

TTWG Terms of Reference

Purpose

The TTWG is concerned with providing input on all matters relating to Traffic and Transport to the Winchelsea Town Plan Steering Committee. The TTWG recognises that safety and the improvement in the quality of life (i.e. reduction of noise, 'intimidation' of pedestrians, pollution and other nuisances) are of central concern to residents of Winchelsea and have identified a number of initial Action Plan items warranting early consultation and analysis.

These are summarised below

Key action plan items

What	Provide input to the East Sussex County Council (ESCC) Local Transport Plan for 2006-2011 (LTP2)
Why	The ESCC LTP2 programme is the basis for ESCC strategy in this field for the next 5 year period and the basis for their funding
Who	Mike de Smith (coordinator) for all TTWG members
When	by 17 th Sept 2004! (date set by ESCC)
How	Completion of ESCC Questionnaire(s) asking for comments on their "Issues Document" (undated, but PDF created 22/7/04)

What	Traffic and safety: Address problems relating to the speed and volume of traffic within the town and on the A259
Why	For the safety and wellbeing of pedestrians (especially children, the elderly and disabled), cyclists and riders; to reduce noise pollution
Who	All TTWG members, coordinated by Richard Comotto
When	conducting consultations, collecting historic data, and conducting traffic measurements during the period to 31/3/05; analysing and proposing solutions by 1/9/05; seeking to have all approved solutions in place or underway (being considered) by end 2005
How	Measurement of traffic; collation of published data and research; consultation programme; Costs associated with these activities may be significant and will be determined during the consultation phase.

What	Safe routes – to include safe routes to school, cycle and footpaths, quiet lanes and bridleways
Why	to improve non-motor access to the town, especially for getting to and from the school and town amenities and visitor attractions; to facilitate safe pedestrian access to and from the station; to improve the quality and safety of routes in and around the town
Who	All TTWG members, coordinated by Katherine Manning and Teresa McMullin
When	Consulation and analysis by 31/3/05; Recommendations by 1/9/05
How	Consulation programmes. Minimal cost envisaged for research.

What	Improved local transport facilities:
Why	Bus and rail frequencies and transport service integration are perceived to be inadequate, resulting in greater use of car journeys; other issues to be identified during consultation programme
Who	All TTWG members, coordinated by Mike de Smith
When	Consultation by 31/3/05, analysis and recommendations by 1/9/05
How	Included within wider consultation programme; including interviews with existing and prospective service users. Minimal cost

What	Strategic issues – including examination of possible re-emergence of bypass proposals, development of parking facilities (temporary and permanent); examination of longer term changes to local businesses and services (especially NT and the School) that may affect traffic and transport strategy
Why	To ensure that a focus on short-term issues do not overshadow longer term considerations, some of which may become short-term issues unexpectedly
Who	All TTWG members, coordinated by Martin Hogg
When	By end 2005; timehorizon of many of these issues will be 5+ years (i.e. at or beyond the new 2006-2011 ESCC Local Transport Plan
How	Consultation programme; re-examination of past proposals and analysis of present and prospective longer-term issues. Cost is expected to be minimal

What	Winchelsea Local Transport Strategy – development of a Local Transport Strategy document for Winchelsea, along the lines of the document recently produced for the Rye area by ESCC.
Why	(i) as a direct input into the overall Winchelsea Town Plan; (ii) as a stand-alone document designed to promote the proposed Strategy and to become adopted by ESCC under their Small
Who	All TTWG members, coordinated by Mike de Smith
When	By end 2005
How	This is essentially a consolidation exercise, building upon the various Action Plan initiatives above, extensive desk/data research and reporting; costs of research, preparation and production are expected to be minimal unless ESCC requires involvement of external consultants

SC attendance

The Chairman of the TTWG will attend all SC regular meetings and will ensure that progress reports are provided to the SC in advance of these meetings.

Reporting procedure

Meeting minutes of each WG meeting will be prepared and circulated by the Chairman. Working papers and research documents will be circulated as required and maintained in accordance within the proposed Data Framework Guide (Draft).