition, an action plan for TfSE has been developed.</p> <p>9.7 The Board discussed EV charging infrastructure issues including best practice for positioning of on-street points, land use, level of demand and the impact on the national grid. In addition, queries were raised over the governance of the charging infrastructure.</p> <p>9.8 It was confirmed there is not a regulatory oversight of this infrastructure, so the purpose of this strategy is to help give the south east Local Transport Authorities some consistency. Collectively, STBs are all undertaking a lot of work on this and working together which the DfT and Ministers are happy to see as this is a major priority for the department.</p> <p>9.10 It was also confirmed that hydrogen did not feature in this piece of work, but is included in the freight workstream.</p> <p>9.11 BW confirmed the next steps for this project: the fleet methodology is currently being finalised, the next meeting of the EV forum will be scheduled for June, and the EVCI Locate tool will be rolled out in the next 4 weeks to officers in the Local Transport Authorities.</p> <p>9.12 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to: (1) Agree the TfSE electric vehicle charging infrastructure strategy; and (2) Note the proposals to develop forecasts of future EV charging infrastructure demand from vehicle fleets.</p> | |
| 10. Centre of Excellence | |
| <p>10.1 Emily Bailey (EB) introduced the item and guided the Partnership Board through the paper.</p> <p>10.2 EB explained the background to this piece of work including the expectations from the DfT for Sub-national Transport Bodies to take responsibility for developing and operating Centres of Excellence in their region. EB outlined what was commissioned for the background research to this project and also the work that had taken place via the local capability workstream.</p> <p>10.3 EB introduced Kate Fairhall (KF) and John Collins (JC) (both from Arup) to present the outcome of the research phase of the Regional Centre of Excellence (RCoE) development.</p> <p>10.4 KF outlined what is meant by a Regional Centre of Excellence, case studies and key principles to follow when developing a Centre of Excellence. JC also explained the roadmap for the RCoE and how it has been developed.</p> | |

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| <p>10.5 The Board were interested in this project and understand how this could be beneficial for their authorities. However, there was a concern that if TfSE were to recruit to any positions in this RCoE, it would be competing with local authorities who are experiencing recruitment issues with roles in the transport / planning sectors. The Board also stressed the importance of understanding the needs of the customer and be clear on what outcomes TfSE and they want. In addition, how will requests be prioritised?</p> <p>10.6 EB confirmed the RCoE will start small with a focus on a couple of small areas for local transport authority customers, but with a view that this could grow. It will be virtual in the first instance with a suite of tools the authorities could access. The local transport authorities will be closely involved in the development of this work to ensure it will be meeting their needs. The aim will be to enhance the capacity and capability of local transport authorities, and not take resource from them. There will also be a prioritisation process for requests and the DfT may ask for specific support to be provided to LTAs or a particular focus.</p> <p>10.7 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the progress with the development of a Regional Centre of Excellence; (2) Agree the proposed three year roadmap for the development of a Regional Centre of Excellence; and (3) Agree to submit the roadmap to the Department for Transport to request the release of the remainder of the funding allocated to this workstream in 2022/23. | |
| <h2>11. Technical Call Off Contract Procurement</h2> | |
| <p>11.1 Rupert Clubb (RC) introduced the item and guided the Partnership Board through the paper.</p> <p>11.2 RC outlined the reasons why a technical call off contract is required and the process that will be undertaken to procure it.</p> <p>11.3 RC confirmed that as per the TfSE constitution, this contract will require review and a final decision by the Board due to the high cost of the contract.</p> <p>11.4 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (1) Note the reasons why a technical call off contract is required; and (2) Agree to delegate responsibility to lead and undertake the procurement exercise to the Lead Officer, in consultation with the Chair. | |

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| <h2>12. Lead Officer's Report</h2> | |
| <p>12.1 Rupert Clubb (RC) introduced the item and guided the Partnership Board through the paper.</p> <p>12.2 RC highlighted the recent work of TfSE including the joint working with other STBs.</p> <p>12.3 The recommendation was agreed by the Partnership Board.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the activities of Transport for the South East between January – March 2023.</p> | |
| <h2>13. Technical Programme Update</h2> | |
| <p>13.1 Mark Valleley (MV) introduced this item and guided the Partnership Board through the paper.</p> <p>13.2 MV briefly highlighted the progress of some of the technical workstreams.</p> <p>13.3 MV also outlined the proposal to procure consultants to develop a regional active travel strategy and to identify what a transport strategy refresh would encompass, the timeline and level of resource required.</p> <p>13.4 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to:</p> <ol style="list-style-type: none"> (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 delivery of TfSE's future mobility strategy; (3) Note the progress with the delivery of TfSE's freight logistics and gateways strategy; (4) Note the progress with the joint work on decarbonisation; (5) Note the progress with the work to develop local capability; (6) Note the progress with the work to develop a regional active travel strategy; (7) Agree to delegate authority to the Lead Officer, in consultation with the Chair, for the procurement of a regional active travel strategy; and (8) Note that work is to commence on a refresh of the transport strategy. | |
| <h2>14. Communications and Stakeholder Engagement Update</h2> | |

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| <p>14.1 Hollie Farley (HF) introduced the item and guided the Partnership Board through the paper.</p> <p>14.2 HF highlighted some of the key items within the paper, including some of the key information contained within the 2023/24 communications and engagement plan.</p> <p>14.3 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to: (1) Note the engagement and communication activity that has been undertaken since the last board meeting; and (2) Note the contents of the 2023/24 communication and engagement plan</p> | |
| 15. Transport Forum | |
| <p>15.1 Geoff French (GF) introduced this item and guided the Partnership Board through the paper.</p> <p>15.2 GF explained the review of the Forum is timely as TfSE is moving to a new phase and it is important to evaluate TfSE's stakeholder meetings and how they are best utilised.</p> <p>15.3 The recommendations were agreed by the Partnership Board.</p> <p><i>RECOMMENDATIONS:</i> 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.</p> | |
| 16. Responses to consultations | |
| <p>16.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board through the paper.</p> <p>16.2 RC outlined the content of the three draft consultation responses and provided additional details of the verbal evidence he supplied to the All-Party Parliamentary Group (APPG) for the South East's inquiry session.</p> <p>16.3 RC confirmed that TfSE will be responding to the forthcoming consultation from the Office of Rail and Road.</p> <p>16.4 GF has connections with the Institution of Civil Engineers who support the APPG on Infrastructure and feeds anything useful from this group.</p> <p>16.5 The recommendations were agreed by the Partnership Board.</p> | |

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| <p>RECOMMENDATIONS: The members of the Partnership Board are recommended to agree the draft responses to the following consultations: (1) The House of Commons Transport Committee – Call for evidence - Inquiry into Strategic Road Investment; (2) All-Party Parliamentary Group for the South East – Call for evidence - Transport Infrastructure Inquiry 2023; and (3) The Planning Inspectorate – Registration of interested parties - Application for development consent by National Highways for Lower Thames Crossing.</p> | |
| <p>17. AOB</p> | |
| <p>17.1 No other business was raised.</p> <p>17.2 KG thanked all Board members and officers for their support and commitment to reach this point of submission for the SIP.</p> | |
| <p>18. Date of Next Meeting</p> | |
| <p>18.1 The date for the next Partnership Board meeting will be Monday 03 July 2023 – 10:00-13:00, in person at LGA, 18 Smith Square, London.</p> | |