DRAFT MINUTES

EAST OF ENGLAND REGIONAL TRANSPORT FORUM
Meeting held at 10:30 on Friday 14th January 2011
Central Baptist Church, Chelmsford, Essex

Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Councillor Guy McGregor (Chair)</td>
<td>Suffolk County Council</td>
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<tr>
<td>Councillor Stuart Pile</td>
<td>Hertfordshire County Council</td>
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<tr>
<td>Councillor Norman Hume</td>
<td>Essex County Council</td>
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<tr>
<td>Andrew Meddle</td>
<td>Southend Borough Council</td>
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<tr>
<td>Paul Mathieson</td>
<td>Southend Borough Council</td>
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<td>Maria Chamberlin</td>
<td>Southend Borough Council</td>
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<td>Davinia Farthing</td>
<td>Southend Borough Council</td>
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<tr>
<td>Tyler Skinner</td>
<td>Southend Borough Council</td>
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<tr>
<td>Keith Dove</td>
<td>Luton Borough Council</td>
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<td>Alastair Southgate</td>
<td>Essex County Council</td>
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<td>Adrian Holloway</td>
<td>Bedford Borough Council</td>
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<tr>
<td>Jack Eagle</td>
<td>Peterborough City Council</td>
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<td>Jeremy Smith</td>
<td>Cambridgeshire County Council</td>
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<td>Mat Kiely</td>
<td>Thurrock Council</td>
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<tr>
<td>Dave Humby</td>
<td>Hertfordshire County Council</td>
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<td>Ann Carruthers</td>
<td>Norfolk County Council</td>
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<tr>
<td>Abimbola Alli</td>
<td>DfT</td>
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<td>Mike Evans</td>
<td>Go-East (Southend BC attachment)</td>
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<td>Haydn Davies</td>
<td>Go-East</td>
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<td>John Brown</td>
<td>Go-East</td>
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<td>Alan Kirkdale</td>
<td>Highways Agency</td>
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<td>Mike Salter</td>
<td>EEDA</td>
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<td>Gavin Smith</td>
<td>Passenger Focus</td>
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<td>Jeff Laidler</td>
<td>EValu8 Transport Innovations Ltd.</td>
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<td>Judith Barker</td>
<td>Regional Cities East</td>
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1 Apologies for Absence

1.1 Apologies were received from the following:

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Councillor Mark Flewitt</td>
<td>Southend Borough Council</td>
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<td>Councillor Charles Royden</td>
<td>Bedford Borough Council</td>
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<td>Councillor Dave Taylor</td>
<td>Luton Borough Council</td>
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<td>Councillor Graham Plant</td>
<td>Norfolk County Council</td>
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<td>Councillor Peter Hiller</td>
<td>Peterborough City Council</td>
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<td>Councillor Roy Pegram</td>
<td>Cambridgeshire County Council</td>
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<td>Councillor Yash Gupta</td>
<td>Thurrock County Council</td>
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<td>Andy Lewis</td>
<td>Southend Borough Council</td>
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<td>Mike Jackson</td>
<td>Norfolk County Council</td>
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<td>Mehmood Khan</td>
<td>Luton Borough Council</td>
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<tr>
<td>Colin Chick</td>
<td>Luton Borough Council</td>
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Cllr Guy McGregor stated that only 3 Councillors have attended, there should be 11. If this group is to succeed Members should be encouraged to attend.

2 Minutes of RTF meeting on 10th September 2010 and matters arising

2.1 The minutes and action log for the 10th September RTF meeting were presented by Cllr Guy McGregor.

2.2 The minutes and actions were agreed by all.

2.3 Paul Mathieson asked for an update on the Regional Highway Alliance (RHA), following the photograph that was taken at the September RTF. Keith Dove replied that it is being worked on and an update will be provided at the next RTF.

2.4 Cllr Guy McGregor said that Suffolk has had some local issues with action 16 – To work with local planning authority colleagues to introduce development control policies that secure provision of charging points / infrastructure in new developments via S106 / planning conditions.

ACTION

1. Luton Borough Council to provide an update on the RHA.

3 RCE Shared Services

3.1 Judith Barker presented the Regional Cities East (RCE) Shared Services paper. RCE delegate work through CURE on Shared Services. During the November EEDET STSG meeting discussions took place on this subject and the conclusions were to – produce a concise baseline report including the best practice shared services that are currently in place within the region, include case studies from other areas and suggest shared services that could be developed. Thirty case studies will be developed for the final draft report which is due for the 11th March RTF. If anyone has examples of Shared Services please tell Judith Barker. The report will be jointly produced between RTF and RCE.

3.2 Guy McGregor said it would be very good to share services. Paul Mathieson asked for the process for the preparation of the report to be explained. Judith Barker is conducting phone interviews and by mid February the report will be outlined for STSG. The final draft will be prepared for presentation to RTF on 11th March and any changes will be
discussed. There will be agreement with the RCE Board and RTF.

3.3 Case studies have been sent to relevant Officers to check. Guy McGregor asked whether other areas or regions will be included within the report as there will be a concentration on the Eastern region. Judith replied that there would be some national examples. Mat Kiely asked whether the report will just include Local Authority collaboration. Judith confirmed other organisation examples will be included. Mat Kiely said it is important how we work with others especially for traffic management, emergency planning and the Highways Alliance. Cllr Guy McGregor stated that the need for mutual aid is realised and he is looking forward to seeing the report.

ACTION

2. If anyone has an example of shared services then tell Judith Barker;

3. RTF agreed the STSG November 2010 proposal, to produce a report establishing the good practice to date on sharing services and the opportunities for extending this;

4. The questionnaire results to date were noted, further research is already underway and Members were encouraged to offer their examples for inclusion in the report; and

5. RTF agreed the format of the report as case studies which will be sent to RTF members to comment upon before being included in the report for wider circulation.

4 Future of RTF (update on EEDET Board discussions)

4.1 Mike Evans presented the paper on the future of RTF. This same paper was presented at the last STSG meeting and to the EEDET Board. EEDET Board endorsed the paper and agreed that RTF should continue for the transition year, until LEPs come in.

4.2 After discussions it was agreed that three RTF meetings are to be held throughout the year instead of four. Southend should carry on as secretariat and the annual levy will fund the secretariat role. Other authorities will take turns in hosting/providing meeting rooms. The role of the forum can be made into what we want – common interest, best practice, discussion, issues. Cllr Guy McGregor asked for the Councillor’s views.

4.3 Cllr Norman Hume agreed and stated that the borders do not stop where LEPs end. Cllr Stuart Pile had the same view from Hertfordshire. The future agenda needs to have an interest to attract Councillors.

4.4 Dave Humby said there is £50,000 in the funds. It seems unnecessary to seek a levy for the next financial year. Paul Mathieson said that as secretariat, Southend will only do work that needs to be done and this will leave an amount left over in the funds. If the funds are not spent it could be refunded or used on projects. Dave Humby said that as we progress there may be projects to invest in, especially rail projects.

4.5 Cllr Stuart Pile stated that RTF is the only forum where Transport Portfolio Holders can get together. We do not yet know about LEPs and could end up like 10 years ago - all separate and unable to share best practice.

4.6 Cllr Guy McGregor asked what other regional areas are doing. Mike Evans said that the south east regional forum has disbanded. Abimbola Alli will talk to the DfT’s engagers to see what other regional forums are doing. Abimbola Alli is happy to attend RTF.

4.7 Cllr Stuart Pile said it would be good if we could get DfT’s view on what RTF has done and whether there is a role for it in the future. Abimbola Alli replied that Ministers will want
to know what RTF are doing.

ACTION

6. It was agreed that the present RTF should continue for a further year in a transition phase as there is strong support for Members and senior Officers to meet.

7. It was agreed that the frequency of meetings during the transition period should drop to every 4 months.

8. It was agreed that Southend should continue to act as the Secretariat, pulling together the agenda, commissioning papers, writing the minutes, chairing the RTF meeting and leading STSG.

9. It was agreed that the credit remaining from previous year annual levy contributions should be used to assist in funding for the Secretariat during the transition year.

10. It is proposed that the venue for future meetings, including the linked STSG meetings should be shared out between all authorities on a rotation basis starting with those authorities that have not acted as Secretariat to date.

11. It was agreed that the membership for the time being should continue to be the 11 shire and unitary authorities of the East of England together with national and regional government organisations (that remain) that have a managing responsibility in transport. Any emerging new sub-national transport forums will have to consider their own membership criteria based on their own terms of reference. Should circumstances change then a further report and recommendations will be brought to the RTF.

12. The draft terms of reference were agreed.

13. Abimbola Alli will talk to DfT engagers to see what other regional forums are doing.

5 Local Enterprise Partnerships & Transport

5.1 Paul Mathieson presented the LEP paper. The attendees around the table were asked to provide an update on where their LA was with LEPs. Mike Evans said that the LEPs had been endorsed by Government to be up and running by April 2011, these are:

- Kent, Greater Essex and East Sussex.
- Greater Cambridge and Greater Peterborough.
- South East Midlands (covering Luton, Central Bedfordshire and Bedford Borough).
- Hertfordshire
- Since the paper was written Suffolk and Norfolk have joined to make the New Anglia LEP.

5.2 Cllr Stuart Pile said that Hertfordshire had one board meeting and there is a Local Authorities shadow board meeting in the next couple weeks. Hertfordshire are already engaging with the Board regarding schemes. There are 10 people on the Board.

5.3 Cllr Norman Hume said that LEPs have to be business lead, so Essex have engaged similar people that they have engaged with in the past and they are trying to put together a Shadow Board. The deadline for the first RGF bid – minor and major bid going forward.

5.4 Cllr Guy McGregor said Suffolk and Norfolk have managed to get co-ordinated within a short time.
5.5 Keith Dove for Luton said that a Shadow Board comprising 13 members has been set up. There have been no meetings with businesses yet. The Board will advertise the chairs position, who will be from the business sector. There are three RGF proposals to take forward supported by South East Midlands LEP—western section of East West Rail, improvements to junction 10A and skills improvement.

5.6 Mike Evans asked how is Milton Keynes South Midlands (MKSM)? Keith Dove responded that MKSM has effectively been superseded by the LEP.

5.7 Andrew Meddle said there were a couple of judicial reviews from the Secretary of State which have been successful. We need to know how the East of England plan and the regional transport policy integrates with LEPs.

5.8 Ann Carruthers said that LEPs solely focus on economic development. It will be a challenge to get transport recognised, with the lack of guidance. Cllr Stuart Pile said LEPs are being engaged quickly and we need them to take things forward.

5.9 Jeremy Smith for Cambridgeshire stated that there is a LEP Project Board advert out for a Chair. The Authorities are working well together. There are discussions on whether there should be focus on clusters or whole areas. The LEP will be up and running by September. Chesterton Station will be the regional growth fund bid.

ACTION

14. The Local Enterprise Partnerships in the East of England were noted;
15. The increase in the Regional Growth Fund to £1.4bn spread over 3 years starting 2011/12 was noted. Bids will only be able to be made by Local Enterprise Partnerships or the private sector; and
16. It was noted that the proposals to reform the Planning system will place greater emphasis on growth and a presumption in favour of sustainable development.

6 Funding paper (CSR / LTP / LSTF etc.)

6.1 Haydn Davies presented the paper on the spending review and went through the list of schemes that were either to go ahead or have been withdrawn.

6.2 There are four funding streams:
   - Local Sustainable Transport Fund (LSTF)
   - Maintenance
   - Integrated Transport Block
   - Major Local

6.3 By 4th January, Authorities were to send their Expressions of Interest for major local transport schemes to DfT, which would be decided upon to go into the pre-qualification pool. Cllr Guy McGregor stated that Croxley rail link is back on. The scheme has fare payback in place. Jeremy Smith was surprised Chesterton was not included on list

6.4 Abimbola Alli said the LSTF guidance was to be published next week. There will be discussions about the timings of bids.

6.5 Cllr Stuart Pile pleaded to DfT for the LSTF guidance to be brought out as soon as possible. There currently is no funding for travel planners and Smarter Choices.
Abimbola Alli said they are working hard to get the guidance out as soon as possible. (Since the meeting the LSTF guidance has been published.)

6.6 Paul Mathieson said he attended a final Cluster Cycle meeting in Bristol. There is a problem of bridging the gap between March to June when funding cycling groups are being disbanded. Paul met a DfT representative that attended the Cluster Cycle meeting who encouraged existing cycle towns to take advantage of first tranche of LSTF. 70% of the funding is revenue based. Staff could be lost if the gap is not bridged.

6.7 Keith Dove asked if LAs who make a bid for the LSTF in a group with other LAs, can the LA then place a second bid of it’s own? Abimbola Alli said the guidance should help address this matter, but will find out the response to this question.

6.8 Alan Kirkdale said there is a review of the Highway Agency to determine if different structures could give better value for money. An Executive Chairman has been employed called Alan Cook. Small scale schemes less than £10k will have their allocations reduced by a lot. There is no money for any new technology and substantial reductions for maintenance - 30% reduced on 10/11 funds, therefore more patching. Cllr Guy McGregor said LAs have their own problems but major for the Highways Agency. Bad weather causes lots of problems.

6.9 The report was agreed and Haydn Davies was thanked for his contribution.

**ACTION**

17. The report was noted; and

18. Abimbola Alli to find out if local authorities who make a bid for LSTF in a group with other local authorities, can they make a second bid of their own?

7 **Plugged in Places update**

7.1 Mike Salter received a number of letters of support for Plugged in Places back in September. All were thanked for their support and the bid was successful. Jeff Laidler from the Evalu8 team and part of EEDA gave a presentation. The Plugged in Places project should now be referred to as the EValu8 project.

7.2 Phase 1 of the EValu8 project is London and Milton Keynes, phase 2 is the East of England. All 11 local authorities of the RTF gave support and main companies, such as, BT, Vauxhall, EDF Energy also gave support.

7.3 4 electric charging posts will be put in at each of the 11 local authorities areas in spring. RTF were asked for their support to work with Officers to take this project forward. RTF were also asked to include the project in their policies, such as in LTP3.

7.4 Mat Kiely asked whether the time engaging with the users would be funded by EValu8? Jeff Laidler said yes, but there are limited funds.

7.5 Paul Mathieson said that internal local authority electric vehicle markets need to be created. He spoke to the leasing company, but there is not enough information regarding re-sale value. We could put in 4 posts but they may not be used. LAs need to look at innovative leasing arrangements.

7.6 Jeff Laidler said Nissan dealerships are in talks with EValu8. The main leasing Company is at Stansted to run between Heathrow and Stansted. Paul Mathieson asked if Nissan
would provide free of charge vehicles to advertise?

7.7 Cllr Norman Hume asked about the numbers that are around now and the projections for the next 2 to 3 years? Jeff Laidler replied that 500 electric vehicles will be on the road in the next 2-3 years.

**ACTION**

19. The contents of the report were noted;

20. Officers, via the STSG group agreed to work with EValu8 Transport Innovations Ltd to install plug-in recharging posts in their areas;

21. All agreed to promote the take-up and use of electric vehicles through, for example, policy support in their Local Transport Plans; and

22. Jeff Laidler to ask electric vehicle dealerships if they would provide local authorities with electric vehicles for advertising.

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### 8 Passenger Focus presentation

8.1 Gavin Smith gave a presentation on Passenger Focus, which covered the Bus passenger survey. Bus passenger's views need to be taken into account. One main aspect is the Punctuality Improvement Plan (Pip), especially to improve the bus operators in showing their punctuality data. Regarding concessionary fares - it is vital that bus services are not taken away, this will only deter people.

8.2 Cllr Guy McGregor said that in Suffolk the number of bus passengers has increased and they have tried to roll out RTPI and timetables. He agreed that buses should be clean otherwise people will not change from the car.

8.3 Gavin Smith said there are places where people have changed behaviour – Brighton and Nottingham. Cllr Stuart Pile said if LAs could run the bus networks they could have good value for money services and better services.

8.4 Paul Mathieson raised the point from Cllr Mark Flewitt – we invest £3.2m in concessionary fares, which is one area where funding has no decisions on how it's spent, there is no accountability and is poorly spent. Concessionary fares will cause cuts in services. Gavin Smith added that there could be concessionary fare pass holders for a service but the service could be stopped.

8.5 Cllr Norman Hume asked about community transport versus public transport bus services in rural areas - Is there a role, and asked for ideas for rural transport? We don't want to cut out these communities. Gavin Smith said we encourage passenger transport to provide rural services.

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### 9 Reports for Information

9.1 Cllr Guy McGregor asked for any comments on the reports for information.

9.2 Dave Humby said a report needs to go to the next RTF meeting giving potential costs of the secretariat and also recommending that the levy shall be used to fund the costs associated with RTF and STSG.

**ACTION**
23. A report to go to the next RTF meeting giving potential costs of the secretariat and also recommending that the levy shall be used to fund the costs associated with RTF and STSG.

10 Any Other Business

10.1 No comments.