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**Transport Infrastructure Management Group (TIMG)**  
**Terms of Reference (October 2025)**

**Introduction**

1. The Department for Transport Circular 01/2022 (DfT 01/22) sets out the national policy for the Strategic Road Network (SRN) on how transport planning is moving away from transport planning based on predicting future demand to provide capacity ('predict and provide') to planning that sets an outcome communities want to achieve and provides the transport solutions to deliver those outcomes (vision-led approaches including 'vision and validate', 'decide and provide' or 'monitor and manage').
2. In addition, the National Planning Policy Framework 2024 (NPPF) paragraph 109 requires transport issues to be considered from the earliest stages of plan-making and development proposals using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places.
3. In accordance with national policy, the West Sussex County Council (WSCC) Transport Plan 2022-2036 (WSTP) embeds the vision-led approach and seeks to move away from a 'predict and provide' approach which historically has focussed on large capital investment for building capacity in the network to cater for forecast unconstrained traffic growth which has often led to exacerbate other impacts, such as increased car ownership, reduced public transport use and service viability, health and wellbeing and achieving climate change mitigation.
4. The 'monitor and manage' approach is based on identifying and validating a package of potential highway improvements (including enhanced walking, cycling and public transport) which alongside schemes identified through the development management process, may be implemented following a monitoring process that will monitor the actual demand on the network and the requirements of the schemes and their appropriateness.
5. As part of this process, developments which create significant amounts of movement (to be determined on a case-by-case basis) will be required to provide a travel plan in support of the application, along with a transport statement or assessment so that the likely impacts of the proposal can be assessed. Approved developments will then be required to undertake and promptly report regular monitoring of their trip generation in and out of site by all modes at all relevant access points and travel plan measures to inform and enable enforcement of travel plan targets against agreed actions. This is critical to the success of a vision-led approach to spatial planning by ensuring suitable mechanisms are in place to respond ('manage'), if necessary, to travel pattern changes.
6. To ensure Mid Sussex District Council (MSDC) is meeting the requirements of national policy and the WSTP in identifying appropriate mitigation measures to manage demand and minimise the need for new and improved infrastructure as part of the 'monitor and manage' process, it has convened a Transport Infrastructure Management Group (TIMG) to keep the effectiveness, deliverability, and phasing of the transport infrastructure projects required under

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review. The Group will include West Sussex County Council and National Highways (as appropriate) and its findings will inform future updates to the Infrastructure Delivery Plan, and the Council's Authority Monitoring Report.

7. The Mid Sussex District Plan is supported by the Infrastructure Delivery Plan (IDP), which identifies a proposed series of transport (and other) infrastructure projects. These are grouped into three categories: 'Critical', 'Essential' and 'Important'. The IDP sets out, where known, an indicative programme for the phasing of the identified 'critical' projects.
8. The monitor and manage process will be advised by the Transport Infrastructure Management Group (TIMG).

### **The Purpose and Role of the Transport and Infrastructure Management Group**

9. The following statement of purpose is proposed for the TIMG:
  - A) To support the objectives of the Department for Transport's Circular 01/2022 and the National Planning Policy Framework (NPPF) (2024).
  - B) To support the objectives and delivery of the West Sussex Local Transport Plan and any successor plan or strategy.
  - C) To supervise the monitoring and implementation of development in Mid Sussex with regards to transport, so that unacceptable safety impacts are avoided, and the severity of other impacts is minimised while maximising the sustainability of the generated travel patterns. Monitoring will include levels of movement on the network and monitoring of trip generations for new sites using existing available data sources. For consented sites monitoring will be limited to already available data sources, but joint consideration of impacts will assist with making recommendations on use of contributions held and expected.
  - D) To feed into and support bids for additional transport infrastructure funding, including bus and active travel opportunities.
  - E) To understand the transport implications of development located outside of, but close to, the boundary of Mid Sussex and at Gatwick Airport and consider the impacts of development in Mid Sussex.
10. The TIMG will fulfil this purpose by:
  - A) Reviewing evidence on the delivery of new transport infrastructure and related interventions (e.g. policy and Travel Plan measures) alongside new development and resulting levels of travel demand.
  - B) Seeking to ensure that sufficient monitoring data is made available, including from site developers' travel plan monitoring programmes as well as long-term monitoring programmes of the strategic and local highway authorities, to provide the necessary evidence.
  - C) Assessing proposed transport infrastructure projects and mitigation.
  - D) Making recommendations to decision makers at member organisations (e.g. committees, cabinet members and senior officers as appropriate) in respect of:
    - i) The undertaking of studies / reports;
    - ii) Updates to the Mid Sussex IDP;

- iii) The alignment of transport infrastructure projects and programmes with funding resources and opportunities;
- iv) The delivery and phasing of transport infrastructure improvements.

11. In undertaking its functions, the TIMG will be informed by the overarching goal of sustainable development, encompassing its social, environmental and economic dimensions.

### **Membership of the Transport and Infrastructure Management Group**

12. The following table identifies the main anticipated categories of participant organisation within the TIMG, the relevant bodies within each category and the anticipated timeline for meeting.

<b>Category</b>	<b>Attendees</b>	<b>Meeting Timeline</b>
Core Group	<ul style="list-style-type: none"> <li>• MSDC (Planning Policy)</li> <li>• WSCC (Transport Planning)</li> <li>• National Highways (Spatial Planning Southeast)</li> </ul>	Every 3 months
Neighbouring Authorities	<ul style="list-style-type: none"> <li>• Crawley Borough Council</li> <li>• Horsham District Council</li> <li>• Tandridge District Council</li> <li>• Brighton &amp; Hove City Council</li> <li>• Surrey County Council</li> <li>• South Downs National Park</li> <li>• Lewes District Council</li> <li>• Wealden District Council</li> <li>• East Sussex District Council</li> </ul>	As required
Key Stakeholders	<ul style="list-style-type: none"> <li>• Network Rail</li> <li>• Metrobus</li> <li>• WSCC (Transport Improvements and BSIP; Highways Development Management Team)</li> <li>• MSDC (Development Management; Regeneration and Sustainable Economy)</li> <li>• Gatwick Airport Ltd</li> </ul>	As required
Developers	<ul style="list-style-type: none"> <li>• West of Burgess Hill (Thakeham Homes)</li> <li>• Crabbet Park (Wates Developments)</li> <li>• Sayers Common (Berkeley, Reside Developments, Wates Developments, Antler Homes, Wellbeck Strategic Land)</li> <li>• Representatives from other allocations.</li> </ul>	As required

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Other Stakeholders	<ul style="list-style-type: none"> <li>• Focus Groups e.g. cycling / walking forums</li> </ul>	As required
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13. Attendance from Mid Sussex District Council, West Sussex County Council and National Highways is considered essential.
14. Additional participants from outside the Core Group may be invited as needed. The bodies to be included in each category will be reviewed as necessary in future due to the anticipated process of Local Government reorganisation mandated by the national Government.
15. The TIMG does recognise that the officers attending may be technical and policy officers who can represent their relevant organisation and engage within the TIMG framework to agree the recommendations from the TIMG group but may not have the ability to make formal decisions on behalf of their relevant organisation. Therefore, it is noted that recommendations from the TIMG will need to be taken back to their relevant organisations to be taken through their internal decision-making process and then reported back to TIMG.

### **Frequency and form of Meetings**

16. Meetings of the core group will take place at quarterly intervals from June 2025 onwards (allowing flexibility where needed to enable support for Local Plan processes in other parts of West Sussex). The TIMG may agree at any time to review the frequency of meetings if considered necessary / appropriate.
17. Meetings of the TIMG may take place either physically at an agreed location, or digitally – as agreed and as appropriate.

### **Agenda and reporting**

18. MSDC will issue, by email, a draft agenda incorporating matters for discussion, two weeks before each meeting, such that amendments / additions may be made prior to the meeting. The agenda will be formally confirmed by MSDC (as planning authority) a minimum of one working day before the meeting.
19. As required, the meeting papers will include a draft update on progress with development and infrastructure implementation, with reference to the IDP.
20. MSDC will issue by email notes of the meeting, together with actions arising, for agreement by all core members of the TIMG. If a matter in the minutes is disputed and cannot be resolved by way of electronic circulation and discussion, the minutes will be returned for agreement to the following meeting of the TIMG to be resolved, prior to publication. Meeting minutes will not be published but agreed recommendations directed to other bodies will be expressed in letter form.
21. Any specific actions required between meetings will be addressed and confirmed to the TIMG via email.

### **Key issues / agenda items for discussion**

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22. The agenda will reflect the needs of the TIMG at that time, but items and discussion topics are likely to include the following:

- Progress report;
- Identify transport network improvement schemes / policies to support development starting with selecting relevant schemes already identified in the Infrastructure Delivery Plan to deliver;
- Consideration, analysis and agreement of future transport network improvement schemes;
- Updates to the travel plan and traffic monitoring, surveys and review;
- Construction traffic issues arising from infrastructure works;
- Financial / viability / funding matters;
- Progress on other relevant developments including those in the adopted Local Plan (2014-2031);
- Progress on other relevant transport interventions / initiatives; and
- Consideration of need for future transport modelling or other evidence gathering.

### **Meeting Chair and decision making**

23. Meetings are to be chaired by MSDC.

24. The role of the group is advisory, and any proposals recommended by the group will require agreement by those bodies responsible for implementation and release of funding, through each authorities' / agencies' respective governance procedures. Recommendations will be made by agreement.

### **Record of Meeting**

25. A record of each meeting will be kept by way of written note, which will be agreed following each meeting by circulation. If a matter in the note is disputed and cannot be resolved by way of electronic circulation and discussion, the note will be returned for agreement to the following meeting of the TIMG to be resolved, prior to publication.

26. Meeting minutes will not be published but agreed recommendations directed to other bodies will be expressed in letter form.