# Terms of Reference

# Totnes and District Green Travel Forum and Steering Group

For review 23rd January 2022

## Role / purpose

To provide a forum for discussion on issues relating to traffic and transport and the transition to sustainable, low carbon, forms of travel in Totnes and the surrounding area, and to act as an advisory body to Totnes Town Council, putting forward detailed plans for implementation.

## Membership

The current membership list below is for voting purposes. Members of the public may attend this Forum and participate but will remain as non-voting. All nominations for adding a voting member must be proposed, seconded and be agreed by a majority.

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| John Scanlon CHAIR |
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| Simon Harrington |
| Sarah Kidd |
| Maggie Cornhill |
| Jane Kennedy |
| Pruw Boswell |
| Kerry McCabe |
| Ken Robertson |
| Howard Cotton |
| Cllr Sarah Collinson |
| Graham Bennett |
| Barbara Phillips |
| Chris Alton |
| Paul Mukerji |
| Peter Coxon |
| Adam Williams |
| Ian Bright |
| Cllr Jacqi Hodgson |
| Cllr Georgina Allen |
| Cllr Jo Sweett |
| Cllr Rose |
| Nick Oldridge |

Green Travel Coordinator – Maiken Hutchings

* Town Council – 2 Town Councillors, 1 District Councillor, 1County Councillor + Green Travel Coordinator
* Citizens – members of public with particular interest in T&T and representing key sectors – max 5
  + Educator - eg KEVICCS, Grove School
  + Disabled - eg Inclusive Totnes
  + Cyclists -
  + Walking and active travel - eg Ramblers
  + Health professional
* Community groups – 5 representatives from surrounding villages
* Private enterprises and business groups – max 5, 1 from each group
  + Chamber of Commerce, STAG (deputy to also be designated)
  + Independent trader based in High Street / Fore Street
  + Industrial estate (deputy to also be designated)
  + Community transport eg Bob the Bus
* Experts in traffic and transport
  + Highways (DCC)
  + Bus services – eg Stagecoach
  + Train services
  + Community speed watch / police
  + Specialists invited for specific projects – eg Co Cars

Members have the responsibility to attend meetings or to send a delegate to represent the views of their specific group or community.

If a member withdraws from the Steering Group, then a replacement should be identified and given a full briefing of the responsibilities and representation of the leaving member.

If a member fails to attend meetings for 3 months, then he/she will be asked to leave the Steering Group and a replacement found.

Any group acting as an advisory body to the Town Council is subject to the Town Council’s Code of Conduct (<https://www.totnestowncouncil.gov.uk/wp-content/uploads/2021/06/Code-of-Conduct-March-2021.pdf>). If a Traffic and Transport Forum member OR attendee breaches any of requirements outlined in the policy on the website, then possible outcomes include temporary suspension from voting/attending OR permanent exclusion from being able to attend or contribute to the Forum.

## Roles and responsibilities

The roles of the Forum are as follows:

* To resolve existing Traffic & Transport problems
  + To identify and quantify traffic problems in Totnes and surrounding district,
  + To propose and evaluate possible solutions for identified problems
  + To canvas opinions about the proposed solutions, and make recommendations to Totnes Town Council
  + To project manage the implementation of approved solutions
  + To monitor the success criteria of implemented solutions
* To develop new opportunities for sustainable transport and active travel as part of Devon’s Carbon Plan
  + To identify new opportunities for sustainable transport and active travel
  + To identify and quantify the benefits and costs of new sustainable transport methods
  + To identify and secure sources of funding for proposed new projects
  + To canvas opinions about the proposed new projects, and make recommendations to Totnes Town Council
  + To project manage the implementation of approved new projects, including promotion to the wider public
  + To monitor the success criteria of implemented projects
  + To seek to influence travel behaviours, and encourage the public to transition away from fossil fuel, private vehicles towards greener, more active, methods of travel
* To invite and support a membership that provides a broad cross section of views, experience, ages and geographical coverage, including members of the public, community groups, businesses and experts in T&T. Each member will have a defined role in terms of whom they represent. They are expected to canvas views from their respective community and provide a representative viewpoint.
* The Steering Group may appoint additional working groups for specific projects, which may meet more frequently and may involve additional persons with relevant expertise and level of interest. These working groups will report back to the Steering Group at the monthly meetings.

## Meetings

Meetings to be held 3- monthly on last Tuesday of each month.

The Chair and Deputy are to be chosen at the AGM from the list of members (excluding Councillors) and voted on by the members – using simple majority method.

The Chair remains in the role for 1 year.

The Agenda for each meeting is to be issued 1 week prior to the meeting. Any member, councillor or officer may submit items for discussion.

Interim plenary sessions or one-topic sessions can be arranged in between these 3 monthly meetings, however these will not be administered by the Green Travel Coordinator.

Ground rules for meetings

• We will let someone know if we can’t come

• Mobile phones switched off or (if absolutely necessary) set to vibrate

• We will arrive early enough to start on time (late arrivals will fend for themselves!)

• We will speak one at a time • We will keep it brief • We will keep to the point • We will speak calmly with intention

• We will be conscious of how much or how little we contribute

• We will be conscious of the nature and content of our contributions.

• We will listen with attention

• No parallel conversations

• We will respect each other and each other’s contributions

• We will finish on time

Procedure

• Items for the agenda should be sent to the secretary well in advance of meetings.

• We’ll aim to send out the agenda & minutes of the previous meeting well in advance & members are asked to bring these & any other relevant information to meetings.

• The Chair will sit at the head of the table in order to be able to see everyone and will co-ordinate those who wish to speak.

• We’ll start by agreeing the agenda & minutes and agreeing times to agenda items.

• New items arising for the agenda will be included under AOB if there is time or if they are important. Otherwise they will be postponed to the next meeting.

• We will stick to the timing agreed for the agenda items

## Term of the agreed Terms of Reference

These Terms of Reference apply for 3 years from date of approval. The list of members will be updated at least once per year, at the AGM.

## Amendment of Terms of Reference

The Terms of Reference may only be amended with the agreement of the full town council and ratified by the voting members.

It is suggested that the ToR is reviewed every 3 years by the voting members, or as often as needed. Proposed changes are to be submitted to the Planning Committee and then to Totnes full council, with the reason for the change and then voted on at the next AGM.