

SWALE CYCLE FORUM

TERMS OF REFERENCE

DRAFT 1

MAY 2010

A partnership of voluntary, community, public and private bodies working to encourage, promote and improve cycling in Swale

Mission Statement

The Forum is committed to working together on a consultative basis advising on all aspects of cycle development and publicity with a view to increasing the number of cycle journeys in Swale. The Forum will also work to provide a positive road safety message for cycling so that residents, visitors and employees of all age groups, have the confidence to use the highway network.

Objectives

- To provide innovation and best practice in the provision of facilities, education and publicity material for cyclists
- To maximize the convenience, safety and continuity of the highway network for cyclists in both rural and urban environments
- To identify and promote the development of suitable off-road cycle routes
- To promote positive images of cycling
- To promote and encourage sports and leisure facilities which actively encourage cycling as a healthy activity
- To give less experienced or returning cyclists the confidence to use the road network safely by improving safety and reducing cycle incidents
- To monitor the levels of cycling within Swale
- To raise awareness amongst all road users of the needs of cyclists using the highway
- To enhance cycle security and reduce cycle thefts
- To provide opportunity for coordination, networking, information sharing & promoting best practice
- To support collaborative projects, events and education/awareness activities

Delivery of Objectives

- Responding to consultations on policies and proposals that affect cycling within Swale
- Identifying and proposing policies, schemes and initiatives that would improve conditions for cyclists and/ or encourage increased levels of cycling, making best use of existing data (where available) and with reference to current best practice.
- Recommendations will be progressed by Council officers or other members of the Forum where this can be achieved without recourse to additional budgets or resources. Alternatively, new proposals will be considered against other priorities for implementation through the Local Transport Plan or other suitable funding mechanisms. Where appropriate, the Chair or the Lead Member for Transport may be asked to take proposals to Cabinet or Full Council for consideration.

Composition and Representation

Membership of the Cycle Forum is open to all individuals and organisations that are interested in or are affected by cycling in Swale.

The Forum will comprise of:-

- Kent County Council Officers and Members
- Swale Borough Council Officers and Members
- Town and Parish Council representatives
- Sustrans
- CTC
- Spokes
- Active cyclists
- Employers

- Educationalists

Role/Function

The Cycling Forum's main purpose is to enable communication between cycling groups and users and the officers and members of the councils.

The Cycle Forum will contribute to the creation, review and implementation of a holistic Swale Cycling Plan and Action Plan.

The Forum will, through its local knowledge, advise the County Council, Borough Council, Town & Parish Councils as appropriate, on the following matters:-

- Improvements to the strategic/local cycle network for Swale
- Provide local input into the development of schemes to deliver the strategic/local network
- Assist in the development of these schemes
- Provide comment on strategic and large scale planning applications
- Provide comment on highway schemes, maintenance works and improvements programme.
- Assist with the identification and location of non-highway cycling facilities (eg cycle parking)
- Assist in the updating of the Swale Cycling Plan and Action Plan and review its progress.
- Assist in identifying opportunities for improving cycling/public transport links
- Promote cycling

Meetings

Meetings will normally take place 4 times a year in:-

- January
- April
- July
- October

Sub-groups will be formed, as needed, to work on specific issues and discuss local scheme details.

Agenda and minutes will be prepared. Agenda items on local issues will be sought in advance of each meeting. Minutes will note key decisions and action points.

Meetings should be 2 hours in duration. To make efficient use of members time, sub-groups should consider meeting beforehand, in advance of the Forum meeting, and provide feedback directly to the meeting.

Meeting rooms, administrative support and other resources will be provided by the Borough Council.

Outside meetings an online forum will be established to facilitate ongoing communication

Chairmanship/Servicing

A chairman will be appointed annually from the Forum membership. The forum will be serviced by Swale Borough Council

Targets

Increase the number of cycle journeys in Swale in line with/from... to.../by...

To match or better the Kent average for reduction in injury occurring to cyclists, as a percentage of all injury accidents on the highway network