Terms of reference

5th February 2020

1. Background

In response to ongoing concerns relating to congestion and road safety in Clun and an accumulation of historic traffic management clutter, Clun Town Council with Chapel Lawn set up a working group to explore opportunities to improve the management of the public space and the way in which the way that ***all*** modes of transport interface and move around within it, particularly pedestrians.

The Town Council received a presentation from Ben Hamilton-Baillie consultants who introduced an approach for balancing the needs of all users within the highway which was supported. Using this information in conjunction with the collection of their own background data the group developed some outline proposals for highway improvements for the main routes through Clun.

The working group approached Shropshire Council for support in developing appropriate options in line with their traffic management and streetscape aspirations.

Shropshire Council has a planned resurfacing scheme on significant extents of the A488 and B4368 in Clun and is also aware of existing surface drainage issues in the town. On this basis, it has been suggested that this maintenance work is used an opportunity to address the wider aspirations.

The Clun Highways and Traffic Working Group (CHTWG) was therefore set up in January 2020 to facilitate ongoing collaborative working between Shropshire Council and Clun Town Council with Chapel Lawn to develop a joined-up project and programme of work.

2. Purpose

The CHTWG is a representative body of Shropshire Council and Clun Town Council with Chapel Lawn to drive and support the development of a joined-up package of highway measures in Clun town centre.

The main aims of the Clun Highways and Traffic Working Group (CHTWG) are to:

- **Build consensus on defining and delivering a programme of highway maintenance and traffic management improvements in Clun that address surface drainage, carriageway condition and traffic management;**
- **Build upon local aspirations to improve the streetscape and balance the needs of all users with an emphasis on minimal sign and line clutter, improving pedestrian facilities and managing HGVs;**
- **To offer collaborative representation and lead on consultation with the local community on a package of proposals.**

3. Scope and deliverables

The key activities and deliverables are likely to include, but are not limited to:

- Agreeing the extents of the highway improvement project and recognise constraints;
- Understanding current surface drainage issues and potential remedial interventions;
- Carriageway resurfacing;
- Develop proposals for improved traffic management and streetscape;

- Review HGV route signing in the wider area;
- Review road diversion opportunities associated with any road closures
- Public consultation event to obtain feedback on outline proposals and to augment the CHTWG's understanding of current issues and challenges in relation to the highway in Clun,
- Develop an agreed programme for the delivery on site of all highway improvements agreed by the CHTWG in conjunction with the identification of associated funding streams.

4. Membership

Membership of the CHTWG is open to representatives from Shropshire Council and Clun Town Council with Chapel Lawn and project representatives from Shropshire Council's Term Engineering Consultant, WSP.

Meetings of the group are not open to the general public, however the group will endeavour to consult with the wider community at an appropriate point within the project.

The period of membership will be for the duration of the development of schemes of work associated with the group and any necessary post-scheme delivery activities.

Guests and other participants may be invited to the working group on an ad-hoc basis by CHTWG for specific discussions or to share information with the group.

5. Information sharing

Some of the issues discussed in the CHTWG may be sensitive in that they relate to personal or commercial information. On this basis, permission must be given within the CHTWG for any information that is made available within the group to be shared by CHTWG members with anyone outside of the group who does not belong to their origin organisation, or to be quoted or attributed in any publicly available material.

6. Resources

The organisation and facilitation of working group meetings will be carried out by an external project manager / secretariat, appointed through Shropshire Council's Term Engineering Contract with WSP. Once appointed, a WSP representative will attend every working group session.

Key points of contact for Shropshire Council, Clun Town Council with Chapel Lawn and WSP will be confirmed within the group for ongoing communications.

Any papers or points for discussion should be submitted to the secretariat at least seven working days before a planned meeting. The agenda and accompanying papers will be circulated at least five working days before the CHTWG meetings. The secretariat will arrange for minutes of CHTWG sessions to be taken and circulated to members within seven days of the meeting.

Meetings will take place at least once every two months. The frequency of meetings may be reviewed at any time by CHTWG. Meetings will be held at locations in Clun, or at Shropshire Council premises in Shrewsbury or Craven Arms.

Any issues raised during a CHTWG meeting will be recorded in an issues log that will maintained by the appointed project manager. Each issue will be assigned an owner.

7. Review point

The Terms of Reference and membership of this working group may be reviewed at any time by CHTWG to ensure they remain appropriate for the requirements of the group.