

Portswood Steering Group – Terms of Reference

1. Background

The Portswood Broadway scheme is part of the Government's Transforming Cities Fund (TCF) programme and is funded by the Department for Transport (DfT) via TCF funding.

The original bid sets out a bus gate at the Portswood Broadway. Following two rounds of consultation, one in autumn 2022 and the second in autumn 2023, it was decided to take the scheme forward as a trial to better understand the detailed impacts and outcomes of the scheme.

A report was put to Cabinet in January 2024. A link to the report is here:

<https://www.southampton.gov.uk/modernGov/documents/s69102/Portswood%20Broadway%20Next%20Steps.pdf>. The report sets out a trial for a part time bus gate / motor vehicle restriction on Portswood Broadway via an Experimental Traffic Regulation Order (ETRO) with measures to limit the impact on adjacent streets via an Active Travel Zone (ATZ) to be in place ahead of the trial. It also sets out the requirement to establish a group to inform design decisions for Portswood Broadway. The budget allocation for the trial is limited to £500k. The Steering Group, consisting of representatives of the key stakeholders and stakeholder groups, will work together to oversee the implementation and outcome of the Bus Gate trial.

Background to the scheme can be viewed on the website:

<https://transport.southampton.gov.uk/portswood>

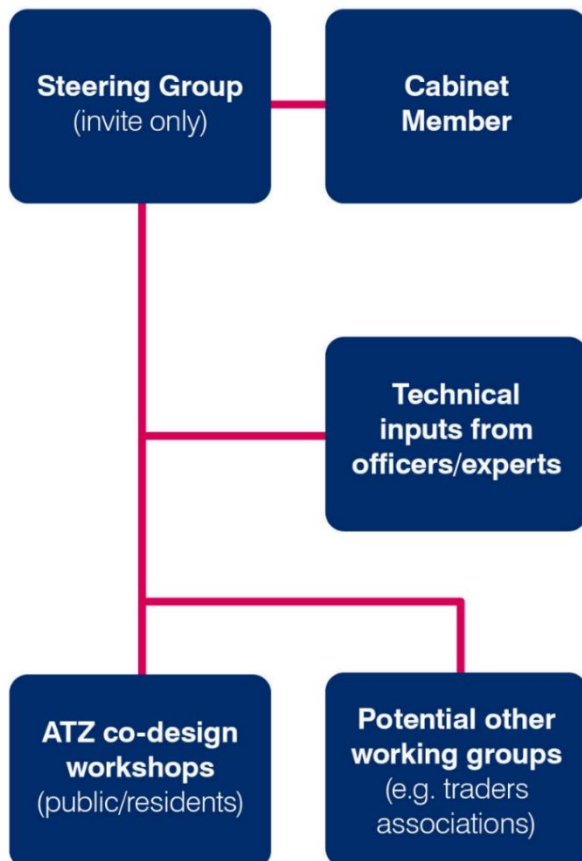
2. Purpose of the Steering Group

The overall purpose of the Portswood Steering Group is:

- Provide advice to the Cabinet Member for Environment and Transport on the scope and impact of the trial of the Portswood Broadway Bus Gate;
- Receive information from Council Officers on technical aspects of the trial;
- To ensure an unbiased trial of the bus gate;
- To oversee the trial and the development of any ATZ (including monitoring the ATZ co-design workshops) within the budgetary limits as stated in the Cabinet report;
- To agree on monitoring criteria and measures of success, and use them to advise on the achievement of the objectives of the scheme.

3. Scope of the Steering Group

The Steering Group will prepare advice to the Cabinet Member for Environment and Transport over both the Portswood Broadway bus gate trial and the ATZ development with technical inputs from Southampton City Council officers. Below organigram shows a draft structure.



The Steering Group will cover the following topics:

- Portswood Broadway bus gate: review of elements of the trial
- ATZ co-design set up and endorsement of content
- Monitoring criteria and measures of success
- During trial: overview of trial and outcomes

Members will be expected to treat any documents presented at or in advance of any meetings with an appropriate degree of confidentiality in order not to compromise the work of the Steering Group.

The Steering Group will be facilitated by a chairperson acting in an independent capacity and structured as follows:

- Review of previous minutes and actions
- Technical presentations to the Steering Group by Southampton City Council officers and others
- Discussion and feedback
- Agreeing next steps and actions

4. Membership of the Steering Group

The Steering Group membership will include individuals who represent a wide range of local interests. Members will be expected to contribute to discussions and decision-making and strive for an impartial and collective view on the matters within the Group's remit.

The Steering Group will include the following representatives:

- Residents Associations as agreed by Southampton City Council, one representative from each of the following associations:
 - o Highfield Residents Association
 - o Portswood Residents Gardens
 - o Representative from Belmont Road / Westridge Road area
 - o Oakmount Triangle Residents Association
 - o Uplands Estate Houseowners Association
 - o Outer Avenue Residents Association
- Business Representatives, up to six representatives to match the residents' representatives, ensuring a spread in type of businesses:
 - o Shops
 - o Cafes
 - o Take-away businesses
 - o Sainsbury's / Waitrose
- Members representing other local interests/lobby groups such as
 - o Disability and inclusion
 - o Environment
 - o Local transport
- Police

The Group will be chaired by Professor Roger Brown (Chair of Highfield Residents Association, acting in an independent capacity).

Ward Councillors may attend Steering Group meetings as observers.

5. Meeting Frequency, Content and Location

The Steering Group will meet regularly on weekday evenings. The meetings will be linked to key milestones within the Portswood Project programme. Steering Group meetings are proposed at the following stages and dates:

Meeting no.	Key Milestone / Stage	Proposed date
1	Inception meeting prior ATZ co-design workshops, Broadway sketches to be presented, discussion of measures of success	Thursday 16 May 2024
2	ATZ co-design workshop outcomes and agreement of key elements of Broadway trial	Tuesday 16 July 2024
3	Broadway and ATZ designs to be presented and reviewed / agreed upon	Monday 21 October 2024
4	Start of trial, overview of monitoring and how measures of success are applied	Wednesday 5 February 2025
5	Near the end of the 6 months trial to discuss outcomes and way forward	Thursday 8 May 2025

The first meeting will be held at the Civic Centre, with subsequent meetings to be held locally to Portswood.

6. Minutes of Meetings

The minutes of the meeting will be reported to the Cabinet Member with portfolio for transport.

The minutes of the meeting, which will be recorded by a Council officer, shall include the following, as a minimum:

- List of attendees, location of meeting, meeting date and next meeting date
- List of actions, status of previous actions required towards achieving the objectives of the Steering Group
- Risks, Actions, Issues, Decisions (RAID), highlighting any risks, actions, issues and decisions affecting the scheme with proposed resolution and mitigation activities.

Minutes of the meeting and follow up actions will be circulated to Steering Group members within one week of each meeting. A summary bulletin of each meeting will be produced to update members of the public.

The agenda for the next meeting will be circulated at least one week prior to every meeting.