

## APPENDIX 1

### TSH Terms of Reference

#### Member Steering Group: Terms of Reference

##### 1. Background

The Member Steering Group (MSG) has been established to assist in the review and development of the Huntingdonshire Transport Strategy. The existing Market Town Transport Strategies have reached the end of their life span and therefore a new strategy is needed.

##### 2. Membership

Name	Reason for Membership
	Lead Transport Officer HDC
	Transport Officer HDC
Jack Eagle (JE)	Principal Transport Officer CCC
James Barwise (JB)	Lead Transport Officer CCC
Thomas Fisher (TF)	Transport Officer CCC
Robbie Arnold (RA)	Graduate Transport Officer CCC

##### 3. Purpose

- 3.1 The main role of the group will be to provide guidance regarding the general direction of the strategy, representing the concerns of local residents and ensuring that a long term vision for transport is established. The group will also be asked to input their local knowledge of transport and other issues, particularly regarding access to services within the key market towns (Huntingdon, St Ives, St Neots and Ramsey) and the surrounding areas.
- 3.2 The group will comment on and provide guidance on the content of the consultation material, draft strategy and final strategy but will not be responsible for decision making on the final strategy. Huntingdonshire District Council will be closely involved in the development of the strategy, which when completed, will go to approval from the Economy and Environment Committee at Cambridgeshire County Council before being adopted into policy.
- 3.3 To ensure that the County, District and Town Councils are all involved in the development of the strategy, the group will represent their respective authorities and play a role in disseminating information back to fellow Members where appropriate. Representatives from parish councils will provide input on the wider area.

#### **4. Aims**

- To give officers a steer on the key transport and access issues affecting Huntingdon, St Ives, St Neots and Ramsey, and the surrounding areas, and the solutions that could help to solve them.
- To give officers a steer on particular stakeholders and groups of people that should be involved in the development of the strategy.
- To give officers a steer on the development of the strategy.

#### **5. Outcomes**

A draft strategy will be presented to Huntingdonshire District Council's Cabinet for approval and to Cambridgeshire County Council's Economy and Environment Committee for adoption as policy.

#### **6. Objectives of the Strategy**

The Member Steering Group agreed that the Strategy should share objectives with the Local Transport Plan, whilst local objectives should also be set.

##### **a) Local Transport Plan (LTP) objectives**

- Enabling people to thrive, achieve their potential and improve their quality of life.
- Supporting and protecting vulnerable people.
- Managing and delivering the growth and development of sustainable communities.
- Promoting improved skill levels and economic prosperity across the county, helping people into jobs and encouraging enterprise.
- Meeting the challenges of climate change and enhancing the natural environment.

As Districtwide Transport Strategies form part of the LTP, the LTP's user hierarchy is also noted, which guides the setting of priorities and allocation of funding:

- i. Pedestrians
- ii. Cyclists
- iii. Public transport
- iv. Specialist service vehicles (e.g. emergency services, waste collection, disabled drivers)
- v. Other motor vehicles

##### **b) Local objectives**

- To enhance the transport linkages between the market towns and the surrounding areas.
- Improve health and wellbeing of people across the whole district.
- Great Ouse Crossings.
- Support and enhance the economy of the district.
- Make travel safer in Huntingdonshire, reducing road accidents and increasing safety for pedestrians and cyclists.
- Promote modal shift / sustainable travel in Huntingdonshire.
- Protect the historic and natural environment.

**7. Timescales**

The Member Steering Group agreed that the Strategy should cover a 5-year period from its adoption. It is currently expected that the Strategy will be adopted in Spring 2020. When the Transport Strategy has been adopted by the County Council this Steering group will be dissolved.

**8. Decision making process**

The Member Steering Group can make decisions outside of meetings by email when appropriate.

**9. Substitutes**

Meetings of the group will always be arranged to fit in with Members' existing diary commitments as far as possible. If however, it is not possible to arrange a meeting so that everyone is able to attend, it will be organised so there is at least one representative from each of Cambridgeshire County Council, Huntingdonshire District Council and a representative from each market town. Members are welcome to nominate a substitute.

**10. Chair**

Nomination of a chair will be discussed at the first MSG meeting.

**11. Frequency of meetings**

Meetings should occur once every four months, and may coincide with committee meetings where necessary.

Towards the conclusion of the Strategy development process, meetings may have to fit in with committee meetings at both Cambridgeshire County Council and Huntingdonshire District Council.

**12. Distribution of Notes / Minutes**

Notes and actions arising from the meeting will be taken by an officer either from Cambridgeshire County Council or Huntingdonshire District Council, and circulated to the group after the meeting.