Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Mark Flewitt (chair)</td>
<td>Southend Borough Council</td>
</tr>
<tr>
<td>Councillor Guy McGregor</td>
<td>Suffolk County Council</td>
</tr>
<tr>
<td>Councillor Stuart Pile</td>
<td>Hertfordshire County Council</td>
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<tr>
<td>Andy Lewis</td>
<td>Southend Borough Council</td>
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<tr>
<td>Paul Mathieson</td>
<td>Southend Borough Council</td>
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<tr>
<td>Maria Chamberlin</td>
<td>Southend Borough Council</td>
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<tr>
<td>Davinia Farthing</td>
<td>Southend Borough Council</td>
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<tr>
<td>Peter Grimm</td>
<td>Suffolk County Council</td>
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<tr>
<td>Rob Smith</td>
<td>Hertfordshire County Council</td>
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<tr>
<td>Ann Carruthers</td>
<td>Norfolk County Council</td>
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<tr>
<td>Alastair Southgate</td>
<td>Essex County Council</td>
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<tr>
<td>Keith Dove</td>
<td>Luton Borough Council</td>
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<tr>
<td>Mat Kiely</td>
<td>Thurrock Council</td>
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<tr>
<td>Glenn Barcham</td>
<td>Bedford Borough Council</td>
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<tr>
<td>Jeremy Smith</td>
<td>Cambridgeshire County Council</td>
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<tr>
<td>Lee Sambrook</td>
<td>DfT</td>
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<tr>
<td>Maureen Pullen</td>
<td>DfT</td>
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<tr>
<td>Haydn Davies</td>
<td>Go East / DfT</td>
</tr>
<tr>
<td>Alan Kirkdale</td>
<td>Highways Agency</td>
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<tr>
<td>Leigh Collins</td>
<td>Network Rail</td>
</tr>
<tr>
<td>Jonathan Millins</td>
<td>East of England Brussels Office</td>
</tr>
<tr>
<td>Mike Salter</td>
<td>EEDA</td>
</tr>
<tr>
<td>Jeff Laidler</td>
<td>EValu8 Transport Innovations Ltd.</td>
</tr>
<tr>
<td>Judith Barker</td>
<td>Regional Cities East</td>
</tr>
</tbody>
</table>

1. Apologies for Absence

1.1 Apologies were received from the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
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</thead>
<tbody>
<tr>
<td>Councillor Charles Royden</td>
<td>Bedford Borough Council</td>
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<tr>
<td>Councillor Dave Taylor</td>
<td>Luton Borough Council</td>
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<tr>
<td>Councillor Graham Plant</td>
<td>Norfolk County Council</td>
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<tr>
<td>Councillor Norman Hume</td>
<td>Essex County Council</td>
</tr>
<tr>
<td>Councillor Peter Hiller</td>
<td>Peterborough City Council</td>
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<tr>
<td>Councillor Roy Pegram</td>
<td>Cambridgeshire County Council</td>
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<tr>
<td>Councillor Yash Gupta</td>
<td>Thurrock County Council</td>
</tr>
<tr>
<td>Andrew Meddle</td>
<td>Southend Borough Council</td>
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<tr>
<td>Jack Eagle</td>
<td>Peterborough City Council</td>
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<tr>
<td>Mehrmoow Khan</td>
<td>Luton Borough Council</td>
</tr>
<tr>
<td>Colin Chick</td>
<td>Luton Borough Council</td>
</tr>
</tbody>
</table>
Cllr Mark Flewitt welcomed all to sunny Southend. The highways and public realm schemes that everyone would have seen on their way in to Southend shall come to a close soon and shall help to reduce congestion and improve the streetscape. Southend are keen to work in partnership with local authorities and other organisations in this time of economic downturn.

2 Minutes of RTF meeting on 14th January 2011 and matters arising

2.1 Cllr Mark Flewitt thanked Cllr Guy McGregor for chairing the last RTF meeting.

2.2 Paul Mathieson welcomed Maureen Pullen and Lee Sambrook from DfT.

2.3 Ann Carruthers said that 5.1 of the minutes which referred to Suffolk and Norfolk being in the East Anglia LEP needed to be changed to the New Anglia LEP.

2.4 Subject to the changes the minutes and actions were agreed by all.

ACTION

1. SBC to make changes to the minutes.

3 DfT Regional Engagement (presentation)

3.1 Lee Sambrook gave a presentation on the newly established south east and east sub-national hub based at DfT. Government Offices will cease to exist from 31st March 2011. The DfT, CLG and BIS departments are to carry on. DfT is committed to continue engagement outside London. DfT will continue to work with LAs and sub-national strategic interests.

3.2 There will be 5 staff based at the Northern hub, 4 at the Midlands and South West hub and 3 at the South East and East hub, there are less staff at the South East hub as they can share admin support within the London DfT office.

3.3 Lee Sambrook and his team shall have direct access to Ministers and have a closer relationship with developing policies. The team will be the first point of contact within DfT and shall translate, navigate and facilitate for many subjects, such as, LEPs, LSTF, major schemes etc.

3.4 Cllr Mark Flewitt stated that transport problems are never ending and we welcome DfT’s help with funding opportunities including European funding. The presentation shall be uploaded onto Southend’s RTF website, where Sam and his teams contact details can be found.

3.5 Cllr Guy McGregor asked a few questions: 1) With the lower numbers of staff from the demise of Go-East, how will the policy and ideas be developed in the future? 2) Regarding local roads in the south east why is the DfT generally dealing with this, should it not be more local? 3) Regarding trunk roads, such as the A14 which shall be changed to a European route, will the DfT be the ones to take this forward? 4) How will LEPs develop? - There is a lack of transport funding and inclusion within LEPs.

3.6 Lee Sambrook replied: 1) DfT will still produce policies and shall have time for this as we shall not be visiting local authorities as much, LAs shall come to us. 2) Local MPs bring in delegation, such as, local Council and businesses. Ministers will want to know more
detail before they meet. 3) If people need the DfT’s help then they must go to the DfT and ask. Paul Mathieson is already working with the Department on Major schemes. 4) LEPs will become increasingly important but it is the local picture at the current time.

3.7 Cllr Stuart Pile asked whether it would be good for local authorities to produce briefing notes for DfT? How does the Highways Agency fit in with the DfT structure? Lee Sambrook responded that a briefing note would be useful. Lee Sambrook’s team will act as a conduit with direct access to Ministers.

3.8 Alan Kirkdale from the Highways Agency stated that Local Authorities first port of call regarding trunk roads should be the Highways Agency, if a response is not found then LAs should go to the DfT.

3.9 Peter Grimm asked if DfT will be visiting LAs in person, LAs could feel that they are not getting the attention they need. Lee Sambrook responded that the relationship will be a light touch, hands off approach. Natasha and Suzanne from the team will be involved with LAs and Lee will be involved with sub-national groups.

3.10 Cllr Mark Flewitt gave Lee and his team an open invitation to RTF.

3.11 Glenn Barcham asked whether there is a Departmental view on the emerging LEPs, super LEPs and RTF. Lee Sambrook replied that a view is being developed at the moment. Ministers prefer to deal with larger bodies.

3.12 The RGF was announced but does not include much transport in the first round. Is DfT the conduit to take this through? Lee Sambrook confirmed that DfT are the conduit to take this through. Maureen Pullen stated that there was a disappointment with some schemes which applied for the RGF underselling themselves. Ministers have been looking at the south west, west and the north as the economy and jobs need boosting more in those areas. LAs should make sure their RGF evidence base is good so as the bids can be well received by BIS and CLG.

3.13 Jeremy Smith added that there is a difference between what the DfT want in the evidence base to what the BIS want. Successful bids include data from the Department for Works and Pensions and show how the transport scheme can directly improve deprived areas.

3.14 Cllr Flewitt asked all whether it would be helpful to have a bid workshop. Who from the DfT would carry out a workshop? Maureen Pullen replied that Fiona Wilford would do a workshop as long as there was enough support from LAs and LEPs and it was business led.

3.15 Peter Grimm asked DfT to bear in mind that the region has a good record for an innovative approach – DaSTS, Cambridge University regarding traffic information, Ipswich for the 21st Century scheme to name but a few.

3.16 Cllr Mark Flewitt asked how DfT saw the future of RTF. Maureen Pullen replied that the RTF provides much value. The Secretary of State does not want to have one on one discussions on Major schemes, it is better to have a group discussion. LEPs will also take a lead role in deciding on major schemes. The north east are keeping their regional transport forums. West Midlands are forming a number of local led groups.

ACTION

2. The new south east and east sub-national hub arrangements were noted;

3. The presentation shall be uploaded onto Southend’s RTF website. The papers and the
presentations from the meeting can be found at:  

4. Local authorities can produce a briefing note for DfT; and

5. Cllr Mark Flewitt will contact Fiona Wilford from the DfT to show the RTF’s interest in a bid workshop.

4 LSTF verbal update

4.1 Maureen Pullen gave a verbal update on the LSTF. There have been workshops on the LSTF. On the DfT website there is a video of Norman Baker and FAQs.

4.2 From the workshops the main questions were: 1) What is a key component of a scheme? 2) How many bids can LAs be part of? 1) The key component within a major bid is a part of the scheme which would be useful to put in place now and so expressions of interest are sort by June 6th 2011. 2) The guidance states that 1 bid can be put in for the LSTF, however there can be an individual bid, and a joint bid, therefore each LA could be an individual, a lead partner and a supporting partner. A supporting partner should not just provide a letter of support, but provide resources, money and time. Maureen advised that LAs should not stretch themselves too thinly across too many bids.

4.3 Ann Carruthers asked how the community transport bid will affect the allocation of the LSTF bid? Maureen Pullen replied that LSTF is for packages of schemes. If the scheme just consists of one community transport scheme then this should be put in for the bid on the Community Transport Fund. The DfT’s funding cannot be used to match fund other DfT funding.

4.4 Keith Dove said that it was assumed LSTF could be used to match fund non DfT funds, such as, ERDF for travel plan’s etc. Maureen Pullen said that the guidance states that other funds, such as the ERDF can be used to match fund LSTF but it does not give guidance on the other way around, it would depend on how this is worded in the bid.

4.5 Paul Mathieson said that Southend had a business briefing and there is no big solution to solve congestion. In Southend RBS is a major employer whom gave positive feedback from the Southend Together Group, including travel plans. Southend is a Unitary, but Unitaries and Counties will submit different types of bids, assume the panel know the bids will take different approaches. Maureen Pullen said that Districts have been asking how they can make bids - they must be in with the Highways Authority, we hope this collaboration has occurred within two tier authorities. Cllr Mark Flewitt asked if anyone has questions, for them to be sent to the RTF Secretariat for them to send to DfT for a number of questions to be asked at once.

ACTION

6. If anyone has questions for DfT regarding the LSTF send them to the RTF Secretariat for them to send to DfT for a number of questions to be asked at once.

5 RCE Shared Services

5.1 Judith Barker gave a presentation on the RCE Shared Services report. At the January STSG and January RTF it was agreed that a report would be prepared for this March RTF. The report outlines shared services for the region and elsewhere and what can be done in the future. Judith thanked all for their contributions into the report.
5.2 The main reasons for sharing services were efficiency savings, improving performance, improving service resilience and sustainable growth. Sharing procurement services shows the greatest level of savings.

5.3 Andy Lewis said that page 7 needed changing from ‘Local government settlement is not front loaded’ to ‘Local government settlement is front loaded’.

5.4 Paul Mathieson stated that RTF is a good case study for shared services. Regarding opportunities and next steps there is a great emphasise on RTF. STSG will be able to organise some of the conferences.

5.5 The next steps regarding the future of Shard Services were discussed, and include:

| Identify at regional or sub-regional level which service areas offer greatest potential benefits | 1. Have a debate around this report and develop a RTF response to the issues and findings.  
2. Hold a special RTF session on this report and the case studies and invite speakers to debate the best opportunities for shared services. This could include visiting speakers from national case studies.  
3. Hold an event to focus on one topic and look at how a shared service could develop and start to map out a strategic business case. |
|---|---|
| Identify at local level services that offer greatest benefits | 4. Hold a local version of the events described above with key local partners.  
5. Undertake a service review of one or more transport services to examine cost and performance and plan for a different service approach, perhaps using an existing toolkit. |
| Identify further joint procurement opportunities | 6. Set up discussions with Eastern Highways Alliance to look to develop the model more quickly and more extensively. |
| Identify further joint Bidding opportunities | 7. Review funds available and existing bids to provide baseline of current picture and share best practice and understanding the gaps with all RTF members.  
8. Hold a joint session with EU funding team to explore how RTF could build on success to better access funding in future.  
9. Look at setting up joint funding team from several authorities to participate in joint bids.  
10. Talk to DfT about the benefits of sharing bidding resource and how this could develop. |
| Promote best practice | 11. Set up ½ day visits for RTF members to national or regional case studies of interest.  
12. Looking at the lessons learned from the Total Place pilots for transport services – Luton and Central Bedfordshire may be able to offer some advice on this as pilot authorities. |
| Developing wider partnerships | 13. Set up a joint RTF/DfT meeting to discuss opportunities for extended shared services, involving EELGA.  
14. Consider how the Voluntary and Community Sector role could be developed within transport services – perhaps involving COVER or NAVCS.  
15. Develop a joint stakeholder communication plan.  
16. Develop/Commission joint training activities across the members of RTF. |
| Delivering sustainable growth | 17. Explore how greater collaboration could deliver on the carbon reduction agenda building on Evalu8 and shared carbon management service proposals developed by Climate East and RCE.  
18. Set up a joint LEP/RTF/LAs meeting to discuss how transport services may work in the new landscape and how they may work jointly to deliver jobs and housing growth. |

5.6 The report will go to the RCE Board on 25th March and shall then be put on the RCE website. The CURE program finished on 31st March and Judith will make sure the work is handed over.

5.7 Cllr Mark Flewitt thanked Judith for researching and producing the Shared Services report.
5.8 Jeff Laidler gave a presentation on the EValu8 project as part of shared services. The first recharging posts are being implemented this spring as part of the EValu8 project, involving 120 partners. It was proposed that RTF become a Founder Member of the EValu8 EV Network and develop a membership organisation for innovators, policy makers, suppliers and ‘early adopters’ to help build the low carbon vehicle market and that RTF should be involved. This would involve:

- Focus on low carbon vehicles & initially electric vehicles (EVs)
- Follow Cambridge Wireless, Low Carbon Vehicle Partnership, EEEGr and Water Innovation Network business models
- 4 events/year across East of England, each including:
  - SIG for policy makers
  - Innovation Forum
  - ‘Ride and drives’ for fleet managers
- Website to include membership web pages

5.9 Funding for the RTF secretariat would be required to enable the networking to succeed.

**ACTION**

7. The discussed changes to the Shared Services report to be made;

8. Any other changes to the shared services report to be sent to Judith Barker; and

9. The Shared Services report will be put on Southend’s RTF website for all to see.

6 Eastern Highway Alliance update

6.1 Keith Dove gave a verbal update on the Eastern Highway Alliance (EHA). The EHA is included in the Shared Services report, which suggests procurement will be in May, it maybe be slightly later than this. The contract documents are near completion. The working group will be formed at the end of May. The funding is available for the work but it runs out at the end of 2011. It was suggested that some of the remaining RTF levy be used to complete the EHA.

**ACTION**

10. Keith Dove to provide a cost to RTF for completing the Eastern Highways Alliance.

7 RTF Arrangements, Meeting Dates and Costs

7.1 Paul Mathieson presented this paper. The terms of reference were agreed by all. The next STSG and RTF meeting will be held at Thurrock. Dates for future meetings will be sent to RTF. RTF agreed to the use of £15,000 of the credit remaining from the annual levy contributions to be used to assist the funding for Southend to carry out administration for RTF and STSG during the transition year, April 2011 to April 2012.

7.2 The Department for Transport were asked to comment on what they see as the future role of RTF? The response is shown under paragraph 3.16 - Maureen Pullen replied that ‘the RTF provides much value’.

**ACTION**

11. The future arrangements of RTF were noted;

12. Southend BC to send email regarding dates and venues for future meetings;
13. RTF are asked to agree the terms of reference shown at Annex A;

14. RTF agreed to the use of £15,000 from the annual levy contributions to be used to assist the funding for the Secretariat during the transition year; and

15. RTF noted the future work programme.

8 DfT’s Road Network Policy Consultation

8.1 Paul Mathieson presented this paper. The Department’s consultation on Road Network Policy was published on 1st February 2011 and the consultation shall finish on 1st May 2011. The consultation document outlines proposed arrangements for devolving responsibility on the classification of local roads. The Department intends to increase the freedom of local authorities to set road classifications and routes on the primary route network, and to reduce its role to guidance and appeal cases. The consultation also outlines existing policy on elements of the strategic road network; streamlines data reporting procedures; and considers ways in which Satnav technology fits with existing arrangements.

8.2 Cllr Stuart Pile stated that HGVs use inappropriate routes, often because of Satnavs. There should be specific HGV Satnavs. Cllr Guy McGregor said that Suffolk and Somerset have been working with DfT on HGV Satnav but it has been ongoing for 2 years. It must be an HGV nationwide Satnav system.

8.3 Peter Grimm who has road classification experience said that the consultation document does not look at how people act when they drive. There are a huge number of short journeys and people do not worry if the roads are classed as A, B or C. There needs to be some consideration as to why people use certain routes. There is a lot of work being done by Cambridge University (Professor Landshoff) on traffic information and Satnav, at the moment the focus is on the A12 and A14. DfT were asked to consider Professor Landshoff’s work.

8.4 Jeremy Smith said there is a difference between where people want to go and where others want them to go. Cambridgeshire CC will send around their response to the consultation. Peter Grimm added that the pressure on local authorities may also change the funding split e.g. Norfolk doesn’t get any funding because it is not part of the Strategic National Network.

ACTION

16. RTF will provide a regional response to the consultation;

17. Responses from local authorities or other organisations within the region are to be discussed at STSG, to ensure that responses are similar;

18. Cambridgeshire CC will send around their response to the consultation;

19. DfT are to report to RTF on what is occurring regarding Satnav; and

20. Professor Landshoff to be invited to RTF to present on the East of England Transport Information (EoETI) Initiative.
9 Reports for Information

a) Budget Statement

**ACTION**

21. The budget statement was approved;

22. The remaining levy will be used to meet the costs of running the Secretariat during the transition year; and

23. No request for subscriptions will be made for 2011/12.

b) Major Schemes

9.1 Haydn Davies presented this paper. The table below shows the schemes status.

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<thead>
<tr>
<th>Scheme</th>
<th>Original Funding Sought (£m)</th>
<th>Current Funding Sought (£m)</th>
<th>October 2010 Pool</th>
<th>February 2011 Pool</th>
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<tr>
<td>Ipswich Fit for the 21st Century</td>
<td>23.6</td>
<td>18.3</td>
<td>Supported</td>
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<td>67.5</td>
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<td>Development Pool</td>
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<tr>
<td>Watford Junction Interchange</td>
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<td>Pre-Qualification</td>
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<td>15.9</td>
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<td>29.3</td>
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<td>Croxley Rail Link</td>
<td>136.5</td>
<td>81.7</td>
<td>Pre-Qualification</td>
<td>Development Pool</td>
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10 A.O.B

10.1 The Network Rail consultation on the Draft London and South East Route Utilisation Strategy (RUS) is due by Friday 18th March 2011.

10.2 Peter Grimm informed all of the projects that received funds from the 2010 TEN-T annual and multi-annual calls, these included the Felixstowe New North Rail Terminal, Nuneaton North Chord and Kennett re-signalling works. He thanked RTF for their support and letters of support – it is a good example of partnership working.

10.3 Peter Grimm stated that the A14 study brief has been developed and it will be extended into neighbouring regions.

10.4 Peter Grimm stated that traffic news on the local radio maybe replaced by radio 5. Could RTF write to the BBC to ask them to consider the wider stakeholders. Cllr Mark Flewitt added that Southend radio is used to inform people about the local transport schemes.

10.5 Cllr Mark Flewitt said that it could be the last meeting with EEDA and Go-East representatives. Both organisations were thanked for their valuable contributions and shall be missed. Mike Salter from EEDA added that this could be the last RTF meeting but he hoped to still attend STSG.

**ACTION**

24. RTF to write a letter to BBC regarding local radio being replaced by radio 5.