

**Transport for the South East
Partnership Board – Public Session**

Agenda

9 May 2022 – 15:00-16:00

Virtual via MS Teams

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 Rob Humby Deputy Leader and Executive Lead Member for Economy, Transport and Environment Hampshire County Council	Cllr Amy Heley, Chair of the Environment, Transport & Sustainability Committee, Brighton & Hove City Council
Cllr Phil Jordan Cabinet Member for Infrastructure and Transport Isle of Wight Council	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Lynne Stagg Cabinet Member for Traffic and Transportation Portsmouth City Council
Richard Leonard Head of Network Development, Strategy & Planning National Highways	Cllr Colin Kemp Portfolio Holder for Infrastructure Woking Borough Council (jointly representing District and Borough Councils)	Geoff French CBE Chair Transport Forum
Cllr Matt Furniss Cabinet Member for Transport and Infrastructure Surrey County Council	Cllr Jeremy Moulton Deputy Leader and Cabinet Member for Growth Southampton City Council	Ian Phillips Chair South Downs National Park Authority (Representative from Protected Landscapes)

Apologies:

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

Item		Who
1	Welcome and Apologies	Cllr Keith Glazier
2	Minutes from last meeting (p4)	Cllr Keith Glazier
3	Declarations of interest	Cllr Keith Glazier
4	Statements from the public	Cllr Keith Glazier
5	Budget for 2022/23 (p16)	Rachel Ford
6	Business Plan for 2022/23 (p25)	Hollie Farley
7	SIP Communications and Engagement (p46)	Hollie Farley/Lucy Dixon-Thompson
8	AOB	All
9	Date of Next Meeting June 13 th 2022, 13:00 – 16:00	

Officers Attending Virtually

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
Elan Morgan	Transport for the South East
Tiffany Lynch	Transport for the South East
Emily Bailey	Transport for the South East

Joseph Ratcliffe	Kent County Council
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Simon Duke	Surrey County Council
Lyndon Mendes	Surrey County Council

Nikki Nelson-Smith	National Highways
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Pete Boustred	Southampton City Council
Kate Martin	Southampton City Council
Ellie Williams	Southampton City Council

Pam Turton	Portsmouth City Council
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Richard Kenny	Hampshire County Council
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James Hammond	Folkestone & Hythe District Council
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Andy Rhind	DfT
Peter Duggan	DfT
Colin Rowland	Isle of Wight Council
Anthony Middleton	C2C LEP
Mark Prior	Brighton and Hove City Council
Matt Davey	West Sussex County Council
Stuart Kistruck	Network Rail
Ernest Amoako	Woking Borough Council

**TfSE Partnership Board
21 March 2022
Minutes**

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)
Stuart Kistruck (sub for John Halsall) Route Managing Director for the South East, Network Rail	Cllr Rob Humby Deputy Leader and Executive Lead Member for Economy, Transport and Environment Hampshire County Council	Cllr Jamie Lloyd (sub for Cllr Amy Heley), Chair of the Environment, Transport & Sustainability Committee, Brighton & Hove City Council
Alex Williams, Director of City Planning Transport for London	Cllr Dan Watkins Deputy Cabinet Member for Highways and Transport Kent County Council	Cllr Lynne Stagg Cabinet Member for Traffic and Transportation Portsmouth City Council
Richard Leonard Head of Network Development, Strategy & Planning National Highways	Cllr Colin Kemp Portfolio Holder for Infrastructure Woking Borough Council (jointly representing District and Borough Councils)	Geoff French CBE Chair Transport Forum
Cllr Matt Furniss Cabinet Member for Transport and Infrastructure Surrey County Council	Cllr Jeremy Moulton Deputy Leader and Cabinet Member for Growth Southampton City Council	Ian Phillips Chair South Downs National Park Authority (Representative from Protected Landscapes)
Cllr Phil Jordan Cabinet Member for Infrastructure and Transport Isle of Wight Council	Cllr Alan Jarrett Leader Medway Council	

Apologies:

- John Halsall (Network Rail)
- Cllr Amy Heley (BHCC)
- Cllr Joy Dennis (WSCC)
- Lee Parker (SCC)
- Cllr David Monk, Leader, Folkestone & Hythe District Council

Observers virtual:

Rupert Clubb, Transport for the South East
Rachel Ford, Transport for the South East
Sarah Valentine, Transport for the South East
Emily Bailey, Transport for the South East

Tiffany Lynch, Transport for the South East
 Benn White, Transport for the South East
 Hollie Farley, Transport for the South East
 Mark Valleley, Transport for the South East

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

Item	Action
1. Welcome and Apologies	
<p>1.1 Cllr Keith Glazier (KG) welcomed Partnership Board members to the meeting and noted apologies.</p> <p>1.2 Cllr Glazier welcomed Cllr Jamie Lloyd who is substitute for Cllr Amy Heley (BHCC).</p> <p>1.3 Cllr Glazier welcomed the funding letter from the Department for Transport (DfT), that announced Transport for the South East's funding settlement of £1.75 million, with a projection of funding for 2023/24 and 2024/25. Rupert Clubb (RC) noted that a budget will be set and suggested this be agreed virtually by the Board, and then ratified at the following Board meeting, to be able to enter the financial year with the Board having agreed notionally.</p>	
2. Minutes from last meeting	
2.1 The minutes of the previous meeting were agreed.	
3. Declarations of interest	
3.1 Cllr Glazier asked Board Members to declare any interests they may have in relation to the agenda. No interests were declared.	
4. Statements from the public	
4.1 Cllr Glazier confirmed that no statements from the public have been submitted ahead of today's meeting.	

5. Lead Officers Report	
<p>5.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>5.2 RC gave a brief update on the collaboration work with the six other STBs to the Board, highlighting that TfSE are working across boundaries to ensure that we are speaking to DfT with once voice and noted that this has been extremely useful.</p> <p>5.3 RC reflected on the parliamentary reception that was held on 1 February with Huw Merriman and Baroness Vere attending as keynote speakers. RC also noted the APPG evidence session for Levelling Up and what this means for the southeast.</p> <p>5.4 RC provided the Board with the recent outcome of our CSR submission and noted that TfSE would be receiving 1.75 million, which was just short of our 1.8million bid. A subsequent business plan will be provided to the Board at their meeting in May.</p> <p>5.5 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the activities of Transport for the South East between January 2022 – March 2022.</p>	
6. Financial Update	
<p>6.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>6.2 RF iterated to the Board of an error that features in paragraph 2.3, and that the year end expenditure on the technical program amounts to just under £1.05 million as opposed to the 1.5 million that is printed. RF outlined that this spend is mainly on the area studies, the future mobility strategy and the freight and logistics strategy.</p> <p>6.3 RF provided a brief update of work streams that commenced within this financial year, which includes the strategic investment plan and the area studies but noted that this will not conclude until the next financial year.</p> <p>6.4 RF reminded the board of the additional workstream funding that was awarded to TfSE earlier this year by the DfT, which saw some £700,000 provided to support activity against four areas; decarbonisation, buses, EV charging strategy and local capability. Procurement for these works are currently underway but will not commence until next financial year.</p>	

<p>6.5 We are currently forecasted to have spent £1.2 million on the technical programme by the end of March, subject to change.</p> <p>6.6 It was highlighted that we are proposing to maintain a reserve of £341,000 at the end of March, which includes the ring fence amount of £97,000 for two fixed terms staffing posts.</p> <p>6.7 RF proposed to the Board that with the welcome news of the grant settlement from the DfT. It was proposed that an outline budget for 2022/23 would be circulated virtually for approval following this meeting, with the final budget and a three-year business plan ratified at the next meeting in May 2022.</p> <p>6.8 Hollie Farley (HF) was introduced to provide the Board with detail on the Annual Report. HF informed the Board that this will be finalised now we have received our comprehensive spending review (CSR) grant and will be published onto our website.</p> <p>6.9 In response to a question regarding carry forward of the area studies budget, RF informed the board that the area studies budget amounted to just under £1.8m and we are carrying just under £500k forward to the next financial year. The funding has been fully committed and will be spent by the end of May 2022. The budget report breaks down the five study areas, some have not yet concluded. It was further explained that we expect the final payments should be completed in May, and progression of the SIP will continue.</p> <p>6.10 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>(1) Note the current financial position for 2021/22 to the end of February 2022, including the forecasts for end of year spend;</p> <p>(2) Note the position on funding discussions with the Department for Transport for 2022/23; and</p> <p>(3) Agree the Annual Report for 2021/22.</p>	
<p>7. Governance Update</p>	
<p>7.1 Cllr Tony Page (TP) introduced this item and guided the Partnership Board members through the key parts of the paper. The governance sub-group was re-established as per the request of the Board at the previous meeting on 24 January.</p> <p>7.2 TP noted the actions of the Governance Subgroup Meeting that was held on the 7 March 2022. It was agreed by members of the group that TP be elected Chair going forward.</p> <p>7.3 TP guided the Board through the appendices which detailed the updated terms of reference and the workstreams.</p>	

<p>7.4 TP informed the board that the next Governance Group meeting will be held on 9 May 2022.</p> <p>7.5 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <ol style="list-style-type: none"> 1) Note the discussions at the recent meeting of the Governance sub-group; 2) Agree the Terms of Reference for the sub-group; and 3) Agree the proposed work programme. 	
<p>8. MRN / LLM Update</p>	
<p>8.1 Sarah Valentine (SV) guided the Partnership Board members through the key parts of the paper.</p> <p>8.2 SV informed the Board that on 1 February 2022, the DfT announced the A326 waterside improvement scheme has been approved and can therefore progress onto the next stage of development. This announcement also comes with 1.254 million worth of funding towards the development of their outline business case, which shows evidence of our schemes progressing.</p> <p>8.3 SV points the board to Appendix 1, a letter from DfT stipulating the purpose of the review of MRN and LLM programs was to clarify which schemes would have planned works beyond the funding period (March 2025). Assistance was asked for by all STBs to carry out an initial review of all schemes. Of the 17 schemes that had been put forward by TfSE in 2019, 2 have subsequently secured funding through other routes. 2 further schemes were identified as no longer meeting the requirements of the MRN program so were also removed. The first was the A249 Stockbridge Overbridge scheme in Kent, which has been de-coupled from the larger scheme being taken forward by National Highways. The second was the New Thames Crossing, which was unlikely to meet the March 2025 deadline. However, SV highlighted that this is still of importance to our region and so recognises that it could be held as a pipeline scheme by TfSE, should there be further rounds of funding.</p> <p>8.4 A further three schemes that are unlikely to meet the March 2025 deadline are the A229 Bluebell Hill junction upgrades, A31 Farnham corridor and West Quay Road realignment in Southampton. This is due to their size and scale. SV emphasises however that they must continue to be developed and should in the program, although we acknowledge their risks to delivery., TfSE will continue to engage in discussions with DfT regarding the programme including whether there will be further MRN and LLM funding rounds.</p> <p>8.5 SV noted that a draft response had already been sent to DfT to meet their deadline of 2 March 2022, but that following this meeting a final response would be sent to reflect the Boards decision.</p>	

<p>8.6 SV notes that it is imperative for scheme promoters to keep the DfT updated on development of their schemes</p> <p>8.7 Cllr Page acknowledged that the New Thames Crossing scheme could not meet the required timescales but also stressed it's importance as strategic priority for the region. He suggested an amendment to paragraph 4.11 of the report, and it was agreed to read as follows:</p> <p>“We recognise a New Thames Crossing scheme East of Reading cannot be delivered in the timescales set out in current MRN/LLM programme. However, this scheme has potential economic and connectivity benefits and should be considered again if there is a subsequent MRN/LLM programme. This is incumbent on further scheme development by the promoters.”</p> <p>8.7 Cllr Watkins flagged that the Bluebell Hill scheme has links to the Lower Thames Crossing project and that therefore the Bluebell Hill needs to happen in conjunction with that timeline.</p> <p>8.8 RC responded to a query raised by Cllr Kemp on the A22 corridor package being noted as an East Sussex scheme, when there is also a Surrey section. The East Sussex scheme features within the MRN list as in 2019 it was determined to be one of the priority schemes, whereas the Surrey element was held as a potential pipeline scheme and should continue in development for consideration should there be a second round of funding.</p> <p>8.9 It was discussed that there needs to be a discussion with DfT, because some schemes add value to others and while they may not be deliverable by March 2025, they should continue to be developed. RC reminded the Board of the DfT grant funding that was awarded to TfSE for Local Capability, this could help build a pipeline of schemes that can then take advantage of new funding opportunities as are presented.</p> <p>8.10 With the addition of the words in paragraph 8.7 above into the report, the recommendations were agreed by all Partnership Board members.</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1) note that a further TfSE priority Major Road Network scheme that was at Strategic Outline Business Case stage has been granted approval to proceed to the next stage of their development and the confirmation of development funding from DfT towards the costs of developing the Outline Business Case. 2) note the request from DfT for STB's to review their Major Road Network and Large Local Major Schemes programmes and 3) agree a revised list of priority schemes for the TfSE area. 	
<p>9. DfT/STB priority workstreams procurement update</p>	
<p>9.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p>	

<p>9.2 MV gave a brief update on the progress of TfSE’s procurement activities on our four additional workstreams. The first is the electric vehicle infrastructure strategy which we were awarded £100,000 and the brief is currently being produced.</p> <p>9.3 MV reminded the board that Local Capability was awarded £300,000 to assist in improving the capability of local transport authorities were required in terms of EV infrastructure charging rollout, LTP delivery or decarbonisation. The brief for the first stage of the work was issued on 14 March as a request for quote, with a deadline on 4 April.</p> <p>9.4 MV informed the Board on the Bus Back Better workstream, for which TfSE were awarded £300,000 in a joint proposal with England’s Economic Heartlands (EEH) and Transport East (TE). TfSE is the lead on this workstream, and a brief is being produced to go out to tender which can be expected around mid-April. The Bus Back Better workstream will give due consideration to rural public transport, which will be able to be better determined once the outcome of the BSIPs has been announced.</p> <p>9.5 MV detailed the final additional workstream, decarbonisation. This was a further joint bid by TfSE, EEH and TE. In this instance, EEH are leading, with the main output of work being a tool to help local authorities assess the potential decarbonisation impacts of the development of their local transport plans. In addition, there is a smaller decarbonisation project that all 7 STBs are working on to try and coalesce the desktop research that has been done today.</p> <p>9.6 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i> The members of the Partnership Board are recommended to note the current position on the additional Department for Transport / STB work streams.</p>	
<p>10. Area Studies Progress Update</p>	
<p>10.1 Sarah Valentine (SV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>10.2 SV explained the progress of the area studies, informing the Board that there will be 11 reports coming out of the study collectively, which is the reason behind why they have not been concluded yet. SV added that there is now an additional chapter for Bus Back Better, so to please disregard the note of 5 thematic chapters under paragraph 4.2, as there are now 6, as we recognise it as a key government priority.</p> <p>10.3 SV informed the Board of the stakeholder engagement that has been held for the area studies, which included several engagement sessions with District and Boroughs, Councillors, Officers and MPs. The last of the area study forums has been held, as they will now be combined into one group for efficiency as the studies draw to a close. The last of the working group</p>	

<p>was also held, which had technical officers attending from our constituent authorities such as National Highways and South Downs National Park Association. TfSE are very grateful for the input that officers have given us.</p> <p>10.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to note the progress made with work on the area studies.</p>	
11. Strategic Investment Plan Update	
<p>11.1 Rachel Ford (RF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>11.2 RF reminded the Board that TfSE appointed a consortium of Steer and KMPG in September 2021, to lead on the development of the SIP. The intention is for a final SIP to be presented to the Board in March 2023.</p> <p>11.3 RF noted that TfSE are intending to run a public consultation throughout June until September of this year.</p> <p>11.4 RF highlighted the progress that has been made so far in the 5-stage approach and noted that we are now at Stage C, SIP development, which will run until June. Work is now underway, and we have held a series of engagements to help shape the narrative. KPMG have recently started the funding and financing element for the SIP. It is our intention to provide the Board with a Draft SIP in June 2022, prior to the launch of our consultation period.</p> <p>11.5 Regarding engagement, we have commissioned ECF in January 2022 who will be working closely with Steer and KMPG to develop the consultation approach. Their current focus is on; stakeholder mapping, identifying key lines of enquiry and to start to develop the questions and tools that will be utilised through the Engagement Hub. ECF will be attending the next Partnership Board meeting to present the consultation approach.</p> <p>11.6 RF informed the Board that the consultation on the SIP will be launched on 5th July in Guildford, at which Baroness Vere is confirmed as the key note speaker. Invites for this event will be issued shortly. A range of other engagements are being arranged and the board will be updated at the next Partnership Board meeting.</p> <p>11.7 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to note the progress in the development of the Strategic Investment Plan.</p>	

<p>12. Technical Programme Progress Update</p>	
<p>12.1 Mark Valleley (MV) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>12.2 MV provided the Board with an update on the three areas of technical work that are ongoing: Bus Back Better, Future mobility and decarbonisation.</p> <p>12.3 MV explained that the Bus Back Better work that has been commissioned is focused on developing an evidence base to support the development of local transport authorities BSIPs. It will set out what the potential for buses are in terms of their ability to carry more passengers across a wider part of the geography and the costs associated with it.</p> <p>12.4 For future mobility, MV reminded the board that WSP are working on this strategy and while there have been some contractual issues, they have been resolved and can now start to progress. In addition to this, with the announcement of the CSR funding, we will now look to see how we can take this forward further into the future.</p> <p>12.5 Lastly, on decarbonisation, we have some technical work ongoing to identify decarbonisation trajectories for the southeast. This will also look to assess the impact of the different interventions that are available to local transport authorities to drive forward. Further updates will be provided at the next Partnership Board meeting, but that technical reports will also be issued to officers in advance of this. It was also confirmed that this piece of work will cover the entirety of the TfSE region.</p> <p>12.6 The recommendation was agreed by all Partnership Board members.</p> <p><i>RECOMMENDATION:</i></p> <p>(1) Note the progress with ongoing work on defining the future ambition for bus services in the TfSE area;</p> <p>(2) Note the work that has been initiated on the implementation of TfSE’s Future Mobility Strategy; and</p> <p>(3) Note progress with TfSE’s ongoing decarbonisation work.</p>	
<p>13. Communications and Stakeholder Engagement</p>	
<p>13.1 Hollie Farley (HF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>13.2 HF reiterated the communications and engagements that have taken place since the last Board meeting in January 2022. HF notes that we have now concluded with presentations on emerging outputs from the area studies to a range of stakeholders between November and March.</p>	

13.3 HF went on to mention that as a team, TfSE have arranged and delivered 23 targeted engagement sessions: 15 of these with constituent authorities and Board members, 3 with district and boroughs and five for MPs. This has a total of over 160 individuals, comprising of 15 MPs (or their representatives), 37 senior local politicians and 86 officers. HF highlighted TfSE's appreciation to Board Members for their support during these engagements.

13.4 HF reminded the Board that in January 2022 Board meeting, the freight strategy was approved, and this will be formally launched at the ITT Hub in May. To promote the event, TfSE have been invited to participate in a podcast with Leon Daniels and at the event TfSE will host a wider roundtable discussion with industry experts to encourage private sector engagement in the delivery of the strategy.

13.5 TfSE also met with universities to discuss the impacts of COVID-19 on staff and student travel. The next meeting will be on 1 July and will discuss the SIP consultation, as well as electric vehicle infrastructures, with presentations from the TfSE technical team.

13.6 It was also noted that the communications and engagement officer group met in February, where we are updated on progress to date and they continue to be extremely supportive. The next meeting for this will be held on 31 March and will share more detail on the communications and engagement plans as we move towards our SIP consultation.

13.7 HF also reminded the Board of the STB conference on 26 May, which will be the first of its kind. It will be hosted at the Vox in Birmingham and the event details can now be viewed on the website.

13.8 HF informed the Board that, with the support of Sally-Ann Hart MP, we have booked the Attlee Suite at Portcullis House on 22 June from 9:00-11:00am. This will be to show MPs the localised information within the SIP, before receiving a short presentation on the regional investment, followed by a Q&A.

13.9 HF explained that the launch event on the 5th July will be aimed at 200 senior stakeholders and will host an array of speakers. As mentioned, Baroness Vere has been confirmed as the key note speaker.

13.10 On the 11th and 12th July, HF informed the Board that there will also be 2 webinar sessions that will deliver presentations on the SIP.

13.11 In addition to these events, we will be promoting our consultation via a wide range of marketing campaigns, using not only our own channels, but we also hope that our constituent authorities will do so too.

13.12 HF asked the Board that in addition to their attendance to these events where possible, we would also ask for your ongoing support in promoting these events of our work, particularly to your MPs.

<p>13.13 HF confirmed that we would be happy to provide the Board with any conversations or infographics that may be required to fulfil this request.</p> <p>13.14 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> (1) note the engagement and communication activity that has been undertaken since January 2022; and (2) note the communications and engagement plan for the SIP development process, attached as Appendix 1.</p>	
14. Transport Forum Update	
<p>14.1 Geoff French (GF) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>14.2 GF confirmed the Transport Forum met on 8 March 2022 with 35 attendees, with the main item on the agenda being the development of the SIP. The forum continues to be seen by attendees as an important communication link with its key stakeholders.</p> <p>14.3 GF informed the Board that when the forum was consulted on what they would like to see at forthcoming meetings, there was a key focus on active travel and sustainability. There were further suggestions around the connection of land use planning and transport planning, which were taken on board.</p> <p>14.4 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> (1) Note the recent meeting of the Transport Forum; and (2) Note and consider the comments from the Forum.</p>	
15. Responses to consultations	
<p>15.1 Rupert Clubb (RC) introduced this item and guided the Partnership Board members through the key parts of the paper.</p> <p>15.2 RC highlighted the main detail that features within the consultation responses, which were welcomed by the Board in the approach that TfSE had taken.</p> <p>15.3 The recommendations were agreed by all Partnership Board members.</p> <p><i>RECOMMENDATIONS:</i> The members of the Partnership Board are recommended to agree the draft responses to the following consultations:</p>	

<p>(1) National Infrastructure Commission – Second National Infrastructure Assessment: Baseline Report;</p> <p>(2) Surrey County Council – Surrey’s 2050 Place Ambition (Draft Version 2);</p> <p>(3) National Highways – A27 Arundel Bypass Statutory Consultation; and</p> <p>(4) House of Lords Built Environment Committee - Call for evidence on public transport in towns and cities</p>	
<p>16. AOB</p>	
<p>16.1 Cllr Glazier (KG) asked the Board to agree an extraordinary Board Meeting on 9 May, as the development of the SIP is moving at pace.</p> <p>16.2 KG further asked the Board for comment on the possibility of holding the AGM meeting in person in London. The Board approved of this request and details of the location will be circulated imminently.</p>	
<p>17. Date of Next Meeting</p>	
<p>17.1 The next Partnership Board meeting will be held on Monday 9 May 2022, 14:00 – 16:00 and it will be held virtually.</p>	

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

Date of meeting: **09 May 2022**

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

Title of report: **Budget for 2022/23**

Purpose of report: **To agree the end of year budget report for 2021/22 and to ratify the budget for Transport for the South East for 2022/23**

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) **Agree the end of year budget report for 2021/22;**
- (2) **Ratify the budget for Transport for the South East for 2022/23; and**
- (3) **Agree an outline budget for Transport for the South East for 2023/24 and 2024/25.**

1. Overview

1.1 The purpose of this report is to present the Partnership Board with a proposed revenue budget for Transport for the South East (TfSE) and the end of year financial update for 2021/22.

2. End of Year report 2021/22

2.1 Appendix 1 sets out the final budget position for 2021/22. There are some key points:

- Income for the year was higher than anticipated as TfSE received additional grant funding of £700,000 from DfT in January 2022. This funding was to be used to support local transport authorities with specific work streams on decarbonisation, bus back better, EV charging infrastructure and local capability. Although procurement activity for these work streams commenced in 2021/22 the funding has been carried forward to 2022/23.
- Salary costs were lower than anticipated. This was due to a long-term vacancy in the technical team. Board members are also asked to note that previous DfT grant funding enabled the recruitment of two fixed term posts for a period of two years. These posts were recruited late in 2020/21 and the ongoing costs associated with these posts have been ringfenced within the TfSE reserves and will be carried forward to cover the fixed term contracts for the remaining 9 months.
- Several of the technical programme work streams commenced in 2021/22 but will not conclude until 2022/23. This includes the ongoing work on the Area Studies, the Strategic Investment Plan and some final work on the Freight,

Logistics and Gateways Strategy and other thematic strands. All these workstreams have been commissioned and the variance will be carried forward and allocated in the 2022/23 budget.

- Spend against operational expenses and other activities, such as events, were lower than originally budgeted due to the ongoing nature of reduced travel and events.

2.2 The total expenditure for 2020/21 was £1,752,251. In addition to this £1,673,621 is committed on the technical programme, including the Strategic Investment Plan, finalising the area studies and the DfT priority workstreams that were funded in January 2022. This is reflected in the 2022/23 budget, along with other committed spending.

2.3 East Sussex County Council, as the accountable body for TfSE, will provide s151 sign off for the final accounts for the local authority for 2021/22 later this summer.

3. Grant funding for 2022/23

3.1 At the Partnership Board meeting in October 2021, members agreed to submit a three year funding bid to the DfT for consideration as part of the departmental budget setting within the Comprehensive Spending Review announced in autumn 2021. The bid set out the funding that we were seeking over three years to deliver and implement the technical programme. The bid also included funding to support staffing and operational costs beyond those covered by the constituent authority contributions. The proposal also set out the likely costs for the implementation of the SIP, which would commence in 2023/24 and cover the requirements for business case and scheme development.

3.2 The DfT issued a grant letter on 21 March 2022 setting out that TfSE has been awarded £1.725m for 2022/23. This is slightly lower than the £1.8m included in the bid to DfT but is an increase of £500k on the previous year. The grant funding is welcomed and will enable TfSE to continue to resource and deliver its ambitious technical programme. The grant letter supports our core costs which includes capacity for additional staff resource to develop and deliver our technical programme. A copy of the letter is attached as Appendix 2.

3.3 The grant letter also sets out indicative funding allocations for 2023/24 (£2.065m) and 2024/25 (£2.240m). In effect this is an indicative multi year funding allocation for business planning purposes and it should be noted that the funding is not yet confirmed. The letter confirms that TfSE's performance in the next 12 months will be considered as a factor in the final decision about the levels of funding for future years.

4. Budget 2022/23

4.1 Alongside the DfT grant set out above, constituent authorities have made an important financial contribution to TfSE. A combination of the funding streams, along with the carry forward from 2021/22 will enable us to continue to move at pace with the development and delivery of the technical programme, whilst ensuring we have sufficient resource in place to facilitate this.

4.2 As agreed at the Partnership Board meeting in March 2022, the draft budget was circulated to Board members for comment via email in April 2022. A number of

Partnership Board members responded positively to the virtual paper and the budget is presented to this meeting for ratification.

4.3 Appendix 3 sets out a budget for 2022/23, including the key areas of the technical programme that we would like to progress.

4.4 The budget for 2022/23 sets out the following key points:

- Work on the area studies will conclude and will be funded by the remaining £451k that has been carried forward from 2021/22;
- The development of the SIP will conclude, funded by carry forward from 2021/22, and the new grant funding from DfT will allow for the engagement activity around the consultation to be expanded to target key audiences;
- Residual work on existing thematic work will conclude, including decarbonisation pathways and initial work to implement the action plan of the future mobility strategy;
- An allocation of £200k has been made for work on new thematic studies, which could include further work on freight and future mobility, etc;
- The development of an analytical framework has been allocated £300k. Building on the evidence base developed to support the transport strategy and area studies, it will include the data, modelling and evaluation tools needed to provide the evidence needed to support the development of business cases for the interventions identified in the SIP;
- The funding for the four additional work streams awarded in January 2021 (£700k) has been carried forward and allocated to the activities as outlined in the grant funding agreement from the DfT. The procurement of these work streams is now underway;
- There are allocations for supporting DfT priorities and to develop a centre of excellence. It is intended that both work streams will continue to progress the four additional work streams identified by DfT.
- As per previous years, an allocation has been made for communications and engagement activity. This is critical to support the development of the SIP and ensure that we have the support and buy-in from key stakeholder prior to its submission to Government;
- Operational costs have been included at £25k to cover a range of back office functions, including travel and room hire costs. Although spend in 2021/22 was considerably lower than this, there is an expectation that there will be an increase in room bookings and a return to face to face meetings in 2022/23;
- There has been an allocation of £45k against the governance work stream. This recognises that there may be some legal costs associated with the review of the constitution and intra-authority agreement. It is hoped that these will be lower than the proposed budget and this will be kept under review as the year progresses;
- Core staffing costs have risen to reflect expected cost of living increases that will be applied to all staff salaries. As a result of the expanded technical programme, it will be necessary to ensure that the appropriate level of resource is available. Subject to the agreement of the budget and noting the indicative funding allocations for 2023/24 and 2024/25 the Lead

Officer will commence work on establishing a staffing complement to put in place the capacity and capability to deliver the work programme.

4.5 The budget also includes an uplift in reserves to £361k at the end of the financial year. The uplift reflects that TfSE is likely to take on additional liabilities during 2022/23. In the event of a closure of TfSE, it is important to retain a reserve to protect the constituent authorities. It is intended that the reserve will be increased slightly each year to ensure that we have a sufficient reserve to cover potential closure costs.

5. Indicative Budget 2023/24 and 2024/25

5.1 As outlined above, the DfT grant funding letter sets out indicative funding allocations for 2023/24 (£2.065m) and 2024/25 (£2.240m). In effect this is an indicative multi year funding allocation for business planning purposes and it should be noted that the funding is not yet confirmed.

5.2 TfSE have used these indicative allocations to prepare an outline three year budget forecast for planning purposes. This is attached as Appendix 4 and sets out the proposed approach to developing the technical programme over the three year period.

5.3 The proposed outline budget is flexible and can be adapted to respond to emerging priorities from DfT and constituent authorities.

5.4 A proposed budget will be presented to the Board for approval on an annual basis, alongside a business plan. The business plan will capture the additional work that the TfSE team will be progressing, such as working with National Highways on the development of RIS3 and working with colleagues in the Great British Railways Transition Team.

6 Conclusions and Recommendations

6.1 The Partnership Board are recommended to agree the year end budget report for 2021/22 and to ratify the budget for 2022/23.

6.2 Board members are also asked to agree the indicative proposed budget for the next two financial years, on the basis that they will be used for planning purposes and that full annual budgets will be presented to the Board on an yearly basis for approval.

RUPERT CLUBB

Lead Officer

Transport for the South East

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TfSE 2021/22 – Appendix 1 End of year finance position

	Budget	YTD	Notes
INCOME			
Local Contributions	498,000	556,000	£58K income in advance
DfT Grant	1,225,000	1,225,000	
Additional DfT Funding	700,000	700,000	
Reserves	462,304	462,304	
Carry forward	63,385	63,385	
Committed funding	974,354	974,354	
TOTAL INCOME	3,923,043	3,981,043	
EXPENDITURE			
Staffing	675,000	596,012	
Technical Programme			
Transport Strategy	50,000	5,000	
Area Studies - Outer Orbital	315,692	282,542	
Area Studies - Inner Orbital	273,764	146,890	
Area Studies - South Central	273,279	146,010	
Area Studies - South West Radial	315,000	173,039	
Area Studies - South East Radial	315,000	180,847	
Strategic Investment Plan	160,000	12,707	
SIP consultation	20,000		
Thematic Studies	75,000	29,908	
Future Mobility	22,629	26,842	
Freight and Logistics Strategy	125,000	76,601	
Analytical Framework	125,000	26,600	
Other costs	7,000	-3,243	
EV Charging Strategy	100,000	0	
Bus Back Better	300,000	0	
Local Capacity and Capability	300,000	0	
TfSE Future Role	30,000	26,527	
Operational Expenses	35,000	5,392	
Communications/Engagement			
Events	20,000	5,979	
Advertising and publicity	25,000	6,792	
Website	10,000	362	
Stakeholder Database	7,000	6,000	
Media Subscriptions	2,500	1,444	
Committed funding		1,673,621	
Carry forward (non-technical)		155,992	
Income in advance		58,000	Kent CC
Reserves	341,179	341,179	£97,000 ringfenced for DfT funded fixed term posts
TOTAL EXPENDITURE	3,923,043	3,981,043	



Department
for Transport

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

Copies: Rupert Clubb

Baroness Vere of Norbiton
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21 March 2022

Dear Keith,

Transport for the South-East's Funding Allocation 2022/2023

I wanted to write to confirm the funding allocation for Transport for the South-East for Financial Year 2022/2023, subject to the terms set out in this letter.

I am pleased to be able to tell you that the Secretary of State and I have decided to allocate you core funding of £1,725,000 for the upcoming Financial Year – a significant uplift on your core funding from the current Financial Year.

This is in recognition of all the great work you have done supporting the Government's objectives in the South-East – and the way in which you have worked collaboratively with the Department for Transport and our delivery bodies as a supportive partner.

As you will have no doubt have seen, many of the Government's flagship policies have now been unveiled, including (but not limited to) the Williams-Shapps Plan for Rail, the Transport Decarbonisation Plan, Bus Back Better and the Levelling Up-White Paper. We see the upcoming year as a critical period, where we start to turn these plans into actions, levelling up the United Kingdom and making positive changes to people's lives and livelihoods.

To help us do this, the two primary roles that your STB plays will be important than ever: building and maintaining a transport strategy and using this to provide Government with advice on prioritising investment. Increasingly, we are also looking to STBs to support some of the Department's key policy agendas, for example on decarbonisation, electric vehicle infrastructure, better bus services, freight and local authority capability.

I know that Transport for the South-East was granted additional funding in 2021/2022 to help support some of the Government's key objectives. I look forward to seeing the outputs of your work and hope this funding makes a difference for your constituent local authorities, helping them to level up local transport across the South-East.

To help you in all the work you are doing for Government, we are content for you to use some of your core funding to pay for your staff, as long as you keep some funding in reserve to pay for any redundancies, should Transport for the South-East be wound up at a future point. You will wish to discuss this with your accountable body.

However, we know that as a newer STB, you have not had the same amount of resources, or staff as some of the more established STBs. We want to use this Spending Review period to provide you with more funding to bridge this gap, to help you build your capability. To help to do this, I have attached a projection of your funding across the Spending Review period.

Financial 2022/2023	Year	Financial 2023/2024	Year	Financial 2024/2025	Year
£1,725,000		£2,065,000		£2,240,000	

It might also help you to understand that over the SR period, the Department's aim is to move STB funding on a basis where it is approximately proportionate to the size of the population of each STB region. Actual funding will be subject to an approved workplan and good performance over the previous Financial Year.

I would be grateful if you could send me a business plan for the Financial Year ahead, based on £1,750,000 of core funding. Once I have agreed this business plan, my officials will send you a funding and governance agreement and a Grant Determination Form for your accountable Section 151 officer to sign and return. Following this, the funding will be granted under Section 31 of the Local Government Act 2003, in the financial year 2022/2023.

*Yours,
Charlotte*

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Appendix 3: TfSE Proposed budget 2022/23

EXPENDITURE	22/23
STAFFING	850,000
Transport Strategy	80,000
Area Studies	563,407
Strategic Investment Plan	147,293
SIP consultation	40,000
SIP publication	30,000
Thematic studies	200,000
Decarbonisation Pathways	41,400
BBB - analytics	12,590
Project View	20,000
Future Mobility	24,000
Freight and Logistics	55,350
Analytical Framework	300,000
EV Charging Strategy	100,000
Bus Back Better	300,000
Local Capacity and Capability	300,000
Supporting DfT priorities	530,000
Other costs	30,000
Centre of Excellence Development	250,000
TECHNICAL PROGRAMME	3,024,040
Events	30,000
Communications	40,000
Website	10,000
Stakeholder Database	6,000
Media Subscriptions	2,500
COMMUNICATIONS/ENGAGEMENT	88,500
TfSE Governance	45,000
Operational Expenses	25,000
OTHER	70,000
TOTAL EXPENDITURE	4,032,540
FUNDING	
Local Contributions	498,000
DfT Grant	1,725,000
c/f Tech Programme	1,673,621
c/f Non Tech	155,992
c/f TfSE Reserve	341,179
TOTAL INCOME	4,393,792
CARRY FORWARD	
TfSE Reserve	361,252

Appendix 4: TfSE Indicative Budget 2023/24 and 2024/25

EXPENDITURE	22/23	23/24	24/25
STAFFING	850,000	1,180,000	1,201,000
Transport Strategy	80,000	100,000	250,000
Area Studies	563,407	0	0
Strategic Investment Plan	147,293	0	0
SIP consultation	40,000	0	0
SIP publication	30,000	0	0
Thematic studies	333,340	200,000	200,000
Project View	20,000	20,000	20,000
Analytical Framework	300,000	300,000	300,000
EV Charging Strategy	100,000	0	0
Bus Back Better	300,000	0	0
Local Capacity and Capability	300,000	0	0
Supporting DfT priorities	530,000	400,000	400,000
Other costs	30,000	30,000	30,000
Centre of Excellence Development	250,000	150,000	150,000
TECHNICAL PROGRAMME	3,024,040	1,200,000	1,350,000
Events	30,000	35,000	35,000
Communications	40,000	45,000	45,000
Website	10,000	10,000	10,000
Stakeholder Database	6,000	6,000	6,000
Media Subscriptions	2,500	2,500	2,500
COMMUNICATIONS/ENGAGEMENT	88,500	98,500	98,500
TfSE Governance	45,000	45,000	50,000
Operational Expenses	25,000	25,000	30,000
OTHER	70,000	70,000	80,000
TOTAL EXPENDITURE	4,032,540	2,548,500	2,729,500
FUNDING			
Local Contributions	498,000	498,000	498,000
DfT Grant	1,725,000	2,065,000	2,240,000
c/f Tech Programme	1,673,621	0	0
c/f Non Tech	155,992	0	0
c/f TfSE Reserve	341,179	361,252	375,752
TOTAL INCOME	4,393,792	2,924,252	3,113,752
CARRY FORWARD			
TfSE Reserve	361,252	375,752	384,252

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

Date of meeting: **09 May 2022**

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

Title of report: **Business Plan 2022/23**

Purpose of report: **To present the draft Business Plan 2022/23 for approval and publication on the TfSE website**

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) Agree the draft Business Plan 2022/23 for publication on the TfSE website; and**
- (2) Agree that the Business Plan 2022/23 be submitted to the Department for Transport.**

1. Overview

1.1 The purpose of this report is to present the Partnership Board with an annual business plan for Transport for the South East (TfSE) for 2022/23.

1.2 The business plan has been developed in conjunction with the annual budget to reflect the work priorities for the team. It also sets out the additional areas of focus that the TfSE team will work on over the next 12 months.

1.3 The draft Business Plan 2022/2023 will be published on the TfSE website following agreement by the Partnership Board.

2. Business Plan 2022/23

2.1 TfSE has published an annual Business Plan for the last four years, which have been made available on the TfSE website. The grant letter from the Department for Transport (DfT) sets a requirement for the Business Plan for 2022/23 to be submitted to the department as a condition of the funding.

2.2 The draft Business Plan 2022/23 is attached as Appendix 1. The Business Plan has been designed as a digital document to be viewed online. It will be published on the TfSE website and shared proactively with stakeholders as part of our communications and engagement activity.

2.3 The Business Plan 2022/23 presents a forward look at our work plan for the next 12 months. It identifies four priorities:

- **Finalise and consult on our draft strategic investment plan** setting out a prioritised programme of investment.

- **Submit a clear and compelling vision for future transport investment in the South East to Government** identifying the tools for delivering the investment set out in our plan.
- **Establish Transport for the South East as the right partnership to implement and oversee the delivery of our investment plan** adding value to the work of our constituent authorities and the Department for Transport.
- **Deliver four workstreams to support the DfT's priorities** including; Electric Vehicle Infrastructure Strategy, Local Capacity and Capability, Bus Back Better Support and Decarbonisation, with a view to developing and implementing a Centre of Excellence for the South East.

2.4 The document offers further details on each of our proposed work areas and sets out our financial arrangements for the year, including income and proposed expenditure.

2.5 The Business Plan is supported by a more detailed work programme that is used by the TfSE team to ensure that we remain on track to deliver our priorities and milestones.

3. Annual Report 2021/22

3.1 In line with previous years, we have produced both a retrospective annual report which was approved by the Partnership Board in March 2022. This is now available on the TfSE website and sets out our achievements in the previous 12 months.

4. Conclusions and recommendations

4.1 Members of the Partnership Board are recommended to agree the Business Plan 2022/23 for publication on the TfSE website and for submission to the DfT.

RUPERT CLUBB

Lead Officer

Transport for the South East

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Business Plan 2022-23

1. About us

Transport for the South East (TfSE) is a unique partnership for our region, bringing together local authorities, local enterprise partnerships (LEPs), transport providers and other stakeholders to speak with one voice on the South East's strategic transport needs.

Our area – covering the six Berkshire authorities, Kent, Medway, Hampshire, the Isle of Wight, Surrey, East Sussex, West Sussex and Brighton and Hove – is the most economically productive region in the country, outside of London.

It is home to 7.5 million residents and more than 300,000 businesses and is our nation's key international gateway for people and goods. It boasts world-leading universities and research institutes, diverse towns and cities and stunning coasts and countryside. It is a great place to live, work, study, visit and do business.

Our focus is on achieving our shared vision of a better, more prosperous, net-zero carbon South East with a sustainable transport network at its heart.

We don't replicate the work of local transport authorities (LTAs) – we work with them to ensure that the plans we put forward reflect the needs and priorities of the communities they represent.

At the heart of TfSE's work programme is our landmark thirty-year transport strategy, published in 2020. It sets out how, with the right investment, we can grow the South East's economy, boost jobs and opportunity, improve quality of life and hit net-zero carbon emissions by 2050 at the latest.

To make that vision a reality, this year we will go out to public consultation on our draft strategic investment plan (SIP) – the blueprint for future investment in strategic transport infrastructure in the south east over the next thirty years.

We are also committed to working towards and feeding into a number of national priorities and considering these throughout our work, such as the Williams-Shapps review which led to the creation of Great British Railways (GBR), the Department for Transport's (DfT) Transport Decarbonisation Plan and the Levelling Up white paper. TfSE is well placed to support the delivery of these priorities and this is reflected in our transport strategy and the emerging SIP.

We look forward to working with government over the next 12 months to support the implementation of these policies.

2. 2022-23 priorities

Our work in 2022-23 is prioritised around four areas. Together we will:

- **Finalise and consult on our draft strategic investment plan** setting out a prioritised programme of investment.
- **Submit a clear and compelling vision for future transport investment in the South East to Government** identifying the tools for delivering the investment set out in our plan.
- **Implement and oversee the delivery of our investment plan** adding value to the work of our constituent authorities and the DfT.
- **Deliver four workstreams to support the DfT's priorities** including; Electric Vehicle Infrastructure Strategy, Local Capacity and Capability, Bus Back Better Support and Transport Decarbonisation, with a view to developing and implementing a Centre of Excellence for the South East.

What we will do:	
In the next three months	<p>Consult on our draft SIP</p> <p>Recruit key staff to support the delivery of our expanded technical programme</p>
In 3-6 months	<p>Relaunch the freight forum</p> <p>Start the work on developing our analytical framework</p> <p>Complete our work on decarbonisation pathways and take to the Partnership Board for sign off</p>
In 6-9 months	<p>Publish our Electric Vehicle Charging Infrastructure Strategy</p> <p>Commence work on our strategic active travel study</p> <p>Begin a study looking at lorry parking and driver welfare facilities</p> <p>Start to develop a place-based tool that will support the identification of locations for specific future mobility interventions</p> <p>Publish the findings of our work to identify the most effective refuelling locations for freight to support decarbonisation of the sector</p>
By the end of March 2023	<p>Publish our SIP and submit to government</p> <p>Complete our work on helping LTAs to access support for local capability and Bus Back Better</p>

	<p>Review our governance structures to ensure that we are well placed to lead the implementation of the SIP</p>
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3. Developing our strategic investment plan

Our strategic investment plan (SIP) is TfSE's blueprint for investment in a better, more sustainable transport network. It's being developed in partnership with stakeholders from across the region so it will truly be an investment plan developed for the South East, by the South East. This summer we'll be giving people across the region the opportunity to have their say on the plan.

Following on from our area studies and two thematic studies into future mobility and freight, logistics and gateways, the development of our draft SIP for public consultation is well underway. It will set out, for the first time, a comprehensive picture of the investment needed in our region to unlock sustainable economic growth, improve quality of life and deliver our net zero carbon commitment.

The plan won't just set out what needs to happen and why – but also where, when and how the investment will be delivered, and the funding levels needed to make it happen.

It will be built around a series of investment packages focusing on distinct parts of our region. These investment packages will comprise a variety of complementary interventions which, when delivered as a whole, deliver benefits that are more than the sum of their parts.

We'll also set out the role TfSE and our partners will play in delivering this investment and the powers and responsibilities we will need to make it happen.

And we won't be relying solely on the taxpayer to deliver our plan. We will set out a range of funding and financing options, including new and innovative ways to harness third party investment

Have your say

Our plan is being developed in partnership, building on the unparalleled local insight and understanding of stakeholders across the region. But we're not stopping there.

We'll be giving everyone in the South East the chance to have their say on our plan as part of a three-month public consultation launching 22 June 2022, with the final SIP published in early 2023.

4. Partnership fit for the future

Over the next twelve months TfSE's existing governance and staffing structures will need to expand and evolve to ensure we have the right structures, capabilities and organisational framework in place to deliver this ambitions plan in a timely and efficient way, allowing dynamic and timely decisions to be made.

Our member-led governance group will be reviewing our current structures to ensure that the organisational is fit for purpose for the SIP implementation. This will include reviewing our constitution, our existing intra-authority agreement that underpins our partnership and the ways that our Board operates.

In addition to this work, we will continue to implement our Roles and Responsibilities report that was agreed by our Partnership Board in January 2022. This sets out that areas that TfSE will focus on as we move into the implementation of our SIP. These are:

- **Regional data, modelling & analytics capability** – enabling TfSE to become a regional leader and a resource for this area. TfSE already supports evidence-based decision making but this would create a resource to provide further support to constituent authorities and will support the development of our Centre of Excellence. This evidence-based approach will become increasingly important to support the development of the business cases for the interventions identified in the SIP.
- **Delivering the SIP** – this will ensure that TfSE has the right skills and capacity to support the delivery of the SIP, through the development of business cases and scheme development work. Constituent authorities and delivery partners will continue to play a key role in the delivery of schemes, TfSE will lead on the development of some of the cross boundary, strategic schemes.
- **Future mobility and freight strategies** – we will oversee the implementation of both the future mobility and freight strategies across the region providing regional leadership and coordination.

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

Decarbonisation

Decarbonisation pathways

Transport is the single biggest contributor to carbon emissions, meeting the target of net zero by 2050 at the latest will be hugely challenging – as a partnership we need find the best route to get us to that target. This piece of work identifies potential pathways for decarbonising transport in the region and then undertakes an assessment of the impact of potential interventions in enabling us to achieve required reductions in emissions. These include interventions for delivery by LTAs or global interventions deliverable by central government, such as, road user charging and the introduction of alternative fuel vehicles. Carrying out this work will allow us to identify the most effective interventions to decarbonise transport in the South East.

Working with other sub-national transport bodies (STBs)

Taking our work on decarbonisation forward we are working with other STBs to further our work on ways to decarbonise of the transport system supporting the development of tools and approaches that will help deliver decarbonisation across the region and further afield.

Working with Midlands Connect and England's Economic Heartland we are participating in an information and data gathering exercise which looks at what evidence has already been gathered about levels of carbon emission reduction resulting from different interventions or combinations of interventions.

To compliment this, we will also be working with Transport East and England's Economic Heartland to develop a carbon reduction assessment tool that could be used by LTAs when developing their Local Transport Plans (LTPs). This tool would allow them to identify the carbon reductions impacts of different combinations of interventions in different places across their geographies.

Transport decarbonisation forum

Established in June 2021 and bringing together local transport authority officers and external bodies from across the South East, our decarbonisation forum will remain active as a platform for discussion, information gathering and sharing of best practice.

As we progress our work in this area it will be in the perfect position to support LTAs with the implementation of the decarbonisation tool we are developing.

Bus back better

TfSE is collaborating with England's Economic Heartlands and Transport East to support the delivery of the DfT's ambitious Bus Back Better strategy. Working across the three STB areas, this will identify and deliver the support needed to assist LTAs with the delivery of their Bus Service Improvement Plans (BSIPs), and the implementation of their Enhanced Partnerships. For areas where BSIPs have not been funded they will still be working to identify the work needed to support the unsuccessful LTAs to continue to improve and develop their bus service networks.

Supporting this work will help to deliver better bus services for passengers across the South East and the rest of England, delivering simpler fares, new buses, improved routes and higher frequencies.

Local capacity and capability

TfSE has recently been awarded funding by the DfT to support LTAs in the delivery of their Local Transport Plans (LTPs). The support will help LTAs to enhance their capability in key areas, such as the development of business cases, modelling and appraisal scenario and undertaking carbon impact assessments. The initial stages of the work will involve identifying the capability gaps, moving into providing support to address these areas.

This work will form the initial stages of the development of our Centre of Excellence proposal and will help to determine how TfSE supports the proposals identified by LTAs over the rest of the financial year.

Electric Vehicle Charging Infrastructure Strategy

Most of the South East's local authorities have declared climate emergencies and a number of our local authority partners have identified target dates by which they aim to achieve net zero carbon emissions, some with target dates before 2050. The delivery of a robust electric vehicle charging infrastructure strategy for the South East will be vital if the Government's aim and TfSE's vision for net-zero carbon emissions by 2050 are to be met. The overall aim of the Electric Vehicle (EV) Charging Infrastructure Strategy is to identify current and future EV charging infrastructure needs across the region, while supporting those local authorities that have already developed theirs by integrating plans and existing forecasts into the regional picture. We will publish our EV Charging Infrastructure Strategy by January 2023.

Freight

Relaunching the freight forum

Whilst developing our Freight, Logistics and Gateways Strategy we created a freight forum, bringing together partners from across the freight and logistics sector, local authorities, national agencies and transport bodies. Together, they provided the energy, enthusiasm and investment needed to accelerate our journey towards a better connected, more productive and more sustainable future for the freight sector in our area. Over the next 12 months we plan to relaunch this forum with dedicated, expert support to manage it. We aim to turn the forum into a regional resource for sharing information and best practice and taking forward the interventions set out in our strategy and associated action plan. The forum would include thematic sub-groups/working groups that would take the lead on driving forward specific areas of work such as data gathering, improving lorry parking and driver welfare facilities, decarbonisation of the freight sector and access to international gateways in the South East.

Lorry parking and driver welfare facilities

Building on the key issues identified in our Freight Strategy, we will undertake a lorry parking and driver welfare facilities study looking at the current position of driver welfare and parking facilities in the South East region and identifying specific areas or opportunities for improvement.

We intend to start this work in the autumn and will explore the potential for joint working with the other STBs.

Alternative fuels

The Freight Strategy identifies the importance of decarbonising the sector and an important part of this will be considering the alternative ways to fuel vehicles. We will carry out an exercise to identify where in the South East region it would be best to locate refuelling stations (hydrogen or electric) that would support the freight sector to effectively transition to alternative fuels in the future with minimum disruption to their journeys. This study will be published in autumn 2022.

Future mobility

Our Future Mobility Strategy, published in July 2021 sets out a people- and place-based approach to future mobility – ensuring that the benefits of innovation and investment are maximised in each part of our region. Alongside this, our action plan sets out the steps to get us there, so we can track our progress and deliver tangible results.

Over the next twelve months we will be using this strategy and action plan to develop a geographic planning tool that can show data by area that will allow us to identify where within our region, specific future mobility interventions including such things as zero emission vehicles, shared and demand responsive transport will have the greatest and most meaningful impact for residents living in that area. Our vision is for this to become a tool used by LTA's when developing their local transport plans.

Centre of Excellence

We are looking to develop a Centre of Excellence in the latter part of this financial year building further on the local capacity and capability work outlined above (see local capacity and capability). We will be working with our local authority partners and the DfT to shape and develop this concept.

Data and Analysis

Developing the common analytical framework

Working collectively with the other six STBs, TfSE has been supporting the development of a common analytical framework (CAF) to ensure there is a consistent approach to data, modelling and analysis capabilities to support the development of transport scheme business cases across our region.

Working with the other STBs our aim is to develop a common approach to analysis with the use of tools approaches that other STBs have already developed and successfully implemented elsewhere.

Over the next year we want to put in place component parts of an analytical framework that will enable us to deliver the modelling and analysis outputs required to support the development of the business cases for interventions identified in our SIP. Developing a regional resource that will add value to the work of our constituent authorities and support the work they are doing.

Project View

Building on the success of the soft launch for ProjectView, in the summer of 2021. TfSE are hoping to develop this interactive data viewing tool significantly over the next twelve months. As well as running a further application window to bring on more users from across the TfSE area, and a continued aim to increase user numbers, TfSE will also be adding further datasets. Largely these data sets will come from our recent area studies and recently published future mobility and freight, logistics and gateways strategies. In addition, we will also be looking to collaborate with district and borough authorities from across the TfSE area to carry out a full refresh of the local planning data that is currently incorporated, improving the accuracy of data within the tool.

In Spring 2022, TfSE facilitated a user feedback session with users of the tool to gather feedback on how they have benefitted from using ProjectView and how the tool could be further improved.

Participants told us that ProjectView is a very easy to use and provides a wide range of helpful datasets. In terms of future improvements, users felt that some of the datasets should be updated and that individual folders should be created for users to save maps in a private area. TfSE are currently in the process of reviewing the feedback received and will continue to improve the usefulness of ProjectView going forward.

ProjectView is becoming a profoundly useful tool and with regular data updates it will be possible to bring on even more users and ensure investment decisions across the South East are based on common and consistent information.

6. Communications and stakeholder engagement

Partnership working is at the heart of what we do and is of paramount importance in the year that we go out to public consultation on our draft SIP.

This year, with the return of physical events and meetings we look forward to seeing our stakeholders face to face as we present to them the draft SIP and begin to deliver on the actions from our future mobility and freight, logistics and gateways strategies.

We will continue to communicate regularly with all stakeholders through physical or virtual meetings, via our social media channels, website and newsletter. We will also continue to arrange bespoke engagement sessions, ensuring stakeholder are always fully briefed on our work programme as it develops.

We want to keep a **golden thread** running from policies set by government, through our transport strategy and SIP, into locally generated plans for transport improvement.

Engagement events

Over the next 12 months we will participate in various events as well as hosting our own, raising the profile of TfSE and sharing details and outcomes of our work with our stakeholders and others. Here are some of the events scheduled for 2022/23:

ITT Hub - 11-12 May

As we launch the freight, logistics and gateways strategy we will use this event to highlight the relevance and importance of the freight strategy with private providers. We are thrilled to

be hosting a roundtable session where we will be discussing three key issues that the strategy seeks to address. Namely lorry parking and driver welfare facilities, decarbonisation of the freight sector and access to the international gateways in the South East.

Joint STB conference & exhibition - 26 May 2022

For the first time all seven STBs will come together for a joint STB event at The Vox in Birmingham. This will be a multimodal conference focusing on long-term and strategic issues with high-level speakers and delegates. The event has the support of the DfT and provides an opportunity for STBs to come together and demonstrate their collective plans about long term investment in transport infrastructure from the North West to the South East of England.

Parliamentary reception at Portcullis House - 22 June

MPs from across the South East region will join the TfSE team, Steer and our board members to hear first-hand about the SIP as we launch the public consultation.

Connecting the South East: A bold and ambitious plan - 5 July

Taking place at G Live in Guildford this event will bring together stakeholders from across the region to hear about the SIP as well as listen to and participate in a number of panel discussions. We will welcome Baroness Vere to deliver a key note.

Joint working with other Sub-national Transport Bodies (STBs)

We will continue to work closely with the other STBs in England. Meeting regularly to collaborate on issues which transcend administrative and regional boundaries, including freight, decarbonisation and rural mobility sharing best practice and delivering efficiencies in our collective work.

This will be particularly important as we support the DfT through our collective work on future mobility, decarbonisation and the development of a common analytical framework.

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

As we consult on and finalise our SIP and work towards our vision for 2050, it isn't solely through the work of TfSE that investment will be sought for our regions transport.

One of our aspirations is to strengthen the golden thread from national policies such as Bus Back Better, Transport Decarbonisation Plan the Road Investment Strategy and so on, through our transport strategy and SIP to LTPs, BSIPs and Local Cycling and Walking Improvement Plans (LCWIPs).

To do this, we will continue to work closely with and feed into the work of our partner organisations.

Looking ahead to the implementation of our SIP we have an important role to play in making the programme a reality. Over the next 12 months we will work to ensure we have the tools and resources needed to deliver on this programme of work. Making sure scheme development and business cases are put in place to ensure we are able to deliver the packages of interventions from our SIP and the action plans that have emerged from our thematic studies.

Supporting investment in active travel

As a partnership we recognise the need to create a network that promotes active travel and active lifestyles to improve our health and wellbeing.

Throughout our area studies we have identified complimentary active travel interventions that sit alongside other interventions. Over the next year we want to look at where upgrades could be made to our cycling and walking infrastructure to enhance the active travel offer and compliment other interventions. Looking at the national cycle network (NCN) in particular, we will look at how a better, stronger network will provide greater connectivity across the region.

Investing in our buses and railways

Public transport has a vital role to play in reaching net zero by 2050. Service levels, service quality and connectivity all need to improve significantly with better integration between modes. We will continue to work with rail and bus operators, the LTA's across our geography and other partners to set out and deliver our long-term goals for improving public transport across the South East.

We will continue to work with Network Rail and support the transition to Great British Railways who are developing a new Whole Industry Strategic Plan (WISP) which we have already fed into, communicating our long-term vision.

Investing in our roads

Over the next 12 months we will continue to make the case for investment in priority road schemes to cut congestion, boost active travel, support new housing, and drive economic growth.

Four of the major road network (MRN) schemes and one of the large local majors (LLM) schemes that we submitted for funding in 2019-20 have now received the green light and funding to proceed to the next phase and we will continue to support the progression of these.

Over the next 12 months we will continue to work with DfT and support our partner authorities as they continue to develop and deliver their schemes.

8. Resources

TfSE operates a mixed funding model. Operational and staff costs are funded by contributions from local transport authorities, while our technical programme relies on grant funding from the DfT. This approach reflects our commitment to delivering best value for our partners and taxpayers.

Funding from our 16 LTAs, which for 2022-23 amounts to just under £500,000, is used to support our staff costs. The approach for calculating contributions was developed with members and reflects the relative sizes of different member authorities. The formula has remained unchanged for the last four years.

In addition, we have secured grant funding from the DfT for 2022-23 totalling £1.725m to support the delivery of our technical programme. This will enable us to complete our SIP, as well as undertaking work to support DfT priorities and starting to establish our Centre of Excellence, while continuing to deliver our programme of communications and stakeholder engagement activities.

Our total income for 2022-23 is £4,393,792. This includes committed funding and carry-forward from 2021/22 as well as reserves.

Income	
Local Contributions	498,000
DfT Grant	1,725,000
c/f Tech Programme	1,673,621
c/f Non tech	155,992
c/f TfSE Reserve	341,179
TOTAL INCOME	4,393,792

Expenditure	
Staffing	850,000
Technical programme	3,024,040
Operational expenses	70,000
Communications and engagement	88,500
Reserves	361,252
Total expenditure	4,393,792

Our team

TfSE has a small secretariat of 9 full-time equivalent employees. This dedicated officer support enables us to deliver the core functions of an STB set out by government – principally the delivery of our technical work programme and associated communications and stakeholder engagement activity. The team works closely with and draws additional support from officers from our constituent authorities and LEPs via officer working groups. This approach to partnership working ensures TfSE provides best value to our partners and taxpayers.

Diversity and inclusion We have underlined our commitment to diversity and inclusion by signing up to the Chartered Institute for Highways and Transportation (CIHT) Diversity & Inclusion Charter. The charter has been signed by more than 60 organisations across the

public and private sectors and commits us achieving best practice in our approaches to recruitment, retention, and career progression.

“A clear and unequivocal commitment to diversity and inclusion will help us to better reflect the communities we serve. It will help us to attract and retain the best talent, work better with our partners and add real value to people and businesses across the South East.” Rupert Clubb, lead officer for Transport for the South East

9. Looking to the future – from Keith

The next twelve months are going to be very exciting for TfSE. In the early part of the next year, we will bring together all of our work so far and **feed** it into our strategic investment plan - our blueprint for a better connected, more productive, more sustainable, healthier and happier future for our region.

We will begin taking forward some of the actions that have emerged from our thematic studies in freight and future mobility.

Over the next year, TfSE will undergo some transformational change as we develop our governance and staffing structures to ensure we have the resource needed to deliver on our SIP. We will build on our existing relationships and form new ones to strengthen the TfSE partnership.

The last two years have been challenging – for the South East’s 7.5 million people, for its 300,000 businesses, for our local partners and for government. As we come out the other side of the pandemic, it is more important now than ever that Transport for the South East continues its journey as a strong and empowered champion for investment in our region, working in partnership locally, regionally and nationally to deliver our shared vision for a better future.

Cllr Keith Glazier Chair, Transport for the South East

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

Date of meeting: **09 May 2022**

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**

RECOMMENDATIONS:

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 progress on the development of the SIP communications and engagement plan.**
-

1. Introduction

1.1 As our attention turns to the development of the strategic investment plan (SIP) and the associated consultation, our focus has been on the development of the consultation itself and planning the supporting communications and engagement activity. This includes planning our stakeholder engagement events.

1.2 Engagement with partners and stakeholders continues, to ensure all are well informed ahead of the public consultation in the summer.

1.3 This paper provides an update on recent activity, as well as updating Partnership Board members on the communications and engagement that is planned for the next few months.

2. Recent communications and engagement activity

Supporting the development of the strategic investment plan and consultation

2.1 Work is underway to consider the look and feel of the final SIP document that will be presented to government. The SIP will present; the case for investment in the South East, the strategic vision for the SIP followed by the packages of interventions recommended to achieve the vision set out – it is the prospectus for investment in the

South East and the final published document will demonstrate this. While a printed document will be presented to government, for most the final SIP will be accessed via our website. We will be producing a fully accessible digital version, making it as easy as possible for reader to navigate their way through the SIP itself and onto the supporting technical documentation and thematic studies for more detailed information.

2.2 The SIP consultation will be supported by a summary version of the SIP, a promotional animation/video as well as social media, website, and newsletter content. There will also be adaptable social content that constituent authorities can use to promote the SIP consultation in their local area.

2.3 As the SIP development continues, we have been working to develop the line of enquiry and direction for the SIP consultation. The consultation responses need to demonstrate support for the SIP as the right packages of investment to achieve our 2050 vision. The consultation will be 'digital first' using Engagement HQ to deliver an engaging, interactive consultation experience. Using this platform will allow us to present the consultation questions and easily link to the associated sections of the SIP and additional supportive materials relevant to the level of knowledge of the respondent.

2.4 The following consultation events have been scheduled and plans are well underway:

2.4.1 Parliamentary reception at Portcullis House (9-11am, 22 June)

This event invites MPs from across the South East region to join the TfSE team, Steer and our board members to hear first-hand about the SIP with an overview of the packages of interventions, the funding and financing options and how to participate in the consultation. Invitations have been sent with full support from our host Sally Ann Hart, MP for Hastings and Rye. We have 15 MPs confirmed as attending along with 7 board members.

2.4.2 Connecting the South East: A bold and ambitious plan (All day, 5 July)

Taking place at G Live in Guildford, this event invites stakeholders from across the region to join us and hear first-hand about the SIP as well as listen to and participate in panel discussions taking place throughout the day. Baroness Vere is confirmed as attending and giving a key note. The full programme and panel of speakers is still in development, but the following speakers or panelists have confirmed; Sara Leeming, Interim Director at Sustrans, Alistair Welch, Director at Southampton Port. We currently have 73 registered attendees for the event.

2.4.3 Webinar: Connecting the South East: A bold and ambitious plan (11 & 12 July)

Following the format of previous events these two virtual sessions are designed to make our SIP consultation events as accessible as possible for all that may like to attend. Inviting any stakeholders unable to make the 5th July and event and extending the invitation to members of the public, these two webinar sessions will see the same presentations on the SIP as previous events and offer time for a facilitated discussion.

2.5 In preparation for the consultation, we have begun some preliminary communications activity, sharing content with partners and stakeholders and encouraging them to share onwards via their own channels. We are grateful for the support of all partners, particularly those that have dedicated space in their residents' magazines, newsletter and on their social channels to promote the work of TfSE and the forthcoming consultation.

Freight, Logistics and Gateways Strategy

2.6 Following partnership board approval of the Freight, Logistics and Gateways strategy in January we have been working to develop the fully designed version of the strategy ahead of its formal launch at the ITT Hub event in May.

2.7 To launch the strategy at the ITT Hub in May we will be hosting a roundtable session where we will be discussing three key issues that the strategy seeks to address. Namely lorry parking and welfare facilities, decarbonisation of the freight sector and access to the international gateways in the South East. Thanks goes to partnership board member, Daniel Ruiz, who has agreed to chair this session. We will also be giving two 15-minute presentations on the strategy, one on each day.

2.8 Mark Valleley and Rupert Clubb have both participated in separate interviews associated with the ITT Hub event and the launch of the freight strategy and the resulting [video interview](#) and podcast are being used for promotional purposes and have been shared on the TfSE social media channels.

Additional workstreams

2.9 Stakeholder mapping and analysis has started for the four new DfT funded projects. The relevant stakeholders have been identified for the Local Authority capability project and the first stakeholder workshop for this was held on 27th April.

3. Ongoing stakeholder engagement

3.1 We continue to facilitate discussions amongst a wide group of stakeholders who would not otherwise engage with one another.

3.2 The next meeting of the regional universities group is on 1 July. It will be an opportunity for discussion around the SIP. As always, board members are welcomed and encouraged to attend this interesting forum if they would like to.

3.3 The next meeting of private sector stakeholder group is on 13 May. Our private sector partners continue to be actively engaged with and supportive of the work of TfSE. This is especially important as we move towards the publication of the SIP.

3.4 The communications & stakeholder engagement group met on 31 March where progress was shared on the development of the SIP and the engagement approach. Support was sought on the use of constituent authority communications channels, public facing opportunities for promotion of the work of TfSE and the SIP consultation. A briefing note was shared with those who were unable to attend. The group continue to be extremely supportive of sharing information about the work of TfSE and the meetings are providing a mutually beneficial opportunity for participants to update each other work of interest. We will meet again as a group before the launch of the SIP consultation.

4. Upcoming events and speaker slots

4.1 **ITT Hub (11-12 May):** TfSE will be using this event to launch the freight, logistics and gateways strategy. The event provides an opportunity for TfSE to highlight the relevance and importance of the freight strategy with private providers as we attempt to tackle freight blindness the public sector. We will be encouraging providers to join the conversation via our re-launched freight forum.

Rupert Clubb will also be participating in a 30 minute panel discussion titled 'Net Zero for all' focussed on decarbonisation.

4.2 **Joint STB conference & exhibition (26 May 2022):** A national joint STB event is being planned at The Vox in Birmingham. This will be a multimodal conference focusing on long-term and strategic issues and attracting high-level speakers and delegates. The event has the support of the DfT and TfSE will work closely with the other STBs via the joint communication and engagement groups to plan the content. Board members have been invited to attend and if you have not yet registered for a place we would encourage you to do so.

4.3 **CECA Transport Group: The Future of transport in the South East (1 July):** Rupert Clubb and Mark Valleley will be joining representatives from Transport for London, National Highways and Manchester Airports Group for a discussion on the

future of transport in the South East. This is a fantastic opportunity to promote the SIP consultation which will be live at this time and to communicate the contents of the SIP throughout the panel discussion.

4.4 Connecting the South East: A bold and ambitious plan (5 July): Hosted at G Live in Guildford this event will celebrate the launch of the consultation on draft strategic investment plan. The event will be aimed at around 200 senior stakeholders and will feature an array of speakers. Baroness Vere is confirmed as the keynote speaker.

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

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