Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Councillor Tony Cox (chair)</td>
<td>Southend Borough Council</td>
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<tr>
<td>Councillor Guy McGregor</td>
<td>Suffolk County Council</td>
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<td>Councillor Stuart Pile</td>
<td>Hertfordshire County Council</td>
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<td>Councillor Graham Plant</td>
<td>Norfolk County Council</td>
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<td>Councillor Stuart Pile</td>
<td>Hertfordshire County Council</td>
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<td>Councillor Penny Channer</td>
<td>Essex County Council</td>
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<tr>
<td>Andrew Meddle</td>
<td>Southend Borough Council</td>
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<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>Fiona McDiarmaid</td>
<td>Norfolk County Council</td>
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<td>Peter Grimm</td>
<td>Suffolk County Council</td>
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<td>Rob Smith</td>
<td>Hertfordshire County Council</td>
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<td>Ann Carruthers</td>
<td>Norfolk County Council</td>
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<td>Alastair Southgate</td>
<td>Essex County Council</td>
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<td>Jack Eagle</td>
<td>Peterborough City Council</td>
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<td>David Freestone</td>
<td>Thurrock Council</td>
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<td>Glenn Barcham</td>
<td>Bedford Borough Council</td>
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<td>Jeremy Smith</td>
<td>Cambridgeshire County Council</td>
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<td>Lee Sambrook</td>
<td>DfT</td>
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<td>Alan Kirkdale</td>
<td>Highways Agency</td>
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<tr>
<td>John Macquarrie</td>
<td>DfT</td>
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<tr>
<td>Jonathan Millins</td>
<td>East of England Brussels Office</td>
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<td>Keith Dove</td>
<td>Luton Borough Council</td>
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<tr>
<td>Jonathan Skinner</td>
<td>EELGA</td>
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<tr>
<td>Mike Salter</td>
<td>EValu8 Transport Innovations Ltd</td>
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<td>Russell Fenner</td>
<td>EValu8 Transport Innovations Ltd</td>
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<tr>
<td>Tobias Hemmings</td>
<td>TJH Consulting</td>
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1 Apologies for Absence

1.1 Apologies were received from the following:

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Councillor Charles Royden</td>
<td>Bedford Borough Council</td>
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<tr>
<td>Councillor Andy Smith</td>
<td>Thurrock Council</td>
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<td>Councillor Tracey Chapman</td>
<td>Essex 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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<tr>
<td>Councillor Dave Taylor</td>
<td>Luton Borough Council</td>
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<tr>
<td>Stuart Briggs</td>
<td>Bedford Borough Council</td>
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Councillor Tony Cox welcomed everyone and thanked Norfolk County Council for hosting the RTF.

2 Minutes of RTF meeting on 1\textsuperscript{st} July 2011 and matters arising

2.1 Minutes and actions were agreed by all.

3 Local Transport Consortia (including outcome of EESAL Meeting)

3.1 Jonathan Skinner presented the paper. The purpose of the paper is to set out government actions of decentralisation. Cllr Cox, the Chairman of RTF met with the EESAL Group.

3.2 Cllr Cox suggested that when the consultation is over there needs to be a more direct steer. Members need to consider if we still need the RTF forum. At the next RTF meeting in March Members shall need to decide as at present we are still in a state of flux with LEPs.

3.3 Jonathan Skinner said the LEP chairman of the East LEP is looking to meet in December for talks on transport and infrastructure. The local Transport Executives met on 10\textsuperscript{th} November and stressed the different nature of the geographies and different urban areas with the Local Transport Consortia’s.

3.4 Lee Sambrook said the dynamics have changed with the change of the Secretary of State. The Secretary of State is committed to decentralisation and recognises that policy can take transport forward. Some Officers from the STSG group went to informal consultations on the Local Transport Consortia and the consultation results shall include these comments. It is up to the Secretary of State to decide on the new structure which shall start in summer 2012.

3.5 Peter Grimm asked if the East of England Directors were involved in the future of RTF? Schemes need to go beyond 2015.

3.6 Cllr Stuart Pile said the forum has been good at looking at schemes and scoring and choosing them especially as part of the RFA. It is unknown what will happen after 2015. Staff are diminishing and it is hard to come up with meaningful schemes that DfT will accept. DfT need to provide some direction. All around there is a problem of congestion and we need to link schemes with decreasing journey times.

3.7 Cllr Guy McGregor had concerns with the comment in the report that ‘LEPs are likely to have a significant role in determining priorities’.

3.8 David Freestone said that LEPs are able to identify priorities at the strategic level. There is concern of a possible delay on the Consortia consultation results and information on this is needed ASAP.

3.9 Glenn Barcham said that whether the Consortia are ‘super’ LEPs. A forum like this has the skills already so there needs to be some clarification soon.

ACTION

1. Add the item ‘The Future of RTF’ to the March 2012 RTF agenda and Members shall examine how they might collaborate on shared strategic transport issues after the RTF’s transitional phase concludes.
2. The members shared views on how they might take forward responses to the likely issues in the consultation on Local Transport Consortia.

4 Growing Places Fund

4.1 Lee Sambrook said that this is a £500m fund for infrastructure to increase development. The Growing Places Fund high-level Prospectus publication was launched on 7th November. The Prospectus sets out how the fund will operate and invites proposals from LEPs.

4.2 The fund has three objectives:

- To generate economic activity in the short term by addressing immediate infrastructure and site constraints and promote the delivery of jobs and housing;
- To allow LEPs to prioritise the infrastructure they need, empowering them to deliver their economic strategies; and
- To establish sustainable revolving funds so that funding can be reinvested to unlock further development and leverage private investment.

4.3 The fund is to lever private investment, 50/50 population and earnings split un-ring fenced allocated by block grant through S31 grants. The money is recyclable at the local level and can be allocated to local partnerships and groupings of LEPs. LEPs will outline the monitoring and evaluation plans and will need to complete a short questionnaire by 20th December. A decision on the funding will be given in late January and allocated during late February. There are seminars being held on the fund - London on 21st November and Birmingham on 15th November.

4.4 Ann Carruthers asked if there was any information on the relationship of the rolling fund and the scheme cost? Lee Sambrook said that the Government wants schemes in place quickly to see the maximum benefit, but there is no time limit on the spend.

4.5 Mike Salter said that EEDA had previously undertaken work on a proposed Regional Infrastructure Fund which considered some of these mechanisms and it may be worth looking at the report on this on the EEDA website, found at: http://www.eeda.org.uk/files/090710_RIF_Final_Report.pdf

4.6 Lee Sambrook said that the HCA can also give advice on this.

4.7 Paul Mathieson asked if the calculations have already been done for the funds, as the website shows provisional allocations. Lee Sambrook said this is done by the formula allocation 50/50 split – population and earnings – and money goes to one banking Local Authority within the LEP.

ACTION

3. LEPs to complete a short questionnaire and submit by 20th December to bid for the Growing Places Fund.

5 Progress in Developing and Implementing Permits (presentation)

5.1 Tobias Hemmings gave a presentation. The Common Permit Scheme which Southend Borough Council, Bedford Borough Council, Luton Borough Council and Hertfordshire County Council are involved in will start in May 2012 – Hertfordshire are permitting their internal works now.

5.2 The objective of a permit scheme is to create a common procedure to ensure that all
activities in the highway are effectively co-ordinated and managed to ensure that traffic
disruption and inconvenience is minimised. From the discussions other Local Authorities
stated their interest in the scheme.

5.3 Cllr Guy McGregor asked if the scheme only applies to highway authorities and not the
Highways Agency? Andrew Meddle replied that the members of the scheme can decide on
what roads to include in the scheme.

5.4 Peter Grimm asked if being involved in the scheme requires additional staff? Tobias
Hemmings responded that staff costs are covered and fees received can only cover
operational costs so there are no profits made.

5.5 Peter Grimm asked if the permit scheme could be applied to all roads but not charge for all
roads? Tobias Hemmings advised that fees can be adjusted for different roads.

5.6 Peter Grimm said there may be value in other authorities learning from those already in the
scheme. Tobias Hemmings said that if a Local Authority wanted to join the scheme they
can make an application to join. The only cost is for the Local Authority to get the scheme
up and running.

5.7 Paul Mathieson asked if there is evidence of the scheme working – decrease in
congestion, better junctions? Tobias Hemmings said that during the transition period into
the scheme a memorandum of its effectiveness will be provided to the Secretary of State.
The Kent and London permit scheme benefitted from collaboration.

5.8 Cllr Tony Cox said there is the benefit to the public. The scheme provides a mechanism for
public engagement as many have complaints about long cycle times, coned roads etc. but
this scheme allows the public to be forewarned. Is there a central point where the public
can get roadworks information? Tobias Hemmings said he will raise this at the next board
meeting.

5.9 Cllr Stuart Pile said that the scheme still doesn’t prevent or change emergency works.
Hertfordshire are doing trials with mapping for the public where they can get roadworks
information. Tobias Hemmings said the scheme includes conditions on immediate
schemes that apply straight off.

ACTION

4. At the next Common Permit Scheme Programme Board meeting Tobias Hemmings will
raise the issue of informing the public via a central point about roadworks.

6 TEN-T update

6.1 Jonathan Millins said that the European transport routes TENT-T fund is coming to an
end. The future European network will be composed of:

- Corridors (Connecting Europe Facility)
- Core Network (TEN-T)
- Comprehensive Network (TEN-T)

6.2 The Connecting Europe Facility/TEN-T makes available for transport infrastructure
£21.7bn between 2014 and 2020. DfT are concerned that if corridors are not completed
on time they could get fined. DfT and Local Authorities will say that this funding will not
take account of future planning. The funding guidance will also not allow for level
crossings on the routes. The Commission will look at revenue generating schemes.
6.3 Andrew Meddle asked if smaller nodes could join the London Gateway port. Jonathan Millins replied that in 2016 there will be a review. If the thresholds are met then this will get put on the map, also if this falls below the thresholds they get taken off.

6.4 Peter Grimm said that there needs to be a discussion on Felixstowe to Nuneaton. There are a number of level crossings in Suffolk and if these go, villages will be cut off, but Suffolk does want Felixstowe to be part of the network.

6.5 Lee Sambrook said there are ongoing negotiations and an update will be given at the next STSG meeting. Cllr Graham Plant was disappointed with the report and said that villages need to be able to be mobile; it is not good for developed countries like the UK as we have short travel distances. The Commission is being short sighted and have not taken into account different countries.

**ACTION**

5. The paper has been noted;

6. Members are to consider having discussions with DfT to ensure their priorities are recognised on the 'Comprehensive Network'; and

7. Add ‘TEN-T update’ to the next STSG agenda.

### Rail Franchises

7.1 John Macquarrie said that next February the franchise for the Greater East Anglia line will be 2-5 years. There will be a 15 year franchise from July 2014. Abellio won the short franchise and will deliver the same service as presently. The contractor is committed to customer service and shall try to make ticket buying easier from February 2012.

7.2 In May 2013 there will be an OJEU notice for Essex Thameside, currently C2C which is the best performing line presently.

7.3 Thameslink will have a 7 year franchise with new trains and signal timings. There will be a large level of change to the network up to December 2018. There will then be a 15 year franchise in 2020.

7.4 On the Great Eastern mainline there are more problems to solve including, journey times, improvements to junctions, rolling stock needs modifying or replacing. The Network Rail and train operations interlinking is costly and these costs need reducing – procedures need to be changed.

7.5 Cllr Guy McGregor said that Essex, Suffolk and Norfolk were not consulted on the 2 year franchise and that there are the travelling public to consider. John Macquarrie offered to consult and engage with Local Authorities.

7.6 Peter Grimm said that on the NXEA line the December 2011 timetable will include the Olympic timetable. Suffolk are pleased to have an early service from December 2012 to Lowestoft. There have been disruptions for Norfolk through Suffolk caused by cable theft which causes congestion. Passengers just want a reliable service.

7.7 John Macquarrie said Network Rail are tracking cable theft. Train operators and Network Rail need to collaborate better and this should improve performance.

7.8 Jack Eagle asked if there was any update on the East Coast Mainline. John Macquarrie said an OJEU notice went out early March 2011 for a 15 year franchise on the same terms.
Andrew Meddle said that C2C are a success and they would like to increase capacity and speed. It would be good to push them. John Macquarrie said it is recognised that operators need to improve upon the C2C franchise.

Paul Mathieson referred back to the report on item 3 and comment 3.4 which stated that the franchise must include Local Authority consultation. Southend has a good relationship with C2C and there is a worry this will change with a new franchise. Local Authorities need to be informed about franchises, it is felt that there has been little consultation with Local Authorities on the franchises.

Jeremy Smith said Cambridge have engaged well with John Macquarrie and his team regarding the franchises.

John Macquarrie said they are happy to engage with people and will take on board comments/consultation.

Cllr Tony Cox said he is nervous that the C2C line will be driven by cost and this could impact on economic growth in Southend and the labour market for London. There is also a fear that old rolling stock is brought back into use. There needs to be some assurance (as determined by cost) that service will not decrease. There is a concern if C2C do not get the franchise. John Macquarrie assured it is not the intention to go backwards.

**ACTION**

8. Local Authorities to liaise with DfT regarding rail franchises if they wish to.

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8 Evalu8/Plugged in Places update

Mike Salter gave a presentation. He summarised the EValu8 offer for supporting the installation of electric charging posts:

- Grant of 50% against total costs of post purchase and installation (max of £3500).
- All Local Authorities and SMEs will save an additional 25% (ie: a grant of up to 75% is now available to Local Authorities)
- Free electricity for two years
- 50% discount on home charging units – can be promoted to staff
- Grant support for Eco Home builds
- Help with installation processes

Ann Carruthers said that there are only 11 electric cars in Norfolk – we need to know that the numbers of electric vehicles (EVs) will increase. Mike Salter said DfT projections show that by 2020 around 10% of car sales are forecast to be EV’s. Russell Fenner said that at the moment only a couple of manufactures are offering EVs on the market but next year most manufacturers will be bringing these out.

Paul Mathieson said that those LA’s that have got the Local Sustainable Transport Funding need to market EVs. However, the manufacturers need to advertise and promote EVs otherwise we shall have posts but they wont be used. Southend has spoken to lease companies who said they would not buy EVs as there is no resale value. Mike Salter added that there had been a lot of interest for delivery vehicles.

Russell Fenner said that the Energy Saving Trust partnership is producing materials for promotion. There have been talks of an EV trail – EVs will be used in a treasure hunt.

Mike Salter said that Peterborough’s LSTF includes showcasing EVs.

Glenn Barcham said that we need to be able to monitor EV use. How long will this project
8.7 Peter Grimm said what about partner marketing? What about the safety issues of posts especially with vandalism? Cllr Tony Cox asked who deals with the issues of vandalism, maintenance costs or power cuts? Mike Salter confirmed that EValu8 can provide maintenance and warranty arrangements for post hosts; safety shall be done to Local Authority certified levels.

8.8 Cllr Penny Channer said Essex have installed 2 posts at the park & ride. Supermarkets should look to include electric posts especially as they have the infrastructure.

8.9 What do Local Authorities think of the 75% offer? Jeremy Smith said that Cambridgeshire are more likely to include in EVs in the second round of the LSTF. Cllr Penny Channer said that the 75% offer is good but there are also on-going costs. Peter Grimm said that the 75% grant was good but there still are issues.

**ACTION**

9. The contents of the presentation and report were noted. Local Authorities can now receive an improved grant of 75% against the cost of electric vehicle post acquisition and installation.

10. Members are asked to act as advocates for the EValu8 programme both within their organisations, and in their dealings with other partners including businesses and Local Enterprise Partnerships, so that a comprehensive EV charging network is established across the East of England.

9 Reports for Information:

**a) Budget Statement**

9.1 The budget statement was approved.

**b) Eastern Highway Alliance**

9.2 The programme for procurement of the contractors currently remains on target to commence in April 2012, as previously reported to the RTF. The Tender and Contract documents are currently being finalised.

**c) Current M25 Works**

9.3 Junctions 16 to 23 - The section between Junctions 16 and 21a is now complete and the remaining section will be completed ahead of the Olympics in 2012.

9.4 Junctions 27 to 30 - The section between Junctions 27 and 29 is now complete and the remaining section will be completed ahead of the Olympics in 2012.

9.5 Junctions 23 to 27 - Work is planned to start in August 2013. An earlier start, in October 2012, may be possible should the project not need to be considered by the Infrastructure Planning Commission.

9.6 Junction 30 - The start of construction is expected to begin after 2015.

**d) East of England Final Schemes**

9.7 Cllr Penny Channer said that on question time the solution for the Dartford Crossing was to increase capacity. David freestone said that a consultation on the junction 30 scheme
had been promised in autumn but this has been delayed, when will it be? Lee Sambrook said that an announcement on the raising of tolls on the Dartford Crossing is expected shortly. Parliament will invite tenders for technical work soon. Alan Kirkdale to find out the programme of works for junction 30.

9.8 Paul Mathieson said the South East LEP is writing to the Secretary of State regarding the 2015 schemes.

9.9 Peter Grimm gave an update on the Ipswich Fit for 21st Century scheme. Detailed design work on the scheme is proceeding and it is anticipated that tender documents will be issued at the end of December 2011. It is expected that a request to DfT for Full Approval will be submitted in February 2012. Start of works is anticipated in May 2012.

**ACTION**

11. Alan Kirkdale to find out the programme of works for Junction 30 of the M25.

**10 A.O.B**

10.1 Fiona McDiarmid said she will give a presentation on passenger transport at the next RTF meeting, to include concessionary fares issues etc.

10.2 Andrew Meddle said it would be interesting to have a paper on aviation.

**ACTION**

12. Fiona McDiarmid will do a presentation on passenger transport issues at the next RTF meeting.

13. An item on aviation will be added to the next RTF meeting.