

# Ashford Cycling and Walking Forum – Terms of Reference

## 1. Objective of the Forum

- 1.1 To act as an independent Forum to discuss, review and monitor cycling and walking issues, and make recommendations for action with the aim of increasing levels of cycling and walking in Ashford and promoting its benefits to the community.
- 1.2 In meeting this objective the Forum will aim to:
  - Review and contribute to the development of cycling and walking and strategies formulated by the County and Borough Councils.
  - Review and contribute to the cycling and walking perspective of other policies including those relating to Health, Planning, Road Safety, Highway Design and Maintenance.
  - Review and monitor the effectiveness of measures to improve the cycling and walking environment and networks and make recommendations on future physical improvements planned in the Borough.
  - Review and monitor cycling and walking policies with an annual report developed and agreed by the Forum
  - Discuss and recommend Promotional and Marketing activities, Cycle Training and Travel Planning for joint action by Forum members and the Borough and County Council, to include demonstrating the transport and health benefits of cycling and walking.
- 1.3 The 'cycling and walking' term is taken in the widest sense covering all types of cyclists (utility, leisure, commuting and sports), pedestrians, walkers and those who share nominal cycling and walking facilities.

## 2. Membership

- 2.1 It is proposed that the Forum maintains a wide membership of members of the public resident (or working) in the borough and those organisations that represent the public in the borough. The list below is not exhaustive or prescriptive but provides an illustration of the range of representation which would be appropriate:
  - ABC and KCC Members and Officers
  - Ashford's Future
  - Cycle User, Campaign Groups, Cycling Organisations
  - Pedestrian interest groups
  - Disability groups
  - Health Sector representatives
  - Cycle-related businesses
  - Education and Training
  - Voluntary sector groups
- 2.2 The Forum should be limited to 30 active members to maintain its effectiveness. From time to time additional attendees may be invited to discuss specific agenda items e.g. representatives from wider Council departments or other bodies.
- 2.3 Members representing organisations, professional or voluntary groups must declare their interests to all members.

### **3. Forum Administration**

- 3.1 The officers of the Forum are the 'Chair' and 'Secretary'.
- 3.2 The Chair and Secretary will manage the administration of the Forum, including organising venues, distributing agendas, providing minutes.
- 3.3 The Chair with the help of the Secretary will maintain a list of members.
- 3.4 For sustainability and avoiding costs, e-mail and internet will be the prime medium of communication.

### **4. Meetings, Timetable and Contacts**

- 4.1 The Forum will have a full meeting four times per year. Dates to be set for the year in advance and all members notified. Additional Forum meetings, workshops, sub-groups, etc. to be arranged as required.
- 4.2 Previous papers, agendas and minutes will be posted electronically (Location to be confirmed).

### **5. Chair of the Forum**

- 5.1 The Chair will be elected by the group and must demonstrate a genuine interest in cycling and walking.
- 5.2 The Chair will stand for one year before seeking re-election.
- 5.3 The role of the Chair is to:
  - To maintain the Forum meetings in an orderly and professional manner.
  - To remain objective in considering the range of views aired by members of the Forum
  - To represent the views of the Forum (where appropriate) rather than their own individual views
  - To ensure a broad representation of views and interests are maintained within the Forum and recommend action to recruit new membership when required.
  - To consider all members of the Forum equal and to ensure all views are heard and considered.
  - To recommend or put forward statements and/or recommendations for action to the group and to seek a democratic decision or support from the Forum.
  - Receive requests for and formulate the agenda for the next meetings with the assistance of the secretary.
- 5.4 In the event of the chair or secretary being unavailable, the Chair should arrange a suitable deputy.
- 5.5 The Chair is responsible for discipline or exclusion of a member from the Forum who does not conduct himself or herself appropriately.

### **6. Secretary of the Forum**

- 6.1 The Secretary will be elected by the group and must demonstrate a genuine interest in cycling and walking.
- 6.2 The Secretary will stand for one year (4 meetings) before seeking re-election.
- 6.3 The role of the Secretary is to:
  - To ensure there is a documented record of Forum meetings
  - Assist the Chair in administrating the Forum.

**7. Members**

- 6.1 Members should conduct themselves in an orderly and professional manner and treat other members with respect to ensure all views are heard and considered.
- 6.2 All members by attending Forum meetings will be deemed to accept these terms of reference.

**8. Amendments to the Terms of Reference**

- 8.1 The Terms of Reference will only be changed through agreement by majority vote at a full Forum meeting.

**9. Declaration**

The Ashford Cycling and Walking Forum hereby adopts and accepts these Terms of Reference as the current operating guide regulating the actions of members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:  
Position: Chair

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:  
Position: Secretary