



**Neighbourhood Plan, Strategic Project**

**Traffic Management, Parking & Pedestrian Safety Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To support the aims and objectives of the Neighbourhood Strategic Project titled **Traffic and Parking**
  - “A full review of traffic management, pedestrian safety and parking in the village, especially in the village centre.”
- Where applicable, to work with the other stakeholders, to facilitate individual project.
- Projects to include:
  - 4 Actions from the Neighbourhood plan:
    - Action.06: Improving the Village Centre Congestion and Safety
      - Monitoring the progress and long-term effect of the High Street Improvements to be completed in Spring 2021
    - Action.07: Improving Wallingford Road Access and Safety
      - Including: Double Yellow Lines at the Junction of Lockstile Way / Wallingford Road
    - Action.08: Stopping Illegal Use of The High Street by Heavy Goods Vehicles
    - Action.09: Sustainable Village Centre Parking
  - Pedestrian Safety Improvements in Station Road
  - Other projects relating to Traffic and Safety as decided by the Parish Council, list at the time of approval of this ToR
    - No Loading / No Waiting zone with respect to the High Street
    - Speed bumps at the end of Elvendon Road (Woodcote end)
    - Road lines at the junction of Station Road; Yew Tree Court; Red Cross Road

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee. If legislation is in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of four members with a quorum of three. Membership of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee will be agreed as needed at a full council meeting.

A chairman shall be appointed at the first meeting of the Committee.

## **4 Delegated Authority**

The NPSP – Traffic Management, Parking & Pedestrian Safety Committee has delegated authority to:

- Prioritise projects as listed in this ToR and any future items as directed by the Full Council
- Pursue a matter and conduct any appropriate consultations and investigations in the process of forming a final recommendation on any project within the budget set for the Committee (Budget Code 6060 – Pedestrian Safety Projects)
  - Formal proposals and budgets for any remedial action to be approved by Full Council.

## **5 Scope**

- To investigate and progress any projects as deemed by the council to be the responsibility of the Committee
  - Where appropriate form a Sub-Committee with another organisation to do this.
- Where required to define the brief for and commission on behalf of the Council a professional, expert report from a suitably qualified highways consultant
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the highway authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children
- Having regard to the results of the 4 items above to recommend to the Council the most appropriate course of action
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.

## **6 Sub-Committees**

When appropriate to form a Sub-Committee, a separate ToR will be written for each sub-committee, formed to complete a single project. Sub-Committees will generally only be formed where a non-council member is being co-opted to join the Committee, for example when a project is in partnership with another organisation.

### **6.1 Appointment of Members**

Sub-Committees shall consist of three councillors plus one or two non-council members.

In the absence of an officer of the council being present, a recording of the meeting will be taken solely for the purpose of writing the minutes (after which, it will be destroyed) and provided to the Clerk promptly after the meeting.

## **6.2 Quorum & Voting**

The quorum for the Sub-Committee is three, including a minimum of two representatives of the Council.

## **6.3 Dissolution of Sub-Committees**

Unless the Traffic Management, Parking and Pedestrian Safety Committee decides otherwise Sub-Committees will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

## **7 Review**

This Terms of Reference document in its updated form was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council