

THE SAFER C7 PROJECT

Memorandum of Understanding

This Memorandum of Understanding (MoU) dated 25 February 2022 is made between:

(1) Iford Parish Meeting (IPM), Kingston Parish Council (KPC), (Piddinghoe Parish Council (PPC), Rodmell Parish Council (RPC) and Southease Parish Meeting (SPM), (each a Governance Body (and together the Governance Bodies); and

(2) The Safer C7 Project delivery team (interim); Joe Attwood (Iford resident), Sue Carroll (Rodmell resident), Wendy Brewer (Kingston Road resident) and Neville Harrison (Rodmell; Resident)

Background

The Safer C7 Project (the Project) is an initiative of the delivery team identified above which aims to bring about improvements to the C7 (Lewes to Newhaven) road, to make it safer for all road users, while ensuring that the rural nature of the road is retained. A consultant will be appointed upon terms to be discussed and agreed with the Governance Bodies to deliver recommendations that enable this objective to be realised.

It must be noted that it is the intention of the Project delivery team to cease its function once a consultant has delivered the commissioned report. At this point engagement with the governance body will be refreshed in order to map the way forward, likely to consist of a new/updated MoU, new terms of reference for the delivery of the Project and a new set of team members. In order to prevent confusion and ensure seamless overlap, these items will be discussed as rolling agenda items at meetings.

Purpose of the MoU

This Memorandum of Understanding informs and underpins the role and operation of the Parish Panel and the Project Delivery Team within the project Constitution.

The purpose of the MoU is to define roles, responsibilities and reporting frameworks to enable the Project to secure funding to appoint a consultant, specifically;

1. Provide a Project monitoring and communication framework, that details the process and form of engagement necessary between the Project delivery team and the Governance bodies, to enable the flow of information to inform decisions up to the delivery of the consultant's report.
2. To elaborate the governance structure proposed for the Project delivery team to ensure transparency and representation across the Parishes

The terms of this MoU are not legally binding nor are intended to have legal effect.

Project Delivery

The first phase of the project is to commission a traffic calming strategy for the C7, based on the principles and exemplars in the South Downs National Park study, Roads in the South Downs; Enhancing the safety and quality of roads and places in the National Park, (June 2015) and other the relevant policies of East Sussex County Council¹.

Funding and Finance

The price of the consultant's study, and, appropriately justified costs of administering the Project will be sought as direct contributions from the foregoing Parishes, and raised from other funding sources (such as grants) and public donations through 'crowd funding' schemes and will be applied only for those purposes.

Proper records shall be kept of the funds (i.e. amounts collected, amounts paid) and the made available to the Panel upon request, including any conditions attached to grant funding. Information to enable return of funds to the relevant donor shall also be kept.

Subject to the foregoing, payment of money from the funds collected will be through majority agreement at Project Delivery Team meetings – money will only be paid on the issue of a valid invoice/receipt.

Governance

Oversight of the Project shall be by a panel (the Panel) comprised of the Chair of (*or exceptionally, an appointee from*) each Governance Body. The project delivery team has its own terms of reference relating to its governance which are set out in the Schedule below.

The delivery team is composed, in the interim, of the individuals cited at the head of this document. Replacement of these members shall be undertaken through a vote by the members of the Panel. Each member of the Panel shall have one vote and in an equality of votes, its Chairman a casting vote.

Should the Project detailed by this MoU extend beyond one year from the anniversary of the MoU, the membership of the project delivery team shall be subject to annual election by the members of the Panel [on a date that is not more than one month and not less than 14 days before the anniversary date of this MOU].

Meetings

Meetings shall be held on an as needs basis, in line with the requirements of the schedule below.

Communication

The project delivery team will endeavour to provide communication as required to the Panel as requested, and also to other interested stakeholders. This at a minimum will take the form of minutes from meetings and oversight of potential meetings that have a material impact on the end study; for example, meetings with ESCC and/or SDNP.

Closure

This MoU will cease upon delivery to the Governance Bodies and the project delivery team by the consultant of the final version of its' report. Notwithstanding the foregoing, the Governance Bodies and the project delivery team will endeavour to agree what action to take relative to the report and how its' recommendations may best be delivered.

The Safer C7 Project's Constitution (intended to be bound into this MoU and its Schedule) shall take effect subject to this MoU and it's Schedule.

Signed by

Name: for and on behalf of Kingston Parish Council

Signed by

Name: for and on behalf of Iford Parish Meeting

Signed by

Name: for and on behalf of Rodmell Parish Council

Signed by

Name: for and on behalf of Southease Parish Meeting

Signed by

Name: for and on behalf of Piddinghoe Parish Council

Signed by the Delivery Team:

Joe Attwood.....

Wendy Brewer.....

Sue Carroll.....

Neville Harrison.....

Schedule as it relates to the function of the Safer C7 Delivery Team

Purpose of this document

This document has been generated to provide the necessary guidance to communicate the structure and organisational responsibilities of the Safer C7 Project Delivery Team (hereafter referred to as the 'Team'). It is intended to support the MoU.

The Safer C7 Project is hereafter referred to as 'the Project'

The governing body of the Project made up of representatives from each of the Parish Councils is hereafter referred to as 'the Panel'.

Current Profile

Membership of The Safer C7 Project delivery team currently comprise; Joe Attwood (Iford resident), Sue Carroll (Rodmell parish resident), Wendy Brewer (Cranedown resident), and Neville Harrison (Rodmell resident).

These will continue in their present roles until replacements are voted in as determined by the MoU.

Delivery activities

The Project Delivery Team will:

- Seek to obtain support for the project from stakeholders including local parishes, district and county councillors, the South Downs National Park Authority, the East Sussex County Council Highways Authority and the local MP;
- Seek the views of others who want to use the C7 to access the national park safely, such as walking, cycling and equestrian groups;
- Measure and document local support for a Safer C7. This will include a survey of people who live and work along the C7, gathering evidence of their concerns about the current nature of the road and the impact that it has on their quality of life;
- Generate funding for the cost of the survey through applications for charitable grant funds, local council contributions and by means of crowd funding;
- Maintain a record of the terms on which all funds are pledged and make the record available to the Panel, when requested;
- Maintain a register of any risks, assumptions, issues and dependencies which impact the Project and make the register available to the Panel, when requested;
- Direct the payment of any funds pledged to the Project to the Bank Account [insert bank, and bank account details];
- Produce a draft remit for the traffic consultant, reflecting the agreed aims of the project. (The brief will be to identify the opportunities for implementing traffic calming measures which will have the greatest impact on the safety of the C7, and to produce a costed design plan intended to reduce speed, address safety issues, and enhance the rural nature of the road.)

- Discuss the draft consultant's brief with the nominated ESCC Highways Officer for the project;
- Seek Panel approval for the remit for the consultant;
- Propose an appropriate recruitment/tendering/selection process for the appointment of a suitably qualified and experienced traffic consultant and agree this process with the Panel.
- Support the Panel in the process of commissioning an appropriately qualified and experienced specialist traffic consultant.
- Set up a schedule of monitoring and review meetings with the consultant, Delivery Team and Panel members, for the duration of the study.
- Obtain the views and advice of the Highways officer, offered by ESCC Director of Communities, Economy and Transport, at key points in the study, in order to ensure that the study considers measures that would be acceptable to ESCC Highways Authority. The stated key points are: a) review the consultant's brief; b) provide advice to the consultant, once appointed, on possible interventions on the C7; c) provide comments on the consultant's (draft) report.
- Identify policies of ESCC and SDNPA relating to the C7 and other similar roads, in terms of their relevance to the Project; keep these under review;
- In order to ensure an appropriate flow of information to the Panel (and to other interested stakeholders) the project delivery team will seek to ensure to maintain a database of information that could improve the understanding of the Project in relation to the terms of reference and appointment of the consultant, as well as to interested stakeholders. This would include commentary from SDNP, ESCC, Parish Councils, local C7 user groups and so on. Where it is considered 'material' to the potential scope of the consultant's terms of reference, commentary will be provided to the governing body

Governance

Overview

The Project Delivery Team shall be responsible to a panel of representatives assigned by the governing bodies as follows: Iford Parish Meeting (IPM), Kingston Parish Council (KPC), Piddinghoe Parish *Council (PPC) to be confirmed*, Rodmell Parish Council (RPC) and Southease Parish Meeting (SPM). Responsibilities are outlined in the MoU.

Oversight of the Project shall be by the Panel comprised of the Chair or an appointee from each Governance Body, listed above. Whether the Parish Chair or appointee, service on the Panel is subject to annual re-appointment by the relevant Governance Body on [the anniversary date of this MoU]. Each Governance Body shall confirm its appointee's acceptance of the terms of this MoU. The Panel will be quorate with the majority of Parish representatives present at the meeting (video or in person). The Chairman of the Panel shall be appointed by rotation at each meeting of the Panel.

Each member of the Panel shall have one vote and in an equality of votes, it's Chairman a casting vote. No one co-opted to the Panel shall have a vote.

Delivery Team Membership

Membership of the Delivery Team shall be subject to annual election by the members of the Panel [on a date that is not more than one month and not less than 14 days before the anniversary date of this MOU. The Delivery Team shall be quorate with three of its members present in person or via video link. Each member of the Delivery Team shall have one vote and in an equality of votes, its' Chairman a casting vote. No one co-opted to the Delivery Team shall have a vote.

Finances

Finances to enable the Project to be completed are to be raised from a variety of sources including Parish contributions, grants, and personal donations.

A record must be kept of the source of the funds, date provided, contact name and any conditions relating to the use of the fund. This information will be kept up to date by the treasurer of the team and made available, as requested, by any member of the team or The Panel.

A financial record must be kept of the outgoings from the Project funds – including the amount, recipient and date of payment.

All requests for payment must be agreed at meetings by the majority of attendees.

Meetings

The Project Delivery Team shall appoint a secretary who shall provide a copy of the agenda for each of its planned meetings (and any supporting papers and reports to be submitted to the relevant meeting) 3 clear days in advance to the other and maintain a record of their proceedings, which shall be made available to the other within 5 working days of the meeting.

One member of the Panel may attend any meeting of the Delivery Team and shall do so, if requested and *vice versa* [and such relevant attendee may speak but only if invited to do so] and shall have no vote in the proceedings of that meeting.

The Panel and the Delivery Team shall meet together at least twice each year with an interval of least 6 months between such meetings but may meet at other times as desired.