

Terms of Reference

Totnes and District Traffic & Transport Forum and Steering Group

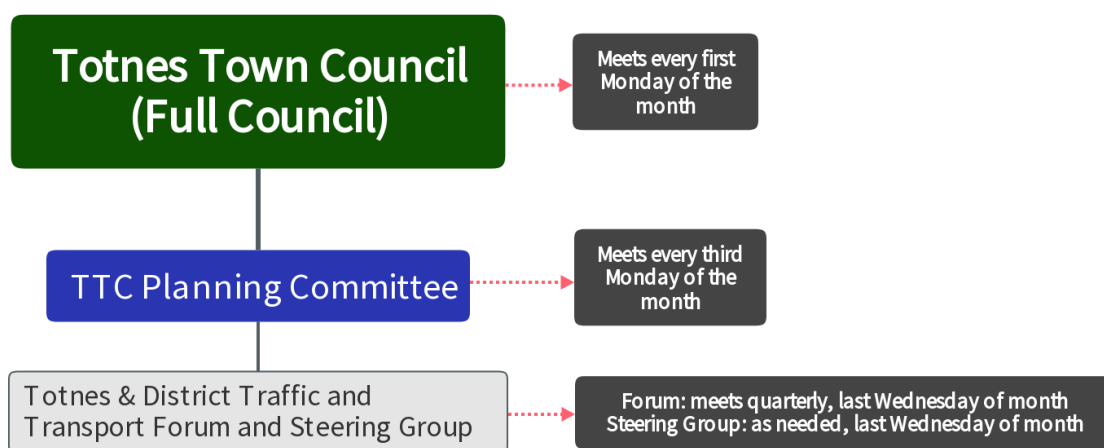
Contents

1. Introduction	2
2. Purpose, responsibilities & general information	2
2.1 Purpose & responsibilities	2
2.2 Membership	3
2.3 Frequency of meetings	4
2.4 Agenda and notes	4
3. Code of Conduct.....	4
4. Term and amendment of Terms of Reference	4
Appendix A: Steering Group membership template	5
Appendix B: Code of Conduct	6

1. Introduction

The Totnes and District Traffic and Transport Forum and Steering Group act as an advisory body to Totnes Town Council (TTC) as an avenue to progress traffic related issues. The notes and any recommendations from the Forum and Steering Group meetings go to the TTC Planning Committee for consideration. Any recommendations then go onwards up to Full Council for final approval.

The image below illustrates where the Forum and Steering Group provide information into the wider Town Council structure and the frequency of meetings:



2. Purpose, responsibilities & general information

2.1 Purpose & responsibilities

The overarching purpose of the Forum and Steering Group is to

- identify traffic problems in Totnes and surrounding district and propose & evaluate possible solutions to these.
- support and develop new opportunities for sustainable transport and active travel, including behaviour change focused projects.

Forum:

The Forum has been set up to:

- provide an open forum for discussion on issues relating to traffic and transport and the transition to sustainable forms of travel in Totnes and the surrounding area.
 - Any member of the public can attend the Forum meetings and can suggest agenda items.
- act as an advisory body to Totnes Town Council via the Steering Group (below)

Steering Group:

The Steering Group (SG) can be seen as a sub-group of the Forum and has been set up to:

- Provide a representative group of stakeholders whose members have voting rights on issues requiring decision-making.
- Oversee resulting work streams, stimulate and maintain progress wherever possible to maximise the potential for implementation of agreed initiatives

The SG is responsible for two-way liaison with the Forum to achieve community engagement in traffic and transport matters. The Steering Group can refer matters for consideration by the Forum, as well as receive matters from the Forum for consideration/decision-making by the Steering Group.

The Steering Group may appoint additional working groups for specific projects, which may meet more frequently and may involve additional persons.

2.2 Membership

A concerted effort is made to ensure a balanced make-up to ensure a variety of views and stakeholders are represented in decision-making. The Steering Group membership is elected each year at the AGM, following the template outlined in **Appendix A**. This template is kept under review and is open to adjustment in the light of changing circumstances.

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 and Deputy remain in the role for one year.

Members have the responsibility to attend meetings (both Forum and Steering Group) 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.

2.3 Frequency of meetings

Forum meetings are held quarterly – January, April, July and October – on the last Wednesday of the month.

The Steering Group meetings are held between Forum meetings as necessary, also on the last Wednesday of the month, wherever possible.

2.4 Agenda and notes

Meetings are administered by Totnes Town Council's Sustainability Officer. Totnes Town Council is content to share agenda and notes from the meetings on its website and share information via its social media channels.

The agenda is to be issued one week prior to the meeting. Anyone can submit items for discussion for the Forum meetings, and any member, Councillor or officer may submit items for the Steering Group.

Items for Any Other Business must be submitted to the Sustainability Officer 48 hours prior to the meeting.

Meeting notes will be provided to the Totnes Town Council Planning Committee for consideration and any recommendations will be put to Full Council for a decision.

3. Code of Conduct

All meeting attendees and members agree to follow the Code of Conduct and values outlined in **Appendix B**.

4. Term and amendment of Terms of Reference

It is suggested that the Terms of Reference are reviewed every three years by the Steering Group, or as often as needed. Proposed changes are to be submitted to the Planning Committee for noting.

Appendix A: Steering Group membership template

Membership template

- **Councillors** – 2 Town Councillors, 1 District Councillor, 1 County Councillor + Sustainability Officer
- **Local residents**, representing different areas of town – max 5, one per area
- **Representatives of key sectors** – max 5
 - For example:
 - Educator
 - Disabled
 - Cyclists
 - Walkers
 - Health and wellbeing
- **Community groups**
 - Such as Bob the Bus, the Bike Hub, Transition Town, etc.
- **Representatives from surrounding villages** – max 5
- **Business representatives** – max 5, 1 from each group except independent traders (2)
 - Chamber of Commerce
 - Independent trader based in High Street / Fore Street and the Narrows (2)
 - Industrial estate
 - Market traders

The Steering Group can choose to invite others to join the Group if deemed appropriate. Importantly, the SG must always consider who is not in the room / represented and actively seek to recruit to fill this gap.

Appendix B: Code of Conduct

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.

Values

The values of the Steering Group are:

Respectful – of our members and their wish to represent their community.

Partnership – working together to maximise mutual benefit through the achievement of more than is possible 'alone'.

Progress – working to improve things in practice (rather than in theory) wherever possible.

Conduct

- We will stick to the timing agreed for the agenda items and finish on time
- 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, keep it brief and keep to the point
- We will speak calmly with intention and listen with attention
- We will be conscious of how much or how little we contribute
- We will be conscious of the nature and content of our contributions
- No parallel conversations
- We will respect each other and each other's contributions