

# Public Realm Management Forum

## Terms of Reference

---

Author:	Jamie Cooke, Assistant Director, Transportation & Highways Commissioning
Date:	November 2017

Public Realm Management Forum	
<b>Chair:</b>	Assistant Director, Transportation & Highways Commissioning
<b>Role of the forum:</b>	<p>The role of forum is an advisory body which can make recommendations to the Strategic Director of Environment. The Strategic Director will bring forward to Environment Committee any actions that require its attention.</p> <p>The role of the forum is;</p> <ul style="list-style-type: none"> <li>• To understand best practice in the context of finite resources for the public realm</li> <li>• To understand the cost benefit of a pallet of materials for conservation areas</li> </ul> <p>We recognise that the forum represents a diverse range of views. The role of the chair is to represent these views in the minutes, in order to offer an accurate reflection of what is discussed.</p>
<b>Frequency of meetings:</b>	Three times a year (every four months)
<b>Agenda</b>	<p>The following agenda items are standard for Forum meetings;</p> <ul style="list-style-type: none"> <li>• Review of previous forum actions</li> <li>• Understand and discuss best practice on the improvement and management of public realm</li> <li>• Understand and discuss the cost benefit of materials</li> <li>• Key actions for the forum</li> <li>• Date of the next meeting</li> </ul> <p>Additional items can be added by any member of the forum panel as and when required but will need to be received by the chair in advance of the meeting.</p> <p>Management of the forum is the role of the chair.</p> <p>Agendas and minutes will be made available on the council's website.</p> <p>An annual update on the Forum's work be provided to the Environment Committee.</p>

<b>Appointment of members of the Public Realm Forum</b>	<p>The Forum Panel membership is noted below.</p> <p>The panel comprises of two Elected Members of the Council (comprising on one administration member and one opposition member)</p> <p>The forum is a public meeting available for all to attend, including residents and all Elected Members. All attendees will be able to take part in the discussion under the direction of the chair.</p>
---	---

**Forum Panel Membership:**

<b>Name</b>	<b>Role</b>	<b>Attendance</b>
Assistant Director, Transport & Highways Commissioning	Forum Chair	Every meeting
LBB Highways Officer	Service Expert	Every meeting
LBB Conservation Officer	Conservation Expert	Every meeting
LBB Planning Officer	Service Expert	When required
Two Elected Members		Every meeting

Note: In addition to the Forum Panel, the forum is a public meeting available for all to attend.