

West Berkshire Cycle Forum Terms of Reference

The Cycle Forum enables stakeholders in cycle-related issues to work together in a positive and constructive manner. Members of the Forum are committed to supporting and participating in the forum and working together to achieve the following **aim**:

“To get more people cycling more often”

The objectives of the Cycle Forum are as follows:

- To increase the number of people cycling for everyday journeys, leisure and sport
- To promote good cycling infrastructure and highlight opportunities for improvements across the district
- To support the delivery of high quality cycle training
- To promote the benefits of cycling for personal health and well-being

Members of the forum will be drawn from organisations and members of the public that can contribute to the aim and objectives of the forum and will seek to be reasonably representative of cycling interests. The Cycle Forum will offer open invitation to any prospective member.

Meetings of the Cycle Forum will take place **quarterly**.

The Cycle Forum will be chaired by:

- **(Chairperson)** Cllr Steve Ardagh –Walters.
- **(Vice Chairperson)** Cllr Andy Moore.

Administration of the Cycle Forum will be a collaborative process between West Berkshire Council and West Berkshire Spokes. West Berkshire Council will undertake the following activities:

- Make all room bookings to an agreed time and date
- Send out invitation to members for the meeting, and a call for agenda item a minimum of two weeks in advance of the proposed Cycle Forum meeting;
- Send out an agenda to members prior to the meeting;
- Send out minutes to members following the meeting.

West Berkshire Spokes will undertake the following activities:

- Assemble an agenda in time for the Cycle Forum to be distributed;
- Produce and assemble any papers;
- Take and produce minutes for the meeting.

Items for the agenda should be tabled at least one week prior to a meeting and be accompanied by any supporting papers necessary with a recommendation for action.

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