

**Kildare County Council
Sustainable Transport
Draft Terms of Reference for Consideration by SPC**

6th May 2021

Introduction

Transport is a key area of the Climate Action Plan 2019. Sustainable/active travel helps reduce congestion, supports a low carbon economy, reduces noise/air pollution and improves public health/quality of life.

Reductions in car-based transport and an increase in active travel will lead to better public health. Fewer cars on the roads will result in improved air quality in towns as well as quieter and safer environments. Cycling and walking are key elements of the Kildare County Development Plan 2017-2023 (Chapter 6 Movement and Transportation). The Council recognises the importance of walking to the well-being and quality of life of residents. Walking and cycling trends vary across the county. This highlights the difference in the convenience of walking or cycling as an option, due to the level of connectivity and quality of facilities provided. A key aim of the Development Plan is to actively support the implementation of the National Cycle Policy Framework, with a focus on encouraging a modal shift from vehicular to cycling modes.

Aims and Objectives of the Kildare Sustainable Transport Forum

The Forum aims to:

- Contribute to the development of policy that progresses outcomes such as improved public transport services, cycling and pedestrian infrastructure including modal interchange improvements.
- Provide a regular forum for professional and advocacy organisations to input into ongoing policy and the practical development of sustainable transport solutions in Kildare.
- Seek broader linkages between actors in the transport sector and assist coordination between programmes, projects and services
- Support the implementation of National Policy

The Role of the Sustainable Transport Forum is:

- To promote and support more sustainable forms of travel including walking, cycling and public transportation
- Positively influence policy formulation and policy improvements regarding sustainable travel
- Identify key barriers to the provision of sustainable travel and look for solutions to address these barriers

- To provide an interface between the users of sustainable transport and local transport infrastructure providers and policy makers

Proposed Establishment of Sub-Committee

With the exception of the Chair and the support from Council officials membership of the Sub-Committee will differ from the SPC to ensure a wide variety of thoughts and ideas. The Sub-Committee is open to representatives of organisations concerned with sustainable transport, and the sustainable development of Kildare who support the objectives of the Forum. The Sub-Committee actively seeks the regular participation and contribution from the following non-exhaustive list:

- Elected representatives (one Member from each MD)
- Council Officials
- Cycling champion/ advocacy representative/ business representative
- Local Link representative
- Local Transportation providers
- Walking advocates and clubs
- An Garda Síochána
- State Agencies – e.g. NTA, RPA, DTTaS, RSA
- Chamber of Commerce representatives
- Health Sector
- Educational and academic institutions (universities, colleges, schools).

Organisations may apply to the Chairperson of the Sub-Committee for named individuals and substitutes to be part of the Sub-Committee. The Chairperson will decide on their eligibility to be part of the Sub-Committee.

From time to time, other organisations or individuals may be invited to participate. Working groups may be formed to work on specific issues.

Roles and Responsibilities of Members

Officers

1. The Chairperson of the Sustainable Transport Sub-Committee shall be the Chairperson of the Transportation Strategic Policy Committee.
2. The Sub-Committee members shall appoint a Vice-Chairperson from among their members.
3. The role of the Vice-Chairperson shall be to support the Chairperson in advancing the business of the Sub-Committee and to chair meetings of the Sub-Committee in the absence of the Chairperson.

Ordinary Members

- 1 Members shall regularly attend Sub-Committee meetings and contribute to the discussions, both at meetings and online.

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2. Members are encouraged to participate in the work of any working group activated to support the work of the Cycling Sub-Committee
3. Members shall champion the Sub-Committee within their organisation and work to ensure the visibility of the work of the Sub-Committee is disseminated within the broader community.

Kildare County Council shall:

1. Ensure relevant Council officers attend meetings.
2. Provide secretarial support to the Sub-Committee, who shall be responsible for general administration of the work of the Sub-Committee.
3. Inform the Sub-Committee of developments and issues affecting sustainable transport and shall provide opportunities to comment on these.
4. Provide minutes of the Sub-Committee meetings and papers, plans of schemes and other information relevant to the development of sustainable transport in Kildare.

Kildare County Council's Strategic Policy Committee on Transportation shall:

Take into account the views of the Sustainable Transport Sub-Committee when making decisions affecting transport provision, ensuring that comments from the Sub-Committee are channelled to the decision makers, and respond to the Sub-Committee where it is decided not to take on board particular comments.

Organisation

1. The Sustainable Transport Sub-Committee shall meet at least 4 times a year as agreed in advance through the Chairperson
2. The Chairperson shall ultimately be responsible for organising the agenda.
3. The agenda and associated documents shall be circulated to all Sub-Committee members at least 1 week in advance of each meeting.
4. (DRAFT) Minutes of Sub-Committee meetings shall be circulated no later than 4 weeks after the previous meeting.
5. Working groups of the Sustainable Transport Sub-Committee may be set up by the Chairperson, to advance particular work items of the Sub-Committee. These will have a limited timescale and should report back to the Sustainable Transport Sub-Committee upon completion, or at a set frequency.
6. The Chairperson will ensure the smooth and inclusive running of the meetings and ensure that all actions from meetings are followed up.
7. The agenda and minutes of every Sustainable Transport Sub-Committee meeting shall be copied to all members of the SPC on Transportation.

Code of Conduct

All members of the Sustainable Transport Sub-Committee shall:

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- Treat each other with courtesy and respect and demonstrate honesty and discretion in matters relating to the Sub-Committee.
- Work to develop effective working relationships with Kildare County Council officers, and all relevant organisations.
- Accept and respect the Council's responsibility to look after the needs of all road users.

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