

Ryedale Cycle Forum

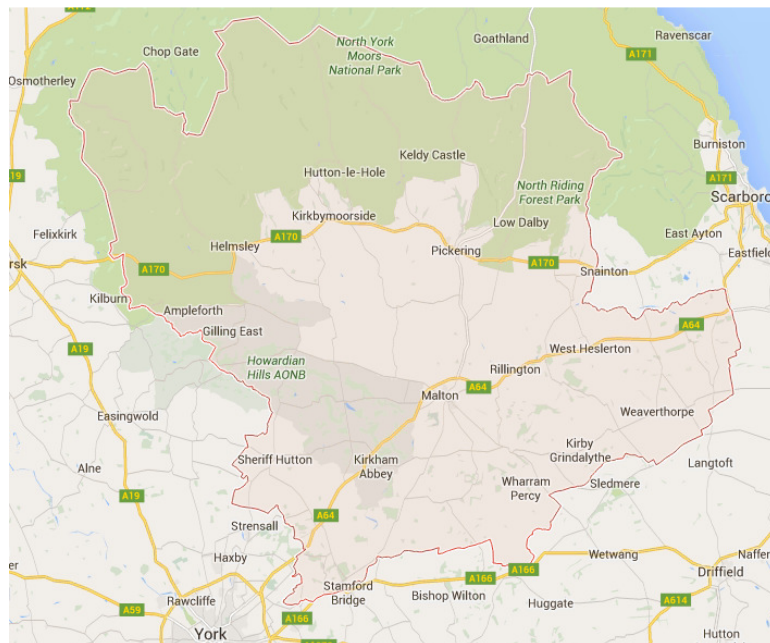
Terms of Reference

Formerly known as the Raising Cycling in Ryedale Group, the Ryedale Cycle Forum (RCF) brings together all those involved in the development and promotion of cycling in recognition of the range of benefits that cycling offers as part of a more sustainable approach to transport and active travel.

RCF is not a decision-making body, but through the sharing of information and views seeks to contribute to and influence the cycling related policies, plans and services of relevant organisations such as Ryedale District Council, the North York Moors National Park Authority and North Yorkshire County Council where there is a consensus view across the RCF membership.

The RCF's overall aim is to encourage more people of all ages and abilities to cycle more often across the District, whether they are local residents or visitors.

RCF understands that increased levels of cycling are proven to improve public health, economic prosperity, the environment and brings communities together.



Composition / membership

RCF actively encourages appropriate participation by and contributions from the following:

- British Cycling
- British Horse Society
- Cycling campaign representatives
- Cycling UK (formerly CTC)
- Cycle shops and cycling businesses
- Local employers and/or workplace cyclists' groups
- Local volunteers (at RCF's discretion)
- First TransPennine Express
- Forestry Commission
- Kirkbymoorside Environment Group and other local 'green' groups
- Health sector (primary and secondary care, and public health)
- Highways England
- Howardian Hills AONB
- Parish and Town Councils
- North Yorkshire County Council
- North York Moors National Park Authority
- North Yorkshire Local Access Forum
- North Yorkshire Sport
- Ryedale District Council
- Ryedale's schools and colleges
- Sustrans (sustainable transport charity)
- Welcome to Yorkshire

RCF membership and participation is reviewed annually (January 2017)

Organisation / roles

- RCF will meet at least 4 times a year on a weekday. Meeting dates will be advertised on the Ryedale District Council (RDC) website <http://getryedalecycling.com/cycle-forum> and by email.
- Provision will be made for extra ordinary meetings as required
- Meetings will be held at the District Council's offices and serviced by a RDC Officer, but meetings may be held elsewhere. The elected Sports & Leisure champion from RDC Council will chair RCF meetings (unless otherwise agreed in advance).
- A range of cycling related items will be discussed at each meeting, based on suggestions from RCF members. The Chair and the RDC Officer will be responsible for producing a final agenda.
- The agenda and associated documents will be circulated in advance of each meeting. The minutes will be circulated no more than 4 weeks after the forum meeting. The agenda will be circulated 1 week in advance of the forum meeting.
- Forum documentation such as agendas, minutes of the meeting, associated documents and links, will be posted on the RDC website. If posting online is not permissible due to council policy, online reference will be made to the document and access made available by other means.
- RCF members must respect confidential information.
- Where more detailed discussion is needed or the focus is on one geographical area only, subgroups of the forum (working groups) can be set up by the Chair. These will have a limited timescale and should report back to the main forum upon completion or at a set frequency.
- The agendas and minutes of every meeting will be copied to the following council officers and elected representatives for their information, dissemination and comment:
 - **Head of Economy, Housing, Environment Ryedale District Council**
 - **Corporate Director, Business and Environmental Services NYCC**
 - **Area Highways Manager NYCC**
 - **All Parish and Town Council Clerks**
- RCF members are expected to show good attendance at meetings, and make informed and constructive contributions in line with their areas of interest and operation, and the agenda for each meeting.
- RCF members are also expected to follow up on matters discussed and agreed at each meeting, and report on progress at the following meeting or beforehand if required / appropriate.
- RCF members are asked to promote the interests of cycling in Ryedale at all times.

Consultation

Where a change on policy or strategy e.g. Local Transport Plan, development (e.g. housing) or highway / PROW maintenance is proposed that might affect existing or potential new cycle routes / cycling facilities, RCF requests that plans are brought to its attention at the earliest possible opportunity so that comments can be discussed and submitted with a view to design proposals being suitably amended wherever possible.

Where a new cycling scheme or major improvements to a cycling route are being considered, RCF asks to be involved in the discussions at the beginning to comment on route alignment, links and other characteristics.