



Faversham Bus Users Forum

Terms of Reference

1. Name

The group shall be known as the Faversham Bus Users Forum (“the Forum”).

2. Purpose

The purpose of the Forum is to provide a structured, inclusive platform for bus users and stakeholders in Faversham to discuss local bus services and to advise Faversham Town Council on issues relating to local bus services.

3. Aims and Objectives

The Forum aims to:

- Represent the views and experiences of bus users in Faversham
- Identify issues and opportunities relating to local bus services, including reliability, frequency, routes, accessibility, information, and fares
- Provide constructive, evidence-based feedback to Faversham Town Council
- Support dialogue between bus users, bus operators, Kent County Council, and other relevant stakeholders
- Contribute to wider objectives around sustainable transport, accessibility, and community wellbeing
- Encourage greater use of bus services by identifying barriers and promoting improvements

4. Scope and Role

- The Forum is an advisory body and has no decision-making or statutory powers
- Comment on how well workers, learners, shoppers, and visitors are served

- Effectiveness of bus routes
- Communication from bus operators
- Provision and upkeep of bus shelters and seating
- Connectivity of bus routes and train services
- Promote the introduction of low or zero carbon buses
- Fares and pricing
- The Forum may respond to consultations and develop recommendations for consideration by Faversham Town Council's Active Travel Committee.

5. Membership

Membership of the Forum shall be open and inclusive and may include:

- Residents of Faversham who use, or wish to use, bus services
- Representatives of local community, voluntary, and interest groups
- Town Councillors
- Representatives of bus operators, Kent County Council, or other relevant bodies, by invitation The Forum should seek to reflect a broad range of users, including different age groups, mobility needs, and areas of the town.

6. Chairing and Officers

- The Forum shall elect a Chair, Vice-Chair, and Secretary from among its members
- The Chair and Vice-Chair shall normally be elected annually
- The Chair will be responsible for chairing meetings, agreeing agendas, and acting as the main point of contact with the Town Council
- In the absence of the Chair, the Vice-Chair shall assume these responsibilities
- The Secretary will be responsible for taking minutes, arranging meetings and administrative support.

7. Meetings

- The Forum shall meet quarterly, or as otherwise agreed
- Meetings may be held in person, online, or in a hybrid format
- Meetings shall be open to the public
- An agenda shall be circulated in advance of each meeting
- Notes or minutes shall be produced and made publicly available via the FTC website.

9. Decision-Making

- The Forum will not have decision-making powers, but will make recommendations to the Active Travel Committee for consideration
- The Forum shall seek to operate by consensus wherever possible
- Where a vote is required, each member present shall have one vote
- Recommendations shall be recorded in the minutes.

10. Reporting and Accountability

- The Forum shall report key issues, findings, and recommendations to the Active Travel Committee.
 - The Forum may provide written summaries or reports as required
 - The Active Travel Committee is not obliged to adopt the Forum's recommendations
- ### **11. Support and Resources**
- Officer time will be required in the early stages of setting up the Forum
 - Councillors may wish to attend meetings
 - The Forum will operate with minimal cost and resource implications
 - Use of Town Council meeting rooms will be provided

11. Code of Conduct

- Members are expected to treat each other with respect and courtesy
- The Forum shall operate in a constructive, non-partisan manner
- The Chair may take appropriate action to manage conduct and ensure effective meetings

12. Review of Terms of Reference

- These Terms of Reference shall be reviewed after the first year of operation and thereafter as required
- Any amendments shall be agreed by the Forum and approved by Faversham Town Council

Last Review Date: 5th February 2026