

# DRAFT

## Terms of Reference

**Name of group:** Tickenham Road Action Group

**Objectives:**

To lobby and influence the North Somerset Council and other appropriate Authorities to:

- 1) Modify and change the recommendation in the Joint Spatial Plan to route the existing and future vehicular traffic from the expanding Nailsea housing, through Tickenham and the B3130 to the M5 Junction 20.
- 2) Adopt the long term potential link from SW Nailsea directly to the M5 J20, until recently considered by Planners the sensible way forward.

These objectives are to be achieved by concerted Group action of meetings, petitions, press communications and any other legal means deemed necessary.

**Membership:**

- Membership of the Group is open to residents of Tickenham and interested parties.
- Members are those registered with the Group Secretary
- The Group is set up for 12 months subject to extension to be agreed by the Steering Committee
- The Group is separate to the Tickenham Parish Council but will work together with the TPC to meet the objectives of the Group.

**Accountability:**

- The Group will operate through a Steering Committee responsible for reporting back on activities to the membership as a whole (by email/meeting at a regular frequency)

**Review:**

- Annually the Steering Committee will review the relevance and value of its work and the Terms of Reference.

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## **Working methods:**

- The Steering Committee of at least 6 but no more than 10 will meet regularly to establish and progress an action plan to achieve the Group's aims.
- They may establish sub groups to further the aims of the Steering Committee and Group
- Working Groups will report to the Steering Committee

## **Meetings :**

- Group meetings will be held at least annually at a venue to be decided.
- At the first Group meeting a Steering Committee will be formed and Terms of Reference agreed.
- The Steering Committee will establish a Chair, Vice Chair, Treasurer and Secretary who will organise and chair committee and group meetings.
- Steering Committee meeting papers will be circulated by email and the meetings will be minuted
- Invitees not members may at the discretion of the Steering Committee be invited to Group meetings

## **Sharing of information and resources (including confidential materials)**

- Group members will share information and resources
- Confidential materials and copyright issues will be identified and recipients are required to abide by confidentiality and copyright requirements.
- There will be a web space for the group and which will be password protected and facilitated by the Group Secretary

These Terms of Reference can be amended at any time by agreement between the Steering Committee members.

## **Working Groups**

### Communications – Raise profile and influence

- Raise public awareness
- Identify and target key stakeholders
- Keep TRAG members apprised of progress
- Communications to Planning
- Funding requests

### Environment - Impact of road plans on Tickenham environment

- Pollution
- Historic sites
- Archaeological sites
- Cycle and pedestrian access
- Safety

### Traffic - Understand current and future traffic volumes

- Current traffic volumes
- Forecast volumes

### Planning - Understand what planning regulations are applicable

- Planning process and points of influence
- Road Planning regulations
- Cycle and Pedestrian access

### Legal - Legal challenge and process

- Road classification
- Environmental compliance
- Appeal process

### Secretariat – Support the Action Group

- Arrange meetings
- Distribution lists
- Meeting packs
- Meeting minutes
- Website
- Email