



## **Terms of Reference for Multi-Agency Traffic Group**

### **Purpose**

To promote a dialogue between local stakeholders and LEGOLAND Windsor Resort on transport and traffic matters of mutual concern and interest, in relation to the local and strategic highway network surrounding LEGOLAND Windsor Resort. The group was originally formed to improve traffic movements on the local and strategic highway network after safety concerns following a busy weekend in May 2013.

### **Scope/ Remit**

- To provide regular opportunities for all members to share development updates
- To share knowledge on existing issues and transport-related initiatives
- To identify the transport initiatives to be considered and developed by all members of the group, including timeframes for implementation, including but not limited to:
  - Information and communication with visitors;
  - Directional signage and routing for visitors;
  - Winkfield Road site access improvements;
  - Internal parking and access improvements.
- To identify and agree opportunities for communication and consultation of transport initiatives

### **Membership**

The Multi-Agency Traffic Group includes the following representatives, but is not limited to:

- Royal Borough Windsor & Maidenhead (Councillor)
- Royal Borough Windsor & Maidenhead (Highways)
- Bracknell Forest Council (Highways)
- Surrey County Council (Highways)
- Highways England
- LEGOLAND Windsor Resort
- Other attendees to provide technical support, as required

### **Meetings and Communication**

The group will hold specific regular meetings with one another, at least two per year, with an aspiration to four meeting per year. Additional meetings may be convened at the discretion of members as circumstances dictate.

LEGOLAND Windsor Resort will host meetings and ensure a mutually convenient date for group members, to be agreed at the previous meeting whenever possible.

With an objective to make efficient use of time, suggested agenda items include, but are not limited to:

- Introductions and agreeing of previous minutes, relevant to all group members
- Project updates relating to wider objectives, relevant to all group members
- Other project updates, as required
- Key dates and deliverables
- AOB
- Actions/ next steps and next meeting
- Local RBWM and LEGOLAND Windsor Issues – RBWM & LEGOLAND Windsor only

LEGOLAND Windsor Resort will ensure that teleconference facilities are available for meetings.

Minutes of meetings will be distributed by LEGOLAND Windsor Resort within eight weeks. Minutes of other communication between group members will be circulated as required.