

Bath and North East Somerset Council Active Travel and Accessibility Forum (ATAF)

The Active Travel and Accessibility Forum Terms of Reference

Title

1. The Forum shall be known as the Active Travel and Accessibility Forum (“ATAF”).

Role and Responsibilities

2. The primary purpose of the ATAF is to exchange information and views on schemes and ideas in Transport/Public Realm affecting non-motorised users.
3. Identifying issues/user experiences which can be fed back to develop future schemes.
4. Officers will attend to give advice on relevant issues.
5. To inform and assist with the development of a strategic Active Travel action plan for future development in line with the Government Cycling and Walking Investment Plan.
6. The ATAF will work to:
 - a) develop a constructive and inclusive approach to the topics;
 - b) respect local circumstances and different interests while operating within national guidance;
 - c) provide advice on issues of principle and good practice which aspires to the highest elements within national guidance;
 - d) engage in constructive debate and seek consensus within the forum wherever possible;
 - e) where consensus is not possible within the forum, make clear the nature of differing views and suggest how they might be resolved.
7. In carrying out the functions in paragraph 6 above, the ATAF shall have regard to:
 - a) the needs and demands of the heritage and conservation in the City of Bath and surrounding locales.
 - b) the desirability of conserving the natural beauty of the area for which it is established, including the flora, fauna, and geological and physiographical features of the area;
 - c) proper liaison with combined authority, neighbouring authorities and statutory network providers (Highways England and Network Rail).

Participants

8. The participants will seek to be balanced to avoid dominance by any single interest group or coalition of like interests.
9. The Chair will be selected/appointed by the Cabinet Member for Transport.

Administration

10. 'Open' meetings will be held every 3 months at the Guildhall, Bath and 1 meeting per annum outside Bath (for example in Keynsham).
11. There will be a Steering Group meeting held between each open meeting made up of the ATAF chairperson, Cabinet Member for Transport, the Council Cycling and Accessibility Senior Engineer, the Council Publicity Officer and up to five members of the public forum (as appropriate) to discuss and follow up issues which have discussed at the open meetings.
12. The Chair and officers will be responsible for:
 - a) Distribution of the agenda;
 - b) Arranging and publicising meetings;
13. Items for the agenda should be put forward from forum members 2 weeks in advance of the 'open' ATAF meeting and agreed by the chair.
14. Meetings will be advertised in advance.
15. Agendas, papers and minutes of the meeting will be available to the public on the Council website.
16. The Chair may invite contributors or observers to the meeting when appropriate.
17. The Council will have the right to review the chairing and membership of the ATAF if necessary, including to ensure that the requirements of paragraph 8 are being met.
18. The Forum may decide to set up such committees, subcommittees and working parties as it considers necessary subject to budget constraints.
19. These Terms of Reference can be amended by the ATAF from time to time to suit changing circumstances subject to the Chair and Cabinet Member for Transport having approved any changes before they come into force.