

TRANSPORT EAST FORUM

**To be held on 14 September 2018 at 10:00 – 13:00
at West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU
(Conference Room West)**

AGENDA

	Refreshments	9.45
1.	Welcome, Apologies and Introductions Cllr Kevin Bentley, Chairman of Transport East	10:00
2.	Notes of the Last Meeting Cllr Kevin Bentley, Chairman of Transport East	10.05
3.	Lower Thames Crossing Project (Presentation) Phil Stanier, Lower Thames Crossing: Government and Industry Manager, Highways England	10.10
4.	Development of the Transport Strategy Alastair Southgate, Head of Future Transport Strategy: Infrastructure and Environment, Essex County Council & David Cumming, Interim Team Leader Transport Infrastructure Development, Norfolk County Council	10.40
5.	Funding Contributions Andrew Cook, Director: Highways and Transportation, Essex County Council	11.20
6.	Major Road Network Graham Mateer, Transport Policy and Development Manager, Suffolk County Council	11.40
7.	Communications and Engagement Hannah Shah, Senior Manager, East of England LGA	12.00
8.	AOB	12.20
	Meeting Close and lunch	12.30

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Transport East Forum

Date: 14 September 2018
Item: 2
Subject: Notes and matters arising from the last Transport East Forum
Author: Hannah Shah, East of England LGA

Purpose

The paper sets out the matters arising from Transport East Forum meeting on 4 June 2018.

Recommendation

It is recommended that members note the report for information and comment

1. Introduction

1.1 The notes of the last meeting of the Transport East Forum which took place on 4 June 2018 is included as **Appendix A**.

1.2 RECOMMENDATION: Members are asked to review the notes for accuracy.

2. Summary

2.1 A summary of the matters arising is included below with recommendations included:

ACTION 3.6	The Transport East priority themes were approved with the caveat that officers to reword the second priority without the term 'polycentric'. This will be picked up under Item 4.
ACTION 4.2	Highways England to be invited to the next meeting to present on the Lower Thames Gate crossing. Phil Stanier, Lower Thames Crossing Government and Industry Manager will present at the Transport East Forum meeting on 14 September 2018 under Item 3.
ACTION 4.3a	Transport East Officers to discuss possible shortlist that will include A140 Long Stratton Bypass that DfT is already discussing with Norfolk CC. Transport East members to be asked to endorse this short list for submission to DfT by 24 th June. A letter was agreed by the Forum and submitted to DfT. This is included as Appendix A to Item 6.
ACTION 4.3b	Transport East officers were asked to develop an "MRN Evidence base" of relevant schemes to be brought back to next meeting of the Forum in September for discussion. It was agreed that officers would also develop a proposed mechanism for prioritisation. This will be covered under Item 6.
ACTION 4.4	A draft response of the rail Industry consultation on fares and ticketing to be brought to the next meeting. An update will be provided at the meeting.
ACTION 5.1	Members discussed the contribution rate for Transport East. Officers in developing the work programme over the summer should identify the required budget, which would form the basis for an initial contribution rate. This will be covered under Item 5.

ACTION 5.2	<p>District representatives to discuss the proposed contribution approach (of paying a combined sum amounting to the same rate as a county) locally and let the secretariat know if this approach is agreeable.</p> <p>This will be covered under Item 5.</p>
ACTION 6.1	<p>Host Transport East papers on the East of England LGA website.</p> <p>A webpage has been established on the East of England LGA website: http://www.eelga.gov.uk/meetings/transport-east-forum/; and,</p> <p>Establish a small “virtual” officer communications group for Transport East to develop a communications and engagement plan and take forward the development a transport summit involving all wider partners to be arranged for later in the year.</p> <p>A virtual officer communications group has been established.</p> <p>An update will be provided under Item 7.</p>
ACTION 7.1	<p>Secretariat to send invitation to Midlands Connect and England’s Economic Heartland on behalf of the Transport East Chairman.</p> <p>An invitation has been sent to Sir John Peace, Chairman of Midlands Connect. Mayor Dave Hodgson, Chairman of England’s Economic Heartland already attends the Transport East Forum.</p>
ACTION 7.2	<p>Transport East officers to establish a link with the new “Rail Supervisory Board” for Anglia.</p> <p>Officers are currently exploring this opportunity.</p>

Transport East Forum

DRAFT Notes of the Meeting on 4 June 2018, 13.30 – 16:00
at West Suffolk House, Bury St Edmunds

Attendance

CLlr Kevin Bentley	Essex County Council
CLlr Derrick Ashley	Hertfordshire County Council
Dominic Keen	New Anglia LEP
CLlr Martin Wilby	Norfolk County Council
CLlr Graham Bull	Representative of Cambridgeshire District Councils
CLlr Graham Butland, Braintree DC	Representative of Essex Districts Councils
CLlr Linda Haysey	Representative of Hertfordshire District Councils
CLlr Graham Plant, Great Yarmouth BC	Representative of Norfolk District Councils
CLlr Geoff Holdcroft,	Representative of Suffolk District Councils
CLlr Mary Evans	Suffolk County Council
Mayor Dave Hodgson	Bedford Borough Council

Officers in attendance

Jeremy Smith	Cambridgeshire County Council
Nicola Beach	Suffolk County Council
Alastair Southgate	Essex County Council
Andrew Cook	Essex County Council
Mark Lucas	London Stansted Corridor Consortium
Ellen Goodwin	New Anglia LEP
David Cumming	Norfolk County Council
Neil Hoskins	Southend-on-Sea Borough Council
Graeme Mateer	Suffolk County Council
Karen Chapman	Suffolk Growth Programme Board
Andy Tatt	Peterborough City Council
Peter Grimm	Suffolk County Council
Cecilia Tredget	East of England LGA
Hannah Shah	East of England LGA
Navtej Tung	Thurrock Council

Apologies

CLlr Andrew Moring	Southend on-Sea Borough Council
CLlr John Lamb	Southend on-Sea Borough Council
CLlr Peter Hiller	Peterborough City Council
Keith McWilliams	Cambridgeshire and Peterborough Combined Authority
Jon Shortland	Bedford Borough Council
Martin Tugwell	England's Economic Heartland

1. Welcome, apologies and introductions

- 1.1. Cllr Kevin Bentley welcomed members to the meeting and apologies were noted.
- 1.2. Following a change in membership from Suffolk County Council, Cllr Kevin Bentley invited nominations for the Deputy Chair of Transport East. Cllr Martin Wilby was nominated and the members approved the nomination.
- 1.3. Cllr Martin Wilby, Norfolk County Council was appointed as Deputy Chairman of Transport East.

2. Notes of the last meeting

- 2.1. Cllr Kevin Bentley went through the actions of the last meeting as follows:
 - Action 2.5. *LSCC to be invited to future meetings of the Transport East Forum*. It was noted that this was complete.
 - Action 2.7. *It was agreed that the Cllr Jane Storey would respond to the request from Sizewell Parishes Group*. It was noted that this action was complete and that a copy of the response stating that local arrangements for engaging with parishes would be put in place would be sent to secretariat.
 - Action 2.8. *Members agreed that where possible wider engagement in Transport East should be through groups/associations but that a process for engaging individual organisations needed to be developed*. Cllr Bentley noted that the proposal for a Transport Summit would be covered under Item 5.
 - 2.9. *[Regarding Wider Partnership Panel] The Transport East Senior Officer Group was tasked with developing a more refined list of membership for the wider partnership panel to be considered at the next meeting of the Transport East Forum*. Cllr Bentley noted that this has been developed by the Officer group and is included in the papers for Item 5.
 - 3.4. *The Transport East Senior Officer Group was tasked with developing a mechanism for how schemes are prioritised and brought onto the work programme, particularly sub-regional projects*. Cllr Bentley noted that this would be picked up under Item 3.
 - 4.4. *[Regarding Major Roads Network] Officers attending the meeting with DfT to feedback outcomes to the wider Transport East Senior Officer Group*. Alistair Southgate updated the meeting that an update had been provided to the officer group and a Transport East response had been submitted to DfT.
 - 4.7. *Officers to draft a letter on behalf of Transport East to MPs in the region and seek approval from the members of the Forum prior to issue*. Cllr Bentley stated that this action was complete and that a letter had gone out to all MPs. He noted that a letter had also been sent to the Secretary of State for Transport and a response received. A copy of these letters is included in the papers for Item 5.
 - 4.9. *Officers to consider proposals for financial contributions and bring recommendations to the next meeting*. Cllr Bentley stated that this would be discussed under item 4. He noted the need to discuss the position of 'observer' status in these discussions.
 - 5.3 *Officers to ensure that there is a forward schedule of meetings for the Transport East Forum and Transport East Senior Officer Group*. Cllr Bentley stated that this was complete and that members and officers will have received future dates for 2018/19. It was agreed that West Suffolk House was a good location for future meetings.
- 2.2. The notes of the previous meeting were approved as accurate.

3. Development of a Transport Strategy

- 3.1. A presentation was jointly delivered by Alastair Southgate, Essex County Council, Peter Grimm, Suffolk County Council and David Cumming, Norfolk County Council.

- 3.2. Alastair Southgate outlined the need to identify clear Transport Strategy aims. He stated that three broad themes have been identified by the officer group. These include:
- Ports and Airports – Improved connectivity to our ports and airports to support the UK economy and enable exports.
 - Polycentric growth and connectivity with London – supporting the growth of our medium sized towns and cities, enabling the east to function as a coherent economy to improve productivity.
 - Coastal communities – reinventing our coast for the 21st Century.
- 3.3. The following points were highlighted in the presentation:
- The importance of the key ports and airports in the region to the national economy and the need to better understand the markets they serve, and future requirements. This included an action for the officer group to review the DfT Port Connectivity Study.
 - The need to develop the medium sized towns in the region to support growing communities, a more interdependent economy and the development of a two way relationship with London. It was noted that an action for the officer group would be to review key growth locations including links to economic plans and industrial strategy, the growth plans in each location and their economic hinterlands.
 - The importance of coastal communities to the region and the economic opportunities from offshore wind farms, nuclear power stations and gas from the UK continental shelf.
 - The importance of understanding the connectivity requirements to support growth and the development of key transport corridors.
- 3.4. Alastair Southgate noted the need to develop the Transport East ‘story’ and the priority themes as the first step towards developing the Transport East Strategy. He proposed that the next steps for the officer group would be to:
- Further develop the evidence base underpinning the three themes.
 - Review currently proposed plans and interventions linked to the three proposed themes;
 - Identify any gaps; and,
 - Develop a programme timeline linked to development and growth.
- 3.5. Cllr Kevin Bentley invited comments from the Forum which included:
- The need for the strategy to take into account activity in neighbouring authorities and to create a ‘soft border’ between respective STB strategies.
 - The focus should not just be on urban conurbations but should be developed to be inclusive of garden communities, and new settlements.
 - The importance of both local and global connectivity.
 - The term ‘polycentric’ does not adequately describe the priority to building a connected, mixed economy in the East to join towns and cities, as well as London.
 - Connectivity to London needs to be more focused on enabling local economic growth, rather than just commuters.
 - The priority on coastal communities needs to be more focussed on the opportunities, rather than challenges.
 - The importance of ports conveying passengers as well as goods. Similarly with airports freight needs to be considered, for example Stansted is an important air freight hub.
 - material, soil and construction material – need to think about how we move all of these goods sustainably.
 - The importance of a future looking strategy with a focus on technological forward thinking.
 - The continued importance of East/West connections.
 - The need to strengthen the rail story within the themes.

- 3.6. **ACTION:** The priority themes were approved with the caveat that officers to reword the second priority without the term 'polycentric'.
- 3.7. In addition to the points raised above, Mayor Dave Hodgson noted that Transport East should be mindful of its size as compared to other STBs, such as Transport for the North. He noted the importance of permeability between the England's Economic Heartland and Transport East to ensure that the region is able to compete with other areas and ensure a fair share of future funding.
- 3.8. Members requested that papers be sent out in advance to ensure that they are able to effectively engage with other partners prior to the meeting.

4. Work Programme

- 4.1. Alastair Southgate noted that the emerging work programme would be linked to the development of the strategy and to take forward the work proposed under the previous item.
- 4.2. Alastair noted that Highways England had expressed an interest in attending the next meeting to present on the Lower Thames Gate crossing. This was agreed. **ACTION:** Highways England to be invited to the next meeting to present on the Lower Thames Gate crossing.
- 4.3. Alastair updated members of the meeting between DfT and the Transport East officers on the emerging Major Road Network. Officers noted that:
 - DfT will announce "near final" MRN in July.
 - The MRN funding process and funds available will be announced in November / December 2018. Alastair noted that this is likely to be light touch process based upon existing information.
 - Funding will be aimed at £20-100m schemes but with some flexibility at the lower end.
 - Autumn 2018 announcement to include initial schemes (5 or 6 nationally) to start construction in 2020/21. Expressions of Interest are required by 24th June.
 - It was noted that the announcement will also include how STBs should develop an evidence base and future programme for MRN, and that whilst the June submission was related to "shovel ready" projects, there was a need to establish a mechanism to identify the longer term priorities for the 5 year period.

ACTION: Transport East Officers to discuss possible shortlist for submission by 24th June that will include A140 Long Stratton Bypass that DfT is already discussing with Norfolk CC. Transport East members to be asked to endorse this short list for submission to DfT prior to the deadline.

ACTION: Transport East officers were asked to develop an "MRN Evidence base" of relevant schemes to be brought back to next meeting of the Forum in September for discussion. It was agreed that officers would also develop a proposed mechanism for prioritisation.

- 4.4. It was highlighted that a rail Industry consultation on fares and ticketing had been launched. It was agreed that Transport East provide a joint response to the consultation. **ACTION:** A summary of the consultation to be circulated to members and a draft response brought to the next meeting.

5. Transport East Contributions

- 5.1. Members discussed the contribution rate for Transport East. **ACTION:** It was agreed that officers in developing the work programme over the summer would identify the required budget, which would form the basis for an initial contribution rate.
- 5.2. In addition to the above, members agreed the following principles for contributions:
 - Members and Observers should all contribute towards Transport East.

- Each “County” member to contribute the same sum.
- “Unitary” member contributions should be lower to reflect their population
- “District” members to contribute a combined sum amounting to that of a county contribution.
ACTION: District representatives to discuss this approach locally and let the secretariat know if this approach is agreeable.
- Observers to provide a contribution to support the secretariat of the meetings.

6. Communications

6.1. Cllr Kevin Bentley introduced the paper. All actions were agreed including to:

- Host Transport East papers on the East of England LGA website
- Establish a small “virtual” communications team for Transport East to develop a communications and engagement plan.
- Develop a transport summit involving all wider partners to be arranged for later in the year.

7. Any other business

- 7.1. Cllr Martin Wilby noted the importance of seeking mutually collaborative relationships with England’s Economic Heartland and Midlands Connect, with reciprocal “observer” status. It was noted that Martin Tugwell was invited to attend both the Forum and officer group. It was noted that it would be useful to get updates from both STBs at future meetings, and that an open invitation should be extended to Midlands Connect to attend Forum meetings. **ACTION:** Secretariat to send invitation to Midlands Connect and England’s Economic Heartland on behalf of the Transport East Chairman.
- 7.2. Mark Lucas highlighted that Network Rail has established a new “Rail Supervisory Board” for Anglia. The Network brings together Network Rail, Train Operating Companies (TOCs) and Freight Operating Companies (FOCs) across the Anglia Route area to ensure long-term industry collaboration. **ACTION:** Transport East officers to establish a link with the new Board.
- 7.3. Cllr Derrick Ashley raised the need to Transport East to engage with the GLA on the London Plan, which has radial routes as a key priority. It was noted that the STBs have all been invited to engage with the Wider South East programme, which is a partnership covering London, South East and East of England to support early engagement with the London Plan.

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Transport East Forum

Date: 14 September 2018
Item: 4
Subject: Development of the Transport Strategy
Report by: David Cumming, Interim Team Leader Transport, Norfolk County Council

Purpose

This paper sets out a proposed scope for a transport strategy for Transport East, as agreed at the June 2018 meeting, a work programme for its development, and governance arrangements, which the forum is asked to agree.

Recommendation

It is recommended that members agree the proposed:

- Scope of a transport strategy for Transport East
 - Work programme for the development of the transport strategy
 - Governance arrangements for development of the strategy.
-

1. Background and Introduction

- 1.1 The presentation to the Transport East Transport Forum on 28 June 2018 set out that Transport East should develop and promote a high level transport strategy including clear outcomes linked to the delivery of economic growth and priorities for investment. The presentation set out a focus on three strategic aims:
- Ports and Airports. Improved connectivity to our ports and airports to support the UK economy and enable exports
 - Multi-centred growth. Supporting the growth of our medium sized towns and cities, enabling the east to function as a coherent economy to improve productivity
 - Coastal communities. Reinventing our coast for the 21st century.
- 1.2 Forum participants agreed the three strategic aims and were keen that the transport strategy be developed quickly, and that it builds on existing work including evidence bases, strategies and plans.

2. Work in other areas

- 2.1 Other emerging Sub-national Transport Bodies are undertaking similar work. Officers will further understand, and learn from, experiences of others in taking forward the work on a transport strategy for Transport East. The following is a summary of the work on transport strategies for three of the most-advanced Sub-national Transport Bodies (STBs):
- **Transport for the North:** In 2015, following work on developing a long term vision for rail, transport for the north set out with government their intention to develop a transport strategy. Evidence has been collected and a series of studies undertaken since 2015, including an independent economic review. Consultation on the draft transport strategy was held at the beginning of 2018. The work has been partly funded by government. In 2015, government announced £30m over three years to support TfN's running costs and to enable the organisation to advance its work programme.
 - **England's Economic Heartland:** Work began on the evidence base for the transport strategy in 2017. The STB plans to consult on a draft of the strategy during late 2018 and publish the final strategy in 2019/20. Evidence gathering took place during late 2017 and early 2018,

resulting in a databank, ProjectView. A policy modelling tool is being developed to enable the political leadership to consider the longer-term implications of planning for growth. In May 2018 government announced £2million for England's Economic Heartland and Transport for the South East to develop transport strategies. A letter sent to England's Economic Heartland to agree a collaborative approach to development to better understand each other's growth aspirations is included as **Appendix A**.

- **Midlands Connect:** Midlands Connect undertook a Baseline report in 2014, followed by an Economic Impacts Study the following year. Strategy development commenced in autumn 2016, with the strategy launched in spring 2017. The July 2015 budget included £5 million for Midlands Connect to help develop its vision and strategy. On publication of the strategy government announced an additional £4 million to support the operation of the Midlands Engine Partnership over the next two years.

3. Proposed Scope of a transport strategy for Transport East

3.1 The following is proposed:

The primary objective of the work is to develop a transport strategy covering the counties of Norfolk, Suffolk and Essex including Thurrock and Southend. The transport strategy should look to 2050 with a clear focus on how transport can support the three strategic aims listed above (Background and Introduction). The transport strategy will not devise economic, growth or regeneration plans, or devise economic, societal, technological, environmental, political or legal futures, but will solely consider how transport networks and services should be strategically planned over a three county area to support the desired outcomes set out in existing plans, policies and programmes.

3.2 The strategy will be supported by an Implementation Plan including short (to mid-2020s), medium (to mid-2030s) and long-term (to 2050) horizons.

3.3 It is not anticipated that the transport strategy will be based on a quantitative analysis but instead will provide a strategy for how transport investment can support agreed goals based on a qualitative analysis of the available evidence.

4. Programme

4.1 A proposed timeline is shown as **Appendix B**. The programme has been devised taking into account two key principles:

- i. Completing the strategy promptly whilst ensuring that this does not compromise on quality;
- ii. Making sure that – where possible – work is completed to ensure that Transport East is equipped to respond to milestone events to influence, amongst other things, national spending programmes.

4.2 Known milestones are shown on the project timeline and include:

- Autumn statements and spring budgets
- Submission of SOBC for 'early wins' on Major Road Network and government announcements expected on the MRN
- Trunk road and rail spending programmes.

5. Methodology

5.1 It is suggested that the transport strategy comprises the following key stages:

- Evidence base
- Transport strategy
- Implementation plan.

Compile and Understand the Evidence Base

5.2 The purpose of the evidence base is to understand how transport needs to be planned and delivered to support the three main areas of focus. The evidence base will consider: existing plans and

strategies; likely changes to – and opportunities arising from – social, technological, economic, environmental, and political and legal factors; and future transport trends.

- 5.3 The following sets out a proposal for how the work might be tackled, drawing on existing, available evidence bases rather than commissioning new work. Transport East should be aware of the invitation from the Economic Heartland to explore whether we could work with them to use the tools they have developed including the Data Hub/Policy scenario model (see above) to develop a common baseline.
- 5.4 For *existing plans and strategies* this workstream will examine existing evidence bases including:
- Local development plans
 - Local transport strategies (eg local authorities' Local Transport Plans)
 - Regional plans (eg New Anglia Local Enterprise Partnership's *Norfolk and Suffolk Economic Strategy*, and *Integrated Transport Strategy for Norfolk and Suffolk*, the *Joint Strategic Plan for South Essex* and *Statement of Common Ground* prepared by South Essex Councils, plans and strategies from emerging Sub National transport Bodies, in particular England's Economic Heartland)
 - National plans (eg the Industrial Strategy)
 - Plans for ports, airports; masterplans for settlements; coast; etc...
- 5.5 For *likely changes to – and opportunities arising from – social, technological, economic, environmental, and political and legal factors* this workstream will examine existing evidence bases including:
- Existing evidence bases including the work undertaken for the New Anglia LEP's economic and transport strategies
 - Published academic papers
 - An understanding of the opportunities arising from coastal communities, growth in the centres and improving connectivity to ports and airports, to be taken from local authorities' work.
- 5.6 For *future transport trends* this workstream will examine existing evidence bases including:
- Readily available transport data including travel to work census data, general movement and flow data across all modes, pinch point and constraint information, network improvements (committed and aspirational) across all modes
 - Existing evidence bases including the work undertaken for the New Anglia LEP's economic and transport strategies, local authorities' work on future transport plans, and published academic papers on how transport might evolve in the future. This will provide a focus on addressing future trends around, for example, the digital agenda and future mobility.
- 5.7 Following a review of the existing evidence the Transport East Senior Officer Group (TESOG) will consider at their meeting on 11 October whether there are any gaps for which additional technical work is required. This will need commissioning and completing over winter 2018/19 in order that the evidence base can be reported to the Transport Forum meeting in December. The Transport Forum meeting on 17 December will be asked to identify their priorities – informed by the review of the evidence – for the transport strategy.
- 5.8 **OUTPUT: Report summarising the evidence including a narrative interpretation of the evidence to show general understanding of the:**
- **Summary of population and economic trends across the region and in particular the performance of the region, and its immediate and future challenges, across the three main areas of focus: ports and airports; polycentric growth; and coastal communities**
 - **Likely changes to social, technological, economic, environmental, and political and legal factors**
 - **Performance of the transportation network and its immediate and future challenges**

Draft the Transport strategy

- 5.9 The purpose of the transport strategy is:

- To provide a clear proposition for transport for Transport East looking to 2050
- To clearly articulate:
 - The current performance of the transport system in supporting the three themes of (i) Ports and airports, (ii) Polycentric growth and (iii) Coastal communities
 - The context for investment into transport to demonstrate the strategic improvements required and the ways in which Transport East will seek to deliver these.

5.10 The draft transport strategy will be reported to the March 2019 meeting of the Transport East Forum to agree and approve.

5.11 **OUTPUT: A document setting out the transport strategy, probably no more than 12 pages.**

Implementation plan

5.12 The purpose of the Implementation Plan is to set out the priority strategic transport projects across the region and how they will be taken forward to implementation. It should include, for each measure identified, at least:

- Name of scheme / initiative
- Short description of what it is
- Short description of why it is important
- Estimated cost
- Estimated delivery date
- Short description of what needs to be done to get it to a point of delivery
- Where funding is expected to be secured from
- Scheme promoter.

5.13 **OUTPUT: The Implementation Plan should comprise a short narrative setting the context for the measures (what they are; why they're important; etc.). This should include some detail about the expected phasing of the projects. For each scheme there should be a table setting out the detail described above.**

6. Governance

6.1 The Transport East Transport Forum will act as the Steering Group for the transport strategy, being responsible for, amongst other things, agreeing:

- Aims and objectives of the project
- Programme
- Final strategy and implementation plan.

6.2 The Transport East Senior Officer Group will act as the project sponsor, being accountable for, amongst other things, ensuring that the project proceeds to meet the timetable and objectives, securing budget etc. It is suggested that a Transport Strategy Working Group, comprising the transport authorities and representative(s) from the LEP(s), is formed to manage and undertake the work.

Essex County Council
Leader of the Council
PO Box 11, County Hall
Chelmsford
Essex CM1 1LX



Cllr Martin Tett
Chairman England's Economic Heartland
Buckinghamshire County Council
County Hall
Walton Street
Aylesbury
HP20 1UA

Date: 26 July 2018

Dear Martin

Thank you for your recent letter outlining the role of the England's Economic Heartland Strategic Alliance sent to me and the Leaders of Norfolk and Suffolk County Councils.

Matthew, Andrew and I have discussed and we believe that clearly Transport East and England's Economic Heartland will both benefit from working collaboratively to better understand each other's growth aspirations, the strategic transport infrastructure investment necessary to support our respective growth, and to identify areas where closer working could bring mutual benefit. For example; the economy of England's Economic Heartland benefits from access to the ports and airports located in the East of England, and Essex and Hertfordshire are working closely with Harlow and East Herts to deliver the new Garden Community at Gilston.

It is perhaps appropriate that we bring you up to date with our own progress towards the establishment of a Sub-national Transport Board for the East of England.

Following our successful Transport Summit held in December 2017, attended by a wide range of local authorities, business leaders and transport providers, Transport East was formed in March 2018 as a Forum for collaboration on strategic transport matters for the East of England.

In April 2018 Chris Grayling, the Secretary of State for Transport, wrote to Transport East welcoming the establishment of a vehicle for the delivery of a collective vision for transport in the East of England and encouraged the Forum to work with the Department for Transport (DfT) to further develop our vision.

Transport East is now pressing ahead with the development of its transport strategy for the East of England, building upon established growth strategies and corridor specific evidence based campaigns such as the GEML and WAML Taskforces, No More A14 Delays, and The A47 Alliance. Transport East has identified three key themes that together define our unique transport geography;

- Improving access to our key ports and airports to support the UK economy and enable exports.
- Supporting the significant growth of our towns and cities and enabling the East to function as a coherent economy to improve productivity.
- Reinventing our coast for the 21st Century

In addition to the development of our strategy, Transport East is collaborating with DfT on the identification of a programme of investment needed in the newly defined Major Road Network (MRN) and building upon our already good relationships with Highways England and Network Rail to develop their future investment programmes.

We believe that collaboration between Transport East and England's Economic Heartland would benefit from reciprocal arrangements for observer status and on behalf of Transport East we welcome your invitation to attend your meeting on the 27th July and will advise shortly who will attend. Further, to build on collaboration already under way we feel that EELGA should also have observer status and Cllr Finch would be delighted to attend in his capacity as Chairman.

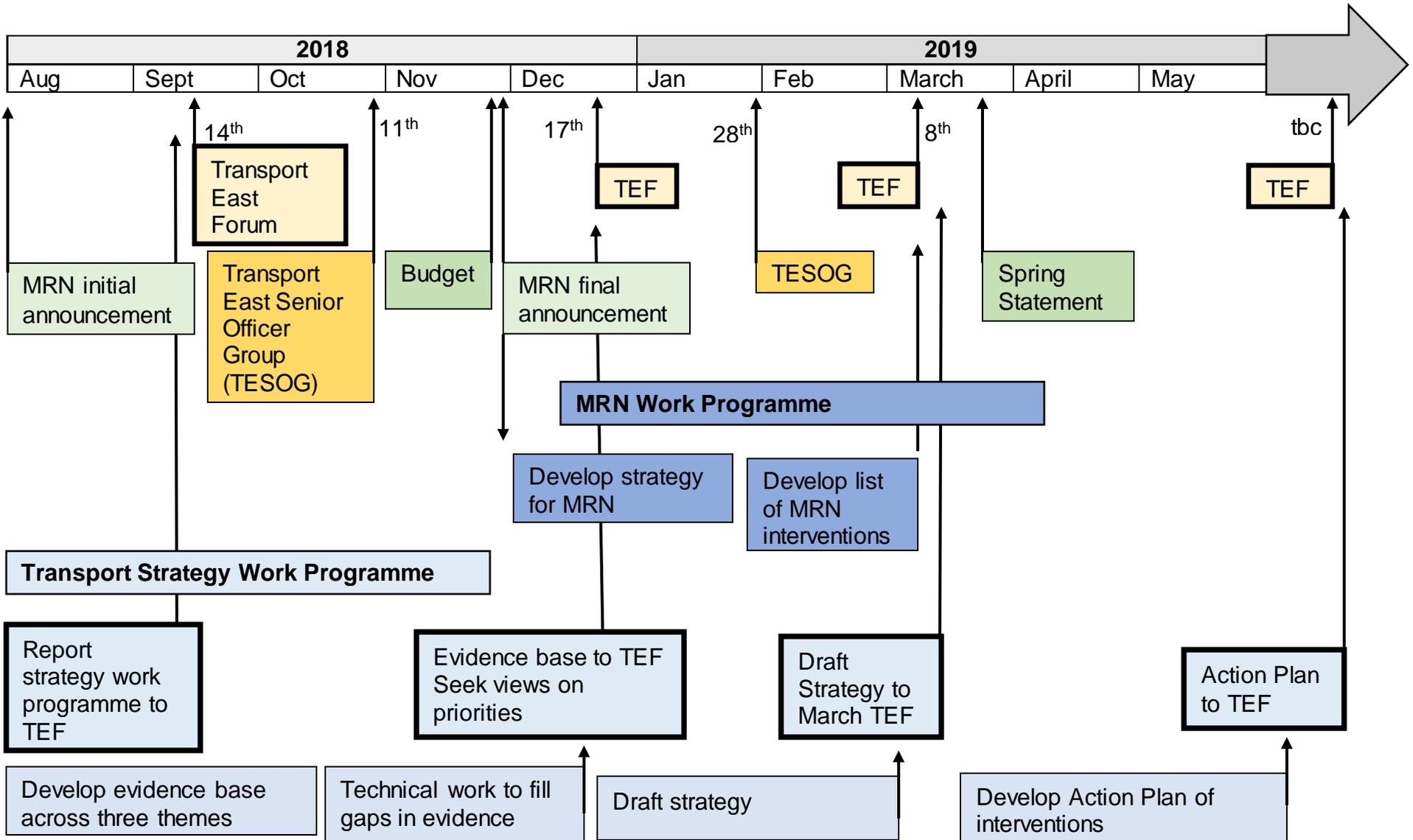
Yours sincerely

Councillor David Finch
Leader of Essex County
Council

Councillor Matthew Hicks
Leader of Suffolk County
Council

Councillor Andrew Proctor
Leader of Norfolk County
Council

Transport East Strategy Development Timeline



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Transport East Forum

Date: 14 September 2018
Item: 5
Subject: Transport East Funding Contributions
Report by: Hannah Shah, Senior Manager, East of England LGA

Purpose

This paper sets out a proposal for the level of funding contributions required to support the development of Transport East over 2018/19.

Recommendation

It is proposed that the following recommendation be considered:

- Constituent members of the Transport East Forum are asked to discuss and agree the tiered approach to funding contributions for 2018/19.
 - Local authority observers on the Transport East Forum as asked to consider the recommendation for a small annual contribution of £500 towards secretariat costs.
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1. Introduction

- 1.1 Transport East will require a budget to support operational costs, including secretariat, strategy development and communications activity.
- 1.2 This paper sets out a proposal for the level of funding contributions from constituent members to support this activity over 2018/19.

2. Budget for Transport East

- 2.1 Given the early stage of Transport East it is difficult to calculate a full operational budget. Some likely costs for the operation of Transport East for 2017/18 have been estimated including, strategy development and communications activity. These are set out in **Appendix A**. These figures give a high level indication of likely spend, but will be firmed up as the Transport work programme develops.

Staff Resources

- 2.2 At present an assumption has been made that, at this early stage of development, staff resources to develop the work programme for Transport East will be provided in kind through the Transport East Senior Officer Group.
- 2.3 It is also not proposed to develop a large secretariat function, but instead to continue to utilise the resources of the East of England LGA to carry out this function with small financial contribution to the organisation.
- 2.4 Other STBs have developed a dedicated staff resource; both England's Economic Heartland and Transport for the South East have a dedicated Project Management Office providing organisational and administrative support.
- 2.5 The future staffing need of Transport East should be kept under review as the work programme develops.

Operating/Delivery costs

2.6 The other costs outlined in the budget include:

- Secretariat – the estimated costs for meetings, including secretariat contribution, room bookings and refreshments
- Communications – to support the delivery of a communications strategy, including the establishment of events (including the annual Transport Summit), website development etc.
- Transport Strategy – the estimated costs for the development of the Transport Strategy will be developed in more details following the completion of the evidence review. The costs will include the development of a joint evidence base.

3. Funding Contribution Model

3.1 At the Transport East Forum on 6 June 2018, members agreed that the model for funding contributions should be based on the following principles:

- Both member and observer organisations should financially contribute towards Transport East, but with observers only contributing a small sum towards the secretariat and meeting costs.
- Each “County” Member to contribute the same sum.
- Each “Unitary” Member to contribute the same sum, but that that contribution rate should be lower than the “County” rate to reflect their smaller population.
- Each group of district councils by county area to contribute a combined sum amounting to that of a “County” contribution.

4. Proposed Contributions

4.1 The budget proposal includes an annual contribution from the constituent members of Transport East for 2018/19 including transport authorities and district councils.

4.2 The proposed tiered rate of contribution for 2017/18 is:

Type	Current Members	Proposed Annual Contribution
County Councils	Essex County Council Norfolk County Council Suffolk County Council	£15,000 each
District Councils	Districts councils in Essex, Norfolk and Suffolk	Authorities within each relevant county area will jointly contribute £15,000
Unitary Authorities	Southend-on-sea Borough Council	£10,000 each

4.3 It is not proposed at this point to seek formal contributions from the LEPs, however there will be discussions with the LEPs as to how Transport East might access in-kind and financial support for discrete work packages, such as events and specific studies to support the delivery of the Transport Strategy. The same relationship could be explored with Highways England and Network rail.

4.4 **RECOMMENDATION: Members of the Forum are asked to discuss and agreed the annual contribution rate for constituent members of Transport East.**

4.5 The Forum at its last meeting also recommended that a small contribution be secured from local authority observer members to support the secretariat. It is not proposed at this stage to seek a contribution from other representative organisations or partnerships who have been invited to join the Forum.

- 4.6 **RECOMMENDATION: It is proposed that each observer local authority member contributes an annual sum of £500 towards the secretariat costs of the Forum and Senior Officer Group meetings.**
- 4.7 The proposed funding contributions should be revisited for 2019/20 once the work programme is finalised and there is a more established understanding of the budget required to develop the Transport Strategy.
- 4.8 Officers will also continue to engage with the Department of Transport (who are also invited to attend both the Forum and officer group) to discuss whether funding to support the development of the Transport Strategy can be secured, based on the experience of other STBs.

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Item 5. Appendix A.

Draft Transport East Programme Budget 2018-19

Item	Unit cost	Number	Forecast spend	Notes
ANNUAL CONTRIBUTIONS				
Transport Authority Members - County	-£15,000.00	3	-£45,000.00	Contributing members incl. Essex CC, Suffolk CC, Norfolk CC
Transport Authority Members - Unitary	-£10,000.00	1	-£10,000.00	Contributing members incl. Southend-on-sea BC
District Members	-£15,000.00	3	-£45,000.00	Contributing areas incl. Essex, Norfolk & Suffolk
Observer Members	-£500.00	9	-£4,500.00	Observer Members incl. Thurrock Council, Hertfordshire CC & District, Cambridgeshire & Peterborough Combined Authority, Cambridgeshire CC & District, Bedford BC, Peterborough CC, Central Beds Council.
Total			-£104,500.00	
TECHNICAL WORK				
Developing the Common Evidence Base	£85,000.00	1	£85,000.00	
Sub-total			£85,000.00	
COMMUNICATIONS				
Delivery of Communications Plan	£7,500.00	1	£7,500.00	Development of a Transport East website, PR and engagement activity
Sub-total			£7,500.00	
GOVERNANCE				
Secretariat	£5,000.00	1	£5,000.00	Contribution to the East of England LGA for secretariat support.
Transport East Annual Summit/Wider Partnership Panel	£5,000.00	1	£5,000.00	Based on an event for up to 120 people in a conference venue with catering.
Transport East Forum	£350.00	4	£1,400.00	Based on the Transport East Forum meeting 4 times a year in West Suffolk House where there is no venue charge. Costings incl. parking and catering.
Transport East Senior Officer Group	£150.00	4	£600.00	Based on the Transport East Senior Officers Group meeting 4 times a year in West Suffolk House where there is no venue charge. Costings incl. parking and refreshments.
Sub-total			£12,000.00	
Total			£104,500.00	

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Transport East Forum

Date: 14 September 2018
Item: 6
Subject: Major Road Network
Report by: Graeme Mateer, Head of Transport Strategy, Suffolk County Council

Purpose

This report describes the Government's proposals to create a Major Road Network, considers the key issues involved and provides an update on its development.

Recommendation

It is recommended that members ask the Senior Officer Group to prepare a Regional Evidence Base, alongside the developing Transport Strategy.

1. Background

- 1.1 In July 2017 the Government published a Transport Investment Strategy setting out the priorities and approach for future transport investment decisions. Following on from this the Government consulted on proposals to establish a Major Road Network in early 2018, to which individual authorities and Transport East responded. The consultation document can be downloaded from the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/670527/major-road-network-consultation.pdf
- 1.2 The Government has recognised that these roads need to cater for an even broader mix of users than the Strategic Road Network, including small businesses, commuters, manufacturers, freight, leisure and tourism. As such Government has suggested there are opportunities to improve, for example:
- Management can be inconsistent as different LAs take different approaches to different stretches of the same road. They require more consistent and coordinated management than the rest of the local road network.
 - As part of the local road network, these significant LA 'A' roads do not receive the benefits of long-term funding certainty and efficiencies provided by RIS. There would be benefits in considering an investment planning pipeline across this network of LA 'A' roads.
 - The entire road network would work more effectively if a portion of the National Roads Fund (NRF) were to be dedicated for LA major roads as well as the SRN. This would help close the funding gap between the two sets of roads.
- 1.3 There are five objectives of the Major Road Network:
- Reduce Congestion (Alleviate local & regional congestion; Reduce traffic jams and bottlenecks)
 - Economic Growth (Delivering the Industrial Strategy; Drive regional rebalancing)
 - Housing (Unlock land for new housing developments)
 - Support the SRN (Complement & Support existing SRN)
 - Support All Road Users (Recognise the needs of all users including cyclists, pedestrians and disabled people)

2. Update on proposals

- 2.1 Officers have held discussions with the Department for Transport officials regarding the emerging network and identifying early potential schemes. Following the Transport East meeting on 4th June, Cllr Kevin Bentley wrote on behalf of Transport East to the DfT endorsing the A140 Long Stratton Bypass scheme to be included in the first tranche of MRN funding commencing in 2020/21. The letter, which is included as **Appendix A**, also highlighted likely priorities for future funding:
- A127 Fortune of War junction improvements
 - Sudbury congestion relief scheme
 - A13 Lakeside junction, east facing slip roads
 - A10 West Winch Housing Access Road

Norfolk County Council have progressed with a bid in the form of a Strategic Outline Business Case .

- 2.2 The Department for Transport are expecting to publish the consultation response by Autumn 2018. This is expected to include the agreed Major Road Network. This will be followed by guidance on the Major Road Network and how to access future tranches of funding. This is expected to be published in December 2018. The National Roads fund commences in 2020/21.
- 2.3 The value of schemes are normally expected to be £20-100m, however officials have indicated that there is some flexibility in this, especially at the lower end (e.g. £10-20m), where there is a good case for investment. This funding is not intended to replace other funding streams, such as the Large Local Majors funding, which can fund schemes over £100m and could be used on the MRN

3. Regional Evidence Base

- 3.1 It is expected that regional groupings, such as Sub-national Transport Bodies, will prioritise schemes in their area and develop a Regional Evidence Base. Officials have stated that this should be proportionate and not place an undue burden on organisations.
- 3.2 The evidence base should be a balance of quantitative and qualitative data, and include stakeholder views, as shown in Figure 1 below.

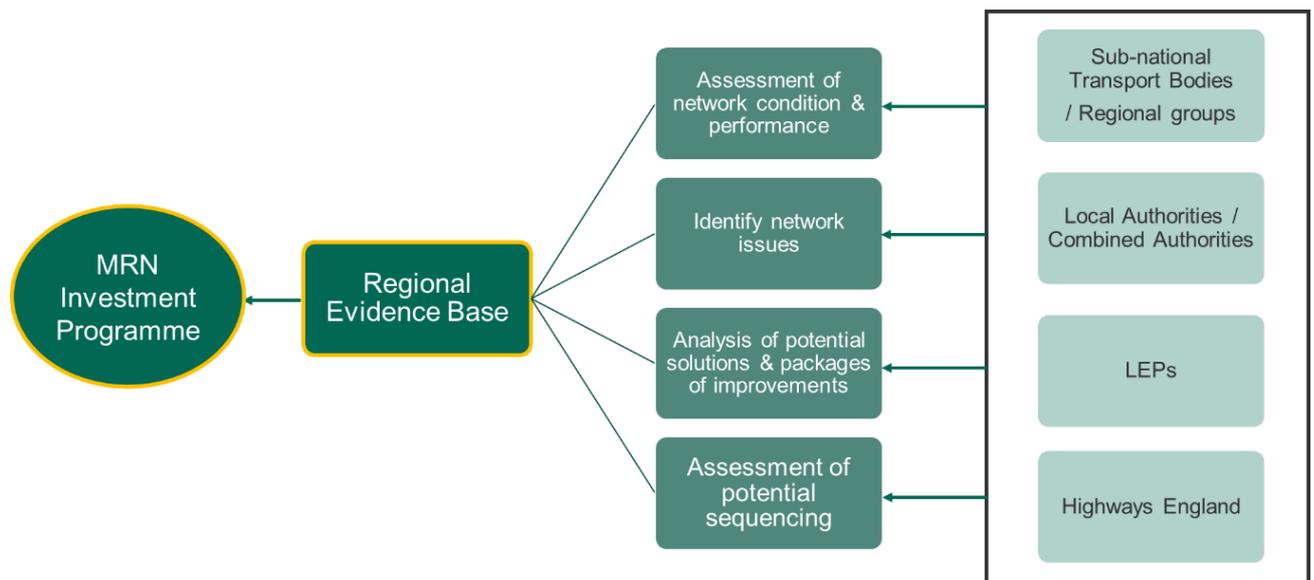


Figure 1- Development of MRN Investment Programme

- 3.3 The evidence base should then lead in to prioritisation of locations for investment and sequence within the framework of the long-term transport strategy.



Transport East

Please ask for: Alastair Southgate
Direct dial: 03330 130561
E-Mail: alastair.southgate@essex.gov.uk
Date: 29 June 2018

Dear Mr Sunderland

Re: Transport East Major Road Network (MRN)

You will no doubt recall your recent meeting with transport officers from the East of England at which the proposed Major Road Network (MRN) was discussed.

Transport East discussed the MRN at its most recent forum meeting on the 4th June 2018 and would like to formally endorse the submission by Norfolk County Council of the **A140 Long Stratton Bypass** scheme for consideration by DfT for the first tranche of MRN funding commencing in 2020/21.

The A140 is the key road link between Ipswich and Norwich and investment in improving this route is in line with the emerging Transport East strategic aims; in this case improving connectivity between two of our key growing urban centres. The scheme will reduce journey times, improve journey reliability and road safety. The A140 is also a recognised priority corridor in New Anglia LEP's Economic Strategy for Norfolk and Suffolk.

Transport East understands that the Department for Transport has already had initial discussions with Norfolk County Council and that NCC will be submitting an expression of interest to DfT.

While examining the merits of the A140 Long Stratton bypass, Transport East discussed a number of other projects on the MRN and would like to take this opportunity to make DfT aware of the following projects (in no particular order) that are likely to be priorities for future funding;

- A127 Fortune of War junction improvements
- Sudbury congestion relief scheme
- A13 Lakeside junction, east facing slip roads
- A10 West Winch Housing Access Road

As requested by DfT, Transport East will now work to develop an evidence based five year programme of improvements to the MRN and I would encourage you to discuss this emerging programme with the Transport East Officer Group as it is developed.

Yours sincerely

CLlr Kevin Bentley
Chairman of Transport East

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Transport East Forum

Date: 14 September 2018
Item: 7
Subject: Communications and engagement
Report by: Hannah Shah, Senior Manager, East of England LGA

Purpose

This paper introduces an initial draft communications and engagement plan, to cover the period to March 2019.

Recommendation

It is recommended that members of the Transport East Forum note the communications and engagement plan for information and comment and that they consider the recommendations to:

- Send a follow-up letter on the Transport East narrative and indicative timeline to MPs and the secretary of state, and to issue an associated press release to relevant trade publications and wider press.
 - Develop a stand-alone website as a priority to strengthen the visibility of Transport East.
 - Support the delivery of a “Transport East Summit” to be held on 17 December 2018 to engage wider partners in the emerging narrative and work programme.
-

1. Introduction

- 1.1 A virtual Communications and Engagement Working Group has been established to support Transport East raise its profile and begin the conversation with partners and key influencers.
- 1.2 This paper introduces an initial draft communications and engagement plan, to cover the period to March 2019.

2. Draft Communications and Engagement Plan

- 2.1 Whilst each of the member organisation have their own particular transport priorities and challenges, it is essential that Transport East has a shared narrative and common messages at its core, and building these has been the first task of the virtual Communications and Engagement Working Group.
- 2.2 The communications approach, key messages and consideration of communications risks are set out in the draft communications and engagement plan as **Appendix A** to this report. The plan also contains a suggested outline approach to publicity, engaging partners, public affairs approach, web and social media.
- 2.3 As the Transport East work programme develops the associated draft communications and engagement milestones will develop alongside; these will identify a clear timeframe for both engagement and public affairs activity.
- 2.4 It should be noted that at present the resources to develop communications and engagement activity are being provided in-kind by partner organisations. However, as Transport East develops

and the need for enhanced communications activity grows consideration will need to be given as to how this can be adequately resourced.

3. Next steps

Establishing a stand-alone website

- 3.1 The first objectives are to establish a clear and accessible public account of Transport East, to help people find more information when they want it and communicate a sense of Transport East's vision and ambitions.
- 3.2 At present Transport East's digital presence is housed on the East of England LGA website. All other STBs have developed a stand-alone website which enables interested parties to find information about their narrative and activity easily.
- 3.3 **RECOMMENDATION: The communications and engagement working group have therefore recommended that a stand-alone website be developed as a priority to strengthen the visibility of Transport East.**
- 3.4 The costs for developing the website have been included in the Transport East programme budget and an indicative cost for developing the website is £4750. Annual running costs will be around £1100 for hosting and support.

News release and publicity work

- 3.5 The Forum last wrote to regional MPs and the Secretary of State on the launch of Transport East in March 2018. It seems timely now to send a letter to provide update on the Transport East narrative (the three strategic themes) and indicative timeline for the development of the Transport East Strategy to maintain engagement.
- 3.6 It is also suggested that a press release be issued on the same basis to relevant trade publications and wider press to communicate with wider partners.
- 3.7 **RECOMMENDATION: Members of the Forum are asked to consider the publicity work and news release suggested above.**

Transport East Summit

- 3.8 It was agreed that Transport East would host an annual wider partnership summit. It is proposed that a half day summit take place on the morning of Tuesday 17 December 2018 (followed by a networking lunch). *NB. The Transport East Forum meeting will take place in the afternoon of 17 December as planned, although the venue may change subject to the location of the Summit.*
- 3.9 The aim of the summit would be to brief and enthuse attendees about the ambitions of Transport East and the work underway. The audience would be around 150 important figures from transport, business and government in the East. The programme for the event will be developed by the Transport East Senior Officer Group.
- 3.10 Funding has been included for the event in the Transport East programme budget, however, sponsorship could be sought from commercial partners if the Forum members considered this suitable.
- 3.11 **RECOMMENDATION: That the Forum task the Senior Officer Group with the development of the Transport East Summit on 17 December 2018.**

DRAFT Transport East Communications and Engagement Plan

September 2018

1. Introduction

Transport East is the local response to the proposals contained with The Cities and Local Government Devolution Act (2016) and reflects the need for a Forum in which strategic issues and proposals can be addressed in a timely and efficient way. Transport East's ambition is to provide a single point of contact for Government, its agencies, infrastructure and service providers on strategic transport issues.

This plan suggests a communications approach to support the establishment of Transport East, and to help develop its growing engagement with transport organisations, businesses and users.

2. Communication objectives

The aims and priorities of Transport East's communications and engagement work are to:

- a) Articulate the ambition of Transport East and the potential benefits that Transport East will bring to the area.
- b) Tell a clear story about the economic power of the East, its value to the nation and the restrictions which could hold these back without transport planning and investment at a strategic level.
- c) Support close engagement with government and politicians to ensure strategic aims and improvements driven by Transport East are clear and understood.
- d) Help to build support for, and involvement in, Transport East with key stakeholders.
- e) Maintain an East of England approach to communication to give equal weight to all parts of the Transport East area.
- f) Ensure partners in Transport East can draw on the communication outputs to reuse through their own existing channels when needed.
- g) Streamline communication work during this early establishment phase so that it's proportionate, cost effective and useful.
- h) Identify the likely communications resources needed in future and preparations needed to meet them.

3. Key messages

The key messages below are those agreed through the process of establishing the Terms of Reference for Transport East.

Transport East is a non-statutory sub-national transport forum and is a response to the proposals contained with The Cities and Local Government Devolution Act (2016). The purpose of Transport East is to:

- a) Provide the focus for a single conversation on strategic transport and infrastructure related activities.
- b) Represent the East of England's interests with respect to national strategy and policy ensuring effective alignment between national investment and local growth plans.
- c) Enable a more effective and meaningful engagement with the Department for Transport, infrastructure agencies (such as Highways England and Network Rail) and service providers (such as bus and train operating companies), and the East of England's major ports and airports.
- d) Provide the opportunity to share technical expertise and resources across the partners to assist with the development of a coherent and integrated transport network better able to respond to the demands of growth and changing technology.
- e) Oversee the development of a high level transport strategy which: covers the relevant geography of the membership of the Forum; is linked to the delivery of economic growth and prosperity; and, has a

functional link with spatial planning.

Transport East will enable the partners to realise:

- a) More effective engagement with, and influence over decision making at the national level
- b) Greater added value through the sharing of knowledge, skills and resources
- c) More efficient operation of strategic, local and major road networks
- d) Improved resilience of the transport system, particularly during periods of disruption (both planned and unplanned)
- e) More efficient and effective delivery of infrastructure, with schemes delivered faster and at less cost

4. Communications and Engagement Approach

All communications and engagement activity will be organised within two broad categories; Long-Term and Specific Narrative.

- **The long-term narrative** will build activity around Transport East’s core ambition of developing its Transport Strategy and moving towards statutory status. Key milestones towards statutory status will be identified through the emerging work programme and communications activity built around this.
- **The specific narrative** will be built upon activity of the Transport East Forum such as responses to consultations, announcements etc.

Communications and engagement milestones will be developed alongside the Transport East work programme to incorporate the following activity:

Tool	How it will be used
Visual Identity	Transport East has adopted a version of East of England LGA visual identity and will use its guidelines. This will be kept under review as Transport East develops.
Digital Presence	<p>Transport East’s online presence is currently hosted on the East of England LGA’s website to provide a simple summary and a point of contact. The East of England LGA’s website is also being used to host the Forum agenda and papers to fulfil the requirement as set out in the Terms of Reference that <i>“The meetings of the Forum will be meetings of public record (papers published online) but will not be open public meetings”</i>.</p> <p>The Communications and Engagement working group has recommended that Transport East develop a stand-alone website in line with other STBs to increase visibility amongst partners and influencers.</p> <p>The website would be developed as Transport East’s key landing point for information for partners. It would be used:</p> <ul style="list-style-type: none"> • as a branding tool • to enhance Transport East’s image • to educate about our Transport East’s narrative and ambition • provide a public forum for governance meetings and papers • as a live communication tool with partners with regular, new content about the long-term and specific narrative. <p>Social media accounts (Twitter: @Transporteast; LinkedIn: Transport-East) have also been reserved for future use. A social media plan will be developed to build up profile and influence. However, activity in this area is resource heavy and any activity will need to be developed with the available resource in mind.</p>

<p>Media</p>	<p>In the current phase of Transport East’s development, coverage is likely to come from trade media and regional news. An analysis of the relevant trade press has been undertaken by the Communications and Engagement Working group.</p> <p>A framework for who speaks on behalf of Transport East has been agreed as follows:</p> <ul style="list-style-type: none"> • the Chair acts as spokesperson for national and trade media. When the Chair is unavailable the Vice-Chair will undertake this role on the Chair’s behalf. • the Transport East representatives of individual authorities acting as spokesperson for local media. • If the media query is of a particularly technical nature, then it will be referred to the Chair of the Transport East Senior Officer Group. <p>Proactive Media</p> <p>Proactive press releases will be produced alongside relevant pieces of work or following key decisions by the Transport East Forum. They will usually contain a quote from members of the Transport East Forum.</p> <p>Final approved media releases will be circulated to all members of the Transport East Forum prior to media distribution and will seek approval from the members of the Forum.</p> <p>Reactive Media</p> <p>Media reaction can often be required at short notice. It will be the responsibility of the Communications and Engagement Working Group to work together to respond appropriately.</p> <p>Any proposed media reaction must be approved by the Chairman of Transport East, or the Vice-Chairman in the event that the Chairman is unavailable.</p> <p>Final approved media releases will be circulated to all members of the Transport East Forum immediately prior to media distribution.</p>
<p>Engaging Central Government</p>	<p>Engaging central government will be key to the success of the development of Transport East towards statutory status. The Transport East work programme will shape the long-term narrative towards this goal and communications activity targeting political influencers will be developed to support key milestones along this process.</p> <p>Any correspondence/invitations to central government will be approved and signed by the Chairman of Transport East, or the Vice-Chairman in the event that the Chair is unavailable.</p> <p>An analysis of relevant parliamentary activity and platforms will be mapped alongside the development of the work programme to identify key points of influence and activity.</p> <p>Activity in this area should make use of relevant Westminster Hall briefings, Select Committees, All Party Parliamentary Groups etc.</p>
<p>Engaging Partners</p>	<p>Partner mapping and analysis has being carried out by the Transport East Senior Officer Group to understand where Transport East can draw on support and influence.</p> <p>It was agreed that a Summit be planned for autumn/winter 2018 to engage relevant partners in the Transport East vision, strategic aims and work programme. This summit would act as the Wider Partnership Panel as articulated in the Transport East Terms of Reference.</p>

The long-term narrative will also be used to identify key points for engagements through both informative letters and direct engagement through events/consultation.

5. Resourcing

It is proposed that during this early phase of development, the communications and engagement workload be picked up using existing officers from partner organisations through the Communications and Engagement Working Group. However, as the pace accelerates with the development of the Transport Strategy, the Transport East Forum may need to consider how to resource the required activity.

6. Risk Register

The risk register for the communications and engagement strategy should be reviewed regularly, and plans for managing risk put in place and regularly updated.

Risk Identified	Likelihood of Occurrence	Impact	What we will do to manage the risk
Insufficient officer time set aside in order to successfully implement the Action Plan.	Medium	Medium	Initial communications activity will be developed with resource in mind and as the work programme develops resource requirement will be closely monitored and, if necessary, a dedicated resource should be considered.
Lack of buy-in from political influencers	Medium	High	Sustained and targeted engagement with political influencers. Joint and consistent communications material agreed by Forum members. Monitoring involvement from key partners such as DfT (by noting attendance records at relevant meetings; noting responses to correspondence etc).
Lack of partner engagement	Low	Medium	Clear points of engagement developed as part of the overall Transport East work programme.
Over-emphasis on any particular part of the Transport East geography, or transport mode, undermines strategic presentation of Transport East	Low	Medium	Following a 'whole Transport East' approach to communication Periodic review and audit of communications and engagement activity by Forum
Unrealistic expectations of the development timeframe and role of Transport East	Low	Medium	Clear public messaging

Summary of communications and engagement work 2018/2019 (DRAFT)

Further milestones will be included as Transport East work programme forms to support the developing long-term narrative, as well as specific activity taken the Forum in response to Government consultations, announcements etc

What	When	Who
Launch of Transport East Letter to all MPs	April 2018	Secretariat
Launch of Transport East Letter to Secretary of State	April 2018	Secretariat
Transport East Meetings and Papers live on the East of England LGA Website	June 2018	Secretariat
Transport East Branding produced	July 2018	Secretariat
Draft communications and engagement plan	August 2018	Communications & Engagement Working Group (EELGA)
Partner mapping	August 2018	Communications & Engagement Working Group (EELGA)
Trade press analysis	August 2018	Communications & Engagement Working Group (NALEP)
Transport East Forum	14 September 2018	
Share first draft of communications plan with Forum	14 September 2018	Communications & Engagement Working Group
News release and publicity work: <ul style="list-style-type: none"> Letter to MPs and Secretary of State on the Transport East narrative (three themes) Press release on Transport East narrative (three themes) 	Post 14 September 2018	Communications & Engagement Working Group (Essex CC)
Transport East Senior Officer Group	11 October 2018	
Summit outline and agenda to the Transport East Senior officer group for discussion/approval	11 October 2018	Secretariat
Partners Invitation to the Transport East Summit	October 2018	Secretariat
Parliamentary opportunities - Analysis	October 2018	Communications & Engagement Working Group (Essex CC)
Transport East Website Build	October 2018	Communications & Engagement Working Group (EELGA)
Transport East Website Live	November 2018	Communications & Engagement Working Group (EELGA)
Autumn Statement	November 2018	
Major Road Network (MRN) Announcement	December 2018	
Transport East Summit and Forum	17 December 2018	
Submit full communications and engagement plan to Forum	17 December 2018	Communications & Engagement Working Group
Transport East Senior Officer Group	28 February 2019	
Transport East Forum	8 March 2019	
News release and publicity work: <ul style="list-style-type: none"> Letter to MPs and Secretary of State on the Transport East narrative Press release on MRN response 	Post 8 March 2019	Communications & Engagement Working Group (Essex CC)
Spring Statement	March 2019	
Draft Transport East Strategy	March 2019	