



Town Hall | 61 Newland Street | Witham | Essex | CM8 2FE

CYCLING DEVELOPMENT GROUP

AGENDA

Tuesday, 15th March 2022 at 6.30 p.m. in the Town Clerk's Office

MEMBERS:

Witham Town Councillors:

K.	Atwill
P.	Barlow
C.	Lager
S.	Rajeev

Essex County Councillor:

R.	Playle
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OFFICER:

G.	Kennedy
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CO-OPTEEES:

- 1) APPOINTMENT OF CHAIRMAN**
To appoint a Chairman of the Group.
- 2) APOLOGIES**
To receive apologies for absence
- 3) DECLARATIONS OF INTEREST**
To receive any declarations of interests
- 4) TERMS OF REFERENCE & GROUP REMIT**
To receive and agree the Terms of Reference for the Group ([attached](#)).
- 5) BRAINTREE DISTRICT CYCLING ACTION PLAN**
To receive and note the Braintree District Cycling Action Plan 2018 (circulated with this document)
- 6) ACTIONS**
To consider action to be taken.
- 7) ANY OTHER BUSINESS**
An open debate to consider what other areas the panel way wish to engage in.



TERMS OF REFERENCE

1. The Cycling Development Group hereafter referred to as “The Group” exists to operate as an advisory working group within the remit of its assigned business and will report to the Planning and Transport Committee, Witham Town Council.
2. The Group will elect a Chairman and Vice Chairman from among its members.
3. An officer of the Council will be present at the meeting to record minutes and action decisions.
4. All letters and notices will be produced under the authority of Witham Town Council and on Witham Town Council headed notepaper.

Interests

5. Members will be required to declare any pecuniary and non-pecuniary interests as with all meetings of the Council.

Mission Statement

6. The Group exists to take forward the issues of cycle route development in the town, surface dressing, signage and to promote cycling generally.

Frequency of Meetings

7. The Group will meet as frequently as is required for the efficient transaction and progression of the working group’s goals.
8. The Group will be required to meet at least once every three months. If more than a total period of six consecutive months should pass without a meeting, then the group will be referred to the Policy and Resources Committee for review or dissolution.

Membership

9. The Group shall be formed of 4 Members of Witham Town Council and additional co-optees as appointed and will report to the Planning and Transport Committee each set of minutes and recommendations produced.
10. In addition to this core membership, The Group will reserve the right to appoint additional members from the Full Council.

Financing

11. The Group may make financial recommendations to the Planning and Transport Committee but has no power under statutory limitation to make financial decisions.