

# Broadford and Strath Community Paths Network Project

## Community Advisory Group: Terms of Reference

### About the project

Our vision is to establish a coherent, safe and attractive environment for walking, wheeling and cycling across the Broadford and Strath Community Council area. The first step is to undertake a feasibility study of our existing path network, current barriers to active travel, and potential new path links. This will provide us with robust evidence that can be used for future funding bids to support path construction and maintenance.

Broadford & Strath Community Company (BSCC) has commissioned Alan Jones Associates ([www.alanjonesassociates.org.uk](http://www.alanjonesassociates.org.uk)) to undertake this study, supported by the BSCC Community Coordinator (the Project Team). The work will include community consultation, surveys, mapping, identifying funding sources, and producing a final report, to be delivered by December 2024. The work is supported by grants from Paths for All and The Highland Council / Scottish Government.

### Community Advisory Group

#### 1 Purpose

The Community Advisory Group (CAG) will support the delivery of this project. This will be achieved through representation, consultation, discussion, and advice offered to the Project Team. The CAG may also assist in the implementation of project deliverables, outcomes, and events.

#### 2 Principles

- The CAG will undertake the process transparently, encouraging widespread participation and giving equal consideration to opinions and ideas from the community.
- All recommendations or decisions made shall be fully evidenced and supported through consultation with the local community.

#### 3 Roles and Responsibilities

To support the delivery of the project, the CAG will carry out the following:

- Act as a sounding board for the work of the Project Team.
- Support engagement with the wider community to ensure that project proposals are representative of local views.
- Act as an advocate / ambassador for the project as necessary.
- Help shape follow-on activity and legacy.

#### 4 Time commitment

The CAG will operate for an initial period of 8 months (May – December 2024), with the potential to be extended or reconstituted to support follow-on work. The anticipated commitment for CAG members is:



- Meeting approx every 2 months, in person or online.
- Review of key documentation, e.g. community consultation plans, by email as required.
- Attending or otherwise supporting community engagement event(s) where possible.

## 5 Membership

- The CAG shall comprise a cross-section of volunteers and representatives from the Broadford and Strath Community Council area. This will ideally include representation from following sectors: business, youth, leisure, education.
- Representation will be limited to one member per organisation.
- Consideration will be given to groups with Protected Characteristics and those that might not otherwise have their voices heard.
- The CAG will also include at least one BSCC Director.

Members do not require specific skills or experience but should have an interest in paths and active travel, a commitment to project aims and objectives, and a willingness to contribute.

## 6 Procedures

- Membership is on a voluntary basis (i.e. unpaid).
- Each meeting will be minuted by the Community Coordinator (or delegated to a Working Group member), and minutes circulated to the group and BSCC Directors.
- Any conflicts of interest will be declared and minuted at the start of each meeting.
- Any confidential matters must be brought to the attention of BSCC Directors, to be dealt with by the board.
- Any external communications (e.g. press releases, media interviews, funding applications) must be reviewed and authorised by BSCC Directors.
- Expenses are not anticipated; any expenses incurred must be authorised by BSCC Directors.
- Personal data will be processed in compliance with GDPR. More details can be found at <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

## 7 Conduct

The CAG is accountable to the wider community for ensuring that project proposals reflect collective expectations. The CAG will achieve this through applying the following principles:

- Be clear and open when their individual roles or interests are in conflict or perceived to be in conflict.
- Treat everyone with dignity, courtesy, and respect.
- Actively promote equality of access and opportunity.

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Funding partners

