

Terms of Reference for the Traffic Advisory Committee

Approved at Full Council Meeting 5 February 2019



1. Authority

The Traffic Advisory Committee is appointed by, and is solely responsible to Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

The Committee will consist of no fewer than **four elected parish councillors**, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence. **A quorum will be a minimum of three elected Members.** The Chairman and Vice Chairman of the Full Council will have automatic membership and full voting rights.

3. Records of Proceedings

The Committee will meet twice a year (if required) or on such other dates as agreed by the committee. Written minutes will be taken to record the Committee's decisions and will be circulated to all members; they will be received and approved at the next Full Council meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published on Eynsham Online.

4. Responsibilities

The Committee **does not have executive powers**, but may consider any traffic related matter of concern either directly or indirectly to the County Division of Eynsham and may offer advice on such matters to other local authorities or to any other relevant organisation as may be appropriate. Representatives from local authorities and other relevant organisations may be co-opted to the Committee as non-members in order to discharge the functions of the Committee (Local Government Act 1972 s.102(3) refers).

The following list is not exhaustive, but are the type of matters which may be discussed by the Committee: -

- (a) Existing or proposed road systems or traffic management schemes.
- (b) One way systems.
- (c) Traffic calming.

- (d) Waiting restrictions.
- (e) Traffic signalling, signing and road markings.
- (f) Pedestrian crossings and school crossings.
- (g) Footpaths.
- (h) Street lighting.
- (i) On-street and off-street car parking.
- (j) Road safety engineering.

5. Amendments to constitution and Terms of Reference

The Advisory Committee's constitution and Terms of Reference may be amended at any time by resolution of the Advisory Committee.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.