

The Sizewell C Project

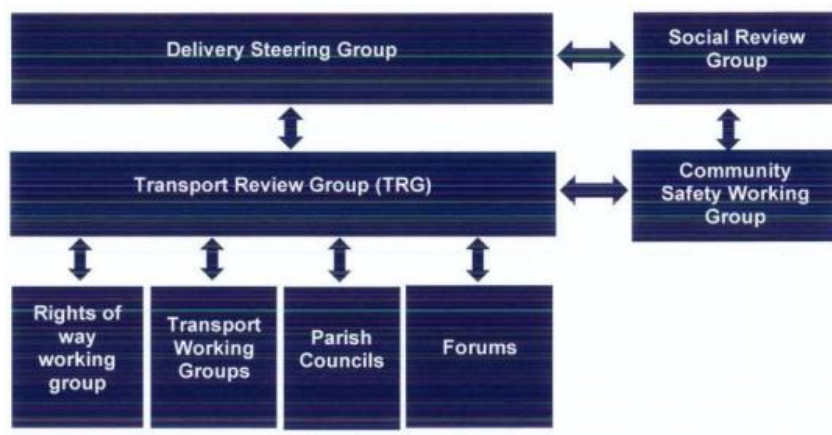
Transport Review Group

Terms of Reference

1) Purpose

The purpose of the Transport Review Group (TRG) is to review the effectiveness of transport mitigation and monitoring measures undertaken for the Sizewell C project. Working with various transport working groups, forums and parish councils the TRG will address any issues or concerns raised through to resolution, other than those that require a strategic input from the Delivery Steering Group (DSG).

The relationship between the TRG and other relevant groups is set out below.



Source: Figure 2.1 from the Construction Traffic Management Plan (CTMP)

2) Scope of Work

The TRG shall:

1. Review the format of the Monitoring Reports quarterly and agree any amendments. The proposed format of the Monitoring Reports will be agreed on or before the Commencement of SZC Co. The format will be agreed by Suffolk County Council in consultation with East Suffolk Council, National Highways and Suffolk Constabulary.
2. Review the Local Transport Programme quarterly and agree any amendments.
3. Unanimously approve the AIL Escort Guide and, subject to periodic reviews of AIL demand and impact on the road network, where appropriate consider any changes required to the AIL Escort Matrix.
4. Consider Monitoring Reports received from the Transport Co-ordinator, consider any measures proposed by SZC Co. or any other TRG Member in accordance with the Deed of Obligation Schedule 16 and take decisions in accordance with TRG decision-making framework.
5. Ensure that the aims and objectives of the Transport Management Plans are achieved.
6. Unanimously agree the amount of any payments due pursuant to the Deed of Obligation.
7. Consider the minutes of the Transport Working Groups' meetings insofar as they relate to transport matters which have been directed for the attention of the TRG.

8. Consider and unanimously decide any matter referred to it from the Transport Working Groups regarding outstanding disputes within those groups or any matter where those groups have failed to reach a decision
9. Consider and provide guidance to SZC Co. and the Transport Working Groups on any matters where the TRG consider there are interfaces between those groups that need a more strategic approach.
10. Where necessary, report to and refer matters to the DSG, particularly where there are interface issues across topics that require a more strategic approach or where the TRG fails to reach a unanimous decision.
11. Notify the members of the DSG in order to invoke the urgency process in the event that any of the Quorate members of the TRG considers that a matter needs to be referred to the DSG for urgent attention.

The TRG may unanimously approve any revisions to the Construction Traffic Management Plan and Construction Workforce Travel Plan, but only to the extent that the amendments would not give rise to any materially new or materially different environmental effects in comparison with those assessed in the Environmental Information attached to the consent.

The TRG may unanimously agree that the Transport Co-ordinator should investigate potential Contingent Effects, report them and put forward recommendations for mitigation to be funded by the Contingent Effects Fund. The TRG shall monitor Contingent Effects and may unanimously decide to either approve funding from the Contingent Effects fund to mitigate the effects, or to defer its decision until the next TRG.

3) Membership

The TRG membership shall comprise:

- one representative to be nominated by East Suffolk Council;
- one representative to be nominated by Suffolk County Council;
- one representative to be nominated by National Highways;
- one representative to be nominated by Suffolk Constabulary; and
- four representatives to be nominated by SZC Co., one of whom is the Transport Co-ordinator

or such alternates as may be nominated by those representatives from time to time as agreed by the members of the TRG.

Membership of the TRG does not fetter the members planning and other statutory duties. The Suffolk County Council, East Suffolk Council, National Highways and Suffolk Constabulary nominated TRG representative shall be an officer from each authority with knowledge of the transport aspects of the Sizewell C Project.

4) Meetings

With effect from Commencement until the end of the Construction Period the TRG shall meet monthly for the first three months and thereafter quarterly, either virtually or in a convenient location in East Suffolk or Ipswich to be identified by SZC Co

SZC Co. will be responsible for convening and holding meetings of the TRG, albeit all TRG members have the power to convene a TRG meeting at any time.

Any TRG Member convening a meeting of the TRG which is in addition to the regular quarterly meetings of the TRG shall give not less than 20 working days' notice of the meeting to TRG members, unless that TRG member acting reasonably considers that reasons of urgency require a shorter notice period to be given, or all TRG Members agree to dispense with the notice period.

If any of the Quorate Members of the Transport Working Group refers a matter to the TRG for urgent resolution, the TRG shall meet as soon as reasonably practicable, and within 10 Working Days of the notification, for the sole purpose of resolving the relevant matter.

TRG meetings will be chaired by Suffolk County Council.

TRG meetings will be attended by members or representatives of the Transport Working Groups, third parties or other experts from time to time and as agreed by the TRG Members, in order to observe and participate in discussions or present information to the TRG when specific issues are being discussed.

5) Quorum

The TRG will be quorate if at least three members (at least one of which is a TRG member representing East Suffolk Council, one is a TRG member representing Suffolk County Council and one is a TRG Member representing SZC Co.) are present.

6) Monitoring Reports

On or before the Commencement, SZC Co. shall submit details of Transport Management Plans for the approval of Suffolk County Council following consultation with East Suffolk Council and National Highways. From Commencement and until the end of the Construction Period (in respect of the Construction Traffic Management Plan) and until the Unit 1 Fuel Receipt Data (in respect of the Construction Worker Travel Plan) SZC Co. shall, unless otherwise agreed with the TRG, implement and act in accordance with the:

1. Construction Traffic Management Plan (CTMP) Annexe K of the Deed of Obligation
2. Construction Worker Travel Plan (CWTP) Annexe L of the Deed of Obligation
3. Traffic Incident Management Plan (TIMP) Annexe M of the Deed of Obligation

SZC Co. will undertake the monitoring of the implementation of the CTMP and CWTP and include the extent to which the limits and other targets set out in the plans have been achieved and/or are reasonably likely to be achieved. If the Monitoring Reports identify that any of the targets or limits in the CTMP or CWTP have not been achieved, or have been exceeded, then SZC Co. shall propose mitigation actions or measures to address the impact, for the unanimous approval of the TRG. Where no mitigation is proposed by SZC Co., or where the SZC Co. proposed mitigation is not unanimously approved, then any other TRG Member may submit proposed mitigation measures for unanimous approval by the TRG.

The targets and limits are set out in the relevant sections of the CTMP (Chapter 8, Table 8.1) and CWTP (Chapter 5, Table 5.1), noting that these management plans are subject to change, on the unanimous agreement of the TRG.

7) Reporting

This section describes key lines of reporting with the TRG and other groups.

- The TRG will report or refer matters to the DSG where there are interface issues across topics that require a more strategic approach or where the TRG fails to reach a decision.

- A Main Development Site Forum, Northern Transport Forum and Southern Transport Forum will be established at the Commencement of construction. The forums will form a key link between the TRG and the wider community and provide an indication of any transport related issues that are impacting members of the public.
- Minutes of the Transport Forum meetings must be provided to the TRG for consideration at TRG meetings via the Transport Co-ordinator. The Transport Coordinator will attend the forums and provide a summary of relevant transport matters arising from the TRG.
- There will need to be coordination between the activities of the TRG and the Community Safety Working Group, on which the emergency services will sit. Minutes of the Community Safety Working Group must be provided to the TRG by the Transport Co-ordinator.
- There will need to be coordination between the activities of the TRG and the Rights of Way Working Group. Minutes of the Rights of Way Working Group must be provided to the TRG by the Transport Co-ordinator.
- The transport working groups below are sub-groups of the TRG. Once the TRG is established the Transport Co-ordinator must report to the TRG on at least a quarterly basis a summary of the progress of transport schemes being developed on consultation with the working groups and any issues escalated to the TRG.
 - Wickham Market Transport Working Group
 - Leiston Transport Working Group
 - Marlesford and Little Glemham Transport Working Group
 - Theberton and Middleton (B1122 early years) Transport Working Group
 - B1125 Transport Working Group
 - Yoxford Transport Working Group
- Parish Councils not included in the transport forums will be given the contact details of the Transport Co-ordinator and can report or raise any transport related issues with them and a summary will be provided by the Transport Co-ordinator to the TRG for consideration.
- The Monitoring Reports and TRG minutes will be made available to members of the public via the East Suffolk Council website.

These terms of reference are to be agreed at the first meeting of the Transport Review Group. Changes to these TRG terms of reference are to be approved by the DSG.