

# **West Sussex Transport Plan Review Executive Task and Finish Group**

**June 2020**

## **Terms of Reference**

### **1. Objectives**

The West Sussex Transport Plan (WSTP) is being reviewed to update the County Council's strategic approach to investment in, and management of, the transport network.

The WSTP is a statutory document that should help the County Council to work with other stakeholders to strengthen its place-shaping role and delivery of services to the community. However, there is substantial flexibility to define the scope of the WSTP to ensure it best suits the needs of the West Sussex community.

The Cabinet Member for Highways and Infrastructure has established an Executive Task and Finish Group to provide advice during the WSTP review. It is expected that the TFG will consider the following:

- the evidence base for the review;
- scope of the WSTP;
- approach to transport modes & management of the local road network;
- approach to accommodating planned development;
- approach to future funding opportunities;
- linkages to other County Council policies and initiatives (e.g. West Sussex Plan); and
- the role of the County Council in delivering the WSTP.

Key decisions will be taken prior to public consultation on a draft WSTP and prior to adoption of the WSTP. It is anticipated that the key decision prior to public consultation on a draft WSTP will be previewed by Scrutiny Committee. Adoption of the WSTP will be by full council.

### **2. Methodology**

The TFG will have the following role:

- Act as a critical friend for officers in the development of the revised WSTP;
- Advise the Cabinet Member and Members of the County Council on the strategic approach to tackling key transport and related economic, environmental and social issues; and
- Advise on the arrangements for stakeholder engagement and consultation.

Meetings are informal and as the advice provided will contribute to a new policy document, the papers and notes of these meetings will remain confidential.

The TFG is expected to meet every two months beginning in September 2020 lasting approximately 9 months.

### **3. Timetable**

**The following is an outline timetable and objectives for each meeting:**

### **Meeting 1: September 2020**

Agree terms of reference for the Task & Finish Group  
Consider the scope of the WSTP and methodology for review  
Consider the approach to communications and stakeholder engagement  
Note the project programme and the schedule of meetings

### **Meeting 2: November 2020**

Consider emerging evidence base / findings and policy options  
Consider overall structure / format of the WSTP

### **Meeting 3: January 2021**

Consider feedback from stakeholder engagement  
Consider emerging sustainability appraisal  
Consider options for the role of WSCC in delivery, approach to funding opportunities and prioritisation

### **Meeting 4: Feb 2021**

Consider full draft WSTP  
Consider consultation arrangements  
Agree feedback to the Cabinet Member for Highways & Infrastructure

### **Optional Meeting 5: December 2021**

Note the Consultation Report  
Consider amendments to WSTP in response to consultation feedback  
Agree feedback to Cabinet Member for Highways & Infrastructure

## **4. Membership and officer support**

It is anticipated that the TFG will be comprised of up to seven elected members ensuring proportional representation of political groups.

- Members TBC

Officer support for the TFG will be led by Darryl Hemmings and supported by other officers as required.

## **5. Reporting arrangements**

The Task and Finish Group will report its conclusions and recommendations to the Cabinet Member for Highways and Infrastructure. Its report may also, subject to the Cabinet Member's determination, be used as the report to, or as part of supporting papers/evidence for consideration, by the Scrutiny Committee.