

## **Arundel Cycling and Walking Group**

### Update to ATC Full Council Meeting 10<sup>th</sup> Sept 2020

The Cycling and Walking Group met on 19<sup>th</sup> August and 1<sup>st</sup> Sept. We aim to meet on the first Tuesday of every month.

#### **Objectives of the group have been confirmed as:**

- i. Lobby for Ford Road safe passage
- ii. Create a Local Cycling and Walking Infrastructure Plan for Arundel
- iii. Establish an Arundel Cycling Forum linked to the W Sussex Cycling Forum

We will hold back on the Tarrant St proposal until we start consulting with residents

#### **Activity this month**

- Objectives have been confirmed (above)
- Terms of reference have been agreed and are copied below.
- Every house in Arundel has been leafletted launching the Forum and inviting interested residents to step forward
- The project features on the resident's website [www.lovearundel.org](http://www.lovearundel.org)
- Sustrans and West Sussex Cycling forum have agreed to work with us

#### **Safe passage to Ford**

Our group has concluded that Arundel has waited too long for safe passage to Ford station. It has been an issue for decades with no action at all.

We will work constructively with all interested parties to lobby for a resolution but we feel it is time to ask Arun District Council, West Sussex County Council and Highways England to state for the record what their real position is so that Arundel residents know where they stand.

We think it is time to raise awareness in a more assertive and determined way. Sustrans advise that they routinely object to Planning Applications if they do not include cycling solutions.

# **Arundel Cycling and Walking Working Group (ACWG)**

## **Terms of reference**

drafted 31 August 2020 by James Stewart, approved by ACWG on 1 September.

## **Purpose / role of the ACWG:**

The ACWG is a working group of ATC.

The ACWG was formed in response to the 2019 Love Arundel listening sessions which indicated considerable support from the community for both new improved PROW's accessible for walkers and cyclists, both within the Town and linking the Town to other places.

The ACWG will also take forward and lobby for chosen objectives set out in relation to walking & cycling set out in (but not exclusively):

1. ATC's Mission Statement & Objectives
2. ATC's Transport and Access Strategy 2016
3. Arundel NP 2019
4. WSCC Walking and Cycling Strategy
5. ADC Local Plan
6. SDNPA Local Plan

The core objective is to identify and create key routes for safely crossing the Town on foot and by bike, and to better connect Arundel with surrounding towns as well as other transport links.

ACWG was formed in Spring 2020 by several members of the community and ATC Councillors.

The primary aims of ACWG are:

1. The safe passage to Ford station along Ford Road from Arundel, in particular for school children attending secondary schools travelling to school by train.
2. To create a forum (ACWF) for local people (walkers and cyclists of all types) to have their say and to help raise the issues and develop our plans.

## **Membership:**

Membership of the ACWG is open to all residents of the Parish of Arundel (over the age of 16) who are interested in cycling and walking but as a formal ATC 'working group' there must be a minimum of 2 Town Councillors in ACWG.

ACWG can have a maximum of 8 members, with a quorum of 4 (which must include at least one ATC Councillor).

To join ACWG, prospective members should contact the chair who will invite them to a meeting then if:

- If the maximum number of members has not been reached, and
- The current committee vote with a simple majority in favour.

Then the prospective member can join ACWG.

There is no term time limit for members of ACWG, but if members wish to leave then they simply need to inform the Chair in advance of the next meeting for inclusion on the agenda for that meeting.

If the number of Town Councillor members falls below the minimum set out above, then ATC will be responsible for appointing sufficient ATC Councillors to reach the minimum number.

Representatives of other organisations (e.g. ATC, ADC, WSCC, Sustrans etc) who are not members of ACWG may be invited to speak at or attend ACWG meetings as liaison partners at the invitation of the ACWG Chair.

## **Accountability:**

ACWG will report to and is accountable to ATC, and ultimately the residents of Arundel.

ACWG will not have its own funds, but may from time to time lobby for and receive monies from ATC or other organisations as grants or other donations, to fulfil their objectives as agreed by the members.

ACWG cannot commit ATC to be liable for any payment (or debt) without their express consent, which must be minuted at an ATC public meeting.

## **Review:**

ACWG will review these TORs, their objectives, working methods and reporting once each year at their Annual Meeting to be held after 1<sup>st</sup> January and before 31<sup>st</sup> March.

## **Working methods / ways of working:**

- The ACWG Chair will set dates/times/place for meetings for the following year at the Annual Meeting, to be agreed by members.
- At each Annual Meeting the Chair will be elected (reelected) by Members, and other officers as may be required.
- Sub-groups may be formed by members to work on specific projects or areas and report back to the ACWG from time to time as agreed. Any member can suggest the formation of a sub-group at a monthly meeting.

## **Meetings**

- The number of meetings each year will be proposed by the Chair at the Annual Meeting and agreed by Members.
- Meetings will take place at Arundel Town Hall (with the prior permission of ATC Town Clerk) or other venue as notified by the Chair.
- If possible Meetings should be planned when ATC staff are already on site and the Town Hall is open to the public (otherwise access to the Town Hall will require a Member with a key etc).
- ACWG Meetings are not Public Meetings, however questions or issues can be raised by residents via the ACWF for discussion at an ACWG Meeting via the Chair (to be added to the Agenda for the next Meeting).
- The agenda for each meeting will be drafted by the Chair, and members may suggest topics for inclusion not less than two weeks before each meeting.
- Topics not on an agenda may be discussed at the meeting as AOB with the prior consent of the Chair.
- The agenda will be circulated to ACWG Members at least one week prior to the meeting date via email.
- Any Member who is tasked with presenting a paper or discussion point on the agenda for a meeting will pass the paper to the Chair for distribution to Members with the Agenda.
- The meetings will be called to order by the Chair.

- Minutes of the previous meeting will be agreed and any Matters Arising discussed, where not already on the Agenda.
- The Chair will manage meetings so that matters are discussed fully, but in some cases he may put a time limit on discussions or put off further discussion to a future meeting, so that meetings do not run over time limits set.
- Members will be courteous with each other at Meetings and allow each Member to have their say of the topic/s being discussed.
- Non-Members of ACWG, for example from other groups as set out above, may attend meetings at the invitation of the Chair and enter into discussions at that meeting as if they were a Member.
- Of a vote is called for on any matter, then only Members can vote.
- At the start of each meeting the Members and Chair will decide who will take and subsequently circulate the Minutes to Members.
- Minutes of each Meeting will be circulated to Members, and copied to ATC Town Clerk, with the Agenda for the next meeting or earlier.

## **Sharing of information and resources (including confidential materials)**

- ACWG will share documents and resources via Google Docs, to which all Members will have access.
- Confidential materials and/or copyright issues will be identified as such and Members will respect such materials appropriately.
- ACWG may share documents, announcements, plans publicly via Love Arundel and Town Council websites and other means (Social Media) as agreed by Members at Meetings.

## **Definition of terms**

- TOR = Terms of Reference
- AOB = Any Other Business
- ACWG = Arundel Cycling and Walking Group
- PROW = Public Rights of Way
- ADC = Arun District Council
- WSCC = West Sussex County Council
- SDNPA = South Downs National Park Authority
- ATC = Arundel Town Council
- AWCF = Arundel Walking and Cycling Forum
- NP = Neighbourhood Plan
- SUSTRANS = A walking a cycling charity & custodian of the NCN
- NCN = National Cycling Network