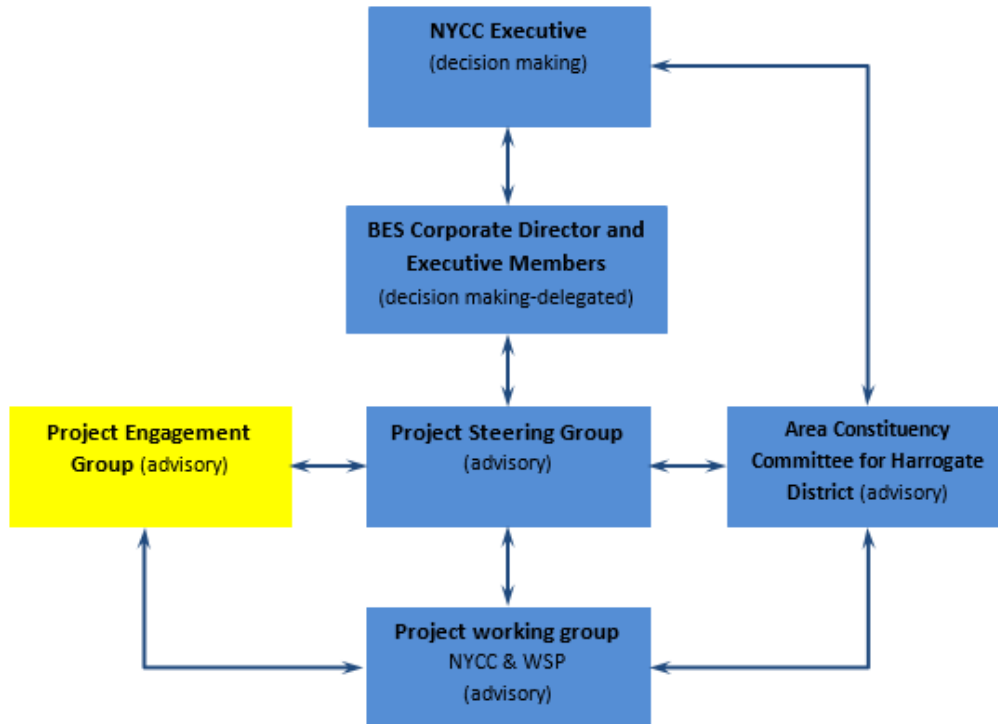


North Yorkshire County Council
NYCC Harrogate Congestion Study Engagement Group

Terms of Reference

Title

- 1.1 The name of the group is the **NYCC Harrogate Congestion Study Engagement Group**
- 1.2 The group sits within an existing structure for delivery of this project.



2.0 Background.

- 2.1 At the BES Executive Members meeting on 18th December, a commitment was made to: *‘Undertake further development work on the sustainable transport elements of both Package B and Package E with a view to a future decision on consultation based on a greater level of assessment of the options.’*

The Corporate Director for BES also made a commitment to establish an engagement group, to provide an **advisory** function, in the development of this further stage of scheme development work.

Purpose

- 3.1 The purpose of the group will be to check and challenge the development approach proposed by the Harrogate congestion project group, and to make suggestions and bring commercial and local insight to the process which may have been missed.
- 3.2 The group will sit alongside the project steering group, which will continue to meet, to guide the direction of the project. As set out above, the project steering group provides an advisory function, and guides the development of the project as it progresses through its various stages.
- 3.3 Delegated decisions for the project will continue to be taken by the Corporate Director, BES, in consultation with BES Executive Members, and other decisions will be taken by the County Council's Executive.

Chair and format of meetings

- 4.1 In order to achieve this purpose the engagement group will meet three times and will be facilitated by Ian Fielding, the Assistant Director for Transport, Waste and Countryside Services, at NYCC.

The broad agendas for the three meetings will be as follows:

1. To understand the future phases of work, discuss the approach being taken and comment on any potential gaps or omissions in the work programme.
Additionally to seek to further the understanding of the issues the aims of the Congestion Study is seeking to address.
2. To understand the findings thus far and challenge as appropriate.
3. To receive and comment on a report on the findings of the Congestion Study and the likely recommendations to Executive members.

Membership and attendance

- 5.1 The engagement group is by invitation only and constituted from a membership comprising a number of established representative groups from varying thematic areas including elected bodies, business groups and environmental groups. Invited groups will be limited to one representative only. These are:
 - Facilitator: Ian Fielding
 - Harrogate Congestion Steering Group Members (County Councillors Don Mackenzie and Michael Harrison, and District Councillor Phillip Ireland)
 - Knaresborough Town Council

- Killinghall Parish Council
- NYCC Youth Voice Executive (Harrogate rep)
- Harrogate Chamber of Trade
- York and North Yorkshire Chamber of Commerce
- Federation of Small Businesses
- Freight Transport Association
- Road Haulage Association
- Bus Operators
- Northern (Train Operating Company)
- Taxi operators/private hire organisations
- Zero Carbon Harrogate
- Bilton Conservation Group
- Harrogate Cycle Action Group
- Sustrans
- Visit Harrogate
- Harrogate Cycle Forum
- Nidd Gorge Community Action

5.2 Representatives will have a nominated deputy to attend in their place when necessary. That person will be of at least the same level of authority as the nominated representative to ensure efficient use of meeting time.

Reporting

6.1 The project engagement group will report directly to the project steering group, which in turn reports to the Corporate Director, Business and Environmental Services, and the BES Executive Members.

Secretariat

7.1 The secretariat function for the group will be provided by the NYCC transport planning team.