

SOUTHERN TRANSPORT FORUM (STF)

TERMS OF REFERENCE

On or before Commencement, SZC Co shall establish the Southern Transport Forum which shall exist until the first anniversary of the end of the Construction Period.

The Southern Transport Forum shall comprise:

one representative to be nominated by East Suffolk Council;
one representative to be nominated by Suffolk County Council;
relevant representatives of the Project Team to be nominated by SZC Co, or such alternates as may be nominated by those representatives from time to time.

The Southern Transport Forum shall not later than one month after its establishment invite one representative from each of the following parishes to join the Southern Transport Forum:

one elected councillor or clerk nominated by Hacheston Parish Council;
one elected councillor or clerk nominated by Wickham Market Parish Council;
one elected councillor or clerk nominated by Levington Parish Council;
one elected councillor or clerk nominated by Farnham with Stratford St Andrew Parish Council;
one elected councillor or clerk nominated by Nacton Parish Council;
one elected councillor or clerk nominated by Campsea Ashe Parish Council;
one elected councillor or clerk nominated by Marlesford Parish Council;
one elected councillor or clerk nominated by Little Glemham Parish Council;
one elected councillor or clerk nominated by Woodbridge Town Council;
one elected councillor or clerk nominated by Martlesham Parish Council;
one elected councillor or clerk nominated by Melton Parish Council;
one elected councillor or clerk nominated by Saxmundham Town Council
one elected councillor or clerk nominated by Friston Parish Council

The Southern Transport Forum shall, at the chair's absolute discretion, invite one elected councillor nominated by any other parish council within East Suffolk to join the Southern Transport Forum upon receiving a written request to do the same.

The Southern Transport Forum shall invite representatives from the Highways Authority and any other statutory authorities to attend meetings of the Southern Transport Forum.

The Southern Transport Forum shall: be chaired by an independent chair recruited and appointed by SZC Co;

The role of chair will be reviewed every two years from commencement of appointment.

To meet quarterly either virtually or in a convenient location in East Suffolk or Ipswich to be identified by SZC Co from time to time; and meet no later than three months after the Commencement Date.

SZC Co shall be responsible for the administration of conveying and holding meetings of the Southern Transport Forum.

Meetings of The Southern Transport Forum shall be held in public with members of the public permitted to attend as observers but with members of the public having no right to speak at such meetings.

The Southern Transport Forum may make such further administrative arrangements and terms of reference as it considers appropriate for the proper and efficient functioning of the Southern Transport Forum from time to time, with such further arrangements and terms of reference to be approved by the Southern Transport Forum.

The purpose of the Southern Transport Forum shall be to provide a forum during the Construction Period for discussions between SZC Co and representatives from communities located in the immediately vicinity of the Southern Park and Ride Site, Freight Management Facility Site and the Two Village Bypass Site (the "Southern Transport Forum Sites") and other third parties (as appropriate) to provide project information in respect of relevant construction issues and progress, to enable local elected representatives and other relevant third parties (as appropriate) to ask questions and raise issues of concern relating to road and rail transport specific to SZC Co's construction, and help inform SZC Co on key issues affecting the local community in the immediate vicinity of the Southern Transport Forum Sites and to find ways to minimise the impacts and maximise the benefits of the Project to those living and working nearby.