

Travel and Transport Committee

Terms of Reference

In this document “the Council” means the full Parish Council and “the Committee” means the Travel and Transport Committee.

1 Remit

The Committee supersedes the Traffic Management, Parking & Pedestrian Safety Committee that was established after the Goring Neighbourhood Plan (GNP) was adopted in 2019. The Committee inherits its remit from the previous committee with extensions to support additional aims and objectives from the GNP and to support the Active Travel Strategy adopted by Oxford County Council in July 2022.

The primary purpose of the Committee is to support the objectives and policies set out in Section 12. of the GNP entitled “Traffic congestion and parking”.

- Objective 13: Minimise traffic impact and improve the environment for pedestrians, businesses, and property owners in the village
- Objective 14: Ensure that routes from new housing sites are accessible and safe for all users including pedestrians, cyclists, and people with disabilities
- Policy 19: Ensure new developments provide adequate parking arrangements
- Policy 20: Ensure new developments provide paths to allow residents to walk or cycle safely to village amenities

The Committee will work to achieve the four specific Actions from the GNP:

- Action 06: Reduce congestion and improve safety in the village centre
- Action 07: Improve access and safety along the Wallingford Road
- Action 08: Prevent illegal use of the High Street by HGVs
- Action 09: Review village centre parking

The Committee will also work to support the five priorities set out in the OCC Active Travel Strategy.

- to treat walking and cycling as a policy priority
- to make village amenities easy to reach on foot and by cycle
- to develop an inclusive cycle network of safe, high quality routes to link Goring to neighbouring towns and villages
- to manage motor traffic – through measures such as modal filters, reducing traffic speeds, reducing road capacity, and increasing the cost of parking
- to develop a local practice that enables all residents to build their lives around active travel modes for local journeys

The Committee will maintain contacts with relevant organizations to promote Goring as an Active Travel destination, and to encourage residents and visitors to walk, to cycle, or to use public transport where possible.

2 Appointment of members

There will be four members of the Committee. Membership of the Committee will be agreed as needed at a meeting of the Council. A chair of the Committee will be appointed at the first meeting of the Committee.

3 Meetings

All meetings of the Committee will be open to the members of the public. Meetings will be held at least four times a year to support the remit and scope defined in these terms of reference. An officer of the council shall be present to take minutes of the meetings and publish them promptly afterwards.

4 Delegated authority

The Committee has delegated authority (a) to prioritise projects listed in section 1 and any future items as directed by the Council, and (b) to pursue matters and conduct appropriate consultations and investigations in order to make recommendations to the Council on any project within the budget set for the Committee (Budget Code 6060 – Pedestrian Safety Projects).

Formal proposals and budgets for any remedial action recommended by the Committee must be approved by Council before any other work begins.

5 Scope

The scope of the Committee is to do the following.

- Investigate and progress any projects that support the remit set out in section 1, and any other projects that are deemed by the Council to be the responsibility of the Committee
- Commission any required expert reports on behalf of the Council from a suitably-qualified highways consultant, advising the council on the choice of consultant and the most appropriate procurement process
- Obtain advice and information on behalf of the Council from the highway authority
- Obtain and evaluate evidence of the views of village residents who are interested in, or affected by, any project
- Consider the timing and methods of funding for each project and pursue grant applications
- Make recommendations to the Council for approval of appropriate actions arising from any of the items defined in this scope.

6 Sub-committees

The Committee may form a sub-committee to deal with a particular project. Generally this will only be done when a non-council member is required to work on the project. For example when a project is to be done in partnership with another organization.

6.1 Appointment of members

A sub-committee shall consist of three councillors plus one or two non-council members.

6.2 Minutes

If possible, an officer of the council will take minutes of any sub-committee meeting. If this is not possible, the sub-committee will provide the Clerk with an audio recording of the meeting so that the minutes can be written; this must be done promptly after the meeting, and the recording will be destroyed as soon as the minutes are complete.

6.3 Quorum and voting

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

6.4 Dissolution

Unless the Travel and Transport Committee decides otherwise, a sub-committees will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

7 Review

These updated Terms of Reference were approved for use at the meeting of the Parish Council on Monday 14 October 2024. They will be reviewed periodically.

Signed:

Dated:

_____, Chair of the Council