

## **Charlbury Town Council**

### **Traffic Committee Terms of Reference**

#### **Aim**

Charlbury Town Council will lobby and liaise with the responsible bodies to improve transport of all forms within, to and from the town, including appropriate and coordinated traffic calming, parking and road safety schemes.

#### **Responsibilities**

1. To be pro-active in the development of the town's infrastructure with the object of improving the aesthetic and amenity quality of the town's roads. This includes all highway-related matters including street lighting, car parks, scheduled footpaths and bridleways
2. To prepare and monitor a Local Cycling and Walking Infrastructure Plan
3. To comment on consultations from national, county or district authorities that are likely to have an impact on the town in respect of all highway issues
4. To make provision for adverse weather

#### **Duties and Powers**

1. To respond to relevant applications and consultations in a timely manner
2. To refer major or contentious highway applications to Council with recommendations
3. To present minutes/papers to Council bi-monthly for information/consideration/approval
4. To consider and agree projects/activities
5. To bring projects and budget proposals for Council's approval
6. The Committee may consult and seek advice & information from external organisations and relevant experts, including volunteers on the Council's Journeys team. However, it must ensure that any such correspondence entered into by the Traffic Committee cannot be interpreted as a decision or an opinion of the Town Council.
7. Power to authorise correspondence that will not, in itself, result in Council expenditure or bind the Council to any course of action, except for that already approved
8. All correspondence shall be conducted with and/or through the Town Clerk.
9. Any decisions and recommendations will require to be approved by Full Council at the next meeting following the recommendation.

#### **Membership**

Members of the Committee will be appointed at the Annual Meeting. The Committee will consist of a minimum of three councillors. A non-councillor as a co-opted expert can be appointed by the Town Council onto the Committee and can attend meetings. Only elected members of the Committee shall have voting rights. The quorum is three.

#### **Chair**

The Chair to be elected annually by the Town Council elected Traffic Committee members at the first meeting following the Annual Meeting of the Town Council.

The Chair of the Committee shall be an elected member of the Town Council.

### **Meetings**

Meetings of the Traffic Committee are to be held as and when required in order to consider matters relevant to the Committee's objectives. Meetings must be held in public and the agenda published three clear days in advance in accordance with standing orders.

The Councillors' Code of Conduct will apply to all members of the committee and Charlbury Town Council's Standing Orders will apply to conduct of meetings (declaration of interests, debate, voting etc).

Minutes of all meetings are to be retained by the Town Clerk and forwarded by e-mail to members of the Committee and other Town Council members and posted to the Charlbury Town Council website within one month.

If there is a vacancy, co-option can take place at any time during the year (if on the agenda) but usually at the start of each new Council year.

### **Reporting**

The Traffic Committee will formally present their findings to the Town Council at the Annual Meeting of the Council.

Adopted 16<sup>th</sup> February 2022