

TERMS OF REFERENCE**2025/26****Purpose of the Group**

- To bring together all existing and future Active Travel workstreams from across the Council in a strategic way.
- To support the development of the Council's Local Cycling & Walking Infrastructure Plan (LCWIP), Bus Service Improvement Plan (BSIP), Medway Local Bus Infrastructure Plan (LBIP), emerging Local Plan, and Local Transport Plan (LTP), including capital infrastructure schemes and behavioural change interventions.
- To assist any future bidding opportunities for funding schemes and initiatives related to active travel and public transport.
- To support the development and implementation of Medway's Climate Change Action Plan and associated sustainable transport strategies, with the overall aim of net zero carbon emissions across Medway by 2050.
- To align with the One Medway Council Plan, particularly Priority 3: 'Enjoying clean, green, safe and connected communities', which aims to provide improved opportunities to walk, cycle, use public transport and electric vehicles, thereby reducing carbon emissions and improving air quality.
- To work in partnership with Climate Change, Public Health, Transport, Air Quality, and other associated steering groups.

Priorities

- To agree on the overall strategy for the development and delivery of schemes and plans to facilitate Active Travel in Medway, including the promotion of behavioural change through walking and cycling initiatives, and the identification and delivery of effective infrastructure.
- To identify outcomes to be achieved, in line with the LCWIP, emerging Local Plan, LTP, BSIP, LBIP, Climate Change Action Plan, Public Health, Air Quality, Sustainable School Travel, Road Safety Plan and other associated strategies.
- To provide direction on emerging opportunities for Active Travel schemes, initiatives, and funding opportunities from central government, considering the existing walking, cycling, and public transport networks.
- To review, analyse, and scrutinise the progress of Active Travel schemes and initiatives, including public transport.

- To include public transport within the group discussions, as it is interrelated to walking, cycling, and the sustainable transport agenda, and to promote active modes of travel as a viable alternative to the car, including the associated modal shift benefits.
- To aspire for all schools in Medway to participate in at least one active travel initiative, including an up-to-date School Travel Plan.

Decision-Making Role

- The Group shall have a decision-making role in the identification, development, and implementation of active travel recommendations.
- Decisions on the implementation of active travel recommendations shall be made collectively by the Group, ensuring that all matters impacting delivery are discussed and agreed upon before any actions are taken.
- The Group will identify and use mode of travel data, and other relevant evidence for monitoring and guiding its modal shift actions.
- The Group will seek to work in accordance with and complement new and existing national and local policy frameworks, including Medway's LCWIP.
- The Group will establish dialogue with relevant groups to understand existing concerns or perceptions, including work already completed or in progress across Medway with regards to active travel.
- The Group will collaborate with other steering groups across Kent and Medway, as appropriate, for the purposes of sharing good practice with respect to active travel links, including cross-boundary opportunities.

Membership

- Core membership of the Group will consist of 7 agreed Member representatives (3x Labour & Cooperative Group, 2x Conservative Group, 1x Independent Group and 1x Reform UK Group) with the option to invite an agreed substitute, when necessary. Likewise, officers from the following Medway Council services:
 - Transport and Parking
 - Public Health
 - Climate Response
 - Greenspaces
 - Air Quality
 - Education (School Transport)
- Membership shall also be extended to cover additional Medway Council services, when required.

- The Group recognises that other key stakeholders may have a role to play in the development and implementation of Medway's active travel agenda, either in general terms or with regards to specific measures. For this reason, other representatives may be invited to join the group, as required.

Reporting

- The Group shall report progress to the relevant service Portfolio Holder on a regular basis and in line with statutory reporting requirements to Active Travel England.
- The Group will also report back to the Community Climate Working Group, Health & Wellbeing Board, and other appropriate steering groups, as requested, on progress against the actions in the plan.

Frequency of Meetings

- Meetings shall take place on a quarterly basis (either virtually or in-person) and have been provisionally scheduled for the following dates:
 - 12 June 2025
 - 11 September 2025
 - 11 December 2025
 - 12 March 2026
- *NOTE: Meeting dates may be subject to change.*

Annual Review

- The following matters shall be reviewed annually by the Group:
 - Meeting length and frequency
 - Membership
 - Terms of Reference