

Tunbridge Wells Public Transport Forum Terms of Reference



Purpose of the Forum

- To enable representative groups and organisations to engage together in a constructive and relevant Forum.
- To discuss public transport issues and share information, in support of the achievement of relevant aims and objectives set out in the Borough Transport Strategy.
- The Forum has no decision-making powers.

Membership of the Forum

- Representative groups and organisations include: Kent County Council, Tunbridge Wells Borough Council, Bus, train and taxi operators, Parish and Town Councils, The Access Group, and others as agreed (full list available on request).
- The Borough Council nominates two Borough Councillors as representatives to attend Forum meetings. However, all KCC and TWBC Council Members are welcome to attend and speak on specific issues, providing they have given prior notice of attendance.
- Individual groups and organisations should nominate a lead representative to attend Forum meetings.
- Regular attendance by groups and organisations is encouraged. Where a nominated representative is unable to attend, a substitute may attend and should be suitably briefed. The Borough Council should be informed of any substitution in advance of meetings.
- Other representatives are welcome to request attendance at Forum meetings, provided they are acting on behalf of a relevant group or organisation. The Borough Council will give careful consideration to all such requests.

Role of Attending Representatives

- To represent the views of their group or organisation and to share information at meetings, where it is relevant to the meeting agenda and/or the Borough Council's public transport objectives.
- To share information provided at Forum meetings within their group or organisation, and to support the delivery of interventions identified within the Borough Transport Strategy (where relevant to public transport issues).

Election and Role of a Chair Person

- The Forum will confirm a Chair as nominated by the Borough Council on an annual basis.
- The Chair will ensure all views are heard at Forum meetings, and seek to ensure that responses to relevant questions and issues raised are provided (when necessary) at subsequent meetings.

Meetings

- Meetings will be held at least three times a year at Tunbridge Wells Town Hall.

Forum Administration

- The operation of the Forum will be resourced by the Borough Council.
- Minutes of all meetings will include a record of attendance.
- Meeting dates, agendas and minutes will be issued via email to lead representatives. The most recently issued documents including terms of reference will be issued on the Council's website.
- Documents in large print format will be produced and sent out on request.