

## **Terms of Reference for Curry Rivel Parish Council Active Travel Working Group**

**Adopted 5<sup>th</sup> July 2023**

**(Review period: annually)**

### **1. Introduction**

Active travel simply means making journeys in physically active ways - like walking, cycling (and using a wheelchair or mobility scooter).

Curry Rivel parish council have already successfully identified suitable active travel routes to improve pedestrian and cyclist amenity within the village, and between the village and neighbouring settlements, culminating in the Key Priorities document available on this page <https://www.curryrivel.org.uk/parish-council-1/policies.html>

Somerset Council have put Active Travel as one of their key priorities.

The Curry Rivel Active Travel Working Group should consist of the existing Curry Rivel councillors, plus independent members of the community.

The Curry Rivel Working Group will be represented on the wider Active Travel Steering Group (yet to be formally constituted) made up of councillors (and others) from neighbouring communities.

### **2. Responsibilities**

- 2.1 To negotiate with Somerset Council for funding to make the active travel routes identified a reality.
- 2.2 To identify other funding sources for Active Travel.
- 2.3 To represent Curry Rivel and the Wider active Travel Steering Group and work with neighbouring parishes on a joined-up vision.
- 2.4 To discuss options for improving pedestrian improvements with Somerset Council Transport / Infrastructure Programmes Group and to recommend to Council.
- 2.5 To be the lead for commissioning and working with specialist Active Travel consultants.
- 2.6 To negotiate directly with landowners and recommend actions for Council in relation to land purchase / rights.
- 2.7 To manage activities within the annual budget provided for Active Travel and to recommend budget for Active Travel each October.
- 2.8 To create written updates and communications to the community (subject to sign off by Council)
- 2.9 To manage any community consultation.
- 2.10 To advocate Active Travel principles and policy to developers.

**The following general Terms of Reference apply to all Working Groups.**

**3. Membership**

- 3.1 Members of the working group will be appointed by the Parish Council. A minimum of 2 members shall be councillors, one of whom shall be Chair and the other Vice Chair.
- 3.2 With the authority of Council the working group can co-opt members of the public to the Working Group.
- 3.3 The quorum shall be 3 members one of whom must be a councillor (or 30% of members if greater).
- 3.4 Membership shall be for one year (or to the next Annual meeting). The Annual Meeting of the Council will re-confirm the working group's membership and terms of reference.

**4. Meetings**

- 4.1 The working group will arrange its own meetings (minimum 3 per year of maximum 2 hours each).
- 4.2 A Working Party does not meet in public, but may invite guest(s) to attend if expertise is required.
- 4.3 If the Chair is absent another councillor will be Chair.

**5. Agenda and Minutes**

- 5.1 Working party agendas shall be drawn up by the Chair and a copy supplied to the clerk and councillors.
- 5.2 Any Member of the working party may take brief minutes to record the reason(s) for an agreed action. A copy of the draft minutes shall be supplied to the clerk and all councillors. A copy of signed minutes shall be supplied to the clerk once available.

**6. Reporting**

- 6.1 The Chair will be the main point of contact for the clerk, councillors and members of the public. The clerk and Chair of the parish council shall be copied in to any written responses to members of the public.
- 6.2 Draft (signed if available) minutes shall be accepted as a report to council meetings. A short verbal report may also (optionally) be given by the Chair. These shall not form the basis of a resolution unless the specific item is on the Agenda.
- 6.3 The Chair (or vice Chair) will supply recommendations for a resolution for an Agenda to the clerk and will Propose it at that council meeting.
- 6.4 Additional written reports or papers (if required) to support a resolution shall be provided to the clerk to circulate with a council meeting agenda.
- 6.5 The working group will summarise its activities for the year in a short written report to Council at its Annual Meeting (if requested to do so).
- 6.6 A member of the working group shall report in person to parishioners at the Annual Parish Meeting.

**7. Limitations**

- 7.1 Working groups cannot make decisions on behalf of the Parish Council and no funding or monies shall be spent, or committed, without delegated authority or prior Council approval.
- 7.2 All formal written correspondence with external organisations, or businesses, shall be sent via the clerk on behalf of CRPC and not from any individual of a working group.
- 7.3 A working group shall abide by the policies and procedures of CRPC as published on the website. The clerk will provide any further guidance required.

## **8. Privacy and Freedom of Information**

- 8.1 The names of working party members will be published in the minutes of the parish council meeting at which they are appointed.
- 8.2 Contact details of members of the working party shall be supplied to the clerk by the Chair or the Working Group. By joining a working party members consent to their address, email address, and telephone number being stored electronically and made available to other members of the working group and the clerk. Such information shall not be distributed further without their express consent.
- 8.3 Minutes, emails and reports etc. relating to working groups are potentially public under Freedom of Information, but will not be routinely published.

**END**