

Bitterne Precinct Co-design Working Group - Terms of Reference

1. Background

Budget has been secured from council funding to regenerate the Bitterne Precinct area. This investment will be used for improvements identified by the community, including local businesses, that can be delivered over the next three years.

A working group, consisting of representatives of the key stakeholder groups, will work together to co-design a proposal for the area that will balance the needs of businesses, users, residents, and other stakeholders. Background to the project can viewed on the website link here:

<https://transport.southampton.gov.uk/public-realm-schemes/bitterne-district-centre-improvements/>

2. Purpose of the Working Group

The overall purpose of the Bitterne Precinct Co-design Working Group is:

- to evaluate a range of public transport improvements for the area surrounding Bitterne precinct as well as greening and placemaking proposals for the area. These improvement suggestions will be formed by using local data and stakeholder feedback, as well as examples of similar schemes in other geographical locations;
- to co-design proposed permanent changes to Bitterne precinct which will then be consulted on with the wider community for feedback and approval;
- for each of the members to represent the interests of the stakeholder group they are part of in discussions, as well as listening to and allowing for the views of other stakeholder groups to be considered.

3. Working Group Scope

The working group will have the objective of co-designing a set of proposed permanent changes to Bitterne precinct itself and traffic calming measures/access improvements for surrounding roads.

The working group will meet monthly (or as close to monthly as time permits) and for the duration of the required co-design working period.

The working group meetings will be facilitated by an independent chairperson and structured as follows:

1. Review of previous minutes and actions
2. Presentation from Southampton City Council's Transport and Planning Team
3. Discussion and feedback
4. Agreeing next steps and actions

Five meetings will take place to cover the following themes:

1. Setting the scene. Overview of public feedback, data analysis (e.g., traffic counters) and expectations / goals for co-design of improvements to the precinct
2. Evaluating the options. Evaluation and input on a range of options, with examples of best practice from other areas
3. What might work in our area? Looking at what and how different options might work in the precinct
4. Selling the vision. Presentation of proposals for review and feedback, and planning for consultation with the wider community
5. Final consultation and plan for next steps for delivery

4. Membership of the Working Group

The working group will include representatives of each of the following stakeholder groups:

- Local Traders
- Local Councillors
- SCC (Southampton City Council) Officers
- Local faith organisations and places of worship
- Community Groups and special interest groups

Decisions of the co-design working group will be put to local representatives of schools and the police for input before going to community consultation.

5. Meeting Location and Frequency

Meetings will be held monthly between the months of February and June, beginning Feb 2023.

6. Minutes of Meetings

The minutes of the meeting shall include the following, as a minimum:

1. The list of attendees, location of the meeting, meeting date and next meeting date
2. List of actions, status of previous actions required towards achieving the objectives of the working group.
3. Risks, Actions, Issues, Decisions (RAID), highlighting any risks, actions, issues & decisions, affecting the scheme with proposed resolution and mitigation activities.
4. Minutes of the meeting and follow up actions will be circulated within one week of the meeting.
5. The agenda for the next meeting will be circulated at least 3 days prior to it.